

Details of Powers and Duties of Officers and Employees are as under:

1. Shri. Senli Ao,
Director of Fisheries.
 1. Head of the Department (Overall control of the Department).
 2. Appointment of Non-Gazetted employees.
 3. Financial expenditure approval and sanction.
 4. Transfer and Posting of Non-Gazetted employees.
 5. Over-all Control of Engineering Wing/Works.
 6. Approval of Tour Programmes. Of both Gazetted and Non-Gazetted employees.
 7. Any other subject not allotted/assigned to any other Officer.
2. Shri. C. Kapfo,
Addl. Director of Fisheries.
 1. Establishment matters (Sanction of leave/increment of Grade III & IV employees).
 2. Drawing and Disbursing Officer of the Directorate.
 3. Budget, Audit, Accounts and all other related matters pertaining to Financial Reports etc.
 4. Integrated Fish Farming/New Fish Farms/Lakes/Reservoirs/ Fish Seeds Supplies and Procurement.
3. Shri. Zenohol Angami,
Joint Director.
 1. F.F.D.A.
 2. National Fisheries Development Board.
 3. Legal matters/Fishery Service Rules and other related matters.
 4. Fisheries Act/Fishery Bye-Laws etc.
 5. Transport.
 6. Monitoring of Proposals.
4. Shri. Kevisa Kense,
Deputy Director of Fisheries.
 1. Riverine Fisheries.
 2. Fishery Mission Mode.
 3. National Scheme of Welfare of Fishermen, inclusive of C.S.S. Training/Extension.
 4. AIDs Programme.
 5. APMC.
 6. Public Grievances and related matters.
5. Shri. C. Imtitongzük,
Deputy Director of Fisheries.
 1. Planning/ Establishment
 2. Training & Extension/Media/DDK/Publicity/RTI and other related matters.
 3. RKVY Schemes/Community Based Fishery Development Programmes/
Stream Fisheries/Air-Breathing Fish Culture/Gender Budgeting/
Disaster Management/Exhibition & Melas.
 4. Annual Administrative Reports/ Governor's and CM's Budget Speech and related matters.
6. Shri. Rongsennungba,
Assistant Director.
 1. Data Base (CSS)
 2. Statistics/Progress Reports/APC related matters/Fish Farms/ NCDC/Fish Seeds/Integrated Fish Farming/NEC & Doyang Reservoir and other related matters in consultation with Addl. Director.
 3. Fish Marketing & Research in consultation with Director.
 4. ICAR/CIFA/HOD/Prawn Culture and other related matters.
7. Shri. Rongsenkumzuk,
Fishery Inspector.
 1. Attached to the Jt. Director.
 2. Statistics/Fishery Service Rules/Fishery Act/Bye-Laws etc/ Plan matters in consultation with the Dy. Director (Planning).
8. Shri. I. Khuyivi Sema,
Asst. Engineer.
 1. Overall Officer-in-charge of the Engineering Wing. He is also authorized to initiate work distribution among the Officers & Staffs of the Engineering Wing.

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| 9. Shri. R. Wati Imchen,
Supdt. (Accounts)/
(Officiating Registrar). | 1. General Administration & Establishment.
2. Stationery (Plan/Non Plan).
3. Planning/Budget/Accounts/Monitoring/Audit/C.A.G.
Reports/PAC/Reconciliation & Appropriation Accounts and
all other related matters.
4. Signing of Leave sanctions/Increments (Non-Gazetted).
5. Transport and all other matters relating to Establishment and
Accounts/Audit etc.
6. Revenue. |
| 10. Shri. N. Lotha,
Assistant Supdt. (Estt.)
[(Officiating Supdt.(E)]. | 1. All Establishment matters.
2. Govt. Notification/Memorandums.
3. Transfer and Posting of all categories.
4. Continuation of posts/appointment and other establishment
related matters. |
| 11. Smt. S. Alemla,
Asst. Supdt. (Gen.). | 1. Stationeries of District Establishments.
2. Transport/RTI/AIDs Programme/NCDC and other related
matters to Loans/Grant-in-aid etc.
3. Supervision of all general matters not allotted to any other
assistant. |
| 12. Shri. T. Shijung,
Asst. Supdt. (Dev.). | 1. Engineering matters.
2. Legal matters.
3. Supervision and Monitoring of all Engineering proposals.
4. Land acquisition and updating all the records & pattas of the Deptt. |
| 13. Shri. I. Chuba Ozukum,
Head Assistant (Senior). | 1. Declaration of Permanent Posts. Legal matters.
2. Creation of New Posts.
3. Pension related matters.
4. Supervision and Assessment of leave accounts and other
related matters. |

