

No.F3-16999/2001

Directorate of Fisheries & Office of the  
Registrar of Co-operative Societies (Fisheries),  
Thiruvananthapuram, Dated 18-01-2002.

**CIRCULAR**

Sub:- Department of Fisheries - Fisheries Co-operatives - Administration-  
Duties and responsibilities of FDOs/SCIs - Reiterating and specifying -  
instructions issued-

Ref:- 1. This office Circular No.F5-17167/71 dated 15-6-71.  
2.Deliberations in the Zonal Co-operative Workshops in November 2001.

In the circular read as first paper above and in several other communications issued from this office subsequently, the duties and responsibilities of the field level officers of the Department of Fisheries have been mentioned, delineated and prescribed. In the wake of changes that have happened in the nature, goals and magnitude of work over the past three decades in the field of fisheries co-operative activity, and also in consideration of the present day requirements, it has been found that some amendments of the duties and responsibilities is warranted. This has been discussed in the zonal co-operative workshops held during November 2001. With a view to bringing in better functional efficiency and to tune up the administrative set up be able to address to the tasks in hand, the following instructions are issued, in supercession of all previous orders from the undersigned, to take effect immediately:

1. The Fishery Development Officers and Senior Co-operative Inspectors (Fisheries), deployed in various districts of the State shall be under the direct technical and functional control of the Asst. Registrars of Co-operative Societies (Fisheries) holding charge of fishery co-operatives of the district concerned. They shall submit their monthly tour programmes and tour diaries to the Asst. Registrar, for onward transmission to the Joint Director for approval, with remarks/recommendations. All leave applications shall be submitted to the District Officer concerned, through the Asst. Registrar.
2. The FDOs/SCIs shall maintain Attendance Register and the Asst. Registrars shall watch the attendance and report all unauthorised absence to the District Officer and the Joint Director, to ensure that salaries are not claimed for the period of such unauthorised absence.
3. The fishery co-operative societies in the district shall be formed into Units and an FDO/SCI shall be assigned charge of such Units. For this purpose, the Asst. Registrar/Joint Director shall order proper work distribution, considering the number of societies, territorial limitation, scope for expansion/reduction in quantum of work etc. immediately, if not already done.

4. There shall be no differentiation between the FDOs and SCIs in respect of nature of duties. The FDOs/SCIs shall be duty-bound and responsible for:

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- a. ensuring that the functioning of each society is carried out in strict conformity with co-operative principles, the bylaws of the society and above all, the Kerala Co-operative Societies Act 1969 or other statutes applicable.
- b. ensuring that the societies properly maintain all records and accounts prescribed, upto date, in accordance with the instructions given to them, that these records and account books are subjected to statutory audit without fail, and that the audit reports/inspection report are properly dealt with, for rectification of defects/deficiency pointed out therein.
- c. ensuring that the societies comply with the directions given by the Registrar and that the cases of non-compliance in violation of law, and action exceeding or contravening the decision of the appropriate decision making bodies, are brought to the notice of the Asst. Registrar.
- d. ensuring that the Board of Directors and the General Body of the societies meet as required under the bylaws and as may be required for the lawful conduct of business/administration, and also that the decisions are properly recorded in the minutes book.
- e. ensuring all Governmental/Institutional assistance received by the societies are properly accounted and utilised in accordance with the approved scheme of such assistance.
- f. ensuring that the societies do not do anything contrary to the objects for which they are registered and that sub rules are formed and got approved by the Registrar well before embarking on new schemes that could be accommodated within the ambit of the bylaws.
- g. ensuring that the annual/periodical returns due to be furnished to the Registrar are furnished and the records like list of active members are maintained.
- h. ensuring that the societies are affiliated to the apex society and they participate actively in the business sponsored by the apex society, (eg. Beach-level auction of catches) to keep them eligible to vote in the affairs of the latter, and for all assistance routed through the apex society.
- i. ensuring that the societies recover dues/overdues from their members and repay loans and advances promptly, maintain loan ledgers upto date, which shall be available for inspection always.
- j. ensuring that the funds of the societies are not misappropriated or misused and that only the permitted quantum of cash is held and that too for valid reasons only.
- k. ensuring that all the societies in the Unit are visited/inspected at least once in a month, and that the monthly inspection is in the prescribed format (vide this order).

- m. ensuring that no registered society lies dormant and that action under the relevant section of the Act is proposed in all cases, to revitalize it for viable business/amalgamation/division, or for its winding up after due formalities.
  - n. exploring the scope for expansion/diversification of business, and for.
  - o. forming new co-operative ventures to cope with the expanding field of activities (e.g. Fish culture, shrimp farming/processing/marketing/value addition on fish and trash fish/fish manure production/fishmeal production/fish-shrimp feed manufacture/fish seed production/net fabrication-mending/fishing craft manufacture-repairs/engine repairs & servicing etc) with the ultimate goal of fisheries development, fishermen welfare and economic development and
  - p. guiding the societies in all matters of their orderly functioning and keeping the Registrar informed of the achievements, bottlenecks, discrepancies, losses, failures and seeking remedial action.
5. The FDOs/SCIs, who are appointed liquidators of societies under liquidation, Administrators of societies having no elected Boards of Directors, Arbitrators for settling disputes, Sale Officers for execution of awards, Returning Officers for conduct of elections to the Committees or for any other statutory or administrative function shall carry out the respective functions, in accordance with the provisions of the Act and the orders from the authority concerned, They shall see that the rules regarding time limit prescribed for the assigned function is strictly adhered to, unless which it may turn to be violation of the Act itself, which in turn may render the proceedings vicious ultimately.
  6. The FDOs/SCIs shall keep in their office, a register of societies in their Unit, in form 4 under Appendix II to the KCS Rules 1969 with Columns 9 and 12 modified as "initials of the Unit officer"; a register showing details of committees of societies in the Unit, with the following columns: (1) Name of Society (2) Term of Committee as per bylaw (3) Name & Address of President/Committee members (4) Date of election (5) Date of assuming charge (6) Date of relinquishment/resignation or other termination (7) Due date for next election (8) Remarks/attestation; and a register on societies under liquidation with the columns: (1) Name of society (2) No. and date of orders for liquidation (3) Name and designation of liquidator (4) Date on which the liquidator took charge (5) dated signature of the liquidator taking charge from time to time, besides other registers specified in the Act.
  7. The FDOs, SCIs and the Asst. Registrars are authorised to attend annual General Body meetings of all societies in the respective Unit/jurisdiction under Sec.29, Special General Body meetings under Sec.30 and to supervise the working of those societies under Sec. 66 of the SCS Act. They will send reports to the immediate higher authority within two days of such events. The monthly inspection prescribed herein above and any special verification of stock if done, shall be construed as part of the exercise of powers under Sec. 66.

8. The FDOs/SCIs and the Asst. Registrars shall work in liaison with the officers of the apex society/financing institutions wherever necessary and render all help guidance and co-operation for successful implementation of schemes, in accordance with approved guidelines. It shall be their effort to see that all schemes are implemented to the best benefit of the member fishermen, through the effective functioning of the societies.
9. The FDOs/SCIs shall conduct annual verification of stock in all societies in their Units and he branches/units of the apex society functioning in their territorial jurisdiction, as on the 31<sup>st</sup> of March every year regularly, record results and forward reports to the authority concerned, before the end of April. As this is a statutory requirement, it shall be done without waiting for instructions every time, unless they are instructed otherwise.
10. The FDOs/SCIs shall make an assessment of the overall functioning of the societies annually and propose their classification/reclassification under Sec. 80, based on norms fixed for the purpose.
11. The joint Directors of Fisheries, Kozhikode, Ernakulam and Thiruvananthapuram will ensure that the instructions contained herein are strictly carried out. They will obtain and file acknowledgement from the concerned officers for receipt of this Circular. It shall be ensured that these prime duties of the officers in the co-operative wing are not set aside or ignored for reasons of their engagements outside the field. Suitable arrangements shall be made locally.

  
DIRECTOR OF FISHERIES & REGISTRAR

To

All Fishery Development Officers  
 Senior Co-operative Inspectors (Fisheries), (through the JDF)  
 Assistant Registrars of Co-operative Societies (Fisheries), TUM -do-  
 District Officers -do-  
 Joint Directors of Fisheries (Registrars) -do-

Copy forwarded to the Managing Director, Matsyafed  
 (with covering letter)

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