

West Bengal Forest and Biodiversity Conservation Society
Office of the Chief Project Director
Block LB-2, Sector III, Salt Lake City, Kolkata-700106

No.: 70 /WBFBCP/7-2/2017

Dated: 04.01.2018

To

| | | | |
|---|-------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------|
| 1 | Shri C. Sinha Principal Secretary, Forest Deptt. & Chairperson | 9 | Shri M.R. Baloch Additional Principal Chief Conservator of Forests, North Bengal-Member |
| 2 | Shri N. K. Pandey Principal Chief Conservator of Forests & HoFF-Member | 10 | Shri Raju Das Managing Director, West Bengal Forest Wasteland Development Corporation- Member |
| 3 | Shri S. Dhaundyal Managing Director, West Bengal Forest Development Corporation-Member | 11 | Smt Mita Banerjee Secretary, Dept of Forests, GOWB-Member |
| 4 | Shri S. Barari Principal Chief Conservator of Forests, General-Member | 12 | Spl Secretary, Finance Dept, GOWB-Member |
| 5 | Shri R.K. Sinha Principal Chief Conservator of Forests, Wildlife & CWLW-Member | 13 | Dr. K.L. Ghosh Project Director (Finance), WBFBC Project- Spl. Invitee |
| 6 | Dr. J.T. Mathew Principal Chief Conservator of Forests, Research, Monitoring & Development- Member | 14 | Smt S. Bhattacharyya Addl. Project Director (Impl.), WBFBC Project-Spl Invitee |
| 7 | Shri T.V.N. Rao Additional Principal Chief Conservator of Forests, Finance-Member | 15 | Shri V. Salimath, Addl. Project Director (P&R), WBFBC Project- Spl. Invitee |
| 8 | Shri N.V. Rajasekhar Additional Principal Chief Conservator of Forests, HRD-Member | | |

Sub: Minutes of 12th Meeting of Governing Body of WBFBC Society held on 28th December, 2017.

Sir/Madam,

Please find enclosed herein the Minutes of 12th Meeting of the Governing Body of West Bengal Forest and Biodiversity Conservation Society, held on 28th December, 2017 in the 6th Floor Conference Room of Aranya Bhawan, Salt Lake, for your perusal.

Enclo: As stated


Chief Project Director &
Secretary, WBFBC Project

**WEST BENGAL FOREST AND
BIODIVERSITY CONSERVATION SOCIETY**

**MINUTES OF 12TH MEETING
OF
THE GOVERNING BODY**

HELD ON 28.12.2017

West Bengal Forest and Biodiversity Conservation Society
Minutes of the 12th meeting of the Governing Body of the
West Bengal Forest and Biodiversity Conservation Society

The 12th meeting of WBFBC Society was held on 28th December, 2017 at Aranya Bhawan Conference Hall on 6th Floor.

The meeting was chaired by Shri C. Sinha, Chairperson of the Society.

The following members were present.

1. Shri N. K. Pandey, Principal Chief Conservator of Forests & Head of Forests Force, West Bengal-Member
2. Shri S. Dhaundyal, Managing Director, WBFDC Ltd-Member
3. Shri J. T. Mathew, Principal Chief Conservator of Forests, Research, Monitoring & Development-Member
4. Shri R. Das, Managing Director, West Bengal Forest Wasteland Development Corporation----Member
5. Smt. Mita Banerjee, Secretary, Dept. of Forests, GOWB-----Member
6. Shri Debal Ray, Chief Project Director, WBFBC Project-----Member Secretary
7. Dr. K.L. Ghosh, Project Director, (Finance), WBFBC Project-----Spl. Invitee
8. Smt. S. Bhattacharyya, Addl. Project Director (Impl), WBFBC Project---Spl. Invitee
9. Shri V. Salimath, Addl. Project Director (P&R), WBFBC Project-----Spl. Invitee

The Chief Project Director, WBFBC Project & Member Secretary of the WBFBC Society presented each item of the agenda following which discussions were made. The agenda wise presentation and decisions taken are given below:

1. Confirmation of the minutes of the 11th meeting held on 16th March, 2017

The matter was placed before the GB for confirmation.

Decision:

The minute of the 11th GB stands confirmed.

Action:

No action required.

2. Discussions on the Action Taken Report (ATR) on the resolutions of the minutes of the 11th meeting held on 16th March, 2017.

The action taken report placed in Annexure I was accepted by the members with the following observations:

i) The Governing Body allocated a total amount of Rs.3 Crores for maintenance of frontline staff quarters. Chairman, WBFBC Society expressed the need of documenting repair works of frontline staff quarters with suitable photographs.

