

GUIDELINES FOR IMPLEMENTATION OF SCHEMES AND SELECTION OF BENEFICIARIES
UNDER STATE PLAN 2015-16

1. MUKHYAMANTRIR MATSYA BIKASH ASONI

1 - A. Construction of New Ponds (Gen) – Community/SHG

(Mukhya Mantrir Amar Pukhuri Asoni)

Eligibility Criteria

- a) Water spread area: Min - 0.5 ha; Max - 2 ha
- b) Target beneficiary: Community with minimum 10 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource or Govt. Khas land/community or Institution own land
- e) Single ownership land (patta holder) is not eligible.
- f) If the Community/SHG/Group has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval /counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister as Adviser
- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries / local people from the respective community / SHG of the proposed project.
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

1 - B. Construction of New Ponds (Gen) - Individual

(Mukhyamantrir 'Matsyajyoti' Asoni)

Eligibility Criteria

- a) Water spread area: Min - 0.25 ha; Max – 0.4 ha
- b) Target beneficiary: Individual interested in fish farming
- c) In case of Individual scheme ownership of the land must belong to the beneficiary. If the ownership of the land belongs to other family member/s, he should obtain no objection certificate duly authenticated from the owner and countersigned by the President of Gaon Panchayat/ Govt. appointed Gaonburha.

- d) DFDO or his designated officers should ensure ownership of the land for development and copies of land records has to be maintained in the O/O the DFDO for verification

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / countersigned.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

The concerned District Fishery Development Officer and the officer designated by the DFDO will be responsible for implementation of the scheme as per norms right from civil works to harvesting, especially during the Government support period and implementation thereafter for sustainability

Time line of implementation

At annexure-I

2. Women Empowerment programme (Gen): Construction of New Ponds - Women SHG

(Mukhyamantrir Mahila Sambriddhi Yojana - 'Lakhimi)

Eligibility Criteria

- a) Water spread area: Min - 0.5 ha; Max - 2 ha
- b) Target beneficiary: Exclusively Women SHG with Fishery as main activity with minimum 8 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource
- e) Single ownership land (patta holder) is not eligible.
- f) If the SHG has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / countersigned.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister as Adviser
- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries /

local people from the respective community / SHG of the proposed project.

- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

3. Renovation and development of existing domestic /community pond for fish culture

3 - A. For existing Domestic Pond

Eligibility Criteria

- a) Water spread area: Min - 0.2 ha; Max – 0.4 ha
- b) Target beneficiary: Individual interested in fish farming
- c) In case of Individual scheme ownership of the land must belong to the beneficiary. If the ownership of the land belongs to other family member/s, he should obtain no objection certificate duly authenticated from the owner and countersigned by the President of Gaon Panchayat/ Govt. appointed Gaonburha.
- d) DFDO or his designated officers should ensure ownership of the land for development and copies of land records has to be maintained in the O/O the DFDO for verification

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

The concerned District Fishery Development Officer and the officer designated by the DFDO will be responsible for implementation of the scheme as per norms right from civil works to harvesting, especially during the Government support period and implementation thereafter for sustainability

Time line of implementation

At annexure-I

3 - B. For Community Pond:

Eligibility Criteria

- a) Water spread area: Min - 0.25 ha.
- b) Target beneficiary: Community with minimum 10 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource /community own land
- e) Single ownership land (patta holder) is not eligible.
- f) If the Community has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year
- g) The beneficiaries under SCSP have to be selected and approved by the concerned Scheduled Caste Development Board.

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO).
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval /counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister as Adviser
- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries / local people from the respective community / SHG of the proposed project.
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

4. Construction of new group Fishery under Badarpur LAC, Karimganj' under CM's Special Package for Barak Valley

Eligibility Criteria

- a) Water spread area: 0.5 ha for each group
- b) Target beneficiary: Group with 4-5 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource Group own land
- e) Single ownership land (patta holder) is not eligible.
- f) If the Group has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year

Selection Procedure

- a) Local MLA concerned will pinpoint the site.
- b) Application of the beneficiary will be received by the District Fishery Development Officer (DFDO) of the concerned district.
- c) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO).
- d) Selected list will be prepared based on the feasibility of the proposed site.
- e) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / Counter signature.

