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ORISSA FORESTRY SECTOR DEVELOPMENT PROJECT
SFTRI Campus, At/Po Ghatikia, Bhubaneswar 751003

Letter No /OFSDP (Society)

dated 4th 2006

To
All Members
Governing body of
Orissa Forestry Sector Development Society

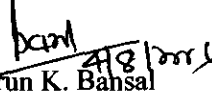
(Principal Secretary to Govt. Forest & Environment Department
Principal Chief Conservator of Forests
Principal Chief Conservator of Forests Wild life
Special Secretary Forest & Env. Dept.)

Sub: The first meeting of the Governing Body of OFSDS – Proceedings of

Sir,

I am enclosing herewith a copy of the approved proceedings of first meeting of the Governing Body of the OFSDS held on 25th July 2006 at 11 AM at Rajiv Bhawan, Bhubaneswar, under the Chairmanship of Dr R. N. Bohidar, Agriculture Production Commissioner-cum-Addl. Chief Secretary and Chairperson of the Governing Body of OFSDS.

Yours faithfully


Arun K. Bansal
Project Director
& Member Secretary OFSDS

Encl a.a.

Copy forwarded to the P.S to the Agriculture Production Commissioner-cum-Addl. Chief Secretary and Chairperson Governing Body of OFSDS, for kind information of the APC-cum-ACS & Chairperson Governing Body of OFDSS.

Copy forwarded to the P.S to the Chief Secretary and President of OFSDS for information of the Chief Secretary & President of OFSDS.


Project Director
& Member Secretary OFSDS

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(Governing)

**Proceedings of the First Meeting of the General Body of
Orissa Forestry Sector Development Society (OFSDS)
(held at Rajiv Bhawan on 25th July 2006, 11AM)**

The meeting was chaired by Dr R. N. Bohidar APC-cum-ACS and Chairperson of the Governing Body.

The list of members present is at Annexure-1

Initiating the deliberations, the Chairperson welcomed all the members and special invitees and desired to know the action taken for implementation of the Orissa Forestry Sector Development Project under assistance from the Japan Bank for International Cooperation. Principal Secretary Forest & Environment informed that the OFSDS has been constituted by the Government of Orissa for implementation of Orissa Forestry Sector Development Project to be implemented for a period of seven years, 2006-07 to 2012-13 which aim to restore degraded forests and improve the income level of villagers by promoting sustainable forest management. The project will be implemented in 14 forest & wild life divisions at a total cost of Rs. 6601.7 million. So far, the Project Director has been posted and action has been taken to post other officers building up the strength gradually.

Thereafter the agenda items were discussed one by one.

Agenda No. 1: Project in Brief

The Project Director and Member Secretary gave an overview of the project objectives, broad interventions and the general strategy of implementation. He made special mention that the project envisages to adopt a village specific local need based approach and the interventions in the JFM mode would be formulated and implemented through the village committees. All the interventions in a project village will be taken up together in a year after which the assets created would be maintained. Emphasis in all interventions would be technology up gradation and development of sustainable livelihoods to the poorest of the poor.

Agenda No. 2: Constitution of OFSDS

PD & CEO OFSDS highlighted the following actions taken with regard to constitution of the OFSDS:

- OFSDS has been constituted vide resolution No. 9898-4F(S)-20/2005 dated 14th June 2006 published in the Extraordinary Gazette No. 820 dated 14th June 2006.
- Memorandum of Association and Bye laws of the OFSDS- approved by the Government Vide their letter No. 4F(S) 20/05(pt) 9562/F&E dated 8.6.2006.
- Society Registration-with Registrar of Societies under the Societies Registration Act (Act XXI of 1860) on 5th July 2006.
- High Power Committee (HPC) constituted vide Notification No. 4F(S)-20/05. 10763/F&E dated 30th June 2006.
- Governing Body (GB) for OFSDP constituted vide Notification No 4F(S)-20/05. 10774/F&E dated 1st July 2006.

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PD informed that the district level advisory committees are to be notified by the F& E Department.

Agenda No. 3 : Establishment of PMU/Executing Body

PD informed the members about the progress made so far in the establishment of Executing Bodies of OFSDP.

- Project Director, OFSDP (who is ex-officio Chief Executive Officer of OFSDS) has joined on 27th June 2006.
- One Dy. Director I/C Shri R. C. Mahapatra has been posted and he is likely to join within a day or two. He is attending the meeting as a special invitee.
- Explaining the process involved in the preparation of Operational Manual and the VSS manual, through two separate consultancies, PD informed that in response to the news paper advertisement for expression of interest for these two works, offers have been received which are to be scrutinized and work awarded with the concurrence of JBIC. It was decided that considering the importance of the operational manual and the VSS manual, the works may be expedited.
- An accounting procedure has been prepared and has been concurred by the Finance Department with certain observations. It is being re-submitted to the Government after making required changes for obtaining the concurrence of the Accountant General.
- Project summary has already been hosted on the website of the Government of Orissa. Hard copies have also been got printed.
- The Project Memorandum, and Memorandum and Bye-laws of OFSDS have been printed for use by the officer/Staff at PMU, and FMUs.

