

The Marine Products Export Development Authority



Government of India

Ministry of Commerce & Industry

RTI Manual

(Information under section 4 (1) (b) of the Right to Information Act)

Issued by

Chairman,

MPEDA, Kochi

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Suo-motu disclosure under Section 4(1)(b) of the RTI Act, 2005

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THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY, KOCHI 682 036

Suo-motu disclosure under Section 4(1)(b) of the RTI Act, 2005

A. Introduction

The Right to Information Act 2005 (22 of 2005) was enacted by Parliament and the assent of the President was obtained on 15th June 2005. The objective of the Act is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Section 4 (1) (b) of the Act enjoins up on every public authority to publish, suo motu, 17 Chapters containing the particulars of its organization, functions, duties, and such other particulars required in the Section *ibid*.

The RTI Act was enacted by Government of India with a view to empower the citizens to get information from various Government departments, offices, organizations, institutions, local bodies, bodies owned, controlled or substantially financed, including non Government organizations substantially financed directly or indirectly by the Government, known as public authority, as a matter of right within a stipulated time frame, barring exceptions.

Under the provisions of the Right to Information Act, the citizens can have access to the information of the MPEDA except certain information as notified under Section 8 of the Act. The citizens may obtain the information about the Authority on payment of prescribed fees.

B.Procedure for Request of Information

1. Apply in writing or through electronic means in English/Hindi or in the official language of the area to the Public Information Officer (PIO), specifying the particulars of the information sought for.
2. Reason for seeking information is not required to be given.
3. Pay fees as may be prescribed (if not belonging to the Below Poverty Line category).

C. The time limit to get the information

1. 30 days from the date of filing application before the Public Information Officer
2. 35 days from the date of filing application before the Assistant Public Information Officer.
3. 48 hours for information concerning the life or liberty of a person

4. If the interests of a third party are involved, then time limit will be 40 days (maximum period + time given to the third party to make representation).
5. Failure to provide information within the specified period is a deemed refusal

D. The fee

1. Application fee of Rs.10/- is prescribed.
2. If further fees are required, then it must be intimated in writing with calculation details of how the figure was arrived at
3. No fees will be charged from people Below the Poverty Line.
4. Remittances may be made in the form of Demand draft/Bankers cheque/Indian Postal Orders drawn in favour of the Secretary, MPEDA, Kochi 682036.
5. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

E. Ground for rejection

1. If it is covered by exemption from disclosure. (Section 8)
2. If it infringes copyright of any person other than the State. (Sec.9)

Chapter 1
(Under Section 4 (1) (b) (i) of RTI Act)

1.1 Particulars of Organization, Functions and Duties

The Marine Products Export Development Authority (MPEDA) was established under the Marine Products Export Development Authority Act 1972 (No. 13 of 1972) by Government of India. The mandate of MPEDA is to develop the marine products industry with special reference to export under the control of the Government of India. The Authority is functioning under the administrative control of Department of Commerce, Ministry of Commerce and Industry, Government of India.

1.2.OUR MISSION

MPEDA is a unique organization under the Government of India having close co-ordination with all stakeholders in the entire value chain of seafood export. MPEDA regulates the industry by registering Exporters, Processing Plants, Peeling sheds, Frozen Storages, Fishing Vessels and other entities under the MPEDA Act, 1972. The export oriented Aquaculture Farms and Hatcheries are also enrolled and allotted with Unique ID. The registered/enrolled entities are technically and financially assisted by MPEDA to meet the stringent parameters of traceability and quality prescribed by the important markets such as European Union, USA and Japan. MPEDA coordinates with the governments of the importing countries for meeting their statutory requirements and facilitate export of seafood from India.

1.3. OUR COMMITMENT/VISION

MPEDA acts as the Nodal agency of the Government of India for overall development of the marine products industry with special reference to export. The major stakeholders in the industry are Fishers, Aquaculture farmers, Hatchery owners, Processors, Exporters and workers in the industry. MPEDA is providing technical and financial assistance to the stakeholders apart from imparting technical training and awareness programs especially in implementation of Hazard Analysis and Critical Control Point (HACCP) and other quality aspects. MPEDA promotes value addition by capacity building exercises among the processing workers and awareness programs for exporters. Financial assistance is given for installing machinery for high end value addition. The Authority is collecting data on fish sourced for export from the fishing harbours and validates Catch Certificate as per EC regulation 1005/2008. The ELISA Labs issue Pre Harvest Test certificates to the enrolled Aquaculture Farms for their produce. Many other certificates facilitating export and market access such as DS 2031, ICCAT Swordfish Statistical Document, Country of Origin etc are also issued.

1.4.Name and designation of Authority members

The Authority includes 30 members, the names and designations are given below:

LIST OF AUTHORITY MEMBERS WITH EFFECT FROM 22ND MARCH 2019 TO 21ST MARCH 2022

Sl. No.	Name, Designation & Address	Tel.(Office) Mobile	Fax E-mail
1	Shri. K. S. Srinivas, IAS Chairman MPEDA MPEDA House, Panampilly Avenue Cochin 682036	0484-2310828	0484-2314467 chairman@mpeda.gov.in
2	Dr. M Karthikeyan Director, MPEDA MPEDA House Panampilly Avenue Cochin - 682 036	0484-2310223	karthikeyan@mpeda.gov.in
3	Dr. (Smt) Rajashree Mallick Hon'ble Member of Parliament (Lok Sabha) Room No. 1114, Odisha Niwas, Kautilya Marg, Chanakyapuri, New Delhi-110021		rajashreemallickjsp@gmail.com
4	Dr. Bharatiben Dhirubhai Shyal Hon'ble Member of Parliament (Lok Sabha) 34, South Avenue, New Delhi-110 011	(011) 23019944	bharatibend.shiyal@sansad.nic.in mpbhartishyal@gmail.com
5	Shri Sanjay Raut Hon'ble Member of Parliament (Rajya Sabha) 11, Ferozshah Road, New Delhi – 110001	011- 23382999	011 23382000 s.raut@sansad.nic.in
Representatives of Ministries of Central Government			
6	Dr. J. Balaji, IAS Joint Secretary (Fisheries) Government of India Ministry of Agriculture	011 – 23383781	jsfy@nic.in

	&Farmers Welfare, Deptt. of Fisheries, Room No. 103, Krishi Bhawan New Delhi - 110 001.		
7	Shri Praveen Mahto Economic Adviser (Director (Finance)) Department of Commerce Ministry of Commerce & Industry Room No. 225-A, Udyog Bhawan New Delhi - 110 011.	011 – 23061341	011 – 23061807 p.mahto@nic.in
8	Shri L. Steephen Deputy Secretary, EP (MP) Department of Commerce Ministry of Commerce & Industry Room No.280A, Udyog Bhawan New Delhi - 110 011.	011 –23063294	011 - 23063418 steephen.irs@gov.in
9	Shri. Ashok Kumar Joint Secretary Ministry of Food Processing Industries Panchsheel Bhawan August Kranti Marg New Delhi – 110 049	011 – 26492248	011 – 26492176 ashok.kr61@nic.in
10	Dr. Pandurang Kondiram Raut, IRS Deputy Director General Directorate General of Shipping, Ministry of Shipping Government of India “BETA Building”, 9 th Floor, I-Think Techno Campus, Kanjur Marg (East) Mumbai - 400 042.	022 – 25752014 022 – 23805711	pandurang.raut@nic.in
Representatives of Governments of the States or Union Territories having a sea-coast			

11	Shri K. Kanna Babu, IAS Commissioner of Fisheries (FAC) Office of Commissioner of Fisheries, Bandar Road, Poranki, Vijayawada – 521137, Andhrapradesh	0866-2584553, 2584554,2584555	comfishap@gmail.com k.kannababu@gmail.com
12	Shri D P Desai Commissioner of Fisheries 3 rd Floor, Block No.10 Jivraj Mehta Bhavan Gandhinagar – 382 010 Sachivalaya Gandhinagar – 382 010	079 – 23253729	079-23253730 (Fax) commi- fisheries@gujarat.gov.in
13	Smt. Tinku Biswal, IAS Principal Secretary Department of Fisheries, Ports, AH &D Government of Kerala Room No. 392, 1 st Floor, Main Block, Govt. Secretariat Thiruvananthapuram PIN 695 001.	0471- 2330273, 2518035	prlsec.fisheries@kerala. gov.in
14	Shri. Atul Patne, IAS Commissioner of Fisheries Office of Commissioner of Fisheries Taraporewala Aquarium, N.S. Road, Charni Road Mumbai – 400 002.	022 – 22353977	022 –22253734 (Fax) commfishmaha@gmail.com
15	Dr. Kalpana IAS Addl. Chief Secretary Department of Animal Husbandry & Fisheries Govt. of Karnataka Vikas Soudha, Room No.404 4 th Floor Bangalore – 560 001	080-22353977, 080-22034109	080-22253734 (Fax) Email:prsa hf@gmail.co m
16	Shri R. Raghu Prasad, I.F.S Commissioner-cum- Secretary (Fisheries & ARD Deptt.) Government of Odisha, 1 st Floor, Red Building,	0674 – 2536985	0674 – 2390681 fardsec.od@nic.in mailraghuprasad@gmai l.com

	Odisha Secretariat Sachivalaya Marg Bhubaneswar – 751 001.		
17	Dr. K.Gopal IAS Principal Secretary to Government Animal Husbandry, Dairying and Fisheries Department, Secretariat, Chennai –600 009	044- 25672937	044-25677590 ahsec@tn.gov.in
18	Shri Santanu Saha, IAS Commissioner of Fisheries Govt. of West Bengal		dfwb_kol@hotmail.com dsfisheries2011@gmail. com
19	Smt. Purva Garg, IAS Secretary to Govt. (Fisheries & Tourism) Chief Secretariat Goubert Avenue Beach Road White Town, Puducherry, 605001		secytourism.pon@nic.in
Representatives of owners of Fishing Vessels, Processing Plants or Storage Premises for Marine Products and Conveyances used for the Transport of Marine products			
20	Shri. Karshan Bhai R Salet SaletSeafoods N. M. Chhatralaya Building, Sudama Road Porbandar – 360575	0286-2244798	0286 2241888 saletseafoods@saletgro up.com
21	Shri. Aditya Dash Ram's Assorted Cold Storage Ltd,A/54-1 & A/55-1 Dinalipi Bhavan, Nayapalli, PO- Baramund Bhubaneswar-751003	0674-2564773	0674 2562083 md@racsl.com
22	Dr. U Jogi Anand Varma Vice President, Ananda	08816-230888	jogivarma@anandagrou

	Group of Companies 27-8-21/3, Anandha Bhavan, Sivaraopeta Road Bhimavaram, West Godavari Andhra Pradesh – 534202		p.com anandagroup@gmail.com
23	Shri. Sarang Shyam Chandrakant At & Post – Niwati (Medha), Tal – Vengurla Dist. Sindudurg – 416522 Maharashtra		shyamsarang89@gmail.com
Representatives of dealers and persons employed in the Marine Products Industry			
24	Shri.Arjun Gadre Gadre Marine Exports Pvt. Ltd. Plot No. FP-1, MIDC, Mirjole Block Ratnagiri, Maharashtra -415639	02352 231601	02352 230967/ 231642 arjun.gadre@gadremarine.com
25	Shri. Rajarshi Banerji M/s. Razban Seafoods Pvt. Ltd. 770, Kalikapore, Kolkata, West Bengal – 700099	033 24260873	razban.seafood@gmail.com
26	Shri K. V. Viswamohanan K.V Marine Exports, 61, Venkatesa Street, Chintadripet, Chennai – 600002	044-28455629	044-28456544 kvmarine@hotmail.com kvmhome1@gmail.com
Representative of persons employed in research institutions engaged in research connected with the marine products industry			
27	Dr. Ravishankar C.N Director Central Institute of Fisheries Technology, Willingdon Island, Matsyapuri .P.O, Kochi – 682 029	0484 2666880	0484 – 2668212 cnrs2000@gmail.com director.cift@icar.gov.in
Representatives of other persons or class of persons, ought to be represented on the Authority,			
28	Dr. C. Suvarna, IFS Chief Executive	040 24000103	040 - 24015568 cenfdb@gmail.com

	National Fisheries Development Board “Fish Building”, Pillar No. 235 PVNR Expressway, SVPNPA Post, Rajendranagar, Hyderabad – 500052		ce.nfdb_dadf@gov.in
29	Dr. Kuldeep Kumar Lal Director, ICAR- National Bureau of Fish Genetic Resources Canal Ring Road, P. O. Dilkusha Lucknow – 226002	0522- 2441735 2440145	0522-2442403 director.nbfr@icar.gov.in kuldeepklal@gmail.com
30	Ms. Bhagyashri Ashutosh Apandkar Seashore Seafoods, Vashi, Navi Mumbai, Maharashtra 400703 Alt. Address: Capt Superdient Bungalow T S Rahman nhave seva Mumbai 410206	9764800020	seashorefoods20@gmail.com

1.5. List of Key officials at MPEDA HQ

Sl No	Name	Designation	Phone No./Office	Ph.No.Res/ Mobile
1	Mr. K. S. Srinivas, IAS	Chairman	+91484 2310828	-
2	Dr. M Karthikeyan	Director	910484 2310223	9445267196
3	Mr. K S Pradeep IFS	Secretary	+91484 2317892	9438813005
4	Vacant	Director (Marketing)	+91484 2315098	--
5	Dr. Ram Mohan M K	Jt. Director (QC)	+91484 2321811	9947186017

6	Mr. Anilkumar P	Jt Director (Mktg)	+91484 2316794	9594842142
7	Dr. Shine Kumar C.S.	Dy. Director (MS)	+91484 2321725	8078081953
8	Dr. T R Gibin Kumar	Dy. Director (MP)	+91484 2321722	9447450824
9	Dr. Ansar Ali	Dy. Director (Aqua)	+91484 2320268	9597030878
10	Mr. G. Mahesh	Dy. Director (Lab)	+91484 2311033	8331911899
11	Mrs. Deepa E. V.	Chief Accounts Officer	+91484 2311442	9446538439
12	Dr. Shassi S	Dy. Director (Admn)	+91484 2324209	9846521273
13	Mrs. Elsamma Ithack	Dy. Director (Aqua)	+91484 2311901	9446771128
14	Mr. V. Vinod	Dy. Director (QC)	+91484 2311901	9447970847
15	Mr. P. N. Vinod	Dy. Director Office of Chairman	+91484 2311901	9847089907
16	Mrs. Usha Singh	System Analyst	+91484 2311901	9446421177
17	Mr. Sureshkumar V V	Dy. Director (Pers)	+91484 2311901	9446122730
18	Mr.R Sankara Pillai	Dy. Director (Aqua)	+91484 2311901	9495315081
19	Mr. Rakesh Thomas Kurian	Dy. Director	+91484 2311901	9447910235
20	Mrs. A. Suma	Asst. Director (Lab)	+91484 2311901	9446460979
21	Mr. Sreejith P. T.	Asst. Director (Regn)	+91484 2311901	7736464984
22	Mr. A. Sakthivel	Asst. Director (A&I)	+91484 2311901	9846203934

23	Dr. Abhilash E. C.	Asst Director (QC)	+91484 2311901	9746098978
24	Dr. P. Jayagopal	Asst. Director (Aqua)	+91484 2311901	9445587666

1.6. Departments functioning under the Authority

The Authority is implementing its activities through the following sixteen departments:

Sl. No.	Department	Sl. No.	Department
1	Marketing Service	2	Aquaculture
3	Quality Control	4	Quality Control Laboratory
5	Value Addition and Infrastructure Development	6	Market Promotion
7	Statistics	8	Electronic Data Processing (EDP)
9	Administration	10	Co-ordination
11	Registration	12	Vigilance
13	Library	14	Finance & Accounts
15	Personnel	16	Official Language

1.7.Duties and functions of the departments

1.7.1.Marketing Service

- Providing Inputs and suggestions to MOCI during the formulation of foreign trade policies and review of the same related to seafood exports.
- Analyzing the export potential & preparation of reports on various markets
- Providing inputs on the issues related to SPS/TBT Notification, Antidumping duty etc.
- Analyzing the market access issues of Indian Marine Products in different markets.

- Under the various trade agreements, the issues related to marine sector are analyzed and inputs furnished to the Department of Commerce.
- Taking up problems/issues of the industry with appropriate agency/ organizations working under Govt. of India.
- Redressal of quality and trade disputes.
- Granting approvals and guidance for Works related to issue of certificate for Duty free import of ingredients.
- Dissemination of market information & trade enquiries to trade.
- Clearance for issue of brand name to the marine product exporters.
- Granting permission for issuing temporary RCMC to the prospective exporter. Implementing the guidelines and collection of fee for the certificates like EU Catch Certificate, DS 2031 Certificate, Dolphin Free Certificate etc.
- Resolving clarifications with field office, exporter, Ministry.
- Responding to EU/USA/Non-EU authorities on verification.
- Addition/Edition/Deletion of species, HS code, Solving Real Craft issues for the fishing vessels as well as exporter.
- Providing inputs on EEZ fishing/Marine Fishery policy.
- Conducting /Attending the International/National training, conferences, workshop etc

1.7.2.Aquaculture Development

- To promote aquaculture production for export to earn foreign exchange.
- To promote sustainable aquaculture practices through environment friendly farming.
- Shaphari- Certification of Farms and Hatcheries
- To ensure traceability through enrollment of farms and hatcheries.
- To attain sustainability of aquaculture farms through Best Management Practices (BMPs).
- Monitoring of Disease occurrence and disease monitoring and Preparation of Quarterly aquatic animal disease report.
- Farming duster development through NaCSA.
- Registration of Aqua Farmer Welfare Societies.
- Formulating comments for Committee for the introduction of Exotic species.
- Compilation of estimated aquaculture production data for the export oriented aquaculture species.

- Capacity building programs like training, farmers meet and awareness programs.
- Popularization of the diversified species through demonstration programs for the exportable varieties of finfish and shellfish.

1.7.3. Quality Control

The major functions of this section include;

- Imparting technical knowhow and information to seafood industry for quality up-gradation.
- Monitoring of quality from primary production to processing plants for export.
- Integrated development programme for upgrading seafood quality by providing infrastructural facilities in processing plants by aiding setting up of mini labs towards for quality assurance.
- Evolving standards for compliance for export of fish and fishery products to various countries based on standards / norms / regulations prescribed by such countries from time to time.
- Arranging delegations from India to acquaint with latest development in technology and resolving quality issues if any.
- Whenever required, MPEDA also invites the Health Authorities of importing countries to India to observe for themselves the improvements that have taken place in India in the processing and handling of fish and fishery products and to generate confidence in the processing and inspection systems being followed in India.
- MPEDA is a member in the various committees of Bureau of Indian Standards, the Export Inspection Council and Food Safety and Standards Authority of India. MPEDA also attends the meetings organized by the Codex Alimentarius Commission, where international standards for fish and fishery products and related subjects are formulated.
- Providing comments on SPS/TBT issues and notifications.
- Investigate the rejections/detention reported from European Union, Japan, USFDA and other markets to suggest corrective actions to the processors to prevent recurrence in future.
- Imparting training and technical guidance for HACCP implementation by processing units.
- Organizing national/international trainings in Quality Control for the seafood processing sector for familiarizing the analytical methods adopted by importing countries. Training programmes are organized in India in collaboration with national and international organizations like USFDA, EU-BTSF, CITD etc.

1.7.4. Quality Control Laboratory

- MPEDA has set up Labs at Kochi, Bhimavaram, Nellore, Bhubaneswar and Porbandar with facilities to test seafood samples for heavy metals, dyes, pesticides and antibiotic residues using advanced sophisticated equipments.
- Operating a nationwide network of ELISA labs to ensure Antibiotic residue free “aquaculture shrimp” meant for export.

1.7.5.Value Addition & Infrastructure Development

- Scrutiny & processing of subsidy applications of schemes under the Support for high end /Innovative value addition for exports.
- Conducting subsidy committee meetings for various developmental schemes for recommending the application for sanction/release of funds
- Conducting hands on training programmes on Seafood value addition to the workers/supervisors of the processing plants etc
- Conducting workshops on value addition of seafood products for improving the exports of value added products from the country.
- Conducting studies on value addition and related aspects.
- Verification of documents towards the export of VAPs from assisted units to ensure fulfillment of export obligation.
- Verification of the asset monitoring reports of all assets assisted /created under developmental schemes to ensure that the assets are utilized properly as per bond
- Scrutiny and recommendation of the proposals received under the Trade Infrastructure for Export scheme (TIES) to MoC&I etc.
- Scrutiny of projects related to the value addition proposed by the agencies like the Lakshadweep Administration for availing subsidy under the MoFPI schemes etc.
- Conducting studies such as Pollution studies etc related to the processing industries.
- Preparing and submitting answers related to Parliament (Rajyasabha/Loksabha) questions, MOC&I, MOFPI etc pertaining to development section. Creation of infrastructure facilities onboard vessels for efficient fishing.
- Creation of infrastructure facilities for fishing harbour.
- Certification towards market access.
- Capacity building for traceability.

1.7.6.Market Promotion

- Promotion of Indian Marine products in overseas markets.
- Organization of participation by MPEDA in Major as well as Minor International Fairs along with exporters from India.
- Organization of 2 types of seafood shows by MPEDA viz.

(1) Aqua Aquaria India and (2) India International Seafood Show

- Organization of participation in domestic fairs and sponsorship to events related to Fisheries.
- Coordination of the printing of MPEDA Publications like MPEDA Newsletter, co-exhibitor guides and Pamphlets for International fairs and the purchase of Gift items for honoring VIP's.
- Release of Promotional videos.
- Release of Advertisements.
- Sales of MPEDA publications.
- Coordination of the visit of students/trainees from educational institutions/ Fisheries Departments.
- Coordination of the arrangements for the Press releases.

1.7.7. Statistics

- The primary objective of the Statistics Section is to compile, maintain and disseminate statistical report on the export of Marine Products from the country, as per the requirements generated within and outside the organization.
- The export statistics collected and entered to the database by field offices every month is compiled, validated and ported to a central database at Head Office, for analysis and further statistical inferences.
- The sections also provides monthly provisional figures to the Ministry with due approval from the Competent Authority.
- The maintenance and updation of Statistical database is done with the addition of items, species, exporters, processing units, markets, ports, importers etc, which are assigned specific codes after entering details.
- The section provides different statistical reports to MPEDA inhouse stakeholders, research institutes, Ministries, Academic institutions, press, state governments and other stakeholders.
- The section is responsible for the complete process of identifying and deciding the winner of MPEDA Export Award, based on the guidelines of EPC/Authority decisions/ Home Ministry.
- The section assists the regional offices in issuance of certificate of Origin under different trade agreements. COO certificate issued details taken from <https://coo.dgft.gov.in/>
- The section ensures that the exports register under EU register system (REX) and also guides the nodal officers at regional offices who are authenticated to validate the Certificates of Origin.
- The section facilitates field offices of MPEDA to issue Country of Origin certificates comes under different trade agreements via online platform of DGFT along with monthly and annual report generation.

- The Section is organizing the press meet of Chairman, MPEDA to officially release of the annual Marine Products export figures.

1.7.8.Electronic Data Processing (EDP)

The major function of EDP Section is the implementation of e-OFFICE (A total paperless solution for file and document management system) in MPEDA. MPEDA works on an on-line platform. All the activities like registration of entities, Scheme applications, Farm & Hatchery enrollment, Issuance of Catch certificate and ICCAT certificates etc. are made online and all certificate fee collections are made cashless. All these activities are facilitated by EDP Section.

1.7.9.Administration

All the administrative matters relating to Head Office are looked after by Admn Section. The section is responsible for providing administrative services to the Head Office and all Field Offices.

The major functions of the Administration Section are furnished below:

Watch and ward of MPEDA premises & MPEDA quarters; purchase, disposal of assets (movable and immovable); procurement and disposal of assets for unit offices; Maintenance of the Centralized Asset registers (Movable and immovable); Purchase of stationery & distribution; maintenance of stock register; Operation and maintenance of MPEDA Office building, electrical items; Locating premises for unit offices for rent, renewal of agreement; Maintenance/renovation of office building at HO, unit offices and MPEDA quarters; Attending all enquires of unit offices; Printing of letter heads, visiting cards, etc.; Booking air tickets and its settlement, Settlement of various bills, Issue of various circulars etc.; arranging transport; and all other works assigned by Secretary and Chairman from time to time.

1.7.10. Co-ordination

- Compilation of Monthly Reports, Annual Report, Annual Administration Report, MPEDA An-Overview, etc.
- Compilation of Agenda and Minutes of the Authority Meeting, Executive Committee, Technical Committee, Export Promotion Committee and Business by Circulation.
- Compilation of Parliament Questions and Answers, Assembly Questions and Answers (Budget Session, Monsoon Session and Winter Session).
- Preparation of list of pending issues with Ministry and other correspondences, ATR, KRA.
- Collection and Compilation of Progress of Action Plan / Mid-Term Appraisal / 12th Plan Action taken report.
- Replies to Report on Department Related Parliamentary Standing Committee on Commerce - Demands for Grants.

- Collection and Compilation of materials related to Performance Budget / Outcome Budget.
- Compilation of Agenda and Minutes of the Regional Officers Meetings and Mid-term Review meeting.
- Collection and Compilation of materials related to Right to information act.
- Preparation of replies to the VIP references received from MoCI.
- Compilation of materials related to Reconstitution of Authority.

1.7.11. Registration

- Making policies on registration of Exporters, Fishing Vessels and other Processing entities as per MPEDA Act & Rules, 1972.
- Online verification and recommendation of registration of different entities.
- Issuing different Forms/ Certificate/ Endorsement Slips to Field Offices.
- Advising Field offices regarding registration policy of different entities.

1.7.12. Vigilance

- Preparation of Monthly Report of CVO and uploading on web, Quarterly report of CVO, Annual report for DoC, Quarterly report on action plan on vigilance and anti corruption.
- Observance of Vigilance Awareness Week as per CVC and sending report.
- Dealing in Court /CAT cases on personnel matters with Standing Counsel in all stages by preparation of para-wise comments, counter affidavit, taking legal opinion and follow ups.
- Initiation of Disciplinary proceedings and reporting to CVO and follow up.
- Surprise / Regular/ CTE type inspections as instructed by CVO.
- Preparation of list of officers of doubtful integrity, agreed list.
- Scrutinizing AIPR submitted and intimations given by the employees under conduct rules. Issuing vigilance clearance certificate for acquiring/disposing/ construction of immovable/ movable property.
- Preparing inputs for Parliament questions/RTI and queries from MoCI.
- Investigation of complaints having vigilance angle against all categories of employees.
- Implementation of guidelines issued by CVC as contained in the Vigilance Manual and amendments / circulars issued by the CVC from time to time.

1.7.13. Library

- All works related to library.
- Purchase of Books / Periodicals.
- Provides reference books to MPEDA Officers and staff.
- Assistance given to Exporters/Students/Research Scholars etc. to complete their work
- Provides project guidance to different University students

1.7.14. Finance & Accounts

The Accounts Section in the Authority has been functioning independently as a service section for the other sections in the Authority. This section has 3 subsections namely Accounts (Budget and Accounts), Accounts (Payments) and Accounts (Internal Audit). The following are the functions of the Accounts Section:

- Making payments for the supplies and services received by the Authority.
- Disbursement of Salary and Pension and other employee entitlements
- Paying subsidies, grant-in-aid etc. for various development and marketing schemes of the Authority through PFMS portal as per GFR Rules.
- Preparation of annual budget, its submission to Ministry, submission of utilization certificates to Ministry, pursuing release of grants from Ministry and correspondence thereof.
- Disbursement of grants to Societies under MPEDA viz. RGCA, NaCSA, Netfish and correspondence thereof.
- Facilitating statutory and transaction audit of the accounts and documents by C&AG annually and periodical audit by MoCI
- Giving necessary financial advice to various Sections and Section Heads as and when requested by them.
- Preparation of financial statements, getting it approved by the Authority and submitting the same in the house of Parliament for approval.
- Filing of monthly and annual GST returns and co-ordinating the same with Regional offices and EDP.
- Filing of Income tax returns / Quarterly TDS returns & Issue Form 16.
- Pursuing cases, replying to show cause notices relating to tax and correspondence with respective departments.

1.7.15. Personnel

- Recruitment: Through advertisement/sponsorship from employment exchanges and on deputations recruitments are being done.
- Selection: Scrutiny of application/ Preparation of Short list / Conducting Screening Test/ Interview/ Preparation of Select list.
- Posting and Transfer: According to the administrative convenience and vacancy position employees are posted in different Unit Offices and Head Office. Verification of Caste/ Character and Antecedents of new recruits. Transfer policy is one of the criteria for transfer of employees.
- Attendance: Update maintenance of Bio metric Attendance System and Scrutiny of attendance with leave/tour/absenteeism/Deducting leave for late attendance and deduction of salary for extra ordinary leave.

- Leave Management: Leave of personnel are monitored through the E-leave Management System/ Crediting of half yearly EL and HPL to the individual accounts. Making entries in the Service Book regarding leaves.
- Entitlement: Transfer TA/LTC/Children Education Allowance.
- Welfare measures: Appointment on Compassionate Ground/ Maintaining Reservation Policy to SC/ST/OBC/Ex-Serviceman/PWD (Roster) / Additional quantum of pension for Pensioners and Family pensioners are being implemented as per rule/ Group Savings Linked Insurance Scheme.
- Personal records: Maintaining Service Book/Personal E-office files/ Dependant details/ Nomination/Service History in e-Personnel/APAR/Preparation of Seniority list/ Granting Annual Increment/Issuing Employment Certificate/NOC for the availing Passport, Employment, Deputation etc. / Experience Certificate.
- Promotion: Promotions/MACP are being done according to the calendar after conducting DPCs.
- Superannuation: Retirement age of MPEDA is 60 years; Pension Papers are collected well in advance as per CCS Rules both in the case of superannuation as well as VRS.
- Pension/ Family Pension: Retirement benefits like gratuity, commutation, pension, encashment of EL/HPL/ issuing orders on the same day of superannuation. In the case of demise of pensioners family pensions are granted as per CCS Rules.
- National Pension Scheme (NPS): Those who are joining after 01.01.2004 are coming under NPS/ making them members to the scheme and withdrawal in the case of exit from the scheme.
- Pay Commission: Revision/Fixation of Pay according to the Pay Commissions and calculation of arrears both for Employees, Pensioners and Family Pensioners.
- Reports: Submitting reports to Ministry- Input for Annual Report, SC/ST/OBC/Ex-Serviceman/PWD / Reply to RTI/Public Grievance/VIP Reference etc. /Providing inputs for restructuring of MPEDA and other reports as requested by Ministry from time to time.
- Engaging Trainees: Eligible candidates are being engaged as trainees for a period of one year mainly in the area of Codex Cell/Fisheries Management/GIS/Lab analyst in QC Lab and ELISA Labs.

1.7.16. Official Language

OL Section is performing the implementation of Official Language Policy and conducting training in Hindi for employees of the authority. Section organizes OLIC meetings, Hindi workshops/seminars, Hindi Fortnight celebrations. OL Section attends to the translation of Annual Report, Audit Report, Minutes of Authority meetings, Report of Parliamentary committees, documents coming under Section 3 (3) of the Official Language Act, etc. from English to Hindi and vice-versa. This section also attends to translation of letters received in

Hindi and translation of draft replies to such letters received in Hindi from Ministry and other State Governments. The work connected with visiting cards, seals, forms, invitation cards, banners, brochures and publicity materials required to be prepared in Hindi are also attended to by the section. Publishing of Hindi House Magazine ‘Sagarika’ in Hindi and Publishing of MPEDA News Letter in Hindi are also done by OL Section.

1.8.Details of assistance/subsidy:

A. Market Promotion

Component	Description
Brand Promotion of MPEDA Quality Logo Products.	Assistance for export promotion of value added marine products bearing MPEDA Quality Logo / warehousing and distribution of value added products abroad. Maximum assistance extended is Rs.50 lakh / product to an exporter. An exporter can apply for a maximum of three products and for market promotion in maximum three markets.
Publicity and trade promotion	1. Participation in Trade Fairs pertaining to the sector 2. Organizing overseas trade delegation, market studies/surveys, Buyer seller meets, Road shows and Other promotional events. 3. Production of Publicity literature, promotional films, publicity in mass/social media, art work, advertisement, etc. 4. Maintenance of trade portal, fish exchange (www.fishexchange.mpeda.gov.in).
Registration, Statistics and Information Technology	Enabling e-solutions on office functioning and scheme implementation, registration of entities and exporters etc
Trade Promotion Office (New Delhi/New York/Japan)	Operation of MPEDA Trade Promotion Offices in New Delhi, New York and Tokyo.
Market access studies through in house and external experts, Trade delegations, Buyer Seller Meets	Two way approach- a. For non- traditional markets - Conduct market studies to find out the potential and the measures to penetrate into the market. b. For Traditional markets – Trade delegations and organize buyer seller meets to increase our share in those markets.

B. Support for High End/Innovative Value Addition for Exports

Component	Description / Sub component
Support For High	a) Technology development for specific value added

<p>End/Innovative Value Addition For Exports</p>	<p>products aims at increasing the share of value added products in the total seafood exports from the country by providing assistance for the establishment of state of art processing / manufacturing facility to make high end value added products such as Surimi analogues, Freeze dried products, seafood Dumplings, dimsums, breaded and battered products etc for global seafood customers.</p> <p>Under Technology Development for Specific Value Added Products Scheme, MPEDA is extending financial assistance to seafood processing units for establishment of infrastructure such as value added processing machinery, cold storage, and refrigerated / insulated trucks etc. with a maximum financial assistance of Rs.5 Crore per processing establishment.</p> <p>b) Assisting export processing units on expenses related to certification, infrastructure upgradation/modifications and layout changes to meet the requirements of internationally accepted certification systems.</p> <p>Under this scheme the assistance will be @ 50 per cent of the total admissible cost subject to a maximum of Rs. 30 lakh per processing establishment</p>
<p>Assistance for export handling units for live/chilled and dried marine products</p>	<p>Under this component, assistance is provided for setting up of handling units for Chilled, Dried and Live fish items, so as to offer a wide variety of seafood to cater to the varied palette of customers abroad.</p> <p>The scope of the scheme is to motivate exporters engaged in export of live/chilled/dried items to set up approved establishment for handling these items to increase the species exported in live /chilled/dried condition and to improve the quality of the fishery product exported.</p> <p>a) Assistance for Export Chilled Fish Handling Centre is 50% of the admissible cost incurred subject to maximum financial assistance of Rs. 40 lakh, whichever is less.</p> <p>b) Assistance for Export Live Fish Handling Centre is 50% of the admissible cost incurred subject to maximum financial assistance of Rs. 27 lakh,</p>

	<p>whichever is less.</p> <p>c) Assistance for Export Dry Fish handling Centre is 50% of the admissible cost incurred subject to maximum financial assistance of Rs. 36 Lakh whichever is less.</p>
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C. CERTIFICATION FOR EXPORT TRACEABILITY OF WILD CAUGHT & FARMED PRODUCTS

Component	Description / Sub component
Assistance for certification of product value chain in seafood	<p><i>1) Assistance for certification towards market access:</i></p> <p>Assist the needs of farmers and exporters to obtain market driven certifications such as Catch Certificate and Pre-Harvest Test (PHT) certificate, DS 2031 certificate, ICCAT Swordfish /Big Eye Tuna Statistical Document, Certificate of Legal Origin etc. Sub-component also aims to assist efforts (including auditor training, certification fee, Stock Improvement Programmes) undertaken for fishery improvement and certification, which serves are market access tools for wild catch. Assistance @50% subject to a maximum ceiling of Rs.500000/- per fishery/chain of custody unit (Processing Plant) per certification as per the scheme conditions is extended to the certified fishery, fishing vessels and exporter.</p> <p><i>2. Assistance for certification of primary production:</i></p> <p>Assistance is proposed to be provided for certification of hatcheries, farms, feed mills, ornamental fish units etc towards ensuring the traceability in the value chain of farmed products. The assistance include auditor training, certification fee, infrastructure up-gradation / modification required for certification, sustainable and disease free operations in primary production systems. Assistance @50% subject to a maximum ceiling of Rs.5 Lakhs/unit (Assistance @75% subject to a maximum of 7.5 Lakhs/unit for</p>

	<p>SC/ST beneficiaries) as per the scheme conditions is extended to the hatchery and farms.</p> <ol style="list-style-type: none"> 1. <i>Farming cluster development through National Centre for Sustainable Aquaculture (NaCSA).</i> 2. <i>Capacity building for traceability sustainability and skill development:</i> To organize capacity building efforts for traceability sustainability and skill development (Training including training, SC/ST training, Demonstrations, Pilot projects, etc.) 3. <i>Traceability-Enrollment & GIS mapping and disease diagnostics infrastructure.</i>
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D. Export Oriented Aquaculture Technology Incubation

Export Oriented Aquaculture Technology Incubation	The objective of the Scheme is to support the ongoing export oriented Aquaculture Industry ensuring their long term sustainability through various aquaculture technologies for commercial fin fish and shellfish species. Already developed commercial viable technology for cage culture etc. It also aims to transfer successful technology to private operators on consultancy basis and PPP mode.
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E. Quality Assurance

Component	Sub component
Quality Control Labs	<p>1.National Residue Control Plan (NRCP) 2.Laboratory Infrastructure Development 3.ELISA Laboratories <u>Financial Assistance for Mini lab</u></p> <p>50% of the admissible cost incurred subject to a maximum financial assistance of Rs. 500000/- whichever is less.</p>
Quality System Management	<ol style="list-style-type: none"> 1. Capacity building of Processing Technologist, and QC personnel of MPEDA 2. Inviting Health - Regulatory authorities / sending delegation abroad 3. Network for Fish Quality and Sustainable

	Fishing(NETFISH) 4. MPEDA Quality Logo certification
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The existing exporters can access the details of the schemes on "Support for High End/Innovative value addition for exports" from the internal website http://e-mpeda.nic.in/registration/Reg_login.aspx. using their registered user name and password.

Also the existing exporters and new entrepreneurs can obtain the scheme details from local field offices.

