



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

OFFICE ORDER NO. 389 / 2024

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', Internal Complaints Committees (ICs) in respect of all the Administrative Units i.e. Headquarters Office and Regional Centres of Zoological Survey of India have been constituted by issuing separate orders from time to time.

With regard to this, composition of the Internal Complaints Committees in respect of all the Administrative Units of ZSI, contact details of the members thereof are hereby consolidated in the following manner: -

Sl. No.	Administrative Units	Composition of ICs		Phone Nos.	e-mail IDs
1.	Headquarters Office, Zoological Survey of India, Kolkata.	Dr. Rajmohana K., Scientist 'E', ZSI, Kolkata.	Presiding Officer	9446303216	rajmohanak@zsi.gov.in
		Dr. Sheela S., Scientist 'E', ZSI, Kolkata.	Member	9433172863	s.sarojini@zsi.gov.in
		Dr. Gurupada Mondal, Scientist 'E', ZSI, Kolkata.	Member	9433635447	gurupadam@zsi.gov.in
		Dr. Navneet Singh, Scientist 'E', ZSI, Kolkata.	Member	9504120703	n.singh79@gov.in
		Dr. S. Acharya, Scientist 'E', ZSI, Kolkata.	Member	9830631008	shellyacharya@zsi.gov.in
		Dr. Kaomud Tyagi, Scientist 'D', ZSI, Kolkata.	Member	8017348459	kaomud.tyagi@zsi.gov.in
		Dr. Ajanta Dey, Joint Secretary & Programme Director, NEWS, Kolkata.	Co-opted External Member	9830093283	ajanta@naturewildlife.org
2.	Western Ghat Regional Centre, ZSI, Kozhikode, Kerala.	Dr. Bindu L., Scientist 'E', WGRC, ZSI, Kozhikode.	Presiding Officer	9444357963	bindul@zsi.gov.in
		Ms. Devu S. Nair, Office Attendant, WGRC, ZSI, Kozhikode.	Member	9567510428	-
		Dr. Girish Kumar, Scientist 'D', WGRC, ZSI, Kozhikode.	Member	8129400867	officestores.wgrc@zsi.gov.in
		Dr. Sangeetha G. Kamal, Asstt. Professor, Providence Women College, Calicut.	External Member	9447476859	drsangeethakaimal@gmail.com
3.	Southern Regional Centre, ZSI, Chennai	Dr. Jayasree Thilak, Scientist 'E', SRC, ZSI, Chennai.	Presiding Officer	9444358465	jayasree.t@zsi.gov.in
		Dr. Ranjana, Scientist 'D', SRC, ZSI, Chennai.	Member	8887300815	ranjana.bhaskar@zsi.gov.in
		Smt. S. R. Immaculate, UDC, SRC, ZSI, Chennai.	Member	9841688224	raphael.is@zsi.gov.in
		Dr. Veena Gyathri, Asstt. Professor, Dep. Of Biotechnology, Stella Maris College.	External Member	9940412463	veenagayathri@stellamariscollege.edu.in
4.	Sunderban Regional Centre, ZSI, Canning	Dr. K. Valarmathi, Scientist 'E', SbRC, ZSI, Canning.	Presiding Officer	8777721984	valarmathi@zsi.gov.in
		Dr. Chitra J., Scientist 'D', SbRC, ZSI, Canning.	Member	9831547265	c.jayapalan@zsi.gov.in
		Dr. Prabhakar Rai, Scientist 'C', SbRC, ZSI, Canning.	Member	7839177673	prkrari@zsi.gov.in
		Ms. Suparna Sadhukhan, Sr. Zool. Asstt., SbRC, ZSI, Canning.	Member	8240760073	suparna.sadhukhan@zsi.gov.in
		Representative of NGO etc.	Co-opted External Member	-	-

Sl. No.	Administrative Units	Composition of ICs		Phone Nos.	e-mail IDs
5.	Marine Biology Regional Centre, ZSI, Chennai	Dr. G. Sivaleela, Scientist 'D', MBRC, ZSI, Chennai.	Presiding Officer	9444401238	sivaleelag@zsi.gov.in
		Dr. P. Padmanaban, Sc. 'B', MBRC, ZSI, Chennai.	Member	9444696561	padma.p@zsi.gov.in
		Smt. Adity, LDC, MBRC, ZSI, Chennai.	Member	8507169923	adity.shahi@zsi.gov.in
		Representative of NGO etc.	Co-opted External Member	-	-
6.	Central Zone Regional Centre, ZSI, Jabalpur	Dr. Saipari Sailo, Scientist 'D', CZRC, ZSI, Jabalpur.	Presiding Officer	7302245918	sp.sailo@zsi.gov.in
		Dr. Sandeep Kushwaha, Sc. 'C', CZRC, ZSI, Jabalpur.	Member	7773864279	sndkushwaha@zsi.gov.in
		Smt. Akriti Singh, Sr. Zool. Asstt., CZRC, ZSI, Jabalpur.	Member	9179950709	aakriti@zsi.gov.in
		Smt. Chandra Kumari, Steno Gr.II, CZRC, ZSI, Jabalpur.	Member	8092524587	-
		Smt. Beena Semle, Shourya Social Welfare & Development Society, Jabalpur	External Member	0942490017	Bkumari2011@gmail.com
		Smt. Jennifer Lyngdoh, Sc. 'E', NRC, ZSI, Shillong.	Presiding Officer	9856004301	jenniferlyngdoh@zsi.gov.in
7.	North Eastern Regional Centre, ZSI, Shillong	Dr. Bikramjit Sinha, Sc. 'E', NRC, ZSI, Shillong.	Member	7085315031	bj.sinha@zsi.gov.in
		Smt. D. S. Baidya, UDC NRC, ZSI, Shillong.	Member	9485170542	deepa.baidya@zsi.gov.in
		Ms. Mayfereen Ryntathiang, President, Grassroot, Shillong	External Member	8974632962	mscwshillong@gmail.com
		Dr. Indu Sharma, Scientist 'E', DRC, ZSI, Jodhpur.	Presiding Officer	9459242385	indu.sharma68@gov.in
8.	Desert Regional Centre, ZSI, Jodhpur	Dr. R. Bano, Scientist 'E', DRC, ZSI, Jodhpur.	Member	9503500385	r.bano80@zsi.gov.in
		Sh. Vinod Kumar, OS, DRC, ZSI, Jodhpur.	Member	9784065387	drczsinod05@gmail.com
		Dr. S.I. Meena, Scientist 'E', BSI, AZRC, Jodhpur	External Member	0291-27404151	hoo-azrc@bsi.gov.in
		Dr. Avtar Kaur Sidhu, Sc. 'E', HARC, ZSI, Solan.	Presiding Officer	9218766129	ak.sidhu67@nic.in
9.	High Altitude Regional Centre, ZSI, Solan	Dr. Boni Amin Laskar, Sc. 'E', HARC, ZSI, Solan.	Member	7890008621	boniamin.laskar@zsi.gov.in
		Smt. Anjoo Dhar, Sr. Zool. Asstt., HARC, ZSI, Solan.	Member	8351084509	anjoodhar@zsi.gov.in
		Ms. Archana Sagar, Sr. Zool. Asstt., HARC, ZSI, Solan.	Member	9142852364	archanasagar@zsi.gov.in
		Smt. Kamlesh Chandel, B.Sc., LLB	External Member	981646608	-
		Dr. Monika Mishra, Assistant Botanist, BSI, NRC, Dehradun.	Presiding Officer (External)	9681147320	monikasharma.scholar@gmail.com
		Smt. Purbita Roy Sharma, Sr. Zool. Asstt., NRC, ZSI, Dehradun	Member	8617773227	purbitaroy@zsi.gov.in
10.	Northern Regional Centre, ZSI, Dehradun	Smt. Maya Chaudhary, Sr. Zool. Asstt., NRC, ZSI, Dehradun	Member	8239774254	mayakumari@zsi.gov.in
		Dr. Junumai Deuri, Asst. Anthropologist, ASI, NWRC, Dehradun.	External Member	7576005311	junumaideori6@gmail.com
		Dr. Ankita Rajput, Maaty Organization (NGO), Phulsani, Dehradun.	External Member	9457675355	ankita.matty@gmail.com
		Dr. Aftab Ahmad, Scientist 'D', NRC, ZSI, Dehradun.	Member	8171869231	ahmad.aftab@zsi.gov.in
		Shri Manoj Kumar Meena, Scientist 'B', NRC, ZSI, Dehradun.	Member	9410593933	manojmeena@zsi.gov.in
		Sh. Iswar Chandra Jeral, Jr. A.O.	Member	7008584310	jeral.ic@zsi.gov.in
		Dr. Aparna Kalawate, Sc. 'E', WRC, ZSI, Pune.	Presiding Officer	8087474914	k.aparna@zsi.gov.in
		Dr. K. P. Dinesh, Sc. 'E', WRC, ZSI, Pune.	Member	9916970365	dinesh.kp@gov.in
11.	Western Regional Centre, ZSI, Pune	Smt. Rita Dev, Asstt. Zoologist, WRC, ZSI, Pune.	Member	9402388349	rita.deb24@zsi.gov.in
		Sh. Nitin A. Keleskar, UDC, WRC, ZSI, Pune.	Member	8975898619	1dcwrc-pu@zsi.gov.in
		Prof. Kalpana Pai, Dept. of Zoology, SPPU, Pune.	External Member	9850936759	kalpanapai@unipune.ac.in

