

Training Manual



**Department of Fisheries,
Himachal Pradesh,
Bilaspur- 174 001**

TRAINING MANUAL



**Department of Fisheries,
Himachal Pradesh**

**DEPARTMENT OF FISHERIES
TABLE OF CONTENTS**

CHAPTER	SUBJECT	PAGE
CHAPTER-I INTRODUCTION AND OBJECTIVES		
1.1	Introduction	1-2
1.2	Vision, Mission, Objectives and Functions of Fisheries Department	2-3
1.3	Principles of Training Programmes	3-4
1.4	Training Need Assessment	4-5
CHAPTER-II TRAINING POLICY		
2.1	Main features of training policy	6
2.1.1	Training for all	6-8
2.1.2	Training coverage	8-9
2.1.3	Training plan	10
2.1.4	Training Manager	10
2.1.5	Employees trained during the year 2009- 10, 2010-11 & 2011-12.	10-15
2.1.6	Training Methodology	16
2.1.7	Availability of Funds (Training Budget)	16
2.1.8	Training Review Committees	16-17
CHAPTER-III FUNCTION AND RESPONSIBILITY OF THE DEPARTMENT		
3.1	Function, Objective and Responsibility of the Department	18
CHAPTER-IV ORGANISATION SET UP OF THE DEPARTMENT		
4.1	The Secretariat	19
4.2	The Directorate	20
4.3	The District level and other field offices	20
4.4	The organizational chart of the Department Fisheries	21
CHAPTER-V DUTIES AND RESPONSIBILITIES OF KEY/FUNCTIONAL POSTS		
5.1	Technical Staff	22-26
5.2	Non-Technical Staff	26-28
CHAPTER-VI TRAINING NEEDS OF THE DEPARTMENT		
6.1	Introduction	29
6.2	Training needs of Technical Staff	30-31
6.3	Training needs of Non-Technical/ Ministerial Staff	31-32
CHAPTER-VII DEPARTMENTAL SCHEMES AND PROGRAMMES		
7.1	Introduction	33
7.2	State plan scheme	33

7.2.1	Management & Development of Reservoir Fisheries	33-34
7.2.2	Management & Development of Riverine Fisheries	34
7.2.3	Fish Seed Production	35
7.2.4	Commercial Farming of Salmonids	35
7.3	Centrally Sponsored Schemes	36
7.3.1	Development of Aquaculture (FFDA)	36
7.3.2	Additional Central Assistance Scheme Rastriya Krishi Vikas Yojna (RKVY)	36-37

CHAPTER VIII TRAINING PLAN

8.1	Introduction	38
8.2	Approval of Training Plan	38
8.3	Orientation cum induction training plan	39-40
8.4	Training Plan for the Technical Officers.	41
8.5	Training of Non-Technical & Ministerial Staff.	41-42
8.6	Training Plan for Class-IV	42
8.7	Training within & outside State.	42
8.8	No. of Trainings to be attended at different levels.	42
8.9	Cost estimate of Annual Training Plan.	43

CHAPTER –IX TRAINING MODULES

9.1	Training module for training of newly recruited Technical Staff	44
9.2	Training module for training of newly recruited Non-Technical Staff	44-45
9.3	Training module of sponsored training Programme for Technical and Ministerial Staff organized by HIPA	45
9.4	Training Modules of sponsored training programme for Technical and Ministerial Staff organized by HIPA	46
9.5	Module for training cum Exposure visits of the Technical officer Outside the State.	46
9.6	Assessment of Trainees and Training Modules	46-47

CHAPTER-X TRAINING INSTITUTES

10.1	Training institutes for training within state for Optional Trainings	48
10.1.1	Training of Non-Technical or Ministerial Staff.	48
10.1.2	Training of Technical Staff.	48
10.2	Training Institutes for training of Technical Officers outside the State	48-49

CHAPTER-XI TRAINING OF FARMERS

11.1	Introduction	50
11.2	Main objective of the scheme	50
11.3	Venue, Duration and number of camps	51
11.4	Trainers for farmer training camps	51
11.5	Feed-back from the Farmers & the Trainers	51

CHAPTER-1

INTRODUCTION AND OBJECTIVES

1.1 Introduction

Human resource management is one of the important component for making an organization effective and responsive to the public needs. It comprises of activities, programmes and functions to maximize employee's motivation and effectiveness which can be achieved by imparting regular Trainings and Exposure visits. Training facilities and optimum utilization of human resources enable the employees to achieve the organizational goals. Training helps in the development of behavioural skills and personal growth of employees by expanding their horizon.

The Fisheries Development in Himachal Pradesh during the last three decades has created demand for skilled manpower for carrying out fisheries operations. Implementation of suitable human resource development programmes for skill improvement is the need of Fisheries Industry. Training is an important tool for the transfer of skill. The importance of training is realized more in avocation like fisheries where specialized practices such as fish seed raising, fish farming, fish feed production, post harvest techniques, fish pathology, management & development of fisheries in open waters etc. can be effectively learnt only through regular trainings. It is important that skill and knowledge is updated periodically and officials are well acquainted with dynamic working environment. The Government machinery has to be continuously attuned to

the changing needs for which training has to play a crucial role. The Officers / officials of Fisheries Department shall be re-skilled on their redeployment to their new assignments and special refresher courses of short duration for in-service candidates shall be organized once in every two years.

1.2 Vision, Mission, Objectives and Functions of Fisheries Department.

1.2.1 Vision

- Sustainable development of Fisheries in the State for nutritional security and self-employment to the unemployed.

1.2.2 Mission

- Conserve Fishery wealth through judicious exploitation of Fisheries resources.
- Sustain fish production and create opportunities for self employment.

1.2.3 Objectives

- To sustain fish production in the state by judicious management of all the culturable water resources;
- To develop reservoir fishery of the state with an aim to increase per hectare production from the open impoundments;
- To undertake massive breeding programmes of Indigenous and exotic Carps, Mahseer, Trout and other sub-temperate species for augmenting the stocking programme in reservoirs, rivers, streams and tributaries;

- To protect and conserve reservoir and lacustrine fisheries resources of the State;
- To promote game fishery in the State with particular emphasis on promotion of Fisheries Tourism;
- To promote commercial farming of rainbow Trout in the high altitude areas;
- To promote aquaculture in the State by providing technical and financial assistance to the Fishermen and rural youths;
- To generate employment opportunities in the fishery sector and ameliorating the condition of fisher-folk of the State;

1.2.4 Functions

- The Department is responsible for implementing HP Fisheries Act 1976 and HP Fisheries Rules 1979;
- Formulation of policies and Programmes;
- Formulate and implement Fisheries welfare Schemes;
- Production of Fish Seed of culturable Fish species;
- Regulation of export and import of Fish;
- Prevention and protection of Fish from disease through healthcare measures;
- Promotion of Fish Farming activities in the State;

1.3 Principles of Training Programmes.

The basic principle of Training Policy is to train every Govt. employee for knowledge & skill upgradation at the time of induction/ promotion and least once in five years period. The Fisheries Department HP periodically organize induction training & refresher training programmes where ever needed for efficient delivery of Fisheries Aid to the live stock owners in the diversified activities of the department.

1.4 Training Need Assessment.

1.4.1 Introduction

Why Assess Training Needs?

The accurate identification of Training of an organization is crucial to its success & development. Tremendous amount of resources are likely to be wasted when training needs are not carefully assessed. First the solution to the problem may be lying elsewhere. Second if the training is the right solution, it is necessary to identify what kind of training is to be given and training need assessment may also serve as an important tool.

- a) To review the current & likely future operations of the employees and establishing authority by involving them in the process;
- b) To establish priorities for action;
- c) To plan effective deployment of limited recourses i.e. ensure cost effectiveness & value of money and;

- d) To provide basis for integrating training into the organization by getting the involvement & commitment of line management.

