

**LANGCHEN AGURUNG NORBUTHANG
COMMUNITY FOREST
(1st Revision)**



VILLAGE: UPPER LANGCHENPHU

GEWOG: LANGCHENPHU

JOMOTSANGKHA





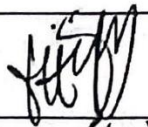
JOMOTSANGKHA WILDLIFE SANCTUARY

*******PLAN PERIOD: 2023-2033*******

ANNEX 3: APPROVAL SHEET


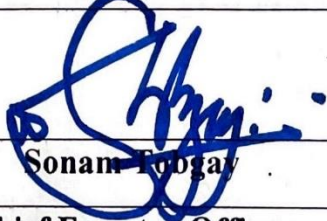
Name of Community Forest	Langchen Agurung Norbuthang
Village	Upper Langchenphu
Chiwog	Langchenphu
Gewog	Langchenphu
Dzongkhag	Samdrup Jongkhar
Production area (Hectare/Acre)	106.92 Ha
Protection area (Hectare/Acre)	10.40 Ha
Total Community Forest Area (Hectare/Acre)	117.32 Ha
Total CFMG Member (No. of HH)	20

Prepared and Submitted for Approval

	Community Forest Management Group	Forestry Representative (CFMP facilitator)	Gewog Administration	Social Forestry Section	Divisional/Park Office
Signature					
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Title	Chairperson	Sr. FR-III	GUP འཕྲུལ་པ། Gyalpa	Head	Chief Forestry Officer

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REVIEWED and RECOMMENDED FOR APPROVAL

Signature		
Name	Tsheltim Dorji	Sonam Torgay
Title	Focal Officer	Chief Forestry Officer
Division	Forest Resources Planning and Implementation Section	Forest Resources Planning and Management Division

APPROVED BY:


DIRECTOR
Department of Forest and Park Services

Approval No. DoFPS/FRPMD/FRPIS/CF 2-2/2022-2023/846 Dated 28th March 2023

Table of Content

Approval Sheet.....	Error! Bookmark not defined.
1. Executive Summary.....	1
2. Introduction	2
2.1 Review of the Past Management Plan.....	2
3. Objectives	3
4. Community Forestry Map.....	3
5. Social Information	5
6. Forest Information (Whole Forest).....	5
6.1 Presence of Fauna.....	7
6.2 Biotic Pressure (tick those present)	7
7. Forest Management Matrix	8
8. Annual Allowable Cut	9
9. Forest Produce Demand Assessment.....	9
10. Annual Allowable Cut and Demand Comparison	9
10.1 Permit fees for Forest Produce	10
11. Timber Allotment Procedure in CF	10
12. Marketing Procedure.....	10
13. Permission for Developmental Activities inside CF.....	11
14. Brief Description of NWFPs for Commercial Harvesting.....	12
15. Prescriptions for Sustainable Harvest	12
16. Marketing and Sales Plan.....	12
17. Participatory Environment Assessment	12
17.1 Address potential negative effects.....	13
18. Climate Hazard and Vulnerability Assessment.....	13
18.1 Climate Vulnerability Assessment	14
19. Forest Product Preference Ranking Matrix.....	14
20. Species Preference and Availability	15
21. Monitoring Plans.....	15
22. Participatory Social and Institutional Impact Monitoring	15
23. Annual Work Plan.....	16
24. By- Laws	17
24.1 Membership Arrangement.....	17
24.2 Management Committee formation	17
24.3 Tenure and Compensation for Committee members.....	18
24.4 Terms of Reference for CFMG Management Committee	18
24.5 ToR of Chairperson.....	18
24.6 ToR of Secretary	19
24.7 ToR of Treasurer	19
24.8 Roles and Responsibility of CFMG	19
25. Fines and Penalties.....	20
26. Sources of Fund	21
27. Procedure for Fund Management.....	21
28. Scope for Fund Utilization.....	22
29. Pro-poor Provisions	22
30. Meeting	22

31.	Conflict Management.....	23
32.	Amendment of CFM plan and by-laws.....	23
33.	Power of the Department	23
34.	Annexure.....	24
34.1	CF Application	24
34.2	Compilation Sheets (Mainater)	29
34.3	CFMG NEW MEMBERSHIP APPLICATION FORM.....	31
34.4	CFMG MEMBERSHIP RESIGNATION APPLICATION FORM	32
34.5	APPLICATION FORM FOR FOREST PRODUCE FROM CF FOR RURAL USE....	33
34.6	ANNEX 15: HANDING TAKING CHARGE NOTE FOR CFMG	35
34.7	Meeting Minutes	36
34.8	Patrolling Record.....	37
34.9	Timber Record Forms	37
34.10	Record of Penalty and Compensation	38

Acronyms

1. CF – Community Forest
2. Ha – Hectare
3. CFMG – Community Forest Management Group
4. AAC – Annual Allowable Cut
5. T-tree – Timber tree
6. N-tree – Non timber tree
7. NWFP – Non Wood Forest Produce
8. M3 – Meter cube
9. CFT – Cubic feet
10. SRF – State Reserved Forest
11. Masl- meter above sea level
12. NRDCL : Natural Resource Development Corporation Limited
13. T/L : Truck load

1. Executive Summary

The Langchen Agurung Norbuthang Community Forest (CF) was established in 2011. The 10 years management plan was expired in 2021 upon successfully completion of all prescribed activities. The total area of CF is 117.32 hectare (ha). Out of it, 106.92 ha is a net-production area and remaining 10.40 ha falls under protection zone, including drainage/streams.

The CFMG have carried out 1.27 ha of plantation in CF. The total seedling planted was 2020 and the plantation was carried out in year 2017. The species planted include *Tectona grandis*, *Michelia sp*, and *Melia azedarach*. However, survival was recorded poor due to damaged inflicted on plantation by wild animals.

The average canopy closure of CF is 26% with basal area of 15.03 m²/ha (all trees). The CF has good timber stocks which is enough to meet the timber demand of CFMG members for next 10 years. Non timber trees (N) are also found abundantly available in CF. Preferred timber species recorded during field assessment includes *Duabangia grandiflora* (Lampatay) *Terminalia myriocarpa* (Saj) and *Tetrameles nudiflora* (Maina). Non-Wood Forest Produce (NWFP) recorded in the CF includes *Thysanolaena latifolia*, bamboos, and mushrooms.

The Annual Allowable Cut (AAC in number of trees) for Drashing sized (T- tree) is 10 (≥ 40 cm dbh) and 16 N-tree (N-trees ≥ 40 cm diameter). Total volume of timber extracted from the CF shall be guided strictly by this AAC; calculated based on field resource assessment in CF.

Agriculture is a primary source of livelihood in village. People mostly cultivate paddy, maize, cereal crops and vegetables. Other cash crops include ginger, orange, dairy products and betel nuts. People also rear livestock as practiced traditionally.

PART I

2. Introduction

The Langchen Agurung Norbuthang Community Forest is located just above the village. The total area of CF is 117.32 hectare (ha) falling under Subtropical Forest. The altitude of CF ranges from 412 m to 682m above the sea level. The location of CF lies towards the West of the village, Upper Langchenphu.

Currently, there are 20 members who have registered for CF membership. They are active and cooperative members who are willing to manage CF sustainably.

This plan is revised for a period of ten years (2022-2032). The plan consists of Part I and II, where part I describes about resources and the part II about by-laws and governance.

