

समुद्री उत्पाद निर्यात विकास प्राधिकरण
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

The Marine Products Export Development Authority
(Ministry of Commerce & Industry, Govt. of India)



RTI Manual

**(Information under Section 4 (1) (b) of the Right to
Information Act 2005)**

UPDATED AS ON 23.09.2024

**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 upon 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. 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 - 2022-25

Sl. No.	Name & address	Contact No.	e-mail ID
1.	Shri D. V. Swamy, IAS Chairman, MPEDA MPEDA House Panampilly Nagar	0484 2310828	chairman@mpeda.gov.in

	Kochi – 682 036		
2.	Dr. Bharatiben Dhirubhai Shiyal Hon'ble Member of Parliament (Lok Sabha) Bungalow No.20, Janpath Road Opp. Dr. Bhimrao Ambedkar International Center New Delhi-110 001	Ph: 011 23384066 011 23382000	bdshiyal.mp@sansad.nic.in mpbhartishyal@gmail.com
3.	Smt. Geetha Vishwanath Vanga Hon'ble Member of Parliament (Lok Sabha) #102, Yamuna, MP's Flats Dr. B. D. Marg New Delhi - 110001		vgeetha@sansad.nic.in
4.	Ms. Neetu Kumari Prasad IAS Joint Secretary (Fisheries) Dept. of Fisheries Ministry of Fisheries, Animal Husbandry and Dairying Government of India, New Delhi - 110 001	Tel: (Off) 011– 23383781	jsfy@nic.in
5.	Dr C Vanlalramsanga Economic Adviser Director (Finance)- Vacant Department of Commerce, MOCI	011 23039450	vanlal@nic.in
6.	Dr. Uttam K. Sarkar Director, ICAR- National Bureau of Fish Genetic Resources, Canal Ring Road, P. O, Dilkusha Lucknow – 226 002	Phone: (0522) 2441735, 2440145 Fax: (0522) 2442403	director.nbfgr@icar.gov.in uksarkar1@gmail.com
7.	Shri Preet Pal Singh, IFS Joint Secretary Ministry of Food Processing Industries Room No: 213, Panchsheel Bhawan, August Kranti Marg, New Delhi - 110 049	Tel; 011 26492476	preetpal.singh@nic.in

8.	Shri Praveen Kumar Director EP (MP) Department of Commerce Ministry of Commerce & Industry Room No. 330, Vanijya Bhawan New Delhi - 110 011.	Tel: 011 23039600	Praveen.kumar2007@nic.in
9.	Dr. M. Karthikeyan Director MPEDA MPEDA House Panampilly Nagar Kochi – 682 036	0484 2310223	karthikeyan@mpeda.gov.in
10.	Shri. Manas Ranjan Mangaraj Hon'ble Member of Parliament (Rajya Sabha) Villa # 15, Trident Galaxy, Kalinganagar, Ghatikia, Bhubaneshwar - 751029		Manasmangaraj.mp@sansad.nic.in Manas_mangaraj@rediffmail.com
11.	Shri Ash Mohomad Deputy Director General Directorate General of Shipping Email ID amohd- dgs@nic.in Mobile No. 9619011035.		amohd-dgs@nic.in
12.	Shri K. Kanna Babu, IAS Commissioner of Fisheries Office of Commissioner of Fisheries, Bandar Road, Poranki, Vijayawada – 521 137, Andhra Pradesh	Phone :- 0866-2584553, 2584554,2584555	k.kannababu@gmail.com comfish-ap@ap.gov.in comfishap@gmail.com
13.	Shri K. M. Bhimjiyani, IAS Secretary Animal Husbandry, Cow Breeding, Fisheries & Cooperation, Govt. of Gujarat, Block No. 5, 2 nd Floor, Sardar Bhavan		seccpd@gujarat.gov.in secagri@gujarat.gov.in

	New Sachivalaya, Gandhinagar Gujarat- - 382 010		
	Shri. K. S. Srinivas, IAS Prl. Secretary (Fisheries) Department of Fisheries Government of Kerala Thiruvananthapuram – 695 001		prlsec.fisheries@kerala.gov.in prsecy.fisheries@gmail.com
15.	Dr. Atul Patne, IAS Commissioner of Fisheries Office of Commissioner of Fisheries Taraporevala Aquarium N.S. Road, Charni Road Mumbai - 400 002	Tel. (Off.) 022 – 22821622	commfishmaha@gmail.com
16.	Ms. Salma K. Fahim, IAS Secretary, Fisheries & Animal Husbandry, Dept. of Animal Husb. & Fisheries, Govt. of Karnataka, #405, IV Floor, Vikasa Soudha, Bengaluru - 560 001.	Ph: 080-22353977 080-22034109 080-22253734	prsahf@gmail.com prsahf@karnataka.gov.in
17.	Shri. Suresh Kumar Vashishth, IAS Commissioner /Secretary (Fisheries) Government of Odisha, 1 st Floor Red Building, Odisha Secretariat Sachivalaya Marg, Bhubaneswar Odisha - 751 001	Ph:0674 2536985	fardsec.od@nic.in
18.	Dr. K. S. Palanisamy, IAS Commissioner (Fisheries) Govt. of Tamil Nadu Integrated Office Complex for Animal Husbandry and Fisheries Department, Anna Salai, Nandanam, Chennai – 600 035	Tel: <u>044- 29510390</u> / 29510406/ 29510407	coffisheries@gmail.com

19.	Shri. Avanindra Singh, IAS Secretary (Fisheries), Department of Fisheries, Govt. of West Bengal IT Building (8 th Floor), Meen Bhavan, 31-GN Block Sector-V, Salt Lake, Kolkata-700091	Phone No. (Office):033 23570074.	avanindrasingh.ias@gmail.com
20.	Shri. A Nedunchezhiyan, IAS Secretary to Govt. (Fisheries & Tourism) Goubert Avenue, 5 Beach Road, White Town, Puducherry, 605001	Ph: +91-413- 2233243	Secyfy.pon@nic.in fish@py.gov.in
21.	Shri. Jagdish Fofandi National President Seafood Exporters Association of India (SEAI) Seafood House', Willingdon Island, Cochin – 682 003		seainationalpresident@gmail.com
	Shri. Arjun Deepak Gadre M/s. Gadre Marine Export Pvt. Ltd. Plot No. DP-1, MIDC, Mirjole Block, Ratnagiri, Maharashtra – 415 639	Tel. 02352 231601	arjun.gadre@gadremarine.com
23.	Shri. Rajarshi Banerji M/s. Razban Seafoods Pvt. Ltd. 770, Kalikapore, Kolkata – 700 099	Tel: (Off) 033 24260873	razban.seafood@gmail.com
24.	Shri. Alex Ninan M/s. Baby Marine International, Thoppumpady, Kochi Kerala – 682 005	Tel: 0484 2231251	alex@babymarinegroup.com

25.	Shri. Aditya Dash M/s. Rams Assorted Cold Storage Ltd. A/54-1 & A/55-1 Dinalipi Bhavan Baramunda, Bhubaneswar - 751003	Tel No: 0674-2564773	md@racsl.com
26.	Shri. Cheriyan Kuriyan M/s. HIC-ABF Special Foods Pvt. Ltd. Project Colony Road, Industrial Development Area, Aroor, Kochi – 688 534	Tel: 0484 2871360	hic-abf@hic-abf.com
27.	Shri. V. Balasubramaniam General Secretary, Prawn Farmers Federation of India. Flat No. 701, Block 7, Suncity Apartments, Iblur, Bangalore 560 102	<u>Tel:04365 299478</u>	prawnfarmersindia@gmail.com bala.certitude@gmail.com
28.	Dr. George Ninan Director Central Institute of Fisheries Technology CIFT Junction, Willingdon Island Matsyapuri P.O Kochi - 682 029	Tel:0484 2412301	Director.cift@icar.gov.in ciftdirector@gmail.com
29.	Dr. (Smt.) Suvarna C., IFS Chief Executive National Fisheries Development Board, Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture and Farmers Welfare, Govt. of India “Fish Building”, Pillar No. 235 PVNR Expressway, SVPNPA Post, Hyderabad – 500 052	Tel: 040 24015553	cenfdb@gmail.com

30.	Dr. Ravishankar C. N. Director ICAR- Central Institute of Fisheries Education, Panch Marg, Off. Yari Road, Versova, Andheri (West), Mumbai 400 061	Tel: 022/26363404	director@cife.edu.in ravishankar@cife.edu.in
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1.5. List of Key officials at MPEDA HQ

SI No	Name	Designation	Phone No./Office
1	Mr. D V Swamy, IAS	Chairman	+91484 2310828
2	Dr. M Karthikeyan	Director	910484 2310223
3	Mr. K S Pradeep IFS	Secretary	+91484 2317892
4	Vacant	Director (Marketing)	+91484 2315098
5	Dr. Ram Mohan M K	Jt. Director(QC)	+91484 2321811
6	Mr. Anilkumar P	Jt Director(Mktg)	+91484 2316794
7	Dr. S Kandan	Jt. Director (Trg)	0484 2311901
8	Dr. Sreenath P S.	Dy. Director(MS)	+91484 2321725
9	Shri Premdev K V	Dy. Director(MP)	+91484 2321722
10	Shri Asok Kumar	Deputy Director (Stat)	0484 2311901
11	Smt. Neenu Peter	Dy. Director(Aqua)	+91484 2320268
12	Dr. Shassi S	Dy. Director (Coord)	0484 2311901
13	Dr. Jayagopal P	Dy. Director (Aqua)	0484 2311901
14	Mr. G. Mahesh	Dy. Director(Lab)	+91484 2311033
15	Mrs. Deepa E. V.	Chief Accounts Officer	+91484 2311442
16	Shri Vinu P K	Dy. Director(Admn)	+91484 2324209
17	Mr. V. Vinod	Dy. Director(QC)	+91484 2311901
18	Mr. Sureshkumar V V	Dy. Director(Pers)	+91484 2311901
19	Mr. Sreejith P.T.	Asst. Director(Pub)	+91484 2311901
20	Mr. A. Sakthivel	Asst. Director(Dev)	+91484 2311901
21	Dr. Abhilash E. C.	Asst Director (QC)	+91484 2311901
22	Smt. Anju	Asst. Director (Regn)	+91484 2311901
23	Dr. Ganesh K	Asst. Director (Aqua)	+91484 2311901
24	Dr. V N Biju	Asst. Director (MS)	+91484 2311901

1.6. Departments functioning under the Authority

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

Sl. No.	Department	Sl. No.	Department
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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/Revision/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 cluster 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 differen 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 isse Country of Origin certificates comes under different trade agreements via online platform of DGFT along with monthlyand 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; Maintena nce/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 coordinating 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/ Dependent 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. Field offices:

There are 08 Regional Divisions, 10 Sub Regional Divisions, 5 Quality Control Labs .and 03 Trade Promotion Offices, the details of which are given below:

MPEAD HEAD OFFICE, KOCHI	
<p>The Marine Products Export Development Authority, MPEDA House, P.B.No.4272, Panampilly Avenue, Panampilly Nagar P.O, Kochi – 682 036, KERALA. Phone. +91 484 2311901, 2311854, 2311803 2313415, 2315065, 234468 Fax: +91 484 2314467 E-mail: ho@mpeda.gov.in Website: www.mpeda.in</p>	
REGIONAL DIVISIONS	
1	<p>The Marine Products Export Development Authority, Regional Division, MPEDA House, 4th Floor Panampilly Nagar Kochi – 682 682 036,</p>
2	<p>The Marine Products Export Development Authority, Regional Division, No.167, First Floor, Interpretation Building TNFDC, ECOPARK, Poonamallee High Road, Chetpet,</p>

	<p>Kerala. Tel: + 91 484 2323245 + 91 484 2321725 E-mail: ro.koc@mpeda.gov.in rc.koc@mpeda.gov.in</p> <p>Officer in Charge Deputy Director</p>		<p>Kilpauk , Chennai – 600 010, Tamil Nadu. Tel: +91 44 28365152 +91 44 28363132 Email: ro.che@mpeda.gov.in</p> <p>Officer in Charge Deputy Director</p>
3	<p>The Marine Products Export Development Authority, Regional Division, 5th Floor , Tea Board Building, 14, BTM Sarani, (Brabourne Road) Kolkata – 700 001, West Bengal. Tel: +91 33 22345908 +91 33 22341181 E-mail: rc.kol@mpeda.gov.in</p> <p>Officer in Charge Deputy Director</p>	4	<p>The Marine Products Export Development Authority, Regional Division, 103 Sai Arcade, First Floor, Line Ali, Near Panvel ST bus stand, Panvel Panvel Taluka, Dist Raigad. Maharashtra-410206 Tel: +91 22 27481481 Fax: +91 22 27481482 Email:rc.pan@mpeda.gov.in, ro.mum@mpeda.gov.in</p> <p>Officer in Charge Deputy Director</p>
5	<p>The Marine Products Export Development Authority, Regional Division, Kaveri Building, 3rd Floor, Above SBI 80 Feet Road, Veraval - 362 266, Gujarat. Tel: +91 2876 241429 +91 2876 244121 E-mail: ro.ver@mpeda.gov.in</p> <p>Officer in Charge Assistant Director</p>	6	<p>The Marine Products Export Development Authority, Regional Division, 2nd Floor, Raptani Bhawan, IRC Village, Nayappalli, Bhubaneswar – 751 015, Orissa. Tele: +91 674 2362360 Email: rc.bhu@mpeda.gov.in</p> <p>Officer in Charge Deputy Director</p>
7	<p>The Marine Products Export Development Authority, Regional Division, 2nd Floor, 33-25-35, Bellapu Sobhanadri Street, Surya Rao Pet, Vijayawada – 520 002, Andhra Pradesh. Tel: +91 866 2433050 E-mail: rc.vij@mpeda.gov.in</p>	8	<p>The Marine Products Export Development Authority, Regional Division, 1st Floor, Sri Vinayak Krupa Building, Anand Shetty Circle, Attavar Katte, Mangalore - 575 001, Karnataka. Tel: +91 824 2985988 Email:sro.man@mpeda.gov.in</p>

