

## National Medicinal Plants Board

### TERMS & CONDITIONS OF FINANCIAL ASSISTANCE (GRANT)

1. The institution/organization/Principal Investigator (PI) would maintain a separate statement of Accounts/register. The organization has to maintain an account in Nationalized Bank. The accounts should be operated jointly by two office-bearers. The grant-in-aid will be released through FDA/SFDAs/FDCs in respect of forestry projects and for other projects the Grant-in-aid will be released through the Institute/organisation concerned.
2. The grantee (NGOs) will execute a bond on Rs. 100/- stamp paper in the prescribed proforma at **Annexure -VIII** 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 stipulated in the Bond. The requirement of furnishing two sureties will not be necessary if the grantee institution/organisation is a Society registered under the Societies Registration Act-1860 or 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. This fact should be certified by the District Magistrate or other equivalent authority on the body of the bond.
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 grants.
4. If the grant or any part thereof is to be utilised 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 demand draft/RTGS/ECS mode after all the requirements mentioned in this sanction letter have been fulfilled by the grantee.

6. For those PI, who have undertaken NMPB supported projects unsatisfactorily then, project proposals of such PI will not be considered for funding from NMPB for consecutive 3 years after finalisation of the project.
7. Interest generated on the grant-in-aid released by NMPB will need to be refunded to NMPB or adjusted against future releases within the overall amount sanctioned under the project.
8. The payment of grant is subject to the following conditions:
  - a) Submission of agency and bank details.
  - b) Pre-receipt of the grant-in-aid amount.
  - c) The grantee shall furnish a certificate that the person signing the undertaking is duly authorised to operate upon and bind the funds of the grantee organisation.
  - d) The grantee shall furnish a certificate that the grantee is not involved in any court 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.
  - e) The grantee shall furnish a certificate to the effect that it has not been sanctioned grant-in-aid for the same purpose by any other agency of Central Government/State Government during the same period.
  - f) The grantee will not, with out 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.
  - g) Accounts of the grantee should also be open for the test check and regular audit of the comptroller and Auditor General of India at their discretion.
  - h) No portion of the grant shall be utilized for furtherance of a political movement prejudicial to the security of the nation.
  - i) Grantee Organization/Institutes should submit 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.

- j) Private and voluntary organisations receiving recurring grant-in-aid to the tune of Rs.5.00 lacs and above shall submit 5 copies of their Annual Reports including audited Statement of Accounts (English or Hindi) along with soft copy with in six months of the close of the financial year.
  - k) At the end of the year the grantee shall have to submit five (05) copies of Annual Progress Report (Mentioning physical and financial targets achieved) along with the Utilisation Certificate (UC) and audited statement of Accounts failing which grant shall be stopped.
9. Acceptance of UCs will be subject to the following:
- a) 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.
  - b) 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.
  - c) The grantee should forward to NMPB a Utilization Certificate in form 19-A of GFR along with the Audited Statement of Accounts both of which should be duly certified by a Chartered Accountant/Government Auditor and counter signed by PI soon as possible after the close of the financial year and in any case not later than six months of its closing
10. The cost of computer including UPS and all accessories should be minimum and reasonable and as per the prevalent market rate.
11. 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.
12. The voluntary organizations have to furnish documentary proof in support of land ownership. The Government organizations have to indicate details about status of land.
13. For extension activities like training, seminar, workshop etc. payment

towards boarding lodging and transport, the admissible limit would be as per Government of India norms

14. Resource persons may be paid honorarium and TA/DA as per existing Government of India norms.
15. Expenses on equipment(s) should be need based. Further, in case the institution/organization is already having the same equipment(s); purchase of the equipment(s) for that project shall be avoided as far as possible.
16. Salary on contractual staff should be kept to the minimum. The emoluments to the contractual staff under the R&D projects or other projects shall be as per the norms of the DST/ CSIR.
17. Regular/permanent or hired staff of the institute/organization working as Principal Investigator/ Co-PI will not be eligible for payment of salary from this grant.
18. Sub contracting with in the project is not permissible.
19. Other terms and conditions will be those as applicable in State/Central Government institutes as the case may be.
20. PI has to certify that all applicable laws/rules and legal provisions are followed while preparing the project proposal.
21. It is also to be certified that the project proposal is formulated as per the relevant provisions/ clauses of the guidelines of the Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants.
22. Any patent filed or accepted as an outcome of NMPB's funded project(s) shall be the joint property of the NMPB and the grantee organisation. Any commercialisation of the patent shall be done only with the explicit approval of NMPB.