

**NATIONAL INSTITUTE OF FISHERIES POST HARVEST TECHNOLOGY AND
TRAINING (NIFPHATT)**

Duties and Responsibilities

1. Director

Director is the Head of the Department and is in overall charge of the NIFPHATT in the administration and technical sides. He represents the Institute, and the Ministry when so authorized by the competent authority, in various committees and Boards. He is responsible for the formulation of programmes of the NIFPHATT at Cochin and Vizag and for the successful implementation of the same.

2. Deputy Director (Processing & Marketing)

One of the major items of the work of the NIFPHATT is post harvest fishery technology upgradation and its dissemination. The Institute has a freezing line, a canning line, a smoking line, a salting and drying line and several lines of production of convenience fish food items many of which have been started during the first 2 years of the 5th Plan. Very extensive marketing experiments are also conducted besides some market surveys. Coordination of processing and marketing sections is the main duty of Deputy Director (P&M).

The Deputy Director (P&M) will in charge of the administration and technical control of the processing and marketing sections and he will coordinate the programme of product development, diversification, quality control and marketing of the product in the internal market as well as exports.

3. Accounts Officer

Accounts Officer is the Head of Office and also the Drawing and Disbursing Officer of the Institute. He is overall in-charge of the administration and accounts. He is the financial advisor to the Director and keeps all confidential papers.

4. Marketing Officer

In-charge of Marketing of all fish and fishery products of the Institute in India.

Supervision of loading and unloading sorting and storing of fish landed by fishing vessels and maintaining their accounts. Supervision and control of the disposal of all the fish and fish products of the Institute through retail; and wholesale marketing. Organization and implementation of the programme of fish distribution along modern lines through a network of fish stalls. Organize and conduct of fish marketing surveys preparation of reports thereon. Supervision of the accounting and disposal of all the fish and fish products of the Institute.

5. Refrigeration Engineer

Refrigeration Engineer is the section head and in direct charge of the various refrigeration and air conditioning plant and units. He is responsible for the operation, repair and maintenance of the ice plants, tunnel freezers, contact freezers, belt freezers, cold storages and chilled rooms' etc., repair and maintenance of freezing units of fish stalls and air conditioning systems in the various wings. He also supervises the maintenance and management of costly machineries of the plant. He is also in direct charge of the training course for Refrigeration technicians conducted by the Institute. He is also performing the duty of expert member in various technical committees. In addition Refrigeration Engineer is in charge of electrical section and mechanical wing.

6. Processing Technologist

In charge of the Canning, Freezing, Drying and Value Addition Wing of Processing Section. To supervise and control and processing of various kind of fish and fish products. To supervise and control the freezing, canning, smoking, drying and value addition of the fishes for external and internal markets and is responsible for the maintenance of quality in fish and fishery products, in-plant quality assurance and supervise the work in the quality control laboratory. They are in charge of all training courses. In addition, attend to the duties allocated by the superior officers from time to time.

Supervises and controls processing of fish shrimp, lobsters and prawns for export purposes and fish and fish products for internal marketing. The production of diversified items for marine products, various packing methods and R&D in seafood processing and continuous laboratory analysis of quality of raw materials and finished products are his direct responsibility. One PT is functioning as Officer-in-charge and Drawing and Disbursing Officer at the Vizag Unit.

7. Assistant Engineer (Works)

Assistant Engineer (Works) is head of Civil Engineering Wing of NIFPHATT and in responsible for the management of the civil engineering works of NIFPHATT include construction and maintenance of office buildings, residential buildings, plants, workshops, slipway, jetties, cold storages, roads, water supply and sanitary arrangements, etc.

- a) Maintain the initial account records of cash and stores etc. portion to the wing.
- b) To monitor budget expenditure, plant proposals, budget estimates etc. pertain to the civil wing.
- c) Maintain data on Technical matter – schedule of rates, tendering etc.
- d) Responsible for arranging and execution of contract works.

