

**ANADAMAN AND NICOBAR ADMINISTRATION**  
**Department of Fisheries**

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**DUTIES OF TECHNICAL OFFICERS AND EMPLOYEES OF  
DEPARTMENT OF FISHERIES**

SI.No.	Designation	Duties
1.	Director of Fisheries	<ul style="list-style-type: none"> <li>• Head of Department for the purpose FR &amp; SR.</li> <li>• Head of organization for the Directorate.</li> <li>• Acts as Additional Secretary (Fisheries).</li> <li>• Provides guidance and leadership to Officers and staff employed in the Department of Fisheries.</li> <li>• Coordinates works between various sections like Marine Fisheries, Inland Fisheries, Coastal Aquaculture, Civil Works, implementation of departmental plan schemes and centrally sponsored schemes through out the islands.</li> <li>• Acts as a Liason Officer with the Administration and other departments.</li> <li>• Responsible for executing all the plan and non-plan activities of the department.</li> <li>• Acts as Adjudicating Officer under A &amp; N Islands Marine Fishing Regulations, 2003 and A &amp; N Marine Fishing Rules 2004 effectively.</li> <li>• Appellate Authority under Right to Information Act-2005.</li> <li>• Responsible for dealing with policy matters.</li> </ul>
2.	Joint Director of Fisheries	<p>To assist the Director of Fisheries in:-</p> <ul style="list-style-type: none"> <li>• Administrative and technical matters and supervision of all the field staff placed under his control.</li> <li>• Execution of plan and non plan schemes of the Department.</li> </ul>

		<ul style="list-style-type: none"> <li>• Technical and administrative control over the Deputy Director of Fisheries, Assistant Director of Fisheries and supporting staff.</li> <li>• Assessment and timely procurement of stores and machineries and their maintenance.</li> <li>• Responsible for estimation and technical scrutiny of the projects being implemented under the Department of Fisheries.</li> <li>• Technical guidance to maintain and keep up fisheries activities and follow up action.</li> <li>• Act as a liaison officer between the Research Organization, development departments and fisher community.</li> <li>• Touring and sorting out field problems on the spot.</li> </ul>
3.	Deputy Director of Fisheries	<p>To assist the Joint Director (Fisheries) in :-</p> <ul style="list-style-type: none"> <li>• Administrative and technical matters and supervision of all the field staff placed under his control.</li> <li>• Execution of plan and non plan schemes of the Department.</li> <li>• Technical and administrative control over the supporting staff.</li> <li>• Assessment and timely procurement of stores and machineries and their maintenance.</li> <li>• Estimation and technical scrutiny of the projects being implemented under the Department of Fisheries.</li> <li>• Field inspection, physical verification of all the stations under his jurisdiction.</li> <li>• Technical guidance to maintain and keep up fisheries activities and follow up action.</li> <li>• Act as a liaison officer between the Research Organization, development departments and fisher community.</li> </ul>

		<ul style="list-style-type: none"> <li>• Touring and sorting out field problems.</li> </ul>
4.	Assistant Director of Fisheries	<ul style="list-style-type: none"> <li>• Responsible for formulation of programmes for implementation under the scheme.</li> <li>• Responsible for monitoring and implementation of the scheme.</li> <li>• Responsible for selection of beneficiaries for providing the benefits.</li> <li>• Responsible for identification / specification of the stores required by the beneficiaries.</li> <li>• Responsible for submission of proposals for procurement of items under the scheme, transportation and distribution to the fisheries offices in outlying areas.</li> <li>• Responsible for proper collection of revenue and remittance to the Govt.</li> <li>• Responsible for assess and evaluate the implementation of programmes under the scheme from time to time and take remedial measures of the short fall if any.</li> <li>• When posted in Zonal Fisheries Office - over all In-charge of the Zone and also a D.D.O and Head of Office of that establishment. His main responsibilities are to implement all the State as well as Central Schemes in his jurisdiction.</li> <li>• Shall act as Authorized Officer under the A &amp; N Islands Marine Fishing Regulation, 2003 and Rules framed there under and also the Asst. Public Information Officer under Right to Information Act.</li> <li>• Any other works assigned from time to time.</li> </ul>
5.	Assistant Engineer (Ref.)	<ul style="list-style-type: none"> <li>• Plan Implementing Officer for infrastructure facilities development in A&amp;N Islands.</li> <li>• Officer-in-charge and overall supervision for all the cold storages and ice plants in A&amp;N Islands under Department of Fisheries.</li> <li>• Monitoring / Supervising the installation work of all cold storage and ice plants in A&amp;N Islands under Department of Fisheries.</li> </ul>

