

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

From: Chief Project Director,
Project for Improvement of Himachal Pradesh
Forest Ecosystems Management & Livelihoods-cum-
Chairman Executive Committee

To: Project Director (M&E), Kullu
Project Director (Admin), Shimla
Addl. Project Director, Kullu
Deputy Project Director, Kullu
Deputy Project Director, Rampur

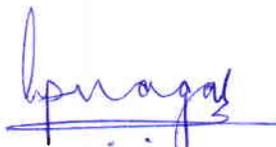
Dated Shimla, the 2 JAN 2019

Subject: Proceedings of the 3rd meeting of Executive Committee under the Chairmanship of Sh. Alok Prem Nagar (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

Sir,

Enclosed please find herewith, Proceedings of the 3rd meeting of Executive Committee under the Chairmanship of Sh. Alok Prem Nagar (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods held on 29.12.2018 at Shimla, for information and further necessary action please.

Encl: As above


Chief Project Director (PIHPFEM&L)-cum-
Chairman, Executive Committee

o/c

Proceedings of the 3rd meeting of Executive Committee under the Chairmanship of Sh. AlokPrem Nagar (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

I. The 3rd meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 29.12.2018 at Shimla. The following were present in the meeting:-

1. Smt. Meera Sharma, Project Director JICA Forestry Project-cum-Member Executive Committee.
2. Sh. Raman Sharma, Project Director JICA Forestry Project-cum-Member Secretary Executive Committee.
3. Sh. H.S. Paul, Addl. Project Director JICA Forestry Project.
4. Sh. Hardev Singh Negi, Deputy Project Director JICA Forestry Project-cum-Member Executive Committee.
5. Sh. Pune Ram, Deputy Project Director Kullu-cum-Member Executive Committee.

II. The progress on the action taken on the decision arrived at in the meeting on 04.12.2018 was assessed:

Item No.	Action taken	Further Action Necessary
(a)	(i) MoU contents have yet to be worked out (between Society & HPFD) (ii) Staff posted to the PMU at Shimla is still deficient. (iii) ToR for different levels approved by GB in Aug 18, duties of staff conveyed.	PD (Admin) to expedite PD (Admin) to write to PCCF (Admin)
(b)	(i) PD (M&E), Kullu has started work on the gender Action Plan, but needs format and field data to complete.	(a) CPD to locate a format & share. (b) PD (M&E) to assign specific jobs to FTU Coordinators, FTU Officers.

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	(ii) Roles of different officers in the Project stand notified by govt.	(a) PD (M&E), DPD Rampur to devise formats for staff paid by Project and periodicity of obtaining that information along with clear responsibility of the staff who will obtain that information. Need to do this by 15.01.2019.
(c)	Training module for Project staff is in advanced stage of completion.	Need to devise one for HPFD staff who will implement Project in the field. DPD Rampur for necessary action by 15.01.2019 please.
(d)	FEMP & CD&LIP format	DPD Rampur to complete by 31.01.2019 in consultation with PD (M&E).
(e)	The leaflet has been translated	APD Kullu needs to complete Operation Manual by 31.01.2019
(f)	GeM registration is still incomplete.	PD (Admin) has till 07.01.2019 to complete that or bring it to notice.
(g)	Two claim filed	Status of previous claims filed may be found out by PD (Admin). In future monthly claims be submitted by 14 th of every month.
New 1	Rampur and Kullu offices making disbursements to FCCU/ DMU offices for vehicle and nursery disbursements due to issues related to restricted fund- flow & budget availability	PD Admin to make efforts for early re-appropriation now, get desirable allotment after excess/surrenders later in the fin year and to obtain a GIA head-of-account from next year. Until then, APD Kullu and DPD Rampur to make payments as requested.
New 2	Orientation workshop at CPRI Auditorium on 15 Jan '19 discussed, agenda finalised	Tea, lunch arrangements be made through caterer by DPD Rampur under PD Admin's guidance, arrangement be made for pptpresn.

New 3	CCF Rampur has suggested that the DMUs should submit the request for release of funds on execution of project works to FCCU and FCCU after due verification should recommend it to PMU for release of funds. The PMU should then release funds directly to DMUs. This mechanism is necessary to ensure involvement of circle office and exercise effective control over DMUs in implementation of project activities.	The arrangement seems suitable. DMUs while submitting their request to FCCU can send a direct copy to PMU JICA, and ^{after} due verification and recommendation by FCCU the fund will be directly released to DMUs.
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III. Next meeting would be on afternoon of 15.01.2019.

