

# Citizen's Charter

## Contents

Page No.

<b>Preface</b>	=	1-2
<b>Vision</b>	=	3
<b>Mission</b>	=	3
<b>Index of services</b>	=	4-16
<b>No objection Certificate/Fisheries Department Clearances to Hydro Power Projects in HP.</b>	=	16-18
<b>Indicative expectation from service recipient.</b>	=	18
<b>Contact detail of responsible officers/centers.</b>	=	19-20
<b>Stake holders/clients.</b>	=	21
<b>Guide book/ Publication.</b>	=	22
<b>Redressal of Grievance.</b>	=	23
<b>Review of citizen charter.</b>	=	23
<b>Application forms/Agreement.</b>	=	24-32

## Preface:

Before 1966, the Department of Fisheries, H.P. acted as a wing of state Forest Department and its main mandate was to identify and bring on record all fish resources available in the state. It has been assigned the status of independent Department in the year 1966. Thereafter sustainable utilization and development of fisheries resources through scientific approach have been taken up by the Department to maximize fish production, employment and to ensure socio-economic development of the fisher community. There are two big and two small reservoirs having total area of 42,483 ha, 3000 km of riverine length - out of which 600 km are trout waters, besides 500 ha. of pond and 617 ha high altitude natural lake resources. The headwaters of state riverine stretches are bestowed with exotic trout's and indigenous fish species and lower stretches accommodate commercial fish species like Indian Major Carps, Exotic Carps, Mahseer & Mystus species. Table fish production from both capture & culture was around 9800 MT annually which could offer 1.428 kg. per capita of fish. The Department provides direct and indirect employment to around 11,000 families. Himachal Pradesh is the first state in the union of India which has not only successfully implemented trout farming technology borrowed from Norway, but has also successfully disseminated this technology, in the private sector.

The Department is headed by Director- cum- warden of Fisheries in H.P. and supported by Deputy Director of Fisheries and two Assistant Director of Fisheries under technical section, besides, Engineers and ministerial staff at the Directorate. One district in the state is headed by Deputy Director of Fisheries and eight districts are headed by Assistant Director of Fisheries besides one District by Senior Fisheries Officer. There is one more Pong reservoir division headed by Assistant Director of Fisheries. Under Central

Sector Scheme (Fish Farmers Development Agency) two Chief Executive Officers, one each at Solan and Palampur are heading five districts, each.

Citizen Charter of the Department of Fisheries, H.P. will provide glimpse of various state and central sector schemes being implemented by the Department and acquaint the fishers/ fish farmers and other clients /stake holders with guidelines, pattern of assistance, eligibility etc. under these schemes for availing services. However, charter is not a legal document to sue against any stake holder/client etc .

## **Vision:**

Sustainable development of fisheries in the State for nutritional security and self – employment to the unemployed.

## **Mission :**

- ✦ To increase fish production of the state by judicious management of all culturable water resources.
- ✦ To develop reservoirs for getting sustained per hectare fish production and to undertake breeding programmes of Indian Major Carps and Exotic fish species.
- ✦ To protect and conserve reservoir and lacustrine fishery of the State.
- ✦ To promote game fishery in the state with particular emphasis on promotion of angling of tourism.
- ✦ To promote commercial farming of Rainbow trout in the high altitude areas.
- ✦ To initiate welfare schemes for the fisher folk and impart them training.

## विभागीय स्कीम के अन्तर्गत अनुदान सहायता।

पहचान पत्र संख्या:-

आवेदन पत्र

मैं .....सपुत्र .....जाति.....निवासी.....डाकघर.....  
.....तहसील.....जिला.....सामान्य जाति/ अनूसूचित जाति/ अनुसूचित जनजाति  
मत्स्य पालक/ जीवि हूँ। मैं कुल रकवा.....बीधा.....विश्वा.....जमीन का मालिक हूँ। मैं  
सहकारी सभा समिति.....का सदस्य हूँ। मुझे नीचे लिखे कार्यों के लिए  
सहायता प्रदान की जाए।

योजना का विवरण

ऊपर लिखित कार्य के लिए अनुसूचित जातिय कल्याण योजना द्वारा दी जाने वाली सहायता के अतिरिक्त जो खर्च होगा

वह अपनी जेब से करूंगा या ऋण के रूप में रकम मुबलिंग.....रुपये .....बैंक.....से  
नियमानुसार प्राप्त करने के लिए प्रार्थना पत्र दे दिया है। आपसे प्रार्थना करता हूँ कि आप भी इस कार्य के लिए  
सहायता करें।

हस्ताक्षर प्रार्थी

घोषणा पत्र

मैं घोषित करता हूँ कि अभी तक किसी विभागीय कल्याण योजना के अन्तर्गत कोई सहायता प्राप्त नहीं की है।

अथवा

मैंने कल्याण योजना.....कार्य के लिए.....रुपये सहायता के रूप में प्राप्त किये  
गये हैं।

हस्ताक्षर प्रार्थी

मैं प्रमाणित करता हूँ कि प्रार्थी.....सपुत्र श्री.....निवासी.....  
.....की .....बीधा.....विश्वा भूमि मलकियत गांव.....में है  
जिसमें.....बीधा से सिंचित है। प्रार्थी इस इलाके का लघु/सीमांत किसान/कृषि आमक  
है।

हस्ताक्षर तहसीलदार/  
विकास अधिकारी

हस्ताक्षर पटवारी/ग्राम सेवक  
मैं सिफारिश करता हूँ कि प्रार्थी ने जिस कार्य के लिए आवेदन पत्र दिया है वह इसकी आर्थिक हालत सुधारने के  
वास्ते ठीक है। इस कार्य के लिए प्रार्थी को मुबलिंग.....रुपये धन राशि लगेगी। इसलिए प्रार्थी को मुबलिंग..  
.....रुपये सहायता के रूप में कल्याण योजना के अन्तर्गत प्रदान किये जाये।

