

MANUAL RELATING TO RIGHT TO INFORMATION ACT, 2005 IN
RESPECT OF FISHERIES DEPARTMENT

1. The particulars of its organisation, functions and duties:

Introduction :

The Fisheries Department in Mizoram started setting up during the erstwhile Union Territory of Mizoram in 1972 which was functioning as a wing under Agriculture Department. As the time rolled by the Fisheries Department was trifurcated from the present Department during the year 1993 and the development activities could accelerated its momentum.

Organisational set up of Fisheries Department :

The Department of Fisheries is headed by Director supported by one each of Joint Director, Deputy Director and Assistant Director in the Directorate level. The District Officers are headed by one district Fisheries Dev. Officer.

Details of organization set up and important telephone number etc of Department Officers may be seen in the Annexure II&III enclosed.

Our Vision:

Sustainable Development of Fishery Sector in the state of Mizoram for nutritional security and livelihood support.

Our Mission :

- i) To promote, facilitate and secure long term development, conservation and utilization of fishery resources based on sustainable practices to attain 11kg per capita fish availability from fishery sector.
- ii) Augment fish production and productivity
- iii) Ensuring safe harvest management practices
- iv) Strengthening Social security and welfare measures of fisher folk/fish farmers.

Our Objectives :

- i) Enhancement of inland fish production through fresh water aquaculture with supporting facilities to improve sustainable.
- ii) Livelihood opportunity.
Enhancement of fish seed production for self-sufficiency or
- iii) Optimal stocking of the culture fishery resources.
Enhancement of production in capture Fisheries (reservoirs and rivers) sector adopting culture based capture fisheries.
- iv) And Conservation of fishery resources.
Welfare of fisher folk/fish farmers and empowerment through efficient fishery extension services through intensification of training and demonstration of the latest technology of fish farming to fish farmers.
- v) Inland fish marketing ensuring commercial linkage with focus on post harvest infrastructure involving competent stakeholder.
- vi) Development of ornamental and cold water fisheries for diversified income generation.
- vii) Development of database for inland fishery statistics.
- viii) Strict observance of provision of existing Fishery Act of the state.
(Mizoram fishery Act.2002 and subsequent amendment)

Activities of the Development :

The Fisheries Department is committed to programmes and scheme for development of fish production and socio-economic upliftment of the fish farmers. For detail information on the schemes viz:- Guidelines, pattern of assistance, rate of subsidy etc the fish farmers may contact the Directorate of Fisheries, Mizoram and District Fisheries Officers Offices during the Office hour and the information can be seen in the departmental website fisheries. Mizoram.gov.in

2. The powers and duties of its officers and employees:

SL No	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1	Director of Fisheries	Powers given by the Govt. to the HOD	As per GFR of the state Govt.	As HOD	All aspect of technical and administrative	Overall Development of Fish and fisheries in the state

2	District Fisheries Development Officers	As per powers conferred to the HOD & DDO of district office	As per GFR of the State Govt.	As HOO & DDO	For all technical and administrative in the district	As per powers conferred to the HOD & DDO and overall development of fisheries in the district
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The Powers and duties assigned and attached to all the categories of designation /post in the Department, are as follows:

A. Technical Section

Sl. No	Designation	Power/Duties
1	Director of Fisheries	i) He is responsible for over-all fisheries developmental activities and fisheries revenue in the state as the Head of Department
		ii) He is to formulate plan schemes for implementation in the state
		iii) He is to supervise the works of all the fishery officers in the field activities as well as in administrative works
		iv) He is also responsible for conversion/renovation/reclamation of beel fisheries and other derelict water areas for intensive fish culture and scientific lines.
		v) He is also responsible to extend all possible help to the fishermen/pisciculture Co-operative societies for taking up intensive fish culture on scientific lines.
		vi) He is responsible for encouraging the private fish farmers to take up intensive fish culture on scientific lines.
		vii) He is responsible for proper formulation and implementation of schemes under different projects namely Integrated Area Development Programmes, FFDAs/CSS etc.
2	Joint Director	i) He will be responsible to look after the administrative works of the Department under the Director of Fisheries
		ii) He will be responsible for formulation of bankable schemes as well as normal schemes of the Department.
		iii) He is responsible for proper observation of lease agreements for long term preferential lease of beel fisheries to the Co-operative Societies/individuals.
		iv) He will be responsible for official duties assigned to him from time to time by the Director of Fisheries.
3	Deputy Director	i) He is assisting Director in all aspects of planning, the monitoring and coordinating the development works of the Department.

