

PROJECT PROPOSAL

RENOVATION OF POND FOR FISH CULTURE AIMED TO LIVELIHOOD SUPPORT FOR COMMUNITY PATROLLING GROUPS

SUBMITTED TO



Nishorgo Network

INTEGRATED PROTECTED AREA CO-MANAGEMENT PROJECT-IPAC

HOUSE # 68, ROAD # 1, BANANI, DHAKA-1213, BANGLADESH

SUBMITTED BY

FASHIAKHALI CO-MANAGEMENT COMMITTEE,

FASHISKHALI RANGE OFFICE, CHAKARIA, COX'S, BAZAR, BANGLADESH

JANUARY 23, 2011

EXECUTIVE SUMMARY

The proposed is aimed to renovation of pond for fish culture as livelihood support to community patrolling groups(CPG) through Fashiakhali Co-management Committee (FCMC). The Co-Management committee formed in 16 March 2010 for collaborative Management of Fashiakhali wildlife sanctuary (FKWS) under 'Integrated Protected area co-management project (IPAC)'. This organization is formed with Bangladesh Government Gazette notification number of MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009 and has constitution, staff polices, procurement polices etc. This proposed project duration is one year commence from starting date of approval. The project objective is aimed to livelihood support to CPG that will keep off pressure on sanctuary's and its constituent biodiversity in the best possible condition. Specifically, the following key objectives will be achieved during the implementation of the proposed project: Renovation of pond and creating Livelihood opportunity through pond fish culture to poor CPG members under FCMC that leads to keep off pressure on sanctuary on condition that sustainable income generation. To raise capacity of co-management committee on project implementation and process of functioning co-management approach.

To raise capacity of co-management committee on project implementation and process of functioning co-management approach. Taking back forest dependent people from forest to non forest related business on different alternative value chain trades. [There will be 42 CPG members on the Renovation of two ponds so that they can culture fish, and be benefited from project directly.](#)

It is very much cleared that majority household are landless and hardly living with homestead land their own. They have no cultivable land for livelihood. Food deficit are very common to CPG/VCF member and lower middle class households. It varies with season. It depends on availability and scope of alternative source of income. They take loan from various credits providing NGOs are living with vicious cycle of poverty. They remain under poverty line becomes tense to do forest offense to back their weekly payment to NGO's. The CMC of FKWS has realized to support on livelihood income generation to 42 CPG member who will get training and fish culture support from the proposed project. There will be a project implementation committee (PIC) who will implement project activities with supervision from CMC of FKWS. PIC will produce monthly report in the monthly CMC meeting. They will monitor by site level ipact project management staffs so that they remain on track in implementing project successfully.