- e) Responsible for arranging day to day supervision of works as entrusted to ensure specified quality and progress.
- f) Ensure maintenance and safe custody of site documents including standard measurement books, material records, voucher, materials receipts, etc.
- g) For responsible recording of measurements of work done through contract, check measurements, preparation of abstract estimate, etc.
- h) Arranging recording of standard measurement book, check measures the same.
- i) Inspect structures of entire project.
- j) Prepare and submit of work proposals in time.
- k) For responsible works planning, collection of materials and arranging allocation of works in case of work executed departmentally.
- l) Liaisoning with other departments like Kerala Water Authority, Pollution Control Boards, CPWD, Corporation of Cochin, Cochin Port Trust, etc.
- m) Assistant Engineer (Works) is a technical member in several committees like committee to scrutinize processing plant, cold storage, etc.
- n) Carry out all other duties assigned by competent authority.

8. Statistician

Collection, analysis and dissemination of data/results relating to various activities of the Institute, preparation of monthly/ quarterly/ annual progress reports, compilation of statistical information, bringing out bulletins, new letters, etc.

- a) Preparation and timely despatch of various statistical reports to the Ministry, new schemes and Five Year Plan proposals.
- b) Compilation of statistical information on relevant subjects and Annual Reports
- c) Editing and publishing the bulletins to be brought out by the different sections in the name of the Institute.
- d) Organizing exhibitions/seminars/symposia/open houses etc. as and when found necessary.
- e) Co-ordinate all the extension activities in the various sections in consultation with the concerned officers.

9. (a) Superintendent (Admn)

In charge of office establishment and Administration Section attending to all the duties relating to recruitment, promotion, transfers and postings, confirmation, pension, despatch and inward and all service matters relating to the entire staff of the Institute. Purchase of stationery locally as well as placing indents for forms and stationery from Govt. Stores, Departments and issue of uniforms to the staff are attended by the Section. Superintendent (Admn) is at present looking after the duties of the store section.

b) Superintendent (Budget Section):

He is in charge of preparation of Budget proposal of the Institute, budgetary control, monitoring of expenditure under different sub-heads, sending monthly and quarterly expenditure statements to the Ministry, Contingent Bills, Audit by Accountant General, Kerala and Internal Audit Wing of the Ministry, Reconciliation of expenditure with Pay and Accounts Office, House Building Advance, checking of Cash Book daily, all matters pertaining to NIFPHATT Unit, Vizag as far as Accounts matters are concerned.

c) Superintendent (Purchase/Commercial Section):

He is in charge of entire purchase of stores and materials required for the project viz. inviting tenders/quotations, placing orders etc. The Ice cum Freezing Plant of the Institute is to function on non-profit no loss basis and as desired by the Accountant General, Kerala and the Ministry proforma accounts has to be prepared every year which is the main responsibility of Superintendent(Commercial). All the accounts matters relating to disposal of fish, marketing of fish and fish products, local marketing, exports etc. also fall within her responsibility.

(d) Superintendent (Bills), HQ, Cochin:

In charge of preparation of Pay Bills of all Sections, L.T.C., Medical Reimbursement, O.T.A., T.A., Nigh Duty Allowance, Honorarium, Maintenance of G.P.F Accounts, etc.

In charge of watch and ward duty and office vehicles. He is responsible for allotting duties to the chowkidars, supervising security measures, allotting duties to the drivers, repairs and maintenance of office vehicles and maintaining all files and records in connection with the above work.

(e) Superintendent, Vizag Unit:

He is in charge of all administrative and accounts matters relating to NIFPHATT, Visakhapatnam unit viz., Pay Bills, LTC, Medical reimbursement, OTA, TA, GPF, Contingent Bills, Cash Transactions, Purchase, Budgetary Control, Audit, Office management, etc. He is assisted by one U.D.C. and one L.D.C.

10. Overseer Grade I

Supervision of all construction works, preparation of estimate, designs and plans and maintaining all connected records as per CPWD code. He attends the work of Draftsman (Civil) also as that post is not available in NIFPHATT.

11. Electrical Supervisor

He is responsible for the maintenance and repairs of all electrical equipments in workshop, Diesel Generator, Ice-cum-freezing plant, etc. The Electrical Supervisor works under Assistant Engineer (Electrical).

