

51  
West Bengal Forest and Biodiversity Conservation Society  
Office of the Chief Project Director  
Block LB-2, Sector III  
Salt Lake City, Kolkata -700098

No.: 2207 / WBFBC / 7-5/14

Dated: 20.12.2014

To,

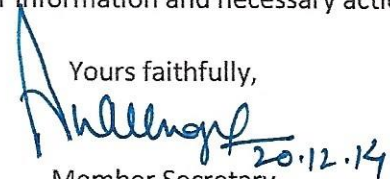
1. The Principal Chief Conservator of Forests, Head of Forest Force, West Bengal
2. Sri R. Sinha  
Managing Director, West Bengal Forest Development Corporation Ltd.
3. Sri U.K. Bhattacharya  
Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal
4. Sri A. Zaidi  
Principal Chief Conservator of Forests, General, West Bengal
5. Sri P. Shukla  
Principal Chief Conservator of Forests, Research, Monitoring & Development, W.B.
6. Sri N.K. Pandey  
Addl. Principal Chief Conservator of Forests, Human Resource Development and Vigilance, West Bengal
7. Sri R.R. Pandey  
Addl. Principal Chief Conservator of Forests, Research & Monitoring
8. Dr. P. Vyas  
Addl. Principal Chief Conservator of Forests, Wildlife
9. The Addl. Principal Chief Conservator of Forests & Director,  
Sundarban Biosphere Reserve
10. Sri Shomit Ghosh  
Joint Secretary to the Government of West Bengal, Department of Finance
11. Sri S. Moitra  
Additional Secretary to the Government of West Bengal, Department of Forests
12. Sri S. Sen  
Addl. Principal Chief Conservator of Forests, CAMPA & Nodal Officer FCA
13. Sri R.K. Mahtolia  
Managing Director, West Bengal Wasteland Development Corporation Ltd
14. Dr. B.R. Sharma  
Spl. Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests, PGL & I
15. Sri R.R.P. Singh  
Spl. Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests, Res. & Dev.
16. Sri P.T. Bhutia  
Spl. Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests, Northern Circle
17. Dr. R.P. Saini  
Spl. Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests, Hill Circle

**Sub.: 2<sup>nd</sup> Annual General Body Meeting of the West Bengal Forest & Biodiversity Conservation Society.**

Sir,

Kindly find enclosed minutes of 2<sup>nd</sup> Annual General Body Meeting of the West Bengal Forests & Biodiversity Conservation Society, held on 27.11.2014 in the Conference Hall (1<sup>st</sup> Floor) of Aranya Bhawan, Block LA-10A, Sector-III, Salt Lake City, Kolkata-700 098, for information and necessary action.

Yours faithfully,

  
20.12.14

Member Secretary

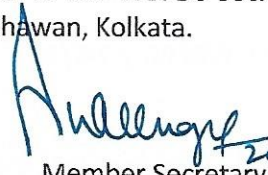
Governing Body, WBFBC Society

Encls.: As stated above

No.: 2208 / WBFBC / 7-5/14

Dated: 20.12.2014

Copy forwarded for information to Sri C. Sinha, Chairperson of the WBFBC Society & Principal Secretary to the Govt. of West Bengal, Forest Department, Aranya Bhawan, Kolkata.

 20.12.14

Member Secretary  
Governing Body, WBFBC Society

**West Bengal Forests & Biodiversity Conservation Society**  
**2<sup>nd</sup> General Body Meeting of the Governing Body**

The 2<sup>nd</sup> General Body Meeting of the West Bengal Forest and Biodiversity Conservation Society (WBFBCS) was held on 27<sup>th</sup> November 2014. The following persons were present.

**Members:**

1. Shri C.Sinha, Principal Secretary, Dept. of Forests, West Bengal – Chairperson
2. Shri U.K. Bhattacharya, Principal Chief Conservator of Forests, Wildlife and Chief Wildlife Warden, West Bengal - Member
3. Shri A. Zaidi, Principal Chief Conservator of Forests General, West Bengal – Member
4. Shri P.Shukla, Principal Chief Conservator of Forests Research, Monitoring & Development – Member
5. Shri N.K.Pandey, Addl Principal Chief Conservator of Forests, Human Resource Development – Member
6. Shri R.R.Pandey, Addl Principal Chief Conservator of Forests Research and Monitoring - Member
7. Shri R.K Mahtolia, Managing Director, West Bengal Wasteland Development Corporation Ltd. –Member
8. Dr. Brijraj Sharma, Spl. Addl Principal Chief Conservator of Forests & CCF, PGLI
9. Dr. P.T. Bhutia, Spl. Addl Principal Chief Conservator of Forests and Chief Conservator of Forests Northern Circle, West Bengal
10. Shri S.Dhaundyal, Chief Project Director, WBFBC Project –Secretary

**Invitee Members**

11. Shri S.Barari, Spl Addl Principal Chief Conservator of Forests and Project Director (Finance), WBFBC Project
12. Shri S. Chaudhuri, Chief Conservator of Forests and Project Director (Implementation), WBFBC Project

The agenda notes were circulated to all the members well in advance. The agenda wise discussions were held and decisions taken. These are given below:

**1. Annual Report 2013-14 :**

The Annual Report 2013-14 of the West Bengal Forest and Biodiversity Conservation Project which was circulated with the Agenda notes in advance was presented before the General Body for discussion. The report highlighted the item wise target and achievements during 2013-14.

**Decision:**

- (i) *The Annual Report 2013-14 was accepted by the members.*
- (ii) *A small correction was pointed out by the members at page 21 of the report, where CF North West was wrongly typed as CF North. This was corrected. The corrected report is given in Annexure 1.*

**2. Audit Report 2013-14 :**

The audited accounts of 2013-14 of the Society which was circulated with the Agenda notes was placed before the General Body for acceptance.

**Decision:**

*The audited account of 2013-14 was accepted by the members of the General Body.  
Copy of the accepted Audit Report 2013-14 is given in Annexure 2.*

The meeting ended with a vote of thanks to and from the chair.

Sd/- (C. Sinha)  
Chairperson, WBFBC Society



Annexure - 1

Annual Report 2013-14

West Bengal Forest & Biodiversity Conservation

Project (ID – P223)

## Introduction

Based on the Exchange of Notes between the Government of Japan and Government of India (GOI), Japan International Cooperation Agency (JICA) has extended a loan to implement the "West Bengal Forest and Biodiversity Conservation 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 objectives of the Society are:

- a) To improve Forest eco-system and to conserve biodiversity by undertaking afforestation, regeneration and wildlife management activities through Joint Venture Management approach, including institutional capacity development, thereby contributing to environmental conservation and harmonious socio-economic development of West Bengal.
- b) To strengthen the Joint Forest Management, to arrest land degradation and also to enhance the capacity of local people for higher income generation and thereby improving the livelihood of forest dwellers and other forest dependent communities.
- c) To adapt an integrated approach for forest and biodiversity conservation.
- d) To adapt an integrated approach to implement the objectives noted at a, b & c above.
- e) To highlight the necessity of the Institutional Capacity Development of the West Bengal Forest Development and of the Community Development Component in the Forest Sector of the State of West Bengal.

## The Society

The membership of the said Society consists of—

- i) All members of Governing Body of the Society.
- ii) All officers of Indian Forest Service in the rank of Addl. PCCF under the State Government.
- iii) All Invitee members who will be inducted by the Governing Body of the Society.

The members of the Governing Body of the Society and their designation are as follows:

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>
(i)	Addl. Chief Secretary / Principal Secretary to Govt. of West Bengal, Department of Forests	Chairperson
(ii)	Principal Chief Conservator of Forests, Head of Forest Force, West Bengal	Member
(iii)	Principal Chief Conservator of Forests, General, West Bengal	Member
(iv)	Principal Chief Conservator of Forests, Wildlife and Chief Wildlife Warden, West Bengal	Member
(v)	Special Secretary to the Govt. of West Bengal, Department of Finance	Member
(vi)	Special Secretary to the Govt. of West Bengal, Department of Forests	Member
(vii)	Managing Director West Bengal Forest Development Corporation Ltd.	Member
(viii)	Managing Director West Bengal Wasteland Development Corporation Ltd.	Member



- |       |   |                  |
|-------|---|------------------|
| (ix)  | Addl. Principal Chief Conservator of Forests, Human Resource Development and Vigilance, West Bengal                       | Member           |
| (x)   | Addl. Principal Chief Conservator of Forests - looking after Social Forestry  | Member           |
| (xi)  | Principal Chief Conservator of Forests / Addl. Principal Chief Conservator of Forests - looking after Research & Training | Member           |
| (xii) | Project Director, WBFBC Project   | Member-Secretary |

### **Structure and Commitment of the Society**

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.

