

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



FISHERIES DEPARTMENT



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programmed in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role, functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out department-wise Manuals two parts, namely

- 1. Departmental Manual**

- 2. Functionary Manual**

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organizational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions, it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades in line with the vision 2020 of the state.

The manuals developed by the Fisheries Department are in two parts. As is evident, these publications are the out come of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aid to each and every employee of the department in the effective discharge of his/her functions. It may be noted, however, that these two manuals do not replace the codes and orders of Government on the subject but are at best, meant to provide guidance and assistance to functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 033, for consideration and incorporation in subsequent updations and revisions of the manuals.

P.V.R.K. PRASAD I.A.S

Director General

Dr. MCR Human Resource Development
Institute of Andhra Pradesh

&

Ex-officio Spl. Chief Secretary to Government
(HRD)

NADAKUDITI NARASIMHA RAO
MINISTER FOR B.C. WELFARE AND FISHERIES



HYDERABAD
DATE.....



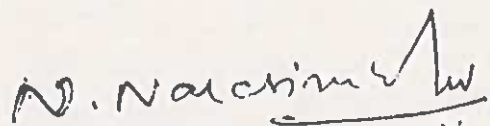
M E S S A G E

I am happy to note that under the Chairmanship of Principal Secretary, Animal Husbandry, Dairy Development Fisheries and in consultation with the members of Dr. M.C.R. Human Resource Development Institute, Jubilee Hills, Hyderabad, the Departmental and functionary Manual prepared by Sri T.Radhakrishna Murthy, Additional Director of Fisheries (Retired) who was appointed as Consultant was approved by the Committee.

Perhaps, the said Manual may be more useful to the Officers, Staff members and to all those who are concerned with the Fisheries Department at large.

I wish one and all for the success achieved.

Hearty wishes,


(N. NARASIMHA RAO)



MEMORANDUM

I am happy to note that under the
Chairmanship of Principal Secretary, Animal
Industry, Dairy Development Fisheries and In-
teraction with the members of Dr. M. R.
Kumar, Director, Development Institute, Fisheries
and Aquaculture, the Department and
functionary Manual prepared by
Dr. K. S. Narasimha Murthy, Additional Director of
Fisheries (Biology) who was appointed as
Consultant was approved by the Committee.

Further, the said Manual may be made
useful to the District State members and to
all those who are concerned with the
Fisheries Department at large.

I wish you and all for the success
achieved.

Very truly,
Secretary

(Signature)
(M. NARASIMHA MURTHY)

P. RAMAKANTH REDDY, I.A.S.
Principal Secretary to Government



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MESSAGE

**Departmental Manuals will serve as
useful tools and reference books to every
employee in discharging their duties
effectively and to serve the common public
more efficiently.**

**I wish the Department all the very
best.**

P. Ramakanth Reddy
(P.RAMAKANTH REDDY)

FISH FOR HEALTH AND WEALTH

D.S. Murty, I.A.S.

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Date

FORE WORD

The Department has been following the Madras Fisheries Manual printed by the Madras Government in 1929. After the formation of the Andhra Pradesh in 1950, the revision of manual has been completed which is under use till now.

The Functional Manual details about the duties and responsibilities of the Departmental officers and staff at all levels.

These manuals are updated as per the guidelines and suggestions given by the Dr. MCR HRD Institute and two separate Vols. of Departmental & Functionary manuals have been prepared. The Department has already started publishing training manuals on different aspects of fisheries development. Sri T.Radha Krishna Murthy, Addl. Director of Fisheries (Retd) has taken pains and sincere efforts to update these volumes.

I hope that these manuals will provide useful information to the planners, Administrators, Departmental officers and will help the general public to have better understanding of the role of the department and thus facilitate the department to serve the common man more effectively. All these will help to elevate the status of the department in the society in forthcoming years.

I welcome any constructive comments, suggestions, and modifications for incorporating them in revision of these manuals.


COMMISSIONER OF FISHERIES

DEPARTMENT OF FISHERIES

**FUNCTIONARY
MANUAL**

GOVERNMENT OF ANDHRA PRADESH

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Chapter - 1

ORIGIN OF THE POSTS AND ROLE PLAYED BY THE FUNCTIONARIES

1.1 INTRODUCTION

The Department of Fisheries was using the Madras Fisheries Manual part I and II which deals with the administration and running of the Fish curing yards run by the Department. Later on the manual was revised by Department of Fisheries, Government of Andhra Pradesh embodying corrections upto 30th April, 1963. Afterwards, many changes have taken place in development of Fisheries Sector. It is proposed to prepare new Fisheries Departmental Manual and Functionary Manual separately incorporating changes that have occurred in the duties of the functionaries of the Department. The Departmental Manual will meet the requirements of the Public in General to serve as a guide to understand the functions of regulation and development in the Fisheries Sector. The Functionary manual will meet the specific requirements of the departmental officers and deals with the functions of each functionary in detail. These manuals are drafted as per the Guidelines of the Government of Andhra Pradesh given vide GO. Rt.No.2519, General Administration (AR&T-III) Deptt., dt.16.6.1998 and proceedings No.B2/3710/98, dated 22.08.1998 of the Director General, Dr.Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh.

After the separation of Andhra State from Composite Madras State on 1.10.1953, the Department was attached to the Agriculture Department under the Director of Agriculture. After the formation of Andhra Pradesh in 1956, the Fisheries Wing was attached to the Director of Animal Husbandry. As the development of fisheries sector did not receive adequate attention, the Government of Andhra Pradesh have constituted a separate Directorate for Fisheries and created the post of Director of Fisheries on 2.12.1959. Since then, the Department has been functioning as a full fledged Department and its activities have increased considerably.

1.2 PRESENT ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT

The general control of the Department in all its activities of regulation and development are vested in the Head of the Department, i.e., Commissioner/Director of Fisheries. He is the Ex-Officio Registrar of Cooperative Societies. He is the Managing Director of the Andhra Pradesh State Fishermen Cooperative Societies Federation Limited. He is incharge of the overall administration of the Department. At Head Office, he is assisted by Additional Director of Fisheries (1), Joint Directors of Fisheries (3), Deputy Directors of Fisheries (2), Assistant Directors of Fisheries (8) and Executive Engineer (1), Dy. Registrar (1) and Accounts Officer (1). At Regional level, there are Regional Deputy Directors incharge of Fisheries administration in Six zones with headquarters at Visakhapatnam, Kakinada, Guntur, Kurnool, Warangal and Hyderabad. At District level, all the districts are having one Assistant Director of Fisheries. In addition to them, one Asst. Director of Fisheries is working at Rajahmundry in East Godavari District. Other special schemes in the Department are as follows

(1) Shrimp and Fish Culture Project - State Project Unit : This scheme is sanctioned under World Bank Assistance. The Unit is working with one Aquaculturist in the cadre of Deputy Director, one Assistant Project Director in the cadre of Asst. Director, The Engineering Unit at Kakinada is under the control of Dy. Executive Engineer who is on deputation to the Department.

(2) Brackish Water Fisheries Schemes : One Joint Director is working at Kakinada with jurisdiction of Marine & Brackish Water sector in all 9 coastal districts. There are 6 Assistant Directors at Srikakulam, Visakhapatnam, Kakinada and Machilipatnam, Nizampatnam & Nellore looking after marine & brackish water activities. One Assistant Director of Fisheries is incharge of Shrimp Culture Project at Polekurru in East Godavari District.

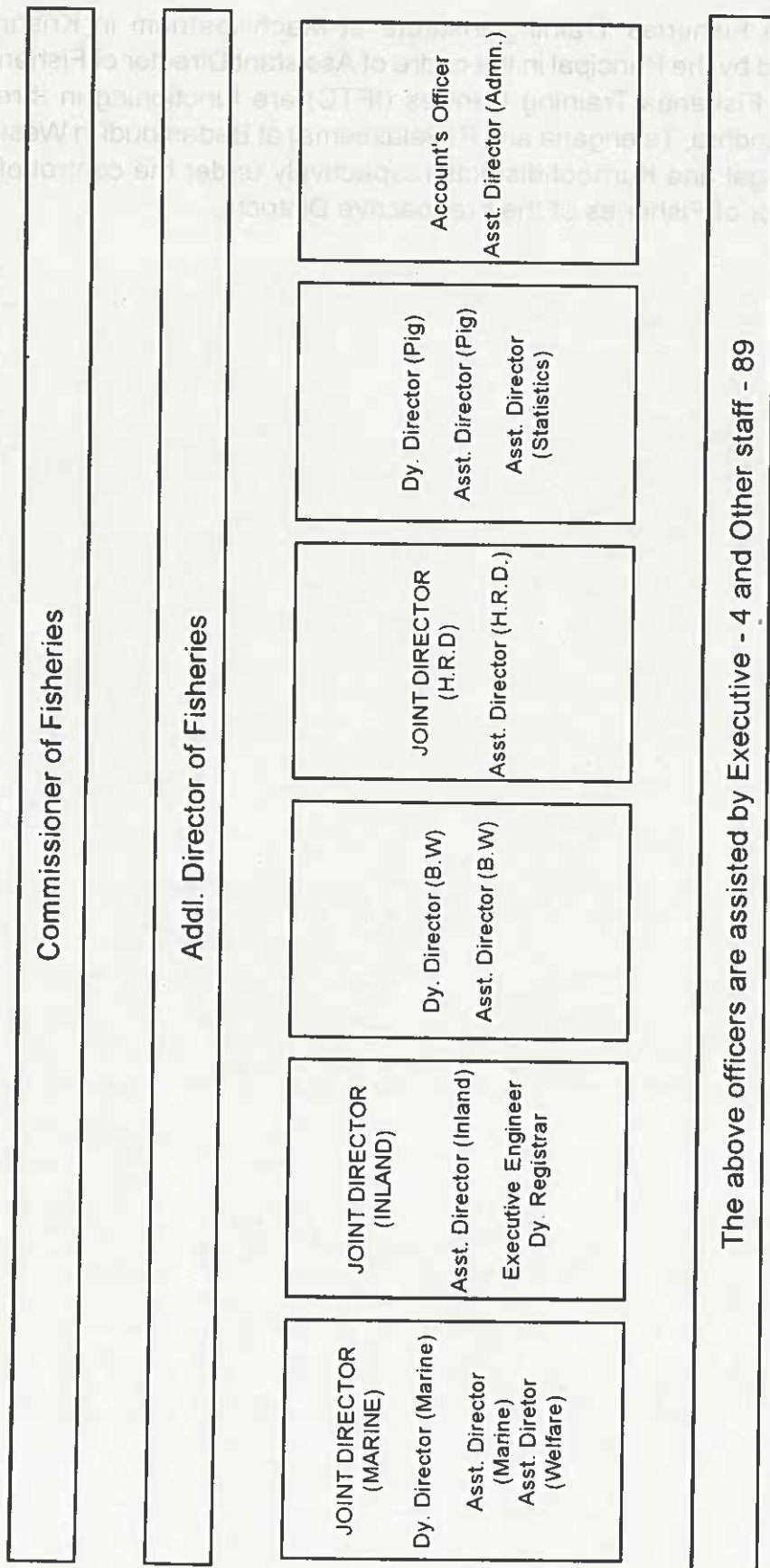
(3) Kolleru Development Scheme : There is one Asst. Director of Fisheries at Kaikaluru in Krishna District.

(4) Large scale fish seed farms : There are 2 Asst. Directors of Fisheries at Gajuladinne and Nandyal in Kurnool District.

(5) Training Institute : The State Institute of Fisheries Technology at Kakinada in East Godavari District is headed by Principal in the cadre of Additional Director of Fisheries supported by one Deputy Director of Fisheries, one Lecturer and six Assistant Director of Fisheries. There is a

Marine Fisheries Training Institute at Machilipatnam in Krishna District headed by the Principal in the cadre of Assistant Director of Fisheries. Three inland Fisheries Training Centres (IFTC) are functioning in three regions (viz., Andhra, Telengana and Rayalaseema) at Badampudi in West Godavari, Warangal and Kurnool districts respectively under the control of Assistant Director of Fisheries of their respective Districts.

The Hierarchical chart of the Department of Fisheries is given to illustrate the functioning of the Department.



ZONE - I Regional Dy. Director - 1 Fisheries Dev. Officers - 8 Executive staff & other staff - 4
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SRIKAKULAM Asst. Director - 1 Fisheries Dev. Officers-9 Ichapuram, Tekkali, Ranasthalam, Palakonda, Srikakulam, Kasibugga, Seethampeta (ITDA) and Proj. Manager, AFCOF, Srikakulam. Executive staff 26 other staff 28	VIZIANAGARAM Asst. Director - 1 Fisheries Dev. Officers-7 Vizianagaram, Bhogapuram, Saleru, Parvathipuram Executive staff 15 other staff 27	VISAKHAPATNAM Asst. Director - 1 Fisheries Dev. Officers-7 Nakkapalli, Anakapalli, Visakhapatnam, FTO-5), Thandava, Infrastructure(1), Brackishwater(2), AFCOF and Paderu(ITDA) Executive staff 15 other staff - 27
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ZONE - II Addi. Director of Fisheries - 1 Regional Dy. Directors - 3 Asst. Directors - 8 Fisheries New officers - 17 Executive staff & other ____

Regi. Dy. Director-1 KKD Dy. Director (BW)-1 Asst. Director-2 Fisheries Dev. Officers -12 Executive staff-11 Other staff-42		Addl./ Director of Fisheries (Pri, SIFT)-1 Dy. Director-1 Asst. Director-6 Fisheries Dev. Officers -5 Executive staff-5 Others-45
EAST GODAVARI Asst. Directors - 3 Kakinada, Rajamundry, Polekurru Fisheries Dev. Officers 12 Executive staff 67 other staff 57	WEST GODAVARI Asst. Director -,1 Fisheries Dev. Officers-10 Executive staff 48 other staff 30	KRISHNA Asst. Directors - 3 Machilipatnam, Kaikaluru Principal (FTI) Fisheries Dev. Officers - 12 Machilipatnam (4), Bantumilli, Penamuluru, Vijayawada, Kaikaluru and Avanigadda Executive staff - 45 other staff - 51

ZONE - III Regl. Dy. Director - 1 Asst. Director-1 Fisheries Dev. Officers - 4 Other staff - 22		
GUNTUR Asst. Director - 2 Guntur, Nizampatnam Fisheries Dev. Officers-12 Guntur(2), Nizampatnam(2) Repalli, Nidubrolu(2), N'snagar, N'Peta, Bapatia, Tenali, Vinukonda Executive Staff 37 Other staff 39	PRAKASHAM Asst. Director - 1 Fisheries Dev. Officers-5 Ongole(2), Singarayakonda, Karamchedu, Darsi Executive Staff 21 Other staff 20	NELLORE Asst. Director - 1 Fisheries Dev. Officers-9 Nellore Padugupadu, Gudur, Kavali, Buchireddy Palem, Somasila, Kota, Indukurupeta, Muthukuru Executive Staff 37 Other staff - 20

ZONE - IV Regl. Dy. Director - 1 Executive Staff - 1 Other staff - 10			
KURNOOL Asst. Director - 3 Kurnool, Nandyal & Gajuladinne Fisheries Dev.Officers-8 Nandyal, Gajuladinne, Sunkesula, Nandikotkuru, Kurnool Trg. Centre(2) Executive Staff 32 Other Staff 33	CUDDAPAH Asst. Director - 1 Fisheries Dev.Officers-4 Cuddapah(2), Brahmamgarimatham and Mylavaram Executive Staff 18 Other Staff 12	ANANTHAPUR Asst. Director - 1 Fisheries Dev.Officers-5 Ananthapur(2) M.P.Dam, B.T. Project, Penna, Ahobilam reservoir Executive Staff 23 Other Staff 17	CHITTOOR Asst. Director - 1 Fisheries Dev.Officers-10 Chittoor(2), Tirupathi, Krishnapuram, Piler, Palamaner, Bahuda, Araniyar, Kalyanidam, Madanapalli Executive Staff 14 Other Staff 32

ZONE - V Regl. Dy. Director - 1 Executive Staff - 2 Other staff - 8

WARANGAL Asst. Director - 1 Fisheries Dev.Officers-7 Warangal(4), Narsampet, Bheemaram, Eturunagaram Executive Staff 33 Other Staff 26	KARIMNAGAR Asst. Director - 1 Fisheries Dev.Officers-7 Karimnagar(2), Kesavapatnam, Upper, Manair, Dharmapuri, Sultanabad, Manthani Executive Staff 37 Other Staff 18	KHAMAM Asst. Director of Fisheries -1 Dev.Officers-4 Khammam, Wyra Kinnerasani, Bhadrachalam Executive Staff 8 Other Staff 18	ADILABAD Asst. Director - 1 Fisheries Dev.Officers-5 Nirmal, Adilabad, Kadem, Sathnala Executive Staff 23 Other Staff 14
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ZONE - VI Regl. Dy. Director - 1, Asst. Directors - 6 Other staff - ____

RANGAREDDY Asst. Director - 1 Fisheries Dev.Officer-3 Hyderabad, Medchal, Nandivagu Executive Staff 17 Other staff 18	HYDERABAD(U) Asst. Director - 1 Fisheries Dev. Officers-2 Hyderabad-2 Executive Staff 23 Other staff 8	NALGONDA Asst. Director - 1 Fisheries Dev. Officers-5 Nalgonda, Dindi, Tummadam, Suryapet, Bhongir Executive Staff 19 Other staff - 16
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MAHABOONNAGAR Asst. Director - 1 Fisheries Dev.Officer-4 Mahaboobnagar, Koilsagar, Chandra Sagar, Jammiched Executive Staff 28 Other staff 16	NIZAMBAD Asst. Director - 1 Fisheries Dev. Officers-6 Nizambad, Kamareddy, Nizam Sagar, Pochampad, Armoor Executive Staff 45 Other staff 22	MEDAK Asst. Director - 1 Fisheries Dev. Officers-4 Medak(2), Siddipet, Sangareddy Executive Staff 18 Other staff - 16
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1.3 HEAD OFFICE

1.3A. Wings in Head Office

The following wings/sections are functioning in the Head office under the control of Commissioner of Fisheries.

S. No.	Wing/Section	Head of the Wing	Authority for creation of the post	Staff assisting
1.	Administrative	Joint Director P.A. to Director	G.O.Ms. No. 2895(FE) Dept. dt. 14.10.1996	Supt-1 Sr.Asst.-4 Jr.Asst-1. Record Asst.-1 Librarian-1 Photo Artist-1 Tel.Ope.-1 Fisherman-3 Sweeper-1 Watchmen-2 Diesel Mechanic-1
2	Accounts	Accounts Officer	G.O.Ms.No.262 262 F&A Dept. dt. 1.2.1964	J.A.Os.-3 Sr.Accts.-7 Jr.Accts.-5 Typist-1
3	Planning	Addl.D.F. Dy.Director Asst.Director	G.O.Ms.No. 630 F&RD (Fish) Dept. dt.19.11.74 G.O.Ms.No. 696 F&RD (Fish-I)Dept. dt.19.10.78 G.O.Ms.No. 80 F&RD (F.II) Dept., dt. 17.1.78	Supt.-1 Sr.Asst.-2 Jr.Asst.-1

4	Inland Fisheries	J.D. A.D.F.	G.O.Ms.No. 346 F&RD (Fish-I) Dept. dt.2.5.79. G.O.Ms.No. 2983 F&RD (Fish-I) Dept. dt.26.12.1964	Supdt.-1 Sr.Asst.-2
5	Marine Fisheries	Joint Director Dy.Director Asst.Director	G.O.Ms.No. 1451 F&A (Fish)Dept. dt.9.7.70 G.O.Ms.No. 696 F&RD (Fish-I) Dept. dt.19.10.78 G.O.Rt.No. 343 A.H.& Fish Dept.	Supdt.-1 Sr.Asst.-2 Jr. Asst. 1
6	Brackish Water	Joint Director Asst.Director	G.O.Ms.No. 574 F&RD (Fish-I) Dept. dt.24.12.80 G.O.Rt.No. 282 A.H.&F Fish-II Dept.	Supt.-1 Sr.Asst.-2
7	Statistics	Asst.Director	G.O.Ms.No. 150 F&A Dept. dt.24.5.65	A.S.Os.-3
8	Cooperative	Dy.Registrar	G.O.No.624 F&A Dept. dt.24.5.65	Sr.Coop. Ins.-1 Jr.Coop.Ins.-1
9	Welfare	Asst.Director	G.O.Ms.No. 2522 F&A dept. dt.12.3.65	Supt.-1 Sr.Asst.-3

Origin of the Posts & Role played by the Functionaries

Functionary Manual

10	Engineering	Exe.Engineer Dy.Exe. Engineer	G.O.Ms.No. 100 A.H.&F (Fish-II) Dept. dt.14.3.86	Dy.Exe.Eng. Asst.Exe.Eng. Draftsman Tracer
11	State Project Unit	Project Director Aquaculturist Asst.Project Director	G.O.Ms.No. 27 F&A (F.II)Dept. dt.7.1.92	Aquaculturist Accounts officer Asst.Project Director Fisheries Dev. Officer-2 Supt.-1 Sr.Asst.-1 Jr.Asst.-1
12	Human Resources Dev.Project	Joint Director Asst.Director	G.O.Rt.No.1 450 Agri& Coop.Agri.III Dept. dt.28.11.1995	Asst.Director Fisheries Dev. Officer-1, Sr.Asst.-1

1.3B. Functions of Each wing

The General functions of each wing are as follows:

1. **Administrative** : The wing works under supervision of Joint Director P.A. to Director of Fisheries.
 - 1) General supervision over the entire office both in regard to the despatch of office correspondence and in regard to discipline.
 - 2) Corresponding relating to all Gazetted establishments such as preparation of panels for promotion, sanction of all kinds of leaves to the officers at Head Office and Districts.
 - 3) APFS/APFSS/APGS, Adhoc Rules and Amendments and maintenance of records.
 - 4) Deputation of officers for training outside the State and Departmental officers at SIFT, Kakinada.
 - 5) Annual Inspection of reports of sub-ordinate officers.
 - 6) Vigilance, legal grievances.

- 7) Assembly/Parliament questions and Assurances with regard to Establishment. The Ministerial staff assists in maintenance of files, periodicals and registers pertaining to the section.

2. **Accounts** : The wing works under the supervision of Accounts Officer. The general functions are:

- 1) Preparation of Budget estimates, revised budget.
- 2) Preparation of Pay bills, Supplementary bills, miscellaneous bills, drawl and disbursements.
- 3) Pay fixation, DTA correspondence, GIS, FBF Correspondence.
- 4) Sanction & drawl of Festival, Medical, APCO., Educational Advances and disbursal.
- 5) Watching of recovery of Advances sanctioned to staff.
- 6) Draft paras of Comptroller and Auditor General of India, P.A.C., and watching final utilisation certificate of Grants in aid.
- 7) Reconciliation of Departmental figures with those book in P.A.O., Hyderabad and Accountant General, Andhra Pradesh, Hyderabad.
- 8) Internal Audit and Inspection of subordinate offices.
- 9) Settlement of Departmental Audit paras and post audit objections.
- 10) Audit and Inspection reports of Accountant General of Andhra Pradesh and Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.
- 11) Pension cases

The Senior Accountants, Junior Accountants assists the Accounts Officer in maintenance of files, periodicals and registers pertaining to the section.

3. **Planning** : The wing works under the supervision of Deputy Director. The Assistant Director will assist him. All the files are routed through him. The functions of the section are:

- 1) Preparation of new projects/schemes.

- 2) Monitoring and evaluation of Plan schemes.
 - 3) Preparation of plan budget provisions from Central and State Governments for projects/schemes, welfare of fishermen and training programmes.
 - 4) Plan provisions for Externally Aided Projects.
 - 5) Formulation of Five Year Plans etc.
 - 6) Maintenance of periodicals files pertaining to the section.
4. **Inland Fisheries** : The section works under the control of Joint Director of Fisheries, (Inland). He is assisted by one Asst. Director of Fisheries and other staff and will prepare the plans in the aspects of Seed production, rearing and supply to the needy fish farmers. They provide facilities for seed production and supply to the field staff. Survey of reservoirs and other water bodies for the development of fisheries in the state. Implementation of the Indian Fisheries Act, 1897 in the aspects of sending proposals for the introduction of licensing schemes to Government, supervise the issue of licenses to fishermen, fix the targets for seed production, issue of licenses, fish production in the water bodies, etc. maintain all the files, periodicals, registers pertaining to the section.
5. **Marine Fisheries** : The wing works under the control of Joint Director of Fisheries. (Marine). He is assisted by one Deputy Director and one Assistant Director and other ministerial staff. He is incharge to increase the activities for the development of Fisheries under Marine Fisheries programme, to augment food production and improving the revenues. He prepares projects/schemes for development of Marine Fisheries, prepare plans for construction of harbours, jetties, other shore facilities. He assists strict enforcement of marine fishing Regulation Act and Rules, maintain the files of related subject, periodicals and Registers at Head Office.
6. **Brackish Water Fisheries** : The section works under the control of Dy. Director. The Asst. Director assists in the section on all the technical matters. The Ministerial Staff assists in maintenance and running of files. He is incharge for development of shrimp culture in a systematic manner, survey of Brackish Water areas, allotment of Brackish water lands and processing of applications as per land allotment policy of State/Central Government. He prepares policy decisions and improves

technical skills for sustained production of shrimp. He collects the data of Shrimp culture area and production. He prepares State level planning for the development of Brackish water fisheries. He maintains periodicals and records pertaining to Brackish Water Fisheries in the State.

7. **Statistics** : The section works under the supervision of Additional Director of Fisheries. The Assistant Director of Fisheries (Statistics) who is taken on deputation from Bureau of Economics and Statistics department is the incharge of the section. He is assisted by three Assistant Statistical officers. He maintains all the files, records, periodicals pertaining to statistics. The main work of the wing is to collect comprehensive and authentic data on fisheries and fish production in the state, through random sampling method to make the statistics more effective and purposeful which will help a great deal in future planning.
8. **Cooperative** : The section works under the supervision of Joint Director of Fisheries (Inland). The Deputy Registrar of Cooperative is the incharge of the section. He assists the department at officers in the matters relating to organization, elections, disputes, arbitration audit of Fishermen Cooperative societies in the State. He is assisted by one coop. sub-registrar one senior cooperative inspector and one Junior cooperative Inspector in maintenance of files, records and periodicals.
9. **Welfare** : This wing works under the supervision of Joint Director (Marine). He is assisted by Assistant Director of Fisheries, Superintendent and three senior assistants. They assist in implementation of Group Accident Insurance Scheme, Relief cum savings, Housing for Fishermen, etc.

The staff assist in maintenance of files, periodicals and registers.

10. **Engineering** : The Executive Engineer is the head of the wing/section. The functions of the section are to prepare/scrutinise works estimations, supervise the works of execution of Civil works for construction of fish seed farms, repairs, construction of buildings in the Department etc. He will be assisted by Assistant Engineer, Draftsman and Tracer. All the files related to Engineering section are routed through the Additional Director.
11. **State Project Unit (World Bank assisted Shrimp and Fish Culture project)** : The Aquaculturist in the cadre of Dy. Director of the Fisheries

is the head of the wing now. He is assisted by Assistant Project Director in the cadre of Assistant Director of Fisheries. P.A. to Project Director in the cadre of Fisheries Development Officer, Fisheries Development Officer, Superintendent, Sr. Assistant. The staff assisted in implementation of World Bank Assisted Shrimp and Fish Culture Project as per the schedules fixed by the World Bank. The functionary has to coordinate with World Bank review team, Central Project unit in other States, consultants, supervise the work of Engineering works, Accounts maintained and reimbursement of funds from World Bank. The files periodicals, registers are maintained by the wing.

12. **H.R.D. Section :** The section runs under the supervision of Joint Director of Fisheries. He is assisted by Assistant Director of Fisheries, Fisheries Development Officer and Senior Assistant. They assist in maintenance of files in the aspects of project as per World Bank schedule. The section will deal with technical, administrative and financial matters. Maintain periodicals, reports and reimbursement particulars of the project.

1.3C. Functionaries

The origin of the post, purpose for creation and the role played by the functionary are as given below:

A. ADDITIONAL DIRECTOR OF FISHERIES

Creation of the post : The Director of Fisheries has proposed to Government dt. 3.10.74 that Joint Director of Fisheries may be appointed as an Additional Director of Fisheries by upgrading the post of Joint Director as Additional Director with a special pay of Rs. 150 (p.m.). Besides delegation of all financial and Administrative powers to the Additional Director of Fisheries, the Director of Fisheries has also proposed that the status of the Head of Department may be conferred on the Additional Director of Fisheries for the purposes of travelling to attend meetings, correspondence etc. Hence Government have ordered that one post of Joint Director of Fisheries in the Head Office be upgraded to that of Additional Director of Fisheries and that Sri S. Nagaraja Rao, Joint Director of Fisheries, be appointed as Additional Director of Fisheries in the same scale of pay of Joint Director viz. Rs. 850-50-1300 with a special pay of Rs. 150/- (p.m.). The Additional Director of Fisheries was vested with financial and administrative powers vested with the Director of Fisheries subject to overall supervision and control of the Director vide G.O. Ms. No. 630 Forests & Rural Development (Fish)

Department, dated 19.11.1974. Subsequently the post of Additional Director was converted as a regular post in P.R.C. 1993 vide G.O.Ms.No.216 Finance and Planning (F.W.T.A.I) Department dated 27.5.1993 and given the pay scale of Rs.5770-9260. The pay scale given to this post in PRC, 1998 is Rs. 10950-17575.

The post of Commissioner/Director of Fisheries is a non-cadre post. Whenever an IAS Officer is posted as Commissioner/Director of Fisheries, the Additional Director of Fisheries will appraise and assist the Head of the Department, in all departmental activities regarding statutory, administrative, financial and technical matters.

B. PERSONAL ASSISTANT TO DIRECTOR OF FISHERIES (Asst. Director (Admn.))

The post of Personal Assistant to Director of Fisheries was originally created vide G.O.Ms.No. 2895 F&A Dept. dt.14.10.1966. The Personal Assistant to Director of Fisheries will exercise general supervision over the entire office both in regard to the dispatch of office correspondence and in regard to discipline. All the administrative files will be put up to Personal Assistant to Director of Fisheries after scrutiny by the superintendent concerned. The functionary may dispose of papers of the following nature.

1. Reminders and interim references to Government.
2. Interim replies or references calling for certain information.

All papers dealing in correspondence with Government, other Departmental Heads and those requiring sanction of Head of the Department will be submitted to the Commissioner/Director of Fisheries. The Personal Assistant to Director of Fisheries must keep in touch with the work in all sections. The personal and periodical registers and arrears lists of each Clerk will be scrutinised by the superintendents concerned every fortnight and by the Personal Assistant to Director of Fisheries once every month.

C. MECHANIC (Diesel)

The post of Diesel Mechanic is created in the department vide G.O.Ms.No.1266, F&A Department, dt. 30.5.1969 at Head Office to attend the maintenance of departmental mechanized boats in the coastal districts with headquarters at Hyderabad. He works under the control of Commissioner/Director of Fisheries, Hyderabad. The functions of the functionary are:

1. Maintenance of mechanized boats under the control of department.
2. Maintenance and repair of Out Board Motor/Inboard engines supplied under motorization scheme to fishermen.
3. Maintenance and repairs of Beach Landing Craft supplied under different schemes.
4. Boats at training institutes.

In addition to above duties, he attends to maintenance of office such as repairs to tube lights, fans, air coolers, furniture, telephones, internal phone connections, etc.

D. ACCOUNTS OFFICER

The post of Accounts Officer was created in the department with a view to assist the Commissioner/Director of Fisheries in all accounts and audit matters vide G.O.Ms.No. 262 F&A Dept. dt. 1.2.1964.

His role in the department is :

1. Scrutiny of pay bills, supplementary bills, TA bills, Pay fixation of the staff and their drawl and disbursement.
2. Supervises preparation of bills of Festival Advances, APCO, Educational advance, Medical reimbursement, Educational Concession as per sanctions and drawal and disbursement.
3. Watch the recoveries of advances.
4. Preparation and drawal of all contingent bills, Grants-in-aid bills, AC bills, DC Bills.
5. Scrutiny of TA Bills received from Regional Offices.
6. Drawal of Motor Car Advance, Marriage Advance, Moped Advance, House Building Advance etc.
7. Preparation of budget estimates of the department and their distribution.

8. Handling of cash and all cash transactions, maintenance of cash book, Draft paras of Comptroller and Auditor General of India, P.A.C. and watching final utilisation certificates.
9. Reconciliation of departmental amounts with those booked in Pay and Accounts Officer, Hyderabad and Accountant General, A.P., Hyderabad.
10. Internal Audit of Subordinate Offices, settlement of departmental audit paras and post audit objections.
11. Audit and inspection reports of Accountant General, A.P., Hyderabad and Director of Treasuries and Accounts, A.P., Hyderabad.
12. Scrutiny and settlement of pension cases of all Gazetted Officers in the department and all employees in the Head Office.

E. DEPUTY DIRECTOR OF FISHERIES (PLANNING)

The Director of Fisheries, Andhra Pradesh have proposed to formulate projects for development of fisheries in reservoirs in the State for improvement of fish production suggest ways and means for observing conservancy measures, craft and tackle for exploitation of fish in reservoirs and new methods of fish seed rearing for stocking in reservoir and proposed for creation of a post of Deputy Director of Fisheries. The Government of Andhra Pradesh have crated the post of Deputy Director (L&R) vide G.O.Ms.No.346 Forests and Rural Development (Fish.I) department, dated 2.5.1979. Since then, he has attended to the work of development of lakes and reservoir fisheries. He works under the control of Commissioner / Director of Fisheries. His work is supervised by the Addl. Director of Fisheries. His position within the department is next to Joint Director and above the rank of Assistant Director of Fisheries. The role played by the functionary is assisting the Additional Director of Fisheries in (1) In preparation of project reports, plan schemes, etc., (2) Monitoring and evaluation of plan schemes, (3) Plan provisions for the centrally sponsored schemes including Inland, Marine, Brackish water, Welfare and Training schemes, (4) Plan provisions for External Aided Projects/schemes like Integrated Marine Fisheries Project, Cyclone emergency Reconstruction projects, AHRD Shrimp and Fish culture project, (5) Formulation of Five Year Plans, Mid term reviews reports for working group on five year Plan etc.. The role played by the functionary is in assisting the Additional Director of Fisheries on the subjects (1) Preparation of Annual plan, Five Year Plan, (2) Plan schemes, monitoring and evaluation, (3) In monitoring of replies of L.A.Qs., Assurances to Legislative Assembly,

Parliament/Rajya Sabha questions, and other committees appointed by the legislature, (4) Formulation of suitable extension and publicity campaigns on development of fisheries, review of training programmes, deputation of staff to training, committees of training Institutes/Centres, (5) Continuation of temporary posts under non-plan, (6) Technical approval of other schemes to be taken at the District level such as IRDP/Water Shed Programmes/ Trysem, etc.

F. ASSISTANT DIRECTOR OF FISHERIES (PLANNING)

The Director of Fisheries, Andhra Pradesh has stated that to formulate programmes, projects for development of fisheries, the number of project reports are to be prepared for various schemes to be financed by commercial Banks and Foreign agencies and that preparation of projects, is a specialized technical work and usually time bound. The Director of Fisheries has proposed to create a post of Asst. Director of fisheries for the planning and projects. The Government of Andhra Pradesh have created a post of Assistant Director of Fisheries vide G.O.Ms.No.80 F&RD (Fish.II) Department dated 17-1-1978. His main role is to collect data for new projects and prepare the projects for the development of Fisheries.

G. JOINT DIRECTOR OF FISHERIES (INLAND)

There is a vast scope for development of Inland Fisheries in the State so that the State can be the leader for all other States. The Director of Fisheries has proposed to have a senior technical officer to assist the Director of Fisheries at Directorate to conduct micro level survey of all the Inland Water bodies State level planning for development of Inland waters. The post of Joint Director of Fisheries (Inland) was created vide G.O.Ms.No.129 F&RD (Fish-I) Department, dated 16.2.1976. His position within the Department is next to Additional Director of Fisheries. He is above the rank of Deputy Director of Fisheries. His operational jurisdiction is entire State of Andhra Pradesh. He works under the control of Commissioner of Fisheries. He assists the Commissioner/Director of Fisheries in taking all important policy decisions on Inland Fisheries and Cooperatives. He coordinates in all matters of Inland Fisheries and Fishermen Cooperative Societies. He assists Commissioner of Fisheries in the enforcement of Inland Fisheries Act. He assists in formulation of programmes, projects and schemes and their implementation. He interacts within the department on all the aspects of seed production, various methods of fish culture, Reservoir Fisheries Development, Inland Fish Marketing and fishermen cooperation etc. He

prepares State level plans for development of Inland Fisheries. He assists the Commissioner/Director of Fisheries in all technical aspects in formulation of suitable schemes, projects with the financial assistance from Government/World Bank/other financial Institutes. He makes evaluation of schemes/projects, takes up revision and improvement, whenever necessary. He gives guidance on technical matters to the field officers for successful implementation of schemes/projects. He is responsible for supervision and monitoring of schemes/projects at field and appraise to Commissioner of Fisheries time to time. He assists the Commissioner of Fisheries for prompt submission of reports to Government/Courts and any other related department.

H. ASSISTANT DIRECTOR OF FISHERIES (INLAND)

The Director of Fisheries, Andhra Pradesh have stated that there are many reservoirs and other water bodies existing in the state. The resources are utilised on scientific lines for the development of fisheries. For the development of these water bodies, the resources are to be surveyed and projects are to be prepared. To develop the fisheries in these water sources, the Director of Fisheries has proposed to create a post of Assistant Director of Fisheries in the Directorate. The Government of Andhra Pradesh considered the proposal and created the post of Assistant Director of Fisheries vide G.O.Ms.No.346 F&RD (Fish.I) Department, dated 2.5.1979.

He works under the control of the Commissioner/Director of Fisheries at Head office. The role of the functionary in the department is to assist the Joint Director/Commissioner of Fisheries (Inland). He assists in implementation of the Indian Fisheries Act, 1897 in the aspects of sending proposals for the introduction of licensing schemes to Government, supervise the issue of licenses to fishermen for fishing in reservoirs/tanks where licensing is under implementation. Files, periodicals, etc. pertaining to Inland fisheries are routed through the Joint Director of Fisheries (Inland) to the Commissioner/Director of Fisheries.

I. JOINT DIRECTOR OF FISHERIES (MARINE)

The Director of Fisheries has proposed to create the post of Deputy Director of Fisheries (Marine) with headquarters at Kakinada in East Godavari District to be incharge of Mechanized fishing activities in the State and for the fishing harbours proposed to be taken up during the fourth five year plan etc. The Government have accorded sanction for the creation of the post of DD (Marine) vide G.O.Ms.No.1790 Food and Agriculture (Fish) Department, dated 29.9.1969. With a view to increase the activities of the development

of fisheries under marine fishery programme and to augment food production and improving the revenue, the Government have considered that the post of Deputy Director of Fisheries (Marine) be upgraded to that of Joint Director of Fisheries with headquarters at Kakinada vide G.O.Ms.No.1451 Food & Agriculture (Fish) Department dated 9.7.1970. As proposed by Director of Fisheries, the post of Joint Director was shifted from Kakinada to Directorate at Hyderabad with effect from 14.8.1972 vide G.O.Rt.No.1804 Food & Agriculture (Fish) Department dated 4.10.1972.

