

No. Training/Vol-I/2707 - 2731
Himachal Pradesh Forest Department

Dated Shimla, the...31-08-2021

From: Chief Project Director (JICA-PIHPFEM&L)
Potters' Hill, Summer Hill, Shimla-5

To: FCCU Officer-cum-CCF/CF Bilaspur
FCCU Officer-cum-CCF/CF Shimla
FCCU Officer-cum-CCF/CF Mandi
FCCU Officer-cum-CCF/CF Kullu
FCCU Officer-cum-CCF/CF Rampur
FCCU Officer-cum-CCF/CF GHNP Shamshi
FCCU Officer-cum-CCF/CF Shimla WL
DMU Officer-cum-DFO Anni
DMU Officer-cum-DFO Kinnaur
DMU Officer-cum-DFO Rampur
DMU Officer-cum-DFO Chopal
DMU Officer-cum-DFO Rohru
DMU Officer-cum-DFO Shimla
DMU Officer-cum-DFO Theog
DMU Officer-cum-DFO Banjar
DMU Officer-cum-DFO Kullu
DMU Officer-cum-DFO Lahaul
DMU Officer-cum-DFO Parbati
DMU Officer-cum-DFO Jogindermagar
DMU Officer-cum-DFO Mandi
DMU Officer-cum-DFO Nachan
DMU Officer-cum-DFO Suket
DMU Officer-cum-DFO Bilaspur
DMU Officer-cum-DFO Kullu WL
DMU Officer-cum-DFO Spiti WL

Subject: Preparation for Training & Exposure visits norms for Frontline staff of HPFD & Community Level Committees in respect of PIHPFEM&L.

Memo:

Kindly refer ACS (Fts.) to the GoHP letter No. FFE-B-F(5)5/2016-Part-III-Loose (Copy enclosed), on subject cited above.

Addl. Chief Secretary (Forests) to the GoHP has recommended to follow the norms for Training & Exposure visit (Copy enclosed) of Integrated Development Project (IDP), Solan in respect to Project for Improvement of Forest Ecosystems Management & Livelihoods (PIHPFEM&L). This is for your reference and for further necessary action please.

Project Director (JICA-PIHPFEM&L)
Potters' Hill, Summer Hill, Shimla-5

Endst. No. Training/Vol-I/2732 - 2736

Dated Shimla, the 31-08-2021

Copy is forwarded for information and necessary action to:

1. Additional Project Director, (JICA-PIHPFEM&L), Rampur
2. Project Director (JICA-PIHPFEM&L), Kullu.
3. Project Director (Admin& Fin), Shimla.
4. Programme Manager (Audit & Fin.)
5. Programme Manager (Livelihoods & Training).

Project Director (JICA-PIHPFEM&L)
Potters' Hill, Summer Hill, Shimla-5
0/4

No. FFE-B-F (5)5/2016-Part-III-Loose
Government of Himachal Pradesh
Department of Forests.

From,

Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh, Shimla-2

To,

The Chief Project Director (JICA-PIHPFEM&L)
and Member Secretary Potters' Hill Summer Hill, Shimla-5

Dated: Shimla-2, the 15th / 16 August, 2021

Subject: Preparation of Training & Exposure visits norms for Frontline
staff of HPFD & community Level Committees in respect of
PIHPFEM&L.

Sir,

I am directed to refer your single file note dated 16-07-2021
received through Pr. Chief Conservator of Forests (HoFF) on the above subject
and to say that norms relating to Training and Exposure visits are on lower side
in the World Bank Aided Integrated Development Project and it has been decided
to follow these norms in the Project for Improvement of Himachal Pradesh Forest
Ecosystems Management & Livelihoods (JICA PROJECT).

Yours faithfully,

(Sat Pal Dhiman) 16-8-2021
Joint Secretary (Forests) to the
Government of Himachal Pradesh
Ph. No. 0177-2621874

Endst. No. As above Dated, Shimla-2, the 2021

Copy forwarded to the Pr. Chief Conservator of Forest (HoFF)
HP for information and necessary action.

Diary No. 925
Date 28-08-2021

(Sat Pal Dhiman)
Joint Secretary (Forests) to the
Government of Himachal Pradesh
Ph. No. 0177-2621874

Annexure I



H.P. Forest Department INTEGRATED DEVELOPMENT PROJECT (IDP)

For
Source Sustainability and Climate Resilient Rain-fed Agriculture

Phone: 01792-223043 email: idpsolan@ymail.com

No. IDP-PA/2020/ 578-587 Dated 16-06-2020

From: Chief Project Director
IDP, Solan To: All DPOs


Subject: Approved Cost norms and Rates.

Memo:

I am directed to circulate a copy of approved norms and rates duly approved by the Executive Committee of H.P. Natural Resource Management Society in its 30th Meeting held on 12-05-2020 vide Agenda Item No. 18 for organizing trainings/workshops/exposure visits/meetings and supervision mission visits of Integrated Development Project for further necessary action.

You are directed to act accordingly.

Encl.: As above.


Executive Director
IDP, Solan, H.P.

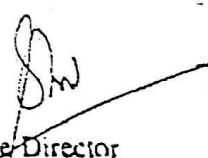
19/06/2020

Approved Norms and rates for organizing trainings/ workshops/ exposure visits/ meetings/ Supervision mission visits.