According to the Rules and Bye overall responsibility of the Society lies on a Governing Body in which senior officials of Forest Department Laws of the Society, the of the Government of West Bengal are ex-officio members. The Governing Body (GB) headed by the Addl. Chief Secretary to the Govt. of West Bengal, will monitor the financial and physical targets to review the work of PMU and provide necessary assistance and direction from time to time.

The activities of the Society shall vest in a Project Management Unit (PMU) comprising personnel of Forest Department of the Government of West Bengal at different levels and headed by the Chief Project Director.

PMU shall function for the overall project coordination, procurement management, financial management including collating the expenditure statements from field offices and preparation and submission of reimbursement claims to JICA, monitoring and evaluation, and preparation of reports such as Quarterly Progress Reports (QPR) and Project Completion Report (PCR).

There shall also be Divisional Management Units (DMU) who will function under the guidance of PMU.

DMUs will implement the activities of the project in the Division and assist the PMU in planning, fund management, work progress monitoring and documentation at the field level. The DMUs will receive project fund from PMU for the execution of the works and disburse it to project implementers such as FMUs/JFMCs/EDCs/SHGs/NGOs. The rules and the regulations of the West Bengal Forest Department and instructions issued by PMU from time to time will be followed by concerned officers heading DMU in execution of the works of the Project.

At the grass root level Field Management Units (FMU) will be set up who shall ensure project implementation at the Range level.

**FMU** will be created within the office of Range Officer (RO). FMU will have following major functions:

- 1) Execution of works
- 2) Technical support to JFMCs, EDCs and SHGs etc. at the village level. At the field level, concerned Division Management Units (DMU) will monitor the functioning of FMUs.



## The Project

The objective of the West Bengal Forest and Biodiversity Conservation Project is to improve forest ecosystem, conserve biodiversity and improve livelihood means by undertaking afforestation, regeneration, wildlife management and income generation activities through Joint Forest Management approach, including institutional capacity development, thereby contributing to environmental conservation and harmonized socio-economic development of West Bengal.

The Loan Agreement was signed on 29<sup>th</sup> March 2012 between JICA and the Government of India. The Executing Agency on behalf of GOI is West Bengal Forest Department (WBFD), through the West Bengal Forest and Biodiversity Conservation Society.

The total project cost is Rs. 4060 million. Eligible (Reimbursable) Portion of the project is Rs. 3444.00 million and the Non-eligible (Non-reimbursable) Portion of the project is Rs. 617.00 million.

The Project is of 8 years duration, starting from 2012-13 to 2019-20 in consideration of capacities of stakeholders and time required to conduct activities in sustainable manners.

The project is divided into 3 phases; Preparatory Phase - 2 years (2012-13 to 2013-14), Implementation Phase - 4 Years (2014-15 to 2017-18) & Consolidation (Closing) Phase - 2 Years (2018-19 to 2019-20).

The Project would be implemented all over the State of West Bengal.

The activities to be undertaken in the Project have been put under the following components or Packages:

- Afforestation (Total 21,770ha)
- Biodiversity Conservation
- Community Development
- Institutional Capacity Development

All project activities at the village level will be undertaken in Joint Forest Management (JFM) mode. The 600 targeted FPCs/EDCs are to be selected in batches, based on the stipulated criteria. Services of local NGOs shall be sought to catalyze inputs of civil society for long term sustainability of the project activities.

## Events

- i. The Project Management Unit has started operating from its new office established at LA, 10 A Sector-II, Salt lake w.e.f September, 2014.
- ii. JICA Mission visited the State on 27.11.2013 to review the progress of the Project.
- iii. 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.

The programme was attended by the following dignitaries.

- a. Consul General of Japan, Kolkata
- b. Hon'ble MIC Forests
- c. Chief Secretary, Govt. of West Bengal
- d. Addl Chief Secretary, Dept of Forests
- e. The Principal Chief Conservator of Forests, HoFF, West Bengal
- f. Representative of JICA, India

The Hon'ble C.M & other dignitaries were welcomed by the tribal group from Jangalmahal areas. The Inauguration of the WBFBBC Project website [www.wbfbcp.org](http://www.wbfbcp.org) was done by the Hon'ble CM of West Bengal by lighting of the lamp. It was followed by launching of Website of the West Bengal Forest and Biodiversity Society & Project by the Hon'ble Chief Minister. Foundation stone laying was also done by the Hon'ble Chief Minister for the building "Ban Bhawan" to be



constructed at AE-391-Saltlake under the project. Distribution of share money to FPCs by the Hon'ble Chief Minister was then organized.

Various stakeholders in the political and administrative setup of the state and also the non-government stakeholders attended the programme. All heads of Divisional Management Units (DMUs), Field Management Units (FMUs) and representatives of Forest Protection Committees (FPCs) and Eco-development Committees (EDCs) attended for the programme. About 350 participants attended the programme held at the Auditorium of Science City.



*Formal launching of the West Bengal Forest & Biodiversity Conservation Project by the Honorable CM of West Bengal*

#### High Power Committee (HPC)

The first meeting of High Power Committee (HPC) of West Bengal Forest & Biodiversity Conservation Project (WBFBDGP) was held on 17<sup>th</sup> 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. Sathivasan, 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



19		Coochbehar	Coochbehar DMU	0	0	3	3	
20	Willfe (North)	Wildlife III	Wildlife III DMU	15	7	12	7	7
21	Buxa Tiger Reserve	Buxa Tiger Reserve East	Buxa Tiger Reserve East DMU	10	5	8	5	10
22		Buxa Tiger Reserve West	Buxa Tiger Reserve West DMU	10	5	8	5	
Total				550	278	345	280	280

### Preparation of Micro-plans

The exercise for preparation of micro-plans was initiated in the field. Necessary trainings were imparted to the field staff for the purpose with the help of the PMC. One day visit to each of the following DMUs was made to interact with the Project Staff on the progress of micro plan preparation. The interaction was largely held with the Range Officers and Beat Officers in presence of the Head, DMU and also ADFO, DMU.

Based on the interaction with the Project Staff at the DMU level the progress of micro plan preparation has been presented in the table below:

SI	Name of the DMU	Date of meeting	Place of meeting	Target FPCs	Process initiated in no of FPCs
1	Kansabati North	12/02/2014	Surulia	24	18
2	Kansabati South	13/02/2014	Kenda	20	16
3	Purulia	14/02/2014	Purulia	7	6
4	Panchet	15/02/2014	Bishnupur	26	11
5	Kharagpur	18/02/2014	Hijli	16	16
6	Rupnarayan	18/02/2014 and 19/02/2014	Hijli and Medinipur	27	18
7	Medinipur	19/02/2014	Medinipur	13	13
8	Burdwan	21/02/2014 and 22/02/2014	Arrah and Rajkusum	28	15



*Microplan preparation: Focus Group Discussion in progress*

### **Preparation of Management Manuals**

The following Manuals/Guidelines/Designs have been prepared during the year.

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. Buildings
6. Equipments

Draft were also prepared for the following Manuals/Guidelines/Designs

- 1) Guidelines for procurement NGOs
- 2) Baseline Survey
- 3) Facilities & Equipment for Biodiversity Conservation
- 4) Vehicles
- 5) Guidelines for Preparation of Micro-plan
- 6) Guidelines for Preparation of Forest Dwellers Development Plan
- 7) Nursery Techniques- Establishment of Infrastructure
- 8) Nursery Techniques- Production of QPM
- 9) Guidelines for Tree Plantation Outside Forest Areas

### **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 were allotted to different DMUs. Funds were also 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, were circulated to the field officers for implementation.



