

**NATIONAL RESEARCH DEVELOPMENT CORPORATION**

Ref: NRDC/82G004/2025

Date: 14.02.2025

**OFFICE ORDER**

**Sub: Re-constitution of Internal Committees.**

In supersession to all previous orders on the subject, the internal committees of the Corporation are re-constituted as under:-

**1. Welfare Committee**

Shri N.G. Lakshminarayan, DGM (B.D.) -Chairman  
Shri Goutam Koley, Manager (Finance) -Member  
Shri Avishek Ghosh, Asstt. Manager (IT) -Member  
Shri Ashutosh Kumar Jha, Sr.Asstt. -Member  
Shri Arvind Kaushik, Asstt. Manager (A) -Convenor

**2. Medical & Canteen Committee**

Shri Amitabh Mishra, DGM (B.D.) & Inch. (L) - Chairman  
Shri Abhishek Gautam, Manager (IT) -Member  
Shri Goutam Koley, Manager (Finance) -Member  
Shri Chandan Kumar Choudhary, Sr. Asstt. Acctt. -Member  
Shri Lalit Kumar Vats, Jr. Asst. -Member  
Shri Arvind Kaushik, Asstt. Manager (Admn) -Convenor

**3. Purchase Committee**

Shri V.K. Jain, Sr. Manager- Chairman  
Shri Goutam Koley, Manager (Finance) -Member  
Shri A.K. Kaushik, Asstt. Manager (Admn)-Member  
Shri Abhishek Gautam, Manager (IT)- Convenor


**4. Standing Committee for closure of cases of defaulting NRDC Licensees**

Shri N.G. Lakshminarayan, DGM (B.D.) - Chairman  
Shri Amitabh Mishra, DGM (B.D.) & Inch. (L) - Member  
Shri Goutam Koley, Manager (Finance) -Member  
Shri Harshit Mittal, Jr. Law Officer - Member  
A Technical Officer, Member  
Shri Rajender Kumar, Asstt. Manager - Convenor

**5. Disinvestment Committee**

Sh. Amitabh Mishra, DGM (BD) & I/c- L  
Sh. RK Nangia, DGM & CSD  
Shri Goutam Koley, Manager (Finance) -Member  
Shri Harshit Mittal, Jr. Law Officer - Member  
Sh. A.K. Jha, Sr. Assistant (Co. Affairs)- Convenor

This issues with the approval of the Competent Authority.

  
(Gurcharan Singh)  
Dy. Manager (Pers.)

Copy to:-

1. All members above
2. All HODs/Sections
3. All ORCs
4. Notice Boards
5. Office Order file

**NATIONAL RESEARCH DEVELOPMENT CORPORATION**

Ref. No. NRDC/82G004/2023

Dated: 24.04.2023

**OFFICE ORDER**

**Sub: Re-constitution of Internal Complaints Committee.**

In compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 the Internal Complaints Committee (ICC) has been re-constituted to deal with the complaints relating to Sexual harassment at work place.

The ICC comprises of the following members:-

- |  |               |
|--|---------------|
| a. Dr. (Mrs.) Ankita Mishra                              | - Chairperson |
| b. Shri Gurcharan Singh                                  | - Member      |
| c. Ms. Malaraju Ramya                                    | - Member      |
| d. Ms. Vaishali  | - Member      |
| e. Shri Sukhbir Singh Dhaiya<br>(Advocate Supreme Court) | - Member      |

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to CMD/Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Chairman, Grievance Redressal Committee or to Incharge (P&A).

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per CCS (Conduct) Rules.

The Chairperson shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

This is issued with the approval of Competent Authority.



(Gurcharan Singh)  
Personnel Officer

Copy to:

1. All the women employees
2. Members of Women Cell
3. All HoDs/Section
4. NRDC IPFC project, Visakhapatnam
5. NRDC Outreach Centre, Guwahati
6. NRDC Outreach Centre, Pune
7. CMD, NRDC for kind information.