

# **Right to Information**

## **ICMAM Project Directorate, Chennai**

### **Ministry of Earth Sciences**

The Right to Information Act 2005 came into force from 12<sup>th</sup> October 2005 to promote transparency and accountability in the working of every public authority in India. Under this Act, the ICMAM Project Directorate is committed to provide the following information on our website to every citizen of India:

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) Norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by the authority or under its control or used by its employees for discharging its functions;
- (vi) A statement of categories of documents that are held by the authority or under its control;
- (vii) A statement of committees consisting of more persons constituted as its part or for the purpose of its advice, and as the meetings of these boards, councils, committees and other bodies are open public, or the minutes of such meetings are accessible for public;
- (viii) Directory of the officers and employees
- (ix) The monthly remuneration received by each of its officers and staff including the system of compensation as provided in its regulations;
- (x) The budget allocated to ICMAM Project Directorate, Chennai;
- (xi) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

- (xii) The particulars of recipients of concessions, permits or authorization granted by it;
- (xiii) Details in respect of the information available to or held by ICMAM PD reduced in an electronic form.
- (xiv) The particulars of the facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public;
- (xv) The names, designations and other particulars of the Public Information Officer

The detailed information on the above points are furnished below:

**(i) The particulars of its organization, functions and duties:**

The Agenda 21 adopted in United Nations Conference on Environment and Development (UNCED) in 1992 emphasizes the need to adopt the concept of Integrated Coastal Zone Management (ICZM) for sustainable utilization of coastal and marine resources and prevention of degradation of coastal and marine environment. This can best be achieved through integration of activities prevalent in the land, coastal and marine areas.

The Ministry of Earth Sciences (MoES) formerly Department of Ocean Development is responsible for preservation and conservation of marine environment in India. MoES established the ICMAM Project Directorate on 2<sup>nd</sup> January 1998 at Chennai with the objective of (i) Developing capacity towards accomplishing the coastal and ocean related objectives of UNCED and (ii) To carry out R&D on application of scientific tools and techniques that are helpful in the development of integrated management solutions to address the issues and problems prevalent in the coastal marine areas. The Capacity Building activities in 4 major areas related to Integrated Coastal and Marine Area Management (ICMAM), funded by the International Development Association (World Bank) initiated in Sep.1997, was completed in June 2003. The MoES with its own funding developed infrastructure during this period for long-term R&D and Training. During Eleventh Plan period (2007-2012) the Project Directorate is engaged in a number of R&D activities involving several National and State institutions in the country. While formulating the research and development programmes, stress is laid on development of applied technology and that the benefits of these will reach the society. For detailed information please refer website <http://www.icmam.gov.in>

**(ii) The powers and duties of officers and employees:**

The scientist(s) are allocated with work/duties to carryout the project activities for its implementation which are broadly divided into 5 divisions viz., Marine Environmental database, Ecosystem Modelling, Shoreline management, Marine Ecotoxicology and Vulnerability Modeling and Mapping of Ocean related disasters such as storm surges & tsunamis. The concerned scientist involved in the project activities discusses with the Project Director periodically about the progress of the work made under the programme.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability:**

The procedure followed to take a decision on various matters is in accordance with the rules and regulations governing the subject matter under consideration. In order to arrive at a particular decision for important matters, the Secretary, MoES gives direction to the Project Director who in turn advises the scientists for managing the activities of the Directorate.

**(iv) The norms set by it for the discharge of its functions:**

The norms set for discharge of its functions include the data collection through survey/experiments, data analyses, review of the results, compilation of reports for decision making process by Government in Coastal Zone Management.

**(v) The rules, regulations, instructions, manuals and records, held by the authority or under its control or used by its employees for discharging its functions:**

The Directorate is an attached office of the Ministry and does not have rules, regulations, instructions, manuals and records of its own. The Scientist/staff of ICMAM-PD discharge their functions based on the guidelines issued by the Government from time to time as well as those prescribed under different manuals, rules like General Financial Rules, Delegation of Financial Power Rules, Manual of Office Procedure etc.

**(vi) The categories of documents that are held by the authorities or under its control**

<b>S.No.</b>	<b>Category of the Document</b>	<b>Name of the document</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1.	Project Reports	Annual Report / Final reports of projects on Shoreline Management, Ecosystem Modelling and Marine Ecotoxicology	By requisition	Project Director

\* Already demarcated by the Defence Ministry will not be provided to any person / agency without the permission / clearance obtained from the Defence Ministry

**(vii) 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:**

There is no provision to seek direct consultation / participation of public or its representation in relation to the formulation of policies of ICMAM-PD for its implementation. The policies are framed after due process with the approval of the Minister for Science and Technology and Earth Sciences.

