

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

PROCEEDINGS OF THE 4<sup>th</sup> GOVERNING BODY MEETING OF THE SOCIETY FOR IMPROVEMENT OF FOREST ECOSYSTEMS MANAGEMENT & LIVELIHOODS IN H.P. HELD AT H.P. SECRETARIAT SHIMLA ON 26.11.2020 AT 11:00 AM UNDER THE CHAIRMANSHIP OF SH. R.D. DHIMAN, ADDITIONAL CHIEF SECRETARY (FORESTS) TO THE GOVT. OF HIMACHAL PRADESH

The 4<sup>th</sup> 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 26.11.2020 under the Chairmanship of Sh. R. D. Dhiman, Additional Chief Secretary (Forests) to the Govt. of Himachal Pradesh. The list of the participants is annexed as **Annexure-A (Page-1)**

At the outset, the Chief Project Director-cum-Member Secretary Governing Body welcomed the Chairman and the other members of the Governing Body. He gave a brief introduction to the Project's Goals, Objectives, and expected outcomes.

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

**AGENDA ITEM: 1**

**Review of the agenda items of the 3<sup>rd</sup> Meeting of Governing Body**

<b>Agenda Item No.</b>	<b>Agenda/Decision</b>	<b>Action taken / Decision Taken</b>
1	Review of the Agenda items of the 2nd GB Meeting held on 30.04.2019	Reviewed the agendas of 2nd GB Meeting. <b>Item is dropped now.</b>
2	Statement showing Physical and Financial Progress for year 2019-20	Progress Reviewed in 3rd GB Meeting. <b>Item is dropped now.</b>
3	Status of Reimbursement Claims	GB showed satisfaction on the status of Reimbursement Claims <b>Item is dropped now.</b>
4	Balance Sheet of the Society for 2018-19 and Audit Statement	GB showed satisfaction with respect to Balance sheet and audit. <b>Item is dropped now.</b>
5	Proceedings of meetings of the Executive Committee (EC) of 'Society' during 2019-20.	GB showed satisfaction and ratified the same. <b>Item is dropped now.</b>
6	Delegation of the power to EC/CPD for deviation of APO, up to 20%.	Chairman desired to discuss this separately. <b>Item is dropped now.</b>
7	Approval of APO for FY 2019-20	Approved in 2nd GB Meeting. <b>Item is dropped now.</b>
8	Approval of Model and Norms developed by KfW Project for Plantations to be adopted for JICA Forestry Project.	Approved in 3rd GB Meeting. <b>Item is dropped now.</b>

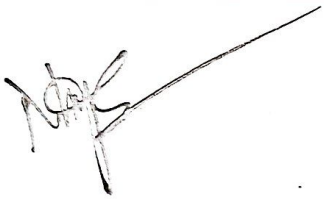
9	Research/Studies/Consultancies awarded in 2019-20 and to be awarded in 2020-21.	5 out of 7 have been in place and the 2 studies advertised but there was no response for these studies. As such process for re-advertising is on. Out of 5 studies of Biodiversity component 3 are in place and the process for one is in the final stage and in one study only one bid was received <b>Item is dropped now.</b>
10	Exposure visit and Training Calendar of the Stakeholders for the year 2020-21	Exposure Visits & Training could not be conducted due to COVID-19 situations prevailing till date. However, now one batch of field staff were taken to Swan Women Federation & Khan Mushroom Farm. <b>Item is dropped now.</b>
11	Re-designating the post of Programme Manager (Audit)/ (CA) as Programme Manager (Finance)	The services hired through Outsource agency since 13 July, 2020 as approved. <b>Item is dropped now.</b>
12	Hiring of services of an AE	The services hired w.e.f. 09.06.2020 as approved. <b>Item is dropped now.</b>
13	Outsourcing the task of Drones for Planning and Monitoring.	The matter is pending with CCF (IT). <b>The 4<sup>th</sup> Governing Body was apprised on decisions of the 3<sup>rd</sup> Governing Body Meeting, wherein it was decided to explore the possibility of procurement of drones and related services at HPFD level for entire HPFD. However, since the matter remained pending with CCF (IT), it has caused significant delay in implementation of planning and monitoring of project related activities, especially the preparation of GIS baseline survey data for VFDS/ Intervention areas of the Project. Therefore, after deliberations, the 4<sup>th</sup> Governing Body decided that the JICA assisted</b>

		<b>PIHPFEM&amp;L should hire the services of Drones for Planning &amp; Monitoring through an Outsourced Agency to be selected through RFP process. PMU will do the needful through tendering process.</b>
14	Hiring the services of a Media Specialist for Publications, Publicity and Extension of the Project.	The services hired through outsource agency w.e.f. 10 July, 2020 as approved. <b>Item is dropped now.</b>
15	CPD, PIHPFEM&L (JICA Funded) is to be authorised to recruit the remaining staff as per the 'Recruitment Procedure' laid down in the Operation Manual (OM)	Chairman desired to put the issue separately through PCCF (HoFF) who may give the latest position. <b>Item is dropped now.</b>
16	Permission for hiring of Vehicles for the Project Offices/Jadi Buti Cell/Rapid Response Teams	Being taken up separately as new agenda. <b>Item is dropped from here.</b>
17	Construction of a new Project Building, adjacent to Project Headquarters at Potters' Hill, Summerhill, Shimla.	Permission of JICA has been received the matter is under process with DFO, Shimla as deposit work. <b>The Chairman directed the Chief Project Director to ascertain whether construction of the proposed building needs FCA approval or otherwise.</b>
18	Announcement made by Hon'ble Forest Minister at the time of Inauguration of the JICA Project Office- Emplacement of Statue of Late Ms. Sushma Swaraj Ex. Hon'ble External Affairs Minister GoI.	The matter is still pending. The services of DFO, Shimla will be required for the purpose. For renaming the "Western Himalayan Temperate Arboretum" as "Smt. Sushma Swaraj Western Himalayan Temperate Arboretum" is being processed with PCCF (WL). <b>The Chairman directed the Chief Project Director to explore the existing policy of the Government pertaining to renaming and also to correspond with the concerned agencies in this regard i.e. HFRI and PCCF (WL)</b>
19	Management of the "Funds" of the Society to have maximum interest rate on the amount	Interest rate of Bank of India is highest among all the

