

WEST BENGAL FOREST AND BIODIVERSITY
CONSERVATION SOCIETY

4th Meeting of Governing Body

Agenda Notes

Aranya Bhavan, Kolkata

10th April, 2014

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West Bengal Forest & Biodiversity Conservation Society

Agenda Notes for the 4th Meeting of the Governing Body of the West Bengal Forests & Biodiversity Conservation (WBFBC) Society

1. Confirmation of the minutes of the 3rd meeting held on 01.09.2013.

No communication has been received in respect of the minutes from any member. As such the minutes may be considered as confirmed.

2. Discussion on the Action Taken Report on the Resolutions of the minutes of the 3rd meeting held on 01.09.2013.

The Action Taken Report is attached as **Annexure-I** to these notes. Members are requested to kindly peruse the same.

3. Presentation of Status Report of WBFBC Project.

The Status Report of WBFBC Project is attached as **Annexure-II** to these notes. Members are requested to kindly peruse the same.

4. Approval for lowering of qualification for engagement of Forest Ranger on contractual basis.

The Governing Body (GB) of WBFBC Society, in its meeting held on 01.09.2013, had accorded approval for engagement of retired personnel on contract basis. The Project Management Unit (PMU) of WBFBC Project was also authorized to engage retired personnel on contract basis for above positions inviting applications through publication of notice.

Accordingly, for "Engagement of Personnel on Contract Basis" the Notice No. 03/WBFBCP of 2013-14 was issued through website of the Forest Directorate as well as in the dailies "Sambad Pratidin" & "Asian Age".

As per the Notice, the qualification sought for the Forest Ranger was specified as "Graduate". However, it was seen that only one applicant (retired) fulfilled the above specified qualifications. It was, therefore, proposed that the minimum qualification for the retired Forest Ranger may be lowered to School Final. The selection was made on approval of the Chairperson for the lower minimum qualifications.

The same is now placed for ratification of the Governing Body (GB).

5. Approval for engagement of contractual staff including Accounts Officer to PMU

(a) Engagement of Webcon as Service Provider for support staff to PMU and DMUs.

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."

The PMU approached Webcon Consulting (India) Ltd., a company (a govt. enterprise) incorporated under the Companies Act, 1956 and having its registered office at Arya Mansion, 3rd Floor, 6A, Raja SubodhMullick Square, Kolkata – 700 013 for providing adequately trained personnel having requisite qualifications.

Webcon agreed to provide the required trained personnel. Approval for engaging Webcon for supply of manpower to PMU was accorded by the Chairperson.

The same is put for ratification of the Governing Body.

(b) Engagement of WTL as Service Provider for support staff to PMU and DMUs.

The deployment of required personnel through Webcon could not be taken forward as the Webcon insisted on advance payments and Security Deposits from the Society. Moreover the performance of the Accounts Officer and the Accountant engaged through Webcon was also not satisfactory. As such, it was considered to explore the possibilities of such deployment through Webel Technology Ltd. (WTL), a Govt. of West Bengal Undertaking.

The WTL has agreed to provide the required trained personnel. WTL has been requested to deploy the personnel to different units. Administrative charge @14% on the bill amount will be charged by WTL.

Governing Body is requested to approve the engagement of WTL as Service Provider for providing trained personnel to DMUs and PMU.

6. Ratification of Circular Resolution No.1 dated 19.12.2013 for appointment of Auditor for the Accounts of the Society for the year 2012-13 and for submission of application for exemption or Income Tax.

Member Secretary moved following circular resolutions (vide no. 1 dated 19.12.2013) for adoption by Governing Body Members-

- (a) For getting exemption on the income of the Society from Income Tax authority, application in prescribed manner has to be made for getting registration under section 12A of the Income Tax Act 1961. Certain documents are required to be filed with the authority for their consideration. The Member Secretary proposed that the following resolution may be passed which shall be noted/ratified in the next Governing Body meeting –

“Resolved that on recommendation of the Secretary, the Governing Body of the Society has decided to apply for the Income Tax exemption to the commissioner of Income Tax u/s 12A of Income Tax Act, 1961.

Further resolved that Mr. Subrat Dhaundyal, Secretary of the Society, is authorised to sign all required documents and application for obtaining the Income Tax exemption matter from the Income Tax authority.”

- (b) The Society has to appoint Statutory Auditor for the year 2012-13. For this purpose a firm of Chartered Accountants who bears empanelment with CAG has to be appointed.

The Member Secretary WBFBC Society proposed that the following resolution may be passed which shall be noted/ratified in the next Governing Body meeting –

“Resolved that M/S Dash & Associate, Chartered Accountants, Kolkata (empanelled with CAG) is hereby appointed as first auditor of the Society for the year 2012-13 at a remuneration of Rs. 8,000.00 (Rs. Eight thousand) plus expenses and to hold office till Annual General meeting of the Society for the said financial year.”

The Members adopted the above resolutions through Circulation which are now placed for ratification.

7. Ratification of Circular Resolution No.2 dated 28.02.2014 for approval of Accounts of the Society for the year 2012-13.

Member Secretary moved following circular resolutions (vide no. 2 dated 28.02.2014) for adoption by Governing Body Members-

The Accounts of the Society for the year 2012-13 have been prepared.

After being formed on 19th July 2012 the first fund transfer took place on 26th March 2013 upon submission of requisition as a budgetary allocation, even though no activity was carried out during the financial year as well as there was no disbursement.

Based on the objectives of the Society the funds received are reflected in the accounts as Capital contribution on a cash basis;

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.

The Governing Body of the Society in its meeting held on 6th August 2012 approved a budget of Rs. 541.00 Lacs for 2012-13 Financial Year and directed the Society to ask for release of 25% of the said Rs. 541.00 Lacs. This has been received during late March 2013 and kept in a Classic Savings Account (CLSB) with Corporation Bank, NUJS Branch.

There has been no operation during the relevant financial period pertaining to the designated activities of the Society and consequently, no expenditure has been reflected in the Statement of Expenditure apart from accrual of audit fee.

It was proposed that following resolution may be passed which shall be noted/ratified in the next Governing Body meeting of the Society –

“Resolved that the Accounts of the Society for the year 2012-13, as submitted by the Secretary of the Society, are approved.”

The Members adopted the above resolution through Circulation which is now placed for ratification.

8. Acceptance of Auditors Report on the Accounts of the Society for the year 2012-13.

The Society appointed M/S Dash & Associate, Chartered Accountants, Kolkata (empanelled with CAG) as first auditor of the Society for the year 2012-13. The Auditors have submitted the Report on the Accounts of the Society for the year 2012-13. The same is placed as **Annexure – III** to these notes.

The Auditors Report alongwith the Accounts may be accepted so that the same may be place to AGM for approval.

9. Approval for Constitution of new Divisional Management Units (DMU)

The proposal for establishment of DMUs under Monitoring North, Monitoring South, Silviculture (North), Silviculture (Hills) and Silviculture (South) Divisions placed before the GB in its third meeting. However, the GB had decided that -

- (i) DMUs for Monitoring Divisions and Silviculture Divisions need not be constituted.
- (ii) PMU should transfer fund to DFO Monitoring (North) and DFO Monitoring (South) for the purpose of monitoring of plantations under the Project.
- (iii) The Monitoring wing should be requested to prepare the Monitoring Plan for the purpose.
- (iv) Similarly, PMU should transfer funds to the DFOs of the three Silviculture Divisions against sanctioned works under the Project, viz: development of nursery protocol for identified species and other works.
- (v) The Silviculture Divisions should not be involved in the activity of production of seedlings for the Territorial Divisions under the Project and should concentrate on Project works related to the Research.

It is submitted that the decisions under sub para (ii) and (iv) will lead to complications in the matter of transfer of fund, its parking and Accounting. Moreover the field activities under Research Component will require regular flow of funds and booking of expenditure by the individual Research Division. This fact has also been stressed by the Principal Chief Conservator of Forests, Research, Monitoring & Development vide his letter no. 743-748/PCCF-RMD/2P-4 dated 20.01.2014.

The same applies to the works of Monitoring Divisions once the monitoring of plantations is taken up in the field.

The Principal Chief Conservator of Forests, Wildlife & CWLW, West Bengal has also proposed vide his no. 267/WL/2B-2B1/2013-14 dated 22.01.2014 to set up a DMU at Wildlife Headquarters and to designate the Deputy Conservator of Forests, Wildlife as the Head, DMU, to carry out the works of the Research Studies under Biodiversity Conservation Component. It has also been suggested by him that the works of the DMUs at field level, such as 24 Parganas South and 24 Parganas North as well as STR may be carried out by this DMU.

In the backdrop of the above, it is proposed that –

- (a) Creation of one DMU at Wildlife HQ, in lieu of 24 Parganas DMU may be approved. Simultaneously, 24 Parganas North DMU may also be closed.

(b) Creation of following new DMUs may be approved to carry out works of monitoring of plantations raised under the Project –

- i. Monitoring North DMU,
- ii. Monitoring South DMU

(c) Creation of following new DMUs may also be approved to carry out works of field research under the Project –

- i. Silviculture North DMU
- ii. Silviculture Hills DMU
- iii. Silviculture South DMU

On approval of GB, the concurrence of JICA would be sought for the same.

10. Revision of target areas under the Project

It is seen that the activities under the WBFBC Project have been spread very thinly all over the districts and Divisions in the State. Some wings or Circles or Divisions which have many other sources of funds for other Projects, are finding it either difficult to take up the activities under yet another Project (WBFBCP in the instant case) or find the targets too meagre to devote time and resources on it. One such case is that of Buxa Tiger Reserve. The Tiger Reserve gets funds under a number of Projects, financed by both State and Centre, and does not have the manpower resources to take up the additional activities under the WBFBCP. As a result of this, the funds (to the tune of Rs. 62.92 lakhs) allocated to BTR in 2013-14 have remained unutilised till 31.03.2014.

It is therefore proposed that the Project activities may not be implemented in the areas under BTR and the targets may be allocated to other Circles in the North Bengal. This will not only make the activities under the Project more concentrated but will also ease the extra pressure on the BTR.

If the above proposal is approved, the DMUs under BTR may be closed.

On approval of GB, the concurrence of JICA would be sought for the same.

11. Approval for engagement of additional personnel on contract basis for Project Management Unit (PMU) and Field.

The preparation of Micro-plans is pre-requisite for undertaking any field activity under the Project. We have a target of preparation of 280 micro-plans during the year 2014-15. With this activity, the setting up of Central Nurseries and preparation of QPM is carried out on a large scale. The selection of planting sites, preparation and submission of accounts of FMUs and DMUs, organising trainings on nursery and plantation techniques, micro-planning, accounting procedures and preparation of business plans of SHGs are other activities which will require constant guidance and monitoring in the field.

For this purpose, engagement of Field Supervisors, at Circle/District level is mooted. It is proposed to engage retired Forest Officers, preferably of the rank of DFO or ADFO at 5 (five) districts/Circles, initially i.e. Pashchim Medinipur (Western Circle), Bankura (Central Circle), Bardhaman (South East Circle), Purulia (South West Circle) and Jalpaiguri (Northern Circle).

