

O/c

F. No. 18-04/2023-Estt
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA,
KOLKATA

OFFICE ORDER No. 417/2025

Whereas, the Standard Operating Procedure (SOP) for applying other posts, communicated vide AM's letter No. 02/02/2020-CSB, dated 15.10.2025 has enunciated the following directives:

1. Purpose:

The purpose of this SOP is to lay down a uniform procedure for officers of the Zoological Survey of India (ZSI) and Botanical Survey of India (BSI) to obtain a Non Objection Certificate (NOC) for the Administrative Ministry while applying for posts in other Central/State Government Departments or other posts within the Ministry.

2. Scope:

The SOP shall be applicable to all regular employees (Group 'A' and Group 'B', where appointment is made through the Ministry) under ZSI and BSI who intend to apply for posts outside their present cadre/service through proper channel.

3. Procedure:

a. Submission of Request by the Employee:

The concerned employee shall submit a written requested to the Head of Office for obtaining NOC, enclosing the following documents:

- i. Copy of the Job Advertisement/Notification;
- ii. Duly Filled in and signed application form/bio-data;
- iii. An undertaking duly signed by the applicant stating that in case of his/her selection to the applied post, he/she will

- have resigned from his/her present capacity and
- iv. Self-attested copy of service details.
- a. Initial Scrutiny by the Concerned Office:

The concerned office shall examine the request and verify the following:

- i. Eligibility as per Recruitment Rules of the advertised post;
- ii. Fulfilment of minimum service and qualification criteria;
- iii. Vigilance Clearance Status;
- iv. Pendency of any disciplinary proceedings; and
- v. Recent APAR/ACR gradings and overall service record, if necessary.
- a. Forwarding the proposal to the Administrative Ministry:

After verification, for obtaining NOC, the proposal shall be forwarded to the Ministry through proper channel, along with:

- i. A forwarding letter containing initial observations of the Head of Office/Department; and
- ii. All supporting documents.
- a. Approval by competent authority:
 - i. After examining the proposal, the competent authority in the Ministry may approve or reject the request for issuance of NOC; and
 - ii. In case of rejection, the reasons shall be recorded in writing and communicated to the employee concerned.
- b. Issuing of NOC:
 - i. If approved, NOC shall be issued in the prescribed format;
 - ii. A copy of NOC shall be endorsed to the employee concerned and to be placed in the employee's personal file; and
 - iii. The application shall thereafter, be forwarded through proper channel to the recruiting organization/authority.
- 3. No request for technical resignation shall be considered in cases where the applications have not been forwarded through proper channel or where NOC was not obtained prior to the submission of the application.

Consequently, all the employees in the Group 'A' and Group 'B' in the ZSI whose appointment are made through the Ministry of Environment, Forest and Climate Change are directed to adhere to the directives enunciated in the SOP furnished above, strictly, with immediate effect and until further order.

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

Digitally signed by
GURU PADA MANDAL
Date: 21-10-2025
15:32:52

Date: -17.10.2025

22

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

Copy to:

20384

- ✓ 1. The O/c (Computer and Website of ZSI), ZSI, Kolkata with a request to upload this order to wide circulation.
2. The O/C, Lower Invertebrate Division, ZSI, Kolkata.
3. The O/C, Crustacean Division, ZSI, Kolkata.
4. The O/C, Malacology Division, ZSI, Kolkata.
5. The O/C, Entomology Division (A), ZSI, Kolkata.
6. The O/C, Entomology Division (B), ZSI, Kolkata.
7. The O/C, Arachnology Division, ZSI, Kolkata.
8. The O/C, Fish Division, ZSI, Kolkata.
9. The O/C, Herpetology Division, ZSI, Kolkata.
10. The O/C, Higher Chordata Division, ZSI, Kolkata.
11. The O/C, Paleozoology Division, ZSI, Kolkata.
12. The O/C, Ecology & Conservation Division, ZSI, Kolkata.
13. The O/C, Molecular Systematics Division, ZSI, Kolkata.
14. The O/C, Museum & Taxidermy Division, ZSI, Kolkata.
15. The O/C, Training and Extension Division, ZSI, Kolkata.
16. The O/C, Field Survey Division, ZSI, Kolkata.
17. The O/C, Identification & Advisory Division, ZSI, Kolkata.
18. The O/C, Fauna Division, ZSI, Kolkata.
19. The O/C, Publication Division, ZSI, Kolkata.
20. The O/C, Faunal Database & GIS Division, ZSI, Kolkata.
21. The O/C, Information and documentation Division, ZSI, Kolkata.
22. The O/C, Protozoology Section, ZSI, Kolkata.
23. The O/C, General Non-Chordata Section, ZSI, Kolkata.
24. The O/C, Platyhelminthes Section, ZSI, Kolkata.
25. The O/C, Nematelminthes Section, ZSI, Kolkata.
26. The O/C, Crustacea Section, ZSI, Kolkata.
27. The O/C, Mollusca Section, ZSI, Kolkata.
28. The O/C, Central Entomology Laboratory, ZSI, Kolkata.
29. The O/C, Isoptera Section, ZSI, Kolkata.
30. The O/C, Lepidoptera Section, ZSI, Kolkata.
31. The O/C, Hymenoptera Section, ZSI, Kolkata.
32. The O/C, Coleoptera Section, ZSI, Kolkata.
33. The O/C, Miscellaneous Insect Order Section, ZSI, Kolkata.
34. The O/C, Apterygota Section, ZSI, Kolkata.
35. The O/C, Orthoptera Section, ZSI, Kolkata.
- ✓ 36. The O/C, Hemiptera Section, ZSI, Kolkata.

