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भारत सरकार

कृषि एवं किसान कल्याण मंत्रालय,

पशुपालन डेयरींग और मत्स्यपालन विभाग

भारतीय मात्स्यिकी सर्वेक्षण के कोचिन बेसएपी बी सं 853 कोच्चंगाडी, कोच्ची-5

GOVERNMENT OF INDIA

MINISTRY OF AGRICULTURE AND FARMERS' WELFARE

DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES

COCHIN BASE OF FISHERY SURVEY OF INDIA,P.B. No. 853, KOCHANGADI, KOCHI-5

F.No.2-1/2017

Dated : 09.08.2018

To

The Director General,
Fishery Survey of India,
Mumbai-5

Sub: Uploading details in the website-reg

Ref: HQs. E mail dated 03.08.2018

Sir,

With reference to the email cited, I am to furnish the following details

1. All the committees (Internal and external) formed in your office (name, designation, address date from and to etc)

NIL

2. Minutes of all the meeting held by your office
Enclosed (Official language implementation quarterly meeting held on 30.06.2018)
3. Documents held by your office, section wise also along with custodian of documents

ESST.SECTION - Custodian -OFFICE SUPDT./UDC

Service Book of staff

As per annexure-1

- 2.. Personal files of the above staff
- 3.Files relating to the different kindly of leave/LTc etc of above staff.
- 4.Files relating to Various court cases.
- 5.Files relating to the APARs
- 6.File relating ot the arrangement of security
- 7.Files relating to settlement of telephone bills
- 8.Files relating to the settlement of electricity charges of office and residential quarters
- 9.Files relating to the allotment of staff quarters
- 10.Files relation to the grnat of increment
- 11.Files relating to the 7th pay fixation
12. correspondence of Delegation of financial powers
- 13.Pension files
14. Appointment of Group C staff
- 15.Appointment of LDC adhoc basis
- 16.Correspondence of vacant posts
- 17.Movable/Immovable property return
- 18.Various quarterly/halfyear/annual returns
- 19.CGEIGS correspondence
- 20.Various correspondence of establishment matter
- 21.Purchase of stationary and maintenance of stock registers.
22. RTI Correspondence and returns
- 23.Official language implementation

FISHERY SECTION- Custodian- JFS/JFGT

Files:

Dissemination of information through RIS
Files relating to the sailing order
Purchase of fishing gear stores
Purchase of ice for vessel
Various correspondence of fisheries activities
Issue of sea service certificate of CFNET trainees
Posting of casual labourers
Payment of wages to casual staff and registers
Cruise reports

ACCOUNTS –Custodian- SERVICE ENGINEER (DD0)/UDC

Cash Book
Cheque issue/leaves register
MR register and file
Pay bill register
Contg.bill Register
Bill Register
Appropriation Register
Budget preparation
LTC/Tour/MR/ advance register
Challan register
Valuable register
Permanent advance register
Files
Various correspondence of accounts matters

PURCHASE AND STORES- Custodian – SERVICE ENGINEER (M)-UDC

Stock and issue of various spares/stores/machineries
(maintenance of cardex system)
Files
Different Purchase files of various spares/stores/machineries
Purchase of LSA/FFA stores

REPAIR SECTION- Custodian –SERVICE ENGINEER (M)

Files
Dry docking repairs of Matysa Varshini
Dry docking repairs of MFV Lavanika
Running repairs of Matsya varshini
Running repairs of MFV Lavanika
Maintenance of office equipment
Maintenance of vehicles
Dry docking of other base vessels at Cochin Shipyard

4. Channel of decision making in your office.

FISHERY SECTION

ZONAL DIRECTOR
SR.FISHERIES SCIENTIST
FISHERIES SCIENTIST

ENGINEERING section

ZONAL DIRECTOR
SERIVCE ENGINEER(M)
ASTT.ENGINEER (WORKSHOP)

5. RTI information (i.e., details of application received and disclosed, copies of replies given to the RTI applicants along with the copy of the application) and any other information provided by your base office under RTI.

AS PER ANNEXURE II

6. Details and information of meetings with stake holders/ public / workshops / Seminars etc along with photographs.
2016-17 - One day workshop on "Marine Fishery resources of Kerala coast sustainable Utilization" was organized by the FSI, Kochi base at Albuquerque fishing handling centre, Fort Kochi on 31.01.2016 for the benefit of the local Fishermen.
2017-18 – One-day regional workshop on "Sustainable Utilization of Oceanic Resources of Lakshadweep sea" held at Golden Jubilee Hall of Archaeological Museum, Agatti island, Lakshadweep on 19 January 2018.
7. Projects / Schemes / Programs handles by your Base office along with/ details- NIL.
8. PAC paras and the action taken reports.-NIL
9. Employees 7th pay details along with gross and net salary drawn by each employee (name, designation, pay, gross pay, net pay etc).

