

No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1/1709-1712
Himachal Pradesh Forest Department

Dated Shimla, the 13-07-2021

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

To: 1. Project Director JICA, Kullu
2. Addl. Project Director, JICA, Kullu
3. Addl. Project Director, JICA, Rampur
4. Finance Officer (JICA), Shimla

Subject: Proceedings of the 14th Meeting of Executive Committee held under the Chairmanship of Chairman Executive Committee of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted PIHPFEM&L.

Memo:

Enclosed please find herewith, Proceedings of the 14th Meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management & Livelihoods registered for implementation of JICA assisted PIHPFEM&L held on 5th July, 2021 in the O/o CPD (JICA-PIHPFEM&L) at Potters' Hill, for your kind information and further necessary action, please.

Encl: As above.

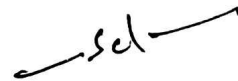


Project Director (JICA-PIHPFEM&L)-cum-
Member Secretary
Potters' Hill, Summer Hill, Shimla-5

Endst. No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1/1713-1721
Dated Shimla, the 13-07-2021

Copy is forwarded for information and further necessary action to:

1. Programme Management Consultant, Team Leader.
2. All Programme Managers under JICA-PIHPFEM&L.
3. Subject Matter Specialist (GIS/MIS)/(Livelihoods Marketing & Rural Financing)/(Livelihoods & Training)
4. Accounts Section of PMU Shimla.



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

Proceedings of the 14th meeting of Executive Committee under the Chairmanship of Chief Project Director (Chairman, Executive committee) of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

The 14th meeting of Executive Committee of the Society for Improvement Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 05.07.2021 in the O/o CPD (JICA-PIHPFEM&L) at Potters' Hill. The names of the officers and officials who were present in the meeting is attached as Annexure-I.

Agenda Item No. – 1:-Review of the action taken on the decisions of 11th Executive Committee Meeting held on 30.09.2020, 12th Executive Committee meeting held on 20.01.2021 and 13th Executive Committee Meeting held on 02.03.2021.

After dropping the completed items of previous EC meeting the following items were taken up in the EC meeting for review:

No.	Action Items	Decision taken in the meeting
19	<ul style="list-style-type: none"> ➤ M&E format for 2020-21 ➤ Under M&E monthly, quarterly, half yearly and annual progress report formats have been finalized by Project and DMUs are not regular in submission. Annual progress report (Physical Financial) not received from many DMUs yet, due to which Project Status report can't be prepared. DMUs are using their own format for reporting ➤ Gender Action Plan report still awaited from DMUs 	<ul style="list-style-type: none"> ➤ Owing to the outbreak of Covid-19 in 2021, all Accountant-cum-Computer Operators deployed under the Project in Field Offices could not be trained on the prescribed M&E Formats. However, PD Kullu will organize the said training at the earliest. Item is dropped.
30 34	Development of mobile app as per JICA document Hiring of M&E consultant for developing MIS	<ul style="list-style-type: none"> ➤ PD (Admin & Finance) and PM (GIS/MIS) apprised the EC about their learnings from the visit to Uttarakhand Forest Department regarding Development of Mobile App and Project MIS. ➤ PM (GIS/MIS) discussed the activity wise formats already created by him for MIS, which were well appreciated by the EC. ➤ It was decided that further additions to the MIS format will be made in accordance with the outputs desired by different branches and by PD Kullu, which will be integrated accordingly. The format to be finalized by PM (GIS/MIS) with inputs from concerned branches.
36	Annual outcome assessment framework to be developed by PMC following logical framework of project	<ul style="list-style-type: none"> ➤ PD Kullu apprised the EC that to carry out the Annual Outcome Assessment (AO), 2-days workshop is to be organized at circle level wherein the respective CCFs/CFs would review the physical and financial progress against the Detailed Implementation Plan. Subsequently, a State-level workshop is to be organized to carry out the AOA for the entire Project.