BILLS AND ACCOUNTS SECTION

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| 1. Shri. K. Satuo Tep,
Accountant- <i>cum</i> -Cashier. | 1. Section-in-charge.
2. Cashier and preparation of all C/Bills.
3. Preparation of Budget/Reconciliation/Audit/Appropriation
Accounts/C.A.G. Reports/PAC and all other related matters
pertaining to the Budget and Accounts. |
| 2. Shri. Adel Thapo, L.D.A. | 1. Attached to the Officiating Registrar for preparation of
Budget and other related matters also in consultation with
the Accountant- <i>cum</i> -Cashier.
2. Maintenance of records on Budget/Accounts. |
| 3. Smt. Tolina, L.D.A. | 1. Preparation of Pay Bills/T.A. Bills etc. |
| 4. Shri. Avishe, L.D.A. | 1. Preparation of Pay Bills/T.A. Bills etc. |
| 5. Smt. Anungla, L.D.A. | 1. Sanction of GPF/MR Bills/T.A. Bills etc. |
| 6. Shri. Victo, C/Operator. | 1. Monthly Expenditure Statement/Disposition of Staff and
other related matters assign by Officers from time to time. |

GENERAL BRANCH

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| 1. Shri. Vicha,U.D.A. | 1. Maintenance and Sanction of Electricity Bills/Telephone |
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| | Bills/Rent/Rates and Taxes. |
| | 2. Transport and other related matters. |
| | 3. Supervision and Monitoring of proposals from Sub-Estts. |
| 2. Smt. Moanaro, U.D.A. | 1. Pension/Sanction of Leave Encashment/GIS/Final GPF and other related matters. |
| | 2. Sanction of Vehicle expenditures and other related matters. |
| 3. Shri. Markumba, Storekeeper. | 1. Store Keeper. |
| | 2. Maintenance of Xerox Machines/Furnitures/Typewriters and other related matters as assigned. |

ENGINEERING SECTION

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| 1. Smt. Achila, L.D.A. | 1. Maintenance of Personal files of Engg. Officers & Staffs and their seniority in consultation with the Asstt. Supdt. (Dev.). |
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RECEIPT AND DISPATCH

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| 1. Shri.Aonochet, L.D.A. | 1. Receipt and Dispatch. |
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ESTABLISHMENT SECTION

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| 1. Smt. N.L.Alemla, U.D.A. | 1. Personal files of Gazetted Officers and other related matters. |
| | 2. Seniority list of Gazetted Officers. |
| | 3. Pay Slip/Pay Abstract etc. |
| 2. Smt. Eyovono, R.A./U.D.A. | 1. Seniority list of District Ministerial Staff. |
| | 2. Personal files of District Ministerial Staff and other related matters. |
| 3. Smt. Moyale, L.D.A. | 1. Personal files and Seniority list of Directorate Ministerial Staff and other related matters. |
| 4. Smt. Mhombeni, L.D.A. | 1. Personal files and Seniority list of Non-Gazetted Technical Staff. |
| | 2. Transfer and Posting of Non-Gazetted Technical Staff in consultation with the Supdt. (E). |
| 5. Smti. Alongla, L.D.A. | 1. Personal files and Seniority list of Drivers/handyman and all other GR-IV employees and other related matters. |
| 6. Shri. Phemang, L.D.A. | 1. Attached to the Supdt. (E) for maintenance and compilation of files and other related matters. |

TECHNICAL SECTION

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| 1. Smt. Dory Yanthan,
Fishery Inspector. | 1. Attached to the Director. |
| 2. Miss. Atsunpla, L.D.A. | 1. Attached to the Deputy Director (Planning) and supervision & formulation of all Plan related matters. |
| 3. Shri. Phemiang, F.D. | 1. To assist Shri. Rongsenkumzuk, Fishery Inspector. |
| 4. Shri. Vilda, Steno. | 1. P.A. to the Director. |
| | 2. Maintenance of ACRs. |
| | 3. Supervision of Typing Pool. |

STATISTICAL SECTION

16	Shri. Tepulezo	NL-10/4949(Bolero)	SDFO, Jalukie (Peren)
17.	Shri. Hinilo Khing	NL-10-1579 (Gypsy)	SDFO, Kiphire
18.	Shri. Timothy	NL-11/1799 (Insulated Van)	-
19.	Shri. Aduo	NL-11/0124 (Tata)	