

**F. No. 17-06/2026-Estt/
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA**

OFFICE ORDER No. 387/2026

Whereas, the Section 5(1) of the Official Secrets Acts, 1923 inter-alia provides that the Government Servants having in his possession any documents and or information shall not wilfully communicate/disclose the same to any unauthorized person. In case he fails to take reasonable care of or conducts himself so as to endanger the safety of the said documents/information shall be guilty of an offence under this section. Further, a similar provision also exists under Rule 11 of the CCS (Conduct) Rules, 1964.

2. Whereas, any act on the part of a Government servant which constitutes a violation of the provisions of the CCS (Conduct) Rules, 1964 may render the Government servant liable to disciplinary proceedings under the CCS (CCA) Rules, 1965, and, where the charges are established, the appropriate penalty may be imposed in accordance with the provisions of the said Rules.

3. Further, where the facts and circumstances of a case attract the provisions of the Official Secrets Act, 1923, the person concerned may also be liable for action under the said Act. In terms of Section 5(4) of the Official Secrets Act, 1923, an offence under the said section is punishable with imprisonment for a term which may extend to three years, or with fine, or with both.

4. Consequently, all officers and employees of the Zoological Survey of India, Headquarters and its Regional Centres, are hereby directed to exercise due care and caution in handling official information, documents, records and correspondence and no official document, information or part thereof shall be communicated, shared, circulated, reproduced or otherwise disclosed, directly or indirectly, to any person who is not authorised to receive the same. The responsibility for maintaining the confidentiality and safeguarding of official information and documents shall rest with every officer and employee of ZSI, irrespective of their designation. Further, the Officers-in-charge of all the Sections of Headquarters' and the Officers-in-charge of all the 16 Regional Centres of ZSI must ensure strict adherence to the CCS(Conduct) Rules, 1964 and the Official Secrets Act, 1923 of their subordinate employees.

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5. Subsequently, any instance of unauthorised disclosure, communication, circulation, retention or handling of official information/documents, or any other deviation from the prescribed procedure, shall be brought to the notice of the Competent Authority immediately for appropriate action in accordance with the extant rules.

6. This issues with the approval of the Director, Zoological Survey of India. The Hindi version of this Order is being issued separately.

Date: Date of e-Sign.

(GURUPADA MANDAL)
SCIENTIST 'E' & HEAD OF OFFICE

Copy to:

1. The O/C, Website, ZSI, Kolkata with a request to upload this Order in the website of ZSI.
2. The O/cs of all the 16 RCs of ZSI through e-office and registered mail for compliance.
3. The Divisional/Sectional O/c's of ZSI, Kolkata through e-office and registered mail for compliance
4. The Notice Board, Headquarters, ZSI, New Alipore Building, Kolkata.
5. The Notice Board, Headquarters, ZSI, FPS Building, Kolkata.
6. The Hindi Officer, ZSI, Kolkata, for necessary action, please.
7. The PA to D, ZSI, Kolkata.
8. The President, ZSIEA (NG), ZSI, Kolkata.
9. The President, ZSIEA, ZSI, Kolkata
10. The Guard File.