

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

No.: 1837 / WBFBC / 7- 2 (1)

Dated: 09.06.2016

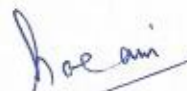
**Sub: Agenda Note of the 9<sup>th</sup> meeting of Governing Body of WBFBC Society**  
**Ref: This office Notice No. 1779 / WBFBCP/ 7-2 (1) dt 06.06.2016**

- |  |   |
|--|---|
| 1 Shri P.Shukla,<br>Principal Chief Conservator of Forests &<br>HoFF West Bengal – Member              | 8 Shri P.T. Bhutia,<br>Addl Principal Chief Conservator of Forests,<br>North Bengal - Member                                      |
| 2 Shri N.K.Pandey,<br>Principal Chief Conservator of Forests<br>General – Member                       | 9 Shri R. Das,<br>Managing Director, West Bengal Forest<br>Wasteland Dev. Copn. – Member  |
| 3 Shri S. Dhaundyal,<br>Managing Director, West Bengal Forest<br>Development Copn. – Member            | 10 Smt. Mita Banerjee,<br>Addl. Secretary Govt. of West Bengal,<br>Forest Dept. – Member  |
| 4 Shri P.Vyas<br>Principal Chief Conservator of Forests &<br>CWLW – Member                             | 11 Shri Shomit Ghosh,<br>Joint Secretary Govt. of West Bengal,<br>Finance Dept. – Member  |
| 5 Shri B.R. Sharma,<br>Principal Chief Conservator of Forests<br>Research, Monitoring & Dev. - Member  | 12 Shri S. Dasgupta,<br>Project Director (Finance), West Bengal<br>Forest and Biodiversity Conservation<br>Project – Spl. Invitee |
| 6 Shri N.V Rajasekhar<br>Addl.Principal Chief Conservator of Forests,<br>Human Resources Dev. - Member | 13 Shri S. Chaudhuri,<br>Project Director (M&E), West Bengal Forest<br>and Biodiversity Conservation Project – Spl.<br>Invitee    |
| 7 Shri T.V.N Rao,<br>Addl Principal Chief Conservator of Forests,<br>Finance - Member                  |   |

Sir / Madam,

In continuation with the notice mentioned under reference, the Agenda note of the 9<sup>th</sup> meeting of the Governing Body scheduled to be held on **16<sup>th</sup> June, 2016 at 4 PM in the Conference Hall of Aranya Bhavan** at LA-10A, Sector-III, Salt Lake, Kolkata-700106 is enclosed.

You are requested to kindly make it convenient to attend the meeting.



Chief Project Director &  
Member Secretary, WBFBC Society

No.: 1838 / WBFBC / 7- 2 (1)

Dated: 09.06.2016

Copy forwarded to:

1. Dr K.L.Ghosh, APD (P&R), WBFBC Project. He is requested to attend the meeting
2. Shri P.K.Pandit, APD (Impl.), WBFBC Project. He is requested to attend the meeting.
3. P.A to the Principal Secretary, Forest Dept., GoWB. He is requested to place the Agenda Note to the Principal Secretary, Forest and Chairperson of the WBFBC Society at the earliest.



Chief Project Director &  
Member Secretary, WBFBC Society

# AGENDA NOTE

9<sup>TH</sup> MEETING  
OF  
THE GOVERNING BODY

ON 16.06.2016

WEST BENGAL FOREST AND  
BIODIVERSITY CONSERVATION SOCIETY

WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY

AGENDA POINTS OF THE 9<sup>th</sup> MEETING OF GOVERNING BODY

1. Confirmation of the Minutes of 8<sup>th</sup> meeting.
2. Discussions of the Action Taken Report on the Resolutions of the minutes of 8<sup>th</sup> meeting of Governing Body.
3. Presentation of the Status Report of the WBFBC Project with special reference to Mid-term Review.
4. Diversion of fund from construction of Siliguri Administrative Building to Expansion of Aranya Bhavan.
5. Variation of Accounting procedure with regard to Community Development.
6. Inclusion of the role of Circle Incharges in the Account Manual.
7. Appointment of Accounts Officer on contractual basis.
8. Deployment of DCF rank officer in North Bengal.
9. Organisation of National Seminar in January, 2017.
10. Denotification of BTR (East) and BTR (West) DMUs.
11. Issues with Overseas Training.

West Bengal Forest and Biodiversity Conservation Society

Agenda Notes for the 9<sup>th</sup> Meeting of the Governing Body of the  
West Bengal Forest and Biodiversity Conservation Society

1. Confirmation of the minutes of the 8<sup>th</sup> meeting held on 18<sup>th</sup> March, 2016

No communication has been received in respect of the minutes from any member.

Points for Consideration:

*The minutes may be considered as confirmed.*

2. Discussions of the Action Taken Report on the Resolutions of the minutes of the 8<sup>th</sup> meeting held on 18<sup>th</sup> March, 2016

The action taken report is attached as Annexure I to these notes.

Points for Consideration:

*Members are requested to kindly peruse the same and give their valued opinion, if any.*

3. Presentation of the Status Report of the WBFBC Project with special reference to Mid Term Review

The status report upto 31.5.2016 is presented in Annexure II(a).

The MTR proposal which was approved by the G.B in its 8<sup>th</sup> meeting has been formally accorded approval by competent authority of JICA without any change vide memo no. JICA (ID) 27-141 dt 16.05.2016, enclosed herein as Annexure II(b).

