



PRADHAN MANTRI MATSYA SAMPADA YOJANA

GUIDELINES ON ADMINISTRATIVE EXPENSES UNDER PMMSY



Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries



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October 2020

Guidelines and Cost Norms for ADMINISTRATIVE EXPENSES under Pradhan Mantri Matsya Sampada Yojana (PMMSY)

1. INTRODUCTION

- 1.1 Pradhan Mantri Matsya Sampada Yojana (PMMSY) provides that 2.5% of the annual budgetary allocation under PMMSY (central share) would be earmarked for meeting the administrative expenses for implementation, monitoring, evaluation and review of PMMSY (both Central Sector and Centrally Sponsored Scheme components) by the Department of Fisheries (DoF), National fisheries Development Board(NFDB) and the End Implementing Agencies (EIAs). Additionally, PMMSY provides that DoF, on the recommendation of the Central Apex Committee (CAC) of PMMSY, will earmark the extent of funds under administrative expenses that would be released to NFDB & EIAs.
- 1.2 PMMSY provides that DoF would be the competent authority to decide the modalities and guidelines including cost norms for incurring expenditure under Administrative expenses. This also includes the modalities, guidelines and cost norms for establishing and operating the Project Appraisal Committee (PAC) and Programme Monitoring Unit (PMU) in NFDB; the Central Standing Committee(CSC), Central Apex Committee(CAC) and Project Monitoring and Evaluation Unit (PMEU) in DoF; the State Programme Unit (SPU) at State/UT level, and District Programme Unit (DPU) at district level including necessary institutional arrangements/structure at the sub-district level.

2. BROAD ADMISSIBLE ACTIVITIES

- 2.1 Hiring of minimum manpower for CSC, CAC and PMEU in DoF, PAC and PMU in NFDB, SPU at State/UT level, DPU at district level and need based institutional arrangements/structures at the sub-district level including office expenses, allowances etc.
- 2.2 Procuring minimum infrastructure like furniture/fixtures, computers/laptops, printers, software etc. for establishment, operationalization and day-to-day functioning of the institutional arrangements/structures mentioned at 2.1 above.

- 2.3 Any other need-based support/services to the institutional arrangements/ structures mentioned at 2.1 above as decided by DoF
- 2.4 Information Education Communication (IEC) activities and preparation of IEC material including electronic and print materials.
- 2.5 Preparation of required MIS along with necessary hardware/software and its operation.
- 2.6 Design, development and operation of online PMMSY portal in DoF.
- 2.7 Publicity and promotional activities for PMMSY through electronic, social and print media.
- 2.8 Hiring of Project/Programme Management Consultants /Advisory (PMC/ PMA) and knowledge partners.
- 2.9 Organizing seminars, workshops, meets, summits/conferences (regional, national and International), official meetings, etc.
- 2.10 Organizing fish farmers and fisheries cooperative meets.
- 2.11 Evaluation of PMMSY.
- 2.12 Hiring of vehicles.
- 2.13 Design and printing of guidelines, publications, SOPs and other documents related to PMMSY, as necessary.
- 2.14 Periodicevaluation (mid-term) whenever required and post-implementation evaluation (end-term) of PMMSY through third party/ independent agency/ individual domain experts.
- 2.15 Activities to support quality control and regulation of the fisheries sector aimed at enhancing quality, production and productivity.
- 2.16 Hiring/engagement of domain experts and support staff on contractual basis in DoF.
- 2.17 Preparation of 5 year prospective plan, Annual Plan and assisting the States/UTs for preparation of their fisheries vision documents, annual plans, District Fisheries Plans etc.

- 2.18 Organizing events such as Fish Farmers Day(FFD), World Fisheries Day or any other such event including awards and functions.
- 2.19 Any other activities as may be required for administration and smooth implementation of PMMSY.

