

WEST BENGAL FOREST AND BIODIVERSITY
CONSERVATION SOCIETY

1st Meeting of Governing Body

Agenda Notes

6th Aug., 2012

Agenda Notes
for the
1st Meeting of the Governing Body
of the
West Bengal Forests & Biodiversity Conservation (WBFBC) Society

1. **Confirmation of the minutes of the meeting held on 5th July, 2012.**

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 meeting held on 5th July, 2012.**

The Action Taken Report is attached to these notes. Members are requested to kindly peruse the same.

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

As per Resolution No. 1450-For/FR/O/G/6M-12/12 dated Kolkata the 28th June, 2012 of Department of Forests, for Creation of West Bengal Forest and Biodiversity Conservation Society, the Society is authorized to receive funds under Japanese ODA Loan from Japan International Cooperation Agency and utilize such funds for execution of the approved WBFBC Project (Para-7). The Society may also receive funds from sources other than under Japanese ODA Loan and utilize such funds for fulfillment of the objectives of the WBFBC Project (Para-8). The Society is authorized to open and maintain bank account(s) in nationalized banks in order to receive and manage funds received from Japan International Co-operation Agency, Ministry of Environment and Forests, Govt of India or any other Institution/Organisation (Para-11). Such bank accounts will be operated by the Member-Secretary as the Chief Executive Officer of the Society (Para-12).

The issue of Opening and Operation of Account(s) of the Society is accordingly placed for consideration of the members.

Corporation Bank, has got branches in 13 districts of the State whereas United Bank of India has got branches in 19 districts.

Corporation Bank, NUJS Branch, situated at LB Block, Sector-III, is operating as Banker to SFDA, Wasteland Development Corporation and ACCF for disbursement of Salaries and may also be considered as Banker of the Society.

In addition United Bank of India, having its branch at BD Block, Sector-I may be considered as 2nd Banker of the Society subsequently.

The type of Account may be Classic Current Account in which an amount of Rs. 5.0 lakhs will remain in Current Account and amount over and above Rs. 5.0 lakhs will go through auto sweep to Fixed Deposit portfolio for a period upto 6 month at 9% interest rate.

The Account (s) may be operated by **any two** of the following officials at any time –

- (1) Member Secretary of the Society,
- (2) Chief Accounts Officer of the PMU and
- (3) Joint Project Director, Finance in PMU

4. Approval for budget 2012-13

A budget provision of Rs. 541.0 lakhs has been made for the Project during 2012-13 in the State Plan budget under following heads –

Head of Service	Amount (Rs. Lakhs)
2406-01-102-S & FF-SP-029-Integrated Forestry and Biodiversity Conservation (EAP)-50-Other Charges	421.00
2406-01-789-Special Component Plan for SC-SP-012-Integrated Forestry and Biodiversity Conservation (EAP)-50-Other Charges	80.00
2406-01-796-Tribal Areas Sub-plan-SP-023-Integrated Forestry and Biodiversity Conservation (EAP)-50-Other Charges	40.00
TOTAL	541.00

Approval may be given to Project Director to place demand, to the tune of 25% of this provision for release and placement of the funds with the Society.

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

Annual Fund Requirement				
Re. 1.00 = JPY 1.85		Rs. Lakhs		
Sl. No.	Financial Year	Non Reimbursible Portion	Reimbursible 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 2012-13 is prepared and placed for approval of the members.

5. Establishment of PMU (Project Management Unit) –

- (i) Approval for Creation of post of Chief Accounts Officer

It is proposed to create a post of Chief Accounts Officer in the PMU to be filled up by an officer of the West Bengal Audit & Accounts Service on deputation to the Society.

Sl. No.	Position	No. of Post	Service	Scale of Pay + Gr. Pay
1	Chief Accounts Officer	1 Nos.	West Bengal Audit & Accounts Service	28000 – 52000 + Gr. Pay 7600

The proposal for the same has been submitted to the Chairperson. The same may now be approved by the members.

(ii) Approval for Contractual Staff

The MoD provides that PMU will require induction of skilled supporting staff to facilitate project activities and semi-skilled supporting staff to work as accountant, computer operator and office assistant. Qualifications of supporting staff are as follows.

Name of Post	Qualification		Number	Salary/Month (Consolidated)
	Essential	Desirable		
Skilled	Graduate with computer knowledge	Experience of office working	4	20,000
Semi Skilled	VIII pass	Experience of office working	2	10,000

Project Director may be authorized to engage at least 2 skilled (Accountant and Computer Operator) and one semi-skilled (Office Assistant) supporting staff on temporary basis upto December, 2012 to run the office of PMU.

The regular engagement on contract may be considered from January, 2013 onwards.

(iii) Establishment of DMU & FMU

The Society is required to constitute the administrative, supervisory and monitoring mechanism in respect of WBFBC Project.

Actions have been initiated to set up Project Management Unit (PMU) within the **Society**.

At the field level, Divisional Management Units (DMUs) and Field Management Units (FMUs) have to be established under the Society.

