Abstract

The year 2015-16 has been eventful as we focused on Empowering Children and Women as well as making workplaces better and happier. The focus was also on developing Partnerships and on Corporate Social Responsibility.

Arupa Mission Research Foundation
Year of Child and Women Empowerment
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MESSAGE

Message from the Chairman AMRF- Gp. Capt. B. P. Patnaik- Our focus this year has been towards empowering children and women as well as making workplaces better, safer and happier for people and livelihoods security. We have also moved towards partnerships (Coalition for Food and Nutrition Security; International Organisation for Educational Development) and Corporate Social Responsibility (CSR). Our initiatives are well researched and need based. Our work towards empowering children and women has taken strong roots now for which we have received recognition.
1. About Us

Arupa Mission Research Foundation is a change agent empowering people and catalyzing positive environmental and social changes on one hand as well as facilitating for ‘businesses’ to achieve responsible ‘Environment, Social, Governance’ contributing to inclusive economic growth. We are registered as a Trust (Regd. No. 1729) and have been working for social and environmental transformation since the past 17 years. Our activities, are Non Profit, research based and need based.

<table>
<thead>
<tr>
<th>Our Objective</th>
<th>Our Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service to Mankind and Environment</td>
<td>Establishing a people’s organisation that empowers the vulnerable and is a catalyst in environment protection through innovative measures for achieving Millennium Development Goals</td>
</tr>
</tbody>
</table>

**Mission**

- Helping the poor and vulnerable to help themselves by utilizing available skills, resources and enabling them to own processes of development. Creating enabling situation for them, as well as working towards a cleaner, greener and safer environment

**Vision**

- A society free of poverty where people have options to choose their own social and economic development paths, have access to and rights over basic amenities and an environment that is green and rich in biodiversity

**Goals**

- Socio-economic benefits to people and improved environment as well as assist in social returns of investment

**Approach**

- Rights based, Need based, Inclusive, Participatory with participation of all partners, stakeholders and citizens at all levels to achieve holistic growth and development

- We are a platform for tri-color collaboration in global development: bringing together, Business, Governments, Civil Society to address and resolve barriers in socio-economic growth
- We practice the participatory approach (all levels of stakeholders) using scientific methods and tools
- We believe in reflection of people’s voices (including women, children, differently abled, other vulnerable people) in needs and outcomes and facilitate in the same by providing an enabling environment

We support communities and bring transformation and also work with NGOs, INGOs, Government, Private Sector, Donor organizations, individual donors, volunteers, citizens, corporates etc. in helping them realize their goals and commitments towards the community and environment.
We work in tribal, rural, peri-urban and urban settings and provide high quality professional expertise in terms of knowledge, research, advisory services, project management, implementation and strategic communication, policy and advocacy, IEC, to help achieve sustainable development and catalyze reaching out to millennium development goals. Our partners include the community, Non-Government Organisations, Community Based Organisations, bilateral and multilateral organizations, research institutions, companies and the Government.

**Arupa Mission Research Foundation is a change agent empowering people and catalyzing positive environmental changes on one hand and facilitating for ‘businesses’ to achieve responsible ‘Environment, Social, Governance’ thus contributing to inclusive economic growth for both.**

- Accountability and transparency towards people, community and clients
- Reliable in achieving goals
- Unique and innovative approaches
- Progressive with latest trends, tools and methods
- Acceptable ethical practices

We endeavor to establish a people’s platform where food security, empowerment and alternative livelihood will come about with people’s participation. We also advocate for social justice, gender equality, rights of marginalized and vulnerable people and finally take steps towards a cleaner safer and richer environment. We try to take steps towards sustainable development however small or large the effort.
2. What We Do Best?

Arupa Mission Research Foundation has been working on social and environment issues since the past sixteen years. We have a dedicated technical experts for each of the sectors we work in.

