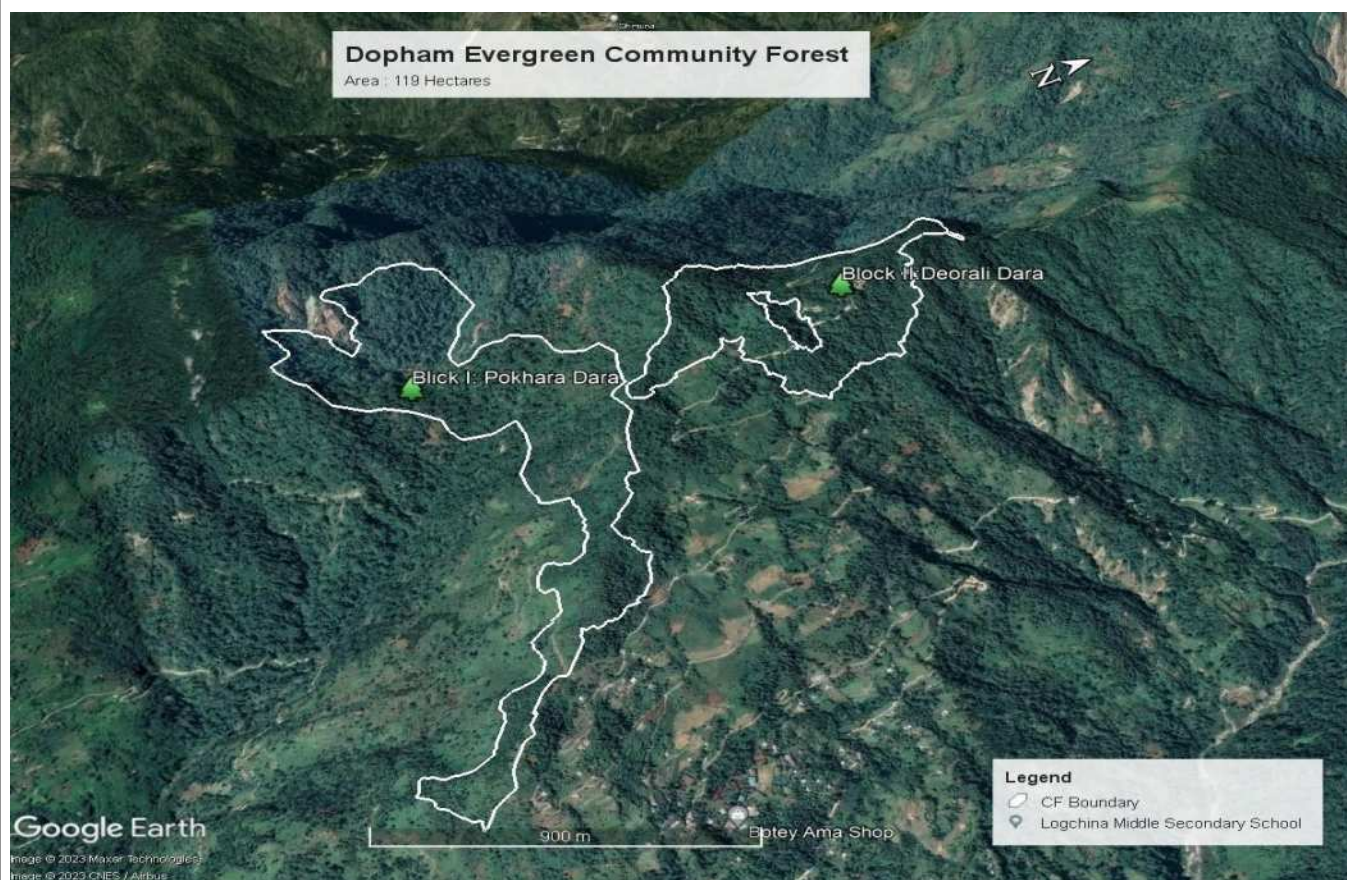


DOPHAM EVERGREEN COMMUNITY

DOPHAM EVERGREEN COMMUNITY FOREST MANAGEMENT PLAN (1ST REVISION)

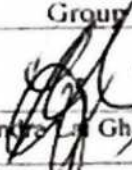
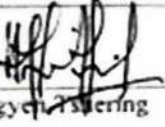
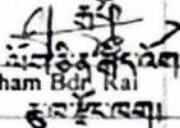
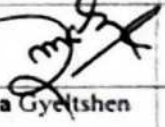
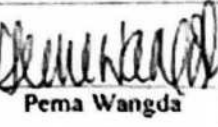


TOTAL AREA:	119 HECTARES
NO. OF H/H:	44
VILAGE:	DOPHAM
GEWOG:	LOGCHINA
DZONGKAG:	CHUKHA
Plan period: 2023 to 2033	

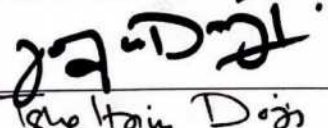

Approval Sheet

APPROVAL SHEET: DOPHAM EVERGREEN COMMUNITY FOREST MANAGEMENT PLAN


Name of Community Forest	Dopham Evergreen Community Forest
Village	Dopham
Chiwoq	Amalley-Dopham
Gewog	Lokchina
Dzongkhag	Chhukha
Production area (Hectare/Acre)	0.0 Ha
Protection area (Hectare/Acre)	0.0 Ha
Total Community Forest Area (Hectare/Acre)	0.0 119 Ha
Total CFMG Member (No. of HH)	44

	Community Forest Management Group	Forestry Representative (CFMP facilitator)	Gewog Administration	Social Forestry Section	Divisional/Park Office
Signature					
Name	Indre La Gharley	Ugyen Tsering	Tham Dor Rai	Pema Gyeltshen	Pema Wangda
Title	Chairperson	Sr. Forest Ranger I	GUP	Head	Chief Forestry Officer

REVIEWED and RECOMMENDED FOR APPROVAL

Signature		
Name	Ghe Hain Dorji	Sona Tenzin
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 Service

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

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ACRONYMS

AAC.....	Annual Allowable Cut
AD.....	Annual Demand
AHL.....	Annual Harvesting Limit
CF.....	Community Forest
CFMG.....	Community Forest Management Group
CFMP.....	Community Forest Management Plan
CFO.....	Chief Forestry Officer
DoFPS.....	Department of Forest and Park Services
FNCRR	Forest and Nature Conservation Rules and Regulations 2017
FO.....	Forest Officer
HH.....	Household
Nu.....	Ngultrum
RO.....	Range Officer
SFED.....	Social Forestry and Extension Division
SRF.....	State Reserved Forest

Summary

The Dopham is a village within the Dopham Chiwog under the Logchina Geog in Chukha Dzongkhag. It consists of 44 households. It is located to the north of Phuntsholing town which is three hours journey. During the first plan cycle 30 households came together to form the Dopham Evergreen Community Forest Management Group with total CF area of 52.2 ha. However, during the plan revision, all the 44 households have willingly joined to form Dopham Evergreen Community Forest Management Group. The CF area was increased to 119 ha from 52.21 ha from SRF land which is adjacent to their village.

The communities depend on subsistence farming with Oranges and Ginger as their main cash crops and livestock products for income generation. The forest adjacent provides them with numerous benefits in the past, however with increase in construction due to growth in population; communities are now experiencing the shortages of trees to meet the requirement. Therefore, the communities are aware of the importance and acknowledge the benefits of CF, thus came to consensus of continuing the management of the CF for another plan period.

The Community Forest have been incepted to be governed and guided by following objectives set by the CFMGs:

1. *Sustainable harvesting and utilization timber*
2. *Plantation in barren areas with high value timber species*
3. *Plantation of NWFP for short term income*
4. *Water source protection*
5. *Protection from illegal harvesting of timber and poaching.*

To meet the above objectives, the CFMGs adopted following silviculture activities, such as Cleaning, Weeding, Thinning, and Pruning that can improve the forest health and increase stand stock. Protection of wildlife and income generation from NWFPs are other major activities the CFMG are looking forward to. During the 10 years plan period the communities have planned activities mainly aimed towards overall improvement of the forest area designated as CF and generate income to improve the livelihood of the CFMG and disadvantage group in the community.

The basal area calculated is 14.73 M²/ha. While comparing the present status of forest stock with total annual demand, it is justifiable that the Community Forest is not in the position to meet the demand, and community must depend on Government Reserved Forest for another 10 years.

The forest type is warm and cool broad leaf forest with dominant species like *Schema wallichii*, *Castanopsis species*, *Cinnamomum bejoghota*, *Tarshing*, *Shatey Patey*, *Harey*, *Jinganey* and *Panlay*. The forest is also home for many wildlife species. Most common species found are Bear,

Deer, Monkeys, Wild Pig, and Squirrels etc. Bird species include that if Hornbill, Jungle fowl, kingfisher and many more. The communities aimed at protecting wildlife species from poaching and exploitation from the poachers.

Section 1; Community Forest Management Plan

1.1. Introduction

The Dopham village under Lokchina gewog is three-hour drive from Phuentsholing town. The village originally consists of 44 households and 30 households have joined together to form a group to manage the forest adjacent to their village in first plan cycle. However, all the 44 household have come together to form the CFMG to manage the CF for another 10 years. The main income of the farmers is from the sale of Mandarin and Ginger. Livestock products also contribute to their daily income. The population of the village is 120 with 40 male and 80 females. The Community Forest is located at an altitude of 1097-1600 masl and facing to the south – east slope.

With this first revision of CFMP, the members are henceforth bestowed with user rights to harvest timber, firewood, etc. based on their management plans from 119 hectares of CF. The revised CF comprised of 2 blocks namely Pokhari Dangra (block I) and Deorali Pakha (block II). The different blocks have their respective management objectives and operational plans. The block I covered 73 ha whereas the block II has an area coverage of 46 ha respectively.

The designated community forest is warm and cool broad-leaved forest with dominant species of *Schema wallichii*, *Castanopsis species*, *Cinnamomum bejoghota*, *Tarshing*, *Shatey Patey*, *Harey*, *Jinganey* and *Panlay*. The community forest has the potential for growing broom grass, bamboos and fodder trees. The community forest is also home for many wildlife species. Most common species found are Bear, Deer, Monkeys, Wild Pig, and Squirrels etc. Birds are Hornbill, Jungle fowl, kingfisher and many more.

