

Operational Guidelines for the Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants

1. Preamble

Medicinal Plants form the major resource base of our indigenous health care traditions. Continuation and strengthening of both AYUSH and folk systems is dependent on continuous availability of quality plant based raw material. More than 90% of the species used in trade continue to be sourced from the wild of which about 2/3rd are harvested by destructive means.

Re-emergence of interest in herbal/plant based health care globally on the one hand and unsustainable collection from the wild without adequate efforts at conservation and sustainable harvest is resulting in a large number of species coming under serious threat of extinction leading to use of substitute and adulterants thereby affecting the efficacy and safety of the AYUSH and herbal products.

The objective of the scheme is to ensure sustained supply of quality medicinal plants through programmes of in-situ conservation, survey and documentation, ex-situ conservation of endangered/threatened species of medicinal plants, R&D, training & awareness and promotional activities like creation of Home/School Herbal Gardens and thereby to promote plant based health security. The scheme also seeks to support programmes for quality assurance and standardization through development of Good Agriculture and Collection Practices (GACP); development of monographs laying down standards of quality, safety and efficacy; development of agro-techniques and a credible institutional mechanism for certification of quality of raw drugs, seeds and planting material.

2. Objectives of the Scheme:

Promote in-situ/ex-situ conservation of medicinal plants, which are critical components of the AYUSH and Folk systems of medicine by supporting such programmes in forest/public/non-public/institutional lands.

- Promote R&D for domestication of wild medicinal plants, development of agro-techniques and post harvest management storage and processing.
- Promote quality assurance and standardization through development of Good Agriculture Practices (GAP), Good Collection Practices (GCP), and Good Storage Practices (GSP) and through development of monographs on medicinal plants.
- Develop, implement and support certification mechanism for quality standards, Good Agriculture Practices (GAP), Good Collection Practices (GCP), and Good Storage Practices (GSP).
- Promote sustainable harvesting protocols of medicinal plants from forest areas and certification thereof.
- Survey, inventorisation and documentation of endangered medicinal plants through periodic surveys and inventorisation.
- Creating Gene banks/Seed orchards to create an authentic source of seed and germ plasm for future.
- Promote capacity building and human resource development at all levels.

- Adopt a coordinated approach and promotion of partnership, convergence and synergy among R&D; processing and marketing in public as well as private sector at national, regional, state and sub state level.
- Information, Education and Communication - through organisation of seminars, trainings and exposure visits within the country and abroad.
- To function as a clearinghouse of information on medicinal plants including their occurrence, usage, ethno-botanical uses, cultivation practices and post harvest practices, markets etc. and dissemination thereof through print and electronic media, printing of brochures, posters and other publicity material.

3. National Medicinal Plants Board

The Medicinal Plants Board was set up under a Government Resolution notified on 24th November 2000 under the Chairmanship of Union Health & Family Welfare Minister. The objective of establishing a Board is to establish an agency which would be responsible for coordination of all matters relating to medicinal plants, including drawing up policies and strategies for conservation, proper harvesting, cost-effective cultivation, research and development, processing, marketing of raw material in order to promote and develop this sector. The work would continue to be carried out by the respective Departments, organizations but the Board provides focus and gives directions to the activities. The Board has the function of coordinating with Ministries/Department/Organisations/State/UT Governments for development of medicinal plants in general and specifically in the following fields: -

- **Assessment** of demand/supply position relating to medicinal plants both within the country & abroad.
- **Advise** concerned Ministries/Departments/Organisations/State/UT Governments on policy matters relating to schemes and programmes for development of medicinal plants.
- Provide **guidance** in the formulation of proposals, schemes and programmes etc. to be taken by agencies having access to land for cultivation and infrastructure for collection, storage transportation of medicinal plants.
- **Identification**, inventorization and quantification of medicinal plants.
- **Promotion** of *ex-situ* and *in-situ* cultivation and conservation of medicinal plants.
- Promotion of co-operative effort among collectors and growers and assisting them to store, transport and market their products effectively.
- Setting up of **database** on medicinal plants, dissemination of information and facilitating prevention of patents on plants used in traditional systems.
- Matter relating to **import/export** of raw material, as well as value added products either as medicine, food supplements or as herbal cosmetics including adoption of better techniques for marketing of products to increase their reputation for quality and reliability in the country and abroad.
- Undertaking and awarding Scientific, Technological research and cost-effectiveness studies.

- Development of **protocols** for cultivation and quality control.
- Encouraging the protection of **Patent Rights** and IPR.

4. Components of the Scheme:

Survey, Inventorisation and In-situ conservation

4.1.1 Objective

Survey, inventorisation, documentation and In-situ conservation of rare, endangered and threatened species of medicinal plants in their natural habitats.

4.1.2 Activities

- Undertaking state-wise rapid threat assessment of medicinal plants through an internationally accepted mechanism of CAMP (Conservation Assessment and Management Prioritization) Workshops developed by IUCN to arrive at the following –
 - Threat status of various medicinal plant species traditionally obtained from the wild.
 - Major causes of threat to the populations of threatened species, prioritization of the same and methods to mitigate the threats.
 - Action plan for conservation and sustainable utilization of threatened medicinal plant species.
- Setting up medicinal plants conservation areas (MPCAs) - It is well established that *in situ* conservation is the best, the quickest and the cheapest method of conserving the diverse genetic base of various plant species. It only requires identifying natural vegetation zones of high medicinal plant diversity (apprx. 200 hectare area in each vegetation type) and setting aside these as MPCAs (Medicinal Plant Conservation Areas). An effective MPCA network across the country would ensure that the gene pool of a vast majority of threatened medicinal plant species is inventorised, documented and conserved in their natural and evolving ecosystem.

The work would involve identification of sites of medicinal plant richness across various forest types and their intra-type variations to capture viable populations of all the threatened medicinal plant species in the country and establishing these sites as MPCAs. The sites would then be subjected to rigorous floristic surveys to document the medicinal plant diversity and to assess population status of prioritized species. Management of these sites would require orientation and training of forests staff – the resource managers – and involvement of the local communities.

The activity will also need supporting fellowships, field and administrative expenses for the teams, training of forest staff, local

organizations and local communities to be carried out through an organization with expertise and experience in this field.

4.1.3 Eligibility

- State Forest Department
- State Wildlife Department
- Voluntray agencies/Non-Governmental Organisations with expertise in the field (only for technical support and capacity building).

4.1.4 Coverage

On an average an MPCA extends over an area of 200 ha., though smaller areas of unique medicinal plants bio-diversity, like sacred grooves may also be designated as MPCAs. The MPCAs will be set up in habitats based on their criticality for a particular species, endemism and uniqueness. The detailed guidelines to operationalise this will be issued separately.

4.1.5 Norms of assistance

The estimated expenditure per hectare for each MPCA will be of the order of Rs. 15,000/- per hectare. For an average MPCA with 200 ha. of area including expenditure on undertaking Rapid Threat Assessment and technical support, the estimated expenditure will be Rs. 30 lakhs per MPCA.

4.1.6 Submission of Proposals

The proposal from the State Forest/Wild Life Department will be submitted to SMPB who will thereafter place it before the State Level Screening/Evaluation Committee and recommended to NMPB alongwith its technical comments and prioritization (**Annexure – I**). At the NMPB level, the proposal will be placed before Project Screening Committee (PSC) and thereafter before Standing Finance Committee (SFC) for its consideration. The proposal from NGO for capacity building and technical handholding will be received at NMPB level for scrutiny and approval.

4.1.7 Management support

The project management consultant will be permitted to be engaged for providing support at NMPB level for activities relating to scrutiny, implementation, monitoring and technical support to the state.

4.2 **Ex situ Conservation/Resource augmentation of RET and prioritized species in high demand:**

4.2.1 Objective

Ex situ conservation of medicinal plant species is a complementary action to conserve the genetic diversity of prioritized medicinal plant species. It is especially desirable in case of species where wild populations have dwindled to critical levels and viable populations for some of these species are not available for initiating *in situ* conservation action.

Availability of authentic seeds of certified quality is a major constraint in undertaking large-scale cultivation. Unlike horticultural crops, seeds of medicinal plants species have to be largely sourced from the forests. Ex-situ conservation plots/plantation of medicinal plants will create a reliable seed source and field gene banks. Besides, a number of scientific experiments on sustainable harvest of medicinal plant parts that are destructively harvested can be taken up in such plots.

4.2.2 Activities

Under this component, special projects will be supported for plantation /ex-situ conservation of rare, endangered and threatened species of medicinal plants which are critical to ASU systems and are otherwise difficult to regenerate in the wild.

4.2.3 Eligibility

The programme will be implemented through the forest departments, the Scientific Organizations and AYUSH Institutions having clear long-term mandate in the field of medicinal plants and adequate land resources for the purpose. NGOs with expertise be eligible under the scheme for capacity building, technical handholding and training.