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through Group as follows:

- Local MLA/ Minister as adviser

- President of group from the beneficiaries / local people local people from the respective group.
- Secretary of group from the beneficiaries / local people from the respective group.
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

**5. Development of derelict water bodies (Gen)
(Mukhyamantrir 'Swaniyogon' Asoni)**

Eligibility Criteria

- a) Water spread area: Min - 0.5 ha; Max - 2 ha
- b) Target beneficiary: Community with minimum 10 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource or Govt. Khas land/community or Institution own land
- e) Single ownership land (patta holder) is not eligible.
- f) If the Community/SHG/Group has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year
- g) The beneficiaries under SCSP have to be selected and approved by the concerned Scheduled Caste Development Board. The beneficiaries must be
 - Registered Fishery Co-operative Society
 - Community/SHG/Group with Fishery as main activity, registered under concerned District Fishery Development Officer with minimum 10 members
 - Only derelict, low-lying, swamps and marshy areas are eligible that were not developed earlier under any government schemes

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister as Adviser
- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries / local people from the respective community / SHG of the proposed project.
- Five members from the beneficiaries/local people
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

6. Aquaculture Development in existing individual and Institutional pond for fish harvest during lean period.

6 - A. For Individual Pond:

Eligibility Criteria

- a) Water spread area: Min - 0.2 ha; Max – 0.4 ha
- b) Target beneficiary: Individual interested in fish farming
- c) In case of Individual scheme ownership of the land must belong to the beneficiary. If the ownership of the land belongs to other family member/s, he should obtain no objection certificate duly authenticated from the owner and countersigned by the President of Gaon Panchayat/ Govt. appointed Gaonburha.
- d) DFDO or his designated officers should ensure ownership of the land for development and copies of land records has to be maintained in the O/O the DFDO for verification

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

The concerned District Fishery Development Officer and the officer designated by the DFDO will be responsible for implementation of the scheme as per norms right from civil works to harvesting, especially during the Government support period and implementation thereafter for sustainability

Time line of implementation

At annexure-I

6.B. For Institutional Pond:

Eligibility Criteria

- a) Water spread area: Min - 0.25 ha.
- b) Target beneficiary: Community with minimum 10 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource /community own land
- e) Single ownership land (patta holder) is not eligible.
- f) If the Community has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year
- g) The beneficiaries under SCSP have to be selected and approved by the concerned Scheduled Caste Development Board.

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary

physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.

- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval /counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister a Adviser
- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries / local people from the respective community / SHG of the proposed project.
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

7. Cage/ pen culture in beels (Gen)

Eligibility Criteria

- a) Beels with water spread area not less than 10 ha
 - i. Target beneficiary: Members of the Beel Development Committee or beel users/dependents living around the beel 15 members
 - ii. If formal BDC not formed or in existence, the beneficiaries has to form a committee/group with minimum 15 members and should be registered under concerned District Fishery Development Officer
- b) Should have suitable peripheral area for installation of pens or
- c) sufficient water depth (min 10 ft) for installation of cages
- d) Beels where pens or cages were not installed earlier under any government schemes will be eligible
- e) There should not be any dispute among the members

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO).
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval /counter signature.
- e) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified site/beneficiary

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister as Adviser

- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries / local people from the respective community / SHG of the proposed project.
- Five members from the beneficiaries/ local people
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

**8. Construction of New Ponds (SCSP) – Community/SHG
(Mukhya Mantrir Amar Pukhuri Asoni)**

Eligibility Criteria

- a) Water spread area: Min - 0.5 ha; Max - 2 ha
- b) Target beneficiary: Community with minimum 10 members
- c) There should not be any dispute among the members
- d) Proposed/identified area should be common property resource or Govt. Khas land/community or Institution own land
- e) Single ownership land (patta holder) is not eligible.
- f) If the Community/SHG/Group has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year
- g) The beneficiaries under SCSP have to be selected and approved by the concerned Scheduled Caste Development Board.

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO.
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The beneficiaries must be approved by the concerned Scheduled Caste Development Board. In case of the SC reserved constituencies, the MLA concerned will approve the beneficiaries and approval of the SC board is not required.
- e) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval /counter signature.