The role played by the functionary is (1) Coordinating all marine schemes (2) attending to the enforcement of Marine Fishing Regulation Act and Rules (3) formulation of programmes and projects of Marine Fisheries (4) to look after the fishermen welfare schemes including group accident scheme and relief-cum-savings, houses, relief to cyclone victims and other related aspects of the Fishermen community (5) External Aided schemes like Integrated Marine Fisheries Projects, Training in Sea Safety (FAO), Cyclone Emergency Reconstruction Project (CERP), Relief to fishermen effected by cyclone (with DFID assistance) etc.,

J. DEPUTY DIRECTOR OF FISHERIES (MARINE)

The Director of Fisheries has proposed that a separate wing of project preparation cell in the department has to be created which will study the problems and scope of development in different areas of the state, collect suitable data, identify the problems and prepare projects reports, which is specialized technical work to be posed to any financing agency at a short notice and also to supervise the work of the sanctioned projects like the World Bank Projects, etc. He has reported that it is essential to have a post of Deputy Director of Fisheries to be exclusively in charge of the preparation of projects, project monitoring and evaluation. Hence, Government have created the post vide G.O.Ms.No.696 Forests and Rural Development (Fish.I) Department, dated 19.10.1978. His position within the department is next to Joint Director of Fisheries. He is the above in the rank of Assistant Director of Fisheries. He works under the control of Director/Commissioner of Fisheries. He makes tours with the prior approval of Commissioner/Director of Fisheries for field inspections to study the schemes under implementation and appraise the higher officers.

K. ASSISTANT DIRECTOR OF FISHERIES (MARINE)

The Director of Fisheries, Andhra Pradesh has stated that there is a coastline of 974 K.M. in Andhra Pradesh. To develop the marine fisheries and look after the welfare of marine fishermen, there is a need of an exclusive officer for looking the development of marine fisheries and one post of Assistant Director of Fisheries at Directorate is required. The Government of Andhra Pradesh considered the proposal of the Director of Fisheries and created the post of Assistant Director of Fisheries vide G.O.Rt.No.343, Animal Husbandry and Fisheries Department.

He works under the control of Commissioner/Director of Fisheries at Head office. The main role of the functionary is to assist the Joint Director of Fisheries (Marine) in the department. He assists in preparation of marine projects/schemes. He assists Commissioner/Director of Fisheries on implementation of Andhra Pradesh Marine Fisheries Regulation Act and Rules. The functionary has to attend to scrutinise all the files, periodicals etc., relating to the marine fisheries and routed through the Joint Director of Fisheries to the Commissioner/Director of Fisheries.

L. JOINT DIRECTOR OF FISHERIES (Brackish Water)

Andhra Pradesh has vast potential for development of Brackish Water Fisheries. To develop the Shrimp culture in a systematic manner, Government of Andhra Pradesh have created the post of Joint Director of Fisheries (Brackish Water) vide G.O.Ms.No.574 Forests & Rural Development (Fish.I) Department, dated 24.12.1980 in the Directorate, Hyderabad with a view to conduct macro and micro level survey of Brackish water areas and look after the development of Brackish water Fisheries Development. Subsequently, the Head Quarters of the post was shifted from Hyderabad to Kakinada with staff and that since then the post of Joint Director (B.W.) with staff was functioning with headquarters at Kakinada. The scheme was continued from time to time upto 31.8.92 vide G.O.Rt.No.1146 F&A (Fish.I) Department, dated 30.5.1992 for attending the various Brackish Water Fisheries schemes in the Coastal Districts of the State. The Government have ordered leasing of Brackish Water lands in two consignment in all Coastal districts and a screening committee has completed the processing of the applications received from various categories of individuals and allotment of land to the selected applicants. In view of the enormous work involved in allotment of land to the selected applicants, Government have accorded permission for shifting of the post of Joint Director of Fisheries (B.W.) from Kakinada to Directorate, Hyderabad

vide G.O. Ms. No. 1157 F&A (Fish.I) Department dated 3.9.1992. The post of Deputy Director of Fisheries (BW) created under Integrated Brackish Water Plan Scheme was shifted from Hyderabad to Kakinada. The role played by the functionary is to look after the development of Brackish Water Fisheries in all the Coastal mandals of nine Coastal districts. He has assisted the Commissioner/Director of Fisheries in allotment and processing of Government Brackish Water lands to Weaker section applicants as per the norms of B.W. Land allotment policy of State Government for development of Brackish Water Prawn in the State. His main role in the department was to prepare policy decisions and improve technical skills for sustained production of Shrimp. He prepared State level planning for the development of Brackish Water Fisheries and processed the files to Commissioner of Fisheries. Presently at Kakinada his position within the department is next to Additional Director of fisheries and above the rank of Deputy Director of Fisheries. He works under the control of Commissioner/Director of Fisheries. He interacts with the department with Additional Director and Commissioner of Fisheries on technical issues in formulation of plan schemes, new projects to be taken up, monitoring and review of schemes under implementation. He gives guidance on technical matters to the field officers for successful implementation of schemes/projects. He is responsible for supervision and monitoring of schemes/projects at field and appraise to Commissioner of Fisheries. The post is now redesignated as Jt. Director of Fisheries (Coast), to oversee marine and brackish water scheme with head quarters at Kakinada.

M. ASST. DIRECTOR OF FISHERIES (Brackish Water)

During 1970s, special thrust has been given to development of Brackish Water Fisheries by the Central Government. To develop the Brackish Water Fisheries in the State, the Commissioner/Director of Fisheries has proposed for creation of the post of Asst. Director of Fisheries at Commissionerate. The Government of Andhra Pradesh have created the post vide G.O. Rt. No. 282, Animal Husbandry and Fisheries (Fish. II) Department.

He works under the control of Commissioner/Director of Fisheries at Head Office. His role is to assist the Joint Director of Fisheries (Brackish Water) in the Department. He assists in preparation of projects/schemes, environmental management, processing the applications to give permission for construction of shrimp culture ponds in Brackish Water areas following the C.R.Z. Rules and Regulations, control of shrimp disease and extension activity, to create awareness among shrimp/fish farmers, technocrats and entrepreneurs. He assists the Dy. Director of Fisheries (Brackish Water) in the scrutiny and processing the files in the subject.

N. ASSISTANT DIRECTOR (STATISTICS)

With a view to collect comprehensive and authentic data on fisheries and fish production in the State, through random sampling method to make the statistics more effective and purposeful which will help a great deal in future planning, the Director of Fisheries has proposed for the creation of statistical cell in the Fisheries Department. The Director of Bureau of Economics and Statistics was also consulted. The Government of Andhra Pradesh have originally sanctioned the post of Statistical Officer vide G.O.Ms.No.150, Food and Agriculture, dated 24.5.1965. The post is filled in by a person deputed from the Department of Economics and Statistics. He works under the control of Commissioner/Director of Fisheries. The role played by the functionary in the department is to prepare State Plan to collect comprehensive and authentic data on fisheries and fish production and prepare plan for random sampling method.

O. DEPUTY REGISTRAR OF COOPERATIVE SOCIETIES

The post of Deputy Registrar of Cooperative Societies originally sanctioned vide G.O.Ms.No.624, Food and Agriculture Department, dt.12.3.1965 to assist the Commissioner/Director of Fisheries in dealing with administrative, Statutory, Financial functions relating to cooperative matters within the Department of Fisheries. His main role in the department is to assist the Commissioner/Director of Fisheries in the matters relating to organization, elections, disputes, arbitration and audit of fishermen Cooperative societies, District societies, Regional societies and Apex Fishermen Cooperative Federation.

P. ASSISTANT DIRECTOR OF FISHERIES (WELFARE)

The Director of Fisheries has proposed to develop fisheries technology for hygienic fish preservation methods and extraction of shark liver oil by obtaining the raw shark livers from the local market for production of pure shark liver oil capsules and supply to Government hospitals at reasonable price. The Government have created the post of Assistant Director of Fisheries (Technology) vide G.O.Ms.No.2522 F&A dt.6.12.1963 at Kakinada, East Godavari district. In due course, the technology station was closed and the post of Assistant Director was transferred to Directorate of Fisheries vide G.O.Ms.No.40 AH&F (Fish.I) Dept., dt.21.3.94. The post was re-designated as Assistant Director (Administration and FFDA) for assisting the Director/Commissioner of fisheries in administrative matters and function

of Fish Farmers Development Agencies in the Districts. Later on, new welfare schemes were taken up with Food and Agriculture Organization and D.F.I.D. assistance and the post has been redesignated as Assistant Director of Fisheries (Welfare). He works under the control of Director/Commissioner of Fisheries. His role in the department is to assist the Additional Director of Fisheries in formulation of Fishermen welfare schemes.

Q. EXECUTIVE ENGINEER

The post of Executive Engineer is created in the office of the Commissioner/ Director of Fisheries for overall supervision of the preparation of estimates of the fish seed farms in all the districts, preparation and scrutiny of estimates and designs of hatcheries and marketing facilities. The post is originally sanctioned vide G.O.Ms.No.100, Animal Husbandry and Fisheries (Fish.II) Department, dt.14.3.1986. The post is filled in by promotion from the category of Deputy Executive Engineer or by transfer on tenure basis of an Executive Engineer from any Engineering Department as per Adhoc rules issued by the Govt. vide G.O.Ms.No.82, Animal Husbandry and Fisheries (Fish.I) Department dt.19.8.1977. The functionary works under the control of Commissioner/Director of Fisheries. The role played by the functionary in the department is to assist the Commissioner/Director of Fisheries in execution of civil works in respect of fish seed farms and other infrastructure to be created for development of fisheries.

R. DEPUTY EXECUTIVE ENGINEER

The post of Deputy Engineer is created in the office of the Director of Fisheries and now transferred to Kakinada to look after the engineering works and proposed for construction of various components of fish seed farms and other infrastructure for the development of fisheries. The post is originally sanctioned vide G.O.Ms.No.100, Animal Husbandry and Fisheries (Fish.II) Department, dt.14.3.1986. He is under the technical control of Executive Engineer. The role played by the functionary in the department is:

1. To provide guidance for preparation of estimates to the Assistant Engineers working in the field.
2. Scrutiny of estimates as per S.S.R.
3. Supervision of works executing at field level and
4. Check measurements of works executed.

S. PROJECT DIRECTOR, STATE PROJECT UNIT (IN THE CADRE OF ADDITIONAL DIRECTOR OF FISHERIES)

The World Bank has sanctioned Shrimp and Fish Culture Project with the objectives to increase Shrimp and fish production in the State which would lead, to increase of exports, improvement of low productivity of land, protection of ecologically vulnerable areas, create employment, improve economic and Social Welfare of Weaker sections and faster rural development vide G.O.Ms.No.676 F&A (Fish.II) Department, dated 23.09.1991. For the implementation of the project, World Bank has suggested to establish a separate State Project Unit in the commissionerate with staff. The post of Project Director was created by the Government in the cadre of Additional Director of Fisheries vide G.O.Ms.No.27, F&A (Fish.II) Department, dated 07.01.1992. He was the head of the State Project Unit and worked under the direct control of Commissioner of Fisheries. He assisted the Commissioner of Fisheries for implementation of World Bank assisted Shrimp and Fish Culture Project as per the schedules prescribed by the World Bank. He has assisted the Commissioner to coordinate with World Bank review team, Central Project Unit in the Ministry of Agriculture, Government of India, State Project Units in other States, Consultants. He supervised the work of Engineering staff, Aquaculturist and other technical staff, Accounts Officer and other accounts and ministerial staff. Now the post is discontinued.

T. AQUACULTURIST (IN THE CADRE OF DEPUTY DIRECTOR) STATE PROJECT UNIT

The World Bank has sanctioned Shrimp and Fish Culture project with an object to increase Shrimp and Fish production in the State vide G.O.Ms.No.676 F&A (Fish.II) Department, dated 23.9.1991. To implement the Project, World Bank has suggested to establish a separate State Project Unit in the commissionerate with staff. The post of aquaculturist in the cadre of Deputy Director of Fisheries was sanctioned vide G.O.Ms.No.27 F&A (Fish.II) Department, dated 7.1.1992. He works under State Project Unit. He assists in implementation of World Bank assisted Shrimp and Fish Culture project as per the Schedules prescribed by the World Bank. He assists to coordinate with World Bank review team, Central Project Unit in the Ministry of Agriculture, Government of India, and consultants. The functions of aquaculturist are to assist in 1) selection of beneficiaries, 2) to bring together entrepreneurs to work with beneficiaries from the economically weaker sections of the community, 3) in the construction of the basic

infrastructure and common facilities in the project area 4) to recover infrastructure costs through lease charges, 5) to make arrangements for credit for related activities such as hatcheries, feed mills, ice plants to be provided to private sector investors, 6) to provide technical guidance for the construction of rearing ponds, erection of cages, pens to rear the fish seed and stocking of water bodies in selected Fishermen cooperative societies, 7) to provide training to members of Fishermen Cooperative Society, 8) to coordinate manage the project activities with the central project unit for planning, coordinating and monitoring of World Bank Project activities, 9) to obtain information for the preparation of Project reports and review reports 10) to provide guidance to the field staff, coordinate the conducting of training and extension programmes including participation of Non-government organizations, 11) to coordinate with the participating Bank and its units at district level, the appraisal of investments to be financed through credit, 12) for the monitoring of work done against I.D.A. disbursements, accounting for sub-loans and the recovery of such sub-loans, 13) Evaluation of the Project implemented such as benefits accrued to the beneficiaries area/ sectorial development, increase in income levels, 14) gaps left out to be bridged by taking up follow action, justification of infrastructure created and gaps left out to be bridged in future etc. He will scrutinise the files received from the Ministerial staff and Asst. Project Director submit them to Commissioner of Fisheries.

U. ASST. PROJECT DIRECTOR (in the cadre of Asst. Director of Fisheries) SPU

The World Bank has sanctioned Shrimp and Fish culture project with the objectives to increase shrimp and fish production in the State which would lead, inter alia to increase of exports, improvement of low productivity of land, protection of ecologically vulnerable areas, create employment, improve economic and social welfare of weaker sections and faster rural development vide G.O.Ms.No.676, F&A (Fish.II) Department, dt.23.9.1991. For the implementation of the project, World Bank has suggested to create a separate project unit in the commissionerate with staff. The post of Asst. Project Director in the cadre of Asst. Director was sanctioned vide G.O.Ms.No.28, F&A (Fish.II) Department, dt.7.1.1992. He works under the control of Commissioner/Director of Fisheries. He assists in implementation of World Bank assisted shrimp and fish culture project as per the schedules prescribed by the World Bank. He assists to coordinate with World Bank review team, Central Project Unit in the Ministry of Agriculture, Government of India and consultants. He reports to Aquaculturist.

V. JOINT DIRECTOR OF FISHERIES (H.R.D.)

The Government of Andhra Pradesh has sanctioned Agricultural Human Resources Development (Fisheries) component with World Bank Assistance with an outlay of Rs.457.822 lakhs to be implemented over a period of 5 years from 1995-96 to 1999-2000. This was changed to Rs 487.072 lakhs in Mid term Review. For monitoring the scheme, Human Resources Development cell in the office of the Commissioner of Fisheries was sanctioned. The post of Joint Director of Fisheries was created vide G.O.Rt.No.1450 Agri & Coop (Agri.III) Department dated 28.11.1995. He works under the control of Commissioner/Director of Fisheries. He assists the Commissioner of Fisheries in all the aspects in implementation of H.R.D. scheme from the Head office as per the project schedule. He assists the Commissioner of Fisheries to coordinate with World Bank review team, Project Monitoring and Implementation Cell in Agriculture and Cooperative Department and Project Monitoring Unit in Finance Department. His role in the department is to scrutinize the files relating to the project on all components carefully before going to Commissioner of Fisheries. He will supervise the monitoring and appraises on the implementation of the scheme to the Commissioner of Fisheries from time to time. He interacts with the Commissioner of Fisheries and Additional Director of Fisheries, Principal, State Institute of Fisheries Technology, Kakinada, PMIC Cell, Finance (PMU) Department, Accounts Officer while dealing with technical, administrative Accounts and budget matters. He coordinates in submission of periodical review reports, accounts and reimbursement reports to Government of A.P., and World Bank in time. He makes tours for inspection of schemes/offices with the prior approval of Commissioner of Fisheries.

W. ASST. DIRECTOR OF FISHERIES (HRD)

The Government of Andhra Pradesh have sanctioned Agriculture Human Resource Development (fisheries component) with World Bank assistance to be implemented over a period of 5 years from 1995-96 to 1999-2000. For monitoring the scheme, HRD cell in the office of Commissioner/Director of Fisheries was sanctioned including the post of Assist Director of Fisheries vide G.O.Ms.No.1450 Agriculture and Cooperation (Agri.III) Department, dt.28.11.1995. He works under the control of Commissioner/Director of Fisheries. He assists the Joint Director of Fisheries (HRD) in all aspects in implementation of HRD Scheme from the Head Office as per the project schedule. He assists to coordinate with World Bank Review Team and Project Monitoring and Implementation Cell in Agriculture and Cooperation Department and Project Monitoring Unit in Finance Department. His role in

the department is to scrutinise the files relating to the project on all components carefully and routed through the Joint Director of Fisheries to the Commissioner/Director of Fisheries.

1.4. REGIONAL OFFICES

Functionaries :

A. REGIONAL DEPUTY DIRECTOR OF FISHERIES

There are eleven Posts of Deputy Directors of Fisheries in the State. Whenever, Deputy Director is posted to regions (Zone I to VI), he is termed as Regional Deputy Director of Fisheries of that region. The Posts Regional Deputy Director of Fisheries were created under Six Point Formula (1976) for the development and administration of the six zones in the state, with a view to ensure intensive supervision over the work of A.D.Fs. and expedite speedy implementation of all plan schemes including special schemes like six point formula, drought prone areas, IRDP, S.C.P., TSP schemes. They are also able to devote continuous, constant and concentrated attention on all aspects of fisheries work. They will be in a position to implement schemes properly and supervise the work of the Asst. Directors under their control and will discharge their duties efficiently and expeditiously.

The Government orders of sanction of Regional Deputy Directors of fisheries, shifting of the posts of Deputy Director from the Directorate to regions was issued vide G.O.Ms.No.655 Forests & Rural Development (Fish. I) department dated 16.07.1976.

B. THE ORIGINALLY SANCTIONED G.O. OF REGIONAL DEPUTY DIRECTOR OF FISHERIES SHIFTING OF DEPUTY DIRECTORS FROM THE DIRECTORATE TO REGIONS VIDE G.O.MS.NO.655 FORESTS & RURAL DEVELOPMENT (FISH.I) DEPARTMENT DATED 16-7-1976 IS GIVEN BELOW:

Sl. No.	Name of the post	Permanent/Temporary		Place to which shifted
(1)	Dy. Director (Inland) at head office	Permanent post	G.O.Ms.No.262 F&A Dept., dt.1.2.64.	Warangal

(2)	Dy. Director (Coast) at head office	Permanent post	G.O.Ms.No.262 F&A Dept., dt.1.2.64.	Guntur
(3)	Dy. Director (Seed production) at head office	Temporary post (non-plan)	G.O.Ms.No.328 F&RD Dept. dt.24.3.76.	Kakinada
(4)	Dy. Director (Planning, Research) at Head office	Temporary post (non-plan and Statistics)	G.O.Rt.No.262 F&A Dept. dt.19.3.76.	Kumool
(5)	Dy. Director of Fisheries at Head office	Permanent	G.O.Ms.No.262 F&A Dept. dt.1.2.64	Visakha- patnam
(6)	Dy. Director of Fisheries (Projects) dealing with Marine	Temporary post (non-plan) dt.19.10.78.	G.O.Ms.No.696 F&RD (Fish.I) Dept.	Hyderabad

C. ROLE

The role of Regional Deputy Directors and other Deputy Directors are given separately. The Regional Deputy Directors of Fisheries posted in coastal districts have to look after development of Inland Fisheries, Marine Fisheries Brackish Water Fisheries and other welfare schemes for the benefit of fishermen. Whereas the Regional Deputy Director of Fisheries in Rayalaseema and Telengana area, has to look after the development of Inland Fisheries and other, welfare schemes. The role of Regional Deputy Directors in the department are to overall supervise the technical and administrative matters at regional level comprising of 3 to 6 districts and evaluation of the benefits accrued during implementation in the following areas.

- 1) Look after implementation of different Non-plan schemes.
- 2) Prepare plan schemes for fisheries development in Inland, Marine and Brackish Water sectors depending on the resources available, monitoring of implementation and evaluation.
- 3) Formulate proposals for External Aided Projects, monitoring of their implementation and evaluation.
- 4) Attend technical sessions, workshops being conducted in the fisheries sector.

- 5) Take up extension of technologies and to formulate technical messages to be communicated to the fish farmers and fishermen.
- 6) Coordinate with organizations and N.G.Os conducting research and extension activities
- 7) Implementation of schemes with district level assistance such as IRDP/ DPAP/SC/BC/Corporation, Water shed development and fishermen welfare schemes.
- 8) Strengthen the cooperative movement and monitoring the matters.
- 9) Any other matters assigned from time to time.

He will be assisted by the technical and ministerial staff as shown in organizational chart.

D. ASSISTANT DIRECTOR OF FISHERIES (BRACKISH WATER)

During 1970s a special thrust has been given for development of Brackish Water Fisheries. The Government of Andhra Pradesh has created 3 Assistant Directors posts as given below:

Sl. No.	Functionary	Headquarters	Jurisdiction	G.O. in which the post created
1	Asst. Director of Fisheries (B.W.) (The post was surrendered for AHRD scheme in 1995)	Kakinada East Godavari	East Godavari West Godavari Krishna Districts	G.O.Ms.No. 32, F&A (F.II) Dept.
2	Asst. Director of Fisheries (B.W.) (The post is now shifted to Nellore as ADF (coast))	Guntur	Guntur Prakasam Nellore Districts	G.O.Ms.No. 617, F&RD (FII) Dept dt.7.9.1978
3	Asst. Director of Fisheries (B.W.) (The post is now redesignated as ADF (coast))	Visakhapatnam	Visakhapatnam Vizianagaram Srikakulam Districts	G.O.Rt.No. 896, (FI) Dept dt.10.7.1979

The main role of functionary is survey of brackish water sites available in their jurisdiction and their compilation. He works under the control of Regional Deputy Director of Fisheries of his concerned Zone. He is called upon to furnish data/information by the Regional Deputy Director of Fisheries concerned. The post is 2nd level gazetted next to the rank of Deputy Director of Fisheries and above the rank of Fisheries development Officer. They are now redesignated as ADF (coast) and kept under the control of Jt. Director of Fisheries (coast), Kakinada.

E. ASST. DIRECTOR OF FISHERIES (M.F.R.) **Now redesignated ADF (coast)**

There are two Asst. Directors of Fisheries, one at Srikakulam and another at Machilipatnam in Krishna District to assist in implementation of Andhra Pradesh Marine Fishing Regulation Act 9 of 1995 and Andhra Pradesh Marine Regulation Rules of 1995. These posts were created in G.O.Ms.No.45 Animal Husbandry and Fisheries (Fish.II) Department dt.13.5.1997. The functionary role in the department is to regulate the fisheries in the sea as per Andhra Pradesh Marine Fishing Regulation Act and Rules. The Asst. Director of Fisheries (coast) at Machilipatnam are looking after Marine & Brackish Water activities in Krishna & West Godavari Districts and ADF Srikakulam is looking after Marine and Brackish Water activities in Srikakulam & Vizianagaram Districts.

F. ASSISTANT ENGINEERS

There are 11 Assistant Engineers in the department. These posts are created to look after the civil works in the Department of Fisheries in 3 to 5 districts with Headquarters at Zonal level viz. Visakhapatnam, Kakinada, Guntur, Kurnool, Warangal and Hyderabad. These posts are originally sanctioned vide G.O.Ms.No.100, Animal Husbandry (Fish.II) Department, dt.14.3.1986. The functionary works under the control of Regl. Dy. Director of Fisheries. The role played by the Assistant Engineer in the department is preparation of estimates, designs and executive of the civil works of the fish seed farms and other infrastructure works in 3 to 5 districts at zonal level.

1.5 DISTRICT OFFICES

A. SANCTION OF POSTS: **ASSISTANT DIRECTOR OF FISHERIES**

There are 24 Assistant Directors of Fisheries in charge of Fisheries activities at District / Divisional level in the State. Out of them, 22 posts are regular

districts posts, one in each district, and East Godavari District is made into two divisions and two posts are created one at Kakinada and other at Rajahmundry. The rest of the Assistant Directors are working in special posts and assisting the higher officers in various wings of fisheries department. The Assistant Directors working in Coastal districts have to look after Inland, Marine, Brackish water and Welfare schemes for development of Fisheries. The Assistant Directors working in Rayalaseema and Telengana regions have to look after the development of Inland Fisheries and Welfare schemes for the benefit of Fishermen. The functions of Assistant Directors of Fisheries working in the Department are given below. The posts of Assistant Directors were created originally as per G.O.'s given below:

Sl. No.	Functionary	G.O. in which post originated
1.	ADF Srikakulam	G.O.Ms.No. 262 F&A Dept. dt. 1.2.1964
2.	ADF Vijayanagaram	G.O.Ms.No.266 Forest & Rural Dev. (Fish.I) Dept., dated 27.5.1981.
3.	ADF Visakhapatnam	G.O.Ms.No.262 Food & Agri Dept., dt1.2.1964.
4.	ADF Kakinada	G.O.Ms.No. 262 F&A Dept. dt. 1.2.1964
5.	ADF Rajahmundry	G.O.Ms.No.262 Food & Agri Dept., dt. 1.2.1964.
6.	ADF Eluru	G.O.Ms.No.262 Food & Agri Dept., dt 1.2.1964.
7.	ADF Machilipatnam	G.O.Ms.No.262 Food & Agri Dept., dt 1.2.1964 (Originally at Vijayawada)
8.	ADF Guntur	G.O.Ms.No.983 F&A Dept., dt.1.4.1964.
9.	ADF Ongole	G.O.Ms.No.1544 F& RD (F.II) Dept. dt. 22.10.1971.
10.	ADF Nellore	G.O.Ms.No.262 Food & Agri Dept., dt 1.2.1964.
11.	ADF Kurnool	G.O.Ms.No.262 Food & Agri Dept., dt 1.2.1964.
12.	ADF Cuddapah	G.O.Ms.No.1050 Food & Agri (Fish) Dept. dated 18.7.1972.
13.	ADF Chittoor	G.O.Ms.No.1050 Food & Agri (Fish) Dept., dt.18.7.1972.
14.	ADF Anantapur	G.O.Rt.No.334 F&A Dept., dt.23.3.1960.

15. ADF Khammam	G.O.Ms.No.262 F& Agri Dept., dt.1.2.1964.
16. ADF Warangal	G.O.Ms.No.262 F& Agri Dept., dt.1.2.1964.
17. ADF Karimnagar	G.O.Ms.No.262 F&Agri Dept., dt.1.2.1964.
18. ADF Adilabad	G.O.Ms.No.334 F&A Dept., dt.26.2.1969.
19. ADF Hyderabad	G.O.Ms.No.262 F&Agri Dept., dt.1.2.1964.
20. ADF Rangareddy	G.O.Ms.No.269 Forest & Rural Dev. Department (Fish.I) dt.28.5.1981.
21. ADF Medak	G.O.ms.No.262 F&Agri Dept., dt.1.2.1964.
22. ADF Nizamabad	G.O.ms.No.262 F&Agri Dept., dt.1.2.1964.
23. ADF Nalgonda	G.O.Ms.No.262 F&Agri Dept., dt.1.2.1964.
24. ADF Mahaboobnagar	G.O.Ms.No.262 F&Agri Dept., dt.1.2.1964.

B. OTHER SCHEMES FUNCTIONING IN THE DISTRICTS

1. State Institute Fisheries Technology at Kakinada Headed by Principal in the cadre of Additional Director of Fisheries with 6 Asst. Directors, one Dy. Director and one Principal (Addl. Director cadre).
2. Joint Director of Fisheries (coast) Kakinada is supervising & conducting the regulation of ship farms existing in the coastal districts. He supervises the marine Fisheries regulation Act (MRF-Act.,) also.
3. Shrimp Culture Project Polekurru in E.G.District.
4. Kolleru development scheme at Kaikaluru in Krishna district.
5. Fisheries Terminal Organization scheme at Nizampatnam in Guntur District.
6. Fisheries Training Institute, Machilipatnam in Krishna District.
7. Large Fish Seed Farm, Gajuladinne in Kurnool District.
8. Large Fish Seed Farm, Nandyal in Kurnool District.

- C. The origin of the posts, purpose for creation and role played by the functionaries in the above schemes are as given below.

D. FUNCTIONARIES

a. ASST. DIRECTOR OF FISHERIES

At State Institute of Fisheries Technology, Kakinada (5 posts) and LECTURER in the Cadre of Asst. Director of Fisheries (1 post)

The Agriculture Human Resources Development Project with the World Bank Assistance was sanctioned to improve the technical skills of the inservice personnel of the Department to suit the present day needs. 5 Asst. Directors of Fisheries posts were sanctioned in G.O.Ms.No.45 AH & F (Fish.II) Dept. dt.13.5.97. They are under the control of the Principal, State Institute of Fisheries Technology, Kakinada. Their role in the Institute is to prepare the notes with upto date information/data in the concerned subject and deliver the lectures. They have to prepare plans for the subjects allotted to them for the course period of training to the departmental officers, refresher courses and other personnel deputed for training. They have to give theoretical/practical training on the subjects allotted to them by the Principal, State Institute of Fisheries Technology for the Departmental Officers. They have to deliver lectures on latest technical skills for improved production in the refresher courses conducted at the Institute.

b. BOSAN

There are four Bosan posts in the Department.

The posts of Bosan was created to run the 40 feet mechanized boat of Fisheries Training Institute, Kakinada exclusively provided for imparting practical training to the fishermen boy trainees as well as Departmental Officers for practical training in the Institute. The post is sanctioned originally vide G.O.Ms.No.659, F&A (Fish.II) Department, dt.19.8.1977. Two more posts were created to work at Fisheries Training Institute, Machilipatnam vide G.O.Ms.No.603, F&RD (Fish.I) Department, dated 20.5.1980. They work under the control of Principal, State Institute of Fisheries Technology, Kakinada and Principal, Fisheries Training Institute, Machilipatnam.

c. GEAR TECHNICIAN

Two posts of Gear Technician were created to give practical training to the fishermen boy trainees and Departmental Officers in fishing gear at the Fisheries Training Institute, Kakinada vide G.O.Ms.No.519, F&RD (Fish.I) Department, dt.17.6.1977 and one more post was sanctioned at Fisheries Training Institute, Machilipatnam vide G.O.Ms.No.603, F&RD (Fish.I) Department, dt.20.5.1980.

They work under the control of Principal, State Institute of Fisheries Technology, Kakinada and Fisheries Training Institute, Machilipatnam. The main role of the functionary is to give practical training in various aspects of gear technology to the fishermen boy trainees and Departmental Officers in the Institute.

d. MECHANICAL INSTRUCTOR

There are 5 posts of Mechanical Instructors in the Department. (Two posts in State Institute of Fisheries Technology, Kakinada and one post in Fisheries Training Institute at Machilipatnam). These posts were created vide G.O.Ms.No.519 F&RD (Fish.I) Dept. dt.17.6.77 and G.O.Ms.No.603, F&RD (Fish.II) Department, dt.20.5.1980 respectively. He works under the control of Principal of the Institute. He is responsible to furnish any information, data to the Principal. He shall attend regularly to the Institute and teach theoretical & practical aspects of engines to the trainees as per the schedule of the classes.

e. SWIMMING INSTRUCTOR

The post was created in the Fisheries Training Institute, Kakinada for giving practical training to the fishermen boy trainees and Departmental Officers in the skills of swimming at various adverse weather conditions of water bodies vide G.O.Ms.No.863 F & RD (Fish.II) Department, dt.15.12.1978. He works under the control of Principal, State Institute of Fisheries Technology. His duty is take the trainees to nearby water sources and give practical training in swimming. He explains the trainees on how to swim in the still water, flowing water, flood water, under current water, surface current water direction to swim when involved in adverse weather conditions.

f. DEPUTY DIRECTOR OF FISHERIES (BRACKISH WATER)

The Government of Andhra Pradesh have sanctioned the Centrally Sponsored Scheme- "Integrated Brackish Water Development Scheme" for implementing the Scheme. The post of Deputy Director of Fisheries was created vide G.O.Ms.No.32 F&A (Fish.II) department dated 24.4.1991 in the office of the Directorate of Fisheries. Subsequently, the head of the quarter post was shifted to Kakinada vide G.O.Ms.No.1157 F&A (Fish.I) Department dated 3.9.1992 and the post of Joint Director (Brackish Water) was shifted to Head office as the service of Joint Director were required in view of lease of Brackish water lands in all the Coastal districts, that a screening committee was constituted to complete the processing of applications received from various categories of individuals and allotment of land to the selected applicants was to be made, to assist the Commissioner of Fisheries.

He formulates new schemes, projects, and monitors their implementation and conducts reviews at field level. The role of Deputy Director is overall supervision of the brackish water areas for prawn and fish culture. He supervises environmental management and monitoring of shrimp culture projects. He guides the engineering personnel in the matters of selection of suitable sites, formulation of projects, pond design and construction. He gives the guidance to technical field officers on soil characteristics, water quality parameters, Pond preparation, pond management, stocking of ponds with prawn seed, production of natural feed in ponds, formulated feeds to be given for healthy and quicker growth of prawn, shrimp disease and control on culture of Brackish water prawn and fish ponds. The post is now shifted to the Office of Commissioner of Fisheries

g. ASSISTANT EXECUTIVE ENGINEER (Mechanical)

The post of Assistant Executive Engineer was created in the Office of Deputy Director of Fisheries (BW), Kakinada in East Godavari District for preparation of estimates and Plans of Brackish Water ponds in Zone-II. The post was originally created vide G.O.Rt.No.1724, F&A Department, dt.4.12.1970. The role played by the functionary in the department is to assist in survey and execution of works in respect of Brackish Water Fisheries Department.

h. ASST. DIRECTOR OF FISHERIES (Shrimp Culture), POLEKURRU

The Bay of Bengal Programme has arranged the visit of an Indonesian 3 Men Mission to the Andhra Pradesh State in the year 1981 for developing the coastal Aquaculture under the spirit of technical cooperation amongst the developing countries (TCDC). The Indonesian TCDC Mission has recommended that the extensive development of Brackish water should be preceded by demonstration Projects or pilot projects in the selected area. The Mission having gone around the representative sites of Andhra Pradesh has suggested two types of constructions (1) 'A' type with higher construction cost where polyculture of fish and shrimp can be developed, and (2) 'B' type with heavier construction where monoculture of prawn can be developed. The recommendations of the Mission were also discussed with the Project Manager and have agreed for locating shrimp culture experimental farm at Polekurru in East Godavari District, with a view to find out suitable pond designs and appropriate water management techniques for culture of fin fish and shrimp. The Commissioner/Director of Fisheries has also stated that the Bay of Bengal Programme, Madras contributing on this project to an extent of about Rs.7.5 lakhs and the commitment of the State Government was to allot a 10 hectares suitable land at Polekurru, East Godavari District for the project with supporting staff. Therefore, Government have accorded sanction for the creation of the post to work under the Bay of Bengal Programme assisted project at Polekurru vide G.O.Ms.No.153, Forests and Rural Development (Fish.II) Department, dt.27.3.1982. His role in the Department is to supervise the management of shrimp culture experiments and give the training to the persons deputed for training on the various methods involved in pond culture of shrimp. He has to prepare the plan for every year for the shrimp culture experiments to be conducted in the ponds and training programmes proposed.

i. ASST. DIRECTOR OF FISHERIES, Kolleru at Kaikalur in Krishna District

The Government have sanctioned a project for construction of fish tanks in West Godavari and Krishna Districts with an outlay of Rs.209.26 lakhs under Kolleru Development Scheme. There are 46 bed villages and 76 belt villages in and around the lake in West Godavari and Krishna Districts. Under the scheme, 64 Fishermen Cooperative society tanks in West Godavari and 58 in Krishna Districts were constructed for the fish culture. To implement the scheme in Krishna District, the post of Asst. Director of Fisheries at Kaikalur was created vide G.O.Ms.No.105, F&RD (Fish.I) Department, dt.21.2.1978. The main role played by the functionary is to assist the members of Fishermen Cooperative Society in modern techniques of fish culture, and to achieve

higher production. He is the administrator of the Kolleru Development Scheme in Krishna District. He works under the supervision of Regl. Dy. Director of Fisheries, Kakinada. He will formulate the plans/schemes and supervise their implementation and evaluation with the help of Fisheries Development Officers. He is called upon to furnish data, information by the Regl. Dy. Director of Fisheries, Kakinada. He reports to the District Collector in day to day administration and in implementation of the scheme. The operational jurisdiction is Kolleru lake area in Krishna District. He is the administrator or/for the staff working under the scheme.

j. ASST. DIRECTOR OF FISHERIES, NIZAMPATNAM

International Development Association has sanctioned a scheme for the Integrated Marine Fisheries Project, covering the fishing harbours at Visakhapatnam, Kakinada and Nizampatnam. Under the Project, Fisheries Department was expected to set up a monitoring and evaluation unit, reporting to Director of Fisheries to monitor and report the project problems and progress. The Fisheries Terminal Organization has been playing an important role after the harbours have been constructed. The Government have considered the proposal and sanctioned the post of Asst. Director of Fisheries at Nizampatnam in Guntur District vide G.O.Ms.No.700, Forests and Rural Development (Fish.I) Department, dt.20.10.1978. He works under the control of Regl. Dy. Director of Fisheries, Guntur/ Commissioner/Director of Fisheries, Hyderabad. He is called upon by the Regl. Dy. Director of Fisheries to furnish data/information. The post is 2nd level gazetted, next in the rank of Deputy Director of Fisheries and above the rank of Fisheries Development Officer. He is responsible to manage and maintain the Fisheries Terminal Organization unit at Nizampatnam.

k. Principal, Fisheries Training Institute, Machilipatnam

The Government have sanctioned a Fisheries Training Institute at Machilipatnam to give training on mechanized fishing boats to fishermen boys. For the purpose, the post of Principal was created vide G.O.Ms.No.603 F & RD (Fish.I) Department, dated 20.5.1980.

l. ASST. DIRECTOR OF FISHERIES, Gajuladinne, Kurnool District

A large Fish Seed Farm at Gajuladinne project in Kurnool District was proposed under Drought Prone Area Programme for production of fish seed for stocking waters of Gajuladinne project and other water sources of drought prone area. The Government have created the post of Asst. Director of Fisheries vide G.O.Ms.No.456, Forests and Rural Development (Fish.II)

Department, dt. 15.9.1991. His main role in the department is to chalk out a programme of work in the Fish Seed Farm during the particular year. Monthly calendar of the work to be done is also prepared. He is responsible for proper upkeep and running of the Fish Seed Farm. He is the unit officer and technical head of the project. He works under the control of Regl. Dy. Director of Fisheries, Kurnool. He is called upon to furnish information/data by the Regl. Dy. Director of Fisheries, Kurnool.

m. ASST. DIRECTOR OF FISHERIES, Nandyal, Kurnool District

The Zilla Parishad, Kurnool has proposed a scheme during the year 1970 to establish a Fish Seed Farm at Nandyal agreeing to meet 1/4 of the non-recurring expenditure from the own sources and the balance to be obtained as loan from banks through the Government. The Government approved the scheme in the G.O.Ms.No.371, F&A Department, dt. 5.3.1970 and have sanctioned a loan of Rs.3.78 lakhs to the Zilla Parishad from 1970-71 and 1973-74 vide G.Os. (1) G.O.Ms.No.371, F&A Department, dt.5.3.1970, (2) G.O.Ms.No.1203, F&A Department, dt.8.6.1970 and (3) G.O.Ms.No.214, F&A Department, dt.6.2.1972. The Fish Seed Farm was constructed with a view to produce 4 to 5 crores of fish seed in the farm for stocking in 36 irrigation tanks with a total Water Spread Area of nearly 11 lakh acres. The Fishery Advisory Committee meeting held on 31.3.1975 has suggested that the location of the Nandyal Fish Seed Farm was ideal and that it should be put into full production by the Fisheries Department by taking it over from the Zilla Parishad, Kurnool. The Government have also observed that the Fish Seed Farm needs further development. The Director of Fisheries has stated that the Fish Seed Farm was in incomplete stage, Zilla Parishad is not in a position for establishment of a full fledged farm and proposed to take over the Fish Seed Farm, Nandyal. Under the scheme, the post of Asst. Director of Fisheries, Nandyal was created along with other required staff vide G.O.Ms.No.1023, Forests and Rural Development (Fish.II) Department, dt.26.11.1976. His main role in the department is to chalk out a programme of work in the Fish Seed Farm. He is responsible for proper upkeep and running of the Fish Seed Farm. He works under the control of Regl. Dy. Director of Fisheries, Kurnool. He is called upon to furnish any information/data by the Regl. Dy. Director of Fisheries, Kurnool.

