

## TAMILNADU FISHERIES DEVELOPMENT CORPORATION LIMITED (TNFDC)

The Tamilnadu fisheries development corporation limited was established in 1974 as a state owned undertaking with the authorized share capital of Rs 5.00 crore and the paid up share capital is Rs 4.45 crore.

- The Board of Directors of appointed by the Government of Tamilnadu.
- At present 169 employees are working in various categories.
- Following activities are being undertaken by the TNFDC Ltd.,
  1. Reservoir fisheries management
  2. Fish seed production
  3. Fish Marketing
  4. Production and Marketing of ornamental fishes
  5. Shrimp Hatchery and Shrimp farm
  6. Sale of Diesel/Kerosene and OBM/IBM
- For efficient management and commercial production and marketing of fresh water fishes, the reservoirs under the control of Department of Fisheries have been transferred to the management of Tamil Nadu Fisheries Development Corporation Limited, in more than one phase, on 30 year lease basis.

I	Sathanur	By G.O.Ms.No.638 dt.22.6.77 of Forest and Fisheries Department
II	Aliyar	
III	Amaravathy	
IV	Thirumoorthy	
V	Bhavanisagar	
VI	Uppar Dam	By G.O.Ms.No93 dt.20-1-84 of Forest and Fisheries Department
VII	Palar Poranthalar	
VIII	Perumpallam	By G.O.Ms.No.358 dt.21.3.93 of Animal Husbandry and Fisheries Department.

- The TNFDC, as per the terms of lease, pays the royalty for the fish catches and lease rent for the infrastructure (Farm, machinery etc)
- This is an unbudgeted income to the Government, being paid by Tamil Nadu Fisheries Development Corporation Limited.
- The entire expenditure on reservoir management is met by TNFDC from its own funds.

## 1. Sathanur Dam

- Situated in Thiruvannamalai District
- Nearest Town –Thiruvannamalai
- Water spread Area – 2000 ha @ FRL of ‘119’
- Station Officer: Manager (Production & Marketing) Sathanur Dam.Ph:04188 248285
- Called “Crown Jewel” among Tamil nadu Reservoirs
- One of the highest revenue yielding reservoirs.
- Fish production – Qualitatively and quantitatively superior
- Speciality – Consistent high yield rate with superior quality of fish
- Classification – Medium Reservoir

System of fishing – using share fishermen by paying 1/3 share value on catches Fish seed Farm 1.7 ha areas available producing and rearing catla, Rohu and Mrigal – Indian Major Carps and common carp – catla costs Rs.500 /1000 and Rohu, Mrigal costs Rs.300/1000

## 2. Aliyar Reservoir

- Situated in Coimbatore district
- Nearest Town – Udumalpet / Pollachi
- Water spread Area – 646 ha @ FRL of 120’
- Station Officer: Manager (Production and Marketing) Aliyar. Phone 04253 288768
- One of the best maintained Reservoir in Collaboration with Scientists of Central Institute of Capture Fisheries Research Institute
- Speciality - Water source through Parambikulam Aliyar Project (PAP) – conduit canal - Superior Quality fishes
- Classification : Small Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches

## 3.Amaravathy Reservoir

- Situated in Tirupur District
- Nearest Town – Udumalpet / Pollachi
- Water Spread area – 906 ha @ FRL of 90’
- Station Officer: Deputy Manager, Amaravathy Ph.No.04252256375
- Productive Reservoir – but decrease in water level often affects the production / Productivity
- Speciality : famous for ‘Tilapia’ fishes.
- Classification - Small Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches (Rotation basis – Among Amaravathy & Thirumoorthy)

#### **4.Thirumoorthy Reservoir**

- Situated in Tirupur District located in WG area
- Nearest Town – Udumalpet / Pollachi
- Water Spread Area – 454 ha @ FRL of 60'
- Station Officer : Deputy Manager , Thirumoorthy Ph No.04252 265065
- One of the best maintained Reservoir – Under technical collaboration with scientists of Central Institute of Capture Fisheries Research Institute
- Specialty – One of the highest production – qualitative and quantitative - water source through Parambikulam, Aliyar Project (PAP) – Conduit canal - Superior quality fishes
- Classification : Small Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches (Rotation basis – Among Aliyar & Amaravathy)

#### **5.Bhavanisagar Reservoir**

- Situated in Erode District
- Nearest Town – Sathiamangalam / Mettupalayam
- Water spread Area – 7720 ha @ FRL of 120'
- Station Officer: Deputy Manager, Bhavanisagar Ph No.04295240222
- Speciality : Too much forest – conservancy major problem  
Mahseer breeding located at moyar River upper reaches  
Continued low water level
- Classification : Large Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches (Rotation basis – Among Aliyar & Amaravathy)

#### **6.Uppar Reservoir:**

- Situated in Erode District
- Nearest Town – Dharapuram
- Water Spread Area – 454 ha @ FRL of 24'
- Station officer: Assistant Manager, Uppar Dam
- Speciality: Highly seasonal – water is not available in most of the year / seasons
- Classification : Small Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches

#### **7. Palar Poranthalar Reservoir**

- Situated in Dindigul District
- Nearest town – Palani

- Water Spread Area – 629 ha @ FRL of 65'
- Station Officer: Deputy Manager, Palar Poranthalar
- One of the best maintained Reservoir
- Speciality: Highly productive and efficiently managed reservoir
- Classification : Small Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches

### **8.Perumpallam Reservoir**

- Situated in Erode District
- Nearest Town – Gobichettipalayam
- Water Spread Area – 65 ha @ FRL of 32'
- Station Officer: Deputy Manager, Bhavanisagar
- Speciality: Highly productive small reservoir
- One of the best maintained reservoir
- Classification : Small Reservoir

System of fishing : using share fishermen by paying 1/3 share value on catches

## DIESEL OUTLETS

With a view to supply uninterrupted, unadulterated diesel to the utmost satisfaction of the fishermen in Quantitative terms and Qualitative terms, the TNFDC has started the scheme of supply of diesel through the outlets of TNFDC in Fishing Harbours/ jetties/landing centers of Tamilnadu.

The Government of India, with a view to help the small mechanized fishing sector by giving assistance in the form of Central excise duty reimbursement on HSD oil, have approved a scheme to reimburse the central Excise duty payable on HSD oil.

The Government of Tamilnadu in order to implement the scheme, by the G.O.Ms.No.550 dated 12-11-90 of Animal Husbandry and Fisheries Department have permitted TNFDC for opening of 25 new diesel outlets in addition to existing 4 outlets.

The Government of Tamil Nadu, with a view to help the fishermen, by the G.O.Ms.No.130 dated 29-10-04 of Animal Husbandry and Fisheries have exempted the Sales tax Payable for the HSD oil to the mechanized boats (15,000 lit/yr) and to the motorized traditional crafts (3600 lit/yr).

Both the schemes are implemented in the diesel bunks operated by TNFDC Limited, and totally 30 bunks are being operated. Participating oil companies are M/s. Bharat Petroleum Corporation Limited, M/s. Indian Oil Corporation Limited, M/s. Hindustan Petroleum Corporation and M/s IBP Limited.

