

PART 2

Minutes of  
1<sup>st</sup> Meeting  
held on  
6<sup>th</sup> August, 2012

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**Minutes of 1<sup>st</sup> Meeting of the Governing Body of West Bengal Forest and Biodiversity Conservation (WBFBC) Society, held on 06.08.2012**

The 1<sup>st</sup> meeting of the Governing Body of West Bengal Forest and Biodiversity Conservation (WBFBC) Society was held on 6<sup>th</sup> August, 2012 in the office chamber of the Addl Chief Secretary, Forest Dept, GoWB at Writers' Buildings. The following members and invitees, attended the meeting :

- i. Dr. Subesh Das, Additional Chief Secretary Department of Forests – Chairperson,
- ii. Sri S.B. Mandal, Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, W.B. – Member
- iii. Dr. A.K. Raha, Principal Chief Conservator of Forests, General, W.B. – Member,
- iv. Sri Rakesh Sinha, Managing Director, West Bengal Wasteland Development Corporation – Member
- v. Sri N.C. Bahuguna, Additional Principal Chief Conservator of Forests, West Bengal – Member
- vi. Sri N.K. Pandey, Addl Principal Chief Conservator of Forests, West Bengal – Member
- vii. Sri M. Pandey, Addl Principal Chief Conservator of Forests, West Bengal – Member
- viii. Sri Dipankar Saha, Special Secretary, Department of Finance, West Bengal – Member
- ix. Sri S. Barari, Chief Conservator of Forests, W.B. – Invitee
- x. Sri S. Chaudhuri, Conservator of Forests, W.B. – Invitee
- xi. Sri S. Dhaundyal, Project Director WBFBC Project – Member Secretary

A note on each agenda item was distributed to the members present. Based on the Agenda note, the members deliberated upon each agenda item and the following decisions were taken:-

**1. Confirmation of the minutes of the meeting held on 5<sup>th</sup> July, 2012.**

No communication was received in respect of the minutes of the meeting held on 5<sup>th</sup> July, 2012 from any member. The minutes were placed for confirmation.

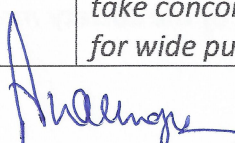
**Decision:** *The minutes of the meeting held on 5<sup>th</sup> July, 2012 were confirmed.*

**2. Discussion on the Action Taken Report on the Resolutions of the meeting held on 5<sup>th</sup> July, 2012.**

The Action Taken Report circulated to the members was discussed point by point. Some of the points were for apprising members and for others decisions were taken.

**Decisions:**

Sl No.	Issue	Apprising members / Decision by Governing Body
(a)	Registration of Society	Members were apprised about the registration status of the society. This was for apprising the members.
(b)	Establishment of PMU	Matter of proposed creation of posts of PD (1), Jt PD (2), Dy PD(2), APD (2) and CAO(1) submitted to Forest Dept by the Project Director has to be followed up with Addl Secretary Forest Dept. by the Project Director.
(c)	Consulting Services	(i) Project Director should send the TOR of Consultancy services to JICA in pdf format for their concurrence and the advertisement for inviting EOI for wide publicity through their office. He will also take concomitant action for publishing the EOI through I&CA Dept for wide publicity through leading national dailies.





		(ii) Background note already prepared but Project Brief could not be accomplished due to manpower shortage. This was for apprising members.
(d)	Preparation of Operational Manuals	(i) Project Director apprised members of the resource crunch. (ii) It was decided that the list of Operational Manuals that has to be prepared should be finalized by Project Director. He should propose constitution of small teams for starting the works of preparing Operational Manuals. (iii) Copies of the Operational Manuals of similar JICA funded projects should be procured for preparing the Manuals.
(e)	Selection of Project Villages / JFMCs	The selection of JFMCs/ EDCs has already made significant headway. Project Director should finalize the list of selected JFMCs / EDCs as early as possible.
(f)	Logo	Action has to be taken by the Forest Dept
(g)	Office space of the Society	Forest Directorate to take action. [dealt with as separate agenda item]

### 3. Opening and Operation of Account(s) of the Society

Members considered the options placed by Project Director with regard to opening of account, account type and operation of account.

**Decisions:** It was decided that

- (i) A Classic Savings account (CLSB) may be opened in Corporation Bank, NUJS branch for starting the operations;
- (ii) Any two of the following officers – Shri Subrat Dhaundyal, Addl. Principal Chief Conservator of Forests, Project Director, WBFBC Project, Shri Siddhartha Barari, Chief Conservator of Forest, OSD Special Projects and Shri Saurabh Chaudhuri, Conservator of Forests, Parks & Gardens Circle – will operate the bank accounts till the PMU is constituted.

### 4. Approval for budget 2012-13 :

The total budget allocation in State Plan for 2012-13 is Rs 541.00 lacs.

The Project Director proposed budget provision for 2012-13 for an amount of Rs 541.00 lacs (copy enclosed).

**Decisions:** The proposed budget for 2012-13 of Rs 541.00 lacs was approved by the Governing Body. It was decided that Project Director will request the Forest Dept. to release 25% amount of Rs 541.00 lacs for 2012-13.