		➤ The EC decided that prior to carrying out the abovementioned AOA Workshops, a 20- point indicator list should be prepared as a format to be used first as a pilot workshop at Kullu Circle. PD Kullu agreed to make the necessary format/ indicator list for AOA.
Agenda Items – 11 th Meeting of Executive Committee		
No.	Action Items	Decision taken in the meeting
3	Allocating budget to Range Level/Central Nurseries more than APO/2020-21; Re-appropriation required across budget line in revised APO to be approved in next GB.	➤ Necessary actions have been taken in FY 2020-21 regarding additional fund allotment to DMU Rohru, Mandi and Parvati and approved in the Governing Body. The expenditure has been booked by the respective DMUs in FY 2020-21. Item is dropped.
10	Adoption of Public Financial Management System (PFMS) for monitoring of the funds which will be disbursed to field offices (i.e. PMUs/FCCUs/DMUs & FTUs) and VFDS/BMCs.	➤ The EC was apprised that Project Components have been integrated on the PFMS platform, and the PFMS Office have been given with the list of A/Cs of Regional, FCCU, and DMU offices to be mapped with the project code. The PFMS Office has also been requested to conduct training of officials and Project staff on PFMS operation. The matter is pending with PFMS Office. Accounts Manager to follow up on the same with PFMS Office.

Agenda Items – 12 th Meeting of Executive Committee		
No.	Action Items	Decision taken in the meeting
3.	Issuing of Operational Guidelines for fund management of revolving fund to the field	<ul style="list-style-type: none"> ➤ PD Kullu apprised the EC, the Revolving Funds @ Rs. 1,00,000/- per SHG is to be transferred from VFDS directly in single amount to respective SHGs. PM and SMS (Livelihoods & Trainings) to ensure the same is communicated to CBOs during all trainings sessions. ➤ Further, PD Kullu also told that to ensure smooth fund flow mechanism and fixing accountability with SHGs, a MoU is to be signed between VFDS and respective SHGs. ➤ It was decided, that PM (Livelihoods & Training) to send necessary letter to all FCCUs and DMUs, and also prepare a format for the MoU and circulate the same to field offices.
4.	Guidelines for Procurement of Machineries/equipments/tools by SHGs	PD Kullu, PD (Admin & Finance), Finance Officer and PM (Livelihoods & Trainings) discussed and finalized the Guidelines for Community Procurement. Since the item has been taken as New Agenda Item 6 for 14th EC Meeting, hence, item is dropped from here.
5.	Monitoring method of IGA	<ul style="list-style-type: none"> ➤ PD Kullu has designed Business Plan Monitoring Formats for some IGA Models, which are to be used as a sample to for other Business Plans being formed under the Project. ➤ It was decided that PM (Livelihoods & Trainings) and SMS (Marketing, Rural Financing, & Livelihoods) will design the Monitoring Formats for other Business Plans and circulate the same to respective DMUs to be incorporated accordingly.
6.	Nursery Stock Status and Utilization FY 2018-19 onwards (Format)	➤ PM (Monitoring, Safeguards and Publications) apprised the EC that Nursery Stock for May 2021 has been received from all offices except for DMU Banjar (Seraj). Since the item is taken as New Agenda Item 13 for 14th EC Meeting, hence, item is dropped from here.
9.	Any other item with the permission of the Chair	1. Necessary approval has been received from the competent authority regarding Shri Pune Ram to hold charge of Additional Project Director (Drawing & Disbursing Officer)