TABLE 1: LOGICAL FRAMEWORK

| cÖKí mvi ms†¶c | cwigvc †hvM" wb†@kK | cÖZ"vwkZ djvdj | AbywgZ SzwK |
|--|---|--|--|
| <p>j¶¶:</p> <p>eb wbf@ikxj eb cvnviv `j m`m"†`i gvl Pv†li Rb" cyKzi ms` ‹vi;</p> | <ul style="list-style-type: none"> • eb Unj `j m`m"†`i eb cvnviv kw³kvjx n†e Ges e†bi Dci Pvc Kg†el | <ul style="list-style-type: none"> • mn-e"e" `vcbv KwgwU †UKmB l cvnviv Kvh@µg MwZkxj _vK†el | <ul style="list-style-type: none"> • cÖvK...wZK `y†h@vM Gi Kvi†Y gvl Pvl e"vnZ n†Z cv†il |
| <p>D†¶k":</p> <ul style="list-style-type: none"> • `ywU eb Unj `j m`m"†`i grm" Pv†li Rb" 2 wU cyKzi ms` ‹vi , cÖwk¶¶Y l mnvqZv cÖ`vb; • `ywU cyKz†i 2 wU cvnviv †mW wbg@vY • mn-e"e" `vcbv KwgwU cÖKí ev` —evq†bi gva"†g ¶¶Zv AR@b | <ul style="list-style-type: none"> • 42 Rb eb Unj `j m`m" gvl Pvl Gi gva"†g RxweZv wbe@vn Kivi m¶¶gZv AR@b Ki†eb • cvnviv `j m`m"†`i Drmvm l cvnviv kw³kvjx n†el | <ul style="list-style-type: none"> • gv_v wcpZ Avq e„wx; • Ab" RvqMvq AwfÁZv Kv†R jvMv†bv hv†el | <ul style="list-style-type: none"> • eb" cyi cÖvK...wZK `y†h@vM Gi Kvi†Y grm Pvl e"nZ n†Z cv†il • cÖv_wgK mnvqZv gyjab wn†m†e wb†q KvR bv Ki†j †UKmB n†e bv |
| <p>djvdj:</p> <ul style="list-style-type: none"> • 2 wU cyKzi ms` ‹vi Kiv n†e Ges 42 Rb cvnviv `j m`m" RxweKv wbev@†ni Rb" gvl Pv†li cÖ†qvbqx mnvqZv cv†eb • cvnviv Kvh@µg MwZkxj n†e hv mn-e"e" `vcbv cxwZ†K GwM†q wb†q hv†el • 42 m`m" gvl Pv†li Dci 2 w`b e"vwc cÖwk¶¶Y cv†eb | <ul style="list-style-type: none"> • 42 Rb m`m" RxweKv wbev@n K†i cwiev†i Rb" Aw_K Avq Ki†Z m¶¶g n†eb • cvnviv Kvh@µg MwZkxj n†el | <ul style="list-style-type: none"> • cÖwZ†e`b • gvV chv@†q cwi`k@b • e"vemvwqK g†bvfe e„wx • cvwb evwnZ †ivM n†g hv†el • MÖ" c mÁq | |
| Kg@m~Px: | | | |
| <ul style="list-style-type: none"> • cvnviv †ji mv†_ mn-e"e" `vcbv KwgwU Pzw³ | <ul style="list-style-type: none"> • jf"vs†ki 15 % UvKv mn-e"e" `vcbv KwgwU cyKzi †givg†Zi Rb" Avq Rgv ivL†eb evwK Ask cvnviv `j m`m"†`i gv†S weZiY Kiv n†el | <ul style="list-style-type: none"> • mn-e"e" `vcbv KwgwUi wbq`U²†b _vK†el | |
| <ul style="list-style-type: none"> • 2 wU cyKzi ms` ‹vi | <ul style="list-style-type: none"> • gvwU †K†U cyK†ii MfxiZv evov†bv Ges KvUv gvwU w`†q evua †`lqv | <ul style="list-style-type: none"> • Ae"eüZ cyKzi ,†jv Drcv`†b Avm†el | |
| <ul style="list-style-type: none"> • gvl Pv†li cÖwk¶¶Y cÖ`vb | <ul style="list-style-type: none"> • 42 Rb cvnviv `j m`m" gvl cv†li cÖwk¶¶Y c†eb • Dc†Rjv grm Kg@KZvi mv†_ †hvMv†hvM `vcb | <ul style="list-style-type: none"> • 42 Rb gvl Pv†l cÖwk¶¶Y jvf Ki†el | |
| <ul style="list-style-type: none"> • cyKzi cv†i 2 wU cvnviv †mW wbgv@Y | <ul style="list-style-type: none"> • cyKzi cv†i 2 wU cvnviv †mW wbgv@Y Gi gva"†g | <ul style="list-style-type: none"> • Pzwi †iva n†el | |