Public Sector Undertakings/Forest Development Corporations will also be eligible provided they have the land available and technical expertise to implement the projects.

4.2.4 Norms for assistance

The cost norms will be as per the cost norms of the National Afforestation Programme of NAEB, Ministry of Environment & Forests. This includes maintenance for a period of 5 years (**Annexure – IV**).

The Public Sector Undertaking/Forest Development Corporations will be eligible for an assistance not exceeding 50% of the project cost.

4.2.5 Management Support

The project management consultant will be permitted to be engaged for providing support at NMPB level for activities relating to scrutiny, implementation, monitoring and technical support to the state.

4.2.6 Submission of Proposals

The proposal from the State Forest/Wild Life Department will be placed before the State Level Screening/Evaluation Committee and recommended to NMPB alongwith its technical comments and prioritization. At the NMPB level, the proposal will be placed before Project Screening Committee (PSC)

and thereafter before Standing Finance Committee (SFC) for its consideration. The proposal from NGO for capacity building and technical handholding will be received at NMPB level for scrutiny and approval (**Annexure – I**).

4.3 Support to Joint Forest Management Committees (JFMCs)/Panchayats/Van Panchayats for value addition, warehousing and marketing

4.3.1 Objective

The forest dwellers and tribals living near forest have been given full rights to NTFPs. Under the Panchayats (Extension to Scheduled Areas) Act (PESA) control over NTFPs has been passed on to the Panchayats. The Ministry of Environment and Forests has a large program of forest regeneration through Joint Forest Management Committee (JFMCs). The existing regeneration program, however, focuses on production aspects only and does not support activities for creating storage, primary processing infrastructure and marketing support. Regeneration of NTFPs through JFMCs requires to be supported with processing and marketing, to enable the forest dwellers and tribals to get higher incomes for the NTFPs collected by them due to the improved quality and longer shelf life. It is proposed to identify Forest Development Agencies with JFMCs having high potential of medicinal plants and provide assistance for warehousing, value addition, quality testing of medicinal plant parts, capacity building and marketing support.

4.3.2 Criteria for selection of JFMCs/Van Panchayats

The criteria for identification of JFMCs will be as under: -

- (i) The size of forest area to which JFMCs/Van Panchayat has access for collection of medicinal plants.
- (ii) The species details of medicinal plants traded and quantities thereof in local/village hats/mandies and weekly markets season-wise.
- (iii) Number of people primarily involved in collection of medicinal plants and those likely to benefit under the project.
- (iv) Dependence of community on local traditional vaidyas, medicinal plants for their healthcare needs.
- (v) Details of the infrastructure of trade centers, processing units, if any present in the area.

4.3.3 Activities for which support to be provided

Financial support will be provided for the following activities on a projectised basis:

- (i) Primary processing which may include drying, cleaning, grading, pulverizing, powdering, billeting and packaging etc.
- (ii) Warehousing.

- (iii) Capacity building including training programmes for JFMCs members, primary collectors and frontline forestry personnel.
- (iv) Marketing support including organization of stakeholders/buyer-seller meets at Forest Development Agency (FDA) level.
- (v) Enterprise development for micro and small enterprises.
- (vi) Resource augmentation on a limited scale through medicinal plants species, in exceptional cases, if not supported under National Afforestation Programme (NAP) of Ministry of Environment & Forests or any other schemes.

4.3.4 Eligibility

- Joint Forest Management Committees through FDAs.
- Van Panchayats.
- Panchayats, if they regulate usage of NTFPs in the state.
- Other state co-operative/corporate body incharge of medicinal plants collection and trade.

4.3.5 Coverage

In all 1500 JFMCs are proposed to be covered during the 11th Plan. Although a state-wise number of JFMCs to be supported is given in the enclosed statement. However, the actual coverage in each state will depend upon the proposals received from the states.

4.3.6 Norms of assistance

The assistance will be provided on a projectised basis to the JFMCs/Van Panchayats through the Forest Development Agencies (FDA) and will be limited to a maximum of Rs. 10.00 lakhs per JFMC/Van Panchayat. The project proposal should be consolidated at the level of FDA/District and forwarded to the State Govt.

4.3.7 Submission of Proposals

The proposal from the State Forest/Wild Life Department will be placed before the State Level Screening/Evaluation Committee and recommended to NMPB alongwith its technical comments and prioritization. At the NMPB level, the proposal will be placed before Project Screening Committee (PSC) and thereafter before Standing Finance Committee (SFC) for its consideration. The proposal from NGO for capacity building and technical handholding will be received at NMPB level for scrutiny and approval.

The proposal should provide for an organic linkage between proposed infrastructures, resource endowment of the area and the institutional capacity to sustainably manage the medicinal plants based small and micro enterprise.

Any proposal merely for construction of warehouses or purchase of equipment and machinery without an institutional arrangement for the management of the enterprise at JFMC/Panchayat level may not be entertained. The proposal should also spell out marketing linkages through MoUs between JFMCs/Panchayats/FDA and the Industry or a Marketing agency (**Annexure – I**).

4.3.8 Management Support

The project management consultant will be permitted to be engaged for providing support at NMPB level for activities relating to scrutiny, implementation, monitoring and technical support to the state.

4.4 **Research, Development, Quality and Certification**

4.4.1 Objective

To boost the domestic use and exports in herbal/AYUSH sector it is critical to address R&D gaps particularly with respect to documentation and preparation of comprehensive monographs, identification of substitutes for RET listed plants and those in high demand in trade and undertaking bio-activity guided phyto-chemical studies. Development of medicinal plant sector in the country is suffering from scattered and inadequate research on various crucial aspects. The research results need to be consolidated, gaps identified and new initiatives taken to promote export and domestic use of herbal products.

4.4.2 Activities

- Good harvesting practices, post harvest handling and storage techniques so as to retain the efficacy, texture and aroma of the produce.
- Good agricultural practices with emphasis on organic cultivation.
- Traceability of raw drugs from harvesting to consumption level.
- Germination and seed treatment protocols and certification.
- Pilot trials on sustainable harvest of animal parts.
- Bio-prospecting, population assessments and conservation biology.
- Collection, compilation and documentation (digitization) of published scientific information on various aspects of selected Indian medicinal plants and their ASU formulations and preparations of comprehensive monographs thereof.
- Identification of substitutes/adulterants for traded medicinal plants using molecular, chemical and pharmacognostic parameters for their inclusion in Pharmacopoeia.
- Finding substitutes for RET listed medicinal plants and finding use of sustainable plant parts like leaves, fruits etc. in place of barks, roots, heart wood etc.
- Research aimed at lowering cost of production of extracts, phytochemicals, natural colours, flavours and fragrances by using latest technologies.

- Bio-activity Guided Fractionation – for linking the phyto-constituents with the desired biological activities, with an aim to achieve standardization of herbal substances.
- Development of HPLC methods for known phyto-constituents (preferably the bio-actives/marker compounds) and validation of these methods as per international norms.
- For medicinal plants in which commercially pursued phyto-constituents are known, study of seasonal variations, study of phyto-chemical variations within available genotypes, chemotypes, ecotypes etc., development of post harvest treatment, search for elite quality germplasm and development of quality planting material for mass scale propagation.
- Development of agro-techniques (including agro-economics) for Indian medicinal plants with an aim to work out the “fair price” to growers.
- Put in place an appropriate pricing regime in respect of produce sourced from wild vs. cultivation in favour of cultivated material so as to encourage cultivation and reduce pressure on the natural resource.
- To identify and establish an independent national agency for quality assurance and certification of seeds, planting material and raw drugs. Certification protocols are also proposed to be developed for sustainable harvest of medicinal plants from the wild.

While ICAR, CSIR, DST, ICFE and DBT are supporting some of these activities under their own programmes, there are still a lot of gaps in the research in the fields outlined above. It is these research gaps which NMPB seeks to fill under this scheme. It would need identifying national and regional R&D organizations to take up specific research agenda as envisaged under the program.

Specially designed herbaria of medicinal plants and raw drug repositories are essential primary tools to learn about the variations in medicinal plant species, to know about their population status and to authenticate the market samples with the critically identified samples housed in the repository. The BSI has the necessary herbaria of most of the plants including the medicinal plants. Ministry of Environment under its normal schemes has programmes to further enrich the flora and use digitization of plants. There is however an urgent need to maintain an authentic collection of raw drugs for building a data base of raw drugs and for facilitating correct identification and to act as a referral center for validation. Such a raw drug repository will be required at the national and regional levels.

4.4.3 Eligibility

- R&D Institutions under CSIR, ICAR, ICFRE, CCRAS, CCRUM, ICMR, DBT, DST etc.
- Universities.

- Industry both in public as well as private sector with R&D facilities.
- Non-government Organisations/Voluntary Organisation.

