

No. Ft. (PF)-6/2018/HPC & Governing Body Meeting/Vol-1 | 271 -
Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P.

From: Chief Project Director (JICA-PIHPFEM&L)
and Member Secretary
Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P.

To:	1. Principal Chief Conservator of Forests (HoFF)	Co-Chairperson
	2. Chief Wild Life Warden/PCCF (WL)	Member
	3. PCCF (Finance & Planning)	Member
	4. Managing Director of the HP Forest Development Corporation	Member
	5. APCCF (Management)	Member
	6. APCCF (Administration)	Member
	7. APCCF (Working Plan) at Mandi	Member
	8. APCCF (Research) at Sundernagar	Member
	9. CCF (Projects)	Member
	10. CCF (IT)	Member
	11. Member-Secretary, State Biodiversity Board H.P.	Member
	12. Director (Ayurveda)	Member
	13. Chief Conservator of Forest, Shimla	Member
	14. Convener, SLBC or its representative	Member
	15. Representatives for NABARD	Member
	16. Representative of Academia, V.C. Himachal Pradesh University	Member

Dated Shimla, the 26-05-2020.

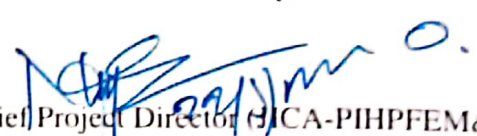
Subject: Proceedings of the 3rd Meeting of Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. of JICA assisted PIHPFEM&L.

Dear Madam/Sir,

Enclosed please find herewith the proceedings of the 3rd Meeting of Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. of JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods", Chaired by Addl. Chief Secretary (Forests) to the GoHP, held on 13.05.2020 at Shimla, for your kind information and further necessary action please.

Yours sincerely,

Encl: as above.

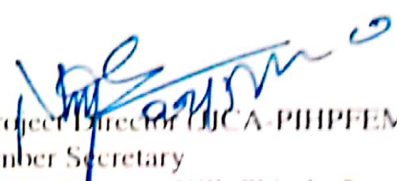

Chief Project Director (JICA-PIHPFEM&L)
and Member Secretary
Potters Hill, Summer Hill, Shimla-5

Endst. No. Ft. (PF)-6/2018/HPC & Governing Body Meeting } 387-417 Dated Shimla, the
26.05.2020

Copy is forwarded for information and necessary action to:

1. PS to ACS (Forests)-cum-Chairman Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for favour of information, please.
2. Joint Secretary (Forests) for information and further necessary action, please.
3. Project Director (JICA-PIHPFEM&L), Kullu.
4. ~~Deputy~~ ^{Add.} Project Director (JICA-PIHPFEM&L), Rampur.
5. IT Cell of HPFD for uploading it on website.
6. All CCFs/CFs/DFOs under JICA assisted PIHPFEM&L. *with Annex - E only.*

Encl: as above.


Chief Project Director (JICA-PIHPFEM&L)
and Member Secretary
Potters Hill, Summer Hill, Shimla-5
k *kt 9c*

हिमाचल प्रदेश सरकार

HIMACHAL PRADESH FOREST DEPARTMENT

JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods (PIHPFEM&L) (ID-P269) through "Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh"

Subject: Proceedings of the 3rd GB Meeting held on 13-05-2020.

Placed below are the proceedings of the 3rd Governing Body Meeting of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. of JICA funded PIHPFEM&L held on 13-05-2020 under the Chairmanship of ACS (Forests) for kind approval please.

CPD (JICA-PIHPFEM&L)-cum-Member-Secretary
Society for Improvement of Forest Ecosystems
Management & Livelihoods in Himachal Pradesh

Pr.CCF (HoFF)-and-Co-Chairman
Governing Body of the 'Society'

~~ACS (Forests) GoHP-and-Chairman
Governing Body of the 'Society'~~

~~PCCF.~~

CPD

ZMZW
19/5

S. S. S. S. S.

PROJECT FOR IMPROVEMENT OF HIMACHAL PRADESH FOREST ECOSYSTEMS MANAGEMENT & LIVELIHOODS (JICA ASSISTED)

PROCEEDINGS OF THE 3rd GOVERNING BODY MEETING OF SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEMS MANGEMENT & LIVELIHOODS IN H.P., HELD AT H.P. SECRETARIAT SHIMLA, ON 13-05-2020 UNDER THE CHAIRMANSHIP OF SH. RAM SUBHAG SINGH, ADDITIONAL CHIEF SECRETARY (FORESTS) TO THE GOVT. OF HIMACHAL PRADESH.

The 3rd Meeting of Governing Body of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. (PIHPFEM&L), was held in the conference hall, Armsdale Building, H.P. Secretariat Shimla, on 13-05-2020 under the Chairmanship of Sh. Ram Subhag Singh, Additional Chief Secretary (Forests) to the Govt. of Himachal Pradesh. The list of the participants is annexed as **Annexure-L (Page-47-48)**.

At the outset, the Chief Project Director-cum-Member Secretary Governing Body welcomed the Chairman and other members of the Governing Body. He gave a brief presentation on the Project goal, objectives, outlay and components.

Thereafter, with the permission of the Chair, agenda items were taken up for deliberations and decisions as under:

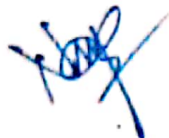
AGENDA ITEMS

AGENDA ITEM: 1

Review of the agenda items of the 2nd Meeting of Governing Body for Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for implementation of JICA assisted PIHPFEM&L held on 30.04.2019.

Sr.No.	Agenda/Decision	Action taken
1	Review of the Project progress for financial year 2018-19.	Reviewed in 2 nd GB Meeting. Item may be dropped from here.
2	Status of Reimbursement Claims	All the Reimbursement Claims for the FY 2018-19 has been received. Item may be dropped from here.
3	Approval of APO for FY 2019-20	Approved in 2 nd GB Meeting. Item may be dropped from here.
4	Approval of Contract of Project Management Consultancy	Project Management Consultancy has been hired and working with Project since June 2019.15% as advance amount i.e. Rs. 49,23,417.00 stand released to the

		PMC.Item may be dropped from here.
5	Position of Staff deputed by HPNRMS and NRTC and pending staff requirement	Being taken up as separately. Item may be dropped from here.
6	Research/Studies/Consultancies which had to be awarded in 2019-20	The action of floating all the consultancies as approved in the GB has been initiated during 2019-20 however the details is being presented in the new agenda separately. Item may be dropped from here.
7	Engagement of Ward Facilitators and GP Mobilisers (BMC).	The hiring of Ward Facilitators and GP Mobilisers (BMC) is going on as per decision taken in 2 nd Governing Body Meeting. Item may be dropped from here.
8	Hiring of Environmental and Social Considerations Experts	Approval of JICA for outsourcing the work/service has been received. Accordingly the process of hiring the firm/service provider as per QCBS has been started.Financial Bids will be opened after lock down.Item may be dropped from here.
9	Staffing for Jadi-Buti Cell	The Govt. has approved the Four posts for Jadi-Buti Cell. Accordingly single file was submitted to ACS (Forests)-cum-Chairman Governing Board who has accorded approval to CPD JICA for hiring the same on outsource basis by selecting the agency on tender basis.Also being discussed in new Agenda. Item may be dropped from here.
10	Provision of Budget in the form of Grant in Aid	Now GoHP is providing budget in the form of Grant in Aid and GIA rules also stand notified by GoHP. Item may be dropped now.
11	Allocation of One Additional Post of Project Director in JICA	The matter was taken up with GoHP, however, GoHP has already



	Office, Kullu.	posted Ms. Meera Sharma, IFS, Conservator of Forests as Project Director. Item may be dropped from here.
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Decision: The actions taken on the decisions of 2nd meeting of the Governing Body of the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P., held at Shimla, on 30-04-2019 were reviewed and approved.



NEW AGENDA ITEMS

AGENDA ITEM: 2

Statement showing Physical and Financial Progress for year 2019-20

The Statement showing Physical and Financial Progress for year 2019-20 is placed as Annexure-A. The 2nd GB had approved the APO for 2019-20 for Rs. 29.71 Cr. But the actual expenditure incurred is Rs.18.17 Cr.

The Annexure-A (pages 1-2) was placed before the GB for its kind consideration and approval.

Decision: After deliberations the agenda was approved.



AGENDA ITEM: 3

Status of Reimbursement Claims:-

Reimbursement claims are being filed on or before 15th of every month. Rs. 640 Cr. is the reimbursable amount out of total Rs. 800 Cr. loan Project. This reimbursable portion is spent on the activities mentioned in the 4 components i.e. (A) Sustainable Forest Ecosystems Management (B) Biodiversity Management (C) Livelihood Improvement (D) Institutional Capacity Strengthening including PMC. The non-reimbursable portion of Rs. 160 Cr. is the State share to be spent on general administrative expenses (salaries, T.A., Medical of the Govt. Employees deputed in the Project), GST/Levies etc.

