

**INFORMATIONS UNDER SECTION 4(1) OF RTI ACT 2005 UNDER FISHERY  
SECTOR IN GAJAPATI DISTRICT**

**CHAPTER - II**

**4.(I) a)** All the relevant records of Fishery department in Gajapati district have been Maintained and kept for providing relevant information under Right to information act -2005.

**4 (I) b) I PARTICULARS OF ITS ORGANISATION, FUNCTION AND DUITES.**

The Fishery department in Gajapati district is a state Government Organization under Orissa sate Government is functioning at the head quarters of Gajapati district ,is At/Po-Paralakhemundi. near teachers training school since -1995. The fishery department is rendering services for brining sensitization and awareness among the people to adopt pisciculture as a sustainable source of income, make availability of Fish protein to the fish lovers, to boost up fish protein in the District and to generate additional revenue to the Govt. in the firm of lease value and royalty through utilisation of water bodies in the District.

A new Fish Farmers Development Agency (FFDA) has been registered under Society Registration Act XXI-1980 for Gajapati District having its registration No. 30/93-94 dated 18.03.1994 and is functioning in the District Fishery Office since 08.11.1995. The Collector, Gajapati is the Chairman of FFDA. The Asst. Director of Fisheries-cum-Chief Executive Officer, FFDA, Gajapati is the Head of the District Fishery Office and FFDA.

The area of operation and functionary jurisdiction of Fishery Deptt. is all over the Gajapati District. The Fishery Deptt. Functioning as per the Rules & Regulation of Orissa state Govt.

**AIMS AND ABJECTIVES OF FFDA**

- i) Identification and selectioOn of the un-utilized water resources i.e low lying area , swamps etc. for pisciculture.
- ii) Imparting of the Training Programme to the interested Fish Farmers /Youth etc.
- iii) Assisting of Fish Farmers in preparation of Plan and Estimate for excavation /Renovation /Inputs etc. and recommending to Banks for finance.
- iv) Provision of supply of Quality Fish/Prawn Seed to Fish Farmers.
- v) Collection of Fresh water Prawn seed from natural resources and supply to Fish Farmers.
- vi) Organization of Mela and Recovery Camps at village /Panchayat or Block level for extension purposes.
- vii) Monitoring of development of Reservoir under World Bank assisted Programme /State Reservoir Fishery Policy.
- viii) Provision of admissible for Excavation /Renovation and Integrated Fish Farming as per NABARD norms.

**4 (I) b) II** The powers and duties of Officers and employees of Fishery Deptt. in Gajapati District in summer road as follows:

Sl No	Designation	Power			Duties
		Administrative	Financial	Others	
1	ADF-cum-CEO, FFDA	Deals with Office administration	Drawing and Disbursing Officer	Scheme works	1. Head of the Office 2. Supervised all the schematic works deal in the Office
2	Junior Fishery Officer	Next to ADF-cum-CEO for Office administration	---	Scheme works	To assist ADF-cum-CEO in all Office and field works
3	Deputy Superintendent of Fisheries (FFDA)	----	---	Preparation of project proposals of Fish Farmers for Excavation/ Renovation of tanks and pisciculture, preparation of programmes for impart training to Fish Farmers, Preparation of all reports of FFDA and Fishery Deptt.	To assist ADF-cum-CEO in all Office and field works
4	Deputy Superintendent of Fisheries	---	---	Scheme works	In charge of Govt. Fish Farm, PKD. to maintain Govt. Fish Farm production & marketing of Fish Seed, To assist ADF-cum-CEO in all Office and field works

5	Fishery Extension Officer	---	---	Scheme works	To provide technical knowledge of Pisciculture to Farmers, to collect proposals from village level for Excavation/ Renovation of tanks for Pisciculture, To organize Fish Farmers training, awareness camp for sensitizing people for Pisciculture, to make wide propaganda of schemes and modern methods of scientific pisciculture, To assist ADF-cum-CEO, JFO, DSF in all Office and field works
6	Fishery Supervisor	---	----	---	In the Fish Farm, to assist Farm in charge for maintained of Farm, production, marketing of Fish seed and other Farm work. In the Blocks all the duties of Fishery Extension Officer.