3. FUNDING PATTERN

- 3.1 The sub-component of administrative expenses is covered under the Central Sector Scheme Component of PMMSY. The Central Sector Component of PMMSY provides 100% central financial assistance for the activities envisaged under the CS Component.
- 3.2 The entire cost of admissible activities mentioned in Para-2 with the ceiling specified in Para-5 will be borne by the Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, Govt.
- 3.3 The End Implementing Agencies will be entitled to get 100% central funding support for taking up the activities mentioned in the Para-2 above and as detailed at para-5.

4. END IMPLEMENTING AGENCIES (EIAs)

- 4.1 The Activities mentioned in Para-2 above will be implemented through the following agencies:
 - i. Central Government and its entities including National Fisheries Development Board (NFDB)
 - ii. State/UT Governments and their entities
 - iii. State Fisheries Development Boards
 - iv. Any other End Implementing Agencies as decided by Department of Fisheries

5. QUANTUM OF FINANCIAL ASSISTANCE

- 5.1 The details of admissible financial assistance and corresponding ceiling pertaining to each activity under the administrative expenses of PMMSY are furnished in the table below:

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|-----------|---|--|
| (i) | (ii) | (iii) |
| 1. | Hiring of minimum manpower | |
| 1.1 | For Central Standing Committee(CSC), Central Apex Committee(CAC) and PMEU in the Department of Fisheries, Gol | <ul style="list-style-type: none"> i. Need based support staff such as Data Entry Operators (DEO)/stenographers, Multitask Staff (MTS) will be hired for supporting and providing secretariat assistance to the Committees. For this purpose, a lump sum provision of Rs. 200 lakhs is earmarked for a period of 5 years (2020-21 to 2024-25). ii. The services of the manpower will be engaged purely on a contractual basis. iii. The services of the manpower will be engaged through suitable outsourcing agencies/ manpower supply agencies. iv. The engaged manpower will be provided consolidated monthly emoluments through the outsourcing agencies and no direct payment of salary/emolument to individual will be provided by DoF. v. DoF will provide consolidated monthly salary of the personnel engaged to the service providing agency and DoF will not be responsible for payment to the individuals. vi. The engagement of manpower under PMMSY Scheme shall be co-terminus with the PMMSY Scheme period. vii. 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, Gol or in any of its sub-ordinate institutions/organizations. viii. 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 DoF without assigning any reason(s) whatsoever at any point of time. |
| 1.2 | For PAC and PMU in National Fisheries Development Board(NFDB) | <ul style="list-style-type: none"> i. NFDB will also hire minimum need based support staff purely on contractual basis in line with the terms and conditions mentioned at Sl 1.1 above. ii. The expenses towards the same will be met from the lump sum funds provided under the administrative expenses. |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|-----------|--|---|
| 1.3 | For State Programme Units(SPUs) and district Programme Units(DPUs) at State/ UT level, | <p>iii. Detailed nomenclature, scale of manpower, remuneration, and roles and responsibilities etc. of contractual manpower for operating the State Programme Unit (SPU), District Programme Unit (DPU) and the Sub-district level institutional arrangements are furnished in Appendix-1 of these guidelines.</p> <p>iv. Eligibility and qualification details of contractual manpower to be engaged by States/UTs for operating the State Programme Unit (SPU)/Union Territory Programme Unit (UTPU), District Programme Unit (DPU) and Institutional Arrangements at Sub-District Level including monthly office expenses under PMMSY are furnished in Appendix-2 of these Guidelines.</p> <p>v. An indicative total investment of Rs. 91 crores is earmarked for this purpose for a period of five years (2020-21 to 2024-25).</p> |
| 2. | Procuring of furniture/fixtures, computers/laptops, printers, software etc. | |
| 2.1 | In DoF for implementation of PMMSY including PMMSY Cell. | i. The need-based office furniture/fixtures, IT infrastructure such as computers/laptops, printers, photocopiers and software etc. will be procured as per the prevailing financial regulations/GFR/procurement procedures etc. For this purpose, a lump sum amount of Rs. 200 lakh has been earmarked for a period of 5 years (2020-21 to 2020-24). |