1.4.2 What is a Training Need ?

A training need is the gap which exists between the required and actual existing standards of performance of an organization in the achievement of goals or objectives, and in the performance of an individual in a task which can be bridged by training.

The definition illustrates that training needs can be identified at different levels and may range from the departmental level to the needs of an individual. Further the Training Needs can be classified into present training needs & future (Developmental) Training Needs. The selection of a particular method or group of methods will be determined by the level at which needs to be identified.

CHAPTER-1I

TRAINING POLICY

2.1 Main features of Training Policy

As per Himachal Pradesh training policy, 2009 of the state Government every personnel from class-I to class-IV is required to undergo training for his skill development at the time of induction and at least once in five years or before promotion besides refresher course once in every two years. The training policy has following important features.

2.1.1 Training for All

The objective of the policy is to provide training to all Govt servants at regular intervals during their career. Department of Fisheries has the mandate to educate and provide advisory services to the farming community for the development of fishery industry in the state. Technical works of the department are carried out by the Technical officers and supported by non technical ministerial staff. Hence training shall be provided to all technical and non –technical staff of Fisheries department irrespective of their grade or level in the department. For the purpose of appropriate training needs, there is a total sanctioned strength of 385 number of various categories of posts in Department of Fisheries. Out of which 296 are in position, the strength of technical posts is 226 and non–technical staff is 70, which include Class-I, Class-II, Class-III, Class-IV level posts. The detail is given below.

Category wise staff strength in Department of Fisheries.

➤ Technical Staff :-

There are 226 numbers of technical staff in the Department belonging to various cadres as under:-

Sr. No.	Category/designation of employees	Strength
1.	Director-cum-Warden of Fisheries	1
2	Deputy Director of Fisheries	2
3	Assistant. Director of Fisheries	9
4.	Senior Fisheries Officer	7
5.	Fisheries Officer	21
6.	Sub Inspector of Fisheries	8
7.	Farm Asstt.	7
8.	Field Asstt.	120
9.	Fishermen	37
10.	Drivers & other Technicals	14
	Total:-	226

➤ **Non Technical Staff :-**

The strength of non - technical staff is 70 and the various cadres are as under:-

Sr. No.	Category of employees	Designation of different posts	Strength
1.	Senior Level	Superintendent Grade-II, Section Officer (F&A), Personal Assistant (PA), Senior assistant,	13
2.	Middle Level Class-III staff	Sr. Scale Stenographer, Clerks	22
3.	Class IV Staff	Peon & Chowkidars, Sweeper	35
	Total		70

2.1.2 Training Coverage:-

- Training for the lowest class-IV technical staff comprising of fishermen and field Assistants and non-technical staff like peon and chowkidars in the offices.
- Training for class-III, technical staff comprising of Senior Fisheries Officers, Fisheries officers, Sub Inspector of Fisheries and Farm Assistants. Training to class III ministerial staff posted in the Directorate & field offices.
- Training of middle supervisory, technical officers comprising of Assistant Director at the district level. The training shall focus on professional excellence, leadership, deep perception of inter related issues.

- Training of top management level technical officers, like Deputy Director of Fisheries at directorate and field level shall focus on strategic planning, lateral thinking, project management and monitoring.
- All the department employees shall be trained over a period of five years as per the H.P. state training policy, 2009. The detail is given below.

Year wise number of employees to be trained during five year period under the H.P state Training policy, 2009.

S.N	Category	Total strength	Year wise number of employees to be trained.				
			1 st year 2011- 12	2 nd year 2012 - 13	3 rd year 2013 - 14	4 th year 2014 - 15	5 th year 2015 - 16
1.	Director	1	--	--	--	--	1
2	Deputy Director	2	--	--	2	--	--
3	Assistant Director	9	3	2	2	1	1
4	Senior Fisheries officer, Fisheries officers	28	7	5	5	6	5
5	Sub Inspectors and farm Assistants	15	4	4	3	3	1
6	Other technical staff	171	40	32	33	33	33
7	Ministerial Clerical staff	35	7	7	7	7	7
8	Chowkidars and peons	35	7	7	7	7	7
	Total	296	68	57	59	57	55

Note:-

The actual strength of staff shall vary keeping in view retirement of old staff and recruitment of new. The three numbers of top management supervisory officers at the level of Director-cum-Warden of Fisheries and Deputy Directors shall get adequate training at HIPA / ICAR Institutes outside the State.

2.1.3 Training plan:

The detailed features of the training are given in the chapter.

2.1.4 Training Manager:

The Deputy Director of Fisheries, Directorate of Fisheries, Himachal Pradesh, Bilaspur has already been designated as Nodal Officer (Training) to monitor and coordinate the human resource development issues. He will act as “Training Manager” to be responsible for review and monitoring of the Training Plan in the Department.

2.1.5 Employees trained during the year 2009-10 & 2010-11.

The refresher Training Courses organized for the Departmental employees at HIPA and other Institutes outside the state during 2009-10 & 2010-11 is given below:-

Sr. No.	Name/Designation of Officer/Official	of Training Course	Schedule	Training Centre
1	2	3	4	5
1	Sh. V. K. Puri, ADF	Basic Disaster Management Programme	10 th -14 th Aug., 2009	HIPA
2	Sh. Shyam Lal, FO	-do-	-do-	-do-
3	Sh. Ashok Verma, ADF	-do-	1 st -05 th Sept., 2009	-do-
4	Sh. Rajen Sud, ADF	-do-	-do-	-do-
5	Sh. Mahesh Kumar, ADF	8 days HRD training programme at DCFR, Bhimtal	01-07 Sept., 2009	NRC Bhimtal (Uttarakhand)
6	Sh. Pankaj Thakur, FO	-do-	-do-	-do-
7	Sh. Arun Kant, FO	-do-	-do-	-do-
8	Sh. V. K. Puri, ADF	Pen & Cage Culture-nomination	09-18 Nov., 2009	CIFRI Barrackpore,
9	Sh. Hamir Chand, ADF	-do-	-do-	-do-

10	Sh. Rajen Sud, ADF	-do-	-do-	-do-
11	Sh. Jagat Paul Sharma, FO	Documentation of success Stories	4 th -6 th Nov.,2009	Sameti Mashobra
12	Sh. Sunil Mehta, ADF	Preparation and Operationalization of Comprehensive District Agriculture plan (A-DAP)	22-26th March, 2010	Sameti, Mashobra
13	Sh. Sunil Mehta, ADF	Reservoir Fisheries Management	15 th -24 th Sep., 2010	CIFRI Bangalore
14	Sh. V. K. Puri, ADF	-do-	-do-	-do-
15	Sh. Tapesch Chauhan, ADF	Noting & Drafting(GOI)	1 st to 3 rd June, 2010	HIPA
16	Sh. Hamir Chand, ADF	RTI Act-2005	5 th to 6 th Feb., 2010	--do--
17	Sh. Tapesch Chauhan, ADF	--do--	--do--	--do--

Employees trained during the year 2011- 12 (uptill 31st January 2012)

Sr. No.	Name/Designation of Officer/Official	Training Course	Schedule	Training Centre
1	2	3	4	5
1.	Sh. Hamir Chand, ADF	Productivity & Management of Indian reservoir Fisheries	12 – 19 October, 2011	CIFRI Bangalore
2.	Sh. Mahesh Kumar, ADF	-do-	-do-	-do-
3.	Sh. Arun Kant Verma, F.O.	Fish Disease diagnosis and Control	23 – 29 November, 2011	CIFA Bhubneshwar (orissa)
4.	Sh. Rajender Paul, F.O.	-do-	-do-	-do-
5	Sh. Hitesh Koundil, Fisheries Officer	Induction Training for one month	22/3/11 to 25/4/11	ADF, Pong Dam
6	Sh. Rajesh Kumar, Senior Assistant	Developing Roadmap for implementing IT for masses in HP	3/5/11 to 4/5/11	HIPA

