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Minutes of the 4th meeting of the Executive Committee, APFBC society

held on 12.02.2014

In the chair- Shri Kumar Sanjay Krishna, IAS, Principal Secretary, Government of Assam,
Environment and Forest Department

Members/ invitees present as per List appended.

Record of proceedings:

On behalf of the chairperson Shri O. P. Pandey, IFS, 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 Agenda wise discussions and decisions are given below:

Agenda item – 1: Validation of the minutes of 3rd meeting of the EC.

The Member Secretary informed that minutes of the 3rd meeting of the EC had been circulated to all concerned and no comments had been received. The minutes of the 3rd meeting of the EC (Annexure-I) be taken as validated.

Agenda item – 2: Review of progress made since last meeting of the EC:

The Member Secretary made a presentation regarding progress made in implementation of Assam Project on Forest and Biodiversity Conservation (APFBC) after 3rd EC meeting held on 06.09.2013 highlighting the details as below:

- Meeting of Senior Forest Officers in the Forest Department were held on 23.12.2013 and on 22.01.2014.
- Fund for nursery work amounting to Rs. 67,22,203.00 has been disbursed to 29 divisions except for divisions in KAAC. Addl. PCCF KAAC has been required to furnish geo-reference details of nursery sites.
- Part of furniture needed for PMU office has been procured to make PMU office operational. Remaining furniture will be procured after completion of renovation of office space at Forest School.
- Advertisement for contractual engagement of suitable candidates as Office Superintendent, Accountant, Computer Data Operator etc. in the PMU will be taken out shortly and all required preparations in this regard have been completed except that the details need to be uploaded on the Web Site of the Society for which NIC will be requested.

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- Support staff- peons, drivers etc. have been engaged on daily wage payment from amongst Muster Roll workers in the PCCF's office and other offices.
- CCF (RE & WP) has been requested to invite quotations/ bids for office renovation work at Assam Forest School, Jalukbari as advised by the Sr. F.A.O. in the office of the PCCF & Hoff
- Request for release of fund against AWP 2013-14 has been submitted to the Administrative Department. Certain additional information is required to be furnished for which Sr. FAO, in the office of the PCCF & HoFF has been requested.
- Five meetings have been held with the NIC since the last meeting of the GB w.r.t. Accounting Software and NIC has undertaken to complete it expeditiously. Meanwhile information with respect to Accounting Software- Tally-9 has also been obtained from the local dealer, but more clarification is needed towards certain costs.

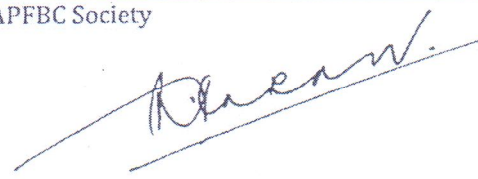
Agenda item – 3: Approval of AWP 2014-15.

The Member Secretary informed the EC that the Amount of expenditure proposed in the AWP-14-15 is Rs. 68,07,49,445/- and it is higher than the amount proposed in the Budget Breakdown. He then proceeded to present outlay of fund for the AWP 2014-15 proposed for each activity included (**Annexure-II**).

The MS informed the EC that the budget of the APFBC Society was prepared almost two and half years back and because of delay in implementation, rescheduling was required and as such the AWP outlay may not be the same as budget break down. The MS informed the EC that the budget breakdown may have to be revisited as the implementation timeline has undergone change and unit cost has also gone up. The EC gave its consent for the revision of budget breakdown and the Chairperson desired that the issue may be taken up for discussion during the coming visit of the AfD Mission.

The Chairperson further suggested that tenders/ bids as applicable for procurement of goods, works and services should be invited so that work order can be issued once money is released by the Government. The Member Secretary informed that documents for inviting tender/bid are being prepared and shall be ready within a few days time for taking out advertisement. However, estimate for civil works is not ready as the TOR for hiring services of Civil Engineer and Architect has not been consented by the AfD. So is the case with the TOR for procuring services of consultants. All the TORs were submitted to A/D in August, 2013 for NOC, but the same is yet to be received except for the Audit Firm and the Monitoring and Evaluation firm/organization. The advertisement for inviting tenders/ bids for Audit Firm and M&E Firm is expected to commence shortly as the PMU becomes operational with engagement of contractual staff. In some other cases the A/D had given conditional approval and after meeting the conditions the formal approval has not been communicated as yet.

The Chairperson requested the Secretary Environment and Forest Department, GoA to take up the matter with the Government of India in the DEA, Ministry of Finance. The Chairperson further enquired when the Workshop regarding implementation of Component -2 is expected.



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The MS stated that the Workshop too can not be planned as its TOR is awaiting NOC from the AfD.

The Chairperson asked if the AfD was not given intimation about the meeting of the EC. The Ms stated that the AfD, like in past, was duly informed but no communication regarding their participation has been communicated.

With respect to management of wetlands the MS informed the EC that fund provision for improving wetland management is there in the APFBC but as per guidelines issued by the Government of India and in force in the matter no activity can be undertaken without having a Management Action Plan(MAP) approved by the Competent Authority. As most of the wetlands in Assam are within the jurisdiction of the Revenue/ Fisheries Department thus, as suggested by Dr. Ranjana Gupta,CCF(Wet Lands) and Component Director in the PMU, the EC agreed that implementation of wetland related activities will initially be undertaken in wetlands located under PAs and RFs and for which management plan(MP) is available.