Decision:

It was decided that such a documentation will be presented in the next G.B. meeting.

Action:

To be taken on decision (i) above.

3. Presentation of the status report of the WBFBC Project

The status report of WBFBC Project up to 31.03.2017 was presented.

The Chief Project Director, WBFBC Project made a presentation on achievements of the project so far.

During presentation, following points were emphasised.

- a) The overall creation component under plantations has been completed to the extent of 87% while targets in respect of a few models viz, A1, A4 and B2 have already been achieved by 2017-18.
- b) The activity of community development component mostly started from this year 2017-18, and the delay is primarily due to fulfilment of pre-requisite leading to commencement of the work.
- c) The West Bengal Forest and Biodiversity Conservation Society has been granted income tax exemption under 12AA (1)(b)(i) of the Income Tax Act, 1961, as ordered by Commissioner of Income Tax (Exemptions), Ward -1(3), Kolkata, vide his memo no. CIT/10E/647/15-16/S-0025/16-17/240-42 dated 19.04.2016.
- d) Reimbursement claim for an amount of INR 11837.27 lakhs has been raised against which INR 10787.99 lakhs has been settled.

Decision: Members appreciated the achievement and accepted the status report.

The chairperson suggested that the wildlife research studies should focus on the problems that we are facing in the field.

Action: The Wildlife Monitoring Committee will be conveyed the concern of the Governing Body to re-focus the wildlife studies into existing problems.

4. Statutory Audit Report 2016-17:

Confirmation of the circular resolution of acceptance of offer of M/S Om Kejriwal & Co. and approval for placing the audit report for the F.Y. 2016-17.

Circular Resolution No.2 dated 18.09.2017 on acceptance of the offer furnished by M/S Om Kejriwal & Co. for the purposes of statutory audit of the financial accounts of WBFBC Society for the year 2016-17, was circulated among the members of the Governing Body along with a note of the Chief Project Director, WBFBC Project. Salient points in this connection are narrated below:

- a) Statutory auditing of the accounts of the W.B.F.B.C Society is mandatory for each Financial Year. Compilation of the accounts of the Society for the financial year 2016-17 and internal audit of the same has been completed.
- b) For engagement of Statutory Auditor, NIQ No. 20/WBFBCP-2017-18 dated 06.09.17 was floated in the open market and 5(Five) bids were received in the process.
- c) The technical and financial bids of following firms / companies have been evaluated for the purpose. The final result has been derived on the basis of **Quality-Cum-Cost Based Selection (QCBS)** as mentioned below.

The bid of D. P. Chatterjee and Co. was rejected for submission of open financial bid without a sealed cover and for not having signed each page of the tender document

Final result on the basis of QCBS (80% Technical: 20%Financial)

| Serial No | Name of Firm | Final Technical Score (80%) | Final financial score(20%) & the Bid amount | Total Score | Rank |
|-----------|-------------------|-----------------------------|---------------------------------------------|-------------|------|
| 1 | Om Kejriwal & Co. | 76 | 20.00 (Rs15050/-) | 96.00 | 1st |
| 2 | K.G.R.S. | 64 | 17.80 (Rs 17000/-) | 81.80 | 2nd |
| 3 | DBK Associates | 67.20 | 11.50 (Rs 20000/-) | 78.70 | 3rd |
| 4 | SPRK &Co. | 72 | 4.70 (Rs.64000/-) | 76.70 | 4th |

The bidder securing highest marks in QCBS, i.e. Om Kejriwal & Co. was selected for the assignment. The quoted rate of M/s Om Kejriwal & Co. was Rs. 15050/- inclusive of all taxes for the purposes of statutory audit of the Financial accounts of WBFBC society for the F.Y 2016-17.

Majority of the members agreed with the following resolution:

“Resolved that the offer of Om Kejriwal & Co. @ Rs.15050/-(Rupees Fifteen Thousand Fifty) only inclusive of all taxes, for the purposes of statutory audit of the Financial accounts of WBFBC society for the F.Y 2016-17 is accepted.

Decision:

Members confirmed their decision of accepting the offer of M/S Om Kejriwal & Co., as mentioned in the circular resolution.

Action: No action is required.

