

(10) 68

**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

**Minutes of the 2<sup>nd</sup> meeting of the Executive Committee, APFBC society held on 28.06.2013 in the conference hall of Principal Secretary Environment and Forests**

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

Members/ invitees present as per 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 the meeting of the EC. Principal Secy Environment and Forest advised that the JFMCs/EDCs are the primary stakeholders of the project should be constituted expeditiously

The Agenda wise discussions were then taken up :

**Agenda item – 1: Introduction of PMU officers and work allocation**

The PMU Officers introduced themselves. Thereafter, the Member Secretary informed that eight officers were deployed to constitute the PMU of the APFBC Society and described the work allocation and work distribution amongst the PMU Officers as below:

**Component- 1: FD Institutional Strengthening and Legal Reforms**

Component Director: Sh. Abhay Kumar Johari, C.C.F. (Biodiversity and Climate Change)  
Assisted by Bidyut Borthakur, A.C.F. and Procurement Consultant

**Work Description:**

a. Evaluation of Capacity Building needs of forest staff, workout training management for capacity building of forest staff.

- training course material.

(12)  
(67)

**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

- training institute/ resource person
  - training schedule
  - impact evaluation.
- b. Procurement of goods, works and services with assistance from procurement consultant.
- c. Convening meeting of the Research Advisory Committee finalizing the research issue and activities, selection of research scholar/ student/ research institute for undertaking research on selected issues.
- d. Monitoring progress of implementation of activities.

**Component-2 Multi Level Strategic Planning**

Project Director will be in charge of component-2

Work Description:

- identify organization/ institutions competent to undertake the activities within the country and state.
- identify support needs.
- establish coordination between supporting units.
- periodic monitoring of output.

**Component-3 Sustainable Forest Management**

Component Director: Dr. Ranjana Gupta, C.C.F. (Wetlands)  
Assisted by Sh. R.P.Singh, C.C.F.

Work Description:

- establish co-ordination of PMU with FIUs
- provide support to the FIUs in implementation of activities.

(12)  
(66)

**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

- establish co-ordination with various wings in the department for successful implementation of project activities.
- monitor progress in implementation of activities.

**Component-4      Adding Value and Opening Market Opportunities**

Component Director: Dr. Alka Bhargava, C.C.F. (RE & WP)  
Assisted by B.Talukdar, A.C.F.

**Work Description**

- assessment of technical entrepreneurial skills of target communities with the help of experts
- assessment of training needs of target communities and identify Government institutions providing such training.
- assessment of marketable forest based and non forest based products and marketing opportunities market access.
- creating Brand Name for value added products and facilitating certification.
- Identification and supporting non forestry IGA and promoting employability
- establish co-ordination with other departments NRLM, NSDM, NABARD, TRIFED etc.
- progress monitoring.

**Project Finance Officer:      Sh. S.K. Srivastava, C.C.F. (Planning)**  
**Assisted by Dipul Barman, A.C.F. and P.M.U. Accountant.**

**Work Description**

- Submission of monthly accounts within time limit by FIUs.
- Scrutinize demand from FIUs for release of money.
- Timely audit of accounts and preparation of reimbursement claim.



(13) (65)

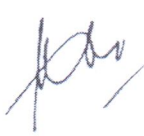
**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

- Submission of monthly progress report by FIUs, quarterly monitoring report by DFOs and half yearly monitoring report by Circle Conservators.
- General office administration.

**Agenda item – 2: Progress report on implementation of activities as per AWP for FY 2012-13.**

- The Member Secretary described in detail the Progress made in implementation of Assam Project on Forest and Biodiversity Conservation (APFBC) for FY 2012-13 as per details given below:

1. Fund amounting to Rs. 2850.00 lakhs was credited to the Current Account of the society
2. Payment of VAT and Entry Tax, as applicable, against procurement of goods done and an amount of Rs. 31,04,940.00 was paid in total in treasury.
3. Payment of balance amount (VAT, Excise duty, Cess, Freight) against procurement of 100 nos. of motor cycles and Rs. 25700/- for increase in unit price done and a total of Rs. 7,50,936.00 is paid to M/S HeroMotoCorp Ltd.
4. Payment of increased cost of 6 nos. of Maruti vehicles and 1 Toyota vehicle amounting to Rs. 40,075.00 in total was made to M/S Poddar Car World Pvt. Limited and M/S Gargya Auto City respectively.
5. Release of fund for creation of plantation.
  - a. The Member Secretary informed that the GB in the 2<sup>nd</sup> meeting had approved Circle wise plantation targets and the Division wise target is fixed by the Circle Conservator of Forests. Fund for creation of plantation is released to the respective divisions as per target and cost norms. As planting time for raising Sal plantation is over, no money is released for raising Sal plantation except for 5 Ha sal plantation done in the Sonitpur West Division as informed by the CF, NAC.



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**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

The CF, CAC also informed that no sal plantation was taken up in the Divisions under his jurisdiction.

Report from the BTAD was awaited and the Addl. P.C.C.F., BTAD informed that sal plantation over 100 Ha area has been undertaken by the SF Division, Kokrajhar in the Mahamaya R.F.

