

**MANUAL -1**  
**Particulars of Organization, Functions & Duties**  
*(Section-4 (1) (b) (i) )*

**1. Aims and Objectives of the Organization:**

- To boost fish production of the District by increasing feasible water bodies as well as by implementation of scientific method of pisciculture in Private and G.P. tanks, MIPs and Reservoirs.
- To produce disease free pure quality fish seed and to provide them to fish farmers at reasonable rate.
- To develop unutilized water logging, derelict water bodies or low productive, low lying land into a culturable status by excavation/renovation providing technical assistance through bankable scheme with subsidy under FFDA/NFDB for promotion of pisciculture in the District.
- To motivate/train the unemployed youth/fish farmers/entrepreneurs towards scientific method of pisciculture that provides self employment to the unemployed, through suitable awareness camp, training and exposure visit and also by providing subsidy.
- To strengthen the village women organizations such as SHGs providing gainful employment through pisciculture in GP tanks.
- To strengthen traditional fish farmers through adoption of intensive/composite/integrated fish farming.
- To strengthen the traditional fishermen with advanced method of fish catching from rivers, canals, MIPs , Reservoirs etc. by providing fishing equipments i.e. boat and net through bank linkage with subsidy under different schemes.
- To stimulate entrepreneurship in fisheries sector for establishment of hatchery and production of quality seed, establishment of fish feed unit, one stop aqua shop to provide critical inputs for scientific pisciculture.
- To provide insurance coverage among fishermen community by implementing Janashree Bima Yojana, Group Accident Insurance Scheme for their future social security.

**2. MISSION /VISION:**

- To create additional water areas through excavation of new tanks and ponds and renovation of tanks under NFDB/FFDA and MGNREGS scheme.
- To enhance the productivity of water bodies by adopting scientific fish farming.
- To convert more unproductive water bodies to productive pisciculture resources.
- To promote private entrepreneurs for installation of new hatchery, fish seed rearing projects to meet the fish seed demand of the District.
- To renovate the derelict GP tanks and convert them into productive pisciculture resources and arrange for leasing of these tanks on LTL for carrying out pisciculture activities by women SHGs/Individuals.

- To strengthen the economic standards of poor fish farmers, men/women SHGs through scientific pisciculture by educating them on such method.
- To make district self sufficient in fish production and generate substantial revenue for the state of Odisha.

### 3. HISTORY AND BACKGROUND:

Malkangiri is the Southern most District of Orissa has come in to existence with effect from 2<sup>nd</sup> October 1992 after bifurcation from erstwhile Koraput District. Simultaneously District Fisheries Office at Malkangiri comes in to functioning as its own unique office with full phase from 17<sup>th</sup> October 1995 as well. This Office was functioning in a rented house up to 31<sup>st</sup>. December 2001 and now functioning at Government Fish Farm, Malkangiri.

Malkangiri District lies between 17' 45" and 18' 45" North latitude 81'30" and 82' 30" East longitude approximately. It extends up to East- Koraput and Vishakhapatnam District of Andhra Pradesh in West Dante Wada District and North Bastar District of Chhatisgarh and Khamam District of Andhra Pradesh in the South. The Malkangiri District is comprises with rivers, Canals, reservoirs and MIPs. The soil structure is being sandy, loamy, sandy loam has on undulapitated topography with Hills and dales. Main water drains through a number of Nallah and ultimately passing through five major rivers i.e. Saberi, Sileru, Potteru, Sati, and Gurupriya. The major water resources for cultivation are from Satiguda Irrigation Project and Potteru Irrigation Project Canals.

The Malkangiri District has 108Nos. of Gram Panchayat, 02Nos. of N.A.Cs. and 07Nos. of Blocks. Malkangiri District comprises with one subdivision with three Tahasil viz; Malkangiri, Chitrakonda and Mottu. Seven Nos. of Blocks viz; Kalimela, Korukonda, Kudumulugumma, Khoirput, Malkangiri, Mathili & Podia.

#### **District Profile:**

1)	Date of functioning of the District	:	17.10.1995.
2)	No. of subdivision	:	01No.
3)	No. of Tahasil	:	03Nos.
4)	No. of Block	:	07Nos.
5)	No. of Police Station	:	08Nos.
6)	No. of Gram Panchayat	:	108Nos.
7)	No. of N.A.C.	:	02Nos.
8)	No. of R.I. Circle	:	22Nos.
9)	No. of Revenue villages	:	933Nos.
10)	No. of Hamlet villages	:	941Nos.
	(a) Malkangiri:		298Nos.
	(b) Chitrakonda:		338Nos.
	(c) Mottu:		305Nos.
11)	No. of BPL Families	:	81847Nos.

