


Registration No. : 398/2006

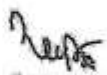
Office of Registration of Societies



ACT XXI OF 1860

I hereby certify that *Himachal Pradesh
Natural Resource management Society,
Solon, District Solon (H.P)*
has this day been registered under the provisions of the
Societies Registration Act, XXI of 1860 & H.P. Amendment
Act, 1973.

Given under my hand at SHIMLA this 27th Day of April
Six (27.04.2006).


(R.D. Dhiman)
Registrar of Societies
Himachal Pradesh

REGISTRATION No. 398/2006 UNDER SOCIETIES REGISTRATION ACT XXI, 1860

1. MEMORANDUM OF ASSOCIATION.
2. ARTICALS OF ASSOCIATION
3. FINANCIAL REGULATION
4. STAFF REGULATIONS

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HIMACHAL PRADESH NATURAL RESOURCE MANAGEMENT SOCIETY
MEMORANDUM OF ASSOCIATION

1. NAME:

The name of the society shall be Himachal Pradesh Natural Resource Management Society, herein after referred to as “the Society”

2. HEAD OFFICE:

The registered office of the Society will be located at Solan , and the complete postal address will be as under:

Chief Executive Officer,
HP Natural Resource Management Society,
Forest Road Solan-173212
District Solan (H.P.).

3. AREA OF OPERATION:

State of Himachal Pradesh shall be the area of operation of the Society.

4. OBJECTIVE OF THE SOCIETY:

The society shall be an independent and autonomous body with the main aim of Natural Resource Management, watershed protection and development in the state of Himachal Pradesh. To achieve this main aim, the society shall have the following objectives:

- i) To implement Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture with due diligence and efficiency and inconformity with appropriate administrative, financial and administrative practice and with due regard to social and environment guidelines acceptable to International Development Association as agreed in the Development Credit Agreement.
- ii) To provide platform for coordination and experience sharing for other natural resource management projects being implemented by Forest Department. This platform shall also be available to other NRM-based line department representatives and other donors.
- iii) To support policy and institution development to harmonize Natural Resource Management based projects and policy in the state of Himachal Pradesh in accordance with the best practices.
- iv) To evolve and implement strategies for resource conservation and watershed management and thereby improving the rural livelihood through socially inclusive, institutionally and environmentally sustainable approaches.
- v) To enable PRIs and other local village level institutions to have capacity to plan, implement, monitor and maintain the watershed treatment.
- vi) To create awareness and organize capacity building programme for all stakeholder including line department in participatory natural resource management.

- vii) To implement watershed treatment activities as prioritized in the Gram Panchayat Resource Management Plan and also to undertake treatment of inter gram panchayats spaces.
- viii) To promote proven locally adopted vegetative technologies and mechanical structures through active beneficiary's involvement to conserve water, reduce soil erosion and alleviate fuel/fodder shortages.
- ix) To undertake the improvement of cattle wealth of the project area by genetic interventions and better management practices.
- x) To assist in the development of forestry, agriculture and animal husbandry including dairy development programmes.
- xi) To organize processing, industrial and marketing activities in respect of the Forestry/ Agriculture/ Livestock/Diary/Poultry and ancillary produce of the beneficiaries.
- xii) To undertake directly or through other agencies watershed development programmes such as irrigation, soil conservation and animal husbandry etc., as may be required for treatment of watersheds.
- xiii) To enhance livelihood opportunities:
 - a) By adoption of new high value crops and livestock technologies for increasing the productivity of the farming system.
 - b) By adopting appropriate technologies for production, value addition and marketing of farm and forest produce.
 - c) Implement special income generation programme for women, tribal and other vulnerable groups of the state.
- xiv) To undertake research and development works in the fields of watershed development directly and or through research organizations.
- xv) To promote use of non conventional energy sources to make the people least dependable on forest.
- xvi) To provide assistance and support to village institution as a unit might be organized for promotion and development of forests, agriculture, horticulture, soil conservation and animal husbandry in the area of operation of the society.
- xvii) To provide special services such as Jankars (in the field of forestry, agriculture, horticulture, soil conservation, animal husbandry, accountancy, social mobilization etc.) in assisting the implementation of the community driven programmes.
- xviii) To employ directly or indirectly by grants to other institution/persons to further the programmes to be undertaken or supported by the society.
- xix) To organize and arrange for providing supplies of inputs such as fertilizer, seeds, pesticides, Veterinary. Medicines/vaccines animal feed etc. to the farmers either directly or through institutions.
- xx) To draw, accept, make, endorse, discount and negotiate with other persons, agencies, institutions, firms, banks, etc., promissory notes, bills of exchange cheques or other negotiable instruments.

- xxi) To invest the funds of the money entrusted to or received by the society or in any such manner as may from time to time be determined by the society and also to hold or transfer such investments.
- xxii) To maintain an information data base relating to Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture.
- xxiii) To disseminate information on all matters related to watershed development.
- xxiv) To purchase, take on lease, accept as gift, construct or otherwise acquire loan or property for the society.
- xxv) To sell, lease, exchange and otherwise transfer all or any portion of the society properly in furtherance of its objectives.
- xxvi) To frame rules, regulations and subsidiary bye-laws for the functioning of the society.
- xxvii) Society will raise funds from contribution from individuals, members, state/central Govt. national and international donors and World Bank.
- xxviii) To advise the HP Government on all matters related to Natural Resource Management Society Projects in the entire state.
- xxix) To do all other such things as may be considered necessary by the society and may incidental or conducive to attainment of its objectives.

5. THE SOCIETY

The society shall consist of the following members:

i)	Chief Minister, Himachal Pradesh	President
ii)	Forest Minister, Himachal Pradesh	Vice President
iii)	Chief Secretary, Govt. of HP	Member
iv)	Pr. Secretary, Forests, Govt. of HP	Member
v)	Pr. Secretary, Finance, Govt. of HP	Member
vi)	Pr. Secretary, Agriculture, Govt. of HP	Member
vii)	Pr. Secretary, Horticulture, Govt. of HP	Member
viii)	Pr. Secretary, A.H., Govt. of HP	Member
ix)	Pr. Advisor Planning, Govt. of HP	Member
x)	Vice Chancellor, HPKVV Palampur	Member
xi)	Vice Chancellor, UHF Nauni, Solan.	Member
xii)	Pr.Chief Conservator of Forests, HP	Member
xiii)	Director Agriculture, Govt. of HP	Member
xiv)	Director Horticulture, Govt. of HP	Member
xv)	Director A.H., Govt. of HP	Member
xvi)	Director RD &Panchyati Raj, Govt. of HP	Member
xvii)	Chief Conservator of Forests (Projects)	Member
xviii)	Project Directors of NRM projects of Forests Department (Externally Aided)	Member
xix)	Chief Project Director, IDP, Solan	Member
xx)	Director, MOA, Govt. of India.	Member

There will be 11 non official members to be nominated by the HP Government depending upon their experience/exposure in Watershed Management and Rural Livelihood.

The Society will comprise of:-

- i) Governing Council (General House) with Hon'ble Chief Minister as the President and Hon'ble Forest Minister as the Vice President.
 - ii) Executive Committee with Pr, Secretary (Forests) as the Chairman.
 - iii) Finance Committee with Pr, Secretary (Forests) as the Chairman.
 - iv) District level Coordination Committee with Deputy Commissioner of the concerned district as the Chairman.
6. We the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands here unto and form ourselves into a Society under Societies Registration Act, 1860 and hold ourselves responsible to manage the affairs of the Society as per the Rules, a copy of which duly certified to be true copy by three members of the Governing Council is filled herewith along with this Memorandum of Association. This _____ day of the month _____ 2006.

Sr.No.	Name	Designation	Age	Signature
1		Pr. Secretary, Forests, Govt. of HP		
2		Pr. Secretary, Finance, Govt. of HP		
3		Pr. Secretary, Agriculture, Govt. of HP		
4		Pr. Secretary, Horticulture, Govt. of HP		
5		Pr. Secretary, A.H., Govt. of HP		
6		Pr. Advisor Planning, Govt. of HP		
7		Pr.Chief Conservator of Forests, HP		
8		Director Agriculture, Govt. of HP		
9		Director Horticulture, Govt. of HP		
10		Director A.H., Govt. of HP		
11		Chief Conservator of Forests (Projects)		
12		Chief Project Director, IDP		

In the presence of

- i) Shri _____
(Designation and Address)
- ii) Shri _____
(Designation and Address)

**RULES OF THE HIMACHAL PRADESH NATURAL RESOURCE
MANAGEMENT SOCIETY
(ARTICLES OF ASSOCIATION)**

1. i) TITLE

These rules shall be called “Rules of the Himachal Pradesh Natural Resource Management Society”.

ii) SCOPE AND APPLICATION

These rules shall extend to all the units and activities of the Society.

iii) DATE OF APPLICATION

These rules shall come into force from the date on which the Rules of Himachal Pradesh Natural Resource Management Society are approved by Govt. and registered under the Societies Registration Act, 1860.

2. DEFINITIONS

In these rules unless the context otherwise requires:

- i) “Act” shall mean the Societies Registration Act, 1860.
- ii) The “Society” shall mean the Himachal Pradesh Natural Resource Management Society, Solan HP.
- iii) “Governing Council” (General House) shall mean the body as constituted under these rules by the Govt. of Himachal Pradesh, while forming this society.
- iv) The “Executive Committee” shall mean the body which is constituted as such under Section 16 of the Societies Registration Act, 1860.
- v) “State Government” shall mean Govt. of Himachal Pradesh.
- vi) The “President” shall mean the President of the Governing Council of the Society.
- vii) The “Vice President” means the Vice President of the Governing Council of the Society.
- viii) “The Chairperson” shall mean the Chairperson of the Executive Committee of the Society.
- ix) “Officers and Staff” shall mean every full time employee of the society appointed by the Executive Committee or any authority or officer delegated with the powers to do so and would include consultants, fellows and research staff.
- x) “Project” shall mean the World Bank funded IDP.
- xi) “Chief Project Director” shall mean the Project Chief of the World Bank funded IDP.
- xii) “Voluntary Agencies” shall mean non government organizations assigned responsibility for execution of any activity under the project by an authority empowered to do so, and would include registered Societies, public trusts and non profit making companies.
- xiii) “PRI” shall mean Panchayati Raj Institutions viz Gram Panchayats assigned responsibilities for execution of any activities under the project.
- xiv) “Common Interest Groups” or CIG shall mean a group of individuals who agree to organize themselves as a group for productive activities of the project.

