



DEPARTMENT OF FISHERIES



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## CHAPTER - I

### INTRODUCTION AND OBJECTIVES

#### 1.1 Introduction

Human resource management is one of the important components for making an organization effective and responsive to the public needs. It comprises of activities, programmes and functions to maximize employee's motivation and effectiveness which can be achieved by imparting regular training and exposure. Training facilitates, optimum utilization of human resources and enable the employees to achieve the organizational goals. Training helps in the development of behavioral skills and personal growth of employees by expanding their horizon.

The Fisheries Development in Himachal Pradesh during the last three decades has created demand of skilled manpower for carrying out fisheries operations. Implementation of suitable human resource development Programmes for skill improvement is the need of fisheries industry. Training is an important tool for the transfer of skill. The importance of training is realized more in avocation like fisheries where specialized practices such Fish seed raising, fish farming, fish feed production, post harvest techniques, fish pathology, Management & development of fisheries in open waters etc. can be effectively learnt only through regular training . It is important that skill and knowledge is

updated periodically and officials are well acquainted with dynamic working environment.. The Government machinery has to be continuously attuned to the changing needs for which training has to play a crucial role.

## **1.2 Training objectives**

- ❖ To enhance professional knowledge, skills and competence of the personals working in the department.
- ❖ To inculcate the sense of team work, team spirit and bring about efficiency in the services rendered by the department.
- ❖ To bring about efficiency in delivery of better services to the masses.
- ❖ To bring about the right attitudinal orientation in every trained employees.

TRAINING POLICY

**2.1 Main features of training policy**

As per Himachal Pradesh training policy,2009 of the state Government every personnel from class-I to class-IV is required to undergo training for his skill development at the time of induction and at least once in five years or before promotion. The training policy has following important features.

**2.1.1 Training for All**

The objective of the policy is to provide training to all Govt. servants at regular intervals during their career. Department of Fisheries has the mandate to educate and provide advisory services to the farming community for the development of fishery industry in the state. Technical works of the department are carried out by the Technical officers and supported by non technical ministerial staff. Hence training shall be provided to all technical and non –technical staff of Fisheries department irrespective of their grade or level in the department. For the purpose of appropriate training needs, there is a total sanctioned strength of 385 numbers of various categories of posts in Department of fisheries. Out of which 296 are in position, the strength of technical posts is 226 and non –technical staff is 70, which include Class-I, Class-II, Class-III, Class-IV level posts. The detail is given below.

## Category wise staff strength in department of Fisheries.

### A. Technical Staff :-

There are 226 number of technical staff in the department belonging to various cadres as under:-

Sl. No.	Category/designation of employees	Strength
1.	Director-cum-Warden of Fisheries	1
2	Deputy Director of Fisheries	2
3	Assistant. Director of Fisheries	10
4.	Senior Fisheries Officer	4
5.	Fisheries Officer	22
6.	Sub Inspector of Fisheries	11
7.	Farm Asstt.	7
8.	Field Asstt.	130
9.	Fishermen	39
	Total:-	226

### B-Non Technical Staff:-

The strength of non - technical staff is 70 and the various cadres are as under:-

S.N.	Category of employees	Designation of different posts	Strength
1.	Senior Level	Superintendent Grade- II, Section Officer (F&A), Personal Assistant (PA), Senior assistant,	15
2.	Middle Level Class-III staff	Sr. Scale Stenographer, Clerks	20
3.	Class IV Staff	Peon & Chowkidars, Sweeper	35
	Total		70

### 2.1.2 Training coverage:-

- ❖ Training for the lowest class-IV technical staff comprising of fishermen and field Assistants and non-technical staff like peon and chowkidars in the offices.
- ❖ Training for class-III, technical staff comprising of Senior Fisheries

- ❖ Officers, Fisheries officers, Sub Inspector of Fisheries and Farm Assistants. Training to class III ministerial staff posted in the Directorate & field offices.
- ❖ Training of middle supervisory, technical officers comprising of Assistant Director at the district level. The training shall focus on professional excellence, leadership, deep perception of inter related issues.
- ❖ Training of top management level technical officers, like Deputy Director of Fisheries at directorate and field level shall focus on strategic planning, lateral thinking, project management and monitoring.
- ❖ All the department employees shall be trained over a period of five years as per the H.P. state training policy, 2009. The detail is given below.

**Year wise number of employees to be trained during five year period under the H.P state Training policy, 2009.**

S.N	Category	Total strength	Year wise number of employees to be training					Remarks
			1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	
1	Deputy Director	2	--	--	2	--	--	The actual strength of staff shall vary depending upon new recruitment & retirement.
2	Assistant Director	10	--	3	3	4	--	
3	Senior Fisheries officer, Fisheries officers	26	5	5	5	5	6	
4	Sub Inspectors	18	4	4	5	5	--	

	and farm Assistants						
5	Other technical staff	169	34	34	34	34	33
6	Ministerial staff	35	7	7	7	7	7
7	Chowkidars and peons	35	7	7	7	7	7
	Total	295	57	60	63	62	53

### 2.1.3 Training plan:

The detailed features of the training are given in the chapter.

### 2.1.4 Training Manager:

The Deputy Director of Fisheries, Directorate of Fisheries, Himachal Pradesh, Bilaspur has already been designated as Nodal Officer (Training) to monitor and coordinate the human resource development issues. He will act as “Training Manager” to be responsible for review and monitoring of the Training Plan in the Department.

### 2.1.5 Employee trained during the year 2009-10.

The refresher training courses organized for the department employees at HIPA and other institutes outside the state is given below:-

Sr. No.	Name/Designation of Officer/Official	Training Course	Schedule	Training Centre
1	2	3	4	5
1	Sh. V.K.Puri, ADF	Basic Disaster Management Programme	10 <sup>th</sup> -14 <sup>th</sup> Aug., 2009	Fairlawn Shimla
2	Sh. Shyam Lal, FO	-do-	-do-	-do-
3	Sh. Ashok Verma, ADF	-do-	1 <sup>st</sup> -05 <sup>th</sup> Sept., 2009	-do-
4	Sh. Rajan Sood, ADF	-do-	-do-	-do-
5	Sh.Mahesh Kumar, ADF	8 days HRD training programme at DCFR, Bhimtal	01-07 Sept., 2009	Bhimtal (Uttarakhand)
6	Sh. Pankaj Thakur, FO	-do-	-do-	-do-
7	Sh. Arun Kant, FO	-do-	-do-	-do-
8	Sh.V.K.Puri, ADF	Pen & Cage Culture-nomination	09-18 Nov.,	Barrackpore,

			2009	
9	Sh. Hamir Chand, ADF	-do-	-do-	-do-
10	Sh. Rajan Sood, ADF	-do-	-do-	-do-
11	Sh. Jagat Paul Sharma, FO	Documentation of success Stories	4 <sup>th</sup> -6 <sup>th</sup> Nov., 2009	Sameti Mashobra
12	Sh. Sunil Mehta, ADF	Preparation and Operationbalization of Comprehensive District Agriculture plan (A-DAP)	22-26th March, 2010	Sameti, Mashobra
13	Sh. Sunil Mehta, ADF	Reservoir Fisheries Management	15 <sup>th</sup> -24 <sup>th</sup> Sep., 2010	Bangalore
14	Sh. V.K.Puri, ADF	-do-	-do-	-do-
15	Sh. Tapesesh Chauhan, ADF	Noting & Drafting(GOI)	1 <sup>st</sup> to 3 <sup>rd</sup> June, 2010	HIPA Shimla
16	Sh. Hamir Chnd, ADF	RTI Act-2005	5 <sup>th</sup> to 6 <sup>th</sup> Feb., 2010	--do--
17	Sh. Tapesesh Chauhan, ADF	--do--	--do--	--do--

### 2.1.6 Training Methodology

All available modern methods of training like lecture, group discussions, project work, audio visual materials, printed materials, case studies, action learning, brain storming etc shall be used for training of department employees in training institute.

