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Office of the HP State Compensatory Afforestation Fund Management & Planning Authority
(HP State CAMPA), Forest Headquarters, Talland, Shimla -171001.

No. Ft. CAMPA/48 /2010/Executive Committee/

Dated Shimla -12 3 OCT 2012

To:

1. Pr. Chief Conservator of Forests (Wild Life & CWLW), Shimla.
2. Addl. Pr. CCF (CAT Plans), Shimla.
3. Addl. Pr. CCF (Finance & Planning), Shimla.
4. Addl. Pr. CCF (FCA), Shimla.
5. Addl. Pr. CCF (WP&S), Mandi.
6. Addl. Pr. CCF (NTFP & Research Mgmt.), Sundernagar.
7. OSD State CAMPA -cum- CF (CAT Plans), Shimla.
8. Deputy Controller (Finance & Accounts) O/o Pr. CCF, HP, Shimla.
9. The Secy. General, HP Power Producers Forum, Uttam Bhawan, Near 103 Tunnels, Shimla -4.
10. The Member Secretary, HP Eco-Development Society, (Forest Complex Holta), Palampur, Distt Kangra (HP).

Subject: 7th Meeting of Executive Committee of the "HP State Compensatory Afforestation Fund Management & Authority (HP State CAMPA)"-Proceeding thereof.

Sir,

Enclosed please find herewith Proceedings of the 7th Meeting of the Executive Committee of the HP State CAMPA, held under the Chairpersonship of Principal Chief Conservator of Forests (HoFF), HP on 4th October, 2012, for favour of information and further necessary action please.

Encl: As above

Yours faithfully,

23/10/12
Member Secretary (HP State CAMPA EC)
-cum- Nodal Officer, HP State CAMPA,
Talland, Shimla -1

Endst. No. As above

Dated Shimla the, 23 OCT 2012

Copy alongwith copy of above proceeding is forwarded to:-

1. Private Secretary to Chairman, State CAMPA EC & Pr. CCF (HoFF) HP, Shimla.

for information and necessary action please

Encl: As above

23/10/12
Member Secretary (HP State CAMPA EC)
-cum- Nodal Officer, HP State CAMPA,
Talland, Shimla -1



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

AGENDA ITEM - 7.1

7.1: Action Taken Report in respect of 6th meeting of Executive Committee:

The Action Taken Report on the decisions of the 6th meeting of the Executive Committee held on 9th May 2012 is at Annexure – 1 (Pages: 11 to 17). The proceedings of the meeting have been circulated to all concerned and no comments have been received.

The following items were discussed and decided at the meeting:

1. The HP State CAMPA office to start testing of the CAMPA portal.

2. The HP State CAMPA office to start testing of the CAMPA portal.

3. The HP State CAMPA office to start testing of the CAMPA portal.

4. The HP State CAMPA office to start testing of the CAMPA portal.

5. The HP State CAMPA office to start testing of the CAMPA portal.

6. The HP State CAMPA office to start testing of the CAMPA portal.

AGENDA ITEM - 7.2

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

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

During the year 2011-12 the approved APO size was Rs. 57.26 crore. Funds to the tune of Rs. 43.09 crore were released and expenditure of Rs. 34.00 crore has been reported. In addition an amount of Rs. 2.82 crore lying with the field functionaries on account of spill over for the year 2009-10 (Rs.0.59 crore) and for the year 2010-11 (Rs. 2.23 crore) were also spent taking the total expenditure during the year 2011-12 to Rs. 36.82 crore, which is 85.44% of the funds released.

Sector-wise expenditure abstract is as under:-

Signature of the Principal Officer, HP State CAMPA

Principal Officer, HP State CAMPA

Signature of the Chairman, HP State CAMPA Executive Committee



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

| (Rupees in crore) | | | | | | | |
|-------------------|---------------------------|--------------|----------------|--------------|------------------------|-------------|--------------|
| Sr. No. | Sector | 2011-12 | | | 2009-10 | 2010-11 | Total |
| | | Approved APO | Funds released | Expenditure | Spill over Expenditure | | |
| 1. | NPV | 22.41 | 15.42 | 10.02 | 0.53 | 2.17 | 12.72 |
| 2. | CA | 5.32 | 2.64 | 2.07 | 0.0 | 0.05 | 2.12 |
| 3. | CAT Plan | 17.88 | 16.26 | 15.62 | 0.05 | 0.01 | 15.68 |
| 4. | Rim Plantation Scheme | 4.52 | 3.07 | 2.63 | 0.0 | 0.0 | 2.63 |
| 5. | WL Schemes | 6.95 | 5.45 | 3.47 | 0.0 | 0.0 | 3.47 |
| 6. | Soil & Water Conservation | 0.18 | 0.25 | 0.19 | 0.0 | 0.0 | 0.19 |
| | Total | 57.26 | 43.09 | 34.00 | 0.58 | 2.23 | 36.81 |

Sector-wise and Circle-wise expenditure reports are at Annexures – 3 to 8 (Pages: 22 to 41)

Decision required: The progress reports may kindly be perused and expenditure incurred may be taken to be the final APO of 2011-12 and approved.

Decision: The EC perused the expenditure and recommended it to be taken to the Steering Committee.