4.4.4 Norms of Assistance

R&D Institutions/Universities in the public sector will be eligible for 100% assistance. However, assistance for private R&D Institutions/ Laboratories which have due accreditation will be eligible for 50% assistance.

For national repository of raw drugs a total assistance admissible is Rs. 2 crores and Rs. 50 lakhs for the regional raw drug repository. The detailed guidelines for setting up national/regional repositories will be issued separately before inviting proposals under this component.

4.4.5 Submission of Proposals

The proposals for R & D will be invited and selected following transparent process through open advertisement in the newspapers so that the strategic research into critical areas is assigned to the most competent organization and the scientific professional with proven competence in the field. The eligible organization can apply directly to NMPB where the proposal will go through a peer review and technical scrutiny by the Project Screening Committee (PSC) **(Annexure – II)**.

4.4.6 Management Support

The project management consultant will be permitted to be engaged for providing support at NMPB level for activities relating to scrutiny, implementation, monitoring and technical support to the state.

4.5 **Education and Capacity Building of Stakeholders:**

4.5.1 Objective

Most of our research and development initiatives fail to get implemented in the field due to lack of extension and capacity building of the users and stakeholders. Medicinal plant sector involves an array of stakeholders varying from resource managers, cultivators, gatherers, local traders, local healers, researchers to manufacturers and exporters, etc. The stakeholders often find it difficult to know about the advances in the sector as the various programmes rarely have adequate education and extension provisions built in the program.

4.5.2 Activities

- Information related to medicinal plants and associated subjects are currently housed in various departments and organizations with no single window available to disseminate information on different aspects of the subject. The scenario is not at all conducive for development of

the sector as persons wishing to enter the sector is unable to get the information through a single window in the Government to gather necessary information on harvesting from wild, cultivation, internal trade, exports, manufacturing, etc. This role has necessarily to be performed by the NMPB in view of its responsibility as the national level nodal agency mandated by the Government.

- Consolidation of information on Demand & Supply, market prices, varieties, applications, sources of planting material, agro-technologies, buy-back contracts, subsidies, manufacturers/ traders etc. through web-portal, setting up call centers and through print media, besides its dissemination through training programmes/ exposure visits
- Publishing of the information in the form of booklets, leaflets, brochures
- National/ international study visits to understand various issues and put in place necessary mechanisms to develop the sector.
- Awareness about medicinal plants as a livelihood option through on farm demonstration, capacity building and training.

4.5.3 Eligibility

State Governments, R&D Institutions, Universities, Non-government Organisations/Voluntary organisations, Trust with infrastructure and experience in the field of medicinal plants.

4.5.4 Norms of Assistance

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| (i) Training and Capacity building | - | Rs. 1,500 per trainee within the state and Rs. 2,500 per trainee outside the state. For officer outside their state will be limited to a maximum of Rs. 50,000 per trainee which will include the travel cost and cost of training material of the institute. |
| (ii) Clearing house for information and other related activities | - | As per project report |
| (iii) Workshop and Seminar | - | Rs. 2 lakhs for State, Rs. 3 lakhs for regional, Rs. 5 lakhs for National and Rs. 10 lakhs for international. |
| (iv) Setting up web portal, call centres and publication of booklets/leaflets/ | - | As per the project report |

4.5.5 Submission of Proposals

The state specific proposals will be submitted to State Medicinal Plants Board (SMPB) who after necessary scrutiny will forward it to the National Medicinal Plants Board (NMPB). The proposals which have inter state coverage and ramification may be directly submitted to NMPB (**Annexure – III**).

4.6 **Promotional Activities:**

4.6.1 Objective

To create awareness about traditional usage of medicinal plants among school children, rural and urban household and public at large.

4.6.2 Activities

Well laid out home herbal gardens are considered to be a good means to help people establish a linkage with the medicinal plants and our rich health care traditions. Likewise, herbal gardens in schools, colleges, universities and institutional buildings will be set up to sensitize the students/public about the usage of medicinal plants based on the indigenous knowledge.

4.6.3 Eligibility

- (i) Government Organisations, Universities, Research Institutes.
- (ii) Non-government Organisations (NGOs), Public Sector Undertakings, Federations, Co-operatives and Societies who have minimum of three years experience in the field of medicinal plants.

4.6.4 Norms of Assistance

- i) Establishment/maintenance of herbal gardens (min. area 1 ha.)
 - a. Land development, fencing, developing water resources, setting up irrigation facilities @ upto Rs. 1 lakhs (Rs. 0.25 lakhs for procurement of basic planting material and Rs. 0.75 lakhs per ha. establishment charges).
 - b. Annual maintenance of the garden @ upto Rs. 40 lakhs per year per ha.
 - c. School Herbal Gardens as per the existing norm of Rs. 14,000 per school herbal garden of area 500 – 1000 sq. mts.
 - d. Cost norm for Home Herbal Gardens will be project based.

4.6.5 Submission of Proposals

The state specific proposals will be submitted to State Medicinal Plants Board (SMPB) who after necessary scrutiny will forward it to the National Medicinal

Plants Board (NMPB). The proposals which have inter state coverage and ramification may be directly submitted to NMPB (**Annexure – III**).

5 Management Support for NMPB and SMPBs:

In terms of Cabinet Resolution of November 2000, 10% of the outlay available to the Board can be spent on administrative expenses. However considering the increased outlay under the Scheme, the outlay has been revised to 5% of the total outlay towards the salary of the staff, hiring of office accommodation and other office expenses including consultancies, publicity, travel etc. under the scheme.

For effective planning, implementation and monitoring of the scheme, it shall be permitted to have a Project Management Unit consisting of Professional Consultant and Data Entry Operators for each component under the Scheme both at the NMPB and SMPB levels, the payment for which shall be made under the overall grant available under the Management Support.

6 Administrative and Financial Arrangements;

The Board, which is headed by the Union Health and Family Welfare Minister, will be the policy making body giving overall direction and guidance to the activities of the Board and will monitor and review its progress and performance. The Board will be assisted by a Standing Finance Committee.

6.1 Standing Finance Committee (SFC)

The Board has a Standing Finance Committee (SFC) headed by Secretary (AYUSH) and with following members:

- i) Secretary (AYUSH), Chairperson.
- ii) Additional Secretary and Financial Advisor, Ministry of Health & Family Welfare.
- iii) Joint Secretary or officer of equivalent rank, Deptt. Science and Industrial Research.
- iv) Joint Secretary or officer of equivalent rank, Deptt. of Biotechnology.
- v) Joint Secretary or officer of equivalent rank, Deptt. Agriculture Research and Education.
- vi) Joint Secretary or officer of equivalent rank, Ministry of Environment & Forests.
- vii) Joint Secretary & Mission Director, National Horticulture Mission, Department of Agriculture & Cooperation.
- viii) Joint Secretary, Department of AYUSH.
- ix) Representative of Ayurvedic Industry.
- x) Representative of Exporters of medicinal/herbal products.
- xi) Representative of Growers Associations/Federations.
- xii) Domain Experts nominated by Secretary AYUSH---Two
- xiii) Chief Executive Officer, NMPB - Member Secretary.

The chairman of the SFC will have authority to invite, as special invitees, representatives from organisations engaged in R&D, quality control, planning and other related disciplines in medicinal plants sector.

The Standing Finance Committee (SFC) shall have the following functions:

- i) To oversee the activities of the Board and approve its annual budget.
- ii) To consider and approve any financial proposal which is to be included for expenditure in the Budget.
- iii) To consider and approve any proposal for incurring expenditure.
- iv) To consider and recommend all proposals for creation of new posts.
- v) To consider and allocated resources among the states and under different components of the scheme.
- vi) To consider and approve projects under existing pattern of assistance.
- vii) To consider and approve components of individual projects for which cost norms have not prescribed and approve revision of the existing cost norms.
- viii) Any other matters that the Board may refer to it.

6.2 Project Screening Committee (PSC)

The Project Screening Committee (PSC) will include the following members:

- i) Chief Executive Officer, National Medicinal Plants Board or his representative -Member Secretary
- ii) Representative from Botanical Survey of India.
- iii) Representative from ICAR
- iv) Representative from CSIR
- v) Representatives from D/o AYUSH
- vi) Representatives from D/o Biotechnology
- vii) Domain experts (From Govt/Non Government)- Two

The Committee will be headed by an official designated by Secretary (AYUSH). The Composition of the Committee may be altered and different committees may be constituted depending upon the activities under the Scheme to enlist the most appropriate professionals for appraising and monitoring the activities under the scheme.