### 2.1.7 Availability of Funds (Training Budget) :

The Department of Fisheries spends a sum of Rs. 702 lakhs on salary component of different category of employees. Hence, approximately 1% of the budget available under the salary component is Rs. 7.02 lakhs has been earmarked for training of employees during the year 2010-11. The expenditure to be incurred on training of various categories of employees shall be debatable from the scheme under which provision of funds has been made in respect of each scheme.

## 2.1.8 Training review committees

The State level empowered committee headed by the Chief Secretary will review Annual action plan for training of employees. The training review committee of the department under the chairmanship of Secretary shall meet once in every quarter, and shall monitor and review the work of training of employees of Fisheries department.

### Statement Showing the Staff Position of Fisheries Department (Including Contract)

S.N.	Name of Post	Sanctioned Strength	In position	Vacant
<b><u>Gazetted Class-I</u></b>				
1.	Director-cum-Warden of Fisheries	1	1	--
2	Deputy Director Fisheries	2	2	--
3	Assistant Engineer (Civil)	1	--	1
4	Superintendent Grade-I	1	--	1
	<b>Total</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b><u>Non-Gazetted Class II</u></b>				
5	Assistant Director of Fisheries	11	10	1
6	Section Officer (SAS)	1	1	--
7	Personal Assistant	1	1	--
8	Superintendent Grade-II	4	4	--
	<b>Total</b>	<b>17</b>	<b>16</b>	<b>1</b>
<b><u>Non-Gazetted Class-III</u></b>				
9	Junior Engineer Civil	2	--	2
10	Senior Fisheries Officers	7	4	3
11	Fisheries Officers	31	22	9
12	Senior Assistant	9	9	--
13	Statistical Assistant	2	--	2
14	Senior Scale Stenographer	1	--	1
15	Sub-Inspector-Fisheries	15	11	4
16	Steno-typist	1	1	--
17	Junior Assistant/Clerk	39	20	19
18	Farm Assistant	7	3	4
19	Driver	9	8	1
20	Motor Boat Driver	4	3	1
21	Mechanic (Auto)	1	1	--
22	Sale Man-cum-clerk	1	--	1
23	Feed Mill Mechanic	1	1	--
24	Pump Operator (Helper)	1	1	--

	<b>Total</b>	<b>131</b>	<b>84</b>	<b>47</b>
<b>Non-Gazetted Class-IV</b>				
25	Fisheries Field Assistant	143	126	17
26	Fishermen	48	39	9
27	Fieldman	3	--	3
28	Cleaner	1	--	1
29	Peon	22	22	--
30	Chowkidar	13	12	1
31	Chowkidar-cum-Sweeper	1	1	--
32	Sweeper	1	--	1
	<b>Total</b>	<b>232</b>	<b>200</b>	<b>32</b>

<b>Summary</b>			
<b>Categories of Posts</b>	<b>Sanctioned</b>	<b>In Position</b>	<b>Vacant</b>
Class-I	5	3	2
Class-II	17	16	1
Class-III	131	84	47
Class-IV	232	200	32
<b>Total</b>	<b>385</b>	<b>303</b>	<b>82</b>

## CHAPTER – III

### FUNCTION AND RESPONSIBILITY OF THE DEPARTMENT

#### 3.1 Function, Objective and responsibility of the department

##### Function :

- ❖ To increase fish Production in the State by judicious management of all the cultivable water resources.
- ❖ Management and Development of Reservoir fishery in the State.
- ❖ To undertake breeding Programme of Indigenes and Exotic fish species for augmenting the seed stocking Programme in reservoirs, river, streams and tributaries.
- ❖ Implementation of HP Fisheries Act and Rules.
- ❖ To promote commercial Trout farming in the high altitude areas.

- ❖ To promote aquaculture in the State by providing technical and financial assistance to the fishermen and rural youths.
- ❖ To generate employment opportunities by the Fisheries activities and ameliorating the condition of fishermen of the State.

In order to achieve the above objectives it is imperative to frame a training manual to provide training to all employees of the department at regular interval to improve and upgrade their skills for delivering better services to the state.

## **CHAPTER-IV**

### **ORGANISATIONAL SET UP OF THE DEPARTMENT**

In broad terms, the department set up is divided into three levels as under:-

- i) The Secretariat**
- ii) The Directorate**
- iii) The District level**

There is clear and distinct division of functions between the Secretariat, the Directorate and the field offices.

#### **4.1 The Secretariat:**

Department of Fisheries works under the administrative control of Principal Secretary Fisheries to the Govt. of Himachal Pradesh, who assists and provides support to the Minister in charge of the Department. All the Govt. policies, programmes, plans, Rules and

instruction are framed, approved and finally issued for implementation by the Secretariat.

#### **4.2 The Directorate:**

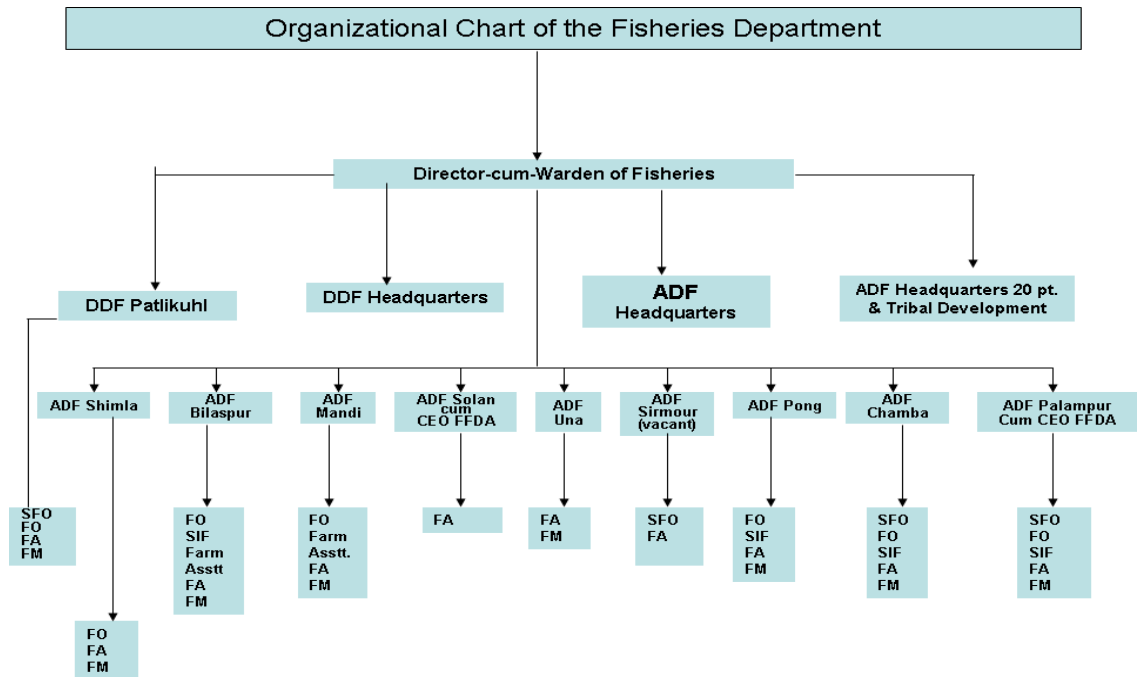
The functions of the Directorate are planning, Technical and Financial Management, Monitoring of progress under various schemes/programmes/ projects and providing necessary feedback to the state Govt. about implementation of various policies and programmes of the state Govt. regarding Fisheries development in the state. The Directorate is headed by the Director Cum-Warden of Fisheries supported by the technical and non- technical staff at the Directorate and field level.

