



GOVERNMENT OF ASSAM  
PROJECT MANAGEMENT UNIT  
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY  
ASSAM FOREST SCHOOL CAMPUS  
JALUKBARI, GUWAHATI-781014

Letter No. APFBC/Plantation/Fund release/2013/1

Dated 2<sup>nd</sup> July, 2013

To,

The Conservator of Forests

1. Eastern Assam Circle.
2. Northern Assam Circle.
3. Southern Assam Circle.
4. Central Assam Circle.
5. Upper Assam Social Forestry Circle.

Sub: Transfer of fund to FIUs under your respective jurisdiction for creating plantation  
- in the matter of.

Ref: Letter No. APFBC/ 1/ Bank Account/2012/3 dt. 10.06.2013

Sir,

Please find enclosed herewith statement of fund released to the FIUs under your respective jurisdiction for creating plantation at sites as stated based on proposals received from your end. Geo-reference of all the sites furnished is being compiled and the same will be communicated to you shortly. Please get the sites verified and geo-reference checked and intimate discrepancy, if any, immediately.

You are requested to ensure that the processes and procedures as stated in the various manuals of the APFBC adopted by the GB are followed strictly. However, the following is brought to your notice:

1. From proposals received it is assumed that the sites have been carefully selected and they are not vulnerable to natural and biotic impact.
2. These plantations are departmental plantation and not JFMC plantation and will thus be executed departmentally.
3. Please ensure that plantation sites are clearly delineated on map and clearly demarcated on ground. Since map of all the RFs have been digitised by W. Plan Wing; digitized map of each plantation site will be prepared and communicated to this office. Please ensure that there is no duplicity w.r.t. sites with sites under other schemes being implemented in the Department.
4. Please ensure that photographs of each plantation sites/ worksite is taken in the beginning, during course of implementation and at the stage of completion. A set of such photographs shall be submitted to this office.

5. Fund released to the FIUs covers cost of all the plantation activities in the first year and will be strictly spent as per norm. Fund earmarked for nursery in the norm is not being released and it will be released after receipts of such information from your end as: nursery site and acreage, number of beds and poly-potted seedlings proposed to be raised, species, plan and estimate etc. A separate communication will be made from this end in the matter. Currently existing nursery stock shall be utilized in creation of plantations as directed in the previous letters in the matter.
6. Please make sure that the implementing Range officers have opened separate current bank account. Fund shall be advanced to the implementing Range officers by DFOs on written request made listing activities to be executed during the month and fund needed against each. Implementing Range Officers will submit monthly account for the money spent by them
7. Labourers engaged in plantation activities shall be paid wages as per existing departmental procedure i.e through Muster Roll.
8. Please ensure that entry in the Measurement Book(MB) is essentially made against procurement of goods and works
9. Your attention is drawn to some important provisions made in the various manuals:
  - a. No transaction above Rs. 5000/- shall be made in cash. All payments above Rs. 5000/-shall be made by A/c Payee Cheque only.
  - b. Cheque Issue Register shall be maintained both at the Divisional level as well as at the Range level and signature of the person receiving cheque shall be obtained in the register in all cases.
10. Please follow Procurement Procedure Manual for procurement of goods, if any, needed for implementing plantation activities in the FIUs. Evaluation of bids/quotations shall be done as envisaged in para 15.1.3 of the said manual.
11. Monthly account is required to be submitted within the date fixed in the Financial Management Manual. Submission of monthly account in time is very important for submission of Re-imburement Claim. The Accounting software is being procured and you and your concerned staff will be provided training to effectively use the software.  
Thus, there may be some delay in submission of monthly account for the first month but once software is procured and staff trained no delay in submission of monthly account shall be acceptable. Please go through the By- Laws of the society in the matter.
12. DFOs are required to submit monthly Progress Report along with monthly account.
13. Keeping records of communication, vouchers, receipts/ bills, muster roll, MB etc separately, properly and meticulously is very important as copy of the

same is required to be furnished with SOE and re-imburement claim after scrutiny by the auditors of the society.

- 14. Monitoring of activities in the field is also very essential for taking corrective and appropriate measures to ensure successful implementation of activities. As envisaged in the By-Laws of the APFBC Society the DFOs heading FIUs are required to submit quarterly monitoring report which will be discussed in the meeting of the Executive Committee of the Society.
- 15. Please immediately report any issue arising in implementation of plantation activities
- 16. VAT, Income Tax etc , as applicable under rules in force shall be deducted at source and credited to the appropriate Account. APFBC Society's Tax deduction account Number is **18259615269** which will be quoted in VAT challans. Society's account number for Income Tax collection will be communicated shortly.
- 17. Please issue necessary instructions and transmit the norms to the DFO heading FIUs and do not hesitate to contact me or Component Director concerned to seek any clarification, if required.
- 18. As some DFOs are yet to submit their account number fund could not be transferred to them. Please instruct the DFOs to intimate account number urgently.

Faithfully yours

*O.P. Pandey*  
(O.P. Pandey)

Addl. P.C.C.F. (Projects)  
&

Project Director, PMU APFBC Society.

Copy forwarded for information and necessary action to

- 1. The Principal Secretary, Environment and Forest Department, Government of Assam, Dispur Guwahati-6
- 2. The PCCF & HoFF, Assam, Rehabari, Guwahati-8
- 3. The Addl. PCCF (T), Lower Assam Zone, Kacharighat, Guwahati.
- 4. The CCF (T), Upper Assam zone, Kacharighat, Guwahati.
- 5. Component Directors.

*cat*

Addl. P.C.C.F. (Projects)  
&

Project Director, PMU APFBC Society.

Copy sent vide e-mail to D.F.O.s concerned.

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Sl. No.	To whom Issued	Amount (Rs.)	Plantation (ha.)			
			ANR @ Rs. 9860/ha.	MHW @Rs. 10500/ha.	NTFP @ Rs. 11800/ha.	SAL @ Rs. 19880/ha.
1	Cachar Div.	4738300.00	130	155	155	0
2	Karimganja Div.	3222200.00	70	140	90	0
3	Hailakandi Div.	4003000.00	100	130	140	0
4	Kamrup East Div.	1884000.00	50	110	20	0
5	Kamrup West Div.	3321000.00	100	110	100	0
6	Sonitpur SF Div.	525000.00	0	50	0	0
7	Digboi Div.	3100000.00	200	40	60	0
8	Golaghat Div.	98600.00	10	0	0	0
9	Nagaon South Div.	3002000.00	75	75	125	0
10	Nagaon Div.	1903800.00	80	50	50	0
11	Sonitpur West Div.	99400.00	0	0	0	5
12	Doomdooma Div.	1352600.00	60	50	20	0
13	Lakhimpur Div.	1253300.00	30	35	50	0
14	Dhemaji Div.	1431000.00	50	50	35	0
15	Sonitpur East Div.	413700.00	20	15	5	0
16	North Kamrup Div.	2036000.00	100	100	0	0
17	Dibrugarh Div.	984200.00	20	30	40	0
18	Sivasagar Div.	1155100.00	10	95	5	0
19	Kachugaon Div.	981500.00	25	70	0	0
20	Haltugaon Div.	1582000.00	50	70	30	0
21	Parbatjhora Div.	1920000.00	75	45	60	0
22	Chirang Div.	1280500.00	50	75	0	0
23	Baksa Div.	590000.00	0	0	50	0
24	Dhansiri Div.	876500.00	25	60	0	0
25	SF Div Kokrajhar	3632500.00	75	30	50	100
26	Goalpara Div.	1280000.00	50	30	40	0
27	Jorhat Div.	210000.00	0	20	0	0
		46876200.00	1455	1635	1125	105