Points for Consideration

*Members are requested to give their views on the Status Report (Annexure-II(a) ) and suggest follow up action required, if any.*

4. Diversion of fund from construction of Siliguri Administrative Building to Expansion of Aranya Bhavan

Under the Infrastructure Development of the WBFBC Project the new construction of Siliguri Administrative Building and Expansion of Aranya Bhavan are included. Work order for the expansion works of Aranya Bhavan was issued on 22.6.2015 for an amount of Rs. 2,88,97,794/-, i.e; 9.57% less than the estimated cost of Rs 3,19,55,981/- only. The fund provided in the project under the item including base cost, escalation and contingency is Rs 3,60,00,000/- only, which would cover cost of construction, architectural fees, fees to municipality for sanction of plan, NOC from Fire Department etc.. The construction is going on in full swing and a cumulative expenditure of Rs. 81,66,809/- only has been made under the following broad items till 31<sup>st</sup> May, 2016:-

(a) Civil Contractor (upto 3 <sup>rd</sup> bill) :	Rs. 68,11,306
(b) Architect's fees paid:	Rs. 7,89,446
(c) Digital polyline drawing:	Rs. 2,10,000
(d) Municipality fees:	Rs. 3,21,334
(e) Fire Dept. fees:	Rs. 34,723
Total:	Rs . 81,66,809

As informed by the PCCF General there are two crucial points associated with the vertical expansion of Aranya Bhavan:

- (a) The elevators are 18 yrs old and maintenance of the three lifts has become difficult, since the manufacturer (M/s IBIJI) is almost out of market. Breakdown of the lifts has become a regular feature.

- (b) It was decided that with the vertical expansion of Aranya Bhavan (upto 8<sup>th</sup> floor) the lift services will also be extended upto 8<sup>th</sup> floor. Since extension is not possible with the existing lifts, new MRL elevators need to be installed alongwith the additional civil works that would be necessary. The Architect has submitted an estimated cost of Rs. 98,00,000/- only for new MRL elevators and extension of existing lift machine room.

Based on the above the PCCF General vide his letter no. 10513/CS/2M-1023(II)/2015 dt 16.03.2016 has requested for:

- (i) making provision of an additional fund of Rs 90,00,000/- only for completion of the works mentioned above.
- (ii) placing the matter in the Governing Body meeting for its approval

On the other hand, for Siliguri Administrative Building, the Work Order for architectural services of the administrative building was issued to M/s Dynamic Projects Ltd. on 09.12.2015 ( Baikunthapur DMU's No. 5412/1- dt 09.12.2015) after completing the due process of tender through QCBS<sup>®</sup> and execution of the agreement. A Concept Report and Drawing was also submitted by M/s Dynamic Projects Pvt. Ltd., containing Master Plan Option 1, Master Plan Option 2, Site location plan, Principles of zoning, Floor plans and Area Calculations. The total built up area as estimated by the Architect is 4140 sq.m including net built-up area of 3792 sq.m. As informed by Head Baikunthapur DMU vide letter no. 453/1-63 dt 8.2.2016, the report has been approved by Evaluation Committee. Following this an approximate estimated cost of the project has been submitted by the Architect amounting Rs. 8,04,70,000/- only. As per the communication received from Head Baikunthapur DMU vide letter no.1228/1-63 dt 04.05.16, apparently 5 acres of land in question was developed by Siliguri-Jalpaiguri Development Authority (SJDA) and handed over to WBFDC Ltd. and later WBFBC Ltd. handed over the land to Baikunthapur Division on 23.7.2009. The Head Baikunthapur DMU informs that the Deed/Certified copy, Land Revenue Receipt, BL&LRO clearance, Mutation and Conversion of Land & Holding Tax Receipt are not available with them, copies of which have been sought by the consultant Architect.

Points for Consideration:

- (i) *The progress of Siliguri Administrative Building project is slow and there are lots of pending formalities viz: municipal clearance of the plan and estimate, floating of tender for appointment of civil contractor, finalisation of the tender and awarding of contract etc. for the construction to start.*
- (ii) *The tentative estimated cost of the Siliguri project as submitted by the Architect is Rs 8,04,70,000/- only, though the MoD provides for Rs 6,25,00,000/- only including escalation and contingency.*
- (iii) *Since the MTR has already been approved by JICA, it may be considered whether additional fund of Rs. 90,00,000/- (Rupees Ninety Lakh)only required for Aranya Bhavan extension may be transferred from Siliguri project. This will amount to diversion of fund from one specific work to another post MTR, which will be reflected in the End of Term Review.*

**5. Variation of Accounting procedure with regard to Community Development**

The project includes two types of funds for Community Development—

- Community Infrastructure Development fund.
- Seed money for Income Generation Activity (IGA) meant for the SHGs.

As per the Accounting Procedure ratified by the Governing Body, the routing and accounting of the two funds should be done following the principles below:-

- (i) The FPC / EDC shall operate its existing Savings Bank Account as the 'Community Development Fund' for depositing funds for Community Infrastructure Development activities and other allied activities.

- (ii) A second Savings Bank Account shall be opened (at FPC / EDC level) as 'Revolving Fund' for Income Generation Activities in any Nationalised Bank or in the nearest Gramin Bank.
- (iii) The two accounts of the FPC / EDC shall be operated jointly by the Forest Official (Member Secretary, FPC / Joint Convenor, EDC) and a Member of the Executive Committee, duly authorized by the Executive Committee.
- (iv) For and on behalf of the FPC / EDC, its Member Secretary shall submit to the DMU, through the concerned FMU, the requisition for release of fund. Such requisition should be drawn only in respect of sanctioned work programmes.
- (v) FPC /EDC will receive fund from DMU by cheque only, through the respective FMU, against sanctioned work programmes of the Project.
- (vi) A separate Cash Book for the funds advanced by the DMU should be maintained and the project transactions should not be mixed with other transactions.
- (vii) The Cash Book should be written on daily basis by the Treasurer and all entries are to be attested regularly by the Forest Official of the FPC / EDC, who is also authorized to sign the Cash Book.
- (viii) All wage components should be paid to the Bank / Post Office accounts of the wage earner.
- (ix) The cheques / drafts received by the FPC /EDC (from the DMU) shall be deposited in one of the Savings Bank Accounts of the FPC/ EDC — either Community Development Fund or Revolving Fund – as the case may be.

