



Government of West Bengal  
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force  
West Bengal

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No. 12210 /P&S(P)/3D-554/2021

Dated : 24/02/2023

- To : 1) All the Chief Conservators of Forests/ Field Directors  
2) All the Conservators of Forests/ Joint Director, Sundarban Biosphere Reserve  
3) All the Divisional Forest Officers/ Dy. Conservators of Forests.

Sub : CSR Guidelines for Forest Directorate, West Bengal Forest Department.

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Sir,

Forest Directorate has been receiving funding support intermittently from the corporates through their CSR/CER activities. It is seen that over the last few years organisations like IOCL, Reliance, TCS have associated themselves with for conservation of forest and wildlife.

However, there were no guidelines in the Forest Directorate regarding the procedure of receipt and use of such funding through CSR/CER.

In order to streamline the procedure of receipt and use of external funding through CSR/CER of corporate bodies, a policy has been formulated by the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal. I am directed to enclose the guidelines for your future guidance and action.

Encl : As stated above

(Subhankar Sengupta)  
Chief Conservator of Forests,  
Headquarter, W.B.

No. 12211 /P&S(P)/3D-554/2021

Dated : 24/02/2023

Copy forwarded for information to :

- 1) The Managing Director, West Bengal Forest Development Corporation Ltd.
- 2) The Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal.
- 3) The Principal Chief Conservator of Forests, Research, Monitoring & Development, West Bengal.
- 4) The Principal Chief Conservator of Forests & Chief Executive Officer, Compensatory Afforestation Fund Management & Planning Authority (CAMPA), West Bengal
- 5) The Chief Project Director, West Bengal Forest & Biodiversity Conservation Project.
- 6) The Additional Principal Chief Conservator of Forests & Member Secretary, West Bengal Zoo Authority.
- 7) All Additional Principal Chief Conservators of Forests, West Bengal..

(Subhankar Sengupta)  
Chief Conservator of Forests,  
Headquarter, W.B.

## **ELINES FOR FOREST DIRECTORATE, WEST BENGAL FOREST DEPARTMENT**

**EW:-**

West Bengal, which has a recorded forest land of 13.38% of its geographical area, during recent past has shown an increasing trend in the Forest Cover increase. As per the latest report "India State of the Forest Report 2021" published by Forest Survey of India, Ministry of Environment & Forests, the total Forest & Tree Cover of the State is 21.61% of the total geographical area of the State. Increase in Forest Cover and maintain the present Forest Cover in good health is imperative, therefore, to fulfil the Objectives of National Forest Policy, 1988 and to achieve the promise that the country has committed at COP-26. Multiple interventions like afforestation, protection of forest and wildlife, soil and moisture conservation, research etc are taken up to ensure the protection of the present forest and wildlife and also to enhance the level of the same in the future. •

Forest Department have been receiving funding support from the corporates through their CSR/CER activities. Organisations like IOCL, Reliance, TCS have associated them for conservation of forest and wildlife.

In order to streamline the procedure of receipt and use of external funding through CSR/CER of corporates and to bring in uniformity in mechanism it is imperative that a guideline be issued for receipt of funds for such cases.

### **The permissive guidelines for receiving CSR funds in Forest Directorate:-**

The Conservation of Natural resources is not only a moral duty but also a constitutional obligation for all. There are many corporate houses based in the state and also in the country that are willing to participate in the conservation of nature and wildlife. The present guidelines will help in formalising the process of receiving such funds for Conservation and expansion of Forest resources and Wildlife. This consists of two parts a) The Operative guidelines and b) the Procedural aspect. These guidelines are required to facilitate corporates to lend their support in protecting our precious forests and wildlife resources. This would give the right connect to the environment and a sense of ownership of the natural resources. We need to realize the importance of conserving these invaluable natural resources for the sake of our future generations. A broad operative guideline to take up CSR and CER activities in Directorate of Forests. Government of West Bengal is stated below.