		ii) He is also Nodal Officer in Blue Revolution and RTI
4	Assistant Director	i) He is assisting Director in all aspects of planning, the monitoring and coordinating the development works of the Department ii) He is Nodal Officer in RKVY Scheme and also Drawing and Disbursing Officer in the Directorate of Fisheries
5	District Fisheries Development Officers	i) He will be the over-all the officer-in-charge of the whole district allotted to him and will be the Head of Officers and Drawing & Disbursing Officer at his District Head Quarters. ii) To assist the Director of fisheries in administrative and technical matters and in discharging his/her day to day duties as Head of Office & DDO of the respective districts. iii) To Supervise functioning of the existing farms under his control/districts iv) To make land enquires for renovation of beel, lakes or any other derelict/fallow areas for fish culture v) He will be responsible for proper maintenance of Cash Book and will be jointly the custodian of office Cash Chest balance along with the Cashier of the respective office. vi) Any other works that may be assigned to him from time to time in connection with the administrative policies and technical supervision of different schemes in public and private sectors under the respective districts. vii) He will be responsible for production of fish seeds of different varieties of Indian and exotic carps in the districts. viii) He will be responsible for research work on soil, water, fecundity, study of growth rate relationship, experiments on different methods of fish culture operations like aquaplosion, composite fish culture etc. ix) He will be responsible for training of village level workers, private pisciculturists under deferent schemes of the Department implemented in the respective districts. x) To conduct experiments on cage culture, pen culture etc. xi) He will be responsible for proper maintenance and protection of Govt., fish breeding centres/fish farms of the Districts. xii) He will be responsible for preparation and submission of bankable schemes to the respective financing institutions/banks after obtaining technical approval of the competent authority(s)
6	Fisheries Extension Officers	i) He will be responsible for production of fish as per the schemes ii) He will be responsible for production of fish seed for stocking in the available culturable water areas iii) He will be responsible for proper maintenance and protection of Govt. fish farms under him iv) He will be responsible to assist the Head of office for implementation of different plan schemes of the Department v) He will be responsible for the duties assigned to him from time to time, as policies of the department, by the Head of office

7	Assistant Fisheries Officers	i)	They are assisting the District Fisheries Development Officers in the development in the development of Fisheries.
		ii)	To look after Farm development and Fish Seed production.
8	Fisheries Demonstrator	i)	The main function is works in the field motivately farmers in the line of fisheries to uplift their livelihood.
		ii)	To look after Fisheries circles in the Village level.
		iii)	Fish Seeds and inputs are distributed to the beneficiaries.
9	Fisherman	i)	To look after Department Farms
		ii)	Production of fish

B. Ministerial Section:-

Sl. No	Designation	Power/Duties
1	Superintendent	(1) Distribution of work among the staff as evenly as possible
		(2) Training, helping and advising the staff
		(3) Management and Coordination of the work
		(4) Maintenance of a list of residential addresses and contact phone numbers of the staff.
		(5) Maintenance of order and discipline in the section.
2	F.A.O) He is responsible for vetting the expenditure of the development activities of the Department and to see that expenditure do not/exceed as per budget.
3	Assistant/Accountant	(1) The functions of the Assistant/Head Assistant are responsible for all matter concerned administration, establishment, budget etc.
		(2) The Accountant/Assistant are responsible for assisting the Superintendent as the matter of budget preparation, expenditure, sanction, reappropriation progress report etc.
		(3) For overall financial implementation of the Department.
4	UDC/LDC	(1) UDC/LDC are main working organ in the office.
		(2) No official works could possible unless they discharge their duties sincerely and efficiently.

