

Proceeding of the 30th Executive Meeting

Of

H.P. Natural Resource Management Society

PROCEEDINGS OF THE 30TH EXECUTIVE COMMITTEE MEETING OF H.P. NATURAL RESOURCE MANAGEMENT SOCIETY HELD ON 12TH MAY, 2020.

The 30th Executive Committee meeting of H.P. Natural Resource Management Society was held on 12th May, 2020 in the conference hall of H.P. Secretariat, Armsdale building, Shimla, under the Chairmanship of Chairperson, Executive Committee of H.P. Natural Resource Management Society-cum-Additional Chief Secretary (Forest) to the Govt. of Himachal Pradesh, Shri Ram Shubhag Singh, IAS.

Following members were present:-

Sh./Smt.

- | | |
|--|------------------|
| 1. Ajay Kumar, Pr.CCF, HP (HoFF) | Member |
| 2. D.D. Sharma, Special Secy (Finance) | Member |
| 3. Basu Sood, Advisor (Planning) | Member |
| 4. Dr. M.M. Sharma, Director (Horticulture) | Member |
| 5. Sat Pal Dhiman, Jt. Secy (Forests) | Member |
| 6. R.K.Verma, Chief Engineer (I&PH) | Member |
| 7. Sanjeev Sood, Jt. Director (Rural Dev)
(On behalf of Director, Rural Development) | Member |
| 8. Ashwani Bhardwaj, D.E. (Soil & cons.)
(On behalf of Director of Agriculture) | Member |
| 9. H.K.Sarwata, Executive Director (IDP) | Member |
| 10. Dr. Naresh Kaushal, Dy.Director (AH)
(On behalf of Director, Animal Husbandry) | Member |
| 11. Ajay Srivastav, Chief Project Director, IDP | Member Secretary |

Special Invitees:-

1. Nagesh Guleria, CPD, JICA
2. Pushpender Rana, CCF (Projects)
3. Dr. Renu Saizal, Dy. Director (Admn), IDP, Solan

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At the very outset, the Chief Project Director, IDP welcomed all the members of the Executive Committee and thanked the Chairperson for not only helping to facilitate this meeting, but also in sparing his valuable time for the same in the present circumstances of prevalence of COVID-19 pandemic.

The Chief Project Director, IDP then made a brief presentation on the Project and informed about its current status.

Thereafter, all the items on the Agenda were taken up one-by-one for discussion, deliberation and decisions by the house, which are as follows:

Item No. 1 Confirmation of proceedings of 29th Meeting of Executive Committee of HPNRMS held on 25-09-2018.

Proceedings of the 29th EC meeting and the actions taken on it was presented.

Decision: Approved and confirmed by EC.

Item No. 2 Balance sheet of HPNRM Society for the F.Y. 2018-19.

The balance sheet (Income & Expenditure) of HPNRM Society for 2018-19 was presented.

Decision: Approved by EC.

Item No. 3 Staff position and their placements in different projects, surplus and vacancy position

The EC was informed on the current staff available with HPNRMS and their deployment with the different EAPs. The surplus and vacancy report was also presented.

Decision: EC expressed its satisfaction on the matter.

Item No. 4 Creation and filling up of various posts

It was informed that the HPNRM Society is receiving manpower requirements from IDP, KFW and JICA. The available manpower with the Society has already been provided but some manpower which is not available in the Society could not be provided. The CEO, HPNRMS may be authorized by the EC to fill up the

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unavailable vacant posts on contract basis as per the requirement of the different EAPs subject to the condition that they will not be the member of HPNRM Society and these posts will be as per the project requirement and co-terminus with the project period.

Decision: Chairman EC directed CEO, HPNRMS to bring complete proposal separately along with the policy for filling up the vacant posts as per the requirement of the different EAPs.

The matter will be taken up separately and EC will be informed accordingly in the next meeting.

Item No. 5 Bye-Laws to regulate the service conditions of HPNRM Society employees

The detail of Bye Laws as per annexure-4 of the agenda items was presented to the EC as per the decision of the previous meeting.

