

## CHAPER -2 (MANUAL -1)

### PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 The objective/purpose of the public authority is to:-

1. Publish within 120 days of the enactment, the particulars of its organization, functions and duties of its Officers and employees.
2. To ensure that the information sought by the citizen/public is expedited within the stipulated time.

2.2 Mission/Vision Statement of the public authority.

The Mission/Vision Statement of the Public authority are as follows:-

1. To make the State self sufficient in fish production by utilizing the available Fishery resources.
2. To uplift the Socio-economic condition of the rural mass through different Fishery activities.

2.2 Brief history of the public authority and context of its formation.

The Department of Fisheries was created separately in the year 1974. Prior to the year 1974 the Department is under the Department of Agriculture.

2.3 Duties of the public authority.

1. To maintain data in a catalogued and index form and to computerize all appropriate records and to facilitate access through a country-wide network on different systems.
2. Proactive publishing of facts before initiating a project or formulating any policy, programme or law to the General Public or the affected persons-things to be kept in mind local language, most effective method of communication in the local area and make such information available in electronic format free of cost with the local PIO.

2.5 Main activities/functions of the public authority.

The main activities/functions of the Public authority are:-

1. To provide nutritive food in the form of fishes as fish has an important part to play in supplying the animal protein which is so desirable an ingredient in human diet.
2. To educate the fish farmers by offering training facilities and adopting scientific method of fish culture.
3. To create more water area on pond culture fisheries so as to enhance fish production.
4. To provide assistance to an applicant who is disabled to access information or inspect Records.

2.6 List of services being provided by the public authority with a brief write-up on them.

The following are the list of service i.e. Schemes being provided by the Public authority (The Directors of Fisheries) alongwith brief write up:-

**1. Direction & Administration .**

**Directorate Office:** - The Directorate Office issues necessary instruction and guidelines etc. to the subordinate Office at the District & Sub-Divisional level with a view to streamline the developmental activities of the Department.

**2. Marketing & Transport of Fish and Fisheries:-** This scheme provide services in marketing and Transport of fish & fish seed for distribution to the fish farmer of the State.

**3. Extension & Training :-** The Scheme provides services in educating and imparting training to Fish Farmers on various aspects of fish farming through extension services and machineries available in the Directorate Office.

**4. 2415-Agricultural Research & Education**

**(01) Fishseed production & Dmonsrtation-Cum-Research center:-** The Scheme provides services on sale and distribution of fishseeds to fish farmers including research works on matter relating to Fisheries Development.

2.7 Organizational Structure Diagram at various levels namely State, directorate, region District, block etc (whichever is applicable).

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

This Public Authority expects that the Public will co-operate, participate, give suggestions and avail the services provide by this Public Authority.

2.9 Arrangements and methods made for seeking public participation/contribution.

All materials shall be communicated to the public at such a cost prescribed by the Appropriate authority.

2.10 Mechanism available for motoring the services delivery and public grievance resolution.

The communication shall be communicated through the electronic medium, Through hard copies received by the applicant by hand, through the medium of post etc.

2.11 Addresses of the main Office and other Offices at different levels. (please categorize the addresses district wise for facilitating the understanding by the user).

The address of the Public authority at Directorate level :-

Main Address:-  
The Directorate of Fisheries,  
Fruit Garden,  
Meghalaya, Shillong.

2.12 Morning hours of the Office: 10:00 AM (Summer)      10:00AM (Winter)  
Closing hours of the Office: 5:00 PM (Summer)      4:30 PM (Winter)