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VANA SAMRAKSHAN SAMITI

Management Manual



OFSDP

Orissa Forestry Sector Development Project
(Assisted by JBIC)

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Vana Samrakshan Samiti MANAGEMENT MANUAL



Orissa Forestry Sector Development Project

(Assisted by JBIC)

SFTRI Campus, Ghatikia, Bhubaneswar, 751003

Orissa, India



FOREWORD

Orissa has a long history of community participation in protection and management of forest. Orissa is the first state in India to have brought out a JFM resolution for formalizing the involvement of communities in management of peripheral forests in 1988. Government of India issued guidelines in this regard in the year 1990.

As of now more than 10,000 Van Samrakshana Samities are involved in managing about 9000 km² of forest across the state. During the tenth five year plan, Government of India have launched the National Afforestation Programme to provide funding to the VSS for restoration and rehabilitation of the degraded areas assigned to the communities in JFM mode and also to implement some community development works.

The State Government have decided to implement a comprehensive Forestry Sector Development Project in ten districts selected on the basis of extent of degradation of forest, level of poverty, and ratio of scheduled tribe population. The interventions are to be planned and implemented by the participating communities themselves in JFM mode and the Forest Department is to play the role of the facilitator.

I am happy that the OFSDS, which is responsible for overseeing the implementation of the Project, has brought out a “VSS Management Manual” to provide a set of guidelines to the communities as well as facilitators to enable them to properly plan and implement the activities in order to achieve the desired results. The manual is the first of its kind in the state.

I look forward to constructive comments and suggestions from all concerned for further improvement of the Manual.

S.P. Nanda, IAS

Agriculture Production Commissioner
& Chairperson, OFSDS Governing Body



PREFACE

OFSDP is being implemented in 10 districts of Orissa with the twin objectives of restoration of degraded forests and enhancing the incomes of the participating communities. Since major interventions are to be planned and implemented by the VSS in JFM mode, the Project emphasizes upon preparation of “VSS Management Manual” to guide and facilitate the functioning of the VSSs.

A short term consultancy was awarded to Bhubaneswar based “Center for Professional Expertise in Development” for preparation of VSS Management Manual. The consulting team comprising Mr Ashok Nanda, Team Leader, and Mr. C G. Mishra, retd. PCCF Orissa, Prof. Neeraj Kumar, XIM Bhubaneswar, Mr. Nagendra Acharya and Mr. Debashis Dash, prepared a draft after two rounds of consultations with various stakeholders including VSS presidents and members followed by a state level workshop at Bhubaneswar. Draft Manual was scrutinized by a Committee constituted by the PMU comprising Mr. S. Raghvan, CF Working Plans, Dr. Ajay Mahapatra Joint PD, Mr. L. Otta, DFO City Forest Division, Mr. G Rajesh, DFO Khurda Division, & Mr. B.K. Swain Dy. PD (IM&E). Copies were also e-mailed to all DFO-cum-DMU Chiefs & CFs for their feedback. A revised Draft Manual was sent to PCCF Orissa, and PCCF Wild Life Orissa, other senior forest officers as well as the Conservators of Forests for their comments and specific suggestions.

Revised Draft Manual was also shared with the Team leaders of the contracted NGOs in the course of their training in Micro Planning at FRC Angul. Mr B. K. Swain, IFS, then Dy. Project Director, held extensive discussions with the NGO team leaders and field tested the Micro Plan Format during the field exercises on PRA.

Final draft, after giving due consideration to the various suggestions and comments, was deliberated upon at a special meeting of the Governing Body of the Orissa Forestry Sector Development Society, wherein it was approved, and in pursuance of the decision of the GB, changes have been incorporated to make the manual consistent with the Government Policy on JFM.

I place on record my heartfelt thanks to all the senior forest officers, Conservator of Forests, DMU Chiefs, DMU Assistant Chiefs, FMU Chiefs, and other personnel of the Forest Department, VSS representatives, NGO team leaders, who have contributed in the preparation of this Manual. The team of consultants CPED deserves appreciation for all the efforts in capturing the suggestions of different stakeholders.

My special thanks are due to Dr Ajay Mahapatra, IFS, Joint Project Director who monitored the process and scrutinized the draft prepared by the Consultant in the initial stages, and to Shri Bijay K. Swain, IFS Joint Project Director, who edited the draft manual to bring it to the present shape.

Arun K Bansal
Project Director

Orissa Forestry Sector Development Project

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Abbreviations

ANR	Assisted Natural Regeneration
CA	Chartered Accountant
DFO	Divisional Forest Officer
DMU	Divisional Management Unit
EDC	Eco Development Committee
EC	Executive Committee
EPA	Entry Point Activity
FG	Forest Guard
FMU	Field Management Unit
GB	General Body
GC	General Castes
GP	Gram Panchayat
HH	House Hold
IGA	Income Generating Activity
JFM	Joint Forest Management
KF	Khesra Forest
NGO	Non Governmental Organization
NTFP	Non Timber Forest Produce
OBC	Other Backward Caste
OFD	Orissa Forest Department
OFSDP	Orissa Forestry Sector Development Project
OFSDS	Orissa Forestry Sector Development Society
PF	Protected Forest
PHC	Primary Health Centre
PRA	Participatory Rural Appraisal
PWD	Public Works Department
RF	Reserve Forest
RO	Range Officer
SC	Scheduled Caste
SHG	Self Help Group
SoE	Statement of Expenditure
ST	Scheduled Tribe
VF	Village Forest
VFW	Village Forest Worker
VSS	Vana Samrakshan Samiti

CHAPTER 1 - INTRODUCTION

The Orissa Forestry Sector Development Project is being implemented with the objectives of restoring degraded forests and improving the income level of villagers by promoting sustainable forest management including JFM plantations and community development, thereby improving environment and alleviating poverty. It is felt that degradation of forests has resulted into the vicious poverty cycle where in the absence of livelihood options encouraged the local people with more and more removal of forest produce in unsustainable manner leading to further degradation of forests with spread of poverty and unemployment. The project would have village specific local need based approach and the interventions in JFM mode would be through the village based community institution. These forestry based community institutions are termed as Vana Samrakshan Samiti (VSS) in the peripheral reserve forest area and Eco-development Committee (EDC) in the case of protected areas. Project emphasizes the importance of VSS by assigning it the central role, in terms of deciding the required interventions, their execution and financial decision making. It is in this context, the Project has conceptualized the preparation of “VSS Management Manual” to provide uniform guidelines for smooth implementation of the Project. It will be referred to as ‘Manual’

Forest dependent communities have been traditionally living in harmony with forests. And through reclamation of degraded forests and sustainable management of good forests, these communities can get their livelihood and develop themselves on continuous basis. This is possible only when community is organized in form of an institution and when such institution represents genuine stakeholders, and the stakeholders have good idea about its objective, structure, and functions. The main objective of this manual is to facilitate the formation and strengthening of community based forestry organizations, i.e. VSSs. It is expected that ‘manual’ would provide standard guidelines to the VSSs to manage their respective JFM areas, as also to regulate sustainable benefits to its members. However, the ‘Manual’ has built in flexibility to customize on the basis of specific requirements and learnings from the field.

This manual would be applicable to all the VSSs associated with the project and its provisions shall not be contravened or altered without the permission of PMU. However, its content can be revisited and modified in some specific situations as may be warranted in the course of the implementation of the Project. Any change in the content of the manual would be considered as an amendment and would be recorded accordingly.

CHAPTER 2 - VANA SAMRAKSHANA SAMITIES

2.1 VSS -COMPOSITION AND FUNCTIONS

2.1.1 Definition of VSS

Vana Samrakshana Samiti is an independent, formal, democratic “village based community institution” comprising inhabitants of a village constituted for the development/management of earmarked forests as per the Orissa JFM Resolution.

Usually there would be one committee per village but in certain circumstances when two villages share common forest land, watershed, NTFPs, common interest in types of activities being promoted under the project, one committee may be formed for more than one village.

2.1.2 Objectives of VSS

The main objectives of a VSS are as mentioned below:

- i. To protect, manage, and develop forest areas under its management.
- ii. To receive the benefits/concessions/incentives (in any form) and distribute the same among the members.
- iii. To plan interventions for management of the assigned forest area based on scientific principles.
- iv. To serve as interface between villagers and forest department, villagers and other line departments, villagers and other community based institutions.
- v. To represent the villagers in VSS related matters in any public forum.
- vi. To facilitate and promote the activities, which are integral part of the Project, including Micro Planning, Entry Point Activities, Income Generating Activities, or any other activity in furtherance of the Project.
- vii. To form and manage other institutions (such as SHGs) within the VSS for the benefit of the programme.

2.1.3 Guiding Principles of VSS

- i. VSS would be representative of all sections of villagers and will not differentiate among its members
- ii. VSS would promote those members who are passive and have been differentiated because of their limited land/ financial resources, caste, religion etc.
- iii. VSS will take lead in activities which would be beneficial for it, its members and the forests.
- iv. VSS would do every thing to protect and develop forests and forest based resources in the assigned area.
- v. VSS would maintain fair play, equity and transparency in all its actions.
- vi. VSS would take necessary approvals as may be required under the JFM Resolution of the state and this Manual.

vii. The 'Manual' will be followed by the VSS and all concerned.

2.1.4 VSS in Overall Framework of OFSDP

VSS would serve as the foundation of organisational pyramid of the Project as far as the implementation of the project is concerned. The Project further conceptualizes that after the VSS becomes functional, all decisions regarding forest management, livelihood options, benefit sharing etc. would originate from the VSS. The manual also provides that decision taken by VSS would not be ordinarily altered by FMU or DMU unless it contravenes the working plan prescription, legal and technical parameters. For implementation of the Project the existing VSSs will *ipso facto* function as VSSs under OFSDP. Wherever such VSSs are not existing, new VSSs would be formed.

2.1.5 Formation of VSS

After ground works, the FMU will organise a village meeting. The NGO¹, will mobilize community members for the meeting where the members of the Field Management Unit (FMU)/Forester/VFW concerned will explain the following aspects:

- i. JFM- Purpose, guidelines, programmes, practices, benefits and responsibilities.
- ii. Structure and Functions of VSS,
- iii. Duties and responsibilities of VSS members and Executive Body.
- iv. The Project objectives and strategies.

Following detail discussion on above aspects, FMU chief will decide on inclusion/formation of a VSS for participating in the Project based upon the assessment of community willingness.

Leaders of target communities along with representatives of Gram Panchayat, FMU in association with the selected NGO would conduct series of meetings with all the forest stake holders in the community. The successful meeting, with not less than 50 percent of all adult members of the village, would result in formation of VSS which would constitute a General Body and elect/select an Executive Committee. The VSS would resolve in the meeting and will formally agree to form the committee to work for the Project (Form 2.1). The concerned Forester/VFW will send a copy of the resolution to the DMU through the FMU. On receipt of the recommendation (Form 2.3) of the FMU Chief, the DMU Chief, after taking into account all relevant factors (evaluating the motivation of the villagers), and after being satisfied about the feasibility of the committee, would constitute the VSS through an office order (Form 2.4), and assign a registration number to the VSS. The VSS so constituted would enter into a memorandum of understanding (MoU) (Form 2.5) with the Project to undertake duties and shoulder the responsibilities under the Project, and also to distribute the benefits accruing from the Project. FMU Chief would sign on the MoU on behalf of Project. The committee may be registered as a Society under the relevant Act.

2.1.6 Reorientation of existing VSSs:

¹ NGO means the NGO and Team members selected under the Project for FMU/FMU Combinations.

There shall not be more than one VSS in a village. Existing VSS shall be remodeled/revitalized to have the required organizational identity and orientation. With the help of NGO Team, FMU will carry out discussions with the Gram Panchayat leaders and functionaries on the activities concerning the existing VSS. Presence of Sarpanch and Naib Sarpanch will be requested at the orientation camps at the VSS level. The Ward Members from the VSS are expected to take leading role in organizing the meetings. At least three rounds of such meetings are expected to be held. The meetings will include: Collective analysis of history of VSS; identification of what went right and wrong, and possibilities of developing a workable action plan for the VSS. Reorganisation / re-election of the executive committee members, revision of MoU, and formation of VSS based on the 'guidelines in the Manual' should be pursued, if required. The VSS shall declare their willingness to be the part of the Project and to implement project (Form 2.2).

Every VSS shall have a unique name (based on the name of village, local dignitaries, or any other name on which all members agree).

2.1.7 Duties and Responsibilities of VSS

- i. The members of VSS shall individually and collectively, ensure that the VSS is working to achieve the Project goals following the procedure laid down in this manual.
- ii. The VSS will ensure the protection of the forests and wildlife in the area against illicit felling, theft, poaching of wildlife, and encroachment of forest land, fire, grazing etc.
- iii. The VSS shall adopt its own patrolling system and monitor entry of people and cattle into the forest.
- iv. All members of the VSS will work to prevent forest and wildlife offence and pass on relevant information and intelligence in this regard to the forest officials.
- v. The members of VSS shall actively help the forest officials in apprehending any person committing forest offence and give evidence against any such person in the court of law.
- vi. The VSS shall prepare the Micro Plan and Annual Action Plan for sustainable livelihood, integrated development of the village(s) and for the conservation, development and sustainable management of the forests and wildlife. VSS would also ensure wholesome execution of the approved Micro Plan / Annual Action Plan.
- vii. The VSS members shall explore and try to increase the returns from the alternative sources of income to ensure gradual reduction in their sustenance dependence on forests.
- viii. There would be an Executive Committee (EC).
- ix. The EC shall take all the decisions in a democratic manner and in the interest of village. EC shall give due publicity to various decisions for the information of all the villagers.
- x. The VSS members shall ensure that all the Executive Committee (EC) members discharge their duty satisfactorily. If any member of the EC fails to discharge his/ her duties satisfactorily VSS will remove and substitute him /her in accordance with para 2.2.9.

- xi. The VSS can deprive any member from the benefit/incentive/privilege in case of flouting of norms and decisions of the VSS depending upon the frequency and type.

2.1.8 VSS Membership

There would be three types of membership of the VSS.

- i General:** All adults of the village/hamlet are eligible to become members of the VSS on payment of enrolment fee of Rs.1/- (Rupee One Only) for person. The VSS shall be considered functional if at least 60% adults enroll themselves as members.
- ii Nominated:** These members would be nominated by either VSS General Body or by the Project. However, before enrolling him/her as a member, approval of the DMU Chief and of VSS have to be obtained. Such members will not have voting right and can't be elected to the Executive Committee. Usually people like local school teacher, representative of other NGO working in that area, local health worker, Anganwadi worker, Panchayat representative, can be considered for such membership.
- iii Ex-officio:** Local forest officers - Forester/Village Forest Worker and the Forest Guard would be ex-officio members of the VSS. These members shall not have voting right and can't be a candidate for elected position in the EC. They will be ex-officio members of the EC.

2.1.9 General Body of VSS

General Body of VSS would comprise all the general members, nominated members, and ex-officio members.

2.1.10 Role of Specific Constituents

i Role of Villagers

- a. Villagers would be the members of the VSS and would be responsible for all the decisions taken by the VSS. The members shall pay monthly membership fee, if decided by the VSS GB.
- b. The members shall rise above the local considerations, conflict, self interest, political conflicts in the interest of forests and larger interest of the village.
- c. Villagers would also help the fellow villagers to understand the issues of discussion and decision making.
- d. It would be the responsibility of local village opinion leaders and elderly respected members to encourage those members who are usually indifferent or get ignored in decision making process. Actual participation of women and consideration of their points of views shall also be responsibility of the members.
- e. Villagers shall abide by the provisions of the Manual, all acts/rules and sincerely work for implementation of Micro Plan.

ii Role of OFSDP

- a. OFSDP through representatives of the Forest Department in the VSS (Member Secretary), would make it sure that all the activities of VSS are undertaken as per the manual and as per the rules / norms prescribed under the Project.
- b. The Member Secretary would be impartial to the decision making process but he would actively facilitate the process. During the early phases of Project he may take lead in the various activities of the VSS but as the project progresses, he shall be limiting himself to the role of a facilitator.
- c. By using his position, Member Secretary shall ensure that the VSS functions democratically and views of all the section of members are duly respected. It would be the specific responsibility of Member Secretary to see that views of the under privileged and minorities in the village are given due consideration.
- d. Member Secretary shall keep his superiors well informed about the functioning and decisions of the VSS. Keeping his personal and Project's credibility would be his most important duty.

iii Role of NGO Teams (NGO)

- a. The NGO will facilitate the overall process of capacity building of VSSs, entry point activities, income generating activities, and livelihood improvement.
- b. NGOs would assist VSSs in selecting an Animator from the VSS and later on would train them to take up the extension work.
- c. NGO will facilitate preparation of Micro Plan by the villagers/VSS.
- d. NGO shall inform the project about the aspirations/problems of villagers and also the villagers about different govt. rules and policies.
- e. If there is any conflict among the members of VSS or between VSS; NGO Team would play an active role to resolve the conflict.

iv Role of Animator

- a. Animator has a very crucial role to play in the evolution of VSS as an institution over the period of time. Not only serving as the intermediary between villagers and EC members, he shall be required to be the astute reader of the villagers' conditions and requirements.
- b. He shall motivate villagers and facilitate their active participation in the Project.
- c. Animator will provide necessary assistance to VSS in organizing meetings, coordination with FMU and other agencies, record keeping, maintenance of accounts and other VSS matters.
- d. While facilitating the participation and decision making of villagers he needs to keep in mind that his facilitation does not lead to 'dependency'.

2.1.11 Rights of Members

All the general members shall have voting rights in all matters of VSS and also would be entitled to the benefits and incentives. Where as other two categories of member would neither have voting rights nor would they be entitled to benefits and incentives. However, any of the members can represent VSS and be the speaker on behalf of VSS as and when required provided he has been duly authorised by the Executive Committee. If action of any member will be detrimental to the VSS's interests or the member flouts the decision of VSS deliberately, the GB can deprive him from usufructory and other benefits.

2.1.12 General Body Meetings

i The first meeting

The first meeting of the VSS General Body would be convened by Forester/VFW which would also be attended by FMU Chiefs , Forester/VFW, Animator, and NGO team member(s). The meeting would also be attended by Sarpanch and other representatives of other community based organization in existence, if any. Participation of Women should be ensured. In the meeting, the FMU Chief shall explain the project objectives, expected role of VSS members, executive committee, roles of project team, animator, and NGO Team, and expected benefits to the community. This meeting would be used to take the commitment of members, Panchayat and also to assure community about the full support of the project. Project team should be prepared to answer wide variety of questions.

The date of next meeting would also be discussed and announced during this meeting.

ii Subsequent meetings

The GB meetings of VSS shall take place at least once in every six months. However, for the first six months it can be held bimonthly or as frequently as may be required, and then for the next one year the meetings can take place once in three months. However, this increased frequency of meetings shall be decided by the President, the Member Secretary, NGO Team in consultation with FMU Chief.

The Chairperson, with an advance notice of one week, will convene the meeting of GB. He shall be careful about deciding the date & time so that maximum number of members can attend the meeting. Special care should be taken to ensure the presence of women members. The meeting would be presided by the Chairperson and in his/her absence by the Vice Chairperson. Minimum 40 percent of members will constitute the quorum out of which 40 percent should be women. However, due to some genuine reasons, if the number of members present is not 50 percent, the meeting can be reconvened with at least 40 percent of the members. However, in the next meeting the quorum would be 50 percent.

No member of the GB would have any veto power and all the decisions would be taken by consensus or majority vote.

However, if VSS feels that a decision has been wrongly taken or general body intends to change the previous decision; it can be done in next meeting but in presence of members numbering more than 10% of the number present on previous occasion.

A decision in GB meeting can not be changed in EC meeting and it will be deemed to have been 'approved' by the EC.

iii Special Meetings

Under special circumstances, GB meetings can be convened as and when so required. In this case at least 30 percent of members have to request the chairperson in writing. For such meetings 4 days notice indicating the purpose has to be communicated to all. In such meeting presence of Chairperson / Vice Chairperson, Secretary, and NGO representative would be must and quorum for such special meetings would be 50 percent of total members.

iv Record of Meetings

The proceedings of all meetings of VSS shall be recorded in Oriya and maintained by the Member Secretary. All decisions taken in such meetings shall be recorded in form of ‘resolutions’ duly signed by the Chairperson and the Member Secretary (Form 2.6). All the resolutions passed by the VSS GB in a financial year are to be given running serial numbers. A copy of the proceedings is to be forwarded to the GP and the FMU Chief and the DMU chief. The Animator shall be responsible for communicating the decisions in the form and language so that villagers understand it clearly. If the resolution requires specific activities to be undertaken by specific individual members, the Animator will inform the same to concerned person(s).

The forthcoming EC will be elected in the last meeting of the GB convened (quorum would be 50 percent) before the end the term of the EC. It shall be binding on the part of the Chairperson to convene this meeting at least one month before the expiry of the term of the EC. In case the EC is not re-constituted as above, the VSS will be deemed to have become dis-functional and the VSS account will remain inoperative during this period. The FMU Chief will take immediate steps for reconstitution of the EC.

2.1.13 Benefits to VSS

Implementation of the Project shall result in tangible as well as intangible benefits to the VSS members. Improvement in the condition of the forest, forest based resources, and community empowerment are ultimate benefits which not only VSS members would receive but would be experienced by the members of society at large. Besides these, the project has provisions for supporting Community Development Works (CDW) including Entry Point Activities (EPA) and Income Generation Activities (IGA). The benefit sharing among the members would be based on the principles of equitable distribution among all the participating members. However; the exact criteria and procedure of benefit sharing shall be decided by the General Body of the VSS. The Animator shall ensure that all the members are duly informed about the criteria and procedure of benefit sharing.

i Specific Benefits from the Project

- a. Entry Point Activity (EPA):** EPA is intended for community mobilization at the initial stages of project implementation. In addition to a VSS office-cum-meeting place, activities such as renovation or construction of small community infrastructure, or any other activity which can give recognizable and early success and is in interest of entire community rather than only a few members, will be undertaken. The exact EPA shall be decided by the community in the course of preparation of Micro Plan.