1.9. Field offices:

There are 08 Regional Divisions, 10 Sub Regional Divisions, 5 Quality Control Labs.and03 Trade Promotion Offices, the details of which are given below:

REGIONAL DIVISIONS			
Sl No.	Address	Telephone/Fax(F)	E- mail
1	The Marine Products Export Development Authority, Regional Division, MPEDA House, 4 th Floor Panampilly Nagar Kochi – 682 036, Kerala.	+ 91 484 2323245 + 91 484 2321725	ro[dot]koc[at]mpeda[dot]gov[dot]in rc[dot]koc[at]mpeda[dot]gov[dot]in
2	The Marine Products Export Development Authority, Regional Division, No.167, First Floor, Interpretation Building TNFDC, ECOPARK, Poonamallee High Road, Chetpet, Kilpauk , Chennai – 600 010, Tamil Nadu.	+91 44 28365152 +91 44 28363132	ro[dot]che[at]mpeda[dot]gov[dot]in

3	The Marine Products Export Development Authority, Regional Division, 5 th Floor , Tea Board Building, 14, BTM Sarani, (Brabourne Road) Kolkata – 700 001, West Bengal.	+91 33 22345908 +91 33 22341181	rc[dot]kol[at]mpeda[dot]gov[dot]in
4	The Marine Products Export Development Authority, Regional Division, 41, Trifed Tower, 4 th Floor, Plot No.3, Sector 17, Cidco Area, Mumbai – Pune Highway, New Panvel (W) Navi Mumbai - 410 206, Maharashtra.	+91 22 27481481 +91 22 27481482-F	rc[dot]pan[at]mpeda[dot]gov[dot]in
5	The Marine Products Export Development Authority, Regional Division, Kaveri Building, 3 rd Floor, Above SBI 80 Feet Road, Veraval - 362 266, Gujarat.	+91 2876 241429 +91 2876 244121	ro[dot]ver[at]mpeda[dot]gov[dot]in
6	The Marine Products Export Development Authority, Regional Division, 2 nd Floor, Raptani Bhawan, IRC Village, Nayappalli, Bhubaneswar – 751 015, Orissa.	+91 674 2362360	rc[dot]bhu[at]mpeda[dot]gov[dot]in
7	The Marine Products Export Development Authority, Regional Division, 2 nd Floor, 33-25-35, Bellapu Sobhanadri Street, Surya Rao Pet, Vijayawada – 520 002, Andhra Pradesh.	+91 866 2433050	rc[dot]vij[at]mpeda[dot]gov[dot]in

8	The Marine Products Export Development Authority, Regional Division, 1 st Floor, Sri Vinayak Krupa Building, Anand Shetty Circle, Attavar Katte, Mangalore - 575 001, Karnataka.	+91 824 2985988	sro[dot]man[at]mpeda[dot]gov[dot]in
Sub-Regional Divisions			
1	The Marine Products Export Development Authority, Sub Regional Division, No.1, Cooks Road, Nagappattinam - 611 001, Tamil Nadu.	+91 4365 243115	rc[dot]nag[at]mpeda[dot]gov[dot]in
2	The Marine Products Export Development Authority, Sub Regional Division, Ekta Building No.1, 3 rd Floor, Above HDFC Bank, Tithal Road, Valsad - 396 001, Gujarat.	+91 2632 253740 +91 2632 242642	rc[dot]val[at]mpeda[dot]gov[dot]in
3	The Marine Products Export Development Authority, Sub Regional Division, Door No.9-24-3 Flat No.101 & 104, CBM Compound Opp. Timpany School Main Gate Rama Talkies Road, Visakhapatnam - 530 003, Andhra Pradesh.	+91 891 2701134 +91 8912552077	ro[dot]viz[at]mpeda[dot]gov[dot]in
4	The Marine Products Export Development Authority, Sub Regional Division, No. 106-J/37, 2 nd Street, Millerpuram, Tuticorin – 628 008,	+91 461 2310602	sro[dot]tut[at]mpeda[dot]gov[dot]in

	Tamil Nadu.		
5	The Marine Products Export Development Authority, Sub Regional Division, Door No., 1, Ground Floor, Nabagraha Road,Silpukhuri, Guwahati – 781 003, Assam.	+91 361 2663083	sro[dot]guw[at]mpeda[dot]gov[dot]in
6	The Marine Products Export Development Authority, Sub Regional Division, 1st Floor, SHANTI Complex 3, Wadi Plot, Opp: TACON Complex Porbandar - 360 575, Gujarat.	+91 2862 210074	sro[dot]por[at]mpeda[dot]gov[dot]in
7	The Marine Products Export Development Authority, Sub Regional Division, Flat No.102, 1 st Floor, Kranthi Residency, Near Old Bus Stand, Juvvalapalem Road Bhimavarm – 534 202, Andhra Pradesh.	+91 8816 297213	sro.bhi[at]mpeda[dot]gov[dot]in
8	The Marine Products Export Development Authority, Sub Regional Division, 02-01-05, 2 nd Floor, GRK Complex,Opp. BPL Bunk Juvvalapalam Road Bhimavaram - 534 202, Andhra Pradesh.	+91 8816 227395	src[dot]bhi[at]mpeda[dot]gov[dot]in
8	The Marine Products Export Development Authority, Sub Regional Division, Office of Directorate of Veterinary and Animal Husbandry, Second Floor, Pashu	+91 7276009600	srd.hyd[at]mpeda[dot]gov[dot]in

	Sankshema Bhawan, Shanti Nagar, Masab Tank, Hyderabad , – 500028,Telangana.		
9	The Marine Product Export Development Authority Sub Regional Division Directorate of Fisheries, Kavaratti, UT of Lakshadweep. PIN: 682555.	04896 262766 91 4896 262766 +91 9447373388	jayagopal@mpeda.gov.in
10	The Marine Products Export Development Authority, MPEDA Desk Office Administrative Building, Fish Landing Centre, Juglighat, Port Blair, Andaman & Nicobar Island.	+91 95318 70017 +91 96795 21641	kumar.ujjwal58@gmail.com
QUALITY CONTROL LABORATORIES			
1	The Marine products Export Development Authority, Quality Control Laboratory, Door No.26-I-1766/A1, Mini Bye Pass Road, Srinagar Colony, Nellore – 524 003, Andhra Pradesh.	+91 861 2319144	<u>lab[dot]nel[at]mpeda[dot]gov[dot]in</u>
2	The Marine Products Export Development Authority, Quality Control Laboratory, Trinethra Complex, Pattabhi Plaza, JP Road, West Godavari Dist, Bhimavaram- 534 202, Andhra Pradesh.	+91 8816 226410 +91 8816 297410	lab[dot]bhi[at]mpeda[dot]gov[dot]in

3	The Marine Products Export Development Authority, Quality Control Laboratory, 2 nd Floor Raptani Bhavan, Near ID Market, IRC Village, Nayapalli, Bhubaneswar – 751 015, Odisha.	+91 674 2362365	lab[dot]bhu[at]mpeda[dot]gov[dot]in
4	The Marine Products Export Development Authority, Quality Control Laboratory, MPEDA House, P.B.No.4272, Panampilly Avenue, Panampilly Nagar P.O, Kochi – 682 036, KERALA.	+91 484 2311901	lab[dot]koc[at]mpeda[dot]gov[dot]in
5	The Marine Products Export Development Authority, Quality Control Laboratory, 2nd Floor, SHANTI Complex, 3, Wadi Plot, Opp: TACON Complex, PORBANDAR - 360 575, GUJARAT.	. +91 286 2210074	lab[dot]por[at]mpeda[dot]gov[dot]in
TRADE PROMOTION OFFICES			
1	The Marine Products Export Development Authority, Trade Promotion Office, 8/11, (1 st Floor,), Subhash Nagar, New Delhi – 110 027.	+91 11 41400527	tpo.nd[at]mpeda[dot]gov[dot]in
2	The Marine Products Export Development Authority, Trade Promotion Office, 7 th Floor, WAVE Ginza Building Ginza, 8-15 – 2, - Chuo-Ku,	+ 81 03 3545 3247 / 3545 3774 + 81 03 3541 8616-F	tpo[dot]jp[at]mpeda[dot]gov[dot]in

	Tokyo – 104-0061, Japan.		
3	The Marine Products Export Development Authority, Trade Promotion Office, 17, Battery Place, Room 227, 2 nd Floor New York, NY 10004, USA.	001 212 425 9437, 425 9499 001 212 363 3456- F	tpo[dot]ny[at]mpeda[dot]gov[dot]in

1.10. Laboratories under MPEDA

1.10.1. MPEDA Quality Control Labs (5 nos.)

The MPEDA QC Laboratories at Kochi, Nellore, Bhimavaram, Bhubaneswar and Porbandar are equipped with high precision sophisticated equipments such as Liquid Chromatography Tandem Mass Spectrometers (UPLC-MS MS /HPLC-MSMS), Inductively Coupled Plasma- Mass Spectrometer (ICP-MS), High Performance Liquid Chromatographs (HPLC), Gas Chromatographs (GC-ECD, GC-MS & GC-MSMS) and all necessary supporting equipments/instruments.

The laboratories undertake the National Residue Control Plan (NRCP) for aquaculture products as per EU requirement under directive 96/23/EC

1.10.2. MPEDA ELISA Screening Labs (12 Nos.)

MPEDA has set up ELISA screening laboratories in the farming areas to facilitate Pre-Harvest Test (PHT) of shrimps to detect antibiotic residues, if any. The details of ELISA Labs are given below;

1	MPEDA- ELISA LABORATORY Door No.26-I-1766/A1, Mini Bye Pass Road, Srinagar Colony, Nellore – 524 003, Andhra Pradesh.
2	MPEDA ELISA LABORATORY Door No. 3-290 (Southern Portion), 4 th Road, Gangaraju Nagar, Kakinada - 533003 Andhra Pradesh, India.Ph: 0884-236707

3	MPEDA- ELISA LABORATORY Door.No-37-1-413 (24/2),Ramnagar 8th Lane, Ongole- 523001 , Prakasaham District, Andhra Pradesh
4	MPEDA ELISA LABORATORY Trinethra Complex, Pattabhi Plaza, JP Road, West Godavari Dist, Bhimavaram- 534 202, Andhra Pradesh.
5	MPEDA ELISA LABORATORY Door No.10-397, Teja Towers, SKBR, College Road, Amalapuram – 533 201, East Godavari Dist., Ph: 0885-6232332
6	MPEDA ELISA LABORATORY Door No. 23/182-6,Patchupeta, Machilipatnam – 521001, Krishna District, Andhra Pradesh, Ph: 08672-229410.
7	MPEDA ELISA LABORATORY Door No:1,Public Office Road. Kadambadi, Nagapatinam , Tamil Nadu- 61100, Ph: 04365-247733
8	MPEDA ELISA LABORATORY 2nd floor, Raptani Bhavan, Near ID Market, IRC village, Nayapalli, Bhubaneswar – 751 015, Odisha , Tel: <u>91 674 -2362365</u> / 2360106
9	MPEDA ELISA LABORATORY Plot No.959/1326, Khata No.274/150, Mouza: Bhaskarganji, Opp. Hotel Kalinga, OT Road, Balasore-756 001, Odisha, India.Tel. No. 06782-262417
10	MPEDA ELISA LABORATORY 5 th Floor, Tea Board Building, 14, B.T.M. Sarani, Kolkata- 700001, West Bengal, Tel. No. 03322345908
11	MPEDA ELISA LABORATORY Ekta Building No. 1, Third Floor, Tithal Road, Valsad , Gujarat- 396001, Ph: 02632-253750
12	MPEDA ELISA LABORATORY MPEDA House, P.B.No.4272, Panampilly Avenue, Panampilly Nagar P.O, Kochi – 682 036, KERALA. Tel. No. 0484 2311033

1.11.Societies under MPEDA

MPEDA has set up three societies for promotion of Research & Development, Sustainable Aquaculture and Conservation of Capture Fisheries. The details of the societies are given below;

1.11.1. Rajiv Gandhi Centre for Aquaculture (RGCA)

Rajiv Gandhi Centre for Aquaculture is the Research & Development arm of the Marine Products Export Development Authority (MPEDA), Ministry of Commerce & Industry. MPEDA, inspired by the late Prime Minister Rajiv Gandhi's vision of making India a technologically advanced nation, evolved this Centre of Excellence in Aquaculture and dedicated it to the development of the Indian Aquaculture Industry. RGCA is functioning as a society, registered under Tamil Nadu Societies Registration Act, 1975 since January 5th 1996.

The objectives of RGCA:

- To establish Technology Development Centres in Aquaculture at various locations across India for developing and disseminating appropriate technologies for scientific Aquaculture.
- To undertake Research & Development studies in aquaculture technologies and other practical aspects of hatchery and culture technologies for shrimp, lobster, crab, mussels, pearl oyster, clams, marine finfish, etc.
- To introduce proven aquaculture technologies of the selected species which are commercially successful elsewhere in the world but not yet introduced in India. The centre sources the technology from national or international organizations, blend the same under Indian conditions with the available local technology if any and sell the same to Indian entrepreneurs after assuring commercial viability and sustainability.
- To conduct pilot scale operations and to set up demonstration farm to popularize the technology developed/acquired.
- To undertake execution of aquaculture projects entrusted by Govt. agencies/departments like Dept. of Biotechnology, Department of Ocean Development , Ministry of Agriculture, Ministry of Commerce, Ministry of Food Processing, etc.
- To take up such activities as to re-seed and replenish the overexploited stock of the sea and other large inland water bodies through ranching with hatchery reared young ones for sustainable development of fisheries.
- To impart training in various aquaculture technologies developed at its centres for medium and small scale farmers. The centre conducts regular hands on training and outreach programmes on specific areas at different levels in order to transfer the technology through aquaculture schools and trainers (consultants) programmes.

Address of RGCA

Rajiv Gandhi Centre for Aquaculture (RGCA)
Technology Transfer Training & Administrative Complex
(TTTAC) Door No.3/197, Poompuhar Road,
Karaimedu Village, Sattanathapuram PO, Nagapatinam District
Sirkali Taluk – 609 109, Tamil Nadu.

Tel: 91 4364 265200, 265207

Fax: 91 4364 265218

E-mail: rgca@mpeda.gov.in, [rgcaho\[at\]gmail\[dot\]com](mailto:rgcaho[at]gmail[dot]com)

Website: [www\[dot\]rgca\[dot\]org\[dot\]in](http://www[dot]rgca[dot]org[dot]in)

1.11.2. Network for Fish Quality Management and Sustainable Fishing (NETFISH)

Network for Fish Quality Management and Sustainable Fishing is a registered society formed under the aegis of the Marine Products Export Development Authority with a view to imparting knowledge to fishermen/fisherwomen/processing workers, technicians, etc. in fish quality management, conservation of fish resources as well as sustainable fishing.

1. To function as the focal point for upgrading the technology and quality management of fishing and fish processing sectors at the grass roots level with a view to improving the quality of marine products, exported from India.
2. To organize appropriate training programmes on fish quality management and conservation of fish resources for fishing and fish processing industry in all the maritime states of India to impart knowledge to fishermen/fisherwomen/processing workers, technicians, etc.
3. To network with stake holder organization like fishermen's societies, mechanized boat operator's societies, and fishermen's federations, etc. Organization of processing and pre processing workers all over the country by inducting their representatives in to the general body of the society.
4. To assimilate, absorb and transfer technologies related to capture fisheries.
5. To forge or develop systematic linkages between international, national/state/district institutions of excellence in the field of extension and marketing.
6. To recruit qualified technical personnel and staff adequate to carry out the objectives.
7. To generate internal resources by offering various services to the sector and to member societies.
8. To facilitate public or private investment in infrastructure development.
9. To receive and expend project funds, maintain revolving accounts, enter into contracts and agreements, receive donations and provide services and deliver goods to beneficiaries.
10. To induct competent and experienced technical experts and other skilled manpower available in the fisheries sector, who opt voluntarily to be a member in the society, without any restriction of caste, age and sex for executing the extension training programmes.
11. To acquire from any person, firm, body corporate or government departments or agencies in India or abroad, technical information, including know-how, process operating data, plans designs, blue prints or any other information assistance required of conducting extension,

training programmes and to transfer such technical know-how, plans designs and other relevant information to fishermen/processing workers/technicians through the extension training programmes in various maritime states of India.

Address of NETFISH

Network for Fish Quality Management and Sustainable Fishing
(NETFISH),
Mulavukad Panchayath, Ward No.XII, Vallarpadam PO,
Kochi – 682 504, Kerala
Tel: 91 484 2100012
E-mail:netfish@mpeda.gov.in

1.11.3.National Centre for Sustainable Aquaculture (NaCSA)

National Centre for Sustainable Aquaculture (NaCSA) was established by MPEDA in the year 2007 as an outreach organization for uplifting the livelihood of small-scale shrimp farmers.

The long term objective of NaCSA is to enable aquaculture farmers to adopt sustainable and environment friendly farming practices to produce quality and safe aquatic products such as shrimps, scampi and fish for export and domestic markets. NaCSA will facilitate links between aquaculture stakeholders and strengthen farmer societies, and farmers to facilitate formulation of common policies, strategies and voluntary guidelines to benefit farming community as a whole in the country aiming at a 'gross root level' approach. The Main objectives of NaCSA are summarised as follows,

To develop social contacts and spirit of fellow feeling among its members and to maintain a Library with good books, periodicals and newspapers.

- To strive for the eradication of illiteracy
- To develop the social and cultural activities for the welfare of the society
- To function as the prime mover of the extension activities among aquaculture farmers
- To provide updated information to technical staff of Aquaculture Societies
- To act as a federation of all the Aquaculture Societies and facilitate formulation of common policies, strategies, etc.,
- To provide common infrastructure facilities like testing laboratories, etc.,
- To act as a Central Agency for standardization of inputs in Aquaculture

Address of NaCSA

National Centre for Sustainable Aquaculture (**NaCSA**)
(MPEDA, Ministry of Commerce & Industry, Govt. of India)
Door No. 70-1A-6/1, Vasireddy Vari Street,
Beside Municipal Corporation High School, Ramanayyapeta,
Kakinada-533003, East Godavari Dt., Andhra Pradesh, India

Email: nacsa@mpeda.gov.in Mobile: 07382221795 Tel: 0884-2350655
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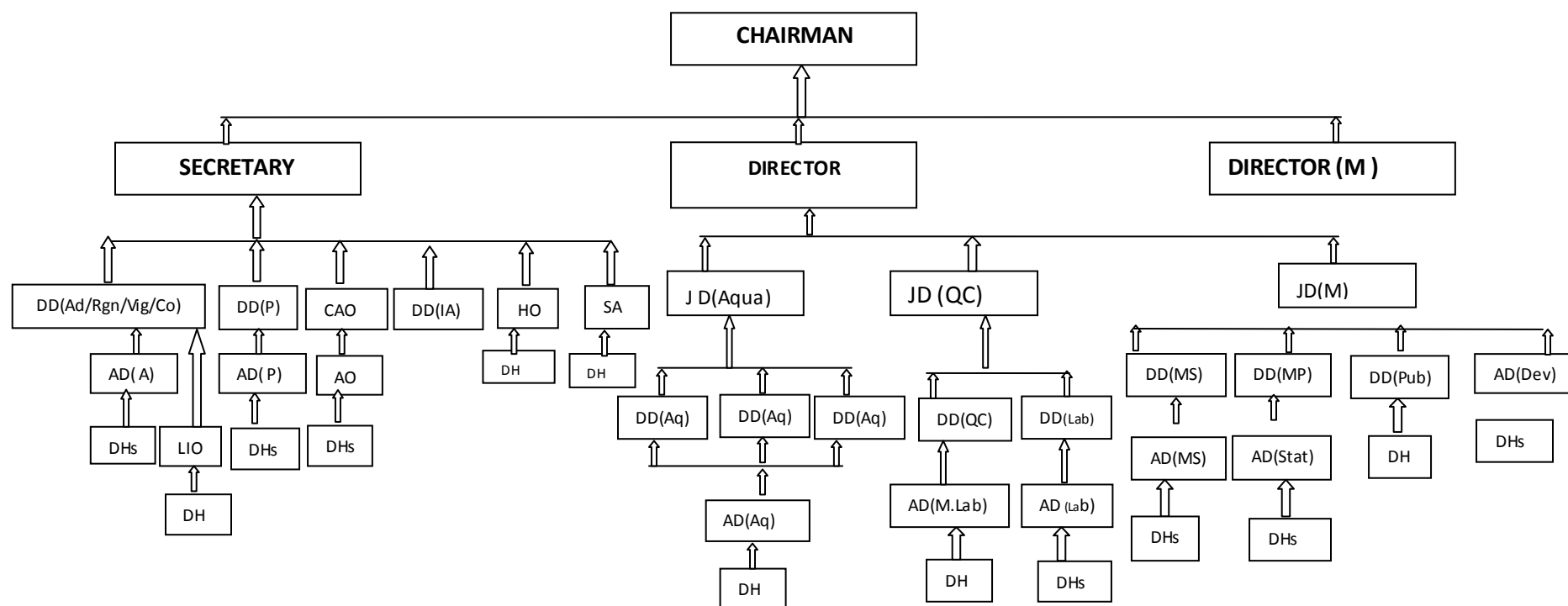
1.11.4. Multi Species Aquaculture Complex (MAC), Vallarpadam

The Multispecies Aquaculture Complex (MAC), a project of RGCA established to cater the demand from the aquaculture farmers in Kerala as well as the adjoining states of Karnataka and Tamil Nadu. The complex features a multi species hatchery for black tiger shrimp (with an annual production capacity of 20 million shrimp seeds) and fin fishes, besides six nurseries with a capacity to produce 12 lakh fingerlings of seabass, GIFT (genetically-improved farmed tilapia) and silver pompano besides 5 lakh crablets of mudcrab. The multispecies complex with a hatchery and nurseries for marine, brackish water and freshwater fish species in Vallarpadam is a first in India. The fishes reared in the complex have both domestic and export market.

The hatchery will have a quarantine facility and an effluent treatment system as a typically biosecure hatchery facility would need. The nurseries meant for diversified fish/shellfish species and ponds lined with high density polythene and also provided with necessary biosecurity protocols. The unit is provided with in-built system to drain out water and also to convert saline water into freshwater.

Multi Species Aquaculture Complex (MAC) Mulavukad Panchayath, Ward No.XII, Vallarpadam PO, Kochi – 682 504, Kerala Tele: 0484 2975595 8078084605 E-mail: mac[at]mpeda[dot]gov[dot]in

1.13. Decision making process and flow chart of the hierarchy



Sections:

Administration
Registration
Vigilance
Co-ordination
Personnel
Accounts
Library
Electronic Data Processing
Official Language

} Secretary

Aquaculture
Quality Control
Laboratories
Marketing Services
Market Promotion
Development
Statistics
Microbiology lab

} Director (holding addl. Charge of Dir(M))

Chapter 2

(Under Section 4 (1) (b) (ii) of RTI Act)

2.1.Powers and Duties of its Officers and Employees

2.1.1.Powers of the Chairman, Vice-Chairman, the Director and the Secretary.

(i) Powers and duties of Chairman

The Chairman shall be responsible for the proper functioning of the authority and the discharge of its functions under the Act and these rules: The Chairman shall have the following powers, namely:-

- (a) to call meetings of the Authority at any time and preside over the meetings;
- (b) he is the ex-officio Chairman of the Executive Committee, Technical Committee and Export Promotion Committee.
- (c) approval of financial assistances granted to the farmers/exporters
- (d) to sanction all kinds of expenditure viz. for supplies, services, purchase of articles required for the working of the office of the Authority and Contingencies.
- (e) to exercise administrative control over all departments and officers of the Authority including the Director and the Secretary.
- (f) to call for documents and record and to inspect or cause to be inspected, the accounts and places of storage or of business as required under the Act or these rules;
- (g) to grant leave to officers and employees of the Authority including the Director and the Secretary.
- (h) to carry out the measures referred to in section 9.
- (i) the Chairman shall have power to require the Authority or any committee thereof to defer taking action in pursuance of any decision taken by the Authority or the Committee, as the case may be, pending a reference to the Central Government on such decision.
- (j) where a matter has to be disposed of by the Authority or a Committee and a decision in respect of that matter cannot wait till a meeting of the Authority or the Committee, as the case may be, is held or till the completion of circulation of the resolution relating to that matter among the members of the Authority or the Committee, as the case may be, the Chairman may take the decision himself
- (k) where the Chairman takes a decision under sub-rule (4) he shall submit the same for ratification to the Authority or the Committee, as the case may be, at its next meeting, provided that where the Authority or the Committee, as the case may be modifies or cancels the action

taken by the Chairman, any action taken prior to such modification or cancellation shall have effect to the extent that the action so taken cannot be modified or cancelled retrospectively.

(l) the Chairman shall have power to re-appropriate estimated savings between sub-heads within a head of expenditure, subject to a ceiling of 25% of the approved budget.

(m) the Chairman shall have power to write off as irrecoverable losses upto an amount of two thousand five hundred rupees.

(n) the Chairman or any officer of the Authority authorised in this regard by the Authority shall have power to enter into contracts involving expenditure sanctioned by the competent authority.

(o) the Chairman shall have power to execute lease deeds and power-of-attorney.

(p) the Secretary or any officer of the Authority, authorised in this regard by the Chairman, shall have power to execute such lease deeds and powers-of-attorney, the terms and conditions of which have been approved by the Chairman.

(ii) Vice-Chairman

The Authority shall at the last meeting held before 30th June of every year, elect, from among its members a Vice Chairman who shall hold office for a period of one year from the 1 of July. Provided that in any year in which the term of office of all the members expires on the 30th June the Vice Chairman shall be elected at the first meeting after reconstitution of the Authority and the Vice Chairman so elected shall hold office upto 30 of June Next following

If a casual vacancy occurs in the office of the Vice-Chairman on account of resignation or ceasing to be a member or otherwise the Authority shall at its next meeting elect another member to be Vice Chairman who shall hold office for the unexpired portion of the term of office of the Vice Chairman elected as above.

(iii) Powers of Director

The Director shall be responsible for the implementation of the decisions arrived at by the Authority with regard to the planning, development and evaluation of the various matters in relation to offshore and deep sea fishing vessels, processing, inspection, quality control, market intelligence and other technical functions. He shall also be responsible for the development of market of fisheries products. He is the Chairman of the Subsidy Committee.

The Director shall present to the authority such periodical reports as may be specified by the Chairman on the export of marine products with particular reference to market potential, quality control, pre shipment inspection or any other matter and steps to be taken if any to accelerate the quantum of exports of such products.

(iv) Powers of Secretary

The Secretary shall be responsible for the implementation of the decisions arrived at by the Authority or by the Committees and the discharge of the duties imposed on him under the Act or by these rules. Subject to such delegation as may be made by the Chairman to such other officers as may be appointed for the purpose of this rule, the secretary shall-

- (a) Cause all important papers and matters to be presented to the authority as early as practicable:
- (b) He is in charge of finance, administration, and personnel wings of MPEDA
- (c) Issue directions as to the method of carrying out the decisions of the Authority.
- (d) Some other person to grant receipts on behalf of the Authority for all moneys received under the Act:
- (e) Maintain or cause to be maintained an account of the receipts and expenditure of the Authority; and
- (f) Present an annual draft report on the working of the Authority to the Authority for approval and submit the report in the form approved by the Authority to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid on the table of both the Houses of the Parliament.

2.1.2. Power to incur expenditure and to write off losses:

Subject to the provisions of the MPEDA Act, these MPEDA Rules and the rules made by the Central Government relating to revenue and expenditure for the time being in force, the Authority may incur such expenditure as it may think fit on items provided for, and within the amounts sanctioned by the Central Government, in the budget.

The Authority may write off losses incurred on account of theft, fraud or negligence upto ten thousand rupees and write off losses or waive recoveries upto twenty thousand rupees in individual cases, subject to the observance of general guidelines, if any, issued by the Central Government from time to time.

Re-appropriations between sub-heads under heads of expenditure may be made by the Authority within the overall sanctioned budget for the implementation of schemes approved by the competent authority.

The Authority shall not incur expenditure outside India in excess of fifteen thousand rupees on any single item without the previous sanction of the Central Government

2.1.3.Borrowing Powers

The Authority may, with the previous sanction of the Central Government borrow, on the security of the Marine Products Export Development Fund or any of its other assets for meeting its expenses or for carrying out the measures referred to in section 9.

2.1.4.Contracts

The Authority may enter into any contracts for the discharges of its functions under the Act, provided that:-

- (a) Every contract which extends over a period of more than three years or involves an expenditure in excess of rupees one lakh; and
- (b) every agreement or contract for technical collaboration or consultation services with firms or foreign Governments, shall require the previous sanction of the Central Government.

Contracts shall not be binding on the Authority unless they are executed by the Chairman or any officer authorised by the authority with the previous approval of the appropriate authority concerned.

Neither the Chairman nor any officer of the authority nor any member thereof shall be personally liable under any assurances or contracts made by the Authority and any liability arising under such assurances or contracts shall be discharged from the money at the disposal of the Authority.

2.1.5.Delegation of powers

(a)Power to sanction expenditure

An officer of the Authority in the rank of a Joint Director or a Deputy Director and an officer of the Authority specified as Head of Office by the Chairman shall have power to sanction expenditure upto five thousand rupees recurring and upto one lakh rupees nonrecurring relating to schemes already approved by the competent authority and also to office contingencies, supplies and services on any single item at one time, subject to the budget provisions relating to that item. The following officials are delegated powers to incur expenditure within the limit prescribed above.

An officer of the Authority of the rank of Assistant Director shall have power to sanction expenditure upto five thousand rupees nonrecurring for office contingencies, supplies and services on any single item at one time; subject to the budget provisions relating to that item. The following officials are delegated powers to incur expenditure within the limit prescribed above.

Sl No	Name & Designation	Office
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1	Shri Johnson D'Cruz Deputy Director	RD, Kochi
2	Shri Sivarajan K Deputy Director	RD, Vijayawada
3	Shri. Shrimali Vinod Kumar Deputy Director	RD, Veraval
4	Shri Razak Ali Deputy Director	RD, Panvel
5	Shri. A. Jeyabal Deputy Director	RD, Chennai
6	Shri Rajkumar S Naik Deputy Director	RD, Bhubaneswar
7	Shri. Archiman Lahiri Deputy Director	RD, Kolkata
8	Shri Premdev K V Deputy Director	RD, Mangalore
9	Shri. Maruthi D. Yaligar Deputy Director	SRD, Valsad
10	Shri. Mintu Barphukan Sr. Clerck	SRD, Guwahati
11	Shri Prasad Naik Ramavath Assistant Director	SRD, Visakhapatnam
12	Shri S Asok Kumar Deputy Director	SRD, Hyderabad
13	Shri C Wilson Deputy Director	SRD, Nagapattinam
14	Smt. Anju Asst. Director	SRD, Tuticorin
15	Dr. Jayagopal Asst. Director	SRD, Port Blair
16	Shri Hakkim Dy. Director	SRD, Bhimavaram
17	Dr. P. Jayagopal Asst. Director	SRD, Kavayati
18	Shri Maruti D Yaligar Deputy Director	SRD, Valsad

19	Shri Vaniya Kishor Kumar Asst. Director	SRD, Porbandar
20	Dr. Sreenath P. G. Deputy Director	TPO, New Delhi
21	Vacant	TPO, New York
22	Vacant	TPO, Japan
23	Shri. Rajesh Anant Dagare Asst. Director	QC Lab., Bhimavaram
24	Shri. D. Venugopal Asst. Director	QC Lab., Nellore
25	Shri Rajakumar S Naik Deputy Director	QC Lab., Bhubaneswar
26	Shri. Vaniya Kishor Kumar Assistant Director	QC Lab, Porbandar

RD - Regional Division; SRD - Sub Regional Division; TPO - Trade Promotion Office; QC Lab - Quality Control Laboratory.

Chapter 3
(Under Section 4 (1) (b) (iii) of RTI Act)

3.1. Procedure followed in decision making process including channels of supervision and accountability

The Authority is governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, General Financial Rules, Revised Leave Rules 1972, Staff Cr Rules etc. subject to any modification/adaptation made by the Authority. The Authority have also framed its own Rules and Regulations with the approval of Government of India for the proper administration of the affairs of the Authority. The decisions are taken based on the Rules and Procedures in force. Wherever specific rules are not framed by the Authority, the Central Government rules are made applicable. Decisions relating to implementation of various schemes operated through different sections as well as other important matters requiring public attention are being communicated to the public through Authority's web site. Following are the publications/Newsletters published by MPEDA which is a major medium of communication with the public:

- Annual Report
- MPEDA Newsletter
- Exporters Directory- Digital CD
- Indian Seafood - Product Catalogue
- Coffee Table Book
- Ornamental Fish Breeders/Traders Directory
- Water Quality in the Ornamental Aquatic Industry
- International Transport of Live Fish in the Ornamental Aquatic Industry
- Live Food Cultures for the Ornamental Aquatic Industry
- Bio-Security in the Ornamental Aquatic Industry
- Living Jewels - A Handbook on Freshwater Ornamental Fish
- Diseases in Brackishwater Aquaculture
- Diseases of Cultured Shrimp and Prawn in India
- Breeding, Seed Production & Farming of Mud Crab
- Hatchery Seed Production & Farming of Cobia – Initiatives
- Guide on Good Aquaculture Practices for Shrimp Farming.

The officers at various levels whose opinions are sought for the process of decision making are given below:

The subsidies are recommended by a Committee headed by the Director/Director (Marketing) comprising external expert also before approval by the Chairman.

Similarly the opinion of various officers and the Heads of Departments are sought, for taking decisions relating to matters concerning the respective Departments. Regarding matters involving financial commitments of various Departments, the opinion of the Secretary/Chief Accounts Officer is obtained to arrive at a decision.

The final authority that takes the decision is the Chairman/Authority/Government as the case may be.

3.2. Procedure followed in decision making for important matters.

3.2.1. Procedure for approval of schemes or for major non-recurring expenditure, where the Authority/Government is the sanctioning authority is as follows:

The policy decisions relating to the activities and schemes of the organization are taken in the meetings of the Authority constituted under the MPEDA Act. The Authority has 30 members including a Chairman, Director, 3 Members of Parliament, 5 members representing Central Ministries of Agriculture, Finance, Foreign Trade, Industry, Shipping and Transport and 20 other members to represent the Maritime States and other relevant fields as specified in MPEDA Rules 1972. All the members including Chairman are appointed by the Central Government. The Authority shall meet at least twice in a year such that the interval between two meetings shall not be longer than eight months. The Executive Committee, the Technical Committee and Export Promotion Committee meet periodically for transacting business.

Proposals for schemes and other important matters are referred to the Authority. The Authority takes into account the recommendations of the committees, if any, also for arriving at a decision. Such schemes which require approval by the Ministry/ other relevant committees on the basis of the financial powers and other related matters are sent to the Ministry for approval.

3.3. Fund received from Government and other Govt. Agencies and utilized during the year 2019-20

(Rs. in Crore)

Sl. No	Name of the scheme	Funds received from Govt. 2019-20	Fund Utilized 2019-20
A	Market Promotion		11.91
B	Support for High End/ Innovative Value Addition for Exports		14.57
C	Certification for Export Traceability of Wild Caught & Farmed Products		11.27
D	Export Oriented Aquaculture Technology		7.71

	Incubation		
E	Quality Assurance		12.16
F	Establishment (Schemes)**		27.38
1	Revenue and Capital Expenditure for subsidies Total (A to F)	85.00	85.00
2	Other Administrative Expenses	15.00	28.12
3	SC/ST Welfare Fund	10.33	10.33
	Total Grant Fund received from Govt. (1+2+3)	110.33	123.45*
	Fund received from EIC for meeting Lab NRCP expenses and utilized full under Quality Assurance Scheme		2.00

*Excess expenditure met from IEBR/Other fund – temporarily adjusted

** Fund received (Rs.2 Crore) from EIC utilized for Establishment of Quality Assurance and the expenditure shown under Establishment (Schemes) is net amount after adjusting fund received from EIC

3.3.1. Projects & Programmes implemented with funds received from other agencies.

NRCP expenses partly funded with Rs. 100 lakh received from EIC.

3.4. Sanction and regulation of Expenditure

All proposals from the Departments having financial implications as listed below and requiring sanction of the Chairman/Authority/Government shall be initiated from the Departments concerned, processed through the Accounts Division/Unit of the Department concerned, seen by the concerned Head of the Department and submitted to the Chairman through the Secretary for sanction.

- (i) All new schemes
- (ii) Procurement of assets exceeding Rs.2 lakh in each case where no specific provision exists, except for furniture and equipments.
- (iii) Procurement of furniture and equipments exceeding Rs.2.00 lakhs.
- (iv) Hiring of new services (consultancy, training etc) costing more than Rs.3.00 lakh in respect of any single item.

- (v) Creation of Posts.
- (vi) Delegation of financial powers.
- (vii) Opening/closing of bank accounts.
- (viii) Civil works exceeding Rs.2.00 lakh in respect of any single item.
- (ix) Advance/loans to outside parties exceeding Rs.2.00 lakh in each case.
- (ix) Disposal of assets of book value exceeding Rs.2.00 lakh in respect of any single item.
- (x) All proposals for re-appropriation of sanctioned budget.
- (xi) All proposals to write off losses

3.4.1. Procedure for incurring expenditure where Heads of Departments or subordinate officers are empowered to sanction and incur expenditure.

All Heads of Departments, Heads of Divisions and subordinate officers who have been granted delegation of financial powers strictly adhere to General Financial Rules, orders issued by the Government of India from time to time and instructions given in the Office Orders, the Office Manual, etc regarding the procedure to be followed in the matter of sanction and incurring of expenditure. The Officer concerned makes it a point that all proposals are within their financial powers for incurring expenditure and are according to the Rules, Orders and procedures to be followed. In cases of doubts, the matter is referred to the Secretary for advice/comments and wherever necessary, orders of the Chairman is obtained.

3.4.2. Execution of works and procurement of goods and services

3.5.1. Execution of works

The works are executed as per extant rules

3.5.2. Procurement of goods and services

The Authority has been delegated with full powers to make their own arrangements for procurement of goods subject to observance of the provisions in rule 142 to 196 of the General Financial Rules 2017.

As per the provisions of GFRs, purchase of goods up to the value of Rs. 25,000/- (Rupees twenty five thousand only) on each occasion can be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority. Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and up to Rs. 2,50,000 (Rupees two lakh fifty thousand only) on each occasion can be made on the recommendations of a Local Purchase Committee consisting of three members of an appropriate level duly constituted by the

Competent Authority. The method of Limited Tender Enquiry is adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakh. Invitation to tenders by advertisement is used for procurement of goods of estimated value of Rs. 25 lakh (Rupees Twenty Five Lakh) and above if not specifically exempted under the Rules. Advertisement in such cases should be given on Central Public procurement Portal of www.eprocure.gov.in and on GeM and should also be published in the website of the Authority.

