



GOVERNMENT OF ARUNACHAL PRADESH  
DIRECTORATE OF FISHERIES  
ITANAGAR

No. FISH/E/WD-02/2001-02(Pt)

Dated Itanagar, the 31<sup>st</sup> August'2020

**ORDER**

In partial modification of earlier order No. FISH/E/WD-02/2001-02 (Pt) Dated 25th Sept'2018 & letter No FISH/E/WD-2/2001-02(Pt) Dated 11<sup>th</sup> Oct'2018, the new charter of duties of all officers/officials /MTS is finalized w.e.f 01/09/2020.

Also the following points will be strictly follows when performing the assigned job.

1. All the files of Nodal Officer (independent charge) must be routed through Director of Fisheries. As per GFR, no officer in the Directorate is hereby authorized to send letter directly to Ministry/NFDB/other central & State organization.
2. All officers are hereby requested to handover the old /new files to dealing Assistant with file index.
3. The all concerned officer/ officials are hereby requested to handover key etc. to Link Officer/Branch Officer and brief him before proceeding on leave/tour/training.
4. As per General Administration , Govt. of Arunachal Pradesh Itanagar Office Memorandum vide No GA-39/99 Dated 4<sup>th</sup> Oct'2017 and Directorate of Fisheries, Itanagar circular NO FISH/E/(G)496/2012 Dated 27<sup>th</sup> Oct'2017, all officers and staffs should report office round the year from 9 AM to 5PM with half an hour for lunch break from 01.00 PM to 01.30PM.
5. All orders/Circular issued from the Commissioner (Fisheries)/Directorate of Fisheries regarding distribution of works of officers/officials henceforth treated as cancelled.
6. All officers are hereby requested to prepare a details list of work/pending work etc and handover to the new officers with a intimation to undersigned.

**Sd/-(J.TABA)**

Director of Fisheries  
Govt. of Arunachal Pradesh  
Itanagar

Memo No. FISH/E/WD-02/2001-02(Pt) *786 to 825* Dated Itanagar, the 31<sup>st</sup> August'2020  
Copy to

- 1) The PS to Hon'ble Minister (Fisheries), Govt. of Arunachal Pradesh Itanagar for kind appraisal of Hon'ble Minister (Fisheries) Please.
- 2) The PS to Commissioner (Fisheries), Govt. of Arunachal Pradesh for kind appraisal for Commissioner (Fisheries) Please
- 3) All Officer concerned (By Name) \_\_\_\_\_
- 4) All Officials (By Name) \_\_\_\_\_
- 5) The Assistant Director (S) Directorate of Fisheries. The Charter of Officers/Officials to be uploaded in Department website immediately.
- ✓ 6) File