	<u>Officer in Charge</u> Joint Director		<u>Officer in Charge</u> Deputy Director
SUB-REGIONAL DIVISIONS			
1	The Marine Products Export Development Authority, Sub Regional Division, No.1, Cooks Road, Nagappattinam - 611 001, Tamil Nadu. Tel: +91 4365 243115 Email: rc.nag@mpeda.gov.in <u>Officer in Charge</u> Deputy Director	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. Tel: +91 2632 253740 +91 2632 242642 E-mail: rc.val@mpeda.gov.in <u>Officer in Charge</u> Deputy Director
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. Tel: +91 891 2701134 +91 891 2552077 E-mail: ro.viz@mpeda.gov.in <u>Office in Charge</u> Assistant Director	4	The Marine Products Export Development Authority, Sub Regional Division, No.82, New Colony , Tuticorin, Tamilnadu- 628 003. Tel: +91 461 2310602 E-mail: sro.tut@mpeda.gov.in <u>Officer in Charge</u> Deputy Director
5	The Marine Products Export Development Authority, Sub Regional Division, Door No., 1, Ground Floor, Nabagraha Road,Silpukhuri, Guwahati – 781 003, Assam. Tel: +91 361 2663083 E-mail: sro.guw@mpeda.gov.in <u>Officer in Charge</u> Deputy Director	6	The Marine Products Export Development Authority, Sub Regional Division, 1st Floor, SHANTI Complex 3, Wadi Plot, Opp: TACON Complex Porbandar - 360 575, Gujarat. Tel: +91 2862 210074 E-mail: sro.por@mpeda.gov.in <u>Officer in Charge</u> Deputy Director
7	The Marine Products Export Development Authority, Sub Regional Division, 02-01-05, GRK Complex	8	The Marine Products Export Development Authority Sub Regional Division, Door No. 70-1A-6/1, 1 st Floor,

	Opposite to BPCL Bunk, J.P. Road, Bhimavaram– 534 202 Andhra Pradesh. Tel : +91 8816297219 E-mail: sro.bhi@mpeda.gov.in <u>Officer in Charge</u> Deputy Director		Vasireddy Vari street, Beside Municipal Corporation High School, Ramanayyapeta, Kakinada-533005, Kakinada Dt., Andhra Pradesh. <u>Officer in Charge</u> Junior Technical Officer
9	The Marine Products Export Development Authority, Sub Regional Division, MoC&I, Govt of India) Directorate of Fisheries, Kavaratti, UT of Lakshadweep. PIN: 682555. Phone: 04896 262766 Cell No: +91 9447373388 Email: admpedakavaratti@gmail.com / johnsondcruz@mpeda.gov.in <u>Officer in Charge</u> Deputy Director	10	The Marine Products Export Development Authority, MPEDA Desk Office Administrative Building, Fish Landing Centre, Juglighat, Port Blair, Andaman & Nicobar Island 744103 Cell No.+91 95318 70017 +91 96795 21641 Mail: kumar.ujjwal58@gmail.com ansar@mpeda.gov.in <u>Officer in Charge</u> Deputy Director
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. Tel: +91 861 2319144 E-mail: lab.nel@mpeda.gov.in <u>Officer in Charge</u> Technical Officer	2	The Marine Products Export Development Authority, Quality Control Laboratory, Trinethra Complex, Pattabhi Plaza, JP Road, West Godavari Dist, Bhimavaram- 534 202, Andhra Pradesh. Tel: +91 8816 226410 +91 8816 297410 E-mail: lab.bhi@mpeda.gov.in <u>Officer in Charge</u> Assistant Director
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.	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,

	<p>Tel: +91 674 2362365 Email: lab.bhu@mpeda.gov.in</p> <p><u>Officer in Charge</u> Assistant Director</p>	<p>KERALA. Phone. +91 484 2311901 E-mail: lab.koc@mpeda.gov.in</p> <p><u>Office in Charge</u> Deputy Director</p>	
5	<p>The Marine Products Export Development Authority, Quality Control Laboratory, 2nd Floor, SHANTI Complex, 3, Wadi Plot, Opp: TACON Complex, PORBANDAR - 360 575, GUJARAT. Tel. No. +91 286 2210074 E-mail: lab.por@mpeda.gov.in</p> <p><u>Office in Charge</u> Assistant Director</p>		
TRADE PROMOTION OFFICES			
1	<p>The Marine Products Export Development Authority, Trade Promotion Office, 8/11, (1st Floor,), Subhash Nagar, New Delhi – 110 027. Tele: +91 11 41400527</p> <p>E-mail: tpo.nd@mpeda.gov.in</p> <p><u>Officer in Charge</u> Deputy Director</p>	2	<p>The Marine Products Export Development Authority, Trade Promotion Office, 7th Floor, WAVE Ginza Building Ginza, 8-15 – 2, - Chuo-Ku, Tokyo – 104-0061, Japan. Tel: + 81 03 3545 3247 / 3545 3774 Fax: + 81 03 3541 8616 E-mail: tpo.jp@mpeda.gov.in</p>
3	<p>The Marine Products Export Development Authority, MPEDA Desk Office, Consulate General of India 3East, 64th Street, New York – 100065 Te: 001-212-774-0615 Fax: 001-212-861-3788</p> <p><u>Officer-in-charge</u> Consul (Trade) CGI, New York</p>		
MPEDA SOCIETIES			
1	<p>Rajiv Gandhi Centre for Aquaculture (RGCA) Technology Transfer Training &</p>	2	<p>National Centre for Sustainable Aquaculture (NaCSA) (MPEDA, Ministry of Commerce &</p>

	Administrative Complex (TTTAC) Door No.3/197, Poompohar 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[at]mpeda[dot]gov[dot]in Website:www[dot]rgca[dot]org[dot]in Officer-in-charge Director	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. Mobile: +91 7382221795 Tel: +91 884 2350655 E-mail: nacsas[at]mpeda[dot]gov[dot]in Officer-in-charge CE
3	Network for Fish Quality Management and Sustainable Fishing (NETFISH) Mulavukad Panchayath, Ward No.XII, Vallarpadam PO, Kochi – 682 504 , Kerala Tel: 91 484 2982205 E-mail:netfish[at]mpeda[dot]gov[dot]in Officer-in-charge CE	Multi Species Aquaculture Complex (MAC) Mulavukad Panchayath, Ward No.XII,Vallarpadam PO, Kochi – 682 504 , Kerala. Tel: +91 484 2975595 E-mail: mac[at]mpeda[dot]gov[dot]in Officer-in-charge Deputy Director

1.9. Laboratories under MPEDA

1.9.1. 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

1.9.2. MPEDA ELISA Screening Labs (16 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;

ELISA LABORATORY ADDRESS

Sl.No.	NAME & ADDRESS OF ELISA LAB
1	MPEDA- QC LABORATORY - NELLORE , 4th Floor, Door No. 26-1-1766/A-1, Srinagar Colony, Mini Bye pass road, SPSR Nellore-524003, Andhra

	Pradesh, Tel: 91-861-2319144/2339144; lab.nel@mpeda.gov.in
2	MPEDA ELISA LABORATORY - KAKINADA , Door no. 3-290 (Southern Portion), 4 th Road, Gangaraju Nagar, Kakinada - 533003 Andhra Pradesh, India.Ph: 0884-236707 elisa.kak@mpeda.gov.in
3	MPEDA- ELISA LABORATORY - ONGOLE : Door.No-37-1-413 (24/2), Ramnagar 8th Lane, Ongole- 523001, Prakasaham District, Andhra Pradesh, Ph: 08592 224728 elisa.ong@mpeda.gov.in
4	MPEDA ELISA LABORATORY – BHIMAVARAM , #27-1-6, Pattabhi Plaza, 2nd Floor, JP Road, West Godavari District, Bhimavaram-534202, Andhra Pradesh, Tel: 91-8816-226410,297410; elisa.bhi@mpeda.gov.in
5	MPEDA ELISA LABORATORY- AMALAPURAM , Door No.10-397, Teja Towers, SKBR, College Road, Amalapuram – 533 201, East Godavari Dist., Ph: 0885-6232332 elisa.ama@mpeda.gov.in
6	MPEDA ELISA LABORATORY - MACHILIPATNAM , Door No. 23/182-6, Patchupeta, Machilipatnam – 521001, Krishna District, Andhra Pradesh, Ph: 08672-229410. elisa.mac@mpeda.gov.in
7	MPEDA ELISA LABORATORY- NAGAPATTINAM , Door No.1, R T Towers, Public Office Road. Kadambadi, Nagapatinam, Tamil Nadu- 611001, Ph: 04365-247733; E mail: elisa.nag@mpeda.gov.in
8	MPEDA ELISA LABORATORY - BHUBANESWAR , 2nd Floor, Raptani Bhawan, IRC Village, Nayapalli, Bhubaneswar- 751015, Odisha, India. Ph: 0674 2360106 elisa.bhu@mpeda.gov.in
9	MPEDA ELISA LABORATORY - BALASORE , Plot No. 959/1326, Bhaskarganji, OT Road, Opp. Hotel Kalinga, Balasore, Odisha- 756001; Ph: 06782 262417 elisa.bal@mpeda.gov.in
10	MPEDA ELISA SAMPLE COLLECTION CENTER- KOLKATA 5 th Floor, Tea Board Building, 14, BTM Sarani (Barabourne Road), Kolkata-700001, West Bengal, Tel: +91-3322345908 rc.kol@mpeda.gov.in ; elisa.son@mpeda.gov.in ;
11	MPEDA ELISA LABORATORY - VALSAD , Ekta Building No. 1, Third Floor, Tithal Road, Valsad, Gujarat- 396001, Ph: 02632-253750, elisa.val@mpeda.gov.in
12	MPEDA ELISA LABORATORY – KOCHI , 5 th Floor, MPEDA House, Panampilly Nagar, Kochi- 682 036, Kerala, Ph: 0484-2311033. lab.koc@mpeda.gov.in
13	MPEDA ELISA SAMPLE COLLECTION CENTER, PATTUKKOTTAI Door no. 82-C, Plot no 60/2, South Kalamman koil street, Pattukottai, Thanjavur Dt, Tamil Nadu- 614601. Phone: 04373 299921 E mail: elisa.pat@mpeda.gov.in

14	MPEDA ELISA LABORATORY- HAROA Plot No.(Near SAFIQUE AHMED GIRLS HIGH SCHOOL) 141, Haroa Village, Haroa P.O.& PS North 24 Parganas District, West Bengal-743425, elisa.hor@mpeda.gov.in
15	MPEDA ELISA LABORATORY- CONTAI , Plot No. 96, Ground Floor, Karkuli P.O. & P.S. -Contai, Purba medinipur, West Bengal-72140; Ph: 03220 296075; elisa.con@mpeda.gov.in
16	MPEDA ELISA LABORATORY- BAPATLA D.NO,5-2-6/4, Opposite Mahalakshmi Tree Achanta Ranganayakulu Nagar, Karlapalem Road, Bapatla,Guntur District, Andhra Pradesh, PIN:522101, Ph:08643-220023 lab.nel@mpeda.gov.in

1.10. 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;

1.10.1. 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)

1.10.2. 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

1.10.3. 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 'grass 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

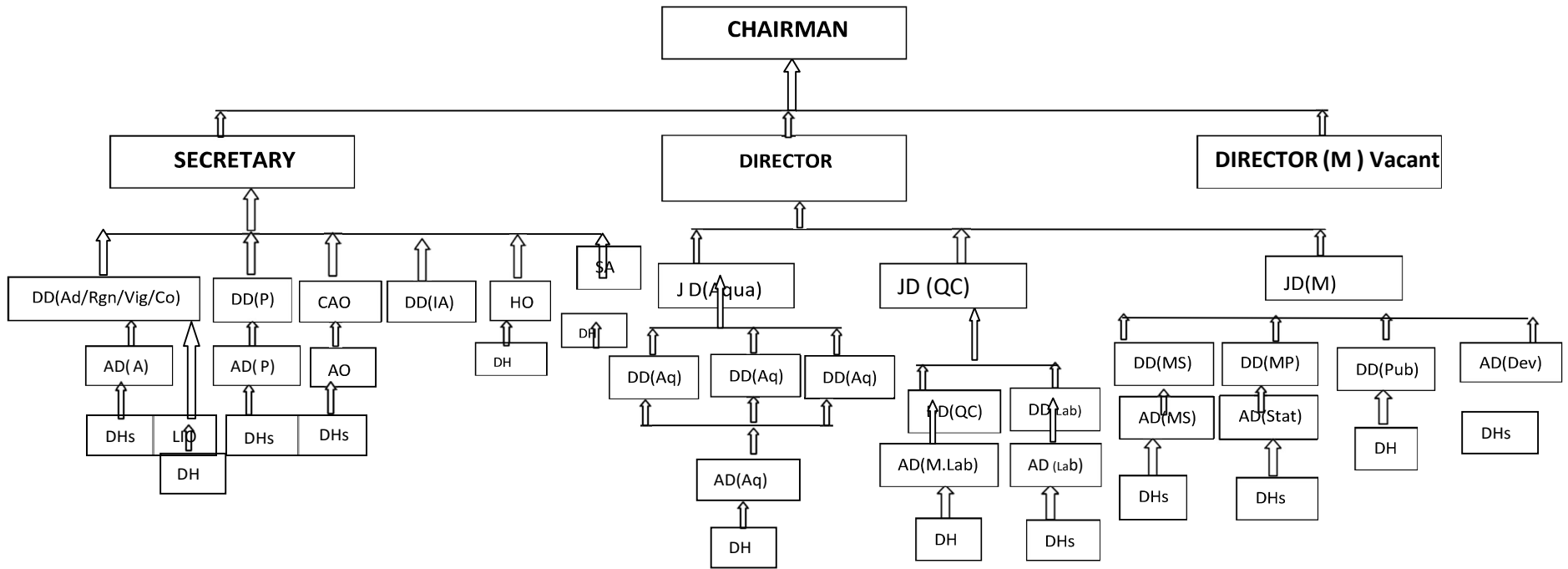
1.10.4. Multi Species Aquaculture Complex (MAC), Vallarpadam

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
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1.11. 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.

