

Dated: 13.3.2006

OFFICE MEMORANDUM

In pursuance to the discussion held in the meeting of the 'Consultative Group on Forestry matters for International Negotiations' and as per the ITTO guidelines, this Ministry has constituted an ITTO Monitoring Committee consisting of the following members:

(i)	Shri J.C. Kala DGF&SS	Chairman
(ii)	Shri A.K. Mukerjee, Ex-DG Forest	Member
(iii)	Shri S.S. Patnaik, Ex-ADG Forest	Member
(iv)	Shri R.C. Meena, Director, IFD	Member
(v)	Dr. Bipin Behari, DIG (SU)	Member Secretary

2. The Terms of Reference of the Monitoring Cell/Committee will be as follows:
- (i) To establish and implement a monitoring mechanism for the Pre- Projects being implemented through ITTO's financial assistance.
 - (ii) To review and monitor the implement of the implemented of the project and pre-projects in pursuance of ITTO Manual for Project Monitoring, Review and Evaluation.
 - (iii) To access the necessity of the implementation of the Projects in terms of their relevance to the country's requirements and to suggest changes in the implementation plan, if required.
 - (iv) To access whether the implemented projects are achieving the intended objectives of the project and whether they are in tune with the National priorities and are also relevant to the ITTO goals and objectives.
 - (v) To carry out a mid-term review of all projects and to suggest mid-term course corrections in the implemented project, if any.
 - (vi) To direct and guide the executive agency to submit the necessary progress report both physical and financial in time, to the National focal point and review the progress made therein.
 - (vii) To inspect the works under the projects and pre-projects in the field in order to guide and monitor the work of the executive agency to achieve the developmental and specific objectives of the projects and pre-projects well in conformity with outputs, activities and logical framework.
 - (viii) To review and monitor the financial discipline observed by the executive agency in utilizing the budget of ITTO and monitor the physical progress in tune with the financial achievements.

- (ix) To review and monitor the reporting system of the executive agency about the progress through the National focal point in respect of projects, pre-projects and all the workshops funded by ITTO.
- 3. The ITTO Monitoring Committee constituted above would review and monitor the progress of pre-projects and projects being funded by ITTO.
- 4. The meetings of the Committee shall normally be held at New Delhi under the Chairmanship of DGF&SS whereas the supervision of project activities will be done at their respective places.

(Dr. Bipin Behari)
Deputy Inspector General of Forests