

CHAPTER I

Introduction

The Right to Information Act 2005 envisages various tasks to be completed by the Corporation within the stipulated time in order to enable the public to have access to Information about the functioning of the Corporations. Accordingly, under Section 4 of the Right to Information Act, every public authority is required to disclose information voluntarily on 16 points to enable the dissemination of information of these 16 points, every organization has to prepare a manual at Government / Heads of Departments / Revenue District/ Revenue Division / Taluk level keeping in mind the dimensions, activities, nature of work and the information that need to be divulged to the common people in different department. Accordingly, the Tamil Nadu Fisheries Development Corporation is providing an information manual under the said Act at State Level clearly setting forth the district structure, district level functionaries, task that are undertaken by the TNFDC, the people who are engaged in the task, their duties and responsibilities, their financial powers and administrative powers within which these functionaries carry out their duties and responsibilities, their limitations and other relevant details are incorporated in the manual. Apart from this, these officers are guided by different manuals, code rules, Government orders and regulations and other relevant rules that are operational in the State of Tamil Nadu for decision making. These manuals, rules and Government orders which are relied upon the functionaries are also listed out in the manual for the information of the general public.

This manual also brings out a detailed list of programmes that are available for the general public (the fishermen /public as far as Fisheries Corporation is concerned) detailing out the level of subsidies, mode of availing subsidies and the persons to whom the beneficiaries have to contact for availing these subsidies are also furnished in the manual. The manual makes an attempt to give a

glimpse of decision making process to enable the public to understand the working and public accountability in practice in public administration.

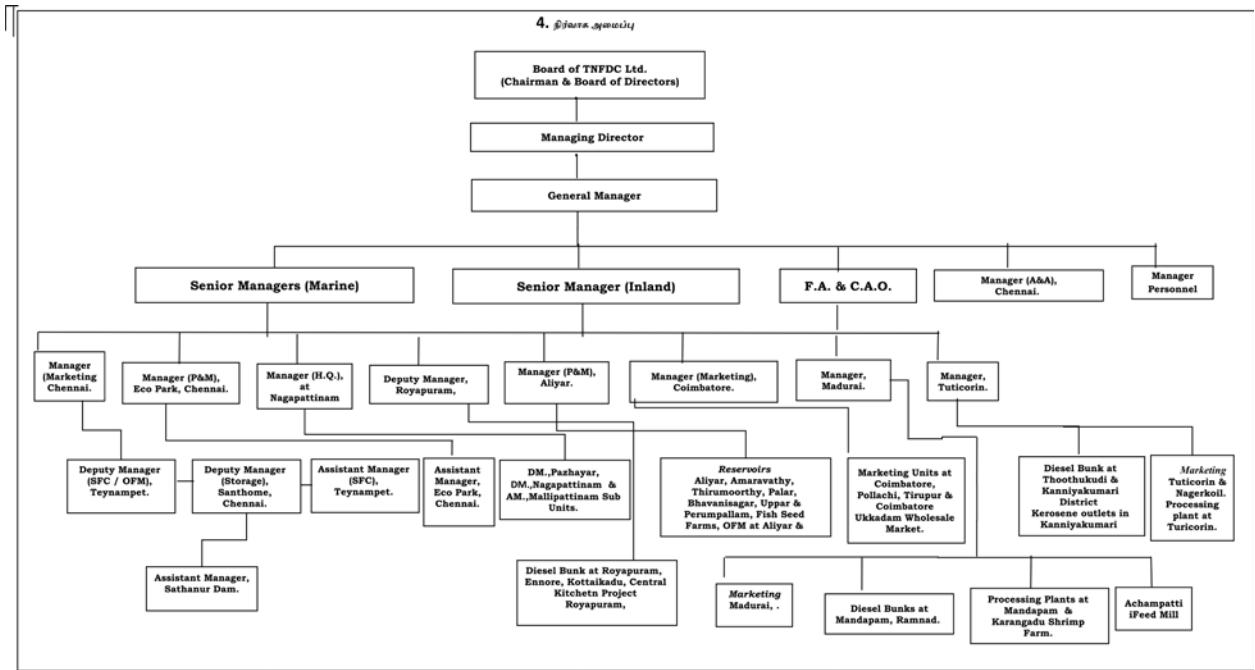
This manual tries to address all the issues that are enlisted under the Right to Information Act 2005 and the information that are brought in the manual would address to the needs of any general public who evinces interest to know the functioning of the Fisheries Corporation in relation to the given budget and the given programmes and of course with reference to the time frame that has been enshrined by the Government of Tamil Nadu. The general public who has access to the manual may go through these and offer their comments for making any improvement from their point of view, which may help to re-shape the manual to serve in a better manner. Comments and suggestions for any of the schemes listed in the manual are also welcome.

