

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

No.: 266 / WBFBC / 7-2

Date: 24.01.2019

To

1. Shri Indavar Pandey , ACS to the Govt. of W.B. & **Chairperson WBFBC Society**
2. Shri N.K. Pandey, Principal Chief Conservator of Forests & HoFF West Bengal – Member
3. Shri S. Barari, Principal Chief Conservator of Forests General – Member
4. Shri R.K. Sinha, Principal Chief Conservator of Forests & CWLW – Member
5. Shri J.T. Mathew, PCCF, Research, Monitoring & Dev. – Member
6. Dr. R.P. Saini, Managing Director, WBFDC- Member
7. Shri T.V.N Rao, APCCF, Finance – Member
8. Shri N.V. Rajasekhar, APCCF, Human Resources Dev. – Member
9. Additional PCCF, North Bengal- Member
10. Shri R. Das, Managing Director, West Bengal Wasteland Dev. Copn. – Member
11. Secretary to the Govt. of West Bengal, Forest Dept. – Member
12. Special Secretary to the Govt. of West Bengal, Finance Dept. – Member
13. Dr. K.L. Ghosh, Project Director (M & E), Spl. Invitee
14. Shri Rajeev Sharma, Project Director (Finance), Spl. Invitee
15. Smt. S. Bhattacharyya. Addl. Project Director (Impl), WBFBCP – Spl. Invitee

Sub.: **Minutes of the 14th Governing Body Meeting of WBFBC Society held on 14th December, 2018.**

Sir/Madam,

With reference to above, kindly find enclosed herein the Minutes of the 14th Governing Body meeting of the West Bengal Forest and Biodiversity Conservation Society, held on held on 14th December, 2018 at Aranya Bhawan.

**Enc I: Minutes of the 14th GB Meeting**

Yours faithfully,

  
(D.Ray)

**Chief Project Director &  
Member Secretary  
WBFBC Society**

**MINUTES OF THE 14<sup>TH</sup> MEETING OF THE GOVERNING BODY OF THE  
WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY**

The 14th Meeting of the Governing Body of the West Bengal Forest and Biodiversity Conservation Society was held on 14th December, 2018. The meeting was chaired by Shri I. Pandey, Chairperson of the Society. The following members / Special Invitees were present.

1. Sri Indavar Pandey , ACS to the Govt. of W.B. & **Chairperson WBFBC Society**
2. Shri S. Barari, Principal Chief Conservator of Forests General – Member
3. Shri R.K. Sinha, Principal Chief Conservator of Forests & CWLW – Member
4. Shri J.T. Mathew, PCCF, Research, Monitoring & Dev. – Member
5. Dr. R.P. Saini, Managing Director, WBFDC- Member
6. Shri T.V.N Rao, APCCF, Finance – Member
7. Shri N.V. Rajasekhar, APCCF, Human Resources Dev. - Member
8. Shri R. Das, Managing Director, West Bengal Wasteland Dev. Copn. - Member
9. Dr. K.L. Ghosh, Project Director (M & E), Spl. Invitee
10. Sri Rajeev Sharma, Project Director (Finance), Spl. Invitee
11. Smt. S. Bhattacharyya. Addl. Project Director (Impl), WBFBCP – Spl. Invitee

The Chief Project Director, WBFBCP Project & Member Secretary of the WBFBC Society presented each agenda following which discussions took place. The agenda-wise presentation and decisions are given below:

**1. Confirmation of the minutes of the 13th meeting held on 26th March, 2018**

Governing Body was informed, that no communication in respect of minutes of 12<sup>th</sup> meeting of Governing Body has been received so far.

**Decision:**

- i) Minutes of the 13th meeting of the Governing Body stand confirmed.

**2. Discussion on the Action Taken Report on the resolutions of the minutes of the 13<sup>th</sup> meeting held on 26<sup>th</sup> March, 2018**

The Action Taken Report on the resolutions of the minutes of 13<sup>th</sup> meeting was presented before the Governing Body. No comments were made on issue listed in Sl.No. 1 to 4. On the proposal of Ramakrishna Ashram Krishi Vigyan Kendra, Nimpith regarding use of Quad-copter for effective plantation-monitoring in forests, PCCF, WL & CWLW was requested, in the last meeting, to seek clarification from project proponent, whether the drones will be property of Forest Department after completion of project. PCCF, WL & CWLW informed that the proposal may be dropped as the project is not desirous of taking it further. PCCF, WL will issue letter confirming this.