1.6 POSTS AT THE LEVEL OF MANDAL/GROUP OF MANDAL

A. FISHERIES DEVELOPMENT OFFICER AND ITS CATEGORIES

There are 188 posts of Fisheries Development Officers and its categories working in various wings of fisheries in the State. They work under the supervision of Asst. Director of Fisheries. The post of Fisheries Development Officer is first level gazetted post in the department. The posts originally sanctioned in the department, the operational jurisdiction of each functionary and where he is called upon to furnish information/data is given in Appendix-1. He makes tours in his jurisdiction with the prior approval of Asst. Director of Fisheries. The functionary work constitutes the survey work which is necessary to carryout the schemes and activities of the department. So office work is only a means to an end and not an end in itself. So to neglect or postpone executive work in the name of "Office work" is criminal. At the same time, promptness in office work is the primary requisite for success in executive work. So office work and executive work are the two legs of progress and so no progress is possible if either of the legs is weak. The promptness is the basic principle of office work and the maintenance of Personal Register is the best method to ensure this. As soon as a current is received, it should be registered and entered in Personal Register. A reply should be sent by return of post, if marked urgent or otherwise within three days or within 10 days if it requires enquiry and touring, or by the due date, if any date is fixed. The date, number of reply must be entered in Personal Register. The office copies of replies must be maintained. The letter must be written in legible handwriting. All sub-offices should not delay office work because of touring or camp. They should arrange to dispatch replies and reports from camp. The Asst. Inspector of Fisheries or Fieldman at the Headquarters should be properly utilised for ensuring prompt redirection of urgent references. The duties and responsibilities of Fisheries Development Officer, Hydrologist Research Assistant in respect of various wings of fisheries are given (Chapter-3). All the functions enumerated below need not be attended by the functionary. The functions depend on nature of work where the functionary is posted.

B. ASST. INSPECTOR OF FISHERIES

There are 66 posts of Asst. Inspector of Fisheries in the State. They work under the supervision of Asst. Director of Fisheries. The Asst. Inspector of Fisheries assists the Fisheries Development Officer in discharging duties when posted along with Fisheries Development Officer at the same Station. The Asst. Inspector of Fisheries is discharging duties independently in other places. The post is above the rank of Fieldman and below the Fisheries Development Officer. The operational jurisdiction of each functionary and where he is called upon to furnish information/data is given in Appendix-1. He makes tours within his jurisdiction with the prior approval of Asst. Director of Fisheries. The functionary work constitutes the field work which is necessary to carryout the schemes and activities of the department. The functionary has to attend office work as well as executive work. Promptness in office work is the primary requisite for success in executive work. The promptness is the basic principle of office work and the maintenance of Personal Register is the best method to ensure this. As soon a current is received, it should be registered and entered in Personal Register. A reply should be sent by return of post, if marked urgent otherwise within 3 day or within 10 days, if it requires enquiry. The date, number of reply must be entered in Personal Register. The office copies of replies must be maintained. The letter must be written in legible handwriting. All the functions should not delay office work because of touring or camp. They should arrange to despatch replies and reports from camp. The Fieldman at the office should be properly utilised for ensuing prompt redirection of urgent references in addition to his normal technical duties.

C. FIELDMAN

There are 225 Posts of Fieldman and other related posts (Fishery Overseer, Fishery guard, Petty Yard Officers) in the State. These posts were created to assist the Fisheries Development Officers/Asst. Inspector of Fisheries at the field/office on the technical aspects of the department. They work under the control of Fisheries Development Officer/Asst. Inspector of Fisheries. He assists the Fisheries Development Officer/Asst. Inspector of Fisheries in discharging the statutory, field and desk functions. The post of Fieldman is included under Andhra Pradesh Fisheries Subordinate Service Rules, 1993 under Class I category 5 vide G.O.Ms.No.131, Animal Husbandry and Fisheries (Fish.I) Department, dt. 30.6.1993.

D. FISHERMAN

There are 367 fishermen posts in the State. These posts were created to assist the Fisheries Development Officers/Asst. Inspector of Fisheries and to other category posts at the field in various activities of the department. They work under the direct control of the field officer concerned. They are skilled field workers. The post of Fisherman is recognized by the State Government as technical field worker and is included under Andhra Pradesh Fisheries Subordinate Service Rules 1993, under Class-II, category 17 vide G.O.Ms.No.131, Animal Husbandry and Fisheries (Fish.I) Department, dt.30.6.1993.

CONSOLIDATED STATEMENT OF STAFF SANCTIONED IN THE FISHERIES DEPARTMENT

Sl. No.	NAME OF THE POST	Head office	Zone-I	Zone-II	Zone-III	Zone-IV	Zone-V	Zone-VI	Card-Wise
		No.of Posts	No.of Posts	No.of Posts	No.of Posts	No.of Posts	No.of Posts	No.of Posts	No.of Posts
1.	Commissioner of Fisheries	1	0	0					1
2.	Addl. D.F. (Cadre)	1	0	1					2
3.	JDFs	3	0	1					4
4.	DDF	4	1	2	1	1	1	1	11
5.	E.E.	1	0	0					1
6.	DEE	1	0	1					2
7.	Ast. Exe. Engineer	0	1	1					2
8.	ADF (Stts.)	1	0	0					1
9.	Dy. Registrar	1	0	0					1
10.	Accts. Officer	1	0	1					2
11.	Div. Accts Officer	0	0	0					0
12.	A.D.F./APD/Lecturer	7	5	15	5	6	4	6	48
13.	AD (Admn.)	1	0	0					1
14.	F.D.O.	5	27	53	28	27	23	25	188
15.	JAOs	3	0	0					3
16.	Computer Programmer	1	0	0					1

Sl. No.	NAME OF THE POST	Head office	Zone-I	Zone-II	Zone-III	Zone-IV	Zone-V	Zone-VI	Card-Wise
		No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts
17.	Research Assistant	0	0	2			1		3
18.	Hydrologist	0	0	2					2
19.	A.I.F.	0	7	29	11	9	5	5	66
20.	Fieldman	4	12	49	34	28	35	44	206
21.	Fisherman	3	24	77	25	65	73	100	367
22.	Fishery Overseer	0	0		0			1	1
23.	Petty Yard Officer	0	7	4					11
24.	Fishery Guard	0	0	4			1		5
25.	Field Watcher	0	1	6					7
26.	M.B. Boat Driver	0	0	2					2
27.	Boat man/Boat Driver	0	2	8		4	1		15
28.	Bosan	0	0	4					4
29.	Jr. Bosan	0	1	1	0				2
30.	Fitter	0	1						1
31.	Lascars	0	0	7					7
32.	Gear Technician	0	0	5					5
33.	Asst. Engineer	1	2	3	2	1	1	1	11
34.	Draughtman	1	1	1	1				4
35.	Tracer	1	1	0					2
36.	Diesal Mechanic	0	0	1					1
37.	Head Master	0	1	0					1
38.	Asst. Teacher	0	1	0					1
39.	Superintendent/ Commr. Acct.	9	5	8	4	3	4	6	39
40.	Co-op. Sub-Registrar	1	0	0					1
41.	Sr. Asst.	20	5	10	6	7	7	7	62
42.	Sr. Accountants	7	0	0					7
43.	Sr. Co-op. Inspector	1	0	0					1

Sl. No.	NAME OF THE POST	Head office	Zone-I	Zone-II	Zone-III	Zone-IV	Zone-V	Zone-VI	Card-Wise
		No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts	No. of Posts
44.	Jr. Co-op. Inspector	1	0	0					12
45.	Jr. Asst.	13	8	20	9	6	10	10	76
46.	Dy. Stat. Officer	0	0	0	1		1	1	3
47.	Asst. Stts. Officers	3	0	0					3
48.	Sr. Steno	1	0	0					1
49.	Jr. Accounts	6	0	0					6
50.	Typist	10	5	13	5	7	4	6	50
51.	Steno Typist	0	1	0		1		1	3
52.	Jr. Steno	3	0	2	1		1		7
53.	Lab Attender	0	0	2					2
54.	Aquarium Boy	0		1					1
55.	Telephone Operator	1	0	0					1
56.	Photo Artist	1	0	0					1
57.	Mechanic	1	0	0					1
58.	Roneo Operator	1	0	0					1
59.	Swimming Instructor	0	0	2					2
60.	Mech. Instructor	0	0	5					5
61.	Record Asst.	2	3	4	3	3	1	2	18
62.	Engine Driver	0	0	0		1	1		2
63.	Driver	3	7	14	5	13	7	11	60
64.	Work Inspector	0	0	0					0
65.	Attender	31	28	60	23	18	19	28	207
66.	Jamedar	2	0	0					1
67.	Watchman	2	22	59	37	31	20	27	198
68.	Sweeper	1	0	1				1	3
69.	Masalchi	0	1	1	3				5
70.	Posts abolished (SPU)	16	0	10					26
	Total Posts	177	180	492	204	231	220	283	1787

Chapter - 2

POSITION AND SPAN OF INTERACTION

The Posts created in the department under Temporary schemes are continued year after year.

2.1. Additional Director of Fisheries

The Additional Director of Fisheries is the technical Head of the Department. His position within the Department is next to the Head of the Department and above the cadre of the Joint Director of Fisheries. His span of interaction within the Department will be with the Head of the Department in the matters of Technical assistance in formulation of schemes and projects with the financial assistance from Government/World Bank/other financial Institutes. He will review and monitor the schemes/projects, matters of vigilance, statutory, Administrative and financial matters such as budget, Audit and Accounts and furnish them to H.O.D. He will interact with other officers of the department by providing guidance for formulation of schemes revision and improvement of projects formulated, monitor the implementation of projects with special reference to vigilance. He will watch the prompt submission of reports to Government, Courts, Legislative Assembly and other state and Central Government organizations. He will interact with other Government departments to expedite the matters. He will attend the meetings as the representative of Head of the Department in his absence. He attends to surprise/annual inspections of Zonal/District/Mandal offices.

2.2. Joint Director of Fisheries

He works under the control of Commissioner of Fisheries at Head quarters. His position within the organization is below the Additional Director and above the Deputy Director of Fisheries. His interaction within the department is on technical matters with the departmental officers for formulation of schemes, implementation, review to improve the Fish production in the State. He attends to the inspection of schemes/programmes in the state with the prior permission of the Head of the Department. He watches the prompt

submission of reports to Government, Courts, Legislative Assembly and other State and Central Government.

2.3. Deputy Director of Fisheries

The Regional Deputy Director is the incharge of the Zone. The position of the Deputy Director within the Department is below the Joint Director of Fisheries and above the Assistant Director of Fisheries. He interacts with the departmental officers of the Zone on the targets fixed and achievements made for Disposal of Fishery wealth in tanks, Fish Seed production, rearing and disposal, implementation of licensing schemes, implementation of Andhra Pradesh M.F.R. Act and Rules, implementation of certain restrictions imposed by the Supreme Court during the year 1994 and Government of India, to educate the Brackish Water Aquaculture farmers on the advantage of traditional and improved traditional culture practices, establishment of Shore stations with a view to disseminate weather bulletin, cyclone warnings, etc. from the Shore Stations to the Fishermen who have already left for Sea fishing and who are provided with V.H.F. Sets. He makes tours for routine/annual inspections of offices within the zone. He interacts with the Head of the department on administrative, financial and executive functions.

2.4. Assistant Director of Fisheries

He is the District administrator at District level. It is the second level Gazetted post in the department. His rank in the department is above the Fisheries Development officer and below the Deputy Director of Fisheries. He interacts with the Zonal/Head office on administrative, technical, financial and executive matters. He interacts with F.D.O./Asst. Inspector of Fisheries on implementation of schemes/projects to achieve the targets fixed for the district by providing required facilities, prompt submission of reports to H.O.D., Annual Inspection, Surprise inspection of offices of his subordinates.

2.5. Fisheries Development Officer

He is a Mandals level officer in the District. He is the executive officer of the scheme/project/programme. His position within the department is below the rank of Assistant Director of Fisheries and above the rank of Assistant Inspector of Fisheries. He interacts with the District Officer for technical assistance and for other amenities to achieve the targets fixed under his jurisdiction.

2.6. Assistant Inspector of Fisheries

He is the mandals level officer wherever he is posted to act independently. He is the executive officer of the scheme/project/programme. His position within the department is below the rank of Fisheries Development Officer and above the rank of Fieldman. He interacts with in the department with the Assistant Director of Fisheries for technical assistance and for other amenities to achieve the targets fixed. He interacts with the fieldman/ Fisherman working under his control to achieve the targets.

2.7. Fieldman

He works under the control of Fisheries Development Officer/Assistant Inspector of Fisheries. He works as per the Instructions of the officer. He has to report to the officer on the day to day work turned out by him and assistance required by him to achieve the target.

Chapter - 3

FUNCTIONS TO BE DISCHARGED

The following are the functions to be discharged by the functionary.

- 1) Statutory functions
- 2) Administrative
- 3) Financial
- 4) Executive
- 5) Field
- 6) Desk functions

The details of each functionary in the department are as follows:

3.1 Commissioner of Fisheries

Administrative Functions :

The Commissioner of Fisheries / Director of Fisheries is the administrative authority for implementation of service rules of different posts. He is the authority for recruitment, posting, transfer and promotion, rewards and disciplinary functions either by himself or by way of authorisation or by sub-delegation to his subordinate officers as per the details given below.

- 1) **RECRUITMENT** : The Commissioner of Fisheries / Director of Fisheries is the appointing authority in respect of initial (First level) and Second level Gazetted posts vide G.O.Ms.No.230 G.A.(Ser.D) Dept., dt.22.05.99 for the posts which are outside the purview of APPSC.
- 2) **TRANSFERS** : The Commissioner of Fisheries/Director of Fisheries being the appointing authority, will transfer the Gazetted Officers keeping in view of the provisions made under six point formula in respect of 1st level and second level gazetted posts.
- 3) **PROMOTIONS** : The Commissioner of Fisheries/Director of Fisheries being the appointing authority, will issue promotions after the approval of panels by the Department Promotion Committee.

- 4) **SANCTION OF LEAVES** : The Commissioner of Fisheries/Director of Fisheries being the Head of the Department is the sanctioning authority to sanction leave other than special disability leave to all Gazetted Officers under control, under FR 65.
- 5) **INCREMENTS** : The Commissioner of Fisheries/Director of Fisheries being the Head of the Department is the sanctioning authority for sanction of Annual grade increments for all Gazetted Officers. Under Article 93, he can delegate these sanction powers to his subordinate officers.
- 6) **ADDITIONAL CHARGE ARRANGEMENTS** : For all Gazetted officers upto ADFs level and non-gazetted staff, the Commissioner of Fisheries/Director of Fisheries is empowered to keep an officer/staff on Full Additional Charge under FR 49 upto a period of 3 months for all Gazetted officers upto ADFs level and Non Gazetted staff. Above 3 months period of holding addl. charge, the proposals have to be sent to concerned administrative Department in Secretariat for approval, being competent authority.
- 7) **ENQUIRIES AND PUNISHMENTS** : The Commissioner of Fisheries/Director of Fisheries is the disciplinary authority as per CCA Rules (Rule 20) upto initial Gazetted level being the appointment authority. He may impose any of the penalties specified in class I to IV of Rule 9 of CCA rules on Deputy Director of Fisheries also.
- 8) **REWARDS** : The Commissioner of Fisheries/Director of Fisheries is the recommending authority for sanction of any rewards by the Government and no specific powers are delegated for this purpose.
- 9) **PERMISSIONS FOR RETIREMENTS** : The Commissioner of Fisheries/Director of Fisheries, being the Head of the Department is empowered to permit the Gazetted Officers upto ADF level to retire on attaining the age of superannuation under 42 of A.P. Revised Pension Rules, 1980. For the officers (Deputy Directors of Fisheries level and above) the Government is the competent authority to permit the officers to retire on attaining the age of superannuation. The Commissioner of Fisheries/Director of Fisheries is the sanctioning authority of pension for all Gazetted officers of the Department.

Financial Functions :

The Commissioner of Fisheries/Director of Fisheries will exercise the powers of Financial sanctions of the Head of the Department in terms of Article 6 of Chapter II of A.P. Financial code Volume-I. He is the controlling authority

for budgeting the expenditure and Revenue of the Department. He is the liaison officer between the State Government and Central Government to get required financial assistance for the development of Fisheries activity in the State.

1) COMMON ITEMS OF EXPENDITURE

The Financial powers delegated to Heads of departments in respect of common items of expenditure as per G.O.Ms.No.417 General Administration (AR&T/DESK) Department, dated 5.8.1986 are given below:

Sl.No.	Subject	Delegation of powers
1.	Stores (condemnation) other than furniture	Full powers
2.	Photographic charges (including purchase of materials)	Rs.5000/- p.a.
3.	Replacement of exhibits in each museum	Rs.1000/- p.a.
4.	Pituitary Glands for induced breeding to be purchased from Central Fisheries Corporation.	Rs.5000/- at a time subject to maximum of Rs.20,000/-.
5.	Refund of Revenue (Fishery rentals)	Full powers
6.	Purchase of fish & fish seed	Rs.2500/- at a time
7.	Disposal of fishing and its confirmation in the demonstration and other departmental tanks (lease of fishery rights)	Rs.5000/- and above
8.	a) Write off of loss of Public Movable included in cost accounts & stores included in the stock or other accounts	Rs.5000/- at a time
	b) Write off of losses on account of wastage of salt in fish curing yards	Rs.10000/- p.a. for all

Delegation of Financial powers to Heads of Departments in respect of Certain Common items of expenditure as per G.O.Ms.No.389 General Administration (AR&T) Department, dated 04.09.1996 are given below subject to the following conditions.

- (i) The above delegation of financial powers are subject to availability of budget provision.
- (ii) Where already higher powers are delegated on certain common items of expenditure, such higher provision will continue.
- (iii) Where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.

Sl. No.	Item of expenditure	Powers delegated as per G.O.Ms.No.389, Genl. Admn. (AR&T) Dept., dated 04.09.1996
1.	Maintenance of Motor vehicles (a) light vehicles (b) Heavy vehicles	Rs.20,000/- (as per G.O.Ms.No.490 Genl.Admn.(AR&T) Dept., dt.28.9.94 Rs.40,000/-
2.	Purchase of Stationery	Rs.20,000/-
3.	Purchase of Steel and wooden furniture a) Purchase of furniture b) Repairs to furniture	Rs.40,000/- Rs.6,000/-
4.	Rent for office buildings	Upto the ceiling of Rs.16000/- per month to all officers according to plinth area values and rent assessment by Roads and Buildings Department.
5.	Purchase of Bulbs and Lamps (per annum)	Rs.6000/-
6.	Light refreshments	Rs.50/- at a time not exceeding Rs.600/- per month
7.	Books, Maps and periodicals	full powers

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|---|-------------------------------------|--|
| 8 | Repairs to type writers (per annum) | Full powers |
| 9 | Condemnation of vehicles | Full powers subject Technical scrutiny by public works workshop or Area Transport officer. |
10. The financial powers delegated in respect of civil works and repairs enhanced to the Commissioner of Fisheries are for works Rs.10.00 lakhs and repairs Rs.1.00 lakh vide G.O.Rt.No.8, Animal Husbandry, Dairy Development and Fisheries (Fish.I) Department, dt.12.1.2000.

3.2 Additional Director of Fisheries

Administrative functions

- a) Sanction of Annual Grade Increments to the Officers of the rank of Assistant Director of Fisheries and Deputy Director of Fisheries.
- b) Approval of tour programmes and revised tour programmes, counter signature of T.A.bills of the officers of the rank of Deputy Director of Fisheries and below.
- c) Training and Human Resources Development: He will propose suitable officers and assist the Commissioner/Director of Fisheries in finalizing the officers required to be sent for different trainings.
- d) He is delegated with powers of sanction of H.B.A.; motor cycle advances and G.P.F. advances upto Deputy Director level.
- e) The files relating to training, all disciplinary cases except where Addl. Director of Fisheries himself is enquiry officer, Deputation of staff from Head Office to other and vice versa and transfer of gazetted officers are routed through Addl. Director of Fisheries to Commissioner/Director of Fisheries as per office order No.24/A5/93 dated 19.8.1993.
- f) He scrutinise the files before going to Commissioner of Fisheries in respect of Planning, Statistics, Account Sections.
- g) He is the Chief Vigilance Officer of the Department.
- h) He attends Annual inspections/Field inspections/enquiries as ordered by the Commissioner of Fisheries.

Desk and Field duties :

The Addl. Director of Fisheries will assist the Commissioner/Director of Fisheries for prompt submission of reports to Legislative Assembly through Government such as Budget, L.A.Qs, Assurances and reports to Legislative committees, finalisation of other reports to Government such as periodicals, review reports, project proposals for sanction, administrative and accounts matters and to courts such as para wise remarks counter affidavit and action to be taken to implement the judgments pronounced. He will discharge field duties whenever Commissioner/Director of Fisheries ordered/approved the inspection of units dealing with fisheries such as harbours, shore stations, processing units, Fish farm and other projects etc. He may also conduct the inspection of private sector units with reference to their project obligations, public utility service, project appraisals, mid term evaluations and review of implementation of schemes/projects being implemented. He will also assist in formulation of suitable extension and publicity campaigns.

3.3 PROJECT DIRECTOR (STATE PROJECT UNIT)

The post is now discontinued. The Administrative functions were to sanction casual leave, earned leave, Half Pay leave and Surrender leave to the executive and Ministerial subordinates working in the Unit. He conducted field visits with prior approval of Commissioner of Fisheries to inspect and study the implementation of the project. He made suggestions on technical matters or on problems faced in implementation. He attended annual inspection of offices as ordered by the Commissioner of Fisheries, submitted the reports to State Government/World Bank under the World Bank scheme. He assisted the Commissioner of Fisheries for sponsoring the officers for training to abroad and other States.

FINANCIAL

His Financial powers were payment of salaries, drawing of advances, payment of T.A. bills for the employees working in the Project Unit. He was competent to accord sanction and pay for H.B.A., M.C.A., Educational, Festival advances for the staff working under the unit subject to availability of funds vide G.O.Ms.No.131, Finance & Planning (FW-1 A&L) Department, dated 19.8.1997. He has drawn the project funds subject to availability of budget provision with the prior approval of Commissioner of Fisheries/ Authorisation from Treasuries and Accounts.

OTHER FUNCTIONS

The other functions of Project Director discharged by him are given below:

1. For Shrimp Culture, entrepreneurs were brought together to work with beneficiaries from the economically weaker sections of the community.
2. He was responsible for construction of the basic infrastructure and common facilities in the project area.
3. He was responsible to recover its costs through lease charges.
4. He has made arrangements for credit for related activities such as Hatcheries, feed plants to be provided to private sector investors.
5. For the Inland Fisheries competent, he has made arrangements to provide infrastructure development with credit provided to private entrepreneurs for the construction of hatcheries and Ice Plants and to cooperatives for the construction of rearing ponds, cages, pens and stocking of water bodies.
6. He was responsible for the development fisheries cooperatives including technical assistance and training.
7. He has assisted the Commissioner of Fisheries for selection of technical officers proposed to send overseas training to observe Shrimp & fish Culture practices being adopted in different countries specially in South East Asian Countries who have varied experiences in this field.
8. He was responsible to coordinate with the Central Project Unit and Central Government and Agencies Planning, coordinating and monitoring of project activities. The important Central agencies are CICEF, Bangalore; C.I.B.A., C.I.F.A., M.P.E.D.A., etc.
9. He had to identify and initiate action to resolve all bottlenecks in implementation of the project.
10. He had obtained information for the preparation of Project reports, Accounts and Audit related matters.
11. He has monitored implementation of the project.

12. He has provided guidance to the field staff in the selection of beneficiaries, coordinate the conducting of training and extension programmes, including participation of NGOs.
13. He has coordinated with the participating banks, the appraisal of investments to be financed through credit.
14. The monitoring of work done against I.D.A. disbursements, accounting for sub-loans and the recovery of such sub-loans.
15. Evaluation of the Project implemented such as benefits accrued by the beneficiaries area/sectors development increase in income levels gaps left out to be bridged by taking up follow up action. Justification of infrastructure created and gaps left out to be bridged in future etc.
16. DESK
 - 1) He has checked personnel register, Periodical register, maintained in the project unit.
 - 2) He has checked and signed the Attendance, Late attendance register daily, whenever he is at Headquarters.
 - 3) He had scrutinised the files received from his executive/Ministerial staff and submitted to Commissioner of Fisheries/Director of Fisheries for approval.

3.4 FUNCTIONS OF THE PRINCIPAL, S:I.F.T., KAKINADA

The administrative functions are to sanction of Casual Leave, Earned Leave, Half Pay Leave and Surrender leave to the executive and ministerial subordinates working under his control. His financial powers are payment of salaries, drawing of advances, payment of T.A. bills of the employees working in the unit. He is competent to accord sanction, H.B.A., M.C.A., Educational Advances, Festival Advances for the staff working under his control vide G.O.Ms.No.131, Fin. & Plg. (FW.I) (A&I) Department, dt.19.8.1997. He draws the project funds subject to availability of budget provision with the prior approval of Commissioner/Director of Fisheries/Authorisation from Treasuries and Accounts. The other functions of the Principal are given below:

1. He is responsible to run the Institute as an Institute of academic excellence.
2. He is the Member/Convenor for the committee created for the Technical training programmes being conducted in the Institute from time to time under Agriculture Human Resource Development Project vide G.O.Ms.No.150, Animal Husbandry and Fisheries (Fish.II) Department, dated 6.12.1995. He has to convene the meeting with the members under the Chairmanship of Commissioner/Director of Fisheries. He is the member-Convenor of the Special Committee constituted by the Government vide G.O.Ms.No.124, Animal Husbandry and Fisheries (Fish.I) Department, dated 9.11.1998. The committee will relook at the currently run foundational courses for suggesting changes on various aspects including subject matter coverage, duration, number of subject-wise sessions, methodology of training as also the very structure of the presently conducted foundational courses.
3. He is responsible for procurement of Computers, teaching equipment, other equipment, books and journals and furniture required for the Institute as per the norms of the World Bank Project.
4. He has to identify and initiate action to resolve all bottlenecks in implementation of the project.
5. He has to look after refresher courses being conducted as per training plans to master trainers, fish farmers, ministerial staff etc. at State Institute of Fisheries Technology.
6. He has to interact and coordinate with other National Training institutes, Agriculture University, Fisheries Colleges, Research institutes, Fisheries Institutes outside the State in academic matters and for arranging study tours etc.
7. He has to perform overall supervision of the technical and administrative matters of the Institute.
8. He has to coordinate with the H.R.D. Project Cell in the Head office.
9. He has to furnish project reports, accounts and audit related matters and has to interact with Accounts Officer at Head Office, Accountant General (Audit). The project expenditure, reimbursement statements are to be furnished and has to interact with HRD Cell in Head Office.

Agriculture and Cooperative (PMIC) Department and PMU Cell in Finance Department for any clarification.

10. He has to evaluate effectiveness of training programmes conducted and take action to improve the curriculum to suit the requirements.
11. He has to check the Personal Registers, Attendance Registers, Cash Register, other Registers maintained by the office staff and technical officers. The Accounts Officer at State Institute of Fisheries Technology was the Drawing and Disbursing Officer.

3.5 JOINT DIRECTOR OF FISHERIES (MARINE)

Functions to be discharged by the Functionary

He will discharge statutory, Administrative, Financial, desk and field functions. These functions may be discharged by the virtue of delegation of powers under the Act and Rules or delegated by the Commissioner/Director of Fisheries.

FINANCIAL

The financial powers delegated to the functionary in respect of common items of expenditure vide G.O.Ms.No.417 General Administrative (AR&T/DESK) Department, dated 5.8.1986 are given below:

S. No.	SUBJECT	DELEGATION OF POWERS
1.	Store (condemnation) other than furniture	Rs.2000/- p.a.
2.	Photographic charges (including purchase of material)	Rs.1000/- p.a.
3.	Replacement of exhibits in each Museum	Rs.300/- p.a.
4.	Pitutory glands for I.B. to be purchased from Central Fisheries Corporation	Rs.2000/- at a time subject to maximum of Rs.10,000/- p.a.
5.	Purchase of fish and fish seed	Rs.1500/- at a time

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|----|---|---|
| 6. | Additional improvements and alterations to existing electrical installations of non-residential buildings | Rs.1500 p.a. for each building including apartments building in the same compound |
|----|---|---|

OTHER FUNCTIONS :

The files relating to Marine Fisheries Development are routed through the Joint Director (Marine) to the Commissioner/Director of Fisheries. He scrutinizes files and put up a note as per rules and regulations.

The following are the subjects files dealt by the functionary:

1. Group Accident Insurance for Fishermen, Relief cum Savings.
2. Adult education, Fisheries schools, Drinking water facilities and roads to Fishermen villages and other community facilities to Fishermen villages.
3. All Welfare measures of Fishermen/Fisher women.
4. National Welfare fund - Housing for Fishermen.
5. Central Board of Fisheries - Advisory matters consultancy.
6. Ecology, Environment, Pollution, Central and State Committee schemes for modern technology.
7. All correspondence relating to cyclone, floods, fire and natural calamities, surveys and schemes for relief and rehabilitation.
8. Acquisition and operation of trawlers/boats.
9. DCB review/condemnation and write off proposals for boats.
10. Subsidy for diesel oil and other fishery requisites.
11. Statutory regulations on Marine Fishing Act and Rules.
12. Matters pertaining to disputes between traditional fishermen and mechanized craft owners.
13. Light Houses, guide lights.

14. All matters relating to major and minor fishing harbours.
15. Village access roads under World Bank and Externally Aided Project including acquisition of Land for road.
16. Beach Landing crafts and motorization of traditional crafts.
17. All correspondence relating to purchase of boats, engines for departmental use and mechanized boats distributed under subsidy schemes, Insurance claims, Boats seizer, release and disposal of boats and all matters pertaining to craft and tackle.
18. All correspondence relating to Fishing Industries and Fish processing.
19. Leasing of off-shore facilities to private parties, fishing companies.
20. Registration of companies relating to Fishing Industry.
21. A.P. Fisheries Corporation, A.P. Backward class Corporation and other allied corporations correspondence.
22. National Fisheries Corporation.
23. Land utilization, acquisition on Marine side for fishing industries.
24. Trash fish utilisation.
25. All meters pertaining to Commercial fishing and chartering of vessels.
26. All correspondence on ANP, UNICEF, (including boats, vehicles and other equipment).
27. Fish drying plat forms/fish curing yards.
28. All correspondence relating to IMFP with World Bank assistance and Externally Aided Projects.
29. Fishery Terminal organizations and maintenance of Harbours.
30. Marine fish marketing Projects including transport facilities.
31. Correspondence relating to Deep Sea Fishing.

3.6 JOINT DIRECTOR OF FISHERIES (INLAND)

He will discharge statutory, administrative, financial, desk and field functions. These functions may be discharged by the virtue of delegation of powers under the Act and Rules or as delegated by the Commissioner/Director of Fisheries. He assists the Commissioner of Fisheries in formulating proposals for conservancy measures under licensing scheme introduced, specifically to a particular water body by Government notification as per the Indian Fisheries Act of 1897 (Central Act IV of 1897).

The financial powers delegated to the functionary in respect of common items of expenditure vide G.O.Ms.No.417 General Administration (AR&T/DESK) Department dated 5.8.1986 are given below (subject to availability of Budget provision).

S. No.	SUBJECT	DELEGATION OF POWERS
1.	Stores (condemnation) other than furniture	Rs.2000/- p.a.
2.	Photographic charges (including purchase of materials)	Rs.1000/- p.a.
3.	Replacement of exhibits in each museum	Rs.300/- p.a.
4.	Pituitary glands for I.B. to be purchased from Central Fisheries Corporation	Rs.2000/- at a time subject to maximum of Rs.10,000/- p.a.
5.	Purchase of Fish and Fish Seed	Rs.1,500/- at a time.
6.	Additions, improvements & alterations to existing electrical installation of non residential buildings	Rs.1500/- p.a. for each building including apartments buildings in the same compound.

OTHER FUNCTIONS

The files relating to Inland Fisheries Development Cooperatives and Engineering works of Inland Fisheries are routed through the functionary to the Commissioner of Fisheries/Director of Fisheries. He will scrutinise files and put up a note as per rules and regulations.

The following are the subjects files dealt by the functionary.

1. Development of Fisheries in Reservoirs, Swamps, tanks and lakes.
2. Licence scheme, conservancy measures, fishing permits.
3. Construction and maintenance fish seed farms including National Fish Seed Farms.
4. Fish Seed production, fixation of targets, monitoring and review fixation of prices, D.C.B. on seed.
5. Acquisition of land for fish seed Farms including expansion.
6. Deep Water netting operations in Reservoirs.
7. Shell fishery & F.W. Prawn Fisheries.
8. Lease and disposal of Fishery in water sources including public auction in reservoirs, tanks, swamps and Upputeru, formulation of guidelines, monitoring and review, DCB on lease of water bodies.
9. Disputes relating to disposal of tanks and other water bodies between Gram Panchayats and Cooperative Societies.
10. Departmental fishing operations.
11. Meetings, Board meetings of T.B.Dam, Fishery Advisory Committee, Forests, Tourism, etc.
12. All matters of Research and Surveys on Inland Fisheries.
13. Organization of FCS, Bye laws.
14. All statutory and non statutory functions of cooperatives including elections, persons in charge and audit.

He assists the Commissioner of Fisheries in prompt submission of reports to (1) The Legislative Assembly such as L.A.Qs., Assurances, Budget and any special reports to Legislative Committees, (2) The Government such as periodical reports, project proposals for sanction and mid term appraisal reports of the projects under implementation, (3) the courts such as para-wise remarks, counter affidavits relating to Inland Fisheries/Cooperatives

etc., (4) Audit and accounts such as Audit paras, PAC paras relating to Inland Fisheries/Cooperatives. (5) formulation of projects, obtaining technical data from field officers, processing and submission of required information to Government and other agencies. He makes field inspections of fish seed farms, reservoir development/Tank fisheries/licensing schemes under implementation with the prior approval of the Commissioner of Fisheries. He visits the places where new schemes/projects are proposed to be taken up and examine the feasibility and reports to Commissioner of Fisheries. He attends to annual inspection of Zonal Officers as ordered by the Commissioner/Director of Fisheries. He formulates suitable extension and publicity campaigns on development of Inland Fisheries.

3.7 JOINT DIRECTOR OF FISHERIES (BRACKISH WATER)

The financial powers delegated to the functionary in respect of common items of expenditure vide G.O.Ms.No.417 General Administration (AR&T/DESK) Department 5-8-1986 are given below, subject to availability of budget provision. The post is now shifted to Kakinada and redesignated as JDF (coast) to look after Marine and Brackish Water activities.

S. No.	SUBJECT	DELEGATION OF POWERS
1.	Stores (condemnation) other than furniture	Rs.2000/- p.a.
2.	Photographic charges (including purchase of materials)	Rs.1000/- p.a.
3.	Replacement of exhibits in each museum	Rs.300/- p.a.
4.	Pituitary glands for I.B. to be purchased from Central Fisheries Corporation	Rs.2000/- at a time subject to maximum of Rs.10,000/- p.a.
5.	Purchase of Fish and Fish Seed	Rs.1,500/- at a time.
6.	Additions, improvements and alterations to existing electrical installation of non residential buildings	Rs.1500/- p.a. for each building including apartments buildings in the same compound.

OTHER FUNCTIONS

All the files relating to Brackish Water Development are now routed through Dy. Director of Fisheries (B.W) to the Commissioner of Fisheries/Director of Fisheries. He has to appraise the Commissioner of Fisheries/Director of Fisheries. The following subject matters are dealt by the functionary with Headquarters at Kakinada.

- a) Macro and micro level survey of Brackish Water areas.
- b) Brackish water Fish Farms taken up with the assistance of U.N.D.P. and other agencies such as DRDA/SC/ and other weaker sections.
- c) Allotment of Brackish Water land proceedings of Committee constituted, Court matters on Land allotments.
- d) Brackish water prawn hatcheries/Feed mills/other B.W. infrastructure schemes, equipment to B.W. farming.
- e) Matters relating to Shore Area Development Authority, Coastal Aquaculture Regulation.
- f) Meetings relating to B.O.B.P./C.I.B.A./TASPARC/MPEDA/Aquaculture Authority.
- g) Prawn and fish diseases, diagnosis, remedies and treatment, laboratories, equipment.
- h) Pollution and conservancy (Water).
- i) Matters relating to BFDAs, which were discontinued in the State w.e.f. March'96.
- j) Any other matters entrusted by Commissioner of Fisheries.

He makes field visits with the prior approval of Commissioner of Fisheries for inspection of Brackish Water schemes under implementation, makes the review and appraise the position to the Commissioner of Fisheries. He visits the places where new schemes are proposed to be taken up and examine the feasibility. He attends to office inspections/Annual inspections whenever Commissioner of Fisheries ordered. He assists the Commissioner of Fisheries on prompt submission of reports relating to B.W. Fisheries, (1) to Legislative Assembly such as L.A.Qs/Assurance, Budget Special reports

to Legislative Committees (2) to Government Project proposals for sanction, Mid term appraisal report of the projects under implementation (3) to Courts such as para wise remarks, counter affidavits, etc. (4) Audit and Accounts matters such as replies to audit paras, P.A.C. (5) on formulation of suitable extension and publicity campaigns in respect of Brackish Water Fisheries.