The Chairperson wanted to know how the JFMCs targeted under the project will be sustainable in post project period. The MS stated that implementation of activities under Component -4 will impart sustainability as it aims to give boost to livelihood generating activities in the targeted JFMCs. In addition the JFMCs are required to raise firewood plantation and the sale of usufructs from the share o JFMC as per Rules in force in the State of Assam will yield revenue to the JFMC at regular interval. The Chairperson expressed concern over performance of JFMCs in forest protection after the Project completion and the need for giving them legal authority under PRI.

Agenda item – 4: Approval of eligible and ineligible expenditure under APFBC

The Member Secretary described the List of eligible and ineligible expenditure under A/D project as per details given below:

List of eligible expenditure under AfD project

- Electricity bill for PMU Establishment;
- Communication – bill of landline telephone, fax, internet charges and reimbursement of bill of cell phone to the extent admissible as per HR Policy;
- TA / DA Bills of all officers and staff undertaken in connection with implementation of APFBC - as per approved means of transport and as per State Govt. guidelines in force in the matter;
- Fuel for Pool Vehicles – Cost of fuel for pool vehicles to be used by officers in PMU for office duty who have not been allotted any vehicle;
- Fuel for Allotted vehicles: Reimbursement of cost of fuel to a maximum of 90 litres per month for each vehicle allotted to officers in PMU;
- Maintenance of vehicles – repair, replacement of tyre, spare parts etc for all vehicles procured under APFBC
- Salary of contractual staff, cost of uniform, EPF contribution.

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- Cancellation charges of air / train ticket if tour can not be undertaken due to valid official reasons.
- Premium for Group Health Insurance for all contractual staff, Group Insurance for drivers of PMU vehicles and third party insurance for PMU vehicles.
- Legal fees.
- Monthly office expenditure for Divisions and Range Offices involved in implementation of the APFBC up to maximum of 50 thousand per annum
- Expenses on meetings- PMU, GB, EC, and meeting Meeting with departmental officers etc.
- Cost of sumptuary for visitors

List of ineligible expenditure under AfD project

- Taxes – Income, VAT
- Stamp Duty and registration charges etc
- Other duties
- Rent
- Air fare: Business Class /unjustified long air travel route
- Cancellation of air / train ticket due to personal reasons
- Expenditures on activities outside approved AWP.
- Any other such expenditure declared as in-eligible by the APFBC Society.
- No depreciation will be charged on the assets procured under this project.

The EC approved the list of eligible and ineligible expenditure and the Chairperson desired that the same be communicated to the AfD expeditiously

Agenda item – 5: Approval of re-appropriation proposal of savings for procurement of additional goods

The Member Secretary presented (Annexure-III) the estimated Savings, amounting to Rs. 161.54 lakhs that may result after procurement of goods as per AWP-12-13. Proposal to utilize savings from procurement of goods from AWP 12-13 as consented by the PCCF 7 HoFF was also presented before the EC by the MS which was approved by the EC which included procurement 50 Seat buses- 2 in number for the trainees of the Forest School at Jalukbari and Makum, Mini Truck -6, LPT – 1 for use by the AFPF and Bolero -12 for use of officers in the Department and PMU. The actual saving can be estimated only after bids/tenders are finalised and procurement will be done accordingly.

Agenda item – 6: Recasting of bamboo plantation targets and provision of funds for nursery

The Member Secretary informed that the FIUs due to inadequacy of nursery stock in CAMPA nurseries had requested for additional fund for nurseries to raise planting stock for creation of plantations including firewood plantations under the Project, Thus, recasting of bamboo plantation targets will have to be done as:

[Signature]

Bamboo plantation is being undertaken on substantial scale under Bamboo Mission,

Planting Stock for Bamboo is not readily available

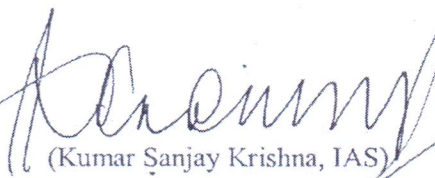
Thus, requirement of fund for raising nursery including bamboo nursery and for creating Bambosetum as directed by the Chairperson GB in the last meeting of the GB will be assessed and bamboo plantation will be raised to the extent balance fund is available. The EC agreed to the recasting of the Bamboo plantation target to provide fund for nursery and bambosetum and directed that the details be worked out and discussed with the Donor Agency.

Agenda item – 7: Any other issues with permission of chair

The EC discussed issues presented by the MS with permission of the Chair and approved the following :

- Performance evaluation of support staff- peons, chowkidars, drivers etc. after two months time and those found satisfactory in performance be engaged on contractual basis and be paid monthly remuneration @ Rs. Six thousand. Other service conditions of these staff will remain same as accepted by the APFBC Society.
- Formation of Committee for recruitment of contractual staff- superintendent, accountant, computer data operator etc. for the PMU comprising of PD, Component Directors, CF(HQ) in the office of the PCCF& HoFF
- Selection of contractual staff at FIU level- (Computer Account Assistant) by committee headed by the Circle Conservator or Officer in the rank of Conservator and having minimum three DFOs as members..
- Release of fund to the Assam Bio-Diversity Board on receipt of demand from the Board for incurring expenditure as per discussion held and decision taken in the last meeting of the GB.

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