

## **The powers and duties of the officers and employees**

The powers and duties of its officers and employees and norms set by the Department for discharge of its functions:

(In pursuance of section 4(1)(b)(ii) of The Right to Information Act, 2005]

Each Officer and employee in the Department has been assigned specific tasks with which he is duty bound to perform in a fair and objective manner and in accordance with relevant rules, regulations, policy guidelines and established practices. The exercise of powers by each functionary is determined by the nature and importance of the issue under consideration and in accordance with the levels prescribed for disposal of cases of different nature. The channel of submission of cases and the levels at which these are finally disposed off have been indicated in the organizational chart. The decision making process and accountability are as laid down in the Manual of Office Procedure and Central Civil Services (Conduct) Rules, 1964.

2. However, the following functionaries in the Department have been specifically conferred with certain administrative, executive and powers as per details indicated below:

### **(i) ADMINISTRATION DIVISION:**

The administrative head of the Department is the Secretary (Fisheries). He is assisted by two Joint Secretaries along with Fisheries Development Commissioner, Joint Commissioner (Fisheries), Director (Fisheries Statistics) and Director (Fisheries Economics) in discharging the responsibilities assigned to this Department

Director/Deputy Secretary (Administration) has been declared as Head of the Department under Rule 3(f) of the Delegation of Financial Power Rules, 1978 as amended and he exercises such powers as are specified in the (i) Schedule V under Rule 13 of the said Rules : and (ii) Fundamental and Supplementary Rules.

Under Secretary (Administration) has been declared as Head of Office under Rule 14 of the Delegation of Financial Power Rules, 1978 as amended and they exercise the power to approve contingent and miscellaneous expenditures to the extent specified in schedule Controlling Officer for the purpose of House Building Advance Rules, long, term advances under General Financial Rules, Travelling Allowance and Daily Allowance Rules, (Fundamental Rules & Supplementary Rules, Part II), Foreign Deputation Daily Allowance (Fundamental Rules and Supplementary Rules (Part I), Leave Travel Concession Rules, General Provident Fund Rules, All India Services (Provident Fund) Rules, Medical Attendance Rules and Central Government Health Scheme etc.

Duties of technical officers of the Department is as under:

### **1. Duties of Fisheries Development commissioner**

Technical head of Fisheries Division overall supervision and advice on all technical matters relating to Fisheries Development while coordinating from technical side all marine and inland fisheries programmes and assist in the formulation of sound management policies for accelerated development of fisheries in the state and Central Sector.

## **2. Duties of Joint Commissioner(Fisheries)**

Technical head of Fisheries Division overall supervision and advice on all technical matters relating to Fisheries Development while coordinating from technical side all marine and inland fisheries programmes and assist in the formulation of sound management policies for accelerated development of fisheries in the state and Central Sector.

## **3. Duties of Deputy Commissioner (Fisheries):-**

1. Implementation of the scheme of pilot project for Intensive Development of Inland fish culture and other allied matter, inland fisheries including fish farmers' development agencies.
2. Coordination of the results of research at fisheries research institutions and field work of State Fisheries Department.
3. International fisheries matters
4. To advise and assist in all matters relating to the development of fisheries and to formulate and process programmes relating to such developments particularly in the field of fisheries planning, supplies and industry
5. In charge of work of Indo-Norwegian project, Deep sea fishing organization, Institutes of Education and trade, International matter and supplies.

## **4. Duties of Assistant Commissioner (Fisheries):-**

1. The Assistant Commissioner (Fisheries) shall provide technical assistance to the Senior Officers of Fisheries Division in the field of Fisheries Sector with particular reference to Blue Revolution Scheme and other technical aspects on Trade, International Cooperation, Coastal Aquaculture Authority (CAA) and Quarantine & Disease related issues including Diagnostic Laboratories.
2. Responsible for supervision of works in the department on Inland Fisheries Policy, Coldwater, Ponds, MGNREGA, Rural Development (RD), Detailed Project Report (DPR), Hatcheries, Fish Seed rearing NFFBB, Inland Fisheries Coordination, Ornamental Fisheries, Wetland, Re-circulatory Aquaculture System (RAS).
3. He/she shall extract the work from Fisheries Research and Investigation Officer and Senior Technical Assistant (Fisheries) on the Marine Fisheries Policy related matters, Deep Sea Fishing, Marine Coordination, and Development of Islands in respect of Andaman & Nicobar Islands and Lakshadweep and Mariculture activities under Blue Revolution Scheme.
4. He/she should have the capacity to take decision at his/her level on matters pertaining to his/her level on matters, pertaining to his/her area of works and also make arrangements for monitoring and inspection of implementation of Blue Revolution Scheme in the States/UTs and in Central Institutes/Organizations.
5. Strategic planning and execution ability.

