

Public Disclosure Authorized

Renewable Energy Resource Assessment, Piloting and Technical Assistance

Tribal People's Framework

March 2018

SREDA

Government of the People's Republic of Bangladesh

Abbreviations

CBO	Community-Based Organization
CHT	Chittagong Hill Tracts
FGD	Focus Group Discussion
GoB	Government of Bangladesh
GR	Grievance Redress
GRM	Grievance Redress Mechanism
OM	Operations Manual
OP	Operational Policies
PMU	Project Management Unit
PO	Program Officer
RAP	Resettlement Action Plan
SIP	Social Inclusion Plan
SMF	Social Management Framework
TP	Tribal People
TPP	Tribal Peoples Plan

Tribal People’s Framework

Table of Contents

Abbreviations.....	1
1. Background:.....	3
2. Project Components, Objectives and Impact on LA-IR.....	4
3. Defining the tribal peoples.....	6
4. Project Impacts:	7
5. Mitigation Measures:	7
6. Compensation Mechanism:.....	8
7. Baseline Conditions:	8
8. Consultation with the Ethnic Community:.....	9
9. Capacity Building	9
10. Grievance Redress Mechanisms	10
11. Monitoring and Reporting.....	10
12. Specific Measures	11
13. TPF and TPP Disclosure	12
Annex-1: Social Safeguard Screening for the Ethnic Communities	13

List of Tables

Table 01: Location of tribal people in Bangladesh.....	6
Table 02: Specific measures for TPP.....	11

Tribal People's Framework

1. Background:

This Tribal People's Framework (TPF) is to resolve any anticipated social safeguard issues of tribal communities and impacts that may arise during implementation of the Renewable Energy Resource Assessment, Piloting and Technical Assistance project. It is expected that project will not affect any tribal people and communities. Few technical studies were conducted under this project and it is expected that OP 4.10 might not be triggered in this project. As the project locations are not yet identified, this framework will be a guideline to prepare tribal people's plan if affected. Another purpose of this framework is to plan ahead the social development concerns that the project could address within its scope of works.

The government has committed to ensuring access to affordable and reliable electricity for all citizens by 2021. To improve energy access situation, the government has adopted a comprehensive energy development strategy to explore supply-side options along with demand management that conserves energy and discourages inefficient use. The thrust of the government's policy is to treat electricity as a private good such that its price reflects the cost of production and a fair return is generated on investment. As such, a key policy reform for the government is to ensure proper pricing of electricity and power based on international best practices. Policy on renewable energy can be achieved if proper sensitization program has taken for private entrepreneur. In this current situation, Resource assessment, piloting projects and technical assistance will be very effective to develop renewable energy sector in Bangladesh. Technical capacity building is also necessary for proper utilization of resource assessment and implementation.

The provisions of this TPF are proposed in view of the World Bank's project financing policy that requires SREDA to assess potential social safeguard issues and impacts in project preparation. During identification of the project locations, SREDA will try to avoid any land that is occupied by tribal people or indirectly impact tribal communities. In this regard, since the locations and the nature and scale of safeguards impacts are remaining to be assessed, the issues and impacts addressed in the TPF are largely based on project technical studies and past experience with the Bank supported projects implemented by various agencies within the Bangladesh Government. Once the Administrative Boundaries (district, upazila, union, etc.) of project area is planned, the proposed TPF will provide the basis to select the exact site, assess the social safeguard issues and impacts, and prepare the necessary plans to mitigate any projected adverse impacts.

SREDA is responsible for overall implementation of the Project with the supervisory role from Ministry of power, Energy and Mineral Resources. This framework is prepared following the World Bank Operations Policy 4.10 and Land Acquisition and requisition of Immovable Property Act 2017. *A separate ESMF and RPF are prepared for this project* as well following the same WB policies and GoB Land Act 2017.