#### **4.3 The District level and other field offices:**

Each District (except Hamirpur, Sirmour, Lahaul & Spiti and Kinnaur) has an office of Assistant Director of Fisheries, who is assisted by technical staff like Senior Fisheries officer, Fisheries officer, sub inspector of Fisheries field, Assistant and fishermen. The Assistant Director of Fisheries is the head of office in respective district and drawing disbursing officer. Actual execution and implementation of the policies/programmes, schemes is done at this level. The control of Fisheries activities of Hamirpur, Sirmour & Kinnaur districts is with Assistant Director Palampur, Solan & Shimla respectively whereas Fisheries activities in Lahaul and Spiti are under the control of Forest and Animal husbandry department.

## 4.4 The organizational chart of the Department Fisheries

The organization set up of department of Fisheries has been given in the form of chart.



## CHAPTER-V

### DUTES AND RESPONSIBILITIES OF KEY/FUNCTIONAL POSTS

The duties and responsibilities of key functional and equivalent posts are given below:-

#### 5.1 Technical staff:

##### Director-cum-Warden of Fisheries, Himachal Pradesh.

- Head of the Department.

- To formulate various schemes for Development and Management of Riverine Fisheries, Reservoir Fisheries and Aquaculture in the State.
- To coordinate with the Union Ministry, Govt. of HP and other Departments for formulation & implementation of the various welfare schemes for fishermen, assistance to fish farmers, special schemes for SC & ST, providing employments and developing schemes in Tribal areas.
- Implementation of Central Sponsored Schemes in the State.
- To hold meeting with the controlling officers of the Department for proper implementation of schemes.
- Allocation of budget and targets.
- Inspection of ongoing/ new works/ schemes/ projects.

**Deputy Director of Fisheries:**

- Assist the Director-cum-Warden of Fisheries in framing various plans and schemes.
- Execute the plans & schemes earmarked by the Director of Fisheries.
- Budget control of various Fisheries schemes under him.
- D.D.O. of staff working under him.
- Technical / Administrative control of area under his jurisdiction and on the work of staff under his control.
- To attend review meetings.

### **Assistant Director of Fisheries:**

- Technical / Administrative control of area under his jurisdiction and on the work of staff under his control.
- Execute the plans & schemes earmarked by the Director of Fisheries.
- Budget control of various Fisheries schemes under him.
- D.D.O. of staff working under him.
- To attend review meetings.
- Assessment of impact of Hydro Power Projects envisaged in their areas and furnish the survey report.
- Quality fish seed supplies & technical assistance to the fish farmers.
- Implementation of the HP Fisheries Act 1976 and Rules 1979.
- Issuing license to the fishermen.

### **Senior Fisheries Officer:**

- To look after breeding, feeding, brood stock management in farms under their control.
- Distribution of fish seed to the fish farmers on demand against payment.
- To process various schemes under component plan.
- Process FFDA's cases and subsidy cases of fish farmers.
- To assist the Asstt. Director of Fisheries in the implementation of various schemes and plans.
- To issue licenses for fishing by the fishermen in the rivers under his jurisdiction.

- To compound illegal fishing cases.
- Imparting training and facilitation of technical assistance to the fish farmers.

### **Fisheries Officer:**

- To look after breeding, feeding, brood stock management at farms under their control.
- Distribution of fish seed to the fish farmers on demand against payment.
- Management & Development of Inland Fisheries, Reservoir Fisheries and Cold Water Aquaculture.
- Process FFDA's & subsidy cases of fish farmers.
- To assist the Asstt. Director of Fisheries in the implementation of various schemes and plans.
- To issue licences for fishing by the fishermen in the rivers in his jurisdiction.
- To compound illegal fishing cases.
- Imparting training & technical assistance to the fish farmers.

### **Sub Inspector Fisheries:**

- Recording of fish landings at their respective landing centers.
- Implementing Fisheries Act and Rules.
- Assist Fisheries Officers/ Sr. Fisheries Officer in the Management of Fish farms/ hatcheries.

### **Field Assistants/ Fishermen:**

- Conservation of Riverine and reservoir Fisheries.
- To check illegal fishing and illegal sale of fish.
- Extension workers of department for aquaculture schemes.
- Maintenance of Fish Farms, water supplies, feeding practices, sale of fish, cleaning of tanks/ raceways ponds and allied works.

### **Farm Assistant:**

- In charge of live stock at fish farm
- Help in feeding & breeding of fish.
- Packing of fish seed etc.
- Supervise the work of Fishermen/ Field Assistants posted at farms.

### **Feed Mill Mechanic:**

- Operation of departmental feed mill meant for manufacture of feed for trout fish.
- Minor repair of mill.

### **Pump Operator-cum-Helper:**

- Operation of water pumps to maintain water supply to the farm.
- Help the mechanic in operation of farm machinery.

## **5.2 Non technical:**

### **Superintendent Grade-I:**

- To supervise all the works relating to administrative section.
- Deputing all Class-III & IV on duties including Driver and checking up their day-to-day functions.
- To ensure that all the dealing hands and diarist are maintaining all required registers and keep the same updated.
- To keep careful watch on the movement of dak and files between section and higher authorities.
- To ensure timely submission of time bound cases/ court cases.
- To ensure that all manuals, rules instructions, guard file and precedent registers of the sections are kept upto date.

### **Superintendent Grade-II:**

- To initiate and supervise the works relating to the concerned branch (es). He shall ensure the timely pursuance of pending matters.
- To ensure timely submission of time bound/court cases.
- To ensure that all manuals, rules instructions, guard file and precedent registers of the section are kept upto date.

### **Personal Assistant:**

- Maintaining the day-to-day meeting index of the Director-cum-Warden of Fisheries.
- To attend the telephone calls of the Director.
- Dictation given by the Director.

- Other duties assigned by the officer in charge.

### **Senior Assistant:**

- Opening and maintenance of files referencing, deal the cases including noting and drafting, recording of files, maintenance and updating of various types of data and maintenance of various registers of their respective branch.
- Establishment matters including recruitment and promotion rules, maintenance of service book, service record preparation of leave account, pension papers, disciplinary matters and personal files etc.
- Fixation of Pay of all categories, including technical staff, posting, transfer, finalization of seniority and cases of ACP, Court cases and other miscellaneous matters.

### **Senior Scale Stenographer/ Steno typist:**

- Dictation and typing work given by the officer.
- Other typing work of the department.
- Other duties assigned by the officer In charge.

### **Jr. Assistant/ Clerk:**

- All typing work assigned to them.
- Assist the Sr. Assistant in preparing information/ report and maintenance of record registers.
- Other duties assigned by the officer in charge.