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

General Body meeting (GB)

The 3<sup>rd</sup> meeting of the Governing Body of West Bengal Forest and Biodiversity Conservation (WBFBC) Society was held on 1<sup>st</sup> September, 2013 at Aranya Bhavan. The following members attended the meeting, along with the invitees:

**Members:**

1. Dr. Subesh K. Das, Additional Chief Secretary, Forests Department – Chairperson
2. Sri S.B. Mondal, Principal Chief Conservator of Forests, Head of Forest Force – Member
3. Sri Rakesh Sinha, Managing Director, West Bengal Forest Development Corporation Ltd. – Member
4. Sri N.C. Bahuguna, Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden – Member
5. Sri U.K. Bhattacharya, Principal Chief Conservator of Forests, General – Member
6. Sri N.K. Pandey, Addl Principal Chief Conservator of Forests, HRD – Member
7. Sri R.K. Mahtolia, Managing Director, West Bengal Wasteland Development Corporation – Member
8. Sri S. Dhaundyal, Addl Principal Chief Conservator of Forests, Finance & Chief Project Director WBFBC Project – Member-Secretary

**Invitees:**

9. Sri Sukanta Mukhopadhyaya, Joint Secretary, Finance Department, West Bengal
10. Sri S. Dutta, Additional Secretary, Forest Department, West Bengal
11. Sri S. Barari, Chief Conservator of Forests, Finance & Project Director, (Finance), WBFBC Project
12. Sri S. Chaudhuri, Chief Conservator of Forests, Spl. Dev. Project & Addl. Project Director (Impl.), WBFBC Project

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. The cabinet approval for the same is awaited.

The Department of Forest, Govt. of W.B., 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 Governing Body (GB) of West Bengal Forest and Biodiversity Conservation Society, in its meeting, held on 01.09.2013, approved recruitment of personnel - 6 for the PMU and 81 for the DMUs under various categories - by the Society through Service Provider.

At PMU, 3 skilled and two unskilled support staff have been engaged through Service Providers (Webcon and WTL). At 5 DMUs 6 support staff have been engaged through Service Provider (WTL)



**DMU wise statement of support staff as on 31.3.14**

SL NO.	DMUs	Accountant	Computer Operator
1	Kangsabati North		Preeti Sao engaged on 13.03..2014
2	Bankura North		Surajit Singh engaged on 13.03..2014
3	Panchet	U.K. Jhariyat engaged on 03.03..2014	Surajit Santra engaged on 03.03..2014
4	Burdwan		Arijit Das engaged on 03.03.2014
5	Durgapur	.	Sumit Pal engaged on 06.03.2014

In addition the GB of the Society, in its meeting held on 01.09.2013, approved engagement of retired personnel on contract basis for PMU. Accordingly, one Joint Project Director and one Range Officer were engaged by the PMU. The details of the staff working (as on 31.03.2014) at the PMU and the mode of their engagement are tabulated below:

Sl. No.	Position	Mode of Engagement
1.	Chief Project Director	G.O. no. 880 dated 10.05.2013, placing Addl. PCCF, Finance as CPD in addition to his own duties
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
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
4.	Joint Project Director, HRD	Selection on contractual basis through inviting applications from Retired personnel
5.	Forest Ranger	Selection on contractual basis through inviting applications from Retired personnel
6.	Accountant	Engagement on contractual basis through Service Provider
7.	Office Assistant (2 Nos.)	Engagement on contractual basis through Service Provider
8.	Office Attendant (2 Nos.)	Engagement on contractual basis through Service Provider
9.	Office Attendant	O.O. no. 4773 dated 05.09.2013 placing one Orderly from PCCF Office to PMU

**Selection and Appointment of Consultants**

The Contract was signed in July, 2013, between West Bengal Forest and Biodiversity Conservation Society, having its office at Aranya Bhavan, 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 conveyed its concurrence for the selection of the PMC and the contracts for the services vide its memo no. JICA (ID) 25-523 dated July 26, 2013. The PMC commenced the services w.e.f. 01.08.2013. The following subject experts constitute the PMC.

Sl. No.	Position	Name
1	Team Leader & Afforestation Specialist	Johannes P. van Kooijk
2	Biodiversity Conservation Expert	S. Faizi
3	Community Development. & SHG Supporting Expert	Manoj Kumar Pattanaik
4	Tree Plantation Outside Forest Expert	Visvarup Chakravarti
5	Capacity Building Expert	Raktima Mukhopadhyay
6	M & E Expert	Sanjay Verma
7	GIS & MIS Expert	Shalabh Prakash Bharadwaj

The following draft 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 usage and Project prescriptions.

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

#### **Establishment of DMUs & FMUs**

The Society, vide its notification no. 114/WBFBCP/7-1/13 dated 09.04.2013 notified establishment of 32 (thirty-two DMUs) as listed below. The accounts of 31 (thirty-one) DMUs were opened during the year.

Sl. No.	District	DMU
1	Bankura	Panchet
2	Bankura	Bankura North
3	Bankura	Bankura South
4	Pashchim Medinipur	Medinipore
5	Pashchim Medinipur	Rupnarayan
6	Pashchim Medinipur	Kharagpur
7	Pashchim Medinipur	Jhargram



8	Burdwan	Burdwan
9	Birbhum	Birbhum
10	Burdwan	Durgapur
11	Purulia	Kangsabati North
12	Purulia	Kangsabati South
13	Purulia	Purulia
14	Purulia	Purulia Extension
15	Jalpaiguri	Jalpaiguri
16	Cooch Behar	Cooch Behar
17	Jalpaiguri	Baikunthapur
18	Cooch Behar/ Jalpaiguri	Wildlife III
19	Jalpaiguri	Wildlife II
20	Uttar Dinajpur	Raiganj
21	Malda	Malda
22	Jalpaiguri	SiliguriSF
23	Jalpaiguri	Jalpaiguri SF
24	Howrah	Howrah
25	Darjeeling	Darjeeling
26	Darjeeling	Wildlife-I
27	Darjeeling	Kurseong
28	Darjeeling	Silviculture Hills
29	Jalpaiguri	BTR East
30	Jalpaiguri	BTR West
31	24 Parganas South	24 Parganas South
32	24 Parganas North	24 Parganas North

The Circle in Charges (Chief Conservator of Forests/Conservator of Forests) of these DMUs approved the establishment of 63 FMUs during the year as listed below.

Sl. No.	Circle	DMU	FMU
1	Central	Panchet	Bishnupur
2	Central	Panchet	Onda
3	Central	Bankura North	Beliatore
4	Central	Bankura North	Radhanagar
5	Central	Bankura North	G Ghati
6	Central	Bankura North	Chhatna
7	Central	Bankura North	Sonamukhi
8	Central	Bankura North	Saltora
9	Central	Bankura North	Barjora
10	Central	Bankura North	Patrasayer
11	Central	Bankura North	Bankura North
12	Central	Bankura South	Simlipal
13	Central	Bankura South	Sarenga
14	Central	Bankura South	Pirrongari
15	Central	Bankura South	Hirbundh
16	Central	Bankura South	Bankura
17	Central	Bankura South	Khatra

18	Central	Bankura South	Indpur
19	Central	Panchet	Joypur
20	Central	Panchet	Bankadaha
21	Western	Medinipore	Arabari
22	Western	Medinipore	Chandrakona
23	Western	Medinipore	Goda Piasal
24	Western	Medinipore	Nayabasad
25	Western	Medinipore	Midnapore
26	Western	Medinipore	Lalgarh
27	Western	Medinipore	Pirakata
28	Western	Medinipore	Chandra
29	Western	Medinipore	Bhadutala
30	Western	Rupnarayan	Amlagora
31	Western	Rupnarayan	Hoomgarh
32	Western	Rupnarayan	Garbeta
33	Western	Kharagpur	Hizli
34	Western	Kharagpur	Belda
35	Western	Kharagpur	Kalaikunda
36	Western	Kharagpur	Nayagram
37	Western	Kharagpur	Chandabila
38	Western	Kharagpur	Keshorrekha
39	South East	Bardhaman	Durgapur
40	South East	Bardhaman	Panagar
41	South East	Bardhaman	Guskara
42	South East	Birbhum	Bolpur
43	South East	Birbhum	Dubrajpur
44	South East	Birbhum	Rajnagar
45	South East	Birbhum	Suri
46	South East	Durgapur	Ukhra
47	South East	Durgapur	Asansol
48	South West	Kangsabati North	Hura
49	South West	Kangsabati North	Puncha
50	South West	Kangsabati North	Ragunathpur
51	South West	Kangsabati South	Manbazar I
52	South West	Purulia	Joypur
53	South West	Kangsabati South	Bandwan-I
54	South West	Purulia	Balarampur
55	South West	Purulia	Kotshila
56	South West	Purulia	Jhalda
57	South West	Purulia Extension	Hura
58	South West	Purulia Extension	Joypur
59	South West	Purulia Extension	Purulia Para
60	Northern	Jalpaiguri	Lataguri
61	Northern	Jalpaiguri	Nathua
62	Northern	Jalpaiguri	Moraghat
63	Northern	Jalpaiguri	Dalgaon



### Selection of First and second batch of FPCs

280 nos. of FPCs from 22 nos of DMUs were selected from 4123 nos of registered FPCs in the State through a selection process as described in the MOD based on area under JFM, available plantable area, SC/ST population, distance from forest etc. as mentioned below.

