

Office Order- Haryana State CAMPA

Work allocation among the officials/ministerial staff working in CAMPA Cell.

The CAMPA Cell is the main office of CEO CAMPA which administers various activities undertaken by the State Authority. Since long, the work in the office of CEO, CAMPA is largely looked after by the personnel outsourced on contract basis due to which the day to day work has also suffered a lot. Recently, the government has introduced e-office system in which files are to be dealt electronically and the users working in the system are required to be the regular employees of the Department. Since, there has hardly been any regular posting of Deputy Superintendent/Assistant/ Clerk in the CAMPA Cell, the administrative work has also suffered.

At present Sh. Suresh Kumar, Superintendent has been posted in the Cell since 31-03-2022 and Smt. Shikha Gupta, Clerk is also working since last nine months. The work related to account matters is being looked after by two Consultants and one Assistant Consultant who have been deployed on contractual basis through a MoU signed between the Haryana Forest Department and Institute of Public Auditors, Chandigarh (IPAI). Additionally, one Project Fellow is also working on contractual basis who mainly deals with technical matters such as various reports on CAMPA activities and matters related to monitoring of activities through e-Green watch. The general assistance of Data Entry and typing work is being carried out through two Computer Operators namely Smt. Seema Saini and Sh. Sumit. Smt. Shikha Gupta is also assisting in general typing work apart from the regular work under e-office system.

To execute and administer various technical/administrative tasks and assignments, the State Authority has recently engaged three Young Professionals namely Ms. Tanveer, Ms. Ishika and Mr. Wasim Akram.

In order to streamline the working in the CAMPA Cell to effectively dispose off various works of the State Authority, it is proposed that the allocation of work among the officials/professionals working as indicated below may be considered for finalization of Job Profile for each of the officials working in the CAMPA Cell:-

Superintendent	<ul style="list-style-type: none"> (i) Ensuring that all receipts are dealt by concerned officials . (ii) Files are created and entered into register of cases as per rules. (iii) Dealing all correspondence and files submitted by Assistant/Clerk, Assistant Consultant and Consultants (iv) Ensuring all leave applications/absence are put up for approval of CEO.
<u>Assistant:</u>	<ul style="list-style-type: none"> (i) Dealing all correspondence received from National CAMPA, MoEFCC and field units. (ii) Preparation of Monthly Physical Progress Reports. (iii) Maintain register of All payments (iv) Maintenance of Cash Book. (v) Dealing with TDS deposit and TDS return. (vi) Dealing with the Third Party Monitoring Reports. (vii) Preparation of Pay bill of All Employee as deputation or contractual and deposit the deductions in proper heads. (viii) Maintain of Cash Book as per rules. (ix) Preparation of Physical reports asked by MoEFCC and State Government. (x) Preparation of proposal for Executive Committee & Steering Committee. (xi) Preparation of Division wise budget according to approved APO <p>Any other task allotted by CEO, CAMPA.</p>
<u>Clerk:</u>	<p>Record keeping of all the records of CAMPA. Maintain the record neatly and properly organised..</p> <p>Put-up fresh dak to Assistant/Superintendent CAMPA.</p> <p>Preparation of Final APO of CAMPA received from field units.</p> <p>Dispatch all the dak related to CAMPA.</p> <p>Ensuring submission of files by Project Fellow regarding preparation of CA, Additional CA, Penal CA and NPV details. Coordination and compilation of CA scheme and CA approval letters, from the record /portal provided by FC Branch.</p>

