

## PROJECT FOR IMPROVEMENT OF HIMACHAL PRADESH FOREST ECOSYSTEMS MANAGEMENT & LIVELIHOODS (JICA FUNDED)

PROCEEDINGS OF THE 8<sup>TH</sup> GOVERNING BODY MEETING OF THE SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEMS MANAGEMENT & LIVELIHOODS IN HIMACHAL PRADESH HELD AT H.P. SECRETARIAT SHIMLA ON NOVEMBER 10, 2022 AT 11:30 AM UNDER THE CHAIRMANSHIP OF PRINCIPAL SECRETARY (FORESTS) TO THE GOVERNMENT OF HIMACHAL PRADESH

The 8<sup>th</sup> meeting of the Governing Body of the Society for Improvement of Forest Ecosystems Management and Livelihoods in HP (PIHPFEM&L) was held in the Conference Hall, Armsdale Building, HP Secretariat, Shimla on 10/11/2022 under the Chairmanship of Sh. Onkar Chand Sharma, Principal Secretary (Forests) to the Govt. of H.P. The list of the participants is annexed as Annexure-A.

At the outset, the Chief Project Director and Member Secretary Governing Body welcomed the Chairman and other members of the Governing Body. He gave a brief introduction to the Project's goals, objectives and expected outcomes and the progress made by the Project till date.

Principal Secretary (Forests) in his inaugural address appreciated the progress made by the Project in last 3-4 years. He further made some suggestions for further improvement in the Project implementation and desired that the Local traditions, culture, topography and the demographic aspect of the communities should also be appreciated while doing Micro planning, Livelihood Support under the PIHPFEM&L. Some of the other suggestions were as under:

- Knowledge sharing with the Department of Agriculture (JICA Agriculture Project) should be done to study the field activities and their work process being adopted in the implementation of the Project. In this regard, joint workshops need to be conducted from time to time in order to exchange the knowledge. CPD (JICA-Agriculture) should be special invitee for the GB of PIHPFEM&L and vice versa.
- The modernization of the nurseries which are undertaken under the Project is appreciable and are needed to be handed over to the Forest Department after completion of the Project period. Some of the left out nurseries which are not included in the Project should be maintained from Project funds.
- Some livelihood activities are being carried out repeatedly by different projects i.e. National and State Livelihood Mission, Department of Social Justice and Women Empowerment etc. Therefore the duplication of the activities and support should not be done.
- With reference to the existing plantation in the field, survival rate should be high and regular monitoring should be done.
- Advance training should be imparted to the RRTs (Rapid Response Teams) from the Project funds. Pr. CCF (Wild Life) should take a lead in this regards.



- Existing SHGs formed under different projects should be mobilized for undertaking new livelihood activities. Further, the focus should be on the marketing and branding of the products made by them. In this regard, the digital options should also be explored.
- The different success stories of the project are appreciable; however, the focus should be on marketing, branding and packaging of the products. Further, the price of these products should be less than or comparable to the existing products in the market.
- The local products like Pulses, traditional grains etc. also should be added to the Models of different livelihood activities.
- For cultivation of “Shitake Mushroom”, necessary coordination/tie ups should be done with the Palampur Agriculture University as an unit under JICA (Agriculture) has been established there.
- The focus should be on the products like Taur leaf plates on commercial scale. Further, the nursery raising of Taur Plant should be done for conservation of the wild stock.
- The certification of different trainings being imparted under the project should be done.
- The work under GIS are appreciable, however, its practical utility should be ensured.
- Special focus should be on cleaning and revival of the Natural Water Resources in the rural areas as a Project activity.

Thereafter, with due permission of the Chair, Agenda items were taken up for deliberations and decisions as under;



