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Office of the HP State Compensatory Afforestation Fund Management & Planning Authority
(HP State CAMPA), Forest Headquarters, Talland, Shimla - 171 001.

No. Ft. CAMPA/2010/Executive Committee/

Dated Shimla-1, 16 May, 2012

To:

1. Pr. Chief Conservator of Forests (Wild Life & CWLW), Shimla.
2. Addl. Pr. CCF (S & WC), Shimla.
3. CCF (Finance & Planning), Shimla.
4. Deputy controller (Finance & Accounts) O/o Pr. CCF, HP, Shimla.

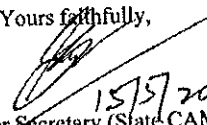
Subject: 6th Meeting of Executive Committee of the "HP State Compensatory Afforestation Fund Management & Planning Authority (HP State CAMPA)"- Proceeding thereof.

Sir,

The proceeding of the 6th Meeting of the Executive Committee of the HP State CAMPA held under the Chairpersonship of Principal Chief Conservator of Forests (T), HP on 9th May, 2012, is enclosed herewith for favour of information and further necessary action please.

Encl: As above

Yours faithfully,


15/5/2012
Member Secretary (State CAMPA EC)
-cum- Nodal Officer, State CAMPA,
Talland, Shimla- 1.

Endst.No. As above


Dated Shimla the, 16 May, 2012

Copy alongwith copy of above proceeding is forwarded to:-

1. The Secy. General, HP Power Producers Forum, Uttam Bhawan, Near 103 Tunnel, Shimla-4.
2. The Member Secretary, HP Eco-Development Society, (Forest Complex Holta), Palampur, Distt. Kanga (HP).
3. Private Secretary to Chairman, State CAMPA EC & Pr. CCF (T) HP, Shimla.

for information and necessary action please.

Encl: As above


15/5/2012
Member Secretary (State CAMPA EC)
-cum- Nodal Officer, State CAMPA,
Talland, Shimla- 1.

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6th Meeting of the HP State CAMPA - Executive Committee - 9th May, 2012

AGENDA ITEM - 6.1

6.1: Action Taken Report in respect of 4th and 5th meetings of EC:

ATR - 4th Meeting of EC held on 25.04.2011: The agenda Items 4.1 to 4.11 approved in the 4th meeting of EC, held on 25.04.2011, were placed before the HP State CAMPA Steering Committee, in its 5th meeting held on 28.04.2011, for its approval and further course of action. Hence, no action on these agenda items is required.

ATR - 5th Meeting of EC held on 26.11.2011: The agenda note presented and approved by the EC in its 5th meeting held on 26.11.2011 was placed before the State CAMPA Steering Committee in its 7th meeting, held on 1st December, 2011 and was approved by the SC. Hence, no action on these agenda items is required.

The Agenda Item was presented for the information of the EC, which took note of it.

AGENDA ITEM - 6.2

6.2: Status of Physical & Financial Progress Reports for 2011-12 and APOs for 2012-13.

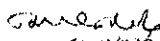
6.2 (a) Review of Physical and Financial Progress for 2011-12 and Utilization of Funds during 2011-12:

The complete Progress Reports as on 31.03.2012, against the APOs of CAT Plans, CA, NPV, Wildlife Management Plans, Rim Plantation Scheme and Soil & Water Conservation Schemes for the year 2011-12, have not been received from all the field offices as yet. The office-wise detail of progress reports awaited is as under:-

| Sr. No. | Name of Office | Progress Reports Awaited regarding | | |
|---------|----------------|------------------------------------|-----|------|
| | | CAT Plans (WL D/shala) | NPV | S&WC |
| 1 | PCCF (WL) | CAT Plans (WL D/shala) | NPV | S&WC |
| 2 | CCF (NTEP) | NPV | - | - |
| 3 | CCF (T&E) | NPV | - | - |
| 4 | CF Chamba | NPV | CA | - |
| 5 | CF Hamirpur | NPV | CA | - |
| 6 | CF Mandi | CAT Plan (Uhl) | NPV | CA |

The Progress Reports could not be compiled due to non-receipt of complete reports from field offices. Consequently, the amount of balance unutilised funds lying in the bank accounts of field offices could not be arrived at. As soon as the complete PRs are received from the field offices, these would be compiled and submitted along with the position of balance unutilised funds. This is for perusal and information of the Executive Committee.

Decision: On this issue, it was decided that proformas for preparation of physical and financial progress reports under CAMPA funds for each activity shall be prepared by the CAMPA office and got approved from the Chairperson EC, before adoption, within one month and, the progress


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reports in future shall be presented on these proformas. With respect to CAT Plan expenditure, these proformas are to depict the cost of CAT Plan, expenditure incurred upto previous year, progress in the current year, cumulative expenditure and balance funds available for next year(s). EC took note of the concern expressed by representative of HPPF regarding UC's/ progress reports not being made available to the HEPs of the funds deposited by them with HPFD/ CAMPA resulting in their (HEPs) audit objections. The Chairperson stated that progress reports must be made available. Nodal officer CAMPA intimated EC that the MIS being designed would take care of this need of the HEPs as physical/ financial progress would be available in public domain on the website.

6.2(b) Status of Detailed APOs for 2012-13

The Ad-hoc CAMPA, GoI has asked for the detailed APOs, giving complete information with respect to the names of Range/Block/Beat/Area/GPS location etc., along with physical and financial targets proposed to be undertaken during 2012-13, on the pattern of Andhra Pradesh which would ease the release of funds for the current financial year. Therefore, on 05.04.2012, all the DIAs were requested to send the detailed APOs of CAT Plans, NPV, CA, Wildlife Management Plans and Soil & Water Conservation Schemes for 2012-13 so that the compiled APOs could be submitted to the Ad-hoc CAMPA for getting the funds released at the earliest. The complete APOs have not yet been received from the field offices. The office-wise detail of APOs awaited is as under:-

| Sr. No. | Name of Office | Name of APO Awaited regarding | | |
|---------|----------------|-------------------------------|-----|------|
| 1 | PCCF (WL) | CAT Plans (WL D/shala) | NPV | S&WC |
| 2 | CCF (T&E) | NPV | - | - |
| 3 | CF, Bilaspur | S&WC | - | - |
| 4 | CF Chamba | CAT Plans | NPV | CA |
| 5 | CF Hamirpur | NPV | CA | - |
| 6 | CF Mandi | CAT Plan | NPV | CA |
| 7 | XEN Forests | NPV | - | - |

The APOs for 2012-13 would be compiled and submitted as soon as complete APOs are received from all the field offices.