Sl. No.	Circle	Division	Divisional Management Unit (DMU)	Total Allotted (As per MoD)	Allotment For 1st & 2nd Batch (50% of allotment)	Total eligible FPCs available for selection (upto 80% of Allotment)	Selection (1st & 2nd Batch)	Total Circle
1	Western	Medinipur	Medinipur DMU	55	28	13	13	56
2		Rupnarayan	Rupnarayan DMU	45	23	27	27	
3		Kharagpur	Kharagpur DMU	20	10	16	16	
4		Jhargram	Jhargram DMU	35	17	0	0	
5	South-West	Purulia	Purulia DMU	35	18	7	7	51
6		Kangsabati North	Kangsabati North DMU	30	15	24	24	
7		Kangsabati South	Kangsabati South DMU	30	15	20	20	
8	Central	Bankura North	Bankura North DMU	55	28	44	28	76
9		Bankura South	Bankura South DMU	45	22	36	22	
10		Panchet	Panchet DMU	45	23	36	26	
11	South-East	Burdwan	Burdwan DMU	35	18	28	28	44
12		Durgapur	Durgapur DMU	10	5	8	8	
13		Birbhum	Birbhum DMU	10	5	8	8	
14	North-West	Malda	Malda DMU	5	3	4	3	3
15	Hill	Kurseong	Kurseong DMU	15	8	12	12	12
16		Darjeeling	Darjeeling DMU	10	5	3	0	
17	Northern	Baikunthpur	Baikunthpur DMU	15	8	12	8	21
18		Jalpaiguri	Jalpaiguri DMU	20	10	16	10	





Different stages of development of Central Nursery at Amlagora, Rupnarayan DMU



## 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 approved estimates. The process for issuance of e-Tenders was initiated.

The targets for construction of 18 no. of buildings for field staff was communicated to the DMUs and the funds for the purpose were also placed to the DMUs. The construction work of 1 no of building was completed during the year.

## Trainings

Training Workshops for Frontline staff and FPC members on Microplanning, GPS usage in Project Activities for front line staff etc. were organised. Frontline staff (260 nos.) and FPC members (about 4000 nos.) have participated in these trainings.

### **Trainings on Microplanning**

Six trainings were conducted on Microplanning concept, process and approaches covering the districts of South and North Bengal in the months of November and December 2013 for the DMU and FMU level officials and staff at the following locations:

Sl No	Place of training	Date of Training	Divisions covered	No of participants
1.	Bankura North Forest Division office	12 – 13 November 2013	Bankura North, Bankura South and Panchet	79
2.	Dhadika, Mandalpuskarini	14 – 15 November 2013	Medinipur, Rupnarayan and Kharagpur	80
3.	Surulia	20 – 21 November 2013	Purulia, Kangsabati North and Kangsabati South	43
4.	NIC Rajabhatkhawa	25 – 26 November 2013	BTR East, BTR West, Coochbehar and WL III	84
5.	NIC Sukhna	28 – 29 November 2013	Kurseong, Jalpaiguri and Baikunthapur	49
6.	Durgapur Forest Division Office	2 – 3 December 2013	Durgapur, Burdwan and Birbhum	84
<b>Total</b>			<b>19</b>	<b>419</b>

The trainings were of two days duration each. Orientation on the project objectives, microplanning concept, steps, methods and tools was done on the first day followed by field exercise in the first half on the second day. During the field exercise participants were divided into groups and were sent to two to three number of FPCs depending upon the total number of participants. The group members have used and tested different tools of PRA like social mapping, venn diagram, resource mapping, proposed land use mapping, transect walk, livelihood analysis through Focus Group Discussion etc during the field exercise. After the field work participants have shared their findings and experiences of the exercises in the class room session. It was followed by the discussion on the microplan formats.

Participants in general have given feedback that the skills to conduct participatory mapping and diagramming exercises, focus group discussion and small group discussion with the villagers are useful and would help them to prepare the microplan.



Many of them have suggested that they require a follow up training, the training duration should be more with more scope for field exercises.



*Training on Microplanning at Dhadika*



*Microplanning Field Training by WBFBDCP PMC Expert , Hijli*

#### **Issues in microplanning training**

- The constraint of time – the Beat Officers are busy with variety of activities and they were unable to devote adequate time and follow a consistent approach to prepare micro plan.
- Although the guidelines and formats have been provided not all the staff are following the guidelines.
- In some cases it was found that the Project Staff were not clear about the expenditures to be incurred for preparation of micro plan.
- In most cases it was found that the Project Staff have not consulted the Project Document (Minutes of Discussion) to understand different project components and activities to be carried out under the Project.



### Suggestions given by stake-holders

- Need to re-circulate the guidelines and micro plan format to all the DMUs requesting them to follow the guidelines and the prescribed format.
- The Minutes of Discussion needs to be made available to each FMU, which would help them to prepare the budget for each FPC.

Drafts for about 20 micro-plans were received till March 31<sup>st</sup> March, 2014.



*Training of FPC members on Microplanning at Hizli*

### General Observations about the participation of the trainees

- 1) Participants in general were keen to learn about the project and the microplanning methods.
- 2) In all the trainings it was found that at most about 10 participants had undergone either any training related to microplanning or have earlier prepared the microplans themselves.
- 3) The presence and active participation of the DFOs and ADFOs especially in the trainings held in Bankura, Medinipur, Purulia and Durgapur has created a positive impact and conveyed a strong message about the importance of the project among the participants.
- 4) But the participants in general have expressed their concern about getting the active involvement and support from the FPCs as most of them are passing through a transitional phase.
- 5) There is a general requirement to improve the communication and presentation skills among the participants.
- 6) As these were mixed groups with participants from different age group, educational background, exposure and experience, the level of receptivity differed. There have been visible differences about the participation, interaction and energy level of them in the class room, field exercises and interactive sessions.
- 7) As most of the participants have not been exposed to trainings for many years it becomes difficult for them to get engaged for longer duration.
- 8) They also have expressed concern that the PRI members and local political leadership in general is having an idea that huge financial inputs will be poured into the FPCs through this JICA project. Such high expectation may create problem in future. In view of that the participants get scared to conduct the microplanning exercises in the FPCs.



During the training several important topics related to survey and mapping were covered in detail along with practical hands on field session on GPS operations and survey method. The list of major topics covered during the training is mentioned below:

- 1) Usage of IT tools during various project stages
- 2) Basic concepts of Map Reading
- 3) Basics of Map Projections.
- 4) Introduction about GPS technology and its usage.
- 5) Difference between conventional Chain and Compass method vs. GPS based survey.
- 6) Introduction about basic functionalities of GPS.
- 7) GPS based survey method and techniques with a focus on its usage in micro planning stage for area estimation, boundary demarcation and mapping.
- 8) GPS based field demonstration/survey using GPS instruments.
- 9) Practical hands-on training: Aspects like GPS settings w.r.t Time Zone, Projection and Units,
- 10) Marking of point locations through Waypoint collection, Track mode for Area Calculation were the topics covered in detail.
- 11) Introduction about post processing of GPS data collected – data downloading using Garmin Base Camp freeware software, plotting data in Base Camp for viewing and printing purpose.
- 12) Exporting and viewing GPS data collected on Google Earth.



*Class Room Session of GPS Training at Hizli*



*Field Session of GPS Training at Bishnupur*





***Discussion on Microplan Place: Lera F V***

### **Trainings on GPS usage**

Hands on trainings on GPS usage (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 keeping in mind the on-going process of micro planning in the project villages. The trainings were organized at four regional centers during February 2014 under WBFBCP. The main aspects covered under the training includes understanding about GPS technology, basic settings of GPS one should be aware of, how to operate GPS instrument for recording positional information, effective area calculation methods as well as survey processes during microplanning. The focus of the training was also to understand the present level of the staff members in utilizing GPS instrument for survey, demarcation and mapping purpose and to identify nodal staff members for further trainings in future to upscale their skills and to develop a pool of prospective trainers to guide staff locally in usage of GPS for survey and mapping.

The training on 'GPS based boundary demarcation survey and mapping' were conducted at four regional locations covering ADFO, RO, Forester, Beat officer field staff of West Bengal forest department. The trainings were organized at following locations:

<b>SI No</b>	<b>Place of training</b>	<b>Date of Training</b>	<b>Divisions covered</b>	<b>No of participants</b>
1	Durgapur	25-Feb-14	Durgapur, Burdwan, Birbhum	36
2	Surulia	26-Feb-14	Purulia, Kansabati N, Kansabati S, Purulia	12
3	Bishnupur	27-Feb-14	Bankura N, Bankura S, Panchet	30
4	Hizli	28-Feb-14	Medinipur, Kharagpur, Rupnarayan	22
	<b>Total</b>			<b>100</b>

The training curriculum was broadly divided into 3 sessions:

- Session-1: Basics of GPS technology and operational aspects of GPS instrument;
- Session-2: Practical hands on training in the field through field demonstration;
- Session-3: Data downloading, processing, map making and printing;



## Key Observation

1. During the training it was found that most of the participating staff members do not know GPS instrument handling and only few of them know some basic functionality such as taking a point location. Over all there is a need to upscale the knowledge of the field staff about GPS instrument handling and its correct method to do survey and its correct usage.
2. It was noticed that most of the staff members do not use GPS instrument regularly and in most cases instruments are kept in lock and key at respective Range offices or Divisions. It is highly recommended that in order to institutionalize the usage of GPS instrument, in order to regularly use it for survey, demarcation and recording location specific information of features and events, GPS instruments need to be issued to respective forester and forest guard.
3. As per the information compiled from the IT infrastructure inventory received from respective Divisions (except for few Divisions from where information is still not received), there are 98 such Ranges where no GPS instrument is available as per record. Also in 84 Ranges only one instrument each is available.

## Study tour to other States where JICA assisted Projects are being implemented

Under Institutional Capacity Development component of the WBFBC Project 2 nos. of exposure visits the States of Odisha and Tamilnadu where JICA assisted Forestry Projects are being implemented, have been done in the year 2013-14 with 30 nos. of Officials from different level.

These visits were done in 2 groups. Each group consisted of 1 Team Leader-a CCF rank officer, Team Coordinator -PMU Official and Members: 3 Head of DMUs, 2 ADFO rank officers, 4 nos. Head of FMU and 4 Deputy Ranger/Foresters.

These exposure tours were of 5 days in duration excluding the date (s) of journey and the topic of these exposure training were working of JFMCs, Nursery techniques, functioning of the Project under Society mode, MIS application in field reporting etc.

## Tree Plantation Outside Forest Area (TPOFA)

Under the Project, the land owned by government or communities shall be targeted for the TPOF plantation area. Individual land, however, is out of the target.

Selection criteria for non-forest area shall be determined separately from that of the forest land because this component will be implemented outside forest area. Yet candidate sites will be identified by PMU in the preparatory stage of the Project and the long list will be developed.

Under TPOFA, PMC/facilitator and the Joint Project Director, WBFBCP made a three-day visit to Siliguri & Jalpaiguri during 24-26<sup>th</sup> March 2014. The objectives of the tour were :

- i. To have an idea of the area where TPOFA is to be implemented
- ii. To attend a meeting at Siliguri with CF North West to discuss about the afforestation possibility under TPOFA in current year i.e. 2014
- iii. To see the field Identified/selected for TPOF plantations,
- iv. To interact with community about the project benefits
- v. To discuss the draft TPOFA guideline with the stake holders

## **Procurements**

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

### **Vehicles**

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 and the following models were selected by the committee:

1. Scorpio with 2 wheel drive, model EX (BS IV) with AC & Power Steering (7/9 seater) was selected (ex -showroom price: Rs 8,33,765/-)for distribution among DMUs based on features
2. For vehicle to be purchased at Head Qtrs, Maruti Suzuki Ertiga model VDI(BS IV) was selected(ex -showroom price: Rs 9,29,600/-) based on features
3. For motor cycles, model Hero Super Splendor (ex -showroom price: Rs 62,000/-) was shortlisted based on mileage, seat design, engine power & cost of the model.

### **MIS/GIS Equipment**

Item wise required IT equipment along with specification as prepared by PMC, WBFBCP under the WBFBC Project at DMU& FMU level was discussed & following models were selected by the committee:

1. The procurement of IT equipment for DMUs such as Desktop Computers, Multi-functional Printer etc will be done in phases.
2. In the 1st phase those DMUs will be provided with IT equipment who have shown some progress in implementation of WBFBC Project works.
3. In the 1st phase 30 no of Desk top computers & 15 no of Printers will be procured from Webel
4. 1 no Intel core i 5 (model) & 1 no Intel core i 3 (model) Desk Top PC as per the specification approved by the PMC will be provided to the selected DMUs along with 1 no multi-functional Laser printer.
5. HP made multi-functional Laser printer (model) was found suitable to the specification.
6. For handheld GPS, E-Trax 20 model as suggested by the PMC, WBFBC Project was found suitable to the specification.
7. For Digital Camera model Sony DSC-TX55/B as suggested by the PMC was found suitable to the specification.

### **Equipment under Biodiversity Conservation Component**

The list of equipment and its specifications was finalized in consultation with the PCCF, Wildlife, W.B., his officers and the Biodiversity Conservation Expert of the PMC. DMUs of Wildlife wing have initiated the process of procurement of these equipments.

### **e-Tender Cell (services to other Units)**

One e-Tender help desk was active at PMU office to help different DMUs & Divisions of Forest Directorate in preparing and posting e-Tenders to portal & completing the process. This help desk provided free service to about 14 units in posting & processing their e-Tenders during the year.



**Utilisation of Grants**

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 was made during the FY 2012-13.

During FY 2013-14, funds to the tune of Rs. 4.688 crores were released to 20 (Twenty) DMUs for implementation of the Project Activities such as establishment of Central Nurseries, Micro-planning and construction of Staff quarters.

Utilisation of Grants to the tune of Rs. 2.555 crores, consisting of reimbursable and non-reimbursable parts, was made during 2013-14.

Reimbursement Claims for Rs. 1, 76, 90,026.00 were submitted and duly reimbursed by JICA during 2013-14.

Annexure - 2

Audit Report

2013-14

West Bengal Forest & Biodiversity Conservation

Society





## INDEPENDENT AUDITOR'S REPORT

**The Governing Body**  
West Bengal Forest and Biodiversity Conservation Society  
Kolkata

### Report on the Financial Statements

We have audited the financial statements of West Bengal Forest and Biodiversity Conservation Society (WBFBCS) for the Financial Year 2013-14, which comprise the Balance Sheet as at 31 March 2014, & the Statement of Income and Expenditure for the year ended 31<sup>st</sup> March 2014 and the Receipt and Payments Account for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position & financial performance of the Society in accordance with the Accounting Manual which state that "The accounting principles to be followed by WBFBCS shall broadly be in conformity with the West Bengal Financial Rules (WBFR), unless otherwise specified in the Operational Manual (OM) " and Accounting Standards prescribed by The Institute of Chartered Accountants of India.

This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of

11 Page





material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

- i. in the case of the Balance Sheet, of the state of affairs of the Society as at 31 March 2014;
- ii. in the case of the Statement of Income and Expenditure, of the surplus for the year ended on 31<sup>st</sup> March 2014; and
- iii. In the case of the Receipts and Payments Account for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.







We report that:

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;

In our opinion proper books of account as required by law have been kept by the Society so far as appears from our examination of those books;

The Balance Sheet, Statement of Income and Expenditure and Receipts and Payments Account dealt with by this Report are in agreement with the books of account and with the returns received from DMU's.

In our opinion, the Balance Sheet & Statement of Income and Expenditure Account comply with the Accounting Standards published by ICAI.

For J Singh & Associates  
Chartered Accountants

Prosenjit Kumar De  
Partner

Place: Kolkata  
Date: 8<sup>th</sup> October 2014

FRN No: 110266W  
Membership No : 053952



Notes on AccountsGeneral Information and Objective

West Bengal Forest & Biodiversity Conservation Society (The Society) has been established under the WB Societies Registration Act 1961 dated 19<sup>th</sup> July 2012, vide registration no S/IL/93991/2012-2013.

Significant Accounting Policies

1. Based on the objectives of the Society, the funds received are reflected in the accounts as Capital contribution on a cash basis;
2. 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.
3. 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 in the Statement of Expenditure and in the Balance Sheet. The Society has decided to show their expenditure on Fixed Assets in the Income Expenditure Account. However, the Fixed Asset register is being maintained in the relevant format.





**Annexure to Audit Report**

1. The Society maintains its Accounts in Tally as approved by the Governing Body.
2. The Society is required to maintain the following Books of Accounts and subsidiary books

Books of Accounts	Status
Cash Book - Imprest	Maintained
Bank Book	Maintained in Tally Pass book available
Journal Book	Maintained in Tally
General Ledger	Maintained in Tally
Grants Ledger	Needs to be modified to be commensurate with the nature of work

Subsidiary Book	Status
Register of Drafts/ Cheques received	Not Applicable
Register of Fixed Deposits	NA
Stock Register of Cheque Books	Yes Maintained
Register of Outgoing Cheques	Yes maintained
Stock Register of Money Receipt Books	To be updated
Register of Misc. Advances	Yes Maintained
Salary Register	NA
Tax Deducted at Source Register	Is being maintained now
Fixed Assets Register	Being compiled
Stock & Store Register	Maintained in PMU, Not required in DMU during FY 13-14
Any other register that may be found necessary	NA



**WB Forest & Biodiversity Conservation Society**  
Arana Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098

BALANCE SHEET								
Sources of Funds	Note	31-Mar-13	31-Mar-14		Application of Funds	Note	31-Mar-13	31-Mar-14
Capital Account b/f		-	53,87,82,199.00		Current Assets	15	1,35,31,917.00	56,58,31,315.93
Add: Excess of Income over Expenditure			2,68,42,323.93					
Capital Account c/f		1,35,31,917.00	56,56,24,522.93					
Current Liabilities	14	8,000.00	2,06,793.00					
		<u>1,35,39,917.00</u>	<u>56,58,31,315.93</u>				<u>1,35,31,917.00</u>	<u>56,58,31,315.93</u>

\* Figures have been reclassified wherever necessary to maintain uniformity of Cash Basis of Accounting

For J Singh & Associates (FRN 110266W)  
Chartered Accountants

*Prosenjit Kumar De*

Prosenjit Kumar De  
Partner  
Membership No 053952

*Haseem*

Project Director, Finance  
WBFBC Project

*Challenge*

Secretary, WBFBC Society

*Chairperson*

Chairperson, WBFBC Society

*This is the Balance Sheet referred to in our report of even date*





WB Forest & Biodiversity Conservation Society								
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098								
RECEIPTS AND PAYMENTS ACCOUNT								
Receipts	Note	31-Mar-13	31-Mar-14		Payments	Note	31-Mar-13	31-Mar-14
Cash & Bank Opening Balance			1,35,31,917.00		Deposits & Taxes paid	6		17,18,881.00
Grant Receipts	1	1,35,25,000.00	55,08,00,000.00		Advances to DMU's, TDS and Operating Advances	7		4,97,31,379.00
Duties and Taxes Collected	2		19,25,674.00		Reimbursable Expenses	8		1,98,90,783.00
Advances Recovered	3		2,25,419.00		Non Reimbursable Expenses	9		56,62,644.40
DMU Expenses Adjusted	4		16,06,933.00		Cash & Bank Closing Balance	10	1,35,31,917.00	51,73,09,713.93
Interest and Other Income	5	6,917.00	2,62,23,458.33					
		<u>1,35,31,917.00</u>	<u>59,43,13,401.33</u>				<u>1,35,31,917.00</u>	<u>59,43,13,401.33</u>

  
Chairperson, WBFBC Society



**WB Forest & Biodiversity Conservation Society**  
Arana Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098

**INCOME AND EXPENDITURE ACCOUNT**

Expenditure	Note	31-Mar-13	31-Mar-14		Income	Note	31-Mar-13	31-Mar-14
Reimbursable Expenses Incurred	11		1,98,87,073.00		Indirect Income Received			5,23,92,041.33
Non Reimbursable Expenses Incurred	12	8,000.00	56,62,644.40			13		
Excess of Income over Expenditure			2,68,42,323.93		Excess of Expenditure over income		8,000.00	
		<u>8,000.00</u>	<u>5,23,92,041.33</u>				<u>8,000.00</u>	<u>5,23,92,041.33</u>

\* Figures have been reclassified wherever necessary to maintain uniformity of Cash Basis of Accounting

For J Singh & Associates (FRN 110266W)  
Chartered Accountants

*Prosenjit Kumar De*

Prosenjit Kumar De  
Partner  
Membership No 053952

*Prasanna*

Project Director, Finance  
WBFBC Project

*Amalendu*

Secretary, WBFBC Society

*Lin*

Chairperson, WBFBC Society

This is the Income Expenditure Account referred to in our report of even date





**WB Forest & Biodiversity Conservation Society**  
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata 700098

**NOTES TO ANNUAL FINANCIAL STATEMENTS**

**1**

**Capital Account**

Reserve Fund

Grants in Aid

State Government

Normal

SCP

TSP

27,54,00,000.00

19,27,80,000.00

8,26,20,000.00

55,08,00,000.00

55,08,00,000.00

**2**

**Current Liabilities**

**Duties & Taxes**

TDS (Income Tax)

TDS U/s 194 C-Agst Company @ 2%

TDS U/s 194 C- Agst Non Co. @ 1%

TDS U/s 194 I- Agst Rent @ 10%

TDS U/s 194 J -Agst Professional Fees @ 10%

23,471.00

17,932.00

34,668.00

16,16,010.00

16,92,081.00

19,25,674.00

Deposits (Current Liabilities)



Earnest Money Deposit  
Security Deposit

2,33,593.00

1,22,095.00  
1,11,498.00

3

**Current Assets**

2,25,419.00

Loans & Advances (Asset)

Advances

Operating Advance to Staffs

2,25,419.00

4

**Reimbursable Expenses**

16,06,933.00

Procurement/Construction

Institutional Capacity Development

Package I for Senior Officers

Senior Officer Study Tour Other States

3710

3,710.00

Advances to DMU/FMU/FPC

16,03,223.00

Advances to Bankura North

1,16,483.00

Advances to Bankura South

4,65,300.00

Advances to Birbhum

100.00

Advances to Burdwan

10,897.00

Advances to Buxa Tiger Reserve East

253.00

Advances to Buxa Tiger Reserve West

253.00

Advances to Howrah Social Forestry

5,42,900.00





Advances to Kangsabati North

320.00

Advances to Kangsabati South

15.00

Advances to Kharagpur

2,96,922.00

Advances to Panchet

381.00

Advances to Rupnarayan

1,49,960.00

Advances to Wildlife - II

19,439.00

5

**Indirect Incomes**

**2,62,23,458.33**

Interest Income

2,62,08,158.33

Interest From Banks

94,049.00

Interest From Deposits- Auto Sweep

2,61,14,109.33

Sale Proceeds

Sale of Forms

15,300.00

6

**Current Liabilities -Payments**

**17,18,881.00**

Duties & Taxes

TDS (Income Tax)

16,87,381.00

TDS U/s 194 C-Agst Company @ 2%

23,471.00

TDS U/s 194 C- Agst Non Co. @ 1%

13,232.00

TDS U/s 194 I- Agst Rent @ 10%

34,668.00

TDS U/s 194 J -Agst Professional Fees @ 10%

16,16,010.00

Deposits (Current Liabilities)