7.	Sh. P.C. Patial, ADF	-----do-----	---do---	HIPA
8.	Sh. Sunil Mehta, ADF	G2G & G2C	12/5/2011	DIT Shimla
9.	Sh. Krishan Chand, Sr. Assistant	G2G & G2C	12/5/2011	DIT Shimla
10.	Sh. Rakesh Kumar, FO	G2G & G2C	12/5/2011	DIT Shimla
11.	Sh. Rajesh Kumar, Jr. Asstt.	--do--	12/5/2011	DIT Shimla
12.	Sh. Ravi Kumar, Clerk	--do--	12/5/2011	DIT Shimla
13.	Sh. Hamir Chand, Assistant Director	--do--	06/5/2011	Dy. Director Agriculture Palampur.
14.	Smt. Rani Bala, Sr. Asstt	--do--	--do--	---do--
15.	Sh. Joginder Singh, Clerk	--do--	--do--	--do--
16.	Sh. Piar Singh, Supdt. G-II	Litigation Monitoring Software	24/5/2011	DIT Shimla
17.	Sh. Rajesh Kumar, Sr. Asstt.	--do--	--do--	DIT Shimla
18.	Sh. Rajen Sud, ADF	Orientation Training under extension reforms.	09 to 10/6/11	SAMETI Mashobra.
19.	Sh. Rajen Sud, ADF	G2G under Agrisnet Project.	10/6/2011	Directorate of Animal Husbandry, Shimla.
20.	Smt. Sarla Negi, Jr. Asstt.	--do--	--do--	--do--
21.	Smt. Deepika, Jr. Asstt	--do--	--do--	--do--
22.	Sh. Piar Singh, Supdt. G-II	E-despatch	19/07/2011	H. P. Secretariat Shimla
23.	Sh. Rajesh Kumar, Sr. Assistant	-Do-	-do-	-do-

24	Sh. Krishan Kumar Syal Sr. Assistant	Financial Administration and Office Procedure	25 to 29/07/2011	HIPA
25.	Sh. Rajen Sud ADF	Training Workshop SSDC / State Portal application under training	21/10/2011	Bachat Bhawan, DC Office Shimla
26.	Sh. Dev Sen Negi Sr. Assistant	Training Bulletin Office procedure and Financial Administration	25 to 29/07/2011	HIPA
27.	Smt. Deepika, Jr. Assistant	Training Workshop SSDC / State Portal application under training	21/10/2011	Bachat Bhawan, DC Office Shimla
28.	Smt. Rani Bala Sr. Assistant	Financial Administration and Office Procedure	25 to 29/07/2011	HIPA
29.	Sh. Prakash Chand Peon	Discharge of Watch and Ward duties, care of Government Property, Fire safety and office Procedure	15 to 18/11/2011	Departmental Training Centre Deoli Bilaspur (H.P.)
30.	Smt. Sita Devi Peon	-do-	-do-	-do-
31.	Sh. Raju Ram	-do-	-do-	-do-
32.	Sh. Lal Chand Peon	-do-	-do-	-do-
33.	Sh. Darshan Lal Peon	-do-	-do-	-do-
34.	Sh. Khem Singh Chowkidar	-do-	-do-	-do-
35.	Smt. Phool Maya Peon	-do-	-do-	-do-
36.	Sh. Karam Chand Field Assistant	HP Fisheries Act 16-1976, HP Fisheries Rules 1976, Processing of subsidy cases under FFDA, Departmental welfare schemes & Fish Seed Production, Fish Harvesting.	21 to 26-11-2011	--do--
37.	Sh. Prakash Chand, Field	--do--	--do--	--do--

	Assistant			
38	Sh. Prabhu Lal, Field Assistant	--do--	--do--	--do--
39	Sh. Deep Ram, Field Assistant.	--do--	--do--	--do--
40	Sh. Sher Singh, Field Assistant	--do--	--do--	--do--
41	Sh. Pawan Kumar, Field Assistant	--do--	--do--	--do--
42	Sh. Sheer Chand, Fisherman	--do--	--do--	--do--
43	Sh. Sunder Lal, Field Assistant.	--do--	--do--	--do--
44	Sh. Hari Singh, Field Assistant	--do--	--do--	--do--
45	Sh. Thakur Singh, Field Assistant	--do--	--do--	--do--
46	Sh. Dharm Pal, Field Assistant.	--do--	--do--	--do--
47	Sh. Gopal Singh, Field Assistant.	--do--	--do--	--do--
48	Sh. Bimal Kumar, Fisherman.	--do--	--do--	--do--
49	Sh. Joginder Pal, Field Assistant.	--do--	--do--	--do--
50	Sh. Ganga Ram, Field Assistant	--do--	--do--	--do--
51	Sh. Jeet Singh, Field Assistant	--do--	--do--	--do--
52	Sh. Gurdev Singh, Field Assistant	--do--	--do--	--do--
53	Sh. Pritam Chand, Field Assistant	--do--	--do--	--do--
54	Sh. Chain Singh, Field Assistant.	--do--	--do--	--do--
55	Sh. Suresh Kumar, Fisherman.	--do--	12 to 17-12-	--do--

			2011	
56	Sh. Kahan Singh, Fisherman	--do--	--do--	--do--
57	Sh. Gokul Kumar, Fisherman	--do--	--do--	--do--
58	Sh. Kewal Krishan, Field Assistant.	--do--	--do--	--do--
59	Sh. Ram Gopal, Field Assistant	--do--	--do--	--do--
60	Sh. Shyam Lal, Field Assistant	--do--	--do--	--do--
61	Sh. Ramesh Chand, Field Assistant	--do--	--do--	--do--
62	Sh. Rajkumar, Fisherman	--do--	--do--	--do--
63	Sh. Ami Chand, Field Assistant.	--do--	--do--	--do--
64	Sh. Bihari Lal, Field Assistant.	--do--	--do--	--do--
65	Sh. Balwant Singh, Field Assistant	--do--	--do--	--do--
66	Sh. Vidya Sagar, Field Assistant.	--do--	--do--	--do--
67	Sh. Sanjay Gautam, Field Assistant.	--do--	--do--	--do--
68	Sh. Chaman Lal, Fisherman.	--do--	--do--	--do--
69	Sh. Vijay Singh, Field Assistant	--do--	--do--	--do--
70	Sh. Kshama Dutt, Field Assistant.	--do--	--do--	--do--
71	Sh. Krishan Lal, Fisherman	--do--	--do--	--do--

2.1.6 Training Methodology

All available modern methods of training like lecture, group discussions, project work, audio visual materials, printed materials, case studies, action learning, brain storming etc shall be used for training of departmental employees in the Training Institute.

2.1.7 Availability of Funds (Training Budget):

The Department of Fisheries spends a sum of Rs. 939 lakhs on salary component of different categories of employees. Approximately 1% of the budget available under the salary component is required to be earmarked for training. For the year 2011-12, Rs. 3.53 lakhs has been earmarked for training of employees of Fisheries Department. The expenditure to be incurred on training of various categories of employees shall be debitable from the scheme under which provision of funds has been made in respect of each scheme.

2.1.8 Training Review Committees

The State level empowered committee headed by the Chief Secretary will review Annual action plan for training of employees. The training review committee of the department under the chairmanship of Secretary shall meet once in every quarter, and shall monitor and review the work of training of employees of Fisheries department.

