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Himachal Pradesh Forest Department

From:

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

To:

Project Director (PIHPFEM&L), Kullu-cum-Member Executive
Committee
Project Director (PIHPFEM&L), Shimla-cum- Member Secretary
Executive Committee
Addl. Project Director (PIHPFEM&L), Kullu
Deputy Project Director (PIHPFEM&L), Rampur-cum-Member
Executive Committee
Deputy Project Director (PIHPFEM&L), Kullu-cum-Member
Executive Committee

Dated Shimla, the

17 OCT 2018

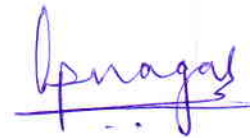
Subject:

Proceedings of the 2nd meeting of Executive Committee under the
Chairmanship of Sh. Alok Prem Nagar (Chairman Executive
Committee) of Society for Improvement of Forest Ecosystems
Management & Livelihoods in H.P. for JICA assisted Project for
Improvement of Himachal Pradesh Forest Ecosystems
Management & Livelihoods.

Sir,

Enclosed please find herewith, Proceedings of the 2nd meeting of
Executive Committee under the Chairmanship of Sh. Alok Prem Nagar (Chairman
Executive Committee) of Society for Improvement of Forest Ecosystems Management
and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal
Pradesh Forest Ecosystems Management & Livelihoods held on 04.10.2018 at Shimla,
for information and further necessary action please.

Encl: As above



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

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Proceedings of the 2nd meeting of Executive Committee under the Chairmanship of Sh. Alok Prem Nagar (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods held on 04.10.2018 at Shimla.

The 2nd meeting of Executive Committee of Society for Improvement of Forest Ecosystems Management and Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods was held on 04.10.2018 at Shimla. The following were present in the meeting:-

1. Sh. Alok Prem Nagar, Chief Project Director JICA Forestry Project-cum-Chairman Executive Committee.
2. Smt. Meera Sharma, Project Director JICA Forestry Project-cum-Member Executive Committee.
3. Sh. Raman Sharma, Project Director JICA Forestry Project-cum-Member Secretary Executive Committee.
4. Sh. Hardev Singh Negi, Deputy Project Director JICA Forestry Project-cum-Member Executive Committee.
5. Sh. Pune Ram, Deputy Project Director JICA Forestry Project-cum-Member Executive Committee.

Project Director JICA Forestry Project Shimla-cum-Member Secretary Executive Committee welcomed the Chairman and all the participants and the following agenda items were discussed:

1. Presentation by Project Director (M&E) Smt. Meera Sharma, JICA Forestry Project:- Project Director Kullu gave a presentation regarding detailed plan for achieving targets as per approved schedule (enclosed as annexure-I). Detailed discussion were held and the following decisions were taken:-
 - (a) Government orders for deployment of staff to field implementation units as per MoU and for circle offices to supervise monitor review and assist DMUs needs to be got issued from competent authority. MoU between HPFD and Society for the Project, deputation of staff to PMU of the Project and ToR preparation & approval for deployed staff needs to be pursued at the appropriated level.
 - (b) For Gram Panchayats identification under component 1.1.1, PD Kullu to take action for developing range wise strategy. It was decided to conduct meetings in each circle after 15th November in which all concerned Pradhans/Up-pradhans shall be called. Accordingly, PD Kullu is to finalize the Gram Panchayats identification in Kullu/Mandi Circle and prepare list of invitees and draft agenda of the meetings. PD Kullu will prepare the gender action plan, and monitoring & evaluation plan for the project to make clear roles/responsibilities of different officers for seeking/obtaining objective information from each

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- (c) DPD Rampur was directed to prepare training module and schedule for this financial year. Training on Tally Software for the Computer Operators/Accountant also needs to be arranged, for which Sh. Jeevan in CAMPA cell may be contacted. Rampur office will also finalize FEMP and CD & LIP formats and guidelines.
- (d) The manuals/plans scheduled for this year as per component 1.4.0, 1.5.0, 2.2.0, 3.1.4, 3.3.6.0, 4.3.2(a), 4.3.3.2, 4.6.3.1 also needs to be prepared and documents approved so far needs to be translated in Hindi also. To that end, the services of Hindi translators be procured on Govt. rates to start work on the documents available so far. APD Kullu Sh. Hoshier Singh Pal may coordinate action on this.
- (e) Project Director JICA Forestry Project Shimla-cum-Member Secretary Executive Committee, Sh. Raman Sharma gave a presentation about the milestones achieved so far and the pending priorities (copy enclosed as Annexure-II). He also informed about the pre-requisites for starting procurement on GeM portal. Chairman directed that the actions needed to make it operational be initiated immediately.
- (f) Project Director JICA Forestry Project Shimla-cum-Member Secretary Executive Committee, Sh. Raman Sharma also informed that for starting the process of Claiming Reimbursement from JICA the information on the prescribed proformas needs to be provided by both the DDOs. In any case, the first reimbursement claim, duly vetted by JICA India office must leave this office before the end of this month.