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
- 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 2023-24

(Rs. in Crore)

Sl. No	Name of the Scheme Component	Funds received from Govt. 2023-24 (Allocated)*	Fund Utilized 2023-24
11	Market Promotion	16.00	16.04
12	Value Addition for Exports	9.50	9.55
13	Fisheries and Aquaculture Improvement	23.00	22.63
14	Quality Assurance	7.50	7.78
15	Establishment Expenses (Net)	44.00	44.00
16	Welfare of SC/ST & North Eastern Region	2.30	2.30
1	Revenue and Capital Expenditure for subsidies Total (11 to 14)	56.00	56.00
2	Salary and Other Administrative Expenses (15)	44.00	44.00
3	SC/ST Welfare Fund (16)	2.30	2.30
	Total Grant Fund received from Govt. (1+2+3)	102.30	102.30
	Fund received from EIC for meeting Lab NRCP expenses and utilized full under Quality Assurance Scheme	Cr	

*Allocation from DOC is as per budget head. Scheme component allocation is internally.

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.

E-tendering/GeM 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. 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.

4.2. 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 officeto 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 30th 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)

5.1. 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, form 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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1	DODDA VENKATA SWAMY IAS	Chairman	14	182700	chairman@mpeda.gov.in
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3	K S PRADEEP IFS	Secretary	13	126800	pradeep@mpeda.gov.in
4	ELSAMMA ITHACK	Dy. Director	12	130400	elsamma@mpeda.gov.in
5	DR.KANDAN S.	Jt. Director	12	134300	
6	ANILKUMAR P	Jt. Director	12	112400	anilkumarp@mpeda.gov.in
7	DR.RAM MOHAN M.K.	Jt. Director	12	112400	rmohan@mpeda.gov.in
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22	V.N.BIJU	Asst. Director	10	73200	
23	ANJU	Asst. Director	10	73200	
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28	VINITHA K V	Technical Officer	7	52000	vinitha.kv@mpeda.gov.in
29	Dr. BIJI K B	Technical Officer	7	49000	bijikb@mpeda.gov.in

30	JANNU RAJU	Accounts Officer	7	56900	j.raju@mpeda.gov.in
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33	SHERLY ARBY	Jr. Superintendent	6	66000	sherlyarby@mpeda.gov.in
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55	DIVYA MOHANAN.K.M.	Sr. clerk	4	31400	divyamohan@mpeda.gov.in
56	ASHITHA KHALEEL	Sr. clerk	4	31400	ashitha@mpeda.gov.in
57	AKHILA J	Jr. Steno	4	32300	Akhila.j@mpeda.gov.in
58	AMRUTHA SASI	Jr. Steno	4	32300	amruthasasi@mpeda.gov.in
59	SHYMAMOL K P	Jr. Clerk	2	25200	shymamol@mpeda.gov.in
60	SEETHAL P S	Jr. Clerk	2	25200	Seethal.ps@mpeda.gov.in
61	DILEEPKUMAR P S	Jr. Clerk	2	25200	Dileepkumar.ps@mpeda.gov.in
62	SRIBHARATH S	Jr. Clerk	2	25200	shribharath@mpeda.gov.in
63	REMYA P	Jr. Clerk	2	23100	Remya.nf@mpeda.gov.in

64	NEETHU SURESH	MTS	1	20900	neethusuresh@mpeda.gov.in
Regional Division Kochi					
65	JOHNSON DCRUZ	Dy. Director	11	88400	johnsondcruz@mpeda.gov.in
66	PREETHA PRADEEP	Technical Officer	7	55200	preethapradeep@mpeda.gov.in
67	NETHALA NEERAJA	Jr. Technical Officer	6	53600	n.neeraja@mpeda.gov.in
68	BIJIMON P	Jr. Technical Officer	6	41100	bijimonpeter@mpeda.gov.in
69	MANJUSHA K	Jr. Technical Officer	6	37600	manjusha@mpeda.gov.in
70	KV PRASANNAKUMAR	Sr. clerk	4	31400	prasannakumar@mpeda.gov.in
71	RATHEESH M K	Driver	3	32000	ratheesh.mk@mpeda.gov.in
72	MAHIMA R.A.N.VARMA	Jr. Clerk	2	22400	mahima.varma@mpeda.gov.in
Sub Regional Division Mangalore					
73	RAJAKUMAR S NAIK	Dy. Director	12	96900	rajkumar@mpeda.gov.in
74	S SUBRAMANIYAN	Asst. Director	10	57800	s.subramaniyan@mpeda.gov.in
75	SUCHETHA SUVARNA	Accounts Assistant	6	43600	suchetha@mpeda.gov.in
76	MANJAPPA H	Jr. Clerk	4	41000	majappah@mpeda.gov.in
77	SANTHOSH KUMAR K	Jr. Clerk	2	25200	santhoshkumark@mpeda.gov.in
Regional Division Mumbai					
78	DR.T R GIBIN KUMAR	Dy. Director	12	99800	gibin@mpeda.gov.in
79	SUBRAY PAVAR	Asst. Director	10	65000	subraypavar@mpeda.gov.in
80	BHUSHAN SURESHCHANDRA PATIL	Asst. Director	10	71100	bhushan@mpeda.gov.in
81	KOLI BABULAL EKA	Technical Assistant	6	56900	babulalkoli@mpeda.gov.in
82	SHASHIKANT GANPAT PADWAL	Technical Assistant	6	46200	shashikant@mpeda.gov.in
83	JOYNA S MACHADO	Accounts Assistant	6	64100	joynamachado@mpeda.gov.in
84	SATHE ATUL RAOSAHEB	Field Supervisor	4	34300	atul.rsathe@mpeda.gov.in
85	MANGESH MOHAN GAWDE	Field Supervisor	4	34300	mangeshmohan@mpeda.gov.in
Trade Promotional Office New Delhi					
86	RAKESH THOMAS KURIAN	Dy. Director	11	78500	rakesh@mpeda.gov.in
87	KANCHAN ARORA	Accounts Assistant	6	55200	kanchanarora@mpeda.gov.in
88	KUNDAN S ADHIKARI	Messenger	3	38300	kundansingh@mpeda.gov.in
Regional Division Veraval					
89	SHESHENDRA M.SHIRODKAR	Asst. Director	10	61300	s.shirodkar@mpeda.gov.in
90	VANIYA KISHOR KUMAR	Asst. Director	10	63100	kishor@mpeda.gov.in
Sub Regional Division Guwahati					
91	MINTU BARPHUKAN	Assistant	6	42300	mintubarphukan@mpeda.gov.in

Regional Division Kolkata					
92	DHIRIT EKKA	Dy. Director	11	96600	ekka@mpeda.gov.in
93	DARSHAN LAL DHONDIYAL	Asst. Director	10	90000	darshan@mpeda.gov.in
94	DR.K. PAU BIAK LUN	Asst. Director	10	71100	biakkhuptong@mpeda.gov.in
95	PRABIR KUMAR AICH	Accounts Assistant	6	56900	prabirkumar@mpeda.gov.in
96	PARTHA SHEE	Messenger	3	37200	parthashee@mpeda.gov.in
Regional Division Bhubaneswar					
97	ARCHIMAN LAHIRI	Dy. Director	11	83300	lahiri@mpeda.gov.in
98	DR GOPAL ANAND KANDIKATLA	Asst. Director	10	71100	gakandikatla@mpeda.gov.in
99	LAXMIKANTA PATNAIK	Jr. Technical Officer	6	41100	lkatpatnaik@mpeda.gov.in
100	SUNIL PRIYADARSHI ROUT	Sr. Clerk	4	33300	sunil.p.rout@mpeda.gov.in
Regional Division Vizag					
101	PRASAD NAIK RAMAVATH	Asst. Director	10	65000	prasadnaik@mpeda.gov.in
102	PADAMATI RAMESH	Jr. Clerk	2	33000	p.ramesh@mpeda.gov.in
Regional Division Chennai					
103	DR.ANSAR ALI A	Dy. Director	12	96900	ansarali@mpeda.gov.in
104	SHAJINA I	Asst. Director	10	59500	shajina.i@mpeda.gov.in
105	PREMALATHA K	Jr. Superintendent	6	52000	premalatha@mpeda.gov.in
106	S.KINGSLEY RAJAKUMAR	Driver	2	31100	kingsley@mpeda.gov.in
107	KARTHICK V	Jr. Clerk	2	25200	karthick.v@mpeda.gov.in
Sub Regional Division Tuticorin					
108	HAKKIM V I	Dy. Director	11	78500	hakkim@mpeda.gov.in
109	ARUL RAJ S.	Jr. Technical Officer	7	53600	s.arulraj@mpeda.gov.in
110	SURESH BABU J	Jr. Superintendent	6	44900	sureshbabu@mpeda.gov.in
111	CHOCKALINGAM A	Jr. Clerk	2	25200	chockalingam@mpeda.gov.in
Regional Division Valsad					
112	ALEXANDER G	Asst. Director	11	80900	alexander.g@mpeda.gov.in
113	RAZAK ALI	Dy. Director	11	85800	razakali@mpeda.gov.in
114	NAMDEV R BHOINKAR	Technical Assistant	6	56900	namdev.b@mpeda.gov.in
115	MAHESH GAJANAN RANADE	Accounts Assistant	6	44900	mahesh.gn@mpeda.gov.in
116	BHAVIN MAGANLAL GHERAVARA	Field Supervisor	6	38700	bhavin.mg@mpeda.gov.in
117	BHARTIBEN HASHMUKHBHAI TANDEL	Field Assistant	1	24900	bhtandel@mpeda.gov.in
118	MEENABEN HARISHBHAI PATEL	MTS	1	22800	mhpatel@mpeda.gov.in
Regional Division Vijayawada					
119	JEYABAL A.	Jt. Director	12	102800	jayabal@mpeda.gov.in

120	SIVARAJAN.K	Dy. Director	12	115800	sivarajan@mpeda.gov.in
121	SIBASISH MOHANTY	Asst. Director	10	61300	smohanty@mpeda.gov.in
122	IYYAPPAN K. DR.	Jr. Technical Officer	7	53600	kiyyappan@mpeda.gov.in
123	K SARALA	Jr. Clerk	2	28400	ksarala@mpeda.gov.in
124	BILLE CHANDRASEKHAR	Jr. Clerk	2	25200	bchandrasedhar@mpeda.gov.in
Head Lab Cochin					
125	SABITHA T U	Technical Officer	7	47600	sabitha.tu@mpeda.gov.in
126	BIBI V C	Technical Officer	7	49000	bibi.vc@mpeda.gov.in
127	DINESH.K	Assistant	6	43600	dinesh.k@mpeda.gov.in
128	SREEJA C A	Lab. Assistant	4	30500	sreeja.ca@mpeda.gov.in
Lab Bhimavaram					
129	SUMA A	Asst. Director	10	77700	suma@mpeda.gov.in
130	GNANASUDHA P	Technical officer	7	58600	gnanasudha.p@mpeda.gov.in
131	ARUNASRI B	Technical Officer	7	56900	arunasri.b@mpeda.gov.in
132	VIJAYAKUMAR THEPARTHI	Jr. Technical Officer	6	53600	vijayakumar.t@mpeda.gov.in
133	DUNNALA VANITHA	Jr. Technical Officer	6	44900	d.vanitha@mpeda.gov.in
134	NACHU LAKSHMI ANUPAMA	Lab. Assistant	5	38100	nl.anupama@mpeda.gov.in
135	GADIDESI VIJAYASAGAR	Lab Assistant	4	33300	
Lab Nellore					
136	ARUNA K	Technical Officer	7	56900	aruna.k@mpeda.gov.in
137	CHINTALAPUDI SURENDRA BABU	technical Officer	7	53600	c.surendrababu@mpeda.gov.in
138	DR B GOPI KALYAN KUMAR	Technical officer	7	53600	b.gopikalyan@mpeda.gov.in
139	Dr. MOHAMMAD KHAMAR JAHAN	Jr. Technical Officer	6	53600	khamarjahan@mpeda.gov.in
140	BANDLA ESWARIAH	Jr. Superintendent	6	56900	eswaraiyah@mpeda.gov.in
141	SIVAPRASAD KOJJA	Jr. Technical Officer	6	41100	sivaprasad.k@mpeda.gov.in
142	THIPPANA JANARDHAN	MTS	1	19700	t.janardhan@mpeda.gov.in
Sub Regional Division Nagapattinam					
143	TAMBADA NARESH VISHNU	Dy. Director	11	78500	naresh@mpeda.gov.in
144	ARIVUKKARASU K	Asst. Director	10	71100	arivukkarasu@mpeda.gov.in
145	MEENAKSHI M	Assistant	6	60400	meenakshi@mpeda.gov.in
146	A.BHOOMI BALAN	Watchman	4	41000	abhoomibalan@mpeda.gov.in
147	RAVICHANDRAN A	Jr. Clerk	4	41000	aravichandran@mpeda.gov.in

