

## **Ministry of Earth Sciences**

### **ICMAM Project Directorate, Chennai**

#### **Right to Information ACT, 2005**

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) 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;
- (viii) A statement of the boards, Councils and other bodies committees consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether the meetings of these boards, councils, committees and other bodies are to open to public, or the minutes of such meetings are accessible for public;
- (ix) Directory of the officers and employees
- (x) The monthly remuneration received by each of its officers and staff including the system of compensation as provided in its regulations;
- (xi) The budget allocated to ICMAM Project Directorate, Chennai;

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) The particulars of recipients of concessions, permits or authorization granted by it;
- (xiv) Details in respect of the information available to or held by ICMAM PD reduced in an electronic form.
- (xv) 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;
- (xvi) The names, designations and other particulars of the Public Information Officer
- (xvii) Such other information as may be prescribed; and thereafter update these publications every year;

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 for the 10<sup>th</sup> Five Year Plan period (2002-07). During Eleventh Plan period (2007-2012) the Project Directorate has engaged a number of R&D activities involving Universities and several National and State institutions in the country. While formulating the research and development programmes, stress is laid on development of applied technology and expect 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:**

**a) The powers and responsibilities of the Project Director**

Project Director is the Head of the Institution. The responsibilities of Project Director are:

- Create a healthy environment in ICMAM for implementation of the project activities related to coastal and Marine Environment with specific emphasizes such as Marine Environmental database such as Marine Environmental database, Ecosystem Modelling, shoreline Management, Marine Ecotoxicology and Vulnerability Modelling and Mapping of Ocean related disasters such as storm surges & tsunamis.
- Review the projects on weekly basis and periodically and the projects implemented through various institutions/ Universities. Project Director delegates his Financial Powers as per GFR. The details of powers of Project Director and the powers delegated to other functionaries may please be referred to at link delegation.

**b) Duties of a Scientist(s)**

- Plan, initiate and execute the project activities in order to improve understanding the problem in the coastal areas including islands and address solutions for such problems”.
- Participate in the professional activities that promote science in general and ocean sciences in particular, including dissemination of knowledge.
- Attend to the tasks as assigned in the project plan document
- Create healthy and ethical atmosphere that promotes research in the specific areas.

**c) Duties of the Head of Office**

- Functioning as a link officer to the Project Director to deal with the issues related to Administrative matters and correspond to the Ministry
- Reporting officer for some of the administrative staff
- Execute the power delegated to Head of Office
- Any other works assigned by the Project Director, ICMAM

**d) Duties of the Accounts Officers**

- To assist the Project Director on financial matters and be responsible for providing support services to all the scientists and other staff
- Payment of salaries & other allowances, tour advances, D.A. etc. to all Scientists, Administrative staff and Project staff

- Member in Purchase Committee
- Preparation of REs & BEs, review of expenditure vis-a-vis budget allocation.
- Preparation of annual account, income & expenditure statement and balance sheet.
- Scrutiny of medical reimbursement, Tour bills, GPF Contribution, issue of Form-16 Certificate
- Any other work assigned by Project Director

### Delegation of Powers to the Officers

S. No.	Nature of Power	Extent of Power	Executed/ Proposed by	Authority
1.	Purchase of equipment	Full	Scientist(s) in-charge of the project(s)	Up to 2 lakhs - Project Director  Above 2 lakhs - IFD through Programme Division
2.	Servicing of Equipment	Full	Scientist(s) in-charge of the project(s)	Up to 2 lakhs - Project Director  Above 2 lakhs - IFD through Programme Division
3.	Disposal of Obsolete and unserviceable items		Project Director	IFD through Programme Division, MoES
4.	Hiring of Vehicles	Full	Scientist(s) in-charge of the project(s)	Project Director
5.	Hiring of boats	Full	Scientist(s) in-charge of the project(s)	Up to 1.0 lakh Project Director  Above 1.0 lakh IFD through Programme Division, MoES
6.	Purchase approvals for chemicals and other consumables	Full	Scientist(s) & Administrative Staff	Project Director
7.	Conveying sanctions on administrative matters in accordance with approval of	Full	Scientist(s) & Administrative Staff	Head of Office

