

No. Ft. (PF)-6/2018/HPC & Governing Body Meeting/Vol.1
Himachal Pradesh Forest Department

From: Chief Project Director (Project for Improvement of
Himachal Pradesh Forest Ecosystems Management &
Livelihoods)-cum-Member Secretary Governing Body

To:

- 1 Addl. Chief Secretary (Forests) (Chairman)
- 2 Principal Chief Conservator of Forest (HoFF), HPFD (Co-Chair person)
- 3 Chief Wild life Warden/ PCCF(WL) HPFD (Member)
- 4 PCCF-cum-CEO HPNRMS, Solan
- 5 Managing Director of the HP Forest Development Corporation (Member)
- 6 PCCF (Finance & Planning) (Member)
- 7 PCCF(Management) (Member)
- 8 PCCF (Administration) (Member)
- 9 APCCF (Working Plan) (Member)
- 10 APCCF (Research)
- 11 APCCF (IT) (Member)
- 12 Member-Secretary, State Biodiversity Board HP (Member)
- 13 Director, (Ayurveda) Member
- 14 Chief Conservator of Forest, in field posting (by rotation) Member
- 15 Convener, SLBC or its representative
- 16 Representatives for NABARD Member
- 17 Project Directors in PMU Member

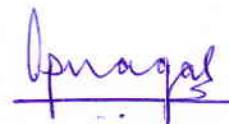
Dated Shimla, the 22/08/18

Subject: Proceeding of the 1st Meeting of Governing Body of Society For Improvement of Forest Ecosystems Management & Livelihoods in H.P. JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods".

Sir,

Enclosed please find herewith, the proceeding of the 1st Meeting of Governing Body of Society For Improvement of Forest Ecosystems Management & Livelihoods in H.P. JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods" held on 06.08.2018 at 11:30 AM Chaired by ACS (Forests) to the GoHP, in the Conference Hall O/o Pr. CCF (HoFF) HP Shimla-1, for your information and further necessary action please.

Encl: As above



CPD (PIHPFEML)-cum-Member Secretary
O/o PCCF (HoFF) HP Shimla-171001

Proceedings of the 1st Meeting of Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh chaired by Additional Chief Secretary (Forests) to GoHP for JICA assisted Forestry Project (PFIHPFEM&L) held on 6-08-2018 at Talland Shimla.

The 1st meeting of Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh chaired by Additional Chief Secretary (Forests) to GoHP for JICA assisted Forestry Project (PFIHPFEM&L) was held on 6-08-2018 at Talland Shimla. The list of officers who attended the meeting is attached as Annexure A. Chief Project Director, JICA Forestry Project (PIHPFEM&L) Sh. Alok Nagar welcomed the Chairman and all the participants and thereafter with the permission of the chair, following agenda items were discussed:

1. **Project introduction** - An overview of the Project objectives, components, financial outlay, milestones to be achieved this year was presented by the CPD JICA Forestry Project. He informed that around 10984 ha. of plantations (afforestation, enrichment etc) will be carried out. Around 460 microplans will be formulated following a consultative process with the communities at the ward level and will be implemented through Village Forest development societies/ BMC subcommittees in the project area in three batches. Selection process for the panchayats/wards for 1st batch will be started by September/October 2018 and Nursery raising will be done by FD for plantations to be carried out subsequently. The Project would be implemented in six districts i.e Kinnaur, Shimla, Bilaspur, Mandi, Kullu and Lahaul & Spiti. Seven Forest Circles, 18 Forest divisions and 61 ranges have been included in the project area. Four components i.e Sustainable Forest Ecosystem Management, Biodiversity Conservation, Livelihood improvement support and Institutional Capacity strengthening will be the focus of the project.
2. **Responsibilities of Governing Body** - CPD informed that Governing Body is the highest decision making body for the project within the Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh which has been registered under Societies Registration Act 2006 on 09-07-2018 for implementing the JICA assisted Forestry Project (PFIHPFEM&L). It was informed that the Governing Body would rigorously review the project progress vis-à-vis annual plans, and would also monitor the disbursement status. It will review the functioning of PMU (society) regularly and guide to prepare proposals for HPC, whenever necessary for the smooth implementation of the Project.



Governing Body shall accord administrative and financial sanctions of all individual schemes, proposals or procurement of goods & services amounting to 2 million INR and above, but not exceeding 50 million INR.

3. **Permission for opening Bank Accounts**- The Governing Body permitted the Society (PMU HQ Shimla) and FCCU officers(7) , DMU officers(18) to open zero balance accounts to enable project funds to be transferred to their accounts once the annual plan operation in respect of their areas are approved by the competent authority.

4. **Manpower requirement & Deployment from HPNRMS or elsewhere** - CPD JICA Forestry project informed that vide letter dated 30-07-18 requisition of staff has been sent to PCCF cum CEO HPNRMS Society Solan in compliance to the GoHP notification no FFE-A(B)2-3/2018 dated 26-07-18 vide which approval of 156 various category of posts have been given for JICA Forestry Project. PCCF cum CEO HPNRMS Solan informed that vide office order 78 & 80 dated 2-08-18 they have placed the services of some staff (25) at the disposal of the CPD JICA Forestry Project. ACS (Forests) reviewed the position of staff approved for the project by GoHP and that provided by the HPNRMS Solan and it was found that most of the officials approved for the JICA Forestry project by GoHP are not available with HPNRMS Society. After detailed discussions the following decisions in this regard were taken -
 - a) The Programme Manager (Audit) 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 60000 initially plus 3% annual increment.
 - b) Programme Manager (Forestry & Biodiversity)-1, Programme Manager (GIS, MIS & Website)-1, Programme Manager (Marketing and Rural Finance)-1, Programme Manager (Livelihood & Training)-1, Programme Manager (Monitoring, Safeguards & Publications)-1, are to be procured from open market /service providers by the CPD JICA Forestry Project as the same are not available with HPNRMS. They should have at least 5 years experience in related field and will start at Rs 45000 initially plus 3% annual increment.
 - c) Accounts Manager -1, Office Manager-1, are to be procured from open market /service providers by the CPD JICA Forestry Project as the same are



