

## **Central Institute of Coastal Engineering for Fishery, Bangalore**

### **The particulars of CICEF organisation, functions and duties:**

The Central Institute of Coastal Engineering for Fishery (CICEF), located in HMT complex, Jalahalli, Bangalore is a subordinate office of the Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture, Government of India.

The Institute was established in January 1968 as Pre-investment Survey of Fishing Harbours by the Ministry of Agriculture, Government of India in collaboration with Food and Agriculture Organisation of the United Nations (FAO/UN). The primary objective of establishing this Institute was to carry out engineering and economic investigations and prepare techno-economic feasibility reports for the development of fishery harbours at suitable sites along the Indian coasts and to provide fishery harbour facilities to mechanized fishing vessels (MFVs). After the cessation of the FAO/UN assistance, the Institute received technical assistance in the form of equipment and expert consultancy services from Swedish International Development Agency (SIDA) for a period of 2 years from January 1974. In August 1983, it was renamed as Central Institute of Coastal Engineering for Fishery. Expertise has been further developed in the subsequent years and from August 1983; the project is also catering to the requirements of Aquaculture Engineering for development of Brackishwater Shrimp Farms along the Indian Coast. The Institute received UNDP/FAO assistance in the form of equipment and consultant from 1986 to 1991 for the development of coastal aquaculture shrimp farms. During the period, four pilot Brackishwater shrimp farms and one shrimp seed hatchery were developed.

As a Nodal Agency, the Institute implemented the World Bank assisted Shrimp Culture Projects in the States of West Bengal, Orissa and Andhra Pradesh between 1992 and 2000. Under the World Bank assisted Shrimp Culture Project, the Institute carried out survey and sub-soil investigations at 13 sites covering a total area of 9640 ha. Techno-economic feasibility reports have been prepared in respect of 10 sites covering a total productive pond area of 3826 ha. Trial culture operations were carried out at Digha, Canning and Dighirpar in West Bengal and Bhairavapalem in Andhra Pradesh. The World Bank Assistance came to an end on 31.12.2000.

The Institute, till the end of March 2015 had carried out fishery harbor investigations at 96 sites and prepared project reports for 89 sites. The Institute monitors the progress of construction of ongoing fishery harbours sanctioned under Central Sponsored Scheme by the Ministry of Agriculture and renders technical guidance to the Maritime States/Union territories in the implementation of the projects.

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### **Organisation**

The Institute is headed by the Director and the total sanctioned strength is 47 comprising technical and administrative personnel. The break-up of the sanctioned posts is as follows:

**Group – A ... 10**

**Group – B (Gazetted) ... 04**

**Group – B (Non-Gazetted) ... 09**

**Group – C ... 24**

An inter-disciplinary team comprising Engineers and Economists who have specialized knowledge and vast experience on field, in conducting necessary pre-investment studies to identify sites for development of Fishery Harbours and Brackishwater Shrimp Farms, preparation of techno-economic feasibility reports, detailed construction plan for the projects and other supporting facilities are on roll of this Institute.

### **Mandate**

The objectives of this Institute in respect of development of fishery harbours:

### **Fishery Harbours**

To carry out reconnaissance surveys/pre-feasibility studies to identify priority sites for development of Fishery harbours and follow it up by detailed and economic investigations and prepare techno-economic feasibility reports.

To prepare preliminary construction plans and supporting facilities, cost estimates etc. for fishery harbours.

To give technical advice on engineering and economic aspects wherever required for the development of fishery harbours and fish landing centres.

To monitor the progress of construction of ongoing fishery harbours sanctioned under the Centrally Sponsored Scheme in association with the Ministry of Agriculture.

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### **The powers and duties of its officers and employees:**

The Institute is headed by the Director and supported by technical and administrative personnel. Their duties are given below:

#### **Director**

Director is the Head of the Organisation vested with powers of Head of Department. He is responsible to achieve the target assigned by the Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries, Government of India in the development of fishery harbours and fish landing centres (FHs/FLCs) in the country. Provides technical support to the Ministry, Maritime State Governments and Union Territories in the development of FHs/FLCs. Monitors the progress of construction of FHs/FLCs sanctioned under the Centrally Sponsored Scheme. Guides and directs the supporting officers and staff in the conduct of engineering and economic investigations, preparation of Techno-Economic Feasibility Reports (TEFRs) and in scrutinizing the various project proposals received from the Ministry/ Maritime State Governments/UTs for

the development of FHs/FLCs. Exercises the powers assigned under the delegation of General Financial Power Rules (GFRs), Fundamental and Supplementary rules (FR&SR), Establishment rules etc. He is the Controlling Officer for all the Gazetted Officers and staff of the Institute in respect of all administrative matters. He is the Appointing and Disciplinary Authority in respect of Group 'B' & 'C' posts.

