



Indian Council for Technical Research and Development

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

Email- ictrd@egov.ind.in Website- www.ictrd.org

Notification

Formation of Vishakha Committee

It is hereby notified that to reinforce our commitment to a safe and respectful workplace, the Management is pleased to announce that the **Vishakha Committee** has been constituted within the Secretariat office, effective from **1st April 2025**. This Committee will serve as an impartial, confidential forum for receiving, investigating, and resolving any complaints of sexual harassment, gender-based discrimination, inappropriate behavior, verbal abuse, or any actions undermining the dignity, safety, and respect of women within our office premises. By providing clear procedures, timely relief measures, and protections against retaliation, the Committee aims to foster a culture of dignity, equality, and accountability for all women employees and interns.

- **Committee Strength:** Atleast 3 members
- **Gender Representation:** At least 60% of the Committee members shall be female staff from the organization.

Members:

1. **Chairperson:** Mr. Ketan Mohitkar, Member Secretary
2. **Member:** Ms. Urja Kurve, Administrative Officer
3. **Member:** Ms. Priyanka Bakre, Project Manager

Functions of the Committee:

- Receive and acknowledge all written complaints of sexual harassment, gender-based discrimination, inappropriate conduct, verbal abuse, or any behavior that compromises the dignity, safety, and respect of women.
- Conduct fair, confidential, and time-bound inquiries into each complaint.
- Recommend interim relief measures to protect the complainant.
- Propose appropriate disciplinary action based on inquiry findings.
- Ensure protection of complainants and witnesses from any form of retaliation.
- Maintain detailed records of complaints, inquiries, and outcomes.
- Prepare reports on the number, nature, and status of cases.

All women employees and interns are encouraged to report any incident of harassment without fear. Complaints may be submitted in writing to any Committee member or via email at ictrd@egov.ind.in. Prompt reporting and cooperation are vital to uphold a safe and respectful work environment for everyone.

Nagpur
Dt: 01-04-2025

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11/4/25

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Handwritten signature of Urja Kurve
Urja Kurve
(Administrative Officer)