Sl. No	Place	District	Oil company	Type of pump
1	Ennore	Thiruvallur	M/s BPC Ltd	Consumer pump
2	Royapuram FH.	Chennai	M/s BPC Ltd	Retail Outlet
3	Kadrppakkam	Vilupuram	M/s BPC Ltd	Retail Outlet
4	Cuddalore I	Cuddalore	M/s BPC Ltd	Consumer pump
5	Cuddalore II	Cuddalore	M/s BPC Ltd	Consumer pump
6	Mudasal Odai	Cuddalore	M/s BPC Ltd	Consumer pump
7	Pazhayar	Nagapattinam	M/s BPC Ltd	Consumer pump
8	Thirumullaivasal	Nagapattinam	M/s BPC Ltd	Consumer pump
9	Poombuhar	Nagapattinam	M/s HPC Ltd	Consumer pump
10	Akkaraipettai	Nagapattinam	M/s BPC Ltd	Consumer pump
11	Arcottuthurai	Nagapattinam	M/s BPC Ltd	Consumer pump
12	Mallipattinam	Tanjore	M/s BPC Ltd	Retail Outlet
13	Kottaipattinam	Pudukottai	M/s BPC Ltd	Consumer Pump
14	Jegathapattinam	Pudukottai	M/s IOC Ltd	Retail Outlet
15	Soliakudy	Ramanathapuram	M/s BPC Ltd	Consumer pump
16	Mandapam(North)	Ramanathapuram	M/s HPC Ltd	Consumer pump
17	Mandapam(South)	Ramanathapuram	M/s BPC Ltd	Consumer pump

18	Rameswaram	Ramanathapuram	M/s IOC Ltd	Retail Outlet
19	Rameswaram	Ramanathapuram	M/s BPC Ltd	Consumer pump
20	Pamban	Ramanathapuram	M/s IOC Ltd	Retail Outlet
21	Verkodu	Ramanathapuram	M/s IOC Ltd	Consumer pump
22	Chinna Erwadi	Ramanathapuram	M/s IBP Ltd	Consumer pump
23	Thirespuram	Tuticorin	M/s IOC ltd	Retail Outlet
24	Tuticorin I (FH)	Tuticorin	M/s BPC Ltd	Retail outlet
25	Tuticorin II (FH)	Tuticorin	M/s BPC Ltd	Retail Outlet
26	Tuticorin II(FH)	Tuticorin	M/s BPC Ltd	Retail outlet
27	Punnakayal	Tuticorin	M/s BPC Ltd	Consumer Pump
28	Chinnamuttom	Kanyakumari	M/s IOC Ltd	Retail outlet
29	Colachel	Kanyakumari	M/s IOC Ltd	Retail outlet
30	Chinnathurai	Kanyakumari	M/s. BPC Ltd	Consumer Pump

## **FISH MARKETING**

The fresh fish marketing was started by TNFDC Limited from 1977-78 with the prime objective of supplying protein rich fish – with

- Un interrupted supply – to make available throughout the year
- Hygienic condition – in all stages
- Fair price to the producers
- Qualitative & Quantitative Assurance
- Ensuring Customer Satisfaction.

### **Retains the pride of**

- Continued operation for the past 30 years
- Developing confidence in the minds of consuming public
- Customer satisfaction
- Deals both marine and fresh water fishes
- The only one public sector continuing the business of fresh fish marketing in India for such a long period
- Pioneering venture for mobile sales of both fresh and ready-to-eat condition
- Able to compete in private cut-throat competition by means of confidence building on Q & Q

Able to compete fresh water fish competition from neighbouring state – by highlighting the facts of

- Pristine water fishes in prime condition
- Continued the activity, even without getting assistance for infrastructure for a long time
- Continued the activity even when faced loss earlier – as it is viewed as “ Societal Marketing”

### **Marine & fresh water fish marketing in**

- Chennai – 6 outlets -office-in-charge–Deputy Manager (Storage) TNHB Building, Besant Nagar, Chennai.Ph.No:044-24466896
- Madurai – 9 outlets -officer-in-charge-Deputy Manager, Pechiamman Padithurai Madurai-1 Ph.No.9843188994

### **Fresh water fish marketing – by the fishes of reservoirs in retail sales centers of**

Thiruvannamalai District-8 Outlets	Officer-in-charge Manager, Sathanur Dam
Vellore District-3 Outlets	
Salem District-1 Outlet	

Coimbatore District-15 Outlets	Officer-in-charge Manager, Aliyar
Tirupur -13 outlets	
Dindigul- 1 outlet	

The fresh water fishes – pristine water fishes from the reservoirs –in live condition / prime condition in the landing / weighing centres of

- Sathanur Dam
- Bhavanisagar Reservoir
- Aliyar Reservoir
- Amaravathy Reservoir
- Thirumurthy Reservoir
- Palar Poranthalar Reservoir
- Uppar Reservoir and
- Perumballam Dam



## **MARKETING OF VALUE ADDED FISH PRODUCTS**

Value Addition - the need of the hour for nutritional security.

- The fishes, both marine and fresh water fishes are marketed by TNFDC, both in fresh condition and in fried condition through the retail outlets.
- It is noted that even though low value fishes, both marine and inland fishes have the nutritional value as that of high valued fishes, the customer / consumers do not prefer them and as such most of them are discarded back into the sea by the boat owners or used as poultry feed or as dried fish.
- By suitably converting the low-value fishes as "value added fish product," the consumers may be made to use all the fishes, By this concept
- The nutritional value will be made known to the consumers
- Various recipes would be done to attract the consumers
- The fishermen will get the fair price for their catches
- Employment generation
- Ensuring nutritional security to the consumer at affordable price

## **MODEL SHRIMP FARM AT KARANGADU**

The shrimp farm at Karangadu, was taken over from the Department of Fisheries and was developed at a total cost of Rs. 16.75 lakhs. The farm has

- Total area of 46.73 ha, including 11 Ponds of each 1 ha. Area
- Among 11 ponds, 3 ponds are developed ponds – situated close to the sea with direct sea water through pumping
- 8 ponds are situated away from the sea and are fed with tidal creek water
- TNFDC has developed a demonstration-cum-training centre for imparting short time training to private farmers at a total cost of Rs. 6.35 lakhs
- Shrimp culture and training were commenced in 1994.
- Culture practices were disrupted due to viral disease
- Culture activity affected due to ban imposed by Supreme court
- Aquaculture Authority of India granted permission to undertake culture activities in improved traditional system for 3 years from 1999.
- When culture was done by TNFDC , again the viral out break disrupted the activity

This activity was leased out to private party for an annual amount of Rs.5.55 lakh and the culture is being done by the lessee.

## **PRODUCTION & MARKETING OF ORNAMENTAL FISHES**

Ensuring availability of all types – all time – Hobby to persons of all ages  
Awareness creation for keeping Aquariums is the need of the hour, as this

- is viewed as a healthy hobby – no ill effects
- creates employment opportunities
- reduces mental tension to the viewers.

