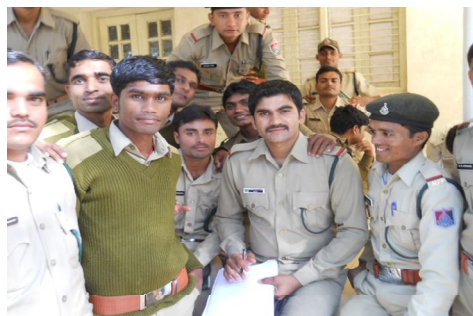


# **JOINT FOREST MANAGEMENT (JFM) HANDBOOK**

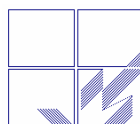
**(CAPACITY DEVELOPMENT FOR FOREST MANAGEMENT  
AND TRAINING OF PERSONNEL)**



**SUBMITTED TO**

**State Project Monitoring Unit (SPMU),  
Department of Forests, Government of Madhya Pradesh**

**February, 2015**



**JPS Associates (P) Ltd.  
New Delhi**

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# PART- 1

# CHAPTER- 1

## JOINT FOREST MANAGEMENT – A CONCEPT

### 1-1 What IS JFM

Joint Forest Management (JFM) is an approach and program initiated in the context of the National Forest Policy of 1988 wherein state forest departments support local forest dwelling and forest fringe communities to protect and manage forests and share the costs and benefits from the forests with them. For working in coordination with villagers, Forest Committees are constituted. A Micro plan for development of forests and villages is prepared by the Forest department and the forest committees. Along with the protection and development of forests, the main purpose of this plan is to fulfil the forest based needs of the local population like small timber, minor forest produce, fuel wood, leaves, grass, fodder etc. by regulated use of the forests. In addition, by efforts to increase the agriculture and forest production and processing their produce, employment opportunities are created in villages so that villagers are dissuaded from illicit felling and encroachments in forests. Attempts are also made to provide for other basic necessities of the villagers so that pressure on forest resources is minimized

### 1-2 Why JFM

India has a long history of local use and protection of forests. The oldest examples perhaps are of sacred groves, which are an indigenous community approach for protecting patches of forests for a variety of ecosystem services. Many communities have historically protected local forests. Revenue systems reserved uncultivated areas as common lands, which included both grazing and forests lands. Even after the start of reservation of forest lands by the colonial Government, the Indian Forest Act of 1927 recognized the logic and need for local control and management of forests in the form of a provision for Village Forests in Section 28. This however was implemented sparingly.

In the National Forest Policy 1952, the first of independent India, basic responsibility of protection and management of forests was entrusted to the Forest Department. In keeping with this policy, the forests were managed mainly for industrial development of the country and production of timber. No Systematic efforts were made to ensure partnership of local people in management of forest. As a result of continuous increase in the human and cattle population the pressure of needs of fuel and fodder kept on increasing. As a result of increasing pressure on forests and in the absence of peoples' participation in forest management uncontrolled use of forests could not be stopped and the condition of forests kept on deteriorating. The situation was further worsened because of diversion of forest lands for other uses. Loss and

degradation of forests accelerated through the 1970s and 1980s and the first State of Forest Report published in 1987 highlighted the impact on forest cover.

During this period, with the aim of decelerating the depletion of forests, central control was established on diversion of forest land for non-forestry purposes through Forest Conservation Act 1980. This was an important step towards conservation of forests by controlling their use for non-forestry purposes. However, it was being continuously felt that the conservation and development of forests was not possible without the active participation of people in forest management. As a result of this new thinking fundamental changes were brought about in National Forest Policy 1952 and the new National Forest Policy of 1988 was formulated.

## **1-3 Basis for Joint Forest Management**

### **(A)Central Initiatives**

#### **1.3.1 National Forest Policy 1988**

The primary and most significant basis for JFM is provided by the National Forest Policy of 1988. The basic objectives as stated in the NFP 1988 are:

- Maintenance of environmental stability through preservation and, where necessary, restoration of the ecological balance that has been adversely disturbed by serious depletion of the forests of the country.
- Conserving the natural heritage of the country by preserving the remaining natural forests with the vast variety of flora and fauna, which represent the remarkable biological diversity and genetic resources of the country.
- Checking soil erosion and denudation in the catchment areas of rivers, lakes, reservoirs in the "interest of soil and water conservation, for mitigating floods and droughts and for the retardation of siltation of reservoirs.
- Checking the extension of sand-dunes in the desert areas of Rajasthan and along the coastal tracts.
- Increasing substantially the forest/tree cover in the country through massive afforestation and social forestry programs, especially on all denuded, degraded and unproductive lands.
- Meeting the requirements of fuel-wood, fodder, minor forest produce and small timber of the rural and tribal populations.
- Increasing the productivity of forests to meet essential national needs.
- Encouraging efficient utilization of forest produce and maximizing substitution of wood.
- Creating a massive people's movement with the involvement of women, for achieving these objectives and to minimize pressure on existing forests.

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

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

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

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

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

### 1.3.2 Central MoEF Guidelines

- **June 1<sup>st</sup>1990**

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

- **Guidelines for Strengthening the Joint Forest Management Program (February 21<sup>st</sup> 2000)**

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

- It proposed “legal backup to the JFM committees”. This included :-
  - ✓ Registering them under committee’s registration Act.
  - ✓ An uniform name - JFM Committees
  - ✓ MOU to be signed between state government and JFMCs.
  - ✓ All adults eligible to become members
- To promote participation of women, certain threshold criteria were proposed for JFMCs :-
  - ✓ General membership – at least 50% women
  - ✓ Executive committee – at least 33% women



- ✓ Quorum for EC, at least 1/3 of women members or 1 member whichever is higher
- ✓ President/Vice-President/Secretary – at least one post should be held by a women member
- Expansion of JFM beyond degraded forests, "Extension of JFM in good forest areas".
  - ✓ Proposed on a pilot basis, to be reviewed and expanded subsequently.
  - ✓ Maximum sharing of revenue at 20%,
  - ✓ Management broadly as per working plan, with JFM mostly for NTFP management
  - ✓ Minimum of 10 years of protection to be eligible for revenue sharing.
- Guidance for Micro Plan preparation was provided for both new Work Plan and existing Work Plan areas

#### **For new WP (Work Plan) areas**

- ✓ Include a JFM overlapping working circle with • broad provisions for micro plans.
- ✓ Evolve flexible guidelines for preparation of local need based micro
- ✓ Micro plans prepared by the Forest Officers and JFMCs after detailed PRA exercise
- ✓ Utilize locally available knowledge and strengthen of the local institutions
- ✓ Cover local consumption, market linkages, environmental function and biodiversity conservation

#### **For existing WP (Work Plan) areas**

- ✓ Dovetail micro-plans into WP and implement them by special order of the PCCF.
- ✓ focus on multiple products and NTFP
- ✓ can cover community lands and other government lands outside notified forest areas
- **Conflict Resolution:**
  - ✓ may constitute divisional and state level representative forums or working groups
  - ✓ including all stakeholders as well as NGOs
- **Recognize Self-initiated groups**
  - ✓ Identify, recognize, and register community groups as JFM Committees.
  - ✓ Recognize prior protection while sharing benefits.
- **Contribution for Regeneration of Resources:**
  - ✓ Reinvest 25% of the share of village community and of the FD in forest.
  - ✓ Transparent mechanisms for computation of income for sharing benefits.
- **Monitoring and Evaluation:**
  - ✓ Concurrent monitoring at Division and State level
  - ✓ Evaluation at interval of 3 years (division) and 5 years (State).
- **Third Set of guidelines: December 24th, 2002**
  - Subsequent guidelines in Dec 2002 emphasized three aspects:

- Signing of **Memorandum of Understanding (MOU)**, outlining the short term and long term roles and responsibilities, implementation of work programme, pattern of sharing of usufructs and conflict resolution.
- Suggesting a **Relationship with Panchayats**, that lets JFM Committees benefit from the administrative and financial position and organizational capacity, while maintaining the “separate non-political identity of the JFM Committees as ‘guardian of forests’ ”. Secondly, benefits from NTFP sales should be shared with all members of the gram sabha including the JFM committees
- Proposing **Capacity building for managing Non-Timber Forest Products (NTFPs)**
- Recognizing **importance of NTFP management** in good forest areas for sustainability and local benefits, propose capacity building for:
  - ✓ non-destructive harvesting (in accordance with • working plans),
  - ✓ equity in sharing,
  - ✓ institutional reforms
  - ✓ strengthening the set-up of NTFP management

#### 1.4 **Provisions for Joint Forest Management in Madhya Pradesh -**

Taking cognizance of National Forest Policy 1988 and the first Guidelines issued by the Govt. of India on June 1<sup>st</sup> 1990, Madhya Pradesh also initiated the process of formalization of Joint Forest Management.

The Government realized that any attempt at reforestation of areas degraded due to biotic pressure, cannot succeed without people's participation. Therefore, in order to ensure the success of the reforestation in degraded forests in partnership of people living around them, committees should be constituted. In order to encourage people's participation in reforestation programmes in such areas and make them successful, the people have to be made partners in the produce from such forests.

In this background and in the light of situations arising from time to time, the Government issued a series of resolutions.

##### **First Resolution: December 10, 1981**

- Focused on sensitive and degraded forest areas:
  - (1) With a view to protecting sensitive forests, Forest Protection Committees be constituted involving residents of villages/village groups near such areas. Such Committees should be paid 20% of annual net income out of the forests protected by them.
  - (2) For obtaining cooperation of nearby villagers in rehabilitation of forests degraded due to biotic pressure, Village Forest Committees be constituted. 30% out of the income from main felling of timber and fuel resulting from reforestation in such areas and Nationalised Minor Forest Produce and 100% of the interim produce obtained as a result of thinning, cleaning etc. in such areas be given to the Village Forest Committees.
  - (3) The procedure approved by the State Cabinet for constitution and working of these Committees be followed.

## **Second Resolution: January 4, 1995**

- (1) With a view to ensuring cooperation of villagers in rehabilitation of forests degraded as a result of biotic pressure, Village Forest Committees be constituted through Panchayats in villages/groups of villages situated within 5 Kms of forests. 30% out of the income from main felling of timber and fuel resulting from reforestation and 100% of net income out of the interim production as a result of thinning, cleaning etc. be given to this committee. If the committee opts for the produce resulting from thinning, cleaning etc., then the whole production of such operations be given to the Committee.
- (2) For protection and development of eco-system in remaining areas, Forest Protection Committees be constituted through Panchayats in villages/groups of villages situated within 5 Kms of forests. In such Committees, realizing their positive contribution royalty free forest produce be made available under Nistar, recovering only the exploitation and transportation expenses.

## **Third Resolution: February 7, 2000**

According to the forest management practices in the state, forest areas have been divided into three zones:-

**First Zone:** Areas included in the National Parks and Sanctuaries. These areas are extremely important from the point of view of conservation of Bio-diversity.

**Second Zone:** Other dense forest areas, where forest products are being extracted under regular forestry practices.

**Third Zone:** Forest areas which have been depleted due to biotic pressure and where reforestation/rehabilitation is necessary

Looking to the peculiarities of each of the above zones:

- (1) With a view to generating people's participation in forest management, Eco Development Committees will be constituted in all villages located within National Parks and Sanctuaries and villages within 5 Km outside their boundaries which, according to the Protected Area Management, effect the management of Protected Areas and, where buffer areas are marked, all villages within such buffer areas. The JFM committees already constituted in such areas shall also be called Eco Development Committees.
- (2) Forest Protection Committees will be constituted in villages within 5 Kms of forest block boundaries of dense forest areas, except villages included in section (1) above.
- (3) Village Forest Committees will be constituted in villages within 5 Kms of forest block boundaries of degraded forest areas, except villages included in sections (1) and (2) above.
- (4) 10% of the net income out of final felling of timber and bamboo in forest areas allocated to Forest Protection Committees, be given to such Committees.
- (5) Plantation on open/degraded areas, rehabilitation of degraded forests and pasture development works be carried out in forest areas allocated to Village Forest Committees and 30% of net income out of the produce obtained from main felling of such planted/treated area be given to these Committees.

**Present Resolution: October 22, 2001**

- People centric procedures, based on rules for Gram Sabha, have been emphasized.
- The term of elected representatives has been increased to 5 years (from 2 years).
- Attempts have been made to reduce the control of forest subordinates on the Committee. The provision for Assistant Secretary to take over, after 2 years, the work of the Secretary has been included.
- Calculation of the value of the produce for the purpose of profit sharing has been rationalized.
- Share of net income from final felling of bamboo to be given to the Forest Protection Committees, has been increased from 10% to 20%.
- Share of Village Forest Committees in the net income has been increased from 30% to 100%.

For implementation of this portion of the resolution, the Government has issued detailed instructions for calculation of income from time to time, so that a uniform procedure could be followed in all areas of the state for calculation of income and the share of the Committees.

**Madhya Pradesh State Forest Policy 2005**

Recognizing the importance of the role of local communities in protection and development of forests, the Madhya Pradesh State Policy has emphasized their involvement in management of forests through Joint Forest Management programme and at the same time development of communities through the forests.

In view of the environmental, economic social and cultural linkages of these communities with forests, sustainable development of weaker sections of the society, especially forest dependent tribal communities and women has been included in the basic objectives of this policy. At the same time, need for providing traditional and modern techniques and skills as well as healthy work atmosphere to forest officials and members of the forest committees in order to encourage them to work with full capacity and zeal, has also been emphasized.

In the strategy for expansion and development of forest area for environmental stability and ecological balance, emphasis has been laid on afforestation work on a large scale including secondary regeneration work in dense forests, improvement of forests in degraded forest areas and wastelands, irrigated plantations in suitable areas with the help of local communities including the women in denuded forest areas.

Similarly, in the strategy for forest protection, along with other measures, the need for ensuring maximum participation of local communities in forest protection has been laid down.

Creating a separate section for Joint Forest Management in the State Forest Policy, special provisions for development of forests and forest dwellers have been included. In this section, encouraging villagers of all the villages within a radius of 5 kms from the boundaries of forests to constitute committees and giving at least 30% reservation to women in total number of members and Chairpersons of all the committees has been mentioned. Provision has also been made for imparting necessary training for the empowerment of the committees along with establishing a partnership among rural and tribal communities on one hand and Forest Committees and research institutions on the other for use and development of traditional knowledge and methods regarding bio-resources of these communities. Providing required legal powers to Committees to prevent forest of fences has also been mentioned in this section.



## Chapter- 2

### Classification of Forests and type of committees

- 2.1 According to the forest management practices in the state forest areas have been divided into three zones:-

**First Zone:** Areas included in the National Parks and Sanctuaries. These areas are extremely important from the point of view of conservation of Bio-diversity.

**Second Zone:** Other dense forest areas, where forest products are being extracted under regular forestry practices.

**Third Zone:** Forest areas which have been depleted due to biotic pressure and where reforestation/rehabilitation is necessary.

#### 2.2 Classification of Committees:

- 2.2.1 With a view to generating people's participation in forest management, Eco Development Committees will be constituted in all villages located within National Parks and Sanctuaries and villages within 5 Km outside their boundaries which, according to the Protected Area Management, effect the management of Protected Areas and, where buffer areas are marked, all villages within such buffer areas. The JFM committees already constituted in such areas shall also be called Eco Development Committees.
- 2.2.2 Forest Protection Committees will be constituted in villages within 5 Kms of forest block boundaries of dense forest areas, except villages included in section 2.2.1 above.
- 2.2.3 Village Forest Committees will be constituted in villages within 5 Kms of forest block boundaries of degraded forest areas, except villages included in sections 2.2.1 and 2.2.2 above.
- 2.2.4 The committee specified for a type of forest area above, shall be constituted based on the kind of forests adjoining the village. If more than one type of forests are located near the village, then the committee will be constituted on the basis of the type of forests which is greater in extent. More than one committee shall not be constituted in any village.
- 2.2.5 If more than one village are located around a Forest block/compartments and residents of such villages depend on that block/compartments for their nistar, then a committee can be constituted for such a group of villages also. The Forest block/compartments will be under the jurisdiction of that committee.

#### 2.3 Selection of area

- 2.3.1 After constitution of the committee, forest area will be selected for different types of committees by the forest officer in charge of territorial/wildlife division/ Director, National Park in consultation with the Executive Committee. For this, a forest officer not below the rank of a Forest Ranger shall be authorized by the concerned officer.

- 2.3.2 All the compartments of the division shall be classified as dense or not dense on the basis of details given in the current working plan of the division. The Division Office shall provide such a list for each Range to the subordinate officers/employees. So that, there is no confusion at the level of the Forest Guards regarding the type of committee.
- 2.3.3 The officer authorized in accordance with para 2.3.1, shall inspect the compartments and verify the list provided by the Division office, in respect of density of compartments. He will ascertain the type of committee to be formed after visiting the area along with the villagers and submit the proposal for formation of committee to the Sub Divisional Forest Officer in the prescribed format (Form 2.1), through the Range Officer. On receipt of the proposal for formation of a committee from villagers, the Range Officer shall submit his recommendation and request to the Divisional Forest Officer, in Form 2.2, through the Sub Divisional Forest Officer. The Divisional Forest Officer shall decide on the type of the committee and register it, on the basis of the proposal received from the Forest Ranger and the Sub Divisional Forest Officer in Form 2.2.
- 2.3.4 The distance of the forest area from the village and its traditional use by the villagers for nistar shall be kept in mind while deciding the forest area for a committee. The area will be selected on the basis of the recommendation regarding its suitability by an officer of the level of ACF. In case of any difference of opinion in selection of an area, the decision of Divisional Forest Officer (Territorial/Wildlife Division)/ Director, National Park shall be final.
- 2.3.5 No forest area within the Protected Area will be selected for Eco Development Committees. Only for villages situated outside the Protected Areas, which influence the management of Protected Areas, forest area situated outside the Protected Area can be allotted to Eco Development Committees constituted for such villages, in accordance with para 2.3.4.





## Chapter- 3

### Procedure for formation of Committees and their membership

#### 3.1 Formation of Committees:

- 3.1.1 In order to educate the people about the Joint Forest Management, the local forest officials will organise meetings in the villages of the state. For this purpose, the Division office shall provide a list of villages entitled for formation of committees i.e. the villages located within 5 Kms of the forest boundary, to the Beat Guard.
- 3.1.2 For educating the villagers about Joint Forest Management, forest officer not below the rank of a Forester shall organise meetings in the villages entitled for formation of such committees. The date, time and place for such meetings will be fixed in such a way that maximum number of villagers can participate in them. If necessary, these meetings will be organised at different places in the village so that most of the villagers can participate in them. In such meetings, besides informing the villagers about the concept and arrangement of Joint Forest Management and its benefits, examples should be given of nearby villages that have successfully managed the forests.
- 3.1.3 Assistance may be sought from the panchayat and NGOs and other community based groups – e.g. *mahiladals*, youth groups, SHGs and any individuals or groups that had earlier tried to protect the forest. For this purpose, in addition to village level meetings, informal meetings should also be done at hamlet level, in small groups and one-to-one with individuals. This will both spread word about the process, and also help identify active individuals who can engage other community as well.
- 3.1.4 The forest officer will inform the Range Officer regarding the progress of such meetings in form no. 4.1.
- 3.1.5 After such meetings by the forest officer, if the villagers voluntarily want to join in the protection, development and management of forests, then they will submit an application in form no. 4.2, signed jointly by them, to the Range Officer.
- 3.1.6 The Range Officer will decide on the date, time and place of the meeting of the Gram Sabha for formation of the committee, in consultation with subordinate employees and the villagers and mark it on the second copy of the application and also inform the villagers submitting the application. In addition, a proper notice in accordance with the procedure laid down in Madhya Pradesh Gram Sabha (Sammilan ki Prakriya) rules 2001, shall also be issued.
- 3.1.7 On the scheduled date, the meeting of the Gram Sabha will be organised as per procedure specified in Section 6 of Madhya Pradesh Panchayat Raj and Gram

Swaraj Adhiniyam 1993 and Madhya Pradesh Gram Sabha (Sammilan ki Prakriya) rules 2001. In this meeting, if 50% or more persons out of the villagers eligible to vote are present and by consensus, pass a resolution for formation of a committee for protection and management of forests around the village, then the committee specified for the zone in which the village is situated as per para 2.2, shall be formed. For the purpose of formation of committee such habitations or groups of habitations or hamlets or their groups which include such communities who manage their affairs according to the traditions and customs shall be treated as a village, as per section 4(B) of Panchayats (Extension to Scheduled Areas) Act 1996, whether such a village is situated within or outside the Scheduled area (Schedule of the Constitution). After the collective decision of the villagers regarding the formation of the committee, in the meeting of the Gram Sabha, the forest officer present in the meeting shall submit a report regarding consensus of the Gram Sabha to the Range Officer in Form 4.3 and give details of the forest area situated near the village which can be protected and managed through the committee in Form 2.1.

### **3.2 Term of the committee**

- 3.2.1 The term of the Committee formed through the procedure described above, shall be for 5 years from the Date of Registration. The term of the committees and their executive committees working since before shall also be for 5 years from the date of Renewal of Registration after the first approval from the Gram Sabha.

### **3.3 Eligibility for Membership of the Committee and Procedure for Membership**

- 3.3.1 All eligible voters of the village shall be members of the General Body of the committee and must be made members. The facilitator (representative from Forest Department) should make an attempt to inform all adults about the process of setting up a JFMC, the rationale of membership and emphasize that all families are eligible and should be made members.

### **3.4 Membership Register**

- 3.4.1 A register for membership in Form 3.5 shall be maintained for each committee. Money receipt should be issued in Form 10.4 for Membership Fee as well as for any other amount charged from members.

### **3.5 Bank Account of the Committee**

- 3.5.1 Two accounts shall be opened in a local or nearby bank branch, in the name of the Joint Forest Management Committee. For any amount received by the Committee as grant or contract amount grant a "Development Account" shall be opened. For the income of the Committee earned on its own a "Committee Account" shall be opened and the Committee shall be free to use the amount in this account. Membership fees and any other money collected initially may be deposited in this account.

- 3.6** For protection of the allotted area and works to be carried out there, an Agreement between the Committee and the Forest Department will be executed. Format of this annexure is given in Form



## Chapter- 4

### Executive Committee

- 4.1 Chairperson, Vice Chairperson and Executive Committee will be elected in the first meeting of the committee, organised in accordance with the procedure given in M.P. Gram Sabha (Sammilan ki Prakriya) Rules, 2001. Their term will be for 5 years.
- 4.2 Dates of election shall be widely publicized. The local forest officials shall ensure that all members, especially women, are aware of the date and place of the election and participate in them in maximum numbers.
- 4.3 Composition of Executive Committee**  
Executive Committee of a minimum of 11 and a maximum of 21 members shall be constituted from amongst the members of the committee (leaving the ex officio members), according the procedure described in para 4.1.
- 4.3.1 Chairperson and Vice Chairperson of the committee shall also be the Chairperson and Vice Chairperson of the Executive Committee.
- 4.3.2 It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson and one third of the posts of Chairpersons shall be reserved for women.
- 4.3.3 Taking into account all the members of the Executive Committee the ratio of the members of Scheduled Caste, Scheduled Tribe and Other Backward Class should, as far as possible, be the same as that in the Gram Sabha.
- 4.3.4 There will be a minimum of 33% women members in the Executive Committee. If there are any Women Saving Groups in the village, one representative from each such group shall be elected in the Executive Committee.
- 4.3.5 At least 2 members (1 male and 1 female) will be elected from among the landless families, if available. For this, one representative from each self-help group operating in the village, shall be elected.
- 4.3.6 All Panch/Sarpanch residing in the village and Chairperson of the Gram Vikas Samiti of the Gram Sabha shall be ex-officio members.
- 4.3.7 One beneficiary from each committee working for development in the village shall be a member.
- 4.3.8 In addition to the members listed above, the Forest Guard or the Forester in charge of the concerned forest area (for areas transferred to the M. P. State Forest Development Corporation, equal ranked employee of the Corporation) shall be the ex-officio Secretary of the Executive Committee. On Assistant. Secretary assuming charge of the Secretary after 2 years, the Forest Guard or the Forester in charge of

the concerned forest area shall remain ex-officio member of the Executive Committee, in the role of a technical expert.

4.3.9 Assistant Secretary will work with the Secretary of the Executive Committee for an initial period of 2 years.

4.3.10 Tenure of all members, except the ex-officio members, shall be for five years.

4.4 Immediately after the elections, a certificate in Form 4.1 shall be issued under the joint signature of the Range Officer and Sarpanch, Gram Panchayat, mentioning the election of Chairperson and Vice Chairperson.

4.5 Range Officer shall also issue the details of formation of the Committee and its Executive Committee in Form 4.2. Copies of this shall be endorsed to the Divisional Forest Officer, the Sub Divisional Forest Officer and the Chairperson of the Committee.

4.6 The Member Secretary will provide all the Ex-officio members of the Executive Committee (all members of the Executive Committee except the elected members) written information regarding their membership in the Executive Committee.

#### **4.7 Secretary and Assistant Secretary**

4.7.1 Forest Guard or the Forester in charge of the concerned forest area shall be the ex-officio Secretary of the Committee.

4.7.2 In the Committees constituted for the forest areas transferred to M.P. State Forest Development Corporation equal ranked employee of the Corporation) shall be the ex-officio Secretary of the Committee.

4.7.3 A member of the Committee, who has interest in Forest and Environmental Conservation and has passed class VIII, shall be made Assistant Secretary of the Executive Committee. Preference will be given to a member belonging to Scheduled Caste/ Scheduled Tribe and having interest in Forest and Environmental Conservation.

4.7.4 Assistant Secretary shall acquire expertise in the first two years working with the Secretary as a member of the Executive Committee. Thereafter, he will discharge his responsibilities as the Secretary.

4.8 A federation of the Chairpersons of the committees will be formed at the Division level.

#### **4.9 Oath**

Immediately after the elections of the Committee, in the first meeting of the General Body, the newly elected Chairperson and Vice Chairperson shall take an oath regarding discharge of their duties, The Range Officer shall administer this oath to

them. Format of the oath is given in Form 4.3. In the same meeting of the General Body, all members of the Committee attending the meeting shall be administered the oath regarding obedience of rules and decisions. This oath shall be administered by Chairperson/Vice Chairperson of the Committee. The format of this oath is given in Form 4.4

#### **4.10 Identity Card**

Identity cards in Form 4.5 shall be issued to Chairpersons, Vice Chairpersons and other members of the Executive Committee. Identity Card serves several purposes. for the JFMC staff/committee members. It serves to provide an identity. At the same time, it acts as a means of introduction when meeting people or when going to various government departments. It has an important role in restricting entry and movement in the forest.

#### **4.11 Ineligibility of Chairperson, Vice Chairperson and Other Office Bearers of the Committee**

A person shall be ineligible for the post of Chairperson Vice Chairperson and other Office Bearer, if he:

- 4.11.1 is bankrupt or has been declared so.
- 4.11.2 has become insane.
- 4.11.3 has been convicted by a court for moral turpitude or a forest offence.
- 4.11.3 has been removed from service of Central / State Government / Public / Local / Cooperative institution.
- 4.11.4 has been removed by the Competent Authority for any irregularity or through no-confidence motion in the meeting of the committee.
- 4.11.5 has been removed by the competent authority through no confidence motion in a meeting of the committee for any irregularity
- 4.11.6 Is a defaulter of a loan by previously constituted committee.
- 4.11.7 Such a person shall not be eligible to loan any person in the Joint Forest Management committee for period of 6 years from the date of punishment.
- 4.11.8 Elected member of any other institute or a person working on a position of profit in the Government or any office bearer of any institution aided by the Government cannot become Chairperson or Vice Chairperson of the committee.

#### **4.12 Disqualification or Removal of Office Bearer**

- 4.12.1 Sub Divisional Forest Officer can declare a member or an office bearer disqualified to hold the post within one month of receiving information about his ineligibility as per provisions contained in para 4.8; after giving him proper opportunity of hearing.
- 4.12.2 Sub Divisional Forest Officer of the area can remove a Chairperson / Vice Chairperson or any member of the Executive Committee any time, after enquiry based on the complaints of the following nature or other complaints relating to their discharge of functions in the committee.
- 4.12.2.1 Gross negligence of powers and duties shown in the Government resolution of Joint Forest Management.
- 4.12.2.2 If in the public interest, his continuation in the post is not desirable.
- 4.12.2.3 Office bearer doing anything which results in monetary benefits to his relatives. For this purpose the term relative shall include father, mother, brother, sister, husband, wife, son, daughter, father-in-law, mother-in-law, brother-in-law (Sala, Behnoi, Devar), sister-in-law (Sali, Bhabhi, Nanad, Deorani, Jethani) son-in-law, daughter-in-law.
- 4.12.3 However, no person shall be removed unless he has been given an opportunity to show cause, why he should will be removed from the post.
- 4.12.4 The final orders by the Sub Divisional Forest Officer shall, as per as possible, be passed within 90 days from the days of issues of show cause notice to the concerned office bearer.
- 4.12.5 Principle of natural justice shall be followed in this process and charges evidence, counter evidence and other representations shall be considered before taking any decision. Clear basis for issuing orders of removal of the office bearer shall have to be given. Moreover, the reasons for rejecting the clarification of the accused will also have to be given.
- 4.12.6 Any person removed through the procedure laid down above, shall be ineligible for any post in the Executive Committee of the Joint Forest Management Committee for a period of 6 years from the date of issue of such order.
- 4.12.7 The concerned office bearer can file an appeal against the order of the Sub Divisional Forest Officer within 30 days from the issue of the order, to the Divisional Forest Officer, Territorial/Wildlife /Director, National Park. The Appellate Authority shall decide on the appeal within 60 days from its receipt. The decision of the Appellate Authority shall be final and binding in all concerned.
- 4.13 No confidence Proposal against the Chairperson/ Vice Chairperson of the Committee



- 4.13.1 In the event of 10% members of the committee submitting a joint applicator to the Forest Ranger for removed of Chairperson /Vice Chairperson along with reasons for the same, the Forest Ranger shall forward the application to the Territorial Sub Divisional Forest Officer for further action, within 8 days of receipt of such application. The Territorial Sub Divisional Forest Officer, after satisfying himself, shall appoint himself or some other officer not below the rank of a Forest Ranger , who will convene the special meeting of the General Body of the Committee for removal of Chairperson / Vice Chairperson.
- 4.13.2 Concurrences of at least 1/10 of the members of the committee and prior notice of at least 15 days before the proposed meeting of the General Body is essential for the no-confidence proposal against the Chairperson /Vice Chairperson. If a meeting of the General Body is not proposed in the near future, General Body Meeting shall be organised with 15 days the receipt of no confidence proposal and the proposal discussed therein.
- 4.13.3 No Chairperson /Vice Chairperson against whom no confidence proposal is to be discussed, shall chair this meeting of the General Body. Such meeting shall be chaired by an officer who is not below the rank of the RO of the area and who has been authorized by the DFO
- 4.13.4 The concerned Chairperson /Vice Chairperson or the other office bearer, against whom the no confidence proposal is to be considered, can attend the meeting.
- 4.13.5 The no-confidence proposal can be passed by the General Body of the committee through passing of a resolution by not less than 3/4<sup>th</sup> of the member present and voting, and who are more than half the number of electors who have participated in the election of Chairperson /Vice Chairperson or the other office bearer, at that time. The Chairperson /Vice Chairperson or the other office bearer against whom the proposal of no-confidence has been passed in the above manner, shall cease to hold the post with immediate effect.
- 4.13.6 A proposal of no-confidence against the Chairperson /Vice Chairperson shall not to be moved
- Within 6 months from the date of assuming charge by him/her.
  - Within 3 months preceding the date of completion of tenure by him/her.
  - Within 6 months from the date of rejection of the last no-confidence proposal.
- 4.13.7 The concerned Chairperson /Vice Chairperson/ other Office Bearer who wishes to challenge the legality of proposal passed in the above described manner, then he will prefer the dispute to the concerned Divisional Forest Officer within 15 days of the date of passing of such proposal, who shall decide on it, as par as possible, within 30 days from its date of the receipt and his decision shall be final.
- 4.13.8 During the pendency of the appeal, as above, the removed Chairperson/Vice Chairperson/other Officer Bearer shall not remain in the office.

#### **4.14 Resignation by Chairperson/Vice Chairperson/Other Office Bearer of the committee**

If any Vice Chairperson or Other Office Bearer wants to be voluntarily relieved of the responsibility he will submit the resignation to the Chairperson. If the Chairperson wants to resign, he will submit the resignation to the Sub Divisional Forest Officer. Chairperson/Sub Divisional Forest Officer shall accept/reject the resignation of the Office Bearer after due deliberation. In case, the resignation is accepted, procedure for selection/nomination of new Office Bearer as laid down in Para 4.1 & 4.2 shall be followed.

