

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: 1. Project Director (M&E), Kullu
2. Project Director (Admin), Shimla
3. Addl. Project Director, Kullu
4. Deputy Project Director, Kullu
5. Deputy Project Director, Rampur

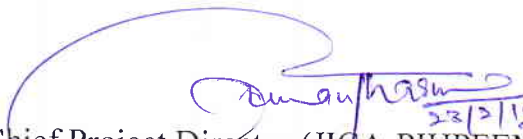
Dated Shimla, the '123 FEB 2019'

Subject: Proceedings of the 4th meeting of Executive Committee^{held} 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 4th meeting of Executive
Committee^{held} 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 12.02.2019 at Shimla, for
information and further necessary action please.

Encl: As above


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

Proceedings of the 4th 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 4th 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 12.02.2019 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-cum- Member Executive Committee.
 4. Sh. Hardev Singh Negi, Deputy Project Director JICA Forestry Project-cum-Member Executive Committee.
 5. Sh. Pune Ram, Deputy Project Director JICA Forestry Project-cum- Member Executive Committee.

II. The progress on the action taken on the decision arrived at in the meeting on 29.12.2018 was assessed:

Item No.	Action taken	Further Necessary Action
(a)	<p>(i) MoU contents have yet to be worked out (between Society & HPFD)</p> <p>(ii) Staff posted to the PMU at Shimla is still deficient.</p> <p>(iii) ToR for different levels approved by GB in Aug 18, duties of staff conveyed.</p>	<p>(i) Sent to PCCF (HoFF) for signature, item may be dropped.</p> <p>(ii) The result of 28 vacancies outsourced staff has been finalised by NRTC. For remaining they have been requested to take necessary action. PCCF (Admn) has been again requested to provide the ministerial staff.</p> <p>(iii) The duties of FTU Coordinator & Computer Operator have been circulated vide letter dated 13.08.2018. Needs to be drafted for other categories as well.</p>
(b)	(i) PD (M&E), Kullu has started work on the gender Action Plan, but needs format and field data to complete.	(i) PD, Kullu to finalize the format of data collection and Gender Action Plan.

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	(ii) Roles of different officers in the Project stand notified by govt.	(ii) Item may be dropped.
(c)	Training module for Project staff is in advanced stage of completion.	DPD Rampur to finalize the same.
(d)	FEMP & CD&LIP format	PD Kullu to expedite the Microplan format in Hindi.
(e)	The leaflet has been translated	APD Kullu needs to transfer the same. More copies of English version needs to be printed at Shimla.
(f)	GeM registration is still incomplete.	Registered and DPD Rampur has been directed to start procurement on GeM Portal.
(g)	Four claim filed	Reimbursement claims of Rs. 57,22,997 /-, Rs. 11,40,735/- and Rs. 13,32,757/- has been received and Reimbursement Claim for the month of January Rs. 64,04,648/- has been sent to JICA.
(h)	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	Re-appropriation for the demand number 16 has been obtained. Re-appropriation request from FPP Project to JICA Project sent by PCCF to ACS (Planning) and Commissioner (TD) on 14.02.2019. Draft letter for GIA head has been sent to Joint Secretary (Forests) on e-mail dated 29.12.2018 after discussion. Letter regarding final Excess & Surrender has been sent to CCFs/CFs-cum-FCCU Officers on dated 15.02.2019.
(i)	Orientation workshop at CPRI Auditorium on 15 Jan '19 discussed, agenda finalised	Workshop conducted successfully. Item may be dropped.
(j)	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	The fund flow mechanism stand circulated to CCFs/CFs-cum-FCCU Officers and DFOs-cum-DMUs Officers vide letter dated 05.01.2019 and 19.01.2019.

	activities.	
New 1.	To start Baseline Survey.	Sh. H.S. Paul (APD, Kullu) to finalize formats for the same, so as to start Baseline Survey in Kullu, Mandi and Bilaspur Circles and to be subsequently followed in other circles as well.
2.	Tour Diaries of FTU Coordinators and SMS.	PD Kullu has shared the format which was approved.
3.	To Share the copy of proceedings of ACS meeting regarding Nursery workers.	PD, Shimla to expedite.
4.	To devise proforma to seek consolidated financial progress from field.	PD, Shimla to expedite.
5.	For Tally related issues we need to become a company as per CAMPA.	CAMPA Model needs to be studied.

(Signature)