		<ul style="list-style-type: none"> <li>• To maintain, upkeep and overall technical supervision of all the plants and machineries, vehicles and other power driven machineries of the Department.</li> <li>• Any other works that may be assigned by the higher officers from time to time.</li> </ul>
6.	Asst. Fisheries Dev. Officer	<ul style="list-style-type: none"> <li>• To assist Officer-in-charge in technical matters.</li> <li>• Shall head the Fisheries Sub Station as per the organisation structure.</li> <li>• Shall act as Fishery Officer/Asst. Public Information Officer in their respective jurisdiction.</li> <li>• To supervise and guide the field functionaries in the field activities.</li> <li>• To co-ordinate between the Zonal Officer and the subordinate field functionaries.</li> <li>• To undertake field visits, address fisher's problems and to carry out awareness programmes.</li> <li>• Management of Govt. fish seed farms, conduct field demonstrations.</li> <li>• Give technical guidance to the fish farmers.</li> <li>• Arrange production of fish seed for distribution to the pisciculturists in various islands.</li> <li>• Any other works assigned from time to time.</li> </ul>
7.	Superintendent of Fisheries	<ul style="list-style-type: none"> <li>• Implementation of extension scheme in their jurisdiction when posted in extension field.</li> <li>• Conducting different types of Demonstration allotted in their jurisdiction.</li> <li>• Shall act as Fishery officer in their respective jurisdiction.</li> <li>• Maintenance of different records pertaining to their work in respect of EFR sold/issued.</li> </ul>

		<ul style="list-style-type: none"> <li>• Verification of various applications pertaining to implementation of departmental plan schemes, verification/ recommendation and forwarding it to Zonal Office/Directorate.</li> <li>• Supervision of Fisheries Operations in private farms of the area, and extending required assistances.</li> <li>• Sale of fish seeds/EFR from Departmental Fish Farm, Nayagaon, or private ponds.</li> <li>• Maintenance of Govt. vehicles allotted to them/proper maintenance drawing of POL etc.</li> <li>• Submission of reports and return pertaining to their work.</li> <li>• Maintenance of cash books and other relevant record under their custody.</li> <li>• Submission of analytical reports from time to time.</li> <li>• Implementation of the UT Plan Schemes/ Centrally Sponsored Scheme for fishers.</li> <li>• Collection of fish landing data, from the field and forwarding it to their immediate superiors.</li> <li>• Preparation of Plan Scheme and disposal of the other technical nature of works etc.</li> <li>• Submission of periodical reports to the immediate superiors for onward transmission.</li> <li>• Also to co-ordinate the operations carried out in fish farms and extension service for making the best use of new technologies.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
8.	Junior Engineer (Mechanical)	<ul style="list-style-type: none"> <li>• Overall supervision on the operation and maintenance of the Departmental cold storage and ice plants.</li> <li>• To maintain, upkeep vehicles and lathe machine, other plants and machineries installed in the Department.</li> </ul>