		(3) Every activities concerning ministerial section viz:- administrative matter, establishment, transfer and posting, promotion welfare scheme, maintenance of vehicle etc. are entrusted to the UDC/LDC.
5	Driver	(1) They are responsible for driving and maintenance of vehicle.
		(2) They are responsible for officer's/staff to reach in the right destination in time.
6	Peon/Grade IV	(1) They are most important and indispensable working agent in the office.
		(2) They help the officers/staff in disposing and tracking the files from Dealing Assistant to the head of Department.
		(3) They help important official carrier correspondences/files to reach in the right destination in time.

3. The procedure followed in the decision making process, including channels of supervision and accountability;

- (a) Directorate: (i) Director is the Head of office in the Directorate to supervised the activities of all the sub-ordinate officers JDF, DDF, DFDO/ADF, Supdt. Who in turn Co-ordinate and supervised the activities of Officers/Staff under them towards achievement of developmental programmes in fisheries including Plan/Project formulation and implementation Issue of LOC i.e. control of expenditure, Proposal, Progress report and utilization certificate submitted to the Govt. of India etc. Through various section of the department viz: Account Section, NLUP, RKVY, Data Base (Statistics), Planning and Programme Implementation of fresh water Aqua culture (Blue Revolution). Inputs and materials section, vehicle section etc. Which is clearly deputed under organisation chart under annexure I
- (ii) The administrative Department under the secretary of fisheries in the authority to approve most of the financial proposals towards implementation of fisheries developmental programme with concurrence from the planning department, Finance Department etc and minister concerned

(b) District:

- (i) As a Functional machineries in the field, the districts are headed by the DFDO's under which FEO's/AFO's/FD's discharge their duties either in the district headquarter or in the field as circle officer/departmental fish farm in charge.
- (ii) Submission of reports like monthly, quarterly etc. regarding plan scheme/CSS and expenditure statement etc.
- (iii) Selection of beneficiary/farmers.
- (iv) Controlling the technical/ministerial staff
- (v) Administrative matters of the District level including management of Departmental Fish Seed Farm
- (vi) Implementation of CSS, State Plan.
- (vii) Transfer/Posting of staff within the District

4. The norms set by it for the discharge of its functions:

All work activities from District level have been initiated by the concerned field officers/staff under the guidance of District Officers for the farmers for deriving Assistance under State plan/CSS programmes. The CSS programmes are implementation as per the approved guidelines/patterns of assistance of the Govt. of India. By the way of select the farmers to assist the same are passed in the next authorities. The District development officers are then required to submit all the reports received from different sections under his administrative control to the Director of Fisheries who in turn compile and endorse the same to the Administrative Department. As the Government of Mizoram does not have a separate Manual for administration it follows the Central Civil secretariat Manual and for all Government business transaction the Mizoram transaction of Business Rules 1987 is in practice.

5. The rules, regulations, instructions, Manuals and records, held by it or under its discharging its functions:

As the Department is having no Manual of its own regarding administration. All rules, regulations, Manuals in Vogue in the Government of India as per the CSS rules are in use wherever applicable. In respect of technical matters the approve pattern of assistance/guidelines under various CSS/Welfare of Fisherman, Blue Revolution , RKVY etc under Govt. of India/State Govt. enforced from time to time are in practice at present.

6. A statement of the categories of documents that are held by it or under its control;

Sl. No	Nature of Record	Details of Information available	Unit/Section where available	Retention period, where available
1	Annual Plans of the Department	Particulars of programmes taken up/to be taken up in a year	Planning section, Directorate office.	As per Govt. instruction.
2	Service Records of Employees	Particulars of staff of the Department	Establishment section.	
3	Stock Registers	Particulars of assets of Department	Store section	
4	Cash Books	Account of the Department	Account section	
5	POL Registers	Utilisation of POL by Departmental vehicles	Vehicle section	
6	Account Registers/Budgets	Budgetary provisions of the Department	Account section	
7	Revenue Receipts	For sale of fish, fish seeds, fish feed, nets and gears etc.	Account section (s) of Directorate/Branch Officers at the districts.	
8	Guards files	Correspondences, orders etc.	Sections of the Directorate/Branch officers at districts.	
9	Library	List of books, journals, bulletins etc.	Library section at Directorate.	