2.1 Review of the Past Management Plan

Timber resources and other forest produce were harvested sustainably in accordance with AAC specified in the management plan. (Table 1).

Table 1: Resources extraction record

Forest produce Type	Initial demand (1 years)	AAC (10 years)	Actual harvest in 10 years
Drashing	68 trees	1320 trees	36 trees
Cham	25 trees	820 trees	0 tree
Tsim	0 nos.	1100 nos.	0
Dangchung	225 nos.	2080 nos	0
Firewood	56	410	410 trees
Fencing posts	225	(Tsim and Dangchung-N trees)	70 numbers
Flag poles			

Table 2: Timber sell record

Sl.no	Name of buyers	Total cft sold	Total amount received (Nu)	Net income(Nu)	Remarks
1	H.B construction	64.31	25724	14148.2	

At the moment CFMG has saving of **Nu. 149636.72** (One lakh forty nine thousand six hundred thirty six and 72 Chhetrum) only, in their bank account. The source of saving includes permit fees, membership fees, penalties, particularly bamboo and other forest produce.

3. Objectives

Community Forestry members agreed to maintain the same objectives as previous one:

- ✓ *Sustainable utilization of forest resources.*
- ✓ *Income generation from sale of excess forest produce.*
- ✓ *Improvement of forest health and stand condition.*

4. Community Forestry Map

Community Forestry map are of two types. One is CF boundary map and other is area utilization map (Figure 1 and 2). The utilization map constitute of production and protection areas. Production area comprises of area suitable for extraction of timber and NWFPs. While protection areas have been delineated for protection of drainages. Buffers of 30 meters on either side of drainage have been delineated as protection areas. Harvesting of resources will not be allowed from the protection areas.

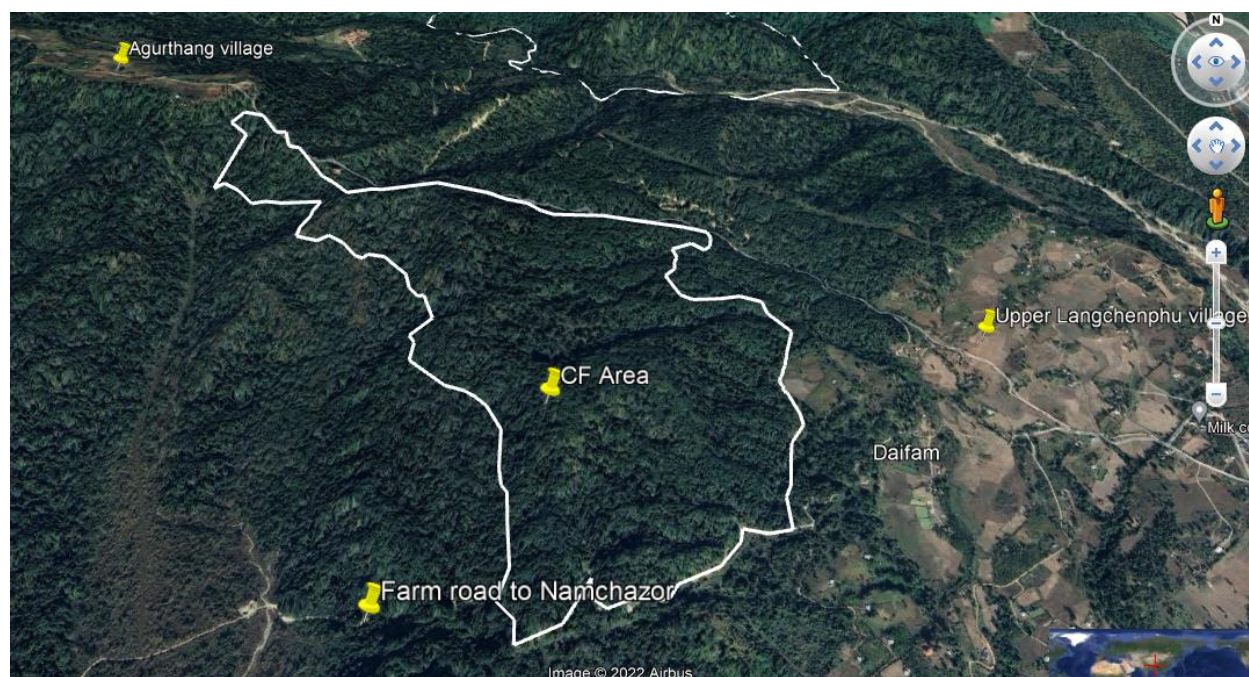
**Figure 1: CF boundary Map**

Table 3: Community Forest Boundaries

Boundaries	Permanent features
West	State Reserve Forest(SFR)
East	Settlement of CFMG members
South	Farm road to Namchazor and SRF
North	Farm road and SRF

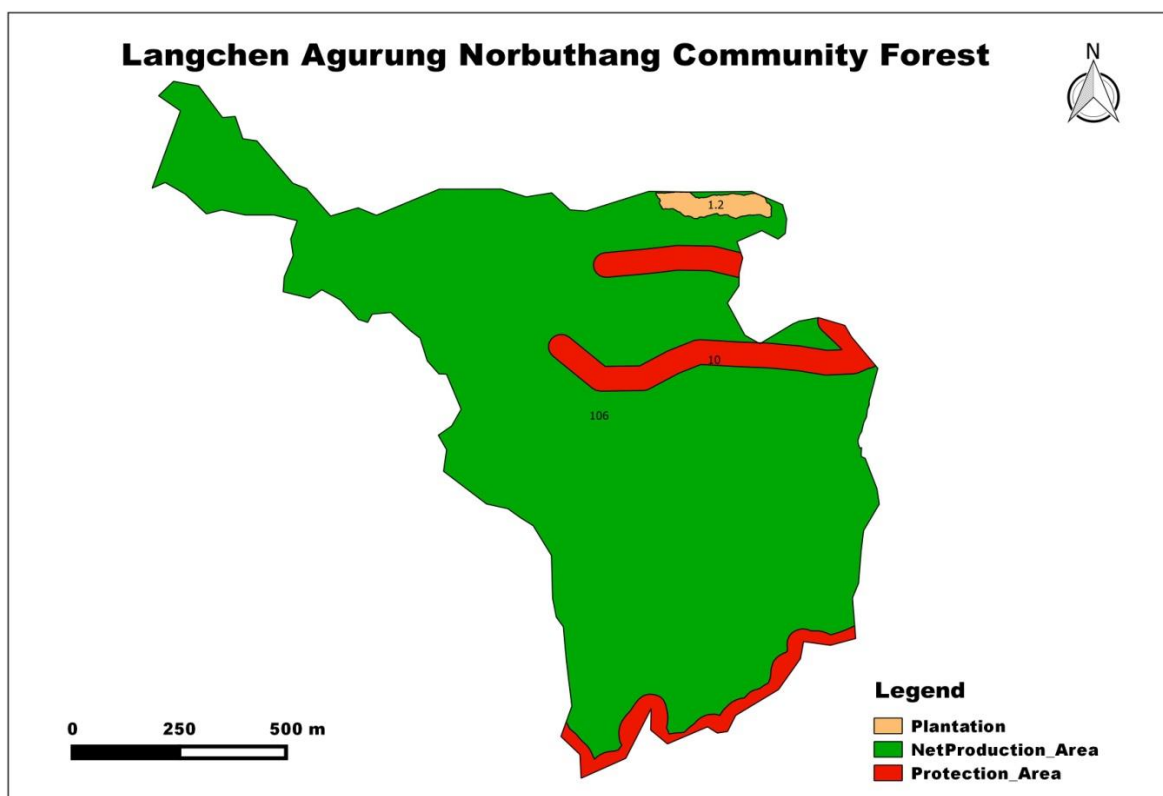


Figure 2: CF utilization map

5. Social Information

Information types	Description
Name of the village	Upper Langchenphu
Ethnic groups with CFMG	Lhotsampa
Basic amenities	Mobile network, farm roads, electricity line
Total households(HH) number of CFMG	20
Population of CFMG	120
% male and % female	64.8% and 35.2 %
Main source of income	Betel nut, ginger, dairy products, vegetables
Cattle population of the CFMG	40(approx)
Main crops	Paddy, maize, cereal crops, vegetables
Cropping pattern	Single cropping of paddy.
Any other information	

