

GOVERNMENT OF ASSAM
DIRECTORATE OF FISHERIES,
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Draft Terms of Reference (ToR)

FOR

Contractual engagement of Multi Tasking Staff (MTS) to be positioned at SPU, PMMSY, Directorate of Fisheries, Guwahati and District Programme Manager (DPM) at O/o the District Fishery Development Officer under Pradhan Mantri Matsya Sampada Yojana (PMMSY)

BACKGROUND:

The Hon'ble Prime Minister of India launched "Pradhan Mantri Matsya Sampada Yojana (PMMSY)" in May 2020 with an estimated investment of Rs. 20050.00 crore for development of Fisheries and providing focus attention to the sector to bring about Blue Revolution through sustained and responsible development of fisheries sector in India over a period of 5 years starting from 2020-21. Operational guidelines for PMMSY have been issued by GoI on June 25th, 2020.

PMMSY has been designed to address critical gaps in fish production and productivity, quality, technology, post-harvest infrastructure and management, modernization and strengthening of value chain.

PMMSY is an umbrella scheme with two separate components namely (a) Central Sector Scheme (CS) and (b) Centrally Sponsored Scheme (CSS). The CSS component is further segregated into Non beneficiary oriented and beneficiary oriented sub components/ activities under the following three broad heads.

- ✓ Enhancement of production and productivity
- ✓ Infrastructure and Post-harvest Management
- ✓ Fisheries Management and Regulatory Framework

TOTAL OUTLAY PATTERN UNDER PMMSY	
Total Investment	Rs. 20,050 Cr.
Central Share (CS)	Rs. 9,407 Cr.
State Share (SS)	Rs. 4,880 Cr.
Beneficiary Share (BS)	Rs. 5,763 Cr.

VISION

"Ecologically healthy, Economically viable and Socially inclusive fisheries sector that contributes towards economic prosperity and well being of fishers, and fish farmers and other stakeholders, food and nutritional security of the country in a Sustainable manner".

AIM AND OBJECTIVES:

- ✚ Harnessing of fisheries potential in a sustainable, responsible, inclusive and equitable manner.
- ✚ Enhancing of fish production and productivity through expansion, intensification, diversification and productive utilization of land and water.
- ✚ Modernizing and Strengthening of value chain- post harvest management and quality improvement.
- ✚ Doubling fishers and fish farmers' incomes and generation of employment.
- ✚ Enhancing contribution to Agriculture and exports.
- ✚ Social, physical and economic security for fishers and fish farmers.
- ✚ Robust fisheries management and regulatory framework.

ASSIGNMENT AND SCOPE

- ✚ The Contractual Manpower engaged under PMMSY will *inter alia* be responsible for overall smooth implementation of the PMMSY activities.
- ✚ They will work in close coordination with PMMSY Cell at State level, District level, Sub-District level and wherever PMMSY activities are implemented.
- ✚ The services of the manpower will be engaged purely on a contractual basis. The engaged manpower will be provided consolidated monthly emoluments.
- ✚ The engagement of manpower under PMMSY Scheme shall be co-terminus with the PMMSY Scheme period.
- ✚ Engagement of personnel under PMMSY on a contractual basis shall not confer any right or claim to any regularization or continuation of their services in the Department of Fisheries, GoI/GoA or in any of its sub-ordinate institutions/organizations.
- ✚ Engagement as well as continuation of the services of the Contractual Manpower during the PMMSY implementation period will be subject to satisfactory performance and it can be terminated by the Director of Fisheries, Assam without assigning any reason (s) whatsoever at any point of time.

KEY JOB RESPONSIBILITIES:

District Program Manager (DPM)

- ✓ Propagation of details of PMMSY in the District.
- ✓ DPM will assist the District Fisheries Office/District administration/District Level Committee in all PMMSY related work; prepare District Fisheries Development Plan/District Action Plan (DAP), DPR etc. on annual basis.
- ✓ DPM will assist the District Level Committee (DLC) for approval of District Fisheries Development Plan/ DAP, monitoring, evaluation of fisheries developmental projects taken up in the District under PMMSY.
- ✓ Coordination with all concerned stakeholders and submission of physical and financial progress reports to the concerned States/ UTs Programme Unit/State government/central Government as the case may be regularly at the specified intervals.
- ✓ Assisting the District Fisheries Officials/ DLC in taking up fisheries development activities in convergence with other fisheries related programmes / Schemes implemented in the Districts, wherever feasible.

- ✓ DPM would be instrumental in identification and short listing of project intervention at District Level as per PMMSY guidelines.
- ✓ DPM will prepare review reports, status reports and other documentation as required.
- ✓ Any other duties/ responsibilities assigned by the SLAMC/ State PMMSY Cell/ Director of Fisheries/ District Fisheries Officers and District administration and DLC as per the local needs.