Sub Regional Division Bhimavaram					
148	GHANSHYAM K MEHTA	Asst. Director	10	69000	ghanshyam@mpeda.gov.in
149	DR.MANOJKUMAR T G	Dy. Director	11	78500	manoj@mpeda.gov.in
150	Dr. AMJURE ANAND KUMAR	Jr. Technical Officer	7	60400	anandkumar@mpeda.gov.in
151	INDANA SRILAKSHMI KONDAMAMBA	Sr. clerk	6	42300	srilakshmi@mpeda.gov.in
152	SANAPALA DURGA RAO	Jr. Technical Officer	6	42300	sdurgarao@mpeda.gov.in
Sub Regional Division Porbandar					
153	SHRIMALI VINOD KUMAR	Dy. Director	11	96600	vinodkumar@mpeda.gov.in
Lab Bhubaneswar					
154	ANEESA T.A	Asst. Director	10	63100	aneesa@mpeda.gov.in
155	JANAGAM HYMAVATHI	Jr. Technical Officer	6	47600	j.hymavathi@mpeda.gov.in
Sub Regional Division Hyderabad					
156	DR.YALLA BANGARAMMA	Jr. Technical Officer	6	52000	ybangaramma@mpeda.gov.in
Lab Porbandar					
157	MAHETA MUKESH J	Asst. Director	10	63100	mahetamukeshj@mpeda.gov.in
158	KUMARA SWAMY P T	Technical Officer	7	58600	kumaraswamy@mpeda.gov.in

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	Approved outlay (as per EFC)	Fund released & Allocated to Scheme Components	Expenditure

		2021-22 to 2025-26	2021-22	2022-23	2023-24	2021-22	2022-23	2023-24	2021-22	2022-23	2023-24
11	Market Promotion	35.00	6.00	6.50	7.00	5.40	9.18	16.00	5.47	10.60	16.04
12	Value Addition for Exports	95.00	13.00	18.50	19.00	29.35	15.96	9.50	29.36	15.96	9.55
13	Fisheries and Aquaculture Improvement	129.00	28.50	22.50	24.00	19.15	16.25	23.00	19.50	15.60	22.63
14	Quality Assurance	69.00	11.00	13.50	14.00	7.72	9.61	7.50	7.51	8.84	7.78
15	Establishment Expenses (Net)	227.00	41.50	45.00	46.00	38.40	39.00	44.00	38.18	39.00	44.00
16	Welfare of SC/ST & North Eastern Region	50.00	10.00	10.00	10.00	9.98	2.50	2.30	9.98	2.50	2.30
	Grand Total	605.00	110.00	116.00	120.00	110.00	92.50	102.30	110.00	92.50	102.30

- Fund release is as lumpsum amount (no specific allocation for scheme component) and same is allocating to Scheme Component with the approval of Authority.
- Total approved MTF plan 2021-22 to 2025-26 is as per approved EFC.
- Excess expenditure met from Internal and Extra Budgetary Resources.
- The total approved outlay as per EFC Memorandum for the period 2021-22 to 2025-26 is Rs.605 Crore.

(Rs.110.00 Cr for 2021-22, Rs.116.00 Cr for 2022-23, Rs.120.00 Cr for 2023-24, Rs.126.00 Cr for 2024-25 & Rs.133.00 Cr for 2025-26).

Chapter 12

(Under section4(1)m (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 details of the present scheme implemented by MPEDA is placed as **Annexure-1**.

Chapter 13

(Under section 4(1)(b) (xiii) of RTI Act)

13.1. 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.gov.in 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

(c) Catalogue of Books and Publications

Publicity
Details of subscribers of boards publications.

(d) EDP

1. Details of Subscribers of Boards publications

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	<u>www.mpeda.gov.in</u>		
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. <ul style="list-style-type: none"> • 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
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)

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

S.No.	Authority	Address
1	Nodal Officer	Shri Vinod V, Dy. Director, MPEDA MPEDA House, PB No. 4272, Panampally Avenue, Panampally Nagar PO, Kochi- 682036, Kerala. Telephone: +91 0484 2311901 E- mail : vinodv@mpeda.gov.in
2	First Appellate Authority	Dr. Ram Mohan M.K., Joint Director -(QC) MPEDA, MPEDA House, P.B.No:4272,Panampilly Avenue, Panampilly Nagar PO,KOCHI-682 036, KERALA Telephone: +91 484 2311901 E- mail: rmohan@mpeda.gov.in
3	Central Public Information Officer	Shri Sreejith P T Assistant Director (Pub) MPEDA, MPEDA House, P.B.No:4272, Panampilly Avenue, Panampilly Nagar PO, KOCHI-682 036, KERALA Telephone: +91 484 2311901 E- mail : sreejith@mpeda.gov.in
		Telephone: +91 484 2311901 E- mail: usha@mpeda.gov.in

16.2. Programmes to advance understanding of RTI (Section 26)

Trainings are imparted to CPIO/APIO and Public Information Officers from time to time. MPEDA Kochi organizes sessions on RTI awareness for the employees from time to time. One session was organized by CPIO on 05.08.2024.

Chapter 17
(Under Section 4 (1) (b) (xvii) of RTI Act)

17.1. Such other information as maybe 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.

17.2. RTI Applications

RTI applications were received by online during the period from 1st January 2023 to 23rd September 2024

SI No.	Name of RTI applicant	Date of Receipt	Date of Disposal	Remarks
1	T.V Saraswathy	09.01.2023	09.02.2023	Information Provided
2	Abhishek Choudhary	22.11.2022	09.02.2023	Information Provided
3	Abhishek Choudhary	16.01.2023	23.02.2023	Information Provided
4	Dileep Kumar P.S	14.02.2023	30.03.2023	Information Provided
5	Siddharth Chakravarty	09.02.2023	16.03.2023	Information Provided
6	Abdul Latheef K K	14.03.2023	30.03.2023	Information Provided
7	Manoj Kumar	27.02.2023	13.03.2023	Information Provided
8	N.Gurudan	16.03.2023	24.04.2023	Information Provided
9	Anarjit Chattradhari	14.03.2023	04.05.2023	Information Provided
10	Nagelli Manisha	25.03.2023	08.06.2023	Information Provided
11	Sriram	01.04.2023	08.06.2023	Information Provided
12	Sidharth Chakravarty	03.04.2023	22.05.2023	Information Provided
13	Archana Bhatt	11.04.2023	11.05.2023	Information Provided
14	N.Viswanath	10.04.2023	18.05.2023	Information Provided
15	Monu	10.04.2023	09.05.2023	Information Provided
16	Vishnu Das A	06.05.2023	09.06.2023	Information Provided
17	Shivanna	31.05.2023	21.06.2023	Information Provided
18	Shivanna	07.06.2023	01.08.2023	Information Provided
19	V.A.Sasi	20.06.2023	31.07.2023	Information Provided
20	Siddharth Chakravarty	01.05.2023	13.07.2023	Information Provided
21	R.Vetrichelvan	05.06.2023	07.07.2023	Information Provided
22	A.G. Alfred	18.07.2023	25.08.2023	Information Provided

23	Vanaja	29.07.2023	19.09.2023	Information Provided
24	Praveena Soman K	25.04.2023	10.08.2023	Information Provided
25	C.E.Mercy	11.08.2023	07.09.2023	Information Provided
26	Ashok Pandalam	25.08.2023	19.09.2023	Information Provided
27	Ashok Kumar Patra	04.09.2023	20.10.2023	Information Provided
28	Kattungi Vijaya Sekhar	21.08.2023	21.09.2023	Information Provided
29	Anad Pratap Sing	16.08.2023	09.01.2023	Information Provided
30	Aparna Krishnakant	21.06.2023	10.10.2023	Information Provided
31	Mrudhula Mohan K	03.07.2023	19.10.2023	Information Provided
32	Naushad Zackaria	01.09.2023	21.09.2023	Information Provided
33	Ravi Kumar	18.08.2023	20.09.2023	Information Provided
34	sidharth Chakravarty	23.05.2023	11.10.2023	Information Provided
35	Angush Aggarwal	01.08.2023	11.10.2023	Information Provided
36	Shiwani Tanwar	11.09.2023	11.10.2023	Information Provided
37	L D Agarwal	11.09.2023	23.11.2023	Information Provided
38	Chokka Rangunath Rao	12.09.2023	22.11.2023	Information Provided
39	Ananard Pratap Singh	16.08.2023	09.01.2024	Information Provided
40	K H Shaheer	16.10.2023	09.11.2023	Information Provided
41	Aditya Khemka	16.10.2023	23.11.2023	Information Provided
42	Syed Ahmed	16.11.2023	09.11.2023	Information Provided
43	Kolakkal Hamza Shaheer	01.10.2023	09.11.2023	Information Provided
44	K A Jacob	06.11.2023	07.12.2023	Information Provided
45	Sarath Kumar S.	19.11.2023	26.12.2023	Information Provided
46	Mini .S	14.11.2023	01.12.2023	Information Provided
47	Rajesh Yadav	05.12.2023	26.12.2023	Information Provided
48	Ravi Kumar	30.11.2023	22.02.2024	Information Provided
49	Sriram	05.12.2023	reply sent	Information Provided
50	Manisha	29.11.2023	reply sent by mail	Information Provided
51	Syed Ahmed	16.12.2023	21.05.2024	Information Provided
52	Shekhar Singh	03.12.2023	30.01.2024	Information Provided
53	Sriram	20.12.2024	reply sent by mail	Information Provided
54	Shyamlal Yadav	15.11.2023	26.02.2024	Information Provided
55	Manisha	20.12.2023	22.02.2024	Information Provided
56	Ravi Kumar	20.10.2023	22.02.2024	Information Provided
57	Maninder Singh	20.10.2023	reply sent	Information Provided
58	Kapil Kumar	15.12.2023	26.02.2024	Information Provided
59	Sabu		21.02.2024	Information Provided
60	Veerababu	15.02.2024	25.05.2024	Information Provided
61	K A Jacob	02.01.2024	21.02.2024	Information Provided
62	Achu Ajith	20.02.2024	28.05.2024	Information Provided
63	Saigeetha	17.02.2023	20.05.2024	Information Provided

17.2.1. CAG & PAC paras

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

17.2.2. 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.

17.2.3. 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.

17.2.4. 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.

17.2.5. 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.

17.2.6. 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 get 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. 1 one Microbiology Lab is being set up in Kochi and another QC Lab is being set up in Gujarat.

17.2.7. 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.

17.2.8. 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.

17.2.9. 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.

17.2.10. 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.

17.2.11. 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 truces 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.

17.2.12. 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.

17.2.13. 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.

17.2.14. 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.

17.2.15. 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.

17.2.16. 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.

17.2.17. 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. also eligible

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 instruction 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 column12 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 - Member
MPEDA from a University

- 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.
- ii) 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 a specific.
- b) If any question of interpretation of these instructions arises, the decision of the Executive Committee shall be final.

IMPORTANT DECISIONS

a. Mobility within the channel

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

(Authority Meeting: 27.06.1985)

b. Amendments to Recruitment Rules

- (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 the Chairman.
- (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)



TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE-ADDED MARINE PRODUCTS SCHEME



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Government of India)
MPEDA House, Panampilly Avenue, Kochi-683 036, Kerala**



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TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE ADDED MARINE PRODUCTS SCHEME (TDSVMP).

1. INTRODUCTION

Fisheries sector in India play a significant role in the Indian economy and provide livelihood to millions of fisher folk. India is the 3rd largest fish producing and 2nd largest aquaculture producing nation in the world. The Blue Revolution in India demonstrated importance of Fisheries and Aquaculture sector. To improve the quality of life and economic well-being of people in rural areas and to create more livelihood opportunities, a holistic approach has been adopted by the Government of India to meet Sustainable Development Goals (SDGs).

India currently possess approx. 639 seafood processing units, and the value addition in this sector is very low. To address this, TDSVMP scheme is introduced which will enhance the skilling of the workforce and leads to increased employment opportunities. Scheme covers upgrading processing units to meet global standards and food safety regulations. Additionally, the scheme aims to promote green technology within the industry.

2. MPEDA's Role in Promoting Value Addition

Marine Products Export Development Authority (MPEDA) is a statutory organisation under administrative control of Department of Commerce entrusted with responsibility of promotion of export of marine products from the country. MPEDA has been a key player in supporting seafood processing units by providing financial assistance, infrastructure development, and training to seafood processing workers for value addition. Studies conducted by the ICAR-Central Institute of Fisheries Technology have emphasized the importance of these schemes in upgrading infrastructure and machinery for value-added product production.

MPEDA's initiatives have successfully encouraged processing units to shift from raw material to value-added seafood, resulting in more value for seafood. The support provided for cold store development and live/chilled/dry handling centres has further promoted high-value seafood, significantly increasing the unit value.

3. Empowering Women and Weaker sections in the Seafood Processing Sector

Notably, the seafood processing sector comprises a significant proportion of women, with over 75% of the workforce being female. More than 1.5 lakh women are employed in this sector, with over 8000 in the SC/ST category. Implementing value-addition schemes can create more employment opportunities for women and increase wages, thereby increasing direct and indirect employment in the fisheries sector.



