



सत्यमेव जयते

**GOVERNMENT OF INDIA**  
**Zoological Survey of India**  
**M-Block, New Alipore,**  
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ZSI/1-8/2021/ST 1469

15 Feb 2021

**CIRCULAR IN RESPECT OF MAINTAINING OF LOG BOOK FOR**  
**MICROSCOPE AND OTHER INSTRUMENTS**

During the audit of accounts, office of the Director General of Audit observed that log book of Microscope and other instruments have not been maintained by the users. In view of above, all users are requested to maintain Log Book of Microscope and other instruments held at their respective section as per following details:-

**Log Book of Microscope**

Date	No of specimens / species / studied / photographed	Name of user	Signature

**Log Book of Instruments**

Date	Details of uses	Name of user	Signature

Additional column may be added as per requirement / uses of instruments.

  
**(UK Singh)**  
**Head of Office**

Copy to:-

All Officers-in-Charge ZSI, Kolkata