

**Computer No. 142596**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**  
**CENTRAL ZOO AUTHORITY**

B-1 Wing, 6th Floor,  
Pandit Deendayal Antyodaya Bhawan,  
CGO Complex, Lodhi Road, New Delhi – 110 003,  
Telephone: +91-11-24367846/51/52, E-mail: cza@nic.in  
Dated **13/05/2022**

**OFFICE ORDER**

**Subject: Reconstitution of the Internal Complaints Committee in Office of the Central Zoo Authority - regarding**

In exercise of the powers conferred by sub-section (1) of section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in pursuance of the decision of the Ministry of Environment, Forest and Climate Change communicated in the letter of even number dated October 8, 2021 and in supersession of this Office Order of even number dated November 19, 2019 on the subject mentioned above, the Internal Complaints Committee (hereinafter referred to as the Internal Committee) has been reconstituted with approval of the Competent Authority to deal with the complaints of sexual harassment in the Office of the Central Zoo Authority. The composition and terms of reference of the said Internal Complaints Committee is given below:

Sl.	Name and Designation	Status in the Committee	Phone	Address
1	Ms. Anshu Singh, Deputy Director General (Stats), MoEF&CC	Presiding Officer	+91-11- 20819217, INT: 5617	Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi – 110 003, e-mail: anshu.s@nic.in
2	Mrs. Meghna Ghai, Partner, S.S. and Associates	Member	+91- 9717850867	D-1/30, DLF City, Phase – 1, Gurugram District, Haryana – 122 002, email: mghai@ssalaw.co.in
3	Mrs. Natasha S. Vashisth, Technical Assistant	Member	+91-11- 24367851/52	B-1 Wing, 6 <sup>th</sup> Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003, e-mail: ta-cza@nic.in

Sl.	Name and Designation	Status in the Committee	Phone	Address
4	Mrs. Neeti Gulati, PS to Member Secretary, Central Zoo Authority	Member	+91-11- 24367851/52	B-1 Wing, 6 <sup>th</sup> Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003, email: ps-cza@nic.in
5	Shri Suresh Sharma, Accountant	Member Convenor	/+91-11- 24367851/52	B-1 Wing, 6 <sup>th</sup> Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003, e-mail: acct-cza@nic.in

**Terms of Reference:**

(a) The Internal Committee will discharge the functions in terms of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and Rules notified thereunder.

(b) The Internal Committee will enquire into all complaints of sexual harassment at the workplace pertaining to this Office filed either in the SHE-Box portal ([www.shebox.nic.in](http://www.shebox.nic.in)) or otherwise and submit its recommendation / report to the competent Disciplinary Authority in the Office of the Central Zoo Authority in a timely manner.

(c) The Presiding Officer and every Member of the Internal Committee shall hold Office for such period, not exceeding three years, with effect from the date of issuance of this Order or till further orders whichever is earlier.

(d) Shri Suresh Sharma, Accountant is also nominated to work as the Convenor of the Internal Committee.

(e) The non-official Member of the Internal Committee shall be paid such fee or allowances for holding the proceedings of the Internal Committee, by the employer as prescribed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

(f) The Internal Committee shall prepare minutes of the proceedings of every meeting. The minutes should contain the date of meeting and serial number so that it is possible to gauge the number of meetings held during the inquiry. The minutes should also contain names of members present along with their signature.

(g) The Internal Committee shall furnish prescribed Annual Report of the number of complaints filed and action taken, to the Member Secretary, Central Zoo Authority, to ensure its inclusion in the Annual Report of the Central Zoo Authority as a statutory obligation.

(h) It is desirable that the Internal Committee to meet once in a quarter even if there is no live case and review preparedness of this Office to fulfill requirements specified for the Internal Committee in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to assist this Office in generating awareness and taking preventive steps in order to ensure that the work environment is conducive to the participation of women employees.

This is issued with the approval of the Member Secretary, Central Zoo Authority.



**(Akanksha Mahajan)**  
**Dy Inspector General Of Forest**

**Copy to:**

1. The Presiding Officer, Internal Complaints Committee, O/o Central Zoo Authority
2. Members of the Internal Complaints Committee, O/o Central Zoo Authority
3. The Joint Director (Wildlife), MoEF&CC
4. PS to Member Secretary, Central Zoo Authority
5. DPA – to upload on official website of the CZA
6. Notice Board & Guard File