

• **Particulars of Organisation, Function and duties-**

A Society named 'Project Management Unit for Participatory Forest Management & Poverty Alleviation Project, Uttar Pradesh (hereafter called Project Management Unit or PMU for UP PFMPAP) has been created under the Society Registration Act, 1860.

The main functions and duties of the PMU are:

- i. To restore degraded forests and to augment forest resources.
- ii. To secure sustainable forest management by improving forest administration, community organizations and other stakeholders;
- iii. To conserve and better manage the wildlife; and
- iv. To improve the income of target forest dependents and their livelihood options.

The ultimate goals of the organisations are:

- i. Participatory rehabilitation and management of degraded forests and
- ii. Assistance for enhancement of the livelihood of the local people.

• **Powers and duties of the officers & employees-**

| Sl. No. | Officer/Employee | Main duties |
|---------|---|---|
| 1. | Chief Project Director | Manage control and supervise implementation of UPPFMPAP. |
| 2. | Project Director, Admn. & Fin. | Manage administrative and financial matters relating to PMU, DMU and FMU. |
| 3. | Dy. P.D., Admn. & Fin. | <ul style="list-style-type: none"> • Manage administrative and HR matters relating PMU, DMU and FMR; • Take charge of general affair of UP-PFMPAP • Manage various contracts and procurements; • Take charge of all the documentation of project. |
| 4. | Finance Controller | <ul style="list-style-type: none"> • Consolidate annual budget for implementation of UP-PFMPAP; • Control fund disbursement; • Consolidate Statement of Expenditures (SoEs) and prepare necessary document for requesting reimbursement of expenditures for implementation of UP-PFMPAP; • Facilitate auditing. |
| 5. | Accountant | <ul style="list-style-type: none"> • Manage accounting procedures; • Execute fund disbursement with proper sanctions by the supervisors. |
| 6. | Project Director, Planning & Implementation | <ul style="list-style-type: none"> • Manage planning and implementation matters relating to UP-PFMPAP • Facilitate the convergence with other related government programmes and projects. |
| 7. | Dy. P.D., Planning Implementation | <ul style="list-style-type: none"> • Review and consolidate annual action plan submitted by DMUs; • Review annual budget requirement proposed by DMUs; • Assist the Working Plan Division in updating |

| | | |
|-----|---|--|
| | | <p>Divisional working Plan for the Divisions concerned with UP-PFMPAP;</p> <ul style="list-style-type: none"> • Supervise the micro-planning activities; • Oversee contracting with JFMCs. |
| 8. | Dy. P.D., Training | <ul style="list-style-type: none"> • Supervise the procurement of training contractors; • Prepare training and capacity development calendar for the Project staff and beneficiaries; • Monitor the work of training contractors; • Assess the impact of training activities; |
| 9. | Dy. P.D., Organising & Development | <ul style="list-style-type: none"> • Plan and design community organising, target village identification, formation of JFMC and community development activities; • Supervise procurement of NGO Support Organisations and supervise the procurement of Partner NGOs; • Provide technical assistance to NGO Support Organisations and Partner NGOs; • Guide DMU, FMU and other partner organisations on community organising development activities; • Facilitate capacity development for JFMC members |
| 10. | Dy. P.D., NWFP/ Medicinal Plant | <ul style="list-style-type: none"> • Monitor the activities pertaining to NTFP and medicinal cultivation; • Coordinate studies on NTFP and medicinal plants under UP-PFMPAP; • Provide technical assistance on NWFP and medicinal plants development; • Consolidate reports containing both physical and financial progress of activities; |
| 11. | Project Director, Monitoring & Evaluation | <ul style="list-style-type: none"> • Manage monitoring and evaluation matters relating to UP-PFMPAP. |
| 12. | MIS Officer | <ul style="list-style-type: none"> • Facilitate the development of Management Information System of UP-PFMPAP. • Supervise inflow and outflow of information from FMU and DMU. • Coordinate the compilation process; • Prepare internal reports as per the requirements; |
| 13. | Project Director, Wildlife Management | <ul style="list-style-type: none"> • Manage wildlife conservation and management components of UP-PFMPAP. |

• **Procedure followed in Decision Making Process-**

1. All the financial decisions upto Rs. 25 lacs are to be taken by the Executive Committee consisting of Chief Project Director (Chairman), all the four Project Directors, Finance Controller and Dy. P.D. Administration and Finance;
2. All the financial decisions which are more than Rs. 25 lacs but less than Rs. 5 Crore are to be taken by the Governing Body of the Society which will be chaired by the Principal Secretary, Forest, Government of Uttar Pradesh.
3. All the financial decisions which are more than Rs. 5 Crore are to be taken by the Empowered Committee which will be chaired by the Chief Secretary, Government of Uttar Pradesh.