			(As on 2005-06)
12)	No. of cultivated area in ha.	:	141560Ha.
13)	No. of M.I.P.	:	26Nos.
14)	No. of Minor reservoir	:	02Nos.
15)	No. of Medium reservoir	:	Nil.
16)	No. of Major reservoir	:	01No.
17)	No. of villages	:	133
18)	No. of M.P.V. villages	:	81
19)	Geographical Area	:	6190 Sq.Km
20)	Forest Area	:	155887.084 ha.
21)	Cultivable Area	:	141560 ha.
22)	Irrigated area	:	9620.559Ha.
23)	Population as per 2001 Census	:	480232Nos. (Male 240540 Female-239692)
24)	Average Annual Rainfall	:	1190.90mm.
25)	Normal Rainfall	:	1521.80mm.
26)	No. of Major Rivers	:	05Nos.
27)	No. of major Irrigation Canals	:	02Nos.
28)	No. of GP Tanks with area	:	887nos799.83ha.
29)	No. of Revenue Tanks with area	:	195Nos. / 234.12 Ha.
30)	No. of reservoir (40 Ha. and above)	:	03Nos.
31)	No. of Fishery Cooperative Societies	:	10Nos.
32)	No. of Major Govt. Breeding Fish Farm	:	02Nos.
33)	No. of Block level Nurseries Centre	:	04Nos.
34)	Percentage of Literacy	:	Male-41.21%, Female-21.28% <b>Average 31.26%</b>

The department of Fisheries was created under Govt. of Orissa and ministry of Fisheries and ARD in the year 1956 and expanded in the year 1972 & subsequently, restructured on 1993. The Fish Farmers Development Agency (FFDA), Malkangiri came in to force from 17.10.1995 under the Chairmanship of the Collector and Dist.Magistrate, Malkangiri.

The Fisheries Department in Malkangiri district is headed by Assistant Director of Fisheries-cum-Chief Executive Officer, Fish Farmers Development Agency, Malkangiri having its office at Malkangiri district head quarters. To look after the fisheries development works at grass root level fisheries Extension Officers (FEOs')/Fishery Demonstrators (FDs') have been posted under the control of Block Development Officers in different C.D. Blocks of the district.

### Resources of the District for Pisciculture:

Sl. No.	Resources	No.	Area in Ha.
1	2	3	4
1	Reservoirs	03	17658.00
2	M.I.Ps	26	286.465
3	Rivers & Canals	4+25= 29	19240.00
4	G.P.Tanks	887	799.83
5	Revenue Tanks	150	180.00
6	Private Tanks	5260	1572.89
	<b>TOTAL:</b>	<b>6355 Nos.</b>	<b>39737.185Ha.</b>

### PRESENT LEVEL OF UTILIZATION OF RESOURCES

Sl. No.	Resources	No.	Area in Ha.
1	2	3	4
1	<b>Tanks &amp; Ponds</b>		
	G.P.Tanks.	627	569.80
	Revenue Tanks	63	80.00
	Private Tanks	3652	1056.00
	<b>Total</b>	<b>4342</b>	<b>1705.80</b>
2	<b>Reservoir/ M.I.P.</b>		
	40 Ha. & above 40Ha.	03	17658.00
	Below 40Ha.	26	275.15
3	<b>Other water bodies</b>		
	Rivers & Canals	25	19240.00
	<b>GRAND TOTAL:</b>		

#### b) FISH SEED HATCHERY AND FARM:

There is a Govt. Fish Farm in the District at Malkangiri & Kalimela with its prime objective of catering seed demand of the fish farmers of the district. Malkangiri fish farm having a Chinese Circular Hatchery which produces quality spawn and fry and caters the fry demand of the district as well as neighboring districts. The total water area of fish farm are as detailed below:

Sl. No.	Name of the Govt. Fish Farm	Total water area (in Ha.)						Total water area	Total area in Acre
		NT		ST		RT			
		No.	Area	No.	Area	No.	Area		
1	2	3	4	5	6	7	8	9	10
1	Govt. Fish seeds (Breeding) Farm, Malkangiri	15	0.89	02	0.47	03	2.24	3.60	3.86
2	Govt. Fish Seeds (Breeding) Farm, Kalimela	21	0.94	05	0.95	09	4.05	14.02	4.85
3	Block Level Nursery, Koilipari, Korukonda Block.	09	1.01	-	-	-	-	1.01	2.00
4	Block Level Nursery, Kadamguda, Mathili Block.	05	0.75	-	-	-	-	0.75	2.00
5	Block Level Nursery, M.V.79, Podia Block.	11	0.72	-	-	-	-	0.72	2.00
6	Block Level Nursery, Podia Block.	07	0.78	-	-	-	-	0.78	2.00
	<b>TOTAL:</b>	<b>68</b>	<b>5.09</b>	<b>07</b>	<b>1.42</b>	<b>12</b>	<b>4.40</b>	<b>10.10</b>	<b>16.71</b>

#### **4. ALLOCATION OF BUSINESS:**

##### **A) ADF-CUM-CEO,FFDA.**

The Asst. Director of Fisheries-cum-Chief Executive Officer, Fish Farmers Development Agency is the head of the district office so far fisheries administration is concerned. He discharges the duties as DDO of the district office and chief executive for implementation, supervision and monitoring of different fisheries schemes/programmes at district and block level. He is the member secretary of the FFDA managing committee and convener of the MC meeting. He is solely responsible for effective implementation, supervision and monitoring of different schematic fisheries activities as well as achieving the target of the Govt. to the fisheries sector of the Dist.

##### **B) D.S.F(Head quarters)**

The Deputy Superintendent of Fisheries (head quarters) is in charge of technical section of the office dealing with all Govt. fishery schemes and monitoring the schemes for development of tanks under FFDA/NFDB. He is responsible for monitoring of different fish farmers training under FFDA, SEP training, NFDB training, awareness camps which are conducted at block level and dist. level from time to time every year. He is responsible for collection of reports and returns from the field functionaries and makes compilation and preparation of dist. report and returns of different schematic activities and submission of the same to higher quarters as and when required from time to time. He also discharges the duties as asst. public information officer of the dist. office.

