

**PROCEEDINGS OF THE 10<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 25<sup>TH</sup> NOVEMBER, 2023 AT 3:00 PM UNDER THE CHAIRMANSHIP OF SECRETARY (FORESTS) TO THE GOVERNMENT OF HIMACHAL PRADESH.**

The 10th meeting of the Governing Body of the “Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P.” registered for implementation of JICA assisted “Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods” was held in the Conference Hall, Armsdale Building, H.P. Secretariat, Shimla on 25/11/2023 under the Chairmanship of Dr. Amandeep Garg, Secretary (Forests) to the GoHP. 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, Co-Chairman and other members of the Governing Body. After giving the brief introduction and Progress of the Project, with the permission of the chair Agenda items were taken up one by one.

**AGENDA ITEM NO.: 1**

**REVIEW OF THE AGENDA ITEMS OF THE 9<sup>TH</sup> “MEETING OF THE GOVERNING BODY OF SOCIETY” HELD ON 06.04.2023**

Item No	Agenda/Decision	Action taken
2.	Statement showing Physical & Financial Progress for the FY 2022-23.	Governing Body was apprised that the Statement showing Physical & Financial Progress for the FY 2022-23 has been reviewed in 9 <sup>th</sup> Governing Body Meeting.  <b>Agenda Item dropped.</b>
3.	Status of Reimbursement Claims for the FY 2022-23.	Governing Body was apprised that the Reimbursement Claim for the FY 2022-23 has been reviewed in 9 <sup>th</sup> Governing Body Meeting and appreciated the same.  <b>Agenda Item dropped.</b>
4.	APO for Financial Year 2023-24.	Governing Body was apprised that the APO for FY 2023-24 has been approved in 9 <sup>th</sup> GB meeting.  <b>Agenda Item dropped.</b>
5.	Jadi-Buti Cell Progress of the Models approved by Governing Body.	Governing Body was apprised that the progress made by Jadi-Buti Cell has been reviewed in 9 <sup>th</sup> GB Meeting.  <b>Agenda Item dropped.</b>
6.	Utilization of balance Provision under Project Management Consultancy (PMC).	CPD-cum-Member Secretary of Governing Body apprised that there is a provision for hiring international consultancy in the Project. And initially the Project Management Consultancy was

		<p>hired for 4 years and due to some reasons it was further extended for one year. Further CPD informed that there is a provision of funds of Rs. 7.07 Cr. for this work in Project DPR, out of which only Rs. 3 cr. was utilized and in future Project needs local consultants for smooth functioning of the Project.</p> <p><b>Chairman Governing Body directed to put up this issue in the next GB Meeting.</b></p> <p><b>Agenda Item dropped.</b></p>
7.	Procurement of Machineries, Equipment's & Tools under PFM Mode for Self Help Groups.	<p>The Governing Body was apprised that the decision for the same has been taken in 9<sup>th</sup> Governing Body Meeting and the same is implemented in letter and spirit by the field offices.</p> <p><b>Agenda Item dropped.</b></p>
8.	Ratification of Memorandum of Understanding (MoU) with Nationalized Bank "Bank of Baroda" for credit linkage of SHGs formed under PIHPFEM&L.	<p>The GB was apprised that the "Bank of Baroda" has pulled back from signing MoU, as such local banks nearest to VFDS/SHGs are being roped in for banking services.</p> <p><b>Agenda Item dropped.</b></p>
9.	Utilization of Interest accrued in the Society account for Renovation/Maintenance of New PMU Building at Totu.	<p>The GB was apprised that this Agenda Item is taken as new Agenda Item No.-14.</p> <p><b>Agenda Item is dropped from here.</b></p>
10.	Opening of fifteen new Multipurpose Outlets to provide market place for SHGs/CIGs.	<p>The GB was apprised about the progress of opening of fifteen new Multipurpose Outlets to provide market place for SHGs/CIGs. The CPD informed that because of the large scale production by SHGs in all the Divisions, an outlet in all 22 DMUs will be required to be made. After deliberations the item is dropped.</p> <p><b>Agenda Item dropped.</b></p>
11.	Organization of Division Level "JICA-Mela" on Quarterly Basis for SHGs for selling their products.	<p>The CPD apprised GB about the progress of the organization of Division Level "JICA-Mela".</p> <p><b>Co-Chairman Governing Body suggested to hiring the Gazebo tents on rent basis instead of procurement. The Governing Body directed to inform the field units to stop the process for procurement of the Gazebo Tents where it was not procured and when required to hire the same on rent basis.</b></p> <p><b>Agenda Item dropped.</b></p>



