



# JOINT FOREST MANAGEMENT : A HANDBOOK



DIRECTORATE OF FORESTS  
GOVERNMENT OF WEST BENGAL



This edition is published by  
Development Circle,  
Directorate of Forests,  
Government of West Bengal,  
2016

Aranya Bhavan  
LA – 10A Block, Sector III  
Salt Lake City, Kolkata,  
West Bengal, 700098

Copyright © 2016 in text  
Copyright © 2016 in design and graphics

All rights reserved. No part of this publication may be reproduced, stored in any retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the copyright holders.



## PREFACE

Joint Forest Management (JFM) in India originated from West Bengal at the Arabari Research Range in West Midnapur District in 1971 as an experiment. Government of India adopted this idea of involvement of village communities and NGOs in the regeneration, management and protection of forests with a circular dated June 1, 1990.

The success of JFM in forest areas of entire country was the result of a revolutionary change of mindset of the forest bureaucracy, that of putting 'people first' strategy into practice. With the time the model has presently been promoted widely by several international bodies, including the World Bank for management of other natural resources in the globe.

The original model has gone through various changes with time and places. The present JFM handbook is a compilation of JFM models adopted by the different states of India and their comparison from one state to others. The suggested modifications are also given for wide spread publicity to create debate to enrich the movement in future. While developing this compilation, references from related books, documents, available in the internet, and relevant government orders have been consulted.

The materials have been prepared for better understanding by the managers as well as by the common people. The efforts that have gone into making this compilation will be best rewarded if the forest loving people along with the foresters find it useful in their day-to-day work.

**Kolkata. November 2015**

**Prof. S. B. Roy**

Training & Communication Expert & Chairman,  
For IBRAD (Consultant)

**N K Pandey, IFS**

Chairman, SPMU, Forest Department,  
Govt of West Bengal







# Joint Forest Management : *A Handbook*

**JICA funded project**  
**“Capacity Development for Forest Management &  
Training of Personnel”**



**DIRECTORATE OF FORESTS**  
**GOVERNMENT OF WEST BENGAL**



# Abbreviations

---

ADFO	Additional Divisional Forest Officer
AGM	Annual General Meeting
BDO	Block Development Officer
BMC	Bio Diversity Management Committee
CCF	Circle Conservator of Forests
CEO	Chief Executive Officer
CFRe	Community Forest Resources
CFRt	Community Forest Right
DGHC	Darjeeling Gorkha Hill Council
DFO	Divisional Forest Officer
DRDC	District Rural Development Cell
EC	Executive Committee
EDC	Eco Development Committee
FD	Forest Department
FDA	Forest Development Agency
FPC	Forest Protection Committee
FRA	Forest Rights Act
GIM	Green India Mission
GOI	Government of India
GTA	Gorkha Territorial Administration
IPR	Intellectual Property Right



MFP	Minor Forest Produce
IREGA	Mahatma Gandhi National Rural Employment Guarantee Act
NAP	National Afforestation Programme
NBA	National Biodiversity Authority
NFP	National Forest Policy
NGO	Non Government Organisations
NTFP	Non Timber Forest Produces
PBR	People's Bio Diversity Register
PCCF	Principal Chief Conservator of Forests
PESA	Panchayat Extension in Schedule Areas
PFM	Participatory Forest Management
PRA	Participatory Rural Appraisal
PRI	Panchayat Raj Institution



	<i>Page</i>
Chapter – 1 : What is JFM: An Introduction to Local Forest Protection and Management	1
Chapter – 2 : Joint Forest Management Committee / Eco-development Committee	7
Chapter – 3 : Setting up a JFMC: Membership and Registration	11
Chapter – 4 : Executive Committee	12
Chapter – 5 : Gender Balance in JFMC	20
Chapter – 6 : Role, Responsibility, Duties and Rights of Ex-Officio Members	21
Chapter – 7 : Responsibilities of Forest Department Staff	22
Chapter – 8 : Financial Management for JFMCs/EDCs	26
Chapter – 9 : Micro Plan	31
Chapter – 10 : Performance Indicators for Success of JFMC	36
Chapter – 11 : Monitoring the JFM	39
Chapter – 12 : Conflict Resolution	44
Chapter – 13 : Maintenance Fund and Corpus Fund	46
Chapter – 14 : Helping JFMCs to form SHGs	49
Chapter – 15 : Training on various alternative livelihood activities for the JFMCs	60
Chapter – 16 : JFMCs and the other government schemes & Regulations: How JFMCs can work under other Government Schemes	61
 <b><i>Annexure – I:</i></b> Government Orders	
 <b><i>Annexure – II</i></b> Byelaws for JFMC	



## **What is JFM: An Introduction to Local Forest Protection and Management**

---

### **1.1 What is JFM**

Joint Forest Management (JFM) is an approach and program initiated in the context of the National Forest Policy of 1988 wherein state forest departments support local forest dwelling and forest fringe communities to protect and manage forests and share the costs and benefits from the forests with them. Communities organize themselves into a JFM Committee to protect and manage nearby forests, guided by locally prepared byelaws and micro plans. The key element in JFM is that communities have the power to manage the use of forests by members and also exclude non-members. The benefits to them is direct access and control on the use and sale of most NTFPs and a share in the income from timber as well as other intangible benefits from local ecosystem services – like water recharge, pollination, wildlife habitat etc. Thus involvement of communities in conservation of forests and wildlife is of paramount interest.

Recognition in the National Forest Policy of 1988 that communities are central to forest protection and management led to the JFM Circular of June 1st 1990, and the subsequent 2000 and 2002 Guidelines, which provided the framework for state level rules, resolutions, and guidelines for JFM. The Panchayati Raj Act, PESA, and the FRA of 2006 further expanded the rights and responsibilities of local communities' vis-à-vis forests.

The rationale and logic behind JFM is that the earlier approach of government control of forests by states put the onus of protection and management on forest department staff and excluded dis-interested local communities from the same. At the same time, forests were also diverted for other uses. Increasing population further led to a situation of accelerated degradation and loss of forests through the 1970s and 1980s and the first State of Forest Report published in 1987 highlighted the impact on forest cover. A key issue perhaps was that working plan prescriptions assumed protection after felling, which was almost impossible to enforce, leading to poor regeneration. The earliest experiments with JFM in West Bengal succeeded as forest department have engaged with local communities and promised them both short term alternative income and a long term share in timber.

While the Forest Conservation Act of 1980 provides central oversight for forest land diversion, the National Forest Policy of 1988 signals a new approach of providing primacy to the ecological role of forests and recognizing that communities are integral to forest protection and management. Importantly, it also provides first charge to the subsistence uses of local communities from forest lands.

Accordingly, JFM tries to harness the strengths and energy of local rural communities for protecting and managing forests through JFM Committees/ Eco-Development Committees, and helps to meet their needs for subsistence and livelihood as well as generates local environmental services.



JFM has the potential to meet local subsistence needs, of fuel wood, fodder, other non-timber forest produce, small timber and timber etc., to provide livelihood through sale of produce, while at the same time, preventing degradation of the forests that provide local, national and global environmental benefits.

India has a long history of local use and protection of forests. The oldest examples perhaps are of sacred groves, which are an indigenous community approach for protecting patches of forests for a variety of ecosystem services. Many communities have historically protected local forests. Revenue systems reserved uncultivated areas as common lands, which included both grazing and forests lands. Even after the start of reservation of forest lands by the colonial Government, the Indian Forest Act of 1927 recognized the logic and need for local control and management of forests in the form of a provision for Village Forests in Section 28. This however was implemented sparingly. The Van Panchayat Rules of 1931 (and later) in the erstwhile Uttar Pradesh what is now Uttarakhand State provided for communities to demand the reservation of common lands as local village forests managed by a committee of villagers.

In Rajasthan, there is a long indigenous tradition of building consensus for earmarking areas for protection via the process of kesarchhanta. The example of Bishnoi community which has made enormous sacrifices to protect forests in the past and still preserve trees and nature is well known. In Uttarakhand, the women and men in the Chipko movement also protected trees from felling by government authorized contractors. Van Panchayats have been shown to have similar forest cover as government forest lands.

A brief listing of various forms of formal community tenure and management of forests both past and present is provided below:

- Forest Cooperatives in the Madras Presidency - (1900s),
- Section 28 - Village Forest Provision of the Indian Forest Act - (1927)
- Van Panchayats in the (now) Uttarakhand - (1930s onwards)
- Cooperative Forest Societies in Kangra (1940s earlier Punjab, now Himachal Pradesh).
- Woodlots on panchayat lands under Social Forestry - (1980s - with Revenue sharing agreements)
- Forest Protection Committees (FPCs) under JFM - since 1990
- Community Forest Rights & Resource under the FRA

## **1.2 Basis for Joint Forest Management**

### **1.2.1 National Forest Policy 1988**

The primary and most significant basis for JFM is provided by the National Forest Policy of 1988.

The basic objectives as stated in the NFP 1988 are:

1. Maintenance of environmental stability through preservation and, where necessary, restoration of the ecological balance that has been adversely disturbed by serious depletion of the forests of the country.
2. Conserving the natural heritage of the country by preserving the remaining natural forests with the vast variety of flora and fauna, which represent the remarkable biological diversity and genetic resources of the country.



3. Checking soil erosion and denudation in the catchment areas of rivers, lakes, reservoirs in the “interest of soil and water conservation, for mitigating floods and droughts and for the retardation of siltation of reservoirs.
4. Checking the extension of sand-dunes in the desert areas of Rajasthan and along the coastal tracts.
5. Increasing substantially the forest/tree cover in the country through massive afforestation and social forestry programs, especially on all denuded, degraded and unproductive lands.
6. Meeting the requirements of fuel-wood, fodder, minor forest produce and small timber of the rural and tribal populations.
7. Increasing the productivity of forests to meet essential national needs.
8. Encouraging efficient utilization of forest produce and maximizing substitution of wood.
9. Creating a massive people’s movement with the involvement of women, for achieving these objectives and to minimize pressure on existing forests.

Objective 9 (peoples movement ) directly points to the need for a community based local forest management approach, especially to meet the other objectives of local subsistence needs (objective 6), expanding forest cover (objective.5), environment (objective 1-4) and forest production (objective 7-8).

The Strategy section emphasizes provision of fodder, fuel and pasture and minor forest produce of the policy document.

The section on Management of Forests of the above document also includes a separate section on Rights and Concessions (4.3.4), which states “4.3.4.2. The holders of customary rights and concessions in forest areas should be motivated to identify themselves with the protection and development of forests from which they derive benefits. The rights and concessions from forests should primarily be for the bonafide use of the communities living within and around forest areas, especially the tribal”

It further goes on to state that, “4.3.4.3, the life of tribal and other poor living within and near forests revolves around forests. The rights and concessions enjoyed by them should be fully protected. Their domestic requirements of fuel wood, fodder, minor forest produce and construction timber should be the first charge on forest produce.”

Section 4.6, dealing with Tribal people and Forests, states that, “Having regard to the symbiotic relationship between the tribal people and forests, a primary task of all agencies responsible for forest management, including the forest development corporations should be to associate the tribal people closely in the protection, regeneration and development of forests as well as to provide gainful employment to people living in and around the forest.

### 1.2.2 Central MoEF Guidelines

#### ***June 1st 1990***

Taking the lead from the National Forest Policy 1988, as well as the earlier experiments of people’s participation in forest management in West Bengal, Gujarat, Orissa, Haryana etc., the June 1st 1990 guidelines provided the basis for initiating Joint Forest Management in forest lands. The initial focus in the 1990 guidelines was on degraded forest areas.

#### ***Guidelines for Strengthening the Joint Forest Management Program (February 21st 2000)***



As on 1.1.2000, approximately 10.24 million ha of forests lands were being managed under JFM programme through 36,075 committees (21.02.2000 Guidelines). Ten years after the initial JFM order, the MoEF issued guidelines on, for strengthening JFM, covering four main aspects.



- It proposed “legal backup to the JFM committees”. This included
  - Registering them under society’s registration Act
  - A uniform name - JFM Committees
  - MOU to be signed between state government and JFMCs
  - All adults eligible to become members
  
- To promote participation of women, certain threshold criteria were proposed for JFMCs
  - General membership – at least 50% women
  - Executive committee – at least 33% women
  - Quorum for EC, at least 1/3 of women members or 1 member whichever is higher
  - President/Vice-President/Secretary – at least one post should be held by a women member.
  
- Expansion of JFM beyond degraded forests, “Extension of JFM in good forest areas”.
  - Proposed on a pilot basis, to be reviewed and expanded subsequently.
  - Maximum sharing of revenue at 20%
  - Management broadly as per working plan with JFM mostly for NTFP management
  - Minimum of 10 years of protection to be eligible for revenue sharing.
  
- Guidance for Micro Plan preparation was provided for both new Work Plan and existing Work Plan areas
  - For new WP (Work Plan) areas
    - Include a JFM overlapping working circle with broad provisions for micro plans.
    - Evolve flexible guidelines for preparation of local need based micro plans
    - Micro plans prepared by the Forest Officers and JFMCs after detailed PRA exercise
    - Utilize locally available knowledge and strengthen of the local institutions
    - Cover local consumption, market linkages, environmental function and biodiversity conservation
  
  - For existing WP (Work Plan) areas
    - Dovetail micro-plans into WP and implement them by special order of the PCCF
    - focus on multiple products and NTFP
    - can cover community lands and other government lands outside notified forest areas
  
  - Conflict resolution
    - may constitute divisional and state level representative forums or working groups including all stakeholders as well as NGOs
  
  - Recognize Self-initiated groups
    - identify, recognize, and register community groups as JFM Committees.
    - recognize prior protection while sharing benefits
  
  - Contribution for Regeneration of Resources
    - Reinvest 25% of the share of village community and of the FD in forest.
    - Transparent mechanisms for computation of income for sharing benefits.



- Monitoring and Evaluation
  - Concurrent monitoring at Division and State level
  - Evaluation at an interval of 3 years (division) and 5 years (State).

***Third set of guidelines: December 24th, 2002***

Subsequent guidelines in December 2002 emphasized three aspects:

Signing of **Memorandum of Understanding (MOU)**, outlining the short term and long term roles and responsibilities, implementation of work programme, pattern of sharing of usufructs and conflict resolution.

Suggesting a **Relationship with Panchayats**, that lets JFM Committees benefit from the administrative and financial position and organizational capacity, while maintaining the “separate non-political identity of the JFM Committees as ‘guardian of forests’”. Secondly, benefits from NTFP sales should be shared with all members of the gram sabha including the JFM committees.

Proposing **Capacity building for managing Non-Timber Forest Products (NTFPs)**

Recognizing **importance of NTFP management** in good forest areas for sustainability and local benefits, propose capacity building for:

- non-destructive harvesting (in accordance with working plans),
- equity in sharing,
- institutional reforms
- strengthening the set-up of NTFP management

### **1.3 Provisions for JFM in the state**

West Bengal has issued the first Government Order of JFM in 1989 for South West Bengal followed by government orders for North Bengal Plains, North Bengal Hills, EDCs and Sundarbans. There have been subsequent modifications in the government orders.

At present the state has the following government orders on JFM for different agro climatic regions:

- i. Government Resolution No. 5971 – For dated ---- and No 310-For/6M-28/2002 dated 14<sup>th</sup> February 2012 for the purpose of development of degraded forests and forests prone to forces of degradation in districts of South West Bengal, namely, PurbaMedinipur, PaschimMedinipur, Bankura, Purulia, Burdwan and Birbhum, North 24 Parganas and South 24Parganas
- ii. Government Resolution No. 5969 – For dated 3.10.2008 and No 2794-For/6M-28/02 dated 28<sup>th</sup> November 2011 and No 310-For/6M-28/2012 dated 14<sup>th</sup> February 2012 for the purpose of development of degraded forests and forests prone to forces of degradation in districts of Jalpaiguri, Coochbehar, Darjeeling (excluding areas under Darjeeling Gorkha Hill Council), Malda, Murshidabad, Nadia, Uttar Dinajpur, DakshinDinajpurandHoogly
- iii. Government Resolution No. 5970– For dated 3.10.2008 and No 309-For/6M-28/2002 dated 14<sup>th</sup> February 2012 for the purpose of development of degraded forests and forests prone to forces of degradation in Darjeeling Gorkha Hill Council Area
- iv. Government Resolution No. 3841 – For/d/11M-7/95 dated 26<sup>th</sup> June, 1996 and 308 – For/6M-28/2002 dated 14<sup>th</sup> February 2012 on EDC

Copies of the Government Resolutions are attached in Annexure I.



# Joint Forest Management Committee / Eco-development Committee

---

## 2.1 What is a Joint Forest Management Committee

A Joint Forest Management Committee ( or JFMC in short) is a democratic, decentralized and transparent local institution of forest and forest fringe dwelling communities that is constituted in consultation with the Karmadhakshya of the Bon on BhumiSthayeeSamity of the PanchayatSamity and set up as per the provisions of applicable JFM Resolutions of the state.

Typically, there is one JFMC in one revenue village. However in special situations, e.g. historical collaboration between neighboring villages, or where it doesn't make sense to divide the forest, a JFMC may cover two or more villages. On the other hand, especially in tribal areas, there may be situations where one village may have several dispersed hamlets, JFMCs may be set up at sub-revenue village or hamlet level.

## 2.2 What is an Eco-Development Committee

An Eco-Development Committee (EDC) is similar to JFMCs, but meant for villages in Protected Areas and their buffer zones.








Their setup, working, role, responsibilities, powers, funds etc. are as per the state level orders.

Their area of operation is restricted to protected Areas, and forest and non-forest areas near protected areas. EDCs are set up with twin objectives – to protect and develop wildlife protected areas (sanctuaries and national parks) and also undertake eco-development activities in the villages.

As their setup and operations are similar to JFMCs, the guidance in this Handbook can be utilized for setting up and facilitating EDC operations as well.

## 2.3 Rationale for JFMC/EDCs

These JFMCs/EDCs are constituted so that:

-  Rural communities participate in forest protection and management
-  Rural communities become partners in the protection and management of forests
-  They take part in the management of forest lands and community lands by both members and non-members.
-  They get a say in the objectives of management of their local forests
-  They are motivated to contribute their time, effort and knowledge via the mechanism of the JFMC/EDC and their representatives in the Executive Committee to protect and manage the forest.
-  They derive direct benefits from sustainable use of the forest
-  They get a significant share in the returns from timber both for self-use, as well as for reinvestment in the forest.



- ☞ To develop local leadership for bigger role in future
- ☞ In this way the interests of local communities, forest departments and overall goal of forest management and conservation are served.

Facilitators should have an open discussion with the local communities on these aspects, record any concern and try and address them to the extent possible.

## 2.4 JFM Contexts

There are a variety of JFM contexts that a community and forest staff can face. These may include:

- An area with a high-functioning JFMC
- An area with an inactive JFMC
- An area with a history of past or current locally initiated protection system
- Committees formed to manage Community Forest Resources under the Forest Rights Act.

FD staff, local residents promoting JFM in the village should explore the situation in the village including any existing formal and informal institutional arrangements for forest protection and management, document them briefly and discuss the same in local discussions, so that a consensus is slowly built about the way forward, including towards JFM or other local protection options.

Ideally some of this discussion should be preceded by or happen during a transect in the forest area in question which can lead to a discussion of a lot of site specific issues.

## 2.5 Administrative arrangements for formation of a JFMC

The process of formation and functioning of a JFMC would involve the following critical steps:

### **Introduction**

Discussion/s within the village regarding:

- ☞ history of the forest,
- ☞ current situation – forest condition, demand and supply of forest produce,
- ☞ how it has arisen,
- ☞ and what a JFMC can do to help – what could be practical management options to sustain the forest and maintain and improve the flow of benefits

### **Whom to meet**

- ☞ Initially it would be important to meet with opinion makers in the village
- ☞ Hold hamlet wise small group discussions
- ☞ Identify stakeholders by location, or activity (e.g. graziers, headloaders) who depend on the forest
- ☞ Transect

### **Request for formation of JFMC**

A letter showing eagerness for forming a JFMC from as many people as possible – across all hamlets, both men and women, should be sent to Forester or any other frontline Forest staff with a copy to the local gram panchayat and panchayatsamity.



### ***Initial action on Request for Formation of JFMC***

Forest Guard/Forester to create a file for the proposed JFMC  
Mark copy of request up to DFO and mark it up for record

### ***List of Documents and Steps***

- Objectives of JFMC
- Copy of Handbook
- Copy of Resolutions under which JFMC is formed
- List of types of lands on which JFMCs can be formed
- Process of formation of JFMC and enrolling members of the JFMC in consultation with the Karmadhakshya of Bon o BhumiSanskarSthayeeSamity of the PanchayatSamity
- Criteria and process for selection of Executive Committee for the JFMC (as per Resolutions on JFM)
- Steps for preparing byelaws
- Draft sample byelaws for the JFMC – which can form the basis for customization of byelaws for the JFMC.
- Registration requirements for the JFMC by the Divisional Forest Officer
- Draft MOU between the JFMC and the FD
- List of books/registers to be maintained by the JFMC.
- Preparing a village level micro-plan considering the local needs and community resources available
- Steps for preparing micro plan
- Sketch map of local area showing forest and different zones for management
- Listing of management options for each zone grazing, fuel wood collection, green fodder collection, no harvesting zones, etc.
- Draft sample micro plan for the JFMC
- Steps for opening and operating a bank account
- Accounting requirements of the JFMC

## **2.6 Who can form and facilitate the formation of a JFMC/EDC?**

Upon request from the villagers The Divisional Forest Officer/Officer in charge of the Protected Areas in consultation with “Bon O BhumiSanskarSthayeeSamity” of the concerned PanchayatSamity shall select the members for constitution of the JFMC/EDC. The Constitution of the JFMC will be approved by the DFO concerned on recommendation of “Bon O BhumiSanskarSthayeeSamity” of the PanchayatSamity.

In case of Darjeeling Hill Areas, the Divisional Forest Officer/Divisional Manager, W.B. Forest Development Corporation in consultation with the people living in the fringe areas of the forests shall select beneficiaries for constitution of JFMC. Constitution of the JFMC will be approved by the Divisional Forest Officer/Divisional Manager, W.B. Forest Development Corporation concerned in consultation with the councilor in whose jurisdiction the JFMC area falls.

## **2.7 How is the Executive Committee (EC) to be formed**

### **Election of representatives of beneficiaries to the EC**



- The representatives of the beneficiaries will be elected in each year in Annual general Meeting of the Committee
- Concerned Range Officer will be the observer of election.
- No member of the EC shall be elected or nominated for more than three years in succession

## **2.8 Byelaws for the JFMCs**

Bye-laws are an adaptive mechanism to guide the day to day working of the JFMC. Bye-laws can be prepared and adapted to fit the situation at hand and can also be modified in the future. All JFMCs whether registered independently or not must prepare their own byelaws. Bye-laws can cover a variety of issues.

A draft copy of model bye-laws for the state is attached at Annexure 2.

These draft bye-laws should be discussed by the EC and the key elements should be presented and discussed with the General Body. Based on this two-stage discussion, the byelaws may be suitably elaborated and modified.

Care must be taken to ensure that bye-laws are in broad conformity with the state JFM resolution.

Once the byelaws have been revised and finalized by the JFMC, they should be sent to the FD for information and any comments and approval.

This final byelaw may be adopted by the JFMC.



## Setting up a JFMC: Membership and Registration

---

### 3.1 JFMC – Who can become a member, and process of being a member

The members shall ordinarily be economically backward people living in the vicinity of the forest concerned. However, every family living in the vicinity of the forest area can become members of JFMC, including the female members of the family, if they are interested for forest protection.

There shall normally be joint membership for each household (i.e. if husband is a member, wife automatically becomes a member and vice versa). Either of them can represent the household at any point.

The facilitator (Forest Guard or representative from Forest Department) should make an attempt to inform all adults about the process of setting up a JFMC, the rationale of membership and emphasize that all families are eligible and should be made members. Assistance may be sought from the panchayat.

### 3.2 Forms and documents related to membership and registration

To facilitate the process the following forms and documents may be utilized.

#### *Record of members*

This should be in a file or register – as per the format attached (Annexure 3).

#### *Information to DFO*

Once JFMC is formed, it will be registered with DFO and MOU will be signed as per JFM Resolution.

#### *Registration Certificate for the JFMC from the DFO*

The DFO may issue a Registration Certificate to the JFMC after it is duly registered. The document will mention details like area of land under protection, the type and ownership of the land, the villages who are members of the JFMC etc.