**C) F.E.Os of Blocks:**

The Fishery Extension Officers are the base level field functionaries at grass root level. They are responsible for implementation /supervision of different fisheries schemes/programmes in the field. They are responsible for identification of beneficiaries and submission of feasibility reports for development of tanks under different Govt. schemes and submission to be taken up by Bank finance and without Bank finance under FFDA/NFDB with special focus on development of multipurpose farm ponds under MGNREGS.

They are responsible for identification of individual fish farmers/SHGs for providing finance assistance in term of short term credit loan, and SGSY assistance to take up pisciculture activities.

They are responsible for supplying /providing quality fish and prawn seeds to fish farmers for their pisciculture tanks/MIPs/Reservoirs etc.

Over and above a FEO has to play key role on development of multipurpose farm ponds under MGNREGS bearing the responsibility of identification of beneficiaries, examination of feasibility of land, implementation of the project, effective supervision and completion of work in the stipulated time. They have been empowered for measurement of tanks and necessary entries in the measurement book.

They are responsible for rendering technical guidance to the fish farmers for adopting scientific pisciculture for enhancing productivity so as to boost fish production of the district.

**D) Clerks of the office:**

The Head Clerk / Senior Clerk are discharging their duties & they are in charge of cash and accounts, establishment section of the office and other bill preparation, drawl and disbursement including of confidential section as well as financial correspondent of the budget and expenditure etc.

The Junior Clerk is in charge of store and issue/diary section of this office.

**E) FS / FDs:**

The Fishery Supervisors and Demonstrator posted in the fish farm is assisting in breeding ,netting, feeding and farm maintenance works including net weaving and repairing during off season. The fishery supervisors / demonstrators posted in the blocks are acting as the in charge FEOs.

**F) Lunch & pump Driver:**

He performs his duty as pouring the water to over head tank during breeding season and maintains the adequate level of water in all stocking, rearing and nursing tanks and dewater the nursery tanks during summer season for exposure the tank button to sunlight.

**G) Peon and Watchman:**

Peon helps in communicating the official correspondence work addressed to local office and watchman helps in giving security to office as well as fish farm after the office hours.

**5. Duties to be performed to achieve the mission:**

All the staff members posted in the district establishment as well as at field level are conscious enough in executing their individual duties assigned as per their job chart. They are always ready to discharge their duties promptly in order to help the public as well as to communicate the higher quarters for avoiding red tappism and in necessary correspondence.

**6. Details of services rendered:**

The service rendered by the District Fishery Office is as follows:

- a) Prepares the plan estimate and sponsore to the financing Banks for development of pisciculture tank. Educates technically the fish farmers imparting training on intensive way on stipend basis.
- b) Releases subsidy to completed pisciculture projects as per FFDA norms to fish farmers.
- c) Provides fishing equipments i.e. Net and Boat to fishermen through bankable schemes.
- d) Promoting employment generation by integrated fish farming in G.P. as well as Private tanks.
- e) Identification of small and marginal farmers and development of multipurpose farm ponds under MGNREGS
- f) Promoting fish farmers for raising fingerlings/yearlings, culture of diversification of species in order to increase fish productivity.
- g) Strengthen the fishermen co-operative society for reservoir fishery development.
- h) Stocking of fish fingerlings in the reservoirs and provision of net and boat to the PFCS members to enhance the fish production as well as to exploit the fish catch.

**7. Citizen Interaction:**

The District office authority is ADF-cum-CEO.FFDA invites the leading fish farmers, fish entrepreneurs, Fisheries Input suppliers, GP representatives, Sarpanch, Bankers, GP tank leasee, SHG (men and women) members twice in a year for STAKE HOLDERS TRIANING AND SEMINAR to district office during pre-monsoon and post monsoon periods for refreshing their memories in imparting the technical know how on pisciculture its hazard and eradication and successful implementation at field level. The efforts taken have been lauded by the participants in each congregation.

**8. Postal address of the main office/Sub-Ordinate/Field unit:**

**a. Main Office:**

Asst. Director of Fisheries-Cum, CEO, FFDA, Malkangiri  
At/Po – Tala Sahi, Malkangiri  
Dist. Malkangiri, Orissa.  
Pin: 764045.

**b. Sub-ordinate officer/Fishery Extension officer/Fishery Demonstrator of Block office(Panchayat Samiti Office):**

1. Malkangiri
2. Kalimela
3. Podia
4. Korukonda
5. Mathili
6. Khoirput
7. K. Gumma

**9. Map of the Office Location:**

The office and fish farm, Malkangiri is situated at a distance of 1.5 Kms. from bus stand and inside the farm campus having its post office at Malkangiri.

**10. Working hour both for office and public:**

The working hour of the office start at 10.00 am. To 5.00 pm with a lunch break from 1.30 pm. to 2.00 pm every day excluding second Saturday and Sunday and all Govt.holidays. But during summer due to excess heat waves the office starts from 7.00 am to 1.00 pm with out any break which is declared by the Govt. in every year, generally from 15<sup>th</sup> April to 15<sup>th</sup> June.