| | | | |
|---|--|--|--|
| | Avþk-cvþki eb cvnviv, gvl Pzwi iþv nþe | | |
| <ul style="list-style-type: none"> • gvþli þcvbv Lv`´´ mq mieivn | <ul style="list-style-type: none"> • cyKzi cvþi 2 wU cvnviv þmW wbgv©Y | | |
| <ul style="list-style-type: none"> • cyKzi cvþo MÖvm, KjvMvQ, þcþc© MvQ jvMvþbv | <ul style="list-style-type: none"> • cyKzi cvþii gvwU Lqþiva nþe Kjv, þcþcu MvQ nþZ evowZ Avq cvlqv hvþe | <ul style="list-style-type: none"> • cyKzi cvo e`e`´vcbvq LiQ Kgþe | |
| <ul style="list-style-type: none"> • cÖwZþe`b ^Zix, gwUwis, gvV cwi`k©b, AwWU BZ`vw` | <ul style="list-style-type: none"> • 2 wU þKvqvU©vi wfwËK cÖwZþe`b 1 wU gwvmK, cÖKí mgvß cÖwZþe`b, gvV cwi`k©b cÖawZþe`b BZ`vw` | <ul style="list-style-type: none"> • 4 wU þKvqvU©vi cÖwZþe`b • evwl©K ev mgvß cÖwZþe`b • AwWU wiþcvU | |

JUSTIFICATION/BACKGROUND

The Medakachapea Co-Management committee has been formed in 16 March 2010 for co-management of Fashiakhali Co-Management Committee (FCMC), Chakaria under 'Integrated Protected area co-management project (IPAC)'. The Medakachapea co-management committee comprises of 19 different stakeholders including Village Conservation Forums (VCFs) those are dependent on Forest. This organization is formed with Bangladesh Government Gazette # MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009 and has constitution, staff polices, procurement polices etc.

The participation of the CPG members formed under Fashiakhali co-management council and committee. There are two patrolling team consisting of 42 members who are attending patrolling with forest guard over wildlife sanctuary voluntarily. Two ponds will be renovated for pond fish culture as alternative livelihood support to Patrollers under FCMC.

The FKWS has been established to preserve the remaining natural hill forest patch of Reserve Forest in 2004 under the Wildlife Preservation Amendment Act 1974 with the area of 1302 ha. The park is situated in the Dulahazara & Fashiakhali union of sub district of Chakaria in the district of Cox's Bazar and the population size is about 46451 who are living in and around surrounding Unions of Dulhazar and Fashiakhali (Source, IPAC PRA report, 2009). Total number of VCFs under FKW is 30 villages.

CPG & VCF are the front line associated staffs of the co-management process where CPG assisting to the forest department in patrolling and VCF member are the flat form of bottom level of the process. The local government members, civil society member and owner of the resource user institutions that ensures direct participatory democracy. It offers equal opportunity to majority village residence including women and smallest community to discuss, criticize and propose relevant activities for co-management process.

Project location: Pond-1: Guiachara under Dulahazara Beat. Area is about 2 acres. Pond-2: Maigarnaw ghoan, Area is about 45 decimal. Two ponds are being idle only some renovation work initiative. These two ponds under Fashiakhali CMC. CMC has agreed to bring these idle ponds under pond fish culture after renovation.

Role of Community Patrolling Group (CPG): (I) CPG is directly supporting for forest protection, co-management plan. (II) CPG is responsible to assist forest Guard and CMC for achieving rich biodiversity and protection of forest sanctuaries from illegal loses. (III) CPG is mandated to meet at least 12 times in a year; may meet more according to the necessary of community.

The primary Sources of income of peoples living around the sanctuaries are daily labor and agriculture about 50% HHs involved followed by day laborer 30%, and others 5%. It is around 15% HHs have no secondary income source (PRA report of IPAC, 2009). The poor peoples become forced to incline on forest resources for livelihood.

It is very much cleared from the PRA reports that about 50 % household are landless and hardly living with homestead land their own. On the other hand, 40% HHs has cultivable land and the rest HHs have no cultivable land.