3.8 JOINT DIRECTOR OF FISHERIES (H.R.D.)

The Government of Andhra Pradesh has sanctioned Agricultural Human Resources Development (Fisheries) component with World Bank Assistance with an outlay of Rs.457.822 lakhs to be implemented over a period of 5 years from 1995-96 to 1999-2000. This was changed to Rs.487.072 lakhs on Mid term Review. For monitoring the scheme, Human Resources Development cell in the office of the Commissioner of Fisheries was sanctioned the post of Joint Director of Fisheries was created vide G.O.Rt.No.1450 Agri & Coop (Agri.III) Department dated 28.11.1995. He works under the control of Commissioner/Director of Fisheries. He assists the Commissioner of Fisheries in all the aspects in implementation of H.R.D. scheme from the Head office as per the project schedule. He assists the Commissioner of Fisheries to co-ordinate with World Bank review team and project monitoring and implementation cell in Agriculture and Cooperative Department and Project Monitoring Unit in Finance Department. His role in the department is to scrutinize the files relating to the project on all components carefully before going to Commissioner of Fisheries. He will supervise the monitoring and apprise on the implementation of the scheme to the Commissioner of Fisheries from time to time. He interacts with the Commissioner of Fisheries and Additional Director of Fisheries, Principal, State Institute of Fisheries Technology, Kakinada, PMIC Cell, Finance (PMU) Department, Accounts Officer while dealing with technical, administrative accounts and budget matters. He has to coordinate in submission of periodical review reports, accounts and reimbursement reports to Government of A.P., and World Bank in time. He makes tours for inspection of schemes/offices with the prior approval of Commissioner of Fisheries.

The functionary is called upon by the Commissioner of Fisheries/Additional Director of Fisheries with in the Department to furnish the Project information/ data. In case of omissions or commissions, he is accountable to Commissioner of Fisheries. For remedial action, Commissioner/Director of Fisheries may issue instructions and watch their compliance from him. If any omissions are noticed the Commissioner/Director may call for the explanation. Based on the prima facie of the case, charges may be framed by the appointing authority. The qualification of the work out put expected from the functionary is by watching the implementation of the different

components of the project as per the schedule obtaining the required reports from the Principal processing of progress report, review reports, utilization of budget provisions, reimbursement claims and replies to audit paras etc. The provisions made for the assessment of performance are watching the expenditure of budget provisions, making arrangements for conducting training programmes as per schedule and self assessment report in Annual Confidential Reports.

He has to interact with different academic institutions like Fisheries Colleges, Universities, Research and Training Institutes. Regarding procurement of equipment and furniture, he has to interact with agencies dealing with these items, Industries Department, Commercial Taxes Dept., etc. The consultants appointed for Manpower needs assessment are to be consulted.

3.9.1 DEPUTY DIRECTOR OF FISHERIES AT HEAD OFFICE

He works under the supervision of Commissioner/Director of Fisheries. He interacts with the officers at the Head Quarters on formulation of Plan Schemes, new projects, review and monitoring at field level. He coordinates on statutory, administrative, budget, audit and account matters with the higher officers. He guides the field officers on technical matters for successful implementation of schemes. He interacts with his subordinates like Assistant Directors of Fisheries/Fisheries Development Officers/Assistant Inspectors of Fisheries in conducting surprise inspections, periodical and annual inspections. He makes review of schemes under implementation and appraisal of project areas, the funding agencies and mid term evaluation.

He assists Additional Director of Fisheries/Joint Director of Fisheries in the scrutiny and processing the files on the subjects given below.

1. Correspondence relating to Annual Plan schemes, Five Year Plans and Perspective plans.
2. Fixing up of plan ceiling.
3. Tribal development and Tribal Sub Plan.
4. Special assistance for SCs. Special component plan for Scheduled Castes.

5. Implementation and evaluation of schemes and all the reports relating to collection of statistics and submission of Statistical reports, Data, etc. to Government and other Heads of officers.
6. Progress reports on plan schemes.
7. Correspondence relating to schemes, DPAP/IRDP/Trysem, technical approval.
8. L.A.Qs, L.S.Qs, R.S.Qs, Assurances, House Committees, Coordination with other offices in sending reports.
9. Schemes on Non-plan staff continuation.
10. All training schemes at IFTCs/FTIs and deputation of staff for training outside the State, training at SIFT, Kakinada (being dealt now under AHRD).
11. He is liaison officer for promptly sending para-wise remarks, counter affidavits in court cases/APT cases.

3.9.2 DEPUTY DIRECTOR OF FISHERIES (MARINE)

FUNCTIONS TO BE DISCHARGED

He assists the Commissioner/Director of Fisheries for implementation of A.P.M.F. Regulation Act and Rules. The desk functions attended by the functionary are, all the files and periodicals relating to marine fisheries and allied activities are routed to the Joint Director of fisheries. He examines the files and put up a decent note with relevant Act, Rules and Regulations. The following are the subjects files dealt by the functionary.

1. Group Accident Insurance for marine fishermen, Relief cum savings.
2. Adult education, fisheries school, drinking water facilities, roads to fishermen villages, other community facilities to fishermen villages.
3. All welfare measures of fishermen/fisherwomen.
4. National welfare fund - Housing for fishermen.
5. Central Board of Fisheries - Advisory matters Consultancy.

6. Schemes for out board/in board motors, insulated boxes, transport vehicles, marketing facilities, landing facilities, harbours, diesel outlets, repairs, dry docking, roads and other facilities, hygiene in harbours.
7. Ecology, environment, pollution, central and state committees, schemes for modern technology.
8. All correspondence relating to cyclone, floods, fire and natural calamities, surveys and schemes for relief and Rehabilitation.
9. Acquisition and operation of trawlers/boats.
10. D.C.B. review/condemnation and write off proposals of boats.
11. Subsidy for diesel oils other requisites.
12. Strategy, regulations under Marine Fishing Regulation Act and Rules.
13. Matters pertaining to disputes between traditional fishermen and mechanised craft owners.
14. Light Houses, guide lights.
15. All matters relating to major and minor fishing harbours.
16. Village access roads under World Bank and Externally Aided Project including acquisition of lands for roads.
17. Beach landing crafts and motorization of traditional crafts.
18. All correspondence relating to purchase of boats, engines for departmental use and Mechanised boats distributed under subsidy schemes, insurance claims, boats seizer, release and disposal of boats and all matters pertaining to craft and tackle.
19. All correspondence relating to fishing industries and fish processing.
20. Leasing of off-shore facilities to private parties, fishing companies.
21. Registration of companies relating to fishing Industry.

22. A.P.Fisheries Corporation, A.P.Backward class Corporation and other allied corporations.
23. National Fisheries Corporation.
24. Land utilization, acquisition on Marine side for fishing Industries.
25. Trash fish utilisation
26. All matters pertaining to Commercial fishing and chartering of vessels.
27. All correspondence on A.N.P., UNICEF including boats, vehicles and other equipment.
28. Fish drying platforms/fish curing facilities.
29. Correspondence relating to Deep Sea Fishing.

3.10. REGIONAL DEPUTY DIRECTORS OF FISHERIES

The functions to be discharged by the Regional Deputy Director of Fisheries are statutory, administration, financial, field and desk functions which are given below.

ADMINISTRATIVE

He is the appointing authority for all the zonal level posts for the categories of Research Assistant, Hydrologist, Superintendents, Senior Assistants and below but except District level posts. He is competent for transfer of executives, ministerial subordinates/Research Assistants, Junior Assistants, Fieldman within the jurisdiction based on the guidelines issued by Government/Head Office from time to time.

Consequent on declaring the FDO as Gazetted, the Director/Commissioner of Fisheries is the competent authority for appointment and transfer of FDOs. The Government have ordered that the Zonal officers are competent for appointment and transfer of first level Gazetted posts in all Departments vide G.O.Ms.No.230 GAD (Services) Department dt.22.5.1999. He is competent to sanction the leave (Casual Leave, Earned Leave, Half-pay Leave, Surrendered Leave) to the executive and ministerial subordinates working in his office and to the ADFs working in the zone. He is also competent to sanction such advances which are approved by the Government.

FINANCIAL

- a) His financial powers are payment of salaries, drawing of advances, payment of T.A. Bill for the employees working in his office. He is competent to accord House Building Advance/Motor Cycle Advance/Marriage advance sanction for staff working in his zone. A Vide G.O.Ms.No.131 Fin & Plg (FW-I) (A&L) Dept., dated 19.8.97. He draws the funds of various schemes and utilises them as ordered by Director of Fisheries/Director of Treasuries and Accounts Authorisation. He is countersigning authority for TA bills of ADFs.

The delegation of financial powers to regional officers in respect of uncommon items of expenditure vide G.O.Ms.No.417 General Administration (AR&T/DESK) Department dated 5.8.1986 are given below:

S. No.	SUBJECT	DELEGATION OF POWERS
1.	Stores (condemnation) other than furniture	Rs.1000/- p.a.
2.	Photographic charges (including purchase of materials)	Rs.1000/- p.a.
3.	Replacement of exhibits in each museum	Rs.300/- p.a.
4.	Pituitary glands for I.B. to be purchased from Central Fisheries Corporation	Rs.2000/- at a time subject to maximum of Rs.10,000/- p.a.
5.	Purchase of Fish and Fish Seed	Rs.1,500/- at a time.
6.	Refund of Revenue (Fishery rentals)	Rs.1500/- p.a. at a time
7.	Disposal of fishing and its confirmation and other departments tanks (lease of)	Rs.5000/- and below
8.	a) Write off of loss of public money accounts and cash accounts and stores stock or other accounts.	Rs.500/- at a time
	b) Write off of loses on account of fish curing yards	Rs.2000/- p.a. for all yards

The delegation of Finance powers in respect of certain common items expenditure to Regional officers as per G.O.Ms.No.389 General Administration (AR&T) Department dated 4.9.1996 are given below subject to following conditions. 1) The above delegation of financial powers are subject to availability of budget provision, (2) where already higher powers are delegated on certain common items of expenditure, such higher provision will continue (3) where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue

S. No.	Items of expenditure	Regional Officers (per annum)	Remarks
1.	Maintenance of motor vehicles (a) light vehicles (b) Heavy vehicles	Rs.10,000/- Rs.20,000/-	Vide G.O.Ms.No. 490 Genl.Admn. (AR&T/DESK) Dept. dt.28.9.94
2	Purchase of stationery	Rs.5000/-	
3	Purchase of steel and wooden furniture a) Purchase of furniture b) Repairs of furniture	Rs.10,000/- Rs.1,000/-	
4	Rent for office buildings	Rs.2,000/- (per month)	Subject to rental valuation certificate of the roads and Buildings Department
5	Purchase of Bulbs and lamps	Rs.1,000/- (per annum)	
6	Light refreshments	Nil	
7	Books, Maps and periodicals	Rs.1500/- (per annum)	
8	Repairs to typewriters (per annum)	Rs.1000/-	
9	Condemnation of vehicles	NIL	

The financial powers delegated in respect of works and repairs to the Deputy Director of Fisheries are for work Rs.20,000/- and repairs upto Rs.2,000/- vide G.O.Ms.No.771 Forests & Rural Development (Fish.I) Department, dated 11.10.1977.

FIELD FUNCTIONS

1. He makes field inspections to study and proper implementation of schemes, makes the review of schemes and projects being implemented.
2. He makes suggestions if any technical or implementing problems are faced by the field officers. He brings matters of importance to the notice of higher authorities for immediate rectification and improvement.
3. He makes visits to the field unit offices like fish seed farms, production units and corporations and to the places where new schemes/projects are proposed and examine the feasibility of them.
4. He has to conduct Annual Inspections of the offices of the Asst. Director of Fisheries in the Zone.

DESK FUNCTIONS

1. Every Regl. Dy. Director of Fisheries/Deputy Director of Fisheries dealing with cash books has to check and sign the cash book, P.A. Register (if there) and undisbursed pay register every day, whenever in Headquarters. In case of tour, on return he has to check and sign.
2. He has to check Tappal Distribution Register, Personal Register, Fair Copying Register, Dispatch Register, Stamp Accounts Register, Periodical Register maintained by the Ministerial staff once in a month.
3. Attendance Register, Late Attendance Register are to be checked and signed whenever in the Headquarters.
4. He has to examine and clear the files and tappals received from his staff.
5. Prompt submission of reports to Commissioner/Director of Fisheries in respect of all technical/non-technical matters, periodicals as per the date fixed, review reports, project proposals for sanction, mid term approval reports of the schemes/projects under implementation.

6. To courts in filing up parawise remarks, counter affidavits, etc.
7. Formulation of schemes/projects, obtaining technical data from field officers scrutinizing the data, compiling, processing and submission to Commissioner/Director of Fisheries/District Collector.
8. Submission of prompt replies to L.A.Qs, Assurances, Special reports to Legislative Committees, Audit paras, P.A.C. paras, etc.
9. Formulate suitable extension and publicity campaign, coordination with different agencies (Nations/International) in the Zone involved in.
10. Fisheries Development and Welfare Schemes to fishermen.

3.11 DEPUTY DIRECTOR OF FISHERIES (BRACKISH WATER): HYDERABAD

The administrative, financial, field and desk functions of DDF (BW), Kakinada are now discharged by JDF (coast) Kakinada and are as given below:

ADMINISTRATIVE

He is competent to sanction the casual leave, earned leave, half pay leave, surrender leave to the executive and ministerial subordinates working under his administrative control vide G.O.Ms.No.230 GAD (Services) Department dated 22.5.1999.

FINANCIAL

His financial powers are payment of salaries, drawing of advances, payment of T.A. bills for the employees working under his control. He is competent to accord sanction H.B.A., M.C.A., Educational, festival, etc. advances for the staff working under his control, subject to availability of funds vide G.O.Ms.No.131 Finance & Planning (FW.I A&L) Department, dated 19.8.1977. He can also exercise the delegation of financial powers as mentioned against financial powers of R.D.D.F. in respect of uncommon items of expenditure vide G.O.Ms.No.417 General Administration (AR&T/DESK) department, dated 28.9.1994 subject to availability of budget provisions.

FIELD

He makes field inspections of Brackish water schemes where they are on implementation. He has to make suggestions on technical problems which are faced by the field officers. He has to make the review of implementation of schemes and projects being implemented. He should visit the places where new schemes are proposed to be taken up and examine the feasibility of those schemes. He has to undertake field visits to examine the imposed restrictions in the areas of CRZ notification of Government of India.

DESK FUNCTIONS

1. He has to check and sign each entry in the registers of Cash Book, Permanent Advance Register and Register of Undisbursed Pay in token of verification everyday. In case of tour, when he returns to headquarters, he has to check and sign the cash account.
2. He has to check Tappal Distribution Registers, Personal Registers, Fair Copy Register, Dispatch Register, Stamp Account Register, Periodical Register maintained by the ministerial staff once in a month.
3. Attendance and late attendance registers are checked and signed whenever he is in the Headquarters.
4. He has to examine and clear the files routed by ministerial staff.
5. He is responsible for prompt submission of reports on LAQs, Assurances, periodicals, review reports, replies to audit paras, PAC paras etc.
6. He is responsible in preparation of para wise remarks and counter affidavits of court cases concerned to him.
7. He has to obtain reports/data from field officers, processing and submit to higher officer.
8. He has to formulate extension and publicity campaign suitable for the development of sector.

3.12 ASSISTANT DIRECTOR OF FISHERIES (DISTRICT OFFICES)

The statutory administrative, financial, field and desk functions of Assistant Director of Fisheries are given below:

ADMINISTRATIVE

He is the appointing authority for the posts of Junior Assistant, Typist, Record Assistant, Field man, Fisherman and Attender after following the rules and regulations at district level. He is competent to sanction the Casual Leave, Earned Leave, Half-pay Leave, Surrender Leave to posts mentioned above.

FINANCIAL

The financial powers of Assistant Director are payment of salaries, drawing of advances, payment of T.A. bills for the employees working under him. He draws the funds of various schemes and utilise them as ordered by Director of Fisheries/Director of Treasuries and Accounts Authorisation. The following delegation of Financial powers are given to district officers vide G.O.Ms. No.417 General Administration (A.R.&T/DESK) Department, dated 5.8.1986.

Sl.No.	Item	Powers
1.	Stores (condemnation)	Rs.500/- p.a.
2.	Photographic charges (including purchase of material)	Rs.500/- p.a.
3.	Replacement of exhibits in each museum	Rs.300/-
4.	Pitutory glands for induced breeding to be purchased from Central Fisheries Corporation	Rs.1000/- at a time subject to maximum of Rs.5000/- p.a.
5.	Refund of Revenue (Fishery rentals)	Rs.1000/- at a time
6.	Purchase of fish and fish seed	Rs.1000/- at a time
7.	Disposal of Fishing and its confirmation in the demonstration and other Departmental tanks (lease of Fishery rights)	Rs.3000/- and less (as per G.O.Ms.No.776 F&A *F.II) Dept. dated 31.12.1990

8.	a) Write off of loss of public moneys included in cash accounts and stores included in the stock of other accounts b) Write off of losses on account of wastage of salt in fish curing years	NIL Rs.1000/- p.a. for all Yards
9.	Additions, improvements and alterations to existing electrical installation of non residential buildings	NIL
10.	Repairs to Boats (Repairs) and replacements of material required for Boats/vehicles	Rs.3000/- p.a. on each boat
11.	Write of irrecoverable losses on account of casualties on fish seed, drag, waste, etc. in the stock of fish and preserves	Rs.100/- at a time

The following delegation of financial powers to District Officers are given vide G.O.Ms.No.389 General Administration (AR&T) Department, dated 04.09.1996 subject to the following conditions.

1. The above delegation of financial powers are subject to availability of budget provision.
2. Where already higher powers are delegated on certain common items of expenditure, such higher provision will continue.
3. Where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.

Sl. No.	Item of Expenditure	Powers delegated as per G.O.Ms.No.389, Genl. Admn (AR&T) Dept. dated 04.09.1996
1.	Maintenance of Motor vehicles (a) Heavy vehicles (b) light vehicles	Rs.10000/- (as per G.O.Ms.No.490 Genl. Admn. (AR&T) Dept. dt.28.9.94

2.	Purchase of stationery	Rs.10,000/-
3.	Purchase of Steel and wooden furniture	Rs.2,500/-
	a) Purchase of furniture	Rs.2,000/-
	b) Repairs of furniture	Rs.1,000/-
4.	Rent for office buildings	Rs.1,000/- (per month)
5.	Purchase of Bulbs and lamps	Rs.500/- (per month)
6.	Light refreshments	NIL
7.	Books, maps and periodicals	Rs.600/- per month
8.	Repairs to typewriters	Rs.1000/- (per month)
9.	Condemnation of vehicles	NIL

The financial powers delegated in respect of works and repairs to the Asst. Directors of Fisheries are for works Rs.10,000/- and repairs Rs.500/- vide G.O.Ms.No.771, Forests and Rural Development (Fish.I) Department, dt.11.10.1977.

FIELD FUNCTIONS

1. Overall supervision of fish seed farms for the production of M.C.Spawn, Fry and Fingerlings, through Induced Breeding and common carp breeding and supply to other divisions.
2. Spawn rearing and supply of Fry.
3. Enforcement of conservancy in rivers, canals and drains etc.
4. Implementation of Licensing schemes in reservoirs/tanks, wherever proposed.
5. Assessment of fishery potential in departmental water sources.

6. Disposal of fishery in departmental water sources.
7. Collection of cost of seed, Lease for the disposed tanks
8. Implementation of Inland, Brackish Water and Marine plan and non-plan schemes and other welfare schemes.
9. Enumeration and registration of craft and tackle (Marine and Inland)
10. Organization and registration of fishermen cooperative societies.
11. Supervision over the fishermen cooperative societies
12. Implementation of NCDC/IRDP schemes.
13. Implementation of special component plan for SCs Tribal Sub-Plan for S.Ts.
14. Assessment of losses sustained in the fisheries sector due to natural calamities and providing assistance to the fishermen and fishermen cooperative societies etc.
15. Any other matter assigned from time to time.

DESK

1. Every Assistant Director of Fisheries with cash has to check and sign the following registers on **close of every day**.
 - a) Cash book
 - b) Permanent Advance Register
 - c) Undisbursed Pay Register

In the case of touring officers, the maintenance of accounts may be attended to by any of the subordinates under the instructions of the officer concerned and the officer should compare every entry in the cash accounts, on the next occasion when he sees the cash accounts or when he returns to headquarters, whichever is earlier. Each entry in the cash accounts should be initialled and dated on token of his check.

2. He has to check Tappal Distribution Register, Personal Registers, Fair Copy Register, Dispatch Register, Stamp Account Register, Periodical Register maintained by the ministerial staff once in a month.

3. Attendance, late attendance registers to be checked and signed whenever he is in the headquarters.
4. He has to examine and clear the files routed by ministerial staff.
5. He is responsible for prompt submission of reports on L.A.Qs, Assurances, periodicals and review reports, replies to audit paras, PAC paras, etc.
6. He is responsible in timely preparation of parawise remarks and counter affidavits of court cases concerned to the office.
7. He has to obtain timely reports data from field officers, processing and submission to higher officers.
8. He has to formulate suitable extension and publicity campaigns suitably for the development of fisheries sector.

3.13 ASSISTANT DIRECTOR OF FISHERIES, NIZAMPATNAM

The functions of the functionary are :

1. He is competent to sanction the Casual Leave, Earned Leave, Half Pay Leave, Surrender Leave to the posts below the rank of Senior Assistants working in the unit.
2. His financial powers are payment of salaries, drawing of advances, payment of TA bills for the employees working under his control.
3. He draw the funds of project and utilise them as ordered by the Commissioner/Director of Fisheries and Director of Treasuries and Accounts Authorisation.
4. As a unit officer, he is empowered to utilise the delegation of other financial powers vide G.O.Ms.No.417, General Administration (AR&T/DESK) Department, dt.5.8.1986 and G.O.Ms.No.389, General Administration (AR&T) Department, dt.4.9.1996, subject to availability of budget provision.

Sl.No.	Item	Powers
1.	Stores (condemnation)	Rs.500/- p.a.
2.	Photographic charges (including purchase of material)	Rs.500/- p.a.
3.	Replacement of exhibits in each museum	Rs.300/-
4.	Pitutory glands for induced breeding to be purchased from Central Fisheries Corporation	Rs.1000/- at a time subject to maximum of Rs.5000/- p.a.
5.	Refund of Revenue (Fishery rentals)	Rs.1000/- at a time
6.	Purchase of fish and fish seed	Rs.1000/- at a time
7.	Repairs to boats (repairs and replacement of material required for boats/vehicles each both)	Rs.3000/- p.a.
8.	Write of irrecoverable losses on account of casualties on fish seed, drag, waste, etc. in the stock of fish and preserves	Rs.100/- at a time
9.	Maintenance of motor vehicles a) Light vehicles b) Heavy vehicles	Rs.10,000/- p.a. Rs.10,000/- p.a. (G.O.MS.No.490, General Admn. (AR&T) Dept., dt.28.9.1994
10.	Purchase of stationery	Rs.2,500/- p.a.
11.	Purchase of steel, wooden furniture a) Purchase of furniture b) Repairs of furniture	Rs.2,000/- p.a. Rs.1,000/- p.a.
12.	Rent for office buildings	Rs.1,000/- p.a.
13.	Purchase of bulbs and lamps	Rs.500/- p.a.
14.	Books, Maps and periodicals	Rs.600/- p.a.
15.	Repairs to typewriters	Rs.1,000/- p.a.

OTHER FUNCTIONS

He has to supervise

1. The collection of marine fish landing species-wise, boat-wise that are landed in the harbour premises and their evaluation.
2. Preparation of the consolidated data every month and guide the staff in preparation of consolidated report.
3. The data of mechanized boats that are operating from the harbour.
4. Maintenance of harbour premises clean.
5. He has to bring the notice of the higher officers if there are any problems in the project.
6. He has to check Cash Book, U.D.P. register, P.A. Register, Registers maintained for fish catch, Personal Register, Periodical Register and files relating to the project, etc.

**3.14 ASSISTANT DIRECTOR OF FISHERIES KOLLERU
AT KAIKALUR IN KRISHNA DISTRICT****THE FUNCTIONS OF THE FUNCTIONARY ARE :**

1. Supervision of fish tanks constructed under the scheme and arrangements to obtain credit facilities from Banks.
2. Maintenance of tanks.
3. Preparation of tanks for fish culture i.e., watering, manuring, etc.
4. Arrangements for the supply of quality fish seed to the tanks.
5. Arrangements for supply of supplementary feed.
6. Collection of technical data of all the tanks regarding soil, water quality, etc.
7. Guiding the society members regarding preparation of pond manuring with organic and inorganic manures in the ratio for production of plankton.

8. Guiding the members in procurement of quality and quantity of fish seed.
9. Growth monitoring of fish produced in the tanks.
10. Harvesting and marketing of fish produced in the tanks.
11. Proper accounting of harvested and marketing fish in the society accounts.
12. Inspection of societies.
13. Scheme monitoring and evaluation of benefits accrued by the society members.
14. Any other matters assigned from time to time by the higher officers.

The functionary has to check the following records maintained in the office.

1. Cash book.
2. P.A. Register
3. Undisbursed Pay Register
4. Attendance Register

In addition to them he has to check Tappal Distribution Register, Stamp Account Register, Periodical Register, Personal Register maintained in the office once in a month. He has to examine and clear the files routed by the staff. He is accountable on any administrative matters to the Regl. Dy. Director of Fisheries.

3.15 ASSISTANT DIRECTOR OF FISHERIES, Gajuladinne and Nandyal, Kurnool District

FUNCTIONS

The functions are given below.

ADMINISTRATIVE FUNCTIONS

1. He sanctions the Casual Leave, Earned Leave, Half Pay Leave, Surrender leave to the posts below the rank of Senior Assistants working in the project.

2. His financial powers of TA bills for the employees working under his control.
3. He draws the funds of project and utilise them as ordered by Commissioner/Director of Fisheries / Director of Treasuries and Accounts Authorisation.
4. As a unit officer, he is empowered to utilise the delegation of other financial powers as given against District Officers vide G.O.Ms.No.417, General Administration (AR&T/DESK) Department, dt.5.8.1986 and G.O.Ms.No.389, General Administration (AR&T) Department, dt.4.9.1996 subject to availability of budget provisions.

OTHER FUNCTIONS

1. He has to supervise the pond bunds and bottom should be strong and holes formed by crabs, etc. should be checked.
2. The bunds of ponds should be free from over growth of grassy and should be maintained clearly.
3. Every pond should have a board giving an area of the ponds, with the species fish/fish seed in the pond and the number and size, date, places from where received and should also show the number removed and size.
4. The TOPE Register of the farm should be maintained properly.
5. He should make arrangements to achieve the target fixed for the Fry production, if major carps by conducting Induced Breeding experiments. He is responsible for procurement of breeder fishes, pituitary glands and other material required for Induced Breeding experiments.
6. He should make arrangements for common carp breeding experiments to produce Fry on completion of Induced Breeding experiments. He is responsible for procurement of required number of breeders and material required for common carp breeding.
7. He has to supervise closely preparation of nursery / rearing ponds to rear the Spawn / Fry such as manuring, insect and predatory control, feeding of fry and monitoring of water qualities such as pH value, DO₂, turbidity, temperature etc. for better survival of Spawn/ Fry/Fingerlings.

8. He has to collect the indents in advance for supply of Spawn/Fry to the needy fish farmers/fishermen cooperative societies.

3.16 ASSISTANT DIRECTOR OF FISHERIES (SHRIMP CULTURE): POLEKURRU

The functions of the functionary are as follows:

ADMINISTRATIVE FUNCTIONS

1. He is competent to sanction the Casual Leave, Earned Leave, Half Pay Leave, Surrender Leave to the posts below the rank of Senior Assistants working in the unit.
2. His financial powers are payment of salaries, drawing of advances, payment of TA bills for the employees working under his control.
3. He draws the funds of project and utilise them as ordered by Commissioner/Director of Fisheries/Director of Treasuries an Accounts authorisation.
4. As a unit officer, he is empowered to utilise the delegation of other financial powers as given against District Officers vide G.O.Ms.No.417, General Administration (AR&T/DESK) Department, dt.5.8.1996 and G.O.Ms.No.389, General Administration (AR&T) Department, dt.4.9.1996 subject to availability of budget provision.

TECHNICAL FUNCTIONS

1. Overall supervision of shrimp culture project to conduct various experiments for shrimp culture in ponds.
2. Supervise the preparation of ponds before introducing prawn seed to ensure better production by complete drying of ponds or eradication of predatory and unwanted organisms, to generate natural productivity and to maintain water quality favourable for normal life and quick growth of prawns.
3. Ensure selective stocking by observing ecological adaptability, availability of stocking materials, ability to grow fast with available food, ability to adjust certain fluctuations in the culture medium, ability to accept supplementary feed and market value.

4. Supervise the pond management to ensure high rate of survival and their fast growth by exchange of water to clear off biological waste accumulated in the pond, repeated application of fertilizers to maintain the production of natural food organisms, supplemented with artificial feed, periodical checking of sluice gate, screen and the bunds to plug the holes, if any, for better achievement of survival rate.
5. Harvesting of prawn to be determined depending on the growth, period of culture depending on the species stocked.
6. Harvesting prawns to be kept in layers of crushed ice before marketing.
7. Organize training programmes as per schedule.
8. The functionary has to check and sign the registers given below on close of every day.
 - a) Cash Book
 - b) Permanent Advance Register and
 - c) Undisbursed Pay Register
9. He has to check Tapal Distribution Register, Personal Register, Fairy Copy Register, Dispatch Register, Stamp Accounts Register, Periodical Register maintained by the ministerial staff once in a month.
10. He has to examine and back the files routed by ministerial staff.
11. He is responsible for prompt submission of periodical reports.
12. He has to formulate suitable extension and publicity campaigns on shrimp culture.

3.17 ASSISTANT DIRECTOR OF FISHERIES (COAST):

THE FUNCTIONS OF THE FUNCTIONARY IN BRACKISH WATER SECTOR ARE AS FOLLOWS :

1. Survey of Brackish water areas suitable for prawn/fish culture in the district/districts and submit consolidated report.
2. Obtain field data and prepare plans for the development of areas.

3. Coordinate and monitoring of Brackish Water schemes under implementation.
4. Coordinate with ADF of the district to obtain, scrutinize applications for permission to Commissioner/Director of Fisheries to obtain permission from Coastal Aquacultural authority as per coastal regulation zone notification under Section 3(1) and Section 3(2)(4) of the Environment (Protection) Act 1986 and Rule 5(3)(d) of Environment protection Rules 1986.
5. Provide technical assistance to weaker section prawn/fish farmers.
6. He has to process the files relating to Brackish Water in the district/ districts. He also attends to duties of Marine Fisheries activities as given at 1.4-E.

3.18 ASSISTANT DIRECTOR(S) OF FISHERIES (S.I.F.T., Kakinada and Lecturer)

The following are the subjects dealt for the Departmental offices deputed for the training. Their main function is to give theoretical and practical training in the subjects.

INLAND FISHERIES :

1. Fish culture in rural economy : Resources available, different types of waters and their utilization, fish culture as sole or subsidiary occupation - fish culture practices in India and Indo-pacific region.
2. Productivity of fish ponds : Factors of production, physical & chemical conditions of water, nature of soil, primary production by plants, food chain, plankton and other food of fish, role of plants in pondculture, prevention of wastage of productivity, increasing the productivity, food and feeding of fish.
3. Survey : Survey of ponds, tanks, reservoirs and such other confined waters, purchases, procedure and equipment, location - physical conditions, hydro-biological assay, estimation and collection plankton, identification of fresh water fishes, aquatic insects and aquatic plants, maintenance of records.
4. Cultivable species of fishes : Qualities desirable - Carps (indigenous and exotic),-salt water fishes (Chanos, Mulletts), other types of cultural

value such as Gourami, Etroplus, Murrels and Tilapia, their bionomics and life histories with special reference to breeding habits and growth - trout culture in hill streams.

5. Fish seed :

(a) Collection - principles and procedure - use of basket traps, Spawn and Fry collections including location of collection grounds, need for proper identification, Induced Breeding (natural and artificial), Artificial fertilization, cross breeding, collection of salt water species and their acclimatization, collection of Fresh Water Prawn Juveniles in river water.

(b) Rearing (Spawn and Fry) : Hatching pits and happas, cement cisterns, nurseries and rearing ponds, construction, preparation and maintenance, Manuring with organic and inorganic fertilizers, estimation of density of plankton, identification of planktonic organisms, prevention and elimination of predators, trial netting, removal of unwanted fish / fry, rate of growth - sorting and thinning.

(c) Transport : From collection grounds to nurseries to rearing, stocking ponds, use of mud pots, round tin carriers, oxygen packing in plastic bags, procedure and precautions, short distance transport, long distance transport.

6. Stocking : Seasonal and perennial waters, preparation for stocking, eradication of predators, unwanted fishes and weeds, manuring, stocking programme, compatible species, stocking density, actual stocking procedure.

7. Fish pond management : Control of factors of productivity, trial netting, rate of growth, remedial measures for poor growth, removal of predators, unwanted species and weeds, manuring, artificial feeding, parasites, diseases and mortality, prevention and rectification, Culture of other species, provision of special requirements. Harvesting of yield, rational exploitation, scientific and economic principles.

8. Design and construction of fish ponds and fish farms : Aims and purposes of fish farms, layout, soil, parameters, water supply, construction principles, operation and maintenance of fish farms, fish farmer's calendar, fish farming implements.

9. Ornamental fishes : Public health fishes, sport fishes, forage fishes.

10. (a) Natural water systems : Role of rivers in Inland fisheries, survey improvement to river fishes, rational utilization, habitat improvement, control of undesirable species.
- (b) Irrigation schemes and fisheries : Anicuts, dams, reservoirs and irrigation system, change from fluvial to lacustrine conditions, effect on fishery, remedial measures, fishery below anicuts and dams, fishery in reservoirs, fishery in canal system and connected waters, rational utilization, pollution waters, effects and remedies.
11. Estuarine fisheries : Hydro-biological condition, rational exploitation, special fishes like Hilsa, Mulletts and Prawns, estuarine fish farming, Chanos, Mulletts, Prawn, Oyster culture, reclamation of swamps and marshy lands.
12. Inland Fishery Research : Main objective, making fish culture easier and more profitable, improvement in quality and quantity of seed, introduction of new species, research on factors of productivity and increase in productivity, ensure rational utilization of resources.

MARINE FISHERIES

1. The sea : Distribution of land and water, geographical nomenclature, physical features of the sea, continental shelf, slope, abyssis, sea bottom, sampling the bottom.
2. Water movement : Currents and current systems, tides and tidal streams, measurement of drifts and current, swell on waves, the surf, vertical movement and 'upwelling'.
3. The physics of sea water : Unique properties of sea water and their importance in physical, biological environment, temperature and pressure (their ranges), viscosity, absorption of radiation, estimation of above factors.
4. The chemistry of sea water : Salinity and chlorinate (constancy of composition), dissolved gasses, PH and carbondioxide system, Effect of rivers on composition of sea water, collection of samples and water analysis.
5. Populations of the sea : Plant groups of the sea, Thallophyta - Blue - Green, Yellow - Green, Green - Brown and Red Algae.

Succinct review of primary divisions (phyla and class) of animals of the sea, their identification in the field.

6. Ecological groups and their relation to physical, chemical and biological factors in environment.

"Plankton" (Macro-micro-nanno), temporary, permanent "Nekton", Neretic, oceanic, pelagic, demersal, "Benthos" tidal, littoral, archibenthic, abyssal, effect of light, temperature, salinity, currents, oxygen, overcrowding and predators on ecological groups.

7. Plankton and productivity of the sea : Primary productivity of the sea, cycle of organic productivity, phyto, plankton production, plant nutrient consumption as an index of organic production, zooplankton production, the Biomass.

Phyto, plankton, and physio, chemical environment, flotation, factors of phyto plankton production, energy factors- nutrient salts, accessory organisms, (Bacteria, vertical transport, passage) temperature and salinity, light, compensation depths, nitrates and phosphates, vertical and horizontal circulation of water, stabilization, distribution of nitrates, phosphates and silicates and factors influencing their distribution, nitrogen and phosphorus cycles in the sea.

PLANKTON AND FISHERIES

Collection and sampling of plankton

8. Nekton and the fisheries : Animals constituting fisheries, demersal, pelagic, nectonic, oceanic, fisheries of the world, of India, of Andhra Pradesh, important food fishes (including prawns and shrimps) of Andhra Pradesh, a general account of their life histories.

Turtles and marine mammals and their utilization.

9. Benthic animals of commercial importance : Sponges, Corals, Pearl oyster, chunks, edible oyster, and other edible molluscs, windowpane oyster, molluscs for lime.
10. Sea weeds and their utilization : Food, Manure, Agar, Agar, Iodine, Potash.

11. Fluctuations in marine fisheries : Variation in catch, measurement, catch per unit, exploited and virgin stocks, effect of fishing, brood strength, causes of fluctuations, remedies.
12. Marine Fisheries Research : Principle objective, ways of achieving it, dynamics of fish populations, spawning behaviour, manner of reproduction, fecundity, age and growth, distribution and migration (stocks and races), population parameters entry into exploited phase, recruitment, fishing mortality, natural mortality, mean growth rate, prediction of yield, eumetric fishing.

Correlation of oceanography, fishery biology, marine biology and marine ecology to fisheries.

FISHING GEAR

1. Gear materials: Sources, kinds, characteristics, yarn twine, ropes, wire.
2. Synthetic materials: Types, terminology and count, characteristics, advantages and disadvantages.
3. Net making: Twisting of twine, preparation of webbing, jointing and tailoring of webbing, hanging of webbing, strains and stresses.
4. Accessories: Floats, sinkers, anchors, marking material.
5. Net preservation: Causes of deterioration, preventive measures, sterilization, sun light, copper salts, tanning preservation, bicromate treatment, coal tar, mobile deck, creosote, catch, acetone.
6. Fishing strategy: The fish, physical characteristics, habitat, food, breeding, movement, fishing area, distance, depth, nature of bottom tides and currents.

Elements of catching, surprise, enforcing, impounding, filtering entangling, enclosure, dragging, dynamic and passive.
7. Fishing gear: Classification, efficiency, under water instruments to study working of net, selectivity of gear, potency of gear fishing intensity, fishing capacity.

8. Indigenous fishing methods : Cast net, dip net, drag net and rangoon net, deep water fishing, shore seine, boat seine, drift nets, entangling nets, Hook and line.

9. Improvements to indigenous methods : Improvements to gill net fishing, bottom set and drift, trawl net.

Hook and line, various kinds and sizes, bait, purpose movement, holding fish, fishing depth, hand lines, long lines, trolling, pole and line fishing, shark fishing.

10. New methods : Trawling, beam, pair of otter and mid water trawl, factors involved in trawling, nature of bottom, type of fish, depth, length of warp, otter boards, (different types angle of attack weight, and size), height of the net, relationship to current, floats and sinkers, actual operation, speed or low, observation and performance.

Purse seines, danish seines, lampara, general principles of construction and operation.