The meeting ended with vote of thanks to the chair.



10/16/2018

Plans for achieving 2018-19 Targets

S.No.	Activity	Responsible	Timeline	Remarks
1.	Selection of geographical areas or Watershed project work	FTU	31 st Oct 2018	Prepare formal guidelines
2.	Field visit to assess the selected areas & take GPS coordinates and provide information to PMU	FTU & field staff	31 st Nov 2018	Prepare Base map
3.	Employment of ward level staff	DMU/FTU	30 th Dec 2018	Provide full assistance
4.	Prepare base maps with GPS coordinates of each sub-area	Field staff	10 th Jan 2019	GIS software
5.	Group meeting with selected group meeting with all general ward level officers (ward boundaries)	FTU, DMU, FTU Coordinators etc.	20 th Feb 2019	Training to FTU, FTU coordinators, ward level officers and provide full assistance
6.	Meeting with all representatives	DMU/FTU/FTU Coordinator	10 th Dec 2018	PMU to provide project pamphlets literature in Hindi
7.	Commencement of	FTU & Staff	31 st Dec 2018	Final target reviewed

S.No.	Activity	Responsible	Timeline	Remarks
8.	With the help of meetings in wards to collect data for P2	FTU Coordinators	Jan 2019	1. Prepare MF guidelines and different formats
10.	Prepare manuals and guidelines	PMU with clear cut responsibility of each staff for producing material for training works, training implementation	Dec 2018	MF, Project, Non-employment, PMU, Inclusive employment, PDS box laws, project documents.
11.	MS Cell strengthening	PMU	Dec 2018	Base maps and other maps prepared
12.	Dissemination of Aves sanctions and guidelines manual preparation keeping in view MS activities	PMU	Dec 2018	
13.	Identification of MS potential area	DMU/FTU/MS wing	Up to Jan 2019	Final as for territorial Div
14.	Identification of BMC	DMU	Nov 18 - March 2019	PMU to visit
15.	Training of MSB	PMU	Jan - March 2019	
16.	Exposure visit PMU/FCCU/FTU/FTU	PMU	Jan - March 2019	

To achieve target monitoring details (meeting schedule)

S.No.	Activity	Frequency
1.	Meeting within PMU	Minimum Twice in a month
2.	Meeting with FCCU	Once in a month
3.	Meeting with DMU	Twice in a month
4.	FTU	Every week or as when required
5.	FTU Coordinator	Every week
6.	Computer operator	as when required

Chart of activities for FCCU/DMU at District level

S.No.	Activity	Frequency	Responsible	Remarks
1.	Organize District level workshop for the district representatives	1 day	DMU	All District level activities 1. Awareness about project activities to all Deptt. 2. Focus on the project needs from awareness 3. Identification of resource persons for future trainings
2.	Organize Block level workshop for the district representatives	1 day	DMU/FTU/FTU Coordinator	All Block level activities of all Deptt. 1. Awareness about project activities to all Block officials 2. Focus on the project needs from awareness 3. Identification of resource persons for future trainings
3.	Meeting with field officers	1 day	DMU/FTU	Block officials 1. To understand their schemes where projects can be utilized 2. Identification of resource persons for future trainings

Chart of activities for FCCU/DMU at District level

S.No.	Activity	Frequency	Responsible	Remarks
4.	Workshop	1 day	DMU/DMU	Project staff, FTU/FTU Coordinator 1. Awareness about project activities to all Deptt. 2. Focus on the project needs from awareness 3. Identification of resource persons for future trainings
5.	Workshop	1 day	DMU/FCCU/FTU	PR representatives Awareness about project activities
6.	Workshop	1 day	FCCU	MPs, MLAs Awareness about project activities

PROJECT FOR IMPROVEMENT OF HIMACHAL PRADESH FOREST ECOSYSTEMS MANAGEMENT & LIVELIHOODS

PIHPFEM&L (JICA Assisted)

Major Features

- Assisted by JICA
- 800 crores (640 cr loan & 160 cr State share)
- 90% of loan amount to be repaid by Govt & 10% by State
- Three phases (2018-19 to 2027-28)
- 6 districts, 7 Circles, 18 Divisions, 61 Ranges
- 4 Components (PFM and Department Mode)
- HPC - Society (Governing Body, General Body, Executive Committee) for Implementation
- PMU-FCCU-DMU-FTU-VFDS(400)BMC subcommittees (60)- 460 Microplans

Milestones achieved

- 19-01-18 - Final minutes of discussion signed
- 29-03-18 - Loan agreement signed in Tokyo
- 09-07-18 - Society registered under SR Act
- 09-07-18 - HPC (chairmanship CS) registered
- 23-07-18 - Launch workshop at Shimla
- 26-07-18 - Govt Notification of staff (156)
- 26-07-18 - JICA Loan effectuation
- 01-08-18 - 1st meeting of HPC
- 06-08-18 - 1st meeting of Governing Body
- 05-09-18 - 1st meeting of Executive committee

Milestones contd...

