



GOVERNMENT OF KERALA

DFTVM/1120/2020-A6

Office of the Director of Fisheries,
Thiruvananthapuram.
Dated:27/01/2021
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OFFICE ORDER

- Sub:- Fisheries - Office of the Director of Fisheries - Distribution to work among various sections - Modified - Orders issued.
- Ref:- 1) This office order No. A6/9624/16 dated 22/07/2016.
2) This office order No. DFTVM/1120/2020-A6 dated. 10/06/2020.
3) This office order No. DFTVM/1120/2020-A6 dated 27/01/2021.

The subjects being dealt in different sections of Directorate are rearranged and the following seat arrangements are ordered with immediate effect.

Establishment wing-1

Administrative Officer
Administrative Assistant
Junior Superintendent -

A1 - Seat

Transfer and Postings, Promotions and all other establishment matters of ministerial cadres in L.D. Clerk/U.D Clerk /Head Clerk/Junior Superintendent/Typist/ Confidential Assistant / Fair Copy Superintendent / Clerk Typist in addition to this emergency matters like election works.

A3 Seat

Establishment matters related to all staff coming under class IV employees, Drivers, Record Attender, Binder, L.D. Investigator / Nursery Keeper, SLR/CLR employees and part time contingent employees.

A4 – Seat

Establishment matters of all Non Gazetted Staff coming under Executive Categories viz. Sub Inspectors of Fisheries. Establishment matters of Senior Mechanical Instructor /Mechanic instructor / Mechanics etc. and Special Rules related to MatsyaBhavan.

A5 – Seat .

1. Paper relating to sanctioning of pension and retirement benefits of all Gazetted Officers of the department and all Non Gazetted Officers of the Directorate.
2. Grade promotion of various categories. Such as of Sub Inspector of Fisheries / Inspector of Fisheries/Fishery Development Officer etc.
3. Deputation of Staff in the Marine Enforcement & Vigilance unit (Police Personnel) and Establishment of staff in the statistical wing.
4. All papers relating to wound up Boat building yards.
5. Pending papers relating to erstwhile KFC.

Establishment wing -2

Administrative Officer

Administrative Assistant

Junior Superintendent

A2 – Seat

All establishment matters related to Gazetted Officers including DPC.

A6– Seat

Preparation and publication of seniority list of all categories. O & M inspection. Monthly Business Statement, Government Orders and Petitions related to Right to Information Act – 05. Speedy disposal of pending Court Cases.

J1 – Seat

1. Disciplinary cases – Disciplinary cases against the Staff of Fisheries Department and related Court Cases, Vigilance cases relating to the staff for irregularities and misappropriation
2. Appeal petitions relating to disciplinary cases – Inquiries on

Petitions and allegation against staff and related OP' s.

3. Vigilance Cell – Conducting of Inspection and follow up action on inspection report.

J2 – Seat

1. Procuring registers, printed forms etc. from Stationary Department and other stores maintaining stock registers and distributing the same.
2. Purchase of office utensils and distribution.
3. Maintenance of computer and accessories.
4. Repairing / insurance of vehicle.
5. Stock of furniture and its maintenance.
6. Purchase and repairing of electrical equipments, photocopier, tax machine and air conditioner.
7. Matter related to office telephones and payment of bills
8. Keeping and maintaining the stock of stationary registers and printed forms etc. and to furnish them at the time of inspection.

Inland wing

Joint Director of Fisheries (Aquaculture)

Deputy Director of Fisheries (Inland)

Senior Superintendent – C-section

C1 – Seat (Aquaculture)

1. Acts and policies connected with Aquaculture
2. Promotion of Aquaculture under private sector Janakeeya Matsya Krishi, Model farms, Ornamental fish culture, Reservoir fisheries, Integrated farming, Blue Revolution project related with Aquaculture.
3. Matters connected with Fish Farmers Development Agencies.

C2 – Seat(Farms and hatcheries)

1. Acts and policies connected with Fish Seed
2. Registration & licensing of seed farms and hatcheries

3. Aquaculture and seed production under public sector
4. Matters connected with Government Farms, Hatcheries and Aquarium
5. Matters connected with ADAK and KAVIL .

C3 – Seat (Inland fishing)

1. Acts and policies connected with inland fishing
2. Registration & licensing for inland fishing
3. Inland fish resource conservatory measures- Backwater patrolling, Ranching, Fish Sanctuaries, Mangrove afforestation etc.
4. National water ways- Removal of stake net & Chinese net
5. Matters connected with FIRMA
6. Matters connected with Coastal Aquaculture Authority.

General & Parliamentary affairs wing

Deputy Director of Fisheries (Marine Enforcement)

Junior Superintendent of Marine Enforcement.

DI – Seat (Parliamentary affairs)

1. Matters connected with LA interpellation, Legislative committee (Welfare),and MPs conference.
- 2.Monthly conference of Chief Secretary & Conference of District collectors with HODs
- 3.Petitions to Govt. of India heterogeneous in nature
4. Co-ordination of Right to Service Act. Right to Information Act Official language and related papers.
- 5.Press cuttings, public grievances through CMs office, 'sutharyakeralam and petitions which are heterogeneous in nature

D2 – Seat

1. Protection and Maintenance of department property(land & building), Eviction of encroachment from the Department land
2. Allocation of Govt, quarters, Sanctioning of electricity & water

charges, building rent and tour diary

3. Co-ordination of LAR cases
4. Natural calamities, Files connected with TEAP.TRP, PMNRF and JFPR.
5. All other matters which are not dealt with other sections.

Finance wing

Finance officer

Senior Superintendent - E section

E1 - Seat (Budget)

1. Preparation of budget estimates(Non-plan)
2. Allotment of funds to the district officers - BAMS
3. Furnishing proposals for additional authorization, SDG, re-appropriation of fund etc if necessary.
4. Regularization of excess expenditure/ additional authorization
5. Report of expenditure statement to the Government/ Accountant General
6. Furnishing proposals for surrender of savings every year.
7. Furnishing reply to LA questions related to budget.

E2 - Seat (Expenditure Monitoring)

1. Monitoring of the budgetary expenditure made by the DDOs
2. Collection of monthly expenditure from the district officers (Non-plan)
3. Receipt verification
4. Reconciliation of receipts and expenditure
5. Files related to pre audit of TA bills
6. Revenue collection
7. Monitoring of Central fund release and Loan repayment
8. Files related to subject committee (Grant) and estimate committee.

E3 – Seat (Audit, IA)

1. Furnishing reply to C & AG report and Audit para related to expenditures.
2. Files related to the cases of write off and waiving of loss
3. Files related to the report of the finance Inspection wing
4. Files related to Inspection report of Accountant General
5. Files related to audit paras, PAC, Draft para etc.
6. Audit Monitoring Committee
7. Internal Audit files.

Co-operative wing

Deputy Registrar

Senior Cooperative Inspector

F1 – Seat

1. All Establishment matters of Matsyafed
2. Rectification of Audit Reports of Matsyafed
3. PAC reports on Matsyafed.
4. Affiliation of primary societies in Matsyafed
5. Audit Report of Accountant General in Matsyafed.
6. Board meeting of Matsyafed and follow up action.
7. Strengthening of Fisheries Co-operative wing and follow up.
8. Review meetings of Co-operative wing and follow up
9. Pay revision of Fisheries Co-operative Staff.
10. One time settlement in Fisheries Co-operatives.
11. All legal matters related to Matsyafed.
12. All other matters related with strengthening of Co-operative Sector.

F2 – Seat

1. Revenue recovery proposals of boats issued to Group, Recovery of dues to Government, write off proposal of boats dues to Government.
2. Miscellaneous papers related to Co-operative sector, ICM Training, Arbitration cases and Revenue Recovery of Mechanised Boats
3. Liquidation of Co-operative Societies.

4. Revenue Recovery of Boats issued to Societies under liquidation.
5. Write off proposals Boat issued to MUCS.
6. Petitions, Arbitrations, Election of FDWCS.
7. Write off assets and liabilities of Co-operative Societies.
8. Settlement of claim in respect of RFMCSS etc.
9. All matters related with Primary Fisheries Co-operatives
10. Other miscellaneous papers.

Marine wing

Joint Director of Fisheries (Project)
Deputy Director of Fisheries (Marine)
Senior Superintendent - G section

G1 - Seat

1. Policy issues, Committee reports pertaining to Marine sector
2. Setting standards for craft and gears etc. in respect of Marine Sector, Registration and licensing to fishing crafts.
3. Coastal Security, Colour coding, Biometric card
4. Problems regarding the fishing of other state vessels in Kerala Coast.
5. Release of fishermen caught by foreign countries
6. Various demands of Fishermen association, disposal of complaints and petitioners (Marine sector)
7. Preparation of DCB statements of mechanized boats.
8. Final release of boats issued to fishermen under hire purchase scheme releasing of Mortgaged deeds.
9. Write off case where RR proceedings failed
10. Kerosene permit.

G2 - Seat

1. Sea patrolling and sea rescue operations
2. KMFR Act implementation- Adjudication, Hiring of patrol boats, Trawl ban&

Free ration

3. Wireless communication system, CUG mobile phone connection
4. All files related to the patrol/ rescue boats

G3 – Seat

1. Projects/ schemes for the development of Marine Fisheries viz. Deep Sea Fishing project, Motorization of fishing crafts, Artificial reel, Gear subsidy, Fuel subsidy for fishing, Sea Ranching programme, etc

Statistics wing-1

Deputy Director of Fisheries (Statistics)

Research Assistant

HI –Seat(Catch Assessment)

1. Correspondence with State Government/ GoI, FAO, CMFRI, MPEDA and other Agencies regarding statistical matters Collection, compilation of marine fish landings, inland fish landings, marine products export etc
2. Publications of Various Fisheries Statistics
3. Adhoc surveys related to Marine/ Inland Fisheries Statistics.
4. Collection and compilation of weekly market price of fish from selected centers.
5. Statistical report on fish production, seed production