Out of total expenditure shown in Column 3, reimbursable amount is shown in Column 4, and non-reimbursable is shown in Column 5. Reimbursement Claims for the month of March/2020 (16th March-31st March) will be filed before 15th of May 2020.

The position of re-imburement claims filed and received is as under:

Sr. No	Month	Total Expenditure	Loan amount (Reimbursable amount)	Counterpart funding (Non-reimbursable)	Status of Re-imburement Claims
1	2	3	4	5	6
1	April'19	8,68,973	0	8,68,973	N/A
2	May'19	1,00,12,765	87,39,210	12,73,555	Received
3	June'19	56,84,492	46,49,802	10,34,690	Received
4	July'19	1,26,63,594	1,15,33,177	11,30,417	Received
5	Aug'19	37,72,450	26,11,934	11,60,516	Received
6	Sept.'19	36,40,171	21,33,979	15,06,192	Received
7	Oct'19	98,11,019	91,07,847	7,03,172	Received
8	Nov'19	1,21,55,410	1,01,83,681	19,71,729	Filed-Yet to receive
9	Dec'19	76,91,657	62,49,122	14,42,535	Filed-Yet to receive
10	Jan'20	88,12,706	74,56,171	13,56,535	Filed-Yet to receive
11	Feb'20	1,11,97,527	95,24,461	16,73,066	Filed for Feb & March (upto 15.03.20)- Yet to received
12	March'20 (upto 15/03/20)	2,04,13,804	1,92,08,029	12,05,775	
	Total	10,67,24,568	9,13,97,413	1,53,27,155	

The status of Re-Imbursement was placed before the GB for its kind information please.

Decision: The Governing Body showed satisfaction with respect to progress and status of Reimbursement Claims.

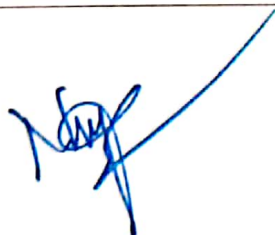
AGENDA ITEM: 4

Balance Sheet of the Society for 2018-19 and Audit Statement:

The Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods is being implemented in Society Mode. Funds are received from Govt. of HP in Grant in Aid form and are kept in the Society's Bank account in Bank of India. The Society further transfers the funds to the field offices in their separate JICA project accounts based on the memo for fund demanded by the field offices. The Balance Sheet of the Society for the year 2018-19 has been prepared by hiring the services of an independent qualified Professional Chartered Accountant. Similarly, the Audit of the Society (including field offices) for the year 2018-19 have been conducted by the Chartered Accountant as well as Accountant General of HP. Minor observations/Audit Para will be replied in due course of time.

The Balance Sheet of the Society as Annexure-B (pages 3-11) (along with audit observation) was placed before the GB for its kind perusal and approval please.

Decision: The Governing Body showed satisfaction with respect to the Balance Sheet of the Society as Annexure-B (pages 3-11) (along with audit report) and approved the same.



AGENDA ITEM:5

Ratification of the Executive Committee of 'Society' (EC) decisions taken during 2019-20.

The PIHPFEM&L (JICA funded) is being implemented in 'SOCIETY' Mode and Governing Body under the Chairmanship of ACS (Forests) is the highest body to take the decisions. Similarly, for day to day Project functioning, follow up and guidance, provision for the EC under the Chairmanship of the CPD has been made in the 'Society' (Page -67 of OM). The EC is to meet every month and during the year 2019-20, the EC had its 4 meetings and many issues pertaining to the effective implementation of the Project were discussed and decisions take. In every meeting the follow up of the decisions taken in the previous meeting was discussed and the proceedings of each meeting was drawn and circulated to all the functional units. The same are placed as Annexure-C.

The Annexure-C (pages 12-16) was placed before the GB for its kind consideration and approval.

Decision: The Governing Body showed satisfaction with respect to proceedings of EC meetings and ratified the same.



AGENDA ITEM: 6

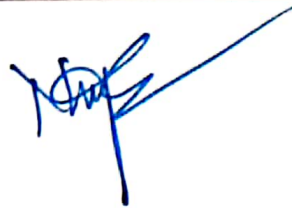
Delegation of the power to EC/CPD for deviation of APO, by 20%.

The competent authority to approve the APO of the Project is Governing Body of the Project who is supposed to meet every quarterly for taking all the decisions pertaining to the Project. However, practically the frequency of the meeting is generally much less and while executing the various activities as proposed/approved in the APO there appears need to have minor changes, addition, alteration etc.

Therefore it is proposed that for such minor deviation in the APO (may be upto 20% of the approved cost of the specific activity), the Executive Committee of the Society/CPD may be authorized to make decision about minor changes, addition, alteration etc. within the overall limit of the approved APO.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The item was deferred from here and the Chairman desired that the Principal Chief Conservator of Forests (HoFF) and Chief Project Director, will discuss this issue separately with justification and requirement.



AGENDA ITEM: 7

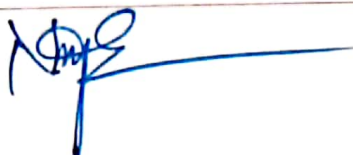
APO for 2020-21

For the current year the budget to the tune of Rs. 40 Cr. has been provided under GIA for the various activities of the Project. Rs. 1.78 Cr. the left out amount of 2019-20 in the Societies account has also been taken in to account for preparation of APO for 2020-21.

As such concise APO for 2020-21 alongwith detailed APO as per JICA Document has been prepared and placed as **Annexure-D** (pages 17-19) and **Annexure E** (pages 20-29) respectively.

The APO was placed before the GB for its kind consideration and approval please.

Decision: The Chairman and the members deliberated upon the component wise proposed activities. The Chairman desired that maximum funds should be spent on field based activities. He further desired that since the amount spent in EAPs is reimbursable therefore efforts should be made to explore the activities on which additional funds could be spent in the field. After deliberations the APO (Annexure E) for 2020-21 to the tune of Rs. 41.78 Cr. was approved.



AGENDA ITEM: 8

Model and Norms developed by KfW Project for Plantations (ANR with gap planting, Tall Block Plantation, Afforestation, Pasture, Lantana eradication, SWC, Fuel Fodder, Herbs and Shrubs plantation etc. also to be adopted for JICA Forestry Project:

From this FY the Project is in its implementation phase and most of the activities like ANR with gap planting, Tall Block Plantation, Afforestation, Pasture, Lantana eradication, SWC, Fuel Fodder, Herbs and Shrubs plantation etc. are to be carried out in the field. The above activities as provided in the Project Document are either to be carried out in PFM Mode (approximately 70%) and rest in the Departmental Mode (approx. 30%). Presently we are following the cost norms as approved for HPFD or CAMPA activities which do not cover the entire set of JICA activities.

We have studied the models and norms adopted by KfW, especially Plantations with specific number of plants (cost norm per plant), Herbs and Shrubs plantation norms, barbed wire fencing (cost norm per running meter with Eucalyptus wooden poles), Lantana eradication Models of around the Pits and Soil & Moisture Conservation activities Model, which has been prepared by the consultants/experts for KfW and has proved to be very cost effective as well as more suitable to the PFM approach.

Therefore, it is proposed that these models where ever required, be adopted for PIHPFEM&L (JICA Funded) activities in the field.

KfW models are placed as **Annexure- F (pages 30-34)**

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the plantation and other work models prepared by KfW (Annexure- F) for its adoption in JICA funded PIHPFEM&L in addition to the departmental norms as per Project requirement.



AGENDA ITEM: 9

Research/Studies/Consultancies awarded in 2019-20 and to be awarded in 2020-21.

List of Research/Studies/Other Consultancies						
Research Activities						
Comp. No.	Component Name	Total Funds Allocated (INR)	Implementation Schedule	Fund Requirement for 2020-21 (INR)	Mode of Procurement	Status
				APO		
Sustainable Forest Ecosystems Management						
1.1.3	Surveying and Mapping of Intervention areas (VFDS)	1,00,00,000	2019-20	40,00,000	QCBS (Done, JICA approval awaited)	Contract signed Submitted to JICA office for concurrence. Schedule will accordingly be for 1 year after concurrence and start of service.
2.4.1	Surveying and Mapping of Intervention areas (BMC/BMC sub Committees)	15,00,000	2019-20			
1.6	Research					
1.6.2	Monitoring Data Accumulation for Effective Pasture Management	30,00,000	2019-2025	6,00,000	QCBS (Negotiation on stage)	Hiring of the firm for outsourcing the assignment is in progress (Technical & financial evaluation of the bids has been done. Financial bids on very higher side. The lowest bidder will be called for negotiation and if still not within the cost estimate, RFP will be floated again). Schedule will accordingly be for 6 years after concurrence and start of service.
Biodiversity Conservation (Studies)						

2.1.2	Introduction of Rotational Grazing Reserve Concept (Study)	15,00,000	2019-22	3,00,000	QCBS To be re-adv	Advertised and evaluated the bids but all the bids are much higher than the credible estimates. Therefore need to be re-advertised. Schedule will accordingly be for 3 years after concurrence and start of service.
2.1.3	Species/Area specific Human wildlife conflict mitigation/ management (Baseline Survey)	15,00,000	2019-22	5,00,000	QCBS To be re-adv.	Advertised and evaluated the bids but all the bids are much higher than the credible estimate. Therefore needs to be re-advertised. Schedule will accordingly be for 3 years after concurrence and start of service.
2.1.5	Recovery Program for Endangered Wildlife (Baseline survey to clarify the current status of conservation breeding efforts and activities)	30,00,000	2019-22	3,00,000	QCBS To be re-adv.	Advertised and evaluated the bids but all the bids are much higher than the credible estimate. Therefore need to be re-advertised. Schedule will accordingly be for 3 years after concurrence and start of service.
2.3	Research					
2.3.1	Pilot Project on Biodiversity Corridor (Baseline Survey)	1,54,00,000	2019-2022	25,00,000	QCBS (Action awaited)	ToR & RFP has been finalized. Schedule will accordingly be for 28 months after concurrence and start of service.