**(viii) A statement of committees consisting of more persons constituted as its part or for the purpose of its advice, and as the meetings of these boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public:**

The activities of various programmes / schemes implemented by the Directorate is being evaluated by the Steering Committee headed by the Secretary, Ministry of Earth Sciences every year. The meeting of the Steering committee is not open to public. The minutes of such meetings are also not accessible for public. The composition of the Steering Committee is as follows:

1. Dr.P.S.Goel, Secretary, MoES	Chairman
2. Development Advisor (Ports)	Member
3. JS&FA, MoES	Member
4. Director (EA), Ministry of Environment and Forests	Member
5. Director, NIO, Goa	Member
6. Director, NIOT, Chennai	Member
7. Representative from 9 coastal states and island Administration	Member
8. Participating institutions of projects	Permanent invitees
9. Dr.B.R.Subramanian, Project Director, ICMAM-PD	Member-Secretary

A separate Committee consisting of Experts in the concerned discipline was constituted by the MoES and the activities of the following projects have been reviewed and make recommendations. The composition of each Expert's Committee is as follows:

**(i) Shoreline Management**

1. Prof. V. Sundar, IIT, Madras	- Chairman
2. Shri U.V. Purandhare, Addl. Director, CWPRS, Pune	- Member
3. Shri A. Rajagopalan, Director (Operations), Ennore Port Ltd., Chennai	- Member

4. Dr. A.K. Kharya, Director, Coastal Erosion Directorate, Central Water Commission, New Delhi - Member
5. Director, Dept. of Ports and Inland Water Transport, Govt. of Karnataka - Member
6. Dr. Rajat Roy Choudhary, Project Director, NIOT - Member
7. Director, Institute of Hydraulics and Hydrology, Tamilnadu PWD, Poondi - Member
8. Chief Engineer (Irrigation), Dept. of Water Resources, Public Office Building, Thiruvananthapuram - Member

**(ii) Marine Ecotoxicology**

1. Shri D.K. Biswas, Former Chairman, CPCB, Delhi - Chairman
2. Shri K.R. Renganathan, Member Secretary, Loss of Ecology Authority, Chennai - Member
3. Dr. R.C. Trivedi, Scientist, CPCB, Delhi - Member
4. Dr. A.R. Thirunavukarasu, Scientist, CIBA, Chennai - Member

**(iii) Ecosystem Modelling**

1. Dr. M. Dileep Kumar, Scientist F, NIO, Goa - Chairman
2. Prof. N.S. Sarma, Andhra University, Visakhapatnam - Member
3. Dr. V.V.S.S. Sarma, Scientist E-I, RC, NIO, Visakhapatnam - Member

**(ix) A directory of the scientists and staff of ICMAM-PD**

S.No.	Name & Designation	Telephone		e-mail
		Office	Residence	
1.	Dr.B.R.Subramanian Project Director & Sci.G	2246 0274	2448 7539	<a href="mailto:brs@icmam.gov.in">brs@icmam.gov.in</a>
2.	Dr.S.Sundaramoorthy, Scientist-E	2246 2413	2243 2251	<a href="mailto:sundar@icmam.gov.in">sundar@icmam.gov.in</a>
3.	Shri M.V.Ramana Murthy, Scientist-E	2246 0992	2446 3371	<a href="mailto:mvr@icmam.gov.in">mvr@icmam.gov.in</a>
4.	Dr.D.Mohan, Scientist-D	2246 0993	2243 4205	<a href="mailto:mohan@icmam.gov.in">mohan@icmam.gov.in</a>
5.	Shri R.S.Kankara, Scientist-D	2246 0994	2446 4517	<a href="mailto:kankara@icmam.gov.in">kankara@icmam.gov.in</a>
6.	Dr.G.V.M.Gupta, Scientist-D	2246 0993	2259 3214	<a href="mailto:gupta@icmam.gov.in">gupta@icmam.gov.in</a>
7.	Mrs.Tune Usha, Scientist-D	2246 0991	2480 4430	<a href="mailto:usha@icmam.gov.in">usha@icmam.gov.in</a>
8.	Dr.V.Ranga Rao, Scientist-D	2246 2577	2446 5320	<a href="mailto:vrrao@icmam.gov.in">vrrao@icmam.gov.in</a>
9.	Dr.Pravakar Mishra, Scientist-D	2246 0994	2445 1789	<a href="mailto:mishra@icmam.gov.in">mishra@icmam.gov.in</a>
10.	Shri V.Parthasarathy, Accounts Officer	2246 0276	6632 7398	<a href="mailto:pao@icmam.gov.in">pao@icmam.gov.in</a>
11.	Shri K.Gunasekaran, Assistant Accounts Officer	6678 3583	2481 2053	<a href="mailto:pao@icmam.gov.in">pao@icmam.gov.in</a>
12.	Shri C.Dinesh, Steno – D	6678 3599	----	<a href="mailto:dinesh@icmam.gov.in">dinesh@icmam.gov.in</a>
13.	Mrs.P.Shanthi, Steno-D	6678 3582	2246 0705	<a href="mailto:shanthi@icmam.gov.in">shanthi@icmam.gov.in</a>
14.	Shri L.Kannan, Steno-D	6678 3596	-----	<a href="mailto:kannan@icmam.gov.in">kannan@icmam.gov.in</a>
15.	Mrs.M.Sree Latha, LDC	6678 3582	2258 1792	<a href="mailto:latha@icmam.gov.in">latha@icmam.gov.in</a>
16.	Shri D.Elangovan, Messenger	6678 3599	2496 0935	-----