- b. Income Generation Activities (IGA):** Income generation activities shall be identified at the micro-planning stage and shall not be restricted to only forest related activities but any potential IGA shall be encouraged. The FMU/NGO shall be required to provide inputs with regard to the market potential of various good produced through such IGAs for proper analysis of their incorporation in the Micro Plan.
- c. Self Help Groups (SHGs):** Project envisages formation of at least two SHGs per VSS for implementation of the selected IGAs. It is important to mention that the amount provided by the Project for IGAs shall be deposited in VSS Account for lending to SHGs. This amount shall be managed by the VSS as 'revolving fund'.
- d.** In addition to above, the project also envisages establishment of nurseries, demonstration farms through some selected VSSs./Villages

ii Other benefits

The assets created under the project are expected to open new vistas for enhancing income of people in the project areas. Following direct benefits will accrue to the VSS from the improved forests:

- a. Usufructs like fallen leaves, fodder grasses, thatch grass, broom grass, thorny fencing materials, brushwood, fallen lops and tops and twigs to be used as fuel shall be available to the members free of cost or at a price to be decided by VSS.
- b. All intermediate yields in the shape of small wood, poles, firewood etc. available from silvicultural operations shall be made available to the VSS at a price to be decided by the VSS. In case there is substantial quantity of surplus material, the EC may sale the materials and in such case the VSS shall be entitled to 100% of the sale proceeds.
- c. In case of kendu leaves, specified forest produce and leased NTFPs, the VSS members will have the right to collect the same from the forest but these items shall have to be delivered to the departmental agencies or Government Agent, on payment of rates prescribed by the Government for the collection/procurement of such items. As regards to other NTFPs the villagers shall have full right of collection, consumption, value addition, and disposal as per the government regulations.
- d. In case of final felling including, harvesting of bamboos, the same shall be shared with VSS as per the Government regulations in force. The harvesting will be taken up by the forest department strictly as per the prescription of the Micro Plan/Working Plan.
- e. The produce so obtained shall be sold/disposed off by the forest department or by agents of the forest department. The VSS will be entitled to their share of the sale price after deduction of the proportionate harvesting cost as per Government resolution. VSS members may also opt for their share of the forest produce so harvested for their bona-fide domestic use on payment of proportionate cost of harvesting.
- f. In respect of the village woodlots raised under the SIDA assisted Social Forestry Project, on lands notified as Village Forests, and assigned to the VSS, the entitlement will be 100% of the usufructs in the first rotation final harvest and 50% for the subsequent rotations.

- g. In the cases where a member/ group of members of the VSS play a major role in the collection of intelligence, detection and seizure of illegal forest produce in transit, the concerned VSS shall be entitled to incentive on the disposal of seized forest produce vide the Orissa Rewards for Detection of Forest offences Rules, 2004 after disposal of the seized produce following the procedure prescribed in the said Rules.
- h. All amounts received by the VSS under the above items, shall be deposited in the VSS Account and shall be managed as Village Forest Development Fund (VFDF).

2.1.14 Common Interest Group (CIG)/User Group (UG)

If it is required and agreed in General Body, smaller Common Interest Groups (CIG) or User Groups (UG) within the VSS can be formed to facilitate/take up specific activities or safeguard or promote interest of group of VSS members having common interests. VSS would support such institutions and ensure that all the activities of such CIG)/UG remain in the overall interest of VSS and in furtherance of the objectives of OFSDP. One member of EC, who is not the member of a particular CIG/UG, shall facilitate and monitor the activity of the CIG/UG.

2.2 EXECUTIVE COMMITTEE: COMPOSITION AND FUNCTIONS

2.2.1 Executive Committee (EC)

Executive Committee of VSS shall comprise elected representative of VSS, and ex-officio / nominated members. The EC will be responsible to manage day-to-day activities of VSS, to take decisions and implementation of such decisions as may be authorized by the GB, and shall act as the intermediary between VSS and OFSDP represented by the DMU/FMU.

2.2.2 Tenure of Executive Committee

The tenure of executive committee would normally be for 3 years from the date of its formation.

2.2.3 Types of EC members

EC would have following types of members:

- a. Elected members: The GB shall elect 11 members (representatives) to constitute the Executive Committee including the Chairperson, Vice-chairperson, and Treasurer. Of this at least 5 shall be women. the number of SC and ST members in the Executive Committee shall be in proportion to their membership in VSS.
- b. Ex-officio members: These members would be the members of EC by virtue of their official position.
- c. Nominated members: Such member/s would be included in the EC as the nominee of the VSS GB / OFSDP as person(s) being crucial for the success of the Project.

In decision making process only elected members would have voting rights. However, in the meeting, views of all the members would be recorded and considered.

2.2.4 Composition of EC

The composition of EC, as follows, is broadly in the line of JFM resolution of the State Govt.

Chairperson	Elected	1
Vice-chairperson	Elected	1
Treasurer	Elected	1
Members	Elected representative	7
Village opinion leader	Elected	1
Members Secretary	Ex-officio (Forester/VFW to be decided by the DFO)	
Ward Member(s)	Ex-officio member(s)	
Concerned Forest Guard	Ex-officio member	
Nominated member/s	As nominated by VSS/OFSDP	

2.2.5 Formation of the Executive Committee

After the registration of VSS by the OFD, the process of election of EC shall be initiated. Usually, this process should be over within 30 days.

Consequent to the registration of the VSS by the OFD, the Village Forest Worker or the concerned Forester, will call a GB meeting of the VSS to elect the EC under intimation to the Gram Panchayat.

2.2.6 Election of EC Members

The FMU Chief shall act as the Returning officer for conducting election of the EC and shall ensure that all the EC members are elected adhering to the provisions of para 2.2.4. The quota would usually be decided on the basis of the various categories of people existing in the village/ villages.

Returning officer, and Member Secretary with the help of the NGO will announce and publicise the date of first meeting that all the members of general body come to know about the date, time, and venue. Returning officer will use his wisdom and locally accepted and fair procedure of conducting election. Participation of women in election will be ensured by the Returning Officer and the Member Secretary.

It should be attempted that all the members get elected unanimously, if the Returning Officer, Member Secretary, and NGO believe that villagers have unanimous choice. NGO Team Member, Animator, project representatives should guide and educate all the VSS members to avoid any chance of the family members of the powerful being elected to occupy all major positions, and the weaker and minority being marginalized.

2.2.7 Duties and Responsibilities of Executive Committee

Executive Committee will use its offices to work for the common interest of the village as a whole. Although the EC would be responsible for all the works which VSS is expected to/shall perform, some major duties are mentioned below:

- a. The EC shall be responsible for protection of the forests, including wildlife, assigned to the VSS and for apprehending the offenders.

- b. EC shall evolve methodology on all issues relating to membership, conflict resolution, encroachment, customary rights, livelihood options, and benefit sharing.
- c. It shall be the first forum for resolution of conflicts that may arise within the village or with other villages and try to amicably resolve the same. If it fails to resolve the conflict, it shall bring the same to the notice of FMU/DMU.
- d. The EC shall facilitate VSS, with the assistance of Animator, NGO Team Members, project team in deciding and executing suitable entry point activity, preparing and executing micro plan, various silvicultural operations, intermediate and final felling in accordance with the provisions of Micro Plan, deciding and making alternative livelihood options, selection of nursery sites, development of nurseries, plantation (farm forestry, coastal plantation) customary rights and benefits sharing.
- e. The EC shall be responsible to account for and manage the funds and other resources received from the project, other agencies and VFDF generated from user fee, rewards, bank interest etc.
- f. EC shall encourage and facilitate the formation of SHGs. The rate of interest on advances and duration of the loan would be decided by the EC and ratified by the GB.
- g. EC shall assist the Project officials and the personnel engaged by the Project for effective planning and execution of activities proposed in the Project.
- h. EC shall ensure impartial, equitable, and judicious distribution of benefits among the members.
- i. EC would select VSS/SHG member(s) to undergo training programme to enhance efficiency in working of VSS or SHG.
- j. EC shall ensure that no VSS member misuses rights/privileges given to him/her.
- k. EC shall determine procedure of extraction, collection, and distribution (or sale) of NTFPs (permitted under government rules) among the members. It shall ensure that harvesting of NTFPs is non-destructive and sustainable.
- l. EC can engage technical person for assisting / supervising specific activity on short term basis with specific approval by VSS GB, and the FMU.
- m. EC shall determine the nature and extent of penalty to be imposed on its general members for violating/ breaking the decisions of VSS. The penalty may be financial or customary.
- n. EC shall decide the rules and norms of expenditure of amounts which fall under their jurisdiction, within the overall provision of the Project.
- o. EC shall liaise with other community based local institutions for possible collaboration which would be in the interest of VSS and forests.

2.2.8 Specific Duties

i Chairperson

- a. Chairperson with the help of Member Secretary would convene meetings of VSS and EC.
- b. He would sign the MoUs and other official documents on behalf of the VSS and EC.
- c. He can nominate and authorize any member of EC for any specific work, to be ratified by EC in its next meeting.
- d. He shall operate bank account jointly with Member Secretary/Treasurer.
- e. He shall represent the VSS and EC in any public forum.
- f. He and Member Secretary are jointly responsible for the activities of the VSS.
- g. He will ensure that benefits of all the decisions and actions of VSS reach each member and his/her family members.
- h. He shall be generally available to the members for interaction on various aspects of VSS/Project activities. However, he shall announce two dates (at a gap of 15 days) in a month when he shall invariably be available in VSS office for this purpose, or get the suggestions/complaints, if any.

ii Vice-Chairperson

- a. Vice chairperson would support Chairperson in his/her work.
- b. He would discharge the functions of Chairperson in his/her absence.

iii Member Secretary

- a. Member Secretary shall be responsible and answerable to VSS and also to the Project through the FMU/DMU.
- b. Member Secretary shall be responsible for convening meetings of VSS and EC and inform about the date / venue / time of the meetings to all concerned.
- c. Member Secretary shall maintain cordial and complementary relations between VSS and the Project. For better and dependable partnership, Member Secretary would work as the resource person and would inform villagers about the Project objectives, procedure, Forest Acts and Rules, new development in forest policies, rights and duties of villagers.
- d. Member Secretary shall ensure proper project implementation, particularly preparation of micro-plan, and its implementation.
- e. Member Secretary and Chairperson shall be jointly responsible for all the administrative works.
- f. Member Secretary, along with Treasurer and Chairperson, would operate and maintain the bank account, keep record of all the income and expenditure of VSS.

- g. Annual financial report would be prepared and got audited by the Treasurer but Member Secretary shall be responsible to inform the VSS members about the audited financial statement of VSS, get it approved by the VSS, and then send a copy to the FMU for record.
- h. Member Secretary shall record and maintain the minutes of the meetings of VSS and EC in respective registers. He shall ensure that all present during the meetings put their signatures / or finger prints.
- i. Member Secretary shall inform the FMU about the decisions of the VSS and take required follow up action with concerned office(s).
- j. Member Secretary would be responsible for all written communication from and to the VSS.
- k. Member Secretary shall also be intermediary between the VSS and other government departments.

iv Forest Guard

- i. Forest guard shall ensure that the VSS manages the forest in accordance with the approved Micro Plan.
- ii. Forest Guard shall provide required technical inputs to the VSS and also help them in protection of forest/wild life.
- iii. Forest Guard shall discharge the duties of the member Secretary in his/her absence.

v Treasurer

- a. Treasurer shall assist the Member Secretary in all the financial transactions and maintenance of accounts.
- b. He will be a joint signatory with Member Secretary for withdrawal of money from the saving bank account, if authorised by the EC.
- c. He shall keep all EC and GB members informed about the financial status of the VSS and also about major transactions at regular intervals. He shall read these details in all the meetings for all the members present.
- d. He shall assist the Member Secretary in preparation of the annual financial report and shall get it audited by appropriate agency and then inform the EC, and other members.

vi Other elected EC members

- a. All elected members would actively participate in activities of EC and VSS.
- b. They will regularly be in touch with the members of VSS and keep them informed about the activities of EC, financial status, issues discussed and to be discussed in last and next meeting respectively.
- c. They shall update rest of the members of EC about members' expectation and opinion about various activities being taken up by VSS.

- d. They shall visit other VSSs to learn and share experiences with the members of those VSSs.

vii Role of ex-officio and nominated members

Ex-officio and nominated members are expected to guide and advise the VSS GB/EC to take informed decisions and move in right direction. To keep them impartial usually they are not provided with the voting right and the chance to hold any elected official position. They are basically advisors and facilitators. These members would provide such technical, administrative inputs to the VSS / EC which are crucial but about which villagers are not aware of. Each member will facilitate decision making and project implementation by ensuring full cooperation from his / her parent institution/ organization. Members would actively participate in the meeting and educate members on the issues on which VSS and EC expect their contributions.

2.2.9 Removal of EC member(s)

If an executive committee member works contrary to the objectives of the VSS he/ she can be removed and replaced by some other member. However, the new member would be in position only for the remaining period of the term of the EC.

(i) Removal of member(s) other than Chairperson / Vice Chairperson

Any member other than Chairperson and Vice Chairperson can be removed by proposing a vote of no-confidence against such member during a regular meeting of the General Body or a meeting specially called for the purpose (as mentioned in the case of special circumstances) where number of members attending the meeting should not be less than 50 percent of the total members of VSS. The proposal would be discussed in the meeting after the proposer gives a detailed note on the allegation against him. If the member against whom the no confidence proposal is being discussed is present in the meeting he shall be given chance to defend his position. If the said member is not present, the Member Secretary and Animator shall inform him/her and request him to clarify his position in next meeting which would be called within 10 days of the first meeting. If he does not come for the meeting or does not satisfy members with his response, the proposal would be accepted by a simple majority of the VSS members present and voting.

(ii) Removal of Chairperson / Vice Chairperson

For removal of Chairperson or Vice Chairperson, a GB meeting shall be convened as mentioned above in "special circumstance". FMU Chief would work as the Returning Officer for voting. The matter will be decided by simple majority of the VSS members present and voting.

2.2.10 Filling up the vacant position in EC

If any position in EC falls vacant because of any reason, then the position would be filled for the remaining period of the term of EC by calling a special meeting of GB of the VSS.

2.2.11 Meetings of Executive Committee

- (i) **First Meeting of Executive Committee:** The first meeting of executive committee should preferably be called either just after or next day of the election. Following decisions shall be taken in this meeting:

- a. VSS should open a saving bank account in any nationalized, scheduled, rural or Co-operative bank or post office and decide as to who should be the signatory, along with the Member Secretary, to operate it.
- b. Nomination and discussion about the possible names of the ex-officio and nominated members. Once names are finalized, a list would be sent to DMU.
- c. Decision about the next meeting in which the executive committee shall discuss the guidelines / manual in its full strength. (The Member Secretary would get the names of ex-officio and nominated member cleared in the mean time).
- d. Dissolution of previous or any ad hoc committee, if in existence.
- e. Request the DMU Chief to inform District Collector, Superintendent of Police, and the District Advisory Committee, about the VSS associated with the Project.

(ii) Subsequent Meetings:

- a. During the first two years of project implementation by a VSS, EC shall meet every month on a fixed date/day to be decided by the VSS GB. Thereafter, the frequency of EC meetings may be reduced to once every two/three months if so decided by the GB. Efforts should be made to keep the day/dates of meetings adequately before proposed major activities in the forestry related operations/ distribution of benefits/ alternate livelihood option.
- b. Member Secretary would ensure that all the members are informed about the agenda of the meeting in advance.
- c. The meetings will be presided by the Chairperson and in his absence by the Vice-Chairperson.
- d. The quorum for the meeting of the EC shall be 50% of its members out of which at least 2 should be women.
- e. Member Secretary would record the minutes of the meeting which would be signed by the Chairperson, Member Secretary, and all the members present in the meeting; and in the absence of Member Secretary, Treasurer/Forest Guard will maintain the minutes of the meeting. A copy of the same will be forwarded to the FMU Chief.

EC would consider and discuss all issues which are either raised by women member and / or is related to women's welfare.

- f. Any member of VSS who wants to attend a meeting of the EC to put forth his/her views on any specific/urgent mater may request the Chairman for the same well in advance, and attend the meeting if allowed by the Chairperson. Such member however, can attend the meeting only to put forth his/her views.
- g. If EC intends to change the previous decision it can be done in next meeting for reasons to be recorded in writing and agreed to by minimum 2/3rd of the EC members.

- h. Member Secretary with the help of Animator will publicise the decisions of the meeting among all the members.

2.2.12 Action on VSS proposals

- i. Member Secretary would send the resolution (passed by VSS) to the FMU.
- ii. FMU would screen the proposals and either take action itself or send them to DMU for further action. The decision of FMU would be intimated to VSS also.
- iii. The DMU will scrutinize the proposal in details, get necessary enquiries done through one of the FEOs, and take suitable decision.
- iv. If VSS does not receive any communication from FMU/DMU within a month, the Chairperson would personally meet the concerned officer in his office and request for early action. If VSS Chairperson is still not satisfied with the action of DMU Chief, the EC would directly write to PMU. At PMU, this shall be taken as priority work and would be dealt accordingly. An appropriate response shall be communicated to the VSS within one month of receipt of such communication.

2.2.13 Creation and Operation of Village Forest Development Fund (VFDF)

Project envisages maintenance of VSS account for management of funds received by it from the Project for implementation of project activities, and conceptualizes creation of a Village Forest Development Fund for continuing its activities and making it self sustaining after the completion of the Project. Contributions to VFDF will come from VSS membership fee, bank interest, user fee from the assets created under the Project and other VSS assets, rewards, sale of surplus forest produce from the assigned forest, and similar other receipts.

2.3 INTERFACES BETWEEN DIFFERENT INSTITUTIONS

2.3.1 VSS and Villagers

VSS would be a committee of all the villagers of the village/villages which agree to form a VSS. All the adult members of the village are eligible to be members of the VSS. They can enroll themselves as members by paying the prescribed fee. The method of sharing of benefits will be discussed in the GB meeting. The sharing of benefits could be on household basis or adult franchise irrespective of number of members from individual household. This is very important to decide as it would have wider implication at the later stage of project implementation.

It has been found that initially (when more input from the villagers are required both in the form of time and other resources) people do not participate in the process actively but later on demand equal share of benefits. To take care of such situations the VSS would follow following strategy:

- i. Those members who miss three consecutive meetings of GB may be deprived of the benefits, if GB so decides.
- ii. Those members who do not contribute (physically or resource wise) as per the decision of VSS or EC may be deprived of any benefit.

- iii. Any member who flouts VSS norms and rules frequently shall not be entitled of any benefit.

2.3.2 VSS and EC

- i. EC is the representative of VSS members and would be responsible and answerable to VSS GB.
- ii. All EC members in his/ her individual capacity would strive to protect the interest of the group she/he represents, *e.g.* Women, SC, or ST. (If a member is in EC because she is representing women members of the village shall be particularly concerned with problems and benefits of women members. She shall work as the spokesperson of women members.)
- iii. If any EC member feels that view of a member or group of members is very vital and requires attention of the members such member/ members shall be invited to present the view.
- iv. All the information which EC should share with members shall be displayed on the notice board at the communication centre.
- v. Chairperson shall indicate his availability in the VSS office, at least one every fortnight, for interacting with the members.
- vi. Animator shall serve as the link between community and EC and would be responsible for keeping the communication open from both the sides. He shall particularly be responsible for informing community about any technical or administrative decisions.

2.3.3 EC and FMU

- i. Member Secretary will be most vital link between EC and FMU because of his ex-officio position.
- ii. He shall be responsible to both VSS and also to the project.
- iii. Animator shall represent members' need and aspirations and shall take it to the Member Secretary and FMU. If situation demands he may directly contact FMU Chief.
- iv. NGO representatives will use their skills and familiarity with local situations to suggest FMU most accepted and viable ways of achieving project objectives and also would train and motivate members for required behavioural changes.
- v. FMU Chief shall make all efforts to have personal rapport with all the Chairperson and executive committee members under his jurisdiction and would listen to them, if they approach with any suggestion, demand, or complaint.

2.3.4 VSS and Other institutions

- i. VSS although mainly working with forest department and for the Project, can also undertake other independent activities which will support the overall objective of project (development of forest and livelihood improvement).
- ii. Chairperson shall represent VSS in any forum.

- iii. The EC can also take the lead in contacting other institutions and exploring the possibilities, however, subject to ratification by GB in its next meeting.
- iv. Chairperson or the Member Secretary shall represent VSS in any meeting of other Government institutions. However, commitment, if any, made by the Chairperson/the Member Secretary would require approval of the competent authority.
- v. DMU / FMU / EC would encourage VSS members to travel outside and participate in conference / seminar / training programme on various relevant aspects.
- vi. Chairperson should try to keep local community based institutions, like Panchayat, Watershed Committee, fully informed and shall maintain good relations with them.
- vii. VSS / EC shall take the help of its nominated / ex-officio members for availing the assistance from other institutions.

2.4 CONFLICT RESOLUTION MECHANISM

Appropriate and well defined arrangement need to be established to avoid and solve various conflicts- social, technical, legal; within the VSS and between VSSs. Agencies for resolving different kinds of conflicts need be identified and a proper mechanism for redressal of grievances shall be put in place.

Sometimes such conflicts may pose a serious threat to the existence of the VSSs itself. Conflict is inherent in any association of human beings and JFM is no exception to this. In case of VSSs; the conflicts may be of following types:-

- i. Legal conflicts - related to tenurial issues, criminal, civil disputes
- ii. Social or political conflicts - related to social customs religious beliefs political leanings etc.
- iii. Technical conflicts - related to silvicultural issues or site selection for activities, selection of IGAs.

These conflicts generally arise when a common goal curtails individual benefits or freedom. Such conflicts may occur;

- a. Within the members of VSSs (Intra-VSS conflicts)
- b. With neighbouring villages/VSS (Inter-VSS conflicts)
- c. With other external commercial or industrial interests.
- d. With Government agencies.

Every VSS would have to evolve effective mechanisms for conflict resolution suiting to local requirement. This is a necessary pre-requisite for ensuring sustainability of VSS. It can be expected that well established and active VSSs, with competence and trustworthy leadership within themselves, would be able to cope with internal conflicts very easily. But, for resolving conflicts with adjoining villages or other external agencies, help of a neutral mediator may become inevitable.

2.4.1 Intra VSS Conflicts

These are more common in heterogeneous villages with glaring class and caste differences and wide variations in the nature and types of forest dependencies of different sub-groups. Some common causes for such conflicts include perceived unfairness in the distribution of costs and benefits of forest closure, clash of individual/group interests, suspicion about mishandling of funds, simple obstinacy of some members in accepting common rules, suspicions that the leadership is unduly favouring its own sub community. The most effective mechanism for resolving the intra-village conflicts, in areas with strong traditions of community organizations, is by conducting frequent and regular GB meetings of VSS. It would be Animator's responsibility to bring such conflicts to the knowledge of Chairperson and Member Secretary and the matter will be discussed at the next EC meeting or by convening a special EC meeting for the purpose. The EC shall try to resolve the conflict in their meeting itself. But if it fails to resolve, the EC may form a committee of village elders/ respected villagers (may include villagers from other villages, provided all the parties at conflicts agree to their name) and the decision of such committee would be binding.

2.4.2 Conflicts with neighbouring Villages or VSSs

Conflicts between two neighbouring VSSs, or a VSS and a Village without VSS may arise over boundaries and denial of forest access to them or the usurpation of rights of a weaker community by a more powerful one.