Statement Showing the Staff Position of Fisheries Department (Including Contract)

S.N.	Name of Post	Sanctioned Strength	In position	Vacant
<u>Gazetted Class-I</u>				
1.	Director-cum-Warden of Fisheries	1	1	--
2	Deputy Director Fisheries	2	2	--
3	Assistant Engineer (Civil)	1	--	1
4	Superintendent Grade-I	1	--	1
	Total	5	3	2
<u>Non-Gazetted Class II</u>				
5	Assistant Director of Fisheries	11	9	2
6	Section Officer (SAS)	1	1	--
7	Personal Assistant	1	1	--
8	Superintendent Grade-II	4	4	--
	Total	17	15	2
<u>Non-Gazetted Class-III</u>				
9	Junior Engineer Civil	2	1	1
10	Senior Fisheries Officers	7	7	0
11	Fisheries Officers	31	21	10
12	Senior Assistant	9	9	--
13	Statistical Assistant	2	--	2
14	Senior Scale Stenographer	1	1	--
15	Sub-Inspector-Fisheries	15	8	7
16	Steno-typist	1	--	1
17	Junior Assistant/Clerk	39	21	18
18	Farm Assistant	7	7	0
19	Driver	9	8	1
20	Motor Boat Driver	4	3	1
21	Mechanic (Auto)	1	1	--
22	Sale Man-cum-clerk	1	--	1
23	Feed Mill Mechanic	1	1	--
24	Pump Operator (Helper)	1	1	--
	Total	131	89	42
<u>Non-Gazetted Class-IV</u>				
25	Fisheries Field Assistant	143	117	26
26	Fishermen	48	37	11
27	Fieldman	3	--	3
28	Cleaner	1	--	1
29	Peon	22	22	--
30	Chowkidar	13	12	1
31	Chowkidar-cum-Sweeper	1	1	--
32	Sweeper	1	--	1
	Total	232	189	43
	Grand Total	385	296	89

CHAPTER – III

FUNCTION AND RESPONSIBILITY OF THE DEPARTMENT

3.1 Function, Objective and Responsibility of the Department

- To increase fish Production in the State by judicious management of all the cultivable water resources;
- Management and Development of Reservoir fishery in the State;
- To undertake breeding Programme of Indigenous and Exotic fish species for augmenting the seed stocking Programme in reservoirs, river, streams and tributaries;
- Implementation of HP Fisheries Act and Rules;
- To promote commercial Trout farming in the High Altitude Areas;
- To promote aquaculture in the State by providing technical and financial assistance to the fishermen and rural youths;
- To generate employment opportunities by the Fisheries activities and ameliorating the condition of fishermen of the State;

In order to achieve the above objectives it is imperative to frame a Training Manual to provide training to all employees of the department at regular interval to improve and upgrade their skills for delivering better services to the public.

CHAPTER-IV

ORGANISATIONAL SET UP OF THE DEPARTMENT

In broad terms, the Department set up is divided into three levels as under:-

- i) The Secretariat**

- ii) The Directorate**

- iii) The District level**

There is clear and distinct division of functions between the Secretariat, the Directorate and the field offices.

4.1 The Secretariat:

Department of Fisheries works under the administrative control of Principal Secretary Fisheries to the Govt. of Himachal Pradesh, who assists and provides support to the Minister in charge of the Department. All the Govt policies, programmes, plans, Rules and instruction are framed, approved and finally issued for implementation by the Secretariat.

4.2 The Directorate:

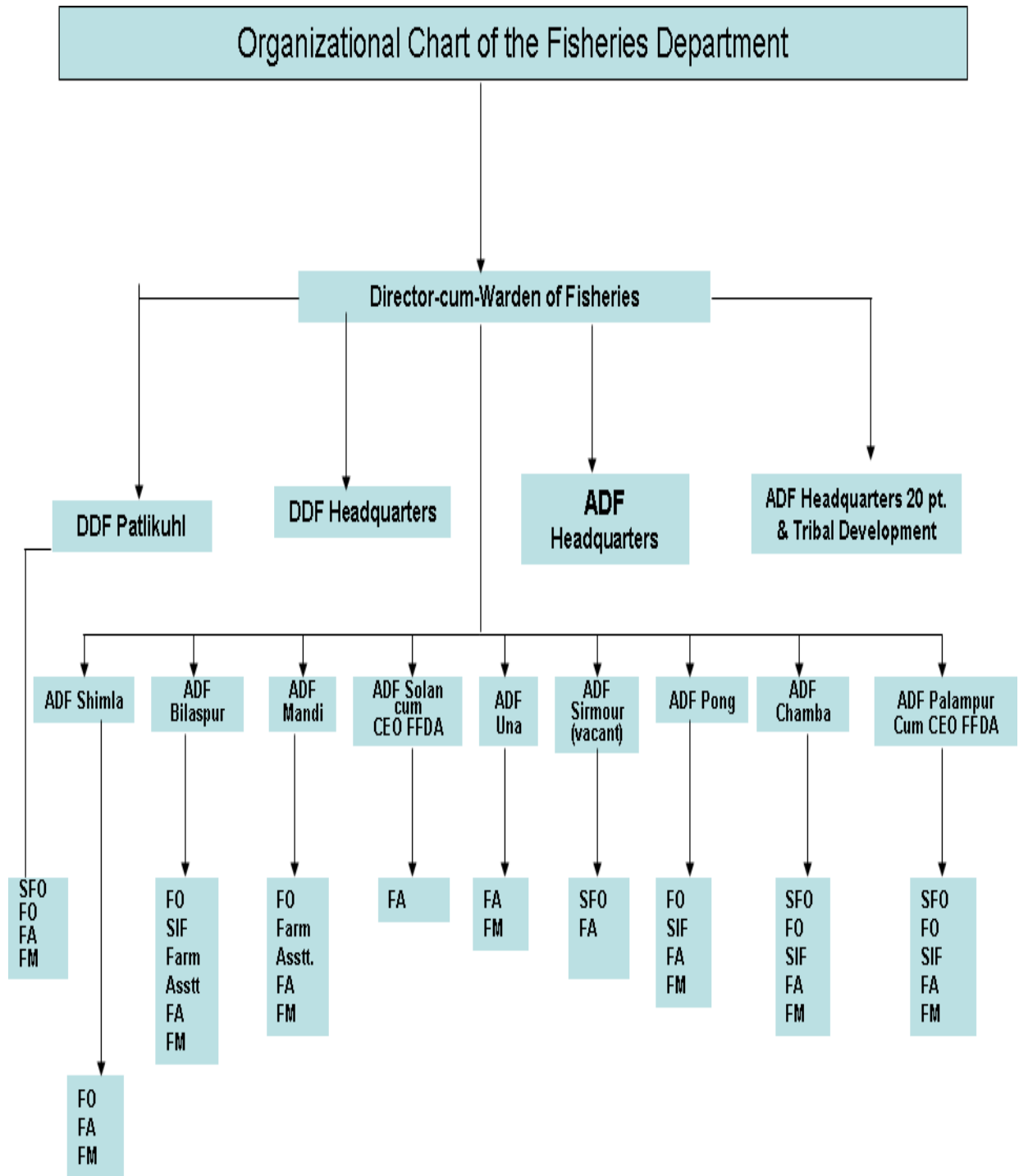
The functions of the Directorate are planning, Technical and Financial Management, Monitoring of progress under various schemes/programmes/projects and providing necessary feedback to the state Govt. about implementation of various policies and programmes of the state Govt. regarding Fisheries development in the state. The Directorate is headed by the Director Cum-Warden of Fisheries supported by the technical and non-technical staff at the Directorate and field level.

4.3 The District level and other field offices:

Each District (except Hamirpur, Sirmaur, Lahaul & Spiti and Kinnaur) has an office of Assistant Director of Fisheries, who is assisted by technical staff like Senior Fisheries officer, Fisheries officer, sub inspector of Fisheries, Field Assistant and fishermen. The Assistant Director of Fisheries is the head of office in respective district and drawing disbursing officer. Actual execution and implementation of the polices/programmes, schemes is done at this level. The control of Fisheries activities of Hamirpur, Sirmour & Kinnaur districts is with Assistant Director Palampur, Solan & Shimla respectively whereas Fisheries activities in Lahaul and Spiti are under the control of Forest and Animal husbandry department.

