


West Bengal Forest & Biodiversity Conservation Society Bye Laws


In these byelaws unless the context otherwise requires, words and expression contained shall bear the same meaning as in the West Bengal Societies Registration Act, 1961 or any other statutory modification thereof.

1. **Title:** West Bengal Forest and Biodiversity Conservation Society - Byelaws.
2. **Extent of Application:** The Byelaws are concomitantly applicable to every area or sphere where Regulations of West Bengal Forest and Biodiversity Conservation Society are applicable.
3. **Structure:** The Project Management Unit (PMU) under Society will be in-charge of the overall managerial tasks of the Project. Various offices of the West Bengal Forest Department (WBFD) at the Circle, Division and Range levels will implement the Project. At the field level, Division Management Units (DMU) and Field Management Units (FMU) will be established. The Forest Protection Committees (FPC) and Eco-Development Committees (EDC), formed as per the extant resolutions/regulations issued by GoWB shall implement the Community Development Activities. Income Generation Activities shall be undertaken through Self-Help Groups (SHGs) from within the members of FPCs/EDCs.
4. **The Project Management Unit (PMU) Functions:** The functions of the PMU shall be as follows:
 - i. overall project coordination;
 - ii. procurement management, financial management including collating the expenditure statements from field offices
 - iii. preparation and submission of reimbursement claims to JICA;
 - iv. monitoring and evaluation; and
 - v. preparation of reports such as Quarterly Progress Reports (QPR) and Project Completion Report (PCR).
5. **The Project Management Unit Composition:** The composition of the PMU shall be as follows:

Rank	Designation
Addl. PCCF	Chief Project Director
CCF	Project Director (Finance)
CCF	Project Director (M&E)
CF	Addl. Project Director (Implementation)
CF	Addl. Project Director (Planning & Research)
DCF	Joint Project Director (HRD)
DCF	Joint Project Director (Extension)
Deputy Secretary	Chief Accounts Officer

6. **Chief Executive Officer (CEO) and Chief Project Director (CPD):** The Secretary of the Society shall act as the Chief Executive Officer (CEO) of the Society and Chief Project Director (CPD), West Bengal Forest and Biodiversity Conservation Project (WBFBCP). The Secretary shall be directly responsible for the management of the affairs of the Society, subject to the overall direction, control and superintendence of the Governing Body. The Secretary shall have such further duties, responsibilities and powers as may, from time to time, be entrusted to or conferred upon him by the Governing Body.


Chairperson
WBFBC Society


Member Secretary
WBFBC Society


Chairperson
WBFB Society

- 7. Divisional Management Units (DMU) Functions:** DMUs will receive project funds directly from the PMU for the implementation of the Project and disburse it to Project implementers such as FMU, FPCs, EDCs, SHGs and NGOs.

The DMUs will supervise the activities of those Project implementers and assist the PMU in planning, fund management, work progress monitoring and documentation at the field level.

DMU will report to PMU with copies marked to their respective Circle-in-Charge (Chief Conservator of Forests / Conservator of Forests).

- 8. Divisional Management Unit Composition:** The Project will be implemented at the level of Forest Division by the office of concerned Divisional Forest Officer (DFO). For the purpose of the project, this level shall be termed as "Divisional Management Unit" (DMU). The DFO shall head the DMU of the Project and coordinate and facilitate implementation of project under the guidance of the PMU. DFO will be supported by the subordinate staff of the Division for day to day office functioning. This unit may have the following structure:

- a. Divisional Forest Officer (DFO) – Head of DMU
- b. Asst. DFO / Assistance Conservator of Forests (ACF).
- c. Any other Office Staff the DFO may designate for the Project.

- 9. Field Management Units (FMU) Functions:** FMU shall ensure Project implementation at the range level and will have following major functions:

- i. Execution and supervision of works, including hiring of adequate labour etc.
- ii. Facilitate transfer of funds to the FPCs/EDCs
- iii. Technical advice and support to FPCs, EDCs, and SHGs etc. at the village level.
- iv. Preparation of technical papers, reports, plans and maps etc.
- v. Preparation of site specific development plans,
- vi. Documentation of the physical and financial progress.


- 10. Field Management Units Composition:** All implementing Range Offices of the DMU are designated as the "Field Management Unit" (FMU). The concerned Range Officer in charge of the Range will head the FMU, supported by the Foresters and Forest Guards of the Range.