## Peon:

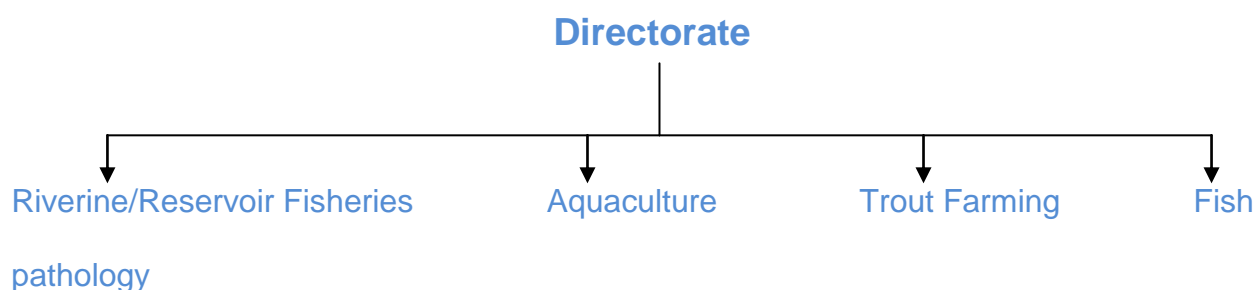
- Handling files between different branches of the offices.
- Deliver local official letter to other offices.
- Perform other duties assigned by the officer in charge.

## CHAPTER-VI

### TRAINING NEEDS OF THE DEPARTMENT

#### 6.1 Introduction

The Department of Fisheries (H.P) shall keep the knowledge and skill of the department employees updated by organizing refresher training courses for them on regular interval so that they remain well conversant with the latest techniques introduced in the field of fisheries and deliver their best services to the farmers of the state. It is important to disseminate information about new technologies so that the farmer is able to make use of latest developments. There also exists a gap between research findings and the needs of farmers. For the transfer of technology, it is essential to expose the technical staff of the department to various developments in this field in the university and research stations by organizing training courses at regular intervals, so that the end user is ultimately benefited. Department of Fisheries has following specialized wings which cater the various needs of the farmers.



## 6.2 Training needs of technical staff

The department of Fisheries has the mandate to provide technical know-how on various aspect of fisheries to the farming fishing community to develop Fisheries and fish harvesting in the State. The technical staff dealing with various types of schemes shall be trained to cater to the needs of the farmers/fishermen in order to undertake Fisheries activities on commercial scale and to improve their economy from the small holdings. The technical staff working in the field at grass root level should have the knowledge of modalities of various state plan and centrally sponsored schemes in order to percolate the benefit to the maximum numbers of farmers for the development. The training need of the technical staff is as under.

1.	Category of Employees	Course duration	Contents of training course
1	Middle level officers (Senior Fisheries Officers/Fisheries Officers)	One month	Knowledge of Fisheries Act and Rules. Extension of Aquaculture schemes. Processing of Fishermen Welfare Schemes. Office Procedure and Financial Administration Fish seed production, stocking, transportation and harvesting etc. Conservation work
2	Senior level Officers (Deputy Director of Fisheries and Asstt. Director of Fisheries)	One month	Knowledge of Fisheries Act and Rules. Extension of Aquaculture schemes. Processing of Fishermen Welfare Schemes. Office Procedure and Financial Administration, all kind of service matters, FR & SR, Conduct Rules, HPFR etc. Fish seed production, stocking, transportation and harvesting etc.

			Conservation work
3	Lower level officers/officials (Sub Inspector of Fisheries and Farm Asstt.)	One month	Knowledge of Fisheries Act and Rules. Undertaking technical training in other technical institutes for the knowledge of latest technology. Extension of Aquaculture schemes. Processing of Fishermen Welfare Schemes. Office Procedure and Financial Administration, all kind of service matters, Conduct Rules etc. Fish seed production, stocking, transportation and harvesting etc. Conservation work
4	Class-IV technical staff (Field Asstt./ Fishermen)	One month	Knowledge of registration of illegal fishing cases, Fisheries Act and Rules in force, Fisheries Conservation activities. Processing of cases of construction/renovation of ponds under aquaculture, Fish Seed production/ stocking, transportation, harvesting and reporting etc. Processing of subsidy cases of fishing equipment, Risk Fund and accidental insurance. Conservation work

### 6.3 Training needs of non- technical / ministerial staff

The ministerial staff keeps record of service matters of each employee of the department in the form of service books, hence they require training in day to day office routine works, conduct rules, various service rules office manuals. Training on computer application .RTI Act 2005, Good Governance, E-governance, office procedures, financial administration and formulation of budget and fiscal responsibilities is also required to be given at regular interval. With the advancement in information technology, the training in computer application is of paramount importance. The detail of training needs for different category of non technical staff is given as under.

## Training needs of non-technical staff:-

Sl. No.	Category	Designation of different posts	Course duration	Contents of training course
1	Senior level Officers	◆ Administrative Officers: Superintendent Grade-II, Section Officer (SO), Personal Assistant(PA),	One month	<ul style="list-style-type: none"> <li>➤ Knowledge of office procedure, establishment matters, budget, cash and accounts, stores, CCS(CCA) rules, conduct rules, HPFR, CCS (pension /leave rules) and computer application.</li> </ul>
2	Middle level Officers	Senior Assistant, Sr. Scale Stenographer, clerk	One month	<ul style="list-style-type: none"> <li>➤ Knowledge of office procedure, establishment matters, budget, cash and accounts, stores, CCS(CCA) rules, conduct rules, HPFR, CCS (pension /leave rules) and computer application.</li> <li>➤ Knowledge of taking dictation in Hindi and English stenography, typing, computer basics, office procedure, establishment etc.</li> </ul>
3	Class IV employees	Peon/ Chowkidars	One month	Discharging of watch & ward Duties, Care of Govt. property Conduct Rules Fire safety measure

## CHAPTER VII

### Departmental Schemes and Programmes:

#### 7.1 Introduction

Department of Fisheries is implementing various types of schemes under the state plan and centrally sponsored sectors for the welfare of the farmer and fishermen of the State. These schemes are being implemented by department employees. The knowledge of these schemes is essential for each departmental employee to transmit the benefit to the masses in a time bound manner. A topic on department schemes shall be included in the induction cum orientation training for

recruited technical and non technical staff. The details of such schemes are given below.

## **7.2 State plan Schemes:-**

### **7.2.1 Management & Development of Reservoir Fisheries:**

The Reservoirs of Himachal Pradesh have become a source of livelihood to over 4000 families consisting of erstwhile fishermen fishing in the rivers during pre-impoundment and dam oustees who lost their homes & hearths for the national cause. On an average fish valued at Rs. 400-500 lacs is harvested from these water bodies by the fishermen co-operative societies.

The objectives of the scheme are as under:

- ✚ Implementation of HP Fisheries Act and rules so as to maintain sustained fish yield from these water bodies.
- ✚ Stocking of fish seed of commercially important fish species for the enhancement/maintenance of sustained yield.
- ✚ Arrange marketing of landed fish on remunerative price so as to improve the economy of fishermen families and increase in Government revenue.
- ✚ Implementation of fishermen welfare schemes such as Close-season assistance, Risk fund and Accidental insurance.

### **7.2.2. Management & Development of Riverine Fisheries:**

Himachal has 3000 kms of Riverine length. Out of which 600 kms consisting of headwaters have been classified as trout waters whereas

the remaining ones as common waters. On an average 5000 fishermen operate in these waters after getting fishing license on annual basis from the department. The fishermen are free to sell their catches in the nearby villages. The objectives of the scheme are as under:

- ✚ Implementation of HP Fisheries Act and rules for the sustenance of fish population in the waters.
- ✚ Stocking of fish seed in the rivers to maintain sustained yield.
- ✚ Implementation of fishermen welfare schemes.