#### *Receipt book*

Receipts should be given for membership fee collected as well as for any other money charged from the members by JFMC, if any. A format for the receipts is attached as **Annexure 4**.

#### **Bank Account**

An account may be opened in a nearby bank or post office, in the name of the JFMC. Membership fees and any other money collected initially may be deposited in the account. This should have preferably 3 signatories, of which at least two are either President/Vice President or Member-Secretary.





## Executive Committee

### 4.1 Formation of the Executive Committee

The Executive Committee is responsible for managing the overall operations of the JFMC. The members of this Committee should be elected along with the formation of JFMC and shall be elected each year.

The Executive Committee members will be elected in a democratic process by the JFMC members.

### 4.2 Elected Representatives

The JFMC member will elect the Executive Committee from the JFMC/ EDC members each year in the Annual General Meeting of the JFMC.

Five members from among the beneficiaries will be elected by the members of the JFMC as EC members.

It is mandatory to have one tribal member in the EC.

The Executive Committee shall include at least two women members.

#### *In case of EDCs*

Elected representatives from among the members will not exceed 10% of total membership subject to a minimum number of 6 and maximum of 11.

Not less than 30% of the elected members shall be women and among all the members at least one member will be tribal.

### 4.3 Ex-Officio Members

In addition to the elected members there will be ex officio members are follows:

- a. Representative of Local MLA to be nominated by the local MLA – Member
- b. Karmadhakshya or any member of the “Bon O BhumiSanskarSthayeeSamity” of the PanchayatSamity as may be nominated by the Karmadhakshya – Member
- c. Gram Pradhan or any member of the local Gram Panchayat(s) as may be nominated by the Pradhan/Chairman of the Municipality or any Councilor of the Local Municipality as nominated by the Chairman of the said Municipality – Member
- d. Concerned Beat Officer or his nominee in the rank of Head Forest Guard/ForestGuard/Ban Majdur/Ban Shramik – Member Secretary
- e. One Head Forest Guard/Forest Guard/Ban Majdur/Ban Shramik to be nominated by concerned Range Officer - Member

In case of Darjeeling Hill Area the structure will be as follows:

- a. Representative of Local MLA to be nominated by the local MLA – Member



- b. Local Councilor of the DGHC(it should be changed with GTA in the Government Resolution) or his authorized representative - Member
- c. Concerned Beat Officer/Dy Ranger/Dy Range Manager – Member Secretary
- d. One Head Forest Guard/Forest Guard/Ban Majdur/Ban Shramik/Nigam Shramik to be nominated by concerned Range Officer - Member

In case of EDCs

- a. Representative of Local MLA to be nominated by the local MLA – Member
- b. Pradhan or any member of the local Gram Panchayat as may be nominated by the Pradhan – Member
- c. Concerned Beat Officer – Member Convenor

### **Office Bearers of the Executive Committee (EC)**

The Member Secretary/Member Convenor of the JFMC is nominated from the Forest Department.

The members of the EC elect the President in each meeting.

However, to ensure accountability of the EC there could be two positions of office bearers apart from the Member Secretary who would be selected by the members of EC as follows:

- President
- Treasurer

At least one woman should be elected for any of the posts.

*Though there is no provision of Treasurer in the Government Resolution of JFM, but in many cases, JFMCs have selected two members as signatories for operating the bank account along with the Member Secretary. These operators are selected by taking resolution in the Executive Committee meeting.*

#### ***In case of EDCs***

- Concerned Beat Officer is the Member Convenor
- The members of the EC will elect a secretary from among the elected members who will function as joint convenor

### **4.4 How to Elect Executive Committee Members?**

The JFMC will decide the election procedure on its own including date and time of the AGM where the election takes place and the process to be followed.

The concerned Range Officer will be the observer of election. The Member Secretary will disseminate information about the election and must ensure that the JFMC members including women participate in the election process.

An attempt should be made to elect the members unanimously by mutual consent.

No member of the EC shall be elected or nominated for more than three years in succession

## **4.5 If Members Are Elected by Mutual Consent**

This process can be followed only when all the villagers have the same choice and there is no resentment against any contestant.

A limitation of this approach can be that a few persons or families may dominate the Executive Committee and persons from the reserved categories may not get actual representation. Ex-officio members can help broad-basing the EC membership by discussion prior to and during the actual election.

## **4.6 If Members cannot be elected by Mutual Consent**

- The elections should be undertaken in a democratic manner that provides equal opportunity for participation to all persons.
- Ex-officio members can help to broad base the EC membership by discussion prior to and during the election so that different hamlets/groups etc are well represented in the JFMC.
- The election process should be clear and transparent
- The voting process should either be undertaken by raising hands or by secret ballot in a manner acceptable to all.

## **4.7 How to fill Vacant Position in the Executive Committee**

In case any position in the Executive Committee becomes vacant, a special meeting of the JFMC will be convened for conducting a new election for filling the position for the remaining time period.

### ***In case of EDCs***

If any inclusion or change in the EC is necessitated, the EC shall make suitable recommendation to the Forest Officer duly endorsed by the “Bon o BhumiSanskarSthayeeSamity of the local PanchayatSamity.

## **4.8 Decisions to Be Taken in the First Meeting of the Executive Committee**

The first meeting of the Executive Committee will be held immediately after the election or on the next day.

The office bearers should be selected in this meeting.

The following resolutions should be passed during this meeting:

- Decision to open an account of the JFMC in a bank or post office.
- Decision for joint operation of the account in case the account has already been opened by the Secretary.
- Decision on the date of the JFMC meeting for discussion / approval of By-Laws in their original form or with amendments.

## **4.9 When to Convene an Executive Committee Meeting**

Executive Committee meetings should be held at least six times in a year. There should be at least one meeting of EC in every two months.



EC should discuss issues related to ongoing forestry works, preparation and implementation of microplan and other emergent works.

The Executive Committee meeting may be called at any time depending on the situation. In case of any problem or difference of opinion, the meeting should be convened immediately.

#### **4.10 Procedure for Conducting Executive Committee Meeting**

The Member Secretary shall inform all the members about the date, time and venue of the meeting. Whenever possible the Member Secretary shall also circulate the agenda for the meeting in advance, else the issues of discussion shall be decided in the beginning of the meeting itself.

The entire description of the meeting will necessarily be recorded in the Minute Book. It will be the responsibility of the Member Secretary to record the minutes of the meeting in the Minute Book under the signature of the President of the Committee and will be duly attested by the Member Secretary. At the conclusion of every meeting the President, Member Secretary and all the members present shall sign the minutes of the meeting. These proceedings will be sent to the Range Officer for record.

At least 50 % members including 1 woman shall be present to fulfill the minimum quorum for the meeting (**provision has to be made in the bye law**).

EC will elect President for each meeting.

##### ***In case of EDCs***

The Beat Officer as Member Secretary and the Secretary will convene the meeting of EC, AGM and other meetings of the EDC.

Quorum for each meeting will be 50% of the elected members.

A chairperson will be elected for each meeting of the EC.

**The activities of the Executive Committee shall be in accordance with the bye laws approved by JFMC.**

The information about decisions made by the Executive Committee will be disseminated extensively such that all the members of the JFMC will be well informed. It will be the responsibility of the Member Secretary /Secretary to paste all the information on the 'Notice Board' located in prominent public places within the village.

The Executive Committee may assign any task to any of its members but preference should be given those who are willing to perform the task voluntarily.

#### **4.11 Duties of the Executive Committee**

- To maintain a register showing the necessary particulars of beneficiaries who are members of the JFMC. i.e., name, fathers/spouse name, address, age, number of family members and name of nominee.



- Nominee form duly filled in and approved by the EC should be pasted in the register. Such Register should also be maintained by the forest department for permanent record.
- The EC shall also maintain a Minute Book wherein proceedings of the meetings of the EC as well as the AGM will be recorded.
- The EC shall hold an AGM of the JFMC each year where activities of the committee as well as details of distribution of usufructary benefits are to be discussed besides electing representatives in the EC.

***In case of EDCs***

- The Secretary shall maintain a register showing the necessary particulars of beneficiaries who are members of the JFMC. i.e., name, fathers/spouse name, address, age, number of family members and name of nominee.
- Nominee form duly filled in and approved by the EC should be pasted in the register. Such Register should also be maintained by the forest department for permanent record.
- The Secretary shall also maintain a Minute Book wherein proceedings of the meetings of the EC as well as the AGM will be recorded.
- The EC shall hold an AGM of the JFMC each year where activities of the committee as well as details of distribution of usufructary benefits are to be discussed besides electing representatives in the EC.

**4.12 Responsibilities of the Executive Committee**

The Executive Committee is essentially formed for conducting the activities of the JFMC. It is, therefore, fully capable of utilizing the powers and fulfilling the responsibilities of the JFMC as outlined in the Government Order.

The major responsibilities of the Executive Committee are as follows:

- 👉👉 Prepare a Micro Plan of the area in consultation with JFMC and Forest Department. The Forest Micro Plan should help in meeting the rural community’s demand for fodder, fuel wood, NTFPs, timber, and other forest products, as well as secure ecosystem services. The plan should balance local demand for forest produce with the provision of intangible ecosystem services.
- 👉👉 Take technical inputs from the forest department staff and develop consensus on the plan in the JFMC meeting and take approval.
- 👉👉 The Member secretary shall forward the micro plan to the DFO who will review the plan and send to the Competent Authority for technical approval. Once this is received, the DCF will give it administrative approval. The Micro Plan and Forest Management Plan shall be considered operational after receiving the administrative approval.
- 👉👉 Conduct eco-development activities that simplify works for protection of biodiversity.
- 👉👉 To ensure protection of forests/wildlife and tree plantations in its area through members of the committee. Make an arrangement for stopping trespassing, grazing, theft, poaching, illegal mining, forest fire and illegal extraction of forest produce. Provide information about such activities to the local forest staff.



- ☞☞ To apprehend or assist the forest personnel in apprehension of such person or persons committing any of the offences mentioned above and take actions under Indian Forest Act 1927 and the Wildlife Protection Act 1972 and any acts and rules made thereunder.
- ☞☞ To ensure smooth and timely execution of all forestry and fringe area development works taken up in the area by extending necessary help to the officials of Forest Department
- ☞☞ To involve every members of the committee for protection of forests/plantations/wildlife as well as other duties assigned to the committee
- ☞☞ To assist the Forest Officials in the matter of selection/engaging of laborers required for forestry works
- ☞☞ To ensure smooth harvesting of forest produces by the department
- ☞☞ To assist the concerned forest official for proper distribution of the earmarked portion of the net sale proceeds among the members of the committee.
- ☞☞ To ensure that the usufructary rights allowed by the government is not in any way misused by any of the members and forest /plantation sites are kept free from encroachment
- ☞☞ To prevent any activities in contravention of the provisions of Indian Forest Act, of 1927 and any Acts and Rules made there under and the Wildlife Protection Act 1972 as amended from time to time
- ☞☞ To report about activities of particular member which are found prejudicial and detrimental to the interest of a particular plantation and or/forest wildlife to the concerned Beat Officer/Range Officer which may result in cancellation of membership of the erring member.

### ***In case of EDCS***

- ☞☞ EDC shall have an account in bank/post office maintaining a common fund by deposits from members and or other source. The fund will be operated jointly by the Beat Officer and Secretary as per written resolutions of the EC.
- ☞☞ Receipts and withdrawals from this account shall be presented in every AGM for approval.
- ☞☞ To ensure protection of forests and wildlife inside the forest and those staying outside through members of EDC jointly with Forest Department staff.
- ☞☞ To inform forest department about any person or persons attempting trespassing and willfully or maliciously damaging the forests or wildlife therein
- ☞☞ To prevent such trespass, grazing, theft, poaching, forest fire and damage jointly with forest department staff.
- ☞☞ To apprehend or assist the forest personnel in apprehension of such person or persons committing any of the offences mentioned above and take actions under Indian Forest Act 1927 and the Wildlife Protection Act 1972 and any acts and rules made thereunder.
- ☞☞ To ensure smooth and timely execution of all forestry works taken up in the area protected by EDC
- ☞☞ To involve every members of the EDC for protection of forests and wildlife as well as other duties assigned to the committee
- ☞☞ To assist the Forest Officials and the panchayat in the matter of selection/engaging of laborers required for forestry works
- ☞☞ To ensure implementation of Ecodevelopment works so that the members of EDC gets maximum benefits
- ☞☞ To ensure that the eco development funds provided by the government and usufructary benefits by the government are not in any way misused by any of the members and forest /plantation sites are kept free from encroachment

- 👉👉 To prevent any activities in contravention of the provisions of Indian Forest Act, of 1927 and any Acts and Rules made there under and the Wildlife Protection Act 1972 as amended from time to time
- 👉👉 To report about activities of particular member which are found prejudicial and detrimental to the interest of a particular plantation and or/forest wildlife to the concerned Beat Officer/Range Officer which may result in cancellation of membership of the erring member.

### **Powers of Executive Committee Members**

The Executive Committee Members can use the following powers for efficiently fulfilling their responsibilities:

- 👉👉 Revise and finalize the model byelaws
- 👉👉 Appoint a temporary guard for forest protection on a salary/no salary basis.
- 👉👉 Provide for sanctions for controlling unsustainable use of forests. The sanctions may range from small pecuniary punishment to social boycott as per provision in byelaws.
- 👉👉 Decide the process for incurring expenses from JFMC income.
- 👉👉 Audit the accounts of the JFMC
- 👉👉 Preventing persons engaged in illegal activities in forest areas and hand them over to forest department officials.
- 👉👉 Stop any person from engaging in illegal activities such as trespassing, mining, lopping, grazing, hunting, smuggling in the area under management.
- 👉👉 Control illicit grazing as per the By-laws framed by the JFMC.

### **Distinguished Powers and Duties of the President**

- 👉👉 Sign agreements or any other letters on behalf of the JFMC.
- 👉👉 Sign the Minutes of the Meeting recorded in the Minute Book
- 👉👉 Contact any other Department on behalf of the JFMC.
- 👉👉 Assign specific task/s to Executive Committee members.
- 👉👉 It should be noted that the President and Member Secretary are jointly answerable and accountable to the JFMC.

## **4.13 Responsibilities of Member Secretary**

- 👉👉 The Member Secretary position is a very important one in the JFMC as that person is responsible for day to day operations of the JFMC. Looking into the work pressure of the Beat Officer who acts as the Member Secretary it is recommended to create a shadow-member secretary / joint secretary in the EC, who support and act as a counter-part for the Member Secretary and also facilitate meetings in his/her absence.
- 👉👉 Build strong partnership between the Forest Department and JFMC by improving the relationship between the two agencies.
- 👉👉 Act as a resource person for disseminating information to the rural community on forest laws, new plans and schemes.
- 👉👉 Support President/ Treasurer in operating bank accounts and maintaining financial records.
- 👉👉 Secretary and President, both are answerable for all administrative activities of the JFMC.



## 4.14 Other Important Responsibilities of the Member Secretary

The other important responsibilities of the Member Secretary are as follows:

- 👉👉 Organize prescribed meetings of the JFMC, AGM and Executive Committee meetings.
- 👉👉 Maintain the proceedings of these meetings and get them approved in the next meeting.
- 👉👉 Look after the general letter communication of the JFMC.
- 👉👉 Provide support for maintaining all JFMC records such as – Minute Book, Membership Register, Agreement Letters, correspondence, accounts, cash book, pass book, cheque book etc.
- 👉👉 Supervise the JFMC accounts being prepared by the Treasurer to ensure that this work is being done regularly and on time. The Member Secretary will get the accounting statements approved by members and send a copy of approved accounts to the respective Range office.
- 👉👉 Coordinate between the JFMC and other government departments.
- 👉👉 Ensure that the JFMC accounts are audited on time. The annual income-expenditure statement is prepared and approved in the annual JFMC meeting. A copy of the accounts should be presented to the Department regularly.
- 👉👉 Inform all the Executive Committee members about the meeting dates and encourage them to increase their participation /involvement in the meetings.

## 4.15 Responsibilities of the Treasurer

Though there is no such provision in the Government Resolution but it is recommended and felt necessary by the officials and staff of the department to have a Treasurer of the JFMC/EDC who would

- 👉👉 Regularly maintain the financial records of the JFMC
- 👉👉 Give information about these records to the Executive Committee and JFMC members.
- 👉👉 Deposit the JFMC income in the bank or post office accounts.
- 👉👉 Withdraw money from JFMC only through cheques for expenses decided by the Executive Committee. It is mandatory to have signatures of the Secretary and any one from President/ Treasurer on these cheques.
- 👉👉 Get the accounts audited annually and present them to the JFMC for approval.

## 4.16 How to Remove Executive Committee Members

Failure to comply with any of the conditions laid down in the Resolutions on JFM as well as contravention of provisions of the Indian Forest Act/Wildlife Protection Act or Acts and Rules made thereunder may entail cancellation of individual membership and or of 1972 may entail cancellation of individual member or the EC.

The DFO is entitled to take appropriate action even dissolution of EC on recommendation of Bon O Bhumi Sanskar Sthayee Samity of the Panchayat Samity.

Appeal against any such penal action by the DFO may be preferred to the concerned Circle Conservator of Forest through the concerned Panchayat Samity and Zilla Parishad whose decision shall be final.

# Gender Balance in JFMC

---

## 5.1 What are the Gender Issues in JFMCs?

In most of the forest fringe areas women are involved collection of various forest produces to meet the subsistence need of their family and also to add to the family income. Women perhaps have a dominant role in subsistence based extraction from the forest. They also bear the brunt of the burden stemming from continuous depletion of resources. This may be apparent in the form of the time taken and distance travelled for collection of fuel, fodder and other NTFP products.

The Government Resolutions on JFM have made provision to include at least two women in the Executive Committee. In case of EDCs it mentions that the number of women member in the EC should not be less than 30% of the elected members of the EC. In many JFMCs in the state they are managing forests as executive committee members. But in some social settings there may be practical constraints in their participation in the decision making processes of the JFMC as a result, issues faced by them may not get discussed and resolved collectively. Some states like Rajasthan have, therefore, made a provision, in the Government Order, to provide a mechanism in the form of a women sub-group under the main JFMC which can collectively discuss their problems and pass a resolution for its solution.

But there is no provision of forming a women sub committee within the JFMC in West Bengal.

## 5.2 How to ensure more participation of women in JFMC

It is felt among the frontline staff and officials across the department that efforts should be made to involve women to make the JFMCs effective.

The Government Resolutions in West Bengal states Joint Membership that is if the husband is member of JFMC his wife will automatically become the member. Any one of them can represent in JFMC meetings or in any other activity.

It is the responsibility of the Member Secretary and the EC members to mobilise these women members towards forest conservation and development related activities.

In the JFMC Bye Law a provision should be made that to have quorum there should be presence of certain percentage of women members say 30%.

It is also suggested by the frontline staff that in absence of tribal families in any village, one woman member can be included in the EC in place of the tribal member. Considering the active roles played by the SHGs in all most all the villages, one of the women SHG member can also be included in the EC of the JFMC.





## **Role, Responsibility, Duties and Rights of Ex-Officio Members**

---

### **6.1 Who are Ex-Officio Members and why are they needed?**

Ex-officio members are those who hold posts that are included as members in the JFMC. Thus they automatically become members of the JFMC after being appointed for a designation/position. The purpose is to allow the JFMC to obtain progressive views from other experienced persons apart from their own general members.

In order to ensure their impartiality, the ex-officio members are not given any Voting Rights or Right to share forest output.

They are not elected as members of the Executive Committee and become members only after assuming the responsibility of the designation offered by the JFMC.

They primarily play the role of a facilitator or catalyst.

### **6.2 Why do we need Ex-Officio members?**

The JFMC members may have limited experience in technical or administrative matters and hence may face difficulties in conducting the affairs of the JFMC. The ex-officio members are selected because of their work experience, in order to provide guidance to the JFMC members and inform them about how to navigate government rules, regulations and procedures, besides maintaining the continuity in JFM administration so that the members can learn to take decisions in the right direction.

The involvement of panchayet representatives also help in integrating JFMC with the PRI system and helps in seeking support/convergence of resources for implementation of the JFMC micro plan or other development plans.

### **6.3 How Many Ex-officio members do the JFMC/ EDC have?**

There are four ex-officio members in a JFMC apart from one Member Secretary from the forest department.

In case of EDC the number is three including one Member Convenor from the forest department.

In case of Darjeeling Hill Areas the number is four including one Member Secretary from the Forest Department.

The concerned Beat Officer or his nominee in the rank of Head ForestGuard/Forest Guard/Ban Majdur/Ban Shramik acts as Member Secretary in the JFMC.

In case of EDC the concerned Beat Officer becomes the Member Convenor of the EDC.



In Darjeeling Hill Areas concerned Beat Officer/Dy Ranger/Dy Range Manager assumes the role of Member Secretary.

Apart from these the other members are as follows:

- One Representative of Local MLA to be nominated by the MLA
- Karmadhakshya or any member of the Bon O BhumiSanskarSthayeeSamity of the local panchayatsamity as be nominated by the Karmadhakshya (except in case of EDC and Darjeeling Hills)
- Gram Pradhan or any member of Local Gram Panchayat as may be nominated by the Pradhan/Chairman of the Municipality or any councilor of the local municipality as nominated by the Chairman of the Municipality. In case Darjeeling Hills the Local Councilor of DGHC or his authorized representatives.
- One Head Forest Guard/Forest Guard/Ban Majdur/Ban Shramik to be nominated by the concerned Range Officer

#### **6.4 Responsibility of the Member Secretary**

- Represents the Forest Department
- Maintain the records
- Provide technical advice
- Provide support for efficient working of the JFMC

The activities to be undertaken by the Member Secretary are described in detail in Chapter 4.

#### **6.5 What can be the role of the NGO?**

There is no provision of involving NGOs as Ex officio member in the JFMC in the Government Resolutions.

However, The JFMC may collaborate with NGOs who are interested in undertaking forest conservation and management works using their own financial resources. The JFMC must however, ensure that the NGO conducts its activities in the village by working with the existing JFMC. Alternatively, other local bodies such as panchyat, local committees under the provision of the Forest Right Act, or even a Self Help Group (SHG) may also be partners.

#### **6.6 What is the role of the MLA representative/Karmdhkshya representative/ Gram Pradhan or his nominated member/ Municipality Ward member?**

- Represents the people of the village/ municipal area where the JFMC has been formed.
- These persons are elected democratically and give priority to the interests of the people.
- They have knowledge about the Panchayat's jurisdiction and laws. They can therefore help in establishing cordial relations between the Panchayat and JFMC.
- In any context they can present the point of view of the Panchayat in front of the JFMC and vice versa.



## Responsibilities of Forest Department Staff

---

### 7.1 What will be responsibilities of the Forester/Forest Guard?

- They are the Member Secretary of the JFMC
- They are key persons to co-ordinate between state forest department and villagers
- Since they work in close collaboration with the villagers, the responsibility of successful functioning of the JFMC depends to a large extent on their knowledge, ability, dedication and ability for technical guidance.
- They are the friend, guide and supporters of the JFMC. It is therefore expected that they will be responsive to the needs of the JFMC and maintain a high moral character.
- Provide the senior officials and Local forest officer first hand intimation of all events and activities.
- Their responsibilities have been discussed in detail in Chapter 4 (4.12).

### 7.2 Role of the Range Forest Officer

- 👉👉 Help the DFO to form the JFMC as per procedures
- 👉👉 Perform the role of Observer of election of EC members in the AGM of JFMC
- 👉👉 Being authorised by the DFO can take proper action, even termination of an individual membership on recommendation of the EC of the JFMC
- 👉👉 Organise Range level Coordination Committee (RLCC) Meetings of the JFMCs to ensure better coordination among the JFMCs and further consolidation of JFM practices
- 👉👉 Inspect the accounts and other records of the JFMC.
- 👉👉 Provide technical guidance for JFMC activities related to nursery preparation, forest protection and management, protection of bio diversity, capacity development of members etc.
- 👉👉 Resolve the conflicts in the JFMC.
- 👉👉 Help in preparing the Micro Plan and Management plan.
- 👉👉 Make suitable arrangements for generating awareness
- 👉👉 Take prompt action in the event of any damage to forest/tree plantation area.
- 👉👉 Keep control over Cultural operation and felling in their area through their subordinate staff.
- 👉👉 Provide the support of their subordinates for developing cordial environment between all JFMC members.
- 👉👉 Work as a strong link between the Department and the JFMC.
- 👉👉 Ensure unbiased and fair distribution of minor forest products including bamboo and small timber etc for local use as per rights.
- 👉👉 Present written first-hand information about all JFMC activities to the Deputy Conservator of Forest.



