

# CHAPTER 1

## INTRODUCTION:

- 1.1 The hand book on Right to Information Act 2005 will serve as a Fishery Manual for the benefit of the public general and the fish farmers in particulars. The hand book will provide the necessary information and the mode of implementation at Departmental scheme and other related matters concerning the Deptt.
- 1.2 Objective/purpose of this hand book is to serve as a guidelines any individual or N.G.O.'S for the purpose of seeking information on Fisheries activities as well as the function of the Deptt.
- 1.3 The intended users of this hand book will be the Govt.'s official as well as the public in general.
- 1.4 Organization of the information in his hand book.
  1. Chapter 1 - (Manual 1) Introduction.
  2. Chapter 2 - (Manual 1) Particulars of organization, functions and duties.
  3. Chapter 3 - (Manual 2) Powers and duties of officers and employees.
  4. Chapter 4 - (Manual 3) Rules, Regulations, Instructions, Manuals and Records for discharging functions.
  5. Chapter 5 - (Manual 4) Particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.
  6. Chapter 6 - (Manual 5) A statement of the categories of documents that are held by it or under its control.
  7. Chapter 7 - (Manual 6) A statement of Boards, Council, Committees and other Bodies constituted as it part.
  8. Chapter 8 - (Manual 7) The Names Designation and other particulars of the Public information as its part.
  9. Chapter 9 - (Manual 8) Procedures followed in decision making process.
  10. Chapter 10 - (Manual 9) Directory of Officers and Employees.
  11. Chapter 11 - (Manual 10) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in the Regulation.
  12. Chapter 12 - (Manual 11) The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
  13. Chapter 13 The Manner of Execution of Subsidy Programmes
  14. Chapter 14 - (Manual 13) Particulars of Recipients of Concessions, permits or authorization granted by it.
  15. Chapter 15 - (Manual 14) Norms set by it for the discharge of its functions.
  16. Chapter 16 - (Manual 15) Information available in an electronic from.
  17. Chapter 17 - (Manual 16) Particulars of the facilities available to citizens for obtaining information.
  18. Chapter 18 - (Manual 17) Other Useful Information.
- 1.5 Definitions (please provide definitions of various terms used in the hand book).

Public Authority-means any authority or body or institution of self Govt. establishment or constituted.

- a.) By or under the constitution.
- b.) By any other law made by State Legislature.
- c.) By notification issued or order made by appropriate authority and include any.
  - (I) body owned, controlled or substantially financed directly or in directly by funds prescribed by the appropriate Govt.
  - (II) P.I.O. - provides information to persons, requesting information under this Act. Appellate authority-is the authority senior in rank than the PIO to whom a person agreed by the decision of the PIO may prefer an appeal.

1.6 Contact person in case some body wants to get more information on topics covered in the hand book as well as other.

The following are the contact persons:-

1. Director of Fisheries (DAA) Smti C.T. Sangma.
2. Deputy Director of Fisheries Shri T. Kharkongor.
3. Planning Officer (PIO) Shri W. Kharumlong.
4. Fishery Information Officer (PIO) Shri S.C. Rynjah.
5. Statistical Officer (PIO) Smti H. Dkhar.
6. Research Officer (PIO) Smti P. Phawa.
7. Asstt. Engineer (PIO) Shri A. Lyngdoh.
8. Registrar (PIO) Shri K. Lyngdoh.
9. Reservoir Dev, Officer (PIO) Smti S. Dkhar.
10. Fishery Officer (APIO) Shri J.H. Suchiang.
11. Office Supdt. (APIO) Smti B. Kurkalang.
12. Research Assistant (APIO).
13. Junior Engineer (AIPO) Shri W.B. Shabong.
14. Office Supdt (AIPO) Smti B. Nongbri.

1.7 Procedures and Fee Structure for getting information not available in the hand book.  
As per rules prepared by the Appropriate Authority.