Expressing satisfaction on the progress of works, the General Body deliberated upon the proposal and took following decisions:

- I. The proposed rates for engaging services of supporting personnel- secretarial assistants, security and other services, etc. for the PMU through service provider(s) (Annexure 2) were approved with the observation that number of persons to be engaged should be carefully worked out by the PMU and engagement must be done in a phased manner, as per requirement.*
- II. Other officers as per the organizational structure of PMU and some staff are to be posted by the Government.*
- III. Principal Secretary F&E observed that decentralization of administrative and financial authority, both at the level of the PMU and the at the field level- DMU & FMUs has to be adopted for efficient and effective utilization of fund.*
- IV. The Project Director said that the draft delegation submitted in the agenda note (Annexure 3) has been prepared basing upon the delegation made in case of OSDMA and Orissa Watershed Development Mission. After detailed and prolonged deliberations, the proposed Administrative and Financial powers required for smooth and efficient implementation of the project was approved with the observation that the same be included in the agenda for the first meeting of the High Power Committee for the information of the members of the HPC.*

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These delegation shall be exercised in a transparent manner following the draft OFSDS Accounting procedure pending it's concurrence by Accountant General, Orissa.

- V. The proposal of renovation and furnishing of SFTRI building to house the PMU by utilizing funds planned for hiring office space for PMU was approved. It was decided that the PD should take up the matter with the JBIC, New Delhi Office for concurrence.*
- VI. Considering the importance of the General Consultants for over all technical and managerial support as per the Project Memorandum, it was decided that the procedure for selection must be initiated at the earliest.*

Agenda No. 4: Action Plan & Budget for 2006-07

The PD informed that as per the project memorandum, the following works are scheduled to be taken up during the current year:

- Establishment of the Project Management Unit (PMU), Divisional Management Units (DMU), and some of the Field Management Units (FMUs).
- Development of infrastructure & Procurement of equipment.
- Finalization of the Operational Manual and Manual for VSS Management including Micro Plans.
- Commencement of General Consultancy.
- Induction training for the Project Staff-PMU, DMU and Training of Trainers for FMUs.
- Selection of first batch of project villages~800, Base line Survey of the selected Project Villages and micro planning.
- Construction/Improvement of permanent nurseries need also be taken up although as per implementation schedule the activity is listed for the next year. The members observed that this activity will be of great importance for producing quality seedlings, so action can be initiated this year in consultation with JBIC.

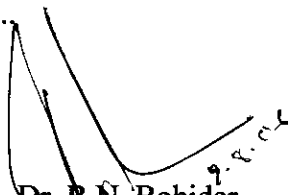
The PD informed that in view of the initial delays, the programme activity would be delayed by 2-3 months. However, all efforts will be made to ensure that this does not adversely impact upon the overall schedule. After deliberation the following decisions were made.

- I. The G.B. approved the above action plan for 2006-07.*
- II. In view of the delay in grounding of the project, a revised time schedule is to be prepared by PMU, indicating milestones for different activities for monitoring and timely implementation of various activities envisaged in the action plan.*
- III. The PMU was advised to organize its resources and actions in order to achieve the targeted task for 2006-07. Due care should be taken in organizing training of project staffs and trainers training for FMUs, as capacity building measure is an essential ingredient to equip and inform the personnel involved in project implementation.*

- IV. *The PMU should also explore the possibility of preponing some of the activities original scheduled for 2006-07 to 2007-08 for better utilization of fund.*
- V. *The project inception workshop is tentatively scheduled during the third week of August, 2006.*
- VI. *After detailed discussion on the various items of work and projected fund, the proposed budget (Annexure 4) was agreed to. The Principal Secretary informed that in the state Budget a provision has already been made for an amount of Rs. 22.05 crores and action will be taken to augment it at the stage of supplementary budget to be passed by the State Legislature.*

The approved budget is to be placed before the High powered committee, OFSDS for its approval. Pending this, the PD was authorized to incur expenditure.

The meeting ended with a vote of thanks to the chair and all the participants.


Dr. R.N. Bohidar
APC-cum-ACS & Chairperson

Annexure 1

List of Participants

- | | |
|---|-------------------|
| 1. Dr R. N. Bohidar, APC cum ACS | Chairperson |
| 2. Mr. S. P. Nanda, Pr Secretary F&E | Member |
| 3. Mr P. R. Mohanty, PCCF (O) | Member |
| 4. Mr S. C. Mohanty, PCCF Wild life | Member |
| 5. Mr P. N. Padhi, Spl. Sec F&E | Member |
| 6. Mr A. K. Bansal, PD, OFSDP | Member- Secretary |
| 7. Mr. B. P. Singh, CCF (SF & Aff) | Spl. Invitee |
| 8. Dr. A. K. Mahapatra, CF (SF) | Spl. Invitee |
| 9. Mr. R. C. Mahapatra, ACF & DY. Dir. (Designate) | Spl. Invitee |

Monthly rates for various categories of personnel to be hired through a Service Provider

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|--|-----------------------|
| 1. Computer Operator/Data entry Operator | Rs. 4000/- |
| 2. Steno-cum-Computer Operator/ Office Assistant | Rs. 5000/- |
| 3. Computer Programmer | Rs. 7000/- |
| 4. Personal Assistant | Rs. 7000/- |
| 5. Accountant with Computer Knowledge (CA pt 1) | Rs. 8000/- to 10000/- |
| 6. Office Manager | Rs. 10000/- |
| 7. Store keeper/Assistant | Rs.3000/- |
| 8. Receptionist | Rs. 3000/- |
| 9. Drivers | Rs. 4500/- |
| 10. Security Guard | Rs. 2700.- |
| 11. Security with gun | Rs. 4000/- |
| 12. Peon | Rs. 2500/- |
| 13. Gardner | Rs. 2500/- |