### 7.3 Role of the Additional Divisional Forest Officer

Though no specific role of ADFO is mentioned in the Government Resolutions but in practice he conducts the following:

- Review the activities of the JFMC and inspect their accounts and other records on behalf of DFO.
- During the field visits, provide technical guidance to the JFMC for nursery preparation, forest protection and management, protection of bio diversity, capacity development of members etc.
- Develop cordial environment between forest personnel and JFMC members as well as villagers.
- Provide positive guidance to the subordinates for solving the problems and resolving conflicts that may arise in the process of joint forest management.
- Conduct an internal audit of JFMCs on receiving order from the DFO.

It is also suggested by the front line staff and officials that the ADFO

- may conduct the RLCC meeting in absence of DFO.

- During formation of JFMC and election of EC in the AGM ADFO may act as Supervisory Authority.

### 7.4 Role of the Divisional Forest Officer

- Selection of members of JFMC in consultation with the Karmadhakshya, Bon O BhumiSanskarSthayeeSamity of the local PanchayatSamity
- Formation and Registration of the JFM
- Maintain the records of JFMC with nomination form
- Take appropriate action even dissolution of any EC or JFMC if they do not conform with the provisions laid down in the Government Resolutions
- Nominate concerned Range Officer to take action against any individual member of JFMC
- Act as an appellate authority for the action taken by a Range Officer even termination of individual membership
- Approve the microplan prepared by the JFMC
- Distribute usufructary benefit to the members of the JFMC
- Inspect and register the JFMC
- Inspect the area from time to time and develop a cordial environment.
- Provide positive guidance to the JFMC
- Make an agreement with the JFMC
- Prepare a plan of activities to be conducted through the medium of EDC as per the Annual Plan for Protected Areas. Undertake forest development activities to be undertaken in protected areas as per the location of the EDC.
- Present reports to the senior officials for review on time
- Organize annual audit of JFMC accounts
- Assume the responsibilities of CEO in areas where Forest Development Agencies have been formed.
- Ensure that JFM related information is fed into the online monitoring system (where available).

## 7.5 Role of the Circle Conservator of Forest

- 👉👉 Supervise the activities being undertaken by JFMCs and subordinate staff for joint forest management and provide them technical as well as administrative guidance.
- 👉👉 Convene procedural hearing for taking a decision on an appeal filed against the decision of the DFO to dissolve an EC/ JFMC.
- 👉👉 Assume the responsibility of the Chairperson of all FDAs in the forest circle.
- 👉👉 Approve the micro plan/ management plan of the JFMC

## 7.6 Role of other senior staff

- 👉👉 Conduct a quarterly evaluation of all the Forest Development Agencies in their respective jurisdictional area and prepare a report to be presented before the National Afforestation and Eco-development Board.
- 👉👉 Take the feedback of all stakeholders involved in activities related to joint forest management from the forest department as well as other agencies.
- 👉👉 Make a constant effort to improvise and remove any shortcomings that are highlighted in the feedback, including procedural and policy constraints
- 👉👉 Sanction long-term bio-physical monitoring in JFMC and other forest areas.
- 👉👉 Continuously motivate all the agencies





## Financial Management for JFMCs/EDCs

---

Since the stability of an organization depends on its financial status, it is very important for the JFMC, Executive Committee and Member Secretary to manage and maintain the accounts regularly. Special attention needs to be paid to maintain complete transparency in financial management right from the beginning.

### 8.1 Sources of Income for the JFMC

Though there is no mention of sources of fund and fund management in the Government Resolutions but JFMCs may receive funds from various sources as mentioned below. There are many projects and programs that too emphasizes upon transfer of the fund to JFMC account for implementation of the project activities.

Different sources of income for a JFMC

- Receipts from Membership fee (if the JFMC decides to collect so through its Bye Law)
- Receipts from Fines (As per the resolution of the JFMC)
- Receipts from Sale of forest produce
- Forest management /tree plantation and maintenance funds received from the Forest Department, if any
- Fund for developmental activities received from the forest department
- Funds or grant received from other agencies for development works.
- Funds provided by forest development agencies under the category of Over Head charges.
- Funds received from Panchayats
- Any other receipts (Grants received, contributions etc)

### 8.2 Benefit sharing arrangements in West Bengal

Following are the benefit sharing arrangements in different parts of West Bengal as per the Government Resolutions.



Purba and PaschimMedinipur, Bankura, Purulia, Burdwan, Birbhum, North 24 Parganas, South 24 Parganas	Jalpaiguri, Coochbehar, Darjeeling (excluding Hills), Malda, Murshidabad, Nadia, Uttar Dinajpur, DakshinDinajpur and Hooghly	North Bengal Hills	EDCs
<p>Members have to protect the forest and wildlife for at least five years.</p> <p>Receive 25% of net sale proceeds of firewood and poles harvested during coppice felling coup operations, thinning and cultural operations. Poles will be under 90 cm gbh for all species except Teak. For Teak the upper limit of the gbh will be 60 cm</p> <p>Entitled to collect NTFPs free of cost excluding cashew.</p> <p>Medicinal plants will be permitted to be collected by the members free on the basis of approved micro plans</p>	<p>Members have to protect the forest and wildlife for at least five years.</p> <p>Receive 25% of net sale proceeds of firewood and poles harvested during coppice felling coup operations, thinning and cultural operations. Poles will be under 90 cm gbh for all species except Teak. For Teak the upper limit of the gbh will be 60 cm. Members of JFMC will receive 15% of net sale proceeds of timber harvested at the time of final felling.</p> <p>Entitled to collect NTFPs free of cost excluding cashew</p> <p>Medicinal plants will be permitted to be collected by the members free on the basis of approved micro plans</p>	<p>Members have to protect the forest and wildlife for at least five years.</p> <p>Receive 25% of net sale proceeds of firewood and poles harvested during coppice felling coup operations, thinning and cultural operations. Poles will be under 90 cm gbh for all species except Teak. For Teak the upper limit of the gbh will be 60 cm</p> <p>Entitled to collect NTFPs free of cost excluding cashew</p> <p>Medicinal plants will be permitted to be collected by the members free on the basis of approved micro plans</p>	<p><b>From Wildlife Protected Area</b> Upon permission of Chief Wildlife Warden may collect certain items of forest products of a PA if it is necessary for improvement and management of wildlife therein</p> <p>25% of share of poles obtained from drift and over wood removal</p> <p>100% share of firewood obtain from drift and overwood removal) thatch/amilsho/other grass (obtained from firelines and fire prone zones) specified non edible fruits, pods, flowers. Seeds, decorative fungus and leaves.</p> <p>Have to protect and manage the PA for minimum one year to become eligible for 25% share of government receipts on account of tourist and transport entry and photography and such other related activities in the PA</p> <p>From Non Forest Area From plantations raised in public lands - 100% share of intercrop - 100% share of thinning produce and firewood obtained from final harvest</p>

### **8.3 What to do on receiving funds?**

- A receipt should be issued by the JFMC for all payments received.
- A joint account should be opened in the local bank or post office and all payments received should be deposited in this account within 3 days.
- Signatories: Presidents/Treasurer and member secretary
- After the election of the treasurer, all the deposits will be made only by him/her.
- No withdrawal should be made without resolutions of the EC.
- All the deposits and withdrawals from the account will be recorded in the cash book.

### **8.4 Who will maintain the Books of Accounts and other records?**

The present practice is that the Member Secretary maintains the book of accounts and other records.

But to make the JFMC self reliant and accountable and also to ensure transparency it is proposed by all most all the front line staff who were consulted, have suggested to nominate one office bearer in the EC as Treasurer. They have also suggested that preference to be given to select a woman member as Treasurer.

The treasurer will be responsible for maintaining the financial accounts of the JFMC and presenting the annual income expenditure statement in the general meeting.

The treasurer should seek the support and guidance of the Member Secretary and other forest department officers.

Even though the task of maintaining the records will be the responsibility of the Treasurer but all the account related records such as cash book, accounts register, receipt book, pass book, cheque book, sale record, sale of forest products to beneficiaries and share in disbursements; will be under the custody of the Member Secretary.

Accordingly, the treasurer will have to work in close coordination with the Member Secretary.

### **8.5 Other important issues related to Accounts**

- The financial accounts of the JFMC will be closed at the end of every year and the cash book will be closed at the end of every month.
- At the end of the month the Treasurer and Member Secretary will not have more than Rs 100 cash balance. If the balance is more than Rs 100, it will be deposited in the bank/post office account.
- Apart from payment for wages, any payment of more than Rs 500/- should be made through cheque/ Account transfer.
- For daily wage payments, the first preference should be to promote bank accounts amongst recipients so direct bank transfers, or cheque payments can be made. Cash payments should be the last resort



- In every meeting, the Executive Committee will review the accounts of the previous month. If considered appropriate by the EC, 2 or more members may be authorized to inspect and review the accounts.
- The member secretary will present a copy of the monthly account statement to the Range Forest Officer.
- The local forest officer will regularly inspect the accounts of the JFMCs. Apart from this the Assistant Conservator of Forest will inspect the books of accounts at least 2 times in a year.
- The annual income expenditure sheet of the JFMC will be presented in the general meeting.
- At the time of closing the books of accounts, the Executive Committee will request the DFO for their audit.
- On receipt of the letter, The DFO will then organize the audit as per the provisions under FDA guidelines.

## 8.5 How to incur expenses from JFMC funds?

- ✚ The signatures of the President, Member Secretary as well as Treasurer will be required for any withdrawal from the JFMC account.
- ✚ Since these three office bearers are involved in all finance related activities, they are together responsible and accountable towards the Executive Committee and JFMC.
- ✚ All the expenses will be in line with the rules laid down by the Executive Committee and as authorized by the EC and recorded in the proceedings of the EC meetings.
- ✚ The JFMC funds will not be utilized for the personal benefit of the members, under any circumstances.

The expenses to be incurred by the JFMC can be classified into the following categories:

- Executive committee meetings: The maximum limit for this expenditure may vary between Rs 50/- to Rs 100/- per meeting and this amount should be fixed by the members at the initial stage itself.
- Travel allowance to be paid to a member: apart from member secretary, for participating in a meeting or for JFMC work. This allowance will be payable only if the distance travelled is more than the km limit fixed by the Executive Committee and the amount payable will either be a minimum amount fixed or the actual expenditure incurred. The approval for this expenditure should be taken from the executive committee beforehand.
- Stationary and postage
- Office expenses, rent, taxes etc.
- Publicity expenses and payments made for prizes or awards in events organized for popularizing JFM.
- Purchase of magazines related to JFM and rural development.
- Development of nurseries
- Security/ protection works
- Utilization of forest produces cultural operations etc.
- Audit of accounts
- Salary/ honorarium paid to security guard or office assistant, if any.
- Non forestry activities
- Eco development activities



Other different, hidden or unforeseen expenses

## 8.6 How Many Accounts to be maintained?

Two accounts to be maintained.

- One for maintaining JFMCs own money. This account can be operated by the President and Treasurer of the JFMC
- Second account would be for transfer of money by the forest department for implementation if any project activities. This has to be operated jointly by the Member Secretary and President and Treasurer of the JFMC.

Accounts should be in saving banks account with auto-sweep facility so as to earn interest on idle funds.

*At present the JFMCs in the state has their own bank account. The timber/pole share is deposited in this account by cheque issued in the name of the JFMC. The JFMC members have selected two/three persons from themselves as operator of the account. In some cases the Member Secretary is also one of the signatories. Upon receiving the money, a resolution is taken to withdraw it for distribution among the beneficiaries. The signatories withdraw the money from the bank and it is distributed by cash to the members by conducting a general meeting. Normally, the amount received is equally distributed among the members. In some JFMCs, like Jhantiboni in Panchet Division, has made a practice to deduct portion of the payment if any member did not go for patrolling. In the JFMC, each member has to go for patrolling for one day in a month. Thus the total number of days becomes 12 in a year. They calculate the amount per day on the basis of the existing labor rate in the area that is around Rs 200 now. Accordingly the proportion is deducted from the share amount on the basis of the days of non attending the patrolling duty by any member.*

*A small portion is kept to organize meeting etc. of the JFMC. In some JFMCs they keep a certain portion as community fund for utilization in community/village development activities.*

*Since the total amount of money allotted to each JFMC can go up to few lakhs, like the Jhantiboni JFMC has received Rs 17,00,000 in 2015, it is necessary to fix the accountability for fair utilization of the fund and avoid any loop holes, provide legal back up to the JFMCs and arrange audit of the accounts.*





### Micro Plan

---

#### 9.1 What is a micro plan?

MICRO PLAN” is an integrated participatory development plan of a village/Joint Forest Management Committee (JFMC)/Eco development committee (EDC), its natural resource base including forest areas assigned to the JFMC/EDC under Joint Forest Management (JFM) program by involving the locals. As the unit of the plan is small, it is called a micro plan. In contrast, the macro plan covers larger units like district or state.

It outlines the strategy for meeting the requirements of people after prioritization of needs and defines the target for development.

It contains a description of problems being faced by the villagers along with their feasible solutions, assessment of need and capacity of resources in addition to the list of activities to be conducted in the JFMC area. Micro planning is a process of empowering people through building their capacity for problem solving and to take charge for their own development by utilising the local resources

Micro plan is an official/formal document. It is an important document for balancing the complementary as well as competing demands on the available resources for example forests for forest produce for subsistence and sale vis-à-vis managing forest for ecosystem services.

The micro-plan is a living document that must be responsive to emerging concerns and as such is an adaptive document. It must, therefore, contain clear provisions for amendments according to requirements.

The micro plan should be developed with the help of the villagers using participatory approach of PRA/RRA exercise. This approach is useful because

- It helps to understand the location specific problems in a better manner.
- It helps to know priorities of the local people of the village.
- It is likely to be more acceptable to the villagers as they participate in the process of developing the plan and are co-creators of the plan. It creates a sense of ownership amongst the people.
- It helps in developing trust of the villagers towards the JFMC and helps in building relations between the people and the organization.

#### 9.2 Different Components of a Micro Plan

First component of the Micro-plan depicts the entry point activities for supporting non-forestry activities for solving key concerns in the area and it is to be made on the basis of the findings from the PRA exercise.

Second component of the Micro-plan is basically the action plan for the forest related activities in the JFM area based on certain explicitly stated assumptions.



Future Plan outlines the activities and actions along with their spatial and temporal extent, and how they relate to meeting the expectations of the people from the available resources in the long run. This comprehensive micro-plan shall include all techno-administrative and financial aspects.

### 9.3 What are the Objectives of Micro Plan?

- ✚ Ensure actual participation of the villagers for proper utilization of resources.
- ✚ Assess the dependence of partner communities on the resource.
- ✚ Assess the quantity, quality and present utilization of resources by the villagers.
- ✚ Identify the importance of existing resources both for local and national stakeholders.
- ✚ Identify the drivers of degradation
- ✚ SWOT (Strength, Weakness, Opportunity and Threat Analysis) of the JFMC/EDC
- ✚ Identify synergies and trade-offs and ways of balancing the same.
- ✚ Identify the problems being faced by the villagers in utilizing the services of the forest and find solutions for them.
- ✚ Prioritize the schemes to be undertaken according to the social situation of the villagers and the availability of natural resources.

### 9.4 Points to be kept in mind while drafting a micro plan

- Village will be the unit for preparing a micro plan
- Focus will be on the existing resources of the village
- Local people should be motivated for active participation and co-preparation.
- An initial public meeting should be held to discuss the objectives and process and outcome from the micro planning process.
- Targets should be defined for all stakeholders
- The micro plan document should be simple and easy to understand.
- Local resources should be aligned with local requirements and objectives of the program.
- The micro plan should be prepared within 20-25 working days.
- Use of standard and average statistics of demand and utilization, without customization for the specific context of each JFMC may result in a faulty micro-plan with lower chances of success.
- In order to strengthen the relationship between people and forest, the micro plan should include and build on traditional community management and conservation practices such as sacred grove protection, protection of spring zones, and other cultural practices as well as newly developed procedures
- Participatory Methodology should be used to assess the forest produce requirements of the villagers.
- It should be ensured that the micro plan is different from the Management plan, but it will be a factual reflection of all resources including forests in the area.

## 9.5 Preparing the Plan through PRA

Participatory Rural Appraisal (PRA) is the instrument for preparing the micro plan. Therefore, while conducting PRA exercise following points should be kept in to consideration:

- The objectives of the scheme should be described in detail to the villagers and other common interest groups and their feedback should be taken.
- The following statistics should be recorded in the plan for both entry point activities as well as resettlement schemes.
  - 📊 Physical and financial resources in the area
  - 📊 Types of degraded land, their location and description.
  - 📊 Existing cattle and its population
  - 📊 Background of the village's social and economic environment
  - 📊 Information regarding the forest and other areas in the village
- Technical plan should be prepared on the basis of information collected. This document should clearly state the following facts.

### Related to the specific area

- 👉👉 The activities should be stated in relation to their spatial location via a map, as well as their temporal applicability via a timeline.
- 👉👉 The roles and responsibilities of stakeholders should be clearly stated.
- 👉👉 Arrangement for maintenance of records should be clearly stated
- 👉👉 Project related maps, scheme for publicity, social and resource mapping will be prepared and attached to the plan.
- 👉👉 After preparing the plan document, it will be explained to the villagers. There will be an open discussion and debate on the Plan. Thereafter, if there is any change in the plan, it should be amended with the consent of the people.
- 👉👉 Next, the Plan will be sent for approval to the related Divisional Forest Officer.
- 👉👉 Before the implementation of the plan, a MoU will be signed between the JFMC and Forest Department.

### Rapport Building for PRA

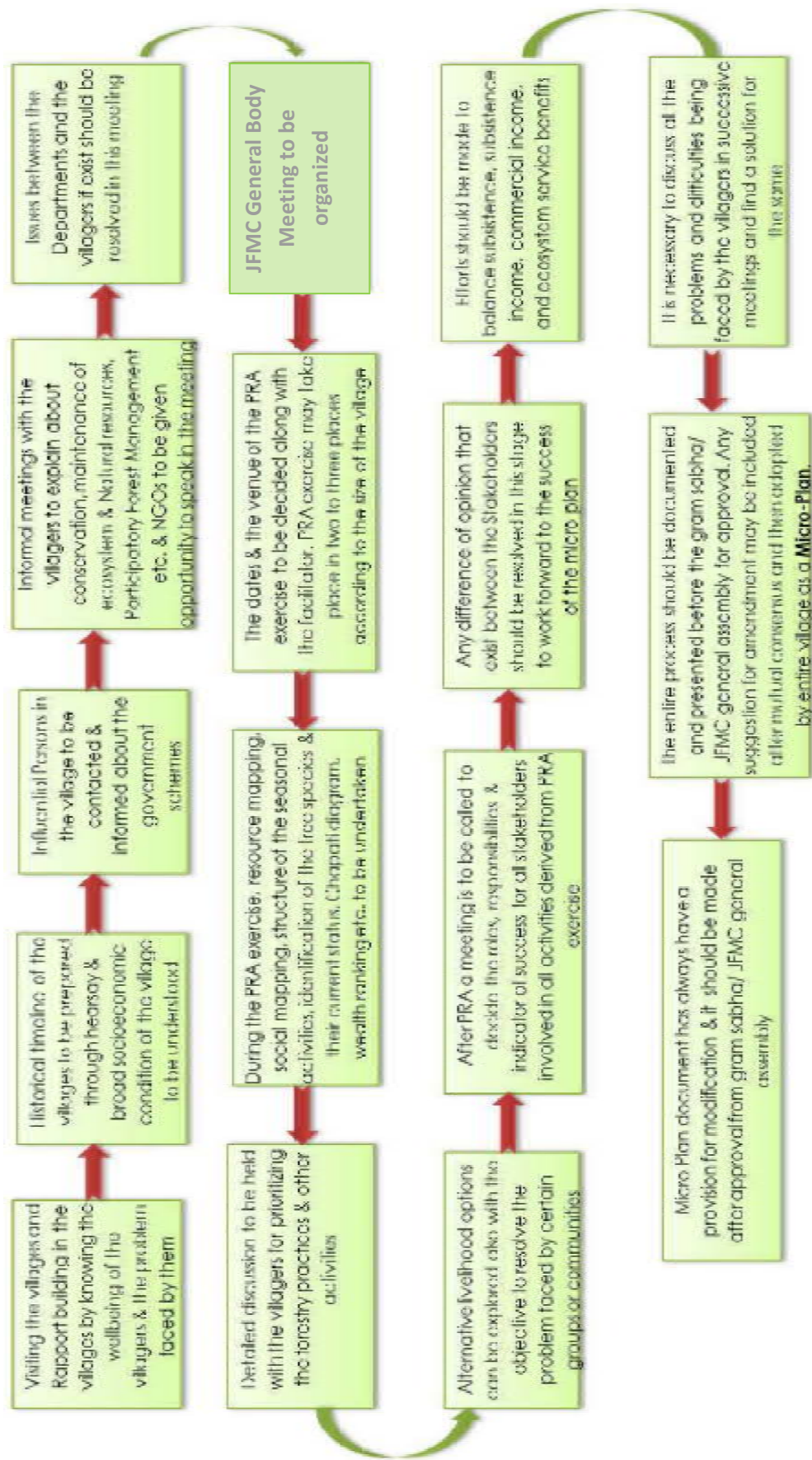
- 📊 Rapport means a relationship especially relation characterized by harmony, conformity, accord or affinity and in other words, rapport means a close and harmonious relationship in which a common understanding is reached.
- 📊 Rapport building hence means establishing such rapport or relationship with other people
- 📊 PRA is considered to be one of the popular and effective approaches to gather information in rural areas.
- 📊 PRA is a methodology of learning rural life and their environment from the rural people.
- 📊 It requires researchers/field workers to act as facilitators to help local people conduct their own analysis, plan and take action accordingly.
- 📊 For this purpose, a good and functional relationship needs to be established with the villagers.
- 📊 Proper rapport building will help the villagers to carry out PRA effectively



## 9.6 Procedure for Preparing a Micro Plan

- ☞ The first step is to collect information for village description and data for socio-economic survey of the village. The available data should be used to assess the village population, cattle population, dependence on forest resources and their requirements.
- ☞ Influential persons in the village should be contacted and informed about government schemes and their objectives. The relevance of rural participation for the success of these schemes should be explained to them.
- ☞ Thereafter, informal meetings should be organized with the villagers, in small groups and even one-to-one, if needed. In these interactions the relevance of forest conservation, maintenance of eco-system and natural resources, participatory forest management, optimal utilization of resources should be explained and discussed. If the village is small, such a meeting may be convened in one place and if the village is big it may be organized in 2 or 3 places ( at least at one place in each hamlet). Villagers should be given an opportunity to speak in these meetings. An effort should also be made to resolve issues that may exist between the Government Departments and villagers.
- ☞ The dates as well as venue for organizing PRA in different locations should be decided in these meetings and one or two facilitators should be selected for each location from within the villagers. During the PRA exercise for resource mapping, social mapping, structure of seasonal activities, identification of tree species and their current status, Chapati diagram, Wealth ranking etc. should be undertaken.
- ☞ Detailed discussions should be held with the villagers for prioritizing the forestry practices and other activities to be undertaken. The roles, responsibilities and contribution to be made by the community should also be decided and put into writing.
- ☞ Self-help groups should be formed or existing SHGs should be integrated with the objective of solving the problems being faced by the villagers.
- ☞ In the end, a concluding meeting should be called to decide the role, responsibilities and indicators of success for all stakeholders involved in all activities derived from the PRA exercise. Any difference of opinion that exists between the stakeholders must be resolved during this meeting so that going forward they all can work for the success of the micro plan.
- ☞ Efforts should be made to balance subsistence, subsistence income, commercial income, and ecosystem service benefits.
- ☞ In every meeting it will be necessary to discuss all the problems and difficulties being faced by the villagers and find a solution for the same.
- ☞ The entire process mentioned above should be documented and presented before the general assembly of JFMC for approval. Any suggestion for amendment may be included after mutual consensus. This is called a Micro Plan.
- ☞ The Micro Plan document may be modified according to the requirements of the villagers. A provision for such flexibility should be made in the micro plan and any amendment should be made after approval.