हस्ताक्षर वरिष्ठ मत्स्य अधिकारी/  
मत्स्य अधिकारी

मैं सिफारिश करता हूँ और प्रार्थना पत्र स्वीकृति हेतु सहायक निदेशक मत्स्य.....को प्रेषित है।

हस्ताक्षर,  
वरिष्ठ मत्स्य अधिकारी/  
मत्स्य अधिकारी।

वरिष्ठ मत्स्य अधिकारी/मत्स्य अधिकारी की रिपोर्ट के अनुसार मुबलिंग.....रुपये  
सहायता के रूप में स्वीकृत करता हूँ तथा .....बैंक.....को रुपये ऋण  
प्रदान करने के लिए आवेदन पत्र प्रेषित किया जाता है।

## FOR ASSISTANCE UNDER DEPARTMENTAL SCHEME.

### FORM "B"

(Certificate to be furnished by the beneficiary granted subsidy under regulating payment of subsidy to Fish Farmers and Fishermen in Himachal Pradesh by the Fisheries Department Subsidy Rules,1983)

Certified that I have utilized the subsidy of Rs------(Rupees-----  
-----) granted to me for-----by the Fisheries  
Department, Himachal Pradesh, under rules regulating payment of subsidy to Fish Farmers and Fishermen  
in Himachal Pradesh by the Fisheries Department. Subsidy Rules,1983, for the purpose it was  
sanctioned.

**Signature of the beneficiary**

**Name.....**

**Address.....**

.....

Dated:

Place:

**COUNTERS SIGNATURE OF THE SANCTIONING AUTHORITY.**

# FOR ASSISTANCE UNDER DEPARTMENTAL SCHEMES.

## FORM 'C' AGREEMENT

This agreement made on the .....day of.....between  
Shri.....s/o Shri.....Caste.....resident of  
village.....Postoffice.....Tehsil.....District.....Fish Farmer)  
hereinafter referred to as the first party, and the Director-cum-Warden of Fisheries, Himachal Pradesh, through  
Assistant Director of Fisheries.....

hereafter referred to as the 2nd party.

Whereas the first party has applied to the Assistant Director of Fisheries.....through the Senior Fisheries  
Officer.....District for.....subsidy of Rs  
(Rupees.....) only for the purpose of .....And whereas the Assistant  
Director of Fisheries.....has accordingly

agreed to the grant of said subsidy to the first party subject to the term and condition laid down in rules governing grant  
of subsidy to Fish Farmers and Fishermen in Himachal Pradesh.

### **Now these presents witness and the parties mutually agrees as follows:-**

1. That the sum of subsidy of Rs.....)Rupees.....) only shall be paid in three installments by the second party to the first party as under: first installment shall be released on start of work; 2nd installment on the conclusion of 1/3rd work; and 3<sup>rd</sup> installment shall be released on the completion of the 2/3rd work as detailed in the estimates.
2. That the first party shall utilize the subsidy strictly for the purpose it has been sanctioned i.e. for the construction/renovation of tank/pond check dam.
3. That the first party agrees to undertake works/jobs in accordance with the estimates formed by the Junior Engineer of the Fisheries Department. The 2nd party does not allow the first party for any deviation from the works shown in the estimates framed for the purpose.
4. The first party shall utilize the subsidy for the purpose it has been granted and undertake the works according to the estimates.
5. That in case of any departure by first party in undertaking any part of the works accorded to the estimates, the 2nd party under this deed shall recover whole of the amount already paid to the first party in lump sum as arrears of land revenue under the prevailing Himachal Pradesh Land Revenue Act.
6. The first party fully agrees to abide by the directions, advisees and instructions given by the 2nd party from time to time in regard, to the development of intensive fish culture in the water area hired by him or provided to him.
7. The first party agrees to undergo training in fish culture at the place selected by the 2<sup>nd</sup> party. The party undertakes to refund the entire expenditure as estimated by the 2nd party for the entire duration of the training, if the party leaves the training in between.

8. The first party accepts the water agrees given to him by.....of.....on lease for a period of.....years for the development of fisheries by him. The first party also agrees to pay the lease amount, so fixed in time to the Gram Panchayat concerned.
9. As the first party is not interested in raising the loan from any Bank, and as such the first party agrees to raise the balance amount of the estimates cost for the renovation of the foregoing pond from his own resources.
10. The first party agrees to inform the 2nd party about the weight of fish caught and revenue earned by way of sale of fish from the pond every year.
11. The first party agrees to repay the loan taken from the Banks in time as stipulated. The first party further agrees that the 2nd party has full authority to collect the amount from him, in case of any default.
12. That in case of death, insolvency, insanity of the first party or his otherwise becoming incapable for repayment of loan or in case of his utilizing the subsidy for the purpose other than that specified herein before or in case of breach of any of the condition of the grant of loan or subsidy, the first party binds himself and successor(s) in interest including the surety and his successor(s) in interest to be personally liable for the repayment of loan of subsidy alongwith the interest to the 2nd party.
13. The first party agrees to offer full opportunities to the representative(s) of the 2nd party to examine the books of account sale proceeds, and the pond where the first party is carrying out the fish culture.
14. The first party undertakes that it would execute fish culture operations with honesty and sincerely and would take effective care of fish. The first party will not put forth any excuse particularly of the nature of theft as a reason for any non-payment of dues.
15. In witness where of both the parties have signed.

**Witness:-**

Signature

1. Complete address

Signature/Thumb  
impression of the  
First party

2. Signature

Complete address

For and on behalf of the  
Director-cum-Warden of Fisheries  
Himachal Pradesh.