Thus, fund will be released to the extent Sal plantation has been taken up in the aforesaid two divisions. The Member Secretary also informed that in Sal, the seeding takes place between 23<sup>rd</sup> to 30<sup>th</sup> May and Seeds have a viability of 24 hours during which they have to be planted. Besides every 3<sup>rd</sup> year is a lean seed year and the next year is expected to be a lean seed year.

- b. No money released to the DHAD Forest Department as the Addl. PCCF, DHAD vide letter No. FDH.DRP2/2009-2010/B dated 14.06.2013 has stated that planting conditions now are not conducive for plantation creation.
- c. No money released to the KAAC Forest Department as details w.r.t division wise area under each type of plantation has not been communicated by the Addl. PCCF, KAAC despite several letters and even after meeting held on 04.05.2013 and subsequent communication made vide letter No. FDG.713/EAP/FREANCH AGENCY/08-09-010 dated. 14.05.2013. It was also informed that the Addl. PCCF, Karbi Anglong, Diphu had proposed mass planting which cannot be supported by the project as it is not as per norm.
- d. No money is being released for plantation area proposed in any division if the geo-reference of the site has not been provided. Money will be released only after getting the geo-reference.
- e. Money for raising Bamboo plantation is also not released as because planting season is over. Money will be released only after written confirmation of availability of planting stock from the DFO.
- f. Planting over 4320 ha area is being created for which a total of Rs. 4,68,76,200.00 has been released. Division wise detail is annexed.
- g. The Secretary, Environment and Forest Department raised the issue of overlap with other plantation schemes being implemented. The EC was informed that data base of geo-reference of plantation sites will be complied and communicated to all concerned



15 (63)

**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

in the Department to cross check geo reference of plantation sites under other schemes to avoid any overlap.

6. Member Secretary informed that Mr T. Ekande will be joining PMU on July 1<sup>st</sup>, 2013 as single source consultant. Process for hiring contractual staff shall be set in motion and is expected to be completed by the end of July, 2013.

**Member Secretary then gave an account of Tasks to be completed for fund released for 2012-13 :**

- i. preparation of Procurement Plan for the AWP of the FY 12-13 and for the AWP of the FY13-14 and approval of the same by the EC in the next meeting to be put up subsequently to GB .
- ii. Setting in motion the process for procurement of CTA and Procurement Consultant after getting requisite approvals so as to complete the process by mid Sept., 2013.
- iii. Setting in motion the process for procurement of other goods e.g. boats- 55 nos., motor cycles-50 nos., computers- 290 nos. and accessories, cycles- 1700 nos. will also be initiated simultaneously to complete the process by August- September, 2013 after complying with steps precedent.
- iv. Identification of JFMCs and EDCs will be initiated and meeting will be held with JFMC/EDC members. It was informed by Member Secretary that the project lays emphasis on greater participation of people and preference under the project would be given to new JFMCs followed by the existing JFMCs that have less work. It was informed by Member Secretary that there was need to mobilize and sensitize the JFMC/EDC members and build their capacity to mould them into active units prepare micro plans and undertake works as envisaged. The PMU will utilize the services of Sh. T.Ekande in the matter.
- v. The matter of procurement of accounting software was taken up for discussion next. In this regard, the Member Secretary informed that the accounting software 'Tally' was not suitable for the preparation and compilation of accounts under the project. The Joint Secretary, Environment and Forest Department suggested that the accounting software in use in the AACF can be assessed for its suitability. The Principal Secretary advised that duplicacy in similar software procurement to be avoided . For procuring new software the procedure as per guidelines to be followed . The suggestions were taken note of for further action in the matter.



(62)  
12

**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

- vi. Dr. P.C. Bhattacharjee stated that there was need for capacity building for local NGOs specially for legal reform. It was informed by the Member Secretary that Bids would be invited from individual/consortium of lawyers, retired judges for the purpose of suggesting legal reforms.
- vii. Dr. P.C. Bhattacharjee also emphasized on the need for managing private and community forests, besides forests tribal interface. The Member Secretary informed that chapter III, IV and IV A of the Assam Forest Regulation have provisions empowering the State Government to make Rules in the matter. Besides, under the project there is provision for development of private forest and assessing the dependency of people including tribal on forests. The Member Secretary further explained that under Strategic Planning Component of the Project emphasis would be on landscape level planning where the needs of the tribal would be taken care of.
- viii. Dr. P.C. Bhattacharjee also raised concern regarding man- animal conflict, protection of animal corridors and protection and improvement of wildlife habitat. The Member Secretary informed that the project would be covering the issue of man-animal conflict mitigation, wildlife habitat improvement, Agro- Forestry etc.

**Agenda 3: Progress on AWP of 2013-14**

The Member Secretary elaborated the Progress made in implementation of Assam Project on Forest and Biodiversity Conservation (APFBC) for FY 2013-14 as detailed below:

- i. Circle wise plantation targets have already been communicated to the Territorial wing heads and Circle Conservators for fixing divisions wise target and furnishing geo-reference of sites. However this will have to be revised as target set for the FY 12-13 has not been fully achieved. A meeting will be convened with senior forest officers to discuss the issue.
- ii. The Procurement Plan for FY 13-14 is also expected to be completed along with that of FY 12-13.
  - The Procurement Plan will be then be presented in the next meeting to the GB for approval.