## Process Flow Chart for Preparation of Micro Plan










## Performance Indicators for Success of JFMC

While evaluating the JFMC program the Forest Department will investigate the level of success achieved by the JFMCs through the activities being undertaken by them. Since it is not possible to judge the success of the JFMC on the basis of one indicator or one variable, the attributes of the JFMC are compared to certain benchmark to review the percentage achievement and hence decide the level of success. In the future, the JFMCs will be classified as Very Active, Active or Inactive on the basis of minimum percentage of benchmark achieved. The following percentage distribution will be used for the classification:


Classification	Percentage Limits
Very Active JFMC	60% or above
Active JFMC	35% - up to 60%
Inactive JFMC	35% or less

The following benchmarks may be used for this classification<sup>1</sup>

SN	Stage	Attribute	Details	Score
1	Formation of JFMC 	<ul style="list-style-type: none"> <li>Total member households as a percentage of total households in the village (0-5)</li> <li>Total women members and their percentage out of total members (0 – 5).</li> <li>Member households of SC/ST/Landless persons as a % of such households in the village (0-5)</li> <li>Formation of Women Sub-Committee and number of members. (0 – 5).</li> </ul>		
2	Activities 	<ul style="list-style-type: none"> <li>Number of years since the JFMC has been formed</li> <li>Number of meetings organized</li> <li>Number of times the meeting was not held due to lack of quorum</li> <li>Number of times the President/ President participated in Executive Committee meetings</li> <li>What were the results of resolutions passed by the women sub-committee</li> <li>Have the by-laws been prepared</li> <li>Has the management plan been prepared</li> </ul>		
3	Result 	<ul style="list-style-type: none"> <li>Which all forest products have been distributed for the benefit of the villages?</li> <li>Is the Forest Produce Distribution register being maintained?</li> <li>Number of families benefiting</li> </ul>		

<sup>1</sup> Sustainability of Joint Forest Management in India, Abhijit Ghose, Social Change: March 1996: Vol.26 No.1  
 2. IIFM, Bhopal SFM Criteria & Indicators



		<ul style="list-style-type: none"> <li>• Fee is charged or not?</li> <li>• Number of forest crimes/offences detected before the formation of JFMC</li> <li>• Number of forest crimes/detected offences per year after the formation of the JFMC</li> </ul>		
4	Protection Management 	<ul style="list-style-type: none"> <li>• Protection being undertaken by the Department and by the JFMC</li> <li>• JFMC has provided information about how many forest offences to the forest department?</li> <li>• What is the procedure for solving forest crimes?</li> <li>• How much fee has been collected?</li> </ul>		
5	<b>Towards Continuous Development</b>  0                      20	<ul style="list-style-type: none"> <li>• How much money is kept under the Village Development fund and to what use it has been put?</li> <li>• Actions taken by the JFMC for the sustainable harvesting and conservation of Minor Forest Products and their results.</li> <li>• Interest shown by the JFMC in the activities of other Departments of the State Government.</li> <li>• Description of activities undertaken through the grant received under the Village Development Fund.</li> <li>• Resolution of Conflicts</li> <li>• Advantage taken from other, schemes development</li> </ul>		

The following Criteria and Indicators are suggested by the frontline staff and officials to measure the success of the JFMC during a workshop held in May 2015

Criteria	Indictors	Score
<b>Protection of Forest and Wildlife</b>	Less felling Less Head loaders No poaching Improved quality of forest	
<b>Plantation</b>	Monitoring results No. of grazing cases booked Survival percentage Height of plants	
<b>Maintenance of old plantation</b>	Monitoring results Damage of plants for firewood	
<b>Fire Control</b>	No incidence of fire	
<b>Control of illicit felling</b>	No felling stump have been detected	
<b>Controlled grazing/browsing</b>	Survival of seedling	
<b>Encroachment control</b>	Survey of forest boundary,	

	pillar and area	
<b>Efforts for soil and water conservation</b>	Condition of drainage lines Maintenance of ponds/water bodies	
<b>Community assets</b>	Over all conditions and maintenance status	
<b>Alternative income generation activity</b>	Sources and amount of earning	





### Monitoring the JFM

---

#### 11.1 What is Monitoring?

Monitoring refers to the concurrent assessment of any program or project which can be undertaken concurrently with implementation of program or project, to ensure that program is on track as planned. In contrast to monitoring, at the end of the project/scheme/plan/program, its evaluation is done vis-a-vis its baseline situations at the conceptualization stage of the project/scheme/ plan/program. Monitoring in other words is therefore, known as Concurrent Evaluation also.

#### 11.2 How will Joint Forest Management Be Monitored?

The JFM program will be monitored through certain indicators/benchmarks laid down by the Forest department.

It is expected that the Member Secretaries of JFMCs, Local Forest Officers and ADFOs will inform their senior officials about their activities regularly. The senior officials will record these activities and present them to the State Level Forest Management Cell in the prescribed manner.

The feedback of all stakeholders involved in JFM activities at different levels should be collected as per set procedure and appropriate methods should be investigated for improvement.

The mid-term monitoring of the agencies can be undertaken through independent governmental and non-governmental monitoring organizations. The role of universities/resource organizations/prestigious NGOs can be considered in this regard.

The Chief Conservator of Forest will conduct quarterly monitoring of Forest Development Agencies and present a report to National Afforestation and Eco-development Board through the State Nodal Officer.

#### 11.3 Indicators for Monitoring JFM

The indicators for monitoring JFM have been divided into 4 categories:

- Ecological
- Economic
- Social
- Organizational/ Institutional



The following facts can be assessed on the basis of the above indicators:

The format for the monitoring of JFMCs is as follows on the basis of the following criterion & indicators:

### ***Ecological Criteria & Indicators***

<b>Criteria</b>	<b>Indicators</b>
Improvement of forests and vegetative diversity	<ul style="list-style-type: none"> <li>• Forests regenerating properly</li> <li>• Species succession towards Climax Stage</li> <li>• Increased growth of grass</li> <li>• New and degraded forest lands brought under forest cover</li> <li>• Kinds of floral species now grown</li> <li>• Tree growth abundant and quality of forests improved</li> <li>• Forests is well retained</li> </ul>
Conservation of wildlife	<ul style="list-style-type: none"> <li>• Increase in wildlife</li> <li>• Diversity of fauna</li> </ul>
Maintenance of eco-system services	<ul style="list-style-type: none"> <li>• Soil erosion reduced/stopped</li> <li>• Increased level of groundwater</li> <li>• Availability of food to fauna</li> <li>• Availability of clean air</li> </ul>
Improvement of agro-ecology	<ul style="list-style-type: none"> <li>• Undertake water shed development</li> <li>• Increased interest in agriculture due to favorable conditions</li> </ul>

### ***Economic Criteria and Indicators***

Improvement in the economic conditions of the village	<ul style="list-style-type: none"> <li>• Individual families are earning more income from SHG activities</li> <li>• Economic development through savings in community fund</li> <li>• Individual families are meeting their own needs</li> <li>• Additional sources of income are available to the villagers</li> <li>• Type of micro-enterprise(s) started</li> <li>• Increased food stock</li> <li>• Dependence on forest reduced</li> <li>• Breaking away from money lender</li> <li>• Decreased of local migration to urban areas</li> </ul>
Management of FPC fund and village assets	<ul style="list-style-type: none"> <li>• Profits from forest go to JFMC</li> <li>• Do shramdaan (voluntary labour) and contribute to village common fund</li> <li>• Building a common fund</li> <li>• Maintenance of money in a bank account</li> </ul>

	<ul style="list-style-type: none"> <li>• Full rights of collection and marketing of NTFPs</li> <li>• Village assets improved</li> </ul>
Continuous availability of forest produce	<ul style="list-style-type: none"> <li>• Increase of availability of NTFP for sale</li> <li>• Increase of availability of fodder, fuel wood, bamboo and other species for agricultural implements and poles for use by families of the village</li> <li>• Sustainable gains from forest</li> </ul>
Increased employment opportunities	<ul style="list-style-type: none"> <li>• FPC provides employment</li> <li>• Forest Department provides employment</li> <li>• Increased self-employment opportunities</li> </ul>

### *Institutional Criteria & Indicators*

<b>Criteria</b>	<b>Indicators</b>
Collective decision making and active participation of members	<ul style="list-style-type: none"> <li>• Everybody is equally responsible</li> <li>• Villagers serve the FPC on their own initiative</li> <li>• Collective and careful decision making process</li> </ul>
Gender equality	<ul style="list-style-type: none"> <li>• Female involvement should be more</li> <li>• Unity among female members</li> <li>• Good co-operation between male and female members</li> <li>• Active participation of females in JFMC</li> </ul>
Unity and conflict management	<ul style="list-style-type: none"> <li>• JFMC is a platform to create unity and opportunity to work</li> <li>• Bring opponents to JFMC</li> <li>• Sharing of opinions on forest issues</li> <li>• Good and clear rules</li> <li>• JFMC settles local disputes and problem</li> <li>• Reduction of inter village conflicts</li> <li>• Number of disputes of JFMC</li> <li>• Unity</li> </ul>
Involvement of Forest Department, local staff and other institutions	<ul style="list-style-type: none"> <li>• Involvement of Forest Department</li> <li>• Good relations with local FD personnel</li> <li>• Monthly general meeting with FD</li> <li>• Interaction with FD increased</li> <li>• Appointment of forest guard to be done in consultation with JFMC</li> <li>• JFMC works well with other village institutions</li> </ul>
Equitable sharing of forest produce	<ul style="list-style-type: none"> <li>• Clear demarcation of land for each village</li> <li>• Complete rights of ownership over NTFP and other forest materials that are needed by villagers</li> </ul>



	<ul style="list-style-type: none"> <li>• Awareness for development of appropriate protection mechanisms</li> <li>• Systems of equitable distribution</li> </ul>
Recognition by Government	<ul style="list-style-type: none"> <li>• JFMC should have a legal status</li> <li>• Government should help in financial and policy matters</li> <li>• FD and local committee mutually decides terms and conditions of punishment</li> </ul>

### *Social Criteria and Indicators*

<b>Criteria</b>	<b>Indicators</b>
1. Social justice to weaker sections	<ul style="list-style-type: none"> <li>• Interests of weaker sections is looked after</li> <li>• Access to education for children of poor families</li> <li>• Decrease in exploitation by powerful people in the village</li> </ul>
Feeling of community ownership and responsibility	<ul style="list-style-type: none"> <li>• Focus changed from selfish motives to community benefits</li> <li>• Sense of commitment and discipline developed</li> <li>• Village community is shouldering a major task of carrying JFMC activities</li> <li>• Dependence on forest for livelihood</li> </ul>
Unity and co-operation among JFMC families	<ul style="list-style-type: none"> <li>• Motivation for protection due to benefit sharing</li> <li>• Decrease in internal village conflicts</li> <li>• JFMC assists individual families in trouble</li> <li>• Families act in co-operation</li> </ul>
Villagers protecting the forests	<ul style="list-style-type: none"> <li>• Stopping of unauthorized felling of trees</li> <li>• Preventing and fighting forest fires</li> <li>• Control of illicit felling</li> </ul>
Changes in behaviour to protect forests	<ul style="list-style-type: none"> <li>• Haphazard lopping is reduced</li> <li>• Fuel wood extraction systematically</li> <li>• Using other alternatives for fuelwood</li> <li>• Practice of rotational grazing</li> </ul>
Village problem solving and development	<ul style="list-style-type: none"> <li>• Eradication of any social evil</li> <li>• Village cleanliness and improved health</li> <li>• Resources are available for public functions</li> <li>• Community development by operating community fund in a co-operative way</li> <li>• Overall village development undertaken through JFMC</li> <li>• Peaceful environment in the village</li> </ul>





## 11.4 Online Monitoring of JFMCs

JFM is an important program of the Forest Department and for the purpose of its effective monitoring; some state departments have introduced a web based computer application.

West Bengal Forest Department can also adapt the online monitoring system whereby the forest divisions will be provided a username and password to enable them to use this application for the purpose of directly feeding JFM related information in the system.

The information that will be uploaded in this application will include name of JFMC, account number, description of SHG activities and forest conservation works etc. The information will be presented in a simplified, well arranged manner and reports could be prepared based on the data. These could then be analyzed by users at different levels.

Use of this application helps in avoiding duplication of work as maximum information is required to be filled only once and any updates can be made on an annual basis. This will not only help in reducing the effort, time and stationary but also improve work efficiency and The Forest Divisions will be given the necessary training for using this application.





### Conflict Resolution

---

Forests are the most valuable Natural Resource, which have been nurturing the need and greed of man since time immemorial. They are the source of timber, water, fuel and fodder and are looked upon as the most critical link in photosynthesis and as a repository of biodiversity having an immense importance for global eco-systems. While the need based utilization conforms to the norms of sustainable utilization, greed often leads to unsustainable extraction leading to degradation of the resource as well as generating more conflicts.

In the process of sustainable management of forests and natural resources, one can't deny the role of local communities who are dependent upon them for their livelihood. These communities have been managing these resources in their own traditional and indigenous ways. Today, the collaborative management of the natural resources has increased the number of stakeholders in this sector, which is not limited to the foresters and the villagers, there are many others. This has increased the possibilities of conflicts.

#### 12.1 What are the different types of conflict?

Various issues causing conflicts among different agencies and communities; some of them are listed below:

- People's dependence on National Parks and sanctuaries for collection of NTFPs for sustainable livelihood
- Communities as partners in conservation activities in National Parks
- Closure of grazing in parks
- Encroachments and their eviction
- Control over the forest area by JFMCs with forest department
- Leadership issues within the JFMCs
- Political interference
- Resettlement of communities residing inside the forest area
- Development activities taken up by various departments and agencies
- Destruction of spawn and seedlings of various fish species
- Illegal fishing inside the forest areas
- Ownership rights over land and natural resources by traditional practice or legal and common rights
- Growing awareness
- Participation of local communities in forest management
- Amendments in existing policy and law
- Sharing of resources
- Loss of government property/ forests
- Pollution from effluent discharge in the river inside the forest areas
- NGO involvement and participation
- Use of degraded / government land
- Loss of control over natural resources, land and culture



These conflicts can be divided into two major types :

**Human-Human Conflict:** Human-Human conflict is also of various types. Some of them are listed below:

- 👉👉 Conflict between JFMC & Other villagers
- 👉👉 Conflict between JFMC & Panchayat members or Sarpanch
- 👉👉 Inter JFMC Conflict
- 👉👉 Intra JFMC conflict
- 👉👉 JFMC & Forest Department
- 👉👉 Conflict with outsiders/encroachers/mining companies

**Man animal conflict:** Man animal conflict is also very common in the JFMC areas. There are mainly two types of conflicts seen in this case.

**Attack on human habitation:** cattle lifting by wild animals especially by leopard are a common phenomenon in the JFMC areas. These types of conflicts should be dealt with different manner.

**Retaliatory killings:** Retaliatory killings of the wild animals always happen as soon as any cattle lifting takes place in the village, there is a common phenomenon that the villagers poison the dead cattle left behind by the carnivores. The main challenges for such killings are immediately transfer of the dead cattle and to provide proper compensation to the families.

## 12.2 How to resolve the conflicts?

Executive committee of the JFMC plays a critical role in resolving conflict between members of the committee or between two or more groups of villagers. If required, they can ask help forest departments. The decision arrived at by majority of the executive body member should be treated as final.

## 12.3 Who should resolve the conflicts?

The JFMC level conflict can be resolved by the JFMC executive body. If the conflict happened between two forest committees or between two different panchayats and JFMCs then the concerned Range Officer would be responsible for resolution of the conflict. If the conflict is between the JFMCs of two different ranges then the DFO should resolve the conflicts. Appeal, for all decisions mentioned about, should be made to Circle Conservator of Forests. If the conflicts between JFMCs of two adjoining states then the concerned CCFs or PCCF should be involved in resolution of such conflicts.

## Maintenance Fund and Corpus Fund

---

### 13.1 Why do we need the Maintenance Fund?

A majority of forest development activities in the State are undertaken with the support of externally or internally supported projects.

After the completion of the Project, special arrangement for maintenance of assets created under the Project are not available.

It is therefore, necessary to create a fund that can be used in the post project period for the maintenance of project assets, and also help in the implementation of the statutory working plans including micro plans.

The JFM program seeks the support of local communities for conducting and managing forest development activities.

### 13.2 What is a Maintenance Fund?

This Maintenance fund is created for the upkeep and conservation of assets created under schemes for the purpose of JFM.

Since the JFM program is based on the support of local people for conducting and managing forest development activities, the Maintenance fund is created out of contributions/grants by the local villagers or laborers.

The amount to be voluntarily contributed towards this fund is decided by the General Body of the JFMC with mutual consent.

This fund can also be created in the name of Corpus Fund, provided there is certain amount of the project set apart from the beginning for use in subsequent upkeep of the created assets of the project, when project ceases to operate. Sometimes it is entirely borne from project and sometimes borne partially from the project and partially out of the cash/voluntary labor contributed by the project beneficiaries. The objective is the same in both the cases.

*Many JFMCs in the state are keeping portion of the timber share that they receive from the forest department and utilize it for developing some community assets or for village development purposes. Like the Jhantiboni JFMC under Panchet Division is having a practice to keep a portion of their share money each year as community fund. The percentage varies between 15 to 20 and it is decided through resolution of the meeting of the Executive Committee. They are receiving the share each year since 2002 and have developed a community fund of Rs 5,19,000/-. It was decided in a meeting held with the CCF that from 2015 onwards they would keep aside 25% of the share money received a community fund in the JFMC account and it will be utilized for the development activities in the village. This JFMC is planning to install some irrigation pump sets for the rainfed agriculture land of its members.*



### **13.3 How to operate this Fund?**

The JFMC will create this fund out of grant/contribution by the local residents/laborers. In case this Fund is created by voluntary contribution by laborers, it will be mandatory for the other villagers who have not made labor contribution, to provide financial contributions.

The total fund amount collected by the JFMC will be deposited in bank/post office preferably in the form of a Fixed Deposit. The term period for this fixed deposit will be same as the remaining period of the Scheme.

This fixed deposit may not be utilized until necessary.

This fund can be utilized after the approval of the Executive Committee for works related to conservation of assets only.

After the expense has been made, it will be necessary to get the approval of the JFMC.

The expense accounts of the Maintenance fund should be properly recorded and the account should be operated as per the provisions of the Government order.

### **13.4 Corpus Fund**

This is a special fund which should be created by JFMCs for management and operationalization of income generating activities. The amount for this fund will be deposited in a nationalized bank near to the area and the account for the same will be opened in the name of the JFMC.

### **13.5 How to use this fund?**

This fund will be used as per the provisions of the MoU signed between the JFMC and the Forest Department.

The fund will be used for the maintenance of JFM activities under the technical guidance of the forest department. These works may be included in Micro Plan.

It will be necessary to follow the rules for incurring expenses out of this fund and it cannot be utilized for any purpose other than those specified.

The minimum majority of the Executive Committee can decide the utilization of the Corpus fund amount. This expense would have to be approved by the general assembly of the JFMC.

### **13.6 How to maintain the Records for the Corpus Fund**

The necessary expenses to be incurred from the fund can be withdrawn only with the joint signatures of the JFMC member secretary and treasurer/ President.

The Member Secretary will maintain the accounts for the fund.

## **13.7 How to audit the Corpus Fund Records?**

The first audit of the corpus fund account records will be conducted by the Internal Committee set up by the JFMC for this purpose. The DFO can also form a committee for the purpose of this audit. This committee may include representatives from the forest department and JFMC.

During the internal audits of the forest divisions there is a provision for auditing the account of 5% of the total JFMCs. Maintenance Fund and Corpus Fund.







### Helping JFMCs to form SHGs

---

JFMCs, can decide for several income generation activities for alternative livelihood particularly low income group of community.

Though there has been no provision for formation of SHGs under the Government Resolution on JFM but formation of Self Help Groups (SHGs) can be promoted under JFMC or the existing SHGs within the area of JFMC can be integrated with the JFMC.

#### 14.1 Why Self Help Groups (SHGs)

Members of SHG form the group by themselves with an objective to take charge to change their socio-economic condition with minimum external support.

Villagers living in and around forest areas are mostly from poor and backward communities. Mostly these people are from SC, ST and other backward classes. In order to reduce dependence of these people on forest resources by ensuring them alternate livelihood, SHG groups are formed so that they can earn money to meet their daily requirements by pursuing some economic activity. SHGs also help them to inculcate habit of savings for bad days from own savings rather than incurring loan from money lender and being in a perennial debt trap.

#### 14.2 What is Self Help Groups (SHGs)?

**SHG** is formed by a homogenous group of people (ideally between 10 – 20 numbers) belonging to the same location and living in close proximity with each other to have face to face interaction and relationship.

#### 14.3 What is the role of forest front line staff in formation of SHGs

- Forest frontline staff could explain benefits of forming a group to the villagers
- He could help in mobilizing members and organizing initial meetings
- Provide guidance and motivation to president and other members of the groups
- Help/ assist group in forming formal/ in formal rules and maintenance of books of records if required,
- Help linking the group with other government organizations working in the area for motivation and guidance
- Rotation of leadership among different members in each of the meeting to ensure active participation of all the members
- Ensure adequate marketing system for produce of the group
- Continuous review of the activities undertaken by the group and guidance from the specialized as required



The existing SHGs in the village formed with JFMC member's families can also be integrated and strengthened.

#### **What is SHG?**

*SHG is a group formed by the community, which has specific number of members like 15 or 20. In such a group the poorest would come together for emergency, disaster, social reasons, economic support to each other, have ease of conversation, social interaction and economic interactions.*

### **14.4 How to start SHGs?**

The first step for forming an SHG is also simple –

- Visit the very poor families in the village
- Talk to them
- If the people do not know the person who will help to form the SHGs then first it requires talking to them about oneself.

**It is important to be known to the people and to win their trust before starting any activity in the village.**

- It is important to talk to the elders in the village, explain the plan to them and request for their support

### **14.5 How is SHGs formed?**

Before forming a SHG, every family of the village is required to be visited thoroughly and the following issues (given in box no.) needs to be noted down. During the visit to the families one need to do the following:

- Speak to the womenfolk
- Ask what is the most important issue for the family
- Write all details of the family especially the points written in the box..

#### **The families having following social standard could form a group**

- Similar experience of poverty
- Similar living conditions
- Same kind of livelihood
- Same community or caste
- Same place of origin

Every time one visits such families, it is important to tell them that there is no distribution or promise any subsidy money under any scheme. This is very important to avoid misunderstanding at later stages. This is called 'Preliminary Survey'. This helps to understand the needs of each individual family. One needs to visit the same families again. When one is visiting for the second time, he/she will be able to tell each family how he/she has spoken to other families, who also have very similar problems like them.

By visiting the families, one will be able to know which of those families could come together in Self-Help Groups. He will also understand what their common requirements and problems are.

## Who can become member of SHGs

- The women, primary forest dependants, persons belonging to scheduled castes/tribes, widows, physically handicapped, landless and marginal farmers should be given preference.
- The person should be a member of the JFMC/EDC
- The group will be comprised of 11-20 members, but 10-15 members group is preferred.
- Various kinds of groups can be formed such as for only male, only female and mixed group with male and female but such mixed groups are not preferred.
- In any group more than one member from a single family will not be allowed.
- One particular member of a group can not be the member of another SHG.
- Different members of the same family may be members of the different SHGs.
- More than one group can be formed in one village depending upon the interest and need of the people.
- There is no age bar for the membership.

### *Things should be taken care of while forming SHGs*

1. The person should be member of the JFMC and preferably women.
2. The person is primarily dependant on forest for livelihood and belong to socially marginal group
3. Members should be resident of the same locality.
4. Members should be of the same socio-economic condition.
5. The members should be well known to each other.

## 14.6 How are group meeting organized?

Before Self-Help Groups are formed, a meeting of the community leaders and elders of the village needs to be organized to explain to them about the SHG formation. It will help to get support from them. This is very important.

This is how the trust of village elders can be obtained. This will also give acceptance to one's work in the village.

This is the right time to tell everyone that the meetings are not for "giving" anything, but to "enable" the poor families to come together and help each other. It will be very useful to explain the basic principles of Self-Help Group in this meeting.

## 14.7 How do SHGs take shape?

After meeting the elders and community leaders, one is now ready to call SHG members for a meeting. Ideally one member from each of the identified families should come for a meeting on a convenient day. This can be called "a startup meeting". During the meeting, one will have to face a lot of questions. The answers of their questions will help them slowly



understand the concept further. It is required to allow sufficient time for the members to understand the different aspects of group formation.