		<ul style="list-style-type: none"> <li>Responsible to impart training to fishermen and others in the operations, repair and maintenance of the diesel / petrol engines, including plants.</li> </ul>
9.	Bosun	<ul style="list-style-type: none"> <li>To perform the functions of Bosun in the fishing vessels or in the vessels authorised by the Department of Fisheries.</li> <li>To impart training in running and maintenance of fishing vessels and marine fishing.</li> <li>To conduct training in different fishing methods.</li> <li>To assist the Marine Engineer under A&amp;N Islands Marine Fishing Regulation and Rules, for assessing the fishing vessels for sea worthiness.</li> <li>Any other works assigned by the superiors from time to time.</li> </ul>
10.	Library Assistant	<ul style="list-style-type: none"> <li>Overall incharge of Library.</li> <li>Maintenance of all library books and periodicals</li> <li>Maintenance of record keeping of library books.</li> <li>Procurement of books required for the library.</li> <li>Any other works assigned by the superiors from time to time.</li> </ul>
11.	Chargeman	<ul style="list-style-type: none"> <li>Overall Incharge of Ice Plant and Cold Storage.</li> <li>Responsible for day to day functioning of the Plant.</li> <li>Maintenance and upkeep of the Plant.</li> <li>Assign duties to the staff posted under him for smooth functioning of the Plant.</li> <li>Any works assigned by the superiors from time to time.</li> </ul>
12.	Fisheries Inspector	<ul style="list-style-type: none"> <li>To assist the superiors in implementation of UT Plan programmes, Centrally Sponsored Schemes, Tsunami Rehabilitation Package, Twenty Point Programme, Tribal Sub Plan and other schemes.</li> <li>To assist the Executive Officers in implementation of Departmental activities transferred to PRIs, when posted under PRIs.</li> </ul>

		<ul style="list-style-type: none"> <li>• When posted at Fisheries Zonal Office / Sub Stations:- <ul style="list-style-type: none"> <li>○ To function as fishery officer under Andaman and Nicobar Islands Marine Fishing Regulation and Rules.</li> <li>○ Collection of fish landing statistics and submission to the Headquarters.</li> <li>○ Custodian of stores and to maintain relevant registers.</li> <li>○ Submission of periodical reports to the immediate superiors.</li> <li>○ To co-ordinate the operations carried out in fish farms and extension service by making best use of new technologies.</li> <li>○ Sale of fish seeds produced in Departmental fish ponds.</li> </ul> </li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
13.	Lathe Machinist	<ul style="list-style-type: none"> <li>• Operation of lathe machine, imparting training to the trainees about its operation maintenance and repair etc.</li> <li>• To associate with conducting the training programmes of the Department.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
14.	Plant Operator-cum-Mechanic	<ul style="list-style-type: none"> <li>• Operation and maintenance of the machinery and equipments in the cold storage and ice plant.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
15.	Electrician	<ul style="list-style-type: none"> <li>• Proper upkeep of all electrical gadgets.</li> <li>• To ensure proper functioning of lights and other electrical fittings in all establishments of the Department.</li> <li>• Attend all repairs of the electrical installation, wiring etc. in the Department.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>

16.	Surveyor	<ul style="list-style-type: none"> <li>• To survey the brackish water / freshwater areas for aquaculture purpose.</li> <li>• To assist in all survey related works of the Department.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
17.	Sub Inspector of Fisheries	<ul style="list-style-type: none"> <li>• Collection of Fish Landing Statistics.</li> <li>• To assist fish farmers in fish culture.</li> <li>• To maintain aquarium including collection, stocking and upkeeping of fishes.</li> <li>• To perform functions of Fishery Officer under Andaman and Nicobar Islands Marine Fishing Regulation and Rules.</li> <li>• To associate with the training programmes conducted by the Department.</li> <li>• To assist the Technical Officers in the office management.</li> <li>• To assist the Technical Officers in breeding and larval rearing of fishes.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
18.	Assistant Fisheries Guard	<ul style="list-style-type: none"> <li>• To involve in extension and awareness programmes conducted by the Department of Fisheries.</li> <li>• To perform the functions of the Fishery Officer under Andaman and Nicobar Islands Marine Fishing Regulation and Rules.</li> <li>• To assist the Authorised Officers in fishing boat registration, issuance of fishing licences, I.D. cards etc.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
19.	Head Fisherman	<ul style="list-style-type: none"> <li>• To give lead to the fishermen in the Department in Capture and culture fisheries including the maintenance of Aquarium, maintenance of Inland Fish Farm, promotion of coastal aquaculture and mariculture activities in the islands.</li> </ul>