### **7.2.3. Fish Seed Production:**

Fish seed is the nucleus of Fisheries activity in the State. To meet the seed requirements of different water bodies State has set up six carp seed farms at various locations. The objectives of the scheme are as under:

- ✚ To produce the seed of commercially important carp fish species and raise it to saleable/stock able size.
- ✚ Provide fish seed to the farmers on remunerative cost.
- ✚ To stock produced seed in public waters for the production of fish as well as maintenance of fish yield.

### **7.2.4. Commercial Farming of Salmonids:**

Import of technology as well as seed of fast growing rainbow trout in the state has opened up a new hope for self employment to the people living in high hills which have free flowing oxyrich water. Commercial

trout farming which was a distant dream two decades back, has become a reality and the venture has proved a viable one. The objectives of the scheme are as under:

- ✚ To provide technical know-how to the farmers for setting up trout farming units in their land.
- ✚ To provide grown up trout fingerling to the growers and impart training to them on raising table sized fish.
- ✚ To provide advice to the growers on fish hygiene, nutrition and prophylactic measures against fish diseases and pathogens.

### **7.3 Centrally Sponsored Schemes:**

#### **7.3.1. Development of Aquaculture (FFDA):**

Aquaculture has good scope in the state for the increase in fish production and creation of employment avenues. There is a provision of assistance on taking up aquaculture activities under Centrally Sponsored Fish Farmer's Development Agency Programme. The objectives of the scheme are as under:

- ✚ Bring more area under fish farming in potential areas of the State.
- ✚ Provide assistance for the construction of a fish pond and renovation of old water bodies.
- ✚ Arrange/impart technical guidance to farmers on fish farming and marketing.
- ✚ Arrange quality seed depending upon the climatic conditions in the area.

### **7.3.2. Additional Central Assistance Scheme Rastriya Krishi Vikash Yojna (RKVY):**

National Development Council (NDC) in its meeting held on 29.05.2007 resolved that a special Additional Central Assistance Scheme Rastriya Krishi Vikas Yojna be launched & directed the Central & State Government to evolve the strategy. With this objective the following schemes for fishery development based on district plans were proposed which were approved by the State Level Sanctioning Committee for inclusion in to Rastriya Krishi Vikas Yojna. The schemes have been covered under two streams, Stream I & II.

#### **Components covered under Stream-I:**

These are as under:

- ◆ Extension of commercial Trout Farming in Private Sector.
- ◆ Strengthening of Reservoir/Riverine Fish harvesting infrastructure.
- ◆ Fish Seed Stocking in the reservoirs & setting up of a seed farm to attain self sufficiency in fish seed production.

#### **Components covered under Stream-II:**

These are as under:

- ◆ Strengthening of infrastructure at existing seed farms
- ◆ Creation/renovation of water bodies in the state and their use for aquaculture in a community mode.

## **CHAPTER-VIII**

### **TRAINING PLAN**

#### **8.1 Introduction**

The training plan shall consist of providing training to each and every employee once in five years and training to newly recruited staff as well. The training plan shall be formulated every year to achieve the above objectives. There is a total sanctioned strength of 385 numbers of various categories of the employees in the Department of fisheries, out of which 296 are in position. It is proposed to provide training to 60-70 numbers of employees each year. The number of employees to be trained may vary depending upon number of trainings to be given in more than one discipline to a group of employees in order to cover all training needs.

#### **8.2 Approval of Training Plan**

The training plan shall be got approved from the Administrative Department in the beginning of each year so that the training is provided well in time according to the plan. Technical staff has to serve in more than one technical section or wing during service period depending upon transfer from one section to another. Hence training in more than one discipline is required to be imparted to keep the staff updated in all disciplines of the department in order to disseminate best technical know-how to the Fish farmers according to their needs.

### 8.3 Orientation cum induction training plan

Department of Fisheries will provide orientation cum induction training to all the newly recruited technical officers and ministerial staff as and when the recruitment of such staff takes place. The department shall include this training programme in its annual training plan and shall keep provision of adequate funds for the purpose. The induction training Programme for ministerial staff shall be framed by the HIPA as already decided at the Govt. level.

#### The cost estimate/expenditure on training of employees during 2010-11

The tentative cost estimate has been arrived at based on expenditure details from the concerned training institute as per detail given below:-

S.No.	Category of employee to be trained	Training centres/ Institutes	Tentative Exp. Per day/employee (Rs)	Remarks
1.	Senior, level Technical Officers.	Deoli/Patlikuhl	1015	Detail enclosed at Annexure-X
2.	Middle, level Technical Officers.	Deoli/Patlikuhl	596	Detail enclosed at Annexure-XI
3.	Lower, level Technical Officers.	Deoli/Patlikuhl	1214	Detail enclosed at Annexure-XII
4.	Class IV technical staff	Deoli/Patlikuhl	395	Detail enclosed at Annexure-XIII
5.	Middle, level Officers non technical staff.	Deoli/Patlikuhl HIPA	680	XIV
6.	Ministerial staff & Class IV non technical staff	HIPA	395	Detail enclosed at Annexure-XV
7.	Technical Staff.	Exposure visits to various places(within and out side the state)	4000	.....
8.	To and fro charges (including air tickets) of the faculty engaged from CIFT, CIFA,CIFRI and NRC etc. Rs. 25000/- per member .	---	25000	.....
9.	Technical Staff	Training outside the state in the centers like CIFT Cochin, CIFA Bhuneshwar, CIFRI Barackpur, NRC Bhimtal, CIFE Bombay.	15300	.....

The expenditure to be incurred on training of various categories of employees of the Department of Fisheries during the year 2010-11 has been worked out on the basis of above cost estimate and the tentative expenditure amounts to Rs. 7.02 lakh. The category wise and post wise expenditure on various refresher, specialized training courses and exposure visits is given at Annexure-V, VI & X-XV.

## Annexure-I

### Proposed refresher training Course for middle level officers (Senior Fisheries Officers/Fisheries Officers Department of Fisheries for the year 2010-11.

- |     |                                     |   |  |
|-----|-------------------------------------|---|--|
| 1.  | Title of the course                 | : | Training course on Management of Fish and Fisheries of open waters, aquaculture etc. |
| 2.  | Course Duration                     | : | 6 days   |
| 7.  | No. of trainings                    | : | 1  |
| 8.  | Period of the year                  | : | February   |
| 9.  | No. of trainees per course          | : | 7  |
| 10. | Total no. of officers to be trained | : | 7  |

#### Course contents

Sr. No.	Topic
1.	Knowledge of Fisheries Act and Rules.
2.	Extension of Aquaculture schemes.
3.	Processing of Fishermen Welfare Schemes.
4.	Office Procedure and Financial Administration
5.	Fish seed production, stocking, transportation and harvesting etc.
6.	Conservation work

## Annexure-II

### Proposed Schedule of Refresher Training Course for senior level Officers (Deputy Director of Fisheries and Asstt. Director of Fisheries) of H.P. Fisheries Department for the year 2010-11

1. Title of Course : Training course on Management of Fish and Fisheries of open waters, aquaculture etc.
2. Course Duration : 6 days
3. No. of trainings : One
4. Period of the year : January
5. No. of trainees per course : 3
6. Total no. of officers to be trained : 3

#### Course contents:

S. No.	Topic
1.	Knowledge of Fisheries Act and Rules.
2.	Extension of Aquaculture schemes.
3.	Processing of Fishermen Welfare Schemes.
4.	Office Procedure and Financial Administration , all kind of service matters, FR & SR, Conduct Rules, HPFR etc.
5.	Fish seed production, stocking, transportation and harvesting etc.
6.	Conservation work

## Annexure-III

### Proposed Schedule of Refresher Training Course for lower level officers/officials (Sub Inspector of Fisheries and Farm Asstt.) of H.P. Fisheries Department for the year 2010-11

