

## Right to Information

### Link for RTI application

<https://rtionline.gov.in/index.php>

## 1. Organisation and Function

### 1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

**i) Name and address of the Organization:**

ICAR - Central Institute of Brackishwater Aquaculture  
Indian Council of Agricultural Research  
(Ministry of Agriculture)  
#75, Santhome High Road, Raja Annamalai Puram  
Chennai, Tamil Nadu. 600028

**ii) Head of the organization: DIRECTOR, ICAR –CIBA**

**iii) Vision, Mission and Key objectives:**

#### **Vision**

CIBA envisages its role as one of the world's foremost scientific research institute in brackishwater aquaculture through the pursuit of excellence in research and innovation that contribute modernization and development of sustainable Brackishwater aquaculture in the country.

#### **Mission**

Our mission is to realize this vision through basic and applied research, and providing technological backstopping suitable for Indian conditions for the development of sustainable brackishwater aquaculture, which would provide much needed food, nutritional security, employment, economic wellbeing and societal development.

#### **Mandates**

- Basic, strategic and applied research for techno-economically viable and sustainable culture systems for finfish and shellfish in brackishwater.
- Species and systems diversification in Brackishwater aquaculture.
- Act as a repository of information on brackishwater fishery resources with a systematic database.
- Human Resource Development, capacity building and skill development through training, education and extension.

**iv) Function and duties:**

Brackishwater aquaculture has been identified as one of the high potential areas for increasing finfish and shell fish production and for deriving maximum economic and social benefits. Indian Council of Agricultural Research (ICAR), New Delhi under the Ministry of Agriculture, Government of India established the Central Institute of Brackishwater

Aquaculture (CIBA) on 1-4-1987. The Central Institute of Brackishwater Aquaculture serves as the nodal agency for the development of brackishwater aquaculture in the country. The Headquarters of the Institute is located at Chennai with an Experimental Field Station at Muttukadu, about 30 km south of Chennai. The Institute has two Research Centre at Kakdwip in West Bengal and Navsari in Gujarat.

The institute functions with the following mandate:

- Basic, strategic and applied research for techno-economically viable and sustainable culture systems for finfish and shellfish in brackishwater.
- Species and systems diversification in Brackishwater aquaculture.
- Act as a repository of information on brackishwater fishery resources with asystematic database.
- Human Resource Development, capacity building and skill development through training, education and extension.

### **Administration**

The Director with whom all the administrative and financial powers of the institute are vested heads the institute. Administrative Officer and 2 Asst. Administrative Officers assist him in matters relating to general administration. One Finance & Accounts Officer and one Assistant Finance and Accounts Officer look after the financial and accounting aspects and also the internal audit of the institute. A technical officer attends to the technical matters including those connected with research projects handled by the institute.

### **The research work at CIBA is carried by the following Research Divisions**

- Finfish Culture Division (FCD)
- Crustacean Culture Division (CCD)
- Nutrition, Genetics and Biotechnology Division (NGBD)
- Aquatic Animal Health and Environment Division(AAHED)
- Social Sciences Division (SSD)

### **(v) Organization Chart**

#### **Organogram**

**vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt:**

Brackishwater aquaculture has been identified as one of the high potential areas for increasing finfish and shell fish production and for deriving maximum economic and social benefits. Indian Council of Agricultural Research (ICAR), New Delhi under the Ministry of Agriculture, Government of India established the Central Institute of Brackishwater Aquaculture (CIBA) on 1-4-1987. The Central Institute of Brackishwater Aquaculture serves as the nodal agency for the development of brackishwater

