

**GOVERNMENT OF MEGHALAYA  
DEPARTMENT OF FORESTS & ENVIRONMENT**

**NOTIFICATION**

No. FOR.62/2000/239

Dated Shillong, the 9<sup>th</sup> September 2003

Whereas, the Government has decided to implement Joint Forest Management (JFM) in the State with the consent of the Khasi Hills Autonomous District Council, the Jaintia Hills Autonomous District Council and the Garo Hills Autonomous District Council in order to enlist active participation and involvement of local people for the protection of forests, wildlife and biodiversity and implementation of afforestation and aided regeneration schemes and forest based resource development programmes;

and whereas, the Ministry of Environment & Forests, Government of India, has advised the Government of Meghalaya to constitute Forest Development Agencies at forest division level, as a decentralized institutional structure for greater participation of the community, both in planning and implementation of appropriate afforestation programmes;

and whereas, the central assistance scheme known as the National Afforestation Programme (NAP), is proposed to be implemented through the institution of the Forest Development Agencies (FDAs);

now, therefore, the Governor of Meghalaya is pleased to announce the decision to constitute Forest Development Agencies in the State as per the guidelines given below:

- (1) A Forest Development Agency shall be constituted at the level of any forest division in the Territorial, Wildlife or Social Forestry wings or any other convenient forest division of the Forest Department.
- (2) Each FDA shall be registered as a Society under the Meghalaya Societies Registration Act 1983.
- (3) The FDAs shall have a two-tier structure in the form of a General Body and an Executive Body.

The General Body :

The General Body shall be appointed by the Government and shall have the following members :

- |       |  |             |
|-------|--|-------------|
| (i)   | Conservator of Forests concerned   | Chairperson |
| (ii)  | Not more than thirty at any time, to be nominated by the Government from among the Chairpersons of JFMCs. Adequate representation to women shall be given in making such nominations |             |
| (iii) | One representative of the Autonomous District Council concerned  |             |
| (iv)  | Divisional Forest Officers of other two of the three wings viz Territorial, Wildlife and Social Forestry having concurrent or overlapping jurisdiction in the FDA area               |             |
| (v)   | Assistant Conservator (s) of Forests and Range Officers in the Division concerned  |             |
| (vi)  | District level Officers of other Government Departments concerned, of the Districts in which the Jurisdiction of the FDA falls and which are included in the Executive Body          |             |
| (vii) | Members nominated by the Government to ensure adequate representation to women in addition to the women members under para (ii) above  |             |

The Executive Body :

The Executive Body shall be appointed by the Government and shall have the following members:

- |       |   |                  |
|-------|---|------------------|
| (i)   | Conservator of Forests concerned  | Chairperson      |
| (ii)  | Divisional Forest Officer of the Division concerned   | Member Secretary |
| (iii) | Divisional Forest Officer of the other two of the three wings viz Territorial, Wildlife and Social Forestry having concurrent or overlapping jurisdiction in the FDA area | Members          |
| (iv)  | District Level Officers of other Government Departments concerned, of the Districts in which the jurisdiction of the FDA falls  | Members          |
| (v)   | Project Directors DRDA, from each of the Districts in which the area of jurisdiction of the FDA falls   | Members          |
| (vi)  | One representative of the Autonomous District Council concerned   | Members          |
| (vii) | One third representatives from the members of the General Body representing JFMCs and villages, not less  | Members          |

than three but not exceeding ten, ensuring adequate representation of women members

- (viii) A representative of the clan or community whose land is utilised for a project / scheme implemented through the FDA and also a representative of traditional village authorities if they are not represented through the JFMCs Members

Provided that :

- (a) All the members of the Executive Body shall automatically be the members of the General Body also.
  - (b) The members of the Executive Body listed under (iv) and (v) shall not have voting rights.
  - (c) The Executive Body of the FDA may co-opt experts in such disciplines as are not represented, to advise on the preparation of micro-plans and for implementing specific components of the projects. However, such members would not have voting rights.
- (4) The General Body shall meet at least once in a year, while the Executive Body at least once in 3 (three) months.
- (5) FDAs are authorized to open and maintain bank account (s) in Nationalised Banks in order to receive and manage funds. Such bank accounts shall be opened by the Member-Secretary of the FDA.
- (6) The FDAs are authorized to receive directly the grants-in-aid / central assistance from the Ministry of Environment & Forest, Government of India and utilize such funds for execution of approved projects.
- (7) The FDAs may receive funds from the Government of Meghalaya and other authorized sources also and utilize such funds for fulfilment of the objectives prescribed in Activities and Functions.
- (8) The FDAs shall be primarily responsible for preparing projects under National Afforestation Programme of Ministry of Environment & Forest, Government of India and implementing approved projects. They may be entrusted with planning and implementation of other projects as per the directives of the Government of Meghalaya and the Government of India. Any projects prepared would be submitted to the Principal Chief Conservator of Forests Meghalaya through the Chief Conservator of Forests concerned.