12.	Training Calendar for FY 2023-24.	<p>The Governing Body apprised that the Training Calendar approved in 9<sup>th</sup> Governing Body Meeting is being followed and trainings as per schedule will be met before the closer of the FY.</p> <p><b>Agenda Item dropped.</b></p>
13.	Study of Water Quality.	<p>The GB was apprised that Jal Shakti Vibhag was contacted for the joint study/report of water sources. However, the response of the Jal Shakti Vibhag was not very encouraging. Therefore, this matter will be taken up at our own level in future.</p> <p><b>The Chairman Governing Body directed to undertake the study in consultation with HPU. The representative of HPU informed that they carried out the similar assignment for MC Shimla.</b></p> <p><b>Agenda Item Stands.</b></p>
14.	Study on Propagation of Rhododendron arboreum (Lal Burans).	<p>The GB was apprised that field staff of Shimla Forest Division has been requested to collect the seeds of the Rhododendron arboreum (Lal Burans) in the month of November, the seeds will be sown in the nursery beds in the month of January and February 2024.</p> <p><b>The Chairman directed that the expertise from HFRI and Nauni University on Propagation of Rhododendron arboreum (Lal Burans) may also be explored.</b></p> <p><b>Agenda item droppd.</b></p>
15.	Procurement of Vermicompost for nurseries through SHGs.	<p>The GB was apprised that the decision taken in the 9<sup>th</sup> Governing Body Meeting has been conveyed to field units and the progress made by the SHGs and apprised about the progress made by the SHGs.</p> <p><b>Chairman desired that the production of vermicompost should be increased so that SHGs gets maximum benefit out of this activity.</b></p> <p><b>Agenda Item dropped.</b></p>
16.	Incentives for good quality Plantation carried out under PFM Mode by the communities.	<p>The GB was apprised that the scheme has been circulated among all the VFDSs/DMUs. However, the monitoring/inspection of these plantations will be done in accordance with the scheme by M&amp;E Unit during winter for further necessary action.</p> <p><b>The Pr. CCF (HoFF) and Co-Chairman of the Society informed that “Mukhya Mantri Van Vistar Yojana” has been launched and being implemented by HPFD. He suggested that</b></p>

		<p>possibility of raising some of the plantations under Project may be explored for next financial year and be incorporated in next year APO.</p> <p><b>Agenda Item dropped.</b></p>
17.	Vehicle provided to the O/o Hon'ble Chief Minister.	<p>The GB was apprised that there is no action required in this agenda.</p> <p><b>Agenda Item dropped.</b></p>
18.	Honorarium to Frontline Staff of HPFD.	<p>The GB was apprised that the decision taken in 9<sup>th</sup> Meeting has been implemented in the field and now there is no action required on the same.</p> <p><b>Agenda Item dropped.</b></p>
19.	Payment of monthly fixed amount to Retd. IFS Officers as per GoI Guidelines.	<p>The GB was apprised that this Agenda was not approved on single file by the Chairman of Governing Body.</p> <p><b>Agenda Item dropped.</b></p>
20.	Sustainability of VFDS.	<p>The GB was apprised that the guidelines for sustainability of VFDS us being implemented in the field.</p> <p><b>Agenda Item dropped.</b></p>

**Review of the Pending Agenda Items of the 8<sup>th</sup> Meeting of Governing Body.**

Item No	Agenda/Decision	Action taken
5.	Plantation of Chilgoza in its Natural areas outside Project Ranges.	<p>The GB was apprised that the advance work under departmental mode was carried out during 2022-23 in Kalpa &amp; Moorang Ranges of Kinnaur Forest Division (15 Ha &amp; 20 Ha respectively) and the plantation of Chilgoza pine will be under taken during current winter season as per targets allotted under JICA Project. The Chilgoza seedlings will be carried from Sholtu Nursery to the Plantation sites.</p> <p><b>Agenda Item dropped.</b></p>
12.	Provision of Expert for GIS/MIS.	<p>The GB was apprised that this agenda is taken as new Agenda Item No.-11.</p> <p><b>Agenda Item dropped.</b></p>



14.	Approval of the Online App (Employees Performance Management System) for the Project Employees.	The GB was apprised about the Employees Performance Management System) EPMS app.  The Chairman suggested that this app should also be implemented in all the EAPs under HP Forest Department.  <b>Agenda Item dropped.</b>
16.	Amendments in the Operation Manual of JICA assisted Project for Improvement of Forest Ecosystems Management & Livelihoods in H.P.	The GB was apprised that this Agenda is taken as new Agenda Item No.- 12.  <b>Agenda Item dropped.</b>
18.	Futuristic Leadership Workshop for Enhancing the Capacity of Officers and Stakeholders of the Project, by 6th Sense, Bangalore.	GB was apprised that this Workshop will be held in near future.  <b>Agenda Item dropped.</b>