7	Fishery Demonstrator	---	---	---	In the Fish Farm, to assist Farm in charge, Fishery Supervisor for maintain of Farm, production, marketing of Fish seed and other Farm work. In the Blocks all the duties of Fishery Extension Officer.
8	Head Clerk			scheme work	To maintaining all relevant records and files partial to Estt. of Accounts of Office & preparation of Budget and other State in relation to allotment and other works order of ADF.
9	Senior Steno	---	---	---	To maintain the records and Files of Confidential section to assist ADF for typing of minutes of meetings, Proceedings and other as desired by ADF.
10	Senior Clerk	---	---	---	To assist Head clerk in Estt./ Account matters and other Office work as per assigned.
11	Junior Clerk	---	---	---	To assist Head clerk, Senior clerk in Estt./ Account matters and other Office work as per assigned.

12	Khalsi	---	---	---	To act as Office bearer watch and ward of Office and other Office work as assigned by ADF.
13	Peon	---	---	---	Clearing & mataining of office, carries files, distribution of letters and other works as assigned by ADF
14	Chaukidar	---	---	---	Watch & ward of office, Fish Farm and other works as assigned by ADF.

**4 (I) b)III** The procedure followed in the division making price's, including channels of supervision and accountability.

The District level Officer should draw up the project implementation as followed in the FFDA schemes.

The FEOs, FDs at Block level have to collect project proposals, which is to be sponsored to Banks after due plan and estimate by District Office. 5% user fee is to be collected from Fish Farmer against the estimate amount vide letter No13592/FARD dated 18.07.2002 of Director of Fisheries, Orissa, Cuttack.

Subsidy against the developed project is to be released after its verification by ADF basing on the completion certificate of field staffs and if the case is a Bank finance case, B.M on joint field visit also has to issue a letter thereof on the position of the developed project.

Besides that subsidy can also be admissible to fishery projects developed under own source by the beneficiary after its verification by the subsidy releasing committee. The above assistance under FFDA programme is available only once to a beneficiary.

Then the farmer has to implement intensive Fish Farming in his/her developed project under supervision of FFDA, Gajapati with due technical guidance by FEO/FDs posted at Blocks.

Subsidy for construction of new ponds & tanks reclamation/ renovation of ponds & tanks and 1st. year inputs to an individual beneficiary up to 5Ha. is available with or without Institutional finance in the plain area and 1Ha. in the hill states/ District on prorata basis.

**4.(I) (b) IV NORMES SET BY FFDA FOR THE DISCHARGE OF ITS FUNCTION.**

For availing FFDA loan and subsidy for pisciculture the following norms are by followed in fishery department.

**For availing loan.**

- i) The beneficiary should have the land in his own name with proper ROR base holder/power of attorney.
- ii) The beneficiary should not be a defaulter of any Bank or other financial institution.
- iii) The beneficiary should not be more than 60 years of age .
- iv) The beneficiary belonging to both APL and BPL category can avail pisciculture loan.
- v) The beneficiary belongs both male and female gender can avail pisciculture loan

**For Subsidy.**

- i) The beneficiary should complete the project as per the prepared by the FFDA.
- ii) The beneficiary should submit the complete /utilisation certificate regarding utilisation of total loan amount and complete of the project work duly recorded by the FEO to the ADF.
- iii) The financing Bank should submit the subsidy claim in favour of the beneficiary to the ADF
- iv) When the beneficiary will complete the project work without any financial assistance of Banks is the own investment the recommendation of subsidy release committee will get the subsidy of FFDA.
- v) The beneficiary when belongs to SC/ST cast certificate is to be produced before the ADF .