### Membership

During the initial meetings, following things may happen:

- ✚ Some members leave
- ✚ Some new members come in
- ✚ The members slowly learn to decide subjects for meetings
- ✚ They learn to conduct meetings
- ✚ They understand the value of records and documents
- ✚ They want to remain together and help each other

The process of forming groups normally takes five to six months. Once the group is formed, it takes one to one and a half years to settle to a stable pattern.

These are normal stages. This will give confidence to the person who is there to facilitate to form a group and this will be the indication that he/she is moving in the right direction.

### Leadership

One member of the group needs to take the lead. How is this person identified? The best way is to ask the following questions within the group:

QUESTIONS	ANSWERS
Who should decide everything for the SHG?	All members should decide
Who benefits from the SHG?	All members benefit
Who should do the work?	All should share the work
How can the work be shared?	Agree on one person to take up the work by rotation

This way, the members will understand the reason for rotation of the responsibilities. This will make it easy to choose a member to take initiative for the following main activities:

- 📖 Book keeping
- 📖 Organizing meetings

## 14.8 How do SHGs function?

Simple rules are required for SHGs to function.

The following are some important rules for proper functioning of a SHG:

- Common agreement on when to meet
- Decision on time and place of meetings
- Agreed penalties for non-attendance
- Agreement on amount of saving
- Giving small loans to each other
- Taking loan from banks, repayment habits.

Training of the members is an important need for proper functioning of SHGs. The following areas for training could do well to the members:

- Basic mathematics
- Writing of books
- Scheduling of meetings
- Social aspects like women empowerment
- Basics of lending money, borrowing, repaying
- Most effective method of training of SHG members is to take them for an exposure visit to a good working SHG and allowing free interaction with its members.

## **14.9 Characteristics and Functions of SHGs**

### 14.9.1 Characteristics of each SHG

- The ideal size of an SHG is 10 to 20 members (In a bigger group, members cannot actively participate)
- The group need not be registered. (From one family, only one member should join the group. (More families can join SHGs this way)
- The group consists of either only men or of only women. (Mixed groups are generally not preferred)
- Women's groups are generally found to perform better. (Members of each group have the same social and financial background. Members interact more freely this way)
- The group should meet regularly (Members understand each other better if they meet weekly)
- Compulsory attendance is required in every meeting (Full attendance for larger participation)

### 14.9.2 Book keeping by the SHG:

- Simple and clear books for all transactions to be maintained.
- If no member is able to maintain the books, someone to be engaged by the group for the purpose.
- Animator can also help.



## **Records/Register and books of account to maintained by the SHG:**

1. **Minutes Book:** Names of the members, the proceedings of meetings and members present, the rules and norms of the group etc. are recorded in this book.

2. **Savings Register:** Shows the savings of members and that of the group as a whole separately.

3. **Loan Register:** Details of individual loans, repayments, interest collected, balance etc. are entered here.

4. **Members Pass books:** Individual member's pass books in which individual's savings and loan balance outstanding is regularly entered.

5. **Bank pass book:** SHG bank pass book will be maintained and updated regularly.

Apart from point number 4, all the above mentioned records are to be kept in custody of the President of the group.

### 14.9.3 Functions of SHGs:

#### ***Savings and Thrift:***

- The amount may be small, but savings have to be a regular and continuous habit with all the members.
- Savings first — Credit later' should be the motto of every group member.
- Group members learn how to handle large amounts of cash through savings. This is useful when they use bank loans.

#### ***Internal lending:***

- The savings to be used as loans for members
- The purpose, amount, rate of interest, etc., to be decided by the group itself.
- Proper accounts to be kept by the SHG
- Opening savings bank account with bank
- Enabling SHG members to obtain loans from banks and repaying the same.

#### ***Discussing problems:***

- Every meeting, the group will discuss and try to find solutions to the problems faced by the members of the group.

## **14.10 Linking of SHGs to Bank:**

- Soon after an SHG is formed and one or two meetings held where the savings are collected, a savings bank account can be opened in the name of the SHG. There are five steps for a SHG to link with the banks.

### 14.10.1 Step 1 – Opening of S/B Account for the SHG

The Reserve Bank of India has issued instructions to all commercial banks and regional rural banks, permitting them to open SB A/Cs of registered or unregistered SHGs. SB A/C in the name of SHG could be opened after obtaining from the group the following documents:

- 👉👉 **Resolution from the SHG:** The SHG has to pass a resolution in the group meeting, signed by all members, indicating their decision to open SB A/C with the bank. This resolution should be filed with the bank.
- 👉👉 **Authorization from the SHG:** The SHG should authorize at least three members, any two of whom, to jointly operate upon their account. The resolution along with the filled in application form duly introduced by the promoter may be filed with the bank branch.
- 👉👉 **Copy of the Rules and Regulations of the SHG:** This is not a must. If the group has not formulated any such rules or regulations, loans can be sanctioned without them.

A savings bank account passbook may be issued to the SHG. This should be in the name of the SHG and not in the name of any individual/s.

#### 14.10.2 Step 2 – Conduct of internal lending by the SHG

After saving for a minimum period of 2 to 3 months, the common savings fund should be used by the SHG for lending to its own members.

The purpose, terms and conditions for lending to its members, rate of interest etc., may be decided by the group through discussions during its meeting. (RBI and NABARD have permitted the members to decide on these aspects.) The interest is usually kept as 2 or 3 rupees per hundred rupees per month. Interest per month is better understood in villages, than annual interest.

Simple and clear books of account of savings and lending should be kept by the SHG. (Specimen formats of book.

#### 14.10.3 Step 3 – Assessment of SHGs

It is also important to know whether the SHG has been functioning well. The check list given below will help to assess each SHG in a simple, but effective manner.

*Through internal lending's, the members of the SHG will learn to properly manage, utilize and repay their SHG loans. This will be of help, when they later borrow from the bank.*

Important:

- 👉👉 SHGs with 12 to 16 “very good” factors can get loans immediately.
- 👉👉 SHGs with 10 to 12 “very good” factors — need 3 to 6 months’ time to improve, before loan is given.
- 👉👉 SHGs with rating of less than 10 “very good” factors will not be considered for loan.

#### 14.10.3 Step 3 – Assessment of SHGs

It is also important to know whether the SHG has been functioning well. The check list given below will help to assess each SHG in a simple, but effective manner.

Important:

SHGs with 12 to 16 “very good” factors can get loans immediately.



SHGs with 10 to 12 “very good” factors — need 3 to 6 months’ time to improve, before loan is given.

SHGs with rating of less than 10 “very good” factors will not be considered for loan.

S. No.	Factors to be checked	Very good	Good	Unsatisfactory
1.	Group Size	15 to 20	10 to 15	less than 10
2.	Type of member	Only very poor members	2 or 3 not very poor members	Many not very poor member
3.	Number of meetings	Four meeting in a month	Two meetings in a month	Less than two meeting in a month
4.	Timing of meetings	Night or after 6 pm	Morning between 7-9 am	Other timings
5.	Attendance of members	More than 90 %	70 – 90 %	Less than 70 %
6.	Participation of members	Very high level of participation	Medium level of participation	Low level of participation
7.	Savings collection within groups	Four times a month	Three times a month	Less than three times a month
8.	Amount to be saved	Fixed amount	Varying amount	-
9.	Interest on internal loan	Depending upon the purchase	24-36 %	More than 36 %
10.	Utilization of savings amount by SHG	Fully used for paying loan to the members	Partly used for paying loan to the member	Poor utilization
11.	Loan recoveries	More than 90 %	70 -90 %	Less than 70 %
12.	Maintenance of books	All books are regularly maintained and updated	Most important registers(minutes, savings, loans etc. are updated)	Irregular in maintaining and updating books
13.	Accumulated Savings	More than 5000/- INR	INR 3000-5000	Less than 3000
14.	Knowledge of the rules to SHG	Known to all	-	Not known to all
15.	Education level	More than 20% of the members can read and write	-	Less than twenty % known to read and write
16.	Knowledge of government	All are aware of the government programme	Most of the members know about the government programs	No one knows



## **14.11 Spreading the Message of SHGs**

To get more information regarding the formation, nurturing and linking the SHGs to a local bank one can get in touch with the local branch of NABARD where the staff will be happy to provide any kind of information regarding the SHGs.



### Success story of Uttarayan SHG



Runa Begum, Group Leader of Uttarayan Self Help Group at Metili village in Coochbehar district has started the SHG after watching how some of her neighbours have formed SHG, namely Purna that had helped in improving their standard of living. Being inspired by Purna SHG she consulted some of her friends to start a SHG of their own. They had met the Panchayat Pradhan and told him about their willingness to form a SHG. Panchayat Pradhan was very cooperative. They were ten women. But unfortunately those women did not get any encouragement from their families for formation of the SHG. After passing through a lot of hurdles, they were ultimately successful in forming their own SHG, Uttarayan in the year

2004. They contacted DRDC and have been suggested to start cottage industries based on the jute and cane. They got training from DRDC for six months with other SHG members and soon after completion of the training they have started their own business. They prepare jute and cane based products like hat, bag, door mat, ornaments, flower vases and various other things. They purchase Tita pat in the amount of 45-50 kg, and Mitha Pat of 50-60 kg from the local market. One kg jute is required to prepare two bags. In every month they prepare nearly 15 items either from jute or cane. Sometimes they take raw materials to their home and at spare time also they prepare these items. They received Rs. 50,000 as project loan. Their product cost varies from Rs.10 to 1000; depending on the product. Though they don't have any fixed earning, but on average in a month each member earn near about Rs5000. As the Metli village is very close to the Gorumara National Forest, a number of resorts are very close to their village, so this is very advantageous for marketing their products. BDO of Mekhligauange helped them to develop contact with the local resort owners. DRDC also helped them to develop market linkages. They also sell their products to local fairs. Apart from these, they also prepare mid day meal, make iron rings, sell some fast foods and deliver food to the hospital. Apart from these activities they are also involved in horticultural activities mainly the plantation of betel nut (*supari*), provided by DRDC. Now their total cash credit is Rs. 1,00,000/-. All the members return the loan taken from the SHG fund within three months with 2% interest. They give loan to their members mainly for the purpose of education, business, house building, illness and sometimes also for some other reasons but that will be considered after consultation with all the SHG members. The group is very disciplined to follow the rules and regulations and all the documents are recorded in computer, provided by DRDC.

## **IF THERE IS A WILL , THERE IS A WAY**



Dolly lost her father within few years after her birth. Raised in her maternal uncle's house, she lost her grandfather when studying in 10<sup>th</sup> standard and compelled to get married at an age of 15. Her mother in law was very cooperative and always motivated her to do something else beside the household work. She learnt tailoring with her other peer group members. When she developed a good skill in this job and she decided to make the tailoring business as her profession. She sold one portion of her land and bought a machine worth Rs. 2,000/-. She started to earn near about Rs. 360/- per month. But it was not satisfactory. During that time she became curious to join a SHG group.

By the help of one of the Panchayat members they have formed the group with 10 members. At the beginning they had to face many problems. Except few no one was serious about the cooperation and maintaining rules and regulations of the group. The cashier forged signature, members were irregular in attending the meetings and the group could not qualify the first grading. Then they have decided to change some of the team members along with team leader and cashier and finally three of them were replaced. Everyone decided to make Dolly the team leader. After she took over, the quality of the group



started to increase, and team members were also becoming serious. In the year of 1999 they first pen their account with Rs. 50. Their saving was monthly Rs.30/- per member per month and they deposited it in the bank. DRDC gave them Rs. 1, 54000 as the project loan for readymade tailoring business. DRDC members gave them a scope to sell their products in local fair called BANGLAR MUKH. That was the great scope for them to earn huge money. Apart from the income generating activities they are also involved in some social work like repair of village road, arrangements of Pulse Polio etc. Gradually they have started different business like making of PAPAD, CHANACUR apart from their tailoring business. They also have their own logo of their SHG on the packet of their products. After the 2004 they are the first to form the activity cluster with 22 groups. They bought a land of 5 kata by the money of second grading, and built their cluster building and purchased a number of tailoring machines.





### **Training on various alternative livelihood activities for the JFMCs**

---

Once the JMFC is formed they should be exposed to different training programmes to enhance the skill and capacity of the members for the holistic development of the area. The different capacity building training programmes which the JFMC members should undertake would be as follows:

#### **15.1 Enhancing Agriculture productivity through Rain Water Harvesting**

The economy of the JFMCs predominantly is part of an agrarian economy. The income from Agriculture is the main livelihood of the JFMC members in almost all parts of the state. But due to the lack of assured irrigation facilities, the agriculture productivity gets affected.

The availability of perennial, semi perennial streams sometimes passing through the adjoining forest areas to the agriculture lands provides opportunity to the Forest Department to take up the rain water harvesting as a major management strategy to enhance the irrigation potential of the dry & unproductive agriculture lands of JFMCs members.

This could become possible by constructing various kinds of site specific rain water harvesting structures like stop dam, anicuts, irrigation ponds, diversion channels and lift irrigation schemes. JFMC members could also be provided subsidies by converging the State /GOI schemes for providing irrigation.

The rain water harvesting structure could be water impounding pond, stop dam, diversion channel etc. Sometimes even if there is a perennial stream flowing through the forests but the agricultural lands are at high elevation and there is no power supply in the area then small hydro turbine may be introduced.

The other energy sources like solar cooker, solar heater and solar pressure cooker could also form as a part of the alternative energy sources in the rural areas.

#### **15.2 Introduction of alternative energy sources**

The fuel wood dependency both for bonafide domestic use as well as for commercial sale to semi-urban areas has played havoc with the regeneration of the forests. This resulted in conversion of productive fringe forests into highly degraded state. Therefore, it is very well understood that until the alternate fuel resources are made available to JFMC members for their bonafide requirements it is just impossible to stop fuel-wood collection from the forests. To reduce the consumption of fuel wood in JFMCs households improved biomass chullas (with roughly 48% fuel efficiency), 5 liter pressure cookers, rice husk based bio-briquette machines could be introduced by the forest department.



### **15.3 Hands on training on cultivation of MFPs, medicinal plants, pasture development for fodder and plantation of fruit trees/ orchards**

The economy of many JFMCs is very much depended on the collection as well as sale of the medicinal and aromatic plants. In order to boost the economy of the JFMCs an afforestation scheme of high-tech MFP/Medicinal Plant Plantation could be introduced in the degraded forest areas. Under this scheme, plantation could be raised with grafted medicinal plants having high market demand. The Research Wing and NTFP Divisions of the forest directorate should be consulted to identify the plants and conduct training on farming techniques.

One of the main reasons of degradation of the forest areas are due to the increasing pressure for grazing on the forests. It is important to take up fodder species plantation in the JFMC areas. The tree species too could be planted viz., subabool, siris, shisham along with fodder grasses like stylo, napiar, anjan etc.

### **15.4 Training on Animal husbandry, poultry farming and Fishery**

A number of programmes are available in the state animal resources department for improvement of the cattle, poultry farming and piggery. Forest Department could coordinate with the state animal resources department for training and capacity building of the JFMC members on animal husbandry and poultry farming. Trainings could also be organized on pisciculture for the JFMC members in collaboration with Fisheries Department. This could enhance their scope for the additional income and better livelihood opportunities.

### **15.5 Training on other activities Off Farm based activities for the SHGs**

There is no list for income generating or non-income generating activities that the SHGs can take up. But the following list provides non-forestry activities that the SHG could be linked up with:

- Spices preparation unit
- Sewing, tailoring, spinning and weaving unit
- Doll and toy making
- Rope making, bamboo basket making and other products
- Grain bank
- Handloom and small scale enterprises etc
- Making of jam, jelly, processed juice from available fruits
- Value added products from NTFPS like Sa Leaves, Mahuaflower, medicinal plants at a higher price
- Under eco development policy tourism related activities such as home stay, catering and running canteen etc

The group can also be linked with forestry activities such as:

Decentralized nursery

Grass and seeds of other species, collection and sale and marketing of fruits and leaves

This list is only illustrative; more activities according to local context could be added. Before undertaking any activities with the group, it must be ensured that there is adequate market for the produce.

## 15.6 Training on Ecotourism involving SHGs/ JFMCs

Ecotourism is a form of tourism that involves visiting natural areas in the remote wilderness or rural environments. According to the definition, ecotourism is responsible travel to natural areas that conserves the environment and improves the well-being of local people. There are seven main characteristics of ecotourism, which are:

- Involves travel to natural destinations
- Minimizes impact
- Builds environmental awareness
- Provides direct financial benefits for conservation
- Provides financial benefits and empowerment for local people
- Respects local culture

Keeping these in mind, the JFMCs can be trained to make ecotourism plots in their areas. In this case under one JFMC with three to four SHGs can be worked in ecotourism project. Since ecotourism consists of hospitality management, preparation of food locally available, maintenance of cleanliness and hygiene and travel into the forests for bird watching or wildlife safari etc. To make it a successful project the training can be organized in the following way.

- Training on the hospitality management could be organized for selected members of one SHG group. This group also needs to identify some houses which could be converted to homestays.
- Another group of SHGs should be trained on cleanliness and hygiene of those homestays as well as the surrounding areas.
- One SHG group can be trained on preparation of food from the locally available material in a typical traditional way but that also needs to be prepared hygienically.
- One group could be trained to be as nature guide. They also have to have detailed idea of the flora and fauna of the area and also their habitation inside the forests. They also have clear sense of a nature trail in the nearby forests.

Exposure visits for the above groups needs to be organized in a successful SHG who are working on the ecotourism project. The exposure visits would make them understand the concept clear.

## 15.7 Training on Seed orchard, Plus trees, Managing Small Forestry Enterprises

A seed orchard is an intensively-managed plantation of specifically arranged trees for the mass production of genetically improved seeds to create plants, or seeds for the establishment of new forests. Seed orchards are a common method of mass-multiplication for transferring genetically improved material from breeding populations to production populations (forests) and in this sense are often referred to as “multiplication” populations. There are different methods of seed orchard and is often composed of grafts (vegetative copies) of selected genotypes, but seedling seed orchards also occur mainly to combine orchard with progeny testing. Seed orchards are the strong link between breeding programs and plantation establishment. They are designed and managed to produce seeds of superior genetic quality compared to those obtained from seed production areas, seed stands, or unimproved stands.

For optimizing tree breeding, tree breeders make efforts to get their operation efficient. Scientists develop tools aimed at improvement of the efficiency of tree breeding programmes.



By putting Plus trees tree breeders try to Optimize adapting strategies and methods to certain species, group of populations, and structure of genetic variation and mode of inheritance of the important traits to obtain the highest benefit per unit of time. Optimizing is usually carried out at various levels like breeding strategy (appropriate intensity of breeding, breeding population structure and size, plan for maintenance of genetic diversity), breeding methods (viz., mating type, testing and selection methods, testing population size and time) and deployment methods of the genetically improved material (seed orchard, clonal forestry, genetic contribution, size).

All these above techniques are required for plantation and management of better stock in the forests. The frontline forest staff and the JFMC members need to be trained on the above techniques. The proper resource persons need to be engaged for training. Exposure visits may also be undertaken for better understanding of the frontline staff.

Training on community based forest enterprise development in small scale could also be done for the front line staff. The small scale forest enterprise includes training on incense stick making, bamboo furniture, rope making etc. Some communities in different parts of the country are already engaged in these enterprise activities but proper skill training is required for them for fetching better market price.

## **15.8 Training on Managing Biodiversity through Biodiversity Management Committees (BMCs)**

Biodiversity Management Committees (BMC) is formed at the Block level and Municipality level under the Biodiversity Conservation Act 2002. BMCs are statutory bodies formed by the Block Development Officer with approval from Sabhapati of the PanchayatSamityand are made responsible for preparing inventory of the biodiversity resources in the area including agro biodiversity through People's Biodiversity Register, develop mechanism for Access and Benefit sharing for using the biodiversity. The BMCs are monitored by State Biodiversity Boards that functions under National Biodiversity Authority.

JFMCs can be integrated with the BMCs in preparation of the PBRs. It can also help the BMC to develop action plan as stated in the Act for

- Conservation and sustainable utilization of biological resources
- Eco-restoration of the local biodiversity
- Proper feedback to the SBB in the matter of IPR, Traditional Knowledge and local Biodiversity issues, wherever feasible and essential feedback to be provided to the NBA.3
- Management of Heritage Sites including Heritage Trees, Animals/ Micro-organisms etc.,
- and Sacred Groves and Sacred Water bodies
- Regulation of access to the biological resources and/ or associated Traditional Knowledge, for commercial and research purposes.
- Sharing of usufructs arising out of commercial use of bioresources
- Conservation of traditional varieties/breeds of economically important plants/animals.
- Biodiversity Education and Awareness building
- Documentation, enable procedure to develop biocultural protocols.
- Sustainable Use and Benefit Sharing
- Protection of Traditional Knowledge recorded in PBR



Two to three proactive members of the JFMC could also be the member of the BMC and deliver the duties and responsibilities mentioned for the BMC.

## **15.9 Special Training Need for the JFMC Members & the Front line Staff for the Forest Department**

Forestry has undergone a major transformation and the frontline staff of Forest Departments is now required to perform many diverse functions besides carrying out their earlier protection and silvi-cultural duties. Training for such staff is required to be done to discharge their duties and responsibilities. Along with the Front line staff the JFMC members also need to be trained on different aspect of forest management and financial management to carry out the JFM activities smoothly in the area.

### ***Training for the Executive Committee Members:***

The list of the training which the executive committee member of the JFMCs should be undergone is as follows:

- For the Chairperson of the JFMCs
- For Treasurers of the JFMCs
- For the Secretary of the JFMCs
- Specific training for the Women Sub-committee

### ***Specific training for front line Staff of the forest department***

The specific training needs to be undergone to do the activities in the forests which could include:

- On forest Law
- Ensuring the forest boundary
- Forest produce flow from the area
- Classification of the forest produces
- Management of forests
- Management of NTFPs

### ***Training & Exposure visit for the JFMC and the front line Forest Department staff together***

Some of the training programme should be organized for the forest department and the JFMC members together. Exposure visit to the successful JFMC areas should be organized for both the members which will help them to enhance their capacity. They would also get exposed to different activities like micro-planning, Entry Point Activities, schemes of other departments and Forest Protection. As such, the participating trainees or members of JFMCs/EDCs were exposed to every aspect of participatory forest management and their roles and responsibilities in management of JFMC/EDC vis-a-vis- conservation and management of forest.

### ***Training for the JFMCs and Panchayat together***

Both the group should be trained on how both can work together for the betterment of livelihood in the area. JFMCs work with the panchayat since beginning in West Bengal. During the training, JFMC/EDC Presidents from different villages also could share their experiences, constraints and opportunities in Joint Forest Management. This kind of activities plays important role during planning of village development and forest development activities.



***Training for Women members of the committee:***

Specific training and capacity building of the women is also required to make them aware about the JFM activities and functions. Capacity enhancement would help them to speak about their difficulties faced by them in carrying out the regular chores of action. Exposure visit for them should also be organized for better understanding of the function of the JFMCs



# JFMCs and the other government schemes & Regulations: How JFMCs can work under other Government Schemes

---

## 16.1 Forest Rights Act, 2006

The FRA, 2006 was passed by the Government of India. The act provides for a variety of rights in state forests. It includes a provision for Community Forest Rights (CFRt) and Community Forest Resources (CFRe), and provides the right to Manage to communities that claim the CFRts over CFRe's.

From the perspective of JFM, the community Forest Rights (CFRt) can be viewed to be a natural progression wherein Communities can take over management of their local forests that they have been protecting and the FD can move into an enabling, supporting and regulatory role.

CFRts effectively create community tenure within the state forest lands, which cannot be alienated and where there is no provision for further privatization or landuse change, on the assumption that this is the area that communities themselves want to keep as a community forest resource. Moreover, major conflicts have arisen as no areas have been demarcated so far and thus people are claiming lands in different area.

Alternative livelihood models could be developed for FRA transferred areas through convergence.

## 16.2 National Afforestation Program (NAP)

In addition to the 2nd and 3rd JFM guidelines, the multiple forestry programs were consolidated into the National Afforestation Program (NAP). The NAP required the activities to be implemented through JFMCs. However the functioning of these groups, to protect and manage forests after the funded plantation and maintenance cycle of about 3 odd years is complete, needs to be supported and their capacity enhanced.

## 16.3 Green India Mission

One of eight missions in the Prime Minister's Action Plan on Climate Change, the Green India Mission (GIM) aims to promote adaptation and mitigation measures that increase sequestration in sustainably managed forests and other eco-systems, adaptation of vulnerable species/ecosystems, and of forest-dependent communities.

