

Right to Information act

USER'S GUIDE

**Department of Fisheries, Rajasthan,
Jaipur**

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User's Guide

"The Rights to Information Act 2005"

4 (1) (a) Department of Fisheries, Rajasthan, Jaipur

4 (1) (b-i) **The particulars of its organization, functions and duties;**

Department of Fisheries, Rajasthan caters the basic Fishery Services to the Fisher folk and Fish Farmers of the State. The services viz. Fish breeding, Production of the quality fish seed, production of palatable fish mass, their management practices and disease control are the basic objectives of the Department so as to provide protein food to the state and in turn the demand of the country. Department also help in the development of employment, general awareness and improving the socio-economic conditions of the poor fishermen community of the state.

Organization- As for as the organizational setup of the department is concerned, this department was working as the unit of the Animal Husbandry Department since the year 1956 to year 1981. The Unit was then came into existence as a independent Fisheries Department in the year 1982. In the primary stage in the year 1956 the total strength of the unit was 150 (Officers and sub-ordinates) and the production of the fish was 50 Metric Ton fetching a revenue of Rs. 0.63 lacs which in continuation in the year 1982 raised to 14,000 Mt. and revenue of 112.72 lacs. The strength of the officers and the employees raised to 1200 in the year 1982. Subsequently the department adopted the different technique to produce the quality fish seed such as "Dry Bundh Breeding", "Induced Breeding" and Installation of different types of Hatchery Units.

At the State HQ., Department is headed by Director of Fisheries, Government of Rajasthan supported by Two Deputy Director, Assistant Director (Planning), Assistant Director (Administration) and Assistant Director (Statistics) one each.

At the district Head Quarters the post of Assistant Director, Development Officer/Project Officer have been established to regulate to fisheries activities in the district. In spite of these offices the office of Fisheries Survey and Investigation officer and Principal Training School (post equitant to assistant director) have been establish in Udaipur so as to fulfill the work of research and training.

Functions-

- Production of quality fish seed.
- Development and conservation of fish population.
- Imparting the fishery training and the techniques.
- Upliftment of state fisherman.
- Generating the employment for fisherman community.
- Improvement in the socio-economic conditions of the fishermen population of the state.

Duties-

- Auction of waters like Reservoirs, Rivers and Canals for fishing purposes. This includes A class Waters (annual revenue above 5.00 lacs). These waters are leased for a period of 5 years through tender system by the fisheries department at state level. B Class waters (annual revenue below Rs. 5 lacs and above 50 thousand) are leased out by the tender system at the level of Zila Parishad of the particular district. "C" class waters (annual revenue below 50 thousand and above 10 thousand) are leased out through tenders systems at the level of concerned Panchayat Samitis of the Districts. "D" Class waters (annual revenue below 10 thousand) are either allotted to the trained farmers or auction by the concerned Panchayat Samities.
- Fisheries Training is imparted in the state through fish Farmers Development Agencies working in the districts of the state. Training allowance is being given to the trainees during the training period.
- Trained fish farmers are getting water allotment through Gram panchayats under the scheme of Fish Farmers Development Agencies. Water body is allotted at the rate of one hectare per farmer for a period of minimum 5 years (Long Lease).
- Financial assistance to the trained farmers by Fish Farmers Development Agencies is being given in the form of loan and subsidy. To develop the

water body loaning is carried out by the lead bank of that particular district. If a farmer construct a pond in his own land and adopts fishery profession for this purpose also loan is being provided by the lead bank and the subsidy is provided by the subsequent agencies.

- To provide the quality fish seed to the fishery commercial there is a provision of constructing the Chinese Circular Hatchery. For this construction also the financial assistance in the form of loan is being provided through the lead bank and the subsidy is being provided through the agencies (FFDA).
- For the adoption of fishery profession the facility of testing kit to test the water and soil parameters the technical know how is being provided to the fishery commercial. In the same way the technical know how for constructing a pond and the diseases in the fish population, appropriate directives and the measurements are provided through the agencies to the desired persons.

4 (1) (b-ii) **Powers and duties of its officers and employees;**

Director - To monitor the overall Fishery developmental activities in the State including the administration of the department and to maintain financial and administrative discipline of the department.

Deputy Director (Fish Seed) - At the level of Director fisheries a post of Deputy Director Fisheries (Seed) has been establish the main work of which is to regulate and monitor the activities of fish seed production in the state.

Deputy Director Range - There is one post of Deputy director Range working in Udaipur in the state. The main function of which is to regulate and monitor the fisheries activities in the range Udaipur.

Assistant Director (administration) and Assistant Director (Planning) - There are two post of Assistant Director in the directorate. One deals with the Administration and other deals with the Planning of the Department.

Assistant Director (Statistics) – Assistant Director deals with the statistics and Data Base Information of the Department.

Assistant Director (Survey & Training) - One Post of Assistant Director (Survey & Training) has been established at Udaipur. The main function of which is to investigate the different parameters such as water and soil analysis and study of reservoir fishery & imparts the different trainings of the departmental candidates, fish farmers and other interested persons.