4.4 The organizational chart of the Department Fisheries

The organization set up of department of Fisheries has been given in the form of chart.



CHAPTER-V

DUTIES AND RESPONSIBILITIES OF KEY/FUNCTIONAL POSTS

The duties and responsibilities of key functional and equivalent posts are given below:-

5.1 Technical staff:

Director-cum-Warden of Fisheries, Himachal Pradesh.

- Head of the Department.
- To formulate various schemes for Development and Management of Riverine Fisheries, Reservoir Fisheries and Aquaculture in the State.
- To coordinate with the Union Ministry, Govt. of HP and other Departments for formulation & implementation of the various welfare schemes for fishermen, assistance to fish farmers, special schemes for SC & ST, providing employments and developing schemes in Tribal areas.
- Implementation of Central Sponsored Schemes in the State.
- To hold meeting with the controlling officers of the Department for proper implementation of schemes.
- Allocation of budget and targets.
- Inspection of ongoing/ new works/ schemes/ projects.

Deputy Director of Fisheries:

- Assist the Director-cum-Warden of Fisheries in framing various plans and schemes.
- Execute the plans & schemes earmarked by the Director of Fisheries.
- Budget control of various Fisheries schemes under him.
- D.D.O. of staff working under him.
- Technical / Administrative control of area under his jurisdiction and on the work of staff under his control.
- To attend review meetings.

Assistant Director of Fisheries:

- Technical / Administrative control of area under his jurisdiction and on the work of staff under his control.
- Execute the plans & schemes earmarked by the Director of Fisheries.
- Budget control of various Fisheries schemes under him.
- D.D.O. of staff working under him.
- To attend review meetings.
- Assessment of impact of Hydro Power Projects envisaged in their areas and furnish the survey report.
- Quality fish seed supplies & technical assistance to the fish farmers.
- Implementation of the HP Fisheries Act 1976 and Rules 1979.
- Issuing licence to the fishermen.

Senior Fisheries Officer:

- To look after breeding, feeding, brood stock management in farms under their control.
- Distribution of fish seed to the fish farmers on demand against payment.
- To process various schemes under component plan.
- Process FFDA's cases and subsidy cases of fish farmers.
- To assist the Asstt. Director of Fisheries in the implementation of various schemes and plans.
- To issue licenses for fishing by the fishermen in the rivers under his jurisdiction.
- To compound illegal fishing cases.
- Imparting training and facilitation of technical assistance to the fish farmers.

Fisheries Officer:

- To look after breeding, feeding, brood stock management at farms under their control.
- Distribution of fish seed to the fish farmers on demand against payment.
- Management & Development of Inland Fisheries, Reservoir Fisheries and Cold Water Aquaculture.
- Process FFDA's & subsidy cases of fish farmers.
- To assist the Asstt. Director of Fisheries in the implementation of various schemes and plans.
- To issue licenses for fishing by the fishermen in the rivers in his jurisdiction.

- To compound illegal fishing cases.
- Imparting training & technical assistance to the fish farmers.

Sub Inspector Fisheries:

- Recording of fish landings at their respective landing centers.
- Implementing Fisheries Act and Rules.
- Assist Fisheries Officers/ Sr. Fisheries Officer in the Management of Fish farms/ hatcheries.

Farm Assistant:

- In charge of live stock at fish farm
- Help in feeding & breeding of fish.
- Packing of fish seed etc.
- Supervise the work of Fishermen/ Field Assistants posted at farms.

Feed Mill Mechanic:

- Operation of departmental feed mill meant for manufacture of feed for trout fish.
- Minor repair of mill.

Pump Operator-cum-Helper:

- Operation of water pumps to maintain water supply to the farm.
- Help the mechanic in operation of farm machinery.

Field Assistants/ Fishermen:

- Conservation of Riverine and reservoir Fisheries.

- To check illegal fishing and illegal sale of fish.
- Extension workers of department for aquaculture schemes.
- Maintenance of Fish Farms, water supplies, feeding practices, sale of fish, cleaning of tanks/ raceways ponds and allied works.

5.2 Non Technical Staff:

Superintendent Grade-I:

- To supervise all the works relating to administrative section.
- Deputing all Class-III & IV on duties including Driver and checking up their day-to-day functions.
- To ensure that all the dealing hands and diarist are maintaining all required registers and keep the same updated.
- To keep careful watch on the movement of dak and files between section and higher authorities.
- To ensure timely submission of time bound cases/ court cases.
- To ensure that all manuals, rules instructions, guard file and precedent registers of the sections are kept upto date.

Superintendent Grade-II:

- To initiate and supervise the works relating to the concerned branch (es). He shall ensure the timely pursuance of pending matters.
- To ensure timely submission of time bound/court cases.

- To ensure that all manuals, rules instructions, guard file and precedent registers of the section are kept upto date.

Personal Assistant:

- Maintaining the day-to-day meeting index of the Director-cum-Warden of Fisheries.
- To attend the telephone calls of the Director.
- Dictation given by the Director.
- Other duties assigned by the officer in charge.

Senior Assistant:

- 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.
- 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.
- Fixation of Pay of all categories, including technical staff, posting, transfer, finalization of seniority and cases of ACP, Court cases and other miscellaneous matters.

Senior Scale Stenographer/ Steno typist:

- Dictation and typing work given by the officer.
- Other typing work of the department.
- Other duties assigned by the officer In charge.

Jr. Assistant/ Clerk:

- All typing work assigned to them.
- Assist the Sr. Assistant in preparing information/ report and maintenance of record registers.
- Other duties assigned by the officer in charge.

Peon:

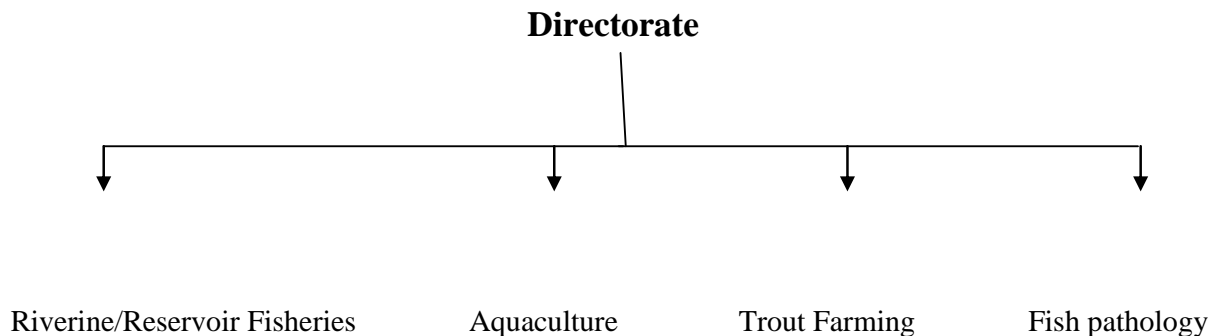
- Handling files between different branches of the offices.
- Deliver local official letter to other offices.
- Perform other duties assigned by the officer in charge.

CHAPTER-VI

TRAINING NEEDS OF THE DEPARTMENT

6.1 Introduction

The Department of Fisheries (H.P) shall keep the knowledge and skill of the department employees updated by organizing refresher training courses for them on regular interval so that they remain well conversant with the latest techniques introduced in the field of fisheries and deliver their best services to the farmers of the state. It is important to disseminate information about new technologies so that the farmer is able to make use of latest developments. There also exists a gap between research findings and the needs of farmers. For the transfer of technology, it is essential to expose the technical staff of the department to various developments in this field in the university and research stations by organizing training courses at regular intervals, so that the end user is ultimately benefited. Department of Fisheries has following specialized wings which cater the various needs of the farmers.