4. Rationale

Production Linked Incentive Scheme (PLIS) by the Ministry of Food Processing Industries (MoFPI) aims to boost growth in the food processing sector. The scheme aims to support the creation of global food manufacturing champions, promote Indian brands of food products, increase employment opportunities for off-farm jobs, and ensure remunerative prices of farm produce and higher income to farmers. While it predominantly supports large manufacturers, **TDSVMP** intends to support a broader spectrum of small and medium-scale companies, fostering inclusive growth in the seafood processing industry and strengthening the manufacturing ecosystem in the country.

5. Challenges:

Despite progress, the value addition in seafood needs further enhancement, especially with the seafood processing industry facing several challenges due to a lack of essential infrastructure. Firstly, the industry's ability to transform seafood into high-value products is hindered by inadequate facilities for value addition. Secondly, the absence of comprehensive capacity-building programs for seafood processing workers, particularly women, poses a significant hurdle, impeding the development of a skilled workforce essential for preparing value-added products and maintaining product quality. Women in the industry often face challenges regarding employment, wages, and skilling opportunities. Additionally, the lack of proper cold storage facilities raises concerns about preserving seafood and its quality, potentially leading to spoilage and reduced shelf life. Furthermore, the industry faces obstacles in embracing automation in production and packaging, with manual processes risking inefficiencies, errors, and variations in product quality. Finally, the insufficient infrastructure for chilled, live, dried and ornamental fish handling facilities is a bottleneck, that impacting the quality of fish in production and processing. To meet global standards for value-added seafood products, the seafood processing sector must address these challenges through targeted interventions and capacity building, in creating better ecosystem for value-addition, specifically addressing gender disparities.

Considering these issues, the scheme for promoting value-added products has conceptualized the following objectives.

6. OBJECTIVE OF THE SCHEME - TDSVMP:

1. To promote value-added products by bolstering the processing ecosystem with a strong emphasis on maintaining stringent quality and food safety parameters. This includes targeted training programs to bridge gender disparities in skilling opportunities within the seafood processing industry.
2. Encourage processing units to set up the Cold storage, facilitating storage of finished products to retain the premium quality.



3. Promote the adoption of automation in production and packaging systems in processing units to enhance efficiency, food safety and uphold the quality standards in producing value-added products, specifically focusing on empowering women in technology-driven roles.
4. Support establishment of Chilled/ Live/ Ornamental/ Dried Fish Handling facilities, emphasising the adherence to strict quality and safety measures to facilitate the production and processing of chilled/ Live/ Ornamental and dried items with the highest quality standards.
5. Implement comprehensive capacity-building programs to empower women in seafood processing, addressing gender disparities and creating more opportunities for employment, wages, and skill development.
6. The TDSVMP scheme aims to promote the adoption of cutting-edge technology and foster an environment of innovation in the seafood processing industry. By doing so, it seeks to address the challenges faced by the seafood sector, improve its efficiency, and enable it to meet global standards.

7. Comprehensive Approach of Value Addition Scheme Components

In alignment with the focus on quality, traceability, safety parameters, and sustainable practices, the scheme not only supports ecosystem creation for value addition in seafood but also emphasises the establishment of safe storage of finished goods. Recognising the significance of handling facilities for high-value chilled/live/ornamental fish and dried seafood, the scheme ensures adherence to stringent quality standards. It encourages the integration of green technology in the manufacturing and storage processes. The implementation of Value Addition Schemes, coupled with policy interventions in related areas, can potentially increase the production of value-added products.

This assistance is available to processing units owned by entrepreneurs, cooperatives, etc., who have successfully established value-added facilities and meet the specified Total sale proceeds in accordance with the scheme guidelines. The scheme is expected to help the units meet the international quality, food safety and sustainability standards. Furthermore, proposals under the Public-Private Partnership (PPP) mode will also be considered, promoting collaborative efforts to maintain and enhance the overall quality and eco-friendly aspects of seafood processing.

The sub-schemes have the following components:

1. Support for Value Added Product Development (SVA)
2. Support for Process Automation (SPA)
3. Support for Cold Storage Development (SCS)
4. Support for Creation of Chilled/Live/Ornamental Fish handling facilities (SCF/SLF/SOF)
5. Support for Creation of Dried Fish handling facilities (SDF)



8. DEFINITIONS:

1. **Scheme:** The Scheme is to provide assistance to processing units/handling facilities involved in developing, storage and processing/handling of specific Value-Added Products.
2. **Beneficiary:** An Individual, Society, Trust, Firm or Body corporate registered as per Indian Laws and who is eligible for assistance under this Scheme.
3. **Existing Establishment / Unit:** A seafood processing unit/ handling facility owned by an Individual, Society, Trust, Firm or Body corporate engaged solely in the processing/handling of fish and fishery products and having valid registration as per Marine Products Export Development Authority Act & Rules framed there under.
4. **Proposed Establishment / Unit:** A seafood processing unit/ handling facility which is planned to be constructed by an Individual, Society, Trust, Firm, or Body corporate for processing of Specific Value-Added Marine Products.
5. **Value Addition:** Value addition generally is the enhancement added to product by the producer before the product is offered to customers. Products processed as Ready to eat, Ready to cook, Ready to fry, Thaw and eat, Heat and serve, other live/ chilled/ dried/ ornamental fishery, pharmaceutical and cosmetic products are considered as Value Added Products under this scheme are categorised in the order of priority as Category-I, II, and III.
6. **Specific Value Added Products:** The products eligible for availing assistance from MPEDA are as per Annexure-III of the Scheme
7. **Cold Storage (frozen):** Cold/frozen storage in seafood industry is a building used for storage of fish and fishery products at a controlled temperature between -18 degree Celsius to -21degree Celsius, to maintain the quality and shelf life of the finished products.
8. **Machinery and Equipment:** Those machinery/equipment which are directly involved and auxiliary equipment for the production and process of Specific Value Added Products, approved and eligible for assistance under the Scheme given as per Annexure IV-VIII.
9. **Authorized Signatory of the application:** The person authorized to sign the application for assistance under any of the above Schemes. Such authorization is valid only if all the Partners/members of Executive Board of Society/Trust/Board of Directors unanimously approves by a special resolution and a certified copy of the same must be attached with each application. (Certified by Company Secretary in case of Private/Public Ltd companies).
10. **Competent Authority:** The Competent Authority for all the Scheme will be the Chairman, MPEDA or any officer duly authorized by a written office order from Chairman, MPEDA.



11. **Chartered Accountant Certificate:** The certificate issued as per Annexure- IX&IX (A) by a practicing Chartered Accountant having valid and current certificate of practice issued by The Institute of Chartered Accountant of India.
12. **Total sale proceeds:** The value realised from the total sales proceeds as reflected in the sales documents generated for trade of value-added fish & fishery products as defined at Sl.No.50 of the guidelines of the scheme. Products manufactured from stocks which are notified as overfished by the Department of Fisheries, Govt. of India are not considered as part of total sales proceeds of the assisted unit under this scheme.
13. **Application Fee:** As defined in Para 44 (c) of the guidelines of the Scheme.
14. **Eligible Assistance:** The assistance eligible for payment against the Scheme as per the pattern of assistance.
15. **Incomplete applications:** Applications not filled completely, non-submission of mandatory documents, applications not as per the prescribed format, applications not signed by the authorised signatory etc.

9. **Scope of Scheme and Pattern of assistance**

Sl. No	Sub Component	Scope	Maximum assistance
1.	Support for Value Added Product Development (SVA)	<p>a. New units – Should have Installed Value added product machinery and fulfilled Total sale proceeds of VAPs as defined by MPEDA at Sl.No.50 of the guidelines.</p> <p>b. Existing units – Should have expanded their existing facility by installation of eligible Value-added product machinery and fulfilled Total sale proceeds of VAPs as defined by MPEDA at Sl.No.50 of the guidelines.</p> <p>Note: This involves not only the installation of machinery but also the commitment to maintaining high-quality and food safety standards throughout the production and processes.</p>	50% of the admissible cost incurred subject to maximum assistance of ₹500 Lakh whichever is less
2.	Support for Process Automation (SPA)	New and existing units who have automated their production process and packaging systems and fulfilled Total sale proceeds as defined by MPEDA at Sl.No.50 (c) of the guidelines, emphasizing the importance of	50% of the admissible cost incurred subject to maximum of ₹50 Lakh whichever is less.



		meeting high-quality standards throughout the value chain.	
3.	Support for Cold Storage Development (SCS)	New and existing units who have set up cold storage and auxiliary items like generator set, cooling condensers etc subject to minimum & maximum capacity of cold storage will be 500 & 3000 MT respectively as defined by MPEDA at Sl.No.50 (c) of the guidelines, emphasising that the necessary standards have met to preserve the quality and safety of stored products.	50% of the admissible cost incurred subject to maximum assistance of ₹150 Lakh or maximum 3000 MT for storing value added products, assistance @ ₹ 5000 per MT whichever is less. The assistance will be for one time only irrespective of the capacity availed from minimum 500 MT to 3000 MT.
4.	Support for creation of Chilled/Live/Ornamental Fish handling facilities (SCF/SLF/SOF)	Extend financial supports who have set up new/existing Chilled/Live/Ornamental fish handling centre and fulfilled Total sale proceeds as defined by MPEDA at Sl.No.50 (c) of the guidelines. The emphasis on Total sale proceeds further ensures a commitment to delivering high-quality chilled/live/ornamental fish products.	50% of the admissible cost incurred subject to maximum assistance of ₹50 Lakh whichever is less.
5.	Support Fee for creation of Dried Fish handling facilities (SDF)	Extend financial supports who have set up new/existing dried fish handling centre and fulfilled Total sale proceeds as defined by MPEDA at Sl.No.50 (c) of the guidelines. This will motivate entrepreneurs to set up dried fish handling facilities and storage premises to enhance the production and increase of dried value-added seafood items. Further the emphasis on Total sale proceeds further ensures a commitment to delivering high-quality dried fish products.	50% of the admissible cost incurred subject to maximum assistance of ₹50 Lakh whichever is less.



10. GENERAL TERMS & CONDITIONS

1. Unless otherwise specified, the benefits under these schemes are available solely to Processing units/handling centres registered with the Marine Products Export Development Authority (MPEDA) under the MPEDA Act & Rules, 1972.
2. Processing units/handling centres which have not complied with the guidelines under the previous Value addition schemes of MPEDA are not eligible to apply.
3. Processing units/ handling centres who have availed assistance for MPEDA value addition schemes from 01/04/2017 are not eligible to apply.
4. Processing units availed assistance under the Production Linked Incentive scheme (PLI) of MoFPI are not eligible for assistance under the scheme.
5. Processing units who have antibiotic rejections / refusals in overseas markets in the past three years from the date of application will not be eligible for assistance.
6. A processing unit is eligible to avail assistance for one sub-component only during the period of the operation of the scheme.
7. Both new and existing units are eligible for availing assistance, excluding those referred in sl no. 2, 3, 4 & 5 above.
8. Cost of land and Civil works are not eligible for assistance.
9. The machinery & equipment under "Support for Value Added Product Development (SVA)" shall be eligible for assistance only when proposed as a complete project of more than Rs.2Cr investment which result in the production of value-added product specified under the scheme. In case of Support for creation of Dried / Live/ Ornamental fish/ Chilled Fish handling facilities, the minimum investment required for the total project cost to be considered under the scheme is Rs. 50 Lakh.
10. The validity of all the Schemes will be as per directions issued by Government of India from time to time.
11. The eligible assistance will be released only if funds are available for the purpose at the time to considering the claim.
12. The applicant will be eligible for assistance only if the Scheme is in operation at the time of considering the claim.
13. The assistance will be 75%, if the unit is established in North East Region, Andaman & Nicobar Islands and Lakshadweep Islands of India.
14. The assistance will be 75% for individual beneficiary under SC/ST category. The minimum share percentage of SC/ST entrepreneur should be 30% in the firm/company.
15. All the applicants of this Scheme shall state at the time of submission of application that they have not availed any assistance under this Scheme "or any other financial scheme implemented by the central/state governments or any bodies constituted under them" for the same equipment at the same location. The applicant shall be eligible for 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 equipment for production of value-added marine products in their processing unit /handling facility. If this condition is violated, then the 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.

16. The Scheme will be in operation from the date of official approval by the Competent Authority.
17. 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 as per EU regulations and as approved by EIC (Except for Dry fish / Live/ Ornamental fish/ Chilled fish handling facilities).
18. Units processing marine products of non-animal origin/ pharmaceutical/ nutraceutical nature are exempted from obtaining EIC approval.
19. The applicant must mandatorily fulfil all the scheme procedures when they submit application for assistance.
20. Submission of application does not entitle the applicant to claim for assistance. The MPEDA reserves its right to reject any application without assigning any reasons and without liability.
21. 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.
22. If at any stage, it is found that the assistance has been claimed based on false information/documents etc., MPEDA would be entitled to recover the assistance granted by any means necessary and blacklist the organization for future support.
23. The rights and remedies of MPEDA are in addition to any other rights it may have under contract, tort, equity, and law.
24. MPEDA reserves the right to amend the terms of this Scheme at any time based on the recommendation of the committee consisting of Director / Director (M), Joint Director (M), MPEDA, technical expert from CIFT/ CUSAT / KUFOS/NIFPHATT.
25. Any dispute or difference arising out of or in connection with this Scheme/ 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.
26. Any disputes or difference arising out of or in connection with this scheme implementation or its enforcement shall be subject to the exclusive jurisdiction of the courts in Ernakulam, Kerala.
27. The applicant always 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 application 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 conditions under the Scheme.

