

**Citizen's Charter  
For  
Department of Fisheries  
Himachal Pradesh  
(2016-17)**

**Directorate of Fisheries,  
Himachal Pradesh  
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Citizen's Charter  
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**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 three small reservoirs having total area of 43,785 ha, 3000 km of riverine length - out of which 600 km are trout waters, besides 535.758 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. Total fish production from both capture & culture was around 12200 MT annually. 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. 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.

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

**(i) Departmental schemes.**

#	Schemes/ services.	Unit cost/pattern of Subsidy/ financial assistance /eligibility.	Time line/standar d	Responsi ble officer	Process	Document	Fee/contributi on royalty		Next responsible officer in case reply not received.
							Mod e	Amou nt	
<b>A.</b>	Constructio n /renovation of Community Fish Ponds in S/C concentrat ed 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./ Senior Fisheries Officer	Examination, processing case for sanction and communicati on 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---
<b>(C)</b>	Distribution of Fishing gill nets to reservoir fishermen.	Unit cost Rs.5000/ (Per gill net) Maximum Subsidy @ 50% to active fishers of three reservoirs. (Bilaspur, Pong Dam, Chamba.	180 days after receipt of complete case.	Concerned Assistant Director of Fisheries ./ Senior Fisheries Officer	Examination of application, supply order, distribution of gill nets.	Application on prescribed Proforma duly verified, U.C.	----	-----	----do----

## **(II) Rashtriya Krishi Vikas Yojana (RKVY)**

<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 all districts of Himachal Pradesh subject to availability of	90 days after receipt of complete case.	Concerned Deputy Director of Fisheries /Assistant Director of Fisheries/ Senior Fisheries Officer	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	----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
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		budget.				leasing out pond for a minimum period of 5 years to S/C, individual, family or group.			
<b>(B)</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.	---do---	----do----	----do----	----do----	----	-----	----do----
<b>(C)</b>	Distribution of Cast Nets	Unit cost Rs.2000/ (Per Cast net) Subsidy @ 25% to active fishers of all categories in riverine sector.	180 days after receipt of complete case.	Concerned DDF/Assistant Director of Fisheries./ Senior Fisheries Officer	Examination of application, supply order, distribution of gill nets.	Application on prescribed Proforma duly verified, U.C.	----	-----	----do----

<b>(D)</b>	Construction of trout units in tribal areas.	Unit cost Rs. 1,00,000/- (15X2X1.5 mtr. Raceways) subsidy @ 40% 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----
<b>(E)</b>	1 <sup>st</sup> year inputs.	Unit Cost Rs. 1,50,000/ (per-raceway) subsidy 40%. 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----
<b>(F)</b>	Transport Subsidy of feed on Trout Raceways.	Unit cost of Rs. 1.50 Lac. Rs. 0.30 Lac unit for at least first 3 years	30 days after completion of ponds & availability of seed.	Concerned Deputy Director of Fisheries/ Assistant Director/S.	Examination processing case for sanction of Communication pond/	After submitting the Bill Boucher's of Fish feed and seed including transportation	-----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.

				F.O	Tank.	charges.			
<b>2. Sponsoring Fisheries unit for loan.</b>									
<b>(A)</b>	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/ Senior Fisheries Officer	Examination & forwarding case for loan.	As prescribed in specific schemes/ programmers, term & conditions of financial institution.	-----	-----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
<b>III.</b>	<b>Central Sector Scheme on Blue Revolution: Integrated Development and Management of Fisheries.</b>								
	<b>National Scheme of Welfare of Fishermen.</b>								
<b>Sr. No.</b>	<b>Component</b>	<b>Unit Cost</b>	<b>Financial assistance.</b>	<b>Terms and Conditions.</b>					
1.	Saving-cum-Relief. (For reservoir	Rs. 3000/- per fisher per annum .	Rs. 2000/- per fisher per annum.	<b>Eligibility criteria</b> (i) Beneficiary should be	Examination processing proposal for sanction.	Proposal certifying fishermen contribution.	Cash .	Rs.100/- per fisherman per month	--- do ---



	fishers only)			a fulltime active fisher, (ii) Beneficiary should be a member of a functional local fishers cooperative society/ Federation/ any other registered body. (iii) Beneficiary should be Below Poverty Line (BPL) and of between 18 and 60 years of age, (iv) Beneficiary fishers shall save Rs.1000/-				for ten months.	
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				<p>over a period of 10 months during the fishing season annually towards their contribution.</p> <p>(vii) The accumulated amount of Rs.3000/- shall be disbursed to enrolled fishers in 2 equal installments during the /ban period of 2 months every year.</p>					
2	Housing for Fishers.	Construction of new houses @ Rs.1,30,000/-.	100% unit cost.	(i) The housing unit should have a	Identification of beneficiary Below Poverty Line	Application form Revenue Paper, estimates.	---	----	--- do ---

