



Minutes of Meeting

Uttarakhand Bamboo & Fiber Development Board- 9th Board Meeting

Venue: Office of the FRDC, Govt of Uttarakhand, Dehradun

Date: 23-Oct-2007

Time: 3:30 P.M

List of Participants -Annexed

The 9th Board Meeting of Uttarakhand Bamboo & Fiber Development Board was held at the office of FRDC, Govt. of Uttarakhand on 23rd October 2007. The meeting commenced with a welcome note from the Chairperson –UBFDB. The Member Secretary updated the Board Members about the Action Taken on the proceedings of the 8th Board Meeting. The discussions and decisions of the meeting are as mentioned below.

Proceedings of the 8th Board Meeting

The proceedings/minutes of the 8th Board Meeting which had been circulated were discussed during the Board meeting and were unanimously passed by the Board Members.

The CCF/CEO UBFDB & Member Secretary Mr. S.T.S.Lepcha informed the Board Members about the progress on the action taken points of the 8th Board Meeting (Points 2.2, 2.3, 2.4, 2.5, 3.2 and 4.4) the discussions and decisions taken thereof are as mentioned below.

2.2 Institutional Support to UBFDB

Progress: -

As per the directions provided in the 8th Board meeting by the PCCF a meeting was held on 30-06-2007 under the Chairmanship of Additional PCCF (Planning) It was concluded in the meeting that it is possible to provide financial assistance for institutional support to UBFDB, and it was also concluded that for the same the Board should provide possible support structures in the form of a project proposal, taking into consideration the legalities of the same.

As per the decisions in the above said meeting, two structures in the form of proposals were formulated by UBFDB and sent to the office of Additional PCCF (Planning) through our letter Number 4837/1-A dated 27-July-07 the same was



forwarded to the office of PCCF by the Additional PCCC (Planning) through their letter number 265/29-1 (B&F) dated 3-Aug-07.

Discussions

The member secretary appraised the Board Members about the proposal for Institutional support submitted by UBFDB.

The Governing Body acknowledged and approved the same

Chairperson enquired about the time required for the proposal to get clearance from the State Government; to this the Additional Secretary Forest informed, that to get the proposal cleared from the States Finance and Personnel department it may take at least 2-6 Months.

Decisions

The Chairperson directed that by the time the proposal gets final clearance from the State Government, the Forest Department should provide UBFDB with an officer of the Rank of DFO to assist the CCF/CEO at Dehradun and 2 officers of the Rank of DFO be given additional Charge of UBFDB for Garhwal and Kumaon regions.

Action Forest Department, GoUK, UBFDB

The Chairperson further directed that UBFDB should develop an Institutional HR structure and forward the same to the State Government for approval.

Action UBFDB

As suggested by the Additional Secretary Forest, the Chairperson directed that under the planned expenditure of the Forest Department

(27 अनुदान-2406-01-102-04-00-बांस प्रजातियों का रोपण), (सहायक अनुदान/अनुदान/ बांस प्रजातियों का रोपण-20) provisions have already been made for Bamboo plantation, and since UBFDB is designated as the State Nodal Agency for Bamboo based activities, provisions should be made within the above mentioned approved line items for Institutional support grant on an annual basis. UBFDB should submit a proposal for the same.

Action Forest Department, GoUK, UBFDB



2.3 Role clarity between Uttarakhand Bamboo & Fiber Development Board and Uttarakhand Bamboo Foundation their roles and responsibility.

Progress:

A letter to this effect had been sent to the office of the Principal Chief Conservator of Forests –Uttarakhand Letter No- 4166/1-A dated 9-March-2007 explaining about the role of UBFDB and Uttarakhand Bamboo Foundation

The Board acknowledged the same.

2.4 The Secretary Forest suggested that the financial report of the Board should also include performance budgeting, depreciation should be charged; unpaid liabilities should also be mentioned in the financial report.

Progress:

As per the directions provided in the 8th Board meeting an office order has been issued for the same, Letter dated 29-Sep-07 Number 6024/1-A. And will come to effect from F.Y 2007-08.

The Board acknowledged and approved the same.

2.5 In order to increase community ownership & participation formation of a cooperative was suggested

Progress:

A cooperative named “Manas Kedar Bamboo & Fiber Self Reliant Cooperative-Dehradun has been registered.