3. FUNCTION OF THE SOCIETY

In pursuance of the above objects, the functions of the Society, to be undertaken directly by the Society through its staff, or sponsored/supported by it through other institution, agencies or individuals, shall be as follows:

- a) To implement the IDP through the office of Chief Project Director with due diligence and efficiency and in conformity with appropriate administrative, financial and administrative practices and with due regards to social and environment guidelines acceptable to International Development Association as agreed in the Development Credit Agreement.
- b) To provide platform for coordination and experience sharing for other natural resource management projects being implemented by Forest Department. This platform shall also be available to other NRM-based Line Departments representatives and other donors.
- c) To support policy and institution development to harmonize Natural Resource Management based project and policy in the state of Himachal Pradesh in accordance with the best practices.
- d) To undertake all activities that may be necessary for the implementation of the project and in particular, for the achievement of the objectives referred to in Article-4 of the Memorandum of Association.
- e) To create duly empowered administrative mechanism, through such participation as may be deemed necessary of various departments and autonomous agencies of the State Governments for the achievement of the objectives of the society.
- f) To establish and/or support, for the implementation of the project, under the Chief Project Director, field offices and other appropriate mechanisms like field units in scattered areas of Himachal Pradesh and to delegate to them necessary powers to enable them to discharge their responsibilities.
- g) To take appropriate steps within its area of operation to:
 - i) To evolve and implement strategies for resource conservation and watershed management and thereby improving the rural livelihood through socially inclusive, institutionally and environmentally sustainable approaches.
 - ii) To enable PRIs and other local village level institutions to have capacity to plan, implement, monitor and maintain the watershed treatment.
 - iii) To create awareness and organize capacity building programme for all stakeholders including line departments in participatory natural resource management.
- iv) To implement watershed treatment activities as prioritized in the Gram Panchayat Resource Management Plan and also to undertake treatment of inter gram panchayat spaces.
- v) To promote proven locally adopted vegetative technologies and mechanical, structures through active beneficiaries involvement to conserve water, reduce soil erosion and alleviate fuel/fodder shortages.
- vi) To undertake the improvement of cattle wealth of project area by genetic interventions and better management practices.
- vii) To assist in the development of forestry, agriculture, horticulture and animal husbandry including dairy development programmes.

- viii) To organize processing, industrial and marketing activities in respect of the Forestry/ Agriculture/Livestock/Dairy/Poultry/Horticulture and ancillary produce of the beneficiaries.
- ix) To undertake directly or through other agencies watershed development programmes such as irrigation, soil conservation, horticulture and animal husbandry etc., as may be required for treatment of watersheds.
- x) To enhance livelihood opportunities.
 - a. By adoption of new high value crops, horticulture and livestock technologies for increasing the productivity of the farming system.
 - b. By adopting appropriate technologies for production, value addition and marketing of farm and forest produce.
 - c. Implement special income generation programmes for women, tribal and other vulnerable groups of the state.
- xi) Serve as replicable models for un-treated areas within and outside the area of operation.
- xii) To undertake research and development works in the fields of watershed development directly and or through research organizations.
- xiii) To promote use of non conventional energy sources for reducing the dependency on common property resources.
- xiv) To provide assistance and support to village institution as a rot might be organized for promotion and development of forests, agriculture, horticulture, soil conservation and animal husbandry in the area of operation of the society.
- xv) To provide special services such as Jankars (in the field of forestry, agriculture, horticulture, soil conservation, animal husbandry, accountancy, social mobilization etc.) in assisting the implementation of the community driven programmes.
- xvi) To employ directly or indirectly by grants to other institution/persons to further the programmes to be undertaken or supported by the society.
- xvii) To organize and arrange for providing supplies of inputs such as fertilizer, seeds, pesticides, Vety. Medicines/vaccines animal feed etc. to the farmers either directly or through institutions.
- h) To draw, accept, make, endorse, discount and negotiate with the Govt. of India/HP, and other persons, agencies, institutions, firms, banks etc., promissory notes, bills of exchange, cheques or other negotiable instruments.
- i) To accept grant of money, securities of property of any kind and to undertake and accept the management of any endowment, trust, fund or donation not inconsistent with objectives of the society.
- j) To incur expenditure after drawing up a budget with due regard for economy and probity.
- k) To prepare annual reports and accounts of the society.
- l) To enter into such agreements or contracts as may be necessary for consequential upon, or, incidental to, carrying out the aims and objective of the society.

- m) To purchase, hire, take on lease, exchange or otherwise acquire property, movable or immovable and construct, alter and maintain any building or building as may be necessary for carrying out the objectives of the society.
- n) To make rules and regulations for conducting the affairs of the society and add or amend, vary or restructure them from time to time.

4. PROPERTY, ASSETS AND LIABILITIES:

The income and property of the society, however derived, shall be applied towards promotions of the objectives thereof as set-forth in the memorandum of Association, subject nevertheless, in respect of the expenditure of grants made by the Government of Himachal Pradesh to such limitations as the government may, from time to time, impose. No portion of the income and or otherwise, however by way of profit, to the persons who at any time have been members of the society or to any of them or to any person claiming through them provide that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the society or travelling allowance, halting or other charges. After the approval of these rules by HP Government the assets and liabilities of the present project and that of **HP Shiwalik Watershed Development Society** shall stand transferred to the society.

5. GOVERNMENT POWERS

State Government may appoint one or more persons to review the work and progress of the society, and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government may stipulate and upon receipt of any such report, the Government may take such action and issue such directions as they may consider necessary in respect of any of the matters dealt with in the report and the society shall be bound to comply with such directions. The Government may by special order restrict or extend the scope and functions of the society, if required keeping in view the performance of society in achieving the objectives assigned thereto. In addition, the State Government may, at any time issue directives on matters of policy to the society and the latter shall promptly comply with such directives.

6. DISSOLUTION

If on winding up or dissolution of the society, there shall remain after the satisfaction of all its debts and liabilities any assets and property what so ever the same shall not be paid to or distributed among the members of the society or any of them but shall be dealt with in such manner as the State Government may determine.

7. COMPOSITION OF THE GOVERNING COUNCIL (GENERAL HOUSE):

The Governing Council (General House) shall consist of the following members:

i)	Chief Minister, Himachal Pradesh	President
ii)	Forest Minister, Himachal Pradesh	Vice President
iii)	Chief Secretary, Govt. of HP	Member
iv)	Pr. Secretary, Forests, Govt. of HP	Member
v)	Pr. Secretary, Finance, Govt. of HP	Member
vi)	Pr. Secretary, Agriculture, Govt. of HP	Member
vii)	Pr. Secretary, Horticulture, Govt. of HP	Member
viii)	Pr. Secretary, A.H., Govt. of HP	Member
ix)	Pr. Advisor Planning, Govt. of HP	Member
x)	Vice Chancellor, HPKVV Palampur	Member
xi)	Vice Chancellor, UHF Nauli, Solan.	Member
xii)	Pr. Chief Conservator of Forests, HP	Member
xiii)	Director Agriculture, Govt. of HP	Member
xiv)	Director Horticulture, Govt. of HP	Member
xv)	Director A.H., Govt. of HP	Member
xvi)	Director RD & Panchyati Raj, Govt. of HP	Member
xvii)	Chief Conservator of Forests (Projects)	Member
xviii)	Project Directors of NRM projects of Forests Department (Externally Aided)	Member
xix)	Chief Project Director, IDP, Solan	Member
xx)	Director, MOA, Govt. of India.	Member

There will be 11 non official members to be nominated by the HP Government depending upon their experience/exposure in Watershed Management and Rural Livelihood.

8. TENURE OF NOMINATED MEMBERS

The terms of non-official members nominated by the State Government shall be two years. Such members shall not be eligible for remuneration but will be paid TA/DA for attending meetings and other official business in connection with the society.

9. CESSATION OF MEMBERSHIP

Members of the governing council shall cease to be such members if:

- i) They resign, are of unsound mind, are insolvent or are convicted of a criminal offence involving moral turpitude.
- ii) They do not attend three consecutive meetings of the Governing Council without proper leave of the President.
- iii) A member of the governing council becomes a member by reasons of the office of appointment he holds, his membership of the governing council shall terminate when he ceases to hold that office or appointment.

10. RESIGNATION OF MEMBERSHIP

Any vacancy in the membership of the society shall be tendered to the Chief Project Director and shall not take effect unless it has been accepted on behalf of the President.

11. CASUAL VACANCIES

- i) Any vacancy in the membership of the society shall be filled by nomination by the State Govt. or by the authority entitled to make nomination, and the persons appointed in the vacancy shall hold office only for the un-expired period of the term of the membership.
- ii) The governing council shall function notwithstanding that any person who is entitled to be a member by reason of his/her office, is not a member of the society for the time being and notwithstanding any other vacancy in its body, whether by non-appointment or otherwise and no act of the society shall be invalidated merely by reason of the happening of any of the member of the governing council.

12. POWERS AND FUNCTIONS OF THE GOVERNING COUNCIL

The Governing council shall have the following powers and function:

- i) To implement and review the progress of IDP .
- ii) To support policy and institution development to harmonize watershed development an natural resource management projects and policy in the state of Himachal Pradesh in accordance with the best practices.
- iii) To consider and approve the balance sheet/audited accounts of the Society for the previous year.
- iv) To consider and approve the annual report prepared by the Executive Committee.
- v) To add and to amend the Rules of the Society.
- vi) To secure effective coordination between different departments and other Government/ Government aided institutions for the benefit of achievements of the objectives of the Society.
- vii) To perform such other functions as are entrusted to it under these Rules.

13. PROCEEDINGS OF THE GOVERNING COUNCIL (GENERAL HOUSE)

13.1 The meetings of the Governing Council shall be held at least once a year at the time, date and place as may be determined by the President.

13.2 Except as otherwise provided in these Rules, all meetings of the Governing Council shall be called by fifteen days prior notice under the signature of the Chief Project Director and in case of emergency meeting, the three days prior notice shall be issued. A summary of the business to be transacted at the annual and other meetings be communicated to the members well in advance.

13.3 The inadvertent omission to give notice to or the non- receipt of notice of any meeting by any member shall not invalidate the proceedings of the meeting.

13.4 If the President is not present in the meeting of the governing council, the Vice President will chair the meeting and exercise full powers of the President.

13.5 One third of the members of the governing council present in person shall form a quorum at every meeting of the governing council provided that non quorum shall be necessary in respect of any adjourned meeting.