Inter-village conflicts shall be resolved through discussions and negotiations among leaders of the concerned villages for which VSSs shall request FMU to organize a meeting of village leaders of the concerned villages. Each VSS would be represented by its respective Chairperson, Member Secretary, Animator, NGO. FMU Chief would chair the meeting. If FMU Chief is unable to resolve the conflict a committee of the representatives from local Gram Sabha (Panchayat), Tahsil, FMU Chief, and NGO would be formed by the DMU at the request of FMU and decision of the committee would be final and binding to all concerned.

2.5 MONITORING & EVALUATION

In addition to monitoring and evaluation by the Project, VSS shall have internal/social monitoring and evaluation mechanism to keep the project work on track and also inform members and all involved about their combined and respective individual performances. This shall help VSS to increase its overall efficiency.

2.5.1 Creation of Data Base and its Management

An elaborate data base would be maintained for the VSS at FMU level regarding various aspect of project in general and VSS activities in particular. Information on following aspects shall be maintained and regularly updated for the purpose of monitoring:

- i. OFSDP reference record: All important project office order / communication with project or other institutions / minutes of the meetings shall be kept at VSS level.

- ii. VSS History: A standard format for maintaining each VSS history shall be maintained at VSS level and then would be recorded at FMU level. The format in general, shall have following aspects:
 - a. Demographical profile (initial data has to be taken from bench mark / baseline study)
 - b. Economic status of individual members and of the village
 - c. Map of allocated forest area
 - d. Funds received from the Project and amounts spent by the VSS
 - e. Benefits accruing to the VSS and members.
 - f. Implementation status of Activities as proposed in the Micro Plan.

2.5.2 Indicators of Success

Following indicators will be used to assess the achievement of the VSS as an institution. Each VSS would be judged against each of the indicators by its members and also by the project staff. Every evaluator would give marks out of 100 to the VSS against each indicator. At the end, the average of all the score against indicators would decide the performance of a VSS. The VSS would be categorized in following categories based on the average score received by it.

Sl no.	Scores	Categories
1	75 and above	A. Very Efficient VSS
2	Between 50 and 74	B. Efficient VSS
3	Between 49 and 30	C. Functional VSS
4	Below 30	D. Non-functional VSS

Indicators:

- i. Level of participation in VSS meetings.
- ii. Level of participation of minorities / marginalized members / women
- iii. Level of participation in activities of VSS
- iv. Level of local resource mobilization by the members
- v. Level and type of participation in preparing and implementing micro-plan
- vi. Change in attitude and opinion of members about importance of Forests
- vii. Relationship between VSS and Panchayat, VSS and other community based organization
- viii. Impact on forest area.
- ix. Non occurrence of Forest Fires
- x. Occurrence and detection of Forest Offences in the VSS area.
- xi. Incidences of VSS's providing information about forest offences in surrounding forests.
- xii. Increase in income of members / types and number of alternate livelihood activities
- xiii. Types and sources of threats to VSS and forests, if any.

2.5.3 Monitoring at the level of VSS

- i. VSS would identify two members each from EC who, along with the Animator, shall be trained in monitoring process.
- ii. The responsibility of collecting information and their documentation would be with those trained members; however, Animators would primarily support them in collecting and recording required data/information.
- iii. NGO Team would randomly verify and certify that data being reported are correct.
- iv. This information would be open for public scrutiny and Member Secretary, with the help of the Animator would be responsible for keeping information updated.
- v. DFO-cum-DMU Chief shall depute the concerned FEO from his office, from time to time, to ensure that the VSS level data are maintained correctly.

2.6 COMMUNICATION AND PUBLICITY

Success of any participatory effort is dependent on the people's opinion and their active and willing participation. Generally if the programme is successful in one village / pocket, its impact is not known outside the pocket. There is need for a proper communication strategy to make the activities of VSS known by others for spread effect. This will lead to following:

- i. The VSS's accomplishments would be known by others and it would get appreciation by others.
- ii. Appreciation by others would motivate all related with VSS, particularly VSS members and members of Executive Committee.
- iii. This will also be provided to media for news items; lack of correct information, some times, lead to yellow journalism (journalists create news or biased reporting).
- iv. This would build up positive attitude about the Project.
- v. This would have ripple effect and many more villages would adopt the forest management strategy being followed by one village.
- vi. Villagers or members shall know more about the forests, wildlife, and other natural resources and also about their scientific management.
- vii. They shall also come to know about different government policies, rules, their rights and duties, and benefits available to them because of project.

It is important to mention that for external communication and publicity, FMU and DMU will take initiatives.

2.6.1 External Communication and Publicity

FMU and VSS shall jointly plan for communication and publicity of its exemplary achievements, and intimate the DMU chief for highlighting these achievements through OFSDP Newsletter and other means. DMU shall also encourage local artists to develop project based content for traditional media, like folk songs, folk dances / folklores, etc. and to play on different occasions to highlight the project achievements.

2.6.2 Internal Communication

All activities of the VSS would be carried out from the VSS office/meeting place. The Project would provide funds for construction of VSS office-cum-meeting place and other basic office/meeting facilities. The VSS office shall have a notice board and display boards. VSS Chairperson would be responsible for its maintenance.

All the notices, project decisions, Government orders, decisions of EC etc. would be displayed on notice board. Notice board shall also carry the information including dates of next meeting (both of GB and EC), date and time of availability of Chairperson in the VSS Office.

2.7 HRD AND CAPACITY BUILDING

The ability of VSS to successfully reorient itself to the emerging needs of the community and the management of forests in the context of OFSDP would largely depend on the attitude and capabilities of the members. And these behavioral components would require purposive and planned interventions.

2.7.1 Human Resource Development for the VSS

Considering that merely formation of a committee and giving membership to villagers is not enough for efficient working of the VSS, capacity building programmes shall be undertaken for selected members on various aspects through general (participatory decision making, communication skills) and skill based trainings (accounting, vocational) and exposure visits (forest management and alternative livelihood options). The trainings will be provided within the VSS or group of VSSs through specially trained OFD staff, NGO Team or field experts.

2.7.2 Establishing a DMU level Spearhead team

A “spearhead team” would comprise one each selected VSS Chairperson and VSS vice Chairperson, Animator, FMU Chief, Master Trainer (FEO) from DMU, NGO Team Leader, and would be headed by DMU Assistant Chief. The Field Expert of the Project Management Consultant would also be a member of this team. The main function of the Spearhead team would be work out strategy for keeping the motivation of the VSS high through interaction with VSSs on rotational basis with latest information about successful interventions within the division and elsewhere in the project, new acts/rules, policies, livelihood options. Each DMU would organize special training programmes for the Treasures and Animator in finance and account management during the early part of project.

2.7.3 OFSDP Workshops

FMU would organize annual workshop at its head quarters, or in one of the VSS doing exemplary works where EC members of all the VSS, OFD staff, representative of divisional spearhead team, and representative from DMU will participate. The day long workshop shall usually have presentations by VSS chiefs / Animator covering achievements during the last year and then planning for the coming year, and then talks by FMU Chief, Spearhead team members, and then by DMU Chief. The purpose of such workshops is to provide VSS leaders an opportunity to meet and know about the works being done by other VSSs, and also to provide a situation where vertical interaction becomes possible and where community leaders are most comfortable.



FORMS**Form 2.1**
(para 2.1.5)**RESOLUTION**

We, the following villagers of _____village(s), in _____GP _____ PS, _____Dist. hereby resolve to abide by the provisions of the Orissa Forestry Sector Development Project (OFSDP) hereinafter called the Project; and desire to form a Vana Samrakshana Samiti (VSS)/ Eco Development Committee (EDC) for protection and management of a part/whole of _____forest, and undertake activities under the Project and also work for increasing income either from the existing livelihood options or by adding new ones. We also undertake that no action of committee shall contravene any provision of OFSDP, Management Provisions of the approved Working Plan, Orissa Forest Act, 1972, the Wildlife (Protection) Act, 1972 and all other Forest Acts and Rules in force.

In case of failure to comply with any of the conditions laid down in the above said Resolution or the OFSDP VSS Management Manual by any of the members of the VSS/EDC, the membership of such member may be terminated and such a member shall not be allowed to have any incentive, benefit, and privilege which are available to the VSS members. Even in the case of the society getting registered under the Society Act the above commitment would be honoured, and in case the committee does not perform as per the expectation of the Project, the project can withdraw its assistance to VSS, in addition to taking such other action(s) it deems suitable.

NAME OF VILLAGERS**SIGNATURE**

1

2

3

4

5

Copy forwarded to the FMU Chief _____ FMU for information and necessary action.

Place :

Forester / VFW

Date :

Form 2.2
(para 2.1.6)

Inclusion of VSS in OFSDP

We, on behalf of _____ (name of VSS), resolve to abide by the guidelines under the Orissa Forestry Sector Development Project, and desire to be the part of the project. The VSS shall continue to work according to the provision of the State JFM Resolution, Orissa Forest Act, 1972 and all other forest acts and rules in force,

In case the committee does not perform as per the expectation of the project, the project can withdraw its assistance to VSS, in addition to such other action as it deems suitable.

(EC Member)

(Vice-Chairperson)

(Member Secretary)

(Chairperson)

Form 2.3
(para 2.1.5)

Recommendation of FMU Chief

In enclosing herewith the Resolution dt. _____ of _____ village in _____ G.P. _____ P.S., _____ District and after considering the proposal of the Forester/VFW, I would recommend for formation of _____ Vana Samrakshsan Samiti (VSS)/Eco Development Committee (EDC) for block (part/whole).

The total forest area assigned to VSS is _____ ha. only as detailed in the land schedule and map enclosed herewith.

Or

_____ Ha. of peripheral area of _____ Sanctuary/National Park for functions of the EDC as detailed in the enclosed map and land schedule.

Range Officer-cum-FMU Chief

_____ Range

Office of the FMU Chief, _____ FMU, _____ Range.

Memo No _____ Date _____

Submitted to the DMU Chief of _____ Division for consideration to register the VSS as required under the JFM Resolution and nominate a Member Secretary for which I recommend the name of Ms/ Mr _____, Forester/VFW.

Range Officer-cum-FMU Chief
_____ Range

Form 2.4
(Para 2.1..5)

Office of the DMU Chief _____ Division

Office Order No. _____ Date _____

After considering the proposal of FMU Chief _____ Range vide his memo no. _____ dated _____ and after taking into account all relevant factors about the feasibility, the Vana Samrakshana Samiti(VSS)/Eco Development Committee(EDC) with the name _____ VSS / EDC for _____ village, in _____ GP, _____ PS _____ District is hereby constituted for protection and management of a part/whole of _____ Forest block / _____ Sanctuary/National Park.

The total forest area assigned to the VSS is _____ ha. only as detailed in the land schedule and map enclosed herewith.

Or

_____ ha. of peripheral area of _____ Sanctuary/National Park for functions of the EDC as detailed in the enclosed map and land schedule.

This VSS/EDC has been assigned registration no. _____ of _____ Forest Division.

Land Schedule:

DFO-cum-DMU Chief
_____ Division

Memo No. _____ Dt. _____

Copy forwarded to the FMU Chief of _____ Range/Chairperson/Member Secretary of _____ VSS/Sarapanch _____ GP for information and necessary action.

DFO-cum-DMU Chief
_____ Division

Form 2.5
(para 2.1.5)

Memorandum of Understanding

1. We the members of the Executive Committee of the Vana Samrakshan Samiti /Eco Development Committee of _____ village do hereby undertake individually and collectively to perform the duties and shoulder the responsibilities as detailed in the Orissa Forestry Sector Project for proper protection and management of the forest areas as per the schedule given hereunder and also to get / share the benefits among the members (individually or collectively).

- i. Name of the VSS/EDC : _____
 - ii. District : _____
 - iii. Forest Division : _____
 - iv. Forest Range : _____
 - v. Section : _____
 - vi. Beat : _____
 - vii. Police Station : _____
 - viii. Village : _____
 - ix. Name of the assigned Forest Area : _____
 - x. Legal status of the Forest area : _____
 - xi. Area of the assigned forest : _____ ha.
 - xii. Boundaries of the area : _____
- North _____ East _____
- South _____ West _____

2. We, understand that the benefits, incentives, privileges as detailed in the aforesaid Project shall be allowed only upon satisfactory observance of the duties, responsibilities and functions by this Executive Committee and by the members of the Vana Samrakshan Samiti/EDC. We undertake not to contravene any Forest Act or Rules, Government Resolutions in force in the state of Orissa.

3. Project shall make all efforts to facilitate the process of project implementation and provide funds and technical inputs as provided in the Project, and would not take / impose any decision without taking the VSS/EDC into confidence.

- 4. The VSS/EDC shall be responsible for all the fund received from the Project, and income generated from VSS/EDC assets and for their proper utilization and accounting.
- 5. In the event of detection of any financial irregularity or activities contrary to the Project objectives, or violation of the provisions of the Project or the Forest Acts/Rules, the FMU shall conduct preliminary enquiry, and shall, with the approval of the DMU, freeze the account of the VSS and discontinue the activities under the project, and take such other action(s) as it deems suitable.
- 6. Both of the parties accept the VSS Management Manual and Operational Manual of the Project and will work as per the manuals and in the interest of project and community for achieving the Project goals.
- 7. We have understood our (individual and collective) duties and responsibilities and would work for the Project and for the benefits of members. It is hereby agreed that this MoU will come into effect from_____.

Signature of the Chairperson

Signature of the FMU Chief

_____VSS/EDC

_____Range

Witness:

Name

Address

Signature

1. _____

2. _____

3. _____

Memo No.

Date.

Copy forwarded to the DFO-cum-DMU Chief _____ Division for information with reference to his O.O. No. _____ dt. _____ (regarding constitution of VSS)

FMU Chief

_____Range

Form 2.6
(para 2.1.12-iv)

Register for Record of Meetings

..... VSS;FMU;DMU

A. Content: (first page)

Sl No	Date of Meeting	Name of Meeting (GB/EC/Special Meeting etc.)	Page No.	Resolution No.

B. Proceedings of Meetings

Subject of discussion (agenda)	Decision(s) taken	Responsible person to take decision forward
A.	Resolution #1 Resolution # 2.	
B.		
C.		

Signatures of Members Present

- 1
- 2
- 3

Signature of Member Secretary

Signature of Chairperson

CHAPTER 3 - MICRO PLAN

Micro-plan is a comprehensive document drawn up by the VSS for over all development of the village along with protection and sustainable management of forests in lieu of clearly laid down benefits to the participating community. Micro-plan reflects shared understanding of community priorities and local wisdom for designing participatory processes for regeneration of degraded forest and its management following a bottom-up approach which recognizes the centrality of community role and actions for sustainable forest management. It is a consensus output of the entire community and a doable action plan for natural resource management for a given area capturing community perspective.

This comprehensive document will guide the VSS in pursuing management of its JFM area, community development and institutional development and other project interventions. The VSS will be responsible for formulation of their micro plan, which will be assisted by the contracted NGOs/experts and the FMU concerned. Participatory Rural Appraisal (PRA) for resource assessment and analysis will be conducted for this purpose. A map of each JFM area at a scale of 1:5,000 would provide indispensable scientific information for the formulation of the appropriate micro plan.

3.1 OBJECTIVES AND PRINCIPLES

3.1.1 Objectives

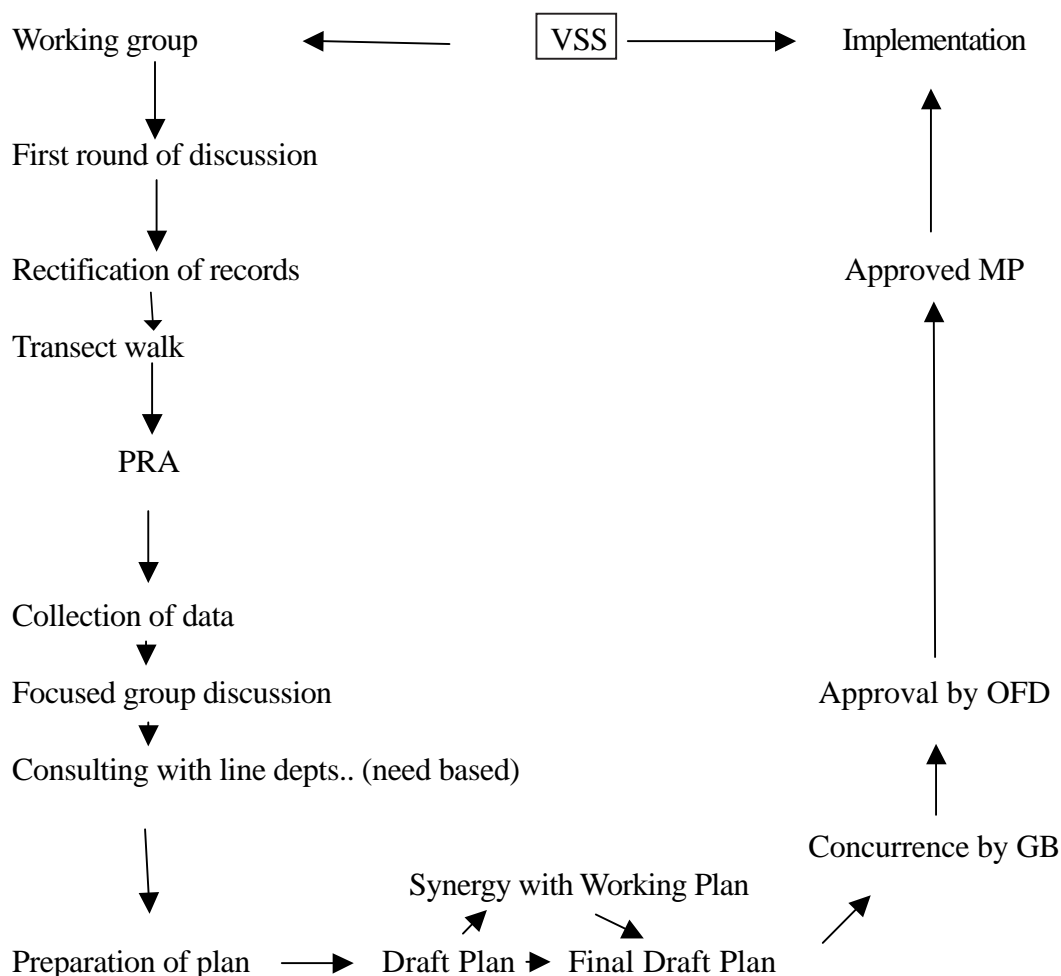
The objectives of the JFM micro-plan are to ensure:

- i. that the forest is protected and managed to reach its sustainable production capacity;
- ii. that it generates such products as the villagers decide upon in consultation with forest officials, with special emphasis on provision of local ecological services to the forest fringe farms and non-timber forest products on a sustained basis;
- iii. that the plan aims at demonstrating benefits both at the start of the plan (e.g. increase in water recharge for on-farm productivity, production of fruits, firewood, etc.) and in the long term (small timber, NTFP) so that the villagers take active/continued interest in forest protection and management;
- iv. that perceptions of different economic class of villagers about their needs and scientific forest management are taken care of;
- v. that proper arrangements are made for extraction of timber and non-timber forest produce, within allowable quantities, for bonafide requirements of different households at regular intervals; and
- vi. village development activities are undertaken for increasing income level of VSS members, particularly the forest dependent communities and weaker sections of the society. Such activities are to focus on available local natural and human resources with appropriate market links.

3.1.2 Principles

- i. The micro-plan will identify and plan different technical, social and management solutions based on land, soil, water and forest situation in different tracts.
- ii. The plan outlines the harvesting systems, clearly defining the roles and responsibility of the community and the FD and outlining an equitable benefit sharing mechanism. However, the harvesting would be governed by the prevailing silvicultural, legal provisions in vogue.
- iii. Participatory mapping exercises and tools will be adopted for planning. The output should outline activities, roles and responsibility, etc. clearly in a form which is readily understood by all in the community. In the course of the preparation of Micro plan all sections of the community will be involved, specifically forest dependent people, socially marginalized sections and women.
- iv. The planning exercise is to be based on principles of conducting PRA/RRA and range of socio-metric tools including resource mapping, seasonality analysis, livelihood analysis, institutional diagrams and captures difference in access and control of resources. The action planning exercises focus on visualizing future natural resources requirements and prescribes framework of equitable and sustainable resource use.
- v. The planning process should be able to establish a mutual trust and confidence between community and the FD, which is very vital for operationalizing the plan. The Micro Plan must be owned by the VSS/community.
- vi. The technical inputs or resource mapping shall elaborately cover current situation of vegetation, soil condition, areas of concentrating sapling and seeds, area of soil and water conservation activities for natural regeneration, protection and control zones, plantation zones.
- vii. Identify capacity building needs of VSS members in silviculture and forest management for implementation of micro-plan is an important component.
- viii. The plan also identifies and prioritizes community development infrastructure and entry point activities.
- ix. Identify feasible income generation activities on the basis of local resources and skills, and means of improving financial and institutional linkage with other service providers.
- x. The proposed interventions are to be prioritized along with resources required for implementation.

3.2 FLOW CHART FOR MICRO PLANNING



3.3 STEPS IN MICRO PLANNING

A detailed format is provided for preparation of micro plans by the VSS. The micro would be prepared by the VSS using various PRA tools as described as *Annexure – IIB*.

The broad lists of issues that will be discussed during the PRA and Village meetings include (the list is illustrative and not prioritized)

- A. Forest Management related issues
 - i. Forest protection mechanism
 - ii. Penalty for breach of the informal protection rules set by the VSS.
 - iii. Mechanism of compensating those who are severely and negatively impacted by forest closure;

- iv. The relationship of the VSS and other villages with the surrounding forest, both traditionally and in the contemporary situation, primary and secondary user groups, formal and informal rights and concessions, the rights of tribals and nomadic pastoralists.
 - v. The dependence of the villagers on forests for various activities and access to the resource: agricultural, domestic, NTFP, traditional medicine, aesthetic, environmental, grazing, firewood, timber and green manure. Extent and frequency of forest produce extraction.
 - vi. Forestry based needs among the village community and short-term and long-term plans for meeting the needs.
 - vii. Soil and water conservation measures in the forest area and their maintenance.
 - viii. Farm forestry/agro forestry activities.
 - ix. The area and quality of the forests and plantations, and government revenue land that can come under the VSS for JFPM purposes.
- B. Social dimensions and Basic need fulfillment aspect
- i. The socio-economic situation of the village and the various factors that govern it. Budget for activities planned defining cost-benefit sharing between VSS, and other agencies.
 - ii. Any conflicts that have arisen, within the community or with neighbouring villages, other village level organizations etc. and the role of VSS in its resolution.
 - iii. The involvement of the VSS in various activities undertaken, either voluntarily or paid, such as raising nurseries, afforestation, tree patta schemes, preventing forest fires, protecting forests from encroachment, illicit felling, poaching etc.
 - iv. Details of process of harvesting and distributing benefits amongst the VSS members
- C. Enhance income-through value addition/alternate livelihood options
- i. Harvesting, value addition and marketing of forest produce, NTFPs, timber.
 - ii. Promotion of SHGs and user groups and their support in the functioning of VSS.
 - iii. Identifying EPA, livelihood options and their prioritizing.
 - iv. Criteria for selection of common interest/User Groups. .
 - v. Rights of access to individual beneficiaries on certain forest resources, especially poor, Women, landless, forest products based SHGs etc.
 - vi. Creation of VFDF

The main steps in the micro plan development process would be as follows;

- i. Formation of Working Group

- ii. Community Interaction
- iii. Verification of Records
- iv. Data collection
- v. Data Analysis & Discussion
- vi. Plan formulation
- vii. Consultation, finalization and approval

3.3.1 Interaction with community

After formation/revitalization of the VSS few rounds of informal consultation with the community shall precede before the formal meeting to develop a rapport with villagers. The VSS Animator will help the NGO Team and OFSDP staff to develop partnership with villagers, and help in building mutual trust and confidence. Prior to taking up micro-planning exercise; one General Body meeting will be held to apprise the VSS members about the Project goals, objectives and components, and solicit their active participation at all the stages of project implementation including micro planning. The formation of **working group** will be also informed. An open discussion will be made on the following broad features of plan, and villagers view recorded.