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12.	Genetic Plain Regional Centre, ZSI, Patna	Ms. Veena Kumari, Sr. Zool. Asstt., GPRC, ZSI, Patna.	Presiding Officer	8986191636	veenakumari9708@gmail.com
		Ms. Pragya Shree, Sr. Zool. Asstt., GPRC, ZSI, Patna.	Member	6202340495	kashish9691@gmail.com
		Sh. Rahul Kumar, Sr. Zool. Asstt., GPRC, ZSI, Patna.	Member	9122951330	singh090589@gmail.com
		Smt. Sunita Devi, Office Attndt., GPRC, ZSI, Patna.	Member	9386081894	-
		Ms. Purna Vijay, Programme Officer, Prem Youth Foundation, Patna – 803205.	External Member	6202346812	prema.vijay7800@gmail.com
13.	Freshwater Biology Regional Centre, ZSI, Hyderabad	Dr. Deepa Jaiswal, Scientist 'E', FBRC, ZSI, Hyderabad.	Presiding Officer	9491570016	deepa.jaiswal@zsi.gov.in
		Dr. L. Rasingam, Scientist 'E', Deccan Regional Centre, BSI, Hyderabad.	Member	9951882773	lrasingam@bsi.gov.in
		Mrs. S.K. Rehanuma Sulthana, Asstt. Zoologist., FBRC, ZSI, Hyderabad.	Member	8897068736	rehanuma.sultana@zsi.gov.in
		Dr. Swarnalatha, Botanist, DRC, BSI, Hyderabad.	External Member	9553220728	gswarnalatha@bsi.gov.in
		Dr. Farida Tampal, State Director – WWF India, Hyderabad.	External Member (Co-opted)	9440751037	ftampal@wwfindia.net
14.	Arunachal Pradesh Regional Centre, ZSI, Itanagar	Dr. Shantabala Devi Gurumayum, Scientist 'E', APRC, ZSI, Itanagar.	Presiding Officer	9402889342	santaguru@rediffmail.com
		Smt. Ilona Kharkongor, Scientist 'E', APRC, ZSI, Itanagar.	Member	9436701167	Ilona.kharkongor@ymail.com
		Dr. Temjenmongla, Scientist 'D', APRC, ZSI, Itanagar.	Member	8794951970	temjen2017@gmail.com
		Dr. Krishna Chowlu, Scientist 'D', APRC, BSI, Itanagar.	External Member	7005466369	krishnachowlu@gmail.com
15.	Marine Aquarium Regional Centre, ZSI, Digha	Smt. Hemlet Guria, Curator 'D' & Project Coordinator, Digha Science Centre.	Presiding Officer	03220-296360	dscdigha@gmail.com
		Radha Meena, Station Master, Digha Railway Station.	Member	8209715789	radhameena0097@gmail.com
		Sudipa Patra, Customer Associate, SBI, Digha.	Member	7278824461	spsudipta94@gmail.com
		Sabina Bewa, Lady Constable, Digha Police Station.	Member	8145054533	shdkdvjr@gmail.com
16.	Estuarine Biology Regional Centre, ZSI, Gopalpur	Devi Priyadarshini, Scientist 'D', Regional Museum of Natural History, Bhubaneswar.	Presiding Officer	7834890048	devi.priyadarshini@gov.in
		Debjani Nandy, Sr. Zool. Asstt., EBRC, ZSI, Gopalpur-on-Sea.	Member	9830416323	nandydebjani1994@gmail.com
		Dr. Anil Mohapatra, Scientist 'E' & Officer-in-Charge, EBRC, ZSI, Gopalpur-on-Sea.	Member	9531650857	anil.mohapatra@zsi.gov.in
		Marry Chang, Principal, Orrisa Christian Theological College, & Part-time Project Director, Gender Studies in Collaboration with UNFPA, Odiha and People's Rural Education Movement (PREM).	External Member	7005685095	m.alilachang@gmail.com
17.	Andaman & Nicobar Regional Centre, ZSI, Port Blair	Dr. Pooja Bohra, Senior Scientist, ICAR-Central Island Agricultural Research Institute, Port Blair.	Presiding Officer	9933263442	pooja.bohra@icar.gov.in
		Mrs. Anita Devi, Principal, Navy Children School, Port Blair.	External Member	9933246561	ani_ncs@rediffmail.com
		Dr. Mrinal Kumar Das, Scientist 'D', ANRC, ZSI, Port Blair.	Member	9791079652	das.mrinal09@gmail.com
		Mr. M. Selvaraj, UD Clerk, ANRC, ZSI, Port Blair.	Member	9933299095	selvazsib@gmail.com