(9) Each FDA shall have Forest Range Officers of the Forest Division as Regional Level Coordinators (RLCs) through whom funds would be channelled to the JFM Committees for implementation of the projects as per the decisions of the FDAs. The RLCs shall function as subordinate disbursers for this purpose.

(10) The RLCs are authorized to open and maintain bank account (s) in Nationalized Banks and operate them in order to deposit and manage the advances received from FDAs

(11) The Regional Level Coordinators shall be primarily responsible for maintaining consolidated accounts of the JFMCs in their jurisdiction and carrying out normal supervision and monitoring activities. The RLCs would maintain and submit monthly accounts and other records / reports to the Executive Body of the FDA as per their directions.

(12) The FDAs shall be supported by the administrative set up of the office of the Forest Division concerned. No additional staff shall be employed for the purpose of FDAs.

(13) The FDAs shall maintain accounts by compiling the accounts of Regional Level Coordinators and follow such accounting procedure as required under Meghalaya Societies Registration Act 1983. These shall be audited by qualified auditors and may be subjected to audit by the Comptroller & Auditor General of India or his nominated Officers.

(14) The Activities and Functions of the FDAs shall include those prescribed by the Government of India vide their D.O. No. 25-1-1/ 99-B/ ii dated 31<sup>st</sup> May 2002, as stated below :

Activities of the Forest Development Agency :

- (i) Implementation of centrally sponsored afforestation schemes.
- (ii) Implementation of other beneficiaries oriented activities like agro forestry, avenue plantations.
- (iii) Taking steps for value addition and marketing of produce.
- (iv) Inventorying of land and other natural resources.
- (v) Promoting environmental education.
- (vi) Promoting awareness and mobilizing active association of communities in protection against poaching and illicit felling of trees.
- (vii) Establishment and management of decentralized nurseries with marketing arrangements.
- (viii) Assisting in management of CPRs.
- (ix) Addressing socio-economic needs of people.
- (x) Management of existing captive water resources in the villages.
- (xi) Mobilizing active involvement of communities in forest fire fighting operations.
- (xii) Monitoring of activities of local NGOs.

Functions of the Forest Development Agency :

- (i) Approving plans for all afforestation related activities in forest fringe villages including the micro plan.
  - (ii) Providing support and assistance to JFMCs for micro planning.
  - (iii) Organizing training and awareness programmes.
  - (iv) Implementation of water harvesting and soil conservation measures with appropriate approvals.
  - (v) Inter-se prioritisation for scheme and activity-wise financial outlays.
  - (vi) Deciding entry point activities.
  - (vii) Formulating guidelines for utilization and sharing of usufruct.
  - (viii) Evolving rules for use of funds created.
  - (ix) Improvising technological improvements.
  - (x) Developing Guidelines for employment generation opportunities.
  - (xi) Establishing and maintaining decentralized nurseries.
  - (xii) Coordinating and Monitoring the activities of their constituent JFMCs.
- (xii) Conceptualising innovative schemes, viz. establishment of botanical gardens, sacred groves etc.

- (xiv) Dealing with contingencies such as drought, flood and forest fires.
- (xv) Co-ordinating with DRDAs and other relevant Government Departments to dovetail their schemes and programmes with afforestation schemes so that watersheds can be developed in a holistic manner.

(15) State Level Steering Committee

A State Level Steering Committee shall be constituted under the Chairmanship of the Chief Minister with such members as the Government may nominate. The Steering Committee will discuss and approve schemes formulated by FDAs for submission to Government of India. The Committee will also monitor the schemes implemented by FDAs.

