

## **DUTIES & RESPONSIBILITY OF STAFF**

Accordingly, a 3-Member Committee was constituted vide Memo No. 23/WBZA/16-17 dated 03.05.2016 for formulation of Duties & Responsibilities of the Officers and Staff of Zoos with the following Officials :

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|----|-------------------------|----------|
| 1) | Sri Piar Chand, IFS     | Chairman |
| 2) | Sri Asis Samanta, IFS   | Member   |
| 3) | Sri Arun Mukherjee, IFS | Member   |

Considering all aspects of scientific management of Zoos in the interest of Ex-situ Wildlife Conservation and also to obtain maximum outturn through efficient management, the said Committee has prepared a draft Duties & Responsibilities of Officers & Staff of Zoos under the control of West Bengal Zoo Authority.

### **Duties and Responsibilities of Officers and Staff under West Bengal Zoo Authority and Zoos.**

#### **Deputy Director**

- 1) Deputy Director will look after the Management of the Zoological Park / Zoo in absence of the Director
- 2) To plan and design the construction and modification of animal enclosures, houses, cages etc. and other infrastructure required in order to meet the physiological and biological needs of the animal species.
- 3) To promote educational programmes in wildlife and environment conservation.

- 4) To plan and conduct basic and applied Research Studies on the nutritional and breeding aspects of important indigenous species.
- 5) Any other work assigned by the Zoo Director related to Management of the Zoo :
  - i) The Deputy Director shall keep the Director updated about all the day to day activities in the Zoological Garden.
  - ii) The Deputy Director shall promote educational programmes in wildlife and environment conservation.
  - iii) The Deputy Director shall plan and conduct basic and applied Research Studies on the nutritional and breeding aspects of important indigenous species.
  - iv) To maintain law and order in the Zoological Garden and organize security duty, cleaning of Zoo, maintain Hygiene and Sanitation.
  - v) The Deputy Director shall assist the Director in all his duties and responsibilities and according to the priority assigned by the Director.
  - vi) In consultation with the Director, the Deputy Director shall have the power to assign extra duties and responsibilities to any officer or staff under the Director or to transfer any duties and responsibilities to any officer or staff under the Director if the Dy. Director is of the view that such arrangement is in the interest of Zoo service.

#### **Assistant Director**

- 1) The Assistant Director is directly responsible for the Animal Section and Estate Section (Maintenance and Security of the Zoological Garden ) and also act as Curator of the Zoo.

- 2) The Assistant Director shall keep the Director and in his absence the Deputy Director, updated about all the activities in the Zoo.
- 3) The Assistant Director shall supervise all other sub ordinate staff under him.
- 4) The Assistant Director shall prescribe and check the routine animal diet articles and drinking water quality.
- 5) The Assistant Director shall conduct basic and applied research in the field of wildlife health.
- 6) The Assistant Director shall assist the Director in all his duties and responsibilities and according to the priority assigned by the Director.
- 7) To supervise and guide the sub-ordinate staffs of Animal section and Estate Section.
- 8) To take action for planned prospective breeding of the Zoo collection.
- 9) To deal with all the correspondences pertaining to animal exchange and ensure for safe transportation of the animals for the purpose.
- 10) To ensure proper maintenance of the livestock and other inventories of Zoo animals.
- 11) ZIMS and other related records of animals are to be maintained and updated by the assistant Director.
- 12) To supervise the sub-ordinate staff Commissary Section and Sanitation Section.
- 13) To arrange for plan breeding of animals as per approved protocol.

### **Veterinary officer**

- 1) To plan and establish adequate veterinary facilities in the zoo hospital and submit the details of requirements accordingly.

- 2) To study specific causes of morbidity and mortality and accordingly formulate and adopt measures to prevent diseases among zoo collections.
- 3) To undertake the operation of chemical immobilization of animals as and when required and to handle surgical and obstetrical problems.
- 4) To supervise the sub-ordinate staff of Veterinary Section.
- 5) To prescribe and check the routine animal diet articles and drinking water quality.
- 6) To visit at least twice daily the Zoo animals to checkup health problems and dispense necessary medications.
- 7) To treat sick animals in the enclosures or Zoo hospital and conduct pathological and microbiological examinations for specific diagnosis of etiology of the condition.
- 8) To conduct post mortem examination and to collect specimens for Laboratory investigations.
- 9) To maintain records regarding medical history ( In-patient Register, Out-patient Register, Treatment Cards, PM Register and Reports ) of animals and disease investigations.
- 10) To procure, maintain and keep records of equipments and medicines, vaccines, reagents and chemical etc. related to the Veterinary Section.
- 11) To conduct basic and applied research in the field of Wildlife health.
- 12) To have a regular check on the quality of feed and water being supplied to the animals and timely screening of animals for parasitic loads.
- 13) To prepare disinfection schedules, prophylactic treatment schedules and ensuring the implementation of the same.

