

Government of Himachal Pradesh  
Department of Forests.

No. FFE-B-C (2)3/2019, Dated

Shimla-171002 31-12-2019

NOTIFICATION


The Governor, Himachal Pradesh is pleased to promulgate the following rules regulating payment of Grant-in Aid to the Society for Improvement of Forest Ecosystems Management & Livelihoods in HP, Shimla, Himachal Pradesh constituted for the implementation of JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods.

Rule-1  
Short Title And  
Commencement

- I. These Rules may be called "Rules Regulating the Grant-in-Aid to the Society for Improvement of Forest Ecosystems Management & Livelihoods in HP, Shimla, Himachal Pradesh constituted for the implementation of Japan International Cooperation Agency assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods
- II. These rules shall come into force immediately after the date of its issue.

Rule-2  
Definitions

- In these Rules, unless there is anything repugnant in the subject to contents:
- i. "Chief Executive Officer-cum-Member Secretary" means Chief Project Director of the Project cum CEO of the Society for Improvement of Forest Ecosystems Management & Livelihoods in HP, Shimla, Himachal Pradesh"
  - ii. Department' means the Himachal Pradesh Forest Department.
  - iii. 'Government' means the Government of Himachal Pradesh
  - iv. 'Revenue' means the revenue administered by Himachal Pradesh Government.
  - v. 'Secretary' means the Secretary to the Government of HP in the HP Forest Department.
  - vi. JICA means Japan International Cooperation Agency
  - vii. 'Conservator' means the Conservator of Forests of the Circle concerned.
  - viii. 'DFO' means the Divisional Forest Officer of the Division concerned.
  - ix. 'PFM' means Participatory Forest Management.
  - x. FCCU means Forest Circle Coordination Unit

  
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- xi. PMU means Project Management Unit
- xii. DMU means Divisional Management Unit
- xiii. FTU means Field Technical Unit
- xiv. VFDS means Village Forest Development Society
- xv. BMC means Biodiversity Management Committee
- xvi. 'Project' means Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods assisted by JICA (ID-P269)
- xvii. 'Society' means "Society for Improvement of Forest Ecosystems Management & Livelihoods in HP, Shimla, Himachal Pradesh"

**Rule-3**

**Source of Grant-in-Aid**

The society shall raise funds with the approval of the competent authority

- Grant in aid from HP Govt./Govt. of India
- Project based funding from International Donor Agencies (JICA)
- Income from deposits in Nationalized Banks
- Any other source approved by Government

**Rule-4**

**Purpose of the Grant-in-Aid**

The purpose of Grant-in-aid is for the furtherance of objectives of JICA assisted Project for Improvement of Himachal Pradesh Forest Ecosystems Management and Livelihoods and implementation of the approved Project components through the Society i.e Sustainable Forest Ecosystem Management, Biodiversity Conservation, Livelihood Improvement Support and Institutional Capacity Strengthening.

The assistance in the shape of Grant-in-Aid would be meant for the activities of the Project to be implemented in departmental mode through FTUs/DMUs/FCCUs/PMU and in PFM mode through VFDS/BMC sub committees as envisaged in the above mentioned Project components such as nursery development/raising, plantations & pasture improvement, maintenance, fencing, protection, soil & water conservation, biodiversity management, research, studies, NTFP & Non NTFP based livelihood activities through Jadi buti cell/clusters, income generation activities through SHG/CIGs, institutional capacity strengthening through trainings, exposure visits, consultancies, equipment procurement, office maintenance, contingency, Salary of outsource/contractual/daily wages staff, hiring of vehicles, grant-in-aid to NGOs shall be provided for formulating FEMP and CD & LIP, improvement of skill of staff engaged for FEMP and CD & LIP preparation and community members of the project sites, etc. It will also include other activities of the Project

Rule-5  
Mode of payment

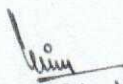
approved through its Executing Agency subject to the availability of funds and based on such norms and for such other purposes, as may be decided by the Govt. from time to time.

The amount of Grant-in-aid will be sanctioned by the Govt. of HP subject to the availability of funds on receipt of written request from the department/Chief Project Director, Project Shimla, H.P. indicating the purpose for which it is required. Normally a self contained proposal containing the demands for the whole year will be furnished along with budget estimates (Annual Plan Operation) for scrutiny of the Govt. prior to sanction. The grant-in-aid shall be deposited in the account of Chief Executive Officer-cum-Member Secretary" cum Chief Project Director, PMU Shimla-Cum CEO of the Society for Improvement of Forest Ecosystems Management & Livelihoods in HP, Shimla, Himachal Pradesh, who will further release the same to respective FCCU (CCF/CF)/ DMUs(DFOs) or any other branch of society. FCCU (CCF/CF)/ DMUs (DFOs) or any other branch of society will open/ having their account in any of the Nationalized bank on behalf of the society.

