

CHAPTER - 2

Particulars of the Organization, Functions and Duties [Sec.4 (1) (B) (i)]

Sl. no	Name of the organization	Address	Functions	Duties
1	Department of Fisheries	District Fisheries Office Department of Fisheries, Government of Telangana, Nallavally Road, Nagarkurnool Phone (Off) 8309592426 9000863665 E-mail: Dfonagarkurnool@gmail.com	District Fisheries Officer is the Head of the Department at the district level and responsible to the District and Head Office. 1. Implementing development programs in the sector. 2. Implementing the activities concerned with the livelihoods of small scale fishers, infrastructure development, and welfare of Fishermen. 3. Promotion and Regulation of Fresh water Fish/Prawn culture. 4. Enforcing Fisheries Act and Rules 5. Citizen friendly Reforms for Good and Responsive Governance etc.,	1. Implementation of livelihood supporting schemes for welfare of Fishermen, such as : Group Accident Insurance Schemes, Savings -cum- Relief, Supply of Fish Seed etc., 1. Aquaculture: Promotion and regulation of fresh water prawn culture and carp culture. 2. Sustainable development of aquaculture is being promoted by ensuring quality seed, feed and scientific management

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES [Sec.4 (1) (B) (ii)]

Sl. no	Name of officers/employees	Designation	Duties allotted	Powers
1	Sri.B.Laxmappa	District Fisheries	Statutory	The District of Fisheries Officer has powers to collector information, conduct enquires.
			Administrative	All Administrative powers are vested with District Fisheries Officer.
			Financial	Financial powers are vested with District Fisheries Officer allotted by the Head Office.
			Other	Responsible for supervision all the schemes/projects and the will be called by the Head Office for furnishing the information and data for facilitating decision at higher levels in the Governemtn

Procedure followed in the decision making process [Sec.4 (1) (B) (iii)]

Activity	Description	Decision - making process	Designation of final decision making authority
Goal - setting & Planning	---	---	---
Budgeting	---	---	---
Formation of Programmes, schemes And projects	---	---	---
Recruitment / hiring of personal	---	---	---
Release of funds	---	---	---
Implementation delivery of service/utilization of funds	---	---	---
Monitoring & evaluation	---	---	---
Gathering feedback from public	---	---	---
Undertaking Improvements	---	---	---

Norms set for the discharge of its functions [Sec.4 (1) (B) (iv)]

Sl. No	Function / Service	Norms/ Standards Of performance set	Time frame	Reference documents prescribing the norms (Citizen's Charters Service Charter etc.)
1	Disposal of Fishery Rights	The department of fisheries disposes the fishery rights of the departmental tanks to the fishermen cooperative society on lease with nominal prices and issues fishing rights	1 week	Fishery wealth in the tanks is disposed as per the procedure laid done in the G.O.Ms.No.776, dated :31-12-1990
2	Supply of fish seed	There is Government fish farm in the district and the said farms is being kept under the control of the Fisheries Development Officer and the fish seed which is produced is disposed to the Fishermen Cooperative Societies and fish farmers who are in need of seed for raring same in the water bodies on nominal prices.	Same day	Functionary and Department manual of the Fisheries Department is being followed.
3	Organization and Registration of FCS	Fishermen Cooperative Societies are being formed and registered as per the desire of the fishermen and these registered bodies can access the government funds and other privileges.	70 days	TS Act VII of 1964 is being followed.
4	Bifurcation	The fishermen who desired to have their society when such village falls in the existing FCS and as per the willing of	90 days	TS Act VII of 1964 is being followed.

The Rules, Regulations, Instructions, Manual and Records for Discharging Functions [Sec.4 (1) (B) (v)]

Sl. No	Description	Gist of Contents	Price of the Publication of priced
Rules & Regulations			
1	TSCS ACT VII OF 1964	Registration, issue of bye laws etc.,	NIL
Instructions			
1	Manual Records Publications	Nil	Nil