				<p>minimum plinth area of 25 Sq.m including sanitation facility.</p> <p>(ii) Beneficiaries should be actively involved in fishing activities.</p> <p>(iii) Preference to be given to fishers Below Poverty Line(BPL)</p> <p>(iv) Beneficiaries owning <i>kutcha</i> houses can also be considered for providing <i>pucca</i> houses.</p> <p>(v) A</p>	<p>(BPL) obtaining of financial sanction.</p>				
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				cluster based development of not less than 20 houses should be adopted.					
3.	Group Accident Insurance for Active Fishermen * <i>(Till a final decision on convergence of this scheme with PMSBY is taken by the Competent Authority)</i>	Insurance premium@ Rs.20.34/-per fisher per year. <i>(The rate of insurance premium is subject to change on year to year basis)</i>	80% of the premium amount with a ceiling of Rs.16.27/- per year.	(i) Licensed/ registered fishers shall be eligible for insurance for Rs.2.00 lakh against death or permanent total disability, Rs.1.00 lakh against permanent partial disability and	Examination and processing of cases for submission before FISH COPFED, payment of insured amount/ hospital expenses.	<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.		Rs.20.34/- per fisher per year in UTs.	

				<p>Rs.10,000/ - towards hospitalizat ion expenses. (ii) The insurance cover shall be for a period of 12 months. (iii) This component shall be implement ed through FISHCOPF ED or other designated agencies /institutions . The central liability of premium amount in respect of insured fishers shall be released</p>		<p>Legal Heir Certificate. <u>Missing Cases</u> claim statement, indemnity bond from nominee, police report of missing . <u>Disability</u> Claim statement, Doctor report certifying that person is partially/ totally permanent disabled due to accident.</p>			
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				directly to such agencies/institutions.					
<b>IV.</b>	<b>Development of Inland Fisheries and Aquaculture.</b>								
<b>1</b>	<b>Development of Freshwater/ Brackish water Aquaculture.</b>								
1.	Construction of new ponds/tanks (including construction of sluice gates, civil works for water supply and aeration appliances, feed storing shed etc.)	As per actual cost subject to a ceiling of Rs. 7 lakh per hec.	80% of the unit cost with a ceiling of Rs.5.6 lakh per ha.	(i) Beneficiaries shall provide documentary evidence of availability of requisite land free from all encumbrances and financial resources along with necessary clearances / permissions	Identification of beneficiary preparation of DPR obtaining of financial sanction.	Application form Revenue Paper estimates.	---	----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.

				<p>etc. in the DPR. No funds shall be provided for the land.</p> <p>(ii) The constructed ponds shall have a minimum water depth of 1.5m. (iii) financial assistance shall be restricted to a maximum area of 2 ha for individual beneficiary, 2ha x number of members for cooperatives/ collectives subject to</p>					
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				viability of pond sizes and with a ceiling of 20 ha. For group / collectives. The project proposals in this category shall be routed through the concerned State /UT Government with proper recommendations.					
2.	Renovation of existing ponds/tanks (repair and strengthening of funds, repair of electrical and water supply	Rs.3.5 lakh.	80% of the unit cost with a ceiling of Rs.2.80 lakh per ha.	(i) Beneficiaries shall provide documentary evidence on ownership of the existing ponds/tank	Identification of beneficiary preparation of DPR obtaining of financial sanction.	Application form Revenue Paper estimates.	---	----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.



