

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

No.: 840 / WBFBC / 7-2  
To

Dated: 14.07.2022

1	Shri Vivek Kumar, IAS Additional Chief Secretary, Forest Dept., Govt. of W.B. & <b>Chairperson</b> <b>WBFBC Society</b>	9	Shri Ujjal Ghosh, IFS Additional PCCF, North Bengal- Member
2	Shri J.T.Mathew, IFS Principal Chief Conservator of Forests & HoFF West Bengal – Member	10	Shri V.K.Sood, IFS Chief Executive Officer, Green Projects- Member
3	Principal Chief Conservator of Forests Research, Monitoring & Dev. – Member	11	Smt. Asita Mishra, WBCS Spl. Secretary to the Govt. of West Bengal, Forest Dept. – Member
4	Shri S. Dasgupta, IFS Principal Chief Conservator of Forests, General- Member	12	The Joint Secretary to the Govt. of West Bengal, Finance Dept. – Member
5	Shri N.Singhal, IFS Managing Director, West Bengal Forests Development Corpn.-Member	13	Smt. Sumana Bhattacharyya, IFS Project Director (Finance)& (M&E) WBFBC Project – Spl. Invitee
6	Shri Debal Ray, IFS Principal Chief Conservator of Forests, Wildlife & CWLW – Member	14	Shri Pinaki Mitra, IFS, Addl. Project Director (Implementation), WBFBC Project- Spl. Invitee
7	Ms Sangeeta Dubey, IFS APCCF, Human Resources Dev. – Member	15	Shri Kumar Vimal, IFS, Addl. Project Director (Planning & Research), WBFBC Project-Spl. Invitee
8	Shri. A.V.Mishra, IFS APCCF, Finance- Member		

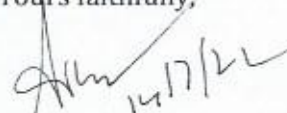
Sub.: Minutes of the 16<sup>th</sup> Governing Body of the West Bengal Forest & Biodiversity Conservation Society held on 23<sup>rd</sup> June, 2022.

Sir/Madam,

With reference to above, Kindly find enclosed herein the minutes of the 16<sup>th</sup> Governing Body of the West Bengal Forest & Biodiversity Conservation Society held on 23<sup>rd</sup> June, 2022 at Aranya Bhawan for your perusal and necessary action.

Encl: As stated

Yours faithfully,

  
(Shri A.V. Mishra)  
**Member Secretary**  
**WBFBC Society**

**MINUTES OF THE 16<sup>TH</sup> MEETING OF THE GOVERNING BODY OF THE  
WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY**

The 16<sup>th</sup> Meeting of the Governing Body of the West Bengal Forest and Biodiversity Conservation Society was held on 23<sup>rd</sup> June, 2022. The meeting was chaired by Shri Vivek Kumar, Chairperson of the Society. The following members / Special Invitees were present.

1. Shri Vivek Kumar, ACS to the Govt. of W.B. Forest Deptt. & **Chairperson WBFBC Society**
2. Shri J.T.Mathew, Principal Chief Conservator of Forests & HoFF- Member
3. Shri V.K.Yadav, Principal Chief Conservator of Forests & RMD- Member
4. Shri Niraj Singhal, Managing Director, WBFDC Ltd- Member
5. Shri Debal Ray, Principal Chief Conservator of Forests, Wildlife & CWLW- Member
6. Ms Sangeeta Dubey, Addl. Principal Chief Conservator of Forests, HRD- Member
7. Shri A.V.Mishra, Addl. Principal Chief Conservator of Forests, Finance-Member
8. Shri Ujjal Ghosh, Addl. Principal Chief Conservator of Forests, North Bengal-Member
9. Shri V.K.Sood, Chief Executive Officer, Green Project – Member
10. Smt Asita Mishra, Special Secretary to Govt. of W.B, Forest Deptt.- Member
11. Smt Sumana Bhattacharyya, Project Director (Fin) & (M&E)- Spl. Invitee
12. Shri Pinaki Mitra, Addl Project Director (Implementation)- Spl. Invitee
13. Shri Kumar Vimal, Addl Project Director (P&R)- Spl. Invitee

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

**1. Confirmation of the minutes of the 15<sup>th</sup> meeting held on 24th September, 2019**

Governing Body was informed that no communication in respect of minutes of 15<sup>th</sup> meeting of Governing Body has been received so far.