**Signature and seal of the  
Assistant Director of Fisheries**

**APPLICATION FORM FOR ASSISTANCE FROM FISHERMEN'S RELIEF FUND  
PER RULE OF RULES GRANTING SUCH ASSISTANCE)**

**(AS**

1. Name and address of victim  
fisherman/membership No. and his fishing  
license number and date
- 2 Name of fisheries cooperative Society to which  
he belong
3. Date, Place and details of natural calamity
4. Nature of loss for which assistance is required  
(full details of loss be given)
5. Annual income of claimant from all sources  
(Certificate be attached)

Signature of applicant

Certified that Sh. \_\_\_\_\_ is the member of the Fishermen  
Cooperative Society \_\_\_\_\_ was holding a fishing license  
No. \_\_\_\_\_ dated \_\_\_\_\_ for the year \_\_\_\_\_

Signature of  
President of Fishermen's Cooperative Society

6. Enquiry report of the Fisheries Officer/District  
Fisheries Officer and amount recommended

Signature of  
Fisheries Officer/District Fisheries Officer

7. Amount Sanctioned

Signature of  
the Sanctioning Authority (Seal)



## मत्स्य कृषक विकास अभिकरण स्कीम के अन्तर्गत अनुदान सहायता।

फार्म- 'क'

आवेदन पत्र'

मैं .....सपुत्र श्री.....निवासी.....  
.....डाकघर.....जाति.....तहसील.....  
.....जिला.....सामान्य जाति /अनुसूचित जाति/ अनुसूचित जनजाति का मत्स्य पालक/  
जीवि हूँ। मैं कुल रकवा.....बीधा.....विस्वा जमीन का मालिक हूँ।

मैं सहकारी सभा समिति.....का सदस्य हूँ। मुझे नीचे लिखे  
कार्यों के लिए सहायता प्रदान की जाए।

### योजना का विवरण

उपर लिखित कार्य के लिए दी जाने वाली सहायता के अतिरिक्त जो खर्च होगा उसे मैं  
अपनी जेब से खर्च करूंगा या ऋण के रूप में मुबलिंग.....रुपये.....पैसे.....  
.....रुपये.....केवल बैंक.....के नियमानुसार प्राप्त करने के लिए  
मैंने प्रार्थना पत्र दे दिया है। आपसे प्रार्थना करता हूँ कि आप भी इस कार्य में मेरी सहायता  
करें।

दिनांक

प्रार्थी

.....

..... घोषणा पत्र .....

मैं घोषणा करता हूँ कि मैंने अभी तक मत्स्य पालन योजना के अधीन कोई सहायता प्राप्त नहीं  
की है।

अथवा

मैंने मत्स्य पालन योजना.....कार्य के लिए.....सहायता के  
रूप में प्राप्त किये हैं।

दिनांक .....प्रार्थी

मैं प्रमाणित करता हूँ कि प्रार्थी.....सपुत्र श्री.....निवासी..  
.....को .....

बीधा.....विस्वा भूमि मलकीयत गांव.....में है। जिसमें.....  
.....बीधा जमीन सिंचित है। प्रार्थी इस इलाके का लघु/सीमांत किसान/कृषि आमक है।

तसदीक कर्ता

पटवारी

.....

मैं सिफारिश करता हूँ कि प्रार्थी ने जिस कार्य के लिए आवेदन पत्र दिया है वह उसकी आर्थिक हालत सुधारने के लिए ठीक है। इस के लिए प्रार्थी को मु०.....रूपये धनराशि लगेगी। सम्बन्धित प्रपत्र संलग्न है। इसलिए प्रार्थी को मु०..... रूपये सहायता के रूप में मत्स्य पालन योजना के अधीन दिये जायें।

उपनिदेशक मत्स्य/  
सहायक निदेशक मत्स्य.

वरिष्ठ मत्स्य अधिकारी/  
मत्स्य अधिकारी/विस्तार अधिकारी

.....

मैं सिफारिश करता हूँ और प्रार्थना पत्र स्वीकृति हेतु मुख्य कार्याकारी अधिकारी मत्स्य कृषक विकास अभिकरण हिमाचल प्रदेश बिलासपुर/कांगडा को प्रेषित है।

उप-निदेशक मत्स्य/  
सहायक निदेशक मत्स्य.

.....

मैंने प्रार्थना पत्र की पूर्णतः जांच कर ली है। प्रार्थी लघु/सीमांत किसान.....जाति को श्रेणी के अधीन.....प्रतिशत सहायता पाने का पात्र है। अतः उपरोक्त कार्य में व्यय होने वाली कुल राशि मु०.....रूपये.....का प्रतिशत..... मुबलिग.....रूपये प्रार्थी को सहायता के रूप में स्वीकृत किये जावें तथा.....बैंक.....का.....रूपये का ऋण प्रदान करने के लिए आवेदन पत्र प्रेषित किया जाता है।

मुख्य कार्याकारी अधिकारी,  
मत्स्य किसान विकास अभिकरण,  
हिमाचलप्रदेश,बिलासपुर,कांगडा।

दिनांक:-

## FOR ASSISTANCE UNDER FISH FARMERS DEVELOPMENT AGENCY SCHEMES.

### AGREEMENT

This agreement made on the ..... day of ..... between Sh. ....S/o Shri. ....  
Caste ..... Resident of village ..... Post office ..... Tehsil ....., District ..... H.P.(Fish Farmer) hereinafter referred to as the first party, and the Fish Farmer's Development Agency, Himachal Pradesh, through Chief Executive Officer, hereinafter referred to as the 2nd party.

Whereas the first party has applied to the Chief Executive Officer, Fish Farmer's Development Agency, Himachal Pradesh, through the District Fisheries Officer Bilaspur District for subsidy of Rs 4,000 (Rs. Four Thousand only) only for the purpose of Construction of Running Water Unit.

AND WHEREAS the Chief Executive Officer, Fish Farmer's Development Agency, Himachal Pradesh has accordingly agreed to the grant of said subsidy to the first party subject to the terms and conditions laid down in rules governing grant of subsidy to Fish Farmers and Fishermen in Himachal Pradesh.

