

Activities of Monitoring & Evaluation wing:

Calendar of Works of Monitoring Circle

(O.O. No. 05/PCCF/R&M/2M-4 dt. 6.11.06 read with Memo No. 165-176/PCCF-RMD/2M-4 dated 26.06.2009)

Date	Activity	Action
April-May	Placement of Fund of CF/Monitoring by PCCF/West Bengal in respect of Directorate Fund	CCF Finance
30 th Sept.	Regeneration Plan Map along with Plantation Journals (Complete up to date)	R.O.s of other Divisions to be directed by concerned DFOs to make these available to the R.O.s of Monitoring Divisions.
1 st Oct	Placement of Fund to DFO/Monitoring by territorial DFOs in respect of Non-Forest Dept [GoWB] funds [Civil Deposits]	Planting DFOs
15 th Oct	Starting Field Survey of Plantations	DFO/Monitoring (North) & DFO/Monitoring (South)
28 th Feb	Finishing Field Survey of Plantations raised with funds from Forest Dept.	Do
31 st Mar	Finishing Field Survey of Plantations raised with funds from civil deposits.	Do
10 th May	Circulation of survey data to DFOs for verification & comments.	Do
31 st May	Last date of receipt of comments from concerned DFOs/CFs.	DFOs / CFs
15 th Jul	Draft Monitoring Report (2 volumes)-Circulation for Comments to DFOs, CFs & CCFs.	DFO/Monitoring (N) & DFO/Monitoring (S)
31 st Jul	Last Date for Receipt of Comments	Other DFOs, CFs & CCFs
15 th Aug	Draft (Power Point) Presentations [2 No. for North & South Bengal] of CF/Monitoring.	CF/Monitoring to prepare & CCF/ME & SC to approve.
20 th Aug	(Power Point) Presentations in North Bengal by CF/Monitoring.	DFO/Monitoring (North) Divn. & CF/MC.
30 th Aug	(Power Point) Presentations in South Bengal by	DFO/Monitoring (South) Divn.

	CF/Monitoring.	&CF/MC.
15 th Sep	Draft Monitoring Report (2 volumes)	Vetting by PCCF/RM&D through proper channel.
30 th Sep	Final Report (2 volumes) – Publication and Distribution.	DFO/Monitoring (N) & DFO/Monitoring (S)
15 th Nov	Draft State Monitoring Report (1 volume)	CF/Monitoring to submit to CCF/ME&SC & PCCF/RMD
30 th Nov	Final State Monitoring Report (1 volume) Publication and Distribution	CF/Monitoring