#### **4.15 Procedures for filling vacant posts**

4.15.1 For filling up the posts falling vacant due to expulsion, removal or death of an Office Bearer, process of co-option/election shall be followed after convening a meeting in accordance with the procedure laid down in para 4.1 & 4.2

4.15.2 For this purpose, the committee after passing a resolution, shall request the Divisional Forest Officer to appoint an election Officer. On such an application the Divisional Forest Officer shall appoint an election officer, not below the rank of a Forest Ranger, who will convene a meeting of the General Body of the committee as per prescribed procedure.

4.15.3 Election to the vacant post of elected office bearer other than Chairperson/Vice Chairperson shall be done in a meeting to be chaired by the Chairperson of the committee and an official of the same category/class shall be elected as the category /class of the outgoing Office Bearer.

4.15.4 Nomination to the vacant post of an ex officio member shall be done in a meeting to be chaired by the Chairperson of the committee and an official of the same category/class shall be nominated as the category /class of the outgoing Office Bearer.

4.15.5 The Gram Sabha must be informed about the requirement of filling a vacant position and its approval must be taken.

#### **4.16 Duties and Powers of Executive Committee**

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

4.16.1 The executive committee shall consider & give its suggestions on Micro Plan & Annual Work Plan prepared by the committee for integrated development of Forests and villagers, in coordination of with the forest department. The Forest Micro Plan should help in meeting the rural community's demand for fodder, fuel wood, NTFPs, timber, and other forest products, as well as secure ecosystem services. The plan

should balance local demand for forest produce with the provision of intangible ecosystem services. Technical inputs shall also be got from the forest department staff and incorporated in the Micro Plan. The Member Secretary shall submit the Micro Plan to the Range Officer, after getting approval from the Gram Sabha on it.

- 4.16.2 Executive Committee shall help in preparation of Annual Work Plan based on the Micro Plan.
- 4.16.3 After receipt of funds, Executive Committee shall assist in execution, under the technical guidance of forest Officers, of works contained in the Micro Plan sanctioned by the Divisional Forest Officer
- 4.16.4 The members of Executive Committee shall inform the concerned Forest Officer immediately on receipt of information of forest offence in the nearby forest areas. They will also assist forest employees in seizing the forest produce, catching the offenders and inquiry of forest offence and will hand over the offenders to the forest officers and ensure safety of the seized forest produce.
- 4.16.5 The committee shall maintain, through the secretary, the accounts of funds received from various sources and shall produce the relevant records to the agency / designated by the Territorial Divisional Forest Office/Director, National Park for audit of the expenses.
- 4.16.6 The budget for annual action plan shall be prepared in accordance with the Micro Plan. Attempts will be made to clear the objections recorded in the Note of Audit of works executed by the committee in the previous year.
- 4.16.7 Prepare modalities for distribution of profit share of the committee.
- 4.16.8 The general body will be informed of the decisions taken by the Executive Committee in last meeting.
- 4.16.9 List of member of the Executive Committee and proceedings of its meeting shall be maintained in a register and shall be signed by Chairperson of the Executive Committee. In addition such other registers/records shall be maintained as prescribed by the Forest Officer from time to time. All such registers/records shall be maintained by the Secretary.
- 4.16.10 Shall make arrangements for judicious distribution, among members, of the forest produce obtained from thinning and cleaning of area allotted to the committee and that obtained in Nistar.
- 4.16.11 Shall assist the Forest Officers in judicious distribution of profit share amount obtained as a results of final felling in the area allotted to the committee.
- 4.16.12 Shall fix priority of works to be taken up under Forest and Village Development schemes keeping in mind the need of the villages.

- 4.16.13 Shall decide on all matters related to trade of the committee and based on these decisions, shall assist the committee in trading activities.
- 4.16.14 Shall assess the requirement of loan by the villagers and accordingly, help in providing employment to the selected beneficiaries by providing facilities like loan etc. from the committee fund.
- 4.16.15 Shall provide all possible assistance in recovery of loan advanced in the beneficiaries out of the committee fund.
- 4.16.16 Shall make arrangements for judicious use of assets created in the village.
- 4.16.17 Sarpanch will be informed of the Village Resource Development works carried out by the committee in the village.
- 4.16.18 Shall ensure presence of Villagers during beat inspection carried out by the Forest Officers in the forest areas allotted to the committee.
- 4.16.19 Ensure that no member misuses the facilities provided by the government.
- 4.16.20 Provide for sanctions for controlling unsustainable use of forests. The sanctions may range from small pecuniary punishment to social boycott.
- 4.16.21 Appoint temporary workers for doing committee's works or their supervision on a salary/no salary basis.

#### **4.17 Duties and Powers of the Chairperson**

- 4.17.1 To select nominated members for the Executive Committee.
- 4.17.2 Convene a meeting of the Executive Committee of Joint Forest Management Committee with the support of the Member Secretary.
- 4.17.3 Sign agreements or any other letters on behalf of the Joint Forest Management Committee.
- 4.17.4 To draw amount for various works out of the funds of the committee under the joint signature with Secretary/ex-officio Secretary.
- 4.17.5 Execution of forestry and developmental works and payment of vouchers.
- 4.17.6 Make payments for trade of non-nationalized Minor Forest Produce with the aim of improvement in financial condition of the committee.
- 4.17.7 Maintenance of accounts of the committee as per prescribed procedure through the Secretary, their submission to officers for inspection and audit and submission of Utilization Certificates and Completion Reports to the concerned officers.

- 4.17.8 Execution of Forest and Village Development works as per approved norms.
- 4.17.9 An MOU will be prepared regarding duties of the committee and benefits to be received by it from time to time. This MOU will be jointly signed by the Chairperson of committee and the District level forest officer or any other officer authorized by him for this purpose.
- 4.17.10 In the event of voting on any matter in the Executive Committee each member of the Executive Committee will have the right of one vote. In case of equal voting for and against an issue, the Chairperson will have the right to cast the deciding vote.

#### **4.18 Duties of the Secretary**

The Member Secretary position is a very important one in the Joint Forest Management Committee as that person is responsible for day to day operations of the Joint Forest Management Committee and serves as a link between the Forest Department and the Joint Forest Management Committee members. In view of this, the Secretary shall have the following duties:

- 4.18.1 Build strong partnership between the Forest Department and Joint Forest Management Committee, so that the two agencies work together for the development of Forest and the people living around them.
- 4.18.2 Act as a resource person for disseminating information to the rural community on forest laws, instructions, government policies, new plans and schemes.
- 4.18.3 Support Chairperson/Vice Chairperson in operating bank accounts and maintaining financial records.
- 4.18.4 Organize prescribed meetings of the Joint Forest Management Committee, its Executive Committee, and other Sub-Committees, prepare proceedings of these meetings and get them approved.
- 4.18.5 Look after the general letter communication of the Joint Forest Management Committee.
- 4.18.6 Provide support for maintaining all Joint Forest Management Committee records such as – Proceeding Register, Membership Register, correspondence, accounts, cash book, pass book, cheque book etc.
- 4.18.7 Supervise the Joint Forest Management Committee accounts to ensure that the Accounts of the Committee are being prepared regularly and in prescribed formats and all field works are being done properly and on time.
- 4.18.8 Get the all accounting statements prepared in prescribed formats and submit accounts to the respective Range office, after getting them approved from proper level.
- 4.18.9 To ensure that the Annual Accounts get approved by the General Body of the Committee and the Accounts of the committee are audited as per rules.

4.18.10 Inform all the Executive Committee members about the meeting dates and encourage them to increase their participation /involvement in the meetings.

#### 4.19 Constitution of District Level Coordination Committee

For coordination in Village Development works carried out through the Micro Plan, a District Level Coordination Committee will be formed in each district. The composition of the committee will be as under:

- |  |             |
|--|-------------|
| 1. Chairperson of Jila Panchayat's standing committee on forests             | Chairperson |
| 2. Divisional Forest Officer Nominated by The Conservator of Forests         | Member      |
| Secretary  |             |
| 3. All Divisional Forest Officers (Territorial) in the District              | Member      |
| 4. Divisional Forest Officer (Wild Life), Director, National park,           | Member      |
| Divisional Manager, MP State Forest Development Corporation Dy. Director,    |             |
| Project Tiger, Deputy/ Asstt. Conservator of Forests, Research and Extension |             |
| 5. Chief Executive Officer of Jila Panchayat                                 | Member      |
| 6. Chairpersons of all Janpad Panchayats in the District                     | Member      |
| 7. Executive Engineer .Public Health Engineering Deptt.                      | Member      |
| 8. Dy. Director, Veterinary Services   | Member      |
| 9. Dy. Director, Agriculture   | Member      |
| 10. Dy. Director, Sericulture  | Member      |
| 11. Dy. Director Rural Development   | Member      |
| 12. District Health Officer  | Member      |
| 13. Dy. Director, Tribal Welfare   | Member      |
| 14. District Fisheries Officer   | Member      |
| 15. District Women and Child Welfare Officer                                 | Member      |
| 16. District Education Officers  | Member      |
| 17. Branch Manager, Lead Bank  | Member      |
| 18. Asstt. Director, Horticulture  | Member      |
| 19. Representative, Urja Vikas Nigam   | Member      |

The committee can nominate a maximum of 2 government officers, who are experts in their field and are suitable for providing technical and other kind of guidance in rural development works, as members.

The committee shall meet at least once in 4 months.

## 4.20 Reservation for women

4.20.1 It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson and one third of the posts of Chairpersons shall be reserved for women. The following procedure be adopted for implementation of the above provision.

4.20.2 The allocation of Committees for reservation of posts of Chairpersons for women in Territorial Divisions/Wild Life Protected Areas shall be done by a committee as under :-

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | Chairperson, District Panchayat  | - | Chairperson      |
| 2. | Chairperson, Standing Committee on Forests, District Panchayat-  |   | Member           |
| 3. | All Women members, District panchayat-   |   | Member           |
| 4. | An officer nominated by the District Collector   | - | Member           |
| 5. | Divisional Forest Officer, Territorial / Divisional Forest Officer, Wild Life/ Dy. Director, National Park of the concerned area | - | Member Secretary |

4.20.3 Presence of at least two thirds of the members will be essential for a meeting of the above committee. This committee shall decide on Forest Committees for reservation of posts of Chairpersons for women by making slips of the names of all Forest Committees of the concerned Territorial Division / Wild Life Protected Area and drawing lots of required number from them. The committees where the post of Chairpersons is reserved for women in this manner, shall have the post of Chairperson unreserved for the next two terms. Which will again get reserved for women in the next term and this sequence will continue in this manner.

4.20.4 After fixation of roster in this manner, the newly formed Forest Committees shall have the posts of Chairperson reserved for women in their first term. Which will be unreserved in the next two terms and will again get reserved for women in the term after that and this sequence of reservation shall continue.





## **Chapter- 5**

### **Rights and Duties of Committees**

#### **5.1 Rights**

On doing the Joint Forest Management works to the satisfaction of District Level Forest Officer, the Committee will be entitled to benefits as under:

- 5.1.1 Families of all committees shall be entitled to royalty free nistar, subject to availability, after deducting only the exploitation expenditure.
- 5.1.2 All committees shall be provided 100% forest produce obtained from thinning of timber coupes and clump cleaning in degraded bamboo forests from time to time on per provision of Micro Plan/Working Plan, after recovering the exploitation expenditure.
- 5.1.3 10% of the value of forest produce obtained from final felling in the timber coupes as per provision of Working Plan in the area allotted to the Forest Protection Committee shall be distributed to the committee, after deducting the exploitation expenditure. 100% of the value of produce obtained from felling in bamboo coupes shall be distributed among the labourers engaged in such felling in proportion to their work, after deducting the exploitation expenditure. The calculation of value for this purpose will be based on the weighted average of the price of timber/bamboo received in the depot associated with the particular coupe. The proportion of profit share to be distributed, its calculation and all other arrangements shall be subject to changes as per instructions/orders issued by the State Government from time to time.
- 5.1.4 On implementation of plantation in open/degraded forest area/rehabilitation of degraded forests/pasture development work in the area allotted to the Village Forest Committee, 100% of the value of forest produce obtained from final felling in the area protected, treated and planted as above shall be distributed to the committee, after deducting the exploitation expenditure. The calculation of value for this purpose will be based on the weighted average of the price of timber/bamboo received in the depot associated with the particular coupe. The proportion of profit share to be distributed, its calculation and all other arrangements shall be subject to changes as per instructions/orders issued by the State Government from time to time.
- 5.1.5 The Eco-Development Committees, which are located inside the protected areas shall also be given the price of the forest produce. The value of such produce would be similar to the value being given to the Forest Protection Committees adjoining the particular protected area. This facility will be in addition to the facility of Nistar available to these villages every year. The Eco-Development Committees working in villages situated outside protected areas shall also be given the profit share as above on the basis of density of forests allocated to them.

- 5.1.6 80% of the profit out of main felling of timber calculated for each type of committee in any year shall be distributed to the committee in part / whole of whose allotted forest area main fellings have been carried out in that year. At least 25% of this amount shall be utilized in forest development works by the committee. Committee shall use the amount received with the approval of the General Body. The balance 20% shall be spent in accordance with the Madhya Pradesh Vikas Rashika Upyog Rules, 2006. The arrangement described above shall be liable for change subject to the instructions issued by the Government in this regard from time to time.
- 5.1.7 The above mentioned arrangement shall also be applicable to income from Crop I and Crop II from areas transferred to M. P. State Forest Development Corporation.
- 5.1.8 Rights of the committee with regard to minor forest produce shall be in accordance with decisions of Government of M.P., from time to time, on the provisions of Panchayats (Extension to Scheduled Areas) Act, 1996.
- 5.1.9 If the committee assists in apprehending the offender in a forest offence detected in the area of the committee, then 50% of the amount of compensation/Penalty recovered from the offender, after compounding of the case or decision of the court, shall be deposited in the account of the committee. Such amount shall be used for village development only.
- 5.1.10 If any member of the committee does not cooperate in the works of the committee, does not obey the decisions of the Committee or commits a forest offence, his membership can be terminated and his eligibility for nistar cancelled by a decision of the General Body of the committee. However, before taking such a decision, the concerned member shall be given an opportunity to present his defense. The action with regard to forest offence shall be in addition to the above action. For termination of the membership of a member of the committee, the procedure described in para 5.4 shall be followed. This arrangement can be changed on the basis of instructions issued by the Government in this regard from time to time.
- 5.1.11 The committee can delegate its all or specific powers to the Executive Committee by a decision in the General Body.

## **5.2 Duties**

- 5.2.1 The members of the committee shall protect the forests from fire, illicit felling, illicit transport, illicit mining, encroachments and poaching and shall help forest department in this. For achieving this, the committee shall adopt necessary measures to protect the forests with the help of its members.
- 5.2.2 The information regarding individuals or people engaged in harming the wild animals and forests or those engaged in illegal activities or trespass into the forest area shall be passed on to the Forest Department.
- 5.2.3 In the event of wild animals straying outside the forests, their safety will be ensured and the nearest forest officer informed.
- 5.2.4 The committee shall prepare Micro Plan and Annual Work Plan in association with the forest Deptt. The plan shall include programmes based on the specific needs of the area and also based on the community and beneficiary needs. Preference will be given to the activities directly or indirectly related to forests and wild life conservation.

The Micro Plan will be signed by the range officer on behalf of the forest department and by the Chairperson of the Executive Committee on behalf of the committee. Based on the Micro Plan, the Annual Work Plan shall be prepared every year. For implementation of the Annual Work Plan, the committee will be provided up to 10% of the amount at a time. The committee shall implement the sanctioned schemes. If the committee does not execute the work satisfactorily or does not want to execute, then in such cases, the works will be executed departmentally.

- 5.2.5 On receiving information of commission of forest offence in their area or other forest area, the members of the committee shall immediately inform the beat guard / game guard. They will also help in forest employees in apprehending the offenders. Apprehended offenders and forest produce shall be handed over to the forest officer.
- 5.2.6 A Memorandum of Understanding shall be signed between the Chairperson of the committee and the Divisional Forest Officer or any officer authorized by him.
- 5.2.7 Contribution of members of the committee in the form of labour component in the implementation of Micro Plan in accordance with Para 8.3 shall be ensured.
- 5.2.8 The committee members shall assist the employees of the forest department in inquiry of forest offences.
- 5.2.9 Proper accounts will be maintained for funds received from different sources by the committee and shall be got audited by agency fixed by the forest officer.
- 5.2.10 The committee shall maintain a list of its members in a register. In addition, such other registers and records as prescribed by the forest officer, shall be maintained.
- 5.2.11 During patrolling in their area, the members of the committee shall be deemed to be public servants like forest employees under various acts and shall have legal protection like public servants for acts done in good faith and in public interest. Similarly, if any member of the committee or any other person working for this purpose, gets injured or loses his life during prevention or detection of forest offence or operation thereafter, he will be entitled to all benefits like forest employees.
- 5.2.12 If the committee assists in apprehending the offender of forest offence detected in the area of the committee then 50% of the amount of compensation/Penalty recovered from the offender, after compounding of the case or decision of the court, shall be deposited in the account of the committee.

### **5.3 Power and Duties of General Body**

- 5.3.1 Elect Chairperson and Vice Chairperson in the first meeting of the General Body.
- 5.3.2 Deliberate in proposals contained in the Micro Plan related to Forest and Village development.
- 5.3.3 Approve the income expenditure & financial accounts of the committee.

- 5.3.4 Draft / Discusses / approve the Annual Work Plan of next year.
- 5.3.5 Decide on priorities of execution of works mentioned in Annual Work plan for the funds received from different sources.
- 5.3.6 Get audit objections raised on works carried out in the previous year, presented and also get social audit done.
- 5.3.7 Get profit statement of committee for the previous year presented and accord approval to profit distribution.
- 5.3.8 Discussion on decision taken by the Executive Committee on various subject and approval wherever necessary.

#### **5.4 Termination of membership of a Committee Member**

- 5.4.1 If any member of the committee does not cooperate in the works of the committee, does not obey the decisions of the Committee or commits a forest offence, his membership can be terminated.
- 5.4.2 Before termination of membership, a show cause notice will be sent to the concerned member through the Secretary of the Committee, after approval of the Chairperson.
- 5.4.3 Before termination of membership, the concerned member will be given an opportunity to present his case. On receipt of the notice for termination of membership, the member shall present his reply to the Committee, within 30 days.
- 5.4.5 The General Body of the Committee, after deliberating on the reply received from the member and if it is not satisfied with the reply, can give its decision on termination of his membership and depriving him of his eligibility for royalty free Nistar.
- 5.4.5 The concerned person can file an appeal with an officer of the rank of a Forest Ranger having territorial jurisdiction, within one month from the date of the order of the Committee, terminating his membership and depriving him royalty free Nistar.
- 5.4.6 The Range Officer shall pass his decision on the appeal within 15 days and inform the Divisional Forest Officer and the Secretary of the concerned Committee and the appellant.
- 5.4.7 On the request of the concerned person, the General Body of the Committee can restore his membership which was terminated through the above procedure, after one year of such termination.



## **Chapter 6**

### **Meetings of the Committee**

#### **A. General Body**

##### **6.1 Meetings**

- 6.1.1 All eligible voters shall be members of the General Body of the Committee. For this purpose, the Secretary of the Committee shall obtain copies of electoral rolls of the village from the concerned Divisional Forest Officer and keep it in the records of the Committee. The category wise description of the membership shall be maintained in the Membership Register of the Committee and the Secretary will also ensure that all villagers except ineligible persons as described in Para 4.9 become members of the Committee.
- 6.1.2 The General Body of the Committee shall have supreme powers with regard to the working of the Committee.
- 6.1.3 The General Body shall meet at least once in every 6 months.
- 6.1.4 The Chairperson of the Committee shall decide the date, time and place of the meeting of General Body and the same shall be announced by drum beat in the village at least 3 days before the scheduled date of the meeting, so that all members of the General Body are informed. Notices regarding the meeting shall also be displayed at all public places in the village.
- 6.1.5 The meetings shall be held in buildings of Panchayat, School or other Government/ Public places / building available in the village. Meeting shall not be organised at a private residence of any person.
- 6.1.6 While deciding on the date and time of the meeting it should be kept in mind that it is convenient for landless, small and marginal farmers and women to attend.
- 6.1.7 If any member of the Committee wants any matter to be discussed in the meeting, he will give notice of the subject to Chairperson/Vice Chairperson/ Secretary, at least one day before the meeting. At the time of notification of meeting by drum beat, all members will be intimated that if they want any matter to be discussed in the meeting, they should intimate the subject matter to Chairperson/Vice Chairperson/Secretary at least one day before the meeting.
- 6.1.8 At the beginning of the meeting of the General Body, all matters received up to one day before shall be discussed and the agenda will be finalized by consensus, which will contain matters to be discussed in the meeting that day. Thereafter, each item of agenda shall be thoroughly discussed and decisions taken by majority.
- 6.1.9 The decisions taken in the last General Body meeting shall also be ratified in the meeting.

- 6.1.10 Chairperson/Vice Chairperson/members of Executive Committee/members of the Committee, Office bearers or officers shall be personally responsible for loss, wasteful expenditure or misappropriation of cash or other property of the Committee in which he has been a partly or which has been caused by his inaction or gross negligence of his duties. Any amount which is required as a compensation for such loss, wasteful expenditure or misappropriation shall be recoverable from him. However, no recovery shall be started until the concerned person has been given a reasonable opportunity of hearing. If the concerned person does not pay the amount, the same shall be recovered and deposited in the funds of the committee.

## **6.2 Chairing the Meeting**

Normally the meeting of the General Body of the Committee shall be chaired by the Chairperson/Vice Chairperson of the Committee. However, in their absence, the members by general consensus, shall nominate any other member to chair the meeting. The first meeting of the General Body covered to elect the Chairperson/Vice Chairperson of the Committee shall be chaired by the Sarpanch of the Gram Sabha.

## **6.3 Maintenance of Register of the Meeting**

- 6.3.1 Proceedings of the meeting of General Body shall be recorded in a register as perform no.6.1 and it shall be signed by the Chairperson of the house and the Secretary/Assistant Secretary.
- 6.3.2 All registers related to the meeting shall be maintained by the Secretary/Assistant Secretary.

## **6.4 Quorum**

- 6.4.1 Presence of at least 30% of the member shall be compulsory for the quorum of the General Body.
- 6.4.2 If the quorum cannot be fulfilled within half an hour of scheduled time of the General Body meeting. The Meeting shall be deferred till the date, time and place declared by the Chairperson and the requirement of quorum will not be necessary for this deferred meeting. However, no subjects in addition those included in the agenda circulated before, shall be deliberated upon.
- 6.4.3 In the event of polling, each member shall be entitled to cast one vote. However, if for any issue equal votes are cast, then in that case the Chairperson shall have the right to cast the deciding vote.

## **B. Executive Committee**

## **6.5 Meetings**

- 6.5.1 Secretary shall inform all member of the Executive Committee about the time, date and place of the meeting of Executive Committee. Normally the notice of meeting

shall be issued at least 15 days prior to the date of the meeting. However, in exceptional circumstances, this period can be reduced.

- 6.5.2 Secretary shall also circulate the agenda of the Executive Committee to all its member along with the notice of the meeting or before the date of the meeting. In case the agenda is not circulated before the meeting, the issues of discussion shall be decided at the start of the meeting.
- 6.5.3 Issues raised by women members and their suggestions shall be given special attention during the meeting.
- 6.5.4 As far as possible, the date, time and place of the next meeting shall be decided before the end of each meeting of the Executive Committee.
- 6.5.5 All member of the Joint Forest Management committee shall be informed of the decisions taken in the meeting of the Executive Committee. It will be the responsibility of the Secretary that the decisions taken in the meeting are notified by displaying them in the office of the committee or on the notice board installed at a prominent place in the village. This should be done within 3 days of the completion of the meeting.
- 6.5.6 Executive Committee can take a collective decision in the meeting to entrust any member with any special task. The interest and concurrence of the member shall be considered while entrusting him with such a task.
- 6.5.7 The elections to the next Executive Committee shall be conducted as per procedure given in Para 4.1, in the last meeting of Executive Committee to be held in the last year of the tenure of Executive Committee. Such a meeting shall necessarily be convened 1 Month before the end of the term of Executive Committee.

## **6.6 Chairing the meeting**

Normally the meeting of the Executive Committee shall be chaired by the Chairperson of the committee and in his absence by the Vice Chairperson of the committee. In the absence of both of them, the members present shall select an Officiating Chairperson before the start of meeting, who will chair the meeting.

## **6.7 Maintenance of Register of the meeting**

- 6.7.1 Proceeding of the meeting shall be entered in the proceeding register (Format is shown in annexure 6.1). This will be the responsibility of the Secretary. After each meeting, the proceedings prepared as above shall be signed by the Chairperson, Secretary and all members present in that meeting

## **6.8 Quorum**

- 6.8.1 Presence of at least 50% of the members (01 Women Member) of the Executive Committee shall be compulsory for the quorum.





## **Chapter- 7**

### **Duties and Powers of Forest Officers**

#### **A. Duties**

For successful implementation of Joint Forest Management, the forest officers shall perform following duties:-

#### **7.1 Forest Guard** (In the event of being the Secretary to the Committee):

- 7.1.1 Organization of meetings at the village level for constitution of the Committee.
- 7.1.2 Maintenance of proceedings register of various meetings of the Committee and its accounts.
- 7.1.3 Assist the Chairperson of the Committee in preparation of Micro Plan and implementation of provisions of this plan.
- 7.1.4 Adjust the income in the accounts of the Committee on a regular basis.
- 7.1.5 Submit reports on the activities of the Committee to the Range Officer.
- 7.1.6 Get the Village Resource Development and forest works executed, vouchers of works prepared, these vouchers examined as per instructions. On examination of vouchers, get the payments done in the presence of Chairperson, after drawing the amount under joint signatures with Chairperson

#### **7.2 Forest Guard** (In the event of not being the Secretary to the Committee):

- 7.2.1 Guidance to the Secretary in maintenance of Accounts and other records.
- 7.2.2 Guidance to the Committee in preparation of Micro plan and Annual Action Plan and their implementation, especially on following issues:
  - 7.2.2.1 Works related to Silviculture and Regeneration.
  - 7.2.2.2 Grazing management.
  - 7.2.2.3 Fire management.
  - 7.2.2.4 Plantation.
  - 7.2.2.5 Nursery management.

#### **7.3 Range Assistant:**

On being the Secretary to the Committee, all duties mentioned in para 7.1 above.

- 7.3.1 Advise the Committee in execution of works in accordance with the spirit of Joint Forest Management and ensure performance accordingly.

- 7.3.2 Organise meetings of the Gram Sabha for formation of the Committee and inform the Range Officer about the outcome of such meetings.
- 7.3.3 Inspect the forest area to be allotted to the Committee and submit a report to the Range Officer regarding density of forests, site quality Executive Committee.
- 7.3.4 Review the works being executed by the Committee, inspect these works and submit a report to the Range Officer regarding quantity and quality of works.

#### **7.4 Forest Range Officer:**

- 7.4.1 Submit a report to the Sub Divisional Forest Officer regarding the density of forests, site quality etc. after inspection of the area to be allotted to the Committee. , estimates etc.
- 7.4.2 Provide guidance to the Committee in Forest and Village Development works to be executed and also provide technical assistance in preparation of Work Plan of such works.
- 7.4.3 Monitoring and evaluation of Forest and Village Development works being carried out by the Committee.
- 7.4.4 Examine the records of the Committee and ensure that the works are progressing in the right direction.
- 7.4.5 Compute the profit share to be distributed to the committee and submit budget proposal accordingly.
- 7.4.6 With a view to motivate the Committee, submit proposal for award/ reward to the Sub Divisional Forest Officer.
- 7.4.7 In the event of the Committee not executing the work satisfactorily or expressing inability/unwillingness to execute works in accordance with Micro Plan, get the works executed departmentally after approval of the Executive Committee.
- 7.4.8 Coordinate with the frontline staff of other development departments such as Rural Development, Water Resources, Fisheries, Horticulture, Agriculture, Janpad Panchayat etc.

#### **7.5 Sub Divisional Forest Officer:**

- 7.5.1 On finding a discrepancy between density, type, site quantity etc. of forests at the site and those shown in the Working Plan, submit a report to the Divisional Forest Officer in this regard, so that the type of the Committee to be constituted for such forest area, could be determined.
- 7.5.2 Advise the committee regarding Forest and Village Development Works.
- 7.5.3 Get the Micro Plan prepared and provide technical guidance to the committee in preparation of Annual Work Plan.

- 7.5.4 Inspect the Forest and Village Development works being executed by the Committee and provide technical guidance for their improvement.
- 7.5.5 Get the accounts of the committee audited and submit the audit report to the Divisional Forest Officer.
- 7.5.6 Identify the Committees doing outstanding works and submit proposals for reward/award to them to the superior office.
- 7.5.7 Motivate the committees towards Joint Forest Management by attending their General Body and Executive Committee meetings.
- 7.5.8 Check the calculation of the amount of profit share and share of compensation/penalty to be distributed to the Committees and accordingly submit the report to the Divisional Forest Officer.
- 7.5.9 Inquire in to complaints received against committee and its officials and if finding any irregularity, submit a proposal for its dissolution.

**7.6. Divisional Forest Officer/Director/Deputy Director:**

- 7.6.1 Register the Committees.
- 7.6.2 Get supervision of elections to the Committee & Executive Committee done.
- 7.6.3 Arrange for training of members of the Committee in preparation and execution of Micro Plan and arrange for providing technical assistance to them.
- 7.6.4 Make financial resources available for works included in Micro Plan as per para 8.3 and coordinate with other department for works shown in para 8.4
- 7.6.5 Assist the Committee in execution of their duties and monitoring and also assist them in resolution of their internal conflicts.
- 7.6.6 Monitoring and evaluation of the works done by the committee
- 7.6.7 Get the annual accounts of the committee audited as per instructions of the department.
- 7.6.8 Distribution of forest produce and other benefits from the areas allotted to the Committee, as per para 5.1.1 to 5.1.3
- 7.6.9 Ensure proper participation of the weaker sections of the committee, especially women in the decision meeting and profit share of the Committee
- 7.6.10 Sign or authorize an official to sign the Memorandum of Understanding with the Committee, on behalf of the Forest Department.

- 7.6.11 Coordinate with other Government Departments/Institutions for financial assistance to the Committee.
- 7.6.12 Apprise the senior office about the practical problems being experienced in the implementation of Joint Forest Management programs.
- 7.6.13 Inspect the works of Forest and Village Development being executed by the Committee and provide technical guidance to them with a view to bring about improvements in their quality.
- 7.6.14 Submit proposals to the superior office for reward/award of Committees doing outstanding work.
- 7.6.15 The assessment of the quality of works being executed by the Committee shall be done by the Divisional Forest Officer.

## **B. Powers**

### **7.7 Sub Divisional Forest Officer:**

- 7.7.1 Powers to remove Chairperson, Vice Chairperson and other office bearers of the Executive Committee of the Committee.
- 7.7.2 Power to recover amounts in cases of financial irregularities by Chairperson, Vice Chairperson and other office bearers of the Executive Committee of the Committee
- 7.7.3 Power to accept/reject the resignation of Chairperson/Vice Chairperson or a member.

### **7.8 Divisional Forest Officer:**

- 7.8.1 Decision of Areas of the Committee in accordance with para 2.3
- 7.8.2 Approval of Micro Plan.
- 7.8.3 If the committee fails to discharge its duties described in para 5.2 and fails to improve even after a written warning by the forest official, then the Divisional Forest Officer can dissolve the committee and terminate the Memorandum of Understanding. In such a situation, the members of the Committee shall lose their eligibility for profits mentioned in para 5.1
- 7.8.4 Unless otherwise mentioned in this handbook, the Divisional Forest Officer can delegate these powers to an office not below the rank of a Forest Ranger.
- 7.9 For the areas transferred to M.P. State Forest Development Corporation the same ranked officers and employees of the corporation shall hold the powers and duties mentioned above.