- not available with HPNRMS. They should have at least 2 years experience in related field and will start at Rs30000 initially plus 3% annual increment.
- d) Subject Matter Specialist (22) are to be procured from open market /service providers by the CPD JICA Forestry Project as the same are not available with HPNRMS. They should have at least 2 years experience in related field and will start at Rs 30000 initially plus 3% annual increment.
- e) FTU Coordinators (61) for JICA Forestry Project are to be provided by the HPNRMS Society, and the deficit if any, would be procured from open market /service providers by the CPD JICA Forestry Project. They will be handed over to HPNRMS after recruitment. They should have at least 2 years experience in related field and will start at Rs 15000 initially plus 3% annual increment.
- f) Computer Operator/Accountant/Data Entry Operator/Clerk (34) & Stenographer (1) for JICA Forestry Project are to be provided by the HPNRMS Society, and the deficit if any, would be procured from open market /service providers by the CPD JICA Forestry Project. They will be handed over to HPNRMS after recruitment. They will start at ~~Rs~~ 120000 plus 3% annual increment.
- g) Class IV employees Peons/Chowkidars/Security Staff/House Keeping (14) for JICA Forestry Project are to be provided by the HPNRMS Society , and the deficit if any, would be procured from open market /service providers by the CPD JICA Forestry Project. They will be start at Rs 8000 plus 3% annual increment and will be handed over to HPNRMS after recruitment.
- h) All the personnel hired from HPNRMS/Open market/service provider shall not be eligible for DA. The personnel who will serve in Kinnaur District will get 15% of their salary extra and those who serve in Lahaul & Spiti District will get 25% of their salary extra.
- i) Performance based incentives should also be provided wherein 25% top performer will get 10% extra salary, next 25% will get 5% extra salary and rest will get normal salary.
- j) No bond is required to be filled up.
- k) The personnel deployed from HPNRMS will be paid the salary equal to what they are presently drawing in the Society for their respective category and their pay and emoluments will be governed by rules and regulations of HPNRMS.



5. The Chairman directed to process the request for posting of Deputy Controller (Finance)/ SAS officer at the disposal of CPD JICA Forestry Project. PCCF (Administration) was requested to post the staff from Forest department i.e Superintendent Gr-II, Sr Assistant/Jr Assistant, Forest guard etc also at the earliest in the project.
6. The following actions were approved/ratified by the Governing Body-
 - a. Rs 2 lakh spent on International Ecotourism Conference held at Manali HP.
 - b. Rs 10 lakh given to Director Potter's Hill Ecotourism Society cum DFO Shimla as rent for 20 months for the office building of PMU (HQ) at Shimla .
 - c. Operation Plan for the Project - The operation plan for the project was discussed and adopted by the HPC.
 - d. Expenditure projection for 2018-19 discussed and approved.
 - e. The terms of reference pertaining to Jadi-Butti cell under the component Livelihood Improvement Support were discussed and it was decided that apart from outsourcing of some activities to the Research Institutes such as HFRI, IHBT, Y.S. Parmar University, CSK Agriculture University and other Universities/Agencies, the PMU will seek approval from the Government for any additional staff to be recruited for the Jadi-Butti cell.

The Chairman directed all concerned to provide staff for the project at the earliest so that the implementation on the ground can be started. He further directed to give territorial responsibility to Kullu, Shimla and Rampur offices in addition to the functional responsibilities given to them.

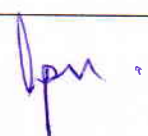
The meeting ended with a vote of thanks to the chair.



Annexure-A

First Meeting of Governing Body of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh for JICA assisted "Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods", held on 6th August, 2018 at 11:30 A.M Chaired by Addl. Chief Secretary (Forests) in the Conference Hall O/o Principal Chief Conservator (HoFF) Himachal Pradesh, Shimla-1

Sr. No.	Name	Designation
1	Sh. A.C. Sharma IFS	Pr. CCF (Mgt.)
2	Sh. H.S. Dogra	Addl. Pr. CCF (R&T)
3	Sh. P.L. Chauhan	Addl. Pr. CCF (Working Plan)
4	Sh. R.K. Gupta	CCF Shimla
5	Sh. B.D. Suyal	M.D. HPSFDC
6	Sh. Kunal Satyarthi	MS : HIMCOSTE
7	Sh. Kuldeep Chand	AGM
8	Sh. Sameer Rastogi	CPD FPP
9	Sh. Bameshwar Singh	SMS ,IDP
10	Sh. Vivek Kaul	GM & Convener SLBC, H.P.
11	Sh. S.K. Sharma	Chief Manager SLBC, Convener UCO Bank
12	Sh. Ajay Kumar	Pr.CCF (HoFF)
13	Sh. S.K. Sharma	PCCF (Admn.)
14	Sh. V.R.R. Singh	Pr. CCF-cum-CPD Solan



15	Sh. Ramesh C. Kang	Pr.CCF (WL&CAMPA)
16	Smt. Meera Sharma	PD (JICA), Kullu
17	Sh. Hardev Singh Negi	DPD Rampur
18	Sh. Raman Sharma	PD (JICA) Project
19	Sh. Anish	DFO (Publicity)

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