- i. Briefing of the status
- ii. Briefing of problems
- iii. Briefing of opportunities
- iv. Preparation of a historical time line mentioning mile stones related to forest protection & management

They would be advised to think about the activities and interventions that would be suitable for village and discuss with their fellow villagers and peer group, to consolidate their opinion. In a subsequent GB meeting result of PRA will be discussed. A detailed discussion on the common problems faced by the villagers as observed during PRA would be made. Specific discussion on the extent of degraded forest areas, forest protection mechanism, and the strategies they propose to adopt for solving the grazing and fire problem, current and alternate livelihood options would be discussed. After the plan is drafted another GB will be convened to discuss plan and adopt the same.

The working group would hold weekly meetings to discuss various tasks of the group and chalk out a plan for setting out to develop the Micro Plan.

3.3.2 Verification of Records

The **VSS working Group** will verify various records in the case of existing VSS that are roped in the project. This will include the formation and registration of VSS, membership, map of VSS forest area, earlier Micro Plan, if any, along with status of its implementation, details of Executive Committee, works undertaken and participation of members, collection of forest produce, income of VSS through NTFPs, compensation fee etc., SHGs formed along with their status. The Member Secretary will make all such records available to the Working Group.

3.3.3 Data Collection

The Member Secretary will provide all secondary data and maps of forests. The NGO will assist in consulting other line department concerning the village resources, provide detail of other relevant schemes implemented in the village. The Member Secretary and the Animator would also collect information on land, irrigation, seed availability, nursery feasibility detail etc. Implementation of schemes by other department in the village or adjoining locality and scope for convergence would be examined from the records of line department

Resource assessment systems at the community level needs to be strong. Micro-plans associated with the Project should provide communities or local forest department staff with sufficient information for effective management and regulation of JFM forests to meet multiple demands and livelihood opportunities.

The data collection involves the following steps:

- i **Site description:** The identified VSS forest area, community lands need to be visited and prioritized by the villagers for its suitability for treatment under forest development plan, EPA or IGA. Following prioritization of the sites, each site needs to be described in detail such as area, land use history, current status of the land use, existing and past vegetation, soil quality.
- i **Biophysical survey:** Biophysical resources survey in respect of each identified site in the forest area, village common land, water bodies, etc. shall be taken up for the purpose. Maps showing the boundary of the site should be drawn before the field visit. With the maps having boundaries of the proposed project site, the micro-plan Working Group shall take transect walk across the project area for detailed mapping of various biophysical resources such as soil, topography, vegetation, species composition, land use etc. Each of these biophysical resources should be mapped on separate map sheets.
- iii **Socio-economic survey:** A baseline socio-economic profile of the village shall be made. The data collected from the PRA should form the base of the micro planning exercise. However, for more authenticity and for verification, sample household survey should be conducted by NGO to obtain the information required as per the format of the Micro Plan. The sample households should be selected on stratified random sampling basis. The household survey should be kept at minimum. Through the HH survey, householders economic activity, physical assets, poverty level, consumption level of forest produce etc, can be mapped.

3.3.4 Data analysis & Discussion

The data analysis shall include the following:

- i. **Identification of the priorities:** From the PRA exercise and socio-economic survey, the priorities shall be decided after critical analysis following a quantitative method of prioritization.
- ii. **Land capability classification:** The land capability classification of the gross treatment area should be done either based on experience or manual GIS i.e. by overlying the various layers of maps generated during the field exercise. The land capability classes suitable for implementing various improvement measures shall be delineated, and forest restoration measures including ANR, Gap Plantations, and Block Plantation, and other silvicultural treatment are to be analyzed and decided.
- iii. **Listing of potential production possibilities:** Depending upon the land capability classes, various production possibilities i.e., horticulture, fodder plantation, sericulture etc, will be listed.

- iv. **Optimisation:** Considering the resources at hand, needs and aspirations of villagers, optimization of the interventions shall be done through adjustment of various project components to arrive at an optimum and implementable solution. The need for seeking additional funds/ required input from line departments would be prioritized.

3.3.4 Micro plan formulation

- i. **Preliminary micro plan:** Based on the optimisation, a preliminary micro plan will be prepared and a treatment map drawn
- ii. **Final Micro plan:** The preliminary micro plan thus prepared will be discussed among various users groups before finalization.

3.4 TIME SCHEDULE FOR MICRO PLAN PREPARATION

Formation of VSS and micro-planning processes should give sufficient attention to social mobilization and group formation within the community. Considering the significance of micro-plan enough time is to be devoted for community sensitization and involvement. The exercise will spread over a period 3-5 months.

The following is an indicative Schedule of VSS Formation and micro plan preparation.

Training of staff for Micro-planning	4 days
Training in micro-planning for VSS, EC, working group members	2 days
Baseline data collection, Transect walk, PRA	20 days
Analysis of data	5 days
Formation of village perspective plan, forestry plan, discussion in GB	10 days
Draft Micro Plan Development	15 days
Circulation to FMU, DMU, Discussion with line department	10 day
Revision and finalisation	5 days

3.5 CAPACITY BUILDING FOR MICRO PLANNING

Local institutional and governance structures in forest fringe communities are complex, particularly among tribal groups, where informal systems for managing local forests may exist. Community capacities are often weak, given high levels of illiteracy. Given this context, adequate time must be planned for community mobilization.

- i) The training courses would explore the indigenous knowledge of the trainee villagers, and based on this knowledge to build specific technical prescriptions to meet the multiple product objective of management of the forests.
- ii) Concerned local forest officials will be trained in JFM equip them for required facilitation and advice the community members. It would seek to expose the trainees to the skills for: (a) recognizing and calling on local knowledge; (b) understanding the interests and motives of people directly dependent on forest lands; (c) relating general environmental concerns to local context; and (d) identifying local institutions and their

capacities, etc. Refresher Courses would also be held, preferably every year and for the same group of persons.

- iii) “Micro-planning” training for VSS leaders will be organized to sensitize the participants about gender and equity, and facilitate them to self-understand the social structure and how and why some groups have remained dis-advantaged in that village. The training would also aim at building the capacity of the participants to facilitate village level discussions and motivating villagers to individually contribute towards planning and setting of priorities.
- iv) Similarly, the ‘Local Ecological Service’ training would focus on exploring the indigenous knowledge about the forest density/species composition/stage that favours the production of preferred local ecological service and other forest product/s, and blending this indigenous knowledge with technical knowledge to make the trainees understand the importance of forests for ‘local ecological service’ provisioning and its inclusion in the forest micro-plan. For example, the training course would try to relate the efficiency of particular forest species and forest types with the quality and quantity of drinking water, and villagers’ preference for drinking water from a catchment having specific type of vegetation.
- v) Demonstration –cum-exposure visits will be organized for selected VSS leaders/members to JFM sites in the division or neighbouring divisions/districts. Publication of focused IEC materials including pamphlets, posters and booklets describing various methods adopted by successful villagers elsewhere.
- vi) ‘Forest Management’ training would focus on silvicultural planning for multiple objectives (and multiple products). During the training, the trainers would facilitate the trainee-villagers to recall as to which species were abundant when the forest was dense, what change in the composition of species have occurred when the forest became patchy, supply of timber and non-timber forest products with the change in the quality and extent of specific vegetation in the forests.
- vii) In order to build capacity of field staff and VSS members, some selected OFD staff and VSS members will be given Training on Forest Growth and Yield Measurement, vegetation and biodiversity survey, and other specialized inventorying tools and process during the course of the Programme, during 2-3rd year.

3.6 ROLES OF STAKEHOLDERS IN MICRO PLANNING

3.6.1 VSS Working Group

A Micro plan working group is essential to draft the plan by making consultation with villagers, key informants, line department field personnel, and making data collection from and analysis of the facts, and considering village realities, capability and limitation. The following is a suggested composition of the working group:

- i. VSS Chairperson
- ii. Member Secretary
- iii. Forest guard
- iv. Animator

- v. Village extension worker/Teacher/Village Opinion Leader
- vi. 4 VSS members (2 women, representing common interest groups / user groups)
- vii. NGO team leader/member

The Member Secretary would convene the meetings, coordinate and liaise with all stakeholders to facilitate preparation of the micro plan in a targeted and timely manner. The group would consult forest dependent section of the village, experienced farmers, traditional herbalist, women, landless, and those who will be disadvantaged due to forest closure (e.g., head-loaders, graziers, artisans, etc.). The group would undertake a participatory mapping exercise through village level meetings and observational transect walks of the forests, with the villagers to examine land capability status. In a few cases the user group of the target forest may comprise of residents of other village/s as well when another village's co-operation is necessary to enforce the rules of access. In such case the group would facilitate inter-village negotiation to reach a consensus decision about the involvement of other villages in protecting the area.

The progress made on the micro plan formulation would be intimated by the Member Secretary to FMU every month.

3.6.2 NGO Team

The NGO Team will play vital role in assisting the working group in drafting the Micro Plan. The NGO will first sensitize the local FG and train the VSS members on the objectives of the plan before the actual preparation. The NGO team leader who will be trained in micro planning by specialised institutes/ or NGO team member trained by the NGO team Leader or OFD master trainer will pass on relevant processes of micro plan development to VSS members. They will organize VSS meeting, discussion with key persons and assist the Member Secretary in planning exercise, preparing relevant record for drafting of plan. The NGO will support the VSS in collection of socio-economic data on the village as support material for JFMP preparation. If such information is not available, fresh studies could be conducted for this purpose. The NGOs will provide support to the VSS in deciding and adopting various community participatory appraisal techniques for understanding issues and finding solutions. NGO team members will assist in writing the Micro Plan as per the decision of the Working Group.

3.6.3 Animator

Animator will collect all relevant information pertaining to village resources, assist the Member Secretary/NGO in liaisoning with VSS members. He will take active part in motivating villagers to participate in micro plan meetings, discussion in GB. He will circulate notices, organize village meeting, motivate villagers to contribute labour, fund for EPA, IGA. He will communicate villagers view to NGO, FMU. He will assist the Member Secretary in writing the draft Micro Plan.

3.6.4 Member Secretary

- i. The Secretary, will ensure that all records pertaining to the village and its forests are available for the discussions. These include village maps, village forest and plantation records, all VFC records, records on forest produce, rights and concessions, details of various policies and schemes on forestry and rural development, etc. The Member Secretary will also discuss with local field staffs of line departments for convergence of their ongoing schemes.

- ii. The Member Secretary will invite field staff of line department, as required, to attend one/two meeting of working group to discuss the scope for convergence with existing schemes.
- iii. The member Secretary will write the draft micro plan (following the prescribed format, with the help of the NGO Team Member/Animator as per the decision by the working group.
- iv. The member secretary will ensure that the Draft Micro Plan is made available to the EC and the VSS members for a minimum period of one week for scrutiny and comments. A copy will also be circulated amongst the RO, ACF, DFO.. All comments and suggestions are to be made in writing and deliberated by the Working Group while finalizing the Micro Plan. .
- v. The Member Secretary will arrange for convening a GB meeting in which the Range Officer cum FMU chief will be present to review and adopt the Micro Plan for seeking approval of the designated OFD Authority.
- vi. The Member secretary will forward the Micro Plan through the RO-cum-FMU Chief to the DMU for approval.

3.7 APPROVAL

- i. The Draft Micro Plan prepared by the Working Group will be made available to the EC and the VSS members for a minimum period of one week for scrutiny and comments.
- ii. All comments and suggestions are to be made in writing and deliberated by the Working Group while finalizing the Micro Plan.
- iii. The Draft Final Mirco Plan will be discussed in a specially convened meeting of the GB in which the Range Officer cum FMU chief will be present for guidance.
- iv. The draft Micro Plan prepared by the working group shall be approved by the GB after deliberation.
- v. The draft Micro Plan as approved by the VSS and signed by the Chairperson shall be submitted by Member Secretary to the RO-cum-FMU Chief concerned who shall examine the Micro Plan from technical, social, financial and legal angle and shall accord his approval. The FMU Chief may refer back to the EC any suggested modifications for consideration and necessary amendment of the draft Micro Plan. The EC will discuss the suggested changes, incorporate the same in the draft Micro Plan and resubmit the same to the FMU Chief.
- vi. After evaluating the Micro Plan on technical, legal, social and financial considerations, the FMU Chief shall accord his approval on the Micro Plan.
- vii. Four copies of the approved Micro Plan will be made, one each for the VSS, the VSS Member Secretary, DMU and FMU.
- viii. The Divisional Forest Officer would take steps for incorporation of the approved Micro-Plans in the Working Plan subject to the guidelines of Government of India and Government of Orissa.

3.8 REVISION

To make the Micro Plan dynamic, a specialized annual General Body will be convened every year, to discuss the efficacy and relevance of plan. In the event that majority of the member feel need for revision to the existing plan either due to (i) shortage of fund, (ii) non feasibility of implementing planned programme (iii) irrelevance in the changed context (iv) availability of additional fund (v) implementation of the planned activity such as entry point activity, IGA etc, takes place by other department; then the GB will make necessary decision to modify the plan. The Member Secretary will record the changes and intimate to FMU giving justification. The FMU will accord its approval under intimation to the DMU Chief. The approved revised specifications would then be attached to the Micro plan.

3.9 FORMAT OF MICRO PLAN

The format for micro-plan is given in following pages. As no two stands of forests are alike, and the local knowledge, beliefs, indigenous management systems are also quite diverse, the actual micro-planning would fully reflect those diversities and the proposed innovations would be tailored according to the needs and the capacities of the particular village community. To capture this diversity it is essential that the micro-plan is fairly extensive. However since the Micro Plan is to be prepared by the VSS, with facilitation by the OFD and the NGO Team, a balance has been maintained between simplicity and extent.

The plan should also capture the village socio-economic situation, focusing infrastructure and other development indicators and poverty scenario of the inhabitant. The micro-plan shall include the forest scenario of the area managed by the VSS and would identify challenges and opportunity for forest development, maintenance of bio-diversity, soil and moisture conservation. The twin aims of the Project are restoration of forests along with livelihood improvement as an inclusive process to natural resource development. The plan therefore would develop a livelihood support for the villagers where both individual and groups can be supported to enhance on-farm, and off-farm productivity and income. The important and integral components of the plan shall be;

Proforma - I : Socioeconomic Profile

Proforma - II : Livelihood Opportunities

Proforma - III : Forest Development Plan

Proforma - IV : Village Perspective Plan

Proforma - V : Annual Action Plans

Proforma - VI : Activities undertaken & Benefits

PROFORMA – I VILLAGE SOCIO-ECONOMIC PROFILE**1. Demography**

1. Name of Village (s):
2. Name of VSS:
3. Forest Beat:
4. Forest section:
5. Forest Range:
6. Forest Division Name:
7. Name of Panchayat:
8. Name of C.D. Block:
9. Name of P.S.:
10. Name of nearest Health Centre:
11. Name of school, college:
12. Name of nearby village Hat:
13. Name of nearest Bank:
14. Name of nearest town:
15. Number of Households:
16. Total Population (census data/GP)
17. Population Detail: (census data/GP)

Table 1

	No. of Households	Adults		Children Below 18 years	
		M	F	M	F
General					
SC					
ST					

17A. VSS Membership

Table 1A

General	No. of Households	Number of Members	
		M	F
SC			
ST			

18. Occupational profile (HH Survey)

i. Distribution of Farm Households (Number of Households)

- a) Marginal:
- b) Small:
- c) Medium:
- d) Large:

ii. Profession (Number of Households)

- a) Artisans:
- b) Graziers:
- c) Milkman:
- d) Wage earners:
- e) NTFP collectors:
- f) Traders:
- g) Business:
- h) Fishermen:
- i) Service holders:

- j) Others, please specify:
-
-

19. As per Village level PRA, the economic category wise number of households

- a) Moderately poor
- b) Poor:
- c) Very poor:
- d) Well-off :

20. Land use pattern (revenue records)

- a) Total crop land: ha
- b) Gochar: ha.
- c) Community land : ha.
- d) Private land : ha.
- e) Other land : ha
- f) Waste or degraded land unfit for agriculture ha.

21. Crop land detail breakup (revenue records)

- a) Upland: ha.
- b) Medium land : ha.
- c) Low land: ha.

22. Irrigated Area (revenue records)

- a) Irrigated by River/Canal: ha.
- b) Lift pump: ha.
- c) any other source: ha.

2. Economic Status of Villagers

A. Assets:

- (i) Number of households with
 - a. Kuchcha Houses
 - a. Thatched roof
 - b. Asbestos roof
 - b. Pucca houses
 - a. Asbsetos roof
 - b. RCC roof
- (ii) Number of house electrified:
- (iii) Number of HH owning Livestock :
- (iv) Number of HH owning tractors:
- v) Number of HH having mechanized farm implements:

B. Current Income Generating Activities:

- (vi) **Number of households earning living primarily from**
 - a. Farm land:
 - b. Vegetable production:
 - c. Livestock (milk, goat, sheep, poultry):
 - d. Fishery:
 - e. Small trading:
 - f. Shop keeping:
 - g. Traditional artisan work:
 - h. Others (please specify) :

3. Village Resources:

Table 2

Type of Infrastructure /amenity	Location	Distance from village, if in another location (in Kilometers)	Condition and Status of present use
Primary school			
Secondary school			
High School			
Junior college			
Degree college			
Primary Health Centre			
Hospital			
Anganwadi centre			
Veterinary hospital			
Gram Panchayat Office			
Revenue Office			
Police Station			
Fire Station			
Forest Office (Beat)			
Post Office			
Bank			
Bus facility			
Railway Station			
Drinking Water- Borewells			
Public Water Supply			
Tank			
VSS assets community hall, petromax, utensils etc, if any			
1			
2			
3			
4			
Others (please specify)			

4. Agricultural crops

Table 3

i. Type of Crop

Season	Rain fed		Irrigated	
	Name of Crop	Area in ha.	Name of Crop	Area in ha.
Kharif				
Rabi				
Total				

Table 4

ii. Crop production profile of the village (PRA + observation by Facilitators)

Name of crop	Total production (approx)	Number of households growing	Average production (quintals per /ha)
Paddy			
Oil seeds			
Vegetables			
Pulses			
Small millet			
Fruit orchards			
Others, pl specify			

5. Livestock population of the village: (write total number)

Table 5

Animal	Numbers
Bullock	
Cow	
Buffalo	
Goat	
Pigs	
Other animals	

6. Fodder Availability:

Fodder availability in and around the village (put \checkmark marks in appropriate box)

Table 6

Types	1-3 months	3-6 months	6 months
Crop residue			
Trees			
Grasses			
Green fodder			
Grazing in Forests			

7. **Market facility:** (put \surd mark)

Table 7

For purchases	Location	Distance from village if in other village
Grocery Shop /PDS center		
Weekly Market		
Major market		
Other pl specify		

For sale of	Nearby Shop	Village hat	Local town	Season of selling
Agriculture products				
Fuel wood				
Vegetables				
Poles / Bamboo				
NTFP				
Milk, Poultry				
Oil, other processed products				
Other products				

8. **Water Resources facility:**

Table 8

Water Source	Number	Water Availability (Adequacy, seasonality)	Uses (drinking, irrigation, livestock, bathing)
Water Harvesting Structure			
Check dam			
Pond			
Tube well			
Dug well			
River/Nala			
Spring			
Canal			
Other, pl specify			

9. Energy Consumption:

Table 9

Type of Fuel	Number of household depending	Number of months dependent	Source (local village, forest, other source)	Major/Secondary
Fuel wood				
Crop Residues				
LPG				
Electric Heater				
Gobar /Bio Gas				
Kerosene stove				
Other pl specify				

10. Electrification:

Table 10

Category	Yes / No
Domestic use	
Street lights	
Agriculture purpose	
No electricity	

PROFORMA- II LIVELIHOOD OPPORTUNITY ANALYSIS

The livelihood analysis will be made in consultation with villagers through participatory method. It will spell out the constraints, opportunities in the context of farming, livestock rearing, credit facilities and NTFP collection and processing. The analysis aims at identifying potential activities with a view to enhance productivity and improve income level. The working group will make focused group discussion i.e., with leading farmers livestock rearers, line department officials to identify, opportunities and constraints. The compiled information would be further discussed in GB to identify and finalize the programme. Opportunity Analysis (some of the possible problems and opportunities of various development sectors have been listed in the footnotes to help facilitators to discuss with villagers and decide on the constraints and opportunity relevant to the village. The programme list indicates possible measures that can be implemented.

1. 1. Agriculture² / Horticulture**Table 11**

Constraints	Reasons	Opportunities/ Possibilities	Programme
Low Production			
Storage & Processing			
Marketing			

²**Problems** : a) Low production, b) Poor marketing channels

Reasons/constraints : a) Lack of Olha/summer ploughing, b)Non-flow of nutritive runoff from the forest, c)low production of FYM, d)No use of inorganic fertilizers, e)Wet sowing is extensively practiced-scanty rainfall f)More disease pest attack-untreated land, g)Lack of irrigation, Less use of high yielding varieties-No nearby market-outside vendors

Opportunities

a)Complete Olha ploughing in the month of Margasira-Provision of bullock on credit through SHGs-Rearing of more domestic animals-Land development b)Plantation of forest and fruit species-Use high yielding varieties-Crop diversification to non-paddy crops-use of inorganic fertilizers-Runoff harvesting-a weekly market is required-Some SHGs should take initiative in marketing the produce.

Potential Programme

a)Provision of plough bullock b)Land development c)Vegetable cultivation d) Dry land farming practices e)Training on crop diversification f)FYM and composting, g) Promotion of seed bank h) Strengthening irrigation potentiality-Strengthening micro-credit and marketing system

2. Livestock³

Table 12

Constraints	Reasons	Opportunities/Possibilities	Programme
Less grazing land			
Availability of fodder			
Cattle care facility			
Other milk market			
Problems related to other Livestock			

³ Problem & Opportunities in livestock sector**Problems**

Poor management practices in livestock

Reasons/Constraint

a) Inadequate fodder available during April to June b) Drinking water scarcity during 4 months in summer c) Low milk production d) Diseases to animals (FMD, worms, cold, swelling of belly, diarrhea e) Problem of marketing of milk, meat and animal.

