

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FISHERIES
MEEN BHAWAN
31, G.N.BLOCK, SECTOR-V
SALT LAKE CITY, KOLKATA - 700091

Memo. No. *DF/Misc/50*

Date 31.05.2016

To

The Joint Director of Fisheries (ME&MS)
The Deputy Director of Fisheries NZ/WZ/CZ/GZ/KZ/FFRTC/M&P/HCRC
The Assistant Director of Fisheries/ Farm Manager of Govt.Farm (All)
The Chief Executive Officer, FFDA(All)
The District Fishery Officer (Darjeeling GTA/Siliguri)

Sub: Job Chart of WBJFS Grade-II Officers & Fishery Field Assistants (FFA)

Enclosed herewith the revised job chart order of WBJFS Grade-II Officers & job chart of Fishery Field Assistants (FFA) under the Directorate of Fisheries, Govt. Of West Bengal, for information and circulation to all concern from his end.

The Order comes with immediate effect until further order.


Director of Fisheries
West Bengal.

Memo. No. *DF/Misc/50/7(1)*

Date 31.05.2016

Copy forwarded for information to:

1. The Additional Director of Fisheries (Tech), Govt. Of West Bengal.
2. The Additional Director of Fisheries, Govt. Of West Bengal.
3. The Joint Director of Fisheries,HQ
4. The Deputy Director of Fisheries,HQ-FTR/PLG/MF/BW


Director of Fisheries
West Bengal

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FISHERIES
MEEN BHAWAN
31, G.N.BLOCK, SECTOR-V
SALT LAKE CITY, KOLKATA - 700091

Memo. No.

Date 16.02.2016

Order

Revised Job Chart for the Officers of WBJFS, Grade-II

In supersession of all earlier orders in this regard, the following revised job chart is hereby prescribed for the officer of the WBJFS, Grade-II with shall come in to effect from the date of issuance of this order.

As Block Level Representative of the Fisheries Directorate, the Fishery Extension Officer attached to a C.D.Block, or nearby Blocks as the case may be, shall remain responsible for performance of all duties pertaining to the works assigned by the Department, Directorate of Fisheries and its functionaries posted in the district, projects, agencies and institutions in relation to development of fishery related activities.

For the purpose of clarity as regard to the specific duties and responsibilities of the WBJFS, Gr-II Officers a detailed job chart is prescribed as follows :-

1. Duties of WBJFS, Gr-II Officers when they are posted in the Block as F.E.O. :-

- 1.1 Fishery Extension Officers shall remain responsible for proper execution and timely implementation of all departmental schemes and activities taken up by the State as well as the Central Government.
- 1.2 He/She shall remain responsible, at the Block level, for proper implementation of all acts and rules framed by Department of Fisheries and any other department in the interest of or for the benefit of the fishermen and pisciculture.
- 1.3 He/She shall remain responsible for conducting all official surveys, submission of reports and returns, collection of data related to water areas, fish production, seed production, fish and seed price and studies relating to socio-economic changes in the fishermen's community, issuance of identity card to fishermen, collection of data regarding demand and availability of other inputs like institutional credit, feed, ice, hatchery services, marketing infrastructure and other support services.
- 1.4 He/She shall also provide all necessary support to programmes sponsored by FFDA, BFDA and other departmental or sponsored organization set up to implement various schemes in inland, brackish water and marine sector.
- 1.5 He/She shall give necessary instruction to FFA, FA and utilize their services as and when required. He/She will approve the tour programmes of FFA and FA.
- 1.6 He/She shall submit advance tour programmes tour diaries to the concerned Asstt. Director of Fisheries and act strictly in accordance with the guidance and instruction given to him by his superior authorities.
- 1.7 The FEO of a fishery block may require to work as FEO of neighbouring non-fishery block, in addition to his normal duties as and when such additional charges is assigned to him/her under specific orders of the Director of Fisheries, Govt. Of West Bengal.

- 1.8 In addition to his normal duties he will also render all necessary services related to fishermen/women, co-operative societies and shall visit at least twice in a month to PFCS/FCS with in his jurisdiction. He will also perform the duties of CEO as and when assigned by the Government.
- 1.9 He/She shall also associate himself with other programmes and activities taken up by general administration which includes mass education programme, rescue and relief services in the event of natural calamities and performed all assigned duties as Secretary to the Matsya-O-Prani Sampad Bikash Sthayee Samity and execute schemes taken up by three tier Panchaet Raj Institution in the interest of the fishermen and pisciculture pertaining to his /her block/blocks.
- 1.10 He/she shall keep himself up-to-date with latest technology on pisciculture and techniques of extension services by participating sincerely in all refresher courses, sponsored and arranged for them within and outside the state.
- 1.11 Reluctance or refraining to attend the training programme may be treated as violation or infringement of duties/obligation of a public servant. He/She shall take special initiative in imparting all necessary trainings to fish farmer at grass route level propagate and demonstrative new technology and aquaculture schemes for quick and successful adaption of them by fish farmers and other persons providing support services to culture, its processing, preservation and marketing.
- 1.12 He/She will responsible for proper functioning of the block level laboratory and timely submission of report and returns.