**(xi) The monthly remuneration received by each of its scientists and staff including the system of compensation as provided in its regulations:**

Basic Pay of the Scientists/Staff of the ICMAM Project Directorate as of 1 March, 2007 is given below. In addition, the Scientists/Staff are drawing admissible allowances as per the order of the Government of India issued from time to time.

<b>S.No.</b>	<b>Name &amp; Designation</b>	<b>Basic Pay</b>
1.	Dr.B.R.Subramanian, Project Director & Sci.G	22,400.00
2.	Dr.S.Sundaramoorthy, Scientist-E	15,900.00
3.	Shri M.V.Ramana Murthy, Scientist-E	15,900.00
4.	Dr.D.Mohan, Scientist-D	13,875.00
5.	Shri R.S.Kankara, Scientist-D	13,500.00
6.	Dr.G.V.M.Gupta, Scientist-D	13,500.00
7.	Mrs.Tune Usha, Scientist-D	13,500.00
8.	Dr.V.Ranga Rao, Scientist-D	12,750.00
9.	Dr.Pravakar Mishra, Scientist-D	12,750.00
10.	Shri V.Parthasarathy, Accounts Officer	10,500.00
11.	Shri K.Gunasekaran, Assistant Accounts Officer	9,700.00
12.	Shri C.Dinesh, steno – D	5,000.00
13.	Mrs.P.Shanthi, steno-D	4,900.00
14.	Shri L.Kannan, Steno-D	4,900.00
15.	Mrs.M.Sree Latha, LDC	3,725.00
16.	Shri D.Elangovan, Messenger	3,080.00

**(x) The budget allocated to ICMAM Project Directorate, Chennai (Plan)**

<b>S.No.</b>	<b>Particulars</b>	<b>Budget Estimate for the year 2007-08 (Rs.)</b>
1.	Salaries	8495000
2.	Wages	30000
3.	Overtime Allowance	60000
45..	Medical Treatment	700000
6.	Domestic Travel Expenses	2000000
7.	Foreign Travel Expenses	500000
8.	Office Expenses	3500000
9.	Publication	400000
10.	Banking Cash Transaction Tax	5000
11.	Other Administrative Expenses	100000
12.	Supplies and Materials	6500000
13.	POL	100000
14.	Other Contractual Services	3000000
15.	Grant in Aid	10000000
16.	Other Charges	2110000
17.	Machinery and Equipment	12500000
<b>Total</b>		<b>50000000</b>

**(xi) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

There is no programme being executed by ICMAM-PD, which involve grant of subsidy to any person / organization

**(xii) Particulars of recipients of concessions, permits or authorization granted by ICMAM PD**

The activities of the ICMAM-PD do not involve sanction for the grant of concession / permits / authorization of any kind.

**(xiii) Details in respect of the information available to or held by ICMAM PD reduced in an electronic form**

Details in respect of the information available to or held by ICMAM-PD is contained in the following web site and they are available in CDs. Technical reports are provided with a condition that the contents need to be acknowledged appropriately in all papers / reports where the data / information is used.

<b>S.No.</b>	<b>Organization</b>	<b>Address</b>	<b>Website</b>
1.	ICMAM Project Directorate, Ministry of Earth Sciences, Govt. of India	NIOT Campus Velachery-Tambaram Main Road Pallikaranai Chennai 600 100 <b>Phone : 044-2246 0276</b> <b>Fax : 044-2246 0657</b>	<a href="http://www.icmam.gov.in">http://www.icmam.gov.in</a>

**(xiv) The particulars of the facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public:**

The desired information can be obtained by the general public from the following means, which is open from 0900 hrs to 1730 hrs (except holidays).