**Review of the Pending Agenda Items of the 7<sup>th</sup> Meeting of Governing Body.**

Item No	Agenda/Decision	Action taken
10.	Establishment of Plant Tissue Culture Laboratory.	The GB was apprised that as per report from CCF Mandi there considerable damage has occurred to the "Kamand Nursery" during the rains of 2023-24 and as such the process of establishing Tissue Culture Lab (TCL) is adversely effected. The same will be done once the restoration work of "Kamand Nursery" is done in near future.  <b>Pr. CCF (HoFF) and Co-Chairman informed that the proposal from HFRI is being sent to HPFD for establishment of Tissue Culture Lab which may be funded by JICA-PIHPFEM&amp;L. The Governing Body agreed for the same. As and when the said proposal is finalized may be discussed in the next Governing Body Meeting.</b>  <b>Agenda Item stands.</b>

**Review of the Pending Agenda Items of the 6th Meeting of Governing Body.**

Item No	Agenda/Decision	Action taken
13.	Establishment of Livelihood Resource Centre (LRC) at Cluster Level.	The GB was apprised that DFO Mandi informed that there was issue with local people respect to the site selected as such the Livelihood Resource Centre (LRC) has been proposed to be shifted at "Dhandsi Dhar" near Mandi and the revised estimate sent by DFO is for 65 Lakh.

		<p><b>Governing Body took the note of the same.</b></p> <p><b>Agenda Item stands.</b></p>
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**Review of the Pending Agenda Items of the 5<sup>th</sup> Meeting of Governing Body.**

<b>Item No</b>	<b>Agenda/Decision</b>	<b>Action taken</b>
2.	Propagation of Sea-buck thorn/Juniperus in Lahaul&Spiti area.	<p>The GB was apprised that a Project proposal regarding "Production of Quality Planting Stock of Betula utilis D. Son (Bhojpatra) for carrying out plantation in Kinnaur Forest Division and Extensio of Technology to Stakeholders was got prepared through HFRI. HFRI has submitted a proposal costing Rs. 36.35 Lakh for five years for raising 30,000 plants of Bhojpatra. The proposal was scrutinized and an agreement has been signed between the JICA Project and Director HFRI.</p> <p><b>The Governing Body took the note of the same and approved the proposal.</b></p> <p><b>Agenda Item Dropped.</b></p>

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

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 office of Chief Project Director (JICA-PIHPFEM&amp;L) has been shifted to building at Totu where the O/o Addl. Project Director is also housed.</p> <p><b>Agenda Item Dropped.</b></p>
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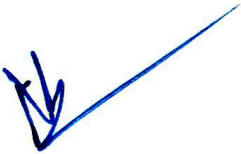


**AGENDA ITEM NO. 2:-**

**Balance Sheet of the Society for 2022-23 and Audit Statement:**

The Balance Sheet of the Society for the FY 2022-23 was placed before the Governing Body as **Annexure-A**. The Governing Body was apprised that the Audit of the Society (including 31 field offices) have been conducted by the Chartered Accountant as well as the Accountant General of HP. However the minor observations raised by the CAs and Audit Para raised by AGHP have been replied and most of the Para have been settled except 2-3 paras. This will be settled in due course of time.

**Decision: The Governing Body took note of Annual Accounts & Audited Statement and approved the same.**



**AGENDA ITEM NO. 3:-**

**Statement showing Physical & Financial Progress for the FY 2023-24 (till 15.11.2023):-**

The Governing Body was apprised about the Physical & Financial Progress of the various activities carried out in the current Financial Year 2023-24 (till 15.11.2023) and the report was placed before the Governing Body for perusal as Annexure-B.

The GB further apprised that the first installment of Rs. 55 Cr. has been released to Project as initial allotment. Out of which, Rs. 31.19 Cr. has been utilized till date. The Project has requested Rs. 25 Cr. additional funds, totaling to Rs. 80 Cr. for CFY. Same will be utilized in the FY 2023-24 and the balance amount (if required) will be asked for in the last quarter of the CFY as per the progress of execution of APO activities.

**Decision: The Governing Body expressed satisfaction and approved the Physical & Financial Statement for FY 2023-24 (till 15.11.2023).**





#### AGENDA ITEM NO. 4:-

#### Status of Reimbursement Claims (YoY basis):-

The Governing Body was apprised that 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 the latest filed claims for Sept & Oct '2023 are under process and will be 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	
4	2021-22	45,90,43,086	43,70,12,187	2,20,30,899	43,70,12,187	Full amount received
5	2022-23	70,00,24,389	67,36,83,574	2,63,40,815	67,36,83,574	Full amount received
	<b>Total</b>	<b>1,79,74,49,335</b>	<b>1,69,01,28,259</b>	<b>10,73,21,076</b>	<b>1,69,01,28,259</b>	