Decision: The Chairperson desired that the detailed APOs for 2012-13 may be compiled and put up separately after the receipt from field offices, without delay.

AGENDA ITEM - 6.3

6.3: Fund Position of CAMPA over the Years till Date

The position of State CAMPA funds, received from Ad-hoc CAMPA, GoI, during the years of 2009-10, 2010-11 & 2011-12 and expenditure incurred there-against, is tabulated as under:-



Chairman
HPA Executive
Principal CCF, HP

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| (Rupees in Crores) | | | | | |
|--------------------|--|-------------|--------------|--------------|--------------|
| Sr. No. | Particulars | 2009-10 | 2010-11 | 2011-12 | Total |
| 1. | Amount of Instalments Received from Ad-hoc CAMPA, GoI | 36.68 | 42.16 | 57.12 | 135.96 |
| 2 | Amount Spent during 2009-10, 2010-11 & Allotment Made during 2011-12 | 9.53 | 29.79 | 43.12 | 82.44 |
| 3 | Amount Refunded to GoHP during 2011-12 | 0 | 0 | 4.73 | 4.73 |
| 4 | Spilled-Over Funds of Previous Years for 2011-12 | 0 | 0 | 3.98 | 3.98 |
| | Total (2 + 3 + 4): | 9.53 | 29.79 | 51.83 | 91.15 |
| 5 | Balance Funds as on 31.03.2012 | 0 | 0 | 0 | 44.81 |

This is for perusal and information of the Executive Committee.

Decision: The funds position was taken note of by the EC. EC was informed that preliminary discussions with Ad-hoc CAMPA, GoI have indicated that funds for the current year would be released in the last week of June only, subject to the receipt of UCs for the previous year(s) and detailed APO (on Andhra Pradesh pattern).

AGENDA ITEM - 6.4:

6.4: Accounts and Audit Related Issues of CAMPA

6.4.1: Accounting Procedure- Preparation of Accounts for 2009-10, 2010-11 & 2011-12.

The Guidelines on State Compensatory Afforestation Fund Management and Planning Authority (STATE CAMPA) dated 2.07.2009, issued by MoEF lay down (para 16 [3]), "State CAMPA shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed in consultation with the Accountant General concerned." The same mechanism is also provided in the State Govt. Notification No. No. FFE-B-F(2)-72/2004-Pt-II, dated 03.08.2009. It is also informed that as per H.P. State Notification (para 7.5 (iv & v), EC is responsible for proper auditing of both receipt and expenditure of Funds and developing the code for maintenance of the account at the implementing agency level. In the 4th meeting of Executive Committee (on 25.04.2011) wherein, the representatives of AG, H.P. were invited to deliberate on the accounting procedure and draft accounting manual prepared by HPFD, it was informed that CAG of India is in the process of finalizing a common accounting procedure for all the State CAMPAS. The same has not been finalized as yet. In the 4th meeting of NCAC, held on 25.01.2012 at New Delhi, it was informed that 'till such time CAMPA specific accounts procedures are put in place, the procedures presently being followed in the respective State may be adopted'. In the meanwhile, AGHP was requested to initiate the audit of the CAMPA activities. AGHP has sought (Annexure - 1) the finalized accounts of the HP State CAMPA for the years 2009-10, 2010-11, 2011-12 and asked to prepare accounts on the "Common Format of Accounts" prescribed for autonomous organizations. The "Common Format of Accounts" is based on the Commercial Accounting System (CAS), which involves the double entry system, with preparation of accounts of (i) Receipt and Payment, (ii) Income and Expenditure and (iii) finally preparation of balance sheets for the relevant years. In this context, it is submitted for the information of EC that the accounts of

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H.P. State CAMPA for the years 2009-10, 2010-11 & 2011-12 are to be finalized. As of now, the H.P. State CAMPA Office receives only Quarterly Progress Report of Physical and Financial achievement. Monthly summary is not received and there has not been any reconciliation with the bank at DDO level, DIA level and State level. Also, preparation of accounts on the CAS pattern can only be done by hiring a CA as in-house expertise is not available.

Issue for Consideration and Approval:

Approval of EC is sought to engage the services of a reputed local CA through Tender System for the preparation of accounts on the "Common Format of Accounts" as prescribed by AGHP for the years 2009-10, 2010-11 & 2011-12. The total financial implication is estimated to be between Rs. 10-15 lakh, on the assumption of Rs. 25000/- per unit (DDO) for about 40 DDOs. Additional expenses for reconciliation of accounts of DIAs and State CAMPA Office and travelling expenses to DIAs would be incurred above this expenditure. The proposed expenditure would be met out of 'Operational Expenses' under NPV of CAMPA. The EOI duly approved by the Chairman EC State CAMPA stands released for circulation to media and website of the HPFD calling for tenders; may be seen at Annexure – 2.

Decision: The matter was discussed in detail and approved to be placed before the SC.

6.4.2: Preparation of Accounts from 2012-13 onwards

For the year 2012-13 onwards, it is proposed that HP State CAMPA office will explore the possibility of getting the accounts prepared simultaneously, that is to say accounts would be finalised soon after completion of the financial year. This would involve:

- (i) Training of personnel (DDOs/ ROs/ Accounts staff) on the use of double entry software (Tally or similar), and CAMPA office
- (ii) Installation of web enabled double entry accounting software on the computers of the users (ROs/ Accounts staff) & CAMPA Office
- (iii) Procurement of software/or its development through identified vendors
- (iv) Hand holding by the software developer/vendor
- (v) Placement of a data entry operator at each of the Division.

Issue for consideration:

EC may take note of the above suggestion and approve the same in principle. Detailed information and financial implications are being worked out in this regard and put up in the next meeting of the EC for seeking approval.

Decision: The matter was discussed in detail and approved as proposed. EC desired that detailed information and financial implications should be worked out and put up to it before recommending the case to the Steering Committee.