12. Supervisor (Civil)

He is immediate junior to Assistant Engineer (Works). Supervise the repairs and construction of civil works. He is to prepare bills of the construction and is responsible for calling tenders, awarding work to contractor. He works as J.E. He is also responsible for the campus maintenance.

13. Marketing Assistant

He is immediate junior to the Marketing Officer and assists the latter to perform his duties efficiently. He is responsible for the efficient supervision of the landing of catches of all the vessels and its receipts, stock, sale and export etc. The handling of the entire landings and disposal of these materials which are not processed and frozen by the department and the other consists of the disposal of processed and frozen materials through export and internal retail stalls. The functions of these Marketing Assistants consist of efficient supervision of the catches of all the vessels and its receipts, stock and sale, export of frozen prawns, lobsters, etc. Prawn processing and other fish products to be kept in freezer. Retail sale of frozen fish, prawns and other fish products through the fish stalls etc. He is in-charge of sale of ice, unloading of the catches from the vessels and transporting the same into the fish reception hall, sorting, cleaning, weighing, icing and loading the required quantity of fish to be processed into the freezer and disposal of remaining quantity to the contractor. He prepares fish receipts and maintains landing registers. He is responsible for the maintenance registers such as register for processed prawns and lobster; frozen fish stock register, cash register for retail sale of frozen fish and fish products, register for the purchase of fish/prawns landed by other departmental vessels etc. Assists the Marketing Officer in popularization work, exhibitions, workshops etc.

14. Ice Plant Operator

He is immediately junior to the Refrigeration Engineer and is solely responsible for the operation of Ice plant. He has to take all necessary steps for the preventive and breakdown maintenance of the Ice Factory and for its smooth functioning. Taking all necessary steps for the urgent repair work like rewinding of motors, machining and honing of cylinder liners etc. Prepare annual indents of

spare parts and consumable articles for the upkeep and smooth operation of both Ammonia Plant and Freon plants. Checking the maintenance of the daily log of the plant, maintaining of ice stock register, register of stores for the plant, checking the register maintained for tools, etc. Supervise the maintenance of the processing equipments and their accessories whenever required, maintaining of the pump house. He conducts practical classes to the Refrigeration Technician Trainees.

15. Freezing Plant Operator

He is responsible for the repair and maintenance of all the freezing units at shore and vessels and carryout all the maintenance and repair works of Freezer containers available at Fish Stalls, A.C. Units, Fridges, Deep Freezer Cabinets etc. He also conducts practical classes to the Refrigeration Technician Trainees.

16. Processing cum Quality Assurance Supervisor

- i) Processing of fish, prawns and lobsters have to be arranged and personally supervised according to the availability of the raw materials.
- ii) If fish filleting or slicing or any other fish processing has to be done, the PQAS has to arrange the same and supervise also.
- iii) Before the work starts, the PQAS should make sure the supply of water, working condition of plate freezer and ice in addition to all preliminary requisition for the conduct of the processing work.
- iv) The PQAS is held responsible for yield percentage, uniform standard of quality of the production in conformity with ISI standards, hygienic handling of work by peelers and general sanitary condition of the processing hall.
- v) Receipt, proper icing and storage if necessary, and timely issue of raw materials for processing or round freezing after checking the quality and recording exact weight.
- vi) Proper loading and unloading from plate freezer and packing slabs as per grade and variety etc. for storage and export have to be attended.
- vii) The PQAS are jointly responsible for the chill room freezer store and freezers and for the safe custody of its keys.
- viii) Maintenance of processing registers and articles, daily submission of processing abstract have to be attended to.
- ix) R&D work for product development
- x) Implementation of HACCP.
- xi) Participation in extension activities
- xii) Participation in training programmes in theory and practicals.

17. Junior Hindi Translator

Junior Hindi Translator is responsible for the successful implementation of the official language policy and programmes, Hindi Teaching Scheme, arranging classes, translation of office orders, instructions, circulars, bulletin, News Letters etc. encouraging correspondence in Hindi.

18. Stenographer III

Posted as Steno to Deputy Director (P&M) – Attends the stenography, typing work of Processing and Marketing, Commercial section.

In additions to taking dictations of Dy. Director (P&M) and Head of Office, he attends to the important typing work as and when entrusted by officers.