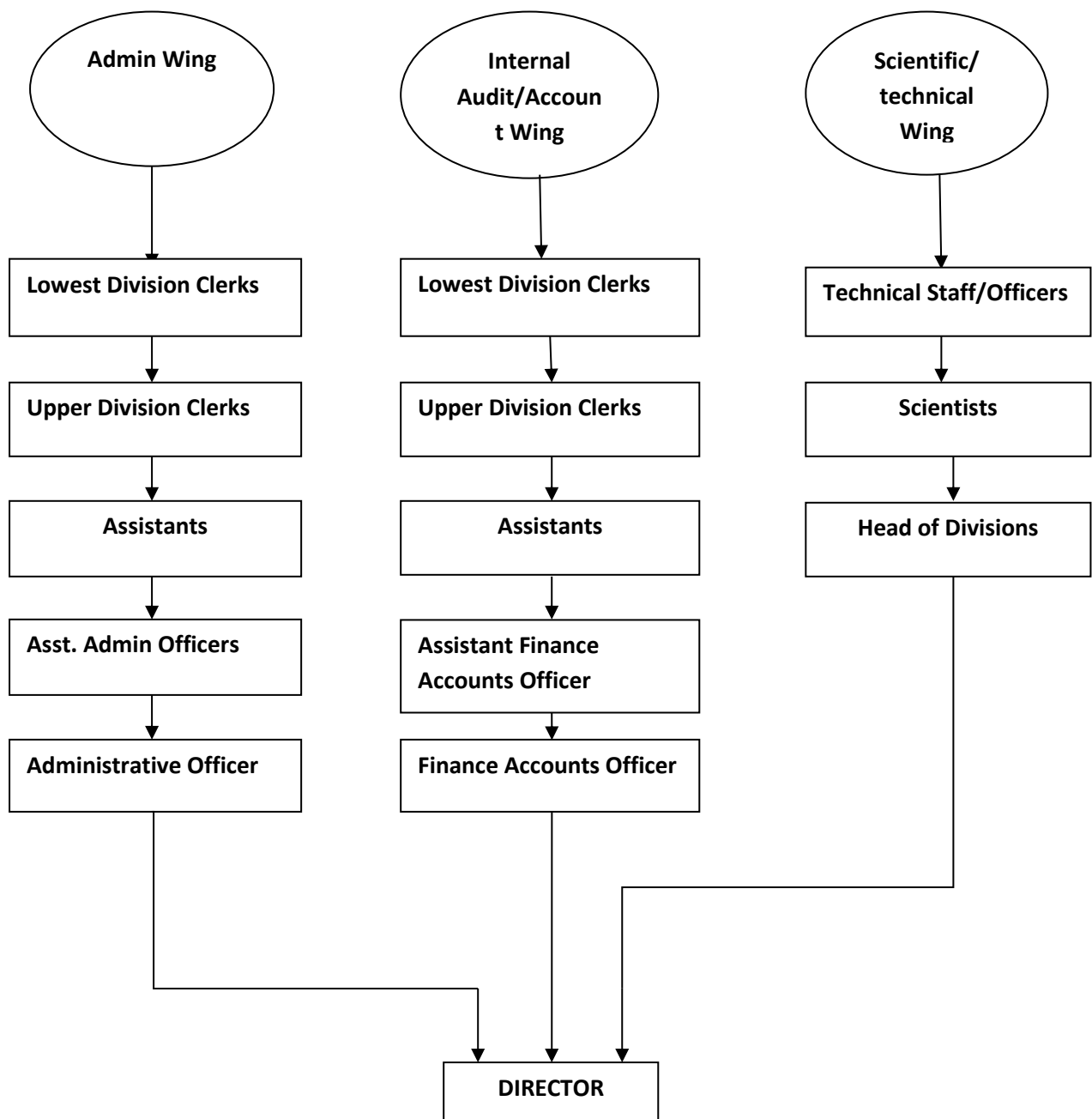
aquaculture in the country. The Headquarters of the Institute is located at Chennai with an Experimental Field Station at Muttukadu and Kelambakkam, about 30 km south of Chennai. The Institute has two Research Centre at Kakdwip in West Bengal and Navsari in Gujarat.

## **1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]**

- i. **Powers and duties of officers (administrative, financial and judicial):** CIBA is a unit of Indian Council of Agricultural Research (ICAR). Director of the Institute exercises the powers as delegated by the Governing Body of ICAR and by Govt. of India for Heads of Departments.
- ii. **Power and duties of other employees:** As per the Delegation of Powers approved by the ICAR, New Delhi and as re-delegated by the Director.
- iii. **Rules/ orders under which powers and duty are derived and Exercised:** As per the orders of GOI and ICAR.
- iv. **Work allocation:** As per the Organization and Management Rules prescribed by ICAR.

## **1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]**

- i. **Process of decision making Identify key decision making points:**



- i. **Final decision making authority:** DIRECTOR, ICAR -CIBA/DG-ICAR
- ii. **Related provisions, acts, rules etc.:** As per the rules and guidelines issued by the GOI and approved by the ICAR.
- iii. **Time limit for taking decisions, if any:** As expeditiously as possible.
- iv. **Channel of supervision and accountability:** As per the flowchart displayed.