Ventured into production and marketing of ornamental fishes - @

- Aliyar Nagar
- Thirumoorthy Nagar
- Chennai (Marketing)

### **ALIYAR (COIMBATORE DISTRICT)**

- Best maintained Aquarium with all varieties and with all time availability
- Production and rearing of rare species in farm site
- Supplying of Aquarium accessories / equipments – all types and all time availability
- Participation in International Exhibitions
- Cataloguing of native species of waters in ‘Anamalai Hills and Western Ghats ‘ - being done
- Collection of rare species – from natural environment
- Attracts tourists
- Eco friendly activity
- Installation of Aquarium - Annual Maintenance contracts undertaken

### **THIRUMOORTHY (COIMBATORE DISTRICT)**

- Aquarium with various varieties of fishes available throughout the year
- Production and rearing of ornamental fishes in farm site
- Attracts tourists
- Supplying of various Aquarium accessories / equipments with all times more varieties availability
- Collection of rare species
- Eco friendly activity
- Installation of Aquarium - Annual Maintenance contacts undertaken

**CHENNAI PH (044-2432 1093) – DEPUTY MANAGER**

## PROCESSING PLANT

- with up gradation to “national standards”
- The Ice plant and processing plant activity were taken up during the formation of TNFDC with the ice plants at Mandapam.
- To match the food standards, the old ice plants were closed and new ice plants and processing plants have been upgraded to the national standards.
- At present, the TNFDC is having the following facilities

### Mandapam

- Ice Plant and Processing Plant at Mandapam with facilities of
  - Ice Production
  - Cold Storage
  - Plate Freezer
  - Processing Hall
  - Frozen storage

### **Location of Office : Manager**

Tamil Nadu Fisheries Development  
Corporation Limited,  
South Beach, Mandapam,  
Ramanathapuram District  
Ph:04573 - 241453

## PRODUCTION OF FISH SEEDS

- Concept on ‘good seed leads to good harvest’
- By induced carp spawning centres and seed rearing centres
- Fish seed production Centres –cum-fish seed rearing centres at
- Sathanur Farm (ICS)
- Aliyar Farm (ICS)
- Fish seed rearing centres at Amaravathy, Thirumoorthy and Uppar

### SATHANUR FARM(ICS)

- One of the main centre for quality fish seeds with
- consistent production of major carps in Tamil nadu
- Production of catla, Rohu, mrigal and Common Carp
  - Availability of seeds
  - Catla-From June to September
  - Rohu-From June to September
  - Mrigal-From July to October
  - Common Carp-From December to February
  - Quality seed leads to quality harvest
  - Supply of Fish seeds to other farms of TNFDC,Department of Fisheries, private farm and reservoir
  - Breeder maintenance for all the above fishes
  - Rearing centre for major carps
  - Reared seeds are stocked in reservoir
  - Judicial stocking of quality seeds – in no. and size, Leads to high level of exploitation

### Farm Area

Nursery Pond Area	–	101 ponds	6060 sq.m
Rearing pond Area	-	2 nos & 4 nos	3650 sq.m
Breeder stocking ponds	-	4 Nos	3200 sq.m
Ponds	-	2 Nos	4000 sq.m
<b>Total farm area</b>			<b>16,910 sq.m</b>

### Aliyar Farm (ICS)

- One of the major centre
- consistent production of common carps
- Rearing centre for catla, rohu, mrigal and common carp
- Supply of fish seeds to other farms of TNFDC, Department of Fisheries and private farms
- Breeder maintenance for common carp
- The reared seeds are stocked in the reservoir.

## Farm Area

Mahseer complex	–	25,350 Sq.ft.
Chanos complex	–	7,500 sq.ft.
Gobius complex	–	6,200 sq.m
Rohita complex	–	4,000 sq.m
Chirrosa complex	–	3,990 sq.m
Molitrix complex	–	5,985 sq.m
<b>Total</b>	–	<b>20,175 sq.m</b>

- **Amaravathy(ICS)**  
- Rearing area - 5,461 sq.m .
- **Thirumoorthy(ICS)**  
- Rearing Area - 5,437 sq.m
- **Uppar(ICS)**  
- Rearing Area - Available

## SHRIMP HATCHERY FACILITIES AT NEELANKARAI

- An unique centre for marine living resources enhancement
- The shrimp hatchery at Neelankarai was established by TNFDC in the sea shore.
- This hatchery was set up at a project cost of Rs.31.35 lakhs (Rs.21.35 lakhs in the first phase and Rs.10.0 lakhs in the second phase) with centrally sponsored scheme with 50% funding by GOI and 50% by Government of Tamilnadu.
- Subsequently, the hatchery was up graded with more facilities at a cost of Rs.25.00 lakhs.
- The shrimp production industry has faced serious problems due to the Supreme court Directions based on Coastal Zone Regulation Act, fall in price of shrimp in International markets and due to disease attack on shrimps. All these aspects made the shrimp hatchery to become non viable for economic operation by TNFDC Ltd.
- The facilities created by TNFDC are a boon to the marine Industry and instead of keeping them idle; the facilities were given to the organizations, attached to Government which is taking massive programs in marine living resources enhancement.
- The infrastructure facilities have been leased out to RGCA (Rajiv Gandhi Centre for Aquaculture) a society of MPEDA from 24.1.2004 for shrimp seed brood stock management and quarantine facilities.
- This activity gives high hopes to marine Industry by producing quality shrimp brood stock for seed production.

## SUPPLY OF OUTBOARD MOTORS / INBOARD ENGINES

A giant step forward towards improving the living standards of traditional fishermen – by motorisation of their craft under subsidy – ‘Low Energy Fishing.’ – major thrust area.

The TNFDC has entered into the arena of supply of outboard motors to the catamarans and inboard engines to the vallams under subsidy from Government of India and Government of Tamil nadu – as a giant step forward towards motorization of the traditional fishing crafts. This activity

- Increases the catch per unit effort of the traditional fishermen
- Increases the income of the fishermen
- Increases the catches – more supply to the consumers
- Increased supply of protein rich fish
- Reduces fishing pressure on trawl fishing
- Aimed towards encouragement for ‘Low Energy Fishing’
- Improved nutritional security
- Lesser risk & hazards for fishermen
- Eco friendly – does not encourage sea bottom disturbance
- Need not depend fully on natural wind
- Can tide over in adverse weather conditions.
- Supply with Government subsidy
- A step towards decongestion of crafts - This craft need not require harbour facilities / jetties
- A giant step towards intermediate technology between - machanised boats and traditional crafts
- Ultimately improves the living standards of fishermen.
- A confident step to bring the people – away from BPL (Below Poverty Line)
- Government subsidy details (under implementation by TNFDC Ltd)
  - OBM Makes - M/s Greaves (Diesel)
  - Elgi (Diesel)
  - FM hatz (Diesel)
  - Yamaha (Kerosene)
  - IBE makes - M/s Kirloskar - Field marshal

No.of OBM / IBE supplied were

	2008-2009	2009-2010	2010-2011
M/s Greaves	32	226	675
Yamaha	40	80	35
<b>Total</b>	72	306	710

During 2010, the subsidy has been increased to 50% of the cost of OBM /IBE subject to the maximum of Rs.30,000



**INFORMATION HANDBOOK  
UNDER RIGHT TO INFORMATION ACT  
TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LIMITED  
No.485, MTB BUILDING, ANNASALI, NANDANAM, CHENNAI-35**

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**CHAPTER I**

**Introduction**

**1.1.Background of this Hand Book:**

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 Organization. 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 department has to prepare a manual at Government / Heads of Organization / 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 Managing director is providing an information manual under the said Act at State Level clearly setting forth the unit structure, unit level functionaries, task that are undertaken by the Tamil Nadu Fisheries Development corporation, 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 obtaining 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.

## **1.2.Objective of this Hand Book:**

This manual also brings out a detailed list of activities that are available for the general public (the fishermen both marine and inland as far as Tamil Nadu fisheries Development Corporation Ltd is concerned) detailing out the activities of the organization and the persons to whom the general public have to contact for availing the details 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 definitely address to the needs of any general public who evinces interest to know the functioning of the Tamil Nadu Fisheries Development Corporation in relation to the given objective and the given activities 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.