| 2.2 | For implementation of PMMSY including creation of facilities for PAC and PMU in NFDB | i. NFDB shall follow the extant procurement procedures and financial rule/GFR to procure goods and services from the funds provided to NFDB towards administrative expenses. |
| 2.3 | For SPU and DPU at State/UT level. | <p>i. A lump sum one-time grant of Rs. 3 lakh per potential district for DPR and for each SPU/UTSPU will be provided. For this purpose, the concerned State Government/UT is required to submit self contained proposals including estimated cost.</p> <p>ii. The maintenance cost of such facilities procured will be met from the monthly expenses provided to SPU/DPU as indicated in the Appendix-I of these Guidelines.</p> <p>iii. The States/UTs will procure the equipment as per their respective State/UT procurement procedure.</p> <p>iv. The State/UT will maintain proper accounts and produce the details as and when desired by DoF.</p> |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|-----------|---|---|
| 3. | Information Education Communication (IEC) activities and for preparation of IEC material including electronic and print materials. | |
| 3.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | i. Keeping in view of the funds, a lump sum amount of Rs. 500 lakh has been earmarked for a period of 5 years for IEC activities, which may be enhanced as and when required with the approval of CAC. |
| 3.2 | National Fisheries Development Board (NFDB), Hyderabad | i. NFDB will be provided a lump sum amount of Rs. 100 lakh for IEC activities under PMMSY for a period of 5 years. |
| 3.3 | States/UTs | i. An annual grant of Rs. 4 lakh per State and Rs. 2 lakh per UT annually will be provided for IEC activities in their respective States/UTs. ii. The State/UT will maintain proper accounts and produce the details as and when desired by DoF. |
| 4. | Preparation of required MIS along with necessary hardware/software and its operation | |
| 4.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | i. The expenditure for this purpose will be as per actuals. However, a tentative investment of Rs. 500 lakh has been earmarked for this purpose. |
| 4.2 | States/UTs | i. It is envisaged that a consolidated one-time grant of Rs. 4 lakh will be provided per State/ UT to integrate their MIS with PMMSY Portal, MIS of DoF and DBT portal, as may be required. |
| 5. | Design, development and operation of online PMMSY portal in DoF | |
| 5.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | i. The expenditure for this purpose will be as per actuals. However, a tentative investment of Rs. 500 lakh has been earmarked for this purpose. |
| 6. | Publicity and promotional activities for PMMSY through electronic, social and print media etc. | |
| 6.1 | Department of Fisheries (DoF), Ministry of Fisheries, | i. The expenditure for awareness and promotional activities will be met by the DoF as per actuals. However, a tentative fund of Rs. 500 lakhs per year is earmarked for this purpose. |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|-----------|---|--|
| | Animal Husbandry and Dairying, Gol | ii. In addition, the DoF may also provide required funds to NFDB for taking up required awareness and promotional activities. |
| 6.2 | States/UTs and other EIAs | i. A lump sum of Rs. 5 lakh per State per year and 2 lakh per UT/other EIAs per year will be provide for conducting of publicity and promotional activities related to PMMSY. ii. The publicity and promotional activities to be taken up by the States/UTs should fall within the broad ambit of PMMSY. |
| 7. | Hiring of Project/Programme Management Consultants/ Advisory(PMC/PMA) and Knowledge Partners | |
| 7.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | i. The expenditure on hiring of Project/Programme Management Consultants/Advisory(PMC/PMA) and Knowledge Partners will be met by DoF as per the actuals. ii. Additionally, DoF may also provide necessary funds to NFDB to meet the expenditure on hiring of Project/Programme Management Consultants/ Advisory (PMC PMA) and Knowledge Partners. iii. However, a total budget of Rs. 20 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 8. | Organizing seminars, workshops, meets, summits/conferences (regional, national and International), official meetings, including fish farmers and fisheries cooperative meets, etc. | |
| 8.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | i. Cost of seminars, workshops, meets, summits/conferences (regional, national and International), official meetings etc., will be met by DoF as per the actuals. ii. DoF may also provide necessary funds to NFDB for organization of need based seminars, workshops, meets, summits/conferences (regional, national and International), official meetings etc. iii. A budgetary provision of Rs. 25 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|-----------|---|--|
