

BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Served:



Households Mapped:



Clusters Mapped:



Functionaries Mapped



Volunteers Mapped:



Secretariat Vacancies :



Functionaries & Volunteers

Service Requests Received



Service Requests Closed:



Since Inception (26-01-2020)

Till Date:

Grievances Received



Grievances Resolved:



1902/Register

Registers Maintained at the Secretariat

1	Attendance Register	6	Certificates Issued Register
2	Movement Register	7	SPANDANA Grievances Register
3	Stock Register	8	Cash Box Register
4	Visitors Register	9	GSWS Services Register
5	MeeSeva Services Register	10	Remittance of Service Charges Register

DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached:



Service Requests Raised



Service Requests Closed:



From: Till Date:

Grievances Raised:



Grievances Resolved:



From: Till Date:

Registers Maintained by the Functionary

1	Statistical Register (1A)	8	Advisories Register
2	Fish & Prawn Production aquaculture farms- data collection Register 1D	9	Aqua inputs inspection Register
3	Extension service Register	10	Societies Register
4	General information Register-E	11	Fish seed stock Register
5	Beneficiary information Register	12	Aquaculture Registrations Register
6	Fishing boats movement Register	13	Tank disposal Register
7	Costal Security Register	14	Village Fisheries Assistant Maintain Register

COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:
Thrice A Day: **10.30 AM** |
3.00 PM | **5.00 PM**



Update Movement
Register before & after
Field Visits



Always Wear Uniforms
at Work



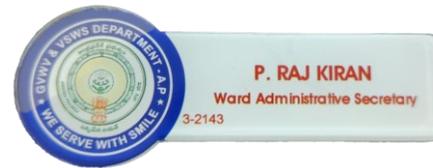
Remain at Secretariat
for SPANDANA From
3:00 PM To 5:00 PM



Always display posters
of Schemes, non
schemes, list of eligible,
ineligible beneficiaries



Use HRMS for all Leave
Applications, on field
duty regularization by
approval authority



Always wear your Badge
at Work



Compulsory participate
in Gram Sabha meeting
every 3 months

FUNCTIONAL ASPECTS

Key Responsibilities

- Collect data of fish production from tanks, reservoirs & other public water bodies.
- Assist in **leasing / auctioning** of the fishery rights, assessment of fishery rentals, issue of licenses in reservoirs, canals, river parts etc.
- Identify and **select beneficiaries** to provide **fishery input subsidy/ other welfare schemes**
- Facilitate **bank loans** for their input and capital needs
- Supply **aquaculture inputs** (feed, feed supplements etc.) and other subsidized inputs through RBKs
- Collect data related to production, farmers, farm practices, lands for expansion of aquaculture etc.
- Conduct **disease surveillance** of the farms (sample collections, testing etc.)
- Enforce **Marine Fishing Regulation [MFR] Act** – ban period, mesh regulations etc.
- Assess seed requirement and arrange **timely stocking of seed** in identified /potential inland water bodies
- **Training and awareness** to the fishers about the management of societies, book-keeping and about the best management practices in fish culture in the tanks etc.

FUNCTIONAL ASPECTS

Responsibilities

Village Fisheries Assistant (VFA) shall:

- Reside at the headquarters of the village Secretariat.
- Attend meeting convened by the Fisheries officials at village level and Mandal level.
- Prepare integrated annual plans using Participatory Resource Approach techniques basing on the resources, needs and aspirations of the people duly following the prescribed procedure.

For Aquaculture Sector Activities, Village Fisheries Assistant shall :

- Facilitate aquaculture farmers for regularization of aquaculture farms.
- Undertake aqua-farms enrolment and Technical Services to aqua farmers on Grama Panchayat.
- Undertake Identify of suitable lands for expansion of aquaculture.
- Provide training and extension services to aqua farmers.
- Undertake farm wise collection of data related to production, farmers, farm practices etc. and Disease surveillance of the farms (sample collections, testing etc.)
- Facilitate the Enforcement of CAA regulations, rules related to farm regulations.
- Promote the sustainable and Best Management culture Practices (BMP).