E-tendering procedure is followed as per the directions of the Central Government.

3.6. Appointments, promotions and deputations

1. All appointments, promotions and deputations are made subject to MPEDA regulations 2001 and relevant rules framed by the Central Government/Authority and within the frame work of FR & SR
2. Criteria for appointment/promotion is based on the positional qualifications laid down in the Recruitment Regulations in force.
3. All promotions upto the level of Joint Directors are made by the Chairman after observing usual formalities of constitution of Departmental Promotion Committee subject to observation of regulations in the concerned Standing instructions and Rules.
4. The appointing Authority for the posts of Chairman, Secretary and Director is the Central Government. The posts of Director (Marketing), Resident Director (New York) and Resident Director (Tokyo) are selected by a Committee chaired by Additional Secretary of Department of Commerce. The appointments of these posts are done by the Chairman on behalf of the Authority. The appointment of all other posts is also done by the Chairman on behalf of the Authority.

3.7. Granting permit and sanctioning financial assistance to beneficiaries under Development Schemes

(a) Manner of processing and payment of subsidy

Advance approval application for financial assistance under various schemes along with necessary documents has to be submitted by the applicant to the concerned field offices of MPEDA located in various maritime states. After verification of the application by the concerned field offices, the advance approval will be issued by the field office to the applicant except for the scheme on “Technology Development for specific value added products” wherein after approval from the Competent Authority the field office has to issue the advance approval.

The advance approval will be issued for one year and in case if the applicant needs extension, the extension will be issued for one more year. Thus the total advance approval period allowed under the scheme is 2 years from the date of payment of advance approval application fee.

After completion of the project, the applicant shall submit the final application before the expiry date of advance approval or extended period (if any), along with copies of all required documents stipulated in the scheme and the financial assistance will be released through electronic transfer(PFMS) to the AADHAR linked bank account on submission of original invoice of purchase, bond, bank guarantee, Copy of the schemes signed by the authorized signatory, advanced stamped receipt, undertaking regarding fulfillment of export obligation, bank account details with cancelled cheque by the beneficiary.

3.7.1. Granting financial assistance to various categories of beneficiaries.

Eligibility Criteria for financial assistance in addition to the terms and conditions under the various schemes are furnished below.

I. Technology development for Specific Value Added Products

a) Unless otherwise specified, the benefits under these Schemes are available solely to establishments registered with the Marine Products Export Development Authority (MPEDA) under the MPEDA Act & Rules, 1972.

b) New establishments under construction can also apply for assistance subject to the condition that the establishment should be registered with the MPEDA before sanctioning the assistance.

c) The validity of all the Schemes will be as per directions from Government of India.

d) “An existing unit that is unable to fulfill the export obligation under the TUSMP/Assistance to Value addition scheme (TIUSMP) will also be eligible to apply under this Scheme as per point III, given in the Scheme, provided they undertake to carry over the pending export obligation under the old scheme to the current scheme.” The format of undertaking is given in the Scheme.

e) Advance approval is mandatory for availing assistance under the Scheme.

f) The financial assistance under the Scheme shall be released only to a Manufacturer exporter registered as per the registration guidelines of MPEDA.

g) Units processing marine products of non-animal origin/ pharmaceutical/ nutraceutical nature are exempted from obtaining EIC approval.

h) The machinery & equipment shall be eligible for assistance only when proposed as a complete project for setting up of Infrastructure for the production of specific value added products.

II.Assistance for export handling units for Live/ Chilled/ Dried marine products.

a) Unless otherwise specified, the benefits under these schemes are available solely to establishments registered with the Marine Products Export Development Authority (MPEDA) under the MPEDA Act & Rules, 1972.

b) New establishments are only eligible for applying under the scheme and the units under construction can also apply for assistance subject to the condition that the establishment should be registered with the MPEDA as per the MPEDA Act and Rules framed there under, before sanctioning the assistance.

c) The validity of all the schemes will be as per directions from Government of India.

d) Advance approval is mandatory for availing assistance under the Scheme.

e) The financial assistance under the Scheme shall be released only to a Manufacturer exporter registered as per the registration guidelines of MPEDA. However, Merchant exporters registered with MPEDA for the export of ornamental fishes shall be considered for assistance under the Scheme.

f) In case of Dry fish and Live fish handling centres EIC approval for the unit is not mandatory.

In case of Chilled marine products EIC approval for exports to EU is mandatory.

Chapter 4
(Under Section 4 (1) (b) (iv) of RTI Act)

4.1. Norms set by it for the discharge of its functions

4.1.1. Details of the Norms/ Standards set by the Authority for execution of various activities/ programmes.

The Authority functions according to The Marine Products Export Development Authority Act, 1972 enacted by the Parliament and amendments made subsequently and the Marine Products Export Development Authority Rules 1972. The Authority is generally governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, CCS Conduct Rules, CCS (Classification, Control and Appeal) Rules, General Financial Rules, Revised Leave Rules 1972, Staff Car Rules, Defined Contribution Pension scheme Rules 2004, etc.

The Authority have also framed the following Rules, Manuals, procedures, and guidelines for the proper discharge of functions and administration of the affairs of the Authority.

- MPEDA Regulations 2001
- Transfer Policy
- Registration Manual
- Standing Instructions etc.

On other aspects of official procedures the Authority follows the norms set by the Government of India by way of rules/regulations/guidelines formulated by the Government of India on administrative matters and in the matters relating to disciplinary proceedings and Vigilance activities, RTI Act, Implementation of Official Language Hindi, etc. The Authority also follows the financial rules/norms as applicable to the Central Government departments/organizations. The norms by way of targets are set in the plan and budget documents.

4.1.2. Specific norms for certain functions

As a general rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases through departmental instructions. If a case is remaining with an official for more than the stipulated time limit, an explanation for keeping it shall be recorded in the note portion by him/her.

4.1.3. Eligibility norms for availing subsidy etc.

The Authority is implementing various subsidy schemes, grants, loans etc applicable to those engaged in fishing/aquaculture etc. The Authority has framed a set of rules prescribing the eligibility norms of each scheme.

4.1.4. Granting permit and sanctioning financial assistance to beneficiaries under Development schemes.

(a) Manner of processing and payment of subsidy

The advance approval application for financial assistance under various schemes along with necessary documents has to be submitted by the applicant to the concerned field offices of MPEDA located in various maritime states. After verification of the application by the concerned field offices, the advance approval will be issued by the field office to the applicant except for the scheme on “Technology Development for specific value added products” wherein after approval from the Competent Authority the field office has to issue the advance approval.

The advance approval will be issued for one year and in case if the applicant needs extension, the extension will be issued for one more year. Thus the total advance approval period allowed under the scheme is 2 years from the date of payment of advance approval application fee.

After completion of the project, the applicant shall submit the final application before the expiry date of advance approval or extended period (if any), along with copies of all required documents stipulated in the scheme and the financial assistance will be released through electronic transfer(PFMS) to the AADHAR linked bank account on submission of bond, bank guarantee, Copy of the schemes signed by the authorized signatory, advanced stamped receipt, undertaking regarding fulfillment of export obligation, bank account details with cancelled cheque by the beneficiary.

4.1.5. Granting financial assistance to various categories of beneficiaries.

Eligibility Criteria for financial assistance in addition to the terms and conditions under the various schemes are furnished below.

(a) Technology development for Specific Value Added Products

A. Unless otherwise specified, the benefits under these Schemes are available solely to establishments registered with the Marine Products Export Development Authority (MPEDA) under the MPEDA Act & Rules, 1972.

B. New establishments under construction can also apply for assistance subject to the condition that the establishment should be registered with the MPEDA before sanctioning the assistance.

- C. The validity of all the Schemes will be as per directions from Government of India.
- D. “An existing unit that is unable to fulfill the export obligation under the TUSMP/Assistance to Value addition scheme (TIUSMP) will also be eligible to apply under this Scheme provided they undertake to carry over the pending export obligation under the old scheme to the current scheme.”
- E. Advance approval is mandatory for availing assistance under the Scheme.
- F. The financial assistance under the Scheme shall be released only to a Manufacturer exporter registered as per the registration guidelines of MPEDA.
- G. Units processing marine products of non-animal origin/ pharmaceutical/ nutraceutical nature are exempted from obtaining EIC approval.
- H. The machinery & equipment shall be eligible for assistance only when proposed as a complete project for setting up of Infrastructure for the production of specific value added products.

(b) Assistance for export handling units for Live/ Chilled/ Dried marine products.

- A. Unless otherwise specified, the benefits under these schemes are available solely to establishments registered with the Marine Products Export Development Authority (MPEDA) under the MPEDA Act & Rules, 1972.
- B. New establishments are only eligible for applying under the scheme and the units under construction can also apply for assistance subject to the condition that the establishment should be registered with the MPEDA as per the MPEDA Act and Rules framed there under, before sanctioning the assistance.
- C. The validity of all the schemes will be as per directions from Government of India.
- D. Advance approval is mandatory for availing assistance under the Scheme.
- E. The financial assistance under the Scheme shall be released only to a Manufacturer exporter registered as per the registration guidelines of MPEDA. However, Merchant exporters registered with MPEDA for the export of ornamental fishes shall be considered for assistance under the Scheme.
- F. In case of Dry fish and Live fish handling Centres EIC approval for the unit is not mandatory.
- G. In case of Chilled marine products EIC approval for exports to EU is mandatory.

4.2. Payment of Financial Assistance

Application for subsidy for various schemes of the Authority are called for once every year with a specific last date for submission. On receiving the application, the applications are scrutinized with reference to the scheme rules and inspection of worksites, etc is conducted. Deficiencies and defects are pointed out to the applicants. On rectification of the defects by the applicants, the applications are finally processed and payments are generally made subject to availability of funds within the same financial year. Depending on the number of applications and the number of field staff available for conducting inspection, and the time taken by the applicants for rectifying the defects etc, there may be delay in final processing of the applications and making payments.

4.3. Grievance redressal

Secretary of the Authority is the Grievance Redressal Officer. Administration Section looks after the grievance received by the Grievance Redressal Officer from the employees and the Vigilance Section that of public. Feedback of complaints can be lodged by the public through letter or e-mail as per the details given in “Contact us” in the website.

4.4. Appointments, Promotion & Transfer

4.4.1. Appointments & Promotions

All appointments, promotions shall be made in accordance with the Recruitment Regulations framed by MPEDA. All appointments shall be made by the Chairman as per the Standing instructions.

Standing Instructions

The Standing Instructions are provided in Annexure - XXIII

4.4.2. Reservation of vacancies for SC/ST

Instructions issued from time to time by the Government of India regarding reservation of vacancies for persons belonging to Other Backward Communities, Scheduled Castes/Tribes, Ex-Servicemen, Persons With Disabilities (PWD) and other categories shall be observed by the appointing Authority.

4.4.3. Transfers

Transfers are made in accordance with the transfer policy of the MPEDA as given below:

Transfer Policy

Title: - This policy shall be called “The Marine Products Export Development Authority Transfer and Posting Policy 2007”. It shall come into force from the date on which Authority approves it.

Applicability: - This policy shall be applicable to employees appointed under section 7(4) of the Marine Products Export Development Authority Act, 1972.

Preamble: - General transfers are effected mainly with a view to maintaining the overall efficiency of the organization.

MPEDA is a national organization with extensive field machinery and it is necessary for the employees to develop a national perspective in the programmes and policies of the Authority. For this reason, it is highly desirable that the officers and staff of the organization get as wide an exposure to the diverse field situation in the country as possible during their career so that they develop a national vision for their respective activities.

Transfers and posting of officers and staff of MPEDA will be effected primarily in the interest of the organization so that MPEDA is able to discharge its responsibilities without any constraint.

While upholding the above objective, there should also be an equitable policy which gives everyone an opportunity to work in their native states at least once in their career for a minimum of 3 years.

Definitions: - In this policy, unless the context otherwise requires,

- a) Transfer means the transfer of employee from his/her current place of posting to another place.
- b) General Transfer means any transfer ordered by the competent authority on public interest for which transfer T A shall be admissible as per rules. .
- c) Request Transfer means any transfer ordered by the competent authority considering any representation made by an employee. No transfer TA shall be admissible as per rules.
- d) Mutual transfer means any transfer ordered by the competent authority considering the requests of two employees holding similar posts for mutual transfer. No transfer TA shall be admissible for Mutual Transfer as per rules. ,
- e) Transfer on Administrative ground means any transfer of an individual whose continuance at a particular station is found to be undesirable, administratively and in public interest. Such transfers are ordered with a view to safeguarding | the larger interest of MPEDA. TA may be given for transfer on administrative grounds.
- f) Tenure means a minimum period of 3 years of service required in a place of posting excluding the period of earned leave or its kind availed by the employee during the tenure.
- g) Place of choice means a place declared by an employee where he/she wishes to work on his own volition.
- h) Competent Authority means the Chairman, MPEDA

- i) Shuffling of staff means the posting of staff from one desk in Head office to another desk and/or posting of staff from HO to RC Cochin/RO Cochin/SRO/SRC and vice versa and/or from RC to RO, SRO to SRC and vice versa if the RC , SRC and RO, SRO concerned are in the same place.

GENERAL POLICY

- a) General transfer shall be ordered by the competent authority in respect of the employees who have completed the tenure in his/her place of posting and who have worked maximum years in that place of posting in the same cadre. Provided that the mere completion of the tenure of an officer cannot be the only reason for transfer.
- b) General transfers shall be effected by the end of April every year (except in the case of transfer on promotion) subject to availability of such employees who have completed the tenure in his /her place of posting.
- c) No general transfer shall ordinarily be effected in respect of a person who has not completed his/her tenure in the place of posting even if vacancy is available in his/her place of choice. However opportunity shall be given to an employee to be transferred and posted in his/her place of choice prior to retirement subject to availability of vacancy at his/her place of choice.
- d) When more than one person of the same rank are to be transferred from the same place, the person who have worked more years in that place (station senior) shall be transferred first from that place.
- e) As stated in 5(b) above staff in the grade S-9 in the scale of pay Rs.5000- . 450-8000 and below shall ordinarily not be subjected to general transfer since they are low-paid posts, such member of the staff can also be transferred from administrative reasons or on grounds of promotion.
- f) Transfer and posting shall be effected only against similar posts within the same Channel. For example, a JTO (EP) in channel-II shall be transferred vice a JTO (EP); a JTO (QC) in Channel-III vice a JTO (QC) and a JTO (Aqua) in Channel-V vice a JTO (Aqua).
- g) An employee already transferred and posted back to his/her place of choice in one post can be again transferred after a cooling period of 3 years.
- h) Ordinarily an employee appointed/promoted on selection by a-Selection committee/ DPC as the case may be, to specific posts which are not available in any other section in HO or elsewhere in the field offices shall not be transferred or shuffled except on serious administrative grounds.

- i) Shuffling of employees shall be done every year in respect of those who have completed a minimum period of five years in one post in one Desk/RO/RC/SRO/SRC. The shuffling of employees shall be done only between the employees holding the same post. Eg: - between Sr. Clerk and Sr. Clerk. Provided that such shuffling shall not be done in respect of employees dealing with Annual Confidential Reports.
- j) Notwithstanding anything contained in the clauses, 5(a) to 5(b), when exigencies of work arise, Chairman shall have discretion, in the interest of the organization and in larger public interests to order transfer and posting of any employee to any place of posting, even crossing over the channel, for a period of six months. Transfer T.A. shall be admissible for such transfer as per rules.

Policy for transfer on promotion

- a) On promotion, the promotee shall join the post at the place of vacancy irrespective of the fact that prior to promotion he/she has worked in a station other than his/her place of choice.
- b) When more than one employee are to be transferred and posted on promotion to the same category of posts from the same place, the employee who have worked maximum period in that station shall be transferred first from that place. While determining the place of posting, the person who has worked the maximum out of his place of choice shall have the options to be posted to the nearest place, subject of course to his suitability and other administrative considerations. In any case if the promotee is not joining the post at the place of vacancy, the offer of promotion will stand cancelled within the period stipulated in the offer of promotion. :
- c) An employee may decline promotion to avoid a transfer to place other than his/her place of choice. In such cases, the employee shall be debarred from getting further promotion with effect from the date of joining indicated in the offer of promotion for one year as per rules. If all the employees to whom offer of promotion issued deny promotion to avoid a transfer to place other than their place of choice, in such cases promotion shall be enforced in respect of senior most employees to whom offer of promotion issued according to the number of vacancies, otherwise there will be undue delay in filling up of vacancy/vacancies which will jeopardize the interest of the organization in getting the works done by the employees in time.

Policy for Request Transfer

- a) Request for transfer may be submitted in HO as far as possible on or before 31st January every year.
- b) Request transfer in respect of employees shall be considered only subject to availability of vacancy in the place of choice of the person who made the request. Request transfer of employees shall be considered only on completion the tenure in his/her place of posting. Request transfer to the place of choice of an employee shall be considered first from an employee who has already worked outside his place of choice for the longest period. Request transfer shall also be considered on compassionate/serious health grounds out of turn by the Competent Authority subject to availability of vacancies.

- c) Once the tenure is completed even if the employee had made request/requests for a transfer to his place of choice he/she is entitled transfer TA as per rules.
- d) When more than one employee are to be transferred from the same place, the employee who worked more years in that place shall be transferred first. When more than one such employee have the same place as their place of choice, the transfer will be made to the persons who has spent the least time earlier at the place of choice.

Policy for Mutual Transfers

Requests for mutual transfer shall be considered only from the employees holding similar posts upon both the employees submitting written consents for mutual transfer. For example: a Junior Clerk vice a Junior Clerk, a Senior Clerk vice a Senior Clerk. However, such mutually transferred employees will not have immunity from further transfer during the period of mutual transfer. In any case, no transfer T A shall be admissible for mutual transfer.

No mutual transfer shall be subsequently ordered by the competent authority in respect of whom a general transfer had already been effected since such mutual transfer may hamper the very purpose of the general transfer ordered as per the clause 5(a). However in exceptional circumstances, such transfers may be permitted after a period of at least one year. Mutual transfer will not be allowed in respect of any transfer on administrative grounds.

General Conditions

- a) All employees to whom this policy is applicable shall declare in writing their individual place of choice for posting within one month from the date of approval of this policy by the Authority. Such declaration shall be obtained from new recruits at the time of joining MPEDA service. The declaration once made shall be final, i.e., once declared, change in the place of choice of an employee shall not be permitted unless there is circumstance like marriage or any other compelling reasons.
- b) Transfers shall be effected by the end of the academic year, as far as possible in the months of March/April every year (Preferably before 30" April), so that the education of the children of the employees is not affected. However, this shall not apply to the transfers on promotion and transfer made on administrative grounds.
- c) Transfer to the place of choice of an employee shall be considered subject to availability of a vacancy.
- d) Transfer shall be ordered only by the competent authority.

10. Notwithstanding anything contained in the foregoing provisions, the Competent Authority can relax any of the foregoing provisions in this policy considering the exigencies of public service.

- 11.No employee shall bring outside/political influence to bear upon the competent authority to get a transfer and posting to his/her place of choice. Such activities shall be deemed misconduct and the person concerned will face disciplinary action under provisions of rule 20 of CCS Conduct Rules, 1964 read with the relevant provisions of CCS (CCA) Rules, 1965.
12. If any of the above provisions is in conflict with the rules laid down by the Authority or Government of India's directives, the latter shall prevail.

Transfer Orders

All transfer orders issued from time to time are published in the official website of the MPEDA.

Chapter 5
(under Section 4 (1) (b) (v) of RTI Act)

1.1 The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions

1. MPEDA Act, 1972
2. MPEDA Rules 1972
3. MPEDA Regulations 2001
4. Fundamental Rules
5. Supplementary Rules
6. General Financial Rules 2017
7. Central Civil Service (Leave Rules) 1972
8. Defined Contribution Pension Scheme Rules 2004
9. Staff Car Rules
10. CCS Conduct Rules
11. CCS (Classification, Control and Appeal) Rules
12. RTI Act 2005
13. Manual regarding use of Official Language in Hindi.
14. Guidelines, norms and rules for operating various schemes implemented by the Authority
15. Office orders, Circulars, Notes etc.
16. Manual of Registration procedures for Exporters and other Entities.
17. Standing Instructions

Chapter 6 **(under Section 4 (1) (b) (vi) of RTI Act)**

6.1.A statement of the categories of documents that are held by it or under its control

6.1.1.Classification of Records

For determining the periods of preservation, records are classified in terms of provisions of GFR and as per the Records Retention Schedule 2012 of Department of Administrative Reforms and Public Grievances. Govt. of India.

6.1.2.CLASS 'A'- Permanent records:

Records required to be kept permanently for historical importance, for administrative purposes, or for research purposes will be classified under this category. Such records are so important that its original should be preserved intact and access to it in the original form must be restricted to the minimum. If materials in it are likely to be required for frequent references such records may be got printed or microfilmed.

The instructions issued by the National Archives is observed for treating the records as genuine sources of information on any aspect of history-political, social, economic etc or are considered to be of biographical or antiquarian interest, and for handing over such records to them. No records are handed over to the National Archives without obtaining prior approval of the Secretary /Government of India.

6.1.3.Records of value for administrative purposes

- i) Papers regarding Constitution, functions, and salient features of the working of the organization and its offices, committees and working groups etc.
- ii) Papers relating to major policy decisions, including those relating to enactment/amendment of Acts and Rules and important decisions of Government.
- iii) Minutes of the Board Meetings.
- iv) Papers containing title deeds of properties or other permanent assets acquired or relinquished.
- v) Papers concerning rules, regulations, departmental instructions etc.

6.1.4.Records of value for historical importance

Much of the material likely to be preserved for administrative purposes will be of interest

for historical research purposes as well, but the following categories should be specially considered as of value to historians

- i) Papers relating to more important aspects of scientific or technical research and development.
- ii) Papers relating to the origin of the organization, how organized, how functioned and (if defunct) how it was dissolved
- iii) Papers relating to policy decision, change in policy decisions and implementation of it. Papers relating to developmental schemes and other measures adopted to increase production and productivity

6.1.5. Records of value for scientific reference

- i) Papers on research projects undertaken and the end results achieved.
- ii) Papers relating to obsolete research activities or investigations or to abortive projects/schemes in important fields.
- iii) Papers on research activities dropped, abandoned and deferred.

Records preserved for longer periods exceeding 10 years are classified as records of semi permanent character (Class B), records to be preserved for limited periods not exceeding 10 years are classified as records of secondary importance (Class C) and records to be preserved for period not exceeding one year are referred to as records of ephemeral nature.

6.2. Important records held by the Authority

6.2.1. Administration Department

- 1. Property records
- 2. Asset registers
- 3. Documents relating to hired accommodations

6.2.2. Co-ordination Department

- 1. VIP References /Public Grievances/
- 4. Reconstitution of Authority
- 5. Monthly Progress Reports and Annual Reports, Annual Administration Report, MPEDA An-Overview.
- 6. Action Taken Report on Export Promotional Measures; Progress on Key Result Area

7. Agenda & Minutes of Authority Meeting, Executive Committee, Technical Committee and Export Promotion Committee, Regional Officers Meetings and Mid-term Review meeting & Business by Circulation.
8. MPEDA Act & Rules

6.2.3. Registration Department

1. Records relating to Registration of Exporters, Fishing Vessels and other Processing entities such as Fishing Vessels, Processing Plants, Storage Premises, Conveyance, Pre-Processing Centres, Live Fish Handling Centre, Chilled Fish Handling Centre, Dried Fish Handling Centre, Independent Cold Storages And ice plants.
2. Records relating to framing standards/ registration policy of different entities falling under the MPEDA Act and Rules.

6.2.4. Vigilance Department

1. Vigilance records of employees
1. Records relating to disciplinary proceedings /Investigation of complaints
2. Records relating to court cases/ CAT cases/ Inspection by CVO
3. Annual Immovable Property Returns
4. Quarterly/Annual Report of CVO
5. Quarterly / Annual Report of action plan on vigilance and anti corruption.

6.2.5. Accounts Department

- 1) Information on 5 year Plan allocations, Annual Plan allocations, approved Budget allocations etc. for various schemes, programmes and projects.
- 2) Information on up to date expenditure for various schemes being implemented by different departments.
- 3) Annual Budget proposals presented to the Board and the Govt. and approvals received on the same.
- 4) Statement of assets and liabilities of the Authority for the year under report and also for previous years.
- 5) Information on payments made to various beneficiaries under different schemes being implemented by the Authority
- 6) Details on payments of bills received for purchase of goods and materials and services contracted and received.
- 7) Information on internal and extra budgetary resources generated by the Authority under various heads.

- 8) Information on Plan and Non-Plan funds received during the year utilized up to date and balances held.
- 9) Reports on audits conducted by the Accountant General, Kerala//Principal Director of Audit, Chennai and the audit observations there on.
- 10) Final Accounts of the Authority including Receipts and Payments Accounts, Income and Expenditure Account and Balance Sheet from the inception of the Board.
- 11) Information on salary, allowances and advances paid to the employees from time to time.
- 12) Information on pension paid to retired employees and family pensions etc.
- 13) Cash book and vouchers.
- 14) Ledgers, journals etc.
- 15) Complying statutory payments such as TDS, Income tax, and GST TDS of Authority.
- 16) Transaction & Accounts Audit Reports (Annually) of Authority conducted by C&AG / Principal Director of Audit.

6.2.6. Personnel Department

1. Personal Files of all Employees.
2. Service Books.
3. Annual Performance Appraisal Reports
4. Pension Files of retired Employees.
5. Office Order Files & Register
6. Sanction Order
7. File opening Register
8. Transfer & Posting
9. LTC
10. CEA – Children Education Allowance
11. Leave Records, Child care leave
12. Dependant Details
13. Nomination
14. National Pension System (NPS)
15. Movement Register
16. Roaster
17. Recruitment Rule
18. Recruitment
19. Promotion
20. Deputation
21. MACP
22. DPC
23. Recruitment of Trainees
24. Increment
25. GSLIS

26. Seniority List
27. PWD
28. Ex – Service Men
29. Welfare of SC/ST/OBC
30. Restructuring
31. Leave, Salary & Pension Distribution
32. VIP Reference
33. Prof. Tax
34. Election Duty
35. Parliament Question
36. Public Grievances
37. Licence Fee for Govt. accommodation
38. Compassionate Appointment
39. Issues with Central Labour Commissioner
40. Pay Fixation
41. E- Profile Updation
42. E- Leave Management
43. VRS/Resignation/Superannuation

6.2.7 Official Language Department

1. OLIC Meeting Attendance Register
2. Hindi Workshop Attendance Register
3. Hindi Seminar Attendance Register
4. Hindi Dictionary distribution Register
5. Sanction Order Register
6. Hindi Training Register

6.2.8. Development Department

1. Bank guarantee register
2. Inward register
3. Asset Monitoring register
 4. Export obligation register
 5. Subsidy register

6.2.9. Market Promotion Department

1. Movement Register
2. Camera usage Register
3. Gift - Stock Register

6.2.10. Director`s office

1. Files relating to formulation of schemes and scheme Rules

2. Rules for implementation of various subsidy schemes.

6.2.11. Regional Offices /Divisional offices

1. Leave Register
2. Telephone Register
3. Register showing cost of petrol, oil, lubricants etc. consumed (Fuel Consumption Register)
4. Stamp account & Despatch Register
5. Local Delivery Register
6. Inspection Register.
7. Register of unserviceable spare parts of jeeps, etc.
8. Vehicle maintenance Register
9. Visitors' Register
10. File Register
11. File Movement Register
12. Work diary of staff individually maintained.
13. Subsidy application Register (various schemes)
14. Asset Register
15. Register of receipt/cheque book
16. Register of Travelling Allowance advance/Travelling Allowance bills
17. Contingent Advance Register.
18. Inward register
19. Staff movement register
20. Imprest cash book
21. Asset register
22. Stationery stock register
23. Consumable items register
24. Bank account
25. Receipt book
26. Cheque issue register /bill register
27. Payment voucher register
28. Register of advances and settlement of advances
29. Journals vouchers
30. Paid bills and vouchers
31. Abstract of cash book

6.2.12. Marketing Department

1. Brand Name clearance Register
2. RCMC & Duty free import Register
3. WTO Cell meeting Register

6.2.13. Statistics Department

1. APTA Register
2. SAPTA Register
3. GSP Register

6.2.14. Aquaculture Development Department

1. Monthly Reports
2. Enrollment of Farms & Hatcheries
3. Registration of Societies.
4. Movement Register.
5. Details of the Promotional programs carried out.

Chapter 7
(under Section 4 (1) (b) (vii) of RTI Act)

7.1. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

7.1.1. Formulation of Policy

All policies and programmes of the Authority are formulated in the meetings of the Authority and its Committees.

The Authority has representatives from

- Members of Parliament of whom two shall be elected by the House of the People and one by the Council of States;
- And from all stake holders including
- Members shall represent respectively the interest of owners of fishing vessels; processing plants and storage premises for marine products and conveyances used for the transport of marine products;
- Members shall represent the interests of dealers and persons employed in the marine products industry;
- Member shall represent the interest of persons employed in research institutions engaged in the researches connected with the marine products industry; and
- Members shall represent other persons or class of persons, who in the opinion of the Central Government ought to be represented on the Authority.

The members express their views and contribute substantially in the formulation of the Authority's programmes and policies. It may be noted that the data collected by the field level officers of the Authority through interaction with farmers, Exporters, Processors, Hatchery owners etc..are considered, consolidated and reckoned while framing the policies and programmes.

7.1.2. Media reports

The Authority has a system of scrutiny of news paper reports and other media reports which are of interest to MPEDA or the fisheries industry for appropriate action.

In case any media reports warranting urgent attention is noticed, the Authority takes necessary actions for analyzing the same and taking appropriate steps further.

7.1.3. Implementation of Policy

- The Chairman shall be responsible for the proper functioning of the Authority and the discharge of its functions under the Act and rules.
- The Director shall be responsible for the implementation of the decisions arrived at by the Authority with regard to the planning, development and evaluation of the various matters in relation to offshore and deep sea fishing vessels, processing, inspection, quality control, market intelligence and other technical functions.
- The Secretary shall be responsible for the implementation of the decisions arrived at by the Authority or by the Committees and the discharge of the duties imposed on him under the Act and rules.

Chapter 8
(under Section 4 (1) (b) (viii) of RTI Act)

8.1. A statement of boards, council, committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

8.1.1. Constitution of the MPEDA

As per Section 4 (3) of the MPEDA Act 1972 read with Rule 3 of the MPED Rules, 1972, the composition of the Authority shall be as follows.

a	Chairman appointed by the Government of India	1
b	Director, MPEDA – ex-officio	1
c	Members of Parliament – 3 Lok Sabha Rajya Sabha	2 1
d	Members representing Central Ministries dealing with, Agriculture, Finance, Foreign Trade, Industry and Shipping & Transport	5
e	Members representing States having sea coast one each from the States Andra Pradesh, Gujarat, Kerala, Maharashtra, Karnataka, Odisha, Tamil Nadu and West Bengal	8
f	Member representing UT of Goa, Daman and Diu, A&N Islands, the Laccadive, Minicoy and Aminidiv Islands or Pondicherry by rotation	1
g	Members representing respectively the interest of owners of Fishing vessels, Processing Plants and Storage premises for marine products and conveyances used for the transport of marine products	4
h	Members representing the interest of dealers and persons employed in the marine products industry	3
i	Member connected with marine research	1
j	Members representing other persons or class of other persons, who in the opinion of the Central Govt. ought to be represented on the Authority	3

The Authority consists of 30 members including Chairman, Director, 3 Members of Parliament, 5 members representing Central Ministries of Agriculture, Finance Trade Industry, Shipping and Transport and 20 other members to represent the Maritime States and other relevant fields as specified in MPEDA Rules 1972. All the members including Chairman are appointed by the Central Government

8.1.2. Head of the Organization

The Chairman shall be the Head of the Authority. The Secretary shall exercise administrative control over all the departments and officers of the Authority.

8.1.3. Functions & Duties of the Authority

The Marine Products Export Development Authority (MPEDA) was set up by an act of Parliament during 1972. The erstwhile Marine Products Export Promotion Council established by the Government of India in September 1961 was converged in to MPEDA on 24th August 1972. MPEDA is given the mandate to promote the marine products industry with special reference to exports from the country. It is envisaged that this organisation would take all actions to develop and augment the resources required for promoting the exports of “all varieties of fishery products known commercially as shrimp, prawn, lobster, crab, fish, shell-fish, other aquatic animals or plants or part thereof.

The Act empowers MPEDA to regulate exports of marine products and take all measures required for ensuring sustained, quality seafood exports from the country. MPEDA is given the authority to prescribe for itself any matters which the future might require for protecting and augmenting the seafood exports from the country. It is also empowered to carry out inspection of marine products, its raw material, fixing standards, specifications, and training as well as take all necessary steps for marketing the seafood overseas.

MPEDA is the nodal agency for the holistic development of seafood industry in India to realise its full export potential. Based on the recommendations of MPEDA, Government of India notifies new standards for fishing vessels, storage premises, processing plants and conveyances. MPEDA's focus is mainly on Market Promotion, Capture Fisheries, Culture Fisheries, Processing Infrastructure & Value addition, Quality Control, Research and Development.

8.1.4. Functions of MPEDA

- 1) It shall be the duty of the authority to promote, by such measures as it thinks fit, the development under the control of the Central Government of the marine products industry with special reference to exports.
- 2) Without prejudice to the generality of the provisions of sub-section (1), the measures referred to therein may provide for-
 - a) developing and regulating off-shore and deep-sea fishing and undertaking measures for the conservation and management of off-shore and deep-sea fisheries;
 - b) registering fishing vessels, processing plants or storage premises for marine products and conveyances used for the transport of marine products;
 - c) fixing of standards and specifications for marine products for purposes of export;

- d) rendering of financial or other assistance to owners of fishing vessels engaged in off-shore and deep-sea fishing and owners of processing plants or storage premises for marine products and conveyances used for the transport of marine products, and acting as an agency for such relief and subsidy schemes as may be entrusted to the Authority;
- e) carrying out inspection of marine products in any fishing vessel, processing plant, storage premises, conveyance or other place where such products are kept or handled, for the purpose of ensuring the quality of such products;
- f) regulating the export of marine products;
- g) improving the marketing of marine products outside India;
- h) registering of exporters of marine products on payment of such fees as may be prescribed;
- i) collecting statistics from persons engaged in the catching of fish or other marine products, owners of processing plants or storage premises for marine products, or conveyances used for the transport of marine products, exporters of such products and such other persons as may be prescribed on any matters relating to the marine products industry and the publishing of statistics so collected, or portions thereof or extracts there from;
- j) training in various aspects of the marine products industry, and
- k) such other matters as may be prescribed.

8.1.5. Additional Functions

The Authority may, in addition to the functions specified in Sub-Section (2) of section 9. undertake the following measures in the discharge of its functions, namely:-

- a. assess the requirements of any machinery, equipments and spares, including ancillary material, required for the handling and processing of marine products and, where necessary, recommend and arrange for import of such machinery, equipment, spares and ancillary material;
- b. assess the standards of quality of indigenous processing equipment and recommend measures for their improvement;
- c. suggest the manufacture of new modern items of equipment required for the marine products industry
- d. augment the availability of raw material for processing;
- e. assess the requirements of the marine products industry for cold-storage, transport and other facilities and ensure provision of such facilities;
- f. specify and enforce the layout of the processing plants equipment and other

- matters for maintaining high quality of the marine products;
- g. co-ordinate the demand and availability of reefer space and hold for regulating the shipment of marine products from the existing as well as new ports;
 - h. undertake regulatory measures for conservation and management of fisheries on behalf of the Ministry of Agriculture of the Government of India; and
 - i. undertake such other measures which shall directly or indirectly improve, organize and develop the marine products industry with special reference to exports.

- Registration of infrastructural facilities for seafood export trade.
- Collection and dissemination of trade information.
- Promotion of Indian marine products in overseas markets.
- Implementation of schemes vital to the industry by extending assistance for infrastructure development for better preservation and modernised processing following quality regime.
- Promotion of aquaculture for augmenting export production through hatchery development, new farm development, diversification of species and up gradation of technology
- Promotion of deep-sea fishing projects through test fishing, joint ventures and up gradation & installation of equipments to increase the efficiency of fishing.
- Market promotional activities and publicity.
- To carry out inspection of marine products, its raw material, fixing standards and specifications, training, regulating as well as to take all necessary steps for maintaining the quality of seafood that are marketed overseas.
- Impart trainings to fishermen, fish processing workers, aquaculture farmers and other stake holders in the respective fields related to fisheries.
- Conduct research and development for the aquaculture of aquatic species having export potential through Rajiv Gandhi Centre for Aquaculture (RGCA).
- Conduct extension and awareness activities, trainings etc through Network for Fish Quality Management and Sustainable Fishing (NETFISH) & National Centre for Sustainable Aquaculture (NaCSA).
- To prescribe for itself any matters required for protecting and augmenting the seafood exports from the country in the future.

8.2.Procedure for meetings of the Authority.

8.2.1.Meetings of the Authority.

There shall be not less than two ordinary meetings of the Authority in a year on such dates and at such places as the Chairman may think fit and the interval between any two ordinary meetings shall not, in any case, be longer than eight months.

8.2.2.Power to call meetings

- 1) The Chairman may, at any time, call a meeting of the Authority and may do so if a requisition for a meeting is presented to him in writing by at least ten members,
- 2) The Chairman may require any officer of the Authority or invite any person of standing who has sufficient knowledge, experience or background in a subject relating or relevant to any matter under consideration of the Authority, to attend any meeting of the Authority, but such officer or person shall not be entitled to vote.
- 3) At least fourteen clear days before any meeting of the Authority, notice of the time and place of the intended meeting signed by the Secretary shall be sent to the Central Government and left at or posted to the address of every member.

Provided that in case of urgency, a special meeting of the authority may be summoned at any time by the Chairman, who shall inform, at least seven clear days in advance, the Central Government and the members of the subject, matter for discussion and the reasons for which he considers the summoning of such meeting urgently.

- 1) Notwithstanding anything contained in this rule, the central Government may, at any time call a meeting of the authority.

8.2.3.Appointment of Committees

1. The Authority shall, at the last meeting held before the 30th of June every year, appoint the following standing Committees, namely:-

- a) An Executive Committee,
- b) Technical Committee, and
- c) an Export Promotion Committee.