Chairman
HP State CAMPA
Date: _____

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6.4.3: Accounting Procedure - Move towards Central Fund Management Regime

At present, the funds for implementation of the approved APOs are transferred from main CAMPA account to the account of the CFs (T) for territorial circles and to the account of PCCF (WL) for WL areas. These funds are then transferred to the implementing DFOs. For implementation of CAT Plans, the funds are transferred to the accounts of the River Basin Societies (Satluj, Ravi and Beas) and in turn the societies transfer funds to the accounts of DFOs. This system has the following limitations:

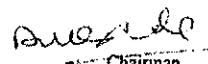
- (i) There are additional channels between fund transfer agency and utilizing agencies resulting in delays.
- (ii) The additional channels should control the APOs and not funds as is the case with normal departmental budget. DDOs should be fully responsible for utilization of funds.
- (iii) Reconciliation efforts are doubled, CAMPA Office reconciles with DIAs and they in turn with DFOs.
- (iv) The accounts of DFOs are spread over a variety of banks. Thus seeking information from banks is cumbersome. Further, RTGS charges are payable in case of inter-bank transfers.
- (v) CAMPA office is not aware of the pace of expenditure of various DDOs.
- (vi) The 'Interest' income of CAMPA Office does not yield adequate return.
- (vii) The ad-hoc CAMPA has directed to close the Societies' mode of functioning.

Issue for Consideration and Approval:

To overcome the problems and shortcoming described above, it is proposed to move to the Central Fund Management Regime. This has already been 'approved in-principle' by Chairperson, EC on the relevant file (Annexure - 3). The modalities of the system would be as under:

- (i) All the DDOs will have accounts in the same bank as the main CAMPA account.
- (ii) The accounts of DDOs will operate on 'zero balance' basis; funds will be transferred to their accounts by the main controlling branch, following a request, to be made via phone, fax, or email.
- (iii) The main controlling branch will be 'mandated' by the CAMPA Office, to transfer funds to DDOs on request and also to honour all cheques presented.
- (iv) Since, all funds would be transferred within the same bank, no RTGS charges are payable.
- (v) In case of other bank branches, RTGS charges would be waived off.
- (vi) Every month, the controlling bank would intimate, the CAMPA Office about the funds transferred to the accounts of DDOs. This will be compared with the monthly summary and reconciliation done.
- (vii) The pace of expenditure of various DDOs would be known.
- (viii) The 'Interest' would be generated only in main account, which can be reinvested to yield optimum return, benefitting the organization.




Chairman
HP State CAMPA Executive Committee
-cum- Principal CCF, HP

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EC may approve this arrangement, this has no financial implication (may be only positive) and is within the sole purview of EC.

Decision: The matter was discussed in detail and approved as proposed.

6.4.4: Engagement of Accountant for Preparation of Accounts and Maintaining Daily Cash Book:

It is proposed to engage an accountant, well conversant with the double entry system for the preparation of accounts of the HP State CAMPA office for the year 2012-13 onwards. The person would also be utilized to write the 'Cash Books' of CAMPA Office and will also be the main point for interaction with the Bank(s).

Issue for Consideration and Approval:

EC may approve hiring of an accountant for an initial period of twelve months on contractual basis. The person will be engaged through a Government Society (if available) and in case of non-availability through open market. Retired Govt. employee/bank official will be preferred (Tally knowing). The total financial implication is estimated to be Rs. 3.5 lakh p.a., which will be met from the 'Interest Income' of CAMPA.

Decision: The matter was discussed in detail and approved to be placed before the SC.

6.4.5: Engagement of Financial Adviser (FA) for CAMPA

CAMPA is spending an annual amount of Rs. 40-50 crore over the last two years. This spend is likely to go up if the Ad-Hoc CAMPA transfers 10% of the amount to HP State CAMPA annually. It is stated here that Ad-Hoc CAMPA has already moved the Apex Court for waiving off the upper limit of Rs. 1000 crore. The annual spend would increase to around Rs. 80-85 crore. Since the AGHP does not maintain the accounts of the DDOs in relation to CAMPA, it is proposed that a Financial Adviser (FA) be placed at the disposal of CAMPA. The FA will scrutinize all proposals of expenditure of CAMPA, be it the transfer of funds to DDOs or purchases by CAMPA Office in an effort to improve financial prudence. He will also be advising on the modalities of generating optimum returns on CAMPA funds which are generally placed as FDs with the nationalized banks. It is proposed that an officer of the SAS in the rank of Dy. Controller be placed in CAMPA Office on secondment basis. The matter would require approval of GoHP and a request to the State Finance Department. To begin with, the Dy. Controller (F&A) of HPFD could be asked to act as the FA of CAMPA.

Issue for Consideration and Approval:

EC may consider, discuss and approve the proposal in principle for final approval by the SC before the matter is referred to GoHP. The financial implication of this proposal is expected to be Rs. 6.0 lakh per annum (considering the average salary of Rs. 50000/- p.m.), which will be met from the 'Interest Income' of CAMPA.

Decision: It was decided that the Dy. Controller (F&A) of HPFD will also act as the FA of CAMPA and necessary orders in this regard will be issued by the Pr.CCE(T) HP.

Chairman
HP State CAMPA
Chief Executive Officer
State Finance Dept., HP, Sd/-

Agenda Item-6.5: Calendar of Activities of State CAMPA

To streamline CAMPA activities, it is proposed to adopt a calendar of activities, annexed as Annexure - A, which prescribes the meeting schedule for SC and EC and at down below level. Also, preparations of APOs, deliberations thereon have been codified. The calendar draws its strength from the GoHP Notification dated 3.8.2009, which lays down (para 7.5(ii)) that EC should "prepare the APO of the State for various activities, submit it to the Steering Committee before end of December for each financial year, and obtain the Steering Committee's concurrence for release of funds, while giving break-up of the proposed activities and estimated costs". Further, SC is to meet at least once in six months. Thus two meetings of SC are proposed in December and June each year. The December meeting would review the progress of the current year, approve mid-term changes in the current years APO, and approve APOs for the next financial year. The June meeting would review the achievements made in the previous years and approves changes in the required APO. The meetings of EC and DIAs have been so scheduled that they work 'in tandem' with the SC.

Issue for Consideration and Approval:

EC may consider and discuss the calendar and approve the same to be adopted for EC and down below level. This proposal has no financial implication.

Decision: The calendar was approved as such for adoption by the EC and down below.