ASPER ANNURE-III

Yours faithfully,

ZONAL DIRECTOR

Encl: copies of /RTI records

ANNEXURE III

KOCHANGADI OFFICE

S.No.	Name and Designation	Pay	Gross pay	Net pay
1.	Shri D.K.Gulati,Zonal Director	1,15,800	1,31,610	82,396
2.	Dr.S.Ramchandran,Sr.Fisheries Scientist	78,500	1,04,259	75,774
3.	Shri Manoj Kumar O.T.Servive Engineer (M)	73,200	97,740	79,388
4.	Shri P.Tamilarasan,Fisheries Scientist	77,700	90,843	47,513
5.	Shri N.Unnikrishnan, Jr.Fisheries Scientist	71,300	95,403	73,063
6.	Shri A.E.Ayoob,Jr.Fishing Gear Technologist	64,100	82,695	54,935
7.	Shri K.M. Abdul Nazir, Office Superintendent	52,000	67,812	45,152
8.	Smt. T.P.Leena, Jr.Hindi Translator	77,900	103,521	85,261
9.	Smt.SanthaVijayan,Stenographer	60,400	78,144	48,434
10.	Smt. R.Sreeja, Upper Division Clerk	40,400	53,544	32,994
11.	Shri P.P.Santhosh Babu, Upper Division Clerk	34,300	40,553	23,823
12.	Smt. A.A.Dawlath,Upper Division Clerk	35,300	47,271	37,241
13.	ShriK.S.Renjith, Lower Division Clerk	27,600	37,800	34,817
14.	ShriT.K.Saju. Staff Car Driver	23,800	30,719	27,102
15.	Shri A.A.Karim,MTS	31,100	42,105	15,515
16.	Smt. K.C.Animol, MTS	20,900	23,808	20,322
17.	Shri M.SubashMech.Supervisor(Sr)	88,400	116,436	98,256
18.	ShriK.C.Joshi, Marine Electrician	62,200	80,358	72,198
19.	Shri James Raj,Ref.Mechanic	62,200	80,358	62,638
20.	Shri S.Kalesan, Milling Machine operator	42,800	56,496	39,756
21.	Shri.P.M.Sudalai,Carpenter	52,000	59,492	40,212
22.	Shri S.Balakrishnan,Fitter	50,500	65,967	58,857
23.	Shri A..Mohan, Welder	40,400	47,080	26,630
24.	Shri K.R.Gopan, Machinsit	36,400	48,624	35,094
25.	Shri Joseph Sylvester, Welder	36,400	48,624	38,594
26.	Shri K.A.Joshi, Netmender	39,800	52,806	41,736
27.	Shri P.R.Saboo, Netmender	35,000	41,302	34,572
28.	Shri S.Anoop Netmender	20,900	28,852	26,586
29.	Shri Madhu K.L.,Skipper	74,000	98,724	88,964
30.	Shri C.G.Anil Kumar, Chief Engineer Gr.II	95,800	1,25,538	89,878
31.	Shri R,Girish Kumar, Bosun (c)	58,600	75,930	62,100
32.	Shri T.K.Pratapana, cook	37500	49,977	42,947
33.	Shri V.N.Chakrapana, cook	37,500	49,977	43,931
34.	Shri K.P.Muraleedharan Nair, Cook	36,400	48,624	41,804
35.	Shri A.S.Shanil kumar, Jr.Deckhand	29,300	35,203	30,338
36.	Shri Saji George, Chief Engineer Gr.II	81,200	103,728	87,428
37.	Shri P.A.Arun Kumar, Bosun(c)	55,200	71,748	65,262
38.	Shri Sujil Sudhan, Sr.Deckhand	26,000	35,832	33,020
39.	Shri V.Rajan,Sr.Deckhand cum cook	49,000	64,122	42,532
40.	Shri K.Ruby, Sr.Deckhand cum cook	36,400	42,800	33,430
41.	Shri S.R.Satheesan,Sr.Deckhand cum cook	41,600	55,020	49,190
42.	Shri I.K.Anil Kumar, Sr.Dekhand cum cook	36,400	48,624	35,594
43.	Shri E.A.Mathew,Geaser Gr.II	37,500	43,977	37,247
44.	Shri P.C.Girish,Jr.Deckhand	31,100	42,105	37,075
45.	Pradeep Raghav, LDC/Hindi Typist	19,900	22,738	22,128