**Now these presents witness and the parties mutually agrees as follows:-**

1. That the sum of subsidy of Rs 4,000 (Rupees Four Thousand only ) only shall be paid in three equal installments by the second party to the first party as under:  
First installment shall be released on the completion of half work; and 2nd installment shall be released on the completion of the entire work as detailed in the estimates.
2. That the first party shall utilize the subsidy strictly for the purpose it has been sanctioned i.e. for the construction/renovation of tank/pond /check dam.
3. That the first party agrees to undertake works/jobs in accordance with the estimates formed by the Junior Engineer of the FFDA. The 2nd party does not allow the first party for any deviation from the works shown in the estimates framed for the purpose.
4. The first party shall utilize the subsidy for the purpose it has been granted and undertake the works according to the estimates.
5. That in case of any departure by first party in undertaking any part of the works accorded to the estimates, the 2nd party under this deed shall recover whole of the amount already paid to the first party in lump sum as arrears of land revenue under the prevailing Himachal Pradesh Land Revenue Act.

6. The first party fully agrees to abide by the directions, advises and instructions given by the 2<sup>nd</sup> party from time to time in regard, to the development of intensive fish culture in the water area hired by him or provided to him.
7. The first party agrees to undergo training in fish culture at the place selected by the 2<sup>nd</sup> party. The party undertakes to refund the entire expenditure as estimated by the 2<sup>nd</sup> party for the entire duration of the training, if the first party leaves the training in between.
8. The first party accepts the water agrees given to him on own land or/ on lease for a period of years for the development of fisheries by him. The first party also agrees to pay the lease amount, so fixed, in time to the Gram Panchayat concerned.
9. As the first party is not interested in raising the loan from any Bank, and as such the first party agrees to raise the balance amount of the estimates cost for the renovation of the foregoing pond from his own resources.
10. The first party agrees to inform the 2<sup>nd</sup> party about the weightment of fish caught and revenue earned by way of sale of fish from the pond every year.
11. The first party agrees to repay the loan taken from the Banks in time as stipulated. The first party further agrees that the 2<sup>nd</sup> party has full authority to collect the amount from him, in case of any default.
12. That in case of death, insolvency, insanity of the first party or his otherwise becoming incapable for repayment of loan or in case of his utilizing the subsidy for the purpose other than that specified hereinbefore or in case of breach of any of the condition of the grant of loan or subsidy, the first party binds itself and successor(s) in interest including the surety and his successor(s) in interest to be personally liable for the repayment of loan of subsidy along with the interest to the 2<sup>nd</sup> party.
13. The first party agrees to offer full opportunities to the representative(s) of the 2<sup>nd</sup> party to examine the books of account sale proceeds, and the pond where the first party is carrying out the fish culture.
14. The first party undertakes that it would execute fish culture operations with hone sty and sincerely and would take effective care of fish. The first party will not put forth any excuse particularly of the nature of theft as a reason for any non-payment of dues.
15. In witness where of both the parties have signed.

**Witness:-**

1. Signature Signature/Thumb  
Complete address impression of the  
First party.
2. Signature  
Complete address for and on behalf of the

Chief Executive Officer,  
Fish Farmer's Development Agency,  
Himachal Pradesh.

## 1. Assistance for setting up of fisheries units.

### (i) Departmental schemes.

	Schemes/ services.	Unit cost/pattern of Subsidy/ financial assistance /eligibility	Time line/standard	Responsible officer	Process	Document	Fee/contribution royalty		Next responsible officer in case reply not received.
							Mode	Amount	
<b>A.</b>	Construction /renovation of Community Fish Ponds in S/C concentrated villages.	100% or subject to max. of Rs.1,00,000/- to Gram Panchyat. possessing resources, subject to availability of budget.	90 days after receipt of complete case.	Concerned Deputy Director of Fisheries ./Assistant Director of Fisheries.	Examination, processing case for sanction and communication of approval/ sanction.	Panchyat resolution, agreement, designated land revenue papers, survey report, estimates, completion report, U.C. Resolution for leasing out pond for a minimum period of 5 years to S/C individual, family or group.	----	----	Deputy Director of Fisheries Directorate of Fisheries Bilaspur HP.

<b>(B)</b>	Trainings/ selection of beneficiaries for awareness camps.	Stipendiary, fisher fisheries co-operative Societies, SHG women group.	Inform 30 days in advance through PRI & Field staff.	-- do---	Examination, processing of application for approval and communication of training/ awareness camp.	Application for participation in training including subject matter of training.	----	----	----do---
------------	--	--	--	----------	--	---	------	------	-----------

**(ii) FFDA Scheme (Central Sector Scheme).**

<b>(A)</b>	Construction of new pond/ tank.	Unit cost Rs .4,00,000 per ha. Subsidy @ 20% (general) 25% (SC/ST)individual beneficiary, SHG women Group, who possess resources and is owner of land which is free from all encumbrance or hold lease of land for a period of minimum 5 years or more.	60 days after receipt of complete case.	Concerned Deputy Director of Fisheries/ Assistant Director of Fisheries.	Examination, processing of application for obtaining sanction and communication of approval sanction.	Application on prescribed Performa, agreement, land revenue papers, lease deed if applicable, survey report, estimates, recommendation by competent authority on progress of works completion report, U.C.	----	----	Concerned Chief Executive Officer(CEO) FFDA.
------------	---------------------------------	---	---	--	---	--	------	------	--

<b>(B)</b>	Renovation of pond/tank.	Unit cost Rs.75000 per ha. Subsidy @ 20% general)25%(SC/ST) individual beneficiary, SHG, women Group who possess resources and is owner of land which is free from all encumbrance or hold lease of land for a minimum period of 5 year.	--- do --	--- do --	--- do --	----do----	----	----	----do----
<b>(A. B) (ii)</b>	Cost of Inputs	Unit Cost Rs.50,000/- ha. Subsidy @ 20% gen.25% SC/ST individual SHG, Women subsidy for construction/ renovation of tank/ pond, 1 <sup>st</sup> year inputs to an individual beneficiary up to 3.0 ha. is available on pro-rata basis.	60 days after receipt of bills /invoices.	----do----	Inspection, examination of bills/ invoices and processing for release of payments.	Application, bills/invoices, complete in all respect and duly verified by competent authority, U.C.	----	----	----do----



<b>(C)</b>	Fresh water fish seed hatchery	Unit Cost. Rs. 1,60,000/- with 10 Million (fry) capacity/subsidy - 10% -individual beneficiary, SHG, Women group possessing resources.	60 days after receipt of complete case.	----do----	Examination, processing of application for obtaining sanction and communication of approval/sanction.	Application on prescribed Performa, agreement, land revenue papers, lease deed if applicable, survey report, estimates, recommendation on process of work completion report, U.C.	----	----	----do----
<b>(D)</b>	Fish feed units.	Unit cost Rs. 7,50,000/- capacity 1.2 quintal/day subsidy @ 20% to individual beneficiary, SHG, women group possessing resources.	---do---	----do----	----do----	----do----	----	----	----do----
<b>(E)</b>	Setting up of integrated unit including hatchery for Ornamental fish.	Unit cost Rs. 15,00,000/- which include hatchery capacity 5-10 lakh (Fry) Subsidy @10% to individuals beneficiary, SHG, women group possessing resources.	---do---	----do----	----do----	----do----	----	----	----do----

<b>(iii) Scheme under RKVY (ACA) 50:50 Basis.</b>									
<b>(A)</b>	Construction/ renovation of Community fish pond in SC concentrated Villages.	100% Grant in Aid subject to Max. of Rs.4,20,000/-to Gram Panchyats possessing resources in the districts, of Bilaspur, Kangra , Solan, Chamba. Sirmour, Mandi, and Una. subject to availability of budget.	90 days after receipt of complete case..	Concerned Deputy Director of Fisheries /Assistant Director of Fisheries.	Examination ,processing of application for obtaining sanction and communication of approval/ sanction.	Panchayat resolution, agreement, land revenue papers, survey report, estimates completion report, U.C. resolution for leasing out pond for a minimum period of 5 years to S/C, individual, family or group.	----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
<b>(B)</b>	Construction of fish ponds.	Unit cost Rs. 5,00,000/ ha. Subsidy @ 40% to individual, SHG & women group possessing resources in all districts of HP. except Kullu, Kinnaur, Lahul Spiti & Shimla. Water area to be covered- 13 ha.	60 days after receipt of complete case.	----do----	----do----	Application on Prescribed Proforma, agreement land revenue papers, lease deed if applicable, survey report, estimates, recommendation by competent authority on progress of work, completion report, U.C.	----	-----	----do----

<b>(C)</b>	Construction of Backyard Fish Farming Unit.	Unit cost. Rs. 1,44,000/- (6X6X2Mtr.pond). Subsidy @ 25% to all categories, SHG & women group possessing resources entire state of HP. except. Kinnaur & Lahul- Spiti districts.	---do---	---do---	---do---	---do---	---	---	---do---
<b>D. (i)</b>	Construction of trout units in tribal areas.	Unit cost Rs. 1,00,000/- (15X2X1.5 mtr. Raceways) subsidy @ 25% to individuals of all categories, SHG & women group possessing resources in Bharmour & Pangti Sub - division of Chamba, Kinnaur, & Lahul Spiti districts.	90 days after receipt of complete case.	Concerned Assistant Director of Fisheries / Assistant Director Animal Health & Breeding Pangti at Killar/ Assistant Director of Animal Health & Breeding Spiti at Kaza.	---do---	---do---	---	---	---do---

(ii)	1 <sup>st</sup> year inputs.	Unit Cost Rs. 1,50,000/ (per-raceway) subsidy 25%. to individuals of all categories, SHG, women group.	60 days after receipt of bills/ invoices.	----do----	Inspection, examination of bills/ invoices, and processing for release of payments.	Application, bills/ invoices complete in all respect and duly verified by competent authority, U.C.	----	----	----do----
(E)	Distribution of Fishing gill nets to reservoir fishermen.	Unit cost Rs.4000/ (Per gill net) Subsidy @ 25% to active fishers of all categories in Bilaspur. Una. Kangra. & Chamba. Districts.	180 days after receipt of complete case.	Concerned Assistant Director of Fisheries.	Examination of application, supply order, distribution of gill nets.	Application on prescribed Proforma duly verified, U.C.	----	----	----do----

## 2. Sponsoring Fisheries unit for loan.

(A)	Preparation and sponsoring cases for setting up fisheries units for advancing loan.	If beneficiary is willing to raise balance money, for setting up fishery unit through bank loan.	30 days after receipt of complete case.	Concerned Deputy Director of Fisheries / Assistant Director of Fisheries.	Examination & forwarding case for loan.	As prescribed in specific schemes/ programmes, term & conditions of financial institution.	-----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
-----	---	--	---	---	---	--	-------	-------	---

### 3. National Scheme of Welfare of Fishermen.(Central Sector Scheme)

(A)	Insurance for active fishermen/ fish farmers.	Rs. 2,00,000/- in Case death/ permanent disability Rs. 1,00,000/-in case of permanent partial disability Rs.10,000/- hospitalization expenses in the event of accident, active fishers having fishing license.	180 days after receipt of complete case.	Concerned Deputy Director of Fisheries /Assistant Director of Fisheries.	Examination and processing of cases for submission before FISH COPFED, payment of insured amount/ hospital expenses.	<p><u>Deaths Cases</u>            Claims statement on prescribed Proforma FIR of deceased, Postmortem/ chemical analysis report.            If postmortem not done then Medical Certificate issued by Medical Officer giving detail about cause of death.            Death certificate of deceased.            Legal Heir Certificate.</p> <p><u>Missing Cases</u>            claim statement, indemnity bond from nominee, police report of missing .</p> <p><u>Disability</u>            Claim statement, Doctor report certifying that person is partially/ totally permanent disabled due to accident.</p>	-----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. HP.
-----	---	--	--	--	--	--	-------	-------	--