### **Deputy Directors (CE)**

Deputy Directors (CE) are responsible for carrying out reconnaissance survey, feasibility studies for identification of suitable sites, planning and conducting detailed engineering investigations for development of FHs/FLCs. Planning of layout, design, estimation and preparation of TEFRs for FHs/FLCs. Scrutiny of the project proposals for FHs/FLCs received from the Ministry, States and UTs. Monitoring and rendering technical advice on the progress of construction of FHs/FLCs sanctioned under the Centrally Sponsored Scheme of the Government of India. Assist the Director and guide the subordinate officers/staff in technical matters.

### **Assistant Directors (CE)**

Assist the Director and Deputy Director (CE) in carrying out reconnaissance survey, feasibility studies, conducting detailed engineering investigations. Planning, design, cost estimation and preparation of draft engineering reports for development of FHs/FLCs. Examination of the project proposals received from the Ministry, States, and UTs, on FHs/FLCs. Guiding the supporting engineering staff in technical matters.

### **Assistant Engineers (Civil)**

Assist the Deputy Director (CE) in conducting detailed engineering investigations, preparation of detailed designs and technical specifications, scrutiny of cost estimates and preparation of engineering reports for development of FHs/FLCs. Assisting the DDs/ADs in the scrutiny of project proposals received from States/UTs, and in other technical matters.

### **Junior Engineers**

Assisting the Deputy Director (CE) in conducting detailed engineering investigations, compilation of field data and estimates for reports of FHs/FLCs. Assisting ADs/AEs in the preparation of TEFRs and other technical matters.

### **Deputy Director (Economist)**

Deputy Director (Economist) is the overall in-charge of Economic Section. To carryout reconnaissance survey, pre-feasibility studies to identify sites, planning, guiding and supervising the Economic Investigation for development of FHs/FLCs. To hold discussions with Fishery Department officials of Maritime State Governments and UTs, Private Entrepreneurs, Co-operative Institutions, Financial Institutions etc., relating to fishery development of the region. Preparation of draft economic evaluation reports for FHs/FLCs. Examination/scrutiny of project feasibility reports prepared by Maritime States/UTs. Preparation of notes and papers and

rendering technical advice on economic aspects to the Director and guiding the subordinate officers in the Economic Section on matters connected with economics of FHs/FLCs.

### **Assistant Director (Economist)**

Assisting Deputy Director (Eco) in carrying out reconnaissance survey, pre-feasibility studies, conducting economic investigation for development of FHs/FLCs, Guide the Senior Economic Investigator and Economic Investigator in the collection of fisheries related information at primary and secondary level sources and to supervise the field work. To hold discussion with the officials of the Department of Fisheries, Fishermen Welfare Associations, Fishermen Co-operative Societies and other related organizations/agencies during field investigations. Assisting in drafting of economic evaluation reports and scrutiny of project feasibility reports of FHs/FLCs, prepared by the Maritime States/Union Territory. To render assistance to Director and Deputy Director (Economist) on technical matters and guide Senior Economic Investigator/Economic Investigator.

### **Senior Economic Investigator**

Collection of economic and statistical data relating to fishery industry from primary and secondary sources during economic investigation for development of FHs/FLCs. Compilation, tabulation, analysis and interpretation of data collected during the field investigations and preparation of detailed appendices, sensitivity analysis, textual tables etc., and scrutiny of all the appendices and sensitivity analysis prepared by the Investigator. Assisting in scrutiny of TEFRs on FHs/FLCs prepared by States/UTs, and in the preparation of reports for the development of FHs/FLCs.

### **Economic Investigator**

Assisting in collection of economic and statistical information relating to fishery industry at primary and secondary sources while undertaking economic investigation for development of FHs/FLCs. Compilation/Tabulation of data collected during the field investigations and preparation of relevant appendices, sensitivity analysis etc., which form part of the techno-economic feasibility report (TEFR). Assisting in scrutiny of TEFRs on FHs/FLCs prepared by States/UTs. Render assistance to senior officers in the preparation of draft reports.

