

West Bengal Forest and Biodiversity Conservation Society
Office of the Chief Project Director
Block LB-2, Sector III, Salt Lake City, Kolkata -700098

No.: 3303 / WBFBC / 7-2 (2)/14

Dated: 01.12.2015

To

1	Shri C. Sinha Principal Secretary Govt. of W.Bengal – Chairperson WBFBC Society	8	Shri R.R.P Singh, Addl Principal Chief Conservator of Forests, Finance - Member
2	Shri A.Zaidi, Principal Chief Conservator of Forests & HoFF West Bengal – Member	9	Shri P.T. Bhutia, Addl Principal Chief Conservator of Forests, North Bengal - Member
3	Shri P.Shukla Principal Chief Conservator of Forests & CWLW – Member	10	Shri R. Das, Managing Director, West Bengal Forest Wasteland Dev. Copn. – Member
4	Shri N.K.Pandey, Principal Chief Conservator of Forests General – Member	11	Smt. Mita Banerjee, Addl. Secretary Govt. of West Bengal, Forest Dept. – Member
5	Shri S. Dhaundyal, Managing Director, West Bengal Forest Development Copn. – Member	12	Shri Shomit Ghosh, Joint Secretary Govt. of West Bengal, Finance Dept. – Member
6	Shri R.R. Pandey, Principal Chief Conservator of Forests Research, Monitoring & Dev. - Member	13	Shri S. Dasgupta, Project Director (Finance), West Bengal Forest and Biodiversity Conservation Project – Spl. Invitee
7	Shri S.K.Sen, Addl. Principal Chief Conservator of Forests, Human Resources Dev. - Member	14	Shri S. Chaudhuri, Project Director (M&E), West Bengal Forest and Biodiversity Conservation Project – Spl. Invitee

Sub: Minutes of the 7th meeting of the Governing Body of West Bengal Forest and Biodiversity Conservation Society held on 17th November, 2015

Sir,

With reference to the subject kindly find enclosed herein the Minutes of the 7th meeting of the Governing Body meeting of the West Bengal Forest and Biodiversity Conservation Society, held in the office of the Project Management Unit on 17th November, 2015

Enclo: Minutes of 7th GB Meeting



(S. BARARI)

Chief Project Director &
Member Secretary WBFBC Society

**WEST BENGAL FOREST AND BIODIVERSITY
CONSERVATION SOCIETY**

**MINUTES OF 7TH MEETING OF
THE GOVERNING BODY**

**PROJECT MANAGEMENT UNIT OFFICE,
LB-2, SALT LAKE, KOLKATA**

17TH NOVEMBER, 2015

**MINUTES OF THE 7th MEETING OF THE GOVERNING BODY OF THE
WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY**

The 7th meeting of the Governing Body of the West Bengal Forest and Biodiversity Conservation Society was held on 17th November, 2015. The meeting was chaired by Shri C.Sinha, Chairperson of the Society. The following members / Special Invitees were present.

1	Shri A.Zaidi, Principal Chief Conservator of Forests & HoFF West Bengal – Member	7	Shri R.R.P Singh, Addl Principal Chief Conservator of Forests, CAMPA & Nodal Officer FCA - Member
2	Shri P.Shukla Principal Chief Conservator of Forests & CWLW – Member	8	Shri P.T. Bhutia, Addl Principal Chief Conservator of Forests, North Bengal - Member
3	Shri N.K.Pandey, Principal Chief Conservator of Forests General – Member	9	Smt. Mita Banerjee, Addl. Secretary Govt. of West Bengal, Forest Dept. – Member
4	Shri S. Dhaundyal, Managing Director, West Bengal Forest Development Copn. – Member	10	Shri S. Dasgupta, Project Director (Finance), West Bengal Forest and Biodiversity Conservation Project – Spl. Invitee
5	Shri S.K.Sen, Addl. Principal Chief Conservator of Forests, Human Resources Dev. - Member	11	Shri S. Chaudhuri, Project Director (M&E), West Bengal Forest and Biodiversity Conservation Project – Spl. Invitee
6	Shri R.R.P Singh, Addl Principal Chief Conservator of Forests, Finance - Member	12	Shri S.Barari Chief Project Director, West Bengal Forest and Biodiversity Conservation Project – Member Secretary

The Chief Project Director, WBFBC Project & Member Secretary of the WBFBC Society presented each agenda following which discussions were held to resolve the issues. The Agenda wise presentation and decisions are given below:

Agenda 1: Confirmation of the minutes of the 6th meeting held on 10th June, 2015

Governing Body was informed, since no communication in respect of 6th meeting of Governing Body held on 10th June, 2015 has been received so far it may be treated as confirmed.

Decision:

Minutes of the 6th meeting of the Governing Body stand confirmed.

Agenda 2: Discussions on the Action Taken Report on the Resolutions of the minutes of the 6th meeting held on 10th June, 2015

The Action Taken Report (ATR) on the resolutions of the minutes of the 6th meeting, placed as Annexure I to the agenda notes of 7th meeting, was presented before the Governing Body. While presenting the ATR, some of the points were updated and the updated Action Taken Report is produced as **Annexure I** of the minutes.

Decision:

- (i) *The Action Taken Report on the minutes of the 6th Governing Body meeting is accepted with the updations. The same is attached as Annexure I.*
- (ii) *The guidelines of TPOFA, Microplanning etc. should be published in the website of the WBFBC Project so that it could be used as a common template for all schemes including Green India Mission.*

- (iii) *A technical workshop on microplanning can be organised by PMU based on the guidelines of the microplanning manual, for concerned officials.*

Agenda 3: Presentation of Status Report of WBFBC Project

The Status Report of WBFBC Project, attached as **Annexure II** to the agenda notes was presented before the Governing Body. No observation or comments were received from the members.

Decision:

The Status Report is accepted by the Governing Body and placed as Annexure II of the minutes

Agenda 4: Acceptance of the Internal Auditor's Report

M/s C.K.Prusty & Associates was appointed as the Internal Auditor for the period 1.4.2014 to 31.3.2015, to check the system of accounting, irregularities, loss, fraud etc. for the PMU and all the DMUs and FMUs under it as approved by the Governing Body in its 5th meeting held on 27th Nov., 2014. The appointment letter was issued vide memo no.02 / WBFBCP/ 4-1(1)/14 dt 02.01.2015. The salient feature of the report was circulated in the agenda notes as **Annexure III** and the full report in two volumes were placed in the meeting for members to examine.

Decision:

The Internal Audit Report for the period 1.4.2014 to 31.03.2015 is accepted by the Governing Body. The salient points as placed in Annexure III of the Agenda Notes, is reproduced as Annexure III of the minutes.

Agenda 5: Acceptance of the Statutory Auditor's Report on the Accounts of the Society for the year 2014-15

M/s J.Singh and Associates was appointed as statutory auditor of the Society for the financial year 2014-15, following the approval of the Governing Body against sl.4 of the agenda of its 6th meeting. The letter of appointment was issued on 16.06.15. The statutory auditor's report was placed as **Annexure IV** of agenda notes, for acceptance of the Governing Body, so that the same could be placed in the 3rd Annual General Meeting. Members perused the report.

Decision:

- (i) *The Statutory Audit report on the accounts of the Society for 2014-15 is accepted by the Governing Body without any modifications. The same is placed as Annexure IV of the minutes.*
- (ii) *The Statutory Audit report of 2014-15 may be placed in the ensuing Annual General Meeting.*

Agenda 6: Appointment of Internal Auditor for the period 01.04.2015 to 31.03.2016

For the purpose of internal checks against irregularities, loss, fraud, systemic errors and persuasive guidance and course corrections of accounting systems etc., the following were proposed to the Governing Body :

- (a) Internal Auditor for the period 01.04.2015 to 31.03.2016 be appointed by calling open paper tender with two envelope system;
- (b) only the Chartered and Cost Accountant firms may be allowed for competing the tender;

- (c) the evaluation of the tenders may be done on Quality cum Cost Basis (QCBS) at 80:20 (technical : financial) ratio by a Committee.

Decision:

- (i) Chartered and Cost Accountant firms only should be allowed to participate in the competitive tender.
- (ii) The selection of Internal Auditor should be for 3 years. Yearly contract agreement should be executed, which will be extendable (renewable every year) upto 3 years, based on performance.
- (iii) The evaluation of the tenders may be done on Quality cum Cost Basis (QCB) at 80:20 (technical : financial) ratio by a Committee. The Technical and Financial parameters of evaluation should be defined in the tender document and such parameters should be conforming to JICA guidelines.
- (iv) The same procedure of selection, ie; QCBS may be adopted for appointment of Statutory Auditor also.

Agenda 7: Appraisal on appointment of Architect for construction of Administrative Building at Siliguri

The following was informed to the members of the Governing Body:

- (i) Out of five firms competing for the tender on Architect's selection, three were declared technically qualified.
- (ii) Under the Quality cum Cost Based (QCBS) selection system described in the tender conditions – Technical score 80% : Financial Score 20%, M/s Dynamic Projects Pvt. Ltd. Scored highest, with financial bid of Rs. 12,90685/- (24.3% less than estimated cost).
- (iii) The Chief Project Director, under powers delegated to him in this regard, accepted the tender, with a request to give their inputs, if any, on the architecture and design of the proposed building.

Decision:

The Committee set up by the Addl PCCF North Bengal with regard to the Administrative Building at Siliguri, will take necessary decision on the architecture / design of the proposed building

Agenda 8: Extension of Afforestation activities beyond 2016

(a) Afforestation in forest areas

The Governing Body was apprised that owing to late establishment of Hi-tech Central Nurseries (with root trainers) and due to late inclusion of the LWEE areas in Jhargram and Bankura South DMUs having large potential areas for A4 (RDF), the afforestation targets of A1 through A6 could not be achieved to the extent it should. The projected balance of target, considering the model wise proposed targets for 2016 as presented to the members is given below:

Model	Total target in ha. As per MoD	Target Achieved in 2014 in ha	Target Achieved in 2015 in ha	Proposed target for 2016 in ha.	Total expected Achievement (including 2014, 2015 & 2016)	Balance of target after 2016 in ha.
A1	450	141	166	143	450	0
A2	3430	176	406	455	1037	2393
A3	6000	257	1641	2017	3915	2085
A4	7500	1129	3626*	800	5555	1945
A5	1050	30	160	392	597	453
A6	540	20	110	185	260	280

* Work to be completed between Dec 2015 and Feb 2016.

Afforestation component comprise about 35% of the project outlay. It is surmised that the balance of targets could be achieved, if Creation under A2, A3, A5 and A6 and RDF operations of Sal under A4, under Afforestation, is allowed in 2017 and 2018. It was apprised that on receipt of approval of the G.B, JICA authorities will be moved to concur with the approval.

Decision:

The members considered the issue and took the following decisions.

- (i) *The proposed extension of afforestation activities beyond 2016 is principally approved.*
- (ii) *The targets have to be revisited and their necessary adjustments made within the project cost including interest accrued.*

(b) Afforestation in non-forest areas (Tree Plantation Outside Forest Areas)

Though the PMU, through the concerned Social Forestry DMUs, tried to achieve the targets of B1 and B2 models, the achievement so far has not been encouraging. The table below shows the target, achievement and balance of area of the two models.

Model	Total target in ha. As per MoD	Target Achieved in 2014 in ha	Target Achieved in 2015 in ha	Proposed target for 2016 in ha.	Total target (including 2014, 2015 & 2016)	Balance in ha. After 2016
B1	1400	119	311	435	865	535
B2	1400	45	19	95	159	1241

Tree Plantation Outside Forest Area (TPOFA) is one of the major components of Afforestation under the project. Therefore, we may take up Creation of B1 and B2 models in 2017 and 2018. The matter was placed before the members approval so that JICA may be moved to concur with the approval.

Decision:

The members considered the issue and took the following decisions.

- (i) *The proposed extension of afforestation activities beyond 2016 is principally approved.*
- (ii) *The targets have to be reviewed and their necessary adjustments made within the project cost including interest accrued.*

Agenda 9: Revision of approved FPC/EDC List

In the last Governing Body meeting, the list of 530 FPCs and 29 EDCs selected was approved. However, few DMUs approached the PMU for revision of some of the FPCs, viz: Bankura North, Bankura South, Panchet, Kharagpur DMUs, ostensibly due to some local problems and inadequate plantable area. These revisions have been made and revised list intimated to the concerned DMUs. The revised FPC list for the DMUs was placed as **Annexure V** to the Agenda notes. Due to this revision, presently, the total nos. of selected FPCs and EDCs are respectively 532 and 29.

Governing Body was apprised that the firming up of the FPC list was very important on the following counts:-

- (a) For creation and finalization of clusters of 5 each, following which extension workers would be appointed by selection from the eligible candidates of the FPCs of each cluster.
- (b) For categorization of the FPCs of each district for the purpose of allocation of fund for the Community Development component since the allocation will be differential based – Rs 6,00,000/-, or Rs 4,50,000/-, or Rs. 2,00,000/-.

Decision:

- (i) The FPCs/EDC lists which have not undergone revision after the 5th GB meeting stands firmed up.
- (ii) The revisions of FPC lists of Bankura North, Bankura South, Panchet and Kharagpur DMUs, as proposed in Annexure V is approved and may be attached with the minutes.

Agenda 10: Tenders on six Research topics on Biodiversity Conservation

There are six research topics against the Biodiversity Conservation component which are included in project. They are:

- (a) Study on the ecology of Leopard in North Bengal
- (b) Study on the ecology of Gaur in North Bengal
- (c) Study on the ecology of Tiger in North Bengal
- (d) Study on the Impact of Habitat Management
- (e) Study on the Population dynamics, movement and habitat of Elephant in N.Bengal
- (f) Study on the Population dynamics, movement and habitat of Elephant in S.Bengal

Out of these Six e-tenders, which were floated on 23rd July, 2015, the following three were cancelled owing to inadequate no. of bidders:-

- (a) Study on the ecology of Leopard in North Bengal –Single tender
- (b) Study on the ecology of Tiger in North Bengal –Two tenders
- (c) Study on the Impact of Habitat Management – Single tender

Three bids each were received against the rest three tenders. Tenders were technically evaluated by a Committee of senior officers, followed by financial evaluation of the technically qualified bidders. All the bidders in each of the three tenders qualified technically, scoring a minimum of 65 marks out of 100. The final score was calculated on QCBS basis with 80% technical: 20% financial score. The final result is tabulated below:

Tender Topic	Highest scorer on 80:20 basis	Total score of the highest scorer	Estimated cost (Rs)	Rate offered by highest scorer (Rs)
Study on the ecology of Gaur in North Bengal	Aaranyak	83.2	15,84,000/-	15,66,000/-
Study on the Population dynamics, movement and habitat of Elephant in South Bengal	Salim Ali Centre for Conservation of Nature (SACON)	80.16	26,39,000/-	34,70,285/-
Study on the Population dynamics, movement and habitat of Elephant in North Bengal	Aaranyak	93.12	26,39,000/-	25,76,000/-

The results were published in website and the Chief Project Director under the powers delegate to him, accepted the offered rates of the highest scorers as described above on 6th Oct, 2015. The work order will follow. Since the offered rate in case of Elephant in S.Bengal is higher than the estimated cost, the G.B may allow to book the excess amount of 8,31,825/- under non-reimbursable fund.

Decision:

- (i) The acceptance of the offered rates of the three studies by the CPD under delegated powers, as mentioned above, is endorsed.
- (ii) The adjustment of shortfall of Rs 8,31,825/- has to be done within the Reimbursable fund under the same component of work. Funding from Non-reimbursable part for this purpose should not be done.

Agenda 11: Tender on Socio-economic Base line Survey

PMU called e-tender for deploying reputed institutes / organisation / firm on contract, for Socio-economic Baseline Survey at Household and Community levels, on fixed parameters, for 600 FPC and EDCs. In keeping with the procurement policy of JICA, the selection procedure of the bidders was based on final scoring of 80% Technical score + 20% Financial score.

All the three tenders received from M/s JPS Associates Pvt. Ltd., Hauz Khas Enclave, N.Delhi, NABARD Consultancy Services Pvt. Ltd., Mumbai and Webcon Consulting (India) Ltd., Kolkata qualified technically. On evaluation of the Technical and Financial offers of all the three bidder on the QCBS (80 Technical : 20 Financial) M/s NABARD Consultancy Services (NABCONS) secured the First rank followed by WEBCON and JPS Associates Pvt Ltd., respectively.

The total contract value of NABARD Consultancy Services (NABCONS) is **Rs. 22.50 lakhs with taxes**. The Chief Project Director, under the powers delegated to him, accepted the offered rates of the highest scorer as described above. NABCONS, has accepted the offer and deposited Rs 1,00,000/- (Rupees One Lakh) as Security Deposit. The formal work order will be issued as and when the Agreement is executed. Guidance of the Governing Body with regard to monitoring the progress of survey works was requested.

Decision:

- (i) *A composite committee, which may be designated as 'Publication Committee' may be constituted. The composite committee may deal with all such similar survey, research or studies.*
- (ii) *The Committee may comprise of PCCF Research, Monitoring and Development as Chairman and APCCF Monitoring and CCF Research as Members.*
- (iii) *The Committee may co-opt members from PMU.*
- (iv) *The PMU will formally propose draft notification of the Committee, including the composition and Terms of Reference to PCCF (HoFF), who will formally notify the Committee.*

Agenda 12: Approval of revised cost of extension of two floors of Aranya Bhawan.

The Governing Body in its 6th meeting held on 10th June, 2015 approved the revised cost estimate of Extension of Aranya Bhavan of Rs 3,19,57,762/- only. Recently, the PCCF General, vide memo no. 3911/CS/2M-509/2013 (Pt.II) dt 30.07.15 informed that the cost of Aranya Bhavan Extension will have to further revised to Rs. 3,77,00,000/-, owing to the mandatory fire safety works for the whole building. The following figures were placed before the Governing Body for consideration.

- | | | |
|-------|---|--------------------------|
| (i) | Estimated cost as per the MoD, at 2011 base year = | Rs 2,88,00,000 |
| (ii) | Escalation permissible upto 2013 (@13.64%) = | Rs. 39,28,320 |
| (iii) | Total permissible cost (Est cost + Escalation) = | Rs. 3,27,28,320 |
| (iv) | Add physical contingency @ 10% = | Rs. 32,72,832 |
| (v) | Grand Total of cost as per MoD, (iii) + (iv) | = Rs. 3,60,01,152 |

The **maximum cost** that can be provided from the reimbursable cost of the project is **Rs. 3.60 Crores**. The Governing Body was requested that the following facts may be considered while resolving the issue:

- (a) Since the project is based on ODA loan, the Finance Dept., GoWB, may, in future, adjust the grant released from the State govt. against the interest accrued.
- (b) Enhanced cost of plantation or other activities beyond the designated period of project will have to be adjusted from the interest earnings.
- (c) Since, as per the MoD, non-reimbursable cost covers administrative costs only, booking of the extra cost for the completion of the extension of Aranya Bhavan may not be done without the concurrence of JICA.

Decision:

- (i) *The excess cost of extension of Aranya Bhavan should be provided from the reimbursable component by adjustment of the budget of the Building component approved under the Project.*
- (ii) *The matter may be placed and sorted out in the ensuing Mid-term Review (MTR) of JICA.*

Agenda 13: Mid-term Review (MTR) of the project

The mid-term review of JICA assisted is usually taken up 3-4 years after the project initiation for the purpose of course corrections and / or modifications of project specifics. The G.B was apprised that the project is presently in the 3rd year (implementation started from 2013-14) and in a communication from JICA dated 15th Oct, 2015, they have expressed their willingness to conduct Mid-term review between Dec 2015 and Jan 2016. In this connection it was also mentioned by the CPD that following six proposals for which concurrence was sought from JICA, is purported to be taken up in the MTR as suggested by JICA.

- (i) Closure of Buxa Tiger Reserve and distribution of the target. This has been approved by the Governing Body earlier.
- (ii) Approval for additional requirement of vehicle and motor cycles in Forest Dept. within the budget available under the Infrastructure Development component.
- (iii) Modification of minimum viable area under Tree Plantation Outside Forest Area.
- (iv) Regarding involvement of NGO in capture and release of small animals in Central Bengal
- (v) Approval of modification of the prescriptions of afforestation models of South Bengal
- (vi) Approval of modification of the prescriptions of afforestation models of North Bengal

The G.B was also informed that to clear the backlog of Afforestation component the plantation programme must be extended upto 2018 at least. This was also expressed by the CPD during a recent review meeting by the DG Forests.

