

## **Procedure to be followed to access Information**

- **Act - Right to Information Act No. 12 of 2016**
- Regulations – The Gazette (Extraordinary) No 2004/66 dated 03.02.2017
- Public Authority- Ministry of Fisheries and Aquatic Resources Development and affiliated institutions
- The Act and Regulations – Can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)
- Right to Information Commission  
Justice Upali Abeyratne (Rtd.)  
Chairman  
Room No 203-204, Block 02  
BMICH, Bauddhaloka Mawatha,  
Colombo 07  
Tel: +9411 2691625

In terms of the aforesaid Act, information related to the Ministry of Fisheries and Aquatic Resources Development can be requested from the Information Officer under mentioned by applying via the format prescribed in RTI 01

### **Details of Information Officer**

Name: Mrs. N. A. A. P. S. Nissanka  
Designation: Additional Secretary (Administration and Human Resources)  
Address: Ministry of Fisheries, Aquatic, and Ocean Resources, New Secretariat,  
Maligawatta, Colombo 10  
Telephone : +94-112436665, +94-11 2446183 (Ext 334)  
Fax : +94-112320140  
Email: [adsecadmin@fisheries.gov.lk](mailto:adsecadmin@fisheries.gov.lk)

### **Designated Officer**

Name: Mr. B.K. Kolita Kamal Jinadasa (PhD)  
Designation: Secretary  
Address: Ministry of Fisheries, Aquatic, and Ocean Resources, New Secretariat,  
Maligawatta, Colombo 10  
Telephone : +94 112 327 060, +94 112 446 183 (Ext 307)  
Email: [secfisherieslk@gmail.com](mailto:secfisherieslk@gmail.com), [secretary@fisheries.gov.lk](mailto:secretary@fisheries.gov.lk)

## **1. Application fees**

- 1.1 No Public Authority shall charge any fee to provide a Right to Information Application Form to a citizen making an information request

## **2. Fees for Information**

- I. Photocopying:
  - (a) Rs. 2/- (one side) and 4/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) or smaller size paper
  - (b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and up to A3 (29.7 cm x 42 cm)
  - (c) Information provided on paper bigger than those mentioned above will be charged actual cost
- II. Printouts
  - (a) Rs. 4/- (one side) and 8/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7cm) and smaller size paper
  - (b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and up to A3 (29.7 cm x 42cm)
  - (c) Information printed on paper bigger than those mentioned above will be charged actual cost.
- III. Rs. 20/- for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device, provided by the citizen making the request
- IV. Actual cost will be charged for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device provided by the Public Authority
- V. Rs. 50/- per hour for the study or inspection of any document or material, or inspection of a construction site, if this takes longer than one hour, with the first hour of study/inspection being provided free of charge. This shall be without prejudice to the practice of public authorities which previously provided such inspection free of charge and which practice shall continue notwithstanding this sub rule.
- VI. Samples or models will be charged the actual cost.
- VII. Information provided via e-mail will be free of charge.