2. Duties and responsibilities of WBJFS, Gr-II Officers when deputed to FFDA, BFDA etc.

- 2.1 He/She shall be deeply associated for proper selection of FFDA beneficiaries, collection of applications through Panchaet and verification of documents and proper scrutiny of technical feasibility report.
- 2.2 He/She shall sponsor cases to different bank branches and cause joint inspection of water bodies with the bankers.
- 2.3 He/She shall pursue the cases already sent to bank for sanction and timely release of fund by the bankers for proper implementation of the scheme.
- 2.4 He/She shall be responsible for supervision of and keeping records of inputs supplied for pisciculture and harvesting of fish by beneficiaries under FFDA/BFDA
- 2.5 He/She shall also visit the tanks of beneficiaries and monitor the utilization of fund as far as practicable.
- 2.6 He/She shall also assist the bankers for organizing the loan recovery camps and attend BLBC meeting to maintain liaison with the bankers.
- 2.7 He/She shall be responsible for collection of disbursement figures from the participating banks and preparation of necessary report and returns.
- 2.8 He/She shall participate in training programmes for fish farmers arranged at various levels of the district.
- 2.9 He/She shall be responsible to perform any other duties assigned to him from time to time by the CEO, FFDA and other superior authorities.

3. Duties and responsibilities of WBJFS Gr.-II Officers when posted in the district headquarters as AFO/FEO/ARO under Asstt. Director of Fisheries/Chief executive Officers, FFDA

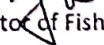
He/She shall carry out the duties entrusted to him from time to time by the concerned ADF/CEO FFDA under whom he is posted.

4. Duties and responsibilities of WBJFS Gr.-II Officers while posted as CEO of any primary FCS.

- 4.1 He/She shall have control over the employees of the society, to sanction the leave, to impose any punishment upon or to suspend them provided that no punishment over the employees of the society or suspension shall be imposed without the approval of the board.
- 4.2 He/She shall institute defend and conduct legal proceedings and entire into compromise or arbitration with creditors and debtors of the societies.
- 4.3 He/She shall receive all money on behalf of the society and issue proper receipt against it.
- 4.4 He/She shall operate bank accounts subject to such conditions as may be let down in bi-laws in absence thereof as the board may direct.
- 4.5 He/She shall draw, accept, and make endorse or negotiate all bills of exchange, promissory notes, deventures, securities and other documents standing in the name of or failed by the societies.
- 4.6 He/She shall pay all costs of management and working expenses out of the fund of the society after getting approval of the chairman /board of Directors of the society
- 4.7 He/She shall deposit all received including securities and other effects received on behalf of the society.
- 4.8 He/She shall maintain proper and accurate records and accounts of the society.
- 4.9 He/ She shall call general meeting of the society and meeting of the board where there is no secretary as per acts & rules of the co-operatives laws.
- 4.10 He/She shall ordinarily remain present in all meetings of the board including meeting s of the committee and shall produced all relevant papers require at such meetings and sign the minutes of the meetings, along with the chairman.
- 4.11 He/She shall place from time to time, before the chairman or such other authority as the board may direct, statements or receipts and disbursements for inspection, examination or approval as the case may be.

The WBJFS, Gr-II Officers shall require performing any other duties not to enlist above, but assigned to him from time to time by the Department /Directorate of Fisheries as direct controlling officers in the interest of public services pertaing to fisheries as well as non fisheries programmes and schemes of the Govt.

The revised Job chart shall constitute and mean the connection of work 'duties' and 'obligation' or understand under rule-3 and rule -5 respectively of the West Bengal Service (Duties, rights and obligation) of the Govt. Employees ,rules 1900,and any violation ,negligence or infringement of the above stated duties and obligation may attract rule-9 of the said service rule,1980


Director of Fisheries
Govt. Of West Bengal

Revised Job Chart for the Fishery Field Assistant

1. Job chart for the Fishery Field Assistant:-

- 1.1 He/She will assist FEO of the concern block in all aspect of Aquaculture Development and its related fishery activities.
- 1.2 He/ She will assist Block FEO for execution of development schemes and programmes, survey and selection of beneficiaries, submission of reports & returns, transfer of technology, imparting field level training, creation of infrastructural facilities, arranging institutional finance and also running office administration.
- 1.3 He/She will also assist Block FEO for proper implementation of all acts and rules framed by the Department of Fisheries Aquaculture, Aquatic resources and Fishing Harbours, Govt. Of West Bengal and also other Departments in the interest of the benefits of fishermen and Aquaculture Development.
- 1.4 He/She will assist Block FEO for conducting all official survey, submission of reports and returns, collection of data relating to water bodies, fish production, seed production, fish & fish seed price and studies relating to socio economic changes in the fishermen communities, issuance of identity card to fisherman, collection of data regarding demand and availability of other input like Institutional credit ,fish feed ,ice, hatchery services, marketing ,infrastructural and other support services.
- 1.5 He/She will assist Block FEO for implementing the programme and activities taken up by the general administration which include mass education, rescue and relief services in the event of natural calamities and perform all assigned duties entrusted by the DF/DDF/ADF/CEO, FFDA.
- 1.6 He/She will assist the FEO for the preparing the report of all fishery aspects in the event of natural calamities (Draught/Flood etc.)
- 1.7 He/She will assist Block FEO for identification of FFDA beneficiaries, collection of application forms, scrutiny of technical feasibility report etc.
- 1.8 He/She will visit the beneficiaries of different schemes/projects executed by the Department for monitoring the progress of the on-going schemes and proper utilization of sanctioned fund.
- 1.9 He/She will also participate in training programme for fish farmers conducted at various levels of the districts.

Further, he/she shall carryout the duties entrusted to him/her from time to time by the concern DDF/ADF/CEO, FFDA as and when required.


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