

### 1.3.4 Time Limit for Taking a Decision, if Any

The Agricultural Technology Information Centre (ATIC) of ICAR-CMFRI is committed to providing timely services and addressing queries efficiently. While there is no rigid statutory time limit prescribed for all decision-making processes, ATIC follows an **internally structured timeline** to ensure prompt service delivery and responsiveness.

#### Typical Decision Timeframes:

- **Farmer Queries and General Public Assistance:** Decisions and clarifications on routine queries received via phone calls, emails, or in-person visits are generally provided immediately or within 1-3 working days.
- **Processing of Laboratory Service Requests:** Decisions regarding the laboratory services such as Water sample Analysis, Feed Composition analysis, Microbiological analysis, Sale of algal & bacterial culture, live feed, specimen identification etc., the concerned sample acceptance, processing schedules, and reporting of results are typically communicated within 2-7 working days, depending on the complexity of the analysis.
- **Approvals for Public Events, Trainings, and Outreach Programmes:** Proposals related to exhibitions, training programmes, RAWA activities, and public interactions are usually decided upon within 5-10 working days by ATIC Manager with the approval of the competent authority.
- **Decisions on Product Inclusions at ATIC Sales Counter:** Recommendations for the inclusion of new products or collaborations with SHGs and other agencies are normally processed within 10-15 working days, subject to review and approval by the ATIC Management Committee.

Overall, ATIC strives to maintain **efficient turnaround times** for all its services and decision-making processes to ensure smooth facilitation for farmers, entrepreneurs, visitors, and stakeholders.