Implementation committee

A public committee is to be formed for implementation of the schemes to be implemented through community or SHG as follows:

- Local MLA/ Minister as Adviser
- Chairperson (In case of Community)/ President (In case of SHG or group) from the beneficiaries / local people from the respective community / SHG of the proposed project.
- District Fishery Development Officer as Member Secretary
- One member from Gaon Panchayat/ Town Committee/ Municipal area

Time line of implementation

At annexure-I

9. Integrated fish cum pig farming in existing pond (TSP) - individual

Eligibility Criteria

- a) Water spread area: Min - 0.15 ha; Max – 0.4 ha

- b) Target beneficiary:
- Should be a scheduled tribe
 - Interested fish farmer/ youth having suitable pond
 - Must have atleast 3 years experience in fish culture
 - Preference will be given to those having experience in homestead pig farming

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO).
- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO).
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The beneficiaries must be selected as per prevailing norms and procedures with approval by the concerned ST board.
- e) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval /counter signature.

Implementation committee

The concerned District Fishery Development Officer and the officer designated by the DFDO will be responsible for implementation of the scheme as per norms right from civil works to harvesting, especially during the Government support period and implementation thereafter for sustainability

Time line of implementation

At annexure-I

10. Construction of Hygienic Fish Market

Eligibility Criteria

- a) The proposed site should be a potential area for fish trading preferably an established fish market.
- b) In case of existing market, it should be managed by local Municipal Board, Town Committee, Market Committee or any local established body.
- c) The land should preferably be owned by the local body as mentioned above and NOC should be provided by the said body for construction of the market.
- d) Allotted land to Fishery department is also eligible for the work.
- e) There should be minimum 20 nos. trader in the existing market.

Selection Procedure:

On the basis of fulfillment of the criteria, suitable sites will be selected subjected to budget provision.

Implementation procedure:

- a) The work is purely civil in nature and hence will be executed through the established procedure of APWD.
- b) NIT will be invited by the Director of Fisheries for the work.
- c) Work will be allotted to the successful tenderer on recommendation of purchase committee.
- d) Alignment of the work will be provided by the Junior Engineer of the concerned district under the supervision/guidance of Asstt Engineer / Asstt Executive Engineer. The Junior Engineer will ensure the quality of the work under strict supervision/ guidance of the Asstt Engineer / Asstt Executive Engineer. The Junior Engineer will record measurement of the work and submit bill on being satisfied to the Executive Engineer through the Asstt Engineer / Asstt Executive Engineer.
- e) Asstt Engineer / Asstt Executive Engineer will visit the work for verification as required with prior intimation to the Director and submit report with recommendation (if any) to the Deputy Commissioner and to the Director of Fisheries.

- f) The DFDO under whose jurisdiction the work is undertaken will also supervise the work as the administrative head from time to time and keep the Director informed on any important issues.
- g) After completion of the project and formal inauguration, the market complex will be handed over to the local Municipal Board, Town Committee, Market Committee or any local established body as the case may be for day to day administration and maintenance of the market in terms of cleaning, stall allotment, user fee collection, lighting, sanitation and other primary requirements of market.

11. Rural Infrastructure Development Fund (RIDF)

11 - A. Civil Work-Development of Departmental Farm:

Eligibility Criteria

- a) The proposed site should be under the possession of Fishery Department / FFDA.
- b) The work may be fresh work or repairing work related with creation/ development of infrastructure.

Selection Procedure:

On the basis of fulfillment of the required, selection will be done at Directorate level on recommendation of the DFDO.

Implementation procedure:

- a) The work is purely civil construction in nature and hence will be executed through the established procedure of APWD.
- b) NIT will be invited by the Director of Fisheries for the work.
- c) Work will be allotted to the successful tenderer on recommendation of purchase committee.
- d) Alignment of the work will be provided by the Junior Engineer of the concerned district under the supervision / guidance of Asstt. Engineer / Asstt. Executive Engineer. The junior engineer will ensure the quality of the work under strict supervision / guidance of the Asstt. Engineer / Asstt. Executive Engineer. Junior engineer will record measurement of the work and submit bill on being satisfied to the executive engineer through the Asstt. Engineer /Asstt. Executive Engineer. He will be responsible for quality check and submission of detail progress report to the Executive Engineer of the Department.
- e) Asstt Engineer / Asstt Executive Engineer will visit the work for verification as required with prior intimation to the Director and submit report with recommendation (if any) to the Deputy Commissioner and to the Director of Fisheries.
- f) The DFDO under whose jurisdiction the work is undertaken will also supervise the work as the administrative head from time to time and keep the Director informed on any important issues.