Fishing with lights, electrical fishing

11. Exploratory and experimental fishing : Modification of existing gear, experiments with new gear, fish detection and fish ranging, locating new fishing grounds.

12. Design and construction of fishing gear : Design of trawls, design of purse seiners, design of gill nets, engine power and size of net, construction of nets, type and size of twine, webbing shape, assembly of the net, otter boards, (shape, size and weight), performance of floats, all with particular reference to trawls and trawling.

FISHING CRAFT

1. Indigenous craft: Coracles and sangadams, general description of catamarans, shoe dhoni, masula boat, navas.

2. Motorised craft: Need for motorization, motorization of existing craft, new types of boats, factors involved in designing of fishing boats, elementary knowledge of fishing boat construction, mechanisation, use of gurdy, winch, line, hauler and power blocks.

3. The Internal combustion engine : Various types, high, middle and low pressure, classification, petrol, diesel and semi-diesel, two stroke and four stroke, advantages and disadvantages, various makes of engines.
4. Principles and definitions : Matter, weight, volume, inertia, elasticity, solids, liquids, gasses, work, energy, power, friction, force, centrifugal force, heat, mechanics.
5. Construction of motor : Parts of motor, frame, crank case, crank shaft, cam shaft, main bearings, cylinder, piston, connecting rod (top dead center, bottom dead center, piston travel, combustion volume, total volume combustion chamber) valve and valve movements, fuel pump, atomiser, governor, fly wheel.
6. Lubrication system, Lubricants, types, properties, use of pure prescribed types of oil, hand, drip, pressure supply to various parts. Cooling system, air water, pump, connections, supply, delivery.
7. Power generation and transmission : Fuel oils, sources, refining process, physical properties, flash point s- firing points, combustion temperature, importance of using correct and pure oils.
8. Combustion: Ignition temperature, combustion temperature, need for compression, height of combustion chamber, scavenging, power, transmission, gear, stern tube, propellers, ordinary, variable pitch.
9. Maintenance and trouble shooting : Maintenance of cylinder and piston, causes of piston leakage and wear on link, remetalling bearings, valve clearance, effects of wrong clearance, fuel pump, defects, bosch pump, defects, defects to fuel injectors, defects of cooling system, fuel system, air system, governors, transmission (alignment).
10. Running of motors : Preparation for starting a motor, after the motor starts, during running of the motor, defects at starting and during running and their rectification (in sufficient compression, over load, smoke, knocking, increased oil consumption, etc.)
11. General maintenance of a motorized boat : Care of the hull (scrapping, caulking and painting), care of the engine, overhauling as per manufacturers instructions, preventing rust and rot, fulfill statutory and administrative requirements, maintenance of log, prompt repairs and replacements.

12. Surf landing boats: Principles, problems, limiting factors, breath landing equipment.
13. Service facilities: Maintenance, repairs, and replacements of engines, avoidance of wastage of fishing days, economic aspects of proper maintenance, provision of proper facilities, supply of fishery requisites.
14. Harbour facilities, Present position, restrictive factors of surf landing craft, fishing harbours, need for concentration of fishermen in few good fishing centres.

NAVIGATION AND SEAMANSHIP

1. Statutory regulations: Mercantile Marine Rules, harbour and craft survey, registration, customs, health, certificates (equipment, crew, life saving, fire fighting).
2. Preparing to go out: Complete equipment (including fishing requisites), crew, food, water, first aid, precautions for emergencies, engine failure (mast, sail, oars), rough weather (anchor, sea anchor, oil), distress signals, weather prospects, storm signals.
3. Leaving the harbour: Action of propeller of rudder, principles of ship control, wind and tide, other craft alongside, help orders.
4. Underway: Rules of the road, regulations for preventing collisions, lookout.
5. Navigating the boat:
 - (a) Directions, compass, principles, constructions, types, variation, deviation, gyrocompass, radio direction, finding.
 - (b) Distance: Hand log, parent log.
 - (c) Depth: Hand lead, kelnine depth finder, echo sounding.
 - (d) Coastal navigation: Running fixes, four point bearing, doubling angle on low, transferred position line fix to find distance a boat will pass a beam of an object keeping to selected tract, lee way, set and drift tides and tidal ranges, pilotage in channels and river mouths, international system of buoyage, night navigation and fog navigation, fog signals, light houses.

- (e) Use of sail in an emergency (engine break down) parts of a soil, principles of sailing, rules of road for sailing vessels.
 - (f) Elementary knowledge of celestial navigation.
6. Charting of fishing grounds:
- (a) Position fixing by cross-bearing by use of sextant and station, pointer bearing and alignment, cross alignments, bearing and depth alignment and depth and dip of objects of known height.
 - (b) Chart objection, merchant's chart, symbols and abbreviations, charting and charting work.
7. Ropes and purchases: Types of ropes, characteristics, use and care of ropes, knots, bends and splices, tackles (blocks, land, pulleys) derricks.
8. Signaling: Semaphore, morse, international code.
9. Ship handling at sea: Wind, swell and waves, effect on ship movement, prevention of synchronization, rough weather, use of a sea anchor and oil, going along side another boat-going away from it, anchoring and mooring, handling of boats during fishing, shooting of net, towing or drifting, handling.
10. Return of harbour : Propeller and rudder action, wind and tide, principles of ship handling while docking along, side wharf or pier, lay up of boat.
11. Surf crossing and beach landing: Surf formation, dynamics on surf, effect on boats, crossing the surf, landing on beach, hauling up.
12. Log and accounting: Maintenance of log, accidents and incidents, cost expenses, receipts, economics of the unit.

FISHERIES MANAGEMENT

1. Fisheries and National economy: Importance of fisheries, value of protein, fish as a source of protein, liver oils for vitamins, fisheries as income, generator, fishery resources and fishing grounds of the world, of India, of Andhra Pradesh.

2. Fishery statistics: Uses, information needed, purpose and methods, random sampling, catch per unit effort, total catch.
3. Fishery legislation: Purpose, many general theories not proved by facts, review of various types of regulations, benefits mainly to sedentary species or congregations below artificial barriers, scientific and economic investigations to precede legislation.
4. Fishery Economics: The operative, reasons for low economic productivity, removal of restrictive factors, special problems of under developed areas, lack of capital, organizational weakness, possibilities and examples of improvement, financial assistance and capital formation, greater share in fish prices, take off stage.
5. Fish marketing: Functions of marketing, pattern of marketing, role of middlemen, role of cooperatives, storage and transport facilities, improvements to fish markets, quality, control, price stabilization, consumers and marketing, general fish marketing in other countries.
6. Species or congregations below artificial barriers, scientific and economic investigations to precede legislation.
7. Fishery economics: The operative reasons for low economic productivity, removal of restrictive factors, special problems of fishery officer, fulfillment of the motto-eager to learn and willing to work.

BRACKISH WATER FISHERIES

1. Brackish Water fish/prawn culture : Resources available and their utilization, Brackish Water fish/prawn culture as subsidiary/industry occupation, Brackish Water fish/prawn culture practices in India and South Asian countries.
2. Productivity: Factors of production, physical, chemical conditions of water, nature of soil, plankton production, supplementary feed, setting up of feed mill projects, feed and its importance in shrimp culture/fish culture, selection of raw material, mixing of ingredients pulverization, mixing, conditioning, pelletisation, drying of pellets, crumbling and sieving, packing, storage, capacity and marketing.

3. Survey, survey of Brackish Water lands, purposes, location, construction of ponds and designs, advantages and disadvantages, physical conditions, hydro-biological assay.
4. Cultivable species of fish/prawn : Cultivable species of Chanos Chanos (Milk fish), Mugil species (Mulletts), Etroplus (Pearl spot), Lates species, P.mondon (Tiger prawn), P.indicus (white prawn), other species, their life histories with special reference to breeding habits and growth culture methods of, Brackish Water fishes/prawns, culture methods, predators in culture ponds and their control, manuring of ponds, supplementary feed , stocking in the ponds, water management, harvesting, marketing.

Fish/prawn seed: Spawn and fry collections, location of collection grounds, need for proper identification, shrimp seed production by establishing hatcheries, brood stock management, water intake system, larval rearing, post larval production, techniques of shrimp seed production, Japanese technique, Taiwan technique, Galveston system, techniques developed in India.

5. Transport: From collection centre to ponds, stocking ponds, use of tin carriers, maintenance of water salinity in tins, oxygen packing in plastic bags, procedure and precautions, short distance transport, long distance transport.
6. Stocking : Seasonal, variation in salinity of water, preparation for stocking, eradication of predators, unwanted species and weeds, manuring, stocking programme, compatible species, stocking density, actual stocking procedure.
7. Pond management : Control of factors of productivity, trial netting, rate of growth, remedial measures for poor growth, manuring, supplementary feed, parasites diseases and mortality, prevention and rectification, provision of special requirement such as paddle wheels for oxygenation etc.

Harvesting of yield, care to be given for quality maintenance, scientific and economic principles.

8. Design and construction of Brackish water ponds: Aims and purposes, layout, soil, parameters, water supply system, construction principles, operation and maintenance of ponds, Farmers/Entrepreneurs calendar, Brackish Water fish/prawn farming implements.

9. Brackish Water fishery research : Main objective, more productive and profitable, improvements in quality and quantity of seed, research factors of productivity and increase in productivity, diseases identification and remedies, ensure rational utilization of resources.

3.19 ASSISTANT DIRECTOR OF FISHERIES (MARINE) (HEAD OFFICE)

The following are the subjects dealt by the functionary :

1. All correspondence relating to purchase of boats and engines for departmental use and mechanized boats distributed under subsidy schemes, Insurance claims of boats, seizer, release and disposal of claims of boats, permission for movement of boats all matters relating to craft and tackle.
2. Implementation of A.P.M.F.R. Act and Rules.
3. All correspondence relating to fishing Industries and fish processing.
4. Leasing of offshore facilities to private parties, fishing companies.
5. Registration of companies relating fishing industry.
6. Land utilization, acquisition on marine side for fishing industries, etc.
7. Trash fish utilisation.
8. All matters pertaining to commercial fishing and chartering of vessels.
9. All correspondence on ANP, UNICEF, etc. (including boats, vehicles and other equipment).
10. Fish drying platforms; fish curing yards, and other allied subjects.
11. All correspondence relating to I.M.F.P. with World Bank assistance.
12. Externally Aided Projects other than Shrimp & Fish Culture Projects, Agriculture Human Resources Development Project.
13. Terminal Organizations and maintenance of harbours.

14. Marine Fish marketing Projects including transport facilities.
15. Correspondence relating to Deep Sea fishing.
16. Acquisition and operation of trawlers/boats.
17. D.C.B. review/condemnation and write off proposals for boats.
18. Subsidy for diesel oil and other fishery requisites.
19. Matters pertaining to disputes between traditional fishermen vis-a-vis mechanized boats.
20. Village access roads under World Bank and other projects including acquisition of land for roads.
21. All matters relating to major and minor fishing harbours.
22. Tour programme of CICEF, CE-Ports and Director of state Ports.
23. Beach landing crafts.
24. Motorization of traditional crafts.
25. All input-related welfare measures for marine fishermen.
26. Any other works assigned by Commissioner/Director of Fisheries.

3.20 ASSISTANT DIRECTOR OF FISHERIES (PLANNING) HYDERABAD

The functionary works under the control of Commissioner/Director of Fisheries at Head office. His role within the department is to assist Additional Director of fisheries in preparation of projects, formulation of annual plans, sanction of various plan schemes, monitoring and implementation of plan schemes reports, training coordinator for the department. He assists in strengthening of fisheries extension activity to create awareness. He assist Deputy Director of Fisheries/Additional Director of Fisheries in the scrutinizing and processing the files on the subjects given below:

1. Correspondence relating to Annual plan schemes, Five year Plans and Perspective Plans.

2. Fixing up of Plan ceilings.
3. Tribal development and Tribal Sub-plan
4. Special assistance for scheduled castes.
5. Implementation and evaluation of schemes and all reports relating to collection of statistics and submission of statistical reports, data, etc. to Government and other Heads of Offices.
6. Correspondence relating to schemes, DPAP/IRDP/Trysem, technical approval.
7. LAQs/LSQs/RSQs/Assurances, House Committees, coordination with other offices in sending replies.
8. Schemes on Non-Plan staff continuation.
9. All training schemes at IFTCs/FTIs, deputation of staff for training outside the State, Training at State Institute of Training, Kakinada, (being dealt now under HRD).
10. He is liaison officer for promptly sending parawise remarks/counter affidavits in court cases/APAT cases.
11. Periodicals pertaining to the section.

3.21 ASSISTANT DIRECTOR OF FISHERIES (INLAND) HEAD OFFICE:

The following are the subjects dealt by the functionary :

1. Subjects relating to shell fishery and all matters relating to fish farms including seed production reports and write off proposals.
2. Electricity charges of fish seed farms.
3. Lease and disposal of departmental water bodies, reservoirs, tanks, swamps and Uputeru.
4. Disputes relating to disposal of tanks and other water bodies between Gram Panchayats and cooperative societies.

5. Departmental fishing operations.
6. Meetings, Board meeting of T.B.Dam Fishery Advisory Committee, Zoo, Forests and Tourism.
7. Crucial balance investments.
8. Development of fisheries in reservoirs, swamps, tanks and lakes.
9. License scheme, conservancy measures, and fishing permits.
10. Fish seed farms, National fish seed farms.
11. Fish seed production, targets, review, monitoring, fixation of prices, etc.
12. Acquisition of land for fish seed farms including extension.
13. Licensing scheme in reservoirs
14. Any other matters assigned by the Commissioner/Director of Fisheries.

3.22 ASSISTANT DIRECTOR OF FISHERIES (BRACKISH WATER)

The functions are to dealt with the following subjects.

1. Brackish Water fish farms for weaker sections.
2. Brackish Water fish farms with the assistance of UNDP.
3. Brackish Water fish farms with the assistance of DRDA and SC Corporation.
4. Brackish Water fisheries estates.
5. Allotment of Brackish Water lands for shrimp/fish culture.
6. Brackish Water hatcheries and feed mills.
7. Macro and Micro level survey of Brackish Water sites.
8. Brackish Water research schemes/experimental schemes.

9. Shore Area Development Authority.
10. All meetings relating to BOBP/CIBA/TASPARC/OSPARC and MPEDA.
11. Annual action plan relating to Brackish Water.
12. Credit plans.
13. Correspondence relating to grants of Central Assistance.
14. Review meetings on Brackish Water fisheries.
15. Audit reports/Utilization Certificates.
16. Pollution and conservation.
17. Inspection reports pertaining to Brackish Water.
18. Any other duties assigned by Commissioner/Director of Fisheries.

The functionary has to check the Personal Registers maintained by the ministerial staff in the Brackish Water section once in a month. He has also to checkup stock files maintained in the section once in a quarter.

3.23 ASSISTANT DIRECTOR OF FISHERIES (WELFARE)

The functionary assists in the processing the files on the subjects mentioned below:

1. Fisheries Welfare Schemes.
2. Group Accident Insurance scheme.
3. Relief cum savings scheme.
4. Housing to fishermen.
5. Working capital assistance to fisherwomen.
6. Cyclone relief and rehabilitation scheme.

7. Assessment of cyclone losses and reporting.
8. Procuring of claims for Insurance under GAIs.
9. Publicity matters.
10. Central Board of Fisheries.
11. Projects formulation for Welfare of Fishermen.
12. Roads to fishermen villages and other amenities

He is called upon within the department by the Additional Director of Fisheries to furnish information on subjects dealing with to the Director/Commissioner of Fisheries. In case of commissions or commissions, the Director/Commissioner may issue instructions and watch the compliance. In case of any defects, the Director/Commissioner may call for the explanation based on the prima facie case, charges are framed and disciplinary actions may be taken by the Commissioner of Fisheries.

3.24 ASSISTANT PROJECT DIRECTOR (SPU)

The functions are as follows :

1. Assists in dealing the files of administration, technical and financial matters in SPU.
2. Selection of beneficiaries as per the norms of World Bank.
3. Construction of the basic infrastructure and common facilities in the project area.
4. To recover lease charges and infrastructure costs.
5. To make credit arrangements for related activities such as hatcheries, feed mills, ice plants provided to private sector investors.
6. To make arrangements for credit for the construction of rearing ponds, erection of pens and cages and material required for them, to rear the fish seed and stocking of water bodies in the selected wear bodies of Fishermen Cooperative Societies.

7. Technical assistance in erection of cage/pens in the water bodies to the Fishermen Cooperative Societies.
8. To provide guidance to the field staff, coordinates the conduct of training and extension activities.
9. Coordinate with the participating Bank and its units at Hyderabad and its units at district level for the investments to be financed through credit.
10. For the monitoring of work done against I.D.A. disbursement, accounting for sub-loans and recovery of such sub-loans.
11. Evolution of the project such as benefits accrued to the beneficiaries, area/sectorial development, increase in income levels.
12. Gaps left out to be bridged by taking up follow up action, justification for the infrastructure created and gaps left out to be bridged in future.

The functionary has to scrutinise the files received from the ministerial staff and channel them to Aquaculturist.

3.25 P.A. TO DIRECTOR OF FISHERIES (ASST.DIRECTOR - ADMN.)

The functions discharged by the Personal Assistant to the Commissioner/ Director of Fisheries are to assist/supervise in the following matters.

1. The maintenance of Attendance Registers of both Gazetted and non-gazetted officers.
2. Maintenance of leave Registers, Turn Duty Registers for the staff, attenders and drivers including Holiday Turn Duty.
3. Sanction of all kinds of leaves to the officers at Head Office and Districts.
4. Correspondence relating to Gazetted establishment, preparation of panels of Asst. Directors of Fisheries, Deputy Directors of Fisheries, Joint Directors of Fisheries and Addl. Directors of Fisheries.
5. Review of transfers of all Gazetted Officers.

6. APFS/APSFFS/APMS and APLGS, Adhoc rules and amendments.
7. Maintenance of Service Registers for Gazetted Officers and sanction of their increments.
8. Correspondence relating to Non-Gazetted executive staff.
9. Deputation of officers for training outside and departmental training at State Institute of Fisheries Technology and other training Institutes.
10. Review of transfers of Non-Gazetted (executive) establishment.
11. Correspondence relating to disciplinary cases of all categories.
12. Correspondence relating to Non-Gazetted establishment under APMS rules, Tribunal matters.
13. Annual Inspection Reports for subordinate officers and their correspondence.
14. Maintenance of Service Registers and sanction of increments for ministerial staff in Head Office.
15. Correspondence relating to APLGS staff such as Record Assistant, Drivers, Roneo Operator and Class IV staff.
16. Office Orders.
17. L.A.Qs on establishment matters.
18. Vigilance, legal grievances matters.
19. Any other subject matters relating to Head Office assigned by Commissioner/Director of Fisheries.

3.26 DEPUTY REGISTRAR OF COOPERATIVE

The functions are as follows:

He works under the control of Commissioner/Director of Fisheries. His jurisdiction is the State of Andhra Pradesh. He makes tours with the prior approval of Commissioner/Director of Fisheries for inspection of various aspects of Fishermen Cooperative Societies as ordered by the Commissioner/Director of Fisheries. The functions discharged by the functionary in the department are to assist the Commissioner/Director of Fisheries.

1. Issue of permissions for registration of Fishermen Cooperative Societies.
2. Reorganisation of societies.
3. Settlement of disputes as per APCS Act, Petitions, Appeal Petitions received by the Commissioner/Director of Fisheries.
4. Elections to primary, district, regional and A.P.State Cooperative Fishermen's Federation Limited.
5. Inspection of societies.
6. Financial assistance to all societies.
7. N.C.D.C. loans.
8. D.C.B. loans on cooperatives.
9. Collection of statistics of Fishermen Cooperative Societies.

3.27 ASSISTANT DIRECTOR OF FISHERIES (STATISTICS)

1. Compilation of Inland, Marine, Brackish Water Fish/Prawn production.
2. Compilation of statistics on fish seed farms and their production.
3. Compilation of water sources.

4. Exports.
5. Kind and number of craft and tackle used in the State.
6. Area under Aquaculture.
7. Statistics on processing and preservation plants.
8. Prices of various products.
9. Compile and prepare the Annual Administration report of the Department.
10. Data on catch monitoring units trawling and mini trawling.

The functionary has to deal with all the files relating to statistics and routed through DDF Additional Director of Fisheries. The functionary is called upon to furnish information data by the Commissioner of Fisheries. His operational jurisdiction is State of Andhra Pradesh. He makes tours with the prior approval of Commissioner/Director of Fisheries.

3.28 EXECUTIVE ENGINEER

The functions discharged by the Executive Engineer are:

1. To accord technical sanction of estimates.
2. To approve tender schedules for calling tenders
3. Approval of tenders (upto 5% excess over the)sanctioned.
4. Scrutiny of tenders and recommend for approval of tenders above 5% to Commissioner/Director of Fisheries.
5. Periodical inspection of works under execution.
6. To advise and assist the Commissioner/Director of Fisheries in civil matters.

The Executive Engineer is empower of technical sanction for execution of works upto Rs.10.00 lakhs and he is given the powers to approve the tender-notices, tender-schedule and finalize the tenders at their level for the works for which they are technically empowered to sanction vide G.O.Ms.No.21,

Animal Husbandry and Fisheries (Fish.I) Department, dt.11.2.1999 and G.O.Ms.No.132, TR&B (E1) Department dt.11.8.1998. For more than Rs.10.00 lakhs works, he submits a proposal to the Commissioner/Director of Fisheries to get the sanction from the Government.

3.29 DY.EXECUTIVE ENGINEER

The post is now shifted to Kakinada. All the files relating to engineering section are routed through the functionary. The functionary has to check up the files and put up with a relevant note as per rules and regulations. His operational jurisdiction is entire State, where the works are proposed and under execution. He makes tours with the prior approval of Commissioner/Director of Fisheries. He called upon to furnish information/data by the Executive Engineer/Commissioner/Director of Fisheries. The functions discharged by the functionary are:

1. To provide technical guidance to the field staff for preparation of estimates for the works proposed.
2. To obtain the sanctions of all the departmental works after scrutiny of estimates.
3. Inspect the works and provide guidance and
4. Check measurements of works executed.

The functionary is responsible for the scrutiny of estimates, quality of work and check measurements for all the works taken up in the department. He is accountable to Commissioner/Director of Fisheries for the above matters. In case of any omissions or commissions, the Commissioner/Director of Fisheries initiate action basing on the report charges be framed, explanation be called for and suitable punishment may be awarded by the Appointing Authority.

3.30 ASSISTANT EXECUTIVE ENGINEER (MECHANICAL)

The functions discharged by the functionary are:

1. Survey of Brackish Water areas.
2. Preparation of estimates for pond/tank construction including design for sluice gates.

3. Execution of works including supervision and recording of measurements.

All the engineering files relating to Brackish Water are dealt by the Assistant Executive Engineer. He works under the control of Joint Director of Fisheries, Kakinada and assists him in all engineering matters pertaining to Brackish Water. His operational jurisdiction is East Godavari, West Godavari and Krishna Districts. He makes tours with the prior permission of the Joint Director of Fisheries (Coast) Kakinada.

3.31 ASSISTANT ENGINEERS

The operational jurisdiction of each Assistant Engineer is given below :

S. No.	Headquarters of Assistant Engineer	Jurisdiction (Districts)
1.	Visakhapatnam	Srikakulam, Vizianagaram and Visakhapatnam
2.	Kakinada	East Godavari, West Godavari and Krishna
3.	Guntur	Nellore, Prakasam and Guntur
4.	Kurnool	Kurnool, Chittoor, Cuddapah and Ananthapur
5.	Warangal	Khammam, Warangal, Karimnagar and
6.	Hyderābad	Adilabad, Hyderabad, Rangareddy, Medak, Nizamabad, Nalgonda and Mahaboobnagar

The functionary is called upon to furnish data, information by the Regl. Dy. Director of Fisheries. He works under the supervisoin of Regl. Dy. Director of Fisheries. The functions discharged by the functionary are:

1. Field survey.
2. Preparation of estimates and designs.
3. Execution of civil works including supervision and recording of measurements.

All the engineering files are dealt by the Assistant Engineer at zonal level. He makes tours with the prior permission of Regl. Dy. Director of Fisheries. He is accountable on any administrative matters to the Regl. Dy. Director of Fisheries. In case of omissions or commissions the Regl. Dy. Director of

Fisheries issue instructions and watch the compliance. In case of omissions or commissions call for explanation. Based on prima facie case, charges are framed and if charges are proved a suitable disciplinary action be taken by the Appointing Authority. The quantification of work expected from the functionary is survey of field where works are proposed, preparation of estimates and designs, execution, supervision and measurements of works done in the zone. The provisions made for assessment of performance are quantum and quality of works done in the zone and self assessment report in Confidential Report.

3.32 DRAFTSMAN

There are 4 Draftsman posts at Head Office, Guntur and Visakhapatnam. These posts are sanctioned vide G.O.Ms.No.100, Animal Husbandry and Fisheries (Fish.II) Department, dt.14.3.1986 to assist the Assistant Engineers for field survey preparation of estimates and maintenance of estimate files, Checking of estimates, preparation of drawings, survey maps, correspondence connected to the works. They work under the control Regl. Dy. Director of fisheries of the zone. They work under the technical control of Executive Engineer/Deputy Executive Engineer/Assistant Executive Engineer/Assistant Engineer. On any technical matter, he is accountable to the engineer concerned. In case of any omissions or commissions, the Engineer may report to the Regl.Dy. Director of Fisheries and he may initiate action basing on the report, call for the explanation, charges maybe framed and suitable punishment may be given by the Regl.Dy. Director of Fisheries.

3.33 FISHERIES DEVELOPMENT OFFICER

The duties and responsibilities of F.D.O., Hydrologist, Research Assistant in respect of various wings of Fisheries are given below. All the functions enumerated below need not be attended by the functionary. The functions depend on nature of work where the functionary is posted.

INLAND FISHERIES

1. Responsible for fish seed production management. Advance planning for biotic and material procurement and execution. Modern methods of induced breeding of major carps by hypophysation, H.C.G. hormone, stripping, C.C. breeding, determine dosages of induces in relation to maturity condition of breeders.

2. Survey and location of suitable grounds for natural collection of fish and prawn seed in flooded river and stream banks on the spot decisions for collection, segregation, conditioning and transport.
3. Running fish seed hatcheries on the lines of a production concern operations throughout the clock. Management of different hatcheries such as traditional double hapa, glass/masonry hatcheries, Jar hatchery, modern plastic pool hatchery, Chinese hatchery depending on the available facilities and a constant vigil to reduce mortality of tender fish seed in hatching, predatory, insect and weed control methods. Nursery management manuring, primary productivity, rearing of hatchlings to fry and fingerlings.
4. Survey of inland water sources for suitability and potentiality, supply of quality fish seed or stocking in composite fish culture methods. Integrated fish farming with poultry/duckery/piggery/diary, etc. Lease of fishery wealth in tanks/reservoirs and issue of fishing permits, marketing of product, collection of statistics and enumeration of markets.
5. Reservoir fisheries development, pre and post-impoundment surveys to study the effect of construction of dams, rear stock size fingerlings, Issue of licenses in the reservoirs where licensing scheme is under implementation under the control. Inspection for implementation of rules and regulations. Confiscation for violation of above rules and observe close season. For cage and pen culture, suitable site selection, for construction of ponds on the periphery of lakes and reservoirs and management of fish culture in them. Enumeration of craft and tackle in craftwise and population villagewise.
6. Study ecological and biotic factors effecting fish growth and mortality, take immediate remedial measures, create facilities and arrangements for exploitation and marketing of fish. Maintain hygienic standards in fish market Survey and selection of suitable sites for marketing, infrastructure like ice-cum-cold storage and quick transport facilities, etc. sending periodical report on statistics of inland fish production and mode of disposal by random check methods.

MARINE FISHERIES

7. Survey and demonstration for introduction of modern fishing methods and location of fishing grounds suitable. New craft and tackle to exploit pelagic, column and demersal fishery and prawn. Analysis for catch monitoring, study the operational conditions to establish viability of the method. Practical demonstration of fishing method onboard. Rules of Navigation in the turbulent conditions of the sea. Enumeration of population, craft and tackle villagewise.
8. Introduction of modern craft like Beach Landing Craft. PVC and Ferro cement catamarans, methods for longevity of catamarans. Locate suitable wooden logs for catamarans. Out board motors for Navas, kort nozzles to engines of mechanized fishing vessels for fuel efficiency and diversified fishing operations.
9. Survey for selection of suitable sites for construction of jetties, fish landing platforms, Ice-cum-cold storage facilities, freezing plants. Civil amenities to fishermen like village access roads and quick transport facilities to reach fish markets in time, housing, power, drinking water supply, fishery schools and vocational courses. Socio-economic and nutritional surveys (These are the essential components being implemented in all Integrated Fisheries Development Schemes). Statistics on marine fish catches, craft and specieswise. Culture in sea, mariculture, mussel culture, cage and pen culture.
10. Implementation of A.P. Marine Fishing Regulation Act and Rules.

BRACKISH WATER FISHERIES

11. Survey for selection of suitable site in the coastal areas. Macro and micro level studies in slushy and marsly areas, Preservation of top soil, Locate centres for natural suitable gear and period for collection, Advance planning for procurement of spawners, material, segregation, conditioning for immediate transport of seed with oxygen packing. Prawn hatcheries, utmost vigilance and remedial measures for physical parameters of water and prawn culture in ponds. Prawn juvenile feeding by culture stocks and artificial feeding, transport to prawn fields. Prawn culture under mono and polyculture. Artificial feeding of locally available cheap and efficient feed components; harvesting method and period to suit the chronological factor of molting practical demonstration and extension. Enumeration of culture area categorywise & villagewise.

12. **Training courses** : Training courses in theory and practical of marine, inland and brackish water fisheries. Craft and tackle used in the State, processing and extension services to reach the trainees and fishermen. Production of extension literature and films, audio-visual education, focus from media like Press, Radio and T.V.
13. **Welfare to Fishermen** : Study the need and viability for organization of Cooperative Societies, Person Incharges and Managers. Selection of beneficiaries, render assistance under IRDP/DPAP/SC/ST including NCDC schemes.
14. **Relief** : It is a hectic task to render relief in every Natural disasters right from weather warnings, evacuation to safety places, salvage operations, estimation of loses to relief by supply, repair of craft and tackle and other requisites. Implementation of other normal relief schemes like exgratia payment, national welfare fund, census and insurance of craft and tackle. Maintenance of relevant registers.

3.34 ASSISTANT INSPECTOR OF FISHERIES

The duties and responsibilities of Asst. Inspector of Fisheries in respect of various wings of fisheries are given below. All the functions enumerated below need not be attended by the functionary. The functions depend on nature of work where the functionary is posted.

He will work under the supervision of Asst. Director of Fisheries. The Asst. Inspector of Fisheries assists the Fisheries Development Officer in discharging the duties when posted along with Fisheries Development Officer at the same Station. The Asst. Inspector of Fisheries is discharging duties independently in other places. Any other duties assigned form time to time.

1. **Fish seed production** : Incharge of fish seed rearing farm. Procurement of spawn for rearing. Nursery management for manuring, predatory, insect and weed control, growth of primary productivity. Incharge of small sized fish seed production farms, natural collection centres along with banks of rivers and streams, determination of pituitary gland weight to body weight of fish. Identification of sex, maturity condition, preparation of gland extract, examination of phyto and zooplankton and density, preparation of suitable dosages of weedicides, insecticides, examination of egg quality, hatching rate and recording of physical and biological parameters of waters.

2. **Fish culture** : Identification of weeds, predatory fishes, productivity in Inland and Brackish water sources. Examining the samples of fishes by direction, analysis of water and soil parameters in case of fish mortality and stunted growth. Compilation of statistics of inland fish market arrivals and mode of its disposal.
3. **Reservoir fisheries** : Authority to enforce licensing schemes in specific Rivers, Lakes, Reservoirs and Swamps. Issue of licenses, determine their number, mesh size and length of net and type of craft and specific water source. Organize inspection for enforcement of rules and regulations more so during the close season, confiscation in cases of violation of rules. Management of fishery wealth in ponds of Kolleru Lake.
4. **Brackish Water fisheries** : Collection of data of tidal, soil, water and other parameters for selection of site identification of economic varieties of prawn juveniles, examination of phyto and zooplankton and density, dosages of mahuva oil cake for predatory control, manuring of ponds and liming.
5. **Marine fisheries** : Organization of operations of Beach Landing Craft, compilation of fish catch data, record data on dimensions of craft and tackle and their efficiency. Supervision on fabrication and mending of nets for conducting demonstration and survey, working condition of fishing equipment and navigational instruments.
6. **Infrastructure and service facilities** : Compilation of required data for construction of jetties, fishing harbours preservation facilities and other welfare schemes, implementation of welfare schemes for fishermen.
7. **Training and demonstration** : Organize practical and field demonstrations, supply of study material, library, maintenance of laboratories, chemical analysis of water and soil and fish pathology.
8. **Welfare of fishermen** : Identification of beneficiaries under District Development Schemes, manage cooperative societies a person incharge of conducting elections, assist them in marketing of fish.
9. **Relief** : Relief operations to fishermen in the event of natural disasters in group and mass activity involving all cadres.

REGISTERS TO BE MAINTAINED

The proformae of registers and records to be maintained by the functionary is given in Appendix-4. Some of the common registers may not be necessary in some offices of the functionary depending on the nature of the work turned out and some others which may have been already introduced should continue to be maintained. No functionary should not introduce new registers which have not been prescribed by the Commissioner/Director of Fisheries.

Periodicals: The list of periodicals and their proformae to be submitted by the functionary is given in Appendix-2. The precautions to be followed by the functionary are:

1. Each return should be submitted so as to reach the destination on the due date.
2. Maintain periodical register correctly up-to-date.
3. Prepare call list of periodicals, fortnightly, monthly, quarterly, half years and annually and submit them promptly. The instructions for the preparation of the Annual Administration Report are given in Appendix.

3.35 FIELDMAN

The functions of fieldman are as given below :

(A) In fish seed production he has to attend :

1. Survey for availability and procurement of suitable breeder fish, pituitary glands and other material required for Induced Breeding experiments of fish.
2. Measurement of fish weight, length, identification of sex, stage of gonadal maturity, etc.
3. Management of nursery ponds, rearing ponds, and other ponds in the fish seed farm for deweeding, manuring and feeding of fish seed etc.
4. Segregation of male and female breeders before the breeding season.
5. Preparation of pituitary gland extracts and administering the extract.

6. Control of insect and other predatory by spraying the oil and soap emulsion in nursery/rearing ponds.
 7. Hatchery operation throughout 24 hours in fish breeding season.
 8. Check up power and water supply system when the hatchery is on operation.
 9. Operate seed collection nets in flooded rivers and streams, check up economical varieties of fish seed in batch collections, precautions to reduce mortality due to turbidity and waste matter accumulation. Spawn/dry segregation, conditioning in flood waters.
 10. Transport of fish breeders and transport fish seed in plastic bags filled with oxygen packing.
- (B) In fish culture extension activity, the functionary has to attend the following :
1. Collection of soil, water, predatory fish samples for analysis.
 2. Survey and collection of data on water sources in rural areas, to find out the fish seed requirement.
 3. Fish seed packing and transport.
 4. Collection of samples in cases of stunted fish growth and mortality.
 5. Serve notices to Fishermen Cooperative Societies for lease of fishery wealth and collection of rentals.
 6. Departmental exploitation of fish in specified tanks, marketing, collection of fish production data and mode of disposal at nearby markets.
- (C) In reservoir fisheries, he has to attend to the following :
1. Guard for protection of fishery wealth, enforce conservancy measures.
 2. Observing fishing rules and regulations, confiscation of craft and tackle and fisheries in case of violation of rules and procedure before the Fisheries Development Officer/Asst. Inspector of Fisheries.
 3. Collection of data in pre and post impoundment surveys of reservoirs.

4. Introduction of modern methods of fish culture - extension activity.

(D) In marine fisheries, he assists in the following activities :

1. Conduct demonstrations of fishing with different types of boats and nets in the sea.
2. Demonstration of fabrication and mending of nets and extension activity in modern methods involving new types of net materials.
3. Minor repairs of fishing equipment and navigational instruments.
4. Procurement of tackle and wooden logs for catamarans, navas, etc.
5. Collection of marine fish production data species-wise and craft-wise.

(E) In Brackish water fisheries, he will attend to the following activities :

1. Assists in conducting macro and micro level surveys for different physical, chemical and biological parameters.
2. Maintain field data records.
3. Operate seed collection nets in tidal creeks and backwaters checking on economical varieties of prawn juveniles collection.
4. Watch on the physical parameters effecting mortality and take immediate measures to contain the mortality.
5. Segregation, conditioning quick transport of seed with oxygen packing.
6. Collection of healthy prawn spawners in good condition and their safe transport to hatcheries.
7. Preparation of ponds such as watering manuring for production of Phyto and Zooplankton for stocking of prawn seed.
8. Daily management of ponds for checking physical parameters, artificial feeding, etc.
9. Checking of sluice gates of ponds to avoid the leakage of water and species under culture.

10. Harvesting of pond.
 11. Post harvest preservation and marketing.
- (F) Cooperatives
1. Collect data for organization of Cooperative Societies like extent of water sources in area of jurisdiction, population, active professionals number and type of tackle in possession expertise in fishing and particulars of fish catch in previous years.
- (G) Rendering welfare measures to fishermen - Government schemes, coordination of welfare schemes rendered by other Departments/Non Government Organizations
1. Collect data on fishermen inhabitations.
 2. Erection of exhibition stalls, with aquaria and ornamental fishes.
- (H) Relief and Rehabilitation measures in the event of natural calamities
1. Weather warning bulletins - circulation.
 2. Assist in quick evacuation to safety places, hectic supply of commodities.
 3. Strenuous solvage of craft lost/ damaged.
 4. The assessment of losses of craft and tackle.
 5. Repairs of craft and tackle damaged under Relief and Rehabilitation schemes.

3.36 FISHERMEN

The fisherman has to discharge the duties as given below:

In Fish seed production activity, he has to attend to the following:

- (a) To catch the breeders from the available sources of water with cast net/drag net, select healthy suitable fish based on symptoms.

- (b) To assist in collection of pituitary glands which are required for Induced Breeding experiments.
- (c) Erection of breeding hapas/hatching hapas for breeding of fish suitably. Handle the breeders most carefully during breeding season as they are most sensitive and mishandling leads to not respond to breed even after pituitary injection.
- (d) Handle eggs, tender hatchlings and fish seed very carefully as they are very sensitive and mishandling leads to more mortality rate while transferring them place to place.
- (e) To attend the duty round the clock, especially during breeding season to watch the run of hatchery.
- (f) Attend for cleaning of nursery, rearing ponds, filling up them with clean water, manuring, applying soap-oil emulsion for removal of insect predators.
- (g) Feeding of Fry/Fingerlings/Breeders as per the schedule of feed given for ponds.
- (h) To catch fish seed with suitable nets, packing with oxygen and transport.
- (i) Operation of seed collection nets in flooded water/stream, whenever necessary.
- (j) In checking of economical varieties of fish seed from mass collections, spawn/fry segregation, conditioning in flood waters and transport with oxygen packing.
- (k) To guard the fishery wealth especially in fish seed farms all-round the clock.