#### 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]

- i. **Nature of functions/ services offered:** Research.

- ii. **Norms/ standards for functions/ service delivery:** As per ISO 9001:2015 standards.
- iii. **Process by which these services can be accessed:** Through Online or can forward the requests to the Director, ICAR-CIBA by hand or by post.
- iv. **Time-limit for achieving the targets:** Since the mandate is Research, no specific time-limit can be given.
- v. **Process of redress of grievances:** Grievance Committee has been constituted at the Institute level for addressing grievances of the Staff of ICAR-CIBA.

**1.5 Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]**

- i. **Title and nature of the record/ manual /instruction:** The various Sections of the ICAR-CIBA have the files, documents /records relating to their Sections along with the references and the correspondence.
- ii. **List of Rules, regulations, instructions manuals and records:**
  - Central Secretariat Manual on Office Procedure
  - Establishment & Administration Manual
  - Fundamental Rules & Supplementary Rules -I (General Rules)
  - Fundamental Rules & Supplementary Rules - II (Traveling Allowance Rules)
  - Central Civil Services (Leave Rules)
  - General Financial Rules - 2005
  - Delegation of Financial Powers Rules
  - CCS (Pension Rules)
  - Seniority & Promotion Rules
  - Conduct Rules
  - House Building Rules
  - CCS (CCA) Rules
  - Brochure on Verification of Character &Antecedents
  - Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of Finance etc. from time to time.
  - Rules and Bye-laws of the ICAR Society
  - Delegation of Powers
  - ARS Rules
  - Handbook on Technical Service Rules
  - Recruitment Rules framed for different posts in ICAR

iii. **Acts/ Rules manuals etc.:** As detailed at Sl. No. 1.5(ii) above.

iv. **Transfer policy and transfer orders:** As per ICAR Guidelines.

**1.6 Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]**

i. **Categories of documents:** 'B' & 'C' Category of Records are held at this Institute as per GOI guidelines.

ii. **Custodian of documents/categories:** Heads of Divisions/Sections.

**1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority Section 4(1)(b)(viii)]**

i. **Name of Boards, Council, Committee etc.:** The QRT, RAC, IMC, Grievance Cell, IJSC and PMC are the committees which help the Institute in guiding and implementing its various activities.

ii. **Composition:**

**Quinquennial Review Team (QRT) constituted on 14.10.2019**

- |   |          |
|---|----------|
| 1. Dr.V.V.Sugunan<br>National Technical Advisor<br>Bay of Bengal Large Marine Ecosystems (BOBLME) Project<br>10A, Green Hills, Kunnumpuram Kakkanad PO,<br>Kochi, Kerala  | Chairman |
| 2. Dr. K. G. Padmakumar,<br>Director,<br>International Research and Training Centre<br>Below Sea level Farming,<br>Kuttanad, Kerala.  | Member   |
| 3. Dr. Rina Chakrabarti,<br>Professor<br>Aqua Research Lab, Department of Zoology,<br>University of Delhi,<br>Delhi -110 007  | Member   |
| 4. Dr. Rosamma Philip, Professor and Head,<br>Department of Marine Biology,<br>Microbiology and Biochemistry,<br>School of Marine Sciences,<br>Cochin University of Science and Technology,<br>Lake Side Campus,<br>Fine Arts Avenue, Cochin, 682016. | Member   |
| 5. Dr.V.Basavaraju<br>Former Dean, Fisheries  | Member   |

17-18, First Floor Snehanagar  
Amrutahally Main Road, Bangalore,  
Karnataka

6. Dr. K. Ambasankar, Principal Scientist, Member Secretary  
ICAR-Central Institute of Brackishwater Aquaculture,  
75, Santhome High Road, R.A.Puram,  
Chennai 600 028