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2.3.2	Basic study for designing Biodiversity Assessment	1,41,20,000	2019-2021	40,00,000	QCBS (Done, at Final stage)	In the final Stage of Contract signing with the selected firm. The Contract Document has been sent to the selected firm for signing, as it was not possible for representative of firm to come for the contract signing in the Covid 19 pandemic situation. Schedule will accordingly be for 2 years after concurrence and start of service.
Livelihood Improvement Support						
Research						
3.1.5	Pilot Project on Hydro Cultural Fodder Production	12,76,000	2018-2020	6,00,000	QCBS Need re-adv.	Advertised but no proposal received need to be re-advertised. Schedule will accordingly be for 2 years after concurrence and start of service.
Institutional Capacity Strengthening						
4.3.1.2	Baseline Surveys - Socio-economic/ Gender and Physical	39,38,000	2019-21	15,00,000	QCBS At Final stage	In the final Stage of Contract signing with the selected firm. The Contract Document has been sent to the selected firm for signing, as it was not possible for representative of firm to come for the contract signing in the Covid 19 pandemic situation. Schedule will



						accordingly be for 2 year after concurrence and start of service.
4.1.5	Environmental and Social Considerations for environmental and social safeguard	1,48,20,000	2019-28	35,00,000	QCBS At Final Stage	After seeking concurrence and sharing ToR with JICA, Advertised and RFP has been floated. Hiring of the firm for outsourcing the assignment is in progress (Technical evaluation of the bids has been done). Schedule will accordingly be for 7 years after concurrence and start of service.

All the above studies/consultancies have been floated by adopting QCBS procurement method. In addition to the above there are two below mentioned studies to be awarded in this financial year.

Comp. No.	Component Name	Total Funds Allocated (INR)	Implementation Schedule	Fund Requirement for 2020-21 (INR)	Mode of Procurement
				APO	
Sustainable Forest Ecosystems Management					
1.6.3	Study for Effective SWC and Land Slide Control Measures	30,00,000	2020-23	5,50,000	QCBS
Biodiversity Conservation					
2.1	Preparation of Operational Plan for all the activities under the biodiversity management component	6,00,000	2020-21	6,00,000	Direct Contracting

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The Chairman inquired about the status of various consultancies/studies to be outsourced. CPD JICA informed the Chair regarding the status of different studies/consultancies to be outsourced and also informed the chair that most of

these studies need to be re-advertised as the financial bids quoted by the technically qualified firms a very much higher than the credible estimates. He also informed that as per norms we have not disclosed the credible estimates of these studies in the RFPs, now we are of the opinion we should disclose the credible estimated amount in the RFPs to be floated. In this context PCCF (WL) informed that their office has already re-advertised consultancy/studies pertaining to Biodiversity conservation component and have also mentioned the credible estimated cost of these assignments in the respective RFPs. The Chairman also inquired about the budget taken in this year APO for all these consultancy/studies to be outsourced. CPD JICA informed the Chair that an amount of Rs. 1.895 cr. has been taken in this year APO for the outsourcing the consultancy/studies. The chair also asked CCF (IT) to do cataloguing of all the consultancies done in the forest department.

After deliberations it was decided to include the following two conditions in the RFPs:

- 1. The credible cost estimates should be put in the RFP/bid document.**
- 2. The bids offered, if exceed by 20 % or less than 20 % of the credible cost estimate will be rejected straight away.**

The above proposed consultancies/studies along with provision of funds were approved by the GB.



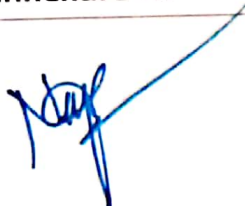
AGENDA ITEM: 10

Exposure visits and Training Calendar of the Stakeholders for the year 2020-21:

As per the project document, there is a provision for the Capacity building of the Stake holders. For the purpose, approximately 650 stakeholders were imparted training by organising Workshops, Trainings and exposure visits during 2019-20. This proved to be highly benefiting. The PM (Livelihood and Training) in consultation with the PMCs has prepared a training module for the Project. As a follow up of the Training Manual, for this financial year 2020-21, a detailed calendar of Trainings **Annexure-G (page 35)** and Exposure visits **Annexure-H (pages 36)** has been prepared. The trainings include Component wise training, Gender Training , Environmental and Social Consideration Training, etc. and exposure visits include the visits within state, outside state, overseas for different stakeholders such as HPFD Staff, PMU Staff, Representative of VFDS, CIG/ SHG, Social staff, GP Mobilisers/ Ward Facilitators under the project.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB discussed and approved the Agenda Item as proposed in Annexure G and Annexure H.



AGENDA ITEM: 11

Re-designating the post of Programme Manager (Audit)/(CA) as Programme Manager (Finance) and Permission to fill the post on outsource basis:

As per Project Document (Institutional Arrangement), there is a post of Programme Manager (Audits), whose role is to assist in establishing Financial Control Systems, Establish Financial Management and Project Accounting systems, Facilitate Statutory Audits, Conduct/Supervise internal/concurrent Audits, Capacity Development of Stakeholders, coordinate with other Stakeholders.

GoHP vide notification dated 26.07.2018, has sanctioned one post of Programme Manager (Audits)/CA. In the 1st GB meeting held on 06-08-2018, it was decided that "The Programme Manager (Audits) would be a CA (preferably) or a person having 1st division in MBA (Finance)/Cost Accountancy. He should have at least 5 years experience in related field and will get Rs. 60,000/- initially plus 3% annual increment".

The advertisement for the same was floated however no one appeared for the interview which was taken by NRTC. Efforts have been made to ascertain if some CA is ready to work for this assignment on regular basis at Rs. 60,000 per month, however it seems that it is difficult to get a Chartered Accountant for Rs. 60,000 per month as approved in 1st Governing Body Meeting of the Society.

In view of the above, the GB is requested to accord the following permissions:

- a) This post may kindly be re-designated as Programme Manager (Finance) instead of Programme Manager (Audits)/CA. The Programme Manager (Finance) will perform all the duties which were envisaged for the post of Programme Manager (Audits).
- b) The post of Programme Manager (Finance) be allowed to be filled on outsource basis from open market/recruitment agency.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: At the behest of the Chair, the board was apprised about the continued difficulty in hiring Chartered Account at the set remuneration of Rs. 60,000 /- per month as approved by the 1st and 2nd Meeting of the Governing Body.

In view of the above, the re-designation of the post of Programme Manager (Audit) as Programme Manager (Audit-cum-Finance) was approved to enable the hiring of an individual with MBA Finance on outsource basis from open market/ recruitment agency. However, the duty of the Programme Manager (Audit-cum-Finance) will remain unchanged.



AGENDA ITEM: 12

Need to hire the services of an AE/JE for the Project:

The PIHPFEM&L (JICA funded) is being implemented in 'SOCIETY' Mode and the works in the field will be done in two modes viz: 1. Departmental and 2. PFM (through VFDS).

For the works to be executed in 'Departmental mode', there under head Accounting Procedure it is laid down (Page-43 4.10-2.) :

"The controlling Officers (Field Conservators or Chief Conservators) may use their Administrative/financial Powers for sanction of estimates/works, which are not within Power of DMU Chief/DFO. For sanction of estimates/works beyond the administrative/financial powers of the field conservators or Chief Conservators, matter may be referred to PMU for sanction".

Though most of the project activities will be executed through VFDs but for the works to be executed in 'PFM mode' (through VFDs), there is no procedure laid down in the OM for technical scrutiny of the estimates and technical aspect of execution of works in the field.

As such for the preparation and technical scrutiny of all the estimates of the Project activities and technical monitoring of the execution in the field, the services of an engineer (AE/JE) are absolutely required in the Project. The services may be allowed to be procured through either of the following sources:

1. Hiring the services of Rtd AE/JE as per Finance Department guidelines. (P-23, 2.4.1.B)
2. Hiring the services from outsourcing agency.
3. Hiring the services on deputation from HPFD.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB decided that the services of Rtd. AE/JE be hired as per Finance Department Guidelines for the Project, not only from the Himachal Pradesh Forest Department but can be hired from other Government Departments such as PWD, IPH, etc.