- Literacy and Education, Digital Empowerment and Information Communication Technology
- Child empowerment (Child Development, Protection, Participation and Prevention of Child Abuse)
- Empowering Differently Abled People (Disability)
- Gender, Women Empowerment, Measures for Anti Sexual Harassment at the Workplace
- Disaster Management (rescue, relief, reconstruction, resettlement, livelihoods)
- Livelihoods, Microfinance, Skill development for livelihoods, Soft Skills,
- Social/ Rural/Urban / Tribal Development
- Construction (low cost housing/ toilets/ low cost schools/ cyclone shelters / school cum cyclone shelters etc.)
- Environment and Climate Change and Renewable Energy
- Institutional Strengthening and Capacity Building (Government/ Non-Government), Organisation Development
- Health, Water and Sanitation and Hygiene

3. Key Offerings

- Situation Analysis, Stakeholder consultations, Participatory Rural Appraisal Methods, Other scientific tools and techniques
- Research, Policy and Advocacy
- Strategic Planning
- Capacity Building and Training
- Implementation and Advisory Services
- Corporate Social Responsibility
- Strategic Communication including reporting and documentation
- Information Communication Technology
- Baselines, Monitoring, Evaluation, Social Impact Assessments
- Low cost construction
- Resettlement, Reconstruction, Rehabilitation

4. Operational Area

Arupa Mission Research Foundation according to its Trust Deed is mandated to operate from anywhere in the Union Territory of India.

**Head office:** Orissa  
**Branch office:** Haryana, Guwahati (North East)  
**Field office:** Set up as per project requirements in different States and projects are taken up in any part of the country based on:

- # Situation analysis  
- # Client and stakeholder requirement
States and Districts worked in:

- **Orissa** (Koraput, Cuttack, Jagatsinghpur, Kendrapada, Khurda, Puri, Western Orissa – Nuapada/Kalahandi/Bolangir/Bargarh, Southern Orissa)
- **Rajasthan** (Jodhpur)
- **Delhi** (Slums of Madenpur Khader and Kalyanpuri)
- **Bihar** (Darbhanga)
- **Chattisgarh** (Raipur-rural, Jagdalpur)
- **Haryana** (Gurgaon, Hisar, Sirsa, Fatehbad)
- **Punjab** (Fazilka, Mansa, Muktsar, Bathinda)
- **Assam & North East** (Guwahati)
- **Jharkhand** (work to be initiated)

5. Some of Our Clients

The people for whom we work at the grass roots are our foremost partners. Other partners include:

**International**
- Livestock Development Group,
- School of Agriculture, Policy and Development, Economic and Social Science Division, Livelihood Research, University of Reading, Reading UK
- Greenpower Canada
- NR International, UK

**National**

**Government of India:**
- Ministry of New and Renewable Energy Sources (Government of India)
- Central Workers Education Board, Department of Labour and Employment, Government of India
- Housing and Urban Development Corporation Limited, A Government of India Enterprise

**Government of Orissa:**
- Orissa Renewable Energy Development Agency, Govt. of Orissa
- Orissa Community Tank Management Project, World Bank aided/Department of Water Resources, Govt. of Orissa
- Western Orissa Rural Livelihoods Programme, NR International UK/Orissa Watershed Development Mission
- Orissa Tribal Empowerment and Livelihoods Programme, FAO/IFAD/DFID/WFP/Govt. of Orissa
- Orissa State AIDS Cell
- Orissa Police (Jail Reforms)
- Orissa Disaster Management Agency
- Different District Administrations and Municipal Corporations
- Orissa Rural Housing Development Corporation

**Private Institutions and Companies**
- Radisson Hotels (New Delhi)
- Data Cube and T Cube Solutions Pvt. Ltd
- KVK Nilachal Power Private Limited
Donor Organizations
- Oxfam
- Red Cross
- Rotary
- GTZ (German Technology Zone)
- DANIDA
- EFICOR

Educational Institutions:
- Akhil Bharatiya Siksha Sansthan (200+ schools)
- BJB Friends
- Gautam Nagar Municipality Girls High School, Bhubaneswar
- Shantanu English Medium School, Bhubaneswar
- ME High School, Tarapur, Jagatsighpur
- Swami Arupananda National College, Jagatsinghpur

Other Organizations
- Discipleship Center (New Delhi/Rajasthan/Bihar)
- Natural Resource Management Consultants
- Indira Colony, Gurgaon
- Center for Environment and Science
- Asha Kiran Trust

Governance related Institutions
- Gurgaon Municipal Corporation, Municipal Corporator, Sector 51
- Municipal Corporation of Kendrapada, Kendrapada district, Odisha

Technical Partners
- T Cube Solutions Pvt. Ltd
- Quadrific Solutions Pvt. Ltd.