## **1.3.Contact Person:**

The contact person in case some general public needs to get more information on topics covered in this handbook as well as information is

**The General Manager (Public Information Officer)**

**Tamil Nadu Fisheries Development Corporation Ltd  
MTP Building, No: 485 , Nandanam, Annasalai, Chennai 600 035**

**Phone Number 044 – 2432 8787 Fax: 044- 2432 6461**

## CHAPTER II

### OBJECTIVES OF THE ORGANIZATION

#### 2.1.Objective of the Organization:

The TNFDC Ltd was established under G.O.Ms.285, Forest and Fisheries Dept. dated 6.4.1974 under companies Act with following objectives;

- a. To promote Deep Sea Fishing ,Operation of trawlers, small fishing boats, mechanised fishing boats etc.,
- b. culture and harvesting of Inland Fisheries;
- c. Procure, process and undertake wholesale and retail sale of fish; & Fishery products
- d. To conduct fishing in territorial waters and high seas using different types of fishing gears;
- e. To provide service and assistance for various kinds of fishing operations.

#### 2.2. Brief history, Duties of the Organization:

M/s. Tamil Nadu Fisheries Development Corporation Ltd was established as per G.O.Ms.285,Forests&Fisheries Dept. with above listed objectives under companies Act of 1956 and authorized share capital is Rs.500 lakhs and its paid by share capital is Rs.292.57 lakhs.

The main activities of the company are listed as follows;

1. Management of Reservoirs Fish Seed Production and Fish Exploitation.
2. Fish marketing
3. Fish Processing Plants and Cold Storages
4. Operation of diesel outlets / Kerosene Outlets.
5. Shrimp seed hatchery and farming
6. Ornamental Fish production and Marketing
7. OBM / IBM Sales under subsidy scheme.

#### 2.2.Addresses Of the Main and other offices of the Corporation:

1	Registered Office, TNFDC Ltd MTB Building,485 ,Nandanam, Annasalai , CHENNAI-600035	044-24326451 044-24326471 044-24320787
2	Production and Marketing Unit Sathanur Dam-606706 Thiruvannamalai District.	04188-248285
3	Production and Marketing Unit Aliyar Nagar-642101	04253-288768
4	Processing Plant & Cold Storage Mandapam-623518	04573-241453
5	.Fish Net Plant Royapuram Chennai. – 600013	044-25953965

#### 2.3.Office Working Hours:

Morning hours of the office : 10.00 A.M.

Closing hours of the office : 5.45 P.M

## **CHAPTER III**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

#### **3.1. Administrative Powers:**

The Company means Tamil Nadu Fisheries Development Corporation is formed under the Companies Act, 1956 (central Act I of 1956) is governed by the ARTICLES OF ASSOCIATION of the company.

The company is a ' Government Company' as defined in section 617 of the Act, governed by BOARD OF DIRECTORS.

#### **Appointment of Directors:**

- a. The Directors, including the Chairman and the Managing Director, if any, shall be appointed by the Governor and shall be paid such salary and or allowances as the Governor may from time to time determine.
- b. The Governor may determine the period for which the Chairman and Managing Director, if any, are to hold their respective offices.
- c. The Governor shall have the power to remove any Director including the Chairman and the Managing director, if any, from office at any time in his absolute discretion.
- d. The Governor may appoint any person as alternate Director to any Director to present such Director wherever necessary. The appointment of such alternate shall not affect the maximum number of Directors specified in Articles 88(b), and either the Director or alternative Director –should only of them- shall count for the purpose of quorum of Directors.
- e. The Governor, Directors, Chairman, Managing Director or Secretary may invite any person to attend meeting of the Board or of its committee constituted under these Articles wherever the presence of such person is considered useful for transacting the business or whose opinion is required in connection with the business of the company.

#### **3.2. GENERAL POWER OF THE COMPANY:**

The business of the company shall be managed by the Directors who may pay all expenses incurred in getting the company registered and may exercise all such powers of the company, as are not, by the Act or any statutory modification thereof for the time being in force or by the Articles required to be exercised by the company in General meeting, subject nevertheless to these provisions and to the provisions of the Act, and to such regulations not being inconsistent with the provisions as may be prescribed by the company in general meeting; but no regulations made by the company in general meeting shall invalidate any prior act of the Director which would have been valid if that regulation had not been made.

### **3.3.POWERS OF THE DIRECTORS:**

#### **SPECIFIC POWER TO DIRECTORS**

92. Without prejudice to the general powers conferred by Article 91, and the other powers conferred by these Articles but subject to the provisions of section 292 of the Act, the Directors shall have the following full and absolute powers, except where any limit in quality or quantity is indicated herein, namely:-

- (a) to purchase, take on lease or otherwise acquire for the Company, property rights or privileges which the Company is authorized to acquire at such price, and generally on such terms and conditions as they think fit;
- (b) to authorize the undertaking of any works of a capital nature;
- (c) to pay for any property, rights or privileges acquired by, or services rendered to the Company, either wholly or partially in cash or in shares, bonds debentures or other securities of the Company and any such shares may be issued either as fully paid up or with such amount credited as paid up thereon as may be agreed upon; and any such bonds, debentures or other securities may be either specifically charged upon all or any part of the property of the Company and its uncalled capital or not so charged.
- (d) to secure the fulfillment of any contracts or engagements entered into by the Company by mortgage or charge of all or any of the property of the Company and its uncalled capital alignment for the time being or in such other manner as they think fit;
- (e) to appoint at their discretion, remove or suspended such managers, secretaries, officers, clerks, agents and servants for permanent, temporary or special services, as they may from time to time think fit, and to determine their powers and duties and fix their salaries or emoluments and to require security of such amount as they think fit in such instances;

Provided that no appointment be made to posts carrying a maximum basic pay exceeding Rs.2,000/- without the prior approval of the Governor;

- (f) to appoint any person or persons (whether incorporated or not) to accept and hold in trust for Company or in which it is interested or for any other purposes, and to execute and do such deeds any such trust and to provide for the remuneration of such trustee or trustees;

- (g) to institute, conduct, defend, compound or abandon any legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the Company and also to compound and allow time for payment or satisfaction of any claims or demands by or against the Company;
- (h) to refer any claim or demand by or against the Company to arbitration, and observe and perform the awards;
- (i) to make and give receipts, releases and other discharges for money payable to the Company and for the claims and demands of the Company;
- (j) to determine the person who shall be entitled to sign on the Company's behalf, bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents;
- (k) to appoint any person to be the attorney or agent of the Company with such powers (including power to sub-delegate) and upon such terms as may deem fit;
- (l) to invest in the Reserve Bank of India or in the such securities as may be approved by the Governor and deal with any of the moneys of the Company upon such investments authorised by the Memorandum of Association of the Company (not being shares in this Company) and in such manner as they think fit, and from time to time to vary or release such investments;
- (m) to execute in the name and on behalf of the Company in favour of any Director or other person who may incur or be about to incur any personal liability for the benefit of the Company such mortgages of the Company's property (present and future) as they think fit and any such mortgage may contain a power of sale and such other powers, covenants and provisions as shall be agreed upon;
- (n) to give to any person employed by the Company a commission on the profits of any particular business transaction or a share in the general profits and such commission or share of profits shall be treated as part of the working expenses of the Company;
- (o) from time to time to make bye-laws, not inconsistent with the objectives of the Company as set out in the Memorandum of Association nor with these Articles, for the regulation of the Company, its officers and servants and in like manner vary and repeal any such bye-law;