**AGENDA ITEM: 1.**

**REVIEW OF THE AGENDA ITEMS OF THE 7<sup>TH</sup> MEETING OF THE GOVERNING BODY OF SOCIETY HELD ON 28.04.2022 :**

Agenda Item No.	Agenda/Decision	Action Taken															
5	APO for the FY 2022-23.	<p>The GB was apprised that, as per budget provided by HPFD, GoHP has approved Rs. 55 crores for the FY 2022-23, for PIHPFEM&amp;L. The head wise breakup is as under:</p> <table border="1"><thead><tr><th>S.No.</th><th>Head</th><th>Amount in Crores</th></tr></thead><tbody><tr><td>1</td><td>2406-01-101-10-S00N HP-Demand No.-16 (General Development Plan)</td><td>36.20</td></tr><tr><td>2</td><td>2406-01-796-29 S00N HP-Demand No.-31 (Tribal Area Development Plan)</td><td>4.95</td></tr><tr><td>3</td><td>2406-01-789-16 S00N HP-Demand No.-32 (Scheduled Castes Development Plan)</td><td>13.85</td></tr><tr><td colspan="2"><b>Total</b></td><td><b>55.00</b></td></tr></tbody></table> <p>Keeping in view the demand of budget from field, after end of Quarter-3, we can take-up the issue with GoHP for Additional budget of Rs. 15 crores under General Development Plan (Demand No.-16).</p> <p>This was informatory for the GB.</p> <p><b>Agenda item is dropped.</b></p>	S.No.	Head	Amount in Crores	1	2406-01-101-10-S00N HP-Demand No.-16 (General Development Plan)	36.20	2	2406-01-796-29 S00N HP-Demand No.-31 (Tribal Area Development Plan)	4.95	3	2406-01-789-16 S00N HP-Demand No.-32 (Scheduled Castes Development Plan)	13.85	<b>Total</b>		<b>55.00</b>
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<b>Total</b>		<b>55.00</b>															
10	Establishment of Plant Tissue Culture Laboratory.	<p>The GB was apprised that the DFO Mandi vide his office letter No./JICA/6825 dated 19.10.2022 has demanded Rs. 80,00,000/- for establishment of Tissue Culture Laboratory along with proposal for advanced Tissue culture facility for mass propagation of Forest crops under Hi-tech Nursery Kamand in collaboration with IIT Mandi.</p> <p>The GB approved the proposal as such with the directions that the Lab should be established in collaborations with IIT Mandi with active participation of HPFD and APCCF (Research).</p> <p>The Agenda item stands.</p>															

16	Establishment of Multipurpose outlets at Shimla, Kullu and Mandi.	<p>The GB was apprised that the no response from Pr. CCF (WL)/CCF regarding providing space at existing Information centers at Manali, Kufri and Cregnaino is received so far. However the outlet at Kullu has been established at Seubagh Nature Park. DFO Mandi and DFO Shimla are also working on establishment of the same.</p> <p>The GB expressed concern about the non compliance by DFO Mandi and Shimla. Pr. CCF (WL) was also requested to provide appropriate space as agreed in previous GB Meeting.</p> <p>The agenda item stands.</p>
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### Review of the Pending Agenda Items of the 6<sup>th</sup> Meeting of Governing Body:

Agenda Item No.	Agenda/Decision	Action Taken
3	Adoption of 'Jal Bhandran Scheme' of HPFD in JICA Forestry Project.	<p>The GB was apprised that this office approved 2 cases (i.e. Nachan and Bilaspur) amounting to Rs.80,74,000/- of "Jal Bhandran" for the FY 2022-23. However the progress of execution of works is as under:</p> <ol style="list-style-type: none"> <li data-bbox="662 1120 1426 1523">1. In Bilaspur Forest Division Jal Bhandaran estimate for the C/o Water Harvesting Structure at KutheraNalla UPF Gochar Block, Jhanduta Forest Range under Bilaspur Forest Division has been technically approved by Executive Engineer (D) O/o Superintending Engineer, JSV Circle, Bilaspur for amounting to Rs. 55,89,000/-. Thereafter the case for administrative approval of above structure has been submitted to GoHP by Pr. CCF (HoFF) on dated 16.09.2022. The administrative approval is still awaited from quarter concerned.</li> <li data-bbox="662 1568 1426 1995">2. Rs. 24,85,000/- for the construction of Jal Bhandran Structure at Chharyand Block of Nachan Forest Range under Nachan Forest Division was approved. The e-tender for the C/o Jal Bhandran Structure at MuratanNalla in Chharyand Forest Block of Nachan Forest Range under Nachan Forest Division has been floated during the current FY and work awarded to the lowest bidder namely Sh. Yoginder Pal. The bidder had to complete the C/o of Jal Bhandran Structure at Muratan Nalla within a period of 5 months. The Range Forest Officer Nachan has reported that the contractor</li> </ol>

		<p>has not started the work as yet. Therefore, a notice has been sent to the contractor Sh. Yoginder Pal for the starting of the work within one week.</p> <p><b>The Chairman GB directed that the structure of “Jal Bhandran” should be well designed in consultation with the local communities.</b></p> <p><b>The agenda is dropped.</b></p>
12	Annual Progress Report (APR) of the PIHPFEM&L (JICA Funded) for FY 2019-20 & FY 2020-21.	<p>The GB was apprised that the Annual Progress Report (APR) for FY 2021-22 is prepared and placed as Agenda Item No. 13.</p> <p><b>The Agenda item dropped.</b></p>
13	Establishment of Livelihood Resource Centre (LRC) at Cluster Level.	<p>The GB was apprised that as decided in the 7<sup>th</sup> Governing Body Meeting, a detailed note on this item was sent to the then Chairman. However the CCF Mandi is working on preparation of estimates etc.</p> <p><b>The GB desired that CCF Mandi and DFO Mandi should expedite the works and progress report be placed before next GB.</b></p> <p><b>The agenda item stands.</b></p>