6. Activities -2015-16

This year the focus has been on empowering women and children, initiating new livelihood projects, forging partnerships and making workplaces better.

- **Saishav: The Child Empowerment Programme ©**
  Saishav is a programme with the aim of Empowering Children. It has the following components:

- **Child Survival**: Addressing issues of Infant Mortality Rate (IMR), female feticide, Water, Sanitation, Health and Hygiene, food security and nutrition issues among others

- **Child Development**: Initiatives to reduce school dropouts, address issues around limited access to knowledge and information (such as access to education, special tutorials, school fee...
support, mid-day meal support, sports, digital learning, skill development), as well as, access to safety and basic amenities during natural disasters

- **Child Rights and Child Protection:** Prevention of child abuse and awareness and sensitization on the same; child labour prevention. Protection of children from sexual abuse, harassment and neglect and creating awareness on the same through different mediums including ICTs:

**Medium for sensitization:**
- Workshops
- Training Programmes
- Information Communication Technology (ICTs4D) – Animation film called Saishav
- PowerPoint presentations
- Games
- PRA methods including Problem / Solutions Tree
- Videos

**Target Audience for Child Rights and Child Protection:** Children, Parents, teachers, Police, media, Self Help groups, Transgender community, General Community and Others

- **Community Participation in Empowering children:** Sensitizing the community and other stakeholders such as police, media, Government functionaries, teachers, parents and others towards empowering children and their protection from any form of abuse, harassment or neglect or deprivation of child rights and other concerns of children

**Activities undertaken under Component Child Abuse and Child Protection in 2015-16:**

a) **Arupa Mission Research Foundation was commissioned with a study on “Skill Development of Adolescents Working in Cotton farming Districts of Punjab and Haryana”. It was part of ‘Strengthening Child Rights in the Cotton Farming Districts of Punjab and Haryana’ which is an ongoing initiative of Save the Children, India, Pratham Education Foundation and Breakthrough Trust, with N R Management Consultants India Pvt Ltd (NRMC), as a Monitoring and Evaluation (M&E) partner. Scope of work included:**
   - Overall coordination, drafting report, timely delivery of outputs
   - Support
   - provide literature and links to junior researcher for literature for review
   - Finalize tools, comments on the tools, approach and methodology
   - Data collection in the field, compilation of the data collected
   - Preparation of Presentation and draft report of study
   - Skill development strategy for adolescents
   - Barriers, influencing factors, ITIs, and other skill development institutes and scope
   - Mapping aspirations of adolescents with demand side
   - Development of business trades and models
   - Standard Operating Procedures and Financial plans
   - Finalization of the report
- Others

The project study area included 4 districts of Punjab and Haryana each. Punjab- Fazilka, Mansa, Muktasar and Bathinda and Haryana- Fatehbad, Sirsa and Hissar

b) Arupa Mission Research Foundation has been recognized as one of the top 60 NGOs from among 700 in South Asia for developing digital content for reducing Child Abuse and for training farmers through ICTs during the ENGO summit 2015
Here are some highlights:

Presenting SAISHAV before the august audience at the ENGO Summit, 2015, New Delhi

Kiran Bapna, Head Education Partnership, Google India presenting the recognition to AMRF at the ENGO Summit, 2015, New Delhi

Not for Profit Organisations from South Asia and Arupa Mission Research Foundation
c) **Workshops, training programmes and counselling** sessions were organized in schools and office premises and community for prevention of sexual abuse, other forms of abuse. Information on acts and laws was disseminated, target group was informed on protection and prevention measures.

<table>
<thead>
<tr>
<th>Current Outreach (Trained, sensitized, build capacities of over) (as on Oct 2015)</th>
</tr>
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<tbody>
<tr>
<td>• 300 students</td>
</tr>
<tr>
<td>• 100 parents</td>
</tr>
<tr>
<td>• <strong>200 women (different communities)</strong></td>
</tr>
<tr>
<td>• 150 teachers</td>
</tr>
<tr>
<td>• 30 transgender</td>
</tr>
<tr>
<td>• 20 Media persons</td>
</tr>
<tr>
<td>• 5 Police personnel</td>
</tr>
<tr>
<td>• 5 Government Personnel</td>
</tr>
<tr>
<td>• 5 Elected Representatives</td>
</tr>
<tr>
<td>• 115 General Community</td>
</tr>
<tr>
<td>• 5 Self Help Groups</td>
</tr>
</tbody>
</table>
Leaflets developed for sensitization on Child Empowerment / SAISHAV:

d) Problem/ Solution Tree and need assessment:

Use of Animation film for sensitization:
**Workshops and training**

Workshop with SHG members  
Training with Transgender Community

Parents  
Teachers

e) **Posters developed for sensitization on Child Empowerment / SAISHAV** :
f) Docu-drama

- Prevention of Sexual Harassment at the Workplace

Arupa Mission Research Foundation is committed towards Prevention of Sexual Harassment towards Women in the Workplaces. We have senior gender experts working towards making workplaces safer for women. Our current clients include:

OMAX Autos Ltd, Haryana (Gurgaon), Uttar Pradesh (Lucknow) and Karnataka (Bangalore)

T Cube Solutions Pvt. Ltd, Orissa (Bhubaneswar) and Maharashtra (Pune)

Brahmani River Pellets Limited, Orissa (Bhubaneswar, Jajpur and Bargarh)
We Are Committed to Stop Sexual Harassment at the Workplace

- Define the Anti-Sexual Harassment Policy for the Organization based on the Act or policy writing
- Develop a manual or handbook on Anti Sexual Harassment and what the Act says
- Formation of the Anti-Sexual Harassment Committee
- Build capacities of the ICC to perform effectively
- Participate in the Internal Complaints Committee as third party and advice as mandated by the Act.
- Facilitate in holding regular monthly/quarterly meetings with the committee members
- Interact with at least five staff every month
- Facilitate in turning the workplace into a gender neutral workplace where issues of both women, men and transgender may be resolved (although the Act is limited to women, men and transgender often undergo harassment and do not have a platform to address their grievance).
- Perform regular Training/Development and awareness activities on a quarterly basis or as directed by the Company from time to time as mandated by the Act and based on company’s work environment requirements
- Provide solutions and take action based on severity of case and based on discussions with committee members
- Undertake other roles as mentioned in the Anti-Sexual Harassment Act of the Government of India
- Help the company with compliance to the Act. Help employees express their grievances and address their issues
- Maintain confidentiality
Livelihoods: Initiation of support to poor Handloom Weavers

A comparison of the 1st handloom census 1995 and the 3rd of 2010 indicates that although there has been an increase in all households (weaver and allied) to 27.8%, however, with reference to only weaver households it is noticed that the number of households have decreased from 25.3% to 22.7%. It is also alarming that number of handloom weavers has come down from 34.71% to 29.01%.

Weavers in Maniabandha village, Orissa face the following problems:

- Threats from power looms
- Indebtedness and taking of loans for running the handlooms
- Limited direct marketing scope
- Middlemen games and pressures
- Fewer new generation people using handlooms on an everyday basis in their homes and other purposes as well as for wearing and therefore a reduced demand generation, there is a direct impact on the incomes of weaver households, as well as loss of traditions and culture.
- Women headed households doubly vulnerable

Arupa Mission Research Foundation has initiated a project at Maniabandha village with the Vision to enhance the livelihoods and quality of life of vulnerable weavers involved in weaving handloom sarees and facilitate in improving their living.

Preliminary stakeholder consultation at the community level has been completed. The implementation plan and baseline preparations have been initiated.
• **VOCATIONAL TRAINING:**
  A Vocational Training Centre on Tailoring & Embroidery has been running successfully at Adhanga Po- Bhagaban pur under Derabish Block of Kendrapara district. 30 Nos of OBC women were benefited by this programme this year.

• **NATIONAL ENVIRONMENT AWARENESS CAMPAIGN**
  A National Environment Awareness Campaign was organized by Arupa Mission Research Foundation in this year at Muktapur Village of Mallipur panchayat, Khordha block of Khurda district, Orissa. This programme was held in collaboration with the Center for Environmental Studies (CES), Department of Forest and Environment, Government of Orissa.

  The objective was to make the public aware of issues relating to combating Desertification, Land Degradation & Draught.

  A workshop was organized in which 100 Nos. School children from Muktapur village participated. The resource persons were two headmasters from local schools and a social activist- Shri. Rajanikanta Parida.

  During the workshop focus was also on recycling bio degradable waste for making compost and plantation. The children participated in a debate competition on the theme- “Save the Green”. Those who stood first, second and third were awarded. After this the plantation programme was held to checkup the pollution hazards.