Mission objectives are:

- Increase forest/tree cover (afforestation) over 5 million ha, as well as improve quality of forest cover on another 5 million ha (a total of 10 million ha)
- Improved ecosystem services including biodiversity, hydrological services and carbon sequestration as a result of treatment of 10 m ha.
- Increased forest-based livelihood income for 3 million forest dependent households
- Enhanced annual CO<sub>2</sub> sequestration of 50-60 million fTons by 2020



The GIM has several innovative elements which, if implemented, would be a new inclusive approach of protecting and regenerating landscapes.

- Focus on quality of forests
- Primary focus on improving density of forest cover

Focus on ecosystem services

- Emphasis on biodiversity, water and improved biomass
- Carbon sequestration as co-benefit
- Addressing ecosystems like grasslands, wetlands, urban and peri-urban

Focus on democratic decentralization

- Gram sabha as overarching institution to facilitate implementation of the Mission activities at village level

Creating a new cadre of Community Youth as Foresters:

- Build a skilled cadre of young “community foresters” from scheduled tribes and other forest dwelling communities

Adoption of Landscape-based Approach

- Interventions at scale (5000-6000 hectares) at a time
- Simultaneous treatment of forest and non-forest areas
- Addressing key drivers of degradation

Further, the Green India Mission document recognizes the key role for local communities and decentralized governance for Mission implementation. The Mission proposed revamping JFM on the following lines

Acknowledge JFMCs and other local institutions as technical bodies of the Gram Sabha, with the right to protect, regenerate and sustainably manage forests, under Indian Forest Act, including rights of a forest officer to the JFMC.

Add provisions to acknowledge JFMCs as bodies of the Gram Sabha, in state Panchayat Acts.

Silvicultural management of JFM areas as per plan approved by Gram Sabha with technical approval of the FD.

The Forest Department’s role is envisaged as, “to provide demand-based support to the Gram Sabha and its mandated committees to strengthen decentralized forest governance leading to sustainable management of the forests.”

It is thus clear that the role of the Forest Department is expected to transform into supporting communities to sustainably manage forests especially in forest-fringe areas, via a plurality of institutions including revamped JFMCs.



## 16.4 National Forestry Plan and MNREGA

### 16.4.1 What is MNREGA?

On 7 September 2005, the central government commenced the National Rural Employment Act which is briefly called NREGA, and subsequently renamed Mahatma Gandhi NREGA, or MNREGA.

This Act has converted the previous labour based programs into a Right's based program. The government is now legally bound to give employment to all those households which demand employment in rural areas.

In order to secure rural livelihood, the Act aims at providing a maximum of 100 days of annual employment to every rural household.

The Act also aims at improving the condition of those natural resources which provide a means of livelihood, as well as build capacity for adapting to climate change.

### 16.4.2 Why do we need to coordinate between the two?

- It is important in the situation where natural resources can be developed through NREGA.
- The Central Ministry of Environment, Forest and Climate Change and state governments do not have the financial and human resources for expanding the forest area to 1/3rd of the total geographic area. Both the resources can be made available through NREGA.
- A provision for collaborating with other schemes has also been made under NREGA. The objective of this collaboration is to improve the economic condition of people residing in or near the forest and reduce their direct dependence on forest so that forest development can take place through the watershed approach.

The central government has therefore given orders for uniting the Forestry plan and NREGA for facilitating natural resource development.

### 16.4.3 How will the National Afforestation Plan be implemented through NREGA?

The NAP activities to be undertaken through NREGA will be decided on the basis of the following conditions:

- The labour and material cost for the program will not be more than 40% of the total cost.
- The work will be done by manual labour to the maximum extent possible.

### 16.4.4 Which will be the Implementing Agency?

The activities decided can be undertaken by the Forest Department, Gram Panchayat, JFMC/EDC, FRA committees etc.

The financial outlays for these activities can be made available through multiple sources.



## 16.5 REDD Plus Benefits for the JFMCs

In the last Conference of Parties in UNFCCC meet, decision was taken on reducing emission from deforestation and forest degradation in developing countries and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in the developing countries (REDD-plus). India's national strategy aims at enhancing and improving the forest and tree cover of the country and thereby enhancing the quantum of forest ecosystem services that flow to the local communities. These services include fuel wood, timber, fodder, NTFP and also carbon sequestration. It is important to note that in Indian context, carbon service from forest and plantations is one of the co-benefits and not the main or the sole benefit. Initiatives like Green India Mission (GIM) and National Afforestation Programme (NAP), together with programmes in sectors like agriculture and rural development would add or improve existing forest and tree cover in our country. However, the Joint Forest Management Programme, which is being implemented in India over the last two decades, has helped in increasing the forest cover in the rural parts of India (Forest Survey of India Reports). The local communities, through Joint Forest Management Programme, are involved in protection and management of forest and through this programme they are getting the livelihood benefits. In some parts of India this programme is going on very successfully, which is not only enhancing the forest carbon stock but also reducing considerable emission from deforestation and forest degradation through sustainable management of forests but there exists instances where considerable shortcomings have also been witnessed. Hence possibilities needs to be explored for the JFM committees to be eligible for the REDD plus benefits.

## 16.6 Climate Change Adaptation

A study on "Climate Proofing of JFM" was undertaken by Inspire Network For Environment with support from GIZ to find out whether the option of adaptation to the Climate Change was mentioned in the guidelines of the State Joint Forest Management Programme and how the communities have been adapting with the climate variation happening over the years in the rural areas of India.

While doing the study through the secondary literature review it was revealed that the guidelines of the JFM programme has been drafted in 1990-91, the discussion on issues of climate change and adaptation came much later part. The study also revealed that through the implementation of the JFM programme and the JFM associated activities the forest cover over time has been increased, the socio-economic condition of the local communities especially the vulnerable section of the people got enhanced which helped them to cope up with the changing climatic condition over time.

An effort, therefore, was made to make a brief table (table no 16.1) to show how the state guidelines were framed to help the local communities for acquiring better adaptive capacities in the light of climate change.

Table 16.1: *Analysis of state guidelines to reflect on increased adaptive capacities through implementation of JFM*




















S. No	Guidelines	Helped in increased adaptive capacities
1.	Composition of JFM Committee : one female member from each house hold, member from economically backward class people staying in the vicinity of the forests, the forest guard/ local forest officer	Inclusion of vulnerable communities in the protection and management of is resulting in increased adaptive capacity of the vulnerable communities over time.
2.	Responsibility of the JFMCs: Protection & Management of forests: They are responsible for prevention against encroachment, fire, grazing, illegal felling, theft or any other damages in the forests. They also make the rules for collection of minor forest produce, ensures harvesting and distribution of income from sale among the members.	Involvement of the community in protection, management as well as distribution of the benefits shows the possibility of better protection of forests. It is also not possible for the Forest Officers to protect the forests and a resilience forest ecosystem with increased adaptive capacity of the communities who are depending on the forests for livelihoods.
3.	Benefits Sharing mechanisms: 25 % of the total sale from timber in south west Bengal and 15% in North Bengal, free collection of NTFPs except four nationalized items.	This benefit sharing mechanism clearly results in enhancing the socio- economic condition of the local communities. The increased availability of the NTFPs and the cash income from forests enhanced their socio-economic condition. The availability of fuel wood and fodder free of cost assures day to day livelihood activity of the communities; this also ensures better adaptive capacity of the communities.
4.	Membership period of the committees: Election of Executive Committee in each year. No member can be elected or selected for more than three years in succession.	One year period for a committee is too short time to gain experience and perform according to the guidelines. It can be increased to 3 years to increase the adaptive capacity of the communities but also make the vulnerable communities stronger to adapt in the adverse climatic condition.

From the above evidences it could be recommended that proper implementation of the JFM could potentially increase the adaptive capacities of the JFM communities. Successful JFMCs can be recommended for Climate Proofing of the JFM guidelines. Recommendations also need to be made on the modification of the JFM guidelines with regard to increasing adaptive capacity of the communities in the face of climate change where JFM is not so successful. Location specific adaptation strategy needs to be included in the guidelines. Capacities of the local communities and the local level government officers need to be built to undertake different adaptation strategies at the local level. Awareness generation activities on climate change and adaptation needs to be undertaken for the local communities as well as the local



level government staff. JFM guidelines regarding the benefit sharing part can be modified depending upon the respond of the communities and depending upon their contribution towards forest protection. Local rule making, local enforcement and local monitoring are the key to the success of Joint Forest Management in the current time.

#### **Sequence of Activities for Joint Forest Management**

-  Read, understand and analyze Government Orders and guidelines related to JFM
-  Engage in continuous dialogue with the villagers, resolve all conflicts and motivate them for collective action
-  Inform the villagers about the structure of JFM and explain how forestry activities can be undertaken collectively.
-  Start entry point activities
-  Form the JFMC/Executive Committee and get them approved.
-  Inform the Ex-officio members
-  Frame the JFMC By-laws
-  Register the JFMC
-  Maintain JFMC records such as membership register, income-expenditure account, Minute Book, bank account and passbook etc.
-  Prepare a micro plan through PRA exercise with the villagers
-  Prepare a Management Plan for the area to be managed by the JFMC
-  Make the JFMC/Executive Committee members aware of their responsibilities towards the Micro Plan and Management Plan. Train them for undertaking forestry activities in the best way possible.
-  Allocate the efficiency rating of the JFMC on the basis of activities undertaken by them and modify it as per requirement.
-  Inspect the JFMC activities from time to time as per the Departmental orders
-  Record the JFMC related information in the online system
-  Prepare the Plans for the Forest Development Agencies as per orders
-  Set up the Maintenance Fund
-  Make the necessary and fair arrangements required by the JFMC members for collection/storage/value addition/ transportation/sale of forest produce.
-  Audit the accounts of the JFMC from time to time.



---

# ANNEXURES



---

# Government Resolutions



GOVERNMENT OF WEST BENGAL  
FOREST DEPARTMENT  
FOREST BRANCH

No. 5969-For

Dated 3.10.2008

RESOLUTION

Whereas the National Forest Policy, 1988 envisages it as one of the essentials of forest management that the forest communities should be motivated to identify themselves with the development and protection of forests from which they derive benefits. National Forest Policy 1988 also recognises the symbiotic relationship between the tribal people and forests, and implores to associate the tribal people closely in the protection, regeneration and development of forests.

Whereas the National Forest Policy, 1988 envisages people's involvement in the development and protection of forests and whereas the requirements of fuelwood, fodder and small timber such as house-building material, of the tribals and other villagers living in and near the forests, are to be treated as first charge on forest produce.

And whereas "The Scheduled Tribes And Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006" also recognises the responsibility and authority of tribals in conservation of biodiversity and maintenance of ecological balance and thereby strengthening the conservation regime of forests.

And whereas State of West Bengal has been the pioneer in development of Joint Forest management which has now been acknowledged as tool for management of forest resources universally and implemented successfully in the different states of the country.

And whereas, the Forest Department has taken up a massive programme for resuscitation of the degraded forests of the State as a whole for converting the areas into productive forests.

And whereas, active participation and involvement of local people are vital for generation, maintenance and protection of aforesaid forests/ plantations and successful implementation of the program.

In supersession of this department's resolution No.2340-For dated 14th July 2004, 2731- For dated 16th August 2004 and 2756-For Dated 1<sup>st</sup> August 2004, the Governor has been pleased to decide that Joint Forest Management Committees shall be constituted for the purpose of development of degraded forests and forests prone to forces of degradation in the districts of Jalpaiguri, Coochbehar, Darjeeling (excluding areas under Darjeeling Gorkha Hill Council), Maida, Murshidabad, Nadia, Uttar Dinajpur, Dakhin Dinajpur, Hooghly and direct that the constitution, duties and functions of the said committees shall be as following.



## 1. COMPOSITION

i. The Divisional Forest Officer in consultation with "Bon-Bhumi Sanskar Sthayee Samiti" of concerned Panchayat Samiti shall select beneficiaries for constitution of the Joint Forest Management Committees(s), within their jurisdiction and within the frameworks of this resolution.

ii. The beneficiaries ordinarily shall be economically backward people living in the vicinity of the forest concerned. Every family living in the vicinity of the forests shall, however, have the option of becoming a member of the Joint Forest Management Committee, if such family including the female members is interested in the work of protection.

iii. There shall be normally a joint membership for each household (i.e. if husband is a member, wife automatically becomes a member and vice versa). Either of the two can exercise rights to represent household at any point.

iv. Constitution of the Joint Forest Management Committee including the Executive Committee will be approved by the Divisional Forest Officer concerned on recommendation of the "Bon-0-Bhumi Sanskar Sthayee Samiti" of the concerned Panchayat Samiti.

v. The concerned Gram Panchayat(s) shall extend necessary support and help to such committees (s) to ensure their smooth and proper functioning.

## 2. EXECUTIVE COMMITTEE

i. Each Joint Forest Management Committees shall have an Executive Committees to carry out the various activities assigned to the Committee.

ii. The composition of the Executive Committee shall be as follows:

a. Sabhapati or any member of the "Bon-0-Bhumi Sanskar Sthayee Samiti" of the Local Panchayat Samiti as may be nominated by the Sabhapati .....Member.

b. Gram Pradhan or any member of local Gram Panchayat(s) as may be nominated by the Pradhan/Chairman of the Municipality or any councillor of the Local Municipality as nominated by the Chairman of the said Municipality ..... Member

c. Elected representative of the beneficiaries ..... Member  
(Three number of members of the FPC subject to the condition that at least one member will be women and tribal)

d. Concerned Beat Officer or his nominee in the rank of Head Forest Guard/Forest Guard/ Han Majdur/Ban Shramik .....ivtemoer Secretary

e. One Head Forest Guard/Forest Guard/ Ban Majdur/ Ban Shramik to be nominated by concerned Range Officer ..... Member

The members of the Executive Committee shall elect the President in each meeting.

iii. The "Bon-0-Bhumi Sanskar Sthayee Samiti" of the respective Zilla Parishad will monitor, supervise and review functions of the Joint Forest Management Committees.

iv. The Member Secretary shall convene the meetings of the Executive Committee as well as Joint Forest Management Committee, as per agreed procedure.

v. The representatives of the beneficiaries to the Executive Committee shall be elected in each year in Annual General Meeting of the Committee, where the concerned Range Officer will be the observer.

vi. No member of the Executive Committee shall be elected or nominated for more than three years in succession.

vii. In order to ensure better coordination among the JFMCs and further consolidation of JFM practices, Coordination Committees of the JFMCs shall be constituted both at Beat & Range level. The composition and function of such coordination committees shall follow guideline to be prescribed by Principal Chief Conservator of Forests.

### **3. DUTIES OF EXECUTIVE COMMITTEE**

i. The Executive committee of Joint Forest Management Committee shall maintain a register showing the necessary particulars of beneficiaries who are members of the committee, i.e. name, father's name, address, age, number of family members, name of nominee, etc nomination forms duly filled in and approved by the Executive committee should be pasted in the Register. Such Register is also to be maintained in the concerned Range Office of the Forest Department for permanent record.

ii. The Executive committee of Joint Forest Management Committee shall maintain a "Minute Book" wherein proceedings of the meeting of the Executive Committee held from time to time as well as the proceedings of the Annual General Meeting of the Joint Forest Management Committee will be recorded under the signature of the President of the Committee and such Minute duly attested by the member secretary shall be sent to concerned Range Officer for record.

iii. The Executive committee of Joint Forest Management Committee shall hold an Annual General Meeting once in every year where activities of Committee as well as details of distribution of usufructuary benefits are to be discussed, besides electing representatives of the beneficiaries to the Executive Committee.

vi. The Executive committee shall meet every two months and discuss issues related to ongoing forestry works, preparation and implementation of microplan and other emergent works etc.



#### 4. FUNCTIONS OF JOINT FOREST MANAGEMENT COMMITTEE/ EXECUTIVE COMMITTEE

##### A

- i. To ensure protection of forest (s)/ plantation(s)/wildlife through members of the committee.
- ii. To protect the said forest(s)/plantation(s) with the member of the Committee.
- iii. To inform forest personnel or any person or persons attempting trespass and willfully or maliciously, damaging the said forest(s) / plantation(s)/Wildlife or committing theft thereon.
- iv. To prevent such trespass, encroachment, grazing, fire, poaching, theft or damage.
- v. To apprehend or assist the forest personnel in apprehension of such person or persons committing any of the offence mentioned above.

##### B

- i. To ensure smooth and timely execution of all forestry and fringe area development works taken up in the area by extending necessary help to the officials of Forest Department.
- ii. To involve every member of the Committee in the matter of protection of forests(s)/plantations(s)/wildlife as well as other duties assigned to the Committee.
- iii. To assist the concerned Forest Officials in the matter of selection/engaging of labourers required for forestry worked.

##### C

- i. To ensure smooth harvesting of the forest produce by the Forest Department.
- ii. To assist the concerned Forest Official in proper distribution of the earmarked portion of the net sale proceeds among the members of the Committee (as per list maintained by Sthayee Samiti).
- iii. To ensure that usufructuary rights allowed by the Govt, is not in any way misused by any of the members and forest/plantation sites are kept free from any encroachment whatsoever.

##### D

- i. To prevent any activities in contravention of the provisions of Indian Forest Act, of 1927 and any Acts and Rules made there under and the Wildlife (Protection) Act, 1972 as amended from time to time.

ii. To report about activities of particular member which are found prejudicial and detrimental to the interest of a particular plantation and or/forest wildlife to the concerned Beat Officer/Range Officer which may result in cancellation of membership of the erring member.

iii. To assist the Forest Officials to take action or proceed under Indian Forest Act 1972 and the Wildlife (Protection) Act 1972 and any Acts and Rules made there under, against the offenders, including may erring members of the Committee found to be violating the Act or damaging the forest/plantation/wildlife.

## 5. USUFRUCTUARY BENEFITS

The members will have to protect the forest and wildlife for at least 5 years to be eligible for sharing of usufructs under this programme.

ii. The members shall be entitled to collect following items free of royalty without causing any damage to forest.

a) Fallen twigs, grass, fruits (excluding cashew), flowers, mushroom, seeds, leaves and intercrops raised by JFMCs subject to any restriction imposed from time to time, Provided however such collection will be not allowed in Protected Areas

b) Medicinal plants will be permitted to be collected by the JFMC members free strictly on the basis of approved micro-plans, except in Protected Areas

c) Members of the JFMC will receive 25% of net sale proceeds of firewood and poles, which are harvested during thinning and cultural operations. The poles for the purpose of this order will be under 90 cm, gbh. For all species except Teak. For Teak upper limited of gbh is 60 cm.

d) Members of the JFMC will receive 15% of net sale proceeds of timber, which are harvested at the time of final felling. Share of JFMCs would be equally allocated to all the JFMCs in Forest Division proportionate to the strength of their members.

iii. Entire Sal seeds as collected shall have to be deposited with the West Bengal Tribal Development Cooperative Corporation Ltd., through the local LAMPS (where LAMPS are functioning) and LAMPS will pay the members, in approved tariff, against their individual collection.

iv. The concerned forest officials will distribute to the eligible members the proportionate share of the usufructs from the harvesting after satisfactory performance of functions detailed herein before.



v. The usufruct sharing will be subject to restrictions imposed from time to time on account of Silvicultural and Management requirements and from preservation of wildlife point of view.

## 6. TERMINATION OF MEMBERSHIP DISSOLUTION OF COMMITTEE APPEALS ETC

i. Failure to comply with any of the conditions laid down hereinbefore as well as contravention of provisions of the Indian Forest Act of 1927 Wildlife (Protection) Act or Acts and / or Rules made there under, may entail cancellation of individual membership and or/dissolution of the Executive/Joint Forest Management Committee, as the case may be by the Officers of the Forest Department as state below in (ii) and (iii) below.

ii. The concerned Divisional Forest Officer shall be entitled to take appropriate action even dissolution of any Executive/Joint Forest Management Committee on the grounds stated above, on the recommendation of the Bon-0-Bhumi Sanskar Sthayee Samiti, Panchayat Samiti.

iii. The concerned Range Officer may be authorized by the Divisional Forest Officer to take proper action, even termination of an individual membership, on the above mentioned grounds, on the recommendation of the Executive Committee of Joint Forest management Committee.

iv. Appeal against any such penal action by the Range Officer may be preferred to the concerned Divisional forest Officer through local Panchayat Samiti.

v. Appeal, against any such penal action by the Division Forest Officer may be preferred to the concerned Circle Conservator of Forests through the concerned Panchayat Samiti and the Zilla Parishad, whose decision shall be final.

### ORDER

Ordered that the Resolution be published in the Calcutta Gazette and copy sent to all concerned.

By order of the Governor

( Smt. Alka Das, IAS)  
Joint Secretary to the  
Government of West Bengal



No. 5969/1-For.

Date:03.10.2008

Copy forwarded to the Managing Director, Basumati Corporation Ltd., 166, B.B. Ganguli Street, Kolkata- 12.

He is requested to publish it in the Kolkata Gazette for greater interest. 25 copies of the Gazette Notification may kindly be sent to this Department

\:  
Joint Secretary to the Government of West Bengal

No. 5969/2(6)-For. Dt. 03.10.2008

Copy forwarded for information to the :

- 7. P.C.C.F, (WL), West Bengal & C.W.L.W.  
P.C.C.F., West Bengal.  
- All concerned may be informed accordingly.
- 9. Accountant General (A&E), West Bengal.
- 10. Finance Department of this Government.
- 11. Sabhadhipati .....
  
- 12. P.S. to M.I.C., Forests Department.

Joint Secretary to Government of West Bengal

No. 5969/3-For. Date 03.10.2008.

Copy forwarded for information to **th;** Secretary to the Govt. of India,  
 Ministry of Environment & Forests , National Wetland Development Board, C.G.O.  
 C:\v\111111\ICA, J... ..

Joint Secretary to the Government of West Bengal



**GOVERNMENT OF WEST BENGAL  
FOREST DEPARTMENT  
FOREST BRANCH**

No. 5970-For

Dated 3.10.2008

**RESOLUTION**

Whereas the National Forest Policy, 1988 envisages it as one of the essentials of forest management that the forest communities should be motivated to identify themselves with the development and protection of forests from which they derive benefits. National Forest Policy 1988 also recognises the symbiotic relationship between the tribal people and forests, and implores to associate the tribal people closely in the protection, regeneration and development of forests.

Whereas the National Forest Policy, 1988 envisages people's involvement in the development and protection of forests and whereas the requirements of fuelwood, fodder and small timber such as house-building material, of the tribals and other villagers living in and near the forests, are to be treated as first charge on forest produce.

And whereas "The Scheduled Tribes And Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006" also recognises the responsibility and authority of tribals in conservation of biodiversity and maintenance of ecological balance and thereby strengthening the conservation regime of forests.

And whereas State of West Bengal has been the pioneer in development of Joint Forest management which has now been acknowledged as tool for management of forest resources universally and implemented successfully in the different states of the country.

And whereas, the Forest Department has taken up a massive programme for resuscitation of the degraded forests of the State as a whole for converting the areas into productive forests.

And whereas, active participation and involvement of local people are vital for generation, maintenance and protection of aforesaid forests/ plantations and successful implementation of the program.

In supersession of this department's resolution No.2757-For Dated: 17th August 2004, the Governor has been pleased to decide that Joint Forest Management Committees shall be constituted for the purpose of development of degraded forests and forests prone to forces of degradation in Darjeeling Gorkha Hill Council Areas, and direct that the composition, duties and functions, the usufructuary benefits and restrictive measure pertaining to such Joint Forest Management Committees shall be follows:

1. The Divisional Forest Officer / Divisional Manager, W.B. Forest Dev. Corporation Ltd. In consultation with the people living in the fringe areas of the forests shall select

- i. The Divisional Forest Officer / Divisional Manager, W.B. Forest Dev. Corporation Ltd. In consultation with the people living in the fringe areas of the forests shall select

beneficiaries for constitution of the Joint Forest Management Committee (s), within their jurisdictions and within the framework of this resolution.

ii. The beneficiaries ordinarily shall be economically backward people living in the vicinity of the forest concerned. Every, family living in the vicinity of the forests shall, however, have the option of becoming a members of the Joint Forest Management Committee, if such family including the female members is interested in the work of protection.

ii. There shall be normally a joint membership for each household (i.e. if husband is a member, wife automatically becomes a member and vice versa). Either of the two can exercise rights to represent household at any point.

iii. Constitution of the Forest Protection Committee including Executive Committee will be approved by the Divisional Forest Officer/Divisional Manager, W.B Forest Development Corporation Ltd. Concerned in consultation with the councilor in whose jurisdiction the JFMC area falls.

iv. The concerned Councilor(s) shall extend necessary support and help to such committees (s) to ensure their smooth and proper functioning.