	lying in the Society's Account.	Nationalized banks hence account retained with Bank of India. <b>Item is dropped now.</b>
20	Providing Video Conferencing facility to all Project Area offices.	The matter is still pending with CCF (IT). <b>The Chairman was apprised that the JICA assisted project has already upgraded and updated the Video Conference facility through purchase of Webex license and has been conducting workshops and trainings using the same.</b> <b>Item is dropped now.</b>
21	Developing a Dynamic Web Site for PIHPFEM&L(JICA Funded).	<b>The process for development of project website is under progress and it is expected that the general website will be ready shortly. However, the dynamic part of the website may take some more time.</b> <b>Item is dropped now.</b>
22	Minor amendments in Operation Manual	Chairman desired to put the issue separately through PCCF (HoFF). <b>Item is pending.</b>
23	Annual Report of the PIHPFEM&L (JICA Funded) for the year 2018-19	The GB showed Satisfaction with respect to the Annual Report. <b>Item is dropped now.</b>
24	Approval of the format of the ACRs of the Contractual/ Outsourced employees of the 'Society'	Approved in 3rdGB Meeting. <b>Item is dropped now.</b>
25	Tabling the documents/publications prepared till 31-03-2020	The GB showed Satisfaction with respect to the documents/publications prepared <b>Item is dropped now.</b>
27	Additional Funds to Rohru Forest Division for Nursery Improvement Works.	Funds have been provided; however keeping in view the zero expenditure till date needs review. <b>The 4<sup>th</sup> Governing Body was apprised on the reasons for allocating additional funds to DMU Rohru for Nursery Improvement Works, since in the selected ranges new</b>

		nurseries had to be developed under the project as no nursery existed in these ranges. However, keeping in view the low expenditure on account of Nursery Works, the Governing Body approved the decision to review the fund allocation to DMU Rohru.
28	Permission for telephone grant to staff deputed/hired in the Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.	Stand Granted as approved by GB. <b>Item is dropped now.</b>
29	Salary corrections for PMU Outsourced staff.	Item dropped and separate agenda has been proposed under "Any other Item." <b>Item is dropped from here.</b>

**Decision:** The action taken on the decisions of 3<sup>rd</sup> Meeting of the Governing Body of the Society for Improvement of Forest Ecosystem Management & Livelihoods in H.P., held at Shimla, on 26.11.2020 were reviewed and approved as mentioned against each item of Agenda – 1.



**AGENDA ITEM: 2**

**Statement showing Physical and Financial Progress for year 2020-21 till date**

The 4<sup>th</sup> Governing Body was apprised that the Physical and Financial Progress of the various activities up to 31-10-2020 is placed for the perusal of the Governing Body at Annexure-A

**Decision: After deliberations, the 4<sup>th</sup> Governing Body expressed the satisfaction on the Physical & Financial progress till 31.10.2020, especially keeping in view the Covid-19 situation. The item is dropped.**



### **AGENDA ITEM: 3**

#### **Revision of APO for 2020-21, in view of Covid-19 situation**

The 4<sup>th</sup> Governing Body was apprised that in the 3<sup>rd</sup> Meeting of the Governing Body, APO to the tune of Rs. 41.78 Cr (Rs. 40 Cr. for FY 2020-21 as provided under GIA and Rs. 1.78 Cr. the left out amount of FY 2019-20 in the Society's account) was approved for FY 2020-21.

In the wake of unprecedented outbreak of Covid-19 during the start of the current financial year, the implementation of project activities in the field were derailed especially those pertaining to Training & Capacity Building, Mobilization of Local communities, etc. A review was also taken by JICA India office through webinar, wherein they remarked for PMU office to review the financial outlay for FY 2020-21.

In view of the above situation and recommendation from JICA India, the APO for FY 2020-21 is proposed to be rationalized to Rs. 34.78 Cr. (around 16.75 per cent reduction). Revised APO is attached as Annexure-B. Detailed APO as Annexure-B1 (soft copy).

**Decision: The Chairman and the members deliberated upon the component wise revised APO allocation of the proposed activities in FY 2020-21. Keeping in view the prevailing situations of Covid-19 in the state and its impact on the pace of implementation of project activities in the field, the revised APO for FY 2020-21 (Annexure-B and B1) to the tune of Rs. 34.78 Cr was approved.**



**AGENDA ITEM: 4**

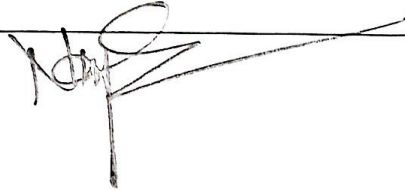
**The Status of Reimbursement Claims for FY 2020-21 (till 30/11/2020) was placed before the 4<sup>th</sup> Governing Body for its perusal as under:**