- 25th Aug, 5th Sep, 11th Sep & 14th Sep - Awareness workshops at Kullu, Rampur, Shimla & Sundernagar
- PMC - REOI over, RFP concurred, Bids being evaluated
- Others - Bank account opened, Evidence of authority submitted, Procurement schedule (around 33 crore 2018-19, around 74 crore 2019-20) submitted, Rent deed, Estimates, provision for basic facilities at Potters Hill, Vehicles requisition & provision, APOs demanded on 18th June & 1st Sept.

Pending Priorities

- Staff being recruited from HPNRMS Solan & NRTC Parwanoo.
- Operation plan submitted to JICA for concurrence.
- Byelaws submitted to Govt for approval
- Furnishing from Godrej procured for PMU office.
- Notification of offices approved by AD
- DDO code awaited - staff requisition for accounts
- Reimbursement procedure to be followed
- Exemption of Income tax/TAN to be sought - Society Name
- PMU office to be established - split estimate
- GeM set up for procurement to be established
- Material required in Hindi

GeM

- Prerequisites -
 1. Competent authority
 2. Primary User
 3. Verifier (same rank/ one rank up/low)
 4. Secondary Users -
 - a. Buyer
 - b. Consignee
 - c. DDO
- All having govt email ids on nic.in/gov.in, Aadhar numbers, mobile numbers, alternatively If Primary User and Secondary User don't have gov.in/nic.in email id, an officer of the rank equivalent to Deputy Secretary may send a request to GeM - email: gemapplicant@gem.gov.in for the email ids.



GeM various levels

Level	Designation	Responsibilities
Competent Authority	Head of the Organization <input type="checkbox"/> Central Ministries / Department - Secretary to Government of India <input type="checkbox"/> State Department - Principal Secretary to the State Government <input type="checkbox"/> For other institution / entity / organization - MD / CMD / CEO / Chairman / DG / Director and the JS (for central ministry) or principal secretary (for state) concerned for that entity / organization	Will be notified whenever Verifying Authority and Primary User are added under their organization.

GeM various levels

Level	Designation	Responsibilities
Verifying Authority	Under Secretary/Equivalent or above. Nominated by competent authority.	Responsible for approving the registration of all Primary Users.
Primary User	Can be any one of the users as defined below <input type="checkbox"/> Deputy Secretary or above of the Central Government Ministry, Government of India <input type="checkbox"/> Head of the Office at Sub Centre / Unit / Branch of Government Organization / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statutory Bodies <input type="checkbox"/> Director / Equivalent Officer	Approved by the Verifying Authority for creating and managing all Secondary User(s) on GeM under them.

GeM various levels

Level	Designation	Responsibilities
Secondary user	As defined by the Primary User. Approved by the Primary user for the below mentioned roles. <input type="checkbox"/> Buyer <input type="checkbox"/> Consignee <input type="checkbox"/> Payment/Paying Authority (e.g. PAO/DDO)	Approved by the Primary user for the below mentioned roles <input type="checkbox"/> Buyer <input type="checkbox"/> Consignee <input type="checkbox"/> Payment/Paying Authority (e.g. PAO/DDO)

GeM contd...

- The key tasks of the Primary User are:
 - Self Registration
 - Providing organization details
 - Creation /Modifications of secondary users
 - Monitoring of Orders placed
 - Administration of GeM procurements
 - In case the Primary user gets transferred or retires from the organization, he/she needs to deactivate the primary user account
- Deactivation of Primary User and Transfer of Account to another Primary user is possible. The Primary User needs to **click on Deactivate Account** under My Profile and enter the **email id of new Primary User** and Confirm his/her own Deactivation. The account gets transferred to the new Primary User. Now new Primary User need to fill details like his/her aadhar and can login with existing user id but with new password.
- A Primary User can not change his/her id once it is created. Hence, the user id should be created according to his/her designation or department.

GeM contd...

- If your department name is not available in the department list, you need to click on the option which will allow you to add your organization/department/ministry on Request for New Organization.
- The Primary User creates the user id of the Secondary User. The Secondary User however, needs to create the password.
- If the payment mode is Internet Banking/GPA/Others, the Primary User needs to register PAO/DDO as the payment authority.
- No, It is not possible for the Buyer/Consignee to be the paying authority In the organization.

Thanks