The CFMG have close interaction with the forest and its products from time immemorial. The forest provided the people in the village with forestry products such as timbers for construction, fuel wood, fencing posts, flag post and other minor Forest Products for their daily consumption. However, with increasing in developmental activities due increase in community population has put enormous pressure on already scarce resource which eventually leads to degradation of the forest area. However, positive social attachment among the CFMG is the silver lining for successful management and implementation of community forest management plan.

The Community Forest have been incepted to be governed and guided by following objectives set by the CFMGs:

1. *Sustainable harvesting and utilization timber*
2. *Plantation in barren areas with high value timber species*
3. *Plantation of NWFP for short term income*
4. *Water source protection*
5. *Protection from illegal harvesting of timber and poaching.*

1.2. Community Forestry Boundaries

Boundaries	Describe the permanent features
East	Tharpodangra Chorten to Sundari Pakha
West	Shares boundary with Mr. Harka Maila Monger's pvt. Registered land above Devithan
North	Devithan Water source to Chawtari, Deorali Dangra to Tharpodangra chorten
South	Sundari Pakha to Cross road foot path to Dagochen Village.

1.2.1. Location of Community Forest

The CF location in relation to its beneficiary settlements are given in the google map. The map shows the detail location of CF area.

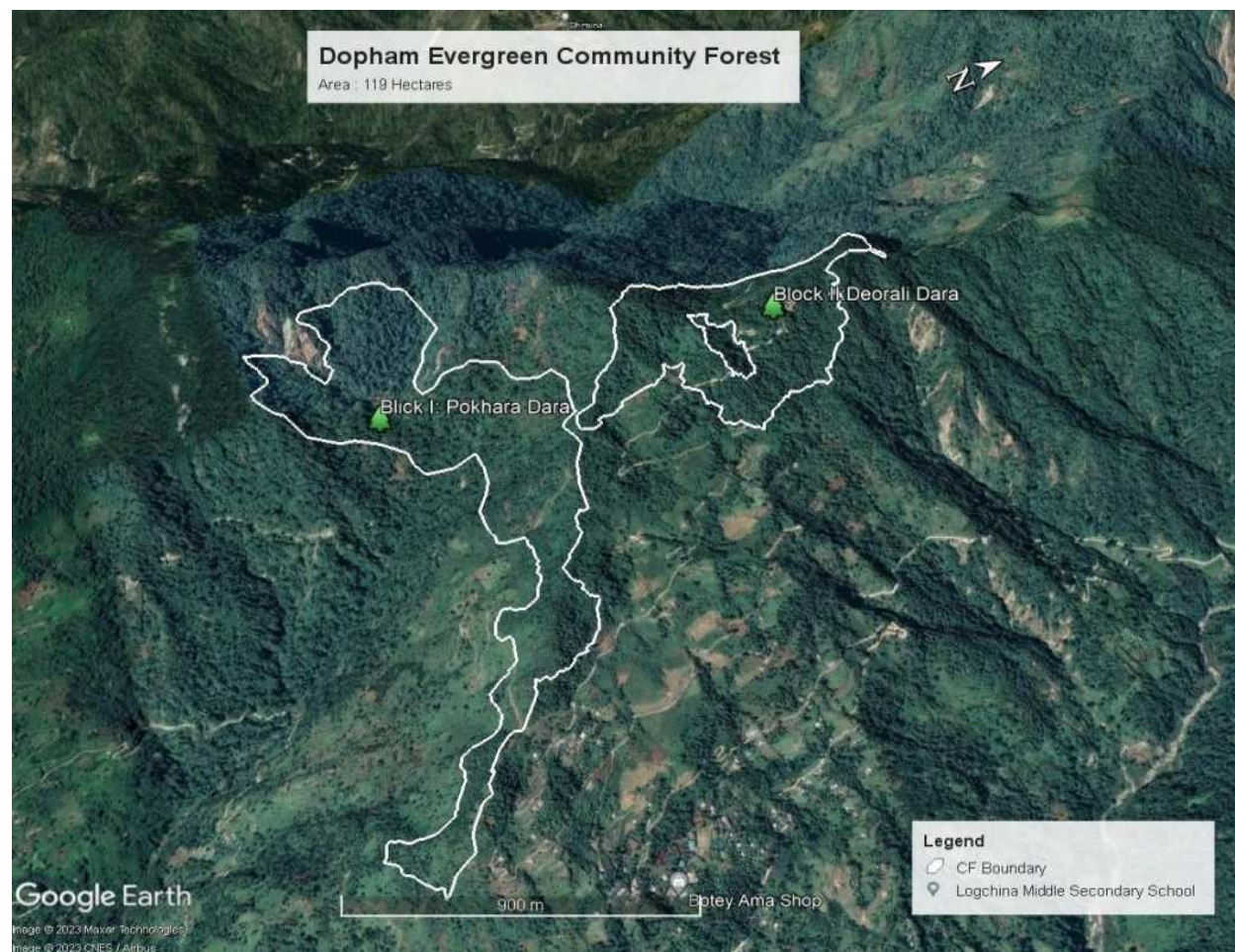


Figure 1: CF Location Map

1.2.2. Land use map of CF

The land use map showing the total CF area with majority area covered by broadleaf forest.

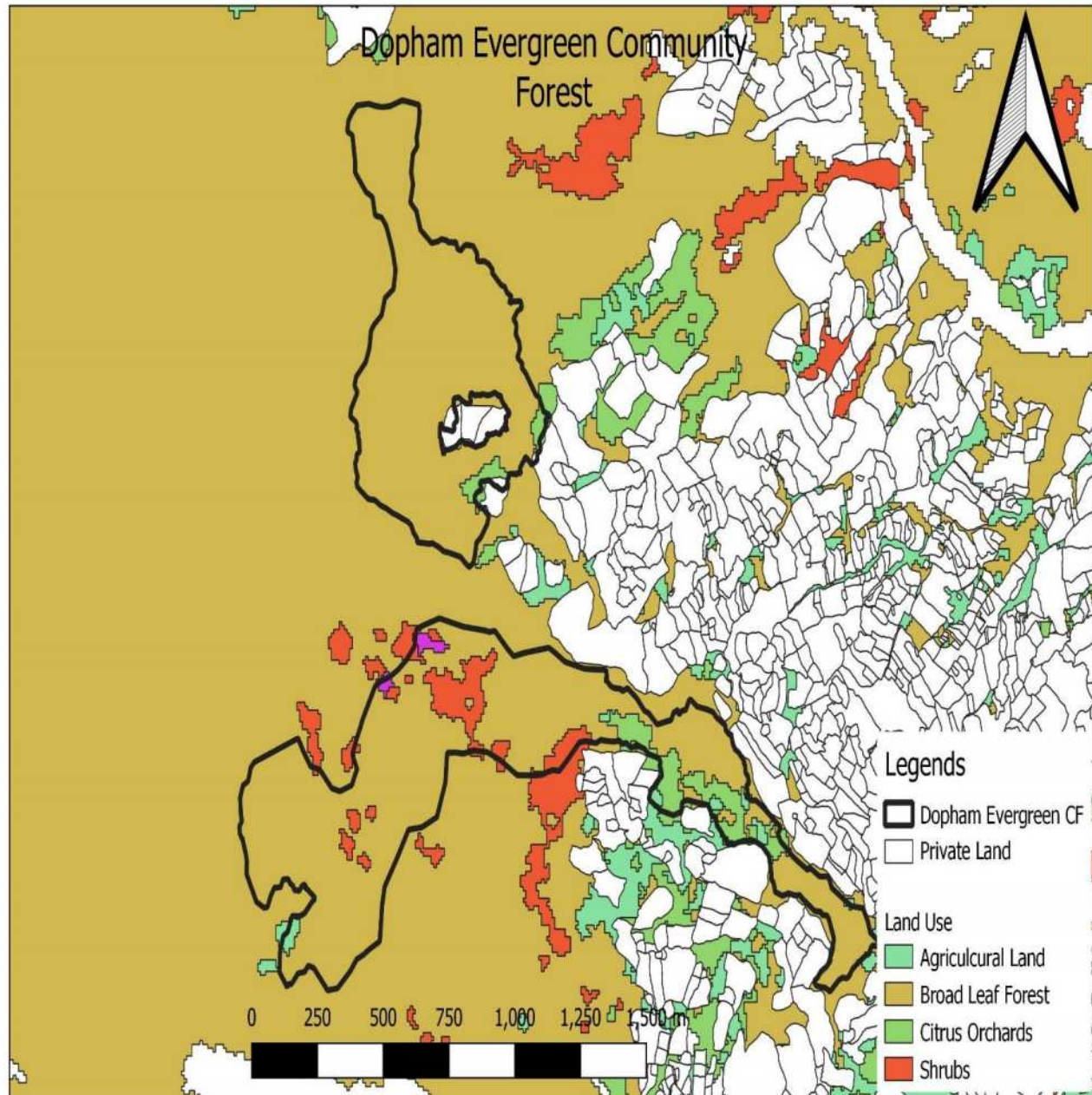


Figure 2: Land use map of CF

1.3. Social Information

	Descriptions by points
Name of the villages:	Dopham
History of the village:	Based on people's narration, the name Dopham was originated from the word "Dotang" meaning throwing of stone. The area was once a migratory grazing land for people of Paro and Haa during the winter season. The people used to play Degor and short put in the area, hence the name Dotang originated. Later the land was granted kidu to the people by the Third Druk Gyelpo. Over the time the name has changed from Dotang to Dopham.
Ethnic groups with CFMG:	Homogenous (Lepcha)
Infrastructures:	Nil
Total Household (HH) number:	44
Total human Population of CF area:	120
Gender Status (Male and female):	Male =40 & Female= 80
Cattle population of the CF area:	200
Main crops:	Ginger and Maize
Cropping pattern:	Seasonal
Criteria for well-being livelihood:	Rich (Land > 5 acres, who own vehicles & Shop) Medium (land < 5 acres who does not own shop and vehicle)
No. HH (wealthy)	6
No. of HH (medium wealthy, if so)	6
Average annual income:	Nu./year 30,000/- to 100,000/-
If any add:	

1.4. Forest Information

The forest condition of Dopham Evergreen Community Forest is young with average basal area of 14.73 M²/ha. The forest is mainly composed of Warm Broad leaf forest species with the most dominant species found as *Schema wallichii* and *Castanopsis* species, while *Chackrasey*, *Panisaj*, *Champ*, *Maina*, *Bamboo*, *Lamphatey* and *Seris* occurring in lesser numbers. The general condition of the forest is open with few matured trees with sparse regenerations.