I. Particulars of organization, functions and duties

Administrative set –up

The Tamil Nadu Fisheries Development Corporation Limited was registered under Companies Act in 1974 as a Public sector undertaking with an authorized share capital of Rs.5 crore. It was established to undertake commercial activities in the State fisheries sector. The Tamil Nadu Fisheries Development Corporation Limited is being administered by the Board of Directors with its Chairman being appointed by the Government.

The Director of Fisheries and Fishermen Welfare is the Managing Director of the TNFDC. The administrative activities of the Corporation are managed by the General Manager, Senior Managers (Marine & Inland), Manager (Personnel), Manager (Audit and Accounts)in the registered office and the field activities are carried out by the Managers, Deputy Managers, Assistant Managers with the support of ministerial staff. The organogram is furnished in Appendix-I



This Fisheries Development Corporation was established with the following functional divisions:

1. Fish Seed Production and Rearing
2. Reservoir Fisheries Management
3. Production and Marketing of Ornamental Fishes
4. Fish Marketing
5. Diesel/Kerosene/Petrol Outlets
6. Management of Chetpet Eco park
7. Sale of Outboard/Inboard Motors for fishing boats.
8. Fish Feed Production and Marketing

The functional organization facilitates effective delivery of service to the public. Under this mode, each District Level Officers have a defined functions, clear cut jurisdiction enabling them to concentrate on their job. Each of the functional Officers have well defined responsibilities. Even the lower level subordinates have specific job charts.

The job chart and the duties and responsibilities of the Officers of this organization are furnished below.

1. Managing Director

Head of the Corporation.

2. General Manager

Chief Executive – Next to Managing Director – Incharge of all activities and functions.

3. SENIOR MANAGER

Middle level executive incharge of TNFDC activities – assisting the General Manager

4. FINANCIAL ADVISER AND CHIEF ACCOUNTS OFFICER AND SECRETARY

Chief in the Accounts and Audit wing – giving advice on all Financial and Secretarial matters to the Managing Director.

5. MANAGER (PERSONNEL)

Officer in charge of personnel matters

6. MANAGER (HEAD QUARTERS)

Executive in charge of Operation of Diesel Bunks

7. MANAGER (PRODUCTION AND MKG.)

Executive in charge of Fish Meal Plant, Processing Complex and Fish, Diesel procurement & Marketing.

8. MANAGER (Audit and Accounts)

Executive in charge of Internal Audit of the Accounts, Finance , Budget and Accounts & maintenance of D.C.B and collection of Boat dues.

9. MANAGER(MARKETING)

Executive in charge of Fish procurement & Marketing.

In order to achieve the objectives set out, the TNFDC has embarked on the following activities:

1. FISH SEED PRODUCTION AND REARING

- ❖ The TNFDC has fish seed production centre to an extent of 1.16 Ha. at Sathanur and a total fish seed rearing area of 3.86 Ha. The other fish seed rearing centres are at Aliyar, Amaravathy, Thirumoorthy and Palar-Porandalar Reservoirs.
- ❖ The fish seeds of Catla, Rohu, Mrigal and common carp produced / reared in the fish farms are being supplied to the Private fish farmers and to stock in the Reservoirs managed by TNFDC.

