

Micro Plan

(Prepared Under WBFBC Project)

FPC/ EDC

Month/Year _____

Address of FPC/ EDC

Revenue Village/ Villages _____

Post Office _____

Police Station _____

District _____

Pin _____

Location Map of FPC/ EDC

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1. Basic Information sheet

1.	Name of the FPC / EDC	
2.	Reference No./ID of FPC/ EDC (To be provided by PMU)	
3.	Name of Gram Panchayat	
4.	Name of the FMU/ Range	
5.	Name of the DMU/Forest Division	
6.	Name of the Panchayat Samity	
7.	Name of the District	
8.	Period of Micro Plan	From Month: Year: To Month: Year:
9.	Date of approval of Micro Plan by FPC/ EDC (Executive Committee)	(The copy of the resolution of Executive Committee to be attached)
10.	Date of approval of Micro Plan by Head of DMU/ DFO	
11.	Key team members engaged in Preparation of Micro Plan	

2. General Profile of FPC/ EDC

2.1 Date & No. of registration of FPC/ EDC

2.2 Land availability in the FPC / EDC

Sl.	Description	Area (in ha.)
1	Forest area	
	Reserved Forest (RF):	
	Protected Forest (PF):	
	Unclassed Forest (UF):	
2	Agriculture land	
3	Fallow land/ waste land	
4	Water bodies	
5	Habitation/ homestead area	
6	Any other category of land	

2.3 No. of Revenue/ Forest Villages covered

2.4 Bank Account details

- a) Name of the Bank:
- b) Date of A/c opened:
- c) Bank A/c Number:

2.5 No. of Households in the Village and households represented in FPC/ EDC

Category	Village (s)	FPC / EDC
Total HH		
ST		
SC		
OBC		
Others		

2.6 Details of Executive Committee Members of FPC/ EDC

Sl.	Designation	Name	M/F
1	Karmadhakhya/ Nominee (BOBSSS) and member		
2	Pradhan/ Nominee (Gram Panchayat) and member		
3	Member Secretary		
4	Member		
5	Member		
6	Member (SC/ST)		
7	FG/BM/BS and member		
8	MLA/ Representative and Member		

3. Socio-Economic Profile of FPC/ EDC

3.1 General description of the FPC/ EDC

3.2 Population (FPC/EDC)

Social category	Population					
	Male Adults	Female Adults	Total Adults	Male Children	Female Children	Total Children
Scheduled Tribes						
Scheduled Castes						
OBC						
Others						
Total						

3.3 Educational Status (Adults) – FPC/ EDC

Level	Nos.		
	Male	Female	Total
Literate without formal education			
Primary education			
Middle education (10th)			
Higher Secondary (12th)			
Graduates and above			
Total literates (a+b+c+d+e)			
Percentage of total literates	%	%	%

3.4 Enrolment of Children (5-16 years) – FPC/EDC

Place	Total children (5-16 yrs)		Enrolled		Percentage of enrolment	
	M	F	M	F	M	F
Schools/ Colleges						

3.5 Landholding details of FPC/ EDC

Category	No. of Households (HH)
Landless households	
Marginal land holding households (0.1 to 2.5 Acre)	

3.6 Livestock population (FPC/ EDC)

Type	No. of animals – approx.
Cows	
Buffaloes	
Bullocks	
Goats	
Sheep	
Poultry	
Others –specify	
Others –specify	

3.7 Status of access to basic services/ amenities

Sl.	Type of service/ amenities	Whether available within FPC/ EDC area (Yes/No)	If No, where available and distance	Functional (Yes/No)
1	Drinking water			
2	Electricity			
3	Sanitation			
4	School			
5	Health services for people			
6	Health services for livestock			
7	Telecommunication			

8	Transport and communication			
9	Postal and Banking services			
10	Market services			
11	Public Distribution System/ Ration			
12	Others - specify			
13	Others - specify			
14	Others - specify			
15	Others - specify			

3.8 Dependence of households on different livelihood sources

Sl.	Source of livelihood	Number of Households	Problems and opportunities
1	Agriculture		
2	Forestry		
3	Livestock/ Animal Husbandry		
4	Wage labour		
5	Small business		
6	Service/Job		
7	Any other – specify		

3.9 Identification of households, who need immediate attention by the Project and other Departments

Sl.	Name of head of household	HH No. in social map	Main sources of livelihood	Problems	Opportunities
1					
2					
3					
4					
5					

3.10 Wealth ranking

Sl.	Category	Criteria/ Indicators	No. of HH	Category code*
1.	Better off			A
2.	Manageable			B
3.	Poor			C
4.	Vulnerable (need immediate attention)			D
	Total			

Note: * Category code will be used for the Household Database.