6.3 State level Screening and Evaluation Committee:

The State level committee for screening and evaluation of projects will include:

- i) Member Secretary of State Medicinal Plants Board.
- ii) Representative from National Medicinal Plants Board.
- iii) Representative (s) from Central Government Institution(s).
- iv) Representative from Forest department.
- v) Representative from Department of AYUSH at the State level.
- vi) Domain experts nominated by Department of AYUSH

The **Member-Secretary** of the respective SMPBs will be the Convener of the Committee, which should be preferably by the Head of Forest Department in the State.

7. Procedure for processing project proposals for approval

- 1) All project proposals will be submitted conforming to the proforma given at **Annexure I to III** depending upon the nature of proposal. Once these are received in the Board, they will be examined for their completeness in fulfilling the minimum acceptability requirements.
- 2) The Board will be free to take expert opinion on project proposals from any individual/agency where necessary.
- 3) The institutions sponsoring the short-term schemes may levy institutional service charges, subject to a maximum of 15% of the total cost of the scheme, which in turn will be used by the institute for the recurring contingencies on specified sector related activities.
- 4) The project proposals reviewed and recommended by the Project Screening Committee (PSC) of the Board will be placed before the Standing Finance Committee (SFC) for final approval.
- 5) The sanction letter shall convey expenditure sanction of all items viz. staff, equipment, works, recurring contingencies, etc. as finally approved in each case, thereby avoiding any subsequent reference to the Board for separate sanction.
- 6) Once the Board approves a new scheme, its sanction will be conveyed by the Board to the host institution for acceptance of the offer and the date to start the project.

8. Implementation and monitoring

- (1) All project proposals shall commence implementation within 3 months of conveying the sanction, failing which the sanctions accorded shall stand withdrawn. Extension in any case shall be given only in exceptional cases.
- (2) The Principal Investigator (PI) shall submit half yearly & annual (April to March) progress report to the Board. The Annual report must contain details about the work done, achievements, results and duly audited accounts. **(Annexure – V and VI)**
- (3) The PI will enjoy functional autonomy and powers at par with/as delegated to the similar project heads of the institute/organization. In exceptional cases for purchase of specific equipment, works, printing of extension material etc., the Board may accord necessary sanction on the request of PI.
- (4) Release of funds will be withheld in the event of non-receipt of utilization certificate and progress reports in time or unsatisfactory progress of work.
- (5) On completion of the project, the PI shall submit to the National Medicinal Plants Board a final report in the prescribed proforma, which shall be examined by the Board, for identifying project results, their significance and follow-up required therein.
- (6) All publications (books, research papers, popular articles) produced related to the project have to be duly acknowledged for financial support.

9. General conditions

- i) The project proposals may normally be of 3 years duration. However in Coordinated projects, the project period could be a maximum of 5 years at the discretion of the SFC. The projects of in-situ/ex-situ conservation including creation of Herbal Gardens and Arogya Vans will also be of five years duration.
- ii) Scientists/Teachers with Botany/Forestry background would be eligible to become the Principal Investigator (PI), provided they have at least 3 years to superannuate.
- iii) Scientific, technical and supporting staff will be on contract basis and contractual salaries, specialized equipment, unavoidable recurring contingencies, TA (PI and staff) and in selected cases for small items of works will be in accordance with the approval of the project.
- iv) The projects implemented through private R&D companies/organizations should comply with the terms and conditions of IPR protection and will be required to sign an MoU to safeguard government interest. MoU be required in case of project leader/scientists working in organizations in the public sector, universities in accordance with practice in CSIR, DST.
- v) In case of NGOs, the agency must have an experience of at least 3 years in the related field evidenced by Progress Reports of the earlier experience. Also the agency must have qualified personnel on its roll and in case the agency does not have experts on its strength, it shall show evidence of such experts being hired from the relevant Institutions/ University. They will also be required to furnish a list of the projects for which they have received funding during the last five years along with the sources thereof. Other guidelines for selecting NGOs will be those applicable to the NGOs working with CAPART, Ministry of Rural Development, Ministry of Tribal Affairs and Ministry of Science & Technology. The NGOs/Companies will also be required to sign Bond as per **Annexure – IX** of these guidelines.
- vi) The PI shall enjoy the freedom in selection of Co-PI and other staff. The appointment will not be regular in nature, but restricted to the project/scheme on contract basis.
- vii) In case of transfer/leaving of PI, Co-PI will hold the charge of the scheme and will perform the duties of PI. In case there is no co-PI, the host institute will suggest the name of suitable PI to handle the scheme. In case of transfer of the PI the scheme could be shifted to the institution on the request of the PI concerned.
- viii) Under non-recurring head, financial assistance could be provided for only selected, essential and specialized items of equipments required for project works, for modification of existing structure or for undertaking petty works.
- ix) The implementing institution, without approval of the Board, shall not make re-appropriation of funds among different heads of expenditures of a scheme, except in case of recurring contingencies.
- x) Component towards rental value of land/lease rent shall not exceed 10% of project cost.
- xi) Expenses towards manpower for supervision and other technical input shall not exceed 10% of the project cost.
- xii) Grant-in-aid will be further subjected to the Terms and Conditions as per **Annexure – VIII** of these guidelines.

10. Monitoring and Evaluation

For carrying out the functions of monitoring the activities under the scheme, Programme Management Units will be formed at the NMPB and SMPB levels by engaging

consultants for the duration of the scheme. The unit shall consist of as many consultants and support staff of data entry operators etc. as may be considered necessary for effective implementation and monitoring of the scheme. Similar PMUs will also be permitted to SMPBs for implementation and monitoring by the State Governments. The funds under the head Management Support will be utilized and provided for in the Annual Action Plan for the PMU.

NORMS OF ASSISTANCE FOR PROGRAMMES

S. No.	Programme	Estimated Cost	Proposed Assistance
A.	SURVEY, INVENTORISATION AND IN-SITU CONSERVATION		
	i) Setting up Gene Banks through MPCAs including Rapid Threat Assessment	Rs. 15,000 per hectare	100% Central Assistance
B.	EX- SITU CONSERVATION/HERBAL GARDENS		
	i) Arogya Van	Cost norms of MoE&F under CSS NAP	100% assistance to Govt organizations and 50% to PSUs/private organizations
C.	SUPPORT TO AND LINKAGE WITH JFMCs		
	Value addition, Storage godowns, Drying sheds and Marketing support	Rs. 10 lacs per JFMC	100% assistance to JFMCs/ Van Panchayats/ Panchayats
D.	RESEARCH & DEVELOPMENT		
	i) R&D projects on priority areas of development of GACPs, Chemical Profiling, Sustainable harvest etc.	Project based	100% assistance for Public sector, Govt. Institutions like ICAR, ICFRE, CSIR Institutions and SAUs. 50% assistance for projects received from R&D labs in Private sector.
	ii) All India coordinated research projects involving two or more institutions	Project based	100% assistance for Public sector, Govt. Institutions like ICAR, ICFRE, CSIR Institutions and SAUs. 50% assistance for projects received from R&D labs in Private sector.
	iii) Raw drug repository of medicinal plants	Rs. 2 crores for a national raw drugs repositories and Rs. 50 lakhs for regional raw drug repository	100% for Public Sector/ Government Institutions and 50% for NGOs

E.	ESTABLISHING QUALITY STANDARDS AND CERTIFICATION	As per the project report	As per the project report
F.	CAPACITY BUILDING		
	i) Training and Capacity Building Programmes for field staff of Forest, Horticulture, Agriculture Depatts, Growers and Collectors	As per the project report	Rs. 1,500 per trainee. For exposure visits to other states @ Rs. 2,500 per head. For officers and staff on training outside their state the assistance available will be limited to a maximum of Rs. 50,000 per trainee.
	ii) Clearing house for information	As per project report	As per project report
	iii) Workshops and Seminar	As per the project report	Rs. 2.00 lakhs for State, Rs. 3.00 lakhs for regional, Rs. 5.00 lakhs for National & Rs. 10.00 lakhs for international.
G.	PROMOTIONAL ACTIVITY		
	i) School Herbal Gardens	As per the project report	As per the existing cost norms of herbal garden component
	ii) Home Herbal Gardens	As per the project report	As per the project
H.	MANAGEMENT SUPPORT		
	i) Salary and Admn. expenses of NMPB incl. TE, OE, appointment of Consultants for each component, monitoring, publicity, advertising etc.	As per the actuals	Upto 5% of the outlay under the scheme.