FY 2023-24 (till 31/10/2023)						
Sr. No	Month	Total Expenditure	Loan amount (Reimbursable amount)	Counterpart funding (Non-reimbursable-State share)	Reimbursement Claim received	Status of Reimbursement Claims
1	April'23	65,39,648	48,78,840	16,60,808	48,78,840	Full amount received
2	May'23	1,87,29,816	1,73,92,421	13,37,395	1,73,92,421	Full amount received
3	June'23	2,40,92,883	2,21,77,827	19,15,056	2,21,77,827	Full amount received
4	July'23	5,06,15,595	4,81,20,022	24,95,573	4,81,20,022	Full amount received
5	Aug'23	5,78,88,639	5,58,31,872	20,56,767	5,58,31,872	Full amount received
6	Sept.'23	11,77,42,509	11,40,31,994	37,10,515	-	Filed, under process
7	Oct'23	1,18,95,494	94,11,544	24,83,950	-	Filed, under process
	<b>Total</b>	<b>28,75,04,584</b>	<b>27,18,44,520</b>	<b>1,56,60,64</b>	<b>14,84,00,982</b>	
	<b>Grand Total</b>	<b>2,08,49,53,919</b>	<b>1,96,19,72,779</b>	<b>12,29,81,140</b>	<b>1,83,85,29,241</b>	

**Decision:** The Governing Body appreciated the efforts of PMU for zero pendency of the Reimbursement Claims.

## AGENDA NO. 5:-

### Formation of Producers' Companies for better marketing:-

The Governing Body was appraised that the Formation of Producers' Companies for better marketing as per the Project document under Component 3 is required to be made for "Promotion of Cluster based Livelihood Activities" addressed under Project line 3.2.2 & 3.3.5 which visualize and aiming to provide sustainable Livelihoods to the communities falling under Project Area. Further CPD appraised that currently 24 Income Generation Activities (IGAs) have been identified and adopted by community based Self Help Groups formed under PIHPFEM&L and as per the Project guidelines, these groups need to be federated in an organized way to get the existence and sustainability even after the completion of the Project.

Now, out of 24 IGAs, the SHGs who had opted Handloom, Leaf Plate Making & Food Processing as their sustainable IGAs were coming up with good earnings, however facing challenges in terms of information regarding access to market information, market opportunities, quality demands, marketing etc. Lack of backward & forward linkages, fragmented & uncoordinated value chains with multilayered intermediaries adds to their operational difficulties. As a result small entities like SHGs will not be able to sustain once the support from the Project will be withdrawn.

Further it was intimated to Governing Body that to improve economies of scale in producing, processing and marketing, the collective entrepreneurship needs to be inculcated amongst them and formation of SHGs Cluster as Producer Company would be more market oriented and value focused. The sufficient budget is also available under the Project Budget line (3.2.2) for formation of the Producers' Company/clusters. Therefore it was proposed that two Producer Companies (under Producer Companies Act 2013) be incorporated as a Pilot at Kullu for Handloom and Mandi for Patal Making and Food Processing SHGs. The overall background detail for incorporation of the Companies was placed before Governing Body as Annexure-C (Page No. 47-54) of the Agenda Item.

**Decision:- After deliberations, the Governing Body decided that initially one Company may be formed but there will be no manpower provided from the Project. The Company may hire some manpower for its functioning. The Project will provide the funds to the Company in the form of Grant in Aid. The Governing Body further approved Rs. 12 Lakh to be provided to the proposed Company for the Financial Year 2023-24 from the Project budget.**





## AGENDA ITEM NO.: 6

### Infrastructure requirements for the Company and provision of funds in the Project budget line

The Governing Body was appraised that the JICA Forestry Project aiming to enhance the Management of Himachal Pradesh Forest Ecosystems and Livelihoods and proposing to unite Self-Help Groups (SHGs) engaged in various income-generating activities. In the initial phase, two clusters had been identified: one in Kullu Circle, specializing in handloom production, and the other in Mandi Circle, focused on making traditional leaf plates, herbal medicines (Jadi-Buti) and food processing. These clusters had been selected for the establishment of artisan and farmer producer companies respectively under the Companies Registration Act due to their progress and promising business potential.

This consolidation into producer companies requires minimal infrastructure and a designated workspace for effective operation. Consequently, it has been planned to establish Livelihood Resource Centre (LRC) cum producer company offices in these two locations during the initial phase of the project. The detailed requirements for these facilities have been assessed, and it had been determined that each location will require approximately 2000 square feet of built area, spread over two floors with additional attic as per the site /activity requirement . It is roughly assessed that each civil structure will require maximum investment of Rs. 1 to 1.25 Crore or as per actual basis. Further CPD appraised the Governing Body that the sufficient budget is also available under the Project Budget line (3.2.2) for formation of the Producers' Company/clusters.

A conceptual design for these structures has been developed and an indicative layout was provided in the Annexure-D (Page No. 55-60) of the Agenda Item.