ANNEXURE ii

S.No.	From whom received	Details	Date of disposal
1	K.P.Muraleesharan Nair, Cook	Copies of Recruitment rules	16.4.2018
2	K.J.George,Ex-skipper	Copies of Recruitment rules	14.03.2018
3	Shanilkumar, Jr.Deckhand	Copy of order of messing allowance	01.02.2018
4	N.John chellappa, Vyttila, Kochi	Copies of grant of macp to P.Haridas & C.A Gopi	06.01.2018
5	V.J.Joseph, Ex-skipper	Copy of notification dt. 31.05.2017	01.12.2017
6	Shanil Kumar, Jr.Deckhand	Copies of recruitment rules	
7	K.R.Shajiji, Ex-skipper	Copy of office order 3-5/2008 dt.7.10.2010	21.08.2018
8	Binodkumar, Jamuna Nivas, Patna	Asset details	4.07.2017
9	Amal Chandra Paul, W.B.	Copy of internal audit report of fixation of pay of T.P.Leena	07.09.2016
10	Manoj C.M., N.Paravoor	Vacant post details	24.11.2016
11	Saju.MP. Muttath House, ernakulam	Slipway worker details	30.3.2016
12	K.Venugopalan, Vanchithara House, Aroor	Copy of Ranklist	4.11.2016
13	Vidya Asok kadam, Borivili, Mumbai	Copy of calculation sheet of Transfer T.A.	13.07.2017
14	George P. Thaoms	Security arrangement	23.02.2016
15	Voldela Suresh Babu, Rangareddy District	Fire safety	29.02.2016
16	P.Nandini, Chennai	Pay fixation of order of T.P.Leena	31.0.2015
17	P.Navneet, Patel Nagar JIND, Pin 126102	Transferred from Mumbai	24.06.2015
18	Adhikesavan, Chennai	Fake certificate	14.05.2015
19	Sanjay Thule, Nagpir	Reced.from Hqs.	1.5.2015
20	K.Purandaran, Ex-Jr.Deckhand	Copies of Recruitment Rules	13.03.2014

MARINE ENGINEERING DIVISION OFFICE

ESST.SECTION- Custodian -SERVICE ENGINEER (M)/UDC

Service Book of following staff

- 1 Shri Josh Ashokan Cheppalli, Superintendent (PSC)
 - 2 Shri R. Gopakumaran Nair, U.D.C
 3. Smt. Sheeba K.S, U.D.C
 - 4 Sri. Sandeep Kumar Kushwaha, LDC
 - 5 Shri. Madana Rajan K., Crane Operator
 6. Shri. P.J. Pious, Driver Cl. II
 7. Shri A Radhakrishnan, Driver (O.G)
 - 8 Shri A. Ghee Varghese , Turner
 - 9 Smt. T.S.Ravikumar, Mechanic
 - 10 Sri Praveen Prakash, Mechanic

 - 11 Sri B.C. Sudheesh, Carpenter.
 - 12 Sri T.P. Ratheesh, Carpenter.
 - 13 Sri Rajesh Kumar.V, Welder
 - 14 SriPramod Kumar. V, Welder
 - 15 Sri M.P.Sudarsanan, Multi-Tasking Staff.
 - 16 Sri.M.B.Sajeevn, Multi-Tasking Staff.
 - 17 Sri C.Kamal Prasad Ghimire, Multi-Tasking Staff.
 - 18 Sri. K.P.Raju, Multi-Tasking Staff.
 - 19 Smt. Sajina.P.M, Multi-Tasking Staff.