13.6 All disputed questions at meetings of the Governing Council shall be determined by vote and in case of equality of votes; the person chairing the meeting shall have a casting vote.

14. OFFICERS AND AUTHORITIES OF THE GOVERNING COUNCIL (GENERAL HOUSE):

14.1 The office-bearers of the Society shall be the President, Vice-President, the Chairperson of the Executive Committee, Chief Project Director (member secretary of the Executive Committee) and such other persons as may be designated as such by the executive Committee.

14.2 The Chief Project Director of the Project shall be an officer of the Indian Forest Service and shall be appointed by the State Government which shall prescribe his remuneration and other conditions of service.

15. EXECUTIVE COMMITTEE

The affairs of the Society shall be administered subject to the Rules and Regulations and orders of the Society, by an Executive Committee, which shall consist of the following:-

1	Pr. Secretary, Forests, Govt. of HP	Chairperson
2	Pr. Secretary, Finance, Govt. of HP	Member
3	Pr. Secretary, Agriculture, Govt. of HP	Member
4	Pr. Secretary, Horticulture, Govt. of HP	Member
5	Pr. Secretary, A.H., Govt. of HP	Member
6	Pr. Advisor Planning, Govt. of HP	Member
7	Pr. Chief Conservator of Forests, HP	Member
8	Director Agriculture, Govt. of HP	Member
9	Director Horticulture, Govt. of HP	Member
10	Director A.H., Govt. of HP	Member
11	Chief Conservator of Forests (Projects)	Member
12	Chief Project Director	Member Secretary

The Executive Committee shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Executive Committee shall be invalidated merely by person of the happening of the above event of defect in the appointment of its member.

16. FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE:

- i) It shall be the responsibility of the Executive Committee to endeavour to achieve the objective of the Society and to discharge all its functions. The Executive Committee shall exercise all administrative and financial powers including powers to create posts of all descriptions and make appointments thereon in accordance with regulations.
- ii) The Executive Committee shall have under its control the management of all the affairs and funds of the Society.
- iii) The Executive Committee shall have the powers and responsibilities in respect of the following:
 - a) To frame regulations with the approval of the State Government.
 - b) To frame, amend or repeal any bye laws for the conduct of activities of the Society in furthering its objectives with the approval of the Governing Council.
- iv) The Executive Committee shall have the powers to enter into arrangement with other public or private organizations or individuals for furtherance of the objectives of the society.
- v) The Executive Committee shall have powers for securing and accepting endowments, grants-in-aid, donations, or gifts to the Society on mutually agreed terms and conditions of gifts shall not be inconsistent or in conflict with the objectives of the Society or with provisions of these Rules.
- vi) The Executive Committee shall have the power to take over and/or acquire in the name of the Society by purchase, gift or otherwise from government and other public bodies or private individuals, any movable and immovable properties in the state or elsewhere or other funds together with any attendant obligation and engagement not inconsistent with the objectives of the Society and the provisions of these Rules.
- vii) The Executive Committee shall take all steps required for the successful implementation of the Project.
- viii) The Executive Committee shall have the power to sell or give in lease any movable or immovable property of the Society provided, however, that no asset of the Society created out of Govt. grants shall without the approval of the Government be disposed of, encumbered or utilized for purpose other than those for which the grant was sanctioned.
- ix) The Executive Committee shall also:
 - a) Consider and approve the Annual Plan of Operation of IDP and any subsequent alternations in it.
 - b) Consider and approve the Annual Budget of Project.
 - c) Sort out problems in the implementation of the project.
 - d) To ensure co-ordination with the line departments for the project activities.
 - e) To control and review the different activities of the project.
 - f) To review the implementation of the activities under the project.

- g) Perform any other works assigned by the Government.
- x) The Executive Committee may delegate to the Chairperson, Chief Project Director or any of its members and/or to a Committee/Group or any other officer of the Society/Project such administrative and financial powers and impose such duties as it deems proper and also duties that are to be exercised or discharged in furtherance of the objectives of the society.

17. BYE-LAWS

Subject to specific directions of the Society and provisions in these Rules and Regulations to be framed there under, the Executive Committee shall have powers to frame and amend bye-laws for the conduct of activities of the society for achievement of its objectives and these bye-laws may, inter alia, include matters relating to:-

- a) Establishment of field offices.
- b) Conduct of business of Executive Committee and other Committee and sub-committees;
- c) Grant-In-aid to Panchayats and other voluntary agencies;
- d) All aspects of technical resource support;
- e) Such other thing as may be necessary for implementation of the project.

18. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

Every meeting of the Executive Committee shall be presided over by the Chairperson and in his/her absence, by a member chosen by the members present at the meeting to chair for the occasion.

- 19. One third members of the Executive Committee present shall constitute a quorum at any meeting of the Executive Committee, provided that no quorum shall be necessary in respect of any adjourned meeting.
- 20. Fifteen days clear notice for the meeting of the Executive Committee shall be given to each member of the Executive Committee provided that
 - a) The Chairperson may call an emergency meeting at the notice of three days and
 - b) Any inadvertent omissions to give notice of the meeting shall not invalidate the proceedings of the meeting.
- 21. Every notice calling a meeting of the Executive Committee shall state the date, time and place at which such meeting will be held and shall, except otherwise provided in these Rules, be under the signature of Member Secretary.
- 22. The Executive Committee shall meet so far as necessary but at least once in each half of the year.
- 23. Each member of the Executive Committee shall have one vote and if there shall be equality of votes on any question to be declared by the Executive Committee, the Chairperson shall have a casting vote.

24. FINANCE COMMITTEE

The Finance Committee shall consist of the following:

- | | | |
|------|------------------------------------|--------------|
| i) | Pr. Secretary Forests. Govt. H.P. | Chairperson |
| ii) | Pr. Secretary Finance, Govt. H.P. | Member |
| iii) | Pr. Chief Conservator of Forest | Member |
| iv) | Chief Project Director, IDP, Solan | Member Secy. |

25. FUNCTION OF FINANCE COMMITTEE

The Finance Committee shall have:

- i) Full powers to accord financial sanctions for the purchase of various inputs, goods, equipments, services etc. required for execution of Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture
- ii) Full Powers for financial sanction for roads buildings and all other works of IDP.
- iii) Full powers to accord financial sanctions for all other expenditure required for implementing the IDP.

The Finance Committee may delegate its financial powers or part thereof to the Chairperson , Chief Project Director or its members and/or to a committee/group or any other officer of the society/Project as it deems fit.

26. REGULATIONS

Subject to any specific directions of the society and keeping in view the overall advice if the State Government, the Executive Committee shall have powers to frame and amend Regulations, for the administration and management of the affairs for the Society and without prejudice to the generality of this provision, such Regulations may provide for the following matters:-

- i) Service matters of officers and staff including creation of posts, qualifications, selection procedures, service conditions, pay and emoluments, honorarium, discipline and control rules.
- ii) Important financial aspects including formulation of budget, delegation of financial powers, investment of funds, maintenance of accounts , audit , TA and DA rules etc.
- iii) Such other matters as may be necessary for the furtherance of the objectives and the proper administration of the affairs of the Society , Provided that for the purpose of this Rule, following guidelines would be kept in view while creating the posts and formulating the Service and Financial Regulations:

- a) Scales of pay in respect of the posts to be created by the Executive Committee shall correspond, as far as possible, to the scales of the State Government.
- b) Mode of recruitment in respect of the posts to be created for the Society shall be either transfer on deputation or short term contract. For work related specific assignments, persons would be deployed on fixed emoluments with provision for revision each year if considered appropriate.
- c) In the management structure, new staff which may devolve permanent liability on the State Govt. Shall not be appointed.
- d) Till such time , the society formulate its own set of regulations, the decisions taken by the Executive Committee in all such matters will be carried out;
- e) Consideration of financial propriety and prudence shall be kept in view.

27. DISTRICT LEVEL COORDINATION COMMITTEE

The District Level Coordination Committee shall be constituted for each district covered by Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture. These committee shall be in District Sirmour, Solan, Shimla, Bilaspur, Kullu, Mandi, Hamirpur, Kangra and Chamba.

28. COMPOSITION OF DISTRICT LEVEL COORDINATION COMMITTEE

District Level Coordination Committee shall have the following members:-

1.	Deputy Commissioner	Chairman
2.	Divisional Forest Officers	Member
3.	Deputy Director Agriculture	Member
4.	Deputy Director Horticulture	Member
5.	Deputy Director Animal Husbandry	Member
6.	District Panchayat Officer	Member
7.	Project Officer, DRDA	Member
8.	Lead Bank Officer	Member
9.	XEN, Jal Shakti	Member
9.	District Project Officer	Member Secy.

There will be four non-official members (50% women) in the committee to be nominated by the Chief Project Director.

29. TENURE OF NOMINATED MEMBERS

The terms of non-official members shall be two years. Such members shall not be eligible for remuneration by will be pair TA/DA for attending meetings and other official business in connection with the society.

30. FUNCTION OF THE DISTRICT LEVEL COORDINATION COMMITTEE:

The District Coordination Committee shall have the following functions:

- i) To review the progress of implementation of IDP in the district.
- ii) To provide platform for convergence, coordination and experience sharing for other natural resource management project and Line Department of the district.

The District Coordination Committee shall hold its meeting at least once in six months.

31. ANNUAL REPORT OF THE SOCIETY

The annual Report on the working of the society and the work undertaken by it during the year together with balance sheet and Audited Accounts, shall be prepared by the Executive Committee for information of the State Government and the members of the society. A draft of the Annual Report along with the Audited accounts of the society and the Auditor's Report thereon shall be placed before the Governing Council in its Annual General Meeting.

32. AMENDMENTS

With the prior approval of the Governing Council, the Society may alter, extend or abridge these rules or amalgamate the Society in accordance with the provision of the Societies Registration Act, 1860.

33. As and when there is any change in the nomenclature of Ministers, Departments, or institution(s) and designation(s) mentioned in the Rules, such changes shall automatically stand incorporated in these rules.

34. If such society needs to be dissolved, it shall be dissolved as per provision laid down by the Society Registration Act, 1860.

35. If on the winding up or dissolution of the society, there shall remain, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed amongst the members of the society or any one of them but shall accrue to the State Government which will be decide about its utilization in accordance with provisions of the Act.

