

DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF FISHERIES, HIMACHAL PRADESH

1. DIRECTOR-CUM-WARDEN OF FISHERIES.

1. Director-cum-Warden of Fisheries being administrative and professional head of the Fisheries Department in the State is responsible for the efficient working of his department, shall exercise all administrative and financial powers as adjoined upon the heads of the department in the Himachal Pradesh Government.
2. He shall formulate various schemes for Development and Management of Inland Fisheries, Reservoir Fisheries and Cold Water Aquaculture in the State.
3. He shall submit budget and re-appropriation proposals in consolidated form to the Govt. for the whole department for consideration & approval.
4. All reports & returns to the Govt., monthly, quarterly, yearly as required by the Govt. from time to time in respect of the department shall be submitted by him or under his authority by any officer to whom he shall delegate the powers on this behalf.
5. He shall hold monthly/ quarterly review meetings with the controlling officers of the Department for the proper implementation of schemes.
6. He shall allocate budget and targets to subordinate offices.
7. He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.
8. He shall act as first Appellate Authority of Fisheries Department under RTI Act, 2005.

2. DEPUTY DIRECTOR OF FISHERIES (HQRS):

1. The Deputy Director of Fisheries (Hqrs.) shall assist the Director-cum-Warden of Fisheries in the performance of his duties and responsibilities.
2. He shall be responsible for getting finalized all establishment matters.
3. He shall act as Drawing & Disbursing Officer in respect of own office & staff working under him.
4. He will act as Public Information Officer (PIO) in respect of Directorate of Fisheries, Bilaspur under Right to Information Act, 2005.
5. He shall be required to inspect the offices of Asstt. Director of Fisheries in the State & institutions under them and after inspection will record inspection notes.
6. Any other job assigned by the Head of Department.

3. DY. DIRECTOR OF FISHERIES, PATLIKUHL (KULLU):

1. The Deputy Director of Fisheries, Patlikuhl, Distt. Kullu shall be the head of the Indo-Norway Trout Farming Project, Patlikuhl (Kullu).
2. He shall be responsible for the fisheries activities of entire Kullu district including Trout Fish Hatchery at Batahar, Kullu & Trout Fish Farm, Hamni (Kullu).
3. He shall act as D.D.O. in respect of own office & staff working under him.
4. He shall be the Technical/ Administrative head of area under his jurisdiction and on the work of staff under his control.
5. Any other job assigned by the Head of Department.
6. He shall conduct inspection of field office under his control at least once in a year & furnish tour note to this effect.

4. ASSISTANT ENGINEER (CIVIL):

1. He will be responsible for maintaining departmental buildings in proper state.
2. He will be responsible for preparing necessary layouts and estimates for repairs and minor works.

3. He will be responsible for Technical Scrutiny of estimates prepared by other agencies for carrying out Minor and Major construction works in respect of departmental buildings.
4. He will be responsible for the upkeep of Directorate Building.
5. He will be responsible for maintenance of records pertaining to repair/construction works.
6. He will be responsible for making liason between department and agencies like HIMUDA,PWD,for speedy completion of departmental works.
7. Settling audit paras pertaining to various construction works.
8. Any other duty assigned by Director(Fisheries).

5. ASSISTANT DIRECTOR OF FISHERIES:

1. The Assistant Director of Fisheries of respective divisions will be the nodal officers who will be accountable for the entire departmental activities in their jurisdiction.
2. They shall have the Technical/ Administrative control of area under their jurisdiction and on the work of staff under their control.
3. They will execute the plans & schemes earmarked by the Director of Fisheries.
4. Budget control of various Fisheries schemes under him.
5. They shall act as D.D.O. in respect of own office & staff working under them.
6. They will attend the departmental review meetings & District level meetings held in the respective districts/ jurisdiction where their presence is needed.
7. They will assess impact of Hydel Power Projects envisaged in their areas and furnish the survey report.
8. They will provide quality fish seed supplies & technical assistance to the fish farmers.
9. They will ensure implementation of the HP Fisheries Act 1976 and Rules 1979.
10. They will Issue license to the fishermen.
11. They shall conduct inspection of field office under their control at least once in a year & furnish tour note to this effect.