<b>S. No.</b>	<b>Nature of Power</b>	<b>Extent of Power</b>	<b>Executed/ Proposed by</b>	<b>Authority</b>
	competent authority			
8.	Expenditure sanction in respect of maintenance, telephone, postal charges etc. with the approval of competent authority	Full	Scientist(s) & Administrative Staff	Head of Office
9.	Sanction of tour and tour advances	i) Without relaxation of rules in force for scientists and staff ii) Relaxation of rules	Scientist(s) & Administrative Staff including Projects Staff  Project Director	Project Director  Secretary
10	Sanction of GPF advances	Full	Scientists and Administrative Staff	Head of Office with the approval of Project Director
11.	Sanction of field advances & other advances	Full	Scientist(s) Projects Staff	Head of the Office with the approval of Project Director
12.	Sanction of medical reimbursement <ul style="list-style-type: none"> <li>• Under normal rules</li> <li>• Under relaxation of normal rules</li> </ul>	Full  Full	Accounts Officer Scientists & Project Director	Head of Office with the approval of Project director Controller of Accounts
13.	Tuition Fees	Full	Scientist(s) & Administrative Staff	Project Director
14.	Expenditure sanction under Imprest cash	Full	Scientist & Administrative staff	Head of Office
15.	Sanction of Casual Leave & earned leave due and admissible in respect of Scientists & staff	Full	Scientist(s) & Administrative Staff	Project Director
16	Overtime Allowance	Full	Staff	Project Director

**(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 in the Directorate.

**(iv) The norms set by it for 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.	Projects (Grant-in-aid)	Final reports of projects on Shoreline Management, Storm surges/ Tsunamis Ecosystem Modelling and Marine Ecotoxicology	Uploaded in the website	Project Director
2.	Recruitment & Promotion	All documents related recruitment, Assessment and Promotion of Staff	By requisition	Director (Estt.) MoES
3.	Administrative	a) Related to Service Matters b) All documents related to General Administration	By requisition By requisition	Director (Admn) MoES Director (Admn) MoES

<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>
4.	Finance & Accounts	Documents relating to payments	By requisition	A.O., ICMAM

\* Data/ information 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 Ministry of Earth Sciences.

**(viii) A statement of the boards, councils, committees and other bodies, consisting of more persons constituted as its part or for the purpose of its advice, and as of two or 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. Shailesh Nayak, Secretary, MoES  | Chairman         |
| 2. | Member Secretary, CPCB, New Delhi  | Member           |
| 3. | Chairperson, Expert committee under COMAPS Programme including Marine Ecotoxicology projects | Member           |
| 4. | Director (EA), Ministry of Environment and Forests   | Member           |
| 5. | Chairperson, Expert Committee under Marine Ecosystem Modelling projects                      | Member           |
| 6. | Advisor, MoES, New Delhi/ Programme Director, MoES, New Delhi                                | Member           |
| 7. | Dr. B. R. Subramanian, Project Director, ICMAM-PD  | Member-Secretary |

**(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	brs@icmam.gov.in
2.	Dr.S.Sundaramoorthy, Scientist-F	2246 2413	2243 2251	sundar@icmam.gov.in
3.	Dr. M.V.Ramana Murthy, Scientist-F	66783586	2446 3371	mvr@icmam.gov.in
4.	Dr.D.Mohan, Scientist-E	2246 0993	2243 4205	mohan@icmam.gov.in
5.	Dr. R.S.Kankara, Scientist-E	2246 0994	2446 4517	kankara@icmam.gov.in
6.	Dr.Tune Usha, Scientist-E	2246 0991	2480 4430	usha@icmam.gov.in
7.	Dr.V.Ranga Rao, Scientist-E	2246 0992	2446 5320	vrrao@icmam.gov.in
8.	Dr.Pravakar Mishra, Scientist-E	2246 0993	2445 1789	mishra@icmam.gov.in
9.	Dr. Sisir Kumar Dash Scientist - C	22462577	-	skdash@icmam.gov.in
10.	Dr. Uma Sankar Panda Scientist – C	22460994	-	uspanda@icmam.gov.in
11.	Dr. Sivaji Patra Scientist C	22462413	-	sivajipatra@icmam.gov.in
2.	Shri V. Ramanathan Scientist B	22462577		vram@icmam.gov.in
13.	Shri S. Srinivasa Murthy Accounts Officer	2246 0276	6632 7398	pao@icmam.gov.in



S.No.	Name & Designation	Telephone		e-mail
		Office	Residence	
14.	Shri Sridhar Assistant Accounts Officer	6678 3583	2481 2053	pao@icmam.gov.in
15.	Mrs.P.Shanthi Stenographer –D	6678 3582	2246 0705	shanti@icmam.gov.in
16.	Shri L.Kannan, Stenographer – D	6678 3596	-----	kannan@icmam.gov.in
17.	Shri D.Elangovan, Messenger	6678 3599	2496 0935	-----
18.	M. Agathiyan Messenger	66783582	....	...