The Chief Project Director was delegated full powers to organize and accord financial & administrative sanctions on trainings, workshops, exposure visits, study tours, conferences & seminars, meetings, supervision mission visits etc., vide 28th Meeting of EC, as per requirements for different categories of the staff of the project including equivalent officers of the line departments and the members of the communities/ Panchayats. The approved norms and rates are as under:-

Norms for Workshops, Trainings, Exposures visits and meetings for the Senior Project staff and equivalent officers of the line departments

Sr. No	Activity	Unit	Approved Norms/Rates	
			Within State	Outside State
1	Training material	per person/ per event	Up to Rs. 1000/-	Up to Rs. 1000/-
2	Boarding (breakfast, lunch, dinner)	per person/ per day	Up to Rs. 1500/- plus taxes	Up to Rs. 2000/- plus taxes
3	Special Lunch/Dinner (one such lunch/dinner per event)	per person/ per event	Up to Rs. 1500/- plus taxes	Up to Rs. 2000/- plus taxes
4	Refreshments	per person/ per day	Up to Rs. 300/-	Up to Rs. 350/-
5	Lodging. if Govt. accommodation is not available	per person/ per day	Up to Rs. 1750/- plus taxes at Dist. H.Q. only	Up to Rs. 3000/- plus taxes (for Non-Metropolitan cities) and up to Rs. 4500/- plus taxes (in Metropolitan cities).
6	Venue charges	per event	As per actual	As per actual
7	Travel cost	per person/ per event	As per entitlement	As per entitlement



 Executive Director
 Integrated Development Project
 Solan, H.P. 173212

The Frontline staff & equivalent officers of the line departments, communities and representatives of PRI.

Sr. No.	Activity	Unit	Approved Norms (in Rs.)	
			Within State	Outside State
1	Training material	per person/ per event	Up to Rs. 500/-	Up to Rs. 500/-
2	Boarding (breakfast, lunch, dinner)	per person/ per day	Up to Rs. 800/- plus taxes	Up to Rs. 1200/- plus taxes
3	Refreshments	per person/ per day	Up to Rs. 200/-	Up to Rs. 250/-
4	Lodging, if Govt. accommodation is not available	per person/ per day	Up to Rs. 1250/- plus taxes	Up to Rs. 2000/- plus taxes (in Non-Metropolitan cities); and up to Rs. 2500/- plus taxes (in Metropolitan cities).
5	Venue charges	per event	As per actual	As per actual
6	Travel cost	per person/ per event	At prevalent HRTC bus fare or as per entitlement	For staff - As per entitlement. For communities- AC 3 tier fare for places connected by rail. For others not exceeding State transport rates.

*Front Line staff includes Range Officers/Deputy Rangers (Assistant Project Officers-APOs), Forest Extension Officers (FEOs), Agriculture Extension Officers (AEOs)/ Veterinary Extension Officers (VEOs), Social Extension Officers (SEOs) and contractual staff of equivalent level engaged by the Project. The staff appointed on contract basis is required to undertake tour(s) for official work; they will be entitled for TA/DA at same rate as is admissible to their regular counterparts at the minimum of the pay scale of post against which they have been appointed on contract basis.

If such events are got organized through Universities/Govt. Organizations/NGOs, the payment will be made to them as per their norms.



Executive Director
Integrated Development Project
Solon H.P. 73212

Norms for field based trainings/meetings at Ward and Gram Sabha level (within a cluster) for communities and representatives of PRIs.

Sr. No.	Activity	Unit	Approved Norms
1	Training material	per person/ per event	Up to Rs. 150/-
2	Refreshments (Lunch, tea)	per person/ per day	Up to Rs. 300/- i/c. lunch Up to Rs. 75/- without lunch
3	Venue charges/institutional charges	per event	Rs. 2500/- at Ward level event Rs. 4000/- at Gram Sabha level event
4	Travel cost	per person/ per event	At prevalent HRTC bus fare.

For Governing Council/Executive Committee and World Bank Mission (meetings/workshops) and other compatible national/ international dignitaries

- | | |
|-------------------------------------|--------------------------------------|
| i) Venue charges: | as per actual |
| ii) Special lunch/dinner: | Upto Rs. 2500/- per person + Taxes. |
| iii) High tea including refreshment | Rs. 750/- per person per day + Taxes |


Executive Director
Integrated Development Project

Norms for Honorarium

Local /Block/District Level Expert:	
Activity	Approved Norms
Honorarium	1. For Gram Panchayat (Model GPs) Up to Rs. 500/- per session. 2. Front line staff of the Dept/Local/Block Level officers as technical resource person Up to Rs. 600/- per session
Travelling expenses	As per actual but not more than prevalent HRTC bus fare.
Boarding & Lodging	Up to Rs. 2500/- per day
State Level Expert	
Honorarium	Up to Rs. 1000/- per session
Travelling expenses	As per actual subject to AC 1st Class or equivalent Class
Boarding & Lodging	Up to Rs. 3500/- per day
National Level Expert	
Honorarium	Up to Rs. 2500/- per session
Travelling expenses	As per actual subject to Air fare (economy) or AC 1st Class or equivalent Class.
Boarding & Lodging	Up to Rs. 5000/- per day.
International Expert	
Honorarium	Up to Rs. 5,000/- per session
Travelling expenses	As per actual subject to Air fare (economy) or AC 1st Class or equivalent Class.
Boarding & Lodging	Up to Rs. 10,000/- per day

The charges for the stay in Govt. accommodation for the trainers/ resource persons/ institutional experts/ NGOs and contractual project staff who will be engaged by the Project for conducting trainings/workshops/exposure visits and other Project related activities will be charged at par with the rates applicable for officers/officials on Govt. duty.

The above rates will also be applicable to the resource persons/institutions/NGOs engaged by the Project for conducting exposure visits within and outside the State/ Country.

Executive Director
Integrated Development Project
Solun, H.P. 173212