2. RESERVOIR FISHERIES MANAGEMENT

- ❖ Fish culture activities are being carried out in 8 Reservoirs namely Sathanur, BhavaniSagar, Aliyar, Amaravathy, Thirumoorthy, Palar –Porandalar, Perumpallam and Uppar.

3. PRODUCTION AND MARKETING OF ORNAMENTAL FISHES

- ❖ Ornamental Fish Production Centers are established and functioning at Aliyar and Thirumoorthy. More than 15 Varieties of fresh water ornamental fishes such as Gold, Koi, Cichlids etc., are being produced and marketed.

4. FISH MARKETING

- ❖ Marketing of fresh fish and sea food are carried out through chain of retail fish stalls and mobile units in Chennai, Cuddalore, Thiruvannamalai, Madurai, Dindigul, Coimbatore, Pollachi, Tiruppur, Thoothukkudi and Kanniyakumari.
- ❖ Mobile Sea Food canteens are also being operated at various places in Chennai (Marina Beach, Saidapet and Secretariat).
- ❖ **Online Fish Marketing:** TNFDC is marketing Fish and Fishery Products through Online platform www.meengal.com . A mobile app 'Meengal' for online fish sales was also developed and launched.

5.DIESEL / KEROSENE / PETROL OUTLETS

TNFDC is operating 33 Diesel outlets in various fishing harbours and fish landing centers located all along the coastal areas of the State to supply tax exempted high speed diesel to the motorized traditional and mechanized fishing crafts. TNFDC supplies Subsidized Industrial Kerosene to motorized traditional crafts through its 11 outlets located at Kanyakumari District. The Corporation is also operating Petrol retail outlets at Therespuram in Thoothukudi district and Kaipanikuppam in Villupuram district for public sales.

6.MANAGEMENT OF CHETPET ECO PARK

The Government of Tamil Nadu renovated the Chetpet lake into a Sports Fishing cum Eco Park at a cost of **Rs 42.00 crore**. The Government appointed Tamil Nadu Fisheries Development Corporation Ltd., as a Nodal Agency for providing Operation and Maintenance of the Park.

- ❖ The TNFDC Ltd, is carrying out the operation and maintenance of the Eco Park from 27.02.2016 onwards.

- ❖ Facilities developed at Sports fishing cum- Eco Park are viz. Fish Angling, Boating facility, Walkway, Children Play Area, Elevation Aquarium with Water fountain, Herbal Garden, Aquarium, Augmented and Virtual Reality Theatre, Multilevel four and two Wheeler Parking, Amphi Theatre, Food Court etc., to attracts a huge number of public every day.

7. SALE OF OUTBOARD / INBOARD MOTORS FOR FISHING BOATS

- ❖ For the year 2023-24, TNFDC has been assigned for the sale of Subsidized Outboard / Inboard motors to the eligible marine fishermen. During this period, a total of 650 Nos. were procured and supplied to the marine fishermen, against the target of 650 Nos.

8. FISH FEED PRODUCTION AND MARKETING

- ❖ Fish Feed Production unit located at Achampatti village in Thanjavur district was established on 22.08.2018 with a maximum production capacity of 1.00 ton per day. The Fish Seed Production and Rearing centres under the control of Department of Fisheries and Fishermen Welfare are procuring fish feeds produced from this unit. Based on the demand, the feed will be produced and supplied to Government centers.

2. Powers and duties of Officers and Employees

A. ADMINISTRATIVE POWERS:

The service rules of the Tamil Nadu Fisheries Development Corporation has delegated administrative powers to the Managing Director and Subordinate officers and also the Board constituted, in exercising powers with regard to administrative matters, the Managing Director and his Subordinates and the Board rely on the strength of these rules and function accordingly.