- (p) to give, award or allow any bonus, pension, gratuity or compensation to any employee of the Company or his widow, children or dependents that may appear to the Directors just or proper whether such employee, his widow, children or dependents have or have not a legal claim upon the Company;
- (q) before declaring any dividend, to set aside such portion of the profits of the Company as they may think fit, to form a fund to provide for such pensions, gratuities or compensation or create any provident or benefit fund in such manner as the Directors may deem fit;
- (r) from time to time and at any time to establish any Local Board for managing any of the affairs of the Company in any specified locality in the State of Tamil Nadu or outside the State of Tamil Nadu and to appoint any persons to be members of such Local Board and to fix their remuneration, and from time to time and at any time to delegate to any person so appointed any of the powers, authorities and discretion for the time being vested in the Directors other than their power to make call; and to authorize the members for the time being of any such Local Board or any of them to fill up any vacancies therein and to act notwithstanding any vacancies in the Local Board, and any such appointment or delegation may be made on such terms and subject to such conditions as the Directors may think fit and the Directors may at any time remove any person so appointed and annual or vary any such delegation;
- (s) to comply with the requirements of any local law which in their opinion shall in the interests of the Company be necessary or expedient to comply with;
- (t) at any time and from time to time, by power of attorney under the Seal of the Company, to appoint any person or persons to be the Attorney or Attorneys of the Company, for such purposes and with such powers, authorities and discretion (not exceeding those vested in or exercisable by the Directors under these presents) for such period and subject to such conditions as the Directors may from time to time think fit; and any such appointment (if the Directors think fit) be made in favour of the members or any of the member of any Local Board, established as aforesaid or in favour of any Company or the members, Directors, nominees or managers of any Company or firm or otherwise in favour of any fluctuating body of persons, whether nominated directly or indirectly by the Directors, and any such power of attorney may contain such powers for the protection or convenience of persons dealing with such attorneys as aforesaid to sub-delegate all or any of the powers, authorities and discretion for the time being vested in them;

- (u) to enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the Company as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purpose of the Company;
- (v) subject to the provisions of section 292 of the Act, to delegate all or any of the powers, authority and discretion for the time being vested in them, subject, however, to the ultimate control and authority being retained by them.
- (w) subject to the provisions of the Act, to borrow or take on loan the money needed for the Company on the security of the property or the assets of the Company or otherwise;
- (x) to accept from any member, so far as may be permissible by law, a surrender of his shares or any part thereof, on such terms and conditions as shall be agreed;
- (y) to provide for the welfare of the employees or ex-employees of the Company and the wives, widows, families or the dependents or relations of such persons, by building or contributing to the building of houses or dwellings, or by grants of money pensions, allowances, bonuses or other payments; or by creating and from time to time subscribing or contributing to provident funds and other associations, institutions, funds or trusts and by providing or subscribing or contributing towards places of instructions and recreations, hospitals and dispensaries, medical and other assistance, as the Directors shall think fit, and to subscribe or contribute or otherwise to assist or to guarantee money to charitable, benevolent, scientific, national or other purposes to support or aid by the Company either by reason of locality of operation, or public and general utility or otherwise; and
- (z) before recommending any dividend, to set aside, out of the profits of the Company, such sums, as they may think proper for depreciation or to a Depreciation Fund, Reserve Fund or Sinking Fund, Provident Fund or any special fund to meet contingencies or to repay debentures or debenture stock or for special dividends or for equalising dividends or for repairing, improving, extending and maintaining any of the property of the Company, and for such other purposes (including the purposes referred to in the preceding clause) as the Directors may, in their absolute discretion, think conducive to the interests of the Company and to invest the several sums set aside or so much thereof as require to be invested upon such



investments (other than shares of the Company) and from time to time to deal with and vary such investments and dispose of and apply and expend all or any part thereof for the benefit of the Company, in such purposes as the Directors, in their absolute discretion, think conducive to the interests of the Company, provided that the matters to which the Directors apply or upon which they expend the same or any part thereof are matters to or upon which the capital or moneys of the Company might rightly be applied or expended and to divide the Reserve Fund into such special funds, as the Directors may think fit, and to employ the assets constituting all or any of the above funds including the Depreciation Fund, in the business of the Company or in the purchase or repayment of debenture stock, and that without being bound to keep the same separate from the other assets, and without being bound to pay interest on the same and with power to Directors at their discretion to pay or allow to the credit of such funds interest at such rate as the Directors may think proper but not exceeding nine percent per annum.

**MANAGING  
DIRECTOR**

- 93(a) For the conduct and management of the business of the Company in general, subject to control and supervision of the Board, the Governor may appoint any one or more of the Directors to the Office of Managing Director or Managing Directors or Board of Management consisting of two or more Directors or any other person as General Manager on such terms and conditions and at such remuneration (whether by way of salary or commission or participation in profits or otherwise or partly in one way and partly in another) as the Governor may deem fit, and may, from time to time, relieve, remove or dismiss him or them, from office and appoint another or others in his or their place or places.
- (b) Any such Director appointed to such office shall if he ceases to hold the office of the Director for any cause, ipso facto shall immediately cease to be a Managing Director or Member of the Board of Management or General Manager.

**MANAGING  
DIRECTOR TO BE  
WHOLE TIME  
EMPLOYEE**

94. The Managing Director or Managing Directors or General Manager so appointed shall be whole time officer or officers of the Company and the Governor shall determine the duration of his or their office or offices, which may be extended from time to time by the Governor.

**POWERS  
MANAGING  
DIRECTOR**

**OF 95.** Subject to the provisions of the Act, the Directors may from time to time, entrust to and confer upon the Managing Director, or Managing Directors, for the time being, such of the powers exercisable under these Articles by them as deemed proper and may confer such powers for such time and to be exercised in relation to the officers of the Company for such objects and purposes and upon such terms and conditions as found expedient, and it may confer such powers either collaterally with or to the exclusion of and in substitution for all or any of the powers of the Directors in that behalf, and may from time to time revoke, withdraw, alter or vary all or any of such powers.

96. Subject to the provisions of the Act, notwithstanding the provisions contained in Article 95, unless the Directors otherwise determine, the Managing Director shall exercise the following full and absolute powers, except where any limit in quality and quantity is specified herein, namely:-

- (a) to open and operate on the Bank account/accounts of the Company anywhere in India in any of the nationalised Banks and to sign, on the Company's behalf, bills, notes, receipts, acceptances, endorsements, cheques, dividend warrants, releases, contracts and documents;
- (b) to institute, conduct, defend compound or abandon any legal proceedings and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Company or arbitration, and to observe the perform any award thereon;
- (c) to act on behalf of the Company in all matters relating to bankrupts and insolvents;
- (d) to make payments of all kinds without any limit, except as specified in these Articles, in respect of matters connected with Company;
- (e) to make and give receipts, releases and other discharges for money payable to the Company and for the claims and demands of the Company;
- (f) to appoint, permanent, temporary, work-charged or on contingent payment basis, if necessary, granting on discretion advance increments not exceeding five stages in the scale of pay, remove, or suspend any employee, agent or servant of the Company whose maximum of the scale of pay does not exceed Rs.800/- p.m.

- (g) to grant leave of any kind, transfer anywhere in India, accept resignations, take disciplinary action, suspend and inflict punishments of all kinds, except removal of all officers, employees, agents or servants of the Company;
- (h) to make all the applications to local State or Central Government authorities on behalf of the Company for permit, privilege, concession, authority or license of all kinds, including import license or use of any other facilities such as water, electricity, gas, telephone, teleprinter etc. and to make payments for such permit, privilege, concession, authority, license or use of facilities as the case may be;
- (i) to open letters of credit, Indian as well as foreign, to overdraw or obtain cash credit, not being term loan, from any bank on behalf of the Company;
- (j) to make advance payments of all kinds for any purpose;
- (k) to comply with provisions of any enactment applicable to the Company including regulation of working hours, holidays, leave, etc. except in so far as it relates to framing of Service Rules and modification of the service conditions to employees already servicing, which shall be decided by the Directors;
- (l) to negotiate terms with the employees on behalf of the Company during period of strike, in full or otherwise, declare lock outs of the Company, as a whole or in specified units or sections, and to lay off any individual or group of employees, during emergencies:  
The Managing Director shall have full and absolute powers to consider and decide whether an occasion is emergent or not for this purpose.