28. Eligible applicants who have installed eligible items as per Annexure-IV – VIII and fulfilled Total sale proceeds value as per the Cut-off date for eligibility specified in Sl.No.30 will be considered. Priority will be given to eligible applicants who have met the Total sale proceeds as per Category I, II and III as specified in Annexure - III, in that order. In case of a tie in total sale proceeds in respective categories, the following criteria will be applied for the selection of beneficiary.

- In the event of tie in the highest Total sale proceeds, priority will be given to applicants with a higher investment.
- If there is an additional tie in both the highest Total sale proceeds and investment, consideration will be given to applicants who participated in international trade fairs.
- If there is a continued tie, preference will be granted to applicants who have a more than 30% women shareholding.

29. Applications with the machinery installed and Total sale proceeds value achieved in accordance with the scheme and as per the Sl.No.28 &30 will be considered. The related Total sale proceeds fulfilled will be evaluated based on the details provided in Sl.No.50.

30. Cut-off Date for eligibility:

- a. During the first year (2023-24) of implementation, applicants from 01/04/2017 will be considered under the scheme owing to the COVID Pandemic during 2020-21 period. This includes applicants who have installed Value-added product machinery since 01/04/2017 and have met the Total sale proceeds under Category I, II and III of the Support for Value Addition scheme. This special consideration is given due to the challenges posed by the COVID-19 pandemic.
- b. For subsequent years of scheme implementation, the investment made from 01/04/2017 be considered. However, the Total sale proceeds achieved will be considered only for the past five years (i.e., from 01/04/2019) or from the date of installation of the equipment, whichever is later for the year 2024-25. In case for the year 2025-26, the investment made and the Total sale proceeds achieved will be considered from 01/04/2020.



➤ **MACHINERY: -**

31. Used/refurbished/Defective machinery and equipment will not qualify for assistance under the scheme.
32. MPEDA may modify the list of eligible products, machinery and equipment under the scheme and scheme conditions based on the developments in the trade or based on the suggestions given by the processing units. Such modifications shall be considered and recommended by a committee consisting of Director/Director (M), Joint Director (M), MPEDA, technical expert from CIFT/ CUSAT / KUFOS/NIFPHATT subject to the approval of Competent Authority.
33. MPEDA reserves its right to audit the premises, machinery, and books of records of the beneficiary, at any time, to ensure compliance with the Scheme.
34. Bills with GST component will only be admitted for calculation of eligible assistance.
35. All bills / invoices/ documents etc. should be in the name of applicant.
36. 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.
37. Invoices / bills /vouchers for expenditure incurred must be supported with copy of bank statement highlighting each payment with supplier name made for domestic purchases.
38. In the case of imported items, Bill of Entry, Bill of Lading and Bank debit/Remittance Advice/swift copy along with bank statement etc. shall be furnished.
39. Tax, charges for Clearing and forwarding, transportation, loading/unloading, installation, commissioning, electrical, packaging etc will not qualify for assistance. Item wise split up / bifurcated cost details of plant & machinery are required.
40. Any establishment / unit constructed with asbestos/ thatched roof will not be considered for assistance.
41. 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.
42. Eligible list of machinery for the value-added products belong to the Category-I, II and III are given as Annexure-IV.
43. Conditions only for Support for Cold Storage Development scheme:
 - a) The construction of the cold storage shall be in such a manner having unilateral flow with all defined facilities as applicable for Approval by Panel of Experts (APE).
 - b) Not more than 40% of the storage should be utilized for storing items other than seafood.
 - c) The minimum registered storage capacity of the Cold Storage shall be 500 Metric Ton and maximum storage capacity admissible for assistance will be 3000 Metric Ton. The assistance will be for one time only irrespective of the capacity availed from minimum 500 MT to 3000 MT.
 - d) The assistance for Cold Storage will be released only upon registration under MPEDA Act and Rules and EIC approval in compliance to EU regulations.



- e) The registered capacity of the cold storage is calculated based on the measurement from wall to wall and floor to floor of the interior space. Ante-room portion is not covered for capacity fixation.
- f) New Storage only will be considered for assistance. Renovation of existing Cold Storage shall not be eligible for assistance.

44. **APPLICATION FOR ASSISTANCE**

- a) The unit shall submit the application on completion of the project along with copies of all the required documents prescribed in Annexure-I.
- b) The Total sale proceeds fulfilment statement with supporting documents as per the applicable category shall be submitted along with the application.
- c) The Application Fee for the Scheme on Value Addition are given below:

Sub- Components	Application fee (Rs) plus prevailing GST
Support for Value Added Product Development (SVA)	1,00,000.00
Support for Process Automation (SPA)	30,000.00
Support for creation of Chilled/ Live/ Ornamental Fish handling facilities (SCF/SLF/SOF)	30,000.00
Support for creation of Dried Fish handling facilities (SDF)	30,000.00
Support for Cold Storage Development (SCS)	50,000.00

- d) The original bills and original documents which form a part of the application must be brought by the applicant to the respective field office of MPEDA for scrutiny.

The Original invoice / documents along with photocopy self-attested by the authorized signatory of the processing unit shall be scrutinized by the Authorized Officer of MPEDA and affixed with the following stamp on the photocopy:

“Verified with original and found correct”.

Signature :

Name :

Designation :



The verified copies of such original bills/ documents must be furnished along with a statement as per the following format and shall attach to the application.

RD/SRD:

Scheme:

Applicant:

Final list of machinery recommended for assistance

SI No	Name of the supplier	Item / Machinery	Number/ Quantity	Invoice No.	Invoice date	Amount	Make	Model	Recommended /Not recommended	Reasons for not recommended. if any

Verified by:

Cross examined by:

e) Chartered Accountant certificate as per the Annexure - IX & IX (A) must be cross checked with original bills. It is compulsory to have Unique Document Identification Number (UDIN) number.

45. Method of implementation

- i. Processing unit who has set up the processing infrastructure for Value addition and fulfilled Total sale proceeds under the scheme are eligible to apply. MPEDA will call for applications from the eligible processing units and a period will be given for submission of the applications. The intimation about the opening of the application period for the scheme will be given in advance in e-mpeda portal and through e-mail. MPEDA will reject the extra applications received above the budget allocated and in such cases the application fee paid will be reimbursed. Incomplete applications /applications not in line with the scheme guidelines will be summarily rejected and the fees remitted by the applicant will not be refunded.
- ii. The applications received on or before the deadline will only be processed.
- iii. The processing unit/ Handling facility of the eligible applicants will be inspected by a field level committee consisting of an MPEDA officer not below the rank of Assistant Director and an officer from other Regional /Sub Regional Division of MPEDA not below the rank of Assistant Director.
- iv. The verifying officer will submit the physical verification report and geo-tagged photographs of each machinery proposed for assistance.
- v. The application with the recommendation of the Officer in charge of the field office will be scrutinised by HO and the application will be placed before the technical committee constituted with the following members under the Chairmanship of Director/Director (M) and recommended for sanction of eligible assistance:



- ❖ Director /Director (M) - Chairman of the committee.
- ❖ Joint Director (Marketing)
- ❖ Two experts (CIFT/KUFOS/CUSAT/NIFPHATT)
- ❖ CAO/Accounts Officer, MPEDA
- ❖ Internal Auditor, MPEDA
- ❖ Deputy Director/Assistant Director (Development) will be the Convener of the committee.

- vi. The assistance will be released through electronic transfer (PFMS) to the AADHAR linked Bank account of the beneficiary on submission of Advance stamp receipt, copy of the guidelines signed by the authorized signatory, Bank account details with cancelled cheque by the beneficiary.
46. The applicant must 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 before release of assistance.
47. The clarifications, if any, sought by MPEDA from the applicant shall be submitted as per timelines prescribed by the Authority.
48. Renovation/Replacement of existing machinery with same capacity are not eligible for assistance under the scheme.
49. The Competent Authority for all the schemes will be the Chairman, MPEDA.

➤ **TOTAL SALE PROCEEDS: -**

50. a) Total sale proceeds for units availing under Support for Value Added Product Development (SVA): Total sale proceeds value as per the following category shall be fulfilled by the applicant to be considered for assistance:-

Category	Product type	Total sale proceeds to be achieved
Category-I	Fishery Nutraceutical /Cosmetic products.	3 times of the assistance amount
Category-II	High end Ready to Eat & Ready to Cook value added products	6 times of the assistance amount
Category-III	Selected VAPs under Chapter-03	12 times of the assistance amount



b) For new units applying for assistance, the Total sale proceeds will be considered from the date of MPEDA registration certificate issued to the processing unit/handling facility. In case of existing unit, the date of endorsement of the proposed facility made in the MPEDA registration certificate will be counted for considering the Total sale proceeds Value.

c). The Total sale proceeds for all other components shall be calculated as per given below:-

Sl. No	Sub- Components	Total sale proceeds to be achieved
1	Process Automation and Packaging	Total sales proceeds shall be 6 times of the assistance amount, reckoned from the date of commissioning of the machinery for which assistance was availed.
2	Support for Cold Storage	Total sales proceeds of value-added products in any 3 category (Annexure-III) equivalent to 3 times of the assistance amount shall be considered from the date of issue of MPEDA registration certificate to the Cold storage. In the case of independent cold storage, the sale proceeds of value-added products traded by entities other than the applicant shall also be considered with proof of cold storage utilization.
3	Support for creation of Chilled/ Live/ Ornamental fish /Dry fish handling facilities.	Total sales proceeds equal to that of assistance extended.

d) The applications will be considered based on the fulfilment of Total sale proceeds as stipulated in the scheme under Sl.No.50 and Cut off date mentioned in Sl.No.30 of the guidelines.

e) Value added products made out of overfished fish stocks as notified by the Department of Fisheries, Govt. of India will not be considered for total sale proceeds.



ANNEXURE - I

Documents to be submitted along with application.

1. Copy of MPEDA registration certificate issued to processing unit, pre-processing centre, storage premises, Chilled/Live/Ornamental fish/Dried fish handling facility and conveyance (if applicable).
2. Copy of MPEDA registration certificate as a processing unit.
3. Copy of EIC approval letter indicating compliance to EU standards (Except for Chilled/Live/Ornamental fish/Dried handling facilities and for units specified in category I of SVA sub component).
4. CA certificate with UDIN number of CA on expenditure incurred on plant and machinery as per the format given in ANNEXURE – IX & IX(A).
5. Self – attested copies of invoice.
6. In the case of imported machinery-Bill of entry, Bill of lading, Bank debit/remittance advice /swift copy [which includes beneficiary customer name (supplier), Ordering customer Name (applicant name) and equivalent rate/amount of foreign currency in INR].
7. Copy of bank certified statement with the name of the supplier for each payment. If supplier name is not mentioned in the statement, a letter from the Bank to be submitted for the same.
8. Cash receipts, if paid by cash up to Rs-50,000/-
9. Special power of attorney in case of partnership firms, power of Attorney signed by all partners authorising one partner with his signature to sign all documents related to MPEDA assistance scheme executed in non-judicial stamp paper of at least Rs. 500 to be submitted.
10. In case of Limited Company, Board Resolution signed by all Directors authorizing one of the Directors to sign all documents related to Assistance Scheme of MPEDA attested by the Company Secretary or Practising Company Secretary with UDIN or Membership number shall be submitted.
11. In case of claiming assistance for hiring consultants for value addition training the bills or agreement and payment made to the trainer to be submitted.

NB: Copies of any other documents as demanded by the MPEDA must be provided by the applicant.



ANNEXURE - II

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 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 equipment for production of value-added marine products in our processing unit/handling facility.

I/We, hereby further certify that I/we have not availed any 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 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 equipment for production of value added marine products in our processing unit/handling facility, for which assistance has been received from MPEDA, our firm/company shall refund to MPEDA the entire 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:



ANNEXURE - III

CATEGORY –I –FISHERY NEUTRACEUTICAL / COSMETIC PRODUCTS:

1. Chitin / Chitosan / glucosamine
2. Fish collagen / gelatin / peptide
3. Omega -3 fatty acid
4. Seaweed products such as Agar Agar, Carrageenan, Algin etc.
5. Squalene/ Fish oil capsule
6. Demineralized fish scales

CATEGORY II – HIGH-END READY-TO-EAT, READY-TO-COOK VALUE-ADDED PRODUCTS AND PRODUCTS WHICH ARE HANDLED WITH HIGH CARE FROM CATCH/HARVEST TO RETAIN PREMIUM QUALITY AND FETCH HIGH UNIT VALUE.