### **Assistant Engineer**

- 1) Undertake investigation, design and preparation of estimates, drawings with help of Draughtsman for various construction works.
- 2) Prepare Technical Report for the works along with estimates.
- 3) Prepare Schedules along with estimates before calling for tenders.
- 4) Arrange for timely and prompt issue of work order and commencement of works by contractor.
- 5) Inspect the work regularly to ensure quality and timely completion.
- 6) Arrange for timely and prompt supply of materials such as cement, steel etc.
- 7) Check the quality of materials used for construction and reject materials below standard.
- 8) Take samples and arrange for testing quality control periodically.
- 9) Record measurements during progress of works periodically.
- 10) Take action against the contractors for slow progress of works.
- 11) Maintain various registers verify stock of materials at site and stores periodically and maintain stock register properly.
- 12) Maintain dairies at site in the form prescribed, keep records like copies of plants, estimate and M. Book at site.
- 13) Arrange for proper display of caution and other sign boards.
- 14) Any other items of work which may be entrusted or required for completion of work.

## **Zoo Biologist**

- 1) To oversee the care and distribution of Zoo Animals, working with Curators and Zoo Directors to determine the best way to contain animals, maintain their habitats and manage facilities.
- 2) To make observations on the behavior and biology of animals, assessing the compatibility of animals in groups / herds and maintaining meticulous record of the same, ensuring their upkeep and welfare including provision of special diet for pregnant females, nursing mothers, new born / new arrivals, infants and sick animals.
- 3) To make genetic management of animal group / herd particularly the endangered species including putting identification marks on the newly acquired and new born animals and facilitating timely exchange of animals with other zoos.
- 4) To help in enrichment of animal enclosures.
- 5) To maintain animal history cards and stud books of various zoo animals as stipulated in Recognition of Zoo Rules.
- 6) To obtain up to day information of behavioural biology and reproductive aspect of zoo animals and use the same for refinement of protocols for animals' housing, upkeep and conservation breeding programme.
- 7) To make conceptual planning, development and execution of interpretative educational programme and interpretation centre.
- 8) The biologist will ensure the well-being of the animals and make recommendation to the zoo officials and zoo keepers relating to the facilities where the animals are kept as well as feeding and over all care issues.
- 9) To assist the Management in organizing various wildlife trainings, seminars, symposia, workshops and practical orientations and expositions.

- 10) To assist in basic and applied research studies on ecology, physiology and animal biology and behaviour.
- 11) To assist the Management in planning and designing standardized signages system giving complete specific description of the exhibits.
- 12) To put marking materials / transponders to the different captive animals as per CZA norms.
- 13) To collect the information on health condition of the captive animals daily and report the same to the Veterinary Officer or the Director, if any abnormality is noticed.
- 14) To keep watch on the condition of the enclosure, if any abnormality is observed, that should be brought to the notice of the superior authority immediately for necessary action.
- 15) To initiate in-house captive breeding programmes through proper planning and provision for well-being of the animals and to support exchanges and transfers of animals with other zoos, to oversee the introduction of new animals into existing enclosures, to organize transport for animals being transferred.
- 16) To perform any other duty as assigned by the Director or any other officer authorized by the Director as and when required.

### **Zoo Educator**

- 1) To create general awareness and sensitivity in Public about the preservation of wildlife by providing literatures, zoo guide books, handouts, leaflets and organizing audio visual shows, films, exhibitions and competition and teaching lectures about exhibits in in-situ .
- 2) To prepare brochures, booklets, CDs, zoo guide books, posters, banners, workbooks handouts, leaflets and other interpretative material on behaviour biology and ecology of various species housed in the zoo for

their dissemination. Materials must be developed and adapted for a variety of age groups, from pre-school children to career-minded adults.