*[Signature]*  
Director of Fisheries  
Govt. of Arunachal Pradesh  
Itanagar



## CHARTER OF DUTIES TO BE IMPLEMENTED WITH EFFECT FROM 1<sup>ST</sup> SEPTEMBER'2020

SL NO	NAME OF OFFICER	CHARTER OF DUTIES	SUBORDINATE OFFICER/OFFICIALS	LINK OFFICER
01	SRI GOKEN ETE, DDF	1) Establishment (2) All CSS Schemes except RKVY (3) State Plan Scheme including MMNKA/PMSY/SIDF/RIDF (4) Head Monitoring & Evolution (5) Chairman, Monitoring Committee Zone-II (6) P.I.O of Directorate of Fisheries (7) Vigilance Officer (8) All Projects i.e Cold Water Regional Research Centre at Mechuka /Aquaculture Technology Park, Tarin	1) Sri S.K. Rath, ADF (SL No. 2/4) 2) Sri D. Bhattacharjee, ADF (SL No. 3/8) 3) Sri A. Chanda, AD(S)- A.P.I.O	Sri N. Pussang, DDF
02	SRI N. PUSSANG, DDF	1) Disaster Management 2) Reservoir Fisheries Development. 3) Campus Improvement 4) State Nodal Officer-Fish Market Price Information System (FMPIS) 5) Govt. Fish Farm/Hatcheries Development	1) Md. A. Rahaman, ADF (SL No. 01) 2) Sri D. Bhattacharjee, ADF (SL No. 2/3/5) 3) Sri A. Chanda AD(S) (SL No. 04)	Sri T. Yonggam, DDF
03	SRI T. YONGGAM, DDF	1) NEC (2) Hydro Power (3) Protocol Officer (4) Chairman (Monitoring) Zone-I (5) SJETA (6) NABARD/Other Bank/ Lead Bank activities (7) Cooperative Development (NCDC) (8) Nodal Officer-Fisheries & Aquaculture Development fund (FIDF) (9) Nodal Officer -KCC (10) Exhibition/Mela/Fisheries Stall (Extension Activities) (11) Law & Judicial matter.	1) Md. A. Rahaman, ADF (SL No. 01/4/8/9) 2) Sri O. Mize, ADF (SL No. 2/ 3/ 5/ 6/7) 3) Smti T. Mara, UDC	Sri G. Ete, DDF
04	SRI O. MIZE, ADF	1) Hydro Power (2) Asstt. Protocol Officer (3) SJETA (4) All Bank related activities including NABARD (5) Cooperative Dev. (NCDC)	1) Smti T. Mara, UDC	Sri D. Bhattacharjee, ADF
05	SRI D. BHATTACHARJEE, ADF	1) Planning & Development (State Plan) except MMNKA 2) I/C Ganga Lake & Experimental Ponds 3) All Types of Report/Return 4) Member Monitoring Committee Zone-I 5) Campus improvement /Maintenance 6) All projects Preparation 7) MV Branch of Department. of Fisheries 8) Liaise with Central Ministry/Office of the Hon ble Minister (Fisheries) and Finance, Planning & Investment Department.	1) Smti Joram Anna, Assistant 2) Sri Akash Gaur, Contingent	Sri. S.K. Rath, ADF

  
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SL NO.	NAME OF OFFICER	CHARTER OF DUTIES	SUBORDINATE OFFICER/OFFICIALS	LINK OFFICER
06	MD. A. RAHAMAN, ADF	1) HRD (Independent charge) 2) Disaster Management 3) Member- Monitoring Committee Zone-I 4) Asstt. Nodal Officer-FIDF 5) Asstt. Nodal Officer-KCC 6) NEC 7) Exhibition/Mela/Fisheries Stall (Fisheries Extension)	1) Smti T. Mara, UDC	Sri O. Milze, ADF
07	Sri S. K. RATH , ADF	1) RKVY (Independent Charge ) 2) All CSS Schemes 3) MMNKA Under State Plan 4) Member- Monitoring Committee Zone-II 5) Attend all Video Conference with Director of Fisheries	1) Smti Osi Taki, LDC 2) P.T. Thungon , Continent 3) Smti Omi Sonam, LDC	Sri D. Bhattacharjee, ADF
08	SRI A.CHANDA, AD(S)	1) Statistical Report/Returns/GIS 2) Nazarat Branch 3) Budget Section 4) Data Operator- PFMS 5) A.P.I.O 6) Member- Monitoring Committee Zone-II 7) Conference Hall/Awareness Centre	1) Sri Sanjay Rajkumar-DEO (Stat/PFMS) 2) Sri Ramesh Kumar- DEO (Nazarat/RTI) 3) Chandini Lammaty , LDC (Budget Section)	Md. A. Rahaman, ADF
09	SRI C.M. THAMOUNG, ADO	1) e-Office Management 2) Attendance of Officer/Staffs		

