

**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.

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 centers are done in consultation with the respective State Fisheries Department and user Agencies. There after 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 Fisheries, Animal Husbandry and Dairying, Government of India for consideration of sanction under the Centrally Sponsored Scheme.