3.11 Different Programmes/ Schemes implemented by different Departments/ Agencies in FPC/ EDC during last 5 years

Sl.	Name of the Project/ Scheme/ Activity	Year	Achievements			Implementing Department/ Agency
			Specify Unit	Physical	Financial (Rs.)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

3.12 Social Map prepared by the FPC/ EDC

3.13 Occupational pattern diagram

4. Participatory Resource Assessment

4.1 Describe different resources available to FPC/ EDC

4.2 Different events of the past and their influence on the resource management and people

Sl.	Decade/ Period	Event	Effect, Influence and Impact on the Resource/ People	Response of community to the situation
1				
2				
3				
4				
5				

4.3 Describe the efforts for Biodiversity Conservation (especially in case of EDCs)

4.4 (a) Status of different resources available to FPC/ EDC

Sl.	Type of resource	Area (ha)	Current status	Key problems in resource management
1	Reserve Forest			
1.1	High forest			
1.2	Harvestable Plantation			
1.3	Other Plantation			
1.4	Degraded forest			
1.5	Open/ Blank			
2	Protected Forest			
2.1	High/Coppice Forest			
2.2	Harvestable Plantation			
2.3	Other Plantation			
2.4	Degraded forest			
2.5	Open/ Blank			
2.6	Degraded Sal area fit for Coppicing			
3	Plantations on the community land			
4	Any other plantations outside the forest			
5	Agriculture land			
6	Water resources			
7	Any other resource			

	- Specify			
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4.4 (b) Resource Map prepared by FPC/ EDC

4.5 (a) Forest resources

Sl.	Plant (local name)	Main uses	Relative abundance	Perceived value of plant (scale of 1-10, 1 being lowest)	
				Men	Women
1					
2					
3					
4					
5					

4.5 (b) Describe the faunal resources available in the area and issues in habitat management and conservation

4.6 (a) Collection and Management of NTFPs

Sl.	Name NTFP	Collection time – Months	No. of HHs engaged - approx.	Unit	Quantum collected in a season/ year	Quantum consumed by the FPC/ EDC	Quantum sold in a season/ year	Sale value in Rs.	From FPC Area - yes/no	Any problem

4.6 (b) Describe if the FPC is engaged in some processing/ value addition activities of NTFPs

4.7 (a) Consumption of fuel wood and dry leaves

Sl.	Type of fuel used	Approx. No. of HHs	Approx. Annual Consumption (Specify unit) by the FPC	Sources	Problems
1					
2					
3					
4					

4.7 (b) Describe how the FPC/ EDC is managing the gap in demand and supply of fuel wood

4.8 (a) Utilization of timber, small timber/poles, bamboo

Sl.	Product	Approx. Annual utilization by the FPC/ EDC	Current source of collection/ purchase	Problems
1	Timber			
2	Poles			
3	Bamboo			

4.8 (b) Describe how the FPC/ EDC is managing the gap in demand and supply of timber, small timber and bamboo

4.9 Agriculture resources

Sl.	Crop	No of farmers engaged	Yield – approx.	Problems	Opportunities
1					
2					
3					
4					
5					
6					

4.10 Water resources

Sl.	Type	Nos.	Availability of water (Months)	Uses	Problems	Opportunities
1						
2						
3						
4						
5						

4.11 Utilization of fodder in FPC/ EDC

Sl.	Type of Fodder used	Approx. No. of HHs using it	Sources	Problems
1				
2				
3				
4				

4.12 Activity calendar -Livelihoods

Sl.	Month (local)	Main activities carried out during the month		
		Agriculture	Forestry Works	Wage Work
1				
2				
3				
4				
5				

6				
7				
8				
9				
10				
11				
12				

5. Assessment of Local and External Institutions

5.1 Venn diagram

5.2 Local Institutions in FPC/ EDC area and their functions

Type of Institution	No	Total Members/ HHs having membership	Functions and benefits to the community
Self Help Groups			
Cooperatives/ Credit unions			
Women organizations			
Youth clubs			
Farmers organizations			
Any other – specify			

5.3 Institutional Analysis – External Institutions operating in the FPC/ EDC

Sl.	Name of the Institution/ Organisation	Since when operating in the FPC/ EDC	Target group/ beneficiary	Activities undertaken so far	Problems faced by these Institutions/ Organisation	Plans for the future	What the FPC/ EDC shall do in collaboration with these institutions

6. Problem analysis and problem prioritization

6.1 Problem identification and analysis

Sl.	Key Stakeholder groups of FPC / EDC	Key problems identified by each stakeholder group	Most important causes of each problem	Perceived solutions to each problem	Activities to be carried out by FPC/ EDC to address the problem
1					
2					
3					
4					
5					
6					

6.3 SWOT Analysis of the FPC/ EDC

Strength	Weakness
Opportunity	Threat

7. Setting the objectives for Development of FPC/ EDC for 5 years

7.1 Objectives for Development

1.

