

Training Module No.4

1 Day Training Programme on Accounting procedure & Record keeping under AJY scheme

Date : _____

Venue: _____

Participants: 30 Persons

- p-NGOs (DO) and DEO-Ac.
- Member Secretaries of VSSs

Objectives of the Training

The objectives of the training are:

- To enhance their understanding on Accounting procedures and record keeping/ maintenance of registers of the AJY scheme
- To enable them to maintain the relevant records of Accounts and provide returns on works undertaken during the month

Training Outcomes

Participants develop an understanding on

- Accounting procedures and record keeping/ maintenance of registers of the AJY scheme
- To enable them to maintain the relevant records of Accounts and provide returns on works undertaken during the month

Registration of Participants (30 Minutes Prior to the Start of First Session)

Pre-requisite for this Training: The participants must have completed the modules on community mobilization and institution building.

Instructional Requirements

1. White board with marker
2. Over head projector/Laptop
3. Pointer (stick/ Laser)

Materials and Aids Required

1. Drawing sheet
2. Flip chart
3. Colour sketch pen (2-3 sets)
4. Markers

Detailed Session Plan:

SESSION -1 : INTRODUCTION			
Session Time/ Duration	Topics	Methodology	Materials Required
30 min	<ul style="list-style-type: none"> • Welcome address • Brief Introduction about AJY, CAMPA, NRLM, MGNREGS & State Plan Accounting procedure 	Lecture Discussion	Handout on AJY
SESSION -2 : ACCOUNTING PROCEDURE CAMPA			
90 min	<p>Accounting Procedure: CAMPA</p> <ul style="list-style-type: none"> -Objectives -Accounting Procedure <p>Record keeping & Maintenance of Records (CAMPA)</p> <ul style="list-style-type: none"> - Cash Book, Bank Book -Register of Cheques -Ledger Book -Stock & Store registers -Receipt Register -Money receipt Book -Vouchers -Maintenance of “VSS-AJY –RF Account”: <ul style="list-style-type: none"> - Revolving fund - Addl.Revolving Fund 	Lecture Discussion	Different Heads of Accounts
SESSION -3 : ACCOUNTING PROCEDURE MGNREGS			
90 min	<p>Accounting Procedure: MGNREGS</p> <ul style="list-style-type: none"> -Objectives -Accounting Procedure: <p>Record keeping & Maintenance of Records (MGNREGS)</p> <ul style="list-style-type: none"> - Cash Book, Bank Book -Register of Cheque -Ledger Book -Stock & Store registers -Receipt Register -Vouchers 	Lecture Discussion	Handouts
SESSION -3 : ACCOUNTING PROCEDURE STATE PLAN			
30 min	<p>Accounting Procedure: State Plan</p> <ul style="list-style-type: none"> -Objectives 	Lecture Discussion	Handouts Explaining forms

	<ul style="list-style-type: none"> -Accounting Procedure - Maintenance of Cash/Bank Books/store register <p>Meeting registers</p> <ul style="list-style-type: none"> -Minute Book -Attendance register 		&formats of different records
SESSION - 4: ACCOUNTING PROCEDURE NRLM			
90 min	<p>Accounting Procedure: NRLM</p> <ul style="list-style-type: none"> -Objectives -Accounting Procedure <p>Record keeping & Maintenance of Records (NRLM)</p> <ul style="list-style-type: none"> - Cash Book, Bank Book -Register of Cheque -Ledger Book -Stock & Store registers -Receipt Register -Money receipt Book -Vouchers 	Lecture Discussion	Handouts Explaining forms & formats of different records
60 min	Practical Session	-do-	
	Feedback:		

Session 1 : Introduction to AmaJangalaYojana

The AmaJangalaYojana scheme is based on the tradition of conserving forests through informal village level institutions in many forests fringe villages of the state. In the recent past for strengthening and supporting such community based initiatives, many significant efforts have been made by the State Forest Department, more particularly, through the Odisha Forestry Sector Development Project (OFSDP) Phase- I, which was funded by Japan International Co-operation Agency (JICA). The basic approach in this project was improving the forest cover along with generating alternate livelihood avocations to reduce pressure on forest. The experience gained under OFSDP reveals that with the support provided by the Government, in terms of finances and capacity upgradation, the outcome has further improved both in terms of conservation and management of the natural resources as well as benefitting the forest fringe communities' in income generation activities.

Out of about 12500 VSSs, that have been constituted in Odisha so far, 2426 have already been covered under the OFSDP Phase – I project (2006-07 to 2014-15) and forests conservation and management in these VSSs is now being practiced in the Joint Forest Management (JFM) mode i.e. with active participation of the village community. However, still there are more than 10,000 VSSs that need to be assigned the task of forest conservation and management in the JFM mode. Out of these about 3000 VSSs are proposed to be covered under the OFSDP Phase- II for which a proposal has been submitted to the Government of India for accord of approval.

