

**THE ANNUAL REPORT SUBMITTED TO THE RIGHT TO  
INFORMATION COMMISSION – 2023**

**Instructions and Background**

- 1) As per the Section 10 of Right to Information Act No 12 of 2016, every public authority shall submit annual reports to the Commission.
- 2) Each report shall be made available to the public at the time it is submitted to the Commission and shall be published on its official website.
- 3) Copies of annual reports shall issue to any person on demand in accordance with the fees determined by the Commission. (Refer Rule 9 of (Fees and Appeals procedure 2017 Right to Information Rules) Gazette dated 03<sup>rd</sup> February 2017)
- 4) A public authority shall send copies of the annual report to the Department of National Archives and the National Library, except local authorities and, business which the government owns more than 51% of shares as well as businesses subject to the jurisdiction of such public authorities.

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1. Information about the Public Authority:

1.1. Name

National Aquatic Resources Research and Development Agency

1.2. Address

Crow Island, Mattakkuliya, Colombo 15

1.3. Website

[www.nara.ac.lk](http://www.nara.ac.lk)

1.4. Name of the Line Ministry/Provincial Ministry (when the Public Authority is not a Ministry or a Provincial Ministry)

Ministry of Fisheries

Reference to the interpretation of "Public Authority" in Section 43 of the Right To Information Act No. 12 of 2016.

When the Public Authority described in (1) above is not a Ministry,



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2. Briefly describe the objects & functions and the nature of services of the Public Authority

Conducting research on fisheries and aquatic resources in Sri Lanka.

Services – Preparing and publishing research reports and research papers utilizing research results.

3. Names of Information Officer and Designated Officer, and contact details

Information Officer	Dr. K.H.M.L. Amaralal Tel - 0112529718
Designated Officer	Dr. T.D.K.D. Tennakoon Tel -0112521932

4. Compliance Review

	Please provide information (Read Sections 7,8 and 9 of the Act with rules and regulations of the Commission)	
1	Describe how records are duly maintained, catalogued and indexed.	
	<ul style="list-style-type: none"> <li>Annual project reports are maintained separately for each research division in the library under the supervision of the Director of Monitoring and Evaluation of the Agency.</li> <li>Providing a number to all research reports by the respective journal.</li> <li>The annual research journal issued by NARA is published in electronic format on the NARA website <a href="http://www.nara.ac.lk">www.nara.ac.lk</a>.</li> </ul>	
2	Provide details on maintaining records in electronic format.	
	An electronic data repository is maintained in the NARA library. Additionally, research reports and publications can be archived from NARA website.	
3	Provide details on how the following information is made available to the public.	
	Powers, duties and decision-making of Officers and employees of the public authority	Relevant information is available in NARA library and Administration Division.
	Norms to be utilized in performing duties, duty performance and implementing powers of Officers and employees	<ul style="list-style-type: none"> <li>Scheme of Recruitment and Promotion Procedure (SOR)</li> <li>Administration and Finance Regulations (ARFR)</li> <li>Act according to the Establishments Code</li> <li>Public Circulars</li> </ul>
	Rules, regulations, instructions, manuals and other cataloged reports used by the Officers and employees of the public authority when performing duties, duty performances and implementing powers	<ul style="list-style-type: none"> <li>Administration and Finance Regulations (ARFR)</li> <li>Scheme of Recruitment and Promotion Procedure (SOR)</li> <li>Appointing a Division Head and carrying out administration activities</li> <li>Finger print machine</li> <li>Maintaining an attendance sheet within the Agency</li> <li>Disciplinary Procedures</li> </ul>



	Describe facilities available to citizens when obtaining information under the RTI Act	<ul style="list-style-type: none"> <li>Facilities have been provided to obtain timely information via email or telephone or by visiting</li> <li>Printed copies could be taken.</li> </ul> (Providing almost 100% free of charge)
	Details on planned information depicted by allocated budget, proposed expenditure and expenditure payment	<ul style="list-style-type: none"> <li>Preparing and maintaining Annual Accounts under the supervision of Director of Finance of the Agency</li> <li>Utilization of payment vouchers</li> <li>Utilization of special cash advance vouchers</li> <li>Payment ledger</li> <li>Adjustment of all the above-mentioned each year under the supervision of the Director of Finance.</li> </ul>
4	Is information available in all three languages? Some information is available in all three languages	
5	If the public authority is a Ministry, how many emergency projects and other projects are made known to the citizen during the year?	
5.1	Foreign-funded projects (3 months before commencement)	Not relevant
5.2	Local-funded projects (3 months before commencement)	Not relevant
5.3	Foreign-funded emergency projects (7 months before commencement)	Not relevant
5.4	Local-funded emergency projects (7 months before commencement)	Not relevant

#### 5.Details of information requests received during the year

		Number
1	Number of requests received for information during the year	10
2	Number of requests for information that were provided full information	02
3	Number of requests for information that were provided only partial information	05
4	Number of requests for information that were refused under Section 5 of the Act	03
5	Number of requests for information that were refused due to reasons not under Section 5 of the Act (Ex: Unavailability of information)	02
6	What is the average time (No. of working days) taken to respond to a request for information?	10
7	What is the number of requests received for information by post?	06
8	What is the number of requests received for information by e-mail?	02
9	What is the number of requests received for information except by post or e-mail?	02