The standing Committees appointed under sub-rule (A) shall hold office for a period of one year from the 1st of July.

- 1) The Executive Committees shall consist of
 - a) The Chairman, who shall be the ex-officio Chairman thereof;
 - b) The Vice-Chairman;
 - c) The Director
 - d) The secretary; and
 - e) three other members to be elected by members of the Authority from among themselves, in such manner as may be laid down by the Authority.
- 2) The Technical Committee shall consist of
 - a) The Chairman, who shall be the ex-officio Chairman thereof;
 - b) The Vice-Chairman;

- c) The Director
- d) eight other members to be elected by the members of the Authority from among themselves in such manner as may be laid down by the Authority.

The Export Promotion Committee shall consist of

- a. the Chairman who shall be the ex-officio chairman thereof;
- b. The Vice-Chairman;
- c. the Director and
- d. three members to be elected by the members of the authority from among themselves in such manner as may be laid down by the Authority

8.2.4.Functions of the Committees

a) Executive Committee :

Subject to such restrictions as may be imposed by the Authority, the Executive Committee shall, in addition to such functions as have been specifically assigned to it under these rules, discharge any other functions of the Authority in regard to matters not specifically assigned hereunder to the Technical Committee or the Export promotion Committee.

b) Technical Committee :

Subject to such restriction as may be imposed by the Authority, the Technical Committee shall discharge all the functions of the Authority in regard to the promotion of technological researches connected with the marine products industry and with regard to measures that may be undertaken for the development of activities connected with the distribution, deep sea and off-shore fishing, processing and storage of marine products and conveyance used for the transport thereof.

c) Export Promotion Committee:

Subject to such restrictions as may be imposed by the Authority, the Export Promotion Committee 'shall discharge all the functions of the authority with regard to the promotion of exports of marine products.

8.3.Powers of the Authority, the Chairman, the Director and the Secretary

8.3.1.Authority

a)Power to incur expenditure and to write off losses:

Subject to the provisions of the Act, these rules and the rules made by the Central Government relating to revenue and expenditure for the time being in force, the Authority may

incur such expenditure as it may think fit on items provided for, and within the amounts sanctioned by the Central Government, in the budget.

The Authority may write off losses incurred on account of theft, fraud or negligence upto ten thousand rupees and write off losses or waive recoveries upto twenty thousand rupees in individual cases, subject to the observance of general guidelines, if any, issued

Re-appropriations between sub-heads under heads of expenditure may be made by the Authority within the overall sanctioned budget for the implementation of schemes approved by the competent authority.

The Authority shall not incur expenditure outside India in excess of fifteen thousand rupees on any single item without the previous sanction of the Central Government

(a)Borrowing Powers

The Authority may, with the previous sanction of the Central Government borrow, on the security of the Marine Products Export Development Fund or any of its other assets for meeting its expenses or for carrying out the measures referred to in section 9.

(b) Contracts

1. The authority may enter into any contracts for the discharge of its functions under the Act; provided that:-

- (i) every contract which extends over a period of more than three years or involves an expenditure in excess of rupees one lakh
 - (ii) every agreement or contract for technical collaboration or consultation services with firms or foreign Governments, shall require the previous sanction of the Central Government.
- 1. Contracts shall not be binding on the Authority unless they are executed by the Chairman or any officer authorized by the authority with the previous approval of the appropriate authority concerned.
 - 2. Neither the Chairman nor any officer of the authority nor any member thereof shall be personally liable under any assurances or contracts made by the Authority and any liability arising under such assurances or contracts shall be discharged from the money at the disposal of the authority.

8.3.2.Powers and duties of Chairman

The Chairman shall be responsible for the proper functioning of the authority and the discharge of its functions under the Act and these rules: The Chairman shall have the following powers, namely:-

- (a) to call meetings of the Authority at any time and preside over the meetings;
- (b) he is the ex-officio Chairman of the Executive Committee, Technical Committee and Export Promotion Committee.
- (c) Approval of financial assistances granted to the farmers/exporters
- (d) to sanction all kinds of expenditure viz. for supplies, services, purchase of articles required for the working of the office of the Authority and Contingencies.
- (e) to exercise administrative control over all departments and officers of the Authority including the Director and the Secretary.
- (f) to call for documents and record and to inspect or cause to be inspected, the accounts and places of storage or of business as required under the Act or these rules;
- (g) to grant leave to officers and employees of the Authority including the Director and the Secretary.
- (h) To carry out the measures referred to in section 9.
- (i) The Chairman shall have power to require the Authority or any committee thereof to defer taking action in pursuance of any decision taken by the Authority or the Committee, as the case may be, pending a reference to the Central Government on such decision.
- (j) Where a matter has to be disposed of by the Authority or a Committee and a decision in respect of that matter cannot wait till a meeting of the Authority or the Committee, as the case may be, is held or till the completion of circulation of the resolution relating to that matter among the members of the Authority or the Committee, as the case may be, the Chairman may take the decision himself
- (k) Where the Chairman takes a decision under sub-rule (4) he shall submit the same for ratification to the Authority or the Committee, as the case may be, at its next meeting, provided that where the Authority or the Committee, as the case may be modifies or cancels the action taken by the Chairman, any action taken prior to such modification or cancellation shall have effect to the extent that the action so taken cannot be modified or cancelled retrospectively.
- (l) The Chairman shall have power to re-appropriate estimated savings between sub-heads within a head of expenditure, subject to a ceiling of 25% of the approved budget.
- (m) The Chairman shall have power to write off as irrecoverable losses upto an amount of two thousand five hundred rupees.
- (n) The Chairman or any officer of the Authority authorised in this regard by the Authority shall have power to enter into contracts involving expenditure sanctioned by the competent authority.

- (o) The Chairman shall have power to execute lease deeds and power-of-attorney.
- (p) The Secretary or any officer of the Authority, authorised in this regard by the Chairman, shall have power to execute such lease deeds and powers-of-attorney, the terms and conditions of which have been approved by the Chairman.

8.3.3. Vice-Chairman

The Authority shall at the last meeting held before 30th June of every year, elect, from among its members a Vice Chairman who shall hold office for a period of one year from the 1 of July. Provided that in any year in which the term of office of all the members expires on the 30th June the Vice Chairman shall be elected at the first meeting after reconstitution of the Authority and the Vice Chairman so elected shall hold office upto 30 of June Next following

If a casual vacancy occurs in the office of the Vice-Chairman on account of resignation or ceasing to be a member or otherwise the Authority shall at its next meeting elect another member to be Vice Chairman who shall hold office for the unexpired portion of the term of office of the Vice Chairman elected as above.

8.3.4.Powers of Director

The Director shall be responsible for the implementation of the decisions arrived at by the Authority with regard to the planning, development and evaluation of the various matters in relation to offshore and deep sea fishing vessels, processing, inspection, quality control, market intelligence and other technical functions.

The Director shall present to the authority such periodical reports as may be specified by the Chairman on the export of marine products with particular reference to market potential, quality control, pre shipment inspection or any other matter and steps to be taken if any to accelerate the quantum of exports.

8.3.5.Powers of Secretary

The Secretary shall be responsible for the implementation of the decisions arrived at by the Authority or by the Committees and the discharge of the duties imposed on him under the Act or by these rules

Subject to such delegation as may be made by the Chairman to such other officers as may be appointed for the purpose of this rule, the secretary shall-

- a) Cause all important papers and matters to be presented to the authority as early as practicable:
- b) issue directions as to the method of carrying out the decisions of the Authority.
- c) grant or subject to the resolutions by the Authority, authorise some other person to grant receipts on behalf of the Authority for all moneys received under the Act;

- d) maintain or cause to be maintained an account of the receipts and expenditure of the Authority; and
- e) present an annual draft report on the working of the Authority to the Authority for approval and submit the report in the form approved by the Authority to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid on the table of both the Houses of the Parliament.

8.3.6.Tenure of members.

The term of office of members shall normally be three years from the date of his appointment as may be specified in the notification appointing him.

8.3.7.A member elected or appointed shall cease to be a member if he ceases:-

- to be a Member of Parliament by virtue of which he was elected,
- to hold office to which he was appointed, or
- to represent the category from which he was appointed.

A member elected or appointed to fill a casual vacancy, shall hold office as long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.

Chapter 9
(Under Section 4 (1) (b) (ix) of RTI Act)

9.1.Directory of its officers and employees

Please see Chapter 10.

Chapter 10
(Under Section 4 (1) (b) (x) of RTI Act)

10.1.The monthly remuneration received by each of its officers and employees, including the system of Compensation as provided in Regulations

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4	Dr. Ram Mohan M.K	Joint Director	12	99800	rmohan@mpeda.gov.in
5	Mr. Anilkumar P	Joint Director	12	99800	anilkumarp@mpeda.gov.in
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148	Mr. Pandiarajan	Assistant Director(Aqua)	10	73200	pandiarajan@mpeda.gov.in
149	Mr. Alexander G	Asst. Director (Aqua)	7	69000	alexander.g@mpeda.gov.in
150	Mrs. M. Meenakshi	Assistant	6	53600	meenakshi@mpeda.gov.in
151	Dr. A. Kannan	Laboratory Asst.	5	45400	kannan.a@mpeda.gov.in
152	Mr. Sribharath S	Junior Clerk	2	22400	sribharath.s@mpeda.gov.in

Sub Regional Division, Valsad					
153	Mr. Maruthi D Yaligar	Deputy Director(Aqua)	11	115500	maruthi@mpeda.gov.in
154	Mr. Upen K Pandya	Assistant Director (Aqua)	10	69000	ukpandya@mpeda.gov.in
155	Mr. Bhavin Maganlal Gheravara	Field Supervisor	4	32300	bhavin.mg@mpeda.gov.in
156	Mr. Sankarbhai Mangalbhai Tandel	Field Assistant	3	35000	smtandel@mpeda.gov.in
157	Mrs. Bhartiben Hashmukh Bhai Tandel	Field assistant	1	22100	bhtandel@mpeda.gov.in
158	Mrs. Meenaben Harishbhai Patel	Field Assistant	1	20900	mhpatel@mpeda.gov.in
Sub Regional Division, Bhimavaram					
159	Mr. Hakkim V. I.	Deputy Director(EP)	11	69700	hakkim@mpeda.gov.in
160	Dr.Gopal Anand Kandikatla	Assistant Director(Aqua)	10	63100	gakandikatla@mpeda.gov.in
161	Dr. K Pau Biak Lun	Assistant Director(EP)	10	63100	biakkhuptong@mpeda.gov.in
162	Mr. K Ramanjaneyulu	Junior Technical Officer(Aqua)	6	46200	kramanjanueyulu@mpeda.gov.in
163	Mr. Sanapala Durga Rao	Jr. Technical Officer (Aqua)	6	36500	sdurgarao@mpeda.gov.in
Sub Regional Division, Vizag					
164	Mr. Prasad Naik Ramavath	Assistant Director(EP)	10	57800	prasadnaik@mpeda.gov.in
165	Mrs. J Madhavi	Junior Technical Officer(EP)	6	58600	madhavijanga@mpeda.gov.in
166	Mr. K.Dinesh	Assistant	6	39900	dinesh.k@mpeda.gov.in
Sub Regional Division, Tuticorin					
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168	Mr. G.Ramar	Assistant Director (Aqua)	10	69000	g.ramar@mpeda.gov.in
169	Mr. A Ravichandran	Junior Clerk	3	35000	aravichandran@mpeda.gov.in
170	Mr. M Sudarsanan Nair	Messenger	3	36100	sudarsannair@mpeda.gov.in
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172	Mr. Shankar M	Jr.Clerk	2	23100	shankar.m@mpeda.gov.in
Sub Regional Division / QC Lab, Porbandar					
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175	Mr. Sheshendra M Shirodkar	Jr. Technical Officer (Aqua.)	6	52000	s.shirodkar@mpeda.gov.in
Sub Regional Division, Guwahati					
176	Mr. Mintu Barphukan	Sr. Clerk	4	35300	mintubarphukan@mpeda.gov.in
Sub Regional Division, Hyderabad					
177	Mr. S Asok Kumar	Deputy Director(EP)	11	85800	asokkumar@mpeda.gov.in
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Quality Control Lab, Bhimavaram					
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180	Mr. Roopak S	Technical Officer (QC)	7	52000	roopaks@mpeda.gov.in
181	Mr. T Vijayakumar	Jr. Technical Officer (QC)	6	43600	vijayakumar.t@mpeda.gov.in
182	Mrs. Dunnala Vanitha	Jr. Technical Officer (QC)	6	39900	d.vanitha@mpeda.gov.in
183	Mr. Mahesh Gajanan Ranade	Accounts Assistant	6	41100	mahesh.gn@mpeda.gov.in
184	Mr. Sivaprasad Kojja	Junior Technical Officer (QC)	6	34300	sivaprasad.k@mpeda.gov.in
185	Mrs. Nachu Lakshmi Anupama	Laboratory Asst.	4	32300	nl.anupama@mpeda.gov.in
186	Mrs. Gadidesi Vijaya Sagar	Laboratory Asst.	4	32300	g.vijayasagar@mpeda.gov.in
187	Mr. Ramesh Padamati	Junior Clerck	2	29300	p.ramesh@mpeda.gov.in
Quality Control Lab, Nellore					
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190	Mr. B. Gopi Kalyan Kumar	Technical Officer (QC)	7	47600	b.gopikalyan@mpeda.gov.in
191	Mr. S.Subramaniyan	Jr. Technical Officer (Aqua)	6	47600	s.subramaniayn@mpeda.gov.in
192	Mr. Md. Khamar Jahan	Jr. Technical Officer (QC)	6	44900	khamarjahan@mpeda.gov.in
193	Mrs. Janagam Hymavathi	Jr. Technical Officer (QC)	6	42300	j.hymavathi@mpeda.gov.in
194	Mr. Bandla Eswariah	Jr. Superintendent	6	50500	eswariah@mpeda.gov.in
Quality Control Lab, Bhubaneswar					
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196	Mr. Ch. Surendra Babu	Technical Officer (QC)	7	47600	c.surendrababu@mpeda.gov.in
197	Mr. Rahul Debbarma	Technical Officer(QC)	7	50500	rahuldebbarma@mpeda.gov.in
Trade Promotion Office, New Delhi					
198	Dr. Sreenath P G	Deputy Director	11	83300	sreenath@mpeda.gov.in
199	Mr. Kundan Singh Adhikari	Messenger	3	35000	kundansingh@mpeda.gov.in
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Chapter 11

(Under Section 4 (1) (b) (xi) of RTI Act)

11.1. The budget allotted to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

The requirement of funds of the Authority is met out of funds available in the Authority Fund. The grants and loans received from Government of are credited to the Authority Fund. All extra budgetary resources including fees levied and collected in respect of certificates granted under the Act and all sums received by the Authority from external agencies (like NFDB) other sources as may be decided upon by the Central Government are also credited to the Fund.

The Scheme-wise total approved allocation for Medium Term Framework Plan, Year-wise Outlay, Budget Released and Expenditure are given below:

Scheme – MPEDA Central Sector Scheme

(Rupees in Crores)

Sl. No	Name of the scheme component	Total aprvd outlay MTF plan	Approved outlay			Fund released			Expenditure		
		2017-18 to 2019-20	2017-18	2018-19	2019-20	2017-18	2018-19	2019-20	2017-18	2018-19	2019-20
A	Market Promotion	68.03	10.00	11.50	12.90	10.00	11.50	12.90	9.55	11.42	11.91
B	Support for High end / Innovative value addition for exports	89.88	18.00	18.50	14.53	18.00	18.50	14.53	18.03	18.69	14.57
C	Certification for export traceability of wild caught & farmed products	47.64	8.45	9.00	11.60	8.45	9.00	11.60	8.48	9.07	11.27
D	Export Oriented Aquaculture Technology Incubation	86.35	24.40	14.00	7.80	24.40	14.00	7.80	24.40	13.22	7.71
E	Quality Assurance	96.80	7.80	13.00	11.17	7.80	13.00	11.17	7.92	13.40	12.16
F	Establishment Less IEBR	91.30	36.35	34.00	42.00	36.35	34.00	42.00	36.62	34.20	42.65
	Grand Total	480.00	105.00	100.00	100.00	105.00	100.00	100.00	105.00	100.00	100.27

- Total approved MTF Plan 2017-18 to 2019-20 is as per approved SFC.
- Excess expenditure met from Internal and Extra Budgetary Resources.
- The total approved outlay as per SFC Memorandum for the period 2017-18 to 2019-20 is Rs. 480 Crores
(Rs.145.75 Cr for 2017-18, Rs.155.68 Cr for 2018-19 & Rs.178.57 Cr for 2019-20).
- Approved outlay given is approved budget for each year, which is not same as SFC approval.
- Funds are releasing to MPEDA as total amount and allocation is done internally.

Chapter 12
(Under Section 4 (1) (b) (xii) of RTI Act)

12.1.The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

MPEDA has been continuing its efforts to bring more suitable area under aquaculture development by suitably extending necessary financial support to the farmers/entrepreneurs/exporters for new farm development, establishment of hatcheries, disease diagnostic laboratories, effluent treatment units, support to the registered aqua society farmers etc. The assistances given during the last three years (2016-17 to 2018-19) under each programme is given below:

12.1.1Technology and Infrastructural Up-gradation scheme for Marine Products TIUSMP

12.1.2.Technology development for Specific Value Added Products:

The scope of the Scheme is to provide assistance for Existing Units who wish to switch over their production to Specific Value Added Products and also to new entrepreneurs venturing into the seafood trade for the production and exports of VAPs. MPEDA aims at increasing the share of value added products in the total seafood exports from the country. Machinery and equipments for the production of cooked/blanched products, AFD products, Surimi based products etc. for Value Addition, machinery such as IQF with Cooking line, Glazing, Blanching, Boiler, Vacuum packing, battering and breading line, advance packing equipments etc.will be considered for assistance.

The list of eligible products under the Scheme is provided in Annexure - I. The list of eligible Machinery and Equipments that can be assisted is provided in Annexure - II. Certain other components are also eligible for assistance under the schemes as explained in Annexure II-A. This will be subject to the condition that the claim for assistance for these components shall be admissible only if it forms a component of the claim proposals for specific value added processing machinery listed as per Annexure-II. The Export Obligation under the Scheme is to be met by the exports of specified products in Annexure - I as intended by the applicant to fulfill the Export Obligation in their final application.

12.1.3.Assistance for export handling units for Live/Chilled and Dried marine products:

(a) Assistance for Chilled Fish Export Handling Centre:

Chilled fish is an important item which can be exported as a Premium Product which fetches high unit value realization. Modified atmosphere packaging (MAP), controlled atmosphere storage of fresh fish in chilled conditions will substantially increase the shelf life. Approved Chilled Fish Handling Centre is mandatory for processing and export of chilled items. Since there is shortage in the number of approved Chilled Fish Handling Centre in the country, the exports of chilled items are on a slow growth.

The Scheme envisages providing financial assistance for setting up of independent Chilled Fish Handling Centre to encourage the entrepreneurs who are interested in handling and

export of chilled items. The main aim of the Scheme is to increase the number of approved chilled fish handling centres and thereby increasing the export of chilled fish from the country.

The list of eligible products under the Scheme is provided in Annexure - I Section I (g). The list of eligible Machinery and Equipments that can be assisted is provided in Annexure – III. The Export Obligation under the Scheme shall be met by the exports of marine products specified to be produced by the Beneficiary.

(b) Assistance for Live Fish Export Handling Centre:

Live fish handling centre equipped with holding facility, depuration facility with good quality running water, generator set, filters and aeration are very much required for maintaining the fishes in live conditions. This will aid to exclude the excreta, sand particles etc from fish/shell fish body for the supply of a quality product as required by the importing country. The Scheme envisages the increment in the export of live items such as crabs, lobsters, fishes, shrimps, gastropods, bivalves etc.

Approved Live fish handling centre is mandatory for processing and export of live fish items. The scope of the Scheme is to motivate exporters engaged in export of live items to set up approved establishment for handling live items to increase the species exported in live condition and to improve the quality of the live fishes exported.

The list of eligible products under the Scheme is provided in Annexure - I Section I (h). The list of eligible Machinery and Equipments that can be assisted is provided in Annexure – IV. The Export Obligation under the Scheme is to be met by the exports of marine products specified to be produced by the Beneficiary.

(c) Assistance for Dry Fish Export Handling Centre:

Dry fish are important items of seafood export as it occupies major share for the items that are exported from the country. The water content in the fish is reduced in the process of drying the fish and the conventional method for drying the fish in open areas are causing contamination.

Approved dry fish handling centre for curing /drying / packing/ storage is mandatory for processing and export of dry fish items. The scope of the Scheme is to motivate entrepreneurs to set up dried fish handling centre and storage premises to enhance the production and increase the export value of dried items from India.

The list of eligible products under the Scheme is provided in Annexure - I Section I (i). The list of eligible Machinery and Equipments that can be assisted is provided in Annexure – V. The Export Obligation under the Scheme is to be met by the exports of marine products specified to be produced by the Beneficiary.

12.1.4. Eligibility Criteria for Financial Assistance

(A) Unless otherwise specified, the benefits under these schemes are available to establishments registered with the Marine Products Export Development Authority (MPEDA) under the MPEDA Act & Rules 1972.

(B) New establishments under construction can also apply for assistance subject to the condition that the establishment should be registered with the MPEDA before sanctioning the assistance.

(C) The validity of all the schemes will be as per directions from Government of India.

PATTERN OF ASSISTANCE

Component	Description	Sub component	Assistance
Technology Development for Specific Value Added Products	Technology development for Specific Value Added Products aims at increasing the share of value added products in the total sea food exports from the country by providing assistance for the establishment of state of art processing / manufacturing facility to make high end value added products for global seafood customers.	Technology development for Specific Value Added	Products 50% of the admissible cost incurred subject to maximum financial assistance of Rs. 5 Crore whichever is less.
Assistance for export handling units for Live/Chilled and Dried Marine Products	Under this component, assistance is provided for setting up of handling centres for Chilled, Dried and Live fish items, so as to offer a wide variety of seafood to cater to the varied palette of customers abroad. The scope of the Scheme is to motivate exporters engaged in export of live/chilled/dried items to set up approved establishment for handling these items to increase the species exported in live /chilled/dried condition and to improve the quality of the fishery product exported.	1. Assistance for Chilled Fish Export Handling Centre	50% of the admissible cost incurred subject to maximum financial assistance of Rs 0.4 Crore whichever is less.
		2. Assistance for Live Fish Export Handling Centre	50% of the admissible cost incurred subject to maximum financial assistance of Rs 0.27 Crore whichever is less.
		3. Assistance for Dried Fish Export	50% of the admissible cost incurred subject to maximum financial assistance of Rs

		Handling Centre	0.36 Crore whichever is less
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12.2.Terms and Conditions

The following conditions are applicable to all financial assistance schemes

1. Owners / lessees of establishments registered with MPEDA or new establishments proposed to be registered with MPEDA can apply for financial assistance under the scheme.
2. New establishments and the units under construction can also apply for assistance subject to the condition that the establishment should be registered with the MPEDA before sanctioning the assistance.
3. In the case of Chilled/ Live/ Dried fish handling centres only new units are eligible to apply.
4. Dried fish handling centre with storage and packing facility shall be independent and separate from Frozen/Chilled Fish/Live Fish Handling Centres.
5. Dry fish handling centers /Live fish handling centers/ Units processing marine products of nonanimalorigin/ pharmaceutical/ nutraceutical nature is exempted from obtaining EIC approval.
6. The applicant firm shall have the legal and full ownership (without any charge/encumbrance of any nature) of the land on which the unit is constructed. In case of leased land, the lease period should be a minimum of 10 years.
7. The applicant firm shall have the full and unhindered legal ownership of the processing/manufacturing/handling establishment (without any charge/encumbrance on the establishment). In case of leased facility, the lease period should be a minimum of 10 years.
8. In the case of lessees the following supporting documents have to be provided.
 - a. A copy of the valid MPEDA registration certificate showing *inter alia* the lease details.
 - b. A copy of valid **Registered Lease Agreement** having sufficient period (at least 10 years) to cover the construction, Bond / Bank Guarantee period for receipt of financial assistance.
 - c. No Objection Certificate (NOC) from the lessor permitting lessee for any type of modification/addition to the structure, installation of machinery.
 - d. Such conditions in the NOC shall be executed in the Lease Agreement also.

(a)ADVANCE APPROVAL APPLICATION :-

9. Advance approval of the MPEDA is mandatory wherever stipulated as a pre-condition for availing financial assistance under this Scheme. The documents as

stipulated in Annexure VI to be submitted along with the advance approval application.

10. The Application Fee and renewal fee for the sub components of the Scheme on Support for High end/Innovative Value Addition For Exports are given below:

Sub Component	Application fee plus prevailing GST Rs.	Renewal fee plus prevailing GST Rs.
Technology development for specific value added products.	50,000	30,000
Assistance for Chilled fish export handling Centre.	25,000	15,000
Assistance for Live fish export handling Centre	20,000	10,000
Assistance for Dried fish export handling centre	25,000	15,000

11. An applicant filing multiple applications under the Scheme shall remit the prescribed fees at time of filing each application.
12. The Application Fee and renewal fee remitted by the applicant are non- refundable.
13. If the applicant did not reply to the query from MPEDA within 30 days from the date of clarification sought, the application will be rejected/ cancelled.
14. The applicant will be eligible for assistance only if the Scheme is in operation at the time of considering the final claim.

(b)ADVANCE APPROVAL PERIOD:-

15. The Period of Advance Approval will be one year from the date of payment for advance approval Application Fee.
16. In case, if the applicant is unable to complete the work within the one year of Advance Approval period, a specific request for extension of the Advance Approval shall be made along with prescribed advance approval renewal fee at least three months before the expiry of the initial Advance Approval. Depending on the merit of the case, the MPEDA through the Competent Authority may extend the Advance Approval for another period of one year.
17. The maximum Period of Advance Approval shall be limited to 2 (two) years from the date of initial Advance Approval. (i.e. total two years including one extension).
18. If the applicant fails to submit the final application before the expiry of the Period of Advance Approval, the Advance Approval granted to the applicant shall become invalid and the applicant shall not be eligible for assistance. In such cases, the applicant must submit a fresh application under the Scheme for Advance Approval.

19. Issue of Advance Approval is not a commitment on the part of the MPEDA to disburse the assistance. The applicant cannot claim disbursement of financial assistance as a matter of right and acknowledges that the decision by MPEDA to provide financial assistance may be revoked at any time.

(c)MACHINERY:-

20. The list of Machinery and Equipment proposed as per application for advance approval with name of supplier, make, cost and intended use (based on the quotations submitted) shall only be considered / admitted for financial assistance at the time of final application.
21. In case of change of supplier/ machinery or addition/ deletion of any other machinery shall be intimated to the field office of MPEDA with proper justification and quotations prior to submission of final application. The applicant must further warrant that during the approval period, any service/repair of the machinery shall be done only through OEM or OEM approved service centres.
22. Used/Defective machineries and equipments will not qualify for any of the financial assistance schemes of MPEDA.
23. Quotations for Machinery and equipment from Original Equipment Manufacturer (OEM)/Authorized Dealers will only be considered. Quotations from work contractors for any type of Machinery and Equipment without proper supporting bill of the Original Equipment Manufacturer (OEM)/Authorized Dealers will not be considered. Incomplete Quotations without number/Quantity, rate, and total amount also will not be considered.
24. The list of new machinery/ equipment or new technology which occupies the market shall be reviewed annually. The admittance of such machinery/ equipment for considering financial assistance under this Scheme shall be subject to the approval of Competent Authority based on recommendations of a committee consisting of Director (M)/Director, Joint Director (M), MPEDA, technical experts from CIFT, CUSAT / NIFPHATT.
25. The case of outdated/obsolete machinery & equipment which were found not suitable shall be reviewed annually and deleted from the list of approved machinery/equipment for considering financial assistance under this Scheme, subject to the approval of Competent authority based on recommendations of a committee consisting of Director (M)/Director, Joint Director (M),MPEDA, technical experts from CIFT, CUSAT / NIFPHATT.
26. In case of imported machinery, for invoices prior to advance approval date, the date of bill of entry will be considered as the date of actual possession of the machinery, but shall fall after the Advance Approval date.
27. The Beneficiary shall procure comprehensive insurance from a nationalized (not private) insurance firm including against fire, flood, earthquake and other damages and name MPEDA as additional beneficiary for those assets which are a subject matter of this Scheme.

(d) CIVIL WORKS:-

28. Civil works cost including for Effluent Treatment Plant, Water Treatment Plant, Chill Room, Cold /chilled/dry storage and that for the installation of machinery will qualify for financial assistance.
29. Other civil constructions such as compound wall, administrative building, staff quarters, canteen facility and other such non technical building civil works shall not be eligible for assistance under the scheme.
30. The assistance to Civil Works (calculated at DSR) will be limited to 25% of the maximum financial assistance under the scheme or 10% of the total cost of the project whichever is less.
31. Those units which have claimed maximum assistance for Civil Works shall not be eligible for further assistance on Civil Works undertaken for project expansion.
32. While submitting the CE certificate towards the Civil Works during the final claim, DSR rate codes (latest published) against each inputs to be mentioned in the detailed Room wise- Area wise CE certificate.
33. The construction of the unit shall be in such a manner having unilateral flow with all defined facilities as applicable for approval by Assessment Panel of Experts (APE).
34. It is the responsibility of the applicant to obtain all statutory permission from all concerned agencies from construction to commercial production which needs to be produced for verification on demand.

12.3. FINANCIAL ASSISTANCE:-

35. The financial assistance will be given to the Beneficiary subject to a ceiling of Rs.5,00,00,000/- (Rupees Five Crores Only) for an Establishment whether obtained in a single instance or in a maximum of three instances during the scheme period.
36. An applicant can avail financial assistance for multiple establishments / units in the same location or multiple establishments/ units in different locations. In such cases the establishments/ units can be either (i) at one location in which case they should be sufficiently apart to treat it is a standalone (meaning from reception of the raw material to dispatch of final product) establishment / unit to the satisfaction of MPEDA or (ii) at different location within the country.
37. MPEDA reserves its right to audit the premises, machineries and books of records of the Beneficiary, at any time, to ensure compliance with this Scheme.
38. The actual eligible expenditure incurred will be calculated taking into consideration the expenditure incurred supported by documentary proof.
39. Bills with GST component will only be admitted for calculation of eligible assistance.
40. While the Scheme encourages digital transactions, Cash/Credit bills upto Rs. 50,000/- are admitted, provided they are supported by stamped receipts from the supplier.
41. The basic cost of the machinery/ item and the applicable GST or tax as per the invoice/bills only will be considered for calculation of eligible assistance.

42. Invoices / bills /vouchers for expenditure incurred have to be supported with copy of bank statement highlighting each payment made for domestic purchases.
43. In the case of imported items, Bill of Entry, Bill of Lading and Bank debit/Remittance Advice etc. shall be furnished.
44. Electrical works and plumbing charges if included in the Civil Works cost, and certified by Chartered Engineer will qualify for financial assistance.
45. Cost of land is not eligible for financial assistance.
46. Clearing and forwarding charges, transportation charges, loading/unloading charges, installation charges, commissioning charges etc will not qualify for financial assistance.
47. Any establishment / unit constructed with asbestos/ thatched roof will not be considered for assistance.
48. The cold storages set up under the scheme shall attain a temperature of at least -20 deg C (minus20 degree Celsius) or below.
49. No assistance will be given for facilities created / machinery installed prior to obtaining such Advance Approval.
50. Invoices/bills dated before the Advance Approval date will not be considered for assistance.
51. While processing the applications, the MPEDA may initiate at every stage, such technical and financial checks and controls as may be found necessary to ensure that the expenditure incurred is reasonable.

12.4.EXPORT OBLIGATION

52. Export Obligation as detailed in the S.No. 89 shall be fulfilled within a period of 5 years.
53. Export Obligation Period shall commence from the date of execution of bond by the beneficiary.
54. If any Beneficiary fails to meet Export Obligation in a particular year due to some unforeseen events, he can make good the deficiency in the subsequent year. However, if fails to meet the Export Obligation for a continuous period of two years (date is reckoned from last invoice date for export of assisted product range), the MPEDA is free to invoke penal clause as stated in the Bond to recover the amount of assistance paid with prevailing lending rate of interest charged by State Bank of India per annum.

12.5.BANK GUARANTEE:-

55. The release of financial assistance will be subject to production of a Bank Guarantee of an amount equivalent to 10% of the Eligible Financial Assistance for a period of seven years; **In the case of an Applicant who is covered under Clause III of the Eligibility Criteria of Financial Assistance, production of extension of Bank Guarantee submitted under the TUSMP/TIUMSP Scheme for an additional period of three (3) years is mandatory at the time of submission of application in the format prescribed in Annexure XII-A.**

56. The Bank Guarantee shall be in the format prescribed in Annexure XII of this Scheme.
57. During the Bank Guarantee Period:
- a. The Beneficiary shall not transfer, lease, alienate, transfer/share possession of, create any charges, mortgage or encumbrances out of or otherwise dispose for any reason such movable/immovable/intellectual property procured/ installed/set-up and which are subject matter of this Scheme ;
 - b. Any proposal to transfer/lease/sale of items/machinery and equipments or parts of machinery installed/facility created with financial assistance from MPEDA including the plot and processing establishment that houses the subsidized assets, shall be submitted to MPEDA, and only after obtaining prior written permission from MPEDA and further upon the new owner executing an additional beneficiary bond and prescribed bank guarantee, besides undertaking the fulfillment of Export Obligation assigned to the original Beneficiary, shall such proposal stand approved.
 - c. The items of machinery installed / facilities created with MPEDA assistance shall not be kept idle for more than six months without the prior intimation to the MPEDA for any reason whatsoever.
 - d. If the conditions as laid down above stand violated, the Bank Guarantee shall stand forfeited in addition to and reserving all other rights and remedies of MPEDA in this regard.
58. MPEDA in any event shall have the first charge over such properties as described above and being subject matter under this Scheme.
59. The Bank Guarantee can be released earlier if the Beneficiary fulfills his Export Obligation before the stipulated period of five years.

12.6.BOND

60. The Applicant shall submit a Bond for performance in the format set forth in Annexure XI of this Scheme.
61. **An Applicant who is covered under Clause III of the Eligibility Criteria of Financial Assistance shall submit a Bond for performance in the format set forth in Annexure XI-A of this Scheme.**
62. If the party fulfills the Export Obligation before the expiry of Bond, the applicant will be relieved from meeting Bond conditions.

12.7.OTHER

63. All other Beneficiaries applying under this Scheme shall state at the time of application of advance approval that it has not availed any financial assistance under this Scheme "or any other financial scheme issued by the central/state

government or any bodies constituted under them" for the same purpose at the same location. The Beneficiary applying under the Scheme shall be eligible for financial assistance only if it has not obtained or applied or does not propose to obtain or avail any financial assistance/loans at below 5% interest rate from financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant; and if this condition is violated, then Beneficiary shall forthwith refund the entire financial assistance availed under this Scheme together with prevailing lending rate of interest charged by the State Bank of India. The applicants who are applying for new unit/the beneficiaries fulfilled export obligation under TUSMP/TIUSMP shall submit the undertaking given in **Form: TDSV/HC-A**. The Applicants who are already beneficiaries under the TUSMP/TIUSMP scheme shall submit the undertaking given in **Form: TDSV/HC-B**.

64. In case of lessees of new units/lessees fulfilled export obligation under TUSMP/TIUSMP shall submit the joint declaration and NOC as per Annexure XIII and Annexure XIV. In case of lessees **as per point III**, those who are already beneficiaries under the TUSMP/TIUSMP scheme the joint declaration cum undertaking shall be submitted as per Annexure XIII-A & Annexure XIV-A.
65. The Scheme will be in operation from the date of official approval by the Competent Authority.
66. The assistance under the Schemes will be released only upon registration under MPEDA Act and Rules and subject to the approval of the unit as per the standards prescribed for export to EU countries.
67. If the registration of the applicant as an exporter, processing plant, storage premises or any other entity/establishment was cancelled for any clauses stipulated as per MPEDA Act & Rules, between the periods of processing of application from Advance Approval till actual disbursement, in such cases, the application for financial assistance either for Advance Approval or final stands cancelled.
68. Advance approval will also be subject to any other conditions that may be stipulated by the MPEDA from time to time.
69. The Beneficiary has to mandatorily fulfill all the Scheme procedures every time they file application for financial assistance.
70. The Beneficiary shall (a) abide by the Scheme including without limitation the Export Obligation and the terms and conditions for obtaining Advance Approval; (b) not divert the financial assistance or entrust execution of the Scheme or Export Obligation to other institution(s) or organization(s); and (c) abide by any other conditions specified by the Authority from time to time.

71. The Beneficiary shall maintain the plant & building, Machinery and Equipment and accessories always in good condition.
72. The MPEDA reserves its right to reject any application at its discretion prior to financial disbursement without assigning any reasons and without liability.
73. MPEDA is free to institute such checks and controls as it deems fit to ensure (a) the reasonableness of the requirement under the Scheme and (b) correctness of the information supplied and compliance of the Scheme by the Beneficiary.
74. MPEDA shall have right to access the premises that houses the subsidized assets and audit the premises as well as the books of records at any time to verify compliance with this Scheme and other directions as per MPEDA Act & Rules framed there under.
75. The Bank Guarantee shall stand summarily forfeited in cases where the Beneficiary is declared bankrupt, goes into liquidation or a receiver is appointed as per the statutes or by a court of law. In which event, MPEDA shall be placed as the preferential creditor in the books of accounts.
76. If at any stage, it is found that the assistance has been claimed on the basis of false information/documents etc. MPEDA would be entitled to recover the entire grant amount by any means necessary and blacklist the organization for future support.
77. For violation of the conditions of the Bond apart from the other actions stipulated, the MPEDA shall forthwith demand and recover in any manner, including attachment of machineries and other assets, the entire amount of assistance with prevailing lending rate of interest charged by State Bank of India per annum for the Agreement period.
78. MPEDA shall also be entitled to, by itself or its agents, to enter into the premises take in to custody the assets including land, building, machinery & equipment etc. and sell the same for recovery of the grant as if it was arrears due on land under the Revenue Recovery Act.
79. If the Beneficiary fails to meet or does not meet to the satisfaction of MPEDA, any of the terms and conditions as stipulated under this Scheme, then MPEDA shall issue a notice of its stipulation to the Beneficiary, and from the date of such notice-
 - a. the whole/part of the financial assistance as determined by MPEDA and interest calculated at the prevailing lending rates of State Bank of India shall become immediately due and payable by the Beneficiary;
 - b. The Bank Guarantee shall stand forfeited;
 - c. MPEDA shall have the right to invoke the penalty clause as stated in the Bond executed by the Beneficiary;
 - d. The decision of MPEDA in this regard shall be final and binding on the Beneficiary.
80. The rights and remedies of MPEDA are in addition to any other rights it may have under contract, tort, equity and law.
81. MPEDA reserves the right to amend the terms of this Scheme at any time.
82. Any dispute or difference arising out of or in connection with this Scheme/this Bond or its enforcement shall be referred to arbitration before a sole Arbitrator appointed by a court of competent jurisdiction at Ernakulam, Kerala. Such

arbitration shall be conducted in accordance with the Arbitration & Conciliation Act, 1996 at Ernakulam, Kerala and the decision of the Arbitrator shall be final and binding.