2. Project Components, Objectives and Impact of the Project

The objectives of the project are to have proper resource assessment of renewable energy in Bangladesh, piloting some projects of new technology which can be model for investors, technical capacity building in renewable energy sector and to perform Study and R & D on renewable energy in Bangladesh. Project components and possible project interventions on social safeguards are given below:

Table 1: Project components and Objectives

Components	Project interventions and possible impacts
Renewable energy resource assessment	Three wind mast will be set up for data collection and require approx. 65 decimal of land. Land will be either leased or requisition by respective DC for 3 years. Land acquisition is not required. Project location will be probably on char areas where within 3 square km, no presence of residential or commercial establishment. There is no presence of TP within the preliminary selected areas.
Feasibility assessment and pilots of renewable energy technologies	New slaughtered house will be constructed and land acquisition might be required. Project will try to acquire government land. Surrounding people may be affected by the pollution. Consultation is required with community people. If government land is selected, there might be presence of squatters. Livelihood impact should be carefully identified. Gender issues need to be highlighted.
Business development activities for rooftop PV and awareness	No issues on land acquisition as rooftop will be used for PV set up. Consultation and community engagement is required. Gender issues also need to be address. Awareness for the rooftop owners is essential. A good communication system has to be established.
Preparation of utility-scale renewable energy parks	More than 200 acres of land required. Non-agricultural government land is preferred. Might be presence of squatters. Compensation will be paid for squatters according to WB policy.
Training and Capacity Building	Gender issues need to be highlighted. A certain amount of female specialist must be trained to cover Gender issues. At least 10% of the training facility will be provided to women who are involved in RE business. Women employees from government/non-government/NGO/private sectors will get equal chance to have international standard training on renewable energy.

With a population of some 160 million and a land area of approximately 144000 square kilometers, Bangladesh is densely populated. It is the third largest Muslim majority country of

Tribal People's Framework

the world. Over 85% of the population is Bengali Muslims; the remaining 15% are Hindu, with a very small number of Christians and Buddhists. Ethnic and vulnerable communities comprise about less than 1% (3 million) of the population of Bangladesh living mainly in the Chittagong Hill Tracts (CHT) and in rural communities in Mymensingh, Sylhet, Dinajpur and in Rajshahi. There are 45 recognized distinct different ethnic groups living in 28 districts of Bangladesh. Of the 45 tribes, 13 are living in 3 CHT districts: Khagrachhari, Rangamati and Bandarban. The 13 tribal groups in CHT possess separate identities, specific racial backgrounds, different languages, and distinct heritage and culture. The largest groups are the Chakmas, Marmas, and Tripuras. They differ in their social organization, marriage customs, birth and death rites, food and other social customs from the people of the rest of the country. The other 32 ethnic communities are scattered in 25 districts, although there is good concentration of Garos in greater Mymensingh and Gazipur and of Santals in greater Rajshahi district. There is lack of information on their socio-economic indicators. Ethnic communities largely speak Tibeto-Burman languages.

The ethnic peoples everywhere are generally poorer than the mainstream peoples. Most tribal peoples in CHT live in settlements in remote hills and valleys that are very difficult to access. They still use lands for living and livelihood under the traditional/customary tenure not recognized in the country's land administration system. The areas they inhabit, especially in CHT, are generally characterized by poor basic infrastructures like roads, schools, water supply and sanitation, health care facilities, little knowledge about climate products and its benefits.

The TPF is based on the World Bank's Operational Policy 4.10 and is applicable to all sites with the presence of small ethnic community populations. The main objectives of TPF are to:

- Ensure the project activities and interventions uphold the social and cultural norms and practices of the small ethnic communities or other vulnerable communities.
- Ensure that the project engages with the small ethnic communities in a free, prior and informed consultation through processes that are appropriate to the local institutional context, ensuring that their participation is meaningful in the entire process of preparation, implementation and monitoring of the sub-projects and related activities.
- Ascertain that the project does not inadvertently lead to or induce disempowerment, or increase disparities between the small ethnic communities/other vulnerable and 'mainstream' communities.
- Avoid, minimize and/or mitigate any kind of adverse impact on small ethnic community households, including on their livelihoods.
- Establish appropriate strategies for information sharing, communication, training and decision-making with the different small ethnic communities (women and men) at all stages of the project.
- Ensure that the project benefits and investments are equally accessible to the small ethnic groups and other vulnerable communities inhabiting the project area.

Tribal People’s Framework

Most of the small ethnic community peoples are small in number and are fully mainstreamed into the local social, cultural and economic institutions due to their livelihood requirements. However, given that there is a small presence of the small ethnic community peoples, the TPF will be incorporated within the overall project design. The need for a TPF will be established at the project preparation on the basis of screening using the following criteria:

- Presence of small ethnic communities and other vulnerable communities in the target project areas.
- Adverse impacts on customary rights of use and access to land and natural resources, including common area and grazing lands.
- Negative impacts on socio-economic or cultural identity of small ethnic communities or other sub-groups.
- Impacts that may undermine tribal knowledge and customary institutions.
- Focused consultations with small ethnic communities and other vulnerable communities on interventions.