These Field Supervisors may be assisted, by one Field Assistant, preferably having Honours/Post Graduate Degree in any of the subjects of Social Science Group.

The TOR and remunerations for the above personnel have been detailed in the Annexure-IV attached to these notes.

The expenses for engagement of the above personnel may be met from the grants under Non-reimbursable part of the Project cost on approval from JICA.

The engagement of Field Supervisors (retired Forest Officers) may be made directly whereas the engagement of the Field Assistants (Honours/~~Post~~ Graduate in Social Science Group) may be made through WTL, the Service Provider for the Society.

12. Post facto approval of quarterly payment to PMC

- (a) Nippon Koei India Pvt. Ltd., who has been appointed as the PMC for the Project, submitted its bill for the quarter August, 2013 to October, 2013 vide its no. LWFNK-262/13 dated 12.11.2013, for an amount of Rs. 50,24,107.00 inclusive of Service Tax of Rs. 5, 52,670.00. The bill was paid after due scrutiny on 31.01.2014 and the reimbursement has also been claimed and settled by JICA. The financial power of the Chief Project Director for approval of payment for services is Rs. 20,00,000.00 as per Delegation of Financial Powers within the Society.

The post-facto approval of the GB for the above payment is sought.

- (b) Similarly, Nippon Koei India Pvt. Ltd., the PMC for the Project, submitted its bill for the quarter November, 2013 to January, 2014 vide its no. LWFNK-383/13 dated 12.02.2014, for an amount of Rs. 33,07,419.00 inclusive of Service Tax of Rs. 3,63,828.00 and adjustment of Rs. 6,83,550 (10% of Advance Payment). The bill was paid after due scrutiny on 28.02.2014 and the reimbursement has also been claimed and settled by JICA. The financial power of the Chief Project Director for approval of payment for services is Rs. 20,00,000.00 as per Delegation of Financial Powers within the Society.

The post-facto approval of the GB for the above payment is sought.

- (c) Nippon Koei India Pvt. Ltd., the PMC for the Project, has also submitted its bill for the quarter August, 2013 to October, 2013 vide its no. LWFNK-263/13 dated 12.11.2013, for amount of USD 47,379.00 inclusive of Service Tax of USD 5,212.00. The bill would be submitted to Bank of India, Tokyo Branch, through Nippon Koei India Pvt. Ltd., for payment.

The approval of the GB for the above payment is sought.

13. Administrative & Financial approval for purchase of vehicles & motor-cycles for field staff.

Under the Institutional Capacity Development Component of the West Bengal Forest and Biodiversity Conservation Project, an important activity is Infrastructure Development. The procurement of vehicles and motorcycles also fall under this component.

In order to decide upon the procurements under the Component, the Principal Chief Conservator of Forests, HoFF, W.B. constituted a Committee of the following officers, vide his order dated 30.01.2014 on note sheet page 4 of the file no. WBFBCP/5-4/13 :

S. No.	Name	Post	Designation in the Committee
1.	Sri A. Zaidi	Principal Chief Conservator of Forests, General, W.B.	Chairperson
2.	Sri N.K. Pandey	Addl. Principal Chief Conservator of Forests, Human Resource Development,	Member
3.	Sri S. Dhaundyal	Chief Project Director, WBFBC Project	Member
4.	Sri P. Vyas	Addl. Principal Chief Conservator of Forests, Wildlife	Member
5.	Sri Siddhartha Barari	Project Director, Finance, WBFBC Project	Member
6.	Dr. R.P. Saini	Spl. Addl. PCCF, Hill Circle, W.B.	Member
7.	Sri V.K. Yadav	Chief Conservator of Forests, Central Circle	Member
8.	Sri A.V. Mishra	Chief Conservator of Forests, WP & GIS Circle	Member
9.	Sri S. Chaudhuri	Addl. Project Director, Impl. WBFBC Project	Member-Secretary

It was approved that the quorum of the committee shall be treated as complete if any five members, including Chairperson are present in a meeting of the committee.

The TOR for the Committee inter alia included:

- Reconsideration/revision of the recommendations for models of the vehicles and motorcycles given earlier and submit the revised recommendations to PCCF, HoFF, through PMU.
- Suggestion for allocation of motor-cycles and vehicles, so procured, to the units implementing the Project, for approval of PCCF, HoFF.

The meeting of the Committee was held on 05.02.2014 in the office chamber of the Principal Chief Conservator of Forests, General, at Aranya Bhawan.

The following members were present in the meeting :

1. Sri A. Zaidi, Principal Chief Conservator of Forests, General - Chairperson
2. Sri N.K. Pandey, Addl. Principal Chief Conservator of Forests, HRD - Member
3. Sri S. Dhaundyal, Chief Project Director, WBFBC Project - Member
4. Dr. P. Vyas, Addl. Principal Chief Conservator of Forests, Wildlife - Member
5. Sri S. Barari, Project Director, Finance, WBFBC Project - Member
6. Dr. R.P. Saini Spl. Principal Chief Conservator of Forests & Chief Conservator of Forests, Hill Circle - Member
7. Sri V.K. Yadav, Chief Conservator of Forests Central Circle - Member
8. Sri A.V. Mishra, Chief Conservator of Forests, Working Plans & GIS - Member
9. Sri S. Chaudhuri, Addl. Project Director, Implementation, WBFBC Project - Member Secretary

There is provision for procurement of 10 vehicle and 100 motor-cycles to field units under the Project. The Committee discussed in details regarding suitability and specifications of different modes of vehicles and motor-cycles for procurement under the Project.

Based on all features, Mahindra Scorpio with 2 wheel drive, model EX with AC & Power Steering (7/9 seater) was selected for field units. For vehicle to be purchased at Head Qtrs, Maruti Suzuki Ertiga Model VDI Diesel was selected based on features. For motor cycles, Model Hero Super Splendor was selected, based on mileage, seat design, engine power & cost of the model and suitability on forest roads.

The vehicles and motorcycles would be procured through DGS & D rate contract.

The allocation of motor-cycles and vehicles, so procured, to the units implementing the Project, would be finalised and approved by the PCCF, HoFF.

The rates collected for the supply on DGS & D rates are as follows –

Sl. No.	Model	Rates Market (Rs.)	Rates DG S&D (Rs.)	No.	Amount
1.	Mahindra Scorpio with 2 wheel drive, model EX with AC & Power Steering (7/9 seater)	8,33,765	7,46,742	17	1,26,94,614
2.	Maruti Suzuki Ertiga Model VDI Diesel	9,29,603	7,82,975	2	15,65,950
	Total for Vehicles				1,42,60,564
3.	Hero Super Splendour	62,000	49,587	120	59,50,440

The total budget available under Infrastructure Development Component for purchase of motorcycles is Rs. 62.50 lakhs. The same for purchase of vehicles under Infrastructure Development Component is Rs. 125.00 lakhs and under Biodiversity Conservation Component, it is Rs. 20.00 lakhs. We can procure 120 no. motorcycles and 19 vehicles within the allotted budget. The remaining funds can be utilized for Registration, Road Tax, if applicable and gears such as Helmet etc.

GB is requested to approve the models and quantity for procurement. GB is also requested to accord financial approval for Procurement of the same.

14. Administrative & Financial approvals- Construction of Building at Salt Lake, Kolkata.

No bids were received against first and second calls for tender through e-tender portal. Against third call, e-tender was opened on 11/03/2014 and it was found that only one tenderer submitted Technical Bid. The advertisement was also published in Daily AnandabazarPatrika (Bengali), The Telegraph (English) and Sanmarg (Hindi) newspapers. On finding the Technical bid in order, the Financial Bid was opened on 14.03.2014.

The rate quoted by M/s Anil Kr. Bose, the only bidder, is Rs. 1,25,73,328.00 only which is 2.98% higher than the estimated cost of Rs. 1,22,09,485.00.

GO no. 9754-F(Y) dated 03.12.12 clearly states that if the response of Tender is less than three, then tender should be invited afresh. Such retender notice shall be published in widely circulated dailies for conventional notice inviting tender and also through e-tender portal in case of e-tender, prior to invitation of re-tender or fresh tender the eligibility criteria and other terms and conditions. Notice Inviting tender (NIT) shall have to be reviewed by the Tender Inviting Authority to ascertain whether (i) it was too much restrictive, say specifications or qualifications were fixed at higher standard than required, (ii) Advertisement in the widely circulated newspapers were properly published and (iii) other related procedural matters were observed in it's entirety. Even if, after taking appropriate steps, the response to Re-tender is less than three, the tender may be accepted without reference to Finance Department. Provided the rate do not exceed the estimated or the schedule rate beyond 5% in case of work estimate and reasonable prevailing market price for goods and services in the cases.

Hence the rate provided by Sri Anil Kumar Bose @ 2.98% above estimates rate may be accepted if approved. Work order may be issued after completion of the ensuing Lok Sabha election procedure.

GB is also requested to accord financial approval for Rs. 1,25,73,328.00 for the work.

The process of finalising the agreement formalities and issuance of work order will be taken up on approval of the GB.

15. Approval for formulation of Heads of Accounts

The Governing Body (GB), WBFBC Society, in its meeting held on 25th March, 2013, had accorded approval to Accounting Principles & Procedures (Agenda Item No. 4) (VIII), had directed that "the detailed Heads of Accounts shall be prescribed for the Project by the Chief Project Director, WBFBC Project, with approval of the Governing Body". The detailed Heads of Accounts based on the funds allocated by JICA in various categories as per the Minutes of Discussions (MoD) were placed before the Governing Body in its meeting held on 01.09.2013 for approval.

The Governing Body approved the detailed Heads of Accounts for the purpose of the project and agreed to incorporate the same in "Accounting Principles & Procedures" approved by the GB in the meeting held on 25th March, 2013.

However, during customization of the Tally Software for accounting, the Chart of Accounts (COA) had to be revised in terms of Codes, Entry Levels, Length of Head (characters) and Chart of Liabilities. This modification is a dynamic process and will be carried out time and again based on the requirements of Accounting Procedure and nature of expenditure or receipts.

It is therefore proposed that the Project Director, Finance may be authorized to approve the Creation or Modification of a Head of Account without modifying the fabric of the Accounting Procedure duly approved by the Governing Body in its meeting held on 25th March, 2013.

16. Modifications in Accounting Procedure of the Society.

The Governing Body (GB), WBFBC Society, in its meeting held on 25th March, 2013, had accorded approval to Accounting Principles & Procedures (Agenda Item No. 4) (VIII).

During implementation process certain issues have come up which require either modification in the procedure or some detailed explanation of certain prescriptions contained in the Accounting Procedure. The proposals for modifications are tabulated below:

Provision Ref.	Existing	Proposed Provision Ref.	Proposed Provision
10.9.5 ii	Cash purchases may be permitted for a sum not exceeding Rs. 5000.00 (Rupees Five thousand) only in each case of emergency out of the imprest kept in the office. For payment exceeding Rs. 5000.00 (Rupees Five thousand) only, account payee cheques will be issued.	10.9.5 ii (a)	Cash purchases may be permitted for a sum not exceeding Rs. 5000.00 (Rupees Five thousand) only in each case of emergency out of the imprest kept in the office.
		10.9.5 ii (b)	For payment exceeding Rs. 5000.00 (Rupees Five thousand) only, account payee cheques will be issued. However the payments to labourers/wages, exceeding Rs. 5000.00, may be made in cash on Muster-rolls. Efforts should be made to pay all wage components to the Bank/Post Office accounts of the wage earner.
		10.9.5 ii (c)	For booking of accommodation, transport and other logistics during Study Tours, payments exceeding Rs. 5000.00, may be made in cash out of the Tour Advance.
10.10.2 i	Cash purchases may be permitted for a sum not exceeding Rs. 2500.00 (Rupees Two thousand five hundred) only in case of emergency out of the imprest kept in the office. For payment exceeding Rs. 2500.00 (Rupees Two thousand five hundred) only, account payee cheques will be issued.	10.10.2 i (a)	Cash purchases may be permitted for a sum not exceeding Rs. 5000.00 (Rupees Five thousand) only in case of emergency out of the imprest kept in the office.
		10.10.2 i(b)	For payment exceeding Rs. 5000.00 (Rupees Five thousand) only, account payee cheques will be issued. However the payments to labourers/wages, exceeding Rs. 5000.00, may be made in cash on

		10.10.2 i (c)	<p>Muster-rolls. Efforts should be made to pay all wage components to the Bank/Post Office accounts of the wage earner.</p> <p>For booking of accommodation, transport and other logistics during Study Tours, payments exceeding Rs. 5000.00, may be made in cash out of the Tour Advance.</p>
10.11 x	Cash purchases may be permitted for a sum not exceeding Rs. 2500.00 (Rupees Two thousand five hundred) only in case of emergency out of the imprest kept in the office. For payment exceeding Rs. 2500.00 (Rupees Two thousand five hundred) only, account payee cheques will be issued.	<p>10.11 x (a)</p> <p>10.11 x (b)</p>	<p>Cash purchases may be permitted for a sum not exceeding Rs. 2500.00 (Rupees Two thousand five hundred) only in case of emergency out of the imprest kept in the office.</p> <p>For payment exceeding Rs. 2500.00 (Rupees Two thousand five hundred) only, account payee cheques will be issued. However the payments to labourers/wages, exceeding Rs. 2500.00 (Rupees Two thousand five hundred), may be made in cash on Muster-rolls. Efforts should be made to pay all wage components to the Bank/Post Office accounts of the wage earner.</p>
10.12 xxi	All wage components should be paid to the Bank/Post Office accounts of the wage earner.	10.12 xxi	Efforts should be made to pay all wage components to the Bank/Post Office accounts of the wage earner.

17. Approval for Annual Plan and Budget for the year 2014-15.

The targets for years 1 to 8, as per Project document, Reimbursable Portion and Non Reimbursable Portion are as follows-

Annual Fund Requirement				
Sl. No.	Financial Year	Rs. Lakhs		
		Non Reimbursable Portion	Reimbursable Portion	Total
1	2012-2013	70.3	264.9	335.2
2	2013-2014	740.5	4767.6	5508.1
3	2014-2015	1016.2	6400.0	7416.2
4	2015-2016	1275.7	7864.9	9140.6
5	2016-2017	1221.6	7167.6	8389.2
6	2017-2018	745.9	3697.3	4443.2
7	2018-2019	632.4	2751.4	3383.8
8	2019-2020	459.5	1524.3	1983.8
	TOTAL	6162.1	34438.0	40600.1

The Annual Plan for 2014-15 has been prepared for implementation as per details provided in the MoD.

The Annual Plan for 2014-15 is attached as **Annexure-V** to these notes, for the approval of the GB.

18. Approval of the Manuals and Guidelines

The Project Director explained that the Project envisages preparation of a number of Manuals and Guidelines for the better implementation of the Project Activities.

As per the MoD the following Manuals/Guidelines are to be prepared:

1. Standard Management Manual/ Guidelines for PMU-Operation Manual
2. Standard Management Manual/ Guidelines for JFMC/EDC
3. Guidelines for Preparation of Micro-plan
4. Guidelines for Preparation of Forest Dwellers Development Plan
5. Standard Management Manual/ Guidelines for SHGs
6. Standard Management Manual/ Guidelines for NGOs
7. Guidelines for procurement NGOs
8. Monitoring and Evaluation Manuals
9. Guidelines for IGA and SHGs (by PMU)
10. Business Development Plan for SHGs (by NGO)

Following detailed Design and Tender documents are also to be prepared :

1. Baseline Survey
2. Training & Capacity Building
3. Facilities & Equipment for Biodiversity Conservation
4. Buildings,

5. Equipments
6. Vehicles
7. Mid-term Monitoring & Evaluation
8. End-term Monitoring & Evaluation

In addition, the PMU has also taken up preparation of following Manuals and Guidelines,

1. Manual of Accounting Procedure for PMU
2. Manual of Accounting Procedure for DMUs
3. Manual of Accounting Procedure for FMUs and FPCs/EDCs
4. Nursery Techniques- Establishment of Infrastructure
5. Nursery Techniques- Production of QPM
6. Plantation Techniques-Seed Collection and Storage
7. Plantation Techniques-Out-planting and Maintenance
8. Guidelines for Tree Plantation Outside Forest Areas
9. Overall Implementation Plan (OIP)

Till date following Manuals/Guidelines/Designs have been prepared:

1. Standard Management Manual/ Guidelines for PMU-Operation Manual
2. Manual of Accounting Procedure for PMU
3. Manual of Accounting Procedure for DMUs
4. Manual of Accounting Procedure for FMUs and FPCs/EDCs
5. Guidelines for procurement NGOs
6. Baseline Survey
7. Facilities & Equipment for Biodiversity Conservation
8. Buildings
9. Equipments
10. Vehicles
11. Guidelines for Preparation of Micro-plan
12. Guidelines for Preparation of Forest Dwellers Development Plan
13. Nursery Techniques- Establishment of Infrastructure
14. Nursery Techniques- Production of QPM
15. Guidelines for Tree Plantation Outside Forest Areas

Sl. nos. 1 to 4 have been duly approved by the GB in its meeting held on 25.03.2013. Sl. nos. 5 to 10 have been finalised in consultation with PMC and the respective implementing wings.

Sl. nos. 11 to 15 require technical vetting before the same are put to GB for approval and circulation.

It is proposed that Principal Chief Conservator of Forests, HoFF be requested to constitute teams for the same.

19. Utilisation of the interest accrued on bank deposits of the Society during 2013-14.

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. The 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.

The Society has earned an interest of about Rs. 2.60 crores during the year 2013-14. The correct figures would be available after the reconciliation of Accounts, TDS, getting exemption from IT (for which the process has already been initiated) and subsequently getting refund of the TDS.

Proposals, as discussed below, have been received from the Principal Chief Conservator of Forests, Head of Forest Force for utilization of the earned interest.

(a) Repairs of frontline staff's quarters

Principal Chief Conservator of Forests, Head of Forest Force has proposed that funds from the Society's earnings as interest may be made available for repairs of the quarters of the Frontline staff who are basically engaged in the implementation of the Project. The staff quarters of Research Wing would also be considered for repairs.

It has been suggested by the Principal Chief Conservator of Forests, HoFF, that about 400 quarters of the frontline staff may be taken up in the initial stage at a flat rate of Rs. 25,000.00 each. The total amount comes to Rs. 1.00 crore which may be provided for the purpose from the earnings of interest.

The proposal is placed for administrative and financial approval of the Governing Body.

(b) Organising Seminar on 150 years of Forestry in India.

The year 2014 marks 150th year of organised forestry in West Bengal.

Principal Chief Conservator of Forests, Head of Forest Force has proposed vide his no. 10545/CS/2M-1050/14 dated 11.03.2014 that a seminar on "Challenges of Forestry in 21st Century" may be organised to mark this occasion.

This is an occasion that gives us an opportunity to reflect at the past and also look forward to future. As such, we can learn from our experiences and build our future course of action based on such knowledge. However, future of natural resource management is not necessarily an extension of past practices, adjusted to accommodate incremental changes. New and hitherto unknown factors like climate change adaptation and mitigation, management of invasive species, accounting for ecosystem services etc. play important role in forestry management. Thus the future of forestry management will be complex and challenging. The proposed seminar will dwell on this subject involving professionals as well as academicians.

The seminar will include a number of sub-themes such as:

1. Demographic changes and challenges to forestry.
2. Climate change and challenges of adaptation and mitigation.
3. Challenges of containing the "sixth mass extinction".
4. Challenge of maintaining flow of ecosystem services.
5. Strategies of protecting RET species of wildlife.
6. Learning from the past.
7. Man-animal conflict.
8. Landscape level approach to Forest Management.
9. Success of JFM and future challenges.
10. The role of bilateral and multilateral agencies such as JICA and World Bank in meeting the challenges of forestry in future.

The scope of this seminar is National. It will be a platform where the academicians and researchers from Indian Universities will debate and discuss with forestry professionals, to decide the best course of action to meet the challenges of forestry in 21st century.

The seminar is proposed to be held from 3rd through 5th September, 2014.

A sum of Rs 76 lakhs is required to organise the event and item wise break up of cost is given below:

Sl.	Item	Amount (Rs.)
A	Announcement & Circulation	1,05,000.00
B	Seminar/ Conference	1,37,500.00
C	Hiring Venue/ Auditorium	2,00,000.00
D	Stationary & Printing	20,000.00
E	Refreshment/ Food	23,12,000.00
F	Accommodation	22,40,000.00
G	Honorarium/ Travel (Air Fare)	4,00,000.00
H	Transport	5,60,000.00
I	Advertisement	50,000.00
J	Audio/ Video Photography	25,000.00
K	Printing Abstract and Proceedings	6,25,000.00
L	Secretarial Expenditure	25,000.00
M	Cultural Programme	2,00,000.00
N	Registration Kits	6,00,000.00
O	Postage and Communication	10,000.00
P	Volunteers	25,000.00
Q	Miscellaneous	70,000.00
	Total Estimated Budget	76,04,500.00

Principal Chief Conservator of Forests, Head of Forest Force has also proposed that West Bengal Forest and Biodiversity Conservation Society may finance the National Workshop from the funds available with it.

The total amount comes to Rs. 76.04 lakhs which may be provided for the purpose from the earnings of interest.

The proposal is placed for administrative and financial approval of the Governing Body.

20. Any other item with the permission of the Chair

Member Secretary, WBFBC Society
&
Chief Project Director
W.B. Forest & Biodiversity Conservation Project

Annexure – I

Action Taken Report on the Decisions of the 3rd meeting of West Bengal Forest & Biodiversity Conservation (WBFBC) Society held on 01.09.2013.

