

JOB CHART OF ZONAL DEPUTY DIRECTOR

The duties and functions of the Zonal Deputy Director of Fisheries will be as follows:

The Zonal Deputy Director holds his own separate office and is head of office for his own office assisted by one Junior Level Technical Officer in the rank of Additional Fisheries Officer/Assistant Fisheries Officer. Besides, there are other Ministerial staff to perform the Drawing Disbursing function and supervision of Sub-ordinate Offices of his zone.

- 1) The Zonal Deputy Director is provided with Cooperative staffs in the rank of Sub Assistant Registrar and Inspector of Cooperative Society to deal and supervise the fisheries Cooperative matters of his zone.
- 2) The Zonal Deputy Director of Fisheries is also provided with Engineering staff in the rank of Assistant Engineer, Junior Engineers and Work Sarkar to deal with the Civil Engineering works such as, preparation of plan and estimate, coordinator and supervision while executing the engineering works such as earth work in fish farms, civil works like, construction of sluices inlets and outlets, hatcheries components of the farm and the buildings and other civil works both in the farm and also in the Office of his Zone.
- 3) He is the Drawing and Disbursing Officer for his office, for which separate budget allotment is given to him and to act as Head of Office.
- 4) He, being a technical Officer trained in fisheries science is required to supervise all the fisheries activities of his zone and undertake intensive tours to Government fish farms, fish seed centres for timely preparation of the farms for the quality fish seed production in the districts under his zone.
- 5) He is to supervise the Induced Breeding programme in the major fish farms of the districts of his zone and see that the target given for his zone is achieved.
- 6) He is also required to act as a Liaison Officer between the District Officers of his zone for distribution of spawn between surplus and deficit districts.
- 7) He is also required to make necessary arrangements and monitor the fish seed distribution from the fish farms of the districts under his control through Assistant Fisheries Officers.

- 8) He is also required to act as a Liaison Officer between the O.P.D.C. hatcheries for fish seed distribution to the fish farmer in the rural areas and blocks under his zone through Assistant Fisheries Officers.
- 9) He should take up regular inspection and review of the fisheries programmes of the blocks and working Fisheries Officers in the block for fisheries development.
- 10) He should attend the Monthly Review Meeting of Assistant Fisheries Officers in the 1st week of every month in rotation.
- 11) Being the Deputy Registrar of Co-operative Societies in respect of fisheries and being assisted by the Co-operative staff as mentioned in earlier paragraph he is required to decide disputes of the Societies and hold his court for giving judgments on legal matters, supervision and inspection of the societies as detailed below
- 12) He should review and oversee implementation of flagship Government schemes Mukhyamantri Maschyajibi Kalyan Yojana (MMKY)/Mukhayamantri Krushi Udyog Yojana(MKUY)/Pradhanmantri Matsya Sampada Yojana(PMMSY) and any other Government sponsored schemes.
- 13) He will also look after implementation various schemes and periodically review achievement of officers 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.

Supervision:

- i) Supervision of Primary and Central Fishermen Co-operative Societies (working, moribund and liquidated)
- ii) Supervision of collections of Government loan and Bank dues
- iii) Review work of District Fisheries Officers, Additional Fisheries Officers, Inspector of Co-operative Society and other Co-operative field staffs in regard to Co-operative matter
- iv) Attend the monthly review meetings in the office of the District Fisheries Officers/ Additional Fisheries Officers and Blocks and review the Co-operative matters.

Inspection:

- (i) Inspection of different Fishery Co-operative Societies.
- (ii) Inspection of Officers of District Fishery Officers and Additional Fisheries Officers in regard to Cooperative matter.
- (iii) Inspection and supervision of the work of the Assistant Fisheries Officers in blocks in respect of Cooperative matters.

Legal:

- (i) Hearing of disputes and Appeal cases as per the delegations of powers in respect of Co-operative matters
- (ii) Supervision of execution proceedings in the field offices.
- (iii) Conduct of statutory enquiries in respect of P.F.C.S. under relevant provisions of O.C.S. Acts and peruse-follow-up actions
- (iv) Initiate surcharge proceedings and review of defalcation cases of the fishery Co-operative Societies.
- (v) Exercising all the powers of Deputy Registrar of Cooperative Society as per delegations of the powers under O.C.S Act and Rules.

Audit

- (i) Supervision of Audit works.

Miscellaneous:-

- i Review of tour diaries of the Co-operative field officers and District Fisheries Officers and Assistant Directors of Fisheries in respect of their activities in regard to Co-operative matters.
- ii He should undertake tours for the minimum of 15 days in a month to all districts in rotation, at least 2 districts in a month to review the progress of various fisheries programmes like MMKY, MKUY, PMMSY, Integrated Farming System(IFS), Rainfed Area Development(RAD) etc. and other loan based fisheries programmes.
- iii He should take up sample studies in the field on various programmes and should conduct survey of higher project like, reservoir lakes and estuarine fisheries under his jurisdiction.

- iv He should attend D.C.C., and other special meetings and the Zonal meetings and keep a close Liaison with the district administration and Zonal administration in connection with fisheries development.
- v With the help of the subordinate officers under his control, he should organize publicity in rural areas and participate in Seminar, workshop, Exhibition and Fairs for popularizing Pisciculture in rural areas and look into the field extension matters as detailed below.
- vi Publicity in zone will be dealt directly by Zonal Deputy Director of Fisheries. He will conduct fishery film shows and propaganda by deploying publicity units in the rural areas of the District under his control. He will frame chart in consultation with all district level officers in order to achieve the target.
- vii He will organize exhibitions in the districts under his control with the publicity unit.
- viii He will organize seminars/group discussions/awareness-cum-farmers meet/symposium according plan-and programmes.
- ix He will perform any other work as entrusted by the higher Authorities as and when necessary.