AGENDA ITEM: 13

Outsourcing the task of Drones for Planning and Monitoring:

There is provision for procurement of drones for target Divisions except Lahaul, Kinnaur and Spiti Divisions, which share international border with China, as one of the tool for Monitoring of the interventions such as plantation, SWC work and human wildlife conflict etc and bringing the same on the GIS platform. Planning of project activities can be done effectively on the basis of captured high resolution raster data with the help of Drone.

In the project document, provision was made for procurement of 16 Drones @ Rs 2 Lakh per Drone and a provision of Rs 16 lakh was made for the purchase during 2019-20. However after deciding the required technical configurations by IT cell of HPFD, market survey was conducted and it was found that the cost came to be around 20 lakh per Drone. Furthermore to handle the Drone of that quality, specially trained personnel was required. Therefore to meet the requirement for capturing high resolution images with the high configuration Drone, it is proposed to outsource the task from qualified experienced agency within proposed estimated cost to meet the requirement for monitoring and planning the project interventions.

The Proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the outsourcing of the tasks of Drones for Planning & Monitoring. The Chairman desired that the RFP for hiring the services should be prepared by the IT Wing of HPFD keeping in view the JICA funded PIHPFEM&L requirement and its applicability for the HP Forest Department activities as well of the project area. The Chairman further desired to apprise him about the RFP before advertising the same.



AGENDA ITEM: 14

Need to Hire the services of a Media Specialist for Publications, Publicity and Extension of the Project.

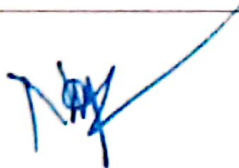
During the preparatory phase of the Project it has been observed that for the effective implementation of the Project a plenty of publicity material like Brochures, Pamphlets, Booklets etc need to be circulated among the stakeholders. Similarly, many documents like various Manuals, Action Plans, Reports, Project News Letter etc for different purposes of the Capacity Building of the Stakeholders is required in the Project. The Experts and the Subject Matter Specialists prepare these documents in English but all these documents are required both in English and Hindi. Further printing of the documents with professional designing, layout, quality etc need the services of the expert.

Similarly, in the present day the media (both print and electronics) plays a very vital role in outreach and for the success of any project. As such the Project needs the services of a Media Specialist. Similar approaches have been adopted by most of the EAPs in all the sectors.

For the purpose we may hire the services of one media specialist through outsourcing agency.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the hiring of the services of Media Specialist through outsourcing agency after preparing proper RFP. However, the Chairman desired that he should be informed on the selection procedure and about the final selection of the candidate before any offer letter is given.



AGENDA ITEM: 15

CPD, PIHPFEM&L (JICA Funded) is to be authorised to recruit the remaining staff as per the 'Recruitment Procedure' laid down in the Operational Manual (OM) of the Project.

As per OM Page 23 2.4.1.B of the Project under head 'Recruitment of Personnel', B. "Contractual Employees" it has been laid down under "Recruitment Procedure": "As per the approval conveyed on 26/07/2018 by Govt of HP. However where the suitable staff cannot be provided by HPNRMS, the CPD will take action to recruit the same from open market/outsourced/contract basis.....".

The latest staff position is given below:-

Total Sanctioned Posts	Govt. Officials posted in Project	Provided by HPNRMS Solan	Outsourced through NRTC Parwanoo	Staff in Position	Balance	Remarks
Govt. official-16	16	-	-	16	-	HPNRMS has withdrawn the services of 27 Officials since August till date out of which 15 were relieved by this office and HPNRMS has provided the NOC for 4 posts for Jadi-Buti Cell which can be hired on outsource basis from some other firm/organisation.
HPNRMS/ Outsourced-140	-	52	17	69	71	
156	16	52	17	85	71	

Vide CPD PIHPFEM&L (JICA Funded) office letters dated 30.07.2018, 29.08.2018, 17.11.2018, 20.04.2019, 12.09.2019, 23.10.2019 the requisition of staff were sent to HPNRM Society, Solan. The total staff provided by HPNRM Society, Solan is only FTU Coordinators 24/61, Accountants cum Computer Operators 16/30, 1 clerk and 11 Peons. Out of the above 52 staff



provided, the services of 12 personnel of different categories has been ordered to be withdrawn without providing any substitute. As the IDP is already in place, more staff could be withdrawn.

Further, Data Entry Operators have been provided against Computer Operator-cum-Accountants who are not competent to handle accounts at FCCU/DMU level with double entry system.

Two years has elapsed but till date HPNRMS has neither been able to recruit the required staff for PIHPFEM&L nor the required staff is available in their pool. As we are already in the implementation phase, the staff is absolutely essential for the implementation of the Project.

In view of above it will be appropriate that the PIHPFEM&L is allowed to hire the balance staff on outsource basis by selecting the Outsource (Human Resource) Agency on QCBS basis/tender basis, as per OM Page 23 2.4.1.B.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: After the review of the staff position, it was decided by the Chairman that for deciding the recruitment issue for EAPs, a separate meeting would be held with PCCF (HoFF), CPD IDP-cum-CEO HPNRMS, and CPD JICA. However, it was decided in principle that till the recruitment process is completed and to avoid derailment of JICA project activities, services of Rtd. Rangers /Dy. Rangers against the post of SMSs; services of Rtd. Accountants against the post of Accountant-cum-Computer Operators, should be hired at fixed emoluments, only for the locations where SMSs, and Accountants-cum-Computer Operators are not in place. The Chairman desired that the CPD will send a proposal in this regard through PCCF (HoFF) on single file separately for each category.



AGENDA ITEM: 16

Permission for hiring of Vehicles for the Project offices/Jadi-Buti Cell/Rapid Response Teams.

Permission for hiring 30 vehicles for various offices (PMU Shimla, Kullu, Rampur, 7 FCCU (Circle offices) & 18 DMU (Division offices) on rent basis has been received on single files from ACS (Forests) on 04.07.2017, 24.05.2018, 01.06.2018, 18.07.2018 & 13.09.2018

The preparatory Phase of two years is over now and the implementation phase of the project has started which would require facilitating mobility of staff for effective implementation and monitoring of activities. Accordingly the permission for following is required-

(A) As per Project Document there is a provision of hiring vehicles for the FTU offices (Project Ranges) for a period of 45 months (3 years and 9 months) to improve the mobility of the FTU staff during Project implementation period. The Implementation Phase of the project has started this year and will last for 6 years. 16 Ranges (mentioned below) form the part of Batch 1 where Plantation and other Project activities as per Microplans will be carried out from this year onwards. So it is proposed that permission may be accorded to allow the Range officers to hire vehicle (Bolero Camper/equivalent utility vehicle) on rent basis for facilitating mobility of the FTU staff in following ranges of Batch-I:-

Circle Name	Division	Range
Mandi	Mandi	Mandi
	Nachan	Nachan
	Suket	Suket
	Jogindernagar	Dharampur
Bilaspur	Bilaspur	Ghumarwin
Shimla	Shimla	Taradevi
	Theog	Balson
	Rohru	Saraswatinagar
	Chopal	Nerwa
Kullu	Kullu	Kullu
	Banjar (Seraj)	Sainj
	Parvati	Bhuntar
Rampur	Anni	Nithar
	Rampur	Sarahan
	Kinnaur	Bhabanagar
GHNP	Kullu(WL) Division	Kullu

(B) The Jadi-Buti Cell is going to be in place this year, so it is proposed to accord permission for hiring one vehicle (Scorpio) for facilitating mobility of Director and other professionals of the Jadi-Buti Cell.

(C) In PMU Office Potter's Hill Shimla, 1 Finance officer (SAS), 5 Programme Managers, 3 Subject Matter Specialists are deputed (besides other officers/ministerial staff) who have to frequently visit the field areas /offices spread in 6 districts of the State for planning, implementation and monitoring of the project activities. The trainings/ capacity building workshops will be frequently conducted in all parts of Project area which requires continuous mobilization of the Programme Managers, Subject Matter Specialists and other staff to the Project areas /offices. Further the office premises of the O/o CPD JICA Project is lying very far off from the main city and no transportation facility is available to reach the office making it impossible for the staff specially female members to reach the office. Therefore it is proposed that permission be accorded to hire 3 vehicles (Bolero) for PMU Office Shimla for the given below purposes -

- Touring purpose for field visits for proper planning, implementation, Monitoring and Evaluation of the field activities by PMU Staff.
- Community mobilization for preparing microplans and smooth implementation and review of the same.
- To attend the meetings/Trainings/Audits and Workshops with respect to JICA assisted Project by office staff of PMU.
- To &Fro movement of the official staff of PMU from Shimla city to O/o CPD, Potters' Hill, Shimla.
- In absence of the attached vehicle, the pooled Vehicle will also be used by CPD/PD.