The actions taken on the decisions of the meeting of West Bengal Forest & Biodiversity Conservation (WBFBC) Society held on 01.09.2013 are as follows:

Item No.	Issue	Resolution	Action Taken
1	Confirmation of the minutes of the 2 nd meeting held on 25.03.2013	The minutes of the 2 nd meeting of the Governing Body are confirmed.	No further action required.
2	Discussion on the Action Taken Report on the resolutions of the minutes of the 3 rd meeting held on 01.09.2013. (i) <u>Revision of composition of Governing Body due to changes in posts</u>	(i) (a) The post of Addl. PCCF looking after Social Forestry, designated in the composition of Governing Body, shall remain unchanged. (b) PCCF, HoFF should be re-designated as the Vice Chairperson of the Governing Body of the West Bengal Forest and Biodiversity Conservation Society. The powers and duties of the Vice Chairperson also have to be defined in the Resolution of the Society. (c) The PCCF, Research, Monitoring & Development should be included as member in the Governing Body.	(i) (a) No further action required. (b) The revision in Regulations of the Society will be done after the modification of the Govt. Resolution. Proposal to this effect will be submitted to the Forest Deptt. shortly. (c) As above.

	<p>(d) Addl. PCCF, Finance and Addl. PCCF, North Bengal should also be included as members in the G.B. They will be requested to attend the Governing Body meetings as a special invitee, till the resolution of the Society is changed following the formalities under the West Bengal Societies Registration Act.</p> <p>(e) The posts of Special Secretary, Govt. of West Bengal, Finance Deptt. and special Secretary, Govt. of West Bengal, Forest Deptt. in the G.B composition, should be replaced with Special Secretary /Additional Secretary/ Joint Secretary/Financial Advisor, Finance Deptt. or Forest Deptt., as the case may be, to be nominated by the concerned administrative department.</p> <p>(ii) The proposal should be submitted by the Chief Project Director, WBFC Project to the Addl. PCCF, HRD after the notification of the creation of posts within the Society.</p> <p>(iii) (a) The accounts should be opened preferably in State Bank of India, or United Bank of India or Gramin Bank by the DMU/FMU/FPCs.</p> <p>(b) The PMU should also explore opening of another account in State bank of India or United Bank of India for facilitating transfer of fund to the DMU/FMU.</p>	<p>(d) As above. The Addl. PCCF, Finance and Addl. PCCF, North Bengal have been requested to attend the present Governing Body meetings as special invitees.</p> <p>(e) As stated under (b) above.</p> <p>(ii) The notification for creation of posts is awaited.</p> <p>(iii) (a) The Accounts have been opened by the DMUs in different Nationalised Banks. The list of the Banks in which the DMUs have opened the Accounts is attached as Annexure – I-A.</p> <p>(b) The required action will be initiated in the financial year 2014-15.</p>
<p><u>(ii) Approval of the Operations Manual- approval of recruitment and services rules:</u></p> <p><u>(iii))Approval of the Operation Manual- approval of draft notification of PMU and DMU/FMU</u></p>	<p>From the next meeting of the governing body, the status of the project should be presented DMU wise, showing the physical and financial achievements.</p>	<p>The Status Report is placed as Agenda Item No. 3.</p> <p>The DMU wise allocation of Funds, release of funds and targets for physical activities are attached as Annexure – I-B.</p> <p>The achievements (financial & physical) will be placed in the next meeting of GB on receipt of the UCs and PRs from individual DMUs.</p>
3	<p>Presentation of the Status Report of the WBFC Project</p>	<p>The Status Report is placed as Agenda Item No. 3.</p> <p>The DMU wise allocation of Funds, release of funds and targets for physical activities are attached as Annexure – I-B.</p> <p>The achievements (financial & physical) will be placed in the next meeting of GB on receipt of the UCs and PRs from individual DMUs.</p>

4	<p>Engagement of Project management consultant for the WBFBCEP</p> <p>(a) Approval for constitution of team for contract negotiation</p> <p>(b) Authorisation to Chief Project Director for signing the contract</p> <p>(c) Approval for payment of advances to the Project Management Consultants</p>	<p>(a) The constitution of the team was ratified by the Governing Body.</p> <p>(b) Ratification, as sought, was accorded by the Governing body.</p> <p>(c) The payment of advance to the Project Management Consultant was approved by the Governing Body, subject to the condition that the payment of advances should be released after the Bank Guarantee (as per terms of the contract) is received by the Society.</p>	<p>(a) No further action required.</p> <p>(b) No further action required.</p> <p>(c) The advance in INR amounting Rs. 76,80,368, including Rs. 8,44,868 as Service Tax, has been paid to the PMC. The advance in foreign currency was delayed due to late receipt of LC. The Statement of Performance has been sent to the PMC for adjustment of payment.</p>
5	<p>Modification/Addition of certain provisions of Operation Manual of the Society.</p> <p>(a) Modification in delegation of financial powers for sanction of advance to carry out project activities.</p> <p>(b) Modification in desirable qualifications for support staff of Project Management Units & Divisional Management Units.</p>	<p>(a) The modifications of delegation of financial powers of the Society as proposed are approved. The release of advances of 31.25 lakhs each, for the establishments of Central Nurseries to 6 DMUs is also approved post -facto.</p> <p>(b) The Governing Body considered the whole proposal and approved the proposal with modifications including modifications in the name of post and desirable qualifications as given in the table.</p>	<p>(a) Notification to be issued shortly.</p> <p>(b) Notification to be issued shortly.</p>

	<p>(e) Inclusion of provision for publication of various advertisements directly by the Society & selection of newspapers for publication of advertisements</p> <p>(f) Further revision in composition of the Governing Body of the Society</p>	<p>(e) The Chief Project Director, after obtaining the rates of publication from I&CA Dept, may advertise in suitable newspaper, depending upon the nature of advertisement and extent of circulation required. The provision may be included as a new sub-head-Publication-under chapter "Miscellaneous" of the "Operation Manual" of the society.</p> <p>(f) As against Para 2(i) above</p>	<p>(e) Notification to be issued shortly.</p> <p>(f) As per Para 2 (i) (b) above.</p>
6	Approval for formulation of Heads of Accounts	The Governing body approved the detailed Heads of Accounts for the purpose of the project and agreed to incorporate the same in Accounting Principles & Procedures approved by the GB in the meeting held on 25 th March, 2013. The Heads of accounts as approved by the GB is annexed as Annexure-1	Notification to be issued shortly.
7	Administrative & Financial approvals (a) Construction of building at Salt Lake, Kolkata	<p>(a) (i) Financial approval for the revised estimate of Rs. 1,22,09,327.57 (Rupees One crore twenty two lakhs nine thousand three hundred twenty seven & paise fifty-seven) only for the product is accorded.</p> <p>(ii) Chief Project Director is authorised to approve issuance of e-tender.</p> <p>iii) Chief Project Director should place the results of the tender to GB for acceptance & approval of the same.</p>	<p>(a) (i) No further action required.</p> <p>(ii) Approval for e-tender issued on 17.12.2013 by PMU.</p> <p>iii) The results of the tender are placed to GB for acceptance & approval of the same vide Agenda Item No. 14.</p>

	(b) Construction(extension) of building at Aranya Bhavan, SaltLake, Kolkata	<p>(b) (i) Financial approval for the revised estimate of Rs.2,50,23,746.95(Rupees Two crore fifty lakhs three thousand seven hundred forty-six & paise ninety-five) for the project is accorded</p> <p>(ii) Chief Project Director is authorised to approve issuance of e-tender.</p> <p>(iii) Chief Project Director should place the results of the tender to GB for acceptance & approval of the same.</p>	<p>(b) (i) No further action required.</p> <p>(ii) The approval of Plan from the Bidhannagar Municipality is still awaited. The process for e-tender will be taken up on receipt of the approval.</p> <p>(iii) No further action required in view of (ii) above.</p>																
8	Administrative & Financial approval for purchase of vehicles & motor-cycles for field staff	<p>After completion of all the procedures and formalities for selection of motor-cycles and vehicles, the committee should come up with specific recommendations, to be placed in the Governing body meeting.</p> <p>The hiring of office space(2140sqft) in the premises of West Bengal Co-operative Milk Producers' Federation Ltd at Salt Lake at the monthly rate of Rs 18.00 per sq. ft. with an increase of 10% on rate for each subsequent year, is approved. The approval will be effective from 1st May, 2013.</p>	<p>After completion of all the procedures and formalities, the recommendations of the committee for selection of motor-cycles and vehicles are placed as Agenda Item No. 13.</p> <p>No further action required.</p>																
9	Approval for hiring of office accommodation for project management unit																		
10	Approval for engagement of retired personnel on contract basis for Project Management Unit(PMU)	<p>(i) Approval accorded for engagement of retired personnel on contract basis as detailed below:</p> <table border="1"> <thead> <tr> <th>Sl. No</th><th>Position</th><th>Consolidated remuneration per month</th><th>No. of posts</th></tr> </thead> <tbody> <tr> <td>1</td><td>Accounts Officer</td><td>Rs.30000/-</td><td>1</td></tr> <tr> <td>2</td><td>Accountant</td><td>Rs. 15000/-</td><td>1</td></tr> <tr> <td>3</td><td>Office</td><td>Rs.15000/-</td><td>2</td></tr> </tbody> </table>	Sl. No	Position	Consolidated remuneration per month	No. of posts	1	Accounts Officer	Rs.30000/-	1	2	Accountant	Rs. 15000/-	1	3	Office	Rs.15000/-	2	<p>(i) The advertisement was made for the approved positions. However no applicant was found suitable to the requirements. One Accounts Officer, one Accountant and two Office Assts. were engaged through Webcon. Subsequently the engagement of Accounts Officer and Accountant was discontinued due to their unsatisfactory performance. At present one Accountant engaged through WTL has been</p>
Sl. No	Position	Consolidated remuneration per month	No. of posts																
1	Accounts Officer	Rs.30000/-	1																
2	Accountant	Rs. 15000/-	1																
3	Office	Rs.15000/-	2																

		<table><tr><th></th><th>Assistant</th><th></th><th></th></tr><tr><td>4</td><td>Joint Project Director(HRD/extension)</td><td>Rs.30000/-</td><td>1</td></tr><tr><td>5</td><td>Range Officer</td><td>Rs.15000/-</td><td>1</td></tr></table> <p>(ii) PMU is authorised to engage retired personnel on contract basis as approved in (i) above inviting applications through publication of notice.</p> <p>(iii) The maximum age of the candidates should not exceed 64 years. Necessary correction should be made in the draft notice for engagement of contractual staff.</p>		Assistant			4	Joint Project Director(HRD/extension)	Rs.30000/-	1	5	Range Officer	Rs.15000/-	1	<p>deployed in addition to JPD/HRD and Range Officer (both) retired personnel)</p> <p>(ii) Action taken as contained above in (i).</p> <p>(iii) The corrected Notice for Engagement of Contractual Staff was annexed as Annexure II to the minutes of the meeting.</p>
	Assistant														
4	Joint Project Director(HRD/extension)	Rs.30000/-	1												
5	Range Officer	Rs.15000/-	1												
11	Approval for engagement of contractual staff through service provider for Divisional Management Unit(DMUs)	<p>(i) The draft terms and conditions of engagement of service provider for support staff of PMU/DMU are approved. The draft terms and conditions of engagement of service provider for support staff is annexed as Annexure III.</p> <p>(ii) Tender may be floated by the respective Circles for engaging service provider against the distribution of support staff approved by the GB.</p>	<p>(i) No further action required.</p> <p>(ii) Tenders were floated by the respective Circles for engaging service provider against the distribution of support staff approved by the GB. However either no response was received against the tenders floated by the Circles or the bids were not approved. The engagement of Service providers through invitation of bids, therefore, could not be made.</p>												

		(iii) The distribution of the support staff DMU wise as approved is annexed as Annexure IV. Out of 87 (total position is 6+ 81=87), 67 positions have been distributed and approved. The remaining positions will be allotted to the proposed new DMUs or to existing DMUs in future, with approval of the Governing body.	(iii) The distribution of the positions was communicated to the Circles and DMUs vide letter no. 270/WBFBCP/9-1/13 dated 03.10.2013.
12	Approval for constitution of new Divisional Units(DMU)	<p>(i) DMUs for Monitoring Divisions and Silviculture Divisions need not be constituted.</p> <p>(ii) PMU should transfer fund to DFO Monitoring (North) and DFO Monitoring (South) for the purpose of monitoring of plantations under the Project.</p> <p>(iii) The Monitoring wing should be requested to prepare the Monitoring Plan for the purpose.</p> <p>(iv) Similarly, PMU should transfer funds to the DFOs of the three Silviculture Divisions against sanctioned works under the Project, viz: development of nursery protocol for identified species and other works.</p> <p>(v) The Silviculture Divisions should not be involved in the activity of production seedlings for the Territorial Divisions under the Project and should concentrate on Project works related to the Research.</p>	<p>(i) No further action required.</p> <p>(ii) No action required at the moment as the monitoring of plantations will take place at a later date.</p> <p>(iii) The minutes of the meeting was circulated to the PCCF, RMD for n.a.</p> <p>(iv) The issue is again place for consideration of the GB as Agenda Item No. 9.</p> <p>(v) The minutes of the meeting was circulated to the PCCF, RMD for information.</p>
13	Approval for selection of 2 nd batch of FPCs	The list of 280 Fpcs-- 230 in South Bengal and 50 in North Bengal--is approved. The list of the approved FPC is annexed as Annexure V.	The lists communicated to respective DMUs for preparation of micro-plans.
14	Approval for holding HPC meeting	The proposal of convening the HPC meeting is approved. The agenda notes may be prepared by the Chief Project Director and circulated to the members beforehand.	The first meeting of the HPC was convened on 17.09.2013. The minutes of the meeting are attached as <u>Annexure -I-C.</u>

15	Approval for Annual Plan & Budget for the year 2013-14	The annual Plan 2013-14 as placed before the Governing Body is approved. The approved APO is annexed as Annexure VI	The allocations to different DMUs were made to carry out the activities under the Project as per the approved APO. This is attached as <u>Annexure-IB</u>
16	Any other item	No further points were raised.	No action required.

Chief Project Director
WBFC Project

**Bank Account Details Of DMUs under
West Bengal Forest & Biodiversity Conservation Society**

Sl. No.	Name of DMU	Name of the Bank
1.	Medinipur DMU	United Bank of India
2.	Rupnarayan DMU	United Bank of India
3.	Kharagpur DMU	United Bank of India
4.	Jhargram DMU	Allahabad Bank
5.	Purulia DMU	Punjab National Bank
6.	Kangsabati North DMU	United Bank of India
7.	Kangsabati South DMU	Union Bank of India.
8.	Purulia Extension DMU	State Bank of India
9.	Bankura North DMU	Central Bank of India
10.	Bankura South DMU	Central Bank of India
11.	Panchet DMU	State Bank of India
12.	Burdwan DMU	State Bank of India
13.	Durgapur DMU	State Bank of India
14.	Birbhum DMU	UCO Bank.
15.	Nadia-Murshidabad DMU	State Bank of India
16.	Kurseong DMU	Central Bank of India
17.	Darjeeling DMU	Bank of India
18.	Baikunthapur DMU	State Bank of India
19.	Jalpaiguri DMU	Bank of India
20.	Coochbehar DMU	Central Bank of India
21.	Wildlife-I DMU	Bank of India
22.	Wildlife-II DMU	Bank of India
23.	Wildlife-III DMU	State Bank of India
24.	Buxa Tiger Reserve East DMU	State Bank of India
25.	Buxa Tiger Reserve West DMU	State Bank of India
26.	24 Parganas North DMU	Not Opened Yet
27.	24 Parganas South DMU	United Bank of India
28.	Malda DMU	Allahabad Bank
29.	Raiganj DMU	State Bank of India
30.	Siliguri Social Forestry DMU	Central Bank of India
31.	Jalpaiguri Social Forestry DMU	State Bank of India
32.	Howrah Social Forestry DMU	United Bank of India

Abstract

<u>Name of Bank</u>	<u>Total no. of DMUs</u>
United Bank of India	6 nos
Allahabad Bank	2 nos
Punjab Bank	1 no.
Union Bank of India	1 no.
State Bank of India	11 nos.
Central Bank of India	5 nos.
UCO Bank	1 no.
Bank of India	4 nos.
	31 nos.
A/c not yet opened	1 no.

Allocations of Targets - Physical & Financial to DMUs

Sl. No.	Circle	Divisional Management Unit (DMU)	Allocation (Rs. Lakhs)	Release (Rs. Lakhs)	Physical Targets Allotted										Total Allotment Circle (Rs. Lakhs)	Total Release Circle (Rs. Lakhs)
					Nursery New	Nursery Extn.	Micro-planning	Meetings	Workshops/ Trainings	Building Gr D	Building Gr C	Building R.O.	Procurement of Equipments for Squads			
1	Western	Medinipur DMU	60.920	33.750	1	2	13	13							180.468	97.475
2		Rupnarayan DMU	66.940	15.375	1	2	27	27	6							
3		Kharagpur DMU	52.508	48.35	1	1	16	16	6							
4		Jhargram DMU	0.100	0.000												
5	South-West	Purulia DMU	33.370	32.750	1		7	7	1						96.665	77.105
6		Kangsabati North DMU	44.570	33.50	1		24	24	6	1						
7		Kangsabati South DMU	18.625	10.855		1	20	20								
8		Purulia Extension DMU	0.100	0.000												
9	Central	Bankura North DMU	98.590	13.375	2	2	28	28	6						276.990	55.175
10		Bankura South DMU	68.140	16.325	1	2	22	22		1						
11		Panchet DMU	110.260	25.475	2	2	26	26			1	1				
12		Burdwan DMU	56.980	52.575	1	1	28	28		1						
13	South-East	Durgapur DMU	35.990	34.750	1		8	8	6						132.890	119.075
14		Birbhum DMU	39.820	31.750	1		8	8			1					
15		Nadia-Murshidabad DMU	0.100	0.000												
16		Kurseong DMU	23.360	0.000		1	12	12	6	1						
17	Hill														23.460	0.000

Annexure – I C

PROCEEDINGS OF THE FIRST MEETING OF THE HIGH POWER COMMITTEE OF WEST BENGAL FOREST & BIODIVERSITY CONSERVATION PROJECT HELD ON SEPTEMBER 17, 2013 AT WRITERS' BUILDINGS

The first meeting of High Power Committee (HPC) of West Bengal Forest & Biodiversity Conservation Project (WBFBDPC) was held on 17th September, 2013 in CM's Conference Room-II, Writers' Buildings. The following members and invitees were present –

Members:

- 1) Shri S. Mitra, Chief Secretary, GoWB -- Chairperson
- 2) Dr. S. K. Das, Addl. Chief Secretary, Forest Deptt. - Member
- 3) Shri S.B. Mondal, Principal Chief Conservator of Forests, HoFF, W.B. - Member
- 4) Shri K. Sathiavasan, Addl. Chief Secretary, Planning Department, GoWB. - Member
- 5) Shri N.C. Bahuguna, Principal Chief Conservator of Forests, Wildlife, WB. - Member
- 6) Shri S.K. Thade, Principal Secretary, Backward Class & Welfare Deptt., GoWB. - Member
- 7) Shri U. Bhattacharya, Principal Chief Conservator of Forests, General, WB. - Member
- 8) Shri S. Dhaundyal, Addl. Principal Chief Conservator of Forests, Finance & Chief Project Director, WBFBC Project – Member-Secretary

Special Invitees:

- 1) Shri S. Barari, Chief Conservator of Forests, Finance & Project Director (Fin) WBFBC Project
- 2) Shri S. Chaudhuri, Chief Conservator of Forests, Spl Dev. Project & Addl. Project Director (Impl) WBFBC Project

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

1. Presentation of project outline :

A brief presentation of salient features of the project including the targets, terms, conditions and funding etc. were presented in a power-point presentation by the Chief Project Director (CPD) for the benefit of all the members.

Decision:

This was an appraisal. No decision was required to be taken.

2. Status of the Project:

A brief on the status of the project was circulated earlier in the agenda note, which covered the following points. –

- a) Selection of Project Management Consultant (PMC) ;
- b) Establishment of Project Management Unit (PMU) and Divisional Management Units (DMUs) ;
- c) Setting up of exclusive PMU with CPD and other officials;

- d) Selection of Forest Protection Committees (FPCs), Eco-development Committees (EDCs) and micro-planning ;
- e) Release of funds for the project during financial year 2012-13 & 2013-14 ;
- f) Production of Quality Planting Materials (QPM) ;
- g) Construction of Administrative Building

Decision:

This was an appraisal. No decision was required to be taken.

3. Tree Plantation Outside Forest Areas (TPOF) :

It was explained by the CPD that 2800 ha. of plantations will be raised on land outside forest areas and beneficiary villages shall be selected for the purpose. As envisaged in the project document, a letter of consent needs to be signed between Forest Deptt., Gram Panchayat and selected beneficiaries, before the work is implemented. The co-operation of P & RD Deptt. was sought in this regard.

Decision:

(i) Efforts should be made to maximize the number of SC & ST beneficiaries in case of strip plantation under TPOF.

(ii) Govt./ Govt. sponsored Ashrams Schools, University & College campuses, especially the new Universities that are coming up in Cooch Behar and Asansol should be included in the programme for block plantation under TPOF.

(iii) Guidelines for selection of beneficiaries and implementation of works under TPOF should be framed by the project authorities in consultation with P & RD and BCW Deptt. These departments will cooperate with project authorities to finalize the guidelines and to select the beneficiaries in the Panchayat areas prior to implementation of the project works.

4. Community Development Component:

Under this project component, Income Generation Activities (IGA) shall be promoted through Self Help Groups (SHGs) in the 600 FPCs/ EDCs selected for this purpose. Seed fund of Rs. 1.0 lac each will be given to selected EDC/ FPCs. The CPD sought the cooperation of P & RD and BCW Deptt. for the constitution of the SHGs.

Decision:

(i) A frame work for possible activities under IGA and the course of implementation will be drafted by the project authorities during the micro-planning exercise. While finalizing the same, the inputs from P & RD and BCW Deptt. may be obtained.

(ii) Project authorities should consider taking up IGA activity in the field of Eco-tourism by capacity building and training of the FPC/EDC members as eco-guides in Tourism areas in the vicinity of forests.

5. Security Issues:

It was submitted by the CPD that, as per the project document, the security status of the LWE blocks of Paschim Midnapore, Purulia and Bankura districts should be confirmed by the

Forest Deptt. with Home Deptt. before implementation. Accordingly the block or parts of blocks shall be included or excluded for project implementation and project should be implemented only in areas where the law and order situation is peaceful. It was also informed by the CPD that the LWE affected blocks of all the above three districts have presently been kept out of the purview of the project.

Decision:

LWE affected areas i.e blocks, should not be taken up for implementation of the project for the time being.

6. Launch Workshop of the Project :

As suggested by JICA Mission in its review dated 26.02.2013, a state level launch workshop of the project should be organised to create awareness about the project and disseminate information to stake holders in the political and administrative set up and also to the non-government stakeholders. Opinion of the members was sought regarding organizing the workshop in the 2nd half of November or 1st half of December, 2013 to be inaugurated by the Hon`ble Chief Minister.

Decision:

The project authorities should send a note to the CM's office through the administrative deptt. requesting inauguration of the launch workshop by the Hon`ble Chief Minister between 2nd half of November and 1st half of December, 2013.

7. Any other item with the permission of the Chair.

No further points were raised and discussed.

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

(S. Mitra)
Chief Secretary, Govt. of West Bengal &
Chairperson
High Power Committee
West Bengal Forest & Biodiversity Conservation Project

Status Report

Launching of the Project

The Project has been formally launched by the Hon'ble Chief Minister, West Bengal on 16.12.2013 in a function held in the Science City Auditorium.

Establishment of HPC, Society and PMU

The Govt. of West Bengal vide its Notification No. 1048-For, dated 09.05.2012, has constituted the High-power Committee for the purpose of the implementation on the WBFBC Project.

The Govt. of West Bengal vide its Resolution No. 1450-For/FR/O/G/6M-12/12, dated 28.06.2012, declared to form a Society, the West Bengal Forest & Biodiversity Conservation Society, under the administrative control of the West Bengal in the Department of Forests for the smooth implementation of WBFBC Project.

The said Society has been granted registration under the West Bengal Societies Registration Act, 1961, w.e.f. 19th July, 2012.

The State Government, vide its no. 2623-For/G/6M-38/12 dated 21.12.2012, has adopted the resolution that the 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.

The Society, vide its notification no. 114/WBFBCP/7-1/13 dated 09.04.2013 has notified establishment of 32 (thirty-two DMUs). The bank accounts of 31 (thirty-one) DMUs have been opened.

43 FMUs have also been constituted under 15 DMUs till date.

Consolidation of Legal System for Institutionalization of Society and PMU

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

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.

Accounting Procedure for the Society has also been prepared and communicated to the DMUs.

Deployment of Staff

The proposal for setting up exclusive PMU for the Project has long been submitted. The approval of the Department of Finance, Govt. of West Bengal has been received on 03.02.2014. The cabinet approval for the same is awaited.

The Department of Forest, Govt. of W.B., has issued orders for the appointment of three (3) officers to the PMU, as Chief Project Director, Project Director, Finance and Project Director, Monitoring & Evaluation. The three officers have already joined their respective posts.

The Governing Body (GB) of West Bengal Forest and Biodiversity Conservation Society, in its meeting, held on 01.09.2013, has 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."

At PMU, 3 skilled and two unskilled support staff have been engaged through Service Providers (Webcon and WTL).

In addition the GB of the Society, in its meeting held on 01.09.2013, has 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 details of the staff working (as on 31.03.2014) at 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	G.O. no. 1360 dated 11.06.2012 & no. 880 dated 10.05.2013, placing Addl. PCCF, Finance as CPD in addition to his own duties	Non-reimbursable
2.	Project Director, Finance	G.O. no 58 dated 09.01.2014 in modification of G.O. nos. 1825 dated 13.08.2012 & no. 882 dated 10.05.2013, placing CCF, Finance as PD, Finance in addition to his own duties	Non-reimbursable
3.	Project Director, Monitoring & Evaluation	U.O. no. 212/ACSF/14 dated 14.03.14 read with letter No. 7280/PMC/2E-318 dated 06.12.2013 of PCCF, HoFF and G.O. nos. 1825 dated 13.08.2012 & no. 883 dated 10.05.2013, placing CF, Parks & Gardens as Addl. PD, Implementation in addition to his own duties	Non-reimbursable
4.	Joint Project Director, HRD	Selection on contractual basis through inviting applications from Retired personnel	Non-reimbursable
5.	Forest Ranger	Selection on contractual basis through inviting applications from Retired personnel	Non-reimbursable
6.	Accountant	Engagement on contractual basis through Service Provider	Reimbursable
7.	Office Assistant	Engagement on contractual basis through Service Provider	Reimbursable
8.	Office Assistant	Engagement on contractual basis through Service Provider	Reimbursable
9.	Office Attendent	Engagement on contractual basis through Service Provider	Reimbursable
10.	Office Attendent	Engagement on contractual basis through Service Provider	Reimbursable
11.	Office Attendent	O.O. no. 4773 dated 05.09.2013 placing one Orderly from PCCF Office to PMU	Non-reimbursable

In addition 7 Accountants and 11 Office Assistants-cum-computer Operators have been deployed to different DMUs till date.

Selection of FPCs

A complete list of FPCs of the Divisions was collected and exercise for selection of the second batch (200 Nos.) was carried out with the Heads of DMU during the last week of August, 2013. The FPCs have been selected on the basis of information submitted by the Divisions in respect of individual FPC and grading them on the basis of the detailed selection criteria finalized by WBFD and shared with JICA.

The process of selection and results has also been discussed in details with Head of each DMU and the respective Circle-in-Charge. It was seen that the data on FPCs was revised and updated by a number of Divisions in the second stage of selection, leading to discrepancies in scores secured by the FPCs, selected earlier in the first batch. This has resulted in either elimination or change in ranking of a few FPCs in a Division. The scores secured by an individual FPC in the present selection process have been taken as final. The list of 280 FPCs (230 in South Bengal and 50 in North Bengal) is finalized and also been approved by the GB in its meeting held on 01.09.2013.

[Note: FPCs falling within the LWE areas have not been selected so far]

Selection and Appointment of Consultants

The Contract was signed in July, 2013, between West Bengal Forest and Biodiversity Conservation Society, having its office at AranyaBhavan, LA 10A, Sector III, Salt Lake City, Kolkata 700 098, and consortium of Nippon Koei India Pvt. Ltd. (Lead Partner) having its corporate office at 12th Floor, B Wing, IFCI Tower, 61 Nehru Place, New Delhi 110019 and Nippon Koei Co., Ltd. having its registered office at 4, Kojimachi 5 Chome, Chiyoda Ku, Tokyo 102-0083, Japan.

JICA has conveyed its concurrence for the selection of the Project Management Consultant (PMC) and the contract for the services vide its memo no. JICA (ID) 25-523 dated July 26, 2013. The PMC has commenced the services w.e.f. 01.08.2013.

Till date following Manuals/Guidelines/Designs have been prepared by the PMC.

1. Guidelines for procurement NGOs
2. Baseline Survey-Economic Survey
3. Facilities & Equipment for Biodiversity Conservation
4. TOR for Wildlife Research topics
5. Equipment for GIS
6. Guidelines for Preparation of Micro-plan
7. Guidelines for Preparation of Forest Dwellers Development Plan
8. Nursery Techniques- Establishment of Infrastructure
9. Nursery Techniques- Production of QPM
10. Guidelines for Tree Plantation Outside Forest Areas

In addition Training Workshops have been organized with the help of PMC for micro-planning, GPS equipment and Project prescriptions.

15.44 Man Months (MM), against a total provision of 163 MM of PMC, have been utilized till 31.03.2014.

Preparation of Micro-plans

The exercise for preparation of micro-plans has been initiated in the field. Drafts for 11 micro-plans have been received. About 50 plans are near completion. It is expected that by 30th June, about 280 micro-plans will be completed.

Preparation of Management Manuals

Till date following Manuals/Guidelines/Designs have been prepared.

1. Standard Management Manual/ Guidelines for PMU-Operation Manual
2. Manual of Accounting Procedure for PMU
3. Manual of Accounting Procedure for DMUs
4. Manual of Accounting Procedure for FMUs and FPCs/EDCs
5. Guidelines for procurement NGOs
6. Baseline Survey
7. Facilities & Equipment for Biodiversity Conservation
8. Buildings
9. Equipments
10. Vehicles
11. Guidelines for Preparation of Micro-plan
12. Guidelines for Preparation of Forest Dwellers Development Plan
13. Nursery Techniques- Establishment of Infrastructure
14. Nursery Techniques- Production of QPM
15. Guidelines for Tree Plantation Outside Forest Areas

Sl. nos. 1 to 4 have been duly approved by the GB in its meeting held on 25.03.2013. Sl. nos. 5 to 10 have been finalised in consultation with PMC and the respective implementing wings.

Sl. nos. 11 to 15 require technical vetting before the same are put to GB for approval and circulation.

Production of Quality Planting Material

Central Nurseries are under establishment. Targets for establishment of 17 New Central Nurseries and for expansion of 18 existing Nurseries have been allotted to different DMUs. Funds have also been advanced to the respective DMUs for initiating 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.

The Central Nurseries are in the process of being established, but will take some more time to get fully functional. Owing to the declaration of the General Elections the issuances of work orders for procurement of Root Trainers have also been put on hold.

In the meantime, the seeding of all the major species, including Sal, has approached and the nursery stock will have to be built w.e.f. April-May, 2014 to have 1 year old QPM for the plantations to be raised in 2015. The issue was discussed at length in PMU and the Team Leader and Forestry Expert of the PMC was also consulted. The deliberations concluded that the seeding during the year 2014-

15, must be utilised for the creation of 2015 plantations by growing seedling stock in polypots kept on raised beds with improved potting medium.

It was also suggested that the requirement of QPM for raising 2014 plantations may be made through selection of seedlings from the existing stock, based on health, morphological characters and seed origin data to tide over the situation.

The proposed deviations will enable us to meet the targets of Plantations in the year 2014-15 to some extent and in 2015-16 to a great extent. As soon as the Root Trainers become available the Central Nurseries may phase out the polypots as per the prescriptions of the MoD.

JICA's consent for the same is awaited.

Construction of Administrative Buildings

The PCCF, HoFF, WB constituted a Committee to oversee the construction of new building at AE-391, Salt Lake, Kolkata and extension of Aranya Bhawan, Salt Lake, Kolkata to be constructed under West Bengal Forest & Bio-diversity Conservation Project.

The GB has also approved estimates for these project for Rs. 1,22,09,327.57 (Rupees One crore twenty-two lakhs nine thousand three hundred twenty-seven &paise fifty-seven) and Rs. 2,50,23,746.95 (Rupees Two crore fifty lakhs twenty-three thousand seven hundred forty-six &paise ninety-five) respectively based on current PWD Schedule. It has been duly vetted by the Chief Engineer, West Bengal Zoo Authority, Zoological Garden, Alipore. Chief Project Director has also been authorized by the GB to approve issuance of e-Tenders. The process for the same is under progress.

No bids were received against first and second calls for tender for construction of new building at AE-391, Salt Lake, Kolkata through e-tender portal. Against third call, e-tender was opened on 11/03/2014 and it was found that only one tenderer submitted Technical Bid. On finding the Technical bid in order, the Financial Bid was opened on 14.03.2014.

The rate quoted by M/s Anil Kr. Bose, the only bidder, is Rs. 1,25,73,328.00 only which is 2.98% higher than the estimated cost of Rs. 1,22,09,485.00.

The process of finalising the agreement formalities and issuance of work order will be taken up on approval of the GB.

The targets for construction of buildings for field staff have been communicated to the DMUs and the funds for the purpose are also placed to the DMUs which have submitted the estimates and locations of the buildings.

Trainings

Training Workshops for Frontline staff and FPC members have been organized for hands-on experience of microplan preparation. Frontline staff (260 nos.) and FPC members (about 10000 nos.) have participated in these trainings.

Hands on trainings (4 nos.) have also been conducted by the MIS & GIS Expert of the PMC for the field staff (100 nos.) of Western, Central, South East and South West Circles.

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. An experience sharing session will be organized with the visiting teams, shortly.

Procurements

Vehicles

The PCCF, HoFF, WB, constituted a Committee to decide on the model of Motor-cycles & Vehicles with justification for procurement under the WBFBC Project and to decide upon the distribution of the same.

There is provision for procurement of 10 vehicle and 100 motor-cycles to field units under the Project. The Committee discussed in details regarding suitability and specifications of different modes of vehicles and motor-cycles for procurement under the Project.

Based on all features, Mahindra Scorpio with 2 wheel drive, model EX with AC & Power Steering (7/9 seater) was selected for field units. For vehicle to be purchased at Head Qtrs, Maruti Suzuki Ertiga Model VDI Diesel was selected based on features. For motor cycles, Model Hero Super Splendor was selected, based on mileage, seat design, engine power & cost of the model and suitability on forest roads.

The vehicles and motorcycles will be procured through DGS & D rate contract on approval from GB. The allocation of motor-cycles and vehicles, so procured, to the units implementing the Project, would be finalised and approved by the PCCF, HoFF.

GIS Equipment

An inventory of the equipment with the Divisions has been carried out. The further requirement and the specification of the different equipment have been suggested by the MIS & GIS Consultant of the PMC. The same have been approved on 05.02.2014, by the Procurement Committee, constituted for the purpose by the PCCF, HoFF, W.B.

Equipment under Biodiversity Conservation Component

The list of equipment and its specifications has been finalized in consultation with the PCCF, Wildlife, W.B., his officers and the Biodiversity Conservation Expert of the PMC. The lists have been communicated to the respective DMUs for procurement and distribution to the Squads (in N. Bengal and Sundarban Tiger Reserve).

Budgetary Sanction

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.

During FY 2013-14, funds to the tune of Rs. 4.69 crores have been released to DMUs for implementation of the Project Activities such as establishment of Central Nurseries, Micro-planning and construction of Staff quarters.

Expenditure to the tune of Rs. 2.41 crores (consisting of reimbursable and non- reimbursable parts) has been booked (unaudited figures) till 31.03.2014.

Reimbursement Claims for Rs. 1,76,90,026.00 were submitted to JICA during the year. All the claims have been reimbursed by JICA till 29.03.2014.

Chief Project Director
West Bengal Forest and Biodiversity Conservation Project

Annexure - III

FORM NO. 10B

(See Rule 17B)

Audit Report Under Section 12A (b) of the Income Tax Act, 1961
In case of Charitable or Religious Institutions

We have audited the Balance Sheet of WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION SOCIETY (the Society) as at 31st March 2013 and Statements of Expenditure and Receipts & Payments for the period ended on that date, which are in agreement with the books of account maintained by the Society. Preparation of the Financial Statements is the responsibility of the Society and our responsibility is to express an opinion based on our audit.


We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion proper books of account have been kept by the Society so far as appears from our examination of the records.

In our opinion and to the best of our information and according to the explanations given to us the said Financial Statements read with the notes attached thereto present fairly the position of WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION Society:

- (i) In case of Balance Sheet of the state of affairs as at 31st March 2013, and
- (ii) In case of Statements of Expenditure and Receipts & Payments of the financial activities for the period ended on 31st March 2013.

Kolkata
11th March 2014

For Das & Associates
Chartered Accountants
Firm Regn. No.: 317012E


11.03.2014



(M. K. Nayak) Partner
Membership No. 301980

WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION SOCIETY

Aranya Bhawan, Block LA-10A, Sector-III, Salt Lake City

Kolkata-700 098

Notes on Accounts

1. General Information and Objective

West Bengal Forest & Biodiversity Conservation Society (The Society) has been established by the Order of the Government of West Bengal dated 9th May 2012, vide registration no S/IL/93991/2012-2013 with the intention to strengthen the joint forest management in the form of arresting land degradation and enhancing the capacity of local people for higher income generation, thereby improving the livelihood for forest dwellers and other forest dependent communities. Further objectives of the Society are among others: to improve forest ecosystem, to conserve biodiversity and to improve livelihood by undertaking afforestation, regeneration, wildlife management and income generation activities including building of institutional capacity, thereby contributing to environmental conservation and harmonized socio-economic development of the State of West Bengal. The Society is formed on 19th July 2012 under the West Bengal Societies Registration Act, 1961 and is to function under the guidance of the Department of Forests, Government of West Bengal.

Funding of the Society will be done by the Government of India by obtaining a loan from Japan International Cooperation Agency (JICA) vide agreement no. ID-P223 dated 29th March 2012 between JICA and the President of India, which will be channeled through the Government of West Bengal. However, the Society has not been made accountable for the repayment of the loan. Accordingly, the fund received by the Society is being considered as Capital contribution and reflected in the accounts.

After being formed on 19th July 2012 the first fund transfer took place on 26th March 2013 upon submission of requisition as a budgetary allocation, even though no activity was carried out during the financial year as well as there was no disbursement.

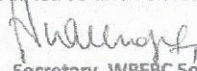
2. Significant Accounting Policies

i) Based on the objectives of the Society the funds received are reflected in the accounts as Capital contribution on a cash basis;

ii) 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.

iii) 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


11.03.2014



11.03.14
Secretary, WBFBC Society
Secretary
West Bengal Forest and Biodiversity Conservation Society

in the Statement of Expenditure and in the Balance Sheet;

iv) To the extent feasible expenditure shall be accounted for on an accrual basis.

3. Preliminary Expenditure

Even though the Society has been in the process of being created since 9th May 2012, expenditure that has been incurred for the purposes and on behalf of the Society has been absorbed by the Department of Forest, Government of West Bengal. Consequently, no preliminary expenditure has been reflected in these accounts. The Society has decided to recognize the expense based on the claims lodged.

4. Statement of Expenditure

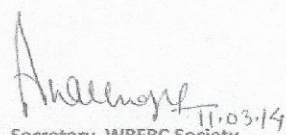
There has been no operation during the relevant financial period pertaining to the designated activities of the Society and consequently, no expenditure has been reflected in the Statement of Expenditure apart from accrual of audit fee.

However, the Governing Body of the Society in its meeting held on 6th August 2012 approved a budget of Rs. 541.00 Lacs for 2012-13 Financial Year and directed the Society to ask for release of 25% of the said Rs. 541.00 Lacs. This has been received during late March 2013 and kept in a Classic Savings Account (CLSB) with Corporation Bank, NUJS Branch. No expenses have been recognized in the Statement of Expenditure for the 2012-13 Financial Year since the functioning of the Society was in the process of finalization.

5. Structure and Commitment of the Society

According to the Rules and Bye Laws the overall responsibility of the Society lies on a Governing Body in which various senior officials of Forest Department of the Government of West Bengal and the Chief Executive Officer/Chief Project Director (CEO/CPD) as the Member /Secretary, are ex-officio members. The activities of the Society shall vest in a Project Management Unit (PMU) comprising different level personnel of Forest Department of the Government of West Bengal and headed by the CEO. There shall also be Divisional Management Units (DMU) who will function under the guidance of PMU. At the grass root level Field Management Units (FMU) will be set up who shall ensure project implementation at the Range level.


11-03-2014



11.03.14
Secretary, WBFBC Society
Secretary
West Bengal Forest and Biodiversity Conservation Society

WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY

Aranya Bhawan, Block LA-10A, Sector-III, Salt Lake City
Kolkata-700 098

Balance Sheet as at 31st March 2013

CAPITAL & LIABILITY	NOTES	AMOUNT(Rs)	ASSETS	NOTES	AMOUNT(Rs)
CAPITAL:					
Capital Grant	2	1,35,25,000.00	Cash at Bank:		
Capital Grant in the form of			Balance with		
Interest on bank deposit	2	6,917.00	Corporation Bank. NUJS Br.		
of the principal Capital Grant		1,35,31,917.00	Branch, CLSB Account		1,35,31,917.00
LIABILITY			Statement of Expenditure	4	8,000.00
Audit Fees Outstanding	4	8,000.00			
		1,35,39,917.00			1,35,39,917.00

Pro. Dir.
Project Director, Finance
WBFCB Project

Amalendu
Secretary, WBFCB Society

Chair-person
Chair-person, WBFCB Society



M. Dasgupta
For DASH & Associates
Chartered Accountants
Firm Regn. No.: 317012E

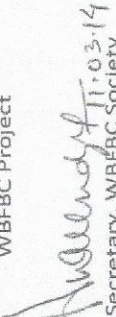
WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY


Aranya Bhawan, Block LA-10A, Sector-III, Salt Lake City
Kolkata-700 098

STATEMENT OF EXPENDITURE FOR THE PERIOD ENDED 31ST MARCH 2013


EXPENDITURE	AMOUNT(Rs)	Balance Carried to Balance Sheet	AMOUNT(Rs.)
Audit Fee	8,000.00		8,000.00
	8,000.00		8,000.00


Project Director, Finance
WBFC Project


Secretary, WBFC Society
11.03.14


Chairperson, WBFC Society




For Dash & Associates
Chartered Accountants
Firm Regn. No.: 317012E

WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY

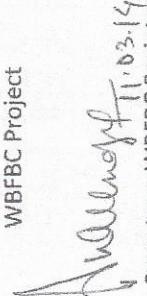
Aranya Bhawan, Block LA-10A, Sector-III, Salt Lake City

Kolkata-700 098

STATEMENT OF RECEIPTS & PAYMENTS FOR THE PERIOD ENDED 31ST MARCH 2013


RECEIPTS	AMOUNT(Rs)	PAYMENTS	AMOUNT(Rs.)
Opening Bank Balance	0.00		
Capital Grant Received from the Government of West Bengal	1,35,25,000.00		
Interest Received on Bank Deposit	6,917.00		
		By Closing Bank Balance	1,35,31,917.00
			1,35,31,917.00


Project Director, Finance
WBFBC Project


Secretary, WBFBC Society


Chair-person, WBFBC Society




For DASH & Associates
Chartered Accountants
Firm Regn. No.: 317012E

Annexure-IV

Engagement of the Personnel on Contractual Basis

Terms & Conditions

1. Eligibility Criteria:

The applicant must not have been punished in any Departmental Proceedings during his service career.