1. Title of Course : Training course on Management of Fish and Fisheries of open waters, aquaculture etc.
2. Course Duration : 6 days
3. No. of trainings : One
4. Period of the year : December

5. No. of trainees per course : 4  
 6. Total no. of officers to be trained : 4

**Course contents:**

S. No.	Topics
1.	Knowledge of Fisheries Act and Rules. Undertaking technical training in other technical institutes for the knowledge of latest technology.
2.	Extension of Aquaculture schemes.
3.	Processing of Fishermen Welfare Schemes.
4.	Office Procedure and Financial Administration, all kind of service matters, Conduct Rules etc.
5.	Fish seed production, stocking, transportation and harvesting etc.
6.	Conservation work

**Annexure-IV**

**Proposed Schedule of Refresher Training Course for class-iv technical staff (Field Asstt./ Fishermen) of H.P. Fisheries Department for the year 2010-11**

1. Title of Course : Training course on Management of Fish and Fisheries of open waters, aquaculture etc.  
 2. Course Duration : 6 days  
 3. No. of trainings : Five  
 4. Period of the year : January-February  
 5. No. of trainees per course : 8  
 6. Total no. of officers to be trained : 40

**Course contents:**

S. No.	Topics
1.	Knowledge of registration of illegal fishing cases, Fisheries Act and Rules in force, Fisheries Conservation activities.
2.	Processing of cases of construction/renovation of ponds under aquaculture, Fish Seed production/ stocking, transportation, harvesting and reporting etc.

3.	Processing of subsidy cases of fishing equipment, Risk Fund and accidental insurance.
6.	Conservation work

**Annexure-V**

**Proposed Training Schedule cum Exposure visit for the technical staff of the Department of Fisheries for the year 2010-11 within state.**

1. Title of the Exposure visit : Study of Aquaculture.
2. Course Duration : 6 Days
3. No. of Exposure visit/ trainings : 1
4. Periods of the year : 2010-2011
5. No. of trainee officers per course : 25
6. Total no. of officers to be trained during the year : 25

**Course contents:**

S.No.	Places to be visited
1.	Major Trout Farms in the state
2.	H.P. University Palampur

**Annexure-VI**

**Proposed Training Schedule cum Exposure visit for the technical staff of the Department of Fisheries for the year 2010-11 out side the state**

1. Title of the Exposure visit : Study of Aquaculture in ponds/Trout Farming
2. Course Duration : 10 Days
3. No. of Exposure visit/ trainings : 1
4. Periods of the year : 2010-2011
5. No. of trainee officers per course : 25
6. Total no. of officers to be trained during the year : 25

**Course contents:**

S.No.	Places to be visited
1.	Selected Fish Farms in the neighbouring states.(Uttarakhand,Jammu & Kashmir)

### Annexure-VII

**Refresher Training Course of administrative nature and financial administration for technical officers and non technical staff to be conducted at H.P. Institute of Public Administration (HIPA), Fairlawns, Shimla-12 during the year 2010-11**

1. Title of course : Office procedure and Financial Administration.
2. Course duration : 5 days.
3. No. of trainings : 2
4. Periods of the year : January and February.
5. No. of trainees per training : 8

S.No.	Topics for training
1	Officer procedure & Financial Administration
2	Noting & Drafting
3	Reservation in Services
4	Record Management
5	Pay fixation/Pension & Re
6	Pay fixation/Pension & Retirement Benefits/financial Rules
7	Basic Computer MS Word/MS Excel/Power Point
8	Right to Information Act
9	Statistical Analysis of data

### Annexure-VIII

**Refresher Training Course for class IV employees Peon/Chowkidars to be conducted at departmental training centers (Deoli/Patlikuhl) during the year 2010-11**

- 1- Title of the Course
2. Course Duration : 4 Days
- 3 No. of Trainings : one
4. Periods of the year : February
5. No. of Trainee Officers per training : 8
- 6 Total no. of officers to be trained during the year : 8

S.No.	Topics for training
1	Discharging of watch & ward Duties
2	Care of Govt. property
3	Conduct Rules
4	Fire safety measure
5	Office procedure
6	Brief account of leave Rules & Pension Rules

## **Annexure-IX**

### **Course contents of Sponsored Training Programme of administrative Nature conducted by HIPA for Technical and Non- Technical Officers:**

S.No.	Topics
1.	Citizen Charter and Service Delivery
2.	Management Development Programme
3.	Good Governance
4.	Democratic Decentralization of Development
5.	Mahatma Gandhi National rural employment Guarantee Act(MNREGA)
6.	Right to Information Act,2005
7.	Environmental issues in Economic Development
8.	Gender Empowerment and Development
9.	Delegation of powers, functions & responsibilities to PRIs
10.	Combating corruption in Administration
11.	Disaster Management
12.	Stress Management
13.	Protection of Consumer Rights
14.	Communication Skills
15.	Extension Reforms and Motivational Skills for improving Participation of Farmers/Farm Women in Government programmes
16.	Establishment Rules
17.	Reservation in Services
18.	Record Management
19.	Noting& Drafting
20.	Assured Career Progression
21.	Citizen Centric Administration
22.	Application Statistic and use of data in Government
23.	Computer Course on E-Mail/ Internet Handling and website development
24.	Digital Video Production/ Presentation Skills for Radio and Television Programmes

## Annexure-X

**Estimate of expenditure for the proposed refresher training Course for middle level officers (Senior Fisheries Officers/Fisheries Officers Department of Fisheries for the year 2010-11.**

Sr.No.	Particulars	Amount (Rs.)
1.	Lodging charges @Rs.40/-per day/head for 7 participants for six days (40x7x7)	1960
2.	i)Boarding charges @Rs.130/-per day/head for five days for 7 persons (130x7x7) ii)Arrival date dinner @Rs.40/-per head (40x7) iii)Session tea with snacks @Rs.20/-per day/per head (20x7x7)	6370 280 980
3.	Writing aids and training bags for 25 participants @Rs.175/-per head (175x25)	4275
4.	Honorarium for resource person @Rs.1500/-per day/field visit 1500x6	9000
5.	Honorarium for Training Coordinator	500
6.	Remuneration to Secretarial assistance	500
7.	Literature @ Rs.200/-per head for 7 trainees (200x7)	1400
8.	Transportation and Miscellaneous charges including computer accessories /unforeseen charges.	5000
	<b>Total</b>	<b>27215</b>
	<b>Institutional charges</b>	<b>2000</b>
	<b>Total for one training</b>	<b>29215</b>

## Annexure-XI

**Detail of expenditure proposed Schedule of Refresher Training Course for senior level Officers (Deputy Director of Fisheries and Asstt. Director of Fisheries) of H.P. Fisheries Department for the year 2010-11**

Sr. No.	Particulars	Amount (Rs.)
1.	Lodging charges @Rs.30/-per day/head for 4 participants for six days (30x4x6)	720
2.	i)Boarding charges @Rs.120/-per day/head for six days for 4 persons (120x4x6) ii)Arrival date dinner @Rs.35/-per head (35x4) iii)Session tea with snacks @Rs.20/-per day/per head for six days(20x4x6)	2880 140 480
3.	Training Writing aids and bags for 4 participants @Rs.180/-per head (180x4)	720
4.	Honorarium for resource person @Rs.1500/-per day/field visit 1500x6	9000
5.	Honorarium for Training Coordinator	500
6.	Remuneration to Secretarial assistance	600
7.	Literature @ Rs.200/-per head for 4trainees (200x4)	800
8.	Local Transportation including minor repair, POL including one field trip outside/inside the state and Miscellaneous charges including certificates, computer accessories /unforeseen charges.	6000
	<b>Total</b>	<b>21840</b>