6. Forest Information (Whole Forest)

Name of Community Forest	Langchen Agurung Norbuthang CF
Date of Assessment	19/4/2022
Name of the Block:	Mainatar
Total area of the Blocks:	117.32 Ha
Name of recorder	Kiran Rai, Sherub Gyeltshen and Tashi Samdrup

Forest and vegetation Type: (tick all those present, refer definition below)
Forest Types: Forest and thicket/pole stage
Vegetation type : Subtropical forest

Forest Condition (Complete if the block is mainly forest)	
Write the name of main tree species	
Local name	Scientific name
Zala shing	<i>Schima wallichii</i>
Bakalem shing	<i>Terminalia myriocarpa</i>
Grandanglashing shing	<i>Duabangia grandifolia</i>
Maina	<i>Tetrameles nudiflora</i>

Plantation
Plantation : Yes
Year: 2013 and 2017 . Plantation status: Poor
Total seedlings planted 2020 numbers (by CF members)
Type of tree species planted: <i>Tectona grandis, Michelia champaca and Melia azedarch</i>
Total area :1.27 ha (3.14 acres)

Forest Condition – Age
Age: Main canopy of matured trees Canopy density (tick the main canopy): Dense, Canopy closure $\leq 40\%$ Regeneration (including coppice regrowth): Few species are abundant and some are scattered/few Approximate density of seed trees: Moderate, 10 -50 seed tree per ha
Write the names of 3 main species in regeneration 1) <i>Schima wallichii</i> 2) <i>Duabangia grandiflora</i> 3) <i>Terminalia myriocarpa</i>
Regeneration: Seedlings >30cm and <1.3m height.DBH less than 10cm

Block Condition- Summary: Good
Does the main forest canopy consist of large, matured trees?: Medium

Main fodder species being used (list 3 only)	
Local name	Scientific name
Kamley	<i>Boehmeria species</i>
Khaniu	<i>Ficus semicordata</i>
Broom grass	<i>Thysalaena maxima</i>

Pasture quality (list the 3 dominant species in the grassland)		
Local name	Scientific name	Palatable/unpalatable
Kamley	<i>Boehmeria species</i>	palatable
Khaniu	<i>Ficus semicordata</i>	Palatable
Broom grass	<i>Thysalaena maxima</i>	Palatable

Pasture use pattern: Seasonal Type of user: Local (CF members)
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Catchment Condition	
Catchment condition - Soil cover	
Soil cover	Soil cover class
25 - 50% of the soils are covered by vegetation	moderate ✓
Catchment condition - Soil Type and erosivity	

Soil type (colour, texture and type): Non –erosive
Catchment condition – Slope: >30° , sloppy
Catchment Condition – Summary: Moderately critical

Use table to decide on catchment conditions

Catchment Condition Class Box			
Slope category	Soil erosive	Cover class	Condition class
Steep	Erosive	Moderate or high	Moderately critical
		Low	Highly critical
	Non-erosive	Moderate or high	Moderately critical
		Low	Less critical

6.1 Presence of Fauna

Fauna (List any animal or bird species seen or which are known from the block)	
Local name	Scientific name
Hornbills	<i>Buceros bicornis</i>
Kalij pheasant	<i>Lophura leucomelanos</i>
Elephant	<i>Elephas maximus</i>
Sambar	<i>Rusa unicolor</i>
Deer	<i>Muntiacus muntjac</i>
Wild boar	<i>Sus scrofa</i>
Gaur	<i>Bos gaurus</i>
Monkey	<i>Assamese macaque</i>
Leopard	<i>Panthera pardus</i>

6.2 Biotic Pressure (tick those present)

Fire	Absent
Grazing	moderate
Fodder collection (list main species used)	common
NWFP collection(broom, cane & mushroom)	Less
Leaf litter collection	limited
Encroachment	absent
Pole harvesting	occasional

Langchen Agurung Norbuthang Community Forest 2022-2032

Fuelwood harvesting	common
Timber harvesting	common
Hunting	absent
Others(describe)	

7. Forest Management Matrix

CF Management Procedures					
1	Produce/service	Drashing	Drainage	NWFPs	
2	Main species	<i>Schima wallichii</i> , <i>Duabangia grandiflora</i> , <i>Terminalia myriocarpa</i> , <i>Tetrameles nudiflora</i>	Buffer zone	Mushroom	Soft broom
3	Problems	Extraction in protection areas	Felling or harvest in drainage areas	Over extraction	Over extraction
4	Opportunities	Sale of timber and plantation of selected species	Protection	Income generation	Income generation
5	Management objectives(reflecting problems and/or opportunities)	1.Income generation 2.Keep 30m buffer distances in drainage	Restrict felling nearby water sources or streams	Follow harvesting guidelines. Generate income	Sustainable harvest. Income generation
6	Activities to achieve the objective(mark as H,M or L)	1.Sale of timber(M) Avoid marking in protected areas(H)	Avoid extraction in drainage area	Harvest sustainably	Sale surplus resource
7	Procedures	1.Follow timber marketing guidelines	Marking of timbers in buffer zone to be avoided	CF Management Committee to look for market	CF Management Committee to look for market
8	Responsibilities	CFMG, concern Park Range office	CFMG,concern Park Range office	CFMG,concern Park Range office	CFMG,concern Park Range office

8. Annual Allowable Cut

Summary of timber stocks
in CF

Product	Dangchung		Tsim		Cham		Drashingh		Remarks
DBH Class	10_19		20_29		30-39		>40		
Classification	T	N	T	N	T	N	T	N	
VolHa (m3/ha)	1.16	6.22	2.65	14.35	4.41	15.23	35.89	44.96	Calculated based on FRA
AAC m3	1.13	6.06	2.59	13.98	4.30	14.84	34.96	43.80	
AACcft	0.00	0.00	0.00	0.00	0.00	0.00	1234.91	1546.99	
No.of trees/ha	13	70	9	46	6	21	10	16	
No.of trees in total	0	0	0	0	0	0	0	0	

9. Forest Produce Demand Assessment

Product	Purpose	Unit	No. of trees per HH	No. of HH	Total(nos)	Total in 10 years
Drashing	New	Nos. Cft(Sawn form)	5 1000 cft	1	5+4=9	90
	Repair	Nos cft(sawn form)	2 400	2	1000+800= 1800 cft	
Firewood		nos	2	10	20	
Fencing post		nos	10	10	100	
Flag poles			6	5	30	

10. Annual Allowable Cut and Demand Comparison

Annual Allowable Cut and Demand							
Produce	Total AAC		Total annual Demand		Difference		Comments
	No.of trees	Volume(in cft)	No.of trees	Volume(in cft)	No.of trees	Volume (in cft)	
Drashing	xxxxx xxxxx xxx	34.96m3 or 1234.91cft	9	1800	1	565.09	Timber is sufficient to meet CFMG demand
Cham	6	4.30 m3 or 151.88cft	-	-	NA	NA	No demand
Tsim	9	2.59 m3 91.48cft	-	-	NA	NA	No demand

Langchen Agurung Norbuthang Community Forest 2022-2032

Dangchung	13	1.13 m3 39.91cft	-	-	NA	NA	No demand
Firewood	16	58.64 m3 2072.58 cft	20	-	4	-	(Request from SRF if exceeds 16nos.)
Fencing post Flag poles	116	20.04 m3 707.81cft (tsim an dangchung N)	130	-	14	-	After 116 nos., request from SRF

10.1 Permit fees for Forest Produce

Sl/No	Products	Permit fee (Nu) for members
01	Drashing	100/- per tree
02	Fire wood	50/- per tree
04	Flag poles	50/ - one piece
06	Fencing post	5- one piece(If sawn from 1 tree,Nu.50)
07	Bamboo	2 per piece

11. Timber Allotment Procedure in CF

1. Construction Approval should be obtained by the applicant from Gewog administration for new house construction.
2. Application should be submitted in bulk for convenience of marking and approval.
3. Timber allotment for new construction will be issued in every 25 years
4. Timber allotment for maintenance/repair will be issued after 12 years
5. For other construction, like cattle sheds, stores, farm house, etc, once in 5 years.
6. Lending of timbers within CFMG shall be allowed with proper document between lenders and borrowers. The CF Management Committee should countersigned
7. Applicants wishing to apply for timbers need to fill up **ANNEX 14: APPLICATION FORM FOR FOREST PRODUCE FROM CF FOR RURAL USE** (Attached in the Annexure list)
8. Any timber fallen while farm road or other developmental works being carried out inside CF shall be allotted to CF members. CFMG can decide for those fallen timbers.
9. Stones/surface collection extracted while farm road construction shall be allotted to CFMG members (not allowed for sale).
10. CF Management Committee members shall decide annual timber allotment to members in a general meeting.

12. Marketing Procedure

Marketing procedures for forest produce	
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Sl. no	Forest products	Unit	Rate(Nu)	Sale Procedure
1	Timber	Cft (Shall not allow to sell in standing form)	NRPC rate per cft (sawn form) Nu. 450-above, as per prevailing market rate. Should be fixed by sale committee members. Sale committee will comprise of 3 management committee members, 2 committee members and 5 CF general members and 1 forest staff. Legal agreement shall be drawn between sale committee members and buyers. Role of park staff –Not as decision maker, but act as a facilitator for deciding rate(after analyzing market rate situation)	Conduct meeting in group and maintain minutes. Forward the minutes countersigned by all sale committee members + proposal for sale to Range Officer/CFO for verification and approval. Internal timber movement order (ITMO) from Park Range/Beat Office is required for transportation (sale). Commercial royalty has to be paid to Park Office.(between buyer)
2	Soft broom	bundle	30 or prevailing market rate	Collection permit is required for commercial collection (CFMG) Committee members should arrange auction, in consultation with park staffs.Follow NWFP market sale procedure.
3	Fire wood	No. of tree or M ³	1 pill Nu.800 or sell at prevailing market rate/ NRDCL rate (sell in M3)	Same as timbers
6	Mushrooms	Kgs	100	Collection permit is required for collection(CFMG)

13. Permission for Developmental Activities inside CF

Any developmental activities, going inside or through Community Forest, including farm road construction or maintenance, electric line supply, other construction activities should follow these steps:

1. Get permission/No Objection Clearance from CFMG members
2. Any damage to the CF resources/plantation should be compensated. The compensation shall be determined by CFMG prior to execution of works.
3. CFMG members have right to stop the work if the work is initiated without the consent

from CFMG.

14. Brief Description of NWFPs for Commercial Harvesting

<i>NWFP name</i>	<i>Harvesting area(s) (name)</i>	<i>Parts harvested</i>	<i>Use purpose (traditional & others)</i>	<i>Harvesting season (months)</i>	<i>Estimated quantity that can be collected¹</i>
Mush rooms	Mainatar	Entire mushroom	vegetable	July-Oct	15 kgs
Soft brooms	Mainatar	Panicles	broom	Dec-March	200 bundles

5. Prescriptions for Sustainable Harvest

<i>NWFP species</i>	<i>Harvesting prescriptions for sustainable harvesting</i>
Mushroom	1.Do not use knife for harvesting mushrooms 2.Do not scratch or disturb the logs/soil while harvesting 3. Use bamboo baskets rather than plastic bags for collection and transportation of mushrooms.
Soft brooms	1.Cut the foliage,inflorescence at 15 cm from the ground 2.Do not damage the rhizomes in order to allow natural regeneration

16. Marketing and Sales Plan

<i>NWFP</i>	<i>Potential market</i>	<i>Units</i>	<i>Estimated quantity for sale per season (unit)</i>	<i>Expected price per unit (Nu)</i>	<i>Total (Nu)</i>
Soft brooms, <i>Thysanolaena maxima</i>	Jomotsangkha local market	bundles	200	30	6000

17. Participatory Environment Assessment

Participatory Environmental Assessment Chart								
Activity proposed in CFMP	Potential Environmental Effects				Potential Socio-Economic Effects			
	Soil	Water	Wild animals	Plants	Traditional forest use	Cultural/religious values	Local employment	Local benefits from forest produce
Plantation	+++	+++	++	+++	+++	0	+++	+++

Langchen Agurung Norbuthang Community Forest 2022-2032

Climber cutting and cleaning	+	-	--	+++	--	0	+++	--
Forest fire control	+++	+++	+++	+++	+++	0	+++	+++
Patrolling	+	+	++	+++	+++	0	+++	+++
Harvesting of timber	--	---	--	--	+++	0	+++	+++
Grazing	-	-	0	-	0	0	0	0
Waste collection and disposal	+++	+++	+++	++	++	++	0	+
Stones/or surface collection	-	-	-	-	0	0	++	++

+++ Positive effects

--- Negative effects

0 No effects

17.1 Address potential negative effects

Activity	Procedure
Harvesting of timber	CFMG should plant in the harvested area, or else should identify potential plantation area, especially barren.
Grazing	Avoid grazing in the plantation, protected areas, and regeneration areas
Stones/surface collection	Avoid collection in protected areas and wildlife habitat

18. Climate Hazard and Vulnerability Assessment

	Land slide	Drought	Forest fire	Animal disease	Reduced crop yields
Land slide	X				
Drought	Land slide	X			
Forest fire	Forest fire	Forest fire	X		
Animal disease	Animal disease	Drought	Animal disease	X	
Reduced crop	Reduced	Drought	Reduced	Reduced	X

yields	crop yields		crop yields	crop yields	
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1. 1st = Reduced crop yields
2. 2nd = Animal disease and forest fire
3. 3rd = drought + land slide

18.1 Climate Vulnerability Assessment

Socila group/sectors	Land slide	Drought	Forest fire	Animal disease	Reduced crop yields
Rich members	2	3	0	3	3
Medium members	2	3	0	2	3
Poor members	3	2	0	4	4
Forest	3	2	4	0	1
Agriculture	3	4	1	2	3
Livestock	1	2	3	4	2

Ranking of vulnerable groups

1. 1st = Agriculture
2. 2nd = Poor members
3. 3rd = Livestock and rich member

19. Forest Product Preference Ranking Matrix

Product	Timber	F/wood	Fodder	F/post	Flag posts
Timber 6	X				
Firewood 3	Timber	X			
Fodder 0	Timber	F/wood	X		
Fencing post 1	Timber	F/wood	Fencing posts	X	
Flag poles 1	Timber	F/wood	Flag poles	Fencing posts	X

1. 1st Timber- 4
2. 2nd Firewood - 3
3. 3rd Fencing posts - 2

20. Species Preference and Availability

Species/Local name	Uses	Timber	Firewood	Fencing post	Flag poles
<i>Schima wallichii</i>	Preference	x	xxxx		
	Availability	****	****		
<i>Duabangia grandiflora</i>	Preference	xxxx			
	Availability	**			
<i>Terminalia myriocarpa</i>	Preference	xxxx			
	Availability	**			
<i>Tetrameles nudiflora</i>	Preference	xxx			
	Availability	***			

21. Monitoring Plans

Participatory Forest Resource and Services Monitoring				
Activity	Indicator	How it will be monitored	Responsibility	Comments
Plantation in degraded areas	CFMG plantation record book	Plantation site visit	CF management committee to organize	Technical support from Park staff
Patrolling within CF to stop illegal activities	Patrol record book maintained and culprits apprehended	Refer CFMG patrol record book and crosscheck penalty imposed record	CF Secretary will record the information	Executive members to maintain record
Sale of surplus timbers	Sale record book and bank balance	Cross check record keeping	CF management committee	Technical backstopping from Park staff

22. Participatory Social and Institutional Impact Monitoring

Activity	Indicator	How it will be monitored	Responsibility	Comments
Providing loan to CFMG member	Number of house hold provided with loan.	Refer record in loan book	CFMG with park staffs facilitation	

Langchen Agurung Norbuthang Community Forest 2022-2032

CF executive members meeting	Meeting minutes	Park staffs shall crosscheck meeting minutes during annual monitoring	CFMG with park staffs facilitation	
CFMG general meeting	Attendance register and minutes of meeting	Meeting records	CFMG with park staffs facilitation	
Resource allocation based on equity	Refer timber utilization record book	Refer record keeping book	CF management committee	

23. Annual Work Plan

Activity	Jan-March	April- June	July-Sept	Oct- Dec
CF general meeting	Need basis	Need basis	Need basis	Need basis
Timber application			Aug -Oct	
Permit issuance, marking and felling				
Permit validity	2 year for new construction and 1 year for repair.			
Extraction and transportation to construction sites	Jan -Mar			Oct - Dec
Firewood marking			Aug -Oct	Oct - Dec
Patrolling	4 times in a year.			
Plantation	1 acre plantation at every 3 years			
Plantation weeding and cleaning	Weeding to be done till 5 th year. 3 times weeding to be done in a year			
Climber cutting	1 acres in evry year			

PART II

24. By- Laws

24.1 Membership Arrangement

- ✚ The membership shall be defined by having proper gung number and have to be a resident to the village.
- ✚ For new members(bought land), compensation (total saving in the bank- individual share) and have to pay membership fees of previous years (equivalent to CF members paid in previous years,counted since the establishment year).
- ✚ New gung fragmented from the old CF member shall be allowed to join as CF member, but have to bear compensation amount (individual share divided from total saving).Need not pay membership fees of previous years, but have to pay membership fee of entry year.(one year).
- ✚ Members leaving the CFMG without interest/on bad terms shall not get any bank sharing accumulated.
- ✚ Members leaving CF on good terms and condition, such as resettlement, could not work due to old age/disabled condition shall get his/her share (individual bank sharing) accumulated till date and do not have to pay any penalties while resignation.
- ✚ Members not accepting to pay fines/penalties on time shall not be given forestry produce entitlement until he/she clears the dues.

24.2 Management Committee formation

List of CFMG Committee members		
Sl.No	Name	Designation
1	Phurpa Dorji	Chairperson
2	Hom Nath Suberi	Secretary
3	Bhakta Bahadur Subba	Treasurer
4	Lal Bdr Sanyasi	Committee member
5	Hom Nath Suberi	Committee member
6	Tendrel Wangmo	Committee member
7	Phurpa Wangmo	Committee member

24.3 Tenure and Compensation for Committee members

The Management Committee Members, Chairperson, Secretary, and Treasurer and representatives members shall serve for 10 year. After the completion of tenure, the same members can be re-elected, depending upon his/her capabilities/management skills. If the Management Committee Members does not perform duties as per rules and responsibility, he/she will be expelled before completion of his/her tenure. For meeting or any training, any official works, they shall be paid for vehicle charge. If sufficient travel claims are given by the meeting/training coordinators, CF Management Committee members should not use CF group fund. However, if extra amount is paid by them while going for meeting or training, it shall be refunded from CF group fund.

Langchenphu to Samdrup Jongkhar - Nu.1500

Langchenphu to further areas from S/Jongkhar - Nu.4000

24.4 Terms of Reference for CFMG Management Committee

Right and Responsibilities of CFMG Management Committee

1. Represent the CFMG in its interaction with other agencies including the forestry staffs.
2. Represent the CFMG members during preparation and implementation of CFMP.
3. Coordinates and organizes the administration of CF activities and operations and ensures that CFMG fulfil their management responsibilities.
4. Responsible for the equitable distribution of benefits amongst CFMG member.
5. Responsible for management of forest resources.
6. Responsible for enforcing the by-laws of the CFMG and for collecting fines and penalties.
7. Responsible and accountable for CFMG fund collected from various sources.
8. Responsible for organizing and conducting CFMG meetings when required.

24.5 ToR of Chairperson

1. Head the CFMG
2. Calls meeting whenever necessary and informs concerned persons about date, time, place and the reasons for meeting.
3. Initiate and facilitate meetings and makes sure each person is allowed to speak, thereby giving everyone in a fair chance to speak and raise issues.
4. Approve applications for forest products (with Secretary).
5. Countersign financial transaction and authorization to draw cash from the bank account (with Treasurer)

24.6 ToR of Secretary

1. Assist Chairperson and officiate him/her during his/her/ absence.
2. Manage the correspondence(writing of letters and minutes of meetings) for the CFMG
3. Maintain the files of the CFMG
4. Maintain the list of CFMG members
5. Approve applications for forest products(with Chairperson)
6. Keep minutes of the CFMG meetings
7. Prepare Annual Progress Report(with other CF Management Committee members)

24.7 ToR of Treasurer

1. Look after any financial transactions on behalf of the CFMG
2. Keep records of expenditure and labour contribution during CF activities
3. Give detailed account of how much money or labour has been contributed, how much has been spent and how much is still left, at every CFMG meeting(or as required)
4. Prepare the Annual Financial Report for the CFO(with assistance of other CF Management Committee members)
5. Countersign financial transaction and authorisation to draw cash from the bank account(with Chairperson)

24.8 Roles and Responsibility of CFMG

1. To follow the procedures and rules of the CFMG as outlined in the CFMP and bylaws.
2. Participate in CFMG planning and decision making.
3. Election of CF Management Committee members.
4. Participation in drafting of the CF management plan and CFMG bylaws.
5. Participate in the CFMG meetings.
6. Cooperation with the CF Management Committee in carrying forest management and other management operations especially by contributing labour whenever required.
7. Become involved in other CFMG activities as planned

25. Fines and Penalties

Timber Products	CFMG members	
	Fines/penalty(Nu)	Products
Illegal felling of following types of trees: 1.Drashing 2.Cham 3.Tsim 4.Dangchung	1.Double of NRPC rate 2. Double of NRPC rate 3.500/tree 4. 500/tree	The offenders shall be levied double price of NRPC rate per cft, either in log or sawn form. If the offenders plan to take timber, he/she should pay double price (NRPC rate). If sold or not caught, offenders have to pay double price of NRPC rate per cft based on stump DBH volume measurement. Tsim and Dangchung shall not be seized
Absent during CF meeting	200/- per day	
Absent during CF field works/activities	500/- per day	
Felling of fire wood	3000/- per tree 100/head load	Firewood shall not be seized
Setting of forest fire in the CF	10000/	If the culprit is caught, he/she will be penalized and the rehabilitation work shall be done by the CFMG members.
Grazing in plantation area	250 per cattle	The CFMG member will replant the damaged seedlings
Illegal collection of bamboo	50 per bamboo	Bamboo shall be not be seized
Reward for illegal activities	10% of the fine/penalty	Shall be paid to the first reporter
Misuse of fund by Management Committee members	2% interest rate	Levy 2% interest rate if deposited later than 20 days
Collection of any specimen of saplings, climber, medicinal plants, ornamental plants	100 per piece	
Any illegal activities carried out in CF, other than reflected in management plan shall be dealt as per FNCR 2017 rules and regulation.		

26. Sources of Fund

The sources of fund for the CF are:

- Membership fees .Nu.200 /year.
- Contributions from CFMG members and outsiders
- Fines paid by CFMG members and outsiders
- Forest produce fees
- Sale of forest produces (timber, NWFPs)
- Donations
 - Interest from loan

27. Procedure for Fund Management

1. The CFMG members shall continue saving money in existing bank book.
2. The account shall be operated under the joint signatory of the CF Chairperson and the Treasurer.
3. Money receipts should be issued for all payments received
4. Contingency fund of Nu. 5,000 may be kept with the Treasurer.
5. Amount upto over Nu. 5,000 (five thousand only) should be deposited within 10 days. Failure to deposit on time, the Treasurer shall be liable to pay the interest rate and deposit in the CF account.
6. All money received should be recorded in the Cash Book by the Treasurer
7. The Treasurer collects all contributions, fees, fines, donations and maintain records
8. The Treasurer shall present the schedule of collections to the CFMG at least annually.
9. There should not be any over-writing, use of correction of fluid, tearing of pages, etc. in the record keeping books and money receipts including permit books.
10. All financial records should be made available to authorized auditing team/inspection team anytime.
11. The Treasurer shall maintain all detail expenditure records (receipts, vouchers, bills, including minutes of meetings, etc.). All such expenses shall be immediately recorded in the cash book.
12. The Treasurer shall present the details of expenditure to the CFMG members and concerned inspection team(s).

The concerned Forestry Officer shall ensure the compliance of above provisions.

28. Scope for Fund Utilization

The CFMG shall discuss and decide on fund utilization during the meeting. The followings are some of the areas where CFMG can utilize their CF fund. Based on the table below, the CFMG shall allocate the CF fund on different priority areas.

Areas of fund Use	Limit (%)
CF development activities (CF review, nursery creation, plantation, thinning, cleaning, salvage operation, sanitation, boundary demarcation, fire line creation, etc.)	Not less than 25
CFMG enhancement (Loan, capacity building, study visits, meeting, workshops, networking, visitors in CF, income generation and enterprises development, etc.).	Not more than 50
Reserve fund in the Bank (security)	Not less than 5
Others (to be decided by the CFMG members on e.g. incentives to victims of natural calamities, incentives to disadvantaged members/households, contribution to community Lhakhangs, water supply, farm road, etc.)	Not more than 20

29. Pro-poor Provisions

1. CF Management Committee Members shall conduct meeting and provide reasonable/presentable amount to poor households in times of dire need, e.g. in case of death, sickness, natural disasters
2. Need to conduct meeting and draw minutes for help.

30. Meeting

The CFMG will conduct following meeting.

- General meeting
- Executive committee meeting

General Meeting

The CFMG will conduct general meeting once in a year. Meeting could be done anytime as per the requirement. The meeting points could be financial matters, any issues, preparation of work plan, conflict resolution or other important issues. CFMG shall prepare *Annual Work Plan* and keep in their files for future record and submit a copy to the JWS office.

Executive Meeting

The meeting will be conducted thrice a year or whenever required. The possible agenda could be conflicts within CFMG members or outsiders, adhoc matters, financial transaction, plan activities and progress and achievements.

31. Conflict Management

Any conflict that arises among the CFMG members, the chairperson and other committee members will try to resolve it within the CF management system in first hand. If the Management Committee members are unable to solve, it shall be forwarded to the Gewog administration or Park office. Further if it remains unsolved, it shall be forwarded to the court for justice.

32. Amendment of CFM plan and by-laws

The management plan shall be revised completely as new one after 10 years for crosschecking and analysing the CF evaluation report by the CFMG and DoFPS. Upon finding no improvement of CF and more of negative impacts on forest with the current management regime DoFPS according to Chapter III section 105 sub-section (1) and (2) have right cancel and convert back as SRF. All the minor or major issues, raised in the CFMG meeting shall be recorded and reflected in minutes of the meeting, for setting up plan.

Incase, any major changes required in the management plan rules or regulation, amendments could be restructured/revised, upon approval. Proposal should be submitted to Social Forestry Extension Division, Thimphu for necessary follow up and approval from the Department.

33. Power of the Department

The Department shall suspend the rights and privileges of community forest user groups, in the event of the following:

1. The CFMG is unable to manage the Community Forest according to its management plan or otherwise fails to meet their responsibilities; and
2. The CFMG has engaged in any activity against the rules, bylaws or management plan.
3. The suspension shall be for a minimum period of 3 years. During the suspension period, the CFMG members shall not be eligible for any forest produce from the SRF.
4. The CFMG may apply for reinstatement of the Community Forest after the suspension period, if they have taken appropriate corrective measures. The following procedures shall be followed:

Submit the application to the CFO

The CFO shall recommend to the Department ;

The Department shall review and approve /reject.

The Department shall monitor the management plan activities and do auditing at the end of every year. The power of the Department is as per the section 102, 103, 104, 105, 106, 107, 110, and 111 of the FNCRR of Bhutan 2017.

34. Annexure

34.1 CF Application

Annexure VI: Application to establish Community Forests

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF AGRICULTURE AND FORESTS
Department of Forests and Park Services

APPLICATION TO ESTABLISH COMMUNITY FOREST

PART A (To be filled by the applicant)

The Gup,

In accordance with the Forest and Nature Conservation Rules and Regulation, 2017, Phurpa Dorji
the Chairman of the Community Forest Management Group of UPPER Langchenphu
village(s) consisting of 20 households, would like to submit this application
for establishment of Community Forest. (map attached)

a) Gewog: Langchenphu

b) Description of the State Forest land proposed for establishment of Community Forest:

i) Name of the forest...

ii) Boundary description:

N Farm road and state Reserved forest

S Farm road to Nawchazar and SRF

E Settlement of CFMG members

W State Reserved forest

iii) Estimated area: 117.56 (ha)

iv) Forest type: sub-tropical

Signature: 

Name of the CFMG Chairman: Phurpa Dorji

Date: 26/09/2022

FOREST AND NATURE CONSERVATION RULES AND REGULATIONS OF BHUTAN, 2017 36

Name and Signature of Gup: Gurman Singh Goyal.
 Gewog: Langchenphu
 Date: 24/11/20

C5 CamScanner

SL.No	Name of Household Representative	CID Card No:	House No.	Tharm No.(If applicable)	Signature
15	Tshetan Dorji	11103000322	Nr-5-20	189	
16	Sangay Thrinlay	11103000632	Nr-5-202	362	
17	Lal Bdr Sangye	11103001423	Nr-5-151	19	
18	Plumtsho Deme	11103001523	Nr-5-194	360	
19	Jit Bdr Bhattachari	11103001418	Nr-5-150	647	
20	Dhat Bdr Sangye	11103001206	Nr-5-11	257	
20	Tendi Wangmo				21

Annexure VI (continued)

I have reviewed the application and hereby recommended for the formation of CF in the proposed area.

Name and Signature of Gup: _____

Gewog: Langchenphu

Date: 24/11/22


 24/11/22
 གཤམ་སྐྱེ་ལྷན་པོའི་འཕྲེལ་བཤམ་

FOREST AND NATURE CONSERVATION RULES AND REGULATIONS OF BHUTAN, 201737

Compilation Sheet

OPERATIONAL INVENTORY: COMPILATION SHEET (FIXED-SIZE PLOT)									
1. CF Name		Langchen Agurung Norbuthang CF			4. Block Area		107.16		Hectare s
2. Block Name					5. Compiling date		19/4/2022		
3. No of plots		75			6. Species group		Other (T)		
Col1	Species	Col2	Col3 (3 decimal s)	col4 (3 decimal s)	col5 (3 decimals)	col6 (0 decimal s)	col7 (2 ecimals)	col8 (2 decimals)	col9 (2 decimal s)
dbh Class (cm)	T & N	Basal area (m2)	Class volume (m3)	Plot size (ha)	Expansion Factor	Tally	nrha (sterm/ha)	basha (m2/ha)	Volha (m3/ha)
10_19	T	0.017	0.0885	0.05	0.27	49	13.07	0.222	1.16
20_29	T	0.047	0.311	0.05	0.27	32	8.53	0.40	2.65
30_39	T	0.093	0.7195	0.05	0.27	23	6.13	0.57	4.41
40-49	T	0.156	1.352	0.05	0.27	12	3.20	0.50	4.33
50-59	T	0.233	2.24	0.05	0.27	9	2.40	0.56	5.38
60-69	T	0.327	3.4115	0.05	0.27	7	1.87	0.61	6.37
70-79	T	0.436	4.892	0.05	0.27	2	0.53	0.23	2.61
80-89	T	0.561	6.7075	0.05	0.27	3	0.80	0.45	5.37
90-99	T	0.701	8.879	0.05	0.27	5	1.33	0.93	11.84
100 - 109	T		11.43	0.05	0.27				

Langchen Agurung Norbuthang Community Forest 2022-2032

OPERATIONAL INVENTORY: COMPILATION SHEET (FIXED-SIZE PLOT)

1. CF Name			Langchen Agurung Norbuthang CF			4. Block Area		107.16	Hectares
2. Block Name						5. Compiling date		19/4/2022	
						6. Species group		Other(N)	
Col1	Species	Col2	Col3 (3 decimals)	col4 (3 decimals)	col5 (3 decimals)	col6 (0 decimal s)	col7 (2 ecimals)	col8 (2 decimals)	col9 (2 decimals)
dbh Class (cm)	T & N	Basal area (m2)	Class volume (m3)	Plot size (ha)	Expansion Factor	Tally	nrha (sterm/ha)	basha (m2/ha)	Volha (m3/ha)
10_19	N	0.017	0.0885	0.05	0.27	167	44.53	0.76	3.94
20_29	N	0.047	0.311	0.05	0.27	90	24.00	1.13	7.46
30_39	N	0.093	0.7195	0.05	0.27	46	12.27	1.14	8.83
40-49	N	0.156	1.352	0.05	0.27	22	5.87	0.92	7.93
50-59	N	0.233	2.24	0.05	0.27	10	2.67	0.62	5.97
60-69	N	0.327	3.4115	0.05	0.27	4	1.07	0.35	3.64
70-79	N	0.436	4.892	0.05	0.27	3	0.80	0.35	3.91
80-89	N	0.561	6.7075	0.05	0.27	2	0.53	0.30	3.58
90-99									
100 -109									

Langchen Agurung Norbuthang Community Forest 2022-2032

1. CF Name			Langchen Agurung Norbuthang CF			4. Block Area		107.16	Hectares
2. Block Name			Mainatar			5. Compiling date		19/4/2022	
3. No of plots			75			6. Species group		<i>Schima wallichii</i>	(T)
Col1	Species	Col2	Col3 (3 decimals)	col4 (3 decimals)	col5 (3 decimals)	col6 (0decimals)	col7 (2 decimals)	col8 (2 decimals)	col9 (2 decimals)
dbh Class (cm)	T & N	Basal area (m2)	Class volume (m3)	Plot size (ha)	Expansion Factor	Tally	nrha (sterm/ha)	basha (m2/ha)	Volha (m3/ha)
10_19	N	0.017	0.089	0.05	0.27	96	25.60	0.44	2.28
20_29	N	0.047	0.319	0.05	0.27	81	21.60	1.02	6.89
30_39	N	0.093	0.75	0.05	0.27	32	8.53	0.79	6.40
40-49	N	0.156	1.424	0.05	0.27	9	2.40	0.37	3.42
50-59	N	0.233	2.381	0.05	0.27	3	0.80	0.19	1.90
60-69	N	0.327	3.653	0.05	0.27	1	0.27	0.00	0.00
70-79	N	0.436	5.272	0.05	0.27	2	0.54	0.24	2.85
80-89	N	0.561	7.269	0.05	0.27	2	0.54	0.30	3.93
90-99	N	0.701	9.671	0.05	0.27	3	0.81	0.57	7.83
100 +									

34.2 Compilation Sheets (Mainatar)

estimated parameter"			: Average Number of Trees per Ha											
DBH Class	Re g	Sui t	10-19'	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100 +	Total	%
Species														
Schima wallichii	56	T											0.00	0.0
	1	N	25.60	21.60	8.53	2.40	0.80	0.27	0.54	0.54	0.81		61.09	31.0
Other BS	56	T	13.07	8.53	6.13	3.20	2.40	1.87	0.53	0.80	1.33		37.87	19.9
	388	N	44.53	24.00	12.27	5.87	2.67	1.07	0.80	0.53			91.73	46.5
													197.09	100.00

Estimated parameter"

: Average Basal Area per Ha (m2/ha)

Langchen Agurung Norbuthang Community Forest 2022-2032

DBH Class	Reg	Suit	10- 19'	20- 29	30- 39	40- 49	50- 59	60- 69	70- 79	80- 89	90- 99	100 +	Total	%
Species														
Schima wallichii		T											0.00	0.00
	57	N	0.44	1.02	0.79	0.37	0.19	0.00	0.24	0.30	0.57		3.911	26.02
Other BS	56	T	0.22	0.40	0.57	0.50	0.56	0.61	0.23	0.45	0.93		4.48	32.11
	388	N	0.76	1.13	1.14	0.92	0.62	0.35	0.35	0.30			5.56	36.99
													15.03	100

5. estimated parameter			: Average Volume per Ha (m3/ha)											
DBH Class	Reg	Suit	10- 19'	20- 29	30- 39	40- 49	50- 59	60- 69	70- 79	80- 89	90- 99	100 +	Total	%
Species														
Schima wallichii		T											0.00	0
	57	N	2.2 8	6.8 9	6.4 0	3.4 2	1.9 0	0.0 0	2.8 5	3.9 3	7.83		35.50	26
Other BS	56	T	1.1 6	2.6 5	4.4 1	4.3 3	5.3 8	6.3 7	2.6 1	5.3 7	11.8 4		44.12	35
	388	N	3.9 4	7.4 6	8.8 3	7.9 3	5.9 7	3.6 4	3.9 1	3.5 8			45.27	34
													134.4 7	100

34.3 CFMG NEW MEMBERSHIP APPLICATION FORM

To

The Chairperson

_____ CF

I would like to join your CF starting from _____. I hereby furnish my details as mentioned below:

Part A: Applicant information

Name of Household representative: CID No:

..... Village/Chiwog: Gewog:

.....

Gung No. : Thram No. :

Details of timber availed from SRF

Standing form	Quantity (Nos.)	Year of allotment	Purpose for which timber was allotted	Remarks
Drashing				
Cham				
Tsim				
Log form (cft.)				

Date of submission:

Signature & Name of the Applicant

Affix legal stamp

The details given above are true to the best of my knowledge. From the date of joining as new member in the CFMG I shall abide with the CFMG by-laws.

Part B: Endorsement by CF Management Committee (The membership shall be accepted and registered after paying the membership fee and compensation, if any)

Signature & Date.....

Signature & Date

Signature & Date

Name

Name

Name.....

Official seal

Official Seal

Official

Chairperson

Secretary

Treasurer

Copy to: Concerned Forestry Officer Date of registration: Serial No.

34.4 CFMG MEMBERSHIP RESIGNATION APPLICATION FORM

To

The Chairperson

_____ CF

I would like to resign from the CFMG starting from _____. I hereby furnish my details as mentioned below:

Part A: To be filled by the Applicant

Name of Household representative: CID No:

..... Village/Chiwog:

..... Gewog:

Gung No: Thram:

Reason of withdrawal from CF membership:

..... Details of timber availed

from CF during my membership in CFMG is as follows:

Standing form	Quantity (Nos.)	Year of allotment	Purpose for which timber was allotted	Remarks
Drashing				
Cham				
Tsim				
Log form (cft.)				

Date of submission: _____

Signature & Name of the Applicant

Part B: To be filled up by CFMC members

Date of application received:

The details of the applicant and his/her reason of withdrawal from CFMG have been checked and found genuine and all the information provided is found to be correct.

We hereby recommend for resignation from CFMG membership of the applicant as per his request after clearing any dues with the CFMG.

Verified and approved by CF Management Committee:

Signature & Date.....

Signature & Date

Signature & Date

Name

Name

Name.....

Official seal

Official Seal

Official

Chairperson

Secretary

Treasurer

Copy to: Concerned Forestry Officer Date of resignation: Serial No.

34.5 APPLICATION FORM FOR FOREST PRODUCE FROM CF FOR RURAL USE**Part A – To be filled in by the Applicant/member**

a. Name of applicant:

b. Citizenship I.D. no: c. Village:

d. Gung No: e. Thram No:

f. Details of timber availed from SRF/CF If yes, please provide details of the timber allotted as follows:

Standing form	Quantity (Nos.)	Year of allotment	Purpose for which timber was allotted	Remarks
Drashing				
Cham				
Tsim				
Log form (cft.)				

g. Details of following timber applied for the purpose

Products	Quantity (Nos.)	Volume (cft)	Remarks
Drashing			
Cham			
Tsim			
Dangchung/Flag			
Firewood			
Sand			
Stones			
NWFPs (specify)			
Others			

h. Purpose.....

Note: An applicant can avail timber as per the FNCRR, 2017 once in 25 years for new construction and 12 years for renovation which will be calculated from previous timber allotments from SRF/CF.

k. Copy of construction approval attached:

I hereby certify that the details given above are true to the best of my knowledge. In case of any false or wrong information, I am liable to be penalized under the Forest & Nature Conservation Act 1995 and the Rules and Regulations made there under.

Signature of applicant with legal stamp affixed

Date.....

PART B: To be filled up by the CF Management Committee

Construction approval no:

Date..... We hereby certify that:

- i) We have verified the details of the applicant and found to be true and correct
- ii) Timber requirement is genuine
- iii) The details of the applicant and quantity of timber/other forest products applied for rural use have been verified with the records maintained by the CFMG and found to be correct.

We hereby Approve/Reject the application for allotting timber/other forest products to the applicant from CF Reasons for rejection:

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

1. Name & Signature of Chairperson & Date

2. Name & Signature of Secretary & Date

3. Name & Signature of Treasurer & Date

34.6 ANNEX 15: HANDING TAKING CHARGE NOTE FOR CFMG

I/we Mr.Chairperson/Secretary/Treasurer, of.....Community Forest Management Group, Gewog,.....Drungkhag after rendering years of service is resigning with the permission from CFMG members as decided or approved during the CFMG meeting conducted on Therefore, the undersigned hereby handed over the complete charge of the..... new CF Management Committee members Chairperson/Secretary/Treasurer) on dated

The charge lists are as attached below:

I. CFMG fund status on handing taking over day

1. Cash in hand (Nu.).....
2. Bank balance (Nu.):
3. Loan (Nu.):
4. Total CFMG fund (Nu.):

II. Record Keeping Books/Registers and files

Sl. No.	List of books/register	Quantity	Used for year	Remarks

III. List of Tools, Equipment & furniture

Sl. No.	Detail of items	Quantity	Acquired/ Transfere	Remarks

IV. Others (mention if any)

Handed over by

Taken over by

In Presence of

34.7 Meeting Minutes

Meeting Minutes		
Name of CFMG/NWFP Group:		
Date of meeting:	Minutes taker (name):	
Purpose of meeting:		
Total number of members (Member Households) present:	Number of Female participants: Number of Male participants:	
Names and designation of guests/officials present:		
Sl. No	Issues/points of discussion	Meeting resolutions Describe actions: By whom? When? Where?)

34.8 Patrolling Record

Patrolling Record			
Name of CFMG/NWFP Group:		Block :	
Date of patrolling :		Recorder name:	
Purpose of Patrolling:			
Sl.no	Name of CF members gone for patrol	Observation in CF/NWFP	Decision taken

34.9 Timber Record Forms

Sl. No	Name of applicants	H.No and T.No	Id Card no.	Timbers type taken	Count	Measurement (feet and inch)	Date, month/year	Harvest block?

34.10 Record of Penalty and Compensation

Sl.no	Name of Offender	Village	Offence	Cash fine paid to CFMG(Nu)	Remarks