

# **Information Handbook Under Right to Information Act**

## **Chapter 1**

1.1 Please throw light on the background of this hand-book (Right to Information Act – 2005)

To expose latest developments in Fisheries to the different constituents of Fisheries Sectors

1.2 Objective / purpose of this hand-book

1. To develop technical manpower for fisheries sector
2. To undertake basic and applied research/extension activities for the benefit of Aquaculturists, Sea food processors, Environmentalists, etc.
3. To disseminate the technologi s developed in different aspect of fisheries through various extension programmes.

1.3 Who are the intended users of this hand-book?

Public and different constituents of fisheries sector

1.4 Organisation of the information in this hand-book

Fisheries College and Research Institute, Tamilnadu Veterinary and Animal Sciences University, Thoothukudi

1.5 Definitions (Please provide definitions of various terms used in the hand-book).

Dean  
Department of Aquaculture  
Department of Fisheries Biology and Capture Fisheries  
Department of Fishing Technology and Fisheries Engineering  
Department of Fisheries Environment  
Department of Fisheries Extension  
Department of Fisheries Resources and Economis  
Department of Fish Processing Technology

1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Information Officer / Dean, Fisheries College and Research Institute, Thoothukudi

1.7 Procedure and Fee Structure for getting information not available in the hand-book

## Chapter 2

### 2.1 Objective/purpose of the public authority

To disseminate latest developments in Fisheries for the different constituents of Fisheries Sector

### 2.2 Mission / Vision Statement of the public authority

### 2.3 Brief history of the public authority and context of its formation.

Public Information Officer designated by the Tamil Nadu Veterinary and Animal Sciences University.

### 2.4 Duties of the public authority

To collect information relating to new technologies developed from different Departments of the inmates and disseminate the same to the public.

### 2.5 Main activities / functions of the public authority

To collect information relating to new technologies developed from different Departments of the inmates and disseminate the same to the public.

### 2.6 List of services being provided by the public authority with a brief write-up on them.

1. Technology developed
2. Extension activities offering teaching personal research and extension.
3. Giving fisheries education at B.F.Sc., M.F.Sc. and Ph.D. level
4. To undertake research activities in different aspects for the development of fisheries sector.

### 2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

State level

### 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Undertaking research and training requirement of public like Aquaculture, Fish Processing, Fisheries Environment etc.

### 2.9 Arrangements and methods made for seeking public participation / contribution.

An exhibition

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Under the Public Information Officer / Dean, the Heads would serve as officers in undertaking the regards of public

2.11 Addresses of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding by the user).

Public Information Officer / Dean

Professor and Head

Professor

Associate Professor

Assistant Professor

2.12 Morning hours of the office : 9.15 a.m.

Closing hours of the office : 5.00 p.m.

### **Chapter 3**

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation : Public Information Officer / Dean  
Fisheries College and Research Institute, Thoothukudi

Powers : Administrative : The University has given powers to the Public Information Officer in disseminating information to the public related Training, Research and Extension of fisheries programmes.

Financial : Dean's Office budget

Others : --

Duties :  
1. To collect the statistical informations in fisheries from State/ Central Government / All Fisheries Institutes and Agencies  
2. Explain the activities of this Institute to the visiting teams  
3. Over all supervision of the visit of the VIP's  
4. To conduct fisheries related exhibitions and also extending

wide publicity regarding the activities of the Fisheries College and Research Institute through AIR, TV / Press in connection with the Department of Fisheries Extension.

5. Close relationship with the PRO of the Collectorate to collect the information of the visit of VIP's
6. Arrangement of accommodation to the VIP's / visiting scientists / experts, etc.

#### Chapter 4

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Decision will be taken by conducting a meeting by the Appellate Authority with Public Information Officer and Assistant Public Information Officer for providing rules, regulations, instructions manuals.

#### Chapter 5

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies ? If there is, please provide details of such policy in following format.

Yes

S.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Awareness programme	Yes	1. Through mass media 2. To conduct join sittings with the officials State/Central Govt./Industries / Fishermen Groups and discussing on the fisheries issues. 3. Through correspondence
2.	Exhibition		
3.	Demonstration programme		
4.	Training		
5.	Campaign		

## Implementation of Policy

5.2 Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies ? If there is, please provide details of provisions in following format.

S.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Awareness programme	Yes	1. To give wide publicity through press / AIR / TV 2. To install advertisement boards at important places 3. Through letter correspondence / spot visit 4. To conduct cultural programmes
2.	Exhibition		
3.	Demonstration programme		
4.	Training		
5.	Campaign		

## Chapter 6

6.1 Use the format given below to give the information about the official documents.

Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Endowments and Achievements – yearwise statistical reports on fisheries of Tamilnadu / India	Fisheries - Statistics	Through letter / Fax correspondence and E-mail	Dean / Head of the Departments / Officials of Fisheries Departments (Central / State)

## Chapter 7

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body  
Registrar, Tamilnadu Veterinary And Animal Sciences University, Chennai
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)  
University
- Brief Introduction of the Affiliated Body

The Fisheries College was established at Thoothukudi in 1977 and it was brought under the Tamilnadu Veterinary and Animal Sciences University with effect from 20<sup>th</sup> September, 1989 the date on which this University was formed. This College was renamed as Fisheries College and Research Institute in 1990. The Institute functions in two campuses viz. i) Main Campus located at Harbour bypass road and ii) Shore Laboratory at the Fishing Harbour complex in the south beach road of Thoothukudi.