36. **MISCELLANEOUS**

- 36.1 Once in every year, a list of members of the Governing Council shall be filed with the Registrar of Societies as required under the Societies Registration Act, 1860.
- 36.2 If any change occurs in the composition of the Governing Council or in the holder of the office of the Chairperson or the Chief Project Director at any time for any reasons intimation of such change shall within 30 days be submitted to the Registrar of the Societies.
- 36.3 All properties belonging to the Society but shall be referred to as the property of the Society.

37. **SUITS BY AND AGAINST THE SOCIETY**

Subject to provisions of this Act, the person in whose name the society may sue or be sued shall be of the society or any member of the society authorized by the Governing Council in this behalf;

- i) No suit or proceedings shall abate by reasons of any vacancy or change in the holder or the office of the President, Vice President, Chairman and Member Secretary of the Governing Council and Executive Committee or any member of the society authorized in this behalf;
 - ii) Every decree or order against the society in suit or proceedings shall be executable against the property of the society and not against the personal property of the President, Vice President, Chairman and Member Secretary of the Governing Council and Executive Committee or any member of the society;
 - iii) Nothing herein shall exempt the President, Vice President, Chairman and Member Secretary of the Governing Council and Executive Committee or any member of the society from any original liability under the Act or entitle him to claim any contribution from the property of the society in respect of any fine paid by him on conviction by a criminal court.
- 37.1 Every member of the society may be sued or prosecuted by the society for any loss or damages caused to the society or its property for anything done by him detrimental to the interests of the society.

38. **SERVICE OF NOTICE**

- i) A notice may be served upon any member of the society either personally or by sending it through the post under certificate of posting in an envelope addressed to such members at the last known address.
- ii) Any notice so served by post shall be deemed to have been duly served on the day following that on which the letter, envelope or wrapper containing the same shall be sufficient to prove that the cover containing such notice was property addressed and put into the post office.

FINANCIAL REGULATIONS

1. POWERS OF THE CHIEF PROJECT DIRECTOR

The Executive Committee of the Society shall be responsible for overall implementation of the project. The Chief Project Director shall be the Financial Executive Officer of the project/society

And shall be responsible for proper administration of the funds of the project /society and efficient implementation including management of procurement and disbursement activities, consolidation of annual work programmes and budget, preparation and production of annual progress reports and financial statement and monitoring/evaluation of the project, in a mission mode under the directions and guidance of the Chairperson of the Executive Committee. The Chief Project Director shall exercise all the technical, administrative, financial and disciplinary authority powers exercised by the Head of the Departments of concerned line departments like Forest, Agriculture, Horticulture, and Animal Husbandry Departments and any other departments from whom officers and staff on deputation have been obtained in the project. He shall also continue to perform the duties and exercise the powers as may be may have been assigned to him by the HP Government and Governing Council/Executive Committee/Financial Committee of the Society.

For the effective discharge of his functions he shall have powers to:

- a) Prescribe the duties of the officers and staff of the project/society.
- b) Exercise such supervision and disciplinary control as may be necessary.
- c) Coordinate and exercise general supervision over the activities of the project including its regional and field offices.
- d) Conduct meetings of the society and its committees and keep a record of proceedings of these meetings in a accordance with these rules.
- e) Exercise financial, technical and administrative powers of heads of line departments.
- f) Discharge such other functions as may be or may already have been assigned to him by the HP Government, Governing Council, and Executive Committee/Financial Committee in furtherance of the objectives of the society.

2. POWERS OF THE EXECUTIVE DIRECTOR:

The Chief project Directors shall be assisted by Project Management Unit Project Headquarter headed by Executive Director of the rank of Conservator of Forests.

The role of ED will be to facilitate and guide implementation of the project. His duties will be to finalize plans, progress report and to coordinate implementation of various district unit under his control.

The ED will exercise the powers of the Conservator of Forests in the Project related to administrative and financial matters or discharge such other functions as may be or may already have been assigned to him by the HP Government, Governing Council, Executive Committee/Financial Committee or the Chief Project Director in furtherance of the objectives of the society.

3. POWERS OF DISTRICT PROJECT OFFICER

The Chief Project Director shall be assisted in each of the district included in the project area, a District Project officer of the rank of the district level officer.

District Project officer will be overall incharge of the project implementation at the distt. level. He will be responsible for providing technical guidance to the panchayats, undertaken, community organization and their capacity building, supervise various project activities as per Gram Panchayats Resource Management Plan including opportunities undertaken, treatments of inter-gram panchayat spaces and finalize resource management plans at the distt. level.

District Project officer shall exercise financial, administrative and technical powers of district level officers of all line departments viz Divisional Forest Officer/ District Horticulture Officer, Dy. Director Agriculture and Dy. Director(AH) and shall be the controlling officers of the staff working in their units. They shall also continue to perform the duties and exercise powers as may be or may have been assigned to them by the HP Government/State level Steering Committee/ Executive Committee/Financial Committee or the Chief Project Director of Integrated Development Project for Source Sustainability and Climate Resilient Rain-fed Agriculture.

District Project officer will be assisted by Assistant Project Officer and front line multi sectoral teams for implementation of the project activities.

4. FUNDS OF THE SOCIETY

- a) The funds of the society shall consist of the following:-
 - i) Grants-in-aid made by the state government for furtherance of the objectives of the society.
 - ii) Contribution from other sources.
 - iii) Income from the assets of the society.
 - iv) Receipt of the society from other sources, and
 - v) Grants, donation or assistance of any kind from foreign governments and other external agencies with prior approval of the Central government.
- b) The bankers of the society shall be decided by the Executive Committee. All funds shall be paid into the society account with the bank and shall not be withdrawn except

through a cheque signed by such officers as may be duly empowered in this behalf by the Executive Committee.

- c) In case of Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture, the financial management framework envisages that the project will maintain accounts, using main stream government single entry system.

The budget allocation and accounting system will be followed as per account code of the Forest Department, the Drawing and Disbursing Officers of the project, at the state, regional, district level will be authorized to issue cheques. The District Project Officer will periodically transfer funds to the Gram Panchayats, CIGs and project works based on approved Gram Panchayats Resource Management Plans. For rural infrastructure, inter-gram panchayats works and livelihood components, the DPOs will execute works as per approved annual work plans. The GPs assisted by the APOs, will handle the project funds through dedicated project bank account.

The society shall cause to maintain a financial management system, including records and accounts, and prepare financial statements, in accordance with consistently applied, accounting standard acceptable to the Association, adequate to reflect the operations, resources and expenditure related to the project.

5. ACCOUNTS AND AUDIT

- i) The society shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipts and payments account, statement of liabilities in such form as may be prescribed by the Registrar of Societies or the State Government.
- ii) The accounts of the society shall be audited annually by a Chartered Accountant or an agency so authorized by the Finance Committee in accordance with the provisions of the Societies Registration Act, 1960.
- iii) The audited accounts shall be submitted to the society which shall submit a copy of audit report alongwith its observation to the State Government within one month from the receipt thereof.
- iv) The accounts of the society shall also be subject to the provisions of the Comptroller and Auditor General (Duties, Powers and Conditions of service) Act, 1971 as amended from time to time.

STAFF REGULATIONS

1. SERVICE FUNCTIONS OF EXECUTIVE COMMITTEE.

1. The Executive Committee shall approve the number, category, qualifications for eligibility and pay scales of the officers and staff in respect of posts to be created for the society by either transfer on deputation or short term contract, and allied service matters for implementation of Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture.
2. The Executive Committee shall lay down the qualifications for eligibility, experience and pay scales of the officers/staff required by the society.
3. The Executive Committee shall approve the assignment, period of assignment and remuneration of any consult for short term contracts pertaining to jobs the normal field of working of the officers/staff.
4. The Executive Committee shall recommended to the society any revision of pay scales, TA/DA and other facilities/allowances/incentives etc. to be given to the employees of the society as and when need arises.

2. PROCEDURES:

The procedures for selection of officers/staff (class-I & II) shall be as under:-

- a) The process for selection and filling up the posts shall be initiated at least 3 months before the expiry of the project of services of the existing incumbent(s).
- b) Chief Project Director shall initiate the process by seeking from the concerned Head of the Department a panel of names which shall be less than thrice the number of posts to be filled for seconding transfer on deputation to Integrated Development Project for Source Sustainability and climate Resilient Rain-fed Agriculture, along with upto date character rolls and CV of the sponsored incumbents.
- c) Chief Project Director shall analyze the particulars received and place character rolls and CV before the selection Committee, comprising of Pr. Secretary (Forests) as the Chairman, concerned head of the department as member and Chief Project Director as the member Secretary, for its decision.
- d) The initial period of transfer on deputation of the officers/staff shall be three years but the Govt. may extend it by another two years on the recommendation of the Chief Project Director depending upon the performance.
- e) In case of selection to the post of Chief Project Director, the process shall be initiated by the Principal Chief Conservator of Forests and decided by the Govt.
- f) The Chief Project Director shall also be empowered to transfer/redeploy Class-I and Class-II staff within the project or repatriate them before completion of tenure to the respective parent departments with the prior approved of the competent authority.
- g) For hiring the services of experts, the selection committee will comprise of Chief Project Director as the chairman and concerned Deputy Director as the members and Deputy Director(Admin) as the member secretary. One expert from outside the

project will also be nominated as a member to the selection committee by the Chief Project Director.

- 2.1 (a) The selection of regular subordinate staff will be done by a committee comprising of Chief Project Director as the Chairman and concerned Deputy Director as the member and Deputy Director (Admin.) as the member secretary.
 - (b) The selection of contractual will be done by a committee to be constituted by the Chief Project Director.
 - (c) The Chief Project Director shall also be empowered to transfer/redeploys subordinate staff Within the project or repatriate the before completion of tenure to the respective parent Departments.
- 2.2 The Executive Committee shall also approve consultancies required for implementation of the project. The process for selection of consultants shall be initiated by the Chief Project Director in conformity with the World Bank Procurement procedures.

3. DISCIPLINARY ACTION:

- i) Chief Project Director shall order inquiry against any delinquent officer/Staff member whose Disciplinary Authority is the Chief Project Director himself. After the receipt of Inquiry Report, the Chief Project Director shall, after following the norms of justice and equity, take decision on the same as he considers appropriate. If the officer proceeded against is dissatisfied with the decision of the Chief Project Director, he may prefer an appeal to the Chairman Executive Committee whose decision shall be final.
 - ii) In case of delinquent officers whose disciplinary authority is not the Chief Project Director, chairperson, Executive Committee shall cause institution of inquiry against the delinquent officers/either through Chief Project Director or any other appropriate authority. After receipt of such Inquiry Report, chairperson, Executive Committee shall consider and take appropriate decision. If the officer proceeded against is dissatisfied with the decision, he may prefer an appeal to the concerned Pr. Secretary to the Govt.
 - iii) All inquiries shall be conducting in a time bound manner.
4. Staff on deputation to the project shall be governed by the FR & SR/other service rules applicable to government servants.