(D) Similarly for Rapid Response Teams (RRT) will be in place from this year in all 16 Project territorial divisions. For mobility of RRT, a Bolero Camper/equivalent utility vehicle is proposed to be provided on as and when required basis. Permission may be accorded to hire vehicles on rent basis (as per need) for 16 divisions for strengthening of Rapid Response Teams.



Detail of vehicles required along with the provision of funds in the Project Document is as under:-

Where vehicle required	Number of vehicle required	Vehicle Type	Project Component (from where the cost will be met)
Ranges/FTU offices	16	Bolero Camper/ equivalent utility vehicle	4.1.2.1 under component 4 (Institutional Capacity Strengthening)
Jadi-Buti Cell Shimla	1	Scorpio	3.2 under component 3 (Livelihood Improvement Support)
PMU Shimla	3	Bolero	4.1.2.1 under component 4 (Institutional Capacity Strengthening)
RRTs	16 (on need basis)	Bolero Camper/ equivalent utility vehicle	2.1.3 under component 2 (Biodiversity Conservation)

No cost is to be borne on State Govt. share.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the hiring of vehicles as above, in principle. However, the Chairman desired that the CPD will send a proposal in this regard through PCCF (HoFF) on single file along with earlier approvals given by the ACS (Forests).



AGENDA ITEM: 17

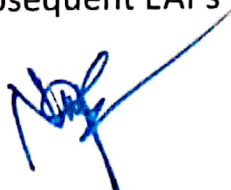
Construction of a new Project Building, adjacent to Project Headquarters at Potters' Hill, Summerhill, Shimla.

The headquarters of the JICA assisted Project for Improvement of HP Forest Ecosystems Management & Livelihoods has been established in one of the old buildings taken on rent basis from Shimla Forest Division (Potters' Hill Ecotourism Society) at Potter's Hill near HP University, Summer Hill Shimla. The building was got renovated so as to make it worth using as an office.

The small building houses the office of Chief Project Director, Project Director, Finance officer (SAS), Programme Managers (4), Subject Matter Specialists (3), office Manager, Accounts Manager, Superintendent and other Ministerial/ support staff (10). Besides the Project Management Consultants (4) are also accommodated in the same building.

The Professionals (4) for Jadi-Buti cell will be hired soon and they would also require space for them and their support staff along with furniture/equipments, etc to run the office for the remaining period of the Project duration. The outsourcing of "Survey and demarcation of Intervention areas" assignment has been done and they will also require space to make a GIS/IT lab to be shared along with our Project's GIS/MIS experts. There is an urgent requirement of a Conference Hall also for conducting the meetings with the field officers. A number of other Consultancies are being outsourced and there is a need to have space to accommodate the Consultants/experts whenever they have to work in office.

As per the Project document, the provision in the Reimbursable portion of Rs 640 Crore is only for hiring of office building. However the State share of Rs 160 Crore (Non reimbursable meant for Administrative expenses, Taxes etc) can be utilised for constructing a building for Project Headquarters just adjacent to the existing rented building on Govt Forest Land. This will become a permanent asset of the Forest department and even after the JICA assisted Project is over after 8 years, can be used for office purpose for subsequent EAPs or other wings of the department.



It is therefore requested to accord the permission for constructing a new building for Project Headquarters at Potter's Hill, Summer Hill, Shimla on the Forest Land (to be borne on State Share) so that the further necessary action can be initiated.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The proposal was approved by the GB in principle. However, the Chairman desired that a proposal in accordance with the PWD/CPWD space norms for the staff (category wise), other office space requirement such as conference room, GIS IT Lab, canteen, etc (should be sent to him on single file through PCCF (HoFF)).



AGENDA ITEM: 18

Announcement made by Hon'ble Forest Minister at the time of Inauguration of the JICA Project Office:

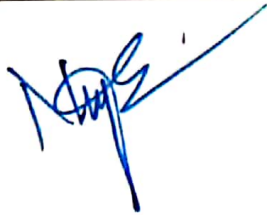
The O/o CPD, JICA assisted PIHPFEM&L was inaugurated by Hon'ble Forest Minister on 04-10-2019 and at that time, Hon'ble Forest Minister has made the following announcements:

1. Emplacement of Statue of Late Ms. Sushma Swaraj Ex. Hon'ble External Affair Minister Gol in whose presence the Loan Agreement of the Project was signed and as remembrance for her contribution for getting the Project in place.
2. To dedicate the "Western Himalayan Temperate Arboretum" at Potters Hill to Late Ms. Sushma Swaraj Ex. Hon'ble External Affair Minister Gol and rename it as "Sushma Swaraj Western Himalayan Temperate Arboretum" presently being managed by HFRI and funds are provided from Wild Life wing of HPFD.

It is therefore proposed that the above activities be executed from the State share of the Project.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the proposal as such.



AGENDA ITEM: 19

Management of the "Funds" of the Society to have maximum interest rate on the amount lying in the Society's Account.

The Society has its saving account in Bank of India (Only one branch in Shimla at The Mall) and the entire transactions are done from there. Generally the instalment of GIA is drawn on quarterly basis and kept in that account. During year 2019-20 we had approximately Rs 20 Crores and while at the closing of the financial year we enquired about the interest accrued, it was informed that the Bank Management has instructed not to pay any interest on the deposits of the Society as this is Govt owned Society. The matter was taken up at higher level and then only an interest @3.5% was paid. As such an amount of only Rs**10,36,075.00** was credited as interest in the account of the Society. Generally an amount of few Crores remains as deposit with the bank and the interest rate of the Bank is too less.

It will be in the interest of the Society that we invite the quotations/negotiate the rate of interest with the other Nationalised and the Private Banks at Shimla, preferably the banks with its branch nearest to the Project Directorate at Potters Hill.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the proposal as such.



AGENDA ITEM:20

Providing Video Conferencing facility to all Project Area offices:

JICA assisted Project for Improvement of HP Forest Ecosystems Management & Livelihoods needs a Video Conferencing system that provides communication channel across the project area. The Technology will enable the PMU to communicate with regional offices and project areas offices (FCCU & DMU) over the internet Network. Project offices must be able to communicate within themselves & PMU through VC over the internet. The solution will also provide facility for PPT presentation, dashboard, class writing board in customised option in the Screen with required Size, recording and streaming features enabling the organization to record training programme. Thus strategic intent is to enable a quick video communication channel, thus saving the cost and efforts on physical travelling.

Proposed Video conferencing solution comprising of following items can be procured from open market by inviting proposal from bidder:

Installation and commissioning of High Definition video conferencing equipment and peripherals with accessories, peripherals like projector, screen, speaker system and installation performance testing, commissioning, warranty, annual maintenance and internet for mode of communication. So that service of VC solution is tested properly and made to work.

GeM procurement process will be follow for procuring VC accessories and installation at 30 Number stations and tentative cost estimation will be 20 lakh for establishing the whole setup.

The Proposal was placed before the GB for its kind consideration and approval please.

Decision: The proposal of providing VC Facility was approved in principle by the GB, and in order to make the proposal more comprehensive so that the entire HPFD up to DFO level and the EAPs are also connected with VC Facility holistically, it was decided that CPD (JICA) and CCF (Projects/IT) will have a meeting with Director (NIC) to discuss the use of modernised low cost tools to create an integrated videoconferencing and the same will be supported under JICA funded PIHPFEM&L.



AGENDA ITEM: 21

Developing a Dynamic Web Site for PIHPFEM&L(JICA Funded):

JICA assisted Project for Improvement of HP Forest Ecosystems Management & Livelihoods need to develop project website as part of ICT for information sharing about the project goal, objectives, project area, components and activities for wider publicity purpose. The website need to be dynamic in nature and the content should be regularly updated with details regarding the periodical project progress, success stories, other key information, quarterly and annual report, publishing guidelines and manuals, project publicity and information dissemination, events/workshop, hosting knowledge material, newsletters, and reports.

Project web Site will help to do real- time monitoring and planning of project activities and digitization of project information to speed up for dissemination the information. In the proposed website, Web-links will be there to web enabled IFMS applications from the project website. The web site is proposed to be hosted on Linux Server. For maintenance of hosting Services and up gradation of Webpage for future usage local vender will be required with Annual Maintenance Cost.

Proposed Dynamic website is proposed to be got prepared from open market in Shimla on QCBS basis.

The Proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the proposal as such.



AGENDA ITEM: 22

Amendments in the Operation Manual of JICA assisted Project for Improvement of Forest Ecosystems Management & Livelihoods in H.P.

The Operation Manual of JICA assisted Project for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, was approved by High Power Committee, Chaired by Chief Secretary to the Govt. of HP, on dated 01/08/2018. The Operation Manual is a living or dynamic document, with room for subsequent revisions, alterations, additions and improvements with the mutual consent of all the parties. This Operation Manual could be reviewed by the HPC at midterm of Project (after 4th year) and amended OM could be utilized for remaining Project period. However in view of certain administrative requirements, it is requested that the following amendments/rectifications in the Operation Manual may kindly be approved and recommended to HPC for final approval.