Agenda Item-6.6: Declaration of DCF (CAT Plans) as OSD CAMPA

At present, CF (CAT Plans) acts as the Nodal Officer, CAMPA. Thus, the officer has multifarious responsibilities, particularly in relation to CAMPA. Preparation of Agenda Notes for EC and SC meetings, preparation, finalization and authentication of annual accounts, preparation of annual report of CAMPA, scrutiny of field APOs are some of the tasks being performed. Most correspondence is being carried out by the Nodal Officer. In addition, he is also responsible for the day to day expenditure of CAMPA office.

DCF (CAT Plans) is proposed to be designated as OSD CAMPA, allowing him to formally be the part of the CAMPA Office and assist the Nodal Officer in day to day activities. He will also act as the DDO for CAMPA office and render account in respect of funds transferred to his account.

Issue for Consideration and Approval:

EC may consider, discuss and approve the proposed arrangement same to adopted for EC and down below level. This proposal has no financial implication.

Decision: DCF (CAT Plans) shall be designated as OSD CAMPA, allowing him to formally be the part of the CAMPA Office and assist the Nodal Officer in day to day activities. He will also act as the DDO for CAMPA office and render account in respect of funds transferred to his account. CAMPA Office will put up the orders for issuance by PCCF (T)/ Chairperson EC.

Agenda Item-6.7: Development of a Website and Adoption of Logo for HP State CAMPA

State CAMPA was constituted by the Government of HP vide notification number FFE-B-F(2)-72/2004-Pt-II dated 3rd August, 2009. It is envisaged that "State CAMPA would provide an integrated framework for utilizing multiple sources of funding and activities relating to protection and management of forests and wildlife". Thus, State CAMPA is an independent entity and also classified as an 'autonomous organization' and has specific assigned role to perform and highlight the same as per above quoted notification of GoHP.

2. Although a period of 2 years has elapsed, but State CAMPA has not yet developed its website; which is a pre-requisite under Right to Information Act for bringing transparency in the working of an organization. During a recent Stakeholder's Consultation Workshop on CAT Plan Preparation and Implementation jointly organized by HP Forest Department and Forum of the Hydro Power Producers, need was expressed that the information related to CAT Plan guidelines, base-line data and monitoring reports etc should be available on the website.

3. It is therefore proposed that, the State CAMPA should have its own Logo, a vision and mission statement and website, highlighting its objectives, vision and goals. The website will be linked to HPFD (Government of Himachal Pradesh) website and all documents, instructions, reports, proceedings of meetings and workshops related to CAMPA activities in the state should be posted on the website. Further, website shall be dynamic in nature allowing over a period of time online posting of APOs by the Designated Implementing Agencies (DIA) and also online posting of monitoring activities.

4. Creation of the website would serve the following purpose:

- (i) Fulfilling the basic requirement for proactive disclosure as mandated under RTI Act, 2005.
- (ii) Allow placement of important documents and reports related to CAMPA and its various committees.
- (iii) Allow APOs, Progress Reports and Expenditures to be uploaded. This will save on time, energy and resources at both ends (that is State CAMPA Office and the DIAs).
- (iv) Serve as the important link between the online portal (e-Green Watch) launched by NIC at the behest of NCAC. This link will be used by the FSI for monitoring of CAMPA works as mandated by MoEF.
- (v) Allow near real time viewing of important milestones in relation to the HP State CAMPA like physical and financial progress in the field, fund position, important works in progress and events.
- (vi) Allow placement of important decisions related to CAT Plans like guidelines, manner/mode of deposition of funds.
- (vii) Allow uploading of monitoring and evaluation data and its concomitant analysis. This will be linked with the efforts of AGISAC in building up a long term record that would facilitate impact assessment in the longer term as decided in the 7th meeting of the SC of H.P. State CAMPA.

5. At the initial stage, the website will be mostly passive with the following documents uploaded (after due digitization):

- (a) Individual CAT Plan documents
- (b) Agenda notes of various Steering Committee meetings
- (c) Minutes of the Steering Committee
- (d) Agenda notes of various Executive Committee meetings
- (e) Minutes of the Executive Committee
- (f) Delegation of financial powers under CAMPA
- (g) Annual Reports of CAMPA
- (h) Monitoring Reports (e. g. Satluj basin carried out by UHF Nauni, Solan and Kol Dam carried out by M/s NH Consulting)
- (i) Instructions issued with regard to utilization of funds
- (j) Approved detailed Circle- wise APOs

6. After initial documents are uploaded and with certain modifications at the back end, the website would be made active (rather interactive) with the facility of logging in at various levels of DIAs (CFs/ DFOs) and subordinate implementing units for facility of uploading the various data sets. Development of a website is the need and necessity of the hour and an important tool in transparency, accountability and improved governance and may be approved for implementation at the earliest.

The website shall be developed in conjunction and advice of NIC/ AGISAC, GoHP.
Issue for Consideration and Approval:

In anticipation of the approval of Chairperson of EC of H.P. State CAMPA, an effort to design logo was initiated and the designs are placed below. The shortlisted samples are marked as A, B & C/1, C/2, with the last (C/2) appearing to be the most promising. EC may shortlist the best designed 'logos' for placing it before the SC for final approval. Further, an expenditure of Rs. 2.0 lakh has been estimated on the creation of the website (passive content only) and this would be met from the component of OE under the APO of NPV for the year 2012-13, wherein an amount of Rs. 23.5 lakh exists. CAMPA Office would come back to the EC/ SC with a detailed proposal and financial implication when the portal would be made interactive incorporating features of a simple Management Information System (MIS).

Decision: The CAMPA logo (C/2) was approved out of the shortlisted samples. Regarding the website, EC decided that since AGISAC is involved in creation of the website incorporating features of MIS, there would be no expenses involved except providing the SAP Crystal Report Software. If however, AGISAC is unable to carry out the task, and if it becomes necessary to assign the job to NIC empanelled vendors, then a detailed proposal including financial implications be worked out and placed before EC.

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Agenda Item-6.8: Rules and Procedure of the Meetings of EC

The GoHP Notification setting up HP State CAMPA has listed the powers and functions of Steering Committee (para 7.3) as under:

7.3. POWERS & FUNCTIONS OF THE STEERING COMMITTEE:

The Steering Committee shall-

(i) lay down and/or approve rules and procedures for the functioning of the body and its Executive Committee, subject to the overarching objectives and core principles of State CAMPA.