**SERVICE BYE-LAWS GOVERNING THE CONDITIONS OF
SERVICE OF THE EMPLOYEES OF H.P. NATURAL
RESOURCE MANAGEMENT SOCIETY, 2019**

**HP NATRUAL RESOURCE MANAGEMENT SOCIETY
HEAD OFFICE - FOREST ROAD, SOLAN -173212
HIMACHAL PRADESH**

(Registered under the provision of Societies Registration Act, XXI of 1860 and H.P. amendment Act, 1973.)

Preamble

H.P. Government vide its Notification No. FFE-A(B)2-9/2016 dated 19th April, 2017 issued by Additional Chief Secretary (Forests), framed a policy in regard to regulate service condition of the project staff engaged under the HP Mid Himalayan Watershed Development Project (HPMHWDP- 2005-2017), Swan River Project, Una (2006-16), Kandi Project I & II (1990-2005) and Indo-German Changer Project (1992-2006) implemented in the HP forest department.

Pursuant to the above notification, the Executive Committee after the approval of Governing Council of the HP Natural Resource Management Society frames the fully service Bye-Laws regulating the service condition of its employees.

PART-I GENERAL

1. Short Title and Commencement.—

These service bye-laws may be called the HP Natural Resource Management Society - Employees Service Bye-laws,2019.

(i) These shall come into force with effect from 1stJanuary,2020.

2. **Application**— These service bye-laws shall be applicable to all the employees of the Society who has/will be completed / completing 7/10 years of service as the case may be.

3. **Definitions**— In these service bye-laws, unless the context otherwise requires:-

(a) **“Basic Pay”** means pay in the pay admissible in the remuneration structure prescribed for a post to a person who has completed 7 years/10 years or more continuous service in the different projects implemented through Forest Department, H.P.

(b) **“Continuous Service”** means the period of service on a post in the project excluding the period of willful absence or break in service, if any. It includes period of any kind of leave sanctioned by the competent authority. However, if there is a forced

break due to non availability of vacancy/work, the period of such forced break shall not be considered for reckoning the period of 7/10 years for the purpose of regular service.

- (c) “**Employee**” means a person, who have/will be completed/completing 7/10 years service and his/her services will be taken over in the society.
- (d) “**Emolument**” means the total amount of—
- (e) Basic pay plus dearness allowance as on 01.01.2020 or on the date of completion of 7/10 years of continuous service, whichever is later, prescribed in the policy for its employees.
- (f) “**Entry Level Remunerations**” means the basic pay admissible on completion of 7/10 years“ continuous service in any of the project, implemented through HP Forest Department, mentioned at para (iii) of Service Conditions in the policy framed by the Government and circulated vide Notification No. FFE-A(B)2-9/2016 dated 19th April, 2017 against each category.
- (g) “**Annual Increase**” means an annual enhancement in basic pay (as decided from time to time by the Society) on completion of twelve months qualifying satisfactory service from the date of eligibility of remuneration. Where pay in the remuneration structure exceeds maximum or comes nearer to maximum of the remuneration structure, the remuneration structure shall be changed to next one without any enhancement.
- (h) “**Qualifying service**” means the period of service for which remuneration or emoluments are admissible to a person. It includes the period of sanctioned leave for which remuneration is admissible.
- (i) “**Committee**” means the Committee is meant to consider and bringing of employee who have completed requisite number of years to the Society fold as its employee and thereafter fix them in the pay matrix of remuneration given in the para 7 of the policy.

- (j) **“Appendix”** means an appendix to these service bye- laws;
- (k) **“Executive Committee”** means the Executive Committee of Society constituted under article of Association.
- (l) **“Governing Council”** means a body of HPNRM Society constituted under article of Association and headed by the Chief Minister, Himachal Pradesh.
- (m) **“Government”** means Government of Himachal Pradesh;
- (n) **“Chief Executive Officer”** means an authority authorized by the Government for the Society and who is also the Member-Secretary of Executive Committee.
- (o) **“Executive Officer”** means an officer authorized by the Government for the Society.

PART II- RECRUITMENT OF CONTRACTUAL EMPLOYEMENT IN THE SOCIETY

4. Nationality, domicile and character of candidates appointed in Society.

No person shall be appointed to any post in the Society, unless he is a citizen of India.

5. Age

No person shall be appointed to the post in the service by direct recruitment either on contract or through outsourced agency, who is less than 18 years or more than 45 years of age except age relaxation in respect of certain categories by the HP Government.

6. Authority competent for appointment or renewal of contract.—

(1) The authority declared as competent for contractual appointment of a person to a post in the Society/ shall be the Chief Executive Officer or Executive Officer of the society.

(2) Above said appointing authorities shall also be competent for renewal/extension of contract of the respective staff being their appointing authority.

7. Qualification

No person shall be appointed to any post in the Service, unless he is in possession of qualification and experience if any, as required for a particular post.

8. Disqualification

(1) No person;

(a) who has entered into or contracted a marriage with a person having a spouse living;

Or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service;

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person.

(c) No person, who has been terminated from the Society, shall be eligible for appointment to any post.

9. Method of Contractual Recruitment

(1) Recruitment to the Service shall be made by direct recruitment on contract basis.

(2) The contractual employee shall have to sign an agreement as specified by the Chief Executive Officer/ Executive Officer of the Society.

10. Liability to serve and other Terms & Conditions

- a. An employee shall be liable to serve at any place within the State of Himachal Pradesh as per need of services in any Project, or due to any other reason depending upon the society / project need or policy change.
- b. Selected candidate will have to submit a medical certificate of his/her fitness from “competent medical authority” for entry into service on his/her first appointment. In case of driver the medical certificate shall be required annually.
- c. Recording of Annual Performance Appraisal Report of the work and conduct of all the Society employees in the prescribed format shall be mandatory after the enforcement of these service bye-laws, on the basis of which increase in remuneration/renewal of contract shall take place;
- d. Every Society employee shall be a member of Employees Provident Fund as applicable under the “Employees Provident Funds and Miscellaneous Provisions Act,1952”.
- e. Any strike is strictly prohibited.

11. Fixation of Remuneration:-

All employees shall be entitled to consolidated remuneration as prescribed in appendix “A” during the period of service/contractual appointment.

An annual increment shall be admissible as decided by the Society from time to time after completion of one year of continuous service subject to satisfactory performance of their duties.

12. Entitlement of leave.

The regular employees of the Society will be governed by the leave rules as decided by the Executive Committee from time to time.

- a.** The following Leave shall be admissible to the regular employees of the Society:
 - (i) Casual Leave
 - (ii) Restricted Holiday
 - (iii) Special Leave
 - (iv) Medical Leave
 - (v) Maternity Leave
 - (vi) Miscarriage/ abortion leave

Note: No other kind of leave will be admissible.

13. General:

- 1.1 Leave is to be regarded as a privilege, and not as a right. It is allowed both in the interest of employee and that of the society/project.
- 1.2 All leave is granted subject to exigencies of services and leave already granted can be curtailed or cancelled at any time by the authority granting the leave.
- 1.3 Prior permission for availing any kind of leave needs to be taken from the concerned authorities except in special circumstances (in case of any emergency). Post facto approval for such leave is mandatory to be taken from the appropriate authority.
- 1.4 Absence after expiry of leave will entail disciplinary action.
- 1.5 Absence without leave will entail disciplinary action and may result in termination of service.

14. Leave Entitlement:

- (a) Casual Leave.**
- (b) Restricted Holidays.**
- (c) Special Leave.**
- (d) Medical Leave.**
- (e) Maternity Leave/ Abortion Leave.**

Casual Leave

- 1.1 Casual Leave; Maximum number of casual leave permissible during a calendar year will be 12 days.
- 1.2 Any employee joining in between the calendar year will be entitled to leave on pro-rata basis.
- 1.3 Casual leave will be sanctioned maximum up to 3 days at one time provided the total absence in combination with off days/ holidays is not more than 7 days at a stretch.
- 1.4 Second Saturday/ Sunday/ Restricted Holiday/ Gazetted Holidays shall not be counted as casual leave.
- 1.5 Half day casual leave shall also be admissible.

2. Restricted Holiday:

- 2.1 Employees will be entitled 2 days Restricted Holidays in a calendar year, as fixed by State Govt.

3. Special Leaves:

- 3.1 Employees will be entitled to 20 days Special Leave in a calendar year. Any employee joining in between the calendar year will be entitled to leave on pro-rata basis.

4. Medical Leaves:

- 4.1 Employees will be entitled to 10 days Medical Leave in a calendar year. Any employee joining in between the calendar year will be entitled to leave on pro-rata basis. The leave shall be admissible against the medical certificate issued by the medical officer of the Govt. / Pvt. Health Institution empanelled by H.P. Government.

Note: Un-availed Casual Leave, Restricted Holiday, Special Leave and Medical Leave can be accumulated up to the calendar year and will not be carry forward for the next calendar year.

5. Maternity Leave/ Abortion Leave:

5.1 A female employee of the society/project with less than two surviving children will be eligible to avail 180 days maternity leave. A female employee shall also be entitled for Miscarriage leave (Abortion leave) not exceeding 45 days during the entire service (irrespective of no. of surviving children), in case of miscarriage including abortion on production of medical certificate by the Medical Officer of any Govt. /Pvt. health institution empanelled by H.P. Govt.

13. Entitlement of traveling allowance-

TA/DA shall be regulated as per provision appended herein:-

The entitlement of Travelling Allowances and Daily Allowances for various categories of staff shall be as per the Rate herein with immediate effect. The Rate (s) is subject to revision from time to time.

Emoluments:-

Category-I Drawing emoluments exceeding to Rs. 40,000/-

Category-II Drawing emoluments from Rs.30, 000/- but below Rs.40, 000/-

Category-III Drawing emoluments from Rs.20, 000/- but below Rs.30, 000/-

Category-IV Drawing emoluments below Rs.20, 000/-

(a) Travel within District.