DMUs have to be created within the office of Divisional Forest Officer (DFO). DMUs will function as field unit of the Society. DMU will implement the activities of the **WBFBC Project** in the Division and assist the PMU in planning, fund management, work progress monitoring, documentation at the field level and preparation of such reports as may be required under the **WBFBC Project**

The DMU will be headed by the respective Divisional Forest Officer of the Forest Division and will be assisted by the team approved by the PMU.

Moreover, FMUs have to be created within the office of Range Officer (RO). FMUs will function as field unit of DMU under the Society. The FMU will be headed by the respective Range Officer of the Range and will be assisted by the team as approved by the DMU.

Resolution to this effect may be passed so that the Govt./Deptt. may be approached to issue the necessary orders for creation of DMUs and FMUs

(iv) Appointment of Treasurer

It is proposed that the Chief Accounts Officer of the PMU, may also be designated as the Treasurer of the Society.

6. Consulting Services

Committees are proposed to be constituted for Preparation of the Short List of Consultants and Preparation of the Request for Proposals for the selection of PMC.

It is proposed that following Committees may be constituted for the above assignments –

(i) Preparation of the Short List of Consultants,

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

(ii) Preparation of the Request for Proposals.

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

The members may kindly approve the above committees.

7. Preparation of Operational Manuals

The preparation of Operational Manuals may be considered only once the PMU is put in place.

The Society shall have a detailed accounting procedure, to be approved by the Governing Body, to carry out its financial transactions.

The same would be prepared as soon as the Chief Accounts Officer is placed with the PMU.

8. Office Space

Requirement for Office space is about 1500 sft to accommodate 8 officers and 4 contractual staff of PMU as well as working space for consultants and for conducting meetings with officials of JICA.

As no space could probably be found out at Aranya Bhawan till date, it is proposed that office space may hired by the Society for the purpose.

9. Misc.

Project Director WBFBC Project
&
Member Secretary, WBFBC Society

Action Taken Report
on the
Resolutions of the meeting of West Bengal Forests & Biodiversity
Conservation (WBFBC) Society held on 5th July

The action taken on the Resolutions of the meeting of West Bengal Forests & Biodiversity Conservation (WBFBC) Society held on 5th July are as follows:

Sl. No.	Issue	Resolution	Action Taken
1.	Registration of the Society	The members approved the drafts (of MoA & Regulations) and asked him (Project Director) to initiate the process for registration of the Society.	The application for Registration of the Society was submitted on 09.07.12. The Society has been registered on 19.07.12. The Certificate for Registration would be issued after 45 days from the date of registration.
2.	Establishment of PMU (Project Management Unit)	Project Director, WBFBC Project was authorized to send the proposal in this regard (the establishment of the PMU within the society) to the Department of Forests, for creation of the above posts in the Society and placement of the officers to the PMU.	The proposal for creation of Posts of PD (1), Jt. PD (2), Dy. PD (2), APD (2) and CAO (1) has been submitted to the Addl. CS, Forests, on 18.07.12
3.	Consulting Services	<p>The members authorized the Project Director, WBFBC Project to formulate & float the EOI for short listing of the Project Management Consultant (PMC).</p> <p>The Project Director, WBFBC Project was also requested to prepare a brief Project Report containing the technical part at an early date which may be required for the purpose of inviting the EOI.</p> <p>The shortlisted Consultants</p>	<p>The list and TORs for the Consultants to be engaged have been prepared and would be communicated to JICA as per their requirement. The draft advertisement for inviting EOI has also been prepared and would be sent to JICA for wide publicity through their office. It will also be sent for publication in leading National/State dailies shortly.</p> <p>A background note on the Project has been prepared. However the brief Project Report could not be initiated due to resource crunch.</p> <p>The preparation of RFP would require</p>

		would be asked to submit bids on the basis of the Request for Proposals (RFP), to be drafted by the PMU.	dedicated resources and can not be completed by one or two persons on part time basis. Governing Body may consider placement of resources at the disposal of PD, WBFBC Project.
4.	Preparation of Operational Manuals	The Project Director, WBFBC Project was asked to prepare Operational Manuals taking help from the manuals prepared already by the State like Odissa, Rajasthan & Tamil Nadu.	The preparation of Operational Manuals would require dedicated resources and can not be completed by one or two persons on part time basis. Governing Body may consider placement of resources at the disposal of PD, WBFBC Project.
5.	Selection of Project Villages/JFMCs	The members agreed that the Project Director, JICA WBFBC Project will be allowed to continue the work on selection of JFMCS/EDCs to be included in the project.	The work is under progress but could not be completed due to resource crunch.
6.	Logo	The members (however), suggested that Project Director should select a few designs with the help of the Divisional Forest Officer, Publicity and put up the selected designs to Addl. Chief Secretary for final selection.	The work could not be initiated due to resource crunch. May be taken up at a later date if approved.
7.	Miscellaneous	It was agreed that appropriate office accommodation would be provided to run the office of the Project Director, WBFBC Project, at Aranya Bhawan. Principal Chief Conservator of Forests, General, agreed to make necessary arrangements for the same.	Action taken, if any by the PCCF Gen, is not known.

Project Director, WBFBC Project
&
Member Secretary
Governing Body, WBFBC Society

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

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