

**OFFICE OF
PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HARYANA
Forest Department, Government of Haryana**

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No. 173-263
To

Dated 21-4-10

1. APCCF(Forestry)
2. APCCF(Wildlife)
3. All CCFs Haryana
4. All CFs, Haryana
5. All DFOs, Haryana.

Sub: Minutes of the Meeting held on 02.04.2010 at Kurukshetra under the Chairmanship of Sh. Maha Singh, IAS, FC&PS, Forests, Haryana.

On the subject cited above, please find enclosed the Minutes of the Meeting held on 02.04.2010 held at Kurukshetra under the Chairmanship of Sh. Maha Singh, IAS, FC&PS, Forests, Haryana, for information and necessary action.

Enclosed : As above

Jeend
21.4.10
APCCF (Forestry) Principal Chief Conservator of Forests
Haryana, Panchkula
21/4/2010
21/4/10

Endst. No. 264-65

Dated 21-4-10

A copy is forwarded to PS to Financial Commissioner & Principal Secretary to Govt, Haryana, Forest Department, Haryana for information of worthy Financial Commissioner & Principal Secretary to Govt, Haryana, Forest Department, Haryana.
2. PA to PCCF, Haryana for information of worthy PCCF, Haryana.

Jeend
21.4.10
APCCF (Forestry) Principal Chief Conservator of Forests
Haryana, Panchkula
21/4/2010
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Proceedings of the Meeting held at Kurukshetra on 02.04.2010 under the Chairmanship of Sh. Maha Singh, IAS, Financial Commissioner & Principal Secretary to Govt., Haryana, Forest Department.

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A meeting was held on 02.04.2010 at 11:00 A.M at Auditorium of Kurukshetra Division under the Chairmanship of worthy Financial Commissioner & Principal Secretary to Govt. Haryana, Forest Department. APCCF (Forestry), CCFs and CFs participated in the meeting. At the outset PCCF, Haryana Dr. Parvez Ahmed, IFS welcomed FC & PS and apprised him the background of the agenda items of the meeting. Agenda items were discuss in detail and decision taken as follows:-

Agenda Item No. 1:-

Review of Status of all Court Cases

Worthy FC & PS expressed concern over the growing number of Court Cases and observed that in the Divisions/Circles, court cases are not being handled with the care they deserve. As a result worthy Chief Secretary, FC&PS & PCCF has to face contempt of court in many cases. In order to address this problem & stream line the process, it is important to closely and regularly monitor the court cases at CF and DFOs level and avoid such embarrassment to Govt. The matter was discussed & following decisions were taken.

- i) Conservator of Forests (CF) will be the key officer to monitor, supervise and co-ordinate the defense, compliance of order, and all other affairs related to court cases pertaining to all Divisions under his circle.
- ii) CF will devise and put a foolproof mechanism to monitor, review and ensure compliance of directions of various cases. CF will hold regular meeting and issue necessary directions to DFOs in this regard time to time. CFs and DFOs are directed to ensure personal attention to each and every court case. It was emphasized that negligence on this matter will be viewed seriously and will lead reflection in the Annual Confidential Record of CFs & DFOs.
- iii) It was observed by FC & PS that problems are arising due to following:-
 - a) Written statements are not filed in time, and are poorly drafted leading to very weak defense and adverse judgments.
 - b) Evidences are either not attended or attended very casually.
 - c) If the department loses the case, prudent decision is not taken as per the advice of District Attorney/Legal Remembrance on the option of compliance of court case or going for further legal remedy.
- iv) It was decided that database will be created by each Forest Division of all the court cases within 15 days. A training of computer operators has been organized at headquarter on web based Software for "Monitoring of Court Cases". Ms. Shiwali Sharma will impart the training. Sh. G.K. Ahuja, IFS CCF (P) will supervise this training at headquarter. DFOs will ensure compliance.