Category	Mode of Conveyance	Daily admissible	Remarks
Category-I & II	Deluxe Bus	96/-	No Hotel Charges admissible
Category-III & IV	Ordinary Bus	72/-	-Do-

(b) Travel outside District/State:-

1. Entitlement for travelling by Rail/Bus/Taxi.

Category of emoluments	By Bus	Br Train	By Taxi/Own Car/Motor Cycle/Scooter	Remarks
Category-I	AC Bus	2 nd AC/AC Chair Shatabadi	Taxi/Own car	Note-1
Category-II	Deluxe Bus	3 rd AC/AC Chair Car	Own car	Note-1
Category-III	Ordinary Bus	3 rd AC/ Sleeper Class	Motor Cycle/Scooter	Note-2
Category-IV	Ordinary Bus	Sleeper Class	N.A.	

2. Daily Allowances.

Category of employees	Ordinary Rates (with in State)	Other Place	Metropolitan City
Category-I	200	275	300
Category-II	150	225	275
Category-III	125	190	250
Category-IV	100	150	200

3. Hotel Charges.

Category of employees	Ordinary Rates (with in State)	Other Place	Metropolitan City
Category-I	-	1000	3000
Category-II	-	800	1500
Category-III	-	700	100
Category-IV	-	500	800

4. Local Transportation on Tour or Training

Category of employees	Other Place	Metropolitan City
Category-I	200	500
Category-II	175	400
Category-III	150	300
Category-IV	100	200

- Note-1 The prior approval of the CPD shall be required for use of taxi. Taxi charges shall be reimbursed @ 8.00 Per kilometer.
- Note-2 The CPD may allow the hiring of taxi in case of exigencies of service.
- Note-3 Hotel charges will only be reimbursed if journey performed with prior approval of the CPD/ED in case of head quarter staff and CPD/Controlling Officer of the project in case of peripheral institution, where the employee is posted.

Road Mileage.

The rates of road mileage shall be as under.

(a) Own Car:-

Journey within Himachal Pradesh Rs. 8.00 Per K.M.

Journey outside in Himachal Pradesh Rs. 7.00 Per K.M.

(b) Full Taxi:-

Journey within Himachal Pradesh Rs. 8.00 Per K.M.

Journey outside in Himachal Pradesh Rs. 7.00 Per K.M.

(c) Scooter/Motor Cycle:-

Journey within Himachal Pradesh Rs. 1.50 Per K.M.

Journey outside in Himachal Pradesh Rs. 1.20 Per K.M.

Other Instructions:

- (a) The actual cost of reservations on sleeper charges will be reimbursed in full.
- (b) In case of journey by AC Rail/AC Bus/Deluxe Bus, tickets shall be appended to TA bills. In the absence of tickets, wherever required ordinary Rail (Sleeper Class)/bus fair will be given.
- (c) In case of hotel charges, the original bill shall have to be appended with the TA bills failing which hotel charges will not be reimbursed.
- (d) Own car means, the car must be registered in the name of spouse. For claiming the own car charges, the substantial proof such as POL bill or Toll tax barrier receipt or parking receipt of the area.

- (e) The staff while on tour who is provided boarding and lodging free of cost, daily allowance will be paid at the rate of ¼ of the rate admissible.
- (f) When the staff is provided only boarding or lodging free of cost, daily allowances is admissible at one half of the rate admissible.
- (g) If the staff travel on duty beyond a radius of 8 km , DA will be admissible as under:-

Journey	If travel by Govt. Vehicle	If travel by any other mean of particular except Govt. Vehicle
(1) If return back to HQ on the same day before 6 hours.	No. DA is admissible	No. DA is admissible.
(2) If return back to HQ on the same day and the absence is more than 6 hours but less than 12 hours.	35% of rate admissible.	70% of rate admissible.
(3) If return back to HQ on the same day and the absence from HQ is exceeding 12 hours.	50% of rate admissible.	Full D.A.

15. Other Facilities/benefits:

- (i) Benefit of Group Personal Accident Insurance Scheme for Society/project/Contractual employees will be on compulsory basis as implemented by the State Government and other instructions issued time to time subject to the payment of premium by them.
- (ii) The Society/project staff will be eligible for gratuity as per the “Payment of Gratuity Act, 1972”,

In case of death gratuity shall be payable to the nominee of the employee and in the absence of nomination, to his legal heir.

- (iii) For purposes of meeting its obligations under clause (ii), a HPNRM society/project may create Employees' Gratuity corpus. The gratuity shall be payable subject to availability of funds and there will be no liability of State Government.

16. Not Entitled/Applicable:

The Society/project/Contractual staff will not be entitled/applicable to:

- (i) LTC/HTC facilities.
- (ii) Medical Reimbursement facilities.
- (iii) CCS(Pension) Rules, 1972.
- (iv) Employees Group Insurance Scheme.
- (v) General Provident Fund Scheme.

17. Record of Service

The following record of service of each society/project/contractual employee shall be maintained: -

- (i) Personal File
- (ii) Annual appraisal

18. Conduct Rules

The employees of the Society/project will be governed by the conduct rules as per provisions appended here under and amended by the Executive Committee from time to time.

Unless otherwise expressly provided in the order of appointment, whole-time of the employee shall be at the disposal of the HPNRM society/project concerned and he shall serve the HPNRM society/project in the business in such capacity and during such hours and at such place as he may from time to time be directed.

1. Every employee of a HPNRM society/project shall abide by the provisions of the Act, Rules, Regulations and the bye-laws and the orders issued from time to time by the competent authority there under.

2. No employee shall divulge to any person the business secret of the society/project/institution where he/she is deployed or reveal the business information of a confidential nature which during the course of his employment has come to his possession or knowledge or has been collected by him:

Provided that with the permission of his superior officer he may communicate only that much of information which is needed by a competent authority for disposal of dispute or conduct or enquiry, inspection, investigation or audit or where such information is required to be produced before a court of law.

3. Every employee shall have to give an undertaking that he shall keep and maintain secrecy failing which he/she shall be liable for disciplinary action.
4. (i) Every employee shall serve the concerned HPNRM society/project with honesty and faithfulness and shall use his/her utmost endeavor to promote the interest of the HPNRM society/project concerned. He/she shall also show courtesy and attention in all transaction towards members and the public dealing with the HPNRM society/project.

(ii) Subject to the provisions of any law relating to intoxicating, drinks or drugs for the time being in force in any area, no employee of a HPNRM society/project shall: -

- (a) While on duty, be under the influence of such drinks or drugs, or
- (b) appear in a public place or in the premises of the co- operative Society/project in a State of intoxication, or];
- (c) habitually use such drinks or drugs;

(iii) No employee of a HPNRM a society/project shall:-

- (a) indulge in disorderly or indecent behavior, gambling or betting or committing nuisance within the premises of the society/project or doing anything which disturbs or dislocates the business of the society/project; or
- (b) cause or attempt to cause willful damage to the property of the society/project or of persons dealing with the society/project; or
- (c) abet or instigate any of the employees for acts of misconduct, omission or violation of duties; or

- (d) misutilise loans or advances obtained from the society/project or the property of the society/project under his/her charge or care; or
 - (e) organize or attend any meeting within the premises of the society/project without the permission of the CEO/EO/CPD concerned/Controlling officer.
 - (f) join or be a member of a political party].
5. No. employee of a HPNRM Society/project shall take part in any political election or an election pertaining to an elective office of a HPNRM Society/project except the Society/project of which he is a member or a legally elected delegate.
6. No employee shall make any statement to the press or contribute articles to the press or magazine or give any talk on the radio in connection with the affairs of the HPNRM society/project of which he/she is an employee, without the prior sanction of the Chairman, executive committee of the society. He/she shall not ventilate any personal grievances through the press or leaflets.
7. No employee shall accept, solicit or seek any outside employment or office whether stipendiary, or honorary, without previous permission in writing of the appointing authority.
8. No employee shall join any educational institution for further studies except with the prior permission of the CEO/EO concerned/Controlling officer. Such permission shall be given for a specified period and course of study, in suitable cases only, when the CEO/EO concerned/Controlling officer is satisfied that it shall not be detrimental to the efficient discharge of the duties of the employee:
- Provided that not more than 10 per cent of the employees of the Society/project shall so permitted at one time in an academic year.]
9. An employee shall not solicit or accept any gift or gratification from any subordinate employee or a person who has any dealings with the HPNRM society/project concerned.
10. No employee shall personally carry on any other activity for pecuniary gain anywhere on his own account or as an agent for others without prior written permission of the appointing authority.

- 11. (i)** An employee shall not absent himself/herself from his/her duties without permission from the CEO/EO/CPD concerned/Controlling officer.

(ii) An employee who absents himself/herself from duty without leave or overstays beyond his/her leave, except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances for the period of such absence or over-stay, and shall further be liable to such disciplinary action as may be imposed on him/her under the circumstances.
- 12.** An employee must not absent himself/herself from his/her headquarters of posting except on duty without obtaining the previous sanction from the officer under whose superintendence and control he/she works.
- 13.** Every employee shall attend the office punctually and mark the attendance on bio-metric machine and failure to do shall attract the disciplinary action. In case of field staff, they will ensure their presence through the movement register while on tour.
- 14.** An employee shall not speculate in stock, shares, securities, bullion or commodities of any description.
- 15.** An employee shall not approach or prefer an appeal (except as provided in these regulations) or represent personally to Governing council and Executive Committee of HPNRMS.

Provided that nothing herein contained shall be deemed to prohibit an employee from making any legitimate representation concerning his/her service to the CEO/EO/CPD concerned/Controlling officer.
- 16.** No employee of a HPNRM society/project shall bid in any auction of the property or produce belonging to the society/project either directly or indirectly.
- 17.** No employee of a HPNRM society/project who has a wife/husband living, shall contract another marriage.

18. No employee of a HPNRM society/project shall enter into or carry on any credit transaction with his/her society/project or any other society/project except as permitted under the Act, Rules or the bye-laws of the society/project concerned.

19. (i) An employee arrested for debt or on a criminal charge shall be terminated from the date of his/her arrest:

Provided that if he/she is released on bail or on recognizance, he/she may with the approval of the Executive Committee, be permitted to resume and continue on duty until charges are framed against him/her by the trying court:

Provided further that his/her duties may be varied if continuance on original duty be inexpedient or prejudicial to the interest of the society/project in the opinion of the Executive Committee.

(ii) An employee who is convicted of a criminal charge involving moral turpitude by a Criminal Court shall be liable to terminated.

Explanation. - "Conviction" means sentence of punishment, fine or both.