	works and other accessories/ equipment, desiltation, repair/installation of sluice gates, site clearing, dewatering etc.)			s, financial resources along with necessary clearances / permission s (if any required) etc. in the DPR. (ii) Renovation / repair/ desilting of existing ponds/tank s, other related civil works etc. may be considered for funding only after 5 years on one time basis. (iii) financial assistance shall be restricted to a					
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				<p>maximum area of 2 ha for individual beneficiary , 2ha x number of members for cooperatives/collectives subject to viability of pond sizes and with a ceiling of 20 ha. For group /collectives . (iv) The project proposals (except for central Govt. organizations /instates) shall be routed through the</p>					
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				concerned State/UT Government with proper recommendations.					
3.	Input Cost for freshwater fish culture (unit cost includes cost of fish/prawn seed, feed, manure, disease prevention measures, transportation charges etc.)	As per actual cost subject to a ceiling of Rs.1.50 lakh/ha.	Assistance for Finfish culture is restricted at 80% of unit cost with a ceiling of Rs.1.20 lakh/ha.	(i) This input cost shall be provided for the ponds / water bodies mentioned at S.No.1.1 to 1.2 above with the ceiling indicated therein. (ii) Beneficiaries shall be provided central assistance for input costs for the initial crop only in the newly	Procurement & scrutiny of voucher.	Voucher of inputs Purchase i.e. feed/seed & fertilizer etc.	---	----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.

				constructed/ renovated ponds /tanks.(iii) assistance for input cost shall be released only after the ponds/tank s are ready for culture.					
4.	Establishment of Fish seed hatcheries for Indian Major Carps and other specific cultivable fin fish.	As per actual cost subject to a ceiling of Rs. 25.00 lakh per hatcheries of 2 ha area.	80% of the unit cost with a ceiling of Rs.20.00 lakh per hatchery.	(i) Beneficiaries shall provide documentary evidence of availability of requisite land free from all encumbrances and financial resources, necessary	Identification of beneficiary preparation of DPR obtaining of financial sanction.	Application form Revenue Paper estimates.	---	----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.

				clearances / permissions etc. with full technical details including bio-security measures in the DPR. No funds shall be provided for the land. (ii) The project proposals from individual beneficiaries, cooperatives/ collectives shall be routed through the concerned State /UT Governme					
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				<p>nt with proper recommendations. (iii) Proposals from Central and State Government organizations/federations/corporations/agencies etc may be submitted directly to NFDB. (iv) Fish hatchery shall have a minimum capacity of 10 million fry / year with minimum area of 2 ha. (v) Fish hatchery</p>					
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				<p>shall include brooder pond, nursery ponds, rearing tanks, small laboratory, water &amp; electric supply, required infrastructure facilities etc. (vi) The fish hatchery should be managed by the required qualified technical staff. (vii) Beneficiary organizations shall ensure supply of</p>					
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				<p>seed produced from the central assisted hatcheries to farmers at affordable /reasonable price.  (vii) Post construction operation, management and maintenance of the hatcheries shall be carried out in a satisfactory manner by the beneficiaries at their own costs.</p>					
<b>2</b>	<b>Cold Water Fisheries and Aquaculture.</b>								



(i)	Construction of permanent farming units and Raceways.	Rs. 2 lakh per unit of 17X2X1.5m <sup>3</sup> (51m <sup>3</sup> ).	80% of the unit cost with a ceiling of Rs.1.60 lakh per unit.	(i) Beneficiaries shall provide documentary evidence of availability of requisite land free from all encumbrances and financial resources along with necessary clearances / permissions etc. in the DPR. No funds shall be provided for the land. (ii) financial assistance shall be restricted	Identification of beneficiary preparation of DPR obtaining of financial sanction.	Application form Revenue Paper estimates.	---	----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
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				to a maximum area of 4 units for individual farmer/ beneficiary , 10 units for fisher cooperatives/ federations and Entrepreneurs.					
(ii)	Inputs Cost Trout culture.	As per actual cost subject to a ceiling of Rs.2.50 lakh/unit.	Assistance for Trout culture is restricted at 80% of the unit cost with a ceiling of Rs.2.00 lakh / ha.	(i) Beneficiaries shall be provided financial assistance for input cost for the initial crop only in the newly constructed unit. (ii) assistance for input cost shall	Procurement & scrutiny of voucher.	Voucher of inputs Purchase i.e. feed/seed & fertilizer etc.	---	----	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.

				be released only after the unit are ready for culture.					
<b>4. Himachal Pradesh Fishermen Relief Fund.</b>									
	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 fisherman per annum.	Deputy Director of Fisheries. Directorate of Fisheries Bilaspur. H.P.
<b>5. Advisory Service.</b>									

	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.
<b>6. Fishing license.</b>									
<b>(A)</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 ---