**(x) 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 July, 2010 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.

S.No.	Name & Designation	Basic Pay	Grade Pay
1.	Dr.B.R.Subramanian Project Director & Sci.G	59960	10000
2.	Dr.S.Sundaramoorthy, Scientist-F	47730	8900
3.	Dr. M.V.Ramana Murthy, Scientist-F	47730	8900
4.	Dr.D.Mohan, Scientist-E	41690	8700
5.	Dr. R.S.Kankara, Scientist-E	41690	8700
6.	Dr.Tune Usha, Scientist-E	38790	8700
7.	Dr.V.Ranga Rao, Scientist-E	37400	8700
8.	Dr.Pravakar Mishra, Scientist-E	37400	8700
9.	Dr. Sivaji Patra, Scientist C	19510	6600
10.	Dr. Sisir Kumar Dash	19510	6600
11.	Dr. Uma Sankar Panda	19510	6600
12.	Shri V. Ramanathan, Scientist B	16880	5400
13.	Shri S. Srinivasa Murthy , AO	23040	5400
14.	Shri Sridhar, AAO	18570	4800
15.	Mrs.P.Shanthi, steno-D	10550	2400
16.	Shri L.Kannan, Steno-D	11080	4600
17.	Shri D.Elangovan, Messenger	7190	1900
18.	Shri Agathiyan, Messenger	5630	1800

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

<b>S. No.</b>	<b>Object Head</b>	<b>Budget Estimate for the year 2010-11</b>
1	2	3
1	Salaries	18000000
2	Wages	30000
3	OTA	20000
4	Medical Expenses	2300000
5	Domestic Travel Expenses	1700000
6	Foreign Travel Expenses	500000
7	Office Expenses	6200000
8	Publication	400000
9	Banking Cash Transaction Tax	50000
10	Other Administrative Expenses	120000
11	Supplies and Material	9500000
12	POL	100000
13	Other Contractual Services	1500000
14	Grants-in-Aid payable by PAO	45080000
15	Other Charges	1000000
16	Machinery and Equipment (capital)	13500000
	<b>Sub-Total</b>	<b>100000000</b>

**(xii) 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

**(xiii) 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.

**(xiv) 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 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>

**(xv) 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 use:**

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  
Books/ Manuals/ Journals/ 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 publications of ICMAM-PD are also available for reference. Lending of books, reports are not permitted under any circumstances.

**b) Publications:**

- 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
- 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 Chennai
- Model ICMAM Plan for Gulf of Kachchh
- Model ICMAM Plan for Goa
- Preliminary Assessment of impact of tsunami in selected coastal areas of India
- Ecosystem Modelling for Vedaranyam Lagoon
- Ecosystem Modelling for Cochin Backwaters
- Modelling Chilka Lake – A brackish water Lagoon on the East Cost of India – An Ecosystem Approach.
- Shoreline Management Plan for Ennore – Vellar Estuary
- Study on Tidal Inlets along East Coasts of India
- Shoreline Management Plan for the West Coast of India
- Coastal Engineering Strategy for Shore protection for Kerala
- Marine Ecotoxicology studies for Development of Water Quality Criteria – Coastal waters of Chennai and Pulicat Lake – Final Report 2002-07
- Marine Ecotoxicology Studies for coral reef Ecosystem of Gulf of Mannar region – Final Report 2002-07
- Marine Ecotoxicology and R & D Activities – Histology, Histochemical and Toxicity Studies Final Report 2002-07

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

ICMAM Project Directorate has designated the following persons as Central Public Information Officer (CPIO) and Appellate Authorities (AA):

First Appellate Authority	Dr.B.R.Subramanian Project Director & Sci.G
Central Public Information Officer	Dr.S. Sundaramoorthy Scientist F
Co-ordinating PIO	Dr. D. Mohan, Scientist E

**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 dispatched to:

**Dr. S. Sundaramoorthy**  
**Scientist F**  
**(Central 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 by completing the form 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>	