During the recent review meetings held for North and South Bengal DMUs, the issue of fund flow and accounting for Community Development was raised by the DMUs. A number of the DMUs insisted that the fund should be released by DMU to the FMU and not FPC / EDC for implementation of the sanctioned works and not as envisaged in the Accounting Procedure (stated above). The following were suggested:-

- (a) The FPCs / EDCs may open one Savings Bank account as Revolving Fund account, and operate and manage this account only.
- (b) The FPCs / EDCs should send fund requisition for Revolving Fund to the respective DMUs, through their FMUs and receive Seed Money for IGA through their FMUs.
- (c) The FPCs / EDCs should deposit the Seed Money for Revolving Fund into the specific Revolving Fund account opened by them for this purpose.
- (d) The fund for Community Development may be released by the DMUs to the FMUs against specific sanctioned works. This fund (Community Development Fund) may not be transferred to the FPCs / EDCs. Instead the work may be implemented by the FMU through the FPC/EDC members.
- (e) The FMUs have to maintain details of Community Development work FPC / EDC wise and submit the accounts to their DMU.

#### Points for consideration

- (i) *As per the present Accounting Procedure the Community Development Fund has to be transferred to the FPC /EDCs. Therefore monthly accounting of additional 600 units (FPC/EDC level) will have to be done and integrated into the respective FMUs. Given the existing strength of staff in field, the compilation of accounts by the Member Secretary of FPC /EDC, i.e; Beat Officer, on time, may not be possible. This will delay accounts compilation at DMU and PMU levels.*
- (ii) *Delay in submission of accounts by FPCs will hamper subsequent release of fund. It will also cause delay in claiming reimbursement from JICA. To avoid the delay the following options may be considered for dealing with Community Development fund:-*

- (a) *Community Development Fund may be received by the FMUs from DMU, against specific sanctioned works of each FPC / EDC and implemented through members of FPC/EDCs. FMU has to make payment to the labourers based on completed works under its direct supervision.*
- (b) *Alternatively, cluster of 5 FPC / EDCs may be formed in each FMU, based on proximity. APO (with regard to Community Development) may be framed by FMU for each cluster, based on their respective approved microplans. Similar works in a cluster may be clubbed and executed by the FMU through a local tender. The Member Secretary of FPC/EDC where the works would be executed may certify the work completion.*
- (iii) *Since the Revolving Fund is one time grant to the FPCs to carry out works of IGA through the SHGs, the fund release route and accounting may remain same. However, a monthly / quarterly return may be obtained by DMUs from the FMUs with regard to IGA, in a proforma to be devised by PMU.*
- (iv) *Selected SHGs who are not registered as a society may be first registered under the W.B Societies Registration Act before fund is released to them. The process of registration will be facilitated by the NGO to be selected for this purpose.*

#### **6. Inclusion of the Role of Circle Incharges in the Account Manual**

In the Accounts Manual of the Society, the role of the Circle Incharges has nowhere been included. The expenditure of the Society has increased manifold –from Rs. 19.9 Crores in 2014-15 it is expected to touch approx. Rs 44 Crores in 2015-16. It is expected that the expenditure of the project for 2016-17 will touch Rs 60 Crores. The Circle in charges play a crucial role in the administration of the DMUs and it is felt that their role should be defined in the Account Manual of the Society, especially for expenditure monitoring.

During compilation of the final accounts of 2015-16, the PMU noticed the following:-

- (a) Excess of expenditure over the fund released in some of the DMUs.
- (b) Excess amount was drawn from the interest accrued and in some cases security deposits and fund from sale of forms, without any consent, which is highly erroneous.

This possibly could have been minimized to a large extent had the role of the Circle In charges been defined in the Manual.

The DMU wise APOs are finalized with the Circle Incharges and then the budget allocation to each DMU is made. Circle In charges are provided with the copies of budget allocation to the DMUs and the copy of the fund release order against each requisition of the DMUs under their control on a regular basis. It has therefore been felt that the following modifications in the Account Manual should be done to specify their role in project implementation:

- (a) The role of the Circle Incharges in the Project has to be included in the Account Manual, which inter alia should include control of expenditure, monitoring of expenditure, reconciliation of accounts etc.
- (b) The respective Circle Incharge should maintain head wise budget allocation, fund release upto the month and monthly expenditure of each of their DMUs. For any excess of expenditure or very slow progress, the Circle Incharge may seek an explanation from the DMU.
- (c) The DMUs should submit copy of the Trial Balance and Day book for the accounting month to the respective Circle In charges, for monitoring of expenditure and also checking the nature of expenditure.

- (d) Quarterly reconciliation of accounts to be done by the PMU with the Circle Incharges and their DMUs.