Decision: The EC approved the society bye-laws to regulate the service conditions of the Society members as per the above annexure.

Item No. 6 Provision of Gratuity

As per the decision of the previous meeting of EC, it is informed that the provision of Gratuity has been made for the HPNRMS members. It was further informed that a separate Bank Account for “**Gratuity Corpus Fund**” has been made operational and at present the society has Rs. 32.45 Lakh as Gratuity Corpus Fund.

Decision: EC expressed its satisfaction on the matter.

Item No. 7 Remuneration structure admissible to HPNRMS members.

The matter was discussed at length in the light of Annexure-5 of the agenda item.

Decision: The EC agreed in principle to enhance the remuneration as per the remuneration structure presented before it. However, it was decided that complete category wise and grade wise remuneration structure will be put on a separate file.

Item No. 8 Filling-up the post of Subject Matter Specialist (IT & GIS) in IDP.

It was informed that Sh. Ajay Verma, System Administrator, is a registered member of HPNRMS. Currently he is performing the duties against the vacant post of SMS (GIS & IT) to the entire satisfaction of the project. Therefore, he may be re-designated as SMS (IT & GIS) with the remuneration applicable to the said post.

Decision: The EC approved the re-designation of Sh. Ajay Verma as Subject Matter Specialist (IT & GIS), with the applicable remuneration. Further, EC authorized, CEO HPNRMS for the execution of the decision.

Item No. 9 Review of decision regarding Grant of 3% annual increment to HPNRMS employees.

The house was appraised on the earlier decision and criteria regarding above agenda item. The matter was discussed in detail in the light of the fact that the decision was difficult to implement under the provided criteria.

Decision: The EC deferred the matter and suggested that the same be placed along with the agenda item No. 7 on the same separate file.

Item No. 10 Seniority List of HPNRMS members.

The EC was informed on the seniority list of various categories of the members of HPNRMS as per annexure-6 of the agenda item. The matter was deliberated and the following decision was taken.

Decision: EC approved the agenda item subject to the condition that in case, any error is noticed at any stage, the society shall rectify same after considering the requests of individuals, if any. The onus to prove any error will lie with the individual concerned. For this purpose, CEO, HPNRMS is authorized to constitute a committee whose decision will be final and binding.

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Item No. 11 Confirmation of proceedings of 29th meetings of the Executive Committee of HP Natural Resource Management Society. (Integrated Development Project).

Proceedings of the 29th EC meeting and the actions taken on it was presented.

Decision: Approved and confirmed by EC.

Item No. 12 Approval of Expenditure of Preparatory Phase from Financial year 2018-19 to 2019-20.

The detail of expenditure was presented before the EC as per annexure-8 of the agenda item. The funds allocated by the State Govt. as per the following table were also presented before EC.

(Rs. in Crore)

Sr. No.	Financial Year	Budget allocated	Expenditure
1	2018-19	13.13	13.13
2	2019-20	13.08	13.08
	Total:-	26.21	26.21

Decision: EC Approved the expenditure with the direction to take up the matter for reimbursement under retroactive financing.

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Item No. 13 Costing of the project.

The costing of the project was presented before the EC in the light of project agreement between the Govt. of HP and the World Bank.

Component Name	Percentage of outlay
Component 1. Sustainable Land and Water Resource Management	55.04
Component 2. Improved Agricultural Productivity and Value Addition	31.38
Component 3. Institutional Capacity Building for Integrated Watershed Management	3.67
Component 4. Project Management	9.90
Total:	100.00

Decision: EC expressed its satisfaction on the matter.

Item No. 14 Annual Plan of Operation for 2020-21.

The annual plan of operation for 2020-21 for Rs. 133.00 Crore as per annexure-9 was presented to the EC to carry out the project implementation activities. During the discussions, the Advisor (Planning) to the Govt. of H.P. informed that the Govt. has already kept a provision of Rs. 50.00 crore for EAPs. Further he ensured that the funds beyond 50.00 crore will be made available to the EAPs as and when needed.

Decision: The EC approved the Annual Plan of Operation for 2020-21 keeping in view the above comments by the Advisor (Planning).