The members were therefore requested to decide on whether the extension of the afforestation programme upto 2018 should be sought even before the MTR.

Decision:

- (i) *The issue of extension of Afforestation component upto at least 2018 should be taken up in the MTR on priority.*
- (ii) *Advance action may be taken by the PMU so that the plantation season of 2017, especially for A2 (Sal plantation in South Bengal) and A6 (Sal plantation in NB), are not missed.*

Agenda 14: Approval of the proposed foreign training of officers

Training of senior officers in foreign institutes is an integral part of the Training & Capacity Building component under the Institutional Capacity Development. Till now no foreign training could be organised owing to the absence of Capacity Development expert in PMC. The Capacity Building expert who has joined PMC recently, along with the team leader, has worked on the possibilities of visiting foreign institutes of repute. On the recommendation of the PMC and primarily agreed upon by the PMU, a correspondence was made with the Regional Community Forestry Training Centre for Asia (RECOFTC), Bangkok, Thailand, an international non-profit organization.

Decision

The members of the GB were apprised that the PMU received a communication from the RECOFTC addressed to the team leader of PMC, agreeing inter alia, to the following in the Letter of Agreement (LoA) :

- (i) To organize a customized training and study tour on Participatory Management of Community Forests and Protected Areas in Thailand and Vietnam during 18-27 January, 2016.
- (ii) The delegation will comprise of 12-16 officials of the West Bengal Forest Dept working under JICA assisted project
- (iii) The total estimated cost for the programme comprising 12 persons for Thailand and Vietnam would be USD 52,349 only, which is equivalent to Rs. 34,07,400/- only (1 USD = 65.09 INR as on 13.10.15). This includes Service Cost, Travel/trips in the two countries, Accommodation, Meals, Wrap up WS, Insurance, contingencies and Administrative charges @ 15% of the total cost. The cost could be revised if the no. of participants is increased.
- (iv) The roles and responsibilities of RECOFTC and the Client (WBFBCP) has been outlined in the Annex 2 of the LoA
- (v) As per Annex 2 of the LoA, the responsibility of the WBFBCP are
 - (a) the identification of participants,
 - (b) Co-ordination with participants about program agenda, itinerary etc and
 - (c) arrangements for international travel and visa.

The members were requested to consider the proposal and approve / decide on the following:

- (a) Approve the proposal received from RECOFTC in principle
- (b) Approve the budgeted cost. As per the proposed budget the per person cost (for a group of 12) works out to Rs.2,83,950/- or say Rs.2,84,000/- only, which is within the budget provided in the project.
- (c) Approve the principle of selection of the officers as suggested below:-
 - (i) Should be in the rank of DFO or above with at least 3 yrs service left;
 - (ii) Officers should be involved with the project in some capacity;
 - (iii) Officers at field level who has performed well should be given preference;
 - (iv) Preference should be given to officers who have not visited foreign institutes in the last 3 years;
- (d) In principle approve the cost of travel of the Team Leader of PMC, so that he can accompany the team of officers.

The letter ref no. CDTS/112/2015 dt 9th Oct, 2015 received from RECOFTC, Bangkok alongwith the LoA, Annexures and Proposed Budget and enclosed with the Agenda Note as **Attachment 1** is also annexed to this minutes.

Decision:

- (i) Proposal received from RECOFTC including the budgeted cost of Rs 2,84,000/- only per person is accepted in principle.
- (ii) Officers in the rank of Forest Ranger (Direct recruit) and above upto CCF rank should be considered for the training.
- (iii) The selected officers should be in some way connected with the Project and have at least 4 years of service left.
- (iv) Officers who have performed well and those who have not visited foreign country during the last 3 years should be given preference.
- (v) Cost of travel of the Team Leader of PMC, who would accompany the team(s) is approved in principle. The cost should be adjusted within the Consultancy cost.

Agenda 15: Revision of cost for purchase of Speed boats for Sunderban Biosphere Reserve

In WBFBC Project Man-Animal Conflict is an important section under the Biodiversity Conservation component. The project provides for purchase of Speed Boats with spare engine under the sub-section "Tiger in Sunderbans" under section Man-Animal Conflict. Tenders floated in the past have failed. Subsequently, the matter was discussed in a meeting held on 1.10.15 with the Sunderban Biosphere Reserve (SBR) officials under the chairmanship of the Director SBR. It revealed that the budgeted cost for Speed Boat provided under the project is Rs. 30,00,000/- for 2 speed boats @ 15,00,000/- each at base year 2011, which with escalation (allowed upto 2013) and physical contingency @ 10% works out to Rs.37,50,000/- for 2 nos.

Director SBR vide his letter no. 722(6)/SBR/BD-106/2011 dt 9.10.15, endorsed the letter 2773/FD/2B-56/2015 dt 07.10.15 of Dy. Director SBR in which he has given an estimated cost of Rs 25,00,000/- without taxes for a single speed boat. The specifications of the speed boat which suits the purpose of mobile squads for tiger protection, rescue and patrolling in Sunderbans areas suggested in the letter are given below —

Attributes	Specifications
Boat	LANCER
Type	Monsoon 21 (Cabin model)
Length	21 feet
Draft	0.36 mt.
Power	150 Hp
Capacity	8 persons
Speed	Maximum 25 knots+

Since purchase of 2 nos. speed boats is not possible within the budget cost provided in the project, the following was proposed to the Governing Body for its consideration while deciding on the issue. Proposed that we may either-

- (i) purchase one speed boat at the total cost provided for two speed boats and inform JICA authority; or
- (ii) purchase two speed boats of the given specifications – one from the reimbursable cost provided in the project and another from the Non-reimbursable cost, with prior concurrence of JICA authority.

Decision:

- (i) *Purchase of speed boats from non-reimbursable cost is not approved. Therefore, within the budgeted cost, under reimbursable component, only one boat of approved specifications should be purchased.*
- (ii) *The specifications proposed should be ratified by the Biodiversity Conservation expert of the PMC. The specifications should not be based on any particular brand name.*

Agenda 16: Extension of the contract period of the Forest Ranger in PMU

The Governing Body in its 3rd meeting held on 1.9.2013, decided to engage contractual staff for PMU, which included Forest Ranger. The conditions of engagement of contractual staff imposed by the Governing Body, which are of relevance for extension of contract, are as follows:

- (i) The engagement of Forest Ranger will be for a maximum period of one year.
- (ii) The contract will be valid either up to the date when the Forest Ranger attains 65 years of age or one year from the date of engagement, whichever is earlier. Provided that, on expiry of the contract period, the contractual engagement will be automatically terminated.
- (iii) The Society reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties, on expiry of the contract.

Accordingly, Shri B.Chakraborty, Forest Ranger, was appointed in the PMU on contract for a period of one year from 1st November, 2013, vide memo no. 291/WBFBCP/9-1/13 dt 25.10.2013. On satisfactory performance of the incumbent for one year, ending 31st October, 2014, the contract was extended for a further period of one year vide memo no. 1779/WBFBCP/9-1/14 dt 29.10.2014. The current contract ended on 31st October, 2015 and also Shri B.Chakraborty, Forest Ranger has attained 65 years.

The defined role of the Forest Ranger are as follows:

- (i) Assist in the management of the PMU office
- (ii) Management of accounts, execution of works of the PMU office.
- (iii) Processing of bills of PMU
- (iv) All processing for central Procurement of goods and services by PMU
- (v) Bank transactions and handling of imprest cash for PMU
- (vi) Disbursement of payments for PMU office
- (vii) Assist officers of PMU in conducting training of DMU/FMU/SHG/FPC/EDC. Assist in organizing study tours / training (national and international) of personnel attached with the project.
- (viii) Co-ordinate, manage and maintain the office and labour related matters of the project and assist the PMU in the same, including management of office and other staff of the PMU.
- (ix) Deal with all legal issues pertaining the PMU
- (x) Any other related functions allotted by the Head of Office of the PMU.

The facts stated above and the following points were placed before the G.B for consideration :

- (a) The activity under the project is expected to increase further during 2016-17.
- (b) Since Shri B.Chakraborty, Forest Ranger, has rendered commendable service to the Society till date. He is fit and alert to carry on the duties and responsibilities he has been entrusted with. It will therefore be worthwhile to obtain the services of Shri B.Chakraborty, Forest Ranger to carry on the functions of the PMU smoothly for two more years, by entering into a fresh contract commencing 1st November, 2015.
- (c) The terms and conditions of the contract including Duties and responsibilities, Reporting and Charge, Remuneration, Payment of Travelling cost, Conditions of Leave, Termination of Contract etc., may remain as per the last agreement.

Decision:

Considering the commendable service of Shri B.Chakraborty, Forest Ranger and his alertness and fitness the following decisions are taken

- (i) *Shri B. Chakraborty, may be appointed on contractual basis through a fresh contract, presently for a period of one year starting 1st November, 2015, as a special case.*
- (ii) *The extension of the contract will depend upon the quality of service he could deliver for one year.*

The meeting ended with a vote of thanks to and from the Chair.

Sd/-
(C. SINHA)
Chairperson,
WBFBC Society

ANNEXURE - I

ACTION TAKEN REPORT ON THE DECISIONS OF THE 6TH MEETING OF WBFBC SOCIETY, HELD ON 10TH JUNE, 2015

Sl.	Issue	Resolution	Action Taken
1.	Confirmation of the minutes of the 5 th meeting held on 27 th Nov., 2014	The minutes of the 5 th meeting of the Governing Body held on 27 th Nov., 2014 are confirmed	Action complete.
2.	Discussion on the Action Taken Report on the Resolutions of the minutes of the 5 th meeting held on 27 th Nov., 2014		
	(i) Modifications in the Composition of the Governing Body by a Committee constituted for this purpose	Constitution of Committee for suggesting modifications of Governing Body is not required. The revised composition of the Governing Body was finalized, which would be notified by Forest Dept.	Draft notification send to Forest Dept vide memo no. 2852 / WBFBCP / 7-1 dt 7.10.15 for its concurrence and publication.
	(ii) Exemption of Income Tax filed u/s 12A of the I.T Act	The matter should be followed up.	Refund of Income Tax of Rs. 26,11,219 and Rs 37,60,088/- against A.Y 2014-15 & 2015-16 respectively has been acknowledged by Income Tax authority and shown in ITR V As understood from the IT Consultant the formal order is expectedly shortly.
	(iii) Regarding engagement of additional personnel on contract basis	Engagement of additional personnel on contractual basis for PMU and field formations should be restricted to 16	Action will be taken within 2015-16.
	(iv) Regarding approval of Manuals and Guidelines	The Manual for Microplanning, Guideline for preparation of Forest Dwellers Development Plan, Guidelines for TPOFA and Manual for establishment of nursery infrastructure are approved. Action proposed for revision of Nursery Manual for production of QPM is approved.	Action complete. No further action required. Forestry Expert has revised and corrected version of vol. II of Nursery Manual and TPOFA Guidelines have been circulated for comments from members of the Manual Committee
	(v) Regarding Common User Group (CUG) facility	Proposal of providing CUG facility may be dropped. PMU to explore possibilities of installing video conferencing facilities with service providers like BSNL and IRCTC	Action complete. No further action required. Not much headway could be done. PMU will explore other possibilities.
3.	Presentation of the Status Report of WBFBC Project	PCCF General will follow up the submission of microplans with the DMUs in addition to the pursuance by PMU.	As on date the total no. of microplans submitted is 484. Review meeting by PCCF HoFF's done on 30.9.15 and the minutes circulated to all

		<p>Quarterly review of implementation of WBFBCP at PCCF level and monthly review by Circle Incharges should be taken.</p> <p>PCCF General may devise a mechanism so that the performance of FMU and DMU heads in implementing WBFBC Project is reflected in their ACRs / PARs.</p> <p>The DMUs excluding the recent additions, not performing well should be identified by the PMU and separate meetings will be taken by the concerned PCCF's within a short time.</p>	<p>concern.</p> <p>No action need be taken by the PMU.</p> <p>Assessment of performance of DMUs will be done after closing of September 2015 accounts.</p>
4	Appointment of Auditor for auditing the accounts of the Society for 2014-15	Engagement of M/s J. Singh & Associates for statutory audit of the Society for 2014-15 is approved. The engagement of the auditor should be under the same terms and conditions under which they were engaged for statutory audit for 2013-14	M/s J. Singh & Associates was engaged for statutory audit of Society for 2014-15 vide no. 1536/WBFBCP/4-1 / 13 dt 16.6.15 under the same terms & conditions under which they were appointed for audit of 2013-14. The Statutory audit report is presented against agenda no. 5 of this note.
5.	Approval of Annual Plan and budget for 2015-16	The proposed Revised Estimate of 2015-16 amounting to Rs 7416.20 lacs is approved. The PMU is authorized to spend the unspent amount of G-I-A during the year 2015-16	The head wise budget for 2015-16 has been allocated to all the DMUs vide no. 1386/WBFBCP/2-1 (Vol II) dt 2.6.2015 within the approved estimate of Rs 7416.20 lacs)
6.	Approval for deviations of Accounting procedure	Project Director Finance is authorized to condone the deviations of accounting procedure during 2014-15	Project Director Finance, vide memo no. 2787/WBFBCP/1-4 dt. 29.9.15 has condoned such deviations
7.	Delegation of power to prescribe various forms for Accounts of the Society	Project Director Finance is authorized to add / delete / modify the prescribed forms without modifying the fabric of the approved accounting procedure	The matter is under constant review by the PMU. Project Director Finance has finalized the format of new form 17A for Requisition of Fund by FPC/EDC to DMU through FMU. This will be notified shortly.
8.	Operation of Account(s) of the Society	Operation of bank account(s) of the Society will be done by any two of the following designated officers—Project Director (Fin.), Addl. Project Director (Impl.), CAO/Joint PD looking after the works of CAO	The PMU is following this directive. The banker has been informed accordingly, vide no. 1550/WBFBCP/7-1 dt 16.6.15
9.	Approval for selection of FPCs / EDCs	The FPC list comprising 530 FPCs and 29 EDCs (Annexure IV of Agenda notes) is approved	Revision proposed in Agenda no. 9 of this note for consideration of the members

10.	Procurement of additional root trainers of 150cc and 300cc capacity	Procurement of addl. Qty of 150cc and 300cc root trainers to the tune of 4 lacs nos. each is approved. The procurement will be done from M/s Rajdeep and M/s Global Traders at the same rate and terms and conditions (as done earlier).	Order for procurement of 4 lac nos. of 150 cc root trainers and 4 lacs nos. of 300cc root trainer has been issued under memo nos. 1956/WBFBFP/5-3(8) dt 23.7.15 and 1575/WBFBFP/5-3(8) dt. 19.6.15. Supplies are almost complete.
11.	Repairs of frontline staff's quarters	Proposal of repairing 250 staff quarters in 2015-16 is approved at Rs 40000/- each. The total expd. Should be limited to Rs. 1.00 Crore under non-reimbursable part.	The proposals have been received in the Circle wise review meetings and discussed in PCCF HoFF's quarterly review meeting on 30 th Sept, 2015. Allocation has already been worked out at PMU based on percentage of utilization of fund in 2014-15, extent of participation in project activity by the DMU & performance in general of the DMU. Formal letter will be issued shortly.
12.	Administrative & Financial approval for extension of Aranya Bhawan, Salt Lake	<p>Revised estimated cost of Rs 3,19,57,762 is approved.</p> <p>The issuance of e-tender is approved.</p> <p>Lowest quote of M/s Krishna Enterprise, i.e; Rs 2,88,97,794 is accepted</p> <p>Chief Project Director is authorized to accord approval for signing the contract with the successful bidder and to issue work order through PCCF(G)</p>	<p>Further revision proposed by PCCF & placed in agenda 12.</p> <p>No further action required</p> <p>No further action required</p> <p>Approval accorded by Chief Project Director to sign contract and issue work order through PCCF(G), vide memo no. 1556/WBFBFP/12-3/13-15 dt 16.06.2015</p>
13.	Modification of desirable qualifications for Extension Workers	Proposed amendment to the educational qualification of the Extension workers from Class VIII pass to Class XII pass is approved. Addition of desirable qualification of knowledge of working with computers and commercial accounts is approved	The PMU, vide memo no. 2026 / WBFBFP/20-5/15 dt 28.07.15 has provided the guidelines to DMUs for selection of Extn. workers. However, till the cluster formation of the FPCs is finalized DMUs will not be given go ahead for appointing extension workers
14.	Inclusion of Revision of target areas under the project	Selection of 530 FPCs and 29 EDCs is approved under agenda 9 of the meeting. Selection of remaining 20 FPCs and 21 EDCs may not be done at present	No further action. As on date, selection of 532 FPCs and 29 EDCs have been done, considering the proposal accepted by G.B. in agenda.

Status Report
(As on 30.09.2015)

1. Establishment of PMU, DMUs and FMUs

1.1. The State Government, vide its no. 2623-For/G/6M-38/12 dated 21.12.2012, adopted the resolution that the West Bengal Forest and Biodiversity Conservation Society will establish the administrative, supervisory and monitoring mechanism in respect of WBFBC Project and will get the project implemented by the Project Management Unit (PMU) to be set up within the Society and that at the field level, **Divisional Management Units (DMUs)** and **Field Management Units (FMUs)** will be established under the Society.

1.2. In total 36 DMUs have been established till date. 34 DMUs are participating in the Project activities.

1.3. Total no. of FMUs established till 30.09.2015 is 162, under 28 DMUs

2. Consolidation of Legal System for Institutionalization of Society and PMU

2.1. The Regulations and Byelaws of the Society have been duly framed.

2.2. The Operational Manual for the West Bengal Forest and Biodiversity Conservation Society has been prepared and approved by the Governing Body (GB) of the Society in its meeting held on 25.03.2013. Delegation of Financial Powers has also been approved by Governing Body of the Society.

2.3. Accounting Procedure for the Society has also been prepared and communicated to the DMUs. This has also been displayed in the website of the Society.

2.4. The changes adopted by the Governing Body in its 6th meeting with regard to operation of bank account has been given effect from June 16th 2015

3. Deployment of Staff

3.1. The G.O. for establishment of exclusive PMU for the Project has been issued vide No. 1162-For/G/6M-12/12 (Pt. I) dated 13.06.2014.

3.2. The Department of Forest, Govt. of W.B. issued orders for the appointment of five (5) officers to the PMU, as Chief Project Director, Project Director, Finance and Project Director, Monitoring & Evaluation, Addl. Project Director, Implementation and Addl. Project Director, Planning & Research. All the officers have since joined the Society on deputation.

3.3. On 27th August, 2015 Shri S.Dhaundyal, CPD was relieved on promotion to join as M.D WBFDC Ltd. and Shri S.Barari, the P.D Finance took charge as the CPD of the Project. Shri S.Dasgupta APCCF has joined as PD Finance on 1st September, 2015. Also on 16th October, 2015, Shri K.L Ghosh joined as APD (P&R) replacing Shri A.K.Samanta, who was relieved for his new posting as Director Zoological Garden, Alipore on the same day.

3.4. The Governing Body (GB) of West Bengal Forest and Biodiversity Conservation Society, in its meeting, held on 01.09.2013, had approved recruitment of personnel - 6 for the PMU and 81 for the DMUs under various categories - by the Society through Service Provider under the Provision "Support Staff of PMU and DMU" of the Chapter "Recruitment and Service Rules." In addition the GB of the Society, in its meeting held on 01.09.2013, had approved engagement of retired personnel on contract basis for PMU. Accordingly, one Joint Project Director and one Range Officer have also been engaged by the PMU.