The present AJY scheme is, therefore, proposed for implementation in 7,000 number of VSSs/ EDCs, located in 30 Territorial and Wildlife Divisions of the state of Odisha, which have not been covered under OFSDP Phase-I or which are not included in OFSDP Phase – II proposal. The proposal in principle aims at further strengthening of the participatory forest management in the state by bringing the informal village level institutions/ bodies involved in the protection and management of forest resources under the fold of AJY in addition to creation of new VSSs. *It is mandatory that any VSSs/ EDCs covered under AJY Scheme should agree to maintain the plantation areas and forests protected by them as per the Working Plan prepared or modified by the Forest and Environment Department.*

Considering the learning from the success of the Odisha Forestry Sector Development Project, under which adequate support was provided to the VSSs/ EDCs, the scheme titled AmaJangalaYojana (AJY) or the Community Forest Protection and Management Program (CFPMP) has been proposed by the forest & Environment Department. The objective of this

scheme is to strengthen the VSSs/ EDCs in the State of Odisha, by providing financial, managerial and facilitation support. The scheme will be implemented by the State Forest Department through Odisha Forestry Sector Development Society (OFSDS), in partnership with selected NGOs and VSS members at the field level.

The AJY Scheme aims to achieve sustainable forest management in the project area through forest restoration initiatives, along with providing income generating and livelihood opportunities to the forest dependent communities, so that the pressure on adjoining forests is relieved/ reduced. The main project objectives of AJY Scheme are listed below:

1. To conserve and restore degraded forests through forest restoration initiatives.
2. To arrest further degradation of forests through participatory forest conservation and management strategy.
3. To empower forest dependent communities by building up their capacity to participate in the sustainable forest management.
4. To improve the livelihood opportunities of the forest dependent communities so as to reduce their dependence on forests.

AJY Components

It is proposed to cover 7000 VSS in 30 Territorial and Wild Life Divisions of the state of Odisha. Out of these 2000, 2500 and 2500 number of VSSs, respectively will be covered in the first three years of implementation of the scheme, i.e., during 2016- 17, 2017- 18 and 2018- 19. The interventions of forest restocking in these VSSs/EDCs will be maintained for next three (i.e., in 2019- 20, 2020- 21 and 2021- 22) along with forest conservation, management and capacity building initiatives.

Under AJY, an area of up to 50 ha. will be assigned to each VSS out of which 10 ha will be maintained as the control plot, 5 ha will be the demonstration plot and the remaining 35 ha will be for taking up Aided Natural Regeneration (ANR) with gap planting at the rate of 200 plants per hectare. In about 500 VSSs, where suitable land for ANR with gap is not available, an area of 10 ha will be covered under Block Plantations.

The year wise area to be treated under the two types of plantation designs is given below:

Year	No. of VSS	ANR with Gap	Block Plantation	Total
1	2	3	4	5

2016-17	2000	70,000	2,500	72,500
2017-18	2500	95,000	1,250	96,250
2018-19	2500	95,000	1,250	96,250
2019-20	Only maintenance works of plantations			
2020-21				
2021-22				
Total	7,000	2,60,000	5,000	2,65,000

Therefore, the total area of 2,65,000 ha will be treated under AJY Scheme during the project implementation period, which will include 2,60,000 Ha under ANR with gap and 5000 ha under Block Plantation.

The scheme will be implemented in the 30 forest divisions of the state over a period of 06 years, commencing from 2016-17 and up to 2021-22. The year 2015- 16 will be the preparatory phase year of the AJY Scheme. While the main interventions of the scheme will be for the initial three years i.e. from 2016-17 to 2018-19, the maintenance of plantations raised under the scheme and other consolidation works along with capacity development initiatives will be carried out in the remaining three years, i.e., during 2019-20 to 2021-22.

About 2.60 lakh hectares of forest area will be targeted for Assisted Natural Regeneration with gap planting covering about 2000, 2500 and 2500 VSSs respectively, in the first, second and third year of implementation of the scheme with subsequent 3 years maintenance. Further, Block Plantations of 5000 ha will also be raised in the first three years of implementation (i.e. 2,500 ha during 2016- 17 and 1,250 ha each during 2017- 18 and 2018-19) of the scheme with maintenance in subsequent three years. Besides restocking of forests through ANR with gap and Block Plantations, the scheme also includes various other forestry interventions like soil and moisture conservation works and forestry operations such as silvicultural cleaning, climber cutting, fire line tracing and fire line maintenance etc. Apart from these forestry interventions, major emphasis under the scheme will be given to protection and management of forests through community participation and providing livelihood alternatives to the members.

The total cost of the AmaJangalaYojana for six years has been estimated to be Rs. 1170.02 Crores. Out of the total requirement, Rs.511.31 crore is proposed to be met out of CAMPA and Rs.285.35 crores from the State Plan through Forest and Environment Department and Rs. 322.18 crores from MGNREGS and Rs. 51.19 Crores from NRLM through the Panchayati Raj Department, Government of Odisha. The year wise and activity wise projected requirement of funds for implementation of AJY is below:-

YEAR WISE AND ACTIVITY WISE PROJECTED REQUIREMENT OF FUNDS FOR AJY

(Rs. In Lakhs)

S. No.	Activity	First Year (2016- 17)	Second Year (2017- 18)	Third Year (2018- 19)	Fourth Year (2019- 20)	Fifth Year (2020- 21)	Sixth Year (2021- 22)	Total
A	Preparatory works	730.90	964.90	964.90	0.00	0.00	0.00	2660.70
B	Support Activities	8197.92	10747.92	11047.92	2557.92	2077.92	1177.92	35807.52
C	Forest Restoration and plantations	13910.00	21670.00	23947.50	7607.50	6995.00	1567.50	75697.50
D	Managerial Expenses	533.25	207.05	207.05	584.55	584.55	676.55	2793.00
	Total	23372.07	33589.87	36167.37	10749.97	9701.47	3421.97	117002.72

The year wise and source wise projected requirement of funds for AJY is given below:

YEAR WISE AND SOURCE WISE PROJECTED REQUIREMENT OF FUNDS FOR

AJY (Rs. In Lakhs)

Activity	First Year (2016- 17)	Second Year (2017- 18)	Third Year (2018- 19)	Fourth Year (2019- 20)	Fifth Year (2020- 21)	Sixth Year (2021- 22)	Total
CAMPA	14833.90	4901.40	19656.40	5412.50	4755.00	1572.50	51131.70
MGNREGS	1500.00	19375.00	6897.50	2200.00	2245.00	0.00	32217.50
NRLM	1403.00	1853.50	1853.50	3.00	3.00	3.00	5119.00
SP	5635.17	7459.97	7759.97	3134.47	2698.47	1846.47	28534.52
Total	23372.07	33589.87	36167.37	10749.97	9701.47	3421.97	117002.72

Year previous to year of implementation will be treated as 0th year in which 30% of the cost fixed for that year will be spent.

In case funds are not sufficiently available under MGNREGS, the components will be funded under CAMPA. The costs estimations of AJY Scheme have been made on the basis of prevailing wage rates and as per the plantation norms approved by the Principal CCF Odisha.

Other items are at prevailing norms of OFSDP. These rates are subject to revision as per revision of wage rates effected by the State Government from time to time.

Since the AJY scheme has large number of components, therefore, site specific amendments would be required while implementing the scheme. The Project Director OFSDP and PCCF Projects is therefore, proposed to be authorized to make suitable amendments in implementation of the scheme on the basis of submissions made by the Divisional Forest officers and DMU Chiefs during the course of implementation of the scheme.

Session 2 : Accounting Procedure under CAMPA

2.0 Introduction:

CAMPA is a funding mechanism for enhancing forest and tree cover and conservation & management of wildlife by utilizing funds received towards Compensatory Afforestation, Net present value (NPV), etc. (under Forest Conservation Act.1980) currently available with Adhoc CAMPA.

2.1 Aim & Objectives:

1. Conservation, Protection, regeneration and management of existing natural resources.
2. Conservation, Protection, regeneration and management of wildlife and its habitats within and outside protected areas including the consolidation of the protected areas.
3. Compensatory afforestation
4. Environmental Services (NTFP, tourism, Eco-services, etc.)

2.2 Utilisation of the Money:

1. Expenditure towards the development, maintenance and protection of forests and wildlife management as per the approved APO.
2. The State CAMPA shall release money to the office of PCCF, Projects which in turn will release it to the field officers in predetermined installments as per the finalized Annual Plan of Operation(APO).

2.3 Accounting Procedures:

1. The VSSs (EC) will prepared the APO with the help of Member Secretary and forward it to the concerned DFO by the end of Nov. through Range Officer for approval and requisition of fund.
2. The released fund will be spent as per the work items mentioned in the APO.
3. All payments for the works done will be through Account transfer of the beneficiary/ laborer.

2.4 Submission of Report Return:

1. The DFO shall maintain proper account and other relevant records and prepared 60P in such prescribed format and submit to PCCF-Projects monthly for account.

2.5 Record keeping:

- 1. CAMPA Cash Book (separate cash book for each APO)**
- 2. Fund Receipt register**
- 3. Consumer Store Register**
- 4. Field Books**

Session 3 : Accounting Procedure under MGREGA

3.0 Introduction:

The National Rural Employment Guarantee Act-2005 is a “People’s Act” in several senses. The Act was prepared through a wide range of consultation with people’s organizations. Second, the Act addresses itself chiefly to working people and their fundamental right to life with dignity. Third, the Act empowers ordinary people to play an active role in the implementation of employment guarantee schemes through Gram Sabhas, social audits, participatory planning and other means. More than any other law, NREGA is an Act of the people, by the people and for the people.

3.1 Objectives:-

- To enhance livelihood security of rural house hold by providing at least 100 days of guaranteed wage employment in every financial year.
- To create permanent assets for strengthening the rural economy.
- Bring transparency and accountability in payment of wages.
- To reduce the migration of rural people to cities and outside state.
- Wage material ratio: 60:40

3.2 Role of Gram Sabha:

1. The Act authorizes the Gram Sabha to recommend works to be taken up under MGNREGS to monitor and supervise these works and to conduct social audits for the implementation of the Scheme.
2. In addition, it is suggested that the Gram Sabha may be used extensively for facilitating the implementation of the Scheme.
3. The Gram Sabha should be used as a forum for sharing information about the Scheme, for instance to help people to apply for registration.
4. The Gram Sabha has a crucial role to play in ensuring transparency and accountability. This involves, for instance verifying applications for registration and conducting social audits.

3.3 Preparation of Schemes.

1. The scheme for any work component would be prepared by the VSS with the help of FMU chief and P-NGO staff.
2. That will be placed for administrative approval from the DMU chief through the FMU chief.
3. The DMU chief will send it to the PD, DRDA for financial approval.
4. The approved scheme will be go for online and that will generate the work code for the particular scheme.

3.4 Accounting Procedure:

1. As per the approved scheme the work will start with generation of e-muster rolls from the BDO/DFO office through online.
2. The job card holders will apply the job through Form-C-I and that are collected either through Gram sathi/ FG and that will go for online and generation of e-muster rolls (for every 7 days).

3. The e-muster rolls are to be filled up in the field itself and duly filled up e-muster rolls are to be placed before the forester for counter signature and necessary transmission to FMU chief.
4. Than the muster rolls are go for online and generation of wage list. Accordingly wages are transfer to thebank accounts of beneficiaries mentioned in the job profile, after due approval of the sanctioning authority(DFO).

3.5 Job Seekers Procedure:

- Application for works in C-1 form.
- Allocation of employment in C-2 form
- Employment will be provided within 15 days

3.6 Forms to be maintained:

1. B-1 – Application for registration
2. B-2 – Job Card
3. B-3- Muster Roll
4. B-4- Muster Roll register of issuing authority i.e. PO
5. B-5- MR register at GP
6. B-11- Complaint register at PO & DPC.
7. B-12- Monthly progress report(NREGS)
8. B-14 –Details of work report
9. C-1- Application for Work
10. C-2- Notice to applicant allocating work.

Section 2 – Definitions

1. Household means members of a family related to each other by blood, marriage or adoption and normally residing together and sharing meals of holding a common ration card.
2. Unskilled manual work means any physical work which can be done by an adult without any held or special training.
3. Implementing agency:- 50% works by GP and rest by other Deptt. (anydept of central or state Govt. PRI, Govt undertaking or NGO authorized by Govt to take up work under NREGS.)
4. Sec. 3 - guarantee of 100 days wage employment to rural households.
5. Sec.5 - conditions for providing granted employment as specified in schedule I &II.
6. Sec. 6 – wage rate:- central Govt. to decide or prevailing minimum agricultural wage rate.
7. Sec.7 – unemployment allowance- after 15 days of applying 1/4th of wages for first 30 days then half of wages till employment is given. To be paid by PO.
8. Sec. 8 - non disbursement of UA to be reported to DPC & displayed in GP notice board.
9. Sec. 9 – disentitlement to receive UA- not accept employment offered, not reported to work of absent from work continuously for more than 7 days.

10. Sec. 15 –PO not below rank of BDO.
11. Sec. 16 – responsibility of GP- indentify projects as recommended by pallisabha& executing and supervising the work, display employment opportunity.
12. Sec. 17 – Social audit- Pallisabha to monitor & audit the project works. GP to supply records.
13. Sec. 18 - responsibility of state Govt. to supply staff & technical support.
14. Sec. 19- grievance redressal mechanism state Govt. to decide at block and district level.
15. Sec. 22 –funding pattern central Govt. to share full wages of unskilled labours and 75% of skilled labour& materials.
16. State share 25% of material & skilled labour and administrative cost & UA.
17. Sec. 23. –Transparency and accountability- DPC shall be responsible.
18. Sec. 24-Audit of accounts central Govt. will arrange consulting with CAG.
19. Sec. 25- Penalty for any violation shall be fine of Rs. 1000.

3.7 Record keeping:
MGNREGS Cash Book ,
Fund Receipt register
Consumer Store Register,
Field Books
Meeting register