- 3) To provide orientation and guidance to the visitors for having educative and rewarding experience at the zoo by providing information about zoo facility, its collection of animals, and wildlife conservation.
- 4) To make designing and improving in zoo signages from time to time, giving complete scientific description of the animals and exhibits and also developing appropriately designed direction boards and appropriate warning signs for regulating movement of visitors.
- 5) To conduct periodical surveys and analyze the visitor's behavioural patterns and teaching method of educating visitors about wildlife.
- 6) To assist in various periodical training programmes, workshops, seminars, symposia on wildlife management organized by the zoo.
- 7) To take rounds in display areas and make arrangement to educate the public not to tease zoo animals, throw stones and food articles into the enclosures.
- 8) To draw up plan for creation, improvement and smooth running of Nature Interpretation Centre in the Zoo.
- 9) To maintain records and files, photographs, TV/VCR, slides documents, proceedings and reports.
- 10) To impart training to the zoo personnel to deal with the visitors in courteous and polite manner without compromising with zoo ethics and also to arrange orientation training programmes for the keepers as well as other staff of the zoo.
- 11) To involve senior citizens as volunteers to assist the management of the zoos in awareness generation programme and to involve part timers among college students or equivalent age group who can assist in sale of tickets, guiding visitors and orienting the visitors.

- 12) To maintain Zoo library by procuring catalogues and maintaining books, periodicals, scientific documents etc., in the zoo library, issue and receipt of library books and also to arrange annual auditing of library.
- 13) To coordinate with other sections of the zoo for publishing annual reports, bulletin, treatise etc.
- 14) To guide the visitors and conduct programmes for education for visitors, to make special education programmes and packages for school children, to teach visitors about the animals kept at the zoo and to promote conservation efforts.
- 15) To assist in redressal of the difficulties and grievances of visitors.
- 16) To keep the Director updated about all the activities in the zoo and to assist the Director in different research project of the zoo.
- 17) Zoo Educators may visit schools, summer camps, or scout meetings to present informative lectures to children.
- 18) A Zoo Educator is responsible for deploying the curriculum for a zoo to the public in an informative and enjoyable way, and works to curate and manage exhibits.
- 19) They may also be involved with producing videos, taking photos, and creating multimedia presentations used to promote the zoo and its programs.
- 20) Information about the various species needs to be communicated to visitors in a way that they can understand, Depending on the type of exhibit, the communication may need to be detailed and informative, or perhaps in the case of a small petting zoo targeted at children, with easily-digestible snippets they can remember or write in school books.
- 21) Should have excellent written and verbal communication skills, Educators may work in the evenings and weekends as needed, depending on what educational programmes are offered by the zoo.

- 22) To perform any other duty as assigned by the Director or any other officer authorized by the Director as and when required.

#### **Sub Assistant Engineer (Civil)**

- 1) To prepare plan and estimates for all types of civil works of the Zoological Garden and to supervise execution of the works of the Garden.
- 2) To record all measurements in respect of any constructional or repairing works and certify the correctness of the same in the contractor's bill.

#### **Sub Assistant Engineer (Electric)**

- 1) To prepare plan and estimates for all types of electrical works of the Zoological Garden and to supervise execution of the works of the Garden.
- 2) To record all measurements in respect of any electrical installations or repairing works and certify the correctness of the same in the contractor's bill.

#### **Kitchen supervisor (Dietician)**

- 1) To supervise and coordinate activities of food preparation, kitchen, pantry and storeroom personnel and purchase or requisition foodstuffs and kitchen supplies of Zoological Garden.
- 2) To specify number of savings to be made from any vegetable, meat, beverage, and dessert to control portion costs of Zoological Garden.

- 3) To supervise non-cooking personnel, such as Kitchen Helper, to ensure cleanliness of kitchen and equipment of Zoological Garden.
- 4) To supervise Cook and smells and observe food to ensure conformance with recipes and appearance standards of Zoological Garden.
- 5) To supervise workers engaged in inventory, storage and distribution of foodstuffs and supplies of Zoological Garden.
- 6) To purchase foodstuffs, kitchen supplies, and equipment or requisitions them from Purchasing Agent.
- 7) To train new workers.
- 8) To perform other duties as assigned by Director, Zoological Garden.

### **Zoo Supervisor**

- 1) To supervise the cleanliness and maintenance work of the animal enclosures, cages and surroundings.
- 2) To ensure daily supply of ration and water to the animals and submit regular ration requisitions according to the need.
- 3) To record and report daily on health, breeding and feeding conditions of the animals and birds. Taking all measures for their upkeep and breeding well.
- 4) To assist in capturing, crating and transportation of animals.
- 5) Liaison with Veterinary Section for health related problems and treatment of animals, Commissary Section for proper and timely supply of animal diet and Estate (Maintenance) Section for repair of damaged enclosures, cages, etc.