20. Grievances Redressal Mechanism

In case of individual hardship to a Society/project employee the same shall be submitted for consideration before the concerned Controlling Authority where he/she is deployed. In case of no response or unsatisfactory reply, one may submit his/her hardship in the shape of appeal to the next higher authority i.e. CPD/ED shall be the first and last Appellate Authority for the Society/project/contractual employees.

21. Termination or Dis-Continuation of Service/Contract

(a) The service/contract of an employee shall be terminated at any time by the Appointing Authority without assigning any reason, by giving one month's notice

or on payment of remuneration for such period as the notice falls short of one month. Provided that if an employee remains willful absent during period of notice, he shall not be entitled to receive any remuneration during the period of willful absence. In the case of employee himself/herself wants to resign, he/she can do so by giving one month's notice or by depositing one month's remuneration in lieu thereof.

- (b) The service/contract of an employee shall be terminated by the Appointing Authority in case of insubordination, misconduct or unsatisfactory or poor performance at any time during the service.
- (c) Willful absence from duty for a period of more than seven days, in one or more spells, shall be deemed to be liable for the termination of the service/contract.
- (d) The service/contract of an employee can be terminated by the Appointing Authority in case of non availability of funds, change in Project/Programme guidelines, Rationalization of the activities depending upon the Government need, availability of staff from regular side, non-continuation of the project by the Government of India, etc.
- (e) In case of violation of any of the provisions of the conduct rule shall automatically lead to the termination of service /contract.

22. Power of Relaxation

Where the Executive Committee of the HPNRM Society/project is of the opinion that the application of these Service bye-laws or any particular provision thereof is likely to cause substantial hardship in the case of an employee or a group of employees, it may for reasons to be recorded, relax, the operation of the Service Bye-laws or the particular provision thereof, as the case may be, to the reasonable extent. However, the reason for granting such relaxation shall be recorded in writing.

23. Interpretation

Whenever the provisions made in these Service Bye-laws are found to be silent or unclear and any question arises relating to interpretation with regard to the matter shall be referred to the Member Secretary of Executive Committee of HPNRM Society/project whose decision shall be final.

24. Amendment

The Executive Committee has the inherent right unless otherwise provided to amend the Service Bye-laws of the Society, from time to time, in accordance with requirements.

HP NATURAL RESOURCE MANAGEMENT SOCIETY (HPNRMS)

Present Status of Contractual/Daily waged staff in HPNRMS.

The present Status of Contractual/Daily waged staff in HPNRMS exhibiting deployment in various externally aided projects (EAPs) is as under:

Total Number of employee joined the society from different defunct EAPs.

Sl.No.	Category	HPMHWDP	SWAN	CHANGER	OTHER	Total manpower available with HPNRMS
1	2	3	4	5	6	7
1.	Subject Matter Specialist	0	2	0	0	2
2.	System Administrator	1	0	0	0	1
3.	Junior Assistant	10	0	0	0	10
4.	Training Coordinator	1	0	0	0	1
5.	Junior Engineer/ D/MAN/ Surveyor	14	0	0	0	14
6.	Social Extension Officer/FTU/	60	19	5	0	84
7.	Group Organizer	0	15	0	0	15
8.	PA-cum-Computer Operator	2	0	0	0	2
9.	Computer Operator	9	4	0	0	13
10.	Data Entry Operator	34	0	1	0	35
11.	Agriculture Extension Officer	2	0	0	0	2
12.	Monitoring Assistant/ Statistical Assistant	8	0	2	0	10
13.	Community Mobilizer	0	0	1	0	1
14.	Extension Assistant	0	0	9	0	9
15.	IT Technician	1	0	0	0	1
16.	Driver	14	1	1	0	16
17.	Workman	117	21	54	1	193
18.	Sweeper	1	0	0	0	1
	Total	274	62	73	1	410

The seniority of each category will be drawn as on 01/05/2006 from the actual date of joining of the contractual or daily wage employee in the Projects implemented in HP

Forest Department, subject to the continuity in the mentioned Projects for minimum 240 days in each calendar year.

Delegation of Administrative and Financial powers with respect to HPNRMS.

a.: Administrative Powers for the purpose of deployment of staff in HPNRMS.

It was approved in the 29th meeting of the EC and FC of HPNRMS held on 25th September, 2018 vide agenda item-5 as under:

a) The Member Secretary gave a proposal regarding delegation of full powers for all categories of employees of the Society to the Executive Officer of HPNRMS for their deployment with the approval of Chief Executive Officer of HPNRMS.

The proposal was approved.

b.: Financial Powers for the purpose of incurring the expenditure under overhead charges of HPNRMS.

The Executive officer of HPNRMS has already been declared as Drawing and Disbursing Officer, for expenditures to be made under HPNRMS. It is proposed to delegate powers to the Executive Officer of HPNRMS at par with Head of Office in H.P Govt. Departments for incurring the expenditures under overhead charges of HPNRMS. However the full powers for expenditure will be vested with the Chief Executive Officer of the HPNRMS.

The proposal was approved

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**Government of Himachal Pradesh
Department of Forests**

No. FFE-A(B)2-9/2016

Dated Shimla-2, the 19-04-2017

NOTIFICATION

In order to regulate service condition of the Project Staff, the Governor, Himachal Pradesh, is pleased to frame a policy as per Annexure-A for the Project Staff engaged under the HP Mid Himalayan Watershed Development Project (HPMHWD) (2005-17), Swan River Project, Una (2006-16), Kandi Project I&II (1990-2005) and Indo-German Changer Project (1992-2006) implemented in the HP Forest Department.

By order

(Tarun Kapoor)
Addl. Chief Secretary (Forests) to the
Government of Himachal Pradesh

Endst. No. As above.

Dated Shimla-2, the

Copy for information and necessary action is forwarded to:-

1. The Pr. Private Secretary to Hon'ble Chief Minister, HP, Shimla-2.
2. The Private Secretary to Forest Minister, H.P. Shimla-2.
3. The Private Secretary to Chief Secretary, H.P. Govt. Shimla-2.
4. The Pr. Chief Conservator of Forests, (HoFF), H.P. Shimla -171001.
5. The Pr. Chief Conservator of Forests, (Wildlife), H.P. Shimla - 171001.
6. All APCCFs/CCFs/CFs in HP.
7. The Managing Director, HP State Forest Dev. Corporation Ltd., Shimla-171009.
8. The Chief Project Director, H.P. Mid Himalayan Watershed Dev. Project, Solan.
9. The Controller (P&S), HP Govt., Press, Shimla-5.
10. The Deputy Controller (F&A), O/o PCCF, HP Shimla-171001.
11. The Special Secy (GAD) to the Government of HP.
12. Personal

19/04/17

(D.C.Rana)

Special Secretary (Forests) to the
Government of Himachal Pradesh
Ph. No. 01777 2628100

Annexure – A**Policy for the Project Staff of Forest Department engaged under the HP Mid-Himalayas Watershed Development Project (HPMHWDP) (2005-2017), Swan River Project, Una (2006-16), Kandi Project I & II (1990-2005) and Indo-German Changer Project (1992-2006) implemented in the HP Forest Department****1. Background****HP Mid-Himalayas Watershed Development Project**

1.1 The HP Forest Department has been implementing the HP Mid-Himalayan Watershed Development in ten districts of the State from October 1st2005 with the World Bank assistance. The Forest Department is nodal department whereas Agriculture, Horticulture, Animal Husbandry, Rural Development and Planning are line departments. The Project is being implemented by the Himachal Pradesh Natural Resource Management Society (HPNRMS), a society registered under the Societies Registration Act, 1860. As per project implementation plan (PIP) a total of 774 staff strength was fixed for HP MHWDP including regular Govt. employees as well as contractual and daily wagers. Presently 580 employees/project staff are working in the project.

1.2 Some of these daily wagers who opted to come on contract in HPMHWDP were initially engaged in the World bank funded Integrated Watershed Development Project (Hills) Kandi Area -I from the very inception in the year 1990 onwards. Thereafter, during IWDP (Hills) Kandi Area -II project (1999-2005), these daily wagers continued to work in this project. In Kandi Project these daily wagers were engaged through the HP Shiwalik Watershed Development Society. HP MHWDP also engaged more contractual staff as provided in PIP and as per the requirement of the project to compensate the non-availability of the regular staff. Some staff was also engaged through service provider within the sanctioned strength. Further, Motivators were also engaged at Gram Panchayat level, on part time basis to be paid by concerned Gram Panchayats and funds provided to GP under Grant in Aid by the project. This project has culminated on 31-03-2017 and representations of these daily wagers/ contractual are pouring in from different quarters for their regularization and adjustment in other departments.

1.3 It is noted that many of the daily wagers who are working in the in HP MHWDP have been working from the commencement of IWDP (Hills) Kandi Area Project since, 1990, continuously. Most of the daily wagers are now above the age of 45 years and thus have crossed the maximum permissible age limit for recruitment elsewhere. Some of the project staff have put in more than 25 years of services in the projects. These workers have given best years of their life/career to the project.

Swan River Project

1.4 The Government of Himachal Pradesh also implemented the Swan River Integrated Watershed Management Project (SRIWMP) with the financial assistance from Japan International Cooperation Agency (JICA) from 2006 to 2016. The project was steered by the State Level Steering Committee (SLSC) headed by Pr. Secretary (Forests) and Secretaries of the departments of Agriculture, Horticulture, Animal Husbandry, Irrigation and Public Health, Rural Development, Planning, Finance and Pr. Chief Conservator of Forests (HoFF) H.P., Representative(s) from Civil Society were Members of the SLSC. Representatives from MoEF & JICA acted as Observer and Chief Project Director of the Project acted as Member Secretary. In pursuance of the decisions taken by the SLSC in its 1st Meeting held on 27/11/2006, it was decided to engage the staff viz. Experts (Training, Social Development & Environment Education), Watershed Development Coordinators (WDC), Group Organizers (GOs), Computer Assistants, Drivers, Peons/ Chowkidars, Sweepers, etc. on contractual basis after following the contract formalities of Mid Himalayan Project. The posts of Experts were got selected through the H.P. Public Service Commission. The posts of WDCs and GOs were advertised by the Project Director and the constituted committee filled up the requisite number of posts of the WDCs/ GOs. Similarly, the posts of Drivers, Class-IV and Computer Operator were engaged after advertising the posts through public notice. The contractual staff of the project was paid from the loan amount as per Project Document. As on 30.6.2016 the total strength of the staff working in different capacities in the project was 82. Out of these, 81 were on contract basis and one (sweeper) as daily wager.

