

**Computer No. 137404**

**Government of India  
Ministry of Environment, Forest and Climate Change  
Central Zoo Authority**

B-1 Wing, 6<sup>th</sup> Floor,  
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**Dated 26<sup>th</sup> August, 2020**

**OFFICE MEMORANDUM**

**Subject: Correspondence in electronic form with office of the Central Zoo Authority.**

In pursuance of the directives issued by the Government of India in the Ministry of Environment, Forest and Climate Change, the undersigned is directed to inform that this office has now stopped processing of physical files and shifted to usage of e-files (see enclosed).

2. In view of the above, all correspondence (including maps, inventory, annual reports etc) to this office shall be made in electronic form only. The same shall be emailed to cza@nic.in. The authentication of the documents submitted in the electronic form shall preferably be made through digital signature/ electronic signature. In case the digital signature is not possible, scan signed copy may be shared for mandated cover letters/ documents.

this is for kind information and necessary action.

Enclosed as above.

**sd/-**

**(Sonali Ghosh)**

**Dy Inspector General Of Forest**

**27/08/2020**

**Distribution:**

1. Chief Wildlife Warden , All States with recognised zoos
2. The Member Secretary of State Zoo Authority wherever applicable
3. The Officer in-charge of all recognised zoos