6.2 Training needs of Technical Staff

The department of Fisheries has the mandate to provide technical know-how on various aspect of Fisheries to the Fishery Community to develop Fisheries and fish harvesting in the State. The technical staff dealing with various types of schemes shall be trained to cater to the needs of the farmers/fishermen in order to undertake Fisheries activities on commercial scale and to improve their economy from the small holdings. The technical staff working in the field at grass root level should have the knowledge of modalities of various state plan and centrally sponsored schemes in order to percolate the benefit to the maximum numbers of farmers for the development. The training need of the technical staff is as under.

1.	Category of Employees	Course duration	Contents of training course
1	Senior level Officers (Deputy Director of Fisheries and Asstt. Director of Fisheries)	4 – 7 days	Knowledge of Fisheries Act and Rules. Extension of Aquaculture schemes. Processing of Fishermen Welfare Schemes. Office Procedure and Financial Administration, all kind of service matters, FR & SR, Conduct Rules, HPFR etc. Fish seed production, stocking, transportation and harvesting etc. Conservation work
2	Middle level officers (Senior Fisheries Officers/Fisheries Officers)	4 – 7 days	Knowledge of Fisheries Act and Rules. Extension of Aquaculture schemes. Processing of Fishermen Welfare Schemes. Office Procedure and Financial Administration Fish seed production, stocking, transportation and harvesting etc. Conservation work

3	Lower level officers/officials (Sub Inspector of Fisheries and Farm Asstt.)	4 – 7 days	Knowledge of Fisheries Act and Rules. Undertaking technical training in other technical institutes for the knowledge of latest technology. Extension of Aquaculture schemes. Processing of Fishermen Welfare Schemes. Office Procedure and Financial Administration, all kind of service matters, Conduct Rules etc. Fish seed production, stocking, transportation and harvesting etc. Conservation work
4	Class-IV technical staff (Field Asstt./ Fishermen)	3 – 5 days	Knowledge of registration of illegal fishing cases, Fisheries Act and Rules in force, Fisheries Conservation activities. Processing of cases of construction/renovation of ponds under aquaculture, Fish Seed production/ stocking, transportation, harvesting and reporting etc. Processing of subsidy cases of fishing equipment, Risk Fund and accidental insurance. Conservation work

6.3 Training needs of Non- Technical / Ministerial Staff

The ministerial staff keeps record of service matters of each employee of the department in the form of service books, hence they require training in day to day office routine works, conduct rules, various service rules, office manuals etc. Training on computer application RTI Act 2005, Good Governance, e-governance, office procedures, financial administration and formulation of budget and fiscal responsibilities is also required to be given at regular interval. With the advancement in information technology, the training in computer application is of paramount importance. The detail of training needs for different category of non technical staff is given as under.

Sr. No.	Category	Designation of different posts	Course duration	Contents of training course
1	Senior level Officials	◆ Administrative Officers: Superintendent Grade-II, Section Officer (SO), Personal Assistant(PA),	4 – 7 days	<ul style="list-style-type: none"> ➤ Knowledge of office procedure, establishment matters, budget, cash and accounts, stores, CCS(CCA) rules, conduct rules, HPFR, CCS (pension /leave rules) and computer application.
2	Middle level Officials	Senior Assistant, Sr. Scale Stenographer, clerk	4 – 7 days	<ul style="list-style-type: none"> ➤ Knowledge of office procedure, establishment matters, budget, cash and accounts, stores, CCS(CCA) rules, conduct rules, HPFR, CCS (pension /leave rules) and computer application. ➤ Knowledge of taking dictation in Hindi and English stenography, typing, computer basics, office procedure, establishment etc.
3	Class IV employees	Peon/ Chowkidars	3 – 5 days	<ul style="list-style-type: none"> ➤ Discharging of watch & ward Duties, Care of Govt. property ➤ Conduct Rules ➤ Fire safety measure

CHAPTER VII

DEPARTMENTAL SCHEMES AND PROGRAMMES

7.1 Introduction

Department of Fisheries is implementing various types of schemes under the state plan and centrally sponsored sectors for the welfare of the farmer and fishermen of the State. These schemes are being implemented by department employees. The knowledge of these schemes is essential for each departmental employee to transmit the benefit to the masses in a time bound manner. A topic on department schemes shall be included in the induction cum orientation training for recruited technical and non technical staff. The details of such schemes is given below.

7.2 State plan Schemes:-

7.2.1 Management & Development of Reservoir Fisheries:

The Reservoirs of Himachal Pradesh have become a source of livelihood to over 4000 families consisting of erstwhile fishermen fishing in the rivers during pre-impoundment and dam oustees who lost their homes & hearths for the national cause. On an average fish valued at Rs. 500-600 lacs approximately is harvested from these water bodies by the fishermen co-operative societies.

The objectives of the scheme are as under:

- Implementation of HP Fisheries Act and rules so as to maintain sustained fish yield from these water bodies.
- Stocking of fish seed of commercially important fish species for the enhancement/maintenance of sustained yield.
- Arrange marketing of landed fish on remunerative price so as to improve the economy of fishermen families and increase in Government revenue.
- Implementation of fishermen welfare schemes such as Close-season assistance, Risk fund and Accidental insurance.

7.2.2. Management & Development of Riverine Fisheries:

Himachal has 3000 kms of Riverine length. Out of which 600 kms consisting of headwaters has been classified as trout waters and remaining as common waters. On an average 5000 fishermen operate in these waters after getting fishing licence on annual basis from the department. The fishermen are free to sell their catches in the nearby villages. The objectives of the scheme are as under:

- Implementation of HP Fisheries Act and rules for the sustenance of fish population in the waters.
- Stocking of fish seed in the rivers to maintain sustained yield.
- Implementation of fishermen welfare schemes.

7.2.3. Fish Seed Production:

Fish seed is the nucleus of Fisheries activity in the State. To meet the seed requirements of different water bodies State has set up six carp seed farms at various locations. The objectives of the scheme are as under:

- To produce the seed of commercially important carp fish species and raise it to saleable/stock able size.
- Provide fish seed to the farmers on remunerative cost.
- To stock produced seed in public waters for the production of fish as well as sustenance of fish yield.

7.2.4. Commercial Farming of Salmonids:

Import of technology as well as seed of fast growing rainbow trout in the state has opened up a new hope for self employment to the people living in high hills which have free flowing oxyrich water. Commercial trout farming which was a distant dream two decades back, has become a reality and the venture has proved a viable one. The objectives of the scheme are as under:

- To provide technical know-how to the farmers for setting up trout farming units in their land.
- To provide grown up trout fingerling to the growers and impart training to them on raising table sized fish.
- To provide advice to the growers on fish hygiene, nutrition and prophylactic measures against fish diseases and pathogens.

7.3 Centrally Sponsored Schemes:

7.3.1. Development of Aquaculture (FFDA):

Aquaculture has good scope in the state for the increase in fish production and creation of employment avenues. There is a provision of assistance on taking up aquaculture activities under Centrally Sponsored Fish Farmer's Development Agency Programme. The objectives of the scheme are as under:

- Bring more area under fish farming in potential areas of the State.
- Provide assistance for the construction of a fish pond and renovation of old water bodies.
- Arrange/impart technical guidance to farmers on fish farming and marketing.
- Arrange quality seed depending upon the climatic conditions in the area.

7.3.2. Additional Central Assistance Scheme, Rashtriya Krishi Vikash Yojna (RKVY):

National Development Council (NDC) in its meeting held on 29.05.2007 resolved that a special Additional Central Assistance Scheme Rastriya Krishi Vikas Yojna be launched & directed the Central & State Government to evolve the strategy. With this objective the following schemes for fishery development based on district plans were proposed which were approved by the State Level Sanctioning Committee for inclusion in to Rastriya Krishi

Vikas Yojna. The schemes have been covered under two streams, Stream I & II.