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6. Nature of Requests for Information

What type of information has received the highest number of requests and the second highest number (as specifically mentioned under Section 27 of the Act)?	
Highest number - 27 (b)	
Second highest number - 27 (c)	
What is the number of requests received for information under the following categories?	
	Number
Regarding procurement	-
Institutional problems	02
Political victimization	-
Finance (including the budget and projects)	-
Environmental	08
Policies	-
Other (Please mention)	-

7. Profile of the person who requests information

	Number requests	of % of Total
Number of requests made for information by a single person	07	70%
Number of requests made for information by organizations	03	30%
Mention the number of requests received for information by the following provinces		
Central Province	-	
Eastern Province	-	
North-central Province	-	
Northern Province	01	
North-western Province	01	
Sabaragamuwa Province	-	
Southern Province	-	
Uva Province	-	
Western Province	08	

8. Has any penalty/disciplinary action been taken against any person for refusing to provide information? (Please provide information)

No



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9. Appeals and Guidelines of the Commission

	Number
Appeals submitted to the Designated Officer	
Number of appeals submitted to the Designated Officer	01
Number of times the information was provided under the supervision of the Designated Officer	-
Appeals submitted to the Right To Information Commission	
Total number of appeals received by the Commission because the Public Authority was noticed, and information was not provided	01
Total number of times the Commission ordered/supervised (number of successful appeals favorable for the appellant) to provide information	-

10. Management of Information and Report reservation

10.1 Provide details about the way information is managed and reports are reserved.
The research team or officer affiliated with the relevant subject will report, and a copy of the report will be forwarded to the Head of the Division and the Director General. The library of the Agency will be provided with copies of that. The library will place those copies in the relevant holding according to the subject area.
10.2 Was that method updated during the year? If yes, provide information.
Yes. Reports are updated in the order they are received.
10.3 Provide details about the way reports are reserved. (Ex: Report room, document copies with/without electronic data bank, on the field/ off the field)
With the relevant Officer, with the Director General and in the NARA Library
10.4 Is the referencing of report reserve, indexing, and reserving done in a way that is easily found? (Provide details)
Yes. Indexing does not occur in the reporting chain and indexing occurs in the Library.
10.5 Provide details on whether indexing the above reports and reference methods have been improved during the past year.
No (Established indexing is maintained continuously)
10.6 Approximately how long does it take to search and submit a report from that report reserve?



Ten minutes (The time is determined according to the requirements of the person)
10.7 In a physical report reserve, are those reports reserved both in-field/out-of-field? (Provide details)
Yes. Separately maintained by the relevant person and the main library.
10.8 Is there a way to maintain existing reports for 10 years (Up to 03 <sup>rd</sup> of February 2017) and new records for 12 years (Up to 04 <sup>th</sup> of February 2017)? (Provide details)
Seeking out about obtaining facilities.
10.9 Is budget allocated for report reserve and management?
No
10.10 If reports are not maintained in digital method, indicate steps taken during the year to maintain reports or steps proposed during the year to convert reports into digital format.
Providing computers and other technical devices to officers
10.11 If the reports were digitally reserved, was it done within the public authority or an external institute? (Provide details)
Within the Public Authority
10.12 Are digitally reserved reports/data available online?
Yes. Digitally reserved reports/data are available online. <ul style="list-style-type: none"> <li>• <a href="http://www.nara.ac.lk">www.nara.ac.lk</a></li> <li>• NARA Fisheries Information Centre/ Tel: 0710 101 010</li> </ul>
10.13 If yes, is network security updated at least once a month?
Yes. Confirming the security of the Agency's information by depositing it in the servers of external institutions. Taking necessary steps to protect from computer viruses.

11. What are the suggestions you have for maintaining reports, managing and destroying, improving the usage and removing obstacles?

A separate protected room and adequate stationery and containers should be provided to keep reports.



12.What are the facilities available for citizens to obtain information? If any improvement was made in the said facilities during the year, please give details including that also.

By Telephone  
By NARA Website  
By NARA Social Media (Face Book)  
By visiting the Agency

13. How much did the public authority gain during the year through requests for information?

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14.What are the suggestions you can give to improve the transparency?

Improvements to be made within the public authority  
Right to Information Office should be established.  
A separate telephone number should be provided.  
A separate fax number should be provided.  
Stationery required to fulfill relevant duties should be provided.  
The Government Postal Seal should be provided for smooth postal works.

Common improvements  
Recognized training programs should be organized.

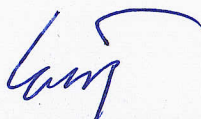
15 If you wish to provide any other information or criticism, please mention here.

Information is provided excluding the specific duties of the relevant officer. However, letters requesting information are received frequently. Hence, immediate actions cannot be taken to issue information.

Therefore, the Information Officer should be assigned to perform only that task, or financial incentive allowance should be given.

Signature

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Name & Designation

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K. H. M. L. Amaralal  
Principal Scientist  
Head

Date

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Socio - Economic & Marketing Research Division  
National Aquatic Resources Research & Development Agency

28/6/24