The comprehensive list of persons working (as on 30.09.2015) in the PMU and the mode of their engagement is tabulated below:

Sl. No.	Position	Mode of Engagement	Category under which expenses are to be met
1.	Chief Project Director	On Deputation	Non-reimbursable
2.	Project Director, Finance	On Deputation	Non-reimbursable
3.	Project Director, Monitoring & Evaluation	On Deputation	Non-reimbursable
4.	Addl. Project Director, Implementation	On Deputation	Non-reimbursable
5.	Addl. Project Director, Planning & Research	On Deputation	Non-reimbursable
6.	Addl. Project Director, Co-ordination	Contractual Retired	Non-reimbursable
6.	Joint Project Director, HRD	Contractual Retired personnel	Non-reimbursable
7.	Forest Ranger	Contractual Retired personnel	Non-reimbursable
8.	Accountant	Contractual through Service Provider	Reimbursable
9.	Office Assistant	Contractual through Service Provider	Reimbursable
10.	Office Assistant	Contractual through Service Provider	Reimbursable
11.	Office Assistant	Contractual through Service Provider	Reimbursable
12.	Office Assistant	Contractual through Service Provider	Reimbursable
13.	Office Attendant	Contractual through Service Provider	Reimbursable
14.	Office Attendant	Contractual through Service Provider	Reimbursable
15.	Office Attendant	From PCCF Office	NA

The status of the deployment of contractual staff in different DMUs is given below. All of them have been deployed through the Webel Technology Ltd (WTL).

Sl. No.	Category	No.
1.	Accountant	22
2.	Computer Operator cum Office Assistant	45
3.	Office Attendant	6

4. Preparation of Manuals

Following Manuals/Guidelines have been prepared.

- ✓ Standard Management Manual/ Guidelines for PMU-Operation Manual
- ✓ Manual of Accounting Procedure for PMU
- ✓ Manual of Accounting Procedure for DMUs
- ✓ Manual of Accounting Procedure for FMUs and FPCs/EDCs
- ✓ Guidelines for Preparation of Micro-plan
- ✓ Guidelines for Preparation of Forest Dwellers Development Plan
- ✓ Nursery Techniques- Establishment of Infrastructure
- ✓ Nursery Techniques- Production of QPM
- ✓ Guidelines for Tree Plantation Outside Forest Areas

4.1. The PMU has taken a decision of printing the important Manuals/Guidelines in sufficient nos. so that they could be of use to staff. In the first phase, 3 Manuals—Operation Manual, Guidelines for preparation of Microplan and Guidelines for Tree Plantation Outside Forest Areas – will be printed shortly, incorporating the suggestions given by the Committee of Manuals.

4.2. The PMU will approach the Committee again for approving two volumes of Nursery Manuals.

5. Afforestation

- 5.1. Plantation created under the Project during 2014-15 including all the models is 1917.93 ha. -
The Preliminary works, i.e; raising of 1 yr. old QPM (specially Sal and associates) for creation of about 3192 ha in 2016, is in progress.
- 5.2. The model-wise break-up of plantations created in 2015 is as follows-

Model	Area (ha)
A1	166
A2	406
A3	1641
A4	3626 (proposed in Jan-2016)
A5	160
A6	110
B1	310.50
B2	19
Total	6439 (A4 3266 proposed in Jan-2016)

5.3. Production of Quality Planting Material

A no. of Central Nurseries have either been newly established or expanded. Targets for establishment of 20 units of New Central Nurseries and for expansion of 20 units of existing Nurseries were allotted to different DMUs sometime back. Funds have also been advanced to the respective DMUs for implementing the works. The draft guidelines, as prepared by the Afforestation Expert of PMC, in consultation with the PMU and field officers of the Forest Directorate, have also been circulated to the field officers for implementation.

Till end of September, 2015, works of establishment 20 units of new nurseries and expansion of another 14 units of existing central nurseries were completed. Works in other areas are under progress. The Central nurseries meant for producing Quality Planting Material (QPM) are based on root trainer system. QPM have been raised for planting 2014 and 2015 plantations. Action has been taken by the units for raising root trainer based QPM for planting in the following years, i.e, 2016 and 2017. Composting and use of compost based media has been integrated into the root trainer based central nurseries. Trainings for nursery operations are being organized through the Team Leader and Forestry Expert of the PMC. Monitoring of QPM and nursery infrastructure will be taken up by Monitoring wing.

6. Preparation of Micro-plans

- 6.1. The exercise for preparation of micro-plans is being carried out in the field. About 465 micro-plans have been finalized & submitted.
- 6.2. The checking and correction of microplans have been assigned to NAEB, Regional Office, Jadavpur University campus. 100 nos. of microplans have been checked and returned by NAEB. These are being sent to the respective DMUs for incorporating the corrections.

7. Institutional Capacity Development

7.1. Baseline Survey

- 7.1.1. The tender for Socio-economic Baseline Survey has been finalized. The 1st ranked bidder is Nabard Consultancy Services (NABCONS) and the contract value is Rs. 22.50 lakhs with taxes. NABCONS has accepted the offer and deposited security money. Work Order will be issued shortly.
- 7.1.2. FSI. Govt of India was approached for taking up the forest resources baseline survey but they expressed their inability. EOI for Baseline Survey of Forest Resources has been finalized & e- Tender will be again invited as the last e-Tender was not successful.

7.2. Construction of Administrative Buildings

- 7.2.1. The construction of new building at AE-391, Salt Lake, Kolkata is under progress and is expected to be completed by the end of the financial year.
- 7.2.2. Construction of extension of Aranya Bhawan, Salt Lake, Kolkata is under progress and is expected to be completed by the end of the year 2016. Providing additional cost as per revision, as proposed by PCCF has been placed in 7th GB meeting for decision.
- 7.2.3. E-Tender has been initiated for selection of Architect in respect of the administrative building at Siliguri. The tender evaluation will be done shortly and is expected to be finalized by end of November, 2015.
- 7.2.4. The construction of buildings for field staff is also under progress. Till end of September, 2015, 15 no. Group D quarters, 9 nos. group C quarters and 4 nos. ROs quarters/Range offices were completed against the target of 30 nos.

7.3. Trainings /Study Tours / Exposure Tours

- 7.3.1. Training Workshops for Frontline staff and FPC members have been organized for hands on experience on micro-plan preparation (57 nos.). Frontline staff (1297 nos.) and FPC members (about 24,500 nos.) have participated in these trainings.
- 7.3.2. Hands on trainings (44 nos.) have also been conducted by the MIS & GIS Expert of the PMC for the field staff (about 751 nos.) of Western, Central, South East, South West, Northern, Wildlife North and Hill Circles.
- 7.3.3. Hands on trainings on Accounting Procedure (41 nos.) have also been conducted for the Heads of DMU (DFOs), Heads of FMUs (ROs) & Accountants/Computer Operators (about 306 nos.).
- 7.3.4. Hands on trainings on Nursery Technique-Composting & Potting mixture (9 nos.) have also been conducted for the Heads of FMUs (ROs), Dr/Frs & other front line staff in North & South Bengal (about 280 nos.).
- 7.3.5. Training Workshops for Frontline staff and Beneficiary Committee members (14 nos.) have been organized for hands on experience on Tree Plantation Outside Forest Area (TPOFA) Frontline staff (73 nos.) and Beneficiary Committee members (about 370 nos.) have participated in these trainings in North & South Bengal.
- 7.3.6. In addition two groups of officers and field staff (Total 30 nos.) have completed the Study Tours of Odisha and Tamilnadu where JICA assisted Forestry Projects are being implemented.
- 7.3.7. Under the training component for Middle and Junior officers in Indian Institutes Short term training (10-15 days), 15 nos. of Officials have been trained at Indian Institute of Remote Sensing, Dehradun.
- 7.3.8. Correspondence with KFRI for training in Tropical Forestry & nursery (15 officials have been nominated), IIRS for GIS (15 officials have been nominated), ICAR for Soil & moisture conservation techniques (14 officials have been nominated) and SACON for Wildlife management (12 officials have been nominated) is in final stage.
- 7.3.9. Under the training component for Jr. officers, FR and Front Line Staff (in-house or Indian Institutes), 27 nos. of officials have been trained in the School of Oceanography, Jadavpur University in GPS based GIS.

7.4. Procurements

Vehicles

10 Mahindra Scorpio with 2 wheel drive vehicle, 100 Hero Super Splendor motor-cycles and 2 Maruti Suzuki Ertiga VDI Diesel have been procured and distributed to different field units under the Project. JICA has been approached for approval of purchasing more vehicles and motorcycles within the allocated budget provision.

GIS Equipment

226 GPS and 85 cameras were procured and distributed to 33 DMUs. Orders have been placed with WTL for additional GPS and cameras to cover the new FMUs

Computers and Printers

34 Computers and 34 Printers have been procured and distributed to 34 DMUs.

Tally Software for accounting has also been loaded and made functional in 34 DMUs.

8. Biodiversity Conservation Component

- 8.1. Six e-tenders were floated on 23rd July, 2015 for award of the research topics on contractual basis to reputed institutions. The last date of submission of tenders was 25th August, 2015. Out of the six tenders floated, the following three were cancelled owing to inadequate no. of bidders. Three bids each were received against the rest three tenders. Tenders were technically evaluated by a Committee of senior officers. By the first week of October, 2015 the evaluation process and declaration of the results following QCBS (80 Tech : 20 Fin.) is expected to be completed.
- 8.2. The procurement of equipment for the Squads (N. Bengal and Sundarban Tiger Reserve) is under process.
- 8.3. Under the component Grass land fodder plantation in PAs of N.Bengal, 60 ha of Grass land plantation at Jaldapara and 50 ha of Grass land plantation at Gorumara has been created.

9. Utilisation of Grants

- 9.1. The Society received Rs. 55.08 crores as Grants-in Aid during the year 2013-14. The Society had also received Rs. 1.3525 crores in the year 2012-13. No utilization could be made during the FY 2012-13.
- 9.2. Utilisation of Grants to the tune of Rs. 2.56 crores, (audited figures), consisting of reimbursable and non- reimbursable parts, was made during 2013-14.
- 9.3. During 2014-15 utilisation of Grants to the tune of 21.20 crores was made.
- 9.4. During 2015-16 utilisation of Grants to the tune of 18.22 crores has been made till 30.9.2015. The Society has released 19.09 crores to DMUs till 30.9.2015 for the programmed implementation.

Thus total utilisation under the Project stands as follows-

Items	Particulars	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15 (upto 31.03.15)	Achievements 2015-16 (upto 31.09.15)	Total achievement (Upto 30.09.15)	
		Financial Rs. Lakhs	Financial Rs. Lakhs	Financial Rs. Lakhs	Financial Rs. Lakhs	Financial Rs. Lakhs	Remarks
Utilisation of Grants	Reimbursable	-	198.87	1,702.96	1,614.45	3,516.28	Total Grant Received Rs6855.75 lakh as on 10.10.15
	Non-reimbursable	-	56.63	295.50	161.77	513.90	
	Total (Reimbursable + Non- Reimbursable)	-	255.50	1,998.46	1,776.22	4,030.18	
	Non-Grant Fund	-	-	121.79	46.14	167.93	
	Grand Total of Utilisation	-	255.50	2,120.25	1,822.36	4,198.11	
Re- imburse- ments	Reimbursable	-	176.90	1,320.38	1,614.45	3,111.73	
	Non-Grant Fund	-	-	121.79	46.14	167.93	
	Total	-	176.90	1,442.17	1,660.59	3,279.66	

Reimbursement Claims for 3,279.66 lakhs have been settled by JICA till 30.9.15.

H. S. An
Chief Project Director
W.B F.B.C Project

Progressive Statement of Achievements

Activities	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15	Achievements 2015-16 (upto 10.10.15)	Total achievement (upto 10.10.15)	Remarks
Establishment of PMU & Institutionalisation of Society								
Establishment of PMU		no.	-	-	1	-	1	G.O. No. 1162- For/G/6M-12/12 (Pt. I) dated 13.06.2014. PMU in place.
Establishment of DMUs		no.	-	32	4	-	36	BTR E & BTR W are not participating in the Project activities
Establishment of FMUs		no.	-	63	78	21	162	7 more FMU are to be formed to take up Afforestation Component
Posting of Officers on Deputation to the Society of PMU		no.	-	-	5	-	5	
Deployment of "Support Staff" to PMU and DMU	At PMU	no.	-	3	7	-	10	
	At DMUs	no.	-	6	67	-	73	
Preparation of Manuals	Manuals/Guidelines.	no.	-	6	9	-	15	

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Activities	Particulars	Unit	Achievements	Achievements	Achievements	Achievements	Total achievement	
			2012-13	2013-14	2014-15	2015-16 (upto 10.10.15)	(upto 10.10.15)	
Afforestation								
Afforestation	A1	ha.	-	-	141.50	166.00	307.50	
	A2	ha.	-	-	176.00	406.00	582.00	
	A3	ha.	-	-	257.00	1,641.00	1,898.00	
	A4	ha.	-	-	1,129.00	3,626.00	4,755.00	To be taken up in Jan- Feb 2016
	A5	ha.	-	-	30.00	160.00	190.00	
	A6	ha.	-	-	20.00	110.00	130.00	
	B1	ha.	-	-	119.15	311.00	430.15	
	B2	ha.	-	-	45.28	19.00	64.28	
	Total	ha.	-	-	1,917.93	6,439.00	8,356.93	
	Central Nursery							
	New	units	-	-	15.75	4.50	20.25	Target 20 nos.
	Expansion	units	-	-	6.50	7.50	14.00	Target 20 nos.

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Activities	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievement 2014-15	Achievements 2015-16 (upto 10.10.15)	Total achievement (upto 10.10.15)	
			Physical	Physical	Physical	Physical	Physical	Remarks
Institutional Capacity Development								
Preparation of Micro-plans		no.	-	-	-	185	240	425
Baseline Survey	Survey of Forest Resources	no.	-	-	-	-	-	RFP drafted. E-tender floated
	Socio-economic Survey	no.	-	-	-	-	-	Work order issued
Construction of Building at AE-391		no.	-	-	-	-	-	Work under progress. (Expected to be completed by March '16)
Other buildings	Group D quarters	no.	-	-	1	6	8	15 Target 15 nos.
	Group C quarters	no.	-	-	-	8	1	9 Target 10 nos.
	ROs quarters/Range office	no.	-	-	-	1	3	4 Target 5 nos.

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Trainings & Capacity building	Inhouse training for Front line Staff : Micro-plan preparation	no.	-	23.00	33.00	1	57	No. of Trainings
		no. of Participant s	-	419	854	24	1,297	Frontline staff
		no. of Participant s	-	10,000	14,300	200	24,500	FPC members
		no.	-	4	27	13	44	No. of Trainings
Trainings & Capacity building	Inhouse training for Front line Staff : Usage of GPS	no. of Participant s	-	100	582	69	751	Frontline staff
		no.	-	-	-	10	41	No. of Trainings
		no. of Participant s	-	-	247	59	306	Head of DMUS, Head of FMUS & Support Staff
		no.	-	-	14	-	14	No. of Trainings
Trainings & Capacity building	Inhouse training for Front line Staff : Tree Plantation Outside Forest Area (TPOFA)	no. of Participant s	-	-	443	-	443	Frontline staff & Beneficiaries
		nos.	-	-	4	5	9	nos.
		no. of Participant s	-	-	113	167	280	Head of DMUS, Head of FMUS & Frontline Staff
		nos.	-	-	-	-	-	-

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Trainings & Capacity building	Package 2 for Middle and Junior officers in Indian Institutes Short term training (10-15 days)	no. of Participants	-	-	-	15	15	Correspondance with KFRl (15 nominated), IIRS (15 nominated), ICAR (12 nominated), AMU, SACON (12 nominated)
	Package 3 for Jr. officers, FR and Front Line Staff (inhouse or Indian Institutes)	no. of Participants	-	-	-	27	27	
	Study Tours	nos.	-	2	-	2	2	2 nos. planned & approved in 2015-16
		no. of Participants	-	-	30	30	30	Officers & frontline staff

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Activities	Particulars	Unit	Achievements 2012-13		Achievements 2013-14		Achievements 2014-15		Achievements 2015-16 (upto 10.10.15)		Total achievement (upto 10.10.15)	Remarks
			Physical		Physical		Physical		Physical		Physical	
Procurement	Vehicles- Mahindra Scorpio	nos.	-		-		10		-		10	Distributed to 10 DMUs
	Vehicles-Maruti Suzuki Ertiga	nos.	-		-		2		-		2	At HQ
	Hero Super Splendor motor-cycles	nos.	-		-		100		-		100	Distributed to 80 FMUs in 30 DMUs & 2 Training Centres
	Equipment-GPS	nos.	-		90		90		46		226	Distributed to 34 DMUs & PMU
	Equipment-Camera	nos.	-		-		90		47.00		137	Distributed to 33 DMUs & PMU
	Equipment-Computers	nos.	-		13		43		2.00		58	Distributed to 34 DMUs & PMU
	Equipment-Printers	nos.	-		5		45		2.00		52	Distributed to 34 DMUs & PMU
	Tally Software	nos.	-		25		12		-		37	Software for accounting in 34 DMUs & PMU

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Activities	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15	Achievements 2015-16 (upto 10.10.15)	Total achievement (upto 10.10.15)	
			Physical	Physical	Physical	Physical	Physical	Physical
Biodiversity Conservation								
Studies	Studies	nos.	-	-	-	-	-	Work order for 3 Studies issued. Retender for 3 remaining topics
Equipment	Nylon Net	Sq. m.	-	-	500.00	-	500.00	
Equipment	Searchlights	nos.	-	-	25.00	-	25.00	
Equipment	Fiel gear	nos.	-	-	175.00	-	175.00	
Grass land fodder plantation in PAs of N.Bengal	Grass land fodder plantation in PAs of N. Bengal: Jaldapara, Gorumara	ha	-	-	-	100.00	100.00	

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Utilisation of Grants

Items	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15 (upto 31.03.15)	Achievements 2015-16 (upto 31.09.15)	Total achievement (Upto 30.09.15)	Remarks
			Financial	Financial	Financial	Financial		
Utilisation of Grants	Reimbursible	Rs. Lakhs	-	198.87	1,702.96	1,614.45	3,516.28	Grant Received during 2015-16 is 685.75 lakh as on 10.10.2015
	Non-reimbursible	Rs. Lakhs	-	56.63	295.50	161.77	513.90	
	Total Utilisation Grants	Rs. Lakhs	-	255.50	1,998.46	1,776.22	4,030.18	
	Non-Grant Fund	Rs. Lakhs	-	-	121.79	46.14	167.93	
	Grand Total	Rs. Lakhs	-	255.50	2,120.25	1,822.36	4,198.11	
	Reimbursible	Rs. Lakhs	-	176.90	1,320.38	1,614.45	3,111.73	
Re-imbursements	Non-Grant Fund	Rs. Lakhs	-	-	121.79	46.14	167.93	
	Total	Rs. Lakhs	-	176.90	1,442.17	1,660.59	3,279.66	

H. Seem

Salient points of
Internal Audit Report for the year 2014-15

West Bengal Forest and Biodiversity Conservation Society

Conducted by

M/S C.K.Prusty & Associates

Chartered Accountant

Netaji Subash Villa, 18, Karunamoyee Ghat Road, 3rd Floor, Flat 3C,

Kolkata-700082



Internal Audit Report of PMU for the year 2014-15 (Part 1)

SL. No	Areas	Observation	Suggestion	Remarks <i>of PMU</i>
1	Accounting System	Double entry mercantile system of accounting has been adopted by Divisional Management Units. Financial year of the society commences from 1st April and ends on 31st March of each year. Each Divisional Management Unit's and Field Management Unit's maintain individual books of accounts	Such accounting system has been adequately adopted by PMU, DMU's and FMU's and same level of consistency is expected to be maintained in due course of time.	No comments
2	Accounting Principles And Procedures	The accounting principles and procedures have been framed for West Bengal Forest & Biodiversity Conservation Society keeping in view the standards set by West Bengal Financial Rules (WBFR) and parameters specifically elaborated in Operational Manual	Following policies have been adequately adhered to by the society during the aforementioned period:- a. Record of expenses and exercise of financial propriety. B. Management Information System (MIS) reporting on periodical basis. C. Maintenance of record of assets and liabilities, incomes and expenditures and receipts and payments. d. Internal control over practices of the society	No comments
3	Control Of Expenditure	A conscious effort has been taken to exercise control over expenditures of various natures	Same level of diligence to be maintained in due course of time	No comments
4	BOOKS OF ACCOUNTS	Books of accounts was maintained in TALLY ERP 9 platforms properly	No such changes need to be made in that regard.	No comments
5	Adoption of financial propriety	Principal of propriety has been adequately exercised when it comes to expending resources.	Same level of financial propriety to be maintained and adoption of such standards to be adhered to in due course of time	No comments
6	Statutory Compliances	Matters relating to statutory compliances are systematically managed and payments and returns are disposed off within relevant due dates	Further care should be exercised in order to ensure complete compliance with respect to taxation	No comments
	Maintenance of books of accounts	At certain Field Management Units cash book has not been maintained. At Divisional Management Unit transaction of cash and bank are recorded in TALLY ERP platform	It is suggested to maintain a cash book in all Field Management Units in order to exercise better internal control over cash	No comments

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Internal Audit Report of PMU for the year 2014-15 (Part 1)

SL. No	Areas	Observation	Suggestion	Remarks of PMU
	Submission of accounts of FMU's and DMU's to Project Management Unit	It has been observed during the course of audit that there has been a general delay/ non-adherence of prescribed timelines, pertaining to submission of accounts from Field Management Units to Divisional Management Units and as a result the same issue cascades down at the time of reporting from Divisional Management Units to Project Management Unit	A generally acceptable timeline prescribed by Project Management Unit taking into consideration the volume of work and statutory due dates for preparation and presentation of accounts is to be strictly adhered to by all Divisional Management Units and Field Management Units	Circular for timely submission of accounts at all level has been issued.
	Deduction of TDS and STDS	During the course of vouching of various expenditures incurred during the aforementioned period, it has been observed that excess TDS (Tax Deducted at Source) has been charged and deducted from the bill/ invoice amount of various parties/ vendors. Remittance of such TDS to Government has been done within the prescribed due dates	The provisions of section 194C/ 194J of Income Tax Act 1961 is to be adhered to strictly when deducting Tax Deducted at Source from parties/ vendors.	Proper care has been taken at all level to strictly follow the provisions of TDS & STDS. Several training was organised in this regard up to FMU level.
	Expenditure on car Hire Charges	Car hire charges during the period has been expended as per rates specified by Government regulations	However it is suggested to implement tendering process when it comes to enlistment of various car hire vendors/ service providers	E-tender was floated three consecutive time-but single bid was received all the time at higher rate.