### Any other Agenda

Agenda Item No.	Agenda/Decision	Action Taken
1	Animated movie on Participatory Rural Appraisal Manual.	<p>The GB was apprised that as suggested by the Chairman in 7<sup>th</sup> Governing Body Meeting to make short documentary films not more than 5 minutes on success stories of the JICA Project and the same needs to be shared with other departments as well such as Rural Development, HPNRLM, Tourism and IPR.</p> <p>One documentary of 5 minutes has been prepared now and is being shared with other departments as desired.</p> <p><b>Agenda item is dropped.</b></p>

## Review of the Pending Agenda Items of the 5<sup>th</sup> Meeting of Governing Body:

### Any other Agenda

Agenda Item No.	Agenda/Decision	Action Taken
2	Propagation of Sea-buck thorn in Lahaul and Spiti area.	<p>The GB was apprised that total available plants of Sea-buck thorn in Lahaul Forest Division at Sissu and Rawa Nurseries are 96,700. Out of which 46,100 plants have been planted in 42 hac. area during FY 2022-23 rests of the plants will be planted in next FY i.e. 2023-24.</p> <p>The GB approved the outsourcing the task of raising 60,000 plants of "Bhoj Patra" to HFRI. They should do the trials in HPFD or HFRI nurseries in its natural areas and should standardize and document the nursery raising techniques. The funds will be provided from PIHPFEM&amp;L. The GB also approved the raising of 25,000 "Juniperus" plants in Kinnaur Forest Division nursery for which PIHPFEM&amp;L will provide funds. The CCF Rampur and DFO Kinnaur should monitor the entire process and will document the raising technique, so that this species could be raised in future in Lahaul, Spiti and Kinnaur areas.</p> <p><b>Agenda item stands.</b></p>
3	Updating Nursery records on HPFD web Portal.	<p>The GB was apprised that the Web portal is in place, but DFOs are not filling nursery data through the software. May Pr. CCF (HoFF) ensure that the nurseries are uploaded on this portal/software. PIHPFEM&amp;L has provided Rs. 18.12 lakh for procurement of software. CCF (IT) is requested to share the same details with CPD JICA along with the provision of JICA Nurseries return specially (exclusively) on the same portal/software.</p> <p>CCF IT informed the GB that 2 Forest Circles has started using the software and other Circles are working on the same. The Chairman GB directed that the nursery return which is due on 30<sup>th</sup> November, 2022 should be uploaded online by all the DFOs and further directed CCF IT to apprise the GB in this regards.</p> <p><b>Agenda item stands.</b></p>

**Review of the Pending Agenda Items of the 4<sup>th</sup> Meeting of Governing Body:**  
**Any other Agenda**

Agenda Item No.	Agenda/Decision	Action Taken
2	Shifting of Addl. Project Director, Rampur (JICA-PIHPFEM&L) office to the Chief Project Director (JICA-PIHPFEM&L), Shimla office.	<p>The GB was apprised that the decision of GoHP and posting of Addl. Project Director is still awaited.</p> <p><b>Chairman GB directed Joint Secretary (Forests) to put up proposal of posting of a DFO rank Officer in the O/o CPD (JICA-PIHPFEM&amp;L) at Shimla.</b></p> <p>The agenda item stands.</p>

**Review of the Pending Agenda Items of the 3<sup>rd</sup> Meeting of Governing Body:**

Agenda Item No.	Agenda/Decision	Action Taken
17	Construction of a new Project building adjacent to Project headquarter at Potters' Hill, Shimla.	<p>The GB was apprised that no progress has been made by DFO Shimla in this regard. The Project is facing acute shortage of accommodation.</p> <p><b>The GB approved the proposal of providing the building consisting two type-V quarters at Tutu on its vacation in December, 2022, as sufficient residential accommodation is available in Forest colony, Khalini. Pr. CCF (HoFF) also agreed on the same and assured to spare the building for PIHPFEM&amp;L office. The Chairman desired that the PIHPFEM&amp;L office should be shifted to the new building well before, January, 2023.</b></p> <p>The agenda item stands.</p>

**AGENDA ITEM: 2**

**Balance Sheet of the Society for 2021-22 and Audit Statement :**

The Audited Balance Sheet of the Society for the year 2021-22 was placed before the Governing Body as Annexure-B (Page No. 38-46). GB apprised that the Audit of the Society (including 25 field offices) for the FY 2021-22 have been conducted by the Chartered Accountant as well as the Accountant General of HP. However the minor observations raised by CAs are settled as on date and the replies of Audit para will be sent in due course of time.

**Decision: The Governing Body showed the satisfaction on the Balance Sheet & Audit Statement and approved the same.**






### AGENDA ITEM: 3

#### Status of Reimbursement Claims for the FY 2022-23 :

The 8<sup>th</sup> Governing Body was apprised that the PMU is filling the reimbursement claims on monthly basis and the Donor Agency (JICA) through DEA (CAAA) is approving the same on regular basis. All the reimbursement claims are being approved by JICA well on time and only the latest filed claim (Sept/Oct; 2022) is pending with JICA, which will be reimbursed/approved shortly in due course of time.