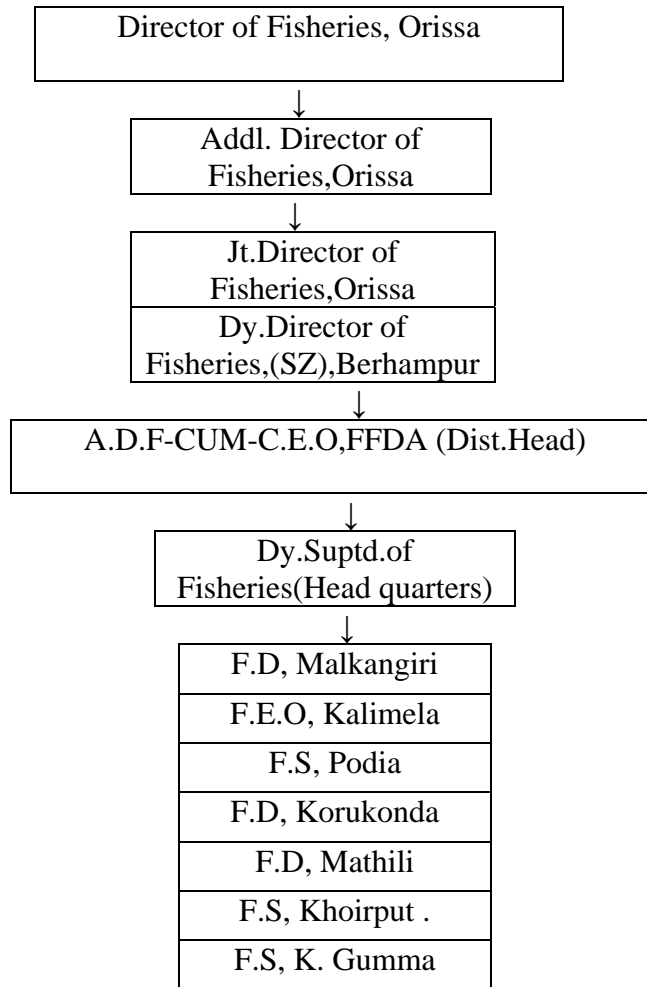
**11. Public Interaction of Any:**

The interaction with the public held during field tour of the FEO, DSF & ADF. The ADF participates in all the focus village programme/Jana Samprka Sibira of the Collector/ADM of the District where interaction with the public took place to short out the problems.

**12. Grievances redress Mechanism:**

Any grievance from the public they apply directly to the ADF or through the concerned BDOs'/FEOs' during office hour. Grievance cell of Collector, ADM also refers grievances for redressal, if it relates to this office. If the petitioner grievances are under the jurisdiction of the ADF then it is sorted out/ solved immediately, if it seems beyond his limit then with proper recommendation/guidance are given to higher quarter to set right the problems immediately.

**13. Organization Chart:**



**MANUAL-2**  
**Powers & Dutied of Officers & employees.**  
**(Section-4 (1) (b) (ii) )**

Designation	Powers				Duties
	Administrative	financial	Statutory	Others	
ADF	Administrative	Yes	Yes	No	Full charge of the Dist.
DSF	No	No	No	--	Gen. & Misc.Section.
F.D, Malkangiri	--	--	--	--	D & V of fish in Block
F.E.O, Kalimela					D & V of fish in Block
F.S, Podia					D & V of fish in Block
F.D, Korukonda					D & V of fish in Block
FEO, Fish Farm					Farm in-charge
F.D, Mathili					D & V of fish in Block
F.S, Khoirput .					D & V of fish in Block
F.S, K. Gumma					D & V of fish in Block
I.C.S					PFCS works
Sr.Clerk					Accounts./Cash
Head Clerk					Esst.,Audit etc
Jr.Clerk					Store, Issue/ diary.
Driver					Driving
P & LD					Pump Driving
F.D					Farm Work
Peon					Office work
Watchman-I					Office sleeper
Watchman-II					Farm sleeper
Attendant-I					Farm work

### MANUAL-3

#### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS.**

##### **(Section-4 (I) (b) (iii) )**

The procedure can be described both in narrative form or through flow chart process. In narrative form the stages through which a proposal passes the levels which it gets examined and the final authority to which it has to go for approval may be explained.

The flow process chart can give a comprehensive as may be seen from the following illustration of preparing a food card.

#### **Flow Progress Chart of Food Card.**

<b>Activity</b>	<b>Level of Action</b>	<b>Time Frame</b>
<b>1</b>	<b>2</b>	<b>3</b>
Application and put a dairy number	Counter clerk	Same day
To mark application to concerned inspector	Counter clerk	Same day
To visit premises of applicant and verify the facts	Inspector	Inspector
To prepare report and submit to F.S.O	Inspector	Inspector
To approve/reject application	F.S.O.	1 day
To sign and return card	F.S.O.	Same day
To deliver card to applicant	Counter clerk	Same day

#### **Such charts may prepare for major functions:**

<b>Activity</b>	<b>Level of Action</b>	<b>Time Frame</b>
<b>1</b>	<b>2</b>	<b>3</b>
Receive application	Block level	Same day
Survey the field and forwarded the application to Dist.		
Prepared scheme and forwarded to Bank	A.D.F.	7 days
Field visit and finance	Bank	15 days
Progress of work	Beneficiary	1 month
Utilization and release of subsidy	District	15 days

**MANUAL -4**  
**NORMS FOR DISCHARGE OF FUNCTIONS**  
**(Section-4 (1) (b) (iv) )**

<b>Activity</b>	<b>Time Frame/Norm</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>
Diary of letter	3 minutes per letter	--
Dispatch of letter	5 minutes per letter	Registration dak including entry messenger book.
Typing Job	30 pages per day	
Preparation of Scheme and forwarding of it to Bank	7 days	
Issue of Subsidy	15 days	