Item No. 15 Human Resources and other Infrastructure Issues.

Human Resources: The detail of sanctioned category wise post as per annexure-10 of the agenda item was presented before the EC along with the category wise vacancy position as per annexure-11 of the agenda item. The EC was requested to grant approval to fill up the vacancy from HPNRMS as both the Forest and the Line Departments are not able to spare the requisite staff.

Decision:- The EC granted approval to fill up the vacancy, as per sanctioned post notified by the Government, preferably retired employees, if in case the requisite man power is not available with Forest and line departments.

Other Infrastructure Issues:-

(a) **Buildings:** It was informed that there is a scarcity of Govt. buildings especially for the APO offices. Therefore, the private buildings need to be hired for the same. The CPD, IDP may be authorized to hire such buildings as per the assessment made by the competent authority.

Decision: The EC granted approval to hire the office premises to house APO office subject to assessment made by the competent authority.

(b) **Vehicles:-** The detail fleet strength of IDP as sanctioned by the Govt. was presented before EC.

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Decision: The EC directed CPD, IDP to take up the matter on the fleet strength with PCCF (HoFF) and decide the matter accordingly.

Item No. 16 Empanelment of Civil Engineers/Architect:

The matter regarding empanelment of Civil engineers/Architects was presented before the EC with the request that the preparation of drawings/estimates and technical scrutiny may be got done from a panel of private engineers/architects on to avoid delays. The Chairman appreciated the proposal and suggested that tasks such as building works may be got done from a single source which is competent to deliver all the task as a complete package i.e. structural drawings including electrical and sanitary fittings etc. Further, the Chairman suggested that for hydrological structures in the project, the reputed engineering colleges in H.P. may be consulted to sponsor/nominate the final year students of hydrological engineering for the purpose. The drawing made by them may be got approved by their respective professors. The students who are involved in this process may be paid the professional fee as approved. The Chairman directed the project to work upon the proposal and come up with a model which may be useful for the entire Forest Department for replication. The Special Secy. (Finance) suggested that the provisions as laid down in HPFR-2009 may be considered while following the process of empanelment of the Civil Engineers/Architect.

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Decision: The EC Approved the above agenda item with the following professional fee.

Sr. No.	Estimated Value of Work	Professional Fee
1	Upto Rs. 10.00 Lakh	2.5 percent
2	Above 10.00 Lakh but less than 20.00 Lakh	2 percent
3	Above 20.00 Lakh	1.5 percent.

Item No. 17 Delegation of powers

(a) Administrative and Financial Powers:-

It was informed to the house that as per the condition laid down in the loan agreement that full financial and administrative powers should be delegated to the Chief Project Director. The EC was requested to delegate the financial and administrative powers equivalent to the Head of Department of Forest, H.P. exclusively for project activities.

Decision: EC approved the agenda item. The Administrative Department will issue the necessary notification.

(b) Acceptance of tender over and above of estimated value for forestry and agriculture work:-

It was informed to the EC that the H.P. Govt. has issued instructions regarding execution of forestry works through contractor instead of hiring man power on daily wages. EC is requested to grant approval for acceptance/approval of tender over and above of approved estimated value.

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Sr. No.	Authority to whom the power is delegated	Powers to be delegated approval variation for of	Remarks
1	Chief Project Director	Upto 25%	In case variation is more than 15 % the ED will only submit the case when the re tendering cannot be avoided.
2	Executive Director	Upto 15%	In case variation is more than 5 % the concerned DPO will submit a detailed justification along with urgency of work.
3	District Project Officer	Upto 5%	DPO will only accept the tenders with full justifications.

Decision: The EC approved the above agenda item as proposed.

Item No. 18 (a): Training, Workshop and Exposure visits- training calendar for 2020-21 and revised norms / rates.

The various training programme to be conducted during the financial year 2020-21 to enhance the capacity building of the project staff as well as communities was presented as per annexure 12 (i & ii) of the agenda item.

Decision: EC expressed its satisfaction on the matter and approved the same.

(b) Revision of Norms and Rates for organizing trainings/ workshops/ exposure visits/ meetings/ Supervision mission visits.