11 - A. Development of Community Tank/ Beel/ Lowlying area etc.:

Eligibility Criteria

- a) The proposed area should be under possession of a local community or self help group.
- b) There should not be any dispute among the members
- c) Proposed/identified area should be common property resource /community own land
- d) Single ownership land (patta holder) is not eligible.
- e) If the Community/ SHG has taken the area on lease, it should not be less than 7 years commencing from not earlier than 1st January of the implementing year

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.

- b) Based on the received application, suitability of the site is to be assessed based on preliminary physical survey by JE and FEO/FD (A copy of the survey report with neat & recent pre development photograph of the site is to be submitted to the office of the DFDO).
- c) Selected list will be prepared based on the feasibility of the proposed site.
- d) The DFDO will submit the selected list along with the estimate, photograph of the site and other necessary documents to Directorate of Fisheries, Assam for necessary approval / counter signature.

Implementation procedure:

- a) The work is purely civil construction in nature and hence will be executed through the established procedure of APWD.
- b) NIT will be invited by the Director of Fisheries for the work.
- c) Work will be allotted to the successful tenderer on recommendation of purchase committee.
- d) Alignment of the work will be provided by the Junior Engineer of the concerned district under the supervision / guidance of Asstt. Engineer / Asstt. Executive Engineer. The junior engineer will ensure the quality of the work under strict supervision / guidance of the Asstt. Engineer / Asstt. Executive Engineer. Junior engineer will record measurement of the work and submit bill on being satisfied to the executive engineer through the Asstt. Engineer / Asstt. Executive Engineer. He will be responsible for quality check and submission of detail progress report to the Executive Engineer of the Department.
- e) Asstt Engineer / Asstt Executive Engineer will visit the work for verification as required with prior intimation to the Director and submit report with recommendation (if any) to the Deputy Commissioner and to the Director of Fisheries.
- f) The DFDO under whose jurisdiction the work is undertaken will also supervise the work as the administrative head from time to time and keep the Director informed on any important issues.

12. One-time assistance to fishermen during lean period (Gen)

(Mukhyamantrir 'Matsyamitra' Asoni)

Eligibility criteria:

- a) Should be actual fishermen by profession (Supported with certificate consisting of clear & recent photograph)
- b) Belonging to BPL category
- c) Living permanently in the district concerned
- d) Depends on fishing as only source of livelihood
- e) Age: below 60 (sixty) years
- f) Should be registered under the DFDO concerned [Register to contain details of the fishermen like full name, one recent passport size photograph, father's name, complete residential address (with Post Office, Dev. Block, village, Police Station, Gaopanchayat, legislative constituency etc), number of dependent family members and all other relevant particulars as felt necessary]
- g) Should not get similar assistance from any other scheme/source.

Selection Procedure

- a) Application along with passport photograph of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) Based on the received application, eligibility of the beneficiaries' is to be assessed by the FEO/FD.
- c) The DFDO will submit the selected list to Directorate of Fisheries, Assam for necessary approval /counter signature.
- d) DFDOs are advised to discuss with the Local MLA concerned for prioritization of identified beneficiary

Implementation procedure:

On receipt of fund, DFDO will distribute the assistance to the beneficiaries, preferably ceremonially.

Time line:

At Annexure-I

13. Training of beneficiaries:

Eligibility criteria:

All beneficiaries under the State Plan schemes for 2015-16

Selection Procedure

As mentioned in the concerned scheme

Implementation procedure:

The concerned DFDO will organize the training as per the schedule mentioned in the timeline. Training will be impacted by the departmental technical officers and staff.

Time line:

At Annexure-I

14. Capacity building of women entrepreneurs for production of value added fish products:

Eligibility criteria:

- a) Exclusively women individual or SHGs (in case of SHGs maximum 2 members each)
- b) Must have interest and willingness to continue the same as a production unit
- c) Must be financially sound to take up the activity on small scale commercial venture
- d) Between 18 to 45 years in age
- e) Minimum Qualification 10+
- f) Preference to those who can read/write/understand English

Selection Procedure

Selection will be done on the basis of application received at Directorate level through proper advertisement.