## 2. EXECUTIVE COMMITTEE

i. Each Joint Forest Management Committees shall have an Executive Committees to carry out the various activities assigned to the Committee.

ii. The composition of the Executive Committee shall be as follows:

a. Local Councilor of the D.G.H.C or his authorised representative .....Member

b. Elected representative of the beneficiaries ..... Member  
(Three number of members of the JFMC subject to the condition that at least one member will be women and a tribal)

c. Concerned Beat Officer/ Dy. Range Member ..... Member Secretary

d. One Head Forest Guard/ Forest Guard/ Forest Worker/ Ban Majdur/ Ban Sramik/ Nigam Shramik to be nominated by concerned Range Officer/ Range Manager ..... Member

The members of the Executive Committee shall elect the President in each meeting.

iii. The Range Officer/Range Manager in whose jurisdiction the JFMC occurs will monitor, supervise and review functions of the Joint Forest Management Committees.



iv. The Member Secretary shall convene the meetings of the Executive Committee as well as Joint Forest Management Committee, as per agreed procedure.

v. The representatives of the beneficiaries to the Executive Committee shall be elected in each year in Annual General Meeting of the Committee, where the concerned Range Officer will be the observer.

vi. No member of the Executive Committee shall be elected or nominated for more than three years in succession.

vii. In order to ensure better coordination among the JFMCs and further consolidation of JFM practices, Coordination Committees of the JFMCs shall be constituted both at Beat & Range level. The composition and function of such coordination committees shall follow guideline to be prescribed by Principal Chief Conservator of Forests.

### 3. DUTIES OF EXECUTIVE COMMITTEE

i. The Executive committee of Joint Forest Management Committee shall maintain a register showing the necessary particulars of beneficiaries who are members of the committee, i.e. name, father's name, address, age, number of family members, name of nominee, etc nomination forms duly filled in and approved by the Executive committee should be pasted in the Register. Such Register is also to be maintained in the concerned Range Office of the Forest Department for permanent record.

ii. The Executive committee of Joint Forest Management Committee shall maintain a "Minute Book" wherein proceedings of the meeting of the Executive Committee held from time to time as well as the proceedings of the Annual General Meeting of the Joint Forest Management Committee will be recorded under the signature of the President of the Committee and such Minute duly attested by the member secretary shall be sent to concerned Range Officer for record.

iii. The Executive committee of Joint Forest Management Committee shall hold an Annual General Meeting once in very year where activities of Committee as well as details of distribution of usufructuary benefits are to be discussed, besides electing representatives of the beneficiaries to the Executive Committee.

vi. The Executive committee shall meet at least once every two months and discuss issues related to ongoing forestry works, preparation and implementation of microplan and other emergent works etc.

### 4. FUNCTIONS OF JOINT FOREST MANAGEMENT COMMITTEE/ EXECUTIVE COMMITTEE

A

i. To ensure protection of forest (s)/ plantation(s)/wildlife through members of the committee.



- ii. To protect the said forest(s)/plantation(s) with the member of the Committee.
- iii. To inform forest personnel or any person or persons attempting trespass and willfully or maliciously, damaging the said forest(s) / plantation(s)/Wildlife or committing theft thereon.
- iv. To prevent such trespass, encroachment, grazing, fire, poaching, theft or damage.
- v. To apprehend or assist the forest personnel in apprehension of such person or persons committing any of the offence mentioned above.

#### **B**

- i. To ensure smooth and timely execution of all forestry and fringe area development works taken up in the area by extending necessary help to the officials of Forest Department.
- ii. To involve every member of the Committee in the matter of protection of forests(s)/plantations(s)/wildlife as well as other duties assigned to the Committee.
- iii. To assist the concerned Forest Officials in the matter of selection/engaging of labourers required for forestry worked.

#### **C**

- i. To ensure smooth harvesting of the forest produce by the Forest Department.
- ii. To assist the concerned Forest Official in proper distribution of the earmarked portion of the net sale proceeds among the members of the Committee (as per list maintained by Sthayee Samiti).
- iii. To ensure that usufructuary rights allowed by the Govt, is not in any way misused by any of the members and forest/plantation sites are kept free from any encroachment whatsoever.

#### **D**

- i. To prevent any activities in contravention of the provisions of Indian Forest Act, of 1927 and any Acts and Rules made there under and the Wildlife (Protection) Act, 1972 as amended from time to time.
- ii. To report about activities of particular member which are found prejudicial and detrimental to the interest of a particular plantation and or/forest wildlife to the concerned Beat Officer/Range Officer which may result in cancellation of membership of the erring member.
- iii. To assist the Forest Officials to take action or proceed under Indian Forest Act 1972 and the Wildlife (Protection) Act 1972 and any Acts and Rules made there under, against



the offenders, including may erring members of the Committee found to be violating the Act or damaging the forest/plantation/wildlife.

#### 5. USUFRUCTUARY BENEFITS

i. The members will have to protect the forest and wildlife for at least 5 years to be eligible for sharing of usufructs under this programme.

ii. The members shall be entitled to collect following items free of royalty without causing any damage to forest.

a) Fallen twigs, grass, fruits (excluding cashew), flowers, mushroom, seeds, leaves and intercrops raised by JFMCs subject to any restriction imposed from time to time, Provided however such collection will be not allowed in the Protected Areas.

b) Medicinal plants will be permitted to be collected by the JFMC members free strictly on the basis of approved micro-plans, except in in the Protected Areas.

c) Members of the JFMC will receive 25% of net sale proceeds of firewood and poles, which are harvested during thinning and cultural operations. The poles for the purpose of this order will be under 90 cm, gbh. For all species except Teak. For Teak upper limited of gbh is 60 cm.

d) Members of the JFMC will receive 15% of net sale proceeds of timber, which are harvested at the time of final felling. Share of JFMCs would be equally allocated to all the JFMCs in Forest Division proportionate to the strength of their members.

iii. Entire Sal seeds as collected shall have to be deposited with the West Bengal Tribal Development Cooperative Corporation Ltd., through the local LAMPS (where LAMPS are functioning) and LAMPS will pay the members, in approved tariff, against their individual collection.

iv. The concerned forest official will distribute to the eligible members their proportionate share of the usufructs from the harvesting after satisfactory performance of functions detailed herein before.

v. The usufruct sharing will be subject to restrictions imposed from time to time on account of Silvicultural and Management requirements and from preservation of wildlife point of view.

#### 6. TERMINATION OF MEMBERSHIP DISSOLUTION OF COMMITTEE APPEALS ETC

1. Failure to comply with any of the conditions laid down hereinbefore as well as contravention of provisions of the Indian Forest Act of 1972 Wildlife (Protection) Act or Acts and /or Rules made there under, may entail cancellation of individual membership



and or/dissolution of the Executive/Joint Forest Management Committee, as the case may be by the Officers of the Forest Department as state below in (ii) and (iii) below.

ii. The concerned Divisional Forest Officer shall be entitled to take appropriate action even dissolution of any Executive/Joint Forest Management Committee on the grounds stated above, on the recommendation of the Bon-0-Bhumi Sanskar Sthayee Samiti, Panchayat Samiti.

iii. The concerned Range Officer may be authoriz.ed by the Divisional Forest Officer to take proper action, even termination of an individual membership, on the above mentioned grounds, on the recommendation of the Executive Committee of Joint Forest management Committee.

iv. Appeal against any such penal action by the Range Officer may be preferred to the concerned Divisional forest Officer through local Panchayat Samiti.

v. Appeal, against any such penal action by the Division Forest Officer may be preferred to the concerned Circle Conservator of Forests through the concerned Panchayat Samiti and the Zilla Parishad, whose decision shall be final.

#### **ORDER**

Ordered that the Resolution be published in the Calcutta Gazette and copy sent to all concerned.

By order of the Governor

**I/**

( Smt Shila Nag IAS)  
Joint Secretary to the  
Government of West Bengal



No. 5970 1-For.

Date:03.10.2008

Copy forwarded to the Managing Director, Basumati Corporation Ltd., 166, B.B. Ganguli Street, Kolkata- 12.

He is requested to publish it in the Kolkata Gazette for greater interest. 25 copies of the Gazette Notification may kindly be sent to this Department

Joint Secretary to Government of West Bengal

No. 5970/2(6)-For. Dt. 03.10.2008

Copy forwarded for information to the :

1. P.C.C.F, (WL), West Bengal & C.W.L.W.
- Vl.* P.C.C.F., West Bengal.  
- All concerned may be informed accordingly.
3. Accountant General (A&E), West Bengal.
4. Finance Department of this Government.
5. Sabhadhipati .....
6. P.S. to M.I.C., Forests Department.

Joint ~~Secre~~ Government of West Bengal

No. 5970/3-For. Date 03.10.2008.

Copy forwarded for information to the Secretary to the Govt. of India, Ministry of Environment & Forests , National Wasteland Development Board, C.G.O. Complex, Lodhi Road, New Delhi- 110 003.

Joint Secretary to the Government of West Bengal





GOVERNMENT OF WEST BENGAL  
FOREST DEPARTMENT  
FOREST BRANCH

No. 5971-For

Dated 3.10.2008

RESOLUTION

Whereas the National Forest Policy, 1988 envisages it as one of the essentials of forest management that the forest communities should be motivated to identify themselves with the development and protection of forests from which they derive benefits. National Forest Policy 1988 also recognises the symbiotic relationship between the tribal people and forests, and implores to associate the tribal people closely in the protection, regeneration and development of forests.

Whereas the National Forest Policy, 1988 envisages people's involvement in the development and protection of forests and whereas the requirements of fuelwood, fodder and small timber such as house-building material, of the tribals and other villagers living in and near the forests, are to be treated as first charge on forest produce.

And whereas "The Scheduled Tribes And Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006" also recognises the responsibility and authority of tribals in conservation of biodiversity and maintenance of ecological balance and thereby strengthening the conservation regime of forests.

And whereas State of West Bengal has been the pioneer in development of Joint Forest management which has now been acknowledged as tool for management of forest resources universally and implemented successfully in the different states of the country.

And whereas, the Forest Department has taken up a massive programme for resuscitation of the degraded forests of the State as a whole for converting the areas into productive forests.

And whereas, active participation and involvement of local people are vital for generation, maintenance and protection of aforesaid forests/ plantations and successful implementation of the program.

In supersession of all previous resolutions in this regard, the Governor has been pleased to decide that Joint Forest Management Committees shall be constituted for the purpose of development of degraded forests and forests prone to forces of degradation in districts of South West Bengal, namely, Purba Medinipur, Paschim Medinipur, Bankura, Purulia, Burdwan and Birbhum, North 24 Parganas, South 24 Parganas and direct that the composition, duties and functions, the usufructuary benefits and restrictive measure pertaining to such Joint Forest Protection Management Committees shall be as follows:

1. COMPOSITION

i. The Divisional Forest Officer in consultation with "Bon-BhUIJJ.i Sanskar Sthayee Samiti" of concerned Panchayat Samiti shall select beneficiaries for constitution of the



Joint Forest Management Committees(s), within their jurisdiction and within the frameworks of this resolution.

ii. The beneficiaries ordinarily shall be economically backward people living in the vicinity of the forest concerned. Every, family living in the vicinity of the forests shall, however, have the option of becoming a members of the Joint Forest Management Committee, if such family including the female members is interested in the work of protection.

ii. There shall be normally a joint membership for each household (i.e. if husband is a member, wife automatically becomes a member and vice versa). Either of the two can exercise rights to represent household at any point.

iii. Constitution of the Joint Forest Management Committee including the Executive Committee will be approved by the Divisional Forest Officer concerned on recommendation of the "Bon-0-Bhumi Sanskar Sthayee Samiti" of the concerned Panchayat Samiti

iv. The concerned Gram Panchayat(s) shall extend necessary support and help to such committees (s) to ensure their smooth and proper functioning.

## 2. EXECUTIVE COMMITTEE

i. Each Joint Forest Management Committees shall have an Executive Committees to carry out the various activities assigned to the Committee.

ii. The composition of the Executive Committee shall be as follows:

a. Karmadhakhya or any member of the "Bon-0-Bhumi Sanskar Sthayee Samiti" of the Local Panchayat Samiti as may be nominated by the Karmadhakhya .....Member

b. Gram Pradhan or any member of local Gram Panchayat(s) as may be nominated by the Pradhan .....Member

c. Elected representative of the beneficiaries ..... Member  
(Three number of members of the JFMC subject to the condition that at least one member will be women and tribal)

d. Concerned Beat Officer or his nominee in the rank of Head Forest Guard/Forest Guard/Ban Majdur/Ban Shramik .....Member Secretary

e. One Head Forest Guard/Forest Guarw Ban iviajciuri Ban Shramik m be nominated by concerned range Officer ..... Member

The members of the Executive Committee shall elect the President in each meeting.



iii. The Member Secretary shall convene the meetings of the Executive Committee as well as Joint Forest Management Committee, as per agreed procedure.

iv. The representatives of the beneficiaries to the Executive Committee shall be elected in each year in Annual General Meeting of the Committee, where the concerned Range Officer will be the observer.

v. No member of the Executive Committee shall be elected or nominated for more than three years in succession.

vi. The "Bon-0-Bhumi Sanskar Sthayee Samiti" of the respective Zilla Parishad will monitor, supervise and review functions of the Joint Forest Management Committees.

vii. In order to ensure better coordination among the JFMCs and further consolidation of JFM practices, Coordination Committees of the JFMCs shall be constituted both at Beat & Range level. The composition and function of such coordination committees shall follow guideline to be prescribed by Principal Chief Conservator of Forests.

### 3. DUTIES OF EXECUTIVE COMMITTEE

i. The Executive committee of Joint Forest Management Committee shall maintain a register showing the necessary particulars of beneficiaries who are members of the committee, i.e. name, father's name, address, age, number of family members, name of nominee, etc nomination forms duly filled in and approved by the Executive committee should be pasted in the Register. Such Register is also to be maintained in the concerned Range Office of the Forest Department for permanent record.

ii. The Executive committee of Joint Forest Management Committee shall maintain a "Minute Book" wherein proceedings of the meeting of the Executive Committee held from time to time as well as the proceedings of the Annual General Meeting of the Joint Forest Management Committee will be recorded under the signature of the President of the Committee and such Minute duly attested by the member secretary shall be sent to concerned Range Officer for record.

iii. The Executive committee of Joint Forest Management Committee shall hold an Annual General Meeting once in every year where activities of Committee as well as details of distribution of usufructuary benefits are to be discussed, besides electing representatives of the beneficiaries to the Executive Committee.

vi. The Executive committee shall meet at least once every two months and discuss issues related to ongoing forestry works, preparation and implementation of microplan and other emergent works etc.

### 4. FUNCTIONS OF JOINT FOREST MANAGEMENT COMMITTEE/ EXECUTIVE COMMITTEE



## A

- i. To ensure protection of forest (s)/ plantation(s)/wildlife through members of the committee.
- ii. To protect the said forest(s)/plantation(s) with the member of the Committee.
- iii. To inform forest personnel or any person or persons attempting trespass and willfully or maliciously, damaging the said forest(s) / plantation(s)/Wildlife or committing theft thereon.
- iv. To prevent such trespass, encroachment, grazing, fire, poaching, theft or damage.
- v. To apprehend or assist the forest personnel in apprehension of such person or persons committing any of the offence mentioned above.

## B

- i. To ensure smooth and timely execution of all forestry and fringe area development works taken up in the area by extending necessary help to the officials of Forest Department.
- ii. To involve every member of the Committee in the matter of protection of forests(s)/plantations(s)/wildlife as well as other duties assigned to the Committee.
- iii. To assist the concerned Forest Officials in the matter of selection/engaging of labourers required for forestry work.

## C

- i. To ensure smooth harvesting of the forest produce by the Forest Department.
- ii. To assist the concerned Forest Official in proper distribution of the earmarked portion of the net sale proceeds among the members of the Committee (as per list maintained by Sthayee Samiti).
- iii. To ensure that usufructuary rights allowed by the Govt, is not in any way misused by any of the members and forest/plantation sites are kept free from any encroachment whatsoever.

## D

- i. To prevent any activities in contravention of the provisions of Indian Forest Act of 1927 and any Acts and Rules made there under and the Wildlife (Protection) Act, 1972 as amended from time to time.
- ii. To report about activities of particular member which are found prejudicial and detrimental to the interest of a particular plantation and or/forest wildlife to the concerned Beat Officer/Range Officer which may result in cancellation of membership of the erring member.

iii. To assist the Forest Officials to take action or proceed under Indian Forest Act 1972 and the Wildlife (Protection) Act 1972 and any Acts and Rules made there under, against the offenders, including may erring members of the Committee found to be violating the Act or damaging the forest/plantation/wildlife.

#### S.USUFRUCTUARY BENEFITS

i. The members will have to protect the forest and wildlife for at least 5 years to be eligible for sharing of usufructs under this programme.

ii. The members shall be entitled to collect following items free of royalty without causing any damage to forest.

a) Fallen twigs, grass, fruits (excluding cashew), flowers, mushroom, seeds, leaves and intercrops raised by JFMCs subject to any restriction imposed from time to time, Provided however such collection will be not allowed in Protected Areas.

b) Medicinal plants will be permitted to be collected by the JFMC members free strictly on the basis of approved micro-plans, except in Protected Areas.

c) Member of the JFMC will receive 25% of net sale proceeds of firewood and poles, which are harvested during coppice felling coupe operations, thinning and cultural operations. The poles for the purpose of this order will be under 90 cm, gbh for all species except Teak. For Teak upper limit of gbh is 60cm.

iii. Entire Sal seeds as collected shall have to be deposited with the West Bengal Tribal Development Cooperative Corporation Ltd., through the local LAMPS (where LAMPS are functioning) and LAMPS will pay the members, in approved tariff, against their individual collection.

iv. The concerned forest official will distribute to the eligible members their proportionate share of the usufructs from the harvesting after satisfactory performance of functions detailed herein before.

v. The usufruct sharing will be subject to restrictions imposed from time to time on account of Silvicultural and Management requirements and from preservation of wildlife point of view.

#### 6. TERMINATION OF MEMBERSHIP DISSOLUTION OF COMMITTEE APPEALSETC

i. Failure to comply with any of the conditions laid down herein before as well as contravention of provisions of the Indian Forest Act of 1972 Wildlife (Protection) Act or Acts and /or Rules made there under, may entail cancellation of individual membership and or/dissolution of the Executive/Joint Forest Management Committee. as the case may be by the Officers of the Forest Department as state below in (ii) and (iii) below



ii. The concerned Divisional Forest Officer shall be entitled to take appropriate action even dissolution of any Executive/Joint Forest Management Committee on the grounds stated above, on the recommendation of the Bon-0-Bhumi Sanskar Sthayee Samiti, Panchayat Samiti.

iii. The concerned Range Officer may be authorized by the Divisional Forest Officer to take proper action, even termination of an individual membership, on the above mentioned grounds, on the recommendation of the Executive Committee of Joint Forest management Committee.

iv. Appeal against any such penal action by the Range Officer may be preferred to the concerned Divisional forest Officer through local Panchayat Samiti.

v. Appeal, against any such penal action by the Division Forest Officer may be preferred to the concerned Circle Conservator of Forests through the concerned Panchayat Samiti and the Zilla Parishad, whose decision shall be final.

#### **ORDER**

Ordered that the Resolution be published in the Calcutta Gazette and copy sent to all concerned.

By order of the Governor

( Smt. ShilaNag IAS)  
Joint Secretary to the  
Government of West Bengal

No. 5971/1-For.

Date:03.10.2008

Copy forwarded to the Managing Director, Basumati Corporation Ltd., 166, B.B. Ganguli Street, Kolkata- 12.

He is requested to publish it in the Kolkata Gazette for greater interest. 25 copies of the Gazette Notification may kindly be sent to this Department

Joint Secretary

Department of West Bengal

No. 5971/2(6)-For. Dt. 03.10.2008'

Copy forwarded for information to the :

13. P.C.C.F, (WL), West Bengal & C.W.L.W.
- .....-14. P.C.C.F., West Bengal.  
- All concerned may be informed accordingly.
15. Accountant General (A&E), West Bengal.
16. Finance Department of this Government.
17. Sabhadhipati .....
  
18. P.S. to M.I.C., Forests Department.

Joint Secretary to

Government of West Bengal

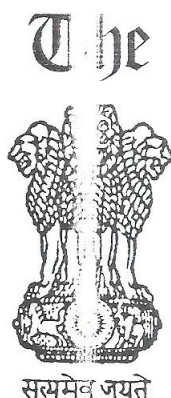
No. 5971/3-For. Date 03. 10.2008.

Copy forwarded for information to the Secretary to the Govt of India.  
Ministry of Environment & Forests, National Waste Management Board. C.G.O.  
Complex, Lodhi Road, New Delhi- 110 003.

Joint Secretary to the Government of West Bengal



Kolkata



Gazette

Extraordinary  
Published by Authority

LGUNA 161

TUESDAY, MARCH 6, 2012

[SAKA 1933

Part II—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FORESTS  
WRITERS' BUILDINGS, KOLKATA-700 001

308For/ 61,1-28/2002

Kolkata, the 14th February, 2012.

RESOLUTION

After thorough review of the present structure of the Eco Development Committees, the Governor is pleased to constitute the Executive Committees of the Eco Development Committees concerned constituted as per provisions laid down in item No. 1 (viii) of the Resolution No. 3841-For dt 26.6.1996, in the following manner:

- |    |  |                 |
|----|--|-----------------|
| a) | Representative of Local M.L.A. as may be nominated by local M.L.A.   | Member          |
| b) | Pradhan or any member of Local Gram Panchayat as may be nominated by the Pradhan   | Member          |
| c) | Elected representatives from amongst the members, not exceeding 10% of total membership subject to a minimum number of 6 and maximum of 11. Not less than 30% of the elected members shall be Women and among all the members at least one member will be tribal | Member          |
| d) | Concerned District Officer   | Member Convener |
- A chair-person shall be elected for every meeting of the EDC.

ORDER

Ordered that the Resolution be published in the Kolkata Gazette and copy be sent to all concerned.

By order of the Governor.

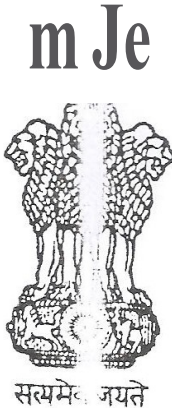
U. MUKHERJEE.

Special Secretary to the Government of West Bengal

Printed and published by the Controller of Printing and Stationery, West Bengal and printed at Saraswati Press Ltd.  
(Government of West Bengal, NCPRI, Kolkata - 700 056)



Kolkata



Jaipur, etc.

Extraordinary  
Published by Authority

PHILIPPA UNANI

TUESDAY, MARCH 6, 2012

ISAKA 1933

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FORESTS  
WRITERS' BUILDING, KOLKATA-700 001

No. 309-Fori6M- 8 2002

Kolkata, the 4th February, 2012.

#### RESOLUTION

After thorough review of the present structure of the Forest Management Committees, the Governor is pleased to reconstitute the Executive Committees of the JfMCs concerned constituted in the Darjeeling Gorkha Hill Council Areas as per provisions laid down in item No. 2(ii) of the Resolution-No. 5970-For dt. 3.10.2008, in the following manner:

- |  |                  |
|--|------------------|
| a) Representative of Local M.L.A. to be nominated by local M.L.A.  | Member           |
| b) Local Councilor of the D.G.H.C on his authorised representative   | Member           |
| c) Elective representative of the beneficiary<br>(Five number of members of the JfMC: subject to, the condition that at least 10 members will be Women and among all, the members at least one member will be tribal). | Member           |
| d) Concerned Beat Officer/Dy Ranger/Dy. Range Manager  | Member Secretary |
| e) One Head Forest Guard/Forest Guard/Ban Majdhi, Ban Shramik/Nigam Shramik to be nominated by concerned Range Officer   | Member           |
- The members of the Executive Committee shall elect the President in each meeting

#### ORDER

It is ordered that the Resolution be published in the Kolkata, Gazette and copy be sent to all concerned.

By order of the Governor.

U. MUKHERJEE

Special Secretary to the Government of West Bengal.