<b>(B)</b>	Saving cum Relief.	Rs. 1800/ paid in two equal installments per month during close season, active fishermen working in reservoir having fishing license.	90 days after receipt of complete case.	Assistant Director Pong Dam/ Bilaspur / Chamba.	Examination processing proposal for sanction.	Proposal certifying fishermen contribution.	Cash.	Rs.60 per fisherman per month for ten months.	--- do ---
------------	--------------------	---	---	---	---	---	-------	---	------------

#### 4. Himachal Pradesh Fishermen Relief Fund.

	Fishermen relief fund.	Compensation up to maximum of 50% of loss of gill net, wooden boat and tents to fisher who is permanent resident, contribute in the fund and is fishing license holder.	180 days after receipt of complete case .	Assistant Director of Fisheries Bilaspur, Pong Dam. Chamba.	Submission of application to concerned Assistant Director of Fisheries within 30 days of accident, examination and recommendation of application, scrutiny of claim and recommendation of compensation by Governing body.	Application on prescribed Proforma recommendation by concerned Pradhan of fisheries co-operative society, report of Senior Fisheries Officer/ Fisheries Officer after conducting enquiry.	Cash.	Rs. 20 per fishermen per annum.	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
--	------------------------	---	---	---	---	---	-------	---------------------------------	---

## 5. Advisory Service.

	Giving advice regarding growth of fish, disease in pond and any other problem related to fishery.	Fish farmers.	On growth & other management practices in 7 days after receipt of application and on disease, problem at the same time, if calls received by telephone.	Concerned Deputy Director of Fisheries / Assitt. Director of Fisheries.	Processing of application for giving advice/ deputing Officer.	Application describing problems and expected support.	----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P..
--	---	---------------	---	---	--	---	------	-------	--

## 6. Fishing license.

<b>(A)</b> <b>i</b>	Rod & line and Hand line (General waters) and reservoirs.	Anglers.	Same day after receipt of fees.	Concerned Fisheries Officer.	Processing for issue of license.	Supply of information license fees.	Cash/ net banking	Rs. 40 per day Rs. 4000/ per annum.	Concerned Deputy Director of Fisheries/ Assistant Director of Fisheries.
<b>(ii)</b>	Rod & line with artificial baits. (Trout Water) Pandoh Reservoir.	Anglers.	--- do --	--- do ---	--- do ---	--- do ---	- do -	Rs. 100 per day. Rs.8000/ per annum.	--- do ---
<b>(B)</b>	Cast net General water.	Fisher.	--- do --	--- do ---	--- do ---	--- do ---	Cash	Rs. 100/ annum	--- do ---

<b>(C)</b>	Chips (General Waters)	Fisheries in specified area of Kangra District.	--- do --	Concerned Assistant Director of Fisheries.	--- do ---	--- do ---	-- do -	Rs.1000/ w.e.f. - 1 <sup>st</sup> September to 30 <sup>th</sup> November each year.	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P..
<b>(D)</b>	Barpata. (General Water)	Fisheries in specified area of Kangra District	--- do --	--- do ---	--- do ---	--- do ---	-- do -	Rs. 1000/- w.e.f. 1st September to 30 <sup>th</sup> November each year.	-- do -
<b>(E)</b>	Gill net Gobind Sagar/ Pong reservoir / Chamera & Ranjeet Sagar.	Fisher members of fisheries co – operative society .	On April every year after receipt of complete case.	Assistant Director of Fisheries Bilaspur/ Pong Dam. Chamba.	Examination of application & processing for issue of license.	Application on prescribed Proforma recommendation by concerned fisheries co-operative society and fisheries Officer, license fees, royalty.	-- do -	Rs. 50/- per Gill net Royalty @ 15% of fish sale proceeds.	-- do -

### **(7) Supply of Input/ Ornamental Fish.**

<b>(A)</b> <b>-i</b>	Trout fish seed.	Fish farmers .	Same day after receipt of amount w.e.f. April to May every year subject to availability.	Concerned Senior Fisheries Officer/ Fisheries Officer.	Collection Counting & packing of fish seed.	Information about demand cost of fish seed.	Cash	Rs. 3/ per Fry (1 to 5 gm) Rs. 5/per fingerling (5.1 to 10 gm) Rs. 10/ per Fingerling (10.1 to 15 gm) without packing Charges.	Concerned Deputy Director of Fisheries/ Assistant Director of Fisheries.
-------------------------	------------------	----------------	--	--	---	---	------	--	--



(ii)	Carp fish seed.	--- do --	Same day after receipt of amount w.e.f. May to September every year subject to availability.	--- do --	--- do --	---- do ---	- do -	Rs. 100/1000 14 days old spawn of Mirror Carp & IMC Rs.200/1000 fry up to 30 mm of Mirror Carp/ Grass Carp IMC Rs. 400/1000 fry having size 31 to 40 mm of Mirror carp/ Grass carp & IMC Rs. 600/1000 fry having size 41 to 60 mm of Mirror carp/Grass carp / IMC without packing charges.	--- do --
iii)	Aquarium fish.	Interested customers.	Same day after receipt of amount subject to availability.	Fisheries Officer Fish Farm Deoli. at Ghagus Bilaspur /Fisheries Officer fish Farm Kangra.	--- do --	Information about demand cost of fish.	- do -	Rs. 10/ per piece of Danio/putius Rs. 20/ per piece of Gold Fish Rs. 25/ per piece of Koi carp without packing charges.	--- do --
(iv)	Trout Fish Feed.	Fish farmers residents of HP. & others farmers .	Same day after receipt of amount subject to availability.	Fisheries Officer. Fish Farm Patlikuhal Distt- Kullu.	weighing and packing of fish feed.	Information about demand, cost of fish feed.	- do -	<b>Subsidized</b> Rs. 115/kg starts fee – 1 Rs. 97/ Kg for production feed Rs. 94/ kg for brooder feed. <b>Non-subsidized</b> Rs. 135/ Kg for start feed -1 Rs. 120/kg for production feed Rs. 110/ kg for brooder feed.	Deputy Director of Fisheries, Patlikuhal Distt- Kullu. H.P.

