

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, 30.3.19.

Subject: Proceeding of the 5th meeting of Executive Committee held on dated 14.03.2019 at Shimla under the Chairmanship of Chief Project Director (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, Proceeding of the 5th 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 under the Chairmanship of Chief Project Director -cum- Chairman Executive Committee held on 14.03.2019 at Shimla, for information and further necessary action please.

Encl: As above

AMU 30/3/19
Chief Project Director (PIHPFEM&L)
-cum- Chairman Executive Committee
O/o Pr. CCF (HoFF) Shimla-171001

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Proceedings of the 5th meeting of Executive Committee under the Chairmanship of Chief Project Director (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 5th 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 14.03.2019 at Shimla. The following were present in the meeting:-

1. Sh. Raman Sharma, Project Director JICA Forestry Project-cum-Member Secretary Executive Committee.
2. Sh. H.S. Paul, Addl. Project Director JICA Forestry Project-cum- Member Executive Committee.
3. Sh. Hardev Singh Negi, Deputy Project Director JICA Forestry Project-cum-Member Executive Committee.
4. 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 12.02.2018 was assessed:

| Item No. | Action taken | Further Necessary Action |
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| (a) | (i) MoU contents have yet to be worked out (between Society & HPFD) (ii) Staff posted to the PMU at Shimla is still deficient. | (i) MoU has been signed and item is dropped. (ii) The result of 28 vacancies of outsourced staff has been finalised by NRTC and 13 from NRTC have joined (4 Programme Manager, 7 SMS, 1 Office Manager and 1 Accounts Manager). For remaining they have been requested to take necessary action. PCCF (Admn) has been again requested to provide |

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| | | <p>the balance ministerial staff (One Finance Officer who will be equal to Assistant Controller F&A or Supdtt. Gr.-I).</p> <p>(iii) The duties of FTU Coordinator & Computer Operator have been circulated vide letter dated 13.08.2018. The roles and duties for SMS/ Programme Managers/ Office Manager/ Accounts Manager have been circulated on dated 08.03.2019. Item dropped.</p> |
| (b) | PD (M&E), Kullu has started work on the gender Action Plan, but needs format and field data to complete. | PD, Kullu to finalize the format of data collection and Gender Action Plan. |
| (c) | Training module for Project staff is in advanced stage of completion. | DPD Rampur has been directed to prepare the training calendar for all levels of training to be conducted in 2019-20. He will place it for discussion in next Executive Committee meeting. |
| (d) | FEMP & CD&LIP format | PD Kullu to expedite the Microplan format in Hindi and also compare Microplan format of the earlier executed / on going externally aided projects and incorporate the best fit for the Microplan of JICA. She will present it in next Executive Committee meeting |
| (e) | GeM registration is still incomplete. | Registered and DPD Rampur has been directed to start procurement on GeM Portal and DPD Rampur has placed the order for IT related equipments in February 2019. |
| (f) | Five claims filed | Reimbursement claims of Rs. 57,22,997 /-, Rs. 11,40,735/-, Rs. 13,32,757/- and Rs. 64,04,648/- has been received and for February Rs. 91,40,440/- have been sent to JICA and Reimbursement Claim for the month of March to be processed. |
| (g) | Rampur and Kullu offices | Re-appropriation for the demand number 16 |

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| | <p>making disbursements to FCCU/ DMU offices for vehicle and nursery disbursements due to issues related to restricted fund-flow & budget availability</p> | <p>has been obtained once in January, 2019. Re-appropriation request from FPP Project to JICA Project sent by PCCF to ACS (Planning) and Commissioner (TD) on 14.02.2019. However, in view of the final requirement sent by field and denial of any additionalities of 7.54 crores, re-appropriation has again been sought on 18.03.2019. The same has been provided for OE & Rent, Rate & Taxes (Rs. 1,23,70000/-). An additionality of Rs. 75 lakh has been obtained in SCSP component also.</p> |
| (h) | <p>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.</p> | <p>Accordingly 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. On the request of field officers made in the meeting dated 1st and 2nd March, 2019 in the office of PCCF (HoFF), the following mechanism now has been approved for making payments to the field offices. The DMUs/FCCUs offices while raising demand (based on actual expenditure in field/offices) to the FCCUs office will send a direct copy of the same to PMU Office Shimla so as to initiate the action regarding making payment. The FCCU will recommend the transferring of the funds to the Societies' account of the concerned FCCU/DMU office, on the format given as Annexure-I. On the receipt of the above, the amount will be transferred to the Societys' Account of the concerned DMUs/FCCUs offices directly as per their requisition. Since for the purpose of reimbursement claims to be filed to JICA, the detailed information, of the bills against which requisition (demand) has been sent by</p> |

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| | | DMUs/FCCUs, is mandatory, therefore if Annexure-I is not attached with the requisition, no payment would be released by PMU. |
| (i) | 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 and he will also prepare the terms of reference (TOR) for inviting expression of interest for outsourcing Baseline survey work to some agency. |
| (j) | Tour Diaries of FTU Coordinators and SMS. | PD Kullu has shared the format which was approved and needs to be circulated. |
| (k) | To Share the copy of proceedings of ACS meeting regarding Nursery workers. | The Proceeding were discussed in the meeting. |
| (l) | To devise proforma to seek consolidated financial progress from field. | The proforma used by planning department for Physical and Financial progress can be used. |
| (m) | For Tally related issues we need to become a company as per CAMPA. | CAMPA Model needs to be studied. The training to be organised at the earliest. Preferably in April - May 2019. |
| New Items | | |
| 1 | Mechanism of fund flow for new financial year. | On dated 12.03.2019 a request has been sent to AD to permit keeping the unspent balance in the Societies' account at the close of Financial year so that the progress of the project is not hampered for want of budget in the next financial year till the time it is provided. However the same has not been approved. Joint Secretary forest has informed on dated 7 th March, 2019 that some changes in the draft letter needs to be made and GIA rules needs to be notified by the government in case funds are to be sought in Grant in AID form. |

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| 2 | Preparation plan for the trainings to be conducted at FTI Sundernagar (18,h and 19'h March, 2019) and FTI Chail (22"d & 23'd March,2019). Additional Project Director Kullu and Deputy Project Director Rampur to give presentation. | Kullu office has conducted the training at Sunder Nagar on 18 ^h and 19 ^h March, 2019 and PD Shimla and DPD Rampur have conduct the training at Chail on 22 nd and 23 rd March, 2019. |
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Annexure-I

| Proforma | | | | | | | | |
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| S.No. | Name of Activity | Name of Supplier/Service Provider | Description of goods/services | Date of Bill | Total Amount of the Bill | Total Tax (CGST/SGST etc.) paid (Non-Reimbursable) | Reimbursable Amount Col. {5(-)6} | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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Atm 30/3/19