In Fish culture extension work, he has to attend to the following :

- (a) In collection of soil, water, predatory fish sample for analysis.
- (b) Fish seed packing and transport to tanks/reservoirs/ponds.
- (c) Collection of fish samples in case of stunted growth and mortality.

- (d) For departmental exploitation of fish, he has to operate suitable gear and tackle.
- (e) In collection of fish samples for observation, he has to operate suitable gear.

In Reservoir fisheries, he has to attend to the following :

- (a) Guard for protection of fishery wealth for enforcing conservancy measures.
- (b) For confiscation of craft and tackle and fish catch in case of violation of rules.
- (c) To sample collections of fish with suitable craft and nets.

In Marine fisheries, he has to attend to the following:

- (a) Fabrication and mending of nets, repair of fishing equipment.
- (b) To collect sea water samples at different depths of sea.
- (c) Carry the equipment and samples.

In Brackish water fisheries, he has to attend to the following:

- (a) Carry the equipment for conducting surveys of Brackish Water lands, and for analysis of different physical, chemical and biological parameters.
- (b) To operate seed collection nets in tidal creeks and backwaters checking on economical varieties of prawn juveniles collection.
- (c) To segregate, conditioning, transport of prawn/fish seed.
- (d) To pond preparation such as dewatering, manuring, water filling, maintenance of pond sluices, artificial feedings as per schedule, trial netting to observe the growth and health, harvesting.
- (e) To carry survey equipment for collection of data such as tidal amplitude, physical and chemical parameters of soil and water, prawn/ fish samples.

OTHER DUTIES

- (a) He assists to render extension services to the traditionally superstitious fishermen population for collection of data of the village such as population, active fishermen, part time fishermen, number of craft and tackle used and for any extension work.
- (b) Any other work entrusted from time to time.

3.37 GEAR TECHNICIANS (SIFT, FTI)

1. Gear materials used in fishing industry, their sources, kinds, characteristics, yarn, twine, ropes and wires.
2. Various types, terminology and count, characteristics, advantages and disadvantages of synthetic materials.
3. Twisting of twine, preparation of webbing, jointing and tailoring of webbing, hanging of webbing, strains and stresses in net making.
4. Use, merits and demerits of fishing accessories such as floats, sinkers, anchors and marking material.
5. Causes of deterioration, prevention measures, sterilization, sunlight, copper salts, tanning preservation, bicromate treatment, coal-tar etc., for net preservation.
6. Fishing strategy and areas such as distance, depth and nature of bottom tides and currents.
7. Various elements of fish catching such as surprise, impounding, filtering, entangling, enclosure, dragging dynamic and passive.
8. Fishing gear classification, efficiency, under water instruments to study working of net, selectivity of gear, potency of gear fishing intensity and fishing capacity.
9. Indigenous fishing methods of cast net, dip net, drag net and ragoon net and deep water fishing.
10. Improvements to indigenous fishing methods to be explained such as improvements to gill net fishing, bottom set and drift and trammel net fishing.

11. New methods of fishing by beam trawling, pair trawling, otter and mid water trawl and factors involved in trawling such as nature of bottom, type of fish, depth, length of warp, otter boards, height of net, relationship with current, floats and sinkers.
12. Design and construction of fishing gear to be explained. Design of gill nets, design of various types of trawl nets, engine power and size of net, construction of nets, type and size of trawt, webbing shape, assembling of the net, otter boards shape, size and weight, performance of floats with reference to trawls and trawling.

3.38 MECHANICAL INSTRUCTOR

FUNCTIONS

The Mechanical Instructor teaches how to turn and maintain engines and their repairs to fishermen boy trainees in the institute. He gives practical training on engines to departmental officer trainees. He teaches precautions before starting the engine, after the engine starts, in operation, stopping the engine, trouble shooting for four cycle gasoline engines, starter will not operate, starting motor revolves but engine does not run, improper corboration, electrical difficulties of primary circuit and secondary circuit, wrong timing, lack of power, rough, uneven idling, missing at high speed and other speeds and other possible difficulties such as crank-shaft knocks, connecting rod noises, piston noises, piston pin noises, valve and tappet noises, fuel knock, back lauch knock, common vibrations or noising originating outside the engine, uncommon engine noises, back firing at corborator, abnormal oil consumption, low oil pressure, high oil pressure. He explains periodicity of engine maintenance, every season, overhauling of an engine after submersion in salt water, an engine storage in non-fishing season. He explains the list of tools and accessories required for the engine.

3.39 BOSAN

The functions are as follows :

1. Teach the practicals in Navigation and Seamanship to fishermen boy trainees in the institute.
2. Keep the mechanized boat clean and good running position.

3. Follow the statutory regulations such as Mercantile Marine, Registration, customs, health certificates.
4. Keep the equipment of life saving, fire fighting, etc.
5. Preparing to go out, check complete equipment including fishing requisites, precautions for emergencies such as engine failure, mast, sail and oars, for rough weather, anchor, sea anchor, oil and weather prospects, storm signals.
6. Leaving the harbour check action of propeller, rudder and follow principles of boat control.
7. Underway follow the rules of the road, regulations for preventing collisions.
8. Navigating the boat, following direction with compass, distance and depth.
9. Follow the navigation of boat, running fixes such as four point bearing, double angle on low, transferred position fix, to find distance a boat will pass a beam of an object keeping to selected tract, track leeway-set and drift tides and tidal ranges, pilotage in channels and river mouths, international system of buoyage, night navigation and fog navigation.
10. Follow use of sails in an emergency (engine break down) rules of road for sailing.
11. Keep ropes, tackles in the boat.
12. Handle boat at sea in the conditions of wind, swell and waves following effect on boat movement.
13. Handle the boat carefully during fishing such as shooting of net, towing or drifting and handling.
14. Return to harbour check propeller and rudder action, wind and tide, follow principles of boat handling while docking along side wharf or pier, lay up of boat.

The functionary has to maintain the "Log Book" of boat.

3.40 TRACER

There are 3 posts in the department. These posts are originally created vide G.O.Ms.No.100 A.H. & Fisheries (Fish.II) Dept., dt.14.3.86. His functions are fair copying of plans, taking of Ammoia printing, fair copying the field survey work. He assists the engineer in all technical matters. He works under the administrative control of Regl. Dy. Director of Fisheries in the district.

MINISTERIAL STAFF

The Ministerial staff includes Superintendents, Senior Assistants, Junior Assistants, Record Assistants, Typists.

1. Superintendents

There are 39 Superintendents working in the department. His main role is watch incoming reminders especially those received from Government and look into the cause of the delays. He must advise the ministerial staff working under him on difficult or intricate questions, should they seek or need his advice, and he is at liberty to note on any file, should he consider it necessary to do so. The Senior Assistant of the Subordinate Offices where there is no Superintendent, should exercise similar watch and supervision in respect of reminders received in their offices. The Superintendents or Senior Assistant responsibility extends to the fair copying and dispatching section also. He must examine the fair copying and dispatch register at frequent intervals and see that it is regularly and properly written up and there is no delay in his branch of the work. He will also from time to time examine the distribution register and see that the ministerial assistants invariably and promptly acknowledge paper entered in it, and enter them in the Personal Registers. He will also check the balance of stamps at intervals and see that the stamp account is properly maintained. It is his duty to see that the rules of the department and all office orders are strictly obeyed.

A. The Superintendent or Senior Assistant where there is no Superintendent should attend to duties as given below:

1. Scrutinise the distribution register with Personal Register of all ministerial clerks and see that no current is delayed.
2. Periodicals due on that date must be sent by reminding the concerned assistant.

3. Any proposals for extension of schemes etc.
4. Fair copy, Dispatch register and Stamp account.
5. Scrutinizing and corrections the drafts and notes put up by all assistants with special attention to Establishment, Periodicals and proposals for schemes.
6. Talk with each assistant scrutinizing his registers and files to detect delays and help them in expediting the action.
7. Scrutinizing the detention list.
8. All the registers periodical, personal, distribution, stores and stationery etc. must be checked by the Superintendents/Senior Assistant/once in a fortnight.
9. The Superintendents (Section) should very carefully go through the orders passed and instructions issued in the files by the officers and then only pass on the files to the subject assistant.

B. Senior Assistants and Junior Assistants/Typists:

There are 209 Senior Assistants, Sr. Accountants, Jr. Accountants, Sr. Steno, Jr. Steno, Junior Assistants and Typists are working in the department. Their main role in the department is to assist the Executive Officers of the department.

The duties of Senior Assistants/Junior Assistants are given below:

1. Promptly sign the Attendance register.
2. See the Personal Register and issue reminders.
3. Next date on which reminder is due should be entered in pencil in Column 11 (Note: 2. Reminder should be entered in RED INK in Personal Register.
4. See the periodical list and call book for schemes etc. (a) Send advance reminders for annual returns, (b) Send the periodical due immediately, (c) Send proposals for extension of schemes two months before the date of expiry.

5. Prepare the detention list of currents not attended for five days and submit it to Superintendent/Senior Assistant with explanation for delay.
6. Attend to the days tappal and put up notes in a separate note files for each current file.
7. That all approved drafts are types and compared and put up daily for signature.
8. Arrange all files and lock them up before leaving the office.

Chapter - 4

OPERATIONAL JURISDICTION

THE FOLLOWING ARE THE SCHEMES UNDER IMPLEMENTATION IN THE DEPARTMENT

4.1 CONSERVANCY SCHEME

The introduction of conservancy scheme is to regulate the Method of fishing by imposing various conditions to avoid depletion of fishery in a Particular water source. The Indian Fisheries Act of 1897 (Central Act of 1897) empowers of government to make rules for the introduction of conservancy measures and licensing system. In any water under the scheme licenses have to be issued by the implementing functionary and observe conservancy measures to increase the fish production as per the orders of the Government. The functionary of the jurisdiction is responsible to implement the scheme.

4.2 FISH SEED PRODUCTION AND DISTRIBUTION

There are 82 Government Fish Seed Farms in the State. Out of them 26 are production cum rearing farms and 56 are rearing farms. The functionary working in the Fish seed farm is responsible to achieve the targets fixed for the farm.

4.3 DISPOSAL OF FISHERY WEALTH IN TANKS

As per orders contained in G.O.Ms.No.776 F&A Dept., dated 30.12.1990, the tranks are to be disposed in the priority fishermen Cooperative societies. Gram Panchat and open action. In G.O.ms.No.125 AH & fisheries Dept., dated 16.12.1999 the Government have ordered to fix rentals for Fasli 1409 duly adding 10% on the rentals of last Fasli. The functionary of the Jurisdiction ie., F.D.O./A.I.F. is responsible for disposal of the fishery of all the Tanks in his/her jurisdiction.

4.4 TRIBAL SUB-PLAN FOR SCHEDULED TRIBES

Under the scheme 50% subsidy is given on supply of inputs like fish seed and supplied to the beneficiaries. The unit cost is Rs.4000/-. The functionary working in the jurisdiction is responsible to implement scheme as per targets fixed after obtaining the orders of higher authority.

4.5 SPECIAL COMPONENT PLAN FOR SCHEDULED CASTES

Under the scheme 50% subsidy is given on supply of inputs like Fish Seed and Feed. The unit cost is Rs.4000/-. The functionary working in the jurisdiction is responsible to achieve the targets.

4.6 COASTAL AQUACULTURE REGULATION

Due to indiscriminate Brackish Water Aquaculture, certain restrictions were imposed by the Supreme Court during the year 1994 and the Government of India have communicated guidelines to take up Brackish Water Aquaculture in the traditional and improved traditional culture practices. To educate the farmers in this regard awareness camps are being conducted in the Coastal districts. The functionary working in the jurisdiction is responsible to implement the programme.

4.7 ENFORCEMENT OF MFR ACT

The Act is being implemented to sustain the Marine Fishery Resources and to maintain law and order on the sea, ensure the activity of all the fishing boats of mechanized and non-mechanized category are being registered and issued annual licenses under the provisions of the act. The functionaries have to maintain law and order on the sea, register the boats of mechanized and non-mechanized boats under his jurisdiction as per Act and rules.

4.8 RELIEF CUM SAVINGS SCHEME

Marine Fishermen saving Rs.45/- for 8 months (Total 360/-) will get matching amount of Rs.360/- from Govt. of Andhra Pradesh and Rs.360/- from Govt. of India in non-fishing season months. The functionary is responsible to achieve the target fixed in his/her jurisdiction. The functionary has to select the beneficiary fishermen as per target and make them to deposit Rs.45/- per month continuously for 8 months either in Post office/bank. Now saving is changed to Rs. 75/- p.m. for 8 months (Total 600/-) and Govt. assistance to Rs. 600/- (to be shared by Government of India and Government of Andhra Pradesh equally). The total amount of Rs. 1200/- is given in 4 months. In case of Inland fishermen the savings @ Rs. 50/- p.m. for 9 months (Rs.450/-) and Government assistance is Rs.450/- (shared by Government of India and Government of Andhra Pradesh equally) and total amount of Rs. 900/- is given in 3 lean season months.

4.9 INTENSIVE FISH CULTURE

The scheme is aimed to provide subsidy for construction of pond and supply of inputs for Fish/Prawn culture. The functionary has to select the beneficiaries in his/her jurisdiction as per the target fixed.

4.10 SHRIMP AND FISH CULTURE PROJECT

The World Bank assisted Shrimp and Fish culture project was sanctioned vide G.O.Ms.No.677 F&A (Fish.II) Department, dated 23.9.1991 to develop Brackish water Project farms in Coastal area and reservoirs/tanks development in Fresh water.

4.11 AGRICULTURE HUMAN RESOURCE DEVELOPMENT PROJECT

Under the scheme Human Resource are developed by providing necessary training/refresh courses, providing equipment to increase the skills to the training Institutes.

4.12 KOLLERU DEVELOPMENT SCHEME

The scheme is for providing long term credit for development of fisheries in Koleru lake area. The scheme is sanctioned in G.O.Ms.No.105 Forests and Rural Development (Fish.I) Dept., dated 1.2.1978. The functionary working in the jurisdiction is responsible to implement scheme after obtaining the orders of higher authorities of District Collector/Commissioner of Fisheries.

4.13 THE JURISDICTION AND FUNCTION OF FUNCTIONARIES OF THE SCHEMES/PROJECTS ARE AS FOLLOWS

Additional Director of Fisheries : He is incharge of all over the State. He is responsible for supervision of all the schemes/projects. He is called upon by the Commissioner of Fisheries/Principal Secretary of Government to furnish information data for facilitating decision at a higher level.

Principal, S.I.F.T. Kakinada : He is incharge of State Institute of Fisheries Technology, Kakinada. His headquarters is kakinada in East Godavari District. He is responsible to run the Institute as per the plans. He exercise

the powers of Unit Officer to run the Institute. He is called upon to furnish data/information by the Commissioner of Fisheries, Hyderabad for facilitating decision at a higher level.

Project Director (SPU) : The post is now discontinued. He was incharge of World Bank Assisted Shrimp and Fish Culture Project. His jurisdiction was entire State where the project was under implementation. He exercised the powers of unit officer. He was called upon to furnish information/data by the Commissioner of Fisheries for facilitating decision at a higher level.

Joint Director of Fisheries : He is supervising officer of the particular wing/section as mentioned in Chapter-1. He is responsible for the implementation of schemes/projects/works of the wing at the State level. He is called upon to furnish information/data by the Commissioner of Fisheries.

Regional Deputy Director of Fisheries : He is a Zonal level supervising officer for implementation of schemes/programmes in the zone. He is responsible for supervision of Administration, execution of schemes/programmes. The jurisdiction of Regional Deputy Directors are given in the table below. He can exercise his financial powers as mentioned in chapter 3. Beyond that he has to approach Commissioner of Fisheries, Hyderabad. He is called upon to furnish information/data by the Commissioner of Fisheries, Hyderabad to facilitate decision at a higher level.

Deputy Director of Fisheries (Brackish Water) : His headquarters is shifted from Kakinada to Hyderabad in Head office. The Joint Director of Fisheries (Coast) Kakinada has Jurisdiction of marine and Brackish Water activities in all the nine coastal districts. He is the supervisory officer. He coordinates environmental management and monitoring of Shrimp culture Projects. He is called upon to furnish information data by the Commissioner of Fisheries, Hyderabad.

Aquaculturist : His jurisdiction is all over the State where the World Bank project was under implementation. He is called upon to furnish information/ Data by Commissioner of Fisheries.

Deputy Director at head office : He assists the Joint Director in the technical aspects. He is responsible to write the note file with relevant rules and regulations and circulate the files of the section/wing. He make tours with the prior permission of Commissioner of Fisheries anywhere in the state. He is called upon to furnish information data by the Commissioner of Fisheries.

Lecturer (SIFT) : He assists the principal in running of the Institute. His headquarters is Kakinada. He is called upon to furnish information/Data by the Principal, S.I.F.T., Kakinada.

Regional Deputy Director/Deputy Directors of Fisheries

The Operational Jurisdiction and headquarters and where he is only called upon to furnish information/data are as given below:

Zone No.	Designation	Jurisdiction Districts	Head-quarters	Where he is called upon to furnish information/data
(1)	(2)	(3)	(4)	(5)
I.	RDDF	Srikakulam Vizianagaram Visakhapatnam	Visakhapatnam	Commissioner of Fisheries, Hyderabad
II.	RDDF	East Godavari West Godavari Krishna	Kakinada	- do -
III.	RDDF	Guntur Prakasam Nellore	Guntur	- do -
IV.	RDDF	Kurnool Cuddapah Chittoor Ananthapur	Kurnool	- do -
V.	RDDF	Khammam Warangal Karimnagar Adilabad	Warangal	- do -
VI.	RDDF	Hyderabad Ranga Reddy Medak Nizamabad Nalgonda Mahaboobnagar	Hyderabad	- do -

SPECIAL SCHEMES

- | | | |
|----|--|--|
| 1. | Joint Director
Kakinada (Coast) | All Coastal Districts |
| 2. | Aquaculturist (in the cadre of
DD) in World Bank Scheme
(Assists in Shrimp Culture
Project matters) | Project areas of
World Bank Scheme |
| 3. | Deputy Director (Projects)
Hyderabad
(dealing Marine
matters pertaining to
Marine sector) | Assisting the Commissioner
Director of Fisheries
at Head office in all matter
concerned |
| 4. | Deputy Director (L&R)/plg
(dealing with Planning
all matters pertaining
to planning & projects) | Assisting the Commissioner
Director of Fisheries at H.O. in
all matters concerned |
| 5. | Deputy Director (Training)
S.I.F.T., Kakinada (dealing with
modules and training courses) | Conduct of training
courses, preparation of
training material |

Assistant Director of Fisheries : The Assistant Director of Fisheries working as District Officer is the incharge of the district administration, supervision and execution. He work under supervision of Regional Deputy Director of fisheries. He can exercise the powers as District Officer mentioned in the chapter 3. Over and above the powers he has to approach the Commissioner of Fisheries through the Regional Deputy Director of fisheries. The Assistant Directors working as unit officers are incharge of the particular scheme. He can exercise the powers as already mentioned in chapter 3. The functionary headquarters, operational jurisdiction and where he is only called upon to furnish information/data for facilitating decision at higher level is furnished as given below.

Sl. No.	Functionary (Head Quarters) (Assistant Director)	Jurisdiction	Where he is only called upon to furnish information/data
(1)	(2)	(3)	(4)
1.	Srikakulam	Entire district of Srikakulam	Regional Deputy Director of Fisheries Visakhapatnam
2.	Vizianagaram	Entire district of Vizianagaram	...do...
3.	Visakhapatnam	Entire district of Visakhapatnam	...do....
4.	Kakinada (Division in E.G.District)	Mandals of Tuni, Kotandur, Sankavaram, Thondangi, pithapuram U.Kothapalli, Gollaprolu, Rajavommangi Peddapuram, Jaggaipeta, Gandepalli, Ramachandrapuram, Mandapeta, Rayavaram, Arapithi, Tallarevu, Karapa Kajularu, Yeleswaram Prathipadu, Kirlampudi, Addateegala Y.Ramawaram, Gangavaram, Kapileswarapuram Almuru, Pedapudi, Kakinada (rural) in East Godavari District	Regional Deputy Director of Fisheries, Kakinada

5.	Rajahmundry (Divison on E.G.Dist)	Mandals of Kadium, Atretyapuram, Seethanagaram, Devipatnam, Rampachodavaram, Maredimilli, Ravalapalem, Kothapeta, Ambojipeta, Razole, Sakkinetipalli Malikpuram, Mummidivaram, I.Polavaram, Katrenikona, Rajanagaram, Rajahmundry, Korukonda, Gokavaram, Mamidikuduru, PG Annavaram, Amalapuram Inavalli, Uppalaguptam, Alluvaram in East Godavari Distrtict	Regional Deputy Director of fisheries, Kakinada
6.	Eluru	Entire West Godavari District	Regional Deputy Director of Fisheries, Kakinada
7.	Machilipatnam	Entire Krishna District	...do...
8.	Guntur	Entire Guntur District	Regional Deputy Director of Fisheries, Guntur
9.	Ongole	Entire Prakasam District	...do...

10.	Nellore	Entire Nellore District	...do...
11.	Kurnool	Entire Kurnool District	Regional Dy. Director of Fisheries, Kurnool
12.	Cuddapah	Entire Cuddapah District	...do...
13.	Chittoor	Entire Chittoor District	...do...
14.	Anantapur	Entire Anantapur District	...do...
15.	Khammam	Entire Khammam District	Regional Dy. Director of Fisheries, Warangal
16.	Warangal	Entire Warangal District	...do...
17.	Karimnagar	Entire Karimnagar District	...do...
18.	Adilabad	Entire Adilabad District	...do...
19.	Hydeabad	Entire Hyderabad District	Regional Dy. Director of Fisheries, Hyderabad
20.	Ranga Reddy	Entire Ranga Reddy District	...do...
21.	Medak	Entire Medak District	...do...
22.	Nizamabad	Entire Nizamabad District	...do...
23.	Nalgonda	Entire Nalgonda District	...do...

24.	Mahaboobnagar	Entire Mahaboobnagar District	...do...
25.	Nizampatnam	Nizampatnam Fishing Harbour Coastal areas in Guntur Dist.	R.D.D.F., Guntur JD (coast) Kakinada
26.	Kaikalur	Kolleru area	RDDF, Kakinada
27.	AD, (coast) Visakhapatnam	Marine & Brackish Water area in Vizag Dist.	JDF (coast) Kakinada
28.	AD (coast) Kakinada	Marine & Brackish Water areas in East Godavari Dist.	JDF (coast) Kakinada
29.	AD (coast) Nellore	Marine & Brackish Water Areas in Prakasham & Nellore Dist	JDF (coast) Kakinada
30.	AD, Shrimp Culture Polekurru	Shrimp Culture farm, Polekurru	JDF (coast) Kakinada
31.	ADF (coast) Srikakulam	Marine & Brackish Water Areas in Srikakulam Dist.	JDF (coast) Kakinada
32.	ADF (coast) Machilipatnam	Marine & Brackish Water Areas in Krishna & West Godavari Dist.	JDF (coast) Kakinada
33.	Principal, FTI Machilipatnam	FTI, Machilipatnam Kakinada	RDDF Kakinada
34.	Nandyal	Fish Seed Farm Nandyal	RDDF, Kurnool
35.	Gajuladinne	Fish Seed Farm, Gajuladinne	RDDF, Kurnool

36.	Principal SIFT, Kakinada	SIFT, Kakinada	Director of Fisheries, Hyderabad
37.	Lecturer ADF at SIFT Kakinada	SIFT, Kakinada SIFT, Kakinada	Principal
38.	...do...	...do...	...do...
to			
41.	...do...	...do...	...do...
42.	ADF (Inland)		Assists the CF/DF at Head Office
43.	ADF (Marine)		...do...
44.	ADF (Brackish water)		...do...
45.	ADF (Planning)		...do...
46.	ADF (Welfare)		...do...
47.	ADF (HRD)		...do...

Fisheries Development Officers/Assistant Inspector of Fisheries :

The functionary is responsible to execute the schemes/programmes implemented under their jurisdiction as per Acts and rules. The jurisdiction and where he is only called upon to furnish information/data are given in Appendix-1.

Chapter - 5

ENACTMENTS, RULES AND REGULATIONS

The Acts, rules and regulations that are to be followed in discharge of each of the functions are as given below:

- 1) The Indian Fisheries, Act 1897. The Indian Fisheries, A.P. Extension and Amendment Act 1961.

Empowered to exercise the powers conferred by sub-section (1) of section 7 of the Indian Fisheries Act, 1897, A.P. Extension and Amendment Act No.V of 1961 in respect of any offense punishable under section 4 or 5 or under any rule made under section 6 of the said Act.

- 2) Fixation of tanks/Reservoir rentals vide G.O.Ms.No.63 A.H. & Fisheries (Fish.II) Department, dated 7.6.1999 and memo No.9181/C2/99-1 dated 24.6.99 of Director of Fisheries.

- 3) A.P.Marine Fishing Regulation Act 9 of 1995 and A.P.Marine Fishing Regulation Rules of 1995.

- a) Appellate Authority under sub-section (1) of Section 13 of A.P.M.F.R. Act (Chapter VIII, Rule 22 of A.P.M.F. (Regulation) rules of 1995 and Rule 23 procedure for presentation and disposal of appeals by the Appellate authority.

- b) Secretary of the Appellate Board as per rules 19 of A.P.M.F. Regulation rules 1995.

- c) Adjudicating officers under section 2(a) and Section 3 of A.P.M.F.R. Act 1996 (Act of 1995) and Vide G.O.Ms.No.56 A.H. & Fisheries (Fish.I) Dept., dated 15.6.1999.

- d) Authorised officers under section 3 of APMFR Act 1996 (Act of 1995) and vide G.O.Ms.No.56 AH&Fisheries (Fish.I) Department, dated 15.6.99.

- 4) Coastal Regulation Zone Notification under section 3(1) and Section 3(2)(4) of the Environment (protection) Act 1986 and Rule 5(3)(d) of Environment protection Rules 1986.

- 5) Power of the Registrar of Cooperative Societies under the Act are delegated to the Director of Fisheries vide G.O.Ms.No.1982 F&A (Fisheries) dated 15.6.1986 power conferred by section 3 of the A.P.Cooperative Societies Act 1964 (A.P. Act 7 of 1964). Exercise all powers of the Registrar under the Act except those specified in section 50.84 to 115 of APCS Act 1964.

6. FUNCTIONS OF THE COMMISSIONER
DIRECTOR OF FISHERIES

At the time of the Commission's visit to the country, it was found that the Commission's visit to the country was a very successful one. The Commission's visit to the country was a very successful one. The Commission's visit to the country was a very successful one. The Commission's visit to the country was a very successful one.

MARINE FISHERIES

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Chapter - 6

CRITICAL PROVISION(S) OF THE ENACTMENT

CRITICAL PROVISIONS(S) OF THE ENACTMENT i.e., the important/crucial provisions/sections and operational method, procedure and practices of implementations are as given below:

6.1 FUNCTIONS OF THE COMMISSIONER/ DIRECTOR OF FISHERIES

- A) Statutory functions: He is the Statutory Authority for enforcement of Acts, rules and regulations in the Fisheries Sector either by himself or by way of authorisation or by sub-delegation to his subordinate officers as prescribed, for effective implementation and enforcement. The details of Acts and different aspects under these acts are given below:

INLAND FISHERIES

ACTS : The Indian Fisheries Act, 1897. The Indian Fisheries (A.P.Extension & Amendment Act, 1961).

Aspects : Sending proposals for introduction of licensing schemes to Government supervise the issue of licenses to Fishermen for fishing in reservoirs, perennial water sources, where licensing scheme is introduced.

MARINE FISHERIES

ACTS : A.P.Marine Fishing Regulation Act 9 of 1995 and A.P. Marine Fishing Regulation Rules of 1995.

Aspects : Regulation of fishing by different fishing vessels such as traditional crafts and motorized crafts.

Registration of craft and tackle

Issue of licenses their renewal, and

Observing closed season for sustainable fish production.

S.No.	Type of the Vessel	Area permissible for fishing
1	Mechanised fishing vessels above 25 GT or above 15 Mtrs. OAL	Beyond 23 K.M. from the shore
2	Mechanised fishing vessels upto 15 Mtrs. OAL and upto 25 GT	Beyond 8 K.M. from the shore
3	Traditional craft motorized including B.L.Cs	Allowed to fish upto the territorial waters limit
4	Country craft 8.5 Mtrs. OAL using sail	Allowed to fish upto the territorial waters limit
5	Country craft 8.5 Mtrs. OAL without sail	Allowed to fish upto the territorial waters limit

BRACKISH WATER FISHERIES ACTS

Coastal Regulation Zone Notification under section 3(1) and Section 3(2) (4) of the Environment (protection) ACT 1986 and Rule 5 (3)(d) of Environment Protection Rules 1986.

Activity : Regulation of construction of ponds in CRZ area upto 500 Mts. from High Tide Line (HTL) and also in areas surrounding the creek, depending on its width given below:

CRZ Area in case of creeks	WIDTH OF RIVER/CREEK/B.W
150 Mts	350 Mts
100 MTs	100 to 350 MTs

COOPERATIVE SOCIETIES

6.2 EX-OFFICIO REGISTRAR OF COOPERATIVE SOCIETIES

Powers of the Registrar under the Act are delegated to the Director of Fisheries vide G.O.Ms.No.1982, F&A (Fisheries), dated 15.6.1966. He will exercise the powers conferred by section 3 of the Andhra Pradesh Cooperative Societies Act, 1964 (Andhra Pradesh Act 7 of 1964). He will exercise all powers of the Registrar under the Act except those specified in section 50, 84 to 115 of APCS Act 1964. The Fishermen Cooperative Societies may appeal to Commissioner/Director of Fisheries on any disputes. He will conduct court and dispose as per section 76(2) of A.P.C.S. Act 1964. The fishermen cooperative societies may also file revision petition under section 77 of the Act, on the cases disposed by Regional Deputy Director of Fisheries under section 61 of A.P.C.S. Act 1964.

6.3 ADDITIONAL DIRECTOR OF FISHERIES

Statutory Functions (related to Act/Rule of Regulation): The Addl. Director of Fisheries will discharge statutory, Administrative, financial, desk and field functions. These functions may be discharged by the virtue of delegation of powers under the Act and Rules or as delegated by the Commissioner/ Director of Fisheries from time to time. He will also assist the Director of Fisheries in all other Statutory matters. He is the Appellate Authority under Sub-section (1) of section 13 of A.P.M.F.R. Act (Chapter VIII, Rule 22 of A.P.M.F. (Regulation) rule of 1995 and Rule 23 procedure for presentation and disposal of appeals by the Appellate authority. Operation method, procedure and practices of implementation). Appeals under sub-section (1) of section 13 of the Act shall be preferred to the Additional Director of Fisheries, Andhra Pradesh, Hyderabad, the Appellate Authority.

- 1) An Appeal to the Appellate authority shall be presented by the owner of the Fishing vessel or by his duly appointed agent either in person during the office hours or sent by the registered post.
- 2) When such an appeal is preferred by the Agent, it shall be accomplished by a letter of Authority of the applicant appointing him as such.
- 3) Every appeal shall be accomplished by a Certified copy of the order against which the appeal is preferred. On the receipt of the appeal, the Appellate Authority shall endorse on it the date of its receipt. The

Appellate Authority as soon as possible, examine it and satisfy the person presenting that it has the authority to do so, if it is made within the prescribed time limit and it conforms to all the relevant provisions of the Act and the rules. Then the Appellate Authority shall fix a date of hearing and issue notices for hearing to the appellant as well as authorised officer. On the date so fixed, the Appellate Authority shall hear from the appellant or his agent and authorised officer about the case with reference to evidence produced. The appellate authority may adjourn to any other day for hearing of the appeal to any stage when the hearing of the appeal is completed. The appellate authority may pronounce its adjustment forthwith or may reserve it for a subsequent date. Every decision or order of the Appellate Authority shall be supplied to the appellant and such other parties as the Appellate Authority deems proper.

6.4 JOINT DIRECTOR OF FISHERIES (MARINE)

Statutory Functions: He assists the Commissioner of Fisheries in implementation of A.P.M.F. Regulation Act and Rules. The Joint Director (Marine) is Secretary of the Appellate Board as per Rules 19 of A.P.M.F. Regulation Rules, 1995. The appeals are to be addressed to the Chairman is sent to Joint Director (Marine) at Head Office by registered post invariably who will make all correspondence, keep all the case record and arrange for the sitting of the Board in consultation of the Chairman and members. He is also the one of the members of the Appellate Board as per rule 21 of A.P.M.F. Regulation Rules 1995.

6.5 JOINT DIRECTOR OF FISHERIES (INLAND)

He assists the Commissioner of Fisheries in formulating proposals for conservancy measures under licensing scheme are introduced specifically to a particular water body by Government notification as per the Indian Fisheries Act of 1897 (Central Act IV of 1897).

6.6 JOINT DIRECTOR OF FISHERIES (COAST)

These functions may be discharged by the virtue of delegation of powers under the Act and Rules or delegated by the Commissioner of Fisheries. He assists the Commissioner of Fisheries in regulation of construction of ponds in CRZ area upto 500 meters from High tide line and also in areas surrounding the creek depending on its width of river/creek/Brackish water area as per Coastal Regulation Zone. Notification under section 3 (10 and section 3(2)(4)

of the Environment (Protection) Act 1986 and rule 5(3)(d) of Environment protection Rules 1986.

6.7 REGIONAL DEPUTY DIRECTOR OF FISHERIES

1. The Regional Deputy Director of Fisheries has to scrutinise the rentals fixed for tanks/reservoirs and accord approval as per memo No.9181/C2/99-1, dated 24.6.1999 of Director of Fisheries and G.O.Ms.No.63 AH & Fisheries (Fish.II) department, dated 7.6.1999. The procedure is after finalizing the assessment of fishery wealth and lease amount, for each tank/reservoir, the Assistant Director should submit the statement of rental assessment to the Regional Deputy Director concerned who in turn shall scrutinize and verify the calculations. After his approval the Regional Deputy Director will return back the assessment of the tanks/reservoirs to the Assistant Director of fisheries concerned for further approval of District Collector.
2. The Regional Deputy Director of Fisheries at Visakhapatnam, Kakinada and Guntur are adjudicating officers as per section 18 of A.P.M.F. (Regulation) Act 1996 (Act of 1995) and G.O.Ms.No.56 AH & Fisheries (Fish.II) Department, dated 15.6.1999. The jurisdiction of the above officers are:
 - (a) RDDF, Vizag Visakhapatnam District
 - (b) RDDF, Kakinada East Godavari District
 - (c) RDDF, Guntur Guntur District

As per section 18 of APMF (Regulation) Act, 1996 (Act of 1995) and Rules issued vide G.O.Ms.No.26 A.H. & fisheries (Fish.II) Department dated 13.3.1996. The duties of adjudicating officers as per Rules under chapter V of rules 13, 14 and 15 are given below:

Rule 13

1. The adjudicating officer on receipt of any report from the authorised officer as provided under section 16(1) of the act shall issue notices to the parties concerned within a period not exceeding 15 (Fifteen) days for hearing.
2. The notice issued by the Adjudicating officer under sub-Rule (1) shall contain (a) the date of hearing (b) the time of hearing and (c) the place of hearing clearly.

3. The Adjudicating Officer should see that the notice is served properly in time with due acknowledgment to the parties, concerned.
4. The Adjudicating officer shall as far as possible dispose of the case within 60 (sixty) days from the date of receipt of such report. In cases where the disposal is delayed, he shall record the reasons for the delay. The copy of the order and the reasons there of shall be supplied to the parties.
5. The Adjudicating officer can impose penalty specified under sub-section (1) and (2) of section 17 of the Act where the fishing vessel violated the conditions specified under the Act and Rules.

Rule 14

Disposal of seized Fish : The sale proceeds of fish so seized and sold, shall be kept in the custody of the adjudicating officer till the finalization of the case.

Rule 15

Preservation of seized vessel (1) the adjudicating officer on receipt of any report from the authorised officer shall direct the authorised officer to keep the vessel in his safe custody or direct the authorised officer to take care of seized vessels/Boats/craft and also incur nominal expenditure for watch and ward and other expenditure. However, the total expenditure shall be recovered from the owner, while releasing the boat to him. (2) The Authorised Officer is empowered to dispose off the impounded vessel/Boat/Craft as unclaimed property if the owner failed to comply with the decision of Regional Joint Director of Fisheries/Regional Deputy Director of Fisheries (Adjudicating officer) or Appellate Board whoever passed orders within ninety days after obtaining permission of the regional Joint Director of Fisheries/Regional Deputy Director of Fisheries (Adjudicating officer) and after giving a final notice to the owner. The sale proceeds should be credited to the departmental receipt, head of account.

The Regional Deputy Director of Fisheries is the Ex-officio Registrar of Cooperative Societies vide G.O.Ms.No.1982, F&A (Fisheries) Department, dated 15.6.1966. He exercises the powers conferred under section 3 of the Andhra Pradesh Cooperative Societies Act 1964 (Andhra Pradesh Act 7 of 1964). He exercises all the powers of Registrar under the Act except those specified in section 50, 84 to 115. The Regional Deputy Director of Fisheries recover appeals from Fishermen Cooperative Societies, conduct court and dispose the appeal as per section 61 of the A.P.C.S. Act 1964.

6.8 DEPUTY DIRECTOR OF FISHERIES (BRACKISH WATER):

Aquaculture Authority was setup by Government of India under the relevant provisions of the Environment (Protection) Act 1986. As per the Government of India Lr.No.33035/2/97-FY (2) dated 1-10-1997, State Government have constituted State level and District level committees for the purpose of processing applications for setting up of shrimp Aquaculture farms and forwarding to the Aquaculture Authority with due recommendations vide G.O.Ms.No.24 A.H. & Fisheries (Fish.II) Department, dated 5.11.1997. The Aquaculture Authority has prescribed three application formats for giving authorization and regulate the forms that are already in existence and also to permit the new farms. As per the C.R.Z. Notification dated 19.2.1991, the Central Government declared the Coastal Stretches of Seas, Bays, Estuaries, Creeks, Rivers, Canals and Backwaters which are influenced by the tidal action upto 500 meters from the HTL and the land between LT and HT is as C.R.Z. and imposed restrictions in the area. The Deputy Director of Fisheries (Brackish water) should assist the Commissioner/Director of Fisheries in implementing the above imposed restrictions in the areas mentioned in C.R.Z. Notification of Government of India.

6.9 ASSISTANT DIRECTOR OF FISHERIES

1. Inland Fisheries : The Assistant Director of Fisheries are empowered to exercise the powers conferred by sub-section (1) of section 7 of the Indian Fisheries Act 1897 A.P. Extension and Amendment Act No.V of 1961 in respect of any offence punishable under section 4 or 5 or under any rule made under.

Section 6 of the said Act regarding (a) Destruction of fish by explosives in Inland Waters and on coast (b) Destruction of fish by poisoning of water (c) protection of fish in selected waters by rules of local Government (d) Arrest without warrant for offenses under this act, any person committing in this view any offense punishable under section 4 or 5 or under any rule under section 5: (a) If the name and address of the person are known to him and (b) If the person declines to give him's name and address or if there is reason to doubt the accuracy of the name and address if given. A person arrested under this section may be detained until his name and address have been correctly ascertained. Provided that no person so arrested shall be detained longer than may be necessary for bringing him before a Magistrate, except under the order of a Magistrate for his detention.