Sr. No	FY	Total Expenditure	Loan amount (Reimbursable amount)	Counterpart funding (Non-reimbursable-State share)	Reimbursement Claim received	Remarks
1	2018-19	11,58,88,888	9,90,67,426	1,68,21,462	9,90,67,426	Full amount received
2	2019-20	18,16,94,944	15,33,99,337	1,82,80,691	15,33,99,337	Full amount received,
3	2020-21	34,07,98,028	32,69,65,735	2,38,47,209	32,69,65,735	Note: - The claims of Rs. 1.01 Cr are balance with field offices as on 31.03.20 due to covid and have been submitted in FY 2020-21.
4	2021-22	45,90,43,086	43,70,12,187	2,20,30,899	43,70,12,187	Full amount received
	<b>Total</b>	<b>1,09,74,24,946</b>	<b>1,01,64,44,685</b>	<b>8,09,80,261</b>	<b>1,01,64,44,685</b>	

FY 2022-23							
Sr. No	Month	Total Expenditure	Loan amount (Reimbursable amount)	Counterpart funding (Non-reimbursable-State share)	Reimbursement Claim received	Status of Reimbursement Claims	Remarks
1	April'22	97,54,971	84,47,623	13,07,348	84,47,623	Received	
2	May'22	90,11,012	76,54,071	13,56,941	76,54,071	Received	
3	June'22	3,58,41,993	3,41,86,976	16,55,017	3,41,86,976	Received	
4	July'22	3,22,91,389	3,01,20,697	21,70,692	3,01,20,697	Received	
5	Aug'22	3,71,70,462	3,53,23,526	18,46,936	3,53,23,526	Received	
6	Sept.'22	10,46,72,251	10,26,46,213	20,26,038	-	Filed, Yet to approve	
7	Oct'22	3,56,74,294	3,34,58,516	22,15,778	-	Filed, Yet to approve	
	<b>Total</b>	<b>26,44,16,373</b>	<b>25,18,37,622</b>	<b>1,25,78,750</b>	<b>11,57,32,893</b>		

 Decision: The Governing Body showed satisfaction on the status of reimbursement claims till date and appreciated the same.

#### AGENDA ITEM: 4

#### Utilization of Interest accrued in the Society account as on 31/03/2022 :

The 8<sup>th</sup> Governing Body was apprised that the Project PIHPFEM&L is running under the 'Society mode' and as per the requirement of the Project and further the guidelines of the Project Operational Manual, *"All funds received by the Society shall be deposited with one or more nationalized Banks"*. Hence, Society has opened the bank account for Grant in Aid including all the field offices under PIHPFEM&L. Bank capitalized the interest on the funds kept in the account during transitions. In last 4 years of the Project, an amount of **Rs. 57.17 Lakhs** (including all field offices) capitalized in all the accounts of the Project as on 31/03/2022. Also the AGHP raised the audit para for non utilization of the interest accrued with Society bank accounts.

After deliberations, GB approved the following activities and the amount:-

Sr. No.	Activities	Proposed Amount (INR in Lakhs)
1	Chief Minister Relief Fund	11.00
2	HP Forest Sports and Welfare Society	10.00
3	Raising Day celebration of "Society for Improvement of HP Forest Ecosystems management & Livelihoods"	6.00
4	Amenities to Project Staff & Labour	10.00
	<b>Total</b>	<b>37.00</b>

**Decision: The Governing Body approved the agenda to the extent as under:-**

Sr. No.	Activities	Proposed Amount (INR in Lakhs)
1	Chief Minister Relief Fund	11.00
2	HP Forest Sports and Welfare Society	10.00
3	Raising Day celebration of "Society for Improvement of HP Forest Ecosystems management & Livelihoods"	6.00
4	Amenities to Project Staff & Labour	10.00
	<b>Total</b>	<b>37.00</b>

The GB further desired that for rest of the amount, proposal be brought in the next GB meeting.

**AGENDA ITEM: 5**

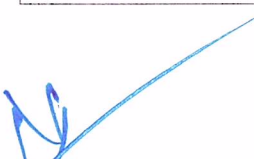
**PLANTATION OF CHILGOZA IN ITS NATURAL AREAS OUTSIDE PROJECT RANGES :**

Chief Project Director-cum-Member Secretary apprised Governing Body that in the 4th Governing Body Meeting vide Agenda Item No. 6 “Nursery Raising of Chilgoza at DMU Kinnaur and Sea buckthorn by DMU Lahaul and DMU Spiti WL” was approved for raising Chilgoza plants in Kinnaur Forest Division. Funds to the tune of Rs 15,17,000/- (Rs 5 Lacs in FY 2019-20 and Rs 10.17 Lacs in FY 2020-21) as per norms for the same were allotted and total 95,000 nos. (35,000 nos. of Chilgoza Plants in FY 2019-20 and 60,000 nos. of Chilgoza Plants in FY 2020-21) of Chilgoza Plants were raised in Sholtu Nursery of Kinnaur Forest Division.