 20. Sri C.K.Antony, Slipway Worker Gr.II
 21. Sri M.N.Asok Kumar, Slipway Worker Gr.II
 22. Sri K.M.Ravi, Slipway Worker Gr.II
 23. Sri P.J.George, Slipway Worker Gr.II
 - 24 Sri Premadas V, Slipway Worker Gr.II
 25. Sri K.N.Adreyan, Assistant Operator.
 26. Sri P.A.Raphel, Counter Clerk
 27. Sri V.B.Ramesan, Bearer
 - 28 Sri C.C.Vinod, Wash Boy
 29. Sri K.Rajesh, Multi-Tasking Staff.
3. Personal filed of the above staff
Files relating to the different kind of leave/LTc / Tour etc of above staff.
Files relation to the settlement of electricity charges of office and residential quarters
Files relation to the grant of increment
Files relating to the 7th pay fixation
Pension files
ACP/MACP files
Appointment of Group C staff
Appointment of LDC adhoc basis
Correspondence of vacant posts
Movable/Immovable property return
CGEIGS correspondence
Various correspondence of establishment matter

ACCOUNTS – Custodian-SERVICE ENGINEER (DDO)

Pay bill register
Various correspondence of accounts matters

PURCHASE AND STORES -Custodian- SERVICE ENGINEER/ASST.ENGINEER

Purchase files of various spares/stores/machineries
Purchase of stationary /Printed forms and its registers.
Purchase of wire ropes/ welding electrodes/ electrical fittings etc.,
Various correspondence of establishment matter
Purchase of stores for MFV Lavanika/ Matysa Varshini/other base vessels.
Files/ registers for Electricity/Water/ Telephone charges
Files for casual Labour Charges .

REPAIR SECTION- Custodiana-ASSTT.ENGINEER/SUPDT (psc)

Repair work for Dredger Saikathari /Crane/Forklift/ Sandpump etc.,
Maintenance of repair of Quarters/ Office Buildings/Workshop etc.,
Maintenance of Intercom facility.
Hiring of Dredger Saikathri.

Electronic Sections – CUSTODIAN -ASSTT.ENGINEER

Electronic equipment purchase and repair of MFV Lavanika/ Matsya varshini

Slipway –Custodiana-ASST.ENGINEER (W/s) /supdt(Psc)

Maintenance and procurement of Slipway Cradle and Slipway Rail etc.,
Docking of private vessels in Slipway.
Renewal of Jetty /Slipway License
General Bill register and Docking register

LIFERAFT SECTION - ASSTT.ENGINEER (w/S)

Payment to MMD for Inspection of Liferaft .
ISO certification of Liferaft service station
Purchase of Liferaft Stores
Cylinder Pressure Testing , weighing, certification, Calibration etc.,
Liferaft servicing register
File for station approval from DG shipping

1. Channel of decision making in your office.

ENGINEERING section
ZONAL DIRECTOR
SERIVCE ENGINEER(M)
ASTT.ENGINEER (WORKSHOP)

2. RTI information (i.e., details of application received and disclosed, copies of replies given to the RTI applicants along with the copy of the application) and any other information provided by your base office under RTI.

S.No.	From whom received	Details	Date of disposal
1	Amalraj.N.A, Ernakulam	Details of Slipway Worker	21.4.2018
2	O.V. Soman, TRA	Copies of MACP Fixation statement	24.09.2017
3	Vineetha A.P, Ernakulam	Copies of Rank list for Slipway Worker Gr. II	07.07.2017
4	Shoji N.S Vennala. P.O	Details of posing of Welder	26.05.2017
5	N.A. Javappan, Ernakulam	Details of the post of Slipway Worker Gr.II	20.09.2016
6	K.J. Antony, Cochin	Copies of Last Pay Certificate, Copies of Fixation statement	09.9.2016

7	V.D. Thilakan, Alappuzha	Copy of Rank list for the post Slipway Worker Gr. II	04.01.2016
8	Venuprasad, Ernakulam		25.02.2015
9	Deepa Sunil Kumar, Nayarabalam, Kochi	Details of the post Slipway Worker Gr. II	05.09.2014
10	Rajender Singh Bisht	Details of Deptt. Canteen at MED	31.03.2014

3. Employees 7th pay details along with gross and net salary drawn by each employee (name, designation, pay, gross pay, net pay etc).