**4 (I) (b)V.** The rules, Regulation, Instruction, manuals and records for discharging function .

Sl No	Name/title of the document.	Type of the document	Brief write up of the document	From where one can get a copy of the Rules, Regulation, Instructions, Manuals and Records	Address, Telephone number, Fax, Email and others	Fee charged by the Department for a copy of Rules and instruction , manuals and records if any
1	2	3	4	5	6	7
1	There is no specific records and manuals of Fishery Department However we are following the instruction time to time communicated	General	1-contains all the instruction of the fishery dept. 2-Following state reservoir Fishery policy	From Director of fishery(ORISSA)Cuttack OR At Dist Fishery office Gajapati	-	Not applicable.

by Fisheries and Animal resources Department Govt of ORISSA/Director of fisheries Orissa Cuttack .for development of Reservoir fishery State-Reservoir fishery policy has been formed					
---	--	--	--	--	--

**4 (Ib)VI A Statement of the categories of documents that are held by it or under its control.**

<b>Slno</b>	<b>Category of the document</b>	<b>Name of the document and its instruction in one line</b>	<b>Procedure to obtained the documents</b>	<b>Held by /under control of</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1 2	Fish Farmers Development Agency norms State Reservoir Fishery policy	Identification, development release of subsidy of the fishery project and its Implementation imparting fishery training to fish farmers Development of reservoir fishery in the District	Director of Fisheries Orissa, Cuttack/District Fishery office Gajapati	<b>Fishery and Animal resources department</b>

**4-(I)(b)VII** The particulars of any arrangement that exists consultation with representation by the numbers of the pub lice in relation to the formulation of its policy or implematasation thereof.

The following arrangement have been made in the hierarchy level for consolation of public regarding the implement of policy and schemes under fishery department in Gajapati .

- 1- At the Block level -Fishery Extension officer posted the Block will provided all the relating information.
- 2- At the District level -ADF for the FFDA Gajapati Paralakhemundi all the information can be obtained.
- 3- At the Sate level- Director of fisheries Orissa, Cuttack.form the Director of Fisheries At/Po Zobra (Dry Duck) Cuttack all the information can be obtained.

**4-(I)(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 are open to the public or the minutes of such meetings are accessible for public.

A.	Name and address of the affiliated body	Fish Farmers Development Agency, Gajapati Parlakhemundi
B.	Type of the affiliated body(Board, Council, Committee, Other body)	Other body
C.	Brief note of the3 affiliated body (Establishment, Year, Objectives, main activities)	Established on 18.03. 1994, Regd. No. 39/93-94 registrared under Society registration Act No. XXI 1860, Development of Fisheries in the District.
D.	Role of the affiliated body	Managing
E.	Structure and member constitution	Managing Committee 1. Collector, Gajapati - Chairman 2. Dy. Director of Fisheries(SZ)Berhampur - Vice chairman 3. Dy. Director of Fisheries(SPU) - Member 4. P.D, DRDA, Gajapati.- Member 5. Lead Bank Manager(Andhra Bank, Paralakhemundi)- Member 6. B.M, SBI, Paralakhemundi - Member 7. Distt. Panchayat Officer, Gajapati - Member 8. Satybadi Sahukar, At/P.O:- Upplada - Member (Representative of Fish Farmers of District) 9. Nominee of the Union Minister of Agriculture (Under secy. to Govt. of India, Ministry of Agriculture/ Deptt. of Agril & Coop, Krushi Bhaban , New Delhi) - Member
F.	Head of Office	Collector - cum - Chairman, FFDA, Gajapati, Paralakhemundi.
G.	Address of main Office & its branch	Only one main Office i.e Fish Farmers Development Agency, At: Katika street (near CT training School) There is no branch Office in the District.
H.	Frequency of the Meeting	At least once in two months and as often as it necessary.
I.	Can public participate in the meetings	No
J.	Are minutes of the meetings prepared	Yes
K.	Are minutes of the proceedings available to the public	No