Sr. No	Month	Total Expenditure	Loan amount (Reimbursable amount)	Counterpart funding (Non-reimbursable-State share)	Status of Reimbursement Claims	Remarks
1	2	3	4	5	6	7
1	April'20	27,17,865	16,26,110	10,91,755	Received	
2	May'20	51,47,887	35,59,253	15,89,564	Rs. 19,44,746/- Received, Balance of Rs. 16,14,507/- of PMC payment, is yet to be received from JICA	
3	June'20	45,98,069	66,34,818	14,03,778	Received	Rs.34,41,457/- expenditure booked against the funds revalidated for FY 2020-21
4	July'20	66,99,801	61,85,682	13,14,119	Received	Rs.8,00,000/- expenditure booked against the funds revalidated for FY 2020-21
5	Aug'20	1,10,30,045	1,00,17,160	18,28,440	Received	Rs.8,15,553/- expenditure booked against the funds revalidated for FY 2020-21
6	Sept.'20	3,14,27,151	2,95,83,754	18,65,373	Received	Rs.21,975/- expenditure booked against the funds revalidated for FY 2020-21
7	Oct'20	1,49,56,121	1,56,54,754	17,76,339	Filed, yet to receive	Rs.24,74,973/- expenditure booked against the funds revalidated for FY 2020-21
8	Nov'20	1,99,56,018	-	-	Will be filed after closing of the Month	Rs.1,28,000/- expenditure booked against the funds revalidated for FY 2020-21
	<b>Total</b>	<b>9,65,32,957</b>	<b>7,32,61,531</b>	<b>1,08,69,368</b>		



The 4<sup>th</sup> Governing Body was apprised that the PMU is filing the reimbursement claims on monthly basis and the Donor Agency (JICA India) and DEA are approving the same on regular basis. For the pending reimbursement of PMC Fees, it is being pursued with DEA and JICA.

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

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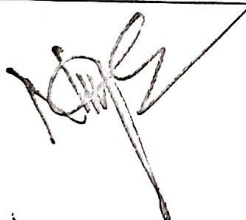
## AGENDA ITEM-5

### Additional Funds for Range Level Nurseries – DMU Parvati & DMU Mandi for Nursery Improvement Works

The 4<sup>th</sup> Governing Body was apprised that under Improvement of Nurseries, Rs. 17.21 lakh are allocated for each range level nursery in the Project. DMU Parvati and DMU Mandi have developed modern nurseries with facilities of polyhouses, installation of sprinklers etc. However, the allotted budget of Rs. 17.21 lakh per nursery have been exhausted and demand for additional funds has been made by the respective DMUs, as follows, to expedite the completion of essential works in the mentioned nurseries.

No.	Circle	Division	Range	Nursery	JICA Provision (in Rs.)	Expenditure till date (in Rs.)	Additional demand (in Rs.)
1	Kullu	Parvati	Jari	Dhunkhara	17.21 lakh	17.21 lakh	3.5 lakh
			Hurla	Chutti Bihal	17.21 lakh	17.21 lakh	1 lakh
			Bhunter	Shamshi	17.21 lakh	17.21 lakh	1 lakh
<b>TOTAL for DMU Parvati</b>							<b>5.5 lakh</b>
2	Mandi	Mandi	Drang	Manglana	17.21 lakh	17.21 lakh	2.5 lakh
			Mandi	Kangni	17.21 lakh	17.21 lakh	1 lakh
			Kotli	Lagdhar	17.21 lakh	17.21 lakh	1 lakh
			Kataula	Kataula	17.21 lakh	17.21 lakh	1 lakh
<b>TOTAL for DMU Mandi</b>							<b>5.5 lakh</b>

**Decision:** The 4<sup>th</sup> Governing Body approved the proposal of providing additional funds to the tune of Rs. 5.5 lakh each to DMU Parvati and DMU Mandi as proposed over and above the JICA provision for range level nurseries.



**AGENDA ITEM: 6**

**Nursery raising of Chilgoza at DMU Kinnaur and Seabuckthorn by DMU Lahaul and DMU Spiti WL.**

The 4<sup>th</sup> Governing Body was apprised that in order to promote Sea-buckthorn plants in Lahaul, Spiti (WL) and Chilgoza plants in Kinnaur Forest Division respectively in Tribal areas, the detailed proposals from respective DFOs have been received in this office (Annexure-C), to raise 80,000 plants of Sea-buckhorn in Lahaul Forest Division, 1 Lac plants of Sea buckhorn in WL Spiti Division and 60,000 plants of Chilgoza in Kinnaur division. They have demanded funds to the tune of Rs. 10 lakh, 10 lakh and Rs.10.17 lakh respectively which stands given to them from the current year APO.

Division	Raising of Plants	APO approved
DMU Lahaul	80,000- Sea-buckthorn	Rs. 10 lakh
DMU WL Spiti	1 Lac – Sea-buckthorn	Rs. 10 lakh
DMU Kinnaur	60,000 - Chilgoza	Rs. 10.17 lakh

These plants so raised will be utilized in the Plantations areas of Batch-II & III in these divisions and also will be provided to the communities for raising the same on their private land through HPFD.

**Decision:** The Chairman and the members deliberated on the need of increasing the propagation of Sea-buckthorn and Chilgoza in the state, especially under the backdrop of the economic potential of both the species. The Chairman desired for the project to have a more comprehensive plan based on the synergies drawn from the existing knowledge with various Departments such as Science & Technology, Agriculture, Industries etc. to boost the cultivation of Sea-buckthorn and Chilgoza under the project.

The Chairman directed that keeping in view the difficulty in propagation of these species, the Project should seek help of Agriculture University, Palampur; University of Horticulture & Forestry, Nauni; or any other institutions who have scientific knowledge about the propagation of these species.