FORMAT FOR SEEKING FINANCIAL ASSISTANCE FOR IN/EX-SITU CONSERVATION, VALUE ADDITION AND MARKETING COMPONENTS OF THE SCHEME

PART – I:- GENERAL DETAILS

1. Title of the Project.
2. Name of the organisation with full address.
3. Status
4. Registration number and date (for NGOs and Companies)
5. Audited income and expenditure details of last five years (for NGOs/companies only alongwith Articles of Associations and Memorandum of Association)
6. Name of Principal Project Investigator (PI) and CoPI (with address for correspondence including fax and e-mail address)
7. Introduction, Concept and justification of the project (Detailed project report)
8. Project Period:
9. Details of infrastructure available with the organization (building, equipment, vehicles etc.):
10. Physical and financial requirement:
11. Internal Monitoring and evaluation mechanism:
12. Benefits from the projects- tangible and intangible:
13. Summary of the work particularly in medicinal plants sector undertaken by the organisation /PI in the last 3 years.
14. Other sources of financial assistance received by the applicant/organization if any so, furnish details.
15. Details of financial assistance already received from the Board, if any may be given in the following proforma:

Year	Amount of grant	Purpose in brief	Total expenses incurred
------	-----------------	------------------	-------------------------

Amount of grant utilized	Has utilization certificate been accepted by the Board	Remark	
--------------------------	--	--------	--

16. Detailed Bio-data (including details of published work) of PI & CoPI

Note :

- i) Proof of land ownership/leasehold and market mechanism (wherever applicable) to be submitted.

- ii) Costing pattern to be provided in the form of schedule of rates as applicable.
- iii) Supporting documents including map (where applicable) must be attached.

17. Certified that:

- i) The organization shall abide by all the ‘Terms and Conditions’ of the grant stipulated in the operational guidelines of the scheme of NMPB, Department of AYUSH, Government of India.
- ii) All records and reports related to the project have been maintained separately and shall be shown and furnished as and when required by the Department of AYUSH or its authorized representatives.
- iii) Project shall be open for evaluation of physical progress and utilization of funds at the discretion of Department of AYUSH.
- iv) The undersigned shall be responsible for the authenticity of the information and documents furnished in the application and proposal.
- v) Department of AYUSH shall have the right to recover the grant or take legal action against the organization for any default or deviation from the terms and conditions of sanction of grant.
- vi) No financial assistance/grant has been sought and or obtained from any Central of State Govt. organization.

Date:

Signature of Authorized Authority

PART – II : TECHNICAL DETAILS OF THE PROJECT PROPOSAL

A) FOR *IN-SITU* CONSERVATION PROJECTS:

1. Objective and justification.
2. Project area - geographical spread, District(s), Forest division(s), blocks, compartments (with maps).
3. Information on base line survey of medicinal plants in the area under study (inventorisation).
4. Status of the forest/area under study and conservation measures like fencing guards, patrolling etc. specific biotic pressures like grazing, fire, illicit collection of medicinal plants.
5. Information on availability/status of:
 - i) Medicinal plants in general
 - ii) Endangered species (listed in Indian Red Data Book (RDB), CITES etc.)
 - iii) Medicinal plants prioritised by Medicinal Plants Board.
 - iv) Information on the status of MFP including medicinal plants with regards to: **a)** Availability in the area under study, **b)** Collection by authorized / unauthorised agencies-the adivasis and cooperatives etc., **c)** Item wise details of the MFP including total revenue.
6. Activities proposed under the project viz. threat assessment, inventorisation, periodic, floristic studies, capacity building, nursery development and sustainable harvest etc.
7. Work Plan schedule of operations/timelines for each activity.
8. Technical manpower
 - i) Full time
 - ii) Part time (like Taxonomist)
9. How community is sought to be involved in conservation.
10. Benefit sharing arrangements.
11. Expected outcomes.
12. Financial outlays for each activity (Recurring, Non-recurring).
13. Exit strategy/sustainability.
14. Monitoring – Internal monitoring mechanism.

General Conditions and Undertakings

15. The State Government should give an undertaking that project area has not been covered/is not proposed to be covered under any other scheme of Central or State Government.

16. Cost norms followed, indicating clearly the wage rate in the State, number of plants per hectare and the period for which maintenance is provided in the project (NAEB cost norms will be adopted for NMPB schemes).
17. Necessary provisions has been made/will be made in the Working Plan to permit harvesting of plant parts (roots, barks etc.) available under the project.
18. Necessary financial support will be provided for maintenance of the assets created under the project after the project period.
19. Quarterly report will be submitted by the Project Leader. The State Government should nominate a senior officer to act as a Nodal Officer.

**Signature of the Principal Investigator
(Project Leader)**

Dated:

Signature of the Head of the Department/Institution

B) *EX-SITU* CONSERVATION INCLUDING RESOURCE AUGUMENTATION OF RET SPECIES:

1. Objective
2. Justification
3. Project area – geographical spread, District(s), Forest division(s), blocks, compartments, Joint Forest Management Committees (JFMCs/VSSs) (with maps)
4. Forest types, status of rare, endangered and threatened species of medicinal plants, their occurrence etc.
5. Collection, species – wise (quantity and value)
6. Infrastructure of herbal mandies, markets, industries in the area.
7. Activities proposed and physical targets (consolidated as well as district/division-wise) for each year during the project period.
8. Work Plan – six monthly outputs/targets.
9. Stakeholder participation, benefit sharing with the JFMCs/VSSs.
10. Financial outlays (activity-wise).
11. Financial assistance sought from NMPB and the contribution to be provided by the Organisation seeking assistance - Activity-wise break-up **(For PSUs only)**.
12. Outputs and outcomes.
13. Linkage with Industry/trade (MoU with trade/industry, if any).
14. Exit strategy/sustainability.
15. Monitoring – Internal monitoring mechanism.

General Conditions and Undertakings

16. The State Government should give an undertaking that project area has not been covered/is not proposed to be covered under the National Afforestation Programme (NAP) of NAEB or under any other scheme of Central or State Government.
17. Cost norms followed, indicating clearly the wage rate in the State, number of plants per hectare and the period for which maintenance is provided in the project (NAEB cost norms will be adopted for NMPB schemes).
18. Necessary provisions has been made/will be made in the Working Plan to permit harvesting of plant parts (roots, barks etc.) available under the project.
19. Necessary financial support will be provided for maintenance of the assets created under the project after the project period.
20. Quarterly report will be submitted by the Project Leader. The State Government should nominate a senior officer to act as a Nodal Officer.

**Signature of the Principal Investigator
(Project Leader)**

Dated:

Signature of the Head of the Department/Institution

C) SUPPORT TO JFMCs/PANCHAYATS FOR VALUE ADDITION, WAREHOUSING AND MARKETING:

1. Title of the project
2. Objective
3. Justification
4. Medicinal plants resource scenario in the state
 - i) Species in state and their geographical occurrence.
 - ii) Collection – species, volumes and value.
 - iii) Districts, Division and JFMCs/VSS from where collected.
 - iv) Infrastructure of mandies, trade centres, manufacturing units.
 - v) Socio – economic profile – dependence of people in NTFP and medicinal plants.
 - vi) Local consumption – traditional healers, vaidyas etc. (volume if available)
5. List of JFMCs/Panchayats proposed to be covered alongwith justification of short-listing the JFMCs.
6. Existing infrastructure of storage, market yards, machinery, if present in the project area.
7. Project activities (physical targets, consolidated and district/division-wise).

8. Detailed break-up of the physical infrastructure of godowns, dry yards etc. proposed and the list of machinery/equipment proposed together with their costs.
9. Financial outlays for each activity (year-wise).
10. Is any micro and small enterprise proposed, and if so, what will be its structure, composition.
11. Market linkage (MoUs, if any).
12. Additional income to JFMC members.
13. Benefit/cost ratio of the project enterprise.
14. Outputs and outcomes.
15. Exit strategy and sustainability.
16. Monitoring – Internal monitoring mechanism.

General Conditions and Undertakings

17. The State Government should give an undertaking that project area has not been covered/is not proposed to be covered under the National Afforestation Programme (NAP) of NAEB or under any other scheme of Central or State Government.
18. Cost norms followed, indicating clearly the wage rate in the State, number of plants per hectare and the period for which maintenance is provided in the project (NAEB cost norms will be adopted for NMPB schemes).
19. Necessary provisions has been made/will be made in the Working Plan to permit harvesting of plant parts (roots, barks etc.) available under the project.
20. Necessary financial support will be provided for maintenance of the assets created under the project after the project period.
21. Quarterly report will be submitted by the Project Leader. The State Government should nominate a senior officer to act as a Nodal Officer.

**Signature of the Principal Investigator
(Project Leader)**

Dated:

Signature of the Head of the Department/Institution

Annexure - II

National Medicinal Plants Board

Department of AYUSH

Proforma For Submission Of Project Proposals On Research And

Development, Quality and Standardization

(To be filled by the applicant)

PART I: GENERAL INFORMATION

1. Name of the Institute/University/Organisation submitting the Project Proposal :

.....
.....
.....
.....

2. State: 3. Status of the Organization:

4. Registration No. (In case of NGOs /Companies) :

(The NGOs and R&D companies will be required to submit their Articles of Association, Memorandum of Association and Annual reports)

5. Name and designation of the Executive Authority of the Institute/University forwarding the application:

.....
.....

6. Project Title:

.....
.....
.....