Whereas declaration of lockouts or lay off during periods which are not of an emergent nature shall be decided by the Directors.

- (m) to permit travel, anywhere in India by any of the employees of the company, including himself, experts, consultants, apprentices, etc. and it discretion allow travel by a higher class;  
to take-in any apprentice and decide their terms, depute to undergo training or to attend seminars etc., anywhere in India;
- (n) to sanction expenditure of all kinds, such as purchases, works, etc.,
- (o) on schemes approved by the Directors without any limit and regularise at discretion excess expenditure upto 20% over the sanctioned cost;

- (p) to sanction expenditure for works , purchase or contingencies which are not approved by the Director's upto a limit of Rs.5,00,000/- and regularise excess expenditure upto 10% over the sanctioned cost;
- (q) to accept, lowest tender without any limit, and in case of single tender with tender with negotiation upto Rs.1,00,000/- and dispense with tenders for works or purchase upto Rs.2,00,000/- at any one time;
- (r) to enter into agreements of all kinds and sign documents in connection with such agreements on behalf of the company;
- (s) to appoint any person to be attorney of agent of the company, with such powers (including power to sub-delegate) and upon such terms as he may deem fit:

Provided such appointment is within the powers conferred upon him , in these Articles or otherwise;

- (t) to sanction expenditure for participating in any exhibition, meeting, entertainment, demurrage, warfage etc.;
- (u) to hire accommodation, release advertisements, purchase stationary, office equipments, etc., insure the assets of the Company and incur expenditure thereon;
- (v) to waive earnest money deposit, security deposit guarantee, liquidated damages, etc.,
- (w) to sanction refunds of all kinds;
- (x) to offer quotations on behalf of the company to third parties;
- (y) to declare assets as unserviceable or obsolete or write down their value and fix their prices as well as the mode of disposal, write off irrecoverable amounts or losses due to theft or negligence or otherwise:

Provided the aforesaid powers exercised in respect of items of assets whose does not exceeds Rs.5000/- and subject to a limit of Rs.100000/- in a year.

### **3.4.Delegation of Powers:**

The Board may delegate any of its powers under these rules to any committee or to the Chairman or Managing Director or to any other authority in the corporation unless such delegation is repugnant to any of the Articles of Association of the Corporation or to any Act or Law for the time being in force.

The Managing Director may delegate any of the powers delegated to him by the directors enumerated in Article above, to any officer or any other employee of the company, either in full or in part or subject to such condition, as the case may be.

### **3.5.Powers to Amend, Modify, Cancel or interpret Rules:**

- i. The Board shall be competent to alter, add or cancel any of the above rules from time to time and also given effect to them from such date as it considers necessary.
- ii. In all the matters of interpreting these rules, the decision of the Board shall be final and binding.
- iii. The Board may, by an order remove any difficulty that may arise in giving effect to the provisions of these rules.

Any alteration, addition (or) cancellation of any provision in these Service

### **3.6. OFFICE PROCEDURE AND DISCHARGE OF DUTIES:**

The Corporation of Fisheries follows Thottanham System of Office procedure in the matter of disposal of office business. The Fisheries Manual Part-I adopted for corporation has very clearly defined the duties of each level of Officers in the matter of discharge of their duties.

The manual also sets out a clear cut procedure for decision making at each level and specific time limit has been prescribed.

The manual also details the disposal of public grievances petitions; employee grievances as well as maintenance of records and their disposal.

The manual very clearly defines the concept of public accountability of the each of the employees in relation to their level in the tier of the administration.

### **3.6. Organization Set Up:**

The Organization set up of the corporation is shown in the Annexure. The Managing Director is competent to change or modify the set up as he deems fit. The staff of the corporation is classified as follows as detailed and the modifications and changes by the Board from time to time.

- A. Top Management Cadre
- B. Middle Management Cadre
- C. Junior Management Cadre
- D. Staff Cadre
- E. Subordinate staff Cadre

### **3.7.Job Description:**

#### **1.0. The General Manager:**

The chief executive – next to Managing Director – Incharge of all activities and functions.

#### **2.0.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.

### **3.0.Senior Manager:**

Middle level executive incharge of Marketing scheme – assisting the General Manager.

### **4.0.Managers( Schemes):**

Middle level Officers incharge of units, schemes such as fish production, seed production farms, fish marketing, executive incharge of processing plants, fish net plant etc.,

### **5.0.Manager ( Audit and Accounts ):**

Middle level officer incharge of Internal Audit of the Finance and Accounts.

### **6.0.Deputy Managers:**

An executive incharge of works like management of fish farms, fish seed production works, exploitation of reservoirs, conservancy and management of reservoirs, procurement marketing of fish, supervision of the works of fish retail assistants, boat dues collections etc.,

### **7.0.Superintendent:**

Section head in Administrative wing of the organisation.

### **8.0.Accountant:**

Section head in Accounts wing of the organisation.

### **9.0.Assistant Manager:**

A junior level Executive next to deputy manager.

### **10.0.Fishery Overseer:**

A lower level field assistant incharge of execution of the work assigned to him.

### **11.0.Sub Assistant Inspector of Fisheries:**

A lower level field Assistant incharge of general supervision in a fishing centre or fish farm etc.

### **12.0.Fishery Guard:**

Field Assistant incharge of conservancy work in reservoirs and river course.

### **13.0. Fishermen:**

A lower level field assistant attending to catching of fish and attending to works in fish farms.

## **CHAPTER IV**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS, RECORDS FOR DISCHARGING FUNCTIONS**

#### **LIST OF MANUALS AND RULES HELD BY THE CORPORATION:**

##### **(A) Service rules framed by corporation**

1. Tamil Nadu Financial Code Vol.I & II
2. Tamil Nadu Treasuries Code Vol. I & II
3. Tamil Nadu Accounts Code Vol. V
4. Tamil Nadu Budget Manual
5. Tamil Nadu Travelling Allowance rules 2005
6. Constitution of India (relevant articles governing financial and administrative powers of Government officials)
7. Indian Fisheries Act 1927
8. Tamil Nadu Marine Fisheries Regulation Act 1983 and Rules 1986.
9. Tamil Nadu Coop. Societies Act 1983 and Rules 1988.
10. Tamil Nadu Government Servants Conduct Rules.
11. Fundamental Rules
12. Tamil Nadu State General and Subordinate Service Rules
13. Tamil Nadu Fisheries Service Special Rules 1987
14. Tamil Nadu Fisheries Subordinate Service Special Rules 1988.
15. Kodaikanal Hills Fishing Rules 1969.
16. Ooty hills Fishing Rules.
17. Leasing of Fishery Rights in rural water bodies.
18. Company Act, 1956 (Central Act I of 1956) is governed by the ARTICLES OF ASSOCIATION of the company.

##### **Water bodies under the control of Panchayats.**

G.O.Ms.169, Rural Development Department, dated: 16.08.1999.

##### **Water bodies under the control of Public Works Department**

G.O.Ms.No.332, Animal Husbandry and Fisheries Department, dated: 17.11.1993

##### **Water Bodies under the control of Hindu Religious and Charitable and Endowment Department.**

G.O.Ms.No.375, Commercial Tax and Religious and Charitable Department, dated: 28.11.1994

##### **Water Bodies under the control of Municipalities**

G.O.Ms.No.117, Municipal Administration and Water Supply Department, dated: 09.05.1997.