**AGENDA ITEM: 7**

**Jadi-Butti Cell Progress and IGA Models for Commercial Propagation of Medicinal Plants:**

The 4<sup>th</sup> Governing Body was apprised that the Jadi-Butti Cell is functional w.e.f. July 2020 and lots of work has been done by the Cell since its inception. The services of universities have been hired as per Project document. The Survey of the Project area was done by the University and the reports are expected shortly. For the current Financial Year JB Cell has prepared “Five models” for commercial propagation of the medicinal and Aromatic plants which are placed as Annexure-D. These models are placed for consideration and approval of the Governing Body, please.

In addition to this it was necessitated to hire a Local Expert who has practical knowledge of the various medicinal and Aromatic plants. As such the services of Shri H.R. Goswami has been hired who will facilitate to make “Himachal Pradesh as Herbal State”. He is on the job to prepare a holistic conceptual report which will be in line with the Govt. of Himachal Pradesh Forest Department Scheme “Van Samridhi Jan Samridhi”.

**Decision: The Director, Jadi-Butti Cell apprised the Chairman and all members of the 4<sup>th</sup> Governing Body about the approach and action plan of the Jadi-Butti Cell regarding the commercial propagation and cultivation of NTFPs (medicinal and aromatic plants) under the project. He shared and explained the details of the proposed models (Annexure-D) pertaining to Medicinal & Aromatic Plants (MAPs) i.e. Palmarosa Grass (Lemon Grass) in DMU Bilaspur; Tor Leaves for Making Leaf Plates in DMU Mandi & Bilaspur; Paris polyphylla (Satua) in DMU Rohru & Chopal; Chil needles for Briquettes making by using mobile hydraulic units for compressing. The Governing Body was apprised that some more such models will be prepared in future by the Jadi-Butti Cell for different zones and with different commercially viable MAPs species.**

**The Governing Body appreciated the work being done by the Jadi-Butti Cell keeping in view the mandate of HPFD Scheme ‘Van Samridhi Jan Samridhi’. The Governing Body approved the Five Models at Annexure-D and gave its go ahead for its implementation in the field.**



## AGENDA ITEM – 8

### Permission for Hiring of Vehicles for PMU Shimla Office and FTU Level

(A) The 4<sup>th</sup> Governing Body was apprised that this item was taken to 3<sup>rd</sup> GB Meeting held on 13.05.2020, as Agenda Item No. 16. Subsequently, as per the decisions of the Governing Body, a single file was moved for permission for hiring of three vehicles for the PMU. While granting approval, the Chairman of the Governing Body observed as under:

*“Pl. hire 2 vehicles to begin with. Pls. put up for review along with the details after 6 months.”*

As such, 2 vehicles have been hired at PMU Shimla office. In last 6 months, the mobility requirements of the PMU Shimla office have increased manifolds owing to the frequent field visits being made by the PMU Staff i.e. Programme Managers and Subject Matter Specialists to spearhead the implementation of Batch I activities and preparatory works for the Batch II.

In addition to above, AE in the PMU is also making field visits to prepare and technically scrutinize estimates for various works being carried out under the project.

In the current financial year the project has been successful in finalizing and initiating the works on 7 Consultancy Studies, which too requires for the PMU Staff to accompany the contracted agencies into the field such as GIS Based Survey & Mapping of Intervention Area and Socio-economic Baseline Surveys.

In the above mentioned scenario, the 2 hired vehicles remain constantly engaged in various field visits, thereby creating a pressing need for the PMU Shimla office to hire 1 more vehicle to facilitate day-to-day working of the remaining PMU Staff. This requirement to hire 1 more vehicle gains further prominence under the prevailing conditions of COVID-19 in Shimla, where in the Project aims to avoid travel by public transport by the PMU Staff to ensure their safety and unnecessary exposure to crowded spaces.

Therefore, it is proposed that the approval may be accorded to hire 1 more vehicle (Bolero/equivalent) for PMU Shimla office.

(B) For the vehicle requirement at FTU Level (Range offices), the Governing Body in principle approved the hiring of Vehicle (Bolero Camper/ equivalent utility vehicle) vide Agenda Item No.-16 of the 3<sup>rd</sup> Governing Body meeting, keeping in view the rationale given below:

As per the Project Document, there is a provision of hiring vehicles for the FTU offices (Project ranges) for a period of 45 months to improve the mobility of the FTU Staff during Project implementation period i.e. w.e.f. 01.04.2020. In the Batch I of 16 ranges, activities relating to plantation works, implementation of activities identified in the finalized Micro Plans has already started. Further, the project work has also been initiated preparatory works in Batch II of 29 ranges. Hence, at this stage there is a requirement of 16 and 29 vehicles for Batch I and II at FTU level, respectively.

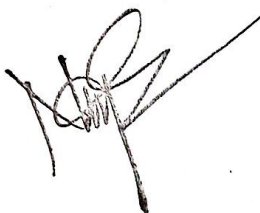
The agenda is again placed before the Governing Body to accord approval to hire vehicles (on rent basis) by the Range officers to facilitate mobility of the FTU Staff.

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 – Batch I 29 – Batch II	Bolero Camper / equivalent utility vehicle	4.1.2.1 under component 4 (Institutional Capacity Strengthening)
PMU Shimla	2 already hired 1 proposed to be hired	Bolero/ equivalent	4.1.2.1 under component 4 (Institutional Capacity Strengthening)

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

**Decision:** The Governing Body approved the proposal for hiring 16 and 29 Bolero Camper/ Equivalent for Batch – I & II Ranges of the Project area. The Governing Body also gave its approval to hire one more Bolero/Equivalent for PMU. The Chairman further directed that for hiring of Bolero Camper/ Equivalent vehicles for Ranges, Tender system be followed for the procurement.



