

**Office Order**

**Sub:- Constitution of the Administrative Committee – Regarding.**

A Sub-group, namely, Administrative Committee (to deal with the administrative and budgetary issues) of the Members of the re-constituted Central Zoo Authority is formed with the approval of the Minister of State (Independent Charge), Ministry of Environment & Forests, Government of India and Chairman, Central Zoo Authority with following composition and terms of reference:

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|----|---|-------------|
| 1. | Director General of Forests<br>& Special Secretary,<br>Ministry of Environment & Forests,<br>Government of India, New Delhi.                            | Chairperson |
| 2. | Addl. Director General of Forests (WL)<br>and Director, Wildlife Preservation,<br>Ministry of Environment & Forests,<br>Government of India, New Delhi. | Member      |
| 3. | Addl. Secretary and Financial Adviser<br>Ministry of Environment & Forests,<br>Government of India, New Delhi.<br>Or his representative                 | Member      |
| 4. | Joint Secretary (Admn.)<br>(In-charge, General Administration)<br>Ministry of Environment & Forests,<br>Government of India, New Delhi.                 | Member      |
| 5. | Member Secretary,<br>Central Zoo Authority.   | Convener    |

contd. ....2/-

The main functions of the Administrative Committee would be:

- (a) To screen and approve the proposals regarding creation of posts and upgradation of existing posts in the Authority.
- (b) To approve proposals for awarding consultancies, outsourcing of services/ manpower and contract appointments to Group 'A' posts.
- (c) To approve annual budget of the Central Zoo Authority.
- (d) Any other matter referred to it by the Central Zoo Authority.

The period of term of the Administrative Committee will be coterminous with the Central Zoo Authority constituted on 28<sup>th</sup> May, 2014 for a period of three years.

This has a approval of the Chairperson, Central Zoo Authority & Minister of State (Independent Charge), Ministry of Environment & Forests, New Delhi dated 04.03.2014.

**Yours faithfully,**

**(B. S. Bonal)**  
**Member Secretary**