**Training to the Forest Guards**

## **Chapter- 8**

### **Micro Plan**

- 8.1 As soon as possible, after constitution of the Committee, a Micro Plan will be prepared with the participation of villagers. This plan shall cover the area of the village and forest area allocated to the committee. The plan shall have provision for forest management as well as village resource development. The micro plan will include works based on the possible availability of resources. The remaining works shall be shown in a separate annexure and prioritized. Agency of execution and possible sources of resources will also be shown against each work. The committee will submit the Micro Plan to the Divisional Forest Officer for approved. The Micro Plan will be approved after examining it from the technical and the legal angle.
- 8.2 The principles of management of Forest and Wild Life are laid out in the Working Plan/Management Plan of the forest area. The works to be taken up in area selected for the Committee shall conform to these principles. The Micro Plan will make sure that no existing acts/rules of Forest/ Wild Life Management are being violated.
- 8.3 State Government shall arrange for funds required for implementation of works to be taken up in the forest on the basis of this Micro Plan. Funds for such additional works which reduce dependence of villagers on forests and are linked to better management of forest resources shall be arranged by Forest Department and the Committee out of government funds, District Rural Development Agency, other Government Departments, Panchayats and other sources. However, the members of the Committee shall, as far as possible, contribute up to 25% of the funds required for implementation of these works as a labour component. The amount equivalent to this labour component shall be deposited in the account of the Committee out of the original provision of the plan. The committee shall use this amount to implement Village Resource Development Works.
- 8.4 Committee shall prepare the Micro Plan with the help of Forest Department and other Development Departments. Technical & Financial resources needed for implementation of Village Resource Development works included in the Micro Plan, shall be arranged from other Development Departments.
- 8.5 Such works of economic development as are appropriate from the ecological angle and are sustainable, shall be included in the Micro Plan on priority.
- 8.6 State Government will constitute a Coordination Committee in each district under the chairmanship of the Chairperson of Jila Panchayat's Standing Committee on forests. The Committee shall coordinate the village development works to be executed under the Micro Plan. The committee shall meet at least once in every 4 months. The Janpad Chairperson and all district level officers of the Development Departments will be its members. A district level forest officer nominated by the Chief Conservator of Forests shall be the member secretary of this Committee.





## **Chapter- 9**

### **Control and Monitoring of works of the committee**

#### **9.1 Inspection**

- 9.1.1 Concerned Beat Guard, Range Assistant, Range Officer, Sub Divisional Forest Officer and Divisional Forest Officer shall inspect the works of the committee from time to time. Officers of M.P. State Forest Development Corporation of similar rank shall inspect the works of the committees constituted in areas transferred to the Corporation.
- 9.1.2 The officials & the Secretary of the Committee shall be bound to provide all information and records demanded by the inspecting officer at the time of inspection.
- 9.1.3 The inspecting officer shall inspect the works related to illicit felling, encroachments, illicit grazing, illicit mining, poaching, fire protection and Forest and Village Development works in the areas allocated to the Committee. He will also ensure that the works of forest protection and Forest and Village resource developments are being executed according to the norms specified in this regard.

#### **9.2 Criteria for monitoring of works of the Committee by the forest officials**

Forest Officers (Officers of the M.P. State Forest Development Corporation for Committees constituted in areas transferred to the corporation) shall evaluate the Committee in the context of government resolution, on the basis of norms described hereinafter and shall declare a committee successful/unsuccessful based on the valuation done according to these norms only.

##### **9.2.1 Encroachments**

- The Committee shall be treated as unsuccessful if it fails to stop new encroachments (either by Committee members or by outsiders) in their area and is unable to evict then encroachers from areas allotted to it.
- The Committee shall be declared unsuccessful if its members encroach in the forest areas even outside the areas allocated to it.
- On the basis of the above, the registration of the Committee shall be cancelled and the Memorandum of Understanding also terminated.

##### **9.2.2 Protection of Forests**

- Commitment of the Committee in respect of regular patrolling of forests for their protection (based on Patrolling Register).
- Efforts of the Committee for prevention of forest offences in the forest areas allocated to it and the adjoining forest areas.

- The difference between the estimated outturn on the basis of the stumps detected during beat inspection of forest areas allotted to the Committee and the produce seized with the help of the Committee shall form the basis of such valuation.
- Informing the Department (Corporation for Committees constituted in areas transferred to the M. P. State Forest Development Corporation) regarding commission of forest offences and cooperation or otherwise of the Committee in controlling the forest offences.
- Involvement of Committee members in forest offences committed in the forest area allocated to it as well as in the forest areas located outside these areas.
- Efforts of the committee in controlling illicit mining.
- Controlling grazing in plantation areas and areas closed to grazing.
- In the event of members of the Committee not cooperating in forest protection, making no efforts to control forest offences, not informing the department timely regarding forest offences and not cooperating the department in prevention in such cases and involvement of members in forest offence cases in spite of being warned thrice by Divisional Forest Officer/any other officer authorized by him (Equivalent officers of Corporation for Committees constituted in the areas allotted to the M. P. State Forest Development Corporation), the Committee shall be declared unsuccessful, MOU with it terminated and registration cancelled.

### **9.2.3 Fire Protection**

- Situation of fire protection in the areas allocated to the Committee
- The efforts put in by the Committee in extinguishing fire detected in the areas allocated to it as well as adjoining forests and help provided to the Department (Corporation for Committees constituted in areas transferred to M. P. State Forest Development Corporation) by the Committee in fire protection.

### **9.2.4 Financial Irregularity**

If a financial irregularity in the forestry/non forestry works executed by the committee is established, the Committee will be treated as unsuccessful and action will be initiated for cancellation of registration and dissolution of the Committee.

## **9.3 Evaluation Certificate for the works of the Committee**

- 9.3.1 Range Assistant/Range Officer shall submit an annual report on evaluation of the works executed through the Committee to the Sub Divisional Forest Officer /Deputy Director in the prescribed format. For Committees constituted in the areas transferred to M. P. State Forest Development Corporation, these steps will be taken by equivalent officers of the Corporation (Forms 9.1 and 9.2)
- 9.3.2 Based on this report the Divisional Forest Officer (equivalent officer of the Corporation in cases of Committees constituted in areas transferred of M. P. State Forest Development Corporation) shall issue a certificate regarding the working of the Committee in form 9.3.

#### **9.4 Dissolution of Committee**

- 9.4.1 If any inspecting officer finds any irregularity or illegality in the works of the committee and finds the work of the committee unsuccessful on the basis of specified parameters, then he will submit a report to that effect to the superior officer immediately.
- 9.4.2 On the basis of the report of Sub Divisional Forest Officer (Equivalent officers of the Corporation for Committee constituted in areas transferred to M. P. State Forest Development Corporation) showing works executed by the committee not conforming to the norms and financial irregularity in these works, the Divisional Forest Officer (equivalent officer of the Corporation in case of Committees constituted in areas transferred of M. P. State Forest Development Corporation) shall begin the process of dissolution of the Committee and in this process, issue a "Show Cause Notice" to the Chairperson of the Committee. The time limit for reply to this Show Cause Notice shall be 30 days.
- 9.4.3 If a conciliatory and satisfactory reply to the "Show Cause Notice" is not received within the specified time limit (30 days), the Divisional Forest Officer (equivalent officer of the Corporation in case of Committees constituted in areas transferred of M. P. State Forest Development Corporation) shall issue orders of dissolution of the Committee.
- 9.4.4 Action for recovery of loss from person/persons responsible for the irregularity shall be initiated separately.

#### **9.5 Appeal**

The Committee can file an appeal against the order dissolution passed by the Divisional Forest Officer (equivalent officer of the Corporation in case of Committees constituted in areas transferred of M. P. State Forest Development Corporation) within 30 days of issue of such order to the Divisional level Federation of Chairpersons and the order of this Federation shall be final.

If any appeal against dissolution of the Committee and termination of Memorandum of Understanding (MOU) is pending with the Federation, then the Division level Federation shall nominate a sub-committee to hear such an appeal, which will have 10 members and the Chairperson chairing the meeting of the Federation shall also chair the sub-committee. The members of the sub-committee shall be nominated by the Chairperson. As far as possible, the nominated members shall be from Committees close to the dissolved Committee. Chairperson of at least one Committee from each Range shall be a member of the sub-committee, however, the Chairperson of the dissolved Committee cannot be a member of this sub-committee. A Sub Divisional Forest Officer (Territorial/Wild Life) posted at the headquarters of the Division shall be the Member Secretary of this sub-committee. The sub-committee shall give its decision on the appeal, received against the dissolution of the Committee by the Divisional Forest Officer, within 30 days of its formation. The decision by the sub-committee shall be deemed to be the decision of the Federation.

This Appellate Committee shall be a temporary committee, which will automatically stand dissolved after its decision on the appeal.

## **9.6 Divisional Level Federation**

- 9.6.1 A Divisional Level Federation of Chairpersons of the committees formed within the Divisional shall be constituted.
- 9.6.2 Chairpersons of 10 selected Committees of each Forest Range in the Division shall be members of this Federation. For this purpose the Divisional Forest Officer (equivalent officer of the Corporation in case of Committees constituted in areas transferred of M. P. State Forest Development Corporation) shall select the Committee.
- 9.6.3 Each Joint Forest Management Committee shall have to pay an annual fee of Rs. 500/- for membership of the Federation. This amount can be paid out of the amount available to the Committee in their Committee Account. The Federation will have a separate bank account for its meeting expenses and other contingent expenses. This account will be operated by the Divisional Forest Officer for works approved in the meeting of the Federation.
- 9.6.4 The Federation shall meet a once in 3 months. All members of the Federation shall be invited to this meeting and one of the members attending such a meeting shall, by consensus, be nominated to chair the meeting. In case nomination by consensus is not possible, Chairperson will be elected by majority. The Chairperson, thus selected, shall have the tenure of one year. The Chairperson of the District Federation shall be nominated/elected for one year from each range by rotation.
- 9.6.5 As far as possible, these meetings will be organised in the Eco Centres located in the Division. An expenditure up to a maximum limit of Rs. 50/- per attending member per meeting can be incurred on organisation of such meetings, with the permission of the Federation. Bus fare or train fare for second class and an honorarium at the rate of Rs. 50/-per meeting shall be payable to the Chairpersons of the Committees attending such meetings. This amount will be paid by the concerned Committee out he amount available in its Committee Account.
- 9.6.5 Divisional Forest Officer (Territorial/ Wild Life) (equivalent officer of the Corporation in case of Committees constituted in areas transferred of M. P. State Forest Development Corporation) shall be the Member Secretary of this Federation.
- 9.6.5 A minimum of 30% members shall form the Quorum for the meeting.

## **9.7 Duties of the Divisional Level Federation**

- 9.7.1 Appeal against the order of dissolution of the Committee and termination of MOU passed by the Divisional Forest Officer (equivalent officer of the Corporation in case of Committees constituted in areas transferred of M. P. State Forest Development Corporation) can be filed with the Federation. In respect to such an appeal, the decision of the Federation shall be final.

- 9.7.2 Ratify decision of previous meeting.
- 9.7.3 Develop cooperation and coordination among different Joint Forest Management Committees within the Division.
- 9.7.4 Ensure maximum possible profit from marketing of Minor Forest Produce, Timber and Bamboo by implementing a comprehensive policy for sustainable production & development of these produce occurring in the areas of the Committee.
- 9.7.5 Examining their accounts of the development fund of Committees and provide guidance for its utilization.
- 9.7.6 Review of Forest and Village Development Works in its meeting.



## **Chapter- 10**

### **Financial Management**

Empowering the Committees financially, providing financial resources for execution of Micro Plan and distribution of profits have been provided for in the Government Resolution of October 22, 2001. Funds for protection, village resource development and other works have also been provided under M. P. Forestry Project and other schemes of Forest department and other departments. In the light of instructions issued from time to time and provisions contained in the above Resolution, a need was felt for issuing fresh instructions for accounts of the Committees, which should be strong, simple and transparent. Therefore, for easy and robust financial management of the committees, following procedure is prescribed.

#### **10.1 Bank Account of the Committee:**

10.1.1 There could be two main sources of income of the Committees. Firstly, where the Committees receives grant for a specific work or where it receives an amount in the form of a contract which will have to be spent on the specific work. Such an amount will be kept in the form of Village Resource and Forest Development funds. A separate Bank A/c shall be opened for this amount and this account shall be called "Development Account".

10.1.2 The second account shall be in the form of "Committee Account". The Committee shall have complete freedom to spend from this account. For this purpose, a separate account, called "Committee Account" shall be opened in the Bank.

#### **10.2 Sources of Income to the Committees:**

The Committees shall be receiving funds from various sources and for various purposes. These can be divided into 2 categories on the basis of the above mentioned accounts (into which they will be deposited).

##### **10.2.1 Development Account**

Amount received from Forest Department/District Rural Development Agency/Other Government and Semi-Government Institutions for community works like-

- Plantation, regeneration, protection and exploitation works.
- Construction works (Road, Culverts, buildings etc.)
- Tanks, hand pumps, tube wells etc.
- Fire protection
- Watch and ward of forests and plantation areas
- Watch and ward of Nistar Depots
- Forest village development works
- Afforestation works under National Afforestation Project
- Grant received from Forest Department/ other Government, Semi-Government institutions for protection and maintenance of forestry works.

### **10.2.2 Committee Account**

- 50% of the profit from the final felling by the department, which is to be distributed among the Committee members.
- Amount received from disposal of other forest produce like grass, lantana etc.
- Amount remaining after expenditure out of that received from Forest Department for exploitation works to be carried out through the Committee.
- Income to the Committee in the form of shramdaan in Forest development works, construction works like road, building, culvert construction and other works, executed under implementation of Micro Plan.
- Loan received from banking/other financial institutions (for works) which is to be repaid by the Committee.
- Amount received from the Forest Department in the past for protection and maintenance works.
- Amount received by the Committee in the form of Compensation/Fine for the help in apprehending the offender involved in forest offence.
- Interest on amount deposited in the accounts.
- Amount received for collection and trade of minor forest produce.
- Any other amount remaining with the Committee.
- Principal and interest of loan repayment.

### **10.3 Particulars of expenditure to be done by the Committee**

Just like the income, the expenditure can also be divided into 2 categories depending on its purpose.

#### **10.3.1 Village Resource and Forest Development (Development Account)**

- The amount received under this head shall be spent on the works for which it has been received.

#### **10.3.2 Other Expenses (Committee Account)**

- Distribution of profit share to the members.
- Loan for self-employment.
- Payment of labour and materials for construction/forestry works taken up by the Committee on its own and out of funds from Committee Account.
- Payment for purchase and god owning etc. of Minor Forest Produce.
- Disbursement of loan to members.
- Disbursement of loan to other Committees.
- Expenses on equipment/materials purchased by the Committee.
- Travelling allowance etc. being paid to Committee members.
- Expenses on maintenance of village resources and other contingent expenses.

## **10.4 Documents to be maintained by the Committee**

### **10.4.1 Cash Book**

Separate cash books shall be maintained for each of the two accounts operated by the committee. The cash book shall be maintained in Accounts Form 10.1

- The amount available at the beginning of the month both in Bank A/c and in cash shall be shown at the beginning of the cash book.
- Details of Receipts and Expenditure during the month shall be shown separately.
- Name of the work for which an amount is received, Cheque number and date and the institution/department which is the source of the amount shall be shown in the cash book.
- Ledger page number and the purpose for which the amount is spent shall be shown in the cash book and the related ledger page will also have the details of work and expenditure.
- At the end of the month, the amount available in Bank A/c and in cash shall be tallied with the book balance at the end of the month after accounting for opening balance, receipts and expenses during the month. The Chairperson and the Secretary shall record a certificate to that effect.
- The interest earned on amount in the Bank shall be entered at the appropriate place in the pass book and cash book.

### **10.4.2 Ledger**

Separate ledgers shall be maintained for Village Resource Development Account and Committee Account. The format of ledger is given in Accounts Form 10.2. All transactions shall be entered in these ledgers.

- The details of amount received for a particular work and the amount spent as per cash book shall be shown in the ledger
- After completion of a work, the figures of total amount received, total amount spent and the balance amount shall be entered at the end of the Ledger Page. This will help in preparation of Completion Report and Utilization Certificate.

### **10.4.3. Loan Ledger**

This ledger shall be maintained for keeping an account of loan advanced to beneficiaries and self-help groups. The format is shown in Accounts Form 10.3

- The loan ledger shall be prepared for each beneficiary.
- The period of loan advanced to each beneficiary shall be mentioned.
- Recovery for each month shall be entered mentioning the page number of cash book and the acknowledgement of the amount recovered shall be given through Money Receipt. Details of Money Receipt shall also be entered in the Ledger.
- Interest will be calculated at the end of the duration of Loan and if the recovery of interest cannot be completed within the specified period, the balance amount of interest, if any shall be shown as a fresh loan. A new loan shall not be sanctioned until the previous loan has been completely recovered.



#### **10.4.4 Assets Register**

Details of all works executed and all equipment/items acquired by the committee shall be maintained in Assets Register. Separate registers shall be maintained for assets acquired from funds of each accounts. Details, year of construction/acquisition, cost, measurements, amount given and source, technical details, make etc. shall be mentioned for each asset. This will be verified by the Chairperson and the Secretary and inspecting officers shall enter their remarks in the Assets Register.

- On complete utilization of a perishable item, a note to that effect shall be entered in the register. On transfer of works completed or equipment/items purchased by the Committee to the Panchayats, a note to that effect shall be recorded in the Register.

#### **10.4.5 Money Receipt Book**

The Committee shall issue Money Receipts for all amounts received by it and this will be applicable to both the accounts. This will be issued in Accounts Form 10.4 and in triplicate. The first copy will be given to the person/institution paying the amount, the second copy will accompany the voucher and the third copy will remain in the book as counterfoil.

#### **10.4.6 Voucher**

The Committee shall prepare a voucher for the amount disbursed (Accounts Form 10.5). Name of the sanctioned work/head of account, description of the work and names of labourers or other payee shall be mentioned on the vouchers. Complete details of each voucher along with the Voucher number and date shall be entered in the Cash Book as well as in the Ledger. All vouchers shall be kept safe. For works being executed by the committee out of funds received from Forest Department or other departments/institutions, Utilisation Certificates and Completion Reports, in the formats prescribed by these departments/institutions, shall be submitted to them and a copy kept in the records of the Committee. Entries of Utilisation Certificates and Completion Reports shall be made on vouchers of such works.

#### **10.4.7 Agreement of the Beneficiary**

The Beneficiary shall submit the application for loan in the prescribed format. On this application loan will be sanctioned, on approval by the Committee (Accounts Form 10.6). An agreement will be executed between the committee and the member (the beneficiary) for transactions related to this loan (Accounts Form 10.7).

#### **10.4.8 Recovery Notice**

Recovery notice can be issued for repayment of loan disbursed by the Committee to its member (Accounts Form 10.8).

#### **10.4.9 Monthly return of receipt and disbursal by the Committee**

A progress report jointly signed by the Chairperson and the Secretary, for amounts received into and that disbursed from Development Account shall have to be submitted to the Forest Ranger every month (Accounts Form 10.9).

10.4.10 The progress report of Receipts and Disbursement with regard to the committee account will shall be submitted to Forest Ranger once at the end of the year.

#### **10.4.11 Contract**

If the committee resolves to execute any specific work on its own, the authorized officer can entrust such the work to the Committee on contract on the basis of Financial Rules. This contract can be of following nature.

- A. Between the Committee and the Forest Department for exploitation in coupes of the Production Division
- B. Between the Committee and the Forest Department for Village Resource Development like constriction of roads, tanks, buildings etc. and Forestry works like plantations, Rehabilitation of degraded forests, medicinal plantations etc.
- C. Contract for organizing workshops and trainings
- D. Any other work.

- For any contract the estimate and exploitation scheme will have to be prepared, based can this rates sanctioned for that year by the Officer in Charge of the Circle. Works of construction shall be based on the current CSR rates prevalent in the Rural Engineering Services. Such on estimate shall be prepared by the Committee with the help of the Forest department and submitted to the Divisional Forest Officer.
- The General Body of the Committee shall also pass a resolution that the Committee agrees to execute these works in accordance with the conditions of contract.
- The technical and administrative approvals of the work will have to be issued by the competent authority under the relevant financial rules.
- After the administrative approval, a contract in the specified format shall be executed between the Chairperson and Secretary on behalf of the Committee and a liaison officer nominated by the Divisional Forest Officer, on behalf of the Forest Department. The contract shall be approved by the Divisional Forest Officer.
- **Contract for Exploitation**  
If a committee passes a resolution to take up exploitation in coupe/ coupes falling in the forest areas allocated to it, then it will have to execute on agreement in the prescribed format (Accounts Form 10.11) with the Forest Department. The Forest Department will make the necessary funds available to the Committee for the works to be carried out according to the condition of the contract and the Committee will have to keep account of these funds in the Development Account.

- The Committee shall maintain all records and registers prescribed for exploitation works and measurement book etc. for construction works. The Forest Department shall provide all help in this.
- On violation of the conditions of the contract, the Divisional Forest Officer can terminate the contract on recommendation of the Sub Divisional Forest Officer. However, before taking such a decision, a written show cause notice will have to be issued to the Committee.
- **Contract for other works**  
If a committee passes a resolution to take up Village Resources Development, Forest Development, workshop and training or any other work within its jurisdiction, then it will have to execute a contract with the Forest Department in the prescribed format (Accounts Form 10.12). The committee can execute such works as per the conditions of this contract, after sanction under the financial rules by the Competent Authority. The accounts of such works shall be maintained in the Development Account.

## **10.5 Drawal of amount from the accounts of the Committee**

### **10.5.1 Development Account**

- An amount in excess of Rs.10000/- cannot be drawn from this account at a time. The second drawal for any work shall be done only after utilization of the amount drawn before.
- An amount in excess of this limit but not more than RS 25000/- can be drawn under authorization from Range Officer.
- The cheque shall be issued with the joint signature Chairperson and the Secretary and after countersignature ion by the RO.
- The above prescribed limits on drawal shall not be applicable to the Account Payee cheque for transfer of income earned in the form of Shramdaan by the Committee, to the Committee Account.

### **10.5.2 Committee Account**

- Drawal from this account can be done only for works approved by the Executive Committee of the Committee.
- An amount in excess of Rs.5000/- cannot be drawn from this account at a time
- The cheque shall be issued with the joint signature of the Chairperson and the Secretary.
- An amount in excess of Rs.5000/- but not more than Rs.25000/- can be drawn with the approval of the Executive Committee.

## **10.6 Audit**

- 10.6.1 Dev. Account shall be audited by any agency specified by the State Government.

10.6.2 The social audit of the Committee Account shall be done according to the approval given by the General Body of the Committee.

- All committee shall have to place the details of Receipts and Disbursal from the Committee Account before the General Body by Nirakh-Parakh method and seek its approval.



\* \* \* \* \*

**PART- 2**

**ANNEXURES**

### Details of the Area of Society

Forest Officer of the rank of Range Assistant shall, after inspecting the area on the basis of the departmental map, ascertain the zone in which the forest area will be categorised. For this, information will be collected on following points:

- 01 Name of Division -----  
 02 Range -----  
 03 Range Asstt. Circle -----  
 04 Beat -----  
 05 Villages proposed for society -----  
 06 Compartment No. and area of the nearest forests within 5 km of the boundary of the village.

S.No.	Forest Block	Comptt. No.	Reserved/Protected	Area (in Ha.)

- 07 Crop C  
 (a) Type of Forest(Teak/Sal/Mixed) -----  
 (b) Site Quality (I/II/III/IVA/IVB) -----  
 (c) Average Density (0 to 0.4) or -----  
 (more than 0.4)  
 08 Stock map is enclosed  
 09 The type of Society based on the nature of forest area (Village Forest Committee/Forest Protection Committee/Eco Development Committees) -----  
 -----

Range Assistant

Proposed-----Circle

Range Officer

Approved

-----Range

Sub Divisional Forest Officer

-----Sub Division

**Application form for Registration of Village Forest/Forest Protection/Eco  
Development Committee**

No.

Date

To

Divisional Forest Officer/Director

Territorial/Wildlife

Division/ National Park -----

Through: Sub Divisional Forest Officer -----

Sub.: Regarding registration of Village Forest/Forest Protection/Eco Development Committee

In a meeting organised on ----- at village ----- Forest Beat -----  
under Range -----, villagers have taken a collective decision to constitute a  
committee for protection and development of forests under Joint Forest Management. As per  
electoral rolls of the village, there are ----- voters in the villages, out of which -----  
people have expressed willingness for constitution of the committee.

Therefore, on behalf of the villagers, it is requested that a Village Forest/Forest  
Protection/Eco Development Committee be constituted in the village and a certificate to that  
effect issued. Details regarding area of the committee and copies of related maps are enclosed,  
herewith.

Encl.

01 Form showing details of the area of the committee (Form -4)

02 Map of the area

03 Form for constitution of the committee (Form-3)

Range Officer

-----Range

-----Division

Endt No.

Date

Copy forwarded to:

Range Assistant----- circle, with reference to his letter No.-----

Dated-----for information

Range Officer

-----Range-----

-----Division

First meeting will be organised by the forest staff in the village where Village Forest/Forest  
Protection/Eco Development Committee is proposed to be constituted. In the meeting the  
villagers will be given information on Joint Forest Management and the Sankalp of the  
government will be read. The information of this meeting will be submitted by the Range  
Assistant to the Range Officer:-

## Format for the first meeting organised for introducing the concept of Joint Forest Management

01 Division -----  
02 Range -----  
03 Range Assistant Circle -----  
04 Beat -----  
05 Village -----  
06 Gram Panchayat -----  
07 No. of adult villagers -----  
present in the meeting.

Male-----  
Female-----

08- Opinion of the villagers regarding constitution of the committee, in brief -----  
-----  
-----

09- Brief description of opinion of the forest officer present in the meeting -----  
-----  
-----

Range Assistant  
----- Circle  
----- Range



**Format of the application to be given by the villagers after a consensus to  
constitute a committee**

To

The Range Officer

----- Range

Through: Range Assistant-----

Subject: Application for constitution of committee in village Forest/Forest Protection/Eco  
Development Committee in village-----.

This is to bring to your kind notice that on -----the forest officer  
informed us about the objectives of Joint Forest Management. We the residents of village -----  
-----voluntarily want to be associated with the protection, development and  
management of forests.

Kindly take necessary action to constitute Village Forest/Forest Protection/Eco Development  
Committee in our village.

Date -----

S.No.	Name of the villager	Father's/Husband's Name	Signature
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

**Office of the Range Officer-----Range -----Division**  
No. ----- Dated-----

A meeting will be organised by me/Shri ----- Range Assistant -----  
-----in the village ----- on -----(date) at -----  
AM/PM. Kindly inform villagers to attend it in large numbers.

Range Officer

-----Range

Note: This application will be handed over personally by the villagers to the Range Officer and  
the Range Officer, in turn, shall mark the date and time of the meeting to be organised in  
the village , on the second coy of the application.

**Form 3.3**

To,  
The Range Officer  
----- Range

Subject: Registration of the committee

Today on ----- (date), I organised a meeting in regard to Joint Forest Management in the village----- . In the meeting, the villagers present and shown in the enclosed list unanimously decided to constitute the Village Forest/Forest Protection/Eco Development Committee in the village. Kindly take action to register the committee.

The details of members of the committee and other information is as under:

01	Range	-----
02	Range Assistant Circle	-----
04	Beat	-----
05	Village	-----
06	Gram Panchayat	-----
07	Police Station	-----
08	Tehsil	-----
09	District	-----

	S.C	S.T.	O.B.C.	General	Total
<b>Total no. of eligible voters in the village:</b>					
A Male					
B Female					
<b>No. of villagers present in the meeting:</b>					
A Male					
B Female					

People's representatives attending the meeting (Sarpanch/Panch/janpad member/others)

1	2	3	4
Committee proposed to be constituted (VFC/FPC/ EDC) -----			

Range Assistant

----- Circle

----- Range

List of eligible voters present in the meeting

S. NO.	Name of the eligible voter present	Signature
01		
02		
03		
04		
05		
06		
07		
08		
09		

**Registration Certificate of Village Forest Committee/Forest Protection  
Committee/Eco Development Committee**

**Forest Department, Govt. of Madhya Pradesh**

**Registration No. -----Date-----**

It is hereby certified that Village Forest Committee/Forest Protection Committee/Eco Development Committee is constituted in the village -----Beat-----  
-----Tehsil-----District-----under the Govt. Resolution no. F/16-4-91-Ten-2, dated October 22, 2001.

Village Forest Committee/Forest Protection Committee/Eco Development Committee and Forest Division ----- shall be jointly responsible ensuring implementation of provisions contained in the above mentioned Govt. Resolution. The jurisdiction of the committee shall be the forest area of beat-----as described below.

S.No.	Forest Bloc	Compartment No.	Reserved/Protected	Area

This certificate is issued this day ----- month ----- year -----.

Divisional

Forest Officer

-----Division

Office of the D.F.O.

----- (Territorial/Wildlife)

No. -----

Date -----

Copy forwarded to :

- 01 Chief Conservator of forests ----- Circle for information.
- 02 District Collector ----- District for information.
- 03 Superintendent of Police ----- for information.
- 04 Sub Divisional Forest Officer ----- for information and necessary action.
- 05 Range Officer ----- for information and necessary action.

Divisional

Forest Officer

-----Division

**Membership Register of the Committee**

**Forest Protection/Village Forest/Eco Development Committee** -----

Village ----- Tehsil ----- Range -----

Division ----- District -----

S. No.	Date	Name of member	Father's/Husband's Name	Caste	Female /Male	Date of birth	Age	Profession	Money Receipt No. & Date for Membership Fee	Signature	Remarks

### **Memorandum of Understanding between the Forest Department and Village Forest Committees for Joint Forest Management**

An agreement was reached between Village Forest Committee (hereinafter called "Committee") constituted as per procedure described in M. P. Government Resolution no. F16-4-91-Ten-2 dated October 2001(hereinafter called the "Resolution") by the villagers of village ----- under Forest Division ----- in district ----- of Madhya Pradesh, which shall include the Executive Committee and its members and which also means its successor Committee and Officer in Charge of the Forest Division (hereinafter called the Forest Officer) on behalf of Government of Madhya Pradesh, which also means his successor Forest Officer, for protection, rehabilitation and management of the specified forest areas, and

They mutually agreed to implement the Micro Plan for Forest Management and Village Resource Development jointly prepared by the Committee and the Forest Department and approved by the Forest Officer, which contains details of programmes for protection, management and development of forest areas and also description of equitable distribution of products and services obtained from allocated forest areas and public resources of the village, and

The Committee agreed, by passing a written resolution, to take up the responsibility of management and protection of forest area and Village resource Development, in the manner specified in the Micro Plan and for equitable distribution of profit share/concessions among villagers. As a result M. P. Forest Department and the Committee have agreed on the following memorandum of mutual understanding and consequently, this agreement is executed under following conditions:

1. With regard to its Constitution, working, powers, duties and benefits ,the Committee agrees to act in accordance with the M.P. Government Resolution F 16-4-91-Ten-2, dated October 22,2001 and relevant Government orders and instructions.
2. The Committees agrees to provide all necessary assistance to the Forest Officer in selection of forest area to be allotted to it for forest management so that there is no dispute regarding areas of common use of nearby villages or Committees and area to be assigned to the Committee for management is free from any controversy. This is subject to the condition that the Forest Officer shall assign the area in consultation with the Committee.
3. The Committee agrees to the proposal of preparation of a Micro Plan by the villagers with the assistance of Forest Department taking into account the guidelines of the Government, prevalent legal provisions and technical principles.
4. The principles of management of Forest and Wild Life are laid out in the Working Plan/Management Plan of the forest area. The works to be taken up in area selected for the Committee shall conform to these principles. The Micro Plan will make sure that no existing acts/rules of Forest/ Wild Life Management are being violated. The Committees agrees to the above proposal.