## **AGENDA ITEM -9**

### **Requirement of more Retd. HPFS officers to expedite implementation of project activities in the field**

The 4<sup>th</sup> Governing Body was apprised that the approval was given by the ACS (forests)-cum-Chairman of Governing Body on a single file for engagement of Retd. HPFS officers under the Project. While granting the approval, the Chairman of Governing Body observed as under:

*“To begin with please restrict it to 8 Retd. Officers. Let’s evaluate how it goes.”*

It is worth mentioning that the services of Retd. HPFS officers were of immense use and were instrumental in expediting project activities, especially for effective involvement of communities, PRA exercises, Micro Plan Preparation, formation of SHGs and documentation of the processes.

In addition to this these Retd. Officers are also acting as TOTs for the Frontline staff of HPFD in understanding the various concepts and activities in the field. Even they are quite helpful for the DMUs to implement the Project in the field.

The DMUs where Retd. HPFS officers were deployed, the progress of project has received much needed impetus compared to the DMUs where Retd. HPFS officers were not deployed. Therefore, it is proposed that in addition to the 8 Retd. HPFS officers, the services of another 6 Retd. HPFS officers may be allowed to be hired for the DMUs where these Retd. HPFS officers could not be deployed in the first go.

**Decision: The Chairman took cognizance of the need to engage the services of Retd. HPFS Officers in the project as their inputs were observed to be directly linked to the envisaged outcomes of the project related to expedited community mobilisation, micro plan preparations, and implementation of activities in the field.**

**After deliberations, the Governing Body approved the proposal to engage six more Retd. HPFS officers in addition to existing eight Retd. HPFS officers, for DMUs where the same could not be deployed in the first go, and desired that a fixed remuneration be paid to the Retd. HPFS officers. As such it was approved that a fixed remuneration to the tune of Rs.50,000/- (fifty thousand only) fixed (KfW Project is also paying Rs.50,000/- fixed for the Retd. HPFS officers hired under the KfW project), to be paid to the Retd. HPFS officers.**



## **AGENDA ITEM-10**

### **Requirement of more Retd. ROs/Dy.ROs. For Job assignment of SMS in the field till the requisite staff is deployed.**

The 4<sup>th</sup> Governing Body was apprised that this agenda was discussed as Agenda Item No. 15 during the 3<sup>rd</sup> Meeting of Governing Body held on 13.05.2020. As per decision of the 3<sup>rd</sup> Governing Body:

*“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. Ranger /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”.*

As such single file was moved and the approval was given by ACS (forests)-cum-Chairman of the Governing Body for the engagement of Retd. ROs /Dy. ROs. While granting the approval, the Chairman of Governing Body observed as under:

*“Let’s begin with taking the services of 8 Retd. ROs/Dy. ROs. Will be reviewed after 6 months”.*

Consequently, the DFO’s were asked to hire the service of Retd. ROs/Dy. ROs. for doing the Job assignment of the SMSs in the field. It is worth mentioning that the engagement of these Retd. ROs has played a significant role in facilitating the planning and implementation of project activities where the said Retd. ROs have been engaged.

These ROs were engaged to perform duty of Subject Matter Specialists (SMS) which were to be recruited by HPNRMS for PIHPFEM&L, only till the new recruits are engaged. The situation of recruitment still remains unchanged and is likely to take quite some time.

In view of the above, it is submitted that the services of the already engaged Retd. ROs/Dy. ROs may be continued and the services of another 6 ROs/Dy. ROs. As proposed on the single file earlier may also be allowed to be engaged under the Project, till the requisite staff is deployed.

**Decision: The Governing Body approved the proposal to continue with the services of the already engaged Retd. ROs/Dy. ROs, and also approved the proposal to engage another 6 Retd. ROs/ Dy. ROs till the requisite staff is deployed.**





## AGENDA ITEM-11

### Review and proposal regarding increase in salary of the different categories of staff to be hired through HPNRMS/Other outsource Agencies:-

The 4<sup>th</sup> Governing Body was apprised that the staff posts were demanded as per Project requirement in 2018 at the inception of the project, and the posts sanctioned for JICA assisted PIHPFEM&L vide Notification No. FFE-A (B) 2-3/2018 dated 26.07.2018 by GoHP.

It was decided in the 1<sup>st</sup> Governing Body Meeting held on 06.08.2018 vide agenda No.-4 (copy enclosed as Annexure-E) that the staff is to be provided by HPNRMS Solan out of the existing staff with the HPNRMS Solan and salary will be given as per HPNRMS norms for the staff deputed by them. After approval by the Addl. Chief Secretary (Forests) to the GoHP, some of the staff (like Programme Manager, Subject Matter Specialist, Office Manager/ Accountants etc.) were procured through NRTC, Parwanoo in February 2019 as HPNRMS was unable to provide the requisite staff.

On subsequent meetings and fine tuning of required qualifications of the various categories of staff including Jadi-Buti Cell, a meeting with Chief Project Director (IDP)-cum-CEO HPNRMS Solan was held on dated 16.11.2019 and the structure of the required staff, their essential & desirable qualifications was decided (copy of the same is placed as Annexure-F.)

Somehow the salary for the Accountants-cum-Computer Operators was decided in the 1<sup>st</sup> GB at Rs. 12,000/- per month whereas the candidates for this post are required to have qualification as Graduate with PGDCA and excellent knowledge to work on Computer Accounting Software (Tally etc.) and Spreadsheets.

At present HPNRMS has provided 12 Data Entry Operators (out of those 12, 3 are under transfer) to handle the Accounts of the JICA Project at DMU and FCCU level. These Data Entry Operators are paid in accordance with the HPNMRS norms. Somehow in spite of repeated trainings given to them few of them are learning "Double Entry System" of JICA Project Accounting but most of them are not able to cope with that and the burden lies on the Accountants of the DMUs/FCCUs.