Statistics wing-2

Deputy Director of Fisheries (Statistics)

Research Assistant

H2 – Seat(Monitoring & Evaluation)

1. Preparation of Annual Administrative report
2. Report on Economic Review
3. Conduct of Plan review meeting
4. Statistical report on monthly Plan progress, Plan space,RI D
5. Statistical report on Revenue Collection

6. Preparation of Kerala Fisheries at a glance (Yearly), Facts & Figures (10 yearly)
7. Collection of Caste wise details of the staff of Fisheries Department.
8. Fisheries Information Management System (FIMS)
9. Other statistical matters & other Adhoc Surveys.

Planning wing

Deputy Director of Fisheries (PME)

Assistant Director of Fisheries (P&M)

Junior Superintendent- K section

K1 - Seat (Planning)

1. Budget estimates of plan schemes
2. Matters connected with Working Groups, SLEC, Governor's address and Budget speech
3. Co-ordination of schemes connected with Gol, NFDB, NABARD, RKVY, ICZMP.
4. Matters connected with Universities etc

K2 - Seat (Extension & training)

1. Conduct of Staff training course
2. Capacity building programme, Workshop, Seminar, Aqua show, Mela and exhibition, Newsletters, Publications and other IEC activities
3. Administrative matters connected with Extension/ awareness/ training centres, NIFAM, MVKs, Front office, libraries, Construction/ Renovation & Maintenance of Matsyabhavan buildings & GRFTHS.
4. Effective service delivery
5. Information Technology, Public relation

K3 - Seat (Post-harvest management)

1. Acts and policies connected with Post-harvest Management of fish- Auctioning, Handling, Processing, Storage, Transportation and Marketing
2. Matters connected with Ice plants, Cold storages, Fish markets and Fish sales outlets, Peeling sheds, Fish processing plants etc

3. Fishing harbours and Fish landing centres
4. Welfare measures for fishery allied workers
5. Cess Act

Fishermen Development wing

Deputy Director of Fisheries (TEAP)

Assistant Director of Fisheries (Projects)

Junior Superintendent- N section

N1 - Seat Coastal Infrastructure)

1. Housing, sanitation, Drinking water supply, Electrification, Punargaeham, Life Mission
2. Coastal road, bridges.
3. CRZ notification, Issue of pattayam
4. Basic Infrastructural Development Projects connected with KSCADC.
5. Vizhinjam Project Implementation Unit.

N2 - Seat(Development of fisher folk)

1. Educational promotional activities- GRFTHS, Lump sum Grant, Coaching
2. Livelihood promotional activities- Theeramythri, Theeranyponya etc.
3. Credit support schemes- IFL, NBCFDC, NMDFC, NCDC, bankable subsidy
4. Community development
5. Administrative matters connected with SAF

N3 - Seat(Social security of fisherman)

1. Saving cum Relief scheme
2. Group accident insurance schemes
3. Fishermen pension
4. Fishermen Debt Relief Commission

5. Kerala Fishermen Welfare Fund Board Act
6. Kerala State Fishermen Debt Relief Commission Act
7. Administrative matters connected with KFWFB &KSFDRC.
8. Dispensaries & Hospitals.

Cash & accounts wing

Administrative Assistant

Head Accountant

PI – Seat

Preparation of Bills and maintenance of Registers and preparation to reply to all files referred to cashier, and Pass book of GPF entries, preparation of monthly expenditure statements, FBS, GIS, LIC, SLI – Miscellaneous matters connected with cash / accounts, Co-operative recovery, Income Tax statement preparation & TDS filing.

P2 – Seat

1. All papers regarding GPF (ie NRA, Conversion, Temporary advance of all staff)
2. HBA Application receiving, clearance obtaining & release of documents etc.
3. MCA – Clearance & Release of documents.
4. Cycle advance.
5. Medical reimbursement.

P3 – Seat (Cashier)

Cash, Cash book, Special TSB accounts, Cash Statements and maintenance of concerned Registers etc. GST TDS filing.

Fair copy wing-1

Administrative Assistant Fair copy Superintendent-1

Dispatch seat

Timely dispatch of communication by post, local delivery, Fax or/ and

email every day

Distribution seat

Registering all communications through e-office system and record them in different registers and distributing among sections every day.

Fair copy wing-2

Administrative Assistant

Fair copy Superintendent-2

Fair copying and duplicating, and controlling of all typists.

Once any file dealt with financial or legal aspects, remarks of the finance officer or Law Officer shall be obtained respectively.

The incumbents concerned are directed to hand over and taken over charge of respective sections with immediate effect under proper charge.

ASOK KUMAR L
SENIOR ADMINISTRATIVE OFFICER
For Director of Fisheries.

To,

The incumbents

Copy to:

All Officers
Stock file / Spare