

**MONMOLA PANSHING ZEHUNG PHENDEY  
COMMUNITY FOREST**

*(1<sup>st</sup> Revision)*



**VILLAGE: MONMOLA  
GEWOG: SERTHI  
JOMOTSANGKHA  
JOMOTSANGKHA WILDLIFE SANCTUARY**

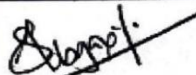



***PLAN PERIOD: 2023-2033***

## APPROVAL SHEET

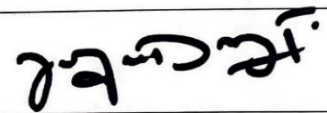
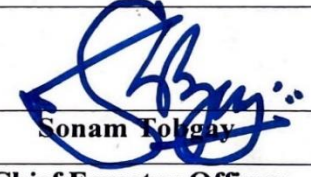
### ANNEX 3: APPROVAL SHEET

Name of Community Forest	Monmola Panshing Zehung Phendey
Village	Monmola
Chiwog	Tashithangjay
Gewog	Serthi
Dzongkhag	Samdrup Jongkhar
Production area (Hectare/Acre)	68.56 Ha/169.4 Acres
Protection area (Hectare/Acre)	3.5 Ha/8.6 Acres
Total Community Forest Area (Hectare/Acre)	72.06 Ha/178. Acres
Total CFMG Member (No. of HH)	37

#### 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	Beat Officer	GUP	Head	Chief Forestry Officer

#### REVIEWED and RECOMMENDED FOR APPROVAL

Signature		
Name	Tshelton Dooji	Sonam Tobgay
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 28<sup>th</sup> March 2023

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## **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- Truckload

## 1. Executive Summary

Monmola Panshing Zehung Phendey Community Forest has two blocks, with total area of 72.06 ha (177.98 acres), located towards the south-east of the village. The two blocks are Zehung(I) and Panshing (II). The area of first block is 21.32 ha (52.66 acres) and the second block is 50.74 ha (125.33 acres) respectively. The Community Forest Management Group (CFMG) is formed by 37 out of 40 households. For the remaining three households, provision has been kept for new membership entry with certain condition after getting the new gung and paying the expenditure incurred.

Mostly, non-timber trees are predominant compared to preferred timber trees in the CF. Dominant tree species recorded during quantitative forest resource assessment in the CF are *Castonopsis spp*, *Macaranga spp*, *Accendra butryacea*, *Engelhardia spiccata*, *Schima wallichii*, *Nyssa Javanica*, *Persea spp*, *Albizia spp*, *Morus lavigata*, *Boehmeria rugulosa*, *Ficus spp*, *Schima wallichii*, *Persea spp*, *Daubanga grandiflora*, *Terminalia myriocarpa*, *Quercus spp*, *Bombax ceiba etc*. The average basal area of Zehung (I) 23.44 m<sup>2</sup>/ha and Panshing (II) is 14.33 m<sup>2</sup>/ha. The first block has no potential for timber harvest. The second block has timbers, but in limited quantity.

The annual allowable cuts (AAC) of timbers have been calculated on volume (m<sup>3</sup>) and cubic feet (cft) too, for convenience of CFMG members. The annual allowable cut for Drashing sized T- tree is 7. The harvesting limit should be guided strictly by this AAC, calculated based on resource assessment. There is no demand for Dangchung, Tsim and Cham size trees as demand assessment.

Agriculture is a primary source of livelihood in village. People cultivate maize, cereal crops, and vegetables for self-consumption. People also rear livestock as practiced traditionally.



## 2. Part I:Introduction

Monmola Panshing Zehung Phendey Community Forest comprises of two blocks called Panshing & Zehung. These two blocks are located nearby the village. The 1<sup>st</sup> block Zehung lies towards the north east of village and Panshing towards south-east. The total areas of these two blocks are; 72.06 ha.

This particular Community Forest Management Group (CFMG) was established in July 2011 comprising 35 members.

Monmola management plan got expired in June 2021 after 10 years of its operation. As per requirement of the Rule No. 83 of Forest and Nature Conservation Rules 2017, revision of plan was initiated since 2019. Prior to the revision of the plan, monitoring and evaluation was carried out. Therefore, this plan contains a new topic “Review of the Past Plan”.

This plan is revised for a period of ten year henceforth. 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 in accordance with annual allowable cut specified in the management plan. (Table 1).

**Table 1: Resources extraction record**

Forest produce category	Unit	Initial demand for 10 years	AAC for 10 years	Actual harvest in 10 years	Difference
Drashing	Nos.	210	70	55	15 trees saved
Cham	Nos.	180	10	0	10 trees saved
Fire wood	Nos.	1400	1050	34	1016 trees saved
Bamboo	Nos.	10600		710	
Fencing posts	Nos.		95	22	73 posts saved
Stone	T/L	0		68	Chiwog farm road construction pass CF area

The CFMG has a bank balance of **Nu. 101944.46 (One lakh nineteen hundred forty-four)** only, generated from membership fees, sale of stones and boulders during construction of Serthi-Tashithangjay farm road which pass through the CF, fines and penalties and collection of permits fees. The CF fund supported the electrification of Community Lhakhang in Monmola and construction of toilet amounting **Nu.40, 000/- (Forty thousand)**.

As reflected in the management plan objective of improving the forest condition for ecological and environmental benefits, CFMG has carried out plantation works covering 1 hectare of CF area. The species planted includes *Bamboo spp* and *Michelia* species. Harvesting of trees nearby water sources was prohibited. The total numbers of trees planted by CFMG is reflected below (Table 2)

**Table 2: Plantation activities carried out in CF**

CFMG has planted 1000 nos. of *Michelia* sp. seedlings supplied by Dzongkhag Forestry Sector in year 2013. The total area of plantation is 1 acre. However, it was damaged during construction of chiwog farm road. The survival of plantation is merely 5-10%.

