



GOVERNMENT OF INDIA
Zoological Survey of India
M-Block, New Alipore,
Kolkata-700 053

Tele: 2400-3383/3925

ZSI/1-8/2019/ST /17594

16 Dec 2019

CIRCULAR

Since issue of items from stores and stationery are being made through On line Inventory Management system so it has been decided to fix the day of transaction in respect of Stores and Stationery items which are issued bio-monthly. Issue is being made on bio- monthly basis so users have been segregated on the basis of days. Days of issue has been fixed as per list attached. Demand can be made on line any day before fall of days for issue of item. However Help Desk in respect of ZSI IMS will be operational from 1100 Hrs to 1200 Hrs on all working days at Stores Section. If any difficulties or query related with ZSI IMS, help desk may be approached.

This issue has the approval of Competent Authority.


(UK Singh)
Stores Officer

Copy to:-

All O/Cs

LIST OF USER SECTION

SI No	User Section	Day of Issue
1	Director	First Monday or First Friday of first month. Example: Issue for month of Jun and Jul will be made on 03 Jun 2019 (1st Mon) or 07 Jun 2019 (1 st Fri)
2	DZSI Lab	
3	Stores	
4	Stationery	
5	Bill & Budget	
6	Envis	
7	Rajbhasha	
8	Library	
9	Canteen	
10	Technical	
11	Publication	
12	Art	
13	Photography	
14	General	
15	General (Driver)	
16	Cash & Accounts	
17	Establishment	
18	C E L	First Tuesday or Second Tuesday of first month. Example: Issue for month of Jun and Jul will be made on 04 Jun 2019 (1st Tue) or 10 Jun 2019 (2 nd Tue)
19	DNA Lab	
20	Fauna	
21	Lepidoptera	
22	Apterygota	
23	Field Survey Division	
24	Acarology	
25	Arachnida	
26	Ecology	
27	Platyhelminthes	
28	Wildlife	
29	Isoptera	
30	MIO	
31	Entomology Division	
32	Nemathelminthes	
33	Freshwater Fish	First Wednesday or Second Wednesday of first month. Example: Issue for month of Jun and Jul will be made on 05 Jun 2019 (1st Wed) or 12 Jun 2019 (2 nd Wed)
34	Marine Fish	
35	Museum & Taxidermy	
36	Reptilia	
37	General Non- chordate	
38	Crustacea	
39	Amphibia	
40	Hemiptera	First Thursday or Second Thursday of first month. Example: Issue for month of Jun and Jul will be made on 06 Jun 2019 (1st Thur) or 13 Jun 2019 (2 nd Thur)
41	Protozoology	
42	Mollusca	
43	Diptera	
44	Orthoptera	
45	Mammal & Osteology	
46	Hymenoptera	
47	Bird	
48	Coleoptera	
49	Palaeozoology	
50	Soil Zoology	