It was informed that vide agenda item No. 5(e) of 28th Meeting of EC held on 22-09-2017, the CPD was delegated full powers to organize and accord financial sanctions on trainings, workshops, exposure visits, study tours, conferences & seminars, meetings, supervision missions etc. The EC was requested to approve the revised rates in view of inflation.

Norms for Workshops, Trainings, Exposures visits and meetings for the Senior Project staff and equivalent officers of the line departments

Sr. No	Activity	Unit	Approved Rate in 28 th EC (in Rs.)	Proposed Norms/Rates	
				Within State	Outside State
1	Training material	per person/ per event	900/-	Up to Rs. 1000/-	Up to Rs. 1000/-
2	Boarding (breakfast, lunch, dinner)	per person/ per day	700/-	Up to Rs.1500/- plus taxes	Up to Rs.2000/- plus taxes
3	Special Lunch/Dinner (one such lunch/dinner per event)	per person/ per event	1200/-	Up to Rs.1500/- plus taxes	Up to Rs.2000/- plus taxes
4	Refreshments	per person/ per day	200/-	Up to Rs. 300/-	Up to Rs. 350/-
5	Lodging, if Govt. accommodation is not available	per person/ per day	1100/-	Up to Rs. 1750/-plus taxes at Distt. H.Q. only	Up to Rs. 3000/- plus taxes (for Non- Metropolitan cities) and up to Rs. 4500/- plus taxes (in Metropolitan cities).


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6	Venue charges	per event	As per actual	As per actual	As per actual
7	Travel cost	per person/ per event	As per entitlement	As per entitlement	As per entitlement

Note:

1. Chartered hiring of vehicle with permission of CPD within State or outside State.
2. In case of journey to be performed by the whole group irrespective of their entitlement, Chairman, EC may be authorized to allow journey by air.

The Frontline staff & equivalent officers of the line departments, communities and representatives of PRI.

Sr. No	Activity	Unit	Norms			
			Within State		Outside State	
			Approved Rate in 28 th EC (in Rs.)	Proposed Rate (in Rs.)	Approved Rate in 28 th EC (in Rs.)	Proposed Rate (in Rs.)
1	Training material	per person/ per event	450/-	Up to Rs. 500/-	450/-	Up to Rs. 500/-
2	Boarding (breakfast, lunch, dinner)	per person/ per day	500/-	Up to Rs. 800/- plus taxes	525/-	Up to Rs. 1200/- plus taxes
3	Refreshments	per person/ per day	100/-	Up to Rs. 200/-	100/-	Up to Rs. 250/-
4	Lodging, if Govt. accommodation is not available	per person/ per day	600/- plus taxes	Up to Rs. 1250/- plus taxes	780/- Plus taxes	Up to Rs. 2000/- plus taxes (in Non-Metropolitan cities) and up to Rs. 2500/- plus taxes (in Metropolitan cities).
5	Venue charges	per event	As per actual	As per actual	As per actual	As per actual
6	Travel cost	per person/ per event	At prevalent HRTC bus fare or as per	At prevalent HRTC bus fare or as per	Sleeper/ 2nd Class AC 3 tier fare for places	For staff – As per entitlement. For communities

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			entitlement	entitlement	connected by rail. For others not exceeding State transport rates.	- AC 3 tier fare for places connected by rail. For others not exceeding State transport rates.
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Note:

1. Chartered hiring of vehicle with permission of CPD within State or outside State.
2. In case of journey to be performed by the whole group irrespective of their entitlement, Chairman, EC may be authorized to allow journey by air.

Norms for field based trainings/meetings at Ward and Gram Sabha level (within a cluster) for communities and representatives of PRIs.