	<b>Institutional charges @ 15% of the total expenditure to be incurred.</b>	<b>2536</b>
	<b>Grand total for one training</b>	<b>24376</b>

## Annexure-XII

### Detail of expenditure proposed Schedule of Refresher Training Course for Class IV Technical (Field Asstt./ Fishermen) of H.P. Fisheries Department for the year 2010-11

#	Particulars	Amount (Rs.)
1.	Lodging charges @Rs.30/-per day/head for 8 participants for six days (30x8x6)	1440
2.	i)Boarding charges @Rs.120/-per day/head for six days for 8 persons (120x8x6)	5760
	ii)Arrival date dinner @Rs.35/-per head (35x8)	280
	iii)Session tea with snacks @Rs.20/-per day/per head for six days(20x8x6)	960
3.	Training Writing aids and bags for 8 participants @Rs.180/-per head (180x8)	1440
4.	Honorarium for resource person @Rs.250/-per day/field visit 250x8	2000
5.	Honorarium for Training Coordinator	500
6.	Remuneration to Secretarial assistance	600
7.	Literature @ Rs.200/-per head for 8trainees (200x8)	1600
8.	Local Transportation including minor repair, POL including one field trip inside/outside the state and Miscellaneous charges including certificates, computer accessories /unforeseen charges.	1000
	<b>Total</b>	<b>15580</b>
	<b>Institutional charges @ 15% of the total expenditure to be incurred.</b>	<b>536</b>
	<b>Total</b>	<b>16116</b>
	<b>Grand total for one training 16116x5</b>	<b>80580</b>

## Annexure-XIII

### Detail of expenditure proposed Schedule of Refresher Training Course for lower level Officers (Sub Inspector of Fisheries and Farm Asstt.) of H.P. Fisheries Department for the year 2010-11

Sr.No.	Particulars	Amount (Rs.)
1.	Lodging charges @Rs.30/-per day/head for 3 participants for six days (30x3x6)	540
2.	i)Boarding charges @Rs.120/-per day/head for six days for 3 persons (120x3x6) ii)Arrival date dinner @Rs.35/-per head (35x3) iii)Session tea with snacks @Rs.20/-per day/per head for six days(20x3x6)	2160 105 360
3.	Training Writing aids and bags for 3 participants @Rs.180/-per head (180x3)	540
4.	Honorarium for resource person @Rs.1500/-per day/field visit 1500x6	9000
5.	Honorarium for Training Coordinator	500
6.	Remuneration to Secretarial assistance	600
7.	Literature @ Rs.200/-per head for 3trainees (200x3)	600
8.	Local Transportation including minor repair, POL including one field trip outside the University and Miscellaneous charges including certificates, computer accessories /unforeseen charges.	5000
	<b>Total</b>	<b>19405</b>
	<b>Institutional charges @ 15% of the total expenditure to be incurred.</b>	<b>2460</b>
	<b>Grand total for one training</b>	<b>21865</b>

## Annexure-XIV

### Detail of expenditure proposed Schedule of Refresher Training Course for Class IV Non Technical (peon/ Chowkidar) of H.P. Fisheries Department for the year 2010-11

Sr.No.	Particulars	Amount (Rs.)
1.	Lodging charges @Rs.30/-per day/head for 7 participants for six days (30x7x6)	1260
2.	i)Boarding charges @Rs.120/-per day/head for six days for 7 persons (120x7x6) ii)Arrival date dinner @Rs.35/-per head (35x7) iii)Session tea with snacks @Rs.20/-per day/per head for six days(20x7x6)	5040 245 840
3.	Training Writing aids and bags for 7 participants @Rs.180/-per head (180x7)	1260
4.	Honorarium for resource person @Rs.250/-per day/field visit 250x7	1750
5.	Honorarium for Training Coordinator	500
6.	Remuneration to Secretarial assistance	600
7.	Literature @ Rs.200/-per head for 8trainees (200x7)	1400
8.	Local Transportation including minor repair, POL including one field trip inside/outside the state and Miscellaneous charges including certificates, computer accessories /unforeseen charges.	1500

	<b>Total</b>	<b>14395</b>
	<b>Institutional charges @ 15% of the total expenditure to be incurred.</b>	<b>2160</b>
	<b>Grand total :</b>	<b>16555</b>

## Annexure-XV

### Detail of expenditure proposed Schedule of Refresher Training Course Ministerial middle level Non Technical (Training to be imparted at HIPA) of H.P. Fisheries Department for the year 2010-11

<b>Sr.No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1.	Boarding/Lodging and training support @ Rs. 300 per day for 6 days for 8 participants=300x6x8	14400
2.	Honorarium to be paid to the Guest Faculties @ Rs.380 per day for 6 days for 8 participants= 380x6x8	18240
	<b>Total</b>	<b>32640</b>

#### 9.1 Training module for training technical staff.

The newly recruited technical officers like Assistant Director of Fisheries, Fisheries officers, Sub Inspector of Fisheries, Farm Assistant, Fishermen and Field Assistant of Fisheries shall be given induction cum orientation training as per requirement of the H.P State training policy, 2009. The induction training Programme shall have 30 days duration as given below in table 9.1.

**Table 9.1**

<b>S.N.</b>	<b>Category of staff</b>	<b>Training institute</b>	<b>Level of staff</b>	<b>Name of training module</b>	<b>Duration</b>
1	Technical staff	Deoli/Patlikuhl	Assistant Director, Fisheries officer, Sub inspector, Farm Assistant, Fishermen and Field Assistant.	Training on Management of Fisheries, Fishing in open waters Aquaculture, etc.	3 days

## 9.2 Training module for training of non technical staff

Keeping in view the training needs, the non- technical staff at various level shall be provided training in Office Procedure & Financial Administration, Basic computer MSWord /MS Excel/ PowerPoint, Conduct Rules, Disciplinary Proceedings, e- governance and on various aspects of the information technology at regular intervals in order to enhance their skills in computer application as well as various day to day service matters. Staff like peon & Chowkidars shall also be provided training in their day to day activities regarding care of the departmental property.

**TABLE 9.2 Detail of training module for non-technical staff**

S.N.	Category of staff	Training institute	Level of staff	Name of training module	Duration
2	Non Technical/ Ministerial staff	HIPA	1. Supt. Gr-II/Sr. Asstt/Clerk/ Sr. scale steno	Office procedure & Financial Administration	5 days
				Basic computer, MS Word/ Excel/ email etc.	5 days
				Conduct Rules	3 days

## 9.3 Training module of sponsored training Programme for technical and ministerial staff organized by HIPA.

Technical and ministerial staff is also sponsored by the department for training in various subjects like financial administration service rules

etc organized by HIPA from time to time for the employees of various department of state Govt. About 3-5 number of employees of the Fisheries Department shall be sponsored for each Training Programme.