B. FINANCIAL POWERS:

In the Memorandum and Article of Association of TNFDC powers have been delegated to Managing Director, TNFDC and Committees under articles No.95, 96, 97, 109 and 110.

JOB CHART

MANAGING DIRECTOR

Head of the Corporation

GENERAL MANAGER

Chief Executive – Next to Managing Director – Incharge of all activities and functions.

FINANCIAL ADVISER AND CHIEF ACCOUNTS OFFICER AND SECRETARY

Chief in the Accounts and Audit wing – giving advice on all Financial and Secretarial matters to the Managing Director.

SENIOR MANAGER

Middle level executive incharge of TNFDC activities – assisting the General Manager

MANAGER (PERSONNEL)

Officer in charge of personnel matters

MANAGER (HEAD QUARTERS),

Executive in charge of Operation of Diesel Bunks

MANAGER (PRODUCTION AND MKG.)

Executive in charge of Processing Complex and Fish & Diesel procurement & Marketing

MANAGER(MARKETING)

Executive in charge of Fish procurement & Marketing.

MANAGER (Audit and Accounts)

Executive in charge of Internal Audit of the Accounts, Finance , Budget and Accounts & maintenance of D.C.B. and collection of Boat dues.

DEPUTY MANAGER

An Executive in charge of works like management of Fish Farms, Fish Seed Production work, Exploitation of Reservoirs, Conservancy Operation of Reservoirs, Procurement of fish, Supervision of the work of fishes retail stall assistants, Boat dues collections etc.

ASSISTNAT MANAGER

An Junior Level Executive.

JUNIOR ENGINEER (ELECTRICAL)

An Executive Subordinate in charge of the maintenance of Transformer and other Electrical Installations.

JUNIOR ENGINEER (REFRIGERATION)

An Executive Subordinate incharge of supervision on operation of Ice Plant, Cold Storage and Freezing Plant.

JUNIOR ENGINEER (CIVIL)

An Executive Subordinate in charge of the Civil works, Repair Renovation & upgradation of stalls, Ice Plant and Eco park at Chetpet.

3. Procedure followed in decision makingprocess

DECISION MAKING PROCESS :-

The instructions / guidelines in the Tamil Nadu Fisheries Manual Part I Chapter 5, Chapter 6, Chapter 7, Chapter 8, Chapter 9 is followed for the disposal of letters, applications from the public for seeking assistance from the Tamil Nadu Fisheries Development Corporation Limited.

The Tamil Nadu Fisheries Development Corporation Limited in general follows the office procedure emphasizing public accountably concept as the prime objective in running an office or any decision making process which affects the public interest

5. Rules, Regulations, Instructions, Manuals, Records For DischargingFunctions

LIST OF RULES

1. Tamil Nadu Government Servants (Conduct Rules) 1973.
2. Fundamental Rules
3. Tamil Nadu Government Servant (Conditions of Service) Act 2016
4. Tamil Nadu Fisheries Development Corporation Service Rule.

LIST OF MANUALS

- (i) (a) Tamilnadu Fisheries Manual Part I.
- (b) Tamilnadu Office Manual

LIST OF ACT AND RULES

- (ii) (a) Code of Criminal Procedure
- (b) Tamil Nadu Fundamental Rules
- (c) Payment of Gratuity Act 1972

- (d) Tamil Nadu Government Servants Conduct Rules
- (e) Tamil Nadu Government Servant(Conditions of Service)Act 2016
- (f) Tamil Nadu Fisheries Development Corporation Service Rule.

