

**GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT**

Rc.No.2426 /2009/P
Dated: 17.08.2012

Office of the Addl. PCCF/Director
A.P. Forest Academy, Dulapally,
Hyderabad -14.

Sri P. Raghuvver, IFS.,
Addl. Prl. Chief Conservator of Forests / Director

CIRCULAR NO. 02/2012

Sub: APFA - Trainings under CAMPA - Entrustment of trainings to CEFNARM - Procedure to be followed for conducting of trainings and drawing of funds - Instructions issued - Reg.

Ref: Minutes of 9th Board Meeting of CEFNARM held on 27.07.2012

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All the Deputy Directors and Assistant Directors are informed that the 9th Board Meeting of CEFNARM was held on 27th July, 2012 under the Chairmanship of the Prl. Chief Conservator of Forests, A.P. Hyderabad and attended by Spl. Secretary to Government (Forests), Spl. Prl. Chief Conservator of Forests (Development), Addl. Prl. Chief Conservator of Forests (HRD), Addl. Prl. Chief Conservator of Forests (IT) & Addl. Prl. Chief Conservator of Forests /Director, Andhra Pradesh Forest Academy, Dulapally.

The issue of Training Support Services provision was discussed. During 2011-12, there was a provision of over Rs. 85 Lakhs made for payment of wages to outsourcing staff (security, lawns and gardens, housekeeping, drivers, PTIs, doctor, plumber, training hall assistant, etc), POL for vehicles and their maintenance, building and other infrastructure maintenance in the APFA campus (computers, ACs, Xerox machines, other electrical appliances, etc), Cell phone and other telephone charges, internet connectivity, office expenses etc. However during the finalization of the APO under CAMPA for 2012-13, this provision is excluded and we are asked to generate our own resources under the Training Support Services Component to meet our maintenance requirement. We need atleast Rs. 82 Lakhs every year for maintenance of the Academy and its operations.

Based on the decision taken in the 8th Board Meeting of CEFNARM held under the Chairmanship of Prl. Chief Conservator of Forests, A.P. Hyderabad, all the trainings and workshops under the 13th Finance Commission were entrusted to

CEFARM during the year 2011-12. The programs were organized by CEFARM as per the Government approved unit rate per trainee. We could meet part of the maintenance expenditure of APFA through the Training Support Services Component of the 13th Finance Commission. However, this amount is inadequate to meet the actual requirement of AP Forest Academy. With a new FRO Hostel and Training Centre coming up, the maintenance costs are bound to increase further.

In the board meeting it is decided to entrust all trainings under CAMPA to CEFARM as was done in case of 13th Finance Commission trainings. Boarding charges as per approved rates shall be paid to CEFARM even in case of trainings for FD staff under CAMPA, 13th Finance Commission, FDA etc.

In view of the decision taken during the 9th Board meeting of CEFARM, the following instructions are issued.

1. From 1st August, 2012, the boarding charges will be charged as per FSR (at present it is Rs. 200 per day per trainee) in respect of all trainings conducted under CAMPA, 13th Finance Commission, FDA etc., for forest department frontline staff. This becomes part of the training cost fixed per day per trainee.
2. The training programme component under CAMPA for the year 2012-13 would be entrusted to CEFARM on the same terms as was done for 13th Finance Commission. The estimate shall be got prepared adopting the approved unit rate per trainee for the expected number of trainees (say 20 or 40) well in advance by the Asst. Course Director and Course Director concerned and submitted for sanction.
3. After the Sanction Order is issued, separate proceedings would be put up for entrusting the training / workshop to CEFARM
4. The Asst. Course Director concerned will draw the requisite advance from CEFARM to cover the training cost including honorarium, training kit, travel cost. The payment for boarding and lodging including 16.5% service charges thereon would be made by cheque by CEFARM (as is done in case of trainings conducted for SERP, Rural Development Department etc.)
5. The Drawing and Disbursement Officer, Andhra Pradesh Forest Academy, Dulapally will issue cheque to CEFARM for each training under CAMPA at the conclusion of the training based on the actual number of trainees

- attending the same. This includes both the training cost (as per actuals) and the training support services component (as per the approved rate)
6. From August, 2012, all the payments for maintenance of Andhra Pradesh Forest Academy, Dulapally campus as indicated above for ensuring smooth conduct of trainings would be made by CEFNARM out of the Training Service Support amounts generated for the trainings conducted under CAMPA, 13th Finance Commission, FDA etc.
 7. As per the approved monthly calendar for the trainings under CAMPA, the estimates are required to be prepared by the concerned Asst. Course Directors and to be signed by the Course Directors and to submit the same to the Addl. PCCF/Director, APFA, Dulapally for sanction.
 8. The estimate to be scrutinized by the Technical Officer and to be submitted to the Addl. PCCF/Director, APFA, Dulapally through DDO/Dy. Director for sanction of the estimate along with nomination orders entrusting the training / workshop to CEFNARM for approval.
 9. After sanction of the estimate and issue of nomination orders, the fund application duly mentioning the item wise requirement for each of training programme to be submitted by the respective Asst. Course Director to the Secretary, CEFNARM for issue of cheque by the Joint Secretary, CEFNARM. In turn the Joint Secretary, CEFNARM will issue the cheque to the concerned Asst. Course Director duly following the procedure. After completion of the training programme, the vouchers for the payments made are to be prepared and submitted to the Joint Secretary, CEFNARM within 24 hours of completion of the training programme.
 10. After completion of each training, CEFNARM to prepare the bills as per the approved rate which includes both the training cost as per actuals and the training support service component as sanctioned and submitted to the Addl. PCCF/Director, APFA, Dulapally.
 11. The original cash bills along with M-Book & advance stamp receipt duly counter signed by the Course Director concerned shall be sent to the Addl. PCCF/Director, APFA, Dulapally through Secretary, CEFNARM after completion of each training programme for issue of cheque by the DDO/Dy. Director, APFA Dulapally in the name of Joint Secretary, CEFNARM.

12. The vouchers are to be scrutinized by the Technical Officer and DDO and sanction proceedings to be issued by the Addl. PCCF/Director, APFA, Dulapally before issue of cheque.

13. The Completion reports of each training programme to be prepared and submitted on the next day along with M-Books to the Secretary, CEFNARM by the concerned Asst. Course Director through concerned Course Director.

All the Deputy Directors and Assistant Directors are therefore requested to ensure immediate compliance of the above instructions.

Receipt of the circular may be acknowledged.

Sd/- P.Raghuveer
Addl. PCCF/Director
A.P. Forest Academy,
Dulapally, Hyderabad

To

All Dy. Directors / Forest Range Officers, APFA, Dulapally

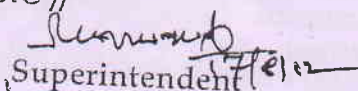
Copy to the Addl. Director APFA, Dulapally, Hyderabad.

Copy to Secretary & Joint Secretary, CEFNARM for necessary action.

Copy to A & S Section for necessary action

Copy to stock file of circulars.

// T.C.B.O //


Superintendent

12/8/2022