- v) It was observed that most of the time, similar legal issues are raised in the Labour Courts/ Industrial Tribunals and other court cases. If written statements are prepared meticulously and properly vetted, these can be used in large number of cases with minor changes here and there. Accordingly, templates of such written statements will be created in database of each Forest Division. These should be reviewed and updated time to time with latest court rulings. Written statements will be filed in court cases after proper application of mind by DFO, who is the signing authority and not as a routine matter. Each Conservator shall hold a meeting at his headquarter in this regard and will put proper mechanism in place.
- vi) If a case has gone to court and department has lost it, then the advice of District Attorney /LR be sought promptly. If it is a fit case, further process of legal remedy be initiated promptly and Appeal/Review be filed, for which draft should be prepared meticulously. If a case is declared unfit for filing appeal, there is no point in filing appeal especially if it is a trivial issue or amount to be paid low as compared to the litigation cost which Government will be forced to bear in the higher courts. Government has recently issued instruction in this regard which should be circulated. CCF(P) will locate and circulate these instructions.
- vii) In the inspection note of CF, note on status of the court cases shall be mentioned regularly after reviewing all the aspects of court cases pertaining to that particular Division.
- viii) If back wages are to be paid, and case has been declared fit for filing appeal, the case pertaining to sanction of back wages be promptly prepared & pursued vigorously at all levels to ensure prompt compliance of court case.
- ix) List of cases, once compiled by DFOs will also be put on website. Such lists should be mailed to cfplg@yahoo.com by DFOs within 15days.
- x) If case has been declared unfit for appeal by DA/LR but it is an important and needs filing appeal/review, it should be filed only after Government's permission. In such matter, prompt action will be taken by DFOs & CF to seek Governments permission by highlighting the importance of the matter.
- xi) The issue regarding payment of wages which are normally paid from Forest Department's budget and no additional budget is sought from Finance Department will be discussed at headquarter level to reach to a proper decision as per the relevant instructions. Sh. G.K. Ahuja, IFS will coordinate this matter at headquarter. The issue of paying fees for preparing of written statement was also discussed. Sh. G.K. Ahuja, IFS will look into this matter and see the provision of Law department manual or other such instructions of LR in this regard.
- xii) While concluding the discussion FC &PS observed that DFOs/CFs will have to be very serious and ensure and adequate timely attention to court cases. They will be required to see that written statement are well drafted, vetted and filed in time and progress of case is monitored and appearances ensured. Any laxity in with this regard will be viewed seriously.

Agenda Item No. 2:-

Status of Nurseries

Worthy PCCF observed that under Greening Haryana Mission. Hon'ble Chief Minister, Haryana has announced that 5 crore saplings will be planted during 2010-11. In order to achieve this target some administrative and technical decisions will be required to be taken. The matter was discussed and following decisions were taken.

- i) Target for free distribution of saplings under 2406-Social & Farm Forestry Scheme (SFF) to Public, Farmers, Institutions, Government Departments shall be increased to 25750000. CCF P-1. P-II/CFs (T)/DFOs (T) will take necessary steps to raise nurseries and achieve this target during 2010-11.
- ii) Target of Plantations of saplings on farmer's land by Forest Department under 2406-Social & Farm Forestry Scheme will be 1.0 lac for each District. A total of 21 lac saplings will be planted under this component. This component will be allocated to CCF (CFP) who will take necessary follow up steps to implement the component. Only Small and marginal farms will be eligible beneficiary and scheme will be implemented after signing an agreement with beneficiaries on the same lines was done in the Community Forestry Project Scheme.
- iii) The Consolidated Statement of raising of plants in nurseries as on 31-03-2010 shall be sent to headquarter by 15-04-2010 by each DFO through CF/CCF and abstract is uploaded on the website of the departments, CCFs/CFs will ensure that information sent well in time.
- iv) The nursery wise tabular statement containing name, location, GPS Co-ordinates of nurseries, species number of plants, name of in charge and contact number etc. shall be prepared for each of the nursery by DFOs and sent to Headquarter through their CFs. A Proforma will be circulated by CF (Plg. & MIS) in this regard. The statements will be uploaded on the website of the department. CFs will ensure compliance of above.
- v) DFOs will ensure that GPS co-ordinates of their assets are collected and supplied to CF (Plg. & MIS) by 30.04.2010. A Proforma has already been circulated by CF (Plg. & MIS) in this regard but very few Divisions have ensured compliance.
- vi) Physical targets of each Division 2009-10 & 2010-11 shall also be displayed on website. CCFs/CFs will convey Physical and Financial targets to their sub ordinate offices within a week after receiving these from direction office.
- vii) Physical targets of forestry activities of SC villages will be distributed in proportion of number of villages among CCF (PI) and CCF (PII).
- viii) On the issue of raising and planting tall plants, it was decided to raise and plant as per the scheme, site suitability, technical parameters and financial norms.
- ix) In order to balance the need of afforestation on forest lands and also promote Agro forestry, it was observed that a policy shift is needed at this structure. Accordingly, it was decided that component of free distribution of seedlings under Social & Farm Forestry Scheme will be allotted and be implemented by CFP wing 2011-12 onwards. Accordingly, the target of raising of saplings for free distribution targets during 2011-12 under SFF Scheme will be

