

**GUIDELINES FOR FORMATION AND MANAGEMENT OF COMMUNITY BASED  
ORGANISATION OF BEEL DEVELOPMENT MANAGEMENT COMMITTEE (BDMC)  
UNDER FISHERY SUB-COMPONENT: APART**

**1. Introduction:**

Social Mobilization is an approach that empowers people to participate actively in development processes – through their own local initiatives and through well-informed and constructive dialogue. It is an essential tool for mobilizing and engaging isolated, passive and poor members of society, hence its popularity with poverty reduction through proper resource use and decentralized governance is recognized worldwide. Its effectiveness depends to a large extent on the appropriateness of the approaches used within a given cultural, socio-economic and political environment. On the whole, it is an effective tool for building well-informed, proactive and strong local institutions, making it a valuable partner for government and the private sector in shaping a life that is equitable and sustainable.

To achieve the project objectives through community participation, the project would initiate a process in which community members form their own groups/associations/ organizations based on common development interests and needs that are best served by organizing themselves as a group under the fishery sub-component. The rural farmers struggle against the harsh environment as an individual but if they are organized into groups/associations/organizations, the same individual has the advantage to address and tackle the problems, which she or he could not have done alone. It is expected that these local institutions would create market oriented activities as well. Technology demonstration in beel fisheries will be by way of combining indigenous small fish species (e.g. mola) with Indian carps, stock enhancement, species/stock improvement and habitat management/improvement. This may lead to production enhancement from the present level of 0.5-1.0 tonne/ha/yr to 1.5 - 2 tonnes/ha/yr. Communities' participation in all stages of development and post-development management will be ensured to achieve sustainable production and conservation of the common property resources.

**2. Group formation & its Objective:**

- To initiate collective action for enhancement of production through sustainable management of the existing individual ponds/ beel fisheries.
- Facilitate overcoming difficulties in fish farming/beel management as an commercial activity as a group that are difficult to solve as an individual.
- Take up other income generating activities to become self-sufficient.
- To work for better social and environment management.

**3. Eligibility & Selection Criteria:**

- (i) **Beel Development and Management Committee (BDMC)** for a Beel fishery is a group of beel user community members comprising of one member from each of the families living within 2 km of beel periphery. Beels may be registered / un-registered, registered beels leased to co-operative Societies, un-registered beels under community management with members



residing within 2 km from beel periphery, or un-registered beel lying un-utilized, beels partially registered and partially owned by community with members residing within 2.0 km from beel periphery. In case of the beels under community ownership, either partially or fully, no individual member of the community should possess ownership of more than 10 % of beel water area. Members of the BDMC may vary based on the area of the beel fishery. Selection of beel fisheries for BDMC formation is based on the following criteria.

- Area of individual beel should be in the range of 7-100 ha,
- Beel should preferably be not flood affected,
- Beel should be perennially water retentive,
- There should not be highly dense weed mass,
- Both closed and open beels will be selected based on topographical advantage for scientific management
- Minimum 5% land area of the beel available for creating seed rearing facilities.

#### 4. Committees under BDMC:

The formation of different committees under BDMCs for better and efficient management of the resources and sustainability of the community groups are detailed below. Each of the community groups will have three (3) committees such as (i) General Body, (ii) Executive Committee and (iii) Social Audit Committee. **Women representation should be 30% of the total members in each of the committee under BDMCs.**

##### (A) Beel Development and Management Committee (BDMC):

###### (a) General Body (GB):

- One member from each of the families living within 2 KM distance from the beel would be a member of the GB,
- Each member of the GB will have single voting right.

###### (b) Executive Committee (EC):

- Seven (7) members of the GB will form the Executive Committee, of which at least two should be women members,
- President, Secretary and Cashier of the GB will act as President, Secretary and Cashier of the EC,
- There should be one President, one Secretary and one Cashier of which one of them should be women,
- The Cluster/Block level officer the Fishery Department (Fishery Development Officer) shall be one of the Technical member of the EC but will have no voting right.

###### (c) Social Audit Committee (SAC):

- The SAC should form of three (3) members, of which at least one member should be women.
- The members of the EC, under no circumstances, shall become member of the SAC.



## 5. Functions of the Committee of BDMC:

### A. General Body:

- Sit at least once in every quarter of a financial year with at least 70% of the total members present in each meeting,
- Discuss issues relating to governance of the BDMC and development activities proposed by EC for implementation,
- Participatory planning, implementation, monitoring and post management,
- Guide the EC in matters of governance and development programmes,
- GB will approve the plans & programmes of any development programmes proposed by the EC,
- President of the GB will chair the meeting. However, in absence of the President, the GB will select any member present in the meeting to preside over the meeting,
- In case of absence of any member of the EC in three consecutive meetings of the EC, the GB shall have the right to discontinue EC membership of the member,
- GB shall provide responsibility of any work if required to any member of the GB. However, on submission of detail financial transactions incurred by the EC, GB will discuss the matter for approval,
- GB will finalize amount of monthly contribution to be deposited by each member to the corpus fund of the BDMC,
- GB will decide on the manner of utilization of revenue generated annually from the beel fishery and GB may convene any meeting any time on emergency basis,
- The President and Secretary of the GB, on behalf of the BDMC shall execute an agreement with the concerned District Fisheries Development Officer on behalf the Director of Fisheries, to comply with all rules/ regulation and guidelines of the Deptt., including contribution of 20% cost sharing by the BDMC as per project design. The cost sharing may be in the form of labour and fund contribution against project development cost.
- GB shall ensure that a required amount of fund (to be worked out by the Deptt.) out of the total revenue generated each year from the water resource shall be kept reserved for maintenance of the water resource for the subsequent year so that production/management cost is readily available for achieving sustainability of the community process.

### B. Executive Committee:

- Sit at least once in every month (preferably in the 1<sup>st</sup> week) of a financial year with at least 70% of the total members present in each meeting. In case of EC meeting, the President of the EC will chair the meeting, in absence of the President, the EC will select any member present in the meeting to preside over the meeting.
- EC will chalk out development activities/programme for implementation in consultation with other members,
- Secretary of the EC as per decision to be taken in its meeting, will open a joint Bank Account preferably by President and Secretary a Bank Account in the nearest Nationalized Bank/ Gramin Bank/ Scheduled Bank for transaction of its business and keep the account up-dated every month positively,
- Arrange procurement, storage and distribution of the inputs, marketing of the produces etc. for all members following established transparent, economic and efficient procedures. The Committee shall be responsible for all monetary

BDMC (BDC)

transactions including record and accounts keeping and apprising the same to GB.

- This will be the responsibility of the Committee to ensure that procurement principles and guidelines are followed and that all procurement and marketing is guided by the principles of economy, efficiency, equal opportunity and transparency.
- Discusses and prepares a list of materials, works or services by quantity and as per the requirement of the project.
- Requests quotations from minimum 3 ( three) suppliers/contractors/consultants .The most responsive quotationer will be selected based on price and quality. EC must record the proceedings of the discussions. In case of the Inputs procurements the following preferable conditions to be considered:
  - A. **Fish seed:** The supplier should have own Hatchery and up to date Registration from Fishery Department.
  - B. **Fish feed:**
    1. The supplier should have own fish feed industry or authorize dealer of reputed fish feed brand of Assam. The weightage will be given to the supplier who has wide experience in fish feed supply in the State.
    2. The supplier should produce certificate from concerned authority regarding the content of 25 % protein of the fish feed.
    3. In the fish feed bag must mention the date of Manufacture/ Expiry, weight and Protein/ Carbohydrate percentage of feed.
  - C. **Lime:** The lime should be only quick lime (CaO) having optimal calcium Percentage for pisciculture activity.
  - C. **Manure:** In case of Inorganic manure there must be optimal Chemical composition for pisciculture activity.
- Formally submits the selected name to the SAC and files of all quotations received.
- Upon receipt of goods and no objection from the SAC, the Account holder may issue cheque to the suppliers of inputs. Maintains a Stock Register of all the goods, works or services procured/ marketed.
- Goods are purchased in stages depending on need. Goods are checked for quality and counted properly before purchase.
- The EC members signs and ensures both quantity & quality before taking over the goods and a stock register should be maintained properly.
- EC will maintain highest level of transparency in all its functions.
- EC will procure goods & services as per guideline of Community Procurement procedure of the World Bank and main records in a professional manner under guidance of Block level officer of the Fishery Deptt/ Technical Expert Fisheries under APART.
- EC will maintain a Master Register in which all types of records such as (i) List of BDMC members, (ii) Minutes of meetings for both GB & EC, (iii) Goods receipts & issue, (iv) Contribution Register, (v) Visitor's Comment, (vi) Cash Book, (vii) Fish harvest record, (viii) Annual revenue generation and its utilization, (ix) Voucher File, (x) Asset Register/ Stock Book, (xi) Loan & Repayment Ledger, (xii) General Correspondence, (xiii) Plan/ Work File etc shall be maintained by the Secretary of the EC. The Master Register shall be up-dated on weekly basis by the Secretary. If single Master Register is not sufficient, separate registers can be maintained.
- The EC will implement the civil works activities as per approved estimate with direct supervision of the concerned Engineering Consultant of Fisheries (ECF) under the Project The ECF will prepare running/final Bill and Labour journal with



proper M.B records as per norms and will submit to concerned authority for necessary re-imburement.

- The Secretary will produce all records for verification, if and when required by the Deptt. of Fisheries/ ARIAS Society.
- The Cashier of the EC shall maintain all records/ vouchers etc in the most suitable/efficient manner for submission to District Fishery Office as and when required,
- The term of the SAC is two (2) years and new committee shall be constituted with members through selection on consensus basis or by election.

#### **Social Audit Committee (SAC):**

- SAC shall maintain all records of financial transaction in the best possible manner with highest level of transparency,
- The records shall be maintained up-dated on daily basis,
- SAC shall see that all procurement are made in the most transparent manner and as per guidelines issued by the Director of Fisheries/ ARIAS Society, Assam,
- SAC shall place all records of financial transaction before the EC/GB whenever required,
- The term of the SAC is two (2) years and new committee shall be constituted with members through selection on consensus basis or by election.

#### **6. Termination of memberships:**

Norms to be framed by FPG/BDMC e.g., frequent absentee in the monthly meets, non-payment of the contribution, practicing environmentally hazardous fishery operation or violation of the Fishery Laws and wilful withdrawal.

#### **7. Opening & operation of Bank Accounts:**

The CIG/BDMC shall open an account in any nationalized/scheduled Bank branch available in the locality/choice with the approval of the GB. Secretary & President of BDMC pre-agreed during GB Meeting and subject to audit by 'Social Audit Committee', shall jointly operate the accounts. The BDMC shall provide accounts for verification by Bank & Deptt. if and when required. Status of the transactions for a month shall be shared in the GB Meeting.

#### **(a) Economic Norms:**

**Savings:** The BDMC discusses group savings in the first GBM and starts savings after one month of formation of BDMC. The savings could be daily, weekly, fortnightly or monthly as per convenience of the members; however, it is desirable that the savings are collected during monthly meeting. The amount for monthly savings for individual members could be between Rs.100/- to 200/- or as decided by the General Body in its first meeting. There is no bar if BDMC decide to increase the amount in

due course. The savings are to be made by the EC after each monthly collection and income of the Beel such as harvest and deposited in the Bank account on the next day.

**Internal Lending:** After the BDMC generates a minimum substantial amount, BDMC may decide to start internal lending to members. The ceiling for internal lending shall depend on amount saved and as decided by the BDMC and procedure for internal lending should be finalized in group meeting and each member must be convinced that internal lending will benefit them. Preference may be given for lending for production activities with possibilities of quick return, e.g., for nursing or rearing of fish seeds etc.

**Interest:** The rate of interest should be decided by BDMC in GBM and they may decide to fix different rates as also pay back period depending upon the activity.

**Penalties:** The BDMC may fix penalties for non-payment of loan and there must be in built mechanism for enforcement of the penalty.

#### **(b) Management Norms:**

**Naming the Group:** In case of naming of BDMC, the GB may decide with pre-fix of beel name, eg, Sagunhara (Beel name) BDMC etc.

**Meetings & Attendance:** The GBM will be held monthly at a pre-identified/agreed site & time. There must be at least 70% attendance in the GBM and the absentees are to be penalized. The Social Audit Committee shall sit monthly and scrutinize the procurement & accounts transactions during the month and place their report in the GBM.

**Maintenance of Books of Accounts & records:** The BDMC will take resolution in the first GBM about the records & registers to be maintained. The Secretary of the group shall be responsible for keeping the general records & registers and all accounts related matter should be maintained by the Cashier. The records & Registers maintained should ideally contain minimum requirements/information and as per format provided by the Deptt.

#### **(c) Services:**

##### **Receipt & Utilization of Fund:**

Funds shall be released to the BDMC in 3 tranches or as per actual requirement by the community. However, release of fund for the subsequent instalments shall be subject to submission of utilisation of fund (and vouchers and other related documents) released against previous instalment by the BDMC.

- **Final Utilization Certificate (UC):** As soon as the community group completes the scheme, final utilization certificate against all instalments of fund released should be submitted supported by vouchers and other relevant



documents. The Social Audit Committee members of the BDMC shall sign the statements. The final UC shall be submitted within 15 days of release of fund against last instalment to the community groups.

**8. Capacity Building:**

Capacity building of BDMC members will be taken up by College of Fisheries, AAU, Raha in close cooperation/ coordination with the Directorate of Fisheries, Assam.

**9. Social & Environment Safegurd:** As per final safeguard documents of EMF and SMF

**10. Role and Responsibility of the Departmental officers/ Consultants under APART**

The Cluster In-charge/ Departmental field level staff/ Consultants under APART should monitor the procurement process of community procurement and guidelines; ensure the quality civil works as per approved estimates and inputs as per norms.. Their photographs during civil works execution/input distribution and signed in the Bills/ vouchers are mandatory. They should ensure the quality of fish seed and to ensure proper protein etc percentage of feed. The Departmental technical staff including the consultants under APART are responsible to render all sorts of Technical guidance so that productivity should be in the range of 1.5 -2.0 tonne/ha/yr. The team are also responsible to ensure 40 % adaptability of the Technology Demonstration and 80 % sustainability of the Beel Fisheries Demonstration as per Project Appraisal Documents (PAD) of APART under Fishery sub-component..

Approved  
[Signature]  
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Director of Fisheries  
Assam, Guwahati

Prepared by  
[Signature]  
Fishery Development  
Appraisal Society