**4 (I)(b) IX** A Directory of Officers and Employees.

Sl No.	Name of the Officer/ Employee	Designation	STD code	Phone No.		Fax	E mail	Address
				Office	Home			
1	Vacant	ADF						
2	Simanchal Behera	JFO	06815	222820	9438302718			I/C, ADF, Deogarh
3	S.K.Mishra	DSF	06815	222820	9437224181			Fishery Office, Patrlakhemundi.
4	Gajendra Pradhan	DSF	06815	222820	9437569600			Fishery Office, Patrlakhemundi.
5	T. Ch. Samantaray	FEO	06816	258152	9437072089			Block Office, Mohana
6	R.S. Tripathy	FEO	06815	222820	222176			Fishery Office, Patrlakhemundi.
7	B. K. Sahu.	FEO	06815	283731	9861521764			Block Office, Gosani
8	P.K. Patnaik	FD	06815	286302	9438059977			Block Office, Rayagada
9	R.K.Mishra	FD	06815	222820				Fishery Office, Patrlakhemundi.
10	C. M.Pradhan	FD	06815	282620	9437262819			Block Office, Gumma
11	Vacant	Head Clerk						
12	K.C. Sethi	Sr. Steno	06815	222820	9861340548			Fishery Office, Patrlakhemundi.
13	R.K.Gauda	Sr. Clerk	06815	222820	9861217265			Fishery Office, Patrlakhemundi.
14	S.R.K.Ready	Jr. Clerk	06815	222820	0944118051 6			Fishery Office, Patrlakhemundi.
15	S.K.Sakhabat	Driver	06815	222820	9337408893			Fishery Office, Patrlakhemundi.
16	L.C.Pradhan	Peon	06815	222820				Fishery Office, Patrlakhemundi.
17	Jogendra Behera	Chaukidar	06815	222820				Fishery Office, Patrlakhemundi.
18	Vacant	Chaukidar						
19	Vacant	Chaukidar						
20	U.K. Padhy	Attendant	06815	222820				Fishery Office, Patrlakhemundi.
21	B.K.Behera	Khalasi	06815	222820				Fishery Office, Patrlakhemundi.

**4 (I)( b)X.** The monthly remuneration received by each of the Officers and employees including the system of compensation as provided in its regulation.

Sl No.	Name of the employee	Designation	Monthly remuneration/ Pay scale	compensation/ compensatory allowance	The procedure to determine the remuneration as given in the regulation	Remarks
1		ADF	6500 to 10500		As per Orissa Govt. Rule & Regulation	Post vacant
2	Simanchal Behera	JFO	5500 to 9000	50/- (O.A)		
3	S.K.Mishra	DSF	5500 to 9000			
4	Gajendra Pradhan	DSF	5300 to 8300			
5	T. Ch. Samantaray	FEO	5000 to 8000			
6	R.S. Tripathy	FEO	5000 to 8000	80/- (O.A)		
7	B. K. Sahu.	FEO	4750 to 7500			
8	P.K. Patnaik	FD	3050 to 4590			
9	R.K.Mishra	FD	3050 to 4590	30/- (O.A)		
10	C. M.Pradhan	FD	3050 to 4590			
11		Head Clerk	5000 to 8000			Post vacant
12	K.C. Sethi	Sr. Steno	5000 to 8000	40/- (O.A)		
13	R.K.Gauda	Sr. Clerk	4000 to 6000	50/- (O.A)		
14	S.R.K.Ready	Jr. Clerk	3050 to 4590			
15	S.K.Sakhabat	Driver	3600 to 5600			
16	L.C.Pradhan	Peon	2610 to 3540	24/- (O.A)		
17	Jogendra Behera	Chaukidar	2610 to 3540			
18		Chaukidar	2610 to 3540			Post vacant
19		Chaukidar	2610 to 3540			Post vacant
20	U.K. Padhy	Attendant	2550 to 3200			
21	B.K.Behera	Khalasi	2550 to 3200	110 (O.A)		