As per Operation Manual of the Society (P-22) 2.4.1 Recruitment of Personnel, Salary & Recommendation, B-Contractual Employees ***"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”.*

Now since new Accountants-cum-Computer Operators are to be recruited by HPNRMS, in accordance with the essential & desirable qualifications decided in the meeting held on 16.11.2019 Chaired by Chief Project Director (IDP)-cum-CEO HPNRMS Solan. Therefore, it is proposed that the emoluments of this category of staff should be upgraded minimum from Rs. 12,000/- to minimum Rs. 17,000/- per month, so that the suitable candidates apply for the designated posts of Accountants-cum-Computer Operators. Rest of the terms and conditions remains unchanged. The power to decide the emoluments is vested with the Governing Body of the Society.

**Decision:** After deliberations, the Governing Body approved that the emoluments of Accountants-cum-Computer Operator category of staff should be upgraded minimum from Rs. 12,000/- to minimum Rs. 17,000/- per month.

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**AGENDA ITEM: 12**

**Announcement made by Hon'ble Forest Minister during his visit to JICA PMU Shimla Office on 20.08.2020**

The 4<sup>th</sup> Governing Body was appraised that the Hon'ble Forest Minister while visiting the PMU and checking the review of JICA assisted PIHPFEM&L has given certain direction to be implemented in the field. The proceedings of the review meeting are enclosed as Annexure-G. Some of the prominent announcements are as under:-

1. Inclusion of Kangra district under JICA-PIHPFEM&L: The matter has already been referred by GoHP and pending with GoI and JICA Office.
2. Raising of Horticulture Plants: Hon'ble Forest Minister directed to use a part of the JICA nurseries for raising Horticulture plants in order to enhance the income of the Forest dependent communities. For this, the FCCU-cum-CCF/CF and DFO-cum-DMU Officers were requested to explore the scope of raising of such Horticulture plant species in the JICA project nurseries and were requested to send proposal pertaining to their Circles/Divisions, so that funds could be provided from the project for the purpose.
3. Establishment of "Navgrah Vatikas" in Project areas: For this the FCCU-cum-CCF/CF and DFO-cum-DMU Officers were requested to explore the scope of establishing the "Navgrah Vatikas" and were requested to send proposal pertaining to their Circles/Divisions, so that funds could be provided from the project for the Establishment of "Navgrah Vatikas" atleast one in each FCCUs in the first go.
4. Hiring of Local SWC Consultants: The matter was taken up with SOFRECO for hiring of Local SWC and the local SWC Expert is in place now.

**Decision: The Governing Body took the note and approved the agenda as such.**



**AGENDA ITEM: 13**

**Review of Project Management Consultants (PMC)- update for the Governing Body**

The 4<sup>th</sup> Governing Body was apprised that after the lapse of 1 ½ years, SOFRECO was not able to provide the service of “Soil & Water Expert”. The “Expert on Bio-diversity” although worked for sometime but the quality of work was not found upto the mark. The matter was taken up with SOFRECO by PMU and after deliberative through Webinar. The replacement of the two consultants viz (i) Soil & Water Conservation along with local SWC expert and (ii) “Bio-diversity Conservation”, was proposed by SOFRECO. The proposal was sent to JICA India Office after due evaluation. JICA India has given its concurrence vide its letter no. JICA (ID) 2020-485 dated October 28, 2020. The same has been done by SOFRECO now and the Biodiversity Conservation Expert Dr. Pravat Sutar and local SWC Expert Sh. HR Sharma have already started functioning and Dr. Tiwari the SWC Expert will be reporting to PMU in 1<sup>st</sup> week of December, 2020.

**Decision: The Governing Body took the note of the information regarding Project Management Consultants engaged under the project, and approved the agenda as such.**

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## AGENDA ITEM NO.-14

### Livelihood Activities identified during Mirco Planning Process of Batch-I (VFDS/BMC Sub-committee)

The 4<sup>th</sup> Governing Body was apprised that as per the Component 3 of the project, Income Generation Activities (IGAs) and Livelihood issues are to be addressed under the Project. For this, SHGs/CIGs are formed/ being formed during the Micro-planning process. There is a provision in the project document for providing Rs. 1 lakh to each SHG/CIG as seed money (Livelihood Improvement Fund) for making the group functional. Further, different IGAs were identified during the course of Micro-planning process for which a simple business plan for different activities is required to be prepared.

For implementation of these business plans, certain support is to be provided from the project funds and for rest of the finances, the respective SHGs/CIGs are to be linked to the financial institutions. For this purpose, seven cost models have been prepared which are annexed as Annexure-H.

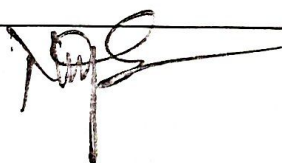
The Governing Body was further apprised that as such, since these models will be prepared for each VFDS, therefore, the power to approve the Business Plan is required to be delegated at DMU/FCCU/PMU level. As such, the following proposal was made (annexed on Page 90 of Annexure-H) under “*Administrative Approval and Financial Sanction of Livelihood Sub Projects or Business Plans*”, as below:

“DMU-CUM-DFO	Livelihood Sub Project	Upto	5.00 lac each case
FCCU-Cum-CCFs /CFs	Livelihood Sub Project	Upto	10.00 lac each case
CPD	Livelihood Sub Project	Upto	25.00 lac each case

For the execution of livelihood sub projects/business plans costing more than 25.00 lac, prior approval of Governing Body will be taken.”