Rule-6  
Conditions for  
Sanction of Grant-in-  
Aid

The sanction of the Grant-in-aid shall be subject to following conditions:

- i. That the Divisions or any other branch of society shall function smoothly.
- ii. The grant-in-aid shall be utilized by all branches of society within financial year. For utilizing the unspent balance of the grant-in-aid beyond that period all branches of the society will have to obtain approval of the Governing Body of the Society through Chief Executive Officer for revalidation of unspent balance of grant- in- aid.
- iii. The Chief Executive Officer-cum-Member Secretary" cum Chief Project Director shall have right to check the accounts of the Society, to satisfy himself that the Grant-in-aid has been spent as per the canons of financial propriety and for the purpose for which it has been sanctioned. In case it is found that the Grant-in-aid has been mis-utilized, it will be open to Govt. to recover that aid from the person at fault and further payment may be stopped.
- iv. The assets acquired wholly or substantially out of Government grants would not, without the prior sanction of the Govt. be disposed off, encumbered or utilized for purposes other than those for which grants are sanctioned. All branches of the Society shall maintain a register in

  
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respect of the permanent and semi- permanent assets acquired wholly or mainly out of govt. grant. This register should be maintained by all branches of the Society separately in respect of each sanctioning authority to whom a copy thereof will be furnished annually for permanent record. The assets would be taken to mean all immovable and movable property of capital nature where the value exceeds Rs. 5000/- Library books and articles of furniture will not, however, be included in it.

- v. The DMU shall submit the consolidated requirement of funds to CPD both for departmental mode and for PFM mode, who will sanction and release the funds to DMU for further distribution to project sites through FTU and VFDS/BMC sub committees for departmental mode and PFM mode execution as per budget available under Project.
- vi. The Chief Project Director, as the case may be, shall sanction and release the GIA to the departments and the corporations of Government of Himachal Pradesh as per approved budget under the project for specified activities.
- vii. The Chief Project Director shall sanction and release the GIA to the NGOs as per the approved budget under Project, on receipt of a proposal from the NGOs.
- viii. GIA shall be distributed and utilized as per the approved Project guidelines.
- ix. The Officers sanctioning and releasing the GIA or their representatives shall have the right to check that the GIA has been utilized for the purpose for which it was sanctioned and released and will obtain utilization certificate after completion of the activity.
- x. The release of the funds may be in installments.
- xi. The authority sanctioning the funds shall have the power to withdraw the funds or stop further release of funds, if the recipient does not implement/execute the works in the given time frame or does not follow the conditions laid down for the GIA
- xii. The Chief Project Director, Project will decide any dispute arising in respect of the GIA. The Project Operation Committee of the Project shall have full powers to write off, waive and amend any funds granted under these guidelines.
- i. The Chief Executive Officer-cum-Member Secretary, Society For Improvement of Forest Ecosystems Management & Livelihoods in H.P. and all other branches


Rule-7  
Maintenance of

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Accounts and  
Submission of  
Utilization  
Certificates

of the society shall maintain its accounts and records as per the prevailing pattern of the forest department/ direction issued by the PCCF (HoFF) Forest Department and the same will be open to inspection by the CA authorized/empanelled by the Project or the nominee (s) so deputed by the government. An un-audited utilization certificate in respect of Grant- in-aid released to them will be furnished by all branches of the society to the CEO in respect of grant- in –aid released to them by 30<sup>th</sup> April of next year or as desired by CEO cum CPD as perform in Annexure-A.

- ii. The account in respect of the Grant-in-aid released to the Society For Improvement of Forest Ecosystems Management & Livelihoods in H.P and any other branch of the society for various activities during a particular year, will be furnished by them to the CEO Society For Improvement of Forest Ecosystems Management & Livelihoods in H.P, Shimla HP at the close of the financial year.
- iii. The accounts of the Chief Executive Officer-cum-Member Secretary Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P, Shimla and all other branches of the society shall be audited by authorized/empanelled CA of the Project or Govt. Agencies such as Accountant General (Audit) by the next financial year in order to ensure proper utilization of the amount of Grant-in-aid released. Thereafter, the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. Shimla HP will submit one copy of the audited utilization certificate to the Chairman of Society - Additional Chief Secretary (Forests)/ Co-Chairman – PCCF (HoFF) Forest Department.
- iv. The Grant-in-aid for a particular year will be released by the Govt. as per the proposal after the receipt of utilization certificate furnished by the CEO-cum-Member Secretary of the previous grant in aid sanctioned.
- v. The Grant-in-aid provided to the departments and corporations of Government of Himachal Pradesh and NGOs shall be regulated as per the norms, rule and regulations of the concerned organization read with the conditions for the sanction of the GIA.
- vi. The Grant-in-aid provided to VFDS/BMC sub committees

  
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shall be regulated as per the rules and regulations of the concerned registration conditions, read with the conditions for the sanctions of the Grant-in-aid. Proper audit from an agency/organization duly approved by the Government/competent authority shall have to be done and statement for the same will be submitted by DMU to the CPD.