## **5. Duties of Fisheries Research Investigation Officer (FRIO)**

1. To examine and process the proposal received for release of funds under various scheme of inland fisheries, aquaculture etc.
2. To examine the proposal for grant of letter of permission for deep sea vessels.
3. To process the matters regarding intentional cooperation related with fisheries.

## **6. Duties of STA (Fisheries)**

- (i) Technical examination of proposals received from States/UTs/other organization for release of funds for fisheries development
- (ii) handling correspondence with States/UTs/ICAR and ICAR institutes/MPEDA/DOD/DBT/ DST/NIO/MoEF etc and other national and international agencies relating to fisheries
- (iii) Arranging meetings/ seminars/ workshops/ training programmes and preparation, of briefs, agenda, reports etc for these meetings
- (iv) preparation of budget estimates and material for annual report, annual action plan and performance budget etc
- (v) Issue of administrative approvals and sanctions etc for release of funds.

### **7. Duties of Deputy Commissioner (Fishing Harbour):-**

1. Planning, development and construction of Fishing Harbour and Shore Installations
2. Formulation and implementation of infrastructure schemes/projects of Fisheries sector of Centrally Sponsored Schemes/Central Sector Scheme/Externally aided projects/farmers in for all States/UT's and allied duties connected thereto
3. Examination of infrastructure schemes/projects of States/UT's of Fisheries sector for External aid from Bilateral/multilateral institutions
4. Examination of Cabinet/CCEA/EFC/SFC/PSC notes and Proposals of States/UT's/SIA/EIA.
5. Financial and Budgetary aspects of infrastructural Schemes/Projects in all States/UT's for Central Sector/CSS and allied duties connected thereto
6. Budget Estimates(SBE),Detailed Demands for Grants, Supplementary Grants, Re-appropriation, Saving Note, Monitoring of Unspent balances of schemes, PAC & CAG Audit paras and allied duties connected thereto
7. Parliament assurances, parliament questions(Lok Sabha and Rajya Sabha starred and un-starred questions) and allied duties connected thereto
8. To advise & assist in all matters relating to the development of fishing harbours & shore installations and to formulate and process programmes in harbours & shore installations and to formulate and process programmes in relating such development.

### **8. Duties of Assistant Commissioner (Fishing Harbour)**

1. Planning, Development and construction of Fishing Harbour and Shore Installations.
2. International Fisheries Matters
3. Coordination of the results of research at Fisheries research institutions and fieldwork of state fisheries department.
4. To advise and assist in all matters relating to the development of fishing harbours and shore installations and to formulate and process programmes in harbours and shore installations and to formulate and process programmes relating to such development.

### **9. Duties of AD (FH)**

To formulate and execute plans relating to Fishing harbours, Minor ports.

### **10. Duties of Deputy Director (AQUATIC QUARANTINE)**

The Deputy Director (Aquatic Quarantine) will be in-charge of the coordinating Unit in the Fisheries Division of the Department of Animal Husbandry, Dairying and Fisheries at New Delhi

and shall be responsible for coordinating with the regional Aquatic Quarantine Units and Disease Diagnostic Laboratories (AAQU and DDLs) besides assisting the Fisheries Division in examining the import proposals, issuing permissions for imports of fish and fishery products. He/ She will assist the Department of Animal Husbandry, Dairying and Fisheries in risk analysis for sanitary import and developing quarantine and health protocol for fish/fishery products. He/she will co-ordinate with the State Governments/ICAR institutes and other agencies for monitoring of aquatic animal diseases of concern and assist in preparing reports for sending to the OIE and NACA etc. He/she will also supervise the regional AAQU and DDLs for their smooth functioning.

#### **11. DUTIES OF ASSISTANT DIRECTOR (AQUATIC QUARANTINE)**

The Assistant Director (Aquatic Quarantine) will assist Deputy Director (Aquatic Quarantine) in all matters including issues relating to aquatic quarantine, risk analysis, examination import proposals involving aquatic animals and their products, issuing permission of import and sanitary import permits, aquatic animal disease monitoring and reporting.

#### **12. DUTIES OF FISHERIES RESEARCH INVESTIGATOR (QUARANTINE)**

The Fisheries Research Investigator (Quarantine) will assist Assistant Director (Aquatic Quarantine) in all matters including issues relating to aquatic quarantine, risk analysis, examination import proposals involving aquatic animals and their products, issuing permission of import and sanitary import permits, aquatic animal disease monitoring and reporting.