**Decision:** The Governing Body deliberated and discussed the most viable and sagacious cost models for supporting IGAs under the project. The cost models annexed at Annexure-H, were discussed item-wise and after taking inputs from other members, it was decided that only 50 per cent of the capital cost (including construction of common shed area/facility etc.) to be covered under the project for each IGA, and for the remaining 50 per cent, either the SHGs/CIGs can contribute the entire 50 per cent or may take a portion as loan from the Financial Institutions/Banks, which will be decided by SHGs/CIGs. The recurring cost associated with the IGAs is to be borne by the respective SHG/CIGs. Further, it was decided that for training and capacity building activities related to the IGAs, the Project will bear 100 per cent cost.

For the approval of Business Plans, the proposed delegation of powers was approved by the Governing Body.



**AGENDA ITEM NO.-15**

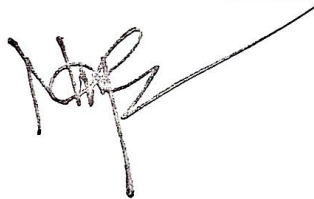
**ANY OTHER AGENDA-1:**

**Replace/Re-designate the post of Clerk as “Monitoring Assistant” to JICA Regional Office, Kullu:-**

The 4<sup>th</sup> Governing Body was apprised that the post of Clerk was allocated to JICA Regional Office, Kullu, vide GoHP Notification No. FFE-A (B) 2-3/2018 dated 26.07.2018, when staff was deployed from HPNRMS Solan, one Monitoring Assistant was provided against this Post of Clerk. The services of this official from HPNRMS Solan are being utilized as Monitoring Assistant in the field and not as a clerk in the office, as the Kullu Office is concerned with Monitoring & Evaluation of Project activities. The salary, as paid by HPNRMS Solan for the post of Clerk and Monitoring Assistant will remain the same and there will be no addition of salary if the post is replaced/re-designated as Monitoring Assistant.

It is therefore, proposed to replace/re-designate the post of Clerk as “Monitoring Assistant” to JICA Regional Office, Kullu.

**Decision: The Governing Body approved the proposal for re-designation of the post of Clerk as “Monitoring Assistant” at JICA regional office, Kullu, with the condition that there will be no change in emoluments being paid to the Monitoring Assistant.**



## **ANY OTHER AGENDA-2:**

### **Shifting of Addl./Project Director, Rampur (JICA-PIHPFEM&L) Office to Chief Project Director (JICA-PIHPFEM&L), Shimla Office.**

The 4<sup>th</sup> Governing Body was apprised that under the JICA assisted PIHPFEM&L, the office of the Chief Project Director (PMU Shimla Office), has been setup in Shimla at Potters' Hill to expedite the overall planning and implementation of the Project activities in the State. Further, two regional offices are also established in Kullu and Rampur, which are responsible for Monitoring & Evaluation, and Capacity Building, respectively.

The regional office of Additional Project Director (Institutional and Capacity Development) at Rampur is the dedicated office looking after Training & Capacity Building activities under the Project, with the following specific assignments, as notified:

- Overall planning & implementation of interventions
- Preparation of Annual plan
- Technical guidance and supervision
- Coordinate for inter-sectoral convergence
- Strategize gender mainstreaming and support women/vulnerable group empowerment
- Develop partnerships & networks
- Coordinate with DMUs and FCCUs offices

In this context, it is to bring to your kind notice that the post of Additional Project Director at Rampur is continuously lying vacant since August, 2019. Initially the additional charge was given to DM Rampur and since May 2020 the additional charge is being handled by Divisional Forest Officer (DFO), Rampur. DFO Rampur is already engaged in implementation of activities under JICA assisted PIHPFEM&L in addition to the departmental work and is unable to give his undivided attention toward implementation and achievement of Project activities. This erratic deployment of staff to run the regional office has been significantly hampering the project progress especially on account of training activities. Further, in absence of continuous charge and responsibility, the project is unable to fully utilize the services of HPFD Staff posted at APD Rampur office.

Additionally, the Programme Manager and Subject Matter Specialist responsible for Training and Capacity building have been posted at PMU Shimla office and working directly under the supervision of the Chief Project Director.

It is therefore proposed to shift the office of Additional Project Director (JICA-PIHPFEM&L) to the Chief Project Director (JICA-PIHPFEM&L) office at Potters' Hill, Shimla to ensure that all activities related to Capacity Building and Training under the Project are expedited in a smooth and efficient manner.

**Decision:** The matter was deliberated upon at length by the Governing Body and it was decided that it will be in the interest of the Project functioning if the office of APD Training & Capacity Building is shifted to Shimla. However, the field staff (one Dy. Rangers and two Lady Forest Guards) presently working at Rampur may continue to operate from Rampur itself. It was decided that the request to post one officer of DFO rank as APD Training & Capacity Building at Shimla be made to GoHP.

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**ANY OTHER AGENDA-3:**

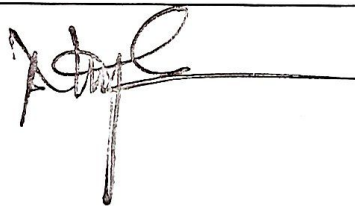
**Inclusion of all 7 CCFs/CFs (FCCU offices) as Members of the Governing Body**

The 4<sup>th</sup> Governing Body was apprised that as per the existing composition of Governing Body, CCFs of the 7 FCCU offices under the Project are invited to attend the meeting on rotation basis. However, it is submitted that all FCCU offices play a critical role in providing overall guidance, planning, implementation, and supervision of project activities in the field while maintaining a vital link between the Project and the regular departmental activities. Further, the FCCU offices are also involved in channelizing funds to project divisions through a system of 'Fund Advice Note' submitted to PMU for release of funds as per annual plan to project DMUs both for departmental and PFM mode activities.

