



FOREST DEPARTEMENT  
GOVERNMENT OF ASSAM

ASSAM FOREST AND BIODIVERSITY  
CONSERVATION PROJECT SOCIETY  
(AFBCPS)

**ANNEX**  
**JFMC AND EDC OPERATIONAL**  
**MANUAL**



# Table of Contents

Chapter 1 – Introduction to the JFMC / EDC Manual .....	9
<b>1.1 Purpose of the JFMC / EDC Manual .....</b>	<b>9</b>
<b>1.2 Scope of the Manual.....</b>	<b>9</b>
<b>1.3 Users .....</b>	<b>9</b>
<b>1.4 Amendment:.....</b>	<b>9</b>
<b>1.5 Objective of the Manual .....</b>	<b>9</b>
<b>1.6 Stakeholders of the project.....</b>	<b>10</b>
<b>1.7 Organization of the JFMC Administration and Management Manual .....</b>	<b>10</b>
Chapter 2: Origin of Joint Forest Management and Eco Development Committee (EDC).....	11
<b>2.1 What is Joint Forest Management (JFM).....</b>	<b>11</b>
<b>2.2 Origin of JFMC/EDC .....</b>	<b>12</b>
<b>2.3 Legal background.....</b>	<b>12</b>
<b>2.4 Objectives of JFMC/EDC and their roles in the project.....</b>	<b>14</b>
<b>2.5 Formation of new JFMC.....</b>	<b>15</b>
<b>2.6 Formation of new EDC .....</b>	<b>15</b>
<b>2.7 Membership of JFMC .....</b>	<b>17</b>
<b>2.8 General Body of JFMC:.....</b>	<b>17</b>
<b>2.9 Constitution of forest user group:.....</b>	<b>18</b>
<b>2.10 Executive body of JFMC: .....</b>	<b>18</b>
<b>2.11 Criteria for formation of New JFMC.....</b>	<b>19</b>
<b>2.12 Formation of JFMC (some suggested activities and time frame).....</b>	<b>20</b>
<b>2.13 Process for formation of New JFMC .....</b>	<b>20</b>
Chapter 3: Steps for sustaining the JFMC / EDCs .....	26

<b>3.1</b>	<b>Duties and responsibilities of JFMC</b> .....	26
<b>3.2</b>	<b>Role of NGO</b> .....	26
<b>3.3.</b>	<b>Duties and responsibilities of the Forest department</b> .....	28
<b>3.4</b>	<b>Accountability</b> .....	29
<b>3.5</b>	<b>Records / documents to be kept with JFMCs</b> .....	29
<b>3.6</b>	<b>Transparency</b> .....	30
<b>3.7</b>	<b>Leadership</b> .....	30
<b>3.8</b>	<b>Skills required for the leaders of JFMC</b> .....	30
<b>3.9</b>	<b>Communication</b> .....	31
<b>3.10</b>	<b>Networking</b> .....	31
<b>3.11</b>	<b>Conflict Management</b> .....	31
Chapter 4: Meetings of the JFMCs / EDCs .....		33
<b>4.1</b>	<b>Objective of holding meeting</b> .....	33
<b>4.2</b>	<b>Agenda for a meeting</b> .....	33
<b>4.3</b>	<b>General body meeting</b> .....	34
<b>4.4</b>	<b>Executive Committee meeting</b> .....	34
<b>4.5</b>	<b>Duties and responsibilities of the Executive Committee</b> .....	35
<b>4.6</b>	<b>Irregular meeting</b> .....	36
<b>4.7</b>	<b>Focus group meeting</b> .....	37
<b>4.8</b>	<b>Decision meeting process</b> .....	37
Chapter 5: Roles and Responsibilities of the JFMC .....		38
<b>5.1</b>	<b>Executive Body member</b> .....	38
<b>5.2</b>	<b>General Body member</b> .....	43
<b>5.3</b>	<b>Micro planning and Annual Planning:</b> .....	44
Chapter 6. Financial Management .....		46

<b>6.1</b>	<b>Sources of funds</b> .....	46
<b>6.2</b>	<b>Accounts</b> .....	46
<b>6.3</b>	<b>Records</b> .....	52
<b>6.4.</b>	<b>Monitoring of the works executed by the Joint Forest Management Committee:</b> 55	
<b>6.5</b>	<b>Financial Reporting</b> .....	56
<b>6.6</b>	<b>Transparency in working:</b> .....	57
<b>6.7</b>	<b>Financial Auditing</b> .....	58
<b>6.8</b>	<b>Social Audit</b> .....	60
<b>6.9</b>	<b>Apportionment of Income</b> .....	61
Chapter 7: Administrative Records .....		63
<b>7.1</b>	<b>Registry</b> .....	63
<b>7.2</b>	<b>Attendance Register</b> .....	63
<b>7.3</b>	<b>Minutes Book</b> .....	63
<b>7.4</b>	<b>Workbook</b> .....	63
<b>7.5</b>	<b>Procurement / Purchase Record</b> .....	63
<b>7.6</b>	<b>Asset Inventory</b> .....	63
Chapter 8: Benefit / usufruct sharing .....		64
<b>8.1</b>	<b>JFMC:</b> .....	64
<b>8.2</b>	<b>Notes on JFMC benefit sharing</b> .....	64
<b>8.3</b>	<b>Sharing of benefits in EDC</b> .....	66
Chapter 9: Management of Assets and Resources Generated .....		67
Chapter 10: Records and Registers to be maintained .....		68

## Abbreviations

<b>AA</b>	Annual Assessment
<b>ACA-EAPs</b>	Additional Central Assistance for Externally Aided Projects
<b>ACs</b>	Accounting Centres
<b>ACF</b>	Assistant Conservator of Forest
<b>ACR</b>	Annual Confidential Report
<b>ADA</b>	Additional Dearness Allowance
<b>AFD</b>	French Development Agency
<b>AIP</b>	Annual Implementation Plan
<b>APCCF</b>	Additional Principal Chief Conservator of Forests
<b>APFBC</b>	Assam Project on Forest and Biodiversity Conservation
<b>BPL</b>	Below Poverty Level
<b>CA</b>	Chartered Accountant
<b>CAA&amp;A</b>	Comptroller of Aid, Accounts & Audit
<b>CAG</b>	Comptroller & Auditor General
<b>CCF</b>	Chief Conservator of Forests
<b>CD</b>	Component Director
<b>CDM</b>	Clean Development Mechanism
<b>CF</b>	Conservator of Forests
<b>CFA</b>	Credit Financing Agreement
<b>CSO</b>	Civil Society Organization
<b>DA</b>	Dearness Allowance
<b>DC</b>	District Commissioner
<b>DCF</b>	Deputy Conservator of Forest
<b>DDO</b>	Drawing & Disbursing Officer
<b>DEA</b>	Department of Economic Affairs
<b>DFO</b>	Divisional Forest Officer
<b>DoEF</b>	Department of Environment and Forests
<b>DGS&amp;D</b>	Directorate General Supplies and Disposal
<b>DI</b>	Director of Industries
<b>DLAC</b>	District Level Advisory Committee
<b>DoA</b>	Department of Agriculture
<b>DRDA</b>	District Rural Development Agency
<b>EC</b>	Executive Committee
<b>EDC</b>	Eco-Development Committee
<b>ESIA</b>	Environmental & Social Impact Assessment
<b>FC</b>	Finance Controller
<b>FD</b>	Forest Department
<b>FDA</b>	Forest Development Agency
<b>FGD</b>	Focused Group Discussion
<b>FIU</b>	Field Implementation Unit
<b>FMM</b>	Financial Management Manual
<b>FMRs</b>	Financial Monitoring Reports
<b>FUGs</b>	Forest User Group
<b>FY</b>	Financial Year

<b>FYM</b>	Farm Yard Manure
<b>GB</b>	Governing Body
<b>GFR</b>	General Financial Rules
<b>GIS</b>	Geographical Information System
<b>GO</b>	Government Order
<b>GoA</b>	Government of Assam
<b>GoI</b>	Government of India
<b>GP</b>	Gram Panchayat
<b>GRB</b>	General Rules of Business
<b>HTC</b>	Home Travel Concession
<b>ICB</b>	International Competitive Bidding
<b>ICDS</b>	Integrated Child Development Services
<b>IFS</b>	Indian Forest Service
<b>IGA</b>	Income Generation Activities
<b>IT</b>	Information technology
<b>JFM</b>	Joint Forest Management
<b>JFMC</b>	Joint Forest Management Committee
<b>LTC</b>	Leave Travel Concession
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MFI</b>	Micro Finance Institution
<b>MIS</b>	Management Information System
<b>MoA</b>	Memorandum of Association
<b>MoD</b>	Minutes of Discussions
<b>MoEF</b>	Ministry of Environment & Forest
<b>MoU</b>	Memorandum of Understanding
<b>MTR</b>	Mid Term Review
<b>NABARD</b>	National Bank for Agriculture and rural Development
<b>NAEB</b>	National Afforestation and Eco-Development Board
<b>NAP</b>	National Afforestation Programme
<b>NCB</b>	National Competitive Bidding
<b>NGO</b>	Non-Government Organisation
<b>NREGA</b>	National Rural Employment Guarantee Act
<b>NTFP</b>	Non-Timber Forest Produce
<b>NWFP</b>	Non-wood Forest produce
<b>OBC</b>	Other Backward Castes
<b>OM</b>	Operational Manual
<b>P&amp;I</b>	Planning and Implementation
<b>PCCF</b>	Principal Chief Conservator of Forests
<b>PDS</b>	Public Distribution System
<b>PD</b>	Project Director
<b>PF</b>	Protected Forest
<b>PHC</b>	Primary Health Centre
<b>PMU</b>	Project Management Unit
<b>P-NGO</b>	Partner NGO
<b>PRA</b>	Participatory Rural Appraisal
<b>PRI</b>	Panchayat Raj Institutions
<b>PS</b>	Principal Secretary
<b>QBS</b>	Quality Based Selection
<b>QCBS</b>	Quality & Cost Based Selection

<b>RBI</b>	Reserve Bank of India
<b>RF</b>	Reserved Forest
<b>RO</b>	Range Officer
<b>RTI</b>	Right to Information (Act)
<b>SC</b>	Scheduled Caste
<b>SDC</b>	Sub-Divisional Commissioner
<b>SHG</b>	Self-Help Group
<b>SME</b>	Small & Micro Enterprise
<b>SoE</b>	Statement of Expenditure
<b>ST</b>	Scheduled Tribe
<b>TA</b>	Technical assistance
<b>TDP</b>	Tribal Development Plan
<b>UC</b>	Utilization Certificate
<b>VDC</b>	Village Development Committee
<b>WB</b>	The World Bank



# **Chapter 1 – Introduction to the JFMC / EDC Manual**

## **1.1 Purpose of the JFMC / EDC Manual**

JFMC & EDC administration and Management intends to guide the JFMC/EDC members for carrying out different tasks mentioned in the project components of APFBC. This handbook will guide them during managing the JFMC/EDC and administer their power and processes.

## **1.2 Scope of the Manual**

The JFMC / EDC Manual is a 'binding instrument' for the entire Project period and the Project areas as it is ratified by the highest decision making authority i.e. Governing Body (GB) of the Project. It is binding on Project activities at all levels. Unless otherwise mentioned in this Manual, the rules, Government Orders and instructions issued by Assam FD and GoA will be applicable.

## **1.3 Users**

This manual is meant for the JFMC/EDC members and NGO field teams deployed under FIUs. The JFMC/EDC members are selected from amongst the beneficiaries who are known as "Forest User Groups. This manual will help the JFMC/EDC members and NGO field teams to undertake activities mentioned under APFBC. This will guide them to create knowledge base, educate and perform.

## **1.4 Amendment:**

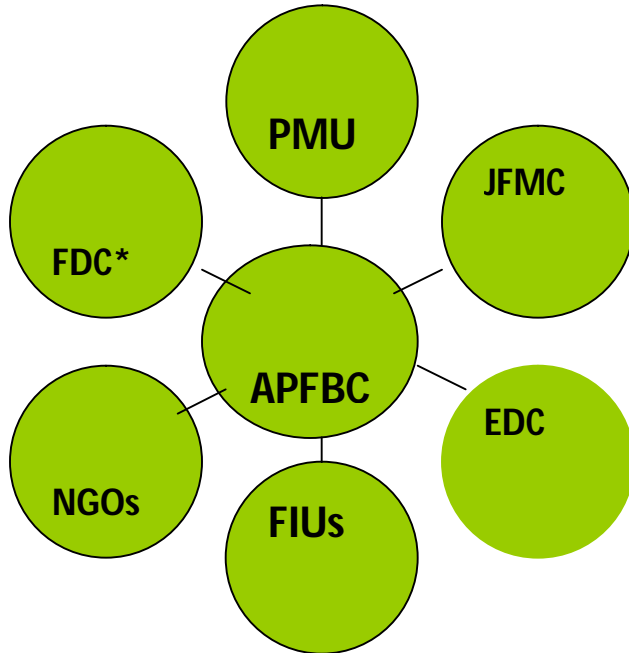
The Governing Body is authorized to make change(s) modifications, additions(s) and deletions(s) to the provisions made under the JFMC / EDC Manual in conformity with the agreed policies and project framework under the Credit Facility Agreement/Project Agreement between the State / National Govt and the AFD.

## **1.5 Objective of the Manual**

- Educating the JFMC/EDC members who do not know how to undertake the activities
- Create knowledge base: It will create a knowledge base for the JFMC/EDC members and animators and act as a reference for future activities
- Help in undertaking different activities: It will guide the JFMC/EDC members how to take up an activity and how it can be finished well
- Guide in performing: This handbook will guide them for performing well according to the systems mentioned here

## 1.6 Stakeholders of the project

The stakeholders of the Project: Stakeholders in project implementation are PMU, FIUs, JFMCs, EDCs, and the NGOs and Project Consultants.



**APFBC: Stakeholders**

\*FDC: Forest Dependent Community

## 1.7 Organization of the JFMC Administration and Management Manual

This Manual contents the following chapters

- Chapter 1: Introduction
- Chapter 2: Origin of JFMC and EDC
- Chapter 3: Steps for sustaining the JFMCs and EDCs
- Chapter 4: Meetings of JFMCs and EDCs
- Chapter 5: Roles and Responsibilities of JFMC
- Chapter 6: Financial Management
- Chapter 7: Administrative Records
- Chapter 8: Benefit / usufruct sharing
- Chapter 9: Management of Assets and resources generated
- Chapter 10: Records and Registers to be maintained.

## Chapter 2: Origin of Joint Forest Management and Eco Development Committee (EDC)

### 2.1 What is Joint Forest Management (JFM)

JFM ensures partnership between forest department and the people living in and around the forest area for protection and management of forest on sustainable basis in terms of sharing both benefits and responsibilities.

The objective of the Joint Forest Management is to rehabilitate and regenerate degraded forest areas through collaborative effort between forest fringe communities and the forest department. Joint Forest Management (JFM) is essentially a participatory forest management system in which the communities and the Forest Department work together:

- to define the rights of forest resource use,
- to develop different forest management responsibilities, and
- to define the sharing of benefits from forestry development.

JFM, which is implemented on a programme mode at the village level, is essentially based on the principle of mutual gain resulting from collective and concerted action involving the two stakeholders – communities that are users of the forest resource and the Forest Department that is its custodian. The programme

has emanated in response to the rapidly deteriorating quality of the forests, and the inability of the Forest Department to arrest this alone without the help of the community.

Joint forest management is defined as managing the forests by the people, for the people through the forest department working as a facilitator and technical supervisor. Participation of people means giving them share in the forest produce and NWFP through a mechanism which is agreeable to JFMC/EDC members. It gives scientific solution on drainage line treatment, soil conservation, water conservation, sustainability, income generation, increased productivity, employment generation and poverty alleviation through giving helping hand in lives support systems of the poorest of the poor of the community of forest dwellers.

Similarly for wildlife areas, EDCs are accepted as the most appropriate institution for wildlife and biodiversity conservation, control over wildlife poaching and unscientific harvesting of medicinal plants. In EDC there is no sharing of produce as per Honourable Supreme Court Ruling with regard to national parks and

Important documents need to be referred by the Project Staff and other facilitators

- ✓ National Forest Policy, 1988.
- ✓ JFM Circular by MOEF, June 1990.
- ✓ JFM Guidelines by MOEF, Feb 2000.
- ✓ JFM Guidelines by MOEF, Dec 2002.
- ✓ Assam Joint Forest Management Rules  
.....(Year)

Sanctuaries and PA's. The APFBC recognizes no "hot spots" of biodiversity conservation but at the same time it recognizes their potential as places of attraction from the angle of nature interpretation centre and Eco Tourism where the income from Eco Tourism can be shared by the EDC members.

## **2.2 Origin of JFMC/EDC**

JFM derives policy support from the National Forest Policy 1988, which brought about a landmark shift in the way that forests were viewed and managed across the country. The JFMC/EDC have got their legal strengths from the Indian Forest Act 1927, and the Wild Life Protection Act 1972 respectively and subsequent amendments and additions to the same. The Assam state has also its rules notified under section 28 of the Indian Forest Act 1927 therefore, it has got a full legal backing of the National Act and Rules made there under. Later in 2002, following the guidelines of MoEF for strengthening JFM (2000 & 2002) the Assam State Forest Department has amended its Rules.

## **2.3 Legal background**

### **National Forest Policy, 1988**

The National Forest Policy 1988 envisages people's involvement in the development and protection of forests. The policy states, "The life of tribals and other poor living within and near forests revolves around forests. The rights and concessions enjoyed by them should be fully protected. Their domestic requirements of fuel wood, fodder, minor forest produce and construction timber should be the first charge on forest produce. Similar consideration should be given to scheduled caste and other poor living near the forest area." The Policy became a major driving force for change in the approaches to forest management and it opened up the runway for community based forest management in the country.

### **JFM Circular of MoEF of 1990**

Another landmark initiative of the Union Government for promotion of JFM in the country was the June 1990 circular of Ministry of Environment and Forest. Some of the salient features of 1990 guidelines are:

- Providing an enabling mechanism for participation of local communities and a platform for NGO participation,
- Facilitating institution building and allowed flexibility in their formation,
- Eliminating the involvement of commercial interests and the middlemen in the benefit sharing mechanism,
- Providing forest usufruct benefits to participating communities,
- Providing for wage employment to local communities for forest related work,
- Allowing for plantation of indigenous, multi-purpose species of trees and even grasses, shrubs and medicinal herbs,

- Ensuring that the FD only harvests in accordance with a working scheme prepared in consultation with local communities.

### **JFM Guidelines of MOEF, Feb 2000**

MoEF, Government of India issued another set of guidelines on JFM to the State Governments, February 2000. Some of the important features have been presented below.

- State Government need to register JFM under Societies Registration Act to provide legal back up for the JFMCs. All Committees should be uniformly known as JFMC and not in any other names.
- JFMC has to sign a MoU with State Government.
- At least 50% members of the JFMC General Body and 33% member of JFMC Executive Committee are to be women. Presence of at least 50% women is pre-requisite for holding the JFMC General Body meeting.
- The Forest Officers and JFMC should prepare a micro plan after having detailed PRA exercise in the village. Separate micro-plans should be prepared for good and degraded forests.
- In case of new working plans, JFM overlapping circles to be provided to incorporate broad provisions of micro-plans. A special order may be issued by the PCCF for incorporation of JFM micro-plans in the existing working plans.
- JFM should cover both degraded as well as good forests, except the protected area network. Good forests to a maximum of 100 ha to be made available to JFMC situated within 2 km from the village boundary.
- There are self-initiated groups in some of states involved in forest protection and management. These groups need to be identified, recognized and registered as JFMC. The period of their existence to be assessed and accordingly weight age to be given for deriving benefits.
- A village development fund has to be created for the conservation and development needs of the forests in which 25% of the share of the village community from the final harvest should be deposited. A matching contribution may be made by the Forest Department.

### **JFM Guidelines, MOEF, Dec 2002**

In December 2002, the MoEF, Gol circulated new guidelines on JFM to the State Governments and the salient features have been given below.

- Non-political identity of JFMC has to be maintained. A coordinating committee under the Chairmanship of District Collector/President, Zilla Panchayat with PMU as Convenor has to be formed to coordinate activities of JFM.
- MoU should be signed between Forest Department of the State and JFMC. MoU for each committee needs to have location specific work programme. It should define procedure for necessary transparent accounting of all types of forest produce accrued from the forests as per working/micro-plan.

- The Forest Department and the JFMC should ensure financial accountability and distribution of sharing mechanism including ploughing back of revenue for the regeneration.
- JFMC should be assigned specific roles for boundary demarcation, fire prevention, control of grazing, encroachment illicit felling and ensuring sustainable harvesting of NTFPs.
- Sustainability of JFM would depend upon the remunerative prices for the gatherers of NTFPs. For better return to the gatherers and JFMCs, State Governments should initiate non-destructive harvesting, equity in sharing, institutional reforms and strengthening of NTFP management set up. The Panchayats and State Forest Corporations need to assist the JFMCs for developing skills for handling the NTFP collection, storage, marketing etc.

#### **2.4 Objectives of JFMC/EDC and their roles in the project**

A village forest shall be managed jointly by the Joint Forest Management Committee on behalf of Forest User Group and such officers of the Forest Department as are nominated in this behalf by the Divisional Forest Officer, on the terms and conditions as may be specified in the Form as appended to the Rules. The rights of the right holders shall stand as before. Similarly EDC will participate in protecting wildlife areas along with conserving biodiversity in these protected areas. These are the major objective for JFMC and EDC under the project.

<b>Role of JFMC</b>	<ul style="list-style-type: none"> <li>• Protecting JFM forests area</li> <li>• Preparing microplan for project activities</li> <li>• Carry out project activities like SWC works , nursery raising, plantation, forest boundary fixing, fire fighting etc</li> <li>• Help in Alternative income generating activities for the augmentation of livelihood of the forest dependent villagers</li> <li>• Help the forest officials in implementing the project in the concerned areas</li> </ul>
<b>Role of EDC</b>	<ul style="list-style-type: none"> <li>• Protecting Protected Area (Wildlife area)</li> <li>• Grassland management</li> <li>• Forest Boundary management</li> <li>• Grazing management</li> <li>• SWC works</li> <li>• Fire management</li> <li>• Vigil against Illegal poaching</li> <li>• Eco-tourism related activities</li> <li>• Other non-forest based activities</li> </ul>

## **2.5 Formation of new JFMC**

In the project area, there are 200 JFMC and 38 EDC targeted for development. There are also \_\_\_\_\_ JFMCs which are already operational under different projects in Assam., JFMCs under National Afforestation Programme (NAP) and JFMCs under World Bank Forestry project. \_\_\_\_\_ new JFMCs are to be formed under rule \_\_\_\_\_ of Assam JFMC / EDC guidelines

New Joint Forest management Committees will be formed by the DFO heading a FIU with the help of the NGOs. A Forest Officer not below the rank of Forester-I as FIU representative preferably with the involvement of the associated NGO may visit a village/cluster of villages in the neighbourhood of forest to conduct series of interactions with the communities and explain them the concept of Joint Forest Management and importance of natural resource management and its positive impact on the livelihood issues. If the community shows considerable interest and willingness, any Forest Officer not below ranks of Range Forest Officer shall call a meeting giving at least 10 days time to gather all adult members from the forest dependent households who mainly depend on neighbouring forests for their sustenance. All the villagers who agree for constitution of the JFMC shall be enrolled by the Forest Range Officer as members. If 50% of households agree in writing to constitute a JFMC, the Forest Range Officer shall send a proposal to the DFO for constitution along with a list of adult members including not more than two members (one man and one woman) from each household. The facilitator team will try to include members from all sections belonging to Scheduled Tribe (ST), Scheduled Caste (SC) and Other Backward Classes (OBC). Up on receipt of the proposal, the DFO may order constitution of the JFMC.

The JFMC will be created by electing nine members from the villages of which at least three will be women. A forest officer in the rank of Forester-I will be the ex-officio Secretary of the committee and Chairperson will be elected from amongst the community by obtaining consensus of the people gathered in the process. The Tenure of the committee shall be five years. Thereafter, it shall cease to operate and the newly constituted committee shall start functioning. The process of constitution shall be started at least one month before the expiry of them of the previous committee.

## **2.6 Formation of new EDC**

New EDCs will be constituted as per Assam Resolution passed vide Government Order No.– \_\_\_\_\_ dated \_\_\_\_\_. The basic difference of the EDC with JFMC is they are not allowed any forest patch only compensation is allowed.

### Proposed Prioritization Criteria for Target Village Selection for EDCs

Sr. No.	Criteria	Parameters	Score	Source of information
1	For existing EDC villages: level of past success	Completion of planned activities, attendance at meetings, accounts keeping, group cohesion, etc	-	Evaluation by DFO and representative of a local NGO
2	Level of Poverty	50% & above HH are BPL	10	BPL Census
		40 to 49% HH are BPL	8	
		30 to 39 % HH are BPL	5	
		Below 29 % HH BPL	1	
3	Level of dependency of the community on forest resources	Forest dependency high (proxy indicator as 50% or more of the total village population is marginal worker)	3	
		Forest dependency medium (proxy indicator as between 25 and 50% of the total village population is marginal worker)	5	
		Forest dependency low (proxy indicator as below 25% of the total village population is marginal worker)	1	
5	Incidences of cattle lifting, attacks on humans, crop raiding by wild animals.	High	5	Key information interviews
		Medium	3	
		Low	1	
6	Cases of illegal tree felling, poaching, etc	High	5	Data to be assembled from Range Officers both registered
		Medium	3	
		Low	2	



				cases and otherwise
7	Relative location of the village	More than 5 km inner to the perimeter	5	GIS maps/ Satellite image analysis
		Within 5 km inner to the perimeter	3	
		Within 5 km outside the perimeter	2	

Note: It is desirable to select neighboring villages within limited vicinity as a cluster so as to maximize the project impact, efficiency and visibility of project outcomes.

## 2.7 Membership of JFMC

All the adult members in a village/villages within defined area shall constitute the General Body. One adult member from each household, male or female, shall be member of the JFMC. They will represent the general body of the JFMC too. The General Body shall elect its President immediately after adoption of the resolution to form the JFMC. Member Secretary of the Executive Committee shall be the ex-officio member of the General Body.

## 2.8 General Body of JFMC:

It is generally found that the JFMCs are driven by few leaders – it may be the Chairperson and/or Member Secretary. The majority of the members are not aware of many activities of JFMC. They do not get themselves involved as they think once somebody is selected or elected as leader/ office bearer the entire responsibility of JFMC is with the leader. Under APFBC, efforts will be made to sensitize all the members of JFMC – General Body and Executive Committee on their duties and responsibilities.

Some of the duties of all the members of the JFMC are:

- To actively participate in the meetings of the JFMC and take active interest in the activities and works of JFMC;
- To encourage other members to actively participate in the activities of JFMC;
- To protect the natural forest and plantations against grazing, fire, theft etc;
- To ensure that the members themselves are not involved in illicit felling of trees and removal of other forest produce, unauthorized cattle grazing kindling fire, breaking of forest land for habitation or cultivation etc.;
- To protect wildlife against poaching and during periods of natural calamity and improve their habitat;

- To actively participate in planning for forest and biodiversity conservation, implementation of the plan of action and subsequent monitoring of the activities;
- To collectively protect and manage forest and amicably address any conflict emerging out of forest management.

## **2.9 Constitution of forest user group:**

Forest user group means a village community or group of people resident in a village or villages or hamlets which has been constituted for the activities related to the JFM under Rules \_\_\_\_\_

According to the rules, the FIU officer shall call upon the adult residents of a village/ villages or hamlet/ hamlets, adjacent to the forest, as the case may be, to assemble at a convenient place and time, with an advance notice of minimum ten days. If less than half of the number of families assemble at the given time and date, then the meeting shall be postponed for a next date. If, for any reason, half on the number families do not assemble for two subsequent meeting, then the Conservator of Forest can give approval to the meeting under special circumstances. In the meeting a list shall be prepared of such adult persons who are basically dependent on the neighbouring forest for their subsistence and livelihood, interested in the management of forests and willing to become the members of Forest User Group. Not more than one member from a household shall be included in the said list. The persons, listed as above, shall collectively constitute the Forest Group. At least 50% of the total household of the village/hamlet/group of hamlets shall be represented in the said Forest User Group. In specific circumstances, concerned Conservator of Forest may relax this provision. The Forest User Group shall meet after every six months to perform its duties as envisaged in these Rules and a minimum of one third members shall for quorum of the meeting.

## **2.10 Executive body of JFMC:**

The designated Forest Officer not below the rank of Forester I shall convene the General Body meeting, preferably with the involved of associated NGOs for electing Executive Committee that shall oversee the election process.

The Executive Committee shall altogether have 15 members which include 13 elected representatives of which ordinarily 6 shall be women members, as per the following composition:

- President (The President of the General Body shall also function as the President of the Executive Committee)
- Vice President
- Treasurer (To be subsequently endorsed by the Member Secretary)
- Ex Officio Member (any one member of the Local Gaon Panchayat as nominated by the Chairman Zilla Parishad)
- 10 Members
- Member Secretary (A Forest Officer not below the ranks of Forester-I who shall be nominated by the DFO)

Out the three posts of President, Vice President and Treasurer, one post shall be held by a woman.

A Forest Officer not below the rank of "Forester" I who shall be nominated by DFO shall act as the Member Secretary up to a minimum period of one year (extendable by six months if the community desires) and after the community has attained desired capacity, s/he shall become an Ex Officio member of the Executive Committee.

The 10 members elected for this committee shall include sufficient proportional representation of more vulnerable groups in the community such as landless and marginal farmers, SC , ST, OBC etc.

At the end of the each financial year, four (4) members of the executive committee outside the office bearers will retire and fresh members shall be elected on rotation basis. The Committee shall evolve consensus among the members to decide the list of members to be retired.

The Tenure of the committee shall ordinarily be two years and second year shall end by 31st of that year.

A sub project agreement in the format appended to these guidelines shall be read out in the General Body meeting and signed by the President, Vice President and Treasurer on behalf of the JFMC and by Forest Range Officer on behalf of the Government. This agreement shall be made in such a way to make it legally binding on both the parties.

The JFMC thus constituted shall be registered under the Society Registration Act 1860.

## **2.11 Criteria for formation of New JFMC**

The project is to comply the following criteria for formation of the new JFMC:

- Existing rights of different forest users and the dependency of different forest users on the forest need to be understood;
- Majority of the villagers/communities living in the target village/hamlet or group of hamlets have agreed to protect, manage and conserve forest under the scope of APFBC and they agree to work with the Forest Department;
- These villagers resolved to form JFMC and submit written request to the FIU;
- The villagers/communities have gone through the Assam JFMC – EDC Rules 2002?? and had a discussion on the content of the Resolution;
- The villagers along with the FIU identified a forest area to be protected and managed by them;
- The villagers had number of discussions with the Forester, Range Officer/ and also with the PMU on the Project and the role of JFMC;

- The villagers had a discussion with the GP/ADC on their decision to form JFMC.

## 2.12 Formation of JFMC (some suggested activities and time frame)

Process FOR Selection of JFM/EDC villages

- Step 1 : Preparation of village selection criteria;
- Step 2 : Master listing of forest fringe villages;
- Step 3 : Screening from master – listed villages;
- Step 4 : Short – listing of potential villages;
- Step 5 : Prioritization among short – listed villages;
- Step 6 : Consensus building among villagers of priority villages;
- Step 7 : Final listing of target villages and approval.

## 2.13 Process for formation of New JFMC

The following steps are suggested

- Step 1 : Area Selection
- Step 2 : Community Sensitization
- Step 3 : Formal meeting for formation of JFMC
- Step 4 : Constitution of Executive Committee and other Sub-Committees of JFMC
- Step 5 : Preparation of Bye-law of JFMC and preparation of micro plan
- Step 6 : JFM area demarcation
- Step 7 : Registration of JFMC and signing of MoU.

### Area selection

Task	Activity	Time frame	Facilitated by	Any specific issue to be given attention
Selection of village for formation of JFMC  Unit of JFMC will be a hamlet, a group of hamlets, a village or a group of villages	Identification of appropriate cluster.	1-2 days	PMU	Documents required – Vegetation map Watershed Atlas
	Identification of degraded forest patches from the GIS project area map to be produced by TSAC (in the absence of such maps, existing forest maps and FSI maps may be used for the time being)	1- 2 days	PMU or his nominee	Has to be done FIU wise.
	Collection of secondary socio-	1-2 days	FIU or his	Documents of the

within one Gram Panchayat	economic data, forest and revenue maps, village lists etc for the FIU / Block		nominee	Census, GPs / ADCs/ Block office, Forest Department will be used.
	Physical visit to the screened villages and focus group discussions (FGD)	1-2 days at the village	FIU or his nominee	Number of FGD needs to be conducted with the participation of more than 50% of people living in the village.
	Selection based on the physical visit and focus group discussion	1-2 days at FIU	FIU	The scoring and listing of villages has to be done FIU-wise using the scoring sheet.  Letter of consent from the villagers (at least 50 per cent of families needs to be secured).
	Meeting with PMU to finalize probable target areas and target hamlets / villages	1 day/ PMU	PMU	A letter of consent from the Gram Panchayat / ADC may be procured.

### Community sensitization

Task	Activity	Time frame	Facilitated by	Any specific issue to be given attention
Sensitisation/ Awareness creation	Meetings with PRI, village leaders, CBOs etc on JFMC and APFBC – objectives and project components.	3-5 days	FIU officer, NGO Community Organizers	Keep proceedings of the meetings – views and concerns expressed by different stakeholders.
	Ensure all category of stakeholders especially forest			List of participants of the meetings

	dependant groups, weaker section and women are present – separate meetings with women needs to be organised			
	Discuss on the causes of degradation through eco chain			Prepare chart papers and other visual presentations
	Role of people in protecting forests with case studies			Successful case studies from Assam and other neighbouring states.  If possible Video CDs/printed materials
	Partnership between people and department, salient features of the GO			Salient features of GO in Assamese to be printed and distributed
	Share Project objectives, components and expected role of the people in the project			Salient features of APFBC in Assamese to be distributed.

### Formal meeting for formation of JFMC

Task	Activity	Time frame	Facilitated by	Any specific issue to be given attention
Formation of JFM originators group	Identify pro active people with an emphasis on women members  Leaders of existing SHG members can be identified	2-3 days	FIU officer , NGO Community Organizers	JFM originators will help in formation of JFMC through sensitising people,  Explain GO, APFBC objectives to the people

	as originators  Orient them on JFMC /EDCs and APFBC			
Identification of potential members	House to house visit  Discussion on salient features of JFM  Assess their dependency on forest and willingness to join the group	3-5 days	Community Organizers and JFMC members	Dissemination of information at the household level to ensure broad based participation
General meeting at the gram sabha level finalise the list of members	Fix up the date of meeting in consultation with PMU, GP and the villagers  Undertake necessary logistics for the meeting  Conduct the meeting to clarify JFM and duties and responsibilities of JFMC.	1 day		More than 50% of the adult members must be present and 80 per cent of the forest dependent people need to be present.  The minutes of the meeting will be recorded.

### **Constitution of Executive Committee and other Sub-Committees of JFMC**

<b>Task</b>	<b>Activity</b>	<b>Time frame</b>	<b>Facilitate by</b>	<b>Any specific issue to be given attention</b>
Constitution of Executive Committee	PM will clarify the roles and responsibilities of the Executive Committee and the election procedures	1 day	FIU, NGO	Skills and competencies of the leaders and members need to be discussed.

	Organise a General Body meeting of the willing members of the JFMC to conduct the election			
Constitution of Working Groups or Sub-Committees	FIU officer will clarify the duties and responsibilities of the Working Groups and Sub-Committees		FIU, NGO	This will be undertaken during the process of preparation of Micro Plan of JFMC

### Preparation of Bye-law of JFMC and preparation of micro plan

Task	Activity	Time frame	Facilitate by	Any specific issue to be given attention
Preparation of Bye-law of JFMC.	Prepare Model Bye Laws at PMU level  Discuss at the general body meetings of the JFMC for further improvements.  Finalise the Bye Laws	2-3 days at the PMU level and 1 day at the JFMC level	PMU and FIU officers	The system of governance of traditional institutions in the village needs to be reviewed while preparing the bye-law.
Preparation of micro plan (for details please see the next chapter)	Participatory assessment  Formation of micro planning working group  Preparation of micro plan  Approval of micro plan	4-6 weeks	FIU staff	



### JFM area demarcation

Task	Activity	Time frame	Facilitated by	Any specific issue to be given attention
JFM area demarcation	Demarcation of forest areas for JFMC and preparation of the map of the JFM area	2 -3 days	FIU with the help of villagers	The JFM area will be demarcated through ground survey – participatory walk through and mapping using GPS.  Mapping of the surveyed information will be made in a scale of 1: 10,000

### Registration of JFMC and signing of MoU

Task	Activity	Time frame	Facilitate by	Any specific issue to be given attention
Registration of JFMC	RFO officer will forward the names of the willing members along with the application in a prescribed format to the DFO officer	1 day	FIU officer, Community Organiser NGO	The application should be accompanied by two copies of the bye laws and two copies of the list of willing members.
	FIU officer will forward the list to PMU officer	1 day	FIU	Along with the above Mentioned documents
	Registration of the JFMC	Within 3 months	PMU	
Signing of MoU	MoU will be prepared with clearly defined duties, responsibilities, benefits  The roles of the members in implementing APFBC will also be mentioned.	1 day	PMU and Chairperson of the JFMC	PMU will sign it on behalf of forest department and Chairperson of JFMC and other members will sign on behalf of the JFMC

## **Chapter 3: Steps for sustaining the JFMC / EDCs**

### **3.1 Duties and responsibilities of JFMC**

All members for JFMC shall individually or collectively ensure protection of forests against grazing, forest fire, illegal felling or theft of forest produces, poaching of wildlife and encroachment in forest land. The JFMC/ EDC is administered by the Executive Body (EB). They are responsible for certain duties and responsibilities. These are as follows

- Assist the Forest Department Assam state in protection of demarcated forest and also the adjoining forests whenever the department seeks for such assistance;
- Make other villagers aware of the importance of conservation of forests;
- Prepare micro plans and annual plans in accordance with the corresponding working plans;
- The JFMC represented by the President will enter in to an agreement with the Forest Department Assam represented by the DFO concerned or any Forest Officer not below the rank of Forest Range Officer authorized by DFO and enter in to an agreement with the JFMC in the prescribed format for receipt of funds and fore execution of work;
- Manage JFMC activities in accordance with the approved micro plan and annual plans;
- Assist the Forest Department Assam in preventing any activities in contravention of the provisions of Forest (Conservation) Act 1980, Wildlife (Protection) Act 1972, The Assam Forest Regulation 1891 or its amendments and rules framed under any other relevant Acts or Rules and to report violation of these rules;
- Attempt to apprehend offenders of forest law and hand them over to the Forest Department authorities to take action under provision of relevant laws;
- JFMC/EDC should carry out project components for the implementation of APFBC;
- The JFMC shall monitor day-to-day work for forest protection;
- The JFMC shall endeavor into possibilities for alternative income generation activities, NTFP based enterprise building and non-forest based trades to ensure enhancement of livelihood of the forest dependent households

### **3.2 Role of NGO**

The NGO shall be appointed and jointly governed by the PMU / FIU. Once the NGOs are engaged, decision regarding their remuneration and continuation will be interlinked to their performance vis-à-vis the milestones as per the agreement made between NGOs and PMU. The following milestones will provide a basic framework for NGO outputs: The NGO role will be to implement the following process approach in forestry project. Each of the steps has to be implemented in

such as a manner that the above milestones are met effectively and meaningfully.



The main roles and responsibilities of the NGOs are :

- NGOs have to take care of the following activities to comply the above desired milestones;
- The forest department, communities and NGO will forge strong alliances among themselves to work as implementing partners of the project;
- Associated NGOs and other competent authorities will act as interface between the Forest Department Assam, and communities and facilitate the functioning of the JFMC and impart training to JFMC on marketing and value addition of the forest produce, micro credit, conflict resolution etc;
- Non Governmental Organization/s will go through a process to learn about local institutions of communities, the indigenous decision-making process and socio-economic dynamics of the communities. This would help in subsequent baseline information collection and participatory planning processes;
- If the community lacks strong institutions and fair decision-making structures, the NGOs will help build these as part of the project implementation;
- NGOs will help the community and the Forest Department, Assam in identifying the entry point activities and in their implementation;
- NGOs will help the community to understand and implement the concept of 'Social Fencing', where it is abiding on members to promote stall-feeding instead of sending their livestock for grazing in the forest areas, which is illegal and detrimental to the project goals;
- NGOs will facilitate preparation of micro plan by the communities by way of capacity building of communities, through technical inputs from the Forest Department, Assam and help the communities to implement the project by its own;
- The Non Governmental Organization/s will place various non-forestry income generating options before the community for their adoption in micro plan;
- NGOs will facilitate training to communities regarding bookkeeping, project accounting, estimate preparation for various project works, self-monitoring of project activities by the communities etc;
- NGOs will conduct legal literacy campaigns to empower the communities regarding existing forest laws in local language.

### **3.3. Duties and responsibilities of the Forest department**

- The Divisional Forest Officer shall demarcate the Forest area, where each Joint Forest Management Committee shall be allowed to undertake all the Project activities and discharge all the responsibilities as detailed;
- The field level staff shall work in close liaison with the Joint Forest Management Committee;
- Staff of the Forest Department, Assam shall ensure that the activities of the JFMC are in accordance with the guidelines of the advanced Joint

Forest Management issued in this order and other rules, instructions and directions on force of Government of India and Government of Assam;

- In all cases where offenders against forest laws have been handed over to the forest officers, the Member Secretary shall inform the Executive Committee on subsequent action taken and any amount due to them;
- Until such time as the Joint Forest Management Committee can undertake the task, any Forest Officer not below the rank of the Range Officer, as nominated by the Divisional Forest Officer, shall prepare estimates for works. Joint Forest Management Committees that are able to take up this responsibility shall be encouraged to do so at the earliest;
- To facilitate arriving at the cost of works the Member Secretary of the Joint Forest Management Committee shall provide copies of the forest and other schedule rates to the Executive Committee timely;
- The Forest Department of Assam will provide material to the Non Governmental Organization/s so that they conduct legal literacy campaigns to empower the communities regarding existing forest laws in local language. Similar exercises will be conducted by the Forest Department of Assam for its field staff.
- The Forest Department of Assam will impart training to Joint Forest Management Committee members on aspects of Forest Management including basic inventory collection, management planning, map interpretation, silviculture, nursery raising, grafting of High Yield Variety.

### **3.4 Accountability**

The roles and responsibilities, powers and duties of every member of JFMC should be well explained in local language and debated in the meetings. There should be clear understanding in the members about all aspects of forest management, income sharing, protection, rates of wages, and system of working in other related schemes in the village.

Executive body members shall address these issues in the meetings, both in executive body meeting and in general body meeting. They also put a notice board, clearly mentioning the issues, resolutions taken, members present, date and venue. If possible, these notice boards can be held in public places like, school compound, Panchayat office, market place, local ration shops etc which can be seen by majority of the people.

### **3.5 Records / documents to be kept with JFMCs**

After the formation of JFMC the following documents/ records are to be obtained by the JFMC.

- A letter from PMU regarding the registration/ recognition of JFMC;

- A copy of the MoU signed by both the JFMC and the Forest Department along with a signed copy of the Assam JFMC Rules;
- A signed copy of the map of the forest area to be protected and managed by the JFMC;
- A copy of the Micro Plan approved by the PMU;
- A copy of the Annual Plan of Operation approved by the PMU.

### 3.6 Transparency

The account rules, the disbursement of wages, distribution of forest produce NWFP, should be clearly explained and discussed with the members and put up on the notice boards of the JFMC for information of every body of JFMC.

### 3.7 Leadership

All the executive members should be trained and educated about community organizing, rules of JFM, account rules and developmental activities of forest department and other departments which can give financial and administrative support to the JFMC activities. Executive members will be replaced after the end of the tenure of the committee or in case of any major issues raised by the general body members. In that case a new member shall be selected from the general members for the vacant post.

### 3.8 Skills required for the leaders of JFMC

Level	Skills required for management	Technical skills
Executive Committee Members of JFMC	<ul style="list-style-type: none"> <li>✓ Leadership and group management, participatory decision making, conflict resolution, visioning etc</li> <li>✓ Book keeping</li> <li>✓ Accounts and financial management</li> <li>✓ Equity and gender issues</li> <li>✓ Preparation and implementation of micro plan</li> <li>✓ Perspective planning</li> <li>✓ Participatory monitoring and evaluation</li> <li>✓ Legal and policy issues</li> </ul>	<ul style="list-style-type: none"> <li>✓ Forest Resource Management</li> <li>✓ Soil and Water conservation measures</li> <li>✓ NTFP Harvesting, processing and storage</li> <li>✓ Silvi-pasture establishment and management</li> <li>✓ Use of bio fertilisers and bio pesticides</li> </ul>
Sub-Committee/ Working Group of JFMC	<ul style="list-style-type: none"> <li>✓ Participatory planning and implementation</li> <li>✓ Participatory monitoring and evaluation</li> <li>✓ Book keeping</li> <li>✓ Social audit</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wild life protection</li> <li>✓ Fire line creation</li> <li>✓ Survey and mapping techniques</li> <li>✓ Nursery establishment and management</li> <li>✓ Plantation establishment and management</li> </ul>
SHG	<ul style="list-style-type: none"> <li>✓ Group formation,</li> <li>✓ Group functioning,</li> </ul>	<ul style="list-style-type: none"> <li>✓ Skill development training as identified by the SHGs</li> </ul>

<ul style="list-style-type: none"> <li>✓ Financial management</li> <li>✓ Book keeping</li> <li>✓ Negotiation</li> <li>✓ Conflict management</li> <li>✓ Communication</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enterprise management</li> <li>✓ Market access</li> </ul>
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### 3.9 Communication

Meeting should be called very frequently and there should be no misunderstanding amongst the members. Communication, interaction of ideas, visits to successful models of JFMC, training in communication skills and address by efficient communicators from amongst the forest department and outsiders should be arranged by the department at proper intervals. The members should place date and venue of the meeting on a notice board and personally communicate to all persons known.

### 3.10 Networking

Networking is a management tool to cut the time and cost for effective result in the most scientific way. It can be achieved by arranging various activities, steps, resources, time and costs in a sequential manner. on the basis of networking minor steps, dummy activities can be reduced and a model can be developed to make it ideally suited and time and cost effective in JFMC management.

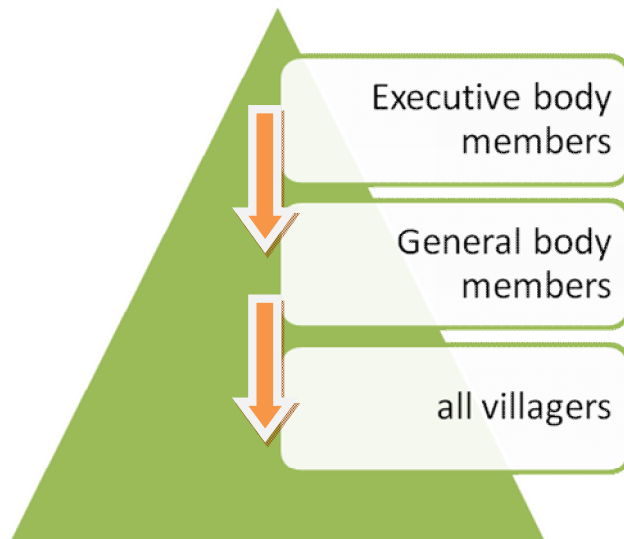


Figure 4: Networking in a JFMC

### 3.11 Conflict Management

There can be conflict of interests in the user groups, individuals, women members, political interests, village Sarpanch and other inner inherent pressure groups in the village. These conflicts have to be resolved by transparency in the system of JFMC, effective communication, and sharing the income, very openly

and by consensus amongst the villagers. Mostly conflicts arise because of misunderstanding and mismanagement. The frequent discussions and meetings solve this conflict in effective manner. The help of Govt. officials of forest department and other concern department can also be arranged through the forest officials. Man and animal conflicts in EDCs lead to serious misunderstanding. The rates of compensations for the damages to life, property and crops by wild animals have to be properly distributed, publicized and practiced by the wild life staff as per latest Govt. orders and practices.



## Chapter 4: Meetings of the JFMCs / EDCs

### 4.1 Objective of holding meeting

The objectives for holding meeting are :

- Taking decision over an issue
- Dissemination of information
- Create understanding about the project goals
- Formation of groups
- Conflict management
- Sharing of usufructs/ benefits

### 4.2 Agenda for a meeting

For any of the above mentioned meetings the Agenda Note has to be circulated and put on the notice board of JFMC and dully publicized for at least one week notice to all the concerned members mentioning the agenda clearly in the notice. The agenda can be (a) finalization of micro plan, (b) approval of annual plan of operation (c) sharing of the forest produce and NWFP methodology (d) special benefits to SC/ST/OBC and women in the income, SHG, empowerment and special steps (e) any other urgent matter which should be mentioned in the agenda note.

During the meeting of the JFMC – General Body (GB) and Executive Committee (EC) the following protocols may be followed for conducting the meeting.

- ✓ Chairperson will preside over the meeting of the General Body and EC and in absence of the Chairperson the Vice Chairperson will preside over the meeting.
- ✓ Agenda of the meeting will be prepared before the meeting. One of the agendas should be to review the progress of work to be done by the JFMC – Executive Committee.
- ✓ The Chairperson will conduct the meeting as per the agenda.
- ✓ The resolutions of the meeting will be written in the minutes/resolution register.
- ✓ All the members present in the meeting will have sign the register.
- ✓ The JFMC can make a norm that if a member who does not attend two/three consecutive meetings; his/her membership will be terminated. This is necessary to make them committed and responsible.
- ✓ The Chairperson and the Member Secretary should facilitate discussions on the issues related to NRM as a whole, livelihood issues and not confine to forestry activities only. It is also important that the members discuss about issues related to education, health and other social issues so that it will not become monotonous, interests of different members could be met, vision of the JFMC could become broad based, they can link their survival with the natural resource base and ultimately can contribute towards the broader goal of Human Development.

### **4.3 General body meeting**

General body meeting is very important for sustainable project management as it gives information to the whole community. For PRA techniques application in the village, selection of executive body members, approval of micro plan, deciding the mode of sharing of the forest produce, NWFP and income amongst the members of the JFMC, conflict resolution with reference to grazing rights, damages to crops, life and property due to wild animals, approval of annual action plan of the JFMC, decision about the post micro plan continuity after the withdrawal of the project period, any other important matter which executive committee feels to discuss in the general body meeting. It must be held at least once and six months time. A record of all the members present in the general body has to be maintained in register. The quorum of the general body is one third of the strengths which is the minimum presence required for the general body. General body meeting should have the followings

- General body meeting shall be held at least once in three months to discuss implementation of the micro plans/ annual plan and to review all related financial transactions.
- The President should issue an advance notice of at least two weeks for the meeting regarding the date and venue by prominent display for information of all JFMC Committee members.
- The President shall convene the meeting
- In his/her absence the member secretary should convene the meeting
- Under special circumstances, the General Body meeting of JFMC may be convened provided not less than  $\frac{1}{4}$  of the JFMC members agree to convene such meeting and make such a request to the President.
- Where President does not convene the meeting, the matter shall be reported to DFO who shall in turn convey a special session of the GB meeting by an advance notice of 7 days. In that special session, the reasons for President not convening the meeting shall be discussed and if the General Body decides to remove the President in the interest of the committee and passes a resolution to that effect, a new President shall be elected.
- The quorum for conducting a GB meeting shall be at least 1/3rd of the members of the GB and out of them 50% preferably women.

### **4.4 Executive Committee meeting**

It is held for preparation of micro plans, constitution of working groups for preparation of micro plans, financial matters decision about sharing the forest produce and income, SHGs formation, VDF modalities, annual action plan, marketing of NWFP, support prices of timbers and royalty fixation through Assam Forest Department, collection rates of Tendu Patta etc and medicinal plants, publicity and decisions of Assam Forest Department in this regard. Any other matter concerning conflict resolution and difference of opinion with the developmental departments including forest department should be addressed in the meeting.

- Executive Committee shall meet ordinarily once in every month. The Executive Committee meeting may be convened on any pre decided day or through an advance notice of 3 days. The President shall serve a notice regarding the date and venue and besides prominent display for information of all Joint Forest Management Committee members.
- In case at least 1/3rd of the members of the Executive Committee decide to meet, the President/Vice-President of the Joint Forest Management Committee shall convene a meeting of the Executive Committee.
- Where President does not convene the meeting, the matter shall be reported to DFO who shall in turn convey a special session of the EC meeting by an advance notice of 7 days. In that special session, the reasons for President not convening the meeting shall be discussed and if the General Body decides to remove the President in the interest of the committee and passes a resolution to that effect, a new President shall be elected.
- The quorum for convening an Executive Committee Meeting shall be at least 1/2 of members of Executive Committee and preferably out of them 50% be women.

#### **4.5 Duties and responsibilities of the Executive Committee**

- The Executive Committee shall be responsible to manage and implement all the decisions of the Joint Forest Management Committee.
- The President shall convene the General Body & Executive Committee meetings subject to the conditions laid down above.
- The President shall be responsible for maintaining the record of the proceedings and other documents like Cheque books, joint Account, Minutes Book, Executive Committee Resolution book, Annual Plan, Micro-plan, and Estimates for Works etc. A copy of the record of Proceedings of the meetings conducted shall be sent to the Forest Range Officer. All records including Cheque books, Joint Account, Minutes Book, etc should be in the custody of President.
- The Executive Committee will encourage the community to understand and implement the concept of 'Social Fencing', where it is abiding on members to promote stall feeding instead of sending their livestock for grazing in the forest areas and take steps to prevent all other such activities which are illegal and detrimental to the project goals.
- The Executive Committee shall assign duties and responsibilities to the members and may constitute sub-committees as needed with a

view to ensure implementation of the Joint Forest Management Committee micro-plan and for effective discharge of their prescribed duties and responsibilities.

- The Executive Committee in consultation with the General Body shall evolve methodology on all issues relating to membership, conflict resolution, encroachments, customary rights and benefit sharing.
- It shall be the responsibility of the Executive Committee to account for and manage the funds and other resources received from the Government, other sources and the funds internally generated.
- For the purpose of managements of funds received from the government, a joint account shall be opened in any Nationalized commercial bank recognized by the RBI. Such account will be held and operated jointly by the President or Vice-President only on being authorized by the President during his absence and the Member-secretary (He shall continue to hold the Joint Account, even after becoming the Ex-Officio member). This account will be called 'Forestry Account'.
- For the purpose of managements of funds received from other Non-Government sources and the ones internally generated, an account shall be opened in the same Nationalized commercial bank recognized by the RBI, where the Forestry Account was opened. Such account will be held and operated jointly by the President or the Vice-President only on being authorized by the President during his absence and the Treasurer. This account will be called 'Community Account'.
- As part of the micro-plan preparation a reinvestment program to maintain and enhance the productivity of the forest will be developed and the Executive Committee will be responsible for overseeing the implementation of the reinvestment program according to the agreed micro-plan.
- The executive committee shall identify and fix the responsibility on the members of the Joint Forest Management Committee who commit specific offences like grazing in the Forest and plantation areas, non-cooperation and disobedience towards decisions of the General Body and Executive committee and inflict Penalties ranging from Rs.100 to Rs.1000/- along with the orders for recovery of 50% of the damage caused to the forest produce/property by the guilty member, as per the norms evolved by the Committee. The penalty amounts realized against money receipts shall be deposited into 'Forestry Account' and shall be used as per the procedures already described.

#### **4.6 Irregular meeting**

These are special meetings called at short notice for discussing important and urgent matters which may arise in the working of JFMCs. The executive committee is authorized to call these irregular meeting which may be a general body meeting on an executive meeting. The Chairman and the member secretary of JFMC/EDC have the powers to call these irregular meetings as and when required.

#### **4.7 Focus group meeting**

This is also a special meeting which involves special members and representatives. This meeting can be like Micro plan working group meeting, NWFP working group meeting, SWC working group meeting etc. These meeting are much focused and shall discuss on the issues related to the theme only.

#### **4.8 Decision meeting process**

Any decision in the duly called, constituted and meeting fulfilling the minimum quorum of 1/3 attendance of valid members shall be taken by a majority vote if needed are by unanimous decision of the members as the situation may be. And a record of proceeding of the meeting and decisions taken shall be kept in register being maintained for the same.

## **Chapter 5: Roles and Responsibilities of the JFMC**

### **5.1 Executive Body member**

The roles and responsibilities of the Executive body members are as follows

- To execute all the functions of JFMC on a day to day basis as laid down by the General Body and as explained in the Micro Plan, Annual Plan of Operation and in the JFM resolution of the government.
- To work closely with the FIU for implementation of APFBC.
- To establish coordination with the Gram Panchayat/ADC, Panchayat Samiti / BAC, different departments of the government etc for support and cooperation in the implementation of micro plan.
- To make the best use of available financial resources.
- To coordinate the livelihood activities with the IGA Support Team and the SHGs.
- To organize necessary support for the SHGs.
- To supervise the work of the Field Facilitator and guide him/her for better performance.
- To supervise the work of the Sub-Committees/Working Groups.
- To review the work done by the Member Secretary and other members of the EC.
- To approve the monthly action plan and budget in the monthly meetings.
- To approve the financial expenses undertaken by the Member Secretary and other members on a monthly basis.
- To approve the progress reports – physical and financial to be sent to FIU and others.

### **Chairperson**

The Chairperson should be

- Selected/elected as per Assam JFM Rules 2002?? from amongst the user group shall be the chairperson. He will be presiding over overall the meetings of executive committee as well as general body meeting.
- S/he will be jointly responsible with member secretary of the JFMC for receiving the financial funds from the FIU officer/PMU for the JFMC, maintaining the cash book, signing the cheques of the JFMC and other account and monitoring related physical and financial targets and achievements.
- He will be jointly responsible for a recovery of loans and other financial liabilities disbursed to SHGs or women societies, grocery shops, entrepreneurs etc.
- He will be responsible for maintaining good relationship and communication with the Village Sarpanch and in matter of dispute he will

seek cooperation and guidance from the Village Sarpanch and act accordingly.

The Chairperson will have to undertake the following duties and responsibilities.

- To conduct regular meeting of the JFMC and help the Member Secretary to prepare the minutes of the meetings.
- To sign documents, agreements on behalf of the JFMC/EDC.
- To ensure that the resolutions taken in the meeting shall be implemented properly.
- To ensure the activities of JFMC are implemented as mentioned in the micro plan and annual plan of operation.
- To manage inter and intra village conflicts.
- To maintain the account of the JFMC jointly with Treasurer/ Member Secretary.
- To sign the bills, vouchers and accounts statements/ reports.
- To ensure that the members of the JFMC do not deviate from their stipulated functions and duties.
- To take action in consultation with the EC against those who violate rules and norms of JFMC.
- To ensure equitable distribution of benefits among the members of the JFMC.
- To represent JFMC in different forums, meetings, trainings etc.
- To educate the members of the JFMC about the concerned GO, guidelines, project activities etc.
- To explore opportunities for capacity building of the members for optimal utilisation of resources in consultation with the IGA support team.
- To focus on image building and promotion of the JFMC
- To lead the process of organising social audit of the interventions of JFMC.

### **Secretary**

S/he will be responsible for all the forestry technical and financial matters on behalf of the FIU/PMU officer for effective implementation and apprising the JFMC of rules as well as benefits they will derive from the project.

S/he will be responsible for writing the cash book and maintaining it as per The Assam Forest account rules in the prescribed Proforma therein. He will be Jointly responsible with Chair Person for opening the account in the Nationalized Bank, signing the cheques jointly with Chair Person for any withdrawal, disbursement of wages, distribution of forest produce and NWFP, coordination between the forest department, the Assam Forest Department, JFMC, Village Sarpanch and other developmental agencies in the areas.

S/he will prepare the agenda note of the executive committee meeting and general body meeting and any other meetings called by the chairperson.

The FIU Officer, as Member Secretary has to play very crucial role in the formation and functioning of the JFMC. He is the crucial link between the JFMC and the Forest Department represented by FIU. He, along with Animator will visit the JFMC at least twice a week. The Member Secretary needs to undertake the following:

- Convening meetings: Member Secretary has to convene the meetings of the Executive Committee (monthly) and the General Body (twice in a year).
- Writing Minutes of the meetings: Member Secretary has to maintain the minutes of the meetings – both General Body and the Executive Committee of JFMC. The minutes will be signed by all the participants of the meeting and then approved by the Chairperson and the Member Secretary.
- Conducting Election of the JFMC: He has to act as election officer for conducting election of the JFMC during the Annual General Body Meeting.
- Maintenance of the registers: The Member Secretary is to maintain the following registers:
  - ✓ Membership registers (Nomination forms should be pasted in the register).
  - ✓ Minutes book of the meetings.
  - ✓ Registers relating to work.
- Operating joint bank account: The fund of the JFMC given by the department has to be kept in a bank account operated jointly by the President, Treasurer and Member Secretary. Two persons can sign to draw the money and one should be the Member Secretary.
- Maintaining the accounts: Member Secretary is responsible for overall maintenance of the accounts and expenditures of the JFMCs. S/he will work with the Treasurer for maintenance of books of accounts and fund management. The following books of accounts will be maintained by him.
  - ✓ Cash book.
  - ✓ Bank book.
  - ✓ Ledgers.
  - ✓ Receipts.
  - ✓ Assets register.
  - ✓ Stock register.
- Facilitating the process of preparation of micro plan and operational plans: He will facilitate the process of micro planning by involving the JFMC members, get it finalised at the General Body. He will ensure participation of majority of the members of JFMC in the process of planning. Once micro plan is approved by the General Body of JFMC he



will send it to the FIU/PMU for necessary approval. After the approval of micro plan s/he will send a copy to the Panchayat Samiti. A copy will be kept in the JFMC level – should be available in the village. The Member Secretary will also be responsible for helping the JFMC to prepare the following plans. He will work with the EC members and other members in the preparation of the following plans.

- ✓ Micro Plan.
- ✓ Revision of Micro Plan every year and preparation of Annual Plan of Operation along with budget.
- ✓ Quarterly action plans along with budget.
- ✓ Monthly action plans along with budget.

- Implementation of work: Ensure implementation of activities according to the prescription of the micro plan and annual plan of operation.

- ✓ Help EC to form sub-committees/ working groups for implementation of different activities.
- ✓ Organise capacity building of the members of these sub-committees/ working groups, Executive Committee and SHGs.
- ✓ Work with these sub-committees/ working groups to implement the activities.
- ✓ Responsible for necessary monitoring, reviews, measurement of work and approval for payment to different persons/ contractors.
- ✓ Establish necessary coordination with other Departments, Others etc for implementation of work.
- ✓ Along with the Field Facilitator guide the SHGs to implement different Income generation activities (IGAs).

- Preparation of reports: The Member Secretary has to prepare the following reports with the help of Field Facilitator and the members of EC.

- ✓ Annual Progress Report – financial and physical.
- ✓ Quarterly Progress Report – financial and physical.
- ✓ Monthly Progress Report – financial, physical and narrative.
- ✓ MIS Input format.

- Supervision of the work of Field Facilitators: He will supervise the animator in his/her work and provide necessary guidance for improvement in the performance of the animator.

- Educating/Guiding the JFMC for protection and management of forest: Sensitise the JFMC to adopt practices of non destructive harvesting, preparation of resource inventory, silvicultural practices etc.

- Liaison with the higher officials of the department, panchayat and other line departments: He will coordinate within the department and outside the department for resource mobilisation, planning, conflict management etc.

- Taking action against the offenders as reported by the JFMC as per the Act and rules: However, the major duty of the Member Secretary is to develop capacity of the JFMC members to make them responsive partner for protection and management of forest. It is desired that the Member Secretary would orient the JFMC members on how to perform the duties in linked to JFMCs.
- The Member Secretary will take up other necessary action as per the direction of the FIU.

The role of the Member Secretary will be as facilitator and mentor for the JFMC. Instead of involving the members of JFMC as labour for forestry operations, he/she has to orient them as the custodians of forest and other local resources. They will be the implementers of the project too. The FIU will initiate a process of building the technical competencies of the JFMC leaders and members for sustainable forest management.

### **Treasurer**

The secretary shall be the Treasurer of JFMC. S/he may take help from any member of the executive committee/JFMC with the concurrence of Chairperson for disbursement etc. He may use the help of the Animator for the task.

The Treasurer will have the overall responsibility of managing the finances and funds of the JFMC. He will work closely with the Chairperson and the Member Secretary for fund management. He will undertake the following duties and responsibilities.

- To manage and maintain accounts and funds of the JFMC.
- To operate the Bank account for the JFMC project account where funds received from the government will be deposited and with the Chairperson of the JFMC for its own account where they will deposit their own money.
- To maintain cash book, ledger book, procurement register and other records relating to accounts.
- To present the accounts in the meetings of General Body and EC and during social audit.
- To be responsible for organising financial review, evaluation and audit.

### **Book Keeper**

The Secretary shall be the book keeper for all the meetings, agenda notes, decisions of meetings, micro plan, annual plan of operation, cash book, vouchers, record of distribution of grasses, fuel wood, fodder, NFTP, and other benefits to the JFMC. He also be engaged in keeping records for different IGAs

in the JFMC. However he can take help of any other member of executive committee in book keeping with the concurrence of the Chairperson.

## **5.2 General Body member**

The general body is over all powerful for JFMC/EDC working in the most democratic and effective manner. It is responsible for consensus on microplan, mechanism of sharing of forest produce/NWFP, approval of annual action plan, PRA consensus, representation of SC/ST/OBC and women, election of executive committee of the JFMC, and coordination with the village panchayat. The members are respected to maintain a high sense of collective responsibility towards integrity, protection of forest, protection of wild life and biodiversity and other natural resources and conflict resolution where majority or consensus is needed. In case of EDC they also responsible for PA related conservation work, fire fighting, labour supply to Forest department.

The General Body is the supreme institution of JFMC responsible for protection, management and conservation of forest

- To frame rules, regulations and practices for management of JFMC, protection of forest and other forest.
- To create awareness among the members on forest protection, regeneration, management etc.
- To ensure that the members – individually and collectively protect the forest from fire, theft, excessive grazing, illicit felling, poaching of wildlife, encroachment etc.
- To sensitise the members on the issues and challenges in forest protection and management.
- To take up punitive measure against the erring members.
- To elect the Executive Committee and office bearers.
- To change the members of the EC when necessary through a thorough discussion in the General Body.
- To approve the plan and budget of JFMC.
- To undertake social and financial auditing of the work done by the JFMC especially the work of Executive Committee and different Working Groups.
- To approve the annual progress and financial report.
- To review and evaluate the work of the Executive Committee of JFMC.
- To take the overall responsibility of forest protection, management and conservation.
- To ensure participation of members in different activities of JFMC
- Micro planning.
- Annual planning and review meeting.

### 5.3 Micro planning and Annual Planning:

- The Executive Committee by discussing with and incorporating suggestions from members of the Joint Forest Management Committee through a participatory and equitable process including all sections shall prepare a micro-plan and annual plan in accordance with the guidelines issued by the Forest Department, Assam.
- The services of hired consultants may be utilized, if necessary, for evolving the plan format, information requirement and processes etc.
- The micro-plan shall include various operations of village and forest development, maintenance of bio-diversity, soil and moisture conservation and livelihood support for the forest dependant members and keeping sustainable forest management as the broad objective
- The Joint Forest Management Committee shall decide the choice of species for planting subject to the forest laws in vogue.
- The Joint Forest Management Committee shall incorporate provision for raising plantations under the project to meet their internal demand of Fodder and Fuel wood.
- The micro-plan shall contain a detailed harvesting and regeneration plan, which shall be consistent with the overall prescriptions of working plan covering the area.
- Adequate care and measures shall be prescribed in the micro-plan to address issues of grazing, fodder and fuel wood in the forests of the Joint Forest Management Committee.
- The micro-plan shall incorporate provisions for all the activities which are outside the purview of the Forest Department of Assam like Agriculture, fishery, Irrigation, PWD, Sericulture, Dairy, Animal Husbandry, Veterinary etc, for addressing the livelihood issues of the target Communities. Steps should be taken by the NGOs to place all these issues before the FIU, with the help of Forest Department of Assam and ensure that these activities are incorporated by the respective departments in their Annual Action/Work Plans leading to the redressal of these livelihood issues. In case of any difficulty, either PCU or PIU may be approached.
- The Executive Committee shall at the beginning of the financial year prepare an annual plan of operation. During annual plan preparation the micro-plan will be reviewed and updated as needed.
- All Micro-plans and proposed changes to micro-plans shall be put before the General Body for approval. Where the General Body does not agree with any of the provisions of the micro-plan, the Executive

Committee shall carry out such changes as are necessary. Finally the Micro-plan will be placed before the Divisional Forest Officer for approval. If the Divisional Forest Officer finds that any of the provisions of the micro-plan are in contravention of the Working Plan prescriptions, or in contravention of the National and / or state forest legislation, or detrimental to forest, the Executive Committee shall carry out such changes as are necessary to conform with said legislation, obtain approval of the General Body and resubmit the micro-plan to Divisional Forest Officer for approval.

- At the close of the financial year a completion report showing the activities planned in the micro-plan, activities taken up during the year, funds received, amounts spent on each item of works shall be placed before the General Body and seek its approval for the minor deviations if any.
- As part of the micro-plan preparation a reinvestment program to maintain and enhance the productivity of the forest will be developed and the Executive Committee will be responsible for overseeing the implementation of the reinvestment program according to the agreed micro-plan

## Chapter 6. Financial Management

It shall be the responsibility of the Executive Committee to account for and manage the funds received from the Government, other sources and the funds internally generated.

### 6.1 Sources of funds

The main fund will flow from the APFBC. However there can be funds from other schemes and project of the Central and State Govt. routed through PMU for the village development purposes. All sources of funding should be tapped and accounted properly.

The fund for the JFMC/EDC

Capacity building for NGO/JFMC/EDC/SHGs	Rs. ....
JFMC/EDC Community mobilization, livelihood, Entry point activities:	Rs. ....
Forest Development in JFM mode	Rs. ....
Value Addition and market potential for Forest Produce	Rs. ....

### 6.2 Accounts

#### JFMC Account

The Account of JFMC shall be maintained as per financial rules of the Assam forest department. The JFMC account shall be opened in the Nationalized Bank duly approved by RBI and absolute transparency shall be maintained in accounting procedures. It shall be mainly project money which shall come from the PMU inform of Cheques through the FIU officer or directly to JFMC/EDC. The PMU can also coordinate and provides funds from other Govt. departments to the JFMC/EDC.

The JFMC/EDC shall open an account in the nearest nationalized or Gramin Bank approved by RBI and should not keep the funds in cash in hand. The account shall be operated jointly by the Treasurer/Chairperson of the JFMC and the Member Secretary. All the funds related o the JFMC that are coming from the PMU/FIU will be deposited in this account. The account may be termed as JFMC – Forestry Project Account. The Member Secretary is responsible for overall maintenance of the account and expenditures of the JFMC/EDC.

## VDF Account

This account is village development Funds which can be and initial contribution or share of 25% of the income as per guidelines issued by the Forest Department Assam. It can also grow by contribution from other Govt. departments which may come through PMU or directly through the DRDA for the development of village. This fund will be created through the contribution of the JFMC members who will set aside a part of wages, which they will receive from the APFBC works. The portion of their wages will be saved as a fund which will be further invested in the productive activities of JFMC. The amount or percentage of wages to be deducted from their wages will be discussed and agreed among the JFMC members and the consensus building will be facilitated by the FIU staff members. For the purpose of management of funds received from other non government sources, the ones internally generated and other specified deposits a joint account shall be opened in the same branch of the Nationalized commercial bank recognized by the RBI where Forestry Account is opened. Such account will be held and operated jointly by the President, Secretary and the Treasurer of the JFMC. This account will be called the "Community Account".

All transactions of JFMC and VDF account have to be maintained and recorded as per financial rules. Training has to be imparted to the Chairperson and Secretary regarding financial matters and procedure to be followed by them. Each JFMC will be encouraged to establish a VDF, which will be managed by the JFMC to meet their requirements, which are not being covered by AFBCP .

The composition of VDF:

- Membership fees of JFMC, if any.
- Contribution from the wages received by the members for their engagement in APFBC works.
- Bank interest on the funds of the Project given to JFMC.
- Interest on loans provided to SHGs for various livelihood activities.
- Fines collected from the offenders of forest by the JFMC.
- Sale of different forest produces/ non-forest based produces.
- User fee for the asset created by the JFMC under the Project.

At least 50% of the fund so created must be utilised for management of forests and maintenance of assets created under the project.

The following procedures need to be followed for operation of bank account.

- Bank operation should be reduced to minimum number of accounts.
- Withdrawal of money will be done once a resolution for such withdrawal is passed by the Executive Committee and recorded in the minutes register of the JFMC.

- All cheques/ bank drafts etc. received should be deposited immediately may be within 2 days.
- Bank statements are to be obtained by the 7th of every month for the preceding month's transactions and bank reconciliation statement should be prepared for each of the Bank accounts in operation. Such reconciliation should be received for action wherever necessary.
- Cheque number of each of the Cheques issued should be maintained in the Cash / Bank Book while giving the narration of such payment.
- Cheque/ Draft, inward (receipts) and Cheque outward registers should be maintained to record all the incoming cheques with particulars in Form No. 1 and outgoing cheques with particulars in Form No. 5. These registers should be signed by the Chairperson and Member Secretary of JFMC.

### **Fund Release Mechanism**

Fund required for expenditure to be incurred by the FIU as per the Annual Work Plan and on the basis of the Fund release proposal to be submitted through the Govt. of Assam, shall be made available by the PMU, as per the procedure described below :

- The fund required by FIU for its functioning and maintenance shall be released by the PMU directly.
- The fund required for hiring consultancies, conducting trainings and capacity building programmes and other generic expenditures common to PMU and pilot divisions as per the decision of the FIU shall be released by the PMU directly to the FIU .
- The fund required for all the civil works at the divisional, range and beat level, all the recurrent expenditure to be incurred at the divisional, range and beat level shall be released by the PMU directly to the current account maintained by the Divisional Forest Officers of FIUs.
- The fund required for all the Entry Point Activities and Micro Plan activities to be implemented by the Joint Forest Management Committees shall be released by the PMU directly to the current account maintained by Divisional Forest Officers with necessary instructions. This fund shall be deposited by the Divisional Forest Officers into the 'Forestry Project Account' of the respective Joint Forest Management Committees, as per the instructions of the PMU.

### **Fund release Procedure:**

i. Prior to the beginning of the financial year, each Joint Forest Management Committee will prepare an annual work plan and get it approved by the Divisional Forest Officer. These Annual Work Plans will have to be in conformity with the approved micro plans for the Joint Forest Management Committee. The annual work plans will be forwarded by the Divisional Forest Officer to the Project Implementation Unit, who in turn will transmit the same to the Project Management Unit for its information and necessary concurrence.



ii. Preparation and approval/sanction of the estimates: Until such time as the Joint Forest Management Committee can undertake the task, the Forest Range Officer shall prepare estimates for works. Joint Forest Management Committees, which are able to take up this responsibility, shall be encouraged to do so at the earliest. The Forest Range Officer will prepare estimates in consultation with the Executive Committee of the Joint Forest Management Committee based on its approved annual action plan and submit the same to the Divisional Forest Officer. The Divisional Forest Officer will sanction the work.

iii. After receipt of the sanctioned estimate from the Divisional Forest Officer, the members of the Executive Committee of the Joint Forest Management Committee will meet and discuss in detail and resolve the various works to be taken up during the month. They will also pass resolutions for release of funds for carrying out these works.

iv. Fund application: The Member -secretary in consultation with the President will forward the resolution of the Joint Forest Management Committee along with the application for release of the funds to the Divisional Forest Officer through the Forest Range Officer.

v. The Member-Secretary will pass on the fund release application along with the copies of resolutions to the Divisional Forest Officer immediately through the Forest Range Officer who will suitably advise the Divisional Forest Officer duly scrutinizing these resolutions immediately.

vi. Up on receipt of such resolutions from the Joint Forest Management Committee, the Divisional Forest Officer will, upon due scrutiny, forward the Fund release proposal in the format as specified in the Financial Management Manual along with his specific comments and recommendation, to the Project Management Unit, as per the set procedure.

vii. Up on receipt of Fund release proposals the Project Management Unit, issue proceedings releasing funds to the Joint Forest Management Committees. These releases can be made every month or every quarter of a year depending upon the work load and need.

viii. Up on issuing of such sanction proceedings for release of funds, the PMU will issue cheque for the sanctioned amount either to the FIU or Divisional Forest Officers, depending on the category of the works. These releases of funds will be considered as transfer of Grant unless specified otherwise.

ix. The fund required for the activities of the Joint Forest Management Committee, released by the PMU to the Divisional Forest Officer, shall be deposited in to the 'Project Forestry Account' of the respective Joint Forest Management Committee, by way of cheque only.

x. Any deposit into the 'Project Forestry Account' will be reported to the Executive Committee indicating the amount received and a resolution of receipt will be passed and recorded in the Minutes book.

xi. Subsequent to the release of funds the Joint Forest Management Committee shall undertake the execution of works as per the approved annual plan.

xii. The Executive Committee through its resolution may authorize withdrawal of funds required for preparatory/advance works, as applicable for specific item of work. The fund will then be transferred from 'Forestry Account' to "VDF" only by way of cheque.

xiii. Measurement of work & Preparation of Vouchers: Upon execution of works, the President of the Joint Forest Management Committee or any one of the elected members of the Executive Committee as authorized by the President will prepare the vouchers for the eligible amount in consultation with the Member-Secretary after the work is recorded, check and test measured. The President shall handover the vouchers in proper form to the Member-secretary, within the time limit prescribed. The Vice-President and the Member - Secretary should put their signature on the vouchers and also in the Measurement Book.

xiv. The Forest Range Officer will forward these vouchers to the Divisional Forest Officer only after 100% check measurement. The Divisional Forest Officer will pass these vouchers for payment.

xv. All the withdrawals from the 'Project Forestry Account' will have to be authorized by a resolution of the Executive Committee of the Joint Forest Management Committee. In the absence of such resolution neither Joint Forest Management Committee President nor the Vice President shall draw any money from the 'Project Forestry Account'. Before the draw of the funds, the works executed by the Joint Forest Management Committee shall be measured, check measured and test measured and the vouchers are prepared and passed, except in case of provisions contained under 'xii'.

xvi. Upon passing of these vouchers, a resolution shall be passed by the Executive Committee for transfer of the amount from 'Forestry Account' to 'Community Account'. The transfer of the fund shall be made only by way of

cheque. Any such cheque issued by the Joint-Account holders shall invariably bear the countersignature of the Divisional Forest Officer.

xvii. The Divisional Forest Officer shall maintain a register for recording each and every withdrawal from "Project Forestry Account", as authorized by his counter signature, and tally the same with the records maintained by the Executive Committee and Range Officer on monthly basis.

xviii. Whenever a resolution is passed for withdrawal of money indicating the works done for which payments are to be made, the Member-secretary should send a copy of such a resolution to the Forest Range Officer. The amounts corresponding to the amounts passed will be drawn from the 'VDF' and disbursement will be made in the General Body meeting by the Treasurer of the Joint Forest Management Committee as per the resolution of the Executive Committee.

xix. Maintenance of the Cash Book: The Treasurer of the Joint Forest Management Committee will maintain the cashbook. The Forest Range Officer may facilitate preparation of Cash Accounts at Joint Forest Management Committee level, if requested by the Joint Forest Management Committee until it gets the required capacity. The Treasurer shall prepare 4 copies of cashbook for each month. The Treasurer will maintain 1 copy in the Joint Forest Management Committee and forward 3 copies to Member-secretary along with the paid vouchers. The Member -secretary in turn segregates them work wise, duly recording the name of the work and reference to the sanction of advance to the Joint Forest Management Committee by Project Coordination Unit and estimate number. He will also forward 2 sets of the cash book to Forest Range Officer after putting his countersignature duly retaining one set of cash sheets with him. The Forest Range Officer will scrutinize the vouchers to ensure whether the vouchers are in proper order, the works are executed as per the sanctioned estimate and at the approved rates and the procedure prescribed for withdrawal of funds is followed. The Forest Range Officer will then endorse the vouchers with pass orders. He will retain one copy of the cash sheet and send the remaining copy of the cash sheets to the Divisional Forest Officer after putting his countersignature.

xx. The cashbook maintained at the Joint Forest Management Committee level is to be treated as an accessory of Treasurer and produced to the yearly audit and other inspecting officers/ agencies whenever needed, as provided under the Project Financial Management manual.

xxi. The Divisional Forest Officer will submit the monthly accounts in the manner prescribed in the Project Financial Manual to PMU.

xxii. All the original documents like vouchers etc shall be kept at the office of the Divisional Forest Officer and shall be produced before the audit parties, whenever called for.

### 6.3 Records

The JFMC will maintain the following primary books of accounts as well as other records

Sr. No.	Title of the Record	Proforma No.
01	Village Socio Economic Profile	1
02	Livelihood Opportunity Analysis	2
03	Forest Development Plan	3
04	Village Perspective Development Plan	4
05	Record of Activities undertaken	5
06	Annual Implementation Plan	6
07	Membership Register	7
08	Asset Register	8
09	Forest Treatment Register	9
10	Meeting and Resolution Register	10
11	Yield Register	11
12	Muster Register	12
13	Receipt and Payment Register	13
14	Social Audit	14
15	Benefit to Individual Families	15
16	Fixed Asset Register	16
17	Cash Book	TBD
18	Bank Book	TBD

Sr. No.	Title of the Record	Proforma No.
19	Journal Book	TBD
20	General Ledger	TBD
21	Record of original voucher	TBD
22	Grants Register	TBD
23	Register of drafts/ cheques – outgoing and received	TBD
24	Stock and Store Register	TBD
25	Article of Agreement between JFMC and DFO	

\*TBD: To be decided. Suggested to use formats given in Field Book under Financial Management Manual.

B. Records to be maintained at Range Office		C. Records to be maintained at DFO / FIU	
01	Micro Plan	01	Micro Plan
02	Annual Work Plan	02	Annual Work Plan
03	Copy of Membership Register	03	Cash Book – Project Account
04	Record of duplicate copies of vouchers	04	Forestry Account withdrawal register
05	Resolution Register	05	Asset Register
--	--	06	Muster Register
--	--	07	Receipts and Payment Register

### Cashbook

All payments and receipts such as Grant-in-aids, loan funds, fees, membership fees, contributions, sale of products and produces by the JFMC/EDC/SHGs are received either by cash or DD/cheque should be acknowledge in a cash book. This should be regularly maintained against each receipt/ voucher by the Book keeper/ Treasurer/ Member secretary.

## **Bankbook**

There shall be a register of bank book which shall keep a record of the following:-

- No. of cheque books in stock – quoting the cheque book no.
- Cheque book in use quoting serial no, of cheques in the cheque book.

### **a. Receipts**

- The JFMC funds will be received by the Treasurer on behalf of the JFMC.
- A money receipt should be issued by the Treasurer stating the amount against various heads and entered into the register of receipts.
- All the receipts should be deposited in JFMC account on a regular basis.
- Cash at hand should not be more than Rs. 1000/-
- The amount received should be immediately posted in concerned ledgers/registers
- All the postings should be verified, checked and duly signed by the Member Secretary.
- All receipts along with the Credit and Debit Vouchers should be entered into Receipt and Payment register.
- Cash Book Postings should be made on each day of transaction.

### **b. Payments**

The guiding principles for general payments have been given below.

- Any payment made by the JFMC should be made preferably through account payee cheque.
- All the payments above Rs. 2000 to be made by JFMC are subject to approval by the Executive Committee.
- The bills and vouchers will be prepared by the Treasurer and then it will be approved by the Member Secretary and then by the Chairperson.

### **c. Vouching**

- The bills will be duly verified by the Treasurer before submitting for settlement.
- Vouchers will be prepared by the Treasurer/Member Secretary.
- Payments will be made after the approval by the Member Secretary and Chairperson.

### **d. Advances**

Payment of advance to members of EC or Working Group for undertaking different works, for travel and administration related work will have to be approved by the Member Secretary and the Chairperson. This advance needs to be settled within 7 days of receipt of advance.

#### **e. Payment to SHGs**

The SHGs are entitled to take both loan and grant for undertaking IGA under the project. The loan advances to SHGs should be governed by the agreement signed between the JFMC and the SHG concerned. This should be based on a business plan and also on the fulfilment of other terms and conditions.

#### **6.4. Monitoring of the works executed by the Joint Forest Management Committee:**

i. All the guidelines provided under this section shall be applicable for the works executed by utilizing fund draw n from both 'Project Forestry Account' and VDF Account'.

ii. All the measurements check measurements and test measurements carried out, as provided under this section shall be made invariably in presence of the President or his authorized M ember (Office bearer) of the Executive committee and the Recording Officer shall obtain the signature of the representative of the Executive Committee in the Register maintained for the purpose.

iii. All works done other than using casual labour and all supplies relating to a work should be paid for on the basis of measurement recorded in a Measurement Book. The Measurement Book is the original record of actual measurement or count. All payments for work or supplies are based on quantities recorded on the Measurement Book.

iv. The Forester-I other than the member-secretary as nominated by the Divisional Forest Officer shall record measurements.

v. Check - measurement should be by the Forest Range Officer for 100% of works. The check-measuring officer should invariably record his observations in the Measurement Book.

vi. The Asst Conservator of Forests deputed by the Divisional Forest Officer shall Test-measure the work as per the advice of the Divisional Forest Officer, in any case not less than 25% of the work and should be conducted with discretion, the items selected being those which are liable for mistakes or which are more susceptible for fraud or which would affect the total amount of the bill, if inaccurate, and should invariably record his observations in the Measurement Book.

vii. A register of check and Test measurements shall be maintained at Range and Division level.

viii. In case of detection of irregularities, the Divisional Forest Officer after proper enquiry shall fix up the responsibility for the improper quality and quantity of works and the payments.

ix. If the check-measuring officer finds that the work recorded does not exist or is of poor quality or it does not agree with the measurements already recorded, he shall correct the measurements and sign the items he check-measured.

x. The officer who recorded the original measurements wrongly should be called upon to explain the deviation/deficiencies and action as per department CCA rules and other applicable Laws should be initiated. Payment will be limited to actual only.

xi. If during test check, a non-existent/substandard work was noticed to have been check measured, the officer who conducted check measurement shall be held responsible. If this irregularity has been noticed after payment for the non-existing/substandard work, the amount shall be recovered from the contractor or from the responsible member/members of the Joint Forest Management Committee. Suitable disciplinary action will also be initiated against the check-measuring officer.

xii. In case of detection of irregularities, the Executive Committee shall fix up responsibility on the Member/group of members of the Joint Forest Management Committee, who were entrusted with the execution of the works. The President of the Executive Committee by a resolution shall also pass a recovery order for the misspent funds. These person/persons may be prosecuted under existing Laws as per the resolution of the General Body specially convened for this purpose.

## **6.5 Financial Reporting**

It shall be done on monthly basis. The Financial Statement with a copy of Cash book and Vouchers and Bills paid during the month shall be submitted by the JFMC/EDC to the FIU Officer on monthly basis. The FIU Officer can direct and check the financial matters and records at any time.

The Transaction of the cash book shall be maintained on daily basis and the cash- in- hand shall be maintained accurately as per Treasury Rules, which can be checked by FIU Officer/PMU any time.

### **Account rules as applicable under Assam JFM rules 2002:**

- The Joint Forest Management Committee shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in accordance with the directions of the Government.



- The accounts of the Joint Forest Management Committee shall be audited by the State Audit Department, Assam from time to time.

## **6.6 Transparency in working:**

i. Ordinarily no contractors shall be engaged for executing the project activities and only Joint Forest Management Committee members would execute works included in the micro-plan. However if some skilled workmen are required for executing specialized jobs, approved contractors may be engaged by the Joint Forest Management Committee, their payment should be done by the Joint Forest Management Committee President after duly discussing the details with the Executive Committee and recording it in the minutes book.

ii. No forest Officer should make payment directly for works carried out within the Joint Forest Management Committee.

iii. Before the withdrawal of funds from the 'Project Forestry Account', a resolution should be passed by the Executive Committee indicating the works done and amounts to be paid and recorded in the Minutes book. In the absence of such resolution neither Joint Forest Management Committee President nor the Vice President shall draw any money from the joint account. Any deposit into the Joint Account will be reported to the Executive Committee indicating the amount received and a resolution of receipt will be passed and recorded in the Minutes book. Whenever a resolution is passed for withdrawal of money indicating the works done for which payments are to be made, a copy of such a resolution should be sent to the Forest Range Officer by the concerned Member-secretary.

iv. The Joint Forest Management Committee President, as per the resolution of Executive Committee shall transfer the fund from 'Forestry Account' to 'VDF Account' only through Cheque, bearing counter-signature of the Divisional Forest Officer. Once the required fund is transferred to the 'VDF Account', the President withdraws the amount and the disbursement by the Treasurer, as per the Executive Committee resolution, will be made.

v. Soon after withdrawal of funds from 'VDF Account' it should be reported to the Executive Committee, immediately not exceeding Four days period, along with the passbook so as to ensure that the Executive Committee is aware of the funds withdrawn.

vi. For all the works done by the Joint Forest Management Committee a Muster Roll Register should be maintained on a permanent basis where the names of persons engaged in various works are mentioned, total payable to each should be noted and amount paid is recorded. The Treasurer who is the disburser should sign this register.

vii. The resolution passed for withdrawal of funds, the actual amount withdrawn giving the details of the cheque number and amount disbursed must tally. It will be the responsibility of the President and Treasurer to check this tally and record it in their diary.

viii. The year-wise funds received, the list works carried out annually, expenditures incurred etc shall be prominently displayed in the village at an appropriate public place for all the villagers to know the activities in the Joint Forest Management Committee.

## **6.7 Financial Auditing**

Within the JFMCs, a number of working groups shall be created and they will maintain a daily work – log recording the date, worker's working hours and daily work accomplishments.

The work - logs or registers for recording the income to the JFMC from various sources shall be maintained by one working group which will also keep record of loads disbursed by the JFMC and other related information. The Chairperson and the Member Secretary will meet regularly to reviews these work logs. At the end of every month the Chair person and Members – Secretary will compile all submitted to the FIUs and PMUs for validation. FIUs and PMUs will make field inspections before disbursing the funds. Verified reports will describe physical progress of all activities undertaken and financial details of utilization of funds. These will be include reports on IGAs as well and will show the position of borrowings, interest collected, repayment period, list of defaulters as well as amount of loan recovered. These reports will also show number and names of beneficiaries. Audit of the financial system and records will be undertaken at the JFMC level every year for the period from April to March next year. It will be done by a Chartered Accountant appointed by the JFMC in consultation with the FIU. The PMU/FIU may help the JFMCs to find Auditor, who can undertake audit for number of JFMCs.

Audit will be conducted to ascertain that

- The project funds have been used for work for which it was released,
- Goods and services have been procured as per the agreement(s)/prescribed procedures, and
- Necessary supporting documents, records and accounts have been kept and maintained as per the agreed standards.
- The JFMC develops its capacity for sound finance management.

The JFMC/EDC Should provide the Auditor all necessary books of accounts and supporting records/ documents as mentioned below to ensure that all the

transactions have been made as per the approval and as per the standard norms.

- Cash book
- Ledger
- Receipt book
- Bank Passbook
- Check register
- Vouchers and other supporting documents
- Minutes Register of Executive Committee

The Auditor, on a sample basis, will physically verify the quantity and quality of work undertaken by JFMC/EDC with the assistance received from APFBC. Each JFMC has a number of Working Groups/ Sub-Committees for execution of different project components. The responsibility of these Working Groups/ Sub-Committees is to ensure the quantity and quality of work to be undertaken within the agreed timeframe. The Auditor will interact with these Working Groups/ Sub-Committees, if required. Although the Chairperson, Member Secretary and Treasurer will be responsible supporting the Auditor during the process of audit, the other Executive Committee members may be consulted by the Auditor for clarification/ explanation.

The Auditor will prepare the annual statement of receipt and expenditure of the JFMC along with necessary management comments. This 'audited report' will then be placed before the 'Executive Committee' for 'approval'. After approval by the Executive Committee the 'audited report' will be sent to the FIU with a copy to the PMU within 'three months of the close of the financial year.

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## **6.8 Social Audit**

The purpose of social audit is to determine the impact of project activities on the social parameters like - income generation, health and hygiene, mal nutrition,

women welfare health services, education, longevity, clean drinking water, milk production and other indicators of quality of life of the JFMC members over a period of time, This audit can be done on the basis of bench mark indicators data collected at the beginning of the project and subsequently at an interval of 1 – 2 yrs (mid-term) and at the end of the project (Final).

In addition to the financial audit the Project will facilitate the process of social audit in order to improve transparency, accountability and governance of the project at the JFMC level. The Animator will help the Executive Committee and FIU to conduct social audit. The Member Secretary will be responsible for preparation of necessary documents to be presented in social audit. Some activities have been suggested below but this is not an exhaustive list and the JFMC can follow other methods with the primary aim of informing the General Body about the various facets of the project both during planning and implementation stages.

- The Annual Plan of Operation/ budgets will be placed before the General Body and their approval obtained.
- The Annual Plan of Operation/ budgets will be displayed at a prominent and visible place such as schools or community centres.
- The Audit Reports and compliances will be placed before the meeting of the General Body for discussion and necessary follow up action.
- The physical and financial progress of the Project will be presented by the Chairperson and Member Secretary in a General Body meeting where the FIU Officer and representatives of PMU need to be present.
- All Utilization Certificates will be approved by the General Body.
- The list of members of different beneficiary groups, SHGs etc will be displayed on conspicuous places.
- The EC will also use the mechanism of wall writing to disseminate the facts or the Projects such as the value of budget approved, the major works to be undertaken, funds actually received etc. Such information should be updated periodically, say once every quarter.
- Information (Transparency) Boards will be placed at the location of all works giving details of the nature of the works, the value thereof, the name of the executing agency, schedule of implementation, expected man days etc.
- The EC of the JFMC will provide the information on the activities of JFMC as desired by any member of the Gram Sabha.

## **6.9 Apportionment of Income**

It is governed by the Assam State Forests Joint Management Rules 2002. Apportionment of income has been made very clear as under-

- (a) In case of timber, bamboo and Tendu Patta 50% of net income will go in the accounts of JFM committee and balance 50% will be payable to govt. as royalty In case of large scale felling of trees affected by calamities such as fire, mass drying, uprooting insect damage only 10% of the value of net income

subject to a maximum of Rs. One Lac shall go to account of JFM committee and rest 90% will be payable as royalty to Govt.

(b) In case of NWFP other than Tendu Patta and medicinal plants a token royalty as fixed by PCCF Assam state will be paid by JFM committee to Govt. The balance amount will go to the accounts of JFM committee.

(c) In case of medicinal plants the net income will go into account of JFM Committee.

(d) Share of JFM committee shall be spent as under – 25% - to be distributed to the members of Forest User Group, 25% - to be used as Seed Money by JFM committee to make JFM sustainable, 25% - to be spent on management of the village forest. Balance 25% - shall be spent on community works.

There is a provision of recovery of amount payable to Govt. by JFM Committee, Villagers, right holders etc. Such amount is recoverable as arrears of land revenue.

## **Chapter 7: Administrative Records**

### **7.1 Registry**

The JFMC is a registered society under the Societies Registration Act 1860. The records of registration and object of formation of JFMC, executive members, and other legal records of registration have to be maintained permanently in the JFMC office. For utilization of power of the EC, election and for applying for the fund a copy of the registration certificate is required.

### **7.2 Attendance Register**

List of the Attendance of members and dates of all the meetings of general body, Executive Committee and other meetings called from time to time shall be maintained by JFMC. This should be kept in the JFMC/EDC office and will be maintained by the Member Secretary or any member of the EC.

### **7.3 Minutes Book**

The minutes of all the meetings of General Body, Executive Body and other meetings shall be maintained by the JFMC. The minutes are record of decision and discussions held during the meeting.

### **7.4 Workbook**

It is register of date wise record of all the works prescribed in the Annual Action Plan of the JFMC. It gives details of works and the physical measurements of the works done on a particular date. This will also records the status of the work done, its physical measurement and number of person-days created.

### **7.5 Procurement / Purchase Record**

Quotation shall be called for the purchase of assets, equipments and services costing more than Rs 1000. Equipments like papers and other stationers, polythene packets, polypots, fertilizers and compost, seeds and seedlings barbwires, shade nets, sprinklers etc are to be purchased and a record book (Inventory Log Book) shall be kept to record all purchases giving specific numbers to all items. All consumable items should be mentioned separately.

### **7.6 Asset Inventory**

It is permanent record which will be maintained for immovable assets and movable assets created, vested, purchased, written off, donated, by any individual or organization to the JFMC for its official purposes. This inventory is transferred to the next JFMC

created for the same forest area. It is like stock register of the forest division where all the new purchases of tools, furniture, articles, stationery etc. are recorded and maintained as consumable and non consumable items

## **Chapter 8: Benefit / usufruct sharing**

### **8.1 JFMC:**

Joint Forest Management Committee shall be entitled to the following forest produce harvested as per the Working Plan and Micro Plan prescriptions from the defined forest areas:

- i. All Non Timber Forest Produce.
- ii. All intermediate yields obtained from silvicultural operations in forests.
- iii. All timber and bamboo (including yield from bamboo plantations) harvested from the forest demarcated.
- iv. In case of plantations within Joint Forest Management Committee area, whose age is known, twice the proportionate yield harvested (including yield from thinning) with reference to age of plantation and the period of maintenance by the Joint Forest Management Committee (maximum entitlement will not however exceed the total yield of the plantations).
- v. The above formula will be applicable for sharing benefits in case of high forest (uneven aged stand) that is managed on a selected felling.
- vi. In case of the plantations whose age is not known, the age will be decided by the Forest Department, Assam for sharing the usufructuary benefits to the communities as described above.
- vii. All the timber obtained from second and subsequent rotations of all plantations.
- vii. Apart from the direct usufruct benefits members will get various kinds of benefits directly and indirectly from the JFM.

### **8.2 Notes on JFMC benefit sharing**

1. All silvicultural operations including harvesting will be carried out in accordance with the silvicultural principles laid down in the respective Working Plans and schedule detailed in respective micro-plans of the Joint Forest Management Committee.



2. Rotation age and rotation period will be as prescribed in the respective working plans.

3. Following illustration is given to clarify the expression in sub-Para 'iv' of Para '8.1' above:

Domestic requirement of the forest products will be set apart and distributed among all the Joint Forest Management Committee members, in General Body meeting as per the norms evolved by the Executive Committee. The surplus quantity may be disposed and the proceeds shall be deposited in to the 'Community Account' as per the resolution of the Executive Committee.

ii. The transport of forest produce shall be governed by the existing Rules and Regulations of the Forest department of Assam.

iii. Any expenditure incurred by the Government on the harvesting and disposal shall be reimbursed to the Government.

iv. The amount necessary to sustain the productivity of the forests as per the micro-plan shall be deposited in the 'Forestry Account'. This amount shall not be less than 50% of the net income of the Joint Forest Management Committee.

v. Balance income shall be deposited in the 'Community Account' and utilized equitably by all eligible members of the Joint Forest Management Committee, as per decisions taken by the Executive Committee.

For only those Offence cases where offenders were also apprehended and handed over along with forest produce by the Joint Forest Management Committee to the Forest Department, Assam, the Joint Forest Management Committee shall be entitled to a 50% share of the sale proceeds of the forest produce seized as prescribed below :

1. The forest produce seized shall not be from the Joint Forest Management Committee area

2. No Joint Forest Management Committee member or any associated member shall be involved in the forest offence.

3. It shall be at the discretion of the compounding authority to compound the offence as provided under the relevant Rules.

4. The Joint Forest Management Committee shall not be paid any amount unless the case is prosecuted and finally disposed in favour of the Government.

5. If the competent authority does not compound the case, the Joint Forest Management Committee will be sanctioned 50 % of the value of the product as

incentive. The value of the produce for this purpose will be taken as the actual sale price of the produce recorded in the offence case. This incentive amount shall be paid only after the completion of the confiscation proceedings by the competent officer and its subsequent sale/disposal by the Forest department of Assam. The share of the Joint Forest Management Committee shall be paid from the compounding fees collected or Sale proceeds borne out of confiscation, whichever the case may be, and the balance shall be remitted to the Revenue head of the Forest department of Assam.

6. The Member -secretary shall hand over proper receipt to the Joint Forest Management Committee for produce/ vehicles handed over to him in offence cases.

The amounts realized from offence cases would be deposited in the 'Forestry Account' and utilized exclusively for Forest related development works in accordance with the Micro Plan.

All harvesting and salvage operations of all forest produce for the purpose of this section shall be carried out as per the Micro Plan under the supervision of the Forest department authorities as detailed by the Divisional Forest Officer.

In case of benefits arising out of Non-Forestry income generation schemes, the Executive Committee shall stipulate the norms of benefit sharing as per the list of beneficiaries selected/ Self help Groups/ otherwise, as the case may be, with the help of NGOs, on the basis of an equitable and fair process.

### **8.3 Sharing of benefits in EDC**

There is no sharing of forest produce in the EDC. In this project, various interventions have been suggested in XXXX PAs. In these PAs labour-oriented work can be entrusted to the EDCs. Activities relating to Eco tourism can be of direct benefits to the EDC members. However for the proposed biodiversity "hot spots" EDC formation is not possible since they do not fall under the Wildlife (P) Act, 1972 and its subsequent amendments made there under. In view of their location outside the PA network and Reserved Forest (RF) status, they have to be managed by the JFMCs. Of course there can be some scope nature guide and manning nature interpretation centres.

## **Chapter 9: Management of Assets and Resources Generated**

It is very important to maintain a record of the assets/resources generated during the project period. Such assets and resources whether in office or in field (forest, gross land, irrigation, channels, water tanks, water dams, water harvesting structures etc) and articles, purchased during the project period have to be managed and maintained properly. For machinery like tube wells, pumping sets, generators, vehicles, sprinklers and nursery equipment etc. along with office furniture etc. has to be maintained and the log book for those running equipment should be maintained to utilize them effectively and economically. This management shall be of permanent nature and transferred to the JFMC even after the expiry of the project period so that the JFMCs can function on sustainable basis in the post project period as well.

## Chapter 10: Records and Registers to be maintained

The following are the records to be maintained at the JFMC level

Sr. No.	Title of the Record	Proforma No.
01	Village Socio Economic Profile	1
02	Livelihood Opportunity Analysis	2
03	Forest Development Plan	3
04	Village Perspective Development Plan	4
05	Record of Activities undertaken	5
06	Annual Implementation Plan	6
07	Membership Register	7
08	Asset Register	8
09	Forest Treatment Register	9
10	Meeting and Resolution Register	10
11	Yield Register	11
12	Muster Register	12
13	Receipt and Payment Register	13
14	Social Audit	14
15	Benefit to Individual Families	15
16	Fixed Asset Register	16
17	Cash Book	TBD
18	Bank Book	TBD
19	Journal Book	TBD
20	General Ledger	TBD
21	Record of original voucher	TBD

Sr. No.	Title of the Record	Proforma No.
22	Grants Register	TBD
23	Register of drafts/ cheques – outgoing and received	TBD
24	Stock and Store Register	TBD
25	Article of Agreement between JFMC and DFO	

\*TBD: To be decided.

B. Records to be maintained at Range Office		C. Records to be maintained at DFO / FIU	
01	Micro Plan	01	Micro Plan
02	Annual Work Plan	02	Annual Work Plan
03	Copy of Membership Register	03	Cash Book – Project Account
04	Record of duplicate copies of vouchers	04	Forestry Account withdrawal register
05	Resolution Register	05	Asset Register
--	--	06	Muster Register
--	--	07	Receipts and Payment Register

**RECORD – I: VILLAGE SOCIO-ECONOMIC PROFILE**

**EXISTING JFMCs**

**TABLE-1: BASIC DATA OF VILLAGE/JFMC**

Name of the Forest Division

Name of the Forest Range

Sl.No	Name of JFMC/Village	Date of Establishment	No. of Members in Executive Commt.	Name of President	Name of Secretary	Money in village Dev. Fund (VDF)	Contribution per family or per person	Social fencing used Yes/No	Remarks on special attainments	Grading % of Success of JFMC by RFO

**NEW JFMCs**

**TABLE-2: VILLAGE WISE POPULATION DATA**

Name of Village	No. of House hold	SC		ST		OBC		General		Total- all category
		Male	Female	Male	Female	Male	Female	Male	Female	

**TABLE-3: VILLAGE WISE FARMERS CATEGORY ON THE BASIS OF LAND HOLDING**

S.No	Name of Village	Type of Farmers according to land holding				Total
		Large Farmer > 10ha.	Small Farmer 2 – 10 ha.	Marginal Farmer <2 ha.	Land Less	

**TABLE-4: CATTLE POPULATION**

S.No	Name of Village	Village – wise No. of cattles or Type of animals							
		Cows (Milching)	Buffaloes (Milching)	Goats	Sheep	Bulls/ Oxeing	Camels	Others	Total

**TABLE-5: VILLAGE WISE INFRASTRUCTURE**

Name of the Village:

S.No	Infrastructure	Location	Distance from village, if in another location (in Kilometers)	Condition and status of present use
1	Main Road			
2	Electricity			
3	Gas connection			
4	Transport			
5	Primary Health Centre			
6	School			
7	Post Office			
8	Bank			
9	Phone			
10	Anganwadi Centre			
11	Gram Panchayat Office			



12	Revenue Office			
13	Police Office			
14	Forest Office (Beat)			
15	Post Office			
16	Bus facility			
17	Railway Station			
18	Drinking Water			
19	JFMC assets community hall petromax loudspeaker utensils etc.			
20	District Head Quarter			

**TABLE-6: AGRICULTURAL CROPS**

	Rain fed		Irrigation	
	Name of Crop	Area in ha.	Name of Crop	Area in ha.
Kharif				
Rabi				
Others				

**TABLE-7: CROP PRODUCTION PROFILE OF THE VILLAGE**

of crop	Total production (approx)	Number of households growing	Average production (quintal per/ha)
Paddy			
Wheat			
Oil seeds			
Vegetables			
Pulses			
Small millet			
Fruit orchards			
Others			

**TABLE-8: FODDER AVAILABILITY**

Types	1 – 3 months	3 – 6 months	> 6 months
Crop residue			
Trees fodder			

Grasses			
Green fodder			
Grazing in forest			

**TABLE-9: FODDER AVAILABILITY**

<b>For purchase</b>	<b>Location</b>	<b>Distance from village if in other village kilometer</b>
Grocery Shop/PDS center		
Weekly Market		
Major Market		
Forest corporation sale depo.		
Tendu Patta PHAD		
Fish Market		
Medicinal Plant Collection Center		
Forest Corporation Medicinal Plant Collection Center		
Other Specify		

**TABLE-10: WATER RESOURCES FACILITIES**

Water Source	Number	Water Availability (Adequacy, seasonality)	Uses (drinking, irrigation, livestock bathing)
Water Harvesting Structure			
Check dam			
Tube well			
River/Nala			
Spring			
Canal			
Water Reservoir			
Other, pl specify			

**TABLE 11: ENERGY CONSUMPTION**

Type of fuel	Number of household depending	Number of months dependent	Source (local village, forest, other source)	Major/Secondary
Fuel wood				
Kerosene stove				
Gobar/Bio Gas				
Cow dung cake				
LPG				
Electric Heater				
Other, pl specify				

**RECORD 2 - LIVELIHOOD OPPORTUNITY ANALYSIS**

**TABLE- 12: AGRICULTURE AND HORTICULTURE**

<b><i>Constraints</i></b>	<b>Reasons</b>	<b>Opportunities</b>	<b>Programme</b>
Low production/collection			
Storage & processing			
Marketing			

**TABLE- 13: LIVESTOCK**

<b><i>Constraints</i></b>	<b>Reasons</b>	<b>Opportunities</b>	<b>Programme</b>
Less grazing land			
Availability of fodder			
Veterinary care facility			
Production of milk			
Milk Market			
Problems related to other Livestock			

**TABLE- 14: NWFP**

<b><i>Constraints</i></b>	<b>Reasons</b>	<b>Opportunities</b>	<b>Programme</b>
Less Collection			
Unsustainable extraction			
Low Rates			
Value addition			

**TABLE- 15: SPECIALIZED SKILLS**

<b>Constraints</b>	<b>Reasons</b>	<b>Opportunities</b>	<b>Programme</b>
Raw material availability			
Product quality			
Marketing potential			
Credit facility			

**TABLE- 16: CREDIT FACILITY**

<b>Constraints</b>	<b>Reasons</b>	<b>Opportunities</b>	<b>Programme</b>
Indebtness (credit dependency)			
Rate of interest			
Availability of loan			
Mortgage difficulty			
Other specify			

**PROFORMA – 3: FOREST DEVELOPMENT PLAN**

**TABLE-17: STATUS OF FOREST AREAS ASSIGNED TO JFMC**

Name of Forest	Name of status(RF /PF/VF/ Government land)	Area in Ha	Length of peripheral boundary	No. of boundary pillars	Distance from village	Ground level (% of fertile less fertile and in fertile)	Condition of forest (well stock/ degraded/ bushy, few trees)	Frequency of use by villagers (2-3m/3-6m/ 6-9m/12m)
				1				

**B. Forest Soil type:**

- i. Fertility level .....
- ii. Soil erosion status of the forest .....
- iii. Silt / Mudflat / newly accreted land / sand dune .....

**C. Composition of existing fauna and flora:**

(use local as well as botanical names)

- i. Major forest species: .....
- ii. Associates: .....



- iii. Shrubs: .....
- iv. Medicinal Plants: .....
- v. Produces: .....
- vi. Others, if any .....

**JFMC Status**

- i. Year of beginning of protection by community: .....
- ii. Year of formation of JFMC : .....
- iii. Number of JFMC members: .....
- iv. Number of ST members in JFMC ..... in GB..... in EC.
- v. Number of SC members in JFMC..... in GB ..... in EC.
- vi. Number of OBC members in JFMC :..... in GB ..... in EC.
- vii. Number of Women members in JFMC..... in GB ..... in EC.
- viii. Forest Protection measures taken by JFMC in past: (number of people, household engaged, any formal mechanism)
- ix. Improvement observed after JFMC protection

**TABLE-18: DOMESTIC REQUIREMENT OF FOREST PRODUCE (PER HOUSEHOLD)**

Name of forest produce	Frequency of requirement	App. Quantity	How met a present?	Source
Firewood				
Timber for housing				
Small timber for agriculture implement				
Poles/Bamboo				
Fodder from forest				
NWFP				

**TABLE-19: COLLECTION AND MARKETING OF FOREST PRODUCTS BY THE VILLAGERS**

<b>Item</b>	<b>Season/months</b>	<b>Locality of collection</b>	<b>Number of HH collecting</b>	<b>Quantity collected (kg)</b>
Fuel wood				
Fodder				
Bamboo				
Timber				
Poles				
Weaving material				
Tendu Patta				
Medicinal Plant				
Myrobolams				

**TABLE-20: USE AND MARKETING OF NWFPs**

<b>Item</b>	<b>Utilized for self consumption</b>	<b>Surplus marketed (qty. in kg)</b>	<b>How marketed</b>	<b>Average Income from sale of forest products (per household)</b>
Fuel wood				
Fodder				
Bamboo				
Timber				
Poles				
Weaving material				
Tendu Patta				
Medicinal Plant				
Myrobolams				

**Forest Protection Issues**

**TABLE-21: PROTECTION PROBLEM**

Sl.No.	Type of Problem	Relevant or not (Y/N)	Significant/In signification
1.	Grazing local animals		
2.	Grazing by animals from the other area.		
3.	Illicit felling		
4.	Smuggling timber		
5.	Fire Accidental		
6.	Incident of snake bites/life threats/risks while protecting forest		
7.	Encroachment on the forest land		
12	Theft of Tendu Patta		
13	Theft of Medicinal Plant		
14	Other (specify)		

**TABLE-22: REASONS OF DEGRADATION OF FOREST**

1.....
2.....
3.....

**TABLE-23: PROTECTION PLAN**

Protection work (fill in whatever is applicable)	Location in forest area (mark in forest map)	Approx, number, length, size, extent – area.	Timing	Priority (high, medium, low)
i) Engagement of watcher				
ii) Informers award				
iii) Fencing/Social Fencing				
iv) Cattle proof trenches				
v) Rotational grazing				
vi) Model farm for cattle grazing				
vii) Fire protection				
viii) Stall feeding				

**TABLE-24: FOREST IMPROVEMENT**

Treatment	Area in ha to be covered under the plantation module	Priority for block plantation	Species	Spacing
i) Assisted Natural Regeneration (with plantation in gap).				
ii) Block Planting				
iii) Sowing of Mahua, Aonla, Neem, Harad, Bahera on trenches				
iv) Enrichment plantation/Sowing				
v) Plantation on Vacant lands Subabool, Sasbania, Agust, Moriga etc.				
vi) Direct Plantation				

**TABLE-25: TYPES OF OPERATION PROPOSED**

<b>Treatment</b>	<b>Whether required (Yes/No)</b>	<b>Who will do SHG, Forest Deptt., JFMC</b>	<b>Month/year when can be done</b>	<b>Extent of Area where treatment is req. (approx)</b>
Restoration of degraded forests.				
Protection to Cut Stumps of trees.				
Watershed treatment.				
Water reservoirs to be developed.				
Grass and Silvi Pastoral activities				
Bamboo culture and earth piling.				
Seed sowing				
Root and soot cutting planting				
Cut Back and Coppice treatment				
Stone wall fencing/live Hedge fencing				
Social fencing				

Other activities				

**TABLE-26: YEAR WISE TARGET FOREST IMPROVEMENT**

ent	Area to be covered under a planting model				
	2010	2011	2012	2013	2014
i) ANR including Gap Planting					
ii) Block Planting and sowing					
iii) Enrichment plantation and sowing					
iv) Silvi cultural operations					
v) Thinning pruning intermediate operations					

**Nursery Development**

**TABLE-27: FOREST DEPT., SHGS AND SCHOOL NURSERY**

Number	Name of the beneficiary	Species to be raised	Year of development	Number of seedlings to be raised

**TABLE-28: FARM FORESTRY NURSERY – SHGS AND SCHOOL NURSERY**

Location & area	Name of the beneficiary	Species to be raised	Year of development	Number of seedlings to be raised

**TABLE-29: MISCELLANEOUS OPERATION**

Treatment	Whether required (yes/no)	Who will do (VSS&VSS)	Month/year when can be done	Extent of Area where treatment is required (approx.)
i) Medical/Health care camp				
ii) Centre for non formal education				
iii) Promotion of fuel saving devices				
iv) Cattle improvement/health programmes.				

**Marketing Practices:**

- i. Marketing directly to private purchasers
- ii. Marketing directly to U.P. Forest Corporation
- iii. Marketing directly to Mandi Parishad
- iv. Marketing through Cooperative Society / similar organization
- v. Marketing in retail outlet

- vi. Marketing individually
- vii. Marketing collectively

Marketing plan would be chalked out on the basis of above information.

**Benefits expected from Forests protected by JFMC**

**TABLE-30: WOOD/GRASS RELATED BENEFIT EXPECTED**

<b>S.No.</b>	<b>Item</b>	<b>Month</b>	<b>Year (Indicative)</b>	<b>Quantity</b>
1	Pole			
2	Firewood			
3	Tree Fodder			
4	Fodder (Grass)			
5	NWFP			
6	Wages			
7	Tendu Patta			
8	Bamboo			
9	Medicinal Plant			

**TABLE-31: SHARING MECHANISM**

<b>Methods</b>	<b>Item</b>
To be equally shared	
To be freely collected by individuals	
Others.	



**RECORD 4: VILLAGE PERSPECTIVE DEVELOPMENT PLAN**

**TABLE-32: INCOME GENERATING ACTIVITIES**

Type of activity	No. of beneficiaries	No. of implementation	Nature of support required	Total amount required	Cost sharing by member	Amount required from UPPFMPAP	Fund from sources	Marketing Arraignment

**TABLE-33: CONSORTIUM OF SHGS ACTIVITIES**

S.No	Type of activity	No. of Groups and members	No. of implementation	Nature of support required	Total amount required	Cost sharing by member	Amount required from UPPFMPAP	Fund from sources	Marketing Arraignment

**TABLE-34: LIVELIHOOD (BASIC NEEDS) SUPPORT**

Type of activity	No. of beneficiaries	Year of implementation	Total amount required	Cost sharing by member	Balance amount required

*Human resources development/capacity building plan*

**TABLE-35: AWARENESS CREATION**

Type of programme	Year	Frequency	Targeted no of participants	Amount
a) Awareness				
b) Village meeting				
c) Others PI specify				

**TABLE-36: CAPACITY BUILDING/SKILLS DEVELOPMENT**

Type group	Name of Activity	Year of Training	Targeted no of participants	Place of training/training institution	Amount
a) SHG					
b) JFMC members					
c) EC members					
d) Motivator					
e) Accounts					

**TABLE-37: FIELD OR EXPOSURE VISITS**

<b>Type programme</b>	<b>Proposed places</b>	<b>Frequencies</b>	<b>Targeted no of participants</b>	<b>Duration</b>	<b>Amount</b>

**RECORD 5: RECORD OF ACTIVITIES UNDERTAKEN**

**Prepared by (Name)**

**Signature**

Place & Date

(Seal)

Date of preparation of Micro plan:\_\_\_\_\_

Date of discussion in the JFMC Executive Committee:\_\_\_\_\_

Date of discussion in the JFMC General Body:\_\_\_\_\_

Date of approval by the JFMC General Body:\_\_\_\_\_

Date on which the Micro plan was sent to Range Officer/ FIU Chief:\_\_\_\_

The Assam Joint Forest Management Rules 2002 provides the proforma for the same as under:-

**RECORD 6: ANNUAL IMPLEMENTATION PLAN**

Annual Implementation Plan of the Village Forest of .....

For the financial year.....

**Identity:**

1. Name of the Division
2. Name of Sub – Division
3. Range
4. Beat
5. Name of Joint Forest Management Committee
6. Block
7. Tehsil
8. District
9. Target of the year

S.No.	Works Description	Physical	Rate	Proposed cost	Proposed working	Remarks
1	2	3	4	5	6	7
1	Forest Boundary demarcation (km)					
2	Village Forest area demarcation (sq. km)					
3	Tendu Leave collection (Standard bag/hectares)					
4	Maintenance of the line (km)					
5	Maintenance of nursery seedlings raised in previous year April to July (Laksh)					
6	Plantation in advance soil work area and maintenance upto March					

S.No.	Works Description	Physical	Rate	Proposed cost	Proposed working	Remarks
	(hectares) (i) Fuelwood/fodder (ii) Timber (iii) Bamboo (iv) Tassar (v) Fruit bearing					
7	Advance nursery work for next year plantation and maintenance upto March (Lakhs)					
9	Felling of mature/marked work					
10	Thinning/Cultural work					
11	Bamboo harvesting (hectares)					
12	Clearing and maintenance of Assisted Natural Regeneration area (hectares)					
13	Coppice of Sal/Eucalyptus					
14	Repair/Construction of Unmetalled Forest road (km)					
15	Construction of culverts					
16	Soil/Water Conservation works (i) Drainage (Metre) (ii) Bundh number/Cubic metres (iii) Ponds (iv) Ringwell Construction (Numbers)					
17	Maintenance of last two yeas plantation IInd year (Hectares) IIIrd year (Hectares)					
18	Bamboo culture work (Chumps)					

S.No.	Works Description	Physical	Rate	Proposed cost	Proposed working	Remarks
19	Tendu Culture work (hectares)					
20	Establishing of Bio-gas plants					
21	Rehabilitation of forest cutting of Lantana etc. (hectares)					
22	Pressure cookers, Solar cookers, Improved chullahs (Numbers)					
23	Animal husbandry improved cattle breeding programs (Numbers)					
24	Horticulture distribution of Improved variety of fruit species.					
25	To provide vocational training in co-ordination with other departments  (i) Mushrooms production training  (ii) Forest  (iii) Honey bee  (iv) Tassar/ Silk					
26	Other works					
27	Date of preparation of annual implementation plan					

The micro plan prepared for ..... JFMC is here by approved.

Range Officer

FIU Chief

.....Range/FIU

(Seal)

Place

Date





**RECORD 7 : MEMBERSHIP REGISTER**

Name of JFMC                  Division                  Range

Beat                                  JFMC Code

Sr. No.	Name	Father's / Husband's name	Age	Male / Female	Education	SC/ST / BC/OBC
1						
2						
3						
4						
5						

**RECORD 8 ASSET REGISTER**

Name of JFMC                  Division                  Range

Beat                                  JFMC Code

Sr. No.	Year	Type of asset provided	Quantity	Number of households benefited	Present use and status	Remarks
1						
2						
3						
4						
5						

**RECORD 9 FOREST TREATMENT REGISTER**

Name of JFMC                      Division                      Range

Beat    JFMC Code

Type of treatment	Physical Targets	Financial Targets	Physical Progress		Financial progress		Remarks
			monthly	quarterly	monthly	quarterly	
1							
2							
3							
4							
5							

**RECORD 10**

Meeting and Resolution Register

Name of JFMC                      Division                      Range

Beat    JFMC Code

Sr. No.	Type of meeting Management Committee / General Body	Names and members and their signature/ thumb impressions	Resolution passed	Action Taken (to be entered after action is taken and reported in the subsequent meetings)

**RECORD 11 YIELD REGISTER**

Name of JFMC                  Division                  Range

Beat                                  JFMC Code

Year	Type of produce (timber, small timber, poles, NTFP, specify species	Number of members collecting	Physical quantity / yield	Financial returns revenue / realized
1	2	3	4	5

**RECORD 12 MUSTER REGISTER**

Name of JFMC                  Division                  Range

Beat                                  JFMC Code

Sr. No.	Date	Name of Member	Type of work	Amount paid	Signature / thus impression of member
1	2	3	4	5	6

**RECORD 13 RECEIPTS AND PAYMENT REGISTER**

Name of JFMC                      Division                      Range

Beat    JFMC Code

Date	Amount received	From whom received	Purpose for which received	Resolution date of EC / GB of JFMC Page no of meeting and resolution register if received by drawing from Govt. account	Amount paid	To whom paid name of the recipient	Voucher Nos / acquaintance details	Remarks
1	2	3	4	5	6	7	8	9

**RECORD 14 SOCIAL AUDIT**

Name of the scheme

Name of JFMC                      Division                      Range                      Year

Name of Section                      Beat

Name of Component	Target		Achievement up to end of previous half year		Achievement during the half year		Cumulative Total	
	Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin
1	2	3	4	5	6	7	8	9
Signature of President		Signature of Vice President		Signature of Forester -I		Signature of Forest Range Officer		



**RECORD 15 BENEFIT TO INDIVIDUAL FAMILIES**

Name of Family Beneficiary	Type and nature of benefit	Amount of benefit extended under the project	Project Component IGA, RAP:, TDP,	Other benefits extended
1	2	3	4	5

**RECORD 16 FIXED ASSETS REGISTER**

Project Name

Range

Division

Circle

Sr. No.	Name of the item	Date of acquisition / purchase	Location	Cost	Asset Code	Remarks
1	2	3	4	5	6	7

Note Physical verification of the fixed assets: The project officers shall conduct physical verification of the fixed assets at least once a year.

**RECORD 26 FORMAT OF SUB PROJECT AGREEMENT TO BE EXECUTED BETWEEN JFMC AND DFO OF THE  
RESPECTIVE DIVISIONS**

Articles of Agreement

Agreement No: & Date (To be filled up by the Divisional Forest Officer)

1. This deed of Agreement made in the form of Agreement on ..... Between the  
Divisional Forest Officer.....Division,....., Department of Forest,  
Assam on behalf of the PMU of APFBC (hereinafter referred to as the First Party) and the  
President, Treasurer and Member-Secretary of the Executive Committee of duly elected by the  
General Body of the..... Joint Forest Management Committee Village .....  
P.O ..... Panchayat ..... Block ..... Sub-Division..... District .....  
(Hereinafter referred to as the Second Party) to execute the project works under the Assam :Project  
on Forestry and Biodiversity Conservation (hereinafter referred to as Project Works) on the  
following terms and conditions for proper protection and development of the Forest(s)/  
Plantation(s) assigned to this committee as per the schedule given hereunder.

SCHEDULE:

- a. Name of the Joint Forest Management Committee
- b. District
- c. Division
- d. Range
- e. Section
- f. Beat
- g. Block, Compartment No:

h. Area(Ha)

i. Boundary :

North

East

South

West

j. Pictorial Map showing JFMC area (not to scale)

## 2. Disbursement of funds

i. The Second Party shall open the Joint Accounts by the name of 'Forestry Account and VDF (Current Accounts) in Nationalized commercial Banks, as per the guidelines prescribed APFBC Operational Manual, Financial Management Manual, and JFMC Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.

ii. The First Party shall nominate an Officer not below the rank of Forester-1 for

opening and operating a Joint Account by the name of 'Forestry Account' as per

the guidelines prescribed in the Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.

iii. Payment of necessary funds to the Second Party shall be released by the First Party as per the guidelines prescribed in the APFBC Operational

Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.

## 3. Maintenance of Accounts

- i. The second party shall maintain separate accounts for all expenditure incurred out of the fund provided from time to time for execution of Project works. Such Accounts shall be made available for inspection by the First Party or Project Implementation Unit or its authorized representatives for the purpose. The First Party shall be responsible for submission of expenditure statement and also necessary records to the PMU and FIU, as per the guidelines prescribed in the Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.
- ii. The First Party shall maintain separate accounts for all expenditure incurred out of the fund provided from time to time for execution of Project works. Such Accounts shall be made available for inspection by Field Implementation Unit or its authorized representatives for the purpose.
- iii. The First Party and Second Party shall have to maintain a register where all relevant data of civil works and inputs receipt records etc to be maintained properly. The register shall be kept open for all inspecting officers related to the implementation of the APFBC
- iv. In case of any event of misuse of funds, the First Party shall have right to stop operation of the Bank Accounts of the Second Party and to be followed by enquiry as may be deemed by the First Party.

#### 4. Completion of Project work

- i. The Project Work shall be completed within the time frame of the annual action plan prepared as per the guidelines prescribed in the Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.

#### 5. Duties and responsibilities of the First Party

- i. The First Party shall demarcate the Forest area, where the Second Party shall be allowed to undertake all the project activities and discharge all the responsibilities as per the guidelines prescribed Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.
- ii. The First Party shall ensure that the activities of the Second Party are in accordance with the guidelines prescribed in the APFBC Operational Manual and other rules, instructions and directions on force of Government of India and Government of Assam.

- iii. Until such time as the Second Party can undertake the task, any Forest Officer not below the rank of the Range Officer, as nominated by the First Party, shall prepare estimates for works.
  
- iv. The First Party through PIU/PCU shall impart training to Joint Forest Management Committee members on aspects of Forest Management including basic inventory collection, management planning, map interpretation, silviculture, nursery raising, grafting of HYV, etc.
  
- v. The First Party shall have the right to instruct to stop or suspend any activity at any stage if there is any deviation from the specification prescribed in the APFBC Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party, or violation of any of the terms of this agreement and demand recovery of its payments.

#### 6. Duties and responsibilities of the Second Party

- i. Apart from observing all the duties and responsibilities as prescribed in the APFBC Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party. The Second Party shall be responsible to manage and implement all the decisions of the Joint Forest Management Committee.
  
- ii. The Second Party shall be responsible for maintaining the record of the proceedings and other documents like Chequebooks, joint Account, Minutes Book, Executive Committee Resolution book, Annual Plan, Micro-plan, and Estimates for Works etc.
  
- iii. The Second Party shall assign duties and responsibilities to the members and may constitute sub-committees as needed with a view to ensure implementation of the Joint Forest Management Committee micro-plan and for effective discharge of their prescribed duties and responsibilities.
  
- iv. The Second Party in consultation with the General Body shall evolve methodology on all issues relating to membership, conflict resolution, encroachments, customary rights and benefit sharing.

- v. The Second Party shall prepare a Micro Plan for Project Works as per the guidelines prescribed in the APFBC Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party
  
- vi. It shall be the responsibility of the Second Party to account for and manage the funds and other resources received from the Government, other sources and the funds internally generated, in accordance with sound financial standards and practices.
  
- vii. The Second Party shall identify and fix the responsibility on the members of the Joint Forest Management Committee who commit specific offences like grazing in the Forest and plantation areas, non-cooperation and disobedience towards decisions of the General Body and Executive committee and inflict Penalties as per the guidelines prescribed in the APFBC Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party
  
- viii. The Second Party shall ensure that the purchases are made as specified in the Procurement Procedure of World Bank as provided by the First Party and also as per the guidelines prescribed in the APFBC Operational Manual, as annexed herewith and as per the amendments made to it from time to time by the First Party.
  
- ix. The Second Party shall be responsible for bringing any discrepancy or irregularity to the notice of the representative of the First Party
  
- x. The Second Party shall abide by the technical suggestion/ direction of the First Party or his representatives.
  
- xi. The Second Party shall ensure that there is no misutilization of the money during execution of the Project Works.
  
- xii. The Second Party shall pay all duties, taxes and other levies payable against procurement of inputs.
  
- xiii. The Second Party shall exercise its rights under this agreement in such manner as to protect the interests of the World Bank and First Party.

- xiv. The second party shall be responsible for maintenance and security of the property / equipment, if any supplied to individuals / communities as part of the project and ensures the same is not misutilized.

## 7. Dispute Settlement

During execution of work, any dispute arises between the two parties, relating to any aspect of this agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation. If the dispute is not settled through such consultation, the matter may be referred for arbitration to the Project Director of the APFBC PMU.

Signature of the First Party (Officers of the Forest Department, Assam.

Sl.No.	Name & Designation	Signature
--------	--------------------	-----------

1.	(Divisional Forest Officer)	
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2.	(Forest Range Officer)	
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Signature of the Second Party (Members of the Committee)

Name & Address :	Signature
------------------	-----------

1. (President)	1.
----------------	----



2. (Treasurer)      2.

3. (Member-Secretary)      3.

Signature of Witnesses

Name & Address :      Signature

1.      1.

2.      2.

3.      3.

## RECORD: 27 SPECIAL RULES FOR EDCS

The EDC resolution by The Govt of Assam .....said that –

- Village eco-development committee means village level committee constituted in the manner prescribed under this resolution for taking up Eco-development activities in the village concerned
- This abides the Wild Protection Act by Ministry of Environment and Forests, Government of India
- The Eco-development programme will be implemented in Eco-development Zone that may extend upto a distance of about 5 km. from Protected Area boundary and will be demarcated after careful consideration of the impact of people on Protected Area resources and wildlife of people.
- The Eco-development Zone may or may not run along the entire boundary of the Protected Area. If the Reserved Forest area situated close to the protected area boundary is rich in wildlife, the Zone may extend to include the ecological boundaries of the dominant animal species.
- Section .....Protected Area Level Eco-development Committee:  
The Conservator of Forest of the concerned Protected Area will constitute the committee as follows:
  - (i). Protected Area Manager –Chairperson.
  - (ii). One forest Officer nominated by the Protected Area Manager – Member Secretary.
  - (iii). One representative nominated by the chairperson of Zila Panchayat – member (one from each district in case more than one district is covered by Protected Area Cluster.)
  - (iv). Deputy conservator of Forests, or his nominee, of the adjoining Forest Division(s)-Member.
  - (v). Assistant Conservator of Forests in-charge of the Spearhead Team(s)-Member.
  - (vi). One Representative nominated by the Chief Wild Life Warden From Non Government Organisation in the region-members.
- Section .....Village Eco-development committee:  
The Protected Area Manager will constitute it in following manner:
  - (i). The Protected Area manger concerned will selected the village or villages to be taken up for Eco-development. The committee shall be formed on the basis of single contiguous village or hamlet.
  - (ii). The Protected Area Manager shall inform the Range Officer concerned about the selection of the village/hamlet in his jurisdiction and ask him to take further action for the constitution of the village Eco-development Committee.
  - (iii). The range Officer shall then inform all the household of the village/hamlet to assemble at a fixed date, time and place for the purpose of the constitution of the Village Eco-development Committee. At least ten days advance notice will be given for this purpose.
  - (iv). On the fixed date, time and place, if less than half of the households are represented in the assembly then meeting will be postponed for a latter date.
  - (v). The range Officer shall in meeting as convened above, prepare a list persons who opt to join the Village Eco-development Committee. There will be not more than one member nominated from each willing household, in the Village Eco-development Committee. The Range Officer will make special efforts to see that all Scheduled Casts/Schedule Tribe/Backward Classes and forest dependent poor households are represented in the Village Eco-development Committee and preferably thirty percent of the household representatives are women.
  - (vi). The list of representatives of the willing household shall be recorded in register maintained for this purpose and new entries to the register shall be made as and when new household show their willingness to participate. This list will constitute the Village Eco-development Committee.

- (vii). The Village Eco-development Committee shall elect a Chairperson and four members for the Executive Committee of the Village Eco-development Committee of which at least one member should be from Scheduled Castes/Schedule Tribe. One member from Other Backward Class and Two female members.

Provided that if the Chairpersons or any of the members elected from the Scheduled castes/Scheduled Tribe/Other Backward Class is a woman, then the seat reserved for female member can be filled from male member.

- (viii). A Forest shall be nominated by the Protected area manager as member-Secretary-cum Treasurer of the Village Eco-development Committee.
- (ix). The election for the Committee shall be held after every three years. Provided that the election for the Committee could also be held earlier if two thirds of the members of the Village Eco-development Committee pass a resolution demanding the removal of the Chairperson or any member.
- Section..... Executive Committee of the Village Eco-development Committee:

The village Eco-development Committee shall have Executive Committee of seven members. The Chairperson of the Village Eco-development Committee shall also be chairperson of Executive Committee. Four members shall be elected every three years by the members of village Eco-development Committee. Of these at least one shall belong to the Schedule Castes/Scheduled Tribes and at least one member shall belong to other backward Classes. The Protected area manager will nominate a Forester of the area as ex-officio-member-secretary-cum-treasurer of the Executive Committee. The Protected Area Manager will nominate one Non Government Organisation representative as member of the Committee. Thus the composition of the Executive Committee shall be as follows:-

- (a). Chairperson-Chairperson of Eco-development Committee.
- (b). Member – elected from Scheduled Castes/Scheduled Tribes members of village Eco-development Committee.
- (c). Member – Elected from other backward class members of villages Eco-development Committee.
- (d). Member – elected from women member of Village Eco-development Committee.
- (e). Member – elected from women members of Village of Village Development Committee.
- (f). Member – Secretary-cum-Treasurer – Forester nominated by protected Area Manager.
- (g). Member – One Non Government organisation representatives nominated by Protected Area Manager.

In case there are no Scheduled Castes/Schedules Tribes/Other Backward Classes Household in the village/hamlet, then the seats can be filled from general category households.

After the process of election/nomination is completed the PA Manager shall notify the constitution of the Executive Committee.

After the Village Eco-development Committee and its Executive Committee are constituted the Protected Area Manager shall take action to get registered as Society under the Societies Registration Act, 1860.

- **Section .....****Rules of Business:**
- 6(a) Protected Area level Eco-development Committee:

- (i.) The Committee shall *meet once in each quarter* of the financial year.
  - (ii.) The member-Secretary with the consent of the Chairperson shall convene the meeting of the Committee.
  - (iii.) The quorum for meetings shall be one-third of the members including the Chairperson.
  - (iv.) The member-Secretary shall maintain minutes of the meetings.
  - (v.) Non-official members will be paid passage at the rate equivalent to the entitlement of category 1 Govt. Servants. They shall not be paid dearness allowance or any other dues allowances etc.
- Section: .....Village Eco-Development Committee:-
    - (i.) The member-Secretary-cum-treasurer shall, with the consent of the Chairperson, convene meeting of the General Body of the village Eco-development Committee.
    - (ii.) General body Meetings shall be held at least twice in a financial year.
    - (iii.) The Chairperson of the Village Eco-development Committee shall chair the meeting. In the absence of the Chairperson the members of the Executive Committee (Other than the nominated members) present shall elect one among them to chair the meeting.
    - (iv.) Quorum for each meeting of the General Body shall be one-third of the members.
    - (v.) The member-Secretary-cum-treasurer will not have voting right. Similarly the Non Government organisation member will not have the right to vote, except if he/she is a member of Village Eco-development Committee.
    - (vi.) The Member-Secretary-cum-treasurer shall maintain minutes of meetings.
    - (vii.)The concerned Range Office shall be the observer in the General body Meeting of the Village Eco-development Committee.
    - (viii.) The Member-Secretary-cum-treasurer shall maintain a Register showing necessary particulars of the member of the village Eco-development Committee, e.g., Name, Father's/ Spouse's name, Age, Number of family members, etc.
    - (ix.) The member-Secretary-cum-treasurer shall maintain a Minutes Book wherein proceedings of the meetings of Annual general Meeting of the Village Eco-development Committee will be recorded under the signature of the Chairperson and member-secretary-cum-treasurer.
    - (x.) The Village Eco-development Committee shall also maintain all other records and submit all return/information as prescribed.
  - Section .....Executive Committee of the Village Eco-development Committee:
    - (i.) The Executive committee will be elected every three years by the Village Eco-development Committee in General Body Meeting.
    - (ii.) The Member-Secretary-cum-treasurer shall, with the consent of the Chairperson, convene meetings of the Executive Committee of the Village Eco-development Committee.
    - (iii.) Quorum for each meeting of the Executive Committee shall be two elected members of the Executive Committee.
    - (iv.) The Executive Committee shall meet at least once in two months.
    - (v.) The chairperson of the Committee shall vote only if there is a tie i.e., his/hers will be a casting vote.
    - (vi.) The Member-Secretary-cum-Treasurer will not have voting rights. Similarly the NGO member will not have right to vote, except if he/she is a member of VEC.
    - (vii.)Casual vacancies arising in the Executive Committee from death, resignation or otherwise may be filled by co-option by the Executive Committee. A Co-opted member will hold office for the un-expired portion of the period remaining of the member causing such vacancies. For the purpose of resignation one month notice will be required.
    - (viii.) The Member-Secretary-cum-treasurer shall maintain minutes of the meeting.
  - Section ..... Duties and Functions of the Committee:
  - 7(a) protected area level Eco-Development Committee:

- (i.) To mobilise support for the Eco-development programme and create a suitable environment for its launch.
  - (ii.) To provide coordination between different department at the Protected Area level to ensure a high quality in the delivery of services.
  - (iii.) To advise to Protected Area authorities for the formulation of the Protected Area level Eco-development Plan. This will address issues such as land use practices in Protected Area surrounds development and urbanization on Protected Area surrounds, corridors for wind animals, local threats to Protected Area Resources, impact of tourism, pollution and measures to safeguard human life and property from destruction by wild animals.
  - (iv.) To monitor and review the progress of the village level Eco-development.
  - (v.) To help in generation of additional resources for the extension of Eco-development activities,
  - (vi.) To integrate Protected Area concerns in plans and activities of the various stockholders.
  - (vii.) To devise mechanisms for better conservation and improvement of Protected Area.
- Section ..... Village Eco-development Committee:
    - (i.) To enter into formal agreement in the prescribed proforma in form-1 with the Protected Area Manager, through Chairperson of the Village Eco-development Committee, to undertake Eco-development activities.:
    - (ii.) To elect members to the Executive Committee.
    - (iii.) To assist in the formulation of Microplan and Annual Implementation Plan.
    - (iv.) To discuss in the General body, Meeting the details of Eco-development activities to be taken-up, details of distribution of benefits, etc. and to adopt a Microplan for Eco-development for submission to protected Area manager for approval. The micro-plan will be for a period of five years.
    - (v.) To adopt annual implementation Plans based on the approved micro-plan and assist in its Implementation.
    - (vi.) To have an account in a bank/post-office for maintaining a common fund by deposits from the members and / or other sources. The fund will be operated jointly by the Chairperson and the Member-Secretary-cum-treasurer as per written resolution of the Executive committees. Receipts and withdrawals from this Account shall be presented in every Annual General Meeting of the village Eco-development Committee for approval.
    - (vii.) To assist in the protection of the forests and wildlife inside the forest and those straying outside, through members of the village Eco-development and/ or jointly with the staff of the Forest Department.
    - (viii.) To inform forest personnel about any person(s) attempting trespass and wilfully or maliciously damaging the said forests(s) and / or Wildlife herein.
    - (ix.) To prevent and assist in prevention of the such trespass, encroachments, grazing, fire, poaching, theft or damage or violation of the Act and the Wild life Act jointly with staff of Forest Department.
  - Section ..... Executive Committee of Village Eco-development Committee:
    - (i.) To make other villagers aware of the importance of nature conservation, sustainable development and utilisation of natural resources and the need for the biodiversity conservation.
    - (ii.) To involve every member of the Village Eco-development Committee in the mater of Protection of Protected Area Resources as well as other duties assigned to the Village Eco-development Committee.
    - (iii.) To assist Forest Department staff in smooth and timely execution of all forestry works taken up in the area of activities of the Village Eco-development Committee.
    - (iv.) To assist the concerned forest officials and the village Eco-development Committee in the matter of selecting/engaging labourers required for forestry works.,

- (v.) To assist in the preparation of the Eco-development Microplan and Annual Implementation plans of the Village and to submit within stipulated time frame the Microplan and Annual implementation plan adopted by the General Body of the Village Eco-development Committee to Protected Area Manger for Approval.
  - (vi.) To file in stipulated period every year, a list of names, addresses, occupation of the members with the Registrar of Societies under the provisions of the Societies Registration Act, 1860.
  - (vii.) To ensure smooth implementation of Eco-development programme so that the members of the Village Eco-development Committee get maximum benefit.
  - (viii.) To ensure that Eco-development fund and usufruct benefits as allowed by govt. are available unhindered to the beneficiaries.
  - (ix.) To maintain records of activities and accounts in the manner prescribed and to make available these records of to prescribed/authorised persons.
  - (x.) To report about activities of particular member which are found prejudicial and / or detrimental to the interest of forest/wildlife, to the concerned Range officers/Forester/Forest Guard, which may result in cancellation of membership of the erring members.
  - (xi.) To prevent any action in contravention of the provisions of the Act and the Wildlife Act as amended from time to time.
  - (xii.) To assist Protected Area Officials to take action under provisions of the Act, the Wildlife Act and any rules made there under against the offenders including any erring member of the village Eco-development Committee.
- Section: .....Sharing of Benefits:
    - (i.) One fourth of the cost activities under Micro-plan will be borne by the village community. The community may contribute in the form of material (land etc.), labour or even in the form of forsaking their right for a definite period.
    - (ii.) Individual beneficiaries may be provided advances or loans by the Village Eco-development Committee. Repayment will be on terms and conditions established by each village Eco-development committee.
    - (iii.) Individual beneficiaries will have to bear a minimum of 25% of the cost of the activity item. Individual beneficiary will not be given more then 5% of the total proposed investment of the village Eco-development Committee.
    - (iv.) No individual shall be give advance or loans second time until the previously sectioned amount is fully repaid and other terms and conditions are fully complied with.
    - (v.) The money pooled back into the village Eco-development Committee account will help establish a revolving fund mechanism for re-financing to the community and ensuring long-term financial sustainability of the programme.
    - (vi.) Only those usufructs as allowed from time to time from the Protected area shall be distributed through mechanisms devised by consensus by the village Eco-development Committee and incorporated in the approved microplan.
  - Section 17. Legal Proceedings:
    - (i.) All suites and legal proceeding by or against the society shall be in the name of the Society through the Chairperson
    - (ii.) All contracts and assurances of property made on behalf of the society shall be signed on behalf of the Secretary-cum-Treasurer under seal of the Society.
    - (iii.) The Executive Committee shall provide a common seal for the Society and shall have power from time to time to destroy the same and substitute a new seal in lieu thereof. The seal shall be used in presence of at least two members.
    - (iv.) For acts, matter things, which have not been specifically provided for in the Rules the provision the Act, Government Resolution for Eco-Development and the Government Guideline for Eco-development and the Rules framed thereunder shall apply.
  - Section..... Amendment

These articles shall not be altered except when special resolution for such amendment is passes by  $\frac{3}{4}$  of strength of the member present and voting at a General Body Meeting called for the purpose and the resolution is approved by the Government.

- Section..... Change of Purpose:

The Society shall be entitled to alter objectives, rules or to amalgamate itself fully or partly with other Societies or from a subsidiary society without prior approval of the Govt. and without complying with provision of the Societies Registration Act 1860.

- Section ..... Dissolution:

The Society may be dissolved subject to section 13 & 14 of the Societies Registration Act, 1860. If any assets remain after the satisfaction of its debts and liabilities, these will be utilized for purposes decide by Government.

- Section ..... Records:

The Society shall maintain the following records:

- (i.) Membership Register
- (ii.) Proceeding Register
- (iii.) Stock Register
- (iv.) Cash Book

Any other records prescribed by the Government / under provision of the Societies Registration Act / as per requirements of the Society.