From where one can get a copy of rules, regulations, instructions, manual and records O/o the Managing Director , Tamil Nadu Fisheries Development Corporation Limited Integrated Animal Husbandry and Fisheries Building, Nandanam, Chennai – 600 035. Telephone No. 24320791 Fax No.24320791, 24335585 E-mail: tnfdcho@gmail.com

8. Statement of Boards, Councils, Committees and other Bodies constituted as its part.

Sl. No	Name of the Board/Council	Purpose	Nature of Members hip	Access to public
1.	Tamil Nadu Fisheries Development Corporation Board	To oversee the management of Tamil Nadu Fisheries Development Corporation and also tender advise for development of corporate objectives.	Ad hoc	No
2.	CSR Committee	To identify the proposal & recommend to Board for CSR expenditure every year.	Ad hoc	No
3.	Audit Committee	To review the 6 months internal auditors report once in every six months and approve.	Ad hoc	No
4.	Internal Complaints Committee	To implement the Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act 2013 and Rules 2013	Ad hoc	No

In the Board of Director's , CSR Committee Members and Audit Committee Members details are furnished below.

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**TAMIL NADU FISHERIES DEVELOPMENT CORPORATION
LIMITED**

Board of Director's Details as on 30.11.2024

Sl. No.	BOARD MEMBERS DESIGNATION	DETAILS OF THE BOARD MEMBERS
1.	CHAIRMAN	Thiru. N. GOWTHAMAN, TNFDC Ltd., Chennai- 600 035.
2.	Director	Thiru. SATYABRATA SAHOO, I.A.S., Principal Secretary to Government, Animal Husbandry, Dairying , Fisheries and Fishermen Welfare Dept., Secretariat,Chennai-600 009
3.	Managing Director	Tmt. R.GAJALAKSHMI, I.A.S., Managing Director, TNFDC Ltd., Chennai- 600 035.
4.	Director	Thiru. R.THULASIRAM, Additional Secretary to Government (Personnel) Finance Department, Secretariat, Chennai - 600 009.
5.	Director	Dr. KULDEEP KUMAR LAL, Director - CIBA R.A. Puram, Santhome, Chennai-600 028.
5.	Director	Dr. ANSAR ALI, Deputy Director, Marine Products Export Development Authority, Chennai – 600 010.

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Ansar Ali
Accounts
TNPDC Ltd

28/12/2014

TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LIMITED

CSR Committee Members as on 30.11.2024

Sl. No.	CSR COMMITTEE MEMBERS
1.	CHAIRMAN (Special Invitee) TNFDC Ltd., Chennai- 600 035.
2.	PRINCIPAL SECRETARY TO GOVERNMENT, Animal Husbandry, Dairying , Fisheries and Fishermen Welfare Dept., Secretariat, Chennai-600 009.
3.	MANAGING DIRECTOR, TNFDC Ltd., Chennai- 600 035.
4.	ADDITIONAL SECRETARY TO GOVERNMENT (PERSONNEL) Finance Department, Secretariat, Chennai - 600 009.
5.	CHIEF ENGINEER (Special Invitee) Fishing Harbour Project, 2 nd Floor, Annasalem, Nandanam, Chennai – 600 035.

*As per the
Account
T.M.L.*

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TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LIMITED

Audit Committee Members as on 30.11.2024

Sl. No.	AUDIT COMMITTEE MEMBERS
	CHAIRMAN, 1. Additional Secretary to Government (personnel) Finance Department, Secretariat, Chennai - 600 009.
2.	MEMBERS, Director, CIBA - ICAR R.A. Puram, Santhome, Chennai-600 028.
3.	MEMBERS, Deputy Director, Marine Products Export Development Authority, Chennai - 600 010.

*of Santhome
Accountant
TNPCL*

9. Directory of Officers and Employee

DIRECTORY OF OFFICERS AND EMPLOYEES OF TAMIL NADU FISHERIES DEVELOPMENT CORPORATION.