The GB was apprised that DMU Kinnaur has identified 105 hac. area for carrying out plantations of Chilgoza Plants in the monsoon season of FY 2023-24, out of which 70 hac. area falls under the JICA Project Ranges whereas 35 hac. area has been proposed for Plantation outside the JICA Project areas specifically in the Kalpa and Moorang Forest Ranges due to non- availability of suitable areas in Project Ranges because most of the natural areas of Chilgoza are available in Ranges outside the JICA Project Areas/Ranges. The Chilgoza fruit is directly associated with the Livelihood and source of Income for Poor Communities.

After deliberations the Governing Body approved the Chilgoza Plantation in 35 hac. area in Kalpa and Moorang Ranges of Kinnaur Forest Division where natural areas of Chilgoza exists.

**Decision: The Governing Body approved the Agenda for Chilgoza Plantations outside the Project Ranges in Kalpa and Moorang Ranges as per availability of areas.**



**AGENDA ITEM: 6**

**PROVISION OF ELECTRIC CONNECTION TO BORE WELL FOR NURSERY IN JOGINDER NAGAR DIVISION :**

Chief Project Director-cum-Member Secretary apprised the Governing Body that DFO Joginder Nagar has informed that in Manyoh Nursery of Kamlah Range under Forest Division Joginder Nagar there is an acute shortage of surface water and the area being drought prone and away from natural water resources, it is very difficult to manage proper water supply to the nursery throughout the year. In the peak summers the water requirement is met out by deploying water tankers/ manual labour which is not cost effective and uneconomical. To troubleshoot the same, on the request of DFO J/ Nagar Jal Shakti Department drilled a Bore Well near the Nursery as an convergence activity of Jal Shakti Department. The nursery being far from the main Power supply line, there is a need of installation of LT Extension for supply of Electricity to run motor of bore well for watering plants in the nursery. Sr. Executive Engineer, Electrical Division under HPSEBL Dharampur has demanded an expenditure of Rs. 2,50,000/- (approx.) for LT Extension to the bore well for which DFO has raised a demand of Rs 2.50 Lacs over and above the provision.

The Governing Body approved an amount of Rs 2.50 Lacs for installation of LT Extension for supply of Electricity to run motor of bore well for watering plants in the Manyoh Nursery under Joginder Nagar Forest Division under Project Cost Breakdown component No 1.4.4 Seedling Production.

**Decision: The Governing Body approved an amount of Rs 2.50 Lacs for installation of LT Extension for supply of Electricity to run motor of bore well for watering plants in the Manyoh Nursery under Joginder Nagar Forest Division under Project Cost Breakdown Component No. 1.4.4- Seedling Production.**



Agenda Item No. 7

Standardization of Skill based Trainings under different IGA Models :

The Chief Project Director informed Governing Body that Project is committed to provide skill based trainings to 920 SHGs. Different institutions (Govt. & NGOs) are providing these trainings to SHGs. But there is variation in duration of training as well as training curriculum in different divisions. To maintain uniformity with in project, it is proposed to standardize duration period and training curriculum for different skill based trainings. The proposal placed as Annexure- C was deliberated upon and Governing Body approve the same.

The Governing Body approved the proposal, placed as Annexure-C, as such.



**AGENDA ITEM NO. 8**

**APPROVAL OF THE LIVELIHOOD MODELS INCOME GENERATION ACTIVITIES (IGAs) :**

The Chief Project Director apprised to Governing Body that the Component 3 of the Project addresses the Livelihood issues of the Communities in the Project area and to provide them support for improving their livelihoods. The SHGs/CIGs select the Income Generation Activities (IGAs) and for the enhancement of income Cost Models are prepared & analyzed at PMU Level. The Income Generation Activities (IGAs) Models are the guiding documents to prepare the Business plans of adopted IGAs to SHGs/CIGs. There are 22 IGA Models already approved in previous Governing Body meetings and now based on the demand of SHGs/CIGs two more IGA Cost Models detailed of which is placed as Annexure –D are as under:

1. Papad Making
2. Paper Plates and Dona Making

**Decision:- After deliberations, the Governing Body approved IGA Cost Models placed as Annexure-D.**



## Agenda Item No. 9

### Honorarium to Departmental /Project staff :

The Chief Project Director and Member Secretary informed Governing body that Institutional Capacity Strengthening is one of the important component of the project under which various kinds of trainings and workshop are organized for project stake holders. Different modules of trainings to stakeholders (VFDS/SHGs/HPFDS staff/Project staff /ward facilitators) has been prepared and trainings are being given at Division/Range level. The Resource persons are paid honorarium for each session as per JICA Project (PIHPFEM&L) norms adopted from IDP norms as per GoHP letter received vide Endst. No.912 dated 25/7/22 for such trainings. However when a Resource person for a particular module is not available from different institutions/Govt. organization /NGOs , the HPFD staff (DFOs/ACFs/ROs/Project Staff) etc takes the session for a particular module, but there is no honorarium provided to them for imparting training.