**Decision:** *Action taken report is accepted*

**Action:-** *PCCF, WL & CWLW would issue letter confirming his statement in the meeting.*

**3. Presentation of the Status Report of the WBFBC Project**

Member Secretary made a PowerPoint presentation depicting the progress on various components of the project. The Additional Chief Secretary, Forests, proposed the



number of Central Nursery may be enhanced. Mr. T VN Rao, member, mentioned that even with the existing infrastructure it is possible to supply seedlings for social forestry. Establishment of seed stands was proposed by PCCF, RMD.

**Decision:** *The status report was found satisfactory.*

**4. Presentation of Annual Report of WBFBCP for the year 2017-18**

The Annual Report for the year 2017-18 was presented by Member Secretary.

**Decision:**

*The members accorded approval on the Annual Report for the year 2017-18*

**5. Proposal for approval of Circular Resolution for appointment of statutory auditor.**

The Member Secretary informed that on the basis of NIQ and QCBS principle Om Kejriwal & Co was engaged for the purpose of Statutory Audit of the Financial Accounts of the WBFBC Society for the **FY 2017-18** @ Rs. 14,750/- inclusive of all taxes. The House opined that for the same F.Y. Statutory Auditor and Internal Auditor cannot be same. The CPD, was requested to prepare statement regarding names of Statutory Auditor and Internal Auditor for last three Financial Years. Examination of the statement revealed that the Statutory Auditor and Internal Auditor were not the same firm.

**Decision:**

*The Circular Resolution for appointment of Statutory Auditor is ratified.*

**6. Proposal for approval of Circular Resolution for appointment of Internal Auditor.**

The Member Secretary informed that on the basis of NIT and QCBS principle Om Kejriwal & Co was engaged for the purpose of Internal Audit of the Financial Accounts of the WBFBC Society for the **FY 2018-19** @ Rs. 4, 60,000/- inclusive of all taxes. The G. B. opined that for the same F.Y. Statutory Auditor and Internal Auditor cannot be same. The CPD was requested to prepare a statement regarding names of Statutory Auditor and Internal Auditor for last three Financial Years. Examination of the statement revealed that same firm did not carry out both Internal Audit and Statutory audit in a given year.

**Decision:**

*Governing Body ratified the Circular Resolution for appointment of Internal Auditor.*

**7. Proposal for approval of Circular Resolution for utilisation of surplus fund**

During weekly Administrative Review Meeting chaired by ACS, Department of Forests, held at Aranya Bhawan the process of utilisation of surplus fund in WBFBCP was discussed thoroughly.

The CPD, WBFBCP stated that due to changes of physical target of some of the component in MTR as **Rs. 33.75 crore** will be in hand and could be used for community Development, Afforestation & Institutional Capacity Development as moved via Circular Resolution no. 3 dated 05.10.2018.

**Decision:**

*The Governing Body ratified Circular Resolution*

**8. Approval of Statutory Audit Report of WBFBC Society for the F. Y. 2017-18**

The Statutory Audit Report for the F. Y. 2017-18 has been submitted by M/S Om Kejriwal & Co. which is placed before Governing Body.

**Decision:**

- i) *The Statutory Audit Report was approved.*
- ii) *Placing the statutory audit report of the Society for F.Y.2017-18 in the AGM for final acceptance was also approved.*

**9. Proposal for approval of the Internal Audit Report of WBFBC Society for the FY 2017-18**

Vide Agenda 4 of the 8th meeting of the G.B. held on 18.03.2016 M/S Singh & Associates was appointed as Internal Auditor of the Society. The Agency has submitted Internal Audit Report of WBFBC Society covering PMU, DMUs and FMUs under each DMU for the F.Y. 2017-18.

**Decision:**

- i) *It was decided that the Internal Audit Report without comment on the finding from the PMU and DMU may not be presented before G.B.*
- ii) *Comments would be sought by PMU from DMU before placing the report to GB.*

**10. Proposal of Overseas study tour for the officers :-**

Capacity building and institutional development is one of the project components of JICA assisted West Bengal Forest and Biodiversity Conservation Project (WBFBCP) implemented by West Bengal Forest Department (WBFD). Accordingly, project provides overseas training of senior, middle and junior officer's upto the rank of Range officers. Two overseas training programme with 17 participating officers have been successfully conducted at Southern African Wildlife College during 2017-18.

For this purpose provisions of Rs. 202 lacs have been made in MOD, out of which 52 lac have been spent during 2017-18.


During current year proposal of two study tours at Sri Lanka and Germany have been approved by the State Government. The PMU is working on it to materialise the same in consultation with PMC.

The list of various other overseas training during 2019-20 was also discussed.

**Decision:**

*All the proposals were examined and approved. It was decided that PMU may try to organise training to Cambodia/ Vietnam and Sweden within May, 2019.*

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



**( Indevar Pandey )**  
**Chairperson**  
**WBFBC Society**