**Research Advisory Committee (RAC) constituted on 06.02.2020**

1. Dr. Madhusudan Kurup, (Chairman)  
Former Vice Chancellor,  
Kerala University of Fisheries and Ocean studies (KUFOS),  
Mob: 9847295252  
Email: kurup424@gmail.com
2. Dr. M. Vijayakumar, (Member)  
Ex-Head, NIOT  
Mob: 9444088164  
Email: [mvijayakumaran@hotmail.com](mailto:mvijayakumaran@hotmail.com)
3. Dr. Lalit C. Garg (Member)  
Ex-Scientist, National Institute of Immunology  
Aruan Asaf Ali Marg,  
New Delhi-110017  
Mob: 9312287788  
Email: [lalitcgarg@gail.com](mailto:lalitcgarg@gail.com)
4. Dr. Asim K Pal (Member)  
Ex-Joint Director, ICAR-CIFE  
402, Prabhat Castle, Near Shenoy Hospital, Opposite to Bandhan Bank,  
Opposite to Sachi Dental Hospital, East Marredpally,  
Secundrabad - 500026,  
Telangana  
Mob: 9969282919  
Email : [akpal53@gmail.com](mailto:akpal53@gmail.com)
5. Dr. Santhana Krishnan (Member)  
CEO Marine Technologies  
No. 6,3rd Avenue, M.D. Siraraman Street  
VGP Layout, Injambillam,  
Chennai-600041, Tamil Nadu  
Mob: 09444521808  
Email: [santhana@maritech.in](mailto:santhana@maritech.in)
6. Dr Pravin Puthra, (Member)  
Assistant Director General (M.Fy.) ICAR  
Room No 307, Krishi Anusandhan Bhawan-II  
New Delhi-110012

7. Director (Member)  
ICAR-Central Institute of Brackishwater Aquaculture (ICAR-CIBA),  
#75, Santhome High Road, MRC, RA Chennai, Tamil Nadu
8. Dr. S. Otta (Member Secretary)  
Principal Scientist  
ICAR-CIBA

**Institute Management Committee (IMC) constituted on 09.07.2021**

Dr. K.P. Jithendran,  
Director (Acting) & Chairman  
ICAR-Central Institute of Brackishwater Aquaculture  
75, Santhome High Road  
R.A. Puram, Chennai-600 028, T.N.

The Commissioner of Fisheries  
Directorate of Fisheries  
Administrative Office Building,  
DMS Complex, Teynampet,  
Chennai-600 006.

The Director of Fisheries  
Directorate of Fisheries  
Vikas Bhawan  
Thiruvananthapuram, Kerala

The Dean  
College of Fisheries  
West Bengal University of Animal & Fisheries Science  
Budherhat, PO Panchasagar  
Chakagaria, Kolkata (WB)

Sh. Penmatsa Rama Chandra Raju  
S/o. P. Mutyala Raju  
Chinanindrukolanu P.O.  
Nidamarru (M), West Godavari Dist.  
Andhra Pradesh-534406

Sh. S. Sathish Kumar  
S/o. P. Shanmugam  
No.4, Sakthi Nagar, Parvathi Avenue  
Sakthi Nagar, Porur, Chennai-699116.

Dr. Sudhansu Sekhar Mishra  
Principal Scientist & Head  
ICAR-Central Institute of Freshwater Aquaculture  
Kausalyanga, Bhubaneswar-751002, Odisha

Dr. V.R. Suresh, Principal Scientist  
ICAR- Central Marine Fisheries Research Institute (CMFRI)  
Post Box No. 1603, Ernakulam North P.O.,  
Kochi-682 018.

Dr. Vindhya Mohindra  
Principal Scientist  
ICAR-National Bureau of Fish Genetics Resources  
Canal Ring Road, P.O. Dilkusha  
Lucknow 226 002 (UP)

Dr. Shekarnath Ojha  
Principal Scientist  
ICAR- Central Institute of Fisheries Education,  
Panch Marg, Off Yari Road  
Versova, Andheri (West)  
Mumbai-400 061 (MH)

Dr. P. Pravin  
Assistant Director General (M.Fy.)  
Indian Council of Agricultural Research  
Krishi Anusandhan Bhavan-II, Pusa  
New Delhi-110 012.