- 6) To maintain records of all the live stock and inventories of the animals.
- 7) To prepare the animal statement of each month and submit to the Director or authorized officer.
- 8) To keep the Director or authorized officer updated about all the activities in the zoo.
- 9) To maintain the Keeper's Dairy as well as Daily Report Register with a great care.
- 10) Any other works assigned by the Director or any other officer authorized by the Director.

#### **Estate / Security Supervisor**

- 1) To ensure proper management of stumps, dead and fallen wood materials and to obtain permission for cutting green trees.
- 2) To ensure security in the Zoo premises round the clock.
- 3) To curb vandalism and take preventive measures to safeguard Zoo property and safety to visitors.
- 4) To check entry of vehicles and regulate the gate entry tickets by posting necessary ticket collectors/darwans and adopt methods deemed fit to avoid mal practices at the main gate.
- 5) To keep liaison with the police authorities in maintaining law and order problems in the Zoo.
- 6) To entertain public complaints on matters of their losses and take follow up action and submit progress report to the superiors.
- 7) To maintain records of all the immovable property, valuation and the lease taxes paid thereof.

- 8) To maintain valuation records of places, sheds, enclosures, plants, equipments, machines, crates, trolleys, vehicles etc.
- 9) To get audit of all the store stocks as and when required and prepare replies for the audit objection regarding the same.
- 10) To maintain Fixed Assets of the Park.

### **Garden Supervisor**

- 1) To undertake the landscaping of the Zoo premise, maintain the nursery, glass house for the greenery of the Park.
- 2) To allot duties of Garden Attendant of the Zoological Garden.
- 3) To supervise preparation of flower beds, lawn maintenance of nursery including preparation of seedlings & cuttings of various plant species.
- 4) To supervise the work of Garden Attendant and Staff of the Zoological Garden.
- 5) To ensure cleanliness of lawns, roads, pathways etc. of the Zoological Garden.
- 6) To organize Flower Show.

### **Sanitary Supervisor**

- 1) The Sanitary Supervisor shall supervise the work of Sanitation Attendant that he/she does brooming /cleaning of all the buildings, office, laboratory, veterinary hospital, aquarium compound, roads, foot paths, staff quarters , trails and all other parts of the zoo on daily basis.
- 2) Shall remove & dump for ultimately disposing/burning of garbage/waste in the burning sheds and maintenance of burning sheds.
- 3) Shall maintain and empty dust bins.

- 4) Shall maintain public toilets, bone houses.
- 5) The Sanitary supervisor shall keep the Officer as authorized by the Director updated about all the activities in the Zoo.
- 6) The Sanitary Supervisor shall assist the Officer as authorized by the Director in all his duties and responsibilities and according to the priority assigned by the Director (or any other officer authorized by the Director).

### **Research Assistant**

- 1) To help conduct basic and applied research studies on ecology, physiology and animal biology and behaviour.
- 2) To help in maintaining Stud books, history cards of various Zoo animals.
- 3) To help to produce various publications like zoo guide books, brochures, handouts, leaflets, annual reports, magazine and management plans, articles, working manuals of animals etc.
- 4) To help in prepare different Research Project proposals concerning Conservation Breeding Programmes.
- 5) To help in conducting field surveys concerning Conservation Breeding Programme.
- 6) Any other work assigned by the superior.

### **Education Assistant**

- 1) To create general awareness and sensitivity in Public about the preservation of wildlife by providing literatures, zoo guide books, handouts, leaflets and organizing audio visual shows, films, exhibitions and competition and teaching lectures about exhibits in in-situ .
- 2) To conduct periodical surveys and analyse the visitors behavioural patterns and teaching method of educating visitors about wildlife.

- 3) To assist in various periodical training programmes, workshops, seminars, symposia on wildlife management organized by the Zoo.
- 4) Co-ordination with other sections of the Zoo for publishing annual reports, bulletin, treatise etc.
- 5) Taking rounds in display areas and educating the public not to tease Zoo animals, throw stones and food articles into the enclosures.
- 6) Arrange smooth running of Nature Interpretation Centre in the Zoological Park.
- 7) To plan and design standardized signages system giving complete scientific description of the exhibits.
- 8) Maintenance of Zoo library. Procuring catalogues and maintaining books, periodicals, scientific documents etc. in the Zoo library. Issue and receipt of library books.
- 9) To maintain records and files, photographs, TV/VCR, slides, documents, proceedings and reports.
- 10) Annual auditing of library.
- 11) Any other work assigned by the Director and the seniors.

