

## Job Chart of Additional Fisheries Officer(Marine)

- 1) He is the head in the district, so far as Marine Fisheries development programme is concerned
- 2) He holds his separate office assisted by technical officers in the rank of Asst. Fisheries Officers/SFTAs/JFTAs/Sagarmitras and other technical staff posted in the Fishing bases. He supervises the marine fishing activities in the fishing bases under his control. Particularly, supervisory and investigation of fishing grounds to evolve suitable fishing gears and crafts.
- 3) He supervises, repair of fishing petrol boats, maintenance of it's engine and accessories.
- 4) He is the drawing and disbursing officer for drawal of salaries of all his staff.
- 5) He takes up survey of fishermen village (coastal) marine fishermen population, fishing gear and craft and fish landing at different landing centres, compile the statistics.
- 6) He registers and renews the fishing boats both mechanized and non mechanized and collects registration fees upon issue/renewal of license.
- 7) He makes life/accident insurance policies for marine fishermen and monitors the insurance schemes.
- 8) He takes up identification of Marine fishermen and prepares feasibility reports and helps to arrange bank loan under marine fisheries developmental programmes for supply of fishing gears and craft for traditional marine fishermen living in the coastal areas and operating traditional craft and gears. The important programmes are Assistance to traditional fishermen, marine related components under MMKY etc.
- 9) He initiates in organizing Marine Cooperative Societies and helps to register these societies, arrange bank loan for acquisition of boat and nets.
- 10) He imparts training on Marine fishing training centres
- 11) He supervises fish marketing and is responsible for the physical and financial achievements of target fixed for each fishing base under his control
- 12) He takes active part in the natural calamities like, cyclone and flood and assists the District Authorities in providing fishing boats and staff for rescue operations
- 13) He assists the District authorities for successful implementation of marine fisheries development programme

- 14) He attends all the developmental meetings like DCC and other meetings
- 15) He attends the Higher Authorities or their visit to the District.
- 16) He participates in exhibition, fairs, and workshop seminars for promotion of marine fisheries development in the district.
- 17) As head of the Marine district, he is primarily responsible for successful implementation of the Marine fisheries developmental programmes.
- 18) He will monitor and supervise implementation of flagship schemes like MMKY, MKUY, PMMSY, use of transponders/DAT, mobile apps, conservation and OMFRA activities etc.
- 19) He will also look after implementation of various marine related schemes and periodically review achievement of officers/other staff/Sagarmitras under his control both offline and in Web portals like Go SUGAM, DSS, FARMS and take corrective measures as and when necessary for smooth execution of various schemes and programmes.
- 20) He will look after functioning of fishing harbours/Fish landing centres (FLCs)/ensure recording of parking of boats and their crew members.
- 21) He will also work in close coordination with marine police/Coast guard and other security agencies and will cooperate in maintaining internal security of the State and country through joint exercises like SAGAR KAVACH and SEA VIGIL.
- 22) He will perform any other work as entrusted by the higher Authorities as and when necessary.

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## **1. JOB CHART OF ADDITIONAL FISHERIES OFFICER ATTACHED TO DISTRICT FISHERIES OFFICER**

In major districts Additional Fisheries Officer have been attached to assist the District Fisheries Officer in the Offices as well as in the field. The duties and functions of the Additional Fisheries Officer are as below.

- 1) All file relating to technical matters is to pass through the Additional Fisheries Officer to District Fisheries Officer is to study each aspect of the programme and give his suggestion and recommendations.
- 2) The reports and returns submitted by the Assistant Fisheries Officers and from farm-in-charges are to be scrutinized, compiled at his level and to be placed before the District Officer.
- 3) The Additional Fisheries Officer is to maintain registers for each developmental programmes, block wise and to assess the progress and assessment.
- 4) The Additional Fisheries Officer is to assist in compilation of Block Inspection reports and point out difficulties, shortfall, from time to time.
- 5) The Additional Fisheries Officer is to attend the monthly meeting of the Assistant Fisheries Officers and prepare proceedings for circulation.
- 6) The Additional Fisheries Officer is to assist the District Officers in preparation of technical programmes for each fish seed farm at the district for induced breeding, fish seed production and distribution programmes.
- 7) The Additional Fisheries Officer is to assist the District Officer, in the supervision of fish seed farms from time to time during the seasons for achieving the target.
- 8) The Additional Fisheries Officer in absence of District Officer is to monitor the fry distribution programmes.
- 9) The Additional Fisheries Officer is to assist the District Officer in procurement purchase of equipments and inputs and their distribution to fish seed farm in-charge.
- 10) The Additional Fisheries Officer is to take up Block Inspection and 15 days tour in a month with proportionate night halts in Block head quarter.
- 11) The Additional Fisheries Officer is to assist the District Officers in the cooperative matter.
- 12) The Additional Fisheries Officer is to take up field visits of other rural development programmes such as I.T.D.A., R.L.T.A.P; S.T.E.P. etc, and assist the District Officers for their successful implementation.
- 13) The Additional Fisheries Officer is to assist the District Officer in day to day routined work in the district office.
- 14) The Additional Fisheries Officer is to assist the District Officers in evaluation studies.
- 15) The Additional Fisheries Officer is to compile the Technical survey of ponds/tanks private, public and Govt. own ponds, Reservoirs, M.I.P.S fishermen village, fishermen population, fishing gears, crafts, rivers, estuaries. He should impart technical guidance in all respect to AFOs and beneficiaries under different schemes.