Opportunities/Possibilities

a) Grass cultivation and non grass fodder promotion b), Creation of temporary water sources and constructions of water tubs, c) Awareness camp on balanced feed and fodder for livestock, d) Introduction of Artificial in sanitation, e) Selection and training of bare foot vet's Vaccination and de-worming camps and selection, f) Establishment of hatt for sale of animal, milk and milk products

Potential Programme

a) Three tier fodder development on grazing land b) Training farmers on grass cultivation and feeding practices. Creation of different temporary pond c) Construction of water troughs near tube well. d) Keeping animals inside the cow shed/Regular bathing and giving smoke in the shed./Keeping the shed clean/Providing balance feed including green grass etc. Strengthening the indigenous methods /Use of clean water/Training to the farmers/ Establishment of weekly hat./Livelihood group formation and /Encouragement t

hrough training./Engaging a specific group for marketing purpose and giving training for this purpose

3. NTFP ⁴:

Table 13

Constraints	Reasons	Opportunities/Possibilities	Programme
Less collection			
Unsustainable extraction			
Low Rates			
Value addition			

⁴ Problems

- a) Forest department dissuading for selling of NTFP / b) Less quantity (head load) is allowed
 c) Plucking at non ripping stage/Lack of marketing facility/Fire in the Forest

Reasons/constraints

- a) Because of sanctuary declaration/Less rate/ b) Lack of adequate food
 c) Other villagers are plucking who don't have the experience./ d) Good prices in Chhatisgarh
 e) Barter system prevails against salt and rice/-Lack of good communication
 f) Fire because of Bamboo stems crossing each other/Non forest dwellers encouraging fire g) As forest is becoming extinct

Opportunities/Possibilities

- a) Directive for open marketing required/ b) Can be kept at village committees or SHG
 c) Procurement by government agencies/-Village unity creation d) Good road net work by Government/-Formation of Forest protection committee for maintenance/ e) Decisions need to be taken in meetings for extinguishing fire in the forest f) Informing others to extinguish fire
 a) Group formation and consultation with forest department b) SHG formation for village fund development c) Awareness generation in the villages d) Training on plucking techniques
 e) Creation of market f) Awareness generation and training g) Construction of fire lines through peoples' contribution of convergence h) Awareness on forest fire hazards

4. Spectrum of Specialised Skills

Table 14

Constraints	Reasons	Opportunities/Possibilities	Programme
Rawmaterial availability			
Product quqlity			
Marketing potential			
Credit facility			

5. Credit facility⁵:

Table 14 A

Constraints	Reasons	Opportunities/Possibilities	Programme
Indebt ness(Credit dependency)			
Rate of interest Availability of loan			
Mortagage difficulty			
Others pl specify			

⁵ Problem & Opportunities in credit:

Problems

High rate of interest ,Mortgaged land and ornaments not recovered

Mortgaging himself/herself: is system the individual keep mortgage no other than himself as long as his loan is not repaid he continues to work.

Reason/constraints

a) Less number of moneylenders/b) Large number of creditor) In emergency situation credit not available and if available then rate of interest is quite exorbitant/d) Requirement for emergency loan/

e) No confidence of ML/f) Credit could not be repaid for higher interest./ML continues to follow the old practices) During festive season for celebration purpose

Opportunities/Possibilities

a) More credit from SHG/ b) Taking loan from the moneylenders who charges low interest rate/

c) If SHG is strengthened then mortgage is not required/If SHG is strengthened then Self mortgage is not required

a) Bank linkage of SHG b) Revolving fund support to SHG/FEDERATION c) Bank linkage required d) Bank linkage required

PROFORMA – III

FOREST DEVELOPMENT PLAN

Keeping the principles in mind as detailed in Annexure II para I, the following data on various aspects of forestry would be collected by working group for analysis and preparation of treatment strategy and management plan.

1. Forest Coverage Data:

A. Status of Forest areas assigned to VSS

Table 15

Name of Forest	Legal status(RF /PF/VF/KF)	Name of Working Circle to which allotted	Area in Ha	Distance from village	Topography	Condition of forest (well stock/ degraded / bushy, few trees)	Frequency of use by villagers (2-3m/3-6m/ 6-9m /12m)

B. Forest Soil type:

- i. Land Degradation level
- ii. Soil erosion status of the forest.....

C. Composition of existing crop: (use local as well as botanical names)

- i. Major Tree species:
.....
- ii. Associates:
.....
- iii. Shrubs:
.....
- iv. Bamboo:
.....

v. NTFP species:

.....

vi. Medicinal Plants:

.....

vii. Others, if any

2. VSS Status

i. Year of beginning of protection by community:

ii. Year of formation of VSS :.....

iii. Number of VSS members:

iv. Number of ST members in VSS: in GB.....in EC.....

v. Number of Women members in VSS: in GB.....in EC.....

vi. Forest Protection measures taken by VSS in past: (number of people, household engaged, any formal mechanism)

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.....
.....
.....

vi. Improvement observed after VSS protection

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.....
.....
.....
.....

3. Domestic requirement of forest produce (per household) (PRA + verification by facilitators)

Table 16

	Frequency of requirement	App. Quantity	How metat present ?	Source
Timber for housing				
Small timber for agricultural implements				
Poles / bamboo				
Fodder from forests				
NTFP For Local Consumption				

4. Collection of Forest products by the villagers

Table 17

Item	Domestic consumptio (yes / no)	Number of HH collecting	Total collection of village per year	% sold	Value of forest products	Average Income from sale of forest products (per household)	Name of Forest from where collected
Fuel wood							
Fodder							
Bamboo							
Timber							
Poles							
Kendu leave							

5. Collection of NTFPs including Medicinal Plants

A. NTFP collection and usage schedule

Table 18

Name of NTFP including grass &Medi-cinal Plants	Season/ months	Locality of collection	Quantity collected (Kg.)	Utilized for self consumption (Kg.)	Surplus marketed (qty. in Kg.)	Income	Usage of the NTFP	How marketed

B. Regulation on NTFP Collection

VSS decision as to regulation in extraction /seasonal restriction of collection for sustainable NTFP management. Harvesting schedule detail be given;

.....
.....
.....
.....
.....
.....
.....

C. Value addition to NTFP

The VSS would decide possibility of value adding to NTFPs gathered by villagers. Both individual and group can be identified to be supported through SHG or direct grant under livelihood component. Community infrastructure like storage go-down, oil expellers, packaging, labeling center, stitching machines etc can be set up for large volume/high valued products. Attempt should be made to develop market linkage through organizations like ORMAS, MARKFED, or outside marketing agency. The activities to be undertaken by VSS would be listed in following format.

- Name Potential products
- Total amount collected in a year
- Local market price
- Possible source from adjoining areas
- Processing, drying, sorting and grading (product wise)
- Storage place (availability, need for construction)
- Processing unit (need, possibility of setting up)
- Labeling, packaging (locally, outsourcing)

6. Forest protection issues

A. Protection problem:

Table 19

Sl. No.	Type of Problem	Relevant or not (Y / N)	Significant/ Insignificant
1	Smuggling Timber		
2	Smuggling Bamboo		
3	Smuggling firewood through head loads for selling to others		
4	Smuggling NTFP		
5	Smuggling sand, precious stones etc.		
6	Poaching wild animals		
7	Grazing local animals		
8	Grazing by animals from other areas		
9	Fire-accidental		
10	Fire connected with Mohwa collection		
11	Fire connected with salap tapping		
12	Fire connected with Beedi leaf collection		
13	Smuggling by head loads		
14	Smuggling by bicycles		
15	Smuggling by carts		
16	Smuggling by fast moving vehicles		
17	Incidents of snake bites/life threats/risks while protecting forests		
18	Encroachments in forest areas		
19	Other protection related conflicts		
20	Other (specify)		

B. Reasons of Forest degradation:

Table 20

1
2
3
4
5
6

C. Protection Mechanism

In the PRA exercise the protection mechanism would be discussed and detail procedure/modalities to be followed will be recorded to ensure effective protection Year in which the operations are to be carried out would be provided in the micro plan.

Table 21

GRAZING CONTROL/REGULATION	
Area (Location, extent, ...)	
Type of work to be done	
Mechanism	
Year of operation	
Other measure	
FIRE CONTROL	
Area (Location, extent, ...)	
Type of work to be done	
Mechanism	
Fire control	
Year of operation	
WATCH AND WARD	
Area (Location, extent, ...)	
Type of work to be done	
Mechanism	
Year of operation	
Other measure	

7. Treatment Required

For part of the assigned forest area demarcated for treatment under THE PROJECT . Various treatment types are to be indicated in the 1:5000 scale map after the final approval of the Micro Plan.

A. Soil & Water Conservation Measures**Table 22**

Treatment	Required or not	Location in forest areas (mark in forest map)	Approx. number, length, size, extent - area.	Priority (Please tick)
i) Vegetative contour bunding				
ii) Staggered contour Trench				high
iii) Gully plugging/check dams				medium
iv) Half moon trench				low
v) Water harvesting structure				
vi) Diversion weir				
vii) others, pl specify				

Priority is to be given for the measures based upon the degree of erosion

B. Forest Crop Improvement:**Table 23**

Treatment	Area in ha to be covered under the plantation module	Priority for block plantations	Species	Spacing
i) ANR including Gap Planting				
ii) Block Planting				
a) Economic Plantation				
b) Fuel wood and Fodder				
c) Bamboo/Cane				
d) NTFP including fruit bearing, medicinal plants etc.				

C. Year wise target of Forest Crop Improvement:**Table 24**

Treatment	Areas to be covered under a planting module			
	2008-09	2009	2010	2011
i) ANR including Gap Planting				
ii) Block Planting				
a) Economic Plantation				
b) Fuel wood and Fodder				
c) Bamboo/Cane				
d) NTFP including fruit bearing, medicinal plants etc.				

D. Nursery Development:**i Decentralized Nursery****Table 25**

Number	Location & area	Species to be raised	Year of development	Number of seedlings to be raised

ii Farm Forestry Nursery

Table 26

Location & area	Species to be raised	Year of development	Number of seedlings to be raised

E. Miscellaneous Operations:

Table 27

Treatment	Whether required (yes / no)	Who will do (VSS/FD/ FD & VSS)	Month/year when can be done	Extent of Area where treatment is required (approx.)
(i) Fire line construction and maintenance				
(ii) Watching and patrolling				
(iii) Rotational Grazing				
(iv) Stall Feeding				
(v) Medical/Health Care camp				
vi) Centre for non-formal education				
(vii) Promotion of fuel saving devices				

8. Marketing Practices

A. Marketing Timber, Bamboo and other forest products

- i. Marketing through Forest Department outlets
- ii. Marketing directly to private purchasers
- iii. Marketing directly to other Government Department
- iv. Marketing directly to wood base industries

- v. Marketing individually
- vi. Marketing collectively

B. Marketing NTFPs and medicinal plants

- i. Marketing through ORMAS
- ii. Marketing in retail outlets
- iii. Marketing to manufacturing companies
- iv. Marketing individually
- v. Marketing collectively

Marketing plan would be chalked out on the basis of above information.

9. Schedule of Silvicultural Operations for the assigned forest area

A. Intermediate Thinning:

Silvicultural thinning will be required to provide space for promising individual trees for better growth. The trees required to be removed, as per the prescription of the approved Working Plans, should be marked after going round the forest with the technical staff and a list of such trees will be prepared in the proforma of Table-28.

B. Final Harvesting periods from Assigned forest area (Rotation period):

As per the prescription of the approved Working Plans, the Rotation period for different components will be decided. At the time of final harvesting the felling list will be prepared in the following proforma Forester of the locality would help VSS in making the felling list:

Table 28

Sl. No	Species	D.B.H.	Height	Sound / unsound

10. Benefits expected from Forests protected by VSS

An assessment of assorted benefits expected from the forest would be first made and distribution mechanism decided.

A. NTFP benefits expected:

Table 29

SI No.	Items	Month	Season (Indicative)
1	Sal leaf		
2	Salseed		
3	Mahuaflower		
4	Mohua seeds		
5	Kusum seed		
6	Char seed		
7	Harida		
8	Bahada		
9	Amla		
10	Mango		
11	Mushroom		

B. Wood Related benefits expected:

Table 30

Product	Quantity	Year of Production
1. Timber		
2. Firewood		
3. Bamboo		
4. Small Pole		

11. Sharing mechanism (Name the methods of products sharing i.e., timber, bamboo, poles, NTFPs):

Table 31

Methods	Items
To be equally shared ✓	Timber/ Bamboo/ Poles/FW
To be freely collected by individuals ✓	NTFP/ fodder/Leaf fuel
Others.	

12. Other Forest Development related matters if any :

.....

.....

.....

.....

.....

PROFORMA — IV**VILLAGE PERSPECTIVE DEVELOPMENT PLAN**

The Village Perspective Plan will prescribe various development activities, and provide approximate estimate of funds and period for implementation. The activities listed here would be on the basis of data collected and prioritized as per the previous sections. The fund requirement would be met from the Project and other sources to be tapped by VSS. This will include infrastructure development, forest development, agriculture, and other natural resources, and human resources development. Annual action plan will be based on the village perspective plan.

1. Entry point activities

The Micro Plan working group would consult the GB for identifying the need of entry point activities with priorities. Interests of forest dependent people shall be given high priority, and be taken up in the first year. Since the fund for EPA is limited, emphasis should be on activity (ies) that can be fully completed from the available fund, instead of taking up part construction of several works. However, if VSS members agree to contribute cash, free labour to augment project support more projects can be taken up. The lower priority item nonetheless could be implemented if VSS can generate fund by way of marketing forest products, or on getting funds from other supports. EPAs may include Renovation of school/temple, Cement platform under a tree for meeting, Water harvesting pond, Cement platform/soak pit around a well, Community fish pond, Solar light, Petromax, Gas light, Tube well, A set of farming tools, Bathing ghat (staircase for a pond). Preference shall be given to those items that will eventually have gainfully utilized by the villagers.

Priority list of Entry point Activity:**Table 32**

Sl. No.	Name of activity	No. and type of beneficiaries	Priority Ranking	Technical support required	Total amount required	Cost sharing by members (cash/labour)	Funds required from OFSDP	Time / duration for implementation
1.								
2								
3								
4								

2. Village infrastructure development (eg. community hall, school, NTFP/food storage godown etc):

Table 33

Year	Type of activity /Infrastructure as prioritized	Number of members likely to be benefited	Total amount required	Cost sharing by members	Investment from other sources	
					Sector/ Scheme	Amount
1 st Year	VSS Office and Meeting place	Entire Village			OFSDP	

3. Forest Development :

Table 34

Sl.No.	Name of Activity	Physical (Area in hector, number)				
		Financial Year	Year-I	Year-II	Year-III	Year-IV
1						
2						
3						
4						
5						
6						
7						

4. Community Land and Agricultural Development :

Table 35

Sl.No.	Type of Activity	Details with no. of beneficiaries	Possible funding through convergence

5. Income Generation Activities:

Promotion of IGAs is a very important component that is to be implemented through the revolving fund provided to the VSS on ROSCA basis. For this the facilitators have to do careful analysis for identifying potential activities that can be successfully taken up by the villager through SHGs in cluster of VSS fro marketing advantage.

(an illustrative list: Poultry, Vegetable growing, Milch animals, Pisci culture, Duckery, Nutritional Garden(Indv.), Bee keeping, Bio compost making pit, Plantation of medicinal plants (10 types) / HH, Plantation of medicinal plants (10 types)/ in home herbal garden, Community farming, NTFP Storage yards, NTFP Processing and marketing, Vegetable vending, Rice haller with shed, PDS (sugar, kerosene), Fish marketing, Egg vending, Grocery shop, Pan parlour, Sewing activity, Saloon, Cycle repairing, Tea cum snacks bar, Puffed rice making and marketing, Broom making, Tent house, Catering services, Matching grant for grain bank, Hand/leg lift pump, pump set operated by diesel, Bamboo artisan, Wood carving, Hard loom, Mushroom cultivation, Eco-Tourism, Herbal product.)

A. Group Activities: These should be forest/farm/non-farm based with focus on value addition.

Table 36

Type of activity	No. of groups and members	Year of Implementation	Nature of support required	Total amount required	Cost sharing by member	Balance amount required from OFSDP	Marketing Arrangement

B. Individual Activities:

Table 37

Type of activity	No. of beneficiaries	Year of implementation	Type and nature of support required	Total amount required	Cost sharing by member	Balance amount required	Marketing Arrangement
A. Agriculture kit							
B. Fruit plants hybrid							
C. Livestock rearing							
E. Poultry							
F. Other IGA (specify)							

C. Livelihood (basic needs) Support:**Table 38**

Type of activity	No. of beneficiaries	Year of implementation	Total amount required	Cost sharing by member	Balance amount required
i. Fuel saving devices					
ii. Health Care					
iii. Non-formal education					
iv. Sanitation					
v. NTFP Value addition					
vi. Marketing support					

6. Human Resources Development /Capacity Building Plan**A. Awareness creation:****Table 39**

Type of Programme	Year	Frequency	Targeted no of participants	Amount
a. Awareness				
b. Village meeting				
c. Others Pl specify				

B. Capacity building/Skill development wrt Potential IGA**Table 40**

Target groups	Name of Activity	Year of training	Targeted no of participants	Place of training/training institution	Amount
a. SHG					
b. VSS Members					
c. EC Members					
d. Animator					
e. Treasurer					

C. Field or exposure visits:**Table 41**

Sl. No.	Type of Programme	Proposed places	Frequency	Targeted no of participants	Duration	Amount
1						
2						
3						
4						

PROFORMA – V**ANNUAL ACTION PLAN**

Every year the VSS in their GB meeting to be held in December would decide various activities to be implemented during the succeeding financial year, and accordingly will prepare an annual action plan and budget, following the projected perspective budget plan. The annual plan will be submitted to FMU who will scrutinize and recommend to DMU. On the basis of the annual plan DMU will release fund to VSS. The progress in the implementation of the Project activities in a year would be monitored on the basis of the annual plan. The VSS would submit the annual action plan in the following format

1. Annual Action Plan and Budget for Forest and Livelihood Development:**Table 42**

Component	Work items	Period of work (year/month)	Target (physical)	Fund required from OFSDP	Responsibility of Implementation
1. Entry Point Activity	<ul style="list-style-type: none"> i. Renovation of school /temple ii. Water harvesting pond iii. Communal fish pond iv. Tube well v. A set of farming tools vi. Cement platform under a tree for meeting vii. Cement platform/soak pit around a well x 4 viii Solar light ix. Compost pit x 20 x. Bathing ghat (staircase for pond) xi 				
2. Soil & Moisture conservation	<ul style="list-style-type: none"> i. Contour bunding ii. Gully plugging iii. Water harvesting cum storage tank 				
3. Decentralized Nursery	<ul style="list-style-type: none"> i. Irrigation well ii. Nursery equipment iii. Land development iv. Fencing (Green) 				
4. Farm Forestry Nursery	<ul style="list-style-type: none"> No. of seedlings to be produced i. Grafted ii. Non-grafted 				

5. ANR	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				
6. Block Plantation- Economic Plantation	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				
7. Block Plantation – Fuel & Fodder Plantation	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				
8. Block Plantation – Bamboo / Cane Plantation	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				
9. Block Plantation – NTFP Plantation	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				
10.Coastal Plantation- Man grove	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				
11. Coastal plantation - Casuarina	i. Nursery raising ii. First year operation iii. Second year operation iv. Third year operation v. Fourth year operation (as per Annexure-I)				

12. Livi- hood	i. Health camp ii. Livestock treatment iii. Sanitation iv. Irrigation v. Gobar gas				
13. IGA	Advance to SHG Support to Individuals				
14. Capacity building	i. Awareness ii. Training (item wise) iii. Publicity iv. Field visit v. Meeting				
15. Other Items	i. Watching and Patrolling ii. Fire line construction and maintenance iii. Office expenses iv. Contingencies v. Honorarium to Animator vi. Auditing				

2. Plan Revision Discussion Outcome (Member Secretary will record the decisions)

1

.....

2

.....

3

.....

4

.....

3. Revision to be incorporated:

Table 43

Existing nature and type of work	Need for revision	Type and nature of changes to be made	New physical target	Fund required

PROFORMA VI**RECORD OF ACTIVITIES UNDERTAKEN****1. VSS MEETING****Table 44**

Date of meeting	Presided by	Member Participated		Main Decisions
		Men	Women	

2. VSS Trainings:**Table 45**

Sl.No.	Name of Training	Number of Participants	Organized by and Main Facilitator	Venue
1				
2				
3				
4				

3. Village Community Development Works:**Table 46**

Sl.No.	Item of Work	Quantity	Date of starting	Date of Completion	Amount Spent

4. Forest Development Works**Table 47**

Sl.No.	Item of Work	Quantity	Date of starting	Date of Completion	Amount Spent

5. Income Generation Activity (one table for each activity)

Table 48

Sl.No.	Activity & Date	Name of SHG	SHG President	Training Assistance	Loan Amount with date	Refund

6 Products collected from Forest

Table 49

Sl.No.	Date	Item Collected	No of HH/ members who collected	Quantity	App Value in Rs.	How used Own use / Marketed

ANNEXURE-I**Work Items under ANR/Plantation components**

(For working out the person days and cost of various items the OFD facilitator will provide the required details)

1. Assisted Natural Regeneration (ANR)

ANR model has gap plantation @ 300 seedlings per ha with 20% for casualty. To be done in gaps of minimum 1ha. to be marked on the map and demarcated in field.

Breakdown:

<i>Year</i>	<i>Stage</i>	<i>Particular</i>
1 st year	Nursery	Raising of seedlings through VSS nurseries/central nurseries – grafted seedlings etc.
	Pre planting	Survey and demarcations
		Pillar posting
		Site preparation
		Removal of high stumps
		Alignment and staking
		Pitting (45cm ³)
		Cost of staking material
		Planting
	Post planting	1st weeding
		2nd weeding
		Soil working
		Manuring/insecticide application
		Cost of Insecticides
		Cost of Fertilizer 12kg
	Silvicultural operation	Cutting weed growth in treatment area, Coppicing, singling out of shoots
Soil conservation		
2 nd year		Casualty replacement
		Weeding, pruning, soil work and manuring
		Cost of chemical manure
		Soil conservation
3 rd year		Weeding, pruning, soil work
		Soil conservation
4 th year		Weeding, pruning, soil work

Fire and grazing protection

2. Block Plantation-Economic Plantation

1,600 seedlings per hectare with 20% for casualty and 3 year maintenance.

<i>Year</i>	<i>Stage</i>	<i>Particular</i>
1 st year	Nursery	Raising of seedlings through VSS nurseries/central nurseries.
	Pre planting	Survey and demarcations
		Pillar posting
		Site preparation
		Alignment and staking
		Pitting (45cm ³)
		Cost of staking material
		Planting
	Post planting	1st weeding
		2nd weeding
		Soil working
		Manuring/insecticide application (twice)
		Cost of manure 48 kg
		Cost of insecticides
	Casualty replacement	
2 nd year		Weeding, pruning, soil work and manuring
		Cost of chemical manure
3 rd year		Weeding, pruning, soil work

3. Block Plantation-Fuelwood &Fodder Plantation

2,500 seedlings per hectare with 20% for casualty and 5 year maintenance.

<i>Year</i>	<i>Stage</i>	<i>Particular</i>
1 st year	Nursery	Raising of seedlings through VSS nurseries./others
	Pre planting	Survey and demarcations
		Pillar posting
		Site preparation
		Alignment and staking
		Pitting (30cm ³)
		Cost of staking material
		Planting
	Post planting	1st weeding
		2nd weeding
		Soil working
		Manuring/insecticide application
		Cost of insecticides
		Cost of chemical fertilizer 12kg
Soil conservation measures		

<i>Year</i>	<i>Stage</i>	<i>Particular</i>
2 nd year		Casualty replacement
		Cost of seedling
		Weeding, pruning, soil work and manuring
		Cost of chemical manure
3 rd year		Weeding, pruning, soil work
		Soil conservation, mulching
4 th year		Weeding, pruning, soil work

4. Block Plantation-Bamboo / Cane Plantation

400 seedlings per hectare with 20% for casualty and 5 year maintenance.

<i>Year</i>	<i>Stage</i>	<i>Particular</i>	
1 st year	Nursery	Raising of seedlings through VSS nurseries/central nurseries.	
	Pre planting		Survey and demarcations
			Pillar posting
			Site preparation
			Alignment and staking
			Pitting (45cm ³)
			Cost of staking material
			Carriage of seedlings to the site and planting
	Post planting		1st weeding
			2nd weeding
			Soil working
			Manuring/insecticide application (x2)
			Cost of chemical fertilizer 20kg
			Cost of insecticides for plantation
			Cost of manure
	2 nd year		Soil conservation measures
		Watch and ward incentive	
		Casualty replacement	
		Weeding, pruning, soil work and manuring.	
3 rd year		Cost of chemical manure	
		Soil conservation measures	
		Weeding, pruning, soil work (mulching)	
4 th year		Cost for manure (8kg)	
		Soil conservation	
		Weeding, pruning, soil work (mulching)	

5. Block Plantation-NTFP Plantation

400 seedlings per hectare with 20% for casualty and 5 year maintenance.

<i>Year</i>	<i>Stage</i>	<i>Particular</i>
1 st year	Nursery	Raising of seedlings through VSS nurseries/central nurseries.
	Pre planting	Survey and demarcations
		Pillar posting
		Site preparation
		Alignment and staking
		Pitting (45cm ³)
		Cost of staking material
		Planting
	Post planting	1st weeding
		2nd weeding
		Soil working
		Manuring/insecticide application (x2)
		Cost of chemical fertilizer 20kg
		Cost of insecticides for plantation
		Cost of manure
		Soil conservation measures
2 nd year		Casualty replacement
		Cost of seedling
		Weeding, pruning, soil work and manuring.
		Cost of chemical manure
		Soil conservation measures
		Watch and ward incentive
3 rd year		Weeding, pruning and manuring
		Soil work and mulching
		Cost for manure (8kg)
		Soil conservation works
4 th year		Weeding, pruning, soil work (mulching)

6. Coastal Plantation-Casuarina Plantation

Nursery	
1	Cost of Seeds
2	Inoculation of mycorrhiza
3	Preparation of germination beds, sowing and watering
4	Cost of soil, sand and cow dung manure
5	Cost of polypots
6	Preparation of soil mixture
7	Filling polypots
8	Picking out, transplanting in polypots, arranging in beds and providing shade including material cost
9	Watering of polypots
10	Weeding, grading and sorting of polypots
11	Add 5% towards undersized seedling, casualties and damage during transport
Raising of Plantation 1st year	
1	Survey and Demarcation
2	Alignment and stacking
3	Creation of palisades including plantation of Kia wherever necessary
4	Pitting and planting including initial watering
5	Digging of waterholes (minimum five including cost of water container
6	Watering
7	Watch and Ward
8	Soil and moisture conservation measures
2nd year maintenance	
1	Casualty replacement including nursery cost (20% causality)
2	Watering
3	Maintenance of palisade
4	Watch and ward
3rd year maintenance	
1	Watering
2	Maintenance of palisade
3	Watch and ward
4th year maintenance	
1	Maintenance of palisade
2	Watch and ward

7. Coastal Plantation-Mangrove Plantation

Pre-planting Operation	
1	Survey and Demarcation
2	Site preparation i.e. removal of Acanthus, Suaeda, and unwanted growth
3	Live fencing with cuttings of Guan and Jagula along the boundary including cost of material
4	Cost of raising temporary nursery for mangrove seedlings including cost of poly bags, seeds etc. @ Rs. 2.5 per seedling
5	Watch and ward for 8 month one man for 10 ha
Raising of Plantation 1st year	
1	Cost of carriage and distribution of seedlings
2	Cost of planting
3	Watch and ward for 8 month one man for 10 ha
2nd year maintenance	
1	Cost of raising seedlings for 15% casualty replacement
2	Replacement of casualty including carriage
3	Watch and ward for 8 month one man for 10 ha
3rd year maintenance	
1	Watch and ward for 8 month one man for 10 ha
2	Collection and sowing of Avicennia seeds in the blanks
3	Repair of live fence

Tidal Channel (fish bone method)

Total earth Work
Unit
Cost

ANNEXURE II***Forest Development and Management***

Micro Plans for JFM should not be driven only by general working plan prescriptions. Broad “rule of thumb” prescriptions for major forest cover types from the division-level working plans provide a quick reference for forest department field staff to identify silviculture treatments for the JFM forest, but these can be modified to find best site-specific prescriptions to manage secondary local species for community livelihood needs. The Manual should thus prescribe a community oriented Micro Plan where forestry silvicultural plan should be within the ambit of the working plan of the division and prepared with community feedback.

In order to decide the forest treatment plan, the Micro plan working group would arrange meeting(s) with different forest users groups to discussion on different objectives of forest management, so that different user groups can clarify their priorities, understand each others limitations, weigh up the solutions. The conflict of interests of graziers, ST, SC groups, NTFP collectors, should also be taken care of while prescribing closure of forest area, planting on traditional grazing area, and restricting fuel wood collection. This would help avoid intra-village conflicts.

As a part of the micro planning exercise, forest inventory work can be undertaken by the working group and other VSS members by going around one or two transects to note major vegetation in the assigned area and general soil and regeneration condition (good quality, degraded, and so forth). Measurements by a more systematic inventory process, in which sample plots (random or spaced along transects) could be used and key species in each plot recorded for trees of different ages, diameters, heights, numbers of stems, and quality can be supplemented by the Project /OFD. The Member Secretary and other OFD staff will provide technical input to the working group in examining the forest situation and identify areas suitable for plantation, rehabilitation and areas requiring soil and water conservation.

II Regeneration Options

Whatever management objective is pursued, the forest treatment model should be local, site specific and flexible enough to meet exigencies/change of priorities during the operational phase of the plan. In order to achieve the overall objective to maximize the production of bio-mass/services per unit area, innovative treatment practices have to be discussed and explored with the participating communities. The agro-ecological knowledge of the local communities should be used while taking decisions on various regeneration options. Management of forest floor for soil and moisture conservation to encourage natural regeneration of herbs and shrubs and other associate NTFP tree species and to ensure the survival of planted seedlings will be the key to success of in forest management interventions.

Natural regeneration shall be preferred to plantations. Enrichment planting, gap filing and planting of blanks can be taken up in addition to assisting natural regeneration so that area is fully stocked in the shortest possible time. The decision about the percentages of natural regeneration or artificial plantation will depend upon the numbers and viability of existing root stocks, extent of advance growth that can be retained, and the species composition of the forest area.

It is a common experience that after protection of the area for a few years, coppice shoots, especially that of sal (*Shorea robusta*), emerge even from such semi-buried and dormant stumps that were not visible from the surface. These coppice shoots are quite vigorous and generally overshadow the growth of planted seedlings. A careful approach, therefore, would be followed before taking up gap planting. ***The gaps should be clearly identified on map and ground and be of a minimum size of 1 ha. for gap plantation to be effective.***

It would be ideal that the treatment area in the forest be socially fenced in the first year, worked for soil and moisture conservation in the second year, and planted in the third year. Favouring natural regeneration this way will not only ensure diversity of species in the rehabilitated forest but also optimize fund utilization.

Although the planting of NTFP or multi purpose tree species which are characteristically slow growing, is generally not a preferred option compared to the fast growing exotic timber trees, they shall be preferred. Due care ought to be taken the general problems related to enrichment planting of NTFP tree species viz. i) sporadic and unpredictable nature of their flowering and fruiting and availability of seeds; (ii) low viability of NTFP seeds/seedlings in the nearby forests to help keep nurseries stock of these species; (iii) little knowledge of the dimorphic nature of the shoot systems of the NTFP tree species.

III Guidelines for Evolving Forest Development Strategy

Forest Development Strategy

The forest development strategy would be decided during the PRA exercise which would built upon the traditional knowledge of villagers and experience of the forestry personnel and technical information (soil and water) collected from different line departments. While the plantation and reforestation measures would be broadly governed by availability of suitable sites, and fund available under THE PROJECT , forest improvement (cutting of high stumps/coppicing/singling, tending, pruning, fire cleaning, soil mounding etc.) measures which mainly involves labour input can be done on a cost sharing methods. The strategy would broadly encompass components listed below. The magnitude and scale of intervention would be as per the site requirement and fund availability.

- i. Soil/moisture conservation
- ii. Water harvesting structures
- iii. Forest tending/improvement operations
- iv. Rehabilitation of degraded forests
- v. Establishment of nurseries
- vi. Block plantation of economic, fuel/fodder, NTFP, bamboo/cane species
- vii. Adoption of nondestructive harvesting of NTFPs

IV Soil and Water conservation strategy (Refer – Proforma III, Item 7, Table 22)

At the time of transect walk the working group will identify the forest areas needing soil and water conservation measures and locate the places, areas, extent of such treatment and list out the detail as below. The group also can discuss with farmers for identifying source of stream in upper region where by making check dam or constructing bunds, water conservation during dry season and optimal utilization of surplus water during rain can be made to benefit larger number of farms in downstream. In forest areas where the slope is more than 30 degree, contour trenches can be made as per need in a staggered way.

The Member Secretary will discuss with the soil conservation officials before deciding on soil and water harvesting structure, and support from local expert/outsourced expert may be taken by VSS to design the mechanical structures, especially when larger check dam, diversion weir is constructed. The expert also will help VSS in making plan and estimate for such structure.

The soil and water conservation works ought to be given proper emphasis to improve the site quality and to achieve better success of the plantation programme. The following techniques may be adopted for the project site, as per the requirement.

- (a) **Contour Bunds:** In gently sloping area, contour bunding may be carried out at about 30m interval along the slopes. These bunds may be 0.5m wide and 0.5m high.
- (b) **Contour Trenches:** In the higher slopes staggered contour trenches and pits can be dug out to trap maximum water coming from the uphill side. The size of the pit may be 0.3m X 0.3m X 0.45m and the spacing 4m X 3m.

V) **Afforestation, Reforestation strategy**

The forest project area can be broadly classified into degraded forest, open forest and forest with miscellaneous species. Treatment prescription for these land categories would vary depending upon the land capability class. Considering the land capability class and People's need, management prescription would be made.

The JFM forest area will be treated according to the forest treatment plan decided by the community during their micro-planning exercise. The working group in consultation with local Forester will decide the extent of areas to be put under artificial/natural regeneration and block planting. Different forest improvement operation will also constitute the treatment regime during the plan period. While it is envisaged that OFSDP will support for planting operations, for sustainability of forest management in long run, it is desirable that people's contribution in form of free labour to forestry works like climber cutting, cleaning, thinning can be solicited. Further the usufructs obtained from such operation would be available free of cost to the households contributing free labour.

i) **Assisted Natural Regeneration (ANR) – gap plantations**

Given the high percentage of viable rootstock present in Orissa's deciduous Sal forests, an average of 300 seedlings/ha. shall be planted to fill the gaps of more than 1 ha. In addition, about 100 seedlings of sisal (*Agave sisalana*) may be planted in a single row at a spacing of 1m on the contour/boundary trench bunds established as a part of Soil and water conservation measures. The cost norm of the planting would be as decided by THE PROJECT . In RDF areas soil mounding to eroded root stock can be done to support the sapling. Half moon trenches should be dug in dry areas as water conservation measures.

ii) Block Plantations (Refer Proforma III, Item 7, Table 23 & 24)

All the areas under degraded forest will be planted through management intervention component of the project. Keeping in view the land capability and needs of the villagers, plantations over suitable compact sizes will be taken up - fuel wood, fodder, timber and NTFPs, bamboo in consonance with the provisions of the Forest Conservation Act.

The choice of different planting modules would depend on the people's preference and defined on the basis of clear cut objective. Site quality, suitability of species for the region, maturity period of plants etc, would be considered while deciding different planting module for the VSS area. While the planting of species would broadly confirm to the working plan prescriptions, some variation in the species, and extent of coverage of areas can be accommodated in such a way that both short term and long term need of villagers are met. This way the VSS site becomes a self sustainable asset for meeting timber and non-timber need of the forest dependent population. The seedlings are to be planted in well dug pits of prescribed sizes along the contours.

VI) Nursery development: (Refer Proforma III, Item 7, Table 24)

The tree species which are to be planted in the site are to be raised from well established nursery seedlings. The planting stock would be raised in decentralized nursery. The VSS would set up local nursery in suitable sites. The management of nursery would be in the hand of 2-3 persons who would be paid by VSS for raising and up keeping of the stock. The persons selected by VSS would be trained by FMU/DMU in nursery management, seed treatment etc. The species to be raised is to be finalized in focused group discussion. The villagers would be helped by FD officials/State Silviculturist in getting the seeds. If required VSS can procure certified seeds from outside/private source. In case for some reasons VSS fails to develop nursery, or timely development not possible, they can purchase seedlings from departmental/horticulture nursery under approval from FMU.

VII) Silvicultural Operations

The operational procedures of the Programme would be structured to encourage a deepening knowledge of the existing resources on forest lands and their relation to the dynamics of rural livelihoods. A flexible silvicultural planning that is geared towards multiple produce production can increase the internal programme demand of this knowledge. Also, for the users to match the high cost of organising and maintaining a self-governing system as that of JFM, it is essential that the direct benefits from the resources are quick steady, visible and significant. This explains why the adoption of a multiple product silvicultural strategy from the very beginning is a better option. In this way, the programme will be able to better link itself with the regeneration of particular species that would be important for the NTFP processing group in the village, or increasing the fertility of the forest fringe farms, etc.

a. Cleaning and Weeding

After having dug out the pits for planting the seedlings, the surrounding area should be properly cleared of any weeds within a radius of about 0.75 meter around the pit. Subsequent weeding operations should be carried out at least twice a year for the first two years of plantation. For the third and fourth year

weeding can be carried out once in a year. Manual weeding in patches around the seedlings can be adopted.

b. Pruning and Thinning

Pruning of trees may be done from 3rd/4th year onwards, every year during winter by cutting the lower branches up to 50% of the height. Thinning of the trees can be carried out after the 6th year at intervals of every 2 years. The selection of trees to thin can be decided in consultation with villagers as per their requirements for fuel wood, fodder and timber.

c. Improvement Felling

Improvement felling may be carried out after the trees have attained the pole stage, removing the unsound and diseased trees.

d. Fire Control

Though the project site is not highly prone to forest fires due to protection provided by the VSSs, precautionary measures can be taken by cutting fire lines before the start of the dry season.

e. Grazing Control

For controlling the grazing, VSS has to take up measures such as implementation of fines on any offender especially before the seedlings reach the pole stage. Fencing with locally available materials was recommended.

f. Control of Illicit Felling

For controlling on the site can prove to be beneficial in curbing illicit felling activities. The patrols can be organized on a rotational basis in which three persons one from each family can be selected for each day. In addition to the patrol, village could impose an exemplary penalty on the offenders.

g. Control of Encroachment

To prevent any form of encroachment, villagers have to keep a strict and regular vigilance on the project site. Necessary action should also be taken as it deems fit to prevent encroachments either by the local villagers or by outsiders.

ANNEXURE II -B

Participatory Rural Appraisal (PRA)

PRA is a method which involves the local communities to extract and collect data on various aspects, as well as to understand the actual situation or status of the village/forests by using various tools and modes of communication, to develop a village and forest development plan.. The PRA facilitates easy flow of information and sharing experiences and views by all individuals.

PRA is carried out by conducting group discussions, experience sharing, accounts of main events, general meetings and one-to-one discussion with the villagers in their own setting using the methods followed for PRA exercise. Information can also be collected through illustrations and maps, which will be prepared by the villagers themselves or prepared with their active participation.

In addition, one to one interviews are also to be held with the EC members of the VSS. A number of PRA techniques such as ‘resource mapping’, ‘venn diagram’, ‘time line’, ‘matrix ranking’, ‘seasonal calendar’ and ‘wealth ranking’ including sorting of target groups are to be completed by the villagers themselves on chart papers. The NGO, Animator and members of the working group will facilitate the process and will be given prior training in PRA methods so as to have adequate knowledge about the PRA tools and the objective of the exercise.

General guidelines for facilitators (NGO/OFSDP staff) for conducting PRA

- i. Facilitators should not promise anything to the villagers while preparing the plan.
- ii. Facilitators should encourage the VSS members to give information.
- iii. All the activities like social mapping, resource mapping, income and expenditure, value chain analysis, action plan, implementation plan should be done in participatory method with active involvement of as many VSS members as possible.
- iv. Facilitators should not jump to conclusion basing on the available data/ He/She should patiently elicit required information.
- v. Facilitators should to use simple, easily understandable language rather than high sounding words, preferably in local language/dialect. .
- vi. Facilitators while conducting PRA, should not take the lead role. They should rather facilitate the process and create an enabling environment for the VSS members to speak out.
- vii. Since these plans can not be prepared on stereo type basis, the facilitator is advised to take proper care in calculations and plan preparation.
- viii. Adequacy and availability of resources should be kept in mind while planning. Unless the resources are available in sufficient quantity in the VSS area, their exploitation or harvesting should not be included.
- ix. The facilitators should also explore avenues for forward and backward linkages for the activities while discussing with VSS members.
- x. The facilitator should create awareness among the VSS members that the plan is theirs and make them feel its ownership.
- xi. It should be made clear to the VSS members that these plans are meant to enhance their livelihood by simultaneously protecting, conserving and developing the forests.
- xii. Listing of activities and prioritizing by scoring method to be followed

Description of PRA methods

- i. **Forest Resource map:** A map drawn by the villagers/VSS members showing their forest resources by using colours/signs/objects on the ground in response to the questions of facilitator results in a “Forest Resource Map”. This can also be made into a natural resource map by including other natural resources found in the area.

- ii. **Village resource map:** A map drawn by the villagers/VSS members to explain to the facilitator about the position/location/situation of village roads, houses, schools, religious places, community assets such as a meeting place, water tank/pond, and other facilities, population, forest dependent communities & families, occupations etc., results in a village resource map. This is also called a social map.
- iii. **Seasonality Tool:** An exercise used to extract information based on the need can be obtained by using the table given below for the preparation of any development plan/VSS micro plan.
- iv. **Matrix:** This method can be used to find out the main/types of produce obtained and needed by the communities (from forest, agriculture etc) and all aspects inter related to this. By using a matrix given below standardization of the produce in terms of quantity/quality and price can be done by discussing with VSS/villagers/ beneficiaries.
- v. **Venn diagram/Chapatti tool:** This is used to extract information on two related factors of one specific aspect.

For example:

- a) What village amenities are available and at what distance?
 - b) What are the endangered species, and what have become extinct?
 - c) Dependence of non-VSS villages on VSS forest and their distances.
- vi. **Pie diagram:** This diagram is a helpful tool to know and display to the villagers/VSS members the different components/extent/value of any aspect to a total/larger aspect.
 - a. Degrees of population dependent on forest (refer to pie diagram below)
 - b. Community wise population ratio. Sharing of responsibility among EC or VSS members
 - vii. **Pyramid method:** This diagram is used to understand the roles and social status of different communities in the society.
 - viii. **Ladder or Steps method:** This method is useful in prioritizing the functions systematically and to allot funds accordingly - such as Execution of SMC work in VSS, Resource Development (Forest & agriculture), Social Development, NTFP collection & Marketing, NTFP Value Addition, VSS sustainability.

N.B. One or more tools of PRA can be used while developing the plan as per requirement.

Some of the possible PRA methods which can be used while preparing micro plan for selected issues are given below:

Subject	Observations	Usage Methods	Information to be documented	Discussion with whom
Forest protection	VSS area, village needs, forest dependents, other village dependents, NTFP	Transect walk forest resource map, village resource map	Village needs, Needs of other villages, pest management, conflict resolution	VSS general body, non VSS people and forest dependents of other villages
Grazing	Availability (Agriculture lands, community lands & forest lands)	Seasonality	Cattle within the village & outside villages- grazing management	Livestock rearers, farmers - who involved in forest protection
NTFP	Types of NTFP, collectors, Marketing facility, value, feasibility for value addition, collection of medicinal plants & usages, (50%) incentives on beedi leaf collection To meet village	Matrix	Types of NTFP & harvesting practices, scope for NTFP value addition	NTFP collectors, traditional healers
Inventory of forest species	needs, medicinal plants, agriculture purpose Occupations, village	Matrix	Method of village needs fulfilling, status of medicinal plants availability, listing of any extinction species, Marketing facility	Villagers, other villagers & traditional healers
Village population	resources Social status	Village resource map	Forest dependent occupations	VSS/Village
Women participation	Social status	Work load exercise / pie-diagram	NTFP collectors, forest works-wages distribution/gender analysis, properties owned by women, women problems, role in VSS decision making	Women, VSS
Weaker Section Participation	Social status in village Social status	Matrix	Forest dependents, Role in decision making, Role of social status in village	Weaker Sections Weaker Section & VSS members
Tribal participation	Social status in village Problems &	Pyramid Matrix	Forest dependents, Role in decision making, Role of social status in village	Tribals Tribals & VSS Members
Agriculture	consequences	Pyramid Timeline Matrix	Relation between forest & agriculture, pest management, problems faced by using chemical fertilizers	Farmers & VSS members

CHAPTER 4 - VSS ACCOUNTING SYSTEM

4.1 ACCOUNTING PRINCIPLES

The purpose of the “VSS Accounting System” is to describe the accounting principles, systems, and procedures so as to ensure uniformity in maintenance of accounts in all the VSS and also to guide the staff of the EB.

- i. The VSS shall follow cash accrual system of accounting,
- ii. The financial year of the VSS shall be from 1st April of the year to 31st March of the next year;
- iii. All books of accounts shall be maintained at the VSS level;
- iv. Receipt and Payment Accounts and Income and Expenditure Account for the whole year and Balance Sheet as at year end shall be prepared within three months after the closure of the financial year.
- v. The maintenance of records shall be in such a way to comply with the Generally Acceptable Accounting Principles and statutory Acts;
- vi. All the accounts shall be balanced and monthly trial balance shall be prepared within the first week of the subsequent month.

4.2 ANNUAL ACTION PLAN

- i. The annual action plan will be drawn up as provided for in the Chapter-3 (Micro Plan).
- ii. The annual action plan shall be prepared by the EC based on the approved micro-plan & activities planned/required to be undertaken during the year and shall be placed before the General Body (GB) for discussion, modification, and approval.
- iii. VSS shall submit quarterly plan of action along with the fund requirement in the format prescribed by OFSDP/OFD to the FMU for review and recommendation to DMU for release of funds.

4.3 ANNUAL BUDGET

Annual Budget of VSS is prepared by compiling various activities included in the Annual Action Plan of the VSS and respective estimated requirement of funds. Budget is prepared by the VSS in consultation with all the stakeholders and the Chairperson, based on the approved programmes/planned items as per micro-plan and is to be approved by the GB, following the cost norm prescribed by OFSDP. FMU and NGO team will assist the VSS in preparing estimates in respect of technical works.

4.4 FUND MANAGEMENT

4.4.1 Fund Management and VSS EC:

The EC will discuss and approve all work estimates of the VSS and recommend for their sanction by competent authority under the Project. The EC will meet at least once in a month or as often as required to discuss the progress of execution of works and pass monthly plan of action and the fund required for the same. The Member Secretary will send the requisition for funds to the DMU through the FMU. DMU will release the required amounts through Demand Draft/Money Transfer in favour of the VSS under intimation to the FMU. The EC will authorize the signatories for withdrawal of funds from the VSS account on the basis of work done and amount due for payment. It will also discuss the disbursements made in its subsequent meetings. EC will monitor the progress of implementation of the Annual Work Plan and prepare item wise completion reports.

4.4.2 Fund Management and VSS General Body (GB):

EC will place item wise completion reports along with amounts spent before the GB for its review and concurrence. The GB shall also discuss and resolve utilization of incentives received and revenue generated including their investment for furthering VSS activities.

4.5 ACCOUNTING PROCEDURE

4.5.1 VSS Bank Account(s) Operation

- i. All financial transactions of 'VSS Fund' are carried out through Savings Bank Account opened in the name and style of the VSS. On receipt of a resolution of the Executive Committee (EC) for opening of a savings bank account, the FMU shall recommend to the concerned bank for opening of the account. The account should preferably be opened with any Nationalized/Scheduled bank. If such a bank is not available then the VSS may opt for Regional Rural Bank (recognized by Reserve Bank of India).
- ii. It will be operated jointly by Member Secretary, Chairperson and Treasurer. Withdrawal of money from the bank could be effected with the joint signatures of the Member Secretary and either the Chairperson or the Treasurer.
- iii. All funds received from the Project should be routed through this account. Separate books of accounts should be maintained for the funds received from the Project.
- iv. The VSS fund shall be utilized for the activities for which it is provided by the Project.
- v. The VSS books of accounts dedicated for fund & received from the Project shall be available for inspection by the Project personnel or any other visiting team deputed by the Project for the purpose.

4.5.2 Village Forest Development Fund

Any amount earned out of the funds provided by the Project, including bank interest, interest from loans to SHG will be treated as the fund of the Project and will be deposited in Village Forest Development Fund (VFDF). The amounts collected by VSS as membership fee, user fees for the assets created under the Project or other VSS assets, fines for illegal actions, and sale of forest products etc., will also be deposited in VFDF.

Utilization of amount from VFDF shall be done only after the completion of the Project. At least 50% of this amount shall be utilized in management of forests and maintenance of assets created under the Project.

4.5.3 Financial Irregularity

In case of detection of any financial irregularity with regard to funds received from the Project, the concerned FMU Chief shall freeze the VSS account after getting due approval from the DMU for a specific period, conduct necessary enquiries and may take legal action as deemed suitable. In case the loss is made good, the DMU Chief may take further action to revitalize the VSS, and reactivate the VSS Account. For any misappropriation of funds, the Member Secretary, the Chairperson and the Treasurer will be jointly held responsible.

4.6 CASH AND BANK RECEIPTS

All receipts, such as Grant-in-Aid, Loan Fund, Training Fees, Membership fees and contributions, sale of products/produces by VSS, IGA are received either by Cash or DD / Check in favour of VSS is acknowledged by issuing of a Printed Money Receipt in Form 4.1 duly numbered.

4.7 METHOD OF ACCOUNT

A monthly work programme shall be drawn up by the Member Secretary in consultation with the EC. EC will authorize the signatories to draw the required amount for the specified work.

- i. The funds should be withdrawn accordingly from the VSS account in installments.
- ii. All expenditure will be passed by the EC and signed by the Chairperson, Member Secretary and the Treasurer.
- iii. Separate sets of books of accounts shall be maintained by VSS for the funds received from THE PROJECT .
- iv. The Member Secretary shall maintain the cash book of VSS. He will be assisted by the Treasurer and the Animator.
- v. The VSS would maintain simple accounts for recording expenditures and activities as prescribed in this VSS Accounting System.
- vi. The VSS will maintain accrual system accounting procedure *i.e.* posting any expenditure only if it is spend and not in anticipation of the same. No receivable and payable should be posted into books of accounts.

4.8 STATEMENT OF EXPENDITURE (SoE)

- i. Monthly SoE will be prepared by the Member Secretary with the help of the Treasurer and Animator and will be placed before the EC for approval and submission to the FMU.
- ii. The Member Secretary will submit the Monthly Statement of Expenditure (SoE) to the FMU within seventh day of the next month.
- iii. On receipt of the monthly SoE of the VSS, FMU will scrutinize, make field verification required, if any, and countersign the same submit consolidated SoE of all the VSSs in the FMU with his remarks, if any, on each SoE to the DMU. In case of any discrepancy in case of any of the VSSs, the FMU Chief will exclude the concerned VSS while consolidating the SoE with an appropriate remark, and will intimate the concerned VSS EC for corrective action(s) in line with the MoU and the Micro Plan. The corrected figures will be incorporated in the consolidated SoE. In case FMU is not satisfied with the corrected version of SoE, then, he should make specific recommendation to the DMU along with the field inspection report for settling the amount involved. The DMU Chief

after appropriate enquiry and field verification, if necessary, will take a decision in the matter within a fortnight of the receipt of the report from the FMU.

- iv. Quarterly SoE is prepared by the Animator, reviewed by Member Secretary and presented before the EC for approval.
- v. Periodical expenditures are submitted to FMU and the respective Donor agencies as per their requirement.

4.9 NATURE OF EXPENSES AND SUPPORTINGS

VSS shall be incurring expenditure from the fund received by it from THE PROJECT and other sources. In order to ensure that the expenses are made and record of such expenses are maintained in line with the accounting principles and guidelines, a set of nature of expenses and supportings there of are suggested below to be adhered to by the VSS:

Nature of Expenses and Supporting there of

Table 50

Sl. No.	Budget Heads	Nature of Expenses	Required Supporting(s)
1	Meetings such as PRA Meeting in village	PRA Materials, Food/ Snacks etc.	List of Participants with Signature Food/Snacks Bill, Bill for PRA materials like Chalk, pen paper etc.
2	Training organized by VSS	Food for participants Training materials, Honorarium to Resource Persons, Travel expenses etc.	List of Participants with Signature Food/Snacks Bill, Bill for Training materials like Chalk, Pen, paper etc. Receipt for Resource Person's Honorarium
3	Plantation & Post Plantation Activity	Cost of material planting & labour.	Bill for purchase of seeds, polythene, polythene bags, cost of transportation, details of sale proceeds labour payment details, muster roll, measurement of work.
4	Forestry Development Activities	Construction/repair of link roads, cleaning and other silvicultural operations.	Labour payment details, muster roll, attendance register for watch & ward, no. of days of work and no. of labourers engaged. Measurement of work.
5	Skill development programmes for SHG members organized by VSS.	Food for participants Training materials, Honorarium to Resource Person, Travel expenses etc.	List of Participants with Signature Food/Snax Bill, Bill for Training materials like Chalk, Pen, paper etc. Receipt for Resource Person's Honorarium Bill for transportation for exposure trip
6	Honorarium	Honorarium of Animator	Money receipt form the Animator

7	Supportive Development Activity	L i v e l i h o o d improvement activities and in areas of sanitation, water supply, primary health, education.	Report of the activities, Bills for any purchases, labour payment details/muster roll etc.
8	Travel of VSS/EC Members for authorized works.	Transportation (bus/ rail)	Travel Bill (Bus/Train ticket in original etc.)
		Food Allowance	As per norms say Rs.30/- per day etc.
		Honorarium	As specified above
9	Consultation fees	Consultancy charges	Agreement, bill, Report of Consultant
		TA/DA of resource person	As per agreement
		Contingencies	Bill/voucher with justification
		Electricity	Electricity Bill
		Water	Water Bill
		Telephone	Telephone bill
		Postage & Printing	Bill
10	NonRecurring	Construction of VSS Meeting Hall	Design, estimate, agreement it assigned to contractors, Material bill receipts Measurement book Labour payment details/ Muster Roll
		Assets Procurement- of furniture fixtures	Quotation in triplicate costing above Rs.2000 Comparative statement Bill and money receipt DD/cheque payment for assets above costing more than Rs.2000/-

4.10 RECEIPTS

- i. All VSS funds would be received by the Treasurer on behalf of the VSS.
- ii. A money receipt should be issued by the Treasurer stating the amounts against various heads and entered into the register of receipts.
- iii. The money receipt should be verified by the Chairperson/Member Secretary.
- iv. All the receipts should be deposited in VSS account on a regular basis.
- v. Cash at hand should not be more than Rs.2000/-.
- vi. The amount received should be immediately posted in concerned ledgers/ registers
- vii. All the postings should be verified, checked and duly signed by the Member Secretary
- viii. All receipts along with Credit and Debit Vouchers should be entered into Receipt & Payment register
- ix. Cash Book postings should be made on each day of transaction.

4.11 PAYMENTS

4.11.1. Payment Policies

All individual payments including advances exceeding Rs.5000/- (this amount may be decided from time to time based on the volume of transaction) preferably are made through account payee cheque only.

4.11.2. Honorarium to Animator

Animator's honorarium is to be fixed by the project from time to time.

4.11.3. Advances

- i. Advance, if any required for petty purchases/travel for VSS works when authorized by EC may be given to the authorized person/office bearer those who should settle the accounts within 7 days from the date of such procurements/expenses.
- ii. Loan advances to SHGs should be governed by the Agreement signed between the VSS and the SHG concerned.

4.12 VOUCHING

- i. The bills will be duly verified by the Treasurer before submitting for settlement.
- ii. Vouchers will be prepared by the Treasurer / Animator / the Member Secretary.
- iii. Payment will be made after the approval by the Member Secretary and Chairperson.

4.13 PROCUREMENT/ PURCHASES

4.13.1 Quotation is being called in case of Purchase of Assets, Equipments and services costing more than Rs.2,000/-. Usually minimum three quotations are called for and one out of the quotations received is selected, based on the price and quality. Based on the analysis of the quotations, EC approves the same. Based on the approval, order is placed with the supplier(s) for supply of the materials, equipment, and services.

4.13.2 Petty Purchases: The Member Secretary in consultation with the Chairperson and the Treasurer shall carry out the day to day petty purchases for the approved programmes and activities.

4.13.3 High Value & Bulk Purchases: It may be required for the FMU to assist the VSS to undertake certain procurements or works such as high value or bulk purchases for the activities such as cement, iron rod etc.

4.14 AUDIT OF THE VSS ACCOUNTS

4.14.1 Scope of the Audit

Following will be scope of the Audit of the VSS accounts:

- i. To ascertain that the project funds have been used for work for which it was released, and in following prescribed procedures/norms.
- ii. Goods and services have been procured as per the agreement(s)/prescribed procedures;
- iii. Necessary supporting documents, records, and accounts have been kept in respect of all expenses.
- iv. The VSS accounts have been prepared consistently and provide a fair picture of the financial situation of the VSS at the year-end.

- v. Scrutinize the SOE (para 4.8) furnished to the FMU/DMU with respect to the books of accounts and point out inconsistencies if any.

4.14.2 Appointment of Auditors

Annual receipt and expenditure of the VSS shall be audited for each financial year (April to March) by a “Chartered Accountant” (CA) appointed by the VSS in consultation with the FMU and with the approval of the DMU Chief. In order to be cost-effective, a Cluster of VSSs could appoint one CA for auditing their books of accounts.

4.14.3 Work Audit- Quantity and Quality

The quantity and quality of the work need to be proactively regulated by a sub-committee specially set up by the VSS for the purpose. In order to do so the VSS may take the help of technical experts *e.g.* a civil engineer/experienced Forester, for construction work. The scope of the work of the sub committee could be as follows:

- i. Ensure procurement of quality raw materials,
- ii. Ensure hiring of quality workmanship;
- iii. Ensure proper processing of the works *e.g.* timely curing of cement works;
- iv. Ensure completion of work as per timeline;
- v. Ensure that the works are completed within the approved amount.
- vi. Ensure production of quality seedlings.
- vii. Ensure timely operation in planting programme.
- viii. Ensure proper size of pits dug for planting.
- ix. Ensure survival of plantations.

4.14.4 Accounts Audited Accounts

- i. The annual audited statement of receipt and expenditure of the VSS shall be placed before the GB for its approval.
- ii. The audited and approved abstract of annual receipt and expenditure shall be communicated by the EC to the concerned FMU with a copy to the DMU within 4 months of the close of the financial year.
- iii. Suggest for adjustments based on scrutiny of SoE furnished by the VSS.

4.15 MAINTENANCE OF RECORDS BY VSS

Examples of some of the financial records, their contents, and the use are given below for guidance and reference. As per the need and demand the financial and non-financial records should be maintained at the VSS level.

Types of records/Registers/Formats to be used/maintained at the VSS level**Table 51**

Sl.No.	Types of Registers/ Records/ Formats to be filled out by VSS	Purpose	Form No.
1	Minutes Book	To provide a general (chronological historical) record of the happenings at the VSS meetings with regard to the activities since inception of the VSS. It also acts as attendance register for those who attend the meetings	2.6
2	Money Receipt	To be issued against any amount received by the VSS	4.1
3	Cash Book	To record all transactions pertaining to all inflows & out flows of money to the VSS. Single entry, with date, voucher number and heads of accounts and ledger folio separately maintained for the Project .. Entry of all the receipts and payments with daily closing.	
4	Ledger Book	To note individual type of items such as Bank transactions and Labour payments etc. indicating amounts received and/or paid.	
5	Income & Expenditure register	To list out all income earned and expenses incurred by the VSS in discharging the role	
	Balance Sheet	It is a statement showing the financial position of VSS on a fixed date. The financial position of a VSS is indicated by its assets and liabilities on that date. Excess of assets over liabilities represent the capital and is indicative of the financial soundness of the VSS	
6	Credit Voucher	Project head, budget head, purpose, amount, and details of mode of receipts. Vouching of all the receipts prepared by the Animator, passed by Member Secretary and approved by the EC.	4.6
7	Debit Voucher	Project head, budget head, purpose, amount, and details of mode of payments. Vouching of all the payments prepared by the Animator, passed by the Member Secretary and approved by the EC.	4.7
8	Purchase (Stock & Store) register	Mention of purchase/donation with amount, name of the agency and order number etc. and so also for office stationary, programme materials, and related supplies. The register is maintained by the Animator and approved by the Member Secretary after necessary verification. The entries are made in the concerned category of the stock/ inventory/assets register. Maintain item wise with specifications, user and place of use.	4.8
9	Bank cheque register	All cheques issued for withdrawals and payments are maintained accounts wise with date, payee, purpose, cheque number, and amount. To be maintained by the Animator and approved by the Member Secretary.	4.9

Form 4.1

Money Receipt

..... VSS

Name of the Range/FMU..... Name of the Forest Division/DMU

Receipt No..... Date.....

This is to acknowledge with thanks the receipt of Rs (in words
..... Rupees) by Cash/Cheque/DD No. .
..... drawn on bank, dated from
Mr./Ms./M/s towards
.....

Revenue Stamp

Signature of the Receiver
with rubber stamp

**Form 4.6
CREDIT VOUCHER**

Voucher No.....VSS
Date.....	
CREDIT A/c.
Received an amount of Rs.(in words)	
from	
towards	
Rs.
	Received Payment
 Signature with designation

**Form 4.7
DEBIT VOUCHER**

Voucher No.....VSS
Date.....	
DEBIT A/c.
Pay to	
Rs.(in words)	
.....	
on account of	
Rs.
Passed for payment.....(signature with designation)	
Received Payment.....(signature with full name)	

Form 4.8
Purchase (Stock & Store) Register

Date	Particulars & Issues	Receipts			Issues			Balance	
		Quantity	Total Cost	Unit Cost	Quantity	Total Cost	Unit Cost	Quantity	Value

Form 4.9
Bank Cheque Register

Date	Particulars			C/B folio #	Deposit	Withdrawal	Dr./cr.
	Cheque No.	Bank	Date				

CHAPTER 5 - SELF HELP GROUPS for IGAs

5.1 SELF HELP GROUPS

SHG is a small group of persons (10-20) whose aim is to facilitate self-help and strive towards greater economic and social self-reliance. Generally villagers sharing common understanding and concerns, form a homogeneous and affinity group voluntarily, to support each other and to work together to improve their economic condition by availing micro finance for improving income, community education, information, mutual support, services and advocacy. SHGs are a means to providing their members with economic, social and political empowerment and means to ensure equity in the Joint Forest Management (JFM). The prime function of an SHG is to manage thrift and credit and in the process of managing credit, develop abilities to involve in larger development interventions.

In the forest fringe areas, traditionally women play a very crucial role not only socially but also economically. They constitute bulk of the primary collectors of forest produces such as fuel wood, NTFP, and medicinal plants. Their participation is important not only in JFM as members of VSS but also in improving the economic status of the families. Formation of all women SHGs is an efficient way of organising the rural/tribal women. As an organized group, the SHGs, can serve as women forums to discuss and learn the sustainable use of NTFPs, and other resources as also to effectively spread the message of conservation and sustainable utilization/management of forest resources. In their available time the women folk can meet regularly through the SHGs, discuss different issues including forest conservation and take up necessary activities that contribute to the management of the Forests around them. Women SHG will therefore be given preference under the Project.

5.2 ROLE OF SHGS IN THE PROJECT

Improving these vulnerable people's lives is the key to achieve sustainable forest resource management. Effectiveness of SHGs will generate alternate sources of income and thereby reduce poverty and unemployment. This will in turn reduce pressure on forest. More income to members of the *Vana Sanrakshan Samiti* (VSS) will rejuvenate the enthusiasm within the VSS. Therefore, the project envisages implementing of Income Generating Activities through SHGs for achieving the following:

- i. Improvement of household economy of the poor forest dependents
- ii. Providing alternative sources of income based on both forest and non forest resources,
- iii. To enhance the participation of women and socially weaker group into the VSS decision making and its activities.

SHG members should play a pivotal role in Joint Forest Management by being active partner of VSS and sounding board for the concerns and voice of the vulnerable group in the project. The SHG members should attend the general body meeting regularly and participate in forest protection activities as well as community development activities.

5.3 OBJECTIVES OF SHG

The Objectives include:

- i. inculcating the saving attitude among the members,
- ii. to avail micro credit/loans for improving production and production capacity by using locally available materials.
- iii. to gain the economic strength;
- iv. to play a vital role in the JFM through active participation at the discussions and all VSS activities, including those related to alternate livelihood, and fulfillment of basic needs.
- v. participate in forest protection activities apart from community development activities.

5.4 MEMBERSHIP OF SHG & ELIGIBILITY

An SHG comprise of 10-20 person of a village who are economically active and are willing to work for common developmental goal and objectives. SHGs are formed and nurtured to be autonomous informal community based institutions and are encouraged to take up activities those are supportive of forest protection and conservation, and improving income. Separate groups for male and females are to be formed (Mixed groups can be formed where the village is very small and the demography do not permit formation of a single male/female group). More than one SHG can be formed in one village/ locality depending upon the local situation.

5.4.1 Eligibility Criteria:

Eligibility criteria for membership of an SHG shall be:

- i. The person should be a member of the VSS.
- ii. The person belongs to poor and middle poor family (BPL category - annual income below Rs.11,000/-) and should be economically active.
- iii. Person should have to be a permanent resident of the same area.
- iv. Members of a SHG should be homogenous in social behaviour. It is advisable to form SHG among members of a similar socio-economic background.
- v. The person should belong to the age group of 18 - 60 years. Persons above 60 years can be a member if s/he is responsible for the family income and/or is economically active.
- vi. No individual should be a member of more than one SHG.
- vii. The members should know each other before formation of an SHG.
- viii. Persons with proven indisciplined and disruptive activities should not be entertained.
- ix. The size of the group should be minimum of 10 persons and maximum of 20.

5.4.2 Recognizing existing SHGs:

SHGs that have been already formed under other schemes or agencies in the project areas can be recognized by the VSS if such groups fulfill the above eligibility criteria. If there are several SHGs in any village, VSS shall carefully analyze them based on a ranking system comprising the following: SHG having strong commitment on its activities and JFM are prioritized

- i. SHGs organized by vulnerable members are given higher rank.
- ii. SHGs with stable financial performance are given higher rank.
- iii. SHGs with potential Income Generation Activities (IGA) are given higher rank.
- iv. SHGs having access to other financial resources are given lower rank.

5.4.3 Formation of New SHGs:

New groups shall be formed with the help of NGO team, FMU staff and VSS EC. For this vulnerable families in the village shall be identified during Participatory Rural Appraisal (PRA) exercise, baseline survey, and micro plan preparation. VSS shall identify vulnerable families and groups who fulfill the SHG criteria within the community. VSS, supporting NGO, and forest official spread the information about SHG in the VSS village, and encourage vulnerable families and groups to form/to take membership in SHG under VSS. NGO and FMU shall hold formal or informal meeting with those families and groups that are eligible to form SHGs and explain and sensitize them about the purpose to form group.

At least one member from SHGs will be taken as a member of the VSS Executive Committee.

5.4.4 Membership Withdrawal and/or Expulsion

Members may forfeit their membership in following events

- i. Failure to repay loan taken from SHG for more than six months.
- ii. Failure to attend SHG meetings for more than 3 months without legitimate reasons.
- iii. Failure to deposit compulsory savings for more than 3 months.
- iv. Indulging in any forest destruction activities.
- v. Failure to abide by the forest laws and regulation.

Amount deposited by such members may be returned with or without interest, after deducting necessary dues, as may be decided by the SHG. And the member shall not have any right over the group's income. The group collectively may take suitable action against the defaulting member, to recover the outstanding loan.

5.5 OFFICE BEARERS/FUNCTIONARIES OF SHG

The SHG will have a President, a Vice President, a Secretary and a Treasurer.

5.5.1 Office Bearers election and rotation guidelines:

Members, after understanding roles and responsibilities of their group leaders, nominate or elect for the SHG management positions. If the women and/or the Animator lack confidence in particular candidate(s) for leadership, the positions may be kept provisional till they demonstrate the leadership qualities.

Quorum requirements for elections, periodicity for leadership term, turn-over procedures and training etc.

- i. Office bearers are to be selected by the members unanimously. Failing which, election may be held with a voice vote. It is desirable that all the members are present at the time of leaders' nomination.
- ii. The leadership may be rotated every year. The group may decide to rotate one or two position(s) every year instead of all the three to facilitate continuity.
- iii. Old leaders may be asked to mentor and train the new leaders for one-two months, till they feel more confident of handling their responsibilities.
- iv. At the time of formal turn-over, accounts need to be prepared and handed over; to avoid any confusion.
- v. Two-third of the members may be required to be present and vote for, to appoint or remove any of the Office Bearers.

5.6 ROLES & RESPONSIBILITIES OF OFFICE BEARERS

Commonly articulated functions of the four positions and the Members are

Table 52

Sl.No.	Designation	Responsibilities
1	President	<ul style="list-style-type: none"> ▪ Preside over the regular meetings and ensure participatory decision making; ▪ Sign and approve the decisions and resolutions; ▪ Assist group to decide about new members and drop-outs; ▪ Keep the repayment rate from Members as 100%; ▪ Assist in recovery of delinquent loans; ▪ Solve group problems with the help of other office bearers and members; ▪ Coordinate the activities with the Secretary and the Treasurer; ▪ Monitor groups income and expenses and financial records; ▪ Act as one of the signatory for the bank account; ▪ Organization of group development activities; ▪ Promotion of livelihood activities by giving credits; and ▪ Representation at the Federation level (<i>if there is one</i>). ▪ Take over the responsibilities of President in his/her absence ▪ Representation at the Federation level (<i>if there is one</i>).
2	Vice President	<ul style="list-style-type: none"> ▪ Regularly attend SHG meetings.

3	Secretary	<ul style="list-style-type: none"> ▪ Call and organize meetings; ▪ Write/ supervise writing of resolutions made in meetings and prepare agenda for meetings in advance; ▪ Facilitate all the meetings, with or without the help of the project staff; ▪ Verify accounts books and report to the members in the regular meetings; ▪ Periodically present all financial reports in the group; ▪ Act as one of the signatories to the Bank/Post Office account; and ▪ Be the primary link person with bank, post office, AWW, BDO, VSS, etc. and the OFD staff. ▪ Conduct all financial (cash) transactions. If s/he is to maintain books and accounts in stead of the Animator, s/he may be assisted by the Member Secretary or President to take care of the cash transactions during the meeting.
4	Treasurer	<ul style="list-style-type: none"> ▪ Deposit and withdraw cash from the bank (or delegates, as per the group norms); ▪ Disburse loans approved by the members and receive cash (savings, repayments, penalties, etc.); ▪ Inform the members about the cash position during regular meetings; ▪ Act as one of the signatories to the bank/post office account. ▪ Assist in getting accounts audited. ▪ Maintain proper records at SHG level like recording savings of each member, writing minutes of the meetings, recording internal lending activities with amount, purpose of loan, repayment details etc. ▪ Attend SHG meetings regularly and any other meeting organized by VSS/ OFSDP for the members.
5	Members	<ul style="list-style-type: none"> ▪ Regularly deposit their savings in the meeting. ▪ Carry out internal lending and regularly repay their installments whether internal or external. ▪ Participate in all the activities of SHG and in decision-making. ▪ Work as a team.

SHG may request the VSS Animator to maintain the records and accounts of the SHG or may request one of its own members, on payment of honorarium to be decided by the SHG. S/he should be provided with adequate training to maintain the accounts and book keeping procedure.

5.7 VSS SUPPORT FOR SHG OPERATIONS

Since the Project envisages the SHGs to play a major role in implementing Income Generating Activities using the funds providing to the VSS, the VSS shall provide following supports to the SHGs selected for participation in the Project.

- i. Once a group of people agree to form a SHG, support NGO shall train and facilitate them to conduct monthly/weekly meetings regularly at a fixed time and place and maintain basic documents

like the meeting minutes and passbook, cashbook. Incase of SHGs formed by other agencies also shall be trained according to their experiences.

- ii. NGO shall help the group to start regular savings, to decide the amount to be saved and the frequency of saving. SHG shall conduct regular fixed saving, meeting, book keeping, and credit rotation in the later stage.
- iii. Each SHG should decide rule and regulation of the group including interest rate, repayment period, and penalty for default.
- iv. SHG shall open a savings bank account in the name of the SHG. NGO shall support and train them for the maintenance.
- v. SHG member can borrow money from the revolving fund of VSS for income generation activities and emergency need and make repayment. SHG have to exchange agreement document prior to receiving loan from VSS.
- vi. SHG shall follow rules and regulations decided by VSS in terms of receiving loan from VSS fund.
- vii. SHG shall nominate beneficiary of the revolving fund among the members. VSS shall prepare a panel list of applicants and approve the beneficiary group and loan amount. The VSS shall also prepare a waiting list of eligible applicants in the event of shortage of funds at its disposal.
- viii. Performance of SHG should be examined by VSS and Field Management Unit (FMU) based on the IGA guideline which is to be produced under OFSDP. In initial stage, performance including saving and attitude of the members shall be examined during and after 6 months. If the performance of the group is satisfactory, the SHG can receive revolving fund of VSS. Performance including loan repayment and income generation activities of the members shall be examined after they use revolving fund and the result shall be taken into consideration at the time of next borrowing.
- ix. The money of the revolving fund of VSS is provided to the borrower only through SHG.

5.8 OPERATIONAL (FUNCTIONAL) GUIDELINES

5.8.1 SHGs must have its memorandum for smooth functioning. It will be compulsory for all the members to follow it. Each member of SHG will pay monthly membership fees to SHG (non-refundable) to become/continue to be a member of the SHG. The monthly fee will be decided by the Group itself and shall be minimum Rs. 5.

5.8.2 The members will do regular savings in the group. The savings and the interests earned through lending will result in increased group fund. This group fund will act as a coping mechanism during normal and disaster time to meet the adversities. Interest earned by the SHG on the loans given to members from project funds will add to the Group funds.

5.9 SAVINGS

- i. Savings are voluntary for the members, which are collected by the group and deposited in the group account.
- ii. No interest is provided to the group members on their savings.
- iii. Treasurer collects the savings from the members during the meetings only.
- iv. Accountant records the savings collected in the *Savings Ledger* of the accounts book.
- v. Accountant sums up the amount of savings recorded in the ledger and checks whether the Treasurer collects the same amount.
- vi. The accountant makes an entry in the members pass book under the savings section.

5.10 INTERNAL CREDIT (LOAN) POLICY

5.10.1 Lending is one of the major functions of the group. The amount pooled from subscription, loan repayments and cash balance is used for lending within the group members.

5.10.2 Internal Loans shall be provided for consumption as well as for income generating activities purposes. The SHG shall not provide loans to individual members for on-lending purposes to other individuals. The SHGs would have discretion of developing loan policy based on –

- i. Minimum and maximum loan size to a member
- ii. Nature of IGAs such as eco-friendly and sustainable IGAs etc. (*supportive of forest protection/regeneration*)
- iii. Moratorium period (*usually one month*)
- iv. Repayment period of the loan (*should not be more than 12 months*)
- v. Rate of interest on the loan (to be decided by the SHG, *suggested rate of interest 1 % per month*)
- vi. Guarantee system
- vii. Eligibility criteria for the first loan and the next loan there of.
- viii. Rescheduling/Writing off the loan etc.

5.11 LOAN REPAYMENT

5.11.1 Principal Repayment

- i. Principal loan amount to be repaid by the member from the last month as per the *Internal Loan Repayment and Disbursement Ledger* is read out at the monthly meetings

- ii. The Treasurer collects the principal amount from the member and the same is recorded in the *Internal Loan Repayment and Disbursement Ledger*.
- iii. Amount of outstanding principal amount is updated in the ILRDR and the loan principal paid is entered in the members pass book.

5.11.2 Interest Repayment

- i. The members pay interest on the loan every month.
- ii. The loan interest to be repaid every month is determined from the last month *Internal Loan Repayment and Disbursement Ledger*.
- iii. The treasurer collects the loan interest from the member and sums up the amount received and checks whether the correct amount has been collected.
- iv. Loan interest paid is entered in passbook of the member.
- vi. Collect Fine, if any

5.12 SHG MEETINGS

5.12.1 Group Meeting: SHGs will conduct meeting at least once a month. The meeting should be held on a fixed day/date, fixed venue and fixed time to be decided by the group, to make it convenient for all the members attend the meeting regularly. The group will discuss on the progress of following activities.

- i. Savings, thrift and credit activities on a monthly basis.
- ii. Facilitating income-generating activities at group and individual level.
- iii. Taking development activities like forest protection, literacy, health, sanitary, education etc. in collaboration with the VSS and panchayat.
- iv. Sharing and solving of issues pertaining to member's rights etc.

5.13 INCOME GENERATING ACTIVITIES (IGA) MANAGEMENT

5.13.1 Process involved in IGAs

- i. Identification of human & physical resources in the village for IGA
- ii. Identification of local, regional/national marketing potential of products
- iii. Capacity building for leadership, micro planning, documentation and critical decision making processes
- iv. Identification & linkages with various marketing agencies/cooperative bodies.
- v. Identification of training agency

- vi. IGAs training on the basis of existing marketing potential and linkages
- vii. Enabling measures for product development & marketing linkages

5.13.2 Identification of IGAs

IGAs shall be identified by the NGO team and FMU through community participatory mode and appraisal process in the targeted villages.

The Identification of potential income sources for income generating activities for SHGs and individual members is based on the following parameters:

- i. Land owners
- ii. Landless
- iii. Existing position / availability of material resources or raw material
- iv. The existing level of knowledge, skill & attitude for various IGAs

Taking into accounts Men (existing knowledge and skill base), Material (existing level of resources/raw material in the villages) and Marketing potential (local, regional and national), IGAs are identified and prioritized.

5.13.3 IGA Training

The project beneficiaries would get the benefit of effective training cum exposure visit for knowledge and skills development and positive attitudinal orientation for motivation to get involved in the identified activities.

5.13.4 Marketing linkages

The beneficiaries would get the benefit of economy of production based on existing resource position and supply chain. Further IGAs based on their knowledge and skill would get interlinked with the market on the basis of demand. The beneficiaries from self help groups have to be linked effectively with industry, trade and business associations for interaction at local, regional and national levels.

5.13.5 Income Generation Areas & Activities

Once the SHG is established, it holds meetings regularly-once a fortnight or a month depending on the need. In addition to the saving and credit related issues, the group would also discuss aspects related to forest, its resources including medicinal plants use for primary health care etc. During such meetings, alternate income generating activities are discussed among the members.

5.13.6 Besides such regular meetings and self-help programs, a well-organized SHG can assume a pro-active role and take up different activities of the following kind:

- i. Organising regular training programs for the women folk on self help and sustainable uses of forest resources,
- ii. Establishing nurseries, home herbal gardens to popularize the use of plants;

- iii. Initiating income generation activities through semi-processing of locally available NTFP including medicinal plants (herbal hair oil, soaps, shampoo, and other cosmetic products) and sale of the produce.

5.13.7 The following on-farm and non-farm and forest based IGAs may be considered for facilitation under the Project. Some of the activities will have to be considered for a cluster of VSS for market advantage.

- i. Bulk Purchase (wholesaling)
- ii. Hill Broom Processing
- iii. NTFP Processing and packaging
- iv. Stitching of leaf-plates
- v. Bee-Keeping
- vi. Nursery raising
- vii. Fruit Orchard
- viii. Bamboo artisan products.
- ix. Mushroom cultivation
- x. Vermi-compost / Compost making
- xi. Leaf plate and leaf cup making
- xii. Vegetable / cash crop cultivation
- xiii. Individual IGA based on specialised skill and experience

5.13.8 Criteria for selection of IGA- Individual and Group IGA

Economic feasibility and financial viability should be worked out for any IGA before supporting the same.

5.14 EXECUTION OF PROJECT WORKS BY SHGs

The SHG represented by the President shall enter into MoU with the VSS for execution of Project works that VSS may decide to give to the SHG. In the MoU the exact nature and quantity of work shall be mentioned along with time/period of its execution and completion, and the amount to be received from the VSS for the work.

5.15 RECORD KEEPING:

The SHGs need to maintain the following basic records in order to manage & monitor their affairs effectively.

- i. To record individual member savings
- ii. To note member attendance

- iii. To record membership fees paid
- iv. To note the loans disbursed, indicating amounts due & received, service charges due etc.
- v. To record all transactions pertaining to the group- inflows of money.
- vi. To list out all income earned & expenses incurred by the group in discharging its role.
- vii. To provide a general (historical) records of the happenings at the meetings with regard to the group activities. It is a chronological account of the various activities & meetings since inception.
- viii. To have an individual record of the savings deposited by the group members, usually, at each meeting and interest credited if any.
- ix. Other records as and when required *e.g.* Measurement Book for civil works etc. or as prescribed by the OFSDP through VSS or any other Donor.

5.15.1 Some Do's & Don'ts in Record Keeping

- i. The group should change all records in every financial year except individual pass book & minutes register. It is advisable to follow the formal April - March financial year.
- ii. All financial transactions of the group should be recorded and completed in the presence of all the members.
- iii. At the end of closure of day's transactions the office bearers should attest the cash book.
- iv. The office bearers are responsible for the safety of records. It is advisable to keep the records in a locked box.
- v. The person who is writing the records should not handle cash. At the end of every meeting the group cross check cash book closing balance with the physical balance.

5.16 RECORDS/REGISTERS TO BE MAINTAINED BY THE SHG

The SHGs need to maintain the following basic records, in order to manage and monitor their affairs effectively. Records that are commonly maintained are given in the table below. A sample of each record/register has been given as Annexure at point no

Types of records maintained at the SHG level & their utility

Table 53

Sl.No.	Types of record to be filled out by SHG	Purpose	Annexure No.
1	Minutes Book	To provide a general (historical) record of the happenings at the meetings with regard to the group activities-it is a chronological account of the various activities & meetings since inception.	2.6
2	Savings cum Attendance Register	To record individual member savings	5.1
3	Cash Book	<p>To record all transactions pertaining to all to the group-inflows & out flows of money and it is the most important group record</p> <p>On the left side of the book, cash receipts are recorded, its source is recorded under <i>Particulars</i> column. Similarly, all the payments are recorded on the right side of the cash-book and the purpose is recorded under <i>Particulars</i>. All the receipts and payments are totaled after the day's cash transactions and the cash balance in the book is tallied with the physical cash in the cash-box; to make sure that the recording has been done accurately and the cash is not missing.</p> <p>Cash receipts include membership fee, savings, loans, fines, loan repayments, interest on loans, loan processing fees, cash withdrawal from bank. The payments include, loan disbursements, interest on savings, honorarium to Animator, loan repayment to external source, transportation expenses, deposits in bank.</p>	
4	Ledger	On the back side of the same register, ledger formats are created to record transaction pertaining to different accounts, namely bank, Loan from VSS, Bank, group's expenses, etc. Cash-book folio numbers are noted for reference and cross-checking.	
5	Loan Ledger	To note the loans disbursed, indicate amounts due & received, service charges due & received etc.	5.2
6	Member's Pass Book -Savings transactions	To have an individual record of the savings deposited by the group members, usually, at each meeting & interest credited if any.	5.3*

7	Member's Pass Book -loan transactions	To have an individual record of the loan availed from by the group members, usually, at each meeting.	5.4*
8	Income & Expenditure register	To list out all income earned and expenses incurred by the group in discharging the role	
9	Visitors Book	To record the impression of the visitors to the group	5.5

* *It should be printed in one book (part of it for savings and part for loan transaction)*

Annexure: 5.1**SHG Rating Tool**

Indicators	Score
1. MEMBERSHIP PROFILE	10
(a) Comprise of Vulnerable & Forest Dependents	10
(b) Vulnerable & Forest Dependents below 50%	5
(c) Mixed group from all categories	1
2. GOVERNANCE ISSUES (additive value)	4
(a) Awareness about objectives of SHG including Forest protection & development	1/0
(b) Awareness about rules and regulations of group functioning	1/0
(c) Leader responsibility sharing by group members	1/0
(d) Awareness about member-wise savings and loan position	1/0
3. CONDUCT OF MEETINGS (during last six months)	6
(a) Meetings are held regularly on fixed date, time and place	6
(b) Meetings are held regularly once a month but at the convenience of all members	4
(c) Meetings are not held regularly, but they are conducted on fixed date, time and place	2
(d) Meetings are irregular	1
4. ATTENDANCE IN MEETING (during last six months)	4
(a) Above 90% in all group meetings	4
(b) 70% to 90% in all group meetings	3
(c) 50-70% in all group meetings	2
(d) Less than 50% in all group meetings	1
5. FINANCIAL TRANSACTIONS IN THE GROUP (during last six months)	4
(a) All fund collections. Financial decisions & disbursement of loans are made in meetings only	4
(b) All fund collections/financial decisions are made in meetings but loans are disbursed outside	3
(c) Fund collections are made outside meeting but loan decisions are taken during meeting	2
(d) Both fund collections and financial decisions are taken outside the meeting	1
6. MEMBER AWARENESS ABOUT FINANCIAL TRANSACTIONS	4
(a) All members are aware about all financial transactions	4
(b) Above 75% of the members are aware	4
(c) Only few members are aware	3
(d) None are aware	2
	1

7. REGULARITY OF SAVINGS (during last six months)	8
(a) 100% on time payment of savings by members	8
(b) 90% on time payment of savings by members	6
(c) 70%-90% on time payment of savings by members	5
(d) Less than 70% on time payment of savings by members	3
8. PATTERN OF INTERNAL LENDING	10
(a) Loans for IGA	10
(b) Loans for IGA & personal-consumption needs	6
(c) Need based for personal consumption only	2
(d) Equal distribution amongst members	0
9. VELOCITY OF INTERNAL LENDING	4
Computation = $\frac{\text{Total Loans disbursed}}{\text{Group Fund}}$	
(a) Over 1.5	4
(b) Between 1-1.5	2
(c) Less than 1	1
10. REPAYMENT TERMS	4
(a) Monthly Installments	4
(b) Quarterly Installments	3
(c) Lump sum Payment	2
11. REPAYMENT PATTERN	8
(a) Regular repayment of principal and interest in full on monthly basis	8
(b) Regular repayment of principal in part and interest in full on monthly basis	4
(c) Regular repayment of only interest in full on monthly basis	2
12. BORROWER QUALITY (No. of defaulting members)	8
(a) Less than 2 members	8
(b) Between 2-5 members	4
(c) More than 5 members	0
13. ACCESS TO FINANCES FROM OTHER SOURCES	16
(a) Availed earlier	0
(b) Not applied –not availed	8
(c) Applied but not granted	16

14. UP TO DATE MAINTENANCE OF RECORDS (additive)	10
(a) Adherence to the groups bye-laws	1
(b) Attendance at the meetings	1
(c) Financial decisions taken at the meeting	2
(d) Savings collection	2
(e) Loan disbursement	1
(f) Repayment performance	1
(g) Member-wise savings and loan portfolio	2
TOTAL MARKS FOR CRITICAL FACTORS	100

Score for Groups without Internal Lending = 0

Category - A = 70 – 100, Can be Considered for giving Loans under the Project.

Category - B = 50 - 70 Capacity Building Required

Category - C = Less than 50 Intensive capacity Building Required

Form 5.1 - Savings-cum-Attendance Register

Meeting wise savings and attendance are recorded against the name of the member and day's collection on savings also gets recorded in the Cash-book on the receipt side.

Sl No.	Name of Member	Date										Total	
		B/F											
		A	S	A	S	A	S	A	S	A	S	A	S
1.	Kasturba Dei												
2.	Laxmi Raut												
3.	-----												
4.	-----												
20.	Saraswati Naik												
	Total												

A= Attendance, S= Savings, a= Absent, L= Leave

Form 5.2 Loan-Ledger

Name of the Loanee:			Folio No:						
Loan No.:			Purpose						
Date of Disbursement:			Amount Sanctioned: Rs						
No. of Installments:			Loan Processing Fee: Rs.						
Periodicity:			Interest Payable Rs.						
Total Repayment Period:			Total Amount Due Rs.						
Terms & Conditions of the Repayment Schedule are acceptable to me.									
Signature of Borrower:									
Schedule			Repayment						
Install- ment #	Due Date	Installment Amount Due (Principal + Interest)	Date of Payment	Total	Principal	Interest	Fines Paid	Balance (Amount Due Not Paid)	Signature of Treasurer

Details of all the loans are recorded on separate sheets (borrower-wise), in the loan ledger. Recording includes amount, purpose, period and periodicity for repayment, interest and loan processing fee and amounts, etc. For the sake of reference, Cash-Book folio number is written on the right hand corner so that cross-checking can be done. Similar format is filled in the individual pass-book of the borrower (show the pass book) and his/her signature/ thumb impression is taken on the ledger before disbursal of loan.

Form 5.3 - Member's Passbook (Savings)

The format has provision to record both mandatory and voluntary savings, and also to record any withdrawals from the voluntary savings and the interest earned on Savings balance.

Date	Particulars	Amount saved	Amount Withdrawn	Savings Balance	Interest on Savings	Cumulative Savings	Treasurer's sign.

Form 5.4 Member's Passbook (Loans)

The format is similar to the loan ledger format, so that the borrower is able to keep track of her loan and repayment obligations.

Loan No.(L.F from Ledger):	Purpose:
Date of Disbursement:	Amount Sanctioned: Rs.
Total Repayment Period:	Total Amount Due: Rs.
No. of Installments:	Processing Fee: Rs.
Periodicity/Frequency	Interest Payable: Rs.

Schedule			Repayment						
Installment #	Due Date	Installment Amount Due (Principal + Interest)	Date of Payment	Total	Principal	Interest	Fines Paid	Balance (Amount Due Not Paid)	Signature of Treasurer

Form 5.5 Visitors Book

Date	Name & Designation of the Visitor	Visitor's Note	Signature



(Assisted by Japan Bank for International Cooperation)

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