6. SENIOR FISHERIES OFFICER:

1. The Senior Fisheries Officer will look after breeding, feeding, brood stock management in farms under their control.
2. They will distribute fish seed to the fish farmers on demand against payment.
3. They will process various schemes under component plan.
4. They will process FFDA's cases and subsidy cases of fish farmers.
5. They will assist the Asstt. Director of Fisheries in the implementation of various schemes and plans.
6. They will issue licenses for fishing by the fishermen in the rivers under his jurisdiction.
7. They will compound illegal fishing cases.
8. They will impart training and technical assistance to the fish farmers.

7. FISHERIES OFFICER:

1. The Fisheries Officer shall look after breeding, feeding, brood stock management at farms under their control.
2. They shall distribute fish seed to the fish farmers on demand against payment.
3. They shall be responsible for the management & development of inland fisheries, reservoir fisheries and cold water aquaculture.
4. They shall process FFDA's & subsidy cases of fish farmers.
5. They shall assist the Asstt. Director of Fisheries in the implementation of various schemes and plans.
6. They shall issue licenses for fishing by the fishermen in the rivers under their jurisdiction.

7. They will compound illegal fishing cases.
8. They will impart training & technical assistance to the fish farmers.
9. They shall be fish landing centre Incharges when posted at landing centre.
10. They shall be responsible for the proper implementation of H.P.Fisheries Act, 1976 & Rules in the waters under their jurisdiction.

8 JUNIOR ENGINEER (CIVIL).

1. He will prepare estimates for departmental construction works.
2. He will prepare estimates of ponds under 20-point programme and other departmental subsidy schemes.
3. He will work under the supervision of Assistant Engineer (Civil).
4. Any other duty assigned by the Director (Fisheries).

9. SUB INSPECTOR FISHERIES:

1. They shall record fish landings at their respective landing centers.
2. They shall implement Fisheries Act and Rules in water under their jurisdiction.
3. They shall assist Fisheries Officers/ Sr. Fisheries Officer in the Management of Fish farms/ hatcheries and extension activities.

10. FARM ASSISTANT:

1. Farm Assistant will be the Incharge of live stock at fish farm
2. They shall undertake artificial breeding operations of fish and later feeding of juveniles & breeding of fish.
3. They shall help in packing of fish seed etc.
4. They shall supervise the work of Fishermen/ Field Assistants posted at farms.

11. SUPERINTENDENT GRADE-I:

1. He shall supervise all the works relating to administrative section.
2. He shall depute all Class-III & IV on duties including Driver and checking up their day-to-day functions.
3. He shall ensure all the dealing hands and diarist for maintaining all required registers and keep the same updated.
4. He shall keep careful watch on the movement of dak and files between section and higher authorities.
5. He shall ensure timely submission of time bound cases/ court cases.
6. He shall ensure that all manuals, rules instructions, guard file and precedent registers of the sections are kept upto date.
7. To prepare papers and compile data for meetings and ensure timely submission.
8. To maintain liaison between the staff and the Branch Officer or Middle-level officer in various matters, train and guide the staff posted in the section and to point out their shortcomings and deficiencies, if any, for remedial action; keep himself well acquainted with the moral, conduct and discipline of the staff and also to ensure that the staff comply with government instructions issued from time to time.

The above duties are of illustrative nature and the Superintendent Grade-I can be assigned any other duty commensurate with his status and exigencies of public service.

12. SUPERINTENDENT GRADE-II:

1. Superintendent Grade-II of the department shall initiate and supervise the works relating to the concerned branch (es). They shall ensure the timely pursuance of pending matters.

2. They shall ensure timely submission of time bound/ court cases.
3. They shall ensure that all manuals, rules instructions, guard file and precedent registers of the section are kept upto date.
4. The Superintendent Grade-II working in the Directorate, Zonal and District Offices normally supervise the work of a section or call independently and submit cases directly to the Branch Officers/Middle level officers and as such their duties, responsibilities and functions are the same as indicated for Superintendent Grade-I, excepting that they can not dispose off any matter at higher level and all communications to be sent out, are to issue under the signature of Branch Officer/Middle-Level Officer.

13. SENIOR ASSISTANT:

1. The Senior Assistant shall be responsible for opening and maintenance of files referencing, deal the cases including noting and drafting recording of files, maintenance and updating of various types of data and maintenance of various registers of their respective branch.
2. They shall be responsible for dealing in establishment matters including recruitment and promotion rules, maintenance of service book, service record preparation of leave account, pension papers, disciplinary matters and personal files etc.
3. They shall be responsible for fixation of pay of all categories, including technical staff, posting, transfer, finalization of seniority and cases of ACP, Court cases and other miscellaneous matters.
4. They shall do typing whenever necessary.
5. Assisting in planning and monitoring of developmental social welfare schemes.
6. Preparation of all types of bills, handling of cash, maintenance of cash books, and Audit paras, economy in expenditure.
7. Preparation of Budget, appropriation, supplementary demands, dealing with Public Account Committee and Estimates Committee.

14. JR. ASSISTANT/ CLERK:

1. They shall do all typing work assigned to them.
2. They will assist the Sr. Assistant in preparing information/ report and maintenance of record registers.
3. Other duties assigned by the officer Incharge.

15. PERSONAL ASSISTANT;

1. The Personal Assistant shall maintain the day-to-day meeting index of the Director-cum-Warden of Fisheries.
2. He will attend the telephone calls of the Director.
3. Dictation given by the Director.
4. Other duties assigned by the officer Incharge.

16. SENIOR SCALE STENOGRAPHER/ STENO TYPIST:

1. Dictation and typing work given by the officer.
2. Other typing work of the department.
3. Other duties assigned by the officer Incharge.

17. STATISTICAL ASSISTANT:

1. The Statistical Assistant shall be responsible for all the work relating to Statistical Branch.
2. He shall compile all the fisheries concerned reports received from field offices.
3. He shall prepare the Annual Administrative report of the Department.

4. Any other work assigned by the officers.

18. SECTION OFFICER (F&A):

1. The Section Officer (F&A) shall supervise the Account, Budget work.
2. He shall check & give advice in all the service matters of staff and financial matters.
3. He shall conduct the internal audit in the departmental offices & submit audit report to the Director-cum-Warden of Fisheries, Himachal Pradesh.
4. Any other work assigned by the Director of Fisheries.

19. DRIVER:

1. The Drivers will drive the departmental vehicle.
2. They shall be responsible for the proper upkeep/ maintenance of vehicles.

20. MOTOR BOAT DRIVER:

1. The Motor Boat Driver shall drive the departmental motor boats.
2. They shall be responsible for upkeep/ maintenance of motor boats.

21. MECHANIC (AUTO):

1. The Mechanic (Auto) shall be responsible for repair & maintenance of departmental motor vehicles.
2. He shall check the vehicles periodically & get them repaired personally or through authorized service centres.

22. FEED MILL MECHANIC:

1. He shall be responsible for the operation of departmental feed mill, meant for manufacture of feed for trout fish.
2. He shall be responsible for the minor repair & maintenance of mill.

23. PUMP OPERATOR:

1. He shall be responsible for the operation of water pumps to maintain water supply to the farm and feed mill.
2. He shall help the mechanic in operation of farm machinery.

24. FIELD ASSISTANTS/ FISHERMEN:

1. The Fisheries Field Asstt. / Fishermen shall perform the duties of conservation of riverine and reservoir fisheries.
2. They shall check illegal fishing and illegal sale of fish.
3. They shall be the extension workers of department for aquaculture schemes.
4. They will be responsible for maintenance of Fish Farms, water supplies, feeding practices, sale of fish, cleaning of tanks/ raceways ponds and allied works.
5. Any other work assigned by the Officer Incharge.

25. PEON:

1. The Peon shall handle files between different branches of the offices.
2. They shall deliver local official letter to other offices.

3. They shall perform other duties assigned by the Officer Incharge.

26. CHOWKIDAR:

1. The Chowkidar of the department shall look after the office premises/ fish farms in night hours.
2. They shall look after the water supply etc. during night hours.

27. CHOWKIDAR-CUM-SWEEPER:

1. He shall look after the office premises in night hours.
2. He shall be responsible for cleaning of office premises in morning.

28. SWEEPER:

1. The Sweeper shall be responsible for the cleaning of the office premises.
2. Any other work given by the Officer Incharge.