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Internal Audit Report of DMU Level for the year 2014-15 (Part 2)

SL. No	Areas	Observation	Suggestion	Remarks of PMU
1	BOOKS OF ACCOUNTS	Books of accounts was maintained in TALLY ERP 9 platforms properly.	No such changes need to be made in that regard.	No Comments
2	BANK RECONCILIATION	Monthly bank reconciliation statements was verified, the bank reconciliation was made in tally ERP 9.	Entries to bank passbook's and cash book maintain in Tally ERP 9 are accurate and balances are properly reconciled. System of accounting is satisfactory and no such changes are necessary in that regard. Refer Annexure 2.	No Comments
3	CASH BOOK	It was observed that the books of accounts was maintained in Tally ERP 9 Platform but no manual Cash book was maintained for Receipts & Payments entries.	We suggest that manual Cash Book need to be implemented in the DMU level for proper maintenance of accounts.	As Books of Accounts are maintained in Tally- no need of maintain Cash Book
4	FUND ALLOCATION	The funds are allocated to the FMU With proper requisition.	We suggest that for proper understanding the DMU need to maintain a Tax register.	No Comments
5	CHEQUE REGISTER	Cheque Register was maintained properly	No such changes need to be made in that regard.	No Comments
6	TAX REGISTER	Tax register was not maintained by the DMU.	We suggest that for proper understanding the DMU need to maintain a Tax register.	Guidelines issued to maintain Separate Register for TDS/STDS
7	Statutory Dues	TDS were deducted properly from different party's/ vendor's under section 194C & 194J of Income Tax Act 1961 and deposited to the government within the stipulated time.	Same level of diligence to be maintained in due course.	No Comments
8	Tender for supply of Root Trainers	It was observed during the audit that a payment of Rs. 94,710/- was paid to M/s Global Traders for supply of Root Trainers on 11/03/2015 as per order no. 563/WBFBCEP/5-3(8)/14 Dated: 02/03/2015 but for that no TDS was deducted by the DMU, PAN No. was not mentioned in the invoice. As per their clarification the same would be deducted by PMU	Our suggestion is such that since payment had been made by the DMU, TDS deduction should also be made at the same level.	TDS is deducted at DMU level

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Internal Audit Report of FMU Level for the year 2014-15 (Part 3)

SL. No	Areas	Observation	Suggestion	Remarks of PMU
1	Books of Account	Books of accounts was maintained in TALLY ERP 9 platforms properly.	No such changes need to be made in that regard.	No Comments
2	Bank Reconciliation Statement	Monthly bank reconciliation statements was verified, the bank reconciliation was made in tally ERP 9.	Entries to bank passbook's and cash book maintain in Tally ERP 9 are accurate and balances are properly reconciled. System of accounting is satisfactory and no such changes are necessary in that regard.	No Comments
3	FUND ALLOCATION	It was observed that the funds that are allotted to the FMU as per the sanctioned budget.	No such changes to be made in this regard.	No Comments
4	CHEQUE REGISTER	CHEQUE REGISTER	Cheque register was not maintained by the FMU.	Guidelines issued to maintain Cheque Register
5	TAX REGISTER	No tax register was maintained by them.	We recommend that the Tax register should be implanted by the FMU.	Guidelines issued to maintain Separate Register for TDS/STDS
6	Tendering process	It was observed that a payment made to Mr. Shyamal Saha for construction of seed drying platform over (6x6M) at Central nursery for Rs. 30000.00 but no TDS had been deducted.	FMU should deduct TDS as per norms of Income Tax Act 1961.	Guidelines issued to deduct TDS as per Income Tax Act



INDEPENDENT AUDITOR'S REPORT

The Governing Body
West Bengal Forest and Biodiversity Conservation Society
Kolkata

Report on the Financial Statements

We have audited the financial statements of West Bengal Forest and Biodiversity Conservation Society (WBFBCS) for the Financial Year 2014-15, which comprise the Balance Sheet as at 31 March 2015, & the Statement of Income and Expenditure for the year ended 31st March 2015 and the Receipt and Payments Account for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position & financial performance of the Society in accordance with the Accounting Manual which state that "The accounting principles to be followed by WBFBCS shall broadly be in conformity with the West Bengal Financial Rules (WBFR), unless otherwise specified in the Operational Manual (OM) " and Accounting Standards prescribed by The Institute of Chartered Accountants of India.

This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

- i. in the case of the Balance Sheet, of the state of affairs of the Society as at 31 March 2015;
- ii. in the case of the Statement of Income and Expenditure, of the surplus for the year ended on 31st March 2015; and
- iii. In the case of the Receipts and Payments Account for the period 1st April 2014 to 31st March 2015.



We report that:

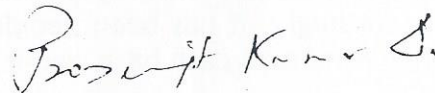
We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;

In our opinion proper books of account as required by law have been kept by the Society so far as appears from our examination of those books;

The Balance Sheet, Statement of Income and Expenditure and Receipts and Payments Account dealt with by this Report are in agreement with the books of account and with the returns received from DMU's.

In our opinion, the Balance Sheet & Statement of Income and Expenditure Account comply with the Accounting Standards published by ICAI.

For J Singh & Associates
Chartered Accountants



Prosenjit Kumar De, FCA
Partner

Place: Kolkata
Date: 8th October 2015

FRN No: 110266W
Membership No : 053952



Notes on AccountsGeneral Information and Objective

West Bengal Forest & Biodiversity Conservation Society (The Society) has been established under the WB Societies Registration Act 1961 dated 19th July 2012, vide registration no S/IL/93991/2012-2013.

Significant Accounting Policies

1. Based on the objectives of the Society, the funds received are reflected in the accounts as Capital contribution on a cash basis;
2. As per the directives contained in the Bye Laws of the Society the funds pending disbursement shall be kept in an appropriate scheme so as to maximize returns on the idle balance. It is also noted that interest earned on bank deposits shall be retained by the Society and utilized for the implementation of the Project as per guidelines of the scheme. Accordingly, it has been decided that interest on bank deposits shall be recorded on a cash basis and it shall form part of capital fund.
3. Expenditure to be incurred on acquisition of capital assets as well as on creation of the same, shall be reflected in the accounts as Fixed Assets. Recurring expenditure shall be treated so and reflected in the Statement of Expenditure and in the Balance Sheet. The Society has decided to show their expenditure on Fixed Assets in the Income Expenditure Account. However, the Fixed Asset register is being maintained in the relevant format.

Recommendation:

In order to make internal controls more effective and meaningful, it is recommended that the process of Internal Audit be done on a concurrent basis

R. Singh



Annexure to Audit Report

1. The Society maintains its Accounts in Tally as approved by the Governing Body.
2. The Society is required to maintain the following Books of Accounts and subsidiary books

Books of Accounts	Status
Cash Book - Imprest	Maintained
Bank Book	Maintained in Tally Pass book available
Journal Book	Maintained in Tally
General Ledger	Maintained in Tally
Grants Ledger	Needs to be modified to be commensurate with the nature of work

Subsidiary Book	Status
Register of Drafts/ Cheques received	Not Applicable
Register of Fixed Deposits	NA
Stock Register of Cheque Books	Yes Maintained
Register of Outgoing Cheques	Yes maintained
Stock Register of Money Receipt Books	To be updated
Register of Misc. Advances	Yes Maintained
Salary Register	NA
Tax Deducted at Source Register	Is being maintained now
Fixed Assets Register	Being compiled
Stock & Store Register	Maintained in PMU, Not required in DMU during FY 13-14
Any other register that may be found necessary	NA

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WB Forest & Biodiversity Conservation Society
Arana Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098

BALANCE SHEET

Sources of Funds	Note	31-03-2015	31-03-2014	Application of Funds	Note	31-03-2015	31-03-2014
Capital Account **							
Reserve & Surplus		36,57,78,638.93	53,87,82,199.00	Current Assets	18	40,73,56,382.03	56,58,31,315.93
Reserve Fund		2,68,49,240.93	6,917.00				
Add: Excess of Income over Expenditure		33,89,29,398.00	53,87,75,282.00				
		<u>4,03,94,920.10</u>	<u>2,68,42,323.93</u>				
Capital Account		40,61,73,559.03	56,56,24,522.93				
Current Liabilities	17	11,82,823.00	2,06,793.00				
		<u>40,73,56,382.03</u>	<u>56,58,31,315.93</u>			<u>40,73,56,382.03</u>	<u>56,58,31,315.93</u>

* Figures have been reclassified wherever necessary to maintain uniformity of Cash Basis of Accounting

** Represents net of Grant utilisation

For J Singh & Associates (FRN 110266W)
Chartered Accountants

sd/-
Prosenjit Kumar De
Partner
Membership No 053952

sd/-
Project Director, Finance

sd/-
Secretary, WBFBC Society

sd/-
Chairperson, WBFBC Society

This is the Balance Sheet referred to in our report of even date

Pradeep

WB Forest & Biodiversity Conservation Society
Arana Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098

INCOME AND EXPENDITURE ACCOUNT

Expenditure	Note	31-03-2015	31-03-2014	Income	Note	31-03-2015	31-03-2014
Reimbursable Expenses Incurred	13	17,02,95,711.70	1,98,87,073.00	Indirect Income Received	16	25,24,20,095.44	5,23,92,041.33
Non Reimbursable Expenses Incurred	14	2,95,50,172.64	56,62,644.40				
EXPENDITURE ON CONSULTANCY (THRU LETTER OF CREDIT)	15	1,21,79,291.00	-	Excess of Expenditure over income			
Excess of Income over Expenditure		4,03,94,920.10	2,68,42,323.93				
		<u>25,24,20,095.44</u>	<u>5,23,92,041.33</u>			<u>25,24,20,095.44</u>	<u>5,23,92,041.33</u>

* Figures have been reclassified wherever necessary to maintain uniformity of Cash Basis of Accounting

For J Singh & Associates (FRN 110266W)
Chartered Accountants

sd/
Prasenjit Kumar De
Partner
Membership No 053952

sd/
Project Director, Finance

sd/
Secretary, WBFBC Society

sd/
Chairperson, WBFBC Society

This is the Income Expenditure Account referred to in our report of even date

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WB Forest & Biodiversity Conservation Society
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098

RECEIPTS AND PAYMENTS ACCOUNT

Receipts	Note	31-03-2015	31-03-2014	Payments	Note	31-03-2015	31-03-2014
Cash & Bank Opening Balance		51,73,09,713.93	1,35,31,917.00	Deposits & Taxes paid	7	55,56,303.00	17,18,881.00
Grant Receipts	1	-	55,08,00,000.00	Advances to DMU, TDS and Operating Advances	8	18,03,67,654.00	4,97,31,379.00
Duties and Taxes Collected	2	65,32,052.00	19,25,674.00	Reimbursable Expenses	9	17,15,86,650.70	1,98,90,783.00
Advances Recovered	3	14,90,71,981.17	2,25,419.00	Non Reimbursable Expenses	10	2,96,81,507.94	56,62,644.40
				Indirect Incomes (Income Indirect)	11	54,348.28	
DMU Expenses Adjusted	4	1,31,616.30	16,06,933.00	Cash & Bank Closing Balance	12	32,43,91,519.20	51,73,09,713.93
REIMBURSABLE EXPENSES (Expenses Direct)	5	12,90,939.00	-				
Interest and Other Income	6	3,73,01,680.72	2,62,23,458.33				
		<u>71,16,37,983.12</u>	<u>59,43,13,401.33</u>			<u>71,16,37,983.12</u>	<u>59,43,13,401.33</u>

* Figures have been reclassified wherever necessary to maintain uniformity of Cash Basis of Accounting

For J Singh & Associates (FRN 110266W)
Chartered Accountants

sd
Prosenjit Kumar De
Partner
Membership No 053952

sd
Project Director, Finance

sd
Secretary, WBFBC Society

sd
Chairperson, WBFBC Society

This is the Receipt Payments Account referred to in our report of even date

Prasanna

WB Forest & Biodiversity Conservation Society
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata- 700098

NOTES TO ANNUAL FINANCIAL STATEMENTS

1 Grants in Aid

Nil

2 Current Liabilities

Duties & Taxes		
Cess & Other Taxes		
GIS	69918.00	4368674.00
GPF(S)	4200.00	
Professional Tax Agst Salaries	1125000.00	6532052.00
STDS (VAT Deduction)	6890.00	
STDS (VAT Deduction) - @ 3%	33356.00	
STDS (VAT Deduction) - @ 5%	31143.00	
TDS (Income Tax)	2207.00	
TDS U/s 192- Agst Salaries	3129310.00	
TDS U/s 194 C- Agst Company @ 2%	1006786.00	
TDS U/s 194 C- Agst Non Co. @ 1%	163698.00	
TDS U/s 194 I- Agst Rent @ 10%	32990.00	
TDS U/s 194 J- Agst Professional Fees @ 10%	127088.00	
Deposits (Current Liabilities)	1798748.00	
Earnest Money Deposit		2163378.00
Security Deposit	1162648.00	
	1000730.00	

3 Current Assets

Loans & Advances (Asset)		
Interest Received at DMU		
Advances		
Operating Advance to Staffs		
Advances to DMU/FMU/FPC	6441.00	76373.00
		6441.00
		148989167.17

149071981.17

P. K. Sanyal

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Advances to Baikunthapur	3016828.00
Advances to Bankura North	14133971.85
Advances to Bankura South	9365006.50
Advances to Birbhum	8605103.64
Advances to Burdwan	12015446.68
Advances to Buxa Tiger Reserve East	987247.00
Advances to Buxa Tiger Reserve West	987247.00
Advances to Coochbehar	4832127.00
Advances to Darjeeling	1133115.00
Advances to Durgapur	4725696.00
Advances to Howrah Social Forestry	113973.00
Advances to Jalpaiguri	8285672.00
Advances to Jalpaiguri Social Forestry	98014.00
Advances to Kangsabati North	5032563.00
Advances to Kangsabati South	13936215.00
Advances to Kharagpur	13244907.00
Advances to Kurseong	910252.00
Advances to Malda	275687.00
Advances to Medinipur	12425433.00
Advances to Monitoring North	98553.00
Advances to Monitoring South	117082.00
Advances to Nedia - Murshidabad	238443.00
Advances to Panchet	13433633.00
Advances to Purulia	2245064.00
Advances to Purulia Extension	553533.00
Advances to Raiganj	4511543.00
Advances to Rupnarayan	9039619.00
Advances to Siliguri Social Forestry	685435.00
Advances to Silviculture Hills	92364.00
Advances to Silviculture North	152702.00
Advances to Silviculture South	94776.00
Advances to Wildlife HQ	834363.00
Advances to Wildlife - I	838443.00

41-
H. S. S.



Advances to Wildlife - II
Advances to Wildlife - III

827045.00
1100064.50

131616.30

4 NON REIMBURSABLE EXPENSES (Expenses Indirect)

Administration Expenses (N)

DMU Operation Costs (N.57)

DMU Operation Costs Building Maintenance (N.57.BM)

DMU Operation Costs Hire/POL (N.57.PO)

DMU Operation Costs Other Charges (N.57.OC)

Other Expenses (N.58)

Publications/Publicity (N.58.PB)

PMU Operation Costs (N.56)

PMU Operation Costs Other Charges (N.56.OC)

86297.00
29999.00
56206.00
92.00
44859.00
44859.00
460.30
460.30

1290939.00

5 REIMBURSABLE EXPENSES (Expenses Direct)

Procurement/Construction (R)

Afforestation and Allied Works (R.1)

Capital Cost of Setting Up of Hi. Tech Central Nursery (R.1D1)

Block Pltn in Non Forest Areas (R.1B2)

Block Pltn in Non Forest Areas Creation (R.1B2.02)

Block Pltn in Non Forest Areas Creation Material (R.1B2.02.MT)

Economic Pltn of Misc. Spp. In N Bengal (R.1A5)

Economic Pltn of Misc. Spp. in N Bengal Creation (R.1A5.02)

Pltn of Misc. Spp. in N Bengal Creation Labour (R.1A5.02.LB)

Plantation of High Yielding Eucalyptus Hybrid Clones in South W Bengal (R.1A1)

Plantation of Eucalyptus Clone in S. W Bengal Creation (R.1A1.02)

Plantation of Eucalyptus Clone in S. W Bengal Creation Material (R.1A1.02.MT)

Plantation of Quick Growing Small Timber, Fuel & Fodder Species (R.1A3)

Plantation of Quick Growing Small Timber, Fuel & Fodder Species Creation (R.1A3.02)

Plantation of QGS Timber, Fuel & Fodder Species Creation Material (R.1A3.02.MT)

Quick Growing Small Timber, Fuel & Fodder Species Creation Material (R.1A3.02.MT)

Plantation of Sal and Associates in South West Bengal (R.1A2)

1098408.00
189427.00
31824.00
31824.00
31824.00
228259.00
228259.00
228259.00
228259.00
52794.00
52794.00
52794.00
37738.00
37738.00
37738.00
102100.00
102100.00

1290939.00



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Plantation of Sal and Associates in South West Bengal Creation Labour (R.1A2.02.LB)	100387.00
Plantation of Sal and Associates South West Bengal Creation Material (R.1A2.02.MT)	1713.00
Production of 1 Year Old Quality Clone (R.1D3)	49276.00
Production of 1 Year Old Quality Clone Creation (R.1D3.02)	1276.00
Production of 1 Year Old Quality Clone Maint Y1 (R.1D3.03)	48000.00
Production of 1 Year Old Quality Seedling (R.1D4)	326000.00
Production of 1 Year Old Quality Seedling Creation (R.1D4.02)	326000.00
Soil & Moisture Conservation (R.1C)	80990.00
Soil & Moisture Conservn. in A2 Treatment (R.1C2)	80990.00
Biodiversity Conservation (R.2)	72508.00
Elephant/Gaur in North & South West Bengal (R.2B1)	72508.00
Elephant Driving Off Operations (R.2B1.14)	72508.00
Elephant Driving Off Operations Labour (R.2B1.14.LB)	72508.00
Elephant Driving Off Operations Vehicle Hire (R.2B1.14.VH)	53008.00
Community Development (R.3)	19500.00
Meeting with FPCs (R.3A1)	12706.00
Preparation Microplan (R.3B1)	12000.00
Institutional Capacity Development (R.4)	706.00
Miscellaneous Management Inputs (R.4C4)	107317.00
Incremental Staff DMU (R.4C4.52)	107017.00
Incremental Staff DMU Extension Workers (R.4C4.52.EW)	29167.00
Operation Cost PMU (R.4C4.56)	29167.00
PMU Travel Expenses (R.4C4.56.TE)	77850.00
Package III for Junior Level Officers and FRs (R.4B3)	77850.00
Junior Level Officers and FRs Instructions Field (R.4B3.36)	300.00
	300.00