**Table 2: Plantation in CF**

Plantation site (CF)	Species	Qty nos.	Total Area
Phokcheri	<i>Michelia</i> sp.	1000	2.471 acres
Tsalumshingwoong	Bamboo	600	
Lungnadang jug			
Wabrangsari	<i>Michelia</i> sp.	130	
Phugari	-do-	130	

### 3. Objectives

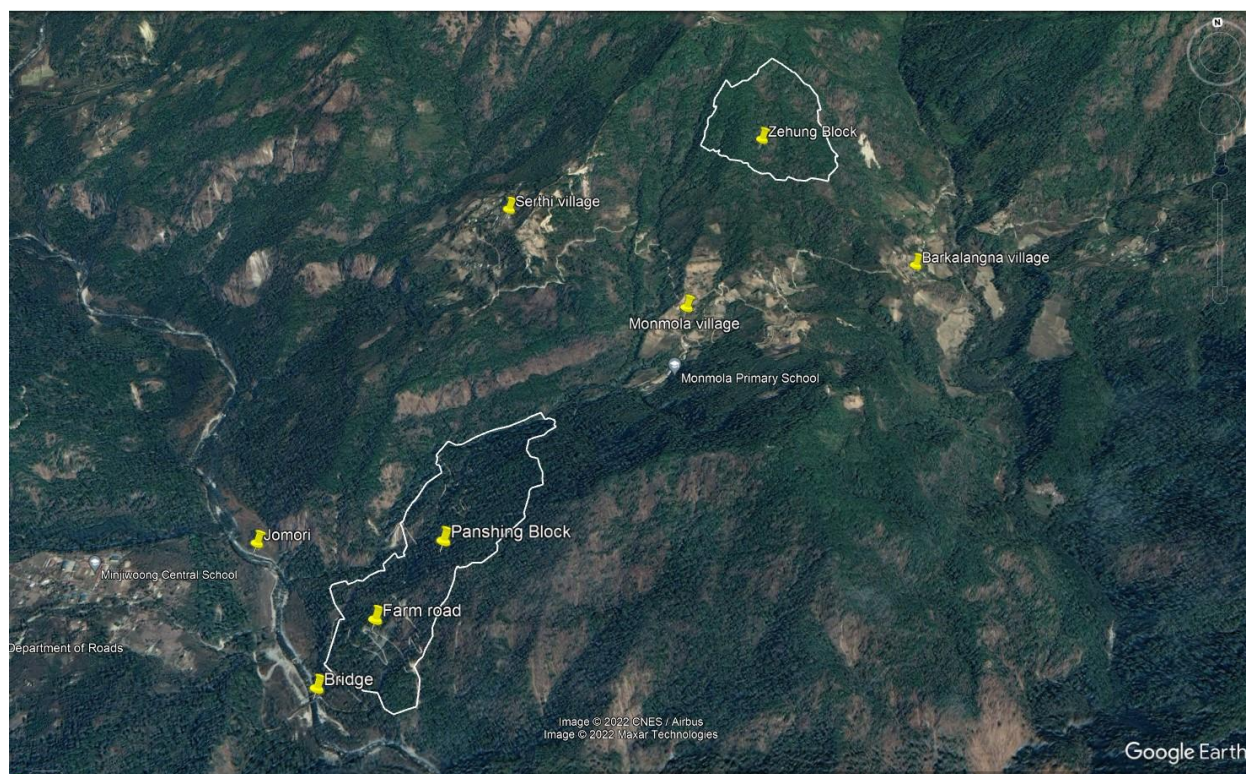
The objectives of the revised Community Forest are as follows:

- ✓ *Sustainable utilization of forest resources*
- ✓ *To improve the livelihood of the community through income generated from the CF.*
- ✓ *Improve condition and health of forest.*
- ✓ *Protection of water sources*
- ✓ *To protect from forest fire and illicit felling*

### 4. Community Forestry Map

Community Forestry map are of two types. One is boundary map and other is area utilization map (Figure 1 and 2). The utilization map constitutes of production and protection areas. Production area comprised of areas suitable for extraction of timber and NWFPs. While protection areas have been delineated for protection of drainage and water sources. A buffer of 30 meters on either of drainage and 50 meters of water sources (radius) have been delineated as protection areas. Harvesting of resources will not be allowed from the protection areas.

