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GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE  
ZOOLOGICAL SURVEY OF INDIA  
KOLKATA-53

**OFFICE ORDER NO. 515/ 2023**

In compliance with the provisions contained in Section 4, Chapter II of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', an Internal Complaints Committee is hereby constituted based on the fresh nomination comprising the following members to look into the matter of sexual harassment of women in respect of the workplace of the Headquarters Office, Zoological Survey of India, Kolkata: -

- |    |                                                         |                     |
|----|---------------------------------------------------------|---------------------|
| 1. | Dr. Rajmohana K., Scientist 'E', ZSI, Kolkata           | - Presiding Officer |
| 2. | Dr. (Smt.) Sheela S., Scientist 'E', ZSI, Kolkata       | - Member            |
| 3. | Dr. Navneet Singh, Scientist 'E', ZSI, Kolkata          | - Member            |
| 4. | Dr. (Smt.) Shelley Acharya, Scientist 'E', ZSI, Kolkata | - Member            |
| 5. | Dr. Kaomud Tyagi, Scientist 'D', ZSI, Kolkata           | - Member            |
| 6. | Dr. Gurupada Mandal, Scientist 'E', ZSI, Kolkata        | - Member            |
| 7. | Representative of NGO                                   | - Co-opted Member   |

The Committee shall work in accordance with the provisions of SHWW(PPR) Act, 2013 notified vide G.S.R. 769 (E) dated 9<sup>th</sup> December, 2013 by Ministry of Women and Child Development. In this regard, it is to apprise that to facilitate proper implementation of relevant provisions of the Act ibid and subsequent Rules framed, Executive instructions issued thereof, the Department of Personnel and Training has compiled a consolidated guideline which has been updated on 04.11.2022 and available at the website of DoP&T and in addition to that the Ministry of Women & Child Development has launched an online complaint management system titled - Sexual Harassment electronic-Box (She-Box) for registering complaints related to sexual harassment at workplace.

Whereas, specifically in accordance with the provisions of Section 21& 22, inter alia of the Act ibid, the Committee shall submit an Annual Report (enclosed DoP&T prescribed format) showing number of cases filed, disposed of, pending and workshops on awareness programmes conducted during the year, nature of action etc. In case no complaint is received in a particular year, 'NIL' report may be submitted. It would be desirable for the Committee to meet once a quarter, even if there is no live case and review preparedness.

Whereas, Clause (3), Section 4 of the Act ibid, provided that the Presiding Officer and every Members of the Committee shall hold office for such period, not exceeding three (03) years, from the date of their nomination.

Now, therefore, all the members of the Committee are hereby instructed to get acquainted with all the rules and provisions of the Act and work in agreement with each other accordingly, recommend advices/views and submit information of all the initiatives or actions taken from time to time throughout the year to the employer i.e. the Director, ZSI to ensure proper implementation of the mandate given under the Act.

Contd...

This supersedes all earlier Office Order issued in this regard by this office.

Hindi version of this Office Order is being issued separately.

This issues with the approval of the Director, Zoological Survey of India.

*Gurupada*  
30.11.23

Date:- 30<sup>th</sup> November, 2023.

(DR. GURUPADA MANDAL)  
Scientist 'E' & Head of Office

Copy to:-

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1. Dr. Rajmohana K., Scientist 'E', ZSI, Kolkata.
  2. Dr. (Smt.) Sheela S., Scientist 'E', ZSI, Kolkata.
  3. Dr. Navneet Singh, Scientist 'E', ZSI, Kolkata.
  4. Dr. (Smt.) Shelley Acharya, Scientist 'E', ZSI, Kolkata.
  5. Dr. Kaomud Tyagi, Scientist 'D', ZSI, Kolkata.
  6. Dr. Gurupada Mandal, Scientist 'E', ZSI, Kolkata.
  7. The PA to D, ZSI, Kolkata.
  8. The President, ZSIEA (NG), ZSI, Kolkata.
  9. The President, ZSIEA, ZSI, Kolkata.
  10. The Officer-in-Charge, ENVIS & Website, ZSI, Kolkata – for uploading this Office Order alongwith the contact nos. & e-mail IDs of the committee members on Official Website of ZSI.
  11. The US, CS-II Division, 2<sup>nd</sup> Floor, Vayu Wings, Indira Paryavaran Bhawan, Ministry of Environment, Forest and Climate Change, Aliganj, Jor Bagh Road, New Delhi-110003 for information, please.
- 28322
12. The Hindi Officer, ZSI, Kolkata with a request to issue the Hindi version of this Office Order.
  13. The Guard File.

(Issued from file No. F.17-04/2022-Estt./)

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30/11/23

*M*  
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