Implementation procedure:

Programme will be implemented by the Director of Fisheries through recognized institute.

15. Assistance to fish farmers/vendors for fish marketing and harvesting (in the form of bi-cycle & hundi, Cast net, Drag nets etc) under the scheme Fish and Fish Seed Farming (SCSP)

Eligibility criteria:

- a) Should be a scheduled caste
- b) Permanent resident of the district concerned
- c) Depends on fishery related activities as only source of livelihood
- d) Age: between 18 to 60 (sixty) years
- e) Should be registered under the DFDO concerned
- f) Should not get assistance/benefit from any other scheme from Fishery Department, Assam during last 3 years.

Target beneficiary:

- Traders bi-cycle with aluminum hundi: Individual fish farmers/ fishermen/ fish traders/ fish vendors etc who are engaged in transportation of fish and fish seed

- Cast net: Individual fish farmers/ fishermen
- Drag net: Registered Societies or Communities/SHGs/groups registered under DFDO dealing with fisheries

Selection Procedure

- a) Application of the beneficiary will be received by the concerned Office of the District Fishery Development Officer (DFDO) through proper advertisement.
- b) The DFDO will submit the selected list along with other necessary documents to Directorate of Fisheries, Assam for necessary approval / counter signature.
- c) For all the constituencies except SC reserved constituencies, approval of the Scheduled Caste Development Board would be required for selection of beneficiary. In case of SC reserved constituencies, beneficiary list will be selected on approval the concerned MLA and will not require further approval of Scheduled Caste Development Board.

Implementation procedure:

Programme will be implemented by the Director of Fisheries. The DFDO concerned will supervise the distribution of the items.

16. Renovation of departmental Fish Farm under the Scheme Fish and Fish Seed Farming

Eligibility Criteria:

- a) The proposed site should be a fish farm under Fishery Department / FFDA.
- b) The work may be fresh work or repairing work related with creation/ development of infrastructure.

Selection Procedure:

On the basis of fulfillment of the above criteria, suitable sites will be selected on the basis of availability of Fund.

Implementation procedure:

- a) The work is purely civil in nature and hence will be executed as per established procedure of APWD.
- b) NIT will be invited by the Director of Fisheries for the work.
- c) Work will be allotted to the successful tenderer on recommendation of purchase committee.
- d) Alignment of the work will be provided by the Junior Engineer of the concerned district under the supervision/guidance of Asstt Engineer / Asstt. Executive Engineer. The Junior Engineer will ensure the quality of the work under strict supervision/ guidance of the Asstt. Engineer / Asstt. Executive Engineer. The Junior Engineer will record measurement of the work and submit bill on being satisfied to the Executive Engineer through the Asstt. Engineer / Asstt. Executive Engineer.
- e) Asstt. Engineer / Asstt Executive Engineer will visit the work for verification as required with prior intimation to the Director.
- f) The DFDO and the firm in-charge under whose jurisdiction the work is under taken will also supervise the work as the administrative head from time to time and keep the Director informed on any important issues. After completion of the project/work, the same has to be handed over to the concerned DFDO or his authorized representative.

17. Civil work under Head Quarter Establishment and District Administration

Eligibility Criteria

- a) The proposed site should be under the possession of Fishery Department / FFDA.
- b) The work may be fresh work or repairing work related with creation/ development of infrastructure.

Selection Procedure:

On the basis of fulfillment of the above criteria, suitable sites will be selected on the basis of budget provision.

Implementation procedure:

- a) The work is purely civil construction and hence will be executed through the established procedure of APWD.
- b) NIT will be invited by the Director of Fisheries for the work.
- c) Work will be allotted to the successful tenderer on recommendation of purchase committee.
- d) Alignment of the work will be provided by the Junior Engineer of the concerned district and work will be regularly monitored by him for quality assurance. He will record measurement of the work and submit bill through the Executive Engineer. He will be responsible for quality check and submission of detail progress report to the Executive Engineer of the Department.
- e) As per approval of Director of Fisheries, the Executive Engineer or his representative will visit the work for verification.
- f) After completion of the project, it is to be handed over to the concerned DFDO or to the concerned farm in-charge on recommendation of the DFDO.
- g) In case of district level works, the DFDO concerned will supervise the works as the administrative head from time to time and keep the Director informed on any important issues. He will also submit completion certificate to the Director of Fisheries and Executive Engineer immediately after completion of the work.