3. Defining the tribal peoples

No single definition can capture the diversity of the tribal peoples, as they are found in varied and changing contexts. As such, project will use the World Bank and other development partner guidelines to identify tribal people in particular geographic areas by examining the following characteristics.

- Self-identification as members of a distinct tribal cultural group and recognition of this identity by others;
- Collective attachment to geographically distinct habitats or ancestral territories in the project area and to the natural resources in these habitats and territories;
- Customary cultural, economic, social, or political institutions that are separate from those of the dominant society and culture; and
- A tribal language, often different from the official language of the country or region.

A group that has lost collective attachment to geographically distinct habitats or ancestral territories in the project area because of forced severance also remains eligible for coverage under World Bank’s safeguard policy. Table 01 below shows the distribution of 45 indigenous communities living in 28 districts of the country.

Table 02: Location of tribal peoples in Bangladesh

SI. No	Location	Tribal Community	SI. No	Location	Tribal Community
--------	----------	------------------	--------	----------	------------------

Tribal People's Framework

1.	Mymensingh, Tangail, Netrokona, Jamalpur and Sherpur district	Koch, Barman, Dalu, Hodi, Banai, Rajbangshi, Garo, Hajong	5.	Sumanganj, Mouvlibazar, Sylhet, Hobiganj district	Monipuri, Khasia, Garo, Hajong, Patro, Khasia, Santal, Oraon
2.	Gazipur	Barman, Garo, Koch	6.	Jessore, Satkhira, Khulna	Bagdi, Rajbangshi, Santal
3.	Patuakhali, Barguna, Cox's Bazar district	Rakhine	7.	Rajshahi, Dinajpur, Rangpur, Gaibandha, Naogaon, Bogra, Sirajganj, Chapainawabganj, Natore district	Munda, Malo, Mahali, Khondo, Bedia, Bhumij, Kole, Bhil, Karmakar, Mahato, Muriyar, Musohor, Pahan, Paharia, Rai, Sing, Turi, Santal, Oraon
4.	Bandarban, Rangamati and Khagrachhari district	Chakma, Marma, Tripura, Bawm, Pangkhu, Lusai, Tanchangya, Khiang, Mru, Asam, Gurkha, Chak, Khumi	8.		

4. Project Impacts:

Project will not directly affect any tribal people. Project will make sure that no tribal people is displaced or lose livelihood due to project interventions. Tribal people will be benefited from the project. New job opportunities will be created in small enterprises. Moreover, presence of tribal people will be confirmed in all stages of project cycle.

5. Mitigation Measures:

Though any physical activity will not be taken where there is presence of tribal people. If physical activities affect tribal persons/households on public land, or require private land on 'contributions against compensation', SREDA will adhere to the following principles to avoid/minimize adverse impacts and adopt appropriate mitigation measures:

- As the first step toward mitigating adverse impacts, SREDA will always try to avoid affecting tribal persons/households who are socio-economically vulnerable.
- Where impacts are absolutely unavoidable, the SREDA will ensure that the beneficiary communities collectively rehabilitate the affected persons/ households with measures acceptable to them.
- SREDA and relevant agencies must conduct full consultation with the affected tribal person.
- Where displacement of public land users is unavoidable, SREDA will assist the affected persons/households to relocate on available public lands in the vicinity.
- SREDA will mobilize the tribal communities to collectively provide financial and material assistance to the affected persons/households to move and rebuild their houses.

Tribal People's Framework

- Where businesses, such as small-scale road-side shops, are displaced, SREDA will mobilize community assistance to relocate them in the vicinity to ensure that they remain operational and do not lose income.
- Where private land is unavailable on voluntary contribution, contribution can only be sought against compensation.