(C)	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..
(D)	Barpata. (General Water)	Fisheries in specified area of Kangra District	--- do --	--- do ---	--- do ---	--- do ---	-- do -	Rs. 1000/- w.e.f. 1 <sup>st</sup> September to 30 <sup>th</sup> November each year.	-- do -
(E)	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	<b>Within State</b> .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.	<b>Out of State</b> Rs. 5/ per Fry (1 to 5 gm) Rs. 7/per fingerling (5.1 to 10 gm) Rs. 13/ per Fingerling (10.1 to 15 gm) without packing Charges.	Concerned Deputy Director of Fisheries/ Assistant Director of Fisheries.
<b>(ii)</b>	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. 150/1000 14 days old spawn of Mirror Carp & IMC Rs.300/1000 fry up to 30 mm of Mirror Carp/ Grass Carp IMC Rs. 500/1000 fry having size 31 to 40 mm of Mirror carp/ Grass carp & IMC Rs. 700/1000 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 Patlikuhhal Distt- Kullu.	weighing and packing of fish feed.	Information about demand, cost of fish feed.	- do	<b>Subsidized rate HP. State.</b> Rs. 122/kg starts feed- 1. Start feed-II Rs. 109/ Kg. start feed-III production feed Rs. 103/ kg for brooder feed Rs.99/Kg.	<b>Out of State</b> Non-subsidized Rs. 143/ Kg for start feed -1. Start feed-II Rs. 128/kg start feed-III production feed Rs. 121/ kg for brooder feed Rs. 116/Kg.	Deputy Director of Fisheries, Patlikuhhal 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. 450/ per Kg.	Concerned Deputy Director of Fisheries /Assistant Director of Fisheries.
<b>(ii)</b>	Carp fish.	--- do - --	--- do ---	--- do ---	--- do -- -	--- do ---	-do	Rs. 80/per Kg.	--- do -



#	services.	Description	Time line/standard	Responsible officer	Process	Document	Fee/contribution royalty /FDF etc.	Next responsible officer in case reply not received.
<b>9.- NO Objection Certificates/Fisheries Department Clearances to Hydro Power Projects in HP.</b>								
1	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 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 .	Demand of Fisheries Development Funds will be raised on receipt of applications duly supported with relevant documents for seeking NOCs/Clearances within a period of <b>15 days.</b>	Director-cum-Warden of Fisheries, H.P.	Examination, processing case for sanction and communication of Observations/ 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
2	Issuance of NOCs/Clearances	The power projects coming	On receipt of the minutes of the	Director-cum-Warden	Examination,	Allotment of power	Fisheries development	DWF HP

	ces to Hydro Power Projects	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>	meeting(s), further action on the decision(s) shall be taken within <b>07 days.</b>	of Fisheries, H.P..	processing comments for consideration of the committee, communication of Observations/ approval/Reject-ion as the case may be.	project/ Salient features of project/DPR /pre-feasibility report/EIA /EMP and FMP etc.	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.	
<b>3</b>	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/Reject-ion as the case may	Demand draft/cheque/BC/RTGS and requisite undertakings along with proof of proper authorization .	-Do-	DWF HP

					be.			
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**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**

**Contact detail of responsible officers/centers.**

S.N o	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. Vijay Kumar Puri	01978-223212	ddfiseries-bil-hp@nic.in
3	Deputy Director of Fisheries, Patlikhul, Distt-Kullu. HP.	Sh. Satpal Mehta	01902-240163	ddfiseries-kul-hp@nic.in
6	Assistant Director of Fisheries( HQ), Directorate of	Sh. Hamir Chand	01978-223212	adfiseries-bpl-hp@nic.in