Printed by the Controller of Printing and Stationery, West Bengal and printed at Saraswati Press Ltd.  
(Gowmm:111 of West Bengal Interpress), Kolkata 700 056

f) One Head Forest Guard (Turt:lst Guard 'Ban iviJ\it' . 'bfllrai;k ; ) ; nolll inated ivlernb,r.  
b concerned Range Offict:lr .\././ -,,

The members of the Executive Committee sir ll the President in each meeting.

Ordered that the Resolution be published in the Kolkata Gazette and copy be sent to all concerned.

**Kolkata**



**Gazette**

By order of the Governor.

सत्यमेव जयते

U. MUKHERJEE.

Special Secretary to the Government of West Bengal.

Extraordinary

Published by Authority

[GUNA 16]

TUESDAY, MARCH 6, 2012

[SAKA 1933

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FORESTS  
WRITERS' BUILDINGS, KOLKATA-700 001

No. 310-For/6M-28/2002

Kolkata, the 14th February, 2012.

RESOLUTION

After thorough review of the present structure of the Joint Forest Management Committees, the Governor is pleased to reconstitute the Executive Committees or the JFMCs concerned constituted in the districts of Jalpaiguri, Coochbehar, Darjeeling (excluding areas under Darjeeling Gurkha Hill Council), Maida, Murshidabad, Nadia, Uttar Dinajpur, Dakshin Dinajpur and Hooghly, and also in the districts of Purba Medinipur, Paschim Medinipur, Bankura, Purulia, Burdwan, Birbhum, North 24 Pgs. and South 24 Pgs. as per provisions laid down in item No. 2(ii) of the Resolutions No. 5969-For/J. 3.10.2008 and No. 5971-For/J. 3.10.2008 respectively, in the following manner:

- Representative of Local M.L.A. to be nominated by local M.L.A. Member.
- Kannadhyaksha or any member of the "Bon-0-Bhumi Sanskar Sthayee Sarniti" of the Local Panchayat samiti as may be nominated by the Kannadhyaksha. Member.
- Gram Pradhan or any member Local Gram Panchayat (s) as may be nominated by the Pradhan, Chairman or the Municipality or any Councilor of the Local Municipality as nominated by the Chairman of the said Municipality. — Member.
- Elected representative of the beneficiary (Five number of members of the JFMCs subject to the condition that at least 10 members will be Women and among all the members at least one member will be tribal). - Member.
- Concerned Beat Officer or his nominee in the rank of Head Forest Guard/Forest Guard/Ban Mudur/Bal Member Secretary

Published by the Controller of Printing and Stationery, West Bengal, at the Government of West Bengal Enterprises, Kolkata 700 056



One Head Forest Guard/Forest Guard, Ban Majdur/Ban Shramik to be appointed by concerned Range Officer — M

The members of the Executive Committee shall elect the President in each meeting.

**ORDER**

Ordered that the Resolution be published in the Kolkata Gazette and copy be sent to all concerned.

By order of the Government

U. MUKHERJEE.  
*Special Secretary to the Government*



The  
Kolkata Gazette



सत्यमेव जयते

Extraordinary  
Published by Authority

AGRAHAYANA 29]

TUESDAY, DECEMBER 20, 2011

[SAK A 1933

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Forest Department

For Branch

Writers' Buildings, Kolkata-700 001

No. 2794-For/6M-28/02

Kolkata, the 28th November, 2011.

RESOLUTION

In continuation of this Department's Resolution Nos. 5969-For. dated 03.10.2008 & No. 3002-For dated 04.08.2009, the Governor is pleased to substitute the contents of Item No. 5(ii) C and Item No. 5(ii) d of the Resolution No. 5969-For dt. 03.10.2008 as follows :

5(ii) C. Members of the concerned JFMC will receive 25% of net sale proceeds of firewood and poles which are harvested during thinning and cultural operations. The poles for the purpose of this order will be under 90 cm. gbh for all species except Teak. For Teak, upper limit of gbh is 60 cm.

5(ii) d. Members of the JFMC will receive 15% of net sale proceeds of timber, firewood & poles which are harvested at the time of final felling. Share of JFMCs would be equally allocated to all the JFMCs in Forest Division proportionate to the strength of their members. All the members of the Eco-Development Committee of BTR & Wildlife Division-III, along with the members of the JFMCs of the same divisions, will also receive 15% of net sale proceeds of timber, firewood & poles which are harvested at the time of final felling.

Resolution No. 507-For dt. 9.2.2010 stands cancelled.

ORDER

Ordered that the Resolution be published in the Kolkata Gazette and copy sent to all concerned.

By order of the Governor.

SMT. UMA MUKHERJEE, I.A.S.

Special Secretary to the Government of West Bengal

Published by the Controller of Printing and Stationery, West Bengal and printed at Samswal Press Ltd.

(Government of West Bengal Enterprise), Kolkata 700 056

---

# Model Bye Law



## Model Byelaws for Joint Forest Management /

### Eco-Development Committees

#### (As per the Guidelines Provided in JFM Handbook of MOEF&CC)

#### Name, Address and Area of work

- 1.1 This Byelaw pertains to the Committee for Joint Forest Management/ Eco-Development Committee of.....  
(name of village/villages under name of Gram Panchayat and Block ). For the purposes of this byelaws, it will be called the ..... Joint Forest Management Committee or Eco Development Committee.
- 1.2 The General Body of the ----- Joint Forest Management Committee/Eco Development Committee under \_\_\_\_\_ (name of gram panchyat) has approved these byelaws and the Committee will undertake their day - to - day working as per these byelaws.
- 1.3 Address of the Committee will be -----(JFMC/EDC) for-----  
(name of village/villages/hamlets) in the----- (name of Panchyat) of----- (name of Block) in the ----- (name of District) of----- (name of State) with PIN Code-----.  
*(Any change in address, hereafter, will be intimated in writing to the Divisional Forest Officer of the Forest Department and to other related departments. If the JFMC is registered as a society, then address change will be sent to the Registrar of Societies.)*
- 1.4 The area of operation of the Committee is the boundaries of the Revenue village / hamlet etc. All forests within the boundaries will be included. Further, other forests beyond the boundaries of the village etc that have been earmarked and handed over for management to the Committee will be included.

Name of Forest Block-----, Compartment No.----- for Forest Area or -----  
----- (Khasra No.) of----- (name of Village) in case of Revenue Land with following Boundary Descriptions as,

North:  
East:  
South:  
West:

(The boundaries with GPS coordinates may be mentioned to avoid any ambiguity)

## 2. Definitions

Unless specifically mentioned otherwise:

2.1 Samiti and Committee refers to the Joint Forest Management Committee or Forest Protection Committee, formed as per the \_\_\_\_\_ GO, dated \_\_\_\_\_.

2.2 Forest Act refers to the \_\_\_\_\_, (name of Act and year), and rules formulated under the act.

2.3 Forest Conservation Act (FCA) refers to the Forest Conservation Act, 1980 and associated rules and guidelines.

2.4 Wildlife Protection Act refers to Wildlife Protection Act, 1972 and associated rules and guidelines.

2.5 Bye-laws, refers to the byelaws approved by the General Assembly of the Forest Protection /Eco-Development Committee, .....  
(name of village ).

2.6 Member, refers to the members of the JFMC/EDC of .....  
(name of village/villages/hamlet).

2.7 General Assembly includes both ordinary as well as extra-ordinary general assembly meetings.

2.8 Executive Committee refers to the EC formed as per the GO of West Bengal

\_\_\_\_\_ dated xxx, yyy, zzzz, and the Societies Act, 1860 (if applicable).

2.9 President means, the President of the JFMC/EDC of .....  
(name of village ).

2.10 Member Secretary refers to the Member Secretary appointed as per the GO \_\_\_\_\_ dated xxx, yyy, zzzz, and the Societies Act, 1860 (if applicable).

2.11 The use of the words “he” and “his”, includes the meaning “she” and “her” in these byelaws.

2.12 Gram Sansadrefers to the Gram Sansadas per the Panchayat Raj Rules of West Bengal.

### 3. Objectives

3.1 Facilitate the involvement of members of rural communities to plan, protect, regenerate, develop, manage, and conserve forest jointly by the communities and the state forest departments.

3.2 Equitable share of benefits from the forest protected and conserved by the JFMC/EDC jointly with the state forest departments

3.3 To develop JFMC/EDC as a decentralized, democratic and self regulatory institutionwith a purpose to conserve forest and its associated ecosystem services

3.4 To develop the organization to handle finances independently through grants loans



3.5 Balance multiple interests of communities, both from forest produce and environmental services

3.6 Identify the drivers of forest degradation and attempt to tackle the same, with support from the Forest Department

3.7 To create awareness among people towards conservation of forest, biodiversity and eco system services and motivate participation of people from all section especially the marginalized section, tribal, landless and women in JFM

3.8 Undertake agreements with Forest Department and other departments as well as organization for effective functioning and implementation of JFM and for improving forest based sustainable livelihoods

3.9 Make efforts to control the illicit and undesirable actions that damage the forest ecosystem and strengthen the social institutions through JFM

#### **4. Membership**

The following members of the village or hamlet keep the eligibility of membership in the JFM Committee:

4.1 All the adult persons above 18 years of age who are permanent residents residing within the boundaries of the village and in the vicinity of forest provided he has the interest to protect the forest.

4.2 Each household will be represented by one member. However, there would be joint membership for both husband and wife. Either of the two can represent the household at any point.

4.3 The members will be selected by the Divisional Forest Officer in consultation with the Bon O Bhumi Sanskar Sthayee Samiti of the Panchayat Samity.

4.4 All members will be listed in the membership register. The format of the membership register is provided at annex 1. Full particulars of each member will be entered

4.5 A copy of the list of members will be maintained by the concerned Divisional Forest Officer.

4.6 As mentioned in the Government Resolution, all Government and Non-Government officials will become the Ex-officio members of the Committee

4.7 Forester or his nominee in the rank of Head Forest Guard/Forest Guard/Ban Majdur/Ban Shramik will be Member Secretary of the committee

4.8 Each member of the committee will pay Rs. -----for primary membership/annual fees/one time fee. Government, non Government and Institutional members can deposit membership fee voluntarily (There is no such provision in the GO at





present but can be considered by the forest department for creating ownership of the JFMC/EDC)

4.8 Any change in Membership fees need to be approved by the General Body of the Committee (Will be applicable in case membership fee is introduced).

## 5. Termination of membership

5.1 If a member violates the rules of the JFMC/EDC, then, the EC, may ask for clarification, and subsequently, if required, may recommend the temporary or permanent suspension of member after such proposal ratified by the General Body.

5.2 Prior to recommending suspension, the EC should give full opportunity to the member to clarify their position about the issue of concern.

5.3 Conditions, under which such steps may be taken, are:

If the member is convicted and punished by a court of law in a matter this is thought to be against the interest of the Committee

If proven to be of unsound mind

If proved to be habitual offender of forest and violates rules of the JFMC/EDC and does not desist despite warnings.

Contravention of provisions of the Indian Forest Act, Wild Life Protection Act or Acts and Rules made thereunder

5.4 On recommendation from the Executive Committee of the JFMC, Divisional Forest Officer may authorize the concerned Range Officer to take appropriate action against the member or terminate the membership

## 6. General Assembly

6.1 General assembly comprises of all the members of the Committee.

6.2 It will be mandatory to hold at least two (2) meetings in a year with a quorum of at least 1/3<sup>rd</sup> of members. Of this, at least 33% must be women. (though the present GO states at least one AGM but to make the JFMC more transparent and function democratically these changes can be initiated)

6.3 In addition, the member secretary can convene general body meeting on receiving requests from at least 33% of members.

6.4 All members will be informed about the meeting, at least 7 days before the date of the meeting.

6.5 Decisions should be taken by consensus to the extent possible.

6.6 However, if circumstances demand, the GB may adopt democratic means of decision making by secret ballot or raising of hands.

**7. Gram Sabha / Gram Sansad (As mentioned by the MOEF guidelines of Model Bve Law. the state may take appropriate decision in this regard)**



The above meeting will be called as per the Panchayat Act/Rules for taking following decisions:

7.1 Commitment of the rural community for protection and development of forest resources

7.2 Formation of JFMC

7.3 Election of Executive Committee Members

7.4 Approval of bye laws of the Committee

7.5 Approval of Village level Micro Plan

7.6 Decision and approval of eco-development activities

## **8. General Assembly vis-à-vis Gram Sabha**

The General Assembly will undertake the following in its meetings:



- 8.1 Approve the annual report and other records placed by the EC
- 8.2 Discuss and adopt micro plan prepared with support from the Forest Department or other agencies
- 8.3 Discussion amongst members regarding rules, procedures, and fees for access to and distribution of forest produce.
- 8.4 Approval of the suspension or termination of membership of any member for illegal activities.
- 8.5 Approval of short term and long term management steps to be taken by the JFMC
- 8.6 Any other matter that is brought to the notice of the GB.

### **9. Executive Committee(EC)**

The EC will be vested with the powers of the GB as regards its day to day activities. It will work within the bye laws approved by the General Assembly. The EC will be formed as follows:

- 9.1 The size of the EC will be as per the Government Resolutions on JFM
- 9.2 These elected members will include five members out of which two will be women and tribal.
- 9.3 **The President and Treasurer will be selected from these elected members. At least one woman will be selected for any of these three positions. (Not mentioned in the present GO but can be considered)**
- 9.4 Ex-officio members. Apart from the elected members the following persons will be ex-officio members of the executive committee:
  - Representative of MLA
  - Karmadhakshya or any member of Bon o BhumiSanskarSthayeeSamity of the PanchayatSamity as nominated by the Karmadhakshya
  - Gram Pradhan or any member of the local Gram Panchayat nominated by Pradhan
  - Concerned Beat Officer or his nominee
  - Nominee of the Range Officer
- 9.5 The concerned Range Officer will be the observer during the election of the Executive Committee to be held during the Annual General Meeting.
- 9.6 The concerned Beat Officer or his nominee in the rank of Head Forest Guard/Forest Guard/Ban Sramik/Ban Majdur will be the Member Secretary
- 9.7 No member of the Executive Body shall be nominated or elected for more than three years in succession.
- 9.8 **The EC may appoint its own Joint Secretary who can serve as a local counter-part to the FD member secretary, so that the day to day work of the EC, at the local level can go on smoothly.(Though there is no provision in the present GO but can be incorporated)**



## **10. Rules of business for Executive Committee**

10.1 The executive committee will have a tenure of one year.

10.2 The executive committee will organize at least six meetings in a year (once in every two months), however, if required more meetings can be convened.

10.3 The quorum of the executive committee meeting will be 1/3<sup>rd</sup> of the elected members including at least one woman member(Though it is not mentioned in the present GO but can be incorporated).

10.4 The executive committee will actively participate in formulation of the micro plan

10.5 The EC shall examine the micro plan before sending them to the Divisional Forest Officer. If necessary, it will make amendments in these documents and present them for approval in the general meeting of the JFMC.

10.5 It will ensure that financial accounts are recorded and audited. It will get these records approved in the general meeting in a year and send approved copy to the related forest officer(No such provision in the present GO but the state may consider though it is not mandatory as the JFMC is not registered under society/cooperative society)

10.7 Resolve any disputes that may arise between its members by itself or with the help of the Panchayat and Forest department

10.8 Perform other activities for the benefit and welfare of the members.

## **11. Dismissal of an Executive Committee Member**

11.1 If a member is absent in three meetings consecutively, after giving due opportunity for explanation, and warning, the member may be removed

11.2 If any member is caught committing a serious forest offence, the membership will be terminated immediately

11.3 If the member has violated the stipulations of Indian Forest Act, Wild Life Protection Act, Forest Conservation Act etc

11.4 If the member is relocated from the village

## **12. Conditions under which the Executive Committee may be dissolved.**

12.1 If Executive Committee is found to be incapable of performing its responsibilities.

12.2 If some grave financial irregularity or misappropriation of funds reported.

12.3 There is violation of rules decided by the JFMC or activities done in contravention of government orders/guidelines.

12.4 Under the above mentioned circumstances, the Divisional Forest Officer upon recommendation of Bon O BhumiSthayeeSamity of the PanchayatSamity can dissolve the Executive Committee of JFMC.

12.5 The Divisional Forest Officer will take the charge of such an Executive Committee through authorized representative. (New clause suggested by MOEF guidelines)



12.6 The dissolved executive committee can make an appeal against the order for dissolution to the concerned Circle Conservator of Forest through the concerned PanchayatSamity and the ZillaParishadwhose decision will be considered final.

12.7 The decision of the Circle Conservator of Forest should provide a provision for holding re-elections within a reasonable time-frame (New clause suggested by MOEF)

### **13. Powers of the Executive Committee**

13.1 Discharge all activities on the land assigned for development and protection in consultation with other as per technical requirement to fulfill the demand of forest produce and other ecosystem services.

13.2 Decide the procedure and rules and rates (there is no provision for charging fees for NTFP collection or sale in WB GO, members have free rights excluding cashew) for collection/extraction, distribution and sale of forest produce like grass, leaves, fruits, flowers, small branches etc from this land. Medicinal plants will be permitted to be collected by the JFMC free strictly on the basis of approved microplan.

13.3 Protect the forest and tree plantation area as well as wild life according to the provisions of the existing acts/rules.

13.4 Make arrangement for preventing encroachment, illegal grazing, illicit lopping, theft, illegal mining and illicit extraction of forest produce from the said land.

13.5 Take action against any person found to harm the forests in any way, including charging fines from the offender (there is no such provision in WB GO) and handing over the offender eventually to the related forest officer.

13.6 Make appropriate arrangement for grazing and drinking water for cattle.

13.7 Prepare estimates and arrange for necessary funds required to achieve the objectives of the JFMC.

13.8 Purchase the necessary materials and assets required for efficient working of the JFMC.

13.9 Arrange necessary funds required for expenditure from the forest department and other departments / organizations.

13.10 Receive loans, grants or gifts from any individual or organization for the fulfillment of the JFMC objectives.

13.11 Establish the designated fund required for accomplishment of JFMC's objectives and open as well as maintain a bank account for this fund. Maintain a separate fund for the JFMC's own income. Maintain necessary records for these accounts.

13.12 Make necessary agreements in the interest of the JFMC with any individual or organization.

13.13 Appoint any person to provide consultation for, and protection of the area and for other works. It can also give the appointed person honorarium or remuneration for this purpose.



13.15 Make any necessary amendments in the future, in the by-laws created and decided, for the achievement of JFMC objectives. It will however be necessary to get these amendments approved in the forthcoming general meeting.

#### **14. Powers and Responsibilities of the Office bearers**

**14.1 President**(There is no provision of electing President of the EC for the entire term of EC in West Bengal GO. It states that the EC will elect one President in each meeting for presiding over the meeting. However, it is necessary to have one President of the JFMC who would be accountable and responsible). The following provisions suggested by MOEF can be included

- The President will preside over the general assembly and executive committee meetings.
- Will sign all documents and agreements on behalf of the JFMC.
- Will interact with other departments, NGOs etc as a representative of the JFMC
- Will act as a joint signatory on cheques, to withdraw money from the banks

**14.2 MemberSecretary**(The Member Secretary is from the forest department as per the present GO on JFM. The following roles suggested by MOEF considered the Member Secretary of JFM even from outside the forest department. However, the Member Secretary from the Forest Department also performs the same functions as well in the present context and thus can remain same.)

- Will convene general assembly and executive committee meetings in a year.
- Will record the minutes of these meetings and get them approved in the general assembly.
- Will look after the general correspondence of the JFMC.
- Will help the JFMC in designing the micro plan and coordinating with other departments.
- Will act as a joint signatory on cheques, to withdraw money from the banks
- Will complete any other work assigned by the forest department.

**14.3 Treasurer**(There is no provision of Treasurer in the present GO. However, it is strongly suggested by the field staff during workshop and other meetings to have one Treasurer to fix accountability)

- Maintain the accounts of the JFMC and present them in the general assembly.
- Deposit the JFMC funds in the bank and incur expenditure as per the decisions of the executive committee.
- Will maintain the bank account according to government orders.

#### **15. Powers and responsibilities of other stakeholders**

15.1 The concerned gram panchayat will extend necessary support to ensure smooth functioning of the committee

15.2 The Bon o Bhumi Sthayee Samity of the concerned Zilla Parishad will monitor, supervise and review functions of the JFMC.

## 16. Micro Plan

This is a document that will be prepared in consultation with the villagers, backward classes and women for the development of the area and management of the forest. The JFMC will work according to this document. It will contain

- 16.1 Sound silvicultural practices
- 16.2 Soil and Water Conservation methods
- 16.3 Conservation of bio-diversities
- 16.4 Use of forest produce-sharing methods
- 16.5 MOU Formats

**17. Maintenance Fund (New clause suggested in the guidelines of MOEF, state may consider whether it would be incorporated or not. This idea is incorporate in the Watershed Committees under IWMP. Many IWMP projects implemented in the JFMC areas are also following it. This can be incorporate at the JFMC level also for sustainability of the assets created)**

A maintenance fund will be established under the JFMC

17.1 This fund will be set up by the JFMC by means of contribution made by the members, villagers and labourers from their wages related to forest work, and also maintenance funds available from plantation projects (if any).

17.2 The amount for this voluntary contribution will be decided by the general body of the JFMC. Once determined, it will be mandatory to collect this contribution.

17.3 This fund will be kept in the bank as a fixed deposit for the tenure of the scheme.

17.4 This fund will be used in the post scheme period for the maintenance of the assets developed under the scheme.

## 18. Distribution of Benefits

JFMC will protect the forest and wildlife for at least five years to become eligible for sharing usufructs.

The members can collect the following items free of royalty without causing damage to the forest:

### 18.1 Non-wood Forest Produce

- Fallen twigs, grass, fruits (except cashew), flowers, mushroom, seeds, leaves and intercrops raised by the JFMC except in Protected Areas
- Medicinal plants is permitted to be collected free strictly based on the approved microplan
- 

### 18.2 Distribution of benefits at the time of final extraction



Member of the JFMC will receive 25% of the net sale proceeds of the fire woods and poles harvested during coup felling operations, thinning and cultural operations.

The concerned forest official will distribute the share upon satisfactory performance by the JFMC.

The EC will ensure smooth harvesting and distribution of benefits.

Rights over bamboo harvesting and sale will be as per current rules and guidelines.

### **19. Agreement (New clause in the guidelines of MOEF)**

19.1 The JFMC will sign an agreement/MoU with the Divisional Forest Officer from the Forest Department for conducting its activities according to the Micro Plan cum Management Plan. This agreement will be signed by both the parties.

19.2 The MoU will outline the basis of conducting all future forestry activities.

19.3 The duration of the MOU will be specified in the MoU itself, but may vary from 5 to 20 years.

### **Amendments**

If these Bye-laws made according to the government order, need to be modified time to time or there is a felt-need for new rules in bye-laws or removing certain rules, then the general assembly on request of the executive committee, can make the required changes if at least 60% members approve of it.

### **Pledge**

After the Bye Laws approved unanimously or with the approval of the majority of community members, to have a sense of ownership of these Bye laws, the general body of the JFMC may take a pledge in this effect as below and then as an agreement all members need to sign under this pledge:

“We the residents of .....village,  
.....block,.....dist.....state have constituted a JFMC  
named as .....JFMC dt.....with  
.....solemnly pledge that we will remain abide by this bye  
laws unanimously adopted by us for conservation, protection and development of the piece  
of forest land/community land assigned to us for management”.

(Signature of all JFMC Members)





# The Prescribed Form to Keep Records of Committee Members

..... Forest Protection /Eco Development/JFM Committee

Village.....Block.....Range.....

.....

Division .....District.....

Sl N o	Name of membe r	Gende r	Name of Father / Spouse	Cast e	Ag e	Professio n	Name of Nomine e	Signatur e	Specificatio n



## Format of Receipt for Membership fees or any Other Income

.....forest protection / Eco Development Committee.....

Receipt number..... date:.....

Received of Rs..... from Shri / Smt. / Km..... son/wife

Shri..... for membership fees / penalty / forest product sales.

Treasurer / member secretary

.....

.....



# Format for Proceedings Register

.....JFMC/EDC

Name of Beat..... Forest Division.....

Name of Range..... District.....

Date of Proceeding..... Time..... Venue.....

Agenda	Description of Discussion	Decision
1.	1.	1.
2.	2.	2.
3.	3.	3.

**Signature  
President  
Member Secretary,**

**Signatures of Other Members Present**

**Signature of**

Stamp



