

**HARYANA STATE BIODIVERSITY BOARD**

C-18, Van Bhawan, Sector-6, Panchkula, Email: sbbhry18@gmail.com

1. Shri Gulshan Ahuja, IFS (Retired)  
Chairman,  
Haryana State Bio-Diversity Board,
2. Shri V.S. Tanwar, IFS  
Member Secretary,  
Haryana State Bio-Diversity Board,
3. Shri R.K. Sharma, HFS (Retired)  
Scientific Officer, HSBB  
Special Invitee.
4. Shri Malkit Singh, HFS (Retired)  
Scientific Officer, HSBB  
Special Invitee.

No. HSBB/ 30-33

Dated: 27-04-2019

**Subject: Minutes of the 3<sup>rd</sup> Meeting of the Haryana State Biodiversity Board.**

Sir,

I am directed to enclosed a copy of the minutes of the 3<sup>rd</sup> meeting of the Board held on 23<sup>rd</sup> April, 2019 at 11:00 a.m. at Van Bhavan, Sector-6, Panchkula.

Thanking you,

*V. Tanwar*  
PCCF-cum-Member Secretary,  
Haryana State Bio-Diversity Board  
Panchkula. *27/4/19*

**Encls: As above.**

**Minutes of the 3<sup>rd</sup> Meeting of the Haryana State Biodiversity Board, held on 23.04.2019 at 11.00 AM under the chairmanship of Shri Gulshan Ahuja, IFS (Retired) Hon'ble Chairman, HSBB at Panchkula.**

Present:-

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| 1. Shri Gulshan Ahuja, IFS (Retired)                   | Chairman         |
| 2. Shri V.S. Tanwar, IFS                               | Member Secretary |
| 3. Shri R.K. Sharma, HFS (Retired) Scientific Officer  | Special Invitee  |
| 4. Shri Malkit Singh, HFS (Retired) Scientific Officer | Special Invitee  |

**Item No. 1: To confirm the minutes of the 2<sup>nd</sup> meeting of the Board.**

The Board confirmed the minutes of 2<sup>nd</sup> Meeting of the Haryana State Biodiversity Board, Panchkula held on 24-01-2019.

The Board also took note of the follow up action on the decisions taken in the last meeting of the Board held on 24-01-2019:-

Agenda No.	Subject	Action taken report
1	Purchase of Computer	The Board was apprised that an amount of Rs.2,05,776/- was deposited with the O/o HARTRON for the purchase of computer and accessories as mentioned in the Agenda placed before the Board. The Board was also apprised that an amount of Rs.13,198/- is still lying after purchase of items as mentioned in the Agenda item. Therefore, the Board decided that some material of the balance amount be purchased from HARTRON. After discussions the Board also decided that at least five nos. more computers with printers are required for Board. These computers be purchased through HARTRON if the rates of the HARTRON are cheaper than that of the Gem, otherwise purchases be made through Gem.
2	Powers of the Member Secretary	No action is required.
3	Appointment of DDO	The board was apprised that as per the recommendations of the Board, Sh. R.K. Sharma, HFS (Retd.), Scientific Officer has already been delegated the powers of the DDO, HSBB. He has also been authorised to operate the Bank Account on the behalf of Member Secretary. With regards to proposal for the creation of additional posts, it was decided that the posts of Botanist and Zoologist are not yet required.

		As the Technical support groups will do the job for the preparation of PBRs and as such Botanists and Zoologists will be arranged by the Technical support group themselves as per their requirement. The case for creation of posts already sent shall be pursued actively at Govt. level.
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**Item No. 2: Hiring of Building.**

The Board apprised that a case for hiring of office building for the office of Haryana State Biodiversity Board was sent to the government vide letter No. HBB/71 dated 03-01-2019. The Administrative approval, for hiring of office building at SCO-206, Sector 14, 2<sup>nd</sup> Floor with area of about 3390 Sq. ft. @ 26/- per ft., has been accorded vide Govt. Letter No. 56 ft-1-2019/5292 dated 12-04-2019. The Board took note of the action in this regard and also decided that an agreement of hiring the building with the owner be executed w.e.f. 01.05.2019.

