

**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 accelerate 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:

Powers						
Sl No	Designation of Post	Administrative	Financial	Statutory	Others	Duties Attached
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 administration	Overall Development of Fish and fisheries in the state
2.	District Fisheries Development Officers	As per powers conferred to HOD & DDO of district office	As per GFR of the State Govt.	As HOD & DDO	For all technical and administration in the district	As per powers conferred to the HOD & DDO and overall development of fisheries in the district

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/She is responsible for over-all fisheries developmental activities and fisheries revenue in the state as the Head of Department
		ii) He/SHe is to formulate plan schemes for implementation in the state
		iii) He/she 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 an scientific lines.
		v) He/She is also responsible to extent all possible help to the fishermen/pisciculture Co-operative societies for taking up intensive fish culture on scientific lines.
		vi) He/She 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. FFDA's/CSS etc.
2	Joint Director of Fisheries	i) He/She will be responsible to look after the administrative works of the Department under the Director of Fisheries
		ii) He/She will be responsible for formulation of bankable schemes as well as normal schemes of the Department.
		iii) He/She is responsible for proper observation of lease agreements for long term preferential lease of beel fisheries to the Cooperative Societies/individuals.
		iv) He/She will be responsible for officials' duties assigned to him from time to time by the Director of Fisheries.
3	Deputy Director of Fisheries	i) He/She is assisting Director in all aspects of planning, the monitoring and coordinating the development works of the Department.
		ii) He/She is also a Nodal Officer in Blue Revolution and RTI
4	Assistant Director of Fisheries	i) He/She is assisting Director in all aspects of planning, the monitoring and coordinating the development works of the Department.
		ii) He/She is Nodal Officer in RKVY Scheme and also Drawing and Disbursing Officer in the Directorate of Fisheries He will be the over-all the officer-in-charge of the whole district

5	District Fisheries Development Officers	<p>i) He/She 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.</p> <p>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.</p> <p>iii) To Supervise functioning of the existing farms under his control/districts</p> <p>iv) To make land enquires for renovation of beel, lakes or any other derelict/fallow areas for fish culture</p> <p>v) He/She 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.</p> <p>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.</p> <p>vii) He/She will be responsible for production of fish seeds of different varieties of Indian and exotic carps in the districts.</p> <p>viii) He/She 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.</p> <p>ix) He/She will be responsible for training of village level workers, private pisciculturists under deferent schemes of the Department implemented in the respective districts.</p> <p>x) To conduct experiments on cage culture, pen culture etc</p> <p>xi) He/She will be responsible for proper maintenance and protection of Govt, fish breeding centres/fish farms of the Districts.</p> <p>xii) He/She 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)</p>
6	Fisheries Extension Officers	<p>i) He will be responsible for production of fish as per the schemes</p> <p>ii) He will be responsible for production of fish seed for stocking in the available culturable water areas</p> <p>iii) He will be responsible for proper maintenance and protection of Govt. fish farms under him</p> <p>iv) He will be responsible to assist the Head of office for implementation of different plan schemes of the Department</p> <p>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</p>

7	Assistant Fishery Officer	i) They assist the District Fisheries Development Officers in the development of Fisheries.
		ii) to look after Farm development and Fish Seed production.
8	Fisheries Investigator	i) To monitor Department's website concerning state and central activities
		ii) To prepare projects and to collect data in and out of Mizoram.
9	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
10	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 effectively 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	FAO	(1) 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 officers/staff to reach at the right destination in time.
6	Peon/IV Grade	(1) They are most important and indispensable working agent in the office.
		(2) They held the officers/staff in disposing and tracking the files from Dealing Assistant to the head of Department vice versa
		(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 Coordinate 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 machinery 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 implemented 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 in 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 fed, nets and gears etc	Account section (s) of Directorate/ Branch Officers at the districts/	
8.	Guards files	Correspondences, order etc. 7	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 Purchasing 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 It. 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

		(iii) Financial Commissioner Department (or authorised representative not below the rank of Under Secretary - Member (iv) Secretary Law and Judicial Department (or authorised representative not below the rank of Under Secretary - Member (v) 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

SI No.	Name of Official	Designation
1	Laltleipuii	Director
2	Zonuntluangi	Joint Director
3	C. Lalparmawii	Deputy Director
4	K. Lalrinmawia	Assistant Director
5	Lalmuanpuii	Superintendent
6	F. Vanlalfela	FEO
7	R. Lalramnghaka	FEO
8	Zoherliani	Assistant
9	R. Lalthantluanga	Assistant
10	K. Laltlanzova	Assistant
11	Lalrinfela Hlychho	JE
12	Vanneihtluanga	UDC
13	Lalruatdiki	UDC
14	Rohlupuia	UDC (Attached to DFDO Mamit)
15	Vanlalsiami	UDC
16	C. Lalrinkimi	UDC
17	PC. Lalngaihawma	AFO
18	Ronnie Lalrinmawia	AFO
19	Lalsiamliana	FI
20	Lalthansanga Hnamte	FI
21	Ringzuali	Steno-III
22	PC. Lalremsangi	LDC
23	Kishore	Driver Special Grade
24	Lalruatfela	Driver Special Grade
25	Lalengsanga	Driver Special Grade
26	K. Lalthansanga	Driver Grade I
27	Uday Thapa	Driver Grade I
28	Lalrinawma	Driver Grade II
29	Sangliankimi	Peon

30	C. Lallawmsanga	Peon
31	PC. Vanlalmangaihi	Chowkidar
32	C. Lalrinkimi	Peon
33	Lalthanga	Peon/Rider
34	George Rodingliana	Ref. Tech(Contract)
35	K. Lalfakzuala	LDC (PE)
36	R. Lalbiakkima	Driver (PE)
37	Lalbiakkimi	Sweeper (PE)
38	Lalruatsangi Fanai	Peon(PE)
39	Lalramnghaki	Peon(PE)
40	C. Lallawmsanga	Peon(PE)
41	Melodi Lalrindiki	Peon(PE)

District Fisheries Development Officer's Office, Aizawl

Sl No.	Name of Official	Designation
1	Lucy Lalrinpuui	DFDO
2	J Sanghnuna	FEO
3	H. Rohmingthangi	Head Assistant
4	C. Lalbiakkima	AFO
5	B. Lalchungnunga	AFO
6	Lalmuanawma	AFO
7	Rodingliana Tochwawng	AFO
8	Richard Laldawngliana Hmar	UDC
9	Lalremsangi	LDC
10	Lalhriatrenga	LDC
11	Lalpanmawia	Driver – II
12	Lalramnghaka	IV Grade
13	Lalmuansanga	IV Grade
14	Liansangpuui	Peon(PE)

District Fisheries Development Officer's Office, Lunglei

Sl No.	Name of Official	Designation
1	Christina Lalramchhani	DFDO
2	S. Vanlalsiami	Assistant
3	Lalhruaithanga	UDC
4	T. Vanlalchhuanawma	FD
5	Ramngaihzuala	LDC
6	H. Lalrina	IV Grade (Chkd)
7	Biakhnuni	IV Grade (Peon)
8	H. Lalthanzuali (Tetei)	FD (PE)

District Fisheries Development Officer's Office, Siaha

Sl No.	Name of Official	Designation
1	C. Lallianpuii	DFDO
2	Lalrampari Chhangte	FD
3	PS Lalengmawii	IV Grade
4	Kamlalsuong Bruno Gangte	FD (PE)

District Fisheries Development Officer's Office, Champhai

Sl No.	Name of Official	Designation
1	Lalremsangpuii	DFDO
2	Lalchhuanawma	AFO
3	Rohmingthanga	AFO
4	Lalmalsawma	FD
5	PC. Rodinmawia	LDC
6	F. Vanlalpuii	IV Grade

District Fisheries Development Officer's Office, Kolasib

Sl No.	Name of Official	Designation
1	Lalruatfela	DFDO
2	R. Lalbiakthanga	FEO
3	Lalnunsiami	AFO
4	Vanlalmangaihi Khalthang	UDC
5	K. Lalthianghlina	LDC
6	H. Lalrosanga	LDC
7	C. Zosanglura	IV Grade
8	F. Lalthlamuana	Refrigeration Tech.
9	Malsawmkima	Refri. Tech. (Contract)
10	Lalrinsanga	FD (PE)
11	Vanlalzawna	IV Grade (PE)

District Fisheries Development Officer's Office, Serchhip

Sl No.	Name of Official	Designation
1	K. Lalmalsawma	DFDO
2	Kaptluanga	FEO

3	C. Lalhminghlua	AFO
4	Chanchinmawia	AFO
5	Elizabeth Zosangzuali	UDC
6	V. Zohranga	PPO
7	Lallawmzuali	LDC (PE)
8	Vanlalruati	IV Grade (PE)

District Fisheries Development Officer's Office, Lawngtlai

SI No.	Name of Official	Designation
1	Lalmunsanga	DFDO
2	Vanlalthaa	AFO
3	MC. Rohlupuii	LDC
4	C. Ramthanmawia	FD
5	Lalmalsawma	IV Grade
6	Israel Lalrempuia	LDC (PE)
7	John Solai Syuhlo	FD (PE)

District Fisheries Development Officer's Office, Mamit

SI No.	Name of Official	Designation
1	Lalramzawnchhuaha Khawlhiring	DFDO
2	Lalropara Khiangte	FEO
3	Vanlalzama	AFO
4	PC. Lalmangaihzuali	LDC
5	Peter Zoramthara	IV Grade
6	Lalsiamliani	FD (PE)
7	Jimmy Lalbiakluanga	FD (PE)

District Fisheries Development Officer's Office, Saitual

SI No.	Name of Official	Designation
1	Zomuansangi	DFDO (i/c)
2	K. Lalthlamuankimi	LDC
3	Zairemtluanga	Peon
4	Deborah Lalnghakmawii	FD (PE)
5	C. Lalnunsanga	FD (PE)

District Fisheries Development Officer's Office, Khawzawl

SI No.	Name of Official	Designation
1	Zohmingthanga	DFDO (i/c)
2	Vanlalpeka	IV Grade

3	Malsawmpuia	LDC (PE)
4	Vanlalmangaiha	FD (PE)

District Fisheries Development Officer's Office, Hnahthial

Sl No.	Name of Official	Designation
1	George Lalnuntluanga	DFDO (i/c)
2	V. Lalnuntluangi	LDC
3	Laltlanchhuaha Sailo	IV Grade
4	C. Lahlenzova Sailo	FD (PE)

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

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

11. 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 feasible through the management and implementation boards constituted by the State Government of Mizoram as per guidelines.

The names, designations and other particulars of the Public

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

12. 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 Farmers etc. on technical matters are displayed in library.

13. **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	9612134944
Mamit District	7085626077
Aizawl District	9436351776
Champhai District	9862385390
Serchhip District	9863362420
Siaha District	9612022725
Lunglei District	9820868995
Lawngtlai Disitric	9774646984
Khawzawl District	9862279166
Hnahthial District	8731070601
Saitual District	8259019089

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