

File No. 12-2/2019-CZA
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 21.12.2022

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 and in partial modification of Office Order dated 13.09.2022, Sh. Surya Gupta, Law Officer is hereby appointed as Member and Sh. Ajay Kumar, EMA as Member Convenor of Internal Complaints Committee, Central Zoo Authority in place of Smt Neeti Gulati (PS to MS), Smt Natasha S. Vashisth (TA) and Sh. Vivek Goel (DPA). The full composition of Internal Complaints Committee therefore, is as under: -

S.No.	Name and Designation	Status in the Committee	Phone & Email	Address
1.	Mrs. Akanksha Mahajan, DIG, CZA	Presiding Officer	24367851/52 dig-cza@nic.in	B-1 Wing, 6 th Floor, Pt. Antyodaya, Bhawan, CGO Complex, Lodhi Road, New Delhi — 110 003
2.	Mrs. Meghna Ghai, Partner, S.S. and Associates	Member	M: +91-9717850867 mghai@ssalaw.co.in	D-1/30, DLF City, Phase — 1, Gurugram District, Haryana, 122002
3.	Sh. Surya Gupta, Law Officer, CZA	Member	24367851/52 lo-cza@nic.in	B-1 Wing, 6 th Floor, Pt. Antyodaya, Bhawan, CGO Complex, Lodhi Road, New Delhi — 110 003
4.	Sh. Ajay Kumar, Evaluation and Monitoring Assistant	Member Convenor	24367851/52 ema-cza@nic.in	B-1 Wing, 6 th Floor, Pt. Antyodaya, Bhawan, CGO Complex, Lodhi Road, New Delhi — 110 003

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) 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 Ajay Kumar, Evaluation and Monitoring Assistant is also nominated to work as the Convenor of the Internal Complaints 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 fulfil 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.

(Sanjay Kumar Shukla)
Member Secretary

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