



## Indian Council for Technical Research and Development

Secretariat Office- 72, Shahkar Layout, near Adarsh Nagar, Trimurti Nagar, Nagpur. 440022.

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### Notification Formation of Vishakha Committee

It is hereby notified that, in order to reinforce our commitment to providing a safe, respectful, and inclusive workplace, the Management had constituted the Vishakha Committee within the Secretariat Office with effect from **1st April 2025**.

Subsequently, as the previous lady members of the Committee are no longer associated with the organization, it has become necessary to reconstitute the **Vishakha Committee** to ensure continuity and effective functioning in accordance with applicable guidelines. Accordingly, two new lady members have been appointed to the Committee.

The reconstituted Vishakha Committee shall be effective from **29th December 2025** and shall function as an impartial body for receiving, examining, and resolving complaints related to sexual harassment, gender-based discrimination, inappropriate behaviour, verbal abuse, or any conduct that undermines the dignity, safety, and respect of women within the office premises. The Committee shall follow defined procedures, ensure timely action, and provide protection against retaliation, thereby fostering a culture of dignity, equality, and accountability.

- **Committee Strength:** 3 Members
- **Gender Representation:** At least 60% of the Committee members shall be women employees of the organization.

#### Members

1. **Chairperson:** Mr. Ketan Mohitkar, Member Secretary
2. **Member:** Ms. Vaishnavi Saharkar, Administrative Officer-II
3. **Member:** Ms. Nirzara Bende, Web Developer

#### Functions of the Committee

- To receive and acknowledge all written complaints related to sexual harassment, gender-based discrimination, inappropriate conduct, verbal abuse, or any behaviour compromising the dignity, safety, and respect of women.
- To conduct fair, confidential, and time-bound inquiries into each complaint.
- To recommend interim relief measures to protect the complainant, wherever necessary.
- To propose appropriate disciplinary action based on the findings of the inquiry.
- To ensure protection of complainants and witnesses against any form of retaliation.
- To maintain detailed records of complaints, inquiries, and outcomes.
- To prepare periodic reports on the number, nature, and status of cases.

All women employees and interns are encouraged to report any incidents of harassment without fear or hesitation. Complaints may be submitted in writing to any Committee member via email at [ictrd@egov.ind.in](mailto:ictrd@egov.ind.in).

Nagpur

Date: 29-12-2025



Vaishnavi. Saharkar  
(Administrative officer II)