**Categories of Documents held by the Public Authority under its Control
[Sec.4 (1) (B) (vi)]**

Sl. No	Category of documents	Title of the documents	Designation and address of the custodian (held by / under the control of whom)
1	Registration of Fishermen Cooperative Societies	Registration certificate & Byelaws.	District Fishery Officers at District
2	Lease of fishery rights in the departmental tanks	Fishing Permit	Fisheries Development Officer / Asst. Inspector of Fisheries at unit level
3	Fish Seed farm activity	Registers and infrastructures	Fisheries Development Officer / Asst. Inspector of Fisheries at unit level
4	Licensing scheme in the reservoirs	Fishing licence rights	Fisheries Development Officer / Asst. Inspector of Fisheries at unit level
5	Office files	Files	Concerned section clerks and Superintendent
6	Library and books	Reference books, Journals Magazines etc.,	-
7	Records	Closed files like L-dis, D-dis, R-dis etc.,	Senior Assistant
8	Bills	Pay rolls, Advances and Loan etc.,	Senior Assistant
9	Infrastructure like vehicles, furniture etc.,	Vehicles, Furniture, Stationary etc.,	Senior Assistant

**Arrangements for Consultation with, or Representation by, the Members
of the Public in relation to the Formulation of Policy or Implementation
thereof [Sec.4 (1) (B) (vii)]**

Sl. No	Function / Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
1	Execute and monitor the implementation of the marketing scheme	Agenda circulated in advance for discussions in the meeting	<ol style="list-style-type: none"> 1. Action taken reports circulated in the next meeting. 2. The information on the progress of the schemes is also informed in the meetings. 3. The members may inspect the works is progress.
2	Assessing the value of fish and fixing a lease amount of tanks of G.P	Agenda circulated in advance for discussions in the meeting	<ol style="list-style-type: none"> 1. Action taken reports circulated in the next meeting. 2. The information on the progress of the schemes is also informed in the meetings. 3. The members may inspect the works is progress
3	Disaster Management & Mitigation	Agenda circulated in advance for discussion in the meeting	<ol style="list-style-type: none"> 1. Action taken reports circulated in the next meeting. 2. The information on the progress of the schemes is also informed in the meetings. 3. The members may inspect the works is progress
4	Selection of fishermen for Inland Fisheries Training Centers at Warangal	Agenda circulated in advance for discussion in the meeting	<ol style="list-style-type: none"> 1. Action taken reports circulated in the next meeting. 2. The information on the progress of the schemes is also informed in the meetings. 3. The members may inspect the works is progress
5	Schemes for fisheries	Agenda circulated in advance for discussions	<ol style="list-style-type: none"> 1. Action taken reports circulated in the next meeting.

**Boards, Councils, Committees and other Bodies constituted as part of
Public Authority [Sec.4 (1) (B) (viii)]**

S. No	Name of Board, Council, Committee, etc.,	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its meetings accessible for Public
1	District Level Committee to executed and monitor the implementation of the marketing scheme	1) District Collector 2) J.D/Dy.D/ADF Fisheries department 3) Ex. Engineer of Executive Agency 4) Marketing Department Officials 5) Municipal Corporation Officials 6) Non Govt. Organization 7) A Representative of Local Fish Traders 8) President of Dist. Fishermen Coop Society.	For Executing the works of model fish marketing creation of hygienic sanitary facilities	Accessibility to members and Special invites
2	Committee to assess the value of fish and fixing a lease amount of tanks of G.P	1) District Panchayat Officer 2) MDO concerned 3) Sarpanch of G.P	For fixing upset price for disposal of fishery wealth in minor irrigation tanks with Gram panchayat	Accessibility to members and Special invites
		4) FDO Concerned		
4	Selection Committee for Inland Fisheries Training Center at Warangal	District Fisheries Officer, President, District Fishermen Cooperative Society in the Zone concerned.	Selection of candidates for under going training	Accessibility to member and Special invites

Directory of officers and employees [sec.4 (1) (b) (ix)]

S. No	Name of Board, Council, Committee, etc.,	Composition	Address of the officer/ Employee (Name of the district)	Composition	Telephone and fax numbers		
					Office	Residence	Mobile
1	Dr.B.Laxmappa	District Fisheries Officer	Mahabubnagar	District Fisheries Officer	District Fisheries Office, Nagarkurnool	Mahabubnagar	9441076533
2	D.Johnson	Assistant Inspector	Mahabubnagar	Assistant Inspector	District Fisheries Office, Nagarkurnool	Mahabubnagar	9032343185
3	G.Achanna	Senior Assistant	Mahabubnagar	Senior Assistant	District Fisheries Office, Nagarkurnool	Mahabubnagar	9000863665
4	G.Anjaiah	Fieldman	Mahabubnagar	Fieldman	District Fisheries Office, Nagarkurnool	Mahabubnagar	9885148566
5	Yadagiri	Fisherman	Mahabubnagar	Fisherman	District Fisheries Office, Nagarkurnool	Mahabubnagar	9912681326
7	M.Krishnaiah	Fieldman	Mahabubnagar	Fieldman	District Fisheries Office, Nagarkurnool	Mahabubnagar	8008921705
8	MD.Hussain	Fisherman	Mahabubnagar	Fisherman	District Fisheries Office, Nagarkurnool	Mahabubnagar	9985432025

