

Sl.	Section 4 information of RTI	Information being Provided
1	The particulars of its organisation, functions and duties	(a) Organization: Zoological Survey of India, a subordinate office under the Ministry of Environment, Forest and Climate Change Address: Parani Vigyam Bhawan, M Block, New Alipore, Kolkata -700053 (b) Functions & duties attached (c) Genesis, inception, formation of the department and the HoDs from time to time (see zsi.gov.in>about us)
2	The powers and duties of its officers and employees	The powers and duties of its officers and employees
3	The procedure followed in the decision making process, including channels of supervision and accountability	1. Process chart 2. Timeline in processing is followed as per GOI norms and directions issued from time to time by DOPT, DOE, MOEFCC for various processes and can be found on their website. https://dopt.gov.in/ and https://doe.gov.in/ ; https://moef.gov.in/
4	(a) The norms set by it for the discharge of its functions	(a) The government of India standard norms are followed which is various rules and regulations, instructions issued from time to time by DOPT, DOE, MOEFCC and also as per hierarchy of the department as per serial 3(1) and power and duties allocated to officers and scientists of the department as per serial (2) above.
	(b) Process of redress of grievances	(b) A dedicated officer is looking after grievance redressal, including grievance received through PMO. Contact person: Dr. S.I. Kazmi, Scientist-E and Grievance Officer, email: si.kazmi@zsi.gov.in
	(c) No. Of employees against whom Disciplinary action has been proposed/ taken	(c) No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings: NONE (ii) Finalised for Minor penalty or major penalty proceedings: NONE
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	1. Service matters are governed by the rules set up by the Ministry/Department of the Government of India such as DoPT, DoPPW, DoE, etc. and can be found on https://dopt.gov.in/ and https://doe.gov.in/
		2. Scientific matters are governed by the rules set up by the MoEFCC for its employees and can be found on https://moef.gov.in/
		3. Departmental Recruitment rules can be found here: https://zsi.gov.in/officecorner/en/recruitment-rules
		4. Transfer orders issued from time to time can be found at zsi.gov.in>OfficeCorner
		4. The rules, regulations, instructions and manuals etc. such as GFR 2017 and Delegation of Financial Power Rules issued by Department of Expenditure from time to time. These rules are available on Department of Expenditure, Ministry of Finance web site. https://doe.gov.in/orders-circulars/31
5. The catalogue contains information regarding the documents published by the Zoological Survey of India. The catalogue of the priced publications can be availed from the link given below: https://zsi.gov.in/publications/en The catalogue is updated periodically in the official website as required.		
6	A statement of the categories of documents that are held by it or under its control	1. Final Technical Report and manuscript
		2. New project proposal
		3. Tour report
		4. Final report of Project
		5. Half yearly report
		6. Annual report
		7. Monthly report of Jr. Zool. Asst./Sr. Zool. Asst
		8. The digital repository of the publications of the Zoological Survey of India can be obtained from the website given below: https://faunaofindia.nic.in/index.php
		9. The process for procurement of printed publications from the Zoological Survey of India is already updated in the official website. The link is given below. https://zsi.gov.in/page/en/how-to-procure

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7	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	<p>1. There is Research Advisory and Monitoring Committee (RAMC) with high level officers, Scientists, and various stakeholders constituted by MOEFCC which advise, monitor and formulate policy for ZSI.</p> <p>2. Annual Taxnomic summits are organised and wide participation from scientific community, students and stakeholders are invited to give their inputs which help formulation of policy and programme. The intiviation to dignitaories are sent before and schedule and registration are open on ZSI website for participation by others.</p>
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	<p>Different Committee constituted for day to day functioning of the department and act as internal committee. These Committee act as an adviser to the competent authority before taking the decision. Minutes of the Meeting are sent to competent authority and not accessible to the public. Such as :</p> <ol style="list-style-type: none"> 1. Purchase committee, 2. Auction committee 3. Departmental Promotion Committee (different committee is formed for diffrent category of post, as and when required) 4. Suggestion Committee: to improve facilities of office 5. Canteen Committee: Administrative committee with users for smooth functioning of Canteen. <p>For more details see the following link: Zoological Survey of India (zsi.gov.in>Office Corner)</p>
9	A directory of its officers and employees	A directory of its officers and employees
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	<p>1. Monthly remuneration received by each of its officers and employees</p> <p>2. There is no system of compensation, however, various entitlement are paid to employees as and when become due, as provided in its regulations</p>
11	(a) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	<p>1. Major headwise allocation and expenditure in 2023-24</p> <p>2. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures</p>
	(b) Foreign and domestic tours	(i) Budget on foreign tour: can be found under head FTE
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.
		a) Places visited: : To Nepal
		b) The period of visit: 28-31 November 2023
	c) The number of members in the official delegation: 1	
	d) Expenditure on the visit: NA	
	(iii) Foreign visit by Scientists	
(c) Procurement & contracts	<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon: Available on Government e-marketplace wensite (https://gem.gov.in), Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app)</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured: Available on Government e-marketplace wensite (https://gem.gov.in), Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app)</p> <p>c) The works contracts: Civil & Electrical maintenance, repair and capital works are carried out CPWD and not by this department.</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed: All contracts related to works are amanged by CPWD.</p>	