**Table 9.4 Detail of training modules of sponsored training Programme for technical and ministerial staff organized by HIPA.**

<b>S.N.</b>	<b>Title of training module</b>	<b>Duration</b>
1.	Office Procedure & Financial Administration / Financial Management.	5 days
2.	Good Governance.	3 days
3.	Combating Corruption in Administration.	3 days
4.	Citizen Charter and Service Delivery.	3 days
5.	Right to Information Act, 2005	2 days
6.	Disciplinary Proceeding in Civil Misconduct. (GOI).	3 days
7.	Basic Computer.	4 days
8.	Advance Computer Programme (Govt. of India sponsored).	5 days
9.	Noting, Drafting and Office Procedure and Financial Management.	5 days
10.	Pension and Retirement Benefits.	2 days
11.	Training on Handling Litigation.	5 days

**9.5 Module for training cum Exposure visits of the technical officers Outside the state:-**

This is important that all employees are updated on their knowledge periodically and are acquainted with the latest developments not only in their area of working but also with the ever changing scenario in different parts of the country. There are various institutes of National

and International importance engaged in R&D. The visits of employee to these institutes definitely enhance their knowledge & skills, which they can apply to their areas of working in the state.

### **9.6 Assessment of trainees and training modules**

The Departmental officers deputed for training to various training institutes for attending refresher training courses within state and model training courses outside the state shall be periodically assessed. The feedback on various training courses attended by them, and the relevance of the courses or modules for the upgradation of their knowledge shall be obtained from each trainee at the end of training Programme. A Performa has been designed for the trainees in this regard. Each trainee officer shall submit the feedback on relevance of the training on the prescribed Performa and the training program and module shall be redesigned accordingly. A copy of such Performa is given at **Annexure-XVI**

#### **Format for submission of training note by the officers attending training at the training Institute:-**

1. Name of the Training Institute :-
2. Name of the officer :-
3. Designation :-
4. Title of the training Programme :-
5. Duration of the training :-
6. Training Methodology adopted during training session :-
7. Relevance of the training for enhancing extension & communication skills:
8. Relevance of the training for enhancing technical skills/ Knowledge :-
9. Brief note on training Programme :-  
Signature  
Name and Address of the  
Trainee officer / Official

## CHAPTER-X

### 10.1 Training institutes for training within states

The following training institutes are available within state for training of technical and non technical staff as per detail given below:-

#### **Training of Non-Technical or ministerial staff:**

i) Himachal Institute of Public Administration (HIPA).

#### **Training of Technical or ministerial staff:**

i) Himachal Pradesh Krishi Vishva Vidyalaya Palampur.

ii) Himachal Institute of Public Administration (HIPA).

### 10.2 Training Institutes for training the officers outside the state

There are number of training institutes outside the State, where training courses and workshops relating to fisheries development & extension are conducted for 2-3 officers of each state department of fisheries at regular intervals every year. Most of these training courses, workshops are sponsored by National Fisheries Development Board, Hyderabad and Ministry of Agriculture, Govt. of India. The detail of these training Institutes is as under:

- ✓ Directorate of Cold Water Fisheries & Research Bhimtal (Uttarakhand).
- ✓ Central Institute of Fresh water Aquaculture Bhubneshwar (Orissa).
- ✓ Central Institute of Fisheries Research Barrackpore (West Bengal).

- ✓ Central Institute of Fisheries Technology (CIFT) Cochin.
- ✓ Central Institute of Fisheries Education (Mumbai).

### **10.3 The level of officers to be deputed on training outside the state**

The middle and senior level officers shall be nominated for training outside the state as per the training requirement of the most of the training organizing institutes situated outside the state.

### **10.4 Approval for attending training outside the state**

The HOD shall be competent to approve tour Programme for deputing staff to undertake journey outside the state as per directions contained in the finance department letter NO Fin (C) A(2)-1/2004, dated 18<sup>th</sup> November ,2010 subject to the conditions that boarding /lodging, to and fro traveling expenses are borne by the institute. The detail of such training institutes which are not covered under this delegation shall be referred to the Administrative Department for approval:-

- i) Those training institutes where boarding lodging is free and to & fro traveling expenses are to be borne by the Department and the training is relevant to the department officers.
- ii) Those training institutes where the training fee is charged however the training is relevant to department officers.

## CHATER-XI

### TRAINING OF FARMERS

#### 11.1 Introduction

Training and extension is an important Programme for the transfer of technology to the farmers for increasing Fish Production. This Programme is also very important for human resource development to meet the skilled manpower need of the fisheries department. The scheme aims at organizing training camps/ work shops/ seminars/ course/ study tours etc. for the farmers as well as to the functionaries of the Department of Fisheries.

#### 11.2 Main objective of the scheme

To organize special short term and long term training courses for the rural educated youths, so as to enable them to find self employment or part time employment in the fisheries.

To organize training camps for farmers at state District, Block & Village level for creating awareness amongst the farmers about the various schemes and programmes of the state Govt and to acquaint them with the latest development in fisheries.

To organize seminars for interaction between the farmers, technical personnel and scientists for solving the problems of fisheries.

To organize study tours for the farmers of fisheries developed areas/ projects/ research stations etc. to create awareness amongst them about the latest development in fisheries. The shortage of skilled

manpower in various aspects of Fisheries being increasingly experienced. Taking these aspects into consideration, the farmers shall be provided training in various aspects of fisheries as under:-

- Long duration training in the fisheries.
- Short duration training / seminars ranging from 1-2 days in important aspects of fisheries.
- Conducting of study tours of the farmers within & outside the state.

### **11.3 Venue, Duration and number of camps**

The venue of the long duration training camps, district level training camps and village level training camps shall invariably be the training centres set up by the department at Deoli (Bilaspur), Patlikuhl (Kullu).

### **11.4 Training for farmer training camps**

For training of Farmers in the training camps, the Assistant Director/Senior Fisheries officers/Fisheries Officers shall act as trainers.

### **11.5 Feed back from the farmers and the trainers**

The feedback on the issues to be raised by the individual farmer in various farmer training camps shall be submitted by the concerned officers on the prescribed performa to the Directorate of Fisheries through proper channels. The detail of such performa is given at **Annexure-XVII**. The farmers shall also submit their feedback on training organized for them on prescribed performa to the officers

attending and organizing training camps. The detail of performance is given at [Annexure-XVIII](#).

### [Annexure-XVI](#)

[Format for submission of training note by the officers/official attending training at the training Institute:-](#)

1. Name of the Training Institute:-
2. Name of the officer:-
3. Designation:-
4. Title of the training Programme:
5. Duration of the training:
6. Training Methodology adopted during training session:-
  
7. Relevance of the training for enhancing & communication skills:-
  
8. Relevance of the training for enhancing technical skills/  
knowledge:-
  
9. Brief note on training attended and suggestions for further  
improvement, if any:-

Signature

Name and address of the

Trainee officer/official

Format for submission of training note on the issues raised by the farmers in training camps

1. Level of farmer Training camp (i.e Vill. or Distt.) :-
2. Venue of training camp :-
3. Date of organization of training camp :-
4. Number of participant in the camp :-
5. Number of issues raised by the farmers :-
6. Detail of issues raised by the farmers :-

7. Number of issues referred for redress at various levels :-

	Name of office/Institute	Number of issues
I	Fisheries Activities/Development officers level	
II	Deputy Director of Fisheries Level	
III	Directorate Level	

8. Brief summary of training camp

Name and Address of the  
Officer organizing training camp

मत्स्यपालन प्रशिक्षण शिविर में मत्स्य पालकों की प्रतिक्रिया जानने हेतू निर्धारित प्रपत्र |

1. प्रशिक्षण शिविर का स्तर (ग्राम स्तर / जिला स्तर)
2. प्रशिक्षण शिविर का स्थान
3. प्रशिक्षण शिविर
4. प्रश्नों का व्योरा
  
5. आयोजित प्रशिक्षण शिविर का महत्व
  
6. मत्स्य स्किमो से सम्बन्धित सुझाव
  
7. अन्य सुझाव

मत्स्यपालक का नाम व पूरा पता