

STEERING COMMITTEE

Steering Committee of State CAMPA under the chairmanship of Chief Secretary Sikkim is the body to scrutinize and approve the APO prepared by the Executive Committee.

The role of the Steering Committee is to lay down and approve the rules and procedures, monitor the utilization of Funds, approve the APO prepared by the Executive Committee, ensure inter departmental co-ordination. The Steering committee shall meet at least once in 6 months.

THE POWERS AND FUNCTION OF THE GOVERNING BODY

The Governing body shall lay down the broad policy framework for the functioning of State Level CAMPA and review its working from time to time.

THE POWERS AND FUNCTIONS OF THE STEERING COMMITTEE

The Steering Committee shall;

- (i) Lay down and/ or approve rules and procedures for the functioning of the body and its Executive Committee, subject to the overarching objectives and core principles of State CAMPA.
- (ii) Monitor the progress of the utilization of funds released by the State CAMPA;
- (iii) Approve the Annual Plan of Operation (APO) prepared by the Executive Committee; approve the annual reports and audited accounts of the State-CAMPA;
- (iv) Ensure inter-departmental coordination (vi) meet at least once in six months,

The Executive Committee shall;

- (i) Take all steps for giving effect to the State-CAMPA and overarching objectives and core principles, in accordance with rules and procedures approved by the Steering Committee and the approved APO;
- (ii) Prepare the APO of the State for various activities, submit it to the Steering Committee before end of December for each financial year, and obtain the Steering Committee's concurrence for release of funds, while giving break -up of the proposed activities and estimated costs;
- (iii) Supervise the works being implemented in the State out of the funds released from the State
- (iv) CAMPA; be responsible for proper auditing of both receipt and expenditure of funds;
- (v) Develop the code for maintenance of the account at the implementing agency level;
- (vi) Submit reports to the Steering Committee for review/consideration, and
- (vii) Prepare Annual Report by end June for each financial year.

Steering Committee – State CAMPA Sikkim

Overview

The **Steering Committee of State CAMPA, Sikkim**, chaired by the **Chief Secretary, Government of Sikkim**, is the key decision-making body that **reviews, scrutinizes, and approves the Annual Plan of Operation (APO)** prepared by the Executive Committee.

It plays a vital role in ensuring that CAMPA activities are implemented efficiently and funds are utilized effectively for **afforestation, forest conservation, and sustainable environmental management**.

Meeting Frequency:

The Steering Committee meets **at least once every six months** to review progress and make important decisions.

Governing Structure

State CAMPA operates through a **three-tier structure** to ensure smooth functioning and accountability:

- **Governing Body** – Sets policies and provides strategic direction.
- **Steering Committee** – Approves plans and monitors implementation.
- **Executive Committee** – Executes approved plans and manages field-level activities.

1. Powers and Functions of the Governing Body

The **Governing Body** serves as the apex authority of State CAMPA.

Responsibilities

- Establish **broad policy frameworks** for State CAMPA operations.
- Provide **strategic direction** for forest conservation and sustainable management.
- Review the **performance and progress** of State CAMPA activities periodically.
- Ensure all activities align with **state and national environmental goals**.

2. Powers and Functions of the Steering Committee

The **Steering Committee** is responsible for **monitoring, approval, and inter-departmental coordination**.

Key Roles

1. **Rules and Procedures**
 - Lay down or approve rules for the functioning of CAMPA and the Executive Committee.
 - Ensure adherence to CAMPA's **core principles and objectives**.
2. **Fund Oversight**
 - Monitor the **utilization and progress** of funds released by State CAMPA.

3. **Approval Authority**
 - Approve:
 - **The Annual Plan of Operation (APO)**
 - **Annual Reports**
 - **Audited Accounts**
4. **Coordination**
 - Ensure effective **inter-departmental collaboration** for better implementation.
5. **Meetings**
 - Conduct meetings **at least twice a year** (once every six months).

3. Powers and Functions of the Executive Committee

The **Executive Committee** is responsible for the **implementation of CAMPA programs and projects** at the ground level.

Core Responsibilities

- **Implementation**
 - Execute CAMPA objectives as per the approved APO and rules established by the Steering Committee.
- **Preparation of the APO**
 - Draft the **Annual Plan of Operation (APO)** with detailed activities and estimated costs.
 - Submit the APO **before December** for the upcoming financial year for Steering Committee approval.
- **Supervision**
 - Monitor and supervise field-level activities funded by State CAMPA.
- **Financial Accountability**
 - Ensure proper **auditing of receipts and expenditures**.
 - Develop a **standard accounting system** for implementing agencies.
- **Reporting**
 - Submit **progress reports** to the Steering Committee.
 - Prepare and submit the **Annual Report** by **end of June** every year.

Workflow Diagram

The decision-making and operational flow of State CAMPA in Sikkim is structured as follows:

Governing Body → Steering Committee → Executive Committee

This ensures a streamlined process for policy guidance, monitoring, and ground-level implementation.

Website Design Suggestions

To make this content **engaging and user-friendly**, here's how it can be presented on the Sikkim CAMPA website:

Page Sections

- 1. Hero Banner**
 - Title: *Steering Committee – State CAMPA Sikkim*
 - Background: Scenic forests or plantation activities in Sikkim.
 - Short tagline: *“Sustainable Management of Forests for Future Generations.”*
- 2. Governance Overview**
 - A brief description of CAMPA's three-tier structure.
 - An **interactive flowchart** showing Governing Body → Steering Committee → Executive Committee.
- 3. Tabbed Content for Roles**
 - **Tab 1:** Governing Body
 - **Tab 2:** Steering Committee
 - **Tab 3:** Executive Committee
- 4. Reports and Downloads Section**
 - Links to **Annual Plans, Audit Reports, and Guidelines.**