I (a). IQF SHRIMP PRODUCTS:

1. Cooked shrimp
2. Stretched shrimp (*Nobashi*)
3. Breaded and battered Shrimp (for *Ebi* fry)
4. Shrimp burgers
5. Skewered shrimps
6. Marinated shrimps
7. Dusted shrimps
8. Head on shell on shrimps (Tray/Pouch Pack)

I (b). IQF CEPHALOPOD PRODUCTS:

1. Cooked Tentacles/Rings /Strips/Wings/Tubes / Fillets/Slice/Cubes/Chunks/ Cuts/Pin bone out/butterfly
2. Marinated / Battered / Breaded and dusted products.
3. Skewer Products
4. Whole Cleaned Cooked

I (c). IQF FISH PRODUCTS:

1. Battered and Breaded fish products
2. Breaded fish fillets
3. Marinated Fish Products
4. Skinless Fillets



I (d). OTHER ITEMS:

1. Breaded Clams / Oysters /Mussels
2. IQF Cooked crab meat
3. IQF cooked lobster products
4. Pasteurized crab meat
5. Retort pouched / canned seafood products
6. Seafood dimsum
7. Seafood dumpling
8. Surimi analogue products / Imitation Products
9. Fish Protein Concentrates for human consumption
10. Fried bivalves / fish / shrimp
11. IQF Crab cakes /crab balls
12. Extruded/Dehydrated Ready to eat/Cook seafood products.
13. IQF Seafood Based cutlet/ Samosa/Gyoza/ Pao/ Momos
14. IQF Mixed seafood skewers
15. IQF Seafood Patties / Nuggets/ Fingers
16. IQF seafood curry including Combo
17. IQF seafood rolls
18. IQF Seafood salad
19. IQF Seafood sausage
20. IQF Seafood vegetable mix
21. IQF Stuffed crab
22. IQF Sushi items
23. Heat & eat seafood meal packs/ Meal Kit/ Pulao/Biriyani
24. Seafood instant soup
25. Seafood based pickles
26. Sous vide processed seafood
27. Seafood based wontons
28. Shrimp tomalley oil
29. Shrimp/Fish protein hydrolysate
30. IQF Cooked Clam /Oyster/ Mussel Meat
31. IQF Cooked Seafood Mix
32. Any Other Ready to Eat Seafood Products

I (e) ADVANCED PACKING OPTIONS:

1. Pouch cans
2. Vacuum packed trays / pouches
3. Modified atmosphere packaging
4. Controlled atmosphere packaging



5. Sous vide
6. Boil-in pouches
7. Retort pouching
8. Any other advanced packing system approved by the Technical Committee

CATEGORY – III (SELECTED VAPs UNDER CHAPTER-03)

I (a). IQF SHRIMP PRODUCTS:

1. Cocktail Shrimp
2. Tray Pack/Pouch
3. Brine Frozen Shrimp Products

I (b). IQF CEPHALOPODS PRODUCTS:

1. Stuffed Squid
2. Seafood mix
3. Raw/Blanched Whole cleaned/Tentacles/ Rings/ Wings/ Strips/ Fillets/ Tubes/ Slice/ Cubes/ Cuts / Chunks / Pin bone out/Butterfly
4. Brine Frozen Cephalopod Products

I (c). IQF FISH PRODUCTS:

1. Chunks
2. Loins
3. Steaks
4. Pre-cooked loins
5. Fillets
6. Moon Cut/Gilled and Gutted/Scale Off/Cubes/Chopped/Head Less/Tail Less/Skin off/Portion
7. Brine Frozen Fish Products

I (d) AFD/FREEZE DRIED PRODUCTS

1. Crustaceans
2. Molluscs
3. Fish



I (e) Others

1. IQF Raw/Blanched Seafood Mix
2. IQF Raw/Blanched Seafood Cocktail
3. IQF Raw/Blanched Clam /Oyster/ Mussel
4. IQF cut crab (tray/pouch)

Chilled/ Live/ Ornamental Fish & Dried fishery products

- I (a).** Fresh and Chilled F&FP specified in ITC HS code Chapter 0302, 0304, 0306, 0307, 0308 for chilled handling facility.
- I (b).** Dry Fish items specified in ITC HS code Chapter 0305, 0306, 0307, 0308 for dry fish handling facility.
- I (c).** Live items specified in ITC HS code Chapter 0301, 0306,0307 & 0602 for live fish handling facility.
- I (d).** Ornamental Fish items specified in ITC HS code Chapter 0301 for ornamental fish handling facility.

OTHER CONDITIONS:

1. Any modification in the list of value added products above may be recommended by a Committee consisting of Director/Director (M), Joint Director (M), MPEDA, and an expert from CIFT / CUSAT /NIFPHATT and approved by Chairman, MPEDA.
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.



ANNEXURE - IV

ELIGIBLE LIST OF MACHINERY AND EQUIPMENT

- **Machinery and equipment for Value Addition for Shrimp, Cephalopods and Fish**
 1. Automatic or Mechanical Glazing/hardening unit
 2. Battering and breading line
 3. Brine Freezing Line
 4. Blanching/Cooking and cooling system
 5. IQF machine / cooking / marinating/ breading line or any other High end value addition
 6. Solar unit used for the operation of the value added product line.
 7. Biogas plant used for the operation of the value added production line.
 8. Computerized camera sorting system

- **Machinery and equipment for following Fish processing activities (Filleting line)**
 1. Beheading
 2. Electric Drying
 3. Filletting
 4. Flash/Snap/ Electric Frying
 5. Gutting
 6. Knobbing
 7. Meat Separation
 8. Mincing
 9. Portioning
 10. Press roller
 11. Scaling
 12. Shucking
 13. Skinning
 14. Sorting
 15. Splitting
 16. Steak cutting

- **Machinery and equipment for AFD products**
 1. Air/water-cooled condensing unit
 2. Booster pump
 3. Chamber automation/Data acquisition system
 4. Evaporative condenser
 5. Evaporator with electrical defrosting unit
 6. Freshness checker
 7. Heat Exchanger
 8. Two stage water ring vacuum Pump



9. Vapour absorbing machine.
10. Vacuum freeze dryer with accessories
11. Sorting Machine
12. Moisture meter
13. Air Shower Entry System
14. Boiler System with Accessories
15. Generator with Accessories

➤ Machinery and equipment for Surimi analogue products

1. Automatic cooking, cooling and drying line
2. CFS cut master.
3. Colour coating / Flavour mixing machine.
4. De-boning/de-skinning
5. Moulding machine
6. Sharpening machine
7. Silent cutter
8. Spiral filleting machine
9. Straight cut heading machine
10. Stuffing / filling machine
11. Vacuum cutter

➤ Machinery and equipment for Canned / Retort pouched seafood (Canning line)

1. Can double seamer (automatic / semi-automatic)
2. Double jacketed kettle
3. Over pressure retort / retort line /Automatic Retort with Accessories
4. Pasteurization line
5. Pouch filling machine
6. Butchering Conveyor / Tables
7. Pre-Cooker with Trolleys and Trays
8. Empty Can Depalletizer and Feeding Conveyor system with Accessories.
9. Automatic Packing Machine with accessories
10. Weight checking conveyor
11. Liquid Sauce Filling System with conveyors and tanks
12. Automatic Can Seaming Machine (Multiple Heads)
13. Can Washing Machine
14. Can Loading System
15. Basket tilter
16. Can unloading System.
17. Can Labelling Machine
18. Carton Strapping Machine
19. Waste Disposal System



- 20. Boiler
- 21. Coding Machine

➤ Machinery and equipment for production of Edible seaweed products such as Agar Agar, Carrageenan, Algin

- 1. Blender
- 2. Boiler
- 3. Caustic Preparation Tank
- 4. Conveyer
- 5. Cutter and Screw Pump
- 6. Dryer
- 7. Granule Washing Tank
- 8. Grinder
- 9. Heat Exchanger
- 10. Hoist Crane
- 11. In Feed Elevator
- 12. Sap Collection, Mixing and Storage Tank
- 13. Separator (with collection tank & pump)
- 14. Spent liquor Storage Tank
- 15. Vibro shifter
- 16. Wash water Storage Tank
- 17. Washing / Inspection Conveyer
- 18. Whole plant soaking Vessel
- 19. Whole plant SRC cooking retort.
- 20. Whole plant SRC washing vessel.

➤ Machinery and equipment for fishery Nutraceutical/ Cosmetic Products made out of fish/shellfish.

- 1. Acid Pump
- 2. Air compressor
- 3. Blender
- 4. Boiler
- 5. Centrifuge
- 6. Chilling Refrigeration Plant with accessories
- 7. Cooling Tower
- 8. Fluid Bed Dryer
- 9. FRP Reactor
- 10. FRP Storage Tank for Acid
- 11. Glass line reactor
- 12. Poly Propylene Pump
- 13. PP plate and Filter Press



14. Primary Pumps
15. Pulveriser
16. Scrubber
17. Storage Tank for caustic lye
18. Vacuum Pump
19. Vibro shifter
20. Weighing Balance Digital / Electronic.

➤ Machinery and equipment for the production of Chitin and chitosan

1. Boiler
2. Bucket Elevator
3. Centrifuge
4. Generator Set
5. Hot air blow dryer
6. Poly propylene reactors
7. Reverse Osmosis Plant (WTP)
8. Rotating Drum Dryer
9. Stainless steel reactor
10. FRP Reactor
11. FRP Storage Tank for Acid
12. Acid Pump
13. Hydraulic Bell Press Machine
14. Storage Tank for Caustic Lye
15. Weighing Balance Digital/Electronic
16. Industrial ETP (Effluent Treatment Plant)
17. Water Softener
18. Conveyor Belts

➤ Machinery and equipment for the production of Shrimp tomalley oil /Shrimp/Fish protein hydrolysate,

1. Meat Separator
2. Temperature controlled reactor
3. Filter Press
4. Ultra – Filtration unit
5. Alpha level centrifuge
6. Falling Film Evaporator
7. Spray Dryer

Others

- The expenditure incurred for hiring the experts for conducting value added product training to the workers will be considered, provided the applicant submit the proof of hiring the expert such as bill, Agreement executed between the applicant and the expert



indicating the services offered, and the biodata of the expert describing the area of expertise. Details of duration, training conducted, passport details of the foreign trainer hired, list of personnel trained also must be submitted.

Note: - IQF line will be considered for production of eligible products mentioned in the Category – II & III.

ANNEXURE - V

➤ **List of Machinery and Equipment for Support for Process Automation**

1. Peeling Machine
2. Grading Machine
3. Fish cutting/filleting machines.
4. Filth washing machine.
5. Packaging machines
6. Automated weighing / filing /packing machine
7. X-ray machine
8. Crate washing machine.
9. Conveyer system for storing and shipment of finished products.
10. Video Jet Printer / Labeling machine
11. Tray making machine.
12. Thermoform machine.
13. Shrink wrapping machine/shrink tunnel.
14. Skin wrapping machine
15. Starch / ingredient mixer
16. Vacuum aided chemical treatment machine.
17. Robotic arms for automation
18. 3D food printer
19. Dicer
20. Silent Cutter
21. Metal Detector
22. Be-heading Conveyor



ANNEXURE - VI

➤ List of machinery and equipment for Support for Cold Storage Development

1. Compressor
2. Cooling towers
3. Evaporative condenser / shell and tube condenser
4. Receiver
5. Evaporator
6. Driers / liquid separator
7. Pipelines with gauges and insulation
8. Ducts with blowers
9. Prefabricated PUF panels
10. Cold storage door
11. Racks / metallic frames
12. Pallets for stacking
13. Battery operated pallet jacks
14. Data logger
15. Temperature gauges
16. Generator set.



ANNEXURE - VII

➤ List of Machinery and Equipment for creation of Chilled/ Live/ Ornamental Fish Handling facilities

(A) Chilled Fish Handling Facilities

1. Refrigeration equipment for operating Chill room including electrical panel control system.
2. Electronic / Digital Weighing Machine
3. Fish Cutting, de-skinning and filleting Equipment.
4. Filleting knives/moulds
5. Flake/Tube / Slurry Ice Making machine/ Chill water system.
6. Generator Set
7. Hydraulic Hand Trolleys
8. Modified atmosphere/ Vacuum packaging system/Other packing machines
9. Preprocessing / Processing /Packing table (with food grade stainless steel)
10. Water Purification System
11. Packaging systems
12. Metal detector
13. Auto temperature recorder
14. Chute doors/Air curtains, Trolleys, SS Bins, Shovels, Boxes
15. Ink jet code/ bar code printer with related accessories
16. Effluent treatment system
17. Jet/steam wash system
18. Insulated truck-1 (max 15 lakh)
19. Insulated Fish box (Max 5 lakh)
20. Elisa lab equipment / PCR Test kit
21. Rapid microbial/chemical test kits



(B) Live and Ornamental Fish Handling Facilities

1. Electronic / Digital Weighing Machine
2. **Chill** water system.
3. Generator Set
4. Hydraulic Hand Trolleys
5. Packaging system
6. Packing table (with food grade stainless steel)
7. Water Purification System
8. Auto temperature recorder
9. Chute doors/Air curtains, Trolleys, SS Bins, Shovels, Boxes
10. Ink jet code/ bar code printer with related accessories
11. Effluent treatment system
12. Jet/steam wash system
13. Live fish & fishery products transport vehicle (Max 15 lakh)
14. Insulated Fish box (Max 5 lakh)
15. Elisa lab equipment / PCR Test kit
16. Rapid microbial/chemical test kits
17. Biological, Chemical and Physical filters
18. Depuration system
19. Oxygen Cylinder
20. Regulator
21. Aerator
22. Compressor
23. Air Blowers
24. Microscope
25. pH Meter
26. Thermometer
27. Refractometer
28. Motors and Pump Set
29. Oxygen concentrator
30. Ozone generator
31. Ultraviolet Sterilization
32. Sensor based water parameter monitoring equipment
33. Fiber / Glass tank (Max 15 Lakh)
34. Protein Skimmer
35. Heat Pump/Online Titanium Heater



ANNEXURE - VIII

➤ List of Machinery and Equipment for creation of Dried Fish Handling facilities

1. Chill room and Refrigeration equipment for operating Chill room including electrical panel control system.
2. Auto temperature recorder
3. Air conditioning system for pre-processing /processing /packing area.
4. Dehumidifier
5. Electronic / Digital Weighing Machine
6. Heat exchanger system
7. Flake/Tube / Slurry Ice Making machine.
8. Generator Set
9. Chute Doors, Air Curtains, Trolleys, SS Basins, Shovels, Boxes
10. Stainless steel change room accessories
11. Grading Machine
12. Fish cutting/filleting machines.
13. Mechanical drier/UV Stabilized sheet tunnel drier/solar/ LPG drier/ Electric / Appropriate Technology based drier.
14. Roller press
15. Smoking / Drier chamber
16. Hydraulic Hand Trolleys
17. Vacuum packing machine/other packing machines
18. Rack system for packaging materials
19. Ink jet code/bar code printer with related accessories
20. Water Purification system
21. Pre-processing / Processing /Packing table (with food grade stainless steel)
22. Effluent treatment system
23. Rack system for sun drying.
24. Metal Detector
25. Insulated Truck-1 Nos (Max Rs-15 Lakh)
26. Insulated Fish Box (Max Rs-5 Lakh)
27. Elisa lab equipment



ANNEXURE - IX

**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 **machinery and operational equipment** intended to process Value Added Marine Products as detailed hereunder / attached as Annexure- IX(A).