	Fisheries, Himachal Pradesh Bilaspur.			
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. Khem Singh Thakur	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. Bhupender Kumar	01975-227792	adfiseries-una-hp@nic.in
14	Assistant Director of Fisheries, Palampur. Distt- Kangra. HP.	Sh. Khem Singh Thakur(Addl)	01894-231872	-----
15	Assistant Director of Fisheries, Pong Dam. Distt- Kangra. HP.	Sh. Mahesh Kumar	01893-201282	adfiseries-pong-hp@nic.in
16	Assistant Director of Fisheries, Chamba. Distt- Chamba. HP.	Sh. Lovell Kumar	01899-223801	adfiseries-cha-hp@nic.in
17	Senior Fisheries Officers, Una. Distt- Una. HP.		088944-91843	-----
18	Senior Fisheries Officer, Fish Farm Patlikhul. Distt- kullu.H.P.		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, Fish Farm Kangra. Distt – Kangra. HP.	Sh. Pankaj Thakur	94183-60933	-----
23	Fisheries Officer Trout Hatchery Batalar. Distt – kullu. HP.	Sh. Neetu Singh	94186-63022	Neetufo@yahoo.com
24	Fisheries Officer, Fish Farm Hammni. Distt – Kullu. H.P.	-----	94596-74892	-----
25	Fisheries Officer, Fish Farm Barot. Distt – Mandi. HP.	Sh. Rajender Paul	97363-16923	-----
26	Fisheries Office,. Fish Farm Machhyal. . Distt – Mandi. HP.	Sh. Arun Kant Verma	94186-10580	-----
27	Fisheries Officer, Fish Farm Alsu. Distt – Mandi. HP.	Sh. Ajay Kuldeep	94182-12704	-----
28	Fisheries Officer, Fish Farm Deoli. Distt – Bilaspur. HP.	Sh. Jagat Pal	98160-42040	-----
29	Fisheries Officer, Fish Farm Kangra. Distt – Kangra. HP.	Sh. Pankaj Thakur	94183-60933	-----
30	Fisheries Officer, Fish Farm Nalagarh. Distt – Solan. HP.	Dr. Som Nath	94182-12704	Snpatyal@yahoo.comin
31	Fisheries Officer, Fish Farm Gagret Distt – Una HP.	Sh. Hitesh Kaundal.	96256-74013	-----
32	Fisheries Officer. Fish Farm Holi. Distt –Chamba. HP.	Sh. Vijay Kumar (Sub-Inspector)	98165-92817	-----
33	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 [himachal.nic.in/fisheries](http://himachal.nic.in/fisheries).

✚ **MANUAL 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, MAINTENANCE AND MANAGEMENT.

✚ HAND BOOK ON STATE FISHERIES.

✚ RESERVOIR FISHERIES DEVELOPMENT IN HIMACHAL PRADESH.

✚ Central Sector Schemes on Blue Revolution Mission : Integrated Development and Management of Fisheries (Welfare Schemes).

#### **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 – 2017.**

**Authority:-** Additional Chief Secretary (Fisheries) Government of Himachal Pradesh letter No. Fish- F(10)-4/2013 dated 27-09-2015.

# विभागीय स्कीम के अन्तर्गत अनुदान सहायता।

पहचान पत्र संख्या:-

## आवेदन पत्र

मैं .....सपुत्र .....जाति.....  
निवासी.....डाकघर.....तहसील.....जिला.....  
सामान्य जाति/ अनुसूचित जाति/ अनुसूचित जनजाति मत्स्य पालक/ जीवि हूँ। मैं कुल रकवा.....  
.....बीघा.....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 करुंगा 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 .....बीघा.....विश्वा भूमि मलकियत गांव..  
.....में है जिसमें.....बीघा 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।

सहायक निदेशक मत्स्य  
मत्स्य मण्डल,

## फार्म-क

### ‘आवेदन पत्र’

मत्स्य पालकों को दी जाने वाली सहायता हेतु।

मैं ..... सपुत्र/सपुत्री/पत्नी श्री .....  
..निवासी ....., डाकघर ....., तहसील .....  
....,  
जिला ....., हिमाचल प्रदेश का निवासी हूँ। मैं कुल रकवा ...  
..... बीघा ....., विस्वा जमीन का मालिक हूँ।

मैं केन्द्रीय क्षेत्रीय स्कीम नीली क्वान्ति के अन्तर्गत तालाबनिर्माण /सुधार/, रेसवेज, हैचरी, मत्स्य एकत्रीकरण केन्द्र तथा बर्फ के कारखाने का निर्माण करना चाहता/चाहती हूँ। इसलिए मुझे उक्त निर्माण कार्य के लिए सहायता प्रदान की जाए।

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

दिनांक:-

प्रार्थी

### घोषणा पत्र

मैं ..... सपुत्र/सपुत्री/पत्नी श्री ..... , निवासी .....

..

....., डाकघर ....., तहसील ....., जिला .....

..

हिमाचल प्रदेश यह घोषणा करता हूँ कि अभी तक मत्स्य पालन योजना के अन्तर्गत कोई सहायता प्राप्त नहीं की है/ ..... ट्राउट युनिट/ .....  
..है० तालाब निर्माण/सुधार हेतु विभाग से .....योजना के अन्तर्गत .....वित्तीय सहायता प्राप्त की है।

दिनांक:-

प्रार्थी

मैं प्रमाणित करता/करती हूँ कि प्रार्थी ..... सपुत्र/सपुत्री/पत्नी .....