The Finance & Accounts Officer  
Indian Institute of Horticultural Research  
Hesaraghatta Post, Bengaluru

Mrs. V. Usharani  
Administrative Officer  
ICAR-Central Institute of Bracishwater Aquaculture  
#75, Santhome High Road  
R.A. Puram, Chennai-600 028

### **Co-opted Members**

Dr. T. Ravisankar, Principal Scientist & HOO  
CIBA, No.75, Santhome High Road  
R.A. Puram, Chennai-28

Shri R.K. Babu  
Finance & Accounts Officer  
CIBA, No.75, Santhome High Road  
R.A. Puram, Chennai-28

Dr. P. Mahalakshmi, PS &  
Officer-in-Charge, Engg. Cell  
CIBA, No.75, Santhome High Road  
R.A. Puram, Chennai-28

Dr. Kumaraguru Vasagam, PS  
OIC, PME Cell  
CIBA, No.75, Santhome High Road  
R.A. Puram, Chennai-28.

Sh. A. Sekar  
Assistant Administrative Officer (Estt.)  
CIBA, No.75, Santhome High Road  
R.A. Puram, Chennai-28.

Smt. E. Amudhavalli  
Assistant Administrative Officer  
CIBA, No.75, Santhome High Road  
R.A. Puram, Chennai-28

Sh. P. Srikanth  
Junior Accounts Officer  
CIBA, No.75, Santhome High Road  
R.A.Puram, Chennai-28.

Sh. K. Raghavendra  
In-charge (Stores)  
CIBA, No.75, Santhome High Road  
R.A.Puram, Chennai-28.

**Grievance Cell constituted on 02.07.2019**

<b>Chairman</b>	<b>Dr. K.Ambasankar</b>
<b>Elected Members</b>	
Scientific Member	Dr. P. Nila Rekha, Principal Scientist, ICAR-CIBA, Chennai
Technical Member	Dr. Joseph sahaya Rajan , Senior Technical Officer, ICAR-CIBA, Chennai
Administrative Member	Mrs. Usharani, A.A.O & Shri P. Srikanth, J.A.O, ICAR-CIBA, Chennai
Staff Member	Shri. M.Mathivanan, Skilled Support Staff, ICAR-CIBA, Chennai

**Institute Joint Staff Council (IJSC) constituted on 29.05.2019**

Chairman	Director, ICAR-CIBA, Chennai
Members	Dr. T. Ravisankar, Principal Scientist, ICAR-CIBA, Chennai Dr. K.Ambasankar, Principal Scientist, ICAR-CIBA, Chennai Dr. C.P.Balasubramanian, Principal Scientist, ICAR-CIBA, Chennai Dr. R.Saraswathy, Principal Scientist, ICAR-CIBA, Chennai Finance Accounts Officer, ICAR-CIBA, Chennai Mrs. Usharani, A.O., ICAR-CIBA, Chennai

**Staff Side**

Secretary	Shri P. Srikanth, J.A.O, ICAR-CIBA, Chennai ICAR-CIBA, Chennai
-----------	--

Members	Shri N.Jagan Mohan Raj, Sr. Technical Asst., ICAR-CIBA, Chennai Smt. E.Mary Desouza, Assistant, ICAR-CIBA, Chennai Shri. D.M. Ramesh Babu, ICAR-CIBA, Chennai Shri M.Sakthivel, Skilled Support Staff , ICAR-CIBA, Chennai Shri C.Raghu, Skilled Support Staff, ICAR-CIBA, Chennai
---------	--

**The Project Monitoring & Evaluation Committee (PMC) constituted on 27.05.2021**

OIC, PME Cell Members	Dr.K.P.Kumaraguru Vasagam, Principal Scientist, ICAR-CIBA Dr.S. K.Otta, Principal Scientist, ICAR-CIBA, Chennai Dr.R.Saraswathy, Principal Scientist , ICAR-CIBA, Chennai Dr. T.Sathish Kumar, Scientist , ICAR-CIBA, Chennai Smt. K. Jacqueline, Asst. Chief Technical Officer, ICAR-CIBA, Chennai Shri. S. Nagarajan, Senior Technical Officer, ICAR-CIBA, Chennai
--------------------------	---

- iii) **Dates from which constituted:** As indicated above.
- iv) **Term/ Tenure:** As per ICAR Bye Law/Guidelines.
- v) **Powers and functions:** As per ICAR Bye Law/ICAR Orders.
- vi) **Whether their meetings are open to the public?:** No
- vii) **Whether the minutes of the meetings are open to the public?:** Yes
- viii) **Place where the minutes if open to the public are available?:** Institute website.

