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Minutes of the 6th meeting of the Executive Committee, APFBC society
held on 31.12.2014

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

Members/ invitees present as per List appended.

Record of proceedings:

Though the quorum was not complete, the Chairperson with the consent of the members present decided to proceed with the meeting as important issues needed to be addressed..

On behalf of the chairperson Shri O. P. Pandey, IFS, Member Secretary welcomed the members 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 5th meeting of the EC held on 26.06.2014.

The Member Secretary informed that the minutes of the 5th meeting of the EC had been circulated to all concerned and no comments had been received. The minutes of the 5th meeting of the EC be taken as validated.

Agenda item – 2: Review of progress made since 5th 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 5th EC meeting held on 26.06.2014 highlighting the details as below:

- i. “NOC” of the French Development Agency (Afd) to various documents related to procurement of goods and services.
 - Response from various agencies was received for engagement of Audit Firm as well as M&E Firm following advertisement in news papers.
 - Short listing of firms in both the cases is complete and draft Bid Document for Procurement of Audit Firm communicated to the Afd on 28th November, 2014 for “NOC”.
 - Draft Bid Document for Procurement of M&E firm is expected to be communicated to the Afd for “NOC” within 10th of January, 2015

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- Comments on the Draft RFP document for procurement of Technical Assistance communicated to the AfD on 28th November, 2014 for finalizing the RFP document.
 - Draft Bid Document for procurement of Bicycles, Motorcycles and Light Motor Vehicles is ready and will be communicated to the AfD for "NOC" within this week.
 - Draft Bid Document for procurement of boat, computers and other goods is expected to be ready for communication to the AfD for "NOC" within 15th of January, 2015
 - "NOC" from the AfD is yet to be received for procurement of NGOs and also for the TOR for workshop on implementation of Component -2.
- ii. **JFMC/EDC:** Identification of Joint Forest Management Committees/ Eco-Development Committees is not complete. The respective Territorial Wing Heads are being requested for completing the task within 15th of January, 2015
- Identification of Eco-Development Committees and PA wise allocation of habitat improvement activity is also awaited from the Wildlife Wing. PCCF (WL) has been provided with all the requisite details and reminded for taking action in the matter.
- iii. **Bambusetum:** The two set of estimates submitted by the CCF, CAC for setting up a Bambusetum at Rani was discussed in the meeting of the Senior Forest Officers held on 18th September, 2014. The meeting after discussion gave its consent to the estimate proposing brick and chain link fencing with pebbled pathway. The estimate has been sent for vetting by the PWD by the CCF, CAC.
- iv. **Management of Sal Coppice Crop:** In the meeting held on 18th September, 2014 the norms for management of Sal Coppice crop were also discussed and it was decided that the two Territorial Wing Heads would examine the norms and furnish their opinion in the matter urgently. Opinion in the matter from the Additional PCCFs heading Territorial Wings is awaited.
- v. **Maintenance of plantation:** Rs. 2,90,37,943.00 was disbursed for 2nd and 3rd quarter maintenance of 10,772 ha. plantation.
- vi. **Road and building work:** The FIUs have been asked for submission of appropriate "Plan and Estimate" for road work and also for repair of buildings including heritage buildings.
- vii. **Submission of reports by FIUs:** Up to date monitoring report, physical and financial progress report, inspection report and utilization certificate is pending from FIUs. All

controlling officers were requested to ensure submission of the aforesaid vide letter No. APFBC/PMU/Comp-3/Agro Forestry dt. 01.12.2014.

- viii. **Workshop:** Workshop on implementation of Component-4 was held in Guwahati on 20-21 November, 2014, experts from NSDC participated in the workshop and made presentations on various skill development activities. Experts from Animal Husbandry, Horticulture, Rural Development, handloom & Textiles Departments also participated

Agenda item – 3: Staffing of the PMU, APFBC Society

The Member Secretary emphasized on the urgent need to adequately staff the PMU for smooth implementation of the project works, in conformity of the Memorandum of Association and Rules of Business for APFBC Society. The Member Secretary elaborated that:

- • The PMU has been facing problem of staffing as:
 - Of the five officers in the ACF rank two Sh. Pallav Deka and Sh. Mrigen Barua did not attend PMU
 - Sh. Bidyut Borthakur and Sh. Sunil Nath are transferred
- Senior officers have not been able to function because of
 - their busy schedule at their original place of posting and
 - supporting officer not available as stated above
- As a result functioning of PMU has been affected and delay has occurred.