Points for Consideration:

- (i) *The proposal for defining the role of the Circle In charges may be considered and finalized.*
- (ii) *The Project Director Finance may be authorized to revise the Accounts Manual, as may be necessary, based on the role of the Circle In charges finalized by the G.B.*
- (iii) *Almost all the Circle Incharges have already been provided with a computer assistant to assist them in the data compilation.*

**7. Appointment of Accounts Officer on contractual basis**

Vide G.O. No. 1162-For/G/6M-12/12 (Pt.I) dt 13.06.2014 eight posts were formally created in West Bengal Forest and Biodiversity Conservation Society. As per the Operation Manual of the Society, one of the eight posts is Chief Accounts Officer in the pay band of Rs 28,000 – 52,000 + Grade Pay of Rs 7600/- only, which is in the rank of Ex-officio Deputy Secretary, GoWB. The post is to be filled in by officer from equivalent rank from the West Bengal Audit and Accounts Service.

With the increase in the volume of expenditure over the years, the project has almost reached its peak. At this stage a person with sufficient experience in commercial accounting should be inducted for assisting the PD Finance for proper management of accounts and fund flow. Vide our memo no. 1601/WBFBCP/7-1/15 dt 27.5.2016, a request has been made to Forest Dept to move appropriate authority for placing the services of a competent officer of W.B Audit and Accounts Service.

In the 3<sup>rd</sup> GB held on 1.9.2013, PMU was authorized to engage Accounts Officer, a retired personnel on contractual basis for a consolidated remuneration of Rs 30000/- only. Following this decision a retired person was appointed as Accounts Officer from November 2013. However the contract had to be terminated on 12.3.2014 owing to poor performance.

Points for consideration:

- (i) *Since placement of an officer as Chief Accounts Officer from the W.B Audit and Accounts Service may take some procedural time, the engagement of a suitable retired person as Accounts Officer, already allowed by the G.B in its 3<sup>rd</sup> meeting may be revived.*
- (ii) *The engagement of the Accounts Officer may be done under the same terms and conditions under which the earlier Accounts Officer was appointed.*
- (iii) *The Accounts Officer may be appointed initially for one year, which may be extended based on the performance and requirement.*

**8. Deployment of a DCF rank officer in North Bengal**

Since the project is growing at a faster rate now, intensive supervision is required at field level. However, regular field visits to North Bengal from PMU is not possible. A post of Joint Project Director Extension has been created vide G.O No. 1162-For/G/6M-12/12 (Pt. I) dt 13.06.2014, in the pay band of Rs 28,000/- 52,000/- + Grade Pay of Rs.7600/- only. The post has to be filled in by serving officer of equivalent rank from West Bengal Forest Service.

It is therefore proposed that a WBFS officer in the rank of DCF may be posted on deputation to the WBFBC Project with headquarter at Siliguri / Jalpaiguri. In addition to the specific jobs defined under the Operational Manual, the officer will do the following:

- (a) Act as a representative of the PMU and facilitate the day to day activities of the Project in North Bengal.
- (b) Co-ordinate the project related activities in North Bengal
- (c) Liaise with the Head of DMUs, Circle Incharges and APCCF of North Bengal for better implementation of the project.
- (d) Inspect the field, nursery and other project activity and take corrective measures within the project guidelines, if necessary.
- (e) Persuade the DMUs of North Bengal for timely submission of Accounts, Returns and Reports sought by the PMU.

Points for consideration

- (i) A suitable candidate in WBFS in the rank of DCF may be selected by the Forest Department for posting as Joint Project Director Extension.
- (ii) The G.O does not mention headquarter of the post. Forest Dept may be requested to fix headquarter at Siliguri / Jalpaiguri.
- (iii) The tenure of posting may be for minimum of 3 years.
- (iv) The salary and remuneration and expenses for office establishment at North Bengal will be met from the Non-reimbursable component of the Project.
- (v) One computer operator cum office assistant and one attendant may be engaged through WTL. The expenses may be booked under Non-reimbursable fund.

**9. Organisation of National Seminar in January 2017**

A national seminar is organised by JICA every year for interactions between JICA project authorities of various states. In 2016 it was organized in Gangtok, Sikkim. Since we are in the mid-project stage, JICA authorities requested the PMU to organize the next national seminar in West Bengal with a visit to Sunderbans in January 2017. We acceded to the request and the venue was announced formally by JICA in the last day of the seminar in Gangtok.

Recently, the PMU received a formal letter of request from JICA for organizing the national seminar from 10<sup>th</sup> to 14<sup>th</sup> January, 2017, including arrival and departure dates. The PD Finance has already discussed the matter of additional fund allocation for organising the seminar with the JICA authorities and they have tentatively agreed to allocate about Rs. 60.0 lakhs for this purpose. Officials from JICA, MoEF, JICA implementing states (about 13), Forest Dept., GoWB, High Powered Committee etc. are expected to participate.

Considering that January is a tourist season, some of the advanced actions have already been taken, viz: Initial dialogue with hotels for block booking, booking of launches etc. A budget estimate prepared for the purpose is placed as **Annexure III**.

Points for consideration

- (i) The GB may formally accept the proposal.
- (ii) The organisation of the programme may be done by the PMU in consultation with the Forest Directorate, especially the PCCF Wildlife, for the visit to Sunderbans.
- (iii) GB may approve the budget (see Annexure III).
- (iv) It is suggested that the programme may be inaugurated by the Hon'ble MIC Forests, GoWB.

**10. Denotification of BTR(East) and BTR (West) DMUs**

Buxa Tiger Reserve (East) and Buxa Tiger Reserve (West) were notified as DMUs vide G.O No 2623-For/G/6M-38/12 dt 21.12.2012 read with the matching notification No. 114/WBFBCEP/7-1/13 dt 09.04.2013 issued by the Society.