Rules and procedures for conduct of the meetings of EC are yet to be laid down in respect of issues of (i) quorum, (ii) decisions by majority, (iii) periodicity of meetings, (iv) permanent invitees, and (v) preparation of Agenda Notes.

Quorum: At present, there are 8 members of EC (six official and 2 non-official). It is suggested that the quorum for the meetings be fixed at least 4 official members including the Chairperson EC, Member Secretary SC and Member Secretary, EC being present.

Decisions by Majority: Normally all decisions would be arrived at after thorough discussion and consensus. However, in the event of consensus not emerging in respect of any agenda item, the same would be decided by majority.

Periodicity of Meetings: EC resolves to meet as many times as would be needed subject to holding meetings at least four times in a year.

Permanent Invitees: As, DCF (CAT Plans) is sought to be designated as OSD CAMPA (Agenda Item-6), it is suggested that he should be a permanent invitee to the meetings of EC. This arrangement would be ratified by the SC. In view of the fact that almost 50% of funds under NPV are earmarked for ANR component, it is proposed that CCF (NTFP & Research, Mgmt.) be also invited permanently. The income from CAMPA comes mainly from the FCA mandated levies (CA, penal CA, NPV & CAT Plan). The break-up of the amounts being received in the account of the State CAMPA is known only to FCA branch. It is suggested that CCF (FCA) and Nodal Officer is also permanently invited to the EC.

Preparation of Agenda Notes: The agenda notes for the meetings of EC/SC would be prepared by the concerned Member Secretary in assistance with OSD CAMPA and MS, EC respectively. This may be codified.

Issues for consideration and approval:

EC may consider, discuss and approve the proposed arrangement. This proposal has no financial implication.

Decisions:

Quorum:

EC decided that quorum should be 5 official members including

Chairperson:

Decisions by majority:

Normally all decisions would be arrived at after thorough discussion and consensus. However, in the event of consensus not emerging in respect of any agenda item, the decision of Chairperson will prevail.

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Periodicity of Meetings: The proposal was approved.
Preparation of Agenda Notes: The proposal was approved. In addition, EC decided to add CCF (WP&S) as permanent invitee.
Preparation of Agenda Notes: The proposed arrangement was discussed and approved with the remarks that the preparation of agenda notes for the meetings of EC/SC would be the responsibility of the concerned Member Secretary.

Agenda Item-6.9: Issues pertaining to Planning, Supervision and Monitoring of CAT Plan activities

6.9.1 Planning, Supervision and Monitoring of CAT Plan Activities - Forging Partnership with AGISAC- Mandate given in 7th Meeting of SC by Chairperson SC

The issue of monitoring of CAMPA works had figured prominently in the 6th meeting of SC held on 1.6.2011. While filing the ATR, CAMPA Office had mentioned about putting in place a three tier system. While approving the ATR, the Chairperson had reiterated "work done in any pocket by the HP Forest Department whether under CAMPA, other Afforestation schemes and various conservation efforts etc, have to be entered henceforth as validated information with AGISAC as record (GIS/GPS based). This would help to build up long term record that would facilitate impact assessment in the future through longitudinal studies".

CAMPA Office has been in touch with AGISAC regarding the development of mobile based application for planning, supervision and monitoring of three main activities in relation to CAMPA i.e (i) afforestation, (ii) soil and water conservation and (iii) fixed assets like buildings. In this connection, AGISAC has developed an application for afforestation activities, which is proposed to be piloted in Rampur Circle for validation and authentication. CAMPA Office has finalised the SOP for this application. The issues of distribution of GPS enabled handsets to forest field staff, training, future planning and allowance for mobile is under discussion and financial implications would be brought before EC as and when they are near finalisation/ crystallization.

Issue for Consideration and Approval:

EC may consider the application presented and give their go-ahead for development of other modules/ applications. Such applications serve as an important tool in increasing transparency and accountability and involvement of DFOs/ CFs in decision making. The proposal has no financial implication at present (in so far as development of mobile application by AGISAC is concerned).

Decision: The proposal was approved in principle. However, due to paucity of time, the presentation to be made by the AGISAC was postponed. Now, the AGISAC will be requested to make presentation before the members of the EC about the applications developed for planning, supervision and monitoring of three main activities in relation to CAMPA. It was further decided that the senior officers functioning at Shimla shall be assigned the task of in-house monitoring of works executed under CAMPA in every circle and they will monitor the CAMPA works as per the terms/norms to be devised and issued separately by the office of PCCF (T).

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6.9.2: Procurement of GPS based Mobile Phones & SOPs for Mobile Operation for Forest Geo-Information System-reg.

HP State CAMPA is in receipt of letter No. AGISAC/SOP/2012/1050 dated 16.4.2012 (Annexure - 5) enclosing therein a letter from Pr. Secretary (IT) to GoHP to the address of Secretary -cum- Director Department of Environment, Science and Technology regarding procurement of GPS based Mobile Phones, in which GoHP has approved procurement of 100 Nos. GPS enabled mobile phones from CAMPA Funds. In this regard, it is intimated that CAMPA is in regular discussion with AGISAC regarding development of web-based geo-information system and has identified Rampur Circle (Satluj Basin) for the launch of the pilot project as geo-information (maps with value added layers) is at present available in the form of SCIS. The GIS Maps for the other important basins (Chenab, Beas & Ravi) are under preparation by the contracted consultants under the CCP of the respective basins. SOP for the module of Afforestation has been finalized and is at Annexure - 6. SOPs for the modules of soil & water conservation and fixed assets would be finalized in due course. Regarding the procurement of 100 No. of GPS enabled mobile phones, the cost of one phone is estimated to be Rs. 6000/-. Thus, the total financial implication would be Rs. 6.00 lakh. This is proposed to be met from NPV and the APO of 2012-13 would need to be modified to take care of this arrangement. The procurement would be carried out by Department of IT. The matter regarding the usage charges will be borne by AGISAC who are stated to be working out an arrangement with BSNL.