	<p>till regular Add. Project Director is engaged at Kullu Regional Office. Item is dropped.</p> <p>2. The EC was apprised the APO for Conservation for Propagation of Endangered Species (2.1.5) will be discussed in the meeting to be held with PCCF (WL), CPD JICA, and PMC Biodiversity Expert on 06.07.2021. Further, DFO Sarahan, present in the EC Meeting have been requested to send a revised APO regarding Conservation for Propagation of Endangered Species (2.1.5), so that necessary allotments can be made in FY 2021-22. The provisions are already made in APO for FY 2021-22. Item is dropped.</p>
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Agenda Items – 13th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
1.	Discussion about conducting of General House of Society.	<p>➤ Meeting of General House could not be held owing to the outbreak of second wave of Covid-19. Since, the matter still remains pending, hence, item is dropped from here and taken as New Agenda Item No. 19</p> <p>➤ 4th and 5th meeting of Governing Body has been successfully organized with approvals on majority of agendas. Item is dropped.</p>
2.	Discussion about conducting of Governing Body meeting.	
3.	Discussion about conducting of High Power Committee meeting.	<p>➤ Meeting of High Powered Committee could not be held in owing to the outbreak of second wave of Covid-19. Since, the matter still remains pending, hence, item is dropped from here and taken as New Agenda Item No. 19</p>
4.	Discussion on the progress of recruitment of staff.	<p>The EC was apprised that HPNRMS is under the process of finalizing the tenders of service providing agency for this purpose. The recruitment is still awaited. Since, the hiring of necessary staff is still under process and no staff has been recruited by HPNRMS for JICA-PIHPFEM&L, therefore, item is dropped from here and taken as New Agenda Item No. 20</p>
5.	Training schedule for Batch-II VFDS members and ward facilitators.	<p>The EC decided that PM & SMS (Livelihoods & Trainings) will prepare a Divisions Wise Quarterly Training Schedule to cover the 4 Training Modules for Batch I & II of VFDSs/ BMC Sub-committees for FY 2021-22.</p>
6.	Discussion on budget position and excess and surrender received from DMUs.	<p>Since, the agenda pertained to the budget position for FY 2020-21 and the desired information had been received before the close of the financial year, hence, item is dropped.</p>
7.	Discussion on preparation of APOs for 2021-22.	<p>APO for FY 2021-22 was duly prepared and approved in the 5th Meeting of the Governing Body held on 06.04.2021, hence, item is dropped.</p>
8.	Any other item	<p>1. PD Kullu, PD (Admin & Finance), Finance Officer and PM (Livelihoods & Trainings) discussed and finalized the Guidelines for Community Procurement. Since the item has been taken as New Agenda Item 6 for 14th EC Meeting, hence, item is dropped from here.</p> <p>2. Necessary funds were allotted to DMU Jogindernagar for raising of additional plants in FY 2020-21. Item is dropped.</p>



New Agenda Items – 14th Meeting of Executive Committee

No.	Action Items	Decision taken in the meeting
2.	Format of Status Report of VFDS Constituted & Process of Micro Plan Prepared & CBOs Constituted	<ul style="list-style-type: none"> ➤ PD Kullu, PM & SMS (Livelihoods & Trainings) finalized the Format of Status Report of VFDS Constituted & Process of Micro Plan Prepared & CBOs Constituted. ➤ It was decided the duly filled format will be published on Project's Website, and will be updated monthly by SMS (GIS/MIS/Website).
3.	Mode of Implementation of Lantana Eradication works carried out in Batch I and II ranges	<ul style="list-style-type: none"> ➤ The EC was apprised that in Batch I & II, Lantana Eradication was carried out during the advance works in Departmental Mode, since respective VFDS were not formed at the time of execution of works. ➤ It was decided that PM (Finance & Audit) will write a letter to the concerned FCCUs and DMUs regarding 1st and 2nd year activities of Lantana Eradication, citing that in case in the Batch I and II Ranges, the respective VFDS are not willing/capable of carrying out the Lantana Eradication Works, then the same may be carried out Departmentally. The concerned DMUs should consult respective VFDSs before carrying out the works in the field. The DMUs will demand the funds for 1st year and 2nd year accordingly.
4.	Regarding APO X – One-time support and Monthly Support to BMC Sub-Committees	<ul style="list-style-type: none"> ➤ The EC was apprised that as per the JICA Cost Breakdown, One-Time Support (@Rs.8,000/-) and Monthly Support (@Rs.1,000/-) has been provisioned for 20 BMCs only, which gets further divided between 60 BMC Sub-committees, whereas the similar strengthening support has been provisioned for 400 VFDSs. ➤ It was discussed that since BMC Sub-Committees work at the same level as the VFDS, therefore, same One-time, and Monthly Support should be extended to the former, which appears to be as a discrepancy in the JICA Cost Breakdown. ➤ The EC, in principle, decided the equitable distribution of strengthening support to BMC Sub-committees and approved to allot the APOs according to DMU WL Kullu & WL Spiti.
5.	Concept Note for ANR without Gap Planting, Tending Operations, and Fallow Grasslands	<ul style="list-style-type: none"> ➤ The EC was apprised that the Concept Notes for ANR without Gap Planting and Tending Operations will be ready within a week and subsequently for Fallow Grasslands. ➤ It was decided that PD (Admin & Finance) and PM (Finance & Audit) shall prepare the concept notes at the earliest and allot the necessary funds to the field, accordingly.
6.	Guidelines for Community Procurement – VFDS/ BMC Sub-Committee-Follow up of GB Meeting	<ul style="list-style-type: none"> ➤ As per the decision of the 5th GB Meeting on Agenda Item No. 18, a committee was formed vide this office order No. 7 dated 14.06.2021 to finalize the guidelines for Community Procurement – VFDS/BMC Sub-Committee. ➤ PD Kullu, PD (Admin & Finance), Finance Officer and PM (Livelihoods & Trainings) discussed and finalized the Guidelines for Community Procurement. ➤ It was decided that as per the decision of the 5th Meeting of Governing Body held on 06.04.2021, the finalized Guidelines for Community Procurement will be taken on Single File for necessary approval from the Competent Authority.