allotted to CFP wing. Similarly, the component of plantation on farm land by department will also be implemented in CFP wing during current year and in future.

Agenda Item No. 3:-

States of Implementation of NAREGA Scheme

- i) Agenda item was discussed in detail. FC&PS observed that sufficient funds are available under NAREGA, which can be accessed by DFOs for raising nurseries, plantations and taking up other forestry activities. Suitable District level projects should be prepared by DFOs of territorial wing and be submitted to the ADCs/DCs and be pursued by holding regular meeting. If a problem is faced due to inter department issues, circle wise meeting can be organized by CFs. FC&PS (Forest) & FC&PS (RD) can also be invited to participate in these meetings to sort out the inter departmental problems, if any.
- ii) DFOs of CFP can also formulate appropriate projects and submit under NAREGA to DC/ADC.
- iii) PCCF observed that only such works which come under category of forestry activity should be taken up under NAREGA scheme. This includes rising of nurseries, afforestation on Forest and Government lands, Panchayat lands, Shamlat lands, Institutions lands, Soil and Water Conservation works, wet land management, and forestry work in Shivalik & Aravallis areas.
- iv) It was observed that works from agencies like Shivalik Development agencies, Mewat Development Agencies and NAREGA are being executed by DFOs at District level but no technical approval is being sought from competent authority CF/CCF/PCCF. This is leading to lack of monitoring, supervision, lack of financial control and may lead to duplicacy of works. Accordingly, all the DFOs will submit full details of all such works and funding to their CF and seek technical approval of competent authority prior to commencement of works. DFOs will also send copy of monthly Accounts to CF. Directions office will issue separate instructions in this regard.

Agenda Item No. 4 (Any other item)

- i) CCF (P) informed that production wing has to supply one lac crates to procurement agencies like HAFED, FCI etc. during this season. This is a time bound work. He needs Eucalyptus wood urgently for the purpose. PCCF directed CCFs(T)/CFs (T) to ensure that making lists as per approved working plan/annual plan of each Division are handed over to production DFOs within a month.
- ii) CF (Trg) informed that some candidates seek exemption from training/refresher course being organized for field staff. Accordingly, all the training plans go haywire. It was decided that no such exemption will be given except on very genuine grounds and very rarely.
- iii) CF(Plg. & MIS) informed that the typed notification of Section 4&5 PLPA of all the Districts as compiled by CF(FC) have been uploaded on website Haryanaforest.gov.in

CCF(P1)/PII/CF(T) & DFO(T) must visit these pages and point out if there is any discrepancy and also offer suggestion, if any in this regard.

iv) Presentation made by officers in the 30-09-2009 meeting has been uploaded on the website under "Meeting" pages. CCFs/CF (T)/DFOs (T) must visit these pages and send updated presentations incorporating the changes, wherever it has happened and updating the information up to 31-03-2010. Those DFOs who could not attend the meeting due to election duty during Sept 2009 or due to any other reason were directed to prepare presentations about activities of their divisions (on the pattern of Jind division) but have failed to do so. They are once again directed to prepared PowerPoint Presentation and submit softcopy to CF (Plg. & MIS) within 15 days.

Action: DFO- Ambala, Bhiwani, Sirsa, Hisar, Morni-Pinjore, Yamunanagar, Palwal, Faridabad, Kurukshetra.

v) All officers were requested to send the e-mail addresses presently being used by them for official communications, so that these could be compiled and circulated. In the meantime e-Governance cell is coordinating with NIC to issue official e-mail address and password and will be circulated shortly.

Meeting ended with a vote of thanks to chair.

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