Issue for Consideration and Approval:

EC may consider and approve the procurement of 100 No. of GPS enabled Mobile phones, with an estimated financial implication of Rs. 6.00 lakh to be met from NPV APO of 2012-13.
Decision: The proposal was approved and It was suggested that it shall be piloted in Rampur Division to start with and the entire field staff of the Division from FG level to DFO level and CF Rampur will be provided the GPS enabled handsets. Depending upon its experience, further decision to replicate will be taken in due course of time. CAMPA officers highlighted the need for HPFD to bear the recurring usage charges. Chairperson stated that CAMPA should pursue the matter with AGISAC regarding recurring expenditure.

Agenda Item-6.10: Reconciliation of CAMPA Accruals with FCA Wing and Setting up of a Permanent Mechanism in Respect of Future Accruals

The accruals in the main account of HP State CAMPA are as result of deposition of FCA mandated levies by the user agencies. This deposition is done at the level of DFOs/CFs and intimation is received by the FCA Wing. However, CAMPA Office is not aware of the deposits and their trend. Of particular interest to CAMPA Office is the deposit of CAT Plan charges instalment or lump sum, so that this can be linked to the 'funding gap' likely to emerge in respect of Comprehensive CAT Plans of various basins under progress. Similarly, CAMPA office is not fully aware of the break-up of the present deposit in CAMPA account and this is creating difficulty in preparation of APOs. An exercise was done in the recent past to gather information from all the DFOs/CFs. This information needs to be authenticated and made available to CAMPA Office. It is suggested that complete information along with abstract thereof be reconciled up to 2011-12.



[Signature]
Chairman
HP State CAMPA Executive Committee
-cum- Principal Officer

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Post 2011-12, CAMPA Office suggests using MIS to capture information in respect of incoming levies. CAMPA Office is in the process of getting a MIS designed for its operations and will incorporate FCA mandated levies according to suggestions of Nodal Officer, FCA. Till the MIS becomes functional, the Nodal Officer should make the information available to CAMPA.

Issue for Consideration and Approval:

EC may consider, discuss and approve the proposed arrangement same to be adopted for EC and down below level. This proposal has no financial implication.

Decision: The Division/ Circle wise information duly reconciled up to 2011-12, regarding deposition of FCA mandated levies by the user agencies shall be made the available to CAMPA by the Nodal Officer (FCA).

Agenda Item-6.11: Review of Progress of Recasting of CAT Plans.

CAT Plans in Satluj, Beas and Ravi basins were contracted out to be re-casted in favour of consultants those were engaged by the HPFD for the preparation of Comprehensive CAT Plans. The table lays out the details:

| Basin | CAT Plan | Consultant | Date of Signing Contract | Due date of submission of re-casted Plan | Present position | Remarks |
|--------|-------------------------------|----------------|--------------------------|--|--|----------------------------|
| Beas | Parvati-II & Larji | M/S NERIL | 15.01.2011 | Original 31.03.2011 Revised Deadlines: 30.06.2011, 25.08.2011, 31.12.2011, 31.03.2012. | Pending. Factual position not reported by CF Kullu | |
| Ravi | Budhil & Chamera-III | JPS Associates | 20.01.2011 | Original 31.03.2011 Revised Deadlines: 30.06.2011, 25.08.2011, 31.12.2011. No further extension sought. | The consultant, vide his letter dated 30.09.2011, submitted final reports, except MWS-wide Treatment Plan Maps, to CF Chamba. Nothing has been heard from CF Chamba after repeated requests. | |
| Satluj | Baspa-II, Kashang, K/wangtoo, | NERIL | 13.01.2011 | Original 31.03.2011 Revised | Final Reports of some re-casted CAT Plans submitted to | *Shorang CAT Plan has been |

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| | | | | | |
|---|--|--|--|---------------------------------------|---|
| Nathpa-Jhakhri, Rampur, Shorang*, Tidong, | | | Deadlines: 30.06.2011, 25.08.2011, 31.03.2012, 15.04.2012. | CF Rampur. Others are at final stage. | withdraw for in house re casting b PCCF WL. |
|---|--|--|--|---------------------------------------|---|

The delay in finalising the re-casting work had affected the implementation of the CAT Plans during 2011-12 and would continue in the current financial year, as the delay has crossed reasonable level. The attitude of field conservators, CF Chamba & Kullu in particular, in this regard is also discouraging

Issue for Consideration and Approval:

EC may like to take note of the progress and determine a final cut-off date for the culmination of the assignment.

Decision: Present arrangement as provided in the Contract Agreement will continue and the Consultants will be impressed upon to submit the recasted CAT Plans by 15th June 2012 without further delays.

Agenda Item-6.12: Review of Progress of Preparation of Comprehensive CAT Plans.

Comprehensive CAT Plans were to be prepared for the Satluj, Beas, Chenab and Ravi River basins. These were required to be prepared as one of the important milestones in the Pillar: Sustainable Hydropower under the DPL being availed of by GoHP.

| Basin | Comp. CAT Plan | Consultant | Date of signing contract | Due date of culmination of assignment | Present position | Remarks |
|--------|-------------------|------------|--------------------------|---------------------------------------|---|---------|
| Satluj | CCP for Satluj RB | NERIL | 25.03.2009 | 30.09.2010. | Final Report received during 07/2011. Some improvements in quality were required. The Improved draft is yet awaited. However, the CCP Satluj stands approved in principle by GoHP. Some points in SCIS software are also to be addressed and improved by the consultant. | |
| Beas | CCP for Beas RB | NERIL | 08.11.2010 | 07.07.2012 | The Draft Interim Plan in r/o some MWSs is under preparation. | |

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| | | | | | | |
|--------|-------------------|---------------------|---------------------------------------|------------|---|--|
| | | | | | Processing of data in software is in progress. No indication of Final Draft so far. No feedback received from CF Kullu. | |
| Chenab | CCP for Chenab RB | RS Envirolink Tech. | 02.08.2010 (Starting from 16.08.2010) | 15.04.2012 | Interim Draft Plan, due within 14 M, not yet completed. Work stopped due to heavy snowfall & closure of Rohtang Pass. Draft Final Plan is nowhere in picture. No feedback received from CF Kullu. | |
| Ravi | CCP for Ravi RB | JPS Associates | 02.08.2010 (Starting from 16.08.2010) | 15.04.2012 | Information from consultant reveals that Interim Draft Plan, due within 14 M, is still underway. Nothing has been heard w.r.t. Draft Final Report. No feedback received from CF Chamba. | |

The concerned CFs are not reporting the factual position/status of the studies. The assignments have arrived at the stage of non-completion within the stipulated time-frame and thus comes the question of extension in time which could further result in escalation of cost.