**Decision:- The Governing Body in Principal approved the agenda and decided that initially one farmer producers company may be formed. For office space, infrastructure etc., the proposal should come from the Company to the Project and the same will be considered in the next meeting of Governing Body.**



## **AGENDA ITEM NO. 7:-**

### **Livelihood through Bamboo Products- A Pilot Project for Bilaspur (Ghumarwin) area:-**

The Governing Body was appraised that the Bamboos were the major source of non-timber forest products (NTFPs) in India and were widely used since time immemorial all over the country. In the Himalayas, bamboo occurs in different forest types, ranging from sub-tropical to sub-alpine zones.

Bamboos form a very versatile local raw material associated with day to day life of the rural households in the State. Be it carriage of material, storage of grains, plucking of fruits, winnowing of grains, forming live hedge stakes for cash crops etc., these bamboos come in very handy. It offers immense livelihood potential with possibilities of local and outside market reach, alike.

Further CPD appraised Governing Body that the Project staff in Bilaspur Forest Division had identified about 80 families in Ghumarwin Forest Range and surrounding areas who were traditionally associated with bamboo making products as artisans and were to a larger extent dependent for their livelihood on this activity. They were locally known as 'Manjhaira'. The project could further improve their capacity and livelihood opportunity by organizing them in to small business groups, subsequently in to clusters and then in forming a Society/ Company for enterprise development in this sector by providing support from the JICA Forestry Project for their skill up-gradation and by creating common facility for efficient utilization and marketing of bamboos and bamboo products as resource material. This fits well in achieving the goal of the Project, where livelihood improvement was one of the key components.

It was proposed that on pilot basis a Common Facility Center to be created at Ghumarwin and depending on its experience/ lessons, such center could be created in Kangra District in future. An estimated amount of Rs. 1 Crore will be spent in Bilaspur on these activities during the current FY for the proposal placed before the Governing Body as Annexure-E (Page No. 61-64) of the Agenda Item and the funds required for the proposed activities are available under the Project Component 3 Livelihood Improvement Support (3.3.5 Promotion of Cluster based Livelihood Activities).

The representative of Agriculture Department suggested that National Bamboo Mission is being implemented by Agriculture Department and they can make some suggestions for effective implementation of this proposal. At this the Chairman suggested that the working of the Bamboo Mission at Una be also studied by the field office for the effective implementation of this proposal.

**Decision:- The Governing Body approved the Agenda Item.**





## **AGENDA ITEM NO. 8:-**

### **Proposal for Intervention in Sacred Groves as a part of 'Satoyama':**


Governing Body was apprised that the existence of sacred groves in India dates back to an ancient pre-agrarian hunter gathering era and their presence had been documented since the early 1800s. Believing trees to be the abode of gods and ancestral spirits, many communities set aside areas of forest and established rules and customs to ensure their protection. These rules varied from grove to grove but often prohibited the felling of trees, collection of any material from the forest floor, and killing of animals. It was believed that presiding deities administered punishment, often death to individuals who violated the rules and sometimes to the entire community in the form of disease or crop failure. As a result of these protective restrictions, groves were protected over the years. Sacred groves possess a great heritage of diverse gene pool of many forest species having socio-religious and cultural attachment. They are ecologically and genetically very important; besides this they play an important role in water conservation. Therefore, Sacred groves are very important reservoirs of biodiversity conservation areas in the entire Himalayan Region and in addition they had important cultural and religious values for the Local communities since time immemorial.

It was apprised that the large number of sacred groves was identified in the State by Himachal Pradesh Council for Science Technology and Environment, Shimla. Some of the sacred groves had prospect of becoming biological diversity heritage sites and their protection and management had to be ensured for the conservation of native species. United Nations Sustainable Development Goal Target 11.4 calls on countries to "strengthen efforts to protect and safeguard cultural and natural heritage." Biodiversity conservation being an important component of JICA Forestry Project, and keeping in view the importance of Sacred Groves, proposals had been invited on pilot basis from the two Forest Divisions of Kullu and one Forest Division of Wildlife Circle Shimla for carrying out following activities in the Sacred groves:

- Identification and creating an inventory of key biological resources of the Sacred groves
- Protection/fencing of critical areas
- Signage with detail description of flora
- Water conservation, rejuvenation of existing water bodies and Plantation of native species

Further CPD apprised Governing Body that an estimated amount of Rs. 50 lakh will be spent on these activities during the current financial year. The funds for these activities are available under Component 2: Biodiversity Conservation (2.4.2.1 Satoyama Based Biodiversity Conservation Activities).