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	(d) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	(a) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured: Available on Government e-marketplace website (https://gem.gov.in), Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) (b) Outsourcing of manpower : 3 contract details
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	No subsidy provided by the department
13	Particulars of recipients of concessions, permits or authorisations granted by it	No concession or permit is provided by the department
14	(a) Details in respect of the information, available to or held by it, reduced in an electronic form	Information, available in electronic form
	(b) Form of accessibility of information manual/handbook; cost; language etc	(1) Various Handbooks are available at https://faunaofindia.nic.in/php/hpg_books_list.php and freely downloadable. (2) The catalogue contains information regarding the documents published by the Zoological Survey of India. The catalogue of the priced publications can be availed from the link given below: https://zsi.gov.in/publications/en The catalogue is updated periodically in the official website.
15	The particulars of facilities available to citizens for obtaining information, including the	<p>Library at ZSI, Kolkata Hq: The Library serves the purpose of a nest where many scholars are nurtured. Since the inception of Z.S.I the library is an integral part of this prestigious scientific research and survey Institution. Addition of valuable and rare books and journals have enriched the collection of library with time and brought a significant name in the field of Zoology. The library serves the in-house readers and researchers as well as the readers from outside. Reader's card is issued to the outside user of library which is free of cost. Reader can read the book in the reading room of the Reference Section of library and also can avail the facility of photocopy service or scanned copy service if desired for. The working hour of library is from 9: 45 A.M. to 6:15 P.M and some time it is kept open beyond working hours according to the user's need.</p> <p>Contact persons: (a) Tapashi Bhattacharjee -A.L.I.O & O.C, library Z.S.I.(HQ)- 24004018(Office), 9830163354(Mob.No.), tapashigoswami@gmail.com (b) Sri E. Tirkey, 7980816383 (Mob.No.), tirkeyzsi@gmail.com (c) Sri Akhilesh Gupta ,LIA- 9425325218(Mob.No.), akawat1970@gmail.com (d) Sri Surendra Kr. Mahato(LIA)-8282800490 (Mob.No.), Skkumar5492@gmail.com</p> <p>Museum of Zoological Galleries of Indian Museum, Kolkata:</p>

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15	working hours of a library or reading room, if maintained for public use	<p>Exhibits:</p> <p>(A) INVERTEBRATE GALLERY: 16 showcases with 497 models/ Exhibits (Protozoa to Echinodermata and Minor Phyla). Also having 10 small monitors for details of the Showcases and 3 monitors for various information.</p> <p>(B) BIRD GALLERY: 20 showcases with 441 Birds (Indian Birds: 156 species, foreign birds: 60 species). Also having 4 kiosks for details of the Showcases.</p> <p>(C) FISH GALLERY: 17 showcase 68 species.</p> <p>(D) AMPHIBIA AND REPTILES: Six showcases with 41 reptiles and 20 Amphibians.</p> <p>(E) MAMMAL GALLERY: 314 exhibits.</p> <p>(F) ECOSYSTEM GALLERY: 11 ecosystems (Marine, Coniferous, High Altitude, Mangrove, Scrubland, Desert, Terai Grassland, Riparian, Wetland, Deciduous and Tropical rain Forest) with 153 exhibits.</p> <p>Facility: • All the labels in the galleries were written in Hindi, English and Bengali languages.</p> <ul style="list-style-type: none"> • 10 small monitors and 3 large monitors were installed for public on various information regarding the Invertebrate gallery. • 4 kiosks were installed in Bird gallery for public on detailed information of the Showcases. • All the Seven galleries were under CCTV surveillance (73 CCTVS). <p>Working hours: 10 AM. to 6 PM. (Attched)</p> <p>Contact person & contact details for museum Gallery: Dr. P. G. S. Sethy, 9748481367, priyadassi @gmail.com</p>
16	(a) The names, designations and other particulars of the Public Information Officers	<p>(1) Details of CPIO, Zoological Survey of India: Dr. Rahul Joshi, Scientist D, Lepidoptera Section, Zoological Survey of India, PraniVigyanBhawan, M-Block, New Alipore, Kolkata-53, Email: joshiarctidae@gmail.com, Mob. 9569325383</p> <p>(2) Details of First Appellate Authority, Zoological Survey of India: Dr. Dhriti Banerjee, Director, Zoological Survey of India, 1st Floor, PraniVigyanBhawan, M-Block, New Alipore, Kolkata-53, Tel. & Fax: 033-2400-6893, Email: director@zsi.gov.in</p>
	(b) Programmes to advance understanding of RTI	<p>(1) Training of CPIO/APIO: CPIO is undergoing training from time to time.</p> <p>(2) Update & publish guidelines on RTI by the Public Authorities concerned</p> <p>(3) Details of applications received under RTI and information provided</p>