Decision:

- i) Minutes of the 15<sup>th</sup> meeting of the Governing Body stand confirmed.

Action:

No Action required.

**2. Discussion on the Action Taken Report on the resolutions of the minutes of the 15<sup>th</sup> meeting held on 24th September, 2019**

The Action Taken Report on the resolutions of the minutes of 15<sup>th</sup> meeting was presented before the Governing Body. No comments were made on issue listed in Sl.No.1, 2, 4 & 5. On the Sl. No. 3 (B) include PCCF CAMPA, MS WBZA and CEO, Green Project as members of Governing Body of the WBFBCS the Chairman of the Society commented that it should be pursued immediately.

Decision: Action taken report is accepted

Action: A Note sheet along with a letter sent to Department of Forest, W.B. vide Note Sheet No- 743/WBFBCP/7-2/22 dated: 24.06.2022 & Letter No- 744/WBFBCP/7-2/22 dt: 24.06.2022.



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

Member Secretary made a PowerPoint presentation depicting the progress on various components of the project. While presenting the report the following points were highlighted:

#### **i. Component I: Afforestation**

Chairperson asked the survival of plantation monitoring report of South Bengal and North Bengal.

#### **ii. Component IV: Institutional capacity development (procurement)**

Chairperson asked the reason about the report presented in component IV, is shown excess number of items between target and achievement.

Decision: The status report is accepted by the Governing Body.

Action: Plantation Monitoring Survival Report of South Bengal and North Bengal has to be submitted to Department by PCCF & HoFF.

### **4. Presentation of Annual Reports of WBFBCP for the years 2018-19, 2019-20 and 2020-21.**

Decision: The members accorded their approval on Annual Reports for the years 2018-19, 2019-20 & 2020-21.

### **5. Approval of ANNUAL PLAN OPERATION (APO) For the Year 2022-23**

The Annual Plan Operation (APO) for the Financial Year 2022-23 has been proposed by PMU to continue the PMU office for preparation of PCR and formulation of Project Report for Phase-II.

Decision: The members accorded their approval on Annual Plan Operation (APO) of WBFBC Project for the year 2022-23.

### **6. Confirmation of the Circular Resolution No. 02/19-20 dated 01.11.2019 for Engagement of Service Provider for Outsourcing manpower.**

Decision: Governing Body ratified the Circular Resolution.

### **7. Ratification of Circular Resolution No. 03/19-20 for continuation of engagement of the Extension Workers dated 20.03.2020.**

Decision: Governing Body ratified the Circular Resolution.

### **8. Ratification of Circular Resolution No. 04/19-20 for approval of APO for WBFBCP for 2020-21 dated 11.05.2020.**

Decision: Governing Body ratified the Circular Resolution.

### **9. Ratification of Circular Resolution No. 05/20 by the Members of the Governing Body for approval of Statutory Audit for F.Y. 2018-19 dated 18.05.2020.**

Decision: Governing Body ratified the Circular Resolution

- 10. Ratification of Circular Resolution No. 06/20 by the members of the General Body for approval of Statutory Audit for F.Y. 2018-19 dated 18.05.2020.**

Decision: Governing Body ratified the Circular Resolution

- 11. Ratification of Circular Resolution No. 07/20 for writing off the assets and infrastructure damaged by severe cyclone Amphan on 20.05.2020.**

Decision: Governing Body ratified the Circular Resolution

- 12. Ratification of Circular Resolution No. 08/20 for approval of procurement of Computers and Accessories dated- 17.12.2020.**

Decision: Governing Body ratified the Circular Resolution.

- 13. Ratification of Circular Resolution No. 01 for approval of APO for WBFBCP for 2021-22 dated 25.03.2021.**

Decision: Governing Body ratified the Circular Resolution.

- 14. Ratification of Circular Resolution No. 01/21-22 to the Members of the General Body for approval of Statutory Audit for F.Y. 2019-20 dated 20.07.2021**

Decision: Governing Body ratified the Circular Resolution.

- 15. Ratification of Circular Resolution No. 02/21-22 to the Members of the Governing Body for approval of Statutory Audit for FY 2019-20 dated 20.07.2021**

As it was misplaced, this circular resolution was placed for approval.

Decision: The members accorded their approval and ratified the Circular Resolution.

- 16. Ratification of Circular No. 03/21-22 for approval of Fund support for Skill Upgradation of Trainee Forest Rangers Recruited through Public Service Commission West Bengal dated 31.08.2021.**

Decision: Governing Body ratified the Circular Resolution.

- 17. Ratification of Circular Resolution No. 04/21-22 for the Appointment of the Internal Auditor for the Internal Audit of the Accounts of the WBFBC Society for the F.Y. 2021-22 dated 29.10.2021**

Decision: Governing Body ratified the Circular Resolution.

- 18. Ratification of Circular Resolution No. 05/21-22 for approval for Utilization of Savings in Non-Reimbursable Fund for Use for P.O.L. maintenance of Vehicles, Hiring of Vehicles for use for WBFBCP for 2021-22 dated 11.02.2022**



Decision: Governing Body ratified the Circular Resolution.

**19. Ratification of Circular Resolution No. 06/21-22 for approval for Extending the Validity of Agreement of the Office Premises used by Erstwhile PMC and PMU dated: 14.03.2022.**

Decision: Governing Body ratified the Circular Resolution.

**20. Approval of Statutory Audit Reports for the years 2018-19, 2019-20 & 2020-21**

Decision: The members accorded their approval on Statutory Reports for the years 2018-19, 2019-20 & 2020-21. Chairperson, WBFBC Society observed that even after the approval the society shall once again check the Audit Reports and Accounts and in case any discrepancy is observed to bring to the notice of EC.

**21. Approval of the Internal Audit Report for the years 2018-19, 2019-20 & 2020-21**

Decision: The members accorded their approval on Internal Audit Reports for the years 2018-19, 2019-20 & 2020-21.

**22. Proposal seeking approval for continuation of PMU and use of unspent balance of Rs.4.73crore against maintenance of PMU and PMC during 2022-23 and 2023-24**

Decision: The members accorded their approval.

**23. Proposal seeking approval for requisitioning rolling fund from State Government**

Decision: The members accorded their approval

**24. Proposal seeking approval of Project Completion Report**

Member Secretary made a PowerPoint presentation on Project Completion Report. Chairperson had raised some questions on the Project.

- i. What is TPOFA?
- ii. What is the outcome of the Project?

Decision: The members accorded their approval.

Action: The Project outcome will be compiled & circulated to all the members.

**25. Other items raised and discussed with the permission of chair.**

A few points which were raised with the permission of the chair were discussed and resolved. They are given below:

1. De-Centralised Nursery
2. Plantation Survival Report- shall be submitted by PCCF & HoFF
3. Publishing scanned documents in website

**Resolution: Publication of important reports and uploading in Website of Department and WBFBC Project.**

Chairperson, WBFBC Society requested to lay more emphasis on Technology in WBFBC Project (Phase-II) and include a component for publicity & online Archives in Phase-II of the Project. He also emphasised that all the old publications like Research materials, Working Plans & other important orders should be scanned & placed in the Online Archives for reference to future generation. He also laid emphasis on importance of Research Activities & requested to place importance on Research in Phase-II of Project.

The meeting ended with a vote of thanks to the Chair

Sd/-  
**(Vivek Kumar)**  
**Chairperson,**  
**WBFBC Society**