**4 (I)( b)XI.** The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made.

**Year 2007-08**

Sl No.	Name of the Scheme/ Head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released/ Disbursed	Actual expenditure for the last year	responsible Officer for the quality and the complete execution of the work
1	EFC(NP)	Salary & other emoluments	1st. April.	85230/-	85236/-	85236/-	72798/-	
2	IPIR(NP)	Salary & other emoluments	1st. April.	402140/-	402140/-	402140/-	362485/-	
3	DDIF(NP)	Salary & other emoluments	1st. April.	258472/-	258472/-	258472/-	233370/-	
4	FEP(NP)	Salary & other emoluments	1st. April.	654408/-	654408/-	654408/-	697055/-	
5	DE(NP)	Salary & other emoluments	1st. April.	630750/-	630750/-	630750/-	610294/-	
6	SES (NP)	Festival advance	1st. April.	24000/-	24000/-	24000/-	12000/-	
7	FP&F(NP)	fishery propaganda & fair	1st. April.	10000/-	10000/-	10000/-	5000/-	
8	ARIFP(NP)	Salary of NMR	1st. April.	32460/-	32460/-	32460/-	5722/-	
9	PQS(NP)	Materials & other charges	1st. April.	79500/-	79500/-	79500/-	79455/-	
10	FFDA	Base staff salary 100% state share	1st. April.	1417289/-	1417289/-	472760/-	600873/-	
11	FFDA	Contingency 100% state share	1st. April.	222/-	222/-	0	10271/-	
12	FFDA	Subsidy Central Share 25% & State share 75%	1st. April.	106013/-	106013/-	100894/-	12000/-	
13	FFDA	Laboratory Kit Central Share 25% & State share 75%	1st. April.	7806/-	7806/-	0	559/-	
14	Training	Skill up gradation	1st. April.	49000/-	49000/-	49000/-	33000/-	
15	Training	NFDB	1st. April.	103000/-	103000/-	0	0	
			<b>Total</b>	<b>2328960/-</b>	<b>2328960/-</b>	<b>2225960/-</b>	<b>3070525/-</b>	

**4 (I)(b)XII** The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Subsidy is given to Fish Farmers from FFDA. After completion of the project, the Bank claims subsidy to the FFDA. The ADF or his authorized representative verifies in the field and then subsidy is released to the concerned Bank in favour of the Fish Farmer. When the Fish Farmer completes the project out of his own investment, the subsidy releasing committee after field visit recommends the eligible subsidy and then the ADF releases the subsidy in favour of the beneficiaries. The rate of FFDA subsidy is as follows:-

Sl No.	Particulars	For 1 Ac. of water area	For general Category	For SC & ST Category
1	For excavation of new tank	1 Ac.	16000/-	20000/-
2	Reclamation / renovation of tank	1Ac.	4800/-	6000/-
3	Cost of input (Fish seed, Feed, Fertiliser etc.)	1Ac.	2400/-	3000/-
4	Integrated Fish Farming (Fish with Duck, Fish with Poultry)	1Ac.	6400/-	8000/-
5	Fresh water Fish seed hatchery ( 10 Million Capacity)	1unit	80000/-	80000/-
6	Fresh water prawn seed hatchery	1unit	160000/-	160000/-

The FFDA subsidy is given once to a particular beneficiary for maximum of 5Ha. of water area developed.

**Under in land capture Fisheries (Reservoirs / Rivers etc.)**

Crafts & gears (Net & Boat) - Rs. 3000/- per unit for all categories.