Components covered under Stream-I:

These are as under:

- Extension of commercial Trout Farming in Private Sector.
- Strengthening of Reservoir/Riverine Fish harvesting infrastructure.
- Fish Seed Stocking in the reservoirs & setting up of a seed farm to attain self sufficiency in fish seed production.

Components covered under Stream-II:

These are as under:

- Strengthening of infrastructure at existing seed farms
- Creation/renovation of water bodies in the state and their use for aquaculture in a community mode.

CHAPTER-VIII

TRAINING PLAN

8.1 Introduction

The training plan shall consist of providing training to each and every employee once in five years and training to newly recruited staff as well. The training plan shall be formulated every year to achieve the above objectives. There is a total sanctioned strength of 385 number of various categories of the employees in the Department of fisheries, out of which 296 are in position. It is proposed to provide training to 50-60 number of employees each year. The number of employees to be trained may vary depending upon number of trainings to be given in more than one discipline to a group of employees in order to cover all training needs.

8.2 Approval of Training Plan

The training plan shall be got approved from the Administrative Department in the beginning of each year so that the training is provided well in time according to the plan. Technical staff has to serve in more than one technical section or wing during service period depending upon transfer from one section to another. Hence training in more than one discipline is required to be imparted to keep the staff updated in all disciplines of the department in order to disseminate best technical know-how to the Fish farmers according to their needs.

8.3 Orientation-cum-Induction Training Plan

Department of Fisheries will provide orientation cum induction training to all the newly recruited technical officers and ministerial staff as and when the recruitment of such staff takes place. The department shall include this training programme in its annual training plan and shall keep provision of adequate funds for the purpose. The induction training Programme for ministerial staff shall be framed by the HIPA as already decided at the Govt level.

The induction training for all newly recruited Technical Officers and Ministerial Staff in the concerned fields shall be provided in **two phases of 15 days each in the month of September & February** in every financial year as per details given below :-

Induction Training Phase-I:

Technical Officers/ Officials				
Sr. No.	Category of employees	Designation of different posts	Name of Institute	Period
1.	Senior Level Officers at the Directorate & Distt. level	Deputy Director of Fisheries & Assistant Director of Fisheries.	HIPA / Departmental Training Centre Deoli (Bilaspur) / Patlikuhl (Kullu) / Attachment Training with Senior officer	1st May to 15th May each year and / or just after his/her induction in service for 15 days.
2.	Middle Level Officers	Senior Fisheries Officers & Fisheries Officers.		
3.	Lower Level Officers	Sub-Inspector of Fisheries & Farm Assistants		
4.	Other Technical Officials	Drivers & Other Technical Officials		
5.	Class-IV Technical Staff.	Fisheries Field Assistant & Fisherman		

Induction Training Phase-II:				
Technical Officers/ Officials				
Sr. No.	Category of employees	Designation of different posts	Name of Institute	Period
1.	Senior Level Officers at the Directorate & Distt. level	Deputy Director of Fisheries & Assistant Director of Fisheries.	HIPA / Departmental Training Centre Deoli (Bilaspur) / Patlikuhl (Kullu)	1st November to 15th November each year
2.	Middle Level Officers	Senior Fisheries Officers & Fisheries Officers.		
3.	Lower Level Officers	Sub-Inspector of Fisheries & Farm Assistants		
4.	Other Technical Officials	Drivers & Other Technical Officials		
5.	Class-IV Technical Staff.	Fisheries Field Assistant & Fisherman		
Induction Training Phase-I:				
Non-Technical & Ministerial Staff				
1.	Senior Level	Superintendent Grade-II, Section Officer (F&A), Personal Assistant (PA), Senior assistant,	HIPA / Departmental Training Centre Deoli (Bilaspur) / Patlikuhl (Kullu) / Attachment Training with Senior officer	1st May to 15th May each year and / or just after his/her induction in service for 15 days.
2.	Middle Level Class-III staff	Sr. Scale Stenographer, Clerks		
3.	Ministerial Class-IV	Peon and Chowkidars		
Induction Training Phase-II:				
Non-Technical & Ministerial Staff				
1.	Senior Level	Superintendent Grade-II, Section Officer (F&A), Personal Assistant (PA), Senior assistant,	HIPA / Departmental Training Centre Deoli (Bilaspur) / Patlikuhl (Kullu)	1st November to 15th November each year
2.	Middle Level Class-III staff	Sr. Scale Stenographer, Clerks		
3.	Ministerial Class-IV	Peon and Chowkidars		

8.4 Training Plan for the Technical Officers.

The Fisheries Department has to provide technical know how to fish farmers to develop profitable fisheries in the State. So training is needed to the technical staff regarding implementation fish breeding policy and control & extension work of various on going activities of the department.

S.N.	Category of employees	Designation of different posts	Strength
1.	Senior Level Officers at the Directorate & Distt. level	Director, Deputy Director of Fisheries & Assistant Director of Fisheries.	12
2.	Middle Level Officers	Senior Fisheries Officers & Fisheries Officers.	28
3.	Lower Level Officers	Sub-Inspector of Fisheries & Farm Assistants	15
4.	Class-IV Technical Staff.	Fisheries Field Assistant & Fisherman	171
		Total :-	226

The detail is given at Annexure 8-A

8.5 Training of Non-Technical & Ministerial Staff:-

The Non-Technical or Ministerial staff shall be provided training in Conduct Rules, Office Procedure, Maintenance of Record, Leave Rules, Pension, Financial Administration, Basic Computer, Disciplinary Proceedings, E-Governance on various aspects of Information Technology at regular intervals in order to update their working skills. The Non-Technical Class –IV Staff like Peon, Chowkidars shall also be provided training on their day to day activities regarding up-keep of departmental records & property. Non-Technical Staff of the department consists of following categories:-

S.N.	Category of employees	Designation of different posts	Strength
1.	Senior Level	Superintendent Grade- II, Section Officer (F&A), Personal Assistant (PA), Senior assistant,	13
2.	Middle Level Class-III staff	Sr. Scale Stenographer, Clerks	22
	Total		35

The detail is given at Annexure 8-B

8.6 Training Plan for class-IV

The class-IV Non-Technical staff consisting of peons and chowkidars shall be provided one refresher training each by covering at least 07 employees under the plan in a year. We have prepared a separate training module for this category, which fits in our needs.

S.N.	Category of employees	Designation of different posts	Strength
3.	Class IV Staff	Peon & Chowkidars, Sweeper	35
	Total		35

The detail is given at Annexure 8-C

8.7 Training Within & Out Side the State

The Technical Officers are being imparted training in various development activities in Aquaculture in different parts of the Country & within the State. The possible States and areas having achieved good progress in Fisheries are given at Annexure 8-D. Places for Exposure Visits within the State are given at Annexure-8-E

8.8 No. of Trainings to be attended at different level.

The No. of trainings to be given to a homogenous group of employees at various levels of postings, promotions & placements shall depend upon their collective training needs.

8.9 Cost estimate of Annual Training Plan

The cost estimate of annual training plan for the departmental employees shall be prepared after getting the cost estimate from the concerned training institute. The proforma for the same is given below :-

Proforma for calculation of expenditure on training

Category of Employee to be trained	Title of Training programme	No. of Employees to be trained	Durations of Training	Name of Training Institute	Expenditure Day/Employee (Rs.)	Total Expenditure
1	2	3	4	5	6	7

CHAPTER IX

TRAINING MODULES

9.1 Training module for training of newly recruited Technical Staff.

The newly recruited technical officers like Assistant Director of Fisheries, Fisheries officers, Sub Inspector of Fisheries, Farm Assistant, Fishermen and Field Assistant of Fisheries shall be given induction cum orientation training as per requirement of the H.P State training policy, 2009. The induction training Programme shall have 30 days duration in two phases of 15 days each as given below in table 9.1.