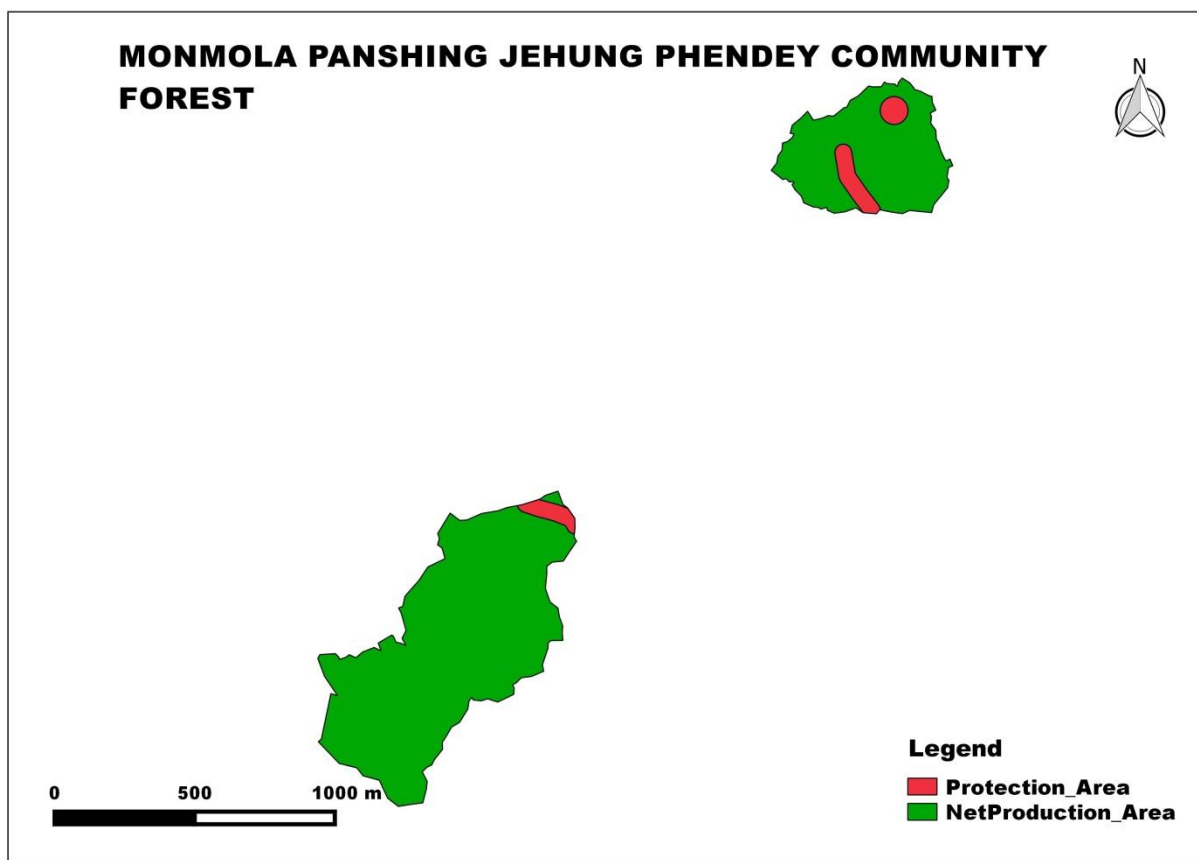




**Figure 1: CF boundary Map**

#### 4.1. Table 3: Community Forest boundaries

Boundaries	Permanent features
West	Road to Minjiwoong and Tokaphung
East	Stream
South	Old Foot path junction to Serthi village
North	Private land Dorji Dema



**Figure 2: CF utilization map**

## 5. Social Information

Information types	Description
Name of the village:	Monmola
Ethnic groups with CFMG:	Sarchop/Tshangla
History of the village:	As ancient people used to cultivate cotton, therefore, the village was named Monmola.
Basic amenities:	Mobile network, farm roads, electricity line, primary school.
Total households (HH) number of CFMG:	37
Population of CFMG:	90
% Male and % female:	50% & 40%
Main source of income:	Maize and buckwheat
Cropping pattern:	Double cropping
Criterion for well-being livelihood:	Sale of orange & cardamom
Cattle population of the CFMG:	20
Average annual income:	Nu.10000-15000 per year
If any add:	

### 5.1 Forest Information (Whole Forest)

Name of Community Forest	Monmola Panshing Zehung Phendey Community Forest
Date of Assessment	15/11/2022
Name of the Block:	Panshing & Zehung
Total area of the Block:	72.06 ha
Name of recorder	Sonam Tobgay, Kinley Gyeltshen & Sonam Dorji

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

<b>Forest Condition (Complete if the block is mainly forest)</b>	
Write the name of main tree species	
<b>Local name</b>	<b>Scientific name</b>
Tshaishing	<i>Castanopsis spp</i>
	<i>Macaranga spp</i>
Zala shing	<i>Schima wallichii</i>
Yukor shing	<i>Duabanga grandiflora</i>
Pin shing	<i>Accendra butryacea</i>
Murshing	<i>Engelhardia spiccata</i>
Maamphung shing	<i>Nyssa Javanica</i>
	<i>Persea spp</i>
Khirthangshing	<i>Albizia spp</i>
Sengling	<i>Morus lavigata</i>
Pema gesar	<i>Boehmeria rugulosa</i>
Chongma	<i>Ficus spp</i>
Bhakoloshing	<i>Terminalia myriocarpa</i>
Beytsenangshing	<i>Quercus spp</i>
Tholoshing	<i>Calicarpa arborea</i>

<b>Plantation</b>
Plantation: Yes Year: Plantation status: Failed (5-10%). Damaged by farm road. Total seedlings planted 1260 & 600 bamboo (by CF members) Type of tree species planted: <i>Michelia</i> & <i>Bambusa nutans</i>

<b>Forest Condition – Age</b>
Age: Main canopy of matured trees Canopy density (tick the main canopy): Dense, Canopy density ≤ 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) *Schima wallichii* 2) *Castanopsis spp* 3) *Accendra butryraceae*

Regeneration: Seedlings >30cm and <1.3m height. DBH, less than 10cm

## 5.2 Block condition

Block Condition- Summary: Basal area of Panshing: **14.33m<sup>2</sup>/ha**

Basal area for Zehung block: **23.44m<sup>2</sup>/ha.**

Canopy closure: **≤ 40**

Does the main forest canopy consist of large, matured trees? : **Large**

Main fodder species being used (list 3 only)

Local name	Scientific name
Kamley	<i>Boehmeria spp</i>
Chongshing	<i>Ficus spp</i>
Brangphaksam	<i>Thysanolaena maxima</i>

Pasture quality (list the 3 dominant species in the grassland)

Local name	Scientific name	Palatable/unpalatable
Kamley	<i>Boehmeria species</i>	Palatable
Chongshing	<i>Ficcus subalata</i>	Palatable
Bronghing	<i>Ficus spp.</i>	Palatable

Pasture use pattern: **Seasonal**

Type of user: **Local (CF members)**

## 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
<b>Soil type</b> (colour, texture and type): Non –erosive
Catchment condition –Slope: >20°, sloppy
<b>Catchment Condition – Summary:</b> Less 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

Fauna (List any animal or bird species seen or which are known from the block)	
Local name	Scientific name
Hornbills	<i>Buceros bicornis, Aceros nipalensis, Aceros undulates, Anthracoceros albirostris</i>
Kalij pheasant	<i>Lophura leucomelanos</i>
Sambar	<i>Rusa unicolor</i>
Deer	<i>Muntiacus muntjac</i>
Wild boar	<i>Sus scrofa</i>

### 5.3 Biotic Pressure (tick those present)

Fire	Absent
Grazing	Common
Fodder collection (list main species used)	Common
NWFP collection (broom, cane& mushroom)	common
Leaf litter collection	limited
Encroachment	Absent
Pole harvesting	Occasional
Fuel wood harvesting	Common
Timber harvesting	Common

Hunting	Absent
Others(describe)	

## 6. Forest Management Matrix

Produce/service	Drashing	Firewood	NWFP	
Main species	<i>Duabanga grandiflora</i> , <i>Morus lavigata</i>	<i>Castonopsis spp.</i> and <i>Schima wallichii</i>	Bamboo	Broom grass
Problems	Less regeneration of preferred timber species	Extraction in protection areas	Found in limited quantity	Lesser marketing scope
Opportunities	Plantation & management of existing forest resources	Surplus firewood could be sold to Community school in their village	Sell of surplus	Sell of surplus

Management objectives (reflecting problems and/or opportunities)	Climber cutting that disturbs the main timber trees to enhance the growth of trees	Sustainable harvest	Follow harvesting guidelines. Generate income	Plantation and sustainable harvest.
Activities to achieve the objective (mark as H, M or L)	i. Retain seed trees(H) ii. Removal of vines trees and climber to improve forest condition(H) ii. Conduct timely patrolling(M) v. Plantation with desired timber species(H) v. Sustainable harvesting of timber based on AAC(H). vi. Avoid	Climber/unwanted cutting and retaining the preferred poles (H). 2. Avoid marking in protected areas (H).	Avoid over harvest. Follow harvesting guidelines strictly.	Does not harvest unnecessarily .

	harvesting in protection zones(M) Thinning (M)			
Procedures	Marking of timbers nearby water sources to be avoided	Seek support from forest office for silviculture methods	CFMG committee to look for market	Collection of broom should be strictly monitored by CFMG.
Responsibilities	CF Management Committee, CFMG, concern Park Range office	CF Management Committee, CFMG, concern Park Range/beat office	CF Management Committee, CFMG, concern Park Range office	CF Management Committee, CFMG, concern Park Range office

## 7. Forest Produce Demand Assessment

Product	Purpose	Unit	No. of trees per HH	No. of HH	Total	Total in 10 years
Drashing	New	Nos.	5	2	10	100
	Repair	Nos.	3	4	12	120
Firewood		Nos.	2	10	20	200
Fencing post		Nos.	50	8	400	4000

## 8. Blockwise Annual Allowable Cut

	Drashing	Cham	Tsim	Dangchung	Firewood	Fencing post Flag poles	Stones	Remarks
No. of trees	1	0	2	6	46	288		Zehung



Volume(m3)	0.31	0	0.07	0.07	16.39	15.78		
Volume (in cft)	10.89	0	0	0	578.89	496.61		
No. of trees	6	1	1	1	25	165		Panshing
Volume(m3)	5.83	0.19	0.13	0.02	23.72	23.52		
Volume (in cft)	205.85	6.85	4.46	0.80	837.89	723.01		

### 8.1. AAC 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	7	216.74	22	-	15	-	<i>After 7 nos, request from SRF</i>
Cham	1	6.85	0	0	1	-	No demand
Tsim	3	4.46	0	0	3	-	No demand
Dangchung	7	0.80	0	0	7	-	No demand
Firewood	71	1416.78	20	0	51	-	<i>51nos excess</i>
Fencing post Flag poles	453	746.53	400	-	53	-	<i>53 nos excess</i>

### 9. Permit Fees

Sl/No	Products	Permit fee (Nu) for members
1	Drashing	500/-
2	Fire wood	250/-
3	Fencing post	500/-
4	Bamboo	15/-
5	Flag pole	Free
6	Stone	500 L

## 10. CFMG Timber Allotment

### Timber Allotment Procedure

1. Construction Approval should be obtained by the applicant from Gewog administration
2. Application should be submitted by the end of December to JWS office.
3. Marking of tree by the forestry officials will be carried out right after approval by CFO.
4. Timber allotment for new construction will be issued in every 25 years
5. Timber allotment for maintenance/repair will be issued after 12 years
6. Lending of timbers within CFMG shall be allowed with proper document between lenders and borrowers. The CF Management Committee should countersign
7. The individual CFMG is not allowed to sell his/her timber shares.
8. Applicants wishing to apply for timbers need to fill up **ANNEX14: APPLICATION FORM FOR FOREST PRODUCE FROM CF FOR RURAL USE** (Attached in the Annexure list)
9. 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.
10. Stones/surface collection extracted while farm road construction shall be decided by CFMG members.

## 11. Marketing CF Products

Marketing procedures for forest produce sale				
Sl. no	Forest products	Unit	Rate (Nu)	Sale Procedure
1	Soft broom	bundle	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.
2	Fire wood	M <sup>3</sup>	Sell in meter cube rule of NRPC rate (as per NRDC rate)	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.
3	Bamboos	Nos.	30/-	Collection permit is required for collection (CFMG)
4	Flag poles	Nos	10/-	Collection permit is required for collection (CFMG)

## 12. 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 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.

## 13. 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 &amp; others)</i>	<i>Harvesting season (months)</i>	<i>Estimated quantity that can be collected<sup>1</sup></i>
Soft brooms	All parts of CF area		Broom	Dec-march	300 bundles
Bamboo	Panshing	Culm	Fencing and flag poles	Nov-Feb	60culms

## 14. Harvesting prescriptions for sustainable harvesting

<i>NWFP species</i>	<i>Harvesting prescriptions for sustainable harvesting</i>
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
Bamboo	1.Cut culms above one node from the ground level 2.Do not cut culms less than one year old 3.Retain 50% of healthy culms from a clump

## 15. 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</i>	<i>Total (Nu)</i>
Soft brooms, <i>Thysanolaena maxima</i>	Local market& schools	bundles	300	Prevailing market rate	
Bamboo	Contractors	Nos	200	Nu.30/-	600/-

## 16. Participatory Environment Assessment

Participatory Environmental Assessment Chart								
	Potential Environmental Effects				Potential Socio-Economic Effects			
Activity proposed in CFMP	Soil	Water	Wild animals	Plants	Traditional forest use	Cultural/religious values	Local employment	Local benefits from forest produce
Plantation	+++	+++	++	+++	+++	0	+++	+++
Climber cutting and cleaning	+	-	--	+++	--	0	+++	--
Fencing	+	+++	-	++	++	+	+	++
Forest fire control	+++	+++	+++	+++	+++	0	+++	+++
Patrolling	+	+	++	+++	+++	0	+++	+++
Harvesting of timber	--	---	--	--	+++	0	+++	+++
Grazing	-	-	0	-	0	0	0	0
Waste collection and disposal	+++	+++	+++	++	++	++	0	+

+++ Positive effects

--- Negative effects

0 No effects

### 16.1. 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, water sources and regeneration areas
Fencing	Leave some portion of water for wildlife in case of fencing water source

### 17. Climate hazard and vulnerability assessment

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

- 1<sup>st</sup> = Reduced crop yields
- 2<sup>nd</sup> = Animal disease
- 3<sup>rd</sup> = land slide

#### 17.1 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<sup>st</sup> = Agriculture
- 2<sup>nd</sup> = Poor members
- 3<sup>rd</sup> = Livestock and rich member

### 18. Forest Product Preference Ranking Matrix

Product	Timber	F/wood	Drinking Water	Fen/post	Flag posts	Fern	Mushroom
Timber	X						
Firewood	Timber	X					
Drinking water	Drinking water	Drinking water	X				
Fencing post	Timber	Fencing post	Drinking Water	X			
Flag poles	Timber	F/wood	Drinking Water	Fencing posts	X		
Fern	Timber	Firewood	Drinking Water	Fencing posts	Flag poles	X	
Mushroom	Timber	Firewood	Drinking Water	Fencing posts	Flag poles	Mushroom	X

1. 1<sup>st</sup>Water counts: 6
2. 2<sup>nd</sup>Timbercounts: count 5
3. 3<sup>rd</sup>Fencing post counts: 4
4. 4<sup>rd</sup>Firewood counts: 3
5. 5<sup>th</sup>Flag poles counts: 2
6. 6<sup>th</sup>Mushroom counts: 1

### 19. Species preference and availability

Species/Local name	Uses	Drashing	Firewood	Fencing post	Flag poles	Dangchung	Const.
Nowshing	Preference	x	xxxxx	x	x	x	
	Availability	*	*	*	*	*	
Yokorshing <i>Daubanga grandiflora</i>	Preference	xxxxx	x	x	x	x	
	Availability	*	*	*	*	*	
Bakhemshing	Preference	xxxxx	x	x	x	x	

<i>Terminalia myriocarpa</i>	Availability	*	*	*	*	*	
Tshaishing <i>Castanopsis</i>	Preference	x	xxxxx	x	x	x	
	Availability	*****	*****	*****	*	*	
Zalashing, <i>Schima wallichii</i>	Preference	x	xxxxx	x	x	x	
	Availability	*****	*****	*****	*	*	
Phumchung shing <i>Nyssa javanica</i>	Preference	xxxxx	xxxxx	x	x	x	
	Availability	*	*	*	*	*	
Pemagesar shing <i>Bombax ceiba</i>	Preference	x	x	x	x	x	
	Availability	*	*	*	*	*	
Dongtse shing	Preference	x	x	xxxxx	x	x	
	Availability	*	*	*****	*	*	
Kherang shing	Preference	xxxxx	xxxxx	x	x	x	
	Availability	*	*	*	*	*	
Shengling shing <i>Morus lavigata</i>	Preference	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
	Availability	*	*	*	*	*	
Champayshing <i>Michelia spp</i>	Preference	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
	Availability	*	*	*	*	*	
Sangshing	Preference	xxxxx	x	xxxxx	xxxxx	xxxxx	
	Availability	*	*	*	*	*	
Lungshing	Preference	xxxxx	x	x	x	xxxxx	
	Availability	*	*	*	*	*	
Kasershing	Preference	x	x	xxxxx	x	x	
	Availability	*	*	*****	*	*	
Stones	Preference						xxxxx
	Availability						*****

xxxxx-highly preference \*\*\*\*\*-Highly available x-less preference \*less available



## 20. Monitoring Plans

<b>Participatory Forest Resource and Services Monitoring</b>				
<b>Activity</b>	<b>Indicator</b>	<b>How it will be monitored</b>	<b>Responsibility</b>	<b>Comments</b>
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
Protection of water source	Water source fencing	Site visits and inspection	CFMG members and technical forestry staffs	Technical support from Park staff
CFMG meeting	Meeting minutes	Refer minutes of meeting	CF management committee	Technical support from Park staff

## 21. Participatory Social and Institutional Impact Monitoring

<b>Activity</b>	<b>Indicator</b>	<b>How it will be monitored</b>	<b>Responsibility</b>	<b>Comments</b>
CF executive members meeting	Meeting minutes	Park staffs shall crosscheck meeting minutes during annual monitoring	CFMG with park staffs' facilitation	
CFMG general meeting	Attendance registers and minutes of meeting	Meeting records	CFMG with park staffs' facilitation	
Resource allocation based on equity	Refer forest utilization record book	Refer record keeping book	CF management committee	

## 22. Annual Work Plan

Activity	Months												Responsibility/re marks
	1	2	3	4	5	6	7	8	9	10	11	12	
Climber cutting											do	do	CFMG
Patrolling				do				do					CFMG
Plantation (maintenance)					do	do							CFMG
CF general meeting													Need basis
Timber application													As per FNCR
Permit issuance, marking and felling													Need basis
CF executive meeting													Need basis

## PART II : By- Laws

### 23.1. Membership Arrangement

- ❖ The membership shall be defined by having gung number and thram registered within the village.
- ❖ Even son-inlaw are not allowed to join as CF member, unless he is settled in the village with registered thram and gung.
- ❖ Person buying land within the village and after obtain of thram and gung are allowed to join as new member by bearing the expenditure incurred by individual households plus additional payemnt of Nu.5000/-.
- ❖ During family fragmentation, person is allowed to join as CF member.
- ❖ 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 shall get his/her share (individual bank sharing) accumulated till date.
- ❖ If capable the CF member resigns from the group, he/she will not get shares.
- ❖ By chance if resigned memebres wishes to re-join in the group he/she is not allowed.

### 23.2. Management Committee formation

List of CFMG Committee members		
Sl. No	Name	Designation
1	Thinley Norbu	Chairperson
2	Ten Tshering	Secretary
3	Ugyen Wangzom	Treasurer
4	Sangay	Committee member
5	Yeshe Jamtsho	Committee member
6	Karma	Committee member

### **23.3. Tenure and Compensation for Committee members**

The committee members viz. chairman, secretary, and treasurer and representatives' members shall serve for 5 years. After the completion of tenure, the same member could be re-elected, depending upon his/her capabilities/management skills. If the committee member does not perform duties as expected by CFMG, he/she will be expelled before completion of his/her tenure. Due to limited budget in the group no provision for payment for their service. Solely it's to serve the community,

### **23.4. Terms of Reference for CFMG management Committee**

1. Represent the CFMG in its interaction with other agencies including the forestry staff.
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 for ensuring that all the legal requirements for CF are met (including all types of records that need to be kept).
8. Responsible and accountable for CFMG fund collected from various sources.
9. Responsible for organizing and conducting CFMG meetings when required.

### **23.5. 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. Chairs and facilitate meetings and make 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)

### **23.6. ToR of Secretary**

1. Assist the 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)

### 23.7. ToR of Treasurer

1. Looks 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. Countersigns financial transaction and authorisation to draw cash from the bank account (with Chairperson)

### 23.8. 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.

## 24. Fines and Penalties

Timber Products	CFMG members	Non CFMG members	
	Fines/penalty (Nu)	Products	Fines/penalty
Illegal felling 1. Drashing	Nu.5000/cft and seize the products	Illegal felling of Drashing	Nu.5000/cft and seize the products
2. Illegal felling Firewood	Nu.2000/per tree	Illegal felling Firewood	Nu.2000/- per tree
3. Illegal felling Fencing post	Nu.5000/per tree	Illegal felling Fencing post	Nu.5000/per tree
4. Illegal felling Flag pole	Nu.500/per tree	Illegal felling Flag pole	Nu.500/per tree
5. Illegal felling Bamboo	Nu.500/per piece	Illegal felling Bamboo	Nu.500/per piece
6. Grazing in plantation	Nu.200/per seedlings	Grazing in plantation	Nu.200/per seedlings
7. Misuse or sale of approved timbers	Nu.5000/per tree	NA	NA

8.Poaching	As per FNCR		
8.Sale of approved timbers	Nu.5000/per piece	NA	NA
9.Illegal collection of stone	Nu.3000 per T/L to both CFMG & Outsiders		
10.Illegal collection of broom	Not allowed to collect by individual, should collect in group	Illegal collection of broom	Nu.100/bundle
11.Illegal collection of <i>Rubia cordifolia</i>	Nu.100/kg to both CFMG & outsider and seize the product.		
12.Loaning Forest produce to outsider(timber)	A Person will be fine Nu.5000/-		
13.Absent during CF meeting	300/- per occasion	NA	NA
14.Absent during CF field works/activities	300/- per day	NA	NA
15.Absent for meeting half day	Nu.100/day	NA	NA

## 25. Sources of Fund

The sources of fund for the CF are:

- Membership fees .Nu.100 /year.
- Contributions from CFMG members and outsiders
- Fines paid by CFMG members and outsiders
- Forest product fees
- Sale of forest products (Lops and tops, NWFPs, stones and boulders)

### 25.1. Procedure for fund management

1. The management committee shall continue saving money in saving account with BDBL bank.
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. All money received should be recorded in the Cash Book by the Treasurer
5. The Treasurer collects all contributions, fees, fines, donations and maintain records
6. The Treasurer shall present the schedule of collections to the CFMG at least annually.
7. All financial records should be made available to authorized auditing team/inspection team anytime.
8. 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.
9. The Treasurer shall present the details of expenditure to the CFMG members and concerned inspection team(s).
10. The concerned Forestry Officer shall ensure the compliance of above provisions.

### 25.2. 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
CF& community development activities (Community temple renovation, installment of statues, electrification, CF review, plantation, thinning, cleaning, salvage operation, sanitation, boundary demarcation, fire line creation, etc.)
Decided by the CFMG members to provide goods.

### 25.3. Pro-poor provision

For poorer members, exempt from works and payment from royalties to disadvantaged members/households.

## 26. Meeting

The CFMG will conduct following meeting;

- General meeting
- Executive committee meeting

#### General Meeting

The CFMG will conduct meeting on need basis. The meeting points could be financial matters, presentation of physical progress in the field, prepare 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 as and when required. The possible agenda could be conflicts within

members or outsiders, adhoc matters, financial transaction, plan activities and progress and achievements.

## **27. Conflict Management**

Any conflict that arises among the CFMG members, the chairman and other executive members will try to resolve it within the CF management system in first hand. If the executive members are unable to solve, it shall be forwarded to the chiwog Tshogpa, thirdly to nearest forest office and then to gewog administration. Further if it remains unsolved, it shall be forwarded to the CFO office and then to the court for justice.

## **28. Amedment 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.

In case, 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 necessarily follow up and approval from the Department.

## **29. 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.



## Annexure

### 30. 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, .....

the Chairman of the Community Forest Management Group of ..... *Thinley Norbu* *Monmda* .....

village(s) consisting of ..... *37* .....households, would like to submit this application for establishment of Community Forest.(map attached)

- a) Gewog: *Serthi* .....
- b) Description of the State Forest land proposed for establishment of Community Forest:
- i) Name of the forest: *Zehung and Bomnanang/famshing* .....
- ii) Boundary description:
- N *Private land Dorji Dema* .....
- S *Tooth path junction to Serthi village* .....
- E *Stream* .....
- W *Road to Miniwoong and Tokaphung* .....
- iii) Estimated area : *72* .....(ha)
- iv) Forest type: *Warm broad leaved Forest* .....

Signature: *[Signature]* .....

Name of the CFMG Chairman: *Thinley Norbu* .....

Date: *20/11/22* .....

Annexure VI (continued)

COMMUNITY FOREST MANAGEMENT GROUP MEMBERSHIP

Sl. No	Name of household representative	CID card NO:	House No.	Thram No. (If applicable)	Signature
1.	Yeshi Wangdi	11111001481	Na-10-71	137	
2.	Wangzom	11111001473	Na-10-70	180	
3.	Dorji (Chewa)	11111001467	Na-10-69	138	
4.	Ten Tshewang	11111001464	Na-10-68	125	
5.	Dorji Wangchuk	11111001458	Na-10-67	185	
6.	Lungten Tshering	11111001452	Na-10-66	179	
7.	Sherab	11111001443	Na-10-64	260	
8.	Pema Dorji	11111001426	Na-10-63	186	
9.	Sangay	11111001436	Na-10-64	260	
10.	Mindu Zangmo	11111002485	Na-10-61	184	
11.	Cheten	11111001493	Na-10-73	186	
12.	Tshewang Dorji	11111000777	Na-10-98	168	
13.	Yeshi Zangpo	11111000772	Na-10-97	230	
14.	Ten Tshering	11111002425	Na-10-52	123	
15.	Sangay Tenzin	1111100747	Na-10-91	183	
16.	Dorji Delma	11111000753	Na-10-92	172	
17.	Ugyen Wangzom	11111000739	Na-10-90	182	
18.	Noko	11111000728	Na-10-89	550	

19.	Sonam Tshering	11111000707	Na-10-87 <del>0</del>	175	
20.	Dorji (Chungwa)	11111000719	Na-10-88	641	
21.	Karma Dorji	11111000711	Na-10- <sup>346</sup> <del>406</del>	148	
22.	Sangay Dorji	11111002658	Na-10-74	179	
23.	Ugyen Deima	11111002673	Na-10-76	176	
24.	Sangay Chexom	11111002627	Na-10-78	176	
25.	Jigme	11111002673	Na-10-76	176	
26.	Sonam Peljor	11111000788	Na-10-84	173	
27.	Lhuendrup	11111000796	Na-10-85	147	
28.	Sonam Jatsho	11111000803	Na-10-86	706	
29.	Bagarmo	11111000809	Na-10-79	171	
30.	Tshewang Lhamo	11111000839	Na-10-82	173	
31.	Yeshi Dorji	11111000817	Na-10-80	177	
32.	Norbu Zangmo	11111000828	Na-10-81	177	
33.	Ugyen Phuentsho	11111000838	Na-10-81	715	
34.	Pema Tshering	11111000830	Na-10-81	717	
35.	Yangjay	11111000821	Na-10-80	722	
36.	Ugyen Thinley	11111000834	Na-10-399	718	
37.	Keizang Deima	11111002419	Na-10-95	713	

### 33.2 Compilation Sheets

#### Block I-Panshing

STAND & STOCK TABLE SHEET 1 - NUMBER OF TREES														
Estimated parameter"		: Average Number of Trees per Ha												
DBH Class	Reg(nos.)	Suitability	10-19'	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100-109	Total	%
Species														
Schima		T												
		N	1.60	2.40	0.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.80	1.40
Litsea		T	5.60	1.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.20	2.10
	10	N												
Other		T	0.00	0.00	0.00	0.00	0.80	0.00	0.00	0.00	0.00	0.00	0.80	0.23
		N	111.20	106.40	65.60	28.00	10.40	5.60	1.60	0.00	0.80		329.60	96.26
													342.40	100.00

Estimated parameter"		: Average Basal Area per Ha (m2/ha)												
DBH Class	Reg(nos.)	Suitability	10-19'	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100-109	Total	%
Species														
Schima		T												
		N	0.03	0.11	0.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	0.9
Litsea		T	0.10	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.17	0.7
		N												
Other BS		T	0.00	0.00	0.00	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.19	0.8
		N	1.89	5.00	6.10	4.37	2.42	1.83	0.70	0.00	0.56		22.87	97.6
													23.44	100.00

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		T												
		N	0.14	0.77	0.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.51	0.8
Litsea		T	0.43	0.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.85	0.4
	10	N												
Other BS		T	0.00	0.00	0.00	0.00	1.79	0.00	0.00	0.00	0.00	0.00	1.79	0.9
		N	9.84	33.09	47.20	37.86	23.30	19.10	7.83	0.00	7.10		185.32	97.8
													189.46	100.00

**Annual Allowable Cut**

Annual Allowable Cut									
Product	Dangchung		Tsim		Cham		Drashing		Remarks
DBH Class	10_19		20_29		30-39		>40		
Classification	T	N	T	N	T	N	T	N	
Vol Ha ( m3/ha)	0.43	9.98	0.42	33.86	0.00	47.80	1.79	95.19	Zehung
AAC m3	0.07	1.72	0.07	5.83	0.00	8.23	0.31	16.39	
AAC cft				205.92	0.00	290.69	10.89	578.89	
No. of trees/ha	6	113	2	109	0	66	1	46	
No. of trees in total	114	2140	38	2064	0	1250	19	871	

**33.3 Block-II- Zehung**

STAND & STOCK TABLE SHEET 1 - NUMBER OF TREES														
5. estimated parameter : Average Number of Trees per Ha														
DBH Class	Reg(n os.)	Suitability	10-19'	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100-109	Total	%
Species														
Schima		T												
		N	0.30	0.60	0.00	0.60	0.00	0.00	0.00	0.00	0.00	0.00	1.49	0.75
Persea species		T												
	10	N												
Other		T	0.60	0.90	0.60	2.09	2.69	1.19	0.00	0.00	0.00	0.00	8.06	4.07
		N	76.12	44.48	43.58	13.73	7.16	2.39	0.60		0.30	0.30	188.66	95.18
													198.21	100.00

**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		T												
		N	0.03	0.19	0.00	0.85	0.00	0.00	0.00	0.00	0.00	0.00	1.07	0.9
Persea		T												
	10	N												
Other		T	0.05	0.28	0.43	2.83	6.02	4.07	0.00	0.00	0.00	0.00	13.68	11.6
		N	6.74	13.83	31.36	18.56	16.05	8.15	2.92		2.65	3.41	103.67	87.5
													118.41	100.00



estimated parameter"		: Average Basal Area per Ha (m2/ha)												
DBH Class	Reg(nos.)	Suitability	10-19'	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100-109	Total	%
Species														
Schima		T												
		N	0.01	0.03	0.00	0.09	0.00	0.00	0.00	0.00	0.00	0.00	0.13	0.9
Persea		T												
	10	N												
Other BS		T	0.01	0.04	0.06	0.33	0.63	0.39	0.00	0.00	0.00	0.00	1.45	10.1
		N	1.29	2.09	4.05	2.14	1.67	0.78	0.26		0.21	0.26	12.76	89.0
													<b>14.33</b>	<b>100.00</b>

Product	Dangchung		Tsim		Cham		Drashing		Remarks
DBH Class	10_19		20_29		30-39		>40		
Classification	T	N	T	N	T	N	T	N	
Vol Ha ( m3/ha)	0.05	6.76	0.28	14.02	0.43	31.36	12.92	52.59	Zehung
AAC m3	0.02	3.05	0.13	6.32	0.19	14.15	5.83	23.72	
AAC cft	0.80		4.46	223.37	6.85	499.64	205.85	837.89	
No.of trees/ha	1	76	1	45	1	44	6	25	
No.of trees in total	0	3771	50	2233		2183	298	1241	

#### 10.4 ANNEX12:CFMGNEWMEMBERSHIPAPPLICATIONFORM

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:.....

CIDNo:.....

Village/Chiwog:..... Gewog:.....

GungNo.:..... Thram No.:.....

Details of timber availed from SRF

Standing form	Quantity (Nos.)	Year of allotment	Purpose for which	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 a 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.....  
Name.....

Signature & Date  
Name.....

Signature & Date  
Name.....

Official seal  
**Chairperson**

Official Seal  
**Secreta**

Official Se  
**Treasure**

**Copy to:** Concerned Forestry Officer.....Date of registration:.....Serial



### 33.5 ANNEX13: CFMG MEMBERSHIP RESIGNATION APPLICATION FORM 5

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				
Logform(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                                      OfficialSe  
Chairperson                                      Secretar                                      Treasurer

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

### 33.6 ANNEX14:APPLICATIONFORMFORFORESTPRODUCEFROMCFFORRURALUSE

#### 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.)				

f. 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

### **33.7 ANNEX15: 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 areas 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/ Transferred from	Remarks

**IV. Others (mention if any)**

**Handed over by**

**Taken over by**

**In Presence of**

## 10.8 MeetingMinutes

<b>Meeting Minutes</b>		
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?)

### 10.9 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