6. Compensation Mechanism:

Depending on an affected tribal person's (if any) preference, SREDA and the beneficiary communities may consider using both financial and material forms of compensation and assistance. SREDA will ensure delivery of the agreed compensation/assistance in a timely and transparent manner. Compensation for the affected assets will be according to the following principles:

- Replacement cost for an equal amount of land of same productive quality.
- Replacement cost of houses/structures at the current prices of same building materials, plus the current cost of labor to build them. Depreciation and value of the salvageable building materials will not be deducted while computing the compensation.
- Current market prices of trees that are to be felled (owners will retain ownership of un-felled trees).
- Other acceptable in-kind compensation.
- Compensation in cash will be made in public.

SREDA, beneficiary tribal communities and the landowners will jointly determine the replacement costs of land based on the most recent transactions made in the same or adjacent localities, in view of the land type, productive quality and accessibility. Current prices of other assets, such as building materials, trees, etc. will be in accord with those in the local markets.

SREDA will document the impacts on affected persons/households, mitigation measures agreed with them, and verifiable evidence that the agreed measures have been implemented. Documentation formats for impact assessment and mitigation; contribution of lands and other assets; and a schedule of compensation for using public and private lands are suggested in *Annex 1, 2, 3, 4, 5, and 6*.

7. Baseline Conditions:

Project planning processes will include preparation of a baseline on the socio-economic profile and resource dependence of the small ethnic groups in the project area, along with other relevant information on the small ethnic population in there, such as their participation in community decision-making, participation within local institutions and customs, and language and cultural markers. Based on the consultations, key issues of the small ethnic communities and other marginalized groups with respect to project interventions would be summarized, and will form part of the baseline. Every sub-project plan will contain a separate section on the baseline small

Tribal People's Framework

ethnic group situation, if present. This baseline will be used in the preparation of the TPP and will include the following:

- List of communities with presence of small ethnic communities and their identification (name of small ethnic community, other marginalized social groups, if any);
- Community-wise listing of all small ethnic and other marginalized households;
- Community-wise socio-economic profile of small ethnic and marginalized groups/households and other social groups (occupations, land holdings, debt status, etc.);
- Details of any traditional small enterprises in the community.

Participatory assessment methods will be used during the planning stages, and the key issues of tribal communities will be summarized in TPP Report.

8. Consultation with the Ethnic Community:

Free, prior and informed consultations will be held with small ethnic and other vulnerable communities, CBOs, NGOs, and small ethnic community institutions (if any) where small ethnic community populations are found to be in the sub-project areas. These free, prior and informed consultations will take place during resource development planning process, and their broad community support will be documented. The following mechanisms will be followed:

- Separate consultations with small ethnic communities will be organized for every such group identified during the sub-project preparation stage. SREDA and RAP implementing agency will be responsible for this;
- Where small ethnic communities' populations are in the minority, exclusive consultations with small ethnic community women and men, leaders, NGOs, and any relevant stakeholders to identify the priorities and strategies for ensuring small ethnic community inclusion in project institutions, interventions, and project benefits;
- Fortnightly meetings in small ethnic communities for information sharing and consultation during the planning stages;
- Monthly meetings during the implementation stages of the project;
- Project will enhance awareness of its interventions among local small ethnic community populations through timely and routine publication and dissemination of information on the sub-project interventions in communication strategies that are locally acceptable and understandable.

9. Capacity Building

- The project will provide an action plan to address the capacity enhancement needs of tribal communities and ensure that they will be able to know real time information of related OHS related hazards and adopt mitigation measures.

Tribal People's Framework

- SREDA and RAP implementing agency will be involved in mobilizing the tribal people for group formation and for strengthening through training. Likewise, capable members of local ethnic groups, including women will be engaged by the concerned agencies of PMU to undertake information dissemination works, preparing the beneficiary groups for project activities and contributory works.
- Development of beneficiary groups during the sub-component implementation will include social mobilization and information campaign, and skills upgrading.
- Representation of the vulnerable groups and their active involvement in project activities during and post implementation phases will increase their access to the services to be provided by the project. These groups will also have sufficient opportunities for gaining skills and getting other benefits of the project, such as income generation, developing capacity for disaster mitigation etc.
- Involvement of local media will uplift the advocacy organization at local level to promote project benefit on more sustainable manner. It will act as useful tool particularly in the field and in the application of climate information in sectoral developments.
- Mitigation measures will prioritize while addressing the susceptibility of diverse vulnerable groups including ethnic groups.
- The PMU will be actively involved in disseminating information on to the target group beneficiaries about the key project components, sub-components, activities, eligibility and selection criteria, stakeholder involvement, contribution of the project and project implementation process.