Office Library  
Printed Reports / Pamphlets / Newsletter  
Website of ICMAM PD

The following are the subject titles of books and reports available in the library.

**a) Subject titles of books / Reports available for reference in the library:**

Marine Environment, Marine Biology, Biodiversity, Computer, Pollution, Chemistry, Coastal Engineering, Remote Sensing, Seawater Use Classification, No Impact Zone, COMAPS, ICMAM, GIS, UN Reports, Fisheries, Ecology, Oil Spill.

In addition, the following Project Reports of ICMAM-PD are also available for reference. Lending of books, reports are not permitted under any circumstances for outside persons.

**b) Project Reports:**

- Methodology for biological parameters for the critical habitat information system project.
- GIS based information system for the following 11 critical habitats of Indian coast: Gulf of Kachchh, Gulf of Khambhat, Malvan, Islands Off Karwar, Kochi, Kadmat island, 21 islands of Gulf of Mannar, Pichavaram, Coringa, Gahirmatha and Sundarbans.
- Carrying Capacity based Tourism development along East Coast Road, Chennai.
- Training manuals on GIS for critical habitats, shoreline management and ICZM for policy makers, planners, researchers and project implementing agencies.
- Model ICMAM Plan for Chennai
- A Decision Support System (DSS) for Chennai
- Proceedings of Workshop on ICMAM Plan for Goa and Gulf of Kachchh
- Environmental Impact Assessment Guidelines for ports and harbours, waste disposal and coastal tourism.
- Waste Assimilation Capacity for Tapi Estuary, Ennore creek and coastal waters and Hooghly estuary.
- Determination of Use Classification at 18 locations along the coastline of India
- Model ICMAM Plan for Gulf of Kachchh
- Model ICMAM Plan for Goa
- Preliminary Assessment of impact of tsunami in selected coastal areas of India
- Shoreline Management Plan for Ennore Coast (Tamil Nadu)
- Management of Tidal Inlets along West Coast
- Shoreline Management along Munambam to Kayamkulam
- Shoreline Management along Orissa Coast.

**(xv) The names, designations and other particulars of the Public Information Officer**

ICMAM Project Directorate has designated the following persons as Public Information Officer (PIO) and Assistant Public Information Officer (APIO):

Public Information Officer	Assistant Public Information Officer
Dr.B.R.Subramanian Project Director & Sci.G	Dr.D.Mohan Scientist-D

**Form for specific information other than above:**

The relevant provisions of the Act towards charging fee are as under:

1. A request for obtaining information under Sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10.00 by way of cash against proper receipt or by demand draft in the name of the '**Accounts Officer**'ICMAM Project Directorate' payable at Chennai.
2. For providing the information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft payable to the '**Accounts Officer**'ICMAM Project Directorate' at the following rates:
  - a) Rs.2.00 for each page (in A4/A3 size paper) created or copied in Black & white and Rs.5.00 for colour printouts in A4 size paper and Rs.18.00 per page in A3 colour size paper.
  - b) Actual charge or cost price of a copy in larger size paper – Rs.200 for A0 size printouts.
  - c) Actual cost or price for samples or models; and
  - d) For inspection of records, no fee.
3. For providing the information under Sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand draft payable to the '**Accounts Officer**'ICMAM Project Directorate' at the following rates:
  - a) For information provided on CD and the cost would be Rs.50.00 per CD and
  - b) For information provided in printed form at the price fixed for such publication or Rs.2.00 per page of photocopy for extracts from the publications.

The payment is required to be despatched to:

**The Project Director & Sci.G  
(Public Information Officer)**

ICMAM Project Directorate  
Ministry of Earth Sciences  
NIOT Campus, Pallikaranai  
Chennai 600 100  
Tamil Nadu, INDIA

Before you fill-in the form, please ensure that you have requisite payment details (DD No. Bank Name etc) to add in the form. Incomplete forms will not be entertained.

Please make your request as per the format given below:

*The personal information provided on this form is protected under the provisions of the Access to Information Act*

<b>PUBLIC REQUEST</b> <b>(Fields marked with * are mandatory)</b>	
<b>* Name:</b>	
<b>* Email :</b>	
<b>* Reconfirm your Email:</b>	
<b>Phone:</b>	
<b>Address:</b>	
<b>Fee Details:</b>	
<b>Model of Payment:</b>	Cash      Cheque      Demand Draft
<b>* Brief Description of Request</b>	