	Any other task allotted by CEO.
Assistant Consultant	<p>To carry out scrutiny of Monthly Accounts and Actuals received from all Forest Divisions of North and Central Circle and submit the same for the approval of CEO.</p> <p>To deal with the correspondence received from the Government, MoEF&CC and Forest Divisions.</p> <p>Preparation of various reports on technical and administrative matters asked by the Government, MoEF&CC and their submissions.</p> <p>Meetings of the Executive Committee, Steering Committee and Governing Body of the State Authority and meetings called by CEO, National Authority. Preparation of Agenda, Proceedings and records related to the meetings.</p> <p>Reports on plantation and nurseries under CAMPA from all Forest Divisions, their compilation and submission of reports for the State Authority.</p> <p>Prepare budget for distribution to the field and monitoring the achievements</p> <p>Dealing with Monitoring reports.</p> <p>Preparation of Final APO</p> <p>Dealing all correspondence.</p> <p>Any other task given by Head of CAMPA.</p>
Consultant –I	<p>To carry out scrutiny of Monthly Accounts and Actuals received from all Forest Divisions of West and South Circle and submit the same for the approval of CEO.</p> <p>To carry out scrutiny of Monthly Accounts and Actuals of the O/o CEO, CAMPA and submit the same for the approval of CEO.</p> <p>Inspection of Monthly Account as per Form VII and Monthly statement of Physical and Financial Progress in Form VIII of all the allotted Forest Divisions and the O/o CEO, CAMPA and submission to CEO, CAMPA for his approval.</p> <p>Preparation of Annual Statement of Accounts (Form IX) and Annual Statement of Physical and Financial achievement (Form XI) for the State Authority, submission to CEO, CAMPA for its approval and final submission to National Authority.</p> <p>Preparation of Form VI (Annual Budget) to be</p>

	<p>sent to MoEF along with Proposed APO. Compilation of Actuals received from field units other than territorial divisions.</p>
Consultant-II	<p>Quarterly Progress Reports linking with physical and financial progress. Preparation of annual budget of CAMPA in prescribed form as per CAMPA Rules. Preparation of Annual Audit Report. Preparation of Annual Report of CAMPA. Preparation of Proposed APO of State Authority in prescribed Form XII. Preparation of Annual Account of CAMPA Preparation of reply of Audit Paras Reconciliation of CAMPA funds. Preparation of reports asked by MOEF/State Govt. Any other task given by head of CAMPA</p>
<u>Data Entry Operator:</u> <u>(Ms Seema)</u>	<p>All the typing works of (both English and Hindi), related to CAMPA To check e-mail and to send e-mail to the concerned offices. Assist in Target allocation and budget release orders. Based on Compilation of Monthly financial achievements, put up file regarding tracking of CAMPA expenditure as per approved APO. Help in preparation of proposed APO and Final APO. Any other task allotted by CEO/Jt. CEO.</p>
<u>Data Entry Operator:</u> <u>(Sh Sumit)</u>	<p>All the typing works of (both English and Hindi) Assistant Consultant and Consultant II To check e-mail and to send e-mail to the concerned offices. Help in preparation of proposed APO and Final APO. Help Young Professionals in preparation of various reports. Any other task allotted by CEO/Jt. CEO.</p>
Project Fellow:	<p>Posting and updation of E-Green Watch portal & other related activities asked by MOEF. Liaisoning with forest divisions for works related to E-green Watch Portal. Preparation of CA details.</p>

	<p>Preparation of KML Files of the cases received from DFO's for change of approved CA site to be sent to IRO, MoEF& CC, Chandigarh.</p> <p>Preparation of CA details and case wise target for proposed APO. The APO be prepared according to CA scheme and Approved letter of the case. Copy of CA scheme and final approval letter be kept in record.</p> <p>Any other task allotted by CEO/Jt. CEO CAMPA.</p>
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Work Allocation Among Young Professionals