**4 (I)(b)XIII** Particulars of recipients of concessions, permits or authorizations granted by it.

<b>SUBSIDY RELEASED TOWARDS BANK FINANCE</b>				
SI.No	Name and address of beneficiaries		Water developed(excavation)	Subsidy amount released in Rs.
1	2		3	4
1	Gaya Mandal, Vill: Tarabha(Patimula Coloney) Block: Gumma	ST	0.328	18860
2	S.Raama Rao, Vill:Hadubhangi, Block: Kasinagar.	Gen	0.28	12880
	<b>Total</b>		<b>0.608</b>	<b>31740</b>

<b>SUBSIDY RELEASED TOWARDS OWM SOURCE DEVELOPMENT</b>			
<b>SI.No</b>	<b>Name and address of beneficiaries</b>	<b>Water developed(excavation)</b>	<b>Subsidy amount released in Rs.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Sri B.Apalanaidu, S/o B.Bairagi, Vill:Minigaon	0.907	16688
2	Sri V.Venkata Rao, S/o:Ramulu,Vill:Ranipentha	1.193	12098
3	Sri Odissi Tulsi Rao, S/o: O. Ram Murty, Vill: Ch.Laxmipur,Po: Sidhamadanga.	0.143	2631
4	Sri S. Tirumulu Rao, S/o:S.Appana, Vill: Konduru,Po: Hadubhangi	0.430	7912
5	Sri Tankala Appana, S/o:T.Surinarayan, Vill: Konduru,Po:Hadubhangi	0.616	11334
6	Sri Davadas Pattanaik, S/o Late Appana, Vill/Po: Khandava.	0.518	9531
7	Smt.Gangula Nilavani W/o: G.Mohan Rao, Vill: Rajpur,Block Kasinagar	0.487	8960
	<b>Total</b>	<b>4.294</b>	<b>69154</b>

**4 (I)( b)XIV** Details in respect of the information, available to or held by it, reduced in an electronic form.

The following information's pertaining to Fisheries development in Gajapati District are available in the Fishery Deptt.

- a. Water resources available in the District.
- b. Water resources suitable for pisciculture in Gajapati District.
- c. Fishermen population in Gajapati District.
- d. Details of MIPs/Reservoirs taken up under State Reservoir Fishery policy.
- E. List of women SHGs associated with pisciculture activities.
- F. Fish seed demand and supply in Gajapati District.
- G. Fish production in Gajapati District.
- H. Water area developed under FFDA.
- I. Subsidy released to Fish Farmers from FFDA.
- J. Training imparted to Fish Farmers under FFDA.

**4 (I)( b)XV** 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.

The following facilities are available to citizens for obtaining information's.

- a. Notice board.
- b. Inspection of records in the Office.

**4 (I)( b)XVI** The names, designations and other particulars of the public Information Officers.

1-i	Name of the public Authority (P.A) with contact address & telephone No.(If any)	Director of Fisheries, Orissa, Cuttack Dry-Dock-Zobra,Cuttack-7 Tel: 0671-2414061
	Names	
a.	APIO (s)	Sri Gajendra Pradhan, Dy. Supdt. of Fishereis.
b.	PIO(s)	Asst. Director of Fisheries-Cum-C.E.,O,FFDA,Gajapati, Paralakhemundi, Ph. No-06815-222820
c.	First appellate authority with designation and contact address, Telephone No.	Sr. Research Officer, O/o the Director of Fisheries, Orissa, Cuttack.

**4 (I)( b)XVII** Such other information as may prescribed.

If available other information's as when required by the Fish Farmers can be obtained.

*Asst. Director of Fisheries-Cum-C. E.O,  
FFDA, Gajapati, Paralakhemundi*

**OFFICE OF THE ASST. DIRECTOR OF FISHERIES-CUM-C.E.O, FFDA,  
GAJAPATI, PARALAKHEMUNDI.**

Letter No334/ RTI Dt 29.032008

To,

The Dy. Collector-Cum-PIO,  
Collectorate, Gajapati.

Sub: Submission of information on Fisheries u/s 4(i) of RTI  
Act'2005.

Ref: Your kind letter No.4533/ RTI dated 26.03.2008.

Sir,

With reference to the subject cited above, I am to submit herewith the information on Fisheries schemes and its achievements for the year 2007-08 and establishment position of this office for favour of your kind information and necessary action.

Encl;As above.

Yours Faithfully,

**Asst. Director of Fisheries-Cum-C.E.O,  
FFDA, Gajapati, Paralakhemundi.**