

## Proforma for Submission of Annual Progress Report

1. Title & Project number
2. Name of Principal Investigator and Co - PIs (With Address & Tel. No., E-mail IDs)
3. Date of Commencement of the project
4. Area of activity (please specify the component)
5. Total Amount of sanction along with period (years)
6. Amount of last instalment & date received
7. Period of Annual report (submitted annually)
8. Details to be provided as per the project objectives and relevant achievements vis-à-vis the targets.
9. Details of work done with Statistical parameters should be submitted in the relevant format (format I for components MPCDAs, *In-situ* resource augmentation and *Ex-situ* conservation and format II for livelihood/JFMCs)
  - a) Please indicate physical targets achieved with reference to objectives.
  - b) Detail of activities undertaken/ targets achieved
  - c) Indicate names of medicinal species studied / planted (wherever applicable) along with area covered / planted
10. Works that remains to be done under the project.
11. Modification/deletion in objectives, targets/milestones/timelines, if any, (with reason and details of approval given by NMPB).
12. Assets acquired, if any during the period (under report):
13. Expenditure incurred during the period under report:

14. Meeting/seminar/training attended/organized during the period along with brief note on presentation made, if any
15. Research publications done, extension material prepared, if any (submit copies)
  - a) Details of extension material (Brochure/Posters)
  - b) Details of Research papers-
    - i) Presented in seminar/conference
    - ii) Published in any Indian Journals
    - iii) Published in any Index/ National/ International Journals
16. Special achievements, if any (Incremental knowledge, patents, incomes etc.)
17. 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)**

**Details of work carried out under projects of MPCDAs/ in-situ resource augmentation/ ex-situ conservation**

1. Project area viz., Topography, GPS location (to be clearly marked on the map)
2. Objectives
3. Methodology (Conservation/ Plantation model)
4. Name of range, Division/Village/ Block/District/MPCDA
5. Physical and financial target and achievements thereof;
6. Employment generation (highlight BPL, SC/ST communities) –
  - a. Mandays
  - b. Women employment
7. Training and capacity building including workshop (Date, Venue and Nos. of participants/beneficiaries may also be highlighted).
8. Tangible & intangible benefits from the project
9. Photographs of the project area/medicinal plants conservation along with medicinal plants species.
10. Information in respect of projects on MPCDAs components:-
  - a. Baseline data of medicinal plants in the study area
  - b. Factors responsible for endangerment of medicinal plants in the project area
  - c. Measures adopted for conservation in study area
  - d. Medicinal plants conserved under MPCDAs as per table given below (if applicable):-

S.no.	Site with GPS locations i.e. latitude, longitude and altitude	Botanical name of the medicinal plant(s)	Vernacular name/ trade and local name	Medicinal plants population (i.e. frequency, density, abundance)	Area covered (in hectare)	status as per IUCN/ RED data book/ CITES

- e. Endemic species of medicinal plants conserved
  - f. Medicinal plants used in marketing and trade
  - g. Special achievement in improvement of medicinal plants diversity
11. Information in respect of projects on *in-situ* resource augmentation/ ex-situ conservations component (if applicable) :-
- a. Measures adopted for *in-situ* resource augmentation/ ex-situ conservations in study area
  - b. The species of medicinal plants covered under *in-situ* resource augmentation/ ex-situ conservations in forest range/ division

S.no.	Site with GPS locations i.e. latitude, longitude and altitude	Botanical name of the medicinal plant(s)	Vernacular name/ trade and local name	No. of medicinal plants regenerated (Naturally/ artificially)	Area covered (in hectare)	Produce, if any

12. Details of raw drug produced and income generated.

13. Any other information not covered above.

Dated:

**Signature (Principal Investigator) with Seal**

Place:

**Signature of the Head of the Organisation (with Seal)**

**Technical details of work carried out under project of JFMCs/ Panchayats/ Van Panchayat/ SHGs**

1. Project area and details of JFMCs/JFMCs/ Panchayats/ Van Panchayat/ SHGs
2. Objectives
3. Medicinal plants resource scenario in the state
  - i) Dependence of people on these species for livelihoods etc.
  - ii) Collection – species, volumes and value.
  - iii) Infrastructure of mandies, trade centres, manufacturing units.
  - iv) Local consumption – traditional healers, vaidyas etc. (volume if available)
  - v) Species of medicinal plants occurring in the project area
4. Traditional practices in handling, collection and post harvesting practices of medicinal plants/produce.
5. Details of infrastructure i.e. godowns, Mandi, drying sheds, processing units developed as per project proposal
6. Layout/ Photographs of the godowns, drying sheds, processing units, raw drug material collected medicinal plants species etc.
7. Additional income to JFMC members, accrued from the project
8. Market linkage (MoUs, if any).
9. Physical and financial target and achievements thereof;
10. Employment generation (highlight BPL, SC/ST communities) –
  - a. Mandays
  - b. Women employment

11. Training and capacity building including workshop (Date, venue and no. of participants & no. of beneficiaries may also be highlighted)
12. Tangible & intangible benefits from the project
13. Special achievement in improvement in raw drug production
14. Any other information not covered above
15. Summary of the work carried out

Dated:

**Signature (Principal Investigator) with Seal**

Place:

**Signature of the Head of the Organisation (with Seal)**

**FORMAT FOR UTILISATIONS CERTIFICATE**

Form GFR 19-A

[See Government of India's Decision 212 (1)]

Form of utilization Certificate

S. no.	Letter no. and date	Amount	Certified that out of Rs. _____ ( _____ ) of grant-in-aid sanctioned during the year 20__/___ in favour of _____ under this Ministry/Department letter no given in the margin and Rs. _____/- 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. _____/- remaining unutilized at the end of the year has been surrendered to government (vide no. ) will be adjusted towards the grant-in-aid payable during the next year
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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 of Govt.  
Auditor/Chartered Accountant**

**Stamp:**

**Date:**

**Signature of Principal  
Investigator  
Designation**

**Seal  
Date**

**Proforma 'B'**

**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	Funds released in ₹	Expenditure incurred			Balance as on (Date)	Requirement of Funds upto 31 <sup>st</sup> March	Remarks
			1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year			
1.	Outsourcing expenses of staff/ fellowships/ wages etc.							
2.	Equipment/ Machinery/ Drying shed							
3.	Consumables							
4.	TA/DA							
5.	a. Conservation/ Plantation/ Nursery/QPM							
	b. Plantation including Maintenance							
	c. Soil & Moisture Conservation							
	d. M&E, Micro-planning, Fencing, Awareness Raising							
	e. Overheads							



	f. Entry Point Activities							
6.	Other Projects (Training/ Capacity Building/ Herbal Garden etc.) (as per breakup of the project cost approved)							
7.	Publicity material/ Reports							
8.	Monitoring Expenditure							
9.	Other expenses viz. (marketing linkage, buyer-seller meetings etc., please specify)							
10.	Institutional charges							
11.	Contingencies							
	Total							

\* Details of accrued interest on the unspent balance grant (refundable) may also be reflected separately in the UC & SOE.

**Signature of Principal Investigator with date**

**(Seal)**

**Signature of Head Institution with date**

**(Seal)**

**Signature of Authorized Auditor / Comptroller/ CA with date**

**(Seal)**