In the recently approved Mid Term Review, JICA has accepted the abolition of BTR (East) and BTR (West) DMUs.

Points for consideration:

- (i) *PMU may be authorized to formally move Forest Dept. for de-notifying BTR (E) and BTR (W) DMUs.*
- (ii) *The FMUs constituted under BTR (E) and BTR (W) DMUs may be de-notified by the respective DMUs.*

**11. Issues with Overseas Training**

The matter of organizing Overseas Training is being dealt with the Project Management Consultant (PMC) on behalf of the Society. It is discernible that organizing overseas training for officers would require huge amount of paper works, correspondence and liaison with the government machinery at Centre and State for issuance of passports, permits / visa, logistics in foreign country, safety and security of the officers in foreign country, assistance of the High Commission etc., and the likes. It may be appreciated that this is a specialized job. PMU is not equipped to handle such trainings, which would require intensive persuasion at Ministry level. The handling of this matter may therefore be given to some specialized agency, to be selected by the due process of tender.

Points for consideration

- (i) *The Capacity Building expert of PMC will assist the PMU in preparing schedules and fixing the study tour locations, institutes etc. for in-principle clearance by the Governing Body.*
- (ii) *The PMU may float tender for the purpose of selecting an agent through QCBS (Technical 80: Financial 20) basis*

**Action Taken Report on the Resolutions of the 8<sup>th</sup> GB meeting held on 18.03.2016**

<b><u>Agenda No.</u></b>	<b><u>Issue</u></b>	<b><u>Resolution</u></b>	<b><u>Action Taken</u></b>
1	Confirmation of the minutes of 7 <sup>th</sup> GB meeting	<i>The minutes of the 7<sup>th</sup> meeting of the Governing Body stand confirmed.</i>	No action required.
2	Discussions on Action Taken Report on the Resolutions of 7 <sup>th</sup> meeting	(i) <u>Acceptance of the Internal Auditor's Report</u> – The internal audit report for the period 01.04.2014 to 31.03.2015 was accepted by the GB	No action required.
		(ii) <u>Acceptance of the Statutory Auditor's Report</u> – The Statutory Auditor's Report for FY 2014-15 was accepted by the GB	No action required.
		(iii) <u>Tender on six research topics on Biodiversity Conservation</u> – PCCF Wildlife may formally constitute the Monitoring Committee for dealing with the Research topics	The Monitoring Committee for dealing with the Wild life research topics has been constituted by PCCF Wildlife vide O.O No. 09-M/8 2016 dt 22.4.16
		(iv) <u>Tender on socio-economic Base line survey</u> – PCCF (HoFF) may formally constitute a 'Publication Committee' for dealing with Socio-economic baseline survey reports.	The Committee for dealing with the Socio-economic Baseline survey reports has been constituted by PCCF (HoFF) vide O.O no. P&S(P)/3D-678 dt 13.5.16
		(v) <u>Approval of revised cost of extension of Aranya Bhawan</u> – Posted for discussion in Agenda 8 on Other Misc. items of 8 <sup>th</sup> meeting	No comments. ,
2(a)	Presentation of Status Report of WBFBC Project	<i>The Status Report as on 29.02.2016 is approved. Annexed as Annexure 1 of the Minutes of 8<sup>th</sup> meeting</i>	No further action required.
3	Approval of modifications proposed in Mid Term Review	(i) <i>The Mid Term Review proposal as placed in the G.B is concurred with. The MTR proposal is annexed to minute of 8<sup>th</sup> meeting as Annexure 2.</i>	The MTR has been accepted by JICA after concurrence was accorded by MoEF and DEA, Ministry of Finance, GoI. The Acceptance of JICA has been issued vide no. JICA (ID) 27-141 dt.16.5.16
		(ii) <i>The time bound activities envisaged in the modifications may be taken up</i>	Time bound activities viz: nursery and plantation, have been taken up.
4	Approval of Appointment of M/s J. Singh & Associates as Internal Auditor of the WBFBC Society for the year 2016-17— Ratification of Circular Resolution No. 1, dt 18.02.2016	<i>The appointment of M/s J.Singh and Associates as Internal Auditor of the WBFBC Society for 2016-17 is ratified. Depending upon performance, the contract may be extended year to year, upto a maximum of 3 years.</i>	The work order favouring M/s J.Singh & Associates, appointing it as Internal Auditor has been issued vide memo no. 746/WBFBCP/4-1(1) dt 10.3.16
5	Overseas Training of Officers of Forest Dept.	(i) <i>The proposed study tours to Kenya and Sri Lanka should be dropped.</i>	No further action required.
		(ii) <i>PMU and the PMC should explore possibility of study tour to Australia, or similar places, where exposure on commercial forestry, advanced forestry and nursery techniques is possible.</i>	The Capacity Building expert of PMC has been in dialogue with the concerned authorities. It appears that Australia will be expensive. Further development is awaited.