20419

20420

- ✓ 37. The O/C, Diptera Section, ZSI, Kolkata.
- 38. The O/C, Acarology Section, ZSI, Kolkata.
- 39. The O/C, Arachnida Section, ZSI, Kolkata.
- 40. The O/C, Marine Fish Section, ZSI, Kolkata.
- 41. The O/C, Freshwater Fish Section, ZSI, Kolkata.
- 42. The O/C, Protochordata & Amphibia Section, ZSI, Kolkata.
- 43. The O/C, Reptilia Section, ZSI, Kolkata.
- 44. The O/C, Bird Section, ZSI, Kolkata.
- 45. The O/C, Mammal & Osteology Section, ZSI, Kolkata.
- 46. The O/C, Invertebrate Paleozoology Section, ZSI, Kolkata.
- 47. The O/C, Vertebrate Paleozoology Section, ZSI, Kolkata.
- 48. The O/C, Prehistoric Zoology Section, ZSI, Kolkata.
- 49. The O/C, Ecology & Conservation Section, ZSI, Kolkata.
- 50. The O/C, Soil Zoology Section, ZSI, Kolkata.
- 51. The O/C, Museum & Taxidermy Section, ZSI, Kolkata.
- 52. The O/C, Digitization & Computerization Division, ZSI, Kolkata.
- 53. The O/c, General Section, ZSI, Kolkata.
- 54. The O/c, Bill and Budget Section, ZSI, Kolkata.
- 55. The O/c, Cash and Accounts Section, ZSI, Kolkata.
- 56. The O/c, Establishment Section, ZSI, Kolkata.
- 57. The O/c, Stores & Stationary Section, ZSI, Kolkata.
- 58. The O/C, Technical Section, ZSI, Kolkata.
- 59. The O/C, Hindi Section, ZSI, Kolkata.
- 60. The O/C, Art Section, ZSI, Kolkata.
- 61. The O/C, Photography Section, ZSI, Kolkata.
- 62. The O/c, Library Section, ZSI, Kolkata.
- 63. The O/C, NERC, ZSI, Shillong.
- 64. The O/C, NRC, ZSI, Dehradun.
- 65. The O/C, WRC, ZSI, Pune.
- 66. The O/C, WGRC, ZSI, Kozhikode
- 67. The O/C, SRC, ZSI, Chennai.
- 68. The O/C, MBRC, ZSI, Chennai.
- 69. The O/C, FBRC, ZSI, Hyderabad.
- 70. The O/C, EBRC, ZSI, Gopalpur-on-sea.
- 71. The O/C, DRC, ZSI, Jodhpur.
- 72. The O/C, HARC, ZSI, Solan.
- 73. The O/C, SbRC, ZSI, Canning.
- 74. The O/C, ANRC, ZSI, Port Blair.
- 75. The O/C, GPRC, ZSI, Patna.
- 76. The O/C, CZRC, ZSI, Jabalpur.
- 77. The O/C, MARC, ZSI, Digha.
- ✓ 20461 78. The O/C, APRC, ZSI, Itanagar
- 79. The Guard File.