- 11. Principles of Accounting:** The accounting principles to be followed by WBFBSCS shall broadly be in conformity with the West Bengal Financial Rules (WBFR), unless otherwise specified in the Operational Manual (OM). The Chief Project Director, being the Chief Executive Officer (CEO) of the Society, shall have overall responsibility for adherence to these Principles, which may be reviewed and modified whenever felt necessary with the approval of the Governing Body.

- 12. Maintenance of Accounts and Returns:** Every functionary whose duty it is to prepare and render any accounts and returns in respect of Project Funds or Stores, shall be personally responsible for their completeness and strict accuracy and their dispatch within the prescribed time schedule.

An officer who signs or countersigns a certificate shall be personally responsible for the facts certified to, so far as it is his duty to know or to the extent to which he may be reasonably expected to be aware of them.

The authority for the maintaining accounts of the Society will be PMU.


Member Secretary
WBFB Society

13. Management of Fund

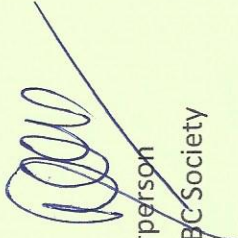
- i. The Society shall receive funds from the State Government, Government of India or from any other source as may be permitted by the State Government by way of revenue grants, capital grants or specified grants against projects.
- ii. All funds received by the Society shall be deposited in the "Saving Accounts" of one or more Nationalized Banks and shall be kept in appropriate scheme so as to maximize returns on idle balance.
- iii. The Chief Executive Officer/ Chief Project Director or any other officer(s) of the Society duly authorized by him may operate the financial transactions of the Society in the bank individually or jointly, as decided by the Chief Project Director.
- iv. Interest accrued on bank deposits shall be retained by the Society and utilized for the implementation of the Project as per guidelines of scheme.
- v. If Society decides to deposit funds in fixed deposit or any other scheme, a fixed deposit register shall be maintained and timely renewal of the same shall be made, if funds are not required for expenditure during the next month.

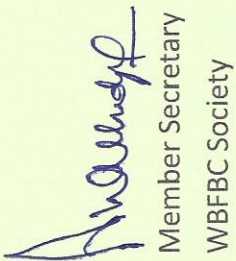
14. Accounting System:

- i. Double entry mercantile system of accounting shall be adopted by the Society.
- ii. The financial year of the Society shall commence from the 1st April of each calendar year and will end on 31st March of the next calendar year.
- iii. All books of accounts shall be maintained by the respective Head of Office at PMU/ DMU/ FMU/ JFMC/ EDC.
- iv. Receipt and Payment account and Income & Expenditure Account for the financial year and Balance Sheet as on 31st of March every year shall be prepared within 90 days after closure of the financial year.
- v. The maintenance of records shall be in such a way as to comply with requirement of extant Statutory Acts and Statutes.
- vi. All the accounts shall be balanced and monthly trial balance shall be prepared within the first week of the subsequent month.

15. Maintenance of Books of Accounts: The primary books of accounts to be maintained by the Society shall be as follows:

- Cash Book
- Bank Book
- Journal Book
- General Ledger
- Grants Ledger
- The following subsidiary registers shall also be maintained-
- Register of Drafts/Cheques received
- Register of Fixed Deposits
- Stock Register of Cheque Books
- Register of Outgoing Cheques
- Stock Register of Money Receipt Books
- Register of Misc. Advances
- Salary Register
- Tax Deducted at Source Register


Chairperson
WBFB Society


Member Secretary
WBFB Society

- Fixed Assets Register
- Stock & Store Register
- Any other register that may be found necessary

16. Accounts of DMU: The PMU shall take release grants/advances in favour of the DMUs for execution of the programmes. Each DMU will prepare a detailed Receipt and Payment Account and Trial Balance for each month and send to PMU by 10th day of next month. All funds received by the DMU shall be deposited in the "Saving Accounts" of a Nationalized Bank.

17. Accounts of FMU: The FMUs are the units for execution of the project works individually (all works other than Community Development & IGA) and with the JFMC/EDC participation (works of Community Development & IGA). All funds received by the FMU shall be deposited in the "Saving Accounts" of a Nationalized Bank. Each FMU will prepare a detailed Receipt and Payment Account for each month and send to DMU by 5th day of next month. All cheques issued by the DMU in favour of the JFMC/EDC shall be routed through the FMU.

18. Amendments: Alteration of these Byelaws may be made by the Governing Body.


Chairperson
WBFBC Society


Member Secretary
WBFBC Society