### **Foreman (Drilling)**

Foreman (Drilling) based on the directives of Camp- In-charge at site, plans and conducts sub-soil investigations, hydrographic survey for the development of FHs/FLCs. He organizes the assembly of raft, upkeep of all sub-soil equipment, outboard engines and connected items related to sub-soil investigations. He will guide and supervise the drillers and field assistants in their work.

## **Drillers**

Drillers assist the Foreman (Drilling) in conduct of sub-soil investigations and hydrographic survey at project site for the development of FHs/FLCs. They operate the sub-soil equipment as well as boat and raft using outboard engines. Maintain sub-soil equipment, raft, boat and outboard engines etc.

## **Field Assistant**

Field Assistant assists the Camp-In-charge in the survey and sub-soil team in the conduct of topographic/hydrographic surveys and sub-soil investigations at site. Maintain the survey and sub-soil equipment.

## **Administrative Officer**

Administrative Officer deals matters relating to establishment, accounts, stores of the Institute and is responsible for smooth functioning of the administrative work. Executes the orders and decisions of the Head of the Office/Department. Assists the Disciplinary Authority in all disciplinary and vigilance matters. Guides the administration supporting staff in all administration /accounts/stores matters.

## **Accountant**

Accountant handles financial, establishment, administrative and stores matters. Assists the Director/Administrative Officer in preparation of annual budget, recruitment rules and day-to-day administration/establishment matters. Scrutinize the monthly expenditure statements, pay bills, TA bills, other miscellaneous bills and cash book. Supervises/guides Upper Division Clerk cum Store Keeper/ Lower Division Clerks in day-to-day administration, establishment, accounts and stores matters.

## **Upper Division Clerk cum Store Keeper**

Assist Accountant, Administrative Officer and Director in all administrative establishment, accounts and stores matters. Prepare TA bills, medical bills, LTC bills etc. Deal with matters relating to establishment including promotion, recruitment clearance of probation, confirmation and maintenance of service books. Assist the Accountant in the preparation of budget, stores, and accounts. Handle store materials and keep proper accounts. Initiate action for purchase of store materials and disposal of unserviceable store items.

## **Lower Division Clerks**

Assist the Accountant/Administrative Officer in matters of administration, establishment, accounts etc. Routine clerical duties such as diarising, dispatch, typing and other allied work. Attend camp duties along with the survey party members and clerical duties as when directed. Submit periodical returns. Attend Cashier duties and allied duties on rotation.

### **Stenographer Gr.II& III.**

Stenographer Gr.II and Gr.III provide stenographic assistance to the Director and Deputy Directors in all technical/administration correspondence and report preparation.

### **Drivers**

To drive office vehicles in the Head-Quarters and also at camps during field investigations and maintenance of the vehicles.

### **Multi-Tasking Staff**

The duties of Multi-Tasking Staff include, general cleanliness and upkeep of the office, carrying of files and other papers within the office, assisting in routine office work like diarizing, dispatch, etc., delivery of dak ( outside the office), opening and closing of rooms, cleaning of building, fixtures etc., driving of vehicles, if in possession of valid driving license, operating Ferro Printing Machine for taking out blue prints of technical drawings required in connection with field investigations and project reports including binding of reports and upkeep of maps, charts etc., in the Drawing Section, handle photocopy machine and upkeep, attending to the errands of Officers/Staff, maintain files and registers, attend survey camps in coastal places along with the survey party in connection with detailed engineering investigation for the development of fishery harbours /fish landing centres as and when the need arises, watch and ward duties at camp sites during investigations, accompany the drivers in the vehicle for camp sites and watch the equipments during journey and any other work assigned by the superior authority.

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

As explained in the duties, Director as Head of Department, in consultation with the Senior Officers takes decisions in the day-to-day administrative/technical matters and functioning of the Institute. With regard to administration, purchase committees are set up and the procedure followed regarding procurement of stores. Regarding technical matters, the proposals are scrutinized by the technical officers and engineers and put up to Director for decision. Accountability vests with the Director/technical officers/Administrative Officer in the sphere of task handled by them.

