

## ANNUAL REPORT - 2024

### Section 10 of Right to Information Act No 12 of 2016

#### 1. Information about the Public Authority:

- a) Name : National Aquatic Resources Research and Development Agency
- b) Address : Crow Island, Mattakkuliya, Colombo 15
- c) Website : [www.nara.ac.lk](http://www.nara.ac.lk)
- d) The Ministry : Ministry of Fisheries, Aquatic and Ocean Resources

#### 2. Functions and Activities of the Public Authority

To conduct research and development activities directed towards the accomplishment of data and information required for the management, development and conservation of fisheries and aquatic resources field of Sri Lanka.

#### 3. Name, designation and contact details of the Information Officer and Designated Officer

Information Officer	Name - Dr. K.H.M.L. Amaralal Designation - Deputy Director General/ Research and Development Tel - 011 - 2529718
Designated Officer	Name - Dr. K. Arulanathan Designation - Director General Tel - 011 - 2521932

#### 4. Compliance Review

##### A) Information on how physical reports are duly maintained and indexed

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, and providing an index to all research reports by the respective indexing method maintained in the library.

##### B) Provide details on maintaining reports in electronic format

An electronic data repository is maintained in the NARA library. Additionally, research reports and publications can be archived from NARA website.

The annual research journal published by NARA can be downloaded in electronic format from the NARA website [www.nara.ac.lk](http://www.nara.ac.lk).

C) The information below is provided for public access.

Facilities available to citizens to obtain 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 NARA</li> <li>• Research reports/ articles can be downloaded from NARA website <a href="http://www.nara.ac.lk">www.nara.ac.lk</a>.</li> <li>• Printed and soft copies could be taken. (Soft copies are provided free of charge)</li> </ul>
With allocated budget information, proposed expenditure and actual expenditure	<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>

D) If the public authority is a Ministry, number of emergency projects and other projects conducted during the year

Not Relevant

5) Details of information requests received during the year	Number
a) Number of requests received during the year	09
b) Number of requests for which full information was provided	07
c) Number of requests for which only partial information was provided	01
d) Number of requests that were refused under Section 5 of the Act	01
e) Number of requests that were refused due to reasons that are not under Section 5 of the Act	0
f) Number of days normally taken to respond to a request?	14
g) Number of requests received by post	03
h) Number of requests received by e-mail	02
i) Number of requests received in other ways	04

6) How many requests received under the following categories?	Number
a) Regarding procurement	01
b) Institutional information	05
c) Political victimization	0
d) Finance (budget and projects)	0
e) Environmental	02
f) Policies	01
g) Lands	0

- h) Assests declaration/ Public welfare 0
- i) Other (Please categorize) 0

7) Requests Profile Number

- a) Number of requests submitted by a single person 08
- b) Number of requests submitted by organizations 01
- c) Number of requests received according to provinces
  - 1) Central Province 0
  - 2) Eastern Province 0
  - 3) North-central Province 0
  - 4) Northern Province 01
  - 5) North-western Province 0
  - 6) Sabaragamuwa Province 0
  - 7) Southern Province 0
  - 8) Uva Province 0
  - 9) Western Province 08

8) Appeals and Guidelines of the Commission Number

- a) Number of appeals received to the Designated Officer 0
- b) Number of times the information was provided under the supervision of the Designated Officer 0
- c) Total number of appeals received by the Commission because the Public Authority was noticed, and information was not provided 0
- d) Total number of times that information was provided subject to the Commission’s orders/supervisions (favorable for the appellant) 0

9) Management of Information and Report Archiving

A) Details on information management and report archiving.

The research team or officer affiliated with the relevant subject will do reporting, 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 and a model.

B) Was the above-mentioned method updated during the year? If yes, provide information.

Yes. (Reports are updated in the order they are received)

C) The way reports are archived. (Ex: Archives, with/without electronic data bank, on the field/ off the field)

With the relevant Officer, with the Director General and in the NARA Library

D) Details on whether classification and indexing the above reports, have been improved during the past year.

No (Established indexing is maintained continuously)

E) Ways to maintain existing reports (03<sup>rd</sup> of February 2017) for 10 years and new reports (04<sup>th</sup> of February 2017) for 12 years

Seeking out about obtaining facilities.

F) Budget allocated for report archiving and management?

No budget is allocated specially for this, but, provisions are allocated for the maintenance of the NARA library.

G) If reports are not maintained in digital method, steps taken during the year to maintain reports, or steps taken during the year to convert reports into digital format.

- Necessary steps were taken to install DSpace E - Repository software, while resolving its errors
- Continuing "Koha" data system

H) If the reports were digitally archived, was the archiving carried out within the public authority or by an external institute?

Within the Public Authority (In NARA library)

I) Are digitally archived reports/data available online?

Can be obtained from [www.nara.ac.lk](http://www.nara.ac.lk) website

J) If yes, is network security updated monthly?

Yes.

- Confirming the security of the Agency's information by depositing it in the servers of external institutions.
- Taking necessary steps to ensure that the computers are free from viruses.

10. Suggestions to improve the management, security and destroying of reports, and removing obstacles?

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

11. How much did the public authority gain during the year?

No revenue was earned since the reports were issued as soft copies

12. Suggestions to improve the transparency and functionality

A) 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.

B) Common improvements

- Recognized training programmes should be organized.

13. Any other information or suggestions

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

Therefore, the Information Officer should be assigned to perform only that task, or required human resource or financial incentive allowance should be provided.

Date: 17.11.2025

Signature :  .....

Designation : .....

**Dr. K. H. M. L. Amaralal**  
Deputy Director General  
Research & Development  
National Aquatic Resources Research & Development Agency