In order to have uniformity in the honorarium of Resource Persons for different modules of trainings, it was proposed before Governing body that Resource person from HPFD and from Project Staff will also get the honorarium as per project norms subject to following conditions:

- Project Staff (HPFD/Rt. HPFS/JICA Staff) services can be utilized as resource person for providing specialized subject based trainings if he/she having capacity to impart such trainings.
- The resource person engaged would be entitled for maximum three trainings/ session in a month subject to prior approval of the PMU.
- The honorarium will be given to the resource person as per approved cost norms at minimum rates.

The Governing Body approved the proposal as such.



## AGENDA ITEM NO. 10

### PROVISION OF IGA SUPPORT TO THE "WOMEN SELF HELP GROUPS" :

The Chief Project Director, JICA apprised the GB that in the 5<sup>th</sup> Governing Body Meeting vide Agenda item no 19, it was decided: "The contribution from Project on capital cost for the SC/ST/poor women SHGs/CIGs is enhanced from 50% to 75%."

The CPD explained that while asking for the 25% contribution for the capital cost, the word "poor" is being interpreted differently in the field which is creating anomaly within the groups if few of the members of women group are not having the certificate of IRDP & BPL etc. This is creating a conflict situation when 25% contribution towards capital cost is made by all the members of the group. Keeping in view the above, it was proposed that the women SHG irrespective of the economic status of their women members be made uniform contribution @25% of total Capital Cost for avoiding any conflict or anomaly within the group.

**Decision: The Governing Body approved the agenda as such.**





**AGENDA ITEM No. 11**

**REQUIREMENT OF CLERICAL STAFF IN THE O/O APD KULLU AND RAMPUR :**

The GB was apprised that the Govt of Himachal Pradesh has conveyed its approval vide Notification No. FFE-A (B)2-3/2018 dated 26/07/2018 for 156 posts of different categories of staff including 16 departmental staff for PMU Offices (Shimla, Kullu and Rampur). It is brought to the notice of the Governing Body that the Superintendent Grade-II and Senior Assistant of PMU Kullu Office have been transferred from PMU Kullu office vide GoHP Notification No. FFE-A (B) 6-7/2021 dated 04.10.2022 and Pr. CCF (HoFF) Office Order No. 911/2022 (E-III) dated 06.10.2022 respectively. Similarly in PMU Rampur office there is no ministerial staff deputed by HPFD.

Since the posts of ministerial staff are lying vacant at PMU Kullu & Rampur office, therefore the office works has totally paralyzed. HPFD is already running short of the ministerial staff as such services of at least two Retd. Supdtt./Sr. Asstt. are urgently required one each in PMU Kullu and Rampur office. The above official will be paid the consolidated emoluments @ Rs. 25,000/- per month each.

**Governing Body approved engaging of Two Retd. Supdtt./Sr. Asstt. one each for PMU Kullu and PMU Rampur @ Rs. 25,000/- per month fixed emoluments for each.**



AGENDA ITEM: 12

Provision of Expert for GIS/MIS :

The Governing Body was apprised that 6<sup>th</sup> Governing Body vide Agenda Item No. 10 approved for "Hiring the services of GIS/MIS expert to develop MIS base software" and then its integration with GIS for further enhancement of GIS and MIS based infrastructure at PMU to manage all the GIS and MIS aspects of the Project.

The Governing Body was apprised that since sufficient funds are lying unspent out of the PMC contract, therefore it will be in the fitness of things that we make a request to the PMC (SOFRECO) for providing one GIS/MIS Consultant out of the "Consulting Services-Provisional Sums and Contingencies".

**Decision: The Governing Body approved the Proposal of hiring the services of GIS/MIS Consultant through the PMC (SOFRECO) out of the budget provisions of the PMC contract under "Consulting Services-Provisional Sums and Contingencies".**



### AGENDA ITEM NO. 13

#### PROJECT ANNUAL REPORT FOR FY 2021-22 :

The GB was appraised that as per the documentation process, the Project Annual Report of the PIHPFEM&L (JICA Funded) for the FY 2021-22 has been prepared and the copy of the same is provided to all the members of GB. This Project document contains the detailed information of different activities carried out w.r.t. each Component of the Project during FY 2021-22. The GB was further informed that this document is mandatory requirement of PIHPFEM&L and need to be submitted to MOEF&CC GOI, DEA and the JICA India.