83. The Parties agree to submit to the exclusive jurisdiction of courts at Ernakulam, Cochin in case of any disputes. All instructions and directions issued by the MPEDA under this Scheme, any amendments issued to any of the conditions of the Bond/these Terms & Conditions, prevailing orders of Government of India, any other decision as per MPEDA Act & Rules shall be binding on the Beneficiary.
84. The applicant at all times must conduct itself in accordance with laws prevailing in India. The Applicant warrants and represents that all information submitted by it is true and accurate. In addition to the right accruing to MPEDA under any other law, contract, tort or equity, the Authority shall also have the right to withdraw/cancel the advance approval where it is found that
 - (i) the Applicant has misrepresented, submitted false information, suppressed/omitted any information, or misled the Authority in any manner,
 - (ii) the Applicant had committed fraud/cheating in its application or is engaged in fraudulent/criminal activities of any nature,
 - (iii) the Applicant is engaged in trade complaints, and/or
 - (iv) the Applicant has violated or attempted violation of any laws under the Scheme.

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85.METHOD OF IMPLEMENTATION – ADVANCE APPROVAL

- a. Interested and eligible applicants shall apply in the prescribed application form along with self certified copies of all the required documents stipulated at Annexure-VI
- b. The prescribed Application Fee for each advance approval application shall be paid online through RTGS/NEFT mode to the respective bank account of Regional Division/Sub-Regional Division offices of MPEDA. A copy of the acknowledgement/receipt to be closed with the application.
- c. After receiving the application for advance approval, the unit /proposed site will be inspected by officials in the field office of MPEDA not below the rank of Junior Technical Officer.
- d. The geo-tagged photographs of the site/ unit shall be taken by MPEDA official at the time of physical verification.
- e. A physical verification report will be prepared with recommendation and submitted to the concerned officer in charge of the MPEDA field office.
- f. In case of export handling units, the concerned field office is entrusted to issue Advance Approval.
- g. Advance approval for Technology development for Specific Value Added Products Scheme has to be issued by respective RD/SRD to the Beneficiary upon getting approval from Head Office.

86.METHOD OF IMPLEMENTATION:- FINAL APPLICATION

- a) The Beneficiary shall submit the final application before the expiry date of Advance Approval or extended period (if any), along with copies of all the required documents stipulated at Annexure-VII.
- b) If the Beneficiary fails to submit final application before the prescribed period it shall be summarily rejected.
- c) The original bills and original documents which form a part of the final application has to be brought by the applicant to the respective field office of MPEDA for scrutiny. Original documents along notarized photocopy shall be scrutinized by Authorized Officer of MPEDA and affixed with the following stamp on the photocopy:

“Verified with original and found correct”

Signature.....Name:.....Designation:

- d) Upon proper scrutiny, if the bills are found genuine, the designated officer of the MPEDA will affix the stamp on the central portion of the original bill which will bear a certificate.

“The bill pertains to machinery / equipment/ items acquired for assistance Scheme of MPEDA to which MPEDA shall have first charge”.

Signature.....Name:.....Designation:

- e) The notarized and verified copies of such original bills/ documents have to be furnished along with a statement as per the following format and shall be attached to the final application.

S.No.	Name of supplier	Invoice No.& date	Amount	Purpose	Remarks

- f) Chartered Accountant certificate as per the Annexure VIII & VIII (A) has to be cross checked with original bills.
- g) The valuation cum completion certificate issued by Chartered Engineer as per Annexure X & X (A) along with abstract room/area wise civil construction cost has to be furnished.
- h) Final Physical verification shall be conducted by MPEDA official not below the rank of Assistant Director.
- i) Physical verification report along with geo-tagged photographs may be furnished along with final application to Head office.

87. The applicant has to affix a board in the assisted unit in a prominent place with the words “**MPEDA ASSISTED MACHINERY AND EQUIPMENT**” written in Hindi and English and the photos of the same shall be furnished along with the Bond agreement.

88. The responsibility for the scrutiny of the final application from the technical point of view, and for determining the quantum of assistance in each case will be vested with a Committee constituted of the following members:-

- Director (M) - Chairman of the committee.
- Joint Director (Development)/ Joint Director (Marketing)
- One Expert from CIFT
- One Expert from CUSAT/NIFPHATT
- Deputy Director (Development) will be the Convener of the committee.

89. RELEASE OF ASSISTANCE

Financial assistance will be released through electronic transfer (PFMS) to the AADHAR linked Bank Account on submission of Bond, Bank Guarantee, Copy of the Scheme signed by the authorized signatory, advanced stamped receipt, undertaking regarding fulfillment of Export Obligation, Bank account details with cancelled cheque by the Beneficiary.

90. EXPORT OBLIGATION:-

(a) Technology development for Specific Value Added Products :

- a. Export obligation shall be 5 times of the financial assistance released to the Beneficiary to be fulfilled each year. The exporter should meet Export Obligations @ Rs. 5 Crore for each year for every Rs. 1 Crore of financial assistance availed from MPEDA under the Scheme for a period of 5 years. For example, the Export Obligation shall be Rs. 125 Crore for an amount of assistance of Rs. 5 Crore for a period of five years, calculated @ Rs.25 Crore per year. Export Obligation under the Scheme shall be solely met by the products specified as per the Scheme and as intended by the applicant to fulfill the Export Obligation in their final application.
- b. The Export Obligation in respect of Export handling units for Live/Chilled and Dried shall be 5 times of the financial assistance released to the Beneficiary each year, and shall be met by the export of marine products specified to be produced by the Beneficiary.
- c. The assistance will be released on the production of Bank Guarantee of an amount equivalent to 10% of the financial assistance for a period of **seven** years. If the total Export Obligation for five years is discharged earlier, the Bank Guarantee will be released in full.

- d. Undertaking regarding awareness and Export obligation under all schemes to be submitted in at least Rs.500/- non judicial stamp paper at the time of issue of sanction order as per the format given as **Annexure –XXII**

NB: Export Obligation will be rounded to the nearest lakh based on the assisted amount.

(b)(i) 2016-17

(b)Details of Beneficiaries

A.Technology Upgradation Scheme for Marine Products (TUSMP)

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Ananda Aqua Exports (P) Ltd, 27-08-21/3, Sivaraopet,Bhimavaram, PIN-534202	2-240,R.S 37/8, Dirusumarru village, Bhimavaram, W.Godavari Dist.	7987778
2	M/s BMR Industries Pvt.Ltd, Flat No.S-10, TNHB complex,4/180, Luz church road, Mylapore,Chennai-600004	Dharmavaram village, Degadaethimandal, Nellore Dist.	5659200
3	Ulka Seafoods P.Ltd, M-79,Taloja MIDC, Taluka Panvel,Raigad, Maharashtra	Plot No.M-34,35,Taloja,MIDC, Taluka Panvel	4012608
4	M/s Kan Victual P.Ltd.Unit-II All Weather Port Road, Sy No.796,Bhokira, Porbandar,Gujarat	All weather port road, Sy.No .796, Bhokira,Porbandar	6349909
5	M/s Star Fish Exports ,22/1318, Peevees Building, Cochin 682010	C/o Ancy K C Marine Farm Products Exports (P) Ltd, South.Kollamkode, Pozhiyor,TVM-695513	1774668
6	M/s A.M Fisheries ,XIII/378, Kakkazhom, Vanadanam P.O,Alappuzha	Kakkazhom, Vanadanam P.O, Sy.No 129/4,129/5,129/3, Alappuzha	7400027

7	M/s Foodco Delicacies India (P) Ltd, XI/46 R, Thrichattukulam P.O ,Cherthala, Alappuzha	XI/46/ R, Thrichattukulam. P.O, Cherthala, Alappuzha	4217759
8	M/s Mukka Seafood Industries (P) Ltd, P.O Box No.199, Bamboo Bazar, Mangalore-57500	Door No. 14/161 to 164, Sasihithlu road, Mukka Surathkal, Mangalore-575021	5725709
9	M/s Mangala Marine Exim India (P) Ltd, Unit II (Bhatson aquatic Products) Bhat memorial building, Thoppumpady, Cochin-5	Building No.II/681-A, Industrial Estate Development area, Aroor	8500000
10	M/s Nettos Marine Exports (Former Name M/s Nettos Exporting & Importing Company) 259/03-1, Neendakara Kollam-691582 .[DEV/TUSMP/NEIC(KO LL)/1/2018] as Additional Beneficiary]	R.S No.259/03-1, Neendakara, Karunagappilly	4906033
11	M/s Seafoods P.Ltd, P-70/1, Michael Nagar, Kolkata- 700133	Plot No.05, JL No.222, Dakshin Balrampar, East Midnapu, West Bengal	8431398
12	M/s Uniroyal Marine Exports Limited, CP8/495,(11/19), Vengalam P.O, Kozhokode -673303	Vengalam P.O, Chemmancherry Panchayat, Kozhikkode	5522038
13	M/s Dhiga Seafoods P.Ltd, 20/1/CAMC Street Kolkata-700016, West Bengal	Unit No.7 I.S.P.C, Chakgatia, Bidherhat, Kolkata	7511076
14	M/s Star Agro Marine Exports P.Ltd, B-24, Ground floor London Towers, 47, London road, Kilpauk, Chennai-600010	S.No. 760-1, 761 Devispet (V), Indukurpet, Mandal, Nellore-524314	8500000

	B. Financial Assistance for Construction of Large Cold Storage (Frozen Storages) for storing fish and fishery products		
1	M/s Nettos Exporting & Importing Company, 259/03-1, Neendakara P.O, Kollam-691582 [Ownership changed to M/s Nettos marine exports-Additional Beneficiary]	Re.Sy No 259/1, Neendakara Panchayath, Karunagappally, Kollam	1730706
2	M/s Nila Seafoods (P) Ltd, 137/A, Padurpandipuram, Tuticorin-628002	137/A,Padurpandipuram Tuticorin-628002	6000000
3	M/s Luke Exports, Padunthalmoodu P.O, Kanyakumari, Tamil Nadu	Nanguneri, Tirunelveli, Tamil Nadu	2574000
4	M/s Shivaganga Marine Products, Unit-2, Plot No.1314, GIDC Estate, Veraval	Plot No.1314, GIDC Estate, Veraval-362269	1092000
5	M/s USK Foods, Plot No.U-1/56, GIDC Estate, Veraval	Plot No.U-1/56, GIDC Estate, Veraval- 362269	1514000
6	M/s Vasai Frozen Foods, Sy No.197, Poman village, Near Kaman Vasai Bhiwandi Road, Taluk Vasi, Dist. Thane	Sy No.197, Poman village, Near Kaman Vasai Bhiwandi Road, Taluk Vasi, Dist. Thane	1736000
7	M/s Everblue Seafoods P.Ltd, S-272/2, Boddapalam, Vellanki, Anandapuram, Visakhapatnam	S-272/2, Boddapalam, Vellanki, Anandapuram	1192000
8	M/s Sagar Feeds and Food Processing Industries, Plot No.L-27, Cuncolin Industrial Estate, GIDC, Cuncolin, South Goa-403703	Plot No.L-27, Cuncolin Industrial Estate, GIDC, Cuncolin, South Goa-403703	1012000
9	M/s Rupsh Fish P.Ltd, Raiya P.O, Patulia, P.S Khardah,	Mouza-ruiya, JL No.-20, Dag No.1032, 1033, 1067 KH	1636000

	Dist-24,Parganas (N),Kolkata	No.3036,Patulia PS,Kharda	
	C.Distribution of Insulated fish Boxes at subsidized costs		
1	M/s.Amar sagar seafoods Pvt. Ltd	Porbandar,Gujarat	75000
2	M/s. Matsyafed	Kollam,Kerala	50000
	D.Financial assistance for setting up of modern ice plants/ renovation of existing ice plants		
1	M/s Satya Narayana, Ice Factory, Korangi Post, Tallarevu Mandal, E.G Dist.	Sy.No.384- 1A ,D.No.6- 7A,Chinna boddu, Venkataya palem, Korangi Post,Tallarevu Mandal,E.G Dist.,A.P	1245101
2	M/s Sumitra Ice Factory, Jayadurgapatnam, P.O- Dhanara Dist.,Bhadrak,Odisha	Jayadurgapatnam,,P.O- Dharma Dist.,Bhadrak,Odisha	1729739
	E.Financial assistance for creation of basic facilities (new) for chilled fish/chilled tuna for export		
1	M/s Abad Fisheries Pvt.Ltd,13/168,Jew Town Road,Kochangadi,Kochi	Sy.No . 780/1/2,1233/1236, Kochangadi,Kochi	802582

(b)(ii) 2017-18

A.Technology Upgradation Scheme for Marine Products (TUSMP)

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Cap Seafoods P .Ltd, 1/71,Azheekal P.O Vypin,Kochi-682150	1/17,Azheekal P.O, Vypin,Kochi-682150	3818715
2	M/s Alby's Agro Pvt.Ltd.,H.No.80,Rangavi Estate, Bogmalo Road,Dabolin Airport Post ,Goa -403801	Plot No.2/1- 2/6,Sanguem Industrial Estate, Sanguem,Xelpem,Goa- 403704	10000000
3	M/s Abad Overseas P.Ltd. S.No. 1/157&1/157- A,Nizampatnam,Rapalli Road,Amudanapalli village,Nizampatnam, Mandal,Guntus (D) Andrapradesh	S.No.1-157,1/157-A, Nirampatnam,Rappalle Road, Amudanapally (v), Nizampatnam(M), Guntus (D), Andrapradesh.	7410073
4	M/s Rupsha Fish P.Ltd.	Dag No.1032,1033,	10000000

	Village Ruiya,Patulia P.S Khardah,District-North 24,Paeganas , Kolkata-700119	1067,J.L No.29,Touzi- 172, Khaitan No.3036,Mouzaruiya, Village, Village Ruiya,P.Skhardah,Dist. North24,Paeganas, Kolkata	
5	M/s Prasmo Agri, T S 2123 -Shantinagar, Kumbakonam-612001, Tamil Nadu	334,Themmur Hamlet,Cholanmalinga village,Kumbakonam Tlk	4806978

C.Financial Assistance for Construction of Large Cold Storage (Frozen Storages) for storing fish and fishery products

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Naik Seafoods P.Ltd,408,Emca House,S.B.S Road,Mumbai-400038	At e Post-Karla, Ratnagiri-415630	1334000
2	M/s Ocean Weath Exports,EP 9/92,93,Kakkathuruth Road,Eramalloor P.O,Cherthala,Alappuzha- 688539	EP 9/92,93, Kakkathuruth Road,Eramalloor P.O,Cherthala, Alappuzha	2440000

D.CCD-Insulated Fish box

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	Eminent Seafoods Pvt Ltd	Kochi,Kerala	135625
2	TAF COFED	Chennai,Tamil Nadu	149625
3	Bharat Govind madre	Mumbai Maharashtra	6180
4	Anandi Govind bari	Mumbai Maharashtra	2600
5	Manohar B Tamore	Mumbai Maharashtra	2600
6	Blue fin Frozen products	Mumbai Maharashtra	65900
7	Avla nettos Exports	Kollam,Kerala	91600
8	Capithan Exporting Co	Kollam,Kerala	150000
9	Seaboy Fisheries Pvt Ltd	Kollam,Kerala	158802
10	Torry Harris Seafoods Pvt Ltd	Kochi,Kerala	54482

E.Financial assistance for creation of basic facilities (new) for chilled fish/chilled tuna for export 2017-2018

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Swarnali Exports, Shibaji Saram, Rabindra Nagar, Noapara P.O, Barasat 24,Panamas, W.Bengal-700125	Dighara Monza, Dnj No:807, R S K H No:1659 , J L No: 55,Dighra village, Gramapanchayat h Road, Duttapukur P.O Parganav-700125, W.Bengal	759098
2	M/s Insaf Exports, Pulimoot Road, Near head office Beypore (P.O), Calicut-15	Plot No.21, Vanana , GIDC, Ranavav Taluk, Porbandar, Gujarat-360550	2188370

F.Financial assistance for the setting up of fish handling/curing/solar drying facility 2017-18

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Subasini Enterprises, Dhalgoda P.O Astichak, Dist.Purba Medinipur, West Bengal	Dhalgoda P.O, Astichak, Dist.Purba Medinipur, West Bengal	669528

G.TIUSMP assistance for infrastructural development for value addition

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Sprint Exports Pvt Ltd, D.No. 10-50-84/C, Sun Towers, Waltair Main Road, Visakhapatnam	Sy.No.260/2C, 260 2A, 265/1D, Vellanki village, Visakhapatnam	15000000
2	M/s Jagadeesh Marine Exports, 1-174, Komarada Road, Rayalam Village, Bhimavaram A.P	217/1 219/5, Komarada Road, Rayalam Village, Bhimavaram, A.P	5537075

3	M/s Ulka Seafoods (P) Ltd,M-79,MIDC ,Taloja,Raigad District,Maharashtra	Plot No.79, MIDC ,Taloja,Raigad District, Pin-410208, Maharashtra	8144733
4	M/s Shreedatt Aquaculture Forms Pvt Ltd,Sy .No.270/1, At & PO Talodh,Bilimora-396321	Sy .No.270/1, At & PO Talodh,Bilimora-396321	13849368
5	M/s Veerabhadra Exports P Ltd,Kakkanada-533001,Andhra Pradesh (Door No 13-5-1,Ramasomayajula street)	Sy No.116, Gurajnapally,Karapa Mandal-533016,East Godawari Dist,A .P	6627141
6	M/s West Coast Frozen Foods P. Ltd,Unit -I, D-1401& 1402,Lotus Corporate Park,Grampath,Goregao (E),Mumbai-400063	Plot No. 323,Orma village,Olpad Taluk,Surat District,Gujarat	8865503
7	M/s Srikanth International,Sameswaram village,Alapadu Kaikaluru ,Mandal,Krishna Dt,Andhra Pradesh,	Sy NO. 136-1,D. No.3-143,Sameswaram village,Krishna Dt,Andhra Pradesh	1051614
8	M/s Fouress Foods,306,3 rd floor,Greenview Apartment,Laxmindra Nagar,Manipal,Udupi	Balale Hobli Mogata,Grama Panchayath,Karebail Village, Ankola Taluk, Uttara Kannada(D),Karnataka	12027981
9	M/s Gadre Marine Exports Pvt Ltd.Plot No. FP-1,MIDC,Mirjole Block,Ratnagiri-415639	Plot No. FP-1,MIDC,Mirjole Block,Ratnagiri-415639	6531750
10	M/S Hiravati Marine Products P.Ltd,Unit II,Jawar Naka,Porbandar,360575, Gujarat	Sy.No.26,Jawar Naka,Porbandar-360575	1679884
11	M/s Arya Seafoods Pvt.Ltd,48-18-66,Tulasipeta,Rama Talkies Jn,Visakapatnam-530013	R.S No.417/34, Budharayauducheruvu Village,Konithiwada Panchayath,Veera varam Mandal W.G District	7315829

		Andhra pradesh	
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H. TIUSMP assistance for pre-processing Center

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Fouress Foods 306,3 rd floor, Green View Apt., Laxmindra Nagar, Manipal, Udupi- 576102	Balale Hobli-Magata Gramapanchayat, Karcha il village, Amkola Taluk, Uttara Kannada Dt., Karnataka	489688

I. TIUSMP assistance for process automation and packaging

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Amarsagar Seafoos P.Ltd, Sy.No. 29, Javar Naka, Porbandar-360575	Sy.No. 29, Javar Naka, Porbandar-360575	187500
2	M/s Albys Agro P.Ltd, H.No.80, Rangavi Estate, Bogmalo Road, Dabolim Airport post, Goa-403801	Plot No.2/1 to 2/6 Sangem Industrial Estate, Sangem- 403704, Goa	807938
3	M/s Kan Victual P Ltd, R.S No.796, Paiki, All Weather Port Road, Bokhira, Porbandar- 360575	R.S No.796, Paiki, All Weather Port Road, Bokhira, Porbandar -360575	224046
4	M/S Hiravati Marine Products P.Ltd, Unit II, Jawar Naka, Porbandar, 360575	Sy.No.26, Jawar Naka, Porbandar-360575	122100
5	M/s Srikanth International, Sameswara m village, Alapadu Kaikaluru , Mandal, Krishna Dt, Andhra Pradesh,	Sy No.136-1, No.3- 143, Sameswaram village, Krishna Dt.	744874
6	M/s Fouress Foods, 306, 3 rd floor, Greenview Apartment, Laxmindra Nagar, Manipal, Udupi	Balale Hobli, Mogata Grama Panchayath, Karebail Village, Ankola Taluk, Uttara	823175

		Kannada(D),Karnataka	
7	M/s Kader Investment & Trg.Co P.Ltd, 2/91,Partinamarutur, Thar uvaikulam,Tuticorin- 628105	2/91,Partinamarutur Village,Mandapam Road,Tharuvaikulam,Tu itcorin-628105	837482
8	M/s Veerabhadra Exports Pvt Ltd,Sy.No 116,Guvajanapally,Kalap amandal,E.Godavari Dt. Andhra pradesh	Sy.No 116,Guvajanapally,Kala pamandal,W.Godavari Dt.Andhra pradesh	1663111
9	M/s Amar sagar seafoods Pvt Ltd,Sy.No.29,Jawar Naka,Porbandar, Gujarat-360575	Sy.No.29,Jawar Naka,Porbandar,Gujarat -360575	1925172
10	M/s Surya Mitra Exim Pvt Ltd,Unit II,R.S No 130,Janamadurru village, W.G District,Bhimavaram- 534239,Andhra Pradesh	R.S No 130,Janamadurru village, W.G District,Bhimavaram- 534239,Andhra Pradesh	2500000

J. CCD-ASSISTANCE FOR LARGE COLD STORAGE

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Alby's Agro Pvt Ltd,Plot No.80,Rangavi Estate,Bogmalo Road,Dabolin Airport post,Goa-403801	Plot No.2/1-2/6,Sanguem Industrial Estate,Sanguem-403706	6158175
2	M/s V.V Marine products,Kuraikaranthattu ,Tisjan Vilai,Thirunelveli,Tamil Nadu	Kamraj Nagar,Servaikaram,Madam(V),Tamil nadu	12000000
3	M/s Fouress Foods,306,3 rd floor,Greenview Apartment,Laxmindra Nagar,Manipal,Udupi	Balale Hobli Mogata, Grama Panchayath, Karebail Village, Ankola Taluk,Uttara Kannada(D),Karnataka	4892425
4	M/s Avla Cold Storage,Cheelandimukku, Neendakara,Kollam-691582	Cheelandimukku, Neendakara, Kollam-691582	4014153

5	M/s Real Exports,Plot No.8/9,Somanath road, Bhidiya, Veraval, Gujarat-362269	Plot No.8/9, Somanath road, Bhidiya, Veraval, Gujarat-362269	1309662
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K. CCD assistance for Conveyance

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s Amarsagar Seafoods,Pvt Ltd,Sy No.29,Jawar Naka, Porbandar ,Gujarat	Sy No.29,Jawar Naka, Porbandar ,Gujarat	539597
2	M/s N.P.M Aquatic Fish Links Pvt.Ltd,Building No.11-497-E,Kadangode Village, Thalapilly Taluk, Thrissur District	Sy No.10,Kadangode village, Thalapilly Taluk, Thrissur District	1500000
3	M/s Magnum Estate Ltd .764,Saheed Nagar,Bhubaneswar-751007,Orissa	Plot No.3858,Naupalgadi, Mo uza-Srikona,P O-PS-Chandipur,Balasore-756025,Orissa	475579
4	M/s Luke Exports,Padunthalamoodu ,Kanyakumari	Sy. No.569-2A1,Athencode Village, Vilavancode Taluk,Kanyakumari	642113
5	M/s New Faizan Foods,Plot No.301,GIDC Estate,Behind the veraval Industries Association ,Veraval,Gujarat	Plot No.301,GIDC Estate,Behind the veraval Industries Association ,Veraval,Gujarat	750000
6	M/s Penver Products Pvt Ltd,Door No.AP II/688,Industrial Estate,Aroor, AlleppyDist.	410/1,411/1A,Aroor village ,Cherthala-Taluk, Alleppy	750000
7	M/s S H Marine Exim,22/1396,Edakochi, Kochi-682006	Sy No.197/3,1506,Edakoch i Village,Kochi-6	659576
8	M/s Premier Marine foods,Vandanam (P O),Alleppey Dist.	VII/141,Chandiroor, Alle ppy Dist.	580513
9	M/s Salet Seafoods Pvt.Ltd (Unit II),Nandi	Sy.No.453/9P,Varvala village,Ukha Mandal	750000

	Mulji Chatvalaya Building ,Sudama Road Porbandar-360575,Gujarat	taluk,Jamnayar Dist.,Gujarat	
10	M/s Sagar Samrat Seafoods, Sy.No 795/P-2,All weather Port Road,Porbandar-360575	Sy.No 795/P-2,Bokhira village,Porbandar-360575,Gujarat	750000
11	M/s Kings Seafoods ,Neendakara,Kollam-691582	Sy.No369/8,Neendakara Village,Karunagappally, Kollam-691582	750000
12	M/s Mangnum Seafoods Ltd,Plot No:132-A,Sec-A,Zone-A,Manches war Industrial Estate,Bhubaneswar-751010	Plot No:132-A,Sec-A,Zone-A,Manches war Industrial Estate,Bhubaneswar-751010	750000
13	M/s Avla Nettos Exports,Sakthikulangara, Kollam.	Sy No.19/11,20,22&29, Sakthikulangara Village	750000
14	M/s A.M Fisheries,XIII/328,Kakka zham,Alappuzha	Vandanam P O, Alappuzha	647375
15	M/s West Coast Foods,Fish Market,Lati Bazar,Porbandar-360575	Plot No.34,GIDC Vanana,Porbandar	420000

(b)(iii) 2018-19

A.Technology Upgradation Scheme for Marine Products (TUSMP)

Sl .No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1	M/s. Vitality Aquaculture Pvt.Ltd, Flat No.A-43, Hill mist Garden, SN-13,Kondhawa,Khurd, Pune-411048	Plot No 20-21,S y.No-120,Jakhar, B/h Maruti Showroom, Jampagae Padana,Patiya, Jamnagar	1639482
B. CCD-Insulated Fish box			
1	M/s. Calcutta Seafoods Pvt Ltd	Kolkata,West bengal	150000
2	M/s. Fouress Foods	Mangalore,Karnataka	188750
3	M/s. Harimarine Pvt Ltd	Bhubaneswar,Odisha	93671

C. TIUSMP assistance for infrastructural development for value addition			
1	M/s Luke Exports, Padunthalamoodu, Kanyakumari, Tamil Nadu	Sy. No.569- 2A1,Athencode Village, Vilavancode Taluk,Kanyakumari	5102500
2	M/s. R F Exports, Chandiroor, Old N H Road,Chandiroor	Chandiroor	13026621
3	M/s New Faizen Foods, Plot No 301, GIDC, veraval-69	Plot No 301, GIDC, veraval-69	2379456
4	M/S Universal Cold storage (P) Ltd, Door No.4139, Padamiram, Bhimavaram-534204	Sy.No.364/3, Padamiram, Kalla Taluk, W.Godavari, A.P	8489999
5	M/s Coastal Corporation LTD,#15-1-37/B, Nowroji Road, Maharani Peta, Visakhapatnam	Sy.No. 173/2,Marikavalasa village,Paradesipalem Panchayath, Visakhapatnam	10589881
6	M/s Aquatica Frozen Foods Global Pvt.Ltd,D.No 7-5-108/1, Plot No.62&67, Pandurangapuram, Andhapradesh	235/3 &4,236/1,237/1A, Nayunipalli village, Challareddypalem, Prakasam, Andrapradesh	13810955
7	M/s Sai Marine Exports Pvt L td,S. No.365/1, Juvvalapalem Road, Bhimavaram, W.Godavari,AP	247&248, Nellore,524314	12208453
8	M/s Choice Canning Company (A Division of Choice Trading Corporation, 21/1391.A, Thangal Nagar,Palluruthy	Pashnithodu,Palluruthy, Kochi	9238971
9	M/s Premier Seafoods Exim (P) Ltd, Chemical IndustrialEstate, Aroor	Chemical Industrial Estate,Aroor	15000000
10	M/s Abad OverSeas Pvt Ltd, S.No157/1, Rapalle Road,	Sy No 157/1, Rapalle Road, Amudalapalli,	5285702

	Nizampatnam,		
D. TIUSMP assistance for pre-processing Center			
1	M/s Premier Seafoods Exim (P) Ltd, Arafath Dhanya Road,Nettoor,Kochi	22/601A,Industrial Estate, Aroor Alappuzha	750000
2	M/s Jeelani Marine Products, A-1,Yash Residency, Mandavi, Ratnagiri-415612	Plot No.G6&G-7/2MIDC, Mirjole, Ratnagiri	631600
E. TIUSMP assistance for process Automation and Packaging			
1	M/s Sonia Fisheries ,1773,B P T Building, Sasoon Dock, Colaba,Mumbai	M.Ltd.MIDC, Taloja,Raijad, Panvel.M H	778638
2	M/S Universal Cold storage (P) Ltd, Door No.4139, Pedamiram, Bhimavaram-534204	Sy.No.364/3, Pedamiram,W.Godavari , A.P	2500000
3	M/s Vanita Cold Storage, Plot No.3&2 Port area, Bhidiya Road,Veraval-67	Somnath Road,Near Bhidiye Bridge,Veraval	412500
4	M/s Kader Exports (P) Ltd, D.No.1-3/1-6, Palakoderu,W.Godavari, Bhimavaram	D.No.1-3/1-6, Palakoderu, W.Godavari, Bhimavaram	2500000
5	M/s Premier Seafoods Exim (P) Ltd, Arafath,Dhanya Road, Nettoor,Kochi	Industrial Estate,Aroor,Alappuzha	2500000
6	M/s Sai Marine Exports (P) Ltd, 15-1-37/4G,JayapradaApts, Nowroji Road Maharanipeta,Vizag	Sy No.247/248, Narayanareddypet, Nellore	793953
7	M/s Jeelani Marine Products,A-1,Yash Residency, 80Fts ,Mandavi, Ratnagiri-415612	Plot No G-6 >/2,MIDC,Mirjole ,Ratnagiri	1005100

F. CCD-assistance for large Cold Storage			
1	M/s Family Logistics,Plot No. 279/2,Appache Road,Mambattu,Sullurpet Andhrapradesh	Plot No. 279/2, Mambattu, Sullurpet Andhrapradesh	8666074
2	M/s Sprint Exports (P) Ltd, Vellamki, Boddapalem,Anandapuram, Visalihapatnam	260/2A,260/2C,265/1 D,Vellamki,Anandapuram	5180000
3	M/s Aquatica Frozen Foods,Global (P) Ltd,235/3, Velapalem, Prakasam,R D Chennai	Sy No.235/3, 235/4, 236/1,237/1,ChellaredyPalem,Prakasam	4904776
4	M/s Sandhya Marines Ltd, Unit II, D.No 4-300, Poolapalli,Palakole, Mandal,W. G Dist.	Sy No.124/1, Poolapalli,Palakole, Visakapatnam, Andrapradesh	5409131
5	M/s Premier Innovative Foods,59/874,White waters, Thevara, Ernakulam,Kerala	176/1,176/2,186/15-2 Pallipuram,Cherthala, Alappuzha,Kerala	5070661
6	M/s Ocean Wealth Exports, Cherthala, Alappuzha	241/1-7, Ezhupunna,Cherthala	2016164
7	M/s Jeelani Marine Products, A-1,Yash Residency, 80FTS Road,M.h	Plot No G6&G-7/2, Mirjole,Midc,Ratnagiri	5258008
8	M/s Premier Marine Foods,Industrial Growth Center,Pallipuram, Cherthala, Alappuzha	Industrial Growth Center,Cherthala	5704689
9	M/s Premier Seafoods Exim Pvt Ltd,Arafath Dhaga Road, Nettoor,EKM	Chemical,Industrial Estate Aroor,	7115319
10	M/s K.K Cold Storage, Door No. 2-40-61/1/1, Near Rajiv Park,MVP Colony, Vizag-17	Sy No.307/2&3, Mindivanipalem, Sontyam,Anandapuram, vizag	6400000
11	M/s Noor Ice & Cold Storage (P) Ltd, 158/4,Sassoon dock, Mumbai	Plot No M-47, Taloja,MIDC, Maharashtra	1659226
12	M/s Munnangi Seafoods (P) Ltd,8-534,Flat No. T2,	Sy No 475,476/3,477/3,	9289192

	Soumya Apts, Pandaipuram,Ongole	,478,481,Zarugumalli, Prakasam	
13	M/s Hiravati Marine Exports (P) Ltd, Sy No.26,Jawar Naka, Porbandar	Sy No.26,Jawar Naka, Porbandar	2389625
G. CCD-Assistance for conveyance			
1	M/s Magnum Seafoods Ltd, Plot No.215-18 & 220, Botande Jamkia, Odisha	132 A,Sector A, Zone A,MIE,BBSR	738977
2	M/s Three Star Marine Exports, Azhikode Jetty,Thrissur	AP11643A,Industrial Estate,Aroor	750000
3	M/s Vasai Frozen Foods, Near Kaman Vasai,Thane	Sy No.197,Poman Vasai,Thane	428994
4	M/s Vasai Frozen Foods, Near Kaman Vasai,Thane	Sy No.197,Poman Vasai,Thane	428994
5	M/s Noor Ice & Cold Storage (P) Ltd, 158/4,Sassoon dock, Mumbai	Plot No.M47,MIDC,Taloja, Rajgad	750000
6	M/s Sun Exports, Plot No.1313 GIDC, Veraval,Gujarat-69	Plot No. 1313,GIDC, Veraval	750000
A. CCD-Assistance for Ice Plant			
1	M/s B J Ice plant, 23/98A ,Beach Junction, Colachel,Kanyakumari, Tamil Nadu	Sy.No 296/15, Needakarai, B- Village, Agasthiwaram Taluk	1841379

(b)(IV) 2019-2020

TIUSMP- Assistance for Infrastructural Development for Value Addition			
Sl. No.	Name &Address of the Beneficiary	Location of Processing Plant	Amount of Subsidy
1.	M/s Arsha Seafood Exports 4/364,Anna Road, Palavakkam, Chennai-600041	4/364,Anna Road,Palavakkam,Chennai-600041	3045050
2.	M/s Noor Ice & Cold Storage Pvt Ltd, 158/4,B.P.T Building, Sassoon Dock, Colaba, Mumbai 400005	Plot No.M-47,Taloja M.I.D.C,Maharashtra-410208	7245441

3.	M/s Orient Frozen Foods LLP, Survey No 51-1B2, No-04, Poovalai Village, Gummidipoondi Taluk, Tamilnadu-601201	Survey No 51-1B2, No-04, Poovalai Village, Gummidipoondi Taluk, Tamilnadu-601201	6492911
4.	M/s Suryamitra Exim (p) Ltd- (Unit -1), R.S No 130, Yanamadurru village, Bhimavaram, West Godavari Dist, Andhrapradesh-534239	R.S No 130, Yanamadurru village, Bhimavaram, West Godavari Dist, Andhrapradesh-534239	10971150
5.	M/s Sreeragam Exports Pvt. Ltd, No.4, SAI Anandam Complex, Patia, Bhubaneswar-751024	Bent, Champagarh, Chandpur, Nayagarh-752024	15000000
TIUSMP- Assistance for Process Automation and Packaging			
1.	M/s Suryamitra Exim Pvt Ltd Unit- 2 R.S No.130, Yanamadurru village, Bhimavaram, West Godavari Dist., Andhra pradesh-534239	Door No.2-138, R.S No.130, Yanamadurru village, Bhimavaram, West Godavari Dist., Andhra pradesh-534239	2417515
2.	M/s Shree Ulka LLP, Gold Crest Flat No. 1501., Nawda Phase 2, Tal. Panvel Raigad, Maharashtra 410206	IP-48, Part A&B, Mangalore SEZ, Permude, Mangalore-574509	1099648
3.	M/s New Faizen Foods, Plot No 301, GIDC, veraval-69	Plot No 301, GIDC, veraval-69	125000
CCD-Assistance for Large Cold Storage			
1.	M/s Sagar feeds & Food Processing Industries, Plot No L-27, GIDC, Cuncolim Industrial Estate, Cuncolim, Goa-403703	Plot No L-27, GIDC, Cuncolim Industrial Estate, Cuncolim, Goa-403703	3865767
2.	M/s Aqua marine, 18/1555, Pallichal Road, Thoppumpady, Cochin-682005, Kerala	Opp. Kumarthupadi temple, Old national highway, Chandiroor, Aror kerala	4345298
3.	M/s Honest frozen foods Co Unit 2, Plot No.1404, G.I.D.C, Veraval-362269, Gir-somnath, Gujarat	Plot no.1404, G.I.D.C estate, Veraval-362269, Gujarat	1762096
4.	M/s Capital fish centre, Plot No.1305, GIDC Estate, Veraval-362269	Plot No.1305, GIDC Estate, Veraval-362269	2424762
5.	M/s S.A Exports,	Kamduni P.O, Kirtipur	5088000

	548, Jessore Road, Kolkata-700055	II-grampanchayath,P.S Rajarhat,North 24- Parganas,Kolkata- 700135	
6.	M/s Global Aqua,44/1A, Shayamnagar Road, Kolkata-700055,West Bengal	Nawpala,Bagnan,Howr ah-711303,West Bengal	3160000
7.	M/s KNC Agro limited, Kishore Nagar Byepass, Contai , Purba Medinipur-721401, west Bengal	Uttar Sitala Village,Pichabani P.O,Purba Medinipur,Pin - 721455,West Bengal	5290541
8.	M/s Nilesh Seafoods, Opposite Birlas Villa, Chowpati road,Porbander-360575	Plot No.214,GIDC estate, Vanana,Taluka- Ranavav, Porbandar- 360575	2321319
9.	M/s S.I.A IMPEX Plot No. 811, Opp. Hansawati, G.I.D.C., Estate, Veraval-362269	Plot No. 811, Opp. Hanswati, G.I.D.C., Estate, Veraval- 362269	1839717
10.	M/s Shree Ulka LLP, Gold Crest Flat No. 1501., Nawda Phase 2,Tal.Panvel Raigad, Maharashtra 410206	IP-48,Part A&B,Mangalore SEZ,Permude,Mangalor e-574509	12000000
11.	Nekkanti Sea Foods Ltd Flat No. 1, Jayaprada Apartments, Nowroji Road, Maharanipecta, Visakhapatnam- 530002	Nekkanti Sea Foods Limited, Ethakota Village, Ravulapalem Mandal, East Godavari	2440939
TIUSMP-Assistance for chilled fish handling centre			
1.	M/s Sashimi Foods Pvt Ltd, Plot No.178, 5th Main, Yeswanthapur Industrial suburb, Yeswanthapur, Bangalore- 22	Plot No.178,5th Main, Yeswanthapur Industrial suburb, Yeswanthapur, Bangalore- 22	1742878
TIUSMP-Assistance for pre processing centre			
1.	M/s Capital fish centre, Plot no.1305, GIDC Estate, Veraval-362269	Plot no.1305,GIDC Estate, Veraval	316125
2.	M/s Honest frozen foods Co Unit 2, Plot No.1404, G.I.D.C, Veraval- 362269, Gir-somnath, Gujarat	Plot no.1404,G.I.D.C estate, Veraval- 362269, Gujarat	401459
TDSVAP-Technology Development for Specific Value Added Products			
1.	M/s Sanchitha Marine Products Pvt Ltd,No.29, Ground floor, Central	Plot No M- 11,Taloja,MIDC Industrial	42360070

	facility building,A PMC fruit market, setor-19,Turbhe, Navi Mumbai-400705	Area,Panvel,Pin-410208, Maharashtra	
CCD-Assistance for Conveyance			
2.	M/s Seafoods Pvt Ltd,P-70/1,Michael Nagar,Kolkata-700133,West Bengal	Dakshin Balarampur (Shankarpur) P.O,Bodhra P.S,Ramnagar, Purba Medinipur, West Bengal 750000	750000

Financial Target and Achievement

(Rupees in lakh)

Processing Infrastructure and Value Addition		
2016-17		
Scheme	Financial Target	Financial Achievement
TIUSMP -Assistance for infrastructural Development for Value Addition	860	864.98
TIUSMP -Assistance for Fish Handling Centre	10.00	8.03
CCD -Assistance for Large cold storage	180.00	184.87
CCD -Assistance for Ice Plant	30.00	29.75
CCD -Assistance for Insulated Fish Boxes	5.00	1.25
Total	1085.00	1088.88
2017-18		
TIUSMP -Assistance for infrastructural Development for Value Addition	1200.00	1226.67
TIUSMP -Assistance for Process Automation and Packaging Scheme	100.00	98.35
TIUSMP -Assistance for Pre-Processing centre	4.00	4.90
TIUSMP -Assistance for Chilled Fish Handling Centre	20.00	29.47
TIUSMP -Assistance for Dry Fish Handling Centre	7.00	6.70
CCD -Assistance for Large cold storage	360.00	321.48
CCD -Assistance for conveyance	100.00	107.15
CCD -Assistance for Insulated Fish Boxes	8.00	8.17
Total	1799.00	1802.89

(Rupees in lakh)

Support for High End/Innovative Value Addition for Exports		
2018-19		
Scheme	Financial Target	Financial Achievement
TIUSMP -Assistance for infrastructural Development for value addition	1000.00	967.72
TIUSMP -Assistance to Process Automation & Packaging	70.00	104.90
TIUSMP -Assistance for Pre-Processing Centre	10.00	13.82
CCD -Assistance for Large cold storage	690.00	690.63
CCD -Assistance for Ice Plant	15.00	18.41
CCD -Assistance for conveyance	40.00	38.47
CCD -Assistance for Insulated Fish Boxes	5.00	4.32
TOTAL	1830	1838.27

(Rupees in lakh)

Support for High End/Innovative Value Addition for Exports		
2019-2020		
Scheme	Financial Target	Financial Achievement
TIUSMP- Assistance for Infrastructural Development for Value Addition	515	427.54
TIUSMP- Assistance for Process Automation and Packaging	46	36.42
CCD-Assistance for Large Cold Storage	585	445.38
TIUSMP-Assistance for chilled fish handling centre	51	17.42
TIUSMP-Assistance for pre processing centre	11	7.17
TDSVAP-Technology Development for Specific Value Added Products	500	423.60
CCD-Assistance for Conveyance	10	7.5
TOTAL	1718	1365.03

Chapter 13
(Under Section 4 (1) (b) (xiii) of RTI Act)

Particulars of Recipients of Concessions, permits or authorization granted by it.

http://e-mpeda.nic.in/registration/Rpt_Region_Wise_Exporters.aspx

Chapter -14
(Under Section 4 (1) (b) (xiv) of RTI Act)

14.1. Details in respect of the Information available to or held by it, reduced in an electronic form.

The Authority has a full-fledged Electronic Data Processing department. Most of the activities of the Authority have been computerized. The Authority has launched its Website at www.mpeda.com containing all information on fisheries connected activities.