A retired officer against whom a Vigilance case or Criminal prosecution or disciplinary proceeding is pending shall not be eligible for such engagement.

2. Age:

Maximum age should not exceed 65 years

3. Qualifications:

An applicant should possess minimum qualification as specified below against each position. In addition, he should have good working knowledge of English.

Position	Qualifications
Field Supervisor	The candidates must be a Science Graduate.
Field Assistant	The candidate must be a Graduate in any of the subjects of Social Science Group.

4. Experience:

An applicant should preferably have an experience, as specified below against each position:

Position	Experience
Field Supervisor	Must have knowledge of working with computers and be able to work with MS Office and Excel. Experience of working as Assistant DFO/Additional DFO/Divisional Forest Officer for not less than 10 years
Field Assistant	Must have knowledge of working with computers and be able to work with MS Office, Excel and Tally etc. Experience of working in Rural/Community Development or similar schemes for not less than 3 years.

6. Selection Process:

The engagement of the personnel shall be on contract basis for a maximum period of one year.

Write in interview 7, 11

The final selection of the candidate shall be made by a committee, constituted for the purpose. The committee may interview the prospective candidates. In case of large number of applications, the committee may shortlist the candidates (upto a maximum of 10) after screening the applications and assigning marks to each applicant on the criteria of Qualification and Experience.

7. Role and Responsibilities of the persons to be engaged:

The engaged personnel will report to the respective Circle In Charge of the Circle.

7.1 Field Supervisor

- i. To extend support to DMUs in coordination, guidance and monitoring in the field for activities such as selection of planting sites, preparation and submission of accounts of FMUs and DMUs, organising trainings on nursery and plantation techniques, micro-planning, accounting procedures and preparation of business plans of SHGs etc.
- ii. Assist & submit updated information to respective CF/CCF in the field of co-ordination and organization after interacting with various organizations for training of DMU/ FMU/ SHG/ FPC / EDC. Study Tours / Training (National & International) of personnel associated with the Project.
- iii. Conduct public awareness campaign in Project area through publication, guidance and orientation, before Micro Plan preparation and during Project implementation, to obtain strong community support for the Project, particularly in security concerned areas.
- iv. Provide proper guidance for implementing TPOFA to individual beneficiaries to explain the duties, responsibility and rights of individual beneficiaries and Gram Panchayat.

7.2 Field Assistant

- i. To extend support to Field Supervisor in all above activities.
- ii. Computer data entry and other operations
- iii. Any other related functions as may be allotted by the Field Supervisor.

8. Remuneration:

The selected candidate will be paid a fixed consolidated remuneration package per month.

8.1 Field Supervisor

The remuneration shall be fixed as the last drawn pay and allowance drawn by the officer less the amount of pension to be drawn/being drawn by him/her or Rs. 30000/- per month whichever is less.

8.2 Field Assistant

Fix remuneration of Rs. 15000/- per month, subject to the condition that in case of a retired personnel, the pension plus remuneration drawn by him should not exceed the last pay including DA drawn by the official at the time of retirement.

If the incumbent(s) is/are required to go on tour outside Head Quarters, he will be entitled to Traveling Allowance and Daily Allowance as prescribed for such workers in the Operational Manual of the Society.

No reimbursement for medicine/medical articles purchased, diagnostic test or treatment received will be allowed.

9. Leave:

Working hours and holidays for the engaged personnel shall be as per the orders of Government of West Bengal. The engaged personnel will be required to work full time for 5 days in a week and will normally be entitled to weekly off days. Payments for periods of less than one month shall be calculated on a calendar – day basis (one day being equivalent to 1/30, 1/31, 1/28 or 1/29 of a month as the case may be). However, if required, the engaged personnel may be called for work on holidays. Provided that, for work or any weekly off day/declared holiday, in exigency, the engaged personnel will be entitled to monetary compensation on pro rata on calendar day basis for the same.

The engaged personnel will be entitled to 12 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement), which may be availed of with prior approval of the Head of the Office. For any unauthorized absence in excess of 12 days, pro-rata deduction will be made from the consolidated remuneration.

10. Termination:

The engagement will be for a maximum period of 1 (one) year. The contract will be valid either up to the date when the contract staff attains 65 years of age or one year from the date of engagement, whichever is earlier and on expiry of the said period, the contractual engagement will be automatically terminated.

However, on expiry of the contract, the Society reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.

The contractual engagement may be terminated by giving one month's notice from either side.

However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory/detrimental to the interest of the Society.

The period of the contract appointment shall not be counted as Government service for the purpose of pension or any other retirement benefits.

WEST BENGAL FOREST AND BIODIVERSITY PROJECT

Annual Plan of Operations 2014-2015

Group	Major	Sub Major	Component	Minor	Detail	Sub Detail	Unit	Rounded Rate for 2014-15 (Rs.)	Physical Targets as per MoD	Financial for 14-15 with Escalations as per MoD (Rs)
A	Reimbursible									
	I		Procurement / Construction							
		1	Afforestation and Allied Works							
			1A	Afforestation of Degraded Forest Land in Recorded Forest Area						
			1A1	Plantation of High Yielding Eucalyptus hybrid clones in South West Bengal			Ha			
					Soil work & Creation	Labour		26,500.00	150.0	39,75,000.00
					Soil work & Creation	Material		4,250.00	150.0	6,37,500.00
				TOTAL						46,12,500.00
			1A2	Plantation of Sal and Associate in South West Bengal			Ha			
					Soil work & Creation	Labour		36,750.00	1150.0	4,22,62,500.00
					Soil work & Creation	Material		14,900.00	1150.0	1,71,35,000.00
				TOTAL						5,93,97,500.00

[illegible]

1B	Tree Planting Outside Forest Area (Social Forestry)								
1B1	Strip Plantation in Road side/Canal side/Railway side					Ha			
			Advance	Labour			7,500.00	470.0	35,25,000.00
			Advance	Material			1,600.00	470.0	7,52,000.00
			Creation	Labour			39,300.00	470.0	1,84,71,000.00
			Creation	Material			3,600.00	470.0	16,92,000.00
	TOTAL								2,44,40,000.00
1B2	Block Plantation in non-forest land					Ha			
			Advance	Labour			7,500.00	470.0	35,25,000.00
			Advance	Material			1,600.00	470.0	7,52,000.00
			Creation	Labour			34,600.00	470.0	1,62,62,000.00
			Creation	Material			3,600.00	470.0	16,92,000.00
	TOTAL								2,22,31,000.00
1C	Soil & Moisture Conservation in Forestry Treatment Areas.								
1C1	Plantation of High Yielding Eucalyptus hybrid clones in South West Bengal			Labour		ha	7,850.00	150.0	11,77,500.00
1C2	Plantation of Sal and Associate in South West Bengal			Labour		ha	7,850.00	1150.0	90,27,500.00
1C3	Plantation of Quick Growing Small Timber, Fuel & Fodder Species			Labour		ha	7,850.00	2000.0	1,57,00,000.00
1C4	Enrichment of Degraded Forests of South West Bengal through Coppice Regeneration			Labour		ha	7,850.00	2500.0	1,96,25,000.00
	TOTAL								4,55,30,000.00

		1D	Production of Quality Planting Material			No.			
			1D3	Prodcn. of 1 yr old qlty clone @ 2000/ha 1st yr	Works		4.80	300000.0	14,40,000.00
			1D3	Prodcn. of 1 yr old qlty clone @ 2000/ha 2nd yr	Works		1.20	300000.0	3,60,000.00
			1D4	Prodcn of 1 yr old qlty seedling @ 2000/ha 1st yr	Works		4.85	7360000.0	3,56,96,000.00
			1D4	Prodcn of 1 yr old qlty seedling @ 2000/ha 2nd yr	Works		2.40	7360000.0	1,76,64,000.00
				TOTAL					5,51,60,000.00
			TOTAL AFFORESTATION & ALLIED WORKS						
		2	Biodiversity Conservation						
		2A	Habitat Management						
			2A1	Grassland restoration and fodder tree planting in PAs in the North Bengal		Ha			
					Advance		13,550.00	70.0	9,48,500.00
					Advance		1,950.00	70.0	1,36,500.00
				TOTAL					10,85,000.00
			2A2	Bamboo under-planting in Mahananda WS		Ha			
					Advance		13,550.00	20.0	2,71,000.00
					Advance		8,000.00	20.0	1,60,000.00
				TOTAL					4,31,000.00

			4C2	Equipment for GIS/MIS Pilot Project	GIS Pilot Project	Equipment	LS	6,05,70,000.00	0.0	0.00
				TOTAL						0.00
			4C3	Purchase of vehicles including motorbikes for better mobility of staff and officers						
					Purchase of Vehicles	Vehicle Purchase	No.	12,11,000.00	0.0	0.00
				TOTAL						0.00
			4C4	Miscellaneous management inputs						
					Incremental staff DMU	Skilled	MY	2,91,000.00	50.0	1,45,50,000.00
					Incremental staff DMU	Semi-Skilled	MY	1,45,000.00	25.0	36,25,000.00
					Incremental staff PMU	Skilled	MY	2,91,000.00	4.0	11,64,000.00
					Incremental staff PMU	Semi-Skilled	MY	1,45,000.00	2.0	2,90,000.00
					Extension Workers		No.	12,100.00	120.0	14,52,000.00
					Audit (PMU)		LS	5,000.00	1.0	5,000.00
					Audit (DMU)		LS	5,000.00	33.0	1,65,000.00
					Audit (JFMC, EDC)		LS	5,000.00	600.0	30,00,000.00
					PMU operation cost	Office expenses	LS	1,21,14,000.00	0.1	12,11,400.00
					PMU operation cost	Office equipment	LS	48,45,000.00	0.1	4,84,500.00

	IV	VAT					2,40,00,000.00
	V	Import Tax					0.00
	TOTAL B (I+II+III+IV+V)						9,19,79,000.00
C	Interest During Construction						
	I	Interest during Construction (Const.)					64,86,000.00
	II	Interest during Construction (Consul.)					0.00
	TOTAL C						64,86,000.00
D	Commitment Charge						32,43,000.00
	TOTAL D						32,43,000.00
	GRAND TOTAL (A+B+C+D)						74,11,00,600.00

Chief Project Director
WBFCB Project