**Decision: Governing Body approved the Agenda.**



**AGENDA ITEM NO. 9:-**

**Proposal for Ecotourism as Livelihood- Pilot Project in Kullu Division:**

The Governing Body was appraised that Kais Dhar is an amazing location near Kullu in the 'Lug Valley' region and this place provides a splendid panoramic view of the Kullu valley. Spectacular meadows and lush green forests can be seen over here. The trekking route passes through the beautiful villages of 'Lug Valley' to the forested mountains. This provides some of the most stupendous views for tourists and has great potential for developing as an eco-tourism site around Kullu. It is one of the top-visited treks by trekkers near Kullu region. There was an old rest house that was built by the Britishers at Kais Dhar and the rest house is managed by the Forest Department and was a favorite destination for nature enthusiasts and trekkers.

CPD further informed Governing Body Project proposal was submitted by the DFO Kullu to promote eco-tourism activities in the area so that more tourists may get opportunity to visit the area in future to understand the culture and ecology of the area and more livelihood options were made available to the local forest dependent communities. This will not only benefit the trek operators but also local youths including women groups of the area, who were being provided capacity building trainings in income generating activities by the JICA Forestry Project. The women groups were organized as Self Help Groups and had strong presence in the area. The handicraft and handloom activities will get an economic boost as the ecotourism activity can provide market at their doorsteps.

Total cost of the proposal was Rs. 45 lakh only. The funds for these activities were available in the annual budget of current financial year of the JICA Forestry Project under the Component 3 Livelihood Improvement Support (3.3.5 Promotion of Cluster based Livelihood Activities).

**Decision: The Governing Body directed that this Agenda Item should be dropped from here as similar project has been sent to Government of India by the line department. The Governing Body noted that a proposal to enhance Eco-tourism through repair and up-gradation of Bridle paths stood submitted to National CAMPA for funding, but no approval has been received. In view of the priority of GoHP to boost Eco-tourism inclusion of Kais Dhar site as a proposed pilot site, the said Agenda was approved.**





## AGENDA ITEM NO.-10

### Replacement of the Unqualified Manpower supplied by HPNRMS and NRTC:-

The Governing Body was appraised about the staff deputed under JICA assisted PIHPFEM&L by HPNRMS Solan and NRTC Parwanoo. Further Governing Body was appraised that in the beginning of the Project some of the staff from HPNRMS was provided as "Data Entry Operators" in place of "Accountant and Computer Operator" and most of these Data Entry Operators are having qualification which does not meet the minimum education qualification criteria for the job. They are observed to be inept to handle the accounts of JICA assisted PIHPFEM&L especially the Double Entry System & PFMS. Similarly, the FTU Coordinators provided by HPNRMS Solan are not having the desired qualification and also not able to cope up with the works of the Project due to which the works of the Project is being hampered severely. Therefore, it was requested that the services of the staff provided by HPNRMS Solan and NRTC may be withdrawn from JICA Forestry Project and JICA Project may be allowed to hire the staff with appropriate and required qualifications directly from the outsource agency.

**Decision: The Governing Body decided that there should not be any hindrance in reverting back the unqualified and inefficient staff to HPNRMS. The Governing Body further desired to strengthen the selection criteria by HPNRMS through outsource Agency by asking for a panel of atleast 3 names for final selection by the JICA Project.**



## **AGENDA ITEM NO.-11**

### **Creation of additional Manpower in the PMU :-**

The Governing Body was appraised about the immediate need of some additional manpower for PMU to make the working of PMU more effective.

**(A) GIS and MIS Expert One and SMS (GIS/MIS) One :-** The Governing Body was appraised that the JICA Forestry Project has been established GIS Lab with a vision to use GIS application for planning the Project activities as well as monitoring the Project Progress in future. TWO GIS Professionals working in GIS Lab responsible for creating and maintaining GIS based information of Project area using DGPS tool to collect field data processing different satellite imagery for developing different thematic maps of Project Area. For Further enhancement of GIS and MIS based infrastructure **One GIS and MIS Expert and SMS (GIS/MIS) engagement required with an objective:-**

1. To manage all the aspects associated with the need for mapping and preparation and maintenance of Project information System.
2. Provide support to develop Web-based MIS system for the Project to prepare and consolidate of periodical Project Progress Reports.

The qualifications required for GIS and MIS Expert will be Master's Degree in Computer Science, Remote Sensing & GIS, Geography, Surveying, Engineering or related field. The remuneration of the Expert will be Rs. 55,000/- per month.

The qualification required for SMS (GIS/MIS) will be Graduate in Computer Science, Remote Sensing & GIS, Geography, Surveying, Engineering or related field and the remuneration of the SMS (GIS/MIS) will be Rs. 35,000/- per month.