Information available in Database is given below.

(a) Finance and Personnel

1. Budget /account wise Receipts and Expenditure
2. Location wise details of Regional/Divisional offices of the Board
3. Personnel information
4. Details on Leave/Salary of Officers and staff
5. Details on interest bearing loans availed
6. Details of IT returns

(b) Library

1. Catalogue of Books and Publications

(c) Publicity

1. Details of Subscribers of Boards publications

(d) EDP

IT equipments and its configurations: Location /category wise. Software packages have been developed and implemented in the following areas:-

- Trade Information Service
- World Import
- Prices in domestic and international markets
- Area and production
- Trade Directories: Exporters, Dealers, Auctioneers, Importers, Suppliers, Planters etc.
- Registration and licensing
- Pre-shipment sampling

- Analysis of analytical data of the Quality Evaluation Lab to assess the incidence of physical, chemical and microbial contaminants.
- Financial Accounting and Pay roll.
- Interest bearing loans like GPF, HBA etc.
- Personnel Information, leave accounting and income tax assessment.
- Library Cataloguing, circulation and control of external documents.
- Market Survey Analysis.
- Area and Production Surveys.
- Maintenance of subscriber addresses, monitoring of subscription expiry and mailing of periodical publications.
- Receipt and issue of consumables and maintenance of assets.

Chapter 15
(under Section 4 (1) (b) (xv) of RTI Act)

15.1. Particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

15.1.1.Types of facilities available.

S.No	Facility available	Nature of information	Working hrs.	
			AM	PM
1.	Reception-cum-Information counter	A Reception-cum-information counter is functioning at the entrance of the Office premises. The Receptionist is giving guidance to the visitors according to their requirement.	9.00	5.30
2.	Website	www.mpeda.gov.in		
3.	Library	A well equipped Library is functioning in the premises of HQrs at Kochi. However, the library is not open to public. With the special permission of the Authority, Exporters, students of Research Institutes, trainees etc. can have access to the books for reference.	9.00	6.30
4.	Publications	The Authority regularly publishes the following magazines. <ul style="list-style-type: none"> • MPEDA Newsletter • Exporters Directory-Digital CD. • Indian Seafood - 	9.00	5.30

		Product Catalogue. • Coffee Table Book. • Ornamental Fish Breeders/Traders Directory. etc.		
5.	Exhibitions, Seminars etc.	The Authority's participation in the Domestic and International Fairs, Exhibitions, Seminars and conferences helps in publicity of Indian Seafood besides propagating valuable Trade enquiry to the public. Broadcasting of programmes on Radio and TV enable the public to have access to fisheries related information. The Authority also organizes International Trade fairs/ Seminars in India for the benefit of the public in general and the Seafood Exporting fraternity in particular.	9.00	5.30
6.	Notice Board	Open to public in all offices of the Authority.		

15.1.2.Periodicals

Name of periodical	Language	Price (Rs.)
MPEDA Newsletter	English and Hindi	1000/-
MPEDA Annual Report	English and Hindi	--

All remittances must be made in favour of the "Secretary, MPEDA, Kochi-36" or else transfer the amount by RTGS/NEFT to the following account.

Name	The Marine Products Export Development Authority
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Name of the Bank	State Bank of India
Address	Panampilly Nagar, PB No.4255, SBI Avenue, Cochin -682 036.
Account No	57001256165
IFS Code	SBIN0070658

15.1.3.Authority's Publications (Other than periodicals)

Name of Publication	Language	Price (Rs.)
Exporters Directory- Digital CD	English	50.00
Indian Seafood - Product Catalogue	English	150.00
Coffee Table Book	English	900.00
Ornamental Fish Breeders/Traders Directory	English	25.00
Water Quality in the Ornamental Aquatic Industry	English	125.00
International Transport of Live Fish in the Ornamental Aquatic Industry	English	125.00
Live Food Cultures for the Ornamental Aquatic Industry	English	125.00
Bio-Security in the Ornamental Aquatic Industry	English	125.00
Living Jewels - A Handbook on Freshwater Ornamental Fish	English	150.00
Diseases in Brackishwater Aquaculture	English	100.00
Diseases of Cultured Shrimp and Prawn in India	English	100.00
Breeding, Seed Production & Farming of Mud Crab	English	50.00
Hatchery Seed Production & Farming of Cobia - Initiatives	English	50.00

15.2.Means, methods or facilities available to the public which are adopted by the department for dissemination of information.

The following are the means /methods or facilities available to the public which are adopted by the Authority for dissemination of information.

- Office Library
- Through News paper, Radio & TV

- Exhibition
- Notice Board
- System of issuing of copies of documents
- Printed Manuals Available
- Website of the Public Authority
- Scientist farmer interface
- Field research demonstrations

Chapter 16
(Under Section 4 (1) (b) (xvi) of RTI Act)

The names, designations and other particulars of the Public Information Officers

S.No.	Authority	Address
1	Nodal Officer	Dr. T R Gibinkumar, Dy. Director MPEDA, MPEDA House Building No.27/1162 PB No. 4272, Panampally Avenue, Panampally Nagar PO, Kochi- 682036, Kerala. Telephone: +91 484 2321722, 2311901 Fax + 91 484 2313361 E-mail : gibin@mpeda.gov.in
2	First Appellate Authority	Dr. Ram Mohan M.K., Joint Director - (QC) MPEDA, MPEDA House, Building No: 27/1162, P.B.No:4272, Panampilly Avenue, Panampilly Nagar PO, KOCHI-682 036, KERALA Telephone: +91 484 2316794, 2311901 E-mail: rmohan@mpeda.gov.in
3	Central Public Information Officer	Shri Sreejith P T Assistant Director (Regn) MPEDA, MPEDA House, Building No: 27/1162, P.B.No:4272, Panampilly Avenue, Panampilly Nagar PO, KOCHI-682 036, KERALA Telephone: +91 484 2310042, 2311901 E-mail : sreejith@mpeda.gov.in
4	Transparency Officer	Smt. Usha Singh, System Analyst MPEDA, MPEDA House, Building No: 27/1162, P.B.No:4272, Panampilly Avenue, Panampilly Nagar PO, KOCHI-682 036, KERALA

		Telephone: +91 484 2311901 E-mail: usha@mpeda.gov.in
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Chapter 17
(Under Section 4 (1) (b) (xvii) of RTI Act)

17.1. Such other information as may be prescribed

(a) Information related to procurement

The Authority resorts to open tender, e-tender, two bid system, Advertised tender enquiry, Global tender, etc. for procuring goods/services or works contract. The provisions of General financial rules, 2017 are strictly followed while making procurements. Procurement through GeM is made for all items available in GeM. In other cases, E-tendering is carried out. Advertisement in such cases should be given on Central Public procurement Portal of www.eprocure.gov.in and should also be published in the website of the Authority.

During the period 2018-19, 2019-20 & 2020-21 following works/procurement of services/goods exceeding the value of which Rs. 10 lakh were awarded to the contractors/suppliers.

Sl. No	Description of procurement	Mode of procurement	Name of supplier/Contractor	Unit rate Rs.	Total amount Rs.
1	Renovation of Library	e-tender	Oriental, Mumbai	NA	16,98,640
2	Renovation of Administrative building at Vallarpadam	e-tender	R. Saji Kumar	NA	15,35,652
3	Automatic ELISA Analyzer (8 nos)	e-tender in the e-procurement website	M/s. R-Biopharm Neugen Group	25,07,500	2,00,60,000
4	Purchase of LC-MSMS	e-tender/procurement	M/s Spincotech Pvt. Ltd, Chennai	2,07,50,044	2,07,50,044
5	Purchase of LC-MSMS (3 nos)	e-tender/procurement	M/s Spincotech Pvt. Ltd, Chennai	2,07,02,544	6,21,07,632
6	Renovation of Second floor office premises – Civil & interior works	e-tender	M/s Royal Decors		37,12,213
7	Renovation of second floor office premises – second floor MEP WORKS	e-tender	M/s Delta Projects	--	13,31,919/-
8	Microbiology lab –	e-tender	M/s Shivam	--	23,07,003/-

	Civil and interior works		Constructions		
9	Microbiology Lab – MEP works	e-tender	Esquare Interiors & Developers	--	12,10,035/-

17.2. RTI Applications

RTI applications were received by online during the period from February 2017 to December 2020.

Sl.No.	Name of RTI applicant	Date of receipt of application	Date of disposal	Remarks
1	Minu P	27/02/2017	08/03/2017	Information Provided
2	Karthik Ram Reddy R	12/03/2017	24/03/2017	Information Provided
3	Sreeja CA	15/06/2017	20/07/2017	Information Provided
4	Ranjan Pagolu	21/09/2017	17/10/2017	Information Provided
5	Sreeroopa S	13/10/2017	21/11/2017	Interim Reply Provided
6	Shaju S S	31/10/2017	21/11/2017	Partial Reply Provided
7	M Subramanyam	06/11/2017	24/11/2017	Information Provided
8	Sumesh Wilfred	26/11/2017	18/12/2017	Information Provided
9	KV Prasanna Kumar	06/12/2017	18/12/2017	Information Provided
10	N Venkateswara Rao	13/12/2017	20/12/2017	Information Provided
11	Debasis Shyamal	17/04/2017	24/05/2017	Information Provided
12	Shaik Dawood	16/06/2017	22/06/2017	Information Provided
13	Shaik Dawood	14/08/2017	17/08/2017	Information Provided
14	N Venkateswara Rao	03/01/2018	22/01/2018	Information Provided
15	Aneesh A	29/01/2018	06/02/2018	Information Provided
16	Jayraj P	27/02/2018	23/04/2018	Information Provided

17	KV Prasannakumar	24/03/2018	26/04/2018	Information Provided
18	KV Prasanna Kumar	02/04/2018	26/04/2018	Information Provided
19	Sh K Kumar	30/04/2018	13/08/2018	Information Provided
20	Vinay Kumar Bharati	03/05/2018	18/05/2018	Information Provided
21	Pranav Nandakumar	03/05/2018	14/06/2018	Information Provided
22	Prasannakumar KV	11/05/2018	20/07/2018	Information Provided
23	Nishanth KN	13/05/2018	08/06/2018	Information Provided
24	Prasannakumar KV	03/06/2018	31/07/2018	Information Provided
25	Prasannakumar KV	17/06/2018	11/07/2018	Information Provided
26	MohdKhajaMoinudin	09/07/2018	20/07/2018	Information Provided
27	Prasannakumar KV	13/07/2018	05/09/2018	Information Provided
28	KV Prasannakumar	14/07/2018	03/09/2018	Information Provided
29	ranjan pagolu	28/08/2018	06/12/2018	Request Rejected under Section 8(1)(j)
30	Pushpa Kumar	10/09/2018	06/12/2018	Request Rejected under Section 8(1)(d)
31	Ushar T P	13/09/2018	02/01/2019	Instructed to submit a representation to the Chairman
32	Kanumuri P	20/09/2018	03/01/2019	Information Provided
33	Nagaraju Chirra	17/12/2018	02/01/2019	Information Provided
34	Pushpa Kumar	10/09/2018	06/12/2018	Request Rejected under Section 8(1)(d)
35	Tara Shankar Krishna Sena	06/06/2018	11/06/2018	Information Provided
36	Naveen Kumar	09/01/2019	12/01/2019	Instructed to visit the Office and verify the documents

37	Navin Kumar	17/01/2019	22/01/2019	Instructed to visit the Office and verify the documents
38	Sanoj P Chandran	26/04/2019	04/06/2019	Information Provided
39	Dr Ashok Kumar	09/05/2019	16/05/2019	Rejected as the RTI Request was not clear
40	SohebKhan K Pathan	26/02/2019	15/03/2019	Information Provided
41	Shri Manik Sehgal	15.10.2019	14.11.2019	Information provided
42	Shri Ashwini Shrivastava	25.11.2019	28.11.2019	Information provided
43	Shri Shyamlal Yadav	13.03.2020	13.04.2020	Information provided
44	Shri Raghav Kanol	16.03.2020	10.06.2020	Information provided
45	Smt. K G Aparna	16.05.2020	09.06.2020	Information provided
46	Shri Sanu K	30.06.2020	20.07.2020	Information provided
47	Adv. Vijay Hans	08.07.2020	17.08.2020	Information provided
48	Shri Abhishek	20.06.2020	--	Request was not clear
49	Shri Dhiresh	20.08.2020	16.10.2020	
50	Shri Albin Albert C	02.11.2020	01.12.2020	Information provided
51	Shri Amit Kumar Singh	09.11.2020	26.11.2020	Information provided
52	Smt. A Baby	19.10.2020	02.02.2020	Information provided
53	Shri Vijayachandran nair	26.10.2020	04.12.2020	Information provided
54	Shri Manivel	05.12.2020	05.01.2020	Information provided
55	Shri Mohammed Baji	07.12.2020	07.01.2021	Information provided
56	Shri N Gupta	09.12.2020	05.01.2020	Information provided
57	Shri Rajesh K R	21.12.2020	19.01.2021	Information provided

The details of Offline RTI applications received are given below:

Sl No	Name of RTI applicant	Date of receipt of application	Date of disposal	Remarks
1	Reelu PC	2/1/2019	8/1/2019	Information provided
2	Ajay Thakur	12/10/2019	8/1/2019	Information provided
3	Navin Kumar	19/11/2018	9/1/2019	Information provided
4	Harpal Singh Rana	8/11/2018	18/1/2019	Information provided
5	Sna Bano	31/1/2019	4/2/2019	Information Provided
6	Durga Prasad Rath	28/2/2019	28/3/2019	Information provided
7	Durga Prasad Rath	28/2/2019	28/3/2019	Information Provided
8	Rajat Tripathy	28/2/2019	31/5/2019	Information Provided
9	Anooth	9/2/2019	13/3/2019	Information Provided
10	Sohebkhan K Pathn	26/2/2019	15/3/2019	Information provided
11	Nandakumar Pawar	30/01/2019	18/03/2019	Information Provided
12	Kochumoideen	20/03/2019	15/05/2019	Information Provided
13	Rajesab D. Shivana	22/03/2019	04/04/2019	Information Provided
14	Roshan Panigrahi	14/03/2019	12/04/2019	Information Provided
15	Mithir Ved	11/03/2019	12/04/2019	Information Provided
16	Athira T.P.	06/04/2019	18/04/2019	Information Provided
17	Bijay Krishna Das	18/04/2019	03/05/2019	Information Provided
18	Bijay Krishna Das	18/04/2019	03/05/2019	Information Provided
19	Uttam Yashwant Patil	01/05/2019	09/05/2019	Information Provided
20	Uttam Yashwant Patil	18/05/2019	16/07/2019	Information Provided
21	Arun Pandian	10/05/2019	04/06/2019	Information Provided

22	K.S. Sreenivas	16/04/2019	13/06/2019	Information Provided
23	Islam	28/06/2019	31/07/2019	Information Provided
24	Pinki Saini	20/06/2019	17/07/2019	Information Provided
25	M/s LG Seafoods	05.08.2019	--	Rejected
26	Shri Bhaskar Reddy	09.08.2019	20.08.2019	Information provided
27	Shri Athira T P	19.08.2019	18.09.2019	Information provided
28	Shri Md Shahid	22.08.2019	21.09.2019	Information provided
29	Smt. Mary Lila	16.09.2019	16.10.2019	Information provided
30	Shri Duraga Prasad Rath	04.11.2019	03.12.2019	Information provided
31	Shri K S Unnikrishnan	16.12.2019	14.01.2020	Information provided
32	Smt. A Baby	03.01.2020	29.01.2020	Information provided
32	Smt. A Baby	09.01.2020	05.02.2020	Information provided
33	Smt. A Baby	05.02.2020	19.03.2020	Information provided
34	Shri K S Unnikrishnan	14.02.2020	24.06.2020	Information provided
35	Shri Ajith kumar PV	28.02.2020	11.03.2020	Information provided
36	Shri Durga Prasad Rath	10.03.2020	05.05.2020	Information provided
37	Shri Waseem Firoz	25.05.2020	10.06.2020	Information provided
38	Shri Waseem Firoz	25.05.2020	10.06.2020	Information provided
39	Shri George Antony	09.06.2020	29.06.2020	Information provided
40	Smt. A Baby	15.07.2020	20.08.2020	Information provided
41	Smt. A Baby	21.08.2020	20.10.2020	Information provided
42	Smt. A Baby	07.09.2020	21.10.2020	Information provided
43	Shri Kishorebhai	07.08.2020	11.09.2020	Information provided
44	Smt. A Baby	10.09.2020	21.10.2020	Information

				provided
45	Shri Namasivayam	09.09.2020	01.12.2020	Information provided
46	Smt. A Baby	29.09.2020	21.10.2020	Information provided
47	Smt. A Baby	29.09.2020	21.10.2020	Information provided
48	Smt. A Baby	22.10.2020	19.11.2020	Information provided
49	Shri T T Viswambarab	27.10.2020	26.11.2020	Information provided
50	Shri Sagar Reddy	02.11.2020	04.12.2020	Information provided
51	Shri Likith N	02.11.2020	28.12.2020	Information provided
52	Shri Likith N	02.11.2020	28.12.2020	Information provided
53	Shri Likith N	02.11.2020	28.12.2020	Information provided
54	Shri Likith N	02.11.2020	28.12.2020	Information provided
55	Shri Likith N	02.11.2020	08.01.2021	Information provided
56	Shri Likith N	02.11.2020	08.01.2021	Information provided
57	Shri Likith N	02.11.2020	08.01.2021	Information provided
58	Shri Likith N	02.11.2020	08.01.2021	Information provided
59	Shri Thomas Biju	09.11.2020	19.01.2020	Information provided
60	Shri L L Sreejith Babu	01.12.2020	07.01.2021	Information provided
61	Shri A G Alfred	02.12.2020		Qn. Not clear
62	Shri C K Sreejith	31.12.2020	12.02.2021	Information provided
63	Shri Prajwal S	11.01.2021	01.02.2021	Information provided
64	Shri Prajwal Suvarna	11.01.2021	04.03.2021	Information provided
65	Shri Pulkit N Jain	18.01.2021	28.01.2021	Information provided
66	Smt. Asha Raymond	27.01.2021	09.02.2021	Information provided
67	Shri J Chandrasekharan	27.01.2021	24.02.2021	Information provided

68	Smt. T V Saraswathy	05.02.2021	04.03.2021	Information provided
69	Shri Namasivayam	09.02.2021	04.03.2021	Information provided
70	Shri Noushad M M	30.03.2021	03.05.2021	Information provided

17.3.CAG & PAC paras

S.No.	CAG para	Result of PAC discussion	Action Taken Report
1	N I L		
2			

17.2. Citizen's Charter

The Marine Products Export Development Authority (MPEDA) was established under the Marine Products Export Development Authority Act 1972 (No. 13 of 1972) by Government of India. The mandate of MPEDA is to develop the marine products industry with special reference to export under the control of the Government of India.

The Authority is functioning under the administrative control of Department of Commerce, Ministry of Commerce and Industry, Government of India. The Authority consists of 30 members including a Chairman, Director, 3 Members of Parliament, 5 members representing Central Ministries of Agriculture, Finance, Foreign Trade, Industry, Shipping and Transport and 20 other members to represent the Maritime States and other relevant fields as specified in MPEDA Rules, 1972. All the Members including Chairman are appointed by the Central Government.

Head office of MPEDA is located at Kochi in Kerala State and has 25 field offices, 4 QC Labs and 11 ELISA Laboratories across maritime states. MPEDA also has formed three Societies viz., Rajiv Gandhi Centre for Aquaculture (RGCA) for Research and Development, NETFISH for educating the fishers and fish workers, and National Centre for Sustainable Aquaculture (NaCSA) for promoting sustainable aquaculture. There are three trade promotion offices for MPEDA, one in New Delhi mainly to liaise with various Ministries of Govt. of India. The other two are in New York and Tokyo, the two important markets for Indian seafood. These offices liaise with importers, Govt. Agencies, Importers' Associations, etc and keep a close watch on various developments within the country as well as the adjoining countries that may have an impact on the seafood trade from India.

17.4.1.Our Mission

MPEDA is a unique organization under the Government of India having close coordination with all stakeholders in the entire value chain of seafood export. MPEDA regulates

the industry by registering Exporters, Processing Plants, Peeling sheds, Frozen Storages, Fishing Vessels and other entities under the MPEDA Act, 1972. The export oriented Aquaculture Farms and Hatcheries are also enrolled and allotted with Unique ID. The registered/enrolled entities are technically and financially assisted by MPEDA to meet the stringent parameters of traceability and quality prescribed by the importing markets such as European Union, USA and Japan. MPEDA coordinates with the governments of the importing countries for meeting their statutory requirements and facilitate export of seafood from India.

MPEDA acts as the Nodal agency of the Government of India for overall development of the marine products industry with special reference to export. The major stakeholders in the industry are Fishers, Aquaculture farmers, Hatchery owners, Processors, Exporters and workers in the industry. MPEDA is providing technical and financial assistance to the stakeholders apart from imparting technical training and awareness programs especially in implementation of HACCP and other quality aspects. MPEDA promotes value addition by capacity building exercises among the processing workers and awareness programs for exporters. Financial assistance is given for installing machinery for high end value addition.

The Authority is collecting data on fish sourced for export from the fishing harbours and validates Catch Certificate as per EC regulation 1005/2008. The ELISA Labs issue Pre Harvest Test (PHT) certificates to the enrolled Aquaculture Farms for their produce. Many other certificates facilitating export and market access such as DS 2031, ICCAT Swordfish Statistical Document, Country of Origin etc are also issued.

India is the third largest producer and fourth largest exporter of seafood. The seafood export has earned 7.08 Billion US \$ in 2017-18 against 1.89 Billion US \$ in 2007-08. The export is expected to breach 10 Billion US \$ in 2020. Meeting the quality and documentation standards prescribed by the importing countries such as Japan, European Union and USA is the challenge ahead. Establishing traceability of the product from the farm to fore is necessary to meet the expected standards. In case of products from sea it is necessary to identify the Fishing Vessel and the voyage in which the fish was caught. SPS-TBT notifications from the importing countries and restrictions such as Anti Dumping Duty, Countervailing Duty and temporary suspensions imposed on Indian seafood is another matter of concern. Issues related to bio security needs to be addressed.

To meet these challenges MPEDA is concentrating on Regulation, Traceability of Products, Quality Assurance, Brand Promotion, Value Addition, Market Access, Diversified Production, Infrastructure Development, Organized Farming and Market Intelligence.

17.4.2.Regulation:

MPEDA registration is mandatory for exporters of marine products to be registered under the MPEDA Act 1972. MPEDA registers exporters, processing units, handling centers, storage premises, ice plants, fishing vessels and conveyances used for carrying seafood for export.

MPEDA is also responsible for framing standards for registration of various entities falling under the MPEDA Act and Rules. In case of trade equality complaints against registered exporters or processors MPEDA conducts investigation and appropriate action is taken to prevent such occurrences in future. The registered entities are regularly inspected and monitored so that the prescribed standard is maintained in the entities. The erring entities are issued with show cause notices and in case of non compliance the registration is cancelled. The enrolled Farms and Hatcheries are also monitored and advised appropriately.

17.4.3.Traceability:

MPEDA has engaged Data Collectors in the Fishing harbours for collecting data on the species wise fish landing from each fishing vessel in order to ensure traceability of sea caught marine products. This data is integrated with the web portal for issuing Catch Certificates indicating the fishing vessel number and date of voyage as per the format prescribed by EU. Similarly the ELISA Labs of MPEDA are issuing Pre Harvest Test (PHT) Certificates to the Aquaculture farmers for their produce based on the sample taken from the farms enrolled with MPEDA. The Hatcheries are also enrolled by MPEDA in order to establish complete traceability. 62000 Aqua Farms have been enrolled till date. The flow chart of activities undertaken by MPEDA to establish traceability and ensure quality is self explanatory.

17.4.4.Quality Assurance:

MPEDA plays a pivotal role in upgrading the quality of seafood for export. MPEDA administrates the National Residue Control Plan (NRCP) with four modern laboratories set up with sophisticated instruments like LC MS MS, GCMS, HPLC, ICP, AES etc. All these laboratories have obtained NABL accreditation as per ISO 17025. MPEDA imparts training on HACCP principles. Indian shrimp consignments face the threat of rejection in the major markets due to presence of banned antibiotics or other banned substances such as Cadmium or Mercury. In order to educate the fishers to adopt hygienic fishing practices and ensure the quality of sea caught materials the NETFISH, a Society under MPEDA is conducting Awareness Campaigns in all maritime states regularly. Fishers and fish processing workers are trained in fish quality management and conservation of fish resources by sustainable fishing.

MPEDA is working closely with the State Governments and other agencies such as EIC, CAA, Department of Animal Husbandry, Dairying and Fisheries etc for tackling the issue. The major hurdle is lack of awareness among the farmers and availability of banned antibiotics in the market. MPEDA is regularly conducting Awareness campaigns among the farmers educating them about the ill effects of using antibiotics in the aquaculture. The testing levels have been intensified by MPEDA and EIC. Innovative measures are to be taken in this regard to eliminate the issue of antibiotics in aquaculture. The middlemen who procure the shrimp from farmers and supply to the processors also mix materials of various farms and thereby the traceability of the product is lost. In this way the shrimp produced in a farm with best manufacturing practices also

net mixed with the shrimp of a farm where antibiotics were used. EIC and MPEDA together play a vital role in regulating the Processors and Exporters. MPEDA has established 11 ELISA Labs for conducting proactive and mandatory tests. 4–four Aquaculture Labs are being established in the farming areas in Andhra Pradesh for the benefit of farmers for testing the soil, water, feed etc. 4 one Microbiology Lab is being set up in Kochi and another QC Lab is being set up in Gujarat.

17.4.5. Brand Promotion:

Indian seafood is showcased to the global market by participating in major international seafood trade fairs in Boston, Brussels, Japan, China, Middle East etc. International trade fairs namely India International Seafood Show and Aqua Aquaria India are organized in alternate years to exhibit our strength in seafood production and export.

17.4.6. Value Addition:

27,390 MT per day is the processing capacity of processing plants. Out of this, only 4,400 MT per day is used for high end value addition such as breaded and battered products which yield high level of profit. The contribution of value added products in the total export is only about 13%. The traditional exporters are vary of taking the rise of facing rejections in value added products as there is a perception that value added products especially ready to eat products are prone to quality based rejection. However, it is a fact that many developing nations have successfully exhibited their ability to produce value added products and export to the developed nations. New entrepreneurs should come forward to take up the challenge of value addition and increase the profitability of the sector. MPEDA has increased the quantum of assistance to the exporters for upgrading or setting up new processing plants for high end value addition. Training programs are organized for skill development in value addition and also under PMKVY are underway to up skill the workforce towards value addition. MPEDA is also providing assistance for market promotion and market access.

17.4.7. Market Access:

Trade enquiries and information from major markets are disseminated to the exporters. Trade delegations are organized to unexplored markets and discussions at government to government level and business to business level are facilitated. SPS-TBT issues and other market access issues such as CVD and ADD are appropriately taken up with the relevant authorities for resolving and ensuring access of Indian seafood. MPEDA coordinates with EIC for meeting the prescribed certification requirements on quality and facilitates necessary documentation/certification as prescribed by the importing countries and markets.

17.4.8. Diversified Production:

In order to diversify the export basket RGCA, the R&D wing of MPEDA is promoting export oriented production of Black Tiger, Scampi, Mud Crab, Tilapia, Sea bass etc. The technology for seed production and farming is popularized through demonstration farms and consultancy for setting up of Hatcheries. Aquatic Quarantine Facility (AQF) for facilitating import of *L.vanammei* shrimp brooders is operated. Brood Stock Multiplication Centre (BMC) of RGCA is catering to the need of Hatcheries for SPF Brooders. RGCA is offering consultancy services to the state governments for establishing Hatcheries, Nurseries and BMC.

17.4.9. Infrastructure Development:

Quality of the seafood whether wild caught or farmed, can be assured only when adequate infrastructure facilities are available to stock, transport, handle, process, pack and export. The fishing vessels with onboard hygienic handling and chilled storage facility, fish landing centres/harbours, chilled storages near fishing harbours/landing centres and refrigerated trucks to transport the fish from harbour to the plant are the basic requirements for ensuring the quality of sea caught fish.

Similarly, bio-secured hatcheries, Aquaculture Farms and chilled storages near aquaculture farms and Refrigerated trucks to transport the fish from farm to the plant are the basic requirements for ensuring the quality of farmed products. MPEDA has been involved in developing of model fishing harbour in a few states. The state governments are assisted by MPEDA in making the infrastructure development plans in the production sector. Hatcheries, Nurseries, Feed Mills, Bio Secured Farms, Processing Plants and Handling Facilities are required to be upgraded to ensure the quality of products.

17.4.10. Aquaculture Development and Organised farming:

Shrimp is the major seafood exported from India and is mainly sourced from the coastal aquaculture sector. Coastal aquaculture practices are sustainable and eco friendly, through the adoption of traditional extensive farming methods. MPEDA promotes sustainable aquaculture and cluster farming.

Cluster farming is being promoted by NaCSA, is a Society under MPEDA. Small aquaculture farmers are brought together and a farmer's society is formed. The Society is assisted by MPEDA with technical and financial assistance. The society is encouraged to adopt better management practices in aquaculture. NaCSA serves as a line between the primary aquaculture societies to build capacity among the small farmers to produce quality shrimps in a sustainable manner. The NaCSA has organized 800 Societies till now. This has to be replicated in all maritime states so that the entire export oriented aqua farms are linked with MPEDA and are closely assisted and monitored. The organized farming empowers the farmers with knowledge and thereby they make better products and earn better price.

17.4.11. Market Intelligence:

MPEDA plays a role in empowering the exporter as well as the farmer alike for benefiting from the Blue Revolution that is taking place. The export oriented production of aquaculture shrimp has been increasing consistently and has reached close to 700,000 tons in 2017- 18. In order to achieve the best price the farmers need to make direct sales to the processor. The Exporters also can benefit by direct linkages to the farms as they can customize the produce and harvest accordingly and pay comparatively less since the commission of middle level agent is eliminated. MPEDA disseminates market information to trade and takes up problems/issues of the industry with appropriate agencies. The view of Seafood export sector is compiled and projected on each SPS/TBT issue. MPEDA takes part along with DOC in the trade negotiations with importing countries and represent the seafood export sector in such forums for finding solution for quality and trade issues.

MPEDA has initiated a web portal “Fish exchange” for bringing the Farmers, Exporters and Importers together in a single platform for making the best deals in India Seafood. Other market information beneficial to the industry are published in monthly News Letter and circulated against subscription. The Shrimp prices are published in the farming areas in vernacular language News Papers. An e-app on MPEDA services is also being prepared for use by the stakeholders.

17.4.12. Capture Fisheries Development:

MPEDA provides assistance for fishery improvement measures and sustainability and certification programmes of fishery and associated value chain. Technology transfer for exploitation of Tuna and other deep sea resources are also being encouraged through capacity building exercises. Training is given for resource specific fishing with emphasis on conservation sustainability and eco-friendly methods. MPEDA validates catch certification for the export of sea caught items to the EU.

17.4.13. Publicity and Market Promotion:

MPEDA participates in international trade fairs in association with trade and organizing buyer seller meets and delegation of sales team for promotion of Indian marine products overseas. Major trade fairs such as in Brussels, Boston, Japan, and China are regularly attended along with exporters. MPEDA organize biennial India International Seafood Show and Aqua Aquaria India. MPEDA provides publicity to Indian marine products in niche seafood magazines/web sites. MPEDA brings out various publications on seafood sector.

17.4.14. Statistics:

MPEDA compiles export statistics and publish periodical reviews on export. MPEDA organizes Market Surveys to explore new markets/existing markets for value added products. MPEDA provides information required for policy intervention by Government of India in fishery and marine products export sector.

17.4.15.Complaints and Grievance:

A grievance cell is in operation in MPEDA. The Secretary and Deputy Director (Admn) are functioning as Chief Vigilance Officer and Vigilance Officer in MPEDA Head Office. Secretary attends to matters connected with all public complaints received including complaints on application received for registration, subsidy etc., in addition to his normal duties as Secretary.