### **Library Assistant**

- 1) To maintain the inventory and proper maintenance of the books of the library
- 2) The Library Assistant shall keep the books and records in the library properly catalogued.
- 3) The Library Assistant shall make the books and records in the library readily available whenever asked for by the Director or the person authorized by the Director.

- 4) The Library Assistant shall maintain the stock including updating of the records and weeding out of old records.
- 5) The Library Assistant shall prepare requisition on anticipation of new requirements.
- 6) The Library Assistant shall maintain an archive of documents, records, manuscripts and reports.
- 7) The Library Assistant shall prepare database of the library material .
- 8) The Library Assistant shall make the reports and records available to persons authorized by the Director.
- 9) The Library Assistant shall issue or receive the books and records to/from the visitors authorized by the Director for the purpose.
- 10) The Library Assistant shall work with other institutes and organization as required by the Director.

### **Taxidermist**

- 1) To maintain animal trophy, skin of animals of Zoo Museum.
- 2) To display trophy of Zoo Museum taxonomically.
- 3) To maintain record of animal trophy and skin.

### **Laboratory Assistant**

- 1) Collection of specimens during Necropsy examination and their preparation for microbiological and pathological laboratory examinations.
- 2) Processing of relevant samples for detail lab test/examinations.
- 3) Maintenance of museum specimen and up-keep of their history records.

- 4) Maintenance of lab equipments/instruments in order and maintaining of their log books.
- 5) To assist the Veterinary Officer in taking x-ray radiographs of sick animals. Develop x-ray films and after results are recorded to preserved them properly alongwith the results.
- 6) To requisition x-ray films, chemicals, cassettes and maintenance of their stock properly.
- 7) To maintain radiographic lab and x-ray machine, endoscope etc in working condition.

### **Veterinary Assistant**

- 1) To arrange requisition for handling and operating medical cases.
- 2) To assist Veterinary doctor in day to day treatment/dressings and management of surgical and gynecological cases.
- 3) To maintain stock of medicine and equipments in Zoo hospital.
- 4) To maintain feeding records of in-door patients.

### **Assistant Zoo Supervisor**

- 1) To supervise timely cleanliness of enclosures, cages, removal of animal waste and undesired vegetation from enclosures/cages.
- 2) To arrange shelters, perching materials, tree logs and branches required for protection from natural vagaries and species biological needs.
- 3) To ensure prompt repair of the damaged enclosures, cages, structures etc.
- 4) To ensure that no foreign material remains in the animal vicinity.

- 5) To ensure all doors and gates of enclosures and cages are securely fastened and locked to prevent escape of the zoo animals.
- 6) To ensure all doors, latches and pulley are well lubricated for smooth and easy function.
- 7) To assist the Supervisor ( Animals ) in smooth functioning of the animal section and in his absence
- 8) Issue keys of the animal houses every morning and collect at the end of the day and place at the secure places for the night
- 9) Any other work assigned by the seniors.

#### **Assistant Estate / Security Supervisor**

- 1) To guide and supervise the junior staffs working in the estate section and maintain their leave records.
- 2) To take necessary action for procurement of liveries and other non consumable items required for the maintenance of office and field.
- 3) To take action and dispose of all the un-serviceable articles and weeding of files and papers.
- 4) To process requisition programme of materials and supplies required for work in workshop, carpentry, machinery and printing works, repairs and modifications of cages and enclosures.
- 5) To supervise all the works of repairs, renovations, modifications and preparation of cages and crates.
- 6) To arrange management of all the field equipments of different sections in working conditions.
- 7) To maintain stock register and expenditure and completion of such works.

- 8) To get verification of all the non consumable store supplies received and issued and submit a detail report for audit.
- 9) To take attendance of chowkidars and accord work and fix places of their duties.
- 10) To take round to ensure that chowkidars are present on their duty area and to ensure security round the clock.
- 11) To keep the superior authorities informed about law and order problems.
- 12) To prevent unauthorized entry into Zoo and help ticket clerks and ticket collectors on such occasions.
- 13) To check security registers, complaint registers at the main gate.
- 14) Any other work assigned by the superiors.

#### **Assistant Garden Supervisor**

- 1) To allot duties of Garden Attendant of the Zoological Garden.
- 2) To supervise preparation of flower beds, lawn maintenance of nursery including preparation of seedlings & cuttings of various plant species.
- 3) To supervise the work of Garden Attendant and Staff of the Zoological Garden.
- 4) To ensure cleanliness of lawns, roads, pathways etc. of the Zoological Garden.
- 5) To organize Flower Show.

#### **Assistant Sanitary Supervisor**

- 1) To allot duties of Sanitary Attendant of the Zoological Garden.