• **PLANTATION PROGRAMME:**
  Plants are the most important constituent of the environment. They help in reducing the level of pollution in the atmosphere by reducing the content of carbon dioxide and increasing the oxygen content. Plants also help in keeping the atmosphere cool and thereby attracting more rain. Besides the above plants provided food, fodder, fuel, medicine, wood, flower etc. to meet the day to day needs of the human beings. Keeping in this view the Arupa Mission Research Foundation planted 4000 saplings with the help of active volunteers in private and Govt. land of different villages of Garadpur Block of Kendrapara district. The care and growth of the plant was given to village youth for better result.

• **Partnerships**
  This year we partnered with:
  - The Coalition for Food and Nutrition Security (India)
  - OMAX Autos Ltd.
  - T Cube Solutions Pvt. Ltd (extended)
  - Brahmani River Pellets Limited

• **Corporate Social Responsibility**
  Arupa Mission Research Foundation has been working on Corporate Social Responsibility. This year, since the focus was on women and making their lives better, we took up selective capacity building and training and awareness programmes as well as projects related to workplace compliance for safety of women:
Workshops and Training Programmes to make Workplaces better, happier, more productive

Every quarter we undertake these workshops for T Cube Solutions Pvt. Ltd. These workshops include Gender and Leadership, Gender and workplace/Leadership/teamwork/Conflict management and negotiation/ethics, etiquette and communication/workplace diversification/work life balance etc.

Discussions are on with various companies for supporting different programmes.

7. The Core Team

**Dr. Swami Arupananda, Founder:**
He is the founder of Arupa Mission Research Foundation which is now 16 years running and prior to that had established the Swami Arupananda Mission in the early 1990 which was associated primarily with health and education. Having a PhD in alternate medicine and D.Sc. in environmental sciences, the Chairman has been directly looking into all projects relating to health, environment, disaster management, and education and has been a guiding force for designing projects in the socio-economic sectors. A notable achievement has been the jail reforms undertaken under his supervision in Orissa.

**Gp. Captain B.P. Patnaik (IAF Retd), Chairman:**
A man of vision and foresight he has shaped the organisation over the past 16 years. Associated with Arupa Mission Research Foundation since its inception in 1995, he is responsible for the overall management of the Trust. His expertise has shaped the various educational programmes undertaken by the Trust as well as the projects relating to Disaster management and overall management of programmes. He has been a guiding force for designing projects in the socio-economic sectors. A believer in sustainability and ethics.

**Mr. Anil Joshi, Vice Chairman:**
Having retired as General Manager NALCO (Technical Services and Operations), Mr. Joshi has also been involved in maintenance and implementation of QMS systems-ISO 9001, Environment Management System-ISO 14001, Occupational Health and Safety System-18001, Total Productive Management, Corporate Social Responsibility SA 8001. He spearheads all CSR related projects undertaken by AMRF and other activities.

**Sonali Patnaik, Director:**
She is a technical expert from the Social Development sector with 14+ years of experience, specializing in bringing together Government, Business and Civil Society through CSR initiatives; Project Strategy development, designing, HRM, Monitoring, Evaluation, Learning, ICTs, Documentation, Strengthen/build grassroots networks/partnerships/alliances creating positive impact in the lives of the vulnerable (women, children, disabled, aged, the poor and others); Design, support, appraise rural/community development projects/programmes (multilateral, bilateral, donor supported, State/district level) for poverty alleviation, gender issues, livelihood promotion, micro credit, business development service provision to rural communities, education and natural resource management; Strategic programme & organisation management engaging multiple stakeholders towards impact oriented programmes; policy and advocacy, Organization/institutional development
, capacity building of poverty focused micro finance, livelihood promotion organizations & programmes; Strengthening Community Based Disaster Preparedness programmes; post disaster rehabilitation; Designing and evaluating Resettlement packages and projects, Tribal and Community Development plans/ projects; Socio Economic Vulnerability Assessment, Strategic Environment and Social Assessment.