5. Funds required for implementation of works to be taken up in the forest area on the basis of the Micro Plan as well as Funds for such additional works which reduce dependence of villagers on forests shall, as far as possible, be arranged by Forest Department. The proposal to entrust the Committee with responsibility of obtaining funds for non-forestry works from District Rural Development Agency, other Government Departments, Panchayats and other sources is acceptable to the Committee provided the Forest Department extends all possible help to Committee in this regard. The proposals submitted by the Committee for Village development shall be forwarded by the Forest Officer to the concerned department along with his comments/recommendations.
6. The Committee agrees to the proposal of members making some contribution as a labour component in the works contained in the Micro Plan. The quantum of this contribution shall be decided by the Committee itself through a resolution taking into account period of work, amount available for the work etc. However, this contribution of labour component by the villagers shall be limited to a maximum of 25%.
7. The Committee agrees to protect the forests from fire, illicit grazing, illicit felling, illicit transport, illicit mining, encroachments and poaching and shall help forest department in this.
8. The Committee agrees to pass the information regarding individuals or people engaged in harming the wild animals and forests or those engaged in illegal activities on to the Forest Department.
9. The Committee agrees to help forest employees in apprehending the offenders and provide all possible assistance in protecting the seized produce etc.
10. The Committee also agrees to arrange for keeping the accounts of income and expenditure out of the funds from various sources and also to get the audit done by the agency assigned by the Forest Officer.
11. The Committee takes up the responsibility for making arrangements for maintenance of records specified for the Committee regularly and in prescribed formats.
12. The Committee agrees to follow the proposal, as per procedure laid down by the Government, of depositing in the account of the committee 50% of the amount of compensation/Penalty recovered from the offender of forest offence apprehended with the assistance of the Committee, after compounding or decision of the court.
13. The provisions of para 12.1 of the Resolution regarding rights and those of para 12.2 regarding duties entrusted to the Forest Officer regarding approval of the Micro Plan, distribution of forest produce and other benefits , are acceptable to the Committee.

14. The Committee agrees to rectify the shortcomings found during review of its works by the Forest Officer.
15. The Forest Department shall not be responsible for any loss in any of the works related to implementation of the Micro Plan and no claim of any sort can be presented against Forest Department. The Committee agree to this.
16. It will be the responsibility of the Committee that the distribution of products and services generated as a result of implementation the Micro Plan among its members is done in an equitable manner. If the Forest Officer points out any mismanagement or irregularity in the equitable distribution of profit, then the Committee agrees to implement the necessary corrections/improvements suggested by the Forest Officer. The Committee also agrees to follow all instructions issued by the Government or the Forest Officer in this regard.
17. If at the end of every financial year, the Forest Officer is satisfied that, in the present circumstances, the Committee has successfully executed the work of protection of degraded forest and implementation of the Micro Plan, then he will issue a certificate to that effect to the Village Forest Committee every year. On issue of such a certificate, all the members shall become eligible to get, through the Committee, the following facilities and benefits.

#### **Rights:**

On doing the Joint Forest Management works to the satisfaction of District Level Forest Officer, the Committee will be entitled to benefits as under:

- (1) Families of all committees shall be entitled to royalty free nistar, subject to availability, after deducting only the exploitation expenditure.
- (2) The Committee shall be provided 100% forest produce obtained from thinning of timber coupes and clump-cleaning in degraded bamboo forests from time to time as per provisions of the Micro Plan/Working Plan, after recovering the exploitation expenditure.
- (3) On implementation of plantation in open/degraded forest area/rehabilitation of degraded forests/pasture development work in the area allotted to the Village Forest Committee, 100% of the value of forest produce obtained from final felling in the area protected, treated and planted as above, shall be distributed to the Committee, after deducting the exploitation expenditure. The calculation of value for this purpose will be based on the weighted average of the price of timber/bamboo received in the depot associated with the particular coupe. The proportion of profit share to be distributed, its calculation and all other arrangements shall be subject to changes as per instructions/orders issued by the State Government from time to time.

- (4) 80% of the profit out of main felling of timber, in any year, shall be distributed to the committee in part / whole of whose allotted forest area main fellings have been carried out in that year. At least 25% of this amount shall be utilized in forest development works by the committee. Committee shall use the amount with the approval of the General Body. The balance 20% shall be spent in accordance with the guidelines issued in this regard by the Government. The arrangement described above shall be liable for change subject to the instructions issued by the Government from time to time.
- (5) Rights of the committee with regard to minor forest produce shall be in accordance with decisions of Government of M.P. from time to time, and provisions of Panchayats (Extension to Scheduled Areas) Act, 1996.
- (6) If the committee assists in apprehending the offender in a forest offence detected in the area of the committee, then 50% of the amount of compensation/Penalty recovered from the offender, after compounding or decision of the court, shall be deposited in the account of the committee. Such amount shall be used for village development only.
18. Action as per relevant rules will be taken against person/persons responsible for fire, illicit grazing, illicit transportation, illicit mining, hunting and encroachment.
19. If the committee fails to discharge its duties described above and fails to improve even after a written warning by the forest official, then the Divisional Forest Officer can dissolve the committee and terminate the Memorandum of Understanding. In such a situation, the members of the Committee shall lose their eligibility for any profit mentioned above.

**Appeal:**

- (1) In case of any disagreement or dispute between the two parties, concerning either the interpretation of this agreement or any condition thereof, any party can present his position before the Officer in Charge of the Forest Circle, whose decision shall be final and binding on both the parties.
- (2) Appeal against the order of dissolution of the Committee and termination of MOU passed by the Divisional Forest Officer can be filed with the Divisional Level Federation.
- (3) In respect of such an appeal, the decision of the Federation shall be final and binding on both the parties.



## Memorandum of Understanding

We are aware that the profits mentioned in this agreement shall be available to the Village Forest Committee only when it discharges its duties, responsibilities and works in a satisfactory manner and this is certified by the Forest Officer every year. However, if the Forest Officer fails to fulfill conditions mentioned in para 3 and 5 of this agreement and this is a cause for the Committee not able to discharge its responsibilities and works, then it will be kept in mind while evaluating the works of the Committee every year.

I -----, Chairperson, Village Forest Committee-----  
-----, declare on behalf of the committee, that I am committed to follow all the conditions mentioned in this memo and am signing this memo after reading/understanding all conditions mentioned herein, literally and in their original meaning.

(Name and Signature of the  
Chairperson  
On behalf of the Village  
Forest Committee ----  
-----)

Witnesses:

- 1.
- 2.

I ----- undertake, on behalf of the Forest Department, to implement all duties/responsibilities of the Forest Department mentioned in this memorandum.

(Name and Signature  
of the Divisional  
Forest Officer  
or  
the officer authorised  
by him, on behalf of  
the Forest  
Department)

Witnesses:

- 1.
- 2.

Date

Place

### **Memorandum of Understanding between the Forest Department and Forest Protection Committee for Joint Forest Management**

An agreement was reached between Forest Protection Committee (hereinafter called "Committee") constituted as per procedure described in M. P. Government Resolution no. F16-4-91-Ten-2 dated October 2001(hereinafter called the "Resolution") by the villagers of village ----- under Forest Division ----- in district ----- of Madhya Pradesh, which shall include the Executive Committee and its members and which also means its successor Committee and Officer in Charge of the Forest Division (hereinafter called the Forest Officer) on behalf of Government of Madhya Pradesh, which also means his successor Forest Officer, for protection, rehabilitation and management of the specified forest areas, and

They mutually agreed to implement the Micro Plan for Forest Management and Village Resource Development jointly prepared by the Committee and the Forest Department and approved by the Forest Officer, which contains details of programmes for protection, management and development of forest areas and also description of equitable distribution of products and services obtained from allocated forest areas and public resources of the village, and

The Committee agreed, by passing a written resolution, to take up the responsibility of management and protection of forest area and Village resource Development, in the manner specified in the Micro Plan and for equitable distribution of profit share/concessions among villagers. As a result M. P. Forest Department and the Committee have agreed on the following memorandum of mutual understanding and consequently, this agreement is executed under following conditions:

1. With regard to its Constitution, working, powers, duties and benefits ,the Committee agrees to act in accordance with the M.P. Government Resolution F 16-4-91-Ten-2, dated October 22,2001 and relevant Government orders and instructions.
2. The Committees agrees to provide all necessary assistance to the Forest Officer in selection of forest area to be allotted to it for forest management so that there is no dispute regarding areas of common use of nearby villages or Committees and area to be assigned to the Committee for management is free from any controversy. This is subject to the condition that the Forest Officer shall assign the area in consultation with the Committee.
3. The Committee agrees to the proposal of preparation of a Micro Plan by the villagers with the assistance of Forest Department taking into account the guidelines of the Government, prevalent legal provisions and technical principles.
4. The principles of management of Forest and Wild Life are laid out in the Working Plan/Management Plan of the forest area. The works to be taken up in area selected for the Committee shall conform to these principles. The Micro Plan will make sure that no existing acts/rules of Forest/ Wild Life Management are being violated. The Committees agrees to the above proposal.

5. Funds required for implementation of works to be taken up in the forest area on the basis of the Micro Plan as well as Funds for such additional works which reduce dependence of villagers on forests shall, as far as possible, be arranged by Forest Department. The proposal to entrust the Committee with responsibility of obtaining funds for non-forestry works from District Rural Development Agency, other Government Departments, Panchayats and other sources is acceptable to the Committee provided the Forest Department extends all possible help to Committee in this regard. The proposals submitted by the Committee for Village development shall be forwarded by the Forest Officer to the concerned department along with his comments/recommendations.
6. The Committee agrees to the proposal of members making some contribution as a labour component in the works contained in the Micro Plan. The quantum of this contribution shall be decided by the Committee itself through a resolution taking into account period of work, amount available for the work etc. However, this contribution of labour component by the villagers shall be limited to a maximum of 25%.
7. The Committee agrees to protect the forests from fire, illicit grazing, illicit felling, illicit transport, illicit mining, encroachments and poaching and shall help forest department in this.
8. The Committee agrees to pass the information regarding individuals or people engaged in harming the wild animals and forests or those engaged in illegal activities on to the Forest Department.
9. The Committee agrees to help forest employees in apprehending the offenders and provide all possible assistance in protecting the seized produce etc.
10. The Committee also agrees to arrange for keeping the accounts of income and expenditure out of the funds from various sources and also to get the audit done by the agency assigned by the Forest Officer.
11. The Committee takes up the responsibility for making arrangements for maintenance of records specified for the Committee regularly and in prescribed formats.
12. The Committee agrees to follow the proposal, as per procedure laid down by the Government, of depositing in the account of the committee 50% of the amount of compensation/Penalty recovered from the offender of forest offence apprehended with the assistance of the Committee, after compounding or decision of the court.
13. The provisions of para 12.1 of the Resolution regarding rights and those of para 12.2 regarding duties entrusted to the Forest Officer regarding approval of the Micro Plan, distribution of forest produce and other benefits , are acceptable to the Committee.

14. The Committee agrees to rectify the shortcomings found during review of its works by the Forest Officer.
15. The Forest Department shall not be responsible for any loss in any of the works related to implementation of the Micro Plan and no claim of any sort can be presented against Forest Department. The Committee agree to this.
16. It will be the responsibility of the Committee that the distribution of products and services generated as a result of implementation the Micro Plan among its members is done in an equitable manner. If the Forest Officer points out any mismanagement or irregularity in the equitable distribution of profit, then the Committee agrees to implement the necessary corrections/improvements suggested by the Forest Officer. The Committee also agrees to follow all instructions issued by the Government or the Forest Officer in this regard.
17. If at the end of every financial year, the Forest Officer is satisfied that, in the present circumstances, the Committee has successfully executed the work of protection of degraded forest and implementation of the Micro Plan, then he will issue a certificate to that effect to the Village Forest Committee every year. On issue of such a certificate, all the members shall become eligible to get, through the Committee, the following facilities and benefits.

### **Rights:**

On doing the Joint Forest Management works to the satisfaction of District Level Forest Officer, the Committee will be entitled to benefits as under:

- (1) Families of all committees shall be entitled to royalty free nistar, subject to availability, after deducting only the exploitation expenditure.
- (2) The Committee shall be provided 100% forest produce obtained from thinning of timber coupes and clump-cleaning in degraded bamboo forests from time to time as per provisions of the Micro Plan/Working Plan, after recovering the exploitation expenditure.
- (3) 10% of the value of forest produce obtained from final felling in the timber coupes as per provision of Working Plan in the area allotted to the Forest Protection Committee shall be distributed to the committee, after deducting the exploitation expenditure. 100% of the value of produce obtained from felling in bamboo coupes shall be distributed among the labourers engaged in such felling in proportion to their work, after deducting the exploitation expenditure. The calculation of value for this purpose will be based on the weighted average of the price of timber/bamboo received in the depot associated with the particular coupe. The proportion of profit share to be distributed, its calculation and all other

- arrangements shall be subject to changes as per instructions/orders issued by the State Government from time to time.
- (4) 80% of the profit out of main felling of timber, in any year, shall be distributed to the committee in part / whole of whose allotted forest area main fellings have been carried out in that year. At least 25% of this amount shall be utilized in forest development works by the committee. Committee shall use the amount with the approval of the General Body. The balance 20% shall be spent in accordance with the guidelines issued in this regard by the Government. The arrangement described above shall be liable for change subject to the instructions issued by the Government from time to time.
  - (5) Rights of the committee with regard to minor forest produce shall be in accordance with decisions of Government of M.P. from time to time, and provisions of Panchayats (Extension to Scheduled Areas) Act, 1996.
  - (6) If the committee assists in apprehending the offender in a forest offence detected in the area of the committee, then 50% of the amount of compensation/Penalty recovered from the offender, after compounding or decision of the court, shall be deposited in the account of the committee. Such amount shall be used for village development only.
18. Action as per relevant rules will be taken against person/persons responsible for fire, illicit grazing, illicit transportation, illicit mining, hunting and encroachment.
19. If the committee fails to discharge its duties described above and fails to improve even after a written warning by the forest official, then the Divisional Forest Officer can dissolve the committee and terminate the Memorandum of Understanding. In such a situation, the members of the Committee shall lose their eligibility for any profit mentioned above.

#### **Appeal:**

- (1) In case of any disagreement or dispute between the two parties, concerning either the interpretation of this agreement or any condition thereof, any party can present his position before the Officer in Charge of the Forest Circle, whose decision shall be final and binding on both the parties.
- (2) Appeal against the order of dissolution of the Committee and termination of MOU passed by the Divisional Forest Officer can be filed with the Divisional Level Federation.
- (3) In respect of such an appeal, the decision of the Federation shall be final and binding on both the parties.

## Memorandum of Understanding

We are aware that the profits mentioned in this agreement shall be available to the Forest Protection Committee only when it discharges its duties, responsibilities and works in a satisfactory manner and this is certified by the Forest Officer every year. However, if the Forest Officer fails to fulfill conditions mentioned in para 3 and 5 of this agreement and this is a cause for the Committee not able to discharge its responsibilities and works, then it will be kept in mind while evaluating the works of the Committee every year.

I -----, Chairperson, Forest Protection Committee-----  
-----, declare on behalf of the committee, that I am committed to follow all the conditions mentioned in this memo and am signing this memo after reading/understanding all conditions mentioned herein, literally and in their original meaning.

(Name and Signature of the  
Chairperson

On behalf of the Forest  
Protection Committee-----)

Witnesses:

- 1.
- 2.

I ----- undertake, on behalf of the Forest Department, to implement all duties/responsibilities of the Forest Department mentioned in this memorandum.

(Name and Signature of the  
Divisional Forest Officer

or

the officer authorised by him,  
on behalf of the Forest  
Department)

Witnesses:

- 1.
- 2.

Date

Place

### **Memorandum of Understanding between the Forest Department and Eco-Development Committee for Joint Forest Management**

An agreement was reached between Eco Development Committee (hereinafter called "Committee") constituted as per procedure described in M. P. Government Resolution no. F16-4-91-Ten-2 dated October 2001(hereinafter called the "Resolution") by the villagers of village ----- under Forest Division ----- in district ----- of Madhya Pradesh, which shall include the Executive Committee and its members and which also means its successor Committee and Officer in Charge of the Forest Division (hereinafter called the Forest Officer) on behalf of Government of Madhya Pradesh, which also means his successor Forest Officer, for protection, rehabilitation and management of the specified forest areas, and

They mutually agreed to implement the Micro Plan for Forest Management and Village Resource Development jointly prepared by the Committee and the Forest Department and approved by the Forest Officer, which contains details of programmes for protection, management and development of forest areas and also description of equitable distribution of products and services obtained from allocated forest areas and public resources of the village, and

The Committee agreed, by passing a written resolution, to take up the responsibility of management and protection of forest area and Village resource Development, in the manner specified in the Micro Plan and for equitable distribution of profit share/concessions among villagers. As a result M. P. Forest Department and the Committee have agreed on the following memorandum of mutual understanding and consequently, this agreement is executed under following conditions:

1. With regard to its Constitution, working, powers, duties and benefits ,the Committee agrees to act in accordance with the M.P. Government Resolution F 16-4-91-Ten-2, dated October 22,2001 and relevant Government orders and instructions.
2. The Committees agrees to provide all necessary assistance to the Forest Officer in selection of forest area to be allotted to it for forest management so that there is no dispute regarding areas of common use of nearby villages or Committees and area to be assigned to the Committee for management is free from any controversy. This is subject to the condition that the Forest Officer shall assign the area in consultation with the Committee.
3. The Committee agrees to the proposal of preparation of a Micro Plan by the villagers with the assistance of Forest Department taking into account the guidelines of the Government, prevalent legal provisions and technical principles.
4. The principles of management of Forest and Wild Life are laid out in the Working Plan/Management Plan of the forest area. The works to be taken up in area selected for the Committee shall conform to these principles. The Micro Plan will make sure that no existing acts/rules of Forest/ Wild Life Management are being violated. The Committees agrees to the above proposal.

5. Funds required for implementation of works to be taken up in the forest area on the basis of the Micro Plan as well as Funds for such additional works which reduce dependence of villagers on forests shall, as far as possible, be arranged by Forest Department. The proposal to entrust the Committee with responsibility of obtaining funds for non-forestry works from District Rural Development Agency, other Government Departments, Panchayats and other sources is acceptable to the Committee provided the Forest Department extends all possible help to Committee in this regard. The proposals submitted by the Committee for Village development shall be forwarded by the Forest Officer to the concerned department along with his comments/recommendations.
6. The Committee agrees to the proposal of members making some contribution as a labour component in the works contained in the Micro Plan. The quantum of this contribution shall be decided by the Committee itself through a resolution taking into account period of work, amount available for the work etc. However, this contribution of labour component by the villagers shall be limited to a maximum of 25%.
7. The Committee agrees to protect the forests from fire, illicit grazing, illicit felling, illicit transport, illicit mining, encroachments and poaching and shall help forest department in this.
8. The Committee agrees to pass the information regarding individuals or people engaged in harming the wild animals and forests or those engaged in illegal activities on to the Forest Department.
9. The Committee agrees to help forest employees in apprehending the offenders and provide all possible assistance in protecting the seized produce etc.
10. The Committee also agrees to arrange for keeping the accounts of income and expenditure out of the funds from various sources and also to get the audit done by the agency assigned by the Forest Officer.
11. The Committee takes up the responsibility for making arrangements for maintenance of records specified for the Committee regularly and in prescribed formats.
12. The Committee agrees to follow the proposal, as per procedure laid down by the Government, of depositing in the account of the committee 50% of the amount of compensation/Penalty recovered from the offender of forest offence apprehended with the assistance of the Committee, after compounding or decision of the court.
13. The provisions of para 12.1 of the Resolution regarding rights and those of para 12.2 regarding duties entrusted to the Forest Officer regarding approval of the Micro Plan, distribution of forest produce and other benefits , are acceptable to the Committee.



14. The Committee agrees to rectify the shortcomings found during review of its works by the Forest Officer.
15. The Forest Department shall not be responsible for any loss in any of the works related to implementation of the Micro Plan and no claim of any sort can be presented against Forest Department. The Committee agree to this.
16. It will be the responsibility of the Committee that the distribution of products and services generated as a result of implementation the Micro Plan among its members is done in an equitable manner. If the Forest Officer points out any mismanagement or irregularity in the equitable distribution of profit, then the Committee agrees to implement the necessary corrections/improvements suggested by the Forest Officer. The Committee also agrees to follow all instructions issued by the Government or the Forest Officer in this regard.
17. If at the end of every financial year, the Forest Officer is satisfied that, in the present circumstances, the Committee has successfully executed the work of protection of degraded forest and implementation of the Micro Plan, then he will issue a certificate to that effect to the Village Forest Committee every year. On issue of such a certificate, all the members shall become eligible to get, through the Committee, the following facilities and benefits.

#### **Rights:**

On doing the Joint Forest Management works to the satisfaction of District Level Forest Officer, the Committee will be entitled to benefits as under:

- (1) Families of all committees shall be entitled to royalty free nistar, subject to availability, after deducting only the exploitation expenditure.
- (2) The Committee shall be provided 100% forest produce obtained from thinning of timber coupes and clump-cleaning in degraded bamboo forests from time to time as per provisions of the Micro Plan/Working Plan, after recovering the exploitation expenditure.
- (3) The Eco-Development Committees, which are located inside the protected areas shall also be given the price of the forest produce. The value of such produce would be similar to the value being given to the Forest Protection Committees adjoining the particular protected area. This facility will be in addition to the facility of Nistar available to these villages every year. The Eco-Development Committees working in villages situated outside protected areas shall also be given the profit share as above on the basis of density of forests allocated to them.
- (4) 80% of the profit out of main felling of timber, in any year, shall be distributed to the committee in part / whole of whose allotted forest area main fellings have

- been carried out in that year. At least 25% of this amount shall be utilized in forest development works by the committee. Committee shall use the amount with the approval of the General Body. The balance 20% shall be spent in accordance with the guidelines issued in this regard by the Government. The arrangement described above shall be liable for change subject to the instructions issued by the Government from time to time.
- (5) Rights of the committee with regard to minor forest produce shall be in accordance with decisions of Government of M.P. from time to time, and provisions of Panchayats (Extension to Scheduled Areas) Act, 1996.
  - (6) If the committee assists in apprehending the offender in a forest offence detected in the area of the committee, then 50% of the amount of compensation/Penalty recovered from the offender, after compounding or decision of the court, shall be deposited in the account of the committee. Such amount shall be used for village development only.
18. Action as per relevant rules will be taken against person/persons responsible for fire, illicit grazing, illicit transportation, illicit mining, hunting and encroachment.
19. If the committee fails to discharge its duties described above and fails to improve even after a written warning by the forest official, than the Divisional Forest Officer can dissolve the committee and terminate the Memorandum of Understanding. In such a situation, the members of the Committee shall lose their eligibility for any profit mentioned above.

#### **Appeal:**

- (1) In case of any disagreement or dispute between the two parties, concerning either the interpretation of this agreement or any condition thereof, any party can present his position before the Officer in Charge of the Forest Circle, whose decision shall be final and binding on both the parties.
- (2) Appeal against the order of dissolution of the Committee and termination of MOU passed by the Divisional Forest Officer can be filed with the Divisional Level Federation.
- (3) In respect of such an appeal, the decision of the Federation shall be final and binding on both the parties.

## Memorandum of Understanding

We are aware that the profits mentioned in this agreement shall be available to the Eco Development Committee only when it discharges its duties, responsibilities and works in a satisfactory manner and this is certified by the Forest Officer every year. However, if the Forest Officer fails to fulfill conditions mentioned in para 3 and 5 of this agreement and this is a cause for the Committee not able to discharge its responsibilities and works, then it will be kept in mind while evaluating the works of the Committee every year.

I -----, Chairperson, Eco Development Committee-----  
-----, declare on behalf of the committee, that I am committed to follow all the conditions mentioned in this memo and am signing this memo after reading/understanding all conditions mentioned herein, literally and in their original meaning.

(Name and Signature  
of the Chairperson  
On behalf of the Eco  
Development  
Committee -----)

Witnesses:

- 1.
- 2.

I ----- undertake, on behalf of the Forest Department, to implement all duties/responsibilities of the Forest Department mentioned in this memorandum.

(Name and Signature of  
the Divisional Forest  
Officer  
or  
the officer authorised by  
him, on behalf of the  
Forest Department)

Witnesses:

- 1.
- 2.

Date

Place

Certificate

This is to certify that the General Body meeting of the Village Forest/Forest Protection/Eco Development Committee -----  
----- was organised on----- (Date) at -----  
----- village under the chairmanship of Shri -----  
----- Sarpanch, Gram Panchayat ----- and in the  
presence of Shri ----- range Officer/Range Assistant,  
Range/Circle -----.

Following Officer bearers were selected in this meeting:-

- 01 Chairperson, Shri/Sushri/Shrimati -----  
son/daughter/wife of Shri ----- resident of-----  
-----
- 02 Vice Chairperson, Shri/Sushri/Shrimati -----  
son/daughter/wife of Shri ----- resident of-----  
-----

Range Officer

Sarpanch

-----Range Gram Panchayat-----

# Constitution of Village Forest/Forest Protection/Eco Development Committee and its Executive Committee

- 01 Name of Village Forest/Forest Protection/Eco Development Committee -----  
-----
- 02 Range-----Range Asstt. Circle-----  
-----Beat -----
- 03 Police Station-----Gram Panchayat-----  
-----Block-----
- 04 Area of the Committee:

S. No.	Forest Block	Compartment No.	Reserved/ Protected	Area

- 05 Boundaries:

North	
East	
South	
West	

(Map Enclosed)

- 06 Details of members of the committee:

- 1 Name of the village -----
- 2 Total no. of families in the village -----
- 3 No. of members of the committee -----

- 07 Details of members of the Executive Committee:

(A)	No. of members of the Executive Committee (except ex officio members, 11 to 21)	
1-	No. of women members	
2-	No. of landless members	
3-	No. of members belonging to SC	
4-	No. of members belonging to ST	
5-	No. of members belonging to OBC	
6-	No. of members of Self-help groups	
7-	No. of members of Rajiv Gandhi Watershed Development Committees	
8-	No. of members of from user groups of village resources	

(B)	Ex officio members	
	No. of Sarpanch/ Panch	
(C)	Ex officio Member Secretary	
	Dy. Ranger/Forester/Forest Guard in charge	
	Ex officio Asst. Secretary	
	Dy. Ranger/Forester/Forest Guard	
<b>Total Members of the Executive Committee</b>		

08 Details of Office Bearers of the Executive Committee:-

S. No.		Name	Post	Residence (Village)
1.	Shri/Sushri/Shrimati		Chairperson	
2.	Shri/Sushri/Shrimati		Vice Chairperson	
3.	Shri/Sushri/Shrimati		Member	
4.	Shri/Sushri/Shrimati		Member	
5.	Shri/Sushri/Shrimati		Member	
6.	Shri/Sushri/Shrimati		Member	
7.	Shri/Sushri/Shrimati		Member	
8.	Shri/Sushri/Shrimati		Member	
9.	Shri/Sushri/Shrimati		Member	
10.	Shri/Sushri/Shrimati		Member	
11.	Shri/Sushri/Shrimati		Member	
12.	Shri/Sushri/Shrimati		Member	
13.	Shri/Sushri/Shrimati		Member	
14.	Shri/Sushri/Shrimati		Member	
15.	Shri/Sushri/Shrimati		Member	
16.	Shri/Sushri/Shrimati		Member	
17.	Shri/Sushri/Shrimati		Member	
18.	Shri/Sushri/Shrimati		Member	
19.	Shri/Sushri/Shrimati		Member	
20.	Shri/Sushri/Shrimati		Member	
21.	Shri/Sushri/Shrimati		Member	

Ex officio members:-

S. No.		Name	Post	
1-	Shri/Sushri/Shrimati		Sarpanch	
2-	Shri/Sushri/Shrimati		Panch	
3-	Shri/Sushri/Shrimati			
4-	Shri/Sushri/Shrimati			
5-	Shri/Sushri/Shrimati			
6-	Shri/Sushri/Shrimati			
7-	Shri/Sushri/Shrimati			
8-	Shri/Sushri/Shrimati			

S. No.		Name	Post	
9-	Shri/Sushri/Shrimati			
10-	Shri/Sushri/Shrimati			
11-	Shri/Sushri/Shrimati		Ex officio Member Secretary, Dy. Ranger/Forester/Forest Guard	
12-	Shri/Sushri/Shrimati		Ex officio Asstt. Secretary, Dy. Ranger/Forester/Forest Guard	

-----Range Range Officer

Copy to:-

- 01 Divisional Forest Officer ----- Division
- 02 Sub Divisional Forest Officer -----Sub Division
- 03 Chairperson, Forest Protection/Village Forest/Eco Development  
Committee -----  
for information and necessary action

-----Range Range Officer

**Format of Oath to be taken by Chairperson/Vice Chairperson**

I ----- take oath in the name of God (take a pledge in the name of truthfulness) that I will obey with true faith and allegiance all the acts, rules and instructions issued by Government of India and Government of Madhya Pradesh with respect to Forests and Wild Life. I will discharge my duties towards the Sankalp regarding Joint Forest Management issued by Government of Madhya Pradesh, faithfully and with pure conscience. I will do justice towards everyone according to the Constitution and law without fear or favour, without affection or malice.

I will try my level best to ensure that all decisions of ----- Committee, constituted under the Joint Forest Management, are taken in a democratic manner.

I will also ensure participation of women, landless people, Scheduled Castes, Scheduled Tribes and other weaker sections in the decisions of the Committee.

I will ensure equitable distribution of profits received under Joint Forest Management to all members of the Committee.

I will try my level best to obtain equal contribution of the rich and the poor towards shramdan in the works being executed by the Committee and protection of forests.

I will give preference to such Village Resource Works which reduce pressure on natural resources such as water, forests, animals, birds etc. and leave them in a better condition for the future generations.

I will try my level best to get development works implemented in places where they can be used by all sections of the society.

I will give full cooperation to the Forest Department in all works done under Joint Forest Management.



**Format of Oath to be taken by the members of the Joint Forest  
Management Committee**

I -----, member of the Village Forest/Forest Protection/Eco Development Committee ----- take oath in the name of God (take a pledge in the name of truthfulness) that I will obey with true faith and allegiance all the acts, rules and instructions issued by Government of India and Government of Madhya Pradesh with respect to Forests and Wild Life.

I will give full cooperation in implementation of the decisions of the Committee and also give full cooperation to Committee in taking decisions.

I will give full cooperation in all works of the Forest Department.

**Identity Card for Office bearers of Forest Protection/Village Forest/Eco  
Development Committee  
Govt. of M.P., Forest Department**

**Card No.**-----**Date of Issue**-----

Name: -----

Name of Father/Husband: -----

---

Designation : -----

Name of Committee: -----

Type of Committee: Forest Protection/Village  
Forest/Eco Development Committees

Village :-----

Range: -----

Tehsil : -----

Division:-----

District : -----

Validity period of the Identity Card: Till-----  
(Date)

**Self-attested photograph  
of the member**

Divisional Forest Officer

-----Division

**(Reverse of the Identity Card)**

- 1- Holder of this Identity Card is an office bearer of Village Forest/Forest Protection/  
Eco Development Committees
- 2- Appropriate help should be made available to identity card holder for prevention  
of forest crimes in forest / plantation / conserved areas
- 3- In case of misuse, the Identity Card would be cancelled
- 4- This Identity Card shall be valid till the date shown against the validity period.
- 5- In case of loss of this card, the Issuing Officer must be informed immediately.
- 6- In case the card holder becomes ineligible during the period, the card will stand  
cancelled automatically. In such a case it should be deposited to the Issuing  
Office immediately.

**Proceedings of the meeting of General Body / Executive Committee**

Date -----  
Time -----  
Place -----

Details of members in attendance:

S.No.	Name of Member	Father's/Husband's Name	Place of Residence	Signature
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

Items of Agenda:

01 -----  
-----  
02 -----  
-----

Description of discussions in the meeting:

-----  
-----  
-----

Decisions taken:

01 -----  
-----  
02 -----  
-----

Secretary

Chairperson

Village Forest/Forest Protection/Eco Development Committee -----

Note:- Separate registers shall be maintained for General Body and Executive Committee meetings.

To,  
The Range Officer/Sub Divisional Forest Officer/Assistant Director  
-----  
-----

Subject: Valuation Certificate of the Village Forest/Forest Protection/Eco Development Committee -----for the Financial Year 20---20---.

The contribution of the Village Forest/Forest Protection/Eco Development Committee ----- towards Forest Protection and Development and Rural Development in the areas of its jurisdiction within the last one year is as under:

1. Members of the Committee encroached/ did not encroach on the forest area allocated to the Committee, did not allow/allowed outsiders to encroach and were successful/unsuccessful in removing encroachments.
2. Members of the Committee contributed/did not contribute actively in forest protection.
3. Members of the Committee contributed/did not contribute actively in fire protection.
4. A financial irregularity in respect of forestry and non-forestry works executed by the Committee was proved/not proved.
5. The quality of forestry and non-forestry works executed by the Committee was good/not good.

Therefore I -----, in my capacity as Range Officer/Range Assistant ----- propose the Committee to be declared successful/unsuccessful for the Financial Year 20---20---.

Assistant  
Range Officer/Range  
-----

- \* Wherever the Committee is shown as having performed negatively in discharge of any of its duties, the complete details about it have to be given.

