

West Bengal Forest and Biodiversity Conservation Society
Office of the Chief Project Director
Block LB-2, Sector III
Salt Lake City, Kolkata -700106

No.: 228 / WBFBC / 7-2
To

Dated: 21.03.2023

1	Shri Vivek Kumar, IAS Additional Chief Secretary, Forest Dept., Govt. of W.B. & Chairperson WBFBC Society	9	Shri. A.V.Mishra, IFS Addl Principal Chief Conservator of Forests, Finance- Member
2	Shri Soumitra Dasgupta, IFS Principal Chief Conservator of Forests & HoFF West Bengal – Member	10	Shri Saurabh Chaudhuri, IFS Member Secretary, West Bengal Zoo Authority-Member
3	Shri Niraj Singhal, IFS Managing Director, West Bengal Forest Development Corporation Ltd. – Member	11	Shri Ujjal Ghosh, IFS APCCF, North Bengal- Member
4	Shri Debal Ray, IFS Principal Chief Conservator of Forests, Wildlife & CWLW – Member	12	Smt. Asita Mishra, WBCS Spl. Secretary to the Govt. of West Bengal, Forest Dept. – Member
5	Shri Sandeep Sundriyal, IFS Principal Chief Conservator of Forests, General- Member	13	The Joint Secretary to the Govt. of West Bengal, Finance Dept. – Member
6	Shri Piar Chand, IFS Principal Chief Conservator of Forests Research, Monitoring & Dev. – Member	14	Smt. Sumana Bhattacharyya, IFS Project Director (Finance) & (M&E) WBFBC Project – Spl. Invitee
7	Dr. Kana Talukder, IFS Principal Chief Conservator of Forests, CAMPA – Member	15	Shri Kumar Vimal, IFS, Addl. Project Director (Planning & Research) & (Implementation), WBFBC Project-Spl. Invitee
8	Dr. V.K. Sood, IFS Chief Executive Officer, Green Projects- Member		

Sub.: **17th Meeting of the Governing Body of the West Bengal Forest & Biodiversity Conservation Society.**

Sir/Madam


The 17th Meeting of the Governing Body of the West Bengal Forest and Biodiversity Conservation Society will be held on **30.03.2023 at 11:00 AM in the 8th Floor, Conference Room, Aranya Bhawan at LA-10A, Sector, -III, Salt-lake City, Kolkata-700106.**

The Agenda Notes of 17th meeting of the Governing Body of WBFBC Society is enclosed herewith for the favour of your perusal.

You are requested to make it convenient to attend the meeting.

Yours faithfully,

Encl: As stated


Member Secretary
WBFBC Society

WEST BENGAL FOREST AND BIODIVERSITY
CONSERVATION SOCIETY

17th Meeting of Governing Body

Agenda Notes

Aranya Bhawan, Kolkata

Date- 30.03.2023

West Bengal Forest and Biodiversity Conservation Society
AGENDA POINTS FOR THE 17th MEETING OF THE GOVERNING BODY

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4	Presentation of Annual Reports of West Bengal Forest and Biodiversity Conservation Project for the years 2021-22	1
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9	Approval for deployment of Project Management Consultant (PMC) for Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)	2-3
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West Bengal Forest & Biodiversity Conservation Society
Agenda Notes for the 17th Meeting of the Governing Body of the West
Bengal Forests & Biodiversity Conservation (WBFBC) Society

1. Confirmation of the minutes of the 16th meeting held on 23rd June, 2022.

No Communication has been received in respect of the minutes from any member.

Points for decision:

The minutes may be considered as confirmed.

2. Discussions on the Action Taken Report on the resolutions of the minutes of the 16th meeting on 23rd June, 2022.

The action taken report is attached as **Annexure I** to these notes.

Points for decision:

Members are requested to kindly peruse the same and give their valued opinion, if any.

3. Status of Phase-II of the Project viz. "Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal" (WB-FBCCCR)

Minutes of Discussion (MoD) has been signed between Govt. of India, Govt. of West Bengal and JICA HQ on the 27th December, 2022, Loan Agreement is expected to be signed by the end of March, 2023 and the project may start from April, 2023.

Points for decision:

Members are requested to give their views on the status report and suggest follow up action, if any.

4. Presentation of Annual Reports of West Bengal Forest and Biodiversity Conservation Project for the years 2021-22

The Annual Reports are presented in **Annexure- II**

Points for decision:

Members are requested to kindly peruse the same and give their valued opinion, if any.

5. Approval of Statutory Audit Reports for the years 2021-22

Statutory Audit for the FY 2021-22 was conducted by M/S P K De & Associates and a report on the same is placed in **Annexure- III**

Points for decision:

- i) Members are requested to kindly peruse the same and accord their approval.
- ii) Approve placing the statutory audit report of the society for FY 2021-22 in the AGM for final acceptance.

6. Approval of the Internal Audit Report for the years 2021-22

Internal Audit of all the DMUs, FMUs/JFMCs and PMU for the period from April, 2021 to March, 2022 was conducted by KGRS & Co and an executive summary for the same is attached vide **Annexure-IV**

Points for decision:

- i) Members are requested to kindly peruse the same and accord their approval.

- ii) Approve placing the statutory audit report of the society for FY 2021-22 in the AGM for final acceptance.

7. Approval for appointment of Auditors for Internal Audit and Statutory Audit of the Society Account for 2022-2023.

This is planned to get the society's account audited (Internal and Statutory) after closure of FY 2022-23. Since the project implementation concluded in 2021-22 only there is no need of auditing DMU accounts and it will only be PMU account auditing and selection of the auditor for the same can be done by inviting quotations. Approval may kindly be granted for appointment of auditors.

Points for decision:

- i) Members are requested to kindly peruse the same and accord their approval.

8. Approval for submission of proposal for Constitution of High Power Committee (HPC), Governing Body (GB) and Executive Committee (EC) for the Phase-II of the project viz. Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)

As per MoD, The High-Power Committee (HPC) will be reconstituted for the project and will act as its highest decision-making body at the state government level and will not form a part of the autonomous society, which is PMU. Similarly, the Governing Body (GB) of the project will be reconstituted and will be the decision-making bodies for the project within the autonomous society, PMU, as per the provisions in the Societies Registration Act.

As the project is expected to start from April, 2023, constitution of High Power Committee, Governing Body and Executive Committee as per the provisions of MoD is required to be done by March, 2023 for timely execution of the project activities. Approval may kindly be granted for initiating proposals for such constitution.

Points for decision:

Members are requested to kindly examine the proposal and accord their approval.

9. Approval for deployment of Project Management Consultant for Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR)

As a part of the project design and institutional arrangements, a team of experienced professionals will be procured and deployed at the state level as PMC to assist PMU in managing the project and to extend required technical guidance for a limited number of years. The team composition of PMC will carry a skill set and experience to complement and supplement PMU initiatives, provide technical support in preparing guidelines and procedures as well as provide an independent view on project implementation. The PMC team will consist of two International Experts in the fields of **Community Resilience against Climate Change** and **GIS/MIS/DX** and eight local Experts in the fields of **Sustainable Forest Management, Biodiversity Conservation, Soil Water Conservation, Capacity Development, Monitoring and Evaluation, Social and Environmental Considerations, Micro Finance/ Business Development Support** and **GIS/MIS/DX**.

The procurement of PMC will be through International Competitive Bidding and will take some time and therefore approval is sought before constitution of new Governing Body for initiating bidding process immediately after signing of Loan Agreement. The Request for Expressions of Interest proposed for selection of PMC is enclosed in **Annexure-V**

Points for decision:

Members are requested to kindly examine the proposal and accord their approval.

10. Approval of "Evaluation Committee" for the selection of Project Management Consultant (PMC)

MoD for 2nd phase of the Project named "Project for Forest and Biodiversity Conservation for Climate Change Resilience in West Bengal (WB-FBCCCR)" has been signed, pledge has been made by the Govt. of Japan, Loan Agreement is scheduled to be signed by 31st March, 2023 and the Project is slated to commence on 1st April, 2023. Process for Procurement of Project Management Consultant (PMC) has already started with consultation with Mr. Ogaguchi Kazowri, Senior Advisor, First Management Division on RFP Preparation for Procurement of Consultants from 27th February, 2022. A "committee for Evaluation" of Request for Proposal (RFP) for selection of consultant is proposed as under for the same:

1. Dr. Kana Talukder, Principal Chief Conservator of Forests, CAMPA- Chairperson
2. Shri A.V.Mishra, APCCF & Chief Project Director, WBFBC Project- Member
3. Shri Subhankar Sengupta, Chief Conservator of Forests (HQ)- Member
4. Ms Sumana Bhattacharyya, CCF & Project Director (Finance), WBFBC Project-Member
5. Shri Kumar Vimal, CF & Addl. Project Director, WBFBC Project- Member
6. FA/AFA of Forest Department, GoWB

Points for decision:

Members are requested to kindly examine the proposal and accord their approval.

11. Approval for opening Bank Accounts for 34 DMUs and 90 FMUs.

The approved Detailed Project Report for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal has identified 34 Divisional management Units (DMUs) and 90 Field Management Units (FMUs) for implementation of the project. All these units will have to open fresh Bank Accounts for implementation of the project. This Governing Body may kindly grant its approval for opening of such accounts. These accounts will be of Mother-Child-Grandchild structure for PMU-DMU-FMU and the Accounts of DMUs and FMUs will carry zero balance for all the time and the transactions will be real time.

Points for decision:

Members are requested to kindly examine the proposal and accord their approval.

12. Approval for deployment of man-power on contractual basis, Authorised Ranger Officer

As per the MoD (Attachment 10: Institutional Arrangement) the detailed project staffing at PMU, DMU and FMU levels is described in the following three tables. This list includes contractual staff at all three levels which are to be hired on temporary basis from various sources like Retired Government Servants, Open Market or Outsourcing. These all are to be funded from Eligible component of the project. Approval may kindly be granted for initiating process for hiring different categories of contractual staff for the timely implementation of the project.

Table 1: PMU Staffing as per MoD

Sl.No.	Position	Rank	Mode	Source	Engagement	Qty	Remark	Share
Key Staff						16		
1	Chief Project Director	APCCF & above	Deputation	FD	Full Time	1		NE
A.	Administration, Finance & Coordination Wing					7		
2	Project Director	CCF	Deputation	FD	Full Time	1		NE
3	Finance Officer/Joint Director	DCF	Deputation	FD	Full Time	1	Sometimes arranged by State Finance Deptt	NE
4	Accounts Officer		Contract	Retired Government Servant	Full Time	1		E
5	Authorised Range Officer		Contract	Retired Government Servant	Full Time	1		E
6	Accountant		Contract	Open Market	Full Time	3		E
B.	Planning & Implementation Wing					2		
7	Project Director/ Additional Project Director	CCF/CF	Deputation	FD	Full Time	1		NE
8	Assistant Director	ACF	Deputation / Contract	FD	Full Time	2		NE
9	Project Engineer		Contract	Open Market	Full Time	1	for initial 5yrs.	E
C.	Monitoring & Evaluation Wing					4		
10	Additional Project Director	CF	Deputation	FD	Full Time	1		NE
11	Assistant Director		Contract	Open Market	Full Time	1		E
12	MIS/GIS Officer		Contract	Open Market	Full Time	1		E
13	IEC/Knowledge Material		Contract	Open Market	Full Time	1		E
D.	Livelihoods & Partnerships Wing					2		
13	Joint Project Director	DCF	Deputation	FD	Full Time	1		NE
14	Business Development & Livelihoods Officer		Contract	Open Market	Full Time	1		E
Supporting Staff						13		
15	Office Assistant			Outsourcing	Full Time	4		E

16	Multiutility Person			Outsourcing	Full Time	3		E
Sl.No.	Position	Rank	Mode	Source	Engagement	Qty	Remark	Share
17	Drivers			Outsourcing	Full Time	3		E
18	Security Staff			Outsourcing	Full Time	3		E
Total Staffing						29		
	FD					8		
	Open Market					8		
	Outsourcing					13		
	Eligible (E)					21		
	Non-Eligible (NE)					8		

Table 2: Proposed PMU Staffing

Sl.No.	Position	Rank	Mode	Source	Engagement	Qty	Remark	Share
Key Staff						17		
1	Chief Project Director	APCCF & above	Deputation	FD	Full Time	1		NE
A.	Administration, Finance & Coordination Wing					8		
2	Project Director, Finance	CCF	Deputation	FD	Full Time	1		NE
3	Additional Project Director	CF	Deputation	FD	Full Time	1		NE
4	Joint Project Director	DCF	Deputation	FD	Full Time	1		NE
5	Accounts Officer		Contract	Retired Government Servant	Full Time	1		E
6	Authorised Range Officer		Contract	Retired Government Servant	Full Time	1		E
7	Accountant		Contract	Open Market	Full Time	3		E
B.	Planning, Implementation and Monitoring Wing					8		
8	Project Director, M&E	CCF	Deputation	FD	Full Time	1		NE
9	Additional Project Director	CF	Deputation	FD	Full Time	1		NE
10	Project Engineer		Contract	Open Market	Full Time	1	for initial 5yrs.	E
11	Assistant Director		Contract	Open Market	Full Time	1		E
12	MIS/GIS Officer		Contract	Open Market	Full Time	1		E
13	IEC/Knowledge Material		Contract	Open Market	Full Time	1		E
14	Joint Project Director, Livelihood and partnership	DCF	Deputation	FD	Full Time	1		NE
15	Business Development & Livelihoods Officer		Contract	Open Market	Full Time	1		E
Supporting Staff						13		
16	Office Assistant			Outsourcing	Full Time	3		E
17	Multiutility Person			Outsourcing	Full Time	4		E

18	Drivers			Outsourcing	Full Time	4		E
19	Security Staff			Outsourcing	Full Time	2		E
Total Staffing						30		
	FD					7		
	Open Market					10		
	Outsourcing					13		
	Eligible (E)					23		
	Non-Eligible (NE)					7		

Table 3: Proposed DMU Staffing

SL No.	Position	Rank	Mode	Source	Engagement	Qty	Remark
Key Staff						5	
1	DMU Head	DCF		SFD	Part-Time	1	Key responsibility for project NE
2	M&E Technical Coordinator		Contract	Open Market	Full Time	1	GIS/ MIS and regular M&E and documentation E
3	Accountant-cum-Cashier		Contract	Open Market	Full Time	1	Prepare SOEs and accounting E
4	Office Assistant		Contract	Open Market	Full Time	1	to assist DMU E
5	Computer Operator		Contract	Open Market	Full Time	1	to assist project works E
	SFD					1	
	Contract/ Open Market					4	
	Eligible (E)					4	
	Non-eligible (NE)					1	

Table 4: Proposed FMU Staffing

SL No.	Position	Rank	Mode	Source	Engagement	Qty	Remark
Key Staff						5	
1	FMU Head	DF (Deputy Forester)		SFD	Part-Time	1	Key responsibility for project NE
2	JFM Coordinator		Contract	Open Market	Full Time	1	To assist in microplanning, capacity building, NRM interventions, convergence etc. E
3	Livelihood Coordinator		Contract	Open Market	Full Time	1	To assist in microplanning, capacity building, livelihood interventions, IGAs etc. E
4	Beat Officer			SFD	Part-Time	1	to assist FMU and facilitate field operations NE
5	Extension Worker		Contract	Open Market	Full Time	1	to assist project works at JFMC / village level, engaged for 3 years to cover 5 JFMCs per Extension Worker E
	SFD					2	
	Contract/ Open Market					3	
	Eligible (E)					3	
	Non-eligible (NE)					2	

There are 8 positions (out of total 13), one each of Accounts Officer, Authorised Range Officer, Project Engineer, GIS/MIS Officer, IEC/ Knowledge material, Business Development & livelihood Officer and Driver proposed at the PMU, 4 positions, one each of Monitoring & Evaluation technical Coordinator, Accountant cum Cashier, Computer

Operator and Office Assistant in 34 DMUs (91 out of required 136 positions are existing at different DMUs leaving a requirement of 45 fresh persons at DMU level) and 3 positions i.e. JFM Coordinator, Livelihood Coordinator and Extension worker.

Points for decision:

Members are requested to kindly examine the proposal and accord their approval.

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

The 16th Meeting of the Governing Body of the West Bengal Forest and Biodiversity Conservation Society was held on 23rd 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 15th meeting held on 24th September, 2019

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

Decision:

- i) Minutes of the 15th 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 15th meeting held on 24th September, 2019

The Action Taken Report on the resolutions of the minutes of 15th 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 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

ANNEXURE I

**ACTION TAKEN REPORT ON THE DECISIONS OF THE 16TH MEETING OF THE GOVERNING BODY
WEST BENGAL FOREST & BIODIVERSITY CONSERVATION (WBFBC) SOCIETY
HELD ON 23rd June, 2022**

Sl.	Issue	Resolution	Action Taken
1.	Confirmation of the minutes of the 15 th meeting held on 24 th September, 2019.	The minutes of the 15 th meeting of the Governing Body held on 24 th September, 2019 are confirmed	Action complete.
2.	Discussion on the Action Taken Report on the Resolutions of the minutes of 15 th meeting held on 24 th November, 2019.	Action Taken Report of 15 th meeting of Governing Body is confirmed.	Action complete.
3.	Presentation of the Status Report of the WBFBC Project	<p>The status report was found satisfactory and accepted with the following observation.</p> <p>Component I: Afforestation Chairperson asked the survival of plantation monitoring report of South Bengal and North Bengal.</p> <p>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</p>	<p>Plantation Monitoring Survival Report of South Bengal and North Bengal has been submitted to Department through PCCF & HoFF.</p> <p>The Average Weighted Survival Percentages of 1st Year, 3rd Year and 5th Year plantations raised under WBFBCP were 96%, 82% and 84.5% respectively for South Bengal and those for North Bengal were 86%, 72.75% and 58.67% respectively.</p> <p>In view of urgent need of strengthening mobility of field staff for better Protection, Man Animal Conflict Mitigation and Coordination, it was proposed to procure additional vehicles out of savings. The same was approved as part of Mid Term Review proposal by JICA and was ratified by the HPC in their 3rd Meeting on the 21st March, 2016.</p>
4	Presentation of Annual Reports of WBFBCP for the years 2018-19, 2019-20 and 2020-21	The members accorded their approval on Annual Reports for the years 2018-19, 2019-20 & 2020-21	Action complete.
5	Approval of ANNUAL PLAN OF OPERATION (APO) For the Year 2022-23	The members accorded their approval on Annual Plan of Operation (APO) of WBFBC Project for the year 2022-23.	APO has been implemented
6	Confirmation of the Circular Resolution No. 02/19-20 dated 01.11.2019	Governing body ratified the Circular Resolution for Engagement of Service Provider for Outsourcing manpower.	Action complete.

7	Confirmation of the Circular Resolution No. 03/19-20 dated 20.03.2020	Governing Body ratified the Circular Resolution for continuation of engagement of the Extension Workers	Action complete.
8	Confirmation of the Circular Resolution No. 04/19-20 dated 11.05.2020	Governing Body ratified the Circular Resolution for approval of APO for WBFBCP for 2020-21 dated 11.05.2020.	Action complete.
9	Confirmation of the Circular Resolution No. 05/20 dated 18.05.2020	Governing Body ratified the Circular Resolution for approval of Statutory Audit for F.Y. 2018-19	Action complete.
10	Confirmation of Circular Resolution No. 06/20 dated 18.05.2020.	Governing Body ratified the Circular Resolution of General Body for approval of Statutory Audit for F.Y. 2018-19	Action complete.
11	Confirmation of Circular Resolution No. 07/20	Governing Body ratified the Circular Resolution for writing off the assets and infrastructure damaged by severe cyclone Amphan on 20.05.2020	Action complete.
12	Confirmation of Circular Resolution No.08/20 dated-17.12.2020	Governing Body ratified the Circular Resolution for approval of procurement of Computers and Accessories	Action complete.
13	Confirmation Circular Resolution No. 01 dated 25.03.2021	Governing Body ratified the Circular Resolution approval of APO for WBFBCP for 2021-22	Action complete.
14	Confirmation of Circular Resolution No. 01/21-22 dated 20.07.2021	General Body ratified the Circular Resolution for approval of Statutory Audit for F.Y. 2019-20	Action complete.
15	Confirmation Circular Resolution No. 02/21-22 dated 20.07.2021	Governing Body ratified the Circular Resolution for approval of Statutory Audit for FY 2019-20	Action complete.
16	Confirmation of Circular Resolution No. 03/21-22 dated 31.08.2021	Governing Body ratified the Circular Resolution for approval of Fund support for Skill Upgradation of Trainee Forest Rangers Recruited through Public Service Commission West Bengal	Action complete.
17	Confirmation of Circular Resolution No. 04/21-22 dated 29.10.2021.	Governing Body ratified the Circular Resolution for the Appointment of the Internal Auditor for the Internal Audit of the Accounts of the WBFBC Society for the F.Y. 2021-22	Action complete.
18	Confirmation of Circular Resolution No. 05/21-22 dated 11.02.2022	Governing Body ratified the Circular Resolution 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	Action complete.
19	Confirmation of Circular Resolution No. 06/21-22 dated 14.03.2022	Governing Body ratified the Circular Resolution for approval for Extending the Validity of Agreement of the Office Premises used by Erstwhile PMC and PMU	Action complete.
20	Approval of Statutory Audit Reports for the years 2018-19, 2019-20 & 2020-21	Members accorded their approval	Action complete.

21	Approval of the Internal Audit Report for the years 2018-19, 2019-20 & 2020-21	Members accorded their approval	Action complete
22	Proposal seeking approval for continuation of PMU and use of unspent balance of Rs.4.73 crore against maintenance of PMU and PMC during 2022-23 and 2023-24	Members accorded their approval	Action complete
23	Proposal seeking approval for requisitioning rolling fund from State Government	Members accorded their approval	Action complete
24	Proposal seeking approval of Project Completion Report	Members accorded their approval	Action complete
25	Proposal seeking approval of Project Completion Report	Members accorded their approval	PCR compiled and circulated to all members
26	Other items raised and discussed with the permission of chair	Chairperson, WBFBCS requested to lay more emphasis on Technology and include 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.	Appropriate emphasis has been laid on incorporation and assimilation of technology in Phase II and there is proposal for procurement of Enterprise Solution of Web GIS with customisation for the whole directorate irrespective of project implementation and procurement and use of drone. Special emphasis has been given on digital transformation for solving the complicated issues in the Forest Department. The reports of all the research works done during WBFBCP have been uploaded on the websites of the department and of the project. In Phase II of the project components related to digital documentation and knowledge material have been introduced and will be implemented during the project period.

Annual Report 2021-22



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) had 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, formed 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 were:

- 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:

Sl. No.	Name	Designation
(i)	Addl. Chief Secretary/Principal Secretary to the	Chairperson

Sl. No.	Name	Designation
	Govt. of West Bengal, Department of Forests	
(ii)	Principal Chief Conservator of Forests, Head of Forest Force, West Bengal	Member
(iii)	Principal Chief Conservator of Forests, Wildlife and Chief Wildlife Warden, West Bengal	Member
(iv)	Principal Chief Conservator of Forests, General, West Bengal	Member
(v)	Principal Chief Conservator of Forests, Research, Monitoring and Development, West Bengal	Member
(vi)	Representative of Finance Department, Government of West Bengal, not below the rank of Joint Secretary, to be nominated by the Addl. Chief Secretary/Principal Secretary to the Govt. of West Bengal, Finance Department.	Member
(vii)	Representative of Finance Department, Government of West Bengal, not below the rank of Joint Secretary, to be nominated by the Addl. Chief Secretary/Principal Secretary to the Govt. of West Bengal, Department of Forests	Member
(viii)	Managing Director, West Bengal Forest Development Corporation	Member
(ix)	Managing Director, West Bengal Wasteland Development Corporation	Member
(x)	Addl. Principal Chief Conservator of Forests, Human Resource Development, West Bengal	Member
(xi)	Addl. Principal Chief Conservator of Forests , Finance, west Bengal	Member
(xii)	Addl. Principal Chief Conservator of Forests , North Bengal	Member
(xiii)	Chief Project Director, West Bengal Forest and Biodiversity Conservation Project	Member Secretary

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 Laws of the Society overall responsibility of the Society lies on a Governing Body in which senior officials of Forest Department, 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 vested 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 implemented 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 177 Field Management Units (FMUs) under 34 nos. of DMUs were set up to ensure project implementation at the Range level.

FMUs were created within the office of Range Officer (RO). FMUs 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 (DMUs) will monitor the functioning of FMUs.

The Project

The objective of the West Bengal Forest and Biodiversity Conservation Project was 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 29th 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 was Rs. 4060 million. Eligible (Reimbursable) Portion of the project was Rs. 3444.00 million and the Non-eligible (Non-reimbursable) Portion of the project was Rs. 617.00 million.

The Project was 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 was 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) and extended to 2021-2022.

The Project was implemented all over the State of West Bengal.

The activities undertaken in the Project were under the following components or Packages:

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

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

Events

- i. The offices under the Directorate of Forest at Siliguri constructing a G+5 multi storied Administrative Building.
- ii. 47 No. of Beat Offices have been constructed till the end of 2021-22.
- iii. JICA organized 12th Project Directors Meeting for Forestry and NRM Projects in an online mode from 27th, September, 2021 to 29th September, 2021.

The themes for the 12th Project Directors meeting are as under:

- a. Sustainable Livelihoods and Inter-Sectoral Convergence (best Practices, Challenges and Solutions)
 - b. Promotion of Technology in Management: MIS and GIS
- iv. JICA organized a virtual National Workshop on 7th February, 2022 from 11 AM to 1 PM on the result of study by M/S Stesalit Systems Ltd., Kolkata on developing a prototype GIS and MIS Integrated Systems model for improving the GIS and MIS utilization in the ongoing JICA supported projects and 4th Generation Projects to be supported by JICA in the future.
 - v. JICA organized a virtual meeting regarding Orientation Programme on Forestry Nursery and Seedling Production on 1st March, 2022 to 2nd March, 2022.
 - vi. JICA organized an online seminar on Revised ESC Guidelines and Objection Procedures on 2nd March, 2022 from 11 AM to 12 PM.
 - vii. The 16th meeting of the Governing Body of West Bengal Forest and Biodiversity Conservation Society was held on 23rd June, 2022 at Aranya Bhawan.

Establishment of PMU, DMUs and FMUs

The State Government, vide its no. 2623-For/G/6M-38/12 dated 21.12.2012, adopted the resolution that the West Bengal Forest and Biodiversity Conservation Society was established for the administrative, supervisory and monitoring mechanism in respect of WBFBC Project and got 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.

34 DMUs were established for participating in the Project activities.

177 FMUs were totally constituted in 34 DMUs.

Consolidation of Legal System for Institutionalization of Society and PMU

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

The Operational Manual for the West Bengal Forest and Biodiversity Conservation Society has been prepared and approved by the Governing Body (GB) of the Society in its meeting held on 25.03.2013. Delegation of Financial Powers has also been approved by Governing Body of the Society.

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

Deployment of Staff

The G.O. for establishment of exclusive PMU for the Project has been issued vide No. 1162-For/G/6M-12/12 (Pt. I) dated 13.06.2014.

The Department of Forest, Govt. of W.B. issued orders for the appointment of seven (7) officers to the PMU, as Chief Project Director, Project Director, Finance and Project Director, Monitoring & Evaluation, Addl. Project Director, Implementation and Addl. Project Director, Planning & Research, Joint Project Director, Extension and Joint Project Director, Co-Ordination as on date.

All the above Officers have since joined the Society on deputation.

One post of Account Officer has been filled up from retired person from Audit and Account Service.

The Governing Body (GB) of West Bengal Forest and Biodiversity Conservation Society, in its meeting, held on 01.09.2013, had approved recruitment of personnel - 6 for the PMU and 81 for the DMUs under various categories - by the Society through Service Provider under the Provision "Support Staff of PMU and DMU" of the Chapter "Recruitment and Service Rules."

In addition the GB of the Society, in its meeting held on 01.09.2013, had approved engagement of retired personnel on contract basis for PMU. The details of the staff working at the PMU and the mode of their engagement is tabulated below:

Sl. No.	Position	Mode of Engagement	Category under which expenses are to be met	Present position
1.	Chief Project Director	On Deputation	Non-reimbursable	Joined/posted since 01.07.2014
2.	Project Director, Finance	On Deputation	Non-reimbursable	Joined/posted since 01.07.2014
3.	Project Director, Monitoring & Evaluation	On Deputation	Non-reimbursable	Joined/posted since 01.07.2014
4.	Addl. Project Director, Implementation	On Deputation	Non-reimbursable	Joined/posted since 04.09.2014
5.	Addl. Project Director, Planning & Research	On Deputation	Non-reimbursable	Joined/posted since 19.09.2014
6.	Joint Project Director, Extension	On Deputation	Non-reimbursable	Joined/posted since 27.04.2018
7.	Joint Project Director, Co-Ordination	On Deputation	Non-Reimbursable	Joined/posted since 09.12.2019
8.	Accounts Officer	Contractual Retired personnel	Non-Reimbursable	Since August, 2016
9.	Forest Ranger	Contractual Retired personnel	Non-reimbursable	Since 28.10.2013
10.	Accountant-cum-Cashier	Contractual through Service Provider	Reimbursable	Joined on March, 2014
11.	Accountant-cum-Cashier	Contractual through Service Provider	Reimbursable	Joined on July, 2014
12.	Computer Operator-cum-Office Assistant	Contractual through Service Provider	Reimbursable	Joined on November, 2014
13.	Computer Operator-cum-Office Assistant	Contractual through Service Provider	Reimbursable	Joined on November, 2014
14.	Computer Operator-cum-Office Assistant	Contractual through Service Provider	Reimbursable	Joined on November, 2014
15.	Computer Operator-cum-Office Assistant	Contractual through Service Provider	Reimbursable	Joined on November, 2014

Sl. No.	Position	Mode of Engagement	Category under which expenses are to be met	Present position
16.	Office Attendant	Contractual through Service Provider	Reimbursable	Joined on November,2014
17.	Office Attendant	Contractual through Service Provider	Reimbursable	Joined on November,2014
18.	Office Attendant	Contractual through Service Provider	Reimbursable	Joined on November,2014

The status of the deployment of contractual staff in different DMUs, Circle Office and PCCF Office upto 31.03.2022 is as follows:

Sl. No.	Category	Cumulative Total upto 31.03.2022	Remarks
1.	Accountant	24	Contractual through Service Provider
2.	Computer Operator cum Office Assistant	47	Including deployment in Circle Offices of Western, Central, South East, South West (4 nos.)
3.	Office Attendant	17	Contractual through Service Provider
4	System Support Personal	3	In the offices of CF, WP & GIS at Aranya Bhawan
5	Security Guard	2	In the PMU office
6	Driver (Experienced)	2	In the PMU office
7	Retired Staff	2	In the Circle Offices
Total		97	

Preparation of Manuals

Following Manuals/Guidelines/Books/Brochures have been prepared upto 31.03.2022

Published in 2014-15

1. Standard Management Manual/ Guidelines for PMU-Operation Manual
2. Manual of Accounting Procedure for PMU
3. Manual of Accounting Procedure for DMUs
4. Manual of Accounting Procedure for FMUs and FPCs/EDCs
5. Guidelines for 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
10. GPS usage guideline

Published in 2015-16

11. Nursery manual in Bengali

12. GPS handbook
13. TPOFA booklet

Published in 2016-17

14. Nursery Manual in English Language
15. Compost Preparation in Bengali Language
16. Compost Preparation in English Language
17. Compost Preparation in Nepali Language
18. Achievement at a Glance in English Language
19. GPS Hand Book in English Language
20. Swanirbhar Dal Gathan O Parichalana in English Language
21. Manual on FPC Boundary Demarcation in English Language
22. Manual on Online Plantation Journal in English Language
23. Guide Line of TPOFA (Tree Plantation outside the Forest Area) in English Language.

Published in 2017-18

24. Proceedings of 9th Annual JICA Workshop
25. Statistical Hand Book
26. Manual on Community Development in English Language
27. Swanirbhar Dal Gathan O Parichalana in Bengali Language
28. Guide Book on IGA (Income Generation Activities) in Bengali Language
29. Identification of NTFP Species
30. Nursery ParichalanarSahaj Path in Bengali Language

Published in 2019-20

31. Handbook of Change Stories (Uttaran) on "Good Practices" in English Language.
32. Handbook of Change Stories (Uttaran) on "Good Practices" in Bengali Language.

Published in 2021-22

33. 07 (Seven) nos. Reports of Biodiversity Research Study under WBFBC Project funded by JICA Aided Projects.
34. 09 (Nine) nos. Reports of Silviculture Research Study under WBFBC Project funded by JICA Aided Projects.
35. Project Completion Report under WBFBC Project funded by JICA Aided Projects.

Major Activities:

1. **Afforestation:** The project has achieved a target of afforestation over 21,881.93 ha against a target of 21,770 ha at the end of 2021-22.



2. **Establishment of Nursery:** Against a target of establishing 35.50 units, a total of 40 units have been established by the end of 2021-22.



3. **QPM:** A total of 4,00,00,000 quality planting material has been produced till the end of 2021-22.
4. **Biodiversity Conservation:** Wildlife habitat management by raising fodder plantation over 380 ha has been taken up till this year against same target, 6 no. of protection Watch Towers have been constructed and 03 no of speed boats have been provided for Sundarban Tiger Reserve till the end of 2021-22.



5. **Man Animal Conflict management:** Energized power fence has been erected over 70 km and Nylon nets have been installed over a distance of 36 km and 01 vehicle with cage has been provided for transfer of stressed wild animals till the end of 2021-22.



6. **Community Development:** Micro-plans for 600 JFMCs have been prepared, Community development activities numbering 3,663 in 594 JFMCs have been completed and 11,512 Income Generation Activities in 556 JFMCs have been taken up till the end of 2021-22.

Installation of Solar Light under WBFBGP
DMU:- Bankura North, FMU:- Sonamukhi, Beat:- Hamirhati, JFMC:-Bhula
GPS Location- N 23°16'34.2" E 87° 21'11.0"



Construction of Aitchala under WBFBGP
DMU:- Bankura North, FMU:- Radhanagar, Beat:- Bhora, JFMC:-Gangadhar Jew
GPS Location - N23°09'33.6" E 86°22'00.4"



Making plate by dai leaves by Kaipana Lonar
Income Generation Activities under WBFBGP
DMU:- Bankura North, FMU:- Radhanagar, Beat:- Balarampur, JFMC:-Pathornara
SHG - Sannasi Mahila Group



Woodapple Necklace by Chaina Saha
Income Generation Activities under WBFBGP
DMU:- Bankura North, FMU:- Sonamukhi, Beat:- Hamirhati, JFMC:-Bhula,
SHG - Bhula Sahapura Anadadhura Mahila Doll



7. **Capacity Building:** 70,658 nos. of JFMC members and frontline staff have been trained against a target of 60,000 nos., 95 nos. officers had completed overseas and exposure training trips and 1892 staff have been sent for Training for GIS at various Institutions.



8. **Infrastructure Development:** Various offices under the Directorate of Forest at Siliguri operate from hired buildings and therefore, the Project has taken up an ambitious scheme of constructing a multi storied Administrative building at a cost of 6.00 crore. There has been revisions in the plan and as of day basic structure of G+5 stories is complete with an expenditure of 5.2659 crore. On the lower administrative level of the forest directorate, 47 No. of Beat Offices have been constructed till the end of 2021-22.



9. **Biodiversity Research:** West Bengal Forest and Biodiversity Conservation Project has conducted 07 nos. of Research Projects on different Biodiversity topics.

The titles of the reports are:

1. Ecology of Elephants (*Elephas maximus*) in North Bengal including population dynamics, migratory pattern, feeding habits and human-elephant conflicts by Aaranyak.
2. Ecology of Gaur (*Bos gauras*) in North Bengal including population dynamics, distribution, habitat use pattern, protected area wise carrying capacity estimation and human-gaur conflict by Aaranyak.
3. Impact of habitat management practices, especially canopy manipulation and grassland restoration, on the habitat use pattern of herbivores and the herbivores-carrying capacity in Jaldapara NP, Gorumara NP and Mahananda WLS by Nature Environment and Wildlife Society.
4. Leopard (*Panthera pardus*) ecology in North Bengal including population estimation, distribution, habitat use pattern and human-leopard conflicts by Aaranyak.
5. Baseline Survey of Forest Resources of West Bengal July, 2017 by Forest Survey of India.
6. Ecology of Elephants (*Elephas maximus*) in South-West Bengal including population dynamics, migratory pattern, feeding habits and human-elephant conflicts by Salim Ali Centre for Ornithology and Natural History.
7. Distribution and population assessment of Striped Hyena (*Hyaena hyaena*), Indian Wolf (*Canis lupus pallipes*), Golden Jackal (*Canis aureus*), Leopard Cat (*Prionailurus bengalensis*) and Wild Boar (*Sus scrofa*) in South-West Bengal for conservation and management planning by Zoological Survey of India.

It may be noted that the WBFBCP has funded and commissioned these research projects which are being conducted by various institutions and NGOs.

10. **Projects at Research and Monitoring wing:** West Bengal Forest and Biodiversity Conservation Project has conducted 09 nos. of Silviculture Research Projects on different topics.

The titles of the reports are:

1. Mapping of Soil nutrition in North Bengal
2. Study of Acacia auriculiformis

3. Planting stock improvement on plus trees and evaluation of standing plus trees and candidate plus trees of target species.
4. Evaluation of existing seed stand and seed production areas of the forest directorate, West Bengal
5. Teak tree improvement.
6. Validation / Standardisation of various parameters in the tall seedlings protocol.
7. Inoculation of Agar Wood.
8. Floristic and Avian Survey of Forest areas of South and North West Bengal to monitor the changes in the population.
9. E-monitoring of forest plantations.

Achievements in MIS activities under JICA funded West Bengal Forest and Biodiversity Conservation Project

MIS applications in use by the Forest Department are broadly of two categories; first the ones developed centrally for the Government by NIC and second are small thematic MIS developed by the local vendors. GeM, IFMS, HRMS and e-tenders fall in the first category and they serve the purpose of all different government departments. These are universal in application and acceptability and are quite smart. On the other hand, applications like Daily MIS (used by Forest Department), Monthly MIS (used by Forest Department), E-auction (used by WBFBCD) and WBFBCP modules have been developed by local vendors for smaller group of users.

Following works have been done in MIS under West Bengal Forest and Biodiversity Conservation Project:

1. JICA PROJECT DASHBOARD

URL: <http://project.wbfbc.org/index.php>

Objective: It is a data dashboard displaying the key performance indicators pertaining to specific project activities. This enables PMU (Project Management Unit) to monitor the progress of various components of WBFBCP.

The easy to use interface enables the users to track tasks, timelines and budgets by activities like Afforestation, Community Development, Biodiversity Conservation, Human Resource Development, Forestry Infrastructure, Evaluation & Impact and publications. It is an extremely helpful communication and organization tool for PMU

(Project Management Unit) team. It acts as foundation for future endeavours. The team is able to visualize results, improve the efficiency and management.

2. ONLINE BUDGET CONTROL SYSTEM

URL: <http://bcs.wbfdpj.org/pages/index.php>

Objective: It is the online application used under WBFBCP to monitor and control the financial transaction between PMU and DMU (Divisional Management Unit).

It navigates multiple users with discrete rights through the requisition-approval-payment procedure with regular checks and validations to make the online financial transaction simple and secure. The application interlinks the standalone budget to the networked financial management of Tally. It also provides an online interface for the DMU to post requisitions and get approvals online from the PMU. The application displays the available balance per Account Head, last approved amount, fund utilized till date and last rejected/modified requisition while generating new requisitions (DMU login) & during approval of the same (PMU Login).

- PMU revises/approves the requisition online
- PMU provides approval to account section for Fund disbursement.
- Intimation of fund disbursement is also communicated through this application.

The application provides an option to upload and process Tally generated trial balance excel sheet to keep the "Utilized fund" updated at all times.

3. AFFORESTATION MODULE: e PLANTATION JOURNAL

URL: <https://www.wbfdpj.org/indexpi.php>

Objective: Online MIS system supporting a comprehensive data bank of Plantation Journals allows for input of plantation data through a user-friendly GUI (Graphical User Interface), retrieves the plantation journals quickly apart from enabling online data analysis and report generation. It has interlinked Master Data set of location, land schedule, models of plantation, species, central nursery locations, soil and moisture conservation works, soil data etc. to reduce the common errors during data entry and to guide the operators. This application enables to create Plantation Journals efficiently with all the information from Location to Land Schedule to Plantation details along with financial data. The facility to tag & update pictures & GIS related to the data is also available. The financial data related to Creation & maintenance works of all online Plantation Journals can be updated from time to time.

Afforestation module is capable of generating complex data analysis report online.

- Listing Plantation by Year of creation.
- Listing Plantation by JFMC.
- Listing Plantation by planted Species.
- Listing Plantation by Model.
- Online Calculation of Total Area by Model.
- Online Calculation of Total Area by Year of Creation.

- Listing plantation on the basis of Protection Mechanism
- Listing the plantations on visits of specific Inspection Officer.
- Listing Plantation by District /Division/Range/Beat
- Plantation Journal Status by Area.

This application has been mainstreamed with Forest Department and is being used for all types of plantation irrespective of source of fund.

4. IGA (Income Generation Activities) WEB APPLICATION:

URL: <http://iga.wbfbcp.org/login.php>

Objective: The online platform for IGA was developed for the purpose of execution of entire cycle i.e. submission of application for loan to EMI collection on online mode. And the respective authorities can also monitor the entire process from their end in real time.

Process:

JFMC (Joint Forest Management Committee) enters the detail of loan application and information about the SHG member, along with the loan proposal. Once the JFMC submits loan proposal online, the respective Range Officer can view data. A preliminary checking is done by Range Officer and then it is forwarded to respective DMU. After it is approved by DMU, the PMU office can view the application. On approval of the application by PMU, the JFMC can disburse loan to the applicant. Before disbursement there must be sufficient balance in the account of the JFMC, otherwise the disbursement option would remain inactive. In that case, a fund transfer entry to the corresponding JFMC needs to be done by PMU or DMU. And once the loan is disbursed to the applicant, the repayment schedule is generated with a unique loan account. Until loan installments are repaid completely, members cannot apply for any fresh loan.

All the stake holders can get the updated report from dashboard i.e. daily loan disbursement, daily EMI collection, Trade-wise Loan disbursement etc.

Achievements in GIS (Geographic Information System) activities under JICA funded West Bengal Forest and Biodiversity Conservation Project

A Geographic Information System (GIS) is a computer system for capturing, storing, checking and displaying data related to positions on Earth's surface. By relating seemingly unrelated data, GIS can help individuals and organizations better understand spatial patterns and relationships. GIS allows users to organize, visualize, and analyse different layers of data by creating maps and scenes. With the ability to clearly visualize different types of data, GIS enables users to uncover patterns, understand trends, monitor changes and respond to events- facilitating better decision making.

GIS facility in the Forest Department has been developed as part of Working Plan and GIS wing. This wing has been working on GIS application in Forestry through their respective Working Plans. They have been using Arc GIS for the purpose. GIS data of each Division is updated at the time of revision of Working Plan of the Division, which

usually occurs at an interval of 10(ten) years. Under WBFBCP, both GPS (Global Positioning System) as well as DGPS survey were utilized. GPS survey was taken up for boundary delineation, afforestation area checking and depicting locations of Community Development activities. DGPS (Differential Global Positioning System) was specifically used via outsourcing for digitization of mouza maps for Forest boundary and JFMC boundary mapping.

Following works have been done in GIS under West Bengal Forest and Biodiversity Conservation Project:

1. **JFMC boundary demarcation:** Works on JFMC boundary survey on GIS platform from WBFBCP started from 2014-15. The boundaries of all the 600 JFMCs under the first phase were demarcated with the help of GPS.
2. **Plantation GPS mapping:** Work on Plantation GPS mapping from WBFBCP started from 2014-15. GPS mapping of all plantations created under the Project were done and attached with e-plantation journal module of the project. The areas of the plantations were calculated from the KML file and compared with the targeted plantation area so that no error crept in.
3. **Generation of Land Records:** The generation of Land records (plot level) data per JFMC has been completed in collaboration with Fisheries Mapping Project, a part of State Fisheries Department, West Bengal. Forest Division of Burdwan was taken up as the pilot division for the same and was completed for 31 JFMCs.
4. **Digitization of Mouza boundaries:** It have been completed for 2651 forest Mouzas in Purulia District for all existing JFMCs.
5. **Procurement of Shape Files:** 2450 numbers of ".shp" files of Gram Panchayat were procured from Fisheries Department and kept in custody of GIS cell of Forest Directorate at Aranya Bhawan for future use.
6. **Procurement of equipment's for GIS lab:**

Sl.No.	Item description	Units
1	ENVI Arc GIS Desktop advance 9.3- upgradation to latest version	7
2	Arc GIS Desktop Basic 10.7	1
3	Upgradation of ENVI Network Floating GIS software to latest version	1
4	100 GB dedicated Indian Cloud Server in Feb 2019, 2020, 2021 and 2022	4
5	1 no. Dell Monitor, 1 no. HP Design Jet T2530 MEP Plotter and 1 no. Colour Laser Jet-77925 DN	1
6	Standard mono archive rapid eye analytic ortho tile 5m	1
7	LG 49" Colour LED TV	1
8	Dell optiplex 7460 and 7480 All in one Core 17	3
9	Furniture units for Work Station	3

Sl.No.	Item description	Units
10	HP Workstation processor E-1607v3	2
11	HP Desktop Core i5 Processor	3
12	Canon Tx 5400 Printer	1
13	Seagate Iron Wolf 2TB internal NAS Hard Drive	1

Above equipment's have enhanced the infrastructure of GIS lab at Aranya Bhawan and its efficiency has also been thus improved as a whole.

Utilisation of Grants

Utilisation of grants till date

The Society has received Rs. Nil Crores as Non-Fund Grant during the year 2021-22.

Funds to the tune of Rs. 15.67 Crores were released to DMUs during the FY 2021-22 for implementation of the project activities such as establishment of central nurseries, microplanning, afforestation and construction of staff quarters.

Utilisation of grants to the tune of 23.1473 Crores consisting of reimbursable and non-reimbursable parts and Non-fund grants have been done during 2021-22.

The Total utilisation under the project stands as follows:-

Period	Category	Utilisation (Rs. in Crores)
2021-22	Grants -in -Aid (Reimbursable)	15.4439
	Non-Fund grant (Reimbursable)	Nil
	Non-reimbursable	7.7034
	Total utilisation	23.1473

Reimbursement claim settled during 2022-23.....Rs. 5.9762 Crores

Reimbursement claim settled upto 2021-22.....Rs. 308.3783 Crores

Utilisation of Grants

The Society received Grants-in Aid which were mentioned below:

Period	Amount (Rs. in Crores)
2012-13	1.3525
2013-14	55.08
2014-15	Nil
2015-16	91.41
2016-17	65.00
2017-18	Nil
2018-19	80.35
2019-20	62.33
2020-21	21.765
2021-22	Nil

During the FY 2021-22, Rs. 20.9174 Crores (upto March, 2022) was utilized for implementation of the Project Activities.

Re-imbursement claim settled upto 31.03.2022 is Rs. 308.3783 crores (cumulative since the beginning of the project).

Utilisation of Grants

Items	Particulars	Unit	Achievement (upto 31.03.2020)	Achievement (during 31.03.2021)	Achievement (during 31.03.2022)	Total Achieve ment
Utilisation of Grants	Reimbursable	Rs. Lakhs	Financial 25,783.18	Financial 3,996.20	Financial 1,544.39	Financial 31,323.77
	Reimbursable					
	Non-Grant Fund	Rs. Lakhs	308.44	-	-	308.44
	Total					
	Reimbursable	Rs. Lakhs	26,091.62	3,996.20	1,544.39	31,632.21
	Non- reimbursable	Rs. Lakhs	3,603.43	853.17	770.34	5,226.94
Re-imbursements	Total Utilisation Grants	Rs. Lakhs	29,695.05	4,849.37	2,314.73	36,859.15
	Reimbursible	Rs. Lakhs	23,193.27	3,378.23	3,957.89	30,529.39
	Reimbursible					
	Non-Grant Fund	Rs. Lakhs	308.44	-	-	308.44
	Total	Rs. Lakhs	23,501.71	3,378.23	3,957.89	30,837.83

Progressive Statement of Achievements (Status Report upto 31.03.2022)

Progressive Statement of Achievements (Status Report upto 31.03.2022)															
Activities	Particulars	Unit	Achievements										Total achievement	Remarks	
			2012-13 Physical	2013-14 Physical	2014-15 Physical	2015-16 Physical	2016-17 Physical	2017-18 Physical	2018-19 Physical	2019-20 Physical	2020-21 Physical	2021-22 Physical			
Establishment of PMU & Institutionalisation of Society															
Establishment of PMU		no.	-	1	-	-	-	-	-	-	-	-	-	1.00	From Dec 2019, the PMU is now set up at village
Establishment of OMUs		no.	-	32	4	-	-	-	-	-	-	-	-	36.00	On 12.12.2019, State Government has decided to create OMUs for all the villages with the population less than 1000.
Posting of Officers on Deposition to the Society of PMU	At PMU	no.	-	63	70	27	5	1	2	-	-	-	-	177.00	consolidated by the PMUs with the approval of the District Collector.
Deployment of "Support Staff" to PMU and OMU	At PMU	no.	-	-	5	-	-	-	-	-	-	-	-	5.00	
	Circle Office	no.	-	-	8	-	2	1	-	-	-	-	-	11.00	
	At OMUs	no.	-	-	-	1	4	1	3	1	-	-	-	10.00	The computer work is now being done by the Circle Office of Madurai, Central South East South West & North West.
Preparation of Manuals	Manuals/Guidelines	no.	-	2	38	7	7	6	7	3	6	-	-	76.00	
		no.	-	10	3	10	7	-	7	-	2	-	-	32.00	
Afforestation															
Afforestation	A1	ha.	-	141.50	144.00	143.00	-	-	-	-	-	-	-	450.50	
	A2	ha.	-	176.00	406.00	365.00	845.00	719.00	-	-	-	-	-	2,311.00	
	A3	ha.	-	257.00	1,642.50	1,881.00	1,800.00	1,709.00	-	-	-	-	-	7,299.50	
	A4	ha.	-	1,139.00	2,913.00	2,300.00	1,993.00	85.00	-	-	-	-	-	8,440.00	
	A5	ha.	-	30.00	160.00	362.00	305.00	313.00	-	-	-	-	-	1,190.00	
	A6	ha.	-	20.00	110.00	135.00	75.00	60.00	-	-	-	-	-	400.00	
	B1	ha.	-	119.15	310.50	409.00	377.00	148.00	-	-	-	-	-	1,500.65	
	B2	ha.	-	45.28	19.00	51.00	5.00	-	-	-	-	-	-	100.28	
	Total	ha.	-	1,917.93	5,737.00	5,616.00	5,405.00	3,091.00	100.00	-	-	-	-	21,881.93	
	New	units	-	14.00	7.00	4.50	-	-	-	-	-	-	-	25.50	
Expansion	units	-	6.75	6.00	1.75	-	-	-	-	-	-	-	14.50		
Individual Capacity Development															
Preparation of Micro-plans	Survey of Forest Resources	no.	-	185	345	52	-	18	-	-	-	-	-	600.00	
	Socio-economic Survey	no.	-	-	-	-	308	1	-	-	-	-	-	600.00	53 started work over 600 PMUs in Progress.
Construction of Building at AJ-101		no.	-	-	-	-	-	-	-	-	-	-	-	309.00	Report over 309 PMUs submitted.
Other buildings	Group D quarters	no.	-	1	8	-	-	-	-	-	-	-	-	15.00	Target 15 nos.
	Group C quarters	no.	-	6	2	-	-	-	-	-	-	-	-	10.00	Target 10 nos.
	MCN quarters/Barge office	no.	-	1	2	2	-	-	-	-	-	-	-	5.00	Target 5 nos.
Expansion of existing Administrative Building		no.	-	-	-	2	-	-	-	-	-	-	-	2.00	Construction work completed
Construction of Administrative Building at Village		no.	-	-	-	-	-	1	-	-	-	-	-	1.00	Construction work completed
Micro plan preparation		no.	-	23	142	416	-	-	-	-	-	-	-	601.00	No. of Trainings
	Participants	no.	-	419	854	982	-	-	-	-	-	-	-	2,253.00	Participants
	Participants	no.	-	10,000	15,820	-	-	-	-	-	-	-	-	40,120.00	PMU members
	Participants	no.	-	4	34	14	-	15	-	-	-	-	-	54.00	No. of Trainings
Usage of GPS		no.	-	-	100	584	150	-	453	-	-	-	-	1,892.00	Participants
Accounting Procedure		no.	-	31	24	28	30	21	16	-	-	-	-	144.00	No. of Trainings
		no.	-	247	600	320	178	175	135	-	-	-	-	1,859.00	Head of PMUs, Head of PMUs & Support Staff



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p k de & associates

Chartered Accountants

INDEPENDENT AUDITORS' REPORT

To,

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 2021-2022, which comprises of the Balance Sheet as at 31st March 2022, the Statement of Income & Expenditure for the year ended 31st March 2022 and the Receipt and Payments Accounts for the year ended on 31st March 2022 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 these financial position & financial performance of the Society in accordance with the Accounting Manual which state that "The accounting principles to be followed WBFBCS shall broadly be in conformity with the West Bengal Financial Rules (WBF) unless otherwise specified in the Operational Manual (OM)" and Accounting Standards prescribed by The Institute of Chartered Accountants of India.

This responsibility also includes the maintenance of adequate accounting records and for preventing and detecting the frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent, and design, implementation and maintenance of adequate internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, 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 misstatements.

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 material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the



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Society preparation of the financial statement that give true and fair view, In order to design audit procedures that are appropriate circumstances.

An audit also includes evaluating the appropriateness of accounting policies and the reasonableness as well as evaluating the overall presentation of the statements.

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

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:

- In the case of the Balance Sheet, of the State of affairs of the Society as at 31st March 2022;
- In the case of the Statement of Income and Expenditure, of the surplus for the year ended on 31st March 2022; and
- In the case of the Receipts and Payments Account for the period 1st April 2021 to 31st March 2022.

On the basis of the above, 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 payment Account dealt with by this Report is 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 P K De & Associates

FRN: 328192E

Chartered Accountants

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Partner

FCA Prosenjit Kumar De

Membership No: 053952

UDIN: 22053952ATWWWF3800

Place: Kolkata

Date: September 22, 2022



Notes on AccountsGeneral information and objective

West Bengal Forest & Biodiversity Conversation Society (The Society) has established under the V/B Societies Registration Act 1961 dated 19th July 2012. Vide registration no. 5/11/93991/2012-2013:-

Our Comments

During the course of audit we have seen that Rs. 8,54,512.00 which had been received by the society in the previous year at SBI Mumbai, the origin or reason of which receipt could not be ascertained by the society. Therefore to tally the bank accounts, we had advised them to take that amount under "Current Liabilities" as Advance Received from other sources. This figure has been carried forward in the current year as well.

Significant Accounting Policies followed by the society

- Based on the objectives of the Society, the funds received are reflected in the accounts as Capital contribution on as cash basis;
- As per the directives contained in the Bye Laws of the Society the funds pending disbursement shall be kept in an appropriate scheme so as to maximize returns on the idle balance. It is also noted that interest earned on bank deposits shall be retained by the Society and utilized for the implementation of the Project as per guidelines of the scheme. Accordingly, it has been decided that interest on bank deposits shall be recorded on a cash basis and it shall form part of capital fund.
- 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 had decided to show their expenditure on Fixed Assets in the Income and Expenditure Account. However, the Fixed Assets register is being maintained in the relevant format

Recommendation:

In order to make internal controls more effective and meaningful, it is recommended that the process of Internal Audit be done on a concurrent basis.

For P K De & Associates

FRN: 328192E

Chartered Accountants

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Partner

FCA Prosenjit Kumar De

Membership No: 053952

UDIN: 22053952ATWWWF3800

Place: Kolkata



Date: September 22, 2022

**Annexure to Audit Report**

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

Books of Accounts	Status
Cash Book, Imprest	It is maintained in Tally
Bank Book & BRS	It is maintained in Tally with bank statement
Journal Book	It is maintained in Tally
General Book	It is 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 but maintained
Register of Fixed Deposits	Not applicable but maintained
Stock Register of Cheque Books	Yes maintained
Register of outgoing Cheques	Yes maintained
Stock Register of Money receipt Books	Yes maintained
Register of Misc. Advances	NA
Salary Register	Yes maintained
Tax Deducted at Source Register	Yes maintained
Fixed Assets Register	Being complied & maintaining
Stock & Store Register	Maintained by PMU, not required in DMU
Any other register that may be found necessary	NA

For P K De & Associates

FRN: 328192E

Chartered Accountants

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Partner

FCA Prosenjit Kumar De

Membership No: 053952

UDIN: 22053952ATWWWF3800

Place: Kolkata

Date: 22/09/2022





WB Forest & Biodiversity Conservation Society							
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata - 700098							
BALANCE SHEET							
As on 31st March 2022							
Liabilities	Note	31/03/2022	31/03/2021	Assets	Note	31/03/2022	31/03/2021
Capital Account		43,02,29,740.52	63,26,00,848.14	Current Assets	18	45,28,82,090.77	66,42,99,271.61
Reserves & Surplus		21,23,75,977.33	29,32,74,471.14	Loans & Advances (Asset)		3,25,88,334.59	6,87,06,325.67
Reserve Fund		11,78,53,763.19	34,93,26,377.00	Advances		1,063.00	-
Add: Excess of income over expenditure		2,00,63,632.97	2,91,01,506.19	Advances to DMU/FMU/FPC		27,05,807.69	2,54,31,008.67
Capital Account		45,02,33,273.49	66,17,02,354.33	Advance Tax		-	27,117.00
Current Liabilities	17	26,48,617.28	25,96,917.28	Interest Received at DMU		6,64,439.00	33,46,145.00
Duties & Taxes		1,32,141.28	2,08,338.28	Sale Proceeds Received at DMU		1,94,004.00	6,59,000.00
Provisions		62,007.00	-	TDS Receivable		2,90,73,020.90	2,72,43,055.00
Advance Receipt From Other Sources		8,54,512.00	8,54,512.00				
Deposits (Current Liabilities)		16,00,157.00	15,34,067.00	Cash-in-hand & Cash-at-Bank		42,02,43,756.10	60,75,92,945.94
Total		45,28,82,090.77	66,42,99,271.61	Total		45,28,82,090.77	66,42,99,271.61

For P.K.De & Associates

FRN: 328192E

Chartered Accountants

PROSENJIT KUMAR DE

Partner

FCA Prosenjit Kumar De

Membership No: 053952

UDIN: 22053952ATWWWF3800

Place: Kolkata

Date: 22/09/2022

Project Director
Finance

Secretary, WBFC Society

Chairperson, WBFC Society





WB Forest & Biodiversity Conservation Society							
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata- 700098							
INCOME AND EXPENDITURE ACCOUNT							
1-Apr-2021 to 31-Mar-2022							
Expenditure	Note	31/03/2022	31/03/2021	Income	Note	31/03/2022	31/03/2021
Reimbursable Expenses Incurred	13	15,44,38,292.78	39,96,29,173.67	Indirect Income Received	16	25,14,76,144.96	51,40,38,723.63
Non Reimbursable Expenses Incurred	14	7,70,34,319.21	8,53,17,043.77				
Expenditure on Consultancy (Thru Letter of Credit)	15			Excess of Expenditure over Income			
Excess of Income over Expenditure		2,00,00,532.97	2,91,01,506.19				
Total		25,14,76,144.96	51,40,38,723.63	Total		25,14,76,144.96	51,40,38,723.63

For P.K.De & Associates
FRN: 328192E
Chartered Accountants
PROSENJIT KUMAR DE
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Partner
FCA Prosenjit Kumar De
Membership No: 053952
UDIN: 22053952ATWWWF3800
Place: Kolkata
Date: 22/09/2022

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Project Director
Finance


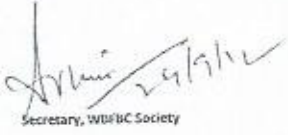

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22/9/22
Secretary, WBFB Society

[Signature]
22/9/22
Chairperson, WBFB Society





WB Forest & Biodiversity Conservation Society							
Aranya Bhawan Block LA 10A Sector III, Salt Lake City, Kolkata- 700096							
RECEIPTS AND PAYMENT ACCOUNT							
As on 31st March 2022							
Receipts	Note	31/03/2022	31/03/2021	Payments	Note	31/03/2022	31/03/2021
Cash & Bank Opening Balance		62,75,92,945.94	83,05,62,317.05	Deposits & Taxes paid	7	1,26,37,056.00	1,09,16,543.00
Grant Receipts	1	-	25,76,52,030.00	Advances to DMU, TDS and Operating Advances	8	13,96,32,582.67	40,13,54,346.00
Dues and Taxes Collected	2	1,08,20,949.00	1,09,37,339.00	Reimbursable Expenses (Expenses Direct)	9	15,85,47,335.02	39,87,72,105.67
Advances Recovered	3	16,12,40,659.51	42,02,94,275.00	Non Reimbursable Expenses (Expenses Indirect)	10	7,34,37,052.97	8,53,94,382.09
Reimbursable Expenses (Expenses Direct)	4	97,638.24	1,51,935.00	Indirect Incomes (Income Indirect)	11	47,605.00	27,361.00
Non Reimbursable Expenses (Expenses Indirect)	5	2,75,961.76	77,030.52	Cash & Bank Closing Balance	12	42,02,93,756.18	60,75,02,945.94
Interest and Other Income	6	1,79,61,251.00	2,51,84,421.03				
Total		79,79,95,605.84	1,50,50,57,686.70	Total		79,79,95,605.84	1,50,50,57,686.70

For P.K.De & Associates FRN: 320192E Chartered Accountants PROSENJIT KUMAR DE PROSENJIT KUMAR DE 22.09.22 142.26 Partner FCA Prosenjit Kumar De Membership No: 053952 UDIN: 22053952ATWWF3800 Place: Kolkata Date: 22/09/2022	 22.09.22 Project Director Finance	 24/9/22 Secretary, WBFC Society	 27/9/22 Chairperson, WBFC Society
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Notes to Annual Financial Statement

1	Grants in Aid			
	State Government			
	Normal	0.00		
	SCP	0.00		
	TSP	0.00		
2	Current Liabilities			108,26,949.00
	Duties & Taxes		10003539.00	
	Cess & Other Taxes	64376.00		
	GIS	7080.00		
	GPF(S)	3806000.00		
	Professional Tax Agst Salaries	13000.00		
	GSTDS (GST Deduction)	644254.00		
	CGSTDS (GST Deduction)	322127.00		
	SGSTDS (GST Deduction)	322127.00		
	STDS (VAT Deduction)	799.00		
	STDS (VAT Deduction) - @ 3%	799.00		
	TDS (Income Tax)	5468030.00		
	TDS U/s 192- Agst Salaries	2983300.00		
	TDS U/s 194 C- Agst Company @ 2%	297725.00		
	TDS U/s 194 C- Agst Non Co. @ 1%	102170.00		
	TDS U/s 194 I- Agst Rent @ 10%	212317.00		
	TDS U/s 194 J- Agst Professional Fees @ 10%	1872518.00		
	Deposits (Current Liabilities)		823410.00	
	Earnest Money Deposit	376385.00		
	Security Deposit	445025.00		
3	Current Assets			1612,40,659.81
	Loans & Advances (Asset)		161240659.81	
	Interest Received at DMU	4674392.55		
	Sale Proceeds Received at DMU	501739.69		
	Advances to DMU/FMU/FPC	156037410.57		
	Advances to Baikunthapur	9900015.36		
	Advances to Bankura North	7750263.50		
	Advances to Bankura South	6284262.61		
	Advances to Birbhum	2803057.40		
	Advances to Burdwan	5562527.99		
	Advances to Coochbehar	1970181.67		
	Advances to Darjeeling	1217593.77		
	Advances to Durgapur	4586682.74		
	Advances to Howrah Social Forestry	1159122.00		
	Advances to Jalpaiguri	11751867.66		
	Advances to Jalpaiguri Social Forestry	2287774.87		
	Advances to Jhargram	2961872.00		
	Advances to Kangsabati North	4403642.72		
	Advances to Kangsabati South	4553108.85		
	Advances to Kharagpur	6246340.60		
	Advances to Kurseong	2179123.44		
	Advances to Malda	1698853.00		
	Advances to Medinipur	11245193.35		
	Advances to Monitoring North	510630.10		
	Advances to Monitoring South	5288629.06		
	Advances to Nadia - Murshidabad	1567240.86		
	Advances to Panchet	10625713.65		
	Advances to Purulia	10352759.70		
	Advances to Purulia Extension	631270.66		
	Advances to Raiganj	3226051.30		
	Advances to Rupnarayan	10448445.70		
	Advances to Siliguri Social Forestry	3334688.50		
	Advances to Silviculture Hills	489759.55		
	Advances to Silviculture North	3585271.48		
	Advances to Silviculture South	4250846.09		
	Advances to Sundarban Tiger Reserve	2970000.05		
	Advances to Wildlife - I	514378.58		
	Advances to Wildlife - II	2902070.40		
	Advances to Wildlife - III	6778151.35		
	Advance Tax	27117.00		
	Cess & Other Taxes (Advance)	5671.00		
	GSTDS (GST Deduction) (Advance)	10106.00		
	CGSTDS (GST Deduction) (Advance)	5053.00		
	SGSTDS (GST Deduction) (Advance)	5053.00		
	TDS (Income Tax) (Advance)	11340.00		
	TDS U/s 194 C- Agst Company @ 2% (Advance)	11340.00		



4 REIMBURSABLE EXPENSES (Expenses Direct)

97,838.24

Procurement/Construction (R)

97838.24

Afforestation and Allied Works (R.1)	6205.24
Capital Cost of Setting Up of Hi Tech Central Nursery (R.1D1)	360.00
Enrichment of Degraded Forests of S.W. Bengal Through Coppice Reg. (R.1A4)	1582.00
Coppice (R.1A4.08)	1582.00
Coppice Labour (R.1A4.08.LB)	1582.00
Plantation of Quick Growing Small Timber, Fuel & Fodder Species (R.1A3)	3199.00
Plantation of QGS Timber, Fuel & Fodder Species Creation (R.1A3.02)	702.00
Quick Growing Small Timber, Fuel & Fodder Species Creation Labour (R.1A3.02.LB)	702.00
Plantation of Quick Growing Small Timber, Fuel & Fodder Sp Maint Y3 (R.1A3.05)	2497.00
Quick Growing Small Timber, Fuel & Fodder Species Maint Y3 Labour (R.1A3.05.LB)	2497.00
Plantation of Sal and Associates in South West Bengal (R.1A2)	386.00
Plantation of Sal and Associates in South West Bengal Maint Y3 (R.1A2.05)	386.00
Plantation of Sal and Associates in South West Bengal Maint Y3 Labour (R.1A2.05.LB)	386.00
Soil & Moisture Conservation (R.1C)	678.00
Soil & Moisture Conservn. in A4.Treatment (R.1C4)	678.00
Strip Pltn on Roadside/canalside/railwayside (R.1B1)	0.24
Strip Pltn on Roadside/canalside/railwayside Maint Y3 (R.1B1.05)	0.24
Strip Plantation of Roadside/canalside/railwayside Maint Y3 Material (R.1B1.05.MT)	0.24
Community Development (R.3)	36674.00
Community Infrastructure Development Support Activities (R.3D1)	36674.00
Institutional Capacity Development (R.4)	54959.00
Construction of Administrative Buildings (R.4C1)	1128.00
Construction of Beat Officer Office Complex (1) (R.4C1.41)	1128.00
GIS & MIS (R.4C2)	7098.00
GIS/MIS Pilot Project Services (R.4C2.SS)	7098.00
Miscellaneous Management Inputs (R.4C4)	41733.00
Operation Cost PMU (R.4C4.56)	41733.00
PMU Office Expenses (R.4C4.56.OE)	40748.00
PMU Travel Expenses (R.4C4.56.TE)	985.00
Package IV for Frontline Staff and FPC/EDC/SHG (R.4B4)	5000.00
Frontline Staff and FPC/EDC/SHG Microfinance, Accounting (R.4B4.38)	5000.00

5 NON REIMBURSABLE EXPENSES (Expenses Indirect)

2,75,961.76

Administration Expenses (N)

275961.76

DMU Operation Costs (N.57)	113431.76
DMU Operation Costs Building Maintenance (N.57.BM)	2000.00
DMU Operation Costs Hire/POL (N.57.PO)	13670.65
DMU Operation Costs Other Charges (N.57.OC)	19061.11
DMU Operation Costs Wages (N.57.WA)	78500.00
Other Expenses (N.58)	77204.00
Plantation Monitoring (N.58.MP)	1663.00
Publications/Publicity (N.58.PB)	10169.00
Other Expenses GST (N.58.GST)	65372.00
Other Expenses C.GST (N.58.C.GST)	32686.00
Other Expenses C.GST @ 2.5% (N.58.C.GST.2.5)	125.00
Other Expenses C.GST @ 6% (N.58.C.GST.6)	32246.00
Other Expenses C.GST @ 9% (N.58.C.GST.9)	315.00
Other Expenses S.GST (N.58.S.GST)	32686.00
Other Expenses S.GST @ 2.5% (N.58.S.GST.2.5)	125.00
Other Expenses S.GST @ 6% (N.58.S.GST.6)	32246.00
Other Expenses S.GST @ 9% (N.58.S.GST.9)	315.00
PMU Operation Costs (N.56)	85326.00
PMU Operation Costs Hire/POL (N.56.PO)	66896.00
PMU Operation Costs Other Charges (N.56.OC)	3430.00
PMU Operation Costs Wages (N.56.WA)	15000.00

6 Indirect Incomes (Income Indirect)

179,61,251.09

Interest Income	178,48,983.09
Interest From Banks	302613.00
Interest From Deposits- Auto Sweep	17546370.09
Fines and Forfeitures Receipts	112268.00

7 Current Liabilities

108,37,056.00

Duties & Taxes	10079736.00
Cess & Other Taxes	143922.00
GIS	7080.00
GPF(S)	3806000.00
Professional Tax Agst Salaries	13000.00
GSTDS (GST Deduction)	645267.00
CGSTDS (GST Deduction)	322633.00
SGSTDS (GST Deduction)	322634.00
STDS (VAT Deduction)	799.00
STDS (VAT Deduction) - @ 3%	799.00
TDS (Income Tax)	5462668.00
TDS U/s 192- Agst Salaries	2983300.00
TDS U/s 194 C-Agst Company @ 2%	288963.00
TDS U/s 194 C- Agst Non Co. @ 1%	106570.00



	TDS U/s 194 J -Agst Rent @ 10%	212317.00	
	TDS U/s 194 J -Agst Professional Fees @ 10%	1872518.00	
	Deposits (Current Liabilities)		757320.00
	Earnest Money Deposit	108000.00	
	Security Deposit	649320.00	
8	Current Assets		1350,32,582.67
	Loans & Advances (Asset)		135032582.67
	TDS Receivable	1771365.90	
	Advances	1063.00	
	Other Advances	1063.00	
	Advances to DMU/IFMU/FPC	133260153.77	
	Advances to Baikunthapur	9806329.00	
	Advances to Bankura North	7012521.30	
	Advances to Bankura South	6084065.16	
	Advances to Birbhum	2001908.39	
	Advances to Burdwan	5207561.00	
	Advances to Coochbehar	1661681.00	
	Advances to Debrajpur	1188698.00	
	Advances to Durgapur	3763115.00	
	Advances to Howrah Social Forestry	1334282.00	
	Advances to Jalpaiguri	5627399.88	
	Advances to Jalpaiguri Social Forestry	2025629.00	
	Advances to Jhargram	2892999.00	
	Advances to Kangsabati North	4238698.72	
	Advances to Kangsabati South	3963361.60	
	Advances to Kharagpur	5247336.00	
	Advances to Kurseong	2094807.00	
	Advances to Malda	1703820.45	
	Advances to Medinipur	11228968.00	
	Advances to Monitoring North	322647.00	
	Advances to Monitoring South	5227681.45	
	Advances to Nodia - Murshidabad	1535928.00	
	Advances to Panchet	9571736.00	
	Advances to Purulia	8404424.00	
	Advances to Purulia Extension	578633.00	
	Advances to Raiganj	3011500.00	
	Advances to Rupnarayan	8960228.17	
	Advances to Siliguri Social Forestry	2202143.65	
	Advances to Silviculture Hills	234221.00	
	Advances to Silviculture North	3012241.00	
	Advances to Silviculture South	2806500.00	
	Advances to Sunderban Tiger Reserve	2883873.00	
	Advances to Wildlife - I	655363.00	
	Advances to Wildlife - II	2231063.00	
	Advances to Wildlife - III	4536545.00	
9	REIMBURSABLE EXPENSES (Expenses Direct)		1583,47,335.02
	CONSULTING SERVICES (SCS)		13350755.00
	Consulting Services (Thru Reimbursement Procedure) (SCS 1)	13350755.00	
	Procurement/Construction (R)		144996580.02
	Afforestation and Allied Works (R.1)	60469645.30	
	Economic Pltn of Misc. Spp. in N Bengal (R.1A5)	2703961.00	
	Economic Pltn of Misc. Spp. in N Bengal Maint Y3 (R.1A5.05)	2703961.00	
	Pltn of Misc. Spp. in N Bengal Maint Y3 Labour (R.1A5.05.LB)	2639606.00	
	Pltn of Misc. Spp. in N Bengal Maint Y3 Material (R.1A5.05.MT)	64355.00	
	Plantation of Quick Growing Small Timber, Fuel & Fodder Species (R.1A3)	14583950.00	
	Plantation of Quick Growing Small Timber, Fuel & Fodder Sp Maint Y3 (R.1A3.05)	14583950.00	
	Quick Growing Small Timber, Fuel & Fodder Species Maint Y3 Labour (R.1A3.05.LB)	14223970.00	
	Quick Growing Small Timber, Fuel & Fodder Species Maint Y3 Material (R.1A3.05.MT)	359980.00	
	Plantation of Sal and Associates in South West Bengal (R.1A2)	17154651.00	
	Plantation of Sal and Associates in South West Bengal Maint Y3 (R.1A2.05)	17154651.00	
	Plantation of Sal and Associates in South West Bengal Maint Y3 Labour (R.1A2.05.LB)	14832944.00	
	Plantation of Sal and Associates in South West Bengal Maint Y3 Material (R.1A2.05.MT)	2321707.00	
	Pltn of Sal and Associate Spp. in N Bengal (R.1A6)	527880.00	
	Pltn of Sal and Associate Spp. in N Bengal Maint Y3 (R.1A6.05)	527880.00	
	Pltn of Sal and Associate Spp. in N Bengal Maint Y3 Labour (R.1A6.05.LB)	514290.00	
	Pltn of Sal and Associate Spp. in N Bengal Maint Y3 Material (R.1A6.05.MT)	13620.00	
	Production of 1 Year Old Quality Seedling (R.1D4)	14693478.80	
	Production of 1 Year Old Quality Seedling Maint Y1 (R.1D4.03)	14693478.80	
	Soil & Moisture Conservation (R.1C)	3353082.00	
	Soil & Moisture Conservn. in A2 Treatment (R.1C2)	3353082.00	
	Strip Pltn on Roadside/canalside/railwayside (R.1B1)	7252642.50	
	Strip Pltn on Roadside/canalside/railwayside Maint Y2 (R.1B1.04)	2858925.00	
	Strip Plantation of Roadside/canalside/railwayside Maint Y2 Labour (R.1B1.04.LB)	2816328.00	
	Strip Plantation of Roadside/canalside/railwayside Maint Y2 Material (R.1B1.04.MT)	42600.00	
	Strip Pltn on Roadside/canalside/railwayside Maint Y3 (R.1B1.05)	4393717.50	
	Strip Plantation of Roadside/canalside/railwayside Maint Y3 Labour (R.1B1.05.LB)	4298541.00	
	Strip Plantation of Roadside/canalside/railwayside Maint Y3 Material (R.1B1.05.MT)	95176.50	



Biodiversity Conservation (R.2)	15531550.52
Elephant/Gaur in North & South West Bengal (R.2B1)	5987784.04
Elephant Driving Off Operations (R.2B1.14)	3741733.00
Elephant Driving Off Operations Equipment (R.2B1.14.EQ)	359800.00
Elephant Driving Off Operations Labour (R.2B1.14.LB)	2548951.00
Elephant Driving Off Operations Vehicle Hire (R.2B1.14.VH)	834982.00
Elephant Fence (R.2B1.11)	520644.04
Elephant Old Fence (R.2B1.11.OF)	520644.04
Mobile Squad (R.2B1.13)	1725407.00
Mobile Squad Equipment (R.2B1.13.EQ)	139600.00
Mobile Squad Labour (R.2B1.13.LB)	1179529.00
Mobile Squad Vehicle Hire (R.2B1.13.VH)	406278.00
Fodder Tree Planting After Removal of Maling Bamboo in PAs in Hills (R.2A3)	16080.00
Fodder Tree Planting After Removal of Maling Bamboo Maint Y2 (R.2A3.04)	16080.00
Fodder Tree Planting After Removal of Maling Bamboo Maint Y2 Labour (R.2A3.04.LB)	16080.00
Grassland Restoration and Fodder Tree Planting in PAs in N Bengal (R.2A1)	546720.00
Grassland Restoration and Fodder Tree Planting in PAs in N S Maint Y2 (R.2A1.04)	546720.00
Fodder Tree Planting in PAs in N Bengal Maint Y2 Labour (R.2A1.04.LB)	546720.00
Inventory and Status Survey (R.2C)	3853962.94
Study of Elephant Ecology for Management (R.2C4)	1030399.94
Study of Impact Assessment of Habitat Management (R.2C5)	930000.00
Study of Status Survey of Gaur and Leopard in N Bengal Foothills (R.2C2)	1893463.00
Leopard in the North Bengal (R.2B2)	541152.00
Leopard Capture / Rescue Equipment (R.2B2.EQ)	49850.00
Leopard Capture / Rescue Labour (R.2B2.LB)	491302.00
Smaller Animals in Central Bengal (R.2B4)	3682061.62
Smaller Animals in Central Bengal Capture/Rescue Equipment (R.2B4.EQ)	1410743.62
Smaller Animals in Central Bengal Capture/Rescue Labour (R.2B4.LB)	347937.60
Smaller Animals in Central Bengal Capture/Rescue Services (R.2B4.SS)	1322760.00
Smaller Animals in Central Bengal Capture/Rescue Vehicle/Boat Hire (R.2B4.VH)	368132.00
Smaller Animals in Central Bengal Capture/Rescue Veterinary Services (R.2B4.VS)	234489.00
Tiger in Sunderbans (R.2B3)	903889.92
Tiger in Sunderbans Mobile Squad (R.2B3.13)	903889.92
Tiger in Sunderbans Mobile Squad Labour (R.2B3.13.LB)	496799.92
Tiger in Sunderbans Mobile Squad Vehicle/Boat Hire (R.2B3.13.VH)	407090.00
Community Development (R.3)	20471844.90
Community Infrastructure Development Support Activities (R.3D1)	17555966.90
Income Generation Activities (R.3C1)	2915978.00
Income Generation Activities NGO Services (R.3C1.25)	1619953.00
Revolving Fund (R.3C1.24)	1295925.00
Institutional Capacity Development (R.4)	48923539.30
Base Line Survey (R.4A)	2530220.00
Survey of Forest Resources (R.4A1)	1040000.00
Survey of Socio Economic Conditions (R.4A2)	1490220.00
Construction of Administrative Buildings (R.4C1)	10522372.75
Administrative Building at Siliguri (R.4C1.46)	5781174.00
Construction of Beat Officer Office Complex (1) (R.4C1.41)	4741198.75
Field Research (R.4D)	7528909.66
Research Work in Tree Improvement Programme / Tree Breeding (R.4D1)	7528909.66
GIS & MIS (R.4C2)	16794528.00
GIS/MIS Pilot Project Equipment (R.4C2.EQ)	10487003.00
GIS/MIS Pilot Project Services (R.4C2.SS)	8307525.00
Miscellaneous Management Inputs (R.4C4)	6020312.89
Audit (R.4C4.54)	1135593.00
DMU Audit (R.4C4.54.DM)	1118643.00
PMU Audit (R.4C4.54.PM)	16950.00
Incremental Staff DMU (R.4C4.52)	3155342.72
Incremental Staff DMU Extension Workers (R.4C4.52.EW)	33929.60
Incremental Staff DMU Semi Skilled (R.4C4.52.UW)	647062.00
Incremental Staff DMU Skilled (R.4C4.52.SW)	2474355.72
Incremental Staff PMU (R.4C4.51)	426391.00
PMU Staff Semi Skilled (R.4C4.51.UW)	110456.00
PMU Staff Skilled (R.4C4.51.SW)	315935.00
Operation Cost PMU (R.4C4.56)	1302986.17
PMU Office Equipment (R.4C4.56.EQ)	6200.00
PMU Office Expenses (R.4C4.56.OE)	1214359.17
PMU Travel Expenses (R.4C4.56.TE)	82427.00
Package I for Senior Officers (R.4B1)	600000.00
Senior Officer Study Tour Other States (R.4B1.32)	600000.00
Package IV for Frontline Staff and FPC/EDC/SHG (R.4B4)	4527196.00
Frontline Staff and FPC/EDC/SHG Microfinance, Accounting (R.4B4.38)	2127196.00
Frontline Staff and FPC/EDC/SHG PRA, Microplan (R.4B4.37)	2400000.00

10 NON REIMBURSABLE EXPENSES (Expenses Indirect)

Administration Expenses (N)	73437069.97
DMU Operation Costs (N.57)	16795746.36
DMU Operation Costs Building Maintenance (N.57.BM)	3934009.40
DMU Operation Costs Hire/POL (N.57.PO)	6291287.00
DMU Operation Costs Other Charges (N.57.OC)	4112281.96



734,37,069.97

DMU Operation Costs Wages (N.57.WA)	2458170.00	
Other Expenses (N.58)	15872263.51	
Plantation Monitoring (N.58.MP)	3918446.00	
Publications/Publicity (N.58.PB)	448648.00	
Other Expenses GST (N.58.C.GST)	11504969.51	
Other Expenses C.GST (N.58.C.GST)	5541235.84	
Other Expenses C.GST @ 14% (N.58.C.GST.14)	59497.00	
Other Expenses C.GST @ 2.5% (N.58.C.GST.2.5)	126765.10	
Other Expenses C.GST @ 6% (N.58.C.GST.6)	1369329.78	
Other Expenses C.GST @ 9% (N.58.C.GST.9)	3985643.96	
Other Expenses I.GST (N.58.I.GST)	422497.63	
Other Expenses I.GST @ 18% (N.58.I.GST.18)	422497.63	
Other Expenses S.GST (N.58.S.GST)	5541235.84	
Other Expenses S.GST @ 14% (N.58.S.GST.14)	59497.00	
Other Expenses S.GST @ 2.5% (N.58.S.GST.2.5)	126765.10	
Other Expenses S.GST @ 6% (N.58.S.GST.6)	1369329.78	
Other Expenses S.GST @ 9% (N.58.S.GST.9)	3985643.96	
PMU Operation Costs (N.56)	22850128.10	
Medical & Children Edu Allowance Reimbursements (N.56.MR)	386833.00	
PMU Operation Costs Hire/POL (N.56.PO)	17136431.30	
PMU Operation Costs Other Charges (N.56.OC)	1799849.80	
PMU Operation Costs RRT (N.56.RR)	2123159.00	
PMU Operation Costs Wages (N.56.WA)	1403855.00	
PMU Salaries (N.55)	17918930.00	
Dearness Allowance (N.55.DA)	2198248.00	
Deputation Allowance (N.55.DP)	27000.00	
House Rent Allowance (N.55.HR)	1931266.00	
Leave Salary Contribution (N.55.LS)	1603234.00	
Pay (N.55.PA)	9842000.00	
Pension Contribution (N.55.PC)	2147320.00	
Special / Others Allowance (N.55.GP)	169860.00	
11 Indirect Incomes (Income Indirect)		47,806.00
Interest Income	47,806.00	
Interest From Banks	59.00	
Interest From Deposits- Auto Sweep	47747.00	
12 Closing Balance		4202,93,756.18
Bank Accounts	4202,93,756.18	
Cash-in-hand	-	
13 REIMBURSABLE EXPENSES (Expenses Direct)		1544,38,292.78
CONSULTING SERVICES (SCS)	95,31,469.00	
Procurement/Construction (R)	1449,06,824.78	
14 NON REIMBURSABLE EXPENSES (Expenses Indirect)		770,34,319.21
Administration Expenses (N)	770,34,319.21	
15 EXPENDITURE ON CONSULTANCY (THRU LETTER OF CREDIT)		
Consulting Services (Thru Direct Payment Procedure) (SCS.2)		
16 Indirect Incomes (Income Indirect)		2514,76,144.96
Interest Income	198,55,519.46	
Sale Proceeds	35,743.69	
Utilization of Grants in Aid	2314,72,613.81	
Fines and Forfeitures Receipts	1,12,268.00	
Utilization of Non Fund Based Grant	-	
17 Current Liabilities		26,48,817.28
Duties & Taxes	1,32,141.28	
Provisions	62,007.00	
Advance Receipt From Other Sources	6,54,512.00	
Deposits (Current Liabilities)	16,00,157.00	
18 Current Assets		4528,82,090.77
Loans & Advances (Asset)	325,88,334.59	
Advances	1,063.00	
Advances to DMU/FMU/FPIC	27,05,807.69	
Advance Tax	-	
Interest Received at DMU	6,64,439.00	
Sale Proceeds Received at DMU	1,94,004.00	
TDS Receivable	290,23,020.90	
Cash-in-hand & Cash-at-Bank		
Cash-in-hand	4202,93,756.18	
Bank Accounts	4202,93,756.18	



WB Forest & Biodiversity Conservation Society

Aranya Bhawan Block LA 10A Sector III

Salt Lake City

Kolkata- 700098

West Bengal - 700098, India

Trial Balance

1-Apr-2021 to 31-Mar-2022

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Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Capital Account	66,17,02,354.33 Cr	23,14,72,613.81	2,00,03,532.97	45,02,33,273.49 Cr
Reserves & Surplus (Retained Earnings)	31,23,75,977.33 Cr		2,00,03,532.97	33,23,79,510.30 Cr
Excess of Income Over Expenditure.	31,23,75,977.33 Cr		2,00,03,532.97	33,23,79,510.30 Cr
Reserve Fund	34,93,26,377.00 Cr	23,14,72,613.81		11,78,53,763.19 Cr
Grants in Aid	34,93,26,377.00 Cr	23,14,72,613.81		11,78,53,763.19 Cr
State Government	34,93,26,377.00 Cr	23,14,72,613.81		11,78,53,763.19 Cr
Normal	17,54,00,341.00 Cr	11,05,88,272.00		6,48,12,069.00 Cr
SCP	10,44,87,496.00 Cr	7,26,82,479.49		3,18,05,016.51 Cr
TSP	6,94,38,540.00 Cr	4,82,01,862.32		2,12,36,677.68 Cr
Current Liabilities	25,96,917.28 Cr	1,08,39,384.00	1,08,91,284.00	26,48,817.28 Cr
Duties & Taxes	2,08,338.28 Cr	1,00,82,064.00	1,00,05,867.00	1,32,141.28 Cr
GSTDS (GST Deduction)	72,447.00 Cr	6,45,267.00	6,44,254.00	71,434.00 Cr
CGSTDS (GST Deduction)	36,223.00 Cr	3,22,633.00	3,22,127.00	35,717.00 Cr
SGSTDS (GST Deduction)	36,224.00 Cr	3,22,634.00	3,22,127.00	35,717.00 Cr
STDS (VAT Deduction)	799.00 Cr	799.00	799.00	799.00 Cr
STDS (VAT Deduction) - @ 3%	799.00 Cr	799.00	799.00	799.00 Cr
TDS (Income Tax)	12,569.00 Cr	54,65,996.00	54,70,358.00	16,931.00 Cr
TDS U/s 192- Agst Salaries		29,83,300.00	29,83,300.00	
TDS U/s 194 C-Agst Company @ 2%	7,969.00 Dr	2,88,963.00	2,99,970.00	3,038.00 Cr
TDS U/s 194 C- Agst Non Co. @ 1%	20,621.00 Cr	1,08,898.00	1,02,170.00	13,893.00 Cr
TDS U/s 194 I- Agst Rent @ 10%		2,12,317.00	2,12,317.00	
TDS U/s 194 J -Agst Professional Fees @ 10%	83.00 Dr	18,72,518.00	18,72,601.00	
Cess & Other Taxes	1,22,523.28 Cr	1,43,922.00	64,376.00	42,977.28 Cr
GIS		7,080.00	7,080.00	
GPF(S)		38,06,000.00	38,06,000.00	
Professional Tax Agst Salaries		13,000.00	13,000.00	
Provisions			62,007.00	62,007.00 Cr
Provision for Uncleared Expenses			62,007.00	62,007.00 Cr
Advance Receipt From Other Sources	8,54,512.00 Cr			8,54,512.00 Cr
Advance Receipt A/c.	8,54,512.00 Cr			8,54,512.00 Cr
Deposits (Current Liabilities)	15,34,067.00 Cr	7,57,320.00	8,23,410.00	16,00,157.00 Cr
Earnest Money Deposit	7,49,098.00 Cr	1,08,000.00	3,78,385.00	10,19,483.00 Cr
Security Deposit	7,84,969.00 Cr	6,49,320.00	4,45,025.00	5,80,674.00 Cr
Current Assets	66,42,99,271.61 Dr	1,46,94,65,878.96	1,68,08,83,059.80	45,28,82,090.77 Dr
Loans & Advances (Asset)	5,67,06,325.67 Dr	13,71,96,808.91	16,13,14,799.99	3,25,88,334.59 Dr
Advances		1,063.00		1,063.00 Dr
Other Advances		1,063.00		1,063.00 Dr
Advances to DMU/FMU/FPC	2,54,31,008.67 Dr	13,33,20,862.59	15,60,46,063.57	27,05,807.69 Dr
Advances to Baikunthapur	91,690.36 Dr	98,08,325.00	99,00,015.36	
Advances to Bankura North	7,56,462.20 Dr	70,12,521.30	77,50,283.50	
Advances to Bankura South	2,00,197.45 Dr	60,84,065.16	62,84,262.61	
Advances to Birbhum	8,01,149.01 Dr	20,01,908.39	28,03,057.40	
Advances to Burdwan	3,54,966.99 Dr	52,07,561.00	55,62,527.99	
Advances to Coochbehar	3,08,500.67 Dr	16,61,681.00	19,70,181.67	
Advances to Darjeeling	28,895.77 Dr	11,88,698.00	12,17,593.77	
Advances to Durgapur	8,23,564.92 Dr	37,63,117.82	45,86,682.74	
Advances to Howrah Social Forestry	48,143.74 Dr	13,34,282.00	11,59,122.00	2,23,303.74 Dr
Advances to Jalpaiguri	61,24,467.78 Dr	56,27,399.88	1,17,51,867.66	
Advances to Jalpaiguri Social Forestry	2,61,945.87 Dr	20,25,829.00	22,87,774.87	

Carried Over

1,71,17,77,876.77 1,71,17,77,876.77

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WB Forest & Biodiversity Conservation Society

Trial Balance : 1-Apr-2021 to 31-Mar-2022

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Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Brought Forward		1,71,17,77,876.77	1,71,17,77,876.77	
Advances to Jhargram	68,873.00 Dr	28,92,999.00	29,61,872.00	
Advances to Kangsabati North	1,64,944.00 Dr	42,38,698.72	44,03,642.72	
Advances to Kangsabati South	23,70,032.53 Dr	39,63,361.60	45,53,108.85	17,80,285.28 Dr
Advances to Kharagpur	9,99,004.60 Dr	52,47,336.00	62,46,340.60	
Advances to Kurseong	84,266.44 Dr	20,94,857.00	21,79,123.44	
Advances to Malda	2,97,430.35 Dr	17,03,820.45	16,98,853.00	3,02,397.80 Dr
Advances to Medinipur	24,825.35 Dr	1,12,28,968.00	1,12,53,793.35	
Advances to Monitoring North	1,88,036.10 Dr	3,22,647.00	5,10,683.10	
Advances to Monitoring South	60,947.63 Dr	52,27,681.45	52,88,629.08	
Advances to Nadia - Murshidabad	31,312.86 Dr	15,35,928.00	15,67,240.86	
Advances to Panchet	10,53,977.65 Dr	95,71,736.00	1,06,25,713.65	
Advances to Purulia	19,48,335.70 Dr	84,04,424.00	1,03,52,759.70	
Advances to Purulia Extension	52,637.94 Dr	5,78,633.00	6,31,270.66	0.28 Dr
Advances to Raiganj	2,14,551.30 Dr	30,11,500.00	32,26,051.30	
Advances to Rupnarayan	14,93,217.53 Dr	89,60,228.17	1,04,48,445.70	5,000.00 Dr
Advances to Siliguri Social Forestry	11,32,544.85 Dr	22,02,143.65	33,34,688.50	
Advances to Silviculture Hills	2,55,538.55 Dr	2,34,221.00	4,89,759.55	
Advances to Silviculture North	5,73,030.48 Dr	30,12,241.00	35,85,271.48	
Advances to Silviculture South	14,44,346.09 Dr	28,06,500.00	42,50,846.09	
Advances to Sundarban Tiger Reserve	86,127.06 Dr	28,83,873.00	29,70,000.06	
Advances to Wildlife - I	28,690.15 Dr	6,55,363.00	5,14,378.56	1,69,674.59 Dr
Advances to Wildlife - II	8,02,777.84 Dr	22,91,769.00	29,02,070.40	1,92,476.44 Dr
Advances to Wildlife - III	22,55,575.91 Dr	45,36,545.00	67,78,151.35	13,969.56 Dr
Advance Tax	27,117.00 Dr		27,117.00	
GSTDS (GST Deduction) (Advance)	10,106.00 Dr		10,106.00	
CGSTDS (GST Deduction) (Advance)	5,053.00 Dr		5,053.00	
SGSTDS (GST Deduction) (Advance)	5,053.00 Dr		5,053.00	
TDS (Income Tax) (Advance)	11,340.00 Dr		11,340.00	
TDS U/s 194 C-Agst Company @ 2% (Advance)	11,340.00 Dr		11,340.00	
Cess & Other Taxes (Advance)	5,671.00 Dr		5,671.00	
Interest Received at DMU	33,46,145.00 Dr	20,55,673.73	47,37,379.73	6,64,439.00 Dr
Sale Proceeds Received at DMU	6,59,000.00 Dr	39,243.69	5,04,239.69	1,94,004.00 Dr
TDS Receivable	2,72,43,055.00 Dr	17,79,965.90		2,90,23,020.90 Dr
Cash-in-hand		14,45,93,126.33	14,45,93,126.33	
Cash Imprest		10,07,125.00	10,07,125.00	
Recovery By Expenditure		14,35,86,001.33	14,35,86,001.33	
Bank Accounts	60,75,92,945.94 Dr	1,18,76,75,943.72	1,37,49,75,133.48	42,02,93,756.18 Dr
Corporation Bank (A/c No. 0663/CLSB/01/120015)	68,743.70 Cr	70,45,55,943.72	70,51,18,443.84	6,31,243.82 Cr
Deposit - Auto Sweep	60,76,61,689.64 Dr	48,31,20,000.00	66,98,56,689.64	42,09,25,000.00 Dr
REIMBURSABLE EXPENSES (Expenses Direct)		15,83,55,418.02	39,17,125.24	15,44,38,292.78 Dr
CONSULTING SERVICES (5CS)		1,33,50,755.00	38,19,287.00	95,31,468.00 Dr
Consulting Services (Thru Reimbursement Procedure) (5CS.1)		1,33,50,755.00	38,19,287.00	95,31,468.00 Dr
Procurement/Construction (R)		14,50,04,663.02	97,838.24	14,49,06,824.78 Dr
Afforestation and Allied Works (R.1)		6,04,69,645.30	6,205.24	6,04,63,440.06 Dr
Economic Pltn of Misc. Spp. In N Bengal (R.1A5)		27,03,961.00		27,03,961.00 Dr
Economic Pltn of Misc. Spp. In N Bengal Maint Y3 (R.1A5.05)		27,03,961.00		27,03,961.00 Dr
Pltn of Misc. Spp. in N Bengal Maint Y3 Labour (R.1A5.05.LB)		26,39,606.00		26,39,606.00 Dr
Pltn of Misc. Spp. in N Bengal Maint Y3 Material (R.1A5.05.MT)		64,355.00		64,355.00 Dr
Enrichment of Degraded Forests of S.W. Bengal Through Coppice Reg. (R.1A4)			1,582.00	1,582.00 Cr
Coppice (R.1A4.08)			1,582.00	1,582.00 Cr
Coppice Labour (R.1A4.08.LB)			1,582.00	1,582.00 Cr
Plantation of Quick Growing Small Timber, Fuel & Fodder Species (R.1A3)		1,45,83,950.00	3,199.00	1,45,80,751.00 Dr
Plantation of QGS Timber, Fuel & Fodder Species Creation (R.1A3.02)			702.00	702.00 Cr
Quick Growing Small Timber, Fuel & Fodder Species Creation Labour (R.1A3.02.LB)			702.00	702.00 Cr
Carried Over		1,87,01,33,294.79	1,71,56,95,002.01	15,44,38,292.78 Dr



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Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Brought Forward		1,87,01,33,294.79	1,71,56,95,002.01	15,44,38,292.78 Dr
Plantation of Quick Growing Small Timber, Fuel & Fodder Sp Maint Y3 (R.1A3.05)	1,45,83,950.00		2,497.00	1,45,81,453.00 Dr
Quick Growing Small Timber, Fuel & Fodder Species Maint Y3 Labour (R.1A3.05.LB)	1,42,23,970.00		2,497.00	1,42,21,473.00 Dr
Quick Growing Small Timber, Fuel & Fodder Species Maint Y3 Material (R.1A3.05.MT)	3,59,980.00			3,59,980.00 Dr
Plantation of Sal and Associates in South West Bengal (R.1A2)	1,71,54,651.00		386.00	1,71,54,265.00 Dr
Plantation of Sal and Associates in South West Bengal Maint Y3 (R.1A2.05)	1,71,54,651.00		386.00	1,71,54,265.00 Dr
Plantation of Sal and Associates in South West Bengal Maint Y3 Labour (R.1A2.05.LB)	1,48,32,944.00		386.00	1,48,32,558.00 Dr
Plantation of Sal and Associates in South West Bengal Maint Y3 Material (R.1A2.05.MT)	23,21,707.00			23,21,707.00 Dr
Pltn of Sal and Associate Spp. in N Bengal (R.1A6)	5,27,880.00			5,27,880.00 Dr
Pltn of Sal and Associate Spp. in N Bengal Maint Y3 (R.1A6.05)	5,27,880.00			5,27,880.00 Dr
Pltn of Sal and Associate Spp. in N Bengal Maint Y3 Labour (R.1A6.05.LB)	5,14,260.00			5,14,260.00 Dr
Pltn of Sal and Associate Spp. in N Bengal Maint Y3 Material (R.1A6.05.MT)	13,620.00			13,620.00 Dr
Production of 1 Year Old Quality Seedling (R.1D4)	1,48,93,478.80			1,48,93,478.80 Dr
Production of 1 Year Old Quality Seedling Maint Y1 (R.1D4.03)	1,48,93,478.80			1,48,93,478.80 Dr
Soil & Moisture Conservation (R.1C)	33,53,082.00		678.00	33,52,404.00 Dr
Soil & Moisture Conservn. in A2 Treatment (R.1C2)	33,53,082.00			33,53,082.00 Dr
Soil & Moisture Conservn. in A4 Treatment (R.1C4)			678.00	678.00 Cr
Strip Pltn on Roadside/canalside/railwayside (R.1B1)	72,52,642.50		0.24	72,52,642.26 Dr
Strip Pltn on Roadside/canalside/railwayside Maint Y2 (R.1B1.04)	28,58,925.00			28,58,925.00 Dr
Strip Plantation of Roadside/canalside/railwayside Maint Y2 Labour (R.1B1.04.LB)	28,16,325.00			28,16,325.00 Dr
Strip Plantation of Roadside/canalside/railwayside Maint Y2 Material (R.1B1.04.MT)	42,600.00			42,600.00 Dr
Strip Pltn on Roadside/canalside/railwayside Maint Y3 (R.1B1.05)	43,93,717.50		0.24	43,93,717.26 Dr
Strip Plantation of Roadside/canalside/railwayside Maint Y3 Labour (R.1B1.05.LB)	42,98,541.00			42,98,541.00 Dr
Strip Plantation of Roadside/canalside/railwayside Maint Y3 Material (R.1B1.05.MT)	95,176.50		0.24	95,176.26 Dr
Capital Cost of Setting Up of Hi.Tech Central Nursery (R.1D1)			360.00	360.00 Cr
Biodiversity Conservation (R.2)	1,55,31,550.52			1,55,31,550.52 Dr
Elephant/Gaur in North & South West Bengal (R.2B1)	59,87,784.04			59,87,784.04 Dr
Elephant Driving Off Operations (R.2B1.14)	37,41,733.00			37,41,733.00 Dr
Elephant Driving Off Operations Equipment (R.2B1.14.EQ)	3,59,800.00			3,59,800.00 Dr
Elephant Driving Off Operations Labour (R.2B1.14.LB)	25,46,951.00			25,46,951.00 Dr
Elephant Driving Off Operations Vehicle Hire (R.2B1.14.VH)	8,34,982.00			8,34,982.00 Dr
Elephant Fence (R.2B1.11)	5,20,644.04			5,20,644.04 Dr
Elephant Old Fence (R.2B1.11.OF)	5,20,644.04			5,20,644.04 Dr
Mobile Squad (R.2B1.13)	17,25,407.00			17,25,407.00 Dr
Mobile Squad Equipment (R.2B1.13.EQ)	1,39,600.00			1,39,600.00 Dr
Mobile Squad Labour (R.2B1.13.LB)	11,79,529.00			11,79,529.00 Dr
Mobile Squad Vehicle Hire (R.2B1.13.VH)	4,06,278.00			4,06,278.00 Dr
Fodder Tree Planting After Removal of Maling Bamboo in PAs in Hills (R.2A3)	16,080.00			16,080.00 Dr
Fodder Tree Planting After Removal of Maling Bamboo Maint Y2 (R.2A3.04)	16,080.00			16,080.00 Dr
Fodder Tree Planting After Removal of Maling Bamboo Maint Y2 Labour (R.2A3.04.LB)	16,080.00			16,080.00 Dr
Grassland Restoration and Fodder Tree Planting in PAs in N Bengal (R.2A1)	5,46,720.00			5,46,720.00 Dr
Grassland Restoration and Fodder Tree Planting in PAs in N Bengal Maint Y2 (R.2A1.04)	5,46,720.00			5,46,720.00 Dr
Fodder Tree Planting in PAs in N Bengal Maint Y2 Labour (R.2A1.04.LB)	5,46,720.00			5,46,720.00 Dr
Inventory and Status Survey (R.2C)	38,53,862.94			38,53,862.94 Dr
Study of Elephant Ecology for Management (R.2C4)	10,30,399.94			10,30,399.94 Dr
Study of Impact Assessment of Habitat Management (R.2C5)	9,30,000.00			9,30,000.00 Dr
Study of Status Survey of Gaur and Leopard in N Bengal Foothills (R.2C2)	18,93,463.00			18,93,463.00 Dr
Leopard in the North Bengal (R.2B2)	5,41,152.00			5,41,152.00 Dr
Leopard Capture / Rescue Equipment (R.2B2.EQ)	49,850.00			49,850.00 Dr
Leopard Capture / Rescue Labour (R.2B2.LB)	4,91,302.00			4,91,302.00 Dr
Smaller Animals in Central Bengal (R.2B4)	36,82,061.62			36,82,061.62 Dr
Smaller Animals in Central Bengal Capture/Rescue Equipment (R.2B4.EQ)	14,10,743.62			14,10,743.62 Dr
Smaller Animals in Central Bengal Capture/Rescue Labour (R.2B4.LB)	3,47,937.00			3,47,937.00 Dr
Smaller Animals in Central Bengal Capture/Rescue Services (R.2B4.SS)	13,22,750.00			13,22,750.00 Dr
Smaller Animals in Central Bengal Capture/Rescue Vehicle/Boat Hire (R.2B4.VH)	3,66,132.00			3,66,132.00 Dr
Carried Over		1,87,01,33,294.79	1,71,56,95,002.01	15,44,38,292.78 Dr



WB Forest & Biodiversity Conservation Society

Trial Balance : 1-Apr-2021 to 31-Mar-2022

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Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Brought Forward		1,87,01,33,294.79	1,71,56,95,002.01	15,44,38,292.78 Dr
Smaller Animals in Central Bengal Capture/Rescue Veterinary Services (R.2B4.VS)		2,34,499.00		2,34,499.00 Dr
Tiger in Sunderbans (R.2B3)		9,03,889.92		9,03,889.92 Dr
Tiger in Sunderbans Mobile Squad (R.2B3.13)		9,03,889.92		9,03,889.92 Dr
Tiger in Sunderbans Mobile Squad Labour (R.2B3.13.LB)		4,96,799.92		4,96,799.92 Dr
Tiger in Sunderbans Mobile Squad Vehicle/Boat Hire (R.2B3.13.VH)		4,07,090.00		4,07,090.00 Dr
Community Development (R.3)		2,04,71,844.90	36,674.00	2,04,35,170.90 Dr
Income Generation Activities (R.3C1)		29,15,878.00		29,15,878.00 Dr
Income Generation Activities NGO Services (R.3C1.25)		16,19,953.00		16,19,953.00 Dr
Revolving Fund (R.3C1.24)		12,95,925.00		12,95,925.00 Dr
Community Infrastructure Development Support Activities (R.3D1)		1,75,55,966.90	36,674.00	1,75,19,292.90 Dr
Institutional Capacity Development (R.4)		4,85,31,622.30	54,959.00	4,84,76,663.30 Dr
Base Line Survey (R.4A)		25,30,220.00		25,30,220.00 Dr
Survey of Forest Resources (R.4A1)		10,40,000.00		10,40,000.00 Dr
Survey of Socio Economic Conditions (R.4A2)		14,90,220.00		14,90,220.00 Dr
Construction of Administrative Buildings (R.4C1)		1,05,22,372.75	1,128.00	1,05,21,244.75 Dr
Administrative Building at Siliguri (R.4C1.46)		57,81,174.00		57,81,174.00 Dr
Construction of Beat Officer Office Complex (1) (R.4C1.41)		47,41,198.75	1,128.00	47,40,070.75 Dr
Field Research (R.4D)		75,28,909.66		75,28,909.66 Dr
Research Work in Tree Improvement Programme /Tree Breeding (R.4D1)		75,28,909.66		75,28,909.66 Dr
GIS & MIS (R.4C2)		1,68,01,626.00	7,098.00	1,67,94,528.00 Dr
GIS/MIS Pilot Project Equipment (R.4C2.EQ)		1,04,87,003.00		1,04,87,003.00 Dr
GIS/MIS Pilot Project Services (R.4C2.SS)		63,14,623.00	7,098.00	63,07,525.00 Dr
Miscellaneous Management Inputs (R.4C4)		60,21,297.89	41,733.00	59,79,564.89 Dr
Audit (R.4C4.54)		11,35,593.00		11,35,593.00 Dr
DMU Audit (R.4C4.54.DM)		11,18,643.00		11,18,643.00 Dr
PMU Audit (R.4C4.54.PM)		16,950.00		16,950.00 Dr
Incremental Staff DMU (R.4C4.52)		31,55,342.72		31,55,342.72 Dr
Incremental Staff DMU Extension Workers (R.4C4.52.EW)		33,925.00		33,925.00 Dr
Incremental Staff DMU Semi Skilled (R.4C4.52.UW)		6,47,062.00		6,47,062.00 Dr
Incremental Staff DMU Skilled (R.4C4.52.SW)		24,74,355.72		24,74,355.72 Dr
Incremental Staff PMU (R.4C4.51)		4,26,391.00		4,26,391.00 Dr
PMU Staff Semi Skilled (R.4C4.51.UW)		1,10,456.00		1,10,456.00 Dr
PMU Staff Skilled (R.4C4.51.SW)		3,15,935.00		3,15,935.00 Dr
Operation Cost PMU (R.4C4.56)		13,03,971.17	41,733.00	12,62,238.17 Dr
PMU Office Equipment (R.4C4.56.EQ)		6,200.00		6,200.00 Dr
PMU Office Expenses (R.4C4.56.OE)		12,14,359.17	40,748.00	11,73,611.17 Dr
PMU Travel Expenses (R.4C4.56.TE)		83,412.00	985.00	82,427.00 Dr
Package I for Senior Officers (R.4B1)		6,00,000.00		6,00,000.00 Dr
Senior Officer Study Tour Other States (R.4B1.32)		6,00,000.00		6,00,000.00 Dr
Package IV for Frontline Staff and FPC/EDC/SHG (R.4B4)		45,27,196.00	5,000.00	45,22,196.00 Dr
Frontline Staff and FPC/EDC/SHG Microfinance, Accounting (R.4B4.38)		21,27,196.00	5,000.00	21,22,196.00 Dr
Frontline Staff and FPC/EDC/SHG PRA, Microplan (R.4B4.37)		24,00,000.00		24,00,000.00 Dr
Indirect Incomes (Income Indirect)		51,584.36	25,15,27,729.32	25,14,76,144.96 Cr
Interest Income		49,084.36	1,99,04,603.82	1,98,55,519.46 Cr
Interest From Banks		1,337.36	23,58,233.73	23,56,896.37 Cr
Interest From Deposits- Auto Sweep		47,747.00	1,75,46,370.09	1,74,98,623.09 Cr
Sale Proceeds		2,500.00	38,243.69	35,743.69 Cr
Sale of Forms		2,500.00	27,750.00	25,250.00 Cr
Sale of Misc Items			10,493.69	10,493.69 Cr
Utilization of Grants in Aid			23,14,72,613.81	23,14,72,613.81 Cr
Utilization of Grants in Aid-Normal			11,05,88,272.00	11,05,88,272.00 Cr
Utilization of Grants in Aid- SCP			7,26,82,479.49	7,26,82,479.49 Cr
Utilization of Grants in Aid- TSP			4,82,01,862.32	4,82,01,862.32 Cr
Fines and Forfeitures Receipts			1,12,268.00	1,12,268.00 Cr
Carried Over		1,87,01,84,879.15	1,96,72,22,731.33	9,70,37,852.18 Cr



continued ...

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WB Forest & Biodiversity Conservation Society

Trial Balance : 1-Apr-2021 to 31-Mar-2022

Page 5

Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Brought Forward		1,87,01,84,879.15	1,96,72,22,731.33	9,70,37,852.18 Cr
NON REIMBURSABLE EXPENSES (Expenses Indirect)				
Administration Expenses (N)	7,73,10,280.97	2,75,961.76	7,70,34,319.21	Dr
DMU Operation Costs (N.57)	7,73,10,280.97	2,75,961.76	7,70,34,319.21	Dr
DMU Operation Costs Building Maintenance (N.57.BM)	1,67,95,748.36	1,13,431.76	1,66,82,316.60	Dr
DMU Operation Costs Hire/POL (N.57.PO)	39,34,009.40	2,000.00	39,32,009.40	Dr
DMU Operation Costs Other Charges (N.57.OC)	62,91,287.00	13,870.65	62,77,416.35	Dr
DMU Operation Costs Wages (N.57.WA)	41,12,281.96	19,061.11	40,93,220.85	Dr
Other Expenses (N.58)	24,58,170.00	78,500.00	23,79,670.00	Dr
Other Expenses GST (N.58.GST)	1,62,33,143.51	77,204.00	1,61,55,939.51	Dr
Other Expenses C.GST (N.58.C.GST)	1,15,05,599.51	65,372.00	1,14,40,227.51	Dr
Other Expenses C.GST @ 14% (N.58.C.GST.14)	55,41,550.84	32,686.00	55,08,864.84	Dr
Other Expenses C.GST @ 2.5% (N.58.C.GST.2.5)	59,497.00		59,497.00	Dr
Other Expenses C.GST @ 6% (N.58.C.GST.6)	1,26,765.10	125.00	1,26,640.10	Dr
Other Expenses C.GST @ 9% (N.58.C.GST.9)	13,69,329.78	32,246.00	13,37,083.78	Dr
Other Expenses I.GST (N.58.I.GST)	39,85,958.96	315.00	39,85,643.96	Dr
Other Expenses I.GST @ 18% (N.58.I.GST.18)	4,22,497.83		4,22,497.83	Dr
Other Expenses S.GST (N.58.S.GST)	4,22,497.83		4,22,497.83	Dr
Other Expenses S.GST @ 14% (N.58.S.GST.14)	55,41,550.84	32,686.00	55,08,864.84	Dr
Other Expenses S.GST @ 2.5% (N.58.S.GST.2.5)	59,497.00		59,497.00	Dr
Other Expenses S.GST @ 6% (N.58.S.GST.6)	1,26,765.10	125.00	1,26,640.10	Dr
Other Expenses S.GST @ 9% (N.58.S.GST.9)	13,69,329.78	32,246.00	13,37,083.78	Dr
Plantation Monitoring (N.58.MP)	39,85,958.96	315.00	39,85,643.96	Dr
Publications/Publicity (N.58.PB)	39,18,446.00	1,663.00	39,16,783.00	Dr
PMU Operation Costs (N.56)	8,09,098.00	10,169.00	7,98,929.00	Dr
Medical & Children Edu Allowance Reimbursements (N.56.MR)	2,63,62,459.10	85,326.00	2,62,77,133.10	Dr
PMU Operation Costs Hire/POL (N.56.PO)	3,86,833.00		3,86,833.00	Dr
PMU Operation Costs Other Charges (N.56.OC)	1,79,18,326.30	66,896.00	1,78,51,430.30	Dr
PMU Operation Costs RRT (N.56.RR)	26,99,079.80	3,430.00	26,95,649.80	Dr
PMU Operation Costs Wages (N.56.WA)	35,86,925.00		35,86,925.00	Dr
PMU Salaries (N.55)	17,71,295.00	15,000.00	17,56,295.00	Dr
Dearness Allowance (N.55.DA)	1,79,18,930.00		1,79,18,930.00	Dr
Deputation Allowance (N.55.DP)	21,98,248.00		21,98,248.00	Dr
House Rent Allowance (N.55.HR)	27,000.00		27,000.00	Dr
Leave Salary Contribution (N.55.LS)	19,31,268.00		19,31,268.00	Dr
Pay (N.55.PA)	16,03,234.00		16,03,234.00	Dr
Pension Contribution (N.55.PC)	98,42,000.00		98,42,000.00	Dr
Special / Others Allowance (N.55.GP)	21,47,320.00		21,47,320.00	Dr
Income & Expenditure A/c	1,69,860.00		1,69,860.00	Dr
Grand Total	2,00,03,532.97	1,96,74,98,693.09	1,96,74,98,693.09	



KGRS & CO

Chartered Accountants

Chatterjee International Centre
17th Floor, Flat No. 13
33A, J. L. Nehru Road
Kolkata - 700 071
Tel : (033) 4005 6199

The Chief Conservator of Forests & Project Director (Finance)
West Bengal Forest and Biodiversity Conservation Project
(WBFBCS)
Block-LB-2, Sector-III, Salt Lake City
Kolkata-700106

**Subject: Summary of Internal Audit of all DMUs, FMUs/ JFMCs and PMU for the period
April 2021 to March 2022**

Please find attached a summary of our common audit observations after the conduct of Internal Audit of all DMUs, FMUs along with PMUs for the aforementioned period.

We would like to acknowledge all members of the unit for their exceptional cooperation and their kindness towards our team during the audit.

For KGRS & Co
Chartered Accountants
Firm Registration No. 310014 E



(K. Dutta)
Partner
Membership No. 53790
UDIN: 23053790BGWAUA8219

Place: Kolkata
Date: February 22, 2023

1. INTRODUCTION

- 1.1 The internal audit of the accounts of the Project Management Unit, the Divisional Management Unit, and the Field Management Unit, including JFMCs, during the financial year 2021-22 has been conducted in accordance with the scope of work given.
- 1.2 This report records the results of our internal audit findings and recommendations looking at possible ways in which the controls and operations could be improved to overcome identified weakness in control and increase the adequacy, efficiency and effectiveness of controls based on the risk identified.
- 1.3 The matters raised in this report are only those, which have come to our attention arising from our audit that we believe they need to be brought to your attention. It is not a comprehensive record of all the matters arising and in particular we cannot be held responsible for reporting all risks and all internal control weaknesses.
- 1.4 The Management of the Society is responsible for the design, implementation, maintenance and operation of adequate systems, procedures and controls for ensuring the orderly and efficient conduct of its project activities.

2. AUDIT APPROACH

Our audit approach is risk based and systematic which focuses on the organizational objectives and any impediment to achieving those objectives. Internal audit started with an overview of activities through a study and documentation of the existing systems and procedures including:

- 2.1 Review of the process and held discussions with the process owners and other key relevant people at the planning stage of audit;
- 2.2 examining, on a test basis, evidence to support the amounts and disclosures in financial statements;
- 2.3 assessing the strength, design and operating effectiveness of internal controls at process level and identifying areas of control weakness, project risks and vulnerability in the system and procedures adopted by the entity;
- 2.4 assessing the accounting principles and estimates used in the preparation of the financial statements; and
- 2.5 evaluating the overall entity-wide risk management and governance framework.



3. SCOPE OF WORK

The detailed scope of work specified in Para-3.1 of Notice Inviting Tender for appointment of Internal Auditor for the financial year 2021-22, Tender reference no. NIT NO. - WBFBCP / NIT-1/ 2021-22, dated 3rd September, 2021. Below is the list of scope of audit –

- 3.1 Audit the books of accounts, including cash book, bank book, Bank guarantees, vouchers, Journals, Ledgers and other account related reports and to ensure that the transactions are recorded as per the Regulations of the Society, guidelines of JICA, Govt. of India and Govt. of West Bengal and on the basis of proper authority.
- 3.2 Audit the transactions related to taxes etc., and to provide necessary guidance and assistance with regard to compliance of TDS requirements, computation and filing of returns such that the transactions are in accordance with the notifications and the guidelines of the Government.
- 3.3 Verification of matters related to the deductions from bills including salary bills, viz GPF, GIS, P Tax, I Tax etc.
- 3.4 Auditing of the fund utilization of the sanctioned activities including the reimbursement claim and disbursement of loan.
- 3.5 Checking the maintenance of books of accounts and records of PMU, DMUs, FMUs and JFMCs and suggesting modifications and/or corrections as may be required.
- 3.6 Checking the bank deposits, interest in bank, TDS receivables, Bank reconciliation statements and suggesting modifications and/ or corrections as may be required.
- 3.7 Checking of component wise expenditures and suggesting modifications and/or corrections as may be required.
- 3.8 Suggesting corrective course of action with regard to the maintenance of accounts from time to time.

4. BASIS OF INFORMATION

The procedures we performed were limited in nature and therefore this report may not necessarily disclose all significant matters about the Society or reveal errors or irregularities, if any, in the underlying information. Furthermore, we do not make any representation regarding the sufficiency of the procedures we performed.

Our report is based on the information presented to us during the field visit; discussions were held with management and staff members, and audit work was conducted on the basis of the questionnaire, inquiries, observations, confirmation, and verification of supporting documentation identifying processes.



Because of its special nature, our report may not be suited for any purpose other than to assist you in your evaluation of the implementation and operating effectiveness of the internal controls of the Society, and, as such, is restricted for your internal use only. Additionally, our report reflects events and circumstances as they currently exist.

5. LIMITATIONS

The audit procedures are generally based on the concept of selective testing of the data being examined and are, therefore, subject to the limitation that material error, fraud and other illegal acts having a direct and material financial impact, if they exist, may not be detected. Also, because of the characteristics of fraud, particularly those involving concealment through collusion and falsified documentation (including forgery), an internal audit may not detect a material fraud. We may however, communicate to the management as appropriate, any illegal act, material errors or evidence that fraud may exist, identified during the course of our work.

6. SUMMARY OF AUDIT OBSERVATIONS

We conducted our audit in accordance with the Standards on Internal Audit issued by The Institute of Chartered Accountants of India. The internal audit was planned and performed to obtain reasonable assurance whether the systems, processes and controls operate efficiently and effectively and financial information is free of material misstatement. Our responsibility is to express an opinion on the weaknesses in internal controls, risk management and governance (entity level controls) framework, highlighting any exceptions and cases of non-compliance and suggest or recommend improvements in the design and operations of controls based on the internal audit.

We have reproduced a summary of the major common audit observations identified during the audit of all DMUs and FMUs, including JFMCs and PMU, below. However, we would like to request that you refer to the detailed audit report for 34 DMUs and PMU that was submitted to your office before making any decision or drawing any conclusions.

Sr. No.	Audit Area	Audit Observations	Management Remarks
1	Bank	Necessary reversal entries were not passed for transactions held in the bank reconciliation statement for more than 90 days.	Done except CTRD of Rs. 6000/-
2	Advances	The advance balance between PMU and DMU is not reconciled on a periodic basis. However,	Reconciliation done on yearly basis.



Sr. No.	Audit Area	Audit Observations	Management Remarks
		at the end of the year, a thorough reconciliation is performed.	
3	Fixed Assets	Project related fixed assets are not insured.	NA
		Project-related assets were not tagged with any identification mark in most DMUs.	NA
4	Deposit (i.e., SD & EMD)	Despite the fact that the project has already been completed, there are a few unclaimed security deposits and the earnest money deposit is still being held for refund as of March 31, 2012.	To be done
5	Current Liabilities	An unidentified receipt in the bank account amounting to Rs.8,54,512/- has been accounted for as "Advance received from other sources" under "Current Liabilities".	Yes

For KGRS & Co
Chartered Accountants
Firm Registration No. 310014 E


(K. Dutta)
Partner

Membership No. 53790
UDIN: 23053790BGWUA8219



Place: Kolkata
Date: February 22, 2023

**Government of West Bengal
Office of the Chief Project Director
West Bengal Forest and Biodiversity Conservation Project
Block LB-2, Sector III, Salt Lake City, Kolkata -700106
Website- www.wbfbcp.org, E-Mail ID- wbfbcp@gmail.com,
Phone Number: 033-23352247**

No: /WBFBP/

Date:

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

[insert date of issuance of REOI]

[insert REOI number]

Republic of India

Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

JICA Loan No.:ID-P311

Assignment Title: Project Management Consultant for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

The Government of India has applied for a loan from the Japan International Cooperation Agency (JICA) toward the cost of the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal and intends to apply part of the proceeds towards payments under the contract for consulting services.

The scope of consulting services will include the following and the total duration of consulting services will be 76 months.

- 1) Assistance in the management of the project
 - 2) Technical assistance in the implementation of the project components/activities in an efficient and effective manner
 - 3) Facilitation of implementation of Environmental and Social Assessment Framework (ESAF) and Vulnerable People's Planning Framework (VPPF)
 - 4) Technology Transfer
- (Detailed TOR for consultancy service enclosed vide Annexure 1)

Office of the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project now invites Expressions of Interest (EOI) from Consultants to make a shortlist of Consultants to provide the consultancy services under the above consulting services assignment.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are financial situation, availability of expert and experience of consultant as below.

Key Experts will not be evaluated at the shortlisting stage.

The required qualifications are as follows:

- 1) Consultants have at least three (3) fiscal years' business and to be able to submit Financial Statements (Balance Sheets and Income Statements) for the latest three (3) fiscal years with positive net profit before tax for at least two years in the last three consecutive fiscal years.
In case of a JV (Joint Venture), each member is evaluated individually.
- 2) Consultants have the following number of expert with each of the following areas of expertise.

International Expert	Required Number
1) Community Resilience against Climate Change	1
2) GIS/ MIS / DX	1
Local Expert	Required Number
3) GIS/ MIS / DX	1
4) Team Leader/ Sustainable Forest Management	1
5) Biodiversity Conservation	1
6) Soil/ Water Conservation	1
7) Capacity Development	1
8) Micro Finance/ Business Development Support	1
9) M&E	1
10) Social and Environmental Consideration	1

In case of a JV, the number of experts of all members are combined for the evaluation.

- 3) A. Experience of international projects of comparable size, complexity and technical specialty-

More than two (2) experiences of project management and technical assistance in forest and biodiversity conservation project with USD 2 million of consultant contract value in countries other than the Client's country, completed in the last ten (10) years (March 2013 - Feb 2023). However, if the Consultant is from the Republic of India and is to provide the consulting services in that country, it need not have any overseas experience in the area of the consulting services concerned.

- B. Experience in South Asian countries under comparable conditions-

More than two (2) experiences of project management and technical assistance in forest and biodiversity conservation project with USD 2 million of consultant contract value in South Asian countries (*2), completed in the last ten (10) years (March 2013 - Feb 2023).

C. Experience in Japanese ODA projects-

More than two (2) experiences of consultancy services more than USD 2 million in any project financed by Japanese ODA Loans, completed in the last ten (10) years (March 2013 - Feb 2023) is preferable.

In case of a JV, the number of experiences of all members are combined for the evaluation.

The attention of interested Consultants is drawn to Section 1.07 of the Guidelines for the Employment of Consultants under Japanese ODA Loans, April 2012 ("Consultant Guidelines"), setting forth the JICA's policy on conflict of interest. The Guidelines are available on the JICA's website shown below:

http://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/

A Consultant is a single firm or a Joint Venture (JV). In case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

EOI submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a selected Consultant for signing of the Contract shall be signed by all members and submitted with the EOI, together with a copy of the proposed Agreement. The JV Agreement or the proposed JV Agreement, as the case may be, shall indicate at least the portion of the assignment to be executed by each member.

EOI shall be written in English. Supporting documents and printed literature that are part of EOI may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the EOI, such translation shall govern.

A Consultant will be selected in accordance with the "QCBS (Quality- and Cost-Based Selection)" method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours (11:00 to 16:00 hours).

EOI must be uploaded with all necessary forms and documents on www.wbtenders.gov.in by March 30, 2023.

Office of the Chief Project Director,
West Bengal Forest and Biodiversity Conservation Project,
Attn: Mr. Amitabh Vibhakar Mishra, Chief Project Director
2, LB Block, Sector III, Bidhannagar, Kolkata, West Bengal 700106, India
Tel: +91-9831252896
E-mail: wfbcp@gmail.com

EOI shall include the documents whose sample forms are provided in the Attachments below.

Attachments

Annexure – I : Term of Reference for Consultants

Form 1: Expressions of Interest Submission Form

Form 2-1: Applicant Information Form

Form 2-2: JV Member Information Form

Form 3: Letter of Intent

Form 4: Financial Situation

Form 5: Availability of Experts

Form 6: Consultant's Experience

Terms of Reference for Project Management Consultant for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal

Chapter 1. Background

- The Government of West Bengal has received a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") to finance the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (hereinafter referred to as "the Project") which is to enhance sustainable management of ecosystems in the diverse landscapes in the state.
- The outline of the Project is as follows:
 - Executing Agency: Project Management Unit (PMU) for the Project, Project for Forest and Biodiversity Conservation for Climate Resilience Enhancement in West Bengal.
 - Location of the Project:
 Territorial Divisions: Jalpaiguri, Baikunthapur, Kurseong, Darjeeling, Kalimpong, Cooch Behar, Raiganj, Nadia-Murshidabad, Birbhum, Purulia, Kangsabati (North), Kangsabati (South), Jhargram, Medinipur, Rupnarayan, Bankura (South), Bankura (North), Panchet, Burdwan, Durgapur, Kharagpur, North and South 24 Parganas
 Wildlife Divisions: Darjeeling WL, Gorumara WL, Jaldapara WL, Buxa Tiger Reserve (East), Buxa Tiger Reserve (West), Sundarban Tiger Reserve
 Other Divisions: Purulia Extension Forestry and two Silviculture divisions viz. Silviculture (North) & Silviculture (Hills) and 2 Monitoring Divisions viz. Monitoring North and Monitoring South are included.
 - The Project is expected to be completed by March 2031.
- At this moment, the Project is expected to comprise of the following components:

Components	Main Activities to be Implemented ¹
Component 1: Ecosystem-based Climate Change Measures	1) Upgrading of central nursery 2) Production of quality planting materials 3) Creation of new seed production area and maintenance 4) Preparation of Range Forest Project Implementation Plan (RFIP) 5) Assisted Natural Regeneration (ANR) of degraded Sal forests (coppicing) 6) Plantation in Degraded Forest Areas 7) Tree Plantation Outside of Forest Areas (TPOFA) 8) Eco-DRR activities to strengthen forestry operation ² 9) Green Laboratory Initiatives
Component 2: Biodiversity Conservation and Restoration	1) Human Wildlife Conflict Mitigation 2) Species Conservation Programme 3) Studies on Wild animals and their behaviour 4) Biodiversity conservation through people's participation in protected area

¹ Activities have been planned in three landscapes of Hills and North Bengal, Dry Lateritic & Alluvial and Deltaic. Combinations of activities to be implemented in each landscape will vary to address the issues that are specific to each landscape.

² Dry Lateritic & Alluvial and Deltaic landscapes only

	5) Biodiversity conservation through people's participation for smaller mammals
Component 3: Livelihood Improvement	1) Preparatory activities with JFMCs - Community mobilisation - Reorganisation/ reconstitution of JFMCs and confirmation and demarcation of JFMC forest boundaries - Familiarisation of Project to JFMC - Micro planning - EPA/ CDA 2) Support for income generation 3) Support for community well-being (promotion of traditional healers)
Component 4: Institutional Strengthening	1) Strengthening Project Management 2) Capacity Development 3) Monitoring & Evaluation including improvement of MIS & GIS utilisations and use of UAV based monitoring 4) Research 5) Publicity and Publications
■ The Government of West Bengal intends to use a part of the proceeds of the loan for eligible payments for consulting services for which this ToR is issued. ■ Technical information: available relevant basic data and studies, technical standard or specifications to be used, etc. ■ Related projects: None.	

Chapter 2. Objectives of Consulting Services

The consulting services shall be provided by an international consulting firm (hereinafter referred to as "the Consultant") in compliance with Guidelines for the Employment of Consultant under Japanese ODA Loans, April 2012. The objective of the consulting services is to assist the Project Management Unit of the Project (hereinafter referred to as PMU) established at the Project in implementation of the project activities by providing the following services:

- (1) Assistance in the management of the project
- (2) Technical assistance in the implementation of the project components/activities in an efficient and effective manner
- (3) Facilitation of implementation of Environmental and Social Assessment Framework (ESAF) and Vulnerable People's Planning Framework (VPPF)
- (4) Technology Transfer

Chapter 3. Scope of Consulting Services

(1) Assistance in the management of the project

The Consultant shall:

- (a) Assist PMU in managing the project in an effective and efficient manner
- (b) Assist PMU in periodical monitoring of the project activities with the monitoring formats and improving the project design, framework, and systems based on the monitoring data stored in the GIS-based monitoring system
- (c) Assist PMU in preparing annual work and budget plans based on the appropriate estimation of work quantity as well as unit costs of the respective inputs
- (d) Assist PMU in enhancing the capacity of stakeholders in forest and biodiversity conservation for enhancing climate change resilience
- (e) Assist PMU in procuring the necessary goods and services necessary for the project implementation
- (f) Assist PMU in the proper fund management and smooth communication/coordination with JICA
- (g) Assist PMU in providing guidance and orientation to PMUs, DMUs, FMUs and other specialized agencies for implementation of the projects
- (h) Assist PMU in preparing TORs for the project activities to be outsourced to the contractors
- (i) Assist PMU in monitoring and supervising the works undertaken specialized agencies to secure the expected outputs
- (j) Assist PMU in designing and developing information dissemination project materials
- (k) Assist PMU in monitoring the progress of the project, assessing the results and effects of the project activities, solving any issues and problems that might hinder the effective and efficient operations of the project, and draw lessons learned from the implementation of the project over the course of the project
- (l) Assist PMU in reporting and submitting plans to JICA for approval

(2) Technical assistance in the implementation of the project components/ activities in an efficient and effective manner

The Consultant Shall:

- (a) Assist PMU in developing guidelines and manuals relevant to implementation of the project
- (b) Assist PMU in planning and implementation of Eco-DRR measures
- (c) Assist PMU in planning and implementation of biodiversity conservation measures
- (d) Assist PMU in preparation of manuals required JFMCs to execute Entry Point Activity/ Community Development Activities
- (e) Assist PMU in developing a sustainable financial management and business support system for SHGs
- (f) Assist PMU in establishing an integrated MIS/ web-GIS system, which should be designed in consistent with the WBFD system architecture and can be deployed to the WBFD activity area beyond the project target
- (g) Assist PMU in developing a "WBFD Digital Transformation Strategy" that encompasses a comprehensive concept and approaches on how to transform the WBFD's operations through the use of data and digital technologies and a co-creation mechanism with innovative digital solution providers
- (h) Assist PMU in executing "Proof of Concept" (PoC) activities that include, but not limited to, identifying appropriate use cases, developing a PoC plan, selecting an external partner(s) if necessary, implementing the PoC, reviewing a result, and reflecting lessons learnt to the DX strategy and approaches.
- (i) Assist PMU/DMUs/FMUs to strengthen their technical, managerial, and administrative

- capacities for implementation of project
- (j) Assist PMU in providing orientation, technical guidance, and advice to specialized agencies for the effective implementation of the project activities.
 - (k) Assist PMU in monitoring the planning process of JFMCs
 - (l) Assist PMU in preparing the phase-out strategies
 - (m) Assist PMU in promoting collaboration with private sectors for maximizing impact of the Project

(3) Facilitation of implementation of Environmental and Social Assessment Framework (ESAF) and Vulnerable People's Planning Framework (VPPF)

The Consultant Shall:

- (a) Assist PMU in reviewing and updating the ESAF and VPPF.
- (b) Assist PMU in reviewing and supervising contractors' environmental protection/management plans to be prepared by contractors in accordance with the ESAF and make recommendations to PMU if any necessary amendments are essential for its approval.
- (c) Assist PMU in ensuring that the measures identified in the ESAF and VPPF are implemented.
- (d) Assist PMU in monitoring the effectiveness of ESAF and negative impacts on environment caused by the project activities and figuring out feasible solutions and measures so that PMU can improve situation when necessary.
- (e) Assist PMU in enhancing the capacity of DMU/ FMU staff on environmental management through hands-on training on environmental assessment techniques, mitigation measure planning, supervision and monitoring, and reporting.

(4) Technology transfer

The Consultant shall carry out the technology transfer as an important aspect in design and supervision works. The Consultant shall provide the opportunity to PMU officers and staffs to be involved in the working team of the Consultant during the implementation of the project activities. If requested by PMU, the Consultant shall demonstrate the necessary technical procedures. The consultant shall assist PMU and its staff to build their capacity as a part of on the job training under the Project.

Chapter 4. Expected Time Schedule

The total duration of consulting services will be 76 months. The implementation schedule expected is as shown in Table: 4-1.

Table: 4-1 Implementation Schedule Expected

Key Activities	Date	Duration in Months
Commencement of Consulting Services	1 st December 2023	-
Assistance in preparation of implementation plans and monitoring and procurement of necessary goods and services	1 st December 2023 – end of April 2024	76
Assistance in preparation of guidelines and manuals required for the project activities	1 st December 2023 – end of April 2024	
Assistance in developing IGA fund monitoring and business development system Assistance in procurement of and technical guidance to the specialized agency for operationalizing the system	1 st November 2024 – 31 st January 2030	
Project Management related support	1 st December 2023 – 31 st March 2030	
Termination of Consulting Services	31 st March 2030	-

Chapter 5. Staffing

Two positions of Professional (A) consultants and eight positions of Professional (B) consultants will be engaged over 76 months' duration of consulting services for a total of 18 person-months for Professional (A) and 107 person-months for Professional (B) consultants.

(1) Qualification of key Team Members

The qualification of key Team Members is shown in Table: 5-1.

Table: 5-1 Qualification of key Team Members

Designation	Qualification
Community Resilience against Climate Change (Professional A)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in forestry, climate change, biodiversity conservation, or other related fields <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 8-10 years or more experiences in the field of sustainable forest management, ecosystem restoration, climate change resilience, Eco-DRR and any other projects of similar objectives in India and rest of the world - Experiences of consulting services for more than 1 ecosystem restoration and management projects in India and other countries - More than one experience in leading the donor funded projects/studies <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in Bengali and/ or Hindi (writing and speaking) would be an added advantage. <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in countries similar to the landscapes of West Bengal would be an added advantage.
GIS/ MIS / DX (Professional A)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Master's Degree or higher in engineering, computer science, GIS/ RS or equivalent <p><u>Experience:</u></p> <ul style="list-style-type: none"> ■ General <ul style="list-style-type: none"> - Strong analytical, problem-solving, and conceptual abilities ■ System Architecture and Strategy <ul style="list-style-type: none"> - Experience in developing strategic system architecture plans - Experience with computer servers, network switches, load balancers, network analyzers, and network channel or data service units, with solid understanding of network and system development and deployment - Experience with data processing fundamentals and utilization ■ MIS and GIS / Remote Sensing / UAV <ul style="list-style-type: none"> - Minimum 10 years of working experience in the field of MIS and RS/GIS - Work experience in designing and/or operation of web based MIS for project management - Work experience in operation of web-GIS - Experience in using various RS and GIS software such as ESRI ArcGIS, ERDAS Imagine, eCognition, ENVI, and QGIS for forest/ecosystem

Designation	Qualification
	<p>management</p> <ul style="list-style-type: none"> - Experience in UAV operation, data acquisition & processing for forest monitoring. - Work experience with field data collection (ground truthing) using GPS and/or mobile App - Detailed knowledge about MIS, GIS/RS technology, UAV in forestry sector ■ Use case with PoC - Experience in identifying use cases to verify a given business model - Experience in planning, managing, and monitoring the PoC type of activities in forestry management, or with advanced technologies - Experience in collaboration with public and private sector stakeholders <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in Bengali and/ or Hindi (writing and speaking) would be an added advantage.
GIS/ MIS / DX (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Master's Degree or higher in engineering, computer science, GIS/ RS or equivalent <p><u>Experience:</u></p> <p>■ General</p> <ul style="list-style-type: none"> - Strong analytical, problem-solving, and conceptual abilities <p>■ System Architecture and Strategy</p> <ul style="list-style-type: none"> - Experience in developing strategic system architecture plans - Experience with computer servers, network switches, load balancers, network analyzers, and network channel or data service units, with solid understanding of network and system development and deployment - Experience with data processing fundamentals and utilization <p>■ MIS and GIS / Remote Sensing / UAV</p> <ul style="list-style-type: none"> - Minimum 10 years of working experience in the field of MIS and RS/GIS - Work experience in designing and/or operation of web based MIS for project management - Work experience in operation of web-GIS - Experience in using various RS and GIS software such as ESRI ArcGIS, ERDAS Imagine, eCognition, ENVI, and QGIS for forest/ecosystem management - Experience in UAV operation, data acquisition & processing for forest monitoring. - Work experience with field data collection (ground truthing) using GPS and/or mobile App - Detailed knowledge about MIS, GIS/RS technology, UAV in forestry sector ■ Use case with PoC - Experience in identifying use cases to verify a given business model - Experience in planning, managing, and monitoring the PoC type of activities in forestry management, or with advanced technologies

Designation	Qualification
	<ul style="list-style-type: none"> - Experience in collaboration with public and private sector stakeholders <p><u>Language:</u> Proficiency in English and Bengali and/ or Hindi (writing and speaking).</p>
Team Leader/ Sustainable Forest Management (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in forestry, biodiversity conservation, or other related fields <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 15 years or more experiences in the field of sustainable forest management, ecosystem restoration, climate change resilience, Eco-DRR and any other projects of similar objectives in India and rest of the world - Experiences of consulting services for more than four ecosystem restoration and management projects in India and other countries - At least three experiences of leading a consultants' team as the Team Leader or the Co-Team Leader including one experience in a country other than India - More than one experience in leading the donor funded projects <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in countries similar to the landscapes of West Bengal
Biodiversity Conservation (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in Botany, Zoology, Biodiversity, Natural Resource Management or any other related field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 10 years or more experiences in biodiversity conservation (i.e. species conservation and habitat improvement), human wildlife conflict, protected area management, ecosystem restoration and management projects or similar projects - Experiences in working in the landscapes similar to West Bengal - Having wholistic working experience and expertise in coastal and inland landscapes and human wildlife conflict - Experiences in designing and implementing nature conservation activities - Experiences of consulting services for at least three biodiversity conservation projects <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in both writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and Experience in South Asia would be an advantage.

Designation	Qualification
Soil/ Water Conservation (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post graduate degree in agricultural engineering, environmental engineering, civil engineering or any other relevant field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Experiences in procurement/ tender assistance for the client - Experiences in designing and working in projects of soil and water conservation structures, water harvesting, and any other infrastructures required for ecosystem restoration and biodiversity conservation - Experiences in O&M system for the infrastructures created - Experiences in training the asset owners in O&M - Experiences in working in more than 3 projects on forest management, biodiversity conservation, community-based disaster reduction and prevention or any other projects of similar nature in India - Experiences in working in more than 1 donor supported project in India will be an added advantage <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in South Asia, particularly in India.
Capacity Development (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post graduate degree in education, social science, human resource management, or any other relevant field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Experiences in procurement/ tender assistance for the client - Experiences in designing and conducting training needs assessment - Experiences in learning outcome evaluation - Experiences in planning a short and mid and long term training plan - Experiences in conducting and organizing training programmes - Experiences in planning and organizing study tour within India and Overseas - Experiences in working in at least 1 donor supported forestry project in India <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking). <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and experience in forest and biodiversity conservation, climate change action, natural resource management or any other projects of similar nature in South Asia will be advantage.
Micro Finance/ Business Development Support (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - MBA or Post Graduate in financial management, rural development/ marketing, entrepreneurship development, or any other related field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - 20 years or more professional experiences in micro finance sector - Experiences in planning management system for a micro lending system

Designation	Qualification
	<ul style="list-style-type: none"> - Experiences in business planning and management - Experiences in promoting entrepreneurship - Experiences in contract management - Experiences in designing and conducting training for community <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficient in English in writing and speaking is essential. - Proficiency in English and Bengali and/ or Hindi (writing and speaking) <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> - Familiarity and Experience in South Asia, particularly in India is an added advantage.
M&E (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Master's Degree or higher in statistics, data science, GIS/ RS or geospatial information technology, MIS or any other related field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Minimum of 10 years of working experience in development work, using satellite imagery data and geospatial information technology - Experiences in developing and operationalising enterprise/ web GIS system - Experiences in database management and system architecture design - Experiences in managing data system related to forest and biodiversity conservation, socio economy, and etc. - Work experiences in more than 2 donor assisted projects <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficiency in English in writing and speaking - Proficiency in English and Bengali and/ or Hindi (writing and speaking).
Social and Environmental Consideration (Professional B)	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Post Graduate in Environmental Management or any other related field <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Experience of more than 15 years in environmental and social consideration - Experience of working in the state of West Bengal - Experience of consulting services for environmental and social consideration of similar projects (forestry/ community development projects) funded by international cooperation agencies. - Proven experience in designing environmental and social management framework and implementing monitoring for environmental and social consideration - Proven experience in designing framework for tribal development - Experience in capacity building and training different stakeholders in various aspects of environmental management/ ESC - Experience in preparing periodical environmental and social consideration monitoring reports <p><u>Language:</u></p> <ul style="list-style-type: none"> - Proficient in English in both writing and speaking - Proficient in Bengali and/or Hindi

Consultant may propose other experts and supporting staffs required to accomplish the tasks outlined in the ToR.

(2) Scope of works for the respective personnel

Detailed information on the major tasks and duties each member of Consultant shall perform is provided as follows:

No	Position	I or L	Major Tasks and Duties
A-1	Community Resilience against Climate Change	I (Pro-A)	<p>The Community Resilience against Climate Change Specialist will assist PMU in the following aspects:</p> <ul style="list-style-type: none"> a) Assessing the vulnerability of the communities against climate change and suggesting remedial measures b) Assessing the progress of the indicators related to climate change measures landscape-wise during implementation of the project c) Assist PMU in exploring possibility of collaboration with private sectors for maximizing impact of the Project <p>The Community Resilience against Climate Change Specialist will:</p> <ul style="list-style-type: none"> d) Preparation of conceptual framework and guidelines regarding ecosystem- based disaster risk prevention and community resilience including the connection between ecosystem services and beneficial community. e) Preparation and review guidelines and manuals relating to project activities including the manuals on Entry Point Activities/ Community Development Activities; f) Undertaking technical guidance in planning and implementation of the Component 1 and 3 activities g) Seeking the possibility to apply in the project activities with recent world trend of the resilience against climate change through carbon credit trading etc. h) Carry out any other tasks requested by the Team Leader
A-2	GIS/ MIS / DX	I (Pro-A)	<p><GIS/MIS system development></p> <p>The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Finalizing the scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU b) Preparing WBFD GIS data for upload to the system being developed <p>The MIS/ GIS specialist will</p> <ul style="list-style-type: none"> a) Conduct needs survey for the web GIS and MIS for preparation of scope of work b) Prepare a scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU based on the needs survey result (MIS/GIS based data should be arranged in a relational database such as Oracle, MySQL, MSSQL, PostgreSQL etc. It should be also considered to use Google Earth platform, which will be shared by the GIS lab of WBFD, for precise identification of new afforestation area and their

No	Position	I or L	Major Tasks and Duties
			<p>subsequent monitoring.)</p> <ul style="list-style-type: none"> c) Prepare a short list of the potential vendors for each system development d) Obtain quotations for the finalized scope of work for each system e) Supervise the outsourcing contract for development of each system f) Prepare material for trainings for the users of each system g) Prepare user guidelines for the developed Web based MIS, Mobile App, and web GIS in coordination with the vendors (system developers) h) Provide training to PMU, DMU, FMU on MIS/web GIS/associated mobile App i) Conduct survey for user feedback to improve the system in the 1st and 3rd year after installation of the system j) Plan and supervise minor modifications of the systems during the system warranty and maintenance period <p><Development of "WBFD Digital Transformation Strategy"> The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Coordinating with GIS/MIS cell and other relevant units/cells in WBFD in charge of development and maintenance of existing systems relating to forest and biodiversity conservation. b) Forming and leading a technical working group with members from the relevant unit/cell in WBFD, which gives guidance and reviews on the work of the WBFD DX Strategy. c) Analyzing WBFD policy documents with relation to digitalization, existing system architecture, and current plan of system development in each system. d) Drafting a draft strategy encompassing a long-term vision, a comprehensive concept, and approaches on how to transform the WBFD's operations through the use of data and digital technologies and a co-creation mechanism with innovative digital solution providers. e) Obtaining institutional endorsement for the strategy within WBFD in due course. <p><Conduct of "Proof of Concept" (PoC) activities> The MIS/ GIS specialist will assist PMU in</p> <ul style="list-style-type: none"> a) Identifying an appropriate use case(s) that would help WBFD/PMU accelerate digital transformation in line with the concept and concrete approaches to be defined in the WBFD DX strategy b) Developing a PoC plan c) Selecting a digital partner(s) if necessary d) Implementing, managing and monitoring the PoC e) Reviewing the result and reflecting lessons learnt from it to the DX strategy and approaches f) Preparing a work plan to introduce the prioritized advanced technology
B-1	Team Leader/ Sustainable Forest Management	L (Pro- B)	<p>The Team Leader will assist PMU in the following aspects of project management:</p> <ul style="list-style-type: none"> a) Preparation of the overall work plan of PMC; b) Maintaining close coordination with PMU and offices concerned and assist PMU in coordinating with JICA;

No	Position	I or L	Major Tasks and Duties
			<ul style="list-style-type: none"> c) Guiding and supervising the activities of all PMC specialists, both International and National consultants; d) Supervising the activities of all office staff of PMC; e) Undertaking the managerial responsibilities of PMC, including seeking approvals from PMU on mobilisations/ demobilisations and field visits by PMC specialists; f) Participating in various meetings and events, and with specialists as per requirement and request from PMU; g) Preparing/ reviewing guidelines and manuals relating to project management, accounting procedures and procurement; h) Compiling all periodical reports of consulting services and responsible for outputs of reports (inception reports, monthly, quarterly, annual reports and completion report); i) Undertaking field visits to project sites and prepare Back-to-Office report for PMU; j) Preparing monthly accomplishment reports of PMC; k) Ensuring that all the scope of consultancy is accomplished; <p>The Team Leader/ Sustainable Forest Management will:</p> <ul style="list-style-type: none"> a) Monitoring the physical and financial work progress of the project implementation; b) Reporting to JICA; c) Any other assistances requested by PMU within the scope of work of the consulting services.
B-2	Biodiversity Conservation	L (Pro-B)	<p>The Biodiversity Conservation Specialist will assist PMU to:</p> <ul style="list-style-type: none"> a) Undertake procurement of goods and services necessary for Component 2 (biodiversity conservation and restoration) b) Prepare the overall work plan pertaining to Component 2 (biodiversity conservation and restoration) c) Develop any technical guidelines/ reports concerning Component 2 d) Prepare the detail monitoring & evaluation plan for Component 2 <p>The Biodiversity Conservation Specialist will:</p> <ul style="list-style-type: none"> a) Provide technical guidance to PMU/ DMU/ FMU/ JFMCs and other technical agencies engaged for Component 2 b) Act as a resource person in a training and awareness programme c) Undertake field visits d) Conduct site visits for monitoring of the work progress and technical guidance e) Prepare reports as requested by the Team Leader f) Carry out any other tasks requested by the Team Leader
B-3	Soil/ Water Conservation	L (Pro-B)	<p>The Soil/ Water Conservation Specialist will support PMU to:</p> <ul style="list-style-type: none"> a) Undertake procurement of goods and services necessary for civil works b) Suggest the format of output of CAT plan c) Ensure the smooth execution of the infrastructure development works undertaken by PMU/ DMU/ FMU and JFMCs d) Prepare O&M Guideline for community infrastructure <p>The Soil/ Water Conservation Specialist will:</p> <ul style="list-style-type: none"> a) Provide necessary technical guidance to PMU/ DMU/ FMU/

No	Position	I or L	Major Tasks and Duties
			<p>JFMCs and contractors engaged for the civil works</p> <p>b) Conduct site visits for monitoring of the work progress and technical guidance</p> <p>c) Prepare reports as requested by the Team Leader</p> <p>d) Carry out any other tasks requested by the Team Leader</p>
B-4	Capacity Development	L (Pro-B)	<p>The Capacity Development Specialist will assist PMU in:-</p> <p>a) Conducting training needs assessment (TNA)</p> <p>b) Planning the training plan and annual training calendar</p> <p>c) Identifying the training institutes/ resource organisations/ trainers to conduct training programmes</p> <p>d) Implementing Green Laboratory Initiative (i.e. collaborative research and environmental education, etc.)</p> <p>e) Planning and coordinate the exposure visits/ study tours within State, India and overseas</p> <p>The Capacity Development Specialist will:</p> <p>a) Conducting training evaluation</p> <p>b) Prepare annual training report</p> <p>c) Conduct site visits as required</p> <p>d) Prepare brief travel reports and monthly accomplishment reports pertaining to his/ her specialty and submit them to the Team Leader</p> <p>e) Undertake any other tasks requested by Team Leader</p>
B-5	Micro Finance/ Business Development Support	L (Pro-B)	<p>The Micro Finance/ Business Development Support Specialist will assist PMU in the following aspects:</p> <p>a) Preparation of the IGA fund management system</p> <p>b) Operationalise IGA fund management system</p> <p>c) Assist PMU in procuring technical agency for managing IGA support fund</p> <p>d) Monitoring of the recovery rate</p> <p>e) Prepare guideline for business development support</p> <p>f) Assist PMU in exploring possibility of collaboration with private sectors for maximizing impact of the Project</p> <p>The Micro Finance/ Business Development Support Specialist will:</p> <p>g) Provide technical guidance to technical agency for IGA fund management for business development support</p> <p>h) Undertaking field visits to project sites</p> <p>i) Prepare brief travel reports and monthly accomplishment reports pertaining to his/ her specialty and submit them to the Team Leader</p> <p>j) Undertake any other tasks requested by Team Leader</p>
B-6	M&E	L (Pro-B)	<p>The M&E Specialist will assist PMU in:</p> <p>a) Establishing effective and efficient monitoring system;</p> <p>b) Procurement of the contractors for baseline survey, periodical assessments, and other related activities etc.;</p> <p>c) Supervising the work of the above contractors and ensuring qualities of their outputs;</p> <p>d) Reviewing baseline and mid-term surveys reports, and other M&E reports/ documents</p> <p>e) Preparation of the guidelines and manuals required for M&E and MIS;</p> <p>f) Operationalising MIS and project accounting system, and</p> <p>g) Monitoring and evaluation of the progress and outputs of</p>

No	Position	I or L	Major Tasks and Duties
			<p>Project activities</p> <ul style="list-style-type: none"> h) Conducting field validation, preparation of the physical and financial progress report; i) Prepare social audit guideline and operationalise j) Providing progress data and information required to be used by the High-Power Committee (HPC), Governing Body (GB) and JICA for review and appropriate decision making; k) Designing, reviewing and revising project performance indicators, and developing methodologies for verification with respect to such indicators; l) Compiling periodical M & E reports; and m) Organising annual review meetings at State Level. <p>The M&E Specialist will:</p> <ul style="list-style-type: none"> a) Work in collaboration with GIS/ MIS Specialist for effective monitoring; b) Assist FMUs/DMUs in the field validation; c) Train PMU and other project related staffs in MIS and project accounting system; d) Accomplish the tasks related to the Project as directed by the Team Leader; e) Undertake field visits to project sites and prepare Back-to-Office report for PMU; and f) Prepare brief travel reports and monthly accomplishment reports pertaining to his/ her specialty and submit them to the Team Leader. g) Undertake any other tasks requested by Team Leader
B-7	Social and Environmental Consideration	L (Pro-B)	<p>The Social and Environmental Conservation Specialist will assist:</p> <ul style="list-style-type: none"> a) PMU PD (Finance), the officer in charge, to supervise the environmental and social safeguard-relevant activities, including the screening and selection of subprojects and determination of the required procedures for specific subprojects following the national and state law/regulations and MOD with JICA. b) PMU in finalizing ESAF and Vulnerable People's Planning Framework with the stakeholders, which are drafted under the preparatory survey, and in implementing the project in accordance with the frameworks. c) PMU in supervising the community level infrastructure development executed by the contractors in terms of compliance with the safeguard relevant law/regulations. d) PMU in preparation of periodical monitoring reports with regard to environmental and social safeguard/ ESMF following the requirement of the national and state law/regulations and MOD with JICA. <p>The Social and Environmental Conservation Specialist will:</p> <ul style="list-style-type: none"> a) conduct training for PMU/DMU/FMU and subcontractors to enable them to comply with national and state law/regulations and MOD with JICA. b) facilitate participation of PMU and stakeholders in the training activities on the environmental and social safeguard organised by JICA if required.
B-8	GIS/ MIS / DX	L (Pro-B)	<p><GIS/MIS system development></p> <p>The MIS/ GIS specialist will assist PMU in</p>

No	Position	I or L	Major Tasks and Duties
			<p>a) Finalizing the scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU</p> <p>b) Preparing WBFD GIS data for upload to the system being developed</p> <p>The MIS/ GIS specialist will</p> <p>a) Conduct needs survey for the web GIS and MIS for preparation of scope of work</p> <p>b) Prepare a scope of work for development of 1)Web-GIS for WBFD, 2)Applications integrating e-plantation journal and e-monitoring, 3)web-MIS linked to the Web-GIS system in coordination with the section of Working plan/GIS, Monitoring wing and other relevant sections of WBFD, and PMU based on the needs survey result (MIS/GIS based data should be arranged in a relational database such as Oracle, MySQL, MSSQL, PostgreSQL etc. It should be also considered to use Google Earth platform, which will be shared by the GIS lab of WBFD, for precise identification of new afforestation area and their subsequent monitoring.)</p> <p>c) Prepare a short list of the potential vendors for each system development</p> <p>d) Obtain quotations for the finalized scope of work for each system</p> <p>e) Supervise the outsourcing contract for development of each system</p> <p>f) Prepare material for trainings for the users of each system</p> <p>g) Prepare user guidelines for the developed Web based MIS, Mobile App, and webGIS in coordination with the vendors (system developers)</p> <p>h) Provide training to PMU, DMU, FMU on MIS/webGIS/associated mobile App</p> <p>i) Conduct survey for user feedback to improve the system in the 1st and 3rd year after installation of the system</p> <p>j) Plan and supervise minor modifications of the systems during the system warranty and maintenance period</p> <p><Demarcation of JFMC boundary (digitization and piling)> The MIS/ GIS specialist will assist PMU in</p> <p>a) Finalize draft scope of work for the subcontract work of digitization and piling</p> <p>b) Procure subcontractor for digitization and piling</p> <p>The MIS/ GIS specialist will</p> <p>a) Draft a scope of work for the subcontract work of digitization and piling</p> <p>b) Guide and supervise the subcontractor</p> <p>c) Evaluate the quality/status of boundary demarcation work and reporting to the DMU/PMU about any irregularities</p> <p>d) Coordinate with WP/GIS cell for their quality assessment and validation of the boundary data.</p> <p><PoC (Pilot project) for use of UAV for development of technical</p>

No	Position	I or L	Major Tasks and Duties
			<p>guidelines></p> <p>The MIS/ GIS specialist will assist PMU in</p> <ol style="list-style-type: none"> Procure UAV Plan and implement the pilot project Finalize the technical guidelines for usage of UAV in forest plantation and monitoring work, such as inspection of plantation work, verification of JFMC boundary demarcation etc. <p>The MIS/ GIS specialist will</p> <ol style="list-style-type: none"> Provide training to PMU on use of UAV in forestry sector Provide training to DMU, FMU on UAV operation and image analysis Develop a pilot project plan (site selection, definition of the scope of the guidelines to be developed in the pilot project) Develop technical guidelines for usage of UAV in forest plantation and monitoring work, such as inspection of plantation work, verification of JFMC boundary demarcation etc. <p><Development of “WBFD Digital Transformation Strategy”></p> <p>The MIS/ GIS specialist will assist PMU in</p> <ol style="list-style-type: none"> Coordinating with GIS/MIS cell and other relevant units/cells in WBFD in charge of development and maintenance of existing systems relating to forest and biodiversity conservation. Forming and leading a technical working group with members from the relevant unit/cell in WBFD, which gives guidance and reviews on the work of the WBFD DX Strategy. Analyzing WBFD policy documents with relation to digitalization, existing system architecture, and current plan of system development in each system. Drafting a draft strategy encompassing a long-term vision, a comprehensive concept, and approaches on how to transform the WBFD's operations through the use of data and digital technologies and a co-creation mechanism with innovative digital solution providers. Obtaining institutional endorsement for the strategy within WBFD in due course. <p><Conduct of “Proof of Concept” (PoC) activities></p> <p>The MIS/ GIS specialist will assist PMU in</p> <ol style="list-style-type: none"> Identifying an appropriate use case(s) that would help WBFD/PMU accelerate digital transformation in line with the concept and concrete approaches to be defined in the WBFD DX strategy Developing a PoC plan Selecting a digital partner(s) if necessary Implementing, managing and monitoring the PoC Reviewing the result and reflecting lessons learnt from it to the DX strategy and approaches Preparing a work plan to introduce the prioritized advanced technology

Chapter 6. Reporting

Within the scope of consulting services, the Consultant shall prepare and submit reports and documents to PMU as shown in Table: 6-1. The Consultant shall provide electronic copy of each of these reports. All reports shall be prepared in English.

Table: 6-1 Reports to be Submitted

Category	Type of Report	Timing	No. of Copies
Consultancy Services	Inception Report	Within 1 months after commencement of the services	5 copies each per time
	Monthly Progress Report	Every month except the month overlapping with the Quarterly Progress and Annual Progress Report.	5 copies each per time
	Quarterly Progress Report	Every quarter except the quarter overlapping with the Annual Progress Report	5 copies each per time
	Annual Progress Reports	10 th day of the first month of the next financial year	5 copies each per time
	Completion Report of the Consulting Services	One month before the closure of the contract	10 copies each per time
Other Report	Back to Office Report	Within 7 days on return of the field visit	1 set of copy per submission
	Technical Report	As required or upon request	As required

Contents to be included in each report are as follows:

- Inception Report (5 copies each of English): to be submitted within 1 month after the commencement of the services, presenting the methodologies, schedule, organization, etc.
- Monthly Progress Report (5 copies): to describes briefly and concisely all activities and progress for the previous month by the 10th day of each month. Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction. Also indicates the work to be performed during the coming month.
- Quarterly Progress Report (5 copies): to describe all activities and progress for the reporting period (quarter) by the 10th day of the month on a quarterly basis. Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction. Also indicates the work to be performed during the following quarter.
- Annual Progress Report (5 copies): to describe all activities and accomplishments made for the year by the 10th day of the 1st month of the year. Problems encountered together with actions taken should be described. Lessons learned from the project activities done in the year should also be described in the report. The works and activities planned for the following years should be indicated.
- Completion Report of the Consulting Services (10 copies): to be submitted one month before the completion of the consulting services. The report should describe the approaches and methodologies taken, all the activities carried out and inputs made by

the consultant, the results and accomplishments made by the consulting services, lessons learned for the project as well as consulting services, and recommendations for ensuring the sustainability of the project effect and future projects similar to the project.

- f) Back to Office Report (1 copy): to be submitted to report the findings from the very site visits conducted by the PMC specialists. The report shall be submitted within 7 days from the date of return to the office from the field. One copy of the report shall be submitted to PMU.
- g) Technical Report (as per required): to be submitted as required or upon request by PMU or by the initiation of PMC for technical topics relevant to project implementation.

Chapter 7. Obligations of the Executing Agency

A certain range of arrangements and services will be provided by the Executing Agency to the Consultant for smooth implementation of the Consulting Services. In this context, the Executing Agency will:

(1) Report and data

Make available to the Consultant existing reports and data related to the Project as requested by PMC;

(2) Office space

Provide an office space in the Headquarters of the Executing Agency with necessary equipment, furniture and utility. However, the Consultant's requirement for office space, including necessary equipment, furniture and utilities, should be clearly stated in the proposal with its rental cost for the case where WB-FBCCCR would be unable to provide such facilities;

(3) Cooperation and counterpart staff

Appoint counterpart officials, agent and representative as may be necessary for effective implementation of the Consulting Services;

(4) Assistance and exemption

Use its best efforts to ensure that the assistance and exemption, as described in the Standard Request for Proposal issued by JICA, will be provided to the Consultant, in relation to

- work permit and such other documents;
- entry and exit visas, residence permits, exchange permits and such other documents
- clearance through customs;
- instructions and information to officials, agent and representatives of the Borrower's Government;
- exemption from any requirement for registration to practice their profession;
- privilege pursuant to the applicable law in the Borrower's Country.

Expression of Interest Submission Form

Date : [Insert date of EOI submission]

REOI No.: [Insert REOI number]

To: [Insert full Name and mailing address of Client]

Dear Sir/ Madam:

We, the undersigned, apply to be shortlisted for the contract of the consulting services for Design and Supervision Consultant for the works under the **Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal**.

[Insert the following in case of the Consultant is a JV]

We are submitting our Proposal as a Joint Venture comprising of: [Insert a list with the full name and the legal address of each member, starting from the lead member]. We have attached a copy [insert: "of the JV Agreement" or, "of our Letter of Intent to form a Joint Venture" as appropriate] signed by each member, which details the likely legal structure of and the confirmation of joint and severable liability of each member of the said Joint Venture.

[Insert the following if the Consultant proposes Subconsultants]

We have proposed in our proposal the following firms as Subconsultants: [Insert a list with the full name and the legal address of each Subconsultant.]

We hereby declare that all information, statements and description contained in the EOI are in all respect true, correct and complete to the best of our knowledge and belief.

We remain,

Yours sincerely,

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm or JV, as appropriate]

In the capacity of : [Insert position of the person signing above]

Contact information : [Insert mailing address]

[Insert tel. no. with country and city codes]

[Insert fax no. with country and city codes]

[Insert email address]

Applicant Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[Applicants shall provide the following information. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
In case of a JV, legal name of the representative member and of each member: [insert full name of each member in the JV and specify the representative member.]
Applicant's actual or intended country of registration: [insert country of registration]
Applicant's actual or intended year of incorporation: [insert year of incorporation]
Applicant's legal address in country of registration: [insert mailing address]
Applicant's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
<ol style="list-style-type: none"> 1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

JV Member Information Form

Date: [insert day, month, year]

EOI No.: [insert number]

Page [insert page number] of [insert total number] pages

[The following form is additional to Form 2-1, and shall be completed to provide information relating to each JV member, in case if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]

Applicant's legal name: [insert full name]
JV Member's legal name: [insert full name of Applicant's party]
JV Member's country of registration: [insert country of registration]
JV Member's year of incorporation: [insert year of incorporation]
JV Member's legal address in country of registration: [insert mailing address]
JV Member's authorized representative information Name: [insert full name] Address: [insert mailing address] Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [insert E-mail address]
<ol style="list-style-type: none"> 1. Attached are copies of original documents of Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

(90)

Letter of Intent

Date: [insert day, month, year]

EOI No.: [insert number]

To: [Insert full Name and mailing address of Client]

We, the undersigned, will enter into a Joint Venture Agreement in case that a consulting services for Design and Supervision Consultant for the works under the **Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal** indicated in the Request for Expressions of Interest ([Insert REOI Number]) is awarded to our Joint Venture.

We hereby declare that:

- (a) All members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- (b) Each JV member will execute at least the portion of the assignment.
- (c) The JV will nominate [insert name of a firm] as a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the selection process and, in the event the JV is awarded the Contract, during contract execution.
- (d) If we are shortlisted through this Expression of Interest, we will not modify the structure or formation of the Consultant including Subconsultants named in the application in the Expression of Interest after being invited to submit a Proposal without a written approval of the Client prior to the Proposal submission deadline.

[JV member 1 (representative member)]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Insert name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 2]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Insert name of firm]

In the capacity of : [Insert position of the person signing above]

[JV member 3]

Authorized Signature : [Insert signature of the person duly authorised to sign the EOI, in full and initials]

Name and Title of Signatory : [Insert full name and title of the person above]

Name of Consultant : [Inset name of firm]
In the capacity of : [Inset position of the person signing above]

Attachment: Copy of the proposed Joint Venture Agreement

Financial Situation

[The following table shall be filled in for the Applicant, and for each JV member if the Applicant is a JV. The documents listed/ stated as required shall be submitted as attachments hereto.]

Date: [insert day, month, year]

Applicant's Legal Name: [insert full name]

JV Member's Legal Name: [insert full name]

REOI No.: [insert number]

Page [insert page number] of [insert total number] page

1. Financial data

Type of Financial information in (currency)	Historic information for previous 3 years (amount in currency, currency, exchange rate, USD equivalent)		
	Year 1	Year 2	Year 3
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
Information from Income Statement			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Profits After Taxes (PAT)			
Information from Cash Flow Statement			
Cash Flow from Operating Activities			

2. Financial documents

The Applicant and its parties shall provide copies of the financial statements¹ for the last three (3) years. The financial statements shall:

- (a) reflect the financial situation of the legal entity(ies) comprising the Applicant, and not of the affiliated entities (such as parent company(ies), group companies or subsidiaries) of the Applicant unless they are parties to the Applicant under a JV.
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached herewith are copies of financial statements for the last three (3) years required above, and complying with the requirements.

Notes for the Applicants

1. If the most recent set of financial statements is for a period earlier than 12 months from the date of the Application Submission, the reason for this should be justified.

Availability of Experts

[Note: Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings;]

Required Expertise

International Expert

Required Number

1) Community Resilience against Climate Change

1

2) GIS/ MIS / DX

1

Local Expert

Required Number

3) GIS/ MIS / DX

1

4) Team Leader/ Sustainable Forest Management

1

5) Biodiversity Conservation

1

6) Soil/ Water Conservation

1

7) Capacity Development

1

8) Micro Finance/ Business Development Support

1

9) M&E

1

10) Social and Environmental Consideration

1

Expert to be Available

Name of the firm (each JV member)	Expertise	No. of International Expert(*1)	No. of Local Expert(*2)

*1: "International Expert" means an expert who has expertise which is generally difficult to be procured in the Client's country.

*2: "Local Expert" means an expert who is not International Expert.

Consultant's Experience

[Using the format below, provide information on each assignment for which your firm and each JV member for this assignment, was legally contracted either individually as a single firm or as a lead firm or one of the member of a JV, for carrying out consulting services similar to the ones requested under this assignment. ~~[select Example 1: "Only completed project in the last 10 years at the time of proposal submission will be evaluated." or Example 2: "Only completed project in the last 10 years and on-going project with 70% or more progress at the time of proposal submission will be evaluated."]~~ The experience of affiliated entities (such as the parent company(ies), group companies, subsidiaries or other affiliates) shall not be included. Use about 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year):	No. of professional man-months provided by JV members or Sub consultants:
Completion date (month/year):	Funding Source:
Name of joint venture member or Sub consultants, if any:	
Narrative description of Project:	
Description of actual services provided by the firm in the assignment:	

Firm's Name: _____