7. Category of the Project (Please tick) :R&D/ Programme Support

8. Specific Area:

9. Duration: Years..... Months

10. Total Cost (Rs.)

11. Is the project Single Institutional or Multiple-Institutional (S/M) ? :

12. If the project is multi-institutional/ Network mode, please furnish the following :

Name of Project Coordinator and participating institutes with complete address and responsible person:

Affiliation:

Address:

.....
.....

13. Scope of application indicating anticipated product and processes

14. Project Summary (Not to exceed one page. Please use separate sheet).

PART II: PARTICULARS OF INVESTIGATORS

(One or more co-investigators are preferred in every project. Inclusion of co-investigator(s) is mandatory for all the project)

15. Principal Investigator:

Name:.....

Date of Birth: Sex (M/F):

Designation:.....

Department:.....

Institute/University:.....

Address:.....

.....PIN:.....

Telephone: Fax:.....E-mail:.....

Number of research projects (alongwith details) being handled at present:.....

15.1 Co-Investigator: (same details as for the Project Investigator)

15.2 Co-Investigator: (Same details as for the Project Investigator)

PART III : TECHNICAL DETAILS OF PROJECT

(Under the following heads on separate sheets)

16. Introduction (not to exceed 2 pages or 1000 words)

16.1 Origin of the proposal

16.2 (a) Rationale of the study supported by cited literature (b) Hypothesis (c) Key questions.

16.5 Current status of research and development in the subject (both international and national status)

16.6 The relevance and expected outcome of the proposed study

16.7 Preliminary work done so far

17. Specific objectives (should be written in bulleted form, a short paragraph indicating the methods to be followed for achieving the objective and verifiable indicators of progress should follow each specific objective)

18. Work Plan: should not exceed 3-4 pages (the section can be divided according to the specific aims and under each specific aim, the following should be stated clearly as sub headings)

18.1 Work plan (methodology/experimental design to accomplish the stated aim)

18.2 Connectivity of the participating institutions and investigators (in case of multi-institutional projects only)

18.3 Alternate strategies (if the proposed experimental design or method does not work what is the alternate strategy)

19. Timeframe: (Please provide quantifiable outputs)

Period of study	Achievable targets
6 Months	
12 Month	
18 Months	
24 Months	
30 Months	
36 Months	

PART IV: BUDGET PARTICULARS

Budget (In Rupees)

A. Non-Recurring (e.g. equipments, accessories, etc.)

S. No.	Item	Year 1	Year 2	Year 3	Total

Sub-Total (A)

B. Recurring

B.1 Manpower

S. No.	Position No.	Consolidated Emolument	Year 1	Year 2	Year 3	Total

Sub-Total (B.1) =

B.2 Consumables

S. No.	Item	Quantity	Year 1	Year 2	Year 3	Total

Sub-Total (B.2) =

<i>Other items</i>	Consolidated Emolument	Year 1	Year 2	Year 3	Total
B.3 Travel					
B.4 Contingency					
B.5 Overhead (If applicable)					1
Sub-total of B (B.1+B.2+B.3+B.4+B.5)					
Grand Total (A + B)					

Note : Please give justification for each head and sub-head separately mentioned in the above table.

Financial Year : April - March

In case of multi-institutional project, the budget estimate to be given separately for each institution.

C. Budget –component-wise – contributed by the organization (only in case of private R&D institute/ Industry) and that being sought from NMPB

PART V : EXISTING FACILITIES

Resources and additional information

1. Laboratory:
 - a. Manpower
 - b. Equipments

2. Other resources such as clinical material, animal house facility, glass house. Experimental garden, pilot plant facility etc.

PART VI: DECLARATION/CERTIFICATION

It is certified that

- a) The research work proposed in the scheme/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- b) The same project proposal has not been submitted to any other agency nor shall be submitted for financial support.
- c) The emoluments for the manpower proposed are those admissible as per the approved emoluments of NMPB.
- d) If the project involves the utilization of genetically engineered organisms, we agree to submit an application through our Institutional Biosafety Committee. We also declare that while conducting experiments, the Biosafety Guidelines of the concerned departments would be following in toto.
- e) If the project involves field trials/experiments/exchange of specimens, etc. we will ensure that ethical clearances would be taken from concerned ethical Committees/Competent authorities and the same would be conveyed to NMPB before implementing the project.
- f) It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be in accordance with the decision of NMPB, Department of AYUSH.
- g) The institute/university agrees that the equipment, other basic facilities and such other administrative facilities will be extended to investigator(s) throughout the duration of the project.
- h) The Institute/organization assumes to undertake the financial and other management responsibilities of the project.
- i) The organization shall abide by all the 'Terms and Conditions' of the grant stipulated in the operational guidelines of the scheme of NMPB, Department of AYUSH, Government of India.
- j) All records and reports related to the project have been maintained separately and shall be shown and furnished as and when required by the Department of AYUSH or its authorized representatives.
- k) Project shall be open for evaluation of physical progress and utilization of funds at the discretion of Department of AYUSH.
- l) The undersigned shall be responsible for the authenticity of the information and documents furnished in the application and proposal.
- m) Department of AYUSH shall have the right to recover the grant or take legal action against the organization for any default or deviation from the terms and conditions of sanction of grant.
- n) No financial assistance/grant has been sought and or obtained from any Central or State Govt. organization.

Signature of Principal Investigator:

Date:

Signature of Co-Investigator

Date :

Signature of Co-Investigator

Date :

Signature of Project Coordinator
(applicable only for multi-institutional projects)

Date:

Signature of Executive Authority
of Institute/University with seal

Date:

PART VII: PROFORMA FOR BIOGRAPHICAL SKETCH OF INVESTIGATORS

Provide the following information for the key personnel in the order listed on PART II.
Follow this format for each person. **DO NOT EXCEED THREE PAGES**

Name :

Designation :

Department/Institute/University :

Date of Birth : Sex (M/F) SC/ST :

Education (Post-Graduation onwards & Professional Career)

Sl No.	Institution Place	Degree Awarded	Year	Field of Study

Position and Honors

Position and Employment (Starting with the most recent employment)

Sl No.	Institution Place	Position	From (Date)	To (date)

Honours/Awards

Professional Experience and Training relevant to the Project

B. Publications (Numbers only)

Books: Research Papers, Reports:General articles:

Patents:Others (Please specify) :.....

Selected peer-reviewed publications (Ten best publications in chronological order)

Research Support

Ongoing Research Projects

Sl No.	Title of Project	Funding Agency	Amount	Date of sanction and Duration

Completed Research Projects (State only major projects of last 3 years)

Sl No.	Title of Project	Funding Agency	Amount	Date of completion

Place:
Date:

Signature of Investigator

National Medicinal Plants Board

PROFORMA FOR PROJECTS RELATING TO IEC, CAPACITY BUILDING AND OTHER PROMOTIONAL ACTIVITIES

PART – I

1. Title of the project.
2. Name of the organization with full address, telephone, fax and e-mail ID.
3. Status.
4. Registration number and data (for NGO, Trusts and Companies). NGOs and companies should also send the Articles of Association, Memorandum of Association and Annual Report.
5. Name of the Principal Investigator/Project Leader and Co -PIs and their full address.
6. Brief introduction of concept and justification of the project (detailed project to be enclosed. The detailed project report should contain the profile of the project area, objectives, problem identification, suggested solutions and alternatives along with anticipated physical and financial benefits, preliminary investigation if any carried out, assumptions made, outcomes both in terms of products and process, likely impact on the adjoining area/society, sustainability, activities, target population, beneficiaries, expertise available with the organization,).
7. Project period.
8. Detailed infrastructure available
9. Physical targets and financial outlays.
10. Benefits from the project (both tangible and intangible).
11. Internal monitoring and evaluation mechanism.
12. Summary of the work particularly in medicinal plants sector undertaken by the organisation /PI in the last 3 years.
13. Other sources of financial assistance received by the applicant/organization if any so, furnish details.
14. Details of financial assistance already received from the Board, if any may be given in the following proforma:

Year	Amount of grant	Purpose in brief	Total expenses incurred
------	-----------------	------------------	-------------------------

Amount of grant utilized	Has utilization certificate been accepted by the Board	Remark	
--------------------------	--	--------	--

15. Detailed Bio-data (including details of published work) of PI & CoPI

Note:

- i) Proof of land ownership/leasehold and market mechanism (wherever applicable) to be submitted.
- ii) Costing pattern to be provided in the form of schedule of rates as applicable.
- iii) Supporting documents including map (where applicable) must be attached.

16. Certified that:

- i) The organization shall abide by all the 'Terms and Conditions' of the grant stipulated in the operational guidelines of the scheme of NMPB, Department of AYUSH, Government of India.
- ii) All records and reports related to the project have been maintained separately and shall be shown and furnished as and when required by the Department of AYUSH or its authorized representatives.
- iii) Project shall be open for evaluation of physical progress and utilization of funds at the discretion of Department of AYUSH.
- iv) The undersigned shall be responsible for the authenticity of the information and documents furnished in the application and proposal.
- v) Department of AYUSH shall have the right to recover the grant or take legal action against the organization for any default or deviation from the terms and conditions of sanction of grant.
- vi) No financial assistance/grant has been sought and or obtained from any Central or State Govt. organization.

Date:

Signature of Authorized Authority

Annexure – III (Contd.)

PART – II:- TECHNICAL DETAILS OF THE PROJECT

1. Description of the problem.
2. Alternatives strategies possible.
3. Objectives of the project
4. Suggested solutions.
5. Project coverage in geographical spread, demography and socio – economic profile of the area (wherever required).
6. Work Plan

7. Physical targets, six monthly milestones (for training and capacity building the target group to be trained , the duration and number of training programmes and the subject matter of the training programme be clearly mentioned)
8. Financial outlays (recurring and non-recurring along with detailed break up of recurring and non-recurring components).
9. Expertise available with the organization. (If certain expertise/skills are to be outsourced namely institutions/experts along with their concurrence).
10. Outputs and outcomes (both tangible and intangible), incremental incomes, employment, number of beneficiaries, gender development etc. (Wherever applicable)
11. Likely impact on the adjoining area and society.
12. Exit strategy/sustainability.
13. Suggested parameters for monitoring during and after the project.

Signature of the Project Leader

Signature of the Head of the Organization

Annexure - IV

**COST NORMS FOR EX-SITU CONSERVATION AND PLANTATION OF
MEDICINAL TREES, HERBS AND PERENNIALS**

(@ Wage rate of Rs. 75.00/day. Ref. Para 4.2.4)

(Adopted from Operational Guidelines of National Afforestation Programme of Ministry of
Environment & Forests)

(Rupees per hectare)

S. No.	Model/Intervention	Plantation including Maintenance	Soil & Moisture Conservation (15% of Plantation Cost)	M&E, Micro-planning, Fencing, Awareness raising (10% of Plantation Cost)	Over-heads (10% of Plantation Cost)	Entry Point Activities (Fixed)	Total
1.	Aided Natural Regeneration (200 plants/ hectare)	9750	1460	975	975	4000	17160
2.	Artificial Regeneration (1100 Plants/ hectares)	17100	2565	1710	1710	4000	27085
3.	Mixed Plantations of	17100	2565	1710	1710	4000	27085

	trees having MFP and medicinal value (1100 Plants/ hectares)						
4.	Regeneration of perennial herbs and shrubs of medicinal value (2000 Plants/ hectares)	20400	3060	2040	2040	4000	31540

1. The numbers of plants per hectare are admissible to the costing indicated above. The project proposal envisaging any change in the plantation density would be eligible for a corresponding pro rata change in the cost norms. The concerned State Govt. shall have to certify that due regard has been given to the agro-climatic factors while preparing the project.
2. The cost norms have been worked out all the wage rate of Rs. 75.00 per day. Escalation in the cost will be allowed to State Governments only after ensuring that their approved wage rate in the State exceeds the limit of Rs. 75.00 per day. The increase in the cost norms would be proportionate to the increase in the wages. In case the wage rate is less than Rs. 75.00 per day, the cost per hectare would be less (on pro rata basis) than the rates proposed in the scheme.
3. These costs may be distributed as follows:-
 - a) Plantation costs with maintenance for five years.
 - b) Soil and Moisture Conservation Activities: to an extent of 15% of the plantation components may be permitted. These activities will be carried out within the project area where necessary.
 - c) The total expenditure on the following items together may not exceed 20% of the plantation cost.
 - i) Overheads including staff/establishment/vehicles etc. (not to exceed 10%).
 - ii) Concomitant monitoring and evaluation (not to exceed 2%).
 - iii) Micro-planning (not to exceed 2%).
 - iv) Fencing (not to exceed 5%). For projects requiring higher allocation for fencing, funds to the extent of 10% of plantation cost may be authorized by suitably reducing the allocation under item (i) above.
 - v) Awareness Raising (not to exceed 1%).
 - d) Implements would be purchased from within the overheads. Their cost is normally low. The watch and ward component over the 5 years after plantation would be allowed as part of maintenance – personnel deployed for maintenance would also be made responsible for watch and ward.
4. Savings under any items above could be used for the activities listed in items other than (i). For example, savings for fencing and overheads could be used for extension/entry point activity.
- 5.

Annexure - V

Format for Submission of Progress Report (Half Yearly and Annual)

1. Title & Project number
2. Names of Principal Investigator and Co - PIs (With Address & Tel. No., E-mail IDs)

3. Date of Commencement of the project
4. Area of activity (Extension, Conservation, R&D, Inventorisation, Herbal Garden, Capacity Building, Training and IEC, please specify)
5. Total Amount of sanction along with period (years)
6. Amount of last installment & date received
7. Period of report to be submitted half yearly and annually
8. Details of work done with Statistical parameters:
 - a) Please indicate financial & physical targets achievements with reference to targets.
 - b) Indicate names of medicinal species studied in the report (where applicable)
9. Modification in objectives, targets/milestones/timelines, if any, with reason.
10. Assets acquired during the period (under report):
11. Meeting/seminar/or training attended/organised during the period alongwith brief note on presentation made, if any
12. Works that remain to be done under the project.
13. Research publications done, extension material prepared, if any (submit copies)
14. Special achievements, if any (Incremental knowledge, patents, incomes etc.)
15. Any suggestion for growth and development of the sector (only in the final report)

Dated: _____ **Signature (Principal Investigator) with Seal**

Place: _____ **Signature of the Head of the Organisation (with Seal)**

* 02 (Two) Copies of progress report may be sent to Chief Executive Officer, National medicinal Plants Board, Chandralok Building, 36-Janpath, New Delhi-110001, E-mail: info-nmpb@nic.in

Annexure – VI

FORMAT FOR ANNUAL STATEMENT OF ACCOUNTS TO ACCOMPANY REQUEST FOR RELEASE OF NEXT INSTALLMENT (YEAR MEANS FINANCIAL YEAR i.e. 1st APRIL TO 31st MARCH OF NEXT YEAR)

1. Sanction letter No. : _____
2. Total Project Cost. : Rs. _____
3. Sanction/Revised Project cost (if applicable) : Rs. _____
4. Date of Commencement of Project : _____
5. Statement of Expenditure : _____

S. No.	Sanctioned/Heads	Fund s released	Expenditure incurred			Balance as on (Date)	Requirement of Funds upto 31 st March	Re ma rks
			1 st Year	2 nd Year	3 rd Year			
1.	Salary/Stipend/wages							

2.	Equipment/Machinery/Building							
3.	Consumables							
4.	TA/DA							
5.	Conservation/Plantation/Nursery/QPM							
6.	Training expenses							
7.	Stationary c (publicity material)							
8.	Monitoring							
9.	Other expenses viz. (marketing linkage, buyer-seller meets etc., please specify)							
10.	Institutional charges							
11.	Contingencies							
12.	Total							

Signature of Principal Investigator
with date

Signature of Head of Institution
with date

Signature of Authorised Auditor
with date

Annexure – VII

FORMAT FOR UTILISATIONS CERTIFICATE

Form GFR 19-A

[See Government of India's Decision (1) below Rule 150]

Form of utilization Certificate

S. no.	Letter no. and date	Amount	
			<p>Certified that out of Rs. _____ (_____) of grant-in-aid sanctioned during the year 200__/_ in favour of _____ under this Ministry/Department letter no given in the margin and Rs. Nil on account of unspent balance of the previous year, a sum of Rs _____/- has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. Nil remaining unutilized at the end of the year has been surrendered to government (vide no. Nil) will be adjusted towards the grant-in-aid payable during the next year (As per books of Accounts produced before us)/</p>

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Date _____

Place_____

Kinds of checks exercised

- 1.
- 2.
- 3.