		(iii) The expenditure for study tours should be restricted within the post MTR budget.	Noted for necessary action.
		(iv) The selection of officers upto APCCF rank will be made by PMU. Officers connected with the project may be selected based on the performance and ratified by the PCCF (HoFF).	Noted as guideline for future action.
		(v) PCCF (HoFF) may select officers above APCCF rank, with due consideration of length of service and other relevant issues.	Noted as guideline for future action.
6	Distribution of selected FPC / EDC	(i) The proposed list of FPC (576 against 532 earlier) and EDC (24 against 29 earlier) post MTR, placed in Annexure V of agenda note, is approved as final. The final list is given in Annexure 4 of the minutes.	No further action required.
		(ii) The list of FPC/EDC is hereby freeze and no alteration should be allowed except Western Circle, who may revise the nos. of FPCs between the DMUs keeping the total nos. of FPCs for the circle 173. However, the revision of Western Circle should be done.	Notes as guideline for future action.
		(iii) The necessary distribution of FPCs selected against Kangsabati South DMU to Kangsabati North DMU, in the event of abolition of Kangsabati South Division (as per recent Govt. Order) will have to be done.	Action will be taken as and when the merger of the two DMUs is given effect.
7	Annual Plan of Operation (APO) for 2016-17	The Annual Plan of Operation 2016-17 as proposed is approved and annexed to this minute notes as <b>Annexure-3. [Total approved is Rs. 9140.04 lacs]</b>	Budget Allocation of 2016-17 has been done.
8	Other miscellaneous items		
	(a) Additional budgetary allocation for completion of extension of Aranya Bhawan	JICA may be pursued to allow transfer of savings from Consultancy for funding the additional cost of extension of Aranya Bhawan and new construction of Siliguri Administrative Building.	Placed as item no. 4 of this agenda (9 <sup>th</sup> GB meeting) for further discussion.

# ANNEXURE - II(a)

## Status Report Upto 31.5.2016

Activities	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15	Achievements 2015-16	Achievements 2016-17*	Total achievement (Upto 31.05.2016)		Remarks
			Physical	Physical	Physical	Physical	Physical	Physical	Physical	
Establishment of PMU & Institutionalisation of Society										
Establishment of PMU		no.	-	-	1.00	-	-	1.00	G.O. No. 1162-For/G/6M-12/12 (Pt. I) dated 13.06.2014. PMU in place.	
Establishment of DMUs		no.	-	32.00	4.00	-	-	36.00	BTR E & BTR W are not participating in Project activities	
Establishment of FMUs		no.	-	67.00	79.00	27.00	-	173.00		
Posting of Officers on Deputation to the Society of PMU		no.	-	-	5.00	-	-	5.00		
Deployment of "Support Staff" to PMU and DMU	At PMU	no.	-	1.00	10.00	-	-	11.00		
	PCCF/Circle Office		-	-	-	5.00	4.00	9.00	Four Computer Operators are deployed to the Circle Offices of Western, Central, South-East & South-West and 1 MIS-T CUM-SYS-ADM1 in the office of CF & C Aranya Bhawan 1 Computer Operator the PCCF Office at Aranya Bhawan, 2 System Support Personnel at GIS Lab 2 Aranya Bhawan and 1 Office Attendant North-West Circle.	
	At DMUs	no.	-	3.00	50.00	10.00	2.00	65.00		
Preparation of Manuals	Manuals/Guidelines	no.	-	6.00	10.00	3.00	-	19.00	Draft of GIS manual on FPC boundary demarcation has been prepared	

### Afforestation

A1	ha.	-	-	-	-	141.50	166.00	143.00	450.50						
A2	ha.	-	-	-	-	176.00	406.00	365.00	947.00						
A3	ha.	-	-	-	-	257.00	1,642.50	1,888.00	3,787.50						
A4	ha.	-	-	-	-	1,129.00	2,923.00	2,355.00	6,407.00						
A5	ha.	-	-	-	-	30.00	160.00	362.00	552.00						
A6	ha.	-	-	-	-	20.00	110.00	135.00	265.00						
B1	ha.	-	-	-	-	119.15	310.50	422.00	851.65						

Targets have been modified after the formal acceptance of the MTR vide JICA India's Memo No. JICA/ID/ 27-141 dt 16.5.2016.

\*The figures against Achievement of Afforestation of 2016-17 are the target likely to be achieved. Plantation work started in some of the locations.

Activities	Particulars	Unit	Achievements 2012-13		Achievements 2013-14		Achievements 2014-15		Achievements 2015-16		Achievements 2016-17*		Total achievement (Upto 31.05.2016)	
			Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Remarks
B2		ha.					45.28		19.00		21.00		85.28	
Total		ha.					1,917.93		5,737.00		5,691.00		13,345.93	
New		Units					15.75		7.25		-		23.00	
Expansion		Units					6.50		5.50		-		12.00	

#### Institutional Capacity Development

Preparation of Micro-plans Baseline Survey	Survey of Forest Resources	no.					185.00		345.00		2.00		532.00	E-Tender not successful. The matter has been taken up with Forest Survey of India
		no.												
Construction of Building at AE-391 Other buildings	Socio-economic Survey	no.												Issued to NABCON on 13.01.2016
		no.							1.00		-		1.00	
Trainings & Capacity building	Group D quarters	no.			1.00		6.00		8.00		-		15.00	Construction work completed
		no.					8.00		2.00		-		10.00	
	Group C quarters	no.					1.00		2.00		-		3.00	Target 10 nos.
		no.					33.00		1.00		-		34.00	
	ROs quarters/Range office	no.					854.00		24.00		-		878.00	Target 5 nos.
		no.									-			
	Micro-plan preparation	no. of Participants			23.00						-		23.00	No. of Trainings
		no. of Participants			419.00						-		419.00	
	Usage of GPS	no. of Participants			10,000.00		14,300.00		6,000.00		-		20,300.00	FPC members
		no. of Participants									-			
	Accounting Procedure	no. of Participants			4.00		27.00		9.00		8.00		40.00	No. of Trainings
		no. of Participants			100.00		582.00		54.00		81.00		637.00	
	Tree Plantation Outside Forest Area (TPOFA)	nos.					31.00		11.00		10.00		52.00	Head of DMUS, Head of FMUs & Support Staff
		nos.					247.00		51.00		89.00		387.00	
	Nursery Techniques	no. of Participants					14.00		60.00		-		74.00	No. of Trainings
		no. of Participants					443.00		230.00		-		673.00	
	Package 2 for Middle and Junior officers in Indian Institutes Short term training (10-15 days)	no. of Participants					4.00		4.00		2.00		10.00	Head of DMUS, Head of FMUs & Frontline Staff
		no. of Participants					113.00		104.00		55.00		272.00	
	Package 3 for Jr. officers, FR and Front Line Staff (Inhouse or Indian Institutes)	no. of Participants							89.00		-		89.00	KPRI- Thissur, IFM- Bhupal, IIRS- Dehradun, IISC- Dehradun
		no. of Participants									-			
	Study Tours	nos.			2.00				35.00		-		35.00	IIRS Dehradun
		nos.			30.00				2.00		-		4.00	
	MIS	no. of Participants							35.00		-		35.00	Officers & frontline staff
		no. of Participants							7.00		-		7.00	
	Community Development	nos.							128.00		-		128.00	Officers & frontline staff
		nos.							2.00		1.00		3.00	