In view of above, it is deemed imperative to keep all 7 FCCU Offices i.e. CCFs/CFs well-apprised and involved in planning, review of project progress, and other pertinent management decisions related to the Project.

It is therefore proposed to include all 7 CCFs/CFs (FCCU Offices) as members of the Governing Body of the Society.

**Decision: The Governing Body approved the proposal to include all 7 FCCU Offices under the project as members of the Governing Body of the Society. Further, the Chairman directed that in addition to above, representatives from Department of Agriculture, Horticulture, Animal Husbandry, and UHF Nauni, and Agriculture University, Palampur be invited as special invitees for the meeting of Governing Body.**

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#### **ANY OTHER AGENDA-4:**

##### **Salary corrections for PMU Outsourced staff:**

The 4<sup>th</sup> Governing Body was apprised that 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.

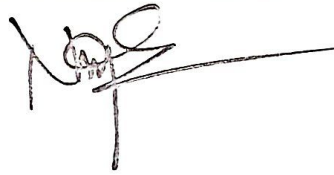
We have another source of employees from NRTC, who has specifically recruited the 18 employees for the JICA Project purpose only. Somehow while preparing the essential qualification for different post *viz-a-viz* emoluments, a comprehensive comparison with other similar employees recruited for JICA assisted 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:

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:

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

**Decision:** The Chairman directed to prepare the details on qualification, job roles and emoluments for all staff posts and desired to put up the matter on a single file.



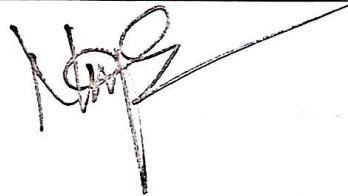
**ANY OTHER AGENDA-5:**

**Declaring Superintendent in PMU as Sub disburser.**

The 4<sup>th</sup> Governing Body was apprised that as per the Operational manual Pt. 4.7 "Funds Management at PMU" point 7 - *"Implementation of the Project PIHPFEM&L there is provision for maintaining an imprest not exceeding Rs. 50,000/- to meet out day- to-day administrative expenses. In this context the provision for imprest amounting to Rs. 50,000/- should be sanctioned to meet the petty expenses in connection with the project activities"*.

Presently advance is given to Supdtt. (Gr-II), JICA to meet the petty expenses in connection with the project activities who keeps the advance in his personal accounts. In order to ensure smooth functioning, Supdtt. (Gr-II), O/o CPD JICA will be declared as sub-disburser who will use this imprest account and will maintain cashbook for the same on day-to-day basis and will submit the account to PMU on monthly basis. For the said purpose, we need to open an account of the sub-disburser with the nearest Nationalized Bank to PMU, which will be operated by the sub-disburser. The bills/vouchers will be sanctioned by the already declared DDO, O/o CPD (PIHPFEM&L) i.e. Project Director (Admin & Finance).

**Decision: The Governing Body approved the proposal as such.**



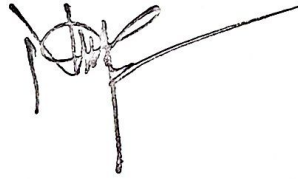
**ANY OTHER AGENDA-6:**

**CPD, PIHPFEM&L (JICA Funded) to be authorized to engage two workmen (Class IV) from Outsource Agency at PMU Office, Shimla**

The 4<sup>th</sup> Governing Body was apprised that at PMU Office, Shimla out of the sanctioned posts of 8 Class IV personnel (Peon/Housekeeping/Security) only 3 personnel are working at the moment. Not only it impacts the regular day-to day operations of the PMU Office; in absence of a Chowkidar the safety and security of the office premises is also compromised. Despite repeated requests to HPNRM Society, Solan no deployment/ hiring has been made for the project.

In view of above, it is proposed that at least 2 Class IV personnel be allowed to be hired from outsource agency already shortlisted through tenders recently, for the PMU office, Shimla.

**Decision: The Governing Body approved the hiring of the services of two workmen (Class-IV) for PMU Office, Shimla as proposed.**

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**ANY OTHER AGENDA-7:**

**Hiring of Subject Matter Specialist (SMS) under Eco-Tourism Cell in HPFD by JICA assisted PIHPFEM&L through an Outsourced Agency**

The 4<sup>th</sup> Governing Body was apprised that in order to carry out supervision and monitoring of Eco-tourism related activities in Himachal Pradesh, an Eco-Tourism Cell is being constituted within the Forest Department.

In view of above, Pr. CCF (HoFF) has directed JICA assisted PIHPFEM&L to hire the services of a Subject Matter Specialist (SMS) through an Outsourced Agency to support the functioning of the Eco-Tourism Cell.

The SMS so engaged will be paid fixed emoluments @ Rs. 30,000/- per month and the ToR for the job assignment will be finalized by CCF (Eco-Tourism).

Similarly, the Governing Body was apprised that as per the sanction of posts for JICA assisted PIHPFEM&L, two ministerial staff (one Supdt. G-I and one Sr. Assistant) is to be provided on deputation from HPFD. Now, Pr. CCF (HoFF) has ordered the transfer of one of the ministerial staff (JOA-IT) without any substitution. Now, HPFD wants that the services of one Retd. Sr. Assistant be hired by JICA assisted PIHPFEM&L and provided to Forest Headquarters at Talland in lieu of the JOA-IT under transfer.

**Decision: Both the proposals were deliberated upon at length and the Chairman desired that the services of the SMS for Eco-Tourism Cell be engaged under HPECOSOC and services of a Retd. Sr. Assistant can be hired by HPFD after seeking the approval by sending the proposal on a single file to the GoHP.**



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

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