Multi Tasking Staff (MTS):

The Multi Task Staff (MTS) will have the following responsibilities:

- ✓ Shall be responsible for all work from handling Xerox, printing, copying, dispatch, cleaning & sweeping of the State PMMSY Cell/SPU, etc. and all other duties assigned by the controlling officers required for smooth functioning of the SPU.

QUALIFICATIONS, EXPERIENCE, AGE Etc:

SL	Position	Minimum Educational Qualification & Professional Experience
1	District Program Manager (DPM) – 10 (Ten) Nos.	Essential: a) Masters in Fisheries Science /M.Sc. in Zoology/M.Sc. in Marine Sciences/M.Sc. in Marine Biology/Masters in Fisheries Economics/Industrial Fisheries/Fisheries Business Management. b) Minimum a Diploma in Information Technology (IT)/Computer Applications. Desirable: A degree in Management. Preference will be given for Agri Business Management. Age: Not more than 35 years Experience: Minimum 3 years domain experience in any area of Fisheries and Aquaculture.
2	Multi Tasking Staff (MTS)- 1(One) No	Essential: Class – X Age: Not more than 35 years

DURATION OF CONTRACT, RESIGNATION, TERMINATION etc.

- ✚ The tenure of engagement of **Contractual Manpower** is intended for entire duration of the PMMSY i.e. from 2022-23 to 2023-24 and will be co-terminus with the tenure of PMMSY. However, continuity of the **Contractual Manpower** beyond one (1) year from the date of signing the agreement will depend upon his/ her performance. The contract management shall be as per the PMMSY guidelines.
- ✚ The contract with **Contractual Manpower** engaged may be terminated by either side at any point of time during the contractual period with /without assigning any notice and without incurring any liability to the Govt of India/ Directorate of Fisheries/ Govt. of Assam/ Department of Fisheries etc. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the PMMSY closing date. The Directorate of Fisheries/ Govt. of Assam shall not undertake any responsibility for subsequent employment of the contractual staff. The resignation shall be as per prevailing rules.

- ✚ The **Contractual Manpower** engaged shall not assign or sub-contract, in whole or in part, his/ her obligations to perform under this ToR except with the Reporting Officer's prior written consent. The **Contractual Manpower** engaged will have to serve on full time basis under overall command of Director of Fisheries or his authorized officer/ District Fisheries Development Officer (DFDO) and provide services from the respective offices at State level/ District level.

REMUNERATION, PAYMENT TERMS AND LEAVE:

- ✚ The contractual manpower engaged shall get consolidated fixed remuneration. Monthly with Taxes as applicable shall be dealt with as per applicable laws.
- ✚ No house rent allowance or any other allowance shall be paid. No other payment whatsoever (except reimbursement of official travelling expenses on Govt. / DoF approved tour programmes) shall be paid as per rules if permissible, except as agreed with the contractual manpower.

LEAVE RULES:

- ✚ For SPM/DSPM/MIS Manger/DPM and other such persons to be engaged under PMMSY on contractual basis , the maximum number of Casual Leave shall be 12 days in a year excluding 2 Restricted Holidays granted by Govt. to an employee for any notified festival/ occasion which can be availed by such an employee for the festival/occasion of the choice of the employee
- ✚ Any contractual staff shall not be entitled to avail CL for continuous 5 days without prior approval of competent Leave sanctioning authority.
- ✚ A contractual employee shall be entitled to maximum 10 days in a year on account of urgent Medical ground with paid CTP subject to production of proper medical certificate from competent authority

REPORTING AND PERFORMANCE REVIEW:

The contractual manpower shall report to the Director of Fisheries or the Officer authorized by him/ District Fisheries Development Officer (DFDO). The performance of **contractual manpower** shall be reviewed by Director of Fisheries or Officer authorized by him at State level (for SPU) & DFDO at district level (for DPU). A consolidated quarterly report shall be submitted to the Director of Fisheries by DFDO for review of the Performance of DPU/ DPM and the DoF shall submit the consolidated report of SPU & DPU to the Department of Fisheries.

FACILITIES TO BE PROVIDED TO CONTRACTUAL MANPOWER:

Contractual Manpower shall be provided with the following:

- ❖ Access to all the required documents like GoI Guidelines on PMMSY, State Specific Guidelines on PMMSY, State Action Plan (SAP), District Action Plan (DAP), GoI/State correspondence & other information relating to PMMSY as deemed necessary.
- ❖ Shared office space in the office of the Director of Fisheries/ DFDO along with a computer & accessories and office consumables.

Note: This is a Draft Terms of Reference (ToR) and may be changed and updated or modified at any stage till recruitment process is completed.