**(B) Data Analyst One:-** The Governing Body further appraised that, with the enhancement in the field implementation of the Project a lot of Data is getting generated like, VFDS, SHGs, Income/Sale, Plantation, Nursery, Field level functioning of the staff, Monitoring Data, KPIs data etc. There is requirement of one Data Analyst in PMU Office Shimla to handle all the data received from field offices in the shape of report/document etc. As there are 72 Forest Ranges, 22 Forest Divisions and 9 Forest Circles under the Project and the data is continuously pouring in to PMU. Therefore, services of one Data Analyst are required under JICA Forestry Project.

The qualification of the Data Analyst will be MCA or equivalent with experience in data Analysis and the remuneration of the Data Analyst will be Rs. 35,000/- per month.

**The detailed TORs for GIS and MIS Expert, SMS (GIS/MIS) and Data Analyst will be prepared before hiring the manpower.**

**Decision: The Governing Body approved to hire the services of GIS and MIS Expert One, SMS (GIS/MIS) One and Data Analyst one through HPNRMS Solan.**



## **AGENDA ITEM NO.-12**

### **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 the Project PIHPFEM&L has a guiding document i.e. 'Operation Manual', which is a living or dynamic document. This Operation Manual was approved by High Power Committee, Chaired by Chief Secretary to the Govt. of HP, on dated 01/08/2018 and could be reviewed by the HPC and amended OM could be utilized for remaining Project period.

The proposed amendments were also placed before the 8th Governing Body meeting of the Society held on 10.11.2022, vide Agenda No. 16 for its kind approval and for further placement before High Power Committee. However, the meeting of the HPC could not take place, and now as directed by Worthy Chief Secretary and Chairman of HPC, that the CS reviews the EAPs on quarterly basis and the same be considered as HPC meeting, therefore, if the GB approves these minor amendments, the same may be sent to Worthy Chief Secretary on single file, please.

A revised proposal for minor amendments in the Operation Manual was placed before the GB as Annexure-F (Page No. 65-70) of the Agenda Item.

**Decision: The Governing Body decided that the issue may be examined in detail separately. CEO may process the matter on file for consideration of Chairman Governing Body.**



**AGENDA ITEM NO. 13:-**

**VFDS/BMC President as Ward Facilitator:-**

Agenda was withdrawn.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a long horizontal stroke.



**AGENDA ITEM NO. 14:-**

**Utilization of Interest accrued in the Society account as on 31/03/2023**

The Governing Body was apprised that the Project PIHPFEM&L is running under the 'Society mode'. As such the funds/Grant in Aid being received from the Government is kept in the Society Bank Account. Bank capitalized the interest on the funds kept in the account during transitions. In the previous GB Meeting, vide Agenda No. 9, approve for "Renovation of PMU Building at Totu". Accordingly, the portion of interest has been utilized and Rs. 34.50 Lakhs utilized for the Rs. 34.50 Lakhs has been utilized for above purpose.

Now, the balance amount of Rs. 53 Lakh, Rs. 18 lakhs has been placed before GB with following activities.

S. No.	Activities	Proposed Amount (INR in Lakhs)
1	Maint. Of Old Building at Potters' Hill to convert it into a training centre.	7.00
2	Preparation of a badminton Court near Totu for Forest & JICA Staff.	4.00
3	Funds for the Sports activities of HPFD to HP Forest Sports and Welfare Society.	5.00
4	Amenities to Staff and Labours of PIHPFEM&L.	2.00
	<b>Total</b>	<b>18.00</b>

**Decision: The Governing Body approved the Agenda. The Chairman further desired that in future the proposal for Accrued Interest should be brought along with APO at the beginning of the financial year.**



**AGENDA ITEM NO. 15:-**

**Issue Project Advertisement in publications, magazines, electronic and print media as a part of IEC:**

The Governing Body was apprised that PMU plan and execute the IEC related activities aligned with the Project pace as the source of external communications with effective manner. As such, to make it more effective, following financial powers for the publication of the Project Advertisement as a part of IEC (Information, Education & Communication), may be placed before GB for the aforesaid purpose, please.

<b>Advertisement:</b>	<b>Chief Project Director</b>	<b>: Upto Rs. 25,000</b>
	<b>Pr. CCF (HoFF)</b>	<b>: Upto Rs. 50,000</b>
	<b>Chairperson of Society</b>	<b>: Full Powers</b>

**Decision: The item was withdrawn.**





## **AGENDA ITEM NO. 16:-**

### **Report by JadiButi Cell as per PIHPFEM&L mandate:**

The CPD apprised Governing Body that the JadiButi Cell, established under the Project has been mandated to spearhead dialogue and discussion on development of medicinal plant sector along with designing and standardization of propagation of high-value medicinal and aromatic plant species in the project intervention area. The Project collaborated with reputed research institutes namely HFRI, CSIR-IHBT, G. B. Pant NIHE, and Department of Biotechnology, HPU to undertake NTFP assessment studies for identification of potential areas and area specific species of medicinal plants, as a scientific input to envisioned interventions.