		<ul style="list-style-type: none"> <li>• To assist the officers in imparting training on fishing and allied aspects.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
20.	Heavy Vehicle Driver	<ul style="list-style-type: none"> <li>• To drive the vehicle in safe way as per traffic rules ;</li> <li>• To maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis ;</li> <li>• To get the log book verified and signed by the designated authority on monthly basis ;</li> <li>• To keep the vehicle neat and clean by water washing, wiping and polishing ;</li> <li>• To check the oil, lubricant, water and brake every day before the vehicle being taken for driving ;</li> <li>• Must be able to change wheels and correctly inflate the tyre ;</li> <li>• To maintain tool kit in the vehicle ;</li> <li>• To keep the spare wheel / parts in the vehicle in safe custody and in good condition ;</li> <li>• To maintain close coordination with the workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair / replacement of damaged parts etc. ;</li> <li>• To make available the damaged / replaced parts of the vehicle after repair, to the Vehicle Incharge of the Office ;</li> <li>• To maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair ;</li> <li>• Timely reporting of break downs / accidents to the authorities ;</li> <li>• To attend such other works as may be assigned to him by the Officers.</li> </ul>
21.	Light Vehicle Driver	<ul style="list-style-type: none"> <li>• To drive the vehicle in safe way as per traffic rules ;</li> </ul>

		<ul style="list-style-type: none"> <li>• To maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis ;</li> <li>• To get the log book verified and signed by the designated authority on monthly basis ;</li> <li>• To keep the vehicle neat and clean by water washing, wiping and polishing ;</li> <li>• To check the oil, lubricant, water and brake every day before the vehicle being taken for driving ;</li> <li>• Must be able to change wheels and correctly inflate the tyre ;</li> <li>• To maintain tool kit in the vehicle ;</li> <li>• To keep the spare wheel / parts in the vehicle in safe custody and in good condition ;</li> <li>• To maintain close coordination with the workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair / replacement of damaged parts etc. ;</li> <li>• To make available the damaged / replaced parts of the vehicle after repair, to the Vehicle Incharge of the Office ;</li> <li>• To maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair ;</li> <li>• Timely reporting of break downs / accidents to the authorities ;</li> <li>• To attend such other works as may be assigned to him by the Officers.</li> </ul>
22.	Assistant Store Keeper	<ul style="list-style-type: none"> <li>• He is responsible to maintain stock register, files etc. of different store / spare parts / other store items.</li> <li>• He is responsible for proper storage of all the store.</li> <li>• He is the custodian of various store received by him.</li> </ul>

		<ul style="list-style-type: none"> <li>• He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorised document of stores.</li> <li>• Interaction and coordination with Purchase Section, to maintain the minimum stock level.</li> <li>• To ensure codal formalities while taking stock and issue of stores.</li> <li>• To issue the required items from stores to other sections as per the requirement with proper invoice.</li> <li>• He should extend assistance in physical verification of stores at regular interval.</li> <li>• He is responsible for preparation of duty chart in respect of watch and ward staff and supervision of watch and ward staff.</li> <li>• He should have knowledge of computer application.</li> <li>• He has to attend to such other work as may be assigned to him by the Section Officer or any higher Officer.</li> </ul>
23.	Salesman	<ul style="list-style-type: none"> <li>• Issue of bills on supply of Ice / Storage of fish and vegetable, collection and deposit of sale proceeds thereon.</li> <li>• Maintenance of account.</li> <li>• Maintaining records of sale proceeds on supply of Ice.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
24.	Laboratory Assistant	<ul style="list-style-type: none"> <li>• Proper maintenance of laboratory equipments.</li> <li>• Proper maintenance of records and receipts of laboratory items.</li> <li>• Proper upkeep of the preserved specimen as well as live specimen displayed in the aquarium tanks.</li> <li>• To assist the Officer Incharge of the respective Section in the smooth functioning of the equipments.</li> </ul>