19. Stenographer II

PA to Director. Attends to the stenography and typing work of Director, attends to the work related to Associations, J.C.M & C.A. Schemes, Tour Programme of Director, Visit of VIPs, New Schemes, Projects, Five Year Plan proposals, Seminars/Symposia. Maintains the C.R. Dossiers of Gazetted and Non-gazetted staff members, Movable and immovable Returns, Confidential correspondence, etc.

20. Upper Division Clerks

Out of 9 posts of Upper Division Clerks, one post is at NIFPHATT unit Visakhapatnam and 8 post at Headquarters, Cochin. The UDCs are distributed in the following sections and duties and responsibilities are as indicated:

1) **Administrative Section:** All establishments and Administrative matters viz., Recruitment Rules, Creation of posts, Selection, Transfer and posting, Periodical Returns, Maintenance of Roster for reservation, probation, permanency, pension and retirement benefits, Personal files and Service Books of all staff. Reception and Telephone, Inward and dispatch, stationery and forms, Record keeping, Apprenticeship training, training programmes for Refrigeration Technicians, Processing Technicians, Training of foreign nationals under ITEC programmes etc.,

One UDC posted in the confidential section attends to the works related to Court matters, DPC files and Right to Information Act.

One UDC at Visakhapatnam in charge of all Estt./ Admn./Accounts matters including cash.

2) **Accounts Section:** Budget, Expenditure statement, Appropriation of accounts, Reconciliation with Pay & Accounts Office, preparation of the contingent bills, Audit (both internal audit of the Ministry and local audit by Accountant General),

House Building Advance, Cash and Accounts matters relating to NIFPHATT Unit, Visakhapatnam.

One clerk is allotted the duties of Cashier.

3) Purchase & Commercial Accounts Section: Purchase of all machineries, equipments, fish and stores required for the Institute and raising bills. Preparation of Proforma Accounts, maintenance of all registers and files connected with fish landing, disposal of fish and fish products and fish contract, internal marketing, maintaining files and registers under I.D. Act, Factories Act, physical verification of stock of fish and fish products in the freezer store and at retail fish stalls. Raising bills for all services of NIFPHATT other than sale of fish, plant and machinery, store accounting, disposal of unserviceable articles, decommissioning and disposal of vehicles, machinery and equipments, etc. Renewal of factory licence, boiler licence, annual stamping of weighing balances, renewal of insurance and tax of insulated fish van.

5) Bill Section: Pay bill Registers, Pay bills, GPF Advance, House Building Advance, Conveyance Advance and other short term advance bills, GPF Account of Group D Staff, overtime allowance and Night Duty allowance Bills, Medical Reimbursement, T.A. & L.T.C bills, Income Tax and Profession Tax, Pay Bills.

21. Junior Marketing Assistant

He assists the Marketing Assistants in the receipt of fish, weighing, taking into stock, disposal through retail fish stalls, maintaining records like fish landing register, stock registers, sale of ice, etc. taking part in Exhibition, Trade Fairs, mobile and rural marketing.

22. Draftsman (Mechanical)

He will prepare machine drawings of the equipments/ parts etc. designed by the design cell. His duties will also include preparing description drawings for repairs/ fabrication etc. and preparing estimates. He will be incharge of all the drawings – original as well as blue-prints and their orderly upkeep. He will arrange production of blueprints.

In addition to the above, he will attend to any other job assigned to him by his superiors from time to time.

23. Assistant Operator

He is to assist the Operator in the operation of the Ice Plant. Assistant Operator is in-charge of shift of 8 hours. He is responsible for proper running of the machineries to give maximum turn over during the shift. He has to check the machineries, motors and equipments for their smooth operation. Any defects in functioning should be repaired or made up during his shift with the help of mechanics.

24. Electrician

He attends to the maintenance and repairs of Electrical installations and equipments in the shore establishments of this Institute. He should work under the guidance of Electrical Supervisor/ Supervisor Electrical. In addition to the above jobs he will attend to any other jobs assigned to him from time to time by the superiors.