With an aim to support NTFP based livelihoods, the Project has established 11 propagation models, which were being implemented by Self-Help Groups (especially women) and Common Interest Groups in VFDSs. Standardized cultivation and harvesting techniques had achieved for 5 species i.e., Chiraytia (Swertia cordata), Kutki (Picrorhiza kurroa), Gritkumari (Aloe vera), Palmarosa grass (Cymbopogon martini), Taur (Bauhinia vahlii) leaves for patta making; where respectable yield and economic returns are slowly being realized by the growers. The remaining 6 propagation models, namely Shatavari (Asparagus racemosus), Patish (Aconitum heterophyllum), Grafted Plants (Harad, Reetha, Amla), Drumstick tree (Moringa oleifera), TejPatta (Cinnamomum tamala), and Satua (Paris polyphylla), were at different stages of cultivation cycle, where harvest and yields were yet to be realized.

In order to document and synthesize the learning's & experiences of the JadiButi cell on Medicinal & Aromatic Plants conservation and management practices along with an update on the ongoing propagation models, a report had prepared by PMU (JB Cell), for long term adoption by HPFD and continuity after the Project as well. The report was placed before the Governing Body for consideration and information.

**Decision: The Governing Body noted with satisfaction the progress and directed to send the copy of the report to HPFD and GoHP under dissemination in the field.**



**AGENDA ITEM NO. 17:-**

**Apprising GB regarding Income Generation by SHGs/Branding/Marketing etc.:-**

The Governing Body was apprised that JICA Forestry Project, under Component 3, was focused & committed to provide the Livelihood Improvement support to community through SHGs under Project area. For this purpose, the sustainable SHGs/CIGs prepare and approve their Business Plans and then provide training in their adopted Income Generation Activities (IGAs). The Project provides the capital cost and revolving fund to support their livelihood activities and hence boost their income. In addition to it, the Project has taken many steps for marketing support to these SHGs in the form of providing selling platforms in exhibitions, Local, National & International level fairs, JICA assisted Multipurpose Outlets etc. The SHGs are being categorized (A,B,C,D) according to income earned through adopted IGAs. Further, the JICA field staff is deputed to motivate these SHGs to work on the improvisation of their category. The information had been tabulated to Governing Body as Annexure-G (Page No. 71-72) of the Agenda Item.

Further CPD apprised Governing Body that in the Project, we are continuously in the process to strengthen these SHGs and taking following steps to boost the Livelihoods:-

- 1) Proposal for formation of two Producers' Companies as Pilot
- 2) Uniformity of the products made by SHGs
- 3) Manual and catalogue Preparation to showcase the Products.
- 4) Quality Control checks to compete in the market.
- 5) FSSAI Certification to all SHGs who have opted Food Processing As Income Generation Activity.
- 6) Marketing of Traditional crops with FSSAI registration of products having nutritional profile, market oriented packaging as brand "HIM TRADITION."
- 7) Centralizing distribution of packaging material at PMU level to SHGs for uniformity.
- 8) The packaging material to be supplied to the SHGs as a part of capital cost on similar terms of the business plan in PIHPFEM&L.

**Decision:- The Governing Body noted with satisfaction the progress made in Livelihood activities by SHGs. The Chairman desired that in future, in addition to the above information, Net profit of the SHGs be also incorporated.**






## AGENDA ITEM NO.-18

### Up gradation of the Posts:-

The Governing was appraised that, there are Accounts Manager, Subject Matter Specialists, Office Manager and MIS Associate working under the JICA Forestry Project in PMU Office Shimla from last 3 to 4 years. They are working on important subjects and over the years have developed themselves as key Human Resource for the efficient functioning of PMU Office, but due to lack of further growth in their earlier progression in the Project and to avoid frustration some incentive needs to be given to these officials, so that their enthusiasm in day to day working performance remains maintained. It is therefore proposed that these posts may be designated as Sr. Accounts Manager, Sr. Subject Matter Specialists, Sr. Office Manager and Sr. MIS Associate by giving them two additional increments.

**Decision:- The Chairman Governing Body directed to bring this agenda on single file separately with a detailed comparison of remuneration being given to these posts in another Projects within State as well as Outside the State.**

  
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Project for Forestry  
Forest Management  
Shimla-171005

**AGENDA ITEM NO.-19**


**Printing Calendar and Diary for year 2024, JICA Forestry Project:-**

The Governing Body was informed that JICA Forestry Project is bringing out the Calendars and Diaries for the Year 2024 for Publicity of the Project. The designs of the Calendars and Diaries were placed before the Governing Body.

**Decision:- The Governing Body approved the Agenda Item.**

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

The competitive authority has approved the proceedings.

  
**Add. PCCF & Chief Project Director  
Project for Improvement of H.P.  
Forest Ecosystems Management  
& Livelihoods, Shimla-11**