

File No. NA-16/2/2023-NA
Government of India
Ministry of Environment, Forest and Climate Change
National Compensatory Afforestation Fund Management and Planning Authority
E-mail: adhoc-campa-mef@nic.in

Hall No.1, 4th Floor,
Block No. 3, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: 17th January 2024

OFFICE MEMORANDUM

In continuation to National Authority O.M. dated 12.01.2024, it is to inform that no driver or support staff shall be engaged under CAMPA to support the vehicles procured under NPV in order to avoid creation of permanent liabilities in CAMPA. The driver or the support staff for the vehicles may be sourced from funds other than CAMPA.

2. This issues with the approval of the competent authority.

(Encl. as above: O.M. dated 12.01.2024)

**Signed by Shivanand S
Talawar
Date: 17-01-2024 15:01:47
Reason: Approved**

Yours faithfully

(Shivanand S. Talawar)
Assistant Inspector General of Forests
National Authority

Copy to:

1. The PCCFs & HoFFs/ Head of Forest Departments of all States/UTs.
2. The Chief Executive Officer, State Forest Departments, All States/UTs.

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Dated the 12th January 2024

OFFICE MEMORANDUM

The Governing Body of National Authority in its 4th meeting held on 29.12.2023 approved the guidelines for procurement of vehicles and the proposal to purchase multi-utility vehicles for meeting the operational requirements of forest frontline staff of State/UT Forest Departments from the NPV component of State CAMPA Funds as suggested by the committee headed by ADGF(NTCA) in this regard. The proposal for procurement of vehicles will form part of Annual Plan of Operations of respective States/ UTs for approval of National CAMPA.

2. In this regard, the guidelines for procurement of vehicles (copy enclosed) is provided for kind reference and necessary action.

Yours faithfully

**Signed by Shivanand S
Talawar**

Date: 12-01-2024 09:55:35

Reason: Approved

(Shivanand S. Talawar)

**Assistant Inspector General of Forests
National Authority**

(Encl. as above: Guidelines for procurement of vehicles)

Copy to:

1. The PCCFs & HoFFs/ Head of Forest Departments of all States/UT.
2. The Chief Executive Officer, State Forest Departments, All States/UTs.

GUIDELINES FOR PROCUREMENT OF VEHICLES UTILISING CAMPA FUND

BACKGROUND:-

The Compensatory Afforestation Fund Act, 2016 and the Compensatory Afforestation Fund Rules, 2018 provides for the establishment of funds under the public accounts of India and the public accounts of each State and crediting thereto the monies received from user agencies towards compensatory afforestation, additional compensatory afforestation, penal compensatory afforestation, net present value and all other amounts recovered from such agencies under Forest(Conservation)Act, 1980 and to utilize the monies so collected for undertaking artificial regeneration(plantations), assisted natural regeneration, protection of forests, wildlife protection and other infrastructure related activities. CAMPA Funds are utilized as per provision of CAF Act & Rules for carrying out various afforestation, soil and moisture conservation activities, forest & wildlife protection related activities.

PROVISIONS UNDER CAF RULES RELATED TO PROCUREMENT OF VEHICLES:

Rule 5(4) of CAF Rules 2018 states the monies referred to in subrule (1) (i.e. monies received towards net present value deposited in the State Fund) **shall not be used for following activities** namely:

(d) Purchase of vehicles or staff car for officers and heavy vehicles and machines for the State Forest Department for implementing programmes in various forest divisions undertaken from the State Fund

However, in view of request from states namely Rajasthan, Punjab, Goa, Jammu & Kashmir and other states for allowing them for purchase of vehicles for forest frontline/field staff engaged in supervision of compensatory afforestation and forest protection duties including forest patrolling, forest fire protection, wildlife protection etc. the General Body of the National Authority in its 3rd meeting held on 15th February, 2023 approved the proposal of purchase of vehicles as follows:

- i. No staff car shall be purchased.

- ii. State Forest Department can purchase the multi-utility vehicles if the provision for the same has been kept in the cost of CA in the forest land diversion proposal under FCA, 1980 for monitoring and implementation of CA activities and approved by the Executive Committee of National Authority in the APO.
- iii. For proposals of purchase of vehicle from NPV component, it was decided to constitute a committee including members from the State/UTs and Ministry for preparation of guidelines/SOPs for considering the procurement of vehicles proposed by the State/UTs.

GUIDELINES FOR PROCUREMENT OF VEHICLES UNDER NPV COMPONENT OF CAMPA FUND

1. Scope of Work:

Vehicles may be procured by State Forest Department utilizing CAMPA fund (including CA and NPV) maximum one vehicle for each Forest Range having territorial jurisdiction utilizing State fund strictly for the following purposes:

- i. Forest Patrolling
- ii. Wildlife Protection and dealing with Man-animal Conflict
- iii. Protection of plantations
- iv. Forest fire prevention and control operations
- v. Rescue of Wild animals

2. Area of Operations:

Strictly within the Jurisdiction of Forest Range for which it is procured, Movement outside the forest range area for purposes other than listed above is strictly prohibited.

3. Unit size: -

Maximum one vehicle from CAMPA fund in each Forest Range of the State Forest Department having Territorial jurisdiction

4. Category of vehicles and justification: -

The following categories of vehicles may be procured through GeM Portal from Original Equipment Manufacturer, through direct purchase (as per Department of Expenditure OM No. F.6/17/2021-PPD dated 18.01.2022) subject to conditions stipulated below: -

- a. Light Utility Vehicles
- b. Animal Ambulance
- c. Medium Vehicle (Passenger Carrier for)
- d. Water Tanker
- e. Tractor
- f. Animal Rescue Vehicle

The following Light Utility Vehicles approved by Ministry of Home Affairs vide OM No. IV 11017/01/2009- Dated 20th October 2015 may be procured by State Forest Departments.

S.No.	Manufacturer	Model
(i)	Mahindra & Mahindra	Bolero
(ii)	Maruti Suzuki Ltd.	Ertiga
(iii)	Tata Motors	Sumo
(iv)	Mahindra & Mahindra	Scorpio
(v)	Mahindra & Mahindra	Thar

(i) The procurement of vehicles would be strictly against approved Annual Plan of operation by National CAMPA.

(ii) The selection of the vehicles would be based on the operational requirement, fuel efficiency, engine capacity, cost effectiveness, suitability of vehicle in the specific terrain, availability of spares, after sale services etc. and utmost economy would be ensured.

(iii) No operational vehicles shall be used as staff/office vehicles.

(iv) Procurement of normal operational vehicles will be made out of approved list of vehicles through GeM Portal. Procurement of specialized vehicles will be done through GeM/ Open Tender enquiry.

(v) The station of the deployment of the vehicle in the forest range should be decided by the concerned Forest Range Officer based on their operational requirements.

(vi) Four-wheel Drive (4WD) may be procured by SFDs for off-road conditions only such as un-surfaced tracks made of material like sand, gravel, riverbeds, mud, rocks or other natural terrain. However, specialized vehicles can have 4WD for better performance.

(viii) The strict fulfilment of the instructions/guidelines issued by Department of Expenditure, Ministry of Finance / State finance department from time to time would be ensured.

(ix) The provisions of GFR, 2017, DFPR and codal formalities should be adhered strictly.

(x) PCCF & HoFF and Finance Division of concerned SFDs will ensure that there is no deviation from these guidelines and utmost economy is adhered.

5. PROCEDURE:

Purchase committee will decide the category and type of vehicle to be procured utilizing CAMPA fund from the list of vehicles mentioned in the Para-4 basing on the criteria of specific threat assessment of the forests/wildlife and operational requirements of a particular forest range and the history of number of vehicles utilised in a particular range under different centrally sponsored schemes/ state plan etc. Criteria for formation of Purchase Committee of procurement of vehicle utilizing CAMPA fund is as below:

PURCHASE COMMITTEES

Value of Purchase	Compositions
Upto Rs. 25 lakhs	(i) Chief Conservator of Forest -Chairman (ii) Representative from PCCF/HoFF-Member (iii) Representative of Finance Division of PCCF (Forest headquarter)-Member (iv) Concerned DFO -Member Secretary
Exceeding Rs. 25 lakhs upto Rs. 50 lakhs	(i) Chief Executive Officer – State CAMPA (ii) Representative from PCCF/HoFF-Member (iii) Representative of Finance Division of PCCF (Forest headquarter)-Member (iv) CF/DCF (State Authority)-Member Secretary

Exceeding Rs. 50 lakhs	(i) PCCF(HoFF)-Chairman (ii) CEO (State Authority)-Member (iii) Representative of Finance from State Forest Department-Member (iv) CF (State Authority)-Member Secretary

5.1. The Purchase Committee will be competent to take decisions in respect of all matters relating to purchase of vehicles and placement of contracts including latest/ upgraded models of vehicles.

5.2 A self-explanatory brief will be submitted before the Purchase Committee for consideration and for taking decision of the purchase proposal.

5.3 Purchase Committee will record their decisions with full justification. View of the dissident member(s) will also be duly recorded on the file but the chairman of the purchase committee shall have the final say in the matter i.e. his decision shall prevail.

5.4 In case of difference of opinion between the competent purchase officer and the purchase committee, the matter shall be referred to the PCCF(HoFF) for final decision. PCCF(HoFF) may take opinion of State Finance department on the matter related to procurement of vehicles utilizing CAMPA fund as and when required.

5.5 Purchase committee will finalize categories of vehicle along with the cost of vehicle and make of vehicle and recommend for procurement of vehicles for a particular range to procurement officer along with self-explanatory briefs and decisions or recommendations of the Purchase committee.

5.6 Based on the recommendations of the Purchase committee competent purchasing officer will procure the vehicle following the procedure for procurement of vehicle as per instructions/guidelines issued by MoF/ DoE/ State finance department from time to time and as per financial powers delegated to different officers of State Forest Department for procurement of vehicle under the State Specific Financial Power Delegation Rules.

5.7 Financial Powers will be exercised by the different officers of State Forest department as per power delegated under State specific rules/guidelines for procurement of vehicles.