2) Marine : The Assistant Director of Fisheries at Srikakulam, Vizianagaram, Eluru, Machilipatnam, Ongole and Nellore acts as an Adjudicating officers under section 2(a) and section 3 of APMFR Act, 1996 (Act of 1995) and vide G.O.Ms.No.56 A.H. & Fisheries (Fish.I) Department dated 15.6.1999.

The Coastal jurisdiction of the above officers is as given below :

Sl. No.	Adjudicating officers with Head Quarters	Jurisdiction (District)
1.	Asst. Director of Fisheries Srikakulam	Srikakulam District
2.	Asst. Director of Fisheries Vizianagaram	Vizianagaram District
3.	Asst. Director of Fisheries Eluru	West Godavari District
4.	Asst. Director of Fisheries Machilipatnam	Krishna District
5.	Asst. Director of Fisheries Ongole	Prakasam District
6.	Asst. Director of Fisheries Nellore	Nellore District

Under Rule 13(1) of APMFR Rules of 1995 :

- 1) The Adjudicating officer on receipt of any report form the authorised officer as provided under section 16(1) of the Act shall issue notices to the parties, concerned within a period not exceeding 15 (Fifteen) days for hearing.
- 2) The notice issued by the Adjudication officer under sub-rule (1) shall contain: a) the date of hearing, (b) the time of hearing, and (c) the place of hearing clearly.
- 3) The Adjudicating officer should see that the notice is served properly in time with due acknowledgment to the parties concerned.

- 4) The Adjudicating officer shall as far as possible dispose of the case within 60 (sixty) days from the date of receipt of such report. In cases where the disposal is delayed, he shall record the reasons for the delay. The copy of the order and the reasons there of shall be supplied to the parties.
- 5) The Adjudicating officer can impose penalty specified under sub section 91) and (2) of section 17 of the Act where the fishing vessel violated the conditions specified under the Act and Rules.

Under rule 14, the sale proceeds of fish so seized and sold shall be kept in the custody of the Adjudicating officer till finalisation of the case.

Under rule 15, preservation of seized vessel:

1. The Adjudicating officer on receipt of any report from the Authorised officer shall direct the Authorised officer to keep the seized vessel in his safe custody or direct the Authorised officer to take care of seized vessels/boats/craft and also incur nominal expenditure for watch and ward and other expenditure. However, the total expenditure shall be recovered from the owner, while releasing the boat to him.
2. Authorised officer is empowered to dispose off the impounded vessel/boat/craft as unclaimed property, if the owner failed to comply with the decision of Adjudicating officer or Appellate Board whoever passed orders within ninety days after obtaining permission of the Adjudicating officer and after giving a final notice to the owner. The sale proceeds should be credited to the departmental receipt head of account.
3. Fishermen Cooperative Societies: The Assistant Director of Fisheries is ex-officio Deputy "Registrar of Cooperative Societies". He register the Fishermen Cooperative Societies at District level. He is empowered to exercise the powers conferred by section 3 of the A.P.Cooperative Societies Act, 1964 (A.P. Act 7 of 1964) vide G.O.Ms.No.1982, F&A (Fisheries) dated 15.6.1966. He can exercise all the powers of the Registrar under the Act except those specified in section 17, 18, 22, 37 (7), 34, 37, 42(2), 50, 64(1), 68, 69, 76, 77, 78, 84 to 115 and 116 of the A.P.C.S. Act 1964.

6.10 FISHERIES DEVELOPMENT OFFICER

a) Inland Fisheries

The Fisheries Development Officer and Research Assistant are empowered to exercise the powers conferred by Sub-section (1) of Section 7 of the Indian Fisheries Act 1897 (Andhra Pradesh Extension and Amendment) Act No.V of 1961 in respect of any offense punishable under Section 4 or 5 or under any rule made under Section 6 of the Act regarding (a) Destruction of fish by explosives in Inland Waters and on coast (b) Destruction of fish by poisoning of waters (c) Protection of fish in selected waters by rules of local Government (d) Arrest without arrange for offense sunder this Act, any person committing in this view any offense punishable under Section 4 or 5 or under any Rule under Section 5: (a) If the name and address of the person are known to him and (b) if the person declines to give his name and address of if there is reason to doubt the accuracy of the name and address if given. A person arrested under this section may be detained until his name and address have been correctly ascertained. Provided that no person so arrested shall be detained longer than may be necessary for bringing him before a Magistrate, except under the order of a Magistrate for his detention.

Marine Fisheries :

The following Fisheries Development Officers are Authorised Officers under Section 3 of APMFR Act 1996 (Act of 1995) and vide G.O.Ms.No.56, Animal Husbandry and Fisheries (Fish.I) Department, dt.15.6.1999. The Headquarters and jurisdiction of authorised officers are as given below:

Sl. No.	Authorised Officer with Headquarters	Jurisdiction
SRIKAKULAM DISTRICT		
1.	Fisheries Development Officer Kasibugga	Off Ichapuram to Mangamaripeta
2.	Fisheries Development Officer Tekkali	Off Mangamaripeta to Kalingapatnam
3.	Fisheries Development Officer Ranastalam	Off Kalingapatnam to Off Ranastalam ie., upto Srikakulma District borders

4. Fisheries Development Officer Bogapuram Off Entire Vizianagaram District

VISAKHAPATNAM DISTRICT

5. Fisheries Development Officer, Bheemunipatnam Off from Vizag boarder Off Bheemunipatnam
6. Fisheries Development Officer Vizag Off Mutyalapadu Off Vizag District ie., Fishing Harbour area
7. Fisheries Development Officer Nakkapalli Off Mutyalapadu to Off Palamaripeta ie., upto Vizag District border

EAST GODAVARI DISTRICT

8. Fisheries Development Officer Tuni Off from East Godavari boarder to Off Upaada
9. Fisheries Development Officer(1) Off Kakinada i.e., Fishing Harbour area
10. Fisheries Development Officer (II) Kakinada Off Uppada to Off Bhairavapalem
11. Fisheries Development Officer Mummidivaram Off Bhairavapalem Off Vadalarevu
12. Fisheries Development Officer Razole Off Vadalarevu to Off Anthervedi upto East Godavari District

WEST GODAVARI DISTRICT

13. Fisheries Development Officer, Narsapur Entire West Godavari District coast

KRISHNA DISTRICT

14. Fisheries Development Officer Bantumilli Off Laxmipuram i.e., from the Krishna District border to Off Machilipatnam border

15. Fisheries Development Officer
Machilipatnam
- Off Machilipatnam to upto the
end of Krishna District border

GUNTUR DISTRICT

16. Fisheries Development Officer
Nizampatnam
- Palse Divi, from
Guntur District border to Off
Nizampatnam border

17. Fisheries Development Officer
Nizampatnam
- Off Nizampatnam i.e.,
Fishery Harbour area

18. Fisheries Development Officer
Bapatla
- Off Nizampatnam to
Off Vetapalem

PRAKASAM DISTRICT

19. Fisheries Development Officer
Ongole
- Off Vetapalem to
Off Kothapatnam

NELLORE DISTRICT

20. Fisheries Development Officer
Singarayakonda
- Off Kothapatnam to
Off Ramayapatnam

21. Fisheries Development Officer
Indukurpeta
- Off Ramayapatnam to
Off Krishnapatnam

22. Fisheries Development Officer
Kota
- Off Krishnapatnam to
upto the end of border of
Nellore i.e., border of
Andhra Pradesh

The duties of Authorised Officer under Rule 12 of APMFR Rules 1995 are as given below:

12 (1) (a) The Authorised Officer may inspect or search any fishing vessel/craft/trawler, if it is found fishing without registration under Section 9(1) or conducting fishing without license under Section 6 of the Act or committing any breach of the conditions laid down in the fishing license (Form IV under Rule 11) may seize such vessel/craft/trawler and empowered to confiscate any fish found in it. He may impose penalties for the breaches specified below:

Breaches by traditional crafts and penalties therefor:

- (i) The Authorised Officer may impose penalty or any traditional craft which is engaged in fishing with nets below 1/2" mesh size @ Rs.2/- per meter of such net. This penalty can be imposed on the spot. If the owner of the craft pay such penalty, release the net to the owner or to the person authorised by the owner, soon after receipt of the fine.
- (ii) The authorised officer may seize any mechanized fishing vessel/trawler.
 - (1) Which is engaged in fishing in the reserved zone for traditional crafts i.e., 8 Km from the shore are impose a fine of Rs.250/-.
 - (2) Which is engaged in fishing without Registration and impose fine equal to 1/5th of the Registration fee besides collecting Registration fee, as per Rules.
 - (3) Which has caused damages to the craft/tackle of any non-mechanized fishermen and collect amount to the extent of damages, as assessed by him.
 - (4) Which is operating with less than 1/2" mesh size at cod end of the trawl net and confiscate the entire catch besides impose of a fine of Rs.1,000/- (Rupees one thousand only).
 - (5) Which is engaged in fishing during closed season and confiscate entire catch and impose a fine of Rs.2,500/- (Rupees two thousand five hundred only).
- (b) The Authorised Officer may delegate his powers to inspect or search any fishing vessel/craft/trawler and impose penalty for the categories of breaches as specified under the above rule by the fisheries Development Officer of the Department having jurisdiction of the area where the breach has been taken place.
- (2) The Authorised Officer shall mention clearly the registration number of the fishing vessel in the certificate of registration and the owner of the said vessel shall display the registration number in bold letter (Black and White) and particulars of the ownership as well as the vessel, outside the forebow on both sides of the said vessel. The registration number should also be suffixed with code letters of the District and Port, etc.

- (3) The Authorised Officer shall maintain separate register on issue of license for fishing and separate case history for each case on granting or revising the license.
- (4) The Authorised Officer shall mention, in the record clearly the data of renewal and the period of which the license fee is paid under Rule 9, against each of the fishing vessel with his signature. Also maintain the remittance particulars and concerned records on collection of fees and furnish reports to the Commissioner/Director of Fisheries, Andhra Pradesh, Hyderabad every month.
- (5) The collection of fees towards Registration and license, specified under Rule 4 and 8 respectively shall be credited under the appropriate receipt Head of Account of the department.
- (6) In case of any refusal for issue of license to the fishing vessel under Sub-Section (3) of Section 6 of the Act, the Authorised Officer shall record the reasons of refusal and a copy of the same along with the orders of the refusal shall be made available to the applicant.
- (7)
 - (a) The patrolling party consists of required crew, one Fisheries Development Officer/Asst. Inspector of Fisheries and two constable should function under the control of the Authorised Officer and undertake patrolling duty in the territorial waters and report to the Authorised Officer, about the violation of any conditions by the crew vessel/boat/craft as laid down in the Act and Rules.
 - (b) After receipt of the report from the Coast Guard Unit, the Authorised Officer should take action to impound the vessel under Section 14 of the Act and report to the Adjudicating Officer of the concerned region or zone to impose penalties.
 - (c) Authorised Officer in case of impounding any vessel under Section 14 of the Act shall prepare the seizure list in triplicate along with the names and send a copy of it to the concerned Adjudicating Officer and the owner of the said vessel or crew present in the vessel within three days from the date of impounding the vessel.
- (8) If the name of the crew are to known the Authorised Officer is empowered to seize vessel duly recording reasons for seizure in the Seizure list at time of seizing the vessel/boat/craft.

- (9) The Authorised Officer should also issue identification cards to all the crew of the vessel concerned.

6.11 ASSISTANT INSPECTOR OF FISHERIES

Inland Fisheries: The Asst. Inspector of Fisheries is empowered to exercise the powers conferred by Sub-section (1) of Section 7 of the Indian Fisheries Act 1897 (Andhra Pradesh Extension and Amendment) Act No. V of 1961 in respect of any offence punishable under Section 6 of the Act regarding destruction of fish by explosives in inland waters and on coast, destruction of fish by poisoning of waters, protection of fish in selected waters by rules of local government, arrest without warrant for offences under this Act, any person committing in this view any offence punishable under Section 4 or 5 or under any Rule under Section 5: (a) If the name and address of the person are known to him and (b) if the person declines to give his name and address or if there is reason to doubt the accuracy of the name and address if given. A person arrested under this Section may be detained until his name and address have been correctly ascertained. Provided that no person so arrested shall be detained longer than may be necessary for bringing him before a Magistrate, except under the order of a Magistrate for his detention.

Chapter - 7

INTRA AND INTER DEPARTMENT COORDINATION

7.1 COMMISSIONER OF FISHERIES

In case any help is required, he has to approach the Government for sanction of projects/schemes and release of funds and for Administrative clarifications.

At District level, District Collector.

7.2 ADDITIONAL DIRECTOR OF FISHERIES

As mentioned at commissioner of Fisheries.

7.3 JOINT DIRECTOR OF FISHERIES

In case any help is required he has to approach Commissioner of Fisheries for sanction of Projects/schemes and release of funds. For technical assistance he has to approach Additional Director of Fisheries. At District level, he has to approach District Collector.

7.4 DEPUTY DIRECTOR OF FISHERIES

As in the case of Joint Director of Fisheries.

7.5 ASSISTANT DIRECTOR OF FISHERIES

He has to approach Regional Deputy Director of Fisheries/Commissioner of Fisheries for technical sanctions, release of funds, for works or programmes, etc. and also Administration help or clarification. At District level he has to approach District Collector for implementation of works/projects/schemes, etc.

7.6 FISHERIES DEVELOPMENT OFFICER

He has to approach Assistant Director of Fisheries for any help.

7.7 ASSISTANT INSPECTOR OF FISHERIES

As in the case of Fisheries Development Officer.

Chapter - 8

ADMINISTRATIVE ACCOUNTABILITY

8.1 The General omissions or commissions in the department are timely communication of sanctioned schemes/projects/programmes to the implementing officers, release of budget provisions in time, achievement of targets fixed for the schemes such as seed production and rearing, disposal of Seed, Disposal of fishery wealth in tanks, issue of licenses in reservoir fishery exploitation, Registration of various kinds of boats for Marine fishery, exploitation and issue of licenses, issue of permission for prawn culture in Brackish Water areas, conducting awareness camps due to indiscriminate Brackish Waters Aquaculture as per restrictions imposed by the Supreme Court during the year 1994, Establishment of Shore areas in the Coastal Districts, conducting training programmes as per the schedule, execution of works. Organisation of fishermen cooperative societies as per cooperative Act and conducting enquires as per Cooperative Act and Rules.

8.2 ADDITIONAL DIRECTOR/PROJECT DIRECTOR (SPU) AND PRINCIPAL (SIFT) KAKINADA:

In case of any omissions or Commissions, the functionary is accountable to Commissioner of Fisheries. For remedial action, Commissioner of fisheries issue instructions briefing the omissions/Commissions committed by the functionary and watch the compliance. Still the functionary is not rectified call for the explanation and report will be sent to Government. Based on the prima faice case, charges be framed by the appointing authority and disciplinary action be taken against the functionary.

8.3 JOINT DIRECTOR OF FISHERIES:

As mentioned at Additional Director of Fisheries.

8.4 DEPUTY DIRECTOR OF FISHERIES

As mentioned at Additional Director of Fisheries.

8.5 ASSISTANT DIRECTOR OF FISHERIES

The functionary is accountable to Commissioner of Fisheries. The Regional Deputy Director of Fisheries is the supervising authority at District level on all the activities of the department. In case of any omissions/commissions, the Regional Deputy Director of Fisheries may inform to the functionary pointing out the omission/commissions committed by him. Still he is not rectified, call for the explanation and submit to Commissioner of Fisheries for taking further disciplinary action. Basing on the report of the Regional Deputy Director, Commissioner of Fisheries frame charges against the functionary and take necessary disciplinary action as an appointing authority.

8.6 FISHERIES DEVELOPMENT OFFICER, RESEARCH ASSISTANT, HYDROLOGIST, DEMONSTRATOR

The functionary is accountable to Assistant Director of Fisheries. In case of any omissions or commissions the Assistant Director of Fisheries, who is incharge of District Administration and supervision officer may call for the explanation of the functionary and submit to Regional Deputy Director of Fisheries. Basing on the report, the Regional Deputy Director of Fisheries frame charges against the functionary and take necessary disciplinary action.

8.7 ASSISTANT INSPECTOR OF FISHERIES

As in the case of Fisheries Development officer being the unit officer.

8.8 FIELDMAN

He is accountable to Fisheries Development Officer/Assistant Inspector of Fisheries of the unit. In case of any omissions/commissions the FDO/AIF may call for the explanation and submit a report to Asst. Director of Fisheries. He frame charges against the functionary and take the disciplinary action.

8.9 PA TO DIRECTOR OF FISHERIES (A.D. (Admn))

The functionary is accountable on any administrative matters to the Commissioner/Director of Fisheries. In case of any omissions or commissions, the Commissioner/Director of Fisheries may issue instruction and watch the compliance, call for explanation. Based on prima facie case, charges may be framed and disciplinary action may be taken by the Commissioner/Director of Fisheries.

8.10 ACCOUNTS OFFICER, ASSISTANT DIRECTOR OF STATISTICS, DEPUTY REGISTRAR OF COOPERATIVE SOCIETY, EXECUTIVE ENGINEER, DEPUTY EXECUTIVE ENGINEER, ASST. ENGINEER:

These functionaries are taken on deputation from the concerned Departments. They are accountable to Commissioner of Fisheries in case of any omissions or commissions. For remedial action, the functionary be called for explanation and watch the compliance. In case, the functionary is not rectified, he may be surrendered to parental Department or reported to the Head of the Department for taking necessary disciplinary action.

8.11 FISHERMEN

The Fishermen is responsible to attend the work entrusted by the Fisheries Development Officer/Asst. Inspector of Fisheries/Fieldman on the spot. He should furnish the information verbally to the officer. If the fishermen failed to attend the work entrusted to him, the Officer concerned call for explanation. On receipt of the explanation, the Officer will report to the Asst. Director of Fisheries along with his remarks. Based on the prima facie case, the Asst. Director of Fisheries, frame the charges and serve to Fisherman. On receipt of the replies, he examine the replies given by the individual and if the charges are proved he takes the necessary disciplinary action as per CCA rules.

8.12 MECHANICAL INSTRUCTOR

In case of any commissions or omissions call for explanation. Based on prima facie case, charges are framed and if charges are proved a suitable disciplinary action be taken by the Principal of the Institute.

8.13 BOSON, GEAR TECHNICIAN, SWIMMING INSTRUCTOR

The functionary is accountable to the Principal of the SIFT/FTI concerned.

In case of any omissions or commissions the functionary is called for explanation by the Principal and watch the compliance. If the functionary is not rectified his omissions, commissions, based on the prima facie case, charges maybe framed and disciplinary action may be taken by the Principal of the Institute, who is the appointing authority.

Chapter - 9

QUANTIFICATION OF WORK OUTPUT

The scheme/programmes under implementation in the department are as given below;

9.1 THEY ARE PERMANENT PROGRAMMES CONTINUED IN THE DEPARTMENT OF FISHERIES.

1. Disposal of Fishery Wealth in tanks: As per orders contained in G.O.Ms.No.776 F&A Dept., dt. 31.12.1990 the tanks are to be disposed in the priority to Fishermen Cooperative Society, Gram Panchayats and open auction. In G.O.Ms.No.125 AH, DD & Fisheries Department dated 16.12.1999 the Government have ordered to fix rentals for Fasli 1409 duly adding 10% on the rentals of last fasli. The Assistant Directors of Fisheries to obtain approval of the District Collector for the fixation of rentals and dispose the fishery of the tanks. The Assistant Director has to communicate the rentals fixed to Fisheries Development Officers/ Assistant Inspector of Fisheries for disposal of the fishery wealth and supervise the work.
2. Issue of licenses for fishing in the Reservoirs: There are 26 Reservoirs under licensing scheme. The Reservoirs are stocked with Fish Seed at a cost of Rs.10.00 lakhs which will increase the fish production and revenue from issue of licenses. A target of 14,000 licenses has been fixed during the year 1999-2000. The targets fixed may vary from year to year depending on the facilities available.
3. Seed Production and Rearing: There are 82 Government Fish Seed farms in the State. Out of them 26 are production cum rearing farms and 56 are rearing farms. The targets fixed for Fish Seed vary year to year depending on the production and rearing facilities provided in the Seed farm.

The District wise targets fixed for these schemes are as given below:

S. No.	District	Disposal of Fishery Wealth	Issue of licenses (NO)	Seed		
				MC/CC/Total production	MC	CC
1.	Srikakulam	230	..	50	25	75
2.	Vizianagaram	199	150	40	10	50
3.	Visakhapatnam	117	200	36	35	71
4.	East Godavari					
	a) Kakinada	108	..	63	25	88
	b) Rajahmundry	36	..	165	35	200
5.	West Godavari	43	200	94.25	35	129.25
6.	Krishna	160	..	76.50	10	77.50
7.	Guntur	64	1000	100	40	140
8.	Prakasam	168	..	40	25	55
9.	Nellore	416	850	130	25	155
10.	Kurnool	75	2000	300	40	340
11.	Cuddapah	104	650	90	15	105
12.	Anantapur	142	300	240	35	275
13.	Chittoor	263	200	249	50	299
14.	Warangal	725	..	60	15	75
15.	Adilabad	231	3500	200	45	245
16.	Karimnagar	591	1700	250	60	310
17.	Khammam	296	300	92	40	132
18.	Hyderabad (U)	1	..	40	40	80
19.	Rangareddy	207	..	40	45	85
20.	Medak	619	1200	150	50	200
21.	Mahaboobnagar	563	600	45	30	75
22.	Nalgonda	498	150	35	35	70
23.	Nizampatnam	414	2000	120	50	170
Total		6153	14000	2691.75	845	3536.75

4. Implementation of Andhra Pradesh Marine Fishing Regulation Act: The Act is implemented to sustain the Marine Fishery resources and to maintain Law and order on the sea. To ensure the activity all the fishing Boats of Mechanised and non-mechanised category are registered and issued annual licenses under the provision of the Act. The number of fishing boats in the District, registered so far, licenses issued during 1999-2000 are as given below:

S. No.	District	No. of fishing Boats in the District	Registered	Licenses issued 99-2000
1.	Srikakulam	4239	3835	3835
2.	Vizianagaram	725	604	6094
3.	Visakhapatnam	3036	2554	2554
4.	East Godavari	3996	3951	2856
5.	West Godavari	141	141	27
6.	Krishna	1710	1710	1239
7.	Guntur	1156	1097	732
8.	Prakasam	3240	1931	1886
9.	Nellore	3126	1610	1601
Total		21369	17433	15334

The Assistant Director of Fisheries has to register all the boats in the districts and issue licenses.

5. Establishment of Shore Communication System: Shore Stations are being established with a view to disseminate weather, bulletin, cyclone warnings, etc. from the Shore Stations to the fishermen who have already left for sea fishing who are provided with VHF sets. Presently, 4 stations are established at Kalingapatnam in Srikakulam District, Manginapudi in Krishna District, Kakinada and Balusutippa in East Godavari District. Another 8 new stations are established at Baruva in Srikakulam, Visakhapatnam and Pentakota in Visakhapatnam District, Anthervedipalem in East Godavari, Nizampatnam in Guntur District, Chinaganjam and Ramayapatnam in Prakasam district and Krishnapatnam in Nellore District. The project is sanctioned with an amount of Rs.102.00 lakhs by the Board of Vulnerability Reduction Fund for construction of Shore Stations, towers and for distribution of 900 VHF sets to the fishing boat owners on 50% subsidy. The beneficiaries for providing VHF sets on 50% subsidy has to identified and finalized by the Assistant Director of the District. The cost of VHF set is Rs.16,000/-.

The following are the annual plan schemes which are continued year after year.

B. DETAILS OF PLAN SCHEMES

Year	Allocation				Total	Expenditure				Total
	State Share	Central Share	EAP Shrimp Project	EAP AHRD		State Share	Central	EAP Shrimp Project	EAP AHRD	
1995-96	250.00	176.65	390.00	0.01	816.66	140.05	178.86	151.47	80.15	550.53
1996-97	90.00	318.21	13.35	160.67	582.23	88.73	286.97	121.98	86.85	584.53
1997-98	100.00	599.57	375.00	107.00	1181.57	35.23	322.33	29.02	65.17	451.75
1998-99	154.00	474.70	276.00	95.00	999.70	149.06	331.50	88.51	61.36	630.43
1999-2000	211.00	463.92	48.02	158.98	881.92	147.88	7.98	183.00	59.41	390.29
(+)	390.36	5.00	140.09		530.45					
2000-2001	242.92	415.61	177.00	133.00	968.57					

Salary component under plan 2000-2001

S. No.	Scheme officers	GOI Share	EAP	Total	Gaz.	Staff	Total
1.	Inland fisheries statistics	5.00	—	5.00	1	4	5
2.	EAP-Shrimp & fish culture project	—	25.90	25.90	17	16	33 (26 are surrendered)
3.	EAP-Agr.Human resources dev. project	—	11.67	11.67	3	2	5

D) PLAN SCHEMES

Sl. No.	Name of the scheme	Allocation 2000-2001		Details
		GOI	GOAP	
	With 100% assistance from GOAP			
1.	Tribal sub plan for STs	0	13.00	50% Subsidy for supply of inputs like fish seed Beneficiaries: 650
2.	Spl. Component, Plan for SCs	0	32.00	..do.. Beneficiaries:1600
3.	Coastal Aquaculture regulation	0	4.75	Conducting awareness campaigns for regulation
4.	Reservoir Fisheries Development	0	5.00	Seed (30 Lakhs) stocking in reservoirs

5.	Improvements to Fish Seed Farms	0	40.00	Revolving fund proposed for fish seed production
6.	Intensive fish culture	0	9.00	Salaries of FFDA staff, Cost of seed to TB Dam
7.	Assistance to Women FCS	0	10.00	Working capital for fish marketing Beneficiaries
8.	Maintenance of shore stations	0	10.00	Maintenance of radio towers at 4 places
9.	Model studies of Bhavanapadu	0	6.00	Payment due to Central Govt. agencies
10.	Strengthening of fisheries admn.	0	3.00	Supply of computers to regional offices
11.	Maintenance of relief boats	0	17.25	Equipping and maintain the relief boats

For the implementation of the above schemes, the H.O.D. has to sanction the scheme and release the funds in time to the unit/scheme officers sufficiently in advance. The unit officers has to execute/implement the scheme with the assistance of staff working under his control and achieve the targets fixed. In the contest of implement of various schemes mentioned above the quantification of work output expected from the functionaries and provisions made for assessment of performance are as follows:

Additional Director of Fisheries: As a technical head of the Department, formulate new schemes/projects for the development of fisheries in the State. Supervise implementation of plan schemes, release of funds, Disposal of cases received in the capacity of Appellate Authority under Andhra Pradesh M.F.R. Act, Finalisation of the replies to audit paras with the assistance of Accounts Officer and technical officer concerned, finalisation of the replies to L.A.Qs/Parliament questions and Assurances, preparation of Departmental reports to House Committees, vigilance over the implementation of Departmental programmes/schemes, finalization of notes for reviews of departmental activities and appraisal to H.O.D. in all the issues of the department within stipulated time. The provisions made for the assessment of performance are to watch the achievements of departmental activity targets within the prescribed period, expenditure of plan schemes, disposal of vigilance cases and enquiry reports, watching the replies given to pending audit paras and dropping the objections, sending replies to L.A.Qs/Parliament question and assistance within the stipulated time, clearance of pending files and self assessment report in Annual Confidential report.

9.2 PROJECT DIRECTOR (STATE PROJECT UNIT)

Implement the World Bank assisted Shrimp and Fish Culture Project with the objectives to increase shrimp and fish production in the State to increase of reports, improvement of low productivity of land, protection of ecologically vulnerable areas create employment, improve economic and social welfare of weaker sections and rural development. The project period is (from 1992 to 1999) and the is completed. The project targets and achievements are as given below:

Sl. No.	Item for development	Revised Target	Achievement
1	Brackish Water Ponds Development (Ha)	47.00	47.00
2	Credit for hatcheries (No)	2	2
3	Inland Fisheries reservoirs/Tanks development	51	18
4	Feed Mill (No)	1	
5	Credit for Ice Plans (No)	1	1

The provisions made for assessment of performance are achievement of targets Fixed for the year, preparation of progress reports, review reports, utilisation of annual budget provisions, supervise in grounding the project reports and self assessment report in Annual confidential report.

9.3 PRINCIPAL, S.I.F.T., KAKINADA

The training centre is a permanent. He is the head of the Institute. The quantification of the work out put expected from the functionary are preparation of various training programme schedules such as training to fishermen boys, foundation training to departmental officers, refresher courses with the assistance of other staff, providing all training equipment other necessary facilities in the Institute, utilization of budget provisions and implementation of H.R.D. Project components as per schedules. The provisions made for assessment of performance are watching the training schedule conducting in the Institute and assessing their effectiveness by evaluation reports, watching the expenditure of budget provisions and reviewing the H.R.D. project implementation and self assessment report in Annual confidential report.

9.4 JOINT DIRECTOR OF FISHERIES

The qualification of work out put expected from the functionary is based on (1) watching the targets and achievements fixed for his wing, dealing the files of relating subjects as per acts and rules and put up to higher officers, supervising the enforcement of Act and Rules at the field formulation of new projects/schemes of the subject dealing by him, watching the budget expenditure on plan schemes, preparation of state level planning for development on the subject dealing, furnishing the information for replies to be given on L.A.Qs and Parliament questions/Assurances, preparation of notes for review meetings. His/her performance is assessed by reviewing the subject files dealt through him, timely preparation of review notes, periodicals reports, expenditure reports on plan schemes, self assessment report of Annual confidential report and implementing the instructions given by the Commissioner of Fisheries.

9.5 DEPUTY DIRECTOR OF FISHERIES

The Deputy Director posted to zone is termed as Regional Deputy Director of Fisheries. He is the supervising officer of the zone. The quantification of work expected from the Regional Deputy Director of fisheries are to supervise the scheme to achieve the targets fixed for the zone on the activities as fixed for the district, receive reports/cases from authorised officer as per Andhra Pradesh M.F.R. Act and dispose within stipulated time as he is the adjudicating officer prepare replies to audit paras and send to H.O.D. prepare the notes for review meetings on all activities of the zone (District wise) in his jurisdiction. Providing field officers and other facilities to the District officers to achieve the targets fixed for the District, scrutinize the tank/reservoir rentals proposed by the District officer within stipulated time and return. The provisions made for assessment of performance are to achieve the targets fixed for the districts of the zone on various activities (mentioned at Assistant Director) reviewing monthly progress reports on all the schemes in his jurisdiction, response for timely furnishing the information on any urgent correspondence/verbal instructions over phone by Head of the Department and complaints received from the Departmental officers and public.

9.6 DEPUTY DIRECTOR OF FISHERIES (HEAD OFFICE)

The quantification of work out put expected from the functionary is preparing the note file on the subject as per Acts and Rules, preparation of notes with latest progress report for review meetings, carrying the instructions given

by the higher officers. His performance is assessed by reviewing the files dealt, by self, assessment report in annual confidential report.

9.7 ASSISTANT DIRECTOR OF FISHERIES

He is the District head/scheme head in the Department at District level. The District officer is responsible to achieve the targets for the schemes given above with the assistance of his subordinate officers. For formulation of new schemes he/she has to conduct survey of resources with the assistance of field officers and submit data to higher officers, supervise fish seed farms especially in breeding season to achieve the target fixed, ensure enforcement of conservancy in rivers, canals and drains and strict supervision of implementation of licensing scheme in reservoirs/tanks, attend assessment of fishery potential in all the departmental tanks and their disposal, registration and renewals of licenses of craft as per Andhra Pradesh M.F.R. Act. The provisions made for assessment of his work are Achievement of targets fixed, running of the District office in systematic way, timely sending of special reports, replies to LAQ, parliament questions, attending to review meetings with full information, self assessment report in Annual confidential report.

9.8 FISHERIES DEVELOPMENT OFFICERS

He is responsible to achieve the targets fixed for the activities given below:

- 1) Production of fish seed rearing and disposal
- 2) Reservoir/tanks development
- 3) Disposal of all the tanks/reservoirs as per departmental procedure
- 4) Issue of licenses
- 5) Registration and renewal of licenses for Marine Craft and tackle as per Andhra Pradesh M.F.R. Act and Rules.
- 6) Providing assistance under IRDP/DPAP/BC/SC/ST including NCDC schemes to weaker section beneficiaries as per orders issued by head of the Department/District Collector.
- 7) Any other work entrusted to him/her in his/her jurisdiction

The assessment of his/her performance are:

- a) Achieve the targets of fish seed production/rearing/disposal given to him/her within the financial year
- b) Prompt submission of periodicals and maintenance of upto date records pertaining to his/her activities.
- c) Keeping the office/fish farm premises neat and clean.
- d) Attending the execution of works as per sections given by Regional Deputy Director/Commissioner of Fisheries.
- e) Any other items of work entrusted to him/her in his jurisdiction.

His work is assessed by reviewing the targets and Achievements given and self assessment report in Annual Confidential Report.

9.9 ASSISTANT INSPECTOR OF FISHERIES

As mentioned at Fisheries Development Officer.

9.10 P.A. TO DIRECTOR OF FISHERIES

The quantification of work out put expected from the functionary are supervision of office discipline, assignment of duties to ministerial staff, attender, night watchman, etc., supervision of maintenance of office files, maintenance of confidential reports of officers and files and periodicals in a systematic way, supervision of maintenance of record room, library, etc. The provisions made for assessment of work are maintenance of confidential files without leakage, office discipline, the way of running of office files, record room, assignment of office duties to ministerial staff, attender, drivers and self assessment Annual Confidential report.

9.11 ACCOUNTS OFFICER

The quantification of work out put expected from the functionary are supervision of preparation of paybills, arrear bills, contingent bills, preparation of Annual plan and non-plan budget and revised budgets, conducting Audit of District offices, drawal and disbursement of bills, pay fixation, drawal of advances and payment, recovery of advances, replies to draft of controller of Auditor General of India, reconciliation of departmental figures with those

of P.A.O., Hyderabad and Accountant General of Andhra Pradesh, Hyderabad, settlement of departmental audit paras and post audit objects. Forwarding and settlement of pension cases. Maintenance of periodicals and records. The provisions made for assessment of the functionary are payment of salaries, arrears, etc. in time, release of budget as per sanctions to all the drawing officers, preparation of budgets to the need of the department, settlement of all the audit paras without delay, self assessment Annual confidential report of the functionary.

9.12 ASSISTANT DIRECTOR OF STATISTICS

The quantification of work output expected from the functionary is formulation of plan for collection of statistics in various components of Fisheries Department and the way of manner adopted for compilation of statistics in the department. His work is assessed by the way of dealing the files related to statistical cell plan adopted for collection of statistics pertaining to Fisheries department and self assessment Annual Confidential Report.

9.13 DEPUTY REGISTRAR OF COOPERATIVES

The quantification of work out put expected from the functionary is issue of permissions for registration of Cooperative societies, assist to the Commissioner/Director of fisheries in conducting of court as per cooperative act and rules, watching the period for conducting of elections to Fishermen Cooperative Societies.

9.14 EXECUTIVE ENGINEER

The quantification of work expected from the functionary are scrutinise the estimates, approve the tender notices, tender schedules and their finalization and effective supervision of quality of works. The provisions made for assessment of performance are planning for execution of works, quality of work turned out under his supervision and self assessment report in Annual Confidential Report.

9.15 DEPUTY EXECUTIVE ENGINEER

The quantification of work expected from the functionary are scrutiny of estimates received from the field, effective supervision of the works and check measurements. The provisions made for assessment of functionary performance are processing of files relating to the section, the way of scrutiny of estimates, supervision of works and check measurements and self

assessment report in Annual Confidential Report. The functionary has to maintain a register of works sanctioned, under execution in the department. The proforma for the register is given in Appendix.

9.16 ASSISTANT EXECUTIVE ENGINEER (MECH)

The quantification of work expected from the functionary are prepare the estimates and drawings suitable to the area, execution of work and record of measurements. The provisions made for assessment of performance are quantity and quality of work turned out, planning for completion of work within stipulated period processing of engineering files and self assessment report in Annual Confidential Report. He interacts with prawn farmers, contractors for survey of Brackish Water areas, preparation of plans and estimates suitable to that area and for supply of materials required for Brackish Water ponds to material suppliers.

9.17 ASSISTANT ENGINEER

The quantification of work expected from the functionary is survey of field where works are proposed, preparation of estimates and designs, execution, supervision and measurements of works done in the zone. The provisions made for assessment of performance are quantum and quality of works done in the zone and self assessment report in confidential report.

9.18 DEPUTY DIRECTOR OF FISHERIES (BW), HYDERABAD

The quantification of work output expected from the functionary are taking initiative to formulate new schemes/projects with the assistance of field officers, on furnishing the information for replies to be given on LAQs and parliament questions/Assurances relating to Brackish Water Fisheries, prepare the notes to brackish water fisheries, prepare the notes for review meetings, proper implementation of CRZ notification of Government of India, on preparation of replies to audit paras and PAC paras and timely submission to Commissioner/Director of Fisheries. The provisions made for assessment of performance are (1) Self assessment report in annual confidential report, (2) reviewing monthly progress reports, response for timely furnishing the information on correspondence/verbal instruction over phone and any compliance received from the departmental staff and public.

9.19 AQUACULTURIST (SPU)

The quantification of the work out put expected from the functionary and provisions made for assessment of performance are processing of files relating to the project, watching the grounding of project components as per plans, preparation of progress reports, review reports and self-assessment report in annual confidential report. He assists in checking of periodical reports in standard formats prescribed by the World Bank such as monthly review of externally Aided Project on Shrimp and Fish Culture Project by the State Government and quarterly progress report for quarter ending June/September/December/March of every year to Central Project Unit, New Delhi and State government. He has to watch the register of sub-loan ledger of the project in formats 1.0, 1.1, 1.2 and 1.3.

9.20 LECTURER (SIFT), KAKINADA

The quantification of work out expected from the functionary is based on the efficiency on preparation of training, refresher courses to different categories, conducting of theoretical and practical programmes and evaluation of programmes to find out the effectiveness of programmes. His performance is assessed by the way of training programmes conducted and by self assessment report in Annual Confidential Report.

9.21 ASSISTANT DIRECTOR (HRD)

The quantification of work output expected from the functionary is by giving assistance in watching the implementation of project components as per schedule, obtaining the required reports from the principal, processing of progress report, review reports, watching utilization of budget provisions, reimbursement claims, replies to audit paras, etc. The provisions made for the assessment of performance are assisting in processing of files, watching the expenditure of budget provisions, conducting various training programmes as per project scheme and self assessment report in Annual Confidential Reports.

9.22 ASST. PROJECT DIRECTOR (SPU)

The quantification of work output expected from the functionary is processing of files, action taken for grounding the project components, preparation of progress reports, review reports processed by the functionary. In case of any omissions, commissions, the Aquaculturist may take it to the notice of the Commissioner/Director of Fisheries. For remedial action, Commissioner/

Director of Fisheries may issue instructions and watch the compliance of the instructions or call for the explanation. Based on the prima facie case, charges may be framed and take suitable disciplinary action by the Commissioner/Director of fisheries.

Chapter - 10

PERIODICALS AND REPORTS

The following periodicals are to be maintained by the functionaries in the department. Some of the periodicals may not be necessary in some offices of the functionary depending on the nature of the work turned out, the periodicals are classified as fortnightly, monthly, half-yearly and yearly. The functionary has to bear in mind while submitting the periodical reports.

1. Each return should be submitted so as to reach the destination on the due date. If an office has no particulars to furnish in respect of any prescribed return a "NIL" report should be sent.
2. Utmost promptness is essential in submitting the periodical.
3. If due date is a holiday, submit periodical on the previous day.
4. Maintain periodical register correctly and up-to-date.
5. Prepare "Call list" of periodicals fortnightly, monthly, quarterly, Half yearly and Annually and submit them promptly. Sub-officers will remember that delay in their office will result in delay in all offices right upto Government.
6. Issue of reminders and other correspondence regarding periodicals in sheer waste of energy, time and public money.
7. In spite of this, if there is any delay in submission of periodicals, severe disciplinary action will be taken and the cost in terms of public money spent in reminding sub-officers will be recovered from the sub-officers.
8. All the periodicals should be got ready at least for 3 days before the due date. The instructions for the preparation of the Annual Administration Report are given in Appendix-2 should be followed. The statements and their proforma given in the Appendix scrupulously follow.

All the departmental officers should carefully follow the instructions given in appendix while preparing the Annual Administration report for the year. The proformae for the periodicals are given in Appendix-2.

List of periodicals from Subordinate to H.O.D. Office:

S. No.	Name of the periodical	Date of receipt by Head office/ Regional office
FORTNIGHTLY		
1.	Fortnightly Dairy of the Asst. Director	5th and 20th of every month
2.	Fortnightly report on seed production and distribution	...do..
MONTHLY		
3.	Progress report on CMP Cases/Paras /APAT Andhra Pradesh High Courses cases for the month of	8th of every month
4.	Progress reports on CMP cases for the month of	..do..
5.	Progress report on APAT/AP High Court cases etc. for the month of	..do..
6.	Progress report on vacant/Transfer and postings for the month of	..do..
7.	Progress report on disciplinary cases for the month of	..do..
8.	Progress report on retirements for the month of	..do..
9.	Progress report on Clean and Green for the month of	..do..
10.	Progress report on Janmabhoomi programme for the month of	..do..
11.	Progress report on implementation of plan schemes for the month of	..do..
12.	Progress report on disposal of tanks/ reservoirs for the month of	..do..

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| 13. Progress report on seed requirement under multiplication programme for the month of | do.. |
| 14. Progress report on production (fry only) upto end of the month of | ..do.. |
| 15. Progress report on DCG on items under Inland sector for the month of | ..do.. |
| 16. Progress report showing the issue of licenses in selected reservoirs for the month of | ..do.. |
| 17. Monthly progress report on Inland fish production for the month of | ..do.. |
| 18. Monthly progress report on Marine fish production for the month of | ..do.. |
| 19. Monthly progress report on B.W. Fish/ prawn production for the month of | ..do.. |
| 20. Progress report on DCB/NCDC loans for the month of | ..do.. |
| 21. Progress report on court cases relating to corporation matters for the month of | ..do.. |
| 22. Monthly reconciliation statements for the month of | ..do.. |
| 23. Progress report on settlement of pension cases for the month of | ..do.. |

QUARTERLY

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|---|-----------------------|
| 24. Progress report on appointments, made under compassionate grounds for the quarter ending | 8th of March and June |
| 25. Progress report on filing of backlog vacancies by SCs/STs/BCs/Women/PH for the Quarter ending | ..do.. |
| 26. Quarterly return on watching probationers of Gazetted officers for the Quarter ending | ..do.. |

27. Quarterly progress reports on implementation of schemes other than Departmental funds like DPAP/DRDA/IRDP/DWCRA/SC/ITDA/BC ..do..
28. Progress report on Housing programme for the quarter ending ..do..
29. Progress report on working of Vehicles for the quarter ending ..do..
30. Complaints against public services ..do..
31. Quarterly progress reports on Group Accident Insurance schemes for the quarter ending ..do..
32. Quarterly report on Inland Fisheries Training Centres for Quarter ending ..do..
33. Civil list of Gazetted officers for the Quarter ending ..do..

HALF YEARLY

34. Half Yearly report on Officers due to retire on Superannuation for the Half year ending By 10th January and 10th June every year.
35. Progress report on Fish seed production of Private fish seed farms and import from outside. The state/in the state for half yearly ending .. do ..
36. Progress report on Elections due/ Half year ending Fishermen Co-op. Societies on the half year Ending .. do ..

YEARLY

37. Annual report on Civil list of officers for the year By 10th of April every year
38. Annual property Statement of the officers for the year .. do ..
39. Continuation proposal, under plan/non-plan for the year .. do ..

40. Progress report on Fresh Water prawn Juvenail collection from Natural Sources for the year ending .. do ..
41. Seed production and Distribution report for the year .. do ..
42. Stores verification report for the year .. do ..
43. Progress report on payment of Rents to private Buildings for the year .. do ..
44. Annual report on functioning of Co-operative Societies for the year .. do ..
45. Budget estim ates for the year .. do ..
46. Issue of certification to the AG on P.A amount for the year .. do ..
47. Annual Adm in istration report for the year By the end of 30th April every year.
(Detailed instructions and proforma a for the statem ents are given for the Annual Adm inistration report)

LIST OF PERIODICALS HEAD OF THE DEPARTMENT OFFICE TO GOVERNMENT

S. No.	Name of the Periodical	Date of receipt by Govt from HOD Office
1	Monthly Diary of the H.O.D.	by 10th of every month
2	Progress reports on CMP Cases/Paras APAT/ AP High Courses cases for the month of	..do..
3	Progress report on CMP cases for the month of	..do..
4	Progress report on APAT/AP High Court cases etc. for the month of	..do..

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| 5 | Progress report on disciplinary cases for the month of | ..do.. |
| 6 | Progress report on Clean and Green for the month of | ..do.. |
| 7 | Progress report on Janmabhoomi programmes for the month of | ..do.. |
| 8 | Progress report on implementation of plan schemes for the months | ..do.. |
| 9 | Quarterly progress report on Shrimp and Fish Culture project for the month of | by 10th of June/Sept/
Dec and March |
| 10. | Quarterly progress report on HRD | ..do.. |
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Chapter - 11

VARIOUS REGISTERS TO BE MAINTAINED

The following are the registers to be maintained in the Department. Some of the Common registers may not be necessary in some offices of the functionary depending on the nature of the work turned out and some others which may have been already introduced should continue to be maintained. No functionary should not introduce new registers which have not been prescribed by the Head of the Department of the Office. The proformas of registers and records to be maintained by functionary are given at appendix-3.

List of Registers to be maintained in the Department are:

1. Fish sale register.
2. Seed collection and Distribution Register.
3. Induced breeding experiments Register.
4. Register of Fish received from outside stations.
5. Register of transport of Fish Seed
6. Fishing licence Register.
7. Register of disposal of fishery in tanks.
8. Register of fish transport van.
9. Register of the departmental exploitation of tanks.
10. Register of supply of fish seed.
11. Common carp breeding experiments Register.
12. Nursery management Register.
13. Register of Registration of Craft.
14. Register of Registration of Fishermen Cooperative Societies.
15. Register of clothing etc. received and issued to Class IV employees.

Chapter - 12

FORMS AND FORMATS

The following forms and formats for the issue of Certificates in the department are to be maintained. The proformae for forms and formats for issue of certificates are given in Appendix-4.

1. Form of Annual Inspection on the office of the Fisheries Development Officer and Assistant Inspector of Fisheries.
2. Form of routine/surprise inspection on the office of the Fisheries Development Officer/Assistant Inspector of fisheries.
3. Form of Application for Registration of Fishermen Cooperative Society.
4. Form of application for Admission for the Fishermen Training course.
5. Form of agreement to be executed by the Trainees.
6. Form of Certificate to be given to the trainees after the completion of training.
7. Form of application fishing requisites.
8. Form of application for loan.
9. Form of application for leave.
10. Form of certificate of transfer of Charge of subordinates.
11. Form of certificate for quarterly verification of stationery.
12. Form of Annual confidential report on Gazetted officers (Technical).
13. Form of Annual confidential report on non-gazetted officers and ministerial staff.
14. Form of annual Inspection relating to the Gazetted officers.
15. Form of "N" reference slip.
16. Form of loan card for the issue of library books in the office.
17. Form of Detention list.
18. Form of Arrear list.
19. Model form of consignment chit.
20. Form of Advance tour programme.
21. Form of revised tour programme.

Chapter - 13

POSSIBLE AREAS OF INTERFACE WITH PUBLIC AND OTHER DEPARTMENTS

13.1 COMMISSIONER OF FISHERIES

The Commissioner/Director of Fisheries will coordinate with State and Central Government funding agencies, Banks, NGOs organisations and Cooperatives connected with Fisheries activity. He interacts with all District Collectors for the development of fisheries in the Districts. He interacts with in the Department with all officers at Head Office, Regional & District offices. He has to interact with stake holders of the Fisheries activities that include fishermen, fish farmers, fishery technologies, Entrepreneurs, employees of fisheries sector, fish merchants, State and Central Governments and their agencies, N.G.Os and voluntary organisations, production units, Banks and Insurance companies for the development of fisheries activities.

The nature of interaction with other agencies is broadly categorised into the following types :

Promoting the role of fish as a source of cheap and nutritious food to the people, to generating rural employment, to promoting export from the country, earning foreign exchange, creating recreation, providing of health and to utilise the natural sources to the optimum extent.

A. Policy matters :

- a) **Setting up of Aims and Objectives :** The interests of the stake holders dealing with the above matters have to be coordinated to have an integrated approach for setting up of objectives. This will be done by top level functionary, the matters include such as :
- b) **Budgetary matters :** The performance budget and Budget estimates to cover the required funds for the plan and non plan schemes, Coordination with departments of planning, Finance and Implementing

agencies is required. In the case of Centrally sponsored schemes, the Government of India has to be approached in advance for according the administrative approval to take up a scheme and for release of the central assistance. He will attend meetings and send suitable proposals/ reports for the purpose.

- c) **Matters concerned with the Legislative Committees :** The Commissioner / Director will watch the implementation of assurances given by the Honourable Minister on the floor of the house and the implementation reports have to be given. The Estimate Committee will be watching the implementation of the schemes with reference to how the exercise of preparation of Budget estimates was done to suit the requirement in the sector and how the implementation of the schemes are varying with the voted budget. He has to coordinate and furnish all the details to the committees appointed by legislative and arrange the field visits, if necessary. He will be interacting with the Public Accounts Committee on the out standing paras of Audit matters which have serious imply on the matters of finances and procedural irregularities.
- d) **Matters concerned with Government :** The Commissioner/Director of Fisheries will be closely interacting with the Government on preparation of bills, Rules and Amendments to Acts, for enactment of the Bills, framing of Rules and Amendment to the Acts. He will interact with other State Governments and Government of India to obtain model bills discuss on different aspects of enactment of the bills, the positive and adverse effects on introduction of the bill, legal aspects on matters of social justice and other constitutional rights of the citizens etc. The suggestions from all quarters including the experts will be obtained to make the bill more effective. Then the model bill will be prepared and submitted to Government. The finalise the bill, he will interact with the other Departments such as Law & Environment Department.
- e) **Matters concerned with Advisory Committees :** The Commissioner/ Director of Fisheries will interact with Fisheries Advisory Committee which may be constituted by Government at the State and Central level to bring focus on the important policy matters for regulation and development of Fisheries. The Central Board of Fisheries is constituted by Government of India and will conduct meetings every year. The Union Minister is the Chairman and Minister of all States, the Secretaries and Directors are its members. In such meetings the interaction of the Department will be to bring focus on the important policy matters for development of Fisheries sector.

B. Formulation strategies :

The Strategy is an approach based on the policy decided, on how to achieve the objectives. Laying down of strategies for various wings of fisheries development such as mechanisation, reservoir fishery development, satellite fish farming in different sectors of fisheries will be accomplished by the Commissioner/Director of Fisheries by conducting workshops, seminars and meetings with the Stake holders of the Fisheries sector.

C. Implementation and Monitoring of Projects :

The project is a time framed activity with definite goals to be achieved. The programme is an activity for suitable development, implemented continuously. Depending on the situation, the Head of the Department has interact with field level officers and District Collectors to formulate the projects/programmes/schemes of the department. The responsibility to monitor the implementation of the scheme lies with the Head of the Department. He should make the Regional/District Officers responsible for supervision on implementation of the scheme. He has to interact with District Collectors, who is the authority at the District Level for supervising all developmental activities.

D. Feed back and Evaluation :

The mechanism for monitoring the implementation and collection of feed back is by extension services. The fishermen, fish farmers are the primary stake holders in the activities of Fisheries Department. The extension tools to achieve it are farmers meet, participatory rural appraisal, indefinite evaluation studies by experts, mid term appraisal by the executives are also being done to evaluate the performance of the project/scheme and take remedial action. In such cases, the interface with experts, funding agencies has to be maintained by the Head of the Department.

13.2 ADDITIONAL DIRECTOR OF FISHERIES

The Additional Director of Fisheries is called upon by Commissioner/Director of Fisheries on all Departmental Activities. At Government level, he may be called upon by the Principal Secretary of the Department/Secretary (Finance and Planning) and Hon'ble Ministers for discussion and appraisal of Departmental activities in the absence of Commissioner/Director of Fisheries in the Head Quarters. He will take assistance of officers of Deputy Registrar of Cooperatives. Asst. Directors of Fisheries/Deputy Directors of Fisheries/Joint Directors of Fisheries dealing with the subject at Head Office and

concerned field officers with regard to court matters. If necessary, interdepartmental officers such as concerned Government Pleader, Legal Officer in Cooperative Department, Law Department etc., will be contacted by him. He will contact with any Officer of the Department and other departmental officials depending on the necessity of the subject. He has to interact with Marine Fishermen/Mechanised boat owners on matters like registration of craft and tackle and their renewals, delimitation of fishing zones cases of violation of Acts/Rules and settlement of disputes as per A.P.M.F.R. Act. He has to interact with the Fishermen Cooperative Societies to settle their disputes, implementation of licensing schemes in tanks/reservoirs, enforcement of fishing regulations in Inland waters as per Indian Fisheries Act of 1897 etc. He will interact with the other departments such as Revenue, Police, Port, Judicial, Pollution Board, Remote Sensing Agency, Meteorology, Housing, Voluntary Agencies, N.G.Os Training Institutes, ICAR Institutes, Universities etc., whenever necessary.

13.3 PROJECT DIRECTOR (SPU)

The post is now discontinued. The Project Director, SPU has interacted with local fishermen/technocrats in selection of beneficiaries for allotment of Constructed Shrimp Culture ponds as per the norms of World Bank. He interacted with entrepreneurs in establishment of prawn seed hatcheries/feed mills for selection of site, providing credit assistance through APCOB as per the norms of World Bank. For selection of reservoirs/Tanks for increased production of fish, he has interacted with Fishermen cooperative Societies. For supporting facilities such as establishment of Ice Plant, fish seed hatcheries, he has interacted with interested entrepreneurs. He interacted with N.G.Os for participation in the World Bank schemes and make them to work with beneficiaries. In implementation of the project, he has interacted with other department such as Revenue, Gram panchayat, people representatives N.G.Os concerned for selection of beneficiaries, involving them in the activities of the project and smooth running of the project. He has interacted with APCOB officials and beneficiaries for sanction of loans and repayment of loan installments regularly.

13.4 JOINT DIRECTOR OF FISHERIES (MARINE)

The functionary has to interact with Marine Fishermen, Mechanised boat owners for registration of craft renewals of licenses. He attends to Assessment of demand, identification of beneficiaries, collection of beneficiary contribution for motorisation of traditional crafts interacts with Marine fishermen Cooperative Societies and individual fishermen. The other department to be interacted is Commercial Tax Department.

13.5 JOINT DIRECTOR OF FISHERIES (INLAND)

The functionary interacts in the following activities with stake holders of Fisheries.

- 1) In Fish Seed production and distribution, he assess the demand for fish seed bases on water fall with target group of Fishermen Co-operative societies, fish farmers and gram panchayats.
- 2) For disposal of Fishery wealth in Tanks/Reservoirs in assessment of fishery wealth, lease procedure, Issue of permits, Harvest of fish and collection of Statistics with fishermen cooperative societies, Gram Panchayats and Bidders in Auction.
- 3) In issue of licenses for fishing in Reservoirs and Tanks, he assessment of fishery wealth, fishing licenses, closed season for prohibition of fishing with Fishermen Cooperative Societies and Fishermen who are license holders.
- 4) For fish health management in prophylactic measures for control of fish diseases with fish farmers, F.C.S., Municipalities, Medical & Health Department

He may interact with the departments of Revenue, police, meteorology, panchayat raj, A.P. Agriculture University, I.C.A.R. Institutes, whenever necessary.

13.6 JOINT DIRECTOR OF FISHERIES (COAST)

The functionary interacts in the following activities with Stake holders of Coastal Aquaculture and other Department dealing the matter.

- 1) For allotment of Brackish Water lands, survey and identification of lands, selection of suitable sites for prawn culture, un authorised occupation and procedure for allotment with local fishermen, Fishermen Cooperative Societies, Technocrats and entrepreneurs he has to interact with other departments such as Aquaculture authority, Shore Area Development authority, Revenue, Forest, Salt and Port Department etc.,
- 2) For Brackish Water prawn and fish culture. Suitable methods of culture, culture inputs, master plans for area development, Establishment of Hatcheries, Feed Mills, Processing plants, etc., by Fishermen/

Fishermen Co-operative Societies, Technocrats and entrepreneurs he has to interact with Equipment (pumps, aerators etc.) suppliers, Poultry, Environment, Financial Institutes, D.R.D.A., S.C/B.C., Corporations, MPEDA, CIBA, Chennai, Central Institute of Coastal Engineering for fishery (CICEF), Bangalore, Insurance Companies etc.

- 3) For health management of B.W. Fish and prawn, prophylactic measures of diseases, Diagnosis, controlling methods of diseases he has to interact with Fish Farmers, Fishermen Co-operative Societies, technocrats, entrepreneurs and other departments of Research units, Fisheries Colleges, M.P.E.D.A., TASPARC, CIBA, etc.,
- 4) For marketing of Prawn/Fish in Fresh prawn, Frozen Prawn Marketing creation of infrastructure facilities such as ice plants, cold storage, freezing plants, Insulated vehicles he has to interact with prawn farmers, technocrats, entrepreneurs dealing with marketing/processing of fish/prawn and other departments of marketing MPEDA etc., He will interact in marine matters as given for JDF (marine).

13.7 JOINT DIRECTOR OF FISHERIES (HRD)

He has to interact with different academic institutions like Fisheries Colleges, Universities, Research & Training Institutes. Regarding procurement of equipment & furniture, he has to interact with agencies dealing with these items, Industries Department, Commercial Taxes etc., The consultants appointed for Manpower needs assessment are to be continued.

13.8 REGIONAL DEPUTY DIRECTOR OF FISHERIES :

The Regional Deputy Director of Fisheries have to interface with public on registration of craft and tackle and issue of licenses and then renewal, closed season, delimitation of marine fishing zones violation, settlement of disputes interface with Marine fishermen, mechanised boat owners, Deep sea fishing trawlers entrepreneurs and owners of trawlers of other states and the departments of port trust, port, revenue, judicial and police. On rental approval of tanks with Fishermen Co-operative Societies. On issue of fishing licenses to fish in the reservoirs with local area fishermen.

Inter face with departments such as : irrigation for fishery disposal where disputes arises. He has to inter face with revenue department in identification of genuine fishermen of the area, when any disputes arises in harvesting of fish, he has to interface with District Collector and Police Department.

13.9 DEPUTY DIRECTOR OF FISHERIES (BRACKISH WATER)

He interacts with the officers of the commissionerate on formulation of plan schemes, new projects, monitoring at field level on development of brackish water fisheries and review of the projects. He interacts in Statutory, Administrative, and budget, audit and accounts matters with the higher officers. He guides the Assistant Director and Fisheries development officers for successful implementation of brackish water schemes. He interacts with field officers in conducting surprise inspections, periodical and annual inspections. He makes review of schemes under implementation and appraisal project areas to the funding agencies and midterm evaluation. He identifies the skill gaps of staff and clientele groups and contacts the teaching institutes for organizing special training programs. He will also propose and recommend suitable candidates to the concerned Administrative authority for the courses being organized by the institutions. He has to interact :-

- 1) For allotment of Brackish water lands, survey and identification of lands, selection of suitable sites, unauthorized occupation and procedure for allotment with local fishermen / F.C.S. Technocrats and entrepreneurs and other departments of Aquaculture authority, Revenue, Forest, Salt and Port and Financial institutes.
- 2) For Brackish water prawn and fish culture, in methods of culture, supply of culture inputs, master plans for area development, Hatcheries, feed mills, etc., with fishermen / FCS, Technocrats and entrepreneurs, and other departments of equipment suppliers, poultry, environment, financial institutes, DRDA, S.C./B.C. Corporations, MPEDA, etc.
- 3) For health management of brackish water fish and prawn in prophylactic measures for control of diseases, Diagnosis, controlling methods with fish / prawn farmers, FCS, Technocrats, Entrepreneurs and other department such as research unit, MPEDA, TASPARG, CIBA etc.
- 4) For marketing of fish / prawns in fresh prawns, frozen prawn marketing, infrastructure facilities such as Ice plants, cold storage, freezing plants, vehicles with prawn farmers, technocrats, entrepreneurs, and other departments of marketing, MPEDA, financial institutes, S.C/B.C. corporations, DRDA. Etc.

13.10. ASSISTANT DIRECTOR OF FISHERIES :

- A) The Asst. Director of Fisheries has to interface in assessment of demand for seed based on water fall, procurement of brood stock, pituitary gland supply of seed to the target group of fishermen cooperatives, fish farmers, local bodies and with other departments such as Irrigation, Panchayat Raj, Revenue.
- B) For disposal of fishery wealth in tanks and reservoirs in assessment of fishery wealth, fixation of rentals, lease procedures issue of fishing permits, harvesting of fish and collection of statistics he has to interact with Fishermen cooperatives, gram panchayats, fishermen and with other departments such as Revenue, Irrigation.
- C) For implementing licensing scheme is assessment of fishery wealth, fishing licenses, closed season and prohibition of fishing with fishermen who are license holders and with other departments such as irrigation and police.
- D) For fish health management in prophylactic measures for control of fish diseases, diagnosis and controlling methods with fish farmers, FCS and with other departments such as Research, pollution control board, Panchayat Raj.
- E) For Registration of craft and tackle in Initial registration of craft and tackle and their renewal, closed season, delimitation of fishing zones, violations and settlement of disputes with Marine fishermen, Mechanised Boat owners, Deep Sea fishing trawler entrepreneurs and owners of Trawlers of other State and the Departments of Port trust, Port, Judicial and Police.
- F) For motorisation of traditional crafts and introduction of crafts made up of non-patent materials in assessment of demand, identification of beneficiaries, collection of beneficiary contributions, construction of crafts, maintenance of craft and engine and recovery of loans with Marine Fishermen Cooperatives, Boat Yards, Engine manufacturers and Training Institutes and the departments of commercial taxes, DRDA, BC Corporations, SC Corporation.
- G) For allotment of Brackish Water lands in survey and identify of lands, selection of suitable sites, un-authorized occupation and procedure for allotment with Fishermen/FCS, Technocrats and entrepreneurs and other departments Aquaculture authority, Revenue, Forest, Salt and Port and Financial Institutes.

- H) For Brackish Water prawn and fish culture in methods of culture supply of culture inputs, Master plans for Area development. Hatcheries and feed mills with fishermen, F.C.S., technocrats and entrepreneurs and other departments of Aquaculture authority equipment suppliers, poultry, Environment, Financial institutes, D.R.D.A., BC and SC corporations, MPEDA.
- I) For health management of fish and prawn in prophylactic measures for control of fish and prawn diseases, Diagnosis, controlling methods with Fish and prawn farmers. FCS technocrats and entrepreneurs and other departments such as Research Institutes, M.P.E.D.A., Tasparc.
- J) For marketing of fish and prawn in fresh fish prawn marketing, Dry fish marketing, Frozen fish/prawn, Infrastructure such as Ice Plants, Cold Storage, Freezing Plants, vehicles with fish and prawn farmers, fisherwomen and cooperatives, technocrats, entrepreneurs and other departments Markets out side the state poultry, entrepreneurs, MPEDA, Financial Institutes., SC, BC., Corporations, DRDA.
- K) For Welfare schemes, Housing to fishermen and other schemes in identification of beneficiaries beneficiary contribution and participation and loan recovery with Fishermen and other departments, Housing corporation and Revenue.
- L) For Insurance to fishermen in Craft, tackle, ponds, fish etc., with Insurance companies, fish farmers, technocrats, Boat Yards, Hatcheries, Feed mills.
- M) For Government assisted schemes of Relief cum Savings, assistance to fisher women in identification of beneficiaries, beneficiary contribution, recovery of loans with fishermen and fisher women and other Departments of Post Offices/Banks/NABARD.
- N) For disputes in Fishermen Cooperative societies in settling the disputes, enquiry's with fishermen and Fishermen Cooperative Societies and other departments Cooperative, Revenue, Police.
- O) For training and extension in identification of training programmes extension activities, demonstration farms with fishermen, fish farmers, technocrats, enterprenuers and other departments such as All India Radio, T.V. Channel, I.C.A.R Institutes, MPEDA, Printing Press and equipment suppliers.

13.11 FISHERIES DEVELOPMENT OFFICER :

As stated against Assistant Director of Fisheries

13.12 ASSISTANT INSPECTOR OF FISHERIES :

As stated against Assistant Director of Fisheries

Chapter - 14

A.P. STATE FISHERMEN CO-OP. SOCIETIES FEDERATION LTD.

The Andhra Pradesh State Co-operative Fishermen Federation Limited, Hyderabad was registered with registration No. 11/IU/87 with an area of operation of "Andhra Pradesh". To management the project, the posts created, duties and responsibilities of various levels are given in the chapter.

General Manager is the incharge of the project, who works under the control of Managing Director of the AFCOF., The salaries of the deputed staff are born by the Institute.

14.1 THE DUTIES AND RESPONSIBILITIES OF THE FUNCTIONARIES WORKING IN THE PROJECT ARE (1) STATUTORY

(2) Administrative, (3) Financial (4) Desk and (5) Field Functions. The functionaries working in the project are :

- 1) General Manager - 1
- 2) Dy. General Manger - 1
- 3) Assistant General Manager - 1
- 4) Project Manager (at District level) - 5

FUNCTIONARY : GENERAL MANAGER (in the cadre of Joint Director of Fisheries) Andhra Pradesh State Co-operative Fishermen Federation Limited (AFCOF), Hyderabad.

14.2 ORIGIN OF THE POST :

Andhra Pradesh State Co-operative Fishermen's Federation Limited, Hyderabad was Registered in the month of February, 1987 with Registration No. 11/IU/87 with an area of operation of Andhra Pradesh State. The

objectives of the Federation are to improve the socio-economic development of the fishermen by procurement and distribution of the fishery requisites and create infrastructure facilities for the benefit of fishermen. The Integrated Marine Fisheries Project Ph.I with the assistance of N.C.D.C. was sanctioned with an estimate cost of Rs. 215.24 lakhs. The project was originally sanctioned vide G.O.Ms.No. 83, Food and Agriculture and Fisheries (Fish.II) Department, dt. 6.3.1987. To implement the project the post of General Manager was originally created in the cadre of Deputy Director of Fisheries on deputation from Department of Fisheries and he has joined duty on 18.9.1987 and later was upgraded as Joint Director of Fisheries (the project was extended in the districts of Guntur, Krishna and Visakhapatnam). The Government of Andhra Pradesh have accorded sanction for the IMFP project Ph.II project at a cost of Rs. 2195.65 lakhs vide G.O.Ms. No. 262, F & A (Fish.II) Department, dt. 28.3.1991

The role played :

1. To formulate proposals to be taken up with N.C.D.C. or any external aided agency assistance and all such projects should be transmitted to N.C.D.C./External aided agency with Government recommendations for sanction assistance.
2. Grounding the sanctioned projects.
3. Claiming of assistance rendered by N.C.D.C./Agency on the sanctioned projects for funds.
4. Review and monitoring of schemes under implementation and solve the bottle necks.

Functions of the functionary :

14.3 POSITION WITH IN ORGANISATION :

The statutory functions of the functionary are to assist the Managing Director to convene the Managing Committee and General Body meetings as per Bye-laws of the Federation.

The Administrative Functions are to sanction Casual Leave, Earned Leave, Surrender leave to the Executive and Ministerial sub-ordinates below the rank of Asst. General Manager. His financial powers are payment of salaries, drawing of advances, payment of TA bills for the employee working in the unit. He is the custodian of funds of the project received through the Department of Fisheries. He can sanction expenditure upto Rs. 10,000/-

The other functions are :

1. To bring together beneficiaries of the project.
2. He is responsible for supply of inputs such as craft and tackle to the beneficiaries.
3. He is responsible for creation of the basic infrastructure facilities as envisaged in the project.
4. He has to make arrangements to recover the loans from the beneficiaries.
5. He has to coordinate with the N.C.D.C. and State Government.
6. He has to identify and initiate action to resolve all bottlenecks or successful implementation of the project.
7. He has to monitor implementation of the project with concerned agencies.
8. He has to provide guidance to the field staff in selection of beneficiaries conducting of training and extension programmes.
9. He has to attend for evaluation of the project implemented such as benefits accrued by the beneficiaries area/sector development, increase in income levels, gaps left out to be bridged by taking up follow up action, justification of infrastructure provided.

In the desk functions he has to perform check and sign the Attender Register, Late Attendance whenever he is in the Headquarters. He has to scrutinise the files received from his subordinates and submitted to Managing Director.

DEPUTY GENERAL MANAGER

(in the cadre of Deputy Director of Fisheries) AFCOF, Hyderabad.

In a second phase of the project which sanctioned with a total cost of Rs. 2195.65 lakhs in the Districts of Guntur, Krishna and Visakhapatnam vide G.O.Ms.No.262, Food and Agriculture (Fish.II) Department, dt. 28.3.1991. Under the project, the post of Deputy General Manager was created. He works under the control of Managing Director, AFCOF. His operational jurisdiction is entire State of Andhra Pradesh. he is called upon by the Managing Director to furnish information/data. He performs tours with the

prior permission of Managing Director for field inspections and study the stage of project implementation and to find out the problems of beneficiaries under the project. The functionary assists the General Manager :

1. In preparation of projects, obtain data, information etc.
2. Assists in procurement and supply of craft and tackle to the project beneficiaries.
3. Training to projects staff.
4. Monitoring of scheme grounding.
5. In creation of infrastructure required for the beneficiaries.
6. Recovery of loans from beneficiaries.
7. Coordination with N.C.D.C.
8. Evaluation of the project etc. He scrutinise the files received and routed to General Manager
9. He assists in preparation of quarterly periodical with upto date physical and financial achievements.

He is responsible to Managing Director in case of any omissions or commissions made in his duties. The Managing Director may initiate disciplinary action by calling for explanation, issue of instructions etc. Based on the prima facie case, Managing Director may report to Appointing Authority through the Commissioner of Fisheries for taking disciplinary action as per rules.

ASST. GENERAL MANAGER

(in the cadre of Asst. Director of Fisheries), AFCOF, Hyderabad.

This post was sanctioned under IMFP Ph.II. The functionary works under the control of Managing Director, AFCOF, Hyderabad. He assists the General Manager in formulation of new projects, grounding the projects sanctioned, and in preparation of notes for review and monitoring of the schemes. His operational jurisdiction is entire State of Andhra Pradesh where the schemes are under implementation and the projects proposed to be implemented. He is called by the General Manager to furnish project information, data to be given. He assists to General Manager to bring beneficiaries together of

the project, procurement and supply of inputs such as craft and tackle to beneficiaries, prepares reports to N.C.D.C., in evolution of the project such as benefits accrued. He performs tours in the project areas with the prior permission of General Manager to assist the District Managers in distribution of fishery requirements, creation of infrastructure facilities as required by the beneficiaries, recovery of loans and problems faced by the beneficiaries. He assists to conduct Managing Committee meetings and General Body meetings and training's to projects beneficiaries. In case of any omissions or commissions, he is accountable to Managing Director. For remedial action Managing Director may issue instructions and watch the compliance and call for explanation and report to Commissioner of Fisheries. Based on prima facie case, charges may be framed by the Commissioner of Fisheries who is the Appointing Authority and necessary disciplinary action be taken as per CCA Rules.

14.4 PROJECT MANAGER

(in the cadre of Fisheries Development Officer), AFCOF

One post of Project Manager under IMFP Phase 1 and 3 posts were sanctioned under IMFP. Ph.II. The post of Technical Assistant at Head Office was utilised as Project Manager at AFCOF, Srikakulam on further extension in 1996. The post was filled by the officers on deputation from the Department of Fisheries either in the cadre of Fisheries Development Officer (or) Asst. Director of Fisheries, depending on the work load.

There are five Project Managers working at Kavali in Nellore District, Repalle in Guntur District, Machilipatnam in Krishna District, Visakhapatnam and Srikakulam District. The Project Managers posts are created vide G.O.Ms.No.83, Food and Agriculture and Fisheries (Fish.II) Department, dt. 6.3.1987 at Kavali and G.O.Ms.No. 262, Food and Agriculture (Fish.II) Department. They work at district level for implementation of the project. Their functions are :

1. Selection of beneficiary societies and assist the management of the society in selection of the beneficiaries observing the norms of the project.
2. Procurement and supply of craft and tackle and other requirements as per the choice of the beneficiaries following the project formalities.
3. Training the beneficiaries.
4. He assists to beneficiary societies in maintenance of loan ledgers, etc.

5. Assist the beneficiaries in marketing of fish for reasonable prices.
6. Recovery of loans as per schedule.

His operational jurisdiction is the district area where the project is under implementation. He is called upon by the General Manager, Hyderabad to furnish any information/data. In case of any help is required he may approach Asst. Director of Fisheries interdepartmentally. The functionary is accountable to Managing Director in case of any omissions or commissions. Remedial action can be initiated by the Managing Director. The quantification of work output expected from the functionary are :

1. Procurement and distribution of fishery requisites as per sanctions in scheduled period, providing necessary training to beneficiaries, recovery of loans as per schedule from the beneficiaries. The functionary has to send Monthly Progress Report to General Manager in the prescribed format.

14.5 ORGANISATIONAL JURISDICTION PROGRAMMES ARE UNDER IMPLEMENTATION THE FOLLOWING SCHEMES/ACTIVITY IN THE AFCOF :

1. Supply of Fishing inputs : the fishing inputs such as catamarans, masual boats, FRP catamarans, FRP Navas, mopeds, Ice boxes, cycles, fishing(s) nets are supplied for selected fishermen members of the Fishermen Cooperative Societies who are enrolled as a member of AFCOF. The Fishermen Co-operative Society will select the beneficiary those who are not able to procure fishing implements and send the list though the Assistant Director of Fisheries of the District to AFCOF. The AFCOF will sanction the finance in the shape of kind and supply to the members. The F.C.S., has to collect the monthly installments and pay to Manager, AFCOF at the district project office. The scheme is under implementation in the Districts of Nellore, Prakasam, Visakhapatnam, Srikakulam, Krishna, West Godavari and Guntur Districts. The General Manager is the implementing authority. He is responsible for Supervision, execution and Administration of the Project. The Deputy General Manager and Assistant Manager will assist the General manager at Head Office level for the implementation of the Project. The Project Manager at District level implements the project at Field level as per the instructions of the General Manager. He is the executive authority at field. He works under the control of General

Manager. The operational jurisdiction of the functionary, where he is only called upon to furnish information/Data for facilitating decision as a higher level is as given below :

Sl. No.	Designation of Functionary	Head quarters	Jurisdiction	Where he is only called for furnishing Information/Data
1.	General Manager	HYDERABAD	Entire state (Project Areas)	MANAGING DIRECTOR
2.	Deputy General Manager	Hyderabad	—do—	—do—
3.	Asst. General Manager	Hyderabad	—do—	General Manager
4.	Project Manager	a) Kavali b) Repalle c) Machilipatnam d) Anakapalli e) Srikakulam	Nellore & Prakasam Dist. Guntur Dist. Krishna District & West Godavari Dist. Visakhpatnam Dist Srikakulam District & Vizainagaram Dist.	General Manager

14.6 ENACTMENT OF RULES AND CRITICAL PROVISIONS OF ENACTMENT

Statutory : Andhra Pradesh State Co-operative Societies Act, 1964.

He shall follow the Andhra Pradesh State Fishermen Co-operative Societies Ltd., (an Apex Federation) as per the Bye-laws.

14.7 HELP IS REQUIRED

The General Manager is empowered to sanction expenditure upto Rs. 10,000/- and above that he has to approach Managing Director of AFCOF for sanction. If any help is required, he has to approach Managing Director for Administrative help, clarifications, etc. The Deputy General Manager Assistant General Manager Managers of the District has to approach General Manager for any sort of help in implementation of the Project.

14.8 ACCOUNTABILITY

General Manager, In case of any omissions or Commissions, he is accountable to Managing Director. For remedial action Managing Director may issue instructions and watch compliance and call for explanation. Based on the prima facie case, Managing Director may report to the Government (Who is the appointing authority) through the Commissioner of Fisheries for taking further disciplinary action as per CCA rules.

Deputy General Manager : As in the case of General Manager

Asst. General Manager : Based on the prima facie case, Managing Director report to the Commissioner of Fisheries for taking disciplinary action as per CCA rules.

Manager : As in the case of Assistant General Manager.

14.9 PERIODICALS, REGISTERS AND REPORTS :

The periodicals prescribed for the project are Quarterly progress Report to NCDC/State Government. The proforma prescribed for the report is given below :

Quarterly progress report :

S. No.	Item	Block cost of The project Sanctioned		Action Plan for the year		Cumulative Achievement upto quarter Inclusive of Committed Expenditure	
		Phy.	Fin.	Phy.	Fin.	Phy.	Fin.
1	2	3	4	5	6	7	8

Achievement for the tear upto		Cumulative Achievement as on		Remarks
Phy.	Fin.	Phy.	Fin.	
9	10	11	12	13

Progress report on recovery of loans for the month of

Sl. No.	Item	Loans sanctioned	Loans collected during the month (Rs.)
1	2	3	4

Progressive total of Loans collected (Rs.)	Balance loan to be Collected (Rs.)	Remarks
5	6	7

The Registers to be maintained at Head Office :

1. Cash Book
2. Minutes Book
3. Admission Register
4. General ledger
5. Share capital register
6. Subsidiary ledgers

The functionary at District has to maintain the 1. Subsidiary ledgers for loan disbursement and loans recovered. 2. Fishery requisites procurement and distribution register.

14.10 INTERFACE WITH THE PUBLIC IN DISCHARGING FUNCTIONS OF VARIOUS CATEGORIES

The Project implementing functionaries have to interact with primary Fishermen cooperative Societies in the Districts for selection of beneficiaries, supply of required inputs such as craft and tackle and creation of infrastructure facilities to be created repayment of loans, etc., They also have to interact with other departments such as State Fisheries, NCDC, Revenue for project preparation, sanction and grounding.

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