I. Registered Office/ Head office, Chennai

No.571, Integrated Office Complex for Animal Husbandry and Fisheries and Fisherman Welfare Department , (4th Floor) Nandanam, Chennai – 600 035.
Ph. No. 044-24364901
Email id: tnfdcho@gmail.com

II.(a)Chennai Unit (Fish Procurement & Marketing)

Manager No.75, Santhome High Road,
CIBA Complex,MRC Nagar,
Raja Annamalai Puram,
Chennai, Tamil Nadu – 600028.
Ph.No. 044-24956896.
Email id: chfishmkt@gmail.com

II.(b)Madurai Unit (Marketing)

(i)	Manager , No.1. Akil Plaza. Balamandram School near, Madurai – 625014. Ph.No. 0452-252403 Email id: tnfdcmgrmdu@gmail.com
(ii)	Assistant Manager Sub Unit – Mandapam, Rameswaram Mandapam Office – Freezing Complex, Mandapam -623518 Rameswaram Office - Olakkuda , Rameswaram-623526

II.(c)Coimbatore (Marketing) Unit

(i)	Manager S.F. 185/2 Kurichi Housing Unit, Phase II Kurichi, SIDCO, Coimbatore – 641 021. Ph.No. Nil E mail id: tnfdccovai@gmail.com
(ii)	Deputy Manager S.F. 185/2 Kurichi Housing Unit, Phase II Kurichi, SIDCO, Coimbatore – 641 021.
(iii)	Assistant Manager, No. 26 Thiruvalluvar Street, Mahalingapuram, Pollachi – 642002.

II.(d) Pazhayar Unit

(i)	Manager Sirkali TK. Sirkali -609101. Ph.No.Nil E mail id: tnfdcnagai@gmail.com
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II.(e) Thoothukudi Unit (Marketing)

(i)	Manager No.166/A North Beach road, Tuticorin -628 001 Ph.No.04+61-232004 E mail id: tnfdctuty@gmail.com
(ii)	Deputy Manager No.2/92 Santhan chetty vilai, Chidambaram Nagar, Chettikulam Junction, Nagercoil -629 002.

II.(f) Aliyar Unit (Production & Marketing)

(i)	MANAGER Aliyar Nagar, (Opposite Reward Nursery School) Pollachi TK, Coimbatore District -642 101. Ph.No. Nil E mail id: tnfdcaliyar@gmail.com
(ii)	Deputy Manager, Amaravathi Dam, Udumalpet - 642 102, Tiruppur District.
(iii)	Deputy Manager, Dharapuram TK Tiruppur -638 657
(iv)	Assistant Manager, Thirumurthi Dam Udumelpet (TK)- 642 112 Tiruppur District.
(v)	Assistant Manager, Palar Porandalar Dam, Palani Dindugal - 624 601
(vi)	Assistant Manager, Sathy Road, Bhavanisagar 628 451 Erode District.

II.(g) ECO Park, Chetpet (Operation & Maintenance)

(i)	Manager, ECO Park, Chetpet, Chennai, Tamil Nadu – 600010. E mail id: ecopark16@gmail.com
ii)	Assistant Manager, ECO Park, Chetpet, Chennai, Tamil Nadu – 600010.

10. Monthly remuneration received by each of its officers and Employees

PAY SCALE :-

SI No	Name of the posts	Ordinary Grade Rs.
1	General Manager	61900 – 228100 (Level-26)
2	Senior Manager	59300 – 217600 (Level-25)
3	Financial Advisor & Chief Accounts Officer	59300 – 217600 (Level-25)
4	Manager	56100 – 205700 (Level-22)
5	Deputy Manager	36700 – 134700 (Level-17)
6	Assistant Manager	35900 – 131500 (Level-13)
7	Junior Engineer	35900 – 131500 (Level-13)
8	Fishery Overseer	18500 – 68000 (Level-06)
9	S.A.I.F.	18500 – 68000 (Level-06)
10	Fishery Guard	16600 – 60800 (Level-03)
11	Boat Driver	19500 – 71900 (Level-08)
12	Fishery Assistant	15900 – 58500 (Level-02)
13	Superintendent	36900 – 135100 (Level-18)
14	Accountant	36900 – 135100 (Level-18)