Table 9.1

Sr. No.	Category of staff	Training institute	Level of staff	Name of training module	Duration
1	Technical staff	Departmental Training Centre at Deoli / Patlikuhl / HIPA / Attachment Training with Senior officers	Assistant Director, Fisheries officer, Sub inspector, Farm Assistant, Fishermen and Field Assistant.	Training on Management & Development of Fisheries, Fishing in open waters Aquaculture and Office procedure etc.	30 days in two phases of 15 days each

9.2 Training module for training of newly recruited Non-Technical Staff:

Keeping in view the training needs, the non- technical staff at various level shall be provided training to the newly recruited staff in Office Procedure & Financial Administration, Basic computer MSWord/ MS Excel/ PowerPoint,

Conduct Rules, Disciplinary Proceedings, e- governance and on various aspects of the information technology at regular intervals in order to enhance their skills in computer application as well as various day to day service matters. Staff like peon & Chowkidars shall also be provided training in their day to day activities regarding care of the departmental property.

TABLE 9.2 Detail of training module for Non-Technical Staff

S.N.	Category of staff	Training institute	Level of staff	Name of training module	Duration
2	Non Technical/ Ministerial staff	HIPA / Attachment training with Senior officers	1. Supt. Gr-II/ Sr. Asstt/Clerk/ Sr. scale steno	Office procedure & Financial Administration Basic computer, MS Word/ Excel/ email etc.	30 days in two phases of 15 days each
				Conduct Rules	

9.3 Training module of sponsored training Programme for Technical and Ministerial Staff organized by HIPA.

Technical and Ministerial staff is also sponsored by the department for training in various subjects like financial administration, service rules etc organized by HIPA from time to time for the employees of various Departments of State Govt. About 3-5 number of employees of the Fisheries Department shall be sponsored for each Training Programme.

Table 9.4 Training Modules of sponsored training Programme for Technical and Ministerial Staff organized by HIPA.

Sr. No.	Title of training module	Duration
1.	Office Procedure & Financial Administration/ Financial Management.	5 days
2.	Good Governance.	3 days
3.	Combating Corruption in Administration.	3 days
4.	Citizen Charter and Service Delivery.	3 days
5.	Right to Information Act, 2005	2 days
6.	Disciplinary Proceeding in Civil Misconduct. (GOI).	3 days
7.	Basic Computer.	4 days
8.	Advance Computer Programme (Govt. of India sponsored).	5 days
9.	Noting, Drafting and Office Procedure and Financial Management.	5 days
10.	Pension and Retirement Benefits.	2 days
11.	Training on Handling Litigation.	5 days

9.5 Module for training cum Exposure visits of the Technical Officers Outside the state:-

This is important that all employees are updated on their knowledge periodically and are acquainted with the latest developments not only in their area of working but also with the ever changing scenario in different parts of the country. There are various institutes of National and International importance engaged in R&D. The visits of employees to these institutes definitely enhance their knowledge & skills, which they can apply to their areas of working in the State.

9.6 Assessment of Trainees and Training Modules

The Departmental officers deputed for training to various Training Institutes for attending Refresher Training Courses within state and Model

Training Courses outside the state shall be periodically assessed. The feedback on various training courses attended by them, and the relevance of the courses or modules for the up gradation of their knowledge shall be obtained from each trainee at the end of Training Programme. A Performa has been designed for the trainees in this regard. Each trainee officer shall submit the feedback on relevance of the training on the prescribed Performa and the training program and module shall be redesigned accordingly.

Format for submission of training note by the officers attending training at the Training Institute:-

1. Name of the Training Institute :-
2. Name of the officer :-
3. Designation :-
4. Title of the training Programme :-
5. Duration of the training :-
6. Training Methodology adopted during training session :-
7. Relevance of the training for enhancing extension & communication skills:
8. Relevance of the training for enhancing technical skills/ Knowledge :-
9. Brief note on training Programme :-

Signature
Name and Address of the
Trainee officer / Official

CHAPTER-X TRAINING INSTITUTES

10.1 Training Institutes for training within state for Optional Trainings.

The following Training Institutes are available within state for training of technical and non technical staff as per detail given below:-

10.1.1 Training of Non-Technical or Ministerial Staff:

- Himachal Institute of Public Administration (HIPA).

10.1.2 Training of Technical Staff:

- Himachal Pradesh Krishi Vishvavidyalaya Palampur.
- Himachal Institute of Public Administration (HIPA).

Trainings shall also be organized in the Departmental Training Centres at Deoli (Bilaspur), Patlikuhl (Kullu) or in the Conference Halls of the Districts by inviting faculty members from HP Krishi Vishvavidyalaya Palampur or ICAR Training Institutes. Honorarium to the Faculty members shall be paid out of the Training Budget / H.P. Aquaculture, Fishing and Marketing Society Funds.

10.2 Training Institutes for Training of Technical Officers outside the State

There are number of Training Institutes outside the State, where Training courses and workshops relating to fisheries development & extension are conducted for 2-3 officers of each state Department of Fisheries at regular intervals every year. Most of these training courses, workshops are sponsored by National Fisheries Development Board, Hyderabad and Ministry of Agriculture, Animal Husbandry,

Dairying and Fisheries, Govt. of India. The detail of these Training Institutes is as under:-

- ✓ Directorate of Cold Water Fisheries & Research, Bhimtal (Uttrakhand).
- ✓ Central Institute of Fresh water Aquaculture, Bhubneshwar (Orissa).
- ✓ Central Inland Fisheries Research Institute, Barrackpore (West Bengal).
- ✓ Central Institute of Fisheries Technology (CIFT), Cochin.
- ✓ Central Institute of Fisheries Education (CIFE), Versova, Mumbai.

CHATER-XI TRAINING OF FARMERS

11.1 Introduction

Training and extension is an important Programme for the transfer of technology to the farmers for increasing Fish Production. This Programme is also very important for human resource development to meet the skilled manpower need of the Fisheries Department. The scheme aims at organizing Training Camps/ Work shops/ Seminars/ Courses/ Study Tours etc. for the farmers.

11.2 Main objective of the scheme

To organize special short term and long term training courses for the rural educated youths, so as to enable them to find self employment or part time employment in the fisheries.

To organize training camps for farmers at State, District, Block & Village level for creating awareness amongst the farmers about the various schemes and programmes of the state Govt. and to acquaint them with the latest development in Fisheries.

To organize seminars for interaction between the farmers, technical personnel and scientists for solving the problems of Fisheries.

To organize study tours for the farmers of Fisheries developed areas/ projects/ research stations etc. to create awareness amongst them about the latest development in Fisheries. The shortage of skilled manpower in various aspects of Fisheries being increasingly experienced. Taking these aspects into consideration, the farmers shall be provided training in various aspects of Fisheries as under:-

- Long duration training in the Fisheries.
- Short duration Trainings / Seminars ranging from 1-2 days in important aspects of Fisheries.
- Conducting of study tours of the farmers within & outside the state.

11.3 Venue, Duration and number of Camps

The venue of the long duration training camps, district level training camps and village level training camps shall invariably be the training centres set up by the Department at Deoli (Bilaspur), Patlikuhl (Kullu) or as per demand, training camps can be organized in the Field also.

11.4 Trainers for farmer Training Camps

For training of Farmers in the training camps, the Assistant Director of Fisheries/ Senior Fisheries officers/ Fisheries Officers shall act as Trainers.

11.5 Feed back from the farmers and the trainers

The feedback on the issues to be raised by the individual farmer in various farmer training camps shall be submitted by the concerned officers on the prescribed performa to the Directorate of Fisheries through proper channels. The detail of such performa is given below:-

1. Level of farmer Training camp (i.e. Vill. or Distt.):-
2. Venue of training camp :-
3. Date of organization of training camp :-
4. Number of participants in the camp :-
5. Number of issues raised by the farmers :-
6. Detail of issues raised by the farmers :-
7. Number of issues referred for redressal at various levels :-

Name and Address
of the Officer organizing training camp



<http://hpfisheries.nic.in>