Food deficit are very common with the poor CPG member and lower middle class households. it varies from season to season usually depends on availability and scope of alternative source of income. The poor people with micro credit program from major credit providing NGOs are living with vicious cycle of poverty line. They remain under poverty line becomes tense to do forest offense to back their weekly payment to NGO's.

Scope of opportunities: They have experience on various trades of fish culture, salt production, birds rearing, Cow Patterning, and Management, Bamboo and Cane Made Handicrafts, Homestead Vegetable gardening, Small Trading, Homestead Plantation etc. They are with no capital or working funds for different business and they have to do daily labors.

5. DESCRIPTION OF THE PROPOSED PROJECT

- **Objectives:**

The main objectives of this proposed is to keep off pressure on sanctuary's and its constituent biodiversity in the best possible condition. Specifically, the following key objectives will be achieved during the implementation of the proposed project:

- Renovation of pond and creating Livelihood opportunity through pond fish culture to poor CPG members under FCMC that leads to keep off pressure on sanctuary on condition that sustainable income generation.
- To raise capacity of co-management committee on project implementation and process of functioning co-management approach.
- Add scenic beauty to sanctuary.

- **Final Results:**

- 42 CPG members will get the benefits directly from proposed project as alternative income generation support.
- Two idle ponds become under fish production. About Taka 125,000/= will harvest from pond fish culture, and vegetable gardening at surroundings areas of ponds
- A working capital (support amount) will be established.
- FCMC will maintain 15 % return for pond management.
- CPG members will keep on active in attending their duties.
- Financial management capacity of the CMC will be improved.

- **Methods:**

The success of the project implementation is the sound fund management system guided by approved guideline of CMC. The CMC of FKWS will be responsible for overall fund management. They will be project implementation committee who will execute project activities. About eighty percent fund of the project will be used for income generation supports and rest of the fund will be used as training and orientation. CMC of FKWS will play the vital role for disbursement and monitoring of the fund. The Treasurer and Member Secretary will be overall in charge of the financial and accounting and reporting. In this regard existing procurement management guideline, financial guideline will be followed. The CMC of FKWS will approve the Plan.

The target cpg's for the project will be able to improve their livelihoods and improve their existing economic situation through proper utilization of fund in sustainable manner. This project will also ensure enhancing the biodiversity conservation and management. Poor cpg member with the limited scope of alternative means of living will get an opportunity to lead their life to a better condition and support their family from food security. This will also reduce the vulnerability and poverty.

- **Activities :**

- **Group Formation:** The CPG members will be oriented according to pond fish culture aiming to keep them active on duties and enhance income generation support.
- **Training:** Pond fish culture training will organize to provide technical support. Fisheries officer will be the main trainer and all cpg member will be the participants.
- **Patrolling shed Building:** There will be two patrolling shed each at one pond. It will be used for storing fish food and rest place. The patrollers take rest in the shed and oversee to stop any illegal activities nearby protected areas.
- **Earth work:** The cpg/VCF member will be the labor force for pond renovation work. The mud will be digging out to increase water height that leads to maintain enough water in the pond for fish culture year round.
- **Soil and water conservation measure over bank of pond:** To check the soil erosion from bank, a soil and water conservation measure technique will be applied. Grass, Papaya, Banana, and ornamental plants will be planted over the pond bank. So, that some return will harvest and soil erosion measure will ensure.
- **Release of finger link and Fish food Support:** The quality finger lings will collect from fishery officer suggested hatchery and support to cpg members. This support will be as working capital to them. They will start group savings in order to bring them on self dependent. They will not go to micro finance institution for credit. It will help to break the vicious cycle of poverty from credit circle.
- **Meeting:** They are usually sit in monthly meeting to keep them aware on duties, fish culture and up to date information. CMC member will participate their meeting to resolve any conflict arise.

- **Field Visit:** Project implementation committee will frequently visit project sites and keep record to prepared monthly report for internal and external report.
 - **Reporting:** The project implementation committee will prepare monthly report, and sends to funding authority monthly and quarterly basis. After completion of project a final report will be prepared.
 - **Audit:** The audit will carried out at ending the project activities from internal or external audit firm clearance from funding authority.
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- **Evaluation Methodology :**
 - CMC will be the authority of pond fish culture. There will be an agreement in-between CMC and CPG in order to maintain control over pond and equal distribution of benefits among active patrollers.
 - CMC will form a Project Implementation Committee selecting 3-5 members from committee for respective work area work (i.e. on project site basis)
 - The appointed CMC member will work on voluntary basis.
 - Project implementation committee (PIC) will prepared a work plan and then they produce it to the monthly CMC meeting. It will be approved in CMC meeting. All activities will be executed following approved planed and guideline.
 - The PIC will prepare a monthly report before meeting for following of every successive month.
 - There will be cent percent of CPG member and rest others planned to be the beneficiaries from VCF who are with skilled on said 4 trades.
 - The project activities will be completed with time frame of pre-prepared work planned and report should be made accordingly.
 - Internal audit will be performed every month.
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- **Communication and dissemination of results :**
 - ✓ The communication methods will be applied over the beneficiaries involve directly and indirectly. The committee members will go to project areas and shared the outcomes activities with them.

- ✓ Project implementation committee will arrange meeting at their office involving respective government officials, non government, and local authorities for focusing their activities performed successfully.

6. WORK PLAN

Table 2: Work Plan

| Sl | Activites/Sub scivities | Month/Year | | | | | | | | | | | |
|----|---|------------|---|---|---|---|---|---|---|---|---|---|---|
| | | M | A | M | J | J | A | S | O | N | D | J | F |
| 1 | Pond renovation work | | | | | | | | | | | | |
| 2 | Orientation/Training | | | | | | | | | | | | |
| 3 | Purchasing support: Food, Fingerlink, etc | | | | | | | | | | | | |
| 4 | Food supply | | | | | | | | | | | | |
| 5 | Planting Trees & grass | | | | | | | | | | | | |
| 6 | Reporting | | | | | | | | | | | | |
| 7 | Monitoring/Field Visit/etc | | | | | | | | | | | | |
| 8 | Audit | | | | | | | | | | | | |

7. SUSTAINABILITY PLAN

The main sustainability plan of the project will be maintain a maintenance cost from the return of 15 % from pond fish culture. CMC will maintain it. The will take the responsibility to distribute benefits among cpg members who involve with patrolling All cpg members will be direct participants of proposed pond fish culture.

The vision of cgp motivation work of the project participants is to initiate sustainable income generation that will keep them active on patrolling allowed increase biodiversity and create wealth to generate income in order to achieve the millennium development goals. The project implementation team (CMC) will show willingness to continue with Project activities after phase out the project. The on-going activities will attract support from volunteers, government departments, other NGOs etc.

The process of developing quarterly work plan will be participatory where key stakeholders will be involve, with facilitation from the project implementation team using group interview and field observation.

Training of project participants are essential in laying a strong foundation for pond fish culture which cannot be built without the help of technically skilled persons from upazilla fishery department.

Project implementation team will hold regular visit and follow up fish culture and patrolling activities. These will established trust relation will link up ample opportunity to explain business that assists to earn sustainably income from targeted enterprise.

Project monitoring is a process that will record achievements of its objectives and the work plan. The management team will form monitoring unit to facilitate this process. The monitoring unit will make regular visits to the field and observe on what is being done. It will maintain progress records at different stages. The facilitators will record to gather information and disseminate the same to the beneficiaries.

The project will identify stakeholders/development partners from the government departments and non-government organizations to work with. Collaboration will provide efficient service delivery and sustain project activities after donor support.

IPAC team will impart training for CMC on monitoring the project activities of VCF who will directly be implementing proposed AIG activities. Regular basis IPAC will give technical services

8. BUDGET

Table 3: Budget

| SI | Budget Line Item | Qty (Unit) | Unit Cost (BDT) | Total Grant Amount (BDT) | Community contribution | Total Project Budget |
|----------|---|------------|-----------------|--------------------------|------------------------|----------------------|
| A | Administrative Cost | | | | | |
| | Photocopy, mail, etc | 12 | 300 | 3,600 | | 3,600 |
| | Office Supplies | 12 | 900 | 10,800 | | 10,800 |
| | Audit Cost | 1 | 10,000 | 10,000 | | 10,000 |
| | Sub total | | | 24,400 | - | 24,400 |
| B | Transportation Cost | 48 | 150 | 7,200 | | 7,200 |
| C | Travel and Perdiem Expenses | 72 | 300 | 21,600 | | 21,600 |
| D | Program Cost | | | - | - | - |
| | Project Supervisor Salary/month | 12 | 5,500 | | 66,000 | 66,000 |
| | Monthly meeting cost: CMC/PIC etc | 12 | 1,000 | 12,000 | | 12,000 |
| | Group meeting cost | 12 | 1,000 | 12,000 | | 12,000 |
| | Soil and water conservation measure work | 2 | 6,000 | 12,000 | | 12,000 |
| E | Earth work/making raiser: 65,000 CFT for 2 pond | 2 | 140,000 | 280,000 | | 280,000 |
| | Net fencing for checking fish eating animal | 2 | 20,000 | 40,000 | | 40,000 |
| | Shed building for storing foods, resting, etc | 2 | 20,000 | 40,000 | | 40,000 |
| | Different Finsh fingerling supports | 2 | 20,000 | 40,000 | | 40,000 |
| | Fish foods support | 2 | 20,000 | 40,000 | | 40,000 |
| | Maintenance cost for 2 pond | 2 | 5,500 | 10,000 | 1,000 | 11,000 |
| | Training on pond fish culture | 42 | 500 | 21,000 | | 21,000 |
| | Sub total | | | 507,000 | 67,000 | 574,000 |
| | Grand Total | | | 560,200 | 67,000 | 627,200 |

In word: **Six Lac Twenty Seven Thousand Two Hundred only**

9. PROPOSED SCHEDULE OF FUND DISBURSEMENT

Table 4: The schedule of fund disbursement

| Installment for Project Activities | Period (Month/Year | Estimated Costs | % of Grant Amount |
|---|-----------------------------|-----------------|-------------------|
| 1st Installment | 1st quarter: 3 months | 448,160 | 80% |
| 2nd Installment | Last quarter: next 3 months | 112,040 | 20% |
| | | 560,200 | 100% |
| Taka Five Lac Sixty thousand two hundred only | | | |
| | | | |

10. SIGNATURE

I, the undersigned Mukter Ahmmad Chowdury, Chairman of Fashiakhali Wildlife Sanctuary, Chakaria, Cox's Bazar that is requesting financial assistance from the Small Grant component for the implementation of proposed activity related to **“Renovation of pond for fish culture aimed to livelihood support for Community patrolling groups”**, certify that all the information in the grant application file is exact and correct.

Signature:-

Date:- 23 January 2011

INFORMATION ON THE ORGANIZATION

Type of Organization (CMO/RMO/ECA/Others): Fashiakhali Co-Management Committee

Date of foundation (D/M/Y): Council formed on 17/11/ 2009 and committee formed on 16/03/ 2010
With GOB Gazette no MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009

Address:

Fashiakhali Co-Management Committee, Fashiakhali Wildlife Sanctuary, Fashiakhali Range Office, Chakaria, Cox's Bazar.

Telephone Number: 01718598455

E-mail (if any): No

Contact Person: Mukter Ahmmad Chowdury

Position with the organization: Chairman

Contact person's address:

Fashiakhali Co-Management Committee, Fashiakhali Wildlife Sanctuary, Fashiakhali Range Office, Chakaria, Cox's Bazar.

Contact person's Telephone Number: 01718598455

Please list the Management Committee of the organization that will be involved in the implementation of the project. Insert rows as require

| Sl | Name | Designation in organization |
|----|-------------------------|-----------------------------|
| 1. | Mukter Ahmmad Chowdury | Chairman |
| 2. | Md Shamsul Alam Mohid | Member Secretary |
| 3. | Md. Shahanewaz Talukder | Treasurer |

Beneficiaries will be engaged in the project: Village and Union wise List of Beneficiaries, as per following table: 5
Beneficiaries List (Tentative)

| Sl | Name | Father's/ Husband's Name | Category | | Age |
|-----|--------------------|--------------------------|----------|--------|-----|
| 4. | Abdul Mannan | Md. Shamsul Alam | Male | Female | |
| 5. | Md. Amir Hamja | Late Ashkar Ali | M | | 30 |
| 6. | Md. Abu Syed | Late Abdul Hamid | M | | 35 |
| 7. | Monir Ahmad | Nazir Ahmad | M | | 27 |
| 8. | Gias uddin | Abu Siddiq | M | | 40 |
| 9. | Faridul Alam | Jaker Ahmad | M | | 38 |
| 10. | Md. Sarwar Alam | Abdul Malek | M | | 30 |
| 11. | Abul Shama | Late Abdul Hakim | M | | 27 |
| 12. | Md. Jahidul Islam | Sultan Maji | M | | 23 |
| 13. | Md. Jamal Uddin | Saleh Ahmad | M | | 34 |
| 14. | Md. Sahabuddin | Jalal Ahmad | M | | 28 |
| 15. | Md. Hossain Mamun | Late Amir Hossain | M | | 20 |
| 16. | Md. Abu Toyeb | Late Yousuf Ali | M | | 23 |
| 17. | Md. Nurul Alam | Year Mohammad | M | | 32 |
| 18. | Nurul Huda Manik | Jalal Ahmad | M | | 33 |
| 19. | Syed Alam | Late Ashrab Ali | M | | 40 |
| 20. | Syed Hoson | Nazir Ahmad | M | | 42 |
| 21. | Md. Delwar Hossain | Abu Taher | M | | 34 |
| 22. | Md. Alauddin Lalu | Abu Siddiq | M | | 40 |
| 23. | Nabir Hoson | Late Basir Ahmad | M | | 41 |
| 24. | Md. Nazim Uddin | Md. Hanif | M | | 24 |

| | | | | | |
|-----|------------------------|--------------------|---|--|----|
| 25. | Jafor Alam | Late Noju Miah | M | | 30 |
| 26. | Nurul Alam | Late Monir Ahmad | M | | 35 |
| 27. | Nurul Amin | Late Rabbat Ali | M | | 27 |
| 28. | Abdur Razzak | Bosoth Ali | M | | 38 |
| 29. | Md. Jahir | Late Sikder Ali | M | | 38 |
| 30. | Shafi Alam | Late Noju Miah | M | | 25 |
| 31. | Jiabul Karim | Shamsul Alam | M | | 27 |
| 32. | Nurul Amin | Ahamadur Rahman | M | | 23 |
| 33. | Ashrafal | Bodi Alam | M | | 34 |
| 34. | Nasir Uddin | Late Aladod Miah | M | | 27 |
| 35. | Najem Uddin | Nurul Islam Minto | M | | 20 |
| 36. | Jamal Uddin | Late Sirajul Islam | M | | 22 |
| 37. | Abdur Rashid | Late Toyem Golal | M | | 32 |
| 38. | Nurul Alam | Abdul Motaleb | M | | 30 |
| 39. | Arshad Ali (Giasuddin) | Late Abdur Kader | M | | 34 |
| 40. | Nurul Islam | Rashid Ahmad Fakir | M | | 40 |
| 41. | Ali Akkas | Abdus Salam | M | | 34 |
| 42. | Nurul Amin | Late Altaj Ahmad | M | | 40 |

RECORD KEEPING AND INTERNAL CONTROL

Bank Account No.

- Current A/C # 0049032500041

Title of Bank A/C:

- Fashiakhali Co-Management Committee, Fashiakhali, Chakaria, Cox's Bazar.

Type of A/C (CD/STD/Savings/others):

- STD A/c

Name of Bank, and Branch:

- NCC Bank Limited,

Address:

- Chakaria Branch, Chakaria, Cox's Bazar.

Name and Designation of person (s) authorized to sign the cheques:

- Member Secretary: Md Shamsul Alam Mohid, Range Officer, Fashiakhali Range, Fashiakhali, Chakaria, Cox's Bazar.
- Treasurer: Md. Shahanewaz Talukder, Rong Mohal, Dulahazara, Chakaria, Cox's Bazar.

Please describe your plan for Accounting, and other record keeping, documentation of the project activities. Also, describe your plan for internal control mechanism for Finance, and Assets. (maximum ½ page)

Accounting System:

- CMC have a manual bookkeeping and accounting procedure until such time CMC management decides to computerize the existing accounting system. The CMC office has maintained the following book of accounts and vouchers for day-to-day record keeping, Cash Book, General Ledger, Stock Register (if required), Fixed Asset Register, Payment Voucher, Journal Voucher
- No transaction is accepted as authorized unless is approved by the respective authority. The respective account officers will scrutinize the bills/vouchers of all the works of the projects. The scrutinized will be approved by Chairperson/President of Co management Committee. In the absence of Chairperson/President the person nominated by him will give the approval of the bills/vouchers.

Banking: The CMC will have the following policies for conducting and controlling the bank account:

- There will be separate interest bearing bank account for local contribution and foreign contribution. The salaries of the staff of the CMC will be paid through bank account by cheques. However, in considering the distance of the working area, time and certain other condition salary may be paid in cash. Each of the new projects of the CMC there will be separate bank account. Bank account of CMC will be conducted with the joint signature of the any two of the following:

| | | | |
|------------------------|--------------------------|---|---------|
| i) Member Secretary | Mandatory/Main Signatory | } | Any one |
| ii) Vice – Chairperson | Co- Signatory - 1 | | |
| iii) Treasurer | Co- Signatory - 1 | | |
- The accountant will prepare the cheques for withdrawal of cash from the account. In no case the bank operating persons (signatories) will prepare the cheques.
- The bank charges and the interest received from the banks will have to be taken into account in the proper manner.
- If any cheque is being cancelled, this cheque will be kept preserved as attach with the counter-folio of the cheque book marking "cancelled".
- Any payment exceeding Taka 10,000/- for whatever the reasons must be maid through account payee cheque subject to prior approval of the Chairperson
- The cheques will be issued in the name of any organization or business institution and against the name of any person if he/she does not have any organization.
- Money receipts should be there in all cases of payments against any purchase or bill.
- The accountant will check all quotation, purchase order, invoice, bill etc while preparing any vouchers.
- While making any payment through cheque the receiver must sign on the back of the counter-folio of the cheque by the recipients or his/her authorized persons.
- The accountant should check the bank balance before preparing any cheque for withdrawal from the bank.

Enclosures: one set photocopy, Organizational Profile (if any), Certificate of Registration and/or Published Govt. Gazette, Experience Certificate/evidence of other projects (if any), Membership/Affiliation with other organizations (if any), Certification of bank A/C provided by concerned bank, Meeting Minutes with Signature of Management Committee, Budget basis (if any, detail breakdown of each broad category), Copy of the Policy

Manuals (Constitution, Procurement, Travel & Perdiem, Personnel), which are provided by IPAC and approved by the Management Committee