18. Schemes under Centrally sponsored Schemes: As per Guideline of Government of India

NOTE (for the beneficiary oriented schemes):

- a) Selected community/ SHG/ Group/ BDC/ Individual must be enrolled/registered with detail record in the concerned district under the District Fishery Development Officer. Every project should be included in the District Asset Register.
- b) In case of Community/SHG/Group/BDC, there should not be any dispute among the members and only one person from one household is to be considered as member.
- c) In case of Community/SHG/Group proposed/identified area should be common property resource or Govt. Khas land/ land owned by community or institution. Single ownership land is not eligible. However, area on lease by the Community/SHG/Group may be considered in which case it should not be less than 7 years commencing from not earlier than 1st January of the implementing year.
- d) In case of individual beneficiary, ownership of the land must belong to the beneficiary himself. If the ownership of the land belongs to other family member/s, he should obtain no objection certificate duly authenticated from the owner and countersigned by the President of Gaon Panchayat/ Govt. appointed Gaonburha.
- e) The Community/SHG/Group/individual beneficiary should not get similar assistance from any other scheme/source in last 5 years
- f) All procurement procedures including civil works and inputs will be as per existing government norms and procedures.
- g) The beneficiary must fix a signboard (not smaller than 4' x 2', written on metallic sheet) depicting atleast name (of the Community/ SHG/ Group), location, name of the scheme, year of implementation, area and amount of government assistance.
- h) The Community/SHG/Group/individual beneficiary must have an account in any nationalized/ scheduled bank branch available in the locality/choice. Details of the beneficiary-wise bank account including Account Number, Name of beneficiary, Bank name & Branch, Branch code, IFSC code etc to be submitted to the undersigned legibly and without any ambiguity.
- i) DFDOs will hang the final beneficiary list in the office notice board for a period of minimum seven days before submitting for approval. In case of any complaint from public/ beneficiaries on the selected list during that period, the list should be submitted after redressing the complaint.

Sd/-
Director of Fisheries,
Assam, Guwahati

Annexure-I

A. TIMELINE FOR THE BENEFICIARY ORIENTED SCHEMES ON WATER AREA DEVELOPMENT**Name of the Schemes:**

1. *Mukhya Mantrir Matsya Bikash Asoni –*
 - (a) Construction of new pond (General) -Community/ SHG (*Mukhya Mantrir Amar Pukhuri Asoni*)
 - (b) Construction of New Pond- (General) Individual (*Mukhya Mantrir Matsyajyoti Asoni*)
2. Women Empowerment Programme - Construction of New Pond through women SHG (*Mukhya Mantrir Mahila Sambridhi Asoni -Lakhimi*)
3. Renovation and Development of Existing Domestic / Community Pond for fish culture
4. Construction of New group Fishery under Badarpur LAC (CM's Special Package for Barrack Valley)
5. Development of Derelict Water bodies – General (*Mukhya Mantrir Swaniyojan Asoni*)
6. Aquaculture development in existing Individual and Institutional Pond for Fish Harvest during Lean Period, Cage culture/ Pen Culture
7. Construction of new pond (SCSP) -Community/ SHG (*Mukhya Mantrir Amar Pukhuri Asoni*)
8. Integrated Fish cum Pig Farming (TSP)

Timeline

April /2015	<ul style="list-style-type: none"> • Collection of tentative target from the districts based on potentiality/requirement.
May/2015	<ul style="list-style-type: none"> • Preparation of tentative guidelines for implementation • Fixation of district-wise physical target at the Directorate • Approval of guidelines from Govt. • Identification of suitable sites/ beels
June & July 2015	<ul style="list-style-type: none"> • Proposal submitted to Govt. for Administrative Approval / Financial Sanction • Selection of beneficiaries at the districts based on approved guidelines • Initiate process for procurement of inputs • Approval of beneficiary list at the Directorate/Deputy Commissioner (FFDA schemes)/Concerned Boards (TSP and SCSP schemes)
Aug/ 2015- Nov/ 2015	<ul style="list-style-type: none"> • Sensitization of groups/communities/individual beneficiaries on implementation of the programme • Training of beneficiaries • Training of women entrepreneurs on value added fish products (subjected to convenience of the concerned institute) • Receipt of sanction from Govt. • Commencement of civil works (construction of ponds/ renovation of existing ponds/ reclamation of derelict water bodies/preparation of pens and cages) • Completion of civil works (Ponds/Beels) • Completion of process for procurement of inputs
Dec/ 2015-	<ul style="list-style-type: none"> • Preparation of pond for fish culture • Installation of pens and cages • Procurement of input for fish culture • Ceiling demand / Proposal to be moved to Govt. • Payment to Beneficiary / Party following procedure and subject to receipt of FOC

ANNEXURE-I

B. TIME LINE FOR THE SCHEME ONE TIME ASSISTANCE TO FISHERMEN DURING LEAN PERIOD (GENERAL- INDIVIDUAL)

April - June/2015	<ul style="list-style-type: none"> Collection of tentative target from the districts based on potentiality/requirement Preparation of tentative guidelines for implementation
	<ul style="list-style-type: none"> Fixation of district-wise physical target at the Directorate Approval of guidelines from Govt.
	<ul style="list-style-type: none"> Selection of beneficiaries at the districts based on approved guidelines
July 2015	<ul style="list-style-type: none"> Approval / counter signature of beneficiary list at the Directorate
Aug-Sept/ 2015	<ul style="list-style-type: none"> Receipt of sanction from Govt.
Dec/ 2015-	<ul style="list-style-type: none"> Ceiling demand to be moved to Govt. Ceremonial distribution to beneficiaries subject to receipt of FOC

C. Time line for Assistance to fish farmers/vendors for fish marketing and harvesting (in the form of by-cycle & hundi, cast net, Drag net etc) under the scheme Fish and Fish seed Farming (SCSP).

April /2015 to June/2015	<ul style="list-style-type: none"> Collection of tentative target from the districts based on potentiality/requirement. Preparation of tentative guidelines for implementation
	<ul style="list-style-type: none"> Fixation of district-wise physical target at the Directorate Approval of guidelines from Govt. Identification of suitable sites/ beels
	<ul style="list-style-type: none"> Proposal submitted to Govt. for Administrative Approval / Financial Sanction Selection of beneficiaries at the districts based on approved guidelines Initiate process for procurement of inputs
July 2015	<ul style="list-style-type: none"> Approval of beneficiary list at the Directorate/ Concerned Boards (SCSP)
Aug/ 2015- Sept/ 2015	<ul style="list-style-type: none"> Receipt of sanction from Govt.
Oct /2015 Nov/2015	<ul style="list-style-type: none"> Completion of process for procurement of inputs / Items.
Dec/ 2015-	<ul style="list-style-type: none"> Ceiling demand to be moved to Govt. Ceremonial distribution to beneficiaries subject to receipt of FOC.

D. TIME LINE OF IMPLEMENTATION FOR CIVIL WORK UNDER THE SCHEME CONSTRUCTION OF HYGIENIC FISH MARKET, HEAD QUARTER ADMINISTRATION, DISTRICT ADMINISTRATION AND FISH & FISH SEED FARMING

April - June/2015	<ul style="list-style-type: none"> Collection of tentative target from the districts based on eligibility Preparation of tentative guidelines for implementation
	<ul style="list-style-type: none"> Fixation of district-wise physical and financial target at the Directorate Approval of guidelines from Govt. Proposal submitted to Govt. for Administrative Approval and Financial Sanction
	<ul style="list-style-type: none"> Preparation of project wise detail estimate Initiate tender process for each project

July – Aug/2015	<ul style="list-style-type: none">• Selection of bidder for each project and to issue work order subject to receipt of Administrative approval / financial sanction.• Commencement of civil works.
Sept-Nov/ 2015	<ul style="list-style-type: none">• Completion of civil works.• Submission of Ceiling demand / proposal to the Govt. (subjected to receipt of Financial Sanction).• Ceremonial inauguration of the project.
Dec/ 2016	<ul style="list-style-type: none">• Payment to the contractor following procedure and subject to receipt of FOC.

Sd/-
Director of Fisheries
Assam, Guwahati