### **The norms set by it for the discharge of its functions:**

As laid down in the GFR, various Government of India Rules, the norms are followed.

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

The functioning of the Institute is divided under three major heads, viz., engineering, economic and administrative

As regards engineering aspects, this Institute refers ISI/BIS and International codes, CPWD manual, standard engineering literatures while planning, designing, estimating and preparation of Techno Economic Feasibility Reports for the development of Fishery harbours and fish landing centres.

As regards administrative functions, the standard Fundamental Rules and Supplementary Rules, Delegation of Financial Powers Rules, General Financial Rules, Leave Rules etc. are being referred in day to day function.

**A statement of categories of documents that are held by it or under its control:**

The following categories of documents/records are held under the control of this office.

- (1) Field drawings/field book after conducting engineering investigations.
- (2) Restricted maps
- (3) Admiralty charts
- (4) Indian Time tables
- (5) Project reports.

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**The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to formulation of its policy or implementation thereof:**

The selection of site for development of fishery harbours/fish landing center are done in consultation with the respective State Fisheries Department and user Agencies. Thereafter detailed engineering and economic investigations are carried out and project report prepared in consultation with the Fisheries Department and user Agency. The project report is submitted to Ministry of Agriculture, Government of India for consideration of sanction under the Centrally Sponsored Scheme.

**A directory of its officers and employees:**

As on 1<sup>st</sup>April 2018

Sl.Nos.	Name	Designation
1	N.Venkateshprasad	Director

2	N.RaviSankar	Deputy Director (CE)
3	M.B.Belliappa	Deputy Director (CE)
4	N.Krishnamurthy	Deputy Director (CE)
5	Vacant	Deputy Director (CE)
6	N.K.Patra	Deputy Director (Eco)
7	H.R.Nagaraj	Assistant Director (CE)
8	M.C.Manjunatha	Assistant Director (CE)
9	Vacant	Assistant Director (CE)
10	Vacant	Assistant Director (Eco)
11	Pawan Kumar	Administrative Officer
12	S.Gopalkrishna	Assistant Engineer (Civil)
13	A.Vincent Paul	Assistant Engineer (Civil)
14	Dinesh Kumar Soni	Senior Economic Investigator
15	R.S.Muralidhar	Junior Engineer
16	G.K.Kumar	Junior Engineer
17	K.R.Mamatha	Junior Engineer
18	C.H.Basavaraju	Junior Engineer
19	Chetan.P.Gadkari	Junior Engineer
20	T.Sathishkumar	Junior Engineer
21	(Lien)	Junior Engineer

22	Vacant	Junior Engineer
23	K.Anjana	Economic Investigator
24	M.S.Madhumohan	Foreman(Drilling)
25	P.N.Achuthaprasad	Accountant
26	N.Nagendra Rao	Stenographer Gr.I
27	Shashank Negi	Stenographer Gr.II
28	Suresha	Upper Division Clerk cum Store Keeper
29	Vacant	Upper Division Clerk cum Store Keeper
30	Vacant	Upper Division Clerk cum Store Keeper
31	Vacant	Upper Division Clerk cum Store Keeper
32	G.Shivashankar Hegde	Driller
33	D.Vijayakumar	Driller
34	S.C.Kempegowda	Driller
35	J.Rajesh	Driller
36	Chiranjeet Pan	Driller
37	Manoj Kumar Gupta	Lower Division Clerk
38	Vacant	Lower Division Clerk
39	M. Anand	Staff Car Driver Gr.I
40	Vacant	Staff Car Driver Gr.II
41	S.M.Prabhakar	Staff Car Driver Ord.Gr.

42	M.Muniraju	Field Assistant
43	Venkatachalaiah	Multi-TaskingStaff
44	T.Ramamurthy	Multi-TaskingStaff
45	R.Ramesh	Multi-TaskingStaff
46	Vacant	Multi-TaskingStaff
47	Vacant	Multi-TaskingStaff

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

As on April 2018

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Level in Pay Matrix</b>	<b>Remuneration</b>
1	N.Venkatesha Prasad	Director	Level 13	130600
2	N.RaviSankar	Deputy Director (CE)	Level 11	78600
3	M.B.Belliappa	Deputy Director (CE)	Level 11	78600
4	N.Krishnamurthy	Deputy Director (CE)	Level 11	76200
5	N.K.Patra	Deputy Director (Eco)	Level 11	67700
6	H.R.Nagaraj	Assistant Director (CE)	Level 10	75400
7	M.C.Manjunatha	Assistant Director (CE)	Level 10	75400