- 2) To supervise cleaning of Washroom/Toilets and drum of Zoological Garden.
- 3) To supervise the work of Sanitary Attendant and related Staff of the Zoological Garden.
- 4) To ensure cleanliness of lawns, roads, pathways, office compound, Vet laboratory etc. of the Zoological Garden.
- 5) Any other work assigned by the Director.

### **Gate Keeper**

- 1) To watchover and attend to the gates of the Zoological Park.
- 2) All other duties assigned to the Forest Guards/Chowkidars.
- 3) Any other duty assigned by the supervisor.

### **Driver**

- 1) Operation of Zoo Vehicle and undertaking its petty maintenance works.
- 2) Maintenance of vehicle trolley.
- 3) Maintaining log book.
- 4) Any other work assigned by the supervisors.

### **Zoo Keeper**

- 1) The Zoo Keeper shall open the animal enclosure and count the number of the animals in his beat / zoo. If there is any change (death or birth) etc., is to be noted.
- 2) To clean regularly the animal night shelters/houses/crawls/enclosures of animals wastes, leftout food and undesirable objects etc. regular cleaning of water troughs.
- 3) To ensure timely feeding and watering of animals.

- 4) To report to the superiors about the health condition heat, mating, breeding and feeding condition and other observations immediately.
- 5) To report to the superior – any damage to the enclosures, cages, structures etc for immediate repair.
- 6) To remove all the foreign materials from the animal enclosures.
- 7) To assist in capture, crating and shifting of live animals as and when required and to take dead animals to hospital/post mortem room for PM examination.
- 8) To ensure safe and proper custody of Beat furnitures, records, equipments and animal diet medicines etc.
- 9) To protect the animals from teasing and vandalism, damage to enclosures and signboards fittings and to ensure security of the Zoo and its inmates.
- 10) To check and ensure proper locking of the enclosures/cages/houses atleast half an hour before the Zoo is closed.
- 11) Any other duty assigned by the Supervisor.
- 12) The Zoo Keeper shall carry the different feed items from the store to the respective animal enclosures / cages of the zoo.
- 13) The Zoo Keeper shall report to the authorized officer any damage to the enclosures, cages, structures etc., for immediate repair through keeper's diary.
- 14) The Zoo Keeper shall provide help to the veterinarians in treating animals manually or through the process of chemical immobilization.
- 15) The Zoo Keeper shall assist in the process of transportation of the animals.

- 16) The Zoo Keeper shall maintain the zoo keeper's diary highlighting the details of all events and activities of animals and submit the same to Assistant Zoo Supervisor / Zoo Supervisor.
- 17) The Zoo Keeper check and ensure proper locking of the enclosures / cages / houses at least half an hour before the zoo is closed to prevent escape of the zoo animals.
- 18) The Zoo Keeper shall deposit the keys of the enclosure of his beat / Zoo to the Assistant Zoo Supervisor or Zoo Supervisor.
- 19) Any other works assigned by the seniors.

### **Mahut**

- 1) To in-charge of the captive elephant of Zoological Garden.
- 2) To look after welfare and maintenance of captive elephant of Zoological Garden.
- 3) To feed elephant timely and take care for regular bathing.
- 4) To report health condition of elephant to Vet. Officer regularly.
- 5) To train captive elephant of Zoological Garden.
- 6) To arrange proper fodder and ration for elephant as per the prescription.
- 7) To keep clean the night shelter / Pilkhana of elephant of Zoological Garden.
- 8) Periodical sanitaisation of night shelter /Philkhana of Zoological Garden.
- 9) Any other work assigned by the management.

### **Cook**

- 1) To prepare food for the animals and make it ready for distribution.

- 2) Assist the storekeeper in preparing necessary challans for the distribution of daily ration.
- 3) Keep meat house, ration godown, kitchen and all the material and equipments over there clean and in working conditions.
- 4) Other works assigned by the superiors.

### **Head Clerk**

- 1) To look after ministerial and administrative work and give timely decisions, noting and drafting on the policy matter.
- 2) To handle and process all the recruitments, disciplinary and other cases of class III and IV employees.
- 3) To supervise all the works of subordinates under administrative section and motivate them to get the best out of them.
- 4) To draft clear precise, lucid notings and communications about the administrative and service matters and guide the subordinates for the day to day works.
- 5) To process matters of advertisements, incidents, honorarium, awards, fees, vigilance, disciplinary action etc.
- 6) Attend to legal matters and to attend the audit party and audit reply.
- 7) To take action to invite tenders for diet articles, medicines, stationeries, hardware items and civil works etc. well in advance for the commencing financial year and their finalization.
- 8) To look into budget matters
- 9) Procurement, storing and supply of stationery.
- 10) Verification of log books of vehicles/generator.

- 11) To supervise movements of files, documents, guard files and other correspondences. Taking necessary measures for reduction in administrative work expenditure.
- 12) To ensure timely preparation and submit all annual returns.

### **Accountant**

- 1) To handle finance and account matter of both Plan and Non-Plan, budget estimates and to scrutinize flow of recurring and non-recurring expenditure as well as miscellaneous expenditure.
- 2) To check cash book, contingencies, cash ledger, vouchers and review the progress of expenditure against sanctioned grants and to ensure booking of all expenditure and preparation of balance sheet as per the rules.
- 3) To check and prepare bills of salaries, D.A., advances, T.A. claims, LTC, Public and civil works, vehicle fuel, animal diets, material and supplies and to ensure regular Income Tax deduction of the employees.
- 4) To ensure submission of timely statements and revenue earned and expenditure incurred.
- 5) To keep Zoo Cash and other valuables in safe custody in accordance with the Cash book.
- 6) To make payments on passed bills and receive payments against receipts.
- 7) To process past vouchers and place them before audit for checking.
- 8) To fetch cash from bank and deposit revenues in the bank regularly
- 9) Preparation of all cheques, entries of pay and accounts.
- 10) To issue admission tickets to ticket clerk and maintain all their relevant records.

- 11) Attend to all the works of UDC whenever he or she is on leave or absent or attending to other official works.
- 12) Any other works assigned by the Director.

**Personal Assistant (PA)**

- 1) To supervise and guide the subordinate staffs of personal section of West Bengal Zoo Authority / Zoos.
- 2) To take dictation from the Member Secretary / Directors.
- 3) To receive all letters, fax, e-mails and put up the same to the Member Secretary / Director's perusal.
- 4) To maintain confidential files, service records and other relevant correspondence of the personal section.
- 5) To record the proceedings of the meetings and draft preparations for the necessary issue.
- 6) To attend telephonic calls, visitors and employees and guide them to solve their genuine problems and arrange meeting with the Member Secretary / Director.
- 7) To arrange maintenance of computer system, telephone net works and photo copy machine in the office.
- 8) To maintain all the correspondence pertaining to various meetings about management works.
- 9) To arrange various meetings and programmes to be conducted in the Zoo.
- 10) Any other work assigned by the Member Secretary / Director.

### **36 Store Keeper**

- 1) To receive and check quantity of animal diet articles and other rations from the contractors, its proper storage and timely distribution.
- 2) To ensure proper and safe storage of food items in the store.
- 3) To ensure maintenance of all the types of stock register, daily diet register, challan upto date.
- 4) To take action for timely distribution of the food and fodder from the store.
- 5) Overall supervision of zoo sanitation and hygiene i.e. cleaning of roads, footpaths, public conveniences etc.
- 6) To take measures for the pest control and to check stray dog entrance.
- 7) To maintain disposal of animal and vegetation waste materials.
- 8) To ensure proper maintenance of waste burning huts, bone houses and incinerator etc.

### **UDC/OA/TA**

- 1) To process matters of recruitment, promotion, transfer, superannuation, pension benefits, increments, leave, probation and efficiency bar, leave salary and pension contribution and SC/ST/OBC/handicapped personnel / ex-servicemen and compassionate appointment etc.
- 2) To ensure proper entry of records in the Service book of the Zoo employees and keep them in safe custody.
- 3) To maintain complete service books, personal files and nomination forms of all he employees.
- 4) To process increments

- 5) To maintain E.L and C.L records of the employees.
- 6) To submit information about reservation quota, disciplinary cases, penalty and theft cases for administrative action.
- 7) To process matters of grant of special pay, honorarium and rewards, pay fixation, gradation list.
- 8) To process cases of pension, gratuity and encashment of unutilized leave in respect of retired and deceased employees

## **LDC**

- 1)
  - a) To prepare pay bills, TA, claims, GPF returns.
  - b) To prepare bills for different expenditure etc.
  - c) Reconciliation of expenditure with the treasury and the bank.
  - d) Preparation of monthly expenditure accounts, revenues, returns etc.
  - e) Maintenance of registers regarding accounts matter etc.
- 2) To ensure proper maintenance of dak registers and issuing & despatch of circulars, proceedings, instructions, notifications and letters.
- 3) To process and maintain all the correspondences, file works pertaining to his desk.
- 4) To draft replies of audit remarks pertaining to correspondence section.
- 5) To maintain accounts of day to day expenditure incurred on mailing of post, telegrams, telex and other communications.
- 6) To do typing work.
- 7) To complete in advance all the relevant papers and correspondences work in order to accomplish timely exchange of animals.