#### **a) The Operative Guidelines:-**

1. All proposed activities finalised by the CSR support, after observing the norms mentioned earlier shall be routed through the State CSR Cell; The CSR cell proposed to be concomitant with the Governing body of SFDA.

territorial/Social Forestry/Soil Conservation, Wildlife Divisional Forest Officers, Director of zoos and Deputy Director of Tiger Reserve will prepare a Charter of Desirables wherein the activities desired for CSR support are articulated along with the expected cost of the intervention.

The chosen activity by the Corporate shall be in the list of the Charter of Desirables.

The CSR contribution may be in form of physical assets contributed to the Forest Department or monetary contributions.

5. Activities desired should not infringe upon existing acts or guidelines such as Forest Conservation Act, Wildlife protection Act, Environment Protection Act etc.
6. Activities desired should be compatible with the Working Plan and Management Plan of the division/Wildlife Sanctuary/National Park, Tiger Conservation Plan, Zoo Master Plans etc.
7. Activities desired as much as possible, shall be of nature where regular government programmes do not provide funding/support.
8. Activities desired can be one time or multi-year activity.
9. The interested Corporate shall be given the option to choose the intervention they desire to support.
10. State CSR Cell shall be the coordinating agency for facilitation and monitoring of the progress of agreed activities as well co-ordination between the participating Corporate and implementing unit of the Forest Directorate, Government of West Bengal.
11. State CSR Cell shall also be responsible for reporting of all other statutory compliances. There shall be a quantified amount in the contract being the cost of the shortlisted activity for administration, facilitation fee for compliance with monitoring and compliance of reporting with various agencies inclusive of Union and State Government.

**b) The Procedural Guidelines:-**

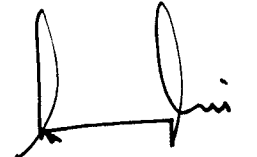
1. Once the interested Corporate agrees to fund the project, the concerned division shall prepare a DPR for the agreed desirables and send the same to the funding Corporate. After the Funding Corporate gives its in-principle approval, the same may be sent to CSR Cell through his controlling officer. The rates contained in the DPR shall be in accordance with the SoR for forestry works and shall be vetted as per the Schedule of Rates for Forestry works and in case of civil works shall be in accordance with PWD SoR and has to be vetted by appropriate Engineering authorities. The DPR may have a provision of 3 % contingency for administrative expenses.
2. The CSR cell shall examine the proposal and after it is satisfied with the DPR, the same may be sent to Forest Department for approval.
3. After the approval of Forest Department, tripartite Agreement/ Memorandum of Understanding shall be signed by the implementing units of the Forest Directorate, Government of West Bengal, respective controlling officer and the funding Corporate.

DPR shall also have separate provisions for third party monitoring after the completion of the project.

The divisions shall prepare their monthly account on online Tally software and send the same to CSR cell.

State CSR Cell shall be the co-coordinating agency for facilitation and reporting of progress of activity.

7. State CSR Cell shall be responsible for co-ordination between CSR partner and Implementing units.
8. CSR cell shall produce an annual report on the status of CSR proposals in the State.
9. Monitoring of activities, fund flows, accounting and auditing, and disbursement of money to the unit offices shall be done by the State CSR Cell.
10. Responsibility of proper utilization of CSR funds shall lie solely on the implementing division and its controlling officer. The funding corporate may inform the CSR cell if it is not satisfied with the progress of work or if it finds that the project has not delivered the outcomes that were promised in the DPR. The CSR cell then conduct an independent inquiry and share its findings with all the concerned parties.
11. After the completion of project the agency receiving funds shall conduct a third party monitoring. The copy of monitoring report along with Project Completion Report, and PR/UC may then be sent to
  - a) The Forest Department through the CSR Cell,
  - b) The CSR Cell
  - c) The Funding corporate.



(Soumitra Dasgupta, IFS)  
Principal Chief Conservator of Forests &  
Head of Forest Force, West Bengal