



ADITI

Organic Certifications Pvt. Ltd.

Bangalore
August 13, 2025

CIRCULAR

Subject: Immediate Update of ICS Manager & Contact Information, and Strengthening Grower Compliance Awareness

Ref No.: ADITI/HO/2025/CIRCULAR/009

Dear Operators,

During a recent verification exercise, APEDA observed discrepancies while contacting certain grower groups. In several instances, the ICS Manager's name, contact number, or office address in the records did not match the current details, resulting in communication gaps.

To ensure transparency, compliance, and effective communication, all operators are hereby instructed to strictly adhere to the following:

1. Immediate Notification

Any change in the ICS Manager's name, contact number, or office address must be reported immediately to Aditi via email.

2. Accuracy of Records

Ensure that all information provided is current and accurate, as these details are used by APEDA, the Aditi, and other authorities for official correspondence and verification.

3. Operator's Responsibility

All changes must be communicated within 3 working days of taking effect. Failure to do so may lead to non-compliance observations during inspections or audits.

4. Submission Process

Send updates to the following email addresses:

aditi@aditicert.net, evaluation@aditicert.net, certification@aditicert.net, itsupport@aditicert.net

Subject line: Update – ICS Manager/Contact Details/Office address – [Grower Group Name]

Attach supporting documentation such as the **updated organisation chart**.

Note: Changes in the office address can only be updated on Tracenet during the renewal process.

Registered Office :
No. 38, 1st & 3rd Floor, 20th Main Road, First Block, Rajajinagar, Bengaluru - 560 010 India
Phone : 0091-80-2332 8134 / 2332 8135 / 2332 8136
Email: aditi@aditicert.net, aditiorganic@gmail.com

CIN : U01409KA2007PTC042101 GST : 29AAGCA1987P1ZV

5. Strengthening Farmer Compliance Awareness

We strongly recommend that each ICS organise **regular group meetings** for **registered growers/certified farmers**.

- During these meetings, sensitise farmers on the importance of **honouring the Farmer's Agreement** they have signed, ensuring full compliance with all applicable NPOP Organic Standards in both letter and spirit.
- **Emphasise that farmers who have signed the agreement must provide accurate and truthful information whenever interacting with any state-level officials or regulatory bodies.**
- Maintain proper records of such meetings for inspection and verification purposes.

Your cooperation is essential to maintain compliance with the National Programme for Organic Production (NPOP) requirements, avoid operational disruptions, and strengthen the integrity of the certification system.

Thank you for your immediate attention and proactive action.

With kind regards,
Narayana Upadhyaya

For ADITI ORGANIC CERTIFICATIONS PVT. LTD.

Managing Director

Managing Director

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