



KSFE

THE KERALA STATE FINANCIAL ENTERPRISES LIMITED
(A Government of Kerala Undertaking)
Bhadratha, Museum Road, P.B. No.510, Thrissur - 680 020, Kerala, India
Ph: +91 487 2332255, Fax: +91 487 2336232, www.ksfe.com



Ref. No: 4104

Date: 20.03.2021

CIRCULAR NO.19/2021 (P&HR)

Sub : KSFE Ltd -- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act - 2013 -- Constitution of Internal Complaints Committees in the Company -- Reg.

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The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act -2013 stipulates that every employer of a workplace shall constitute a Committee to be known as the 'Internal Complaints Committee'. Accordingly, we have constituted 'Internal Complaints Committee' at Head Office, Regional Offices and NRI Business Centre. The details of Internal Complaints Committees in the Company are given below.

I. Head Office, Thrissur

- | | |
|---------------------------------|---------------------|
| 1. Smt. Sujatha.M.T. (3532) | - Presiding Officer |
| DGM(P&HR) I/C | |
| 2. Smt. Sujatha.R. (1574) | - Member |
| Chief Manager, | |
| 3. Smt. Lata. K.K, (7365) | - Member |
| Sp. Grade Asst. | |
| 4. Adv.Asha Francis | - Member |
| Kallukkaran House | |
| PO Varakkara, Amballur - 680302 | |
| Ph : 9744746892 | |

II. R.O. Thiruvananthapuram

- | | |
|-------------------------------|---------------------|
| 1. Smt.Nadeera Beevi M (1302) | - Presiding Officer |
| Chief Manager | |
| 2. Smt.Banazir A (4203) | - Member |
| Assistant Manager | |
| 3. Smt.Sumakumari N (6514) | - Member |
| Special Grade Assistant | |
| 4. Smt.Angitha RS (8189) | - Member |
| Special Grade Assistant | |
| 5. Adv.Sreeja Tulasi | - Member |
| TC 24/1248/5, Sreepriya | |
| TVM- 695 036 | |
| Ph: 9446614795 | |

III. R.O. Attingal

- | | |
|-------------------------------|---------------------|
| 1. Smt.Naseera Beevi.N (2238) | - Presiding Officer |
| Manager | |
| 2. Smt.Smitha KL (4308) | - Member |
| Assistant Manager | |

- | | | | |
|----|--|---|--------|
| 3. | Smt.Renuka R (8631)
Special Grade Assistant | - | Member |
| 4. | Adv.Kumari S
Harinarayanam, Attingal PO | - | Member |

IV. R.O. Kollam

- | | | | |
|----|---|---|-------------------|
| 1. | Smt.Soujath Beevi. A.(2989)
Senior Manager | - | Presiding Officer |
| 2. | Smt.Soosamma.M (1499)
Senior Manager | - | Member |
| 3. | Smt.Sreekala.S (6354)
Special Grade Assistant | - | Member |
| 4. | Smt.Remya R(9237)
Office Attendant | - | Member |
| 5. | Smt.Soja Thulaseedharan LLM
Advocate & District Notary | - | Member |

V. R.O. Pathanamthitta

- | | | | |
|----|--|---|-------------------|
| 1. | Smt.Biji S Basheer (2150)
Chief Manager | - | Presiding Officer |
| 2. | Smt.Suja P Nair (2987)
Senior Manager | - | Member |
| 3. | Smt.Renjini KR (4552)
Assistant Manager | - | Member |
| 4. | Smt.Suchithra.K.S. (6700)
Special Grade Assistant | - | Member |
| 5. | Smt.Sandhya T Vasu
Advocate
Pathanamthitta | - | Member |

VI. R.O. Alappuzha

- | | | | |
|----|--|---|-------------------|
| 1. | Smt.Girija P (1328)
Chief Manager | - | Presiding Officer |
| 2. | Smt.Asha MS (1598)
Chief Manager | - | Member |
| 3. | Smt.Sussmitha Sundaran (5482)
Special Grade Assistant | - | Member |
| 4. | Smt.Anjali R Sankar (8745)
Special Grade Assistant | - | Member |
| 4. | Adv.Sajila Riyas
Sastham Prambu
Mannangeri
Alappuzha
Ph : 9526686451 | - | Member |

VII. R.O. Kottayam

- | | | | |
|----|---|---|-------------------|
| 1. | Smt.Sudha K (2283)
Senior Manager | - | Presiding Officer |
| 2. | Smt.Stella George (3420)
Deputy Manager | - | Member |
| 3. | Smt.Moneikutty P Kuriakose (9075)
Senior Assistant | - | Member |
| 4. | Smt.Surya S Nair (7957)
Office Attendant (HG) | - | Member |
| 5. | Adv.Sheeja Anil
Social Worker | - | Member |

VIII. R.O. Kattapana

- | | | |
|----|---|---------------------|
| 1. | Smt. Suharabeevi.K.A (2216)
Manager | - Presiding Officer |
| 2. | Smt. Padmakumari KR (4277)
Assistant Manager | - Member |
| 3. | Smt.Jainy Mole Varghese (4056)
Assistant Manager | - Member |
| 4. | Smt.Deepalakshmi.S (4903)
Assistant Manager | - Member |
| 5. | Adv.Jaya Rashmi
Panel Advocate | - Member |

IX. R.O. Ernakulam

- | | | |
|----|--|---------------------|
| 1. | Smt. Prameela.K.P. (1245)
Assistant General Manager | - Presiding Officer |
| 2. | Smt.Sonia.K.(1584)
Chief Manager | - Member |
| 3. | Smt. Syamala.P.N. (3211)
Deputy Manager | - Member |
| 4. | Smt.Viji. K.S (5227)
Special Grade Assistant | - Member |
| 5. | Smt.Lekha S. (6995)
Special Grade Assistant | - Member |
| 6. | Adv.Deepa George
Panel Advocate
Ph : 9446490537 | - Member |

X. R.O. Thrissur

- | | | |
|----|--|---------------------|
| 1. | Smt.Moly Joseph (1453)
Chief Manager | - Presiding Officer |
| 2. | Smt.Prasanna V.U (8002)
Manager | - Member |
| 3. | Smt.Rajashri.K (3939)
Assistant Manager | - Member |
| 4. | Smt.Bindu I (10049)
Junior Assistant | - Member |
| 5. | Smt.Sajitha Francis
Social Worker | - Member |

XI. R.O. Palakkad

- | | | |
|----|--|---------------------|
| 1. | Smt.Deepa Raveendran (3580)
Senior Manager | - Presiding Officer |
| 2. | Smt.Nazeema Y (4196)
Assistant Manager | - Member |
| 3. | Smt.Nisha Mol MK (8534)
Special Grade Assistant | - Member |
| 4. | Smt.Sudha G (8037)
Special Grade Assistant | - Member |
| 5. | Smt.Sobhana
Chaithnya
Pudupariyaram 2
Palakkad - 678731 | - Member |

XII. R.O. Malappuram

- | | | | |
|----|---|---|-------------------|
| 1. | Smt.Sreekala R Sarma (1849)
Assistant General Manager (HG) | - | Presiding Officer |
| 2. | Smt.Rahithabhai CS (2608)
Senior Manager | - | Member |
| 3. | Smt.Linimol TK (7604)
Manager | - | Member |
| 4. | Smt.Sinimol V(4933)
Assistant Manager | - | Member |
| 5. | Smt.Baijimol PB (6342)
Special Grade Assistant | - | Member |
| 6. | Smt.Krishnaprasad M (8113)
Special Grade Assistant | - | Member |
| 7. | Adv. KP Sumathi
Janathipathya Mahila Association
Central Commitee | - | Member |

XIII. R.O. Kozhikode

- | | | | |
|----|--|---|-------------------|
| 1. | Smt.Rita KP (1240)
Chief Manager | - | Presiding Officer |
| 2. | Smt.Thulasi.T. (1709)
Chief Manager | - | Member |
| 3. | Smt.Anjana KV (4311)
Assistant Manager | - | Member |
| 4. | Smt.Nishabai A.K (6748)
Special Grade Assistant | - | Member |
| 5. | Adv.Gangabai OP
Panel Advocate | - | Member |

XIV. R.O. Kannur

- | | | | |
|----|---|---|-------------------|
| 1. | Smt.Marykututty Sebastian (1204)
Assistant General Manager | - | Presiding Officer |
| 2. | Smt.Shyna VC (3251)
Deputy Manager | - | Member |
| 3. | Smt.Jisha KC (6775)
Special Grade Assistant | - | Member |
| 4. | Smt.Rajani M (10036)
Part Time Sweeper | - | Member |
| 5. | Adv.Reeja Kunhimangalam | - | Member |

XV. NRI Business Centre

- | | | | |
|----|--|---|-------------------|
| 1. | Smt.Sweety Sukumaran (4771)
Assistant Manager | - | Presiding Officer |
| 2. | Sri.Sreekantan J (3575)
Deputy Manager | - | Member |
| 3. | Smt.Fida AS (8214)
Special Grade Assistant | - | Member |
| 4. | Adv.Sreeja Thulasi | - | Member |

Internal Complaints Committee shall consists of minimum 4 members, including the Presiding Officer. Any change in the panel of Internal Complaints Committee due to substitution/addition shall be immediately informed to the P&HR department. The Act stipulates the following conditions with regard to the constitution of Internal Complaints Committee and it should be strictly adhered while effecting substitution/addition.

- (i) Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees.
- (ii) Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- (iii) One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:
- (iv) Provided that at least one-half of the total Members so nominated shall be women.
- (iv) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

The member nominated from outside the Company shall be paid at the rate of Rs.500/- per each proceedings.

Internal Complaints Committee shall hold meeting once in six months even if there is no complaint as such. The Presiding Officer shall ensure that annual report is sent to the P&HR department in the following format.

Annual report of the financial year :
Name of the Office :

No. of complaints pending at the beginning of the FY	No. of complaints received during the FY	No of complaints settled during the FY	No. of complaints pending to be settled at the end of the FY

A copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act - 2013 is enclosed for your ready reference.

For THE K.S.F.E LTD.,



**SUBRAMANIAN.V.P.
MANAGING DIRECTOR**

Encl : The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act - 2013

- To:
1. All Units Heads
 2. All AGMs (Region)
 3. All IAD Teams
 4. All SDT Offices
 5. All Dept. Heads in H.O.
 6. PA to MD