Signature : _____

Designation : _____

Date : _____

Annexure-VIII

National Medicinal Plants Board

TERMS & CONDITIONS OF FINANCIAL ASSISTANCE (GRANT)

1. The institution/organization/Principal Investigator (PI) would maintain a separate Account preferably with a nationalized bank by designation in the name of the institution and not by name of an individual. The accounts should be operated jointly by two office-bearers.
2. The grantee (NGOs) will execute a bond in the prescribed proforma (**Copy enclosed**) with two sureties to the effect that the grantee will abide by all the conditions of the grant. In the event of any failure to comply with these conditions or committing any breach of the bond, the grantee with sureties individually and jointly will be liable to refund to the Government of India the entire amount of the grant together with interest at such rate as is stipulated in the Bond. The requirement of furnishing two sureties will not be necessary if the grantee institution/organization is a Society registered under the Societies Registration Act-1860 or is a Cooperative Society. When the bond is also signed by two sureties both of them should be solvent and owner of such assets of value not less than the amount of the Bond as can be attached and sold in execution of a court's decree. The District Magistrate or other equivalent authority on the body of the bond should certify this fact.
3. The project for which grant-in-aid is being sought should commence implementation within a period of 3 months from the date of receipt of the grants.
4. If the grant or any part thereof is to be utilized for a purpose other than that for which it is sanctioned, prior approval of the Board should be obtained by the grantee.
5. The payment of the grant-in-aid will be made by this Board through crossed cheque/draft after all the requirements mentioned in this sanction letter have been fulfilled by the grantee. A separate current Bank account exclusively for the purpose should be opened in a bank, if not done before, the details of which are to be intimated to this Board.
6. The payment of grant is subject to the following conditions:

- a) The grantee shall furnish a certificate that the person signing the undertaking is duly authorized to operate upon and bind the funds of the grantee organization.
- b) The grantee shall furnish a certificate that the grantee organization is not involved in any proceedings relating to the account or conduct of any of its office bearers. A certificate to the effect that the institution is not involved in corrupt practices should also be furnished.
- c) The grantee shall furnish the certificate to the effect that the grantee has not been sanctioned grant-in-aid for the same purpose by any other agency of Central Government/ State Government during the same period. There should be no duplication of activity within the project area.
- d) The grantee will not, without the prior sanction of the Government of India, dispose of, or divert the use for any other purpose of permanent and semi-permanent assets that may be created or acquired out of the grant. If and when such body is dissolved the assets are to be reverted to the Government.
- e) The grantee shall maintain a register of all assets acquired out of this grant as per GFR. This register is required to be maintained separately in respect of such sanction and two copies of the same duly signed by the grantee be furnished to this Board annually.
- f) The Register of assets maintained by the grantee should be available for scrutiny by audit or any other person authorized in this behalf by this Ministry.
- g) The grantee should forward to this Ministry a signed utilization certificate (copy enclosed) along with three copies of the Audited Statement of Accounts duly certified by a Chartered Accountant/Government Auditor as mentioned at item No. (i), (ii) and (iii) below as soon as possible after the close of the current financial year and in any case not later than six months of its closing:-
 - i) The receipts and payments Accounts of the body as a whole for the year in which the grant has been received.
 - ii) The Income and Expenditure Accounts of the body as a whole for the financial year, for which the grant has been received.
 - iii) The Balance Sheet as at the end of the current financial year for the body as a whole.
- h) The accounts of the grantee should also be open for the test check and regular audit of the comptroller and Auditor General of India at his discretion.
- i) No portion of the grant shall be utilized for furtherance of a political movement prejudicial to the security of the nation.
- j) The grantee Organization/Institute should give an undertaking in writing that the grantee agrees to be governed by the conditions of the grant mentioned in this Annexure and the sanction letter.
- k) The private and voluntary organizations receiving recurring grant-in-aid to the tune of Rs. 5 lacs and above shall submit 10 copies of their Annual Reports including Audited Statement of Accounts (both in English and Hindi) (as these are to be laid on the Table of Parliament) within four months of the close of the financial year. The grant shall be released in receipt of the documents mentioned in sub-paras : (1) and 6 (a), (b), (c) and (j) above.
- l) The grantee shall have to submit five (05) copies of Half Yearly Progress Report (Mentioning physical and research targets achieved) alongwith the Utilization

Certificate (UC). At the end of the year one has to submit Annual Progress Report failing which grant shall be stopped.

7. The purchase of Vehicle(s) is not permissible from the grant sanctioned for the project/scheme.
8. The cost of computer including UPS and all accessories should not exceed Rs.01 lac.
9. The rates of wages applicable for carrying out various works proposed in the projects would be to the extent of prevailing schedule of rates in the State /UTs/ Central Government Institutes.
10. The voluntary organizations have to furnish documentary proof in support of land ownership. The Government organizations have to indicate details about status of land.
11. For extension activities like training, seminar, workshop towards payment of boarding and lodging, transport, the admissible limit would be as per Government of India norms. The expenses on visit of trainees to demonstration plots, recognized concerned institutes etc. would be on actual basis and incidental charges as admissible under Rules.
12. Resource persons may be paid honorarium and TA/DA as per existing Government of India norms.
13. Expenses on equipments should be at the need based. Further, in case the institution/organization is already having the same equipment; purchase of the equipment for the project is not permissible.
14. Salary on staff should be kept to be minimum. For contractual staff salary/honorarium norms shall be as per govt. norms.

Principal Investigator -----

Research Associate @ Rs.16000/- p.m. during first 2 years and Rs. 18,000/-p.m. (fixed) during the 3rd year

Sr. Research Fellow Rs.14000/- p.m. (fixed)

Jr. Research Fellow Rs.12000/- p.m. during first 2 years and Rs. 14000/- p.m.(fixed) during the 3rd year.

15. No regular/permanent staff including Principal Investigator of the institute/ organisation will be eligible for payment of salary from this grant.
16. Subcontracting within the project is not permissible.
17. Other terms and conditions will be those as applicable in State/Central Government institutes as the case may be.

Project No. _____

Annexure – IX

Prescribed Format:

BOND

This bond made on the _____ day of _____ two thousand two _____ between _____ an association registered under the Societies Registration Act, 1980 and having its office at _____ in the State of _____ hereinafter called the 'obligor' (which expression shall unless excluded by or repugnant to the context be deemed to include its successors-in-interest) of the First part and the President of India, (hereafter called 'The Government') of the Second part; Whereas at the request of the obligor, the Government have sanctioned a grant-in-aid of _____ (Rupees _____) vide their letter No. _____ dated _____ (hereinafter referred to as the said letter) which forms an integral part of these presents and a copy whereof is annexed hereto and marked with the letter 'A' for the purpose of and on condition of the obligor executing a bond in favour of the Government on the terms and conditions and the manner hereinafter contained which the obligor has agreed to do.

Now, this Bond witnesses and it is hereby agreed and declared as follows:

- 1) That the obligor shall utilize the said grant-in-aid of Rs. _____ (Rupees _____) only for the purpose specified in the said letter and for no other purpose whatsoever.
- 2) That the obligor shall abide by all the norms and conditions specified in the said letter and the General Financial Rules 1963 and any orders or instructions that may be issued by Government from time to time.
- 3) That in the event of any failure on the part of the obligor to abide any of the terms and conditions of the grant-in-aid specified in the said letter or his committing any breach thereof the Government will be at liberty to order the obligor to repay in full (forthwith entire grant-in-aid amounting to Rs. _____ (Rupees _____) only or any part thereof with interest thereon at the rate of twelve percent (12%) per annum and any order made by Government in this respect will be final and binding on the obligor forthwith and without any objection to pay the Government such sum not exceeding Rs. _____ (Rupees _____) only plus interest thereon as may be fixed by the Government and the decision of the Secretary to the Government of India in the Ministry of Health and Family Welfare about the amount so to be paid shall be final and conclusive.
- 4) The society/trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out the premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was sanctioned) of the property/building created/acquired/constructed largely from out of Government Grant. The decision of the Secretary to the Government of India, Department of AYUSH in the Ministry of Health and Family Welfare as regards the monetary value aforementioned to be

surrendered/paid to the Government of India will be final and binding in the Society/Trust.

- 5) Upon the obliger utilizing the Grant-in-aid only for the purpose specified in the said letter and abiding by fulfilling and performing all the terms and conditions of the said letter the above written obligation shall be void and of no effect but other wise it shall be and remain in full force effect and virtue.

Provided always and it is hereby agreed and declared that the decision of the Secretary, Department of AYUSH, Ministry of Health and Family Welfare as to whatever the obliger has or has not performed and observed the obligations and conditions herein before received shall be final and binding.

- 6) The stamp duty on the Bond shall be borne by the Government IN WITNESS whereof these presents have been signed by S/Shri. _____ and _____ for and on behalf of the obliger and Shri _____ for and on behalf of the President of India on the dates appearing against their respective signatures.

Signed by:

1) Shri _____ dated: _____

2) Shri _____ dated: _____

1) Signature _____

2) Signature _____

1) Witness

Name and Address

2) Witness

Name and Address

Signed by the Shri _____ dated _____ for and behalf of the President of India in the presence of:

Signature _____

1) Witness

2) Witness

(Each page of the Bond has to be signed by the two office bearer of the institution who are authorized to operate upon and bind its funds)

National Medicinal Plants Board

Department of AYUSH

Ministry of Health & Family Welfare

Government of India

Chandralok Building, 36, Janpath

New Delhi - 110001

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Fax. – 011 – 23319356

Telefax: 011 – 23315637

Website – www.nmpb.nic.in

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