

No. Ft. (PF)-8/2018/JICA/EC Meeting/Vol.-1
Himachal Pradesh Forest Department

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

To: Project Director (M&E), Kullu
Project Director (Admin), Shimla
Addl. Project Director, Kullu
Deputy Project Director, Kullu
Deputy Project Director, Rampur

Dated Shimla, the 30 JUL 2019

Subject: Proceedings of the 6th meeting of Executive Committee under the
Chairmanship of Sh. Pushpendra Rana (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 6th meeting of Executive
Committee under the Chairmanship of Sh. Pushpendra Rana (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 25.07.2019 at Shimla, for information and
further necessary action please.


Chief Project Director
Project for Improvement of Himachal Pradesh
Forest Ecosystems Management & Livelihoods

Encl: As above

Proceedings of the 6th meeting of Executive Committee under the Chairmanship of Chief Project Director (Chairman Executive Committee) of Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. for JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

I. The 6th 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 25.07.2019 at Shimla. The following were present in the meeting:-

1. Sh. Pushpendra Rana, 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. H.S. Paul, Addl. Project Director, JICA Forestry Project-cum-Member Executive Committee.
5. Sh. Hardev Singh Negi, Deputy Project Director, JICA Forestry Project-cum-Member Executive Committee.
6. Dr. Aman Sharma, Programme Manager (Forestry & Biodiversity), PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.
7. Ms. Neha Chakravarty, Programme Manager (Marketing & Rural Financing), PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.
8. Ms. Keshvi Sharma, Office Manager, PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.
9. Mr. Dinesh Sharma, Accounts Manager, PMU, JICA Assisted PIHPFEM&L, Shimla, H.P.

II. The progress on the actions taken on the decisions made in the last Executive Committee meeting on 14.03.2019 was assessed:

No.	Action taken	Further Necessary Action
(a)	(i) Staff posted to the PMU at Shimla is still deficient.	(i) The process for recruitment of the posts of Stenos, Clerks, and Accountants to be deployed by NRTC is underway and for the same the final typing test will be conducted by ITI & NRTC in first week of August. NRTC will shortly re-advertise for the hiring of remaining SMSs and CA (Programme Manager) Letter dated 22.07.2019 is sent to APCCF (Admn) again requesting to provide the balance ministerial staff (One Finance Officer equivalent to Assistant Controller F&A or Supdt. Gr.-I). Action is to be taken by PD JICA in consultation with CPD JICA.
	(ii) ToR for different levels approved by GB in Aug 18, duties of staff conveyed.	(ii) The duties of FTU Coordinator & Computer Operator circulated vide letter dated 13.08.2018. The roles and duties of SMS/

		Programme Managers/ Office Manager/ Accounts Manager circulated on dated 08.03.2019. Both letters to be emailed again to FCCU/DMU offices. PMU Shimla will take action.
(b)	PD (M&E), Kullu has started work on the Gender Action Plan, but needs format and field data to complete.	PD (M&E) Kullu will share the final draft format of data collection and Gender Action Plan with CPD on email and post within 10 days.
(c)	Training module for Project staff is in advanced stage of completion.	The training calendar for all levels of training to be conducted in 2019-20 was presented by DPD Rampur and Programme Manager (Livelihood & Trainings). DPD Rampur to pursue.
(d)	FEMP & CD&LIP format	PD (M&E) Kullu will share the draft format with CPD on email and post. English format to be finalized on priority followed by Hindi.
(e)	GeM registration is still incomplete.	Registration completed and orders are being placed by DPD Rampur. Item may be dropped.
(f)	Seven claim filed	Reimbursement claims of Rs. 57,22,997 /-, Rs. 11,40,735/-, Rs. 13,32,757/- Rs. 64,04,648/- and Rs. 91,40,440/- (i.e. upto February 2019) have been received from JICA. Reimbursement Claim for the month of March (INR 7.37 Cr) and May (INR 87.39 lacs) is sent to JICA and still awaited.
(g)	Rampur and Kullu offices making disbursements to FCCU/ DMU offices for vehicle and nursery disbursements due to issues related to restricted fund- flow & budget availability	Item May be dropped
(h)	CCF Rampur has suggested that the DMUs should submit the request for release of funds on execution of project works to FCCU and FCCU after due verification should recommend it to PMU for release of funds. The PMU should then release funds directly to DMUs. This mechanism is necessary to ensure involvement of circle office and exercise effective control over DMUs in implementation of project activities.	Item May be dropped.
(i)	To start Baseline Survey.	ToR on Baseline Survey shared by APD, Kullu. Prog. Mngr. (Livelihood and Training), SMS (Livelihood and Training) and SMS (Livelihood, Marketing & Rural Financing) to