| 8.2 | States/UTs and Other End Implementing agencies | <ul style="list-style-type: none"> i. A lump sum central grant of Rs. 5 lakh per State per year and 2.50 lakh per UT/other EIAs per year will be provide for organization of need based seminars, workshops, meets, summits/conferences, official meetings etc. ii. The theme of seminars, workshops, meets, summits/conferences, official meetings etc., should be fall within the broad ambit of the PMMSY objectives and also propagation PMMSY. iii. A budget of Rs. 10 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 8.3 | Sponsoring by DoF/ NFDB | <ul style="list-style-type: none"> i. DoF will sponsor organization of need based seminars, workshops, meets, summits/conferences (regional, national and International), meetings and any other farmers oriented programmes etc., ii. Depending on the availability of funds, DoF may also provide consolidated funds to NFDB on an annual basis for sponsoring need based seminars, workshops, meets, summits/conferences (regional, national and International), meetings and any other farmers oriented programmes etc., iii. The cost of each event will be up to a maximum of Rs. 10 lakh per event. DoF may reduce or enhance cost event on a case to case basis depending on the size of the programme and its importance. iv. The theme of the events mentioned above should fall within the broad ambit of PMMSY. v. A tentative budget of Rs. 20 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 9. | Hiring of Vehicles | |
| 9.1 | Hiring of vehicles in DoF for implementation of the PMMSY. | <ul style="list-style-type: none"> i. DoF may hire private vehicles at the Headquarters as well as in the field as required for operational requirements to facilitate smooth implementation of PMMSY. ii. The cost of hiring of vehicles will be as per actuals. |
| 9.2 | Other End Implementing agencies including States / UTs (maximum | <ul style="list-style-type: none"> iii. DoF will provide a lump sum grant up to Rs. 5 lakh per State per year and Rs. 2 lakh per UT/other EIA per year for hiring of vehicles as and when necessary for implementation of the PMMSY. |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|------------|--|--|
| 10. | Design and printing of guidelines, publications, SOPs and other documents related to PMMSY, as necessary | |
| 10.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | <ul style="list-style-type: none"> i. The cost of design and printing of guidelines, publications, SOPs, action plans, vision documents and any other documents as may necessary for implementation of PMMSY will be as per actuals. ii. Depending on the availability, DoF may also provide consolidated funds to NFDB on annual basis for this purpose. iii. A budget of Rs. 10 crore has been earmarked for this activity for a period of 5 years (2020-21 to 2024-25) |
| 10.2 | States/UTs and Other End Implementing agencies | <ul style="list-style-type: none"> i. DoF shall provide an annual grant of Rs. 2.50 lakh per State and Rs. 1.50 lakh per UT/other EIAs per year. ii. The States/UTs/other EIAs will utilize the central fund provided under this activity mainly for translation of Operational Guidelines of PMMSY and other documents relating to PMMSY in their local language for the benefits of fishers, fish farmers, fish workers, fish vendors and other stakeholders. |
| 11. | Periodic evaluation (mid-term) whenever required and post implementation evaluation (end-term) of PMMSY through third party/independent agency/individual domain experts etc. | |
| 11.1 | Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, Gol | <ul style="list-style-type: none"> i. Cost of periodic evaluation (mid-term), studies to assess the feasibility of taking up of infrastructure projects on PPP mode under the PMMSY, any other studies as may required for implementation of PMMSY, post implementation evaluation of PMMSY through third party/independent agency/individual domain experts etc. will be met by the DoF as per the actuals. ii. Depending on the availability of funds, DoF may also provide necessary funds to NFDB for taking up studies mentioned at (i) above. iii. A consolidated budget of Rs. 10 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 11.2 | Other End Implementing agencies including States/UTs. | <ul style="list-style-type: none"> i. A lump sum and one-time central grant of Rs. 5 lakh per State per year and 2 lakh per UT per year will be provide for undertaking need based evaluation studies relating to implementation of PMMSY in their respective States/UTs. |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|------------|---|--|
