

FISHERIES DEVELOPMENT BOARD



Ministry of Fisheries

POLICY MANNUAL

Rules and Procedures

Approved by HR Committee

28/6/2013



Fisheries Development Board

The document contains policy / procedures for HR, Finance, Audit, Procurement, etc.
This document shall be formally reviewed on an annual basis. All relevant policies
passed as resolutions by the Board shall be included in the Policy Manual time to time.

FISHERIES DEVELOPMENT BOARD

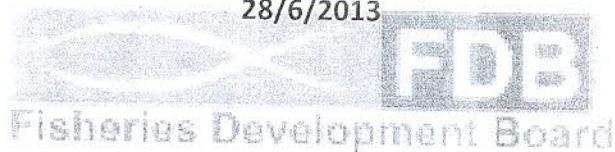


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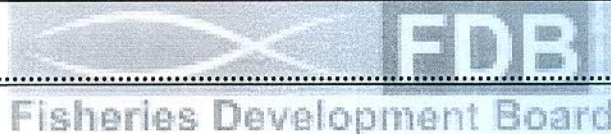
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- a. make available key knowledge tools such as:
 - i. a well-equipped library
 - ii. database and electronic connectivity; and
 - iii. Website for research publications and interaction.
- b. undertake steps for promotion of research such as:
 - i. define and support research
 - ii. encourage members to conduct research; and
 - iii. Participate in regional and international research initiatives.
- c. undertake any activity for development such as:
 - i. arrange funding for supporting research; and
 - ii. Organize and set of a think tank related to the objects of the company.
- d. provide a forum for participation of all concerned and to:
 - i. solicit view vis-à-vis the objects of the company; and
 - ii. enable discussion / dialogue for promoting quality research, and
- viii. to conduct, coordinate, facilitate and organize training courses and provide training tools, materials, methodologies and facilities and undertake development projects and training workshops for staff, associates, beneficiaries of member organizations and other deemed appropriate by the company but not to act as a degree awarding institute.

2. Equality and Respect

The essence of Board is its employees. Our important mission cannot be fulfilled without their dedication. While the Board expects all employees to maintain the highest standards of personal and professional conduct and safety awareness, the Board also has duties and responsibilities toward its employees.

3. Devotion/Duty

The employee is responsible for developing and maintaining appropriate work habits, ensuring an adequate level of productivity and maintaining a high standard of work.

4. Team Work

The leaders/employees are to maintain a good working relationship and liaise in harmony with each other and also maintain a professional working relationship and open lines of communication in order to achieve the goals and objectives of the organisation.

5. Continuous Improvement

FDB fosters a culture of Continuous Improvement. Employees are encouraged to take a positive approach and regularly seek better ways to excel in the Fisheries Sector.

6. Initiative

FDB Team/Employees are encouraged to use their initiative, express their ideas in order to achieve best results in respective field.

7. Honesty and Integrity

Employees are expected to maintain the highest degree of honesty and integrity. As a reminder to all employees, all findings, data, specifications, drawings, working papers, reports, documents and materials whether complete or otherwise, is exclusive property of the Board and must be delivered once employment is completed.

8. Punctuality

Employees are required to be punctual at work, other official routines and ensure that task assigned or task in hand are accomplished in given timeframe.

9. Conduct with Public/ Sister Organisations/Other Organisations

FDB Employees are expected to conduct themselves with honour, dignity and high level of courtesy while dealing with public, stakeholders or representatives of other Departments.

10. Safety/ Security

All employees are responsible for the personal safety of themselves and for those they are working with.

11. Standard of Dress

All the Officer cadre are expected to dress up soberly. The Organisation encourage the officers to dress pent shirt from Monday to Thursday and Shalwar Qameez on Friday. The drivers always wear waistcoat during duty as well peons will do the same.

