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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 -124/2009/Strg .Committee/

Dated Shimla -1, 23 OCT 2012

From: Member Secretary (HP State CAMPA Steering Committee)
-cum- Addl. Pr. Chief Conservator of Forests (CAT Plan)
Himachal Pradesh, Talland, Shimla.

To :

1. The Pr. Secretary (Forests)
to the Govt. of Himachal Pradesh, Shimla.
2. The Pr. Secretary (Finance)
to the Govt. of Himachal Pradesh, Shimla.
3. The Pr. Secretary (Rural Development & PR)
to the Govt. of Himachal Pradesh, Shimla.
4. Pr. Chief Conservator of Forests (HoFF),
Himachal Pradesh, Talland, Shimla.
5. Pr. Chief Conservator of Forests (WL &CWLW),
Himachal Pradesh, Talland, Shimla.
6. Addl. Pr. CCF (Finance & Planning), Shimla.
7. Addl. Pr. CCF (FCA), Shimla.
8. Addl. Pr. Chief Conservator of Forests (Central), Incharge,
Govt. of India, MoEF, 31-A, Dakshin Marg, Chandigarh – 160030.
9. The Member Secretary, HP Eco- Development Society,
Palampur (Forest Complex Holta), Distt. Kangra, HP.

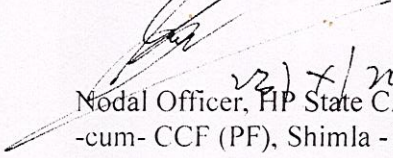
Subject: 8th Meeting of Steering Committee of the “HP State Compensatory Afforestation Fund Management & Planning Authority (HP State CAMPA)”.

Sir/ Madam,

Enclosed please find herewith Proceedings of 8th Meeting of Steering Committee of the “HP State Compensatory Afforestation Fund Management & Planning Authority (HP State CAMPA)”, held on 17.10.2012, under the Chairpersonship of the Chief Secretary to the Govt. of Himachal Pradesh, for favour of your information and necessary action please.

Yours faithfully

Encl: As above.


23/10/2012
Nodal Officer, HP State CAMPA,
-cum- CCF (PF), Shimla -I

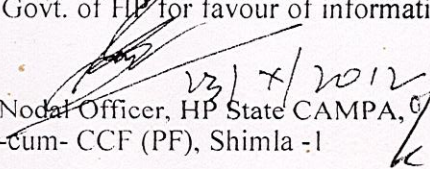
Endst No. As above

Dated Shimla the, 23 OCT 2012

Copy alongwith copy of Proceedings of 8th Meeting of Steering Committee of the HP State CAMPA is forwarded to:-

1. The Private Secretary to the Chief Secretary to Govt. of HP for favour of information and necessary action please.

Encl: As above


23/10/2012
Nodal Officer, HP State CAMPA,
-cum- CCF (PF), Shimla -I



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AGENDA ITEM - 8.1

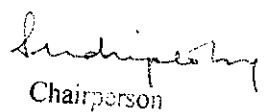
8.1: Action Taken Report in respect of 7th meeting of Steering Committee:

The Action Taken Report on the decisions of the 7th meeting of the Steering Committee held on 1st December is at **Annexure – 1 (Pages: 2 – 10)**. The proceedings of the meeting have been circulated to all concerned and no comments have been received.

Directions were given / decisions taken in respect of the following items:

7.8: It was informed by Principal Secretary (Forests) to GoHP that the guidelines would be notified after discussions with Department of MPP & Power, who have expressed certain concerns.


Member Secretary
HP State CAMPA Steering Committee
-cum- Addl. Pr. CCF (CAT & ES), Shimla


Chairperson
HP State CAMPA Steering Committee
-cum- Chief Secretary, GoHP, Shimla



8th Meeting of the HP State CAMPA – Steering Committee – October, 2012

ANNEXURE - 1

Action Taken Report on the 7th Meeting of HP State CAMPA - Steering Committee - 1st Dec. 2011, at Shimla

| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
|---|--|---|---|
| 7.1: Action Taken Report on the 7th Steering Committee Meeting held on 1st December 2012 | <p>1. Monitoring of State CAMPA works:</p> <p>(i) A 3-tier monitoring/mentoring mechanism has been put in place, for effective supervision and guidance required of CAMPA works. Under this system, the first two tiers of monitoring will be in-house---the first tier of monitoring would be done by the field functionaries up to the level of CFs.</p> <p>(ii) The second tier of monitoring would be done by an identified team of officers from the Direction Office.</p> <p>(iii) The third tier (third party monitoring) would involve connected State Universities and institutes (HPU, Dr. YS Parmar UHF, Nauni and KVV, Palampur & IHBT, Palampur, HFRI, FSI) and in their absence, approved and empanelled vendors. Third party monitoring would be carried out once in two years.</p> | <p>The Chairperson reiterated that work done in any pocket by the Forest Department whether under CAMPA, other afforestation schemes and various conservation efforts etc, have to be entered henceforth as validated information with Aryabhata Geo Informatics and Space Application Centre as record (GPS/ GIS based). This would help to build up a long term record that would facilitate impact assessment in future through longitudinal studies.</p> | <p>CAMPA has partnered with AgiSAC in developing application for planning, supervision and monitoring of Afforestation activity in CAT Plan areas through the use of GPS enabled mobile phone. Development of two more applications, (i) soil & water conservation measures and (ii) fixed asset creation are underway. These applications allow for geo-spatial monitoring on longitudinal basis. A pilot would be tested in Rampur Circle with 30 mobile phones and based on the findings, measures would</p> |

HP State CAMPA Steering Committee
-cum- Addl. Pr. CCF (CAT & ES), Shimla

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HP State CAMPA Steering Committee
-cum- Chief Secretary, GoHP, Shimla

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| | | | |
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| | | | be taken for its replication. |
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| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
|--|--|--|---|
| 7.2: Progress reports under NPV, CA, CAT plans, Rim Plantation scheme, Wild life Schemes and Soil and Water Conservation plan for 2011-12 | The progress reports of the works executed against the APOs of NPV, CA, CAT plans, Rim plantation scheme, Wild life schemes and Soil and Water Conservation plan for the year 2011-12 were placed for perusal of the Steering Committee. | The progress report was perused and approved. | No action required. |
| 7.3: APOs under NPV, CA, CAT plans, RIM Plantation, Wild life Schemes, Soil and Water Conservation Plan and Reclamation Plan for 2012-13 | The proposed APOs for the year 2012-13, were placed for perusal and approval of the Steering Committee. | Approved as per agenda note. | No action required. |
| 7.4: Additional demand for funds from Ad-hoc CAMPA, MOEF, GOI | APO was proposed for an additional Rs. 12.05 crore to be released from the Adhoc CAMPA, to the HP State CAMPA. The additional APO of Rs. 12.05 crore under NPV was proposed for approval of the Steering Committee. | Approved as per agenda note. | An amount of Rs. 11.97 crore was received from Ad-hoc CAMPA, GoI. No further action required. |



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| 7.5: Financial support to ICFRE to organize the 1st Indian Forest Congress | Rs. 5.00 Lakhs contribution was approved as financial assistance for 1 st Indian Forest Congress to be held at New Delhi from 22-25 November, 2011 under NPV APO for 2011-12. The approval got through circulation was placed before the Steering Committee for ratification and approval. | Approved as per agenda note | No action required. |
|--|---|--|---|
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
| 7.6 Approval for hiring of taxis for CAT and Soil Branches | Against replacement vehicles 3 taxis have been procured for use in the CAT wing (For CF CAT and for DCF CAT) and in the Soil branch (for CF Soil) after getting approval from the Executive Committee. The officers without vehicles could not perform satisfactorily their assignments which involve lot of field touring, especially monitoring of progress of works. The HPFD had no spare vehicle to be provided to them. Accordingly permission was sought to hire taxis on lease basis as per guidelines/instructions of the GAD providing for rates on hire on monthly basis as per Governmental approved norm. The expenditure will be incurred against contingency and the interest accrued in the bank accounts of State CAMPA funds. The above approval was placed before the Steering Committee for ratification and approval. | Approved as per agenda note | 2 Nos taxis have been hired for the mobility of the officers. No further action required. |
| 7.7 Provision of support for the monkey sterilization program in the State | In a meeting held under the Chairmanship of Addl. Chief Secretary (Forests) to GoHP dated 15.11.2011, to review the monkey sterilization program in HP, a decision was taken to immediately provide Rs. 5.00 crore from HP State CAMPA, to initiate the process of setting up/upgrading | Approved as per agenda note <i>[Signature]</i> Chairman | An amount of Rs. 4.97 crore was released for the MSP during 2011-12 from |



8th Meeting of the HP State CAMPA – Steering Committee – October, 2012

| | the existing veterinary facilities in the State, for their conversion into Monkey Sterilization Centres and upscale the Monkey Sterilization Program in the State. | | NPV (out of the additional funding received and |
|--|---|-----------------------------|--|
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
| 7.7 Provision of support for the monkey sterilization program in the State -- -- continued | <p>Points for consideration:</p> <p>(I) The provision of Rs. 5.00 crore is being made as under:-</p> <p>a) A sum of Rs. 2.5 crore from the approved APO of NPV for the year 2011-12 (by withholding certain activities.</p> <p>b) A sum of Rs. 2.5 crore from the approved APO of WL schemes for the year 2011-12 (by withholding certain activities.</p> <p>(II) Monkey Sterilization Programme to control overpopulation of monkeys is broadly covered under the Aims and Objectives of HP State CAMPA.</p> <p>(III) It is submitted for information that the HP State CAMPA Steering Committee decided a 5% allocation under the component of Bio-diversity Protection and Management amongst the various components of NPV. It was specified that NPV funds for Wildlife activities are meant only for the Protected Area Network and are to be spent in such areas where no CAT Plan/other CAMPA funds are to be spent.</p> <p>(IV) As per the decisions taken in the 6th meeting of</p> | Approved as per agenda note | <p>without withholding approved activities) for the following activities:</p> <p>(i) Construction of 4 Monkey Sterilization Centres at Slapper (Mandi), Sarol (Chamba), Kandaghat (Solan) and Nahan.</p> <p>(ii) Running cost of existing MSCs</p> |



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| | the Steering Committee of HP State CAMPA, it was decided (6.4.3) that NPV activities need to be revisited on year to year basis, to make these need based while keeping the core principles of CAMPA central, i.e. protection and management of forests | | |
|--|---|------------------------------------|--|
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
| 7.7 Provision of support for the monkey sterilization program in the State ---- continued | <p>and wildlife. It was mentioned that the component-wise percentages should be kept flexible and not fixed as was approved earlier by the Steering Committee. Accordingly, flexibility exists for the required earmarking and making provision of Rs. 5.00 crore, for monkey sterilization programme as directed.</p> <p>(V) Provision of Rs. 5.00 crore funds, as directed, have been made from the NPV funds rather than imposing cuts under CAT Plans, CA and Wildlife activities, as these are need based and area specific and directly benefit the local communities. This provision constitutes a deviation from the approved APOs of NPV and WL Schemes under CAMPA and hence is required to be approved in this 7th HP State CAMPA Steering Committee (1st December, 2011).</p> <p>(VI) To meet the shortfall of Rs. 5.00 crore (being diverted towards monkey sterilization programme) additional APO for 2011-12 stands framed and Ad-hoc</p> | Approved as per agenda note | <p>(iii) Procurement of sterilization equipment</p> <p>(iv) Preparation of capture and transportation cages in non-tribal Divisions</p> <p>(v) Monkey capture and transportation cost in monkey sensitive divisions.</p> <p>Against the outlay of Rs. 5.0 crore, Rs. 4.97 crore were released, Rs. 2.75 crore spent during 2011-12 and Rs. 0.15 revalidated for spending during 2012-13.</p> |

HP State CAMPA Steering Committee
-cum- Addl. Pr. CCF (CAT & ES), Shimla

Chairperson
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-cum- Chief Secretary, GoHP, Shimla

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| | CAMPA, MoEF, GoI requested for release of additional funds for the current year. The agenda was placed before the Steering Committee for approval. | | |
|--|---|--|---|
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
| 7.8 Comprehensive River Basin CAT Plans and individual project specific CAT Plans | <ol style="list-style-type: none"> 1. MoEF, GoI needs to be brought on board to enable funds received from individual project specific CAT Plans to be transferred to other areas, along the river basin, requiring urgent attention, not necessarily in the drainage portion of the HEP and also at times not in the catchment area of the project. Many hydel projects are located in remote, in-accessible terrain or very near other hydel projects and thus, hardly have any CAT Plan treatable area. This lead to problems in spending of funds collected from the developer. Only such funds that are left in balance and cannot be spent in the catchment area should be transferred to Comprehensive River basin Cat Plans (Prepared or under preparation). Go-ahead may kindly be given. 2. Old CAT Plans prepared, did not follow departmental norms prescribed and they generally had higher norms. Subsequently, decision was taken in the HPFD to ensure that all CAT Plans would follow departmental norms both during implementation and also envisaged for the future. This has resulted in availability of unspent funds which needs to be diverted judiciously. It is suggested that these balance | <ol style="list-style-type: none"> 1. Approved as per agenda note. 2. Approved as per agenda note. | <ol style="list-style-type: none"> 1. No further action required. 2. The process of allocating surplus funds (if any) will be followed in due course. |

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| | funds be allowed to be put in the kitty of River Basin Comprehensive CAT Plans for effective utilization. This may kindly be allowed. | | |
|---|--|---|--|
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
| 7.8 Comprehensive River Basin CAT Plans and Individual project specific CAT Plans ----- Continued | <p>3. HPFD needs to approach GOI MoEF to allow the project developers to deposit CAT Plan funds, as approved by the State, in instalments (as per the approved individual CAT Plans), i.e. CAT Plan funds may be deposited in equal annual instalments with last instalment due six months before commissioning of project. GOI stance (conveyed by ADG MOEF during his tour to Shimla) that total CAT plan fund should be taken from the Developer, in one go, needs relaxation.</p> <p>4. Guidelines for specific, individual CAT Plan preparation were put up for approval. This would go a long way to enable CAT plans to be written faster, meeting desired standards, by resource persons identified (Panel of experts/institutions stands already drawn up in the HPFD).</p> | <p>3. Approved as per agenda note. It was informed by representative of MoEF (Northern Regional Office) that MoEF has no objection to the deposit of CAT Plan funds by the user agencies in instalments. However, the payment plan should be reflected in the CAT Plan document itself.</p> <p>4. The Guidelines were found in order. Chairperson desired that prior to notification of the revised guidelines; ACS (Forests) to GoHP may hold consultations with Pr. Secretary (Power) to ensure that the concerns of project developers have been</p> | <p>3. GoI vide their letter dated has asked categorically that CAT Plan funds should be deposited in one instalment. As and when GoI relaxes this norm, further action would be taken accordingly.</p> <p>4. Guidelines have been sent to GoHP for notification.</p> |

Memor. Secretary
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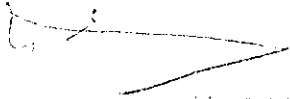
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
|---|---|--|--|
| 7.8 Comprehensive River Basin CAT Plans and individual project specific CAT Plans ----- Continued | | 5. Regarding Comprehensive CAT Plan of Satluj basin, the Chairperson desired that the final output of the consultancy be presented before a high level meeting of all the stakeholder departments. This will help in adoption and acceptance of the output for future use. | 5. The final output of the consultancy has been received and is under scrutiny and a in-house Committee is slated to meet to consider the acceptance/ adoption/ finalization. Thereafter, it will be presented to the relevant stakeholders in a workshop. These events are likely to culminate by 31.12.2012. |
| 7.9 (a) Assistance of Office Staff for State CAMPA office on contract basis | a. Two number Computer Operators –cum- Office Assistants were engaged on annual contract from DOEACC Society, Shimla (Government approved source) from 1.9.2010 to 31.8.2011, as approved by the Steering Committee of HP State CAMPA in its 1 st meeting held on 26.10.2009. The above arrangement needs to be continued, especially since workload under HP State CAMPA continues to increase. The annual contract which lapsed on 31.8.2011 needs to be carried forward for another year. The | a. Approved as per agenda note. | (a) DoEACC was requested to place the services of two 'office assistants'. However, after considerable delay, services of one computer operator have been placed with CAMPA Office |

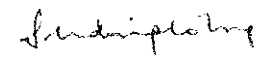
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| | approximate expenditure involved would be around Rs. 2.5 lakh per annum for the contractual staff that would be hired from Government approved DOEACC Society, Shimla. | | |
|---|---|--|---|
| Agenda Item | Discussion points for decision/ follow up | Decision taken | Action Taken |
| (b) Expenditure on State CAMPA office from interest accrued on State CAMPA funds: | <p>The expenditure would be met from the interest accrued on CAMPA funds.</p> <p>The proposal was placed for approved of Steering Committee.</p> <p>b. To facilitate working of the HP State CAMPA office, some computer hardware and office equipment is required. This would involve an approximate expenditure of Rs. 5.50 lakh and the funding shall be met with from the interest accrued on State CAMPA funds.</p> <p>The procurement of articles was placed before the Steering Committee for approval</p> | <p>b. Approved as per agenda note, It was also desired by the Committee that an additional provision of Rs. 2 lac be made for PCCF (Wildlife) for procurement of computers as requested by him.</p> | <p>(b) Articles worth Rs. 2.07 Lakh stand procured.</p> |


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8th Meeting of the HP State CAMPA – Steering Committee – October, 2012

AGENDA ITEM - 8.2

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

8.2 (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:-

| Sr. No. | Sector | 2011-12 | | | (Rupees in crore) | | 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 | 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 **Annexure - 2 to 7**.

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: Final APO for 2011-12 and expenditure incurred was perused and approved.

Member Secretary
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-cum- Chief Secretary, GoHP, Shimla



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8.2(b) APOs for 2012-13:

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. | Activity | Amount |
|---------|--------------------------------|--------------|
| 1. | NPV | 26.44 |
| 2. | CA (including land bank) | 4.08 |
| 3. | CAT Plans | 26.70 |
| 4. | RIM Plantation | 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. 26.44 crore to Rs. 15.30 crore. The revised segment-wise APO for 2012-13 and the funds sought for revalidation on account of spill over is as under:-

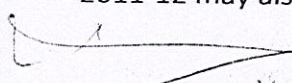
(Rupees in crore)

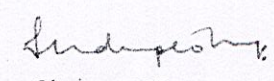
| Sr. No. | Sector | Amount of APO of 2012-13 | Amount sought as revalidation being spill over of 2011-12 |
|---------|---|--------------------------|---|
| 1. | NPV | 15.30 | 1.55 |
| 2. | CA | 6.70 | 0.00 |
| 3. | CAT Plan | 26.70 | 0.00 |
| 4. | RIM Plantation | 5.02 | 0.00 |
| 5. | WL Schemes | 4.24 | 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 |

The detailed sector-wise/circle-wise/ division-wise APO is at **Annexure – 8**.

Decision required:

The revised APO for the year 2012-13 may be approved and revalidation of amounts of spill over of 2011-12 may also be approved.


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8th Meeting of the HP State CAMPA – Steering Committee – October, 2012

Decision:

(i) It was desired by the Steering Committee that the allocation for the construction of Van Sarovars (Soil & Water Conservation/WHS) should be increased to Rs. 20 crore.

(ii) It was decided that a field hostel is needed in NPV Ched for expansion of training and capacity building activities. After discussion, the allocation of Rs. 2.00 crore in the APO of NPV was approved.

(iii) Steering Committee also approved activities of (a) repair of forest rest houses and (b) repair of bridle & inspection paths as valid expenditure under the component of Forest Infrastructure Development of NPV.

(iv) Steering Committee approved the increase in total size APO for 2012-13 to Rs. 62.25 crore from Rs. 58.46 crore, and the increase in the size of NPV APO from Rs. 15.30 crore to Rs. 19.00 crore.

AGENDA ITEM - 8.3

8.3: 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 | 10.3 | 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 |

Decision Required:

This may kindly be noted by the Steering Committee.

Decision:

Steering Committee took note of the expenditure.

Member Secretary
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Chairperson
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-cum- Chief Secretary, GoHP, Shimla



8th Meeting of the HP State CAMPA – Steering Committee – October, 2012

AGENDA ITEM - 8.4

8.4: Accounts and Audit Related Issues of CAMPA

8.4.1: 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 Steering Committee that the accounts of CAMPA for the past three years are about ready and AG, H. P. has initiated the audit.

Resolution: Steering Committee took note of the preparation of the accounts and desired to put up the accounts of the audit before it.

8.4.2: Ratification of decision taken to incur an expenditure of Rs. 4,48,316/- for engaging the services of Chartered Accountant (CA) firm for the preparation of accounts

H.P. State CAMPA is required to prepare the accounts on the double entry accounting system. As in house expertise is not available, EC in its meeting held on 3.5.2012 had approved the proposal to hire a CA firm to prepare, compile and authenticate accounts of CAMPA on the double entry accounting system for the past three financial years. H.P. State CAMPA have engaged the services of M/s Prem Garg and Associates, Chandigarh for a lump-sum amount of Rs. 4,48,316/-, based upon approval of the H.P. State CAMPA Steering Committee obtained through circulation (**Annexure – 9**).

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Decision required:

Steering Committee may kindly ratify the decision taken through circulation for incurring an expenditure of Rs. 4, 48,316/- for engaging the services of the CA firm. The expenditure would be incurred from the 'Interest' generated on the CAMPA funds.

Decision: Steering Committee ratified the decision.

8.4.3: 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 Department, CAMPA office has shortlisted Tally ERP 9.0 accounting software.

This would involve:

- (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.

Decision required:

Steering Committee is requested to approve the expenditure of Rs. Ten lakhs from the APO of NPV for the year 2012-13. Steering Committee may authorize the Executive Committee to approve the vendor/ quote and modalities for procurement and installation of the software and allied activities of training and handholding, as and when these are finalized.

Decision: The expenditure of Rs.10.00 lakhs was approved and EC was authorize to approve the vendor/ quote and modalities for procurement and installation of the software and allied activities of training and handholding, as and when these are finalized.

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AGENDA ITEM - 8.5

8.5: 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, GoI 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 (upto 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 Water shed 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 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 Steering Committee.

- 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

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(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., by opening a special budget head (HPFD/ GAD).
- 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: (i) Committee decided to ask Finance Department to have a separate budget line for meeting the establishment cost of the ETF.

(ii) Committee also decided that in view of the heavy establishment cost, proposal for raising third company of ETF and extension of period of existing companies may not be considered.

(iii) The Committee also decided to institute a study to determine cost-benefit of opening ETF in Lahaul and Spiti areas in order to take a long term view. EC will authorize to draw up TORs and do the vendor discovery/ pricing.

AGENDA ITEM - 8.6

8.6.1: Rules and Procedure of the Meetings of Executive Committee

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.

The issue concerning rules and procedures for conduct of the meetings of EC were deliberated in the sixth meeting held on 3.5.2012 in relation to the following aspects: (i) quorum, (ii) decisions by majority, (iii) periodicity of meetings, (iv) permanent invitees, and (v) preparation of Agenda Notes.

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The decisions of the EC, subject to the approval of Steering Committee on these aspects are listed below:

- 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.
- Periodicity of Meetings:** EC to meet as often as needed subject to a minimum of four meetings in a year.
- Permanent Invitees:** OSD CAMPA, CCF/ APCCF (FCA) cum Nodal Officer, FCA, CCF/ APCCF (NTEP & Res.) and CCF/ APCCF (WP&S) would be permanent invitees to Executive Committee.

Preparation of Agenda Notes: Preparation of agenda notes for the meetings of EC/SC would be the responsibility of concerned Member Secretary.

Decision Required: Steering Committee may approve the rules and procedure of the meetings of the Executive Committee.

Decision: The Committee desired that rules & procedures as adopted by other State CAMPAs may be studied and brought before it.

8.6.2: Rules and Procedure of the Meetings of Steering Committee

The rules and procedures for the functioning of the Steering Committee need to be codified as laid down in GoHP Notification (para 7.3) regarding setting up of H.P. State CAMPA.

Decision Required: Steering Committee may like to deliberate the rules and procedures on the lines of the rules and procedures for the Executive Committee for adoption.

Decision: The Committee desired that rules & procedures as adopted by other State CAMPAs may be studied and brought before it.

AGENDA ITEM - 8.7

8.7.1 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.

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Several modules relating to MIS like accounts and budget management system, protection management system etc are in the process of being launched. These modules would be piloted in Rampur Circle (where maximum number of CAT Plans are operational). The services of qualified computer operators would be needed for piloting, training and capacity building of the HPFD personnel.

It is therefore proposed to support HPFD with services of six data entry operators. Data entry operators would be hired from DOEACC/ out sourcing Agency/ retired personnel without creating any permanent liability. Annual financial implication is approximately Rs. 6.00 lakhs. Expenditure would be borne from the funds available under the heads of salary/ contingency available in various CAT Plans.

Decision required: Approval of the Steering Committee is sought to engage the services of six data entry operators. EC may be authorized to decide on qualifications, terms and condition of service contract and extension.

Decision: The Committee approved ³²⁻ engagement of 6 Data Entry Operators. In view of enhancing IT activities at forest headquarters, engagement of 4 additional Data Entry Operator was also approved. EC was authorized to decide on qualifications, terms and condition of service contract and extension.

8.7.2: Approval to initiate consultancies

It is proposed to undertake following consultancies from:

(a) Forest Survey of India- an organization under the MoEF. FSI specializes in forest inventory, statistical sampling and geo-spatial referencing, mapping and monitoring. It has vast experience, skills, technicians, hardware and software for such activities. FSI has a regional office in Shimla catering to North Indian States including H.P. FSI is proposed to be entrusted with the following consulting services:

- (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 works of CAT Plans
- (iii) Monitoring of Compensatory Afforestation.

(b) Indian Council of Forestry Research & Education (ICFRE) - an autonomous body under the MoEF. ICFRE has a vast pool of scientists, researchers and experienced forest officers. They have been associated in preparation of CAT Plans for various HEPs including HPPCL. ICFRE



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has a regional Institute (HFRI) at Shimla having good pool of experience in Himalayan Region. ICFRE (HFRI) is proposed to be entrusted with the following consulting services:

- (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 khair wood with age. Estimated cost of the study is likely to be around Rs. 5.00 lakhs.

The cost of consultancies will be finalized after due diligence by Committee of officers and experts.

Decision Required:

Steering Committee may give its 'In Principle' approval for undertaking these assignments from ICFRE/ FSI. (Agenda will again be brought for the approval of SC after finalization of detailed ToR, Scope, Costing of Assignment etc.).

Decision:

The Steering Committee approved the proposal. Besides (ii) above, a study on availability of khair for felling in government and private forests of HP - survey thereof, may also be got conducted. Steering Committee also desired and approved that PDCF (WU) may get an independent baseline study conducted for flora and fauna in various protected areas.

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

One of the core principle 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:

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 – 10**.

Decision Required:

Steering Committee may like to approve norms as per Annexure – 10.

Decision:

The proposal was approved by the Committee.

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8.7.4: Delegation and 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 – 11**) had approved that APCCF (CAT) would exercise financial powers upto Rs. 2.0 lakh in each case for organizing conferences/ seminars/ workshops, training courses, study tours and meetings within the State and Country. A need is being felt to relook at the delegation made for organizing conferences/ seminars/ workshops, training courses, study tours/ exposure visits/ camps and meetings within the State and Country. It is therefore proposed to delegate/ re-delegate the financial powers as under:

| Sr. No. | Item/ SOE | Designation | Delegation of financial power in each case (Amount in Rs. lakhs) | |
|---------|---|--------------------------|--|--------------------|
| | | | Within the State | Within the country |
| 1 | Conferences/ seminars/ workshops meetings, training courses/ exposure visits/ camps/ study tours etc. | PCCF (HoFF)/ (Wild Life) | 2.5 | 5.0 |
| | | APCCF | 2.0 | 3.0 |
| | | CCFs | 1.0 | - |
| | | CFs | 0.5 | - |
| | | DFOs | 0.25 | - |

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

Decision: The proposal was approved by the Committee.

AGENDA ITEM - 8.8

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

The 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.

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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 per month 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.

Decision: The proposal was approved. The Committee desired that in case the pilot succeeds, HPFD may consider up-scaling the application for the entire department. The Committee also desired that recurring charges should be determined in close consultation with Department of IT and actual negotiated recurring expenses not exceeding Rs.250/ per month should be paid.

AGENDA ITEM - 8.9

8.9: 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.

Decision required: The above proposal may kindly be approved.

Decision: The proposal was approved.

AGENDA ITEM - 8.10

8.10: 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:

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| (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 | 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: Steering Committee may direct these DIAs to furnish accounts within one month or refund the unspent amount.

Decision: Steering Committee desired that Principal Secy (Forest) may take up the matter with Principal Secy (UD) regarding unspent funds with the Urban Development Department. The Chairperson HP State CAMPA Steering Committee, who is also holding the charge of Department of Environment and S&T, informed that Rs.5.00 lakhs which remained unspent on bio-diversity protection activities would be refunded to HP State CAMPA and Director Science & Technology would be asked to immediately furnish UC for the other Rs. 5.00 lakh.

AGENDA ITEM - 8.11**8.11: Ratification of Approvals Obtained earlier or through Circulation:****8.11.1 Support to HPFD-Procurement of Operational Vehicles in lieu of Old/ condemned (Replacement) from State CAMPA funds.**

A proposal to replace 5 old/ condemned vehicles of HPFD was placed before the Cabinet on 30.03.2012 (**Annexure – 12**) and received its approval. Accordingly 5 vehicles have been bought at a cost of Rs. 42.0 lakh from out of NPV funds for the year 2012-13.

Decision required: Steering Committee may ratify the proposal for procuring the five vehicles meant for forest management/ protection at a cost of Rs. 42.0 lakhs from NPV funds during the year 2012-13.

Decision: The Committee ratified the proposal.

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8.11.2 Support to HPFD-Procurement of Operational Vehicles in lieu of Old/ Condemned (Replacement) from State CAMPA funds.

A proposal to procure 7 operational vehicles in lieu of old/ condemned vehicles was submitted through circulation for approval of the Steering Committee (**Annexure – 13**). The Steering Committee has accorded approval for procuring five vehicles from the funds available for the purpose in the CAT Plans being implemented.

Decision required: Steering Committee may ratify the proposal for procuring five operational vehicles from the funds available for the purpose in the CAT Plans under implementation during the year 2012-13.

Decision: The Committee ratified the proposal.

8.11.3 Support to FTI Sundernagar – Construction of New Rangers Training Block/ Funding under NPV

A proposal to support infrastructure development for establishing New Rangers College at FTI Sundernagar consisting of the following components, i) Construction of New Rangers Training Block at an estimated cost of Rs. 75.00 Lakh, the total cost being Rs. 150.0 lakh; ii) Development of Lab including lab equipments (Rs. 5.00 Lakh) and iii) providing training facilities and training equipments (Rs. 17.00 Lakh) under NPV was submitted through circulation for approval of the Steering Committee (**Annexure – 14**). The Steering Committee has accorded its approval for funding Rs. 97.00 Lakh under NPV during 2012-13.

Decision Required: Steering Committee may ratify the proposal, the approval of which was obtained through circulation.

Decision: The Committee ratified the proposal. On the query of the representative of MoEF, Govt it was informed that Rangers College is a prestigious institution for the HP Forest Department, and is a significant addition to the training infrastructure of the State, and training remains a priority area. The expenditure in building up the training infrastructure is an admissible activity under NPV.

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AGENDA ITEM - 8.12

8.12: Approval of Annual Budget of CAMPA Office

(a) Approval to Engage Contractual Services:

GoI 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 and 3 Office Assistants. Steering 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.

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

| Sr. No | Particulars | Approx. Monthly emoluments (Rs.) | Approx. Annual Implication (Rs.in lakh) |
|--------|---|----------------------------------|---|
| 1 | Accounts Supervisor (Tally knowing) | 25000* | 3.0 |
| 2 | Office Assistants/ Secretarial Assistants/ Clerks | 10000* | 3.5 |
| | Total | | 6.5 |

*Service charges payable would be additional

**For retired govt. employees, emoluments would be as per govt. instructions.

Decision required:

Steering Committee may approve the engagement of contractual services as above. EC may be authorized to decide on qualifications, terms and condition of service contracts and extension.

Decision: The proposal to engage contractual services for support to CAMPA office was approved. EC was authorized to decide on qualifications, terms and condition of service contracts and extension.

(b) Office Infrastructure and 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 from the Interest portion. Budget provisions are reflected in the table below: (Rs.in lakhs.)

| Sr. 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 | Stationary, transportation charges, POL, office consumables, | 15.0 |

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| | | | |
|---|---------------|---|-------------|
| | | recurring charges of telephone/ tablet computers/ data cards, AMC, repair, new fax connection etc. | |
| 4 | Miscellaneous | Hospitality/ contingency etc. | 0.5 |
| | Total | | 29.0 |

Decision required: Steering Committee may approve the annual budget as indicated above. EC may be authorized to approve the procurement of furniture/ fixtures/ computers and accessories as per requirement.

Register: The annual budget was approved. EC was authorized to approve the procurement of furniture/ fixtures/ computers and accessories as per requirement.

AGENDA ITEM – 8.13

8.13: Any Other Item with the Permission of the Chair.

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APPROVED

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