Sr.No	Activity	Unit	Approved Rate in 28 th EC	Proposed Norms
1	Training material	per person/ per event	150/-	Up to Rs. 150/-
2	Refreshments (Lunch, tea)	per person/ per day	200/-	Up to Rs. 300/-i/c. lunch Up to Rs. 75/- without lunch
3	Venue charges/institutional charges	per event	1500/-	Rs. 2500/- at Ward level event
			3000/-	Rs. 4000/- at Gram Sabha level event
4	Travel cost	per person/ per event		At prevalent HRTC bus fare

For Governing Council/Executive Committee and World Bank Mission (meetings/workshops) and other compatible national/ international dignitaries

- i) Venue charges: as per actual
- ii) Special lunch/dinner: Upto Rs. 2500/- per person + Taxes.
- iii) High tea including refreshment Rs. 750/- per person per day + Taxes

Norms for Honorarium

Local /Block/District Level Expert:		
	Approved Rate	Proposed Norms
Honorarium	1. For Gram Panchayat (Model GPs) Rs. 500/- per day (minimum 6 hours)	1. For Gram Panchayat (Model GPs) Up to Rs. 500/- per session 2. Front line staff of the

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	<p>2. For Jankars/Front line staff of the Deptt. Rs. 500/- per day (minimum 6 hours)</p> <p>3. For Block level/Local officers a technical resource persons Rs. 750/-(minimum 6 hours)</p>	Deptt/Local/Block Level officers as technical resource person Up to Rs. 600/- per session
Travelling expenses	As per actual	As per actual but not more than prevalent HRTC bus fare.
Boarding & Lodging	Up to Rs. 650/- per day (only Lodging)	Up to Rs. 2500/- per day
State Level Expert		
Honorarium	Up to Rs. 1500/- per day	Up to Rs. 1000/- per session
Travelling expenses	As per actual subject to AC 1st Class or equivalent Class	As per actual subject to AC 1st Class or equivalent Class
Boarding & Lodging	Up to Rs. 650/- per day (only Lodging)	Up to Rs. 3500/- per day
National Level Expert		
Honorarium	Up to Rs. 3500/- per day	Up to Rs. 2500/- per session
Travelling expenses	As per actual subject to Air fare (economy) or AC 1st Class or equivalent Class.	As per actual subject to Air fare (economy) or AC 1st Class or equivalent Class.
Boarding & Lodging	Up to Rs. 1300/- per day (only Lodging)	Up to Rs. 5000/- per day
International Expert		
Honorarium	Up to Rs. 6000/- per day	Up to Rs. 5,000/- per session
Travelling expenses	As per actual subject to Air fare (economy) or AC 1st Class or equivalent Class.	As per actual subject to Air fare (economy) or AC 1st Class or equivalent Class.
Boarding & Lodging	Up to Rs. 3900/- per day (only Lodging)	Up to Rs. 10,000/- per day

The matter was discussed and deliberated in the house and following decision was undertaken.

Decision: EC approved the agenda item as proposed.

Item No. 19 Consultancies.

It was informed to the house that two consultancies namely Environment & Social Assessment (ESA) and Project Implementation Plan (PIP) were pre-requisite for signing of loan and legal agreement of the project. These consultancies have been

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Socio-economic and Land use of GPs in 10 Districts						
Value Chain Scoping Studies for potential of clusters or producer goods involved in the same activity in the project area	November 2020	December 2020	March 2021	June 2021	60.00	ToR under preparation
Technical Support Study for addressing the needs of Transhumant of the project area	30 th Sep. 2020	October 2020	January 2021	March 2021	25.00	ToR under preparation
Process Monitoring	31 st August 2020	September 2020	December 2020	Continuous process	100.00	ToR under preparation

Decision: EC approved as proposed.

Item No. 20 Grievance Redressal Mechanism.

As per the World Bank condition, a Grievance Redressal Mechanism should be in place. A Grievance Redressal Mechanism was incorporated in the Environment and Social Management Framework and Environment & Social Standards (ESS) plans. The same has been accepted by the World Bank and will become the part of Project Implementation Plan (PIP). The EC is requested to approve the following Grievance Redressal Mechanism.

A. Grievance Mechanism

Institutional Structure. The IDP has established a Grievance Redress Mechanism (GRM) with the aim to respond to queries or clarifications or complaints about the project and address complaints/concerns and grievances of the stakeholders. Following is the institutional arrangement for the GRM:

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completed and accepted by the World Bank. It was further informed that eight consultancies will be undertaken during this year as proposed vide agenda item No. 19 (B). EC is requested to approve the following proposed consultancies along with its costs.