Security Deposit

31,500.00



## Current Assets

4,97,31,379.00

## Loans &amp; Advances (Asset)

	TDS Receivable	26,11,219.00
Advances		
	Operating Advance to Staffs	2,31,860.00
Advances to DMU/FMU/FPC		4,68,88,300.00
	Advances to Baikunthapur	31,75,000.00
	Advances to Bankura North	13,37,500.00
	Advances to Bankura South	16,32,500.00
	Advances to Birbhum	31,75,000.00
	Advances to Burdwan	52,57,500.00
	Advances to Buxa Tiger Reserve East	9,87,500.00
	Advances to Buxa Tiger Reserve West	9,87,500.00
	Advances to Coochbehar	9,37,500.00
	Advances to Durgapur	34,75,000.00
	Advances to Howrah Social Forestry	6,00,000.00
	Advances to Jalpaiguri	10,12,500.00
	Advances to Kangsabati North	33,50,000.00
	Advances to Kangsabati South	10,85,500.00
	Advances to Kharagpur	48,35,300.00
	Advances to Medinipur	33,75,000.00
	Advances to Panchet	25,47,500.00
	Advances to Purulia	32,75,000.00





Advances to Rupnarayan	15,37,500.00
Advances to Wildlife - II	11,30,000.00
Advances to Wildlife - III	31,75,000.00

8

**Reimbursable Expenses****1,98,90,783.00**

Consulting Expenses

1,42,50,528.00

Procurement/Construction

Institutional Capacity Development

56,40,255.00

Construction of Administrative Buildings

8,37,318.00

Building at Salt Lake

1,03,245.00

Construction of Beat Officer Office Complex

4,70,000.00

Expansion of Existing Administrative Building

2,64,073.00

Community Development

87,238.00

GIS &amp; MIS

3,06,816.00

GIS/MIS Pilot Project Equipment

2,67,266.00

GIS/MIS Pilot Project Services.

39,550.00

Miscellaneous Management Inputs

35,16,680.00

Incremental Staff PMU

3,26,461.00

PMU Staff Semi Skilled

1,21,937.00

PMU Staff Skilled

2,04,524.00

Operation Cost PMU

31,90,219.00

PMU Office Equipment

18,63,982.00

PMU Office Expenses

9,21,655.00

PMU Travel Expenses

4,04,582.00

Package I for Senior Officers



Senior Officer Study Tour Other States	5,85,053.00
Package IV for Frontline Staff and FPC/EDC/SHG	
Frontline Staff and FPC/EDC/SHG PRA, Microplan	3,07,150.00

9 Non Reimbursable Expenses

56,62,644.40

Administration Expenses

DMU Operation Costs

6,79,093.00

DMU Operation Costs Other Charges  
Other Expenses

6,79,093.00

25,04,497.00

Other Expenses Other Taxes

38,767.00

Other Expenses Service Tax

18,81,541.00

Other Expenses VAT

91,122.00

Publications/Publicity

4,93,067.00

PMU Operation Costs

24,79,054.40

PMU Operation Costs Hire/POL

2,45,677.00

PMU Operation Costs Other Charges

14,81,253.40

PMU Operation Costs RRT

3,85,200.00

PMU Operation Costs Wages

3,66,924.00

10

Closing Balance

51,73,09,713.93

Bank Accounts

51,75,05,510.56

Cash-in-hand

562.00

Other banks

(1,96,358.63)





11

## Reimbursable Expenses

1,98,87,073.00

Procurement/Construction

56,36,545.00

Consulting Services

1,42,50,528.00

12

## Non Reimbursable Expenses

56,62,644.40

DMU Operation Costs

6,79,093.00

DMU Operation Costs Other Charges

6,79,093.00

Other Expenses

25,04,497.00

Other Expenses Other Taxes

38,767.00

Other Expenses Service Tax

18,81,541.00

Other Expenses VAT

91,122.00

Publications/Publicity

4,93,067.00

PMU Operation Costs

24,79,054.40

PMU Operation Costs Hire/POL

2,45,677.00

PMU Operation Costs Other Charges

14,81,253.40

PMU Operation Costs RRT

3,85,200.00

PMU Operation Costs Wages

3,66,924.00



**13 Indirect Incomes**

Interest Income

2,68,03,823.33

Sale Proceeds

38,500.00

Utilization of Grants in Aid

2,55,49,718.00

5,23,92,041.33

**14 Current Liabilities**

Duties & Taxes

4,700.00

Deposits (Current Liabilities)

2,02,093.00

2,06,793.00

**15 Current Assets**

Loans & Advances (Asset)

4,85,21,602.00

Cash-in-hand

562.00

Bank Accounts

51,73,09,151.93

56,58,31,315.93





# WB Forest & Biodiversity Conservation Society

Aranya Bhawan Block LA 10A Sector III

Salt Lake City

Kolkata-700098

## Trial Balance

1-Apr-2013 to 31-Mar-2014

Page 1

	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
<b>Capital Account</b>	<b>1,35,25,000.00 Cr</b>	<b>2,55,49,718.00</b>	<b>55,08,06,917.00</b>	<b>53,87,82,199.00 Cr</b>
Reserves & Surplus (Retained Earnings)			6,917.00	6,917.00 Cr
Excess of Income Over Expenditure.			6,917.00	6,917.00 Cr
Reserve Fund	1,35,25,000.00 Cr	2,55,49,718.00	55,08,00,000.00	53,87,75,282.00 Cr
Grants in Aid	1,35,25,000.00 Cr	2,55,49,718.00	55,08,00,000.00	53,87,75,282.00 Cr
State Government	1,35,25,000.00 Cr	2,55,49,718.00	55,08,00,000.00	53,87,75,282.00 Cr
Normal	1,05,25,000.00 Cr	1,65,37,359.00	27,54,00,000.00	26,93,87,641.00 Cr
SCP	20,00,000.00 Cr	62,08,651.00	19,27,80,000.00	18,85,71,349.00 Cr
TSP	10,00,000.00 Cr	28,03,708.00	8,26,20,000.00	8,08,16,292.00 Cr
<b>Current Liabilities</b>		<b>17,18,881.00</b>	<b>19,25,674.00</b>	<b>2,06,793.00 Cr</b>
Duties & Taxes		16,87,381.00	16,92,081.00	4,700.00 Cr
TDS (Income Tax)		16,87,381.00	16,92,081.00	4,700.00 Cr
TDS U/s 194 C-Agst Company @ 2%		23,471.00	23,471.00	
TDS U/s 194 C- Agst Non Co. @ 1%		13,232.00	17,932.00	4,700.00 Cr
TDS U/s 194 I- Agst Rent @ 10%		34,668.00	34,668.00	
TDS U/s 194 J -Agst Professional Fees @ 10%		16,16,010.00	16,16,010.00	
Deposits (Current Liabilities)		31,500.00	2,33,593.00	2,02,093.00 Cr
Earnest Money Deposit			1,22,095.00	1,22,095.00 Cr
Security Deposit		31,500.00	1,11,498.00	79,998.00 Cr
<b>Current Assets</b>	<b>1,35,31,917.00 Dr</b>	<b>1,27,45,07,773.70</b>	<b>72,22,08,374.77</b>	<b>56,58,31,315.93 Dr</b>
Loans & Advances (Asset)		5,03,50,244.00	18,28,642.00	4,85,21,602.00 Dr
Advances		2,31,860.00	2,25,419.00	6,441.00 Dr
Operating Advance to Staffs		2,31,860.00	2,25,419.00	6,441.00 Dr
Advances to DMU/FMU/FPC		4,68,88,300.00	16,03,223.00	4,52,85,077.00 Dr
Advances to Baikunthapur		31,75,000.00		31,75,000.00 Dr
Advances to Bankura North		13,37,500.00	1,16,483.00	12,21,017.00 Dr
Advances to Bankura South		16,32,500.00	4,65,300.00	11,67,200.00 Dr
Advances to Birbhum		31,75,000.00	100.00	31,74,900.00 Dr
Advances to Burdwan		52,57,500.00	10,897.00	52,46,603.00 Dr
Advances to Buxa Tiger Reserve East		9,87,500.00	253.00	9,87,247.00 Dr
Advances to Buxa Tiger Reserve West		9,87,500.00	253.00	9,87,247.00 Dr
Advances to Coochbehar		9,37,500.00		9,37,500.00 Dr
Advances to Durgapur		34,75,000.00		34,75,000.00 Dr
Advances to Howrah Social Forestry		6,00,000.00	5,42,900.00	57,100.00 Dr
Advances to Jalpaiguri		10,12,500.00		10,12,500.00 Dr
Advances to Kangsabati North		33,50,000.00	320.00	33,49,680.00 Dr
Advances to Kangsabati South		10,85,500.00	15.00	10,85,485.00 Dr
Advances to Kharagpur		48,35,300.00	2,96,922.00	45,38,378.00 Dr
Advances to Medinipur		33,75,000.00		33,75,000.00 Dr
Advances to Panchet		25,47,500.00	381.00	25,47,119.00 Dr
<b>Carried Over</b>	<b>6,917.00 Dr</b>	<b>1,30,17,76,372.70</b>	<b>1,27,49,40,965.77</b>	<b>2,68,42,323.93 Dr</b>

St



continued ...