### **Provincialised Water Bodies under Fisheries Department**

G.O.Ms.No.33, Animal Husbandry and Fisheries Department, dated: 27.02.1995.

### **Water Bodies under the control of Forests Department**

G.O.ms.No.94, Environment and Forests Department, dated: 06.04.2000.

<b>Name / Title of the document</b>	<b>Code books</b>
<b>Type of the document</b>	<b>Manual</b>

#### **(i) (a) Tamil nadu Financial Code Vol. I**

This volume contains mainly the financial rules for ensuring that revenue is collected properly, rules relating to financial powers of administrative authorities, rules for purchase of stores, rules regarding execution of works, rules regarding execution agreements for purchase of stores and execution of stores etc., This rule universally applies to all Government Department including Tamil Nadu State Fisheries Department.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.

#### **(i) (b) Tamil Nadu Financial Code Vol. II**

This volume contains various financial powers delegated by Govt. of Tamilnadu to all Heads of Organization. The financial delegation of subordinates to Heads of Organization are not included in this manual.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.

#### **(i) (c) Tamil Nadu Treasury Code**

This volume contains detailed instructions to Treasury Officers and all Drawing and Disbursing Officers with regard to conduct of Treasury business. This code also prescribed required forms for being utilized by the Treasury Officers and Drawing and Disbursing Officers to be utilized for the conduct of Treasury business.

This manual is a priced publication and can be obtained from the Tamil Nadu Govt. Press.

#### **(i) (d) Tamil Nadu Budget Manual**

This manual contains rules framed by the Finance Department for the guidance of the Estimating Officers and Departments of Secretariat in the preparation and examination of the Budget Estimates and the subsequent control over expenditure to ensure that it is kept within the authorized grants.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.



**(i) (e) Tamil Nadu Accounts Code**

This manual contains rules regarding the duties and responsibilities of Heads of Departments and Heads of Offices and the Drawing and Disbursing Officers in discharge of their duties with regard to spending public money and accountability.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.

**(i) (f) Tamil Nadu Pension Code**

This code enables the pension sanctioning authorities to discharge their functions for the sanction of pension to retiring Government employees. This provides elaborate guidelines to be followed for the scrutiny of pension applications.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.

**(i) (g) Tamil Nadu Fisheries Manual Part I.**

This manual adopted by corporation gives detailed guidelines to all corporate Officers in discharge of their duties and responsibilities. It also gives guidelines for the conduct of Office business in the Directorate as well as the Subordinate Officers of the corporation. This manual also prescribes time limits for the disposal of letters and public grievances.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.

**(i) (h) Tamil Nadu Office Manual**

As in the case of Fisheries Manual Part I, adopted as such this offers elaborate guidelines for the discharge of day to-day Office business in all Government Offices including Taluk level Officers. This manual stipulates specific duties for Officers from Head of Office to down the level of Revenue Inspectors.

This manual is a priced publication and can be obtained from the Tamil Nadu Govt. Press.

**(i) (i) Manual of Tamil Nadu Travelling Allowance Rules 2005**

This manual lays down detailed classification of Government Officers, their tours on duty and on transfer. This rule stipulates eligibility criteria with regard to claim of traveling allowances on tour and for availing leave travel concessions in accordance with the Grades. This rule also gives details of eligibility of Traveling Allowances for Government Servants' family on transfer to a new headquarters. It stipulates conditions for availing various allowances connected with travel on duty and on transfer.

This manual is a priced publication and can be obtained from the Tamilnadu Govt. Press.

<b>ii)Name / Title of the document</b>	<b>Act and Rules</b>
<b>Type of the document</b>	<b>Act</b>

**(ii) (a) The Constitution of India**

Part of Articles of Constitution of India relating to functions and responsibilities of Government Officers for the discharge of their constitutional responsibilities are relied upon for decision making, especially for spending public money.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

**(ii) (b) The Code of Civil Procedure, 1908 amended with 2002 Act.**

This code of civil procedure gives elaborate guidelines for handling civil suits their disposal, appeal and also filing of affidavits by the public servants which arise due to the normal public duties.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

**(ii) (c) Code of Criminal Procedure**

This code enlightens the Officers who happened to handle criminal cases, especially of cheating; misappropriation of public money or theft of public properties involving Government servants.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

**(ii) (d) Indian Fisheries Act, 1827**

This Act lays down area of fishing, type of fishing and method of fishing in relation to the nature of water bodies. This Act also clearly offers a list of prohibitive Acts in relation to fishing. Under this Act, various fishing rules have been framed for specific purpose. They are Kodaikanal Hills Fishing Rules 1969, and Nilgiris Hills Fishing Rules 1969 and various Government Orders for lease of fishery rights in rural water bodies.

A copy of the Indian Fisheries Act, 1827 can be had from the Government Press, Chennai or an abstract of this said Act can be had from the Director of Fisheries at free of cost.

**(ii) (e) Tamil Nadu Marine Fishing Regulation Act 1983 and Rules 1986**

This Act is aimed at regulating the marine fishing activity in the coast of Tamil Nadu. The main Act lays down various regulatory and management measures for coastal fishery enabling the maintenance of sustainable capture fishery in the State. This Act also lays down various control measures to avoid conflict between the traditional and the mechanized fishing sector.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

**(ii) (f) Tamil Nadu Cooperative Societies Act 1983 and Rules 1988**

The aim of this Act is to encourage viable cooperative sector through regulation and control of their functioning. It also provides provisions for the Registrar of Cooperative Societies (including functioning Registrars) to monitor their functioning, ensure effective management and also take stringent action against erring managements of Cooperatives.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

**(ii) (g) Tamil Nadu Fundamental Rules**

The Fundamental Rules lays down service conditions for all Government employees right from their entry into service to their retirement. This rule also contains leave eligibility criteria, pay and other allowances that are to be paid to different grades of Government officials.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

**(ii) (h) Tamil Nadu Government Servants Conduct Rules**

This Rule defines the expected conduct of all Government Employees as well as puts down criteria for acquiring assets and liabilities by any serving Government employees.

This can be had from any Government Press retail outlet as well as private publishers who are authorized to sell the Government publications.

From where on can get a copy of rules, regulations, instructions, annual and records

**Address: O/o. Director of Fisheries,  
Administrative Office  
Buildings, Teynampet,  
Chennai – 600 006  
Telephone No. 24320791  
Fax No. 24320791  
24335585  
E-mail: [tnfisheries@tn.nic.in](mailto:tnfisheries@tn.nic.in)**

**CHAPTER V**  
**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE**  
**PUBLIC INFORMATION OFFICERS**

**TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LTD**

Name of the Office/ Unit	Designation under the Act	Name	Designation	S.T.D. Code	Phone No.		FAX	E-mail	Official address
					Office	Home			
Tamil Nadu Fisheries Development Corporation Ltd	Public Information officer	Thiru.S.Jude Amstrong	General Manager	044	24937191	-	24398489		M/s. TNFDC Ltd. MTB Building, 485 ,Nandanam, Annasalai , CHENNAI-600035
	Appellate Authority	Thiru.C. Munianathan IAS.,	Managing Director	044	24398489	25384660	24398489	tnfisheries@tn.nic.in	M/s.TNFDC Ltd., MTB. Building, 485 ,Nandanam, Annasalai , CHENNAI-600035