## MANUAL-5

# Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

Sl. No.	Name of the Act, Rules, Regulations etc	Brief Gist of the Contents	Reference No. If Any	Price in Case of Priced Publications
1	2	3	4	5
1	Orissa Govt. conduct rules	-	-	-
2	Orissa Govt. Budget manual	-	-	-
3	Orissa Govt. Service Code	-	-	-

## MANUAL -6

### Categories of Documents Under Control

[Section-4(1) (b) (vi) ]

#### TANKS DEVELOP & SUBSIDY POSITION:

Sl. No.	Year	Bank Finance		Without Bank Finance		Total subsidy released.
		No.	Area in Ha.	No.	Area in Ha.	
1	2	3	4	5	6	7
1	2000-01	-	-	12	4.72	2,87,925/-
2	2001-02	249	52.30	179	37.06	1,20493/-
3	2002-03	39	11.84	95	23.70	5,78,921/-
4	2003-04	59	15.68	193	69.86	17,64,250/-
5	2004-05	29	10.25	218	57.74	14,39,150/-
6	2005-06	26	7.35	29	11.40	5,15,575/-
7	2006-07	22	12.00	-	--	3,23,000/-
8	2007-08	29	14.00	13	4.80	5,65,825/-
9	2008-09	16	4.00	-	-	235520/-
10	2009-10	5	1.60	-	-	78200/-
11	2010-11	3	2.60	-	-	176300/-

The details of Govt Farms are as follows:

Sl. No.	Name of the Govt. Fish Farm	Total water area (in Ha.)						Total water area	Total area in Acre
		NT		ST		RT			
		No.	Area	No.	Area	No.	Area		
1	2	3	4	5	6	7	8	9	10
1	Govt. Fish seeds (Breeding) Farm, Malkangiri	15	0.89	02	0.47	03	2.24	3.60	3.86
2	Govt. Fish Seeds (Breeding) Farm, Kalimela	21	0.94	05	0.95	09	4.05	14.02	4.85
3	Block Level Nursery, Koilipari, Korukonda Block.	09	1.01	-	-	-	-	1.01	2.00
4	Block Level Nursery, Kadamguda, Mathili Block.	05	0.75	-	-	-	-	0.75	2.00
5	Block Level Nursery, M.V.79, Podia Block.	11	0.72	-	-	-	-	0.72	2.00
6	Block Level Nursery, Podia Block.	07	0.78	-	-	-	-	0.78	2.00
	<b>TOTAL:</b>	<b>68</b>	<b>5.09</b>	<b>07</b>	<b>1.42</b>	<b>12</b>	<b>4.40</b>	<b>10.10</b>	<b>16.71</b>

**PRODUCTION CAPACITY:**

At present the production capacity of the Govt. Fish Breeding farm, Malkangiri is about 50 Million and Govt. Fish Breeding Farm, Kalimela is 10 Million of spawn. Due to derelict condition as well as untimely rainfall the production of spawn has been reduced to greater extent.

**(A) SPWAN PRODUCTION ( IN LAKH):**

SINo.	Name of the Govt. Fish Breeding Farm.	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08
1	2	3	4	5	6	7	8	9	10
1	Malkangiri	211	189	320	315	451	322	370	441
2	Kalimela	51	89	40	01	--	--	75	--
	<b>TOTAL:</b>	<b>262</b>	<b>278</b>	<b>360</b>	<b>316</b>	<b>451</b>	<b>322</b>	<b>445</b>	<b>441</b>

**(B) FRY PRODUCTION (IN LAKH):**

SlNo	Name of the Govt. Fish Breeding Farm.	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08
1	2	3	4	5	6	7	8	9	10
1	Malkangiri	25.25	28.51	14.42	25.13	47.272	26.72	20.36	32.01
2	Kalimela	25.60	28.12	13.15	23.00	15.29	15.25	10.465	15.97
3	Koilipari	-	-	16.95	15.10	22.42	15.05	19.84	20.15
4	Kadamguda	-	-	14.93	14.30	13.48	11.74	8.45	3.40
5	M.V.79	-	-	11.43	06.18	3.988	0.41	-	-
6	Venchanpalli	-	-	11.80	09.314	7.28	2.15	-	-
	<b>TOTAL:</b>	<b>50.85</b>	<b>56.63</b>	<b>82.68</b>	<b>93.024</b>	<b>109.73</b>	<b>71.32</b>	<b>59.115</b>	<b>71.53</b>

**(C) REVENUE GENERATION FROM GOVT. FISH FARM & BLOCK LEVEL NUERSY CENTRES:**

Sl. No.	Year	Amount in Rs.
1	2	3
1	2000-2001	4,41,546.00
2	2001-2002	4,57,880.00
3	2002-2003	7,53,611.00
4	2003-2004	8,42,210.00
5	2004-2005	11,00,725.00
6	2005-2006	7,01,940.00
7	2006-2007	3,97,670.00
8	2007-2008	7,09,935.00