Activities	Particulars	Unit	Achievements 2012-13		Achievements 2013-14		Achievements 2014-15		Achievements 2015-16		Achievements 2016-17*		Total achievement * (Upto 31.05.2016)	
			Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical	Physical
Procurement		no. of Participants							80.00	17.00		97.00	Officers & frontline staff	
	Vehicles-Mahindra Scorpio	nos.	-	-	-	-	10.00	-	-	-	-	10.00	Distributed to 10 DMUs	
	Vehicles-Maruti Suzuki Ertiga	nos.	-	-	-	-	2.00	-	-	-	-	2.00	At HQ	
	Hero Super Splendor motor-cycles	nos.	-	-	-	-	100.00	-	-	-	-	100.00	Distributed to 80 FMUs in 30 DMUs & 2 Training Centres	
	Equipment-GPS	nos.	-	90.00	-	90.00	-	87.00	-	-	-	267.00	Distributed to 33 DMUs & PMU & PM	
	Equipment-Camera	nos.	-	-	-	-	90.00	54.00	-	-	-	144.00	Distributed to 33 DMUs & PMU	
	Equipment-Computers	nos.	-	13.00	-	43.00	2.00	-	-	2.00	-	60.00	Distributed to 34 DMUs & PMU & Workstations at CF, WP & GIS Office, Aranya Bhawan	
	Equipment-Printers	nos.	-	7.00	-	43.00	-	1.00	-	-	-	51.00	Distributed to 34 DMUs & PMU	
Tally Software	nos.	-	25.00	-	12.00	-	-	-	-	-	37.00	Software for accounting in 34 DMUs. PMU		
Biodiversity Conservation														
Improvement of Wildlife Habitat in Protected Areas	Grass land Plantation in Plains	ha.	-	-	-	0.00	-	100.00	-	100.00	-	200.00	Advance cum creation	
	Fodder tree plantation after bamboo removal in the hills	ha.	-	-	-	0.00	-	5.00	-	25.00	-	30.00	Advance	
Studies	Studies	nos.	-	-	-	-	-	2.00	-	-	-	2.00	3 Topics finalised & work order has been issued (SACON & ARANYAK)	
Equipment	Nylon Net	Sq. m.	-	-	-	500.00	-	-	-	-	-	500.00		
	Searchlights	nos.	-	-	-	25.00	-	-	-	-	-	25.00		
	Field gear	nos.	-	-	-	175.00	-	50.00	-	-	-	225.00		

Activities	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15	Achievements 2015-16	Achievements 2016-17*	Total achievement (Upto 31.05.2016)
			Physical	Physical	Physical	Physical	Physical	Physical
Utilisation of Grants								
Items	Particulars	Unit	Achievements 2012-13	Achievements 2013-14	Achievements 2014-15	Achievements 2015-16	Achievements 2016-17	Total achievement (Upto 31.03.16)
	Reimbursible	Rs. Lakhs	-	198.87	1,702.96	3,874.91	-	Financial
	Non-reimbursible	Rs. Lakhs	-	56.63	295.50	463.80	-	Financial
	Total Utilisation Grants	Rs. Lakhs	-	255.50	1,998.46	4,338.71	-	Financial
Re-imbursements	Non-Grant Fund	Rs. Lakhs	-	-	121.79	78.83	-	Total achievement (Upto 31.03.16)
	Grand Total	Rs. Lakhs	-	255.50	2,120.25	4,417.54	-	200.62
	Reimbursible	Rs. Lakhs	-	176.90	1,320.38	3,335.70	-	6,793.29
	Non-Grant Fund	Rs. Lakhs	-	-	121.79	78.83	-	4,832.98
	Total	Rs. Lakhs	-	176.90	1,442.17	3,414.53	-	200.62
								5,033.60

JICA (ID) 27-141  
May 16, 2016

Mr. S. Barari  
Chief Project Director  
West Bengal Forest and Biodiversity Conservation Project  
Govt. of West Bengal  
Kolkata

**Sub: West Bengal Forest and Biodiversity Conservation Project (ID-P223):  
Formal 'No Objection' for Modifications as per Mid-Term Review**

**Ref:** 1) Your letter no. 1342/WBFBCP/23-1/14-15 dtd. May 11, 2016  
2) Your letter no. 1226/WBFBCP/23-1/14-15 dated April 29, 2016  
3) Your letter no. 1203/WBFBCP/23-1/14-15 dated April 27, 2016  
4) JICA letter no. JICA(ID)27-1131 dated February 24, 2016  
5) Your letter no. 478/WBFBCP/23-1/13-15 dated February 16, 2016

Dear Mr. Barari,

This is in continuation to our previous letter no. 4 under reference through which we had conveyed our 'in principle' no objection to your proposal for modifications in the project, based on the discussions held during Mid-term Review of the project, between the JICA Mission and the PMU team led by you, from February 3 to 6, 2016.

