



**GOVERNMENT OF ASSAM
PROJECT MANAGEMENT UNIT
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY
ASSAM FOREST SCHOOL CAMPUS
JALUKBARI, GUWAHATI-781014**

OFFICE MEMORANDUM

Subsequent to Government of Assam notification No. FRP.10/2009/156 dt. 17.05.2013 vide which officers were deployed to the PMU of the APFBC society as well as consent of the EC in its 2nd meeting held on 28.06.2013 the work distribution amongst the said officers is as follows:

Component- 1: FD Institutional Strengthening and Legal Reforms

Component Director: Sh. Abhay Kumar Johari, C.C.F. (Biodiversity and Climate Change)
Assisted by: Sh. Bidyut Borthakur, A.C.F. and Procurement Consultant

Work Description:

- a. Evaluation of capacity Building needs of forest staff, workout training management for capacity building of forest staff.
 - training course material.
 - training institute/ resource person
 - training schedule
 - impact evaluation.
- b. Procurement of goods, works and services with assistance of procurement consultant.
- c. Convening meeting of the Research Advisory Committee finalizing the research issue and activities, selection of research scholar/ student/ research institute for undertaking research on selected issues.
- d. Monitoring progress of implementation of activities.

Component-2 Multi Level Strategic Planning

PD will be in charge of component-2

Work Description:

- identify organization/ institutions competent to undertake the activities within the country and state.
- identify support needs.

- establish coordination between supporting units.
- periodic monitoring of output.

Component-3 Sustainable Forest Management

Component Director: Dr. Ranjana Gupta, C.C.F. (Wetlands)

Assisted by: Sh. R.P.Singh, C.C.F.

Work Description:

- establish co-ordination of PMU with FIUs
- provide support to the FIUs in implementation of activities under the component.
- establish co-ordination with various wings in the department for successful implementation of project activities.
- monitor progress in implementation of activities.

Component-4 Adding Value and Opening Market Opportunities

Component Director: Dr. Alka Bhargava, C.C.F. (RE & WP)

Assisted by: Sh. B.N.Talukdar, D.C.F.

Work Description

- assessment of technical entrepreneurial skills of target communities with the help of experts
- assessment of training needs of target communities and identify Government / non government institutions providing such training.
- assessment of marketable forest based and non forest based products then marketing opportunities and market access with the help of experts..
- creating Brand Name for value added products and facilitating certification.
- Identification and support non forestry IGA and promoting employability
- establish co-ordination with other departments NRLM, NSDM, NABARD, TRIFED etc.
- progress monitoring.

Project Finance Officer: Sh. S.K. Srivastava, C.C.F. (Planning)

Assisted by: Sh. Dipul Barman, A.C.F. and P.M.U. Accountant.

Work Description

- Submission of monthly accounts within time limit by FIUs.
- Scrutiny of demand from FIUs for release of money.
- Timely audit of accounts and preparation of reimbursement claim.

- Submission of monthly progress report by FIUs, quarterly monitoring report by the DFOs and half yearly monitoring report by the Circle Conservators.
- General office administration.

Letter No. APFBC/Office Management/2013/2

Dated 4th July, 2013

Copy forwarded for information and necessary action to:

1. Sh. S.K. Srivastava, CCF
2. Dr. Ramjana Gupata, CCF
3. Sh. A. K. Joahari, CCF
4. Dr. Alka Bharagava, CCF
5. Sh. R.P.Singh, CCF
6. Sh. B.N.talukdar, DCF
7. Sh. Bidyut Borthakur, ACF
8. Sh. Dipul Barman, ACF

You are requested to go through the various project documents and respective files to fully appraise your self with the activities planned in the AWP their objective, targets, fund allocation etc. You will be required to workout calendar of operation for completion of activities along with support required.

Faithfully yours

(O.P.Pandey)
Addl. P.C.C.F. (Projects)
&
Project Director, PMU APFBC Society