**MANUAL -7**

**Particulars of Arrangement in formulation of Policy**

*[Section -4 (1) (b) (vii)]*

Sl.No.	Name and address of the consultative committees/Bodies	Constitution of the committee/Body	Role and Responsibility	Frequency of meetings
1	Managing Committee	Chairman & 10 members	Approve expenditure	12 months
2	FFDA Managing committee, Malkangiri At-Dist. Fishery Office, Malkangiri-764045	Collector & D.M	Chairman	The meeting held once in a year
		DDF(SZ)	Vice-chairman	
		P.D., DRDA	member	
		Chief Manager, Lead Bank	Member	--
		D.P.O, Malkangiri	Member	--
		ADF-cum-CEO, FFDA, Mkg	Member-secretary	--
		AGM, NABARD	Member	--
		General Manager, UGB	Member	
		Secretary, KCCB	Member	
		E.E, M.I Division	Member	
R.M. SBI	Member			

The committee under the Chairmanship of Collector and Dist. Magistrate, Malkangiri approves the Budget and expenditure incurred by the Agency and also reviews the day to day progress, target and achievement given by the D.F.(O), Cuttack. The subsidy released by the Agency needs due approval from the committee as well as the u/c submitted to the Govt. also certified by the Chairman of FFDA

MANUAL-8

## Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

Sl. No.	Name & Address of the Body	Main Functions of the Body	Constitution of the Body	Date of Constitution	Date up to Which Valid
1	2	3	4	5	6
1	Dist. Level Purchase Committee	To recommend the rate diff. Fisheries requisites for approval from Director of fisheries ,Orissa	1) ADF-cum-CEO, FFDA 2) DSF, Hq 3) G.M,DIC,Jeypore.	April .2010	31.3.11
Whether Meeting Open to Public		Whether Meeting Open to Public	Frequency of Meeting	Remarks	
7	8	9	10		
Only to Quotations	Only to Quotations	Once	-		



MANUAL -10

## Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Pay Scale	Monthly Remuneration
1	2	3	4	5
1	Sri Dipti Kumar Mohapatra	ADF	9300 to 34800	Rs. 29,812/-
2	Sri A.K.Behera	D.S.F.	9300 to 34800	Rs. 28,826/-
3	Sri D.K.Panda	D.S.F.	9300 to 34800	Rs. 28,348/-
4	Sri B.K.Gochhayat	D.S.F.	9300 to 34800	Rs. 28.232/-
5	Sri C.S.Toppo	D.S.F.	9300 to 34800	Rs. 25,771/-
6	Sri C.S.Dehury	F.E.O.	9300 to 34800	Rs.21,295/-
7	Sri S.K.Biswal	I.C.S	9300 to 34800	Rs.9300/-
8	Sri N.Manik	Head Clerk	9300 to 34800	Rs.19346/-
9	Sri B.K.Deosharma	Sr. Clerk	5200 to 20200	Rs. 11,921/-
10	Sri R.Soren	Jr.Clerk	5200 to 20200	Rs. 13,260/-
11	Sri M.R.Mohapatra	F.S.	5200 to 20200	Rs.13,903/-
12	Sri P.K.Pattnaik	F.S.	5200 to 20200	Rs.12,893/-
13	Sri S.K.Bagh	P.L.D.	5200 to 20200	Rs.10,235/-
14	Sri B.Hial	F.D	5200 to 20200	Rs.10,031/-
15	Sri R.K.Sahu	F.D.	5200 to 20200	RS. 14,660/-
16	Sri M.K.Chakrabarty	F.D	5200 to 20200	RS. 10,179/-
17	Sri K.M.Naik	Attendant	4440 to 7440	Rs. 11,583/-
18	Sri G.B.Randhari	Peon	4440 to 7440	Rs. 10,868/-
19	Sri P.C.Mohapatra	Khalasi	4440 to 7440	Rs. 11,107/-

**MANUAL-11**  
**Budget Allotted to each Agency**  
**[Section-4 (1) (b) (xi) ]**

**Accounts Section:**

1. D.D.I.F.(NP)
2. D.E. (NP)
3. FEP (NP)
4. OFF (NP)
5. EFCS (NP)
6. IPIR (NP)
7. ARIFP (NP)

**Contingency Scheme Co-operated:**

1. PQS (NP)
2. DDIF (NP)

**Non-Plan Budget:**

Sl no.	Sub Head	Allotment Received during 2010-11	Expenditure during 2010-11 as on 31.12.2010	Balance surrendered
1	DDIF	Rs. 698117/-	Rs. 574158/-	After compliance of financial year the balance allotment will be surrounded.
2	FEP	Rs. 6636416/-	Rs. 455672/-	
3	DE	Rs. 626952/-	Rs. 443041/-	
4	OFF	Rs. 271115/-	Rs. 238375/-	
5	EFCS	Rs. 247156/-	Rs. 175774/-	
6	IPIR	Rs. 217925/-	Rs. 99293/-	
7	ARIFP	. XX	XX	
8	Rent	XX	XX	
9	FA	Rs. 15000/-	15000/-	

**Plan Budget:**

SlNo	Sub-Head	Spillover Balance (2009-10)	Allotment Received (2010-11)	Total amount available	Expenditure made during 2010-11 (as on 30.09.2010)	Balance surrendered
1	Subsidy	Rs.1053187/-	Rs.300000/-	Rs.1353187/-	Rs, 7,33,425/-	Rs. 619762/-
2	Base staff salary	Rs.1417031/-	Rs.1515879/-	Rs.1797382/-	Rs. 81938/-	Rs. 978344/-
3	Contingency	--	--	--	--	--
4	User fee	Rs. 44000/-	XX	Rs.44,000/-	Rs.44,000/-	XX

