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Government of India

Ministry of Environment Forest & Climate Change

CENTRAL ZOO AUTHORITY

B-1 Wing, 6th Floor,

Pt. Deendayal Antyodaya Bhawan,

CGO Complex, Lodhi Road,

New Delhi – 110003

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Date: 15-01-2025

OFFICE ORDER

Subject: Re-Constitution of the Internal Complaint Committee in Office of the Central Zoo Authority – reg.

In exercise of the powers conferred by sub-suction (1) of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in supersession of this Office Order of even number dated 04.04.2023 on the subject mentioned above, the Internal Complaints Committee (hereinafter referred to as the "ICC") is constituted 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:

S. No.	Name and Designation	Status in the Committee	Phone	Address
1.	Mrs. Akanksha Mahajan, DIG	Presiding Officer	+91-11-24367851/52	B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 E-mail: dig-cza@nic.in
2.	Mrs. Meghna Ghai	Member	+91-9717850867	D-1/30, DLF City, Phase-1, Gurugram District, Haryana-122002 E-mail: mghai@sslaw.co.in
3.	Mrs. Neeti Gulati, PS to Member Secretary	Member	+91-11-24367851	B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road,

				New Delhi- 110003 E-mail: ps-cza@nic.in
4.	Shri Vaibhav Singh, Law Officer	Member	+91-11-24367851/52	B-1 Wing, 6th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 E-mail: lo-cza@nic.in

Terms of Reference:

a. The ICC 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 ICC 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.
c. Sh. Vaibhav Singh, Law officer is also nominated to work as the Convenor of the ICC.
d. The non-official/external Member of the ICC shall be paid such fee or allowance 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.
e. The ICC 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 enquiry. The minutes should also contain names of members present along with their signature.
f. The Internal Committee shall furnish prescribed Annual Report of the number of complaints fled 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 Statuary Obligation.
g. It is desirable that the Internal Committee meet once in a Quarter even if 12-8/2024-CZA I/86005/2024 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.

Yours Sincerely,

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.

Signed by
Sanjay Kumar Shukla
Date: 16-01-2025 13:45:31