<b>8. Sale of fish.</b>									
<b>(i)</b>	Trout fish.	Customer retailer, whole seller, hotelier, dhabas owners etc.	Same day after receipt of amount subject to availability.	Concerned Senior Fisheries Officer/ Fisheries Officer.	Weighing of Fish.	Information about demand, cost of fish.	Cash.	Rs. 350/ per Kg.	Concerned Deputy Director of Fisheries /Assistant Director of Fisheries.
<b>(ii)</b>	Carp fish.	--- do -- -	--- do ---	--- do ---	--- do ---	--- do ---	-do	Rs. 50/per Kg.	--- do --

<b>9. NO Objection Certificates/Fisheries Department Clearances to Hydro Power Projects in HP.</b>									
#	services.	Description	Time line/standard	Responsible officer	Process	Document	Fee/contribution royalty /FDF etc.	Next responsible officer in case reply not received.	
<b>1</b>	Issuance of NOCs/Clearances to Hydro Power Projects.	NOCs/Clearances of power projects having capacity above 2MW and coming up on the rivers/streams/ khads which are not listed in the	Demand of Fisheries Development Funds will be raised on receipt of applications duly supported with relevant documents for seeking	Director-cum-Warden of Fisheries, H.P.	Examination, processing case for sanction and communication of Observation s/ approval/Rej	Allotment of power project/ Salient features of project/DPR /pre-feasibility report/EIA/E	Fisheries development funds will be charged as per provisions of revised hydro power policy of HP as notified by the Department of	DWF HP	

		negative list of the rivers identified by the Department of Fisheries for in-situ conservation of fisheries and to promote eco-tourism in the state and in those cases where impoundments/ reservoirs are not formed .	NOCs/Clearances within a period of <b>15 days</b>		action as the case may be.	MP and FMP etc.	MPP & Power to Govt. of HP vide Notification No. MPP-F(1)2/2005-VIII, dated 04.03.2014.	
<b>2</b>	Issuance of NOCs/Clearances to Hydro Power Projects	The power projects coming up on the rivers/streams/ khads listed in the negative list and or forming impoundments/reservoirs, the applications will be examined by the committee constituted by the Govt. of H.P. for issuance of Fisheries Deptt. NOCs which is headed by the <b>Secretary-in-Charge of Fisheries Department.</b>	On receipt of the minutes of the meeting(s), further action on the decision(s) shall be taken within <b>07 days.</b>	Director-cum-Warden of Fisheries, H.P..	Examination, processing comments for consideration of the committee, communication of Observation s/ approval/Rejection as the case may be.	Allotment of power project/ Salient features of project/DPR /pre-feasibility report/EIA /EMP and FMP etc.	Fisheries development funds will be charged as per provisions of revised hydro power policy of HP as notified by the Department of MPP & Power to Govt. of HP vide Notification No. MPP-F(1)2/2005-VIII, dated 04.03.2014.	DWF HP

3	Issuance of NOCs/Clearances to Hydro Power Projects	Deposition of Fisheries Development Funds(FDF) along with undertakings etc. by the power developer (s) with this Department, shall be deemed as NOC(s) issued.	Formal letter of NOC/Clearance shall be issued within <b>07 days</b> after realization of amount in the bank account of Director-cum-Warden of Fisheries, H.P. and undertaking complete in all respect.	Director-cum-Warden of Fisheries, H.P.	Examination, processing case for sanction and communication of Observations/ approval/Rejection as the case may be.	Demand draft/cheque /BC/RTGS and requisite undertakings along with proof of proper authorization .	-Do-	DWF HP
---	---	--	---	--	---	--	------	--------

### Indicative expectation from service recipients.

- Timely submission of application along with documents, after completion of all codal formalities.
- Timely follow up action by the recipients.
- Implementation of technical recommendation by the clients.
- Constant feedback / suggestion.
- Do not use under size nets or indulge in illegal fishing or other destructive method of Killing fish. Always follow and adhere to Fisheries Act & Rules.
- Feedbacks/ suggestions on Citizen Charter are welcomed on [Fisheries-hp@nic.in](mailto:Fisheries-hp@nic.in)

### Contact detail of responsible officers/centers.

S.No	Address	Name	Contact number	E-mail
1	Director –cum-Warden of Fisheries, Himachal Pradesh. Bilaspur.H.P.	Sh. Gurcharan Singh	01978-224068	fisheries-hp@nic.in
2	Deputy Director of Fisheries (HQ), Directorate of Fisheries, Himachal Pradesh Bilaspur.	Sh. Satpal Mehta	01978-223212	ddfiseries-bil-hp@nic.in
3	Deputy Director of Fisheries, Patlikhul, Distt-Kullu. HP.	Sh. Vijay Kumar Puri.	01902-240163	ddfiseries-kul-hp@nic.in
4	Chief Executive Officer, Solan, Distt - Solan. HP.	Sh. Sunil Mehta	01792-229454	adfiseries-sol-hp@nic.in
5	Chief Executive Officer, Palampur, Distt-Kangra.HP.	-----	01894-231872	adfiseries-pal-hp@nic.in
6	Assistant Director of Fisheries( HQ), Directorate of Fisheries, Himachal Pradesh Bilaspur.	Sh. Sunil Mehta	01978-223212	adfiseries-bpl-hp@nic.in
7	Assistant Director of Fisheries 20 P.P. Directorate of Fisheries, Himachal Pradesh Bilaspur.	Sh. Yogesh Gupta	01978-223212	adfiseries-bil-hp@nic.in
8	Assistant Director of Fisheries, Solan. Distt-Solan. HP.	Sh. Susheel Janartha	01792-229454	adfiseries-sol-hp@nic.in
9	Assistant Director of Fisheries, Shimla. Distt- Shimla. HP.	Sh. Tapesch Chauhan	0177-2830171	adfis-sml-hp@nic.in
10	Assistant Director of Fisheries, Sirmour. Distt- Sirmour. HP.	Sh. Ashok Verma	01702-224985	Ashok bhamra@yahoo.com
11	Assistant Director of Fisheries, Mandi. Distt- Mandi. HP.	Sh. Mahesh Kumar	01905-235141	<a href="mailto:adf-mandi-hp@nic.in">adf-mandi-hp@nic.in</a>
12	Assistant Director of Fisheries, Bilaspur. Distt- Bilaspur. HP.	Sh. Rajan Sood	01978-222568	adfiseries-bil-hp@nic.in
13	Assistant Director of Fisheries, Una. Distt- Una. HP.	Sh. Hamir Chand	01975-227792	adfiseries-pal-hp@nic.in