	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
<b>Brought Forward</b>	<b>6,917.00 Dr</b>	<b>1,30,17,76,372.70</b>	<b>1,27,49,40,965.77</b>	<b>2,68,42,323.93 Dr</b>
Advances to Purulia		32,75,000.00		32,75,000.00 Dr
Advances to Rupnarayan		15,37,500.00	1,49,960.00	13,87,540.00 Dr
Advances to Wildlife - II		11,30,000.00	19,439.00	11,10,561.00 Dr
Advances to Wildlife - III		31,75,000.00		31,75,000.00 Dr
Interest Received at DMU		5,95,665.00		5,95,665.00 Dr
Sale Proceeds Received at DMU		23,200.00		23,200.00 Dr
TDS Receivable		26,11,219.00		26,11,219.00 Dr
Cash-in-hand		22,22,255.00	22,21,693.00	562.00 Dr
Cash		1,16,712.00	1,16,712.00	
Cash Imprest		3,91,720.00	3,91,158.00	562.00 Dr
Recovery By Expenditure		17,13,823.00	17,13,823.00	
Bank Accounts	1,35,31,917.00 Dr	1,22,19,35,274.70	71,81,58,039.77	51,73,09,151.93 Dr
Corporation Bank	15,000.00 Dr	63,49,33,853.37	63,51,45,212.00	1,96,358.63 Cr
Deposit - Auto Sweep	1,35,16,917.00 Dr	58,70,01,421.33	8,30,12,827.77	51,75,05,510.51
<b>REIMBURSABLE EXPENSES (Expenses Direct)</b>		<b>1,98,90,783.00</b>	<b>3,710.00</b>	<b>1,98,87,073.00 Dr</b>
Procurement/Construction (R)		56,40,255.00	3,710.00	56,36,545.00 Dr
Community Development (R.3)		87,238.00		87,238.00 Dr
Preparation Microplan (R.3B1)		87,238.00		87,238.00 Dr
Institutional Capacity Development (R.4)		55,53,017.00	3,710.00	55,49,307.00 Dr
Construction of Administrative Buildings (R.4C1)		8,37,318.00		8,37,318.00 Dr
Building at Salt Lake (R.4C1.45)		1,03,245.00		1,03,245.00 Dr
Construction of Beat Officer Office Complex (R.4C1.4)		4,70,000.00		4,70,000.00 Dr
Expansion of Existing Administrative Building (R.4C1.44)		2,64,073.00		2,64,073.00 Dr
GIS & MIS (R.4C2)		3,06,816.00		3,06,816.00 Dr
GIS/MIS Pilot Project Equipment (R.4C2.EQ)		2,67,266.00		2,67,266.00 Dr
GIS/MIS Pilot Project Services (R.4C2.SS)		39,550.00		39,550.00 Dr
Miscellaneous Management Inputs (R.4C4)		35,16,680.00		35,16,680.00 Dr
Incremental Staff PMU (R.4C4.51)		3,26,461.00		3,26,461.00 Dr
PMU Staff Semi Skilled (R.4C4.51.UW)		1,21,937.00		1,21,937.00 Dr
PMU Staff Skilled (R.4C4.51.SW)		2,04,524.00		2,04,524.00 Dr
Operation Cost PMU (R.4C4.56)		31,90,219.00		31,90,219.00
PMU Office Equipment (R.4C4.56.EQ)		18,63,982.00		18,63,982.00 Dr
PMU Office Expenses (R.4C4.56.OE)		9,21,655.00		9,21,655.00 Dr
PMU Travel Expenses (R.4C4.56.TE)		4,04,582.00		4,04,582.00 Dr
Package I for Senior Officers (R.4B1)		5,85,053.00	3,710.00	5,81,343.00 Dr
Senior Officer Study Tour Other States (R.4B1.32)		5,85,053.00	3,710.00	5,81,343.00 Dr
Package IV for Frontline Staff and FPO/EDC/SHG (R.4B4)		3,07,150.00		3,07,150.00 Dr
Frontline Staff and FPO/EDC/SHG-FRA, Microplan (R.4B4.37)		3,07,150.00		3,07,150.00 Dr
<b>CONSULTING SERVICES (5CS)</b>		<b>1,42,50,528.00</b>		<b>1,42,50,528.00 Dr</b>
<b>Indirect Incomes (Income (Indirect))</b>			<b>5,23,92,041.33</b>	<b>5,23,92,041.33 Cr</b>
Interest Income			2,68,03,823.33	2,68,03,823.33 Cr
Interest From Banks			6,89,714.00	6,89,714.00 Cr
Interest From Deposits- Auto Sweep			2,61,14,109.33	2,61,14,109.33 Cr
<b>Carried Over</b>	<b>6,917.00 Dr</b>	<b>1,32,16,67,155.70</b>	<b>1,32,73,36,717.10</b>	<b>56,62,644.40 Cr</b>



continued ...



	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
<b>Brought Forward</b>	<b>6,917.00 Dr</b>	<b>1,32,16,67,155.70</b>	<b>1,32,73,36,717.10</b>	<b>56,62,644.40 Cr</b>
Sale Proceeds			38,500.00	38,500.00 Cr
<i>Sale of Forms</i>			38,500.00	38,500.00 Cr
Utilization of Grants in Aid			2,55,49,718.00	2,55,49,718.00 Cr
<i>Utilization of Grants in Aid-Normal</i>			1,65,37,359.00	1,65,37,359.00 Cr
<i>Utilization of Grants in Aid- SCP</i>			62,08,651.00	62,08,651.00 Cr
<i>Utilization of Grants in Aid- TSP</i>			28,03,708.00	28,03,708.00 Cr
<b>NON REIMBURSABLE EXPENSES (Expenses Indirect)</b>		<b>56,62,644.40</b>		<b>56,62,644.40 Dr</b>
Administration Expenses (N)		56,62,644.40		56,62,644.40 Dr
DMU Operation Costs (N.57)		6,79,093.00		6,79,093.00 Dr
<i>DMU Operation Costs Other Charges (N.57.OC)</i>		6,79,093.00		6,79,093.00 Dr
Other Expenses (N.58)		25,04,497.00		25,04,497.00 Dr
<i>Other Expenses Other Taxes (N.58.OT)</i>		38,767.00		38,767.00 Dr
<i>Other Expenses Service Tax (N.58.ST)</i>		18,81,541.00		18,81,541.00 Dr
<i>Other Expenses VAT (N.58.VT)</i>		91,122.00		91,122.00 Dr
<i>Publications/Publicity (N.58.PB)</i>		4,93,067.00		4,93,067.00 Dr
PMU Operation Costs (N.56)		24,79,054.40		24,79,054.40 Dr
<i>PMU Operation Costs Hire/POL (N.56.PO)</i>		2,45,677.00		2,45,677.00 Dr
<i>PMU Operation Costs Other Charges (N.56.OC)</i>		14,81,253.40		14,81,253.40 Dr
<i>PMU Operation Costs RRT (N.56.RR)</i>		3,85,200.00		3,85,200.00 Dr
<i>PMU Operation Costs Wages (N.56.WA)</i>		3,66,924.00		3,66,924.00 Dr
Income & Expenditure A/c	6,917.00 Cr	6,917.00		
<b>Grand Total</b>		<b>1,32,73,36,717.10</b>	<b>1,32,73,36,717.10</b>	