- 8) To procure License and CITES Certificates for import and export of live Zoo animals.
- 9) To provide specific instructions and specifications about preparation of Air courier to carry live animals shipment as per rules.
- 10) To prepare proceedings of animal exchange and issuing necessary letters to the concerned Zoos.

### **Ticket Clerk**

- 1) To issue gate entry tickets, car entry tickets, guide books, maps etc and deposit of all the revenue with the account section.
- 2) To complete and maintain all the relevant records and submit to the accounts for verification and signing.
- 3) Any dispute with the visitors at the gate to be brought to the notice of the Director, Deputy or Estate Officer.

### **Support Staffs (Outsourced)**

#### **(a) Security**

- 1) To watch over and guide the Zoo properly.
- 2) To assist the animal and garden section staffs in curbing vandalism and preventing any undesired activities in the Zoo premises.
- 3) To check public vehicles entering into the Zoological Park and to regulate the movement of visitors at the time of heavy rush.
- 4) To maintain and enforce security of the Estate in the duty areas and in the event of any untoward happenings, report to higher authority about the same.

- 5) To report all the lost and found properties to the Superiors/Estate Officer/Forester.
- 6) Any other duty assisted by the superiors.

**(b) Sanitation**

- 1) Brooming / cleaning of all the buildings/roads, footpaths , trails on daily basis.
- 2) Removed and dumping and ultimately disposal/burning of garbage /waste in the burning sheds. Maintenance of burning sheds.
- 3) Maintenance and emptying of dust bins.
- 4) Maintenance of public toilets.
- 5) Maintenance of bone houses.
- 6) Any other work assigned by the supervisors.

**(c) Garden**

- 1) To maintain lawns and gardens of the Zoo by regular watering, fertilizing, hoeing, weeding and cutting grasses.
- 2) To plant shrubs, herbs, hazes, trees and other adornments on the lawns and grounds.
- 3) To raise and maintain plant nursery for replenishing plants and tree collection of zoo premises.
- 4) To do timely weeding, lopping and pruning of undesired vegetation and suitable use of disposed and decaying vegetation, fallen dead trees and plants.
- 5) To clean the wastes left by the visitors in the lawns

- 6) To report to supervisors and control spoiling and damaging of lawns and grounds by the visiting public.
- 7) To ensure up-keep of nursery required for plantation, propagation of trees, shrubs, herbs, climbers, hedges etc. in the entire Zoo area.
- 8) Any other duty assigned by the supervisor.

**(d) Attendant**

- 1) Maintain all files in safe custody in the record room.
- 2) Making available files as and when required.
- 3) Weeding and dusting of files.
- 4) To lift the files in the administration section.
- 5) Dusting and weeding, delivery of letters and assisting the officials and staffs in their day to day work.
- 6) Attending to the all personal and professional requirements (related to official works ) of the officer concerned.
- 7) Accompany and attend to the officer concerned on tours or during field visits as an orderly, if desired so.
- 8) Weeding and dusting the official chamber and files etc. of the officer concerned.
- 9) Making available file, delivery of letters and assisting the official in his/her day to day works.
- 10) Any other work assigned by the supervisors

**(e) Animal Attendant**

- 1) To clean regularly the animal night shelters/houses/crawls/enclosures of animals wastes, leftout food and undesirable objects etc. regular cleaning of water troughs.
- 2) To ensure timely feeding and watering of animals.
- 3) To report to the superiors about the health condition heat, mating, breeding and feeding condition and other observations immediately.
- 4) To report to the superior – any damage to the enclosures, cages, structures etc for immediate repair.
- 5) To remove all the foreign materials from the animal enclosures.
- 6) To assist in capture, crating and shifting of live animals as and when required and to take dead animals to hospital/post mortem room for PM examination.
- 7) To ensure safe and proper custody of Beat furnitures, records, equipments and animal diet medicines etc.
- 8) To protect the animals from teasing and vandalism, damage to enclosures and signboards fittings and to ensure security of the Zoo and its inmates.
- 9) To check and ensure proper locking of the enclosures/cages/houses atleast half an hour before the Zoo is closed.
- 10) Any other duty assigned by the Supervisor.eg collection of fodder etc