Consultancies under Integrated Development Project (for first 18 months)						
Name of Constancies	Preparation & approval of TOR Date	Publication & submission of REOI	Signing of Contract	Completion Date (Tentative)	Estimated cost (in lakhs)	Remarks
Training Need Assessment (TNA) of Project staff and stakeholders	31 st March 2020	June-2020	September 2020	Nov./Dec. 2020	30.00	ToR submitted to WB for approval
Study of Water Monitoring and Modeling for project area	31 st March 2020	----	----	----	290.00	ToR submitted to WB for approval. Pending for discussion.
Technical consultant to design of GPRMP structure and mapping requirements	31 st March 2020	June-2020	September 2020	Nov./Dec. 2020	10.00	ToR submitted to WB for approval
Project Management & Information System (PMIS)	31 st March 2020	July-2020	October-2020	January-2021	150.00	ToR being prepared
Study for Identification of Clusters for Agri./Livestock potential of the selected project area depending on Agro Climate conditions.	30 th June 2020	July 2020	October 2020	January 2021	30.00	ToR under preparation

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- a) **Project Grievance Officer.** The Executive Director of the IDP is the ex-officio, senior most officials to act as the Grievance Officer for the whole project.
- b) **State level Grievance Officer.** Subject Matter Specialist (SMS) -Social.
- c) **District level Grievance Officer.** The District Project Officers (DPOs) are the nodal Grievance Officer for their respective Districts and will be responsible for receiving, tracking and resolving grievances from the stakeholders.

Grievance Channels. Project beneficiaries and stakeholders will be able to submit their grievances, feedback and inquiries to the Project through multiple channels that are summarized below.

- a) **State Government Portal.** The existing mechanism of State Government portal for citizen's grievances and enquires will also cover the Project. HPFD/IDP receives regular inputs from this portal on grievances that are to be addressed by the HPFD/IDP.
- b) **Project specific Portal.** Project will maintain a portal with dedicated mechanisms for receiving stakeholder grievances. Status of Grievances received and resolved will be track through the project MIS as well as monthly progress reports from the Districts and Blocks.
- c) **Grievance Registers.** Grievance Registers will be maintained at District/Block levels to record, track and report on the inflow of stakeholder grievances, enquiries and feedback.

B. Grievance Mechanism for the Workers under Labour Management Procedure (LMP)

1. **For all worker related grievance,** the Executive Director (ED), IDP will provide guidance and advice on all worker related grievances and their redressal, in line with the state and national legislation and the LMP.
2. **For Project Workers,** Deputy Director (Administration) will hold the overall responsibility for establishing, and implementing the GRM for project workers, and reporting on it.
3. **For Contract Workers.** Deputy Director (Planning/ Procurement) will be responsible for establishing and operationalising the contract workers grievance redress mechanism, especially focusing on contract workers engaged by contractors and subcontractors.
4. **At the district level,** the District Project Officer (DPO) will be the nodal grievance officer for workers, who will report on the status of workers grievance in their respective districts.
5. Grievances will continue to be received through established communication channels, however the main channel will be the projects hotline and the DPOs phone line.
6. Workers will also be able to submit their grievances through the district Labour Department in the State.

Decision: - EC approved the above Grievance Redressal Mechanism.


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Item No. 21 Creation of posts of Safai Karamchari on part-time basis:

It was informed to the house that only one post of safai karmchari was created by the Govt. for CPD office, whereas 10 District Project Offices, 26 Assistant Project Offices and 3 Rest houses are also functional in IDP. Therefore, 41 Nos. of safai karamchari on part-time basis shall be required for the cleanliness of these offices as per detail here under:-

Sr.No.	Name of the Office	No. of Posts to be created	Remarks
1	Chief Project Director	02	Forest Colony and Community Center
2	Distt. Project Office	10	One each for DPO Office.
3	Asstt. Project Office	26	One each for APO office.
4	Rest houses	03	One each
	Total:	41	

Decision: The EC deferred the issue with the direction to take up the matter separately.