17.4.16.Foreign Tours & Domestic Tours

The details of foreign tours undertaken by Chairman, MPEDA since 2018 are given below:

Nature of official tour	Places visited	Period	No. of people in the delegation
To attend the WTO NGR Cluster meeting – Fisheries subsidy	Geneva, Switzerland	24 /09/2018 to 28/09/2018	2
To attend the 12th meeting of India – EU Joint Working Group on SPS/TBT	Brussels, Belgium	17/01/2019 to 18/01/2019	4
To participate in Seafood Expo North America 2019	Boston, USA	17/03/2019 to 19/03/2019	3
To participate in Seafood Expo Global & Seafood Processing Global 2019	Brussels, Belgium	7/05/2019 to 9/05/2019	4

Sl.N o.	Country of Visit	Place of Visit	Period of Deputation	Purpose	MPEDA / DoF, MoFAH&D
1.	Belgium	Brussels	07 th – 09 th May 2019	Attending Seafood Expo Global & Seafood Processing Global 2019 and Meeting with DG SANTE and DG MARE	MPEDA
2.	Qingdao & Beijing	China	30 th October to 1 st November 2019	To lead trade delegation and to participate in China Fisheries and Seafood Expo 2019	MPEDA

ANNEXURE – I

(Mentioned in chapter 12)

ELIGIBLE VALUE ADDED PRODUCTS FOR AVAILING FINANCIAL ASSISTANCE

I (a). SHRIMP PRODUCTS:

1. AFD shrimp, AFD powder	6. IQF Stretched shrimp (<i>Nobashi</i>)
2. Breaded and battered Shrimp (Ebi fry)	7. IQF Sushi shrimp
3. IQF Blanched / cooked shrimp	8. IQF tray pack (1 kg max)
4. IQF butterfly/marinated shrimp	9. IQF Shrimps (in consumer pack of max 2 kg)
5. IQF Skewered shrimp	10. Ready to eat shrimp products

I (b). CEPHALOPODS PRODUCTS:

1. Freeze dried products	4. IQF Skewers
2. IQF cooked tentacles, rings, strips, wings, tubes and fillets	5. IQF tray pack blanched/cooked (1 kg max)
3. IQF Marinated / Battered and breaded products	6. IQF Whole Cleaned blanched/cooked
	7. Ready to eat Cephalopod products

I (c). FISH PRODUCTS:

1. Battered and Breaded fish products in consumer packs of max 2 kg	5. IQF Fish steaks in consumer packs of max 2 kg
2. IQF breaded fish fillets	6. IQF Pre-cooked loins in consumer packs of max 2 kg
3. IQF Fish chunks in consumer packs of max 2 kg	7. Ready to eat fish products
4. IQF Fish loins in consumer packs of max 2 kg	

I (d). OTHER ITEMS:

1. Breaded Clams / oyster / mussels	6. Pasteurized crab meat
2. IQF soft shell crab in consumer packs/ tray packs of max 2 kg	7. Retort pouched / canned seafood products
3. IQF Blanched /Cooked crab meat	8. Seafood dimsum
4. IQF blanched /cooked lobster products	9. Seafood dumpling
5. IQF cut crab in trays/pouch pack in consumer packs/ tray packs of max 2 kg	10. Surimi analogue products

I (e). OTHER FISHERY PHARMACEUTICAL / COSMETIC PRODUCTS:

1. Chitin / chitosan / glucosamine	4. Seaweed products such as Agar Agar,
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2. Fish collagen / gelatin / peptide 3. Omega -3 fatty acid	Carrageenan, Algin etc. 5. Squalene
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I (f). ANY OTHER READY TO EAT SEAFOOD PRODUCT:

1. Fish Protein Concentrates for human consumption 2. Fried bivalves / fish / shrimp 3. IQF Crab cakes /crab balls 4. IQF Extruded seafood products. 5. IQF Fish / Shrimp / Cephalopod cutlet 6. IQF Fish / Shrimp / Cephalopod Samosa / Gyoza/Pao 7. IQF Mixed seafood skewers 8. IQF Patties / nuggets 9. IQF seafood curry including Combo 10. IQF Seafood mix in tray pack 11. IQF seafood rolls	12. IQF Seafood salad 13. IQF Seafood sausage 14. IQF Seafood vegetable mix 15. IQF Stuffed crab 16. IQF Sushi items 17. Heat & eat seafood meal packs 18. Prawn Pulao / biriyani 19. Seafood instant soup 20. Shrimp / Fish/ Mussel / clam meat/ cephalopod pickle 21. Sous vide processed seafood 22. Squid wontons
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I (g).Fresh and Chilled F&FP specified in ITC HS code Chapter 0302, 0304, 0306, 0307, 0308

I (h).Live Fish items specified in ITC HS Code Chapter 0301, 0306, 0307, 0308

I (i).Dry Fish items specified in ITC HS code Chapter 0305, 0306,0307, 0308

OTHER CONDITIONS:

1. Any modification in the list of value added product above may be approved by the Committee consisting of Director (M), Joint Director (M), MPEDA, experts from CIFT and NIFPHATT/CUSAT

2. The contents of the seafood products shall not be less than 20% in all the aforesaid value added item except for surimi analogue products.

3. Packing specification for all products shall be 2 Kg or less except for;

a. AFD shrimp where minimum size of the pack can even be more than 2 Kg

b. Fish loins of single piece can even be more than 2Kg.

ANNEXURE - II

ELIGIBLE LIST OF MACHINERY AND EQUIPMENT –

TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS

(The machinery & equipments listed below shall be eligible for assistance only when proposed as a part of complete project for setting up of infrastructure for specific value added products)

Machinery and equipment for Value Addition for Shrimp, Cephalopods and Fish

<ul style="list-style-type: none">• Advanced packing equipments• Automatic or Mechanical Glazing/hardening unit• Automatic weighing system• Battering and breading line• Blanching/Cooking and cooling system• Boiler• Conveyor system	<ul style="list-style-type: none">• Deveining and gutting equipments• Filleting machine• Fryer line• IQF machinery and cooking line• Vacuum packing unit• Vibrator feeder
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Machinery and equipment for following Fish processing activities

<ul style="list-style-type: none">• Beheading• Electric Drying• Filleting• Flash/Snap/ Electric Frying• Gutting• Knobbing• Meat Separation• Mincing	<ul style="list-style-type: none">• Portioning• Press roller• Scaling• Shucking• Skinning• Sorting• Splitting• Steak cutting
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Machinery and equipment for AFD products

<ul style="list-style-type: none">• Air/water-cooled condensing unit• Booster pump• Camera sorting system• Chamber automation/Data acquisition system• Evaporative condenser	<ul style="list-style-type: none">• Evaporator with electrical defrosting unit• Freshness checker Page 32• Heat Exchanger• Two stage water ring vacuum Pump• Vapour absorbing machine
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Machinery and equipment for Surimi analogue products

<ul style="list-style-type: none">• Automatic cooking, cooling and drying line	<ul style="list-style-type: none">• Sharpening machine
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<ul style="list-style-type: none"> • CFS cut master • Colour coating / Flavour mixing machine • De-boning/de-skinning • Moulding machine 	<ul style="list-style-type: none"> • Silent cutter • Spiral filleting machine • Straight cut heading machine • Stuffing / filling machine • Vacuum cutter
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Machinery and equipment for Canned / Retort pouched seafood

<ul style="list-style-type: none"> • Can double seamer (automatic / semi-automatic) • Double jacketed kettle • Exhaust line • Over pressure retort / retort line /Automatic Retort with Accessories • Pasteurization line • Pouch filling machine • Pouch sealer • Pyrometer and software for online temperature recording • Thermocouples • Thawing System • Butchering Conveyor / Tables • Pre-Cooker with Trolleys and Trays • Cooling System • Fogging System 	<ul style="list-style-type: none"> • Skinning Conveyor / Tables • Loin making conveyor / Tables • Empty Can Depalletizer and Feeding Conveyor system with Accessories • Automatic Tuna Packing Machine with accessories • Weight checking conveyor • Liquid Sauce Filling System with conveyors and tanks • Automatic Can Seaming Machine (Multiple Heads) • Can Washing Machine • Can Loading System • Basket tilter • Can unloading System • Can Labelling Machine • Carton Strapping Machine • Waste Disposal System
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Machinery and equipment for production of Edible seaweed products such as Agar Agar, Carrageenan, Algin

<ul style="list-style-type: none"> • Blender • Boiler • Caustic Preparation Tank • Conveyer • Cutter and Screw Pump • Dryer • Granule Washing Tank • Grinder • Heat Exchanger • Hoist Crane 	<ul style="list-style-type: none"> • In Feed Elevator • Sap Collection, Mixing and Storage Tank • Separator (with collection tank & pump) • Spent liquor Storage Tank • Vibro shifter • Wash water Storage Tank • Washing / Inspection Conveyer • Whole plant soaking Vessel • Whole plant SRC cooking retort • Whole plant SRC washing vessel
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Machinery and equipment for Pharmaceuticals/ Cosmetic Products made out of fish/shell fish

<ul style="list-style-type: none"> • Acid Pump • Air compressor • Blender • Boiler • Centrifuge • Chilling Refrigeration Plant with accessories • Cooling Tower • Fluid Bed Dryer • FRP Reactor • FRP Storage Tank for Acid 	<ul style="list-style-type: none"> • Glass line reactor • Poly Propylene Pump • PP plate and Filter Press • Primary Pumps • Pulverizer • Scrubber • Storage Tank for caustic lye • Vacuum Pump • Vibro shifter • Weighing Balance Digital / Electronic.
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Machinery and equipment for the production of Chitin and chitosan

<ul style="list-style-type: none"> • Boiler 34 • Bucket Elevator • Centrifuge • Generator Set • Hot air blow dryer 	<ul style="list-style-type: none"> • Poly propylene reactors • Reverse Osmosis Plant (WTP) • Rotating Drum Dryer • Stainless steel reactors
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General Machinery and equipment and facilities – for the Scheme on Technology Development for specific value added products

<ul style="list-style-type: none"> • 3D food printer • Dicer • Flake / Tube / Slurry ice making machine exclusively for Value Added Product Machinery • Generator set • Heavy electrical works related to installation / operation of value added production machinery • Metal Detector • Processing tables made with food grade stainless steel • PUFF panel (for chill room/Cold storage/IQF product packing area) • Refrigeration equipment for operating chill room • Refrigeration equipment for operating IQF machine and cooking line • Robotic arms for automation • Screw press • Shrink wrapping machine/shrink tunnel • Silent Cutter 	<ul style="list-style-type: none"> • Skin wrapping machine • Grading machine • Fish cutting/filleting machines • Filth washing machine • Automated weighing / filling /packing machine • Crate washing machine • Conveyer system for storing and shipment of finished products • Starch / ingredient mixer • Thermoform machine • Tray making Machine • Vacuum aided chemical treatment machine • Video Jet Printer / Labeling machine • Washing machine for minced fish meat • Water purification system • X- ray scanner • Air conditioning system if required for the product processing/storing. • Machinery/Equipment for Effluent Treatment Plant (ETP)
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Note :- Accessories of the above machinery are also eligible

ANNEXURE – II A

Other additional components eligible under the Scheme for the production of Specific Value Added Products.

I. NEW UNITS : The Greenfield units that intend to engage in manufacturing and export of high end Value Added Marine Products as specified in the Annexure-I.

The civil works/machinery for the following components are also eligible for assistance other than the investment component for Value Addition machinery/infrastructure. However, the maximum assistance extended under the Scheme for Technology development for Specific Value Added Products shall be Rs.5 Crore per unit, and shall include the assistance extended to the following other components that are eligible under the Scheme. The scheme also provides for the applicants to avail maximum assistance of Rs. 5 Crore solely for value addition machinery / equipment.

a) Pre-processing centre - Assistance will be @ 50 % of the total admissible cost subject to a maximum of Rs. 30 lakh per processing establishment. Machinery /equipments will be calculated @ 50% of the admissible cost and civil cost as mentioned in the terms & conditions Sl.No.30.

b) Cold storage of maximum 500 MT for storing Value Added Products - Assistance @ 5000 per MT or 50 % of the total admissible cost subject to maximum of Rs. 25 lakh whichever is less. Civil cost will be calculated as mentioned in the terms & conditions Sl.No.30.

c) Conveyance (Insulated van / Reefer containers / Container trailers / Refrigerated trucks /Prime mover) - 2 conveyances per processing establishment. Assistance @ Rs. 20 lakh or 50 % of the total admissible cost whichever is less, per conveyance. The maximum assistance per processing establishment will be Rs. 40 lakh under this component for a maximum of 2 conveyances.

d) Insulated fish boxes - Assistance will be @ 50 % of the total admissible cost subject to a maximum of Rs. 5 lakh per processing establishment.

II. EXISTING UNITS : The Brownfield units that intend to engage in manufacturing and export of high end Value Added Marine Products as specified in the Annexure-I Civil works/machineries for the following components are also eligible for assistance other than the investment component for Value Addition machinery/infrastructure. For existing schemes also the maximum assistance extended under the Scheme for Technology development for Specific Value Added Products shall be Rs.5 Crore per unit, and shall include the assistance extended to the following other components that are eligible under the Scheme. The scheme also provides for the applicants to avail maximum assistance of Rs. 5 Crore solely for value addition machinery / equipment.

a) Cold storage of maximum 500 MT for storing value added products - Assistance @5000 per MT or 50 % of the total admissible cost subject to maximum of Rs.25 lakh whichever is less. Civil cost will be calculated as mentioned in the terms & conditions Sl.No.30.

b) Conveyance (Insulated van / Reefer containers / Container trailers / Refrigerated trucks/ Prime mover) - 2 conveyances per processing establishment. Assistance @ Rs. 20 lakh or 50 % of the total admissible cost whichever is less, per conveyance. The maximum assistance per processing establishment will be Rs. 40 lakh under this component for a maximum of 2 conveyances.

c) Insulated fish boxes - Assistance will be @ 50 % of the total admissible cost subject to a maximum of Rs. 5 lakh per processing establishment.

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d) Assistance for infrastructure modifications in seafood processing units to attain chain of custody/recognition of internationally acclaimed market certifications.- Assistance will be @ 50 per cent of the total admissible cost subject to a maximum of **Rs. 30** lakh per processing establishment. Machinery /equipments will be calculated @ 50% of the admissible cost and civil cost as mentioned in the terms & conditions Sl. No. 30.

List of Machinery and Equipment for Pre-Processing Centre for NEW UNITS

<ul style="list-style-type: none"> • Flake/Tube / Slurry ice making machine • Pre-Processing tables made with food grade stainless steel • Foot rests made with stainless steel 	<ul style="list-style-type: none"> • Peeling machines • Refrigeration equipment for operating chill room
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List of machinery and equipment for Large Cold Storage

<ul style="list-style-type: none"> • Compressor • Motors • Cooling towers • Evaporative condenser / shell and tube condenser • Receiver • Evaporator • Valves • Driers / liquid separator 	<ul style="list-style-type: none"> • Pipelines with gauges and insulation • Ducts with blowers • Pre-fabricated PUF panels • Cold storage door • Racks / metallic frames • Pallets for stacking • Battery operated pallet jacks • Data logger • Temperature gauges
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List of machinery and equipment for Conveyance

<ul style="list-style-type: none"> • Chassis of a Van / Truck • Insulated Van / Truck • Refrigerated Truck • Reefer Container 	<ul style="list-style-type: none"> • Container Trailer • Prime Mover • Refrigeration Unit
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Machinery for infrastructure modifications in seafood processing units to attain chain of custody/recognition of internationally acclaimed market certifications.

ANNEXURE – III

List of Machinery and Equipment for Chilled Fish Export Handling Centre

- Chill room and Refrigeration equipment for operating Chill room
- Electronic / Digital Weighing Machine
- Fish Cutting and filleting Equipments
- Flake/Tube / Slurry Ice Making machine
- Generator Set
- Hydraulic Hand Trolleys
- Modified atmosphere packaging system/Other packing machines
- Pre processing / Processing /Packing table (with food grade stainless steel)
- Water Purification System
- Packaging systems
- Metal detector
- Insulated Truck – 1 Nos (Max. Rs. 10.00 lakh)
- Insulated Fish Box (Max. Rs. 1.00 lakh)

ANNEXURE – IV

List of Machinery and Equipment for Live Fish Export Handling Centre

- Aerator
- Air Blowers
- Biological, Chemical and physical filter
- Compressor
- Generator Set
- Microscope
- Motors and pump set
- Netting for Tanks
- Oxygen cylinder
- Packing Machine
- pH meter
- Refracto meter
- Regulator
- Thermometer
- Hydraulic Hand Trolleys
- Recirculation system
- Effluent treatment system;
- Packing table
- Packaging systems
- Live transportation Equipments (excluding conveyance)
- Water Purification System
- Insulated Truck – 1 Nos (Max. Rs. 7.50 lakh)
- Insulated Fish Box (Max. Rs. 1.00 lakh)

ANNEXURE – V

List of Machinery and Equipment for Dry Fish Export Handling Centre

- Chill room and Refrigeration equipment for operating Chill room
- Dehumidifier
- Electronic / Digital Weighing Machine
- Flake/Tube / Slurry Ice Making machine
- Generator Set
- Mechanical drier
- Roller press
- Smoking / Drier chamber
- Hydraulic Hand Trolleys
- Solar/ LPG Drier / Electric / Appropriate Technology based drier
- Vacuum packing machine/other packing machines
- Water Purification system
- Pre processing / Processing /Packing table (with food grade stainless steel)
- Effluent treatment system
- Rack system for sun drying
- Insulated Truck – 1 Nos (Max. Rs. 7.50 lakh)
- Insulated Fish Box (Max. Rs. 1.00 lakh)

ANNEXURE- VI

Documents to be submitted by the applicant along with Application for Advance Approval

S.No.	Particulars
1	Details of the Applicant, including incorporation documents (including details of current partners/directors) and certificate of registration with the requisite authority, PAN and Aadhaar Details.
2	In case of partnership firm, resolution appointing authorized signatory along with authorized signatory details may be given in company letter head endorsed by other partners Or In case of Ltd Company, Board Resolution authorizing one of the Directors to sign all documents.
3	Abstract of estimate from Chartered Engineer for Civil Works / Other items/ Electrical& Plumbing
4	Self attested Copies of all Quotations for Machinery /Equipments proposed to be installed, signed by Authorized Person.
5	Layout highlighting the proposed project
6	(a) Declaration as per Form: TDSV/HC-A to be submitted in case of new units Or (b) For applicants eligible as per Clause III of Eligibility Criteria of the Scheme Form TDSV/HC-B .
7	The applicants eligible as per Clause III of Eligibility Criteria of the Scheme shall also produce original of :- (a) extension of Bond (b) extension of Bank Guarantee (c) Undertaking regarding carryover of pending export obligation under the TUSMP/TIUSMP scheme

Note:- Copies of any other documents as demanded by MPEDA has to be provided by the applicant.

ANNEXURE- VII
Documents to be uploaded along with final application

1. Certified copy of Sale/Title Deed in English (In case of Sale Deed in Vernacular Language, Notarized English Translation).
 2. Possession certificate of the land from Local governing body or Latest tax receipt for the property issued by the Local Competent authority.
- (c) Latest Encumbrance Certificate to show no liability
- (d) In case of leased property, the Registered Lease Agreement.
- (e) In case of leased property, Joint undertaking executed by the owner and lessee including No Objection Certificate from the owner to undertake operations as perceived under the Scheme during the Bank Guarantee Period.
- (f) Copy of MPEDA registration certificate issued to Processing unit, PPC, storage premises, Chilled/Live/Dried fish handling centre and conveyance (if applicable).
- (g) Local body approval for construction.
- (h) Local body approved layout.
- (i) Copy of MPEDA registration certificate as a Manufacturer exporter.
- (j) In case of ornamental fish export units, copy of the MPEDA registration certificate as a Merchant exporters of ornamental fish.
- (k) Copy of EIC approval letter for exporting to EU countries. In case of Dry fish / Live fish handling centers and units that produce non animal origin products/Pharmaceutical/Nutraceutical products EIC approval for the unit is not mandatory.
- (l) Room Wise /Area wise detailed civil work cost **specifying DSR rate codes** and completion cum valuation certificate from Chartered Engineer in original as per the format given in **ANNEXURE- X & X (A)**.
- (m) CA certificate on expenditure incurred on civil work, plant and machinery as per the format given in **ANNEXURE – VIII & VIII A**.
- (n) Self – Attested Copies of invoice.
- (o) In the case of imported machinery-Bill of entry, Bill of lading, Customs certified invoice, Bank debit/remittance advice (with equivalent rate/amount of foreign currency in INR).
- (p) Copy of bank statement highlighting the name of the supplier & invoice Number against each payment.
- (q) In case of conveyance, a copy of RC book, Tax token, certificate of insurance, permit for transportation to be submitted.
- (r) Cash receipts if paid by cash up to Rs-50,000/-
- (s) Power of Attorney to Authorized Signatory executed in Non Judicial stamp paper of at least Rs.500.
- (t) In case of Limited Company, Board Resolution authorizing one of the Directors to sign all documents related to Financial assistance Scheme of MPEDA attested by the Company Secretary shall be submitted.

NB: Copies of any other documents as demanded by the MPEDA has to be provided by applicant

ANNEXURE- VIII

FORMAT OF CERTIFICATE BY CHARTERED ACCOUNTANT ON THE TOTAL PROJECT COST

We have verified the books of account and other relevant records maintained by M/s.....(name & address of the unit).....and certify that the capital expenditure of Rs..... (Rupees only) incurred by the unit from to towards the **Civil Works , plant and machinery** intended to produce and export Value Added Marine Products as detailed hereunder / attached as Annexure.

Signature:

Name:

Designation:

Membership No:

Seal

Place:

ANNEXURE- VIII-A

STATEMENT OF EXPENDITURE

S.No.	Name of the supplier	Description of work / item	Invoice no.	Date of invoice	Total amount paid	
					Foreign Currency	Equivalent Indian Rupees

Signature:

Name:

Designation:

Membership No:

Seal

Place:

Date

Annexure- IX

CHARTERED ENGINEER'S ROOM WISE / AREA WISE ESTIMATE

ROOM/ AREA/ ITEM – WISE ABSTRACT

Item of Work	Area/ Volume/ Unit	Rate	Amount

Signature:

Name:

Designation:

Membership No:

Seal

Place:

Date:

Note :Room wise Areas estimate for facilities such as IQF hall, PPC, ETP, Cold storage if any applicable as per the scheme to be mentioned.

ANNEXURE- X

CHARTERED ENGINEER'S VALUATION CUM COMPLETION CERTIFICATE

1	Name of the applicant :	
2	Location with survey no:	
3	Total cost of civil construction:	
4	Year of construction:	
5	Whether new construction/addition	
6	Date of Inspection and valuation	
7	Any other details	

ROOM/ AREA/ ITEM – WISE ABSTRACT

Item of Work	Area/ Volume/ Unit	Rate	Amount

Detailed room/ area/ item – wise statement with DSR Rate code from Chartered Engineer to be Annexed

Signature:

Name:

Designation:

Membership Number:

Seal

Place:

Date:

Note :Room wise Abstract such as IQF hall, PPC, ETP, Cold storage if any applicable as per the scheme to be mentioned.

ANNEXURE- X- A

**CHARTERED ENGINEER'S DETAILED ROOM WISE / AREA WISE / ITEM WISE
STATEMENT**

Item of Work	DSR Rate code	Measurement			Total Area/ Volume	Rate	Amount
		Length	Breadth	Height/ depth			

Signature:

Name:

Designation:

Membership Number:

Seal

Place:

Date:

Note :Room wise-Area details for facilities such as IQF hall, PPC, ETP, Cold storage if any applicable as per the scheme to be mentioned.

ANNEXURE- XI

FORMAT OF BOND

(To be executed by the Beneficiary in non – Judicial Stamp Paper of at least Rs. 500/-)

(*) **Strike off whichever not applicable**

1. KNOW ALL MEN BY THESE PRESENTS THAT I/We the _____, incorporated under the _____ Act, having Aadhar / incorporation No: _____, and having registered address at _____ (hereinafter called the “Beneficiary” which term shall include permitted assigns and successors”) are held and firmly bound to the Marine Products Export Development Authority, Ministry of Commerce and Industry, MPEDA House, 27/1162, P.B.No:4272, Panampilly Avenue, Panampilly Nagar, Kochi, Kerala 682036 (hereinafter referred to as the “Authority”) in the sum of Rs. _____ (Rupees _____ only) with interest therein at the current lending rate of State Bank of India per annum, well and truly to be paid to the Authority on demand and without demur, for which payment we bind ourselves and our successors and assigns by these present
2. WHEREAS, the Beneficiary seeks to apply for financial assistance under the _____ Scheme issued by the Authority on _____ (hereinafter referred to as the “Scheme”) to the tune of Rs. _____ (Rupees _____ Only); the Beneficiary has agreed to execute this bond in advance, in favour of the Authority for entire amount of financial assistance of Rs. _____ (Rupees _____ Only) as requested in amount or any other amount approved/sanctioned by the Authority. The Beneficiary is willingly executing this bond of proposed amount with the stipulation that Beneficiary will be bound up to this amount or by the actual amount approved/sanctioned by the Authority, whichever is less. The Beneficiary is also willing to accept all terms and conditions of the Scheme and the “Advance Approval” without demur.
3. Now the condition of the above written obligation is such that if the Beneficiary duly fulfils and comply with all the conditions mentioned in the Scheme and has provided true and accurate details for obtaining the Advance Approval, in which event, after the expiry of the export obligation period, this written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue, which means till the fulfilment of export obligation.
4. The Beneficiary agrees and undertakes to surrender/pay to the Authority the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use of the property/building/machineries/immovable or movable assets/or other assets created/acquired/constructed from the financial assistance issued by the Authority. The decision of the Chairman, MPEDA shall be final and binding on the Beneficiary, in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Authority.

5.The Beneficiary shall (a) abide by the Scheme including without limitation the Export Obligation and the terms and conditions for obtaining Advance Approval; not divert the financial assistance or entrust execution of the Scheme or Export Obligation to other institution (s) or organization(s); and (c) abide by any other conditions specified by the Authority from time to time. In the case of Beneficiary already so under the TUSMP/TIUSMP Schemes, upon sanction of financial assistance under the current Scheme, the Beneficiary shall continue the Export Obligation under the TUSMP/TIUSMP Scheme along with the Export Obligation under the current scheme simultaneously; for avoidance of doubt, the Export Obligation under the TUSMP/TIUSMP Schemes and the current scheme shall be deemed at all times to run concurrently and not consecutively. In the events of the Beneficiary failing to comply with these conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the Authority, the entire financial assistance issued at the current prevailing lending rates per annum. The stamp duty for this bond shall be borne by the Beneficiary.

6.AND THESE PRESENTS ALSO WITNESS THAT:

- (i) The decision of the Authority on the question whether there has been breach or violation of any of the terms and conditions mentioned in the Scheme and Approval letter shall be final and binding on the Beneficiary; and
- (ii) The Beneficiary shall bear the stamp duty payable on these presents.
- (iii) In witness whereof these presents have been executed on this the _____ day of _____, 20____.

Signed for an on behalf of
Signature of the Beneficiary
Full Details of the Beneficiary:

(in the presence of) Witness name, address and signature

(i)
(ii)
(Sign)

Accepted for an on behalf of the Authority
Designation
Date
Name & Address

A

NNEXURE- XI-A

FORMAT OF EXTENSION OF BOND

(To be executed by the Beneficiary in non – Judicial Stamp Paper of at least Rs. 500/-)

(*) Strike off whichever not applicable)

1. KNOW ALL MEN BY THESE PRESENTS THAT I/We the _____, incorporated under the _____ Act, having Aadhar / incorporation No: _____, and having registered address at _____ (hereinafter called the “Beneficiary” or “We” which term shall include permitted assigns and successors”) are held and firmly bound to the Marine Products Export Development Authority, Ministry of Commerce and Industry, MPEDA House, 27/1162, P.B.No:4272, Panampilly Avenue, Panampilly Nagar, Kochi, Kerala 682036 (hereinafter referred to as the “Authority”) **by Bond dated[_____] in the sum of Rs. _____ (Rupees _____ only)** with interest therein at the current lending rate of State Bank of India per annum, well and truly to be paid to the Authority on demand and without demur, for which payment we have bound ourselves and our successors and assigns under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products.

2. As per the said Bond dated _____, the Bond is valid for a period of 10 years/5 years or on until fulfilment of our export obligation under the Scheme, whichever is earlier.

3. “We certify hereby that we seek to apply under the SUPPORT FOR HIGHEND/INNOVATIVE VALUE ADDITION FOR EXPORTS Scheme and obtain assistance for new machinery for which assistance is not received under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products.”

4. We certify that in order to reasonably allow the Authority to process our application under the Scheme which would assist us, the Beneficiary, in fulfilling its obligations under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products also, **We agree to extend our Bond obligationsthe Technology Upgradation Scheme for Marine Products/TechnologyInfrastructural Upgradation Scheme for Marine Products for an additional period ofthree (3) years commencing from the current date of expiry;** for avoidance of doubt, by extending the Bond obligations by three (3) years, the period of fulfilment of export obligation will be extended to 13 years/ 8 years calculated from the date of sanction of financial assistance under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products

5. We certify that, we fully understand the scope and reasons of our actions under this Bond.

6. We further certify and warrant that from the date of our application under the SUPPORT FOR HIGH END/INNOVATIVE VALUE ADDITION FOR EXPORTS Scheme until sanction/rejection of financial assistance under the current scheme, we will continue to be fulfil

the export obligations and abide by the terms and conditions under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products

7. Except as amended hereby with respect to time, all other terms and conditions of the Bond dated [...] under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products between us and the Authority shall continue to remain in full force and effect.

In witness whereof these presents have been executed on this the _____ day of _____, 20____.

Signed for an on behalf of
Signature of the Beneficiary
Full Details of the Beneficiary:

(in the presence of) Witness name, address and signature

(i)
(ii)
(Sign)

Accepted for an on behalf of the Authority
Designation
Date
Name & Address

ANNEXURE- XII

FORMAT OF BANK GUARANTEE

(To be executed on at least Rs.500/- stamp paper)

1. In consideration of the Marine Products Export Development Authority, Ministry of Commerce and Industry, MPEDA House, 27/1162, P.B.No:4272, Panampilly Avenue, Panampilly Nagar, Kochi, Kerala 682036 (hereinafter referred to as the “Authority”) having agreed to grant to _____, a Partnership/LLP/Company/Proprietorship, having registration No: _____ and registered address at _____ (hereinafter referred to as “Beneficiary”) financial assistance of Rs. _____ (Rupees _____ Only) under the _____ Scheme notified by MPEDA dated _____ and as may be amended from time to time (hereinafter referred to as “Scheme”) which Scheme inter alia stipulates production of a Bank guarantee for Rs. _____ (Rupees _____ only) calculated at 10% of the financial assistance given.

2. We _____ (insert the name and address of the Bank) being a Nationalized/Scheduled Bank under the Reserve Bank of India Act, 1932 (hereinafter referred to as the “Bank”) at the request of the Beneficiary do hereby unconditionally and irrevocably undertake to pay the Authority an amount not exceeding Rs. _____ (Rupees _____ Only) against any loss or damage caused to or suffered by the Authority by reason of any failure on the part of the said Beneficiary to perform any of the terms or conditions contained in the said Scheme including the Export Obligation mentioned in the ***Terms and Conditions Sl No. 90 (a) to(d)*** therein.

3. We, the Bank do hereby undertake to pay the amounts due and payable under this guarantee without any demur or protest, merely on a demand from the Authority stating that the amount claimed is due by way of loss or damage caused or suffered by the Authority by reason of breach by the Beneficiary of any of the terms or conditions of the Scheme. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under these presents.

4. We, the Bank, undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Beneficiary in any suit or proceeding pending before any court or Tribunal relating thereto and our liability under these presents being absolute and unequivocal.

5. We, the Bank, further agree that that the guarantee herein contained shall remain in full force and effect for a period of 7 years and/or that it shall continue to be enforceable until all the obligations of the Beneficiary under or by virtue of the said Scheme have been fully discharged to the satisfaction of the Authority and accordingly discharges this guarantee. We shall be discharged from all liability under this guarantee thereafter.

6. We, the Bank, further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder (i) to vary any of the terms and conditions of the said Scheme from time to time or (ii) to extend time of performance by the said Beneficiary from time to time or to postpone for any time or (iii) from time to time any of the powers exercisable by the Authority against the said Beneficiary and to forbear or enforce any of the terms and conditions relating to the said Scheme and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the Beneficiary for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Beneficiary or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. That, this shall be a continuing Bank Guarantee and shall not be discharged by any change in the constitution of the Beneficiary or of the Bank.

8. That, the guarantor will not revoke the guarantee without prior written consent of the Authority.

Dated the _____ day of _____ year _____ for

(indicate the name of the Bank)

Bank Seal:

Witness:

Note: This Bank Guarantee (BG) shall be filed for a minimum period of **seven years** with an undertaking to keep the BG alive for the entire period of Export Obligation. If the export obligation is fulfilled earlier, the bank guarantee will be released in full.

Bank Guarantee issued by a Nationalized/Scheduled Banks as per Reserve Bank of India Act, 1934, in favour of “Marine Products Export Development Authority” for 10% of the financial assistance sanctioned for a period of 7 years.

ANNEXURE- XII-A

FORMAT OF EXTENSION OF BANK GUARANTEE

(To be executed on Rs.500/- stamp paper)

(Seal of the Bank)

BANK GUARANTEE NO.

Date :

Subject: OUR BANK GUARANTEE No. _____ DATED _____
FAVOURING YOURSELVES ISSUED ON ACCOUNT OF M/s. _____
UNDER THE TECHNOLOGY UPGRADATION SCHEME FOR MARINE
PRODUCTS/TECHNOLOGY INFRASTRUCTURAL UPGRADATION SCHEME FOR
MARINE PRODUCTS – REG;

1. We hereby extent the validity of the captioned guarantee issued under the Technology Upgradation Scheme for Marine Products/Technology Infrastructural Upgradation Scheme for Marine Products (PLEASE TICK THE APPLICABLE SCHEME) for an additional period of three (3) years from the current date of expiry.
2. All other terms and conditions of the original Bank Guarantee remain unchanged and shall continue in full force and effect.
3. This amendment is an integral part of the above-referred guarantee and should be read with the original Bank Guarantee No. _____ issued on _____.

FOR (NAME OF THE BANK)

MANAGER

[PLACE]

[DATE]

(SEAL OF BANK WITH ADDRESS)

(Rs.500/- non judicial stamp paper)

**JOINT DECLARATION-CUM-UNDERTAKING
FORMAT OF BANK GUARANTEE**

1. “I/We, hereby certify that we have not obtained or applied or do not propose to obtain or avail any financial assistance/loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products /Chilled /Dried/Live fishery products in its manufacturing/processing/handling centres.

2. I/We, hereby further certify that I/we have not availed any financial assistance under this Scheme for the same purpose at the same location.”

3. I/We, further agree and undertake that in the event of it coming to light that our firm/company has obtained or availed any financial assistance/ loans at below 5% interest rate from financial institutions, either domestic or foreign/ soft loan from any other Government Agencies, Autonomous Bodies/State Government etc. for the same item of machinery/ equipment in question from any other sources, I / We shall refund to MPEDA the entire amount of financial assistance together with prevailing lending rate of interest charged by State Bank of India per annum for the Agreement period.

LESSEE

LESSOR (OWNER)

Signature:

Name & Designation:

Name of the Company:

Seal:

Place:

Date:

Witness:

Witness:

1. Signature
Name & Designation
Occupation
Address

1. Signature
Name & Designation
Occupation
Address

2. Signature
Name & Designation
Occupation
Address

2. Signature
Name & Designation
Occupation
Address

ANNEXURE –XIII-A

(Rs.500/- non judicial stamp paper)

JOINT DECLARATION-CUM-UNDERTAKING

1. I/we, hereby certify that we are currently beneficiaries under the TUSMP/Assistance to Value addition scheme (TIUSMP) since [insert date] for the products and/or machineries applied under the current (TDSVP) scheme.
2. I/we, hereby certify that we are eligible to apply under the current scheme as per Clause III of the Eligibility Criteria for financial assistance.
3. Except to the extent stated in point 1 above, I/we certify as follows:-
 - a. I/we have not obtained or applied or do not propose to obtain or avail any financial assistance/loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant.
 - b. I/we have not availed any financial assistance under this Scheme for the same purpose at the same location.
 - c. in the event of it is coming to light that our firm/company has obtained or availed any financial assistance/ loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant, for which financial assistance has been received from MPEDA, our firm/company shall refund to MPEDA the entire financial assistance availed under this Scheme together with prevailing lending rate of interest charged by the State Bank of India.

LESSEE

LESSOR (OWNER)

Signature:

Name & Designation:

Name of the Company:

Seal:

Place:

Date:

Witness:

1. Signature
Name & Designation
Occupation
Address

2. Signature
Name & Designation
Occupation
Address

Witness:

1. Signature
Name & Designation
Occupation
Address

2. Signature
Name & Designation
Occupation
Address

ANNEXURE –XIV

(RS. 500/- non judicial stamp paper)

**NO OBJECTION CERTIFICATE
(Issued by Owner)**

1. “I/We, hereby certify that we have not obtained or applied or do not propose to obtain or avail any financial assistance/loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products /Chilled /Dried/Live fishery products in its manufacturing/processing/handling centres.

2. I/We, hereby further certify that I/we have not availed any financial assistance under this Scheme for the same purpose at the same location.”

3. I/We have leased out our seafood processing plant /Land to M/s.....(Lessee) for a period ofw.e.f we are not having any objection to M/s.....(Lessee) for undertaking new construction/modification to the existing structure.

4. Also I/We have no objection for the said lessee to avail financial assistance under.....scheme of MPEDA for the said seafood processing plant/handling centres.

Signature:

Name & Designation:

Name of the Company:

Seal:

Place:

Date:

ANNEXURE –XIV-A
(RS. 500/- non judicial stamp paper)

NO OBJECTION CERTIFICATE
(Issued by Owner)

1. I/We have leased out our seafood processing plant /Land to M/s.....(Lessee) for a period ofw.e.f

2. I/we, hereby certify that Lessee is currently beneficiaries under the TUSMP/Assistance to Value addition scheme (TIUSMP) since [insert date] for the products and/or machineries applied under the current (TDSVP) scheme

3. I/we, hereby certify that we are eligible to apply under the current scheme as per Clause III of the Eligibility Criteria for financial assistance.

4. Except to the extent stated in point 2 above, I/we certify as follows:-

a) "I/We, hereby certify that we have not obtained or applied or do not propose to obtain or avail any financial assistance/loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products /Chilled /Dried/Live fishery products in its manufacturing/processing/handling centres.

b) I/We, hereby further certify that I/we have not availed any financial assistance under this Scheme for the same purpose at the same location."

5. I/We we are not having any objection to M/s.....(Lessee) for undertaking new construction/modification to the existing structure.

6. Also I/We have no objection for the said lessee to avail financial assistance under.....scheme of MPEDA for the said seafood processing plant/handling centres.