In view of DEA, Ministry of Finance, Government of India Office Memorandum no. F.13/1/2012-Japan.III dated March 22, 2016 conveying its concurrence for the proposed changes and the Ministry of Environment, Forests and Climate Change, Government of India, Office Memorandum no. F.No.12-1-4/2006-EAP/Pt II dated March 4, 2016, conveying its agreement to the changes proposed in the Mid-term Review (both submitted by you vide letter no. 2 under reference), and Department of Forests, Government of West Bengal letter no. 1073-For/FR/O/6M-32/2014 dated April 27, 2016, conveying its 'no objection' to the modifications proposed (submitted by you vide letter no. 3 under reference), we hereby convey our 'formal' no objection.

In this regard, the modified table of physical targets for Afforestation, Biodiversity Conservation and Community Development, as submitted by you vide letter no. 1 under reference is attached herewith. The changes need to be reflected in the Quarterly Progress Reports and Project Completion Report. However, it is to be noted that there is no change in overall targets under any of the aforesaid components.

Further, we take this opportunity to reiterate, as already conveyed vide our previous letter (letter no. 4 under reference), that for the proposed empowerment of the Chief Project Director, as conveyed vide your letter no. 1 under reference, to make minor adjustments among afforestation models (point no. 2 of Wrap up, Page 16), minor adjustments between various major components (point no. 3 of Wrap up, Page 16) and adjustments due to change in policy level decision in Government (point no. 4 of Wrap up, Page 16), prior consultation and, if required, 'no-objection' from JICA would be necessary.

In view of the above, you are requested to take necessary action at your end.

Yours sincerely,

井本 佐智子

Sachiko Imoto  
Senior Representative

CC:

Mr. S. Selvakumar, Joint Secretary, DEA, Ministry of Finance, Govt. of India, New Delhi.  
Dr. Rekha Pai, Inspector General, MOEF, Govt. of India, New Delhi.  
Mr. Kotaro Tanaka, Director, SAD 1, JICA HQ, Tokyo.

### 1. Afforestation

Model	Physical as per MOD (ha)	Physical as proposed in MTR(ha)	Difference (MTR-MOD)(ha)
A1	450	450	-
A2	3,430	2,500	-930
A3	6,000	7,300	+1,300
A4	7,500	8,430	+930
A5	1,050	1,190	+140
A6	540	400	-140
B1	1,400	1,400	-
B2	1,400	100	-1,300
<b>Total</b>	<b>21770</b>	<b>21,770</b>	<b>0.00</b>

### 2. Biodiversity Conservation

Activities for Habitat improvement	Physical as per MOD(ha)	Physical as proposed in MTR(ha)	Difference (MTR-MOD)(ha)
Grassland creation in the Plains	200	260	+60
Bamboo Under Planting in Mahananda	60	0	-60
Fodder Tree plantation after removal of Maling bamboo in Hills	75	75	0
<b>Total</b>	<b>335</b>	<b>335</b>	<b>0</b>

### 3. Community Development

MOD	RECOMMENDED
550 FPCs & 50 EDCs	576 FPCs & 24 EDCs

03/16  
Project Director

### ANNEXURE - III

**Proposed Estimate for organising  
" 9th Annual Forestry Workshop of JICA Assisted Projects"  
To be held from 10th – 14th January, 2017 at Kolkata.**

**Proposed programme schedule**

1. **10th January, 2017**- Arrival of the Dignitaries at Kolkata and boarding in the Hotel.
2. **11th January, 2017**- Inaugural function followed by technical workshop during whole day & Gala Dinner in the evening in the Hotel.
3. **12.01.2017**- Proceed to Sundarban by Volvo bus from Hotel at 7.00 A.M. Boarding at the cruise at Kaikhali / Namkhana Jetty at 10:00 A.M. Technical workshop will continue during whole day and stay in the cruise.
4. **13.01.2017**- Technical Workshop will continue in the cruise **on way back from Sundarban** and reach Kolkata by the evening. Then boarding to Hotel.
5. **14.01.2017**- Departure of the dignitaries from hotel to different destination as per their convenience.

**Proposed Estimate**

Sl. No.	Item	Est. Amount (In Rs)
1	Hotel Room Booking from 10.1.2017 to 13.1.2017	25,19,000.00
2	Banquet Hall during workshop on 11.1.2017	1,36,000.00
3	Banquet Hall for Gala Dinner on 11.1.2017	2,60,000.00
4	Sundarban trip- hiring charge of launches (2 nos) with facility for conducting technical session etc for two days –12.1.2017 & 13.1.2017	10,00,000.00
5	Lunch & Dinner for dignitaries and guests at Hotel on 10.1.17, 13.1.17 night and 14.1.17 day	3,00,000.00
6	Hiring charges of 50 vehicles and 2 no. Volvo bus	5,20,000.00
7	Cost of memento etc—apprx 50 nos.	5,00,000.00
8	Publication & Publicity material	4,15,000.00
9	Contingency	3,50,000.00
<b>GRAND TOTAL RS.</b>		<b>Rs.60,00,000.00</b>

**Rupees sixty lakh only**