A copy of the Model form of Memorandum of Association for the FDAs and Model Rules and Regulations of each FDA to be constituted are enclosed at Annexure-I and Annexure-II respectively.

(C.D. KYNJING, IAS),  
Commissioner & Secretary to Govt. of Meghalaya,  
Forest & Environment Department

Memo No. FOR.62/2000/239-A

Dated Shillong, the 9<sup>th</sup> September 2003

Copy to :

- 1 P.S. to the Chief Minister for information of the Chief Minister, Meghalaya.
- 2 P.S. to the Minister, Forest & Environment for information of the Minister.
- 3 Secretary to the Government of India, Ministry of Environment & Forests, Paryvaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi – 110 003.
- 4 Director General of Forests, Government of India, Ministry of Environment & Forests, Paryvaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi – 110 003.
- 5 P.S. to the Chief Secretary, Government of Meghalaya.
- 6 P.S. to the Additional Chief Secretary to the Government of Meghalaya, i/c Forests & Environment Department.
- 7 All Administrative Departments of Government of Meghalaya.
- 8 Inspector General of Forests, Government of India, Ministry of Environment & Forests, National Afforestation & Eco-Development Board, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi – 110 003.
- 9 Principal Chief Conservator of Forests, Meghalaya, Shillong.
- 10 All Chief Conservators of Forests, Meghalaya, Shillong.

- 11 Director of Printing & Stationery for publication of the Notification in the Meghalaya Gazette with a request to supply two hundred copies of the Notification to the Department.

Commissioner & Secretary to Govt. of Meghalaya,  
Forests & Environment Department

**THE MEMORANDUM OF ASSOCIATION OF**  
**THE \_\_\_\_\_ (name) \_\_\_\_\_ DIVISION, FOREST DEVELOPMENT AGENCY,**  
**MEGHALAYA**

1 The name of the Society :

The Society shall be called "The \_\_\_\_\_ (name) \_\_\_\_\_ Division Forest Development Agency".

2 Registered office of the Society :

The registered office of the Society shall be located at the office of the Divisional Forest Officer \_\_\_\_\_ (name) \_\_\_\_\_ Division, \_\_\_\_\_ (address) \_\_\_\_\_, (pin) \_\_\_\_\_

3 Area of operation of the Society :

The extent of the area of operation of the Society shall be the area of jurisdiction of the \_\_\_\_\_ (name) \_\_\_\_\_ Division.

4 Aims and objectives of the Society :

The aims and objectives for which the Society is established are as follows :

- (i) To arrest and reverse the trend of degradation of forests and wild biodiversity areas by :
  - (a) Carrying out and promoting artificial regeneration and aided natural regeneration of forests.
  - (b) Protecting and conserving the existing forests and wild biodiversity areas.
- (ii) To plan, allocate, administer and monitor forestry and eco-development works as per the directions of the Government of Meghalaya and the Government of India.
- (iii) To carry out the works of protection, conservation and development of forests and wild biodiversity areas and eco-development works by involving forest dwellers and local communities by the mechanism of Joint Forest Management.
- (iv) To promote awareness about conservation of forests, wildlife and biodiversity and sustainable use of wild resources.
- (v) To improve the environment in the State and the Country by improving the status of forests, wildlife and wild biodiversity.
- (vi) To help in building and improving the infrastructure for development of forestry, wildlife and allied environmental sectors.



- (vii) To provide sustained employment opportunities to the local communities and forest dwellers with special emphasis on tribal, landless and economically weaker sections of the Society.
- (viii) To create durable and sustainable community assets in the form of forested areas, roads, paths, irrigation facilities and other means of socio-economic benefit.
- (ix) To carry out all such acts, deeds, etc as may be deemed incidental or conducive to the forgoing objects.

5. The Executive Body :

The Executive Body of the Society shall be appointed by the Government and shall have the following members :

<u>S.No.</u>	<u>Name, Occupation and Address</u>	
(i)	----- Conservator of Forests ----- -----	Chairperson
(ii)	----- Divisional Forest Officer ----- Division -----	Member Secretary
(iii)	----- Divisional Forest Officer ----- Division -----	
(iv)	----- Divisional Forest Officer ----- Division -----	
(v)	District Level Officers ----- District -----	
(vi)	Project Directors, DRDA ----- District -----	

(vii) Representative of District Council  
----- Autonomous District Council  
-----

(viii) Chairperson  
----- JFM Committee  
-----

There may be further additions in the members of the Executive Body.

6. The first members of the Society shall be as follows :

- (i) The Conservator of Forests, under whom the Forest Division under which the Society is being constituted, falls.
- (ii) The Divisional Forest Officer of the Division under which the Society is being constituted, falls.
- (iii) The Divisional Forest Officers of other two of the three wings viz, Territorial, Wildlife and Social Forestry having concurrent or overlapping jurisdiction over the area of jurisdiction of the Society.
- (iv) The Assistant Conservator of Forests in the Division under which the Society is being constituted, falls.
- (v) The Range Officers in the Division under which the Society is being constituted, falls.

7. We, the undersigned, are desirous of forming the Society in pursuance of the Memorandum of Association :

<u>S. No.</u>	<u>Name, Occupation and Address</u>	<u>Signature</u>
(i)	----- Conservator of Forests ----- -----	
(ii)	----- Divisional Forest Officer ----- Division -----	
(iii)	----- Divisional Forest Officer ----- Division -----	
(iv)	----- Divisional Forest Officer ----- Division -----	
(v)	----- Assistant Conservator of Forests ----- -----	
(vi)	----- Assistant Conservator of Forests ----- -----	
(vii)	----- Range Officer ----- Range -----	
(viii)	----- Range Officer ----- Range -----	
(ix)	----- Range Officer ----- Range -----	

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*Model Rules and Regulations for FDAs*

**RULES AND REGULATIONS OF**  
**THE (name) DIVISION, FOREST DEVELOPMENT AGENCY**

## MEGHALAYA

### INTERPRETATION

(1) Unless the context otherwise requires, words and expressions contained in these Regulations shall have the same meaning as in the Meghalaya Societies Registration Act, 1983 or any statutory modification thereof, and in particular shall have the following interpretation :

- (a) 'FDA' means \_ \_ \_ \_ (*name*) \_ \_ \_ \_ Division, Forest Development Agency.
- (b) 'JFMC' means a Joint Forest Management Committee duly constituted as per the Rules & Regulations of the Government of Meghalaya, falling under the jurisdiction of the FDA.
- (c) 'Range' means one duly established as a subordinate forest office under the \_ \_ \_ \_ (*name*) \_ \_ \_ \_ Division.
- (d) 'Range Officer' means Officer in-charge of the Range.
- (e) 'DRDA' means the society named as "District Rural Development Agency" for a district, duly registered under Meghalaya Societies Registration Act, 1983.
- (f) 'Act' means Meghalaya Societies Registration Act, 1983.
- (f) 'Government' means the Government of Meghalaya.

### MEMBERSHIP

(2) Admission :

The membership of the FDA in addition to the signatories to the Memorandum of Association would be as follows :

The General Body :

The General Body shall be appointed by the Government and shall have the following members :

- (i) Conservator of Forests concerned Chairperson
- (ii) Not more than thirty at any time, to be nominated by the Government from among the Chairpersons of JFMCs. Adequate representation to women shall be given in making such nominations
- (iii) One representative of the Autonomous District Council concerned
- (iv) Divisional Forest Officers of other two of the three wings viz Territorial, Wildlife and Social Forestry having concurrent or overlapping jurisdiction in the FDA area
- (v) Assistant Conservator (s) of Forests and Range Officers in the Division concerned

- (vi) District level Officers of other Government Departments concerned, of the Districts in which the Jurisdiction of the FDA falls and which are included in the Executive Body
- (vii) Members nominated by the Government to ensure adequate representation to women in addition to the women members under para (ii) above

The Executive Body :

The Executive Body shall be appointed by the Government and shall have the following members:

- |        |   |                    |
|--------|---|--------------------|
| (i)    | Conservator of Forests concerned  | Chairperson        |
| (ii)   | Divisional Forest Officer of the Division concerned   | Member Secretary   |
| (iii)  | Divisional Forest Officer of the other two of the three wings viz Territorial, Wildlife and Social Forestry having concurrent or overlapping jurisdiction in the FDA area   | Members            |
| (iv)   | District Level Officers of other Government Departments concerned, of the Districts in which the jurisdiction of the FDA falls  | Ex-officio members |
| (v)    | Project Directors DRDA, from each of the Districts in which the area of jurisdiction of the FDA falls   | Members            |
| (iv)   | One representative of the Autonomous District Council concerned   | Members            |
| (vii)  | One third representatives from the members of the General Body representing JFMCs and villages, not less than three but not exceeding ten, ensuring adequate representation of women members  | Members            |
| (viii) | The Executive Body may co-opt a representative of the clan or community or the land holder, as the case may be, whose land is utilised for a project / scheme and also a representative of the traditional, village authorities, if they are not otherwise represented through the JFMCs. |                    |

Provided that :

- (a) All the members of the Executive Body shall automatically be the members of the General Body also.
- (b) The members of the Executive Body listed under Para –2 (iv) and (v) shall not have voting rights
- (c) The Executive Body of the FDA may co-opt experts in such disciplines as are not represented, to advise on the preparation of micro-plans and for implementing specific components of the projects. However, such members shall not have voting rights.

- (d) The FDA General Body may admit additional members, subject to directions or prior approval of the Government of Meghalaya or Government of India.
- (e) When a person becomes or is appointed or is nominated as a member of the General Body or the Executive Body of the Society by virtue of his office held by him, his membership of the Society shall terminate when he ceases to hold that office and vacancies so caused shall be filled by his successor.
- (f) The term of a member of the Executive Committee, who has been nominated in category (vii), shall be for one year. The Government shall nominate other members in the vacancies created from the same category during the next year. However, the Government may re-nominate a member if they feel that such a nomination is in the interest of the FDA.
- (g) A member of the Executive Body in category (vii), who does not attend three consecutive meetings of the Executive Body, shall be disqualified from the Executive Body.

(3) Cessation of Membership :

The membership of the ex-officio members shall terminate as soon as they cease to hold the official position by virtue of which they became members of the Society. Notwithstanding anything specified in this Regulation, any member shall cease to be a member (a) on the acceptance of his resignation from membership; (b) on his becoming insane or insolvent; (c) on his expulsion or removal; (d) on his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of the Society or any criminal offence.

(4) Register of Members :

The Society shall maintain a Register of members containing the names, addresses and their occupations, and the date of admission and of cessation of membership. The Register shall be kept available for inspection of the members of the Society on requisition. All entries of admission and cessation to be made therein shall be entered within a period of fifteen days of these occurring.

(5) Rights and Obligations of Members :

Any member other than any honorary / non voting member of the Society has the right to (a) elect and be elected in any elections of the Society; (b) submit suggestions for discussion to the Executive Body and any Sub-Committee on any matter relating to the Society and (c) inspect the Accounts and the proceedings of the meetings of the Society on appointment with the Member Secretary.

Every member should pay his / her subscription within the prescribed time. Members, defaulting in payment of subscription for more than three months, shall not be allowed to take part or vote in a meeting.

The members shall have one vote each.

- (6) It shall be incumbent upon a member of the Society to notify the Secretary of any change in his address and occupation.

(7) Whenever a member desires to resign from the membership of the Society, he should address his resignation to the Chairman and present it to him. His resignation shall take effect only on its acceptance by the Chairman of the Society.

(8) The Society shall function, notwithstanding that any person entitled to be a member, by reason of his Office, is not represented in the Society for the time being. The proceedings of the Society shall not be invalidated by the above reason or from the existence of any vacancy or any defects in the appointment of any of its members.

(9) Every member of the Society may be sued or prosecuted by the Society for any loss or damage caused to the Society or its property or for any thing done by him, detrimental to the interest of the Society.

(10) Expulsion and Removal :

Frequent actions of any member, if found by the Executive Body to be detrimental to the interest of or are in violation of the rules and regulations of the Society, may render him liable for censure, suspension or expulsion from the membership by the Executive Body. In such a case, the Executive Body shall first serve the member concerned with a show-cause notice, showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of his explanation, the Executive Body shall have the power to take a suitable action against the delinquent member, after allowing him to defend his case. If no reply to the show-cause is received within a month, the Executive Body may take an ex-parte decision.

(11) For any act of expulsion or termination, no such member shall be entitled to prefer any claim for compensation or damages, even if proved on a subsequent date that such act of expulsion or termination was wrongful and / or unlawful. It would be sufficient to restore his membership if otherwise eligible.

(12) Activities of the Forest Development Agency :

The activities of the FDA, as per the directions of the Government of India, shall include the following :

- (i) Implementation of centrally sponsored afforestation schemes.
- (ii) Implementation of other beneficiaries oriented activities like agro forestry, avenue plantations.
- (iii) Taking steps for value addition and marketing of produce.
- (iv) Inventorying of land and other natural resources.
- (v) Promoting environmental education.
- (vi) Promoting awareness and mobilizing active association of communities in protection against poaching and illicit felling of trees.

- (vii) Establishment and management of decentralized nurseries with marketing arrangements.
- (viii) Assisting in management of CPRs.
- (ix) Addressing socio-economic needs of people.
- (x) Management of existing captive water resources in the villages.
- (xi) Mobilizing active involvement of communities in forest-fire fighting operations.
- (xii) Monitoring of activities of local NGOs.



(13) Functions of the FDA :

The functions of the FDA, as per the direction of the Government of India, shall include the following :

- (i) Approving plans for all afforestation related activities in forest fringe villages including the micro-plan.
- (ii) Providing support and assistance to JFMCs for micro-planning.
- (iii) Organizing training and awareness programmes.
- (iv) Implementation of water harvesting and soil conservation measures with appropriate approvals.
- (v) Inter-se prioritisation for scheme and activity-wise financial outlays.
- (vi) Deciding entry point activities.
- (vii) Formulating guidelines for utilization and sharing of usufructs.
- (viii) Evolving rules for use of funds created.
- (ix) Improvising technological improvements.
- (x) Developing guidelines for employment generation opportunities.
- (xi) Establishing and maintaining decentralized nurseries.
- (xii) Coordinating and monitoring the activities of their constituent JFMCs.
- (xiii) Conceptualising innovative schemes, viz. establishment of botanical gardens, sacred groves etc.
- (xiv) Dealing with contingencies such as drought, flood and forest fires.
- (xv) Coordinating with DRDAs and other relevant Government Departments to dovetail their schemes and programmes with afforestation schemes so that watersheds can be developed in a holistic manner.

### **THE EXECUTIVE BODY**

(14) Term :

The members of the Executive Body are ex officio and they shall change on change in incumbents.

(15) If any change occurs in the composition of the Executive Body or in the office of the Chairman or Member Secretary at any time and for any reason whatsoever, the change shall, within thirty days be notified to the Registrar

(16) Meeting :

A meeting of the Executive Body shall be held at least once in three months at such place, date and time as the Chairperson or the Member Secretary may determine.

(17) Notice and Quorum :

Seven days notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Executive Body. An emergency meeting may be called on a twenty-four hours notice. One-third members personally present shall

constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time, the meeting shall be adjourned.

(18) Procedure of the meeting :

The Chairperson shall preside over all the meetings of the Executive Body and in his absence, the members present shall elect a Executive Body member to preside over the meeting. All issues before the meeting shall be decided by a majority of votes, each member having one vote. The Chairman of the meeting shall have a second casting vote in addition to his own vote, in case of equality of votes.

(19) Any business, which may be necessary for the Executive Body to perform, may be performed by a resolution in writing and circulated among all its members and any such resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding, as a resolution passed at a meeting of the Executive Body.

(20) The Executive Body shall function notwithstanding that any person entitled to be a member by reasons of his Office is not represented on the Executive Body for the time being. The proceedings and actions of the Executive Body shall not be invalidated by the above reasons, or from the existence of any vacancy or any defects in the appointment of its members.

(21) If any change occurs in the composition of the Executive Body or in the holders of the Office of the Chairman or the Member Secretary at any time for any reason arising through such change, shall within thirty days, be notified to the Registrar of the Societies.

(22) Powers and Duties of the Executive Body :

The Executive Body shall have general power of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties :

- (i) To appoint a sub-committee with such powers and duties as may be considered necessary or expedient.
- (ii) To receive funds and other resources from Government of India, Government of Meghalaya and other sources and utilize the same for the objects of the Society in a manner as prescribed by the State and Central Government.
- (iii) To execute forest development and eco-development works in forests and forest fringe areas through JFMCs as per direction of the State and Central Government.
- (iv) To deliberate over the Annual Budget and its subsequent alteration placed before it by the Member Secretary from time to time, and to pass it with such modification, as the Executive Body may think fit.
- (v) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Society or of assets created by the Society, subject to compliance with

the existing Acts, and in accordance with rules, orders and guidelines as may be issued by the State and Central Government from time to time.

- (vi) To keep proper accounts of the Society and to open bank account (s) in the name of the Society in one or more Nationalised Banks, which can be operated, for and on behalf of the Society, by the Member Secretary.
- (vii) To co-opt not more than two members to the Executive Body.
- (viii) To appoint a person or persons, on payment or otherwise, to assist the Member Secretary in the maintenance of accounts or any other business relating to the works of the Society.
- (ix) To maintain and submit records, reports and returns, relating to business of the Society, as per the directions of the State and Central Government.
- (x) To arrange for audit of the Society's accounts.
- (x) To conduct any other business, not specified herein, for the attainment of the Objects of the Society.

(23) Safe Custody of Properties and Assets :

- (i) The Executive Body shall be responsible for the safe custody of the funds, properties and the assets of the Society, including the assets created by the Society.
- (ii) The funds of the Society shall be kept in Nationalized Banks and the management of such funds shall be the responsibility of the Executive Body.

## **DUTIES OF THE OFFICE BEARERS OF THE EXECUTIVE BODY**

(24) The Chairperson :

His duties shall include :

- (i) Presiding over all the meetings of the Society.
- (ii) Taking all disciplinary actions such as removals, dismissals etc., in consultation with the Executive Body.
- (iii) Assisting and advising the Executive Body in any matter relating to the business of the Society including receipt, management and utilisation of funds, execution of development works, disposal and distribution of income of the Society etc.
- (iv) Advising the Member Secretary in any matter requiring attention.
- (v) Calling emergency meetings if necessary.

(25) Member Secretary :

He shall be the Chief Executive Officer of the Society. He shall :

- (i) Convene all meetings of the Society.
- (ii) Maintain minute books of all the meetings.
- (iii) Issue all correspondences, circulars and notices.
- (iv) Receive all applications for membership that shall be placed before the Executive Body.
- (v) Sign on behalf of the Society, all receipts for all sums to be received from the State / Central Government / other sources.
- (vi) Sign and give pay order for all payments and pass all payment vouchers for amounts disbursed by subordinate disbursers after due scrutiny.
- (vii) Get the accounts of the Society audited by qualified auditor (s).
- (viii) Arrange to maintain and keep cashbook and such other accounts as are necessary.
- (ix) Operate bank account (s) for and on behalf of the Society.
- (x) Prepare the budget, project proposals, work programs indicating location, physical and financial targets, cost estimates etc. for consideration of the Executive Body.
- (xi) Issue in terms of approved work programs, advances in favour of the RLCs, oversee the implementation of works by JFMCs, obtain monthly accounts including basic vouchers and other documents from such RLCs and incorporate such accounts after due scrutiny in the monthly accounts of the Society.
- (xii) Supervise and monitor, through such other members or sub-committee as may be authorised by the Executive Body, the implementation of development works.
- (xiii) Ensure compliance with statutory requirements and orders / guidelines issued by the State / Central Government from time to time.
- (xiv) Comply with the directions and advice as may be issued by the Executive Body from time to time.

### **RANGE LEVEL CO-ORDINATORS (RLCs)**

- (26) Among other things they shall:
- (i) Assist the Member Secretary of the Society in the preparation of budget, project proposal and work program.
  - (ii) Obtain advances on requisition from the Member Secretary for implementation of approved work program.
  - (iii) Act as subordinate disbursers by way of incurring expenditures for execution of works as per plan and estimates sanctioned by the Executive Body.
  - (iv) Supervise execution of work programs to be done by the JFMCs.
  - (iv) Submit monthly accounts along with all basic documents and vouchers to the Member-Secretary of the society.
  - (v) Maintain and keep books of accounts as prescribed by the Executive Body.
  - (vi) Open and operate a bank account; utilisation of advances received from the Member Secretary of the Society.
  - (vii) Ensure compliance with statutory requirements and orders / guidelines issued by the State / Central Government from time to time.
  - (viii) Comply with the directions and advice as may be issued by the Executive Body from time to time.

#### **GENERAL BODY MEETINGS**

- (27) The Member-Secretary shall annually call the Annual General Meeting within two months from the end of the last financial year giving at least fourteen days notice to all members. The notice shall contain the place, date, day and time of the meeting.

(28) Agenda :

The business to be transacted at the AGM shall be :

- (i) To conform the minutes of the last AGM and of any Extraordinary General Meeting.
- (ii) To adopt with or without modification the Annual Report of the Society for the previous year.
- (iii) To pass audited accounts of the Society for the previous year.
- (iv) To transact such business as may be fixed by the Executive Body.
- (iv) To transact such other business as may be brought forward, by giving fourteen days prior notice, by any member.

(29) Quorum of the Meeting :

One-third members personally present at the commencement of the meeting shall constitute the quorum. In the event of the quorum not being fulfilled, the meeting shall be postponed by an hour and be reconvened at the same venue and date, and for such reconvened meeting, there shall be no quorum.

(30) Procedure of the Meeting :

The Chairperson of the Society shall preside over the General Meetings. He shall decide the manner and method of voting at the outset of the meeting. Each member shall have one vote.

(31) Extraordinary General Meeting :

The Executive Body may direct to convene an Extraordinary General Meeting, if needed, to consider and decide on any urgent matter. A seven day notice along with the agenda shall be sent to the members for such meeting.

## **MAINTENANCE AND AUDIT OF ACCOUNTS AND INSPECTIONS**

(32) Books of Accounts and Inspection :

- (i) The Society shall maintain books of accounts as required under Section 15 (1) (a) & (b) of the Act, together with directions of the State / Central Government. The Society shall have its accounts audited once in a year, in accordance with the provisions of the Act. Besides, the Society's accounts shall be subject to audit by the Comptroller & Auditor General of India or his nominated Officer.
- (ii) The books of account and other statutory books shall be kept at the Registered Office and shall be open to inspection by the members, at such time and place, as the Executive Body may direct, on a written request by any member.

- (iii) Any agency / officer (s) authorized by the State Government, Central Government of India or any other agency providing funds, shall have the right of access to the books of accounts of the Society, in respect of funds provided by such Government or Agency.

(33) Accounting Year :

The accounting year of the Society shall be from the 1<sup>st</sup> day of April of each year to the 31<sup>st</sup> day of March of the following year.

### MISCELLANEOUS

(34) Notices :

A notice may be served upon any member of the Society, either personally or by sending it through the post, in an envelope addressed to such member, at the address mentioned in the roll of members.

(35) Any notice served by post, shall be deemed to have been served on the day following that, on which the letter bearing envelope, or the wrapper containing the same is posted, and in proving such service, it shall be sufficient to prove that the cover containing such notice was properly addressed and duly posted.

(36) Within thirty days of holding of the Annual General Meeting, the following shall be filed with the Register of the Societies :

- (i) The list of the names, addresses and occupations of the members of the General Body, the Chairman, the Secretary and other Office bearers of the FDA.
- (ii) The Annual Report of the previous year.
- (iii) A copy each of the balance sheet and the auditors report, certified by the Auditor.

The list of the members and the Annual Report shall be certified by the Chairman and the Member Secretary.

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(37) Suit and legal proceedings :

All suits and legal proceedings, by or against the Society, shall be in the name of Member Secretary of the Executive Body by designation, or such person as shall be appointed by the Executive Body.

(38) Alteration / Amendment of Memorandum and Regulations :

The Name, Memorandum of Association and Rules and Regulations, with prior permission of Government of Meghalaya, may be altered, modified, rescinded or added to, by resolutions passed by three-fourth of the members present in a General Meeting.

The Executive Body shall have powers to make, alter, modify or rescind such executive orders, as may be considered necessary in the interest of smooth functioning of the Society.

(39) Dissolution of Society :

Subject to the provisions of Section 24 and 27 of the Meghalaya Societies Registration Act, 1983 or any statutory modification thereof, the Society may be dissolved by a resolution to that effect, passed by three-fourths of the members of the Society at a General Meeting. After the disposal and settlement of the property of the Society and its claims and liabilities, any surplus assets shall not be paid to, or distributed, amongst the members of the Society, but shall be given to some other Society, as decided by the votes of three fourths of the members.

We, the undersigned members of the Executive Body of the Society, do hereby certify, that the above is a correct copy of the Regulations of the Society.

Signatures of three member of the Executive Body :

Signature

Name

1

2

3

Dated \_\_\_\_\_ day of \_\_\_\_\_ 200 -.