| | | ii. However, a budget of Rs. 10 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 12. | Activities to support quality control and regulation of the fisheries sector aimed at enhancing quality, production and productivity | |
| 12.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | <p>i. The cost of taking up the activities to support quality control and regulation of the fisheries sector aimed at enhancing quality, production and productivity will be limited to Rs. 5 lakh per State and Rs. 2.5 lakh for UTs under the PMMSY. This will be one-time grant. DoF will assess the potential States/UTs based on the request received from the States/UTs to provide this one-time grant.</p> <p>ii. Depending on the availability, DoF may also provide consolidated funds to NFDB on an annual basis for this purpose.</p> <p>iii. A budget of Rs. 5 crore has been earmarked for this activities for a period of 5 years (2020-21 to 2024-25)</p> |
| 13. | Hiring of domain experts and supporting staff on contractual basis in DoF | |
| 13.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Gol | <p>i. The services of domain experts, basis need (as and when it arises) will be engaged purely on a contractual basis.</p> <p>ii. Need based technical manpower like Advisors, Sr. Consultants, Jr. Consultants for DoF will be hired purely on a contractual basis.</p> <p>iii. The engagement of manpower under PMMSY Scheme shall be co-terminus with the PMMSY Scheme period.</p> <p>iv. Engagement of personnel under PMMSY on contractual basis shall not confer any right or claim to any regularization or continuation of their services in Department of Fisheries, Gol or in any of its sub-ordinate institutions/organizations.</p> <p>v. Engagement as well as continuation of the services of the above said contractual manpower during the PMMSY implementation period will be subject to satisfactory performance and it can be terminated by the DoF without assigning any reason(s) whatsoever at any point of time.</p> <p>vi. Depending upon the availability of funds, DoF may also provide necessary funds to NFDB for hiring of need based domain experts required for implementation of PMMSY.</p> |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|------------|---|--|
| | | vii. A total budget of Rs. 5 crore has been earmarked for this activity for a period of 5 years (2020-21 to 2024-25) |
| 14. | Preparation of vision Document, Annual Plan and assisting the States/UTs for preparation of their 5 year prospective plan, annual plans, District Fisheries Plans etc. | |
| 14.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, GoI | i. Cost of preparation of Vision Document, Annual Plan and preparation of any other documents required for implementation of the PMMSY will be met by the DoF as per the actuals. ii. Depending on the availability of funds, DoF may also provide necessary funds to NFDB for formulation of plans and preparation of necessary documents required for implementation of the PMMSY. iii. A consolidated budget of Rs. 4 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25) |
| 14.2 | States/UTs | i. DoF shall provide central grant upto Rs. 10 lakh per State per year and upto 5 lakh per UT per year for preparation of their fisheries 5 year prospective plan, annual plans, District Fisheries Plans etc. based on receipt of the request/proposal in this regard from the States/UTs. Additional funds if any required over and above the ceiling limit indicated above shall be borne by the concerned State/UTs. ii. A budget of Rs. 15 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 15. | Organizing events such as Fish Farmers Day, World Fisheries Day and other events as per the needs, institutionalizing an award including awards for Best Performing States/UTs, fishers, fish farmers, fish workers, fish vendors and fisheries entrepreneurs etc. | |
| 15.1 | Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, GoI | Cost of celebrations of Fish Farmers Day, World Fisheries Day and other events as per needs at the National level including awarding of Best Performing States/UTs/District, fishers, fish farmers, fish workers fish vendors and fisheries entrepreneurs etc., will be met by DoF as per actual. DoF may also provide funds for organization of the events mentioned in (i) to NFDB on an annual basis. A budget provision of Rs. 15 crore is earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |

| Sl. No | Activities/ Sub-activities | Terms and Conditions |
|------------|--|---|
| 15.2 | States/UTs and Other End Implementing agencies | i. DoF shall provide a central grant up to Rs. 10 lakh per State per year and up to 5 lakh per UT per year for celebrations of Fish Farmers Day, World Fisheries Day and other events as per the State/UT specific needs at the State/UT levels. ii. DoF may enhance the State/UT-wise Central grant depending on the size of the events and their importance etc. iii. A budget of Rs. 25 crore has been earmarked for this purpose for a period of 5 years (2020-21 to 2024-25). |
| 16. | Any other activities as may be required for administration and smooth implementation of PMMSY. A lump sum provision of Rs. 10 crore has been earmarked as reserve funds and DoF will utilise this amount for taking up any unforeseen activities as per the need etc. | |

6. SUBMISSION OF PROPOSAL

6.1 The End Implementing Agencies such as States/UTs/Agencies will submit the Self Contained Proposal (SCP) in triplicate copies to the Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, GOI for Central financial assistance under the administrative expenses. The Self-Contained Proposal in duplicate will be submitted to the department at the following address:

To
The Secretary
Department of Fisheries,
Ministry of Fisheries, Animal Husbandry and Dairying,
Government of India
Room No-221, Krishi Bhawan,
New Delhi-110001

6.2 The Self-Contained Proposal project will consist of detailed item-wise cost estimate of the items proposed to be taken up under the administrative expenses. The cost estimate shall be formulated based the broad parameters contained in these guidelines.

Appendix-1

Details of nomenclature, scale of manpower, remuneration, role and responsibilities of contractual manpower for operating the State Programme Unit (SPU), District Programme Unit (DPU) and the Sub-district level institutional arrangements

| Sl No. | Designation | No of Posts | Consolidated remuneration per month(Rs.) | Role and responsibilities |
|----------|--|--------------------|--|---|
| (i) | (ii) | (iii) | (iv) | (v) |
| A | District Programme Unit (DPU) | | | |
| 1 | District Program Manager (DPM) | 1 | 45000.00 | i. Propagation of details of PMMSY in the District. |
| 2 | Office and administrative expenses | lump sum per month | 10000.00 | ii. Assisting the District Fisheries Office/District administration/ District Level Committee in preparation of district fisheries development plan on annual basis. |
| | i. In Phase-I, a total of 150 potential Districts will be taken up for establishment of DPU. The potential districts will be identified by the DoF in consultation with the States/ UTs. ii. The eligibility criteria, etc. for hiring the services of contractual manpower such as DPM for operating the District Programme Unit (DPU) are placed at ANNEXURE-IX of the detailed Operational Guidelines of the PMMSY. The same are reproduced at Appendix-2 of these Guidelines. | | | iii. Assisting the District Level Committee(DLC) for approval of district fisheries development plan, monitoring, evaluation of fisheries developmental projects taken up in the District under PMMSY. iv. 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. v. 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. vi. Any other duties/responsibilities assigned by the District Fisheries Officers and District administration and DLC as per the local needs. |