  
(J.T.ABA)  
Director of Fisheries  
Government of Andhra Pradesh  
Itanagar



## CHARTER OF DUTIES OF THE STAFFS IN THE DIRECTORATE OF FISHERIES

SL. NO.	NAME & DESIGNATION	ALLOCATION OF WORK	REPORTING OFFICER
1	Sri K.Borang (Superintendent)	1. He is Head of Establishment Section 2. He is to deal all the RRs, Post Creation & Post Continuation, Appointment/ Compassionate ground appointment and Transfer/ posting of all Groups including Contingencies posts creation/ continuation etc. of the department and ACP Schemers of all group, court matter etc. 3. All pension cases of the Department.	Sri G.Ete, DDF
2	Smt. Hage Nanya, Asstt.	1. All personal claims of Group 'A' & 'B' including Service Book entry, GPF, Leave/ Leave Account, etc. 2. She should assist Superintendent (Establishment) in all the other related work.	Sri G.Ete, DDF
3.	Smt. Likha Yanam, LDC	1. All personal claims of Group 'C' & 'MTS' including Service Book entry, GPF, Leave/ Leave Account, etc. 2. All files routed through Superintendent (Establishment)	Sri. G. Ete, DDF
4	Smt. Joram Anna (Assistant)	1. All State Plan Schemes 2. Correspondence on Govt. Fish Seed Farms. 3. Compilation/ preparation of all report & return. 4. Correspondence on related to cold water fisheries/SADA 5. Fisheries Mohals Act. 6. Member- Campus Improvement.	Sri D. Bhattacharjee, ADF
5	Smt. Osi Taki (Lower Division Clerk)	1. Correspondence with various universities & ICAR institutes 2. Ornamental Fisheries 3. Disaster management 4. ATMA etc. 5. CSS Scheme	Sri S.K. Rath, ADF

  
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SL. NO.	NAME & DESIGNATION	ALLOCATION OF WORK	REPORTING OFFICER
6	Sri P. Chutia UDC	<b>A. Accounts Branch</b> 1. All Accounts related works 2. Audit objection of Directorate of Fisheries & District and all correspondence with AG. 3. AC/ DCC Bill related correspondence. 4. Maintenance of cash book of Disaster Management/ other schemes (if any) 5. Correspondence regarding GST/Income Tax. <b>B. MV Branch</b> 1. MV related all correspondence/ Stock Book/ Ledger maintenance. 2. Detailment of Driver/ Vehicle/ POL. 3. Periodical checking of Log Book including calculation of mileages. 4. Correspondence regarding all vehicles in the District/ Headquarter and movement of file for special sanction/ Auction of vehicle etc.	Sri. R. Mugli FAO          Sri. D. Bhattacharjee ADF (In-Charge MV)
7	Smti Sangmo Anyiam, UDC	1. Preparation of Pay Bill. 2. Maintenance of GPF/ NPS statement of all staffs including ledger/ Pass Book. 3. Maintenance of all types of Advance Registrar. 4. Preparation of GPF Bill. 5. Maintenance of A/ Roll (Pay Bill Registration) 6. General Typing work of the Branch. 7. Maintenance of General Cash Book. 8. Submission of Qtr. Report on Income Tax. 9. Maintenance of appropriation register & submission of expenditure report.	Sri. R. Mugli FAO


  
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## CHARTER OF DUTIES OF THE STAFFS IN THE DIRECTORATE OF FISHERIES

SL. NO.	NAME & DESIGNATION	ALLOCATION OF WORK	REPORTING OFFICER
8	Sri. B.R. Das Purkasthaya PA to Director	<ol style="list-style-type: none"> <li>1. Perform all duties as per charter of duty circulated by AR &amp; GA Branch of state Secretariat.</li> <li>2. Proper marking of all letters before placing to DF Table.</li> <li>3. Sending &amp; downloading of all emails from Department emails.</li> <li>4. Supervise cleanness and other issues of DF Chamber.</li> <li>5. Convey important communication to district by phone/ email etc.</li> </ol>	Director of Fisheries
9	Smt. Kara Meena LDC	<ol style="list-style-type: none"> <li>1. Receipt of all papers in Directorate Cell</li> <li>2. Assist PA as and when required</li> <li>3. Downloading and sending Email/ Typing work.</li> <li>4. Any other work as and when assigned by DF.</li> </ol>	Director of Fisheries
10	Miss. Omi Sonam LDC	<ol style="list-style-type: none"> <li>1. All works of M&amp;E Cell of Directorate of Fisheries.</li> <li>2. Custodian of all monitoring reports of different districts.</li> <li>3. All computer typing of the monitoring cell/CSS</li> <li>4. Other works as an when assign by the branch officer i.e. Sri. G. Ete, DDF (Monitoring)/Sri S.K. Rath , ADF</li> </ol>	Sri G.Ete, DDF
11	Sri. Hage Butang UDC	<ol style="list-style-type: none"> <li>1. Custodian of all files under CSS including Blue Revolution.</li> <li>2. Process all types of correspondence under CSS.</li> <li>3. All type of report returns and correspondence under NFWS/ NFDB</li> <li>4. Any other work as an when assign by the branch officer i.e. Sri G.Ete, DDF/Sri S.K. Rath, ADF</li> </ol>	Sri G.Ete, DDF
12	Smt. Techhi Jeri LDC	<ol style="list-style-type: none"> <li>1. Issue/Despatch of all letters including movement of file</li> <li>2. Maintenance of Service Postal Stamp</li> <li>3. Assist Suptdt.(Establishment Branch) for all type of computer typing.</li> </ol>	Sri G.Ete, DDF
13	Smt. Tojum Mara UDC	<ol style="list-style-type: none"> <li>1. Custodian of all files under HRD Cell/DM/FIDF/KCC</li> <li>2. Assist ADF (HRD) for all type of computer typing.</li> <li>3. Any other work to be assign by branch officer.</li> </ol>	Sri. T. Yonggam DDF

