

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 |
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| 12 sept Mon | 1 10-11 am | Ice-breaking & Introductory Sessions <ul style="list-style-type: none"> - Registration of participants - Course Inauguration - Introduction to the Course / Objectives - Introduction of the participants - Expectations from the course | Director & HPFA |
| | 2 11:30-12:30 am | General Overview <ul style="list-style-type: none"> - Forest & Forestry in HP | T R Sharma JD HPFA |
| | 3 12:30-01:30 pm | Role & Challenges in current scenario <ul style="list-style-type: none"> - Current Trends and need - Changing responsibilities - Sustainable Development Goals | T R Sharma JD HPFA |
| | 4 02:30-03:30 pm | Duties & Responsibilities <ul style="list-style-type: none"> - Duties as ACF - Challenges - Effective Delivery | C L Joshi JD HPFA |
| | 5 03:30-04:30 pm | Discussions & Sum up of the Day <ul style="list-style-type: none"> - Learnings - Way ahead | Course Director |
| Day 2 13 sept Tue | 6 10-11 am | Protection & Enforcement <ul style="list-style-type: none"> - Protection & Enforcement Issues - Forest Acts (IFA,WLPA,HPPPA) : Role of ACF - Discussions | R S Banyal Retd. CCF |
| | 7 11:30-12:30 am | Protection & Enforcement <ul style="list-style-type: none"> - Forest Acts (FCA,FRA,LPA,Mining) : Role of ACF - Discussions | R S Banyal Retd. APCCF |
| | 8 12:30-01:30 pm | Accounts Matter <ul style="list-style-type: none"> - APO : Planning - Estimates - Tender Process - HPFR and Govt Guidelines / orders - Local purchase Committee, Limited/open/e Tender - Budget control - Monitoring | T R Sharma JD HPFA |
| | 9 02:30-03:30 pm | Establishment Matter <ul style="list-style-type: none"> - Staff strength : Sanctioned / existing - Leave / Discipline - Court cases - Motivation and efficiency - Service books , ACRs - DPCs and Promotions - R & P Rules | C L Joshi JD HPFA |

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| | 10 03:30-04:30 pm | Complaints & Inquiry <ul style="list-style-type: none"> - Types of issues raised in complaints - Mechanism to investigate the matter - Inquiry process - Court cases : ACF Role | H K Sarwata Retd CCF |
| Day 3 14 sept Wed | 11 10-11 am | ACF as Technical Officer <ul style="list-style-type: none"> - Crucial role as Technical Officer - Enumeration / lots / Marking - Estimation of Flora / Fauna - Checklist of Flora , fauna , NTFP | T R Sharma JD HPFA |
| | 12 11:30-12:30 am | ACF as Technical Officer <ul style="list-style-type: none"> - Forest types - Fire lines , Water resources - Fire Maps , Boundary Pillar Register updating - Forest Resource Inventory : Flora/fauna/NTFP | T R Sharma JD HPFA |
| | 13 12:30-01:30 pm | Working Plan & Management Plan <ul style="list-style-type: none"> - Present status - Working Plan / Management Plan writing - Implementation - Activities as per WP/MP | H V Kathuria CCF WP Mandi |
| | 14 02:30-03:30 pm | Nursery & Plantations <ul style="list-style-type: none"> - Present status - Journals - Standardised Nursery Techniques - New Protocols - Traditional vs Pragmatic approach - Scope and Innovations : TOF / Avenue plantations - Modernisation & Monitoring | Parul Sood DFO WP Mandi |
| | 15 03:30-04:30 pm | Soil & Water conservation Works <ul style="list-style-type: none"> - The basics and Watershed Approach - Various structures & Models - Success stories - Forest Ecosystem services : Benefits to user - Innovations - Water crisis : need of hour to conserve water | Dr Yogender DFO (HQ) Hamirpur |
| Day 4 15 sept Thu | 16 to 20 Full Day | Field Tour <ul style="list-style-type: none"> - To study Ecotourism concept - Execution & Implementation in HP - Various Parks : Nature/Van Vihar /BD park - The prerequisite of Ecotourism - FCA wrt Ecotourism & HPFD mechanism | C L Joshi JD HPFA |
| Day 5 16 sept Fri | 21 10-11 am | Mandatory Field Inspections <ul style="list-style-type: none"> - New Standard formats - Types of Inspections - Dos & Don'ts - Strategy & Planning | Sushil Rana DFO Bilaspur |

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| Day 5 16 sept Fri | 22 11:30-12:30 am | RTI , e Samadhan & Jan Manch - Disposal of RTI (online/offline) - E- Samadhan (State/CM/e Samagra) - Issues raised in Jan Manch - | Sushil Rana DFO Bilaspur |
| | 23 12:30-01:30 pm | Record & Store Matter - FCA cases : New , pending , violations - Private sale cases - TD cases - Weeding of Office Records : Office Manual - Writing off store : Relevant Forms & disposal - Condemnation of vehicles - Dismantling of old structures | C L Joshi JD HPFA |
| | 24-25 02:30-04:30 pm | On line Applications - PMIS - e parivesh - e green watch - IFMS | Rakesh Sr, System Analyst o/o CCF IT Shimla |
| Day 6 17 sept Sat | 26 10-11 am | HRD & Management Issues - Understanding of Roles - Communication & Leadership - Team Building - Managerial skills | T R Sharma JD HPFA |
| | 27 11:30-12:30 am | Public Dealing - The efficiency - Good governance - Handling Pressures : Media,politicians,public - Management Lessons | C L Joshi JD HPFA |
| | 28 12:30-01:30 pm | Conclusions - Summations of Learnings - Discussions - Presentation by participants | Course Director |
| | 29-30 02:30-04:30 pm | Feedback & valedictory | Director & HPFA |

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