**TAMIL NADU FISHERIES DEVELOPMENT CORPORATION LTD**

Name of the Office/ Unit	Designation under the Act	Name	Designation	S.T.D. Code	Phone No.		FAX	E-mail	Official address
					Office	Home			
Tamil Nadu Fisheries development corporation Ltd	-A.P.I.O	Thiru Thirumaran	Manager .(Sathanur Dam)	04188	248285	-			Manager(Production & Marketing) Sathanur Dam – 606706 Thiruvannamalai District
	A.P.I.O	Thiru. J.Castro	Manager. (Aliyar)	04253	288768				Manager (production & Marketing ) Aliyar – 642101 Coimbatore District.
	A.P.I.O	Thiru Karthi keyan	Manager. (Mandapam)	04573	241453				Manager (Production & Marketing) Mandapam– 623514 Ramanathapuram District

**NAME AND DESIGNATION OF PUBLIC INFORMATION OFFICERS  
DEPARTMENT: FISHERIES**

Name of the Office/ Unit	Designation under the Act	Name	Designation	S.T.D. Code	Phone No		FAX	E-mail	Official address
					Office	Home			
Tamil Nadu									
	P.I.O	Thiru. K Rengaraju	Deputy Director of Fisheries (Personnel) (A/c)	044	24321927		24320791	tnfisheries@tn.nic.in	O/o. The Director of Fisheries, Teynampet, Chennai
	Appellate Authority	Tmt. N. Chandra	Joint Director of Fisheries (Inland)	044	24328525		24310232	tnfisheries@tn.nic.in	O/o. The Director of Fisheries, Teynampet, Chennai

**TAMIL NADU STATE APEX FISHERIES COOPERATIVE  
FEDERATION LIMITED**

Name of the Officer/ Unit	Designation under the Act	Name	Designation	S.T.D. Code	Phone No.		FAX	E-mail	Official address
					Office	Home			
TamilNadu	P.I.O	Dr. S. Noorjahan Beevi	Special Officer	044	24614783	23633621	24614783	tafcofedchennaiindia@yahoo.com	M/s.TAFCOFED Tamilnadu Housing Board Shopping Complex, II Floor, Chennai-83
	Appellate Authority	Thiru. C Munianathan, IAS.	Functional Registrar	044	24614783		24614783	tnfisheries@tn.nic.in	M/s.TAFCOFED Tamilnadu Housing Board Shopping Complex, II Floor, Chennai-83



**PAZHAYAR:**

**DEPUTY MANAGER:** 04364 -26898

Diesel Outlets –

1. Cuddalore I ,
2. Cuddalore II
3. Pazhayar ,
4. Mudsaloodai ,
5. Thirumullaivasal.

**NAGAPATTINAM:**

**DEPUTY MANAGER :** 0436-5225952

Diesel Outlets -

1. Akkaraipettai,
2. Arcottuthurai,
3. Poompuhar.

**KOTTAIPATTINAM :**

**ASSISTANT MANAGER :**

Diesel Outlets-

1. Mallipattinam,
2. Kottaipattinum,
3. Jegathapattinum.

**OTHER UNIT OFFICES & OFFICERS OF TNFDC Ltd:**

**SATHANUR UNIT:**

**Thiru. G. Thirumaran** 04188 - 248285  
Manager ( Production & Marketing )  
Sathanur Dam – 606706  
Thiruvannamalai District

**ALIYAR UNIT:**

**MANAGER :**

**Thiru. J. Castro** 04253 – 288768  
Manager ( Production & Marketing )  
Aliyar – 642101  
Coimbatore District.

**SUB UNITS:**

Reservoirs :

**ALIYAR DAM**

DEPUTY MANAGER

**AMRAVATHI DAM**

DEPUTY MANAGER

**04253-256375**

**THIRUMOORTHY DAM**

DEPUTY MANAGER

**04252-265065**

**PALAR PORANDALAR DAM**

DEPUTY MANAGER

**04364-26898**

**UPPAR DAM**

ASSISTANT MANAGER

**PERUMPALLAM**

ASSISTANT MANAGER

**BAVANISAGAR RESERVOIR**

DEPUTY MANAGER

**04295-240222**

**MARKETING SUB UNITS :**

**POLLACHI**

DEPUTY MANAGER

**04545-244370**

**COIMBATORE.**

DEPUTY MANAGER

**THIRUPPUR**

ASSISTANT MANAGER

**ORNAMENTAL CENTRES / AQUARIM:**

**ALIYAR DAM**

**THIRUMOORTHYDAM**

**MANDAPAM UNIT:**

Thiru.B.Karthikeyan  
Manager ( Production & Marketing )  
Mandapam – 623514  
Ramanathapuram District.

**04573 – 241453**



**SUB UNITS:**

**MANDAPAM**

**ASSISTANT MANAGER**

Processing Plant : Mandapam

Diesel outlets :

Mandapam(south),

Mandabam(north),

ChinnaErwadi,

Soliyagudi.

Shirmp Farm : Karangadu

**RAMESWARAM :**

**ASSISTANT MANAGER**

**04573-221788**

Rameswaram,

Pamban,

Verkode.

**TUTICORIN**

North Beach Road

**0461 - 2320044**

Tuticorin – 628001.

**DEPUTY MANAGER**

Diesel outlets :

Tuticorin I,II,III,

Therespuram,

Punnakayal,

Chinnamuttam,

Colachel,

Chinnathurai,

Ice Plants : Fishing Harbour Tuticorin

**NAGERCOIL**

**DEPUTY MANAGER**

Kerosene outlets: Kanyakumari District

1. Chinnamuttam
2. Melamanakudi
3. Muttam
4. Kadiapattinam
5. Colachel
6. Kurumpanai
7. Enayamputhanthurai
8. Ezhudesamchinnathurai
9. Vallavillai
10. Enayam

**MADURAI & VIRUDHUNAGAR.****DEPUTY MANAGER****0452-2342401**

<b>SL.NO</b>	<b>NAME OF THE POST</b>	<b>SCALE OF PAY</b>	<b>GRADE PAY</b>
<b>1</b>	General Manager	37400 - 67000	8700
<b>2</b>	Managers	15600-39100	5400
<b>3</b>	Asst. Exe. Enginner/Manager (AE)	15600-39100	5400
<b>4</b>	Deputy Manager	9300-34800	4600
<b>5</b>	Assistant Manager	9300-34800	4200
<b>6</b>	Superintendent	9300-34800	4400
<b>7</b>	Accountant	9300-34800	4400
<b>8</b>	Steno-Typist	9300-34800	4400
<b>9</b>	Production Supervisor	9300-34800	4200
<b>10</b>	Assistant/Jr.Accountant	5200-20200	2400
<b>11</b>	Store Keeper	5200-20200	2400
<b>12</b>	Hatchery Assistant/F.O.	5200-20200	2000
<b>13</b>	S.A.I.F./SCA	5200-20200	2000
<b>14</b>	Junior Assistant	5200-20200	2000
<b>15</b>	Typist	5200-20200	2000
<b>16</b>	Driver	5200-20200	2000
<b>17</b>	Boat Driver	5200-20200	2000
<b>18</b>	Draughtsman	5200-20200	2000
<b>19</b>	Refrigeration Operator	5200-20200	1800
<b>20</b>	Operator Grade-I	5200-20200	1800
<b>21</b>	Iceman	4800-10000	1650
<b>22</b>	Fishery Guard	4800-10000	1650
<b>23</b>	Operator Grade-II	4800-10000	1650
<b>24</b>	Sales Assistant	4800-10000	1400
<b>25</b>	Helper/Helper-cum-Watchman	4800-10000	1400
<b>26</b>	Fisherman	4800-10000	1400
<b>27</b>	Artisan	4800-10000	1400
<b>28</b>	Gardner	4800-10000	1400
<b>29</b>	Watchman	4800-10000	1300
<b>30</b>	Office Assistant	4800-10000	1300
<b>31</b>	Sweeper	4800-10000	1300