**Decision:- The Governing Body appreciated the preparation of Annual Report for the year 2021-22 and approved its circulation to the quarter concerned.**



## AGENDA ITEM: 14

### APPROVAL OF THE ONLINE APP (EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM) FOR THE PROJECT EMPLOYEES :

Chief Project Director informed the Governing Body that the Project PMU has prepared the EPMS (Employees Performance Management System) for the evaluation of day-to-day project activities done by the Project employees in the field. He explained how the Project employees update their activities done on a particular day in the form of work description and uploading of documents or images in the form of .jpg, .img, .pdf, .doc etc. This software helps in maintaining the day-to-day attendance of the employees and which can be monitored through this application at PMU level. He also informed that all the employees of the Project were trained to use the app after creating their login credentials. The activity report of each employee can be generated on time basis by the PMU Administration.

The Chairman desired that the EMPS software must be developed for the HPFD employees also for the smooth working and monitoring of the day-to-day activity done by the employees of HPFD. He further suggested to provide the training to the IT staff of HPFD regarding the working of the EPMS software and take their valuable suggestions for the development of the software best suited to the field employees of HPFD. The CCF (IT) will collaborate with the CPD-PIHPFEM&L for developing the EPMS software. The funds for the development of the respective software will be borne by the JICA-PIHPFEM&L.

**Decision: The Governing Body approved the EPMS (Employees Performance Management System) for JICA-PIHPFEM&L. Further it was decided that the software for HPFD employees will be developed from the PIHPFEM&L funds and CCF(IT) will act as a Nodal Officer for development of the software and its applicability.**



AGENDA ITEM: 15

WRITING OFF THE LOSS IN KAMAND NURSERY :

Chief Project Director-cum-Member Secretary apprised the Governing Body that as per the Project Document, JICA Project has allotted Rs 1.06 Crores under the budget line **“Nursery Development and Improvement Works”** for Kamand Nursery (Circle Level) in Kataula Forest Range of Mandi Division. The Nursery was very well established, developed and appropriately maintained keeping in view the Indicative Descriptions of the Nursery Improvement Works laid down in Project Document.

In the month of August’2022 the aforesaid Nursery was extremely damaged due to cloud burst and very heavy rainfall. A detailed enquiry into the matter was conducted by ACF Mandi and estimated loss of Rs 46,13,013/- has been assessed and FIR in this regard was lodged with Police Station. The GB was apprised that the damage caused is mainly to 90,440 nos. of plants of different species, RCC Fence Post, B/ wire fixing & cost, Drain, Cause Way, Crate Wall, Street Lights, Vermi Compost, Approaching Road, Path and Sprinkler Fitting etc.

The Governing Body is requested to write off the loss amounting to Rs 46,13,013/- incurred due to natural calamity occurred, so that Kamand Nursery of Kataula Forest Range could be revived and restored again.

The Chairman was of the view that the loss so caused be restored back and also if needed the appropriate areas within the same nursery be explored to avoid any similar damage in future.

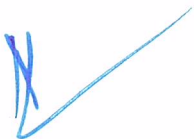
**Decision: The Governing Body approved the writing off of the loss caused to Kamand Nursery to the tune of Rs. 46,13,013/- and decided to provide funds from the PIHPFEM&L Budget lines for its restoration.**

## AGENDA ITEM: 16

### Amendments in the Operation Manual of JICA assisted Project for Improvement of Forest Ecosystems Management & Livelihoods in H.P. :

The Governing Body was apprised that Project PIHPFEM&L has a guiding document i.e. 'Operation Manual', which is a living or dynamic document. This Project Operation Manual was approved by High Power Committee, Chaired by Chief Secretary to the Govt. of HP, on dated 01/08/2018. However Operational Manual has the room with *subsequent revisions, alterations, additions and improvements with the mutual consent of all the parties*. Also AGHP has raised the para for any required subsequent revision etc. Therefore, the GB was further appreciated that for certain administrative requirements, amendments /rectifications in the Operation Manual has been proposed and placed before the Governing Body as **Annexure-L**.

**Decision:** The Governing Body in principal approved the proposed amendments. However the Chairman desired that CPD should discuss the details of the aforesaid agenda with him before next meeting of HPC, when the same will be placed for the approval of the HPC.



## AGENDA ITEM: 17

### SALARY REVISION OF LEFT OUT PMU OUTSOURCED STAFF :

The Chief Project Director and Member Secretary of Governing Body appraised that the proposal to enhance the emoluments of PIHPFEM&L (JICA Funded) outsourced staff was placed before the 6<sup>th</sup> Governing Body meeting vides Agenda Item No. 15 and the salary of outsourced employees was enhanced except for Clerks and Stenographer.