All the major decisions of the PMU are to be taken in consultation with the Project Management Consultant which is likely to be appointed by May, 2009. Uptill that time if some major decisions are to be taken, then the concurrence of JICA office, New Delhi is required.

• **Statement of Categories the Documents that are held by the office-**

- i. Regarding procurement of Project Management Consultant.
- ii. Regarding procurement of ARCDM.
- iii. Regarding procurement of Goods and Services.
- iv. Agenda and Minutes of Empowered Committee.
- v. Agenda and Minutes Governing Body.
- vi. Agenda and Minutes of Executive Committee.

• **A Statement of Boards, Council, Committees and Other Bodies constitutes-**

- i. **Empowered Committee-** Constituted under the chairmanship of Chief Secretary, Government of U.P. Highest decision making body of the organisation and authorised to sanctioned the annual budget and all sanctions exceeding rupees 5 crore.
- ii. **Governing Body-** Constituted under the chairmanship of Principal Secretary of Forest, Government of U.P. Authorised to accord sanctions for the works which are morethan rupees 25 lacs and upto rupees 5 crores.
- iii. **Executive Committee-** Constituted under the chairmanship of Chief Project Director, JICA Project. Authorised to accord sanctions for the works upto Rupees 25 lacs.

• **Directory of Officers and Employees-**

| Sl. | Name of the Officer | Mobile No. (CUG) | Land Line No. (O) | Land Line (R) |
|-----|-------------------------------------|------------------|-------------------|---------------|
| 1. | Mr. J.S. Asthana, CPD | 9453006262 | 2718304 | 2394065 |
| 2. | Mr. Iqbal Singh, P.D. (A&F) | 9453008147 | 2718302 | 2302280 |
| 3. | Mr. V.K. Thakur, P.D. (WL) | 9453006498 | 2718303 | 2204398 |
| 4. | Mr. Rajiv Kumar, P.D., (P&I) | 9453008237 | 2718301 | 2207628 |
| 5. | Mr. Atul Jindal, P.D.(M&E) | 9453008238 | 2718305 | 2306368 |
| 6. | Mr. Mahendra Singh, C.F. | 945300801 | - | 3252381 |
| 7. | Mr. D.D. Gupta. F.C. | 9453008239 | - | - |
| 8. | Mr. S.P. Singh, MIS Officer | 9453007044 | - | 2306370 |
| 9. | Mr. U.B. Tiwari, Dy.P.D.(Adm) | 9453008064 | - | - |
| 10. | Mr. T.P. Dubey, Dy. P.D. (Trg) | 9453006260 | - | - |
| 11. | Mr. A.B.S. Singraur, Dy.P.D. (C.O.) | 9453008059 | - | - |

- **Monthly Remunerations Received by Each of the Employees-**

| Sl. | Name of the Officer | Post held | Monthly Renumeration (in rupees) |
|-----|---------------------|----------------|----------------------------------|
| 1. | Mr. J.S. Asthana | C.P.D. | 95,295.00 |
| 2. | Mr. Iqbal Singh | P.D. (A&F) | 87,502.00 |
| 3. | Mr. V.K. Thakur | P.D. (WL) | 74,784.00 |
| 4. | Mr. Rajiv Kumar | P.D., (P&I) | 69,785.00 |
| 5. | Mr. Atul Jindal | P.D.(M&E) | 70,489.00 |
| 6. | Mr. Mahendra Singh | C.F. | 72,230.00 |
| 7. | Mr. D.D. Gupta | F.C. | 75,683.00 |
| 8. | Mr. S.P. Singh | MIS Officer | 38,094.00 |
| 9. | Mr. U.B. Tiwari | Dy.P.D.(Adm) | 44,603.00 |
| 10. | Mr. T.P. Dubey | Dy. P.D. (Trg) | 45,398.00 |
| 11. | Mr. A.B.S. Singraur | Dy.P.D. (C.O.) | 39,250.00 |

- **Budget Allocation-** Budget allocation for the Financial Year 2008-09 is rupees 54.80 crore.