5. Inclusion of DFD/STR as new DMU under WBFBC Project by winding up Wild Life HQ DMU.

In order to streamline the working of Sundarban Tiger Reserve with regards to execution of works under WBFBC Project, a proposal was initiated by the Addl. PCCF and Director, Sundarban Biosphere Reserve vide his no 219(3)/SBR/BD-106/2016(p-II) dated 09.06.2017, with necessary concurrence from the PCCF & CWLW, to establish a new DMU in DFD/STR. It was also agreed upon that this matter can be resolved by winding up the Wild Life HQ DMU.

Circular resolution No.1/17-18 Dated 09.06.2017 was circulated among the members of the Governing Body with a note of the Chief Project Director, WBFBC Project for follow up action.

Majority of the members of the Governing Body agreed with the following resolution:

Resolved that the proposal of “ inclusion of DFD/STR as new DMU under WBFBC Project by winding up Wild Life HQ DMU is approved”.

The Forest Dept. Govt. of WB vide its Resolution No. 2346-For/G/6M-38/12 Dated 26th July, 2017, endorsed the constitution of a new DMU in DFD/STR in lieu of Wild Life HQ, which ceased to function as DMU from the date of issue of the said resolution, i.e., from 27th July, 2017. The DFD, Sundarban Tiger Reserve will act as the Head of the Sundarban Tiger Reserve DMU within the office of the Field Director, Sundarban Tiger Reserve and will function as field unit of the Society from the date of issue of the said resolution.

PCCF & HoFF expressed his displeasure on frequent opening and closure of DMUs in the wildlife wing.

Decision:

Members confirmed their decision with regards to establishing DFD/STR as a new DMU of the Society by winding up Wild Life HQ DMU.

Action: No action is required at present.

6. Approval of ANNUAL PLAN OPERATION (APO) For the Year 2017-18:

The Annual Plan Operation (APO) for the F.Y 2017-18 has been prepared by PMU to implement the project activities in consideration of the Mid-Term Review (MTR) Report, as outlined below :-

1. Proposed APO for 2017-18 of Reimbursable Cost..... Rs.9159.42577 lakhs
2. Proposed APO for 2017-18 of Non-Reimbursable Cost.....Rs. 971.27100 lakhs

Total Cost Proposed in APO.....Rs. 10130.69677 lakhs

In addition, any unspent amount lying at DMUs level after the closure FY 2016-17 would be carried over to FY 2017-18, subject to review by PMU.

Circular Resolution No.3 Dated 21.03.2017 with details of the said APO as an enclosure was circulated among the members of the Governing Body with regards to obtaining approval towards the Annual Plan Operation (APO) for 2017-18.

Majority of the members of the Governing Body conveyed their approval on the Annual Plan of Operation for the year 2017-18 and the resolution stated below was agreed upon.

“The Annual Plan Operation (APO) for 2017-18 as proposed is approved”.

The Chairperson, WBFBC Society remarked in this connection that the A.P.O for the FY 2018-19 is to be approved in the next meeting of the Governing body, preferably towards the end of February or in the beginning of March, 2018.

Decision:

- i) The members confirmed their decision on approval of APO for the financial year 2017-18, as mentioned in the circular resolution.
- ii) The next meeting of the Governing Body is tentatively fixed on 7th March, 2018

Action: No action is required at present.

7. Condonation of upper age limit in respect of Shri Badal Chakraborty, Authorised Forest Ranger in PMU

The Governing Body in its 3rd meeting held on 01.9.2013 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:

- 1) The engagement of Forest ranger will be for a maximum period of one year. 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.
- 2) 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.

Shri B.Chakraborty, Retd. 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 dated 25.10.2013 upto attainment of his age 65 years.

The defined role of Forest Ranger is as follows:

- a) Assist in the management of the PMU office
- b) Management of accounts, execution of works of the PMU office

- c) Processing of bills of PMU
- d) All processing for central procurement of goods and services by PMU
- e) Bank transactions are handling of imprest cash for PMU
- f) Disbursement of payments for PMU office
- g) Assist officers of PMU in conducting training of DMU/FMU/SHG/FPC/EDC
- h) Assist in organising study tours/training (National and International) of personnel attached with the project
- i) 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 PMU
- j) Deal with all legal issues pertaining the PMU
- k) Any other related functions allotted by the Head of office of PMU

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

- 1) The Activity under the project is expected to increase further during the ensuing years
- 2) Since Shri Badal Chakraborty, Authorised Forest Ranger has rendered commendable service to the Society till date. He is fit and alert to carry on his duties and responsibilities he has been entrusted with. It will therefore be worthwhile to continue to obtain the services of Shri Badal Chakraborty, authorised Forest Ranger in PMU for one more year, by entering a fresh contract commencing from 1st November, 2017 to 31st October, 2018.
- 3) The terms and conditions of the contract including the 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.