7.	Norms for Training & Exposure Visits of Frontline Staff of HPFD & Community Level Committees-Follow up of GB Meeting	<ul style="list-style-type: none"> ➤ As per the decision of the 5th GB Meeting on Agenda Item No. 10, a committee was formed to finalize the Norms for Training & Exposure Visits for the Frontline Staff of HPFD & Community Level Committees under JICA assisted PIHPFEM&L. ➤ PD Kullu, PD (Admin & Finance) and PM (Livelihoods & Trainings) discussed and finalized the Norms for Training & Exposure Visits of Frontline Staff of HPFD & Community Level Committees with comparative details on HPFD Norms and IDP Norms. ➤ It was decided that as per the decision of the 5th Meeting of Governing Body held on 06.04.2021, the Training Norms will be taken on Single File for necessary approval from the Competent Authority.
8.	ACR/ Performance based incentive assessment for outsource employees as per the decision of the 1 st Meeting of Governing Body held on 06.08.2018.	<ul style="list-style-type: none"> ➤ The EC decided the PD Kullu and PD (Admin & Finance) will finalize the ACR/ Performance based incentive assessment for outsource employees by end of July 2021.
9.	"Jal Bhandran" Scheme of HPFD.	<ul style="list-style-type: none"> ➤ The EC was apprised about the HPFD's "Jal Bhandaran" Scheme and the series of meeting held under the Chairpersonship of Hon'ble Forest Minister and worthy ACS (Forests) to GoHP. ➤ It was decided that the SWC Expert (Mr. H.R. Sharma) will identify the sites along with the technical & financial estimates for 7-8 "Jal Bhandaran" Structures that can be created in the project's intervention area, out of the SWC Funds under Drainage Line Treatment works.
10.	Sea buckthorn plantation under JICA Project.	<ul style="list-style-type: none"> ➤ The EC was apprised about the target of 50 ha for Seabuckthorn plantations been fixed by the Head Office in view of the Budget Announcement made by the Hon'ble Chief Minister of H.P. Since, no plantable stock of Seabuckthorn is available with DMU Lahaul and DMU Spiti WL in current financial year, and the Seabuckthorn nursery stock raised under the Project will only be available for plantation in next year, therefore, DMU Lahaul has been requested to explore the procurement of Seabuckthorn plants from neighbouring states especially Leh area. ➤ It was decided that the matter with both physical and financial details will be taken for necessary approvals from the competent authority on single file.
11.	IEC Material for Livelihood activities	<ul style="list-style-type: none"> ➤ The EC was apprised about the directions received from worthy ACS (Forests) to GoHP regarding the creation of IEC Material for Livelihood activities. Already designed IEC Material was shown to members of EC for their inputs and feedback. ➤ It was decided that PM & SMS (Livelihoods & Training) and SMS (Marketing, Rural Financing and Livelihoods) to ensure all posters/ IEC Material for Livelihood activities be ready for release by 15th July 2021.
12.	Creation of "Japanese Garden" under JICA Project	<ul style="list-style-type: none"> ➤ Worthy ACS (Forests) to GoHP while reviewing the JICA Project has directed for the creation of a Japanese Garden with Japanese Maple Trees and other species with support from JICA PIHPFEM&L. ➤ The matter has been discussed with DFO Shimla to identify a suitable patch/area in the Craignano Nature Park (to create