FUNCTIONAL ASPECTS

Key Responsibilities

For Marine Fisheries Sector, Village Fisheries Assistant shall:

- Facilitate Marine Fishing vessels registration under MS Act 1958.
- Undertake Fishing License renewals under APMFR Act 1994.
- Maintain vessel movement registers at fish landing centers
- Undertake enrolment of fishers for issue of Biometric Cards/ Aadhar cards updation and Data collection of marine landings as per prescribed procedure and record maintenance thereon.
- Provide Trainings, awareness programs about disaster preparedness, handling of harvested fish both on board and at landing site to reduce the wastage and spoilage of fish, sea safety and navigation etc.
- Promote hygienic Management of Fish Landing Centre and Fishing Harbors.
- Undertake Identification and selection of beneficiaries and Implementation of welfare and input supply schemes to marine fishers. And facilitate bank loans for their input and capital needs.
- Assess infrastructural needs of the marine fishers Fish landing center, ice plant, marketing vehicles, fish markets etc.
- Actively participate in Disaster preparedness, enumeration losses, coastal security activities and involvement in social security programs.

FUNCTIONAL ASPECTS

Responsibilities

For Inland Fisheries Sector, Village Fisheries Assistant Shall:

- Facilitate the Fishermen Cooperative Society, Fisherwomen Cooperative Society. MMG's, Fishermen Marketing Society to perform their functions as per their objectives of APCS Act 1964. Capacity building to strengthen CBO's.
- Assist leasing / auctioning of the fishery rights of the water bodies related to the MI and upset price fixation for GP tanks, assessment of fishery rentals, issue of licenses in reservoirs, canals, river parts etc.
- Undertake data collection of fish production from tanks and reservoirs and other public water bodies and maintenance of records. Undertake data maintenance of active fishermen and fisherwomen.
- Assess infrastructural needs of the inland fishers like Fish landing center, ice plant, marketing vehicles, fish markets etc.
- Organize Mastya Mitra Groups (MMGS) and SHGS for promotion of value addition to fish and for marketing of fish and fish products and provide orientation to village members.
- Attend any other work (which may not be related to the Fisheries Department) as entrusted by the competent authorities.
- Attend other duties as assigned by the Department/ Government from time to time.

FUNCTIONAL ASPECTS

Responsibilities

For Aquaculture Sector Activities, Village Fisheries Assistant shall :

- Inspect the hatcheries, aqua shops, feed supplement shops to ensure compliance of CAA regulations.
- Identify and select beneficiaries for grounding the fishery input subsidy and welfare schemes.
- Assess and list out the requirement of infrastructure facilities like power, deepening and de-silting of creeks and drains and laying of approach roads, labs, ice plants, feed mills, processing plants, cold storages etc.
- Coordinate with NACSA(National Center for Sustainable Aquaculture), MPEDA (Marine Products Export Development Authority) and related agencies.

Note: Shall also be responsible for:

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO.Ms. No: 27 I Dated: 30-09-2019 I Issued by : AHDD & Fisheries
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/5 GO Ms. 27-Village Fisheries Asst Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/5_GO_Ms._27-Village_Fisheries_Asst_Jobchart.pdf)
- Also Refer GSWS Employee Corner for VFA Calendar Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/VILLAGE%20FISHERIES%20ASSISTANT%20English%20version.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- License of New Brackish Water Aquaculture Farm
- New License for Aquaculture Business Operations.
- Farmer Registration.
- Marine *fisheries-request to provide subsidy* for ferries and fishing nets.
- Fisheries-**MFID cards** -request to provide marine fishermen identity card.
- Kisan credit card Services.
- Renew fishing license under Andhra Pradesh Marine Fishing Regulation [APMFR] Act 1994