Young Professional (Ms Tanveer):	<ul style="list-style-type: none"> (i) To oversee the implementation of various activities under CAMPA APO in the forest divisions of Panchkula, Yamunanagar, Ambala, Kurukshetra, Kaithal, Jind and Karnal. (ii) Documentation and analysis of CAMPA activities, including success stories with graphics/video etc in respect of allotted districts. (iii) Minimum 3 days field visit per month to assess and monitor CAMPA Works in allotted divisions. (iv) CAMPA Website- continuous up dation. (v) Regular updation of CAMPA' activities on Twitter, Facebook etc. (vi) Monthly/Bimonthly e-news letters of CAMPA (vii) Uploading of Field Photographs /Case Studies of CAMPA works on web site. (viii) GIS – checking of KML files of FC Cases, related to FC division. (ix) Processing Minutes of National CAMPA meetings and State CAMPA meetings- Following of Action Taken Reports. (x) Monitoring of e- Green Watch Data- updated by Project Fellow- Mr Ajit (xi) Processing files of allotted divisions related to CAMPA monitoring, inspection notes of CAMPA works, including third party monitoring. (xii) Processing submitted files related to mandatory forms as per CAMPA Act/Rules. (xiii) Coordinating Submission of APO's by
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	<p>allotted divisions and processing.</p> <p>(xiv) Documentation of successful and innovative works including photos and videos.</p> <p>(xv) Supporting CEO in ToFI Project.</p> <p>Monthly progress report to be submitted by 5th of every month.</p> <p>Any other task allotted by CEO/Jt. CEO CAMPA.</p>
<p>Young Professional (Ms Ishika):</p>	<p>(i) To oversee the implementation of various activities under CAMPA APO in the forest divisions of Gurugram, Mewat, Faridabad, Palwal, Rewari, Rohtak, Jind</p> <p>(ii) Documentation and analysis of CAMPA activities, including success stories with graphics/video etc in respect of allotted districts.</p> <p>(iii) Minimum 3 days field visit per month to assess and monitor CAMPA Works in allotted divisions.</p> <p>(iv) Processing files of allotted divisions related to CAMPA monitoring, inspection notes of CAMPA works, including third party monitoring.</p> <p>(v) Processing submitted files related to mandatory forms as per CAMPA Act/Rules.</p> <p>(vi) Coordinating Submission of APO's by allotted divisions and processing.</p> <p>(vii) Coordinating third party monitoring</p> <p>(viii) Compilation and processing of all monitoring reports and thirdparty monitoring.</p> <p>(ix) Documentation of successful and innovative works including photos and videos.</p> <p>(x) Documentation of successful and innovative works including photos and videos.</p>

	<p>(xi) Preparation of APO of CAMPA in Form XII with support from Ms Seema, Data Entry operator, and scrutiny of proposals for APO received from forest divisions.</p> <p>Monthly progress report to be submitted by 5th of every month.</p> <p>Any other task allotted by CEO/Jt. CEO CAMPA.</p>
<p>Young Professional (Sh. Wasim Akram):</p>	<p>(i) To oversee the implementation of various activities under CAMPA APO in the forest divisions of Panipat, Sonapat, Hisar, Fatehabad, Sirsa, Bhiwani, Jhajjar, Charkhi Dadri and Mahendragarh.</p> <p>(ii) Documentation and analysis of CAMPA activities, including success stories with graphics/video etc in respect of allotted districts.</p> <p>(iii) Minimum 3 days field visit per month to assess and monitor CAMPA Works in allotted divisions.</p> <p>(iv) Processing files of allotted divisions related to CAMPA monitoring, inspection notes of CAMPA works, including third party monitoring.</p> <p>(v) Processing submitted files related to mandatory forms as per CAMPA Act/Rules.</p> <p>(vi) Coordinating Submission of APO's by allotted divisions and processing.</p> <p>(vii) Coordinating third party monitoring</p> <p>(viii) Documentation of successful and innovative works including photos and videos.</p> <p>(ix) Examination of monthly/annual forms as per CAMPA</p>

	<p>ACT/RULES.</p> <p>Monthly progress report to be submitted by 5th of every month.</p> <p>Any other task allotted by CEO/Jt. CEO CAMPA.</p>
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Jayar 10/8/22
**Chief Executive Officer,
 State CAMPA (State Authority),
 Haryana, Panchkula.**

Endst. No.: 414-16

Dated: 10-08-2022

A copy is forwarded to the following for information and further necessary action:-

1. Principal Chief Conservator of Forests (HoFF), Haryana, Panchkula.
2. Joint CEO, CAMPA, State Authority, Haryana, Panchkula.
3. All concerned officials with immediate effect.

Jayar 10/8/22
**Chief Executive Officer,
 State CAMPA (State Authority),
 Haryana, Panchkula.**