

THE H.P. AQUACULTURE, FISHING & MARKETING SOCIETY

**INFORMATION
UNDER SUB-CLAUSE (ii)**

OF SECTION 4(1)(b) OF THE RTI ACT, 2005.

(ii) Powers and Duties of its Officers and employees

Principal Secretary / Secretary (Fisheries)-cum-Chairman, HPAFMS:

Chairman of the Governing Council of H.P. Aquaculture, Fishing and Marketing Society and functions as Head of the Society.

- Planning and implementation of the programme of the Society.
- Accords financial and administrative approval of entire sanctions and works.

Chief Executive Officer:

- Head of office of H. P. Aquaculture, Fishing and marketing Society and member Secretary of the Governing Council.
- To formulate various schemes for the development and management of Fisheries.
- Implementation of Centrally Sponsored Schemes in the State.
- To Look after the works of the Society.

Assistant Engineer / Technical Assistant:

- To provide technical guidance to Chief Executive Officer;
- To check the engineering works being executed through various executing agencies and provide feed back to Chief Executive Officer;
- To prepare design / drawings / estimates of engineering works;
- To supervise the construction works to be executed by the Society at its own level;
- To float tenders for Engineering works;
- Other duties assigned by the CEO;

Clerks:

- All types of the typing work and assignment given to them;

- To assist the CEO in preparing information / reports and maintaining of society records;
- Other duties assigned by the CEO;

Driver:

- To Ply / Drive the Vehicle of the Society.
- To maintain and Cleaning / Washing of Society's Vehicle.
- To perform any other duty related to his field as assigned by CEO.

ICE FACTORY MECHANIC:

- To perform the duty of mechanic in the Ice factory, Trout Farm at Patlikuhl.
- To repair the machinery and equipments fitted in the factory.
- To keep the ice factory in running condition.
- Servicing of the ice factory machinery/ equipments as per requirement

CHOWKIDAR-CUM-COOK:

- Watch and ward of the premises during night.
- Cooking for the guests as and when required to do so.
- Cleaning of utensils and kitchen.
- To remain in constant touch with officers/ officials of the department and keep them informed with the activities in the Angler's Lodge/ Rest House etc in case of any emergency.

ICE FACTORY HELPER:

- To assist the ice factory mechanic in performing his duties.
- To keep the ice factory premises and machinery neat and clean.
- Any other duty assigned by the officer Incharge.

ANGLER'S LODGE HELPER:

- To assist the Chowkidar-cum-Cook in cooking food.
- Serving the food to guests.
- To keep the Angler's Lodge neat and clean.
- Cleaning the utensils and kitchen.
- Any other duty assigned by the officer Incharge

PEON-cum-SWEEPER:

- To carry the dak within the same station or elsewhere as directed to do so.

- To perform the duty of sweeper before 09:30 AM daily.
- Cleaning and sweeping of CEO, HPAFMS office using vim and dry/ wet mopping with phenyl etc.
- Cleaning /Sweeping of all toilets in the office.
- Dusting of all windows, doors, grills, walls etc.
- Any other duty assigned by the officer Incharge related to office work.