6 Indirect Incomes (Income Indirect)

Interest Income	37235180.72
Interest From Banks	19252.00
Interest From Deposits- Auto Sweep	37215928.72
Sale Proceeds	66500.00
Sale of Forms	66500.00

37301680.72



7 Current Liabilities

Duties & Taxes

Cess & Other Taxes

GIS

GPF(S)

Professional Tax Agst Salaries

STDS (VAT Deduction)

STDS (VAT Deduction) - @ 3%

STDS (VAT Deduction) - @ 5%

TDS (Income Tax)

TDS U/s 192- Agst Salaries

TDS U/s 194 C- Agst Company @ 2%

TDS U/s 194 C- Agst Non Co. @ 1%

TDS U/s 194 I- Agst Rent @ 10%

TDS U/s 194 J -Agst Professional Fees @ 10%

Deposits (Current Liabilities)

Earnest Money Deposit

Security Deposit

8 Current Assets

Loans & Advances (Asset)

TDS Receivable

Advances to DMU/FMU/FPC

Advances to Baikunthapur

Advances to Bankura North

Advances to Bankura South

Advances to Birbhum

Advances to Burdwan

Advances to Coochbehar

Advances to Darjeeling

Advances to Durgapur

Advances to Howrah Social Forestry

Advances to Jalpaiguri

5556303.00

4373655.00

69918.00

4200.00

1125000.00

6890.00

33356.00

31149.00

2207.00

3134291.00

1006786.00

163698.00

37690.00

127088.00

1799029.00

1182648.00

902648.00

280000.00

180367654.00

180367654.00

3716158.00

176651496.00

2417968.00

18727293.00

11261117.00

9544500.00

11420900.00

5056800.00

2512789.00

2758600.00

67248.00

10310877.00



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Advances to Jalpaiguri Social Forestry		
Advances to Jhangram	208678.00	
Advances to Kangsabati North	2610000.00	
Advances to Kangsabati South	9175250.00	
Advances to Kharagpur	15973900.00	
Advances to Kurseong	10365455.00	
Advances to Malda	4346400.00	
Advances to Medinipur	1262600.00	
Advances to Monitoring North	13880250.00	
Advances to Monitoring South	111812.00	
Advances to Nadia - Murshidabad	367274.00	
Advances to Panchet	319000.00	
Advances to Purulia	14455001.00	
Advances to Purulia Extension	795000.00	
Advances to Raiganj	665474.00	
Advances to Rupnarayan	4901000.00	
Advances to Siliguri Social Forestry	12620369.00	
Advances to Silviculture Hills	941819.00	
Advances to Silviculture North	270711.00	
Advances to Silviculture South	219200.00	
Advances to Wildlife HQ	1168711.00	
Advances to Wildlife - I	1161200.00	
Advances to Wildlife - II	3390200.00	
Advances to Wildlife - III	2426900.00	
	935000.00	
		171586650.70

9 REIMBURSABLE EXPENSES (Expenses Direct)

CONSULTING SERVICES (5CS)

Consulting Services (Thru Reimbursement Procedure) (5CS. 1)	3133350.00	3133350.00
Procurement/Construction (R)		168453300.70
Afforestation and Allied Works (R.1)	113761645.77	
Capacity Expansion of Existing Hi. Tech Central Nursery (R.1D2)	14446651.42	
Capital Cost of Setting Up of Hi. Tech Central Nursery (R.1D1)	37365669.35	
Block Pltn in Non Forest Areas (R.1B2)	1820874.00	

45

h beam



Production of 1 Year Old Quality Seedling (R.1D4)	23515349.00
Production of 1 Year Old Quality Seedling Creation (R.1D4.02)	21389515.00
Production of 1 Year Old Quality Seedling Maint Y1 (R.1D4.03)	2125834.00
Soil & Moisture Conservation (R.1C)	4812615.00
Soil & Moisture Conservn. in A1 Treatment (R.1C1)	997685.00
Soil & Moisture Conservn. in A2 Treatment (R.1C2)	1462388.00
Soil & Moisture Conservn. in A3 Treatment (R.1C3)	1724542.00
Soil & Moisture Conservn. in A4 Treatment (R.1C4)	628000.00
Strip Pltn on Roadside/canal/railwayside (R.1B1)	4530305.00
Strip Pltn on Roadside/canal/railwayside Advance Works (R.1B1.01)	70542.00
Strip Plantation of Roadside/canal/railwayside Adv Works Labour (R.1B1.01.LB)	46562.00
Strip Plantation of Roadside/canal/railwayside Adv Works Material (R.1B1.01.MT)	23980.00
Strip Pltn on Roadside/canal/railwayside Creation (R.1B1.02)	4459763.00
Strip Plantation of Roadside/canal/railwayside Creation Labour (R.1B1.02.LB)	4027848.00
Strip Plantation of Roadside/canal/railwayside Creation Material (R.1B1.02.MT)	431915.00
Biodiversity Conservation (R.2)	4217499.00
Elephant/Gaur in North & South West Bengal (R.2B1)	4105624.00
Elephant Driving Off Operations (R.2B1.14)	3658166.00
Elephant Driving Off Operations Equipment (R.2B1.14.EQ)	448829.00
Elephant Driving Off Operations Labour (R.2B1.14.LB)	2287121.00
Elephant Driving Off Operations Vehicle Hire (R.2B1.14.VH)	922216.00
Mobile Squad (R.2B1.13)	447458.00
Mobile Squad Equipment (R.2B1.13.EQ)	43096.00
Mobile Squad Labour (R.2B1.13.LB)	348156.00
Mobile Squad Vehicle Hire (R.2B1.13.VH)	56206.00
Leopard in the North Bengal (R.2B2)	111875.00
Leopard Capture / Rescue Equipment (R.2B2.EQ)	111875.00
Community Development (R.3)	2744526.05
Meeting with FPCs (R.3A1)	1362190.05
Preparation Microplan (R.3B1)	1382336.00
Institutional Capacity Development (R.4)	47729629.88
Base Line Survey (R.4A)	197674.00
Survey of Forest Resources (R.4A1)	197674.00

Prasanna



Block Pltn in Non Forest Areas Advance Works (R. 1B2.01)	65497.00
Block Pltn in Non Forest Areas Advance Works Labour (R. 1B2.01.LB)	64536.00
Block Pltn in Non Forest Areas Adv Works Material (R. 1B2.01.MT)	961.00
Block Pltn in Non Forest Areas Creation (R. 1B2.02)	1755377.00
Block Pltn in Non Forest Areas Creation Labour (R. 1B2.02.LB)	1548769.00
Block Pltn in Non Forest Areas Creation Material (R. 1B2.02.MT)	206608.00
Economic Pltn of Misc. Spp. in N Bengal (R. 1A5)	1214514.00
Economic Pltn of Misc. Spp. in N Bengal Creation (R. 1A5.02)	1214514.00
Pltn of Misc. Spp. in N Bengal Creation Labour (R. 1A5.02.LB)	1116393.00
Pltn of Misc. Spp. in N Bengal Creation Material (R. 1A5.02.MT)	98121.00
Enrichment of Degraded Forests of S.W. Bengal Through Coppice Reg. (R. 1A4)	1973930.00
Coppice (R. 1A4.08)	1973930.00
Coppice Labour (R. 1A4.08.LB)	1542680.00
Coppice Material (R. 1A4.08.MT)	431250.00
Plantation of High Yielding Eucalyptus Hybrid Clones in South W Bengal (R. 1A1)	4225046.00
Plantation of Eucalyptus Clone in S. W Bengal Creation (R. 1A1.02)	4225046.00
Plantation of Eucalyptus Clone in S. W Bengal Creation Labour (R. 1A1.02.LB)	3748893.00
Plantation of Eucalyptus Clone in S. W Bengal Creation Material (R. 1A1.02.MT)	476153.00
Plantation of Quick Growing Small Timber, Fuel & Fodder Species (R. 1A3)	7582368.00
Plantation of QGS Timber, Fuel & Fodder Species Creation (R. 1A3.02)	7582368.00
Quick Growing Small Timber, Fuel & Fodder Species Creation Labour (R. 1A3.02.LB)	6732048.00
Quick Growing Small Timber, Fuel & Fodder Species Creation Material (R. 1A3.02.MT)	850320.00
Plantation of Sal and Associates in South West Bengal (R. 1A2)	9430778.00
Plantation of Sal and Associates in South West Bengal Creation (R. 1A2.02)	9430778.00
Plantation of Sal and Associates in South West Bengal Creation Labour (R. 1A2.02.LB)	6492865.00
Plantation of Sal and Associates South West Bengal Creation Material (R. 1A2.02.MT)	2937913.00
Pltn of Sal and Associate Spp. in N Bengal (R. 1A6)	618520.00
Pltn of Sal and Associate Spp. in N Bengal Creation (R. 1A6.02)	618520.00
Pltn of Sal and Associate Spp. in N Bengal Creation Labour (R. 1A6.02.LB)	10500.00
Pltn of Sal and Associate Spp. in N Bengal Creation Material (R. 1A6.02.MT)	608020.00
Production of 1 Year Old Quality Clone (R. 1D3)	2225026.00
Production of 1 Year Old Quality Clone Creation (R. 1D3.02)	1876116.00
Production of 1 Year Old Quality Clone Maint Y1 (R. 1D3.03)	348910.00



14841195.67

25000.00

6461625.00

3736001.67

374917.00

669226.00

200226.00

9920.00

9920.00

8277319.00

8150769.00

126550.00

10562168.43

105393.00

105393.00

6687281.97

56267.00

910702.72

5720312.25

1113884.46

270851.46

843033.00

2655609.00

743821.00

900065.00

1011723.00

18700.00

18700.00

431675.00

431675.00

868096.00

619244.00

248852.00

Construction of Administrative Buildings (R.4C1)

Administrative Building at Siliiguri (R.4C1.46)

Building at Salt Lake (R.4C1.45)

Construction of Beat Officer Office Complex (1) (R.4C1.41)

Construction of Beat Officer Office Complex (2) (R.4C1.42)

Construction of RO's Office Complex (R.4C1.43)

Expansion of Existing Administrative Building (R.4C1.44)

Field Research (R.4D)

Field Research Nursery Technique Protocol (R.4D2)

GIS & MIS (R.4C2)

GIS/MIS Pilot Project Equipment (R.4C2.EQ)

GIS/MIS Pilot Project Services (R.4C2.SS)

Miscellaneous Management Inputs (R.4C4)

Audit (R.4C4.54)

PMU Audit (R.4C4.54.PM)

Incremental Staff DMU (R.4C4.52)

Incremental Staff DMU Extension Workers (R.4C4.52.EW)

Incremental Staff DMU Semi Skilled (R.4C4.52.UW)

Incremental Staff DMU Skilled (R.4C4.52.SW)

Incremental Staff PMU (R.4C4.51)

PMU Staff Semi Skilled (R.4C4.51.UW)

PMU Staff Skilled (R.4C4.51.SW)

Operation Cost PMU (R.4C4.56)

PMU Office Equipment (R.4C4.56.EQ)

PMU Office Expenses (R.4C4.56.OE)

PMU Travel Expenses (R.4C4.56.TE)

Package II for Middle and Junior Level Officers (R.4B2)

Middle and Junior Level Officers Training Short Term (R.4B2.34)

Package III for Junior Level Officers and FRs (R.4B3)

Junior Level Officers and FRs Instructions Field (R.4B3.36)

Package IV for Frontline Staff and FPC/EDC/SHG (R.4B4)

Frontline Staff and FPC/EDC/SHG Microfinance, Accounting (R.4B4.38)

Frontline Staff and FPC/EDC/SHG PRA, Microplan (R.4B4.37)



h. e. e. m.

Purchase of Vehicles /Motorbikes (R.4C3)
Purchase of Motorbikes (R.4C3.49)
Purchase of Vehicles (R.4C3.48)

12522881.78
4805256.00
7717625.78

10 NON REIMBURSABLE EXPENSES (Expenses Indirect)

Administration Expenses (N)

DMU Operation Costs (N.57)

DMU Operation Costs Building Maintenance (N.57.BM)

DMU Operation Costs Hire/POL (N.57.PO)

DMU Operation Costs Other Charges (N.57.OC)

DMU Operation Costs Travel Expenses (N.57.TE)

DMU Operation Costs Wages (N.57.WA)

Other Expenses (N.58)

Other Expenses Other Taxes (N.58.OT)

Other Expenses Service Tax (N.58.ST)

Other Expenses VAT (N.58.VT)

Publications/Publicity (N.58.PB)

PMU Operation Costs (N.56)

Medical & Children Edu Allowance Reimbursements (N.56.MR)

PMU Operation Costs Hire/POL (N.56.PO)

PMU Operation Costs Other Charges (N.56.OC)

PMU Operation Costs RRT (N.56.RR)

PMU Operation Costs Wages (N.56.WA)

PMU Salaries (N.55)

Dearness Allowance (N.55.DA)

House Rent Allowance (N.55.HR)

Pay (N.55.PA)

Special / Others Allowance (N.55.GP)

8991728.35

29681507.94

29681507.94

6119362.00

1049414.00

1768468.35

1134.00

53350.00

6784897.87

1042656.67

3042618.36

1594978.84

1104644.00

8313205.72

305249.00

2042060.00

3846816.72

1270884.00

848196.00

5591676.00

2551903.00

557483.00

2376685.00

105605.00

11 Indirect Incomes (Income Indirect)

Interest Income

Interest From Deposits- Auto Sweep

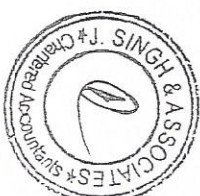
54348.28

54348.28

54348.28

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Prasanna



12 Closing Balance

Bank Accounts
Cash-in-hand

324379840.20
11679.00

324391519.20

13 REIMBURSABLE EXPENSES (Expenses Direct)

CONSULTING SERVICES (SCS)
Procurement/Construction (R)

3133350.00
167162361.70

170295711.70

14 NON REIMBURSABLE EXPENSES (Expenses Indirect)

Administration Expenses (N)

29550172.64

29550172.64

15 EXPENDITURE ON CONSULTANCY (THRU LETTER OF CREDIT)

CONSULTING SERVICES (Thru Direct Payment Procedure) (SCS.2)

12179291.00

12179291.00

16 Indirect Incomes (Income Indirect)

Interest Income
Sale Proceeds
Utilization of Grants in Aid
Utilization of Non Fund Based Grant

40146970.44
247950.00
199845884.00
12179291.00

252420095.44

17 Current Liabilities

Duties & Taxes
Provisions
Deposits (Current Liabilities)

1182823.00

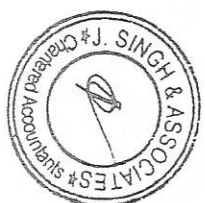
1182823.00

18 Current Assets

Closing Stock
Loans & Advances (Asset)
Cash-in-hand
Bank Accounts

82964862.83
11679.00
324379840.20

407356382.03



WB Forest & Biodiversity Conservation Society

Aranya Bhawan Block LA 10A Sector III

Salt Lake City

Kolkata- 700098

Trial Balance

1-Apr-2014 to 31-Mar-2015

Particulars	Opening Balance	Transactions	Closing Balance
	Debit	Credit	

Capital Account			
Reserves & Surplus (Retained Earnings)	53,87,82,199.00 Cr	21,38,55,362.00	4,08,51,801.93
Excess of Income Over Expenditure	6,917.00 Cr	2,68,42,323.93	2,68,49,240.93 C
Reserve Fund	6,917.00 Cr	2,68,42,323.93	2,68,49,240.93 C
Grants in Aid	53,87,75,282.00 Cr	21,38,55,362.00	1,40,09,478.00
State Government	53,87,75,282.00 Cr	21,38,55,362.00	1,40,09,478.00
Normal	26,93,87,641.00 Cr	10,08,38,035.00	9,15,093.00
SCP	18,85,71,349.00 Cr	7,05,86,624.00	6,40,565.00
TSP	8,08,16,292.00 Cr	3,02,51,412.00	2,74,529.00
Non-Fund Based Grant (Direct Payment Procedure)	1,21,79,291.00	1,21,79,291.00	
Current Liabilities			
Duties & Taxes	4,700.00 Cr	43,73,655.00	43,68,955.00
STDS (VAT Deduction)	33,356.00	33,356.00	
STDS (VAT Deduction) - @ 3%	31,149.00	31,149.00	
STDS (VAT Deduction) - @ 5%	2,207.00	2,207.00	
TDS (Income Tax)	31,34,291.00	31,29,591.00	3,29,591.00
TDS U/s 192- Agst Salaries	4,700.00 Cr	31,34,291.00	31,29,591.00
TDS U/s 194 C- Agst Company @ 2%	10,06,786.00	10,06,786.00	
TDS U/s 194 C- Agst Non Co. @ 1%	1,63,698.00	1,63,698.00	
TDS U/s 194 I- Agst Rent @ 10%	37,690.00	37,690.00	
TDS U/s 194 J- Agst Professional Fees @ 10%	1,27,088.00	1,27,088.00	
Cess & Other Taxes	17,99,029.00	17,99,029.00	
GIS	69,918.00	69,918.00	
GPF(S)	4,200.00	4,200.00	
Professional Tax Agst Salaries	11,25,000.00	11,25,000.00	
Deposits (Current Liabilities)	6,890.00	6,890.00	
Earnest Money Deposit	11,82,648.00	11,82,648.00	
Security Deposit	2,02,093.00 Cr	11,82,648.00	21,63,378.00
Current Assets			
Loans & Advances (Asset)	1,22,095.00 Cr	9,02,648.00	11,62,648.00
Advances	79,998.00 Cr	2,80,000.00	10,00,730.00
Operating Advance to Staffs	56,58,31,315.93 Dr	1,50,93,09,395.97	1,66,77,84,329.87
Advances to DMU/FMU/FPC	4,85,21,602.00 Dr	18,35,54,575.00	14,91,11,314.17
Advances to Buxa Tiger Reserve East	6,441.00 Dr	6,441.00	
Advances to Buxa Tiger Reserve West	6,441.00 Dr	6,441.00	
Advances to Coochbehar	9,87,247.00 Dr	9,87,247.00	
Advances to Darjeeling	9,87,247.00 Dr	9,87,247.00	
Advances to Durgapur	50,58,800.00	48,32,127.00	11,64,173.00 L
Advances to Howrah Social Forestry	34,75,000.00 Dr	27,58,800.00	47,25,696.00
Advances to Jalpaiguri Social Forestry	57,100.00 Dr	67,248.00	1,13,973.00
Advances to Jalpaiguri	10,12,500.00 Dr	1,03,10,877.00	82,95,672.00
Advances to Jhargram	26,10,000.00	26,10,000.00	
Advances to Kangsabati North	33,49,680.00 Dr	91,75,250.00	50,32,563.00
Advances to Kangsabati South	10,85,485.00 Dr	1,59,73,900.00	1,39,36,215.00
Advances to Kharagpur	45,38,378.00 Dr	1,03,65,455.00	1,32,44,907.00
Carried Over			
	2,68,42,323.93 Dr	1,72,87,21,060.97	1,71,51,68,464.80
		4,03,94,920.10 L	



Particulars

Page	Transactions			Closing Balance
	Debit	Credit	Balance	

Brought Forward

2,68,42,323.93 Dr 1,72,87,21,060.97 1,71,51,68,464.80 4,03,94,920.10 C

Advances to Kurseong
Advances to Malda
Advances to Medinipur

Advances to Monitoring North

Advances to Monitoring South

Advances to Nadia - Murshidabad

Advances to Panchet

Advances to Purulia

Advances to Purulia Extension

Advances to Raiganj

Advances to Rupunayan

Advances to Siliguri Social Forestry

Advances to Silviculture Hills

Advances to Silviculture North

Advances to Silviculture South

Advances to Wildlife HQ

Advances to Wildlife - I

Advances to Wildlife - II

Advances to Wildlife - III

Interest Received at DMU

Sale Proceeds Received at DMU

TDS Receivable

Cash-in-hand

Cash

Cash Imprest

Recovery By Expenditure

Bank Accounts

Corporation Bank (A/c No. 0663/CLSB/01/120015)

Deposit - Auto Sweep

REIMBURSABLE EXPENSES (Expenses Direct)