7.2(b) APOs for 2012-13:

The Steering Committee in its 7th meeting held on 1st December 2011 had approved the initial APO for Rs. 68.34 crore as under:

(Rupees in crore)

| Sr. No. | Name of Sector | Amount |
|---------|--------------------------------|--------------|
| 1. | NPV | 26.44 |
| 2. | CA (including land bank) | 4.08 |
| 3. | CAT Plans | 26.70 |
| 4. | Rim Plantation Scheme | 5.02 |
| 5. | WL Schemes | 5.73 |
| 6. | Soil & Water Conservation Plan | 0.19 |
| 7. | Reclamation Plan | 0.18 |
| | Total | 68.34 |

The same was transmitted to Ad-hoc CAMPA, GoI. However, the same was returned with the remarks that information be given in revised format on Andhra Pradesh pattern i.e. investment segment/ component/ activity-wise and Circle/ Division/ Range –wise along-with GPS coordinates, which would ease the release of funds for 2012-13.

Further there have been certain changes in the APOs particularly with respect to APO of NPV which is reduced from earlier proposed size of Rs. 25.55 crore to Rs. 15.25 crore. The revised segment-wise APO for 2012-13 and the funds sought for revalidation on account of spill over is as under:-

(Rupees in crore)

| Sr. No. | Sector | Amount of APO of 2012-13 | Amount sought as revalidation being spill over of 2011-12 |
|---------|--------|--------------------------|---|
| 1. | NPV | 15.25 | 1.55 |

Officer
HP State CAMPA
Himachal Pradesh

Chairman
HP State CAMPA Executive Committee



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

| | | | |
|------------------------------------|---------------------------------|-------|------|
| 2. | CA | 4.08 | 0.00 |
| 3. | CAT Plan | 26.70 | 0.00 |
| 4. | Rim Plantation Scheme | 5.02 | 0.00 |
| 5. | WL Schemes | 5.73 | 0.00 |
| 6. | Soil & Water Conservation Plans | 0.19 | 0.00 |
| 7. | Reclamation Plan | 0.18 | 0.00 |
| Total Expenditure Plan for 2012-13 | | 57.15 | 1.55 |

The detailed sector-wise/circle-wise/ division-wise APOs are under preparation and will be placed before the Steering Committee, in its next meeting scheduled to be held on 17th October 2012, for approval.

Decision required:

The proposed revised and detailed APO for the year 2012-13 may be approved along-with changes in APO of NPV and revalidation of amounts of spill over of 2011-12 may be approved.

Decision: EC recommended the following APO for 2012-13, subject to approval of SC. EC also decided that in future, revalidation should be desisted and will be done in rare circumstances on case to case basis to bring in financial discipline.

| S.No. | Sector | Amount of APO of 2012-13 | Amount sought as revalidation being spill over of 2011-12 |
|------------------------------------|---------------------------|--------------------------|---|
| 1. | NPV | 15.30 | 1.55 |
| 2. | CA | 6.70 | 0.00 |
| 3. | CAT Plan | 26.70 | 0.00 |
| 4. | RIM Plantation | 5.02 | 0.00 |
| 5. | WL Schemes | 4.24 | 0.00 |
| 6. | Soil & Water Conservation | 0.32 | 0.00 |
| 7. | Reclamation Plan | 0.18 | 0.00 |
| Total expenditure Plan for 2012-13 | | 58.46 | 1.55 |

AGENDA ITEM - 7.3

7.3: 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:-

| (Rupees in Crore) | | | | | |
|-------------------|--|---------|---------|---------|--------|
| 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 & 2011-12 | 10.30 | 30.93 | 34.01 | 75.24 |
| 3. | Amount Refunded to GoHP during 2011-12 on account of excess deposited in CAMPA | 0 | 0 | 4.73 | 4.73 |
| 4. | Balance Funds as on 31.03.2012 | | | | 55.99 |

Chairman
HP State CAMPA Executive
-cum- Principal COT

Chairman
HP State CAMPA Executive
-cum- Principal COT



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

Decision Required: This is for perusal and information of the Executive Committee.

It is requested that the Executive Committee take note of the status of accounts of CAMPA and approve the proposal for preparing the accounts of CAMPA up to date.

AGENDA ITEM - 7.4

7.4: Accounts and Audit Related Issues of CAMPA

7.4.1: 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. FFE-B-F (2)-72/2004-Pt-II, dated 03.08.2009. In the 4th meeting of Executive Committee (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, which is yet to be finalized. In the 4th meeting of National CAMPA Advisory Council (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'. However, AGHP has sought 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.

Decision required: This is for the intimation of Executive Committee that the accounts of CAMPA for the past three years are about ready and AG, H. P. has initiated the audit.

It is requested that the Executive Committee take note of the status of accounts of CAMPA and approve the proposal for preparing the accounts of CAMPA up to date.

7.4.2: Installation of double entry accounting system for preparation of CAMPA Accounts from 2012-13 onwards

From 2012-13 onwards it is proposed to prepare account of HP State CAMPA on double entry accounting system and render the same to AG, HP for audit. In consultation with IT Deptt., CAMPA office has shortlisted Tally ERP 9.0 accounting software.

- (i) Procurement and installation of software (Tally ERP 9.0) through identified vendors (HP State Electronics Development Corporation Ltd or M/s. Tally Solutions)
- (ii) Training of personnel (DDOs/ ROs/ Accounts staff/ CAMPA Office) on the use software.
- (iii) Hand holding for a period of six months

The estimated financial implication of this proposal is estimated to be Rs. Ten Lakhs.

[Signature]
H.P. State CAMPA
Himachal Pradesh
Principal CCR, HP

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



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

Decision required:

Executive Committee is requested to approve the proposal, involving an expenditure of Rs. Ten Lakhs from the APO of NPV for the year 2012-13, for placing before the Steering Committee, in its next meeting scheduled to be held on 17th October 2012, for approval.

AGENDA ITEM : 7.5

7.5: Expenditure on Eco Task Force (ETF)

Background:

ETF (one company-Coy A) was established in the state of HP to carry out plantation/ afforestation on land allotted by State Govt vide MoD, Govt letter No. 68640/Eco/ R/ 133/ TA-2/1754/ SO/ D (GS-I)(I) dated 15.02.2006 initially for a period of 5 years (till 2011), and further extended by another three years (up to September 2014). The company was assigned the task of doing afforestation under Rim Plantation Scheme of Kol Dam HEP and is stationed at Tattapani. Similarly another company (Coy B) was established at Jalogi in 2010-11 for a period of 5 years (till March 2015) and is tasked with afforestation works of Larji CAT Plans. Together, both the companies are doing afforestation on approximately 400 Ha of land annually. There is annual financial burden on CAMPA funds to the tune of Rs. 700 Lakhs as against the budgeted physical target achievement norm of just Rs. 25 Lakh (about ten times higher than the Cost Norm provisions) resulting in deficit achievement of targets under the designated CAT Plans, e.g. under Rim Plantation Scheme of Kol Dam with the provided cost Norms of Rs. 9.15 crore only approximately 300 Ha targets could be achieved i.e. 20%.

- At Govt. of HP level, ETF is being looked after by Sainik Welfare Board under the control of GAD Deptt. In 2006 (meeting on 26/8/2006) (regarding establishment/ raising of ETF), under the Chairpersonship of CS, it was decided that (point No. 6) "Forest Department will incur the initial costs out of existing budget of Upper Sutlej Valley Watershed Development Society pending budget allotment". Despite number of letters to Govt/ GAD (letter Nos. Ft. CAMPA-44/2010/ETF dated 23.04.2012 and 01.10.2012 and Pr. Secretary Forests, GoHP's Letter No. FFE-B-G (6)-4/2007 dated 10.05.2012) no budget allotment has been made bearing establishment cost of ETF.

Establishment cost of ETF is eating into the CAT Plans resources meant for achieving Physical targets for Catchment Treatment for reduction of silt, improving quality & perennality of water in river basin for efficiency in Hydro Power Projects.

This will have wider ramifications:

- (i) Raising objections by the user agencies who fund the CAT Plans for improvement of catchments and quality & perennality of water resources and subsequent judicial criticism/ reprimand.
- (ii) Objection by Ad-hoc CAMPA, GoI, who have laid down guidelines for use of CAMPA funds. Review of utilization of CAMPA funds is due to be taken up the Hon'ble Supreme Court in 2014 and thereafter further course of action on mechanism of fund utilization will be decided.

Following options may be considered by the Executive Committee.

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

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



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

- Provisions of establishment cost of ETF by HP Govt. (in the budget of HPFD or GAD) while funds under works executed by ETF be provided under CAMPA as per available cost norms (CAMPA would prefer to use their services in tougher areas provided above conditions are met)
- Services of ETF may be utilized for likely Seabuckthorn project under GIM which will be in tougher areas of Kinnaur/ Lahaul Spiti.

Decision required:

- Decision may be taken on provision of establishment cost of ETF from HP Govt. budget.
- HP Forest Deptt. may be asked to consider the request of ETF for extension of period of existing companies and proposal to raise third company in light of the grave financial situation under CAMPA funds.

Decision: EC decided that the matter be placed before the Steering Committee for an early decision. It was decided to request that instead of funding the ETF from CAMPA, which may have a negative impact on the funding establishment cost of ETF either from HPFD or GAD, HPFD may support ETF from its present budget.

AGENDA ITEM - 7.6

7.6.1 Approval to Engage Data Entry Operators

HPFD has initiated the process of using IT on a comprehensive basis in a bid to (a) generate, aggregate and store data for forest management, (b) allow informed decision making due to data analysis (c) mechanize day-to-day processes for efficient operations and (d) improve access to information. Several modules relating to MIS like accounts and budget management system, protection management system etc would be launched for the next 12-18 months. The services of qualified computer operators would be needed for the period of about one year to begin with as hand holding assistance and for computerization of archived data.

It is, therefore, proposed to support HPFD with services of Data Entry Operators in a phased manner (50 for the field units & 10 for Forest Hqrs). Data Entry Operators would be hired from DOEAC/ out sourcing Agency/ retired personnel without creating any permanent liability. Annual financial implication is approximately Rs. 60.00 Lakhs and proposed expenditure for 2012-13 would be about Rs. 20.00 Lakhs. Expenditure would be borne from the NPV funds.

Decision required:

The Executive Committee may approve the proposal of engaging the Data Entry Operators for the period of 12 months for providing hand holding assistance and IT related expansion activities. This will be placed before the Steering Committee in its next meeting scheduled for 17th October 2012 for approval.

Decision: EC decided to take up this activity in a phased manner and since many of the piloting exercises are being done in Rampur Circle where large number of CAT Plans are in operation, to start with only 6 Data Entry Operators may be deployed on contract basis without creating any permanent liability. EC also recommended this to be taken for final approval of the SC.

HP State CAMPA
Principal CCF, HP
Date: 04/10/2012

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



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

7.6.2: Approval to Initiate Consulting Services

- (a) It is proposed to undertake following Consultancies on Single Source basis from Indian Council of Forestry Research & Education (ICFRE) OR Forest Survey of India (FSI).

Both Organisations are part of MoEF (Govt. of India) and have vast experience of working in Himalayan region. They have expert and experienced team of Scientists/ Officers. Both have Regional offices at Shimla and liaisoning becomes easy. Cost of consultancy will be finalized after due diligence by committee of officers and experts.

- i. Inventorization of works/ activities for the last Five years (2008 – 09 to 2012 – 13) on a RDBMS and GIS Platform
- ii. Third Party monitoring of CAT Plan / Compensatory Afforestation.
- iii. Third party monitoring of ANR works undertaken under NPV
- iv. Developing Objectively Verifiable Indicators (OVI) for Assessing Impact of Treatment Measures on Silt reduction and stream flows.
- v. Study on khair (Acacia catechu) regarding deterioration of Khairwood with age. Estimated cost of the study is likely to be around 5 lakhs (Proposal by APCCF Working Plan).

Decision Required: EC may approve the proposal for undertaking these assignments from ICFRE/ FSI on Single Source basis. It will be placed before the SC, in its next meeting scheduled on 17th October 2012, for approval.

- (b) EC may also accord its approval for conducting a small Study and Compilation of Wild Flowers of Shimla & Surrounding Areas by Expert from ICFRE (Shimla Regional Office – HFRI) at a cost of Rs 1 Lakh.

Resolution: EC recommended that services of FSI may be used for following consulting services, subject to approval of SC.

- i. Inventorization of works/ activities for the last Five years (2008 – 09 to 2012 – 13) on a RDBMS and GIS Platform
- ii. Mid Term Monitoring of CAT Plan.
- iii. Monitoring of Compensatory Afforestation.

EC also recommended that services of ICFRE (HFRI) may be used for the following consulting services subject to approval of SC.

- i. Developing Objectively Verifiable Indicators (OVI) for Assessing Impact of Treatment Measures on silt reduction and stream flows
- ii. Study on khair (Acacia catechu) regarding deterioration of Khairwood with age. Estimated cost of the study is likely to be around 5 lakhs.

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

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



7.6.3: Approval of Norms for Holding Workshops/ Seminars / Training Programmes and Exposure Visits

One of the core principles of CAMPA is to build up the institutions relating to protection and management of forests & wildlife and to train officials particularly at the cutting edge level and communities. In this regard, it is proposed to undertake workshops/ seminars, training programmes and exposure visits on several areas, such as:

- (i) Participatory watershed management.
- (ii) Forest fire management/ reporting.
- (iii) Soil and water conservation.
- (iv) Rehabilitation of areas infested with invasive alien species.
- (v) Nursery management.
- (vi) Computer skills including use of MIS applications
- (vii) NTFPs & Medicinal plants
- (viii) Permanent inventory system for resin tapping
- (ix) Enumeration and working plan operations (modelling and laying of sample plots) etc.

A series of such events is necessary at various levels. Majority of the events are proposed to be held at Circle/ Divisional level for effective participation by the frontline staff. It is, therefore, necessary that norms for conduct of meetings/ workshops/ exposure visits are approved for various levels. A set of norms based on the pattern existing in WB aided Mid Himalayan Watershed Development Project, Solan has been developed and is at Annexure – 9 (Page: 42).

Decision Required: Executive Committee may like to approve norms as per Annexure.

Decision: EC recommended the cost norms for final approval by SC.

7.6.4: Re-delegation of Financial Powers to Various Officers for Holding Workshops/ Seminars / Training Programmes and Exposure Visits

Steering Committee in its first meeting had vide Agenda Item 1.9 (copy at Annexure- 10; Page: 43) had approved that APCCF (CAT) would exercise financial powers up to Rs. 2.00 Lakh in each case for organizing conferences/ seminars/ workshops, training courses, study tours and meetings within the State and Country. As indicated in Agenda 7.7.3 above, majority of the meeting, workshops and training programmes would be for the benefit of the frontline staff and organized at Circle/ Divisional level. It is, therefore, proposed to further delegate financial powers as under:

The following delegation is proposed:

| Sr. No. | Item/ SOE | Designation | Delegation of Financial Power (Amount in Lakhs) |
|---------|--|---|--|
| 1 | Conferences/ seminars/ workshops, training | CCFs/ CFs in charge of Circles (T) or (WL)/ Other CCFs/ CFs | 1.00 |
| 2 | courses/ exposure visit within the State of H.P. | DFOs (T) & (WL) in charge of Divisions and other DFOs | 0.40 |

Chairman
HP State CAMPA
Jammu & Kashmir Pradesh

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



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

Decision Required: Executive Committee may like to approve above delegation.

EC decided to recommend to the SC the following delegation and re-delegation:

| S.No. | Item/ SOE | Designation | Delegation of financial power in each case (Amount in ₹ lakhs) | |
|-------|---|----------------|--|--------------------|
| | | | Within the State | Within the country |
| 1 | Conferences/ seminars/ workshops meetings, training courses/ exposure visits/ camps/ study tours etc. | PCCF (T)/ (WL) | 2.5 | 5.0 |
| 2 | -do- | APCCF | 2.0 | 3.0 |
| 3 | -do- | CCFs | 1.0 | - |
| 4 | -do- | CFs | 0.5 | - |
| 5 | -do- | DFOs | 0.25 | - |

AGENDA ITEM - 7.7

7.7: Procurement of GPS based Mobile Phones & Standard Operating Procedures (SOPs) for Mobile Operation for Forest Geo-Information System-reg.

Steering Committee in its 7th meeting directed CAMPA to get the works done under CAMPA as validated information with AGISAC on GIS platform.

The matter was taken up with AGISAC and after deliberations SOP have been designed for the activity of Afforestation. A module has been designed for which GPS enabled mobile phones will be required to pilot this in one Division/Circle. It is proposed to procure 30 GPS enabled mobile phones. Technical specifications, price and vendor are being finalized by Deptt. of IT.

Decision required:

May approve procurement of 30 GPS enabled mobile phones and its recurring expenses. Approximate budget requirement is Rs. 7000 x 30 = Rs. 2,10,000/- and recurring expenses @ Rs. 250/- per mobile may also be approved. Capital expenses will be met from NPV APO of 2012-13. Recurring cost will be met from component of contingency/ operational expenses of concerned CAT Plans.

The proposal was approved for placing before Steering Committee for its consideration.

AGENDA ITEM - 7.8

7.8: Change in Procedure Regarding 'In Kind' Receipt of Equipments in Cat Plans

In the CAT Plans under implementation, provisions have been made for 'in kind' receipt of certain equipments (office equipment/ motor vehicles etc.). The corresponding cost of such material is not deposited in CAMPA. This procedure results not only in bypassing the procedure of expenditure but may also be in violation of the Hon'ble Supreme Court orders of 2005 vide which all FCA mandated levies have been directed to be deposited with Ad-hoc CAMPA. Therefore, it is proposed that henceforth in all CAT Plans/ other schemes that provide for receipt of 'in kind' equipment, such equipment will not be received directly by HPFD, instead the user agency will be asked to deposit the funds in the account of CAMPA. This will also apply to currently operational CAT Plans, as also CAT Plans under preparation.

No.
 HP State CAMPA Executive Committee
 -cum- Principal CCF, HP

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



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

Decision required: The above proposal may kindly be approved.

EC recommended this to be brought to the notice of SC.

AGENDA ITEM - 7.9

7.9: 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. Complete utilization of funds for the intended purpose has not been received despite a lapse of nearly 2 years. Details are as under:

| | | | | | (Rupees in Lakhs) |
|---------|-----------------------------|--|----------------|----------------------|---|
| Year | DIA | Component/ Activity | Amount of fund | UC received (amount) | Remarks |
| 2010-11 | Director, Urban Development | Other Allied Activities/ Development of Muck Dumping Sites | 100.0 | 30.00 | Reminder issued vide DO dated 25.10.2011 & 24.09.2012 |
| | Director, Env. S&T. | Publicity, Awareness & Training/ Trg. On issues of Environment | 5.0 | No | Reminder issued vide DO dated 25.10.2011 & 24.09.2012 |
| | | Bio-diversity Protection & Management/ Funding of Activities under Bio-diversity Action Plan | 5.0 | No | |
| | | Total: | 1.10 | | |

Decision required:

Executive Committee may direct these DIAs to furnish accounts within one month or refund the unspent amount.

Decision: EC recommended this to be brought to the notice of SC.

AGENDA ITEM – 7.10

7.10: Approval of Annual Budget of CAMPA Office

(a) Approval to Engage Contractual Services:

Govt guidelines for the establishment and operation of the State CAMPAs provide (para 11(ii)) "the non-recurring as well as recurring expenditure for the management of the State CAMPA, including the salary and allowances payable to its officers and other employees, by utilizing a part of the income from interest received on funds invested by State CAMPA....".

There is acute shortage of office staff and stress is being felt as CAMPA activities are expanding.

It is proposed to hire services of 1 Accounts Supervisor, 2 Office Assistant, 2 helpers on contract basis.

Executive Committee may kindly approve hiring services of these personnel from DOEACC/ Service provider/ Retired Govt. employees (open market) on contractual basis without creating permanent liability. The expenditure would be met from the 'Interest' generated on CAMPA deposits.

Chairman
HP State CAMPA
Chandigarh Pradesh

Chairman
HP State CAMPA Executive Committee
-cum- Principal CCF



7th Meeting of the HP State CAMPA – Executive Committee – 4th October, 2012

The estimated annual financial implication is about Rs. 6.5 lakhs.

| Sr. No | Particulars | Monthly emoluments (Rs.) | Annual Implication (Rs. in lakh) |
|--------|-------------------------------------|--------------------------|----------------------------------|
| 1 | Accounts Supervisor (Tally knowing) | 25000 | 3.00 |
| 2 | Office Assistants | 15000 | 1.8 |
| 3 | Office Helpers | 7000 | 1.7 |
| | Total | | 6.5 |

Decision required: Executive Committee may approve the engagement of contractual services as above.

Decision: EC recommended to engage 1 Account supervisor and 3 Office Assistants for CAMPA office. Matters to be placed before Steering Committee for its approval.

(b) **Running Expenses:**

To facilitate working of HP State CAMPA Office, office infrastructure needs to be supported. Some furniture/ fixtures, computers & accessories are required to be procured. Budget provisions are reflected in the table below: Also included in the budget are the proposal for procurements effected (in case of urgencies), and approval of which was obtained through circulation.

| (Rupees in lakhs.) | | | |
|--------------------|----------------------------|--|---------------------------|
| S. No | Particulars of expenditure | Purpose | Annual budget for 2012-13 |
| 1 | Wages | Hiring of contractual personnel | 6.50 |
| 2 | Office Infrastructure | Furniture, fixtures, computers etc | 5.00 |
| 3 | Office expenses | Stationary, transportation charges, POL, office consumables, recurring charges, AMC, repair, new fax connection etc. | 10.00 |
| 4 | Miscellaneous | Hospitality/ contingency etc. | 0.50 |
| | Total | | 22.00 |

Decision required: Executive Committee may approve the annual budget as indicated above.

Decision: EC recommended the following budgetary provisions for CAMPA office subject to the approval by SC.

| S.No | Particulars of expenditure | Purpose | Annual budget for 2012-13 |
|------|----------------------------|---|---------------------------|
| 1 | Wages | Hiring of contractual personnel | 6.5 |
| 2 | Office Infrastructure | Furniture, fixtures, computers etc | 7.0 |
| 3 | Office expenses | Stationery, transportation charges, POL, office consumables, recurring charges of telephone/ tablet computers/ data cards, AMC, repair, new fax connection etc. | 15.0 |
| 4 | Miscellaneous | Hospitality/ contingency etc. | 0.5 |
| | Total | | 29.0 |

N. S. T. S.
HP State
Executive Committee

Chairman
HP State CAMPA Executive
-cum- Principal CCI



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(c) **Delegation:**

For the purpose of effecting procurement of goods/ services necessary to run CAMPA Office, it is proposed that EC may be authorized to effect procurement of individual items within the overall approved budget of the relevant year from the Interest portion.

Decision required: The above proposal may kindly be approved.

Resolution: EC approved the proposal 'in principle', and also advised CAMPA office to bring procurement out in future.

AGENDA ITEM – 7.11

7.11 Any other item with the permission of the Chair.

APPROVED

[Signature]
MP,
HP State
Himachal Pradesh

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



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ANNEXURE – 1

ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN 6TH MEETING OF HP STATE CAMPA-EXECUTIVE COMMITTEE HELD ON 09.05.2012

| Agenda Item | | Points for Discussion | Decision Taken | Action Taken | Further Action/ Decision Required |
|-------------|---|---|---|--|--|
| 6.1 | Particulars Action Taken Reports on 4 th and 5 th meetings of EC | ATRs on 4 th & 5 th Meetings of EC were presented for information. | ATRs perused by EC | Agenda Items of 4 th (25.04.2011) & 5 th (26.11.2011) meetings of EC were placed before SC in its 5 th (28.04.2011) and 7 th (01.12.2011) meetings respectively. | No action required. |
| 6.2 | Status of Physical & Financial Progress Reports for 2011-12 and APOs for 2012-13. | Non-receipt of Progress Reports from Field Offices | Proformas for preparation of physical and financial progress reports for each sector be prepared and got approved. It was also decided that the UCs/PRs must be made available to the HEPs. 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. | Necessary Proformas stand prepared/circulated to the field offices. The Progress Reports for 2011-12 have been compiled and placed at Agenda Item No. 7.2 (a), Annexures – 3 to 8 (Pages: 22 to 41). Further that the work of designing MIS is under progress and all the PRs would be made available soon on the website, to take care of the need of HEPs. | The Progress Reports may be perused at Agenda Item No. 7.2 (a), Annexures – 3 to 8 (Pages: 22 to 41). |
| 6.2(b) | Status of Detailed APOs for 2012-13 | Preparation of Detailed APOs, showing name of Range/Block/Beat/Area/G PS location etc., with phy. & fin. targets proposed for 2012-13, as asked by Ad-hoc CAMPA, Gol. | The detailed APOs for 2012-13 may be compiled and put up separately after the receipt from field offices. | The Sector-wise detailed APOs for 2012-13 are almost ready with some changes to take place. These will be finalised well before the next meeting of SC scheduled on 17 th October 2012. | The detailed APOs for 2012-13 will be submitted to the Chairperson, EC for perusal before submitting to the SC for approval. |
| 6.3 | Fund Position of CAMPA over the Years till Date | The position of State CAMPA funds, received from Ad-hoc CAMPA, Gol, during 2009-10, 2010-11 & 2011-12 and | The EC took note of the funds position. | No action required | |

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| | | expenditure incurred their-against. | | | |
|-------|---|--|---|--|--|
| 6.4 | Accounts and Audit Related | | | | |
| 6.4.1 | Accounting Procedure- Preparation of Accounts for 2009-10, 2010-11 & 2011-12 | Engagement of a CA for the preparation of accounts of State CAMPA on the "Common Format of Accounts" as prescribed by AGHP for the years 2009-10, 2010-11 & 2011- 12. | The matter was discussed and approved to be placed before the SC | A Chandigarh based CA firm - M/S Prem Garg & Associates has been engaged, at a cost of Rs. 4,48,316/- and the work of preparation of accounts is expected to be completed by 31 st October 2012. | The matter will be placed before the SC in its next meeting scheduled for 17 th October 2012 for approval. |
| 6.4.2 | Preparation of Accounts from 2012- 13 onwards | Procurement and installation of Double entry Accounting System Software (Tally or similar) for the preparation of accounts for 2012-13 onwards. | Agenda was discussed and approved. Financial implications to be worked out and intimated to EC. | The matter is under process with the Department of IT/HP State Electronics Dev. Corporation. | It will be placed before the SC for 'in principle' approval, in its next meeting scheduled for 17 th October 2012. |
| 6.4.3 | Accounting Procedure - Move towards Central Fund Management Regime | Adoption of Central Fund Management System, based on parking the funds in the main State CAMPA account and operating field accounts on Zero balance basis. | Agenda was discussed and approved as proposed. | The Central Fund Management System stands adopted for 2012-13 onwards. | No further action required. |
| 6.4.4 | Engagement of Accountant for Preparation of Accounts and Maintaining Daily Cash Book | Hiring of an accountant, preferably Tally knowing, on contractual basis, for the preparation of accounts for 2012-13 onwards. | Agenda was discussed and approved for placing before the SC. | The matter is under process. | It will be placed before the SC for approval, in its next meeting scheduled for 17 th October 2012 |



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| 6.4.5 | Engagement of Financial Adviser (FA) for CAMPA | Placement of a SAS officer in the rank of Dy. Controller as Financial Adviser (FA) in CAMPA office. | 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. CCF (T) HP. | The then CCF (Fin. & Ptg.), now APCCF (PF), stands requested, during 5/2012, to issue orders in this regard. No orders have been received so far. | The EC may issue directions for necessary orders at the earliest. |
| 6.5 | Calendar of Activities of State CAMPA | Adoption of Calendar of Activities. | Agenda was discussed and approved as proposed. | The calendar of activities stands circulated in the field for adoption. | No further action required. |
| 6.6 | Declaration of DCF (CAT Plans) as OSD CAMPA | Proposal for declaring DCF (CAT Plans) as OSD CAMPA to assist Nodal Officer State CAMPA. | Agenda was discussed and approved as proposed. | The DCF (CAT Plans) stands declared as OSD CAMPA and DDO for CAMPA Office. Now, after the promotion and transfer of DCF, CF (CAT Plan) has been declared as OSD/DDO CAMPA. | No further action required. |
| 6.7 | Development of a Website and Adoption of Logo for HP State CAMPA | Creation/Development of State CAMPA website and adoption of Logo. | The CAMPA logo (C/2) was approved. Regarding website, it was decided that AGISAC be involved in creation of the website incorporating features of MIS, as there would be no expenses involved except providing the SAP Crystal Report Software. | The State CAMPA Logo stands adopted. CAMPA portal stands developed and is ready for launching in testing mode. Chairperson EC may like to seek time from Chairperson, H.P. State CAMPA for the launch of the portal. | EC would be kept posted about further developments. |
| 6.8 | Rules and Procedure of the Meetings of EC | Adoption of Rules and Procedure of the Meetings of EC with respect to the quorum, decision by majority, periodicity of meetings permanent invitees and preparation of agenda note etc. | Quorum: EC decided that quorum should be 5 official members including Chairperson. Decisions by majority: All decisions would be based on consensus. However, in case of non-consensus on any agenda item, the decision of Chairperson will prevail. Periodicity of Meetings: The proposal was approved. Permanent invitees: The proposal was approved. In addition, CCF (WP&S) was added as permanent invitee. Preparation of Agenda Notes: The proposal was discussed and approved. | The matter regarding rules and procedures of EC is being put up before the 8 th meeting of SC for securing its approval. | No further action required. |



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| 6.9 | Issues pertaining to Planning, Supervision and Monitoring of CAT Plan activities | |
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| 6.9.1 | <p>Planning, Supervision and Monitoring of CAT Plan Activities - Forging Partnership with AGISAC. Mandate given in 7th Meeting of SC by Chairperson SC</p> <p>Development and adoption of mobile based application, by AGISAC, 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 etc.</p> | <p>• The proposal was approved in principle. However, due to paucity of time, the presentation to be made by the AGISAC was postponed.</p> <p>• 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).</p> |
| 6.9.2 | <p>Procurement of GPS based Mobile Phones & SOPs for Mobile Operation for Forest Geo-Information System-reg.</p> <p>Procurement of 100 No. of GPS enabled Mobile phones, with an estimated financial implication of Rs. 6.00 Lakh under NPV APO of 2012-13.</p> | <p>AGISAC has developed the application relating to monitoring of afforestation activities, while for other modules work is in progress. The 'afforestation' application is ready for launch and is embedded in the CAMPA portal developed. The application will be launched when the procurement of GPS based mobile phones is completed.</p> <p>The matter is under process, as the technical specifications, price and vendor are being finalized by Deptt. of IT.</p> |
| 6.10 | <p>Reconciliation of CAMPA Accruals with FCA Wing and Setting up of a Permanent Mechanism in Respect of Future Accruals</p> <p>Reconciliation of sector-wise funds deposited with Ad-hoc CAMPA, as FCA mandated levies by the user agencies up to 2011-12, by Nodal Officer FCA, till MIS becomes functional.</p> | <p>APCCF (FCA) has been requested, during 06/2012 and 10/2012, to supply the reconciled information. No information has been received so far.</p> <p>EC may direct APCCF (FCA) to provide the information at the earliest.</p> |

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| 6.11 | Review of Progress of Recasting of CAT Plans. | Determination of final date for the culmination of the assignments for the re-casting of on-going CAT Plans. | Present arrangement as provided in the Contract Agreement will continue and the Consultants will be impressed upon to submit the re-casted CAT Plans by 15th June 2012 without further delays. | Concerned CFs have been requested to get the work of re-casting of on-going CAT Plans completed at the earliest. The re-casted CAT Plans have been received from CCF Rampur except Wildlife portion. The same are awaited from CCF Kullu & CF Chamba. | EC may take note of the situation and direct the concerned CCFs/CFs to get the assignments completed at the earliest. |
| 6.12 | Review of Progress of Preparation of Comprehensive CAT Plans. | Extension in time period for the preparation of comprehensive CAT Plans of Ravi, Chenab & Beas River Basins reg. | It was decided that the time period may be extended after holding a meeting with the Consultants and the concerned CFs and the contracts should be amended accordingly. It was also decided that the Consultants shall submit the draft CCPs to the Head office with its presentation before a Committee of senior forest officers. 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. | The time period stands extended up to March 2013 for Chenab & Ravi RBs and June 2013 for Beas RB, after holding a meeting with all the consultants and concerned CFs on 22.06.2012. The contracts have also been amended accordingly. The consultants have failed to submit the revised BG. | EC may take note of the matter and ask the consultants to submit the revised BGs immediately failing which action to terminate may be initiated. |
| 6.13 | Physical Achievement of Eco-Task Force and the Looming Financial Crisis | Salary Expenditure of both the ETF companies may be loaded to the regular departmental budget, as the CAMPA funds are being exhausted without achieving 100% targets and that funds to achieve the balance targets of CAT Plans may also be provided. | Representative of HPFD 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. HEPs are agitating over the fact that funds deposited with the HPFD/ CAMPA are being diverted towards meeting the establishment charges of ETF which is very heavy. The Chairperson took note of the concerns and stated that a reference has already been made to the GoHP in this regard by the HPFD and, expects redressal of the issue. However, till such time, funds be made available | The State CAMPA has made available funds, to meet the expenditure of ETF companies during 2012-13. It is, however, clarified that the balance amount available, out of the funds diverted from Koldam CAT Plan, will not suffice for more than two quarters of current FY in the case of ETF – A coy who has been assigned the work of Rim Plantation Scheme of Koldam HEP. | This, again, needs the attention of EC and the possibilities of funding for ETF companies from other sources are required to be explored at the earliest. |



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| | | | to ETF as per prevailing practice. | | |
|------|---|--|--|---|--|
| 6.14 | Monkey Sterilization Programme- Lining up the Required Investments | Funding under NPV to the ambitious Monkey Sterilization Programme (MSP) of GoHP. | It was decided that HPFD shall take up the matter with the GoHP for opening a separate Budget Head under Demand No.16 to take care of this activity in future. | Action required at the level of APCCF (F&P). It is proposed to allocate a sum of Rs. 1.00 crore for 2012-13 for the component under NPV. | No further action required at CAMP A level. |
| 6.15 | Norms for Repair of Residential Buildings under the Component of FID under NPV | Adoption of Norms for repair of Residential Buildings under Forest Infrastructure of NPV for 2012-13 onwards | <ul style="list-style-type: none"> The proposed norms for the repair of buildings were approved except special repairs which require approval of the Chairperson EC. It was also decided that a sum of Rs.15 lac shall be made available to the XEN (Forest) for providing water storage tanks to the govt. quarters/houses at Shimla. It was recommended that a fresh reference be made to GoI by the CAMP A office, requesting therein the inclusion of repairs of other residential bldgs. above FRs, FRHs and bridal paths under the umbrella of NPV. | i) The approved Norms stand circulated to the field for adoption. ii) Rs. 15.00 lakh are being provided to XEN Fts. for providing water storage tanks in govt. quarters. iii) Fresh reference to GoI, requesting the inclusion of repair of other Residential buildings above FRs, FRHs and bridal paths under the purview of NPV, has been made. | No further action required. |
| 6.16 | Finalising Modalities and Norms under the Activity of Convergence with MNREGA (ANR component) under NPV for 2012-13 | Utilisation of funds for MNREGA Plantations under NPV regarding. | <ul style="list-style-type: none"> EC decided that funds of Rs.1.5 crore be provided to 30 Non-Tribal divisions @ Rs.5 lac each for improvement and raising of Nurseries. Out of the remaining funds, Rs. 35 lac be kept for Publicity activities, Rs.5 lac for promoting newly launched 'Chandan' plantation Scheme in identified divisions of the state and Rs.5 lac for HPFD Library. EC asked the CAMP A Office to come up with a revised APO of NPV incorporating the decisions and place it in the next meeting. | The NPV APO for 2012-13 has been revised incorporating the approved changes and is placed at Annexure-2 (Pages: 18 to 21). | The EC may peruse the revised NPV APO for 2012-13 and approve for placing before the SC in its next meeting scheduled for 17 th October 2012. |