After discussion it was decided to engage suitable retired officers in the PMU with the remuneration mentioned against each as per details below:

- Six forest officers retired in the rank of DCF as Support Officer to Component Directors @ Rs. 40,000/- (fixed) each per month.
- One retired Civil engineer and one retired Architect for preparing plan and estimate for and supervising civil construction work @ Rs. 30,000/- (fixed) per month each.
- One retired Assam Financial Service Officer as Financial Adviser in the PMU @ Rs. 25,000/- (fixed) per month.
- One Account Assistant to support the Accountant @ Rs. 20,000/- (fixed) per month.
- One Multi Media Operator (all Media) for preparation of Annual Reports, brochures, updating APFBCS website etc. @ Rs. 20,000/-(fixed) per month
- One GIS operator for verifying GIS data, compilation of map etc. @ Rs. 25,000/-(fixed) per month.
- One Programmer for maintenance of working plan data @ Rs. 15,000/- /-(fixed) per month.

Further, for selection of afore stated officers, the selection committee having members as described below will be constituted.

Dr. (Smt.) Ranjana Gupta, IFS, Addl. PCCF (Wetlands), O/o PCCF & HoFF, Assam – Chairperson

Dr. (Smt.) Alka Bhargava, IFS, CCF (RE&WP), Assam - Member

R. P. Singh, IFS, CCF (Border), O/o Addl. PCCF (T), LAZ, Guwahati - Member

Shri. G. K. Deb Medhi, Asstt. Engineer, Assam State Zoo, Guwahati - Member

Shri. Dipul Barman, ACF in the PMU - Member Secretary.

- One Single Source Consultant for 4 months:

Sh. T. Ekande may be engaged as he has worked with this project in past. In this regard, the Addl. Chief Secretary, Govt. of Assam, Environment & Forest Department and Chairperson, Executive Committee, APFBC Society, suggested to take the approval of General Body of APFBC Society.

Agenda item – 4: Any other issues with approval of chair.

The Member Secretary presented the following issues:

- Approval for construction of 4 watch towers at total cost of Rs. 10 lakh under Nagaon WL Division at Burachapori for effecting Rhino translocation. Change in the work plan for the year 2013-14 - reducing the number of wetlands targeted from 5 to 4 in number.
- Exemption from requirement of vetting of estimates for civil works by PWD as it is taking considerably long time. Instead the estimates can be prepared as per latest PWD SOR and given Technical sanctions by the respective controlling officer.
- Allowing Engineer posted at Zoo to scrutinize estimates submitted by the FIUs and also preparing Plan and Estimate for buildings for lower and middle level staff.
- Approval for undertaking hostel repair work of Assam Forest School to house PMU support staff departmentally to avoid delay.
- Based on recommendation of the workshop on Component - 4 pilot activities may be started in few selected JFMCs.

It was informed by Shri. S. K. Srivastava, IFS, APCCF (Planning), O/o PCCF & HoFF, Assam that vetting of estimates by PWD in case of forest department works is not required as per provision of Assam Financial Rules, 1939. The Addl. Chief Secretary, Govt. of Assam, Environment & Forest Department and Chairperson, Executive Committee, APFBC Society, suggested that due procedure as per law/rules may be followed regarding implementation of activities under APFBC including approvals of the General Body, APFBC Society/AfD if required.


- Regarding increase in monthly remuneration of contractual staff engaged in the PMU , the Member Secretary submitted proposal to enhance the monthly remuneration of the contractual staff engaged in the PMU as per per details given below. After detailed

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discussion the proposal was approved by the Executive Committee. The Executive Committee also approved payment of monthly remuneration at enhanced rate to contractual staff only after completion of six months service in the PMU.

	Existing rate of monthly remuneration	Proposed rate of monthly remuneration
Peon	Rs. 6000/-	Rs. 8000/-
Driver	Rs. 6000/-	Rs. 10,000/-
Computer Data Operator	Rs. 10,000/-	Rs. 15,000/-

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


(Davinder Kumar, IAS)
Addl. Chief Secretary, Govt. of Assam
Environment & Forest Department and
Chairperson, Executive Committee
APFBC Society