		<ul style="list-style-type: none"> <li>• To collect datas on various parameters in the aquarium.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
25.	Fitter	<ul style="list-style-type: none"> <li>• Maintenance of machineries and equipments of the Ice Plant and Cold Storage, Training Centre, Fish Farm, Fish Landing Centre and other units of the Department.</li> <li>• To associate in the training programmes organised by the Department of Fisheries.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
26.	Diesel Mechanic	<ul style="list-style-type: none"> <li>• Repair and maintenance of engines.</li> <li>• To associate in imparting training in upkeep and maintenance of engines.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
27.	Blacksmith	<ul style="list-style-type: none"> <li>• Upkeep and maintenance of the tools in the ice plant and cold storage, Training Centre, Museum and other establishments of the Department.</li> <li>• To associate in the training programmes organised by the Department of Fisheries.</li> <li>• Any other works assigned by the superiors from time to time.</li> </ul>
28.	Oilman	<ul style="list-style-type: none"> <li>• Operation and maintenance of fishing crafts.</li> <li>• To assist the officer incharges in maintenance and upkeeping of vehicles, lathe machine and other plants and machineries installed in the Department.</li> <li>• To assist the Officer incharges in imparting training to fishermen and others in the operation, repair and maintenance of the diesel / petrol engines.</li> <li>• Any other works assigned from time to time.</li> </ul>
29.	Greaser	<ul style="list-style-type: none"> <li>• Operation and maintenance of fishing crafts.</li> <li>• To assist the officer incharges in maintenance and upkeeping of vehicles, lathe machine and</li> </ul>

		<p>other plants and machineries installed in the Department.</p> <ul style="list-style-type: none"> <li>To assist the Officer incharge in imparting training to fishermen and others in the operation, repair and maintenance of the diesel / petrol engines.</li> <li>Any other works assigned from time to time.</li> </ul>
30.	Junior Deck Hand	<ul style="list-style-type: none"> <li>Operation and maintenance of fishing crafts.</li> <li>Upkeep and maintenance of the tools in the ice plant and cold storage, Training Centre, Museum and other establishments of the Department.</li> <li>To assist the officer incharge in maintenance and upkeeping of vehicles, lathe machine and other plants and machineries installed in the Department.</li> <li>To assist the Officer incharge in imparting training to fishermen and others in the operation, repair and maintenance of the diesel / petrol engines.</li> <li>Any other works assigned from time to time.</li> </ul>
31.	Fisherman	<ul style="list-style-type: none"> <li>To assist the officer incharge in maintenance and upkeeping of Fish Farm / Aquarium / Fisheries Training Centre / Central Stores etc.</li> <li>Any other works assigned by the superiors from time to time.</li> </ul>
32.	Chainman	<ul style="list-style-type: none"> <li>To assist in fish storage and sale of ice.</li> <li>Any other works assigned by the superiors from time to time.</li> </ul>
33.	Weighman	<ul style="list-style-type: none"> <li>To assist in fish storage and sale of ice.</li> <li>Any other works assigned by the superiors from time to time.</li> </ul>
34.	Museum Attendant	<ul style="list-style-type: none"> <li>Upkeep and maintenance of the Museum / Aquarium including collection and preservation of specimen.</li> <li>Any other works assigned by the superiors from time to time.</li> </ul>
35.	Fish Stall Attendant	<ul style="list-style-type: none"> <li>To assist in maintenance of aquarium and Aquaculture related works.</li> </ul>

36.	Multi Tasking Staff	<ul style="list-style-type: none"> <li>• Physical maintenance of records of the Section.</li> <li>• General cleanliness and upkeep of the Section/Office.</li> <li>• Carrying of files and other papers within the building.</li> <li>• Photocopying, sending of Fax etc.</li> <li>• Other non-clerical work in the Section/Office.</li> <li>• Assistant in routine office work like Diary, Despatch etc. including on Computer.</li> <li>• Delivery of Dak (outside the building).</li> <li>• Watch and Ward duties.</li> <li>• Opening &amp; closing of rooms.</li> <li>• Cleaning of rooms.</li> <li>• Dusting of furniture etc.</li> <li>• Cleaning of building, fixtures etc.</li> <li>• Work related to his ITI qualifications, if it exists.</li> <li>• Driving of vehicles, if in possession of valid driving licence.</li> <li>• Upkeep of parks, lawns, potted plants etc.</li> <li>• To assist the store staff for issuance of stationery and other materials, equipments, furniture etc. from the firms and to stock in the stock properly.</li> <li>• To assist the store staff for issuance of stationeries and toher materials to different section on the basis of proper indent.</li> <li>• To assist in shifting furniture and equipments from one place to another in the office as directed by his Office-in-Charge.</li> <li>• To assist the store staff in keeping unserviceable furniture/equipment, stores in the proper manner at appropriate place.</li> <li>• Any other work assigned by the superior authority.</li> </ul>
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