Issue for Consideration and Approval:

EC may like to take note of the progress and approve the proposed final cut-off date for the culmination of the assignment in respect of the Satluj basin. In respect of Beas, Chenab and Ravi basins, there would be a need for extension in time period. The contracts would need to be amended to make them legally tenable. EC may also like to take note of the plethora of correspondence undertaken by CF Kullu with regards to his responsibilities. EC may approve the modalities of the proposed arrangement with regard to the administration of the consultancies in all the three other basins.

Decision: The time period to culminate the assignments may be extended after holding a Meeting with the Consultants and the concerned field CFs and accordingly, the contracts should be amended to make them legally tenable. Henceforth, the Consultants shall submit the draft CCPs to the Head office, where, it shall be presented before a Committee of senior forest officers having APCCF(S&WC), CCF (Fin), CF (CAT Plan), DCF(CAT Plan) and the concerned CF(s) as members. The necessary inputs will be provided to the consultant there and then only and time period for submitting final draft will be fixed during the presentation and no further extension will be given thereafter to the consultant. These consultancies shall now be administered by the Direction Office.

[Signature]
Chairman
HP State CAMPA Executive Committee
Principal CCF, HP

Agenda Item-6.13: Physical Achievement of Eco-Task Force and the Looming Financial Crisis

The Eco-Task Force (A Coy.) was established in the year 2006, with the objective of carrying out plantation/afforestation on the land allotted by the State Govt. The work of carrying out Rim Planting of Kol Dam HEP was entrusted to ETF. The Table A below shows the physical and financial progress.

(Rupees in Crores)

| Coy./ Estt. Year | Name of Scheme | Total Targets | | Reporting Year | Achievement | | Excess/ Deficit | | Remarks |
|-------------------------|-------------------|---------------|--------------|-------------------|-------------|--------------|-----------------|--------------|--|
| | | Phy. | Fin. | | Phy. | Fin. | Phy. | Fin. | |
| ETF-A (2006) | Rim Plantation | 1531 | 9.15 | 2010-11 | 790 | 11.99 | - 741 | + 2.84 | (*) Please see detail given below. |
| | | - | - | 2011-12 | 160 | 4.50 | + 160 | + 4.50 | |
| | | 1531 | 9.15 | | 950 | 16.49 | -581 | + 7.3 | |
| ETF-B (2010) | Larji CAT Plan | 2859 | 12.80 | 2011-12 | 614 | 6.37 | - 2245 | - 6.43 | |
| | | - | 5.20 | 2010-11 | - | 1.50 | - | + 1.50 | |
| | Salnj CAT Plan | | | | | | | | To meet Estt. Cost of B Coy |
| Total: | | 2859 | 18.00 | | 614 | 7.87 | -2245 | -4.93 | |

(*) The above table reveals that financial targets of Rim Scheme were exceeded by 2.84 crore during 2010-11 whereas physical targets of 741 ha remained unachieved. Therefore, funds to the tune of Rs. 9.751 crore were diverted from non-executable components of Kol Dam HEP CAT Plan of Shimla Circle. Till 31.03.2012, an amount of Rs. 7.34 crore has been spent out of diverted funds of Rs. 9.75 crore, leaving behind Rs. 2.41 crore as balance, whereas the physical has reached 950 ha against total 1531 ha and 581 ha yet to be achieved. To conclude, HPFD has incurred Rs. 16.49 crore for achieving 950 ha of afforestation. 581 ha are yet to be achieved with available balance of Rs. 2.41 crore.

Similarly, as on 31.03.2012, against the total outlay of Rs. 12.80 crore of Larji CAT Plan, Rs. 7.87 crore (including Rs. 1.50 crore of Salnj) have been exhausted, leaving behind a balance of Rs. 4.93 crore whereas physical targets of 614 ha, against total 2859 ha, have only been achieved and 1595 ha are yet to be achieved.

There is an expenditure (establishment cost and allied cost) of about Rs. 4.00 crore per annum on one Coy. As may be seen from the Table above, no more funds are available from the Kol Dam CAT Plan to bear the establishment cost of A-Coy. Similarly, the available balance of Larji CAT Plan will barely suffice for one & half year approximately. The plantation works, Soil & water conservation and other ancillary works proposed in the CAT Plan would not be achieved at the current rate of run, as the funds are being exhausted for achieving low targets.

Issue for Consideration and Approval:

EC may like to take note of the situation arising due to the huge salary expenditure of both the ETF Coys. It is proposed that expenditure of both the ETF companies may be loaded to the regular departmental budget. Further that the funds to achieve the balance targets of CAT Plans may also be provided from departmental funds so that the purpose of the preparation of CAT Plans can be fulfilled.

Decision. Representative of HPPF expressed grave concern over the fact that targets of CAT Plans are not being achieved as establishment cost of ETF is being charged to the CAT Plans. HPPF are agitating over the fact that funds deposited with the HPFD/ CAMPA are being diverted towards

Decision: In this case, it was decided that funds to the tune of Rs.1.5 crores be kept and made available to the 30 divisions (excluding tribal divisions of the state) @ Rs.5 lac each in thirty forest divisions for improvement and raising of Nurseries. The committee approved the adoption of increase of daily wage norms for CAMPA works on the pattern of HPFD. The revised norms after incorporating the wage hike as worked out by the department will be applicable to the CAMPA works. Out of the remaining funds, a provision of Rs.35 lac shall be made for Publicity activities, to be undertaken by the Publicity Division, Rs.5 lac for promoting newly launched 'Shorag' plantation Scheme in identified divisions of the state and Rs.5 lac for HPFD Library. EC asked the CAMPA Office to come up with a revised APO of NPV incorporating the decisions and place it in the next meeting of EC before ratification by SC.