**Format for submission of recommendation by the Range Officer/Sub Divisional Forest Officer/Assistant Director to the Divisional Forest Officer regarding success/failure of the Committee on the basis of the proposal of Range Officer/Range Assistant**

To,  
The Sub Divisional Forest Officer/Assistant Director/Divisional Forest Officer  
(Territorial/Wildlife)/Dy. Director, Tiger Reserve/Director, National Park  
-----

Sub: Recommendation regarding success/failure of Village Forest/Forest Protection/Eco Development Committee -----.  
Ref: Proposal of Range Officer/Range Assistant dated-----regarding Village Forest/Forest Protection/Eco Development Committee -----  
-----.

With reference to the above, Range Officer/Range Assistant has submitted a proposal of success/failure of Village Forest/Forest Protection/Eco Development Committee -----I have myself inspected the Committee area with respect to the points mentioned in the proposal and have collected information about their factualness. On the basis of my inspection, I recommend that the Committee be declared successful/unsuccessful.

Encl.:  
Copy of the proposal submitted by the Range Officer/Range Assistant

Range Officer/Sub Divisional Forest Officer/Assistant  
Director  
-----

Copy forwarded to:

Range Assistant/Range Officer/Sub Divisional Forest Officer/Assistant Director-----  
----- for information and necessary action.

Range Officer/Sub Divisional Forest Officer/Assistant  
Director  
-----

\* Whenever a committee is to be declared unsuccessful, the proposal will have to be necessarily accompanied by a report of Sub Divisional Forest Officer/Assistant Director.

**Annual Certificate of the Divisional Forest Officer regarding the  
success/failure of the Committee in relation to the powers to be given to it  
under para 11(1) of Government Resolution**

**Financial Year 20----20----**

O/o Divisional Forest Officer (Territorial/Wildlife)/Dy. Director, Tiger Reserve/Director,  
National Park

**Certificate of satisfactory work of Village Forest/Forest Protection/Eco  
Development Committee**

This to certify that Village Forest/Forest Protection/Eco Development Committee-  
----- of village ----- Tehsil -----  
----- under Beat ----- of Range ----- of  
Division/Tiger Reserve/National Park ----- under District -----  
----- of M.P., whose Registration No. is -----, has discharged its duties  
given in para 11(2) of the Government Resolution successfully/unsuccessfully and has  
given/not given sufficient contribution in protection and improvement of the forest area --  
----- allotted to the Committee.

Date-----

Place-----

Divisional Forest Officer (Territorial/Wildlife)  
Dy. Director/Director, National Park/Tiger Reserve

Copy forwarded to:-

1. Sub Divisional Forest Officer/Asst. Director -----.
2. Range Officer-----.
3. Secretary, Village Forest/Forest Protection/Eco Development Committee-----  
-----for information and necessary action.

Divisional Forest Officer (Territorial/Wildlife)  
Dy. Director/Director, National Park/Tiger Reserve

1. Report of Sub Divisional Forest Officer/Asstt. Director is necessary for unsuccessful Committees.
2. In case of Committees whose work is found unsatisfactory, the action to dissolve them shall be initiated separately under para 12.1(4) of the Government Resolution.

**Cash Book**  
**Development Account/ Committee Account**

**Name of the Committee:** Village Forest/Forest Protection/Eco Development Committee -----

**Acctt. Month**-----**Year** -----

Receipts						Expenditure					
Opening balance of the month: Amount in Bank											
Amount in Cash											
Total											
S. No.	Date	Paying Institution/ Department	Ledger Page No.	Details of Amount Received	Amount	Voucher No.	Date	Details of Work	Name of Payee	Ledger Page No.	Amount
1.											
2.											
3.											
4.											

Opening balance of the month :Rs.-----  
 Amount received during the month :Rs.-----  
 Total amount available in the month :Rs.-----  
 Amount spent during the month :Rs.-----  
 Balance amount at the end of the month :Rs.-----  
 (In the bank :Rs.-----  
 Cash :Rs.-----)

**Ledger**  
**Development Account/ Committee Account**

Name of the the work:-----

Name of the Committee: Village Forest/Forest Protection/Eco Development Committee -----

Date of start of the work -----

Pagr No.-----

S.No.	Date	Receipts			S.No.	Date	Disbursements		
		Amount	Cash Book Page No.	Money Receipt No.			Amount	Cash Book Page No.	Voucher No.

**On completion of work:**

1. Total amount received -----
2. Total amount spent -----
3. Balance amount -----
4. Date of completion of work -----



**Ledger of Advance**

**Name of the Committee:** Village Forest/Forest Protection/Eco Development Committee  
-----

**Name of the person drawing advance** ----- **Name of**  
**Father/Husband** ----- **Resident of** -----

**Amount of advance** -----

**Voucher No.** ----- **Month**-----

**Period of repayment**-----

**Rate of interest** -----

**Details of repayment:**

S. No.	Date	Amount	Money Receipt No.	Page No.	Balance Amount

**Money Receipt Book**

**Name of the Committee:** Village Forest/Forest Protection/Eco Development Committee

----- **Range**----- **Division** -----

**Name of Bank & branch** ----- **Bank Account No.**-----

-----

**Book No.** ----- **Page No.** ----- **Date**-----

01 Name of the person/institution -----  
-----

02 Name of Father/Husband -----

03 Resident of/Place -----

03 Amount received (in figures) -----  
(in words) -----

04 Purpose for which the amount is received -----

05 Date of depositing the amount in Bank ----- Cash book Dr. no. -----  
----- Date----- (On counterfoil)

-----  
(Signature of the recipient)

**Name**-----  
**Member Secretary/Chairperson**

Village Forest/Forest Protection/Eco Development Committee

-----

**Voucher**  
**Development Account/ Committee Account**

**Name of the Committee:** Village Forest/Forest Protection/Eco Development Committee

-----**Range**-----

**Division** -----

**Voucher No.** -----

**Date** -----

**Name of the sanctioned work/ head**

-----

-----

S. No.	Details of work and Names of payees	Amount

**Signature of the Payee  
making payment**

**Signature of the person**

**Name :**

**Name:**

**Format of Application/ Sanction for Advance**

01	Name of applicant	%%	-----
02	Name of Father/Husband	%%	-----
03	Caste	%%	-----
04	Serial No. of BPL list	%%	-----
05	Purpose of advance	%%	-----
	(Purchase of seed/fertilizer, marriage, death, profession)		
06	Details of advance taken previously	%%	-----
	Amount	%%	-----
07	Amount repaid	%%	-----
08	Comments by Chairperson	%%	-----
09	Entry in the proceedings register of Committee(Page no. & Date)	%%	-----
10	Sanctioned Amount	%%	-----
11	Interest rate for repayment	%%	-----
12	Period	%%	-----

**Signature of****Applicant****Chairperson****Secretary****Range****Officer**

Village Forest/Forest Protection/Eco Development Committee ----- Range -----

-----

### Beneficiary's Agreement

I have received an amount of Rs. ----- as an advance from Village Forest/Forest Protection/Eco Development Committee -----  
--- for the purpose of ----- I have started/not started/am going to start the work. Out of the above amount, I promise to repay an installment of Rs. -----  
----- every month/quarter/six months/year If I fail to repay the amount according to these installments, the Committee has the right to recover the interest along with the installment, which I am bound to pay. If I still fail to repay this amount within the prescribed time limit, action as deemed fit may be taken against me.

#### Signature of beneficiary

The beneficiary has started/not started/is going to start the work out of the amount given to him and an installment of Rs.----- every month/quarter/six months/year is fixed for repayment, which the beneficiary is bound to pay in within the time limit.

**Secretary**

**Chairperson**

Village Forest/Forest Protection/Village Forest/Forest Protection/

Eco Development Committee Eco Development Committee

-----

### Recovery Notice

**Name of the Committee:** Village Forest/Forest Protection/Eco Development Committee

-----**Range**----- **Division** -----

Shri/Shrimati/Sushri----- son/daughter/wife of -----  
-----

Village----- Tehsil----- District-----  
-----

You are informed for the first/second/third/last time that the following amounts are pending for recovery against you:

S.No.	Head	Year	Amount
1			
2			
3			
4			
<b>Total</b>			

Rupees

(in words)

You are notified to pay this amount to the Committee within -----  
-, failing which suitable action will be taken against you.

**Date of issue of Notice**-----

**Chairperson**

**Seal** Village Forest/Forest Protection/  
-----

Eco Development Committee

### Monthly Progress Report

**Name of the Committee:** Village Forest/Forest Protection/Eco Development Committee  
-----

**Registration No.**-----

**Month**-----

**Range**-----

**Year**-----

**Division** -----

S. No.	Receipts			Expenditure		
	Paying Institution/ Deptt./ Person	Name of work	Total amount received during the month for this work	S. No .	Name of work	Total amount spent during the month on this work

Opening balance of the month :Rs.-----

Amount received during the month :Rs.-----

Amount spent during the month :Rs. -----

Balance amount at the end of the month :Rs. -----

**Annual Receipt/Disbursement Statement of the Committee**  
**Committee Account**

**Name of the Committee:** Village Forest/Forest Protection / Eco Development Committee -----

**Registration No.**-----

**Year**-----

**Range**-----

**Division** -----

Receipts			Expenditure		
S. No.	Source of Receipt	Amount	S. No.	Name of work	Amount
	Interest received during the year				
<b>Total Receipts</b>			<b>Total Expenditure</b>		

Opening balance of the year :Rs.-----  
Amount received during the year :Rs.-----  
Amount spent during the year :Rs. -----  
Balance amount at the end of the year :Rs. -----



### Agreement between the Committee and Forest Department (For Exploitation Work)

This agreement is executed today on ----- (Date) between Village Forest/Forest Protection/Eco Development Committee ----- and Range Officer, Production Range ----- as an officer authorized by the Forest Department, that

Village Forest/Forest Protection/Eco Development Committee -----, with Registration No. -----, hereinafter called the Committee, undertakes to execute the exploitation work in Range ----- under Production Division -----, for the Production Year----- with estimated production of ---- cmt of timber, ----- cmt of fuel wood, ----- N. T. of commercial and ---- N.T. of industrial bamboo in accordance with the felling rules laid down in the working plan as per conditions shown below:

1. All works will be executed in accordance with approved working plan and on rates sanctioned by the officer in charge of the Circle.
2. The felling work in the area shall begin on 15<sup>th</sup> October ----- and be completed by ----- . In unavoidable situations, if it is not possible to complete the felling work in the above period, the work shall necessarily be completed by -- -----.
3. All work will be executed under the supervision of the department.
4. Vouchers for all the works will be prepared and submitted to the Range Officer through the coupe in charge, who will verify the works and submit to the Divisional Forest Officer through the Sub Divisional Forest Officer.
5. On being satisfied, the Divisional Forest Officer will issue the cheque.
6. The Committee shall be responsible for protection of exploited timber/bamboo in the coupe, from fire and theft.
7. As an incentive to the Committee, 10% amount more than the amount of actual expenditure on works related to the coupe, on the basis of sanctioned estimate and exploitation plan, shall be deposited in the account of the Committee.
8. Depending on availability, the forest department will make food grain available to the Committee for distribution to labourers in lieu of their wages and proportionate amount deducted for Kalyan Nidhi. The Chairperson and the Range Officer shall ensure distribution of food grains to the every labourers in proportion to the Kalyan Nidhi amount deducted.
9. The Committee shall not do anything which is against or in violation of working plan, Indian Forest Act 1927, Wildlife Protection Act 1972, Forest Conservation Act 1980 or any other act, rule/ instruction.
10. The Committee shall inform the employees of the forest department immediately about every untoward incident or offence in the coupes being worked by it or in the area allotted to it.
11. The Committee shall be responsible for any loss except that resulting from natural calamities and the amount of loss shall be recoverable from the 10% additional amount to be paid to it.
12. The Chairperson of the Committee shall make payment of wages to all labourers within a week of receipt of cheque for this purpose from the division office.

13. If the Committee doesn't complete the work in prescribed time, the work shall be executed departmentally after giving a warning to it.
14. In case of any dispute/disagreement between the coupe in charge and the Chairperson of the Committee, the decision of the Divisional Forest Officer, -----  
----- Production Division, shall be final and binding on both parties.
15. The forest department shall follow the time limits mentioned in the Citizen Charter.

**Coordinating Officer Secretary                      Chairperson**  
Village Forest/Forest Protection/Eco Development Committee -----

**Approved**

**Divisional Forest Officer**  
-----**Production Division**

### Agreement between the Committee and Forest Department for execution of works

This agreement is executed today on ----- (Date) between Village Forest/Forest Protection/Eco Development Committee ----- and Range Officer, Range ----- as a coordinating officer authorized by the Forest Department.

Village Forest/Forest Protection/Eco Development Committee -----, with Registration No. -----, hereinafter called the Committee, undertakes to execute the ----- in accordance with the enclosed estimate and as per conditions shown below:

1. The technical and administrative sanctions for works proposed by the Committee have been issued by the Divisional Forest Officer/ Conservator of Forests ----- vide memo no. ----- Dated -----.
2. All works will be executed in accordance with rates given in sanctioned estimate.
3. All work will be executed under the supervision of the department.
4. Vouchers for all the works will be prepared in formats prescribed by the forest department and shall bear a report of works having been executed according to the prescribed quality and sanctioned estimate jointly signed by the Chairperson and the Secretary of the Committee. It will be examined by the Range Assistant, who will submit to Range Officer -----, after recording his comments.
5. The Range Officer shall inspect the work and submit the voucher to the Sub Division Office after recording his comments regarding the works having been executed as per estimate and requisite quality. The vouchers and comments will thereafter be forwarded to the Division Office.
6. The Divisional Forest Officer will issue the cheque in favour of the Committee after sanctioning the amount of the voucher.
7. The Committee shall be responsible for payment to the labourers.
8. The Chairperson of the Committee shall make payment of wages to all labourers within a week of receipt of cheque for this purpose from the division office.
9. The Committee shall submit accounts, utilization certificates and completion reports in the prescribed formats, to the Divisional Forest Officer/Director -----.
10. If the Committee doesn't complete the work in accordance the time table, the work shall be executed departmentally by the Range Officer after giving a warning to it.

11. The work will have to be completed by ----- under all circumstances.  
12. In case of any dispute, the decision of the Divisional Forest Officer/Director, -----  
-----, shall be final and binding on all.

13. The forest department shall follow the time limits mentioned in the Citizen Charter.

The above agreement was executed today on ----- (Date) between  
Chairperson, ----- on behalf of the Committee and Range Officer -----  
-----.

**Secretary**

**Chairperson**

**Range Officer**

Village Forest/Forest Protection/  
Eco Development Committee -----

----- Range

**Sub Divisional Forest Officer**

-----**Sub Division**

**Approved**

**Divisional Forest Officer/Director**  
-----**Division/National Park**

## **PART- 3**

# **NOTIFICATIONS, ORDERS AND CIRCULARS**

**Forest Department**  
**Mantralaya, Vallabh Bhawan, Bhopal**

No. F 16-4-91-X-2

Bhopal, dated 22 October 2001

**Resolution**

**Revised Resolution for obtaining people's participation in protection and development of forests**

National Forest Policy, 1988 mentions that cooperation of local people be sought for protection and development of forests. Accordingly, Ministry of Environment and Forests, Govt. of India, on June 1, 1990 directed all states that the tribals and other villagers living in and around forest should hold the first right on forest produce. Based on this principle, cooperation of local people in the management of forests is being obtained under the system of Joint Forest Management.

- (2) Based on this principle, the State Government passed a Resolution on December 10, 1981, for obtaining people's cooperation, with a view to protecting sensitive forests. Detailed procedure for this is contained in the Resolution. Providing a wider basis to this, the State Government issued a Revised Resolution on 4/1/1995 with the purpose of obtaining people's cooperation in all forest areas. This was superseded by another Revised Resolution vide notification no. F-4-91-X-2 dated February 7, 2000, in which protection and development of forests and wild life was ensured by constituting Forest Protection Committees for dense forest areas, Village Forest Committees for degraded forest areas and Eco Development Committees in villages located within National Parks and Sanctuaries as well as those within 5 kms of their boundaries. Some practical difficulties were observed in the Resolution issued on February 7, 2000. In this perspective, amending the even numbered Resolution dated February 7, 2000, the State Government issues the following Resolution:-
- (3) According to the forest management practices in the state forest areas have been divided into three zones:-
- First Zone : Areas included in the National Parks and Sanctuaries. These areas are extremely important from the point of view of conservation of Bio-diversity.
- Second Zone : Other dense forest areas, where forest products are being extracted under regular forestry practices.
- Third Zone : Forest areas which have been depleted due to biotic pressure and where reforestation/rehabilitation is necessary.
- (4) Committees
- 4.1 With a view to generating people's participation in forest management, Eco Development Committees will be constituted in all villages located within National Parks and Sanctuaries and villages within 5 Km outside their boundaries which,

according to the Protected Area Management, effect the management of Protected Areas and, where buffer areas are marked, all villages within such buffer areas. The JFM committees already constituted in such areas shall also be called Eco Development Committees.

- 4.2 Forest Protection Committees will be constituted in villages within 5 Kms of forest block boundaries of dense forest areas, except villages included in section 4.1 above.
- 4.3 Village Forest Committees will be constituted in villages within 5 Kms of forest block boundaries of degraded forest areas, except villages included in sections 4.1 and 4.2 above.

(5) Procedure for Formation of Committees

- 5.1 In order to educate the people about the Joint Forest Management, the local forest officials will organise meetings in the villages of the state and subsequently, if the villagers voluntarily want to be associated with the protection, development and management of forests, then on receipt of such information, Forest Committee will be formed by organising a formal meeting of the Gram Sabhas per procedure specified in Section 6 of Madhya Pradesh Panchayat Raj and Gram Swaraj Adhiniyam 1993 and Madhya Pradesh Gram Sabha (Sammilan ki Prakriya) rules 2001. Their term will be for 5 years from the date of registration. The Committee specified for the zone will be constituted based on the zone in which the village is located. If both dense and degraded forests are located near a village, then Forest Protection Committee or Village Forest Committee will be constituted based on the type of forest which is more in extent. The term of the committees and their executive committees working since before shall be for 5 years from the date of Renewal of Registration after the approval from the Gram Sabha.

Explanation

For example, if a Committee 'A' was formed on 1-7-94, then since more than 5 years have elapsed, the Gram sabha shall approve the formation of the Committee. Immediate action will also be taken to constitute its Executive Committee.

If a Committee 'B' and its Executive Committee were formed on 1-10-99, the Gram sabha shall approve the formation of the Committee and the present Executive Committee can continue till 30-9-2004.

- 5.2 For the purpose of formation of committee such habitations or groups of habitations or hamlets or their groups which include such communities who manage their affairs according to the traditions and customs shall be treated as a village, as per section 4(B) of Panchayats (Extension to Scheduled Areas) Act 1996, whether such a village is situated within or outside the Scheduled area (Schedule of the Constitution). After formation of the Committee by the Gram Sabha, the concerned Divisional Forest Officer (Territorial)/ Divisional Forest Officer (Wild Life)/ Director, National Park shall register the Committee in accordance with para 4. All eligible voters of the village shall be members of the General Body of this Committee.

Chairperson, Vice Chairperson and Executive Committee will be elected in the first meeting of the committee, organised in accordance with the procedure given in M.P. Gram Sabha (Sammilan ki Prakriya) Rules, 2001. Their term will be for 5 years. It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson.

- 5.3 A Federation of Chairpersons of the Committees so constituted, shall be formed at the Division level.

(6) Executive Committee

Executive Committee of a minimum of 11 and a maximum of 21 members shall be constituted from amongst the members of the committee (leaving the ex officio members), according to the procedure described in para 4.1.

- 6.1 Chairperson and Vice Chairperson of the committee shall also be the Chairperson and Vice Chairperson of the Executive Committee.
- 6.2 Taking into account all the members of the Executive Committee the ratio of the members of Scheduled Caste, Scheduled Tribe and Other Backward Class should, as far as possible, be the same as that in the Gram Sabha.
- 6.3 There will be a minimum of 33% women members in the Executive Committee. If there are any Women Saving Groups in the village, one representative from each such group shall be elected in the Executive Committee.
- 6.4 At least 2 members (1 male and 1 female) will be elected from among the landless families, if available. For this, one representative from each self-help group operating in the village, shall be elected.
- 6.5 All Panch/Sarpanch residing in the village and Chairperson of the Gram Vikas Samiti of the Gram Sabha shall be ex-officio members.
- 6.6 If a Watershed Development Committee of the Rajiv Gandhi Mission is functioning in the village, then one beneficiary from each beneficiary group of such committee, shall be a member of the Executive Committee.
- 6.7 For the remaining members of the Executive Committee, one representative from each user group, if any, formed for village resources shall have to be elected.
- 6.8 In addition to the members listed above, the Forest Guard or the Forester in charge of the concerned forest area shall be the ex-officio Secretary of the Executive Committee.
- 6.9 A member of the Committee, who has interest in Forest and Environmental Conservation and has passed class VIII, shall be made Assistant Secretary of the Executive Committee. Preference will be given to a member belonging to Scheduled Caste/ Scheduled Tribe and having interest in Forest and Environmental Conservation.
- 6.10 Assistant Secretary shall acquire expertise in the first two years working with the Secretary as a member of the Executive Committee. Thereafter, he will discharge his



responsibilities as the Secretary. On Assistant Secretary assuming charge of the Secretary after 2 years, the Forest Guard or the Forester in charge of the concerned forest area shall remain ex-officio member of the Executive Committee, in the role of a technical expert.

6.11 Tenure of all members, except the ex-officio members, shall be for five years.

(7) Area Selection

7.1 After constitution of the committee, forest area will be selected for different types of committees by the Divisional Forest Officer (Territorial)/ Divisional Forest Officer (Wildlife)/ Director, National Park in consultation with the Executive Committee. For this, a forest officer not below the rank of a Forest Ranger shall be authorized by the concerned officer. The distance of the forest area from the village and its traditional use by the villagers for nistar shall be kept in mind while deciding the forest area for a committee. The area will be selected on the basis of the recommendation regarding its suitability by an officer of the level of ACF. In case of any difference of opinion in selection of an area, the decision of Divisional Forest Officer (Territorial)/ Divisional Forest Officer (Wildlife)/ Director, National Park shall be final.

7.2 No forest area within the Protected Area will be selected for Eco Development Committees. Only for villages situated outside the Protected Areas, which influence the management of Protected Areas, forest area situated outside the Protected Area can be allotted to Eco Development Committees constituted for such villages, in accordance with para 7.1.

(8) Micro Plan

8.1 As soon as possible, after constitution of the Committee, a Micro Plan will be prepared with the participation of villagers. This plan shall cover the area of the village and forest area allocated to the committee. The plan shall have provision for forest management as well as village resource development. The micro plan will include works based on the possible availability of resources. The remaining works shall be shown in a separate annexure and prioritized. Agency of execution and possible sources of resources will also be shown against each work. The committee will submit the Micro Plan to the Divisional Forest Officer for approved. The Micro Plan will be approved after examining it from the technical and the legal angle.

8.2 The principles of management of Forest and Wild Life are laid out in the Working Plan/Management Plan of the forest area. The works to be taken up in area selected for the Committee shall conform to these principles. The Micro Plan will make sure that no existing acts/rules of Forest/ Wild Life Management are being violated.

8.3 State Government shall arrange for funds required for implementation of works to be taken up in the forest on the basis of this Micro Plan. Funds for such additional works which reduce dependence of villagers on forests and are linked to better management of forest resources shall be arranged by Forest Department and the Committee out of government funds, District Rural Development Agency, other Government Departments, Panchayats and other sources. However, the members of the Committee shall, as far as possible, contribute up to 25% of the funds required

for implementation of these works as a labour component. The amount equivalent to this labour component shall be deposited in the account of the Committee out of the original provision of the plan. The committee shall use this amount to implement Village Resource Development Works.

- 8.4 Forest Department and the Committee shall prepare the Micro Plan with the help of other Development Departments. Technical & Financial resources needed for implementation of Village Resource Development works included in the Micro Plan, shall be arranged from other Development Departments.
- 8.5 Such works of economic development as are appropriate from the ecological angle and are sustainable, shall be included in the Micro Plan on priority.
- 8.6 State Government will constitute a Coordination Committee in each district under the chairmanship of the Chairperson of Jila Panchayat's Standing Committee on forests. The Committee shall coordinate the village development works to be executed under the Micro Plan. The committee shall meet at least once in every 4 months. The Janpad Chairperson and all district level officers of the Development Departments will be its members. A district level forest officer nominated by the Chief Conservator of Forests shall be the member secretary of this Committee.

(9) Meetings

Ex officio Secretary, with the permission of the Chairperson, shall convene a meeting of the Executive Committee. The meeting shall necessarily be convened at least once in 3 months. Normally, the meeting shall be chaired by Chairperson / Vice Chairperson. However, in their absence, the members shall, by general consensus, select another member to chair the meeting. The meeting of the General Body shall be convened at least once in six months. Time and place of the meeting shall be fixed in consultation with the Chairperson. Proceedings of the meeting shall be entered by the Secretary in a register maintained for this purpose. The elections to the next Executive Committee shall be conducted as per procedure given in Para 5.2, in the last meeting of Executive Committee to be held in the last year of the tenure of Executive Committee. Such a meeting shall necessarily be convened 1 Month before the end of the term of Executive Committee.

(10) Meetings

Presence of at least 50% of the members for the Executive Committee and 30% of the members for the General Body shall be compulsory for the quorum.

(11) Rights and Duties of the Committee

11.1 Rights:

On doing the Joint Forest Management works to the satisfaction of District Level Forest Officer, the Committee will be entitled to benefits as under:

- 1. Families of all committees shall be entitled to royalty free nistar, subject to availability, after deducting only the exploitation expenditure.

2. All committees shall be provided 100% forest produce obtained from thinning of timber coupes and clump cleaning in degraded bamboo forests from time to time on per provision of Micro Plan/Working Plan, after recovering the exploitation expenditure.
3. 10% of the value of forest produce obtained from final felling in the timber coupes and 20% of the value of produce obtained from felling in bamboo coupes as per provision of Working Plan in the area allotted to the Forest Protection Committee shall be distributed to the committee, after deducting the exploitation expenditure. The calculation of value for this purpose will be based on the weighted average of the price of timber/bamboo received in the depot associated with the particular coupe during the Calendar year.
4. On implementation of plantation in open/degraded forest area/rehabilitation of degraded forests/pasture development work in the area allotted to the Village Forest Committee, 100% of the value of forest produce obtained from final felling in the area planted as above shall be distributed to the committee, after deducting the exploitation expenditure. The calculation of value for this purpose will be based on the weighted average of the price of timber/bamboo received in the depot associated with the particular coupe during the Calendar year.
5. The Eco-Development Committees, which are located inside the protected areas shall also be given the price of the forest produce, although there is a ban on felling in such areas. The value of such produce would be similar to the value being given to the Forest Protection Committees adjoining the particular protected area. This facility will be in addition to the facility of Nistar available to these villages every year. The Eco-Development Committees working in villages situated outside protected areas shall also be given the profit share as above on the basis of density of forests allocated to them.

50% of the profit out of the main felling received by each type of Committee shall be distributed in cash among the members of the Committee, 30% amount shall be spent in Village Resource Development and 20% shall be spent on Forest Development Works.

6. Rights of the committee with regard to minor forest produce shall be in accordance with decisions of Government of M.P., from time to time, on the provisions of Panchayats (Extension to Scheduled Areas) Act, 1996.
7. If the committee assists in apprehending the offender in a forest offence detected in the area of the committee, then 50% of the amount of compensation/Penalty recovered from the offender, after compounding of the case or decision of the court, shall be deposited in the account of the committee. Such amount shall be used for village development only.
8. If any member of the committee does not cooperate in the works of the committee, does not obey the decisions of the Committee or commits a forest offence, his membership can be terminated and his eligibility for nistar cancelled by a decision of the General Body of the committee. However, before taking such a decision, the concerned member shall be given an

opportunity to present his defense. The action with regard to forest offence shall be in addition to the above action.

9. The committee can delegate its all or specific powers to the Executive Committee by a decision in the General Body.

#### 11.2 Duties:

1. The members of the committee shall protect the forests from fire, illicit felling, illicit transport, illicit mining, encroachments and poaching and shall help forest department in this. For achieving this, the committee shall adopt necessary measures to protect the forests with the help of its members.
2. The information regarding individuals or people engaged in harming the wild animals and forests or those engaged in illegal activities or trespass into the forest area shall be passed on to the Forest Department.
3. In the event of wild animals straying outside the forests, their safety will be ensured and the nearest forest officer informed.
4. The committee shall prepare Micro Plan and Annual Work Plan in association with the Forest Deptt. The plan shall include programmes based on the specific needs of the area and also based on the community and beneficiary needs. Preference will be given to the activities directly or indirectly related to forests and wild life conservation. The Micro Plan will be signed by the range officer on behalf of the forest department and by the Chairperson of the Executive Committee on behalf of the committee. Based on the Micro Plan, the Annual Work Plan shall be prepared every year. For implementation of the Annual Work Plan, the committee will be provided up to 10% of the amount at a time. The committee shall implement the sanctioned schemes. If the committee does not execute the work satisfactorily or does not want to execute, then in such cases, the works will be executed departmentally.
5. On receiving information of commission of forest offence in their area or other forest area, the members of the committee shall immediately inform the beat guard / game guard. They will also help in forest employees in apprehending the offenders. Apprehended offenders and forest produce shall be handed over to the forest officer.
6. A Memorandum of Understanding shall be signed between the Chairperson of the committee and the Divisional Forest Officer or any officer authorized by him.
7. Contribution of members of the committee in the form of labour component in the implementation of Micro Plan in accordance with Para 8.3 shall be ensured.
8. The committee members shall assist the employees of the forest department in inquiry of forest offences.

9. Proper accounts will be maintained for funds received from different sources by the committee and shall be got audited by agency fixed by the forest officer.
10. The committee shall maintain a list of its members in a register. In addition, such other registers and records as prescribed by the forest officer, shall be maintained.
11. During patrolling in their area, the members of the committee shall be deemed to be public servants like forest employees under various acts and shall have legal protection like public servants for acts done in good faith and in public interest. Similarly, if any member of the committee gets injured or loses his life during prevention or detection of forest offence or operation thereafter, he will be entitled to all benefits like forest employees.
12. If the committee assists in apprehending the offender of forest offence detected in the area of the committee then 50% of the amount of compensation/Penalty recovered from the offender, after compounding of the case or decision of the court, shall be deposited in the account of the committee.

## (12) Powers and Duties of the Forest Officer

The powers and duties of the District Level Forest Officer shall be as under. Unless otherwise mentioned in this resolution, they can delegate these powers to any officer not below the rank of a Forest Ranger.

### 12.1 Powers:

1. Decision of Areas of the Committee in accordance with para 7.1.
2. Approval of Micro Plan.
3. Examination of the accounts of the Committee and rules framed for distribution of forest produce and other profits among members.
4. If the committee fails to discharge its duties described in para 11.2 and fails to improve even after a written warning by the forest official, then the Divisional Forest Officer can dissolve the committee and terminate the Memorandum of Understanding. In such a situation, the members of the Committee shall lose their eligibility for profits mentioned in para 11.1

### 12.2 Duties:

1. Organisation of meetings at the village level for formation of the Committee, in accordance with para 5.1.
2. Register the Committees.
3. Supervision of elections to the Committee & Executive Committee.
4. Train members of the Committee in preparation and execution of Micro Plan and provide technical assistance to them.
5. Make financial resources available for works included in Micro Plan as per para 8.3 and coordinate with other department for works shown in para 8.4

6. Assist the Committee in execution of their duties and monitoring and also assist them in resolution of their internal conflicts.
7. Monitoring and evaluation of the works done by the committee.
8. Fixation of agency for audit of annual accounts of the Committee and getting the accounts audited through such an agency.
9. Distribution of forest produce and other benefits from the areas allotted to the Committee, as per sub para 1 to 3 of para 11.1.
10. Ensure proper participation of the weaker sections of the committee, especially women in the decision meeting and profit share of the Committee

(13) Appeal

1. An appeal against the orders passed under sub para 8 of para 11.1 can be filed with an officer of the rank of a Forest Ranger having territorial jurisdiction within 1 month of such an order.
2. An appeal against the order dissolution passed by the Divisional Forest Officer can be filed within 30 days of issue of such order to the Federation formed under para 5.4.
3. The order of these appellate authorities shall be final.

By order and in the name of The Governor of Madhya Pradesh

Dharmendra Shukla, Additional Secretary

**Govt. of Madhya Pradesh, Forest Department Mantralaya,  
Vallabh Bhawan, Bhopal - 462004**

No. / F 16 / 4 / 91 / 10-2

Bhopal, dated 29 November, 2001

**Order**

Sub:- Procedure for formation, working and area selection of Joint Forest Management Committees and Executive Committee

For fulfillment of the objectives of Resolution No. F 16 / 4 / 91 / 10-2 dated 22.10.2001 passed by Govt. of Madhya Pradesh in relation to Joint Forest Management, in supersession of even numbered memo dated 13.12.2000, following instructions are issued in relation to the procedure for formation, working and area selection of Joint Forest Management Committees and Executive Committee. These will be applicable with immediate effect.

**1. Formation of Committees :-**

- 1.1 Eco Development Committees be formed in all villages located within National Parks and Sanctuaries and those within 5 kms. of the outer boundaries of National Parks and Sanctuaries.
- 1.2 Forest Protection Committees be formed in villages located within 5 kms. of the block boundaries in dense forest areas (with density more than 0.4). Villages eligible for Eco Development Committees will not be included in this.
- 1.3 Village Forest Committees be formed in villages located within 5 kms. of the block boundaries in degraded forest areas (with density 0.4 and less).
- 1.4 If both degraded and dense forests are located near a village, then the Committee will be formed based on the type of forests which is more in extent. More than one Joint Forest Management Committee shall not be formed in any village.

**2. Procedure for Formation of Committees :-**

- 2.1 In order to educate the people about the Joint Forest Management, the local forest officials will organise meetings in the villages of the state.
- 2.2 Subsequently, if the villagers voluntarily want to be associated with the protection, development and management of forests, then on receipt of such information, a formal meeting of the Gram Sabha will be organised as per procedure specified in Section 6 of Madhya Pradesh Panchayat Raj and Gram Swaraj Adhiniyam 1993 and Madhya Pradesh Gram Sabha (Sammilan ki Prakriya) rules 2001.
- 2.3 In the meeting of the Gram sabha, if the members, by consensus / majority, pass a resolution of formation of Joint Forest Management Committee, for forest protection, development and management, then Village Forest Committee / Forest Protection Committee / Eco Development Committee will be formed in that area, whose term

will be for 5 years from the date of registration. The term of the committees and their executive committees working since before shall be for 5 years from the date of Renewal of Registration after the approval from the Gram Sabha.

Example:-

- If a Committee 'A' was formed on 1-7-94, then since more than 5 years have elapsed, the Gram sabha shall approve the formation of the Committee. Immediate action will also be taken to constitute its Executive Committee.
  - If a Committee 'B' and its Executive Committee were formed on 1-10-99, the Gram sabha shall approve the formation of the Committee and the present Executive Committee can continue till 30-9-2004.
- 2.4 The Divisional Forest Officer (Territorial)/ Divisional Forest Officer (Wild Life)/ Director, National Park shall register the Village Forest Committee/Forest Protection Committee/Eco Development Committee, within one month after passage of resolution.
- 2.5 All eligible voters of the village shall be members of the General Body of the Committee formed in the village.
- 2.6 On receipt of information of registration of the Committee, the Divisional Forest Officer shall convene a meeting of the General Body of the Committee in accordance with the procedure given in the Madhya Pradesh Gram Sabha (Sammilan ki Prakriya) rules 2001 for selection/election of Chairperson/Vice Chairperson and the Executive Committee.
- 2.7 Forest officers not below the rank of a Forester/ Dy. Ranger shall be present in this meeting of the General Body, as election officers.
- 2.8 The term of Chairperson and Vice Chairperson shall be 5 years.
- 2.9 Either the Chairperson or the Vice Chairperson of the Committee shall necessarily be a woman.
- 2.10 A Federation of Chairpersons of the Committees shall be formed at the division level.

### **3. Formation of Executive Committee :-**

The Executive Committee will be elected/selected by the General Body of the Committee in a meeting organised in accordance with the procedure given in the Madhya Pradesh Gram Sabha (Sammilan ki Prakriya) rules 2001. Executive Committee of a minimum of 11 and a maximum of 21 members, leaving the ex officio members, shall be constituted from amongst the members of the committee according to the procedure given below :-

- 3.1 Chairperson and Vice Chairperson of the committee shall also be the Chairperson and Vice Chairperson of the Executive Committee. Taking into account all the members of the Executive Committee, the members of Scheduled Caste, Scheduled Tribe and Other Backward Class shall be selected, as far as possible, in ratio of their population in the Gram Sabha.



- 3.2 There will be a minimum of 33% women members in the Executive Committee. If there are any Women Saving Groups in the village, one representative from each such group shall have to be elected in the Executive Committee.
- 3.3 At least 2 members (1 male and 1 female) will be elected from among the landless families, if available. For this, one representative from each self-help group, if any, shall have to be elected.
- 3.4 All Panch/Sarpanch residing in the village and Chairperson of the Gram Vikas Samiti of the Gram Sabha shall be ex-officio members of the Executive Committee.
- 3.5 If a Watershed Development Committee of the Rajiv Gandhi Mission is functioning in the village, then one beneficiary from each beneficiary group of such committee, shall be a member of the Executive Committee.
- 3.6 For the remaining members of the Executive Committee, one representative from each user group, if any, formed for village resources shall have to be nominated.
- 3.7 In addition to the members listed above, the Forest Guard or the Forester in charge of the concerned forest area shall be the ex-officio Secretary of the Executive Committee.
- 3.8 A member of the Committee, who has interest in Forest and Environmental Conservation and has passed class VIII, shall be made Assistant Secretary of the Executive Committee as per prescribed procedure. Preference will be given to a member belonging to Scheduled Caste/ Scheduled Tribe.
- 3.9 Assistant Secretary shall acquire expertise in the first two years working with the Secretary holding the post of Forest Guard or Forester and thereafter, he will discharge his responsibilities as the Secretary. At the time of formation of the new Executive Committee, suitable person shall again be selected for the post of Secretary. On Assistant Secretary assuming charge of the Secretary after 2 years, the Forest Guard or the Forester in charge of the concerned forest area shall remain ex-officio member of the Executive Committee, in the role of a technical expert.
- 3.10 Tenure of all other members, except the ex-officio members, shall be for five years.

#### **4. Meetings :-**

- 4.1 Secretary, with the permission of the Chairperson, shall convene a meeting of the Executive Committee.
- 4.2 At least one meeting of the Executive Committee shall necessarily be convened once in 3 months.
- 4.3 Normally, the meeting shall be chaired by Chairperson / Vice Chairperson. However, in their absence, the members shall, by general consensus, select another member to chair the meeting.
- 4.4 The meeting of the General Body shall be convened at least once in six months.

- 4.5 Time and place of the meeting shall be fixed in consultation with the Chairperson.
- 4.6 Proceedings of the meeting shall be entered by the Secretary in a register maintained for this purpose.
- 4.7 The elections to the next Executive Committee shall be conducted in the last year of the tenure of Executive Committee, in a meeting organised as per procedure given in Madhya Pradesh Gram sabha (Sammilan ki Prakriya) Rules, 2001. Such a meeting shall necessarily be convened 1 Month before the end of the term of Executive Committee.

**5. Quorum :-**

Presence of at least 50% of the members for the Executive Committee and 30% of the members for the General Body shall be compulsory for the quorum.

**6. Selection of area to be allotted to the Committee :-**

- 6.1 After constitution of the committee, forest area will be selected for different types of committees by the Divisional Forest Officer (Territorial/Wildlife), Director, National Park in consultation with the Executive Committee. For this, a forest officer not below the rank of a Forest Ranger shall be authorized by the concerned officer. The distance of the forest area from the village and its traditional use by the villagers for nistar shall be kept in mind while deciding the forest area for a committee. The area will be selected on the basis of the recommendation regarding its suitability from technical angle by an officer of the level of ACF.
- 6.2 In case of any difference of opinion in selection of an area, the decision of Divisional Forest Officer (Territorial/Wildlife)/Director/ Dy. Director, National Park shall be final.
- 6.3 No forest area within the Protected Area (National Park/ Sanctuary) will be selected for Eco Development Committees.
- 6.4 For villages situated within 5 kms. of the boundary of the Protected Areas (National Park/ Sanctuary), which influence the management of Protected Areas, forest area situated outside the Protected Area can be allotted to Eco Development Committees constituted for such villages, in accordance with para 6.1 and 6.2.

By order and in the name of The Governor of Madhya Pradesh

(Ratan Purwar)  
Additional Secretary  
Govt. of M. P., Forest Department

Copy forwarded to :-

1. Principal Chief Conservator of Forests, M. P., Bhopal
2. Principal Chief Conservator of Forests (Wild Life), M. P., Bhopal
3. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, M. P., Bhopal
4. All Commissioners, M. P.
5. All Conservators of Forests / Field Directors, Project Tiger, M. P.
6. All District Collectors, M. P.
7. All Divisional Forest Officers / Directors, National Park, M. P.

For information and necessary action.

Additional Secretary  
Govt. of M. P., Forest Department

**Govt. of Madhya Pradesh, Forest Department  
Mantralaya  
Vallabh Bhawan, Bhopal - 462004**

No. / F 16 / 4 / 91 / 10-2      Bhopal, dated 9/1/2002

**Order**

**Sub:- Formation of the Federation of Chairpersons of Joint Forest Management Committees, appeal against the order of dissolution of the Committee, rights and duties**

-----

Following instructions are issued superseding the previous order No. F 16 / 4 / 91 / 10-2 dated 13 December 2000 issued in relation to formation of a Federation at the Division level in pursuance of para 5.3 and procedure of appeal under para 13.2 of the Resolution No. F / 16 / 4 / 91 / 10-2 dated 22 October 2001 passed by the Govt. of Madhya Pradesh in relation to Joint Forest Management :-

1. A Federation of Chairpersons of the Joint Forest Management Committees of the Division shall be formed at the Division level.
2. All Chairpersons of the Joint Forest Management Committees of the Division shall be members of this Federation. Each Joint Forest Management Committee shall have to pay an annual fee of Rs. 500/- for membership of the Federation. This amount can be paid out of the amount available to the Committee in their Committee Account. The Federation will have a separate bank account for its meeting expenses and other contingent expenses. This account will be operated by the Divisional Forest Officer for works approved in the meeting of the Federation.
3. Meeting of the Federation shall be convened at least once in every 3 months, in which all members of the Federation will be invited and a member out of those present shall, by consensus, be nominated to chair the meeting. In case nomination by consensus is not possible, Chairperson will be elected by majority. The Chairperson, thus selected, shall have the tenure of one year. The Chairperson of the District Federation shall be nominated/elected for one year from each range by rotation.

As far as possible, these meetings will be organised in the Eco Centres located in the Division. An expenditure up to a maximum limit of Rs. 50/- per attending member per meeting can be incurred on organisation of such meetings, with the permission of the Federation. Bus fare or train fare for second class and an honorarium at the rate of Rs. 50/-per meeting shall be payable to the Chairpersons of the Committees attending such meetings. This amount will be paid by the concerned Committee out the amount available in its Committee Account.

4. Divisional Forest Officer (Territorial/ Wildlife) shall be ex office Secretary of the Federation.
5. Presence of 30% members of the Federation shall be essential for the quorum of the meeting.
6. **Rights and Duties of the Federation :-**

**1/ Hearing of appeal against the orders of the Divisional Forest Officer passed under para 12.1.4 of the Resolution:-**

Appeal against the orders of the Divisional Forest Officer regarding dissolution of the Committee and termination of the Memorandum of Understanding (MOU) passed under para 12.1.4 of the Resolution can be made to the Federation. In such an appeal case, the decision of the Federation shall be final.

If any appeal against dissolution of the Committee and termination of Memorandum of Understanding (MOU) is pending with the Federation, then the Division level Federation shall nominate a sub-committee to hear such an appeal, which will have 10 members and the Chairperson chairing the meeting of the Federation shall also chair the sub-committee. The members of the sub-committee shall be nominated by the Chairperson. As far as possible, the nominated members shall be from Committees close to the dissolved Committee. Chairperson of at least one Committee from each Range shall be a member of the sub-committee, however, the Chairperson of the dissolved Committee cannot be a member of this sub-committee. A Sub Divisional Forest Officer (Territorial/Wild Life) posted at the headquarters of the Division shall be the Member Secretary of this sub-committee. The sub-committee shall give its decision on the appeal, received against the dissolution of the Committee by the Divisional Forest Officer, within 30 days of its formation. The decision by the sub-committee shall be deemed to be the decision of the Federation. This Appellate Committee shall be a temporary committee, which will automatically stand dissolved after its decision on the appeal.

2/ Confirm decisions taken in the previous meeting.

3/ Improve coordination and harmonization among Joint Forest Management Committees formed within the Division.

4/ Review works of the Committees in the meeting of the Federation.

By order and in the name of The Governor of Madhya Pradesh

(Dharmendra Shukla)  
Additional Secretary  
Govt. of M. P., Forest Department

Copy forwarded to :-

1. Principal Chief Conservator of Forests, M. P., Bhopal
2. Principal Chief Conservator of Forests (Wild Life), M. P., Bhopal
3. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, M. P., Bhopal
4. All Commissioners, M. P.
5. All Conservators of Forests / Field Directors, Project Tiger, M. P.
6. All District Collectors, M. P.
7. All Divisional Forest Officers / Directors, National Park, M. P.

For information and necessary action.

Additional Secretary  
Govt. of M. P., Forest Department

**Govt. of Madhya Pradesh, Forest Department Mantralaya**

**Vallabh Bhawan, Bhopal - 462004**

No. / F - 16 / 4 / 1991 / 10-2 Bhopal, dated 9/1/2002

**Order**

**Sub :- Regarding distribution of forest produce obtained by the Committee from thinning and cleaning.**

In pursuance of para 11.1.2 of the Resolution No. F 16/4/91/10-2 dated 22-10-2001 following instructions are issued for distribution of forest produce obtained by the Committee from thinning and cleaning:-

1. The forest produce obtained from thinning and cleaning shall be provided to the Committee after recovering, in advance, the harvesting and transportation expenses from the Committee by the Forest Department. The Committee shall distribute the forest produce received from the Forest Department taking into account the demand of families in such a way that as far as possible, all families receive the forest produce in proportion to their requirement, subject to the availability.
2. Before distributing the forest produce, the harvesting and transportation expenses will be recovered by the Committee from the families.
3. The families can utilize the forest produce for their own use, but cannot sell it.
4. If in any year, the forest produce obtained from thinning and cleaning remains in balance after the Nistar requirement of the Committee members, it will be kept in reserve and distributed next year among the Committee members, in the above specified manner.

By order and in the name of The Governor of Madhya Pradesh

(Dharmendra Shukla)  
Additional Secretary  
Govt. of M. P., Forest Department

Endt. No. /F - 16 / 4 /91 / 10-2

Bhopal, dated 9/1/2002

Copy forwarded to :-

1. Principal Chief Conservator of Forests, M. P., Bhopal
2. Principal Chief Conservator of Forests (Wild Life), M. P., Bhopal
3. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, M. P., Bhopal
4. Managing Director, M. P. State Minor Forest Produce Federation Ltd., Bhopal
5. All Commissioners, M. P.
6. All Conservators of Forests / Field Directors, Project Tiger, M. P.
7. All District Collectors, M. P.
8. All Divisional Forest Officers / Directors, National Park, M. P.

For information and necessary action.

Additional Secretary  
Govt. of M. P., Forest Department



**Govt. of Madhya Pradesh, Forest Department  
Mantralaya  
Vallabh Bhawan, Bhopal - 462004**

No. / F - 16 / 4 / 91 / 10-2

Bhopal, dated 9/1/2002

**Order**

**Sub. :- Regarding termination of membership of a Committee member.**

In pursuance of para 11.1.8 of the Resolution No. F 16/4/91/10-2 dated 22-10-2001 following instructions are issued :-

1. If any member of the committee does not cooperate in the works of the committee, does not obey the decisions of the Committee or commits a forest offence, his membership can be terminated.
2. Before termination of membership, a show cause notice will be sent to the concerned member through the Secretary of the Committee, after approval of the Chairperson.
3. Before termination of membership, the concerned member will be given an opportunity to present his case. On receipt of the notice for termination of membership, the member shall present his reply to the Committee, within 30 days.
4. The General Body of the Committee, after deliberating on the reply received from the member and if it is not satisfied with the reply, can give its decision on termination of his membership and depriving him of his eligibility for royalty free Nistar.
5. The concerned person can file an appeal with an officer of the rank of a Forest Ranger having territorial jurisdiction, within one month from the date of the order of the Committee, terminating his membership and depriving him royalty free Nistar.
6. The Range Officer shall pass his decision on the appeal within 15 days and inform the Divisional Forest Officer and the Secretary of the concerned Committee and the appellant.
7. On the request of the concerned person, the General Body of the Committee can restore his membership which was terminated through the above procedure, after one year of such termination.

By order and in the name of The Governor of Madhya Pradesh

(Dharmendra Shukla)  
Additional Secretary  
Govt. of M. P., Forest Department

Endt. No. /F - 16 / 4 /91 / 10-2

Bhopal, dated 9/1/2002

Copy forwarded to :-

1. Principal Chief Conservator of Forests, M. P., Bhopal
2. Principal Chief Conservator of Forests (Wild Life), M. P., Bhopal
3. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, M. P., Bhopal
4. Managing Director, M. P. State Minor Forest Produce Federation Ltd., Bhopal
5. All Commissioners, M. P.
6. All Conservators of Forests / Field Directors, Project Tiger, M. P.
7. All District Collectors, M. P.
8. All Divisional Forest Officers / Directors, National Park, M. P.

For information and necessary action.

Additional Secretary  
Govt. of M. P., Forest Department

**Govt. of Madhya Pradesh, Forest Department**  
**Mantralaya**  
**Vallabh Bhawan, Bhopal - 462004**  
**Order**

No. / F 16 / 4 / 91 / 10-2

Bhopal, dated 18 February 2002

Sub.: - Regarding the amount payable to the Committee in forest offence cases registered as a result of apprehending the offender with the help of Forest Committees.

In pursuance of para 11.1.7 and 11.2.12 of the Resolution No. F 16 / 4 / 91 / 10-2 dated 22-10-2001 following instructions are issued with regard to the 50% amount of compensation payable to the Committee in the event of the Committee helping in apprehending the offender :-

On Committee helping in apprehending the offender and seizure of forest produce in a forest offence detected in the area of the Committee, it will be entitled to receive 50% amount of compensation. However, if the offender is a member of the same Committee, then it will not be entitled to receive this amount. The information regarding compounding of the forest offence case and remittance of the amount of compensation in treasury, shall be submitted every month by the Range Officer in enclosed Form -1 to the Sub Division/ Divisional Forest Office.

2/ Information regarding the amount payable to Committees in cases compounded during each month shall be submitted by the Divisional Forest Officer in Form – 2 to the Conservator of Forests.

3/ The annual Information regarding the amount payable to Committees in cases compounded shall be sent at the end of the financial year by the Conservator of Forests in Form – 3 to the Head Office.

4/ On receipt of information in the Head Office, budget provision shall be made from the Head Office level in budget head "Payment of Profit Share to the Committees"

5/ On receipt of budget provision, the Divisional Forest Officer shall make payment to the Committees through cheques.

Encl. : Form 1,2,3

By order and in the name of The Governor of Madhya Pradesh

(Dharmendra Shukla)

Additional Secretary

Govt. of M. P., Forest Department

Endt. No. /F 16 / 4 / 91 / 10-2

Bhopal, dated 18 February 2002

Copy forwarded to :-

1. Principal Chief Conservator of Forests, M. P., Bhopal
2. Principal Chief Conservator of Forests (Wild Life), M. P., Bhopal
3. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, M. P., Bhopal
4. All Commissioners, M. P.
5. All Conservators of Forests / Field Directors, Project Tiger, M. P.
6. All District Collectors, M. P.
7. All Divisional Forest Officers / Directors, National Park, M. P.

For information and necessary action.

Additional Secretary  
Govt. of M. P., Forest Department

## Form - 1

Range -----

Month-----

S.No.	Name of the Committee which helped in apprehending the offender in forest offence and deposited the amount in treasury after compounding of the case	Forest Offence Case No. & Date	Compounding Order No. and Date	Amount recovered in the case	Challan No. of deposition of amount in treasury	50% amount payable to the Committee
1	2	3	4	5	6	7

Signature of Range Officer

## Form - 2

Name of the Division -----

Month-----

S.No.	Name of Range	No. of Committees which helped in apprehending the offender in forest offence and deposited the amount in treasury after compounding of the case	No. of Forest Offence Cases relating to Col.-3	Amount in Compounded Forest Offence Cases relating to Col.-4 which was deposited in the treasury	50% amount payable to the Committees
1	2	3	4	5	6

Signature of Divisional Forest Officer

## Form -3

Name of the Circle-----

Month-----

S.No.	Name of Division	No. of Forest Offence Cases in which the Committees helped in apprehending the offender and in which the amount was deposited in treasury after compounding of the case.	Amount in Forest Offence Cases relating to Col.-4 which was deposited in the treasury.	50% amount payable to the Committees
1	2	3	4	5

Signature of Conservator of Forests

**Govt. of Madhya Pradesh**  
**Forest Department**  
**Mantralaya, Vallabh Bhawan, Bhopal**

Bhopal, dated 8<sup>th</sup> April, 2003

**Order**

No./ F-16/4/1991/X-2:Accepting the principle of the first right of tribals on forest produce, the State Government have taken the under mentioned decision regarding the distribution of profit share out of the profit earned as a result of harvesting of timber and bamboo, the Joint Forest Management Committees :-

1. Net income from timber and bamboo be calculated taking the District as a unit after deducting the following expenses :-
  - (1) All taxes and cess payable on sale of timber and bamboo.
  - (2) Expenses on all heads of Production Division and all expenses of Territorial Division on heads related to production (including salary and allowances).
  - (3) 50% of all non-plan expenditure of the Territorial Division (salary and allowances, travelling allowances, office expenses, labour charges, POL etc.)
2. Profit share calculated in the above described manner be distributed as under :-
  - (1) 10% of the net income of timber and 20% of the net income of bamboo for the years 2000-01, 2001-02, 2002-03 be distributed in all the 3 types of Joint Forest Management Committees in accordance with the State Government Resolution F 16-4-91-X-2 dated 22 October, 2001.
  - (2) 100% of the net profit of timber and bamboo for the year 2003-04 be distributed the Committees.
3. Profit share described in para 2 of the decision be distributed as under :-
  - (1) 1/5<sup>th</sup> of the net profit calculated for the District for any year be distributed equally among Forest Protection Committees, in whose allotted area (part/whole) final fellings have been carried out in that particular year.
  - (2) 80% of the balance 4/5<sup>th</sup> amount be distributed equally among all the 3 types of Committees of the District (including Forest Protection Committees, in whose allotted area the coupe has been worked as mentioned in sub para (1) above)
  - (3) After the distribution as per sub para (2) above, the balance 20% shall be spent by the Forest Department for training, development of training facilities, preparation of Micro Plans, publicity for awareness generation among Committees, arrangements for distribution of profit share, development of residential facilities for forest subordinates etc. in respect of Committees of the all districts.
4. The Committee shall spend the amount, received in the above described manner, in accordance with the approval of their General Body. However, at

least 25% of the amount received by the Committee shall be used in forest development works.

5. The revenue obtained from harvesting in Narmada Sagar submergence area be spent in accordance with Project sanction order of the Govt. of India. The amount should not be included in the above calculation of profit.
6. Amount required for distribution of the profit share be made available in the budget of the Forest Department as an additionality.

By order and in the name of

The Governor of Madhya Pradesh

(Sudhir Panwar) Additional  
Secretary

Govt. of Madhya Pradesh, Forest Deptt.

Endt. No. /F-16/4/1991/X-2 Bhopal, dated 8 April 2003

Copy forwarded to :-

1. Principal Secretary, Govt. of Madhya Pradesh, Finance Deptt., Mantralaya, Bhopal
2. Principal Secretary, Govt. of Madhya Pradesh, Planning, Economics and Statistics Deptt., Mantralaya, Bhopal
3. Principal Chief Conservator of Forests, Madhya Pradesh, Bhopal
4. Principal Chief Conservator of Forests (Wild Life), Madhya Pradesh, Bhopal
5. Managing Director, M.P. State Forest Development Corporation, Bhopal
6. Managing Director, M.P. State Minor Forest Produce Federation, Bhopal
7. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, Madhya Pradesh Bhopal
8. All Conservators of Forests, Madhya Pradesh
9. All District Collectors, Madhya Pradesh
10. All Divisional Forest Officers, Madhya Pradesh

For information and necessary action.

(Sudhir Panwar)

Additional Secretary

Govt. of Madhya Pradesh, Forest Deptt.

**Govt. of Madhya Pradesh**

**Forest Department**

No. / F-16 / 4 / 1991 / 10/ 2

Bhopal, dated 18/2/2005

To,

The Principal Chief Conservator of Forests  
Madhya Pradesh, Bhopal

Sub: Provision of profit share to Joint Forest Management Committees.

With regard to provision of profit share to Joint Forest Management Committees, the State Govt. has decided that -

1/ Profit share should be provided to Joint Forest Management Committees in accordance with the even numbered resolution dated 22/10/2001 i.e. 10% of the profit of timber and 20% of the profit of bamboo. The profit share for years 2001-02 to 2004-05 be computed on this basis.

2/ Net income from timber and bamboo be calculated taking the District as a unit after deducting the following expenses :-

- 1) All taxes and cess payable on sale of timber and bamboo.
- 2) Expenses on all heads of Production Division and all expenses of Territorial Division on heads related to production (including salary and allowances).
- 3) 50% of all non-plan expenditure of the Territorial Division (salary and allowances, travelling allowances, office expenses, labour charges, POL etc.)
- 4) Regeneration expenses.
- 5) Revenue obtained from harvesting in submergence area shall not be available for profit share.

3/ The computed profit share be distributed as under :-

- 1) 80% of the net profit calculated for any year be distributed to the Committee, in part/whole of whose allotted area, final fellings have been carried out in that particular year.
- 2) The balance 20% shall be spent by the Forest Department for training, development of training facilities, preparation of Micro Plans, publicity for awareness generation among Committees, arrangements for distribution of profit share, development of residential facilities for forest subordinates etc. in respect of Committees of the all districts.



- 3) The Committee shall spend the amount received in accordance with the approval of the General Body.
  - 4) At least 25% of the amount received by the Committee shall be used in forest development works.
- 4/ Amount required for distribution of the profit share be made available in the budget of the Forest Department as an additionality.

Action in accordance with the above decisions be ensured.

By order and in the name of  
The Governor of Madhya Pradesh  
(Sudhir Panwar) Additional  
Secretary  
Govt. of M.P., Forest Deptt.

Endt. No. / F-16 / 4 / 1991 / 10 / 2  
18/02/2005

Bhopal, dated

Copy forwarded to :-

- Principal Secretary, Govt. of Madhya Pradesh, Finance Deptt., Mantralaya, Bhopal
2. Accountant General, Gwalior
  3. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, Madhya Pradesh Bhopal
  4. Private Secretary, Forest Minister, M.P., Bhopal

Additional Secretary  
Govt. of M. P., Forest Deptt.

**Govt. of Madhya Pradesh, Forest Department  
Mantralaya  
Vallabh Bhawan, Bhopal**

**Notification**

No. / F -25 / 66 / 2004 / 10-3

Bhopal, dated 06 February 2007

**1. Short title, extent and commencement**

- (1) The short title of these rules is "Madhya Pradesh Van Suraksha Sahayak ko Dey Vitteeya Sahayata Rules, 2006".
- (2) These rules extend to the whole of Madhya Pradesh State.
- (3) These rules shall be deemed to have come into force from the date of their publication in Madhya Pradesh gazette.

**2. Definitions:** In these rules, unless the context otherwise requires:-

- (a) "Forest Protection Assistant" means Forest Protection Labourer or Forest Committee Member or the informer giving information of forest offence or forest offenders.
- (b) "Forest Protection Labourer" means such a daily wage labourer who has been engaged by the State Government or any Forest Officer authorized by the State Government or for fulfilling the objectives of any act, rule or instruction to be promulgated by the Forest Department.
- (c) "Forest Committee Member" means such a member of Village Forest Committee, Forest Protection Committee and Eco Development Committee constituted and registered under Joint Forest Management, which is legally a member of any of these Committees.
- (d) "Forest Committee" means such registered Village Forest Committee, Forest Protection Committee and Eco Development Committee, which has been recognized or registered in this form by the Forest Department.
- (e) "Member of the dependent family" means wife/husband of Forest Protection Labourer or in case of the death of wife/husband, legal heir of the Forest Protection Labourer.
- (f) "Reporting Officer" means such forest officer not below the rank of a Range Officer, who shall submit a proposal, under these rules, for financial aid to any Protection Assistant to the concerned Divisional Forest Officer.
- (g) Definitions given in section 2 of the Indian Forest Act, 1927 shall be applicable in the same form under these rules also.

**3. Financial assistance payable to a Forest Protection Assistant :-** Forest Protection Assistant on getting injured or a member of his dependent family on his death, during execution of any work related to forest protection, shall be

entitled to following Government financial assistance, after registration of a First Information Report (FIR) in a police station:-

- (a) In case of injury, Actual expenditure on treatment.
- (b) In case of serious injury, immediate assistance of up to Rs. 2000/- (Rupees Two thousand) and actual expenditure on treatment and wage/salary for a period of bed rest advised by a Doctor.
- (c) In case of permanent disability, Rs. 50,000/- (Rupees Fifty thousand) and actual expenditure on treatment
- (d) In case of death, an ex-gratia amount of Rs. 1,00,000/- (Rupees One Lakh)
- (e) Reimbursement of all legal expenses in any court case initiated against him by the forest offender.

**4. Procedure and other provisions regarding financial assistance :-**

- (1) Financial assistance described in rule 3 above shall be disbursed by the Divisional Forest Officer upon his satisfaction on the report of the Reporting Officer not below the rank of a Range Officer.
- (2) The amount shall be disbursed to the Forest Protection Assistant himself or in case of his death to the "member of the family" dependent on him.
- (3) The Reporting Officer shall clearly state in their report that the concerned Forest Protection Assistant/ Forest Protection Labourer or Forest Committee Member was injured or died during discharge of forest protection works. Similarly, he will also certify that the injury or death has been caused because of reasons related to forest protection or during action related to forest protection.
- (4) Disbursement of any financial assistance will be done through bank draft/ crossed cheque drawn on any nationalized bank. In special circumstances, amount up to Rs. 1000/- (Rupees One thousand) per case can be directly disbursed in cash.
- (5) In case of injury, disbursement of actual expenses on treatment shall be done by the Sub Divisional Forest Officer on certification by a Government Doctor and after countersignature by the Reporting Officer, subject to the amount which he finds correct and reasonable for the concerned treatment etc. and which will be limited to the provisions of rule 3.
- (6) In case of death, entitlement for disbursement shall arise only on production of a death certificate and a post mortem report issue by an authorized officer.
- (7) Reporting Officer, himself or through the concerned Range officer, can disburse such an amount in advance for immediate treatment to the Forest Protection Assistant, as he considers necessary for treatment. The Divisional

Forest Officer, on finding the advance disbursed by the Reporting Officer/Range Officer in order and proper, shall make payment by deducting the amount given as advance from the total due amount.

- (8) in case of injury or death during forest protection works in a group, each Forest Protection Assistant shall be individually entitled to an amount as described above.
  - (9) The cases under consideration for disposal under Workman-Compensation Rules. 1923, shall not be disposed off under these rules.
5. **Appeal :-** Any Forest Protection Assistant, aggrieved by the order passed under rule 4, can file an appeal to the Territorial Conservator of Forests within 30 days of issue of such order and the Territorial Conservator of Forests, after hearing both parties, pass his order within 45 days of submission of the appeal, which shall be final.

By order and in the name of  
The Governor of Madhya Pradesh  
(C.H. Murlikrishna)  
Additional Secretary  
Govt. of M.P., Forest Deptt.

**Madhya Pradesh Gazette**

**(Extraordinary)**

**Published under authority**

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No. 25

Bhopal, Monday, Dated 14 January, 2008 – Poush 24, Shak 1929

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**Forest Department**

**Mantralaya, Vallabh Bhawan, Bhopal**

Bhopal, Dated 14 January 2008

No. F 16– 4-1991-X-2 – The State Government, hereby, substitutes the words "It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson" with "It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson and one third of the posts of Chairpersons shall be reserved for women." in para 5.2 of the Joint Forest Management Resolution dated 22 October 2001.

By order and in the name of The Governor of Madhya Pradesh

**Pushkar Singh**, Additional Secretary

**Govt. of Madhya Pradesh  
Vallabh Bhawan  
Mantralaya, Forest Department, Bhopal**

**Notification**

No. / F 16-4 / 1991 / 10-2

Bhopal, dated 15/01/2008

To,

The Principal Chief Conservator of Forests

Madhya Pradesh, Satpuda Bhawan

Bhopal

Sub. – Reservation of one third of the posts of Chairpersons in Joint Forest Management Committees for women.

State Government, by even numbered notification dated 14.01.2008, have substituted the words "It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson" with "It will be necessary to have a woman on one post out of Chairperson/ Vice Chairperson and one third of the posts of Chairpersons shall be reserved for women." in para 5.2 of the Joint Forest Management Resolution dated 22 October 2001.

2/ The following procedure be adopted for implementation of the above provision:-

The allocation of Committees for reservation of posts of Chairpersons for women in Territorial Divisions/Wild Life Protected Areas shall be done by a committee as under :-

- |    |   |   |                  |
|----|---|---|------------------|
| 1. | Chairperson, District Panchayat   | - | Chairperson      |
| 2. | Chairperson, Standing Committee on Forests,<br>District Panchayat   | - | Member           |
| 3. | All Women members, District panchayat   | - | Member           |
| 4. | An officer nominated by the District Collector  | - | Member           |
| 5. | Divisional Forest Officer, Territorial / Divisional Forest Officer, Wild Life/<br>Dy. Director, National Park of the concerned area | - | Member Secretary |

3/ Presence of at least two thirds of the members will be essential for a meeting of the above committee. This committee shall decide on Forest Committees for reservation of posts of Chairpersons for women by making slips of the names of all Forest Committees of the concerned Territorial Division / Wild Life Protected Area

and drawing lots of required number from them. The committees where the post of Chairpersons is reserved for women in this manner, shall have the post of Chairperson unreserved for the next two terms. Which will again get reserved for women in the next term and this sequence will continue in this manner.

4/After fixation of roster in this manner, the newly formed Forest Committees shall have the posts of Chairperson reserved for women in their first term. Which will be unreserved in the next two terms and will again get reserved for women in the term after that and this sequence of reservation shall continue.

(Pushkar Singh)

Additional Secretary

Government of M.P., Forest Department

No. / F 16-4 / 1991 / 10-2  
15/01/2008

Bhopal, Dated

Copy forwarded to :-

All District Collectors, Madhya Pradesh for information and necessary action

Additional Secretary

Government of M.P., Forest Department

**Office of the Principal Chief Conservator of Forests, M.P., Satpuda Bhawan, Bhopal**  
**(Branch – Joint Forest Management / Forest Development Agency)**

email : apccf\_jfm\_mp@yahoo.com, ccjfm@mp.gov.in

Phone No. 0755-2674224, fax No. 0755-2674341

**No. / 134**

**Bhopal, dated 15-1-09**

To,

All Chief Conservators of Forests (Territorial)

Madhya Pradesh

Important  
Fax Message  
Time Limit

Sub : Instructions with regard to distribution of profit share of timber and bamboo for the financial year 2007-08 to the Joint Forest Management Committees.

Ref : Govt. of Madhya Pradesh, Forest Deptt. Gazette notification No. /F-16-4-91-X-2dated 22-10-2001, Govt. of Madhya Pradesh, Forest Deptt. Order No. /F-16/4/1991/10-2dated 08, April 2003 and even numbered letter dated 18 February, 2005, Addl. Principal Chief Conservator of Forests, Joint Forest Management memo No. /JFM/ 342 dated 18-07-2002, Principal Chief Conservator of Forests (Branch Joint Forest Management / Forest Development Agency) memo No. / 295 dated 08-02-2006.

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Govt. of Madhya Pradesh, Forest Deptt. by gazette notification No. /F-16-4-91-X-2dated 22-10-2001 have published the Govt. Resolution for implementation of Joint Forest Management. According to the provisions of para 11.1(3) of the Govt. resolution, profit share of timber and bamboo is to be distributed to the Joint Forest Management Committees. As of now, profit share of timber and bamboo up to the year 2006-07 has been distributed to the entitled Joint Forest Management Committees. Presently, profit share of timber and bamboo for the financial year 2007-08 is to be distributed immediately. The budget provision and allotment for it is also available. The calculation formats for profit share have been obtained a number of times in the head office for budget allocation and instructions for corrections in them have also been issued regularly, but it appears that some misconceptions regarding provision for calculation of profit share still exist. Information showing different amounts is being received time and again from the Districts. In some districts, where profit share was being distributed previously, profit share has been shown to be nil. Many audit objections have also been received as a result of errors in calculation of profit share in previous years. In such circumstances, it becomes necessary to issue instructions clarifying the provisions in this regard.

2/Para 11.1(3) of Govt. of Madhya Pradesh, Forest Deptt. gazette notification No. /F-16-4-91-X-2dated 22-10-2001 contains instructions for calculations based on weighted average of rates of timber/bamboo received during the calendar year. The



circulars issued by the Govt. in 2003 and 2005 regarding distribution of profit share contained instructions for calculation of profit share after deducting expenses under specified heads from the total income. In this calculation, there is no need of weighted average rates now and it is not being used in calculations. Revenue could be calculated by multiplying the quantity received in the depot with the weighted average rates. However, instead of calculating profit share on this basis, it is more logical to calculate actual revenue and expenditure incorporated in the accounts during the financial year. That is why, the Govt. instructions of 2003 and 2005 do not mention about calculation of weighted average rates. Therefore, it is clarified that in pursuance of Govt. instructions of 2003 and 2005, profit share be calculated on the basis of revenue received and expenditure incurred in specified heads during the financial year.

3/ It is necessary to have the exact knowledge of the provisions contained in the Govt. of Madhya Pradesh, Forest Deptt. circular No. F-16/4/1991/10-2 dated 18 February, 2005. The main points contained in this circular are being reiterated below:-

- (a) In accordance with the provisions contained in Govt. Resolution of 22.10.2001, 10% of the profit of timber and 20% of the profit of bamboo is to be provided to the Joint Forest Management Committees as profit share. No profit share is to be distributed out of the income from fuel wood.
- (b) Para 2 of circular dated 18.02.2005 contains instructions for calculation of profit share taking district as a unit. Therefore, profit share is to be calculated based on district as a unit. In the districts with more than one Divisions, it will be the responsibility of the concerned Chief Conservator of Forests to get the figures these divisions compiled district wise.

4/ Para 2 of the circular dated 18.02.2005 provides that 80% of the net profit calculated be distributed to the Committees in whose allotted area (part/whole) final fellings have been carried out in that particular year. In this regard, it is clarified that the profit share of timber and bamboo, calculated for a district, be distributed equally among all eligible Committees, according to instructions contained in Govt. of Madhya Pradesh, Forest Deptt. order No. F-16/4/1991/10-2 dated 08 April, 2003.

5/ Instructions were issued vide letter No. /JFM/ 342 dated 18.07.2002 of Addl. Principal Chief Conservator of Forests (Joint Forest Management) that while distributing profit share to the Committees, Divisional Forest Officers will evaluate their work and the Committees will be paid profit share only on clearing this evaluation. In this evaluation, the Divisional Forest Officer will certify a Committee on the basis of following factors:-

- a. Forest offence cases of illicit felling, illicit mining, encroachment, illicit transport and illicit poaching registered in the area of the Committee during the financial year.

- b. Cases of the above types detected with the help of the Committee during the financial year.
- c. Fire cases and affected area in the area of the Committee during the financial year.
- d. Meetings of the Executive Committee during the financial year.
- e. Meetings of the General Body during the financial year.
- f. Quality of the works executed by the Committee out of the funds received by it.

6/ Sub para 4 of para 3 of the Govt. circular dated 18.02.2005 provides that at least 25% of the amount received by the Joint Forest Management Committee be utilised for forest development works. On collecting information in this regard it was found that this provision is not yielding positive results. Therefore, strict instructions are issued in this regard to transfer 25% of the profit share received by the Forest Committee in the Development Account of the Committee and the Committee to execute forest improvement and forest development works out of this amount in accordance with the instructions of the Government. The concerned Divisional Forest Officer shall be responsible for ensuring compliance of these instructions.

7/ Calculation sheet sent with Principal Chief Conservator of Forests (Branch Joint Forest Management / Forest Development Agency No. 295 dated 08.02.2006 has been amended and a copy of the same is enclosed with this letter as Format-1. The manner of computing information for each column is described in the format. Following additional instructions are being issued clarifying the provisions of distribution of profit share :-

- a. No profit share is to be distributed on receipts (out of the total revenue received from timber and bamboo) obtained from Lok vaniki, revenue from felling in submergence areas, proportionate revenue in the quantity obtained from "irregular fellings" like illicit fellings, harvesting of trees uprooted by wind/storm etc.
- b. If timber and bamboo obtained from harvesting in one district is sent to the timber or bamboo depot of another district or to the sales depot, New Delhi, then its revenue is to be included in the calculation of profit share for the original district. Similarly, the revenue obtained from disposal of industrial bamboo be adjusted in the concerned division, after obtaining information of the same from Head Office.
- c. For the purpose of finding revenue and expenditure for the financial year 2007-08, the figures as reconciled by the Accountant General and appearing in C.T.R. be used. No profit share has to be distributed for the revenue under "Suspense Account" in the C.T.R.

8/ While sending the proposals to the Head Office, "Working Sheets" clearly signed and certified by the seal of the Divisional Forest Officer and the Chief

Conservator of Forests be enclosed, so that, the calculations can be verified, whenever required.

9/ Generally, it has been observed that the Chief Conservators of Forests (Territorial) are not sending the list of Committees in which the amount of profit share payable to the Committee is to be distributed. The list of the Committees entitled for this be sent in Format – 2, separately for timber and bamboo.

10/ The Divisional Forest Officers of the districts, where no profit share is payable to the Committees, shall submit, through their Chief Conservators of Forests (Territorial), a certificate that no profit share is to be distributed in their jurisdiction. If, in any district, profit share was distributed in 2006-07 or in the years prior to it, but no profit share is payable for the year 2007-08, then the reasons for this will be analysed by the concerned Chief Conservator of Forests (Territorial) and information submitted to the Head Office.

11/ The above mentioned information be prepared immediately and intimation sent to Addl. Principal Chief Conservator of Forests, Joint Forest Management and Forest Development Agency on Fax No. 0755-2674341 and by email, so that the information can be examined by Addl. Principal Chief Conservator of Forests/Chief Conservator of Forests at your headquarters. For the purpose of this examination, the concerned officers will fix up a date at Jabalpur, Seoni, Hoshangabad and Bhopal and inform you separately.

12/ In case of any difficulty in implementation of these instructions, Addl. Principal Chief Conservator of Forests (Joint Forest Management/Forest Development Agency) should be contacted immediately.

Distribution of profit share is a very important activity, any negligence or non-adherence to time limits shall be deemed to be an act indiscipline. It is hoped that you ensure immediate compliance of this important Government scheme of public interest.

Encl. – Format1 and 2

(Dr. P. B. Gangopadhyay)  
Principal Chief Conservator of Forests  
Madhya Pradesh  
Bhopal, dated 15.1.09

Endt. No. /135

Copy forwarded to :-

- 1) Addl. Chief Secretary, Forest Department, Madhya Pradesh for information and necessary action with reference to Govt. circular No. F-16/4/1991/10-2 dated 18-02-2005. In this regard, proposal sent to the Govt. vide office note No. 9 dated 14-01-2009 may kindly be approved.

- 2) All Addl. Principal Chief Conservators of Forests and Chief Conservators of Forests for information and necessary action. Ensure immediate action as above in the districts within the Circles of your charge where profit share of timber and bamboo is to be distributed.
- 3) All Divisional Forest Officers (Territorial) for information and necessary action.

Principal Chief Conservator of Forests  
Madhya Pradesh

**Format 1**  
**Details of Calculation of Profit Share for 2007-08**  
**Name of the Division: -----**

( Amount in Rs.)

S. No.	Description	Amount
1	2	3
<b>1</b>	<b>Revenue (Without taxes – Timber)</b>	<b>Quantity(Cu.M)</b>
1.1	Budget Heads of Production Division	
	-(203)State Trading of Timber	
	-(213)Receipts from sale	
	Total (1.1)	0.000
		0
1.2	Deduct-	
1.2.1	-Volume of timber obtained from Submergence area	
1.2.2	-Volume of timber obtained from Lok Vaniki	
1.2.3	-Volume of timber obtained from Wind-fallen, lying and uprooted trees	
1.2.4	-Volume of timber obtained from any "Irregular Felling"	
	Total (1.2)	0.000
		0
1.3	Total (1.3 = 1.1 – 1.2)	
		0
1.4	Revenue obtained from Timber sent from the Division to Sales Depot, New Delhi	
	Total (1.4)	0.000
		0
	<b>Total : Net Revenue (Without taxes - Timber) (1.3 + 1.4)</b>	<b>0.000</b>
		<b>0</b>
<b>2</b>	<b>Revenue (Without taxes – Bamboo)</b>	<b>Quantity(N.T.)</b>
2.1	Budget Heads of Production Division	
	-(204)State Trading of Bamboo	
	-(215)Receipts from sale	

S. No.	Description	Amount
1	2	3
	Total (2.1)	0.000
		0
2.2	Deduct-	
2.2.1	-Volume of Bamboo obtained from Submergence area	
2.2.2	-Volume of Bamboo obtained from Lok Vaniki	
2.2.3	-Volume of Bamboo obtained from Wind-fallen, lying and uprooted trees	
2.2.4	-Volume of Bamboo obtained any "Irregular Felling"	
	Total (2.2)	0.000
		0
	<b>Total : Net Revenue (Without taxes - Bamboo) (2.1 – 2.2)</b>	<b>0.000</b>
		<b>0</b>
3	<b>Net Revenue -Without taxes (Timber + Bamboo)</b>	<b>0</b>
4	<b>Percentage of Revenue from Timber and Bamboo</b>	
4.1	Percentage of Revenue from Timber	#Div/0!
4.2	Percentage of Revenue from Bamboo	#Div/0!
5	<b>Expenditure</b>	
5.1	Production Head (100%)	
5.1.1	Under Production Division	
5.1.1.1	-Scheme 3836	
5.1.1.2	-Scheme 535	
5.1.1.3	- Scheme 2901	
	Total (5.1.1)	0
5.1.2	Deduct -	
5.1.2.1	- Scheme 3836 - 58 Taxes & Royalty	
5.1.2.2	- Scheme 535 - 51 Other Charge (Timber purchase under Lok Vaniki Scheme)	
	Total (5.1.2)	0
	<b>Total : Production Head (5.1 = 5.1.1 – 5.1.2)</b>	<b>0</b>

S. No.	Description	Amount
1	2	3
5.2	Non Plan (50%)	
5.2.1	Under Territorial Division	
5.2.1.1	- Scheme 3877	
5.2.2.2	- Scheme 4349	
5.2.2.3	- Scheme 6218	
5.2.2.4	- Scheme 4462	
5.2.2.5	- Scheme 813	
5.2.2.6	- Scheme 4475	
5.2.2.7	- Scheme 3873	
5.2.2.8	- Scheme 2900	
5.2.2.9	- Scheme 1411	
5.2.2.10	- Scheme 3896	
5.2.2.11	- Scheme 6572	
5.2.2.12	- Scheme 3555	
	Total : Territorial Division (Non Plan)(5.2)	0
	Total : 50% of Expenditure of Territorial Division (Non Plan)	0
5.3	Regeneration Expenses (100%)	
5.3.1	-Demand 10-2406-(7882)-Implementation of Working Plan	
5.3.2	-Demand41-2406-(7882)-Implementation of Working Plan	
5.3.3	-Demand64-2406-(7882)-Implementation of Working Plan	
	Total (5.3)	0
6	Total Expenditure (5.1+5.2+5.3)	0
7	Net Profit( 3 – 6 )	0
7.1	Profit from Timber*(4.1 X 7 )	#Div/0!
7.2	Profit from Bamboo*( 4.2 X 7 )	#Div/0!

S. No.	Description	Amount
<b>8</b>	<b>Profit Share</b>	
8.1	Profit Share from Timber( 7.1 X 10% )	#Div/0!
8.2	Profit Share from Bamboo( 7.2 X 20% )	#Div/0!
<b>9</b>	<b>Profit Share Payable</b>	
9.1	<b>Profit Share Payable on Timber</b>	
9.1.1	80% payable to Forest Committees (Where production was obtained from main felling) (8.1 X 80%)	#Div/0!
9.1.2	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share) (8.1 X 20%)	#Div/0!
9.2	<b>Profit Share Payable on Bamboo</b>	
9.2.1	80% payable to Forest Committees (Where production was obtained from main felling) (8.2 X 80%)	#Div/0!
9.2.2	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share) (8.2 X 20%)	#Div/0!
<b>10</b>	<b>Total Profit Share to be distributed ( 9.1.1 + 9.2.1 )</b>	<b>#Div/0!</b>
<b>11</b>	<b>Allotment received from Head Office for distribution of Profit Share</b>	
<b>12</b>	<b>No. of Committees for distribution of Profit Share of Timber</b>	
<b>13</b>	<b>Profit Share of Timber for each Committee</b>	<b>#Div/0!</b>
<b>14</b>	<b>No. of Committees for distribution of Profit Share of Bamboo</b>	
<b>15</b>	<b>Profit Share of Bamboo for each Committee</b>	<b>#Div/0!</b>

Chief Conservator of Forests

Circle -----

Divisional Forest Officer

Division-----



S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
1.	Revenue (Without taxes - Timber)	<p>1 - Budget Heads of Production Division (203) - State Trading of Timber -213 Receipts from Sale (Figures reconciled by the Accountant General and those confirmed by CTR should be used) Figures be obtained for the Financial Year.</p> <p>2 – The Revenue obtained from Timber sent to sales Depot, New Delhi are to be included in the concerned District. Separate instructions have been issued to Depot Officer, New Delhi to send the figures of Gross Revenue and Net Revenue after deducting the expenditure directly to the concerned Divisional Forest Officer.</p> <p>3 – While calculating the Net Revenue, the following volume of timber should be deducted from the volume of timber received in the Depot:</p> <p>Q-1 : Volume of timber obtained from Submergence area</p> <p>Q-2 : Volume of timber obtained from Lok Vaniki</p> <p>Q-3 : Volume of timber obtained from Wind-fallen, lying and uprooted trees</p> <p>Q-4 : Volume of timber obtained any "<b>Irregular Felling</b>"</p> <p>Total :</p> <p>The Net Revenue for Profit Share should be obtained by dividing the total timber received in the Depot by the timber from Q-1 to Q-4 received in the Depot and multiplying by the Revenue received in the Depot.</p> <p>Net Revenue for Profit Share – Volume of timber received in the Depot (in Cmt.) / Volume obtained from "Irregular Felling" under Q-1 to Q-n (in Cmt.) X Gross Revenue of the Depot.</p> <p>4 – Revenue obtained from Nistar supply, Transit fees, Grazing etc. in the Territorial Division shall not be included in the calculation of Profit Share.</p> <p><b>Net Revenue from Timber without Taxes</b></p>	
2.	Revenue (Without taxes - Bamboo)	<p>1 - Budget Heads of Production Division (204) - State Trading of Bamboo -215 Receipts from Sale.</p> <p>2 - The Net Revenue for Profit Share should be obtained by dividing the total Notional Tonne of Bamboo received in the concerned Bamboo Depot by the Notional Tonne of Bamboo obtained from irregular felling and multiplying by the Gross Revenue received in the Bamboo Depot. (For deducting the Revenue received from Bamboo obtained from irregular felling the formula given in para -3 for Timber should be used.)</p> <p>3 – The Revenue received from tender for disposal of Industrial bamboo in Head Office should</p>	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
		be adjusted in the concerned Bamboo Depot.	
		<b>Net Revenue from Bamboo without Taxes</b>	
3	Total revenue	Sum of Net Revenue (Without taxes) from Timber & Bamboo by adding Column 1 & 2.	
4	Ratio of Revenue from Timber and Bamboo (Column 1/2)	Obtain ratio of Column 1 and 2	
5	Expenditure		
5a	Production Head (100%)	For obtaining Expenditure of the Production Division sum of all expenses of State Trading of Timber, Khair and Bamboo for Production Division under Plan Head (3836), Non Plan expenses under Head (535) Timber, Non Plan expenses under Head (2901) Bamboo	
		<u>Subtract :</u> 1 – Subtract Object Sub Head 58 Payment of Taxes and Royalty of Plan Scheme 3836 from Gross Expenditure. 2 – Subtract payment on Timber purchased under Lok vaniki Scheme under Sub Head 51 Other Charges of Plan Scheme 535 Timber.	
		<b>Net Expenditure of Production Division</b>	
5b	Non Plan (50%)	1 – All expenses of Territorial Division under Scheme (3877 under Non Plan Expenditure relating to Territorial Division 2 – All expenses of Construction of Roads under Scheme (4349) 3 – All expenses of Repairs to Buildings under Scheme (6218) 4 – Budget under Scheme (4462) Operation of Forest Training Centres is allotted to Territorial divisions by Addl. Principal Chief Conservator of Forests, Human Resource Development. This amount should be deducted in Seoni, Balaghat, Betul, and Hoshangabad districts. If, in future, a situation for distribution of Profit Sharearises in Rewa, Umaria, Jhabua and Shivpuri districts, then such expenditure should be deducted in these districts also. 5 – Budget under Scheme (813) Working Plans and Settlement of Encroachments is allotted to Territorial divisions by Addl. Principal Chief Conservator of Forests (Land Management). The amount utilised under this allotment should be included in Expenditure.	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
		<p>6 – Budget under Scheme (4475) Social Forestry is allotted by Addl. Principal Chief Conservator of Forests (Research &amp; Extension). The amount utilised under this allotment should be included in Expenditure.</p> <p>7- Budget under Scheme (3873) Reward for Detection of Forest Offences is allotted by Addl. Principal Chief Conservator of Forests (Protection). The amount utilised under this allotment should be included in Expenditure.</p> <p>8 - Budget under Scheme (2900) Sanctuary Areas, (1411) Reward for Destruction of Violent Animals, (3896) Compensation for Killings by Wild Animals is allotted by. Principal Chief Conservator of Forests (Wild Life). The amount utilised under this allotment should be included in Expenditure.</p> <p>9 - Budget under Sub Head 51 Other Charges under Scheme 6572 Sal Borer is allotted by Addl. Principal Chief Conservator of Forests (Finance &amp; Budget). The amount utilised under this allotment should be included in Expenditure.</p> <p>10 – Expenditure on Salary &amp; Allowances under Scheme (3555) Head Office be adjusted. According to the information received in the Head Office, posts and budget under this budget head have been allotted to North Panna (G), East Chhindwada (G), West Chhindwada (G), West Chhindwada Production, Morena (G), Gwalior (G), Sheopurkalan (G), Haeda (G), Dhar (G), Jhabua (G), Indore (G), East Mandla (G), Mandla Production, East Sidhi (G), West Sidhi (G), South Sagar (G), Damoh (G) and all Divisions of Khandwa Circle (Except South Narmada Production)</p>	
		Sum of Columns 1 to 10	
		Subtract 50% of the sum of Columns 1 to 10 as Expenditure incurred in Territorial Divisions	
5c	Regeneration Expenses	<p>For calculation of Regeneration Expenses, Expenditure under the following 3 heads allotted by Addl. Principal Chief Conservator of Forests (Development &amp; Planning) be subtracted.</p> <p>1 – Demand No. 10-2406-(7882)- Implementation of Working Plan</p> <p>2 – Demand No. 41-2406-(7882)- Implementation of Working Plan</p> <p>3 – Demand No. 64-2406-(7882)- Implementation of Working Plan ( 100% of Expenditure on Regeneration works be subtracted )</p>	
6	Total Expenditure	Sum of Columns 5a, 5b and 5c	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
7	Net Profit (No. 3 - 6)	For calculation of Net profit, Expenditure incurred as per the above formula by Production and Territorial Divisions (Column 6) be subtracted from the Revenue without Taxes obtained in Column 3.	
7a	Profit Share from Timber	For calculating Profit Share Payable for Timber in the District, compute Net Profit obtained in Column 7 on the basis of the ratio obtained in Column 4.	
7b	Profit Share from Bamboo	For calculating Profit Share Payable for Bamboo in the District, compute Net Profit obtained in Column 7 on the basis of the ratio obtained in Column 4.	
8	Profit Share		
8a	Profit Share Payable on Timber	For finding 10% Profit Share from Timber, calculate 10% of the amount of Column 7a.	
8b	Profit Share Payable on Bamboo (20% of 7b)	For finding 20% Profit Share from Bamboo, calculate 20% of the amount of Column 7a.	
9	Profit Share Payable on Timber	Bifurcation of Profit Share Payable on Timber under that for Forest Committees (80% of Profit Share) and for Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share)	
9a		80% of the Profit Share payable to Forest Committees is to be paid to those Committees in whose allotted area production has been obtained from Coupes of main fellings. 80% of Column 8a	
9b	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share)	20% amount reserved for Head Office for Administrative expenses, Expenditure on training, publicity etc. 20% Column 8a	
10	Profit Share Payable from	Bifurcation of Profit Share Payable on Bamboo under that for Forest Committees (80% of Profit Share) and for Administrative expenses, Expenditure on training, publicity etc. (20% of Profit	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
	Bamboo	Share)	
10a		80% of the Profit Share payable to Forest Committees is to be paid to those Committees in whose allotted area Bamboo production has been obtained from main fellings of Bamboo Coupes. 80% of Column 8b	
10b	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share)	20% amount reserved for Head Office for Administrative expenses, Expenditure on training, publicity etc. 20% Column 8b	
10c	Total Profit Share to be distributed	Sum of Column 9a and 10a	
11	Allotment Received	Explain the Deficit/Excess of allotment received from Head Office	
12	No. of Committees for distribution of Profit Share of Timber	No of Committees eligible for equal distribution of Profit Share of Timber in the District	
13	Profit Share of Timber for each Committee	Amount to be received by each Committee for equal distribution of Profit Share of Timber in the District	
14	No. of Committees for distribution of Profit Share of Bamboo	No of Committees eligible for equal distribution of Profit Share of Bamboo in the District	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
15	Profit Share of Bamboo for each Committee	Amount to be received by each Committee for equal distribution of Profit Share of Bamboo in the District	

Divisional Forest Officer  
Division -----  
Madhya Pradesh

**Format 2**

**Statement showing details of Eligibility of Committees for Profit Share of Timber/Bamboo**

**Name of the Division:** -----

Range	Details of the eligible Committee in whose allotted area main felling/Bamboo felling has been done in Financial Year .....		Working Circle	Felling Series	Coupe No.	Compartment No.	Area (in Hectares)
	Name of the Committee	Type of the Committee					
1	2	3	4	5	6	7	8

**Chief Conservator of Forests**

**Circle**-----

**Divisional Forest Officer**

**Division**-----

**Office of the Principal Chief Conservator of Forests, M.P., Satpuda Bhawan, Bhopal**  
**(Branch – Joint Forest Management / Forest Development Agency)**

email : apccf\_jfm\_mp@yahoo.com, ccjfm@mp.gov.in

Phone No. 0755-2674224, fax No. 0755-2674341

**No. / JFM / FDA / 252**

**Bhopal, dated 20-1-2009**

To,

All  
Chief Conservators of Forests (Territorial)  
Madhya Pradesh

Sub : Instructions with regard to distribution of profit share of timber and bamboo for the financial year 2007-08 to the Joint Forest Management Committees

Ref : Principal Chief Conservator of Forests, Madhya Pradesh letter No. /134 dated 14-01-2009

--00--

Following amendments are done in Format No. 1 (Excel sheet) and the instructions for calculations in Format 1 issued by the above referred letter under the subject:-

1. Volume of Timber obtained from thinning has to be included in S. No. 1.2.5
2. Revised formula for Net Revenue from Timber and Bamboo (S. No. 1.3 and 2.3) is as under:-  
**[{Volume of Timber received in the Depot (in Cmt.) – Volume obtained from "Irregular Felling" under (Q-1 to Q-5) (in Cmt.)}/ Volume of Timber received in the Depot (in Cmt.)] x Gross Revenue of the Depot.**  
The formula for computing Net Profit for Bamboo has also been given accordingly. These formulae have been given in the Excel Sheet in advance, the entry in these will be calculated automatically, once entries are done in preceding columns.
3. The amount utilised under the Scheme 3555 has to be included under the Production head in S. No. 5.1.1.4
4. Under Regeneration Expenses, only the amount which is spent under the Regeneration Group in Selection cum Improvement, Coppice with Reserve, Improvement and Conversion to Uniform Working Circles, is to be included in calculations.



**Encl.:- 1.Format 1 and**

**2. Instructions regarding calculations for Format 1**

**Addl. Principal Chief Conservator of Forests  
Joint Forest Management and Forest Development Agency  
Madhya Pradesh, Bhopal**

**Endt. No./253Bhopal dated 20-01-2009**

Copy forwarded to:-

- (1) Addl. Chief Secretary, Forest Deptt. , Madhya Pradesh with reference to Principal Chief Conservator of Forests, Madhya Pradesh letter No. 135 dated 14.01.2009 for information.
- (2) All Addl. Principal Chief Conservators of Forests for information and necessary action. Ensure immediate action as above, in the Districts where Profit Share of Timber and Bamboo is to be distributed, in the Circles under your charge.
- (3) All Divisional Forest Officers (Territorial) for information and necessary action.

**Addl. Principal Chief Conservator of Forests  
Joint Forest Management and Forest Development Agency  
Madhya Pradesh, Bhopal**

**Format 1**  
**Details of Calculation of Profit Share for 2007-08**  
**Name of the Division: -----**

(Amount in Rs.)

S. No.	Description	Amount
1	2	3
<b>1</b>	<b>Revenue (Without taxes – Timber)</b>	<b>Quantity(Cu.M)</b>
1.1	Budget Heads of Production Division	
	-(203)State Trading of Timber	
	-(213)Receipts from sale	
	Total (1.1)	0.000
		0
1.2	Deduct-	
1.2.1	-Volume of timber obtained from Submergence area	-
1.2.2	-Volume of timber obtained from Lok Vaniki	-
1.2.3	-Volume of timber obtained from Wind-fallen, lying and uprooted trees	-
1.2.4	-Volume of timber obtained from any "Irregular Felling"	-
1.2.5	-Volume of timber obtained from any "Thinning"	-
	Total (1.2)	0.000
		-
1.3	Total (1.3 = 1.1 – 1.2)	#Div/0!
1.4	Revenue obtained from Timber sent from the Division to Sales Depot, New Delhi	
	Total (1.4)	0.000
		0
	<b>Total : Net Revenue (Without taxes - Timber) (1.3 + 1.4)</b>	<b>0.000</b>
		<b>#Div/0!</b>
<b>2</b>	<b>Revenue (Without taxes – Bamboo)</b>	<b>Quantity(N.T.)</b>
2.1	Budget Heads of Production Division	
	-(204)State Trading of Bamboo	
	-(215)Receipts from sale	
	Total (2.1)	0.000
		0

S. No.	Description	Amount
1	2	3
2.2	Deduct-	-
2.2.1	-Volume of Bamboo obtained from Submergence area	-
2.2.2	-Volume of Bamboo obtained from Lok Vaniki	-
2.2.3	-Volume of Bamboo obtained from Wind-fallen, lying and uprooted trees	-
2.2.4	-Volume of Bamboo obtained any "Irregular Felling"	-
	Total (2.2)	0.000
	<b>Total : Net Revenue (Without taxes - Bamboo) (2.1 – 2.2)</b>	<b>0.000</b>
<b>3</b>	<b>Net Revenue -Without taxes (Timber + Bamboo)</b>	<b>#Div/0!</b>
<b>4</b>	<b>Percentage of Revenue from Timber and Bamboo</b>	
4.1	Percentage of Revenue from Timber	<b>#Div/0!</b>
4.2	Percentage of Revenue from Bamboo	<b>#Div/0!</b>
<b>5</b>	<b>Expenditure</b>	
5.1	Production Head (100%)	
5.1.1	Under Production Division	
5.1.1.1	-Scheme 3836	
5.1.1.2	-Scheme 535	
5.1.1.3	- Scheme 2901	
5.1.1.4	- Scheme3555	
	Total (5.1.1)	0
5.1.2	Deduct -	
5.1.2.1	- Scheme 3836 - 58 Taxes & Royalty	
5.1.2.2	- Scheme 535 - 51 Other Charge (Timber purchase under Lok Vaniki Scheme)	
	Total (5.1.2)	0
	<b>Total : Production Head (5.1 = 5.1.1 – 5.1.2)</b>	<b>0</b>

S. No.	Description	Amount
1	2	3
5.2	Non Plan (50%)	
5.2.1	Under Territorial Division	
5.2.1.1	- Scheme 3877	
5.2.2.2	- Scheme 4349	
5.2.2.3	- Scheme 6218	
5.2.2.4	- Scheme 4462	
5.2.2.5	- Scheme 813	
5.2.2.6	- Scheme 4475	
5.2.2.7	- Scheme 3873	
5.2.2.8	- Scheme 2900	
5.2.2.9	- Scheme 1411	
5.2.2.10	- Scheme 3896	
5.2.2.11	- Scheme 6572	
5.2.2.12	- Scheme 3555	
	Total : Territorial Division (Non Plan) (5.2)	0
	Total : 50% of Expenditure of Territorial Division (Non Plan)	0
5.3	Regeneration Expenses (100%)	
5.3.1	-Demand 10-2406-(7882)-Implementation of Working Plan	
5.3.2	-Demand41-2406-(7882)-Implementation of Working Plan	
5.3.3	-Demand64-2406-(7882)-Implementation of Working Plan	
	Selection cum Improvement, Coppice with Reserve, Improvement and Conversion to Uniform Working Circles have been included in the Regeneration Group. The amount spent in Regeneration Group is spent on Regeneration and its maintenance works in the areas of these 4 Working Circles. Only the amount spent on works implemented in the Regeneration Group is to be included in the calculation of Profit Share.	
	Total (5.3)	0
6	Total Expenditure (5.1+5.2+5.3)	0
7	Net Profit( 3 – 6 )	#Div/0!
7.1	Profit from Timber*(4.1 X 7 )	#Div/0!
7.2	Profit from Bamboo*( 4.2 X 7 )	#Div/0!

S. No.	Description	Amount
1	2	3
<b>8</b>	<b>Profit Share</b>	
8.1	Profit Share from Timber( 7.1 X 10% )	#Div/0!
8.2	Profit Share from Bamboo( 7.2 X 20% )	#Div/0!
<b>9</b>	<b>Profit Share Payable</b>	
9.1	<b>Profit Share Payable on Timber</b>	
9.1.1	80% payable to Forest Committees (Where production was obtained from main felling) (8.1 X 80%)	#Div/0!
9.1.2	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share) (8.1 X 20%)	#Div/0!
9.2	<b>Profit Share Payable on Bamboo</b>	
9.2.1	80% payable to Forest Committees (Where production was obtained from main felling) (8.2 X 80%)	#Div/0!
9.2.2	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share) (8.2 X 20%)	#Div/0!
<b>10</b>	<b>Total Profit Share to be distributed ( 9.1.1 + 9.2.1 )</b>	<b>#Div/0!</b>
<b>11</b>	<b>Allotment received from Head Office for distribution of Profit Share</b>	
<b>12</b>	<b>No. of Committees for distribution of Profit Share of Timber</b>	
<b>13</b>	<b>Profit Share of Timber for each Committee</b>	#Div/0!
<b>14</b>	<b>No. of Committees for distribution of Profit Share of Bamboo</b>	
<b>15</b>	<b>Profit Share of Bamboo for each Committee</b>	<b>#Div/0!</b>

Chief Conservator of Forests

Circle -----

Divisional Forest Officer

Division -----

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
1.	Revenue (Without taxes - Timber)	<p>1 - Budget Heads of Production Division (203) - State Trading of Timber -213 Receipts from Sale (Figures reconciled by the Accountant General and those confirmed by CTR should be used) Figures be obtained for the Financial Year.</p> <p>2 – The Revenue obtained from Timber sent to sales Depot, New Delhi are to be included in the concerned District. Separate instructions have been issued to Depot Officer, New Delhi to send the figures of Gross Revenue and Net Revenue after deducting the expenditure directly to the concerned Divisional Forest Officer.</p> <p>3 – While calculating the Net Revenue, the following volume of timber should be deducted from the volume of timber received in the Depot:</p> <p>Q-1 : Volume of timber obtained from Submergence area</p> <p>Q-2 : Volume of timber obtained from Lok Vaniki</p> <p>Q-3 : Volume of timber obtained from Wind-fallen, lying and uprooted trees</p> <p>Q-4 : Volume of timber obtained any "<b>Irregular Felling</b>"</p> <p>Total :</p> <p>The Net Revenue for Profit Share should be obtained by dividing the total timber received in the Depot by the timber from Q-1 to Q-4 received in the Depot and multiplying by the Revenue received in the Depot.</p> <p>Net Revenue for Profit Share – Volume of timber received in the Depot (in Cmt.) / Volume obtained from "Irregular Felling" under Q-1 to Q-n (in Cmt.) X Gross Revenue of the Depot.</p> <p>4 – Revenue obtained from Nistar supply, Transit fees, Grazing etc. in the Territorial Division shall not be included in the calculation of Profit Share.</p> <p><b>Net Revenue from Timber without Taxes</b></p>	
2.	Revenue (Without taxes - Bamboo)	<p>1 - Budget Heads of Production Division (204) - State Trading of Bamboo -215 Receipts from Sale.</p> <p>2 - The Net Revenue for Profit Share should be obtained by dividing the total Notional Tonne of Bamboo received in the concerned Bamboo Depot by the Notional Tonne of Bamboo obtained from irregular felling and multiplying by the Gross Revenue received in the Bamboo Depot. (For deducting the Revenue received from Bamboo obtained from irregular felling the formula given in para -3 for Timber should be used.)</p> <p>3 – The Revenue received from tender for disposal of Industrial bamboo in Head Office should</p>	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
		be adjusted in the concerned Bamboo Depot.	
		<b>Net Revenue from Bamboo without Taxes</b>	
3	Total revenue	Sum of Net Revenue (Without taxes) from Timber & Bamboo by adding Column 1 & 2.	
4	Ratio of Revenue from Timber and Bamboo (Column 1/2)	Obtain ratio of Column 1 and 2	
5	Expenditure		
5a	Production Head (100%)	For obtaining Expenditure of the Production Division sum of all expenses of State Trading of Timber, Khair and Bamboo for Production Division under Plan Head (3836), Non Plan expenses under Head (535) Timber, Non Plan expenses under Head (2901) Bamboo	
		<u>Subtract :</u> 1 – Subtract Object Sub Head 58 Payment of Taxes and Royalty of Plan Scheme 3836 from Gross Expenditure. 2 – Subtract payment on Timber purchased under Lok vaniki Scheme under Sub Head 51 Other Charges of Plan Scheme 535 Timber.	
		<b>Net Expenditure of Production Division</b>	
5b	Non Plan (50%)	1 – All expenses of Territorial Division under Scheme (3877 under Non Plan Expenditure relating to Territorial Division 2 – All expenses of Construction of Roads under Scheme (4349) 3 – All expenses of Repairs to Buildings under Scheme (6218) 4 – Budget under Scheme (4462) Operation of Forest Training Centres is allotted to Territorial divisions by Addl. Principal Chief Conservator of Forests, Human Resource Development. This amount should be deducted in Seoni, Balaghat, Betul, and Hoshangabad districts. If, in future, a situation for distribution of Profit Share arises in Rewa, Umaria, Jhabua and Shivpuri districts, then such expenditure should be deducted in these districts also. 5 – Budget under Scheme (813) Working Plans and Settlement of Encroachments is allotted to Territorial divisions by Addl. Principal Chief Conservator of Forests (Land Management). The amount utilised under this allotment should be included in Expenditure.	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
		<p>6 – Budget under Scheme (4475) Social Forestry is allotted by Addl. Principal Chief Conservator of Forests (Research &amp; Extension). The amount utilised under this allotment should be included in Expenditure.</p> <p>7- Budget under Scheme (3873) Reward for Detection of Forest Offences is allotted by Addl. Principal Chief Conservator of Forests (Protection). The amount utilised under this allotment should be included in Expenditure.</p> <p>8 - Budget under Scheme (2900) Sanctuary Areas, (1411) Reward for Destruction of Violent Animals, (3896) Compensation for Killings by Wild Animals is allotted by. Principal Chief Conservator of Forests (Wild Life). The amount utilised under this allotment should be included in Expenditure.</p> <p>9 - Budget under Sub Head 51 Other Charges under Scheme 6572 Sal Borer is allotted by Addl. Principal Chief Conservator of Forests (Finance &amp; Budget). The amount utilised under this allotment should be included in Expenditure.</p> <p>10 – Expenditure on Salary &amp; Allowances under Scheme (3555) Head Office be adjusted. According to the information received in the Head Office, posts and budget under this budget head have been allotted to North Panna (G), East Chhindwada (G), West Chhindwada (G), West Chhindwada Production, Morena (G), Gwalior (G), Sheopurkalan (G), Haeda (G), Dhar (G), Jhabua (G), Indore (G), East Mandla (G), Mandla Production, East Sidhi (G), West Sidhi (G), South Sagar (G), Damoh (G) and all Divisions of Khandwa Circle (Except South Narmada Production)</p>	
		Sum of Columns 1 to 10	
		Subtract 50% of the sum of Columns 1 to 10 as Expenditure incurred in Territorial Divisions	
5c	Regeneration Expenses	<p>For calculation of Regeneration Expenses, Expenditure under the following 3 heads allotted by Addl. Principal Chief Conservator of Forests (Development &amp; Planning) be subtracted.</p> <p>1 – Demand No. 10-2406-(7882)- Implementation of Working Plan</p> <p>2 – Demand No. 41-2406-(7882)- Implementation of Working Plan</p> <p>3 – Demand No. 64-2406-(7882)- Implementation of Working Plan ( 100% of Expenditure on Regeneration works be subtracted )</p>	
6	Total Expenditure	Sum of Columns 5a, 5b and 5c	



S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
7	Net Profit (No. 3 - 6)	For calculation of Net profit, Expenditure incurred as per the above formula by Production and Territorial Divisions (Column 6) be subtracted from the Revenue without Taxes obtained in Column 3.	
7a	Profit Share from Timber	For calculating Profit Share Payable for Timber in the District, compute Net Profit obtained in Column 7 on the basis of the ratio obtained in Column 4.	
7b	Profit Share from Bamboo	For calculating Profit Share Payable for Bamboo in the District, compute Net Profit obtained in Column 7 on the basis of the ratio obtained in Column 4.	
8	Profit Share		
8a	Profit Share Payable on Timber	For finding 10% Profit Share from Timber, calculate 10% of the amount of Column 7a.	
8b	Profit Share Payable on Bamboo (20% of 7b)	For finding 20% Profit Share from Bamboo, calculate 20% of the amount of Column 7a.	
9	Profit Share Payable on Timber	Bifurcation of Profit Share Payable on Timber under that for Forest Committees (80% of Profit Share) and for Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share)	
9a		80% of the Profit Share payable to Forest Committees is to be paid to those Committees in whose allotted area production has been obtained from Coupes of main fellings. 80% of Column 8a	
9b	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share)	20% amount reserved for Head Office for Administrative expenses, Expenditure on training, publicity etc. 20% Column 8a	
10	Profit Share Payable from	Bifurcation of Profit Share Payable on Bamboo under that for Forest Committees (80% of Profit Share) and for Administrative expenses, Expenditure on training, publicity etc. (20% of Profit	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
	Bamboo	Share)	
10a		80% of the Profit Share payable to Forest Committees is to be paid to those Committees in whose allotted area Bamboo production has been obtained from main fellings of Bamboo Coupes. 80% of Column 8b	
10b	Administrative expenses, Expenditure on training, publicity etc. (20% of Profit Share)	20% amount reserved for Head Office for Administrative expenses, Expenditure on training, publicity etc. 20% Column 8b	
10c	Total Profit Share to be distributed	Sum of Column 9a and 10a	
11	Allotment Received	Explain the Deficit/Excess of allotment received from Head Office	
12	No. of Committees for distribution of Profit Share of Timber	No of Committees eligible for equal distribution of Profit Share of Timber in the District	
13	Profit Share of Timber for each Committee	Amount to be received by each Committee for equal distribution of Profit Share of Timber in the District	
14	No. of Committees for distribution of Profit Share of Bamboo	No of Committees eligible for equal distribution of Profit Share of Bamboo in the District	

S.No.	Details	Instruction for calculation for Format - 1	Year 2007-08 (Amount in Rs. Lakh)
15	Profit Share of Bamboo for each Committee	Amount to be received by each Committee for equal distribution of Profit Share of Bamboo in the District	

Divisional Forest Officer  
Division -----  
Madhya Pradesh

**Govt. of Madhya Pradesh, Forest Department  
Mantralaya  
Vallabh Bhawan, Bhopal**

No. F 22-72 / 2011 / 10-2

Bhopal, dated 28 January, 2012

To,

The Principal Chief Conservator of Forests  
Madhya Pradesh  
Satpuda Bhawan  
Bhopal

Sub.: Instructions regarding operation of "Development Account" and "Committee Account" in Joint Forest Management Committees.

Ref.: Government Resolution of 2001 for Joint Forest Management; Project Director, Madhya Pradesh Forestry Project memo No. /FP/ 4/ B-47/98/2235 dated 03.07.1998; Principal Chief Conservator of Forests, Madhya Pradesh memo No. /JFM/ 20 dated 10.01.2003, memo No. F-13 / 2005 / 10-3 / 2049 dated 10.06.2005 and memo No. /JFM/ FDA / 665 dated 06.05.2008 and Govt. of M.P., Fires Deptt. circular No. F 16-4 / 1991 / 10-2 dated 11.02.2008.

In order to implement the concept of Joint Forest Management, the Government of Madhya Pradesh, Forest Department have issued resolutions in 1991, 1995, 2000 and 2001. Instructions have also been issued from time to time for operation of 2 accounts, namely Development Account and Committee Account, in Joint Forest Management Committees. In pursuance of the decision of the Madhya Pradesh Cabinet taken on 02.02.2008, the Government of Madhya Pradesh, Forest Department have issued their circular No. F 16-4 / 1991 / 10-2 dated 11.02.2008. There is a clear provision in para 3(3) of this circular that the amount of profit share can be utilised by the Committees under a decision of their General Body. The spirit of the decision of the Madhya Pradesh cabinet is also very clear, that the amount of profit share is an amount earned by the Committees on their own and the Joint Forest Management Committees have been given the liberty to spend / utilise this amount.

2/ In this regard, it is again clarified that :-

1. Amounts related to plantation, regeneration, protection, security of forest areas, fire protection works, forest village development works, afforestation works under National Afforestation Programme etc. is made available in the Development Account of the Joint Forest Management Committees. It is necessary to spend this amount on the works for which it is provided. Therefore, it is clarified that provisions of the Financial Code, Forest Financial Code, Treasury Code, Store Purchase Rules etc. and the provisions of circulars issued by the Government of Madhya Pradesh from

time to time shall be applicable on the amounts made available in the Development Account of the Joint Forest Management Committee.

2. The amount earned by the Committees is deposited in the Committee Account of the Joint Forest Management Committees. The profit share of Timber and Bamboo produced in the areas allotted to the Committees is also deposited in the Committee Account. The Committees are at liberty to spend the amount received in their Committee Accounts, according to the decisions taken in their General Body. While utilising this amount, the decision of the General Body shall be clearly recorded. The Committees can utilise this amount in a transparent manner. While utilising the amount of the Committee Account, the Committees shall, as far as possible, ensure compliance of instructions/advice issued from time to time regarding management of natural resources, conservation of energy resources, use of 25% of the profit share in the management of forests/afforestation works etc. Provisions of Financial Code, Forest Financial Code, Store Purchase Rules etc. shall not be applicable on the Committee Account. Because the amount maintained under the Committee Account is the amount earned by the Committees on their own.
  3. "**Development Account**" and "**Committee Account**" shall compulsorily be maintained separately in all Committees under the Forest Department. Ensure compliance of this within 2 months of issue of this circular.
  4. Arrangements be made for separate audits of the Development Account and the Committee Account. The auditors shall submit separate audit reports for the Development Account and the Committee Account
- 3/ Thus, maintenance and operation of the "**Development Account**" and the "**Committee Account**" in the Joint Forest Management Committees formed under Government of Madhya Pradesh Forest Department in the above manner be ensured.

(R. K. Shrivastava)  
Additional Secretary

Govt. of Madhya Pradesh, Forest Deptt.

No. F 22-72 / 2011 / 10-2

Bhopal, dated 28 January 2012

Copy forwarded to:

1. Accountant General, Madhya Pradesh for information.
2. Principal Chief Conservator of Forests (Wild Life), Madhya Pradesh for information.

3. Principal Chief Conservator of Forests (Working Plan), Madhya Pradesh for information.
4. Managing Director (M. P. State Forest Development Corporation), Madhya Pradesh, for information.
5. Managing Director (M. P. State Minor Forest Produce Federation), Madhya Pradesh, for information.
6. All Addl. Principal Chief Conservators of Forests, Madhya Pradesh, for information.
7. All Chief Conservators of Forests (Territorial), Madhya Pradesh, for information.
8. All Field Directors (Tiger Reserves), Madhya Pradesh, for information.
9. All Divisional Forest Officer for information. They will apprise all officers / employees and Chairpersons, Secretaries and members of Joint Forest Management committees under them with the contents of this circular.

Additional Secretary

Govt. of Madhya Pradesh, Forest Deptt.

**Govt. of Madhya Pradesh**  
**Forest Department**  
**Mantralaya, Vallabh Bhawan, Bhopal**

**Order**

No. F-16-01/2012/10-2

Bhopal, dated 30/05/2012

To,

The Principal Chief Conservator of Forests

Satpuda Bhawan

Madhya Pradesh, Bhopal

Sub: Distribution of 100% of Net Income received by Joint Forest Management Committees from harvesting of bamboo to the labourers engaged in bamboo felling.

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With regard to the distribution of profit share to Joint Forest Management Committees the State Govt. has decided that the calculation of net profit out of the sale of Industrial and Commercial bamboo is to be done treating the district as a unit by deducting actual expenditure on bamboo felling, bundling, re-bundling, stacking, transport and stacking in the depot etc. and all taxes/cess payable on bamboo sale from the total income of bamboo in the district. Per notional tonne net profit will be calculated by dividing the net profit thus obtained, by the total quantity of bamboo produced in the district.

100% of the net profit calculated in the above manner shall be distributed the labourers engaged in bamboo felling, in proportion to the work done by them. This arrangement will be applicable from the distribution year 2012-13 on the basis of net profit earned during the financial year 2011-12.

By order and in the name of

The Governor of Madhya Pradesh

(Vishram Sagar Sharma)

Additional Secretary

Govt. of Madhya Pradesh, Forest Deptt.

Endt. No. F-16-01/2012/10-2Bhopal, dated 30/05/2012

Copy forwarded to:

1. Principal Secretary, Office of the Chief Minister, Madhya Pradesh, Bhopal.
2. Secretary (Coordination), Office of the Chief Secretary, M.P., Bhopal.
3. Principal Secretary, Govt. of M. P., Finance Deptt., Mantralaya, Bhopal.
4. Accountant General, Madhya Pradesh, Gwalior.
5. Personal Secretary, Hon'ble Forest Minister, Madhya Pradesh, Bhopal.
6. Personal Asstt., Hon'ble State Minister, Forests, Madhya Pradesh, Bhopal.
7. Personal Secretary, Principal Secretary, Forests, Madhya Pradesh, Bhopal.

For information and necessary action.

8. Guard File

Additional Secretary

Govt. of Madhya Pradesh, Forest Deptt.



**Office of the Principal Chief Conservator of Forests, M.P., Satpuda Bhawan, Bhopal**  
**(Branch – Joint Forest Management / Forest Development Agency)**

email : apccf\_jfm\_mp@yahoo.com, ccjfm@mp.gov.in

Phone No. 0755-2674224, fax No. 0755-2763390

No. /JFM/989 Bhopal,

dated 4/6/12

To,

1. All Chief Conservators of Forests (Territorial)  
(M.P.)
2. All Divisional Forest Officers (Territorial)  
(M.P.)

<u>Very Important</u> <u>Time Limit</u> <u>Email/Fax</u>
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Sub : Distribution of 100% of Net Income received by Joint Forest Management Committees from harvesting of bamboo to the labourers engaged in bamboo felling.

Ref : Govt. of Madhya Pradesh, Forest Deptt. letter No. /F-16-4/1991/10-2dated30.05.12.

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With reference to the above, a copy of the letter referred to, is enclosed. Profit share is to be calculated on the net profit earned during the financial year 2001-12 in accordance with the instructions contained in the letter.

1. The State Govt. have decided that the calculation of net profit out of the sale of Industrial and Commercial bamboo is to be done treating the district as a unit by deducting actual expenditure on bamboo felling, bundling, re-bundling, stacking, transport and stacking in the depot etc. and all taxes/cess payable on bamboo sale from the total income of bamboo in the district.
2. Similarly, per notional tonne net profit will be calculated by dividing the net profit by the total quantity of bamboo produced in the district.
3. 100% of the net profit calculated in the above manner shall be distributed to the labourers engaged in bamboo felling, in proportion to the work done by them.

This arrangement will be applicable from the distribution year 2012-13 on the basis of net profit earned during the financial year 2011-12.

Proposals for budget allotment after calculating the profit share on bamboo as per orders of the Govt. of Madhya Pradesh be sent immediately, so that the budget can be allotted to you.

This may kindly be treated as very important.

Encl:- As above.

Addl. Principal Chief Conservator of Forests  
(Joint Forest Management/Forest Development Agency)  
Madhya Pradesh, Bhopal

Endt. No./ JFM/ 990

Bhopal, dated 04 / 06 / 12

**Copy forwarded to:-**

1. Managing Director, M. P. State Forest Development Corporation
2. Managing Director, M. P. State Minor Forest Produce Federation
3. Principal Chief Conservator of Forests, Wild Life
4. Principal Chief Conservator of Forests, Working Plan
5. Principal Chief Conservator of Forests, Information Technology
6. All Addl. Principal Chief Conservators of Forests, M.P.

for information and necessary action

**Encl:- As above.**

Addl. Principal Chief Conservator of Forests  
(Joint Forest Management/Forest Development Agency)  
Madhya Pradesh, Bhopal

**Govt. of Madhya Pradesh Forest Department**

**Mantralaya,**

**Vallabh Bhawan, Bhopal - 462004**

No. F. 16-4 / 1991 / 10-2

Bhopal, dated 19-05-2014

**Order**

Sub:- With regard to entrusting Assistant Secretary with the charge of Secretary.

**&&&0&&&**

For execution of Resolution No. F-16 / 4 / 91 / 10-2 dated 22.10.2011 passed by Govt. of Madhya Pradesh in relation to Joint Forest Management, following instructions are issued for implementation of para – 6.10 of the Resolution:-

- In Committees, where Assistant Secretaries are appointed and have completed 2 years of work, they should be given charge of the Secretary.
- In Committees, where appointment of Assistant Secretaries has not been done, Assistant Secretaries should be appointed as per provisions given in the Resolution of the Government. According to the provisions given in para 6.10 of the Resolution, the newly appointed Assistant Secretary should acquire expertise in his job, working with the Secretary as a member of the Executive Committee for the first two years and thereafter, on appointment as Secretary shall discharge duties of that job.
- On Assistant Secretary assuming charge of the Secretary, the Forest Guard or the Forester in charge of the concerned forest area shall function as ex-officio member of the Executive Committee, in the role of a technical expert.
- The term of the newly appointed Secretary will be 5 years, same as that of the other members of the Executive Committee.
- At present, the amount is drawn from the Development Account and the Committee Account under the joint signature of the Chairperson and the ex officio Secretary of the Joint Forest Management Committee. In future, following procedure will be adopted for operation the Development Account and the Committee Account:-
  - (a) The amount deposited in the Development Account shall be drawn under the joint signature of the Chairperson or the Secretary of the

concerned Joint Forest Management Committee and the Forest Guard/Forester of the area – the ex officio member.

- (b) The amount in the Committee Account is the amount earned by the Committee itself. Therefore, this amount shall be drawn under the joint signature of the Chairperson and the Secretary of the concerned Joint Forest Management Committee. The amount from the Committee Account shall be drawn only for payment of works executed in accordance with the decisions of the General Body. The presence of the Forest Guard or the Forester in charge of the concerned forest area, in the meeting of the General Body shall be compulsory.
- (c) The accounts and registers related to the Development Account shall be maintained by and be in the custody of the concerned Forest Guard or the Forester, the ex officio member. It will be mandatory to produce accounts and registers to the senior officers for audit and checking.

(Anup Singh Rajput)  
Additional Secretary  
Madhya Pradesh, Forest Deptt.

Endt. No. F. 16-4/ 1991/ 10-2

Bhopal, dated 19-05-2014

Copy forwarded to:

1. Principal Chief Conservator of Forests, Madhya Pradesh, Bhopal.
2. Principal Chief Conservator of Forests (Wild Life), Madhya Pradesh, Bhopal.
3. Principal Chief Conservator of Forests (Working Plan and Land Records), Madhya Pradesh, Bhopal.
4. Managing Director, Madhya Pradesh State Minor Forest Produce Federation, Bhopal.
5. Managing Director, M. P. State Forest Development Corporation, Bhopal.
6. All Addl. Principal Chief Conservators of Forests/Chief Conservators of Forests, Bhopal.
7. All Commissioners, Madhya Pradesh.
8. All Chief Conservators of Forests (Territorial)/ Field Directors, Project Tiger, Madhya Pradesh.

9. All District Collectors, Madhya Pradesh.
10. All Divisional Forest Officers/Conservators of Forests/Dy. Directors, National Parks, Madhya Pradesh.

For information and necessary action.

Additional Secretary  
Madhya Pradesh, Forest Deptt.

**Govt. of Madhya Pradesh**  
**Forest Department**  
**Mantralaya, Vallabh Bhawan, Bhopal**

No./ F 03-52 / 2005 / 10-2

Bhopal, dated 08 August, 2014

To

The Principal Chief Conservator of Forests

Madhya Pradesh, Bhopal.

Sub.: Amendment in the guidelines for use of 20% amount of the Profit Share received by the Joint Forest Management Committees under the Madhya Pradesh Government Resolution dated 22.10.2001 in development works.

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Under the subject, a copy of the amendment in the guidelines prepared by the Department is enclosed for necessary action.

Kindly get copies of this sent to all concerned.

Encl:- As above.

(Nanak Ram Lalwani)  
Under Secretary  
Govt. of Madhya Pradesh, Forest Deptt.

Endt. No./ F03-52 / 2005 / 10-2 Bhopal, dated 08 August, 2014

Under Secretary  
Govt. of Madhya Pradesh, Forest Deptt.

**Govt. of Madhya Pradesh**  
**Forest Department**  
**Mantralaya, Vallabh Bhawan, Bhopal**

No./ F - 3-52 / 2005 / 10-2 Bhopal, dated 07-08-2014

To

The Principal Chief Conservator of Forests

Madhya Pradesh, Bhopal.

Sub.: - Amendment in the guidelines for use of 20% amount of the Profit Share received by the Joint Forest Management Committees under the Madhya Pradesh Government Resolution dated 22.10.2001 in development works

Ref.: - Madhya Pradesh Government Resolution of 2001 and M. P. Govt., Forest Department circular No. / F-3-52 / 2005 / 10-2 dated 27-12-2006.

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The guidelines issued by order No./ F-3-52 / 2005 / 10-2 dated 27-12-2006 for use of 20% amount of the Profit Share received by the Joint Forest Management Committees under the Madhya Pradesh Government Resolution dated 22.10.2001 in development works is superseded as under.

**Objective -**

Rules for use of 20% amount of the Profit Share received from sale of Timber and Bamboo in pursuance of the Madhya Pradesh Government Resolution dated 22.10.2001 -

**1. Short title, extent and commencement:**

- 1.1 The short title of these rules is "Madhya Pradesh Vikas Rashi ka Upyog Rules, 2006"
- 1.2 These rules extend to the whole of Madhya Pradesh State.
- 1.3 These rules shall come into force with immediate effect.

**2. Definitions:**

In these rules, unless the context otherwise requires:-

- 2.1 Forest Committee means: Joint Forest Management Committee which is constituted under Madhya Pradesh Government Resolution 2001.

2.2 Training Institute means: Forest School or such other Government Institute where training is imparted to Joint Forest Management Committees and Government employees.

2.3 Development amount means: 20% amount reserved for works like infrastructure facilities for training etc. out of the profit share received by the Joint Forest Management Committees under Madhya Pradesh Government Resolution 2001.

### **3. Works to be implemented out of Development amount:**

Following works can be implemented out of this amount -

- (a) Modernisation of training institutes of the Forest Department, development of their infrastructure and arrangements for trainings of Committee members and Forest employees. This will include preparation of publicity material for development and conservation of forests of the state, organisation of conferences and exhibitions of Joint Forest Management Committees and organisation of sports and purchase of sports material etc. for the purpose of establishing harmony between Committee members and the Forest Department.
- (b) Construction of houses for Forest employees associated with Joint Forest Management, Joint Forest Management training hostels, hostels for children of officers/employees working in Joint Forest Management and development of infrastructure for strengthening of Joint Forest Management Committees.
- (c) "Development of community and family based alternative sources of energy (solar powered lamps, street lights, solar cookers or other alternative sources of energy), sources of livelihood and health related works (Works related to the health of members of Joint Forest Management Committees e.g. arrangements for pure drinking water, health camps etc.) in Joint Forest Management Committees."

3.1 The ratio of amounts to be allotted for 3(a), 3(b) and 3(c) shall normally be 30:40:20.

### **4. Approval of works:**

4.1 For sanctioning works from the allotted amount, following committee shall be constituted at the level of the Head of the Department:-

- Principal Chief Conservator of Forests, M.P. -  
Chairperson
- Principal Chief Conservator of Forests (Wild Life), M.P. -  
Member
- Addl. Principal Chief Conservator of Forests (Development), M.P. -



- Member
- Addl. Principal Chief Conservator of Forests (Finance/Budget), M.P. -
- Member
- Addl. Principal Chief Conservator of Forests (Human Resource Development), M.P. -
- Member
- Director (Finance/Budget) -
- Member
- Addl. Principal Chief Conservator of Forests (J.F.M./ F.D.A.), M.P. -
- Member Secretary

4.2 Duties of the Committee: The aforesaid Committee shall approve proposals received for Development amount. The Committee shall ensure that Training Institutes and the Divisions are allocated amounts in the specified ratio. The Committee shall monitor the sanctioned works, at least twice in a year. If any Division/Institute fails to implement works in accordance with the sanctioned amount, the Committee can allot such amount to other Training Institutes/Divisions.

## 5. Procedure for preparation of proposals:

- 5.1 The concerned Training Institutes shall prepare and send annual proposals for infrastructure development and annual proposals every year for training programmes to the Addl. Principal Chief Conservator of Forests (J.F.M./ F.D.A.).
  - 5.2 The officer in charge of the Division shall send annual proposals for works mentioned in para 3(a), 3(b) and 3(c) to the Addl. Principal Chief Conservator of Forests (J.F.M./ F.D.A.) through the concerned officer in charge of the Circle..
  - 5.3 The Addl. Principal Chief Conservator of Forests (J.F.M./ F.D.A.) shall present the proposals received before the Committee constituted at the level of the Head of the Department, along with his opinion and issue sanctions for the works to begin, in accordance with the approval of the Committee.
6. In case of a difference in interpretation of the provisions contained in these rules and the Resolution, the original provisions of the Resolution shall prevail.

(Anoop Singh Rajput)

Additional Secretary  
Govt. of Madhya Pradesh, Forest Deptt.

No./ F-3-52 / 2005 / 10-2, Bhopal, dated 07-08-2014

Copy forwarded to:

- 1- Accountant General, M.P. for information
- 2- Principal Chief Conservator of Forests, M.P. for information
- 3- Principal Chief Conservator of Forests (Wild Life), M.P. for information
- 4- Principal Chief Conservator of Forests (Working Plan), M.P. for information
- 5- Managing Director, M. P. State Forest Development Corporation for information
- 6- Managing Director, M.P. State Minor Forest Produce (Trade and Development) Federation, for information
- 7- All Addl. Principal Chief Conservators of Forests, M.P. for information
- 8- All Chief Conservators of Forests (Territorial / Wild Life / Research & Extension), M.P. for information
- 9- All Conservators of Forests / Divisional Forest Officers, Divisions, M.P. for information

Additional Secretary  
Govt. of Madhya Pradesh, Forest Deptt.