15	Junior Accountant	20600 – 75900 (Level-10)
16	Assistant	20600 – 75900 (Level-10)
17	Junior Assistant	19500 – 71900 (Level-08)
18	Steno-Typist Grade - III	20600 – 75900 (Level-10)
19	Typist	19500 – 71900 (Level-08)
20	Draughtsman	19500 – 71900 (Level-08)
21	Record Clerk	15900 – 58500 (Level-02)
22	Driver	19500 – 71900 (Level-08)
23	Sales Assistant	15900 – 58500 (Level-02)
24	Helper	15900 – 58500 (Level-02)
25	Refrigeration Operator	18000 – 66000 (Level-04)
26	Iceman	16600 – 60800 (Level-03)
27	Production Supervisor	35400 – 130400 (Level-11)
28	Store Keeper	20600 – 75900 (Level-10)
29	Operator Grade-I	18000 – 66000 (Level-04)
30	Operator Grade-II	16600 – 60800 (Level-03)
31	Artisan	15900 – 58500 (Level-02)
32	Office Assistant	15700 – 58100 (Level-01)
33	Gardner	15700 – 58100 (Level-01)
34	Watchman	15700 – 58100 (Level-01)
35	Sweeper	15700 – 58100 (Level-01)

11. A statement of the budget allocated for the year 2023-2024.

Budget Allocation for the year 2023-24

Sl.No.	Name of the Scheme	BE 2023-24	RE 2023-24
I	RESERVOIRS :		
a)	Fish Exploitation (In Tons)	901.160	818.306
b)	Fish Seed Production (In Lakhs)	250.000	137.950
c)	Sale of Early Fry (In Lakhs)	53.000	34.287
II	FISH FEED MILL :		
a)	Fish Feed	210.000	205.000
III	FISH MARKETING :		
a)	Fish Sales (In Tons)	1053.900	707.913
IV	SEA FOOD COURT	0	0
V	ORNAMENTAL FISH	0	0
VI	CHETPET ECO PARK OPERATION & MAINTENANCE	0	0
VII	LEASING OF VARIOUS ACTIVITIES (U.,Mkg. PPT, SH, SF)	0	0
VIII	DIESEL BUNKS :		
a)	Sale of Diesel (in KL.)	88449.000	82842.363
b)	Petrol Bunks (in KL.)	468.000	240.677
c)	Sale of Kerosene (in KL.)	12110.000	12272.542
IX	HEAD OFFICE		
	Administrative Expenses	0	0

The total turnover as per R.E. 2023-24 works out to Rs.78,197.90 Lakh as against the expenditure of Rs. 77,163.78lakh.The overall profit to be earned during 2023-24 works out to Rs. 1,034.12 Lakh.

B. Sankar
Accountant

16/2/24

15. List of facilities available for obtaining information.

Sl. No	Details	Facilities available	Timings
1.	Through newspaper	1. Article Tender documents	--
2.	Exhibition	Exhibit viz. Blow ups, Charts, Models, Floatetc.	--
3.	Notice Board	Information	--
4.	Printed Manual available	At Government Press, Chennai	--
5.	Website of the Department	Proposed to host website exclusively for Tamil Nadu Fisheries Development Corporation	--
6.	Other means of advertising	T.V. and Radio	--

16. The Name, Designations and Other Particulars of the Public Information Officers

APPELLATE AUTHORITY

(i)	Thiru. A. Antony Xavier General Manager, Registered Office , Tamil Nadu Fisheries Development Corporation, Chennai – 600 035. Ph.No. 044- 24364901 Extn. No.102 Mobile No. 93848 20206 E mail id: tnfdcho@gmail.com
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PUBLIC INFORMATION OFFICER

(ii)	Thiru. D.Kannan Senior Manager (Marine), Registered Office , Tamil Nadu Fisheries Development Corporation, Chennai – 600 035 Ph.No. 044- 24364901 Extn. No.104 E mail id: tnfdcho@gmail.com
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**Sd/- K.V. MURALIDHARAN
Managing Director**