

**I C A R – NATIONAL INSTITUTE FOR RESEARCH ON COMMERCIAL AGRICULTURE****(Formerly ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE)****RAJAHMUNDRY - 533 105, A.P., INDIA**

ISO 9001 : 2015 CERTIFIED INSTITUTE

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No.F.2(46)(Women Cell)/2025-26/Adm.I

Date: 23.03.2026

OFFICE ORDER

In pursuance of provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in supersession of earlier orders issued vide this office O.O. No.F.1(Nominations)/2018-19-Adm.I, dated 16.05.2018, the Director, ICAR-NIRCA, Rajahmundry is pleased to re-constitute the Women's Cell and Internal Complaints Committee with the following Officers as detailed below, to exercise the duties of the Cell with immediate effect until further orders.

WOMEN CELL & INTERNAL COMPLAINTS COMMITTEE AT ICAR-NIRCA, RAJAHMUNDRY

Sl. No	Name of the Officer & Designation	Position of Committee	e-mail Id.	Mobile Number
1.	Dr. K. Sarala, Head, Div. of Crop Improvement	Presiding Officer	sarala.ctri@gmail.com / k.sarala@icar.org.in	98497 26890
2.	Dr. K. Suman Kalyani, Principal Scientist	Member	kskctri@gmail.com / ksuman.kalyani@icar.org.in	94409 99035
3.	Smt. B. Sailaja Jayasekharan, Scientist	Member	sailaja8489@gmail.com / sailaja.borugadda@icar.org.in	95159 77390
4.	Smt. S. Gowri Vijaya Lakshmi, Chief Executive Officer, Swarnandhra Seva Samstha, Lalacheruvu, Rajahmundry. (A voluntary Organization, Regd.No. 1064/99)	External NGO Member	vijayalakshmi.vadapartha@gmail.com	94907 10850
5.	Smt. N. Maheswari, Private Secretary	Member-Secretary	mahisnath@gmail.com / nalam.maheswari@icar.org.in	98495 78781

NODAL OFFICERS NOMINATED FOR ICAR-NIRCA RESEARCH STATIONS

Sl. No	Name of the Officer & Designation	Position of Committee	e-mail Id.	Mobile Number
1.	Dr. M. Anuradha, Principal Scientist & Head i/c, NIRCA, RS Kandukur	Nodal Officer for NIRCA, RS & KVK Kandukur	radhama2k2@yahoo.co.in / manu.radha@icar.org.in	94407 03583
2.	Dr. C. Nanda, Senior Scientist, NIRCA, RS Hunsur	Nodal Officer for NIRCA, RS Hunsur	nanda.gpb@gmail.com / c.nanda@icar.org.in	94803 43075
3.	Dr. Namitha Das Saha, Senior Scientist, NIRCA, RS Dinhat	Nodal Officer for NIRCA, RS Dinhat	soilnami@gmail.com / namita.saha@icar.org.in	78387 31359

The Nodal Officers of Research Stations at Kandukur, Hunsur & Dinhat will look after the complaints in consultation with Institute Internal Complaints Committee.

The Internal Complaints Committee of ICAR-NIRCA, Rajahmundry will look after the complaints in respect of the remaining NIRCA, Research Stations at Guntur, Jeelugumilli, Vedasandur and KVK, Kalavacharla.

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THE COMMITTEE / NODAL OFFICERS ARE RESPONSIBLE FOR COMPLIANCE OF THE FOLLOWING ACTIONS.

- a) To function basically for the welfare of the women employees.
- b) To the issues- grievances pertaining to Women employees.
- c) To make recommendations on the issues concerning women, so that the Institute can take necessary action and expedite relief and redresses.
- d) All the Complaints are to be registered and updated in the SHe-Box portal.
- e) Names and contact details of the Internal Committee Members and Nodal Officers are to be displayed prominently.
- f) Annual reports and Awareness Programmes are to be regularly uploaded in the SHe-Box portal.


23/03/26

(KULDEEP PATIDAR)
ADMINISTRATIVE OFFICER

To
The Members Concerned.

Distribution to:

1. The Head, Div. of Crop Improvement / Div. of Crop Management / Div. of Post Harvest and Value Addition.
2. The Head i/c, ICAR-NIRCA, R.S. Guntur / Kandukur / Hunsur / Vedasandur / Dinhat / Jeelugumilli, KVK, Kalavacharla / Kandukur.
3. N.O PME Cell / AINPT / PPS to Director / Incharge BSR Farm, Katheru / S.P.U / M.S. Unit / AKMU / SFAO / F&AO / A.O Cell / A.A.O(E) / Incharge Adm.II (B&C) / A.A.O (P&S) / APAR – SPARROW / Vigilance Officer / Adm.I (P. Files- 7) / F.No.1(1)(Nominations)/2025-26/A.I
4. OIC, AKMU with a request to upload the same in our website for wide circulation among the All the Staff members of ICAR-NIRCA, Rajahmundry.