



email on 19.09.2018

Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106
Phone - Fax: (033) 2335 8581/7751, e-mail: wbcampa@gmail.com
Visit us at: www.westbengalforest.gov.in



No. 6140 /CAMPA/2C-34(P-I&II)

Dated: 19/09/2018

- To:
1. The Principal Chief Conservator of Forests & HoFF W.B. (Chairperson)
 2. The Principal Chief Conservator of Forests, General, W.B. (Member)
 3. The Principal Chief Conservator of Forests, Wild Life & CWLW, W.B. (Member)
 4. The Principal Chief Conservator of Forests, Research, Monitoring & Dev, W.B. (Member)
 5. The Addl. Principal Chief Conservator of Forests, Finance, W.B. (Member)
 6. The Addl. Principal Chief Conservator of Forests, North Bengal (Member)
 7. Sri Sukanta Kr. Paul, Bidhan Seva Sadan, Vill + P.O. Tajpur, P.S. Amta, Dist- Howrah Pin- 711 413. (Member)
 8. Smt. Susmita Ghosal, Bala Prayas Welfare Society, Vill + P.O. Bala, Dist- Paschim Medinipur Pin- 721 201. (Member)

Sub: 21st Meeting of Executive Committee of West Bengal State-CAMPA on 27/09/2018.

Dear Sir/ Madam,

The undersigned is directed to say that the meeting of Executive Committee of West Bengal State CAMPA to be held on 27/09/2018 at 3 PM at Conference Hall, 6th Floor, Aranya Bhawan, Kolkata. You are requested to kindly make it convenient to attend the 21st Meeting of Executive Committee of West Bengal State CAMPA.

Agenda items for the said Meeting are enclosed herewith for your kind perusal.

Yours faithfully,

Sandipan Mukherjee

(SANDIPAN MUKHERJEE)

Member Secretary

&

Addl. Principal Chief Conservator of Forests
CAMPA & Nodal Officer, FCA, W.B.

Encl: As stated

No. 6141 /CAMPA/2C-34(P-I&II)

Dated: 19 /09/2018

Copy forwarded for information and necessary action to the Conservator of Forests, LA & FCA, W.B. for making all necessary preparations with a request to attend meeting as special invitee.

Sandipan Mukherjee

(SANDIPAN MUKHERJEE)

Member Secretary

&

Addl. Principal Chief Conservator of Forests
CAMPA & Nodal Officer, FCA, W.B.

o/c

AGENDA NOTE

21st Meeting of Executive Committee of WB State CAMPA on 27.09.2018 at Aranya Bhavan, Kolkata

1. Confirmation of the Minutes of the 20th Executive Committee Meeting

- ❖ The Minutes of the 20th Executive Committee Meeting was circulated to all the members and as no observation or comment was received from the members, the same may be confirmed.

2. Action taken Report regarding decisions taken during 20th Executive Committee Meeting

- ❖ Action taken report is enclosed herewith. It may be approved.

3. Approval of Audited Annual Accounts for the financial year 2017-18.

- ❖ The Annual Accounts for the FY 2017-18 have been prepared under the supervision of the Cost Accountant firm and has been audited by Chartered Accountant firm Keshri & Associates. The audit report & balance Sheet is put up for approval.

4. Approval of Internal Audit report for the financial year 2017-18.

- ❖ Chartered Accountant firm D Das & Kamaluddin, have submitted Internal Audit report for the financial year 2017-18 of 45 divisions along with Head Quarter. The Internal audit report is put up for approval.

5. Approval of Renewal of Chartered Accountant for conducting the Audit of the accounts for the financial year 2018-19.

- ❖ Chartered Accountant firm D Das & Kamaluddin, was engaged through Tender no. CAMPA/01/2017-18 for conducting Internal Audit & submission of Internal Audit Report. It was accepted of 45 divisions along with Head Quarter for the total amount of Rs.1,50,000 (Rupees One lakh fifty Thousand) only, plus statutory Taxes like GST etc. As per Tender norms it may be renew for next financial year 2018-19 with increment 10% on total cost as Auditor, if the Executive Committee allow to renew Prior approval of Chairman was obtained in this regard and this may be approved by the Executive Committee.

6. New Accounting procedure of CAMPA funds

7. Miscellaneous