..... निवासी ....., डाकघर ....., तहसील .....

जिला ....., हिमाचल प्रदेश को ..... बीघा .....विस्वा  
भूमि मलकीयत गांव ..... में है। जिसमें ..... बीघा भूमि  
सिंचित है। प्रार्थी इस इलाके का कृषक है।

तसदीक कर्ता -

पटवारी

मैं सिफारिश कर्ता हूँ कि प्रार्थी ने जिस कार्य के लिए  
आवेदन 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 दिए जाए।

दिनांक:-

वरिष्ठ मत्स्य अधिकारी/  
मत्स्य अधिकारी/विस्तार अधिकारी।

मैं सिफारिश करता हूँ और प्रार्थना पत्र स्वीकृति हेतु सहायक  
निदेशक मत्स्य, मण्डल ....., जिला ....., हिमाचल प्रदेश को  
प्रेषित है।

दिनांक:-

वरिष्ठ मत्स्य अधिकारी/  
मत्स्य अधिकारी/विस्तार अधिकारी

मैंने प्रार्थना पत्र की पूर्णतः जांच कर ली है। प्रार्थी कृषक श्री  
/ श्रीमति ..... सपुत्र/सपुत्री/पत्नी ..... निवासी .....

.....  
डाकघर....., तहसील ....., जिला ....., हिमाचल  
प्रदेश को केन्द्रीय क्षेत्रीय योजना के अन्तर्गत नीली क्रान्ति हेतु भारत सरकार  
द्वारा जारी मार्ग दर्शिका में दर्शाए गए प्रावधानों के अनुसार .....

निर्माण हेतु 80प्रतिशत अनुदान सहायता के रूप में मु0 .....रूपये  
स्वीकृत किये जाते हैं।

दिनांक:-

सहायक निदेशक मत्स्य,

**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.**

## APPENDIX-1

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

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

**Agreement.**

This agreement made on the ----- --day of -----  
between Sh. ----- S/o Sh. ----- Caste ----- resident of village  
----- --Post office ----- 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 -----  
herein after referred to as the 2<sup>nd</sup> party.

Whereas the first party has applied to the Assistant Director of  
Fisheries ----- ----through Senior Fisheries Officer/ Fisheries Officer of -----  
----- 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 terms and  
conditions laid down in rules governing grant of subsidy to Fish farmer and Fishermen in  
Himachal Pradesh.

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

1. That the sum of subsidy of Rs. ------(Rupees -----)only shall be  
paid in two equal installments by the second party to the first party as under:-
  - (a) First installment shall be released on the completion of half work.
  - (b) Second installment shall be released on the completion of complete work  
as per estimate.
2. That the first party shall utilize the subsidy strictly for the purpose for which it has  
been sanctioned i.e. for the construction/renovation of tank/pond/ check dam.
3. That the first party agrees to undertake works/ job in accordance with the  
estimates farmed by the Engineers of Fisheries Department/ from private  
Engineers or any other officer authorized by the Government. The second 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 for which it has been released and undertake the works according to the estimate.
5. That in case of any deviation by the first party in undertaking any part of the works according to the estimates, the 2<sup>nd</sup> 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 Beneficiary/Applicant shall return the funds with 12% per annum or Bank interest accrued, whichever is higher in case the funds are not utilized as per the terms & conditions of the sanction for the purpose for which it is released.
7. Cost escalation shall have to be borne by the beneficiary.
8. The beneficiary will have to complete the construction/ Renovation of work within two months after the date of according sanction.
9. The first party fully agrees to abide by the directions, advices 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.
10. The first party agrees to undergo training in fish culture at the place selected by the second 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.
11. The first party accepts the water area 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, by the Gram Panchayat concerned.
12. 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 estimated cost of the renovation of the foregoing pond from his own resources.
13. The first party agrees to inform the 2<sup>nd</sup> party about the weighment of fish caught and revenue earned by way of sale of fish from the pond every year.



14. 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 recover the amount from him, in case of any default.
15. 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 or subsidy alongwith the interest to the 2<sup>nd</sup> party.
16. The first party agrees to offer full opportunities to the representative(s) of the 2<sup>nd</sup> party to examine the book of accounts, sale proceeds, and the pond where the first party is carrying out the fish culture.
17. 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 nonpayment of dues.
18. In witness whereof both the parties have signed.

**Witness:**

1. Signature  
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.