14	Assistant Director of Fisheries, Palampur. Distt- Kangra. HP.	Sh. Pankaj Thakur	01894-231872	-----
15	Assistant Director of Fisheries, Pong Dam. Distt- Kangra. HP.	Sh. Khem Singh Thakur	01893-201282	adfiseries-pong-hp@nic.in
16	Assistant Director of Fisheries, Chamba. Distt- Chamba. HP.	Vacant	01899-223801	adfiseries-cha-hp@nic.in
17	Senior Fisheries Officers, Una. Distt- Una. HP.	Sh. Bhupender Kumar.	088944-91843	-----
18	Senior Fisheries Officer, Fish Farm Patlikhul. Distt- kullu.H.P.	Sh. Jagat Pal	94184-60474	-----
19	Senior Fisheries Officer. Fish Farm Sultanpur. Distt –Chamba. HP.	Sh. Lovell Kumar	94182-18746	-----
20	Senior Fisheries Officer. Fish Farm Sangla. Distt- Kinnour. HP.	Sh. Jiwan Lal Negi	98161-38726	-----
21	Senior Fisheries Officer. Hamirpur. Distt-Hamirpur.HP.	Sh. Vijay Kumar Dogra.	94180-00386	-----
22	Fisheries Officer Trout Hatchery Batalar. Distt – kullu. HP.	Sh. Neetu Singh	94186-63022	Neetufo@yahoo.com
23	Fisheries Officer, Fish Farm Hammni. Distt – Kullu. H.P.	-----	94596-74892	-----
24	Fisheries Officer, Fish Farm Barot. Distt – Mandi. HP.	Sh. Rajender Paul	97363-16923	-----
25	Fisheries Office,. Fish Farm Machhyal. . Distt – Mandi. HP.	Sh. Arun Kant Verma	94186-10580	-----
26	Fisheries Officer, Fish Farm Alsu. Distt – Mandi. HP.	Sh. Ajay Kuldeep	94182-12704	-----
27	Fisheries Officer, Fish Farm Deoli. Distt – Bilaspur. HP.	Sh. Duni Chand	98160-42040	-----
28	Fisheries Officer, Fish Farm Kangra. Distt – Kangra. HP.	Sh. Pankaj Thakur	94183-60933	-----
29	Fisheries Officer, Fish Farm Nalagarh. Distt – Solan. HP.	Dr. Som Nath	94182-12704	Snpatyal@yahoo.comin
30	Fisheries Officer, Fish Farm Gagret Distt – Una HP.	Sh. Hitesh Kaundal.	96256-74013	-----
31	Fisheries Officer. Fish Farm Holi. Distt –Chamba. HP.	Sh. Vijay Kumar (Sub-Inspector)	98165-92817	-----
32	Fisheries Officer. Fish Farm Dhamwari. Distt – Shimla.HP.	Sh. Ram Singh	94183-28896	Ramsinghdhiman80@gmai.com

## Stake holders/Clients.

- Fisher in Inland and Aquaculture.
  - Fish contractor/ marketing personnel's.
  - Fishermen Co-operative societies.
  - Consumer of fish & Fisheries products.
  - Research & Development Institutions.
  - Educational Institutions.
  - Officers/ Officials of state fisheries Department.
  - State and centre ministries.
  - Fisheries related Environmental Groups & NGO'S.
  - Fisheries and allied industries.
  - Institutional finance and Insurance organizations.
  - Gram Panchayats.
  - Anglers.
-

## Guide books/ Publications.

Department has published following hand book, brochures for guidance of our stake holders/ clients. Which can be obtained from Directorate of Fisheries, Bilaspur. More information on Department Schemes and programme etc. may be obtained by visiting Departmental web site [hpfisheries.nic.in](http://hpfisheries.nic.in)

- ✦ MANNUAL OF RAINBOW TROUT FARMING.
- ✦ Fish PROCESSING & PRESERATION.
- ✦ मत्स्य पालन व्यवस्थाय में स्व:रोजगार।
- ✦ CONSTRUCTION OF FISH FARM.
- ✦ हिमाचल प्रदेश के पहाडी क्षेत्रों में मत्स्य पालन।
- ✦ हिमाचल प्रदेश के नदीय जलों में मत्स्य विकास।
- ✦ बहते पानी में मत्स्य पालन।
- ✦ ANGLING IN HIMACHAL PRADESH.
- ✦ VARIOUS INCENTIVE ORIENTED SCHEME.
- ✦ FISH KEEPING IN AQUARIUM, MAINTENCANCE AND MANAGEMENT.
- ✦ HAND BOOK ON STATE FISHERIES.
- ✦ RESERVOIR FISHERIES DEVELOPMENT IN HIMACHAL PRADESH.
- ✦ FISH FARMERS DEVELOPMENT AGENCY (FFDA).



## **Redressal of grievance.**

All services will be courteously extended by all staff members of the Department. If there is any dissatisfaction or complaint about any service or its standards, the same can be registered with state Government online Public Grievances redress portal e – **Samadhan**. Grievance can also be lodged on link [fisheries-hp@nic.in](mailto:fisheries-hp@nic.in). All complaints will be acknowledged by us and final action taken will be communicated within 30 days.

**Month and year for the next Review of Citizen Charter-----October – 2016.**

**Authority:-** Additional Chief Secretary (Fisheries) Government of Himachal Pradesh letter No. Fish-F(10)-4/2013 dated 07-2-2015.