**MANUAL-12**  
**Manner of Execution of Subsidy Programmes**  
**[Section-4 (1) (b) (xii) ]**

<b>Sl. No</b>	<b>Name and address of the Beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme and criterion for selection</b>	<b>No.of times subsidy given in past with purpose</b>
<b>1</b>	<b>Bhima Madkami s/o Unga Tandapalli</b>	<b>Development of new tank(0.20ha)</b>	<b>11500/</b>	<b>FFDA/basing on feasibility report(bank finance)</b>	<b>Once in 2007-08</b>
<b>2</b>	<b>Jaga Podiami S/O Adma Tandapalli</b>	<b>Development of new tank(0.20ha)</b>	<b>10350/-</b>	<b>FFDA (bank finance)</b>	<b>Once in 2007-08</b>
<b>3</b>	<b>Unga Madkami S/O Ganga Tandapalli</b>	<b>Development of new tank(0.20ha)</b>	<b>11500/-</b>	<b>FFDA/basing on feasibility report(bank finance)</b>	<b>Once in 2007-08</b>
<b>4</b>	<b>Irma Madkami S/O Deba Tandapalli</b>	<b>Development of new tank(0.40ha)</b>	<b>23000/-</b>	<b>FFDA/basing on feasibility report(bank finance)</b>	<b>Once in 2007-08</b>
<b>5</b>	<b>Bhima Madkami S/O Unga Tandapalli</b>	<b>Development of new tank(0.20ha)</b>	<b>6900/-</b>	<b>FFDA/basing on feasibility report(bank finance)</b>	<b>Once in 2007-08</b>
<b>6</b>	<b>Samir Sarkar S/O Teniram MV 48</b>	<b>Renovation of old tank(0.20ha)</b>	<b>11500/-</b>	<b>FFDA/basing on feasibility report(bank finance)</b>	<b>Once in 2007-08</b>
<b>7</b>	<b>Jagabandhu Madhi S/O sukra padmagiri</b>	<b>Development of new tank(0.20ha)</b>	<b>11500/-</b>	<b>FFDA/basing on feasibility (own</b>	<b>Once in 2007-08</b>

				source)report	
8	Nathuram Mondal S/O dayal MV-08	Development of new tank(0.20ha)	11500/-	FFDA/basing on feasibility report(Bank finance)	Once in 2007-08
9	Salen KumarMondal S/O Amulya Mv - 52	Development of new tank(0.20ha)	6900/-	FFDA/basing on feasibility report(Bank finance)	Once in 2007-08
10	Santosh Tripathy S/O Maheswar tala Sahi ,Malkangiri	Development of new tank(0.30ha)	12000/-	FFDA/basing on feasibility report(Bank finance)	Once in 2007-08
11	S.Parmeswar Rao S/O S.cinya Rao Chidanada Street malkangiri	Renovation of old tank(5.00ha)	80000/-	FFDA/basing on feasibility report(Bank finance)	Once in 2007-08
12	Tulsi ram Charki S/O Bhagabata khariput	Development of new tank(0.35ha)	20125/-	FFDA/basing on feasibility report(Bank finance)	Once in 2007-08
13	Lalita Kumari Nayak W/O Prahallad K.Gumma	Renovation of old tank(0.20ha)	9200/-	FFDA/basing on feasibility report(Bank finance)	Once in 2007-08
14	Smt.shobharani Dey W/O Digambar MV-13	Renovation of old tank(0.40ha)	18400/-	FFDA/basing on feasibility report(Bank finance)	Once in 2008-09
15	smt. Shobharani Haladar W/O hirallal MV15,korkunda	Development of new tank(0.20ha)	11500/-	FFDA/basing on feasibility report(Bank finance)	Once in 2008-09
16	Sukumar Sil S/o Bhanu MV15,Korkunda	Development of new tank(0.20ha)	11500	FFDA/basing on feasibility report(Bank finance)	Once in 2008-09
17	Ita Madkami S/O Adma Tandapalli Korkunda	Development of new tank(0.20ha)	11500	FFDA/basing on feasibility report(Bank finance)	Once in 2008-09
18	Sukhan began S/O sidheswar Mv15,Korkunda	Development of new tank(0.20ha)	11500	FFDA/basing on feasibility report(Bank finance)	Once in 2008-09
19	Asima mondal	Development of	11500	FFDA/basing	Once in