Assistant Director/ Fisheries Development Officer/ Fisheries Project Officer - As per the resources and the potentialities of the water bodies in districts two cadre of posts i.e. Assistant Director, Fisheries Development Officer/ Fisheries Project Officer are working in most of the district in the state. In addition to above mentioned cadre there are two National Fish Seed Farms at Banswara and Kasimpura (Kota). These farms are supervised by Project Manager which is equivalent to Assistant Director Fisheries. The function of these farms is to produce qualitative major carps fish seed.

Assistant Fisheries Development Officers- In most of the districts there is a post of Assistant Fisheries Development Officer. Main function of which is production of qualitative fish seed, conservation of fish population, development of fishery activities and training and extension fishery programmes. They also help to head of the office in the field of technical works.

Fisheries Inspectors - fisheries Inspector is the key post in the department who facilitates the demanded infrastructure for the production of quality fish seed. Most of the training, extension and conservation of fish programmes are carried out by these Inspectors.

Other supporting staff- Field man and Fisherman are working in almost all the districts of the state. The main function of these persons is to carry out the ground level technical works such as operation of the nets, collection of the brood stock, and conservation of fish.

(1) (b-iii) **The procedure followed in the decision making process, including channels of supervision and accountability;**

▪ **Decision making process-**

Director

Deputy Director



Assistant Directors (Administration and Planning)

- **Channels of Supervision-** Director → Deputy Director → Assistant Directors → Fisheries Development Officer /Fisheries Project Officer → Assistant Fisheries Development Officer → Fisheries Inspector

- **Accountability Channel-** Fisheries Inspector → Assistant Fisheries Development Officer → Fisheries Development Officer/ Fisheries Project Officer → Assistant Director Fisheries → Deputy Director Fisheries → Director

4(1) (b-iv) **The norms set by it for discharge of Functions;**

Director-State target of different components of Fisheries for monitorable targets like fish production, Fish Seed Production and implementation of the scheme.

Deputy Director - Monitorable target for different components viz increase in fish production, fish seed production and implementation of the schemes as per directives issued by the government .

Assistant Director – Monitoring of the schemes assigned.

Fisheries Development Officer/Fisheries Project Officer – Monitoring of the schemes assigned.

Assistant Fisheries Development Officer – Execution and implementation of the schemes assigned to them, fish seed production, fish production, fish conservation, extension and training. Assistance to Head of the Office.

Fisheries Inspector – Execution and implementation of the schemes assigned to them, fish seed production, fish production, fish conservation, extension and training. Assistance to Head of the Office.

4(1) (b-v) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

- Rajasthan Service rules.

- Regulation of financial matters through General Finance and Account rules.
- Animal Husbandry Service Rules.
- Rajasthan Animal husbandry and sub-ordinate service rules.
- Rajasthan Fisheries Act, 1953 and Rules 1958.

4(1) (b-vi) **A statement of the categories of documents that are held by it or under its control;**

- Different Service Rules and acts.

4(1) (b-vii) **The particulars of any arrangement that exist for consultation with, or representation by the member of the public in relation to formulation of its policies or implementation thereof;**

N.A.

4(1) (b-viii) **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 meetings of those boards, councils, committees and other bodies or open to the public or the minutes of the such meetings or accessible for public;**

N. A.

4 (1) (b) (ix) Directory of its Officers and Employees

- **Directorate Level (Annexure - 1)**
- **Divisional and District Level (Annexure - 2)**

4 (1) (b) (X) Monthly Remuneration of its Officers and Employees including the System of Compensation as provided in its regulation:

**LIST OF GAZETTED & NON- GAZETTED POST IN DEPARTMENT OF FISHERIES,
RAJASTHAN AND REMUNERATION**

Sr. no.	Designations	Grade Pay No	Sanctioned Cadre Strength
1	Director		1
2	Deputy director	17	2
3	Accounts Officer	15	1
4	Assistant Accounts Officer	13	1
5	Accountant	12	2
6	Assistant director Fisheries	16	6
7	Fisheries Development Officer/ Fisheries Project Officer	15	21
6	Statistical Officer	13	1
7	Assistant Fisheries Development Officer	12	38
8	Fisheries Inspector	7	35
9	Lab. Assistant	6	1
10	Field man	3	49
11	Fisherman	1	200
12	Driver	6	16
13	Mechanic	6	1
14	Assistant Director Statistics	16	1
15	Office Assistant	11	4
16	Upper Division clerk	9	21
17	Lower Division clerk	6	61
18	Senior Personnel Assistant	13	1
19	Personnel Assistant	12	1
20	Stenographer	11	2
21	Junior Accountant	11	2
22	Assistant Programmer	11	1
23	Legal Assistant	11	1
24	Statistical Assistant/Investigator	11	2
25	Class -IV	1	32
26	Cleaner	1	1
27	Chowkidar	1	7
28	Jamadaar	2	4
29	Boat Driver	6	1

4 (1) (b) (xi) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursement made.