During discussion in the 6<sup>th</sup> Governing Body meeting, it was considered that the salary of Clerks and Stenographers was revised every year by the Government of Himachal Pradesh when minimum wages are revised. However, after enquiring from the Finance Department of Govt. of Himachal Pradesh, it was found that the minimum wages are applicable only to Class-IV category of daily wage workers and workers engaged on part time basis in Himachal Pradesh. The outsourced staffs (Clerks and Stenographer) do not fall in this category. The GB was appraised that the wage of the Peons/Housekeeping/Chowkidars category is being enhanced by the manpower supplying agency time to time, keeping in view the Notification/Govt. Notifications of "Minimum wages rules of the Govt".

The proposal was again placed before in the 8<sup>th</sup> Governing Body for reconsiderations of the enhancement of the wages of Clerks and Stenographer category of the PIHPFEM&L.

After deliberations it was decided that the basic salary of the clerks and stenographer category of the PIHPFEM&L staff be enhanced to Rs. 17000/- from Rs. 12000/- per month w.e.f. 01.01.2022.

**Decision: The Governing Body approved the enhancement of the salary of Clerks & Stenographer from Rs. 12000/- to Rs. 17000/- per month w.e.f. 01.01.2022.**



## AGENDA ITEM:18

### Futuristic Leadership Workshop for enhancing the capacity of officers and Stakeholders of the Project :

The Chief Project Director and Member Secretary of Governing Body appraised that there is an organization based at Bangalore named as "6th Sense Exploring Reality" who provides various trainings on "Stress Management, Leadership, Capacity Enhancement, Emotional Intelligence and Soft Skill Development" etc. among the various organizations. They have sent a request letter to PMU for imparting such two days training to the HPFD/JICA staff. The synopsis of the workshop was placed as **Annexure-M (PageNo.86-92)**. The GB was appraised that the organization has informed that they have extended their services to Numerous Central Govt. Ministries, 23 State Govts., Defence Establishment, Civil Services, Multi-National Corporations, and EAPs etc.

The proposal for two days Workshop at Shimla for 50 participants of HPFD/ JICA Project @ Rs. 2 lakh +18% GST (organization charges) was deliberated up on and the Chairman desired that not only this workshop should be held at Shimla but some other organizations like "Art of Living" should also be invited for different capacity building trainings for field level staff as well.

**Decision: The Governing Body approved the proposal placed as Annexure-M. The GB further desired that other appropriate organizations be also invited for such trainings for the field level staff of HPFD and JICA (PIHPFEM&L)**




**AGENDA ITEM: 19**

**Hiring the Services of Retd. Forest Officer in Place of Program Manager (Forestry & Biodiversity) being on Maternity Leave :**

The Chief Project Director and Member Secretary of Governing Body appraised the Governing Body that there is a post of Program Manger (Forestry & biodiversity) who is responsible for implementation of Component – I (Forest Ecosystem Management) & Component – II (Biodiversity Conservation). The job requirement for this post include Micro planning, Nursery, Plantations, Soil Conservation works, BMC Sub Committees Micro Plans, entire Biodiversity Component activities etc. The GB was informed that the Program Manager who is engaged on contract basis has proceeded on maternity leave. Since there is no other contract staff to look after these important aspects of the Project as such the entire work pertaining to Component-I & Component-II is totally paralyzed.

In order to make a stop gap arrangement it was proposed that the services of a Retd. Forest Officer may be hired for the period till the Program Manger joins back after maternity leave. The emoluments paid to the Program Manger are Rs. 55,000/- month as such the Retd. Forest Officer will also be paid a fixed amount of Rs. 55,000/- per month.

**Decision: Governing Body approved the Agenda item as such.**

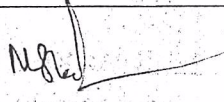
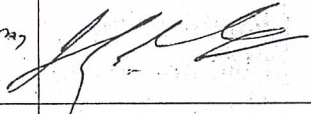
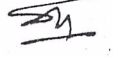
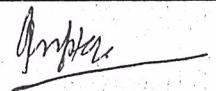



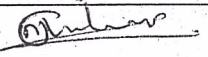
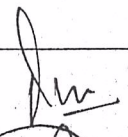
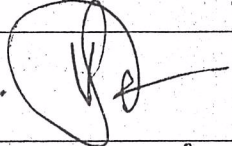
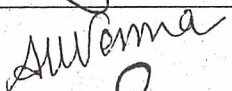
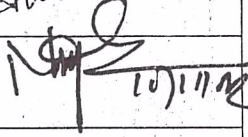


15/11/2022  
CPD.

\*\*\* The meeting ended with vote of thanks to the Chair \*\*\*

Attendance sheet for 8<sup>th</sup> Governing Body Meeting of "Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P." registered for implementation of JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods" held under the Chairmanship of Principal Secretary (Forests) to the GoHP on 10.11.2022 at H.P. Secretariat, Shimla.

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