Signature:

Name:

Designation:

Membership No:

UDIN No:

Seal:

Place:

Date:



ANNEXURE - IX (A)

STATEMENT OF EXPENDITURE

Sl. 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 – X

(Rs.500/- non judicial stamp paper)

JOINT DECLARATION-CUM-UNDERTAKING

1. "I/We, hereby certify that we have not obtained or applied or do not propose to obtain or avail any 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 equipment for production of value added marine products /Chilled/ Live/ Ornamental fish/Dried fishery products in its processing unit/handling facility.
2. I/We, hereby further certify that I/we have not availed any 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 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 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:

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 – X (A)

(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 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 equipment for production of value added marine products / Chilled/ Live/ Ornamental fish/ Dried fishery products in its processing unit/handling facility.
2. I/We, hereby further certify that I/we have not availed any 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 of w.e.f. we are not having any objection to M/s.....(Lessee) for undertaking new construction/modification to the existing structure of the unit / facility.
4. Also, I/We have no objection for the said lessee to avail assistance under..... scheme of MPEDA for the said seafood processing unit/handling facility.

Signature:
Name & Designation:
Name of the Company:
Seal:

Place:
Date:



ANNEXURE – XI

Inspection report of assets created by utilizing MPEDA's developmental schemes.

Name of the RD/SRD -----

1. Name and address of beneficiary :
2. Whether the unit is currently operational :
3. Total sales proceeds of the unit for the last ~~three~~ five financial years:

Year	Quantity (Ton)	Value (Crore)
Total		

4. Scheme wise details

Name of the Scheme									
Amount of assistance (Rs)									
Whether the asset is being used									
Remarks									

Name and signature of the verifying officer

Signature:

Name:

Place:

Date:

Counter sign of Dy. Director / Asst. Director of the RD/SRD in charge

Signature :

Name :



ANNEXURE – XII

Total sale proceeds statement

Name :
Scheme :
Period : Fromto.....

SI. No	SB No. & Date	Invoice No. & Date	Total sale proceeds of Value added products	Qty	FOB in Rs.	FOB in US \$	Port of Loading	Port of Discharge
TOTAL								

The applicant has a total sale proceeds of Rs...../- for specific Value Added Products as per..... Scheme for the period fromto

Verified the above statements, supporting documents and the MPEDA statistical database. It is recommended to consider an amount of Rs...../- and Qty tons towards the Total sale proceeds of the applicant.

Verified by :

Name :

Designation :

RD/SRD :

Place :

Date :

Counter signed by DD/AD of RD/SRD in charge.

Name :

Designation :

RD/SRD :



ANNEXURE - XIII

STATEMENT SHOWING THE UTILISATION OF THE COLD STORAGE SET UP AVAILING ASSISTANCE FROM MPEDA

Name and address of the Beneficiary :
Location of the cold storage :
MPEDA Registration Number :
Assistance availed— :

In case of Independent cold storage

- a) Name of the entities utilized the cold storage :
- b) Period of Agreement, If any :
- c) MPEDA Registration Number of entities :

Date of assistance received _____ :

Store Capacity (MT) :

Month	Stock as on 1 st of the month (MT)	Quantity added during the month (MT)	Quantity sold during the month (MT)	Stock at the end of the month (MT)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

Signature :
Name :
Designation :
Seal :

Place :

Date :

Photo upload (photograph of Authorized Signatory)

**ANNEXURE - XIV****APPLICATION FORM - SVA**Support for **Value Added Product Development (SVA)**

A	GENERAL INFORMATION						Date:			
1	Name of the applicant (in capital letters)									
2	Address of the applicant (in capital letters) with phone number and e-mail									
3	Date of commissioning of the VAP machinery line									
B	CAPITAL EXPENDITURE									
4	Details of machinery installed in the unit and expenditure incurred as per Chartered Accountant Certificate.									
Sl. No	Name of supplier	Item	Invoice No	Date	Quantity/ Numbers	Make & model No	Amount	Intended use	Remarks	
5	TOTAL						Rs.			
6	Category of VAPs under which the applicant has fulfilled Total sale proceeds. Qty and Value of VAPs .						Select from list at Annexure– III			
7	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.

I/We do hereby declare that I/ We am/ are aware that in case of rejection by MPEDA of the application due to deviation from scheme guidelines the application fee will not be refunded, and I/ We have no objection to the same.

Signature :
Name :
Designation :
Seal :

Place :
Date :
Photo upload (photograph of Authorized Signatory)

**ANNEXURE - XV****APPLICATION FORM - SPA**
Support for Process Automation (SPA)

A GENERAL INFORMATION		Date()								
1	Name of the applicant (in capital letters)									
2	Address of the applicant (in capital letters) with phone number and e-mail									
3	Date of commissioning of the machinery									
B CAPITAL EXPENDITURE										
4	Details of machinery installed in the unit an expenditure incurred as per Chartered Accountar Certificate.									
Sl. No	Name of supplier	Item	Invoice No	Date	Quantity/ Numbers	Make & model No	Amount	Intended use	Remarks	
	Total						Rs.			
5	Total sale proceeds (Qty & Value) made by th applicant after commissioning of the machinery claim for assistance.									
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 online whatever additional particulars if any called for by the MPEDA in connection with this application.

I/We do hereby declare that I/ We am/ are aware that in case of rejection by MPEDA of the application due to deviation from scheme guidelines the application fee will not be refunded, and I/ We have no objection to the same.

Signature :
Name :
Designation :
Seal :

Place :
Date :
Photo upload (photograph of Authorized Signatory)

**ANNEXURE - XVI****APPLICATION FORM- SCS**
Support for Cold Storage Development (SCS)

		DATE:																				
1	Name of the applicant (in capital letters)																					
2	Address of the applicant (in capital letters) with phone number and e-mail																					
3	MPEDA registration number of the storage																					
4	List of machinery and equipment																					
	<table border="1"><thead><tr><th>Sl. No</th><th>Name of supplier</th><th>Item</th><th>Invoice No</th><th>Date</th><th>Quantity/ Numbers</th><th>Make & model No</th><th>Amount</th><th>Intended use</th><th>Remarks</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Sl. No	Name of supplier	Item	Invoice No	Date	Quantity/ Numbers	Make & model No	Amount	Intended use	Remarks											
Sl. No	Name of supplier	Item	Invoice No	Date	Quantity/ Numbers	Make & model No	Amount	Intended use	Remarks													
5	Capacity of cold storage as per MPEDA certificate																					
6	Date of the commissioning of the storage																					
7	Temperature of the storage (attach printout of Data Logger)																					
8	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 online whatever additional particulars if any called for by the MPEDA in connection with this application.

I/We do hereby declare that I/ We am/ are aware that in case of rejection by MPEDA of the application due to deviation from scheme guidelines the application fee will not be refunded, and I/ We have no objection to the same.

Signature :
Name :
Designation :
Seal :

Place :
Date :
Photo upload (photograph of Authorized Signatory)

**ANNEXURE - XVII**

APPLICATION FORM – SCF/SLF/SOF
Support for creation of Chilled/ Live/ Ornamental Fish handling facilities
(SCF/SLF/SOF)

A		GENERAL INFORMATION							Date ()	
1	Name of the applicant (in capital letters)									
2	Address of the applicant (in capital letters) with phone number and e-mail									
3	Date of commissioning of the machinery & facility									
B		CAPITAL EXPENDITURE								
4	Details of machinery installed in the unit and expenditure incurred as per Chartered Accountant Certificate.									
Sl. No	Name of supplier	Item	Invoice No	Date	Quantity /Numbers	Make & model No	Amount	Intended use	Remarks	
5	TOTAL						Rs.			
6	Total sale proceeds (Qty & Value) made by the applicant after commissioning of the project claimed for assistance.									
7	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.

I/We do hereby declare that I/ We am/ are aware that in case of rejection by MPEDA of the application due to deviation from scheme guidelines the application fee will not be refunded, and I/ We have no objection to the same.

Signature :
Name :
Designation :
Seal :

Place :
Date :
Photo upload (photograph of Authorized Signatory)

**ANNEXURE - XVIII****APPLICATION FORM- SDF**
Support for creation of Dried Fish handling facilities (SDF)

A	GENERAL INFORMATION								Date ()
1	Name of the applicant (in capital letters)								
2	Address of the applicant (in capital letters) with phone number and e-mail								
3	Date of Commissioning of the machinery & facility								
B	CAPITAL EXPENDITURE								
4	Details of machinery installed in the unit and expenditure incurred as per Chartered Accountant Certificate.								
Sl. No	Name of supplier	Item	Invoice No	Date	Quantity/ Numbers	Make & model No	Amount	Intended use	Remarks
5	TOTAL						Rs.		
6	Total sale proceeds (Qty & Value) made by the applicant after commissioning of the project claimed for assistance.								
7	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.

I/We do hereby declare that I/ We am/ are aware that in case of rejection by MPEDA of the application due to deviation from scheme guidelines the application fee will not be refunded, and I/ We have no objection to the same.

Signature :
Name :
Designation :
Seal :

Place :
Date :
Photo upload (photograph of Authorized Signatory)

**ANNEXURE - XIX**

RD/SRD.....

FORMAT FOR VERIFICATION REPORT FOR THE SCHEME
'TECHNOLOGY DEVELOPMENT FOR SPECIFIC VALUE-ADDED MARINE PRODUCTS'

1.	Sub-components applied along with the main component "Technology Development for Specific Value-Added Marine Products". (Please strike off whichever is not applicable)	a) Support for Value Added Product Development (SVA) b) Support for Process Automation (SPA) c) Support for Cold Storage Development (SCS) d) Support for creation of Chilled/ Live/ Ornamental Fish handling facilities (SCF) e) Support for creation of Dried Fish handling facilities (SDF)
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 application	
5.	Date of receipt of application at field office	
6.	Whether Existing Unit/New Unit	
7.	MPEDA Registration Number of processing unit / handling facility	Registration No. Date: Validity:
8.	EIC approval No. with date & validity.	



		Certificate	Registration No	Date	Validity
9.	Details of MPEDA Registration Certificates.	Processing Plant/ handling centre			
		Storage premises			
		Pre-processing centre (If applied)			
		Conveyance (If applied)			
10.	Date of Commissioning				
11.	Whether all documents were submitted as per the scheme	Yes/No			
12.	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			
13.	List of machinery with supplier, Invoice NO. & date, amount, Purpose etc were attached?				
14.	Date of physical verification of the unit / storage / Conveyance				
15.	Temperature of chill room(s) at the time of verification deg C			



16.	Capacity of flake/tube/chip ice machine(s) as assessed by APEMTPD															
17.	Capacity of water purification systemM ³ /hr															
18.	Capacity of Effluent Treatment PlantM ³ /hr															
19.	Make and capacity of Generator Set																
20.	Production capacity per day in tons as per MPEDA Registration Certificate of the proposed value added machinery/ proposed unit, if applicable 1. IQF Cooking line 2. Breeding lineetc.MT															
21.	Capacity of cold storage in MT and its dimensions (if applicable)	<p>.....MT</p> <table border="1"> <thead> <tr> <th>Room/Area</th> <th>Length</th> <th>Breadth</th> <th>Height</th> <th>Plinth Area (sq. m)</th> </tr> </thead> <tbody> <tr> <td>Cold store</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ante Room etc.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Room/Area	Length	Breadth	Height	Plinth Area (sq. m)	Cold store					Ante Room etc.				
Room/Area	Length	Breadth	Height	Plinth Area (sq. m)													
Cold store																	
Ante Room etc.																	
22.	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															
23.	RTO registration details of the conveyance (if applicable)																



	a. Registration number b. Chassis number c. Engine Number	
24.	Whether the applicant has availed assistance under the MPEDA value addition schemes during the last 5 years?	
25.	Any other information / Observations / suggestions of RD/SRD	



CERTIFICATE

I/We hereby certify that I / We have physically inspected the said premises/ Pre-Processing centre/ processing plant / Storage Premises / Conveyance / handling facility 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/ equipment listed in the bills / invoices are physically verified with their supplier, make, model, Sl. No. etc. and found correct. The application is recommended for sanction and release of assistance.

I further certify that I shall ensure to affix the office stamp on the central portion of the original bills upon consideration of the application and sanction order issued by the authority.

Name and Designation of the verifying officers

Counter signed by Head of Office RO/SRO

NB: The unit/facility under the above scheme has to be verified by an officer from MPEDA not below the rank of Assistant Director and along with an officer in the same rank or above from other Regional /Sub Regional Division of MPEDA.