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- 16) The Additional Fisheries Officer is to prepare reports on resource utilization and evaluation.
  - 17) The Additional Fisheries Officer is to assist in collection of block wise fish catch statistics (database programme), compilation of the total fish production in the district.
  - 18) The Additional Fisheries Officer is to assist the District Fisheries Officer in monitoring the loan based programmes for supply of boats, nets to fishermen and keep contact with financial banks for sanction of loan.
  - 19) The Additional Fisheries Officer is to assist the District Officer in successful implementation of all fisheries programme.
  - 20) He should take prompt action regarding demand and supply of fish seed to the Blocks.
  - 21) He should take special attempt for development of more areas for pisciculture and find out new resources under their jurisdiction such as unused Departmental tanks, Private tanks, Dead rivers, large water areas including reservoirs and M.I.Ps.
  - 22) Supervision of extension work will also include more liason with the public and beneficiaries in the blocks in Fisheries activities. They will also initiate field publicity programme including audio visual shows in important gatherings occasions.
  - 23) They should meticulously study the Cooperative bodies so far formed in blocks including initiations of new and successful Co-operative bodies under different schemes and programmes.
  - 24) They should study main lacuna as regards the execution of different programmes and schemes and initiate steps for remedial measures at different levels and authorities.
  - 25) During supervision of work of Assistant Fisheries Officers they should see that different records are properly maintained by which ready information regarding the over all activities and achievements of the blocks can be available . They should also see that reports and returns are submitted by Assistant Fisheries Officers timely .
  - 26) They should check the tour programme and tour diaries of the Assistant Fisheries Officers.
  - 27) They should keep close liaison with bank authorities in Block and look in to the reasons for short fall of targets as regards sanction of loan to the beneficiaries under different programme.
  - 28) They should review the case studies of success as well as failures in implementing the bank fisheries programme and give necessary suggestion and technical guidance for improvements.

## **2. JOB CHART OF ADDITIONAL FISHERIES OFFICER ATTACHED TO ZONAL DEPUTY DIRECTOR OF FISHERIES**

Considering the work load of the Deputy Director of fisheries in charge of Zones,(Inland),one Additional Fisheries officer is attached to assist the Dy. Director fisheries in the office as well as in the field activities.

- 1) All files relating to technical matters is to pass through the Additional Fisheries officer to Dy. Director. The Additional Fisheries Officer is to study the problems of each programs of each programmes and recommend his views.
- 2) All reports and returns of various programmes submitted by the District Officers are to be scrutinized by the Additional Fisheries Officer and reports compiled in consolidated forms.
- 3) The Additional Fisheries officer is to maintain registers for each programme district wise for proper monitoring, and bring the achievements shortfall to the notice of the Deputy Director.
- 4) The Additional Fisheries officer is to compile the Block Inspection reports for follow up action.
- 5) The Additional Fisheries officer is to attend monthly meeting of the Extension Officers, D.C.C.meeting, D.D.C and other meetings relating to Development programme in absence of the Dy. Director.
- 6) The Additional Fisheries Officer isto assist the Zonal Deputy Director in monitoring Induced breeding and fish seed production and distribution programme.
- 7) The Additional Fisheries officer is to assist the Zonal Deputy Director in supervision of fish seed farm management.He is to scrutinize the technical programme submitted by Dist. Fisheries officer before approval of Deputy Director of fisheries.He is to supervise the seed production of hatcheries I.B.C./Farms as per instruction of Deputy Director of Fisheries.
- 8) The Additional Fisheries Officer attachedto Zonal Deputy Director is to assist him in all Cooperative matters, such as organization registration and inspection etc.
- 9) The Additional Fisheries Officer is to assist the Zonal Deputy Director regarding evaluation of losses due to natural calamities and to keep close liasion with the Assistant Fisheries Officers to get timely reports on losses etc.
- 10) In absence of Deputy Director,the Additional Fisheries Officers attached to his office is look after to all day to day routine work.