  
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14	Sri B. Sahani, Fisherman	1. Look after the experimental pond at DoF complex 2. Aquarium Maintenance/cleaning 3. Generator maintenance on-off etc	Sri D. Bhattacharjee, ADF
15	Sri. Akash Gour Contingent	1. Attach to DDF (P&D)/ADF (P&D for computer typing	Sri. G. Ete,DDF
16	Smt. Hage Yanya Fisherman	1. All type of photocopies of all the branch 2. Any other works of Establishment Branch.	Sri. G.Ete,DDF
17	Sri. K.C. Paul Fisherman	1. Bank & Treasury duty. 2. Dak distribution in capital complex. 3. Any other works as and when assign by Accounts Branch	Sri. R. Mugli FAO
18	Smt. Joram Neem Contingent	1. Attach in DF Cell. 2. Assist PA to DF & Smti K. Meena, LDC.	Director of Fisheries
19	Chow Kamang Namphong Chowkidar	1. Night Chowkidar 2. Assist Nazarat Branch as and when require	Sri N. Pussang, DDF
20	Smt. Dege Angu Fisherman	1. Attach with DDF (NEC) 2. Any other works assign by DDF (NEC)/ADF (HRD)	Sri T. Yonggam,DDF Md. A.Rahaman,ADF
21	Smt. Takam Meena Contingent	1. All type of photocopies. 2. Attach with DDF (DM)	Sri N. Pussang, DDF
22	Smt. Tana Sheetal Contingent	1. Attach with Accounts Branch	FAO
23	Smt. Mobia Yakang Fisherman	1. Attach with RKVY Cell/CSS	Sri G.Ete, DDF Sri S.K. Rath, ADF
24	Sri. N. Raggam	1. Office Chowkidar. Regularly open and close office during office day and in holiday (if necessary)	Sri G. Ete, DDF
25	Smt. Niktar Yaram Contingent	1. Attach with Issue/Despatch	Sri G. Ete, DDF
26	Smt. Tage Yatung Contingent	1. Attach with Budget Branch 2. All type of photocopies of the branch	Sri A. Chanda , AD(S)
27	Sri. Sanjay Raj Kumar, DEO	1. Attach with Statistic/ GIS Cell of Directorate of Fisheries 2. Assist Budget Branch in PFMS 3. Regular updating of Department Website	Sri A. Chanda , AD(S)
28	Miss. Chandini Lammaty, LDC	1. Custodian of all files of Budget Branch and all related correspondence	Sri A. Chanda , AD(S)
29	Sri. Ramesh Kumar DEO	1. Attach with Statistics Branch 2. Custodian of all Nazarat Brach file issue of article etc./RTI 3. Typing job.	Sri A. Chanda , AD(S)
30	Yompi Noshi, DEO	1. Library/Typing work.	Sri A.Chanda , AD(S)
31	Sri. R. R. Upadhaya Draftary	1. Attach with Monitoring Cell 2. Distribute office letter as and when required	Sri G.Ete, DDF

( J. TABA )  
Director of Fisheries  
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