**Monthly Remuneration Received by the Officers and Employees Including
the System of Compensation as provided in Regulations [sec.4 (1) (b) (x)]**

Sl. No	Name	Designation	Basic Pay	SPL. PAY	IR	TI	D. A	HRA	CCA	GROSS
1	Sri.B.Nagulu	FDO/DFO	36070				7938	4328		48756
2	Sri.D.Johnson	Assistant Inspector	47330				10416	5680		63996
3	Sri.G.Achanna	Senior Assistant	26600				6412	3192		36754
4	Sri.G.Anjaiah	Fieldman	39160				9439	4699		53748
5	Sri.Yadagiri	Fisherman	36070				8694	4328		49512
7	Sri.M.Krishnaiah	Fieldman	28120				6189	3374		38013
8	Sri.D.Hussain	Fisherman	18400				4049	2208		24877

Budget Allocated to Each Agency including Plans etc., [sec.4 (1) (b) (xi)]

Abstract of Budget Estimates for 2016-17

Scheme	Budget Estimate 2016-17	Amount released	Expenditure
Development Fisheries Scheme	-	2900000/-	900000/-
Fish Retail Outlets (SCs)	-	144000/-	144000/-

Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries [sec.4 (1) (b) (xii)]

Name of Programme / Activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Disbursement procedure
1. Group Accident Insurance Scheme	An exgratia of Rs.2,00,000/- in case of death / permanent disability and Rs.1,00,000/- in case of partial disability and a cover of Rs.10,000 towards hospitalization expenses in the event of accident is	Fishermen should be a member of the fishermen cooperative society and for claiming any subsidy scheme the beneficiary / fishermen must fulfill all the governmental procedure for availing the schemes	District fishery officers

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [sec.4 (1) (b) (xiii)]

The district fishery officers will be granting this

Institutional Beneficiaries				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
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Name of the Programme / Scheme				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
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Individual Beneficiaries				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
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Name of the programme/Scheme:				
Sl.No	Name & Address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
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**The information, available to or held by it, reduced in an electronic form
[sec.4 (1) (b) (xiv)]**

Electronic format	Description (Site address / location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
Website	www.telangana .online.got.in -) departments -) fisheries department	Department activities, tenders, action plan, budget, organization Structure, notes etc.,	-
Internet Connectivity	For official correspondence with the district officials	Official E-malling	Sr.Asst
Frame list of water bodies in the District	Strength hening fisheries data base net working	Strength hening of fisheries data base networking	Sr.Asst
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15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public			

**Particulars of Facilities available to citizens for obtaining Information
[sec.4 (1) (b) (xv)]**

Facility	Description (Location of Facility / Name etc.)	Details of information made available
Notice Board	District Fisheries Officer	
News Paper Reports	District Fisheries Officer	Sr.Asst.
Public Announcements	District Fisheries Officer	Sr.Asst.
Information	District Fisheries Officer	Sr.Asst.
Publications	---	---
Office Library	---	---
Websites	---	---
Other Facilities (Name)	---	---

**Name, Designation and other particulars of public information Officer
[sec.4 (1) (b) (xvi)]**

Sl. No	Name of office / administrative unit	Name and Designation Nodal APIO	Office telephone : Fax: Cell No:	E-Mail
1	O/o District Fisheries Office, Nagarkurnool	G.Achanna Senior Assistant	9000863665	dfonagarkurnool@gmail.com

PUBLIC INFORMATION OFFICER (S)

Sl. No	Name of office / administrative unit	Name and Designation Nodal APIO	Office telephone : Fax: Cell No:	E-Mail
1	District Fisheries Office, Nagarkurnool	B.Laxmappa, District Fisheries Officer	9441076533	dfonagarkurnool@gmail.com

Other information as may be prescribed and thereafter update these publications every year [sec.4 (1) (b) (xvii)]

- Poster on the inland and cooperatives
- Poster on the welfare activities

PLACE ; NGKL

NAME AND DESIGNATION OF THE OFFICER

DATE: 20-12-2017

B.Laxmappa,
District Fisheries Officer,
Nagarkurnool.



RTI ACT - 2005

4 (1) (B)

**District Fisheries Officer,
Nagarkurnool**