Agenda Item-6.17: Purchase of Vehicles for CAMPA Office from 'Interest Portion' of CAMPA Funds

For the purposes of touring and monitoring CAMPA activities, 3 No. of taxis were approved for use by CAMPA officers (Annexure - 8). Of these, two are presently hired (one Indigo and one Alto at GAD approved rates). The approved Scorpio was not hired. The experience of hiring taxis has not been satisfactory. The taxis are frequently stopped by the enforcement agencies (police/transport etc.) for checking causing delays and inconvenience. Taxis are also subject to delays at Toll booths. Further taxis are also subject to renewal of permits and passing. These factors cause a lot of inconvenience. Keeping in view the attenuating circumstances and the existing approval of taxis, CAMPA proposes to procure 4 vehicles at a capital cost of Rs. 30.22 lakh. The entire operating expenses of these vehicles will be borne by CAMPA from 'Interest' generated on CAMPA funds and there would not be any liability on GoHP. The details of the vehicles to be procured, operating expenses and comparative expenses of hiring taxis are given in the appended Annexure - 9.

Out of the four vehicles proposed for procurement, 3 would be procured from 'Interest' accrued on CAMPA funds, while the fourth vehicle is a part of the approved infrastructure of Shorag CAT Plan, with a provision of one vehicle to be provided by the user agency 'in kind'. The amount of Rs. 5.00 lakh stands earmarked for the purpose and continues to lie with the user agency and is not part of the CAMPA deposit. HP State CAMPA is thus deprived of this deposit. The user agency will be asked to provide this vehicle amount and the excess funds (beyond Rs. 5.00 lakh) would be provided from the 'Interest' portion.

The vehicles are proven and fuel efficient, and GoHP is already operating a number of them. To keep the operational cost low, the make/ model will be diesel run.

Issue for Consideration and Approval:

EC may like to take note of the proposal, discuss and approve it for placing before the SC. The revised APO of NPV to be taken in the next meeting of SC would reflect this arrangement.

Decision: During the course of discussion, the Chairperson stressed upon the need to seek replacement against the condemned vehicles of the department as, it will strengthen the efficacy of touring of the officers and share the financial burden of the department. The EC has thus approved the purchase of seven vehicles by replacement of condemned vehicles of the HPFD, from the 'Interest' generated on CAMPA funds. Out of these seven vehicles, three vehicles shall

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be provided to the officers working in the CAMPA office at Shimla. The matter will be pursued and processed by the Chairman with the GoHP and shall be taken to SC for ratification/approval.

Agenda Item-6.18: Utilization of Funds Parked with DIAs Outside the HPFD.

The following institutions were identified as Designated Implementing Agencies (DIAs) outside the HPFD and funds (NPV) for certain activities were placed with them. The details are mentioned in the Table below:

the Table below:

(Rupees in Crore)

| Year | DIA | Component/ Activity | Amount of fund | UC received | Remarks |
|---------|-----------------------------|--|----------------|-------------|---|
| 2010-11 | Director, Urban Development | Other Allied Activities/ Development of Muck Dumping Sites | 1.00 | No | Reminder issued vide DO dated 25.10.2011. |
| | Director, Env. S&T. | Publicity, Awareness & Training/ Trg. On issued of Environment | 0.05 | No | Reminder issued vide DO dated 25.10.2011. |
| | | Bio-diversity Protection & Management/ Funding of Activities under Bio-diversity Action Plan | 0.05 | No | |
| | | Total: | 1.10 | | |

Issue for Consideration and Approval:

The non-receipt of UCs from these DIAs can be attributed to the fact that funds have still not been utilized and continue to remain parked. Not only have the works not been done but CAMPA Office continues to lose interest on these funds. EC may deliberate upon the issue and these DIAs may be asked to utilize the funds within a certain time frame or else returned.

Decision: It was decided that, the matter will be pursued by the Pr.CCF(T)HP, with the concerned Departments.

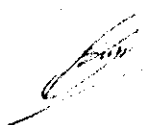
Supplementary Agenda

Agenda Item- 6.19

6.19 Procurement of goods for use by HPFD/ CAMPA

6.19.1: Upgradation of AV facilities and seating arrangement in Conference Hall, Talland

A request has been received regarding up gradation of AV facilities and seating arrangement in Conference Hall, Talland, Shimla and a committee has been set up by HPFD to deliberate upon the required infrastructure and investments required. Preliminary deliberations have indicated that an investment of Rs. 10.0 lakh would be needed for up gradation as per details mentioned below:



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- (a) LCD display based AV - Rs. 3.0 lakh (includes cost of LCD panels, cabling)
- (b) Interactive white board- Rs. 0.5 lakh
- (c) Ergonomic seating arrangement - Rs. 5.0 lakh
- (d) Other improvements- Rs. 1.5 lakh

Total Rs. 10.0 lakh

The procurement would be effected by XEN (Fts.) after fulfilling necessary codal formalities and after identification of appropriate technology by the committee.

Issue for consideration and approval:

EC may consider and recommend for placing it before the SC for final approval.

6.19.2: Provisioning equipments for CAMPA Office

CAMPA Office needs the following office equipment/ software for smooth functioning:-

| Equipment | Quantity (Nos.) | Tentative Cost (Rs.) | Remarks |
|----------------------------|-----------------|----------------------|--|
| Fax machines | 1 | 10000 | |
| Crystal report software | 1 | 60000 | Needed for production of real time reports and analysis of data from MIS |
| Adobe Acrobat Professional | 1 | 20000 | Needed for production of CAMPA annual report/ other reports |
| Laptops -Apple | 1 | 90000 | One high end laptop is needed to run GIS applications |
| Total cost | | 180000 | |

Issue for consideration and approval:

EC may consider and recommend for placing it before the SC for final approval.

Decision: During the discussion, one fax machine for PCCF office was also approved. Instead of one high end (Apple laptop), two Dell laptops were approved. The total expenditure in respect of item 6.19.2 would be Rs. 2.0 lakhs. EC further decided that goods for use by HPFD/CAMPA office (6.19.1 and 6.19.2) subject to ratification by SC, procurement would be done from 'Interest' portion only.

AGENDA ITEM 6.20

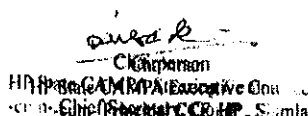
Any Other Items with the permission of chair:

On the suggestion made by the representative of HPPF (non-official member), it was decided that the agenda item, if any, suggested by the forum shall be included in the EC agenda in future for discussion.

APPROVED



Chairman
HP State CAMPA Executive Committee
- cum - Principal CCL Officer -



Chairman
HP State CAMPA Executive Committee
- cum - Principal CCL Officer -