CONSULTING SERVICES (SCS)

Consulting Services (Thru Reimbursement Procedure) (SCS. 1)

Procurement/Construction (R)

Afforestation and Allied Works (R. 1)

Block Pltn in Non Forest Areas (R. 1B2.01)

Block Pltn in Non Forest Areas Advance Works (R. 1B2.01)

Block Pltn in Non Forest Areas Advance Works Labour (R. 1B2.01.LB)

Block Pltn in Non Forest Areas Adv Works Material (R. 1B2.01.MT)

Block Pltn in Non Forest Areas Creation (R. 1B2.02)

Block Pltn in Non Forest Areas Creation Labour (R. 1B2.02.LB)

Block Pltn in Non Forest Areas Creation Material (R. 1B2.02.MT)

Economic Pltn of Misc. Spp. in N Bengal (R. 1A5.02)

Economic Pltn of Misc. Spp. in N Bengal Creation (R. 1A5.02)

Pltn of Misc. Spp. in N Bengal Creation Material (R. 1A5.02.MT)

Enrichment of Degraded Forests of S.W. Bengal Through Coppice Reg. (R. 1A4)

Coppice (R. 1A4.08)

Coppice Labour (R. 1A4.08.LB)

Coppice Material (R. 1A4.08.MT)

Plantation of High Yielding Eucalyptus Hybrid Clones in South W Bengal (R. 1A1)

Plantation of Eucalyptus Clone in S. W Bengal Creation (R. 1A1.02)

Plantation of Eucalyptus Clone in S. W Bengal Creation Labour (R. 1A1.02.LB)

Plantation of Eucalyptus Clone in S. W Bengal Creation Material (R. 1A1.02.MT)

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Carried Over



2,68,42,323.93 Dr 1,90,03,07,711.67 1,71,64,59,403.80 21,06,90,631.80

43,46,400.00	9,10,252.00	34,36,148.00	L
12,62,600.00	2,75,687.00	9,86,913.00	L
33,75,000.00 Dr	1,38,80,250.00	1,24,25,433.00	48,29,817.00 L
1,11,812.00		98,553.00	13,259.00 L
3,67,274.00	1,17,082.00	2,50,192.00	L
3,19,000.00	2,38,443.00	80,557.00	L
1,44,55,001.00 Dr	1,34,33,633.00	35,68,487.00	L
7,95,000.00 Dr	22,45,064.00	18,24,936.00	L
6,65,474.00	5,53,533.00	1,11,941.00	L
49,01,000.00	45,11,543.00	3,89,457.00	L
1,26,20,369.00 Dr	90,39,619.00	49,68,290.00	L
9,41,819.00	6,85,435.00	2,56,384.00	L
2,70,711.00	92,364.00	1,78,347.00	L
2,19,200.00	1,52,702.00	66,498.00	L
11,68,711.00	94,776.00	10,73,935.00	L
11,61,200.00	8,34,363.00	3,26,837.00	L
33,90,200.00	8,38,443.00	25,51,757.00	L
24,26,900.00	8,27,045.00	27,10,416.00	L
9,35,000.00	11,00,064.50	30,09,935.50	L
29,33,125.00	1,05,706.00	34,23,084.00	C
1,81,450.00		2,04,650.00	D
37,78,504.00		63,89,723.00	C
14,70,57,197.17	14,70,46,080.17	11,679.00	C
3,66,188.00	3,66,188.00		
10,40,336.00	10,29,219.00	11,679.00	C
14,56,50,673.17	14,56,50,673.17		
1,17,86,97,623.80	1,37,16,26,935.53	32,43,79,840.20	L
51,73,09,151.93 Dr	69,42,52,001.26	69,40,43,423.47	12,219.16 C
48,44,44,45,622.54	67,75,83,512.06	32,43,67,621.04	L
17,15,86,650.70	12,90,939.00	17,02,95,711.70	L
31,33,350.00	31,33,350.00		
31,33,350.00	31,33,350.00		
31,33,350.00	31,33,350.00		
16,84,53,300.70	12,90,939.00	16,71,62,361.70	L
11,37,61,645.77	10,98,408.00	11,26,63,237.77	L
18,20,874.00	31,824.00	17,89,050.00	L
65,497.00		65,497.00	L
64,536.00		64,536.00	L
961.00		961.00	L
17,55,377.00	31,824.00	17,23,553.00	L
15,48,769.00		15,48,769.00	L
2,06,608.00	31,824.00	1,74,784.00	L
12,14,514.00	2,28,259.00	9,86,255.00	L
12,14,514.00	2,28,259.00	9,86,255.00	L
11,16,393.00	2,28,259.00	8,88,134.00	L
98,121.00		98,121.00	L
19,73,930.00	19,73,930.00		
15,42,680.00		15,42,680.00	L
4,31,250.00		4,31,250.00	L
42,25,046.00	52,794.00	41,72,252.00	L
42,25,046.00	52,794.00	41,72,252.00	L
37,48,893.00		37,48,893.00	L
4,76,153.00	52,794.00	4,23,359.00	L

WB Forest & Biodiversity Conservation Society

Trial Balance : 1-Apr-2014 to 31-Mar-2015

Page 3

Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Brought Forward	2,68,42,323.93 Dr	1,90,03,07,711.67	1,71,64,59,403.80	21,06,90,631.80 D
Plantation of Quick Growing Small Timber, Fuel & Fodder Species (R.1A3)	75,82,368.00		37,738.00	75,44,630.00 D
Plantation of QGS Timber, Fuel & Fodder Species Creation (R.1A3.02)	75,82,368.00		37,738.00	75,44,630.00 D
Quick Growing Small Timber, Fuel & Fodder Species Creation Labour (R.1A3.02.LB)	67,32,048.00			67,32,048.00 D
Quick Growing Small Timber, Fuel & Fodder Species Creation Material (R.1A3.02.MT)	8,50,320.00		37,738.00	8,12,582.00 D
Plantation of Sal and Associates in South West Bengal (R.1A2)	94,30,778.00		1,02,100.00	93,28,678.00 D
Plantation of Sal and Associates in South West Bengal Creation (R.1A2.02)	94,30,778.00		1,02,100.00	93,28,678.00 D
Plantation of Sal and Associates in South West Bengal Creation Labour (R.1A2.02.LB)	64,92,865.00		1,00,387.00	63,92,478.00 D
Plantation of Sal and Associates South West Bengal Creation Material (R.1A2.02.MT)	29,37,913.00		1,713.00	29,36,200.00 D
Pttn of Sal and Associate Spp.in N Bengal (R.1A6)	6,18,520.00			6,18,520.00 D
Pttn of Sal and Associate Spp. in N Bengal Creation (R.1A6.02)	6,18,520.00			6,18,520.00 D
Plnt of Sal and Asso. Spp. in N Bengal Creation Material (R.1A6.02.MT)	10,500.00			10,500.00 D
Pttn of Sal and Associate Spp. in N Bengal Creation Labour (R.1A6.02.LB)	6,08,020.00			6,08,020.00 D
Production of 1 Year Old Quality Clone (R.1D3)	22,25,026.00		49,276.00	21,75,750.00 D
Production of 1 Year Old Quality Clone Creation (R.1D3.02)	18,76,116.00		1,276.00	18,74,840.00 D
Production of 1 Year Old Quality Clone Maint Y1 (R.1D3.03)	3,48,910.00		48,000.00	3,00,910.00 D
Production of 1 Year Old Quality Seedling (R.1D4)	2,35,15,349.00		3,26,000.00	2,31,89,349.00 D
Production of 1 Year Old Quality Seedling Creation (R.1D4.02)	2,13,89,515.00		3,26,000.00	2,10,63,515.00 D
Production of 1 Year Old Quality Seedling Maint Y1 (R.1D4.03)	21,25,834.00			21,25,834.00 D
Soil & Moisture Conservation (R.1C)	48,12,615.00		80,990.00	47,31,625.00 D
Soil & Moisture Conservn. in A1 Treatment (R.1C1)	9,97,685.00			9,97,685.00 D
Soil & Moisture Conservn. in A2 Treatment (R.1C2)	14,62,388.00		80,990.00	13,81,398.00 D
Soil & Moisture Conservn. in A3 Treatment (R.1C3)	17,24,542.00			17,24,542.00 D
Soil & Moisture Conservn. in A4 Treatment (R.1C4)	6,28,000.00			6,28,000.00 D
Strip Pttn on Roadside/canalside/railwayside (R.1B1)	45,30,305.00			45,30,305.00 D
Strip Pttn on Roadside/canalside/railwayside Advance Works (R.1B1.01)	70,542.00			70,542.00 C
Strip Plantation of Roadside/canalside/railwayside Adv Works Labour (R.1B1.01.LB)	46,562.00			46,562.00 C
Strip Plantation of Roadside/canalside/railwayside Adv Works Material (R.1B1.01.MT)	23,980.00			23,980.00 C
Strip Pttn on Roadside/canalside/railwayside Creation (R.1B1.02)	44,59,763.00			44,59,763.00 C
Strip Plantation of Roadside/canalside/railwayside Creation Labour (R.1B1.02.LB)	40,27,848.00			40,27,848.00 C
Strip Plantation of Roadside/canalside/railwayside Creation Material (R.1B1.02.MT)	4,31,915.00			4,31,915.00 C
Capacity Expansion of Existing Hi. Tech Central Nursery (R.1D2)	1,44,46,651.42			1,44,46,651.42 C
Capital Cost of Setting Up of Hi. Tech Central Nursery (R.1D1)	3,73,65,669.35		1,89,427.00	3,71,76,242.35 C
Biodiversity Conservation (R.2)	42,17,499.00		72,508.00	41,44,991.00 C
Elephant/Gaur in North & South West Bengal (R.2B1)	41,05,624.00		72,508.00	40,33,116.00 C
Elephant Driving Off Operations (R.2B1.14)	36,58,166.00		72,508.00	35,85,658.00 C
Elephant Driving Off Operations Equipment (R.2B1.14.EQ)	4,48,829.00			4,48,829.00 C
Elephant Driving Off Operations Labour (R.2B1.14.LB)	22,87,121.00		53,008.00	22,34,113.00 C
Elephant Driving Off Operations Vehicle Hire (R.2B1.14.VH)	9,22,216.00		19,500.00	9,02,716.00 C
Mobile Squad (R.2B1.13)	4,47,458.00			4,47,458.00 C
Mobile Squad Equipment (R.2B1.13.EQ)	43,096.00			43,096.00 C
Mobile Squad Labour (R.2B1.13.LB)	3,48,156.00			3,48,156.00 C
Mobile Squad Vehicle Hire (R.2B1.13.VH)	56,206.00			56,206.00 C
Leopard in the North Bengal (R.2B2)	1,11,875.00			1,11,875.00 C
Leopard Capture / Rescue Equipment (R.2B2.EQ)	1,11,875.00			1,11,875.00 C
Community Development (R.3)	27,44,526.05		12,706.00	27,31,820.05 C
Meeting with FPCs (R.3A1)	13,62,190.05		12,000.00	13,50,190.05 C
Preparation Microplan (R.3B1)	13,82,336.00		706.00	13,81,630.00 C
Institutional Capacity Development (R.4)	4,77,29,629.88		1,07,317.00	4,76,22,312.88 C
Base Line Survey (R.4A)	1,97,674.00			1,97,674.00 C
Survey of Forest Resources (R.4A1)	1,97,674.00			1,97,674.00 C
Construction of Administrative Buildings (R.4C1)	1,48,41,195.67			1,48,41,195.67 C
Administrative Building at Siliguri (R.4C1.46)	25,000.00			25,000.00 C
Building at Salt Lake (R.4C1.45)	64,61,625.00			64,61,625.00 C
Construction of Beat Officer Office Complex (1) (R.4C1.41)	37,36,001.67			37,36,001.67 C

Carried Over



2,68,42,323.93 Dr 1,90,03,07,711.67 1,71,64,59,403.80 21,06,90,631.80 C

WB Forest & Biodiversity Conservation Society

Trial Balance : 1-Apr-2014 to 31-Mar-2015

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Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Brought Forward	2,68,42,323.93 Dr	1,90,03,07,711.67	1,71,64,59,403.80	21,06,90,631.80 Dr
Construction of Beat Officer Office Complex (2) (R.4C1.42)		37,49,117.00		37,49,117.00 Dr
Construction of RO's Office Complex (R.4C1.43)		6,69,226.00		6,69,226.00 Dr
Expansion of Existing Administrative Building (R.4C1.44)		2,00,226.00		2,00,226.00 Dr
Field Research (R.4D)		9,920.00		9,920.00 Dr
Field Research Nursery Technique Protocol (R.4D2)		9,920.00		9,920.00 Dr
GIS & MIS (R.4C2)		82,77,319.00		82,77,319.00 Dr
GIS/MIS Pilot Project Equipment (R.4C2.EQ)		81,50,769.00		81,50,769.00 Dr
GIS/MIS Pilot Project Services. (R.4C2.SS)		1,26,550.00		1,26,550.00 Dr
Miscellaneous Management Inputs (R.4C4)		1,05,62,168.43	1,07,017.00	1,04,55,151.43 Dr
Audit (R.4C4.54)		1,05,393.00		1,05,393.00 Dr
PMU Audit (R.4C4.54.PM)		1,05,393.00		1,05,393.00 Dr
Incremental Staff DMU (R.4C4.52)		66,87,281.97	29,167.00	66,58,114.97 Dr
Incremental Staff DMU Extension Workers (R.4C4.52.EW)		56,267.00	29,167.00	27,100.00 Dr
Incremental Staff DMU Semi Skilled (R.4C4.52.UW)		9,10,702.72		9,10,702.72 Dr
Incremental Staff DMU Skilled (R.4C4.52.SW)		57,20,312.25		57,20,312.25 Dr
Incremental Staff PMU (R.4C4.51)		11,13,884.46		11,13,884.46 Dr
PMU Staff Semi Skilled (R.4C4.51.UW)		2,70,851.46		2,70,851.46 Dr
PMU Staff Skilled (R.4C4.51.SW)		8,43,033.00		8,43,033.00 Dr
Operation Cost PMU (R.4C4.56)		26,55,609.00	77,850.00	25,77,759.00 Dr
PMU Office Equipment (R.4C4.56.EQ)		7,43,821.00		7,43,821.00 Dr
PMU Office Expenses (R.4C4.56.OE)		9,00,065.00		9,00,065.00 Dr
PMU Travel Expenses (R.4C4.56.TE)		10,11,723.00	77,850.00	9,33,873.00 Dr
Package II for Middle and Junior Level Officers (R.4B2)		18,700.00		18,700.00 Dr
Middle and Junior Level Officers Training Short Term (R.4B2.34)		18,700.00		18,700.00 Dr
Package III for Junior Level Officers and FRs (R.4B3)		4,31,675.00	300.00	4,31,375.00 Dr
Junior Level Officers and FRs Instructions Field (R.4B3.36)		4,31,675.00	300.00	4,31,375.00 Dr
Package IV for Frontline Staff and FPC/EDC/SHG (R.4B4)		8,68,096.00		8,68,096.00 Dr
Frontline Staff and FPC/EDC/SHG Microfinance. Accounting (R.4B4.38)		6,19,244.00		6,19,244.00 Dr
Frontline Staff and FPC/EDC/SHG PRA. Microplan (R.4B4.37)		2,48,852.00		2,48,852.00 Dr
Purchase of Vehicles /Motorbikes (R.4C3)		1,25,22,881.78		1,25,22,881.78 Dr
Purchase of Motorbikes (R.4C3.49)		48,05,256.00		48,05,256.00 Dr
Purchase of Vehicles (R.4C3.48)		77,17,625.78		77,17,625.78 Dr
Indirect Incomes (Income Indirect)		19,13,868.28	25,43,33,963.72	25,24,20,095.44 Cr
Interest Income		83,681.28	4,02,30,651.72	4,01,46,970.44 Cr
Interest From Banks		29,333.00	30,14,723.00	29,85,390.00 Cr
Interest From Deposits- Auto Sweep		54,348.28	3,72,15,928.72	3,71,61,580.44 Cr
Sale Proceeds			2,47,950.00	2,47,950.00 Cr
Sale of Forms			2,47,950.00	2,47,950.00 Cr
Utilization of Grants in Aid		18,30,187.00	20,16,76,071.00	19,98,45,884.00 Cr
Utilization of Grants in Aid-Normal		9,15,093.00	10,08,38,035.00	9,99,22,942.00 Cr
Utilization of Grants in Aid- SCP		6,40,565.00	7,05,86,624.00	6,99,46,059.00 Cr
Utilization of Grants in Aid- TSP		2,74,529.00	3,02,51,412.00	2,99,76,883.00 Cr
Utilization of Non Fund Based Grant			1,21,79,291.00	1,21,79,291.00 Cr
NON REIMBURSABLE EXPENSES (Expenses Indirect)		2,96,81,788.94	1,31,616.30	2,95,50,172.64 Dr
Administration Expenses (N)		2,96,81,788.94	1,31,616.30	2,95,50,172.64 Dr
DMU Operation Costs (N.57)		89,91,728.35	86,297.00	89,05,431.35 Dr
DMU Operation Costs Building Maintenance (N.57.BM)		61,19,362.00	29,999.00	60,89,363.00 Dr
DMU Operation Costs Hire/POL (N.57.PO)		10,49,414.00	56,206.00	9,93,208.00 Dr
DMU Operation Costs Other Charges (N.57.OC)		17,68,468.35	92.00	17,68,376.35 Dr
DMU Operation Costs Travel Expenses (N.57.TE)		1,134.00		1,134.00 Dr
DMU Operation Costs Wages (N.57.WA)		53,350.00		53,350.00 Dr
Other Expenses (N.58)		67,84,897.87	44,859.00	67,40,038.87 Dr
Other Expenses Other Taxes (N.58.OT)		10,42,656.67		10,42,656.67 Dr
Other Expenses Service Tax (N.58.ST)		30,42,618.36		30,42,618.36 Dr
Carried Over	2,68,42,323.93 Dr	1,93,19,03,368.89	1,97,09,24,983.82	1,21,79,291.00 Cr



WB Forest & Biodiversity Conservation Society
Trial Balance : 1-Apr-2014 to 31-Mar-2015
Particulars

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See an

Brought Forward

Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
	2,68,42,323.93 Dr	1,93,19,03,368.89	1,97,09,24,983.82	1,21,79,291.00 Cr
Other Expenses VAT (N.58.VT)		15,94,978.84		15,94,978.84 Dr
Publications/Publicity (N.58.PB)		11,04,644.00	44,859.00	10,59,785.00 Dr
PMU Operation Costs (N.56)		83,13,486.72	460.30	83,13,026.42 Dr
Medical & Children Edu Allowance Reimbursements (N.56.MR)		3,05,249.00		3,05,249.00 Dr
PMU Operation Costs Hire/POL (N.56.PO)		20,42,060.00		20,42,060.00 Dr
PMU Operation Costs Other Charges (N.56.OC)		38,47,097.72	460.30	38,46,637.42 Dr
PMU Operation Costs RRT (N.56.RR)		12,70,884.00		12,70,884.00 Dr
PMU Operation Costs Wages (N.56.WA)		8,48,196.00		8,48,196.00 Dr
PMU Salaries (N.55)		55,91,676.00		55,91,676.00 Dr
Dearness Allowance (N.55.DA)		25,51,903.00		25,51,903.00 Dr
House Rent Allowance (N.55.HR)		5,57,483.00		5,57,483.00 Dr
Pay (N.55.PA)		23,76,685.00		23,76,685.00 Dr
Special / Others Allowance (N.55.GP)		1,05,605.00		1,05,605.00 Dr
EXPENDITURE ON CONSULTANCY (THRU LETTER OF CREDIT)		1,21,79,291.00		1,21,79,291.00 Dr
Consulting Services (Thru Direct Payment Procedure) (5CS.2)		1,21,79,291.00		1,21,79,291.00 Dr
Income & Expenditure A/c	2,68,42,323.93 Cr	2,68,42,323.93		
Grand Total		1,97,09,24,983.82	1,97,09,24,983.82	



West Bengal Forest & Biodiversity Conservation Society
Office of the Chief Project Director
WBFC Project
Building -2, Block - LB-2, Sector - III
Salt Lake City, Kolkata - 700 098.

