

# JOINT FOREST MANAGEMENT IN NORTH-EAST INDIA

A Trainers' Resource Book



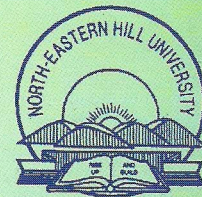
EDITORS

K. C. Malhotra

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R. S. Tripathi



*Regional Centre*

**NATIONAL AFFORESTATION AND ECO-DEVELOPMENT BOARD**

**NORTH-EASTERN HILL UNIVERSITY**

**Shillong 793014**

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## **PREFACE**

The Joint Forest Management (JFM) has come a long way since it was first experimented in Arabari in 1972. Following its formalisation vide June 1, 1990 circular of Government of India, JFM has proved to be a successful management strategy for managing and protecting the forests of the country. So far, 28 states have notified their respective JFM enabling resolutions and about 50% of the country's primarily degraded forests are now under JFM. Change of perception of forest personnel towards the role of village communities in forest management and building of confidence between the village communities and the state forest departments are two most important achievements of JFM during over one-decade of experimentation. Consequent upon the adoption of JFM, large area of forests in 28 states are being managed through JFM committees where the local village communities and the forest department officials work as partners for regeneration, management and protection of the forests. Local NGOs have been playing a significant role in organizing the villagers and in facilitating JFM implementation.

In north-eastern India, all seven states viz., Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura have successfully implemented JFM programme. However, the rate of success varies amongst the states. One of the most important factors that contributes to the success of JFM is the development of human resources through training of the key persons involved in the implementation of JFM. Realizing the importance of training in successful implementation of JFM in the region, the Regional Centre, National Afforestation and Eco-Development Board at the North-Eastern Hill University, Shillong has been organizing training programmes for the forestry personnel. During such training programmes, the Regional Centre has, time and again, felt the need of a Trainers' Resource Book covering various aspects of JFM. Besides, the state forest departments of the region also felt the need of such a resource material, as they have to conduct such training programmes frequently for the stakeholders involved in JFM. The importance of such training programmes was further enhanced when the National Afforestation and Eco-Development Board (NAEB) made it mandatory that all the NAEB funded afforestation schemes have to be implemented through JFM.

Considering the typical land tenure system and forest ownership pattern, the approach to JFM in north-east India has to be different from the rest of the country. Most forestlands are owned by the individuals and communities, and therefore, forest officials need to motivate the forest owners for working within the framework of JFM. This implies that the Forest Departments and concerned academic institutions could provide technical assistance to forest land owners. This would further require capacity-building of forest officials, communities and NGOs in various aspects of JFM. Therefore, a well-planned programme of training for all the stakeholders of JFM on a regular basis needs to be in place.

Any training manual for imparting training on JFM in the north-eastern region has to focus on the issues pertaining to the region, which are much different from the rest of the country. Keeping this in view, the Regional Centre undertook the task of developing this training manual for JFM that could be more appropriate for the north-eastern states. The Resource Book has been authored by a committee of experts, viz., Professor K. C. Malhotra, Professor R. S. Tripathi, Professor B. K. Tiwari, Dr. S. K. Barik, Shri S. Palit, IFS (Rtd.), Dr. G. Raju, Dr. V. T. Darlong, Dr. P. Bhattacharya, Dr. Rekha Singhal and Dr. N. K. Krishna Kumar. The preparation and publication of this manual was sponsored jointly by the Ford Foundation, New Delhi and the NAEB, Ministry of Environment and Forests, Government of India, New Delhi.

The manual has 26 units dealing with different aspects of JFM including a unit that presents a model microplan. Since preparation of microplan is central to the success of any project being implemented through JFM, the unit should work as a valuable reference material for microplan preparation by the project implementing agencies. Besides, a unit dealing with the guidelines for NAP (National Afforestation Programme) and the progress made under the NAP in the region has also been included. It is envisaged that the Resource Book would be quite useful for the trainers' involved in imparting JFM training and also to the Instructors of the Forest Schools and Colleges of the region.

The authors and editors have taken all care to include topics to cover as many facets of JFM as possible. Also effort has been made to make the text lucid, crisp and region-specific. However, it is likely that some important areas might have been left out and some mistakes might have also remained unnoticed. The editors solicit comments and suggestions from the users of this manual for inclusion in the next edition.

The Regional Centre and the editors gratefully acknowledge the active support of Dr. Doris Capistrano, the then Deputy Chief of Ford Foundation, Delhi for her interest in the work and for readily agreeing to provide the financial support. We also acknowledge the financial assistance received from the Ministry of Environment and Forests, Govt. of India.

**K. C. Malhotra, S. K. Barik, B. K. Tiwari and R. S. Tripathi**  
**Editors**



# CONTENTS

UNIT 1	1
Concept and Evolution of Joint Forest Management <b>R. S. Tripathi and S. K. Barik</b>	
UNIT 2	10
Land use and Status of Forests in North-East India <b>S. K. Barik and B. K. Tiwari</b>	
UNIT 3	22
Forest Policies and Schemes <b>S. K. Barik and V. T. Darlong</b>	
UNIT 4	109
Motivation for JFM <b>S. Palit</b>	
UNIT 5	113
Common Goals, and Roles and Responsibilities of Different Participants <b>B. K. Tiwari and S. K. Barik</b>	
UNIT 6	118
Selection of Area for JFM <b>S. Palit</b>	
UNIT 7	121
Extension and Communication Skills <b>K. N. Krishna Kumar and B. K. Tiwari</b>	
UNIT 8	128
Participatory Tools and Techniques for JFM <b>P. Bhattacharya</b>	
UNIT 9	147
Formation of Forest Protection Committees <b>G. Raju</b>	
UNIT 10	153
Participatory Microplanning <b>P. Bhattacharya</b>	
UNIT 11	169
Gender and Equity <b>Rekha Singhal and S. K. Barik</b>	
UNIT 12	173
Conflict Management <b>K. C. Malhotra</b>	

UNIT 13 Silviculture for Joint Forest Management <b>P. Bhattacharya and S. Palit</b>	176
UNIT 14 Benefits and Benefit Sharing <b>G. Raju</b>	198
UNIT 15 Income Generation Activities <b>P. Bhattacharya</b>	201
UNIT 16 Involving and Co-ordinating with Line Departments in JFM <b>V. T. Darlong and S. K. Barik</b>	215
UNIT 17 Success Indicators and Participatory Monitoring <b>B. K. Tiwari and S. K. Barik</b>	228
UNIT 18 Federation of Co-operatives for JFM <b>G. Raju</b>	234
UNIT 19 Decentralised Planning and Output Budgeting <b>S. Palit</b>	240
UNIT 20 Restructuring Forest Departments and Establishment of Transparency <b>S. Palit</b>	243
UNIT 21 Working Groups <b>B. K. Tiwari and S. K. Barik</b>	247
UNIT 22 Integrating other Schemes with JFM Programme <b>S. K. Barik and V. T. Darlong</b>	251
UNIT 23 Preparation of Project Proposals <b>S. K. Barik and R. S. Tripathi</b>	258
UNIT 24 Documentation of JFM Initiatives <b>P. Bhattacharya</b>	277
UNIT 25 A Model Microplan for Joint Forest Management <b>S. K. Barik and R. S. Tripathi</b>	284
UNIT 26 National Afforestation Programme and Forest Development Agencies <b>S. K. Barik and B. K. Tiwari</b>	334

## LIST OF TABLES

	Page
2.1 Land use classification (area in sq. km) in North-Eastern states (1994-95) .....	11
2.2 Shifting cultivation in North-Eastern region .....	11
2.3 Forest types of north-east based on altitudinal range .....	12
2.4 Change of forest cover (in sq. km) in north-eastern states since 1989 FSI assessment.....	20
2.5 Classification of forests of north-eastern states based on ownership .....	20
2.6 Classification of forest areas in north-eastern states based on legal status .....	21
3.1 Number of forests and wildlife related acts and rules enacted or adopted by the states and district councils in north-eastern region .....	100
7.1 A proposed format of communication matrix for JFM .....	126
9.1 A stakeholder analysis matrix .....	148
15.1 Comparison of resin tapping methods .....	205
17.1 Some criteria and indicators for evaluation of JFM .....	231
17.2 Probable indicators, ratings and source of information for monitoring ....	233
19.1 Microplanning process.....	242
23.1 Cost norms for grant-in-aid scheme of the NAEB.....	268
24.1 Format for documentation of success & failure stories of JFM.....	278
25.1 Human population in three villages.....	290
25.2 Educational level of the population .....	291
25.3 No. of households under different occupational categories .....	291
25.4 No. of households under different caste categories .....	291
25.5 No. of livestock population.....	292
25.6 No. of households under different land holding categories.....	292
25.7 No. of households practicing different cropping pattern.....	293
25.8 No. of households having different home garden structure .....	293
25.9 Types of water sources .....	293
25.10 No. of households showing different energy consumption pattern .....	294

	<b>Page</b>
25.11	No. of families identified as target group under the microplan ..... 295
25.12	No. of trees per ha in different girth classes in the open forest ..... 297
25.13	No. of trees per ha in different girth classes in the open forest with miscellaneous species ..... 298
25.14	Frequency, density and abundance of tree species in the open forest patch ..... 298
25.15	Frequency, density and abundance of tree species in the forest with miscellaneous species ..... 299
25.16	Volume of trees in the open forest ..... 299
25.17	Volume of trees in the forest with miscellaneous species ..... 300
25.18	Daily fuel wood requirement ..... 301
25.19	No. of fuel wood deficient and surplus households in three project villages ..... 301
25.20	Annual fuel wood requirement in three project villages ..... 301
25.21	Annual fodder requirement (kg) in three project villages ..... 302
25.22	Annual timber requirement of three project villages ..... 302
25.23	No. of households utilizing different NTFPs ..... 302
25.24	Important NTFPs and their uses ..... 303
25.25	No. of households preferring different fuel wood species ..... 303
25.26	Species preference for fuel wood ..... 304
25.27	Timber species preference of the project villages ..... 304
25.28	Area to be planted under different production activities ..... 305
25.29	Area to be planted under different production activities and expected output ..... 306
25.30	Demand and output for different items ..... 312
25.31	NTFPs harvesting schedule ..... 313
25.32	Budgeting for different work components ..... 315
25.33	Schedule of work under different work components ..... 318
26.1	Summary of FDAs and JFMCs (under FDAs) established under NAP ..... 344

## LIST OF FIGURES

	Page
18.1 Sketch showing the relationship between federation and co-operatives ....	236
18.2 Internal structure of federation.....	236
18.3 Structure of SAKSHAM.....	239
25.1 Location of Borduar in Guwahati subdivision of Assam .....	320
25.2 Map showing the path taken for transect walk .....	321
25.3 Treatment map for Borduar Reserved Forest project site .....	322

## LIST OF BOXES

	Page
1.1	Fundamental shifts in forest management through JFM ..... 5
1.2	List of states that have adopted JFM resolutions ..... 6
1.3	Successful partnership-based forest management system in Arunachal Pradesh ..... 8
1.4	JFM success stories from Tripura ..... 8
3.1	Dates of notification of JFM resolutions in different North-Eastern states ..... 28
13.1	Participatory silviculture vs. Classical silviculture ..... 179
13.2	Guidelines for natural regeneration in different area conditions ..... 186
13.3	Different classical silvicultural options and their products ..... 189
13.4	Important NTFP species of India ..... 193
13.5	Participatory monitoring for sustainable NTFP management ..... 194
13.6	Silvicultural scope for different forest conditions ..... 196
14.1	Benefits and benefit sharing ..... 199
21.1	Excerpts from government orders on JFM ..... 248
22.1	Integrating the schemes of other departments with JFM : A success story ..... 252

## ABBREVIATIONS

ANR	Assisted Natural Regeneration
BDO	Block Development Officer
BO	Beat Officer
CAP	Community Action Plan
CBO	Cut Back Operation
CF	Conservator of Forests
CFC	Community Forest Committee
CSWI	Committee on the Status of Women in India
DBH	Diameter at Breast Height
DFO	Divisional Forest Officer
DRDA	District Rural Development Agency
FPC	Forest Protection Committee
GO	Government Order
ICDS	Integrated Child Development Schemes
IRDP	Integrated Rural Development Programme
ITK	Indigenous Technological Knowledge
JFM	Joint Forest Management
MoEF	Ministry of Environment and Forest
MSC	Multiple Shoot Cutting
NGO	Non Governmental Organisation
NR	Natural Regeneration
NTFP	Non Timber Forest Product
PIA	Project Implementing Agency
PRA	Participatory Rural Appraisal
RDF	Rehabilitated Degraded Forest
RO	Range Officer
RRA	Rapid Rural Appraisal
SSI	Small Scale Industries
SSQ	Semi-Structured Questionnaire
VAP	Village Action Plan
WPO	Working Plan Officer

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## UNIT 23

# PREPARATION OF PROJECT PROPOSALS

*S. K. Barik and R. S. Tripathi*

### 23.0 INTRODUCTION

#### 23.1 GUIDELINES FOR GRANT-IN-AID SCHEME OF NWDB

- 23.1.1 Agencies that can be Supported
- 23.1.2 People's Participation
- 23.1.3 Activities Considered for Support
- 23.1.4 Identification of Project Land
- 23.1.5 Type and Proportion of Species
- 23.1.6 Project Size and Plan
- 23.1.7 Documents to be Submitted
- 23.1.8 Quantum of Grant
- 23.1.9 Application for Grant-in-Aid
- 23.1.10 Scrutiny of Application
- 23.1.11 Evaluation of Projects
- 23.1.12 Terms and Conditions

#### 23.2 GUIDELINES FOR GRANT-IN-AID SCHEME OF NAEB

- 23.2.1 Agencies that can be Supported
- 23.2.2 People's Participation
- 23.2.3 Activities Considered for Support
- 23.2.4 Identification of Project Land
- 23.2.5 Type and Proportion of Species
- 23.2.6 Project Size and Plan
- 23.2.7 Documentation
- 23.2.8 Quantum of Grant
- 23.2.9 Application for Grant-in-Aid
- 23.2.10 Scrutiny of Application
- 23.2.11 Evaluation of Projects
- 23.2.12 Terms and Conditions

#### 23.3 APPLICATION FORMAT

## **23.0 INTRODUCTION**

Resource mobilisation for JFM activities is an integral component of JFM planning. It is, therefore, necessary to have knowledge about various sources of funding and requirements of different funding agencies. The success of securing funds from the funding agencies largely depends on a viable and attractive project proposal. Formulation of project proposal is an art, with which all the partners of JFM programme should be acquainted with. In recent years, funding agencies have come up with a variety of community based plantation and forest protection and management projects for both government and non-governmental organisations. Even non-formal community groups can get projects.

This unit provides certain guidelines for formulating one such project viz., Grant-in-aid scheme for voluntary agencies. This scheme is meant for registered voluntary organisations, educational institutions and co-operative societies and 100% financial support is provided as grant-in-aid. During the 10th plan period, such schemes are being funded by the National Wastelands Development Board (NWDB), Ministry of Rural Development, and the National Afforestation and Eco-development Board (NAEB), Ministry of Environment and Forests, Government of India. The NWDB generally supports the project proposals on non-forest land, while the NAEB funds projects either on forest land or lands adjacent to the recorded forests.

### **23.1 GUIDELINES FOR GRANT-IN-AID SCHEME OF NWDB (AS PER 9TH PLAN NORMS)**

#### **23.1.1 Agencies that can be Supported**

The project proposal for financial assistance under the Grant-in-aid scheme of the NWDB are entertained from voluntary agencies and non governmental organisation of the following categories : Registered non-profit organisation, Registered Societies, Co-operatives, Companies or Trust and Recognised Schools, Colleges, and Universities. In very exceptional cases, a one time non-recurring grant may be given to individuals or unregistered groups for activities connected with wastelands development. The sponsoring organisation should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution. Normally the financial position of the Sponsoring Organisation should be sound for the type of project to be taken up. It should not be run for profit for any individual or body of individuals. It should have the facilities, resources, experience and personnel for successful implementation of the proposed project.

#### **23.1.2 People's Participation**

The proposal should have the full involvement of the beneficiaries. The sponsoring organisation may work as a catalyst and motivator to facilitate people's participation in the programme. The beneficiaries under the programme should preferably be chosen in consultation with the village panchayat/gram sabha concerned. The species for planting on village commons and revenue lands and mechanism for sharing of the usufructs and benefits from plantation on such lands should be decided in consultation with the concerned village panchayat/gram sabha.

#### **23.1.3 Activities Considered for Support**

Financial assistance is generally restricted to activities directly connected with development of wastelands. These activities could be :

- (i) raising of seedlings
- (ii) planting

- (iii) training and extension
- (iv) soil and moisture conservation works
- (v) regeneration of degraded forests in the context of the guidelines issued by the Ministry of Environment and Forests on 1 June, 1990
- (vi) grassland development including silvipasture.

Assistance may also be considered for activities involving use of alternative sources of energy in rural areas and for small water harvesting works/structures including wells depending on the site conditions and adequate justification is provided by the agency for proposing such works. Preference will be given to those projects where the established NGOs act as facilitators, innovators and/or motivators rather than implementors of projects with NWDB assistance. Thus NGOs are expected to motivate people to form groups at the grassroots level (such as Yuvak Dals, Mahila Mandals, etc.), help them to formulate technically sound and viable wastelands development proposals, help obtain assistance from NWDB for implementing these and then periodically monitor and report on their performance to the NWDB. Normally in every project up to 15% of the nursery and planting costs admissible are provided for awareness raising and overheads. This amount will be given to the promoting NGO for project formulation, technical guidance, motivation/facilitation and implementation of the project at the grassroots level including the costs involved in setting up of people's groups. It is hoped that this will help promote emergence of a large number of grassroots level organisations leading to a more active role for the people to participate directly in the programme. It is also expected that projects will provide for a contribution of the proponents towards the project cost. This contribution could be financial or in the form of voluntary labour by the beneficiaries.

#### **23.1.4 Identification of Project Land**

The land on which activities are proposed should be properly and fully identified. Details of the land such as survey numbers, area and names of owner should be given separately for each village. The land to be included in the project could be any wasteland provided the benefits by way of usufructs (in the case of community, government and institutional lands) are available to the community, specially the weaker sections of the society.

#### **23.1.5 Type and Proportion of Species**

The type of plant species to be planted and their proportion should be carefully decided in consultation with the beneficiaries and local representatives of the Forest Department. The number of plants per hectare will depend on growing space required for each type of plant and should be decided in consultation with persons who have technical knowledge of the subject. Species covered under planting/afforestation should include fuelwood, fodder, small timber, fruit and other species that provide food and income to the local people and improves the status of the land, e.g., agave, arjun, mulberry, etc. However, projects seeking grants predominantly for raising fruit trees or orchards, developing gardens or projects which are essentially horticultural in nature will not be entertained. The projects in which the proportion of fuel wood/fodder species in the species mix proposed is less than 60% of the total will also not be considered for assistance.

### **23.1.6 Project Size and Plan**

The project should be location specific. Projects should normally not be spread over a large area covering several districts. The agency should plan out the physical and financial targets for each activity and the time schedule for the various operations included in the project for which financial support is required.

### **23.1.7 Documents to be Submitted**

The following documents should be submitted with the application form :

- (i) Copy of registration certificate and articles and memorandum of association of the agency.
- (ii) Audited statements of accounts for last two years, if audit has been done.
- (iii) A note on past activities, specially those related to forestry and wastelands development.
- (iv) A list of beneficiaries giving details of land for nursery raising/tree planting viz., survey/khasra numbers, area in hectares and villagewise names of owners.
- (v) Written consent of owners of land that they have no objection to nursery/afforestation activities being taken up on their lands. In case of private lands, the details given in (iv) above will suffice. However, the Agency will have to certify on the list of beneficiaries that the Agency has obtained the consent of the beneficiaries concerned for nursery/planting activity and the same is available in the Agency's office for verification.
- (vi) A certificate from the Agency that at least 50% of the beneficiaries are SC/ST or from disadvantaged sections of society.
- (vii) A detailed note on the Agency's plan for nursery raising as well as tree planting and also the details of its organisational structure to implement the project at the field level.

### **23.1.8 Quantum of Grant**

Assistance for nursery costs will be limited to Rs. 0-60 per surviving seedling in case of 3-6 months nursery and Re. 1-00 per surviving seedling in case of nurseries where the seedlings are kept for 8-12 months. This includes cost of polythene bags, site development, weedings, watering, fertilizer, wages, etc.

Assistance for planting (including land development, pit digging, weeding, fertilizer, wages, etc.) and maintenance over a period of 3 years (including casualty replacement) will not exceed Rs. 4800 per hectare or Rs. 3-00 per plant, whichever is less. This is for maximum planting density of 1600 plants per hectare. If an agency proposes to take up planting at a higher density (which must be technically feasible), the assistance for nursery and planting will be restricted to the above norms.

Assistance towards the administrative costs of the project (including operation of vehicles and staff salaries) together with those related to awareness-raising activities essential for the project will not exceed 15% of the nursery and planting cost admissible.

The Board will not normally support the use of barbed wire fencing for protection of plantations. However, it may consider requests for other methods of protection such as cattle proof trench-cum-mound, live fencing, local watchmen/guards, etc. Assistance for this purpose, will be limited to Rs. 1000 per hectare (over a period of 3 years) subject to the agency furnishing adequate details of land and justification for the items and costs involved and verification thereof.

Supplementary efforts to include soil and moisture conservation measures and/or watering, where water supply for plantations is inadequate, may be considered. In case of soil conservation measures, such as contour bunding, contour trenching, gully plugging, etc. and/or arrangements for watering, an additional amount of Rs. 1200 per hectare or Rs. 0.75 per plant, whichever is less, over the project duration may be allowed subject to the agency furnishing sufficient justification and details about the items of expenditure and associated costs.

For afforestation projects in the hills and desert area, transportation assistance limited to Rs. 0.10 per plant or Rs. 160 per hectare, whichever is less, may be allowed subject to the agency furnishing adequate justification.

The above norms will apply to afforestation projects on public lands, i.e. panchayat lands and government lands. In case of projects covering private lands, the Board's assistance, subject to the above specifications, will be restricted to :

- (i) nursery cost as above
- (ii) planting and maintenance over a period of 3 years subject to a limit of Rs. 2400 per hectare or Rs. 1.50 per plant, whichever is less
- (iii) administrative costs of the project together with those related to awareness raising subject to a limit of 15% of the nursery and planting cost admissible
- (iv) soil and moisture conservation measures subject to limit of Rs. 600 per hectare or Rs. 0.40 per plant, whichever is less
- (v) transportation costs as given above.

In case of agroforestry projects or projects for longitudinal planting along the boundaries of farms, road sides, canal sides, river sides, etc. or where the area to be planted has not been clearly and properly stated, area in hectares for purposes of working out the quantum of overheads and protection assistance will be calculated normally by using a conversion factor of 1600 plants to one hectare.

Activities like grass and fodder development can also be undertaken or in combination with forestry activities (silvipasture) within the above norms of assistance.

The assistance for projects involving activities to promote training and extension in isolation will be considered only in exceptional cases on the merits of each case.

The quantum of grant will depend upon the capability of the NGO and the priority assigned to the proposal by the Board.

It is generally expected that the NGO would have the basic infrastructure and capability to carry out the project. The financial assistance, therefore, will not cover infrastructural facilities including building, vehicles, heavy equipments and computers.

### **23.1.9 Application for Grant-in-Aid**

The project proposal, complete in all respects, should be submitted in duplicate in the prescribed format to the Department of Wastelands Development, Ministry of Rural Development, Government of India, G-Wing, NBO Building, Nirman Bhawan, New Delhi-110001.

### **23.1.10 Scrutiny of Application**

The Board will set up a suitable machinery to scrutinise, appraise and approve proposals from NGOs/Voluntary Agencies for financial assistance. The Board may appoint experts for studying the work previously done by such organisations/agencies for better appreciation of their requirement of funds.

### **23.1.11 Evaluation of Projects**

The Board will arrange for periodic monitoring and evaluation of the projects for wastelands development supported by it through State Forestry Departments and/or independent consultants as and when required.

### **23.1.12 Terms and Conditions**

The grantee should execute a bond under the General Financial Rules (GFR) in the prescribed format and submit it to the Board before the release of grant. The grantee will be required to submit detailed Half Yearly Progress Report on the expenditure incurred and progress achieved. A Utilisation Certificate to the effect that the grant has been actually spent for the purpose for which it has been sanctioned should be sent to the Board annually. The grantee shall also send annual report to the Board along with audited statement of accounts. The accounts of the grantee organisation will be open to test check by the Comptroller and Auditor General of India. The unspent balance, if any, out of the grant released along with accrued interest will be refunded to the Board. After completion of the project, a duly audited accounts report for the total expenditure will also be submitted. In case, as a result of assessment/evaluation of the work of a voluntary agency, it is found that the financial assistance or any part thereof released by the Board has not been utilised by the voluntary agency for the purpose for which it was sanctioned, the agency will be required to refund such amount of principal together with the interest accrued thereon in one lump sum.

## **23.2 GUIDELINES FOR GRANT-IN-AID SCHEME OF NAEB**

### **23.2.1 Agencies that can be Supported**

- The Project proposals for financial assistance under the Grants-in-Aid Scheme of the NAEB, hereinafter referred to as Board, shall be entertained from voluntary agencies and non-governmental organisations of the following categories :
  - Registered Non-profit organisations
  - Registered Societies, Co-operatives, Companies or Trusts
  - Recognised Schools, Colleges and Universities.
- Only those agencies which have worked in the field at least for three years (duly supported by audited statements of accounts for last three years) will be considered for funding under the Scheme.

- The sponsoring organisation should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution.
- Normally the financial position of the Sponsoring Organisation should not be unsound for the type of project to be taken up. It should not be run for profit of any individual or body of individuals. It should have the facilities, resources, experience and personnel for successful implementation of the proposed project.

### 23.2.2 People's Participation

- The proposal should have the full involvement of the beneficiaries. The sponsoring organisation may work as a catalyst and motivator to facilitate people's participation in the programme.
- The beneficiaries under the programme should preferably be chosen in consultation with the village panchayat/gram sabha concerned. The species for plantation on village common and revenue lands and mechanism for sharing of usufruct and benefits from plantation on such lands should be decided in consultation with the village panchayat/gram sabha concerned.

### 23.2.3 Activities Considered for Support

- Financial assistance will generally be restricted to activities directly or indirectly connected with development of wastelands. These activities could be :
  - Raising of seedlings
  - Planting
  - Soil and moisture conservation works
  - Training and extension
  - Grass and fodder development including silvipasture
  - Regeneration of degraded forests in the context of the guidelines issued by the Ministry of Environment and Forests on 1 June, 1990.

Assistance may also be considered for small water harvesting works/structures including wells etc., depending on the site conditions, provided adequate justification is provided by the agency for proposing such work.

- Preference will be given to those projects where the established NGOs take on the role of facilitators, innovators and/or motivators rather than implementors of projects with NAEB assistance. Thus NGOs are expected to motivate people to form into groups at the grassroots level (such as Yuvak Dals, Mahila Mandals, etc.), help them to formulate technically sound and viable wastelands development proposals, assist in periodically monitoring and reporting on their performance to the NAEB. Normally in every project up to 10% of the nursery, planting and soil and moisture conservation costs admissible may be provided for overheads, and up to 5% may be sanctioned for awareness raising activities. In case of such projects, this budget will be made available to the promoting NGO for project formulation, technical guidance, motivation/facilitation and implementation of the project at the grassroots level including the costs involved in setting up of people's groups. It is expected that projects will provide for some contribution from the proponents towards the project cost. This contribution could be financial or in the form of voluntary labour by the beneficiaries.

### 23.2.4 Identification of Project Land

- The land on which activities are proposed should be properly and fully identified. Details of the land such as survey numbers, area, and names of owners should be given villagewise along with totals for each village.
- The project area selected should be adjacent to forest land. The project area may be identified in accordance with the following definition :  
“The areas lying in villages having enumerated forest lands under column 15 of the official district census book would be automatically treated as adjacent for the purpose of funding projects under this Scheme. Areas geographically adjacent to significant chunks of forest lands may also be considered adjacent. While the latter category may require appropriate enquiry, the former could be assumed on the basis of the record itself.”
- The proposal not conforming to the above will not be considered.

### 23.2.5 Proportion of Species

- The type of plant species and their proportion should be carefully decided in consultation with the beneficiaries and local representatives of the Forest Department or persons who have knowledge about the subject.
- The number of plants per hectare will depend on the growing space required for each type of plant and should be decided in consultation with persons who have technical knowledge of the subject.
- Species covered under planting/afforestation should include fuel wood, fodder, small timber, fruit, and other species, which provide food and income to the local people while also improving the status of the land, e.g. agave, arjun, mulberry, etc. The emphasis should be on mixed plantations and not on monocultures or gardens. The project in which the proportion of fuel wood/fodder species in the species mix proposed is less than 60% of the total will not be considered for assistance.

### 23.2.6 Project Size and Plan

- The project should be location specific. Projects should normally be spread over a large area covering several districts.
- The agency should plan out the physical and financial targets for each activity and the time schedule for the various operations included in the project for which financial support is required.
- Microplan should be prepared for the project area in consultation with the village community or beneficiaries as far as possible. Microplan should include :
  - Site demarcation and management map preparation
  - The planting programme
  - Site preparation
  - Choice of species and method of establishment; the techniques for raising seedlings and planting, maintenance etc. should be explicitly given
  - Harvesting of fodder, fuelwood etc.
  - Protection : the village community should work out a mechanism best suited to the local conditions
  - Benefit sharing mechanism.

The microplans are not required to be submitted to the Board, but may be made available to the evaluator.

### 23.2.7 Documentation

The following documents should invariably be submitted with the application form :

- (i) Copy of registration certificate and articles and memorandum of association of the agency.
- (ii) Audited statements of accounts for last three years.
- (iii) A note on past activities, especially those related to forestry and wastelands development.
- (iv) A list of beneficiaries giving details of land for nursery raising/tree planting viz., survey/khasra numbers, area in ha. and names of owners, villagewise.
- (v) Written consent of owners of land that they have no objection to nursery/afforestation activities being taken up on their lands. In case of private lands, the details at (iv) above will suffice. However, the Agency will have to certify on the list of beneficiaries that the Agency has obtained the consent of the beneficiaries concerned for nursery/planting activity and the same is available in the Agency's office for verification.
- (vi) A certificate from the agency that at least 50% of the beneficiaries are SC/ST or from disadvantaged sections of society.
- (vii) A detailed note on the Agency's plan for nursery raising as well as tree planting and also the details of its organisational structure to implement the project at the field level.
  - Projects for raising of seedlings and their distribution need to be accompanied by documents clearly identifying the land proposed for nursery activity and consent of the concerned land-owner(s) for nursery activity.

### 23.2.8 Quantum of Grant

- Assistance for nursery costs will be limited to Rs. 1.40 per surviving seedling including 20% extra seedlings for casualty replacement. This includes cost of polythene bags, site development, weeding, watering, fertilizer, wages, etc.
- Assistance for planting (including land development, pit digging, planting, weeding, fertilizer, wages etc.) and maintenance over a period of 3 years (including casualty replacement) will not exceed Rs. 9,120 per hectare or Rs. 5.70 per plant, whichever is less. This is for a maximum planting density of 1600 plants per hectare. If an agency proposes to take up planting at a higher density (which must be technically feasible), the assistance for nursery and planting will be restricted to the above norms.
- Assistance towards the administrative costs of the project (including operation of vehicles and staff salaries) essential for the project will not exceed 10% of the nursery, planting and soil and moisture conservation costs admissible.
- For awareness raising activities essential for the project, the cost will not exceed 5% of the nursery, planting and soil and moisture conservation costs admissible.
- The Board will not normally support the use of the barbed wire fencing for protection of plantations. However, it may consider requests for other methods of protection such as cattle proof trench-cum-mound if sanctioned, will be limited to Rs. 1100 per hectare (over a period of 3 years) subject to the agency furnishing adequate details of and justification for the items and cost involved and verification thereof.

- Supplementary efforts to include soil and moisture conservation measures and/or watering may be considered. In case of conservation measures, such as contour bunding, contour trenching, gully plugging etc. and/or arrangements for watering, an additional amount of Rs. 1800 per hectare or Rs. 1.15 per plant, whichever is less, over the project duration may be allowed subject to the agency furnishing sufficient justification and details about the items of expenditure and associated costs.
- For afforestation projects in the hills and desert areas, transportation assistance limited to Rs. 200 per hectare, may be allowed subject to the agency furnishing adequate justification.
- The above norms will apply to afforestation projects on public lands, i.e. panchayat lands and government lands. In case of projects covering private lands, the Board's assistance, subject to the above specifications, will be restricted to :
  - (i) Nursery costs as above;
  - (ii) Advance work, planting and maintenance over a period of 3 years subject to a limit of Rs. 5,360 per hectare or Rs. 3.35 per plant, whichever is less;
  - (iii) Soil and moisture conservation measures subject to limit of Rs. 900 per hectare or Rs. 0.56 per plant, whichever is less;
  - (iv) Administrative costs of the project subject to a limit of 10% of the nursery, planting and soil and moisture conservation costs admissible;
  - (v) Cost of awareness-raising activities, subject to a limit of 5% of the nursery, planting and soil and moisture conservation costs admissible; and
  - (vi) Transportation costs as given in Table 23.1.
- In case of agro-forestry projects or projects for longitudinal planting along the boundaries of farms, road sides, canal sides, river sides, etc. or where the area to be planted has not been clearly and properly stated, area in hectares for purposes of working out the quantum of overheads and protection assistance will be calculated nominally by using a conversion factor of 1600 plants to one hectare.
- Activities like grass and fodder development can also be undertaken in combination with afforestation activities (Silvipasture) within the norms of assistance given in Table 23.1.
- The Board's assistance for projects involving activities to promote training and extension in isolation will not be considered.
- The quantum of grant will depend upon the capability of the NGO and the priority assigned to the proposal by the Board.
- It is generally expected that the NGO would have the basic infrastructure and capability to carry out the project. The financial assistance, therefore, will not cover infrastructural facilities including building, vehicle, heavy equipment and computers.

Sl.No	Item of Work	Approved Cost Norms		
		<i>For Govt/ Community land (1600 plants/ha)</i>	<i>For Private land (1600 plants/ha)</i>	<i>Pasture Development (400 plants/ha.+ grasses)</i>
1.	Nursery raising*	2700	2700	500
2.	Plantation			
	(a) Advance Work	5120	2560	1400
	(b) Plantation	4000	2800	2000
3.	Soil & Moisture Conservation	1800	900	1110
	<b>Sub Total</b>	<b>13620</b>	<b>8960</b>	<b>5010</b>
4.	Overhead (up to 10% of sub-total)	1326	896	501
5.	Awareness raising (up to 5% of sub-total)	681	448	251
6.	Protection	1100	—	—
7.	Transportation (hilly and desert areas only)	200	200	—
	<b>TOTAL</b>	<b>16963</b>	<b>10504</b>	<b>5762</b>

\* Includes the cost of 20% extra seedlings for casualty replacement.

**Note :** Deviation to a maximum of 20% will be allowed to the implementing agency to utilise funds within activities relating to nursery raising, plantation and soil and moisture conservation works with reference to the approved cost norms for an activity depending on the nature of the project and justification for seeking such variation furnished by the implementing agency at the project formulation stage. Deviation up to 5% of the indicated cost norms in these activities would be allowed during implementation stage. The total approved outlay for nursery raising, plantation, and soil and moisture conservation works for a project will, however not exceed on account of allowing the above-mentioned variation.

### 23.2.9 Application for Grant-in-Aid

- The project proposal, complete in all respects, should be submitted in duplicate in the prescribed format to the National Afforestation & Eco-development Board or the nodal officer in the district to be designated by the State Government at least six months before the start of the proposed activity.

### **23.2.10 Scrutiny of Applications**

- The Board will set up suitable machinery to scrutinise, appraise and approve proposal from non-government organisations/voluntary agencies for financial assistance. The Board may appoint experts for studying the work previously done by such organisations/agencies for better appreciation of their requirement of funds.

### **23.2.11 Evaluation of Projects**

- The Board will arrange for periodic monitoring and evaluation of the projects supported by it through State Forest Department, Regional Centres of NAEB and/or independent consultants as and when required.

### **23.2.12 Terms and Conditions**

- The grantee should execute a bond under the General Financial Rules in the prescribed format and submit it to the Board before the release of grant.
- The grantee will be required to submit detailed half-yearly reports on the expenditure incurred and progress achieved.
- A utilisation certificate to the effect that the grant has been actually spent for the purpose for which it has been sanctioned should be sent to the Board annually.
- The grantee shall also send annual report to the Board along with audited statement of accounts.
- The accounts of the grantee organisation will be open to test check by the Comptroller and Auditor General of India.
- The unspent balance, if any, out of the grant released along with accrued interest will be refunded to the Board.
- After completion of the project, a duly audited accounts report for the total expenditure will also be submitted.
- In case, as a result of assessment/evaluation of the work of a voluntary agency it is found that the financial assistance or any part thereof released by the Board has not been utilised for the purpose for which it was sanctioned, the agency will be required to refund such amount to principal together with the interest accrued thereon in one lump sum.

## **23.3 APPLICATION FORMAT**

### **GENERAL INSTRUCTIONS**

1. Please fill in all columns.
2. If space under any column seems insufficient, separate sheet may be attached; but best of what you want to say should be given in space provided.
3. Along with the application please enclose the requisite documents as stated in the guidelines of the scheme.

## PART I GENERAL

1. Name and postal address of the Applicant/Organisation :
2. Telephone No. \_\_\_\_\_
3. Telegraphic Address \_\_\_\_\_
- 4.1 Name and designation of Chief Functionary
- 4.2 Telephone No. (if different from 2 above)
5. Status of Organisation (tick): Co-operative/Voluntary Agency/Registered Society/Trust/Any other (specify)
6. Registration number and date and place of Registration :
7. Title of the Project for which grant is sought :
8. Objectives of Project (in brief) :
9. Implementation of the Project (Explain in brief how the project will be implemented with special reference to the following points. In case any of them is not applicable, please write 'NA')
- 9.1 Identification of Land (please indicate soil type and the present land use) :
- 9.2 Soil working and treatment (please indicate land development measures – levelling, contouring, ploughing soil treatment with gypsum, etc.—proposed) :
- 9.3 Scientific and common names of species proposed to be raised/planted and their number/proportion :
  - 9.3.1 Plan for nursery raising and tree planting (Please indicate rainy season; how long will seedlings be kept in nursery, how and when will these be transported and transplanted, maintenance measures proposed, etc.) :
  - 9.3.2 Soil & Moisture Conservation works (Please indicate details of the soil and moisture conservation measures proposed, if any, along with full justification thereof) :
  - 9.3.3 Protection measures proposed, with reference to column 13.1 indicating why social fencing will not suffice because the project is supposed to be implemented with people's participation and for their benefit :
- 9.4 Irrigation sources :
- 9.5 Extension and Training (Please indicate how the programme participants are proposed to be motivated/trained for various forestry activities/operations) :
- 9.6 Who will provide technical assistance, if required, to the agency ?
- 9.7 Organisation and management of work (Please give details of the organisational structure to implement the project specially at the field level) :
- 9.8 Any other salient features of the project you may wish to highlight :

**PART II LAND DATA**

**5 STATUS OF LAND**

10.1 STATE :

DISTRICT :

BLOCK :

TALUKA :

VILLAGE (Where work would be undertaken)	AREA (in ha)	NUMBER OF BENEFICIARIES
1.		
2.		
3.		
4.		
5.		
6.		
<b>TOTAL</b>		

- ★ Villagewise details of beneficiaries should be given.
- ★ In case the number of villages exceeds 6, please attach a separate sheet of paper giving these details.

**10.2 OWNERSHIP PATTERN :**

	AREA(HA) to be afforested	LOCATION (Specify Village/ Khasra number etc.)
Private land	_____	_____
Community land	_____	_____
Government Revenue Land	_____	_____
Forest land	_____	_____
Any other (specify)	_____	_____
<b>TOTAL</b>	_____	_____

**10.3 TYPE OF LAND TO BE TAKEN UP UNDER THE PROJECT :**

	AREA (ha)
Gullied and/or ravinous land	_____
Undulating upland with or without scrub	_____
Surface water logged land and marsh	_____
Salt affected land	_____
Shifting Cultivation Area	_____
Degrades forest land	_____
Strip lands	_____
Sands	_____
Mining/industrial wastelands	_____
Marginally cultivated land	_____
<b>TOTAL</b>	_____

**10.4 NUMBER OF BENEFICIARIES AND THEIR CATEGORIES :**

A. Total Number of Beneficiaries \* \_\_\_\_\_

A. CATEGORY	NO. OF BENEFICIARIES
SCHEDULED CASTE (SC)	
SCHEDULED TRIBE (ST)	
MARGINAL FARMERS (MF)	
SMALL FARMERS (SF)	
LANDLESS (LL)	
WOMEN (W)	
OTHER (SPECIFY) (O)	

\* Caution : The sum of total of the categories will not be the same as mentioned at 'A' as the categories are overlapping.

### PART III PHYSICAL/FINANCIAL

11.1 DURATION OF THE PROJECT : FROM \_\_\_\_\_ TO \_\_\_\_\_

11.2 PHYSICAL TARGETS OF THE PROJECT (YEARWISE) :

ACTIVITY	Year -1	Year - 2	Year -3	Total
A. NURSERY				
Number of nurseries				
Number of seedlings to be raised :				
B. PLANTING				
Seedlings to be planted :				
Public lands (area in ha)				
Number of seedlings				
Private lands (area in ha)				
Number of seedlings				
C. AWARENESS RAISING/EXTENSION/ TRAINING ETC. ACTIVITIES				
Number of Camps/Workshops etc.				
Number of persons				
D. PROTECTION MEASURES				
Public lands only (area in ha)				
E. SOIL & WATER CONSERVATION MEASURES				
Public lands (area in ha)				
F. TRANSPORTATION OF SEEDLINGS				
Number of seedlings to be transported				
G. ANY OTHER (SPECIFY)				

12.A PHASING OF FINANCIAL ASSISTANCE SOUGHT FOR (IN Rs.)

ACTIVITY	Year -1	Year - 2	Year -3	Total
A. NURSERY				
3-6 months old seedlings				
@ Rs. _____/seedling				
8-12 months old seedlings				
@ Rs. _____/seedling				
B. PLANTING				
Private lands				
@ Rs. _____/seedling/ha*				
Public lands				
@ Rs. _____/seedling/ha*				
C. SOIL & WATER CONSERVATION MEASURES				
Private lands				
@ Rs. _____/seedling/ha*				
Public lands				
@ Rs. _____/seedling/ha*				
D. OVERHEADS				
Up to 10% of the cost of A+B+C				
E. AWARENESS RAISING/EXTENSION TRAINING ETC. ACTIVITIES				
Up to 5% of the cost of A+B+C				
F. PROTECTION MEASURES (Public/Forest lands only)				
@ Rs. _____/ha				
G. TRANSPORTATION OF SEEDLINGS (Hill and Desert areas only)				
@ Rs. _____/seedling/ha*				
H. ANY OTHER (SPECIFY)				
<b>TOTAL</b>				

\* Strike out whichever is not applicable

## 12.B SOURCES OF FUNDS :

### 12.B.1 FINANCIAL ASSISTANCE REQUIRED FROM NAEB :

ACTIVITY	AMOUNT IN Rs.
(a) Nursery	_____
(b) Planting	_____
(c) Soil & Water Conservation Measures	_____
(d) Overheads	_____
(e) Awareness raising	_____
(f) Protection Measures	_____
(g) Transportation of seedlings	_____
(h) Any other (specify)	_____
Total	_____

### 12.B.2 FROM OTHER SOURCES

(i) Banks (specify name of the Bank)	_____
(j) Any other Govt. Scheme (specify)	_____
(k) Other (specify)	_____
Total	_____

### 12.B.3 OWN FUNDS OF THE APPLICANT AGENCY

#### Grand Total

12.C Please name the nearest place (convenient to the agency) along with district which has a branch of Union Bank of India.

12.D If NAEB has sanctioned a grant-in-aid for other project(s) for this applicant agency in the past, details thereof including sanction number(s) and date(s):

## PART IV : PROTECTION, USUFRUCT/BENEFITS

13.1 Protection of plantations with special reference to the concept of Social Fencing :

13.2 Maintenance of nursery and Plantation :

13.3 In case of community plantation, how will the produce be distributed ?

13.4 In case of individual farmers, what benefits accrue ?

13.5 If any other form of organisation to utilise the produce is being envisaged, please indicate.

## PART V : CERTIFICATES

### CERTIFIED THAT :

1. The above particulars are, to the best of our knowledge and belief, correct.
2. The beneficiaries belong to weaker sections of society/are below poverty line in case of nursery/planting on private lands.
3. We have not applied to/received from any other funding agency, aid for this project, except as at 12.B.2.
4. We shall abide by all the Terms and Conditions of the Grant.
5. We shall furnish such periodical/special reports as may be required by NAEB.
6. Our books and records shall be open to inspection at the times to NAEB or their authorised representatives.
7. NAEB may, at their discretion, themselves or through their authorised representatives, evaluate the physical progress of/utilisation of funds for this project.

*Signature, Name and Stamp  
of authorised representative  
of the applicant agency*

**Note :** Unsigned/Incomplete project proposal will not be entertained.

### CHECKLIST OF DOCUMENTS

1. Registration Certificate.
2. Memorandum of Association.
3. Bye-laws of the society.
4. Audited Statement of Accounts for the last three years.
5. A note on past activities.
6. Consent letter for private lands from concerned landowners duly signed by them.
7. Consent letter for community land from Gram Pradhan/Sabha.
8. No objection certificate from Revenue Department/Tehsildar.
9. A certificate from the agency that at least 50% of the beneficiaries are SC/ST or from disadvantaged section of the Society.
10. Map of the proposed area showing its proximity of Reserve Forest areas (distance in km.).
11. A detailed note on the agency's plan for nursery raising as well as tree planting.
12. List of Beneficiaries.
13. Details of land, villagewise, indicating Khasra Nos./Plot Nos. and area in ha.
14. List of species.

*A JFM plantation plot at  
Boxanagar, Tripura.  
Members of 'Green Brigade'  
(JFM committee members)  
are also seen in the picture.*



*A sal forest  
(Natural Regeneration plot)  
being protected by  
the JFM committee  
in South Tripura district.*