Objective / Main Activities :

1. To develop technical and professional man power for fisheries sector
  2. To impart teaching programmes such as B.F.Sc., M.F.Sc. and Ph.D.
  3. To undertake basic and applied research for the benefit of aquaculturists, sea food processors and environmentalists.
  4. To disseminate the research innovations through various extension programmes.
- Role of the Affiliated Body (Advisory / Managing / Executive / Others)  
University
  - Structure and Member Composition

Public Information Officer / Dean

↓  
Professor and Head

↓  
Professor

↓  
Associate Professor

↓  
Assistant Professor

- Head of the Body  
Dean, Fisheries College and Research Institute, Tamilnadu Veterinary and Animal Sciences University, Thoothukudi
- Address of main office and its Branches  
Fisheries College and Research Institute, Thoothukudi – 628 008.
- Frequency of Meetings  
Two meetings per month
- Can public participate in the meetings?  
Yes
- Are minutes of the meetings prepared?  
Yes
- Are minutes of the meetings available to the public ? If yes please provide information about the procedure to obtain them.  
No

## Chapter 8

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

**Assistant Public Information Officer: ----**

**Public Information Officer :**

S. No	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Dr.V.K.VENKATARAMANI,Ph.D.	Dean	0461	2340554	2532896	2340574		Fisheries College and Research Institute, Thoothukudi

### Departmental Apellate Authority :

S. No	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Dr.V.Thiagarajan, Ph.D.	Registrar	044	25551586				Tamilnadu Veterinary and Animal Sciences University, Chennai-51

## Chapter 9

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)

1. Name
2. Address
3. Nature of his requirement

9.2 What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The different levels of decisions will be taken by Public Information Officer.

9.3 What are the arrangements to communicate the decision to the public?

Through letter correspondence and wide publicity through press / AIR / TV.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Dean of the College and various departmental scientists, experts and others.

9.5 Who is the final authority that wets the decision?

Dean, Fisheries College and Research Institute

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

<b>Sl.No.</b>	
<b>Subject on which the decision is to be taken</b>	Fisheries matters pertaining to teaching, research and extension
<b>Guidance / Direction, if any</b>	Guidance / Direction will be given by the Public Information Officer
<b>Process of Execution</b>	1. By review 2. Spot visits 3. Demonstration
<b>Designation of the officers involved in decision making</b>	Dean / Public Information Officer, Fisheries College and Research Institute
<b>Contact information of above mentioned officers</b>	Dean / Public Information Officer, Fisheries College and Research Institute, Thoothukudi-628008.
<b>If not satisfied by the decision, where and how to appeal</b>	Registrar, Tamilnadu Veterinary and Animal Sciences University, Chennai - 600051

## Chapter 10

10.1 Please provide information district wise in following format

S. No	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Dr.V.K.VENKATA RAMANI Ph.D.	Dean	0461	2340154	253289 6	234057 4		Fisheries College and Research Institute, Thoothukudi

## Chapter 11

11.1 Please provide information in following format

Decision to be taken by the University

## Chapter 12

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

Year 2004-2005 : Will be allotted by University

For other Public Authorities : ----

## **Chapter 13**

13.1 Please provide the information as per the following format :

Decision will be taken based on the programme of funding agency for the financial support

## **Chapter 14**

14.1 Please provide the information as per the following format : ----

## **Chapter 15**

15.1 Please provide the details of the Norms / Standards set by the department for execution of various activities / programmes.

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## **Chapter 16**

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

1. Touch – Screen
2. C.D's.

## **Chapter 17**

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information

### **Like**

- Office Library
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Others means of advertising (Through letter correspondence)

## Chapter 18

### 18.3 Frequently Asked Questions and their Answers by Public

Yes, Answers will be given to the questions of the public through Public Information Officer / Department of Fisheries Extension.

### 18.2 Related to seeking Information : ---

### 18.3 With relation to training imparted to public by Public Authority :

- Name of training programme with brief description
  - i. Ornamental fish culture
  - ii. Murrel culture
  - iii. Freshwater prawn farming
  - iv. Preparation of value added fishery products
  - v. Composite fish culture
  - vi. PCR in shrimp disease diagnosis.
- Time period for training programme / scheme  
3 to 5 days
- Objective of training
- Physical and Financial Targets (Last year)
- Eligibility for training
- Prerequisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Applications Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Applications Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application

- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to Certificate, No objection certificate etc. issued by the Public Authority not included in Manual-13 : ---

18.5 With relation to registration process : ---

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.) : ---

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL) : ---

18.8 Details of any other public services provided by the Public Authority : ---