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**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

- Approved Procurement Plan will be submitted to the Administration Department for onward submission to the Finance Department along with AWP for financial approval and release of fund.

- iii. The issue of release of fund for the FY13-14 was also briefly discussed next. It was informed by the Member Secretary that in the Budget for the FY 13-14 a sum of Rs 5000.00 lakhs has been provided for the project which is 8600.00 lakhs less than the project requirement as per AWP approved by the GB for the FY13-14. A supplementary demand for the required amount of Rs 8600.00 lakh has been submitted.

After Supplementary Demand is passed in the coming Assembly session the Procurement Plan and the Annual Work Plan for the FY 13-14 has to be sent to the Finance Department for approval and release of fund.

The Joint Secretary, Environment and Forest Department suggested that planning may be done for whatever amount had been approved. The Member Secretary stated that the Procurement Plan needs to be prepared for the approved AWP for the FY13-14 and if no further budget allocation is provided as per Supplementary Demand then AWP and the Procurement Plan will be submitted to the Finance Department listing the activities to be implemented on priority with the allocated amount of Rs5000.00 lakh

**Agenda 4: Miscellaneous issues with permission of the chair**

- i. The Member Secretary drew attention of the EC to the communication received from the AFD copy of which was provided to all. The communication was made with respect to a proposal to organize a Workshop to discuss implementation of Component -2. The Member Secretary explained the issues related to Component-2 with respect to Strategic Planning .
- ii. Chairman asked that a separate proposal for the workshop may be moved through the Nodal officer

**Member Secy informed that in the meeting with the AFD Mission (Nov.- Dec., 2012) issues identified were**

-Methodology and Equipment.



(18)  
(14)

**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

- Involvement of key state level and national level agencies in implementation of the activity e.g. (FSI, C-DAC, North East Space Application Center, Assam Remote Sensing Agency, University etc.)
- Manpower training (Forest Department)

Chairman wanted to know what steps have been taken so far on these issues . This may be elaborated in the next EC meeting

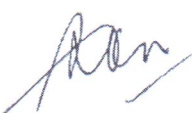
**Member Secretary suggested for a work shop to be organized with selected key players to**

- Work out methodology and requirement of man and equipment
- Assess capacity of Governmental agencies to undertake activities and timely delivery of outputs
- Shortlist key players with performance domain
- Identify need for external expertise and high tech equipment, if any required to bridge the gap and to remove disconnect.
- Co-ordination.

Chairman asked the Member secretary to give a concrete proposal in the next EC

With respect to the proposal of the AFD the Member Secretary stated as below:

- Objective, scope of services and cost need to be deliberated in the Department.
- Involvement of other stake holders deliberated in the Department with cost involved
- Opinion/ comments of the department communicated to the AFD
- Mutually agreed proposal put up to the Chairperson, EC.
- Put up in the next meeting of the EC for approval along with approval of expenditure to be placed in the GB .

 iii. The Member Secretary drew attention to para5.a and 5.b in the Minutes of the first meeting of the EC.

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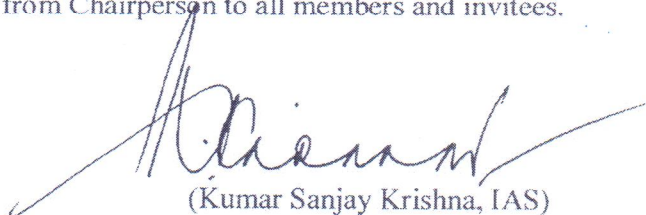
**GOVERNMENT OF ASSAM**  
**ENVIRONMENT & FOREST DEPARTMENT**  
**DISPUR, GUWAHATI - 6**

The EC was informed that the composition of the Standing Sanctioning Committee was discussed in a meeting with the Chairperson on 25<sup>th</sup> June, 13 attended by the Secretary and the Joint Secretary in the Environment and Forest Department and the Member Secretary. In the meeting it was decided that:

- a. the Standing Sanctioning Committee of the EC should have representative of the Environment and Forest Department as Nodal Officer with role specified. As it will require amendment in the By-laws of the APFBC Society it will be placed before the GB in the next meeting for approval.
- b. the Technical Committee proposed will not serve its purpose as it will be difficult to get Officers from the PWD in the rank of Superintending Engineer to attend meetings of the said committee. Thus, the purpose will be served by following the practice in vogue by getting the plan and estimates validated by the PWD.

Chairman Requested the Member Secy to move Govt with the proposal of amendment of the Society by law to incorporate he Nodal officer in Standing Sanctioning Committee.

The meeting ended with thanks from Chairperson to all members and invitees.

  
(Kumar Sanjay Krishna, IAS)

Principal Secretary, Govt. of Assam

Environment & Forest Department

And

Chairperson, Executive Committee

APFBC Society