Page no.	Item no.	Content/Item	Proposed amendment	Remarks
30	3.1.B.	Procurement Guidelines under the Project 3.1 B. Letter to Invitation (Request for Proposal) usually include the following:	After Sr. No 7 following will be added: 8. "The credible Cost Estimates are to be put in the RFP". 9. "The bids offered, if exceed by 20% or less than 20% of the Cost Estimates will be rejected straight way".	1. The experience of floating RFPs has shown that without giving Credible estimates, the bidders are giving very high Financial Bids which even after negotiations does not come within credible estimates, thus wasting entire effort and time. 2. As per Chapter-5 of Manual for Procurement of Works 2019 Ministry of Finance Department of Expenditure (5.6.8 e) regarding rejection of Bids, the Bid can be rejected if "the Bids/Proposals prices are substantially higher than the updated cost estimate of available budget".
33	Chapter 4	Para 3 of Introduction "The DMU shall send	Para 3 needs to be deleted	The APO is very elaborate and needs to be formulated as per Cost breakdown

		<p>the draft Annual Plans of Operation (APO) for the succeeding year to the PMU through their controlling officers not later than 30th September. Keeping in view the plans sent by the DMUs, the Annual Plan of Operations and Annual budget estimate for the Project will be prepared by the PMU and discussed in detail with Executive Committee and seeks its approval. It will then be placed before the GB for, final approval”.</p>		<p>structure and Schedule of the Project which cannot be formulated at the level of 28 DDOs and thus needs to be prepared at PMU level only. Subsequently after approval of GB, the same is shared with field offices with detail of activities to be carried out.</p>
34/3 5/36	4.5 Budget	<p>Budget estimates</p> <p>11. The DMU shall send the draft annual plan of operations for the succeeding year to the PMU through the respective circle conservator of forests, by not later than 30th September.</p> <p>12. In consultation with the FTUs, the DMUs shall take steps to work out their work plan with financial forecast for each quarter, and send the same to the PMU through their respective controlling officers not later than 31st October every year.</p> <p>13. The PMU on receipts of the proposal shall scrutinize and consolidate them along with their own office requirements. The budget shall be prepared by the officer in charge of finance and place it before the</p>	Point No. 11 to 16 (needs to be deleted)	<p>Budget estimates for next year cannot be finalised by the field offices as the same is formulated as per Cost breakdown structure and Schedule of the Project. It should be done at PMU level with expertise only.</p>



		<p>Chief Project Director of the PMU for approval.</p> <p>14. PMU will then place it before the Executive Committee in the form of Annual Plan Operation before 15th December. The APO as recommended by the EC and the corresponding budget estimates shall be placed before the Governing Body for final approvals before 31st December.</p> <p>15. Based on the approval APO and corresponding budget estimates by the HPC, the proposal will be sent to the Finance Department of the Government, for sanctions and release of funds to the PMU before 15th February. ,</p> <p>16. The PMU shall release quarterly funds directly to the DMUs before 30th April, under intimation to their controlling officers, based on the approval annual work plan and quarterly financial forecast.</p>		
51	Sr. no.14	"Sanction of the journey outside the State for CPD and other officers of PMU".	Replace word 'CPD' with PDs.	Typing error
52	Sr. No 4	"Procurement of new vehicles, as approved in MOD, and when such procurement is approved by HPC".	Add para 4.A. below 4 "Hiring of those vehicles which are provided in MOD for PMU and field units within the limits of the financial outlay in the Project document".	Hiring is allowed as per Project document.
53	Sr. No	Accord sanctions of	Replace word "HPC"	The APOs are approved by



	24	schemes/project works, already approved by HPC in APO, till fulfil the objectives of the society.	with "GB"	"GB".
65	7 (1)	"The quorum for the Governing Body Meeting shall be at least two third of its members"	The word two third be replaced with the word 'half'.	In unprecedented times like prevailing Lockdown, the presence of 50% members should be considered sufficient to approve the agenda.
67	9(ii).C. 1.	"Governing Body shall at least once every quarter (starting as per financial year), or more frequently if the situation arises".	The word 'every quarter' be replaced with the word "every half yearly".	The frequency needs to be reduced.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: Since this item was time consuming and in-depth study is required, therefore, the Chairman desired to bring this agenda item on a single file through PCCF (HoFF).



AGENDA ITEM: 23

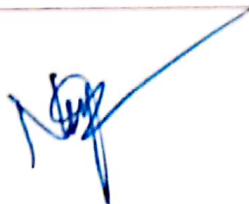
Annual Report of the PIHPFEM&L (JICA Funded) for the year 2018-19,

As per Project Documentation process, the Annual Report of the PIHPFEM&L (JICA Funded) for the year 2018-19 has been prepared and is placed as **Annexure-I (Soft Copy)** The Report, in addition to the details of the Project, contains, Activities done in the year 2018-19, Financial Outlay, Status of the Reimbursement Claims, Achievements during the financial year 2019-20 etc.

The Report for the year 2019-20 is also in its final stage and will be ready by the end of May 2020. The same will be placed before GB in its next meeting.

The Report for 2018-19 was placed before the GB for its kind consideration please.

Decision: The GB considered and showed satisfaction with respect to Annual Report of the PIHPFEM&L (JICA Funded) for the year 2018-19.



AGENDA ITEM: 24

Approval of the format of the ACRs of the Contractual/outsourced employees of the 'Society'.

As per OM of the Project (Page 25-26) under 2.6.5 "Performance Appraisal System", the ACR forms are to be prepared for the Contractual/outsourced employees of the 'Society'. The proforma has been developed and placed as Annexure-J

The Annexure-J (pages 37-44) was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the format of the ACRs of the Contractual/outsourced employees of the 'Society' placed as Annexure-J.



AGENDA ITEM: 25

The documents/publications prepared till 31-03-2020.

As per Project Documentation process, many Publications, Documents, Reports, Manuals, Publicity material, Project News Letters etc as listed below, were prepared by the PMCs, Experts and the SMSs:

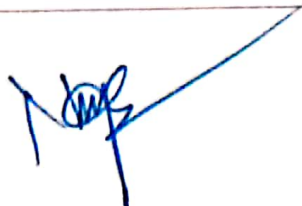
- ✓ Guidelines of Micro Planning Process for Field Workers
- ✓ Gender Action Plan
- ✓ Community Development Trainers' Manual
- ✓ Inception Report
- ✓ Booklet for Project Information(English/Hindi)
- ✓ Project News letter (September 2019, Issue-1)
- ✓ Project News letter (December 2019, Issue-2)
- ✓ Forest Ecosystem Management Manual

In addition to the above following documents are also ready but could not be printed due to Covid-19 lockdown:

- ✓ Field Manual for VFDS/BMC(under printing)
- ✓ Annual Report (2018-2019) (under printing)
- ✓ Livelihood Improvement Manual(under printing)
- ✓ Community Biodiversity Management Manual(CBMP Manual under printing)
- ✓ Training Need Assessment Framework(under printing)
- ✓ PRA Manual(under printing)

This is for the kind information of the GB.

Decision: The Governing Body showed satisfaction with respect to documents/publications prepared till 31-03-2020.



AGENDA ITEM: 26

Approval of the Criteria to check the quality of the Micro Plans.

In the First Phase 75 Micro plans were to be prepared by the end of the financial year but due to lack of the field staff and Covid-19 lockdown situation we could prepare only three Micro plans. Two Micro Plans, one Chhajpur under Rohru Division and second Sarli under Kullu Division were prepared by the team of experts and have been circulated to all the field units as sample MPs. In total 460 Micro plans are to be prepared in three Phases. The front line staff of HPFD like Range Officer/Dy Ranger/Fgd and the Project staff like FTU Coordinators and the SMSs will be preparing these Micro plans with the technical input from the PMU and the approval of the Micro plans will be done by DMU.

However to ensure the quality of the Micro plans, the PMCs and the PMs have developed a Criteria for its Quality Assessment **Annexure-K** All the MPs before its approval by DMU have to pass the Criteria.

The Criteria as Annexure-K (pages 45-46) was placed before the GB for its kind consideration and approval please.

Decision: The Chairman and the GB appreciated the quality and contents of the Micro Plan prepared for VFDS Sarli (Kullu Forest Division). The GB also approved the criteria for the Quality Assessment (Annexure K).



AGENTA ITEM: 27

Additional Funds to Rohru Forest Division for Nursery Improvement Works:

Under Improvement of Nurseries, Rs. 1.06 Crs and Rs. 17 lakh are allocated for each Circle and Range level nursery, respectively. In FY 2019-20, Rohru Forest Division created 4 new nurseries at Shashan, Sanabha, Kharshali, and ManeraThach, since the existing range level nurseries in the forest division did not have any scope for expansion in area and productivity. To that effect, Rohru Forest Division exhausted the JICA provision of Rs.17 lakh per nursery and has requested for additional funds of Rs. 60 lakh for further development of above mentioned 4 new nurseries under JICA assisted PIHPFEM&L.

