



GOVERNMENT OF KERALA

DFTVM/273/2023-A6

Office of the Director of Fisheries

Thiruvananthapuram.

Dated:20-03-2023

Phone: 0471-2305042

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OFFICE ORDER

Sub:- Fisheries - Office of the Director of Fisheries - Distribution to work among various sections - revised - Orders issued.

Ref:- 1) This office order No. A6/273/23 dated 14/03/2023.
2) Minutes of the meeting held on 10/02/2023.

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

Senior /Junior Superintendent

A1 - Seat

Transfer and Postings, Promotions and all other establishment matters of ministerial cadres in Clerk/Senior Clerk /Head Clerk/Junior Superintendent/ Typist/ Confidential Assistant/Fair Copy Superintendent/Clerk Typist in addition to this emergency matters like election works. Establishment matters related to ADAK, Fund Board, Kavil, SAF, KSFDRC & KSCADC.

A3 Seat

Establishment matters related to all staff coming under class IV employees, Drivers, Record Attender, Binder, Fisheries Assistant, SLR/CLR employees and part time contingent employees.

A4 - Seat

Establishment matters of all Non Gazetted Staff coming under Executive Categories viz. Fisheries Officer, Assistant Fisheries Extension Officer, Fisheries Co-operative Inspector, Fisheries

I/51661/2023

Development Officer Gr-II. Establishment matters of Senior Mechanical Instructor /Mechanic instructor/ Mechanics etc. and Special Rules of Fisheries State/Subordinate Services. Establishment matters related to SFMC.

A5 - Seat

1. Papers relating to sanctioning of pension and retirement benefits of all Gazetted Officers of the department and all Non Gazetted Officers of the Directorate.
2. Deputation of Staff in the Marine Enforcement (Police Personnel) and Establishment of staff in the statistical Non Gazetted wing.
3. All papers relating to wound up Boat building yards.
4. Pending papers relating to erstwhile KFC.

Establishment wing -2

Administrative Officer

Administrative Assistant

Senior/ Junior Superintendent

A2 - Seat

Establishment matters related to Gazetted Officers including DPC, Leave / Transfer and posting etc. of Director of Fisheries, Additional Director of Fisheries, Joint Director of Fisheries, Deputy Director of Fisheries, Assistant Director of Fisheries, Deputy Registrar (Fisheries Co-operatives) Assistant Registrar (Fisheries Co-operatives), Senior Administrative Officer, Senior Finance Officer, Administrative Assistant, Senior Superintendent Gazetted (Statistical wing) Selection Grade Confidential Assistant & DPC of Fisheries Extension Officer excluding their establishment matters.

A6- Seat

Preparation and publication of seniority list of all categories. Monthly Business Statement, Government Orders and Petitions related to Right to Information Act - 05. Establishment matters related to Fisheries Extension Officers excluding DPC. SC/ST Monthly report.

B- Seat

CMO Portal, Maintenance of Suit Register & Follow up of the pending court cases, speedy disposal of Administrative reforms committee recommendations related to establishment matters.

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 - Enquiries 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 equipments 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 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.
8. Punching, E-office, Online transfer.

Inland wing

Joint Director of Fisheries (Aquaculture)

Deputy Director of Fisheries (Inland)

Senior/Junior 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.

I/51661/2023

3. Matters connected with Fish Farmers Development Agencies.
4. Bio diversity related matters.

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 , KAVIL & Fish Seed Centre.
6. Aquatic Animal Health.
7. Allied Matters related to fish seed.

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 Reservoir Fisheries etc.
4. National water ways- Removal of stake net & Chinese net
5. Matters connected with FIRMA
6. Matters connected with Coastal Aquaculture Authority.
7. Aqua park/Oceanarium/JMK.

General & Parliamentary affairs wing

Deputy Director of Fisheries (Marine Enforcement)

Senior / Junior Superintendent - Marine Enforcement.

D1 - 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 / Junior 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
8. Files related to DDO code.

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)

I/51661/2023

3. Receipt verification
4. Reconciliation of receipts and expenditure
5. Files related to subject committee (Grant) and estimate committee.
6. Revenue collection
7. Monitoring of Central fund release and Loan repayment
8. PFMS Fund release and account maintaining
9. E-treasury

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 pre-audit of TA bills
4. Files related to the report of the finance inspection wing.
5. Files related to Inspection report of Accountant General.
6. Files related to audit paras, PAC, Draft para etc.
7. Audit Monitoring Committee.
8. Internal Audit files.
9. Asset register

Co-operative wing

Deputy Registrar

Senior Cooperative Inspector

F1 & F4

1. Revenue recovery proposals of boats issued for group recovery of dues to Government, write off proposals of boats due to Government.
2. Liquidation of MUCS and miscellaneous papers related to co-operative sector, arbitration cases and revenue recovery of mechanized boats.
3. Write off proposals of boat issued to MUCS.