8	Dinesh Kumar Soni	Senior Economic Investigator	Level 7	47600
9	S.Gopalakrishna	Assistant Engineer (Civil)	Level 7	62200
10	A.Vincent Paul	Assistant Engineer (Civil)	Level 9	80200
11	Pawan Kumar	Administrative Officer	Level 7	52000
12	R.S.Muralidhar	Junior Engineer	Level 8	75600
13	G.K.Kumar	Junior Engineer	Level 8	70000
14	K.R.Mamatha	Junior Engineer	Level 8	68000
15	C.H.Basavaraju	Junior Engineer	Level 7	60400
16	C.P.Gadkari	Junior Engineer	Level 6	41100
17	T.Sathish Kumar	Junior Engineer	Level 6	41100
18	K.Anjana	Economic Investigator	Level 7	42300
19	N.Nagendra Rao	Stenographer Gr.I	Level 8	66000
20	P.N.Achutha Prasad	Accountant	Level 7	52000
21	M.S.Madhumohan	Foreman (Drilling)	Level 7	60400

22	Suresha	UDC-cum-SK	Level 5	42800
23	G.ShivashakarHegde	Driller	Level 6	55200
24	D.Vijayakumar	Driller	Level 6	52000
25	S.C.Kempegowda	Driller	Level 5	41600
26	J.Rajesh	Driller	Level 4	31400
27	Chiranjeet Pan	Driller	Level 4	27100
28	M.Anand	Staff Car Driver Gr.I	Level 5	38100
29	S.M.Prabhakar	Staff Car Driver Ord.Gr.	Level 2	25200
30	Manoj Kumar Gupta	Lower Division Clerk	Level 2	27900
31	M.Muniraju	Field Assistant	Level 3	33000
32	Venkatachalaiah	Multi-TaskingStaff	Level 4	37500
33	T.Ramamurthy	Multi-TaskingStaff	Level 3	30200
34	R.Ramesh	Multi-TaskingStaff	Level 2	29300

**The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

The Budget allocation and expenditure of the Institute during the XII<sup>th</sup> Five Year Plan (2012-17) and Budget Year 2017-18 are given below: -

<b>Year</b>	<b>Budget Estimate</b>	<b>Revised Estimate</b>	<b>Actual Expenditure (Rs. In lakhs)</b>
<b>NON PLAN</b>			
2012-2013	375.00	399.40	270.95
2013-2014	375.00	300.00	262.82
2014-2015	335.00	300.00	298.30
2015-2016	350.00	300.00	300.51
2016-2017	410.30	440.01	336.40
2017-2018	497.00	424.65	355.52

<b>PLAN</b>			
2012-2013	0.00	0.00	0.00
2013-2014	0.00	0.00	0.00
2014-2015	0.00	0.00	0.00
2015-2016	0.00	0.00	0.00
2016-2017	0.00	0.00	0.00
2017-2018	0.00	0.00	0.00

**The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries**

There is no subsidy Programme and allocation of amount thereof.

**Details in respect of the information, available to or held by it, reduced in an electronic form:**

The activities and related information of this Institute may be seen from the website of the Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries whose site name is <http://dahd.nic.in>.

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

The Institute has no direct public contact and hence the library is not meant for public use.

**(ii) The names, designations and other particulars of the Public Information Officers:**

**Name & address of the Central Public Information Officer**

**Shri. Pawan Kumar**

**Administrative Officer**

**Central Institute of Coastal Engineering for Fishery,**

HMT Post. Opp. ISRO Quarters, Jalahalli,

BANGALORE – 560013.

Phone No. 080-28385466, 080-28385092/93

Fax No. 080-28385091

**Name & address of the Appellate Authority**

**Shri. N. Venkatesh Prasad**

**Director**

**Central Institute of Coastal Engineering for Fishery,**

HMT Post. Opp. ISRO Quarters, Jalahalli,

BANGALORE – 560013.

PhoneNo. 080-28385092/93

Telefax No. 080-28385091

**(iii) The mode of payment for obtaining the RTI information:**

**DD/IPO to be drawn in favour of PAO, Kochi.**