**1.8 Directory of officers and employees [Section 4(1) (b) (ix)]**

Link for CIBA Staff directory  
[Scientists](#)  
[Technical](#)  
[Administrative Staff](#)  
[Supporting Staff](#)

**1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]**

- i. **List of employees with Gross monthly remuneration:** [Link to Gross monthly remuneration list.](#)
- ii. **System of compensation as provided in its regulations:** As per GOI/ICAR Guidelines.

**1.10 Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]**

First Appellate Authority  
Dr. K.P. Jithendran  
Director (Acting)

Central Institute of Brackishwater Aquaculture  
(Indian Council of Agricultural Research)  
75, Santhome High Road, R. A. Puram, Chennai-600028, India  
Phone: +91-044-24616948, 24618817, 24610565  
Director: +91-044-24617523(Direct)  
Fax: +91-044-24610311  
E mail : [director.ciba@icar.gov.in](mailto:director.ciba@icar.gov.in)

Public Information Officer

Dr. J.Syama Dayal  
Principal Scientist & Public Information Officer  
Central Institute of Brackishwater Aquaculture (Indian Council of Agricultural Research)  
75, Santhome High Road, R.A.Puram  
Chennai -600028, India  
Phone: +91-044-24616948, 24618817, 24610565 Fax: +91-044-24610311  
E-mail: [Syama.Dayal@icar.gov.in](mailto:Syama.Dayal@icar.gov.in)

Link-Central Public Information Officer (Link-CPIO)

Dr. (Smt.) P.Mahalakshmi  
Principal Scientist & Link-Central Public Information Officer (Link-CPIO)  
Central Institute of Brackishwater Aquaculture  
(Indian Council of Agricultural Research)  
75, Santhome High Road, R.A.Puram  
Chennai -600028, India  
Phone: +91-044-24616948, 24618817, 24610565 Fax: +91-044-24610311  
E-mail: [p.mahalakshmi@icar.gov.in](mailto:p.mahalakshmi@icar.gov.in)

Assistant Public Information Officer (KRC)

Dr. T.K. Ghoshal  
Principal Scientist & Assistant Public Information Officer  
KRC of Central Institute of Brackishwater Aquaculture  
(Indian Council of Agricultural Research)  
Kakdwip – 743 347, West Bengal  
Phone: +91-03210-255072  
Fax: +91-044-24610311  
E-mail: [krckakdwip@yahoo.co.in](mailto:krckakdwip@yahoo.co.in)

Transparency Officer

Dr. T. Ravisankar / Dr.M.Kumaran  
Principal Scientist; Transparency Officer  
Central Institute of Brackishwater Aquaculture  
(Indian Council of Agricultural Research)  
75, Santhome High Road, R.A.Puram  
Chennai -600028, India  
Phone: +91-044-24616948, 24618817, 24610565 Fax: +91-044-24610311  
E-mail: [Ravi.Sankar@icar.gov.in](mailto:Ravi.Sankar@icar.gov.in)

**1.11 No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**

**No. of employees against whom disciplinary action has been,**

- i. **Pending for Minor penalty or major penalty proceedings: NIL**
- ii. **Finalised for Minor penalty or major penalty proceedings: NIL**

### 1.12 Programmes to advance understanding of RTI (Section 26)

- i. **Educational programmes:** NIL
- ii. **Efforts to encourage public authority to participate in these programmes:**  
NIL
- iii. **Training of CPIO/APIO:** Undertaken
- iv. **Update & publish guidelines on RTI by the Public Authorities concerned:**  
NIL

1.13 **Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]:** As per ICAR Guidelines.

## 2. Budget and Programme

2.1 **Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]**

- i. **Total Budget for the public authority:** [BE and RE 2021-22](#)
- ii. **Budget for each agency and plan & programmes:** [BE and RE 2021-22](#)
- iii. **Proposed expenditures:** 100% utilisation of the budget.
- iv. **Revised budget for each agency, if any:** At present, not available.
- v. **Report on disbursements made and place where the related reports are available:** Audit & Accounts Section, ICAR-CIBA.

2.2 **Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)**

- i. **Budget (domestic tours only):** 8.48 lakhs
- 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:** Different places in India as per requirement.
  - b) **The period of visit:** As per requirement.
  - c) **The number of members in the official delegation:** As per requirement.
  - d) **Expenditure on the visit:** Not Applicable.
- iii. **Information related to procurements**

Our Institute tenders can be viewed/downloaded by clicking the following links :

Tender documents may be downloaded from CIBA web site

[http://www.ciba.res.in/?page\\_id=2503](http://www.ciba.res.in/?page_id=2503) (for reference only) and CPPP site

<https://eprocure.gov.in/eprocure/app?component=%24DirectLink&page=FrontEndViewTender&service=direct&sp=S4g05z6EK4WJDWlwKV6EkFw%3D%3D>

2.3 **Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**

- i. **Name of the programme of activity:** NIL

- ii. **Objective of the programme:** Not Applicable.
- iii. **Procedure to avail benefits:** Not Applicable.
- iv. **Duration of the programme/ scheme:** Not Applicable.
- v. **Physical and financial targets of the programme:** Not Applicable.
- vi. **Nature/ scale of subsidy /amount allotted:** Not Applicable.
- vii. **Eligibility criteria for grant of subsidy:** Not Applicable.
- viii. **Details of beneficiaries of subsidy programme (number, profile etc):** Not Applicable.

#### **2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**

- i. **Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions:** NIL
- ii. **Annual accounts of all legal entities who are provided grants by public authorities:** Not Applicable.

#### **2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**

- i. **Concessions, permits or authorizations granted by public authority:** NIL.
- ii. **For each concession, permit or authorization granted:** Not Applicable.
  - a) **Eligibility criteria:** Not Applicable.
  - b) **Procedure for getting the concession/ grant and/ or permits of authorizations:** Not Applicable.
  - c) **Name and address of the recipients given concessions/permits or authorisations:** Not Applicable.
  - d) **Date of award of concessions /permits of authorizations:** Not Applicable.

#### **2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**

**CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament:** There are no CAG and PAC paras pertaining to this Institute.

### **3. Publicity Band Public interface**

#### **3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)][F No 1/6/2011-IR dt. 15.04.2013]**

**Arrangement for consultations with or representation by the members of the public:**

<b>i. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</b>	:	Published in the Institute website.
<b>ii. Arrangements for consultation with or representation by</b>		
<b>a. Members of the public in policy formulation/ policy implementation</b>	:	Consultations are made with the General Stakeholders as per requirement.
<b>a. Day &amp; time allotted for visitors</b>	:	10.00 AM to 05.00 PM
<b>a. Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</b>	:	ICAR-CIBA Reception. Tel: +91-044-24618817, 24616948, 24610565 Fax: +91-044-24610311

**Public- private partnerships (PPP):**

- i. **Details of Special Purpose Vehicle (SPV), if any:** Technology commercialization through one time license fee, royalty and revenue share models. Institute Technology Management Unit (ITMU) and Agri-business Incubation (ABI) function under the control of Director, ICAR-CIBA, Chennai. These units take care of incubation and technology commercialisation.
- ii. **Detailed project reports (DPRs):** Nil
- iii. **Concession agreements:** Nil
- iv. **Operation and maintenance manuals:** Nil
- v. **Other documents generated as part of the implementation of the PPP:** Nil
- vi. **Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government:** Onetime fee  
Royalty & revenue share as per ICAR guidelines
- vii. **Information relating to outputs and outcomes:** Popularisation of feed, inputs & new farming models
- viii. **The process of the selection of the private sector party (concessionaire etc.):** By Expression of Interest (EoI)/By walk in to institutes
- ix. **All payment made under the PPP project:** As per MoU terms & conditions

**3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)] Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;**

- i. **Policy decisions/ legislations taken in the previous one year:** NA
- ii. **Outline the Public consultation process:** NA

- iii. **Outline the arrangement for consultation before formulation of policy:** NA

**3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

- i. Use of the most effective means of communication
- Internet (website): [www.ciba.res.in](http://www.ciba.res.in)
  - CIBA Shrimp app (android mobile app) available in google playstore.