Kandi Project

1.5 The Kandi Project was implemented in two phases - first phase lasted from 1990-1999 and the second phase lasted from 1999 to 2005 with a view to improve productive potential of the area by evolving watershed technologies and community participation. The Phase-I was implemented through a State level Steering Committee while the Phase II was implemented through the HP Shiwalik Watershed Development Society. In Phase I- daily wagers were employed to implement the project whereas in Phase II- the services of daily wagers from phase I was taken besides some more staff was taken on contract basis. About 62 daily wagers were directly employed by the successor Mid Hills Project from this project.

JK The total strength number of the daily wagers working at the close of the Kandi-II were 201. Out of these workers, 92 (14 class-III and 78 class-IV) workers are still working in successor Mid-Himalayan Watershed Development Project, Solan.

Indo-German Changer Project

1.6 Indo-German Changar Eco-Development Project (IGCEDP) was implemented from 1992-2006 with the assistance of GTZ assistance through the HP Eco-development Society. The project had its headquarter at Palampur. It is estimated that when the project closed in 2006 around 122 (32 contractual

2.1 90 daily wger staff of various category was working in the project. The services of all the project staff was terminated at the close of the project. But many of them have approached the Labour Court. And 38 workers have been ordered to be reinstated by the learned Labour Court and it is learnt that many cases are pending to adjudication in the courts. The no. of staff who have obtained orders in their favour from the learned Labour Court is 38 and there are 12 persons whose cases are pending before various courts.

2. Policy

2.1 The matter regarding governing the services of project staff is required so that the services of the project staff working for many years can be regulated and their interest watched. The matter was also consulted with the Finance Department. The Finance Department vide advice dated 21-10-2015 in the matter of MHWDP (File No. FFE-A(B)7-6/2012) observed as under:-

"Examined. The F.D. observed that regular 193 employees borrowed from Forest Department and Line Deptt. can be repatriated by the Project itself at its own level. So far 85 daily waged and 193 contractual employees are concerned they cannot be absorbed /adjusted against vacant posts of Forest Deptt./Forest Corporation, even though the MH Watershed project is scheduled to expire in March, 2016, the society which manages its affair, would continue as a legal entity, being a Registered society. They can continue to be employees of the society, to be paid by the society till the resources permit payment of wages/contractual employees.

In case the society has no funds to pay then employees, they can be seconded/deputed to Forest Department/other departments, in their present status i.e. contract basis/ daily wage basis, as the case may be, retaining their lien, in the society, since they are employees of Mid Himalayan Society and the society can continue, even if WB funds stops under the Mid Himalayan project. In due course, when a new EAP Project is sanctioned in the Forest Department, then employees can be recalled to the Society and can work for the Forest Department again.

Absorption proposal of these employees of the Forest Department and other line departments, however, has large and recurring financial cost, apart from administrative implication."

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2.2 While considering the case of KFW aided project on Climate Proofing for engagement of fresh staff to run the project, the Finance Department advise dated 26-05-2016 (File No. FFE-A(B)2-9/2016)is as under:-

"Examined. A.D. is advised to first adjust the existing staff of closed projects and MHWD Project in the new KFW Project. For hiring additional Manpower, case may be sent to FD thereafter, with full justification."

2. In view of the above advise of the Finance Department, keeping in view the welfare of the project staff and after careful consideration it has been decided to notify principals which shall govern the service conditions of the project staff as per the details given below:-

3. Applicability of the Policy

3.1 The Policy shall apply to the Project Staff working or who have worked on full time basis with Projects mentioned above. The Policy shall not apply to:-

- i. The staff taken on outsourcing basis by any of the project authorities.
- ii. The Staff which is/was engaged on part-time basis.

3.2 The project staff who have been retrenched/disengaged may be considered for re-engagement on written application made by the said staff to the Society. The Society may constitute a committee of the officers who will consider the applications so received and take a decision about the re-engagement of retrenched/disengaged staff and designation and level to which re-engagement is to be allowed.

4. Management of the Project Staff

4.1 The Himachal Pradesh Natural Resource Management Society (HPNRMS) responsible for implementation of H.P. Mid Himalayan Watershed Development Project shall continue to work even after the closure of the HPMHWDP, and will be the controlling authority for all the project staff. HPNRMS shall be the mother society for all the project staff executed under HP Forest Department irrespective of the project they worked in and the funding agency.

4.2 The Society shall maintain updated database of staff which has worked in different projects implemented by the Forest Department in the State and deploy them further as per requirement in any projects to be implemented by the Forest Department. The new project authority shall not make any recruitment to run the project and shall hire requisite project staff from the HPNRMS only. The HPNRMS may hire additional staff, if required, to run new projects with the prior approval of the Administrative and Finance Departments. The staff can also be lent to other departments on request basis from the concerned department.

4.3 The Society may manage the affairs of the staff by deploying manpower out of the available project staff. For this purpose Society may decide to have a certain minimum office support staff in its Head Office. Further, the HPNRMS shall not engage any fresh staff without the prior approval of the Administrative and Finance Departments.

5. Remuneration to the Project Staff

5.1 The HPNRMS may fix the remuneration structure of the staff and will endeavor to ensure payment of minimum wages as notified by the Govt. from time to time. However, the remuneration to the staff will be paid by the borrowing agency, project, or the department, as the case may be. The Society shall take service charges from the borrowing agency on per person basis so on the rate fixed by it from time to time, that it can run its affairs and endeavor to pay at least minimum wages to the staff when they are not in demand in other projects, agencies or departments. However, the Society shall not be liable to pay wages to the staff when the concerned staff fails to report to duty at the designated place as demanded by the borrowing agency. A suggestive remuneration structure to the project staff has been given in para 7. However, the Society shall be the final authority to take all decisions with respect to the remuneration and other incentives or allowances payable to the project staff from time to time. The Project staff shall have the option of permanent absorption in the borrowing organization without any liability to or lien in the Society.

6. Service Conditions

6.1 The contractual/Daily wagger cadre shall be employees of HPNRMS only and not of the HP Government and all decisions regarding their deployment, service conditions and benefits will be taken by the Society. The contractual appointment shall not confer any right to incumbent for the regularization of service any stage in the Govt. Accordingly, the governing conditions of service of the project staff shall be as under:-

- (i) The Society may enter into annual contract with the staff and retain their services as may be required and resources permit as per requirement.
- (ii) The Society may appoint the project staff on remuneration/revised contractual remuneration as contained in para 7.
- (iii) The project staff working on contract and daily wages will be eligible to be given remuneration as per para 7 after they have put in 7 and 10 years services respectively and will then be given letters of appointment as employees of the Society to continue in service till they attain age of 58 years unless they resign or are removed as per rules of the Society. Part-time or those getting honorarium will not be eligible for becoming employees of the Society under this scheme.
- (iv) The staff may be entitled for annual increase at a rate fixed by the Society after completion of one year of continuous service subject to the satisfactory performance of their duties. The dearness allowance (DA) to such staff while in service of the Society shall be decided by the Society periodically but not earlier than the release of DA to the HP State Government employees.

- (v) The grant of remuneration/contractual remuneration shall be subject to verification of character and antecedents of the candidate by the Society.
- (vi) The project staff are liable to be deployed anywhere in the state or outside the state to various externally aided and other Projects as well as in any department, corporation, etc. where Society may deem fit, as per requirement.
- (vii) The Contractual staff shall not be entitled to LTC and Medical Reimbursement facilities while working in the Society. However, when working in a borrowing organization, the same may be given to them as per policy and regulation of the borrowing organization. After becoming employees of Society they will be given benefits as per rules of Society which may change from time to time.
- (viii) The Contractual staff will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year.
- (ix) Maternity leave will be given to women staff as may be decided by the Society from time to time.
- (x) Unauthorized absence from the duty without approval of controlling officer shall automatically lead to the termination of the contract.
- (xi) Contract staff will be entitled to TA/DA, if required to go on tour in connection with his/her official duties, at the rates as may be decided by the Society from time to time.
- (xii) The Employee Group Insurance Scheme as well as GPF will not be applicable to contractual employees; however EPF deduction is mandatory to all contractual/Daily wagers/other categories of staff under the Employees Provident Fund and Miscellaneous Act, 1952. The Society shall make necessary arrangements accordingly.
- (xiii) The CCS (Pension Rules), 1972 will not be applicable to the project staff.
- (xiv) Daily Wager staff will be eligible for gratuity as per The Payment of Gratuity Act, 1972, who have rendered a continuous service for at least five years. The Society shall make necessary arrangements for the same.
- (xv) Benefit of Group Personal Accident Insurance Scheme for, Contractual and Daily Waged staff will be on compulsory basis as implemented by the State Government and other instructions issued time to time subject to payment of premium by them.
- (xvi) The normal age for retirement on superannuation is 58 years. On superannuation, the project staff shall no longer be the liability of the Society and shall cease to be the staff of the Society.
- (xvii) Other benefits will be applicable as approval by the Society from time to time.
- (xviii) The Society will frame its own:-

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- i. Leave rules
- ii. Service rules covering performance evaluation, promotion, discipline, conduct, etc.

7. Grades of Remuneration

7.1 Suggestive remuneration structure to the project staff, after they complete 7 years of contract or 10 years of daily wages period and become employees of the Society, may be as per the details given below:-

Category	Grade	Remuneration Structure (In Rs.)
Officers/Expert	V	10,000 – 30,000
	IV	15,000 – 40,000
	III	20,000 – 50,000
	II	30,000 – 70,000
	I	45,000-1,00,000
Assistants, Coordinators & Supervisors	IV	5,000 – 12,000
	III	7,000 – 15,000
	II	9,000 – 20,000
	I	10,000 – 25,000
Workman	IV	4500 – 10,000
	III	5,000 – 11,000
	II	6,000 – 12,000
	I	7,000 – 15,000

7.2 However, the Society will be at liberty to revise the remuneration of the project staff on the basis of availability of work, funds available under the project, remuneration provided in the detailed project report of the concerned project, etc.

7.3 The employees of the Society will be eligible for 3% annual increment after putting in one year of regular service.

8. Placement into the Scale

8.1 The Society will constitute a committee to consider bringing the staff who have completed requisite number of years to the Society fold as its employees and thereafter fix them in the pay matrix of remuneration given in the table at para 7 of this policy.

9. Promotion

9.1 The Society may also frame regulations for promotion of its staff.

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