As the in four Ranges taken under the project in Rohru division, there were no appropriate Range level nurseries, therefore DFO has undertaken the task of constructing the new nurseries by selecting the suitable sites. DFO Rohru has demanded the funds over and above the prescribed limit of Rs 17 lakh and has demanded additional funds to the tune of Rs 15 lakh for each nursery. Therefore it is proposed that additional funds to the tune of Rs. 40,00,000/- (Rs 10 lakh per nursery) only be given to DFO Rohru to expedite the construction of polyhouse, installation of sprinklers, etc, as the development of these new nurseries at Rohru Forest Division in the long run will help in strengthening of the Himachal Pradesh Forest Department. Further, DFO Rohru will be requested to meet the balance requirements from other schemes being implemented by the Himachal Pradesh Forest Department.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the proposal of providing additional funds to the tune of Rs. 10 lakh per nursery (total Rs. 40 lakh) over and above the JICA provisions of Range Level Nursery to DFO Rohru.



AGENDA ITEM: 28

Permission for telephone grant to staff deputed/hired in the Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

As per approved Operation Manual (page no. 25, 2.6.2) "All entitlements including TA, DA, Medical Reimbursements, Telephones, LTC etc. would be as per Government of Himachal Pradesh order regarding service conditions for Government /PSU employees working on deputation to Externally Aided Projects, and amendment from time to time or as decided by the Governing Body of the Society."

The GB is authorized to allow the telephone allowance/TA/DA etc to the staff deputed/hired in the project. We have at present 5 PMs, 9 SMSs or equivalent, 24 FTUs or equivalent staff posted in the Project. The above staff will be in the field for most of the time in the month and the mobile phone connectivity is absolute necessity. The Project Staff is not provided with Telephone grant as part of their emoluments. In view of utmost importance of using the communication and IT services by the staff of Externally Aided Projects, the telephone connectivity grant as proposed below may kindly be allowed.

Sr. No	Designation	Monthly Grant (Rs)
1	Programme Manager or equivalent	250
2	SMS or equivalent	200
3	FTU coordinators or equivalent	150

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the proposal as such.



AGENDA ITEM: 29

Salary corrections for PMU Outsourced staff:

Since Society for Improvement of Forest Ecosystems Management and Livelihoods in HP is constituted to execute a time bound Project as there is no regular cadre in the Project.

As per approved Operational Manual (2.4.1 Recruitment of Personnel, Salary & Recommendation) *"Personnel engaged by the Society on contractual basis, will be paid consolidated emoluments, commensurate with their qualification and professional experience and overall capability, and will be decided by the Chief Project Director with the approval of the GB. The consolidated monthly remuneration shall in no case be less than the relevant minimum rates of wages, as notified from time to time, by the labour and employment Department, Government of Himachal Pradesh"*.

The JICA assisted Project is having the staff deputed by two agencies, One from HPNRMS Solan, who have their own pattern of categories and emoluments. We have retained same equivalency in this Project as well.

We have another source of employees from NRTC, who has specifically recruited the 18 employees for the JICA Project purpose only. Somehow while preparing the essential qualification for different post viz-a-viz emoluments, a comprehensive comparison with other similar employees recruited for JICA assisted Project in other parts of the country could not be done. As a result the present emoluments paid to these employees are much less than the emoluments paid to the similar category employees recruited in other JICA Project in different states. A comparative statement depicting the category wise emoluments being paid is tabulated as under:



Sr. No	Category of Employee	Odisha	Tripura	Himachal Pradesh
1	Programme Manager/State Programme Manager/Project Manager	75,000	60,000	45,000
2	SMS	40,000	40,000 (Nomenclature Coordinator)	30,000
3	Accounts Manager (equivalent to SMS)			30,000
4	Office Manager (equivalent to SMS)		35,000	30,000

It is therefore proposed that the emoluments of these employees be enhanced one time as per table below

Sr. No	Category of Employee	Proposed enhancement	
		From	To
1	Programme Manager	45,000	60,000
2	SMS	30,000	40,000
3	Accounts Manager	30,000	40,000
4	Office Manager	30,000	40,000

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The Chairman desired to prepare comparative details of posts on qualification, roles & responsibility and emoluments with other projects in the state and desired to put up the matter on a single file. The Chairman also assured to give ex post-facto approval for the same.



AGENDA ITEM: 30

Any other item with the prior approval of the Chair.

ADDITIONAL AGENDA ITEM: 1

Approval of the format of the Memorandum of Understanding (MoU) to be signed between VFDS/ BMC Sub-committees and Divisional Forest Officer (DMU officer)

A Memorandum of Understanding (MoU) is to be signed between VFDS represented by the President VFDS/BMC Sub-committees and HPFD represented by DFO (DMU Officer) for executing project works as per the Micro Plan. The MoU spells out the roles, regulations, rights & responsibilities and rewards/ incentives for executing project works as well as sustainably manage forest resources/ ecosystems together with equitable sharing of usufructs. The approved Micro Plan will be attached and will form part of the signed MoU for records and monitoring purposes.

The MoU format was placed before the GB for its kind consideration and approval please.

Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods

Memorandum of Understanding

Between

The _____ Village Forest Development Society/ BMC Sub Committee

and

The Forest Department (represented by DFO _____) for Participatory Forest Management.

Whereas

- The.....Village Forest Development Society/ BMC Sub-Committee (hereinafter called "Society") has been constituted as per procedure described in the HP PFM Regulations notified by Govt. of HP vide No. FFE-C (9) 1/2001



dated 23.8.2001 and vide No.FFE-B-F (5) 5/2016- Part III dated 19.11.2018, by the Villagers of ----- Village Forest Development Society/BMC Sub-Committee in district and Forest Division of Himachal Pradesh and has an elected Executive Committee (hereinafter called "EC");

- as part of the Japan International cooperation Agency (JICA) supported "Project For Improvement of Himachal Pradesh Forest Ecosystems Management and livelihoods" (hereinafter called "Project") the Micro plan (Forest Ecosystems Management Plan & Community Development & Livelihood Improvement Plan) for Forest Management and Community Development (hereinafter called "Plan") for Forest protection, rehabilitation and management of the specified forest areas has been jointly prepared by the Society and the Forest Division;
- the Plan contains details of program for conservation, management and development of forest areas, Biodiversity conservation, Livelihood improvement works and also the description of equitable distribution of usufructs obtained from allocated forest areas and public resources of the ward/village;
- the Plan has been approved by the Officer in Charge of the Forest Division (hereinafter called "Forest Officer") on behalf of Government of Himachal Pradesh;

Now herewith

The _____ Forest Division and the Society have mutually agreed on this MoU, and consequently, this MoU is executed with the following articles:

1. Purpose of the Memorandum of Understanding

This Memorandum of Understanding (hereinafter called "MoU") details the responsibilities of the Society regarding management and protection of forest area(s) and village(s) resource development, in the manner specified in the Plan and for equitable distribution of benefits amongst its members. It further details payments and support to be provided by the project and the associated conditions.

2. Responsibilities of the Society

- 2.1. With regard to its Constitution, working, powers, duties and benefits, the Society agrees to act in accordance with the HP Government Notification No. FFE-B-F (9) 1/2001 dated 23.8.2001 and vide No. FFE-B-F (5) 5/2016- Part- III dated 19.11.2018, and other relevant Government orders and instructions.
- 2.2. The Society agrees to provide all necessary assistance to the Forest Officer in selection of forest area(s) to be allotted to it for forest management and development so that there is no dispute regarding areas of common use of nearby villages.
- 2.3. The Society agrees to prepare and submit general house approved, quarterly physical & financial plans with budget requirements to FTU concerned for releasing funds after Plan's approval from PMU.
- 2.4. The Society agrees to identify Community Development Activities (CDAs) in conformity with the CDA guidelines, decide on these through a consultative process and implement them according to the relevant standards as applicable.