	<b>S/O mv 15,Tandapalli Korkunda</b>	<b>new tank(0.20ha</b>		<b>on feasibility report(Bank finance)</b>	<b>2008-09</b>
<b>20</b>	<b>Bholanath Munda S/O sukumar MV-6,Tandapalli</b>	<b>Development of new tank(0.20ha)</b>	<b>11500</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>21</b>	<b>Bagha Madkami s/O Bhima Tandapalli,korkunda</b>	<b>Development of new tank(0.20ha)</b>	<b>11500/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>22</b>	<b>Bhima Kabasi S/O deba Tandapalli,Korkunda</b>	<b>Development of new tank(0.40ha)</b>	<b>23000/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>23</b>	<b>Lokanath Sabata S/O kaibalya korkunda</b>	<b>Renovation of old tank(0.72ha)</b>	<b>33120/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>24</b>	<b>rama Sodi S/O Ganga Sodi Doriguda,Kokunda</b>	<b>Development of new tank(0.20ha)</b>	<b>11500</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>25</b>	<b>Mukul Sarkar S/O Jatis Sankar MV 123,korkunda</b>	<b>Development of new tank(0.20ha)</b>	<b>11500/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>26</b>	<b>Niranjana Mondal S/O upendar MV 123,korkunda</b>	<b>Development of new tank(0.20ha)</b>	<b>11500/</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>27</b>	<b>parimal barman S/O Dharendra MV 123,Korkunda</b>	<b>Development of new tank(0.20ha)</b>	<b>11500</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2008-09</b>
<b>28</b>	<b>sri Narrayan Ray S/O Nagendra Nath MV 123,korkunda</b>	<b>Development of new tank(0.20ha)</b>	<b>11500</b>	<b>FFDA- basing on feasibility report</b>	<b>Once in 2008-09</b>
<b>29</b>	<b>Sudhendra Mondol S/O Ranjit MV 109,Korkunda</b>	<b>Development of new tank(0.40ha)</b>	<b>23000/-</b>	<b>FFDA/ basing on feasibility report</b>	<b>Once in 2008-09</b>
<b>30</b>	<b>Sulekha Dhali</b>	<b>Development of</b>	<b>6900/-</b>	<b>FFDA/basing</b>	<b>Once in</b>

	<b>W/o jogendra MV 13,Tamasa malkangiri</b>	<b>new tank(0.20ha)</b>		<b>on feasibility report(Bank finance)</b>	<b>2009-10</b>
<b>31</b>	<b>Bhima Podiami S/o Erma Nanduguda,Korkund a</b>	<b>Development of new tank(0.40ha)</b>	<b>23000/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2009-10</b>
<b>32</b>	<b>Nandalal Barman S/O Khokanath MV5,Tandapalli. Korkunda</b>	<b>Development of new tank(0.40)</b>	<b>18400/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2009-10</b>
<b>33</b>	<b>ramchandra Madkami S/O podia saradaguda korkunda</b>	<b>Development of new tank(0.40ha)</b>	<b>23000/</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2009-10</b>
<b>34</b>	<b>Smt.Renu Munda w/O Mayurlal MV 5,Tandapalli Korkunda</b>	<b>Development of new tank(0.20ha)</b>	<b>6900/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2009-10</b>
<b>35</b>	<b>Parbati Madhi W/O Nandakishore Budtiguda,Malkangi ri</b>	<b>Development of new tank(1.20ha)</b>	<b>105000/</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2010-11</b>
<b>36</b>	<b>Smt.ratna Kumari patnaik W/O Ramchandra Vetenary Street Malkangiri</b>	<b>Development of new tank(0.80ha)</b>	<b>36800/</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2010-11</b>
<b>37</b>	<b>Nabakishore Madhi S/O Sukra Chidananda Street Malakngiri</b>	<b>Renovation of old tank(0.60ha)</b>	<b>34500/-</b>	<b>FFDA/basing on feasibility report(Bank finance)</b>	<b>Once in 2010-11</b>

**MANUAL-13**

**Particulars of Recipients of Concessions, Permits of Authorisations Granted.  
[Section-4 (1) (b) (xiii) ]**

**Note:** Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorization, grant of concessions, licenses etc.

**MANUAL-14**

**Information Available in an Electronic Form  
[Section-4 (1) (b) (xiv)]**

**MANUAL-15**

**PARTICULARS OF Facilities Available to Citizens for Obtaining  
Information.**

**[ Section -4 (1) (b) (xv)]**

<b>Sl. No.</b>	<b>Facility available</b>	<b>Nature of information available</b>	<b>Working hours</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1</b>	<b>Notice Board</b>	<b>All kinds of Notices concerned with employees &amp; public</b>	<b>10.00am to 5.00 pm/ 7.00am to 1.00pm</b>
<b>2</b>	<b>RTI officer</b>	<b>All information on fishery sector of the Dist.</b>	<b>10.00am to 5.00 pm/ 7.00am to 1.00pm</b>

**MANUAL-16**

**Names, Designations & Other Particulars of the Public Information Officers.**

[Section-4 (1) (b) (xvi)]

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>STD Code</b>	<b>Office Phone No.</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>	<b>Demarcation of area/Activities , if more than one PIO there</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>1</b>	<b>Sri Dipti Kumar Mohapatra</b>	<b>ADF-CUM-CEO,FFDA Malkangiri</b>	<b>06861</b>	<b>230518</b>	<b>230518</b>	<b>malkangirifisheries@gmail.com</b>	<b>At-Tala Sahi,Malkangiri Pin-764045</b>	<b>No division as only one PIO is there.</b>

**MANUAL-17**

**Other Useful Information**

[Section-4 (1) (b) ( xvii) ]

**OFFICE OF THE ASST. DIRECTOR OF FISHERIES CUM C.E.O,  
F.F.D.A, MALKANGIRI**

Letter No...../ Dated.....

To

Sri Dinabandhu Dash, Advocate  
M/S Luminous Infoways Pvt. Ltd  
N-6/373, Nayapalli, Jayadev Bihar,  
Bhubaneswar-751015

Sub: - Compliance to the mandatory provisions as contained in the  
sec- (1) (a) (b) Of RTI Act. 2005.

Sir,

In inviting a kind reference to the subject cited above I am  
furnishing here with the in formations on RTI Act- 2005 of fisheries  
sector of Malkangiri district.

This is for your kind information.

Yours faithfully,

Asst. Director of Fisheries cum  
C.E.O, F.F.D.A, cum P.I.O  
Malkangiri