2.

3.

4.

8. Activities for Institution Development (Capacity Building) of FPC/ EDC and SHGs

8.1 Details of Proposed Training Programmes, awareness camps, exposure visits to be conducted (FPC/ EDC and SHGs)

Sl.	Subject/ Theme	Target group	No of Participants	Duration	Tentative Month and Year

8.2 Formation of various working groups for smooth implementation of activities mentioned in the Micro Plan

Name of the working group	Name of the Leader	Members	Responsibility

8.3 Records to be maintained by the FPC/ EDC and SHGs

Sl.	Name of the record/ register to be maintained	To be maintained by whom	To be verified by whom

8.4 Fund management by FPC/ EDC

Describe how the FPC/ EDC is managing their funds/ financial resources received from different sources

8.5 Social audit

Describe how the FPC/ EDC is planning to conduct social audit as part of their efforts to maintain transparency and accountability

8.6 Monitoring mechanism

Describe the monitoring mechanism for different activities prescribed in the micro plan

9. FPC/ EDC Development and Perspective Plan for 5 years

9.1 Activities to be carried out for overall development of FPC/ EDC for 5 years (Consolidated)

Sl.	Activities	Physical Target	Financial Target	Indicative list of Departments/ Agencies for support
	Basic services			
	Community Infrastructure Development			
	Livelihood Enhancement			
	Resource development			
	Capacity Building			

9.2 Year-wise break up of different activities to be carried out by FPC/ EDC for 5 years

Proposed Activity	Year 1		Year 2		Year 3		Year 4		Year 5	
	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial
Basic services										
Community Infrastructure Development										
Livelihood Enhancement										
Resource Development										
Capacity Building										

Signature of Member Secretary of FPC/ EDC:

Approval by Head of DMU:

Attachment I

Forest dwellers' development plan

1. Total number of forest dwellers in the FPC/ EDC:

Category	Total Families	Total population	Total claimants under FRA	Total families got patta under FRA	Total forest areas given under FRA	Any other information on the forest dwellers
ST						
Other Forest Dwellers						
Total						

2. Potential social and environmental impact of interventions by the FPC/ EDC on the forest dwellers and suggested mitigation measures

Activities to be carried out by FPC/ EDC	Positive environmental and social impact on the forest dwellers	Negative environmental and social impact on the forest dwellers	Suggested Measures for mitigation of negative impact
Basic services			
Community infrastructure development			
Livelihood enhancement			

Resource development			
Capacity building			

3. Activities suggested for the Forest Dwellers and estimated costs

Year	Activities	Physical target	Financial target in Rs.

Signature of Member Secretary of FPC/ EDC:

Attachment II

Resolution of FPC/ EDC for approval of Micro Plan

Attachment III

Photographs of Microplanning Process in FPC/ EDC

Attachment IV

GPS Survey Map of FPC/ EDC

Attachment V

Proposed Land-use Map of FPC/ EDC

Attachment VI

Household database (for all households in the FPC/EDC)

Sl.	Name of Head of Household	Sources of livelihood		Wealth* ranking
		Primary	Secondary	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Note: * For category code refer table 3.10 of Micro Plan (Wealth Ranking)

Part II of Micro Plan

Attachment A

Annual Action Plans of FPC/ EDC for _____(Year)

Sl.	Project Packages/ Activities	Units	Total target-Micro Plan	Target and Achievement of the Previous Year _____				Physical target for the Current Year _____	Total Funds required in Rs.	Sources of finance and anticipated amount			
				Physical		Financial				WBFB CP	FPC / EDC	Others specify	Others specify
				Target	Achieved	Target	Achieved						
1	Basic services												
1.1													
1.2													
1.3													
1.4													
2.	Community Infra structure Development												
2.1													
2.2													
2.3													
2.4													
3.	Livelihood Enhancement												

3.1													
3.2													
3.3													
3.3													
4.	Resource Development												
4.1													
4.2													
4.3													
4.4													
5	Capacity Building												
5.1													
5.2													
5.3													
5.4													
6	Administration												
6.1													
6.2													
6.3													
6.4													

Signature of Member Secretary of FPC/ EDC:

Attachment B

Information received from Office of Block Development Officer on various Development Schemes proposed to be implemented in FPC/ EDC area

**Name of the FPC/ EDC:
Panchayat Samity:**

**Gram Panchayat:
District:**

Sl.	Name of the Scheme	Name of the Implementation Agency/ Dept.	Activities implemented in FPC/ EDC area during the Previous Year _____ along with quantity of work	Funds utilized during the Previous Year _____ (In Rs.)	Activities proposed to be implemented in FPC/ EDC area during Current Year _____ along with quantity of work	Financial Target for the Current Year _____ (In Rs.)

