

GOVT. OF INDIA
ZOOLOGICAL SURVEY OF INDIA
(Ministry of Environment & Forests)
PRANI VIGYAN BHAWAN, NEW ALIPORE,
KOLKATA – 700 053, WEST BENGAL

CIRCULAR No. 13 /2011

Sub : Implementation of provisions of : Right to Information Act, 2005 – reg.

This is to inform that Dr. K. Venkataraman, Director Zoological Survey of India of this Institute has been designated as Appellate Authority in implementing the Right to Information Act, 2005, in respect of Zoological Survey of India.

All the applications under the provisions of Right to Information Act, 2005, will be accepted at Prani Vigyan Bhawan, First Floor of the New Alipore Building of ZSI, HQ, and also to the Regional Centres with immediate effect. For this purpose CPIO (Hqrs.) of the Institute and the CAPIO of the Regional Centres will be available in the room from 9.30 AM to 6.00 PM. He/She will collect all such applications, in the proforma prescribed (in duplicate) (specimen enclosed), along with the application fee of Rs. 10/- per application in Cash/DD/Bankers Cheque drawn and give acknowledgement on one of copies and subsequent fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque in favour of Pay & Accounts Officer (BSI/ZSI), payable at Kolkata, for providing the information at the following rates:

- a) Rupees two for each page (in A4 or A3 size paper) created or copied;
- b) Actual charge or cost of a copy in larger size paper;
- c) Actual cost or price for samples or models; and
- d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

14-10-11



(Dr. J. K. Dey)
Scientist- D & Head of Office
Zoological Survey of India, Kolkata.

1.	(a)	Name and Address of the Applicant	
	(b)	E-mail Address	
	(c)	Phone/Fax No	
2.		Date of Submission of Application	
3.		Subject Matter	
4.		Details of Information requested	
5.		Period to which the information relates: (Maximum period in each application should not exceed three years)	
6.		Fee enclosed (in Cash/ D.D./ Bankers cheque)	
7.		Due date by which information is to be furnished (30 days from submission of application)	
8.		How the applicant would like his information to be sent	
	(a)	By Post	
	(b)	To be collected by Hand	
	(c)	By E-mail	
	(d)	By Fax	
			Signature of the Applicant Address