

F. No. 3-1/2017-FPD (Pt.)
Government of India
Ministry of Environment, Forests and Climate Change
(Forest Protection Division)

5th Floor, Agni Wing,
Indira Paryavaran Bhawan,
Jor Bagh, Lodhi Colony,
New Delhi – 110003
Dated: 6th December, 2017

To,
The Principal Chief Conservator of Forests (HoFF)
Department of Forests
Government of All states / UTs.

Sub: Operational Guidelines for the CSS: Forest Fire Prevention & Management Scheme (FPM) – request for submission of APO for the year 2017-18 – regarding.

Sir / Madam,

I am directed to inform that the erstwhile CSS: “Intensification of Forest Management Scheme” (IFMS) has been revised and replaced as CSS: “Forest Fire Prevention & Management Scheme” (FPM) with the approval of the competent authority to focus mainly on forest fire. In this connection, please find enclosed a copy of the Operational Guidelines for the Centrally Sponsored Scheme of Forest Fire Prevention & Management (FPM).

2. The States/UTs are requested to submit the Annual Plan of Operation (APO) for the current financial year (2017-18) **on or before 22nd December, 2017** as per the operational guidelines of the FPM scheme and for the total allocation of the budget to the concerned States / UTs. A copy of the state/UT wise allocation of funds under the FPM scheme and adhoc released made is enclosed. It is requested that the APO should be complete as per the Operational Guidelines.

3. Moreover, it is also requested that UC, Progress report, photographs and geographic coordinates (wherever possible) of the works undertaken against at least 50% of the adhoc release made during the first quarter of the current financial year should be submitted to enable the Ministry to consider release of remaining amount for the year, subject to proposals under the above APO.

4. It is to mention here that, to address the exigencies of fire season in the first quarter of the current financial year, an amount of 60% of the state-wise allocation under the erstwhile IFMS

was transferred as adhoc release to the eligible States. The items of work for which the above adhoc release was to be utilized (as were mentioned in the concerned sanction order) are now part of the FPM scheme also. States/UTs are requested that while preparing APO for the year, it should be ensured that the activities already taken up (out of those mentioned in the sanction order) should also be included in the APO of the current financial year.

Yours faithfully,

Encl: (As above)



(S. Elamurugannan)

Assistant Inspector General of Forests (FPD)

Email: fpdmoef@gmail.com

Forest Protection Division

State / UT wise allocation of funds and ad-hoc released under the CSS: Forest Fire Prevention & Management (FPM) during 2017-18

Sl. No	States/UTs	Total allocation	Rs. in lakhs		
			ad-hoc release (60% of allocation)		
			Under General Head	Under Capital Head	Ad-hoc released amount
1	Andhra Pradesh*	175.00	0.00	0.00	0.00
2	Bihar	125.00	45.00	30.00	75.00
3	Chhattisgarh	280.00	100.80	67.20	168.00
4	Goa*	125.00	0.00	0.00	0.00
5	Gujarat	125.00	45.00	30.00	75.00
6	Haryana	125.00	45.00	30.00	75.00
7	Himachal Pradesh	175.00	63.00	42.00	105.00
8	J & K	125.00	45.00	30.00	75.00
9	Jharkhand	175.00	63.00	42.00	105.00
10	Karnataka	175.00	63.00	42.00	105.00
11	Kerala	175.00	63.00	42.00	105.00
12	Madhya Pradesh	280.00	100.80	67.20	168.00
13	Maharashtra	280.00	100.80	67.20	168.00
14	Orissa	280.00	100.80	67.20	168.00
15	Punjab	125.00	45.00	30.00	75.00
16	Rajasthan	175.00	63.00	42.00	105.00
17	Tamil Nadu	175.00	63.00	42.00	105.00
18	Telangana	175.00	63.00	42.00	105.00
19	Uttar Pradesh	125.00	45.00	30.00	75.00
20	Uttarakhand	280.00	100.80	67.20	168.00
21	West Bengal	125.00	45.00	30.00	75.00
Total		3800.00	1260.00	840.00	2100.00
North Eastern States					
1	Arunachal Pradesh	170.00	61.20	40.80	102.00
2	Assam*	170.00	0.00	0.00	0.00
3	Manipur	110.00	39.60	26.40	66.00
4	Meghalaya	110.00	39.60	26.40	66.00
5	Mizoram	110.00	39.60	26.40	66.00
6	Nagaland	110.00	39.60	26.40	66.00
7	Sikkim	110.00	39.60	26.40	66.00
8	Tripura	110.00	39.60	26.40	66.00
Total		1000.00	298.80	199.20	498.00
Union Territories					
1	A & N Island	15.00	5.40	3.60	9.00
2	Chandigarh**	15.00	0.00	0.00	0.00
3	D & N Haveli*	3.33	0.00	0.00	0.00
4	Daman & Diu*	3.34	0.00	0.00	0.00
5	Lakshadweep*	3.33	0.00	0.00	0.00
6	Delhi	50.00	18.00	12.00	30.00
7	Puducherry	50.00	18.00	12.00	30.00
Total		140.00	41.40	27.60	69.00
Grand Total		4940.00	1600.20	1066.80	2667.00

* No releases were made

** An amount of Rs. 9.00 lakhs will be released to UT of Chandigarh after clear the bills of inward claim.

**Ministry of Environment, Forest and Climate Change
(Forest Protection Division)**

**OPERATIONAL GUIDELINES FOR THE CENTRALLY SPONSORED SCHEME OF
FOREST FIRE PREVENTION AND MANAGEMENT (FPM)
(Effective w.e.f. 2017-18)**

1. Introduction:

Forest fire is regarded as the most important agent of degradation of forest ecosystems. As per the studies, forest fires in India are generally ground fire in nature, and more than 95% of the forest fire incidences are man-made, some are deliberate and others are unintentional. Forest fires, when gets out of control, the ecosystem services that the forests deliver get adversely impacted. It has been estimated that annual loss from forest fire in the country is more than Rs. 550 crore. Besides, there are many intangible losses such as loss of bio-diversity, ozone layer depletion, loss of habitat for wildlife, soil erosion etc.

Due to such adverse impacts, forest fire has continued to be a major management issue of Indian forests that constitute 24.16 % of the country's total geographical area.

The protection of forest resources from forest fire requires actions which can be grouped under four stages of an effective Fire prevention and management system. Those stages are:

- Prevention
- Preparedness
- Suppression
- Restoration

Although each state/UT has a well-organised and established Forest Department, most of these departments are constrained with inadequate manpower and financial resources. The situation becomes more critical in event of uncontrolled forest fire incidences, which are not only seasonal but also occur sometimes in the most inaccessible areas. In view of this, Government of India through the Ministry of Environment, Forest and Climate Change has been assisting the efforts of the states/UTs by extending financial assistance every year. This scheme, which has taken the present shape after restructuring earlier scheme of Intensification of Forest Management Scheme (IFMS), aims to provide financial assistance to states for their integrated forest fire prevention and management efforts.

2. Background

This scheme owes its origin in IX Five Year Plan. During that plan, with the assistance from UNDP a project was launched for minimizing fire hazards and controlling forest fire in two states in the country. Later the project was extended to ten more states and thereafter to the whole country. Encouraged with the results and to consolidate the gains, the project was

formalised in the X FYP into a Centrally Sponsored Scheme namely “Integrated Forest Protection Scheme (IFPS)”. During XI Plan, the scheme was expanded with inclusion of four new components and was rechristened as “Intensification of Forest Management Scheme (IFMS)”. This continued till the end of XII FYP.

At the end of XII plan the scheme was reviewed by the Ministry and was recommended that the scheme may be restructured to focus solely on the issue of Forest fire prevention and Management and related activities, to address the growing concern over adverse effects of forest fire. With this the present Centrally Sponsored Scheme of Forest Fire Prevention & management (FPM) was formulated after restructuring and replacing the erstwhile scheme of IFMS.

3. Objectives

A. Long Term Objectives:

- a. To minimise forest fire incidences and assist in restoring productivity of forests in affected areas
- b. To institutionalise the partnership with forest fringe communities for forest protection
- c. To contribute to the larger goal of maintaining environmental stability
- d. To prepare fire danger rating system and devise forest fire forecasting system.
- e. To encourage the states/UTs for optimal use of modern technology (such as Remote Sensing, GPS and GIS) in planning, developing and operationalising Fire prevention and management system
- f. To develop knowledge on impacts and dynamics of forest fire

B. Short Term Objectives:

- a. To carry out effective awareness campaign for prevention of forest fire
- b. To effectively prevent and control forest fires by improving the traditional practices and employing available modern methods
- c. To impart suitable training to the field staff and forest fringe communities on fire fighting with help of prescribed means and methods in the forest areas
- d. To encourage community participation in prevention and control of forest fire
- e. To develop and strengthen Forestry Infrastructure of the States and UTs that are required for effective prevention and management of Forest fire

4. Implementing Agencies

The scheme has two heads of expenditure. The funds under the Central Sector head of the scheme will be utilised by the Forest Protection Division of the Ministry of Environment, Forest and Climate Change. The Ministry may also involve the Central Institutions like Forest Survey of India, Indian Council of Forestry Research and Education Dehradun, Indian Institute of Forest Management Bhopal, National Centre for Medium Range Weather Forecasting and others, wherever necessary, for achieving the scheme objectives.

The State Component of the scheme will be implemented by the Forest Departments of the concerned State Governments and UTs.

5. Pattern of Funding:

This is a Centrally Sponsored Scheme. The funding pattern with respect to the different category of states/UTs is as below:

Category of States/UTs	Central Share	State share
Union Territories	100%	0
NE states, Special category states of Himachal Pradesh, Jammu & Kashmir and Uttarakhand	90%	10%
Rest of the states	60%	40%

6. Items of Funding

For achieving the objectives under the four aspects of an effective Forest fire management framework, i.e. prevention, preparedness, suppression and post-fire restoration, the activities that can be assisted under the two budget heads of the scheme are:

i. Central Sector

- Preparation of forest fire danger rating system and forest fire forecasting system in collaboration with 'National Centre for medium Range Weather Forecasting' of Department of Science and Technology, Indian Institute of forest Management, Bhopal, Forest Survey of India, Dehradun and Indian Council for Forest Research and Education, Dehradun.
- Compilation of data-base and analysis of statistics on fire damage.
- Research
- Evaluation Studies on the impact of the scheme
- Travelling expenditure including expenses for Study visits of officials to countries having exemplary experiences in Forest fire management
- Office expenditure etc. of the staff associated with the Forest protection Division.
- Any other item of expenditure considered essential from time to time with the approval of Screening committee.

ii. State Sector

- Creation of fire line and maintenance of existing fire lines
- Controlled burning,
- Creation of infrastructure (communication system, development of Management Information System, watch towers, water storage structures, control rooms at Division & Range level, FG barracks and inspection huts etc)
- Procurement of fire fighting equipments
- Procurement of field vehicles for transportation of resources
- Soil & Moisture Conservation (SMC) work in High risk areas
- Engagement of fire watchers
- Awareness campaign
- Pre-fire season workshops for coordination among line departments, elected bodies and NGOs
- Training and capacity building on fire fighting methods for Frontline staff, students, youths and village communities
- Incentivising Villages/Communities for protection against forest fire, under the participatory forest management approach
- Imprest money with the Head of the Forest Department of each state/UT or the designated officer for emergency situations. 5% of the sanctioned amount shall be earmarked for this purpose. Guidelines for utilisation of this fund is given at **Annexure-I**.
- Monitoring and review (guidelines at **Annexure-II**). 2% of the sanctioned amount shall be kept for this.
- Short term research/survey on forest fire related issues (guidelines at **Annexure-III**). 3% of the sanctioned amount shall be earmarked for this purpose.
- Any other items considered essential and as proposed in the scheme of the state or central government with the approval of Screening committee.

In addition to the above, the flexi fund shall be used as per the guidelines of Ministry of Finance vide O. M. No. 55(5)/PF-II/2011 dated 06th September, 2016 and the copy of the same is given at **Annexure-IV**.

7. Preparation & submission of proposal and release of funds

- At the beginning of every financial year, the budget allocated under the State sector head of the scheme will be distributed among the States/UTs as per the relative weightage matrix prepared based on criteria as decided by Ministry.
- Such state/UT wise allocation of funds will be communicated to the states alongwith a request to submit their respective Annual Plan of Operation (APOs) seeking assistance under the scheme to Ministry of Environment, Forest and

Climate Change.

- A complete APO from the state/UT shall have:
 - a. Proposal as per the format given at **Annexure-V**
 - b. Undertaking that the State Government has earmarked fund for its matching share, and that the estimates have been made as per the prevailing schedule rate of civil works and wages (Format at **Annexure-VI**)
 - c. Progress report (PR) on the achievements made under the fund available to the state/UT in the previous year (Format at **Annexure-VII**). The PR should include photographs of the infrastructure created alongwith their respective geographical coordinates. For the linear features such as fire lines and forest roads, copies of satellite imageries of adequate spatial resolution may be provided.
 - d. Utilisation Certificate (UC) in respect of the fund made available to the state/UT, including the state share, as per Form-19A (Format at **Annexure-VIII**)
 - e. Monitoring and review report
 - f. All above documents should be signed by the State/UT nodal officer for the scheme, or by an officer not below the rank of Conservator of Forests.
- A checklist for preparing the proposal is given at **Annexure-IX**.
- The APOs received from the states/UTs shall be scrutinized in the Forest Protection Division of the Ministry for their completeness. Thereafter, all complete APOs alongwith comments/recommendation of the Division will be placed before a Screening Committee, consisting of following officials, for obtaining approval for formal processing.

Composition of the Screening Committee

i. Additional Director General (FC)-	Chairperson
ii. Inspector General of Forests (EAP)-	Member
iii. Dy. Inspector General of Forests (WL)-	Member
iv. Director/Deputy Secretary (IFD)-	Member
v. Director/Deputy Secretary (Plan Coordination)-	Member
vi. Dy. Inspector General of Forests (FPD)-	Member Secy

- The Central share of the sanctioned amount shall be released in two instalments. 80% of the sanctioned Central share shall be released to the state as first instalment with the approval of the competent authority in the Ministry. After receiving UC and PR for at least 50% of the central share released as first instalment, second instalment can be released.
- To ensure timely implementation of the scheme-
 - i. Without waiting for APO, Ministry will release the first instalment of those states/UTs, which have submitted APOs in each of the last three years and fund was also released in these years under the scheme.

- ii. No release for first instalment will be made for proposals received after second quarter of the financial year
- iii. Similarly no release for second instalment will be considered for proposals (request for release of 2nd instalment) received after third quarter
- At the end of the third quarter, any savings of funds left with the Ministry under the scheme, resulting due to delayed receipt or non-receipt of complete proposals from some states, the same will be distributed among the states/UTs having higher demand than the sanctioned amount for the year concerned.
- If the allocated fund of the state/UT or any part thereof could not be availed in a year, same will not be carried over to the next year to be availed by the state.

8. Other conditions

- i. No staff is to be provided specifically for the Scheme for running / maintenance of the assets or for any other purpose.
- ii. No vehicle may be proposed to be purchased under the scheme, except against the condemned ones. The condemnation order of such vehicle(s) should be enclosed in the APO, in case purchase of vehicle(s) is proposed.
- iii. Maintenance/recurring cost of any infrastructure created or vehicles purchased under the scheme, shall be borne by the concerned state/UT only. A clear commitment to this effect should be indicated in the proposal.
- iv. All wage payments under the scheme shall be made through the bank account or post office account of the person concerned only. Exceptions may be exercised as followed under the MGNAREGA scheme of the Ministry of Rural Development of the Government of India.
- v. The funds under SCSP component will be distributed to the States/UTs on the basis of SC population on pro-rata basis.

9. Monitoring and Evaluation

- i. The Ministry will arrange for periodic monitoring and evaluation of the Scheme through its officials, Regional offices / Autonomous organisations of the Ministry and State Forest Departments. It will also conduct third party monitoring and evaluation through credible organisations/independent consultants/NGO's preferably every year. However the third party evaluation will be carried out at the end of three year period.
- ii. The State Forest Departments shall be responsible for regular monitoring and review of the achievements under the scheme.
 - a. States/UTs shall furnish Quarterly Progress Report (QPR) on progress of implementation of the scheme, in due format for every quarter of the year.
 - b. A State Level Monitoring Committee shall be formed in each state/UT under the Chairmanship of PCCF (HoFF) with Nodal officer for the scheme as its Member Secretary, for periodic monitoring and review of the scheme. The Member Secretary shall convene meetings at least once in six months and review the progress of the scheme. Funds have been earmarked with the sanctioned amount

for the state/UT every year for the purpose of carrying out monitoring, review and evaluation work. The monitoring and review report of a year should invariably accompany the AWP of the subsequent year.

10. Amendment in Guidelines

During the course of implementation of the scheme, if any change in guidelines is necessitated with the existing scope of the scheme, the same may be made with the approval of the Minister, Environment, Forest and Climate Change.

Guidelines for utilisation of Imprest Money

Forest fire, besides being an annual feature of the Indian forests, often involves emergency situations necessitating mobilisation of manpower and other resources at short notice. To handle such situations a readily accessible fund, i.e. Imprest money with the PCCF (HoFF) or any authorised officer of the Forest Department of the state/UT with earmarked fund will be available, so that routine sanctioning processes can be avoided to avoid delay. However, after the expenditure is made, ex-post facto sanction will be taken as per the state's own norms. In the following cases only the expenditure from the Imprest money can be made for:

1. Payment of wages of villagers mobilised for dousing forest fire
2. Transportation of manpower and material to the fire locations
3. Providing medical assistance to the injured while dousing forest fire

An annual statement of expenditure made out of the Imprest money, certified by HoFF, will be submitted alongwith the APO of the subsequent year. The unutilised part of the money will be treated as Unspent balance. Any expenditure made out of this fund, other than the above purposes, will be given adequate justification in the annual statement, for consideration of the Ministry.

Guidelines for conducting Monitoring and Review of the progress

Periodic monitoring and review of progress is essential for success of a scheme. As provided in the Operational Guidelines of the scheme, the State Level Monitoring Committee will hold meetings, at least twice a year to monitor and review progress of achievements. The Committee should have at least two members from outside the concerned Government of the state/UT. The report of the Committee that will be submitted alongwith the APO of subsequent year, should include identify gaps, if any, in the process of implementation of the scheme, may make suggestions for improvement/modification in the Operational Guidelines which may help achieve higher effectiveness of the scheme.

The fund earmarked for the purpose should be utilised for:

1. Conduct of field visit of the committee
2. Engagement of consultants /reputed NGOs for monitoring of activities/achievements under the scheme
3. Preparation of annual monitoring and review report

A statement of expenditure made out of this earmarked fund should be submitted alongwith the APO for subsequent year.

Guidelines for conducting Short term research/study

The scheme provides for creation of state/site specific knowledge related to forest fire prevention and management and documentation of the same. To achieve this, short term research activities, studies and survey works can be taken up under the scheme. Such activities may be awarded to credible organisations of the state, Universities in the state, research wing of the Forest department etc.

While proposing such activities in the APO, following aspects should be considered:

1. The duration of each activity should be between six months and one year.
2. A concise proposal for each of such activity should be submitted. This should include aim & objective of the study, methodology, agency/persons to conduct the research, cost implication and expected result& its utility.
3. Each proposed research/study should be conducted within an expenditure of Rs two lakhs.
4. A statement of expenditure and the final report in respect of each approved research/study proposal shall be submitted with the subsequent APO.

An indicative list of topics is given as below:

- a. Developing and Improving Danger rating system
- b. Assessment of impact of fire on vegetation
- c. Impact of fire on invasive plants
- d. Assessment of impact on forest fauna
- e. Mapping critical habitats/endangered plants and their vulnerability in Fire Risk Areas
- f. Impacts of fire on soil structure and soil moisture
- g. Evaluation of role of JFMCs in assisting in Forestry activities particularly in Forest fire management
- h. Criteria for laying fire lines and their effective width

F.No. 55(5)/PF-II/2011
 Ministry of Finance
 Department of Expenditure
 Plan Finance-II Division

New Delhi, dated 6th September, 2016

Office Memorandum

Subject: Guidelines for Flexi-Funds within Centrally Sponsored Schemes.

Reference is invited to this Department OM of even no. dated 6th January, 2014 on the subject mentioned above. It was stipulated that the Central Ministries should provide 10% of their budget under each CSS as a flexi-fund, except for schemes which emanate from a legislation or where the whole or a substantial proportion of the budgetary allocation is flexible.

2. Based on the recommendations of the Sub-Group of Chief Ministers and consultations with stake holders, NITI Aayog has issued instructions for Rationalization of CSS, vide OM No. O-11013/02/2015-CSS & CMC dated 17th August, 2016. As per para 6 of the said OM, flexi-funds available in each CSS has been raised from the current level of 10% to 25% for States, and 30% for UTs, of the overall annual allocation under each scheme.

3. These instructions will be applicable for Centrally Sponsored Schemes, except those which emanate from a legislation (e.g. MGNREGA), or, schemes where the whole or a substantial proportion of the budgetary allocation is flexible (e.g. Rashtriya Krishi Vikas Yojna, Border Area Development Program, Shyama Prasad Mukherjee Rurban Mission etc.). The provisions of this Department's OM No.55(5)/PF-II/2011 dated 6th January, 2014 *ibid* are substituted as follows:

Objectives

4. The flexi-fund component within the Centrally Sponsored Schemes can be used to achieve the following objectives:

- (i) To provide flexibility to States to meet local needs and requirements within the overall objective of any given Scheme at the sub-head level;
- (ii) To pilot innovation to improve efficiency within the overall objective of any given Scheme at the sub-head level;
- (iii) To undertake mitigation/ restoration activities in case of natural calamities, or to satisfy local requirements in areas affected by internal security disturbances.

Fund Allocation and Approval

5. States may, if they so desire, set aside 25% of any Centrally Sponsored Scheme (including the central and state share for any given scheme in a financial year) as flexi fund to be spent on any sub-scheme or component or innovation that is in line with the overall aim and objectives of the approved Scheme.

6. The States, who want to avail of the flexi-fund facility, should constitute a State Level Sanctioning Committee (SLSC) on the lines of RKVY to sanction projects or activities under the flexi-fund component. However, participation of the concerned Central Ministry would be mandatory in the SLSC before the flexi-fund facility is invoked under any Centrally Sponsored Scheme.

*For 20/06
 AIG (FD)*

*(Put up P)
 27-06-17
 TO (FPD)
 Kapil*

7. It may be noted that the Name, Acronym and the Logo are the core feature of any Centrally Sponsored Scheme, which must be retained for the flexi fund component as well. If the States change any of these core features, the central contribution will cease and the flexi fund component will become a purely state scheme.

Use of flexi-funds

8. The flexi-fund would continue to be part of the parent Centrally Sponsored Scheme. It may be operated at the level of the Scheme, Sub-scheme and its Components, but not at the level of the Umbrella Program, *for example*, flexi-funds can be spent on any sub-scheme or component, including creation of a new innovative component, under the primary education scheme, but cannot be used to move primary education funds to the higher education or to any other sector. However, it would be permissible to use flexi-funds to converge different schemes under an umbrella program to improve efficiency and effectiveness of outcomes, *for example*, nutrition mission can be used to converge anganwadi services with maternity benefits, and health care networks can be used to provide a continuum of health care services across the primary, secondary and tertiary levels.

9. It may also be noted that the purpose of flexi-funds is to enable the States to satisfy local needs and undertake innovations in areas covered by the Centrally Sponsored Schemes. Flexi-funds should not be used to substitute State's own schemes and project expenditures. It should also not be used for construction/repair of offices/residences for government officials, general publicity, purchase of vehicles/furniture for offices, distribution of consumer durables/non-durables, incentives/rewards for staff and other unproductive expenditures.

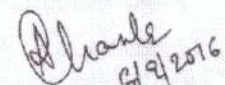
Monitoring, Evaluation & Audit

10. Web-based reporting for the use of flexi-funds may be designed by adding modules to the existing MIS. Outcomes (medium term) and outputs (short term) should be part of the MIS along with pictures/images and good practices to ensure greater transparency and learning across States.

11. Evaluation of flexi-funds may be done through the existing evaluation mechanism, including those set by the Ministries, NITI Aayog, or by independent third parties. Terms and conditions for evaluation may be designed in such a manner that outcomes of the Scheme as a whole, as well as the flexi-funds are well identified and measurable.

12. Flexi-funds within each CSS will be subject to the same audit requirements as the parent Centrally Sponsored Scheme, including audit by the Comptroller & Auditor General.

13. *These guidelines issue with the approval of the Finance Minister and come into force with immediate effect.*


6/9/2016
(Arunish Chawla)

Joint Secretary to the Government of India

1. Secretaries, All Departments/Ministries, Government of India.
2. Chief Secretaries, All States/Union Territories.

CENTRALLY SPONSORED SCHEME OF FOREST FIRE PREVENTION AND MANAGEMENT (FPM)
Annual Work Programme for the year.....

Name of the State/UT:

(Rs. in lakhs)

S.No.	Items	Unit	Unit Cost	No. of Units	Total Cost	Location (Division, Range & Beat)
1	Procurement of fire fighting equipments					
2	Controlled burning, fire line creation and maintenance					
3	Creation of infrastructure (communication system, development of Management Information System, watch towers, forest roads, water storage structures, control rooms at Division & Range level, , FG barracks and inspection huts etc)					
4	Procurement of field vehicles for transportation of resources					
5	Soil & Moisture Conservation (SMC) work in High risk areas					
6	Engagement of fire watchers					

7	Awareness campaign					
8	Pre-fire season workshops for coordination among line departments and elected bodies and NGOs					
9	Training and capacity building on fire fighting methods for Frontline staff, NGOs and village communities					
10	Incentivizing Villages/Communities for protection against forest fire, under the participatory forest management approach					
11	Contingency fund with the Head of the Forest Department of each state/UT or the designated officer for an emergency situation. 5% of the sanctioned amount shall be earmarked for this purpose. Guidelines for utilisation of this fund is given at Annexure-I .					
12	Monitoring and review (guidelines at Annexure-II). 2% of the sanctioned amount shall be kept for this.					
13	Short term research/survey on forest fire					

	related issues (guidelines at Annexure-III). 3% of the sanctioned amount shall be earmarked for this purpose.					
14	Any other items considered essential and as proposed in the scheme of the state or central government with the approval of Screening committee.					
	Total					

Government of India
Ministry of Environment, Forest & Climate Change
(Forest Protection Division)

Subject: Required mandatory certificates from State / UT Governments.

1. This is to certify that the schedule of rates prevalent in the States for forestry, civil works, wage rates etc. shall be applicable for the Annual Work Programme of Centrally Sponsored Scheme: Forest Fire Prevention & Management Scheme during the financial year _____.
2. This is to certify that provision for _____% of State Share under the Centrally Sponsored Scheme: Forest Fire Prevention & Management Scheme will be made for implementing the scheme during the financial year _____.

GFR 19 - A
(See Rule 212 (1))
Form of Utilization Certificate

S.No.	Letter No. and Date	Amount (Rs.)	
			Certified that out of Rs. _____ of Grants-in-aid sanctioned during the years _____ in favour of _____ under this Ministry/ Department letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide No. _____ dated _____) will be adjusted towards the grants-in-aid payable during the next year _____
	Total		

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.
- 5.

Signature _____

Designation _____

Date _____

Checklist

Annexure-IX

A. Checklist of documents for submission of APO

1. Proposal as per the format given at **Annexure-V**
2. Undertaking of the State Government as per the Format at **Annexure-VI**.
3. Progress report (PR) as per the Format at **Annexure-VII**.
4. Photographs of the infrastructure created alongwith their respective geographical coordinates. For the linear features such as fire lines and forest roads, copies of satellite imageries of adequate spatial resolution are to be enclosed.
5. Utilisation Certificate (UC) as per Form-19A given at **Annexure-VIII**.
6. Monitoring and review report
7. Statement showing expenditure incurred for Monitoring and review for the works done under the scheme during the previous financial year
8. Forwarding letter enclosing above documents/reports
9. All above documents should be signed by the State/UT nodal officer for the scheme, or by an officer not below the rank of Conservator of Forests.

B. Checklist of documents for sending request for release of 2nd instalment

1. Progress report (PR) on the achievements made out of the funds released as 1st instalment, as per the Format at **Annexure-VII**.
2. Utilisation Certificate (UC) as per Form-19A given at **Annexure-VIII**.
3. Monitoring and review report
4. Annual Crisis Management Plan (CMP) for Forest Fire of the State/UT for the concerned year
5. Forwarding letter enclosing above documents/reports
6. All above documents should be signed by the State/UT nodal officer for the scheme, or by an officer not below the rank of Conservator of Forests.