**Chittaranjan Sahoo, Field / Project Director**
He has over 10 years of experience in managing field work and projects.

**Dr. Sridhar Seetharaman (Retd.), Gender and Rural Development Advisor:**
Advisor to AMRF and a retired Associate Professor from the National Institute of Rural Development, Dr. Seetharaman has been awarded with the Best Citizens of India Award 2014 for work in Rural Development and Gender (Mainstreaming and Auditing and Justice) and for assisting Northern Eastern States to adopt Gender Budgeting as a strategy for Women’s Empowerment. He has been associated with AMRF’s gender and women empowerment, micro-finance and livelihood projects.

**Anita Das, State Head, Women Empowerment:**
Anita Das is textile and fashion designer working with rural and urban artisans and weavers over 15 years. She is associated with all programmes linked to women empowerment and skill development undertaken by AMRF as part of alternate livelihood activities to reduce poverty.

**Gautam Daniel Roy Chawdhury, State Head, Assam & North East:**
Mr. Chawdhury is manages projects in Assam & North East. He is also the Political Advisor to Garo Nation Council (Apex Body of 300,000 Garo Tribes of Assam thus supporting AMRF’s projects relating to tribes of Assam, especially in Forests and hilly areas. He has also been the State Level Coordinator (Ministry of Minority Affairs) Govt. of India, Ex- Member, Assam Minorities Development Board, Kamrup (Metro), Ex- Joint Convener, Corporate Affairs Department and has served as Liaison Officer in Bodoland Territorial Council.

**Dhananjay Bhaskar Ray, Advocate and Policy expert:**
A dedicated advocate associated with AMRF for all work relating to policy, advocacy, and cases relating to gender violence, anti-sexual harassment etc. Dhananjay is a B.A. LL.B. from Symbiosis Law School, Symbiosis International University, Pune, and Maharashtra and graduated in the year 2009. He is enrolled with the Bar Council of Delhi in the year 2009 and is also into litigation practice.

**Dr. Devi Prasad Mohapatra, Health Expert:**
Dr. Devi Prasad Mohapatra, is a leading doctor working with JIPMER Puducherry and associated with AMRF since 2005 for all health projects undertaken.

**Mohan Bhagwat, Environment Expert**
A certified Lead Environment Auditor and certified in EMS/ISO-14001 with M.Tech. in Environment and Pollution Control, Mr. Bhagwat is our technical advisor, who assist AMRF with technical assessments as well as project designs.

**Dr. Hara Prasad Parichay Patnaik, Educationist and Media Facilitator:**
A renowned educationist and author and media person, Dr. Hara Prasad Parichay Patnaik has been associated with AMRF since 1998 for all its education related programmes in rural and urban areas.
Dr. Dr. Sakti Mishra, Health Expert:
Dr. Sakti Mishra, is a leading doctor associated with AMRF since its inception for all health projects undertaken, especially health camps and HIV/AIDS, RCH related programmes.

Dushmanta Kumar Swain:
A well know urban architect, associated with AMRF since its inception and associated with all construction related projects undertaken by AMRF.

Field /Project Team

8. Registration & Official Details

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PARTICULARS</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
<td>Arupa Mission Research Foundation</td>
</tr>
<tr>
<td>3</td>
<td>Head Office</td>
<td>Phone No:0674-2362519 Mobile No. of Head Office In-charge: Gp. Capt. B. P. Patnaik, Retd.- 937019455</td>
</tr>
<tr>
<td>4</td>
<td>Date of establishment</td>
<td>21st September 1998</td>
</tr>
<tr>
<td>5</td>
<td>Branch Office</td>
<td><strong>Gurgaon (Haryana)/ New Delhi</strong> Arupa Mission Research Foundation M-94, Ground Floor, Blossoms II, Near Artemis Hospital Sector-51, Gurgaon-122001, Haryana <strong>Assam and Northeast</strong> Arupa Mission Research Foundation A.G. Office road, House No-7, Beltola, Guwahati 781029, Assam</td>
</tr>
<tr>
<td>6</td>
<td>Income Tax PAN No.</td>
<td>AAATA9134H</td>
</tr>
</tbody>
</table>

9. Contact details

Address:

*Arupa Mission Research Foundation*

**Bhubaneshwar (Head office):** N6/23, IRC Village, Jaydev Vihar, Nayapalli Bhubaneswar-751015. Odisha.

**Gurgaon Office:** M 94, Ground Floor, Blossoms 2, Sector 51, Gurgaon, India

**Guwahati Office:** A.G. Office road, House No-7, Beltola, Guwahati 781029, Assam

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