| Sl No. | Designation | No of Posts | Consolidated remuneration per month(Rs.) | Role and responsibilities |
|---|--|--------------------|--|--|
| (i) | (ii) | (iii) | (iv) | (v) |
| B Sub-District Programme Unit (SDP) | | | | |
| 1 | Sub-District Program Manager (SDPM) | 1 | 35000.00 | The Sub-District Programme Unit(SDPU) will assist the District Programme Unit(SDP) in taking up the activities mentioned below: a. Propagation of details of PMMSY in the District. b. Preparation of district fisheries development plan on annual basis. c. Monitoring and evaluation of fisheries developmental projects taken up in the District under PMMSY d. Submission of physical and financial progress reports to the concerned States/UTs Programme Unit/State government/central Government as the case may be on regularly at the specified intervals. e. In convergence activities with other fisheries related programmes/ Schemes implemented in the Districts, wherever feasible. f. Any other duties/responsibilities assigned by the DLC as per the local needs. |
| 2. | Office and administrative expenses | lump sum per month | 5000.00 | |
| | i. SDPU will be set up on a need basis in large and high potential districts. ii. 50 Number of high potential Districts will be taken up for setting up of SDPU. iii. The potential districts for such SDPU will be identified by DoF in consultation with the States/UTs. iv. Setting up SDPU will be taken up from 2 nd year onward i.e. 2021-22 onward. | | | |
| | | | | |
| C State/UT level Programme Units | | | | |
| C1 Category-A States (9 Marine States and 12 inland States including Assam) | | | | |
| 1 | State Program Manager (SPM) | 1 | 70000.00 | The State/UT level Programme Units will have the following responsibilities: i. To coordinate with the concerned State Government/UT administration in all the matters relating to implementation of the PMMSY in the State/UT. |
| | Dy SPM* | 1 | 55000.00 | |
| 2 | State Data cum MIS Manager | 1 | 50000.00 | |
| 3 | MTS | 1 | 15000.00 | |

| Sl No. | Designation | No of Posts | Consolidated remuneration per month(Rs.) | Role and responsibilities |
|--------|---------------------------------------|--------------------|--|--|
| (i) | (ii) | (iii) | (iv) | (v) |
| 4 | Office and administrative expenses | lump sum per month | 25000.00 | ii. SPU will coordinate with the State Department of Fisheries, all District Programme Units(DPU) and will ensure timely consolidation and submission of State Annual Plan, vision Documents to DoF/NFDB. iii. SPU will be fully responsible for submission of physical and financial progress reports regularly as per the specified intervals to the DoF/NFDB. iv. SPU will also responsible uploading of the physical and financial progress reports, compilation of success stories in fisheries in the State and uploading of such reports to the PMMSY portal, MIS and DBT portal as per the instructions. v. SPU will assist the State Government in regular monitoring, review and evaluation of the progress in implementation of the PMMSY in the State/UT and submission of reports to the DoF/ NFDB. vi. SPU will assist the State/UT in compilation of the State specific available data with respect to the deliverables and outcomes envisaged under PMMSY. This includes fish production, productivity, employment generation, reduction in post harvest losses and others, if any. vii. Any other role and responsibilities assigned by the concerned State Government and also by DoF, Gol from as per the needs. |
| C2 | Category-B : 7 North Eastern States | | | |
| 1 | State Program Manager (SPM) | 1 | 70000.00 | |
| 2 | State ata cum MIS Manager | 1 | 50000.00 | |
| 3 | MTS | 1 | 15000.00 | |
| 4 | Office and administrative expenses | lump sum per month | 15000.00 | |
| C2 | Category-C : 8 Union Territories(UTs) | | | |
| 1 | State Program Manager (SPM) | 1 | 70000.00 | |
| 2 | MTS | 1 | 15000.00 | |
| 3 | Office and administrative expenses | lump sum per month | 15000.00 | |

Appendix-2

Eligibility and qualification details of contractual manpower to be engaged by States/UTs for Operating State Programme Unit (SPU)/Union Territory Programme Unit (UTPU), District Programme Unit (DPU) and Institutional Arrangements at Sub-District Level including monthly office expenses under PMMSY

(Department of Fisheries (DoF), Government of India (GoI) will issue separate instructions with regard to the number of contractual personnel to be engaged in each State/UT for SPU/UTPU and DPU, the number of districts where the DPU will be established, the date of commencement of the engagement process, job description of the personnel, etc.).