No.: 2872 / WBFBCEP/20-2/15

Dated: 09.10.2015

To,

The Addl. Principal Chief Conservator of Forests
Central Circle, West Bengal

Sub : Selection of FPCs

Ref : This Office No. 1396/1397/WBFBCEP/20-2/15 dated 03.06.2015

The revised list (as on 03.06.2015) of the FPCs selected for the Bankura North DMU was communicated vide our letter no. 1396/1397/WBFBCEP/20-2/15 dated 03.06.2015. The Head, Bankura North DMU again conveyed, vide his no. 1525/JICA-17 dated 23.07.2015, that there would be again changes in the available area for plantation/Coppice in a number of FPCs in Bankura North DMU. Accordingly, the further revision of Bankura North DMU was done on 12.09.2015 and communicated vide this office letter no. 2682/WBFBCEP/20-2/15 dt 17.09.2015. Presently, Bankura North has requested to add 3 nos. of FPCs to complete its list of 55 nos. On consideration of this proposal, the list published on 12.09.2015 is further revised on 09.10.2015. Since the list of the FPCs has been freezed after the review meeting of PCCF (HoFF) West Bengal held on 30.9.2015, no further changes will be entertained. The final revised list is attached as Annexure -I (As Revised on 09.10.2015) to this letter.

The revised summary of the data provided by the Head Bankura North DMU, is as follows:

Total no. of Registered FPC	542	Total Area Available for Plantation within Registered FPCs (ha)	1,106
Total Forest Area Protected by Registered FPCs (ha)	43,550	Total Area Available for coppice within registered FPCs (ha)	1079
Total no. of members in Registered FPCs	52,893	No of Registered FPCs having Nil area for plantation	459
SC Members in Registered FPCs	19,925	Total no. of Registered FPCs qualifying for selection	55
ST Members in Registered FPCs	7,917	Total no. of Registered FPCs selected for the Project	55

The summary of available area for plantation/Coppice, total forest area protected, no. of members in respect of the selected FPCs is given below :

Bankura North DMU

Total no. of Registered FPCs Selected for the Project	Total Forest Area Protected by Selected FPCs (ha)	Total members (no.)	ST Members (no.)	SC Members (no.)	Total Area Available for Plantation within Selected FPCs (ha)	Total Area Available for coppice within Selected FPCs (ha)
55	6,505.70	6,677	1,077	2,486	821	475

It is requested that the Head, Bankura North DMU be advised to complete the exercise of preparation of micro-plans and top priority basis for all the selected FPCs in his DMU so that the works under the component of Community Development may be initiated.

The DMU has submitted 48 micro-plans against the Selected FPCs so far. The 7 nos. of newly selected FPCs as included in the Annexure, based on the Head DMUs letter no. referred above should be submitted immediately.


Chief Project Director
WBFBC Project

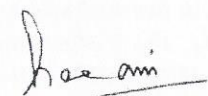
Encls. : As stated above.

No.: 2873 / WBFBCP/20-2/15

Dated: 09.10.2015

Copy forwarded for information to:

1. The Principal Chief Conservator of Forests, General, W.B.
2. The Head, Bankura North DMU.


Chief Project Director
WBFBC Project



ANNEXURE - I (Further Revised on 09.10.2015)

DMU				Bankura North			
Total FPCs to be selected:				55			
Number of FPCs selected from Division List:				55			
Sl.	Range	Beat	FPC	Regd. No.	Area Plant	Area Coppice	Score
1	Saltora	Saltora	Goswamidih Bhurkundithol	213/BKN/90-91	70	0	170
2	Radhanagar	Bhora	Tatulara	433/FPC/BKN/93-94	30	0	155
3	Beliatore	Kundalia	Kundalia Kuchisole Radhamohanpur	490/BKN/ 95-96	30	0	125
4	G. Ghati	Ukhradihi	Rajamela	605/BKN/99-00	40	0	125
5	G. Ghati	Ukhradihi	Suabasa	377/BKN/92-93	35	0	125
6	Saltora	Saltora	Pabra Panphoria	21/BKN/90-91	35	0	125
7	Beliatore	Brindabanpur	Barkura	646/BKN/ 03-04	0	25	112.5
8	Beliatore	Brindabanpur	Kodina	297/BKN/ 91-92	20	0	112.5
9	Beliatore	Brindabanpur	Shri Rampur Bharabdanga	488/BKN/ 95-96	20	0	112.5
10	Beliatore	Khag	Chandar	415/BKN/92-93	0	30	112.5
11	Beliatore	Kundalia	Vetara	500/BKN/ 95-96	25	0	112.5
12	Radhanagar	Bhora	Dapanpur	1661/FPC/BKN/90-91	10	0	110
13	Radhanagar	Radhanagar	Bankati	97/FPC/BKN/90-91	15	0	110
14	Radhanagar	Bhora	Hurbura	116/FPC/BKN/90-91	10	0	105
15	Barjora	Barjora	Monohar	185/BKN/90-91	30	0	102.5
16	Beliatore	Khag	Kusma	370/BKN/92-93	0	30	102.5
17	Radhanagar	Bhora	Sangadharpur Iew	346/FPC/BKN/92-93	10	0	102.5
18	Radhanagar	Bhora	Mayapur	430/FPC/BKN/93-94	15	10	102.5
19	Radhanagar	Panchal	Katabena	292/FPC/BKN/91-92	0	25	102.5
20	Radhanagar	Radhanagar	Purnakhola / Thana Gora	31/FPC/BKN/90-91	10	0	102.5
21	Saltora	Murlu	Searbaid No. 1	224/BKN/90-91	22	0	102.5
22	Beliatore	Brindabanpur	Nityanandapur	295/BKN/ 91-92	20	0	95
23	Beliatore	Khag	Barabendiya	537/BKN/95-96	15	10	90
24	Radhanagar	Balarampur	Metapabari	316/FPC/BKN/92-93	15	0	90
25	Radhanagar	Panchal	Araikola	295/FPC/BKN/91-92	10	0	90
26	Chhatna	Chhatna	Seelgaria	099/BKN/FPC/2002-03	20	0	87.5
27	Sonamukhi	Hamirhati	Patjore	299/BKN/91-92	0	40	87.5
28	Sonamukhi	Sonamukhi	Ganganadanga	351/BKN/92-93	0	40	87.5
29	Saltora	Murlu	Murlu	253/BKN/91-92	20	0	82.5
30	Beliatore	Beliatore	Madhabpur	285/BKN/91-92	15	10	80
31	Beliatore	Khag	Jorsal	173/BKN/90-91	15	0	80
32	G. Ghati	G. Ghati	Harepahari	578/BKN/99-00	10	0	80
33	G. Ghati	Ramhanpur	Duttardihi	426/BKN/92-93	10	0	80
34	Radhanagar	Panchal	Baidya	524/FPC/BKN/95-96	15	0	80
35	Saltora	Saltora	Kharbana	20/BKN/90-91	10	0	80
36	G. Ghati	Amarnagar	Borjuri	581/BKN/99-00	20	0	72.5
37	Beliatore	Kundalia	Amlatore	541/BKN/ 96-97	15	0	70
38	Barjora	Barjora	Sahajora	414/BKN/92-93	20	20	67.5
39	Barjora	Sangrampur	Goswamiapur	628/BKN/2000-01	20	0	67.5
40	Sonamukhi	Indkata	Junsura	331/FPC/92-93	0	40	67.5
41	Chhatna	Jhantipahari	Kalipahari	247/FPC/BKN/91-92	10	0	65
42	Patrasayer	Kushwadeep	Alkhasa - Sankarpur - Bhairavpur	305/BKN/92-93	28	0	65
43	G. Ghati	Ramhanpur	Gopirhire	592/BKN/99-00	10	0	60
44	Bankura North	Belbani	Ohadka	364/FPC/BKN/92-93	20	0	52.5
45	Bankura North	Salbani	Radharamanpur	534/BKN/95/96	15	0	50
46	Mojha	Kusthal	Kenthalia Adibasi	621/BKN/00-01	15	0	50
47	Patrasayer	Birsingha	Dighir Par	154/BKN/90-91	10	0	50
48	Sonamukhi	Indkata	Dhansimla Station	327/BKN/92-93	15	0	45
49	Barjora	Shilla	Majmura	198/BKN/90-91	20	10	67.5
50	Beliatore	Beliatore	Mukutigram	369/BKN/92-93	0	25	92.5
51	Beliatore	Brindabanpur	Shri Krishnaapur	470/BKN/ 94-95	0	25	112.5
52	Radhanagar	Balarampur	Patharmora	153/FPC/BKN/90-91	0	30	102.5
53	Radhanagar	Balarampur	Bijpur, Salbagan, Dharambandh	321/FPC/BKN/92-93	0	30	132.5
54	Beliatore	Kundalia	Amlabaid Banmadhabpur	361/BKN/ 92-93	0	25	102.5
55	Sonamukhi	Hamirhati	Bhula	223(A)/BKN/2002-03	0	50	87.5
Total					821	475	

West Bengal Forest & Biodiversity Conservation Society
Office of the Chief Project Director
WBFBC Project
Building -2, Block - LB-2, Sector - III
Salt Lake City, Kolkata - 700 098.

No.: 2738 / WBFBCP/20-2/15

Dated: 22.09.2015

To,

The Addl. Principal Chief Conservator of Forests
Central Circle, West Bengal

Sub : Selection of FPCs

Ref. : This Office No.2686/WBFBCP/20-2/15 dated 17.09.2015

The revised list (as on 02.03.2015) of the FPCs selected for the **Bankura South DMU** was communicated vide our letter no. 555/WBFBCP/20-2/15 dated 02.03.2015. Further, the final list, as on 12.09.2015, was conveyed vide this office memo no. under reference. The Head, Bankura South, referring to his no. 2364/Microplan/WBFBCP dated 01.09.2015 further requested to include Motherbani-Kolargram FPC under Bankura FMU against deletion of Baherabandi under Bankura FMU during the Review Meeting held on 21.09.2015.

The further revised and finalised list (as on 22.09.2015) of the FPCs selected for the **Bankura South DMU** is attached as **Annexure -I (Further Revised on 22.09.2015)**

The revised summary of the data provided by the Head Bankura South DMU, is as follows:

Total no. of Registered FPC	635	Total Area Available for Plantation within Registered FPCs (ha)	4,900
Total Forest Area Protected by Registered FPCs (ha)	45,393	Total Area Available for coppice within registered FPCs (ha)	6,347
Total no. of members in Registered FPCs	60,117	No of Registered FPCs having Nil area for plantation	410
SC Members in Registered FPCs	14,495	Total no. of Registered FPCs qualifying for selection	267
ST Members in Registered FPCs	18,478	Total no. of Registered FPCs selected for the Project	45

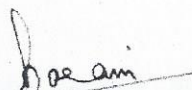
The summary of available area for plantation/Coppice, total forest area protected, no. of members in respect of the selected FPCs is given below :

Bankura South DMU

Total no. of Registered FPCs Selected for the Project	Total Forest Area Protected by Selected FPCs (ha)	Total members (no.)	ST Members (no.)	SC Members (no.)	Total Area Available for Plantation within Selected FPCs (ha)	Total Area Available for coppice within Selected FPCs (ha)
45	6,662	5,098	2,088	1,477	1,376	2,637

It is requested that the Head, Bankura South DMU be advised to complete the exercise of preparation of micro-plans on top priority basis for all the selected FPCs, if not completed already, so that the works under the component of Community Development may be initiated.

The DMU has submitted 43 micro-plans so far against the Selected 45 FPCs. The 2 nos. of newly selected FPCs as included in the Annexure, based on the Head DMUs letter no. referred above should be submitted immediately.


Chief Project Director
WBFBC Project

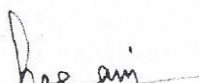
Encls. : As stated above.

No.: 2739 / WBFBCP/20-2/15

Dated: 22.09.2015

Copy forwarded for information to:

1. The Principal Chief Conservator of Forests, General, W.B.
2. The Head, Bankura South DMU.


Chief Project Director
WBFBC Project



ANNEXURE - I (Further revised on 22.09.2015)

DMU				Bankura South			
Total FPCs to be selected:				45			
Number of FPCs selected from Division List:				45			
Sl. No.	Range	Beat	FPC	Reg No	Area Plant	Area Copp	Score Total
1	Bankura	Bankura	Angaria	219/BKS	60	0	200
2	Indpur	Indpur	Harin Bidre	375/BKS	80	0	200
3	Hirbunth	Molian	Ashatora	8/BKS	65	0	200
4	Jhilimili	Muchikata	Kawatanga	494/BKS	0	350	200
5	Jhilimili	Muchikata	Gobindasole	361/BKS	0	150	200
6	Jhilimili	Muchikata	Sutan	362/BKS	0	250	200
7	Ranibandh	Ranibandh	Burium, Dalaibasa	280/BKS	0	177	200
8	Ranibandh	Ranibandh	Mahadebsinan Barudi	29/BKS	0	175	200
9	Ranibandh	Punshya	Khejurkhenna	460/BKS	0	140	200
10	Ranibandh	Punshya	Punshya	462/BKS	0	120	200
11	Ranibandh	Punshya	Laladi	444/BKS	0	110	200
12	Pirrargari	Parsola	Lakhiatapal	447/BKS	70	0	200
13	Simlapal	Baricha	Pathri Roniara	128/BKS	70	0	200
14	Bankura	Punisoile	Digsuli, Beriakhamar	223/BKS	60	0	192.5
15	Ranibandh	Ranibandh	Barapocha	58/BKS	0	150	192.5
16	Ranibandh	Ranibandh	Mitham	337/BKS	0	145	192.5
17	Ranibandh	Ambikanagar	Kulam	28/BKS	0	150	190
18	Bankura	Ratanpur	Borkola	26/BKS	60	20	180
19	Bankura	Ratanpur	Ramkrishnapur	117/BKS	60	0	180
20	Bankura	Ratanpur	Kadagote Layada	429/BKS	60	0	180
21	Simlapal	Simlapal	Khairakanali	55/BKS	30	30	177.5
22	Simlapal	Simlapal	Susunia Sidhagara	127/BKS	40	40	177.5
23	Indpur	Hatagram	Sayed	163/BKS	150	0	170
24	Pirrargari	Pirrargari-I	Natundihi	585/BKS	30	30	157.5
25	Bankura	Punisoile	Napitbandh Adibasi	587/BKS	30	0	155
26	Hirbunth	Hirbunth-I	Gobarda	520/BKS	40	0	155
27	Hirbunth	Hirbunth-I	Manasjore	356/BKS	40	0	155
28	Hirbunth	Molian	Tentula Debedia	107/BKS	49	0	155
29	Jhilimili	Jhilimili	Routora	332/BKS	0	90	155
30	Jhilimili	Muchikata	Muchikata	283/BKS	0	100	155
31	Jhilimili	Muchikata	Raigarh	27/BKS	0	70	155
32	Ranibandh	Ranibandh	Jamdaha	137/BKS	0	90	155
33	Motgoda	Motgoda-I	Kuldiha	265/BKS	32	0	155
34	Motgoda	Motgoda-II	Amripal	240/BKS	30	0	155
35	Motgoda	Pirrah	Jaher Era Marang Buru	76/BKS	30	0	155
36	Simlapal	Simlapal	Krishnapur	149/BKS	40	0	155
37	Indpur	Indpur	Poramouli	111/BKS	50	30	147.5
38	Indpur	Indpur	Jarda	292/BKS	30	0	135
39	Bankura	Bankura	Taribeterdihi, Basulitora, Sear	215/BKS	20	0	132.5
40	Indpur	Hatagram	Dhagara	201/BKS	20	0	132.5
41	Khatra	Khatra-I	Bantilla-1	115/BKS	30	0	127.5
42	Khatra	Keshia	Kheyerboni	386/BKS	40	20	125
43	Motgoda	Pirrah	Nachna	78/BKS	0	100	155
44	Ranibandh	Ranibandh	Ledapukur	185/BKS	0	100	147.5
45	Bankura	Ratanpur	Motherboni Kolargram	134/BKS	60	0	180
TOTAL					1376	2637	

[Signature]
Chief Project Director
WBFC Project

West Bengal Forest & Biodiversity Conservation Society
Office of the Chief Project Director
WBFC Project
Building -2, Block - LB-2, Sector - III
Salt Lake City, Kolkata - 700 098.

No.: 2688 / WBFCP/20-2/15

Dated: 17.09.2015

To,

The Chief Conservator of Forests
Western Circle, West Bengal

Sub: Selection of FPCs

Ref: This office memo no. 192 / WBFCP/20-2/15 dt . 27.01.15

The selection of the third batch of FPCs was carried out on the basis of the data provided by respective DMUs. This was communicated to Kharagpur DMU vide reference above. Subsequently, Kharagpur DMU, under its memo no.287/2-46(WBF &BCS)/2015/37 dt 10.08.2015 has conveyed some changes in the available area for plantation/coppice in a number of FPCs selected in the last FPC list and proposed to replace Baramara FPC with Jamsole FPC under Hijli range. As the availability of area for plantation is the main criteria on which a FPC qualifies for the selection, the revision proposed by the Head Kharagpur DMU was considered and the list has accordingly been finalized. The summary of the data of the finalized FPC list is as follows:

Total no. of Registered FPC	255	Total Area Available for Plantation within Registered FPCs (ha)	479
Total Forest Area Protected by Registered FPCs (ha)	28,186	Total Area Available for coppice within registered FPCs (ha)	705
Total no. of members in Registered FPCs	29,578	No of Registered FPCs having Nil area for plantation	237
SC Members in Registered FPCs	6,547	Total no. of Registered FPCs qualifying for selection	35
ST Members in Registered FPCs	8,751	Total no. of Registered FPCs selected for the Project	21

The list of the FPCs finally selected for the Kharagpur DMUs is attached as **Annexure -I** to this letter.

The selection carried out in 1st, 2nd and 3rd batches is included in this list. Care has been taken that no FPC, where any plantation activity was initiated in 2014-15, gets omitted.

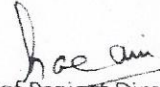
The summary of available area for plantation/Coppice, total forest area protected, no. of members in respect of the finally selected FPCs is given below :

Kharagpur DMU

Total no. of Registered FPCs Selected for the Project	Total Forest Area Protected by Selected FPCs (ha)	Total members (no.)	ST Members (no.)	SC Members (no.)	Total Area Available for Plantation within Selected FPCs (ha)	Total Area Available for coppice within Selected FPCs (ha)
21	4,710	6,093	1,746	961	407	475

It is requested that the Head, Kharagpur DMU be advised to complete the exercise of preparation of micro-plans and top priority basis for all the selected FPCs in his DMU so that the works under the component of Community Development may be initiated.

The DMU has submitted all the micro-plans against the Selected FPCs as shown in Annexure I.


Chief Project Director
WBFBC Project

Encls. : As stated above.

No.: 2689 / WBFBCP/20-2/15

Dated: 17.09.2015

Copy forwarded for information to:

1. The Principal Chief Conservator of Forests, Head of Forest Force, W.B.
2. The Principal Chief Conservator of Forests, General, W.B.
3. The Head, Kharagpur DMU.

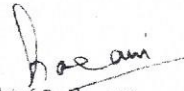

Chief Project Director
WBFBC Project



ANNEXURE - I (Further revised on 12.09.15)

DMU				Kharagpur			
Total FPCs to be selected:				20			
Number of FPCs selected from Division List:				21			
Sl. No.	Range	Beat	FPC	Reg No	Area Plant	Area Copp	Score Total
1	Belda	Keshiary	Jhantageria	167/WM	55	40	177.5
2	Hijli	Hijli	Ajodhyagarh (Rangamatia)	116/WM	52	0	170
3	Chandabila	Patina	Deulbar Tiyaakati	351/WM	0	75	125
4	Chandabila	Patina	Murakati	414/WM	40	0	125
5	Hijli	Hijli	Paschimpathri	166/WM	30	0	125
6	Hijli	Hijli	Ajodhyagarh (Keshuria)	116/WM	32	0	105
7	Hijli	Khajra	Lengamara	480/WM	0	75	105
8	Chandabila	Chandabila	Dulki	350/WM	0	50	102.5
9	Chandabila	Chandabila	Pathardahara	368/WM	0	30	102.5
10	Chandabila	Patina	Jamsola Pratappur	349/WM	0	100	125
11	Hijli	Hijli	Brikabhanupur	265/KGP	28	0	102.5
12	Kalaikunda	Sankrail	Sushnigeria	322/WM	20	25	95
13	Kalaikunda	Bardanga	Barageria Sagarbhanga	470/WM	50	0	87.5
14	Kalaikunda	Sankrail	Sankrail Durgahari	98/WM	20	35	87.5
15	Hijli	Porapara	Porapara	22/WM	21	0	82.5
16	Hijli	Khajra	Ghritagram	476/WM	10	40	75
17	Hijli	Porapara	Bhetia	356/WM	0	40	75
18	Kalaikunda	Sankrail	Jugisole	222/WM	20	0	72.5
19	Belda	Kashipur	Jamuna	354/WM	17	0	45
20	Belda	Narayangarh	Binai (N)**	88/WM	10	0	65
21	Hijli	Khajra	Jamsole	479/WM	14	0	60
TOTAL AREA					419	510	

** Work done in 2014-15 on the basis of first selection


 Chief Project Director
 WBFCB Project



RECRAFT

**THE CENTER FOR
PEOPLE AND FORESTS**

P.O. Box 1111, Kasetsart Post Office
Bangkok 10903, Thailand
Tel: +66 (0)2 940 5700
Fax: +66 (0)2 561 4380
info@recraft.org
www.recraft.org

Ref: CDTS/112/2015

9 October 2015

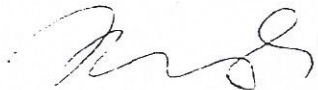
Mr. P. J. van Kooijk, Team Leader,
Project Management Consultants (PMC),
West Bengal Forest and Biodiversity Conservation Project
Block-LB-2, 2nd Floor
(Building No. 2 of West Bengal Milk Federation)
Salt Lake City, Sector III, Kolkata – 700098, India
Phone: +91-33-65003695, Mobile: +9007374262
Email: pmc.ecu@nkindia.in

Dear Mr. P. J. van Kooijk,

We are pleased to invite 12 to 16 officers from the West Bengal Forest Department, West Bengal, India, working for JICA funded West Bengal Forest and Biodiversity Conservation Project (WBFBCP) for customised training on *Participatory Management of Community Forestry & Protected Areas* that was developed at the request of PMC, WBFBCP to be organised from 18 to 27 January 2016, with field visits in Thailand and Vietnam. The cost of their attendance will be covered by the West Bengal Forest and Biodiversity Conservation Project (WBFBCP). Please find enclosed the details of the proposed training programme.

We look forward to welcoming them to Bangkok, Thailand.

Sincerely yours,



Regan Suzuki Pairojmahakij
Acting Manager
Capacity Development and Technical Services Unit



Encl: Proposed training programme

To: Mr. P. J. van Kooijk, Team Leader,
Project Management Consultants,
West Bengal Forest and Biodiversity Conservation Project
Block-LB-2, 2nd Floor (Building No. 2 of West Bengal Milk Federation)
Salt Lake City, Sector III, Kolkata – 700098, India
Phone: +91-33-65003695
Fax: +91-33-23352264 (attn.)
Mobile: +9007374262
Email: pmc.ccu@nkindia.in

Date: 7 October 2015

Dear Mr. P. J. van Kooijk,

As per your request, the Regional Community Forestry Training Center for Asia and the Pacific (hereinafter referred to as "RECOFTC"), Bangkok, Thailand hereby agrees to organize a customized training and study tour on "Participatory Management of Community Forests and Protected Areas" in Thailand and Vietnam during 18 – 27 January 2016 for delegation between 12 to 16 officials of the West Bengal Forest Department, West Bengal, India, working for JICA funded West Bengal Forest and Biodiversity Conservation Project (hereinafter referred to as "WBFBC").

The training and study tour program will be arranged for 10 days by providing the participants with opportunities to learn in the topics of "Participatory Management of Community Forests and Protected Areas". This program will be organized for both discussion and exploration from the practical experiences and best practices in the Community Forestry and Protected Area Management.

The tentative training and study tour program is attached in Annex 1. The final program will be communicated in due course once the RECOFTC staff is able to confirm all the field appointments. The roles and responsibilities of both RECOFTC and WBFBC Project are outlined in Annex 3 which forms an integral part of this LOA.

The professional and administrative budget proposed for organizing this program is presented hereby in the total amount of **USD52,349** (Budget could be revised if number of participants is increased).

Possible amendments in budget proposal and in program to this agreement shall be in effect based on written mutual consent by the parties.

RECOFTC

**THE CENTER FOR
PEOPLE AND FORESTS**

PO Box 1111, Kasetsart Post Office
Bangkok 10903, Thailand
Tel: +66 (0)2 561 5700
Fax: +66 (0)2 561 4880
info@recoftc.org
www.recoftc.org

Terms of Payment

On receipt of your acceptance, RECOFTC will forward invoice according to the Terms of Payment. The payment will be transferred to RECOFTC Bank Account divided into two installments. Namely, a first payment by 70 percent of the total amount of budget will be made within 15 days after the agreement is signed and the last payment by 30 percent of budget will be transferred within 15 days after the program finishes.

Details of the Bank Account which are;

Account name: RECOFTC-AP (NEW)
Bank Name: Thai Military Bank Public Co. Ltd.
Full Bank Address: Kasetsart University Branch, Kasetsart University,
50 Parking 1 Building, Ladyao, Jatujak, Bangkok 10900,
Thailand
Account number: 069-2-37958-9
Account Currency: Thai Baht
Swift code: TMBK THBK

If you agree that the budget and program are in accordance with your request to RECOFTC, please sign this page and send it back by email or fax through to RECOFTC at 66-2-561-4880. In any case of cancellation after this agreement signed, a cancellation fee at 10 percent of total budget coupled with any other expenses related to the logistic arrangements will be applied to the client.

Yours Sincerely,

.....
Dr. Tint Lwin Thaung
Executive Director, RECOFTC

Date:.....


Accepted by:

.....
Mr. P. J. van Kooijk
Team Leader, Project Management Consultants,
West Bengal Forest and Biodiversity Conservation Project
Kolkata, India

Date:.....

ANNEX 1: Tentative Program for Training and Study Tour Course "Participatory Management of Community Forests and Protected Areas" in Thailand and Vietnam, 18 – 27 January 2016

Background

It is increasingly recognized that participatory management approaches to natural resource management, where responsibility and/or authority for management is shared between governments and the local 'communities' who has high potential to use resources, can, and has led to improved resource management. Indeed in many cases, particularly where control over resource use requires the involvement of the community, it is vital to ensure good management and governance. An important point to note is that participatory management means shared decision-making and not simply shared responsibility for implementing management actions, data collection and enforcement. To be able to make positive decisions, communities must learn and work together with other key stakeholders at appropriate stages of development and management. To create the conditions in which roles and responsibilities can be shared among stakeholders, an emphasis must be placed on supporting the learning and sharing of roles and responsibilities throughout the development of participatory management.

RECOFTC - The Center for People and Forests based in Bangkok is an international non-profit organization based in Thailand that works closely with partners to design and facilitate learning processes and systems to support community based natural resource management. It seeks to promote constructive multi-stakeholder dialogues and interactions to ensure equitable and sustainable management of natural resources. RECOFTC has been involved in capacity building for field, middle level staff, and academic professional on community based natural resource management within the region for more than twenty five years. Field processes learned from different cases will provide concrete experience to West Bengal Forestry and Biodiversity Conservation Project and further development of participatory management of community forest protected area in India.

RECOFTC offers a customized training and study tour on "Participatory Management of Community Forests and Protected Areas" for delegation between 12 to 16 officials of the West Bengal Forest Department, West Bengal, India, working for JICA funded West Bengal Forest and Biodiversity Conservation Project to learn and explore the key success of participatory community forest and protected area management in 2 countries: Thailand and Vietnam.

Deem

Learning objective

1) General Objective:

Officials from the West Bengal Forest Department, India will have enhanced capacity to provide quality support and professional advice to local communities on Participatory Management of Community Forests and Protected Areas.

2) Specific Objectives:

At the end of this program participants will;

- Be able to learn some key concepts and current developments regarding to participatory management of community forests and protected areas.
- Be able to understand the value of using participatory principles and techniques and other appropriate tools for community forest and protected area management.
- Be able to review procedures of community forest and protected area management that supports participation from multi stakeholders through the cases of Thailand and Vietnam.
- Be able to identify areas for consideration in developing or improving interventions for community forestry and protected area management.

Expected Outputs

- Lessons on participatory management of community forests and protected area from cases shared among participants.
- A brief report indicating key areas for consideration in developing or improving interventions for community forest and protected area management for West Bengal Forest and Biodiversity Conservation Project, India.

Case studies

The program will allow participants to explore and learn practical models from 4 main case studies which are;

- 
- The case of participatory watershed management in protected area, Doi Inthanon National Park, Chiang Mai, Thailand.
 - The case of Baan Mae Klang community forest and ecotourism management, Chiang Mai, Thailand.
 - The case of buffer zone management for local livelihood in protected area, Bach Ma National Park, Hue, Vietnam.
 - The case of community forest management in Aka village of Thuong Quang Commune in Nam Dong district, Hue, Vietnam.

Target participants

A total number of 12 to 16 officials of the West Bengal Forest Department, West Bengal, India, working for JICA funded West Bengal Forest and Biodiversity Conservation Project. The selection of the participants will be based on a set of criteria and processes agreed by the RECOFTC and Project.

Proposed RECOFTC staff to involve:

- 1) Ms. Rejani Kunjappan, Program Officer, Training and Learning Networks
- 2) Mr. Nguyen Quang Tan, Ph.D., Viet Nam Country Program Coordinator
- 3) Mr. Pratya Youngpatana, National Program Officer and Study Tour Coordinator

Learning approach

The course builds upon the experience of the participants. Short training sessions will facilitate the learning and sharing of information from participants to participants. Participants will be actively involved in all phases of the learning process through group activities: discussion, role play, interactive exercises, synthesis and reflection. There will be study tour to different protected areas in Thailand and Vietnam to examine relevant issues as well as to apply the skills and knowledge that participants have acquired during the course.

Estimation budget

The total proposed budget is **52,349 USD** (Budget could be revised if number of participants is increased). Please see the attached budget breakdown for more information.

Rejani

THE CENTER FOR PEOPLE AND FORESTS

He am

Tentative program agenda

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17 Jan	18 Jan	19 Jan	20 Jan	21 Jan	22 Jan	23 Jan
<ul style="list-style-type: none"> Arrival of Participants 	<ul style="list-style-type: none"> Introduction to the course and setting objectives Understanding the context of participatory management of protected areas from the case of Thailand and India (participant's experience sharing) Concept and Overview of participatory process in protected area management 	<ul style="list-style-type: none"> Key elements of participatory process in protected areas Concept of community forestry and level of participation Stakeholder analysis Multi-stakeholders process Power relations 	<ul style="list-style-type: none"> Different models of participatory protected area management Field preparation Travel to Chiang Mai 	<ul style="list-style-type: none"> Field trip to the case study of participatory watershed management at Mae Klang watershed area, Doi Inthanon National Park, Thailand 	<ul style="list-style-type: none"> Field trip continue to community forest site 	<ul style="list-style-type: none"> Field reflection Free time in Chiang Mai City Return to Bangkok Fly to Hue
Sunday 24 Jan <ul style="list-style-type: none"> Visit Bach Ma National Park Hue, Vietnam	Monday 25 Jan <ul style="list-style-type: none"> Visit Aka village of Thuong Quang Commune in Nam Dong district Hue, Vietnam	Tuesday 26 Jan <ul style="list-style-type: none"> Travel to Ho Chi Minh City REDD+ seminar Ho Chi Minh City, Vietnam	Wednesday 27 Jan <ul style="list-style-type: none"> Field reflection Wrap up and evaluation Farewell dinner (RECOFTC travel to BKK) Ho Chi Minh City, Vietnam	Thursday 28 Jan <ul style="list-style-type: none"> Travel to Singapore 		

Note: Program can be adjusted according to the situation in the fields.

ANNEX 2: Roles and Responsibilities of both parties

RECOFTC shall provide:

1. Four staff members to design and facilitate the training and study tour program;
2. The resource persons who have expertise in the topics of participatory management of community forests and protected areas for sharing knowledge and experiences with the participants.
3. The case studies and field sites which can represent as examples indicating the practical actions regarding the learning topics as requested.
4. All logistical support before and during the training program. All logistic arrangements for the mission including invitation letters for resource persons; venues; training and field visit documents, information of field visit; stationeries and materials; local transportation; and accommodation for the participants, according to the program agenda as described in above.
5. Invoice by submitting to the WBFBC Project in accordance to the agreed terms of payment.

Client shall:

1. Identify participants for this training and study tour program.
2. Coordinate and inform to the participants about the program agenda, itinerary, basic conditions and information of this training course received from RECOFTC.
3. Manage and be responsible for the international travel arrangements and visa for all participants.

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Proposed Budget

Title: Training & Study tour on Participatory Management of Community Forests and Protected Areas

Date: 18 - 27 January 2016

Locations: Thailand and Vietnam

Participants No.: 12 persons (could be revised)

Item	Amount of Unit	Unit Cost	Budget proposed (USD)	Remark
1.1 Professional staff charge				
Course preparation: Facilitator 1 and facilitator 2	1 person x 1 day and 1 person x 2 days	USD 525/day/person USD 375/day/person	1,275.00	1 senior program staff and 1 program staff
Course delivery: Facilitator 1 and Facilitator 2	1 person x 3 days and 1 person x 3 days	USD 525/day/person USD 375/day/person	2,700.00	1 senior program staff and 1 program staff
Field preparation: Country Coordinator and Field Trip Coordinator	1 person x 2 days and 1 person x 2 days	USD 325/day/person USD 250/day/person	1,150.00	1 country coordinator and 1 national program officer
Field trip delivery: Facilitator 1, Country Coordinators and Field Trip Coordinator	1 person x 7 days, 1 persons x 4 days and 1 person x 7 days	USD 375/day/person USD 325/day/person USD 250/day/person	5,675.00	1 program staff, 1 country coordinator and 1 national program officer
Resource person - external expert	1 person x 1 day	USD 525/day/person	525.00	(if needed)
Resource person - REDD+	1 person x 2 days	USD 525/day/person	1,050.00	Dr. Anders Pederson
Site preparation	2 countries	USD 500/country	1,000.00	Include airfare, van rental, accommodation and per diem
1.2 Honorarium /resource persons				
Thailand case	3 persons	USD 100/person	300.00	
Vietnam case	3 persons	USD 100/person	300.00	
1.3 Communication		USD 150	150.00	Mailing, international phone call
Sub total			14,125.00	
Travelling across countries				
Flight from Bangkok to Ho Chi Minh City (one way)	12 persons	USD 250/person	3,000.00	12 participants, price based on Vietnam Airlines (economy flex)
Flight from Bangkok to Ho Chi Minh City (round trip)	2 persons	USD 500/person	1,000.00	2 RECOFTC staffs

Item	Amount of Unit	Unit Cost	Budget proposed (USD)	Remark
Travelling inside focal countries				
Thailand				
Airport pick up/send off	2 vans x 4 trips	USD 65/van/trip	520.00	Arrival & departure day and during field trip (domestic)
Domestic airfare	14 persons	USD 270/person/roundtrip	3,780.00	Include 2 RECOFTC staffs, price based on Thai Airways (economy flex)
National park fee	14 persons	USD 10/person	140.00	
Field vehicle rental	3 days x 2 vans	USD 120/van/day	720.00	Include petrol and one-day city tour
Vietnam				
Airport pick up/send off	2 vans x 4 trips	USD 65/van/trip	520.00	
Flight from Hanoi => Hue => Ho Chi Minh City => Hanoi (one way)	1 person	USD 350/person	350.00	Vietnam country coordinator, price based on Vietnam Airlines (economy flex)
Flight from Hanoi => Hue => Hanoi (round trip)	1 person	USD 200/person	200.00	Representative from MARD / VNFOREST
Flight from Ho Chi Minh City => Hue => Ho Chi Minh City (round trip)	14 persons	USD 250/person	3,500.00	12 participants and 2 RECOFTC staffs
Flight from Hanoi => Ho Chi Minh City => Hanoi (round trip)	1 person	USD 200/person	200.00	Dr. Anders Pederson
Field vehicle rental	3 days x 2 vans	USD 120/van/day	720.00	Include petrol and 10% VAT and one-day city tour
National park fee	15 persons	USD 10/person	150.00	
Sub total			14,800.00	
3. Accommodation/ nights				
Thailand				
RECOFTC Dormitory	12 rooms x 3 nights	USD 25/night/room	900.00	
National Park	14 rooms x 1 night	USD 30/night/room	420.00	Include RECOFTC staffs
Field site	14 rooms x 2 nights	USD 50/night/room	1,400.00	Include RECOFTC staffs
Vietnam				
Hue City	16 rooms x 3 nights	USD 56/night/room	2,688.00	Based on RECOFTC Travel Allowance
Ho Chi Minh City	16 rooms x 1 night	USD 76/night/room	1,216.00	Include RECOFTC staffs and MARD/VNFOREST
Ho Chi Minh City	12 rooms x 1 night	USD 76/night/room	912.00	Include Dr. Anders
Sub total			7,536.00	12 participants
4. Meal / days				
Thailand				
Breakfast	6 days x 12 persons	USD 8/person/day	576.00	
Lunch	6 days x 12 persons	USD 14/person/day	1,008.00	
Dinner	6 days x 12 persons	USD 18/person/day	1,296.00	
Refreshment/snacks	6 days x 12 persons	USD 5/person/day	360.00	

Item	Amount of Unit	Unit Cost	Budget proposed (USD)	Remark
Vietnam - Hue				Based on RECOFTC Travel Allowance (Hue)
Breakfast	3 days × 12 persons	USD 4/person/day	144.00	
Lunch	2 days × 12 persons	USD 15/person/day	360.00	
Dinner	3 days × 12 persons	USD 19/person/day	684.00	
Refreshment/snacks	2 days × 12 persons	USD 4/person/day	96.00	
Vietnam - Ho Chi Minh City				Based on RECOFTC Travel Allowance (Ho Chi Minh City)
Breakfast	2 days × 12 persons	USD 6/person/day	144.00	
Lunch	2 days × 12 persons	USD 19/person/day	456.00	
Dinner	1 day × 12 persons	USD 25/person/day	300.00	
Refreshment/snacks	2 day × 12 persons	USD 5/person/day	120.00	
Welcome/Farewell dinner	1 day × 15 persons	USD 30/person/day	450.00	
Per diem for RECOFTC staffs				Based on RECOFTC Travel Allowance
In Thailand	2 persons × 3 days	USD 20/person/day	120.00	Field trip days
In Vietnam - Hue	3 persons × 2 days	USD 42/person/day	252.00	
In Vietnam - Ho Chi Minh City	3 persons × 2 days	USD 55/person/day	330.00	
Per diem for Resource Person				
In Vietnam - Ho Chi Minh City	1 person × 2 days	USD 75/person/day	150.00	Dr. Anders Pederson
In Vietnam - Hue	1 person × 2 days	USD 42/person/day	84.00	Rep. from MARD/VNFOREST
Sub total			6,930.00	
5. Wrap up WS Facilities/ days				
LCD and meeting room rental	6 days	USD 250/day	1,500.00	
LCD and meeting room rental	1 day	USD 250/day	250.00	REDD+ seminar
Materials, handouts and stationary	12 persons	USD 20/person	240.00	RECOFTC cotton bags and hat, handouts
Sub total			1,990.00	
6. Insurance/person				
Participants				Self organized if necessary as required
RECOFTC facilitators	4 persons	USD 35/person/8days	140.00	
Sub total			140.00	
7. Contingency				
Sub total				
Total			45,521.00	
Administrative cost @ 15 %			6,828.00	
Grand total			52,349.00	


29 October 2015

To Whom It May Concern

Wildlife Reserves Singapore's co-operation and relationship with Zoological institutions in India have been long standing and mutually beneficial. We understand that a team of senior forest officials from West Bengal Forest Department, India under JICA funded West Bengal Forest and Biodiversity Conservation Project (WBFBCP) would like to study Zoo management and ex-situ conservation strategies in Singapore.

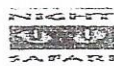
Wildlife Reserves Singapore would be happy to welcome them to visit our parks and share our experiences in zoo management and conservation.

Sincerely


Dr. Cheng Wen Haur
Chief Life Sciences Officer
Wildlife Reserves Singapore



Wildlife Reserves Singapore Group



River
Safari

Singapore