10. Grievance Redress Mechanisms

Wherever relevant and wherever traditional mechanisms are prevalent, grievance redress mechanisms (GRM) will be customized for addressing the needs of small ethnic and vulnerable community people. In addition, wherever small ethnic and vulnerable community people are in large numbers, there will be a small ethnic and vulnerable community representative in the grievance committees. The Grievance Redress Mechanisms will be as per described in the Resettlement Policy Framework (RPF).

11. Monitoring and Reporting

PMU will be responsible for monitoring and evaluation of activities related to TPP. PMU, with the help of the implementing agency, will collect ethnicity-disaggregated data. SREDA will regularly analyze Project output and impact indicators, including by ethnicity. A Gender and TP specialist may be appointed who would build the capacity of the SREDA and relevant personnel to collect ethnicity-disaggregated project data and ensure that monitoring and evaluation procedures include indicators for monitoring impact on the project's beneficiaries. PMU will provide World Bank any related information for their review of performance and compliance with the World Bank policies.

12. Specific Measures

Specific measures for vulnerable groups including indigenous peoples, tribal people, minor ethnic communities, women, and powerless communities are outlined in following table. Source of funding and the agencies responsible to implement the proposed strategies are included in the table below.

Table 03: Specific measures for TPP

Proposed Strategies	Source of funding	Responsible
A. Inclusion		
<ul style="list-style-type: none"> • Ensure participant awareness campaign, project implementation and monitoring • Ensure equal wages for similar work during implementation • Launch project information campaign to inform the target groups about the key features of the project and sub-component 	The project	PMU
B. Project Planning		
<ul style="list-style-type: none"> • Access and analyze the presence of tribal people and other vulnerable communities in project sites • Treat and support tribal and vulnerable people preferentially • Involve tribal people during the project planning stage 	The project	PMU/SREDA
C. Capacity Building		
<ul style="list-style-type: none"> • Conduct project related meetings in tribal and vulnerable community areas to encourage their participation. Ensure a quorum which includes representation from tribal groups • Provide targeted assistance/training aimed at vulnerable groups to enhance livelihoods and participation in the sub-components • Built an awareness campaign about the project in the project • Develop capacity through trainings on application of Small enterprises. • Build capacity of tribal peoples and other vulnerable communities promoting necessary knowledge and skills to participate in sub-component activities 	The Project	SREDA and PMU

13. TPF and TPP Disclosure

1. SREDA will disclose the TPF and TPP on its website along with a summary in Bangla and make their hard copies available at its headquarters and other locations (e.g., Union Parishad and project office) that can be easily accessed by public.

Annex-1: Social Safeguard Screening for the Ethnic Communities

[To be filled in for each community jointly by Project Proponent(s) and consultants. Where private lands are to be acquired or public lands are to be resumed from authorized and unauthorized private users, census of affected persons and inventory of losses to be carried out.]

A. Identification

- 1. Name of Area: Ward No/Union name :
- District/Upozila/City Name:
- 2. Project component:
- 3. Brief description of the physical works:
.....
- 4. Screening Date(s):

B. Participation in Screening

- 5. Names of consultants’ representatives who screened the subproject :
- 6. Names of project officials participated in screening:
- 7. Local Government representatives and community members & organizations participated in screening: List them in separate pages with names and addresses, in terms of community selection and any other information to identify them during preparation of impact mitigation plans.
- 8. Would-be affected/benefited persons participated in screening: List them in separate pages with names, addresses in terms of community selection where they would be affected, and any other information to identify them during preparation of impact mitigation plans.

C. Land Requirements & Ownership

- 9. Will there be a need for additional lands* to carry out the intended works under this contract?
 Yes No (* ‘Additional lands’ mean lands beyond the existing available land)
- 10. If ‘Yes’, the required lands presently belong to (Indicate all that apply):
 Private citizens Government – khas & other GoB agencies

Tribal People’s Framework

Others (Mention):

D. Current Land Use & Potential Impacts

11. If the required lands belong to Private Citizens, they are currently used for

(Indicate all that apply):

Agriculture # of households using the lands:

Residential purposes # of households living on them:

Commercial purposes # of persons using them: #of shops:

Other Uses (Mention): # of users: ...

12. If the required lands belong to Government agencies, they are currently used for (Indicate all that apply):

Agriculture # of persons/households using the lands:

Residential purposes # of households living on them:

Commercial purposes # of persons using them: # of shops:

Other Uses (Mention): # of users:

13. How many of the present users have lease agreements with the concerned government agencies?

.....

14. Number of private homesteads that would be affected on private lands:

Entirely, requiring relocation: Partially, but can still live on present homestead:

15. Number of business premises/buildings that would be affected on private lands:

Entirely and will require relocation: # of businesses housed in them:

Partially, but can still use the premises: # of businesses housed in them:

16. Residential households will be affected on public lands:

Entirely affected and will require relocation: # of these structures:

Tribal People’s Framework

of structures built with brick, RCC, & other expensive and durable materials:

of structures built with inexpensive salvageable materials (bamboo, GI sheets, etc.):

Partially affected, but can still live on the present homestead: # of structures:

of structures built with brick, RCC, & other expensive and durable materials:

of structures built with inexpensive salvageable materials (bamboo, GI sheets, etc.):

17. # of business premises that would be affected on public lands:

Entirely affected and will require relocation:

of these structures:

of businesses housed in these structures:

of persons presently employed in the above businesses:

of these structures built with brick, RCC, & other durable materials:

of structure built with inexpensive salvageable materials (bamboo, GI sheets, etc.):

Partially affected, but can still stay in the present premises:

of these structures:

of businesses housed in these structures:

of persons presently employed in these businesses:

of these structures built with brick, RCC, & other durable materials:

of structure built with inexpensive salvageable materials (bamboo, GI sheets, etc.):

18. # of businesses/trading activities that would be displaced from make-shift structures on the project area:

19. Do the proposed project works affect any community groups’ access to any resources that are used for livelihood purposes?

Yes No

20.If ‘Yes’, description of the resources:

.....

Tribal People's Framework

21. Do the proposed works affect community facilities like school, cemetery, mosque, temple, or others that are of religious, cultural and historical significance?

Yes No

22. If 'Yes', description of the facilities:

23. Describe any other impacts that have not been covered in this questionnaire?

24. Describe alternatives, if any, to avoid or minimize use of additional lands:

E. ADDITIONAL INFORMATION ON SMALL ETHNIC COMMUNITY PEOPLE

(This section must be filled in if sites are located in areas that are also inhabited by small ethnic community peoples.)

25. Is the subproject site located in an area inhabited by small ethnic community people?

Yes No

If the answer is no, skip this section of the form.

26. If the answer is Yes, is there any TP Impacted by the land acquisition or any other interventions of the project?

Yes No

27. If the answer is Yes to question no. 26, is there TPs also likely to be benefited from the subproject?

Yes No

28. If the answer is Yes to question no. 26, is there any TPs likely to be affected by the subproject?

Yes No

If the answers to questions 26, 27 and/or 28 are no, skip the following sections of the form.

29. Have the potential affected TPCs been made aware of the potential positive and negative impacts and consulted for their feedback and inputs?

Yes No

Has there been a broad-based community consensus on the proposed works?

Tribal People’s Framework

Yes No

30. Total number of would-be affected SEC households:
.....

31. The potential affected TP households have the following forms of rights to the required lands:

Legal: # of households:

Customary: # of households:

Lease agreements with any GoB agencies: # of households:

Others (Mention): # of households:

32. Does the project affect any objects that are of religious and cultural significance to the SECs?

Yes No

33. If ‘Yes’, description of the objects:
.....

34. The following are the three main economic activities of the potential affected SEC households:

a.

35. Social concerns expressed by SE communities/organizations about the works proposed under the subproject:
.....

36. The SE community and organizations perceive the social outcomes of the subproject:

Positive Negative Neither positive nor negative

37. Names of SE community members and organizations who participated in screening:
.....

Tribal People’s Framework

38. Apart from TP, Are the PAP otherwise vulnerable?

- a. Female headed HH Affected persons F M
- b. Other Female PAP Affected persons F M
- c. Disabled PAP Affected persons F M
- d. Hijra PAP

=====

39. Probable rehabilitation/ development assistance

What	Quantity	Likely Cost
------	----------	-------------

On behalf of the project consultant, this Screening Form has been filled in by:

Name: Designation:

Signature: Date: