



FOREST DEPARTMENT
GOVERNMENT OF RAJASTHAN

OPERATION MANUAL



RAJASTHAN FORESTRY AND BIODIVERSITY PROJECT 2



Approved vide Government Order No. F.4(47) Forest/2006 dated 03-04-2012

RAJASTHAN VANIKI EVAM JAIV-VIVIDHATA SANRAKSHAN SOCIETY, JAIPUR

1207/JAIPUR, 2010-11

Aravalli Bhavan, Jhalana Institutional Area, Jaipur (Rajasthan)



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राजस्थान सरकार वन विभाग

क्रमांक प.4(47) वन/2006

जयपुर, दिनांक 03-04-2012

प्रेषित :-

परियोजना निदेशक

राजस्थान वानिकी एवं जैव विविधता परियोजना, फैज-2

अरावली भवन, जयपुर।

विषय :- राजस्थान वानिकी एवं जैव विविधता परियोजना फैज-2 हेतु लागू की जाने वाली ऑपरेशन मैनुअल बावत्।

महोदय,

उपरोक्त विषयान्तर्गत आपके कार्यालय की एकल पत्रावली एफ.4(15) पार्ट-II/2011/विकास/अप्रमुवस/एपीपी पर प्रस्तुत किये गये राजस्थान वानिकी एवं जैव विविधता परियोजना, फैज-2 हेतु लागू की जाने वाली ऑपरेशन मैनुअल पर राज्य सरकार की प्रशासनिक सहमति देते हुए इसकी एक प्रति सलग्न आवश्यक कार्यवाही हेतु प्रेषित है। उक्त सहमति संयुक्त सचिव वित्त (जी. एण्ड टी. कोरिडिनेशन) विभाग की आई. डी. क्रमांक 26120006 दिनांक 31-03-2012 से प्राप्त सहमति के अनुसरण में जारी की जाती है।

उक्त अनुमोदित ऑपरेशन मैनुअल की प्रतियां करार एक प्रति प्रशासनिक विभाग, संयुक्त सचिव, वित्त (जी. एण्ड टी. कोरिडिनेशन) विभाग, विशेषाधिकारी, वित्त (व्यय-3) विभाग एवं संबंधित अधिकारियों को भिजवाया जाना सुनिश्चित करें।

संलग्न उपरोक्तानुसार

भवदीय,

Sd/-

(सी.एस. रत्नासामी)

शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. प्रधान मुख्य वन संरक्षक (एच.ओ.एफ.एफ.) राजस्थान, जयपुर।
2. संयुक्त सचिव वित्त (जी. एण्ड टी. कोरिडिनेशन) विभाग, राजस्थान, जयपुर।
3. विशेषाधिकारी, वित्त (व्यय-3) विभाग, राजस्थान, जयपुर।

Sd/-

शासन सचिव

ABBREVIATIONS

ACF	Assistant Conservator of Forests
APCCF	Additional Principal Chief Conservator of Forests
APD	Additional Project Director
BRS	Bank Reconciliation Statement
C & AG	Comptroller & Auditor General of India
CCF	Chief Conservator of Forests
CEO	Chief Executive Officer
CET	Communication Extension & Training
CUG	Common User Group
DA	Dearness Allowance
DGS&D	Directorate General of Supplies & Disposals
DMU	Divisional Management Unit
DPD	Deputy Project Director
EDC	Eco Development Committee
FHB	Financial Hand Book
FMS	Financial Management System
FMU	Field Management Unit
HOFF	Head of Forest Force
GB	Governing Body
GF & AR	General Financial & Accounts Rules
GIS	Geographical Information System
GOI	Government of India
GOR	Government of Rajasthan
HPC	High Power Committee
HRA	House Rent Allowance
HRD	Human Resource Development
IT	Information Technology
ITES	Information Technology enabled Services
JFM	Joint Forest Management
JICA	Japan International Cooperation Agency

JPD	Joint Project Director
LDC	Lower Divisional Clerk
M&E	Monitoring & Evaluation
MIS	Management Information System
MOD	Minutes of Discussion
MOU	Memorandum of Understanding
NGO	Non-Government Organization
OM	Operation Manual
PCCF	Principal Chief Conservator of Forests
PD	Project Director
PMC	Project Management Consultant
PMU	Project Management Unit
PPMS	Project Planning and Monitoring System
PSR	Project Submission Report
QPR	Quarterly Progress Report
RC	Reimbursement Claim
RFBP-2	Rajasthan Forestry & Bio-diversity Project – 2
RFD	Rajasthan Forest Department
RFO	Range Forest Officer
RO	Resource Organization
RS	Responsibility Sector
RTI	Right to Information
RVJVSS	Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society.
SHG	Self Help Group
TA	Traveling Allowance
UC	Utilization Certificate
UDC	Upper Divisional Clerk
VAT	Value Added Tax
VFPMC	Village Forest Protection & Management Committee
VLW	Village Level Workers
VO	Voluntary Organisation

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Chapter - 1

GENERAL INFORMATION ABOUT OPERATION MANUAL

1.1 INTRODUCTION

Government of Rajasthan (GoR) has received a loan from the Japanese International Cooperation Agency (JICA) through Government of India (GoI) for implementation of Rajasthan Forestry and Biodiversity Project Phase 2 (RFBP-2) (hereinafter called "the Project") across 15 districts of Rajasthan, namely Barmer, Bikaner, Churu, Jaisalmer, Jalore, Jhunjhun, Jodhpur, Nagaur, Pali, Sikar, Banswara, Dungarpur, Sirohi, Bhilwara and Jaipur and in and around 7 Wild Life sanctuaries, namely Keladevi WL Sanctuary, Kumbalgarh WL Sanctuary, Fulwari Ki Nal WL Sanctuary, Raawalli Todagarh WL Sanctuary, Sitamata WL Sanctuary, Bassi WL Sanctuary and Jaisamand WL Sanctuary. The 8 year Project with an outlay of Rs 1152.53 Crores involves taking up activities in the field of Afforestation, Soil and Water Conservation, Biodiversity Conservation, Poverty Alleviation and Livelihood Improvement in selected villages of the project area through active peoples' participation under the Joint Forest Management (JFM) approach. The project envisages active involvement of NGOs/VOs in the field of community mobilization and development and expert individuals, agencies and institutions in technical and specialized fields.

1.2 MODE OF IMPLEMENTATION

The Project is to be implemented through an autonomous Society named "Rajasthan Vaniki Evam Jaiv Vividhata Sanrakshan Society" (hereinafter called "the Society"). The society has been registered under Rajasthan Society registration Act 1958 on 8th March 2011 at Jaipur (Registration Number 1207). The Society shall form the State level Project Management Unit (PMU) of the Project. The present office of the society is located in Aravalli Bhavan, Jhalana Institutional Area, Jaipur, 302004, Rajasthan. The Registration Certificate, the Memorandum of Association and bye laws of the society are annexed as Annexure No 1.

At the lower levels, the Project is proposed to be implemented by peoples' body namely Village Forest Protection and Management Committee (hereinafter called "VFPMC") or Eco-development Committee (hereinafter called "EDC"), as the case may be through the existing territorial forest divisions which shall be called as the Divisional Management Unit (DMU) of the Project and the concerned Range Office, which shall be called as the Field Management Unit (FMU) of the project. The VFPMC/EDC shall be formed as per the extant resolutions/regulations issued by GoR. Livelihood Promotion activities shall be undertaken through formation of Self Help Groups (SHGs) from within the members of VFPMCs/EDCs.

1.3 SCOPE

PMU being an autonomous society, exclusively created for implementation of the project, it is but necessary to have duly approved set of financial and administrative guidelines and regulations for the society to carry out various activities of the project in consonance with the, government rules and regulations as also to facilitate their easier and better implementation. The imposition of commitment charges on non-utilization of funds as agreed in the implementation schedule, makes it all the more important to have smooth working mechanism without much bottlenecks but with all required checks and balances to prevent any undue utilization of funds.

1.4 OBJECTIVES

The objectives of having an exclusive Operation Manual for the Society are :

- a. To provide an exclusive set of administrative and financial framework for efficient, effective and earnest implementation of the project
- b. To cater to project specific needs in a better and organized way.
- c. To ensure smooth and seamless flow of funds and adjustments of accounts.
- d. To ensure timely and effective implementation of all project components as per the mutually agreed terms and conditions
- e. To prevent undue utilization of project provisions.
- f. To efficiently utilize project funds for public welfare by preventing and avoiding cost and time overruns.
- g. To facilitate inception of newer ideas, techniques and innovations in forest management.

1.5 COMPONENTS

The Operation Manual, inter alia, includes, details on the following points:

- a. The organization structure of the PMU
- b. The roles, responsibilities, powers, duties and functions of various authorities in the PMU as well as HPC.
- c. The roles, responsibilities, powers, duties and functions of various functionaries employed on contract or by deputation in the PMU or DMU
- d. The system of appraisal of performance of officers/staff on deputation / under contract to the PMU
- e. The delegation of various administrative and Financial powers to officers of the PMU/DMU/FMU
- f. The detailed accounting system to be followed at various levels including the VFPMCs/EDCs/SHGs and NGOs under the project for implementation as well as procurement.

1.6 AUTHORITY

The OM is a 'binding instrument' for all the Project Units as regards utilization of project funds and implementation of Project activities. It is binding on Project activities at all levels. Unless otherwise mentioned in this Manual, the rules, Government Orders and instructions issued by RFD and GoR would be applicable.

1.7 APPROVAL AND AMENDMENT

The OM shall derive its authority after approval and adoption of the same by the High Power Committee of the society. However, in the event of possibility of delay in securing such approval, approval of the Governing Body of the society shall be sufficient to put the OM to practical use. However, all such actions undertaken prior to receiving due approval from HPC shall be got approved through the HPC.

The High Power Committee (HPC) of the society is authorized to make change(s), modification(s), addition(s) and deletion(s) to the Operation Manual.

Chapter - 2

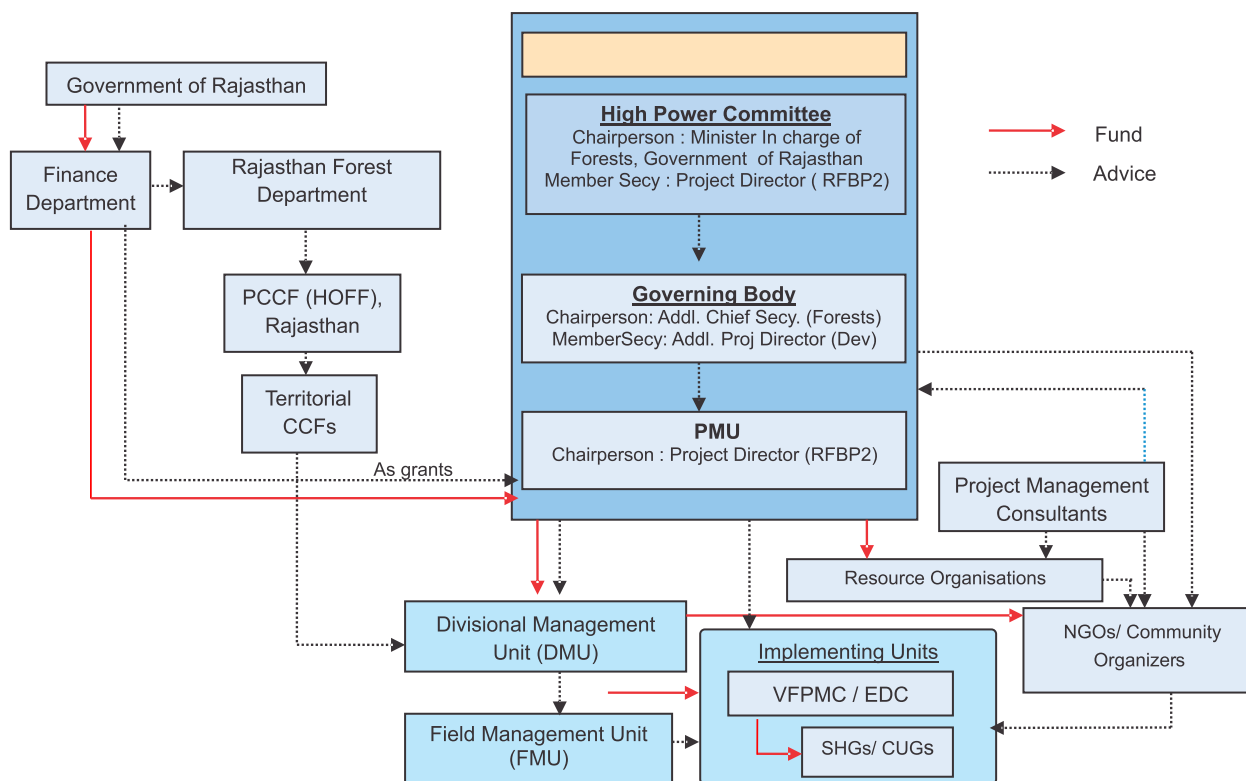
PROJECT IMPLEMENTATION STRUCTURE

2.1 INSTITUTIONAL ARRANGEMENT FOR PROJECT IMPLEMENTATION

The Project will be implemented by the Rajasthan Forest Department through the autonomous Society namely "Rajasthan Vaniki Evam Jaiv Vividhata Sanrakshan Society". In accordance with the contents of the agreed Minutes of Discussion PMU has been formed vide Government Order No F12(2) \forest/2011, Jaipur, dated 11 April 2011. The PMU will be in-charge of the overall managerial tasks of the Project and will collate and consolidate the expenditure statements from divisional and field offices. PMU will also prepare documentation for reimbursement claims to JICA. Various offices of the RFD at the Circle, Division and Range levels will implement the project in the field. The Division Office shall be the Divisional Management Unit (DMU) and the Range Office shall be the Field Management Unit (FMU) of the Project. The detailed list of DMU and FMU along with its supervising offices is given at Annexure 3

The figure below shows the detailed institutional framework envisaged for the implementation of the Project.

Institutional Framework of the Project



2.2 ORGANISATIONAL SETUP OF SOCIETY AT HEADQUARTERS

The Project will be implemented through a registered society namely, "Rajasthan Vaniki Evam Jaiv-vividhata Sanrakshan Society, Jaipur". Members of HPC, Governing Body and Heads of DMUs shall be the

members of the society in their ex-officio capacity. The society will have following organisational setup at Headquarters :

- CEO and PD , PMU
- Governing Body
- High Power Committee

2.3 CHIEF EXECUTIVE OFFICER (CEO) AND PD, PROJECT MANAGEMENT UNIT

Project Management Unit of RFBP 2 was created by Government of Rajasthan vide its order No F12(2)Forest/2011, Jaipur, dated 11 April 2011 for carrying out day to day operations of the society as well as the Project (Annexure 2). The Project Director, Rajasthan Forestry and Biodiversity Project Phase 2, appointed by the State Government, shall be the ex-officio Chief Executive Officer of the Society and head of the Project Management Unit (PMU). The Chief Executive Officer shall perform the following duties:

- i. To prepare and disseminate technical, administrative and financial guidelines, instructions, and approvals in connection with the works under the Project and other programs implemented by the Society.
- ii. To prepare a mission document which shall state specific goals of the Society, strategies to be adopted, programmes and works to be taken up, and time frame for achieving predetermined specific targets for each Divisional Management Unit (DMU) and Field Management Unit (FMU).
- iii. To supervise and review the progress of all activities under Rajasthan Forestry and Biodiversity Project, Phase 2 and other programmes of the society.
- iv. To carry out day- to- day activities of the society and overall supervision of Rajasthan Forestry and Biodiversity Project, Phase 2 and other programmes being implemented by the society.
- v. To execute and effectively implement the directions and decisions of HPC and Governing Body.
- vi. To exercise, such power, as may be necessary for achieving the objectives of the society.
- vii. To perform all such functions and acts necessary for the furtherance of the objectives of the society within the framework of the rules and regulations laid down for the working of the society by the HPC or the Government.

2.4 GOVERNING BODY

There shall be a Governing Body to supervise the day-to-day working of the Society, which shall comprise of the following members:

1	Chairperson	Additional Chief Secretary/ Principal Secretary , Forests, GOR
2	Member	Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan
3	Member	Principal Chief Conservator of Forests (WildLife) & Chief Wildlife Warden, Rajasthan
4	Member	Project Director, Rajasthan Forestry and Biodiversity Project Phase 2

5	Member	Secretary, Forests, GOR
6	Member	NGO Representative (to be nominated by Project Director of Rajasthan Forestry and Biodiversity Project Phase 2)
7	Member Secretary	Additional Project Director, (Development), Rajasthan Forestry and Bio-diversity Project, Phase 2

2.4.1 POWERS AND FUNCTIONS OF GOVERNING BODY

The functions of the Governing Body shall, inter alia, include:

- Monitoring the financial and physical progress of the programmes of the society,
- Providing guidance and proposing initiatives and changes in policies, rules and regulation and other such aspects for better and efficient working of the society and for furtherance of the objectives of the society.
- Preparing and approving plans, proposals etc. to be placed before HPC.
- Preparation of suitable plans and proposals for appropriate growth and development of the society and ensuring their execution after approval.
- Scrutinizing the agenda for meeting of the HPC and the General Body
- Any other functions as prescribed by the HPC

2.4.2 MEETINGS OF THE GOVERNING BODY

The Governing Body shall meet at least once in three months or more frequently, if deemed necessary. The Chairperson shall call and preside over the meeting of Governing Body. In his absence, however, the Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan may preside over the meeting of the Governing Body. Ordinarily seven days' notice shall be given for the meeting of the Governing Body. In case of urgency, the meeting may be held at a shorter notice. A minimum of four members shall form the quorum for the meeting of the Governing Body.

2.5 HIGH POWER COMMITTEE (HPC)

The society has a High Power Committee with following composition, as the highest decision making body of the society:

1	Chairperson	Minister in-charge of Forests, Government of Rajasthan
2	Vice Chairperson	The Chief Secretary, Rajasthan.
3	Member	Additional Chief Secretary, Finance and Policy Planning
4	Member	Additional Chief Secretary/ Principal Secretary , Forests, GOR
5	Member	Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan

6	Member	Principal Secretary, Planning
7	Member	Principal Secretary, Agriculture
8	Member	Principal Secretary, Animal Husbandry
9	Member	Principal Secretary, Rural Development & Panchayat Raj
10	Member	Principal Secretary, Tourism
11	Member Secretary	Project Director, Rajasthan Forestry and Biodiversity Project Phase 2

Representative of Ministry of Environment & Forests, Government of India and also a representative of Japan International Cooperation Agency (JICA) may be invited to HPC meetings as Special Invitees.

2.5.1 POWERS AND FUNCTIONS OF HPC

The High Power Committee shall be the highest decision making body of the society and shall be empowered to act on behalf of the society in all matters. It shall have the following powers and perform following functions:

- Approval of annual plan of the society
- Approval of budget, accounts and Operation Manual of the society.
- Approval of plans and programmes in furtherance of the objectives of the society.
- Formation of committees for various purposes and delegating suitable powers to them
- Making, altering, modifying schemes, rules and regulations or approving such alteration, modification or changes considered necessary for achieving the objectives of the society, for management of affairs of the society, for running of the institution or for furtherance of the objectives of the society.
- Delegation of appropriate powers to the Chairperson, Vice-chairperson, Member Secretary or any other office bearer of the HPC or the Governing Body of the society.
- Facilitate meaningful coordination amongst various departments of the Government and other agencies for achieving the objectives of the society.

2.5.2 MEETINGS OF HPC

The High Power Committee shall meet at least once in a year or more frequently, if felt necessary. Ordinarily fifteen days' notice shall be given before holding a meeting of the HPC. In case of urgency, however, the meeting may be held at a shorter notice. The quorum of the meeting shall be six including the Chairperson or Vice-chairperson, the presence of either of them being mandatory.

2.5.3 POWERS AND FUNCTIONS OF THE CHAIRPERSON OF HPC

The Minister in-charge of Forests in the Government of Rajasthan shall be the Chairperson of the HPC and shall preside over the meeting of the HPC and the General Body and perform other functions as decided by the HPC from time to time.

2.5.4 POWERS AND FUNCTIONS OF THE VICE-CHAIRPERSON OF HPC

The Chief Secretary, Rajasthan, shall be the Vice Chairperson of the HPC and shall preside over the meetings of HPC in the absence of the Chairperson. He shall perform other functions as decided by the HPC from time to time or as directed by the Chairperson of HPC.

2.5.5 POWERS AND FUNCTIONS OF THE MEMBER SECRETARY OF HPC

The Project Director, Rajasthan Forestry and Biodiversity Project Phase 2, shall be the Member Secretary of the HPC and shall, inter alia, perform the following functions:

- i. Preparation of agenda for meeting of the HPC and the General Body
- ii. Maintenance of the records of proceedings of all such meetings of the HPC and the General Body
- iii. Ensuring action on all decisions taken by the HPC and the General Body and reporting back the progress achieved.
- iv. Preparation of necessary plans, manuals etc for the perusal and approval of the HPC.
- v. Preparation of suitable plans and proposals for appropriate growth and development of the society and ensuring their execution after approval.
- vi. Appointment and control, including termination of services, of the staff deployed under contractual agreement by the society.
- vii. Appointment and control of staff other than those under contractual appointment, after prior approval of the HPC.
- viii. Administration & management of the funds of the society according to the extant rules and regulations applicable and as per the policy laid down by the HPC.
- ix. Act as a person on behalf of the society in whose name the society may initiate or respond to any legal/ quasi legal / administrative proceeding in any court of law/ tribunal/ departmental commissions etc.
- x. Such other functions as are delegated or entrusted to him by the HPC.

2.6 ORGANISATIONAL SETUP FOR PROJECT IMPLEMENTATION AT FIELD LEVEL

2.6.1 DIVISIONAL MANAGEMENT UNIT (DMU)

The Project would be implemented at the level of Forest Division by the office of concerned Divisional Forest Officer / Deputy Conservator of Forests. For the project purpose, this level shall be termed as "Divisional Management Unit" (DMU). The DFO/DCF shall head the DMU of the Project and would coordinate and facilitate implementation of project under the guidance of the PMU. DCF /DFO would be supported by ACF and other office staff such as OA, UDC, LDC, Accountant, Class IV employee and Drivers for day to day office functioning. One Office Executive will be hired for each DMU for administration and proper implementation of the project activities.

DMUs will receive project funds directly from the PMU for the implementation of the Project and disburse it to Project implementers such as VFPMCs, EDCs, SHGs and NGOs. The DMUs/FMUs will supervise and facilitate the activities of those Project implementers and assist the PMU in planning, fund manage-

ment, work progress monitoring and documentation at the field level. DMU will report to PMU with copies marked to respective Chief Conservator of Forests.

2.6.2 FIELD MANAGEMENT UNIT (FMU)

Each Range Office of the project shall be called the "Field Management Unit" (FMU) of the project. The concerned Range Officer in charge of the Range shall head the FMU and shall ensure Project implementation at the range level. FMU will have following major functions:

- Execution and supervision of works
- Technical advice and support to VFPMC, EDCs, and SHGs etc at the village level.
- Prepare technical papers, reports, plans and maps etc.

The FMU will prepare the site specific development plans, prepare necessary materials, undertake the works and document the physical and financial progress.

Table : Management set-up for the Project

TYPE	No. of Unit	Status
PMU	1	Registered Autonomous Society
DMU	27	Office of Deputy Conservator of Forests(DCF)/ Divisional Forest Officer (DFO)
FMU	80	Office of Range Forest Officer and the staff

2.6.3 IMPLEMENTING UNIT (IU)

Most of project activities at the village level shall be undertaken in Joint Forest Management (JFM) mode. These activities shall be started with Community Mobilization. For the activities in JFM mode, services of reputed NGOs shall be sought to catalyze societal input for long term sustainability of the project activities. Project activities shall be undertaken by following peoples' bodies:

- Village Forest Protection and Management Committee (VFPMC)
- Eco Development Committee (EDC)
- Self Help Groups (SHGs)

2.6.4 VILLAGE FOREST PROTECTION AND MANAGEMENT COMMITTEE (VFPMC)

Village Forest Protection and Management Committee (VFPMC) is people's body formed, in order to ensure adequate and quality community participation for forest protection and management. VFPMC shall be formed and governed in accordance with the JFM resolution of government dated 17.10.2000.(Annexure 4). Activities under the components of Afforestation, Agro Forestry and Water Conservation Structure shall be conducted in 590 villages. (340 villages in 10 districts in desert area (Barmer, Bikaner, Churu, Jaisalmer, Jalore, Jodhpur, Nagaur, Pali, Sikar, and Jhunjhun districts) and 250 villages in 5 districts in non-desert area (Bhilwara, Banswara, Dungarpur, Jaipur, Sirohi districts). All such activities shall be undertaken by Village Forest Protect and Management Committee (VFPMC) with support from RFD.

2.6.5 ECO DEVELOPMENT COMMITTEE (EDC)

Eco Development Committee (EDC) is people's body formed as per the EDC resolution dated 24th October, 2002 (Annexure 5) where land belongs to Protected Area declared as per the provision of Wild Life Protection Act 1972. EDC functions to ensure adequate and quality community participation for protection and management of Protected Area including wildlife. Biodiversity Conservation component involving works such as Drainage Line Treatment works, development of water points, closures for biodiversity conservation shall be undertaken in 60 villages in the 2km fringe area of the selected Protected Areas (7 sanctuaries) by Eco Development Committee (EDC).

2.6.6 SELF HELP GROUPS (SHGs)

SHGs will be formed from the household members of the VFPMCs, EDCs in order to improve their livelihoods through IGA. The SHG members will be encouraged and their skill sets upgraded to undertake suitable income generating activity which may involve works like production, collection, aggregation, cleaning, grading and processing etc. as per the nature of the products/ process selected for IGA. SHGs shall be formed as per the guidelines laid down by NABARD, and GoR in order to facilitate the Bank linkages. Services of NGOs associated with the DMUs shall be utilized for the purpose of formation, strengthening and sustaining the activities of the SHGs.

SHG Consortia will be organized according to the type of products or services at the district level with SHGs being involved in a common IGA related to a particular product/ process. The Consortia will provide wider opportunities to SHGs for processing and marketing and thereby improving the sustainability of their efforts. In case need arises, SHG consortium will be also formed at the State level.

2.6.7 COMMON USER GROUPS (CUG)

In cases where activity undertaken does not involve the community at large but only a small group of individuals or households have stake in the activity Common User Groups (CUGs) would be formed similar to those under various schemes of soil conservation and watershed development. CUGs shall be formed under VFPMCs or EDCs for better implementation of project activities and shall be taken as the implementing Unit. However, all payments and flow of funds, etc. to CUG would happen through VFPMC/EDC.

VFPMCs/EDCs/SHGs/CUGs shall be empowered to undertake project activities and shall be trained to manage funds in an efficient and transparent manner. Funds shall be transferred to VFPMC/EDC in a phased manner by DMU on the basis of their approved micro plan. The accounts of VFPMC shall be audited on an annual basis. The performance of VFPMC and EDC shall be systematically assessed by the PMU on an annual basis.

Besides the above, activities such as in-situ conservation of germplasm and development of Biological Parks shall be implemented directly by RFD.

2.7 TECHNICAL AND IMPLEMENTATION SUPPORT TO THE SOCIETY

2.7.1 PROJECT MANAGEMENT CONSULTANT (PMC)

A technical group consisting of international and national level specialists on Afforestation, Desert

Afforestation, Biodiversity Conservation, Community Development and Capacity Building, Micro-enterprise and Income Generation Activities, Monitoring & Evaluation will assist PMU and all the stakeholders technical inputs, new and better ideas and advices for effective implementation of the Project. The objective of the consulting services is to provide the Project Management Unit (PMU) and the concerned Divisional Management Unit (DMU) and Field Management Unit (FMU) of the Project with technical guidance and policy initiatives related to the Project for smooth and quality implementation of the Project activities. The Project Management Consultant is expected to provide services for overall management of the Project in particular, including:

- i. Assist the PMU in supervision and providing guidance to DMU/FMU, NGOs and other resource organizations.
- ii. Assist the PMU in review/updating/formulation of management and technical manuals/guidelines/handbooks/modules and protocols related to the Project.
- iii. Assist the PMU/DMU/FMU in strengthening implementation mechanism for various components of the Project.
- iv. Assist the PMU in consolidation of Project annual work schedule.
- v. Assist the PMU, DMU and FMU in preparation and development of appropriate reporting system, management information system, including financial (disbursement forecasting) and physical achievements.
- vi. Assist the PMU in implementation, O&M functions, and establishing a proper monitoring and evaluation system for the project.
- vii. Designing participatory monitoring and evaluation methods enabling participants and stakeholders in assessing their progress, tracking the impact of their actions and revising their strategies accordingly.
- viii. Designing a list of quantitative and qualitative indicators, along with suitable methodology and tools for recording each one of them, for performance monitoring consistent with the Project objectives.
- ix. Assist the PMU in undertaking periodical and mid-term evaluation and reviews
- x. Assist the PMU in designing training modules and schedules for stakeholders
- xi. Assist the PMU for consultation with High Powered Committee and in other related works to the Project required within their responsibilities.
- xii. Provide assistance and guidance to DMU/FMU/NGO in community mobilization and development, formation of peoples' bodies like VFPMC/EDC/SHG and development of micro-enterprise including establishment of financial and market linkages.
- xiii. Assist PMU in monitoring the performance of NGO and organizations involved in the Project.
- xiv. Provide technical assistance for supervision and management of the Project components such as afforestation, combating desertification, bio-diversity conservation etc.
- xv. Organizing National and International training/ workshops/ tours/ exchange programmes .

- xvi. Provide guidance and suggestion on suitable destination/training programmes, training organizations/institutes/persons for the capacity building of RFD, NGOs and VFPMCs/EDCs.

2.7.2 RESOURCE ORGANISATION (RO)

The Project involves a wide variety of activities in diverse fields. There are many types of stakeholders in the project whose project specific needs have to be suitably addressed to ensure their effective and efficient participation. To achieve this, regular assistance of specific Resource organizations (ROs) would be secured by entering into need based memorandum of understanding with each such organization. Such RO will work as technical service provider to various stakeholders of the project including the PMU, DMU, FMU including the frontline field staff of RFD, NGOs, VFPMCs, EDCs, SHGs, CUGs etc. RO would bring in specific technical knowledge, experiences and expertise in the field of capacity building, skill upgradation, vocational training, processing and value addition, market research, technology/ product development, business planning and micro-finance etc. Some of the areas in which services of ROs would be secured are:

- i. Capacity building and technological up gradation
- ii. Business Planning
- iii. Communication , Extension and Training needs
- iv. Market research
- v. SME/MFI support
- vi. Product profiling, value addition, Product development protocol, product wise market linkages,
- vii. Rural Business Hub development or develop linkages with existing ones.
- viii. Convergence of development activities with other ongoing schemes or projects.

It will also provide technical support to the Project in conducting Baseline/Impact Evaluation surveys, and Ad-hoc studies for M&E and thematic issues etc., required time to time for the implementation of the Project.

Certain ROs specializing in Community Development would also conduct the following activities:

- i. Undertake capability assessment of associated NGOs and other Project stakeholders involved in implementation of the Project,
- ii. Organise and conduct capacity building programmes for NGOs and other ROs, VFPMC/EDC/SHGs,
- iii. Compile, validate and analyse data and information collected
- iv. To facilitate the implementation of community development component of the Project and livelihood security enhancement activities in collaboration with other government departments, programs and organizations.

2.7.3 NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

NGOs shall be hired by DMU with approval of PMU on a contractual basis to undertake social mobilization and institution building activities and to provide support for income generation activities. The NGOs,

broadly speaking, shall be engaged for the following set of activities:

1. Community Mobilization and awareness raising
2. Capacity Building and skill up gradation of all stakeholders and participants of the Project
3. Formation and activation of Peoples' body like VFPMC/EDC/SHG/CUG
4. Developing organizational capability in such peoples' body
5. Preparation and review of Micro Plans
6. Identification of potential Income Generating Activities and assessing their feasibility
7. Developing credit and market linkages
8. Facilitating Infrastructural, Institutional and knowledge related support for promoting related activities in the Project
9. Promoting and supporting extension of applicative knowledge in the field and among the stakeholders and participants
10. Promoting convergence initiatives
11. Sustaining peoples' participation

The NGO would be employed by selection through open competition. The qualification, procedure and process of selection and appointment for each post shall be as decided and approved by the PMU. PMU shall prepare the guidelines and specific Terms of reference with regard to procurement of NGOs for the project. Each DMU, on an average, shall hire one NGO. It is envisaged that an NGO working in a division shall deploy the following staff:

- i. DMU level: One NGO Coordinator
- ii. Range (FMU) Level (for each range covered under the division):
 - a) 1 Team Leader and
 - b) 2 development officers

Suitable parameters for assessment of performance of NGO and experts would be formulated and reporting formats designed to ensure objective and efficient utilization of their services.

2.7.4 VILLAGE LEVEL WORKERS (VLW)

In the Project it is proposed to suitably build the capability of one educated youth from the VFPMC/EDC to act as the nodal person who is able to communicate and coordinate with various participating agencies including functionaries of forest department, officials of other line department and agencies as well as the eminent people of the area for better working of VFPMC/EDC and effective implementation of project activities. This youth shall be the Village Level Worker for the project

2.7.4.1 DUTIES AND FUNCTIONS OF VLW

The selected VLW is expected to broadly perform the following functions :

- i. To communicate and coordinate with various participating agencies including functionaries of forest department, officials of other line department and agencies as well as the eminent people of the area.

- ii. To keep and maintain the records and other documents of the VFPMC/EDC.
- iii. To facilitate easy communication with VFPMC/EDC.
- iv. To regular motivate VFPMC/EDC members for better management of project activities as well as better management of resources of the village.
- v. To inform the forest officials about any act of violation of forest rules and regulation in the village.
- vi. To assist forest department in preventing damage to vegetation and wildlife.

Suitable eligibility criteria, selection procedure, quantum and method of remuneration, performance appraisal etc. would be decided by the PMU for VLWs.

2.7.4.2 WORKING MECHANISM FOR VLW

An MOU would be entered into between the VFPMC/EDC and the VLW for the purpose of the Project. VLW's performance would be assessed against the works depicted in the MOU. VLW would have to submit a monthly report of the task performed by him/her to VFPMC/EDC which would review the performance and allow payment to VLW. The VFPMC would be responsible for performance of the VLW. NGOs would also be expected to monitor the work and performance of VLW.

2.7.4.3 TRAINING AND CAPACITY BUILDING OF VLW

Once selected, suitable training and capacity building of VLW would be done by DMU with the support of associated NGOs.

2.8 LINKAGE OF THE PROJECT WITH RFD

Additional Chief Secretary (Forests), Government of Rajasthan is the Chairman of the Governing Body of the Society which also has the Principal Chief Conservator of Forests (HoFF), Rajasthan and Principal Chief Conservator of Forests (Wildlife) and Chief Wild life Warden , Rajasthan and Secretary (Forests), GoR as its members. The body brings in necessary linkages with the RFD for the implementation of the Project. Further, the actual implementation of the Project shall be done by the regular Divisions and Ranges of the department which shall be supervised by the Regional Chief Conservators and the Zonal Additional PCCFs. These offices of RFD would provide necessary instructions, directions and guidance to DMUs /FMUs for compliances and facilitation of Project work.

2.9 LINKAGE OF THE PROJECT WITH GOR

The High Power Committee of the Project described earlier, having the Minister Incharge of Forests as Chairperson, the Chief Secretary , Rajasthan as Vice -chairperson and Principal Secretaries of other major related departments as members, shall provide necessary platform for convergence with other departments of GoR.

Deputy Project Director (Finance) and Financial Assistant (FA) shall be sought on deputation from the Finance Department, GoR. These officers shall be from the Rajasthan Accounts Services and are expected to coordinate with the Finance and Policy Planning departments of GoR.

Chapter - 3

PROJECT IMPLEMENTATION MANAGEMENT

3.1 PROJECT AREA

The Project is proposed to be implemented in fifteen districts of the State and in villages in and around 2 km of boundaries of the Protected Areas of Keladevi WL Sanctuary, Kumbalgarh WL Sanctuary, Fulwari Ki Nal WL Sanctuary, RaoliTodagarh WL Sanctuary, Sitamata WL Sanctuary, Bassi WL Sanctuary and Jaisamand WL Sanctuary.

3.2 PROJECT COMPONENTS AND IMPLEMENTATION MECHANISM

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

- | | | | |
|-------|------------|---|---|
| i. | Package 1 | - | Afforestation |
| ii. | Package 2 | - | Agroforestry |
| iii. | Package 3 | - | Water Conservation |
| iv. | Package 4 | - | Biodiversity Conservation |
| v. | Package | - | Poverty Alleviation and livelihood improvement. |
| vi. | Package 6 | - | Capacity Building, Training and Research |
| vii. | Package 7 | - | Community Mobilization |
| viii. | Package 8 | - | Project Management |
| ix. | Package 9 | - | Monitoring and Evaluation |
| x. | Package 10 | - | Contractual Personnel for PMU |

All project activities at the village level shall be undertaken in Joint Forest Management (JFM) mode. Services of local NGOs shall be sought to catalyze societal input much needed for long term sustainability of the project activities.

Activities of the components of Afforestation, Agro Forestry and Water Conservation Structure shall be conducted in 590 villages. (340 villages in 10 districts in desert area (Barmer, Bikaner, Churu, Jaisalmer, Jalore, Jodhpur, Nagaur, Pali, Sikar, and Jhunjhun districts) and 250 villages in 5 districts in non-desert area (Bhilwara, Banswara, Dungarpur, Jaipur, Sirohi districts). All activities in Afforestation, Agro-Forestry and Water Conservation Structure shall be undertaken by Village Forest Protection and Management Committee (VFPMC) with support from RFD.

Biodiversity Conservation component shall be undertaken in 60 villages in the 2km fringe area of the selected Protected Areas (7 sanctuaries). Village level works such as Drainage Line Treatment works, development of water points, closures for biodiversity conservation are conducted by Eco Development Committee (EDC)

Activities such as in-situ conservation of germ plasm and development of biological parks shall be implemented directly by RFD.

Poverty Alleviation and Livelihood Improvement and Capacity Development component shall be undertaken in all project villages.

3.3 PROJECT VILLAGES

The total number of targeted villages to be covered in the Project is 650, as given in table below, and they shall be selected based on the stipulated criteria(Annexure 6).

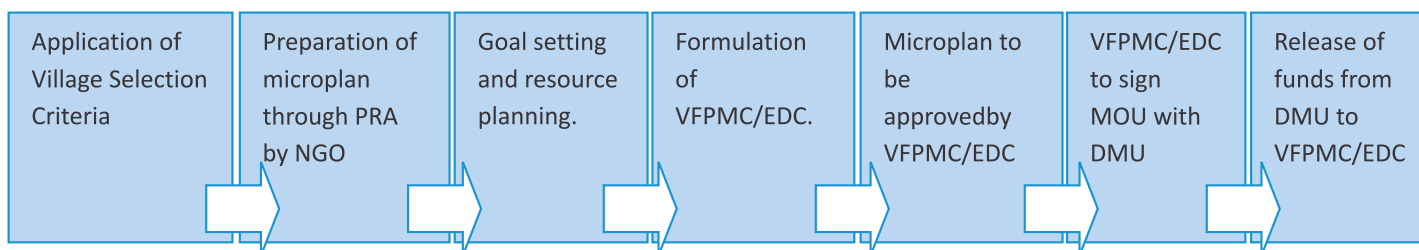
AREA AND ACTIVITIES

Area	Desert Area	Non-Desert Area	Fringe area of WL Sanctuary
Number of villages (in Nos)	340 villages	250 villages	60 villages
DMU (in Nos)	15	5	7
FMU (in Nos)	42	26	12
Afforestation activity proposed (in ha)	56650	27000	

The number of villages in desert area, Non-desert area and in fringe areas of Protected Area can be altered in exceptional cases only after approval from High Powered Committee (HPC) and with the concurrence of JICA India Office.

In order to avoid replication of afforestation activities and to have more transparency, villages that have been intervened under any previous externally aided projects including JICA assisted projects for afforestation shall be excluded from the Project. However, the villages intervened by any previous externally aided projects including JICA may be undertaken in the Project only if they are needed to form clusters in the area in the fourth batch of plantation. Prior to selection of such villages, approval of HPC and concurrence of JICA India Office will be obtained. The final list of project villages shall be approved by PMU.

Figure 2: Target Village Selection & Microplanning



The performance of VFPMC and EDC shall be systematically got assessed by the PMU on annual basis for which appropriate mechanism shall be worked out.

3.4 BENEFIT SHARING FOR VFPMCS/EDCS

The sharing of benefits with the VFPMCs/EDCs shall be in accordance with extant JFM resolutions of Government of Rajasthan.

3.5 PERFORMANCE APPRAISAL OF VFPMCS, EDCS & SHGS

Growth, development and progress of VFPMCs/EDCs would be systematically monitored and reviewed on a regular basis at the PMU and DMU level. For this purpose appropriate reporting and feedback mechanism would be put in place by the PMU. Quality and quantity of work done/ activities undertaken by the VFPMCs/EDCs would be closely inspected and monitored. Additionally, regular inspection and audit of the account books and other records being maintained by the VFPMCs/EDCs would be done to ensure proper and fair utilization of funds provided to them. Services of associated NGOs would be solicited for the purpose of regular appraisal of the performance of VFPMCs/EDCs and well as to strengthen their competencies in this regard. PMU would frame specific guidelines for utilization of funds and performance appraisal and monitoring of VFPMCs/EDCs.

3.6 SHG CONSORTIUM

There shall be specific guidelines for conduct of livelihood improvement and poverty alleviation activities through Self Help Groups. DMU shall be responsible for conducting regular and objective appraisal of SHG. Services of associated NGOs shall be utilized for this purpose. It shall be endeavored to develop suitable organizational and technical skill among the members of SHG to sustain income generating activities.

3.7 PERFORMANCE APPRAISAL OF NGO AND RESOURCE ORGANIZATION

NGO Procurement guidelines shall be prepared by PMU. Procurement of services of NGOs would be done by respective DMUs. DMU shall be responsible for conducting regular and objective appraisal of the performance of associated NGO in accordance with the terms and conditions of procurement. In addition, PMU may also conduct performance appraisal of NGOs associated with the project at regular intervals, directly or by delegating responsibility to DMU or through any other suitable agency.

Resource organizations would be directly associated with the PMU based on a mutually agreed memorandum of understanding. The association is expected to be more in form of a willing partnership for mutual benefit. However, in such ventures where project funds are involved, PMU shall develop suitable mechanism to objectively appraise the performance of the resource organization.

3.8 DEVELOPMENT OF IMPLEMENTATION FACILITATING INSTRUMENTS

In order to effectively implement the planned work activities, facilitating instruments such as Guidelines, Manual and Handbooks shall be prepared. The objective of these instruments is to provide requisite knowledge, guidance, information and experiences on various technical issues to the personnel / stakeholders associated with the Project.

Table 1 : Some Facilitating Instruments

Type	Definition	Topic	Main Target Group
Guideline	Any document that aims at streamlining particular processes according to a set routine/ process. To follow a guideline is not mandatory but it	i. Procurement of NGOs ii. Micro Planning iii. Forest Development & conservation of biodiversity.	DMU, FMU

Type	Definition	Topic	Main Target Group
	intends to assist to observe a procedure. Guidelines are an essential part of the larger process of governance .	iv. Income Generating Activities v. Livelihood Security & SHG. vi. Project Management, Monitoring & Evaluation	
Manual	It is a set of instructions, which guide a business/ activity process	i. Micro Planning ii. IGA & Livelihood Security iii. Project Management, iv. Monitoring & Evaluation	FMU
Handbook	It is a type of reference work , or other collection of directives, instructions, that is intended to provide ready reference	i. Micro Planning ii. VFPMC/EDC Management and Administration iii. Livelihood Security iv. SHG Formation & Management v. SHG Consortium Formation & Management vi. IGA and Business Scale Up vii. Monitoring and Evaluation viii. Financial and Accounting procedures	DMU, FMU, VFPMC, EDC, SHG

The PMU is authorized to effect any change, modification, addition, deletion of any content(s) in Guideline(s), Manual(s) and Handbook(s), in the interest of Project Implementation.

3.9 CONVERGENCE OF DEVELOPMENT INITIATIVES

Duly approved Microplan, prepared after detailed PRA/RRA exercise by the NGO shall form the basis of taking up activities in any village under the project. The Microplan shall reflect all set of activities that need be taken up in the village and their dynamic relationships. At the PMU/DMU level, efforts would be made to get the activities reflected in the Micro Plan but not covered under the project, implemented, by coordinating with concerned line department /agencies, to achieve synergy. Such convergence would help strengthening the output(s) of the Project. Since project activities are also envisaged on Community land, Village Pasture land and also private land, adequate written consent would be sought from owner department, etc. Revenue Authorities in case of Community land, Gram Panchayat in case of village pasture land and Private individual in case of Private land prior to initiation of project work.

3.10 ANNUAL ACTION PLAN

Annual Action Plan for each Financial Year will be prepared by PMU taking inputs of annual plans of DMUs. Since decentralized participatory approach is adopted for Project implementation, VFPMCs/ EDCs will also work on developing Micro-plans with the help of NGOs.. These will be merged into annual plans thereafter. The Annual Action Plans of the divisions will be integrated into the Annual Action Plan of the Project at PMU level.

This Annual Action Plan of the Project will be approved by the GB of the Society and High power Committee. Performance of Annual Action Plan will be part of the Annual Report for each financial year of project implementation.

In order to accomplish this task in timely manner i.e. prior to start of a financial year (March 15 every year at PMU level), the following time line shall be strictly adhered to :

Milestones	Task to be performed	Date for completion of task	Responsible point(s) of Action
1st	Finalization of Annual Action Plan for next FY for each village by FMU based on Approved Microplan and reporting to DMU	05 January every year	FMU
2nd	Consolidation and finalization of Annual Action Plan for next FY for the DMU and reporting to PMU through concerned CCF	15 January every year	DMU/CCF
3rd	Consolidation and finalization of Annual Action Plan for next FY for each DMU and Project and sending back to DMU for final comments (if any) through concerned CCF	30 January every year	PMU/CCF
4th	Reporting back by DMUs	10 February every year	DMU
5th	Consolidation and finalization of Annual Action Plan for next FY for each DMU and Project by PMU	20 February every year	PMU
6th	Approval of Annual Action Plan by the Governing Body	01 March every year	PMU
7th	Approval of Annual Action Plan by the High Power Committee	15 March every year	PMU

3.11 MONITORING & EVALUATION SYSTEM

M&E system aims at:

- managing the project implementation effectively and efficiently,
- Assessing the Project impact adequately.

The M&E system will provide information to project stakeholders on impact, outcomes, outputs, processes and activities.

Project M&E system will rest on the following framework:

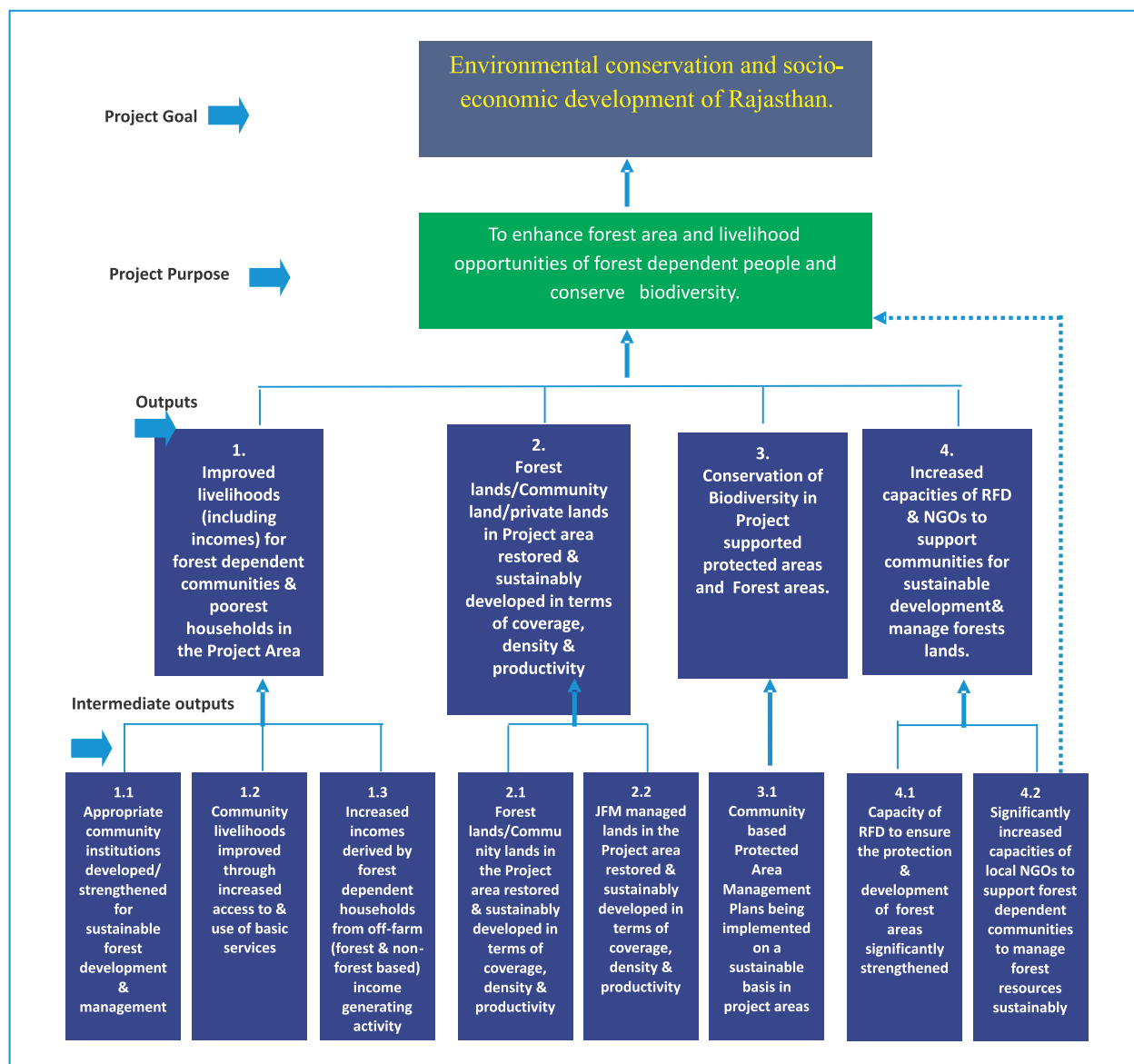


Figure 3 : Project Goal-Purpose-Outcome

3.12 M&E ACTIVITIES

PMU will develop and conduct following activities for effective M&E of the Project:

Management Information System (MIS)

PMU will develop and establish software based MIS and GIS especially for the Project. GIS based data and resource inventory will be created and it will be linked with MIS with the help of unique IDs

Customised GIS based Project Planning and Monitoring System (PPMS)

PMU would create 2 GIS centers under the project which would develop customized user friendly project planning and monitoring system on a GIS domain for the benefit of the DMUs and FMUs.

Financial Management System (FMS)

PMU will develop a comprehensive software based FMS specifically for the Project.

3.13 MONITORING AND EVALUATION FOR AFFORESTATION

Impact of afforestation activities shall be evaluated by survival rates of planted trees and improvement in tree cover. Survival rates will be evaluated by three ways: regular evaluation at DMU/CCF/PCCF levels, post-project evaluation at PCCF level, and external evaluation by an external organization at parts of mid-term and post-project evaluations. Change in forest cover will be analysed by GIS Cell of RFD by comparing the satellite imageries of 0 year, 4th year, and 7th year after tree planting.

3.13.1 REGULAR EVALUATION OF SURVIVAL RATE

In order to ensure quality and quantity raised under the Project, evaluations on plantation sites shall be carried out regularly by the internal evaluation units of RFD. The evaluation shall be carried out at three levels (DMU, CCF and PCCF). At CCF and PCCF level, evaluation will be carried out for four years (1, 2, 3, 4 years after planting) by 100% and 10% evaluations at the randomly selected sites which annually cover approximately 20% and 7% of entire plantation, respectively.

Level	Total Area	Method	Timing	Plantation Model
DMU level	All plantation area	100% evaluation	15 months after planting	Every Plantation Model
CCF level	Around 80% of the plantation area randomly selected	10% evaluation 100% evaluation	1, 2, 3 and 4 years after planting, 20% each year	Every Plantation Model
PCCF level	Around 28% of the plantation area randomly selected	10% evaluation 100% evaluation	1, 2, 3 and 4 years after planting, 7% each year	Every Plantation Model

- If the survival rate is below 40%, the Evaluation team will make an investigation to determine the cause of low survival rate.
- The results of 4th year conducted by PCCF level evaluation shall be utilized as Monitoring Indicators applied to PSR.

3.13.2 POST-PROJECT EVALUATION OF SURVIVAL RATE

Survival rate inspection by PCCF level will be conducted as Post-Project Evaluation. Around 7% of the all plantation area will be randomly selected. The results of this evaluation will be applied to Monitoring Indicators of PSR.

3.13.3 EXTERNAL EVALUATION OF SURVIVAL RATE

External evaluation will be conducted as a part of Mid-term Evaluation/Study and Post-Project Evaluation/Study. PMU will hire an independent organization as an external evaluator. The external evaluator will randomly conduct evaluation of survival rate.

3.13.4 SATELLITE IMAGE MONITORING OF FOREST COVER

The purpose of Satellite Image Monitoring is to establish cost effective and transparent monitoring for a large area. Satellite Image Monitoring will be conducted by GIS Cell of PMU in collaboration with State Remote Sensing Application Centre. RFD will compare forest cover of plantation sites of the project at 4th year (comparison between 0 year and 4th year after tree planting), and 7th year (between 4th year and 7th year) by using satellite images such as LISS IV.

3.14 REPORTING

3.14.1 MONTHLY PROGRESS REPORT (MPR)

Monthly progress reports produced at the VFPMC, EDC level which are to be consolidated at the FMU/DMU level, shall contain the main activities implemented, any notable problems or issues, main activities planned for the next month, and recommendations or suggestions by the PMU. It shall contain summary of expenditure realized during the month and the status of any account or cash balances. The NGOs shall report to FMU and DMU. FMU reports will contain summaries of progress made in Project villages complemented by summaries of progress made by the FMU and NGOs. The proformas will be provided to DMUs/FMUs by PMU.

Monthly DMU report shall contain summaries of progress at FMU level, together with summaries of DMU activities and that of NGOs.

Reports from VFPMCs/ EDCs shall be submitted to FMUs by the 5th of the following month. FMU monthly reports shall be submitted to DMUs by the 7th of the following month and DMU reports shall be submitted to PMU by the 10th of the following month.

3.14.2 QUARTERLY PROGRESS REPORT (QPR)

Quarterly reports shall be used for reporting in the Monitoring and Evaluation system. Reports, in the formats prescribed by PMU, will be produced at the FMU, DMU and PMU levels. The NGOs will also be required to produce quarterly progress reports. Quarterly reports shall be submitted to the next level up by the 10th of the month following the end of the quarter.

Quarterly progress reports will be submitted by the FMU, DMU to PMU within 15 days after the end of quarter.

3.14.3 ANNUAL PROGRESS REPORT (APR)

In addition to there will be an Annual Project Report based on the contents of the quarterly reports.

Table 2: Report Submission Schedule

Activity	at FMU	at DMU	at PMU
Monthly Report	5th of next month e.g. report pertaining to April month should get compiled and submitted by 5th of May.	7th of next month e.g. report pertaining to April month should get compiled and submitted by 7th of May.	10th of next month e.g. report pertaining to April month should get compiled and submitted by 10th of May.
Quarterly Report			15th of next quarter e.g. report pertaining to April-June quarter should get compiled and submitted by 15th of July.
Annual Report			25th of next financial year e.g. report pertaining to April 2011-March 2012 financial year should get compiled and submitted by 25th of April 2012.
Annual Plan (for next year)	End of December of same financial year e.g. plan pertaining to April 2012-March 2013 financial year should get compiled and submitted by end of December 2011.	End of January of same financial year e.g. plan pertaining to April 2012-March 2013 financial year should get compiled and submitted by end of January 2012.	End of February of same financial year e.g. plan pertaining to April 2012-March 2013 financial year should get compiled and submitted by end of February 2012. By March 2012 the plan for FY 2012/13 should get approved by the Governing Body and should be included a part of the Annual Report.

PMU would evolve a design for participatory-monitoring mechanism for VFPMCs & EDCs and develop procedure to undertake social audits annually. NGO Performance Evaluation exercise will be undertaken quarterly at PMU level. A small number of relatively quick studies around specific themes will be conducted based on the results emerging from the M&E system. As for example, studies to identify the problems experienced in JFM arrangements or the functioning of VFPMCs, savings and loan implementation processes, the participation of certain community groups or women etc.

3.15 INTRA-PROJECT PLANNING & COORDINATION MECHANISM

Reviews are one of the best methods for progress (both physical and financial) and performance tracking; it is also included as a part of M&E system visualized for the Project.

Table 3 : Internal Meeting Roster

Schedule Agency	Participants	Frequency	Location	Conducted by	Responsibility: Agenda/ Minutes documentation
Project Management Consultant	All experts & Team Leader	Monthly	PMU Office	PMU	PMU/ PD
DMU	All DMUs and PMC	Quarterly	PMU Office or as specified from time to-time	PMU	PMU/ PD
RO	All experts & NG Chief Functionary and DMUs, PMC	Quarterly	PMU Office or as specified from time to-time	PMU	PMU/ PD
DMU	All experts & NGO Co-ordinator, team leader, development officer and FMU	Monthly	DMU office	DMU/ DFO	ACF

The major deliverables of the meetings would be follow-up of ongoing activities, trouble shooting, assessment of performance, incorporation of course corrections etc.

PMU shall issue instruction to all relevant functional units about the 'Internal Meeting Roster'. In the similar line PMC shall organize the internal meetings with experts/ NGOs respectively.

3.16 INTRA-PROJECT COMMUNICATION MECHANISM

The Project staff will use unique email ID for communication, and would encourage judicious use of paper. The minutes of the meetings, workshops shall be documented and maintained at all levels of operation.

3.17 PROJECT PHASE OUT/ PHASE IN

At the completion of the Project, all assets and liabilities created during the Project implementation at FMU, DMU and PMU levels will be transferred to RFD.

The Project will be integrated into RFD through the following manner

- i. The work planned for the entire Project period for VFPMCs, EDCs and SHGs will be reviewed through elaborate terminal field verification and participatory evaluation.
- ii. DMUs will issue "Completion Certificate" containing both physical and financial detail in format(s) designed by PMU.
- iii. All the VFPMCs, involved in this Project will become part of FDA at the Divisional Level.
- iv. All the EDCs involved in this Project will become part of Wildlife Management of RFD.
- v. GIS facilities created during the Project will be transferred to GIS wing of RFD.
- vi. MIS created during the Project will become the part of MIS of RFD.

Chapter - 4

PROJECT ADMINISTRATION

4.1. PROJECT MANAGEMENT UNIT (PMU)

Project Management Unit (PMU) of RFBP 2 was created by Government of Rajasthan vide its order No F12(2)Forest/2011, Jaipur, dated 11 April 2011 for carrying out day to day operations of the society as well as the Project **(Annexure 3)**. PMU is the state level body responsible for the implementation of the Project. It is headed by a Project Director, an officer in the rank of Additional Principal Chief Conservator of Forests, assisted by two Additional Project Directors in the rank of Chief Conservators of forests dealing with aspects of Development and Administration respectively. Additional Project Director (Development) is supported by a Deputy Project Director in the rank of Deputy Conservator of Forests in IFS cadre whereas the Additional Project Director (Administration) is supported by a Joint Project Director of the rank of Conservator of Forests and one Deputy Project Director of the ranks of Deputy Conservator of Forests in RFS cadre. PMU also has a post of Deputy Project Directors of the rank of Senior Accounts Officer from the Rajasthan Accounts Services to take care of the financial matters. It is envisaged to procure services of subject matter specialist/senior project managers from open market on contractual basis to streamline and add value to the following aspects of the project:

1. Biodiversity Conservation and Afforestation
2. Joint Forest Management (JFM)
3. Business Planning and marketing
4. Information technology and IT enabled Services
5. Communication, Extension and Training (CET)
6. Monitoring and Evaluation (M&E)

In the PMU, these subject matter specialists would be assisted by 2 Project Managers, 4 Project Executives, 2 MIS Analysts and 2 GIS Analysts. The office work of the PMU would be catered to by 2 UDCs and 3 LDCs who would be taken on deputation from the State Forest Department, and 15 Office Executives, 16 Office Boys, 3 Drivers and 4 security Guards who would be employed on contractual basis.

4.2. COMPOSITION OF PMU

The Project Director, RFBP 2 is ex-Officio Chief Executive Officer of the Society and also the head of the PMU. The Project Director shall have the following duties and responsibilities:

1. To issue technical, administrative and financial guidelines, instructions and approvals in connection with the Project and the Society.
2. To supervise and review the progress of all activities under the Project and the society
3. Take steps to employ officers and staff in the PMU, DMUs and FMU .
4. To exercise such powers (including facilitating) as may be necessary including assignment of works to various officers of the PMU for achieving the objectives of the Project.

The composition of the PMU of the Project in terms of source of recruitment and category of staff is as follows:

Category of Staff	Recruitment source	Name of the Post	Sanctioned Strength
Officer Cadre	On deputation from GoR	Project Director	1
		Additional Project Director	2
		Joint Project Director	1
		Deputy Project Director	3
Subject Matter specialists	On deputation from GoR	Senior Project Manager	3
	On Contractual basis from Outside	Senior Project Manager	3
		Project Manager	2
		GIS Analyst	2
		MIS Analyst	2
Supporting Staff	On deputation from GoR	Executive Assistant to PD	1
		Financial Assistant	2
		Driver	1
		Upper Division Clerk	2
		Lower Division Clerk	3
		Class IV	1
	On Contractual basis from Outside	Project Executives	4
		Office Executive	15
		Office boys	16
		Drivers	3
		Security Guards	4
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4.3. PMU OFFICE AND ITS WORKING

PMU office would be located at the place of establishment of the Project Director and for official purposes, would be called "Office of Project Director, Rajasthan Forestry and Biodiversity Project 2". This office shall be headed by the Project Director RFBP2 appointed by the GoR.

To streamline and guide the working of office of PMU, PD shall cause to issue the Rules of Business (RoB) and Standard Operating Procedures (SOP) detailing work assignment, distribution, responsibilities, powers, procedures etc. Broadly speaking, unless otherwise specified, all file notings, memorandum etc. would be approved by the Additional PD relating to respective Responsibility Sectors. All files/papers shall be routed through the concerned DPD and JPD to APD. The concerned APD shall take decision on the point under consideration or shall secure the approval/ directions of the PD, as the case may be, in accordance with the (RoB)/SOP issued by the PD. PD can however call for any file(s) directly. In order to maintain proper supervisory control, any

instruction directly issued to Dy. PD or JPD by PD will be brought to the notice of respective APD by the Dy PD/JPD.

4.4. RESPONSIBILITY SECTORS (RS)

For the purpose of streamlining office works, the PMU has been further divided into the following two Responsibility Sectors (RS), each headed by a Additional Project Director :

1. RS Planning and Development – headed by Additional Project Director (Development)
2. RS Administration and Finance – headed by Additional Project Director (Administration)

The concerned Additional Project Directors will control , monitor and supervise the functions and works of their RS and shall be solely responsible for the performance of their respective RS. However, PD may reallocate the subject/works related to the RS to any officers of the PMU for smooth implementation of the Project.

4.4.1 RS ADMINISTRATION AND FINANCE

This RS will cater to needs of the Society/PMU in respect of selection, deployment, deputation, transfer, engagement through service provider, recruitment of personnel etc., finances and accounts of the Project and Society as well as attending to commercial functions. The activities under this responsibility center shall be to establish standard recruitment processes, develop rules relating to service conduct and discipline for staff and employees, maintain records of assets of the Society, handle all legal matters of the society, define job responsibilities, rewards and punishment, maintain confidential dossiers of the staff and employees, develop annual performance appraisal methods, monitoring of funds flow, scrutiny of financial reports and returns, preparing project appraisal reports of purchase, progress and schemes, establishing procedures and guidelines for finance, reviewing utilization certificates from fields, examining commercial aspects of collaboration agreement with various agencies, preparation of budgets, accounts and attending to audit, prepare long term financial plans and out sourcing of funds.

The responsibility center will be headed by Additional Project Director (Administration) in the rank of Chief Conservator of Forests. There will be one Joint Project Director (Administration and HRD) in the rank of Conservator of Forests, one Deputy Project Director (Administration) in the rank of Deputy Conservator of Forests from the SFS cadre and one Deputy Project Director (Finance) in the rank of Senior Accounts Officer (Sr.A.O) from the Rajasthan Accounts Service (R.Ac.S) to assist APD (Admin) in his functions.

Deputy Project Director (Administration) shall be an officer in the rank of Deputy Conservator of Forest, and shall be responsible for all administrative matters of the Project and Society. He shall also be the Drawing and Disbursing Officer of the PMU and perform functions as such.

Deputy Project Director (Finance) shall be responsible for all financial matter of the Project and Society, including review and update of annual disbursement schedule of the Project, consolidate annual budget requirement for implementation of RFBP 2, consolidate annual action plan, consolidate Statement of Expenditures (SoEs) and prepare necessary documents for requesting reimbursement of expenditures, release of funds to the DMUs, ensure regular audits of the accounts and all such financial matters of the PMU, the society and the Project. He will be responsible for maintenance of accounts of the PMU including maintenance of relevant registers and ledgers. He will also be responsible for compilation of Statement of Expenditures of the DMUs and PMU and submission of reimbursement claims. He will be respon-

sible for timely collection and deposit of statutory taxes in the prescribed time and furnish tax returns within the prescribed time limit. He will ensure the expenditure within cost norm/budget provision. He will also be responsible for all audit related matters.

The organogram of RS Administration and Finance is given below:

Responsibility Sector	Staff member/ Post	Designated Level Personnel
Administration & Finance	Additional Project Director(Administration)	CCF
	Joint Project Director (Administration & HRD)	CF
	Deputy Project Director (Administration)	DCF/ ACF(RFS)
	Deputy Project Director(Finance)	Raj. Accts Services
	Project Manager (Coordination)	
	Project Manager (Office Maint. & Labour Welfare)	
	Sr. Project Manager (M & E)	
	Sr. Project Manager (ITES)	

Project Manager (Office maintenance and labour Welfare) will be overall in charge of the office management of PMU. He will work under Deputy Project Director (Administration). He will be responsible for the maintenance of office buildings as well as all the equipments including vehicles in the PMU. He will supervise the stores and will organize the meetings held at headquarters. He will ensure congenial working environment among the support staff and ensure smooth functioning of the office. He will look after the functioning of all the computers of the PMU and will ensure proper working of the computers. He will be in charge of the networking server and will be responsible for updating the project website and daily back up of the server.

4.4.2 RS PLANNING AND DEVELOPMENT

The activities and process under this responsibility center shall be to prepare various project implementation manuals, review and advice from technical view point on the proposed annual work plan submitted by DMUs, review and consolidate annual work plan submitted by DMIJs, review and consolidate annual budget requirement proposed by DMUs, review and consolidate annual action plan submitted by DMUs, feedback on approved annual work plan, annual budget plan and annual action plan to DMUs, prepare Monitoring and Evaluation guidelines and disseminate the guideline to DMUs and FMUs consolidate progress reports (physical and financial) submitted by DMUs, establish GIS, develop data base for project planning and project monitoring and develop thematic maps required for project planning and monitoring, scrutinize and assess the financial and technical feasibility of IGAs proposed by SHGs through DMUs, collect and disseminate information of resource based IGAs to DMUs and FMUs.

This RS will be headed by Additional Project Director (Development), an officer in the rank of Chief Conservator of Forests. There will be one Deputy Project Director in the rank of Deputy Conservator of Forests from the IFS cadre to assist him in performing his functions. In addition, this RS would also have

Subject Matter Specialists (SMS) in terms of Senior Project Manager (Biodiversity Conservation and Afforestation), Senior Project Manager (JFM), and Senior Project Manager (CET).

The organogram of RS Planning and Development is given below:

Responsibility Sector	Staff member/ Post	Designated Level Personnel
Planning & Development	Additional Project Director(Development)	CCF
	Deputy Project Director (Afforestation & Dev.)	DCF (IFS)
	Sr. Project Manager (Biodiversity Conservation and Afforestation)	
	Sr. Project Manager (JFM)	
	Sr. Project Manager (Business Planning & Marketing)	
	Sr. Project Manager (CET)	

Deputy Project Director (Afforestation) shall be an officer in the rank of Deputy Conservator of Forest from the IFS cadre and shall be responsible for getting prepared various project implementation manuals, review and advice from technical view point on the various developmental activities being undertaken in the Project, on the Annual Action Plan review and consolidate annual work plan, annual budget requirement proposed, review and consolidate annual action plan submitted by DMUs, feedback on approved annual work plan, annual budget plan and annual action plan to DMU, prepare M&E guidelines and disseminate the guidelines to DMUs and FMUs, consolidate progress reports (physical and financial) submitted by DMUs. He will be assisted by 4 Senior Project Managers and the supporting staff in performance of his duties and responsibilities.

Senior Project Manager (JFM) shall be an officer in the rank of Assistant Conservator of Forest or equivalent and shall be responsible for initiating and consolidating Joint Forest Management activities in the Project villages. He shall also look after implementation of IGAs under the Project. He will be responsible for conducting basic studies on Sustainable Forest Management through Joint Forest Management approach, inherent culture, habitual lifestyle and livelihood for different types of communities depending on their main livelihood on forest resources, and socio economic aspects relevant for implementing the project or assessing impact assessment.

Senior Project Manager (Business Planning and Marketing) SPM (BP&M) shall be a subject matter specialist employed on a contractual basis. He would be responsible for preparing suitable business plans for the Self Help Groups so as to make the Income Generating Activities economically viable and sustainable. He has to involve himself in the process right from the beginning and take it to its logical conclusion. He will scrutinize and assess the Financial and technical feasibility of IGA proposed by SHGs through DMUs, collect and disseminate information of resource based IGAs to DMUs and FMUs, collect and disseminate information pertaining to marketing for IGA products to DMUs and FMUs, develop suitable guidelines for the same for the project. The task of SPM (BP&M) could also be got performed by engaging an agency or institute having adequate experience and capability of delivering expected results to the PMU.

The activity and process under the responsibility of Senior Project Manager (CET) shall be formulation of

Capacity Building programmes for project officials at all ranks and positions, organization of exposure trips for DMUs, FMUs and VFPMCs/EDCs and all aspects of information dissemination - newsletters, website, and formulation and monitoring of research in the field of forestry - ecology, biodiversity and tree improvement, develop new technology applicable at field level concerning silviculture, and socio-cultural aspects - study on inherent culture, habitual lifestyle, and livelihood for different types of communities depending on their main livelihood on forest resources. He will be responsible for bringing out the project newsletters, brochures, and other IEC documents and maintaining project website through regular updating. He will work out strategy for creating awareness on various aspects of the Project and building campaign for the project in and around the Project area. It is envisaged to engage a subject matter specialist in this regard on a contractual basis. However, the task of SPM (CET) can also be outsourced to expert agencies/institutes.

4.4.3 SUPPORT STAFF OF PMU

There will be 52 support staff at PMU to assist the Project Director, Additional Project Directors, Joint Project Director, Deputy Project Directors and the Senior Project Managers given as under.

Category	Source	Designation	Strength
Support Staff	On deputation from GoR	Executive Assistant to PD	1
		Financial Assistant	2
		Driver	1
		Upper Division Clerk	2
		Lower Division Clerk	3
		Class IV	1
	On Contractual basis from Outside	Project Executives	4
		Office Executive	15
		Office boys	16
		Drivers	3
		Security Guards	4
			52

The duties and responsibilities of the different categories of support staff will be as under :

Executive Assistant to PD : He will be attached to the Project Director. He will attend all confidential matters of the Project Director including custody of ACR dossiers.

Project Executives : There shall be 4 Project Executives, proficient in computer applications, knowledge of Hindi as well as English writing. They will be attached to the PD, APD and the Joint Project Director and will assist the officers in disposal of files, keep custody all the files of the officers and keep track of movement of the files. He will handle all confidential matters of the concerned Officer.

Office executives : Office executives would be more of ministerial cadre staff proficient in computer skill

and shall handle files of the subject allotted to them. They would be taken on contractual basis and would perform the task assigned to them. They could be assigned task related to receipt-dispatch, reception, attending telephone calls, public relations, stores, Stationery, etc.

Financial Assistant shall be an officer of the rank of Junior Accountant and shall be taken on deputation from the Rajasthan Subordinate Accounts Service. He shall assist Deputy Project Director (Finance) in discharge of his duties and functions.

Office boys would be recruited on a contractual basis and would be performing basic office support jobs as assigned to them like carrying of files, letters, etc.

Additional staff, as required, will be engaged with the approval of the Governing Body.

4.5. DIVISIONAL MANAGEMENT UNIT (DMU)

The Project would be implemented at the level of Forest Division by the office of concerned Divisional Forest Officer / Deputy Conservator of Forests. For the project purpose, this level shall be termed as "Divisional Management Unit" (DMU). The DFO/DCF would be ex-officio the Head of the DMU and would coordinate and facilitate implementation of project under the guidance of the PMU. The officer in the rank of ACF posted at the headquarter of the Division shall be the ex-officio Asst. Head DMU.

DMUs will receive project funds directly from the PMU for the implementation of the Project and disburse it to Project implementers such as VFPMCs, EDCs, SHGs and NGOs. The DMUs/FMUs will supervise and facilitate the activities of those Project implementers and assist the PMU in planning, fund management, work progress monitoring and documentation at the field level. DMU will report to PMU with copies marked to respective Chief Conservator of Forests.

4.5.1 KEY ROLE AND RESPONSIBILITIES OF HEAD DMU

The roles and responsibilities of the Head DMU shall be to manage, control and supervise effective implementation of the Project at Division level, facilitate reporting, information flow, financial transactions regarding the Project, provide technical guidance to FMUs, engage NGOs and other such support systems as and when required, coordinate with other department and agencies at the District Level etc.

4.5.2 KEY ROLE AND RESPONSIBILITIES OF ASSISTANT HEAD DMU

He shall assist the Head DMU to manage, control and supervise implementation of the Project at division level. In the absence of Head DMU Chief, the Asst. Head DMU will discharge all functions of the Head DMU.

4.5.3 DMU HR STRUCTURE

The DMU shall have the following structure :

Table 5: DMU HR Structure

Unit	Staff member/ Post	Designated Level Personnel
DMU Officer	Head DMU	DFO/DCF
Assistant Head, DMU	Assistant Head, DMU	ACF

Unit	Staff member/ Post	Designated Level Personnel
Finance	Accountant/Junior Accountant	
Planning & Implementation (P&I)	Assistant DMU Officer	ACF/ Range Officer
Monitoring & Evaluation (M&E)	Assistant DMU Officer	ACF/ Range Officer

4.5.4 SUPPORT STAFF AT DMU

DCF /DFO would be supported by ACF and other regular office staff of the Office of DCF/DFO such as OA, Accountant, UDC, LDC, Class IV employee and Drivers for day to day office functioning. One Office Executive will be hired for each DMU for keeping the records of the Project and for supporting issues related to implementation of the project activities. The duties and responsibilities of the Office Executive shall be prescribed by the Head DMU.

4.6. FIELD MANAGEMENT UNIT (FMU)

FMUs will be coterminous with a Forest Range and will be headed by the Range Officer who will be the ex-officio FMU Chief. Each Range Office of the Project shall be called the "Field Management Unit" (FMU) of the Project. The concerned Range Officer in charge of the Range shall be the ex-officio Head FMU and shall ensure Project implementation at the range level. FMU will have following major functions:

- Execution and supervision of works
- Technical advice and support to VFPMC, EDCs, and SHGs etc at the village level.
- Prepare technical papers, reports, plans and maps etc.

The FMU will prepare the site specific development plans, prepare necessary materials, undertake the works and document the physical and financial progress.

Head FMU would be assisted by the regular Foresters/ Assistant Foresters, Forest Guards and Cattle guards deployed in the Project Area in conduct of his duties and responsibilities.

4.7. KEY ROLE AND RESPONSIBILITIES OF HEAD FMU

The FMU Chief shall manage, control and supervise implementation of the Project at Range level, facilitate information flow and provide technical assistance to VFPMCs/EDCs, supervise, control and appraise the performance of NGOs, VFPMCs, VLWs and other such stakeholders with respect to their performance in the Project. Head DMU would also ensure regular and proper upkeep of all records and information of Project activities at the VFPMC/SHG/FMU level and would arrange for regular audits of all accounts. He shall also particularly ensure proper custody, flow, and utilization of Project Funds.

The Forester/Assistant Forester of the Forest Naka in which the Project Village lies, shall be the Member secretary of the VFPMC/EDC of the village and perform all such duties and functions as are expected out of him as per the extant government resolutions on JFM.

The Forest Guards and Cattle Guards posted in the Project Area shall assists the member secretary in performance of his duties and shall be primarily responsible of ensuring safety of the assets created from the Project Funds. They shall also perform task as and when assigned to them.

If felt necessary, other forest personnel posted in the Range may also be engaged in specific functions related to the Project namely to assist in administrative matters, assist and guide VFPMCs in administration and account management, consolidate and submit accounting document and prepare and submit VFPMC wise progress report, baseline surveys, assist the community in forming VFPMC/SHG facilitate PRA, assist VFPMC in formulating Micro Plan and compile the Micro Plan, prepare detailed annual work plan and cost estimate for each Micro Plan, supervise implementation of Micro Plan, initiate participatory monitoring capacity building of VFPMC/SHG etc.

Table 6 : FMU HR Structure

Staff member	Designated Personnel
Head FMU	Range Forest Officer
Assistant FMU Officer	Deputy Ranger/ Forester/ Equivalent
JFM/ EDC Member Secretary	Forester/ Forest Guard
Security Personnel	Cattle Guards (4)

4.8. KEY ROLES AND RESPONSIBILITIES IN RFBP 2

The roles and key responsibilities of each position mentioned in the Minutes of Discussion are as follows:

Table 7 : Key Responsibilities of HR positions in RFBP 2

PMU	
Project Director	- Management, Supervision, Control of implementation - Links with Rajasthan FD, Government of Rajasthan, and JICA - Facilitation with Line Departments of Government of Rajasthan whenever required - Representing the Project within and outside the State whenever required
Additional Project Director (Administration)	Management, Supervision, Control of administration & finance relating to PMU, DMU & FMU
Joint Project Director (Administration and HRD)	Supervision of administrative & HR matters relating to PMU, DMU & FMU, management of contracts & procurement, general documentation
Deputy Project Director (Finance)	Consolidation of annual budget, control fund disbursement, documentation for reimbursement claims, consolidation of Statement of Expenditures (SoEs), & UCs, facilitation of auditing
Deputy Project Director (Administration)	Management of administrative & HR matters relating to PMU, DMU & FMU, management of contracts & procurement, general documentation

Financial Assistant	Management of accounts, execution of fund disbursement
Additional Project Director (Development)	- Management, Supervision, Control of planning & implementation relating to PMU, DMU & FMU - Facilitation of Convergence activities with other Line Departments - Review and consolidation of annual action plans of DMUs, annual budget requirement, Assistance to Working Plan Division to updating Divisional Working Plan for project divisions, Supervision to micro-planning activities, Overseeing of JFMC contracting
Deputy Project Director (Development)	
Sr. Project Manager (CET)	To assist & submit updated information to Addl. Project Director (Administration & HRD) in the field of co-ordination and organization after interacting with various organization such as Rajasthan Livelihood Mission and Rural Development Training Organization for training of SHG / VFPMC / EDC and members of Field Management Unit. Study Tours / Training (National & International) of personnels associated with the Project. Publication of Quarterly News Letter, Brochure, Media (Electronic & Print) etc.
Sr. Project Manager (JFM)	To assist & submit updated information to Addl. Project Director (Development) regarding Livelihood Improvement, Income Generating Activities, Community Mobilization & performance of NGOs working in field etc.
Sr. Project Manager (Business Planning & Marketing)	To assist & submit updated information to Addl. Project Director (Development) in Planning for Marketing by the way of interaction and co-ordination with Industries, ICDS, RUDA, Departments of the State of Rajasthan and also related organization outside the State for providing platform to SHGs for Marketing of their products etc.
Sr. Project Manager (Biodiversity)	To assist & submit updated information to Addl. Project Director (Development) in the field of Afforestation, Bio-diversity Conservation, Agro-Forestry and Soil & Water Conservation Measures etc.
	Planning, management, supervision of community organization, Facilitation of EDC formation, Supervision of micro-planning of EDC, Capacity development of EDC members, Guidance & management of eco-tourism activities
Sr. Project Manager (M&E)	To assist & submit updated information to Addl. Project Director (Administration & HRD) in Evaluating & Monitoring of various works in the field of Afforestation, Bio-diversity, Agro-forestry and Nursery raising and help in preparation of Evaluation Reports to be published by CET Cell annually etc.

	Preparation of M&E Guidelines, Management of Baseline database, Updating & consolidation of monthly work progress, Management of periodic impact evaluation
Sr. Project Manager (ITES)	To assist & submit updated information to Addl. Project Director (Administration & HRD) in Management & Supervision of the GIS Centres after establishing them at Jodhpur & Jaipur and also procurement of IT related equipment. Co-ordination with the Forest Officials other than PMU for utilization of GIS Cell for various activities of the Department. Development of WEBSITE of Project etc.
Project Manager (Co-ordination)	To assist & submit updated information to Project Director in 1. Organising, preparation of Agenda, Minutes of Discussion the review / HPC, Governing Body Meeting. 2. Co-ordination with JICA, State Plan & Finance Department & also with Forest Department. All confidential matters and other works assigned by Project Director.
Project Manager (labour welfare)	To coordinate, manage and maintain the office and labour relate matters of the Project and assist the PMU in the same.
Project Executive (Development)	To assist & submit updated information to Addl. Project Director (Development) and maintenance of records (Hard & Soft Copy) in matters under his control and other works assigned by Addl. P.D.(Development)
Project Executive (Admin & HRD)	To assist & submit updated information to Addl. Project Director (Administration & HRD) and maintenance of records (Hard & Soft Copy) in matters under his control and other works assigned by Addl. P.D. (Administration & HRD)
Project Executive (Silva)	To assist the PMU in carrying out the research work related matters and provide information to CET wing of PMU for publication of research report.
Project Executive (Veterinary)	To assist the PMU in veterinary related matters of the project.
GIS Analyst (2)	To assist the Sr. Project Manager (ITES) in maintenance of GIS centre, edit and update the GIS Data Base developed for the project and also work as Administrator for the GIS Data Base. Also to create queries and thematic maps as per the requirement of the project, coordinate with the field officers and stake holders for expanding the GIS Data Base and also support the development of GIS Cell in project.

MIS Analyst (2)	To assist the Sr. Project Manager (ITES) in maintenance & administration of the MIS developed under the Project, coordinate and monitor the Data Entry MIS. Coordinate with the MIS application developers for its development and maintenance.
DMU Level	
Head DMU (ex-officio DFO)	• Management, Supervision, Control of implementation at Division level • Coordination with Line Departments of Government of Rajasthan whenever required
Assistant Head DMU (ex-officio ACF)	Review and consolidation of Annual Action Plans of FMUs, VFMCs, EDCs annual budget requirement, Supervision to micro-planning activities, Execution of JFMC, EDC contracting
FMU LEVEL	
FMU Officer	• Management, Supervision, Control of implementation at Range level
Concerned Forester	Review and consolidation of Annual Action Plans of FMUs, VFMCs, EDCs annual budget requirement, Supervision to micro-planning activities, Supervision and monitoring of activities of FMUs, VFMCs, EDCs, Consolidation of monthly work progress reports of FMU, VFMCs, EDCs.
JFM/ EDC Member Secretary	Review of annual disbursement schedule, Facilitation of fund disbursement to VFMC, EDC, SHG, collation of Statement of Expenditures (SoEs), Preparation of physical and financial progress reports.
Security Assistants	To assist the FMU in protecting the assets created in the FMU/Project Area

4.9. PROJECT MIS

The Project Management Information System and Execution (PROMISE) will be housed at the PMU and will comprise of modern computerized set up, GIS set up, as may be decided by the Project Director after proper need analysis and will be manned by technical personnel engaged with the approval of the Governing Body.

4.10. RECRUITMENT / ENGAGEMENT / DEPLOYMENT / EMPLOYMENT

Since the PMU and the Society has been constituted to execute a time bound project, there would be no regular cadre in the Project. Officers and staff engaged in the Project shall either be on deputation from various Departments of Government of Rajasthan or recruited from open source on contract basis or engaged through a service provider.

4.10.1. RECRUITMENT OF PERSONNEL, SALARY & REMUNERATION OF PERSONNEL ON DEPUTATION

The post of Project Director, Additional Project Directors, Joint project Director, and Dy. Project Directors, some Senior Project Managers and some support staff as described earlier, shall be filled by appointment of officers and staff in relevant ranks on deputation from Government of Rajasthan .

The officers on deputation to the Society from Government / PSUs shall be governed by the service conditions of their parent departments, and will continue to draw the salary, which they were drawing prior to such deputation or in accordance with the terms and conditions of deputation sanctioned by the Government. They will be eligible for other benefits as admissible to them unless otherwise directed by the Government through the terms and conditions of deputation. They will have the option to choose to draw TA/DA and other allowances applicable in the Project or corresponding amount as applicable to him / her in his/her parent department.

4.10.2. RECRUITMENT OF PERSONNEL, SALARY & REMUNERATION OF CONTRACTUAL EMPLOYEES / RETIRED GOVERNMENT OFFICIALS

Personnel engaged by the Society on contract basis will be paid consolidated emoluments, commensurate with their qualification and professional experience and overall capability, and will be decided by the Project Director within the framework of terms and conditions approved by the GB. The consolidated monthly remuneration shall in no case be less than the relevant minimum rates of wages, as notified from time to time, by the Government of Rajasthan.

Retired Government officials can be employed by the Society on contractual basis with the approval of the GB, and shall be paid consolidated remuneration subject to the guidelines of the Finance Department regarding re-employment of retired Government Servants. They will have the same entitlement of the Traveling Allowance and DA, as applicable to the other personnel engaged by the Society of equivalent rank.

4.10.3. RECRUITMENT PROCEDURE OF CONTRACTUAL PERSONNEL

The recruitment procedure for persons to be taken on a contractual basis would be guided by the extant rules and regulation of GoR. Broadly speaking, following procedure would be observed:

- i. For contractual engagement by the PMU, an advertisement is to be issued in at least one newspaper inviting applications.
- ii. The application will be scrutinized by a committee constituted by the Project Director for the purpose, followed by interview of the shortlisted candidates by the Committee.
- iii. Knowledge of local language, topography of the area and local cultural background may be given specific importance in selection process.
- iv. Offer letters are to be sent thereafter to the selected candidates through e-mail followed by Registered post/Speed Post/Courier.

- v. The candidates, offered appointment should be subjected to general health checkup before joining.
- vi. PD, may at his discretion, allow holding of Walk-in interviews for recruitment to certain posts.

4.10.4. TERMS AND CONDITIONS OF STAFF ON CONTRACTUAL DEPLOYMENT

Terms and conditions of staff on contractual deployment would be guided by the policies, rules and regulations of GoR in the matter, They would, broadly be, as follows :

- i. Initially the appointment will be on provisional basis for a period of at least two months extendable up to a maximum of six months.
- ii. The contract shall normally be for a period of not more than one year and will be made subject to verification of:
 - a. Medical Certificate issued by medical officer not below the rank of Assistant Surgeon in support of physical fitness.
 - b. Character certificate issued by two Group A or B officers.
 - c. Relieve order, clearance certificate from previous employer, if employed.
- iii. The appointment will be on consolidated emoluments per month, which will comprise consolidated salary, inclusive of all allowances like H.R.A., conveyance allowance, etc.
- iv. Contractual employees shall be allowed an enhancement of consolidated emoluments up to 5% at the time of renewal of the contract.
- v. This engagement does not confer any right to a regular appointment at any time in the Project or any other State Govt. organizations. The engagement is purely temporary in nature and shall not invite any legal recourse now or in the future.
- vi. The staff will be entitled to accumulate leave as long as they are working in the project and they will be allowed to encash the accumulated leave at the end of the contract.
- vii. That in the event of unauthorized absence during the contract period or any other misconduct shall render the staff liable for immediate disengagement. The expression misconduct would mean improper or unprofessional behaviour, bad management, misbehaviour etc. Whether an act is misconduct or not would be decided by the PD and his decision will be final and binding.

4.10.5. PERSONNEL THROUGH SERVICE PROVIDER

The remuneration of Staff engaged through Service Provider will be revised, in accordance with the prevalent minimum wage rates subject to approval by the Governing Body.

4.11. LEAVE RULES

The employees on deputation from Government/PSUs will be regulated under the leave rules applicable to them in their parent service/organization as per the terms and conditions of the service.

The contractual employees will be allowed a maximum of 10 days leave in a year subject to prior approval of the Project Director or an officer authorized by him. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.

Women employees will be additionally entitled to 45 days maternity leave, subject to completing one year of service in the project. The maternity leave could be availed only once during the project period. The staff will be entitled to accumulate leave for a maximum period of one year after which they will be allowed to encash the accumulated leave at the end of the contract.

4.12. TA/DA AND MEDICAL ALLOWANCE

4.12.1. CLASSIFICATION OF EMPLOYEES

All the personnel in the employment of the Society will be classified as given below for the purpose of entitlement on tours (TA/DA/ Accommodation)

CATEGORY	Pay (including Grade Pay)
A	Rs. 37000/- & above
B	Rs. 19000/- to Rs. 36999/-
C	Rs. 15000/- to Rs. 18999/-
D	Rs. 10000/- to Rs. 14999/-
E	Below Rs. 9999/-

4.12.2. TRAVELING ALLOWANCE

- Project employees on deputation shall be allowed TA/DA and other such allowances in accordance with the provisions of the rules of their parent department or Travelling Allowances rules of Government of India, whichever is opted by them.
- NGO nominees to GB to attend meetings will be entitled to TA/DA at rates commensurate to Category A while attending Governing Body meetings.
- For personnel engaged on contract basis, 60% of their consolidated gross remuneration shall be deemed to be their 'pay' for the purpose of this rules and their TA/DA shall be regulated in accordance with Travelling Allowances Rules of Government of Rajasthan.

4.12.3. MEDICAL ALLOWANCE / REIMBURSEMENT

All officers and staff on deputation shall be entitled to Medical facility in accordance with the Medical Attendance Rules of their parent department or Medical Attendance Rules of Government of India, whichever one may opt for. Personnel engaged on contract basis shall be entitled to reimbursement of expenditure on indoor treatment in authorized hospitals as per the provisions of rules of Government of Rajasthan.

4.13. CODE OF PUBLIC BEHAVIOUR

The Project employees are under an obligation to observe confidentiality, impartiality and discipline

similar to that required of civil servants. Employees may not, in the performance of their duties, engage in political or religious propaganda. The Project employees are required to observe absolute impartiality, commitment and dedication to the Project goals.

4.14. DISCIPLINARY MATTERS

For disciplinary matters, the employees on deputation from Government will be governed by the Rules/Code as applicable to them. The staff on contract of the Project shall be governed as per the terms and conditions of their appointment. In case of any matter requiring disciplinary action, the matter will be referred to the concerned Government Authority with all relevant and necessary documents/records for initiating departmental proceedings.

4.15. PERFORMANCE APPRAISAL SYSTEM

The performance appraisal system (Annual CR) for all officers/Staff on deputation from the Government shall be same as per the existing system in vogue for other Government employees. The completed booklets, after three stages of appraisal, shall be forwarded to the competent authority/ office for custody and necessary action.

Post	Self-Appraisal	Reporting Officer	Reviewing Officer	Accepting officer
Project Director	As required	Chairperson, Governing Body	Vice Chairperson, HPC	Chairperson HPC
Additional Project Directors	As required	Project Director	Chairperson, Governing Body	Vice Chairperson HPC
Joint project Director	As required	Addl. Project Director (Admin)	Project Director	Chairman GB
Dy Project Director	As required	Joint Project Director/ Additional Project Director	Additional Project Director/ Project Director	Project Director/ Chairperson GB
Contractual employees and other staff	As required	Dy. PD	Joint PD/ Additional PD	Additional PD / Project Director

In case of any discrepancy in Performance Appraisal System (Annual CR) for officers on deputation to the project, the General Administration Departments guidelines shall prevail.

The APAR forms for the contractual employees shall be prepared by the Joint PD (Admin &HRD) and approved by the Project Director.

PMU will develop objective criteria for the performance assessment of DMU/ FMU officials and concerned regional CCFs / CFs regarding their performance in the Project. PMU will communicate its assessment to the controlling authorities of the officials for its incorporation in their APAR.

4.16. DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS

The following table gives the delegation of Administrative and Financial powers decided by the Governing Body and concurred by the High Power committee:

S.No.	ITEMS	DPD (Admn.)	JPD (Admn.)	PD	Chairperson GB
A. FINANCIAL					
1.	To buy or procure materials, stores or moveable assets required for the Society	Up to Rs. 2 Lakh for a single item subject to budget provision	Up to Rs.5 Lakh for a single item subject to budget provision.	Up to Rs. 10 Lakh for a single item subject to budget provision	Full powers subject to budget provision.
2.	To procure & approve payment for procurement and services availed by the Society	Up to Rs. 2 Lakh for a single item subject to budget provision	Up to Rs.5 Lakh for a single item subject to budget provision.	Up to Rs. 10 Lakh for a single item subject to budget provision	Full powers subject to budget provision.
3.	To pay for feasibility studies or schemes for project reports or any other report undertaken or prepared by any consultancy firm or technical organization	Up to Rs. 2 Lakhs	Up to Rs. 5 Lakhs	Up to Rs. 10 Lakhs	Full powers
4.	For and on behalf of the Society to draw, endorse and negotiate all such cheques, bills of exchange, promissory notes, hundies, drafts, Government and other securities as shall be necessary in or for carrying on the affairs of the Authority	Full powers			
5.	To make and give receipts for, and release, refund and other discharge of money received by the Society and the claims and demands of Society.	Full powers			

S.No.	ITEMS	DPD (Admn.)	JPD (Admn.)	PD	Chairperson GB
6.	To invest surplus funds in call and short term deposits/Fixed Deposits			Upto Rs 5 Crores in one time	Full Powers
7.	To open bank account of the Society and operate or authorize operation thereof.			Full Powers	
8.	To sanction contingent expenditure	Non-recurring Rs. 10,000/- in each item.	Non-recurring Rs. 25,000/- in each item.	Non-recurring Rs. 50,000/- in each item.	Full powers subject to budget provision
		Recurring: Full powers subject to budget provision			
9.	To pass claims in respect of Salary/Wages, T.A., Advances, allowances, medical reimbursement and other personal entitlement of all officers and staff working in the Society	Full powers in respect of Non-Gazetted employees and contractual employees		Full powers with power to delegate in respect of Gazetted employees	
10.	Sanction of advances to carry out the Project activities	Up to Rs. 50,000 in each case subject to budget provision	Up to Rs.1 Lakh in each case subject to budget provision.	Up to Rs. 2 lakh in each case subject to budget provision	
11.	Signing of cheques	Full powers including powers to delegate	Full powers including powers to delegate	Full powers including powers to delegate	
12.	Award of work, payment of work bills, supplier bills, works advance, suppliers' advance and all other contingent bills	Up to Rs. 2 Lakh subject to budget provision	Up to Rs. 5 Lakh subject to budget provision.	Full powers subject to budget provision.	
13.	To sanction entitlements of Officers/staff working in the Society.		Full Powers in respect of Non-gazetted employees and contractual employees	Full Powers.	

S.No.	ITEMS	DPD (Admn.)	JPD (Admn.)	PD	Chairperson GB
B. ADMINISTRATIVE					
1.	Appointment on post created with approval of the G.B.			Full Power	
2.	a. Sanction of journey within the state.		a. Full powers in respect of Non-gazetted Employees and contractual employees	a. Full powers	a. Full Powers in respect of Project Director
	b. Sanction of journey of officers and staff of the Society within the country			b. Full powers in respect of the Officers and Staff of the Society	b. Full powers in respect of the Director
3.	Sanction of leave, increment etc. to the officers and staff of the Society	Full Powers in respect of Non-Gazetted employees and contractual employees		Full Powers.	
C. PROCUREMENT MATTERS					
1.	Sanction of Schemes to fulfill the objectives of the Society		Up to Rs. 10 Lakhs in each case	Up to Rs. 50 Lakhs under each scheme	Full Powers
2.	Award of works	Up to Rs. 2 Lakh subject to budget provision	Up to Rs. 5 Lakh subject to budget provision.	Full Powers subject to budget provision.	
3.	Constitution of Procurement Committee			Full Powers	
4.	Award of works without calling for quotations	Up to Rs. 10,000/-	Up to Rs. 25,000/-	Up to Rs. 50,000/-	Up to Rs. 100,000/-
5.	Award of works with limited quotation (with wide circulation, but not publication in newspapers)	Up to Rs.50,000 in each case	Up to Rs. 2 Lakh in each case	Up to Rs. 5 Lakh in each case	Upto Rs. 10 Lakh in each case

S.No.	ITEMS	DPD (Admn.)	JPD (Admn.)	PD	Chairperson GB
6.	Powers to invite and decide limited quotations/ tenders for specialized quality items from reputed firms	Up to Rs. 5 Lakh for each work	Up to Rs. 10 Lakh for each work on scrutiny by Procurement Committee	Up to Rs. 25 Lakh for each work on scrutiny by Procurement Committee	Up to Rs. 50 Lakh for each work on scrutiny by Procurement Committee
7.	Writing off a. Loss due to theft, fraud; b. loss due depreciation; c. Disposal of unserviceable or surplus store	Up to Rs. 20,000/-;	Up to Rs. 1,00,000/-;	Up to Rs. 200,000/- ;	Full powers
8.	Approval of tender, Call Notice and Bid documents	Up to Rs. 20 Lakh subject to budget provision	Up to Rs. 30 Lakh subject to budget provision.	Full Powers subject to budget provision.	
9.	Technical sanction of Estimates	Up to Rs. 50 Lakh subject to budget provision	Up to Rs. 100 Lakh subject to budget provision.	Full Powers subject to budget provision.	
10.	Power to sanction estimates for purchase of store, machines, tools and plant required for approved works	Up to Rs. 2 Lakh subject to budget provision	Up to Rs. 7 Lakh subject to budget provision.	Full Powers subject to budget provision.	
11.	Sanction of extra/substituted items and approval of deviation from contract not exceeding 10% of the original estimate.	Up to Rs. 2 Lakh subject to budget provision	Up to Rs. 5 Lakh subject to budget provision.	Full Powers subject to budget provision.	
12.	Approval of rates based on analysis			Full Powers	

1. All powers delegated above are to be exercised in accordance with the procedure and provisions laid down in this Operation Manual.
2. In case of items not covered in this OM, procedure laid down in GF&AR of GOR shall apply in which case the powers shall be as follows :

Powers conferred upon by GF&AR	To be exercised by
Head of Office	Deputy Project Director (Admin)
Regional Office	Joint Project Director (Admin)

Powers conferred upon by GF&AR	To be exercised by
Head of Department	Project Director
Administrative Department	Chairperson, GB
Above Administrative Department	Chairperson, HPC

3. Rates, Procedures and Guidelines approved by specialized line departments for specialized purposes can be utilized by the society for related works with approval of Chairperson, GB .

4.17. IT USAGE POLICY

The computers, printers, Scanner, Fax machine(s) etc., procured for the implementation of the Project shall be used by the Project staff exclusively for the Project. Suitable arrangements will be made for the proper upkeep of equipment.

4.18. USE OF PROJECT PROPERTY

The assets / properties created and renovated during the implementation of the Project will solely be the property of the Society. After the completion of the Project, the properties and assets created at the PMU, PMC, DMU and FMU levels will be the property of the Rajasthan FD.

4.19. CONFIDENTIALITY OF INFORMATION POLICY

The existing Confidentiality procedure of Government of Rajasthan/Rajasthan FD shall be followed. The PD shall be the custodian of all the relevant information regarding the Project and information generated through the implementation of the Project. Any violation of confidentiality of information such as leakage of information to unauthorized sources, misinterpretation of facts, misuse and abuse of Project information by the project staff shall attract penal actions as per the prevailing provisions of Government of Rajasthan

4.20. RIGHT TO INFORMATION

An Officer at the rank of DPD in PMU shall be designated by PD as RTI Officer of the Project. The RTI Officer shall function as per the provisions of RTI Act.

4.21. WEBSITE

Senior Project manager (ITES) shall be entrusted the task of regular maintenance of the Project Website. This will include regular upload of - events, lessons learnt and important Government Orders and other relevant directives, tender notices / documents etc. on to the website.

Chapter - 5

ACCOUNTING PRINCIPLES AND PROCEDURE

5.1 INTRODUCTION

Transparency and accountability are the main criteria associated with the handling of any public funds. Keeping this in view and for the sake of financial propriety and discipline the following accounting rules and procedures for conduct of business and maintenance of accounts of the Rajasthan Vaniki Evam Jaiv-vividhata Sanrakshan Society (RVJVSS) have been formulated. This chapter contains basic Principles to be observed and the procedure to be followed by various authorities and at various levels in dealing with funds related to the Project received by them in their public capacity. The Accounting principles and procedures to be followed in the Project shall broadly be in line with the GF&AR unless otherwise expressly specified in the OM.

The Project Director and CEO shall be in overall responsibility of effective implementation of these rules. All financial matters and budget should be finalized /decided in consultation/ recommendation of Joint Project Director (Finance).

Keeping in view the changed conditions and growth of the Society, these rules may be reviewed and modified whenever felt necessary with the approval of the Governing Body or HPC.

The Project Director shall have the power to declare any gazetted officer in the PMU as the head of Office of the Office of Project Director, RFBP2, for the purpose of these rules.

All moneys received by or on behalf of the society or the Project, either as dues or for deposit or remittances or otherwise shall be brought into the designated accounts without delay.

Moneys received as dues or remittances or for deposit in the Project shall be credited into the designated Project accounts of the concerned office in accordance with the provisions of this chapter.

5.2 OBJECTIVE

The objectives of the Accounting Procedures are:

- a. To introduce necessary system for finance, purchases, accounts and audit;
- b. To record transactions on principles of commercial accounting;
- c. To regularize and introduce standard forms and formats for recording facts correctly;
- d. To provide timely Management Information System (MIS) for decision making corrective action, basic data for submission to various outside authorities, whenever necessary;
- e. To record the assets and liabilities and various receipts & payments of the Society properly;
- f. To provide internal control and check in recording of various accounting transactions;
- g. To update the accounts of the Society without delay, assuring preparation of statement of accounts in time, update information as on any required date.

5.3 REMOVAL OF DOUBTS

Where doubt arises as to the interpretation of any of the provisions provided in the OM, the matter shall be referred to the Project Director for decision, who shall decide based on the principles governing the project

and the spirit of GF&AR. The PD may refer the matter to the Finance Department, GoR for further clarifications if any doubt still remains.

5.4 WITHDRAWAL OF MONEY/FUNDS

Unless otherwise expressly authorized, moneys shall not be withdrawn from the Project accounts for investment or deposit elsewhere, without the consent of the Project Director.

Funds shall be withdrawn only if required for immediate eligible payment and the expenditure or payment is authorized under any provision of this chapter or by any general or specific order of a competent authority.

5.5 ESSENTIAL CONDITIONS GOVERNING EXPENDITURE FROM PROJECT FUNDS

As a general rule, no authority may incur any expenditure or enter into any liability involving expenditure from project funds until the expenditure has been sanctioned by general or specific orders of the competent authority and the expenditure has been provided for in the authorized grants and appropriations.

5.6 STANDARDS OF FINANCIAL PROPRIETY

Every functionary incurring or authorizing expenditure from project funds should be guided by highest standards of financial propriety. Every functionary should also enforce financial order and strict economy at every step and see that all relevant rules and regulations are observed by his own office and his subordinate authorities. The following general principles should be properly emphasized :

- a. Every functionary is expected to exercise the same vigilance in respect of expenditure incurred from project funds and public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- b. The expenditure should not be, prima facie, more than that the occasion demands.
- c. No authority should exercise its power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

5.7 CONTROL OF EXPENDITURE

A Controlling officer shall see not only that the total expenditure is within the limits of authorized appropriation but also that the funds allotted are expended in public interest and upon objects for which the money was provided. He must be in a position to assume responsibility for expenditure incurred and to explain or to justify any instance of excess or financial irregularity that may be brought to his notice as a result of audit scrutiny or otherwise.

5.8 RECONCILIATION OF ACCOUNTS

The controlling officer shall arrange regular reconciliation of expenditure and revenue with the PMU. Any error detected shall be got corrected without delay.

5.9 INTERNAL CHECKS AGAINST IRREGULARITIES, LOSS, FRAUD ETC.

In discharge of his ultimate responsibility for the administration of grants or appropriations or a part thereof, placed at his disposal, every controlling officer, must satisfy himself not only that adequate machinery

exists within the organization for systematic internal checks to prevent and detect errors and irregularities in the financial proceedings of his subordinate offices and to guard against waste and loss of public money and stores, but also that the checks are effectively applied.

5.10 MAINTENANCE OF ACCOUNTS

Every functionary whose duty it is to prepare and render any accounts or returns in respect of project funds or stores, shall be personally responsible for their completeness and strict accuracy and their dispatch within the prescribed time schedule.

An officer who signs or countersigns a certificate shall be personally responsible for the facts certified to, so far as it is his duty to know or to the extent to which he may be reasonably expected to be aware of them.

5.11 CONTRACTS

No contract shall be entered into by any authority which has not been empowered to do so by or under the orders of the Project Director. General principles of contract enunciated in Rule 19 of General Financial and Accounting Rule (GF&AR) Part I of GoR shall be followed in case of utilizing project funds with the exception that, wherever it occurs in the said rule, the words 'Government', 'Finance Department', and 'Accountant General (Audit) Rajasthan' shall be read a 'Project Director'.

5.12 LOSSES

Any loss of project money or funds or revenue or receipts or stores or property held by or on behalf of the society or the project, caused by misappropriation, fraudulent draw/payment or otherwise, which is discovered, shall be immediately reported by the officer concerned to his controlling officer or the next higher authority and as well as to the Project Director, even when such losses have been made good by the party responsible for it. Such report must be made as soon as a suspicion arises that there has been a loss; when the matter has been fully investigated, a complete and detailed report shall be submitted of the nature and extent of loss showing the errors or neglect of rules by which such loss was rendered possible and the prospect of effecting a recovery.

5.12.1. RESPONSIBILITY FOR LOSSES ETC

Every functionary or authority should fully and clearly realize that he will be held personally responsible for any loss sustained by the Project/ society through fraud or negligence on his part and that he will also be held personally responsible for any loss arising out of fraud or negligence on the part of any other functionary/authority to the extent to which it may be shown that he contribute to the loss by his own action or negligence.

5.12.2. WRITING OFF OF LOSSES

Subject to the limits and conditions that may be laid down by the Governing Body of the society, a competent authority may sanction, the writing off finally of irrecoverable value of stores or public money lost by fraud, negligence, etc.

5.13 POINT OF RESPONSIBILITY

Each authority to whom any power / function is delegated or assigned under this OM shall be fully and completely responsible for exercise of such power or discharge of such function. The Project Director and CEO

shall be in overall responsibility of effective implementation of these rules who shall be duly assisted in his task by all officers and authorities in the Project. However, this shall not absolve any particular authority of his specific responsibility with regard to the any power or function assigned or delegated.

5.14 AMENDMENTS

Provisions of this chapter may need to be elaborated or modified in the light of experience gained in the project execution, or on review. To address these aspects, suitable elaborations may be incorporated and put in operation after through issuance of General Orders by the PD with the approval of the Governing Body. Any substantive amendment to any accounting / financial provision mentioned in this chapter shall, however, require approval from competent authorities.

5.15 HEAD OF OFFICE OF PMU

The Project Director shall have the power to declare any gazetted officer in the PMU as the head of Office of the Office of Project Director, RFBP2, for the purpose of these rules. Such Head of Office shall also be the Drawing and Disbursing Officer (DDO) of the office of PMU.

5.16 FUNDS MANAGEMENT

Management of project funds shall be as follows :

- a. The Society shall receive funds from the State Government, Government of India or from any other source as may be permitted by the State Government by way of revenue grants, capital grants or specified grants against projects.
- b. For meeting day to day administrative expenses, the Society may maintain an imprest cash balance of Rs. Twenty Five Thousand only with Drawing and Disbursing Officer to be designated by the Project Director.
- c. All funds received by the Society shall be deposited in the "Saving Accounts" of one or more Scheduled/Nationalised banks and shall be kept in appropriate scheme so as to maximize returns on idle balance.
- d. Funds received in form of cheque or draft shall be entered in the Draft Register to be maintained in Form No.1 and should as quickly as possible, in any case not later than three working days, be deposited in the designated bank account .
- e. Funds received in cash / draft / cheque / bank transactions should be supported by the Money Receipt to be issued in Form No.2 and should be deposited in the manner as in Subrule(d) above. The money receipts should be printed and machine numbered in duplicate. A Stock Register of Money Receipt Books should be maintained in Form No.3.
- f. The Chief Executive Officer/Project Director or any other officer(s) of the Society duly authorized by him may operate the financial transactions of the Society in the bank individually or jointly , as decided by the PD.
- g. All bank accounts of the Society shall be reconciled on monthly basis and all outstanding entries appearing in the reconciliation statement shall, as far as possible, be cleared before the next reconciliation is undertaken.

- h. Interest accrued on bank deposits shall be retained by the Society and utilized for the implementation of the Project as per guidelines of scheme.
- i. If society decides to deposit funds in fixed deposit or any other scheme, a fixed deposit register shall be maintained in Form No.4 and timely renewal of the same shall be made, if funds are not required for expenditure during the next month.

5.17 ACCOUNTING SYSTEM

The accounting system to be followed by the society in the Project shall be as under :

- a. The society shall follow commercial pattern of accounting.
- b. Double entry mercantile system of accounting shall be adopted by the Society
- c. The financial year of the Society shall be from the 1st April of the year to 31st March of the next year.
- d. All books of accounts shall be maintained at the Head of Office of the Society except for the DMU/ FMU and the VFPMC/EDC where records in respect of transactions are to be maintained in the office of respective DMU/FMU/VFPMC/EDC.
- e. Receipt and Payment account and Income & Expenditure Account for the whole year and Balance Sheet as on 31st of March every year shall be prepared within 45 days after closure of the financial year.
- f. The maintenance of records shall be in such a way as to comply with requirement of Statutory Acts and Statutes such as the Rajasthan Society Registration Act 1958, the Income Tax Act, 1961, PF/ESI Acts, Payment of Bonus Act etc.
- g. All the accounts shall be balanced and monthly trial balance shall be prepared within the first week of the subsequent month.

5.17.1. CASH TRANSACTIONS AND THE CASH BOOK

Following shall be observed as regards cash transactions in the Project :

- a. All remittances to the Society exceeding rupees two thousand and five hundred shall be received by means of account payee cheques/ bankers cheques or drafts in the name of the Society or as expressly specified for any purpose.
- b. An imprest amount of Rs 25000/- may be kept in form of cash with the DDO of the PMU to meet the regular day to day requirements of the office.
- c. Cash purchases may be permitted for a sum not exceeding Rs.5000/- only in case of emergency out of the imprest kept in the office. For payment exceeding Rs.5000/-, account payee cheque may be issued.
- d. While making purchases of any kind, normal procedure should be followed as per the OM.
- e. The Cash Book should be maintained in printed forms with pages machine numbered.
- f. A certificate regarding the number of pages contained in the Cash Book is to be furnished

on the front page of the Cash Book by the Deputy PD (Administration).

- g. Funds received on behalf of the Society and the expenditures & advances made are to be recorded in the Cash Book.
- h. The Cash Book should be written on daily basis and all entries are to be attested by the Deputy PD (Finance), who may be authorized to sign the Cash Book.
- i. The Cash Book should be written in Ball Pen.
- j. Any correction in the Cash Book should not be made by overwriting. The incorrect entry should be clearly scored off and correct entry made separately under attestation of the Deputy PD (Administration).
- k. Physical verification of Cash balance should be made by the Deputy PD (Administration) at least once every month and his findings recorded in the Cash Book.
- l. Debits and Credits towards bank charges, Commission or interest which appear in the Bank Statements with supporting debit and credit slips received from the bank shall be recorded in the Cash Book.
- m. The Bank balance should be reconciled at the end of each month by preparing a bank reconciliation statement.

5.17.2. BANK TRANSACTIONS

Following shall be observed as regards bank transactions under the Project :

- a. Bank operation should be reduced to minimum number of accounts.
- b. All Cheques/bank drafts etc. received by the Society should be deposited immediately & not later than three days.
- c. All cheques issued shall bear the signature of the authorized officer as noted at 5.17.1 (f) above. Amount of the Cheque both in words & figures should be written in such manner that there should be no scope for interpolation.
- d. All Cheques shall be received only in the name of the Society and it is to be ensured that they are crossed "Account Payee" immediately on receipt for banking.
- e. All bank payments shall be made by crossed "Account Payee" Cheques except self-drawl for office cash requirements.
- f. 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 reviewed for action wherever necessary.
- g. Cheque number of each of the Cheque issued should be mentioned in the Cash/Bank Book, while giving the narration of such payment.
- h. 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 authorized signatory to the cheques.

- I. Cheques shall be payable at any time within three months after the month of issue. If the currency of a Cheque should expire owing to its not being presented within the period of validity, it may be received back by the Society and cancelled and a new Cheque in lieu of it may be issued. In case such a cheque is not returned due to loss etc., the entry will be made in cash book, the bank drawn on should be required to furnish a non-payment certificate as under:

"Certified that Cheque NoDt..... for Rs. (Rupees)
reported by the of the RVJVSS to have been drawn by him on this bank in favour of
..... has not been paid and will not be paid if presented hereafter.

Bank Manager

- j. When it is necessary to cancel a cheque, the cancellation must be recorded on the counterfoil, and the Cheque, if in the drawer's possession, shall be destroyed. If the Cheque is not in the drawer's possession, the bank drawn on should be immediately addressed to stop payment of the Cheque under intimation to the drawee requesting him to return the Cheque.
- k. If the Society is informed that a Cheque drawn by it has been lost by the drawee, the required certificate as noted at Point 198(i) above be obtained from the Branch Manager of the concerned bank after which it may consider to issue another Cheque.

5.17.3. JOURNALS

Following shall be observed as regards maintenance of journals under the Project :

- a. Where any accounting effect is to be given without making any payment either in cash or through bank like adjustment of advances against final bills or rectification of mistakes etc., such effect can only be given through journal vouchers in Form No.6.
- b. After every journal voucher is prepared and approved, an entry of the same shall be made in the journal register. This will help to ensure that no journal voucher is missed which needs to be recorded.
- c. The journal register be maintained in Form No.7.
- d. The journal voucher is to be prepared in duplicate after taking approval of the PD / CEO or any officer authorized by him. The voucher is to be serially numbered & filed along with all supporting vouchers.

5.17.4. ADVANCES

Following shall be observed as regards issue and adjustment of advances under the Project :

- a. After approval of the works programmes to be executed under different DMUs, the DMUs shall make assessment of funds requirement and send proposal to the PMU for payment of advances. The PMU after obtaining necessary sanction to the advances/grants shall issue cheques/drafts in favour of the DMUs.
- b. Apart from this, various advances such as the T.A. advance, purchase advance, advance for other purposes etc. may have to be given under order of the PD / CEO. Such advance payment may be sanctioned on "Advance Requisition Form" in Form No. 8 and an Advance Register for such miscellaneous advances be maintained in Form No. 9
- c. Payment of advance as per 5.17.4 (a) should be guided by the principle that no second advance should be sanctioned unless the previous advance has been adjusted. If any advance remains outstanding for more than four months, deduction from the salary be effected for clearing the outstanding advance with interest @ 18 %.
- d. For advances paid, a Register of advances paid & UC/Voucher received is to be maintained in Form No. 9.
- e. The advance register should be periodically reviewed by the PD/CEO or any other authorized officer and action taken for settlement of long outstanding advances.
- f. Advances paid should also be recorded in the Cash Book "in shape of advance". It should not be treated as expenditure. When it is adjusted, the amount in the voucher shall be entered in the Cash Book as expenditure.

5.17.5. PROCUREMENT / WORKS

Following shall be observed as regards procurement under the Project :

- a. It may be necessary for the PMU to undertake certain procurements or works for running the office. Procurements of any kind of goods will be made as per provisions of OM subject to budget provisions.
- b. For making purchases and procurement of work and services and undertaking any work, the existing Government Rules, Procedures will be followed, in case where, there is no specific provision in OM.
- c. No advance to supplier or contractor shall be made unless specifically provided for under the terms and conditions prescribed for any procurement or work.
- d. Payments to suppliers or contractors involving more than Rs. 5000 be made by means of Crossed Cheques. However, for petty purchases below Rs. 5000 Cash payment may be made out of the Imprest funds.
- e. All payments shall be made against supporting vouchers/ bills in original.
- f. The supporting bills/ vouchers which are passed for payment should be cancelled with

rubber stamp "Paid and Cancelled". Thus such paid bills/ vouchers cannot be presented again for payment.

- g. When supporting bills/ vouchers cannot be obtained for any expenses, certificate of payment is to be made by the person making such payment in Form No. 12 and the same is to be duly countersigned by Deputy PD (Administration).

5.17.6. BANK BOOK

Following shall be observed as regards maintenance of bank book under the Project :

- a. Bank Book shall be recorded and maintained by the same person who handles the bank receipts and bank payments.
- b. The bank book shall be updated at least once in a day. The bank book shall be closed at the end of every day and the closing balance shall be arrived at. Entries in the bank book shall be made only for actual receipts and payments and not for any other reason.
- c. The bank book shall be produced to the Deputy PD Finance for verification at the end of every day, who shall verify the same and affix his signature on the bank book itself.
- d. If the accounting is maintained in computerized software, a daily printout of bank book should be taken and the daily verification procedure as mentioned above should be followed.
- e. The bank pass book shall be updated once in a month. In case, if the statements are issued by the bank instead of pass book system, the statement shall be obtained on a monthly basis.
- f. Reconciliation of the Bank book and the Bank Pass book/Bank statement shall be prepared on the monthly basis (called as Bank Reconciliation Statement - BRS) in the following manner.
 - A Balance as per Bank Book
 - B Add.
 - (a) Cheques issued but not presented (List enclosed)
 - (b) Other credits included in Bank statement i.e., interest from deposits etc., if any, but not entered in Bank Book
 - C Total
 - D Less not entered in bank book (List enclosed)
 - (a) Cheques deposited in bank but not credited by bank as per statement.
 - (b) Bank charges not entered in bank book.
 - (c) Cheques dishonoured but not yet reflected in bank book (List enclosed) E - Balance as per Bank Statement.
- g. The BRS shall be prepared for every bank separately by the Deputy Project Director

(Finance) and produced before the Deputy PD Administration for verification and signature.

5.17.7. GENERAL LEDGER

General Ledger is maintained to record individual account for each kind of receipt & expenditure other than Cash account & Bank account. This should ultimately help the Society to prepare the monthly Trial Balance and Annual Statement of Income & Expenditure and other financial statements. General Ledger shall be in printed books and machine numbered. Entries in the General Ledger shall be posted on the basis of original entries recorded in the Cash Book and Journal Books. Connected Columns in the General Ledger shall have brief narration as contained in the Cash Book and Journal Book. In addition, subsidiary ledgers may be maintained to record details of various transactions to supplement the General Ledger. The General Ledger Account shall be maintained by Deputy PD (Finance) and reviewed periodically by the Deputy PD (Administration).

5.17.8. GRANTS LEDGER

A Control Register for the grants/advances paid to DMUs and UCs received be maintained in Form No. 10. This is necessary to watch work progress in the field and submission of UC to the appropriate authority. This ledger also helps to know the outstanding UCs and ensure submission of the same by the DMUs. Separate pages of register be allotted to different DMUs. Grants ledger shall be maintained by Deputy PD (Finance) and reviewed periodically by the Deputy PD (Administration).

5.17.9. BOOKS OF ACCOUNTS

The primary books of accounts to be maintained by the Society shall be as follows:

- Cash Book
- Bank Book
- Journal Book
- General Ledger
- Grants Ledger

The following subsidiary registers shall also be maintained-

- Register of drafts/cheques received
- Register of fixed deposits
- Register of outgoing cheques.
- Stock Register of Money Receipt Books
- Register of Misc. advances
- Salary Register
- Tax deducted at source register

- Fixed Assets register
- Stock & Store register
- Any other register that may be found necessary

5.17.10. HEADS OF ACCOUNTS

The head of Account shall be formulated and finalized based on funds allocated by JICA in various categories as per minutes of discussion (MOD) signed on 22.12.2010.

5.17.11. STOCK AND STORES

Following shall be observed as regards stock and stores under the Project :

- a. It may be necessary at the PMU level of the Society for effecting some procurements for smooth running of the office. All procurements to be made should conform to quality and specification.
- b. Extant rules of GoR or GoI shall be followed while making procurement in case where there is no specific provision in Operation Manual. However, specific procurement rules in consonance with the provisions of this OM may be framed with the approval of GB and utilized for the purpose.
- c. The bills to be passed for payment should bear the certificates that "Goods have been Received in Good Condition" and that "the Goods have been entered in the Stock Register at page No....."
- d. After the payment of the bill, the bill should be encased with the rubber seal "Paid & Cancelled", so that the same bill cannot be claimed again.
- e. Entry of such stores should be recorded in the Stock Register item-wise and issue of the consumable Goods may be shown in the said register.
- f. Fixed assets should be entered in the Fixed Asset Register in Form No.11, asset wise and the serial number of the asset be recorded on the asset itself legibly.
- g. Verification of the Stock and Stores should be made at least once in a year by an Officer authorized by the PD and result of such verification be recorded on the concerned stock register.
- h. Any loss of stock due to theft, misappropriation or damage should be brought to the notice of the PD for necessary action.
- i. The person(s) handling cash, and stores of the Society shall furnish necessary security deposit, as decided by the PD, as per rules.

5.17.12. AUDIT

Following shall be observed as regards audit under the Project :

- a. The period of preservation of all records & registers in the PMU/DMU/FMU shall be Ten years.

- b. The RVJVSS at the PMU Level shall maintain a panel of Chartered Accountant Firms out of which an internal Auditor be appointed after negotiation with the firm on the basis of the scope of work and their terms of reference. The Internal Auditor so appointed shall have the access to all records & registers maintained in the PMU as well as in the DMU & FMU, if necessary. As the internal audit is intended to be only a financial audit, the Internal Auditor need not spend time on the managerial aspects, operational plans of the project.
- c. The scope of work entrusted to the internal cum concurrent auditor shall be as follows:
 - i. Checking of daily cash, bank & journal transactions to ensure that the Transactions are recorded as per principles of commercial accounting and are booked to proper accounting heads.
 - ii. Transactions are undertaken on proper authority.
 - iii. Transactions are duly supported by proper supporting documents.
 - iv. Propriety of the transactions.
 - v. Adherence to JICA/GOI guidelines & financial procedures formulated by the RVJVSS.
 - vi. Checking the maintenance of book of accounts and records.
 - vii. Checking the Bank Reconciliation statements.
 - viii. Checking of investments, short term deposits etc. made by the authority from time to time.
 - ix. Checking of component-wise, category-wise and account head-wise expenditures.
 - x. Checking of various MIS reports generated along with statements and information submitted to various authorities.
 - xi. Checking of Cost data with physical achievement data to monitor project progress.
 - xii. Checking of compliance of various statutory provisions like Income Tax, VAT etc.
 - xiii. Checking of the budget prepared.
 - xiv. Assigning of funds management of the Society.
 - xv. Suggesting revision in forms and formats from time to time as may be necessary.
- d. The Internal Auditor shall directly report to the PD every month by the 30th of the next month.
- e. The audit fees to be charged by the Internal Auditor shall be as approved by the Governing Body of the Society.
- f. In addition to the Internal Auditor, the Society may consider to appoint an Audit Firm of Chartered Accountants from the panel maintained by it every year through negotiation to take up financial, physical & performance audit at the level of PMU, DMU & FMU.

- g. Audit by the Chartered Accountant shall include Value of Money Analysis, Economy, Efficiency and Effectiveness Audit. Physical Site Verification Audit/Performance Audit would be undertaken as and when directed by the Project Director. The Terms of Reference (TOR) while appointing the independent Chartered Accountant firm shall clearly indicate the scope of work which shall include the following:
 - i. Checking of all financial transactions with reference to delegation of power and adherence to the Operation Manual.
 - ii. Independent Checking through third party or test certificate to ensure quality material procured and quality of work done.
- h. The audit fees to be paid shall have to be approved by the Governing Body.
- i. The accounts of the RVJVSS shall be audited by the Chartered Accountant Firm.

5.17.13. BUDGET

Following shall be observed as regards budget under the Project :

- a. Budget generally depicts the estimated receipts and the estimated expenditures for the next financial year. The budget process should, therefore, start from the month of October.
- b. First of all, estimated receipts are to be worked out. For this, the DMUs & FMUs should be asked to intimate their estimated funds that would remain unspent by the end of 31st March. The PMU should also work out the funds that would remain unspent by the end of 31st March. Such unspent amount will come under the category "Unspent balance of the Current year"
- c. The balance in the bank a/c of the PMU, DMU & FMU be worked out. This will come under the category of "funds available in bank account"
- d. Grants to be received from GOR, as per budget provision from GOI or from any other source shall be taken into account.
- e. All these will constitute resources for the society for the coming financial year.
- f. The resources as stated above have to be categorized as Revenue receipts. The grants will come under Revenue receipts.
- g. Similarly projected works in the next financial year have to be decided by the end of December and intimated to Finance Department along with the estimated expenditures therefore.
- h. All other expenditures relating to the society shall come under the category of Revenue expenditure.
- i. While framing the budget the Revenue receipts and the Capital receipts are to be shown separately on the receipt side of the budget supported by schedules showing details of Revenue receipts and Capital receipts.
- j. Similarly, on the expenditure side of the budget, Revenue expenditures and Capital

expenditures are to be shown separately supported with schedules showing details of such expenditures head- wise.

- k. The budget shall be prepared by Deputy Project Director (Finance)
- l. For finalizing the budget, a Budget Committee consisting of the following members be constituted.

i.	PD	-	Chairman
ii.	Addl.PD, Admn.	-	Member
iii.	Addl. PD, Development	-	Member
iv.	Jt. Project Director	-	Member
v.	Dy. Project Director (Admin)	-	Member
vi.	Dy. Project Director (Finance)	-	Member Secretary
- m. The committee should first meet in the first week of December and decide on the strategy and work plan & fund requirements as per approved work plans.
- n. Subsequently the Budget thus prepared shall be placed before the Governing Body.
- o. For making the budget proposals more effective, the Budget Committee may sit at the end of each quarter and review the progress of work done and find out the reasons for variances, if any and take remedial measures.

5.17.14. REIMBURSEMENT

Following shall be observed as regards reimbursement under the Project:

- a. The success of the project lies on timely reimbursement of funds from the GOI.
- b. For this purpose, there should be timely release of funds by the PMU to the DMU & by the DMU to the FMU.
- c. The FMU should take expeditious steps for implementation of the programmes and incur expenditure.
- d. Reports & returns on expenditures along with bills & vouchers covering the entire expenditure be sent by the FMU to the DMU within the time as prescribed in the following sections.
- e. The DMU should finalise the expenditures after due scrutiny & pass the bills and send the reimbursement claims & UC to the PMU.
- f. The PMU on receipt of the reimbursement claims & UCs shall consolidate the RCs and submit reimbursement claims to the GOI in the format as may be prescribed by the GOI / donor agency for the purpose,
- g. Reimbursement claims may normally be sent monthly. In case the expenditure incurred/UCs received exceeds Rs. 5 Crore, reimbursement claims may be sent in shorter period.

5.18 ACCOUNTS IN DIVISIONAL MANAGEMENT UNIT

Following shall be observed as regards maintenance of accounts in the DMU under the Project :

- a. Divisions or the DMUs are the real centers of activities of the RFBP-2. Details of project accounts will, therefore, be maintained in the DMUs.
- b. The DMUs shall take steps to work out the action plan or Project programme in consultation with the FMUs and VFPMC/EDC and finalize the same within their respective divisions.
- c. While finalizing the action plan, an estimate of expenditures involved during the year shall also be made.
- d. The action plan along with the estimate and funds requirement shall be sent to the PMU as quickly as possible, but not later than the 31st of October every year. While projecting the funds requirement, the possible unspent balance that may be available with them at the end of the year should be taken into consideration.
- e. For the first or beginning year of the project, the action plan along with the funds requirement shall be sent to the PMU as soon as the project starts.
- f. The PMU on receipt of the proposals from the DMUs shall scrutinize them through the Budget committee and consolidate them along with their own office requirement and place them before the GB and HPC for approval.
- g. The GB and HPC after due consideration or modification, if felt necessary, shall accord their approval.
- h. After the action plan or works programmes are approved by the GB, the Accounts section of the PMU shall take expeditious steps to release grants/advances in favour of the DMUs for execution of the programmes.

5.18.1. FUNDS MANAGEMENT AT THE DMU

Following shall be observed as regards management of funds at the level of DMU under the Project :

- a. The DMUs on receipt of the cheques/drafts from the PMU shall enter the same in the "Register of Cheques/drafts received" (Form No.1).
- b. Funds received by the DMUs shall be deposited in the bank account. The bank account shall be operated by the Head DMU.
- c. The DMU shall require the FMUs to submit their requisitions for funds VFPMC wise and Activity wise.
- d. On receipt of the requisitions received from the FMUs, the DMU shall take steps to issue crossed cheques/drafts in favour of the individual VFPMCs/EDCs and FMUs (if required)
- e. The DMUs, on release of the funds, shall record the same in the "Grants paid and UCs received" register in Form No. 10.
- f. Over and above the forestry programmes, the DMUs may require funds for works or procurements connected with the forestry programmes of the Society at their level. If

such expenditures are required to be incurred, the DMUs shall follow the required Government rules regarding works & procurements till the society adopts its own procedure duly approved by HPC.

- g. Payments made in connection with procurements or works shall be in shape of crossed cheques. A "Register of outgoing cheques" shall be maintained in Form No.5.
- h. Bank accounts of the DMUs shall be reconciled on monthly basis as discussed in the foregoing paras. Outstanding entries appearing in the Bank reconciliation statement be cleared before the next reconciliation is undertaken.
- i. Advances if required to be paid not in connection with forestry programme but in connection with any other purpose in the DMUs shall be recorded in the "Register of Misc. advances" in Form No.9.
- j. Normally the programmes will be executed through the VFPMC and in some cases through the Head FMU . It may also become necessary in certain cases to execute the programmes through the NGOs, contractors or firms. In such cases no advances should be paid to the contractors, NGOs or firms. Payments shall be made to them through their works bills which should be cleared expeditiously.

5.18.2. CASH BOOK

Following shall be observed as regards maintenance of cash books under the Project :

- a. The Cash Book shall be maintained in the proper printed form with printed page numbers. In the first page of the Cash Book, a page certificate shall be furnished by the DMU Chief or any officer authorized by him.
- b. A separate Cash Book for the funds advanced by the Society should be maintained in the DMU & the project transactions should not be mixed with other transactions.
- c. Funds received by the DMU in connection with RFBP-2 and payments made shall be recorded in this Cash Book.
- d. The Cash Book shall be written on daily basis and all entries are to be attested by the DMU Chief or by any officer authorized by him.
- e. The Cash Book should be written in ball point pen. Any correction in the Cash Book shall not be made by overwriting.
- f. The incorrect entry may be neatly struck off and the correct entry made clearly and attested by the officer authorized to sign the Cash Book.
- g. The closing balance, if any, shall be physically verified by the authorized officer at the end of each month and his findings recorded on the Cash Book.
- h. Each DMU will prepare a detailed monthly Receipt and Payment account based on the Cash Book maintained separately for this purpose.
- i. An abstract of the monthly account should be prepared and sent to the PMU by the 7th of next month.

5.18.3. PROCUREMENTS /WORK EXECUTED AT DMU LEVEL

Following shall be observed as regards procurement /works at the level of DMU under the Project :

- a. It may become necessary to affect some procurements at the DMU Level for smooth running of the project works.
- b. Necessary formalities like the sanction of expenditure, invitation of quotation or bid etc., should be observed in accordance with the normal rules & procedures followed for such procurements in the department.
- c. For works required to be executed for facilitating efficient execution of project works, necessary Government procedure as followed in such other works executed in the department be followed till the Society adopts its own procedure duly approved by the HPC.
- d. Payment for such work be made after measurement / check measurement of work & preparation of works bills which should be scrutinized and passed for payment.
- e. All such payments should be made in cheques.
- f. A separate Register shall be maintained in the DMU and assets created through deployment of RVJVSS funds are to be noted there for the purpose of facilitating audit.
- g. All the accounts, vouchers and documents relating to the procurement or work shall be preserved at the DMU for the purpose of audit and shall be open to audit engaged by the Society.
- h. Destruction of records/vouchers/documents shall take place only after obtaining specific approval of the Project Director.

5.19 ACCOUNTS IN THE FIELD MANAGEMENT UNIT

Following shall be observed as regards accounts in the FMU under the Project :

- a. The FMUs are the units for execution of the project works individually and with the VFPMC participation.
- b. All cheques issued by the DMU in favour of the VFPMC shall be routed through the FMU. Before handing over the cheques to the VFPMC, Cheques should be entered in a register to be maintained in Form No. 15 for watching the progress of expenditure and preparation of works bills of the VFPMC.
- c. The VFPMC shall open a bank account in any schedule bank or in the nearest Gramin Bank and should not keep the funds in form of cash in hand.
- d. The DMU should not issue funds in single cheque in favour of the VFPMC for the full requirement of the project work to be executed by the VFPMC. Funds may be released on monthly & quarterly basis on watching the progress of work done.
- e. The bank account shall be jointly operated by the President and the Member Secretary of the VFPMC.

- f. While Cash is withdrawn from the bank for expenditure, adequate arrangement should be made for safe custody of the Cash before disbursement.
- g. Cash Book as usual shall be maintained for each VFPMC by the Secretary of the VFPMC and signed by the President.
- h. Cheques issued by the DMU in favour of the VFPMC shall be deposited in a schedule bank, if available in the locality, or in the nearest Gramin Bank.
- i. A register of cheques received shall be maintained in Form No.1.
- j. Cash should not be withdrawn from bank unless it is required for immediate disbursement.
- k. A separate Cash Book shall be maintained by the FMU Chief in the printed forms with printed page numbers.
- l. Provisions contained above should be followed for maintenance of the Cash Book.

5.19.1. MAINTENANCE OF ACCOUNTS AT FMU LEVEL

Following shall be observed as regards maintenance of accounts at the level of FMU under the Project :

- a. Each FMU will prepare a detailed Receipt and Payment Account at the end of the month and send DMU by 5th day of next month.
- b. The FMU shall be responsible for maintenance of all expenditures relating to the RFBP-2 in respect of the works executed by them departmentally.
- c. For maintenance of such accounts departmental guidelines. Government Orders should be followed.
- d. All necessary records like the bill register, register of wages, muster roll etc, where necessary should be followed.
- e. All works done by the VFPMC and the FMU should be measured / check measured and bills to the effect prepared for submission to the DMU.
- f. The bill should be prepared as per the provisions contained in the rules and should bear the certificate that the work has been properly supervised, quality materials like seedlings and manure etc., utilized and works performed as per specification. .
- g. In case of running bills either of VFPMC or of the FMU, the amount of advance already adjusted and the amount of advance to be adjusted now should be indicated.
- h. All bills prepared and sent to DMU should be recorded in a register, different pages being assigned to different VFPMC and to the FMU.
- i. After the bills are passed by the DMU, the amount for which the bills have been passed should be entered in the register in
- j. Steps should be taken to execute the work expeditiously and submit bills for outstanding amount of advance in order to facilitate submission of reimbursement claim by the PMU.

- k. For small procurements or petty works, if any, required procedures should be followed and all records and register to the effect should be maintained separately.
- l. All records and registers maintained in connection with the project works should be produced before the audit by the Chartered Accountants engaged by the PMU and as approved by the GB.
- m. No records of the FMU or of the VFPMC relating to RFBP-2 works shall be destroyed without the prior permission of PD .
- n. For works executed through NGO or firm or Contractor, similar procedure of field visit, measurement / check measurement by the FMU Chief should be undertaken and bills prepared in the same manner as indicated above.
- o. Bills so prepared should also be recorded in a separate register individually and sent to DMU for pass & payment to the party concerned.
- p. Crossed cheques issued in favour of such parties shall be paid through the FMU. The FMU on receipt of such Cheques should immediately disburse the same to the Party concerned and obtain & preserve necessary acknowledgement.

5.20 PASSING OF BILLS FOR WORKS EXECUTED AT VFPMC/EDC LEVEL

Following shall be observed as regards passing of bills of works executed by VFPMC/EDC under the Project :

- a. For the works executed by the VFPMC, the Member secretary forester of the VFPMC/EDC shall prepare the bill of works and send it to the Head FMU for physical verification.
- b. Head FMU, on receipt of the bill, shall inspect the site and conduct inspection and verification of work as per norms of the department, issue an inspection note of the same marked to the Head DMU and the Member Secretary VFPMC/EDC and also record the same on the bill and send it to the DMU for fixing of appropriate pass orders.
- c. The bill should clearly mention the amount of advance available with the VFPMC/EDC and the amount to be adjusted with the concerned bill.
- d. The bill should be duly entered in the appropriate register to be maintained at the level of VFPMC/EDC and the FMU.
- e. For works entrusted to the FMU for execution departmentally necessary records and registers as prescribed in the department code be maintained. The bills for the purpose be prepared and amount of advance, if any, to be adjusted be mentioned. Such bills should be sent to the DMU for passage& settlement of advance.
- f. For works entrusted to the NGOs, contractors or any firm etc., similar procedure shall be adopted by the FMU as is observed in case of receiving bills form the VFPMC/EDCs and shall prepare the bill observing necessary formalities and send them to the DMU for pass & payment or adjustment of the advance, if any, paid.
- g. The DMU shall maintain a register in Form No.14 for entry of all such bills and open respective files for processing the bills.

- h. The bills shall be scrutinized and passed / cleared in accordance with the norms fixed in the department through Government Order. Passed bills will be taken into account in accordance with the government account rules.
- i. After scrutiny, the amount for which the bill is passed is to be adjusted in the Advance Ledger.
- j. In respect of the bills executed by the NGOs or contractors for which no advance has been paid, cheques in favour of the person concerned should be issued to the FMU for payment to the party expeditiously. Cheques in respect of such passed bills must be issued within three days. Deduction of Income Tax and other Taxes as per rules shall be made from the bill paid to the concerned authorities. A Register in Form No.13 be maintained for the purpose.
- k. Monthly reports on all such bills in the forms as may be prescribed shall be sent to the PMU along with the UCs for adjustment of the advance and maintenance of accounts at PMU Level.

5.21 MAINTENANCE OF ACCOUNTS AT VFPMC/EDC LEVEL

Following shall be observed as regards maintenance of accounts at the level of VFPMC/EDC under the Project :

- a. Each VFPMC/EDC will prepare a detailed Receipt and Payment Account at the end of the month and send to FMU by 5th day of next month.
- b. The VFPMC/EDC shall be responsible for maintenance of all expenditures relating to the RFBP-2 in respect of the works executed by them departmentally.
- c. For maintenance of such accounts departmental guidelines, provisions of OM and relevant Government Orders should be followed.
- d. All necessary records like the bill register, register of wages, muster roll etc, where necessary should be followed.
- e. All works done by the VFPMC/EDC should be measured / check measured and bills to the effect prepared by the Member Secretary of the VFPMC/EDC and signed by the President of the VFPMC/EDC for submission to the FMU.
- f. The bill should be prepared as per the provisions contained in the rules and should bear the certificate that the work has been properly supervised, quality materials like seedlings and manure etc., utilized and works performed as per specification.
- g. In case of running bills either of VFPMC/EDC, the amount of advance already adjusted or the amount of advance to be adjusted now should be indicated.
- h. All bills prepared and sent to FMU should be recorded in a register prescribed for the purpose, different pages being assigned to different works.
- i. After the bills are passed by the DMU, the amount for which the bills have been passed should be entered in the appropriate register.
- j. Steps should be taken to execute the work expeditiously and submit bills for outstanding amount of advance in order to facilitate submission of reimbursement claim by the PMU.

- k. For small procurements or petty works, if any, required procedures should be followed and all records and register to the effect should be maintained separately.
- l. All records and registers maintained in connection with the project works should be produced before the audit by the Chartered Accountants engaged by the PMU and as approved by the GB.
- m. No records of the VFPMC/EDC relating to RFBP-2 works shall be destroyed without the prior permission of PD.
- n. The member Secretary and the President of VFPMC/EDC shall jointly operate the bank account of the VFPMC/EDC in which the Project funds are deposited.
- o. On receipt of passed bill, the member secretary shall cause to withdraw such amount as has been passed by the head DMU from the bank account and ensure adequate proper distribution of the payments to the concerned.
- p. Distribution of payments should be done in a transparent and open manner and in the presence of some eminent person of the village or VFPMC/EDC other than the office bearers of the executive committee of the VFPPMC/EDC. One of the two prominent office bearers of the executive committee viz, President or Vice President should be mandatorily present during the process of payment to concerned.
- q. Record of payments being made individual wise should be maintained inform of a payment register on which the signature of the concerned should be taken at the time of making of payments. Such a register should remain open to scrutiny of any person any time.
- r. Certificate of the due payments having been made should be recorded on the passed bill and the voucher duly entered and adjusted in the cash book to be maintained by the VFPMC/EDC.
- s. The member Secretary of the VFPMC/EDC shall prepare the monthly accounts of the VFPMC/EDC with regard to the project including summary of all receipts and expenditures with appropriate schedule of dockets and copies of the concerned vouchers by the 25th of every month and send it to the FMU for further sending it to the DMU for record and reconciliation.
- t. The member secretary shall also prepare a monthly statement of accounts and physical and financial progress with relation to the amount advanced to the SHGs under the project by the VFMC/EDC and sent it to the FMU along with its regular accounts. A record of transaction with each SHGs shall be separately maintained in a separate ledger created for the purpose.
- u. The member secretary shall also prepare monthly physical and financial progress made by the VFPMC activity wise along and send it to the FMU along with the accounts statement for further consolidation and forwarding to the DMU.
- v. The detailed formats of accounts and progress reports shall be prepared by the PMU and circulated to the DMU/FMU and the VFPMCs/EDCs.
- w. All bills, vouchers, receipts and other such documents related to procurement of goods and services at the level of VFPMC/EDC shall be safely maintained by the VFPMC/EDC for the purpose of audit and record. The DMU should train the Village Level Worker for the purpose.

5.22 BUDGET & ANNUAL ACTION PLAN

PMU will prepare the Annual Budget and also an Annual Action Plan, and place it before the Governing Body for discussion, scrutiny, and approval before final approval by the HPC.

Each DMU shall prepare a Perspective Project Plan of next year as given earlier in the OM based on which Annual Plan and Budget for the Project will be prepared by the PMU, immediately after the approval of the Annual Plan by the Governing Body. The DMU Annual Action Plan (AAP) will contain all required details of various activities to be undertaken during a year down to the site particulars, and time schedule to facilitate proper and timely implementation and monitoring of the activities along with process documentation.

5.23 FUND MANAGEMENT

The success of the project lies on timely disbursement of funds to the project implementers i.e. the DMUs/FMUs and the VFPMCs/EDCs. For this purpose, there should be timely release of funds by the PMU to the DMU & by the DMU to the VFPMCs/EDCs through the FMU.

Funds of the Society shall not be diverted or re-appropriated to meet any expenditure which has not been sanctioned by the competent authority;

5.24 HEADS OF ACCOUNTS

Detailed "Heads of Accounts" to facilitate correct accounting of expenditure shall be prepared by the PMU and accordingly budget shall be allotted and expenditure accounted for.

5.25 COMPLIANCE OF AUDIT OBJECTIONS

In order to keep a watch over the settlement of objections/observation of the Internal Auditors or the Accountant General included in the audit report, the Accounts section of the PMU will maintain a Register setting apart separate folios for each DDO (Dy. PD Finance and DMUs). Deputy PD (finance) will be responsible for ensuring compliance to audit objections/observations.

The PD will periodically, at least once every quarter, will review the progress made on the settlement of outstanding audit objections.

5.26 INTEREST

The interest accrued on bank deposits will not be remitted to Government as General Revenue and it will be retained with the Society and utilized for the Implementation of the Project.

5.27 ANNUAL REPORT

The Annual Report of the activities of the Society along with Audited Statement of Accounts shall be prepared by the PMU, approved by the Governing Body and adopted by the General Body at the Annual meeting specially convened for the purpose.

The Annual Report along with the audited accounts of the Society and Audit Report shall be furnished to Forest Department, Government of Rajasthan for information and necessary action, if any. A copy will be widely circulated, and copy uploaded on the Project Website for public viewing.

5.28 PROCUREMENT MANAGEMENT

5.28.1. DEFINITIONS

- a. GOODS – This includes all equipment, machinery and materials to be procured by the Society.
- b. EQUIPMENT includes vehicle, computers and their peripheral equipments, GPS, other IT-related equipments, office furniture and other office equipment etc.
- c. MATERIALS include office stationery, software, satellite imageries, nursery-related material (i.e., polythene bags, fertilizer, etc.) and construction material (i.e., cement, bricks, lumber, glass, pipes, etc.).
- d. SERVICES – Includes consultancy by individual, agencies/ firms etc., contractual appointments, and technical service providers.

5.28.2. PROCUREMENT PROCEDURE FOR GOODS AND SERVICES

The procurement and implementation methods along with procurement guideline for different kinds of goods and services as given in MoD is enclosed as Annexure 7. In case of difference in procurement method of the Government of Rajasthan and those of JICA, the provisions of JICA shall prevail.

5.28.3. GENERAL CONDITIONS FOR PROCUREMENT

- a. Every authority delegated with the financial powers of procuring goods and services shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of suppliers, vendors, contractors.
- b. The rule of fair competition in procurement shall be promoted within the laws of the land.
- c. With due consideration to non-discrimination among eligible suppliers, vendors, contractors, all eligible suppliers, vendors, contractors shall be treated equally by the Society.
- d. The procurement authority should satisfy itself that the selected offer adequately meets the requirement in all respects, and the price of the selected offer is reasonable and consistent with the quality required.
- e. At each stage of procurement the concerned procurement authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- f. The Procurement of goods and services for the Project shall be implemented in accordance with Loan Agreement.
- g. The documentation of each process of procurement is mandatory.
- h. Tender document(s) shall be widely published in local and/or National Newspapers.
- i. There is no "International Competitive Bidding" for procurement of goods.

- j. There is only one "International Competitive Bidding" for procurement of services of PMC.
- k. Procurement Committee for PMU shall be constituted by the PD by issuing separate orders.
- l. If any restriction in procurement by the Rajasthan FD and/ or Government of Rajasthan affects the implementation of Project, PMU shall secure necessary permission from the Government of Rajasthan and/ or Rajasthan FD for exemptions from such restrictions.

5.28.4. SPECIFICATIONS

The following shall be observed :

- a. The specifications in terms of quality, type etc., and quantity of goods to be procured, shall be clearly spelt out keeping in view the specific needs of the Society.
- b. The specifications so worked out should meet the basic needs of the Society without including superfluous and non-essential features, which may result in unwarranted expenditure.
- c. Requisite documentation for goods and services will be maintained.

5.28.5. METHODS OF PROCUREMENT

There shall be four types of procurement methods depending on the types of equipment and materials, amount of procurement and other circumstances.

- a) Purchase of Goods without Quotation
- b) Price Quotation
- c) Tender
- d) Direct Order

5.28.6. PURCHASE OF GOODS WITHOUT QUOTATION

Purchase of goods up to the value of INR 50,000.00/- only can be done without asking for quotations.

5.28.7. PURCHASE OF GOODS WITH LIMITED PRICE QUOTATIONS

This procurement method is based on comparing price quotations obtained from several suppliers, vendors, contractors etc., with a minimum of three, preferably five, to assure competitive prices, and is an appropriate method for procuring readily available off-the shelf goods or standard specification commodities of small value, or simple civil works of small value. Purchase/procurement of goods upto the value of INR 2,00,000.00 per item can be done using this method.

- a. For items of value exceeding Rs. 50000/- but not exceeding Rs. two lakh procurement is to be done by inviting limited quotations (without newspaper publication) indicating

detailed description and specifications of the item required, likely quantity required, when the order would have to be executed, last date for sending in the inquiry, and details/samples to be sent by the party along with their offer. In case of urgency, such quotations can be collected by the Project staff personally or telephonically contacting the parties. Prior approval of the competent authority shall be obtained justifying its necessity and the budgetary provision. The parties to whom the enquiry has to be sent may be decided based on the past contacts, contacts made by the parties through personal approach, parties selected from the advertisement/listing in the Newspapers, Yellow Pages, Websites, etc.

- i. In the normal course the order for supply shall go in favour of the firm/supplier who has made the lowest offer.
- ii. A formal order, after sanction from competent authority, shall be issued by the Dy. PD (Admin) which shall include the name of the supplier, detailed description of the item to be supplied in unambiguous terms including the make and specifications, quantity, unit rate and the total value, applicable taxes and duties, freight and delivery charges if any, place of delivery (PMU), validity period of the order, payment terms, penalty clause, if any, for delay in supply.

5.28.8. REQUESTS FOR QUOTATIONS

When the goods to be procured is valued more than INR 50,000.00 but less than INR 2,00,000.00, the requests for quotations shall be prepared by DDO of the PMU/DMU based on the specifications indicated in the Office Note prepared by the concerned personnel. Request for quotation shall indicate the description, specifications and quantity of the equipment and materials, as well as desired delivery (or completion) time and place.

DDO of the PMU, DMU shall identify at least three, preferably five suppliers, vendors, contractors etc., of goods to be procured and request them to submit the quotations in writing.

Quotations should be obtained in writing in sealed cover. The quotation shall clearly indicate the date of issuance of the quotation and period of validity. The quotation should also indicate tax and duties separately.

5.28.9. TENDER

Tender process shall be followed for purchase of goods valued more than INR 2,00,000.00 . The standard procedure as mentioned in JICA guidelines for procurement of Goods in ODA Loans shall be followed in the tender process. Procurement of goods and services of value exceeding Rs. Two lakh shall be made only through an open competitive bidding process with newspaper advertisement. All such bids shall have two components viz. (a) Technical bid and (b) Financial bid in two separate sealed envelopes submitted together. Scrutiny of offers received shall be done by a 'Procurement Committee' constituted by the Project Director for the purpose. Financial bid of the party found to be technically qualified and ranked first during the technical evaluation by the 'Procurement Committee' would be opened and rates negotiated if considered necessary. Recommendations of the 'Procurement Committee' will be put up for approval of the

Competent Authority. The method of Procurement shall be as decided by the Project Director.

5.28.10. DIRECT ORDER

Direct Order is contracting without competition (also known as single source) and may be an appropriate method under the following circumstances:

- Items listed under the rate contracted goods by the Directorate General Supplies and Disposal (DGS&D) & Director of Industries, Government of Rajasthan.
- Standardization of equipment or spare parts, to be compatible with existing equipment, may justify additional purchases from the original supplier. For such purchases to be justified, the original equipment shall be suitable, the number of new items shall generally be less than the existing number, the price shall be reasonable, and the advantages of another make or source of equipment shall have been considered.
- The required equipment is proprietary and may be obtained only from one source.
- Critical items from a particular supplier as a condition of appropriate functioning.
- In exceptional cases, such as in response to exigencies, natural disasters etc.
- Proprietary items can be procured based on single offer basis subject to the prior approval of the Project Director. If there are any DGS & D approved rate contract holders, such approved prices of DGS & D may be made the basis for finalizing the order value.

DMU may be authorized by the PMU to follow the above methods for procurements where funds from the society or from the Project are being utilized for procurement.

5.28.11. EVALUATION AND SANCTION OF QUOTATIONS / TENDERS

Upon receiving the quotations/tenders, DDO of the PMU/ DMU shall prepare Summary Note of the quotations. The sanction will be accorded by the concerned official as per powers vested in them by the Project Director. The sanction may be also accorded by the following authorized officers/ bodies.

Table 9 : Sanction of Quotations

Value of Goods	Approving Authority
< INR 50,000	Deputy Project Director (Admin)
INR 50,000 - < INR 2,00,000	Additional Project Director (Admin)
INR 200,000 - < INR 5,00,000	Project Director
INR 5,00,000 - < INR 50,00,000	Purchase Committee formed by PD
INR 50,00,000 - < INR 5,00,00,000	GB
INR 5,00,00,000 & above	Empowered Committee formed by HPC

5.28.12. SUPPLY ORDER

Based on the approved documentation (orders etc.) and quotations/tender offers from suppliers, DDO of the PMU, DMU will place the Supply Order with a clear understanding that the expenditure involved in the procurement has received the sanction of the competent authority and that funds are available under the proper head of accounts in the year in which the total cost will be adjusted.

Supply Order(s) should be prepared in a standard form to be prepared and finalized by the PD.

5.28.13. LIQUIDATED DAMAGES

If the supplier fails to deliver any or all of the goods within the time period(s) specified in the Supply Order, the Society will be entitled to the remedies detailed in accordance with the existing laws and regulations.

5.28.14. TERMINATION

The right to cancel a Supply Order rests with the sanctioning authority.

5.28.15. RECEIVING INSPECTION

Upon the delivery of goods by the supplier, DDO of the PMU, DMU/ FMU or authorized representative of PMU shall check all the goods to ensure that the delivered goods are in accordance with the Supply Order. The inspection report shall be prepared and maintained.

5.28.16. SYSTEM OF PAYMENT PREPARATION

The supplier shall submit Invoice that is acceptable to PMU/DMU. Invoice will be paid after making due deductions and receipt of the Inspection Note.

5.28.17. ADVANCE PAYMENT

If it becomes necessary to make advance payments against some contracts, it should not exceed 25% of the value of the contract amount. However, PMU may agree on other terms and conditions in extraordinary cases.

5.28.18. GOODS TO BE PROCURED BY VFPMC & EDC

The funds of The Project that are received by VFPMCs/ EDCs will be spent according to approved Micro- plans.

5.29 PROCUREMENT OF SERVICES

The Procurement method will be decided for a particular service by the competent authority which is authorized to give administrative and financial sanction for that contract. The types of procurement of services can be the following:

- a. ICB – The method of selection is quality based.
- b. QBS – In this method, selection is on the basis of quality only. The prices for the services may or may not be prior fixed depending upon the nature of assignment.

- c. QCBS – In this process, proportionate weightage is given to both quality and cost. For example, selection of NGOs.
- d. Direct Contracting – In this method, organization/individual/ firm is directly contracted to provide the services.

5.30 CONTRACT DOCUMENT

Contract documents will be approved by the Sanctioning Authority. The Sanctioning Authority will have the power to delegate its authority.

5.31 VEHICLE LOG BOOK

Maintenance of log books in respect of the Project and hired vehicles will be done as below:

- a. The Driver in-charge of the vehicle should make entries every day in the book as per the columns provided for and obtain attestation of the officer concerned.
- b. The entry should be legible and written in ink. Overwriting should be avoided; corrections if any should be attested.
- c. The Driver should record correct quantities of the petrol, diesel, and lubricating oil etc., received with stock receipt Note No. or Bill No., Date etc.
- d. The Driver should also record the details of periodical servicing I repairs carried out and spares fitted to the vehicle in the appropriate pages provided for the purpose.
- e. After completion of the each month, the monthly abstract as provided should be prepared by the Driver to obtain the signature of the concerned officer.
- f. The log book should always be with the vehicle and should be produced before the inspecting officer when called for.
- g. Excess consumption of POL if any, should immediately be brought to the notice of the officer concerned to get the consumption tested and seek further instructions from the officer concerned.
- h. Loss of tools, accessories etc., should immediately be brought to the notice of the officer concerned.
- i. The format for log book and maintenance records may be prescribed by the PMU.

FORMS AND FORMATS

Form No. 1

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Cheques Received

S. No.	Money Receipt		From whom received	Cheque/ Draft No.	Date	Name of the Bank
	No.	Date				
1	2	3	4	5	6	7

Amount Rs.	Date of deposit in Bank	Name of the bank in which deposited	Signature of the Officer-in- charge	Date of collection of the cheque	Remarks
8	9	10	11	12	13

Form No. 2

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Money Receipt

Book No.....

Receipt No.....

Received with thanks from the sum

of Rs. (Rupees) by

Cash / Cheque / DD No. dt. on

on account of

Date

Signature Receiving Officer

Form No. 3

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Stock Register of Money Receipts

Date of Receipt	No. of books received	Books Nos.		Receipt Nos.		Signature of Officer in-Charge	Remarks
		From	To	From	To		
1	2	3	4	5	6	7	8

Form No.4

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society Fixed Deposit / Term Deposit Register

Date of deposit	FDR No.	Amount Rs.	Period of deposit	Due date of maturity	Rate of interest	Amount of interest
1	2	3	4	5	6	7

Premature	Withdrawal		Bank in which credited	Date of withdrawal	Date of renewal	Signature of Officer-in-Charge	Remarks
	Principal	Interest					
8	10	11	12	13	14	15	16

Form No. 5

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Cheques Issued

Sl.No.	Cheque No.	Date	Amount of the Cheque	Balance after issue	In whose favor issued
1	2	3	4	5	6

Voucher No.	Date	Cheque written by	Signature of the authorized officer	Remarks
7	8	9	10	11

Form No. 6

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Journal Voucher

Project Code Vr. No. Vr. Date Location Code

Account Code		Head of Account Narration	Debit Amount	Credit Amount
GL Code	SL Code			
Total				

No. of entries

Passed for adjustment

Accountant

Deputy PD., Finance

Form No. 7

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Journal Register

Date	Particulars	Vr. No.	LF	SLF	Debit Rs.	Credit Rs.
1	2	3	4	5	6	7

Form No. 8

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Advance Requisition Form

Name of the Employee :

Designation :

Amount of Advance required :

Break up of advance requirement :

Particulars	Amount
Total	

Previous advance outstanding :

Signature of Employee

Sanctioned advance of Rs.

(Rupees)

Project Director

Form No. 9

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Misc. Advances Paid

Name of the Employee

Date	Amount of advance paid	Purpose of advance	Date on which voucher submitted	Amount for which voucher submitted	Balance amount refunded	Amount outstanding	Remarks
1	2	3	4	5	6	7	8

Form No. 10

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Grants Paid and UCs Received

Name of the Grantee

Date	Amount of grant paid	Cheque No. & date/Name of Bank	Purpose of grant	Date of receipt of UC	Amount for which UC received
1	2	3	4	5	6

Balance amount for which UC outstanding	Amount of refunded, if any	If finally settled	Signature of Officer-in-Charge	Remarks
7	8	9	10	11

Form No. 11

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society Register of Fixed Asset

Name of Asset : Supplier's name :
Particulars of Asset : Estimated Life :
Asset Code No. : Depreciation Rate :
Identification No. : Location :
Total Cost : Remarks :
Installed on :

Date	Opening Balance	Additions	Deletions	Closing balance	Depreciation for the year	Total depreciation	Closing Balance
1	2	3	4	5	6	7	8

Form No. 12

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society Certificate of Payment

Certified that an amount of Rs. (Rupees
.....) has been incurred by
.....on account of

This Certificate is being issued as standard supporting could not be obtained.

Authorised by

Payee

Form No. 13

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Income Tax / Sales Tax Deposit Register

Sr.No.	Name and address & Sales Tax Regn. No. of Contractor / Supplier	Gross value of the bill	Amount credited or paid	Date of payment	Date of Tax deduction
1	2	3	4	5	6

Amount of deduction	Date of deposit &Challan No.	Signature of Accountant	Signature of Officer -in- Charge	Remarks
7	8	9	10	11

Form No. 14

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Bills Received from FMU

Date	Bill No. & Date	Amount of the bill	Amount for which the bill is passed	Amount of advance, if any paid	Amount of advance outstanding
1	2	3	4	5	6

Form No. 15

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Cheques issued to VFPMC

Name of the VFPMC :

Date of issue	Cheque No. & Date	Name of the Bank	Amount of the Cheque	Date of delivery of the Cheque to VFPMC	Remarks
1	2	3	4	5	6

Form No. 16

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshan Society

Register of Grants Received and UC submitted

Name of the Grantee :

Date	Amount of grant received	Cheque No. and date & Name of Bank	Purpose of grant	Date of submission of UC	Amount for which UC submitted
1	2	3	4	5	6

Balance amount for which UC outstanding	Amount refunded, if any	Particulars of refund	If finally settled	Remarks
7	8	9	10	11

राजस्थान सरकार
वन विभाग

क्रमांक प. 4(47)वन/2006 पार्ट

जयपुर, दिनांक 04 मार्च, 2011

प्रेषित :-

प्रधान मुख्य वन संरक्षक (एच.ओ.एफ.एफ.)

राजस्थान, जयपुर

विषय :- राजस्थान वानिकी एवं जैव विविधता संरक्षण सोसायटी के गठन बाबत।

महोदय,

उपरोक्त विषयान्तर्गत निर्देशानुसार राजस्थान वानिकी एवं जैव विविधता परियोजना के द्वितीय चरण को सोसायटी मोड के अन्तर्गत क्रियान्वयन के लिए राजस्थान संस्था पंजीकरण अधिनियम, 1958 के अन्तर्गत पंजीकृत की जाने वाली “**राजस्थान वानिकी एवं जैव विविधता संरक्षण सोसायटी**” का ‘मेमोरण्डम’ व “‘आर्टिकलस ऑफ़ ऐसोसिएशन (बॉयलाज)’” पर राज्य सरकार की स्वीकृति एतद् द्वारा प्रदान की जाती है। उक्त दोनों दस्तावेजों की विधिद्वितीय प्रतियां संलग्न कर लेख है कि राजस्थान संस्था पंजीकरण अधिनियम, 1958 के अन्तर्गत सोसायटी का पंजीकरण कराया जाकर उपरोक्त दस्तावेजों एवं पंजीकरण प्रमाण पत्र की प्रमाणित प्रति इस विभाग एवं उप शासन सचिव, वित्त मार्गोपाय विभाग को भिजवाने का कष्ट करें।

उपरोक्त के अलावा राजस्थान वानिकी एवं जैव विविधता संरक्षण सोसायटी के लिए राष्ट्रीयकृत बैंक में खाता खोलने की राज्य सरकार की अनुमति एतद् द्वारा प्रदान की जाती है। यह सहमति वित्त (व्यय-3) विभाग की आई.डी.- 101100708 दिनांक 03.03.2011 के क्रम में जारी की जाती है।

संलग्न उपरोक्तानुसार

ह.
(सी.एस. रत्नासामी)
शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अतिरिक्त प्रधान मुख्य वन संरक्षक, अरावली वृक्षारोपण परियोजना, राजस्थान, जयपुर को मय विधिद्वितीय प्रतियों के।
2. वित्त (व्यय-3)/(मार्गोपाय) विभाग।
3. वित्तीय सलाहकार, वन विभाग, राजस्थान, जयपुर।

ह.
शासन सचिव

Rajasthan Vaniki Evam Jaiv-vividhata Sanrakshshan Society

Under the Rajasthan Societies Registration Act, 1958

MEMORANDUM OF ASSOCIATION

1. Name of the Society :

The name of the society is “**Rajasthan Vaniki Evam Jaiv-vividhata Sanrakshshan Society**”

2. (a) Location of the registered office of the Society :

The address of the registered office of the society shall be:

Aravali Bhawan, Jhalana Institutional Area, Jaipur-302 004.

(b) Area of operation / jurisdiction:

The area of operation of the Society shall be limited to complete area of the districts of Bikaner, Jodhpur, Jaisalmer, Pali, Nagaur, Churu, Barmer, Jalore, Bhilwara, Banswara, Dungarpur, Jaipur, Jhunjhunu, Sikar and Sirohi and areas in and around Ravali Todgarh, Kumbhalgarh, Phulwari ki Naal, Jaisamand, Sita-Mata, Bassi and Keladevi Wild Life Sanctuaries within the State of the Rajasthan.

3. Aims and Objectives of the Society :

The aims and objectives of the society shall be the following:

1. To effectively implement the activities of Rajasthan Forestry and Bio-diversity Project Phase 2.
2. Restoration of degraded forests and public land of the State with active participation of the people through Joint Forest Management approach.
3. Promotion of community / tribal development through own initiative and convergence of development schemes.
4. Provide better opportunities of income generation to people of the State especially those dependent on forests, through forest development and biodiversity conservation works.
5. Implement all types of activities directed at conservation of forests, wildlife and biodiversity.
6. Improving livelihood opportunities and alleviating poverty of the State through forest development and biodiversity conservation works.
7. To promote development and conservation of forests, wildlife and biodiversity through active peoples' participation thereby strengthening Joint Forest management.
8. Enhancing the capability and capacity of participating communities, departments, employees and officers of the department, the members of the PMU & DMUs and other staff through various activities
9. To promote use of modern techniques and technology in development and conservation of forests, wildlife and biodiversity to attain better results and increased benefits.

10. To effectively disseminate information and knowledge about development and conservation of forests, wildlife and biodiversity through appropriate communication and extension activities.
11. To achieve convergence and synergy through coordination of activities of various agencies engaged in development and conservation of forests, wildlife and biodiversity.
12. To construct and develop necessary structures for development and conservation of forests, wildlife and biodiversity.
13. To implement various community development /entry point activities to strengthen peoples' participation in development and conservation of forests, wildlife and biodiversity.
14. To construct various types of soil and water conservation structures and develop suitable techniques for promoting soil and water conservation in the State.
15. To adequately educate, train and improve the skill of all stakeholders for achieving the above objectives.
16. To carry out any further activities in the furtherance of the above objectives.

4. High Power Committee :

The management of the society has been entrusted under the Rajasthan Societies Registration Act 1958 to a High Power Committee whose members shall be the following, in their ex-officio capacity:

S.No.	Name	Address and Occupation	Designation
1	Shri Ram Lal Jat	Minister of State for Forests , Government of Rajasthan	Chairperson (ex-officio)
2	Shri S Ahmed	The Chief Secretary, Rajasthan.	Vice Chairperson (ex-officio)
3	Shri C K Mathews	Additional Chief Secretary, Finance and Policy Planning	Member (ex-officio)
4	Dr V S Singh	Principal Secretary , Forests	Member (ex-officio)
5	Shri R N Mehrotra	Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan	Member (ex-officio)
6	Shri D B Gupta	Principal Secretary, Planning,	Member (ex-officio)
7	Shri R K Meena	Principal Secretary, Agriculture	Member (ex-officio)
8	Shri O P Meena	Principal Secretary, Animal Husbandry	Member (ex-officio)
9	Shri CS Rajan	Principal Secretary, Rural Development & Panchayat Raj	Member (ex-officio)
10	Smt Usha Sharma	Principal Secretary, Tourism	Member (ex-officio)
11	Shri Ambarish C Chaubey	Additional Principal Chief Conservator of Forests and Project Director, RFBP Phase 2	Member Secretary (ex-officio)

We, the undersigned, whose occupation and addresses are as given below, wish to form and register ourselves a society, in our ex-officio capacity, under the Rajasthan Societies Registration Act 1958, in pursuance of this Memorandum of Association:

S.No.	Name	Address and Occupation	Signatures
1	Dr. V S Singh	Principal Secretary, Forests, Government Secretariat, Jaipur (ex-officio member)	Sd/-
2	Shri R N Mehrotra	Principal Chief Conservator of Forests (Head of Forest Force) Rajasthan, Van Bhavan, Jaipur (ex-officio member)	Sd/-
3	Shri H M Bhatia	Principal Chief Conservator of Forests (WildLife) & Chief Wildlife Warden, Rajasthan, Van Bhavan, Jaipur (ex-officio member)	Sd/-
4	Shri Ambarish C Chaubey	Project Director, Rajasthan Forestry and Biodiversity Project Phase 2, Aravalli Bhavan, Jaipur (ex-officio member)	Sd/-
5	Shri C S Ratnasamy	Secretary, Forests, Government Secretariat, Jaipur (ex-officio member)	Sd/-
6	Shri A S Brar	Chief Conservator of Forests, Jaipur, Aravalli Bhavan, Jaipur (ex-officio member)	Sd/-
7	Shri Venkatesh Sharma	Conservator of Forests, Rajasthan Forestry and Biodiversity Project, Aravalli Bhavan, Jaipur (ex-officio member)	Sd/-

We, the undersigned, certify that we know the above mentioned persons and that they signed before us.

Sd/-
Shri Arindam Tomar
 Conservator of Forests (IT)
 Aravalli Bhavan, Jaipur

Sd/-
Shri Girish Purohit
 Deputy Conservator of Forests (CET)
 Aravalli Bhavan, Jaipur

Rajasthan Vaniki Evam Jaiv-Vividhata Sanrakshshan Society

ARTICLES OF ASSOCIATION (BYE LAWS)

1. Name of the Society :

The name of the society is “**Rajasthan Vaniki Evam Jaiv-vividhata Sanrakshshan Society**”

2. (a) Location of the registered office of the Society :

The address of the registered office of the society shall be:

Aravali Bhawan, Jhalana Institutional Area, Jaipur-302 004.

(b) Area of operation / jurisdiction:

The area of operation of the Society shall be limited to complete area of the districts of Bikaner, Jodhpur, Jaisalmer, Pali, Nagaur, Churu, Barmer, Jalore, Bhilwara, Banswara, Dungarpur, Jaipur, Jhunjhunu, Sikar and Sirohi and areas in and around Ravali Todgarh, Kumbhalgarh, Phulwari ki Naal, Jaisamand, Sita-Mata, Bassi and Keladevi Wild Life Sanctuaries within the State of the Rajasthan.

3. Aims and Objectives of the Society:

The aims and objectives of the society shall be the following:

1. To effectively implement the activities of Rajasthan Forestry and Bio-diversity Project Phase 2.
2. Restoration of degraded forests and public land of the State with active participation of the people through Joint Forest Management approach.
3. Promotion of community / tribal development through own initiative and convergence of development schemes.
4. Provide better opportunities of income generation to people of the State especially those dependent on forests, through forest development and biodiversity conservation works.
5. Implement all types of activities directed at conservation of forests, wildlife and biodiversity.
6. Improving livelihood opportunities and alleviating poverty of the State through forest development and biodiversity conservation works.
7. To promote development and conservation of forests, wildlife and biodiversity through active peoples' participation thereby strengthening Joint Forest management.
8. Enhancing the capability and capacity of participating communities, departments, employees and officers of the department, the members of the PMU & DMUs and other staff through various activities
9. To promote use of modern techniques and technology in development and conservation of forests, wildlife and biodiversity to attain better results and increased benefits.
10. To effectively disseminate information and knowledge about development and conservation of

- forests, wildlife and biodiversity through appropriate communication and extension activities.
11. To achieve convergence and synergy through coordination of activities of various agencies engaged in development and conservation of forests, wildlife and biodiversity.
 12. To construct and develop necessary structures for development and conservation of forests, wildlife and biodiversity.
 13. To implement various community development /entry point activities to strengthen peoples' participation in development and conservation of forests, wildlife and biodiversity.
 14. To construct various types of soil and water conservation structures and develop suitable techniques for promoting soil and water conservation in the State.
 15. To adequately educate, train and improve the skill of all stakeholders for achieving the above objectives.
 16. To carry out any further activities in the furtherance of the above objectives.

4. Short title, extent and commencement

- (i) These Bye-laws shall be called the Bye-laws of the Rajasthan Vaniki Evam Jaiv-vividhta Sanrakshshan Society.
- (ii) These shall extend and apply to all the members of High Power Committee, Governing Body, Office bearers of the society and shall relate to properties, activities and transactions of the Society.
- (iii) They shall come into force on the day on which the society is registered.

5. Definitions

In these Bye-laws, unless the context requires otherwise,

- i. "DMU" means Divisional Management Unit(s) at level of Forest Division headed by Divisional Forest Officer/Deputy Conservator of Forests of the Division concerned.
- ii. "FMU" means Field Management Unit(s) at level of Forest Ranges headed by Forest Range Officer of the Range concerned.
- iii. "Governing Body" means the Governing Body of the Society.
- iv. "Government" means the State Government of Rajasthan.
- v. "HPC" means High Power Committee of Rajasthan Forestry & Bio-diversity Project Phase 2.
- vi. "PMU" means Project Management Unit of Rajasthan Forestry & Bio-diversity Project Phase 2 at the State level.
- vii. "Society" means the **Rajasthan Vaniki Evam Jaiv-vividhata Sanrakshshan Society**.

6. Constitution of the Society

The society shall be an autonomous non-profit organization registered under the Rajasthan Societies Registration Act, 1958.

7. Members of the Society:

The following shall be the members of the society:

- (i) All persons subscribing to the Memorandum of Association.
- (ii) Members of HPC, Governing Body and Heads of DMUs shall be the members of the society, in their ex-officio capacity.
- (iii) In addition, the Government may, from time to time, nominate any officer of the Government as member of the Society.

All official members of the society shall be the members of the society in their ex-officio capacity and on transfer of charge, one shall cease to be such member of the society and the new incumbent shall become member of the society in his/her ex-officio capacity.

8. High Power Committee (HPC) :

There shall be a High Power Committee with following composition, as the highest decision making body of the society:

S.No.	Designation	Name of post
1	Chairperson	Minister in-charge of Forests, Government of Rajasthan
2	Vice Chairperson	The Chief Secretary, Rajasthan.
3	Member	Additional Chief Secretary, Finance and Policy Planning
4	Member	Principal Secretary, Forests
5	Member	Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan
6	Member	Principal Secretary, Planning
7	Member	Principal Secretary, Agriculture
8	Member	Principal Secretary, Animal Husbandry
9	Member	Principal Secretary, Rural Development & Panchayat Raj
10	Member	Principal Secretary, Tourism
11	Member Secretary	Project Director, Rajasthan Forestry and Biodiversity Project Phase 2

A representative of Ministry of Environment & Forests, Government of India and also a representative of Japan International Cooperation Agency (JICA) may be invited to HPC meetings as Special Invitees.

9. Powers and Function of High Power Committee:

The High Power Committee shall be the highest decision making body of the society and shall be empowered to act on behalf of the society in all matters. It shall have the following powers and perform following functions:

- i. Approval of annual plan of the society
- ii. Approval of budget, accounts and Operational Manual of the society.

- iii. Approval of plans and programmes in furtherance of the objectives of the society.
- iv. Formation of committees for various purposes and delegating suitable powers to them
- v. Making, altering, modifying schemes, rules and regulations or approving such alteration, modification or changes considered necessary for achieving the objectives of the society, for management of affairs of the society, for running of the institution or for furtherance of the objectives of the society.
- vi. Delegation of appropriate powers to the Chairperson, Vice-chairperson, Member Secretary or any other office bearer of the HPC or the Governing Body of the society.
- vii. Facilitate meaningful coordination amongst various departments of the Government and other agencies for achieving the objectives of the society.

10. Meetings of HPC:

The High Power Committee shall meet at least once in a year or more frequently, if felt necessary. Ordinarily fifteen days notice shall be given before holding a meeting of the HPC. In case of urgency, however, the meeting may be held at a shorter notice. The quorum of the meeting shall be six including the Chairperson or Vice-chairperson, the presence of either of them being mandatory.

11. Powers and Duties of the Chairperson of HPC:

The Minister in-charge of Forests in the Government of Rajasthan shall be the Chairperson of the HPC and shall preside over the meeting of the HPC and the General Body and perform other functions as decided by the HPC from time to time.

12. Powers and Duties of the Vice-chairperson of HPC:

The Chief Secretary, Rajasthan, shall be the Vice Chairperson of the HPC and shall preside over the meetings of HPC in the absence of the Chairperson. He shall perform other functions as decided by the HPC from time to time or as directed by the Chairperson of HPC.

13. Powers and Duties of the Member Secretary of HPC:

The Project Director, Rajasthan Forestry and Biodiversity Project Phase 2, shall be the Member Secretary of the HPC and shall, inter alia, perform the following functions:

- i. Preparation of agenda for meeting of the HPC and the General Body
- ii. Maintenance of the records of proceedings of all such meetings of the HPC and the General Body
- iii. Ensuring action on all decisions taken by the HPC and the General Body and reporting back the progress achieved.
- iv. Preparation of necessary plans, manuals etc for the perusal and approval of the HPC.
- v. Preparation of suitable plans and proposals for appropriate growth and development of the society and ensuring their execution after approval.
- vi. Appointment and control, including termination of services, of the staff deployed under contractual agreement by the society.

- vii. Appointment and control of staff other than those under contractual appointment, after prior approval of the HPC.
- viii. Administration and management of the funds of the society according to the extant rules and regulations applicable and as per the policy laid down by the HPC.
- ix. Act as a person on behalf of the society in whose name the society may initiate or respond to any legal/ quasi legal / administrative proceeding in any court of law/ tribunal/ departmental commissions etc.
- x. Such other functions as are delegated or entrusted to him by the HPC.

14. Governing Body :

There shall be a Governing Body to look after the day-to-day working of the Society, which shall comprise of the following members:

S.No.	Designation	Name of post
1.	Chairperson	Principal Secretary , Forests
2.	Member	Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan
3.	Member	Principal Chief Conservator of Forests (WildLife) & Chief Wildlife Warden, Rajasthan
4.	Member	Project Director, Rajasthan Forestry and Biodiversity Project Phase 2
5.	Member	Secretary, Forests
6.	Member	NGO Representative (to be nominated by Project Director of Rajasthan Forestry and Biodiversity Project (Phase 2)
7.	Member Secretary	Additional Project Director, (Development), Rajasthan Forestry and Biodiversity Project, (Phase 2)

15. Powers and Functions of Governing body:

The functions of the Governing Body shall, inter alia, include:

- i. Monitoring the financial and physical progress of the programmes of the society,
- ii. Providing guidance and proposing initiatives and changes in policies, rules and regulation and other such aspects for better and efficient working of the society and for furtherance of the objectives of the society.
- iii. Preparing and approving plans, proposals etc to be placed before HPC.
- iv. Preparation of suitable plans and proposals for appropriate growth and development of the society and ensuring their execution after approval.
- v. Preparation of agenda for meeting of the HPC and the General Body
- vi. Any other functions as prescribed by the HPC

16. Meetings of the Governing Body :

The Governing Body shall meet at least once in three months or more frequently, if deemed necessary. The Principal Secretary (Forests) shall call and preside over the meeting of Governing Body. In his

absence, however, the Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan may preside over the meeting of the General Body. Ordinarily seven days notice shall be given for the meeting of the Governing Body. In case of urgency, the meeting may be held at a shorter notice. A minimum of four members shall form the quorum for the meeting of the Governing Body.

17. Chief Executive Officer (CEO):

The Project Director, Rajasthan Forestry and Biodiversity Project Phase 2, appointed by the State Government, shall be the ex-officio Chief Executive Officer of the Society and head of the Project Management Unit (PMU) of Rajasthan Forestry and Biodiversity Project Phase 2. The Chief Executive Officer shall perform the following duties:

- a) To prepare and disseminate technical, administrative and financial guidelines, instructions, and approvals in connection with the works under Rajasthan Forestry and Biodiversity Project Phase 2 and others projects, programmes implemented by the Society.
- b) To prepare a mission document which shall state specific goals of the Society, strategies to be adopted, programmes and works to be taken up, and time frame for achieving predetermined specific targets for each Divisional Management Unit (DMU) and Field Management Unit (FMU).
- c) To supervise and review the progress of all activities under Rajasthan Forestry and Biodiversity Project, Phase 2 and other programmes of the society.
- d) To carry out day-to-day activities of the society and overall supervision of Rajasthan Forestry and Biodiversity Project, Phase 2 and other programmes being implemented by the society.
- e) To execute and effectively implement the directions and decisions of HPC, Governing Body, etc.
- f) To exercise, such power, as may be necessary for achieving the objectives of the society.
- g) To perform all such functions and acts necessary for the furtherance of the objectives of the society within the framework of the rules and regulations laid down for the working of the society by the HPC or the Government.

18. General Body of the Society and its Meeting:

The General Body of the society shall comprise of all members of the society and shall meet at least once in a year to discuss the affairs of the society and adopt the annual report of the society. The office bearers of the HPC shall be the office bearers of the society. The Chairperson of HPC shall call the Annual General Meeting (AGM) of the General Body of the society after the close of financial year and before 30th of June every year on a notice of at least 15 days. The meeting of the General Body shall be presided by the Chairperson of HPC. The Member Secretary of the HPC shall also be the Member Secretary of the General Body of the society. In the absence of the Chairperson of HPC, the Vice Chairperson of HPC shall preside over the meeting of the General Body. The quorum of AGM shall be 10 members. In the AGM, the following business shall be transacted:

- i. Consideration, adoption and approval of Annual Report and annual audited Statement of accounts of the Society for the financial year just ended.
- ii. Consideration and adoption of Annual plan of the society for the financial year in progress

- iii. Consideration and approval of appointment of Auditors for the ensuing year.
- iv. Other business on the agenda given in the notice for the meeting
- v. Other such issues which may come up during the course of the meeting after approval from the chair.

19. Special General Meeting :

Such special meetings of the General Body may be called by the Chairperson, *suo moto* or may be called by the Chairperson of HPC, if ten or more members of the General Body make a written request for the same clearly specifying justifiable reasons for calling such a meeting. In both cases, however, a notice of at least 15 days should be given. The quorum of such special meetings shall be the same as that of Annual General Meetings.

20. Financial Year :

The official financial year of the society shall be from 01 April of a year to 31st of March of the subsequent year.

21. Funds of the Society :

- i. The society may receive funds in form of budgetary provisions, grants, aid, or otherwise in form of any other lawful instrument from Government of India and/or Government of Rajasthan or any of their departments, agencies, institutions etc., from private sources, Non-Governmental organizations /Voluntary agencies etc. for activities related to the furtherance of the objectives of the society.
- ii. Funds received by the society shall be kept and operated through one or more Accounts in one or more Nationalized Banks, as may be felt necessary after obtaining approval of the HPC.
- iii. The Society may receive such funds as may be provided by or through the State Government or the Government of India and such assistance as the State Government may permit it to receive and all funds so received shall be credited into its aforesaid accounts.
- iv. The Society may borrow funds from such sources as the State Government may permit.
- v. The Chief Executive Officer or any other officer of the society duly authorized by him, may operate the accounts of the society and undertake financial transactions of the Society as per the approved financial regulations of the society.
- vi. The Society shall have a detailed accounting procedure which would be approved by the HPC, along with an approved Operational Manual, to carry out its financial transactions.

22. Audit of Accounts :

The Society shall maintain proper accounts and others relevant records and prepare annual accounts following the approved accounting procedure. The accounts of the Society shall be audited in such manner and through such agency or agencies as may be approved by the HPC.

Provided, Government may cause the accounts of the Society to be audited by such agencies as may be decided or directed by the Government.

23. Legal Action:

All legal action initiated on behalf of the Society or against the society shall be in the name of the Chief Executive Officer of the Society. The Chief Executive officer may sue or be sued on behalf of the Society for movable and immovable properties.

24. Amendment in the Bye-Laws :

The Articles of Association (Bye laws) of the society cannot be altered except by a resolution passed by two-third of the members of the General Body in the meeting called for the purpose and the approval of HPC to that effect and as per the provisions of the Rajasthan Societies Registration Act 1958 :

Provided, no such amendment shall be approved or accepted which alters the basic objectives of the society or is not in consonance with or prejudicial to the furtherance of the objectives of the society.

25. Change of Purpose :

The society is not entitled to alter its objectives or amalgamate itself wholly or partly, with any other society, without complying with the section 12 of the Rajasthan Societies Registration Act, 1958.

26. Dissolution of the Society:

The Society may be dissolved subject to section 13 and 14 of the Rajasthan Societies Registration Act, 1958 and after obtaining the concurrence of Government. If, upon such dissolution, there remains, after liquidation of all debts and liabilities, any fund or assets whatsoever, the same shall be transferred to the Government or any Government Agency pursuing similar objectives as decided by the Government.

27. General Provision:

All the provisions of the Rajasthan Societies Registration Act, 1958 shall apply to the society. The Registrar of Societies shall have full powers of inspection and suggestions made by him shall be complied with.

28. Certification:

We, the following members, certify that:

- i. The rules , as stated above, represent the correct rules and regulations of the *Rajasthan Vaniki Evam Jaiv-vividhta Sanrakhshan Society* .
- ii. There is no other registered Society in the same name and at the same place.
- iii. This is the true and correct copy of the bye-laws of the Society.
- iv. All the legal matters shall be guided under the Rajasthan Societies Registration Act, 1958.

S.No	Name and Address	Signature
1	Dr. V S Singh , IAS Principal Secretary, Forests, Government of Rajasthan, Government Secretariat, Jaipur, Rajasthan	Sd/-
2	Shri. R N Mehrotra , IFS Principal Chief Conservator of Forests (Head of Forest Force), Rajasthan. Van Bhavan, Vaniki Path, Jaipur, Rajasthan	Sd/-
3	Shri A C Chaubey , IFS Additional Principal Chief Conservator of Forests and Project Director, Rajasthan Forestry and Biodiversity Project Phase 2 , Aravalli Bhavan, Jhalana Institutional Area, Jaipur, Rajasthan	Sd/-

कार्यालय प्रधान मुख्य वन संरक्षक राजस्थान, जयपुर

क्रमांक एफ : 21(8)2010-11/RFBP-II/विकास/प्रमुवसं/1375

दिनांक : 9.5.2011

प्रेषित :-

परियोजना निदेशक,

राजस्थान वानिकी एवं जैव विविधता परियोजना, जयपुर

विषय :- राजस्थान वानिकी एवं जैव विविधता संरक्षण परियोजना के क्रियान्वयन के संबंध में।

महोदय,

उपरोक्त विषयान्तर्गत शासन सचिव, वन विभाग, राजस्थान, जयपुर के पत्रांक प. 4(47)वन/2006 पार्ट दिनांक 21.4.2011 की प्रतिलिपि मय संलग्नक प्रेषित कर अनुरोध है कि राजस्थान वानिकी एवं जैव विविधता परियोजना फेज-II को सोसायटी मोड के क्रियान्वयन के लिये मंत्रीमण्डल की आज्ञा 55/2011 के अनुसार आवश्यक कार्यवाही सुनिश्चित करने का कष्ट करें।

संलग्न :- उक्तानुसार

ह.

अति. प्रधान मुख्य वन संरक्षक
(विकास), राजस्थान, जयपुर।

**राजस्थान सरकार
वन विभाग**

क्रमांक प. 4 (47)वन/2006 पार्ट

जयपुर, दिनांक 21 अप्रैल, 2011

प्रेषित :-

प्रधान मुख्य वन संरक्षक (एच.ओ.एफ.एफ.)

राजस्थान, जयपुर

विषय :- राजस्थान वानिकी एवं जैव विविधता संरक्षण सोसायटी के क्रियान्वयन के सम्बन्ध में।

महोदय,

उपरोक्त विषयान्तर्गत निर्देशानुसार राजस्थान वानिकी एवं जैव विविधता परियोजना के द्वितीय चरण को सोसायटी मोड के अन्तर्गत क्रियान्वयन के लिए दिनांक 13.04.2011 को मंत्रिमण्डल की आयोजित बैठक में विभाग द्वारा प्रस्तुत ज्ञापन का अनुमोदन किया गया है जिसकी मंत्रिमण्डल की आज्ञा 55/2011 की छाया प्रति संलग्न कर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

संलग्न - उपरोक्तानुसार

ह.
(सी.एस. रत्नासामी)
शासन सचिव

राजस्थान सरकार


सत्यमेव जयते

रजिस्ट्रीकरण प्रमाण-पत्र

क्रमांक.....1207.....जयपुर/2010-11

यह प्रमाणित किया जाता है कि RAJASTHAN VANIKI
EVAM JAIV VIVIDHATA SANRAKSHAN SOCIETY
जिला-जयपुर का

राजस्थान संस्था रजिस्ट्रीकरण अधिनियम, 1958 (राजस्थान अधिनियम संख्या 28, 1958) के अन्तर्गत रजिस्ट्रीकरण आज किया गया।

यह प्रमाण-पत्र मेरे हस्ताक्षरों और कार्यालय की सील से आज
दिनांक 08 माह MARCH सन् दो हजार TWO THOUSAND
AND ELEVEN को जयपुर में किया गया।




(बृजेन्द्र राजारिया)
रजिस्ट्रार संस्था

मुद्रक : राजस्थान राज्य सहकारी मुद्रणालय लिमिटेड, जयपुर फोन : 2751417



राजस्थान सरकार

मंत्रिमण्डल की आज्ञा

55/2011

दिनांक 13 अप्रैल, 2011 को आयोजित मंत्रिमण्डल की बैठक में वन विभाग द्वारा प्रस्तुत ज्ञापन क्रमांक : प. 4 (47)/वन 2006 दिनांक 31 मार्च, 2011 पर विचार-विमर्श कर ज्ञापन में अंकित राज्य सरकार द्वारा संचालित एवं जापान इन्टरनेशनल को-ऑपरेशन एजेन्सी (JICA) से बाह्य सहायता प्राप्त राजस्थान वानिकी एवं जैव विविधता परियोजना के द्वितीय चरण के क्रियान्वयन हेतु राजस्थान वानिकी एवं जैव विविधता संरक्षण सोसायटी का गठन किये जाने संबंधी प्रस्ताव को स्वीकृत करते हुए ज्ञापन के संलग्न तत्संबंधी सोसायटी के विधान पत्र (Memorandum) एवं विधान नियमावली (Articles of Association) के प्रारूप का अनुमोदन किया गया।

ह.

(एस. अहमद)

मुख्य सचिव

प्रमुख शासन सचिव,
वन एवं पर्यावरण विभाग
डी-55/मं.मं./2011
दिनांक : 13 अप्रैल, 2011

Annexure-2

The Detailed List of DMU and FMU

A - Desert Districts				
S.No.	Name of District	Name of Division	No. of Ranges	Name of Range
1	Barmer	Barmer	3	Barmer
				Shiv
				Chauhtan
2	Bikaner	Bikaner	2	Kolayat
				Dungargarh
		Bikaner, Div. I	3	Unit-I
				Unit-IV
				Unit-VII
		Bikaner, Div. II	2	Bhikampur
				Godu
		Chhatargarh	2	Dantor
				Beriawali
3	Churu	Churu	3	Churu
				Rajgarh
				Taranagar
4	Jodhpur	Jodhpur	3	Osian
				Phalodi
				Baap
5	Jaisalmer	DDP,Jaisalmer	3	Pokaran
				Dabala
				Sam
		WFP,Jaisalmer	3	Range-I
				Nachana
				Bharewala
		Mohangarh, Jaisalmer	3	Unit-II
				Unit-III

S.No.	Name of District	Name of Division	No. of Ranges	Name of Range
				Unit-V
6	Jalore	Jalore	3	Bhinmal
				Jaswantpura
				Raniwada
7	Nagaur	Nagaur	3	Parbatsar
				Jayal
				Kuchaman
8	Pali	Pali	3	Sendra
				Bali
				Desuri
9	Sikar	Sikar	3	Fatehpur
				Laxmangarh
				Sikar
10	Jhunjhunu	Jhunjhunu	3	Jhunjhunu
				Navalgarh
				Chidawa
		TOTAL(A)	42	
B - Non-Desert Districts				
1	Bhilwara	Bhilwara	4	Bhilwara
				Asind
				Mandalgarh
				Jahajpur
2	Banswara	Banswara	4	Bansawara
				Ghatol
				Kushalgarh
				Bagidora
3	Dungarpur	Dungarpur	4	Dungarpur
				Bichhiwara
				Antri
				Sagwada
4	Jaipur	Jaipur (Central)	4	Achrol

S.No.	Name of District	Name of Division	No. of Ranges	Name of Range
				Jammua Ramgarh
				Raisar
				Amer
		Jaipur (North)	4	Shahapura
				Bilwadi
				Virat Nagar
				kotputli
		Jaipur (South)	3	Chaksu
				Dudu
				Jobner
5	Sirohi	Sirohi	3	Sirohi
				Abu Road
				Pindwara
		TOTAL(B)	26	

C - Protected Areas

S.No.	Name of Division	Name of Sanctuary	No. of Ranges	Name of Range
1	WL, Karoli	Keladevi	1	Mandrail
2	WL, Udaipur	Kumbhalgarh	2	Kumbhalgarh
				Bokhara
		Raoli Todgarh	2	Bhim
				Raoli
		Jaisamand	1	Jaisamand
		Phulwari Ki Nal	1	Panarwa
3	DNP, Jaisalmer	DNP, Jaisalmer	1	Jaisalmer
4	WL Chittorgarh	Sitamata	2	Jakhm
				Badisadari
		Bassi	1	Bassi
5	WL Mount Abu	Mount Abu	1	Anadra
		TOTAL (C)	12	
		TOTAL (A+B+C)	80	

Note : The Jurisdiction of Ranges is liable to change on account of re-organisation of Division/Ranges

Government of Rajasthan Forest Department

No. F 12 (2)Forest/2011

Jaipur Dated 11 April, 2011

ORDER

WHEREAS, the Minutes of Discussion (MoD) on Rajasthan Forestry and Biodiversity Project Phase 2 has been signed between Government of Rajasthan (GoR) and Japan International Cooperation Agency (JICA) on 22nd December 2010 regarding ODA loan from JICA for the Project; and the Minutes of Discussion (MoD) provide for implementation of the Project through an autonomous Society registered under Rajasthan Societies Registration Act, 1958 at the State level; and

Whereas, in pursuance of the same, Rajasthan Vaniki Evam Jaiv-vididhata Sanrakshan Society with its Memorandum and Articles of Association, has been formed and registered under Rajasthan Societies Registration Act, 1958 on 08th March 2011 vide Registration Number 1207/Jaipur/2010-11; therefore,

The Government hereby constitute the Project Management Unit (PMU) of Rajasthan Forestry and Biodiversity Project Phase 2, in accordance with the contents of the agreed Minutes of Discussion, as under :-

1. The Rajasthan Vaniki Evam Jaiv-vididhata Sanrakshan Society (registration number 1207/Jaipur/2010-11) registered under Rajasthan Societies Registration Act, 1958 shall be the Project Management Unit (PMU) of Rajasthan Forestry and Biodiversity Project Phase 2 and shall work as per the registered Memorandum and Articles of Association.
2. The Project Management Unit shall have a duly approved Operation Manual, which will prescribe administrative and financial, management and policy instruction for the smooth implementation of the Project.
3. Project Management Unit shall function for the overall project coordination, procurement management, financial management including collating the expenditure statements from field offices and preparation and submission of reimbursement claims to JICA, monitoring and evaluation, and preparation of reports such as Quarterly Progress Reports (QPR) and Project Completion Report (PCR).
4. The Project Management Unit shall have apart from the members of society the personnel as per Annex.- 1 for carrying out its day to day operations.
5. The Project Director, Rajasthan Forestry and Biodiversity Project Phase 2, appointed by the State Government, shall be the ex-officio Chief Executive Officer of the Society and Member Secretary of the High Power Committee of the Society.
6. Besides the above, the Project Management Unit may engage, under contractual arrangement,

qualified personnel from external sources as has been detailed in the agreed Minutes of Discussion.

7. The Project shall be implemented at the Divisional level and Range Level by the Divisional Management Unit (DMU) & Field Management Unit (FMU) of the project respectively. The FMU shall be responsible for execution of Project activities through Village Forest Protection and management Committees (VFPMCs)/ Eco-development Committees (EDCs) and Self Help Groups (SHGs) as per the provisions of the Project.
8. The Divisional Management Unit (DMU) shall receive funds directly from the Project Management Unit (PMU) and further disburse it to the Project implementing agencies viz. Village Forest Protection and management Committees (VFPMCs)/ Eco-development Committees (EDCs) and Self Help Groups (SHGs).
9. All functionaries of DMU and PMU shall continue to function in their original capacity under the existing administrative setup and shall be controlled accordingly.

This is issued in consultation with FD as per ID No. 171100288, dt. 04.03.2011, 171100439 dt. 04.04.2011 and DOP Order No. F 4 (7)Pers/A-1/03 dt. 29 March, 2011

By Order,

Sd/-

(Seema Singh)

Dy. Secretary to Government

Copy forwarded to the following for information & necessary action :-

1. Additional Chief Secretary, Finance Department, Rajasthan, Jaipur.
2. Principal Secretary to Government, Forest Department, Rajasthan, Jaipur.
3. Principal Secretary to Government, Department of Personnel (A-1), Rajasthan, Jaipur.
4. Principal Chief Conservator of Forest (HOFF), Rajasthan, Jaipur.
5. Project Director, Project Management Unit (PMU) Jaipur.
6. Guard File.

Sd/-

(Seema Singh)

Dy. Secretary to Government

Rajasthan Forestry and Biodiversity Project Phase-2

Project Management Unit

Annex-1

Sr. No.	Name of Post	Sanctioned Strength	Equivalent Rank
1	Project Director, PMU, Jaipur	1	APCCF or PCCF
2	Addl. Project Director (JICA-I & JICA-II), PMU, Jaipur	2	CCF
3	Joint Project Director, HRD & Admn., PMU, Jaipur	1	CF or equivalent
4	Deputy Project Director, PMU, Jaipur	1	Senior Account officer
5	Deputy Project Director, PMU, Jaipur	2	DCF
6	Executive Assistant to PD, PMU, Jaipur	1	Forester
7	Financial Assistant, PMU, Jaipur	1	Jr. Accountant
8	Driver, PMU, Jaipur	1	Driver
9	Upper Division Clerk (2), PMU, Jaipur	2	UDC
10	Lower Division Clerk (2), PMU, Jaipur	3	LDC
11	Class - IV	1	Class - IV
Total		16	

राजस्थान सरकार वन विभाग

क्रमांक एफ 7(39)वन/90/

दिनांक 17.10.2000

राज्यादेश

विषय :- परिभाषित एवं वृक्ष विहीन हुई वन भूमि को पुनः हरा- भरा करने में ग्रामवासियों एवं स्वयं सेवी संस्थाओं की भागीदारी प्राप्त करने की योजना ।

राष्ट्रीय वन नीति (1988) के अनुसार स्थानीय लोगों एवं गैर सरकारी/स्वयं सेवी संस्थाओं को वनों की सुरक्षा व प्रबन्ध में जोड़ने के प्रयास किये जाने चाहिए । यह कार्य साझा वन प्रबन्ध योजना से किया जा सकता है । इसी क्रम में राज्य सरकार द्वारा पूर्व में परिभाषित एवं वृक्ष विहीन वन भूमि को पुनः हरा भरा करने में ग्रामवासियों एवं स्वयं सेवी संस्थाओं की भागीदारी प्राप्त करने हेतु समसंख्यक राज्य आदेश दिनांक 15.3.91, 20.3.97, 10.5.99, 20.11.99 एवं 20.6.2000 द्वारा जारी किये गये थे । उक्त आदेशों के क्रियान्वयन में उत्पन्न व्यवहारिक कठिनाईयों के कारण राजस्थान वन अधिनियम, 1953 की धारा-28, 80 व 81 के अधीन ग्राम्य वन सुरक्षा एवं प्रबन्ध समिति का गठन एवं उनके द्वारा अपनाई जाने वाली प्रक्रिया के सम्बन्ध में राज्य आदेश दिनांक 10.5.99, 20.11.99 एवं 20.6.2000 को निम्नानुसार संशोधित करने का निर्णय लिया गया है । साझा वन प्रबन्ध दिशा-निर्देश इस सिद्धान्त पर आधारित है कि ग्राम समुदाय वनों एवं वन भूमि के संरक्षण एवं प्रबन्ध के लिए तत्पर हैं क्योंकि उनकी आजीविका एवं स्वावलम्बिता इस प्रकार के सार्वजनिक ससाधनों के सुव्यवस्थित प्रबन्ध से लाभान्वित होती है । यह दिशा निर्देश वन सुरक्षा समितियों को कई प्रकार के प्रोत्साहन (इन्सेन्टिव) भी प्रस्तावित करते हैं । इसमें ग्राम्य वन सुरक्षा एवं प्रबन्ध समितियों को वनों के संरक्षण एवं विकास हेतु प्रेरित करने के लिए वन विभाग एवं स्थानीय समुदाय के साझा प्रयासों से विकसित की गई वन उपज में से समय-समय पर एवं अन्तिम विदोहन में से हिस्सा प्राप्त करने के प्रावधान हैं । इसके अतिरिक्त इन्हें इस प्रकार से भी तैयार किया गया है कि इनके जरिये नागरिक समुदाय की अन्य संस्थाओं जैसे कि स्वयं सेवी संस्थाएं (एनजीओ) सहकारी समितियां, पंचायते इत्यादि से भी इस प्रकार का योगदान प्राप्त हो सके । यही नहीं वन सुरक्षा एवं प्रबन्ध समितियों के अलावा भी यदि कोई स्वयंसेवी संस्था बिना किसी अधिकार/लाभ प्राप्त करने की शर्त पर वनों के संरक्षण एवं विकास में सहयोग देना चाहती हो तो इस प्रकार के सहयोग प्राप्त करने में वन विभाग को कोई आपत्ति नहीं होगी । वास्तव में ऐसा योगदान जो कि एवज में किसी प्रकार का लाभ प्राप्त नहीं करना चाहता है उसे सहभागी के रूप में जल्द स्वीकार करना चाहिए और प्रोत्साहित करना चाहिए ताकि साझा वन प्रबन्ध एक व्यापक स्तर का समुदाय का प्रयास बन सके ।

मुख्य रूप से इन दिशा-निर्देशों की यह भूमिका प्रस्तावित है कि इनके माध्यम से साझा वन प्रबन्ध एक जन अभियान के रूप में वन एवं वन भूमि की रक्षा एवं पुनर्वास के लिए उभरे और विभाग इस योगदान को सहर्ष स्वीकार करें । ग्राम्य वन सुरक्षा एवं प्रबन्ध समितियों का गठन भविष्य में इस आदेश में निर्धारित प्रक्रिया के अनुसार ही किया जावेगा ।

1. कार्य सम्पादन का माध्यम एवं प्रक्रिया :-

- 1.1 स्थानीय ग्रामवासियों की वन भूमि के विकास, सुरक्षा एवं प्रबन्ध में सक्रिय सहभागीदारी प्राप्त करने की दृष्टि से क्षेत्र में कार्यरत सीधे ही ग्रावर्स को-ऑपरेटिव/ग्राम्य वन सुरक्षा एवं प्रबन्ध समिति को वृक्षविहीन परिभाषित/परिभाषित होने के कगार पर अथवा परिभाषित हो सकने वाली वन भूमि एवं राजकीय पड़त भूमि (जो वन विभाग को उपलब्ध कराई गई है) के टुकड़ों के विकास, सुरक्षा एवं प्रबन्ध का दायित्व सौंपा जावेगा । इस भूमि को इस आदेश में बाद में वन भूमि कहा गया है । जिन क्षेत्रों में ऐसी समितियां नहीं होगी वहां विभागीय अधिकारी स्वयं अथवा गैर सरकारी/स्वयं सेवी संस्थाओं के सहयोग से ऐसी समितियों का गठन का प्रयास करेंगे ।
- 1.2 यथा सम्भव यह प्रयास किया जावेगा कि उपलब्ध कराई गई वन भूमि एक ही गांव की सीमा में आती हो जिसमें एक गांव की एक इकाई

बन सके। भूमि समीपस्थ गांव के लोगों की समिति को ही कार्य करने के लिए दी जावेगी। वन भूमि पर उनका कोई स्वामित्व नहीं होगा।

- 1.3 जिस वन भूमि के टुकड़े में वन विकास/वन सुरक्षा कार्य किया जा रहा है, उसमें वृक्षारोपण करने तथा/वृक्षों/वन्य जीव की सुरक्षा करने एवं समुचित प्रबन्ध का कार्य समिति वन विभाग के स्थानीय अधिकारियों/अन्य तकनीकी अधिकारी/गैर सरकारी/स्वयं सेवी संस्था के प्रतिनिधियों एवं ग्राम्य वन सुरक्षा एवं प्रबन्ध समिति के सदस्यों से वार्ता उपरान्त तैयार की गई प्रबन्ध योजना के अनुसार क्रियान्वित करेगी। यह प्रबन्ध योजना स्थानीय लोगों की वृक्ष की किस्म की मांग उनकी आवश्यकताओं का सही आंकलन करते हुए सूक्ष्म नियोजन के आधार पर तैयार की जावेगी।
- 1.4 गैर सरकारी/स्वयं सेवी संस्था, समिति एवं विभागीय अधिकारियों के मध्य समन्वय एवं सामंजस्य स्थापित करने के लिए क्रियाशील होगी। स्वयं सेवी संस्थायें इस कार्य में उत्प्रेरक एवं संयोजक का कार्य करेगी तथा साझा वन प्रबन्ध में निरन्तरता बनाये रखने का प्रयास करेगी। उनकी क्षेत्र से प्राप्त उपज एवं आय में किसी प्रकार की हिस्सेदारी नहीं होगी।

2. ग्राम वन सुरक्षा एवं प्रबन्ध समिति का स्वरूप :-

- 2.1 प्रत्येक राजस्व ग्राम में एक ग्राम्य वन सुरक्षा एवं प्रबन्ध समिति गठित करने का प्रयास किया जावेगा। उक्त ग्राम की सीमा में पड़ने वाले सभी परिवार जो ग्राम के स्थाई निवासी हो तथा जिन्हें ग्राम के प्राकृतिक संसाधन से लाभ प्राप्त करने के 3 अधिकार एवं रियायतें प्राप्त हो उनकी समिति की सदस्यता प्राप्त करने का अधिकार होगा।
- 2.2 यथा सम्भव एक राजस्व गांव के लिए एक समिति होगी किन्तु किन्हीं विशेष परिस्थितियों जैसे जलग्रहण क्षेत्र, भूमि/उपज पर साझेदारी करवाये जाने वाले विकास में लोगों के सामान्य रुचि जुड़ी होना एक से अधिक ग्राम के समूह की भी एक समिति गठित की जा सकती है। इसी प्रकार जन जातीय क्षेत्रों में एक राजस्व ग्राम में आने वाले फला अथवा ढाणी के लिए तथा इन्दिरा गांधी नहर क्षेत्र में चकवार पृथक-पृथक समिति गठित की जा सकती है परन्तु ऐसा तभी किया जा सकेगा जब ग्राम के सभी लोगों में इस सम्बन्ध में आम सहमति हो।

3. समिति की सदस्यता एवं गठन :-

- 3.1 जिस ग्राम अथवा ग्रामों के समूह की अथवा फला/चक/ढाणी इत्यादि की समिति बनाई जा रही है, उसकी राजस्व सीमा में पड़ने वाले प्रत्येक परिवार के सभी व्यक्ति समिति के सदस्य बनने के पात्र होंगे। वन विभाग का क्षेत्रीय वन अधिकारी/वन प्रसार अधिकारी जिसके अधिकार क्षेत्र में उक्त ग्राम आता हो सम्बन्धित ग्राम पंचायत तथा/अथवा गैर सरकारी/स्वयं सेवी संस्था के सहयोग से सदस्यता हेतु सहमति प्राप्त कर सदस्यों की सूची तैयार करेंगे जिसमें कम से कम 33 प्रतिशत सदस्य महिलायें होंगी। क्षेत्रीय वन अधिकारी/वन प्रसार अधिकारी क्षेत्र के गैर सरकारी/स्वयं सेवी संस्था के सहयोग हेतु लिखित में उन्हें आमन्त्रित करेंगे। क्षेत्रीय वन अधिकारी/वन प्रसार अधिकारी सदस्यों की बैठक, जिसमें कम से कम 40 प्रतिशत सदस्य उपस्थित हो, बुलाकर समिति के गठन के बारे में उनसे सहमति प्राप्त करेंगे। तत्पश्चात् उक्त सूची क्षेत्रीय वन अधिकारी/वन प्रसार अधिकारी सम्बन्धित उप वन संरक्षक को भेजेंगे जो सामान्यतः तीन माह में इसकी समीक्षा कर सही पाये जाने पर समिति के गठन व पंजीकरण के विधिवत आदेश प्रचलित करेंगे अन्यथा अस्वीकार करेंगे।
- 3.2 गठित समिति समय अन्तराल में सदस्यों के जोड़ने हटाने के लिए स्वयं अपनी प्रक्रिया निर्धारित करेगी एवं जोड़े/हटाये गये सदस्यों की सूची सम्बन्धित क्षेत्रीय वन अधिकारी/वन प्रसार अधिकारी के मार्फत सम्बन्धित उप वन संरक्षक को भेजेगी। सम्बन्धित उप वन संरक्षक समय-समय पर भेजे गये ऐसी सदस्यों के बारे में अपने रिकार्ड में संशोधन करेंगे।

4. महिलाओं की सलाहकार उप समिति :-

- 4.1 प्रत्येक ग्राम में बनाई गई समिति के अतिरिक्त केवल महिला सदस्यों की एक सलाहकार उप समिति भी क्षेत्रीय वन अधिकारी द्वारा समिति के साथ-साथ गठित की जावेगी। इसमें ग्राम के कम से कम 7 महिला सदस्यों का होना आवश्यक होगा। उप समिति के सदस्य अपने में से एक अध्यक्ष का चयन करेंगे। यह उप समिति विशेषकर महिलाओं के समस्याओं के बारे में जानकारी प्राप्त कर उनके विचार

को कार्यकारिणी में प्रस्तुत करेंगी।। उप समिति के नियमित रूप से बैठक का आयोजन करना सम्बन्धित वनपाल/वन प्रसार सहायक/वन रक्षक / वन प्रसारक का उत्तरदायित्व होगा वनपाल/ वन प्रसार सहायक/ वनरक्षक/ वन प्रसारक जो 4 कि कार्यकारिणी का पदेन सचिव भी है, उप समिति के द्वारा लिये गये निर्णय को कार्यकारिणी के समक्ष विचार हेतु प्रस्तुत करेंगे। कार्यकारिणी उप समिति के प्रस्तावों पर विचार करेगी।

5. कार्य कारिणी का गठन :-

- 5.1 ग्राम्य वन सुरक्षा एवं प्रबन्ध समिति के कार्य संचालन हेतु 11 सदस्यों की कार्यकारिणी का गठन किया जावेगा। कार्य समिति के इन सदस्यों का चयन ग्राम वन सुरक्षा एवं प्रबन्ध समिति के सदस्यों में से ग्राम सभा द्वारा किया जावेगा। समिति से सम्बन्धित ऐसे गांव/गांवों का समूह /फला/चक जहां अनुसूचित जाति व जनजाति के लोगो की संख्या कुल आबादी का क्रमशः 10 प्रतिशत व 10 प्रतिशत होगी। वहां इस कार्यकारिणी में ग्यारह में से कम से कम एक सदस्य अनुसूचित जाति का एवं एक सदस्य अनुसूचित जनजाति का होगा जहां अनुसूचित जाति एवं जनजाति का सम्मिलित प्रतिशत कुल आबादी का 15 प्रतिशत या उससे कम होगा वहां एक सदस्य अनुसूचित जाति अथवा अनुसूचित जनजाति में से लिया जावेगा। कार्यकारिणी में कम से कम तीन महिला सदस्य आवश्यक रूप से होंगे। भूमिहीन व्यक्तियों में से भी कम से कम एक व्यक्ति को कार्यकारिणी का सदस्य बनाया जायेगा। उक्त चुनाव हेतु सम्बन्धित क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी चुनाव अधिकारी के रूप में कार्य करेंगे।
- 5.2 कार्यकारिणी 11 निर्वाचित सदस्यों में से 1 अध्यक्ष, 1 उपाध्यक्ष तथा 1 कोषाध्यक्ष का चयन करेगी। उक्त तीन पदों में से कम से कम एक पद पर महिला का चयन होना आवश्यक होगा। उपरोक्त के अतिरिक्त सम्बन्धित पंचायत के सरपंच, पंच जो उस ग्राम के निवासी हो, कार्यकारिणी के पदेन सदस्य रहेंगे, परन्तु उनको वोट देने का अधिकार नहीं होगा। क्षेत्र से सम्बन्धित वन विभाग का वनपाल / वन प्रसार सहायक / वनरक्षक / वन प्रसारक इस समिति के पदेन सचिव होंगे एवं इसको भी वोट देने का अधिकार नहीं होगा। महिला सलाहकार उपसमिति की अध्यक्ष भी कार्यकारिणी की पदेन सदस्य होगी एवं उसको वोट देने का अधिकार रहेगा।
- 5.3 यदि कार्यकारिणी समिति चाहे, तो उसके क्षेत्र के साथ जुड़े किसी भी गैर सरकारी/स्वयं सेवी संस्था से एक व्यक्ति को समिति के सदस्य के रूप में मनोनीत कर सकेगी, परन्तु ऐसे सदस्य को भी वोट देने का अधिकार नहीं होगा।
- 5.4 एक बार गठित की गई कार्यकारिणी का कार्यकाल दो वर्ष का होगा, उसके पश्चात समिति की कार्यकारिणी का नये सिरे से गठन किया जायेगा, जिसमें यह प्रयास किया जायेगा कि समिति के कार्यकारिणी में से ही किसी एक योग्य सदस्य को सचिव बनाया जाये। इस आदेशा से पूर्व प्रचलित आदेशों के तहत गठित कार्यकारिणी का पुनर्गठन इस आदेश के प्रावधानों के तहत किया जायेगा तथा ऐसे पुनर्गठित कार्यकारिणी के किसी एक योग्य सदस्य को सचिव बनाये जाने का प्रयास किया जायेगा। कार्यकारिणी के सदस्य को सचिव बनाने की स्थिति में वन विभाग का वनपाल / वनप्रसार सहायक / वनरक्षक / वनप्रसारक कार्यकारिणी के सदस्य रहेंगे, अन्यथा पूर्व की भांति वह पदेन सचिव का कार्य करेंगे।

6. कार्य प्रणाली :-

- 6.1 **बैठकें :-** ग्राम स्तरीय वन सुरक्षा प्रबन्ध समिति के प्रत्येक वर्ष में कम से कम दो बैठकें होगी, जिसमें कोरम 40 प्रतिशत सदस्यों का होगा। महिला सदस्यों में से कम से कम 33 प्रतिशत सदस्यों का उपस्थित होना आवश्यक होगा। एक तिहाई सदस्यों की मांग पर अध्यक्ष अथवा सचिव इसके अलावा भी साधारण बैठक बुला सकेंगे। कार्यकारिणी समिति की बैठक की वर्ष में कम से कम 4 बैठकें आयोजित होगी, किन्तु आवश्यक होने पर अध्यक्ष सचिव अधिक बैठकें भी बुला सकेंगे। कार्यकारिणी की बैठक में कोरम छः निर्वाचित सदस्यों का होगा, जिसमें से कम से कम एक महिला सदस्य का उपस्थित होना आवश्यक है। कार्यकारिणी की बैठक में महिला सदस्यों द्वारा दिये गये सुझावों पर विशेष ध्यान दिया जावेगा।
- 6.2 **अध्यक्ष एवं उपाध्यक्ष के कार्य :-** अध्यक्ष साधारण एवं कार्य कारिणी की बैठकों की अध्यक्षता करेंगे तथा उनकी अनुपस्थिति में उपाध्यक्ष यह कार्य करेंगे। इसके अतिरिक्त समिति की ओर से इकरारनामा व अन्य दस्तावेजों पर अध्यक्ष अथवा उनकी अनुपस्थिति में

उपाध्यक्ष के हस्ताक्षर होंगे। अध्यक्ष अथवा कार्यकारिणी द्वारा मनोनीत सदस्य ग्राम वन सुरक्षा एवं प्रबन्ध समिति के प्रतिनिधियों के रूप में अन्य विभागों स्वैच्छित संस्थानों आदि से सम्पर्क कर सकेंगे।

- 6.3 **सचिव के कार्य :-** सचिव वर्ष में दो साधारण बैठक तथा 4 कार्यकारिणी की बैठकें बुलाने के लिए उत्तरदायी होंगे। बैठकों की कार्यवाही संधारित करने एवं अगली बैठक में उसे अनुमोदित कराने का कार्य भी सचिव का होगा। समिति का सामान्य पत्र व्यवहार भी सचिव देखेंगे व समिति को अपने क्षेत्र में चारागाह व अन्य प्राकृतिक संसाधन के विकास के लिए सूक्ष्म नियोजन में सहायता करेंगे। इसके अतिरिक्त सचिव अन्य सरकारी विभागों के साथ समन्वय स्थापित करने में भी समिति की सहायता करेंगे। महिलाओं की उपसमिति की बैठक का आयोजन तथा उनके द्वारा पारित प्रस्तावों का कार्यकारिणी में प्रस्तुतिकरण का दायित्व भी सचिव का होगा।
- 6.4 **कोषाध्यक्ष के कार्य :-** समिति के वित्तीय लेखों का संधारण करेंगे तथा साधारण सभा में समिति का हिसाब-किताब सदस्यों की जानकारी हेतु प्रस्तुत करेंगे। समिति की राशि के लिए स्थानीय बैंकों अथवा डाकघर में खाते खाले कर उसमें राशि जमा करायेंगे। इस खाते में से राशि कार्यकारिणी के निर्णय के अनुसार व्यय की जा सकेगी एवं खाते से राशि निकालने के लिए कोषाध्यक्ष, सचिव एवं अध्यक्ष तीनों के हस्ताक्षर आवश्यक होंगे।
- 6.5 **सरपंच अथवा पंच के कार्य :-** उनका कार्य समिति एवं पंचायत के मध्य समन्वय स्थापित करना होगा।

7. वन सुरक्षा एवं प्रबन्ध समिति के दायित्व :-

- 7.1 वन भूमि जिसकी सुरक्षा तथा/ अथवा वृक्षारोपण कर विकास करने की सुविधा समिति को उपलब्ध कराई गई है कि ये समिति उस क्षेत्र के सभी सदस्यों, तकनीकी अधिकारियों से वार्ता कर सदस्यों की मूलभूत एवं क्षेत्र की तकनीकी आवश्यकता को दृष्टिगत रखते हुए क्षेत्र में चारा विकास लघु वन उपज एवं वृक्षारोपण करने का पारिस्थितिकी अनुसार कार्य करेगी, जिससे कि सदस्यों को चारा, ईंधन व अन्य वन उपज की आवश्यकता की पूर्ति हो सके।
- 7.2 समिति वन क्षेत्र तथा/ अथवा वृक्षारोपण से प्राप्त होने वाली लघु वन उपज जैसे घास, पत्ते, फल, मूल, छोटी टहनियों आदि के एकत्रीकरण एवं वितरण के सम्बन्ध में प्रबन्ध योजना के अनुसार नियम एवं प्रक्रिया तथा शुल्क निर्धारित कर सकेगी, जिससे कि क्षेत्र से निरन्तर वन उपज एवं आय प्राप्त होती रहे।
- 7.3 समिति उसके क्षेत्र में पड़ने वाले वन क्षेत्रों, वृक्षारोपण क्षेत्रों एवं वन्यजीव की अपने सदस्यों के माध्यम से सुरक्षा करना सुनिश्चित करेगी तथा क्षेत्र में अतिक्रमण, चराई छंगाई, चोरी अवैध खनन वन उपज की अवैध निकासी एवं आग की रोकथाम की प्रभावी व्यवस्था करेगी तथा वन विभाग के अधिकारियों/कर्मचारियों को भी सूचित करेगी।
- 7.4 समिति एवं उसके सदस्य वन / वृक्षारोपण क्षेत्र में अवैधानिक कार्यवाही करने वाले व्यक्तियों को पकड़कर/पकड़वाकर उनके विरुद्ध कानूनी कार्यवाही करने में वन अधिकारियों को सहयोग करेगी। ऐसा कोई भी कृत्य जो राजस्थान वन अधिनियम, 1953, वन्यजीव संरक्षण अधिनियम, 1972 एवं उसके अधीन बने नियमों के तहत वर्जित है, उसे होने से रोकेगी।
- 7.5 समिति के किसी सदस्य की वन क्षेत्र / वृक्षारोपण विरोधी गतिविधि के सम्बन्धित क्षेत्रीय वन अधिकारी को अवगत कराने का दायित्व समिति के सदस्यों/कार्यकारिणी का होगा। समिति यह सुनिश्चित करेगी कि उसके किसी सदस्य अथवा सदस्यों द्वारा राज्य सरकार द्वारा प्रदत्त सुविधाओं का दुरुपयोग तो नहीं किया जा रहा है। दुरुपयोग किये जाने की स्थिति में कार्यकारिणी ऐसे सदस्य/सदस्यों को समिति की आम राय से आर्थिक रूप से दण्डित करने की प्रक्रिया निर्धारित कर कार्यवाही कर सकती है। प्राप्त राशि समिति के खाते में जमा की जावेगी। निरन्तर दुरुपयोग पाये जाने पर ऐसे सदस्य/सदस्यों की कार्यकारिणी द्वारा बहुमत के निर्णय अनुसार निष्कासित कर सकेगी।
- 7.6 समिति को वन विकास, सुरक्षा एवं प्रबन्ध की सुविधा की दृष्टि से उपलब्ध कराई गई भूमि में किसी प्रकार के कृषि, उद्योग, पक्के आवास एवं ऐसा कोई कार्य, जो वन विकास की श्रेणी में नहीं आता हो, करने की आज्ञा नहीं होगी।

- 7.7 समिति प्राप्त आय को पुनः उसी अथवा नई भूमि पर वृक्षारोपण करने तथा / अथवा वन / वृक्षारोपण क्षेत्र की सुरक्षा एवं संधारण करने की कार्य योजना तैयार करेगी।

8. वन विभाग के अधिकारियों/कर्मचारियों के दायित्व :-

- 8.1 जिले में मण्डल वन अधिकारी/उप वन संरक्षक उनके क्षेत्राधिकार में आने वाले अधिक से अधिक गांवों में प्राथमिकता के तौर पर ऐसी समितियों का गठन करेंगे तथा प्रत्येक समिति के लिए वनपाल/ वनरक्षक को मनोनीत करेंगे, जो प्रारम्भ में समिति के सचिव के रूप में कार्य करेंगे।
- 8.2 वन विभाग के अधिकारी/ कर्मचारी ग्राम वन सुरक्षा एवं प्रबन्ध समिति के सदस्यों को नर्सरी में पौध तैयारी, वृक्षारोपण, वन सुरक्षा एवं प्रबन्ध, जैव विविधता संरक्षण, लेखों का संधारण, कौशल बुद्धि आदि पर तकनीकी मार्गदर्शन एवं प्रशिक्षण देंगे।
- 8.3 वन विभाग के अधिकारी/ कर्मचारी वन सुरक्षा के उपाय, वृक्षारोपण स्थल का चयन करने एवं सूक्ष्म नियोजन करने में समिति को सक्रिय सहयोग देंगे।
- 8.4 ग्राम वन सुरक्षा एवं प्रबन्ध समिति के सदस्यों के द्वारा वन क्षेत्र/ वृक्षारोपण में नुकसान होने की सम्भावना की सूचना प्राप्त होते ही सम्बन्धित वनाधिकारी तत्काल नियमानुसार कार्यवाही अमल में लावेंगे।
- 8.5 क्षेत्र में कल्चरल ऑपरेशन, विदोहन आदि विभाग की देख-रेख में कराएँगे।
- 8.6 समिति की प्राप्त आय को पुनः उसी अथवा नई भूमि पर वृक्षारोपण करने तथा / अथवा वन वृक्षारोपण क्षेत्र की सुरक्षा एवं संधारण करने की कार्य योजना तैयार करा कर सम्बन्धित उप वन संरक्षक द्वारा स्वीकृति किया जावेगा।
- 8.7 ग्राम वन सुरक्षा प्रबन्ध समितियों को वन विभाग की क्षेत्र की सुरक्षा हेतु निर्धारित राशि आवंटित कर सकता है, परन्तु ऐसे क्षेत्रों में वन विभाग पृथक् से पशुरक्षक नहीं रखे जावेंगे। इस राशि को समिति ग्राम विकास कार्यों पर भी व्यय कर सकेगी।
- 8.8 अधिक से अधिक वन सुरक्षा समितियों को जनता वन योजना के माध्यम से वृक्षारोपण कराने हेतु प्रेरित करेंगे। इस योजना के तहत समिति द्वारा कराये जाने वाले कार्यों के लिए समिति को ठेकेदार की श्रेणी में नहीं माना जावेगा।
- 8.9 वन विभाग के अधिकारी/ कर्मचारी किसी भी प्रकार के विवादों में मध्यस्थता कर विवादों को सुलझाने में सक्रिय भूमि का निभायेंगे।

9. गैर सरकारी/गैर स्वयं सेवी संस्थाओं के दायित्व :-

- 9.1 गैर सरकारी/ स्वयं सेवी संस्था वन विभाग व समिति के बीच समन्वय एवं सामंजस्य स्थापित करने के लिए क्रियाशील एवं उत्तरदायी होंगी।
- 9.2 गैर सरकारी/ स्वयं सेवी संस्था समिति के गठन में उत्प्रेरक का कार्य करेंगी।
- 9.3 सूक्ष्म नियोजन कार्य में तथा प्रबन्ध योजना की तैयारी में सहयोग देंगे।
- 9.4 वन विभाग के विभिन्न नीति-नियमों के बारे में आम जनता को जानकारी देंगे।
- 9.5 वन उपज के बंटवारे में यदि जनता के बीच विवाद उत्पन्न होता है, इस प्रकार के विवादों में मध्यस्थता कर विवाद को सुलझाने में वे सक्रिय भूमिका निभायेंगे।
- 9.6 ग्रामीणों से निरन्तर सम्पर्क रखकर उनकी कठिनाइयों के बारे में वन विभाग को सूचित करेंगे।

10. साझा वन प्रबन्ध योजना :-

- 10.1 वन विभाग के तकनीकी मार्ग दर्शन में कार्यकारिणी समिति अन्य तकनीकी अधिकारी/ स्वयं सेवी संस्थाओं के प्रतिनिधियों एवं

ग्रामवासियों से विचार-विमर्श कर सूक्ष्म निष्पत्ति के आधार पर तथा साझा वन प्रबन्ध अतिआच्छादी प्रबन्ध वृत्त के प्रावधानों के अनुसार कार्य किया जावेगा तथा जिन कार्य योजनाओं में वर्तमान में साझा वन प्रबन्ध अतिआच्छादी वृत्त का प्रावधान नहीं है, के उपचार एवं प्रबन्ध के सम्बन्ध में प्रधान मुख्य वन संरक्षक द्वारा प्रसारित दिशा-निर्देशों के अनुसार कार्य कराया जावेगा। ठोस वन संवर्धन विधि, जल एवं मृदा संरक्षण, जैवविविधता संरक्षण आदि तैयार की गई प्रबन्ध योजना के अभिन्न अंग होंगे। इस योजना की तैयारी के समय विभिन्न ग्रामीण समाज के सभी वर्ग विशेषकर महिलाओं तथा कमजोर वर्गों से विचार-विमर्श करना अनिवार्य होगा।

- 10.2 विभिन्न वन उपजों के विभाजन एवं आय के उपयोग के बारे में इस आदेश में दी गई व्यवस्था के आधार पर दी गई प्रबन्ध योजना में स्पष्ट प्रावधान करेंगे।
- 10.3 सुरक्षा/अथवा/तथा विकास हेतु उपलब्ध कराई गई वन भूमि के सम्बन्ध में समिति एवं सम्बन्धित उप वन संरक्षक के मध्य एक करार (अनुबंध) संलग्न प्रारूप में किया जावेगा।

11. वन भूमि से प्राप्त होने वाली वन उपज का लाभ निम्नानुसार प्राप्त होगा:—

11.1 अंतिम विदोहन से पूर्व

- 11.1.1 वन / वृक्षारोपण क्षेत्र, जिसके विकास तथा / अथवा सुरक्षा ग्राम स्तरीय वन सुरक्षा एवं प्रबन्ध समिति द्वारा किया जा रहा है, उससे समय-समय पर प्राप्त होने वाली लघु वन उपज (तेंदू पत्ता एवं गोंद को छोड़कर) जैसे घास, पत्तियां, पाला, पलिया, फल-फूल, बीज, गिरी-पडी टहनियां, मूंजा (पानी पूला) बुहारी, खस तथा अनुमोदित प्रबन्ध योजना के अन्तर्गत प्राप्त होने वाली अन्य वन उपज समिति को निशुल्क उपलब्ध होगी। समिति द्वारा निर्धारित प्रक्रिया के अनुसार समिति के सदस्य लघु वन उपज निकास कर सकेंगे व इसके लिए वन सुरक्षा एवं प्रबन्ध समितियों की आम सहमति से कोई शुल्क भी अधिरोपित कर सकती है, जो समिति की आय होगी।
- 11.1.2 क्षेत्र के निम्न वन उपज प्राप्त करने का समिति के सदस्यों को अधिकार उसी स्थिति में होगा, जबकि कम से कम पांच वर्ष तक लगातार वन / वृक्षारोपण क्षेत्र में ऐसी समिति द्वारा प्रभावी सुरक्षा एवं प्रबंध कार्य अनुबंध उपरान्त किया गया हो। पूर्व प्रचलित साझा वन प्रबन्ध परिपत्र दिनांक 15.3.1991 एवं 24.6.1991 के अनुसार गठित समितियों से यदि अनुबंध नहीं हुआ हो, तो ऐसी समितियों को पंजीकरण तिथि वन उपज का लाभ देने के लिए अनुबंध की तिथि मानी जावेगी। अनुबंध की तिथि में शिथिलता का लाभ केवल उन्हीं समितियों को दिया जावेगा, जो वन विकास सुरक्षा एवं प्रबंध में निरंतर सक्रिय रही हों और सम्बन्धित उप वन संरक्षक ने ऐसी समितियों के निरंतर सक्रिय होने का प्रमाणपत्र जारी कर दिया हो।
 1. अनुमोदित प्रबन्ध योजना के अनुसार यदि वृक्षारोपण/क्षेत्र/सुरक्षा किये जाने वाले क्षेत्र में कोई कल्चरल ऑपरेशन किये जाते हो, तो उसके फलस्वरूप उपलब्ध समस्त वन उपज पर, कल्चरल ऑपरेशन पर अगर विभागीय व्यय हुआ हो, तो उसे कम करने के उपरांत वन सुरक्षा समिति का अधिकार होगा।
 2. यदि अनुमोदित प्रबन्ध योजना में प्रावधान है और वन/वृक्षारोपण/क्षेत्र में वृक्ष इतने बड़े हो गये हैं कि चराई के लिए उनकी छंगाई की अनुमति दी जा सके, तो समिति आम सहमति से प्रति पशु या प्रति वृक्ष शुल्क अधिरोपित करके प्रबन्ध योजना द्वारा निर्धारित सीमाओं के अन्दर पशुओं की चराई हेतु छंगाई की अनुमति दे सकती है और इस प्रकार आय प्राप्त कर सकती है।
- 11.1.3 उपरोक्त साधनों से प्राप्त पूर्ण आय समिति के खाते में जमा की जायेगी।

11.2 अंतिम विदोहन (Final Felling) के समय

- 11.2.1 क्षेत्र के सम्बन्ध में तैयार की गई अनुमोदित प्रबन्ध योजना के प्रावधानों एवं प्रक्रिया के अनुसार वन विभाग की देख-रेख में उपज की विदोहन/आवर्तन विदोहन (Rotational Felling) /विदोहन चक्र (Feeling cycle) के अनुसार करवाया

जायेगा। विदोहन के पश्चात प्राप्त लकड़ी व बांस को दो वर्षों में एकत्रित किया जायेगा।

- 11.2.2 प्रथम वर्ग में घास को छाड़े कर 20 से. मी. या उससे कम गोलाई (छाल सहित) की लकड़ी वन सुरक्षा एवं प्रबन्ध समिति की सिफारिश के अनुसार समिति के सदस्यों में समानुपात में वन अधिकारियों की देखरेख में वितरित कर दी जायेगी।
- 11.2.3 दूसरे वर्ग में 20 से. मी. गोलाई से अधिक (छाल सहित) की लकड़ी एवं सभी नाप का बांस वन विभाग द्वारा वन सुरक्षा एवं प्रबंध समिति के सदस्यों के समक्ष स्थानीय बाजार में प्रचलित दरों पर सदस्यों में विक्रय कर दी जायेगी।
- 11.2.4 समिति के सदस्यों की मांग से अधिक लकड़ी एवं घास का निस्तारण ग्राम वन सुरक्षा एवं प्रबन्ध समिति की सिफारिश के अनुसार सदस्यों के समक्ष वन विभाग के नियमानुसार खुली नीलामी या निर्धारित दर द्वारा विक्रय कर दिया जायेगा।

11.3 आय का विभाजन :-

- 11.3.1 अंतिम विदोहन से प्राप्त आय के अलावा समय-समय पर प्राप्त अन्य आय में से समिति द्वारा प्राथमिकता पर वन / वृक्षारोपण क्षेत्र को सुरक्षा / संधारण विकास हेतु व्यय किया जायेगा एवं उनकी राय अनुसार अन्य उपयोग में भी लिया जा सकेगा।
- 11.3.2 वन भूमि पर वृक्षारोपण सुरक्षा एवं प्रबंध की व्यय होने वाली पूर्ण राशि विभाग द्वारा वहन / उपलब्ध कराने पर अंतिम विदोहन से प्राप्त घास एवं 20 से. मी. से अधिक गोलाई की लकड़ी के विक्रय या नीलामी से प्राप्त कुल सकल आय का 50 प्रतिशत हिस्सा वन विभाग के राजस्व खाते में जमा करवा दिया जायेगा। आय का अवशेष 50 प्रतिशत हिस्सा ग्राम वन सुरक्षा एवं प्रबंध समिति के खाते में जमा किया जायेगा। समिति के खाते में जमा कराई गई राशि में से आधी राशि समिति के सदस्यों की आम राय अनुसार उपभागे में ली जायेगी। आधी शेष बची आय की राशि को समिति पुनः उसी या नई भूमि पर वृक्षारोपण करने तथा / अथवा वन / वृक्षारोपण क्षेत्र की सुरक्षा एवं संधारण करने के कार्य में लगायेगी।
- 11.3.3 समिति द्वारा वन भूमि पर वृक्षारोपण / सुरक्षा एवं प्रबंध हेतु व्यय होने वाली पूर्ण राशि का वहन करने पर बांस एवं 20 से.मी. से अधिक गोलाई की लकड़ी के विक्रय या नीलामी से प्राप्त कुल सकल आय का 10 प्रतिशत हिस्सा वन विभाग के राजस्व खाते में जमा करवा दिया जायेगा। आय का अवशेष 90 प्रतिशत हिस्सा ग्राम वन सुरक्षा एवं प्रबंध समिति के खाते में जमा किया जायेगा। समिति के खाते में जमा कराई गई राशि में से 70 प्रतिशत राशि समिति के सदस्यों की आम राय अनुसार उपयोग में ली जायेगी। 30 प्रतिशत शेष बची आय की राशि को समिति पुनः उसी अथवा नई भूमि पर वृक्षारोपण करने तथा / अथवा वन / वृक्षारोपण क्षेत्र की सुरक्षा एवं संधारण करने के कार्य में लगायेगी।
- 11.3.4 समिति द्वारा वन भूमि की मात्र सुरक्षा एवं प्रबंध करने पर अंतिम विदोहन से प्राप्त बांस एवं 20 से.मी. से अधिक गोलाई की लकड़ी के विक्रय या नीलामी से प्राप्त कुल सकल आय का 80 प्रतिशत हिस्सा वन विभाग के राजस्व खाते में जमा कर दिया जायेगा। आय का अवशेष 20 प्रतिशत हिस्सा ग्राम वन सुरक्षा एवं प्रबंध समिति के खाते में जमा किया जायेगा। समिति के खाते में जमा कराई गई राशि समिति के सदस्यों की आम राय अनुसार उपयोग में ली जायेगी।
- 11.3.5 समय-समय पर प्राप्त आय को समिति के खाते में जमा किया जायेगा, उसका रिकार्ड वर्ष -प्रतिवर्ष संधारित किया जायेगा, उसका निरीक्षण सम्बन्धित क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी एवं वन विभाग के अन्य उच्चाधिकारी कर सकेंगे।

12. विवादों का समाधान :-

- 12.1 समिति के सदस्यों के बीच अथवा ग्रामीण जनता के 2 या अधिक गुटों के बीच उत्पन्न विवाद का फैसला करने में कार्यकारणी समिति सक्रिय भूमिका निभायेगी। आवश्यक होने पर गैर सरकारी / स्वयंसेवी संस्था / वन विभाग से भी मदद लेगी। कार्यकारणी के द्वारा बहुमत से लिया गया निर्णय अन्तिम होगा।
- 12.2 समिति या पंचायत एवं समिति के बीच कोई विवाद उत्पन्न हो तो सम्बन्धित क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी विवादों का फैसला करेंगे।

12.3 उपरोक्त सभी निर्णयों के विरुद्ध अपील सम्बन्धित उप वन संरक्षक को की जावेगी।

13. समिति द्वारा अनुबन्ध के अनुसार कार्य न करने पर कार्यवाही :-

- 13.1 क्षेत्र में कार्य प्रारम्भ करने से पूर्व ग्राम वन सुरक्षा एवं प्रबन्ध समिति को राज्य सरकार से एक अनुबन्ध करना होगा। इस आदेश में ऊपर वर्णित सामान्य शर्तों तथा अनुबन्ध की विशिष्ट शर्तों का किसी एक सदस्य द्वारा उल्लंघन करना पाया जाने की स्थिति में समिति ऐसे सदस्य की सदस्यता समाप्त कर वन विभाग के सम्बन्धित उप वन संरक्षक को सूचित करेगी।
- 13.2 ऐसे प्रकरण जहां समिति सामान्य शर्तों तथा अनुबन्ध की विशिष्ट शर्तों के अनुसार कार्यवाही नहीं कर रही हो तथा क्षेत्रीय वन अधिकारी/ वन प्रसार अधिकारी द्वारा कम से कम दो लिखित नोटिस देने के उपरांत भी समिति ने अपने कार्य में वांछित सुधार न किया हो, तो उप वन संरक्षक कारणों की जांच करायेंगे एवं निराकरण के लिए उचित कदम उठायेंगे। इसके उपरान्त भी शर्तों का उल्लंघन होने पर उप वन संरक्षक उपरोक्त समिति से अनुबंध भंग कर देंगे। अनुबन्ध भंग होने के उपरांत क्षेत्र की प्रबंध की व्यवस्था उप वन संरक्षक द्वारा कराई जायेगी।
- 13.3 इस प्रकार भंग किये गये अनुबन्ध के सम्बन्ध में समिति सम्बन्धित वन संरक्षक को दो माह के अन्दर अपील कर सकेगी। वन संरक्षक का निर्णय विभागीय अधिकारी एवं समिति दोनों के लिए अन्तिम एवं मान्य होंगे।

आज्ञा से,

ह.

(राकेश वर्मा)

शासन सचिव वन

राजस्थान सरकार वन विभाग

क्रमांक एफ 7(39)वन/90/

जयपुर, दिनांक 23.5.2002

शुद्धि पत्र

विषय :- परिभ्रांषित एवं वृक्षविहीन हुई वन भूमि को पुनः हरा-भरा करने एवं सघन वनों के प्रबन्धन में ग्रामवासियों की भागीदारी प्राप्त करने की योजना।

परिभ्रांषित एवं वृक्षविहीन हुई वन भूमि को पुनः हरा-भरा करने में स्थानीय ग्रामवासियों एवं स्वयं सेवी संस्थाओं की भागीदारी प्राप्त करने के सम्बन्ध में इस विभाग के समसंख्यक आदेश दिनांक 17.10.2000 के अनुच्छेद 5.1 में उल्लेखित 'ग्राम सभा' का तात्पर्य राजस्थान पंचायती राज अधिनियम 1994 एवं पंचायती राज (मोडिफिकेशन ऑफ प्रोविजन इन देयर एप्लीकेशन टू दी शिड्यूलड एरियाज) अधिनियम 1999 के अनुरूप समझा जावे।

अनुच्छेद 5.2 में 'पंचायत के सरपंच / पंच जो उस ग्राम के निवासी हों कार्यकारिणी के पदेन सदस्य रहेंगे' के पश्चात् विद्यमान शब्द 'परन्तु उनको वाटे देने का अधिकार नहीं होगा' के स्थान पर शब्द 'एवं इसके साथ ही उन्हें वाटे देने का अधिकार भी होंगे' पढ़े जावें।

आज्ञा से,

ह.

(कुशल सिंह)

शासन सचिव, वन

राजस्थान सरकार वन विभाग

क्रमांक : एफ 11 (4) वन/96/

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यह कि वन विभाग द्वारा राज्य में वन्य जीव एवं प्रबन्ध हेतु वृहत कार्यक्रम चलाया जा रहा है तथा इस उद्देश्य हेतु उनके वन्य जीव रक्षित क्षेत्र (पी.ए.) अर्थात् राष्ट्रीय उद्यान, बाघ परियोजना क्षेत्र एवं अभयारण्य बनाये गये हैं इन क्षेत्रों की जैव विविधता को संरक्षित रखने के लिए इको डवलपमेंट प्रोजेक्ट्स चलाये जाते हैं जिनका उद्देश्य रक्षित क्षेत्र की जैव विविधता पर पड़ने वाले दुष्प्रभाव में कमी लाना, स्थानीय लोगों को संरक्षण में सहयोग अर्जित करना तथा ग्रामीण क्षेत्र को आर्थिक दृष्टि से सुदृढ बनाना है। इको डवलपमेंट प्रोजेक्ट्स का सफल क्रियान्वयन काफी हद तक स्थानीय लोगों की सक्रिय सहभागिता एवं जुड़ाव पर निर्भर है।

रणथम्भौर बाघ परियोजना क्षेत्र में केन्द्रीय प्रवर्तित योजना अन्तर्गत विश्व बैंक द्वारा पोषित इंडिया इको डवलपमेंट प्रोजेक्ट्स वर्ष 1996-97 से संचालित की जा रही है। इस परियोजना के संचालन के लिये इको डवलपमेंट कमेटी (ई.डी.सी.) गठन हेतु आदेश एफ 11(4) वन / 96 / दिनांक 2-12-97 जारी किया गया था। उक्त परियोजना के अनुभवों एवं गैर संरक्षित क्षेत्रों में वन्यजीवों की सुरक्षा में स्थानीय निवासियों की भागीदारी बढ़ाने के उद्देश्यों की पूर्ति के लिए दिनांक 2-12-97 के आदेश में संशोधन की आवश्यकता है। राज्य सरकार ने आदेश क्रमांक एफ 7(39) वन / 90 दिनांक 17.10.2007 द्वारा साझा वन प्रबन्धन योजना के आदेश जारी किये गये थे। गैर संरक्षित क्षेत्रों में ई.डी.सी. द्वारा ग्राम्य वन सुरक्षा एवं प्रबन्ध समितियों के अनुरूप कार्य करने के प्रावधानों की भी आवश्यकता है ताकि एक ही क्षेत्र में दो भिन्न-भिन्न प्रकार की समितियों के गठन की आवश्यकता नहीं हो तथा वन्यजीव बाहुल्य गैर रक्षित क्षेत्र में ई.डी.सी. भी साझा वन प्रबन्धन योजना को लागू कर सके। अतः पूर्व आदेश दिनांक 2-12-97 में निम्नानुसार संशोधन किया जाता है :-

कि वन्यजीव रक्षित क्षेत्रों (अभयारण्यों एवं राष्ट्रीय उद्यानों) की सुरक्षा एवं विकास हेतु एवं गैर रक्षित क्षेत्रों में वन्य जीवों की सुरक्षा एवं विकास हेतु ईको डवलपमेंट कमेटी (ई.डी.सी.) का गठन किया जावेगा। ऐसी समितियों के सदस्यों के सदस्य इस आदेश में सम्मिलित शर्तों की पालना करने पर पारिस्थितिकी विकास गतिविधियों के तथा यूजफ्रक्ट शेयरिंग के लाभ प्राप्त कर सकेंगे।

उक्त समितियों की संरचना, दायित्व, क्रिया-कलाप, कार्य क्षेत्र भूमि के उपयोग से अस्थायी लाभ तथा नियंत्रण उपाय निम्नलिखित अनुसार होंगे:-

1. कार्य सम्पादन का माध्यम एवं प्रक्रिया :

- 1.1 वन्यजीव रक्षित क्षेत्रों (अभयारण्यों एवं राष्ट्रीय उद्यानों) में सुरक्षा एवं विकास तथा समीपस्थ ग्रामों में पारिस्थितिकी विकास हेतु ईको डवलपमेंट कमेटीयों का गठन किया जायेगा। ये कमेटीयां उन वन्य जीव बाहुल्य क्षेत्रों में भी गठित की जा सकेंगी। जिनमें वन्यजीवों की सुरक्षा एवं विकास आवश्यक है, चाहे वहां रक्षित क्षेत्र / वन क्षेत्र मौजूद हो अथवा नहीं। जिन वन्य जीव बाहुल्य क्षेत्रों में ऐसी समितियां नहीं होगी वहां विभागीय अधिकारी स्वयं अथवा गैर सरकारी / स्वयं सेवी संस्थाओं के सहयोग से ऐसी समितियों के गठन का प्रयास करेंगे।
- 1.2 ईको डवलपमेंट कमेटीयां अपने क्षेत्र के पारिस्थितिकी विकास एवं वन / वन्यजीव सुरक्षा की सूक्ष्म योजना तैयार कर क्रियान्वित करेंगी। यह सूक्ष्म योजना वन विभाग के स्थानीय अधिकारियों / अन्य तकनीकी अधिकारी / गैर सरकारी / स्वयं सेवी संस्था के प्रतिनिधियों एवं ईको डवलपमेंट कमेटी के सदस्यों से वार्ता उपरान्त उनकी आवश्यकताओं का सही आंकलन करते हुए सहभागी सूक्ष्म नियोजन के आधार पर तैयार की जावेगी। वन्यजीव रक्षित क्षेत्रों एवं वन क्षेत्रों पर सम्बन्धित अधिनियमों एवं उनके अन्तर्गत बनाये नियमों के अन्तर्गत यूज फ्रक्ट शेयरिंग के प्रावधान रखे जावेंगे। वन क्षेत्रों पर अथवा वन्य जीव रक्षित क्षेत्रों पर उनका कोई स्वामित्व नहीं होगा।
- 1.3 गैर सरकारी / स्वयं सेवी संस्था ई.डी.सी. एवं विभागीय अधिकारियों के मध्य समन्वय एवं सामंजस्य स्थापित करने के लिए क्रियाशील

होगी। स्वयं सेवी संस्थायें इस कार्य में उत्प्रेरक एवं संयोजक का कार्य करेगी तथा पारिस्थितिकी विकास एवं वन्य जीव प्रबन्धन में निरन्तरता बनाये रखने का प्रयास करेगी। उनकी क्षेत्र से प्राप्त उपज एवं आय में किसी प्रकार की हिस्सेदारी नहीं होगी।

- 1.4 इस प्रकार गठित ई.डी.सी. राज्यादेश एफ 7(39) वन / 90 दिनांक 17.10.2007 के अनुरूप गैर रक्षित वन क्षेत्रों में वन सुरक्षा एवं प्रबन्ध का कार्य कर सकेंगी।

2. ईको डवलपमेन्ट कमेटी का स्वरूप :

- 2.1 प्रत्येक राजस्व ग्राम में एक ईको डवलपमेंट कमेटी (ई.डी.सी.) गठित करने का प्रयास किया जावेगा। उक्त ग्राम की सीमा में पड़ने वाले सभी परिवार जो ग्राम के स्थायी निवासी हों तथा जिन्हें ग्राम के प्राकृतिक संसाधन से लाभ प्राप्त करने के अधिकार एवं रियायतें हो, उनको समिति की सदस्यता प्राप्त करने का अधिकार होगा।
- 2.2 यथासम्भव एवं राजस्व गांव के लिए एक ई.डी.सी. होगी। किन्तु किन्हीं विशेष परिस्थितियों में जलग्रहण क्षेत्र भूमि/उपज पर साझेदारी करवाये जाने वाले विकास में लोगों की सामान्य रुचि जुड़ी होने की स्थिति में एक से अधिक ग्राम के समूह की भी एक ई.डी.सी. गठित की जा सकती है।
- 2.3 जनजातीय क्षेत्रों के एक राजस्व ग्राम में आने वाले फलां अथवा ढाणी के लिए तथा इंदिरा गांधी नहर क्षेत्र में चकवार पृथक-पृथक ई.डी.सी. गठित की जा सकती है। बड़े ग्रामों में भौगोलिक आधार पर एक से अधिक ई.डी.सी. का गठन किया जा सकेगा।
- 2.4 एक राजस्व ग्राम में रक्षित क्षेत्रों पर निर्भरता के आधार पर एक से अधिक ई.डी.सी. का गठन भी किया जा सकेगा। इसी प्रकार एक से अधिक गांवों के निवासियों की रक्षित क्षेत्रों पर निर्भरता के आधार पर एक ई.डी.सी. का गठन किया जा सकेगा।
- 2.5 रक्षित क्षेत्रों के समीपस्थ शहरी क्षेत्रों में रक्षित क्षेत्रों पर निर्भरता के आधार पर कतिपय परिवारों के समूह की ई.डी.सी. का गठन किया जा सकेगा।
- 2.6 ई.डी.सी. के उपरोक्तानुसार परिस्थितियों के आधार पर गठन का निर्णय सम्बन्धित उप वन संरक्षक / मण्डल वन अधिकारी द्वारा किया जावेगा।
- 2.7 ग्राम पंचायत/नगरपालिका द्वारा ई.डी.सी. के गठन एवं उसके सुचारू संचालन सुनिश्चित करने के लिए सभी प्रकार का आवश्यक सहयोग दिया जावेगा।

3. ईको डवलपमेन्ट कमेटी की सदस्यता का गठन :

- 3.1 जिस ग्राम अथवा ग्रामों के समूह की अथवा फला/चक/ढाणी इत्यादि की ई.डी.सी. बनाई जा रही है, उसकी राजस्व सीमा में पड़ने वाले प्रत्येक परिवार अथवा समूह विशेष के सभी व्यक्ति समिति के सदस्य बनने के पात्र होंगे। वन विभाग का क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी जिसके अधिकार क्षेत्र में उक्त ग्राम/शहर आता हो सम्बन्धित ग्राम पंचायत/नगरपालिका तथा/अथवा गैर सरकारी स्वयं सेवी संस्था के सहयोग से सदस्यता हेतु पात्र व्यक्तियों की सहमति प्राप्त कर सदस्यों की सूची तैयार करेंगे जिसमें कम से कम 33 प्रतिशत सदस्य महिलायें होंगी। क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी जिसके अधिकार क्षेत्र के गैर सरकारी /स्वयं सेवी संस्था के सहयोग हेतु लिखित में उन्हें आमंत्रित करेंगे। क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी सदस्यों की बैठक, जिसमें कम से कम 40 प्रतिशत सदस्य उपस्थित हों बुलाकर ई.डी.सी. के गठन के बारे में उनसे सहमति प्राप्त करेंगे। तत्पश्चात उक्त सूची क्षेत्रीय अधिकारी / वन प्रसार अधिकारी, सम्बन्धित उप वन संरक्षक को भेजेंगे। जो सामान्यतः तीन माह में इसकी समीक्षा कर सही पाये जाने पर ई.डी.सी. के गठन व पंजीकरण के विधिवत आदेश प्रचलित करेंगे अन्यथा अस्वीकार करेंगे। केवल इस प्रकार मान्यता प्राप्त ई.डी.सी. को पारिस्थितिकी विकास परियोजनाओं की गतिविधियों में हिस्सा लेने के योग्य माना जावेगा।
- 3.2 गठित ई.डी.सी. कालान्तर में सदस्यों के जोड़ने/हटाने के लिए स्वयं अपनी प्रक्रिया निर्धारित करेगी एवं जोड़े/हटाये गये सदस्यों की सूची सम्बन्धित क्षेत्रीय वन अधिकारी/वन प्रसार अधिकारी के मार्फत सम्बन्धित उप वन संरक्षक को भेजेगी। सम्बन्धित उप वन संरक्षक समय-समय पर भजे गये ऐसे सदस्यों के बारे में अपने रिकॉर्ड में संशोधन करेंगे।

3.3 उक्तानुसार गठित ई.डी.सी. द्वारा दो वर्ष सफलतापूर्वक कार्य करने पर इसका पंजीकरण संस्था के रूप में करवाया जावेगा।

4. महिलाओं की सलाहकार उप समिति :

4.1 प्रत्येक बनाई गई ई.डी.सी. के अतिरिक्त केवल महिला सदस्यों की एक सलाहकार उप समिति भी क्षेत्रीय वन अधिकारी द्वारा ई.डी.सी. के साथ-साथ गठित की जावेगी। इसमें कम से कम 7 महिला सदस्यों का होना आवश्यक होंगे। उप समिति के सदस्य अपने में से एक अध्यक्ष का चयन करेगी। यह उप समिति विशेषकर महिलाओं की समस्याओं के बारे में जानकारी प्राप्त कर उनके विचार को कार्यकारिणी में प्रस्तुत करेगी। उप समिति की नियमित रूप से बैठक का आयोजन करना सम्बन्धित वनपाल / वन प्रसार सहायक / वन रक्षक / वन प्रसारक का उत्तरदायित्व होगा। वनपाल / वन प्रसार सहायक / वन रक्षक / वन प्रसारक जो कि कार्यकारिणी का पदेन सचिव भी है, उप समिति के द्वारा लिये गये निर्णय को कार्यकारिणी के समक्ष विचार हेतु प्रस्तुत करेंगे। कार्यकारिणी उप समिति के प्रस्तावों पर विचार करेगी।

5. कार्य कारिणी का गठन :

- 5.1 ईको डवलपमेंट कमेटी (ई.डी.सी.) के कार्य संचालन हेतु 11 सदस्यों की कार्यकारिणी का गठन किया जावेगा। कार्यकारिणी के इन सदस्यों का चयन ईको डवलपमेंट कमेटी (ई.डी.सी.) की साधारण सभा द्वारा किया जावेगा। ई.डी.सी. से सम्बन्धित ऐसे गांव / गांवों का समूह / फला / चक आदि जहां अनुसूचित जाति व जनजाति के लोगों की संख्या कुल आबादी का क्रमशः 10 प्रतिशत होगी, वहां इस कार्यकारिणी में ग्यारह में से कम से कम एक सदस्य अनुसूचित जाति का एवं एक सदस्य अनुसूचित जनजाति का होगा। जहां अनुसूचित जाति एवं अनुसूचित जन जाति का सम्मिलित प्रतिशत कुल आबादी का 15 प्रतिशत या उससे कम होगा। वहां एक सदस्य अनुसूचित जन जाति में से लिया जावेगा। कार्यकारिणी में कम से कम तीन महिला सदस्य आवश्यक रूप से होंगे। भूमिहीन व्यक्तियों में से भी कम से कम एक व्यक्ति को कार्यकारिणी का सदस्य बनाया जावेगा। उक्त चुनाव हेतु सम्बन्धित क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी चुनाव अधिकारी के रूप में कार्य करेंगे।
- 5.2 कार्यकारिणी ग्यारह निर्वाचित सदस्यों में से एक अध्यक्ष, एक उपाध्यक्ष तथा एक कोषाध्यक्ष का चयन करेगी। उक्त तीन पदों में कम से कम एक पद पर महिला का चयन होना आवश्यक होगा। उपरोक्त के अतिरिक्त सम्बन्धित पंचायत के सरपंच / पंच / नगरपालिका का वार्ड मेम्बर जो उस क्षेत्र के निवासी हो कार्यकारिणी के पदेन सदस्य रहेंगे। उनको वोट देने का अधिकार होगा। क्षेत्र से सम्बन्धित वन विभाग के वनपाल / वन प्रसार सहायक / वनरक्षक / वन प्रसारक इस समिति के पदेन सचिव होंगे एवं इनको वोट देने का अधिकार नहीं होंगे। महिला सलाहकार उप समिति की अध्यक्ष भी कार्यकारिणी की पदेन सदस्य होगी एवं उसको वोट देने का अधिकार रहेगा।
- 5.3 यदि कार्यकारिणी चाहे, तो उसके क्षेत्र के साथ जुड़े किसी भी गैर सरकारी / स्वयं सेवी संस्था से एक व्यक्ति को कार्यकारिणी के सदस्य के रूप में मनोनीत कर सकेगी परन्तु ऐसे सदस्य को वोट देने का अधिकार नहीं होंगे।
- 5.4 एक बार गठित की गई कार्यकारिणी का कार्यकाल 2 वर्ष का होगा। उसके पश्चात ई.डी.सी. की कार्यकारिणी का नये सिरे से गठन किया जावेगा। जिसमें यह प्रयास किया जावेगा। कि ई.डी.सी. के कार्यकारिणी में से ही किसी एक योग्य सदस्य को सचिव बनाया जावे। इस आदेश से पूर्व प्रचलित आदेशों के तहत गठित कार्यकारिणी का पुनर्गठन इस आदेश के प्रावधानों के तहत किया जावेगा तथा ऐसी पुनर्गठित कार्यकारिणी के सदस्य को सचिव बनाने की स्थिति में वन विभाग का वनपाल / वन प्रसार सहायक / वनरक्षक / वन प्रसारक कार्यकारिणी के सदस्य रहेंगे अन्यथा पूर्व की भांति वह पदेन सचिव का कार्य करेंगे।

6. कार्य प्रणाली :

6.1 बैठकें :-

- 6.1.1 ईको डवलपमेंट कमेटी (ई.डी.सी.) की प्रत्येक वर्ष में कम से कम दो बैठकें होंगी जिसमें कोरम 40 प्रतिशत सदस्यों का होगा। महिला सदस्यों में से कम से कम 33 प्रतिशत सदस्यों का उपस्थिति होने आवश्यक होगा।

- 6.1.2 एक तिहाई सदस्यों की मांग पर अध्यक्ष अथवा सचिव इसके अलावा भी साधारण बैठक बुला सकेंगे।
- 6.1.3 कार्यकारिणी समिति की वर्ष में कम से कम 4 बैठकें आयोजित होंगी, किन्तु आवश्यक होने पर अध्यक्ष / सचिव अधिक बैठकें भी बुला सकेंगे। कार्यकारिणी की बैठक में कोरम छः निर्वाचित सदस्यों के होंगे, जिसमें से कम से कम एक महिला सदस्य का उपस्थित होना आवश्यक है।
- 6.1.4 कार्यकारिणी की बैठक में महिला सदस्यों द्वारा दिये गये सुझावों पर विशेष ध्यान दिया जावेगा।
- 6.1.5 सदस्य-सचिव द्वारा ई.डी.सी. सम्बन्धी रिकॉर्ड संधारित किया जावेगा, उदाहरणार्थ, ई.डी.सी. के सदस्यों का विवरण, साधारण सभा एवं बैठकों का कार्यवाही विवरण, सूक्ष्म योजनायें लाभ वितरण आदि।
- 6.1.6 उपस्थित सदस्यों में से 50 प्रतिशत से ज्यादा सदस्यों द्वारा प्रस्ताव पारित करने पर ही मान्य होगा।
- 6.2 **अध्यक्ष एवं उपाध्यक्ष के कार्य :-** अध्यक्ष कार्यकारिणी की बैठकों की अध्यक्षता करेंगे तथा उनकी अनुपस्थिति में उपाध्यक्ष यह कार्य करेंगे। इसके अतिरिक्त समिति की ओर से इकरारनाम व अन्य दस्तावेजों पर अध्यक्ष अथवा उनकी अनुपस्थिति में उपाध्यक्ष के हस्ताक्षर होंगे। अध्यक्ष अथवा कार्यकारिणी द्वारा मनोनीत सदस्य ईको डवलपमेंट कमेटी (ई.डी.सी.) के प्रतिनिधियों के रूप में अन्य विभागों स्वैच्छिक संस्थानों आदि से सम्पर्क कर सकेंगे।
- 6.3 **सचिव के कार्य :-** सचिव वर्ष में दो साधारण बैठक तथा 4 कार्यकारिणी की बैठक बुलाने के लिए उत्तरदायी होंगे। बैठकों की कार्यवाही संधारित करने एवं अगली बैठक में उसे अनुमोदित कराने का कार्य भी सचिव का होगा। ई.डी.सी. का सामान्य पत्र व्यवहार भी सूचित देखेंगे। वो ई.डी.सी. को अपने क्षेत्र में चारागाह व अन्य प्राकृतिक ससाधन के विकास के लिए सूक्ष्म नियोजन में सहायता करेंगे। इसके अतिरिक्त सचिव अन्य सरकारी विभाग के साथ समन्वय स्थापित करने में भी ई.डी.सी. की सहायता करेंगे। महिलाओं की उप समिति की बैठक का आयोजन तथा उनके द्वारा पारित प्रस्तावों का कार्यकारिणी में प्रस्तुतीकरण का दायित्व भी सचिव का ही होगा।
- 6.4 **कोषाध्यक्ष के कार्य :-** ई.डी.सी. के वित्तीय लेखों का संधारण करेंगे तथा साधारण सभा में ई.डी.सी. का हिसाब-किताब सदस्यों की जानकारी हेतु प्रस्तुत करेंगे। ई.डी.सी. की राशि के लिए स्थानीय बैंकों अथवा डाकघर में खाता खोले कर राशि उसमें जमा करवायेंगे। इस खाते में से राशि ई.डी.सी. की साधारण सभा के निर्णय अनुसार व्यय की जा सकेगी एवं खाते से राशि निकालने के लिए कोषाध्यक्ष, सचिव एवं अध्यक्ष तीनों के हस्ताक्षर आवश्यक होंगे। खाते से राशि निकालने के पूर्व कार्यकारिणी का अनुमोदन आवश्यक होगा।
- 6.5 **सरपंच अथवा पंच शहर के वार्ड मेम्बर के कार्य :-** उनका कार्य समिति एवं पंचायत नगरपालिका के मध्य समन्वय स्थापित करना होगा।

7. ईको डवलपमेंट कमेटी के दायित्व :-

- 7.1 **कार्यकारिणी कमेटी का निर्वाचन करना**
- 7.2 सूक्ष्म योजना एवं वार्षिक कार्य योजना बनाना एवं अनुमोदन करना। गतिविधि प्रारम्भ करने से पूर्व पारिस्थितिकी विकास गतिविधियों सम्बन्धी योजना सहभागीदारी तरीके से बनाई जावेगी जिसमें वन विभाग के अधिकारी एवं ई.डी.सी. के सदस्य भाग लोंगे। सामुदायिक एवं व्यक्तिगत लाभ हेतु आवश्यकता आधारित एवं क्षेत्र विशेष आधारित कार्यक्रमों का चयन किया जावेगा। चयन की गई प्रत्येक पारिस्थितिकी विकास गतिविधि का परोक्ष अथवा अपरोक्ष रिश्ता जैव विविधता संरक्षण से होना अनिवार्य है तथा ऐसे रिश्ते का विवरण सूक्ष्म योजना में चयनित प्रत्येक गतिविधि के लिए दिया जाना आवश्यक होगा। सूक्ष्म योजना वन विभाग की ओर से क्षेत्रीय वन अधिकारी एवं ई.डी.सी. की ओर से अध्यक्ष एवं सदस्य सचिव द्वारा हस्ताक्षरित होगी।
- 7.3 वार्षिक बजट एवं व्यय लेखा का अनुमोदन

- 7.4 सूक्ष्म योजनाओं का क्रियान्वयन (प्रत्येक समझौते एवं निर्दिष्ट योगदान में नियत जिम्मेदारियों को सम्मिलित करते हुए)
- 7.5 क्षेत्रीय वन अधिकारी / उप वन संरक्षक के साथ परस्पर समझौता (मेमो ऑफ अंडरस्टैंडिंग - एम.ओ यू.) के रूप में अनुबन्ध पर हस्ताक्षर करना।
- 7.6 पारिस्थितिकी विकास गतिविधि मय जैव विविधता संरक्षण कार्यों को सुगम बनाना।
- 7.7 ई.डी.सी. के सदस्यों के माध्यम से तथा वन विभाग के कर्मचारियों के साथ संयुक्त रूप से रक्षित वनों एवं वन्य जीवों तथा रक्षित क्षेत्र से बाहर निकल जाने वाले वन्य जीवों की सुरक्षा को सुनिश्चित करना।
- 7.8 रक्षित क्षेत्र के वनों एवं वन्य जीवों को नुकसान पहुंचाने वाले अथवा वन क्षेत्र में अवैध प्रवेश/ निगमन करने वाले व्यक्तियों की सूचना वन विभाग के कर्मचारियों को देना।
- 7.9 यह सुनिश्चित करना कि किसी सदस्य द्वारा पारिस्थितिकी विकास हेतु सरकार द्वारा दी गई राशि का और भूमि के उपयोग से अर्जित लाभों का किसी भी प्रकार का दुरुपयोग न किया जावे।
- 7.10 वन भूमि जिसकी सुरक्षा तथा/ अथवा वृक्षारोपण कर विकास करने की सुविधा ई.डी.सी को उपलब्ध कराई गई है, के लिए ई.डी.सी. उस क्षेत्र के सभी सदस्यों एवं तकनीकी आवश्यकता को दृष्टिगत रखते हुए क्षेत्र में चारा विकास, लघु वन उपज एवं वृक्षारोपण करने का पारिस्थितिकी अनुसार कार्य करेगी, जिससे कि सदस्यों की चारा, ईंधन व अन्य उपज की आवश्यकता की पूर्ति हो सके।
- 7.11 ई.डी.सी. वन क्षेत्र तथा/ अथवा वृक्षारोपण से प्राप्त होने वाली लघु वन उपज जैसे घास, पत्ते फूल, छोटी टहनियों आदि के एकत्रीकरण एवं वितरण के सम्बन्ध में प्रबन्ध योजना के अनुसार नियम एवं प्रक्रिया तथा शुल्क निर्धारित कर सकेगी। जिससे कि क्षेत्र से निरन्तर वन उपज एवं आय प्राप्त होती रहे।
- 7.12 ई.डी.सी. उसके क्षेत्र में पडने वाले वन क्षेत्रों एवं अन्य जीवों की अपने सदस्यों के माध्यम से सुरक्षा करना सुनिश्चित करेगी तथा क्षेत्र में अतिक्रमण, अवैध चराई, छंगाई, वृक्ष कटान, चोरी, अवैध खनन, वन उपज की अवैध निकासी, शिकार, आग की रोकथाम तथा अन्य किसी नुकसान रोकथाम की प्रभावी व्यवस्था करेगी तथा वन विभाग के अधिकारियों / कर्मचारियों को भी सूचित करेगी।
- 7.13 ई.डी.सी. एवं उसके सदस्य वन / वृक्षारोपण क्षेत्र में अवैधानिक कार्यवाही करने वाले व्यक्तियों को पकड़कर/पकड़वाकर उनके विरुद्ध कानूनी कार्यवाही करने में वन अधिकारियों को सहायता करेगी। ऐसा कोई भी कृत्य जो राजस्थान वन अधिनियम, 1953, वन्य जीव संरक्षण अधिनियम, 1972 एवं उसके अधीन बने नियमों के तहत वर्जित है, उसे होने से रोकेगी।
- 7.14 ई.डी.सी. के किसी सदस्य की वन क्षेत्र / वन्य जीव / वृक्षारोपण विरोधी गतिविधि से सम्बन्धित क्षेत्रीय वन अधिकारी को अवगत कराने का दायित्व ई.डी.सी. के सदस्यों / कार्यकारिणी का होगा। समिति यह सुनिश्चित करेगी कि उसके किसी सदस्य अथवा सदस्यों द्वारा राज्य सरकार द्वारा प्रदत्त सुविधाओं का दुरुपयोग तो नहीं किया जा रहा है। दुरुपयोग किये जाने की स्थिति में कार्यकारिणी ऐसे सदस्य / सदस्यों को समिति की आम राय से आर्थिक रूप से दण्डित करने की प्रक्रिया निर्धारित कर कार्यवाही कर सकती है। प्राप्त राशि समिति के खाते जमा की जावेगी। निरन्तर दुरुपयोग पाये जाने पर ऐसे सदस्य / सदस्यों को कार्यकारिणी द्वारा बहुमत के निर्णय अनुसार निष्कासित कर सकेगी।
- 7.15 ई.डी.सी. प्राप्त आय को पारिस्थितिकी विकास योजना पर व्यय करेगी।

8. वन विभाग के अधिकारियों/ कर्मचारियों के दायित्व :

- 8.1 जिले में मण्डल अधिकारी / उप वन संरक्षक उनके क्षेत्राधिकार में ईको डवलपमेंट समितियों का गठन करेंगे तथा प्रत्येक ई.डी.सी. के लिए वनपाल / वन रक्षक को मनोनीत करेंगे, जो प्रारम्भ में समिति के सचिव के रूप में कार्य करेंगे।
- 8.2 वन विभाग के अधिकारी / कर्मचारी ईको डवलपमेंट समितियों के सदस्यों को नर्सरी में पौध तैयारी, वृक्षारोपण, वन सुरक्षा एवं प्रबन्ध, वन्य जीव सुरक्षा, जैव विविधता संरक्षण, लेखों का संधारण, कौशल बुद्धि आदि पर तकनीकी मार्गदर्शन एवं प्रशिक्षण देंगे।

- 8.3 वन विभाग के अधिकारी / कर्मचारी वन सुरक्षा के उपाय, वृक्षारोपण स्थल का चयन करने एवं सूक्ष्म नियोजन करने में ई.डी.सी. को सक्रिय सहयोग देंगे।
- 8.4 ईको डवलपमेंट समितियों के सदस्यों के द्वारा वन क्षेत्र / वृक्षारोपण में नुकसान होने की सम्भावना की सूचना प्राप्त होते ही सम्बन्धित वनाधिकारी तत्काल नियमानुसार कार्यवाही अमल में लायेंगे।
- 8.5 क्षेत्र में कल्चरल ऑपरेशन, विदोहन आदि विभाग की देखरेख में करायेंगे।
- 8.6 सम्बन्धित उप वन संरक्षक ई.डी.सी. की पारिस्थितिकी विकास की सूक्ष्म योजना तैयार करवा कर स्वीकृत करेंगे। समिति को प्राप्त आय को पुनः उसी अथवा नई भूमि पर वृक्षारोपण करने तथा / अथवा वन / वृक्षारोपण क्षेत्र की सुरक्षा एवं संधारण करने की कार्य में लेने तथा अन्य पारिस्थितिकी विकास कार्यों पर व्यय करने की योजना तैयार करा कर सम्बन्धित उप वन संरक्षक द्वारा स्वीकृत किया जावेगा।
- 8.7 ईको डवलपमेंट समितियों को वन विभाग वन क्षेत्र की सुरक्षा हेतु निर्धारित राशि आवंटित कर सकता है, परन्तु ऐसे क्षेत्रों में वन विभाग द्वारा पृथक से पशुरक्षक नहीं रखे जावेंगे। इस राशि को ई.डी.सी. ग्राम विकास कार्यों पर भी व्यय कर सकेगी।
- 8.8 अधिक से अधिक ईको डवलपमेंट कमेटियों को जनता वन योजना के माध्यम से वृक्षारोपण कराने हेतु प्रेरित करेंगे। इस योजना के तहत ई.डी.सी. द्वारा कराये जाने वाले कार्यों के लिए ई.डी.सी. को ठेकेदार की श्रेणी में नहीं माना जावेगा।
- 8.9 सम्बन्धित उप वन संरक्षक रक्षित क्षेत्रों की वार्षिक योजना के कार्यों को ईको डवलपमेंट कमेटियों से सम्पादित करवाने के लिए प्रत्येक वर्ष कार्य योजना तैयार करेंगे एवं ईको डवलपमेंट कमेटियों की भौगोलिक स्थिति के अनुसार उनके माध्यम से रक्षित क्षेत्रों में विकास कार्य सम्पादित करवायेंगे ताकि ग्रामों में रोजगार के अवसर बढ़ें। इस प्रकार ई.डी.सी. द्वारा करवाये जाने वाले कार्यों के लिए ई.डी.सी. को ठेकेदार की श्रेणी में नहीं माना जावेगा।
- 8.10 वन विभाग के अधिकारी / कर्मचारी किसी भी प्रकार के विवादों में मध्यस्थता कर विवादों को सुलझाने में सक्रिय भूमिका निभायेंगे।

9. गैर सरकारी / स्वयं सेवी संस्थाओं के दायित्व :

- 9.1 गैर सरकारी / स्वयं सेवी संस्था वन विभाग व ई.डी.सी. के बीच समन्वय एवं सामंजस्य स्थापित करने के लिए क्रियाशील एवं उत्तरदायी होगी।
- 9.2 गैर सरकारी / स्वयं सेवी संस्था ई.डी.सी. के गठन में उत्प्रेरक का कार्य करेगी।
- 9.3 सूक्ष्म नियोजन कार्य में तथा प्रबन्ध योजना की तैयारी में सहयोग देंगे।
- 9.4 वन विभाग के विभिन्न नीति नियमों के बारे में आम जनता को जानकारी देंगे।
- 9.5 वन उपज के बंटवारे में यदि जनता के बीच विवाद उत्पन्न होता है, इस प्रकार के विवादों मध्यस्थता कर विवाद को सुलझाने में वे सक्रिय भूमिका निभायेंगे।
- 9.6 ग्रामीणों से निरन्तर सम्पर्क रखकर उनकी कठिनाइयों के बारे में वन विभाग को संसूचित करेंगे।

10. क्रियान्वयन हेतु प्रणाली :

- 10.1 सम्बन्धित ई.डी.सी. द्वारा सूक्ष्म योजना में प्रस्तावित पारिस्थितिकी विकास कार्यों का क्रियान्वयन किया जावेगा। किये गये कार्य के लिए ई.डी.सी. को भुगतान बी.एस.आर. की दर से किया जायेगा, किन्तु इसमें से परियोजना में निर्दिष्ट अनुसार ई.डी.सी. के सदस्यों द्वारा किये जाने वाले योगदान, जो कि नकद / अन्य किसी रूप में / श्रम के रूप में होगा, की कटौती कर ली जावेगी। ई.डी.सी. के सदस्यों द्वारा किया जाने वाला योगदान पारिस्थितिकी विकास योजना के अनुरूप होगा। इंडिया ईको डवलपमेंट प्रोजेक्ट के अन्तर्गत सूक्ष्म योजना की 25 प्रतिशत लागत का वहन ई.डी.सी. के सदस्यों द्वारा किया जावेगा। योगदान का स्पष्ट विवरण सूक्ष्म योजना में अंकित किया जावेगा। ई.डी.सी. को किये जाने वाले भुगतान की राशि तथा ई.डी.सी. द्वारा दिये जाने वाले नकद योगदान की राशि

ई.डी.सी. के खाते में जमा करवाई जायेगी। किसी भी ई.डी.सी. को उसके वर्ष में दिये जाने वाले कुल सम्भावित चुकारे का अधिकतम 15 प्रतिशत अग्रिम राशि के रूप में भुगतान किया जा सकेगा। ऐसे अग्रिम का समायोजन कार्यों के रनिंग बिल्स के विरुद्ध किया जायेगा। यदि कोई ई.डी.सी. कार्य का सम्पादन संतोषजनक रूप से नहीं करती है अथवा कार्य करने की रुचि नहीं रखती है, तो ऐसे प्रकरणों में कार्य विभागीय तौर पर क्रियान्वित किये जावेंगे।

- 10.2 वानिकी विकास कार्यों में वन विभाग में तकनीकी मार्गदर्शन में कार्यकारिणी समिति अन्य तकनीकी अधिकारी / स्वयं सेवी संस्थाओं के प्रतिनिधियों एवं ग्रामवासियों से विचार-विमर्श कर सूक्ष्म नियोजन के आधार पर तथा साझा वन प्रबन्ध अति-आच्छादी प्रबन्ध वृत्त के प्रावधानों के अनुसार कार्य किया जावेगा तथा जिन कार्य योजनाओं में वर्तमान में साझा वन प्रबन्ध अति-आच्छादी वृत्त का प्रावधान नहीं है, के उपचार एवं प्रबन्ध के सम्बन्ध में प्रधान मुख्य वन संरक्षक द्वारा प्रसारित दिशा-निर्देश के अनुसार कार्य कराया जावेगा। ठोस वन संवर्द्धन विधि, जल एवं मृदा संरक्षण, जैव विविधता संरक्षण आदि तैयार की गई प्रबन्ध योजना के अभिन्न अंग होंगे। इस योजना की तैयारी के समय विभिन्न ग्रामीण समाज के सभी वर्गों विशेषकर महिलाओं तथा कमजोर वर्गों से विचार-विमर्श करना अनिवार्य होगा।
- 10.3 विभिन्न वन उपज के विभाजन एवं आय के उपयोग के बारे में इस आदेश में दी गई व्यवस्था के आधार पर प्रबन्ध योजना में स्पष्ट प्रावधान रहेंगे।
- 10.4 सुरक्षा अथवा/ तथा विकास हेतु उपलब्ध कराई गई वन भूमि के सम्बन्ध में समिति एवं सम्बन्धित उप वन संरक्षक के मध्य एक करार किया जावेगा जो कि सूक्ष्म योजना (माइक्रोप्लान) का अभिन्न अंग होगा।

11. लेखा :

- 11.1 ई.डी.सी. के सदस्यों द्वारा जमा राशि तथा अन्य स्रोतों से प्राप्त राशि को जमा करने हेतु ई.डी.सी. का बैंक / पोस्ट ऑफिस में संयुक्त खाता होगा। उक्त खाते का संचालन ई.डी.सी. के अध्यक्ष, सचिव एवं कोषाधिकारी द्वारा संयुक्त रूप से किया जावेगा। इस खाते में राशि आहरण एवं जमा का लेखा प्रत्येक साधारण सभा (जी.बी.एम.) की बैठक में अनुमोदन हेतु प्रस्तुत किया जावेगा।
- 11.2 ई.डी.सी. के लेखा खातों का नियमित रूप से क्षेत्रीय द्वारा निरीक्षण किया जावेगा। प्रत्येक वर्ष में कम से कम दो बार सहायक वन संरक्षक द्वारा निरीक्षण आवश्यक होगा।

12. लाभ में साझेदारी :

प्रत्येक वर्ष उप वन संरक्षक द्वारा ई.डी.सी. के कार्य-कलापों की समीक्षा की जावेगी तथा उनके संतुष्ट होने पर कि उपयुक्त ई.डी.सी. द्वारा सूक्ष्म योजना के सभी पहलुओं की क्रियान्विति, गतिविधि, दायित्वों का निर्वहन जिसमें कि रक्षित क्षेत्र में अवैध चराई, वृक्ष कटान, अग्नि, अवैध खनन, अतिक्रमण से सुरक्षा इत्यादि सम्मिलित है, का निर्वहन संतोषजनक तरीके से किया गया है, वह ई.डी.सी. को संतोषप्रद कार्य प्रमाणपत्र जारी करेगा। संतोषप्रद कार्य प्रमाणपत्र होने पर ई.डी.सी. को निम्नलिखित लाभ देय होंगे :

(अ) वन्यजीव संरक्षित क्षेत्र (प्रोटेक्टेड एरिया) से :

1. राज्य सरकार द्वारा संतुष्ट होने पर कि रक्षित क्षेत्रों वन्यजीवों के प्रबन्ध एवं सुधार की दृष्टि से उचित होगा कि चिन्हित क्षेत्रों में कुछ उत्पादक उदाहरणार्थ घास, सूखी, गिरी पडी लकड़ी, ढांक की पत्तियां एवं अन्य एन.टी.एफ.पी. का एकत्रीकरण, निकास एवं वितरण की स्वीकृति दी जावे तो स्वीकृति उन ई.डी.सी. के सदस्यों को दी जा सकती है, जो कि ऐसे क्षेत्रों से सम्बन्ध रखते हैं। ऐसे वन उत्पाद के एकत्रीकरण एवं निकास करने का व्यय ई.डी.सी. द्वारा वहन किया जायेगा। इस प्रकार का यूजफ्रक्ट शेयरिंग समय-समय पर वन्य जीव प्रबन्ध की आवश्यकताओं के दृष्टि से क्षेत्र निदेशक / उप वन संरक्षक द्वारा निर्धारित प्रतिबंध / अनुपात एवं समय सारिणी के अनुसार होगा। इस प्रकार वन उत्पाद की निकासी के लिये ई.डी.सी. द्वारा शुल्क निर्धारित किया जा सकेगा जो कि ई.डी.सी. की आय के रूप में जमा किया जावेगा एवं इसका उपयोग पारिस्थितिकी विकास हेतु किया जावेगा।

2. ये लाभ पारिस्थितिकी विकास कार्य-कलापों के तहत अस्थाई लाभ के रूप में उपलब्ध होंगे एवं इनके कारण ग्रामवासियों / ई.डी.सी. के सदस्यों को किसी प्रकार का अधिकार प्राप्त नहीं होगा।
3. ई.डी.सी. सूक्ष्म नियोजन के समय रक्षित क्षेत्र से वन उत्पाद की योजना वन विभाग के अधिकारियों एवं कर्मचारियों की सलाह पर तैयार करेगी एवं इसे सूक्ष्म योजना में शामिल करेगी। उप वन संरक्षक द्वारा वन उत्पाद के उपयोग की योजना राज्य सरकार को स्वीकृति हेतु प्रेषित की जावेगी।

(ब) गैर वन क्षेत्रों से :

सूक्ष्म योजनाओं के अनुसार ई.डी.सी. द्वारा करवाये गये वानिकी विकास कार्यों से लाभ बंटवारा जे एफ.एम. के राज्यादेश एफ 7 (23) वन / 90 दिनांक 26.4.91 के अनुसार रहेगा। गैर वन क्षेत्रों में शेष कार्यों के लाभ के बंटवारे के नियम ई.डी.सी. द्वारा स्वयं तैयार कर लागू किये जावेंगे बशर्ते वे प्रचलित कानूनों के अनुरूप हों।

(स) संरक्षित क्षेत्र (पी.ए.) के बाहर पड़ने वाले वन क्षेत्र से :

सूक्ष्म योजनाओं के अनुसार ई.डी.सी. द्वारा करवाये गये पारिस्थितिकी विकास कार्यों/वानिकी कार्यों से लाभ का बंटवारा साझा वन प्रबन्ध के राज्यादेश संख्या एफ 7 (39) वन / 90 दिनांक 17.10.2000 के अनुसार रहेगा।

13. लागत में भागीदारी :

- 13.1 प्रत्येक पारिस्थितिकी विकास कार्य के लिए ई.डी.सी. के सदस्य परियोजना में निर्धारित अनुपात में कुल लागत का अंश नकद / मजदूरी/भौतिक संसाधन के रूप में वहन करेंगे। सूक्ष्म योजना में इस सहमत लागत भागीदारी को अंकित किया जायेगा। संरक्षित क्षेत्र (पी.ए.) को अवैध चराई, अग्नि, चोरी, खनन, इत्यादि से ई.डी.सी. के सदस्यों द्वारा दी गई सुरक्षा को ई.डी.सी. की सहभागिता एवं योगदान माना जायेगा। उप वन संरक्षक तब तक पारिस्थितिकी विकास के लिए राशि रिलीज नहीं करेगा जब तक कि उसे यह संतुष्टि नहीं हो जाये कि ई.डी.सी. के द्वारा अपेक्षित योगदान दिया जा चुका है।

14. आय विभाजन एवं उपयोग :

- 14.1 किसी भी आय का उपयोग ईको डवलपमेंट कमेटी के अनुमोदन उपरांत ही किया जा सकेगा। आय के उपयोग की योजना की स्वीकृति उप वन संरक्षक द्वारा की जावेगी।
- 14.2 अन्तिम विदोहन से प्राप्त आय के अलावा समय-समय पर प्राप्त अन्य आय में से ई.डी.सी. द्वारा प्राथमिकता पर वन / वृक्षारोपण क्षेत्र के सुरक्षा/संधारण / विकास हेतु व्यय किया जावेगा एवं उनकी राय अनुसार अन्य उपयोग में भी लिया जा सकेगा।
- 14.3 वन भूमि पर वृक्षारोपण : गैर रक्षित वन क्षेत्रों में वन भूमि पर वृक्षारोपण से आय का विभाजन एवं उपयोग राज्यादेश एफ 7 (39) वन / 90 दिनांक 17.10.2000 के अनुसार किया जा सकेगा।
- 14.4 यह प्रयास किया जायेगा कि ई.डी.सी. के खाते में आय के रूप में या अन्य प्रकार से जमा राशि का उपयोग रिवोल्विंग फण्ड के रूप में किया जावे।
- 14.5 समय-समय पर प्राप्त आय को ई.डी.सी. के खाते में जमा किया जावेगा। उसका रिकॉर्ड वर्ष प्रतिवर्ष संधारित किया जावेगा व उसका निरीक्षण सम्बन्धित क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी एवं वन विभाग के उच्च अधिकारी कर सकेंगे।

15. ई.डी.सी. द्वारा अनुबन्ध के अनुसार कार्य नहीं करने पर कार्यवाही एवं मतभेदों का समाधान :

- 15.1 क्षेत्र में कार्य प्रारम्भ करने से पूर्व ईको डवलपमेंट कमेटी को राज्य सरकार से एक अनुबन्ध करना होगा। इस आदेशों में ऊपर वर्णित सामान्य शर्तों तथा अनुबन्ध की विशिष्ट शर्तों का किसी सदस्य द्वारा उल्लंघन करना पाया जाने की स्थिति में समिति ऐसे सदस्य की सदस्यता समाप्त कर वन विभाग के सम्बन्धित उप वन संरक्षक को सूचित करेगी।

- 15.2 यदि ई.डी.सी. के किसी सदस्य को वन्य प्राणी सुरक्षा अधिनियम, वन अधिनियम, जैव विविधता संरक्षण के ठोस सिद्धान्तों ग्राम अथवा ई.डी.सी. के हितों के विरुद्ध कृत्य करते पाया जाता है तो उप वन संरक्षक द्वारा ऐसे सदस्य की सदस्यता, क्षेत्रीय वन अधिकारी एवं कार्यकारिणी की सिफारिशों पर विचार करते हुए, समाप्त कर दी जावेगी। उप वन संरक्षक के फैसले की अपील वन संरक्षक के यहां दर्ज होगी। जिसका कि फैसला अंतिम होगा।
- 15.3 ऐसे प्रकरणों में जहां ई.डी.सी. सामान्य शर्तों तथा अनुबन्ध की विशिष्ट शर्तों के अनुसार कार्यवाही नहीं कर रही हो तथा क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी द्वारा कम से कम दो लिखित नोटिस देने के उपरान्त भी ई.डी.सी. ने अपने कार्य में वांछित सुधार न किया हो तो उप वन संरक्षक कारणों की जांच करावेंगे एवं निराकरण के लिए उचित कदम उठावेंगे। उसके उपरान्त भी शर्तों का उल्लंघन होने पर उप वन संरक्षक उपरोक्त समिति से अनुबन्ध भंग कर देंगे। अनुबन्ध भंग होने के उपरान्त क्षेत्र की प्रबन्ध की व्यवस्था उप वन संरक्षक द्वारा कराई जावेगी। इस प्रकार भंग किये गये अनुबन्ध के सम्बन्ध में ई.डी.सी. सम्बन्धित वन संरक्षक को दो माह के अन्दर अपील कर सकेंगे। वन संरक्षक का निर्णय विभागीय अधिकारियों एवं ई.डी.सी. दोनों के लिए अन्तिम एवं मान्य होगा।
- 15.4 ई.डी.सी. के सदस्यों द्वारा अनुबन्ध की शर्तों का उल्लंघन किया गया तो व्यक्तिगत लाभ की राशि वसूल की जायेगी। इस उल्लंघन के सम्बन्ध में विस्तृत रूप से आम बैठक में खुलासा विचार-विमर्श कर कार्यवाही की जावेगी।
- 15.5 ई.डी.सी. के सदस्यों के बीच अथवा ग्रामीण जनता के दो या अधिक गुटों के बीच उत्पन्न विवादों का फैसला करने में कार्यकारिणी समिति सक्रिय भूमिका निभायेगी। आवश्यक होने पर गैर सरकारी / स्वयं सेवी संस्था / वन विभाग से भी मदद लेगी।
- 15.6 दो समिति या पंचायत समिति के बीच कोई विवाद उत्पन्न हो तो सम्बन्धित क्षेत्रीय वन अधिकारी / वन प्रसार अधिकारी विवादों का फैसला करेंगे। सभी निर्णयों के विरुद्ध अपील सम्बन्धित उप वन संरक्षक को की जावेगी।

यह आदेश वित्त (व्यय-1) विभाग की सहमति उनकी आई.डी. सं. 2339 दिनांक 11.7.2002 के क्रम में जारी किया जाता है।

आज्ञा से

(ऐ. के. गर्ग)
शासन सचिव, वन विभाग
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Selection Criteria of Targeted Villages

1. Village is the core unit of all project activities. Project activities shall be taken up only in selected villages which conform to the overall requirements of the project. The project area can be safely divided into two distinct categories as follows:
 - a. **Core project districts** – development of available land resource including forest land, community land, waste land, Panchayat land and even private land for increase in vegetal cover and alleviation of poverty is the primary objective. These can be further divided into the following distinct groups :
 - i. **Desert Districts** : These include the districts of Jaisalmer, Bikaner, Churu, Sikar, Jhunjhunu, Jalore, Nagaur, Barmer, Jodupur and Pali. These districts are characterized by :
 - Low population density- widely distributed habitations
 - High livestock number – enormous fodder requirement
 - Less forest area
 - Less number of villages
 - Villages having larger areas
 - Abundant availability of wasteland
 - ii. **Non-desert Districts**: In this group fall the districts of Jaipur, Bhilwara, Dungarpur, Banswara and Sirohi . These districts have following characteristics :
 - Relatively higher population density
 - More forest area
 - More number of villages
 - Lesser area per village
 - Mostly tribal dominated
 - Limited availability of wasteland
 - iii. **Areas falling within 2 km periphery of the selected Protected Areas** – conservation of wildlife habitat with rich biodiversity and mitigation of man-animal conflicts are the primary objective. Villages lying in the 2 Km belt along the boundaries of selected Protected Areas fall under this category. These areas have following characteristics :
 - Remote and underdeveloped
 - Mostly tribal dominated
 - Availability of land with better rootstock
 - Better biodiversity potential

2. In light of the difference mentioned above, the specific criterion for selection of village shall also differ accordingly. Specific parameters on the basis of which a village shall be selected for implementation of project activities for both the categories mentioned above are given below:

FOR CORE PROJECT DISTRICTS

The following parameters of a village shall be objectively assessed for inclusion in the Project :

Resource Parameter

- Availability of land for Afforestation /Restoration

Socio-economic parameters

- Incidence of poverty
- Degree of dependence on forests
- Proportion of tribal/backwards population

Locality parameter

- Proximity to forest area – the nearer, the better

Design parameter

- Potentiality of cluster formation

METHODOLOGY

- Through a rapid assessment and survey, secondary data available about the socio-economic parameters and information about availability of suitable land for project activities, a preliminary list of potential villages in each selected Range would be formed.
- Tentative clusters of villages would then be formed based on their geographical proximity to each other. Based on the information, villages would be assigned scores as follows :

	10	8	4	0
Desert Areas	Villages in a cluster of more than 8 villages	Villages in a cluster of more than 6-8 villages	Villages in a cluster of 4-5 villages	Villages in a cluster of less than 4 villages
Non –Desert Areas	Villages in a cluster of more than 10 villages	Villages in a cluster of more than 8-10 villages	Villages in a cluster of 5-7 villages	Villages in a cluster of less than 5 villages
Fringe Areas of PAs	Villages in a cluster of more than 6 villages	Villages in a cluster of more than 4-6 villages	Villages in a cluster of 3-5 villages	Villages in a cluster of less than 3 villages

FOR DESERT DISTRICTS

- On the basis of available information, scores/points would be assigned to each village, as described below :

Criteria No.	Points	10	8	6	4	2	1
1	Availability of land requiring treatment	more than 200 Ha	150-200 ha	100-149 ha	50-99 ha	Villages with less than 50 Ha of available land would not be considered.	
2	Number of livestock (cow unit)	Very high	High	Moderate	Minimal	NIL	
3	Incidence of poverty	more than 90% BPL	80-90% BPL	70-80% BPL	60-70% BPL	50-60% BPL	
4	Degree of dependence on forests*	100% population	more than 80 %	60-80 %	50-60 %	30-50 %	less than 30%
5	Presence of backward/tribal population	more than 90%	80-90%	70-80%	60-70%	50-60%	less than 50%
6	Proximity to forest area	inside forest block	within 2 km	between 2-4 km	4-6 km	6-8 km	more than 8

**For the purpose of the project, 'forests' include recorded forest land as well as land developed and/or managed by forest department.*

- For the purpose of initiating project activities in the desert districts, a cluster with at least 4 villages scoring at least 35 points (on an initial rapid assessment) on the basis of table given above shall be targeted and project activities would be initiated in one of the villages of the cluster which is the most favorable from the point of view of achieving good result.
- Once a cluster to be targeted is identified, detailed assessment on each of the above parameter criteria would be carried out in each of the cluster villages through the process of micro-planning and project activities would be taken up in a village that scores at least 40 points on an aggregate on the basis of parameters mentioned above including that of potential of cluster formation described earlier.
- At least 2 clusters in each Range would be developed through the project activities in the project period.

FOR NON-DESERT DISTRICTS

- On the basis of available information, scores/points would be assigned to each village, as described below:

Criteria No.	Points	10	8	6	4	2	1
1	Availability of land for Afforestation	more than 200 Ha	150-200 ha	100-150 ha	50-100 ha	30-50 ha	less than 30 ha
2	Incidence of poverty	more than 90% BPL	80-90% BPL	70-80% BPL	60-70% BPL	50-60% BPL	less than 50% BPL
3	Degree of dependence on forests*	100% population	more than 80 %	60-80 %	50-60 %	30-50 %	less than 30%
4	Presence of backward/tribal population	more than 90%	80-90%	70-80%	60-70%	50-60%	less than 50%
5	Proximity to recorded forest block	inside forest block	within 2 km	between 2-4 km	4-6 km	6-8 km	more than 8 km

**For the purpose of the project, 'forests' include recorded forest land as well as land developed and/or managed by forest department.*

- For the purpose of initiating project activities in the non- desert districts, a cluster with at least 5 villages each scoring at least 35 points (on an initial rapid assessment) on the basis of table given above shall be targeted and project activities would be initiated in one of the villages of the cluster.
- Once a cluster to be targeted is identified, detailed assessment on each of the above parameter criteria would be carried out in each of the cluster villages through the process of micro-planning and project activities would be taken up in a village that scores at least 40 points on an aggregate on the basis of parameters mentioned above including that of potential of cluster formation described earlier.
- At least 2 clusters in each Range would be developed through the project activities in the project period .

FOR AREAS FALLING IN AND AROUND 2 KM PERIPHERY OF SELECT PROTECTED AREAS

- On the basis of available information, scores/points would be assigned to each village, as described below:

Criteria No.	Points	10	8	6	4	2	1
1	Availability of land for biodiversity conservation for DLT and Closure	more than 200 Ha	150-200 ha	100-149 ha	50-99 ha	Villages with less than 50 Ha would not be considered	
2	Presence of Wildlife population in nearby area	Abundant	Good	Seasonal	Occasional	Minimal	NIL
3	Degree of Biotic Pressure on PA	Very High	High	Moderate	Low	Minimal	NIL
4	Incidences of Man-animal conflicts (straying of Wild animals in human habitations/ agricultural fields)	More than 20 incidences in a year	16-20 incidences per year	11-15 incidences per year	6-10 incidences per year	3-5 incidences per year	Less than 3 per year
5	Incidence of poverty	more than 90% BPL	80-90% BPL	70-80% BPL	60-70% BPL	50-60% BPL	less than 50% BPL
6	Presence of backward / tribal population	more than 90%	80-90%	70-80%	60-70%	50-60%	less than 50%

- For the purpose of initiating project activities in fringe villages , a cluster with at least 3 villages each scoring at least 35 points (on an initial rapid assessment) on the basis of table given above shall be targeted and project activities would be initiated in one of the villages of the cluster.
- Once a cluster to be targeted is identified, detailed assessment on each of the above parameter criteria would be carried out in each of the cluster villages through the process of micro-planning and project activities would be taken up in a village that scores at least 40 points on an aggregate on the basis of parameters mentioned above including that of potential of cluster formation described earlier.
- At least 2 clusters in each Range would be developed through the project activities in the project period.

Principles of Procurement under the Project

Guidelines

1. Procurement of goods and services for the Project shall be implemented in accordance with "Guidelines for Procurement under Japanese ODA Loans" dated March 2009 and selection of consultants shall be in accordance with "Guidelines for Employment of Consultants under Japanese ODA Loans" dated March 2009. The Executive Agency (EA) may make the use of the domestic procurement rules, but JICA's guidelines should overrule whenever JICA's guidelines and such procurement rules are in conflict.

Consulting Services

2. Whereas requirements of JICA's review and concurrence would be stipulated in the Loan Agreement, JICA's review and concurrence is usually required for (a) Short-list, Terms of Reference, and Letter of Invitation (Request for Proposal), (b) evaluation results of proposals, and (c) contract (ex-post concurrence). EA agreed to start preparation of TOR, Letter of Invitation (Request for Proposal), Short-list right after Government of Japan make prior-notification to the Government of India, without waiting for Exchange of Notes between both Governments and signing of Loan Agreement with JICA. Letter of Invitation may be prepared, with reference to JICA's sample documents. The key features of the JICA's consultant guidelines are as follows:
 - (a) Selection procedures of consultants should be Quality- and Cost-Based Selection (QCBS). 20% of the financial proposal, 80% of the technical proposal will be evaluated for selection of international consultant.
 - (b) Information on JICA's files on consultants is available, at the request of the Borrower.
 - (c) Short list should normally consist of not less than three and not more than five consultants.
 - (d) Letter of Invitation should stipulate the details of the selection procedure including technical evaluation categories and the weight for evaluation.
3. However, for cases where QCBS is not the most appropriate, other methods of selection, such as Quality-Based Selection (QBS) or Single-Source Selection (SSS) are applied. QBS is a method based on evaluating only the quality of the technical proposals and the subsequent negotiation of the financial terms and the contract with the highest ranked consultant. QBS should be applied only for the following types of assignments.
 - (a) Complex or highly specialized assignments for which it is difficult to define precise TOR and the required input from the consultants;
 - (b) Assignments where the downstream impact is so large that the quality of the service is of overriding

- importance for the outcome of the project (for example, engineering design of major infrastructure);
- (c) Assignments that can be carried out in substantially different ways such that financial proposals maybe difficult to compare; and
 - (d) Assignments including supervision of large and complex construction works for which it is particularly important to take safety measures.
4. SSS shall be used only in exceptional cases. SSS may be appropriate only if it presents a clear advantage over competition:
- (a) For tasks that represent a natural continuation of previous work carried out by the firm;
 - (b) In emergency cases, such as in response to disasters;
 - (c) For very small assignments; or
 - (d) When only one firm is qualified or has experience of exceptional worth for the assignment
5. Letter of Invitation (Request for Proposal) usually includes the following:
- (a) Letter;
 - (b) Project Information including (i) introduction and information about the project background, (ii) project description, (iii) information on the area, and (iv) organization to implement the Project;
 - (c) Other Relevant Information including (i) technical information, (ii) relevant laws and regulations, and (iii) service provided by the Employer;
 - (d) Terms of Reference including (i) purpose, (ii) scope of consulting services, (iii) reporting, and (iv) provisions required by JICA;
 - (e) Information to Consultants in Preparation of Proposal;
 - (f) Evaluation Criteria; and
 - (g) Contract Conditions.

Procurement Package and Methods

6. The tender and contract packaging was based on nature of goods and services, and consideration of optimal package size—as large as possible—to attract the maximum participation from capable companies. Packages of procurement of goods and services under Public Awareness Components, which involve many small contracts and are implemented by direct contracting, shopping, LCB or other methods, are not able to be finalized at this stage, but will be determined by EA.
7. According to JICA's Procurement Guidelines, International Competitive Bidding (ICB) is applied in general. When procurement of good and services is made through small contracts and evidently does not attract foreign companies, National (Local) Competitive Bidding (LCB) may be applied and national and

state procurement rules can be applied while abiding by four principles of "Guidelines for Procurement under JICA ODA Loans" dated March 2009: economy, efficiency, non-discrimination among eligible bidders, and transparency. EA agreed to request JICA for prior concurrence in cases of a change in procurement methods.

Sample Documents

8. EA agreed to use JICA's Sample Bidding Documents with necessary modification suitable to needs for each package.

Principles of Procurement of Goods and Services

9. The key principles for procurement of goods and services in the Project are as follows:
 - (a) Preferential treatment of Indian companies is not acceptable under international competitive bidding.
 - (b) JICA's Procurement Guidelines do not allow price negotiation in principle. EA may conduct price negotiation with the lowest evaluated bidders only in exceptional cases subject to consultation with JICA, where the lowest evaluated bidder's price is substantially higher than credible estimates, as stipulated in Clause 5.10 of JICA's Procurement Guidelines. JICA is afraid that price negotiation may deteriorate quality of goods and works, and ultimately lead to higher prices including a cushion in bid prices to be given up for negotiation.
 - (c) Contract documents should have adequate price adjustment mechanism and fair claim and dispute resolution procedure based on international rules.
 - (d) A list of taxes and duties imposed and exempted should be clearly indicated in the tendering document to avoid any confusion and disputes with bidders.
 - (e) Submission of alternative bids may be allowed when it is clearly stipulated in the bidding documents, but those of the lowest evaluated bidders alone should be evaluated.
 - (f) In case of slice and package tendering, while bidders are allowed to participate in more than one package, EA may choose a combination of bidders to obtain the lowest evaluated prices as a whole and evaluate qualification of those bidders through predetermined prequalification criteria stipulated in prequalification and tendering documents.
 - (g) In cases of two-envelop procedures (with regard to any contract the value of which is estimated to be not less than THREE BILLION Japanese Yen (¥3,000,000,000)), EA has to request for JICA's concurrence in evaluation of technical bids before opening financial bids.
 - (h) Consultant Guidelines introduces the Borrower's debriefing to unsuccessful consultants as follows: "If any consultant who submitted a proposal wishes to ascertain the reasons why its proposal was not selected, such consultant should request an explanation from the Borrower. The Borrower shall promptly provide an explanation as to why its proposal was not selected." In addition, Procurement Guidelines introduces the Borrower's debriefing to unsuccessful bidders

as follows: "If any bidder who submitted a bid wishes to ascertain the reasons why its bid was not selected, such bidder should request an explanation from the Borrower. The Borrower shall promptly provide an explanation as to why its bid was not selected."

JICA's Review and Concurrence for Procurement

10. Whereas requirements of JICA's review and concurrence would be stipulated in the Loan Agreement, JICA's review and concurrence is, depending on the estimated contract amount, usually required for (i) prequalification documents, (ii) prequalification evaluation results, (iii) tender documents, (iv) tender evaluation results, and (v) contract (ex-post concurrence).

Table: Requirement of JICA's Review and Concurrence
(Subject to the stipulations of the Loan Agreement)

	Less than 1,000 million yen	Not less than 1,000 million yen	Not less than 3,000 million yen
Prequalification Evaluation Criteria	No	No	Required
Prequalification Evaluation Result	No	Required (In case of P/Q)	Required (In case of P/Q)
Tender Document	No	No	Required
Tender Evaluation Result	No	Required	Required
Contract	Required (In case of ICB)	Required	Required

Procurement and Implementation Methods

Project activity	Responsible Unit	Proponent/ Owner	Executor/Contractor	Method
1. Preparatory Work				
1.1 Institutional Arrangement of PMU/DMUs/FMUs				
1.1.1 Creation of Project Management Unit (PMU)	RFD	RFD	RFD	Direct
1.1.2 Formation of High Powered Committee				
1.1.3 Formation of Governing Body				
1.1.4 Registration under the Society Mode				
1.1.5 Preparation of Operation Manual of PMU				
1.1.6 Deployment of staff from Forest Dept. to PMU				
1.1.7 Recruitment of contractual staff from the open market (PMU)				
1.2 Procurement of Project Management Consultant	PMU	PMU	PMU	QCBS
1.3 Village Selection	PMU	PMU/DMU/FMU	PMU/DMU/FMU	Direct
1.3.1 Finalization of Selection Criteria of target villages				
1.3.2 Selection and approval of target villages				
1.4 Procurement of Partner NGOs	PMU/DMU	PMU/DMU	DMU	Local bidding
1.4.1 Preparing Selection Criteria for NGOs				
1.4.2 Selection of NGO				
1.5 Training for Partner NGOs	PMU	DMU	DMU/NGOs	Direct
1.6 Orientation for staff at PMU/DMU/FMU		PMU	PMU/DMU	Direct
1.7 Preparation of resolution/guidelines/manuals for various activities in private land			PMU	Direct
1.8 Preparation of Guidelines for Partner NGOs			PMU/Consultant	Direct
1.9 Preparation of Manual for Project Staff			PMU/Consultant	Direct
1.10 Review of Guideline of JFMC			PMU/Consultant	Direct
1.11 Augmentation of office Infrastructure			Contractor	Local bidding
1.12 Procurement of vehicle			PMU	Direct
2. Afforestation				
2.1 Nursery	PMU	DMU	DMU	Direct
Planting Stock Production				
2.2 Plantation	PMU	DMU	DMU/FMU/VFPMC	Direct
2.2.1 Canal Side Plantation				
Advance Work				
Plantation				
Maintenance operation				
2.2.2 Sand dune stabilization and Pasture development				
Advance Work				
Plantation				
Maintenance operation				
2.2.3 Silvipastoral Plantation				
Advance Work				
Plantation				
Maintenance operation				
2.2.4 Block plantation				
Advance Work				
Plantation				
Maintenance operation				
2.2.5 Rehabilitation of degraded forest I				
Advance Work				
Plantation				
Maintenance operation				
2.2.6 Rehabilitation of degraded forest II				

Project activity	Responsible Unit	Proponent/ Owner	Executor/Contractor	Method
1. Preparatory Work				
2.2.6 Rehabilitation of degraded forest II				
Advance Work				
Plantation				
Maintenance operation				
2.2.7 Assisted natural regeneration				
Advance Work				
Plantation				
Maintenance operation				
2.2.8 Productivity enhancement operation				
Advance Work and Operations				
maintenance operation				
2.2.9 Fuel wood plantation				
Advance Work				
Plantation				
Maintenance operation				
3. Agro Forestry	PMU	DMU	NGO/VFPMC	Direct
3.1 Formation of SHGs			DMU/FMU/VFPMC/SHG	
3.2 Raising of Seedling by SHGs				
3.3 Training to SHGs				
3.4 Sale of Seedling				
4. Water Conservation Structure	DMU	DMU	DMU/FMU/VFPMC	Direct
4.1 Anicut Type-1				
4.2 Anicut Type-2				
4.3 Check Dams				
4.4 Contour Bunding				
4.5 Percolation Tank				
4.6 Renovation/restoration of traditional water harvesting Structure				
4.7 Silt Detention Structure				
4.8 Gabion Structure				
5. Biodiversity Conservation				
5.1 DLT Works	DMU	DMU	DMU/FMU/EDC	Direct
5.2 In-situ Conservation of Germplasm	PMU	DMU	DMU	Direct
5.2.1 Four Horned Antelope				
5.2.2 Great Indian Bustard				
5.3 Development of Water Points	DMU	DMU	DMU/FMU/EDC	Direct
5.4 Closure for Biodiversity Conservation	DMU	PMU/DMU	DMU/FMU/EDC	Direct
5.5 Creation of New Biological Park	PMU	DMU	Contractor	Local Bidding
5.6 Development of Biological Parks Phase II	PMU	DMU	Contractor	Local Bidding
5.6.1 Nahargarh				
5.6.2 Sajjangarh				
6 .Livelihood Improvement				
6.1 VFPMC/EDC Formation & Strengthening	PMU	DMU/FMU	FMU/VFPMC/EDC/NGO	Direct
6.1.1 Community entry				
6.1.2 Identification and capacity building of village level worker				
6.1.3 Identification of forest dependent households				
6.1.4 Organizing originator/core group				
6.1.5 Preparation of organizational rules and policies of VFPMC				
6.1.6 Community orientation and consensus building				
6.1.7 Formation and Strengthening of VFPMC/EDC				

Project activity	Responsible Unit	Proponent/ Owner	Executor/Contractor	Method
6.2 Preparation of Micro Planning				
6.2.1 Formation of micro planning working groups	DMU	DMU		Direct
6.2.2 Baseline data collection				
6.2.3 Participatory Rural Appraisal			DMU/FMU/VFPMC/EDC/NGO	
6.2.4 Preparation of micro plan				
6.2.5 Preparation of annual action plan				
6.2.6 Concurrence of Annual Plan by PMU			PMU	
6.3 Entry Point Activities			DMU/FMU/VFPMC/EDC	
6.4 Meeting Center for VFPMC			DMU/FMU/VFPMC/EDC	
6.5 NGO Support for Administrative Expenditure & Overheads		DMU	Local bidding	
6.6 CET Activities				
6.6.1 Awareness camps by DMU	DMU	DMU	DMU /FMU/NGO	Direct
6.6.2 Workshops and seminars at DMU level				
6.6.3 General Publicity Documentation				
6.7 Honorarium to village level workers	DMU	VFPMC/EDC	VFPMC/EDC	Direct
6.8 Corpus Fund	DMU	VFPMC	VFPMC/EDC	Direct
6.9 Livelihood Improvement Activities				
6.9.1 Formation of SHGs	DMU	VFPMC/EDC/NGO	VFPMC/EDC/NGO	Direct
6.9.2 Mobilization of SHGs		VFPMC/EDC/NGO	VFPMC/EDC/SHG/NGO	
6.9.3 Technical and managerial Training to SHG Members		NGO/Institutions	NGO/Institutions	
6.9.4 Development of Eco-Tourism Supporting Activities		DMU	FMU/VFPMC/EDC	
6.9.5 Support for marketing and value addition		NGO/other departments	NGO/other departments	
7. Capacity Building, Training & Research				
7.1 Training Needs Analysis	PMU	PMU	PMU	Direct
7.2 VFPMC Members	DMU	DMU	DMU/VFPMC	
7.3 NGOs	DMU	DMU	DMU/NGO	
7.4 Villages Level Workers	DMU	DMU	DMU/Village Level Worker	
7.5 Forest Guard/Cattle Guards	DMU	DMU	DMU/FMU	
7.6 Range Officers/ACFs	PMU	DMU	DMU/FMU	
7.7 DCFs and Equivalent	PMU	PMU	PMU	
7.8 Exposure Visit/ Study Tours within country	PMU	PMU	PMU	
7.9 Overseas Study Tours	PMU	PMU	PMU	
7.10 Overseas Training of Officers	PMU	PMU	PMU	
7.11 Technical Cooperation with other countries	PMU	PMU	PMU	
7.12 Organization of National Level Work Shop	PMU	PMU	PMU	
7.13 Organization of International Workshop	PMU	PMU	PMU	
7.14 Research Activities	RFD	RFD	RFD	
7.15 Research & Propagation of	RFD	RFD	RFD	
Rohida				
Khejri				
7.16 Technology Extension & Adoption	PMU	DMU	DMU	
Extension camps/Field Visits				
7.17 Training to Officers /Forest Staff in GIS	PMU	PMU	PMU/Government Institution	
8. Monitoring and Evaluation				
8.1 Development of customized GIS/MIS based Monitoring Tools				
8.1.1 Establishment of GIS Center at regional level with essential GIS hardware, GIS software and other accessories	PMU	PMU	Contractor	Local Bidding
8.1.2 Procurement of GPS equipments including training by provider	PMU	PMU	Contractor	Local Bidding
8.1.3 GPS data collection	PMU	DMU/FMU	DMU/FMU	Direct
8.1.4 Procurement of satellite Imageries	PMU	PMU	PMU	Contract
8.1.5 Procurement of additional data from other resources	PMU	PMU	PMU	Contract

Project activity	Responsible Unit	Proponent/ Owner	Executor/Contractor	Method
8.1.6 Development and maintenance of customized GIS, MIS application to monitoring the project area	PMU	PMU	Contractor	Local Bidding
8.1.7 Expenses on GIS related inputs	PMU	PMU	PMU	Direct
8.2 Studies, Evaluation reports and Publications				
8.2.1 Base line Survey of sample Villages	PMU	PMU	PMU	Direct
8.2.2 Mid-Term Evaluation/Study				
8.2.3 Post -Project Evaluation/Study				
8.2.4 Reports and Publications				
8.3 Monitoring and Evaluation works				
8.3.1 PMU Level	PMU	PMU	PMU	Direct
8.3.2 DMU Level	DMU	DMU	DMU	Direct
9. Consulting services	PMU	PMU	PMU	QCBS