Signature of BDO:
Date:

Annexure-II
(Format)

Household Socio-Economic Baseline Survey

1.1 Basic information:

Name of the FPC				Gram Panchayat			
Panchayat Samiti				FMU			
1	Name of the Head of Household (HoH)			Sex		Age	
2	Name of Respondent			Sex		Age	
3	Households economic status as Per record	APL	BPL	Any other card, specify-			No card
4	Whether family has "job card" under MGNREGA?	Yes/ No					

1.2 Type of House (Tick mark)

Wall Type	Roof Type	Floor Type

1.3 Family profile

Sl. No.	Name of person	Sex	Relation with Head of Family	Age	Literacy Level	Primary Occupation	Any other information
1							
2							
3							
4							
5							
6							

7							
8							
9							
10							

1.4 Facilities in House

a)	Electricity in house	Yes/No					
b)	Drinking water	In house	Near House		Away from house		
c)	Sanitation - toilets	Yes/No					
d)	Homestead plot	Yes/No	If yes, then what is the use				
e)	Cattle shed	Yes/No	If yes, type of shed:				
f)	Fuel used	Fuel wood*	Dry leaves	LPG (Gas)	Electricity	Kerosene (stove)	
	If fuel wood and / or dry leaves used (Specify unit)	Fuel wood (annual consumption)					
		Dry leaves (annual consumption)					

1.5 Household assets

a)	House items	:	Bed etc.	Television	Radio/Tape etc.
			Stove (LPG)	Table /Chair	Others – specify
			Cell phone		
b)	Vehicles	:	Cycle	Moped/Scooter/Motor cycle	
			Car/Jeep	Others specify	
c)	Agricultural equipment	:			

1.6 Land holding status (Local term 1 bigha =hectare)

a)	Total land holdingbigha	Fallowbigha		
b)	Total cultivable landbigha	Irrigatedbigha		
c)	Homestead & habitation areabigha				
d)	Land given on rent for cultivationbigha				
e)	Land taken on rent for cultivationbigha				
f)	Source of Irrigation (If available)	Dug well	Bore well	From stream	Canal	Any other, specify-

1.7 Livestock details

Sl.	Animal	No.
a)	Cow	
b)	Bullock	
c)	Buffalo	
d)	Poultry	
e)	Goat	
f)	Sheep	
g)	Duck	
h)	Pig	
i)	Others, specify	

1.8 Fodder requirement

(a) If free grazing

a)	Forest	Months:	Specify months:
b)	Agricultural fields	Months:	Specify months:
c)	Other specify	Months:	Specify months:

(b) If stall fed then annual requirement of fodder (to be calculated on the basis of weekly requirement):

1.9 Requirement of timber, small timber/poles

(a) What is the annual requirement of timber and small timber?

(b) Where from you are getting it?

1.10 Saving and Debt related details

(a) Do you or your family members have a bank account? Yes /No

(b) Are you or other family members associated with any SHGs? Yes/ No

1.11 Annual Income from Agriculture

Sl.	Crops	Total area cultivated (bigha)	Total Production (Qntls.)	Total Consumptions (Qntls.)	Total Sold (Qntls.)	Sale value in Rs.
1						
2						
3						
4						
5						
6						

1.12 Problems of the family in carrying out different agricultural activities:

1.13 Annual Income from livestock

Sl.		Quantity	Unit Rate	Total Income	Problems, if any
1	Sale of Livestock				
2	Dairy – milk and other products				
3	Others, specify				
4	Others, specify				

1.14 Annual Income from wage employment

Sl.	Type of work	No. of days	Place of work	Wage rate	Total Income	Problems, if any
1						
2						

1.15 Annual Income from NTFP collection

Sl.	Item	Months when available	Total days spent	Total Collection (specify the unit)	Total Consumed	Total Sold	Sale value in Rs.	Problems, if any
1								
2								

1.16 Annual Income from other sources

Sl.	Source of income	Nature / Quantity	Unit Rate	Total Income
1	Service /Salary			
2	Skill based work/ handicraft			
3	Trading / vending (shop)			
4	Remittances			
5	Others. Specify			

Name of Surveyor :
 Signature :
 Place :
 Date :
 Signature of Respondent :