All the Committees of respective Administrative Units shall work in accordance with the provisions of SH Act, 2013 as notified vide G.S.R. 769 (E) dated 9th December, 2013 by Ministry of Women and Child Development.

In addition to that, we have the following referral guidelines available to familiarize the members of ICs to deal with a complaint registered under the POSH Act, 2013: -

- DoPT guidelines dated 4th November, 2022.
- Free Training Module provided by the ISTM and available at the iGOT Karmayogi portal under the following head -
 - Prevention of Sexual Harassment of Women at the workplace; and
 - Code of Conduct for Govt. Employees

The main object and aim of this GOI legislation is to ensure safe, respectful, engaged and professional working environment at the workplace. For effective implementation of this mandate, every ICs of respective Administrative Units of ZSI are required to undertake the following actions: -

- i. Organize Awareness Programmes on regular basis to sensitize the employees of the respective workplaces with regard to aspects, such as: -
 - ensure safe, respectful, engaged and professional working environment at the workplace;
 - follow a healthy code of conduct;
 - what acts, behaviour, circumstances of employees are construed as sexual harassment;
 - complaint registration and redressal mechanism available at the workplace; She-Box online complaint registration mechanism;
 - Penalties for any act of sexual harassment as prescribed under service rules and any other penal codes;
 - displaying penal consequences of Sexual Harassment through Posters;
 - roles and responsibilities of Internal Complaints Committee etc.
- ii. Furnish Annual Report of action taken in prescribed proforma on implementation of the POSH Act, 2013 effectively.

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 coordination 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. If there is any change required in composition and contact details of the member of ICs, the same may be provided and updated in the Website and Notice Board of Administrative Units concerned.

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

Hindi version of this Office Order is being issued separately.

Date:- 16 October, 2024.


(DHIRTI BANERJEE)
DIRECTOR
16/10/2024

Copy to: -

20292 ✓ 1. All the Officers-in-Charge and Presiding Officers of respective Administrative Units of ZSI through their registered e-mail IDs.

Contd...

2. The Officer-in-Charge, Website, ZSI, Kolkata – for uploading this Office Order on Official Website of ZSI.
3. The US, CS-II Division, 2nd Floor, Vayu Wings, Indira Paryavaran Bhawan, Ministry of Environment, Forest and Climate Change, Aliganj, Jor Bagh Road, New Delhi-110003 for information, please.
4. The Hindi Officer, ZSI, Kolkata with a request to issue the Hindi version of this Office Order.
5. The Guard File.

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