

## One Week Module on Refresher Cum Orientation Course for newly promoted ACFs of HPFD

12 – 17 September , 2022

- Durations : 6 Day (5 Day classes and 1 Day field tour)
- Academic Sessions : Total 30 , 5 each in a day of 60 minutes duration
- Venue : HP Forest Academy , Karnody , Sundernagar , HP

Day 1	Session (1 hrs.)	Topics	Resource Person
12 sept Mon	1 10-11 am	<b>Ice-breaking &amp; Introductory Sessions</b> <ul style="list-style-type: none"> <li>- Registration of participants</li> <li>- Course Inauguration</li> <li>- Introduction to the Course / Objectives</li> <li>- Introduction of the participants</li> <li>- Expectations from the course</li> </ul>	Director & HPFA
	2 11:30-12:30 am	<b>General Overview</b> <ul style="list-style-type: none"> <li>- Forest &amp; Forestry in HP</li> </ul>	T R Sharma JD HPFA
	3 12:30-01:30 pm	<b>Role &amp; Challenges in current scenario</b> <ul style="list-style-type: none"> <li>- Current Trends and need</li> <li>- Changing responsibilities</li> <li>- Sustainable Development Goals</li> </ul>	T R Sharma JD HPFA
	4 02:30-03:30 pm	<b>Duties &amp; Responsibilities</b> <ul style="list-style-type: none"> <li>- Duties as ACF</li> <li>- Challenges</li> <li>- Effective Delivery</li> </ul>	C L Joshi JD HPFA
	5 03:30-04:30 pm	<b>Discussions &amp; Sum up of the Day</b> <ul style="list-style-type: none"> <li>- Learnings</li> <li>- Way ahead</li> </ul>	Course Director
Day 2 13 sept Tue	6 10-11 am	<b>Protection &amp; Enforcement</b> <ul style="list-style-type: none"> <li>- Protection &amp; Enforcement Issues</li> <li>- Forest Acts (IFA,WLPA,HPPPA) : Role of ACF</li> <li>- Discussions</li> </ul>	R S Banyal Retd. CCF
	7 11:30-12:30 am	<b>Protection &amp; Enforcement</b> <ul style="list-style-type: none"> <li>- Forest Acts (FCA,FRA,LPA,Mining) : Role of ACF</li> <li>- Discussions</li> </ul>	R S Banyal Retd. APCCF
	8 12:30-01:30 pm	<b>Mandatory Field Inspections</b> <ul style="list-style-type: none"> <li>- New Standard formats</li> <li>- Types of Inspections</li> <li>- Dos &amp; Don'ts</li> <li>- Strategy &amp; Planning</li> </ul>	Sushil Rana DFO Bilaspur
	9 02:30-03:30 pm	<b>RTI , e Samadhan &amp; Jan Manch</b> <ul style="list-style-type: none"> <li>- Disposal of RTI (online/offline)</li> <li>- E- Samadhan (State/CM/e Samagra)</li> <li>- Issues raised in Jan Manch</li> </ul>	Sushil Rana DFO Bilaspur
	10 03:30-04:30 pm	<b>Complaints &amp; Inquiry</b> <ul style="list-style-type: none"> <li>- Types of issues raised in complaints</li> <li>- Mechanism to investigate the matter</li> <li>- Inquiry process</li> <li>- Court cases : ACF Role</li> </ul>	H K Sarwata Retd CCF

Day 3 14 sept Wed	11 10-11 am	<b>ACF as Technical Officer</b> <ul style="list-style-type: none"> <li>- Crucial role as Technical Officer</li> <li>- Enumeration / lots / Marking</li> <li>- Estimation of Flora / Fauna</li> <li>- Checklist of Flora , fauna , NTFP</li> </ul>	T R Sharma JD HPFA
	12 11:30-12:30 am	<b>ACF as Technical Officer</b> <ul style="list-style-type: none"> <li>- Forest types</li> <li>- Fire lines , Water resources</li> <li>- Fire Maps , Boundary Pillar Register updating</li> <li>- Forest Resource Inventory : Flora/fauna/NTFP</li> </ul>	T R Sharma JD HPFA
	13 12:30-01:30 pm	<b>Working Plan &amp; Management Plan</b> <ul style="list-style-type: none"> <li>- Present status</li> <li>- Working Plan / Management Plan writing</li> <li>- Implementation</li> <li>- Activities as per WP/MP</li> </ul>	H V Kathuria CCF WP Mandi
	14 02:30-03:30 pm	<b>Nursery &amp; Plantations</b> <ul style="list-style-type: none"> <li>- Present status</li> <li>- Journals</li> <li>- Standardised Nursery Techniques</li> <li>- New Protocols</li> <li>- Traditional vs Pragmatic approach</li> <li>- Scope and Innovations : TOF / Avenue plantations</li> <li>- Modernisation &amp; Monitoring</li> </ul>	Parul Sood DFO WP Mandi
	15 03:30-04:30 pm	<b>Soil &amp; Water conservation Works</b> <ul style="list-style-type: none"> <li>- The basics and Watershed Approach</li> <li>- Various structures &amp; Models</li> <li>- Success stories</li> <li>- Forest Ecosystem services : Benefits to user</li> <li>- Innovations</li> <li>- Water crisis : need of hour to conserve water</li> </ul>	Dr Yogender DFO (HQ) Hamirpur
Day 4 15 sept Thu	16 to 20 Full Day	<b>Field Tour</b> <ul style="list-style-type: none"> <li>- To study Ecotourism concept</li> <li>- Execution &amp; Implementation in HP</li> <li>- Various Parks : Nature/Van Vihar /BD park</li> <li>- The prerequisite of Ecotourism</li> <li>- FCA wrt Ecotourism &amp; HPFD mechanism</li> </ul>	C L Joshi JD HPFA
Day 5 16 sept Fri	21 10-11 am	<b>Accounts Matter</b> <ul style="list-style-type: none"> <li>- APO : Planning</li> <li>- Estimates</li> <li>- Tender Process</li> <li>- HPFR and Govt Guidelines / orders</li> <li>- Local purchase Committee, Limited/open/e Tender</li> <li>- Budget control</li> <li>- Monitoring</li> </ul>	T R Sharma JD HPFA

Day 5 16 sept Fri	22 11:30-12:30 am	<b>Establishment Matter</b> <ul style="list-style-type: none"> <li>- Staff strength : Sanctioned / existing</li> <li>- Leave / Discipline</li> <li>- Court cases</li> <li>- Motivation and efficiency</li> <li>- Service books , ACRs</li> <li>- DPCs and Promotions</li> <li>- R &amp; P Rules</li> </ul>	C L Joshi JD HPFA
	23 12:30-01:30 pm	<b>Record &amp; Store Matter</b> <ul style="list-style-type: none"> <li>- FCA cases : New , pending , violations</li> <li>- Private sale cases</li> <li>- TD cases</li> <li>- Weeding of Office Records : Office Manual</li> <li>- Writing off store : Relevant Forms &amp; disposal</li> <li>- Condemnation of vehicles</li> <li>- Dismantling of old structures</li> </ul>	C L Joshi JD HPFA
	24-25 02:30-04:30 pm	<b>On line Applications</b> <ul style="list-style-type: none"> <li>- PMIS</li> <li>- e parivesh</li> <li>- e green watch</li> <li>- IFMS</li> </ul>	Rakesh  Sr, System Analyst o/o CCF IT Shimla
Day 6 17 sept Sat	26 10-11 am	<b>HRD &amp; Management Issues</b> <ul style="list-style-type: none"> <li>- Understanding of Roles</li> <li>- Communication &amp; Leadership</li> <li>- Team Building</li> <li>- Managerial skills</li> </ul>	Anil Joshi CCF Mandi
	27 11:30-12:30 am	<b>Public Dealing</b> <ul style="list-style-type: none"> <li>- The efficiency</li> <li>- Good governance</li> <li>- Handling Pressures : Media, politicians, public</li> <li>- Management Lessons</li> </ul>	Anil Joshi CCF Mandi
	28 12:30-01:30 pm	<b>Conclusions</b> <ul style="list-style-type: none"> <li>- Summations of Learnings</li> <li>- Discussions</li> <li>- Presentation by participants</li> </ul>	Course Director
	29-30 02:30-04:30 pm	<b>Feedback &amp; valedictory</b>	Director & HPFA

**Joint Director**  
**HP Forest Academy**  
**Sundernagar, Mandi, HP 175019**  
**Mail : [ftircsnr@gmail.com](mailto:ftircsnr@gmail.com)**  
**Tel/fax : 01907 264114**  
**Mob : 94180 57590**