- vii. The Utilization certificate shall be required to be submitted by recipient of Grant-in-aid.

Rule-8  
Miscellaneous

In order to ascertain the utilization of funds released to Various branches of the Society for various activities, Chief Executive Officer-cum- Member Secretary shall also furnish a quarterly payment and physical progress report to the PCCF (HoFF) Forest Department

DMU and FCCU shall send statement of accounts of the Grant-in-aid under these guidelines to CPD for reimbursement.

Rule-9  
Head of Account

The expenditure on account of payment of grant in aid is to be charged under following heads:

1. **Demand No. 16 Major Head 2406-Forestry and Wildlife**
  - 01- Forestry-101-Forest Conservation Development & Regeneration
  - 10- SOON-HP Forest Eco-System management & Livelihood Improvement Project.
  - 41, 42 & 44-Grant in Aid (GIA)
2. **Demand No. 31- Major Head 2406-Forestry and Wildlife**
  - 01- Forestry-796-Tribal Area Sub Plan
  - 29-SOON-HP Forest Ecosystem-Management & Livelihoods Improvement Project.
  - 41, 42 & 44-Grant in Aid (GIA)
3. **Demand No. 32- Major Head 2406-Forestry and WildLife**
  - 01- Forestry-789-Special Component Plan for Scheduled Castes
  - 16-SOON- HP-Forest Eco-Systems Management & Livelihoods Improvement Project
  - 41, 42 & 44-Grant in Aid (GIA)

These rules have been issued with the prior concurrence of Finance department obtained vide their File No. Fin.(C)B(15)5/2019 dated 10-12-2019 with condition that no staff liabilities will be created by the society, which makes the society, operations

ineffective and created a recurring liability on the state Govt. The GIA Rules should enable the Society to achieve its primary objectives. Accordingly department may issue GIA Rules. There will be no commitment of Government to give grant-in-aid.

By order,

Ram Subhag Singh  
Addl. Chief Secretary (Forests) to the  
Government of Himachal Pradesh

Endst. No. As above

Dated, Shimla-2, the

31-12-2019

Copy forwarded to the following for information:-

- 1) The Under Secretary (Finance) to the GoHP w.r.t. his file No. Fin:(C)B(15)5/2019 dated 10-12-2019.
- 2) The Pr. Chief Conservator of Forests (HoFF) Shimla-1 w.r.t. his letter Ft.(PF)2/2017/JICA /HPFEMLIP/Budget/Vol-I dated 20 August, 2019.
- 3) The Chief Project Director, Project for Improvement Himachal Pradesh Forest Ecosystem Management and Livelihoods (JICA funded), Potter Hill's, near Shrikhand Boys Hostel, (HPU), Summer Hill, Shimla-5 with the request to circulate above notification to all concerned.
- ✓ 4) CCF, IT o/o Pr.CCF(HoFF) H.P. He is requested to upload the above notification on the Departmental website.
- 5) Guard file.

(Sat Pal Dhiman) 31-12-2019

Joint Secretary (Forests) to the  
Government of Himachal Pradesh.  
Ph. No. 0177-2621874



Mr. Hemant, Sr. Programmer

Please do the needful & return the  
same to I/T Cell for record.

6/11/2020  
Supdt (IT)

A grant Utilization Certificate would be submitted by the .....on yearly basis on the following format.

**FORM OF UTILIZATION CERTIFICATE**

Sr. No.	Letter No. and date	Amount (Rs. in lakh)	Particular
			Certified that out of Rs.....lakh of grant-in-aid sanctioned during the year .....in favor of.....under This Department letter no. given in the margin and Rs.....lakh on account of unspent balance of the previous year, a sum of Rs.....lakh has been utilized for the purpose of .....for which it was sanctioned and that balance of Rs.....lakh remaining unutilized on the end of year shall be utilized during the next financial year with the prior approval of the Governing Body.
	Total		

2. Certified that I have satisfied the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are fulfilled and that I have exercised the following checks to see that money was actually utilized for the purpose for which it was sanctioned.

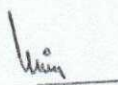
Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature.....

Designation.....

Dated.....

  
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