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

The department have FFDA board at District and State level comprising of representatives from the farmers/prominent citizens as its members. However, due to introduction of new CSS programme viz:- Blue Revolution the above boards are dissolved at present and revision of implementation board by the Govt. of India is still awaited.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Sl/ No	Name of the Boards	Constitution of the Boards
1	State Purchase Advisory Board (SPAB)	i) Chief Secretary– Chairman ii) Secretary of the Department Concerned – Member Secretary iii) Financial Commissioner (or authorised representative not below the rank of Jt. Secretary) – Member iv) Secretary Law and Judicial Department (or authorised representative not below the rank of Jt. Secretary) v) Head of Department Concerned – Member
2	Departmental Purchase Advisory Board (DPAB)	i) Commissioner/Secretary of the concerned Department –Chairman ii) Head of Department (or authorised representative not below the rank of Jt. Director – Member Secretary vi) Financial Commissioner Department (or authorised representative not below the rank of Under Secretary – Member vii) Secretary Law and Judicial Department (or authorised representative not below the rank of Under Secretary – Member iii) Deputy Director of Accounts/FAO of the Department Concerned.

9. A directory of its officers and employees;

The directory of the Officers & Staff are as follows:

Directorate:

- | | | |
|------------------|---|---------------------------------|
| 1. F.Vanlallawma | - | Director of Fisheries |
| 2. Laltleipuii | - | Joint Director of Fisheries |
| 3. Zonuntluangi | - | Deputy Director of Fisheries |
| 4. K.Lalrinmawia | - | Assistant Director of Fisheries |
| 5. Lalmuanpuui | - | Superintendent |
| 6. K.Lalmalsawma | - | Fisheries Extension Officer |
| 7. Zomuansangi | - | Fisheries Extension Officer |

8. F.Vanlalfela	- Fisheries Extension Officer
9. R.Lalramnghaka	- Fisheries Extension Officer
10. Zoherliani	- Assistant
11. R.Lalthantluanga	- Assistant
12. Lalrinfela Hlychho	- J.E.
13. Ringzuali	- Steno III
14. K. Laltlanzova	- U.D.C.
15. Vanneihtluanga	- U.D.C.
16. Lalruatdiki	- U.D.C.
17. P.C.Lalngaihawma	- Assistant Fishery Officer
18. Lalnunsiami	- Assistant Fishery Officer
19. Lalsiamliana	- Fisheries Investigator
20. Lalthansanga Hnamte	- Fisheries Investigator
21. Rodingliana Ralte	- Projector Operator
22. Rohlupuia	- L.D.C
23. Vanlalmangaihi Khalthang	- L.D.C.
24. C.Lalrinkimi	- L.D.C.
25. P.C.Lalremsang	- L.D.C
26. Lalhriatrenga	- L.D.C. (P.E)
27. K. Lalfakzuala	- L.D.C. (P.E)
28. George Rodingliana``	- Refrigeration Technician (Contract)
29. Kishore Chhetry	- Driver
30. Lalruatfela	- Driver
31. Lalengsanga	- Driver
32. Uday Thapa	- Driver
33. Lalpanmawia	- Driver
34. Lalrinawma	- Driver
35. Lalbiakkima	- Driver (P.E)
36. Ramnghinglovi	- IV Grade
37. R.Lalchhuana	- IV Grade
38. Sangliankimi	- IV Grade
39. C. Lallawmsanga	- IV Grade
40. P.C. Vanlalmangaihi	- IV Grade
41. C.Lalrinkimi	- IV Grade
42. Lalthanga	- IV Grade
43. Lalbiakkimi	- IV Grade (P.E)

District Fisheries Development Office, Aizawl

1	C. Lalpamawii	-	District Fisheries Development Officer
2	H. Rohmingthangi	-	Head Assistant
3	C. Lalbiakkima	-	AFO
4	B. Lalchungnunga	-	AFO
5	Lalmuanawma	-	AFO
6	Rodingliana Tochhawng	-	AFO
7	Lalremsangi	-	LDC
8	K. Lalthianghlina	-	LDC
9	K. Lalthansanga	-	Driver
10	Lalramnghaka	-	IV Grade
11	Lalmuansanga	-	IV Grade