- 2.5. The Society agrees to carry out works laid out in the Plan for the forest area (such as planting, fencing, maintenance and protection) and in doing so, follow the principles of management of forest and wildlife specified therein, also taking into account the guidelines of the Government, prevalent legal provisions and technical principles. The Society will ensure that no existing acts/rules of forest/wildlife management are being violated.
- 2.6. The Society agrees to contribute membership fee through its members/user groups. The amount with interest will be available to VFDS/BMC (Sub-Committee) after project closure and can be used by VFDS/BMC (Sub-Committee) consensus. The amount deposition to be done within six months.
- 2.7. The Society agrees, after completion of the related works, to protect the forest area from fire, illicit grazing, illicit felling, illicit transport, illicit mining, encroachments and poaching and shall help the forest department in this regard.
- 2.8. The Society agrees to pass the information regarding person(s) engaged in harming the wild animals and forests or those engaged in illegal activities on to the Forest Department. The Society agrees to help forest employees in apprehending such person(s) and provide all possible assistance in protecting any seized produce etc.
- 2.9. The Society agrees to rectify any shortcomings found during review of its works by the Forest Officer/monitoring agency.
- 2.10. The Society agrees to keep accounts of income and expenditure of the funds from various sources and also to get regular annual audits done by the agency assigned by the Forest Officer.
- 2.11. The Society agrees to maintain the records specified by the project regularly and in prescribed formats.
- 2.12. The Society agrees that the distribution of products and services generated as a result of implementation of the Plan among its members/User Groups is done in an equitable manner. If the Forest Officer points out any mismanagement or irregularity in the equitable distribution of such products and services, then the Society agrees to implement the necessary corrections/improvements suggested by the Forest Officer.
- 2.13. Society agrees to ensure that there will be no mis utilization of funds provided by Forest Department for implementing project activities.
- 2.14. Society will open two accounts of VFDS/BMC (Sub-Committee), One for FEMP implementation (FE Account) and second one as revolving fund under Livelihood activities (CD&LI Account).
- 2.15. The funds and maintenance of account would be in accordance with Para-36 to 43 of the Bye-laws notified by Govt. on dated 19-11-2018 for VFDS under the Project.

3. Responsibilities of the ForestDepartment

- 3.1. The Forest Department will provide to the Society the related input materials required to carry out the works specified in the Plan, such as saplings, fencing materials, etc. in a timely manner.
- 3.2. The Forest Department will provide the payments specified in the Plan to the Society for implementation of works carried out in the forest area on the basis of the Plan in a timely manner. The Society to prepare and submit general house approved, six monthly physical & financial plans with budget requirements to DMU through FTU concerned for release of funds. DMU to release the fund to the VFDS/BMC (Sub-Committee)
- 3.3. Funds from other department's schemes as the Panchayat may be able to garner/ converge, may also be used for activities that help meet the project's objectives.

- 3.4 The Forest Department shall provide the necessary advice and guidance to the Society for implementation of works carried out in the forest area on the basis of the Plan.
- 3.5 The Forest Department shall NOT be responsible for any loss in any of the works related to implementation of the Plan and no claim of any sort can be presented against Forest Department.
- 3.6 Forest Department will take legal action against any mis appropriation of fund by VFDS/BMC (Sub Committee)

4. Support by the Project

- 4.1 The Project will provide funds for Community Development & Livelihood activities (CDAs) identified by the Society and in conformity with the CD&LIP guidelines, which will be implemented by the Society.
- 4.2 The Project will provide to the Society if required the related input/materials required to carry out the works specified in the Plan, such as saplings, fencing materials, etc. in the required qualities and quantities
- 4.3 The Project will provide to the Society the payments specified in the Plan for implementation of works carried out in the PFM area on the basis of the Plan.
- 4.4 The Project will provide to the Society members training and other capacity building measures, as well as support for income generating activities as specified in the Plan.
- 4.5 The funds earmarked for Plantations, soil and water conservation, Biodiversity conservation etc., will be credited into the VFDS/BMC (Sub-Committee) bank account according to six-month plan requirement (prepared from Micro plan) of VFDS/BMC (Sub-Committee). In addition, VFDS/BMC (Sub Committee) to open an account for Livelihood activities.
- 4.6 Payment and receipt of project funds will be strictly by means of cheques online payment/RTGS etc. or bank transfers to the account of the Society. Society will further distribute fund similarly.

5. Rights and Benefit Sharing

- 5.1 The Rights of right holders as admitted in the Forest Settlement will remain unaffected due to constitution of the Society and will continue to be exercised as heretofore.
- 5.2 The Benefits which Society members and their user groups will be entitled to after closure of plots / patches in the forest for various project interventions are as follows:
 - i) to collect the yield such as fallen twigs, branches, loppings, grass, bamboos, fruits, flowers, seeds, leaf fodder and non- timber forests products free of cost through individual or collective arrangements as decided by the Society;
 - ii) to the sale proceeds of all intermediate harvest, subject to protection of forest and plantations for at least 3 years from the date of agreement;
 - iii) to organize and promote vocational activities related to forest produce and land, and other activities such as promotion of self-help groups which may provide direct benefits, including micro-lending to women. None of the activities so promoted shall affect the legal status of the forest land;
 - iv) recorded rights over the forest shall not be affected by these benefits;



- v) after 5 years, the Society may expand the area, on the basis of a fresh agreement deed, by inclusion of adjoining or nearby areas;
- vi) to utilize at least 40 percent of the sale proceeds on forest regeneration activities including soil and water conservation.

Provided that for the purpose of usufruct, the usufruct sharing family shall be one unit.

- 5.3. The Society will be entitled to their share of payments from intermediate and final felling, whenever they take place in this forest, as laid out in the PFM Regulations of HP, 2001,

6. Monitoring & Evaluation

- 6.1. Monitoring and Evaluation of project activities will be done at different levels, including by the EC, a participatory monitoring committee and an independent third party apart from Project authorities.
- 6.2. The EC of VFDS/BMC (Sub-Committee) or any of its members will monitor progress and quality of work during execution of various works. The Member Secretary will record the date, places and names of EC members who checked the work(s) and whether works were satisfactory and any instructions given.
- 6.3. A participatory monitoring committee made up of members of the Society, a member from the Panchayat as well as a representative from the Forest Department (e.g. Deputy RO) will on quarterly basis review objectives, inputs and work progress and report to the whole Society. Their reports will then be sent to the Forest Officer for further action.
- 6.4. Where Society groups have carried out or are responsible for activities like social fencing, fire prevention, plantations or maintenance of plantations, annual monitoring will be carried out by Project-approved monitors (Third Party) and the results of this monitoring linked to release of payments, a) for social fencing in lieu of barbed wire fencing, b) for fire prevention as specified in the Plan and c) for survival in forest plantations as given in the agreed to norms for that activity.
- 6.5. Settlement of Disputes: Settlement of disputes and conflict resolution will be governed as laid out under para 47, 48 and 49 of the Bye Laws notified by GoHP.

Memorandum of Understanding

We are aware that the benefits mentioned in this agreement shall be available to the Society only when it discharges its duties, responsibilities and works in a satisfactory manner and this is certified by the Forest Officer every year. However, if the Forest Officer fails to fulfil conditions mentioned in para 3 and 4 of this agreement and this is a cause for the Committee not able to discharge its responsibilities and works, then it will be kept in mind while evaluating the works of the Committee every year.

I _____, President, _____ Joint VFDS/BMC (Sub-Committee), declare on behalf of the Society, that I am committed to follow all the conditions mentioned in this MoU and am signing this memo after reading/understanding all conditions mentioned herein, literally and in their original meaning.

(Name and Signature of the President)
On behalf of VFDS/BMC (Sub-Committee)

Divisional Forest Officer
_____ Forest Division
(on behalf of HPFD)



Witnesses: Village Forest Development Society/BMC (Sub-Committee) and
The Forest Department for Participatory Forest Management.

1.

2.

3.

4.

I, _____, _____ [position] undertake, on behalf of
_____ Forest Department, to implement all duties/responsibilities of the
Forest Department mentioned in this memorandum.

(Name and Signature of the Divisional Forest Officer or other officer authorized by him) On
behalf of _____ Forest Department

Decision: The GB approved the agenda item as such.



ADDITIONAL AGENDA ITEM: 2

Approval to Hire at least 2 Housekeeping Personnel from Outsourced Agency at PMU Office, Shimla

At PMU Office, Shimla out of the sanctioned posts of 8 personnel (Peon/Housekeeping/Security), in spite of repeated requests, HPNRM Society, Solan could provide only 4 personnel (1 of which is under transfer and not relieved). Further, 1 of the Class 4 personnel deployed by HPNRMS is visually disabled and has made many requests to transfer him back to his home district Una.

In view of the above, it is submitted that at least 2 personnel for Housekeeping be allowed to be hired from outsourced agency for the PMU Office, Shimla.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the hiring of the services of two housekeeping staff for PMU office, Shimla through outsourcing.



ADDITIONAL AGENDA ITEM: 3

Hiring the Services of Local NGOs for Preparation of Micro Plans of Batch-1

The CPD explained that due to the Covid-19 and absence of requisite Staff the expected target of 75 Micro plans preparation in FY 2019-20 could not be finalised. In view of the above, the CPD proposed that the services of Local NGOs be hired to prepare the Micro Plans of Batch 1 (VFDS/BMC Sub-committees). As per the Project document (Institutional Arrangement), *“As required, resources organisations/ support agency shall be engaged by PMU to support divisional and range project offices, while NGOs would be engaged to support project range offices and community level organisations (VFDS/BMC) in field implementation.”*

Further, there will be no extra financial burden because there is a provision of funds to the tune of Rs. 32,000 per Micro Plan Preparation (reimbursable amount), which can be utilised for hiring the services of local NGOs.

The proposal was placed before the GB for its kind consideration and approval please.

Decision: The GB approved the proposal as such.

The meeting ended with a vote of thanks to the Chair and GB members.