Signature:

Name & Designation:

Name of the Company:

Seal:

Place:

Date:

ANNEXURE –XV

RD/SRD

FORMAT OF VERIFICATION REPORT FOR ADVANCE APPROVAL UNDER THE SCHEME ‘TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS’

1	Sub-components applied for: with the main component “Technology Development for Specific Value Added Products” (Please strike off whichever is not applicable)	a) Processing machinery / equipment for value addition b) Pre-Processing Centre c) Cold Storage d) Conveyance (Insulated Van/Reefer containers/Container trailers/Prime mover/Refrigerated Truck) e) Insulated Fish Box f) Infrastructure modifications in seafood processing units to attain chain of custody/recognition of internationally acclaimed market certifications	
	Sl. No. 1 – Verified and found correct	Yes/No	
2	Whether existing unit /New unit	Existing/New Unit	
2a	If existing unit, capacity of existing unit in Metric Ton Per day)MT	
3	Name and address of the applicant		
3a	Sl. No. 3 – Verified and found correct	Yes/No	
4	Location & address of the unit/conveyance		
4a	Sl. No. 5 – Verified and found correct	Yes/No	
5	Date of application of advance approval		
6	Date of receipt of advance approval application at field office		
7	Proposed capacity Value added product	Value added product machineryMT/day
		Cold Storage (if applicable)MT

8	Details of MPEDA Registration Certificates (for existing unit	Certificate	Regn.No.	Date	Validity date
		Exporter			
		Processing Plant			
		Storage premises			
9	EU or non – EU approved unit (for existing units only)				
9a	EIC approval number with date & validity (for Existing units)				
10	Verified and found that the applicant is owner/lessee of the processing unit	Yes/No			
10a	If lease, whether period of lease covered as per the conditions of the operational guidelines.	Yes/No			
11	Details pertaining to Land/ Lease are found correct as per copies of documents submitted?	Yes/No			
14	If the unit has availed financial assistance under the old scheme the details to be given.	Scheme	Amount	Bond period	
14a	If availed assistance under TUSMP/Assistance to value addition Scheme (TIUSMP) the details of export obligation fulfilled by the unit/ beneficiary to be given	Scheme	Amount	Bond period	VAPs export
					Qty (MT) Value in Cr
15	Means of Finance	Own/Loan			
16	Whether all documents required for advance approval have submitted by the applicant & found correct? if not, details there of?	Yes/No			
18	Date of physical verification of the site.				
19	Expected time for completion of the plant				
20	Geotagged photographs of the site taken at the time of visit and submitted.	Yes/No			
21	Date of application fee received at field office (enclose copy of fee receipt)				

22	Any other information/ observation suggestions of RD/SRD	
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CERTIFICATE

I hereby certify that I have physically inspected the said proposed site / existing Processing unit of M/s.....on.....and verified the information furnished by the applicant and found correct.

The application and copies of all relevant documents are submitted by the applicant on.....(date) and are verified in accordance with the conditions stipulated as per the operational guidelines and found correct.

The details of machinery and equipment with intended use are prepared as per quotations. It is certified that machinery and equipments are figuring in the approved list of equipments which is essential for setting up of processing plant/ storage premises/conveyance.

The application is recommended for issuance of advance approval.

Name and Designation of the verifying officer

Signature

Countersigned by Head of Office RD/SRD

Signature

Place:

Date:

NB: The unit/site has to be verified by an officer not below the rank of Junior Technical officer

ANNEXURE –XVI

RD/SRD

FORMAT OF FINAL VERIFICATION REPORT FOR THE SCHEME **‘TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS’**

1	Sub-components applied along with the main component “Technology Development for Specific Value Added Products” (Please strike off whichever is not applicable)	a) Processing machinery / equipment for value addition b) Pre-Processing Centre c) Cold Storage d) Conveyance (Insulated Van/Reefer containers/Container trailers/Prime mover/Refrigerated Truck) e) Insulated Fish Box f) Infrastructure modifications in seafood processing units to attain chain of custody/recognition of internationally acclaimed market certifications.																				
2	Name and address of the applicant																					
2a	Sl. No. 2 - Verified and found correct	Yes/No																				
3	Location & address of the unit/Conveyance																					
3a	Sl. No. 3 - Verified and found correct	Yes/No																				
4	Date of Final application																					
5	Date of receipt of Final application at field office																					
6	Whether Existing Unit/New Unit																					
7	MPEDA Registration Number as an exporter (with Manufacturer status)	Registration No. Date: Validity:																				
8	EIC approval No. For exports to countries including EU with date & validity.																					
9	Details of MPEDA Registration Certificates.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Certificate</th><th style="width: 15%;">Registration No</th><th style="width: 15%;">Date</th><th style="width: 15%;">Validity</th></tr> <tr> <td>Processing Plant</td><td></td><td></td><td></td></tr> <tr> <td>Storage premises</td><td></td><td></td><td></td></tr> <tr> <td>Pre-processing centre (If applied)</td><td></td><td></td><td></td></tr> <tr> <td>Conveyance (If applied)</td><td></td><td></td><td></td></tr> </table>	Certificate	Registration No	Date	Validity	Processing Plant				Storage premises				Pre-processing centre (If applied)				Conveyance (If applied)			
Certificate	Registration No	Date	Validity																			
Processing Plant																						
Storage premises																						
Pre-processing centre (If applied)																						
Conveyance (If applied)																						

10	Date of issue of advance approval & Validity	
11	Date of Commissioning	
12	Whether all documents were submitted as per the scheme	Yes/No
13	The serial No, Make, Supplier and intended use of machinery / equipment installed has been verified physically with invoices/bills/vouchers etc. and the same were verified & found correct?	Yes/No
14	List of machinery with supplier, Invoice NO. & date, amount, Purpose etc were attached?	
15	Date of physical verification of the unit / storage / Conveyance	
16	Temperature of chill room(s) at the time of verification deg C
17	Capacity of flake/tube/chip ice machine(s) as assessed by APEMTPD
18	Capacity of water purification systemM3/hr
19	Capacity of Effluent Treatment PlantM3/hr
20	Make and capacity of Generator Set	
21	Production capacity per day in tons as per MPEDA Registration Certificate of the proposed value added machinery/ proposed unit, if applicable 1. IQF Raw 2. IQF Raw/Cooked	

	3. IQF Raw/Blanchedetc.					
22	Capacity of cold storage in MT and its dimensions (if applicable)MT				
		Room/Area	Length	Breadth	Height	Plinth Area (sq.m)
		Cold store				
		Ante Room etc.				
23	Temperature of proposed cold storage used for storing value added products at the time of verification (shall be -20 deg C or below) deg C				
24	RTO registration details of the proposed vehicle (if applicable) a. Registration number b. Chassis number c. Engine Number					
25	If the applicant is a beneficiary under the TUSMP/TIUSMP (Value addition scheme) have they fulfilled the export obligation and if not whether the reasons stated are verified					
26	Any other information observations/suggestions of RD/SRD					

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CERTIFICATE

I/We hereby certify that I / We have physically inspected the said premises/ Pre-Processing centre/processing plant / Storage Premises / Conveyance of M/s.....on.....and verified the information furnished by the applicant and found correct.

The copies of the Invoices/ documents submitted by the applicant are verified with original and the machineries/ equipments listed in the bills / invoices are physically verified with their supplier, make, model, Sl. No. etc. and found correct. Also the designated officer affixed the

stamp on the central portion of the original bill. The application is recommended for sanction and release of assistance.

Name and Designation of the verifying officer

Signature

Countersigned by Head of Office RD/SRD

Signature

Place:

Date:

NB: Final verification has to be conducted by an officer not below the rank of Assistant Director, MPEDA

ANNEXURE –XVII

RD/SRD

FORMAT OF VERIFICATION REPORT FOR ADVANCE APPROVAL UNDER THE SCHEME FOR “EXPORT HANDLING UNITS FOR LIVE/CHILLED/DRIED MARINE PRODUCTS”

1	Applied for : (Please strike off whichever is not applicable)	a) Assistance for Chilled Fish Export Handling Centre b) Assistance for Live Fish Export Handling Centre c) Assistance for Dry Fish Export Handling Centre
2	Name and address of the applicant	
	Sl. No. 2 - Verified and found correct	Yes/No
4	Location & address of the unit/conveyance	
	Sl. No. 4 - Verified and found correct	Yes/No
5	Date of application of advance approval	
6	Date of receipt of advance approval application at field office	
7	Whether Independent Unit or not	Yes/No
8	Any building in the site premises. If Yes details thereof	Yes/No
9	Verified and found that the applicant is owner/lessee of the processing unit.	Owner / Lessee
10	If lease, whether period of lease covered as per the conditions of the scheme	Yes/No. Lease Period from to....
11	Proposed production capacity in Metric Ton per day	
12	Means of Finance	Own/Loan
13	Whether all documents have submitted as per the scheme	Yes/No
14	Date of physical verification of the site.	
15	Expected time for completion of the plant	
16	Geotagged photographs of the site taken at the time of visit (to be attached)	Yest/No

17	Date of application fee received at field office (Enclosed copy of fee receipt)	
18	Any information/ observation/ suggestions of RD/SRD	

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CERTIFICATE

I hereby certify that I have physically inspected the said proposed Chilled Fish Export Handling/ Dry Fish Export Handling Centers / Live Fish Export Handling Centres of M/s.....on.....and verified the information furnished by the applicant and found correct.

The application and copies of all relevant documents are submitted by the applicant on.....(date) and are verified in accordance with the conditions stipulated as per the operational guidelines and found correct.

The details of machinery and equipment with intended use are prepared as per quotations. It is certified that machinery and equipments are figuring in the approved list of equipments which is essential for setting up of Chilled Fish Export Handling Centers / Dry Fish Export Handling Centers /Live Fish Export Handling Centres. The application is recommended for issuance of advance approval.

Name and Designation of the verifying officer

Signature

Countersigned by Head of Office RD/SRD

Signature

Place:

Date:

NB: The unit/site has to be verified by an officer not below the rank of Junior Technical officer

ANNEXURE –XVIII

RD/SRD

FORMAT OF FINAL VERIFICATION REPORT FOR EXPORT HANDLING UNITS FOR LIVE/CHILLED/DRIED MARINE PRODUCTS

1	Applied for : (Please strike off whichever is not applicable)	Assistance for Chilled Fish Export Handling Centre Assistance for Live Fish Export Handling Centre Assistance for Dry Fish Export Handling Centre			
2	Name and address of the applicant				
2a	Sl. No. 2 - Verified and found correct	Yes/No			
3	Location & address of the unit/conveyance				
3a	Sl. No. 3a - Verified and found correct	Yes/No			
4	Date of Final application				
5	Date of receipt of Final application at field office				
6	MPEDA Registration Number as an exporter	Exporter Certificate type: Registration No. Date: Validity:			
7	EU or Non –EU (EIC approval is not mandatory for Dry fish and Live Fish handling centre)				
8	EIC approval No. & date with validity. (EIC approval is not mandatory for Dry fish and Live Fish handling centre)				
9	Whether the facility is independent	Yes/No			
10	Details of MPEDA Registration Certificates.	Certificate	Registration No	Date	Validity date
		Chilled Fish Handling centre			
		Live Fish Handling centre			
		Dry Fish Handling			

		centre			
11	Date of issue of advance approval & validity				
12	Production capacityMT per day			
13	Date of commissioning				
14	Whether all documents were submitted as per the scheme				
15	The serial No, Make, Supplier and intended use of machinery / equipment installed has been verified physically with invoices/bills/vouchers etc. and the same was found correct?				
16	List of machinery with supplier, Invoice No. & date, amount, Purpose etc was attached?				
17	Whether geo-tagged photographs of the site /machineries have taken at the time of visit and submitted.				
18	Date of physical verification of the unit /Conveyance				
19	Temperature of chill room(s) at the time of verification (if applicable) deg C			
20	Capacity of flake/tube/chip ice machine(s) as assessed by APEMTPD			
21	Capacity of water purification systemM3/hr			
22	Capacity of Effluent Treatment PlantM3/hr			
23	Make and capacity of Generator Set				
24	Whether water and ice test report confirm the standards for usage in seafood industry.	Yes /No			
25	Any other information/ observations/suggestions of RD/SRD				

CERTIFICATE

I/We hereby certify that I / We have physically inspected the Chilled Fish Export Handling Centers /Dry Fish Export Handling Centers / Live Fish Export Handling Centres of M/s.....on.....and verified the information furnished by the applicant and found correct.

The copies of the Invoices/ documents submitted by the applicant are verified with original and the machineries/ equipments listed in the bills / invoices are physically verified with their supplier, make, model, Sl. No. etc. and found correct. Also the designated officer affixed the stamp on the central portion of the original bill. The application is recommended for sanction and release of assistance.

Name and Designation of the verifying officer

Signature

Countersigned by Head of Office RD/SRD

Signature

Place:

Date:

NB: The unit/site has to be verified by an officer not below the rank of Assistant Director, MPEDA

ANNEXURE –XIX

The Marine Products Export Development Authority
Ministry of Commerce & Industries, Govt. of India
Cochin – 682036

Ref No.

Date.

(Applicant Name with postal address)

Dear Sir,

Sub: Advance approval for availing financial assistance under **Technology Development for Specific Value Added Products*/ Chilled*/Dry*/Live*** Fish Export Handling Centre Scheme - reg.

This has reference to your application for advance approval dated.....

Advance approval is granted for availing financial assistance under the Technology Development for Specific Value Added Products*, Chilled*/Dry*/Live* Fish Export Handling Centre Scheme.

This approval will remain in force for one year w.e.f.....upto.....

However, this approval is not a commitment on the part of the MPEDA to disburse financial assistance, as the disbursement of the assistance will be subject to the recommendation of the Committee constituted to scrutinize the final application to be submitted by you and sanction of financial assistance by the Competent Authority.

Additional Conditions;

1. The applicant will be eligible for assistance only if the scheme is in operation at the time of considering the final claim.
2. The eligible value added products considered for production and export obligation based on your application are;

List of VAP:

The validity of advance approval can be extended based on the specific request for extension along with prescribed advance approval renewal fee shall be made at least three months before the expiry of this approval. The sole responsibility of renewal of the advance approval vested

with the beneficiary and this office in no way liable for any lapses from the part of beneficiary towards the same.

Yours faithfully

Signature :

Name :

Designation :

*strike out whichever is not applicable

NB: In case of export handling units, the concerned field office is entrusted to issue advance approval whereas in the case of Technology development for Specific value added products scheme advance approval has to be issued by respective RD/SRD to the beneficiary upon getting approval from Head office.

ANNEXURE –XX
The Marine Products Export Development Authority
Ministry of Commerce & Industries, Govt. of India
Cochin – 682036

RefNo.

Date.

(Applicant Name with postal address)

Dear Sir,

Sub: Extension of advance approval for availing financial assistance under Technology Development for Specific Value Added Products Scheme*/ Chilled*/Dry*/Live* Fish Export Handling Centre Scheme - reg.

Ref: 1. Your request letter for extension of advance approval

2. Original Advance approval letter No..... date.....

This has reference to your request letter No..... dt... on the captioned subject.

Your request has been considered and the period of advance approval granted to you has been now extended / not extended* (one year) up to, which is final. If failed to submit the final application on or before....., the application shall stands cancelled.

Yours faithfully

Signature:

Name:

Designation:

*strike out which is not applicable

NB: In case of Technology Development for Specific Value Added Products Scheme advance approval extension has to be issued by respective RD/SRD to the beneficiary upon getting approval from Head office and for other schemes depending on the genuineness of the case the concerned field office has to issue.

ANNEXURE –XXI

(Undertaking to be executed by the applicant on Non-Judicial stamp paper of at least Rs.500/-)

UNDERTAKING REGARDING CARRY OVER OF PENDING EXPORT OBLIGATION UNDER THE SCHEME (TUSMP/TIUSMP)

1. I, son of aged.....proprietor/partner/Director of.....(*name and address of the firm/company*)..... hereby declare that I/We are beneficiary under the TUSMP/Assistance to Value addition scheme (TIUSMP) since [*insert date*].
2. We have undertook to inform Marine Products Exports Development Authority of any assistance we may seek for the machinery already covered by the TUSMP/Assistance to Value addition scheme (TIUSMP) under the respective schemes.
3. I/We, have learnt that the Marine Products Exports Development Authority allows those beneficiaries who are otherwise unable to fulfill the export obligation under the TUSMP/Assistance to Value addition scheme (TIUSMP) to apply for the TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS SCHEME provided we specifically undertake to fulfill our export obligation in the manner stated in the said scheme.
4. I/We hereby state that I/we have not met the export obligation of **Rs.....Crore for ... 5/10 years RsCrore per year** to be fulfilled tillfor the financial assistance availed under the TUSMP/Assistance to Value addition scheme (TIUSMP) for the processing plant bearing MPEDA registration No.due to..... The pending export obligation under the above scheme as onis Rs.....Crore (Rs..Crore per year).
5. **Hence I /We in order to apply for the scheme on Technology Development for Specific Value added products (TDSVP) hereby undertake that our firm/Company shall fulfill the export obligation of applicable amount of Rs.....Crore for 10/5 years / Rs.Crore per year pending under the TUSMP/Assistance to Value addition scheme (TIUSMP) along with the export obligation to be fulfilled under the scheme “Technology Development for Specific Value added products” provided the financial assistance under the Technology Development for Specific Value added products are sanctioned to our firm.** This forms a part of the bond to be executed by the beneficiary under the Technology Development for Specific Value added products and the beneficiary is aware of the terms & conditions of the scheme.
6. I/we acknowledge that pending our application for sanction under the “Technology Development for Specific Value added products” Scheme, I/we shall continue our efforts to fulfill the export obligation under the TUSMP/Assistance to Value addition scheme (TIUSMP). For this purpose, I/we further agree to execute a fresh Bond and Bank guarantee extending our obligations under the TUSMP/TIUSMP scheme for an additional period of three (3) years from the stated date of expiry of the original Bond & Bank Guarantee so as to keep alive its validity.
7. If the application submitted for financial assistance under the scheme ‘Technology Development for Specific Value added products’ are not considered due to various reasons (including not meeting terms & conditions) under the scheme, the firm/Company Shall fulfill the pending export obligation as per the bond dated.....executed by us for the financial assistance of Rs.....availed under the TUSMP/ Assistance to Value addition scheme (TIUSMP) and the bond conditions shall be applied there upon by the beneficiary.

8. Further I/We abide to and submit ourselves to any penal condition imposed by MPEDA, in case of non-fulfilment of prescribed export obligation and not meeting the terms and conditions under the respective schemes.

Signature:

Name & Designation:

Name of the Company:

Seal:

Place:

Date:

ANNEXURE –XXII

(Undertaking to be executed by the applicant on non judicial stamp paper of at least Rs. 500/-)

UNDERTAKING REGARDING AWARENESS AND EXPORT OBLIGATION

I, son of aged.....proprietor/partner/Director of.....(*name and address of the firm/company*)..... hereby warrant, represent and covenant that our firm/company shall fulfill the export obligation of applicable amount ofCrore for 5 years/ Rs.....Crore every year over a period of 5 years as per the TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS / ASSISTANCE FOR CHILLED/LIVE/DRIED FISH EXPORT HANDLING CENTRE SCHEME failing which we are susceptible to such action taken by MPEDA under the Scheme, Tort, Equity or Law as it may deem fit.

Signature:

Name & Designation:

Name of the Company:

Seal:

Place:

Date:

FORMS

FORM: TDSV-A

TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS: ADVANCE APPROVAL APPLICATION

Beneficiary: Manufacturer Exporter

Financial Assistance: 50% of the total cost subject to a maximum of Rs.5 Cr

A	General Information		Date		
1	Whether the plant is registered with MPEDA?				
1a	If yes, specify the registration No. with validity				
2	Name of the applicant (in capital letters)				
3	Address of the applicant (in capital letters) with contact phone number, email etc.				
4	Location address with Survey number, Village, Taluk, District etc.				
5	Land Details		Own/leased		
6	If leased, lease period		From To		
B	SPECIFIC INFORMATION				
7	List out the Value added products you propose to manufacture		Select from list at Annexure - I		
8	List of Machinery				
Machinery Name name		Make	Supplier	Estimate cost	Intended use
Select from list at Annexure II/IIA					
9	Estimated cost of Civil work including ETP, WTP and Chill room				
10	Total estimated cost (Sl. No. 8 + 9)			Rs.	
11	Proposed production capacity of Value Added Products				
12	Anticipated date of commissioning				
13	Whether the Applicant is a beneficiary under the TUSMP/TIUSMP Schemes?			Yes/No	
14	Whether the Applicant has been able to fulfil and is currently fulfilling the export obligation under the TUSMP/TIUSMP Schemes?			Yes/No	
15	Reasons for non-fulfilment of export obligation under the TUSMP/TIUSMP Scheme.				
16	Application Fee Rs. 50,000/plus GST-(Online payment)				

I / We hereby certify that the particulars given in the application and papers appended thereto are true to the best of my /our knowledge and belief.

I/We do hereby undertake to provide whatever additional particulars if any called for by the MPEDA in connection with the application.

Name :

Designation:

Photo upload (self attested photograph of Authorized Signatory)

FORM: TDSV-F**TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED PRODUCTS:****FINAL APPLICATION**

A	GENERAL INFORMATION						Date
1	Date of Advance Approval and validity						
B	CAPITAL EXPENDITURE						
2	Cost of civil work for facilities created for production of value added items as per Chartered Engineer's Certificate						Rs.
3	Details of machinery installed in the unit and expenditure incurred as per Chartered Accountant Certificate.						
SNo.	Name of supplier	Invoice No	Date	Make & model No	Amount	Intended use	Remarks
4	TOTAL (Sl. No. 2+3)					Rs.	
5	Value added products proposed to fulfill the Export Obligation					Select from list at Annexure –I	
6	Bank account details (Branch name, Branch code, Account Number, IFSC)					Upload cancelled cheque leaf	

I / We hereby certify that the particulars given in the application and papers appended thereto are true to the best of my /our knowledge and belief.

I/We do hereby undertake to provide whatever additional particulars if any called for by the MPEDA in connection with this application.

Name :
Designation:

FORM: HC-A**FINANCIAL ASSISTANCE FOR CHILLED / LIVE/ DRY FISH EXPORT HANDLING
CENTRE****ADVANCE APPROVAL APPLICATION**

Beneficiary: New Entrepreneurs/ Existing Exporters

Financial Assistance:

50% of the total cost subject to a maximum of Rs.0.40Cr chilled fish

50% of the total cost subject to a maximum of Rs.0.27Cr for live fish

50% of the total cost subject to a maximum of Rs.0.36 Cr for dry fish

A	GENERAL INFORMATION			Date:	
1	Name of the applicant (in capital letters)				
2	Address of the applicant (in capital letters) with contact phone number, e- mail etc.				
3	Location address with Survey number, Village, Taluk, District etc.				
4	Land Details			Own/leased	
5	If leased, lease period			From – To	
B	SPECIFIC INFORMATION				
6	List of Machinery				
	Machinery Name	Make	Supplier Name	Estimate Cost	Intended Use
	Select from list at Annexure III/ IV/ V				
7	Estimated cost of Civil work including ETP, WTP and Chill room				
8	Total estimated cost (sl. No. 6+7)			Rs.	
9	Anticipated date of commissioning				
10	Application Fee Rs. 25,000/- plus GST for Chilled/Dry fish assistance schemes and for Live Application Fee is Rs-20,000/- plus GST			Name of bank Date of remittance	

I / We hereby certify that the particulars given in the application and papers appended thereto are true to the best of my /our knowledge and belief.

I/We do hereby undertake to provide whatever additional particulars if any called for by the MPEDA in connection with the application.

Name :
Designation:

Photo upload (self attested photograph of Authorized Signatory)

FORM: HC –F
FINANCIAL ASSISTANCE FOR CHILLED / LIVE/ DRY FISH EXPORT HANDLING
CENTRE

FINAL APPLICATION

A	GENERAL INFORMATION					Date ()	
1	Date of Advance Approval and validity						
B	CAPITAL EXPENDITURE						
2	Cost of civil work for facilities created for the construction as per Chartered Engineer's Certificate					Rs.	
3	Details of machinery installed in the unit and expenditure incurred as per Chartered Accountant Certificate.						
S.No.	Name of supplier	Invoice No	Date	Make & model	Amount	Intended use	Remarks
4	TOTAL (S1 No. 2+3)					Rs.	
5	Bank account details (Branch name, Branch code, Account Number, IFSC)					Upload cancelled cheque leaf	

I / We hereby certify that the particulars given in the application and papers appended thereto are true to the best of my /our knowledge and belief.

I/We do hereby undertake to provide whatever additional particulars if any called for by the MPEDA in connection with this application.

Name :
Designation:

Form: TDSV/HC- A

DECLARATION

(To be executed by the Applicant in non - Judicial Stamp Paper of at least Rs. 500/-)

"I/we, hereby certify that we have not obtained or applied or do not propose to obtain or avail any financial assistance/loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant.

I/We, hereby further certify that I/we have not availed any financial assistance under this Scheme
for the same purpose at the same location."

I/ We further agree and undertake that in the event of it is coming to light that our firm/company
has obtained or availed any financial assistance/ loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant, for which financial assistance has been received from MPEDA, our firm/company shall refund to MPEDA the entire financial assistance availed under this Scheme together with prevailing lending rate of interest charged by the State Bank of India.

Signature:

Name & Designation:

Name of the Firm/Company:

Seal:

Place:

Date:

Form: TDSV/HC-B

(To be signed only by those applicant who are currently beneficiaries under TUSMP/TIUSMP Schemes)

DECLARATION

(To be executed by the Applicant in non - Judicial Stamp Paper of at least Rs. 500/-)

- b. I/we, hereby certify that we are currently beneficiaries under the TUSMP/Assistance to Value addition scheme (TIUSMP) since [insert date] for the products and/or machineries applied under the current (TDSVP) scheme.
- c. I/we, hereby certify that we are eligible to apply under the current scheme as per Clause III of the Eligibility Criteria for financial assistance.
- d. Except to the extent stated in point 1 above, I/we certify as follows:-
 - a. I/we have not obtained or applied or do not propose to obtain or avail any financial assistance/loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant.
 - b. I/we have not availed any financial assistance under this Scheme for the same purpose at the same location.
 - c. in the event of it is coming to light that our firm/company has obtained or availed any financial assistance/ loans at below 5% interest rate from any financial institutions, either domestic or foreign or soft loan from any other government agencies, autonomous bodies, state government etc. for acquisition and installation of machinery and equipments for production of value added marine products in its manufacturing/processing/handling plant, for which financial assistance has been received from MPEDA, our firm/company shall refund to MPEDA the entire financial assistance availed under this Scheme together with prevailing lending rate of interest charged by the State Bank of India.

Place

Date

Signature:

Name & Designation:

Name of the Firm/Company:

Seal:

Place:

ANNEXURE –XXIII

STANDING INSTRUCTIONS

(Approved on 15.12.1979) – Corrected up to 14.12.2007

1. Short Title and Commencement:

The Marine Products Export Development Authority is empowered under Section 7(4) of the MPEDA ACT 1972 to appoint officers and employees as may be necessary for efficient performance of its functions and pay them such – salaries and allowances as it may determine from time to time, subject to Rules prescribed by the Central Government. The Central Government not having prescribed rules governing appointments, the following Standing Instructions are issued by the Authority and they shall have effect from date on which the same have been approved by the Authority.

2. Definitions:

- i) “ACT” “Rules” and “Regulations” means the MPEDA Act 1972 (13 of 1972). MPEDA Rules 1972 and MPEDA Regulations 1977 as amended from time to time.
- ii) “Authority” means the Marine Products Export Development Authority constituted under the Marine Products Export Development Authority Act (Act 13) of 1972.
- iii) “Authority’s employee” means a person regularly employed by the Authority.
- iv) “Departmental Candidate” means an Authority’s employee, being a candidate under consideration for promotion or an applicant for a post in the Authority.
- v) “Departmental Promotion Committee” means the Committee constituted by these Instructions.
- vi) “Feeder Category” means the posts from which promotions to a post are to be effected and included in Col. 12 of Schedule-I.
- vii) “Long years of service” means – a person having not less than 10 years of experience could be considered as having long years service provided he has served for not less than 5 years in the feeder category for the post for which he has applied.
- viii) “Middle level post” means supervisory posts as interpreted by the Departmental Promotion Committee/Selection Committee in each case.
- ix) “Pay” means the pay as defined under the Fundamental Rules and supplementary Rules applicable to employees of Central Government.
- x) “Selection Committee” means the Committee constituted by these instructions.
- xi) “Senior Supervisory Post” means posts having independent supervisory and

managerial powers as interpreted by the Departmental Promotion Committee/Selection Committee in each case.

xii) "Service" means service in the Authority.

3. These instructions shall apply to all recruitments in the service and promotions of Authority's employees effected after the date on which they have been approved by the Authority, provided that selections and promotions that have been finalized by the Selection Committee or the Departmental Promotion Committee prior to the date on which these instructions have been approved by the Authority, shall be given effect to on the basis of instructions issued by the Authority prior to this date.

4. a) Before making appointments or promotions to any vacancy in the service, the Executive Committee shall lay down in the form specified in Schedule – I of these instructions, the classifications, scale of pay, age, educational and other qualifications, the period of probation, extent of relaxation if any to be given to departmental candidates, the number of vacancies and the percentage of the total number of vacancies to be filled by promotion, direct recruitment, transfer or deputation.

b) The Recruitment Rules for a particular post shall become final on the date of their approval by the Executive Committee.

5. Disqualification

a) No person who has more than one wife living or who having a spouse living, marries in any case shall be eligible for appointment to any post and

b) No woman whose marriage is void by reason of her husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to any post.

Provided that the executive Committee, with the previous approval of the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of sub-rules (a) and (b) of this instruction.

6. Age

The maximum age prescribed for a post shall be specified in Col.7 of schedule I. This shall not apply in the case of promotion. Provided that the upper age limit may be relaxed by the Selection Committee in the case of candidates belonging to SC/ST communities, Ex-servicemen or other categories as per instructions issued by Central Government from time to time.

*Provided further that in the case of Authority's employees who apply for posts to be filled by direct recruitment, the prescribed age limit may be relaxed by a maximum of 10 years unless otherwise specified in the column 7 of the recruitment rule for the respective posts.

*Amended on Authority Meeting 14.12.2007

7. Qualifications

- a) The qualifications and experience required for each post shall be as specified in Col.8 of Schedule I.
- b) Requirements regarding educational qualifications shall apply only in the case of Direct Recruitments and in the case of promotions to a post; they shall apply if so specified in Col.9 of Schedule I applicable to such posts.
- c) In the case of Authority's employees who have put in long years of service and who have applied for posts to be filled by Direct Recruitment, the essential qualifications may be relaxed by the Executive Committee on the recommendation of the Selection Committee.
- d) In the case of promotion to posts which are reserved for employees belonging to the Scheduled Castes and Scheduled Tribes as provided in Instruction 13, the Executive Committee may, on the recommendations, of the Departmental Promotion Committee relax the requirement of experience provided in column 12 of schedule I to the maximum extent of one month per year of service completed by such employee in the feeder category for the post to which promotion is to be effected.

8. Method of Recruitment

- a) Col. 11 of Schedule I shall specify whether a post is to be filled by direct recruitment, promotion or transfer and the percentage of vacancies to be filled by each method.
 - b) Where several methods of recruitment are prescribed they shall be filled in the following order:
 - i) If 50% promotion and 50% direct recruitment have been prescribed, the first vacancy shall be filled by promotion and the next by direct recruitment.
 - ii) If 25% promotion and 75% direct recruitment have been prescribed, the first vacancy shall be filled by promotion and the next three by direct recruitment.
 - iii) If 20% promotion and 80% direct recruitment have been prescribed, the first vacancy shall be filled up by promotion and the next four by direct recruitment.
 - b) All vacancies in group "A" and "B" posts, which are to be filled by direct recruitment, shall be advertised on all- India basis and filled up from amongst the applicants.
 - c) All other vacancies shall be notified to the Regional Employment Exchange and also advertised in the locality where the vacancy occurs and filled up from amongst the applicants and from amongst persons sponsored by the Exchange(*).
 - d) Competitive tests and interviews may be conducted for selection of candidates, if so decided by the Selection Committee.
-

(*) Amended on 22.6.1981 "All Group C and group D posts other than technical posts, that are to be filled by direct recruitment may be filled from candidates sponsored by Employment Exchanges in the regions concerned and the posts need to be advertised only if the exchange could not sponsor suitable candidates".

- e) Where promotion is specified as a method of recruitment, the Departmental Promotion Committee may recommend suitable candidates for promotion from the feeder category for the post to which promotion is to be made, after considering the records of service and the results of departmental test, if such tests have been prescribed in col.12 of Schedule I of employees in the feeder category who are eligible to be considered for promotion.

**g) Where promotion is prescribed as a method of Recruitment, and where no suitable employee is eligible for promotion, the vacancy shall be filled by direct recruitment/or by deputation/or by transfer within the channel.

Provided that no employee shall be considered for promotion unless he has satisfactorily completed the period of probation in the feeder category and has passed the departmental tests wherever these are prescribed.

- h) Where posts are advertised, applicants shall be required to pay a fee along with their applications. The amount of fees to be charged shall be decided by the appointing authority who shall also decide the concessional fee to be charged to applicants belonging to SC/ST. Fees shall not be charged to applicants sponsored by the Employment Exchange or to Authority's employee.

9. Appointments:

- i) All appointments shall be made by the Chairman.
- ii) The Chairman shall have powers, in urgent cases and to meet exigencies of work, to make adhoc appointment to any vacancy up to a post of Joint Director without the selection being made by the Selection Committee or the DPC and such appointment shall be for a period not exceeding six months or till the appointment or promotion to such vacant post is made as per instruction 8, whichever is earlier.
- iii) The DPC/Selection Committee Reconstituted shall be as follows:*

Group A&B

- | | | |
|----------------------|---|----------|
| 1. Chairman MPEDA | - | Chairman |
| 2. Director MPEDA | - | Member |
| 3. Director(M) MPEDA | - | Member |
| 4. Secretary MPEDA | - | Member |

** Amended on 19.09.1983.

(*) Amended on 28.06.1994 and on 13.12.2003

5. An Officer of SC/ST at least one Grade above the post for which promotion/selection is considered from another Govt. Organisation, to be nominated by Chairman Member
6. An Officer from another Govt. Organisation not below the rank of Director to be nominated by Chairman Member

Group C

1. Director, MPEDA - Chairman
2. Director(M), MPEDA - Member
3. Secretary, MPEDA - Member
4. An Officer of SC/ST from another Govt. Organisation at least one grade above the post for which the promotion/selection is considered to be nominated by Chairman - Member
5. Head of concerned Division in MPEDA to be nominated by Chairman - Member

All DPC should also function as Selection Committee for the relevant Groups. The name of Secretary also included as Member of the DPC/Selection Committee in respect of Group A&B posts.

Group D

1. Secretary, MPEDA - Chairman
2. Head of the Section of MPEDA to be nominated by Chairman - Member
3. SC/ST Officer one grade above the post for which promotion/selection is considered to be nominated by the Chairman - Member
4. An Officer to be nominated by Chairman MPEDA from a University - Member

- iv) The Committee may co-opt one or more specialists to assist them but such co-opted persons shall only act in an advisory capacity.
- v) The above shall also function as Departmental Promotion Committee for promotions to the posts indicated against each committee.
- vi) Where the post of Director or Secretary is vacant, the Chairman shall nominate an officer of the Authority to be a member of the Selection Committee in the place of the Director or Secretary, as the case maybe.

10. Channels of Promotion

1. The following shall be the channels of promotions:

Channel-I	-	Administration
Channel – II	-	Regional Offices, Marketing Service, Development, Publicity and Statistics Channel
Channel –III	-	Quality Control & Inspection
Channel –IV	-	Aquaculture

The posts under each channel are given in Schedule II

2. For the purposes of implementation of these channels of promotion, options of individual employees concerned shall be obtained.
3. Employees presently working in the posts in the Pay Band PB-2, `9300-34800 plus Grade Pay `4200/- (`5000-150-8000 – pre-revised) shall be exercised their option to various channels within 60 days of completion of their probation in the post. Employees not so opting shall be placed in such channels as may be decided by the Executive Committee.
4. Options once exercised shall be final.

11. Period of Probation

Every employee of the Authority appointed to a post by direct recruitment or promotion shall be on probation in that post for a period of two years with effect from the date of his joining the post, provided that the appointing authority may, for reasons to be recorded in writing, extend the period of probation by a maximum period of one year.

12. Termination on completion of probation

- i) The appointing authority may terminate the service of an Authority's employee appointed to a post by direct recruitment or reverted an Authority's employee who has been promoted to a post to his permanent post, during or at the end of probation, if his work or conduct in that post has been found to be unsatisfactory.
- ii) If the services of an employee have been found to be unsatisfactory after the extended period of probation, the appointing authority may terminate the service of the employee.
- iii) If his work and conduct have been found to be satisfactory during the period of probation, the appointing authority shall confirm the employee.

13. Reservation of vacancies for SC/ST

Instructions issued from time to time by the Government of India regarding reservation of vacancies for persons belonging to Other Backward Communities, Scheduled Castes/Tribes, Ex-Servicemen, Persons With Disabilities (PWD) and other categories shall be observed by the appointing Authority.

14. Interpretation

- a) The Government rules applicable to Central Government servants shall apply wherever the above instructions are not aspecific.
- b) If any question of interpretation of these instructions arises, the decision of the Executive Committee shall befinal.

IMPORTANTDECISIONS

a. Mobility within thechannel

- (1) Chairman may transfer officers within channels periodically whenever found necessary in the interests of efficiency and exigencies ofwork.
- (2) Chairman may transfer officers outside the channels on working arrangement in the interest of efficiency and exigencies ofwork.

(Authority Meeting: 27.06.1985)

b. Amendments to RecruitmentRules

- (a) Amendments to Recruitments Rules relating to scale of pay, essential educational and other qualifications required and method of recruitment in respect of posts falling under Group – A and B shall continue to be approved by the Authority after being finalized by the Executive Committee. All other consequential changes in the Recruitment Rules would be decided at the level of theChairman.
- (b) Amendments to Recruitment Rules relating to scale of pay, essential educational and other qualifications required and method of recruitment in respect of posts falling under Group C and D shall be finally approved by the Executive Committee. All other consequential change in the Recruitment Rules would be decided at the level of the Secretary.

(Authority Meeting: 27.06.1985)