

Part VI: Checklist Of Documents

1. Attested copies of the Registration Certificate, Memorandum of Association and Bye- laws of the Agency .
2. Attested copy of the Audited Statement of Accounts for the last three successive years.
3. A note on past activities especially those related to forestry or related social service sectors development.
4. A list of beneficiaries giving details of land for nursery raising/tree planting viz. survey/ khasra numbers, area in ha. and names of owners, Local body/ Village-wise. However, the Agency will have to certify on the list of beneficiaries that the Agency has obtained the consent of the beneficiaries concerned for nursery, planting and maintenance/ after care activities and the same is available in the Agency's office for verification.
5. Written consent of owners of land that they have no objection to nursery/ afforestation activities being taken up on their lands. In case of private lands, the details at (iv) above will suffice. These details should be verified and authenticated by the concerned Revenue officials/ Village Councils (for N.E. region) and countersigned by the Member-Secretary of the concerned JFMC/ EDC or the concerned Forester/ Block Forest Officer.
6. A certificate from the agency that at least 50% of the beneficiaries are SC/ST or from disadvantaged sections of society. This may not be insisted upon where the SC/ST population is not sufficient to fulfill this stipulation. However, at least 50% of the total beneficiaries should be women. This should be countersigned by the concerned village panchayat/ village council/ local body.
7. A detailed note on the Agency's plan for nursery raising, soil & moisture conservation works, tree planting and also the details of its organisational structure to implement the project at the field level.
8. A certificate from the agency that at least 50% of the beneficiaries are SC/ST or from disadvantage section of the Society duly countersigned by the respective village panchayat.
9. Location map of the proposed area.
10. Details of land, Local Body/ Village-wise, indicating Khasra Nos./plot Nos. and area in ha. These details should be verified and authenticated by the concerned Revenue or Local Body officials/ Village Councils (for N.E. region) and countersigned by the Member-Secretary of the concerned JFMC/ EDC or the concerned Forester/ Block Forest Officer.
11. List of species proposed to be planted.