F2

1. Liquidation and registration cancellation of co-operative societies.
2. Petitions , arbitration, elections of Fisheries Co-operative Societies
3. Write off of assets and liabilities of co-operative societies Settlement of claim in respect

I/51661/2023

of Regional Fish Marketing Co-op Societies etc

4. All matters related with primary co-operative sectors.
5. Section 65 (Enquiry) , 66 (Inspection) , 68 (Surcharge) related to Fisheries Co-operative Societies.
6. Appointment of committee, administrator, administrative committee .
7. Co-operative election procedures .

F3

1. All establishment matters of Matsyafed.
2. Rectification of audit report of Matsyafed.
3. PAC reports on Matsyafed
4. Affiliation of Primary Co-operative sectors in Matsyafed.
5. Audit report of Accountant General in Matsyafed.
6. Board meeting of Matsyafed and following action.
7. Strengthening of Co-operative wing and follow up.
8. Review meeting of co-operative wing and following.
9. Pay revision of Fisheries co-operative staff.
10. One time settlement of Fisheries co-operatives.
11. All legal matters related to Matsyafed.
12. All other matters related with strengthening of co-operative societies.
13. ICM training & Co-operatives training.
14. Matsyafed election procedures.
15. Theeronnathi – support to fishermen Co-operatives & yarn twine twisting unit at paravoor.

Marine wing

Joint Director of Fisheries (Project)

Deputy Director of Fisheries (Marine)

Senior /Junior 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 cording , Biometric card.

I/51661/2023

4. Problems regarding the fishing of other state vessels in Kerala Coast.
5. Various demands of fishermen association, disposal of complaints and petitioners (Marine sector) related to accidents due to sea rage.
6. Preparation of DCB statements of mechanized boats.
7. Final release of boats issued to fishermen under hire purchase scheme releasing of Mortgaged deeds.
8. Write off case where RR proceedings failed
9. Kerosene permit.
10. Kerosene subsidy for fishermen
11. Compensation applications related to boat accidents due to sea rage.
12. Control rooms related works

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
5. Release of fishermen caught by foreign countries. Representations related to KMFR Act implementation
6. Suchithwa Sagaram
7. Sagarmithra
8. SFMC
9. Insulated fish box
10. Impounding related matters
11. Fisheries Station – Modernisation

G3 - Seat

1. Projects/ schemes for the development of Marine Fisheries viz. Deep Sea Fishing project, Sea cage, Miscellaneous.
2. Insurance to fishing implements.
3. Projects of Matsyafed like Motorization of fishing crafts, Gear subsidy, Towing tractor, Conversion of Kerosene engines to petrol & LPG
4. Artificial reef

I/51661/2023

5. Management of Marine Fisheries
6. Monitoring of KMFR Act.
7. Sea safety equipment to traditional fishing crafts
8. Sustainable marine fishing practices
9. Marine Ambulance
10. Providing FRP boats (replacement) and nets for traditional fishermen.

Statistics Wing - 1

Deputy Director of Fisheries (Statistics)

Research Officer - 1

Research Assistant -1

H1- Seat (Catch Assessment)

1. Conducting Inland fish catch assessment survey in all the 14 districts and estimating monthly inland fish catch data and submitting quarterly Species wise data to Gol.
2. Conducting marine fish catch assessment sample survey and forwarding quarterly Species wise marine fish catch data to Gol.
3. Conducting Marine fish catch assessment survey by sagaramithra in all the marine fishing villages in all the days and compilation of marine fish catch data on daily/ weekly/ monthly basis.
4. Collection and compilation of aquaculture data from all the farmers in all the districts on monthly basis.
5. Correspondence with State Government/ Gol, FAO, FSI, CMFRI, MPEDA, CIFRI and other departments and agencies regarding statistical matters collection, compilation of marine fish landings, inland fish landings, marine products exports etc.
6. Collection and compilation of seed production data of Kerala and forwarding quarterly wise seed data to Gol.
7. Quarterly data submission to DES for the purpose of state income calculation related to fisheries sector.
8. Publications of various fisheries statistics.
9. Adhoc surveys related to fisheries sector.
10. Report on Economic Review

11. Conducting of Socio Economic Census at regular intervals.

Statistics wing-2

Deputy Director of Fisheries (Statistics)

Research Officer - 1

Research Assistant -2

H2 - Seat (Survey, Collection & Compilation)

1. Compilation & Preparation of Plan progress report, Monitoring of Plan space
2. Preparation of Annual Administration report
3. Conduct of Plan review meeting
4. Statistical report on Revenue Collection
5. Fisheries Information Management System (FIMS)
6. Preparation of Fisheries Guide / Handbook
7. Preparation of Citizenship charter related to Fisheries Department.
8. Preparation of Kerala Fisheries at a glance (Yearly), Facts & Figures (10 yearly)
9. Preparation of subject committee report
10. Other Adhoc Surveys & Other statistical matters.

Planning (Monitoring & Evaluation) Wing

Deputy Director of Fisheries (PME)

Assistant Director of Fisheries (P&M)

Senior / Junior Superintendent

K1 Section (Planning)

1. Annual Plan related matters of State schemes and Central schemes
2. Department Working Group/ Special Working Group of State schemes
3. State Level Approval Committee (SLAMC) Approval for Government of India Schemes
4. NABARD RIDF (Tranche XX to XXVIII) and FIDF Scheme
5. 100 days programme
6. Fisheries Policy

I/51661/2023

7. Fishermen Right Protection Act
8. Governors Address
9. Budget Speech
10. Plan Review Meeting of Department and Government
11. Plan Expenditure Review Meeting of Government

K2 Section (Extension & Training)

1. Conduct of staff training course
2. Capacity building programme, workshop, Seminar, Aqua show, Mela and exhibition , News letters, Publications and other IEC activities.
3. Administrative matters connected with extension/ awareness/ training centres, NIFAM, MVK, Front office, libraries, construction/ renovation and maintenance of Matsyabhavan buildings
4. Effective service delivery (e governance)
5. Information Technology, Public relation- call centre

K3 Section (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 storage, 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/ Samudra
5. കേരള മത്സ്യസംഭരണവും, വിപണനവും, ഗുണനിലവാര പരിപാലനവും നിയമം.

K4 Section (PSU & CSS)

1. Public Sector Undertaking (PSU) and other Centrally Sponsored Schemes (CSS)
2. Blue Economy
3. Kisan Credit Card (KCC)
4. State Level Bankers Committee Meeting (SLBC)
5. State Credit Seminar
6. Co-ordination of schemes connected with State Government, Govt. of India, NFDB, RKVY

7. NITI Ayog
8. KIFB related matters (Schools and markets)
9. Board Meeting of Kerala State Coastal Area Development Corporation
10. Matters connected with Universities etc.
11. Cess Act.

Fisheries Development wing

Deputy Director of Fisheries (Fisheries Development)

Assistant Director of Fisheries (Projects)

Senior / Junior Superintendent- N section

N1 – Seat (Coastal infrastructure)

1. Housing, sanitation, Drinking water supply, Electrification, Life Mission
2. CRZ notification, Issue of pattayam
3. Basic Infrastructural Development Projects
4. Dispensaries and Hospitals

N2 - Seat(Development of fisher folk)

1. Educational promotional activities- GRFTHS, Lump sum Grant, Coaching
2. Livelihood promotional activities- Theeramythri, Theeranyponya , Theeramaveli etc.
3. Credit support schemes- IFL, NBCFDC, NMDFC, NCDC, bankable subsidy
4. Community development- Medical Camp, Anti drug campaign
5. Matsyafed Schemes – Interest Subvention
6. Gender – Equality Projects

N3 – Seat (Social security of fisherman)

1. Saving cum Relief scheme
2. Fund Board Schemes
3. Group accident insurance schemes
4. Fishermen pension
5. Fishermen Debt Relief Commission
6. Kerala Fishermen Welfare Fund Board Act
7. Kerala State Fishermen Debt Relief Commission Act

Cash & accounts wing

Administrative Assistant

Head Accountant

P1 - 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.

I/51661/2023

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.

Yours faithfully,
JAYAKUMARI P
SENIOR ADMINISTRATIVE OFFICER
For Director of Fisheries.

To,

The incumbents

Copy to:

- 1) **All Officers**
- 2) **Stock file / Spare**