Budget Provision in the year 2010-11 as shown in performance Budget.

(Rs. In lacs)

Plan	Non Plan	C.S.S.	Total
37.40	1395.39	62.61	1495.40

List of Drawing and Disbursing Officers

S.NO.	The Designation of Drawing and Disbursing officers	No. of Posts
1.	Deputy Director	2
2.	Assistant Director	6
3.	Fisheries Development Officer	21

4. (1) (b) (xiii) Particulars of recipient of concession, permit or authorization granted by Department.

4. (1) (b) (xiv) The details in respect of the information available to held by department, reduced in an electronic form,

The information is being transformed in electronic form and it is under process.

4. (1) (b) (xv) Particulars of facilities available to citizen for obtaining information, including the working hours of a

library or reading room, if maintain for public use

Departmental library is functioning at Directorate level as per its

working hours as 10.00 am to 5.00 pm. The reading room is available. Library is mainly for the technical use of departmental professionals. However, public can utilize its facilities during the working hours.

4. (1) (b) (xvi) The names designations and other particulars of the public information officers.

The list of names, designation of public information officers/APIO/Appellate Officer of department along with addresses and Telephone no. (Annexure -3)

**Appellate Authority of Department of Fisheries
Rajasthan, Jaipur**

S No.	Name	Post	District Name	Telephone No		Address Of Residence
				Office	Residence	
1	Sh. O.P. Meena	Principal Secretary , Agriculture & Animal Husbandry	Secretariate, Jaipur	5116339	2203345	H-47, Taigor Path, Bani Park, Jaipur

State Public Information Officer (PIO)

S No.	Name	Post	District Name	Telephone No		Address Of Residence
				Office	Residence	
1	Sh. Manoj Kumar Sharma	Director, Department of Fisheries	Directorate of Fisheries, Rajasthan Jaipur	0141- 2742548	0141- 2783502 mob : 9414054545	79/2, Shipra Path, Mansarover, Jaipur.

Assistant Public Information Officer (APIO) At District Level

**IDENTIFICATION OF NODAL OFFICERS
CONTACT DETAIL- NODAL OFFICERS FOR STATE**

S. NO.	DISTRICT	NAME	PHONE NO.		
			OFFICE	RESIDENCE	MOBILE
1	DIRECTORATE OF FISHRIES, RAJASTHAN, JAIPUR	Sh. B.S. Chawda	0141- 2743347 FAX- 0141- 2743347 e-Mail- jdfishraj@rediffmail.com	2701197	9413217955

CONTACT DETAIL- NODAL OFFICERS FOR DISTRICT

1	AJMER	Sh. R.N. Lamrod	0145-2623229		
2	ALWAR	Sh. Jagdish Rajjadey	0144-2330209	2332979	
3	BANSWARA	Sh. G.D. Swarnkar	02962-255475	243021	
4	BHARATPUR	Sh. Dharam Singh	05644-224572		
5	BHILWARA	Sh. Anil Joshi	01482-232683
6	BUNDI	Sh. D.S. Sharma	0747-2442346	...	
7	CHITTORGARH	Sh. Layak Ali	01472-241354	244787	
8	DAUSA	Miss. Neena Verma	01427-223567		
9	HANUMANGARH	Sh. Gom Singh	01552-222791		
10	JAIPUR	Sh. B.S. Chawda	0141-2743347	2701197	
11	JAIPUR	Sh. R.S. Panwar	0141-2742745		
12	JHALAWAR	Sh. Ishrat Tareeq
13	KARALI	Sh. B.N. Mathur		...	
14	KOTA	Sh. A.T. Khan	0744-2481850	2440471	
15	PALI	Sh. P.S. Nirwan	02973-226404	...	
16	RAWATBHATA	Sh. Dharmesh Sodani			
17	SAWAIMADHOPUR	Sh. Manohar Lal	07462-220651	...	
18	SIROHI	Sh. Aqeel Ahmed	02972-220712		
19	TONK	Sh. S. Tiwari	01432-247820	247789	
20	UDAIPUR	Sh. S.D. Pathan	0294-2431255	2461771	
21	PRATAPGARH	Sh. B.M. Mathur			

4 (1) (b) (v) LIST OF CIRCULATED SERVICE RULE OF ANIMAL HUSBANDRY DEPARTMENT

SERIAL NO.	NAME OF SERVICE RULE	G O NO. & DATE BY WHICH CIRCULATED
	After merger of Sheep and Wool Department, Revised Service rules are under consideration.	-

4. (1) (b) (xvii) others information

Nagrik Adhikar Patra (Annexure – 4)

(Annexure – 3)

**Appellate Authority of Department of Fisheries
Rajasthan, Jaipur**

4 (1) (b) (v) LIST OF CIRCULATED SERVICE RULE OF ANIMAL HUSBANDRY DEPARTMENT