| Sl No. | Designation | No of positions | Consolidated Remuneration | Qualifications |
|---|---|-----------------|--|---|
| I | II | III | IV | V |
| State Programme Unit (SPU)/Union Territory Programme Unit (UTPU) | | | | |
| 1. | Contractual manpower | | | |
| (i) | State Programme Manager (SPM)/ Union Territory Programme Manager (UT PM) | 1(one) | Up to Rs 70,000/- per month (Rs Seventy Thousand only) | <p>Essential: 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.</p> <p>Desirable: (i) Doctorate in the above disciplines. (ii) A degree in Management. Preference will be given for Agri Business Management (i) Knowledge of Information Technology (IT)/Computer Applications</p> |
| (ii) | * Deputy State Programme Manager | 1(one) | Up to Rs 55000/- per month | <p>Experience: a) Minimum 7 years domain experience in any area of Fisheries and Aquaculture in respect of State Program Manager. b) Minimum 5 years domain experience in any area of Fisheries and Aquaculture in respect of Deputy State Program Manager.</p> <p>Age : Not more than 45 years</p> |

** Deputy State Programme Manager will be engaged in about 12 large states with high fisheries potential, if needed, only from second year of implementation of PMMSY based on assessed needs and response from states/UTs. This shall be done only with prior approval of Department of Fisheries, Government of India.*

| Sl No. | Designation | No of positions | Consolidated Remuneration | Qualifications |
|--|---|-----------------|-----------------------------|--|
| I | II | III | IV | V |
| (iii) | State Data cum MIS Manager (Only for States)** | 1 (one) | Up to Rs 50000/- per month | <p>Essential: a) M.Sc/MA in Statistics/Mathematics/Masters in Fisheries Economics</p> <p>b) Minimum a Diploma in Information Technology(IT) /Computer Applications.</p> <p>Experience: a) Minimum 5 years domain experience in the area of large-scale data processing and management</p> <p>Age: Not more than 45 years</p> |
| <i>** Engagement of Data cum MIS Manager for Union Territories is not envisaged.</i> | | | | |
| (iv) | Multi Tasking Staff (MTS) | 1 (one) | Up to Rs 15000/- per month | <p>Essential: Class – X</p> <p>Age: Not more than 35 years</p> |
| 2. | Office Expenses for SPU/UTPU | lump sum | Rs 25000/- per month | --- |
| District Programme Unit (DPU) | | | | |
| (In select Districts to be communicated by Dept. of Fisheries, Government of India) | | | | |
| 1. | Contractual manpower | | | |
| (i) | District Program Manager (DPM) | One (1) | Up to Rs. 45000/- per month | <p>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.</p> <p>b) Minimum a Diploma in Information Technology (IT) / Computer Applications.</p> <p>Desirable: A degree in Management. Preference will be given for Agri Business Management.</p> <p>Age: Not more than 35 years</p> <p>Experience: Minimum 3 years domain experience in any area of Fisheries and Aquaculture</p> |

| Sl No. | Designation | No of positions | Consolidated Remuneration | Qualifications |
|--------|--------------------------------|-----------------|---------------------------|----------------|
| I | II | III | IV | V |
| 2. | Office Expenses for DPU | Lump sum | Rs. 10000/- per month | |

Institutional Arrangements at Sub-District Level [Sub-District Program Unit (SDPU)]

Establishment of institutional structures under PMMSY at sub-district level will be considered by Department of Fisheries (DoF), Government of India only from second year of the implementation of PMMSY in some high fisheries' potential districts as per the needs assessed by Department of Fisheries, Government of India including initiatives taken up by the States/UTs for fisheries development both under PMMSY or any other Schemes of Center/States/UTs in these districts. Further, the Institutional Arrangements at Sub-District Level would be called the Sub-District Program Unit (SDPU).

| | | | | |
|-----------|--|----------|----------------------|---|
| 1. | Contractual manpower | | | |
| (i) | Sub-District Program Manager (SDPM) | 1(one) | Rs 35000/- per month | <p>Essential: a) Bachelor in Fisheries Science /M.Sc. in Zoology/M.Sc. in Marine Sciences/ M.Sc. in Marine Biology.</p> <p>b) Knowledge of IT/Computer Applications</p> <p>Age: Not more than 35 years</p> <p>Experience: Minimum 2 years domain experience in any area of Fisheries and Aquaculture</p> |
| 2. | Office Expenses for SDPU | lump sum | Rs 5000/- Per month | |



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Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries