

Minutes of the 1st meeting of the Executive Committee, APFBC society held on
14.03.2013

In the chair- Principal Secretary, Government of Assam
Environment and Forest Department

Members, invitee present- List appended

Record of proceedings:

On behalf of the chairperson the Member Secretary welcomed all the members, invitees present in the meeting. After a brief self introduction by members and invitees, the Member Secretary with permission of the chair proceeded to present issues listed in the agenda for deliberation.

The Member secretary informed that since JFMCs/EDCs have not been constituted representatives from such bodies have not been invited to this meeting of the EC.

Agenda item – 1: Approval of Circle/ Division wise allocation of work for FY 2012-13.

The Member Secretary informed the EC that Annual work Plan for the remaining six months period in the FY 2012-13 was approved by the GB, APFBC Society in its 1st meeting held on 22nd September, 2012.

Accordingly CCFs/ CFs were requested to intimate division wise distribution of targets for raising plantation in all divisions and plan and estimate for undertaking road construction/ renovation work in four divisions. The information received from the CCFs/ CFs was complied. Consolidated distribution of plantation targets for each circle was presented by the Members Secretary for approval of the EC.

The Secretary, WPT & BC Department suggested that since work will be undertaken in jurisdiction of autonomous councils it will appropriate to have their representative in the EC.



The suggestion was noted and the Member Secretary stated that it will be put up to the GB in the next meeting for approval as it will require modification in the Memorandum of Association of the APFBC Society.

The chairperson suggested that representative of the Forest Department shall also be invited to the future meetings of the EC. The suggestion made by the chair was taken note of and representative of Forest Department, Assam would be invited to the meetings of the EC.

Dr. P.C. Bhattacharjee wanted to know why Sal plantation has not been allotted to all regions.

It was clarified that all major species grow in specific eco-regions hence Sal plantation will be done in sal bearing areas and not in all region.

The Secretary, WPT & BC Department wanted to know about bamboo plantation. It was stated that bamboo plantation is proposed to be taken up in non bamboo bearing areas to meet growing demand of local communities for bamboo.

The chairperson wanted to know how the works and targets have been fixed.

It was stated that the works/ activities and tentative targets were discussed by senior officers in Forest Department and finalized. The chairperson wanted to know about if minutes of such meetings are prepared.

It was stated by the Member Secretary that minutes were not prepared. The chairperson suggested that minutes of such meetings should be prepared and circulated which was noted for action in future.

The chairperson also suggested that detailed photograph of all work sites should be taken before commencement of work, during progress of work and after completion. It was stated that such provision has been made in the Operational Manual of the APFBC Society but decision of the EC will be communicated to all and its implementation will be strictly monitored. Chairman advised that the plantation schedule be maintained and communicated regularly to him. Task to be completed during the planting season and completion report submitted by August 2013 .



Mr. Chokri Das from AfD wanted to know about the species which will be planted up under Mixed Hard Wood plantation.

It was stated that some species are common to all regions but certain species grow only in some regions. So, based upon availability of planting material and sustainability, mix of species will be planted up and it may have Hollock, Khokam, Teeta Sopa, Sam, Bonsum, Amari, Bogipoma, Jutli, Dhuna, Terminalous, Gomari, Uriam etc. will be planted

Agenda No.-2 Financial sanction for procurement of goods, work, services proposed in the AWP for 2012-13. and post-facto sanction for procurement of goods to effect 2nd Draw Down.

The financial requirement for works/ activities and procurement of goods and service approved by the GB was presented before EC.

The EC was informed that to effect 2nd Draw Down of funds committed by the AfD for the FY 2012-13, goods including vehicles, motor- cycles, cycles, 10 computers and accessories were procured following 'shopping' method for which one time exception was made by the AfD vide letter dated 04.12.2012. The procurement related documents were put up to the Chairperson, GB through the Chairperson, EC for approval. After receipt of approval from the Chairperson , GB the documents were communicated to the AfD for " NO OBJECTION" as required under the Procurement Procedure Manual of the APFBC Society .After receipt of "NO OBJECTION" from the AfD the documents were communicated to the CAAA, DEA, Ministry of Finance, GOI for payment of basic price by the AfD. The procurement undertaken to effect the 2nd Draw Down was also accorded post -facto approval by the GB in its second meeting held on December 13th , 2012

The EC was informed that the basic price has been paid by the AfD to respective agencies/ suppliers and payment of VAT is pending.

After detailed discussion w.r.t. procurement of computers, vehicles, cycles, boat, survey equipment and fund needed for PMU office repair and furniture etc. the EC accorded financial approval for all works, goods and services approved in AWP for the FY 2012-13



by the Governing Body. However Chairman emphasized that a proper procurement plan is to be submitted in the next executive committee meeting

Agenda No. 3 Approval of Nationalized Bank for opening society's account

The Member Secretary informed the EC that the GB of the APFBC Society approved that "Society" account should be opened in a Nationalised Bank only and it will be a CURRENT ACCOUNT. Accordingly communication was made with some Nationalised Banks for providing details and the same w.r.t. three banks which responded to correspondence made was presented.

The EC decided that the society will have its account with the **Indian Bank**. A MOU will be signed with the banking partner and in case of deficiency in service noticed at any stage, the society will exercise its option to withdraw the account. Member Secretary was directed by the chair to prepare draft of MOU and get it approved by him.

The Member Secretary also informed the EC that component-4 will be implemented in 200 JFMCs and 28 EDCs and it may not be possible for a single bank to cover all the JFMCs and EDCs spread all over the state.

The chairperson asked the Member Secretary to present the details once the JFMCs/ EDCs are constituted and a decision in the matter will be taken subsequently.

Agenda No.-4 Approval of Work distribution to officers and staff deployed to PMU

The Member Secretary sought permission of the chair for withdrawing the agenda item as the Administrative Department has been requested to deploy other staff as some officers previously deployed have been promoted.

The agenda item was withdraw with permission of the chair.



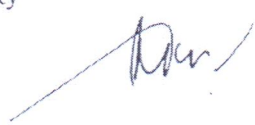
Agenda No.5

Other issues with permission of chair.

- a. The Member Secretary informed the EC that as per By- Laws of the society a Standing Sanctioning Committee is required to be formed for according financial approval as per delegation of financial power vide sub para 6d of the By- laws of the Society. The aforesaid Committee will comprise of:
 - i. The Chairperson, EC
 - ii. Member, EC- representative from Finance Department
 - iii. Member, EC- representative from P & D Department
 - iv. Representative of the Forest Department who is to designated nodal officer
 - v. Member Secretary, EC
- b. The EC was also informed that to facilitate release of fund the Finance Department has suggested to form a Technical Committee to accord technical sanction to plan and estimate for works approved under AWP.

The Aforesaid committee will comprise of:

- I. The Chairperson, EC,
- II. Member, EC- Representative from Finance Department
- III. Representative of the PWD not below the rank of Superintendent Engineer (Building)
- IV. Representative of the PWD not below the rank of Superintendent Engineer (Roads)
- V. Component Director , PMU,



- VI. Representative of the Forest Department who is to designated nodal officer
- VII. Procurement officer of APFBC society
- VIII. Member Secretary, EC

The technical Committee will :

- i. Examine the design/plan and estimate of works approved under the AWP and ensure its conformity with the SOR
 - ii. Suggest modification in design/plan and estimate , if needed
 - iii. Approve the design/plan & estimate, work and time schedule and procurement method and plans
 - iv. Approve time and cost overrun, if required
- c. The Member Secretary informed the EC that some suppliers/ dealers of vehicles have intimated increase in price and requested for payment at increased rate as because the manufacturers have increased the price meanwhile. The details of price increase was presented before the EC and is as follows:
- i. Hero MotoCorp Ltd. Vide letter dt. 25.02.13 informed that the Invoice Value of CD DAWN motorcycles has been revised upwards from Rs 33510.30 to 33767.59 per unit. One hundred CD DAWN motorcycles are being procured.
 - ii. Poddar Car World vide letter no.-nil, dt. 31.01.2013 informed that price of Ertiga LDI has been increased by Rs.6837.00 per unit and that of SWIFT, VDI by Rs 5001.00 per unit. One Ertiga, LDI and four SWIFT, VDI are being procured
 - iii. GARGYA AUTOCITY PVT. LTD. vide letter dated 17.01.2013 informed price increase of Rs 14051.00 for one Toyota Innova being procured

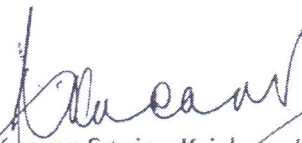


No intimation regarding price escalation has been received from other suppliers till date.

The price increase has been effected by the manufacturers of vehicles and as VAT is yet to be paid delivery of vehicles has not been taken. Thus, the Society will be required to pay the price prevailing at the time of taking delivery of the aforementioned vehicles. The EC approved payment of price of vehicles as per the approved procurement procedures adopted under the project .

- d. The Member Secretary sought permission of the EC for undertaking PMU office renovation work at Forest School, Jalukbari departmentally as the PMU will have to start functioning in the shortest possible time and it may be time consuming to get the work executed through contract system. The EC was of the opinion that the renovation work should preferably be executed through contract as per approved procedures under the project .

The meeting ended with thanks from Chairperson to all members and invitees and with the advice that EC meetings are to be held in time from now onwards.



(Kumar Sanjay Krishna, IAS)

Principal Secretary ,Govt. of Assam
Environment & Forest Department

And

Chairperson, Executive Committee APFBC Society