**Item No.3: Construction of cabins in SCO No. 206, Sector 14, 2<sup>nd</sup> Floor for the use of Office of HSBB.**

The Board was apprised that the Chief Architect, Haryana Police Housing Corporation, Panchkula vide his letter No. CA/HPHC/19/331- dated 25.02.2019 has submitted a conceptual layout plan of the office of Haryana State Biodiversity Board SCO-206, Sector 14, 2<sup>nd</sup> Floor. The Board discussed the matter in detail and was of the view that no tender can be floated due to Modal Code of Conduct. But in the meantime HSBB may ask the Police Housing Corporation for submitting rough cost estimate for the work to be done with regard to cabins. Simultaneously, the HSBB may also explore the possibilities for construction of cabins at the cheapest rates from the open market.

**Item No.4: Approval of TOR for creation of website.**

The Board was apprised that the rates offered by M/s Outline Systems India Pvt. Ltd. is the lowest for the creation of the website of HSBB. The matter for the creation of the website was discussed in detail and the board gave its approval to the TOR. It was also decided that the TOR may be got approved from the Govt. and after the expiry of the modal code of conduct the work order will be placed to M/s Outline Systems India Pvt. Ltd., Chandigarh.

**Item No.5: Preparation of Haryana State Biodiversity Strategy & Action Plan.**

The Board after discussion approved the proposal as placed in the Agenda.

The Board also decided that the mode of payment will be 20%, 30%, 30% and 20% as first, second, third and fourth installment, respectively.

**Item No.6: Engagement of Part time Chartered Accountant.**

The Board after discussion decided that there is no need to engage part time CA. The Board further, decided that the work related to GST, TDS, preparation of balance sheet of the Board etc be got done from the open market at the cheapest rate as and when required.

**Item No.7: Celebration of International Day for Biological Diversity on 22<sup>nd</sup> May, 2019.**

The Board decided and approved the proposal as placed before the Board.

**Item No.8: Purchase of furniture.**

The Board discussed that matter at length and decided that furniture as per requirement for the office of HSBB be purchased from the Haryana Forest Development Corporation which is an approved source for the supply of furniture.

**Item No.9: Accounts of the Haryana State Biodiversity Board for the financial year 2018-19.**

The Board took note of the accounts of the Board.


The Board was also apprised that an amount of Rs. 6,92,00,000/- has also been allocated by the State Government in the budget of Forest Department for the year 2019-20 under the scheme "Establishment of Biodiversity and Ecological Regeneration". It was also decided that the Member Secretary of the HSBB may be got declared as DDO from the Principal Accountant General.

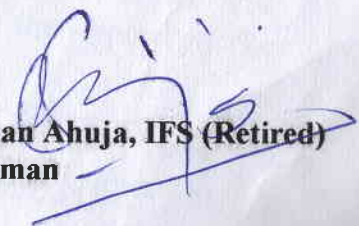
**Any other item with the permission of the Chair:-**

**1. Peer to Peer learning: Exchange visit with experts**

The Member Secretary apprised the board that an amount of Rs. 2.00 lakh stand sanctioned vide NBA memo No. NBA/9/33/2005/Tech/2514 dated 10.10.2018 for the purpose of peer to peer learning: Exchange visits and interaction with Experts/ Conservers/ Institutions/ Industry/ Exporters/ Importers of Bioresources for Haryana State Biodiversity Board. The Member Secretary proposed that the Board Members including Scientific Officers may visit to Kerala, Karnataka and Tamilnadu for the purpose of Peer to Peer Learning. The Member Secretary also apprised the board that the places proposed to be visited are far away, therefore, the journeys will be performed by all the members/ officers by air. The Board after discussion on the matter approved the proposal as placed before the Board.

There being no other item for discussion, the meeting ended with a vote of thanks to the chair.

  
V.S. Tanwar, IFS  
Member Secretary

  
Gulshan Ahuja, IFS (Retired)  
Chairman