### 5. Establishment of PMU (Project Management Unit) :

Proposals for Creation of post of Chief Accounts Officer to be filled in by WB Audit and Accounts Service officer and induction of skilled and semi-skilled staff on contract was considered and following decisions were taken :-

**Decisions:**

- (i) Proposals for creation of the posts of Chief Accounts Officer and induction of skilled and semi-skilled staff on contract were approved in principle.
- (ii) The rates of contract should be at par with the rates notified by Finance Dept., GoWB. Also the contractual staff should be taken through reputed agencies through tender process.
- (iii) Project Director should pursue the proposal for creation of post of Chief Accounts Officer with the Forest Dept. The proposal of declaring the Chief Accounts Officer as the Treasurer of the Society may be considered later.



**6. Establishment of DMU & FMU :**

At the field level The Divisional Management Units (DMUs) and Field Management Units (FMUs) have to be established under the Society. For this, a Govt Order needs to be issued. The matter was placed for approval.

***Decision: The Project Director should send proposal to Forest Dept. for creation of all DMUs at the divisional level. The Dept. may be requested to issue Govt Order creating the DMUs and empowering the respective Conservators of Forests to approve the creation of FMUs within these DMUs. Creation of FMUs would be done on the basis of the proposals submitted by the approved DMUs.***

**7. Consulting Services— Committees for short listing and RFP preparation :**

Two Committees were proposed, one for short listing consultants and another for preparation of the Request for Proposals (RFP).

Proposed Short listing Committee

Sri Rakesh Sinha, Addl. PCCF  
Sri N.K. Pandey, Addl. PCCF  
Sri P. Shukla, Addl. PCCF  
Sri M. Pandey, Addl. PCCF  
Sri S. Barari, CCF

Proposed RFP Committee

Sri N.C. Bahuguna, Addl. PCCF  
Sri S. Dhaundyal, Addl. PCCF  
Sri M. Pandey, Addl. PCCF  
Sri Ravi Kant Sinha, CCF  
Sri S. Barari, CCF  
Sri S. Chaudhuri, CF

***Decision: Committees approved by Governing Body in principle. Addl. Secretary Forest Dept should also be included in the Committee for short listing.***

**8. Preparation of Operational Manuals**

Project Director stressed the importance of preparation of the Operation Manuals, specially the Manual on Accounting Procedure. The resource crunch in absence of the PMU was also pointed out.

***Decision: In addition what has been decided in para 2 (d) above the following actions need to be taken:-***

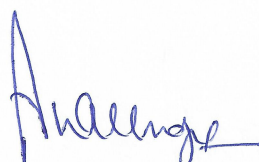
- (i) Project Director should prepare a note on the Operation Manuals to be prepared and send to Addl Chief Secretary Forests.***
- (ii) The Account Manual should be prepared first***


**9. Office Space :**

The required office space is about 1500 sft. Project Director proposed to hire the office space preferably in Salt Lake since no office space could be earmarked in Aranya Bhawan till date.

***Decision: Project Director will explore possibility of setting up office in one floor, having the required space of about 1500 sft. in the building constructed by WBFDC . MD, WBFDC Ltd. May be requested for the same. Presently one room in 6<sup>th</sup> floor will be allotted to WBFBC Society for starting the office. Forest Directorate may be requested accordingly.***

The meeting ended with thanks to the chair.



  
(Dr. Subesh Kr. Das)  
Addl. Chief Secretary, Forest Department &  
Chairperson, Governing Body,  
WBFBC Society



**West Bengal Forest and Biodiversity Conservation Project**  
**APO for 2012-13**  
**(Rs. Lakhs)**

Allocation	541.00		
Budget Provision	Reimbursible Portion	Non Reimbursible Portion	Total
	459.60	81.40	541.00
<b>Reimbursible Portion (Rs. Lakhs)</b>			
Items of Work	Unit	Unit Cost	Total
<b>Incremental staff PMU on contractual basis</b>			
Skilled	4.00	1.20	4.80
Semi Skilled	2.00	0.60	1.20
<b>Sub-Total-Incremental staff PMU on contractual basis</b>			<b>6.00</b>
<b>PMU operation cost</b>			
Office expenses	0.10	100.00	10.00
Office equipment	0.15	40.00	6.00
Travel expenses	0.10	40.00	4.00
Misc. items such as holding workshop for Staff Appraisal etc.	LS	LS	3.60
<b>Sub-Total-PMU operation cost</b>			<b>23.60</b>
<b>Research Work</b>			
Improvement & Extension of Exsisting Clonal/ Modern nursery Complex	20.00	21.50	430.00
<b>Sub-Total-Research Work</b>			<b>430.00</b>
<b>TOTAL</b>			<b>459.60</b>
<b>Non Reimbursible Portion (Rs. Lakhs)</b>			
Items of Work	Unit	Unit Cost	Total
<b>Establishment of PMU</b>			
Salary for PMU (for 6 months)			
PD	1.00	1.50	9.00
Jt. PD	2.00	1.25	15.00
Dy. PD	2.00	1.00	12.00
Asst. PD	2.00	0.80	9.60
CAO	1.00	0.80	4.80
<b>Sub-Total-Salary for PMU</b>			<b>50.40</b>
<b>Office Expences</b>			
Hiring of vehicle	8.00	0.30	14.40
Hiring of office place	6.00	0.60	3.60
Electricity	6.00	0.50	3.00
<b>Sub-Total-Office Expences</b>			<b>21.00</b>
<b>Commitment Charges</b>	<b>4.00</b>	<b>2.50</b>	<b>10.00</b>
<b>TOTAL</b>			<b>81.40</b>
<b>GRAND TOTAL</b>			<b>541.00</b>

*Handwritten signature*