25. Staff Car Driver Gr.I

Operation of Heavy Vehicles of the Institute, insulated fish vans for mobile/rural marketing, transport of materials for long distant places etc.

26. Salesman

Responsible for the sale of fish, fish products, through the retail stalls and demonstrate cooking of new items of marine products. They are responsible for the sale proceeds at the stalls and their remittance in the office and maintaining stock register, cash book and connected records.

27. Lower Division Clerk

The Lower Division Clerks, by gaining experience, do independent jobs as in the case of U.D. clerks and are detailed for the works enumerated vide item 23 i.e., Administration, Accounts, Purchase, Commercial Accounts, Bills, Cash, etc. Junior Lower Division Clerks are detailed for typing, Inward, Despatch, Stationery and forms, Record keeping, etc. One post is available at Vizag and the incumbent assist the UDC in his work.

28. Caretaker-cum-Cook

She is in-charge of the Guest House, Conference Hall and Kitchen attached to it. Duties and responsibilities involve proper upkeep of Guest House stores, crockeries, kitchen utensils, furniture and fittings, maintaining concerned registers, collection of rent from the occupants, preparation of food for the guest etc.

29. Staff Car Driver Gr.II & III

Operation of light vehicles of the project viz., one car, two jeeps. One post is available at Vizag for operating one standard 20 van.

30. Carpenter

Carpentry work on workshop and Ice cum Freezing plant, office, etc.

31. Mechanic (Workshop & Slipway)

The Mechanic in the Slipway attends to the overhauling of engine and equipments, fabrication and reconditioning of the tools and parts, repairs and maintenance of all mechanical equipment in the workshop. It is a marine workshop

handling very large and sophisticated diesel engines which are fitted in fishing vessels that go out for fishing on long cruises. The Mechanics have to attend to all the repairs and maintenance work.

32. Mechanic (Ice Plant)

The Mechanic in the Ice Plant attend to the maintenance of equipments, motors, pumps, compressors, ice wagons, contact freezers etc. lubricating, aligning and replacing worn out spare parts with new ones, applying grease to resist corrosion, charging the refrigerant, purging the oil from evaporators, defrosting the evaporation coils of freezer-store, tunnel freezer and the contact plate freezer by hot gas under the guidance of the Assistant Operator on duty. Assisting the Assistant Operator in equipments, machineries and motors under the guidance of Operator and senior most Assistant Operator. Maintaining the tools, taking the reading on temperature, pressure, amperes and volts of different equipments, machineries and motors and noting down the same in the daily log of the plant.

33. Boiler Attender

Operation and maintenance of Boiler attached to the Canning Plant. In addition he attends to the maintenance, upkeep and repairs of all machineries and equipments installed in the canning plant.

34. Iceman

Producing and harvesting of ice blocks, helping mechanic in repairing and maintenance of Ice-cum-freezing plant machineries and equipments.

35. Multi Tasking Staff

Operating duplicating machine, taking copies of various office orders, circulars, forms etc. required for the different Sections of the Institute. His duties involve the physical removal and issue of store items in the stores stacking and arrangements of various articles when received in the stores. Proper upkeep of records, stitching files, etc. He is also attending to the blue printing work (Ammonia copying). Attending the various divisions/sections and officers. Assisting the cashier in bringing cash from bank and remittance in bank. Presenting bills and collecting cheques from the Pay and Accounts Officer. Taking Xerox copies. Going to the post office for mailing/collecting letters. Any other work entrusted by the officers of the concerned divisions/sections. Any other duties assigned by the superiors. Watch and ward duty of the Institute's premises, plant, buildings etc.

36. Sales Assistant

They are to assist the salesman in weighing and issuing fish to the buyer through the stalls, cleaning and upkeep, etc.

37. Khalasi

Cleaning of Ice-cum-Freezing plant machineries, painting them in proper time etc. assisting Iceman in loading of ice.

38. Processing Workers

Actual production of diversified fish products under the guidance and directions of PQAS, The production lines consists of block freezing, filleting, slicing, canning, drying, pickling, producing minced meat and diversified fish products including ready to cook and ready to eat items and any other products developed from time to time . Observing of HACCP norms for plant hygiene and personal hygiene.