The members of the Governing Body discussed the pros and cons of continuing the service of Shri Badal Chakraborty, Authorised Forest Ranger, beyond the statutory age limit of 65 years. While members appreciated the exemplary service rendered by Shri Chakraborty in his capacity as authorised Range officer in PMU, it was decided that further extension of his tenure is unwarranted. The G.B also resolved that extension of Shri Badal Chakraborty beyond the age of 65 years will not be considered as precedence while judging other cases for extension.

Decision:

Members decided that Shri Badal Chakraborty is to be given an extension till 30th April, 2018, Beyond which no further extension will be permitted.

Action:

The Contract agreement will be revalidated up to 30th April, 2018. The PMU will arrange for a replacement of Shri Chakraborty before he retires.

8. Overseas study tour for the officers:

The Project provides for Overseas Training of senior, middle and junior officers upto the rank of Range Officers under the training and Capacity building component. The project with the help of Project Management Consultant has been working on the overseas training component for some time now and was able to successfully organise two overseas study tours for the departmental officers at SAWC.

Provisions for Rs.202 lacs have been made in MOD for organising overseas study tour for the officers in the foreign institutes, out of which expenditure of Rs 46.44 lacs (approx.) have been incurred for organising these two overseas study tours of 17 departmental officers at SAWC, South

Africa. Correspondences are being made and proposals are being initiated to send the senior officers to Brazil/Peru, Middle class officers to Kenya/South Africa and Junior level officers to Thailand/Sri Lanka for training. These trainings will enable the departmental officers to gain understanding and exposure to management approaches and strategies as well as international best practices, models, innovations, tools and practices in the fields of forest policy and management, community forestry, participatory protected area management

| Country | Training Partner/ Host | Topic | Proposed date | No. of pax & Category of officers | Proposed Budget | Remarks |
|---------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------|----------------------|----------------------------------------|
| Thailand | RECOFTC | Management practices adopted for participatory Management of community forests and protected areas etc. | 21 st -28 th January, 2018 | 10 nos Junior level officers including Range officers | Rs. 21 lac(approx) | Govt. approval is awaited |
| Sri Lanka | Tropical eco-system Research Network | Management approaches to mitigate Human-Elephant conflict, park management including conservation of marine ecology | Dates are yet to be confirmed | 13 nos of Junior and middle level officers | Rs. 17 lacs(approx) | Correspondences have been initiated |
| Kenya/ South Africa | KEFRI | Climate adopted wild life and Park Management | Dates are yet to be confirmed | 10 nos of middle level officers | Rs.24 lacs (approx.) | |
| Brazil/ Peru | FAS (tentative) | Sustainable management of forest resources of rain forests and community participation | Dates are yet to be confirmed | 10 Senior officersjif | Rs.58 lacs (approx.) | Correspondences presently got underway |

The Chairman, WBFBC Society directed that the study tour reports highlighting the lessons learnt by them from the overseas tour are to be obtained. The practices which are applicable in the Forests of West Bengal, are to be presented before the officers of the Directorate.

A small report on the overseas tour, submitted on the occasion, was found to be inadequate and was withdrawn.

Decision: PCCF and HoFF will fix a date for making presentation by the officers, who participated in South Africa study tour.

Action: i) The PMU will facilitate the presentation of overseas study tour at South Africa by the participants.

iii) A fresh report on the SA study tour will be represented before GB in the next meeting.

9. Statutory Audit Report of 2016-17:

The Statutory Audit report for the year 2016-17, as submitted by M/S OM KEJRIWAL & CO. is placed before the Governing Body.

It was mentioned that the following receipt of communications from the PCCF & HoFF vide his no. 91-MISC/P&S (P)/17 dated 15.12.17, the audit report of FY 2016-17 was revised showing capitalization of interest earned from Bank and other receipts over 4(Four) years period from 2012-13 to 2016-17.

In this connection, PCCF & HoFF requested the GB to ratify his O. O. No 91-MISC/P&S(P)/17 dated 15.12.2017 post-facto.

Decision: The Statutory audit report of 2016-17 is accepted. The office order issued by PCCF & HoFF vide the above mentioned no. is ratified.

Action: No action is required at present.

10. Any other Issue with permission of chair: since no other issues were raised by any member, the meeting ended with the vote of thanks to the chair.



(Chandan Sinha)
Principal Secretary
Department of Forests
&
Chairperson, WBFBC Society