District Fisheries Development Office, Lunglei

1	Christina Lalramchhani	-	District Fisheries Development Officer
2	K. Vanlalngaia	-	FEO
3	S. Vanlalsiami	-	Assistant
4	Lianthangi	-	UDC
5	Lalhruaithanga	-	UDC
6	T. Vanlalchhuanawma	-	FD
7	Ramngaihzuala	-	LDC
8	H. Lalrina	-	IV Grade (Chkd)
9	Biakhnuni	-	IV Grade (Peon)
10	H. Lalthanzuali	-	FD (PE)

Fisheries Development Office, Siaha

1	Lalramzawnchhuaha Khawlhing	-	District Fisheries Development Officer
2	V. Lalchhuanthangi	-	UDC
3	Lalrampari Chhangte	-	FD
4	PS Lalengmawii	-	IV Grade
5	Kamlalsuong Bruno Gangte	-	FD (PE)

District Fisheries Development Office, Champhai

1	Lalhmunsanga	-	District Fisheries Development Officer
2	J. Sanghnuna	-	AFO
3	Lalchhuanawma	-	AFO
4	Rohmingthanga	-	AFO
5	PC. Rodinmawia	-	LDC
6	F. Vanlalpuii	-	IV Grade

District Fisheries Development Office, Kolasib

1	C. Lallianpuii	-	District Fisheries Development Officer
2	R. Lalbiakthanga	-	FEO
3	Lalengliana	-	AFO
4	Vanlalsiami	-	UDC
5	F. Lalthlamuana	-	Refrigeration Tech.
6	Ronnie Lalrinmawia	-	Assistant Fishery Officer
7	PC. Lalmangaihzuai	-	LDC
8	H. Lalrosanga	-	LDC
9	C. Zosanglura	-	IV Grade
10	Malsawmkima	-	Refri. Technician (Contract)
11	Lalrinsanga	-	FD (PE)
12	Vanlalzawna	-	IV Grade (PE)

District Fisheries Development Office, Serchhip

1	Lucy lalrinpuii	-	District Fisheries Development Officer
2	Kaptluanga	-	AFO
3	Lalropara Khiangte	-	AFO
4	C. Lalhminghlua	-	AFO
5	Chanchinmawia	-	AFO
6	Elizabeth Zosangzuai	-	UDC
7	Lalmalsawma	-	FD
8	V. Zohranga	-	Power Pump Operator
9	Lallawmzuai	-	LDC (PE)
10	Vanlalruati	-	IV Grade (PE)

District Fisheries Development Office, Lawngtlai

1	Lalruatfela	-	District Fisheries Development Officer
2	HC. Lalrintluanga	-	FEO
3	Vanlalthaa	-	AFO
4	Richard Laldawngliana	-	LDC
5	MC. Rohlupuii	-	LDC
6	C. Ramthanmawia	-	FD
7	Lalmalsawma	-	IV Grade
8	Israel Lalrempuia	-	LDC (PE)
9	John Solai Syuhlo	-	FD (PE)

District Fisheries Development Office, Mamit

- | | | | |
|---|----------------------|---|--|
| 1 | Lalremsangpuui | - | District Fisheries Development Officer |
| 2 | F. Thangchhunga | - | AFO |
| 3 | Vanlalzama Sailo | - | FD |
| 4 | H. Lalhriatpuia | - | LDC |
| 5 | Peter Zoramthara | - | IV Grade |
| 6 | Lalsiamliani | - | FD (PE) |
| 7 | Jimmy Lalbiaktluanga | - | FD (PE) |

District Fisheries Development Office, Saitual

- | | | | |
|---|-----------------------|---|--|
| 1 | K. Lalremkima | - | District Fisheries Development Officer |
| 2 | K. Lalthlamuankimi | - | LDC |
| 3 | Zairemtluanga | - | Peon |
| 4 | Deborah Lalnghakmawii | - | FD (PE) |
| 5 | C. Lalnunsanga | - | FD (PE) |

District Fisheries Development Office, Khawzawl

- | | | | |
|---|----------------|---|--|
| 1 | Zohmingthanga | - | District Fisheries Development Officer |
| 2 | Vanlalpeka | - | IV Grade |
| 3 | Malsawmpuia | - | LDC (PE) |
| 4 | Vanlalmangaiha | - | FD (PE) |

District Fisheries Development Office, Hnahthial

- | | | | |
|---|----------------------|---|--|
| 1 | George Lalnuntluanga | - | District Fisheries Development Officer |
| 2 | V. Lalnuntluangi | - | LDC |
| 3 | Laltlanchhuaha Sailo | - | IV Grade |
| 4 | C. Lalhlenzova Sailo | - | FD (PE) |

1. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

DESIGNATION AND PAY SCALES UNDER FISHERIES DEPARTMENT

Sl. No	Designation	Level of Pay in the Pay Matrix
1	Director	Level - 13
2	Joint Director	Level - 12
3	Deputy Director	Level - 11
4	Asst. Director	Level - 10A
5	District Fisheries Development Officer	Level - 10A
6	Superintendent	Level - 10
7	Fishery Extension Officer	Level - 10
8	Assistant/Accountant	Level - 7
9	Junior Engineer	Level - 7
10	Fishery Investigator	Level - 6
11	U.D.C	Level - 6
12	Steno Grade - III	Level - 6
13	Asst. Fishery Officer	Level - 6
14	Refrigeration Technician	Level - 6
15	L.D.C	Level - 4
16	Fishery Demonstrator	Level - 4
17	Projector Operator	Level - 4
18	Driver Special Grade	Level - 7
19	Driver Grade - I	Level - 6
20	Driver Grade - II	Level - 4
21	Driver Grade - III	Level - 2
22	Power Pump Operator	Level - 1
23	Fisherman	Level - 1
24	IV Grade	Level - 1

2. **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

The Department Implements the State Plan/CSS viz:- Blue Revolution, welfare of fishermen under the approved pattern of assistance/Guidelines of Government of India/Government of Mizoram, if physibale through the management and implementation boards constituted by the State Government of Mizoram as per guidelines. The details of amount allocated and its beneficiaries under various schemes for recent years could be seen Departmental email.

3. **The names, designations and other particulars of the Public Information Officers:**

Sl. No	Name & Designation of officer	Designated as
1.	Pu F.Vanlallawma , Director of Fisheries	Departmental Appellate Authority (DDA)
2.	Pi Laltleipuii , Joint Director of Fisheries	State Public Information Officer (SPIO)
3.	Pi C. Lalparmawii, DFDO Aizawl	State Assistant Public information officer (SAPIO)
4.	Pi Lucy Lalrinpuii, DFDO Serchhip	State Assistant Public information officer (SAPIO)
5.	Pi C.Lallianpuii, DFDO Kolasib	State Assistant Public information officer (SAPIO)
6.	Pi Lalremsangpuii, DFDO Mamit	State Assistant Public information officer (SAPIO)
7.	Pu Lahmunsanga, DFDO Champhai	State Assistant Public information officer (SAPIO)
8.	Pi Christina Lalramchhani, DFDO Lunglei	State Assistant Public information officer (SAPIO)
9.	Pu Lalruatfela, DFDO Lawngtlai	State Assistant Public information officer (SAPIO)
10.	Pu Lalramzawnchhuaha Khawlhing , DFDO Siaha	State Assistant Public information officer (SAPIO)
11.	Pu Zohmingthanga, DFDO Khawzawl	State Assistant Public information officer (SAPIO)
12.	Pu George Lalnuntluanga, DFDO Hnahthial	State Assistant Public information officer (SAPIO)
13.	Pu Pu K. Lalremmawia, DFDO Saitual	State Assistant Public information officer (SAPIO)

4. **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

Citizens charter, Hand book for Mizoram fish Farmer etc. on technical matters are displayed in library.

5. **Name of place and contact number of Public Information Officers:**

Jurisdiction	Contact us
Enter the State	0389-2336230 (FAX) 0389-2336106/2336295
Directorate	0389-2336749
Kolasib District	9612022725
Mamit District	9862385390
Aizawl District	9436788650
Champhai District	9774646984
Serchhip District	9612100255
Siaha District	7085626077
Lunglei District	9820868995s
Lawngtlai District	9612134944

Such all the Staff are holding transferable posts both Technical and Ministerial, information furnished in this report may require updated from time to time.