The Board acknowledged and approved the same.

3.2 Corpus Fund/Revolving Fund

Further to the 8th Board meeting in which the mechanism to build a corpus fund/revolving fund (The utilization of the corpus/revolving fund will be 20% of actual cost for administrative expenses out of which 85 % will be used for meeting the actual expenditure of the activity and 15 % will kept as corpus fund) was discussed and approved. An office order, letter No- 6025/1-A dated 29-Sep-2007 has been issued,

stating that a bank account be opened for corpus fund and project proposals, that will be submitted by the Board in future, should build in Institutional/Administrative charges in the Budget. Only the interest of corpus fund will be used by the Board.

Progress:

The member secretary informed that a bank account has been opened for corpus fund with the Indian Overseas Bank , Kanwali Branch(Account Number 1033)

The Board acknowledged and approved the same.

4.4 Project on Intensive plantation supported by UAFDC

In the 8th Board Meeting discussions were held on the project approved by UAFDC for intensive bamboo plantation in reserve forests of Haridwar and Tarai West Division and as per the directions of the PCCF regarding issues like royalty and implementation process a meeting was held under the Chairmanship of Additional PCCF (Planning). In which it was decided that the issue of royalty will be discussed in the special meeting of the UAFDC which is convened annually.

The Board acknowledged and approved the same.



THE AGENDA POINTS (9TH BOARD MEETING) DISCUSSED AND DECISIONS TAKEN THEREOF

Agenda Point 1: Appointment of Chartered Accountant

M/s Shyam Lal Mandhyan & Co. is working as Chartered Accountant for the Board since 2003. The CA Company is Lucknow based. Taking into consideration the operational modalities and also the resulting financial implications and time delay in seeking advices related to Income Tax, Accounts, etc.

It is being suggested that a local CA firm (Dehradun Based) will be ideal for handling the internal Audits of the Board, for which quotations has been invited by the Board.

On the basis of comparative statement, rates of M/s R. Sahni & Co. (Chartered Accountants) were found to be the lowest. It is being suggested to appoint M/s R.Sahni & Co. (CA) as Auditor for the F.Y. 2007-08.

Discussions

The Member Secretary appraised about the fact that M/s Shyam Lal Madhyan & Co has been working as Chartered Accountant for the Board since 2003. The CA firm is Lucknow Based which often leads to operational modalities in seeking advice related to financial matters such as income tax, accounts, etc.

Decision

The Short listed firm M/s R.Sahani & Co (Chartered Accountant) whose rates were found to be lowest and is also impaneled with the CAG, GOI (CAG Empanelment Number CR-2940) be appointed as the CA firm for UBFDB for the year 2007-08.

(Action – UBFDB)

The Governing Body agreed & approved the same

Agenda Point 2: Nomination of Information officers under the RTI Act, 2005

As per the Office Memo No. 1285/X-1-2005-14(77)/2005 dated 31.8.2005 of the Govt. of Uttarakhand, considering UBFDB as a branch of the Forest Department nominated Additional PCCF as appeal officer, and CEO/CCF as Information officer.

However through the letter from the office of PCCF No. ख-639/20.5 सू० का अधिकार) dated 14-9-07 addressed to the office of FRDC, Copy to CCF/CEO UBFDB it was informed that UBFDB is not directly under the control of the Forest Department as such the Board

should nominate their own Appeal officers and Assistant information officers. In this capacity the Board is suggesting the nomination of the following or any other nominations as per the directions of the Governing Body.

1	Principal Secretary & FRDC, Govt. of Uttarakhand & Chairman, UBFDB	Appeal Officer
2	CCF/CEO, UBFDB	Public Information Officer
3	Mr. Sanjay Bahti, Documentation & Monitoring Coordinator, UBFDB (On Contract Basis under SRTT Project)	Asst. Public Information Officer

Discussions

Shri Rajeev Oberoi, Member UBFDB suggested that staff working on contractual basis should not be appointed as Information officers under RTI Act 2005. The member secretary informed that presently the entire staff of the Board is working on contractual basis, and only the CEO/CCF is a regular Government officer from the Forest Department, Govt. of Uttarakhand, he also suggested that, till the time the Board does not get regular staff or any person from the Forest Department is given additional charge for UBFDB the following persons are being suggested to work as Information officers under RTI Act 2005.

1	Mr. S.T.S.Lepcha Member Secretary/CCF/CEO	Appeal Officer
2	Mr. Sanjay Bahti-Documentation & Monitoring Coordinator- On Contract Basis	Public Information Officer
3	Mr. Anand Singh Rawat -Administrative Assistant-On Contract basis	Asst. Public Information Officer

Decision

The Governing Body acknowledged and approved the nomination of the above said persons as information officers under the RTI Act 2005.

The Governing Body agreed & approved the same

(Action – UBFDB)

Agenda Point 3: On Going Sir Ratan Tata Trust Supported Project (Three years “Bamboo & Fiber Based Livelihood Promotion in Uttaranchal”

The Sir Ratan Tata Trust Supported Project sanctioned for three year (2004- Aug 2007). The program which was approved up till Aug 2007 has been provided a no-cost-extension up till Feb 2007. A request for re-appropriation of the existing project budget



during the no-cost-extension has been requested to the Trust through our letter our letter No. 5023/SRTT dated 10.9.2007

Discussions

Shri. Arun Pandhi, Manager Programs & Member UBFDB informed that the request for a no-cost-extension (For Six months –Feb 2008) has been approved by the Trust.

The Governing Body Acknowledge and approved the same

Agenda Point 4: Projects supported by Department of Social Welfare, Govt. of Uttarakhand.

The Board is presently implementing two programs. (1) Market Focused Enterprise Building Project for Tribal Tharu Community, (2) Uttarakhand Bamboo Craft, Revitalization & Diversification program for Livelihoods & Ecological Restoration (UBRDP) project. The delay in releasing the next installment for both the projects has caused considerable hardships to the programs and the communities targeted under both the projects.

The Governing Body acknowledged the same

Discussions & Decisions

The member secretary informed the Board Members about the status of the projects supported by the Department of Social welfare. The Chair person informed that a meeting with the Social Welfare Department is due to be held on 24th October 2007 and the matter will be discussed during the meeting.

Agenda Point 5. Establishment of Global NTFP Secretariat

A global NTFP partnership is being proposed, which will host the international secretariat of the Global Programme on Non-Timber Forest Resources (NTFPs) in Uttarakhand. A project to this effect has been sent to the office of the Chief Conservator of Forests (Planning & Financial Management) through our letter No. 6009/NTFP dated 27-

September-2007. A concept note on the same is also being put up before the Governing Body. The proposal is under consideration, .

The Governing Body acknowledged the same

Discussions & Decisions

The member secretary informed the Board Members about the Global NTFP Secretariat being proposed to be developed in Uttarakhand, discussions were held regarding the structure of the Global NTFP Secretariat, to this the Chairperson suggested that models of existing structures of Global repute like the IIMs, etc should be taken to consideration while structuring the proposed Global NTFP Secretariat. The member secretary informed that in order to carry forward the activities of the Global NTFP Secretariat UBFDB should be nominated as the temporary anchoring agency.

The Governing Body acknowledged and approved the same

(Action: UBFDB & Forest Department)

Agenda Point 6: Audited Balance Sheet of UBFDB for the F.Y. 2006-07

The Audited Balance Sheet of Uttarakhand Bamboo & Fiber Development Board for the financial year 2006-2007 is being presented before the Governing Body for its kind consideration.

Discussions

The representative from the M.D., Uttarakhand Forest Development Corporation & Mr. R.P.Kala, UFDC said that profit and loss statements should be included in the Balance Sheets. The Chairperson also suggested that during the Board Meetings the CA of the Board should be present to update the Board Members about the financial status.

Decision

1. During the presentation and approval of the Boards Annual Balance Sheet, the representatives from the CA firm should be present for any clarifications on the same.
2. A committee consisting of MD. Forest Corporation (UAFDC) and CCF/CEO UBFDB should review the contents of the balance sheet, regarding inclusion of profit and loss statement. The report of the same should be presented to the Chairperson.
3. The Balance Sheet for the year 2006-07 was considered approved by the Governing Body on submission & approval of the above said committee's recommendation before the Chairperson.

Action UBFDB

Action UBFDB, Uttarakhand Forest Development Corporation

The Governing Body acknowledged and approved the same.



Agenda Point 7. Income Tax Exemption for Board under section 12 A of Income Tax Act, 1961.

Income Tax Department has issued 12A certificate to UBFDB vide their letter no. 40/निबंधन/देहरादून/2006-07/तक/4526 dated 7th July 2007 with effect from 1st April 2005. UBFDB has submitted an application to Income Tax Department to consider 12A certificate w.e.f. 1st April 2003. Copy of 12A is being presented before the Governing Body.

The Governing Body acknowledged & approved the same.

Agenda Point 8. Application for Grant of Registration under Section 80 G of Income Tax Act, 1961.

After the receiving of 12A certificate from Income Tax Department, board has submitted an Application for Grant of Registration under Section 80 G of Income Tax Act, 1961.

The Governing Body acknowledged the same.

Agenda Point 9. UBFDB as Nodal Agency for Bamboo Housing in Uttarakhand

Uttarakhand Bamboo & Fiber Development has been promoting the use of bamboo as an infrastructural material, a few demonstration structures have also been developed for clients like Garhwal Mandal Vikas Nigam, FTI, Haldwani, Paniyali- Kotdwar. The Forest department has shown keen interest in bamboo based housing. However since UBFDB is registered under the Societies Registration Act, the Forest Department is finding it difficult to transfer funds to UBFDB for taking up Bamboo Based housing. It is being requested that if UBFDB is declared as the Nodal Agency for Bamboo Based Housing in Uttarakhand, bamboo housing can be demonstrated and promoted more effectively.

The Governing Body acknowledged the same

Discussions:

UBFDB is promoting the usage of Bamboo in infrastructural activities. The role of UBFDB at this stage would be to demonstrate the various possibilities of Infrastructural application of Bamboo to a diverse range of audience.

Decisions

It was unanimously decided that UBFDB will act a nodal agency for demonstrating infrastructural application of bamboo in the state of Uttarakhand.

Action- Additional Secretary-Forest & UBFDB

Point 10. Any other points to be discussed by the permission of the Chairperson

1. The Chairperson informed that during 8th board meeting Mr. Rajesh Thadani, Consultant, SRTT suggested that apart from the organizational matters the forum should also discuss programmatic matters related to the progress of different projects

The Chairperson suggested that the time to time review of UBFDB Programmatic work, monitoring mechanism & parameter for implementation should be reviewed by the executive committee annually, the points of review should include

- a. Bamboo plantation achievements against targets
 - b. Improvement in bamboo & natural fiber based craft and it beneficiaries
 - c. Infrastructural applications of Bamboo promoted in the State
 - d. Fund raised by the organization for Bamboo & Fiber related activities
2. UBFDB should come out with a resource book on bamboo and natural fiber based craft activities that should include details like-Details of artisans, products, production capacity, skill map, etc.

Action UBFDB

The 9th Board Meeting of Uttarakhand Bamboo & Fiber Development was concluded with a vote of thanks from the Chairperson.


S.T.S.Lepcha 6/11/07

CCF/CEO

Member Secretary

UBFDB


Approved

Principal Secretary & FRDC

Chairperson

UBFDB

Annexure- List of participants of the 9th Board Meeting of UBFDB

Sl.No.	Name of Hon'ble Member	Designation
1	Smt. Vibha Puri Das	Principal Secretary & FRDC, Govt. of Uttarakhand & Chairman
2	Sh. D. S. Tomar	Managing Director, Uttarakhand Forest Development Corporation & Member
3	Sh. K.L Arya	Addl. PCCF, Planning, Forest Department
4	Sh. S. T. S. Lepcha	CCF/CEO & Member Secretary, UBFDB
5	Sh. R.K. Mishra	Addl. Secretary, Forest, Govt. of UA
6	Sh. Arjun Singh	Addl. Secretary, Forest, Govt. of UA
7	Sh. Arun Pandhi	Programme Manager, SRTT, Mumbai & Member
8	Dr.Ms. Malvika Chuuhan	Manager Himmothan Cell, SRTT
9	Sh. Rajeev Oberoi	CEO, Society of People for Development & Member
10	Sh. Rajendra Prasad Kala	R.M. (HQ), Uttarakhand Forest Development Corporation