



Government of Rajasthan
Forest Department



SoP for Agroforestry Promotion via VFPMCs/EDCs
Rajasthan Forestry and Biodiversity Development Project (RFBBDP)

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List of acronyms

Acronym	Meaning
CoE	Centre of Excellence
DBT	Direct Benefit Transfer
DMU	Divisional Management Unit
DPR	Detailed Project Report
EDC	Eco Development Committee
FMDSS	Forest Management Decision Support System
FPOs	Farmer Producer Organisations
GIS	Geographic Information System
GPS	Global Positioning System
KML	Keyhole Markup Language
KMZ	Zipped Keyhole Markup Language file
MIS	Management Information System
NTFP	Non-Timber Forest Products
PFT	Project Facilitation Team
PMC	Project Management Consultant
PMU	Project Management Unit
RFBDP	Rajasthan Forestry and Biodiversity Development Project
SC/ST	Scheduled Caste / Scheduled Tribe
SHGs	Self Help Groups
SoP	Standard Operating Procedure
TOF	Tree Outside Forests
VFPMC	Village Forest Protection and Management Committee

Rajasthan Forestry and Biodiversity Development Project

Standard Operating Procedure (SoP)

Agroforestry Promotion through VFPMCs/EDCs

1. Background

The Rajasthan Forestry and Biodiversity Development Project (RFBBDP) aim to promote Tree Outside Forests (TOF), improve ecological resilience, enhance livelihood opportunities for rural communities, and contribute towards climate change mitigation through agroforestry interventions in project villages.

The Detailed Project Report (DPR) of RFBBDP, under Chapter 7 “Agro Forestry for Increasing Tree Cover Outside Forest Area”, identifies agroforestry as a key intervention for increasing tree cover outside forest areas while generating livelihood and environmental benefits for local communities. Para 7.9 and 7.10 of the DPR (Pages 105-107) envisage implementation of agroforestry interventions through community-based institutions established under the project, namely Village Forest Protection and Management Committees (VFPMCs), Eco-Development Committees (EDCs).

The DPR further emphasizes community participation, beneficiary mobilization, plantation monitoring, GIS-based record management, survival assessment, and incentive-based support mechanisms for ensuring long-term sustainability of agroforestry plantations.

Accordingly, agroforestry activities under RFBBDP should be implemented through VFPMCs/EDCs with support from the PFT in project operational villages. These institutions shall play a key role in beneficiary identification, demand assessment, community mobilization, plantation implementation, geo-tagging, monitoring, record management, and follow-up of agroforestry interventions.

The agroforestry programme should be implemented in accordance with the provisions of the RFBBDP DPR, approved annual plantation targets, agroforestry implementation strategy, and incentive guidelines issued under the project from time to time.

This Standard Operating Procedure (SoP) has been prepared to provide a structured operational framework for planning, beneficiary identification, demand assessment, sapling procurement, plantation implementation, logistics management, geo-tagging, GIS/MIS integration, survival monitoring, and incentive administration under the agroforestry component of RFBBDP.

2. Objectives

The objectives of agroforestry promotion under RFBBDP are:

1. To enhance Tree Outside Forest (TOF) cover in RFBBDP operational villages.
2. To promote climate-resilient and economically beneficial plantation models.
3. To improve livelihood opportunities of small and marginal farmers.
4. To strengthen community participation in agroforestry activities.
5. To establish GIS-enabled monitoring and transparent plantation management systems.
6. To ensure long-term maintenance and survival of plantations through incentive-based support mechanisms.

3. Scope of Implementation

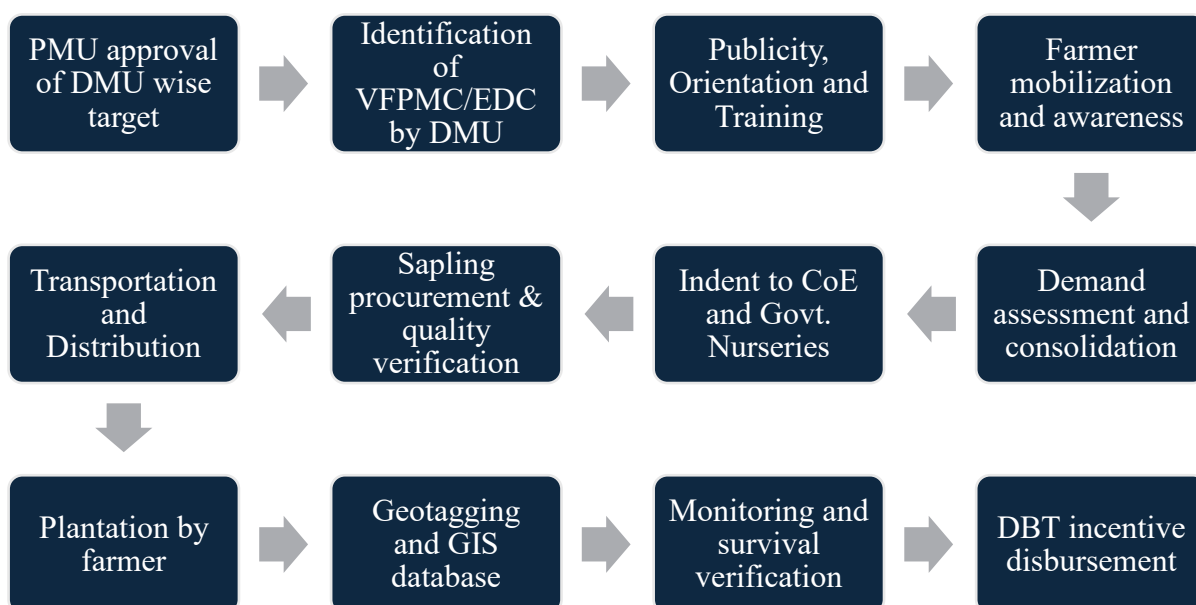
- The SoP should apply to all RFBDP districts and their operational villages where agroforestry activities are approved by PMU.
- Agroforestry interventions should be implemented through VFPMCs/EDCs functioning in RFBDP operational villages
- Plantation activities should be undertaken on private agricultural lands and other eligible lands as permitted under project guidelines.
- The annual plantation target should be implemented as approved by PMU from time to time.

4. Institutional Framework and Roles

S. No.	Institution/Unit	Roles and Responsibilities
4.1	Project Management Unit (PMU)	• Approve district-wise plantation targets and budget. • Coordinate with Horticulture Department at state level. • Monitor implementation progress. • Supervise GIS/MIS integration. • Approve incentive disbursement proposals.
4.2	Divisional Management Unit (DMU)	• Identify VFPMCs/EDCs. • Conduct demand assessment and check technical and financial feasibility. • Place sapling procurement orders. • Arrange transportation and logistics. • Supervise plantation and monitoring activities. • Verify survival and distribute incentive based on claims.
	Project Management Consultant (PMC)	• Provide technical guidance and implementation support to PMU and DMUs • Facilitate coordination with CoE Horticulture Department, Government nurseries, and other stakeholders • Support preparation of operational plans, monitoring formats, and implementation strategies • Assist PMU in review, monitoring, reporting, and progress tracking • Assist in documentation of best practices, case studies, and progress reports
4.3	Project Facilitation Team (PFT)	• Mobilize farmers. • Identification of VFPMC/EDC in coordination with DMU. • Conduct meetings with VFPMC/EDC members to obtain agroforestry proposals, including details of interested farmers, preferred species, and the number of plants required, along with other relevant requirements. • Facilitate beneficiary registration and geo-tagging. • Support sapling distribution. • Maintain beneficiary records and MIS data at DMU level.

		Assist in monitoring and survival verification.
4.4	Village Forest Protection and Management Committee (VFPMC)	- Identify willing farmers and maintain their data. - Facilitate village-level coordination and awareness generation. - Support sapling distribution. - Assist in plantation monitoring and survival verification.
4.5	GIS Team (PMU and PMC)	- Prepare geo-referenced farmer database. - Create KML/KMZ layers and GIS-based monitoring system. - Maintain state-level plantation database and geo-tagged records.

5. Implementation Process under Agroforestry Component



RFBDP Agroforestry implementation flow

Step-1: Approval of District-wise Targets

The Project Management Unit (PMU) shall approve district-wise agroforestry plantation targets and budget under RFBDP based on annual action plan and budget provisions. The approved targets should be communicated to concerned Divisional Management Units (DMUs) for implementation.

Step-2: Identification of VFPMCs/EDCs

The concerned DMU should identify suitable VFPMCs/EDCs for implementation of agroforestry activities in consultation with PFT and field functionaries. Preference should be given to:

- Active and functional VFPMCs/EDCs;

- Villages having suitable land and irrigation availability;
- Villages demonstrating community willingness for plantation activities.

Preference should be given to cluster-based plantation planning for ensuring visible landscape impact and ease of monitoring.

The final list of VFPMCs/EDCs should be approved by the DMU.

Step-3: Publicity, Orientation and Training

- Wide publicity shall be given through advertisements, brochures, social media, booklets, etc., to encourage awareness among people to take up tree planting. Folders providing the package of practices and calendar of operations shall be brought out and distributed along with seedlings.
- Adequate publicity for the programme shall be ensured through printed material, mobile and audio-visual units, workshops and seminars at block/village levels.
- Development of publicity material and extension work will be organized by the PFT members.
- Orientation training shall be provided to frontline departmental staff, VFPMC/EDC members, PFTs/NGOs and volunteers for this programme.

Step-4: Farmer Mobilization and Awareness Generation

The PFT and VFPMC/EDC should organize village-level meetings and awareness activities for:

- Dissemination of agroforestry objectives;
- Explaining benefits of agroforestry;
- Identification of interested farmers;
- Awareness regarding plantation maintenance and survival incentives.

Technical advisories regarding species selection, plantation techniques, irrigation, pruning, mulching, and maintenance practices should also be provided to beneficiaries. The PFT team should also conduct meetings with the VFPMC/EDC and obtain proposals for agroforestry implementation, including details of interested farmers, preferred species, plant requirements, and other relevant information. These details should be duly recorded as part of the meeting proceedings/minutes.

The demand for saplings should also be included in the Village Micro Plan during its formation process.

Step-5: Farmer Registration and Demand Assessment

All farmers, government agencies, institutions and individuals within the proposed project area are eligible. However, priority shall be given to small and marginal farmers, especially women SHGs, as beneficiaries. Farmers receiving saplings should be registered in the prescribed format (Annex-1) through the VFPMC/EDC.

Preference should be given to:

- Small and marginal farmers
- SC/ST households;
- Women farmers and women SHGs;
- Farmers having underutilized lands;
- Beneficiaries willing to maintain plantations for long-term survival.

The registration process should include:

- * A Unique Farmer ID shall be generated using the following format:
First 03 letters of the District Name_Village Census Code_Last 04 digits of the Farmer's Aadhaar Number

Example:

If the district is **Kota**, the RFBBDP operational village is **Mandana** with a census code of **102095**, and the last four digits of the beneficiary's Aadhaar number are **4531**, the Unique Farmer ID shall be generated as follows:

KOT_102095_4531

The Unique ID code is **mandatory**. This code shall serve as the unique identifier for the beneficiary throughout the project implementation period, including plantation monitoring and incentive disbursement.

- Collection of farmer details;
- Land and irrigation details;
- Species preference;
- Sapling requirement;
- Aadhaar and bank details for DBT;
- Consent for geo-tagging and monitoring.

Based on farmer demand, the DMU should prepare village-wise and district-wise consolidated demand assessment.

Step-6: Consolidation of Demand and Sapling Indent

The DMU should assess the demand feasibility and consolidate VFPMC/EDC wise sapling requirement based on approved targets (Annex-2).

Thereafter, the DMU should place indent/requisition with:

- Centre of Excellence (CoE), Horticulture Department;
- Government nurseries; or
- Other approved government sources.

The PMC may facilitate coordination with concerned departments and nurseries wherever required.

Step-7: Financial Norms for Sapling Procurement

As per the approved RFBBDP DPR provisions, the overall cost norm for procurement and distribution of agroforestry saplings should not exceed of ₹50 per sapling, inclusive of transportation and logistics cost.

The average cost principle may be adopted during procurement, wherein the cost variation among different species and sapling categories may be rationalized in such a manner that the overall average procurement and distribution cost remains within the prescribed financial norm.

Preference should be given to procurement of healthy and quality saplings suitable for agro-climatic conditions of Rajasthan. The saplings should preferably be tall seedlings of appropriate height and quality to ensure better field establishment and survival.

The number of saplings allocated to beneficiaries may be regulated by the concerned DMU based on approved plantation targets, availability of saplings, and prescribed financial norms under RFBBDP.

Step-8: Species selection and verification of sapling quality

Appropriate species will be selected for raising plants based on agro-climatic conditions, scientific findings and people's choice. The preferable proportion will be about timber 40%, fuelwood 30%, and NTFP/fodder/medicinal plants 30%. This proportion is site-specific, and the local officers and committee appointed by the DMU will suggest the composition as per farmers' demands. Soil and water testing will also be carried out to check suitability for the choice of species to be raised in nurseries.

Before acquiring the saplings, the DMU should ensure verification of quality standards.

The saplings should:

- Preferably be tall seedlings;
- Generally, have minimum height of about 2.5 feet or above;
- Be healthy, disease-free, and well-rooted.
- Damaged or unhealthy saplings should not be accepted for distribution.

Step-9: Transportation and Distribution of Saplings

DMU should make reasonable efforts to ensure delivery/distribution of saplings at village level or farmer collection points to minimize transportation burden on beneficiaries. A designated official/person shall be positioned to ensure that seedlings are delivered as per the prevailing guidelines of the Forest Department.

Saplings should be distributed free of cost to eligible beneficiaries under RFB DP subject to approved project norms and availability.

The PFT and VFPMC/EDC should facilitate distribution of saplings to identified farmers.

During distribution:

- Proper records should be maintained (Annex-3);
- Farmer acknowledgment receipts should compulsorily be obtained;
- Species-wise and farmer-wise details should be recorded in MIS.

As far as feasible, distribution activities should be completed before or by mid-July to effectively utilize the monsoon period.

Step-10: Plantation by Farmers

The beneficiary farmers should undertake plantation activities on their agricultural land during the monsoon season as per recommended agroforestry practices.

The PFT and VFPMC/EDC should provide field-level facilitation and guidance regarding:

- Pit preparation;
- Spacing;
- Watering;
- Mulching;
- Protection measures.

Step-11: Geo-tagging and GIS Database Preparation

After plantation, the PFT should collect:

- GPS coordinates (Latitude and Longitude of farm plot);
- Geo-tagged photographs; (04 corner and 01 central photo of plantation site)
- Plantation details;
- Farmer-wise plantation information.

Sketch maps/plot layouts of plantation sites should also be prepared for documentation and monitoring purposes.

The GIS Team at PMU/PMC should prepare:

- Geo-referenced plantation database;
- KML/KMZ layers;
- District-wise GIS maps and digital records.

All beneficiary, plantation, geo-tagging, and survival verification records should be maintained in digital format through MIS/GIS platforms developed under RFB DP (Annex-4) .

Existing departmental IT/GIS-based systems including FMDSS or other digital monitoring platforms developed under RFBDP may be utilized for agroforestry data management, geo-tagging, survival monitoring, and record maintenance.

All plantation-related records should be maintained at DMU level for long-term monitoring and verification purposes.

Step-12: Monitoring and Survival Verification

The plantation should be monitored jointly by:

- VFPMC/EDC;
- PFT;
- DMU officials.

Annual survival verification should be undertaken through:

- Physical verification;
- Geo-tagged evidence;
- Random field inspections.

PMU/PMC may also undertake random sample verification for quality assurance and validation of survival claims.

The beneficiary farmer should be responsible for protection, watering, maintenance, and survival of the plantation for a minimum period of five years.

For incentive eligibility, a “surviving plant” means a healthy and living plant showing progressive growth and not severely damaged, uprooted, dried, or lopped.

Survival assessment should not only be based on physical existence of plants but also on progressive growth parameters such as plant health, height, girth, and overall condition of plantation, as determined during field verification.

The verified survival data should be entered into MIS/GIS platforms for further processing and incentive administration.

The verified survival data should be entered into MIS for further processing.

Step-13: Incentive Claim and Verification

Eligible farmers should submit incentive claims in prescribed format.

The claim should be:

1. Verified by VFPMC/EDC/PFT;
2. Validated by DMU through field verification;
3. Incentive distribution through DBT.

The plants will have to be maintained for a period of five years. The survival of individual plant would be assessed in terms of its height, girth (If possible) and other qualities set parameters. The incentives will be paid year wise only for successfully survived plants, for a period of five years.

Step-14: Incentive Disbursement through DBT

Upon approval by DMU, incentive amount should be transferred directly to beneficiaries’ bank accounts through Direct Benefit Transfer (DBT) mechanism as per approved incentive norms.

6. Plantation Norms and Sapling Allocation

- Each eligible farmer may be provided with up to 150 saplings, or more based on the farmer’s demand, subject to approval from DMU, depending upon:
 - ✓ Land availability;

- ✓ Irrigation availability;
- ✓ Farmer willingness;
- ✓ Approved plantation targets.
- In case a farmer requires fewer saplings, allocation may be made accordingly.
- Preference should be given to cluster-based and impact-oriented plantation approaches.

7. Species Selection

Species selection should be based on:

- Agro-climatic suitability;
- Farmer preference;
- Local demand;
- Survival suitability under Rajasthan conditions.

Preference may be given to:

- Fodder species;
- Fuelwood species;
- Medicinal and NTFP species;
- Fruit-bearing species wherever feasible.

Final species allocation may be rationalized by the concerned DMU based on agro-climatic suitability, sapling availability, approved financial norms, and district-level plantation targets. It is also important to note that a declaration should be obtained from the farmer prior to sapling distribution, confirming that they will undertake pit preparation, fencing, protection, and watering, and will make their best effort to ensure the survival of the plant.

8. Incentive Mechanism

Incentives shall be paid year-wise only for successfully surviving plants for a period of five years, as mentioned in Table

Year	Incentive per Surviving Plant
Year-2	₹20 per surviving plant
Year-3	₹25 per surviving plant
Year-4	₹35 per surviving plant
Year-5	₹45 per surviving plant

Notes:

1. Incentives should be provided only for surviving plants verified through physical inspection and geo-tagged monitoring.
2. Incentive disbursement should be made through Direct Benefit Transfer (DBT).
3. Survival verification should be undertaken annually by VFPMC/EDC/PFT and validated by the concerned DMU.

9. Documentation and Approval Workflow

Stage	Responsible Agency	Key Document/Record
VFPMC Selection	DMU	Approved VFPMC List
Farmer Registration	PFT/VFPMC/EDC	Farmer Registration Form
Demand Consolidation	DMU	Demand Assessment Report
Procurement	DMU	Sapling Indent/Procurement Record
Distribution	PFT/VFPMC/EDC	Distribution Register & Farmer Receipt

Geo-tagging	PFT/GIS Team	GIS Database & Geo-tagged Records
Survival Verification	DMU/PFT/VFPMC/EDC	Survival Verification Report
Incentive Approval	DMU	Approved DBT Payment Record

10. Monitoring and Reporting Mechanism

- DMU should maintain farmer-wise plantation and survival records.
- PFT should maintain geo-tagging and MIS records.
- GIS Team should maintain state-level geo-referenced database.
- Monthly and quarterly progress reports should be submitted to PMU.
- Random inspections should be conducted by PMU and PMC.

Convergence with horticulture, watershed, MGNREGA, and livelihood-related schemes may be explored wherever feasible for enhancing plantation sustainability and farmer support.

11. Grievance Redressal Mechanism

- Village-level grievances shall be addressed through VFPMC/EDC and PFT.
- District-level grievances shall be resolved by DMU.
- PMU will act as final authority for project-level decisions and policy matters.

12. Annexures

1. Farmer Registration Form
2. Sapling Demand Assessment Format
3. Sapling Distribution Register
4. Beneficiary incentive claim form for plant survival

Rajasthan Forestry and Biodiversity Development Project (RFBBDP) Farmer Registration Form

A. Basic Farmer Details

S. No.	Particulars	Details																						
1	Name of Farmer																							
2	Farmer Unique ID (Mandatory)	<table border="1"> <tr> <td colspan="3">District Code (Initial 03 digit of District Name)</td> <td colspan="4">Village Census Code</td> <td colspan="4">Last 04 Digit of Aadhar No.</td> </tr> <tr> <td></td><td></td><td></td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> </table>	District Code (Initial 03 digit of District Name)			Village Census Code				Last 04 Digit of Aadhar No.														
District Code (Initial 03 digit of District Name)			Village Census Code				Last 04 Digit of Aadhar No.																	
3	Farmer Aadhar Number																							
4	Father's/Husband's Name																							
5	Gender	Male / Female / Other																						
6	Age																							
7	Category	SC / ST / OBC / General																						
8	Mobile Number																							
9	Aadhaar Number																							
10	Name of VFPMC/EDC																							
11	Village																							
12	Gram Panchayat																							
13	Block																							
13	District																							

B. Land and Plantation Details

S. No.	Particulars	Details
1	Total Land Holding (in hectare/bigha)	
2	Area Proposed under Agroforestry	
3	Plantation month and year	
3	Land Ownership Status	Owned / Leased / Other
4	Irrigation Availability	Yes / No
5	Source of Irrigation	Well, / Borewell / Canal / Rainfed / Other
7	Proposed Plantation Model	Boundary Plantation / Block Plantation / Agroforestry
8	Preferred Species	
9	Number of Saplings given	

C. Geo-tagging information

Particulars	Information	Remark If any
Latitude		
Longitude		
Plantation plot geo tagged photo (4 corner and 1 central)	Attached with form (Yes/No)	
Date and time		

D. Bank Details for DBT

S. No.	Particulars	Details
1	Name of Account Holder	
2	Bank Name	
3	Branch Name	
4	Account Number*	
5	IFSC Code	

**Attach cancel cheque copy/any bank account proof*

D. Declaration by Farmer

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I agree to undertake plantation and maintenance activities under the RFBBDP Agroforestry Component and consent to geo-tagging, monitoring, and verification of plantation activities by the project authorities.

I further undertake to maintain the plantation for a minimum period of five years as per project guidelines.

Name of Farmer: _____

Signature/Thumb Impression of Farmer: _____

Date: Date (__MM/ __DD / __YYYY)

Place: _____

Verification by VFPMC/EDC and PFT member

Certified that the above-mentioned farmer has been verified, and the particulars provided herein have been scrutinized and found to be true and correct to the best of our knowledge and records.

Particulars	Details
Name of VFPMC/EDC Representative	
Signature	
Name of PFT Representative	
Signature	
Date(__MM/ __DD / __YYYY)	

Approval by DMU

Particulars	Details
Name of Approving Officer	
Designation	
Signature with Seal	
Date(__MM/ __DD / __YYYY)	

**Rajasthan Forestry and Biodiversity Development Project (RFB DP)
Sapling Demand Assessment Format**

A. Basic Information

S. No.	Particulars	Details
1	District	
2	Block	
3	Name of VFPMC/EDC	
4	Name of Village	
5	Date of Demand Assessment	
6	Name of PFT Representative	
7	Name of VFPMC/EDC Representative	

B. Village-wise Farmer Demand Assessment

S. No.	Name of Farmer	Category (SC/ST/OBC/General)	Mobil e Number	Land Proposed under Agroforestry	Irrigation Availability (Yes/No)	Preferr ed Species	Numb er of Saplings Required	Cluster Plantation (Yes/No)	Remarks
1									
2									
3									
4									
5									

C. Species-wise consolidated demand

S. No.	Name of Species	Total Quantity Required	Remarks
1			
2			
3			
4			

D. Consolidated Village Summary

Particulars	Details
Total Number of Interested Farmers	
Total Area Proposed under Agroforestry	
Total Number of Saplings Required	
Whether Cluster-based Plantation Proposed	Yes / No
Availability of Irrigation Facilities	Adequate / Partial / Limited
Any Special Requirement/Observation	

E. Certification

Certified that the above demand assessment has been conducted through village-level consultation and field verification under the RFB DP Agroforestry Component.

Particulars	Signature
Name & Signature of VFPMC/EDC Representative	
Name & Signature of PFT Representative	
Name & Signature of DMU Representative	

Date: __MM/ __DD / __YYYY

Place: _____

Rajasthan Forestry and Biodiversity Development Project (RFBBDP)
Sapling Distribution Register
(VFPMC/EDC Level Distribution Register)

A. Basic Information

S. No.	Particulars	Details
1	District	
2	Block	
3	Name of VFPMC/EDC	
4	Village	
5	Distribution Location	
6	Date of Distribution	
7	Name of PFT Representative	
8	Name of VFPMC/EDC Representative	

B. Farmer-wise Sapling Distribution Details

S. No.	Name of Farmer	Farmer Unique ID	Father's/Husband's Name	Category (SC/ST/OBC/General)	Mobile Number	Species Distributed	No. of Saplings Distributed	Acknowledgment Signature/Thumb Impression	Remarks
1									
2									
3									
4									
5									
6									
7									
8									

C. Species-wise Distribution Summary

S. No.	Name of Species	Quantity Received from DMU	Quantity Distributed	Balance Quantity	Remarks
1					
2					
3					
4					

D. Transportation and Logistics Details

Particulars	Details
Name of Nursery/CoE	
Total Quantity Transported	
Condition of Saplings at Distribution Point	Satisfactory / Unsatisfactory
Any Mortality/Damage During Transportation	

E. Certification

Certified that the above saplings have been distributed to the registered beneficiaries under RFBBDP Agroforestry Component and necessary records have been maintained.

Particulars	Signature
Name & Signature of VFPMC/EDC Representative	
Name & Signature of PFT Representative	
Name & Signature of DMU Representative	

Date: __MM/ __DD / __YYYY

Place: _____

Annexure-4

Rajasthan Forestry and Biodiversity Development Project (RFBBDP) Agroforestry Plantation Beneficiary incentive claim form for plant survival (Farmer Unique ID)

1. Farmer Declaration

I, Shri/Smt., S/o, D/o, W/o Shri, resident of Village, Gram Panchayat, Block, District....., declare that I have received saplings under the agroforestry model of the Rajasthan Forestry and Biodiversity Development Project (RFBBDP) through the FPO/VFPMC/EDC, if applicable. I am submitting the following details for claiming the financial incentive as per project provisions.

2. Plant Distribution & Survival Details

Particulars	Quantity	Remark (Reason for dead/missing plant)
Plantation month and year		
Plant survival assessment month and year.		
Total Plants Received		
Total Plants Survived (physically verified)		
Incentive Rate per Survived Plant	₹ _____ /plant	
Total Incentive Claim Amount	₹ _____	

3. Geo-tagging information

Particulars	Information	Remark If any
Latitude		
Longitude		
Plantation plot geo tagged photo (4 corner and 1 central)	Attached with form (Yes/No)	
Date and time		

4. Bank Account Details (for Direct Benefit Transfer - DBT)

- **Bank Name:** _____
- **Branch Name & Address:** _____
- **Account Holder Name:** _____
- **Account Number:** _____
- **IFSC Code:** _____

5. Declaration by Farmer

I hereby certify that the above information is true to the best of my knowledge. I request that the eligible financial incentive may kindly be transferred to my bank account through DBT mode.

Date: ____ / ____ / ----

Place: _____

Signature / Thumb Impression of Farmer

5. Certification by Surveyor (Forest Field official/PFT)

This is to certify that the above-mentioned farmer is a beneficiary under the RFBBDP project. The survival of ____ out of ____ distributed plants has been physically verified. The incentive claim has been found valid.

Name of Forest Field Official/PFT Team Member: _____

Designation: _____

Signature: _____ **Date:** _____

6. Verification by DMU (Divisional Management Unit)

The claim has been found genuine based on field verification.

Verified and recommended for incentive disbursement

Name of Verifying Officer: _____

Designation: _____

Signature with Seal: _____

Date: ____ MM/ ____ DD / ____ YYYY

राजस्थान वन एवं जैव विविधता विकास परियोजना (RFBBDP)
किसान पंजीकरण प्रपत्र

A. किसान की मूलभूत जानकारी

क्र.सं.	विवरण	जानकारी						
1	किसान का नाम							
2	किसान विशिष्ट पहचान संख्या (अनिवार्य)	<table border="1"> <tr> <td>जिला कोड (जिले के नाम के प्रथम 03 अक्षर)</td> <td>गाँव का सेन्सस कोड</td> <td>आधार संख्या के अंतिम 04 अंक</td> </tr> <tr> <td></td><td></td><td></td> </tr> </table>	जिला कोड (जिले के नाम के प्रथम 03 अक्षर)	गाँव का सेन्सस कोड	आधार संख्या के अंतिम 04 अंक			
जिला कोड (जिले के नाम के प्रथम 03 अक्षर)	गाँव का सेन्सस कोड	आधार संख्या के अंतिम 04 अंक						
3	किसान का आधार नंबर							
4	पिता/पति का नाम							
5	लिंग	पुरुष / महिला / अन्य						
6	आयु							
7	वर्ग	अनुसूचित जाति (SC) / अनुसूचित जनजाति (ST) / अन्य पिछड़ा वर्ग (OBC) / सामान्य						
8	मोबाइल नंबर							
9	आधार संख्या							
10	VFPMC/EDC का नाम							
11	ग्राम							
12	ग्राम पंचायत							
13	विकासखंड							
14	जिला							

B. भूमि एवं रोपण विवरण

सं.	विवरण	जानकारी
1	कुल भूमि धारण (हेक्टेयर/बीघा में)	
2	कृषिवानिकी हेतु प्रस्तावित क्षेत्रफल	
3	रोपण का माह एवं वर्ष	
4	भूमि स्वामित्व की स्थिति	स्वामित्व / पट्टे पर / अन्य
5	सिंचाई की उपलब्धता	हाँ / नहीं
6	सिंचाई का स्रोत	कुआँ / नलकूप (बोरवेल) / नहर / वर्षा आधारित / अन्य
7	प्रस्तावित रोपण मॉडल	सीमा रोपण / ब्लॉक रोपण / कृषिवानिकी
8	वांछित प्रजातियाँ	
9	प्रदान किए गए पौधों की संख्या	

C. भू-अंकन (Geo-tagging) संबंधी जानकारी

विवरण	जानकारी	टिप्पणी (यदि कोई हो)
अक्षांश (Latitude)		
देशांतर (Longitude)		
रोपण स्थल के भू-अंकित फोटोग्राफ (चारों कोनों एवं एक केंद्रीय बिंदु से)	प्रपत्र के साथ संलग्न (हाँ/नहीं)	
दिनांक एवं समय		

D. डीबीटी (DBT) हेतु बैंक विवरण

क्र.सं.	विवरण	जानकारी
1	खाताधारक का नाम	
2	बैंक का नाम	
3	शाखा का नाम	
4	खाता संख्या*	
5	IFSC कोड	

* निरस्त (Cancelled) चेक की प्रति अथवा बैंक खाते का कोई वैध प्रमाण संलग्न करें।

E. किसान द्वारा घोषणा

मैं एतद्द्वारा घोषणा करता/करती हूँ कि उपर्युक्त दी गई सभी जानकारी मेरी सर्वोत्तम जानकारी एवं विश्वास के अनुसार सत्य एवं सही है। मैं RFB DP के कृषिवानिकी घटक के अंतर्गत रोपण एवं रखरखाव गतिविधियों को अपनाने हेतु सहमत हूँ तथा परियोजना प्राधिकरणों द्वारा रोपण गतिविधियों के भू-अंकन (Geo-tagging), निगरानी एवं सत्यापन हेतु अपनी सहमति प्रदान करता/करती हूँ।
मैं यह भी सुनिश्चित करता/करती हूँ कि परियोजना दिशा-निर्देशों के अनुसार रोपण का कम से कम पाँच वर्षों तक संरक्षण एवं रखरखाव करूँगा/करूँगी।

किसान का नाम : _____

किसान के हस्ताक्षर/अंगूठे का निशान : _____

दिनांक : __MM/ __DD / __YYYY

स्थान : _____

F. VFPMC/EDC एवं PFT सदस्य द्वारा सत्यापन

प्रमाणित किया जाता है कि उपर्युक्त किसान का सत्यापन कर लिया गया है तथा इस प्रपत्र में अंकित समस्त विवरणों का परीक्षण किया गया है, जो उपलब्ध अभिलेखों एवं हमारी सर्वोत्तम जानकारी के अनुसार सत्य एवं सही पाए गए हैं।

विवरण	जानकारी
VFPMC/EDC प्रतिनिधि का नाम	
हस्ताक्षर	
PFT प्रतिनिधि का नाम	
हस्ताक्षर	
दिनांक	

G. DMU द्वारा अनुमोदन

विवरण	जानकारी
अनुमोदनकर्ता अधिकारी का नाम	
पदनाम	
मुहर सहित हस्ताक्षर	
दिनांक	

राजस्थान वानिकी एवं जैव विविधता विकास परियोजना (RFBBDP)
पौध मांग आकलन प्रपत्र

A. मूलभूत जानकारी

क्र. सं.	विवरण	जानकारी
1	जिला	
2	ब्लॉक	
3	VFPMC/EDC का नाम	
4	ग्राम का नाम	
5	मांग आकलन की तिथि	
6	PFT प्रतिनिधि का नाम	
7	VFPMC/EDC प्रतिनिधि का नाम	

B. ग्राम-वार किसान मांग आकलन

क्र.सं	किसान का नाम	श्रेणी(SC/ST/OBC/सामान्य)	मोबाइल नंबर	कृषि वानिकी हेतु प्रस्तावित भूमि	सिंचाई उपलब्धता (हाँ/नहीं)	पसंदीदा प्रजातियाँ	आवश्यक पौधों की संख्या	क्लस्टर वृक्षारोपण (हाँ/नहीं)	टिप्पणी
1									
2									
3									
4									
5									

C. प्रजाति-वार समेकित मांग

क्र. सं.	प्रजाति का नाम	मांग करने वाले किसानों की संख्या	कुल आवश्यक मात्रा	टिप्पणी
1				
2				
3				

D. ग्राम का समेकित सारांश

विवरण	जानकारी
इच्छुक किसानों की कुल संख्या	
कृषि वानिकी हेतु प्रस्तावित कुल क्षेत्रफल	
आवश्यक पौधों की कुल संख्या	
क्या क्लस्टर आधारित वृक्षारोपण प्रस्तावित है	हाँ / नहीं
सिंचाई सुविधाओं की उपलब्धता	पर्याप्त / आंशिक / सीमित
कोई विशेष आवश्यकता/अवलोकन	

E. प्रमाणन

यह प्रमाणित किया जाता है कि उपरोक्त मांग आकलन, RFBBDP कृषि वानिकी घटक के अंतर्गत ग्राम स्तरीय परामर्श एवं क्षेत्रीय सत्यापन के माध्यम से किया गया है।

विवरण	हस्ताक्षर
VFPMC/EDC प्रतिनिधि का नाम एवं हस्ताक्षर	
PFT प्रतिनिधि का नाम एवं हस्ताक्षर	
DMU प्रतिनिधि का नाम एवं हस्ताक्षर	

दिनांक : __MM/ __DD / __YYYY

स्थान : _____

(VFPMC/EDC स्तर वितरण रजिस्टर)

A. मूलभूत जानकारी

क्र.सं.	विवरण	जानकारी
1	जिला	
2	विकासखंड	
3	VFPMC/EDC का नाम	
4	ग्राम	
5	वितरण स्थल	
6	वितरण तिथि	
7	PFT प्रतिनिधि का नाम	
8	VFPMC/EDC प्रतिनिधि का नाम	

B. किसानवार पौधा वितरण विवरण

क्र.सं.	किसान का नाम	किसान विशिष्ट पहचान संख्या	पिता/पति का नाम	वर्ग (SC/ST/OBC/सामान्य)	मोबाइल नंबर	वितरित प्रजाति	वितरित पौधों की संख्या	प्राप्ति की स्वीकृति हेतु हस्ताक्षर/अंगूठे का निशान	टिप्पणियाँ
1									
2									
3									
4									
5									

C. प्रजातिवार वितरण सारांश

क्र.सं.	प्रजाति का नाम	DMU से प्राप्त मात्रा	वितरित मात्रा	शेष मात्रा	टिप्पणियाँ
1					
2					
3					
4					

D. परिवहन एवं रसद संबंधी विवरण

विवरण	जानकारी
नर्सरी/उत्कृष्टता केंद्र (CoE) का नाम	
कुल परिवहित मात्रा	
वितरण स्थल पर पौधों की स्थिति	संतोषजनक / असंतोषजनक
परिवहन के दौरान किसी प्रकार की क्षति	

E. प्रमाणीकरण

प्रमाणित किया जाता है कि उपर्युक्त पौधों का वितरण RFBBDP के कृषिवानिकी घटक के अंतर्गत पंजीकृत लाभार्थियों को किया गया है तथा इससे संबंधित समस्त अभिलेख विधिवत संधारित किए गए हैं।

विवरण	हस्ताक्षर
VFPMC/EDC प्रतिनिधि का नाम एवं हस्ताक्षर	
PFT प्रतिनिधि का नाम एवं हस्ताक्षर	
DMU प्रतिनिधि का नाम एवं हस्ताक्षर	

दिनांक : __ MM / __ DD / __ YYYY

स्थान : _____

परिशिष्ट-4

राजस्थान वानिकी एवं जैव विविधता विकास परियोजना (RFBBDP)

SoP for Agroforestry Promotion via VFPMCs/EDCs

कृषि वानिकी (Agroforestry)
विशिष्ट किसान पहचान संख्या (.....)

पौध जीवितता प्रोत्साहन हेतु लाभार्थी दावा प्रपत्र (Beneficiary incentive claim form for plant survival)

1. किसान घोषणा

मैं, श्री/श्रीमती, पुत्र/पुत्री/पत्नी श्री, ग्राम, ग्राम पंचायत ब्लॉक/रेंज, जिला का निवासी/निवासी, यह घोषणा करता/करती हूँ कि मुझे राजस्थान वानिकी एवं जैव विविधता विकास परियोजना (RFBDB) के कृषि वानिकी मॉडल के अंतर्गत एफपीओ/वीएफपीएमसी/ईडीसीके माध्यम से पौधे प्राप्त हुए हैं। परियोजना के प्रावधानों के अनुसार वित्तीय प्रोत्साहन प्राप्त करने हेतु मैं निम्न विवरण प्रस्तुत कर रहा/रही हूँ।

2. पौधा वितरण एवं जीवितता (Survival) विवरण

विवरण	संख्या	टिप्पणी (सूखा/गायब पौधों का कारण)
पौधारोपण माह एवं वर्ष		
पौध जीवितता आकलन माह एवं वर्ष		
कुल प्राप्त पौधे		
कुल जीवित पौधे (भौतिक सत्यापन अनुसार)		
प्रति जीवित पौधा प्रोत्साहन दर	₹ _____ प्रति पौधा	
कुल दावा की गई प्रोत्साहन राशि	₹ _____	

3. भू-अंकन (Geo-tagging) संबंधी जानकारी

विवरण	जानकारी	टिप्पणी (यदि कोई हो)
अक्षांश (Latitude)		
देशांतर (Longitude)		
पौधारोपण क्षेत्र के भू-अंकित (Geo-tagged) फोटो (चारों कोनों तथा एक केंद्रीय बिंदु से)	प्रपत्र के साथ संलग्न (हाँ/नहीं)	
फोटो लेने की तिथि एवं समय		

4. बैंक खाते का विवरण (प्रत्यक्ष लाभ अंतरण - DBT हेतु)

- बैंक का नाम: _____
- शाखा का नाम एवं पता: _____
- खाताधारक का नाम: _____
- खाता संख्या: _____
- आईएफएससी (IFSC) कोड: _____
(निरस्त चेक की प्रति अथवा बैंक खाते के सत्यापन हेतु कोई अन्य वैध प्रमाण-पत्र संलग्न करें।)

5. किसान द्वारा घोषणा

मैं एतद्वारा प्रमाणित करता/करती हूँ कि उपर्युक्त दी गई समस्त जानकारी मेरी सर्वोत्तम जानकारी एवं विश्वास के अनुसार सत्य एवं सही है। कृपया पात्र वित्तीय प्रोत्साहन राशि डीबीटी (DBT) माध्यम से मेरे बैंक खाते में हस्तांतरित करने का कष्ट करें।

दिनांक: __MM/ __DD / __YYYY

स्थान: _____

किसान के हस्ताक्षर/अंगूठे का निशान

6. सर्वेक्षक द्वारा प्रमाणन

(वन क्षेत्रीय अधिकारी/पीएफटी)

यह प्रमाणित किया जाता है कि उपरोक्त किसान RFBDB परियोजना का लाभार्थी है। वितरित किए गए _____ पौधों में से _____ पौधों की जीवितता का भौतिक सत्यापन किया गया है। प्रोत्साहन दावा वैध पाया गया है।

वन क्षेत्रीय अधिकारी/पीएफटी टीम सदस्य का नाम: _____

पदनाम: _____

हस्ताक्षर: _____

दिनांक: _____

7. डीएमयू (Divisional Management Unit) द्वारा सत्यापन

फील्ड सत्यापन के आधार पर दावा वास्तविक एवं उचित पाया गया है।

सत्यापित एवं प्रोत्साहन राशि के भुगतान हेतु अनुशंसित।

सत्यापन अधिकारी का नाम : _____ पदनाम: _____

मुहर सहित हस्ताक्षर: _____ दिनांक: __MM/ __DD / __YYYY