The average slope gradient ranges from 10-40 degrees and the soil erosion inside the CF is very minimal. The forest has diverse species of both flora and fauna. The endangered species that are occasionally seen in the forest are hornbill along with regular sighting of wild pigs, Deer, Bear, Monkey etc.

The highly preferred species by the community for construction are Checkrasey, Khamari and Lamphatey but these species are not present in the designated Community Forest area. The community Forest Management group prefers Maina, Sinduri and Tanki as the fuel wood. Bamboos are mainly used for fencing the agriculture field. Beside bamboos, Pairari is also used for fencing since it is straight and available in the forest. The CFMG prefer bamboo for flag post and it is also found abundantly inside the CF area. Bamboo can also be use as substitute of trees for fencing agriculture fields.

Block I: Pokhara Dara

Table 1: Forest Resource Assessment (Whole CF area)	
Name of Community Forest	Dopham Evergreen Community Forest
Date of Assessment	21/12/2022
Name of block	Pokhara Dara
Block area	73 ha
Basal Area	10.23 m ² /ha
Name of recorder	Pema Gyeltshen and Ugyen Tshering

a. Forest & Habitat Type				
Forest <input type="checkbox"/>	Thicket/pole stage <input checked="" type="checkbox"/>		Shrubland <input type="checkbox"/>	
Grassland <input type="checkbox"/>	Plantation <input type="checkbox"/>		Other <input type="checkbox"/>	
Vegetation type				
Subtropical forest <input type="checkbox"/>	Chir pine forest <input type="checkbox"/>	Warm broadleaved forest <input checked="" type="checkbox"/>	Blue pine forest <input type="checkbox"/>	
Cool broadleaved forest <input type="checkbox"/>	Mixed conifer forest <input type="checkbox"/>	Fir forest <input type="checkbox"/>	Other <input type="checkbox"/>	

Definitions	
roadleaf forest	75% or more of the tree species present are hardwoods
Conifer forest	75% or more of the tree species present are coniferous
Mixed forest	All other combinations of tree species
Mature Forest	Vegetation dominated by mature trees (trees > 40 cm dbh)
Thicket/pole stage	Vegetation > 3m in height consisting of young trees usually < 40cm dbh
Shrubs	Non-tree species > 2m in height (often thorny and multi-stemmed)

Shrub-land	Vegetation dominated by woody multi-stemmed plants or single stemmed plants and regeneration mostly < 3 m tall
Grassland	Vegetation dominated by grass species and where only a small part of the area is covered by trees or shrubs.
Crown cover	The percentage of the area covered by the crowns of trees forming the main canopy (usually mature trees)
Regeneration	Seedlings, saplings and coppice re growth of naturally occurring tree species that are less than 1.3 metres tall but greater than 30cm tall
Seed trees	Mature trees with healthy crowns capable of producing flowers and seed
Soil Cover	The percentage of the area with soil surface covered either by live vegetation or a layer of other plant vegetation

b. Forest Condition			
Write the names of the 3 main tree species			
Local name		Scientific name	
Chukrasey (Lh)		<i>Chukrasia tabularis</i>	
Champ (Lh)		<i>Michelia champaca</i>	
Panisaj (Lh)		<i>Terminalia myricarpa.</i>	
(i) Plantation			
Is there any Yes plantation? No ✓		Approximate meters height of planted trees (m)	
Year planted		Is the plantation? Under stocked <input type="checkbox"/> Stocked <input type="checkbox"/> Overstocked <input type="checkbox"/>	
(ii) Forest Condition –Age			
Mature <input type="checkbox"/> Main canopy of mature trees	Polestage <input type="checkbox"/> Main canopy of pole- stage trees	Shrubland <input type="checkbox"/> Main canopy of shrubs, young trees or regeneration	Any ✓ No continuous canopy. Isolated trees only
(iii) Forest Condition - Canopy density			
Dense <input type="checkbox"/> Canopy density > 70%	Open ✓ Canopy density < 70%	Very open <input type="checkbox"/> No real canopy. Isolated trees only	
(iv) Forest Condition – Regeneration			
Abundant <input type="checkbox"/>	Scattered/few ✓	None <input type="checkbox"/>	

Regeneration easy to find in most places	Regeneration only in some places and hard to find	No regeneration
Write the names of the 3 main tree species in the regeneration		
1) <i>Dhapne boula</i>	2) <i>Symplocus spp</i>	3) <i>Ficus spp</i>
Regeneration: Seedlings > 30cm and < 1.3m height		

(v) Forest Condition – Approximate density of seed trees		
High <input type="checkbox"/> > 50 seed trees per ha	Moderate <input type="checkbox"/> 10 - 50 seed trees per ha	Low <input checked="" type="checkbox"/> < 10 seed trees per ha

Block Condition Summary Use the forest condition class box below to get an average condition for the block		
Poor <input type="checkbox"/>	Average <input checked="" type="checkbox"/>	Good <input type="checkbox"/> Very Good <input type="checkbox"/>
Does the main forest canopy consist of large, mature trees?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Forest Condition				
Age	Canopy density	Regeneration & coppice	Seed tree class	Condition
Mature forest	Dense	Abundant		Very good
		Scattered/few	Low	Good
	Open	Abundant		Good
		Scattered/few	Moderate	Average
Pole stage forest	Dense	Abundant		Good
		Scattered/few	Low	Average
	Open	Abundant		Average
		Scattered/few	High	Poor
Shrubland and young growth	Dense	Low	Moderate or High	Average
	Dense	Low	Low	Average
	Open	Moderate	Low	Poor
Any	Very open	None	Low	Poor

(c) Catchment Condition Class Box			
Slope category	Soil erosivity	Cover class	Condition class
Flat	Erosive	Moderate or high	Moderately critical
		Low	Highly critical
	Non erosive	any	Less critical

Moderate	Erosive	Moderate or high	Moderately critical
		Low	Highly critical
	Non erosive	Moderate or high	Less critical
		Low	Moderately critical
Steep	Erosive	Moderate or high	Moderately critical
		Low	Highly critical
	Non erosive	Moderate or high	Moderately critical
		Low	Highly critical

d. Open spaces

Approximate total open space area (ha)	2 ha
Dominant vegetation type in the open space	<i>Alnus nepalensis</i>
Cause of open space e.g., grazing, fire, harvesting, etc.	Timber and firewood harvesting

e. Grazing and fodder

Grassland type			
Natural <input type="checkbox"/>	Man-made <input type="checkbox"/>	Mixture <input type="checkbox"/>	Predominantly forest <input checked="" type="checkbox"/>
Main fodder species being used			
Local name		Scientific name	
Phaleydo (Lh)		<i>Erythina spp</i>	
Nibara (Lh)		<i>Ficus spp.</i>	
Tangki (Lh)		<i>Bauhuinea spp</i>	

Pasture quality

Local name	Scientific name	Palatable/unpalatable
Bamboo	<i>Chimonobambusa callosa</i>	Palatable
Broom grass	<i>Thysolinea spp.</i>	Palatable

Use pattern <input type="checkbox"/>	Seasonal <input checked="" type="checkbox"/>	All year <input type="checkbox"/>
--------------------------------------	---	-----------------------------------

Type of user	Migratory <input type="checkbox"/>	Local <input checked="" type="checkbox"/>	Both <input type="checkbox"/>
--------------	------------------------------------	--	-------------------------------

f. Catchment Condition

(i) Catchment condition – soil cover

Soil cover	Soil cover class
> 50% of the soils are covered by vegetation	high <input type="checkbox"/>
25 - 50% of the soils are covered by vegetation	moderate <input checked="" type="checkbox"/>

< 25% of the soils are covered by vegetation		low	<input type="checkbox"/>
(ii) Catchment Condition - Soil type and erosivity			
Soil type (colour, texture and type)			
Erosive ✓	disperses and/or breaks up in water easily	Non-erosive <input type="checkbox"/>	stable to water flow
(iii) Catchment Condition – Slope			
Slope (degrees)	Slope steepness class <input type="checkbox"/>		
<10°	Gentle	<input type="checkbox"/>	
10° – 30°	Moderate	✓	
> 30°	Steep	<input type="checkbox"/>	
Catchment Condition Summary			
Less critical	<input type="checkbox"/>	Moderately critical ✓	Highly critical <input type="checkbox"/>

g. Fauna	
Local name	Scientific name
Bear	<i>Selanarctos thibetanus</i>
Barking Deer	<i>Muntiacus muntjac</i>
Wild pig	<i>Sus crofa</i>
Hornbill	

h. Biotic Pressures (underline those present and level of severity)			
Fire	Common	occasional	absent
Grazing	Heavy	limited	absent
Shrub layer	Dense	moderate	absent
Fodder collection	Common	limited	absent
NWFP collection	Common	limited	absent
Leaf litter collection	Common	limited	absent
Encroachment	Common	occasional	absent
Pole harvesting	Common	occasional	absent
Fuel-wood harvesting	Common	occasional	absent
Timber harvesting	Common	occasional	absent
Hunting	Common	occasional	absent
Others (describe)			

i. Management options	
1	Plantation of commercial value timber spp over 1 ha of areas
2	Thinning and removal of unwanted spp to promote the growth of young stand

3	Reduce continuous harvesting of timber and firewood to regain its stock capacity by following AHL and ACC strictly
4	Regular patrolling and monitoring are required against illegal harvesting of timber and NWFPS

Block II: Deorali Pakha

Table 2: Forest Resource Assessment (Whole CF area)	
Name of Community Forest	Dopham Evergreen Community Forest
Date of Assessment	20/12/2022
Name of block	Deorali Pakha
Block area	46 ha
Basal Area	4.5 m ² /ha
Name of recorder	Sonam Tobgay, Pema Jurmey and Phurba Dorji

a. Forest & Habitat Type					
Forest <input checked="" type="checkbox"/>		Thicket/pole stage <input type="checkbox"/>		Shrubland <input type="checkbox"/>	
Grassland <input type="checkbox"/>		Plantation <input type="checkbox"/>		Other <input type="checkbox"/>	
Vegetation type					
Subtropical forest <input type="checkbox"/>		Chir pine forest <input type="checkbox"/>		Warm broadleaved forest <input checked="" type="checkbox"/>	Blue pine forest <input type="checkbox"/>
Cool broadleaved forest <input type="checkbox"/>		Mixed conifer forest <input type="checkbox"/>		Fir forest <input type="checkbox"/>	Other <input type="checkbox"/>

Definitions	
Broadleaf forest	75% or more of the tree species present are hardwoods
Conifer forest	75% or more of the tree species present are coniferous
Mixed forest	All other combinations of tree species
Mature Forest	Vegetation dominated by mature trees (trees > 40 cm dbh)
Thicket/pole stage	Vegetation > 3m in height consisting of young trees usually < 40cm dbh
Shrubs	Non-tree species > 2m in height (often thorny and multi-stemmed)
Shrub-land	Vegetation dominated by woody multi-stemmed plants or single stemmed plants and regeneration mostly < 3 m tall
Grassland	Vegetation dominated by grass species and where only a small part of the area is covered by trees or shrubs.
Crown cover	The percentage of the area covered by the crowns of trees forming the main canopy (usually mature trees)

Regeneration	Seedlings, saplings and coppice re growth of naturally occurring tree species that are less than 1.3 metres tall but greater than 30cm tall
Seed trees	Mature trees with healthy crowns capable of producing flowers and seed
Soil Cover	The percentage of the area with soil surface covered either by live vegetation or a layer of other plant vegetation

b. Forest Condition			
Write the names of the 3 main tree species			
Local name		Scientific name	
Chilauney (Lh)		<i>Schema wallachii</i>	
Utis (Lh)		<i>Alnus nepalensis</i>	
(Lh)			
(i) Plantation			
Is there any Yes plantation? No ✓		Approximate meters height of planted trees (m)	
Year planted		Is the plantation? Under stocked <input type="checkbox"/> Stocked <input type="checkbox"/> Overstocked <input type="checkbox"/>	
(ii) Forest Condition – Age			
Mature ✓ Main canopy of mature trees	Polestage <input type="checkbox"/> Main canopy of pole- stage trees	Shrubland <input type="checkbox"/> Main canopy of shrubs, young trees or regeneration	Any <input type="checkbox"/> No continuous canopy. Isolated trees only
(iii) Forest Condition - Canopy density			
Dense ✓ Canopy density > 70%	Open <input type="checkbox"/> Canopy density < 70%	Very open <input type="checkbox"/> No real canopy. Isolated trees only	

(iv) Forest Condition – Regeneration		
Abundant <input type="checkbox"/> Regeneration easy to find in most places	Scattered/few ✓ Regeneration only in some places and hard to find	None <input type="checkbox"/> No regeneration
Write the names of the 3 main tree species in the regeneration		
1) <i>Stereospermum suaveolens</i>	2) <i>Daubanga grandiflora</i>	3) <i>Albezia spp</i>
Regeneration: Seedlings > 30cm and < 1.3m height		

(v) Forest Condition – Approximate density of seed trees		
High <input type="checkbox"/> > 50 seed trees per ha	Moderate <input type="checkbox"/> 10 - 50 seed trees per ha	Low <input checked="" type="checkbox"/> < 10 seed trees per ha

Block Condition Summary		
Use the forest condition class box below to get an average condition for the block		
Poor <input type="checkbox"/>	Average <input type="checkbox"/>	Good <input checked="" type="checkbox"/> Very Good <input type="checkbox"/>
Does the main forest canopy consist of large, mature trees?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Forest Condition				
Age	Canopy density	Regeneration & coppice	Seed tree class	Condition
Mature forest	Dense	Abundant		Very good
		Scattered/few	Low	Good
	Open	Abundant		Good
		Scattered/few	Moderate	Average
Pole stage forest	Dense	Abundant		Good
		Scattered/few	Low	Average
	Open	Abundant		Average
		Scattered/few	High	Poor
Shrubland and young growth	Dense	Low	Moderate or High	Average
	Dense	Low	Low	Average
	Open	Moderate	Low	Poor
Any	Very open	None	Low	Poor

(c) Catchment Condition Class Box			
Slope category	Soil erosivity	Cover class	Condition class
Flat	Erosive	Moderate or high	Moderately critical
		Low	Highly critical
	Non erosive	any	Less critical
Moderate	Erosive	Moderate or high	Moderately critical
		Low	Highly critical
	Non erosive	Moderate or high	Less critical
		Low	Moderately critical
	Erosive	Moderate or high	Moderately critical

Steep		Low	Highly critical
	Non erosive	Moderate or high	Moderately critical
		Low	Highly critical

d. Open spaces	
Approximate total open space area (ha)	2 ha
Dominant vegetation type in the open space	<i>Albezia spp</i>
Cause of open space e.g. grazing, fire, harvesting, etc.	Timber and firewood harvesting

e. Grazing and fodder			
Grassland type			
Natural <input type="checkbox"/>	Man-made <input type="checkbox"/>	Mixture <input type="checkbox"/>	Predominantly forest <input checked="" type="checkbox"/>
Main fodder species being used			
Local name		Scientific name	
Phaleydo (Lh)		<i>Erythina spp</i>	
Nibara (Lh)		<i>Ficus spp.</i>	
Tangki (Lh)		<i>Bauhuinea spp</i>	

Pasture quality		
Local name	Scientific name	Palatable/unpalatable
Bamboo	<i>Chimonobambusa callosa</i>	Palatable
Broom grass	<i>Thysolinea spp.</i>	Palatable

Use pattern <input type="checkbox"/>	Seasonal <input checked="" type="checkbox"/>	All year <input type="checkbox"/>
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Type of user	Migratory <input type="checkbox"/>	Local <input checked="" type="checkbox"/>	Both <input type="checkbox"/>
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f. Catchment Condition	
(i) Catchment condition – soil cover	
Soil cover	Soil cover class
> 50% of the soils are covered by vegetation	high <input type="checkbox"/>
25 - 50% of the soils are covered by vegetation	moderate <input checked="" type="checkbox"/>
< 25% of the soils are covered by vegetation	low <input type="checkbox"/>
(ii) Catchment Condition - Soil type and erosivity	
Soil type (colour, texture and type)	
Erosive <input type="checkbox"/>	Non-erosive <input checked="" type="checkbox"/>
disperses and/or breaks up in water easily	stable to water flow

(iii) Catchment Condition – Slope			
Slope (degrees)	Slope steepness class <input type="checkbox"/>		
<10°	Gentle	<input type="checkbox"/>	
10° – 30°	Moderate	√	
> 30°	Steep	<input type="checkbox"/>	
Catchment Condition Summary			
Less critical	<input type="checkbox"/>	Moderately critical	√
		Highly critical	<input type="checkbox"/>

g. Fauna	
Local name	Scientific name
Bear	<i>Selanarctos thibetanus</i>
Barking Deer	<i>Muntiacus muntjac</i>
Wild pig	<i>Sus crofa</i>
Hornbill	

h. Biotic Pressures (underline those present and level of severity)			
Fire	Common	occasional	absent
Grazing	Heavy	limited	absent
Shrub layer	Dense	moderate	absent
Fodder collection	Common	limited	absent
NWFP collection	Common	limited	absent
Leaf litter collection	Common	limited	absent
Encroachment	Common	occasional	absent
Pole harvesting	Common	occasional	absent
Fuel-wood harvesting	Common	occasional	absent
Timber harvesting	Common	occasional	absent
Hunting	Common	occasional	absent
Others (describe)			

i. Management options	
1	Plantation of commercial value timber spp over 1 ha of areas
2	Thinning and removal of unwanted spp to promote the growth of young stand
3	Reduce continuous harvesting of timber and firewood to regain its stock capacity by following AHL and ACC strictly
4	Regular patrolling and monitoring are required against illegal harvesting of timber and NWFPS

1.5. Participatory Environment Assessment

Participatory Environmental assessment format for Dopham Evergreen Community Forest								
	Potential Environmental effects				Potential Socio-Economic effects			
Activity proposed in CFMP	Soil	Water	Wild Animals	Plants	traditional	Cultural and religious values	Local employment	Local benefits from the forest products
Fuel wood harvesting	-	--	++	++	+++	++	++	++
Forest protection	+++	+++	+++	+++	++	+++	+++	+++
Thinning	+++	++	0	+++	+++	0	++	++
Weeding/Cleaning	++	0	0	+++	++	0	+	++
Timber Harvesting	--	--	--	--	0	-	++	++
Fire Control	+++	++++	+++++	+++++	+++	+++	+++	+++
Grazing control	+++	++	++++	+++++	++	++	+++	++
NWFP Mgt	--	---	--	++	0	0	+++	++

Positive effects shown by (+ + +), Negative effects shown by (- - -) and no effects (or not relevant) shown by 0)

1.5.1. Address potential negative effects

Activity	Procedures
Timber Harvesting	<p>Felling of trees on the slopes >40% will be restricted.</p> <p>Felling of trees in the water source areas within 20m radius will be prohibited</p> <p>Selective felling will be done to ensure enough trees are retained</p>
Fuel wood harvesting	<p>Felling and rolling of the logs on the slopes will be restricted</p> <p>Quantities of trees to be felled will be controlled and distribution will be done on need basis.</p>

1.6. Climate Hazard Assessment

Climate Hazard Matrix						
	Landslide	Flood	Drought	Forest fire	Animal diseases	Reduced crop yields
Landslide	x	Landslide	Drought	Forest fire	Animal diseases	Reduced crop yields
Flood		X	Drought	Forest fire	Animal diseases	Reduced crop yields
Drought			x	Forest fire	Drought	Drought
Forest fire				x	Forest fire	Forest fire
Animal diseases					X	Animal diseases
Reduced crop yields						X

Result: 1st=Forest fire (5), 2nd=Drought (4), 3rd=Animal diseases (3), 4th=Reduced crop yields (2), 5th=Landslide (1), 6th=Flood (0).

1.6.1 Climate Vulnerability Assessment

Social group/Sector	Landslide	Flood	Reduced crop yields	Animal disease	Forest fire
Rich	1.Plant trees 2. Built walls.	NA	1. Buy quality fertilizers 2. Use Locally composed manure	1. Afford to get treatment instantly.	NA
Medium	1. Plants trees.	NA	1.Buy fertilizers 2.Use Locally composed manure	1. Afford to get treatment instantly.	NA
Poor	1.Plant trees	NA	1.Use Locally composed manure	1. Get treatment from nearest Livestock centre.	NA

1.7. Forest Produces Demand Assessment

7. Forest Products Demand Assessment							
Produce	Annual requirement (estimated)		Number of HH that require produce annually ©	Total requirement of the produce (Annually)		Total requirement of the produce in 10 years	
	Number (A)	Volume (in cfts) (B)		Number (A*C)=D	Volume (in cfts) (B*C)=E	Number (D*10)	Volume (in cfts) (E*10)
For new construction							
Drashing	5		3	15		150	
For Renovation							
Drashing	2		10	20		200	
Firewood	2		42	64		640	
Fencing posts	60		30	1800		18000	
Fodder	500 B/L		42	21000		2160	
Bamboo	30		30	900		9000	
Ferntop	10 Bundle		20	2000		2000	
Mushroom	5 kgs		10	50 kgs		500 kgs	
Broom	5 Bundles		42	210 Bundle		2100 Bundles	
Torul	3 kgs		42	126 kgs		1260 kgs	

1.8. AAC vs Demand Assessment

Produce	Total AAC (Numbers)	Total Annual Demand (Numbers)	Difference (Numbers)	Comments
Drashing	41.84	35	+6.84	Sufficient
Firewood	11.34	64	-52	Insufficient, can avail from SRF.
Fencing posts	141.93	1800	-1658.07	Insufficient, can avail from SRF.

1.9. Forest Management

1.9.1. Overall Management objectives of CF

The CFMG of Dopham Evergreen Community Forest has set following overall objectives as the guiding tool for the sustainable management of the Community Forest:

1. Sustainable harvesting and utilization timber and other forest products.
2. Plantation in barren areas with high value timber species.
3. Plantation of NWFP for short term income
4. Water source protection
5. Protection from illegal harvesting of timber and poaching

1.9.2. Forest Management procedures

Block-wise CF Management procedures- Block 1= Pokharidangra				
1	Produce/Service	Drashing	Firewood	NWFP's
2	Main species	Panisaj, Katus, Tooni, Yuwari Kimbu, Utis	Chilauney, Kubendey, harey, sheto pati, Shilingey	Stone and aggregates, broom
3	Problems	Sufficient	Insufficient	<ol style="list-style-type: none"> 1. Insufficient for commercial purpose in case of broom 2. Stone and aggregates abundant for commercial purpose
4	Opportunity	<ol style="list-style-type: none"> 1. Plant high value timber 2. Retain cham size to attain drashing size 	<ol style="list-style-type: none"> 1. Use unwanted species, dead, wind fallen and top broken trees 2. Retain inferior species from rampant cutting 3. Switch to electric cookers and gas stoves. 	Marketing of NWFP for income generation
5	Management Objectives	<ol style="list-style-type: none"> 1. Sustainable harvesting 2. Harvest as per AAC 	<ol style="list-style-type: none"> 1. Reduce over lopping for fodders 2. Strictly follow MP 	

6	Activities to achieve objectives	1. Plantation activity 2. Cleaning	1. Plantation in registered fallow land 2. Limit fodder collection from CF	
7	Procedure	1. Plantation in open areas 2. Cleaning of unwanted species 3. Strictly follow AAC	1. Seek support for fodder saplings from livestock. 2. Procure seedlings from forest nursery	
8	Responsibilities	CFMG Members	CFMG Members	

Block-wise CF Management procedures- Block II, Deorali Pakha

1	Produce/Service	Drashing	Firewood	NWFP's
2	Main species	Chilauney, Panisaj, Utis, Tooni, Kimbu, Betula	Chilauney, Kubendey, harey, sheto pati, Shilingey	Stone and aggregates, broom
3	Problems	Sufficient	Insufficient	1. Insufficient for commercial purpose in case of broom 2. Stone and aggregates abundant for commercial purpose
4	Opportunity	1. Plant high value timber 2. Retain cham size to attain drashing size	1. Use unwanted species, dead, wind fallen and top broken trees 2. Retain inferior species from rampant cutting 3. Switch to electric cookers and gas stoves.	Marketing of NWFP for income generation.
5	Management Objectives	1. Sustainable harvesting 2. Harvest as per AAC	1. Reduce over lopping for fodders 2. Strictly follow MP	
6	Activities to achieve objectives	1. Plantation activity 2. Cleaning	1. Plantation in registered fallow land	

			2. Limit fodder collection from CF	
7	Procedure	1. Plantation in open areas 2. Cleaning of unwanted species 3. Strictly follow AAC	1. Seek support for fodder saplings from livestock. 2. Procure seedlings from forest nursery	
8	Responsibilities	CFMG Members	CFMG Members	

1.9.3. Forest Produce Ranking

Products/services	Timber	Firewood	Mushroom	Fodder	Leaf litter	Water	Grazing
Timber	x						
Firewood	Timber	x					
Mushroom	Timber	Firewood	x				
Fodder	Timber	Firewood	mushroom	x			
Leaf litter	Timber	Firewood	Leaf litter	Leaf litter	x		
Water	Water	Water	Water	Water	Water	x	
Grazing	Timber	Firewood	Grazing	Grazing	Leaf litter	Water	x
Total	5	4	1	0	3	6	2

Ranking result: 1st=water (6), 2nd=timber (5), 3rd=firewood (4), 4th=Leaf litter (3), 5th=Grazing (2), 6th=mushroom (1), 7th=fodder (0).

2.9.4. Forest product and Species Preferences

Species/Local Name	Users	Drashing	Fencing Post	Firewood
Panisaj	Preference	xxxxxx		xxx
	availability	**	**	**
Katus	preference	xxx	xxx	xxxx
	availability	***	***	***
Chilauney	preference	xxx	xxxxxx	xxxxxx
	availability	*****	*****	*****
Kimbu	preference	xxxxxx		

	availability	*	*	*
Tooni	preference	xxxxx		
	availability	*	*	*
Peepli	preference	xxxx		
	availability	**	**	**

+++++= Highly Preferred += Least Preferred, xxxxx = Availability, x = Scarcely available

1.9.5. Participatory Forest Resource and Services Monitoring

Objective/Activity	Indicator	How it will be monitored	Responsibility	Comments
Ensure sustainable timber production and sell excess in future for income generation	Increase in size of trees retained	Reports of apprehensions by Resoops during their periodic patrolling	CF Committee and Resoops	Territorial Forest Division render technical support
Protect and conserve wildlife inside the Community Forest.	Cases of hunting and poaching inside CF	Decrease in number of reports by the Resoops and members	CF Committee and Resoops	Territorial Forest Division render technical support
Prevent and prohibit outsiders from collection of forest products from the CF	Cases of illegal activities by outsiders inside CF	Decrease in number of reports by the Resoops and members	CF Committee and Resoops	Territorial Forest Division render technical support

1.9.6. Monitoring Plans

Participatory Forest Resource Impact Monitoring table.				
Activity	Indicator	How it will be monitored	Responsibility	Comments
Ensure sustainable timber production a sell excess in future for income generation	Increase in size of trees and dwindle in cases of illicit felling	Reports of apprehensions by Resoops during their periodic patrolling	CF Committee Members and Resoops	Territorial Forest Division should render technical support
Protect and conserve wildlife inside the Community Forest.	Hunting and poaching incidences inside CF reduced	Regular patrolling and proper reporting system	CF Committee Members and Resoops	
Prevent and prohibit outsiders from collection of forest products from the CF	Cases of illegal activities by outsiders inside CF reduced	Regular patrolling and proper reporting system initaited	CF Committee Members and Resoops	
Participatory Social and Institutional impact Monitoring table.				
Activity	Indicator	How it will be monitored	Responsibility	Comments
Loan for CFMG	➤ Number of HH provided with loan.	➤ Records in CF fund management.	➤ CFMG	➤ Facilitate by Forestry Staff.
CF general meeting	➤ Numbers of Participants. ➤ Resolutions.	➤ CFMG records of meeting.	➤ CFMG	
CF committee meeting	➤ Resolution of meetings.	➤ CFMG records of meeting.	➤ CFMG	
Participatory Environmental Impact Monitoring Table				
Indicator	How it will be monitored	Responsibility	Comments	
➤ Formation of more gullies and frequent occurrence of Landslides.	➤ Identify newly formed gullies and landslide areas. ➤ Identify the causes. ➤ Identify the mitigation measures.	➤ CFMG. ➤ Divisional Forest Office.		

1.9.7. Annual Work plan

Objective	Activity	Year									
		1	2	3	4	5	6	7	8	9	10
Protection from illegal harvesting of timber and poaching	CF Boundary demarcation										
	Patrolling in CF areas										
Plantation in the degraded and harvested areas	Initiate bush clearing activities		Block II								
	Plantation in barren areas						Block II				
Sustainable utilization of forest resources	Silvicultural operation activities	Selection system will be followed for marking in CF Area									
	Cleaning and thinning in the CF area			Block I		Block II					
Income generation through sale of excess forest produce in future.	Sale of excess fuelwood and NWFPs										

Note: -The patrolling/monitoring shall be carried out in January, April and October months every year

1.10. Monitoring, review and evaluation

The annual work plan and progress report of the CF shall be submitted to the concerned forest officer based on Annexure 2 format 1. The monitoring of CF activities and maintaining of the records should be carried by concerned forest officer jointly with CF management committee. A mid-term review shall be carried out at the last quarter of the 5th year plan period. and the final at the last quarter of the 9th year plan period. The review and final evaluation report shall be based on Annexure 6 from forestry field manual for Bhutan 2018 (3rd edition).

1.11. CF Networking

Dopham Evergreen Community Forest can participate in CF networking programs initiated by DoFPS to encourage development of CF cooperation with other CFs in the Geog, Dzongkhag and CFs of Bhutan.

Part 2; Community Forest By-Laws**2.1. CFMG membership**

- i. The revised CF bylaws supersedes all sections of 2012 CF by-laws: however the name of CF remains the same. (Dopham Evergreen Community Forest).
- ii. The name of the CFMG shall be known as Dopham Evergreen Community Forest Management Group.
- iii. The management group comprises of 44 households from Dopham village.
- iv. It shall come into effect after the formal approval by the Department of Forest and Park services.
- v. The new members shall be allowed to join the CFMG upon payment of Nu. 1500.00 as an entry fee if he/she is separated from the house of registered CF members.
- vi. No outsider shall be entertained as CFMG member, however the households legally resettling in the chiwog and interested to join the CFMG will be entertained upon payment of Nu. 5000.00 as an entry fee.
- vii. Any member enrolling as new CF member shall need to produce valid thram and Gung.
- viii. All enrollments of any new CFMG members shall be done only after consulting the existing CFMG members during the time of meeting.
- ix. A copy of new membership application should be forwarded to concerned forest officer for necessary updating of the membership list.

2.2. Membership fees

The CFMG members will collect the annual membership fee of Nu. 200/- and deposit it into CF account.

2.3. Withdrawal of membership.

- i. Members have the right to withdraw from membership if he/she is not interested upon payment of withdrawal fee of Nu. 5000.00 but will not be allowed to join again. However, the members with disabilities can withdraw from member without having to pay the withdrawal fee.
- ii. The withdrawn members are also not entitled for any benefits or cannot claim compensation for the amount of labour contributed for the management of Community Forest during his/her tenure as CFMG member.
- iii. Any members wishing to withdraw their membership can do so after prior approval of CF Chairperson, with the written application.
- iv. The committee members are allowed to leave the post after serving minimum for 5 years if he /she is not interested to serve as executive member without any benefits.
- v. A copy of resignation of membership application should be forwarded to concerned forest officer for necessary updating of the membership list.

2.4: Management committee formation**2.4.1: Composition of committee members**

The executive members were selected amongst the member based on the qualification and experience by the members during CF planning meeting in presence of forestry officials.

- i. Executive committee comprises of Chairperson, Secretary, Treasurer and 2 Resoops to oversee the day-to-day activities of the CF.
- ii. The terms of executive members shall be for five years. The same person can be re-elected if the service rendered by him/her is found satisfactory by the members or else can be subject to termination even before the term is complete on disciplinary ground.

2.4.2: Election of the committee members

The CF management committee will be elected among CFMG members every after five years. However, they can be terminated and the election shall be carried out through unanimous decisions of the group. The election will be conducted during general meeting in the presence of concerned forestry officer.

2.4.4: Eligibility of the management committee members

Every member has the right to become the executive committee member unless he or she meets the following criteria:

- i. He/she should be the legal member of the CFMG
- ii. He/she should be able to read and write
- iii. Preference will be given to experience members
- iv. He/she should be mentally sound
- v. He/she should be 18 years and above and below 65 years of age
- vi. He/she should be living in the village permanently

2.4.5: Procedure for leaving the Executive Committee

- i. The chairman, secretary and treasurer are not allowed to leave their post for a period of 10 years. However, he/she will be allowed for the genuine reasons like death case, long term sickness, etc. with the submission of application to CFMG members. The approval is accorded only after the election and replacement of his/her post with the proper handing taking of CF accounts, properties and records based on Annexure 15. The same shall be applied to rest of the executive committee members.
- ii. A copy of handing taking charge sheet note along with a name list of newly elected members should be submitted to the concerned forest officer for necessary information and updating the records.

2.5. Terms of Reference for CF Management Committee.

Sl. No	Title	Rights and Responsibilities
1	Chairperson	<ol style="list-style-type: none"> 1. Plan and initiate CF activities. 2. Coordinate meetings. 3. Report progress of the Community Forest. 4. Issuance of permit and maintenance of CF books. 5. Sign joint accounts for transaction. 6. Monitor CF fund utilization. 7. Overall monitoring of CF activities as per the plan and reporting. 8. Sanction loans. 9. Work as per the Community Forest Management plan.
2	Secretary	<ol style="list-style-type: none"> 1. Assist Chairperson in his/her absence and coordinate the work. 2. Minute keeping 3. Sign on permit together with Chairperson as required in the permit. 4. Sign joint accounts for transaction. 5. Crosscheck Community Forest fund utilization. 6. Sign the loan sanction letter. 7. Respect the bylaws framed here in this management plan.
3	Treasurer	<ol style="list-style-type: none"> 1. Maintain cash book and report Community Forest fund annually to Forest office. 2. Receive fines and penalties and deposit into CF accounts. 3. Keep detail accounts of the CF funds. 4. Withdraw and deposit of funds. 5. Sign the loan sanction letter. 6. Respect the bylaws framed here in this management plan. 7. Work as per the Annual Work plan of this management plan.
4	Resoops	<ol style="list-style-type: none"> 1. He/she has the right to patrol the CF area and report any illegal activities taking place in the CF areas. 2. He/she has the right to question any member for CF product utilization. 3. He/she be rewarded with the 50% of the amount in case if they apprehend any culprit 4. Assist the marking officer during marking and ensure the sanitation of the forest after the extraction.

2.6. Roles and responsibilities of CFMG members

All the CFMG members must have following responsibilities:

- i. Every individual has to participate in the CF related activities and has equal rights to access over the resources;
- ii. The equity and justice among members shall be maintained instead of focusing on equal share;
- iii. Every individual shall have equal opportunity to elect the management committee members and shall have rights to speak and share concerns and suggestions;
- iv. Each individual is responsible to inspect, verify and report illegal activities to the management committee and or to forestry officer;
- v. Everyone has equal opportunity to hold the post of management committee if he/she fulfills the above eligibility criteria;
- vi. The members shall have rights and access to CF accounts and auditing the documents;

2.7. Benefit sharing mechanism

- i. The resource sharing shall be based on equity and the primary priority will be given to the members who do not have a house to live in or affected by disaster;
- ii. The Quantity of timber to be allotted and the number of applicants is clearly prescribed in the management plan by comparing the AAC and the Demand assessment.
- iii. No timbers trees will be granted free of cost. The permit shall be issued for each produce at the prescribed rate to generate adequate revenue/income for the group.
- iv. The secondary priority shall be given to single headed women;
- v. The timber granted for rural house construction shall be strictly prohibited for commercial sale and if any members being found in such activities shall be guilty of an offence and dealt as per FNCRR 2017 and FNCRR,2020 and FNCA 1995.
- vi. Timber shall not be entertained for exchanging or borrowing among members and outsiders;
- vii. The transit of timber shall be restricted to the concerned village only and shall not be allowed to reach at any construction sites, hotels and restaurants in the urban areas or along national high way;
- viii. Those infrastructures which are provided with government budget and given to the contractors will have to buy the timber as per market value from the CFMG.
- ix. The CFMG shall not contribute timber for any community constructions like the construction of community temple, school or BHU, etc. in the village if there is external fund support, however, timber may be allotted considering the AAC in their prescribe management plan;
- x. The executive members should ensure all the revenues generated are properly recorded and all the group members of the CF are well informed. This will ensure free and fair benefit sharing later.

- xi. No single person should take advantage and try to derive individual benefit from the group's hard-earned funds.
- xii. Every single produce that are supposed to go out of the Community Forest area should be declared to group members. The executive committee members together with representative from forestry department should ensure that this happens at any cost.
- xiii. Every forest produces in Community Forest areas shall be supplied to community members only after realization of royalty at prescribed rate in this management plan.
- xiv. Fuel wood shall be met from the lops and tops and as far as possible collect dry wood, if there are no dry woods, one number standing tree shall be issued.
- xv. Benefit sharing will be just and fair and the executive members together with concerned forestry officials should make sure this to happen by any means.
- xvi. The excess timber and fuel wood will be marketed based on the prevailing market rates to generate the community income
- xvii. Loan will be dispersed to interested individuals who wish to obtain it with the minimum interest rate of 9 % per annum.
- xviii. Water resources; individuals or institutions can use the water resources from CF areas upon payment of minimum monetary incentives to the CFMG which is agreed by both the parties.

2.7.1. Timber

- i. Members are entitled for timber as per the prescribed CF plan for construction of rural house and for other rural purposes;
- ii. The Chairman shall grant and allot permit for rural house construction from CF areas only if CF member submits rural house construction approval from concerned authority;
- iii. The management committee shall review applications and approve or reject the application based on the above section 2.7.1(ii) and supporting documents indicating requirement of timbers.
- iv. The priority shall be given to the members who have no proper houses or the houses which were affected by the disaster;
- v. The renovation or other construction purposes also have to submit the application to the chairman; however, the construction approval is not required;
- vi. The permit validity shall be 2 years from the date of issue of permit, after which the applicant should renew the permit and extend the dateline if collection and transit of timber is not completed.
- vii. The permit will be extended only for a period of 1 year upon payment of royalty. Failure to extract the timber on extended period will lead to allotment of timber to other needy individuals.
- viii. Timber for renovation of community lhakhangs, schools, outreach clinic will be provided at free of royalty provided there is no financial support provided by government.

2.7.2: Fuel wood

- i. Every individual CFMG member shall be allowed to collect dry fuel wood from the CF area as and when required, irrespective of the quantity without royalty.
- ii. The CFMGs shall be allotted with two number of standing trees for each household upon realization of the prescribed royalty.
- iii. Outsiders and Non-members shall not be allowed to collect any types of firewood from the designated CF forest areas.
- iv. Members who are allotted house construction timbers are not entitled for firewood. He/she have to collect debris of extracted timbers as firewood
- v. Members are allowed to collect standing tree dry firewood without paying royalty;

2.7.3: Fencing posts

- i. All CFMG members are entitled to get fencing posts based on their genuine cases;
- ii. Fencing posts shall be allotted with the maximum ceiling of 60 nos./ head or one Drashing in lieu of 60 nos. of fencing posts.
- iii. Timber species shall not be entertained for fencing posts;
- iv. Fencing posts can be sometimes met from bush clearing & thinning operation of CF block;
- v. Only malformed, diseased or inferior species should be allotted for fencing posts;
- vi. Outsiders are not allowed to harvest any fencing posts;

2.7.4. Fodder supply

- a) Fodder will be shared equally shared among the CFMG on head loads basis based on the number of cattle. Royalty per head load will be charged as prescribe,
- b) Felling of trees for fodder will be restricted except de-branching.

2.7.5. Grazing in CF areas

- a) All the CFMG members have the traditional grazing rights in the CF area but are restricted from entering the plantation sites.
- b) Grazing for outsiders and non-members in the community forests area is strictly prohibited.

2.7.6. Bamboo

- a) 30 nos. of bamboo shall be supplied to members as an alternative to trees once in every occasion at free of royalty.
- b) Since most of the members uses the bamboo for construction, members will be allotted bamboos for construction purposes upon payment of royalty as prescribe.
- c) The commercial royalty shall be charged for non-members.
- d) Bamboos will be harvested and marketed for income generation.

2.7.7. Broom

- a) Brooms will be harvested and marketed to generate CF income.
- b) Non-Members are not allowed to harvest the products.

- c) CFMG members are also not allowed to harvest brooms since all the members are growing brooms for their domestic use.

2.7.8. Sand and Stone

- i. Surface collection for sand and stones will be restricted only for rural utilization from CF area for CFMG members only;
- ii. CFMG members are allowed to collect for surface collection of stone/boulder, aggregates and sand from CF upon payment of royalty for domestic use only.

2.7.9. Non-wood Forest Product

- i. Collection of endangered NWFP species shall be restricted to both CFMG members and outsiders if found in CF areas;
- ii. Collection of mushroom or other NWFPs for self-consumption will be allowed without any royalty;
- iii. Members are allowed to collect leaf litters or top soil free of royalty;
- iv. Selling of NWFPs shall be permitted in a group but not as individual member;
- v. Outsiders are not allowed to collect any leaf litters, top soil or NWFPs from CF area;

2.8. Labor

- The CFMG members irrespective of all wealth groups will equally contribute the labor for activities related to community forestry management.
- No members shall miss any of the meetings or CF related activities and actively contribute the labour force.
- The absentee will be terminated from the CFMG membership without any benefit or compensation after third instances although he/she contributed to community forestry management group during his/her tenure as member. However, considerations for unavoidable circumstances such as death, sick and attending other important works related legal issues will be considered.

2.9. Loan disbursement procedures.

CFMG member can avail the maximum loan amount of Nu.50,000.00 only. The decision shall be made by 2/3 majority of the CFMG members during general meeting;

- The treasurer shall maintain all the expenditure records like receipts, vouchers, bills, minutes of meeting, etc. All such expenses should be recorded to cash book immediately;
- The treasurer shall present the details of expenditure to the CFMG members and concerned inspection team as and when required;
- The concerned forest officer shall ensure the compliance of above provisions;

2.9(a). CFMG fund for loans and its procedures

The CFMG can allocate fund for loaning not more than 50% of the total fund. The borrower should submit an application as per Annexure 9 and draw an agreement based on Annexure 10 with the detail records of loan in Annexure 2, format 10.

2.9(b). Eligibility criteria for loan

Every CFMG members shall be given opportunity to avail loan from their CF fund with the fulfillment of following criteria:

- i. The loan amount of Nu.50,000.00 shall approved and released without mortgage;
- ii. Loan from CFMG fund shall not be given to non CFMG members;
- iii. The borrowers must be of 18 years and above;
- iv. Only one member from the households is eligible for loan at a time;
- v. Should not have any outstanding loan with CFMG;

2.9(c). Interest rate and loan term

All CFMG members are eligible to avail loan from the CF fund. The members shall be given an interest rate of 9% per annum. The loan shall be given on annual basis and every member should cleared their loan dues annually. The loan shall not be given to any members before 1 year of its expiry date of plan period and to non-members at any cost;

2.9(d). Repayment schedule and process

The borrower shall pay the principal amount including its total interest on annual basis. Upon the completion of its deadline, management committee shall conduct a general meeting whereby all the CFMG members are required to clear their annual loan dues. The fresh loan can be approved only after the repayment of its previous loan;

2.9(e). Penalties

Any member who fails to repay his/her loan in a given time shall be liable to pay a penalty from the date of expiry with reference to Annexure 2 format 10. The borrower should be liable to repay the loan amount with the interest rate of 20% per annum.

2.9(f). Loan approval and disbursement process

Any member who wants to avail a loan should fulfill the above eligibility criteria. The general meeting will approve the loan based on general consensus. The borrower and the management committee shall sign a loan agreement as per Annexure 10 before sanctioning of any loan. The loan agreement is prepared in two copies with one for CF management committee and another for borrower.

2.9(g). Loan review

At the end of each year, the CF management committee shall review all the loans and repayments. The information of the review shall be shared during CFMG general meeting.

2.10. Meetings

2.10.1. General meeting

- i. The CFMG will conduct at least one meeting in a year.
- ii. All members are required to present during general meeting;
- iii. The meeting agenda shall be on annual work plan and activities periodization as per operational plan reflected in the management plan and fund management;
- iv. All issues related to CF planning, implementing and monitoring will be discussed.
- v. The meeting will also review the achievement of fiscal year activities;
- vi. The meeting discusses the CF related issues like insufficiency of timber, members conflict, illegal harvesting, by-laws incompatibilities and so on;

2.10.2. Executive members meeting

- i. All executive members are required to present during committee meeting;
- ii. The meeting shall be conducted at any time of the year if required necessary;
- iii. Any management issues which are to be managed at committee level shall be discussed and resolve in the meeting;

2.11. Fees (products/service fees, etc)

Sl.No	Types of products	Royalty Rate (Nu)	
		Within CFMG	Outsiders
1.	Drashing	Nu. 50/standing tree	As per NRPC rate and NRDCL. In case of bulk selling, rate shall be decided after meeting, involving representative from Forest and Geog administration.
2.	Firewood	Nu. 50/standing tree	
3.	Fencing Poles	Nu. 20/ Pole	
4.	Bamboo	Nu. 30/pole for others,	
5.	Fodder	Nu.10/backload	
6.	Broom	Nu.20/bundle	
10.	Stone and boulders	100 T/L,	

2.12. Fines and Penalties.

- i. Any illegal activities carried out inside the CF by CFMG members or the outsiders shall be dealt as per FNCRR, 2017 amended rules 2020.
- ii. All cases related to offence shall be registered with CF executive members and compounded by the CF executive members as per FNCR 2017 and amended rules 2020. In the event of not willing to settle the case by the defaulter the case will be forwarded to the concern forestry official for taking further steps to compound the case.
- iii. The fines and penalties collected either by CF executive members or by forestry officials should be deposited in joint CF account within one week of receipt of fines.

- iv. Any wild life related crime shall be dealt by concerned forest office and compounded based on FNCRR, 2017 and amended rules 2020 or any rule that supersedes it. The fines so collected from it will go to Govt. revenue.
- v. All members, including the executive members are required to make their presence in meetings and group activities compulsorily.
- vi. Any absentees from work and meeting will be levied of fined Nu. 200/- (Two Hundred) only, which is at per prevailing daily wage in the community. However, consideration will be given in the event of unavoidable circumstances such as death, sick and attending other important works related legal issues will be exempted and treated as kidu after informing chairperson.
- vii. Under age below 18 years will not accept in work or in meeting, the concerned household will be marked as absentee and levy fine as prescribed above.
- viii. Any executive members or other members found misusing the community funds will be terminated from the post. He/She shall be liable to pay double the amount being misused and together with the interest on the amount prescribed in this rule.
- ix. The misuse of power by the executive committee members shall be liable for fine and penalties and shall be treated at par with illegal doers. Thus, fine and compensation on the misused produces will be levied against them as per FNCRR, 2017 and rules that supersedes it.
- x. Collection of any NWFP from CF by CFMG members are permitted for domestic/home consumption.
- xi. Collection of any NWFP from CF area by non CFMG members will be considered as an offence and will be imposed a fine of Nu.500/- (five hundred) only regardless of any products. The products will be seized and auction by executive members and deposited in common fund.
- Grazing in the plantation area is strictly prohibited and is liable to pay the fine of Nu 200.00 (Two Hundred) only per cattle for CFMG members and Nu. 400.00(Four Hundred) nly for outsiders respectively. However, the offender will be made to bear cost of the seedling and fencing damaged by the cattle.

2.13. CF Fund Management

2.13.1. Source of fund

The probable sources of CF funds are as follows

- i. Membership fees
- ii. Royalties from the forest products
- iii. Fines and penalties
- iv. Interest returns from loan released to members and bank deposit
- v. Sale of forest products for commercial purposes

2.13.2. Procedure in CF fund management

- i. CFMG should continue with same bank account maintained with any financial institutions in the previous terms;
- ii. The account shall be operated under a joint signatory of chairman, treasurer and a secretary;
- iii. Money receipt should be issued for all the payments received;
- iv. Treasurer should collect all contributions, donations, fees, fines and maintain detail records for references;
- v. All financial records should be made available to authorized auditing team or inspection team at any time of the year.

2.13.3. CF fund utilization areas

Table 3: Areas where CFMG funds can be utilized

Areas of fund use	Limit (%)
CF development activities (CF review, nursery creation, plantation, thinning, cleaning, salvage operation, boundary demarcation, fire line creation, etc.	Not less than 25%
CFMG enhancement (loan, capacity building, study visits, meeting, workshops, net-working, visitors in CF, income generation, enterprise development, etc.).	Not more than 50%
Reserved fund in the bank (security deposit)	Not less than 5 %

2.14. Record and book keeping

The management committee shall maintain the detail records of CF. All the CF official books should be kept under the safe custody of management committee and shall be available for reference at any time. The secretary is responsible for recordkeeping activities whereas the treasurer for bookkeeping activities in CF. The verification and overall maintenance of records should be done by chairman whereas the timely monitoring and technical support should be given by concerned forest officer

2.15. Conflict management

- i. The chairman is responsible for management of any conflict of CFMGs;
- ii. If Chairman fails to manage the conflict, he /she will put the issues in the CF general meeting for discussion and resolution and to higher authorities if the CF general meeting fails to manage the conflict;
- iii. The conflict related to wildlife, forest fire and developmental activities like farm road construction, land encroachment, etc. shall be directly forwarded to concerned forest officer for further necessary follow-up;

2.16. Developmental Activities within or through CF Area

- i. The community will not restrict or object any developmental activities such as construction of farm road, transmission lines, water supply etc taking place within the CF area. However, clearance has to be obtained from CFMG and concerned agencies shall have to compensate the damaged caused by the developmental activities as per the FNCRR, 2017 and 2020. The assessment will be carried out by the Forestry officials in presence of CFMG and parties concerned.
- ii. CFMG can incorporate with any other groups which could benefit and generate income to the CFMG as whole in future

2.17. Amendment of CFMP and by-laws

- i. The approved and certified management plan serves as a legal document for managing the CF and its bylaws by CFMG members;
- ii. All the management activities are required to be carried out as per management plan and by-laws;
- iii. The CFMG shall have right to amendment some sections or criteria if found genuine by conducting general meeting in presence of forestry officials;
- iv. The members will be allowed to incorporate the amendment parts into the management plan and implement accordingly after receiving the recommended notification from the Department;

2.18. Powers of the Department

- i. With reference to FNCRR 2017, Chapter III (105) the Department shall suspend the rights and privileges of the CFMG members to control, manage and utilize the CF when members are unable to manage the CF according to its management plan and bylaws or otherwise fail to meet their responsibilities;
- ii. The Department also has the right to suspend the CF if the members engaged in any activities against the set provisions prescribed in the by-laws or management plan;
- iii. The CF shall be suspended for a minimum period of 3 years during which the CFMG members shall not be allowed to avail any forest produce from SRF land. After three years the Department shall review issue and decide for approval or rejection of the certificate based on the recommendation from CFO and SFED;

Annexure I : List of CFMG member

List of Dopham Evergreen CFMG.

SLNo	Name	CID No.	Gung No.	Thram No.	Signature
①	Sangkar Dukpa	10209001069	Kha-9-275	138	
②	Passang Dorji Gung	10209000-875	Kha-9-248	176	
③	Gahat Singh Ghalley	Kha-9-10209001033	Kha-9-268	146	
④	Padma Ksmi	10209002554	Kha-9-254	404	
⑤	Shyam Boley Ghalley	10209002548	Kha-9-387	434	
⑥	Harka Bdr. Ghalley	10209000-884	Kha-9-249	121	
⑦	Bhadra Ghalleyhi	10209000896	Kha-9-251	122	
⑧	Ran Maya Ghalleyhi	10209000903	Kha-9-252	122	
⑨	Bud Maya Gungshi	302090000-68	Kha-9-259	96	
⑩	Kul Bdr. Ghalley	10209001010	Kha-9-267	120	
⑪	Harka Bdr. Ksmi	10209000-909	Kha-9-253	141	
⑫	Bishnu Maya Ghalleyhi	10209001015	Kha-9-308	440	
⑬	Pardeep Ghalley	10209000989	Kha-9-459	315	Cyfy
⑭	Ganga Maya Ghalleyhi	10209001036	Kha-9-312	424	

List of Dopham Evergreen CFMG.

Sl.No	Name	CID No.	Gung No.	Thram No.	Signature
14	Ras Man Rai	10209000-931	Kha-9-255	134	
16	Bir Man Rai	10209000-925	Kha-9-294	445	
17	Thum Moti Rai	1020900-2591	Kha-9-322	454	
18	Santa Bdr. Rai	10209000-933	Kha-9-319	444	
19	Dil Bdr. Shalleu	102090025-76	Kha-9-295	443	
20	Kharika Bdr. Shalleu	10209000-935	Kha-9-316	433 443	
21	Harka Bdr. Mongser	10209001287	Kha-9-432	360	
22	Kharika Bdr. Shalleu	10209001056	Kha-9-354	530	
23	Janga Bir Shalleu	10209001055	Kha-9-243	132	
24	Kharika Shalleu	10209002858	Kha-9-436 280	436	
25	Purnu Bdr. Shalleu	10209001078	Kha-9-248	152	
26	Sihar Bir Shalleu	1020900043	Kha-9-269	154	
27	Damber Shalleu	1020900-2581	Kha-9-297	447	
28	Indra Bdr. Shalleu	1020900-2590	Kha-9-270	46	

List of Dopham Evergreen CFMG.

SLNo	Name	CID No.	Gung No.	Thram No.	Signature
(29)	Amber Doo; Shalley	10209000-776	Kha-9-264	94	huff
(30)	Cai Bdr. Shalley	10209000-885	Kha-9-317	145	Cole
(31)	Jinder Cai Shalley	10209002573	Kha-9-318	458	
(32)	Bhim Bdr. Shalley	10209000995	Kha-9-265	97	
(33)	Chandra Bdr. Shalley	10209000972	Kha-9-420	459	
(34)	Til Bdr. Shalley	1020900-2530	Kha-9-418	529	
(35)	Nar Bdr. Kumi	30209000087	Kha-9-234	139	
(36)	Bhim Bdr. Kumi	302090000-88	Kha-9-234	139	
(37)	Damber Singh Shalley	10209001032	Kha-9-313	439	
(38)	Sosuda Shalley	10209000981	Kha-9-264	94	
(39)	Kai Bdr. Shalley	10209000	Kha-9-266	99	
(40)	Bir Maya Shalleyin	10209001021	Kha-9-267	121	
(41)	Cai Bdr. Shalley	10209000-940	Kha-9-388	431	
(42)	Kai Maya Shalley	1020900306	Kha-9-258	122	
(43)	Khang Maya Shalleyin (1020900-2559)		Kha-9-266	97	

List of Dopham Evergreen CFMG.

SLNo	Name	CID No.	Gung No.	Thram No.	Signature
(44)	Bhakti Maya Shalleyin	102090009706	Kha-9-252	122	Bhakti

Annexure II : List of CFMG Committee member

Sl.No	Name of person	Post appointed	Gender	Contact No
1	Indra Lal Ghalley	Chairman	Male	17626227
2	Deo Kumar Ghalley	Secretary	Male	77306649
3	Chura Muni Ghalley	Accountant/Treasurer	Male	77421006
4	Bir Man Rai	Resoop	Male	77735711
5	Nar Bdr. Biswa	Resoop	Male	17467428

Annexure III; AAC for CF

Attach following sheets.

1. Duly filled average no.of tree/ ha form
2. Duly filled average basal area/ha (m²/ha) form
3. Average volume per ha (m³/ha) form

Timber**Block wise Annual Allowable Cut (AAC) per year for forest products****Stand stock table results**

Blocks	Dangchung 10-19		Tsim 20-29		Cham 30-49		Drashing 50 +	
	m ³	Nos	m ³	Nos	m ³	Nos	m ³	Nos
Block I	2.70	33.33	6.70	24.00	51.52	50.67	108.77	37.34
Block II	1.62	20.00	7.71	27.00	11.30	4.70	5.77	2.90
Total	4.32	53.33	14.41	51.00	62.82	55.37	114.54	40.24

Stock available for 10 years

Blocks	Dangchung 10-19		Tsim 20-29		Cham 30-49		Drashing 50 +	
	m ³	Nos	m ³	Nos	m ³	Nos	m ³	Nos
Block I	124.20	1533.18	308.20	1104.00	2369.92	2330.82	5003.42	1717.64
Block II	118.26	1460.00	562.83	1971.00	824.90	343.10	421.21	211.70
Total	242.46	2993.18	871.03	3075.00	3194.82	2673.92	5424.63	1929.34

AAC per year

Blocks	Dangchung 10-19		Tsim 20-29		Cham 30-49		Drashing 50 +	
	m ³	Nos	m ³	Nos	m ³	Nos	m ³	Nos
Block I	1.13	13.94	2.80	10.04	21.54	21.19	45.49	15.61
Block II	1.08	13.27	5.12	17.92	7.50	3.12	3.83	1.92
Total	2.20	27.21	7.92	27.95	29.04	24.31	49.31	17.54

Non Timber**Block wise Annual Allowable Cut (AAC) per year for forest products****Stand stock table results**

Blocks	Dangchung 10-19		Tsim 20-29		Cham 30-39		Drashing 40 +	
	m3	Nos	m3	Nos	m3	Nos	m3	Nos
Block I	5.94	73.33	11.90	42.67	7.44	9.34	2.61	1.33
Block II	13.58	167.65	6.40	22.94	8.29	9.41	1.15	0.95
Total	19.52	240.98	18.30	65.61	15.73	18.75	3.76	2.28

Stock available for 10 years

Blocks	Dangchung 10-19		Tsim 20-29		Cham 30-39		Drashing 40 +	
	m3	Nos	m3	Nos	m3	Nos	m3	Nos
Block I	273.24	3373.18	547.40	1962.82	342.24	429.64	120.06	61.18
Block II	991.34	12238.45	467.20	1674.62	605.17	686.93	83.95	69.35
Total	1264.58	15611.63	1014.60	3637.44	947.41	1116.57	204.01	130.53

AAC per year

Blocks	Dangchung 10-19		Tsim 20-29		Cham 30-39		Drashing 40 +	
	m3	Nos	m3	Nos	m3	Nos	m3	Nos
Block I	2.48	30.67	4.98	17.84	3.11	3.91	1.09	0.56
Block II	9.01	111.26	4.25	15.22	5.50	6.24	0.76	0.63
Total	11.50	141.92	9.22	33.07	8.61	10.15	1.85	1.19

Annexure IV: 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

Chairperson

Secretary

Treasurer

Copy to: Concerned Forestry Officer Date of registration:

Serial No.

Annexure V: 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 Seal

Chairperson

Secretary

Treasurer

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

Annexure VII: Loan Agreement for CFMG members

Community Forest Management Group's Loan Agreement (translated version is also below this annex)

This loan agreement is executed between Mr..... CID no..... from.....Village,.....Gewog,.....Dzongkhag, who is a Community Forest User Group Member, hereinafter referred to as the "Borrower" and.....Community Forest Management Group, located at Gewog,Dzongkhag, who is duly represented by the Chairperson and Treasurer, hereinafter referred to as "Lender" and jointly referred to as "Parties".

NOW THEREFORE, The Parties have agreed to the following terms and conditions:

That the Lender have promised to pay the Borrower a sum of Nu..... (Ngultrum.....) only at an annual interest rate of % for the period ofyears.

That the loan amount and interest amount payable are as calculated below:

Details of loan:

Loan Amount : Nu.

Interest rate : %

Loan duration : years

Interest amount : Nu.

Total amount payable : Nu.

(Principal amount plus interest amount)

Repayment of the loan:

The Borrower shall repay the loan amount along with the interest amounting to Nu..... per year or upon the completion of loan term.

Mortgage

As a security for the repayment of loan and the interest thereon, the "Lender" hereby conveys the as mortgage in favour of the "Borrower". The schedule of property is as described below:

Name:.....

Plot no/Model no/Make:.....

Estimated value on the day of mortgaging:

Guarantor's liability:

In the event, the borrower for any reason is not able to make payment on time, the liability to repay the unpaid amount of loan along with the interest accrued thereof shall be with the guarantor.

Penalty on default of payment:

The "Lender" shall be liable for the penalty of % per year on the failure to repay the loan amount along with the interest as per the terms and conditions specified in this agreement. In the event the "Lender is not able repay the loan amount, the burden shall be on the "Guarantor", if any

or the “Borrower” shall realise the loan amount through the disposal of mortgaged property upon following a due process of law.

Done on.....day ofmonth at

For Borrower:

For Lender:

Chairperson’s signature

Signature

Treasurer’s signature

Guarantor’s signature

CID #

Contact #

Annexure VIII: 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 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:
..... dated

We hereby certify that:

- i) We have verified the details of the applicant and found to be true and correct
- ii) ii) Timber requirement is genuine
- iii) 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

Annexure IX: Handing taking charge note for CFMG

I/we Mr.
 Chairperson/Secretary/Treasurer, of
 Community
 Forest Management Group, Gewog,
 Dzongkhag 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
 CF to 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/Transferred from	Remarks

IV. Others (mention if any)

Handed over by

Taken Over By

In Presence of