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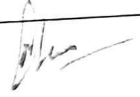
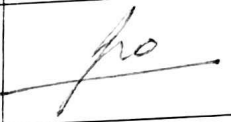




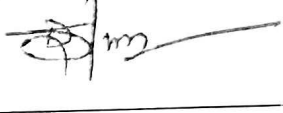



		a Japanese Garden with Japanese Maple Trees (which may be imported from Japan) and submit a Physical & Financial Report, which will be placed for approval to the next GB Meeting and subsequently to MoEFCC and JICA India for necessary approvals and further course of action.
13.	Nursery Status of plants availability.	<ul style="list-style-type: none"> ➤ PM (Monitoring, Safeguards and Publications) apprised the EC that Nursery Stock for May 2021 has been received from all offices except for DMU Banjar (Seraj). ➤ The EC decided that PM (Monitoring, Safeguards and Publications) will submit a detailed analysis and assessment of the nursery stock available in all JICA PIHPFEM&L Nurseries with information on availability of 1.5 years plants for Maintenance of Plantations by Batch I (PFM & Departmental Mode); availability of 1.5 years and 2.5 years to be planted in Batch II ranges (PFM & Departmental Mode) in FY 2022-23.
14.	Implementation of Jadi-Buti Cell Models	<ul style="list-style-type: none"> ➤ Director, Jadi-Butti Cell apprised the EC on the progress on the JB Cell IGA Models approved in FY 2020-21 & FY 2021-22 as follows: <ul style="list-style-type: none"> ○ Palmarosa: Germination has been successful ○ Tor Leaves: Tender has been floated by DMU Mandi for the procurement of the pattal making machine. DFO Suket to follow. ○ Pine Needle: DMU Bilaspur has contacted with the ACC Ltd. for collection and sale of Pine Needles. ○ Satua: Issue of Slow Germination, efforts are being made by JB Cell on adoption of tissue culture techniques ○ Patish: It was decided that in the first go the intervention area (land) should be identified where VFDSs are being formed under the Project. At the cluster formation stage, other areas may be included as required. Regarding the plantation stock, nearest suitable nursery should be identified for raising of specific species. In case the same is not possible then the quality planting material be sourced from other organizations/nurseries. ○ Aloe Vera: It is proposed that two areas, one in DMU Suket and one in DMU Shimla will be taken up for Aloe Vera Plantations. DMU Suket has floated tenders for procurement of propagules. DMU Shimla to follow. ○ Charaita & Karru: RfP has been floated and close date is due next week for bid opening ○ Harad, Ritha, Amla, <i>Ginkgo biloba</i>, Moringa, Morchella etc.: letter have been written to the concerned FCCU/DMUs for IGAs. ➤ The EC took cognizance of the progress being made on IGA Modes for FY 2020-21 and FY 2021-22 and JB Cell was requested to expedite the execution process in the field as well.
15.	Follow up action about meeting with Dr. Chandan, RIISM	<ul style="list-style-type: none"> ➤ Director, Jadi Butti Cell apprised the EC that proceeding of the meeting with Regional Director, RCFC-Norht (RIISM, Jogindernagar) were shared with RIISM and they have agreed with certain additions. Also, they have requested to