Item No. 22 Procurement of IT equipments/office equipments:

It was informed to the house that as per earlier decision vide agenda item No. of 28th Meeting of EC held that all equipments (IT & Office) and furniture will be shifted from the HPMHWDP to IDP. But some items have been transferred to JICA and KFW and as a result there is an additional requirement of these items in IDP which needs to be procured afresh out of the State Funds. The brief abstract is as under:-

Sr. No.	Description	Transfer to JICA, Kullu	Transfer to KFW, D/Shala
1	IT Equipments/ Office Equipments	935996	1341700
2	Furniture		1313420
	G. Total	935996	2655120

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Decision: The EC deferred the agenda item.

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Item No. 23 Registration of contractors:

It was informed to the house that the H.P. Govt. has issued instructions regarding execution of forestry works through contractor instead of hiring man power on daily wages. Therefore, the District Project Officers (DPOs) working in the Project should be authorized to register the contractors. This will help to have a ready list of suitable and competent contractors for forestry, soil conservation and civil works so as to minimize the requirement of verification of credentials of contractors at the time of tenders. The EC was further informed that the norms and criteria followed by other technical departments were kept in view while preparing the "Rules for enlistment of the contractors".

Decision: The EC approved the agenda item.

Item No. 24 Preparation of manuals:

It was informed that it has been agreed with the World Bank, the following manuals shall be prepared to facilitate the working in the project.

- i) Community Operation Manual.
- ii) Technical Manual (Forestry)
- iii) Technical Manual (Civil Works)
- iv) Matching Grant Manual

Decision: EC expressed its satisfaction on the matter.

Item No. 25 Cost Norms for field works.

The matter regarding cost norms to execute the various fields works in the project was presented and informed that the same has been prepared keeping in view the existing norms followed by Forest, Agriculture and HP Public Works Department and EAPs in the state. The EC was requested to approve the cost norms as per annexure-14 of the agenda item.

Decision: The EC approved the norms as proposed.

Item No. 26 Status of Audit Paras:

It was informed to the house that there are 237 outstanding paras of the previous project i.e. HPMHWDP. The total value of the said paras is Rs. 119.37 cr. Out of this 84 para amounting to Rs. 45.54 crore have been settled. Though these paras have no bearing on the current project, IDP is making all efforts to settle the remaining 153 paras amounting to Rs. 73.83 crore on priority basis.

Decision: EC showed its concern over the outstanding paras and directed CPD to take up the matter with the AGHP for early settlement.


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Agenda item No. : 27 Overtime allowance to Drivers:

The EC was informed that presently 15 drivers have been deployed in the IDP from HPNRMS. They are compelled to stay beyond normal working hours because the officers of the project have to work beyond office hours. During discussions, the special Secretary (Finance) informed that there is no such provision in the Government for the designated request. However, he suggested that the matter can be considered by granting special allowance at par with the Government rates admissible to the drivers.

Decision: The Chairman directed to bring the proposal on separate file.

Agenda item No. : 28 Mobile/Connectivity allowance.

The EC was informed that the project will adopt online reporting and monitoring through Management Information System for which the internet connectivity for the staff posted in the field shall be required. This will make the reporting error free, faster, transparent and will also reduce the expenditure on stationery, TA & DA etc. The allowance proposed are as under:-

- | | |
|-----------------------|-------------------|
| 1. Frontline Staff | Rs. 200 per month |
| 2. Technical Officers | Rs. 300 per month |

Decision: Approved as proposed.

Item No.29 Any other item with permission of chair

- (i) The Chairman suggested that while reviewing the expenditures in the forthcoming months, if it is found that the project is not able to execute any activity proposed in the current financial year due to prevailing COVID-19 situation; the same may be substituted with the activity to be carried out in the forthcoming year.
- (ii) The Chairman directed to share the list of selected Panchayats for IDP among the Line Departments.

The meeting ended with the vote of thanks to the Chair.


Member Secretary,
Executive Committee


Chairman,
Executive Committee

Chief Project Director
Integrated Development Project
Golani (H.P.) 173 212