**3.4. Form of accessibility of information manual/ handbook [Section 4(1)(b)]**  
**Information manual/handbook available in**

- i. **Electronic format:** available in Institute web site [www.ciba.res.in](http://www.ciba.res.in)
- ii. **Print format:** available in the PME cell, ICAR-CIBA

**3.5. Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**

**List of materials available**

- i. **Free of cost:**
- Annual Report
  - Research Publications
  - Training manual
  - Other Periodic Publications
- ii. **At a reasonable cost of the medium :** Not applicable

**4. E. Governance**

**4.1. Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**

- i. **English**
- Annual Report
  - Research Publications
  - Training manual
  - Other Periodic Publications
- ii. **Vernacular / local language**
- Research Publications
  - Training manual
  - Other Periodic Publications

**4.2. When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]**

**Last date of Annual updation:** As per requirement.

**4.3 Information available in electronic form [Section 4(1)(b)(xiv)]**

- i. **Details of information available in electronic form:**
- \* Annual Report
  - \* Research Publications

- \* Other Periodic Publications
- \* Advertisements/Tenders
- \* Circulars

**ii. Name/ title of the document/record/ other information:**

Available in the institute website

**iii. Location where available:** Available in the institute and website

**4.4. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**

- i. **Name & location of the faculty:** Director, ICAR-CIBA, Chennai
- ii. **Details of information made available:** ICAR-CIBA, Chennai
- iii. **Working hours of the facility:** 10.00 AM to 05.00 PM
- iv. **Contact person & contact details (Phone, fax email)**

The Director  
ICAR-Central Institute of Brackishwater Aquaculture  
Indian Council of Agricultural Research  
(Ministry of Agriculture)  
#75, Santhome High Road, Raja Annamalai Puram  
Chennai, Tamil Nadu. 600028  
Phone: +91-044-24618817, 24616948, 24610565  
For contacting Director only : +91-044-24617523  
Fax: +91-044-24610311  
Email : [director.ciba@icar.gov.in](mailto:director.ciba@icar.gov.in)

**4.5. Such other information as may be prescribed under section 4(i) (b)(xvii)**

- i. **Grievance redressal mechanism:** Grievance Committee is constituted at the Institute level for addressing the grievances of the staff of the Institute.
- ii. **List of completed schemes/ projects/ Programmes:** Link to Projects should be given.
- iii. **List of schemes/ projects/ programme underway:**  
[Link to Institute Projects](#)  
[Link to Externally Funded Projects](#)
- iv. **Annual Report:** [Link](#)
- v. **Any other information such as**
  - a) **Citizen's Charter:** [Link](#)
  - b) **Result Framework Document (RFD):** Not applicable

**4.6. Receipt & Disposal of RTI applications & appeals [F.No.1/6/2011-IR dt. 15.04.2013]**

- i. **Details of applications received and disposed:** 09 nos. of RTI applications received during the FY 2021-22, all were accepted and disposed off.
- ii. **Details of appeals received and orders issued:** NIL

**4.7. Replies to questions asked in the Parliament [Section 4(1)(d)(2)]**

**Details of questions asked and replies given:** 19 nos. of questions received and necessary replies have been issued during FY 2021-22

**5. INFORMATION AS MAY BE PRESCRIBED:**

**5.1. Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]**

**i. Name & details of**

**(a) Current CPIOs & FAAs**

FAA: Dr. K.P. Jithendran, Director (Acting), ICAR-CIBA, Chennai – 600028

CPIO: Dr. J.Syama Dayal, Principal Scientist, ICAR-CIBA, Chennai-600028

**(b) Earlier CPIO & FAAs from 1.1. 2015**

FAA: Dr. K.K. Vijayan, Director, ICAR-CIBA, Chennai – 600028

CPIO: Dr. V.S.Chandrasekaran / Dr.S.K.Otta, Principal Scientist, ICAR-CIBA, Chennai

**v Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**

**Dates from which constituted:** 17.06.2021

**Name & Designation of the Officers**

First Appellate Authority: Dr. K.P. Jithendran, Director (Acting), ICAR-CIBA,

Public Information Officer: Dr. J.Syama Dayal, Principal Scientist, ICAR-CIBA,

Link-Central Public Information Officer (Link-CPIO):

Dr. (Smt.) P.Mahalakshmi, Principal Scientist, ICAR-CIBA,

Assistant Public Information Officer (KRC): Dr. T.K. Ghoshal,  
Principal Scientist, KRC of CIBA

Transparency Officer: Dr. T. Ravisankar/Dr.M.Kumaran, Principal Scientist;  
Principal Scientist, ICAR-CIBA,

**6. Information Disclosed on own Initiative**

**Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)**

**Whether STQC certification obtained and its validity:** Not Applicable

**Does the website show the certificate on the Website?:** Not Applicable