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MED OFFICE

Sl. No	Name and Designation	Pay	Gross pay	Net pay
01.	Shri B. Satheesh Kumar ,A.E (W/s)	87700	115575	101195
02.	Sri Josh Ashokan Cheppalli, Superintendent (PSC)	43600	50504	43539
03.	Sri R Gopakumaran Nair, U.D.C	40400	53544	48514
04.	Smt. Sheeba K.S, U..D.C	34300	40553	20593
05.	Shri. Sandeep Kumar Kushwaha, L.D.C (Adhoc)	19900	26338	26328
06.	Sri Madana Rajan K., Crane Operator.	29600	40260	34983
07.	Sri P.J.Pious, Driver Cl.II	33300	44811	31781
08.	Sri A.Radhakrishnan, Driver (OG)	31100	37129	29991
09.	Sri A.Ghee Varghese, Turner	34000	45672	35642
10.	Sri T.S. Ravikumar, Mechanic	26000	31672	27160
11.	Sri Praveen Prakash, Mechanic.	23800	30719	28142
12.	Sri B.C. Sudheesh, Carpenter.	25200	34848	23122
13	Sri T.P. Ratheesh, Carpenter.	23800	26911	23734
14.	Sri Rajesh Kumar.V, Welder	26000	35832	33020
15	SriPramod Kumar. V, Welder	23800	26911	23734
16.	Sri M.P.Sudarsanan, Multi-Tasking Staff.	35000	46902	36372
17.	Sri.M.B.Sajeevn, Multi-Tasking Staff.	33000	39162	25432
18.	Sri C.Kamal Prasad Ghimire, Multi-Tasking Staff	31100	37129	26499
19.	Sri K.P.Raju, Multi-Tasking Staff.	31100	37129	25399
20.	Smt Sajina P.M., Multi-Tasking Staff.	22100	28692	26297
21.	Sri C.K.Antony, Slipway WorkerGr.II	39800	52806	39236

22.	Sri M.N.Asok Kumar, Slipway WorkerGr.II	34000	45672	33142
23.	Sri K.M.Ravi, Slipway WorkerGr.II	34000	45672	28412
24.	Sri P.J.George, Slipway WorkerGr.II	30200	40998	28468
25.	Sri Premadas, Slipway WorkerGr.II	18500	24840	22830
26	Sri K.N.Adreyan, Assistant Operator.	32000	43212	32182
27.	Sri P.A.Raphel, Counter Clerk	39800	52806	14070
28	Sri V.B.Ramesan, Bearer	35000	41302	29572
29	Sri C.C.Vinod, Wash Boy	29300	39891	23311
30	Sri K.Rajesh, Multi-Tasking Staff.	28400	34240	29951

ANNEXURE 1

kochangadi

- 1 Shri A.E.Ayoob,Jr.Fishing Gear Technologist
- 2 Shri K.M. Abdul Nazir, Office Superintendent
- 3 Smt. T.P.Leena, Jr.Hindi Translator
- 4 Smt.SanthaVijayan, Stenographer
5. Smt. R.Sreeja, Upper Division Clerk
6. Shri P.P.Santhosh Babu, Upper Division Clerk
- 7 Smt. A.A.Dawlath,Upper Division Clerk
- 8 ShriK.S.Renjith,Lower Division Clerk
- 9 ShriT.K.Saju. Staff Car Driver
- 10 Shri A.A.Karim,MTS
- 11 Smt. K.C.Animol, MTS
- 12 Shri M.Subash, Mech.Supervisor(Sr)
- 13 ShriK.C.Joshi, Marine Electrician
- 14 Shri James Raj,,Ref.Mechanic
- 15 Shri S.Kalesan, Milling Machine operator
- 16 Shri.P.M.Sudalai,Carpenter
- 17 Shri S.Balakrishnan,Fitter
- 18 Shri A..Mohan, Welder
- 19 Shri K.R.Gopan, Machinist
- 20 Shri Joseph Sylvester, Welder
- 21 Shri K.A.Joshi, Netmender
- 22 Shri P.R,Saboo, Netmender
- 23 Shri S.Anoop Netmender
- 24 Shri K.L.Madhu, Skipper
- 25 Shri R.Girish Kumar,Bosun (c)
26. Shri P.A.Arun Kumar,Bosun (c)
27. Shri C.G.Anil Kumar,Chief Engineer Gr.II
- 28 Shri Saji George, Chief Engineer Gr.II
- 29 Shri SujilSudhan ,Sr.Deckhand
- 30 Shri. V.Rajan, Sr.Deckhand cum Cook
- 31 Shri .S.R.Satheesan, Sr.Deckhnad cum cook
- 32 ShriK.Ruby, Sr.Deckhand Cum cook
- 33 Shri I.K.Anil Kumar, Sr.Deckhand cum cook
- 34 Shri E.A.Mathew, Greaser Gr.II
- 35 Shri V.N.Chakrapani,Cook
- 36 Shri T.K.Pratapam,Cook
- 37 shri K.P.Muraleedharan Nair ,Cook
- 38 Shri A.S.Shanil Kumar,Jr.Deckhand
- 39 Shri P.C.Gireesh, Jr.Deckhand
- 40 Shri Pradeep raghav,LDC