		co-develop and finalise the draft with APD, Kullu to invite expression of interest for outsourcing Baseline survey work. Case has been moved to JICA to assign Surveying & Mapping of Intervention Areas works to HPFD GIS/IT Cell for facilitate creation of base maps, which is integral to overall micro-planning process.
(j)	Tour Diaries of FTU Coordinators and SMS.	PD (M&E) Kullu has circulated the format which was approved. PD (M&E) Kullu to re-circulate..
(k)	To devise proforma to seek consolidated financial progress from field.	The Performa used by planning department for Physical and Financial progress is being used. Item to be dropped.
(l)	For Tally related issues we need to become a company as per CAMPA.	CAMPA Model needs to be studied. The training to be organized at the earliest. Prog. Mngr. (GIS/IT) and Prog. Mngr. (Livelihood & Training to take action.
(m)	Mechanism of fund flow for new financial year.	On dated 12.03.2019 a request has been sent to AD to permit keeping the unspent balance in the Societies' account at the close of Financial year so that the progress of the project is not hampered for want of budget in the next financial year till the time it is provided. However the same has not been approved. Case has been moved to HoFF & the Government to modify the flow of funds on dated 22 nd April, 2019 and necessary funds have been asked under Grant-in-Aid to facilitate the project implementation on dated 4 th July, 2019
(n)	Preparation plan for the trainings to be conducted at FTI Sundernagar (18 th and 19 th March, 2019) and FTI Chail (22 nd & 23 rd March,2019). Additional Project Director Kullu and Deputy Project Director Rampur to give presentation.	Item may be dropped.

New Agenda Items

Item No.	Activities	Further Necessary Action
(i)	Pending/Outsourced Staff	PMU office can advertise posts to be originally hired by HPNRMS, since now NOC has been received. Re-advertising letter with details on posts to be copied to HPNRMS along with a copy of 6 th EC proceeding (with 1 weeks time to respond in case of any objection)

(ii)	Site Selection	After receiving the proposal from field offices, further decision to be taken accordingly.
(iii)	Re-organization Responsibilities/Duties	of PD (Admin) Shimla will be responsible for Divisions Chopal, Theog, & Shimla, and Bilaspur Circle; PD (M&E) Kullu will be responsible for Circles Kullu, Mandi and GHNP Wildlife Shamshi, & Lahaul Division, and DPD Rampur will be responsible for Rohru Division, Rampur Circle and Shimla Wildlife South Circle for complete Planning, Implementation and Monitoring & Evaluation across for all component of JICA assisted Project.
(iv)	Reimbursement Claim	TDS will be deducted on vehicle payments made by concerned/respective DDOs GST to be deducted on all goods and services (wherever applicable) and adherence to be made to all codal formalities and statutory compliances. Letter to be sent to all DDOs with clear instructions on tax deductions and reimbursement claims.
(v)	Taxi Rates – limits and instructions	A reminder to be sent to FCCU/DMU offices to limit the motor vehicle expenses to Rs. 40,000 pm and not to cross the kilometer ceiling. Accounts Manager, Shimla to share details on motor vehicle rates and expenses incurred at FCCU/DMU levels.


Chief Project Director
Project for Improvement of H.P.
Forest Ecosystems Management
& Livelihoods, Shimla