		fix a virtual meeting to proceed further, which is scheduled for 06.07.2021.
16.	Training Component to be steered by Addl. Project Director, Rampur	<ul style="list-style-type: none"> ➤ Since DFO Rampur is also holding the charge of APD Rampur for last more than one year as such he should steer the activities pertaining to Training & Capacity Building under the Project under the guidance of PD Kullu. ➤ It was decided that PM (Livelihoods & Training) to share the approved Training Calendar with APD Rampur to coordinate and organized the prioritized trainings for ToTs, HPFD Staff, and CBOs, in close coordination with PM & SMS (Livelihoods & Training) ➤ The EC decided that to facilitate the organization of Trainings & Capacity Building activities in the field, Rs. 25,00,000/-(twenty-five lac only) to be transferred to APD Rampur.
17.	Skill Based Training for Beekeeping	<ul style="list-style-type: none"> ➤ The EC was apprised that a resource organization Hill Top Solutions Pvt. Ltd. can provide 3-days training on Beekeeping in Rs.49,200/- only as a pilot session in DMU Nachan. Subsequently, other resource organisation can also be engaged to compare the level of training and its quality. The EC approved the proposal given by Hill Top Solutions Pvt. Ltd. for imparting training at Nachan for "Beekeeping" SHGs. ➤ It was decided the IGA Model and Business Plan for Beekeeping be also finalized and taken for approval to the next meeting of Governing Body.
18.	Renewal of Manpower Service Contract with M.S. Services Pvt. Ltd.	<ul style="list-style-type: none"> ➤ The EC was apprised that the 1 year contract signed with M.S. Services Pvt. Ltd. after following the e-tendering process has expired on 30.06.2021. The company has extended satisfactory services and in compliance with conditions of the signed contract. Further, in the signed contract there is a provision of extension of service contract on satisfactory delivery of services by the second party. Also, since the number of manpower supplied is only 7-8 personnel only, re-tendering would entail additional expenditure which is not deemed necessary at this stage, considering M.S. Services has agreed to the extension of contract on same terms & conditions. The Finance Officer also showed his agreement of the same. ➤ In view of above, the EC decided to renew the contract with M.S. Services Pvt. Ltd. to provide manpower services to JICA-PIHPFEM&L for another one-year.
19.	Discussion about conducting of General House of Society Discussion about conducting of High Power Committee meeting.	<ul style="list-style-type: none"> ➤ General House of Society and Meeting of the High Power Committee has been pending as no dates could be finalized owing the on-going restrictions in face of Covid-19 in the state. ➤ It was decided that efforts will be made to finalize the date and organize the meeting as per the agenda discussed in 13th EC Meeting.
20.	Discussion on the progress of recruitment of staff.	<ul style="list-style-type: none"> ➤ The EC discussed the current staff status wherein against the total sanctioned posts of 140, HPNRMS Solan is yet to provide 79 outsourced employees (41 FTU Coordinators; 21 Accountant-cum-Computer Operators; 15 SMS; 2 Class IV). The on-going issue regarding inadequate number of staff in the field is an area of critical concern as it directly impacts




		<p>the achievement of works in the field especially w.r.t. Income Generation Activities, Formation & Trainings of SHGs/CIGs, and Financial Linkages.</p> <ul style="list-style-type: none"> ➤ The EC was apprised that HPNRMS is under the process of finalizing the tenders of service providing agency for this purpose. The recruitment is still awaited. ➤ Since no update and/or progress have been made by HPNRMS on account of hiring of staff for JICA Forestry Project, therefore, it was decided to send a reminder to HPNRMS regarding recruitment of staff.
21.	Any other agenda with the permission of Chair	<ol style="list-style-type: none"> 1. PD Kullu apprised the EC that guidelines for M&E under JICA-PIHPFEM&L is ready in a booklet form to be printed and circulated to concerned offices. Also, a Logical Framework for Measurement of Indicators (KPIs) has also been prepared by M&E office. Both documents to be shared by PD Kullu. 2. Preparation of Annual Reports for FY 2019-20 and FY 2020-21: It was decided the task will be allocated to respective PMs, SMSs, and Accounts/Admin Staff to submit a write-up and information on their respective domains. PM (Finance & Audit) to collate and finalise the reports.

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

Attendance Sheet for 14th Meeting of Executive Committee under the Chairmanship of Sh. Nagesh Kumar Guleria, Chief Project Director (JICA-PIHPFEM&L (Chairman Executive Committee) of Society for Improvement of Forest Ecosystem Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods held on 05.07.2021 in the O/o CPD (JICA-PIHPFEM&L).

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