**Draft (revised) Guidelines for Operationalization of Biodiversity Management Committees (BMCs)**

**INTRODUCTION**

Biological Diversity Act, 2002 (BD Act) stipulates that every local body shall constitute a Biodiversity Management Committee (BMC) within its area of jurisdiction for the purpose of promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats, conservation of land and folk varieties and cultivars, domesticated stocks and breeds of animals and microorganisms and chronicling of knowledge relating to biological diversity.

The Act also envisages that both National Biodiversity Authority (NBA) and State Biodiversity Boards (SBBs) shall consult the BMCs while taking any decision on the use of biological resources and associated knowledge occurring within the territorial jurisdiction of the BMC. The BMCs are also empowered to levy charges from person accessing or collecting any biological resource for commercial purposes.

One of the main functions of the BMC is to prepare People’s Biodiversity Register (PBR) in consultation with the local people. The register shall contain comprehensive information on availability and knowledge of local biological resources, their medicinal or any other use or any other traditional knowledge associated with them.

However, since the inception of the BD Act, the process of BMC constitution in India has been a slow process which needs to be accelerated due to obvious reasons. Currently, SBBs have been constituted in all the 29 States in India. But when it comes to the BMC, out of the 2,40,000 (approximately) local bodies in India, we have BMCs only in about 62,000. Constitution of BMCs would create a visible impact on biodiversity conservation and access and benefit sharing and hence should be ensured on priority.

The guidelines on Access and Benefit Sharing (ABS) and Associated Knowledge and Benefit Sharing Regulations notified in November 2014, also clearly mentions on determination and sharing of benefits. It provides for 95% of the accrued benefits going to the concerned BMCs and/or benefit claimers. Thus, BMCs have a pivotal role in ABS systems. Establishment of BMCs in all the local bodies, together with the empowerment of the local level committees calls for urgent attention to strengthen the biodiversity governance in the country.

**SECTION I: OPERATIONAL ASPECTS**

**1.1 Role of SBBs, Institutions and Civil Society in the formation of BMCs**

The SBBs should facilitate the process of BMC formation. This would involve all the stakeholders in the local bodies including tribal groups and other marginalized communities to ensure an effective consultative process to meet the requirements of the State and local conditions.

BMC formation may possibly be mediated through formal institutions or Civil Society Organizations (CSO) or Technical Support Groups (TSGs). Potential areas rich in biodiversity and locations where there is a popular interest or support should be identified for prioritization to establish BMCs. TSGs can extend all possible help in identification, formation and operationalization of BMCs. The NBA and SBB may access the local resources available with the Ministry of Panchayati Raj and other related organizations in order to operationalize the BMCs at local bodies (village / intermediate / district/ municipalities / corporation)[[1]](#footnote-1) &[[2]](#footnote-2).

**1.2. Village / Municipal / other local level committees related to natural resources management may be integrated into the BMC**

The BMC may also draw its members from amongst the existing committees which have been formed under statutory powers/administrative orders of the respective Governments such as ward members of the local body. It may also include members such as horticulturists/vaids/ village botanists/ barefoot botanists /tribal heads etc., based on the local conditions. The SBB may issue suggestive list of persons to be included in the BMC. The representation would be flexible to meet the local requirements.

**1.3 Operationalization**

The BMCs would be deemed to be operational on the date on which the resolution is passed by the concerned local body for the constitution of the BMC (Annexure 1-5). The resolution for the constitution of the BMC should be communicated by the local body to the SBB, as early as possible, preferably within one month. The office of the BMC may function from the premises provided by the local body or any other suitable accommodation.

The State Government on the recommendation of the SBB shall designate Nodal officers for each of the districts to oversee various matters of the BMC including constitution of BMCs and preparation of PBRs. An officer from appropriate line department relevant to the local conditions may be appointed as Nodal Officer, who would coordinate with the SBB.

**1.4 Composition and tenure of the BMC Members**

The BMC shall consist of a Chairperson and not more than the six persons nominated by the local body of which at least two should be women, and at least one should belong to the scheduled caste / scheduled tribe.

The tenure of the BMC member would be five years and co-terminus with the tenure of the local body. However, the existing BMC will continue to operate, until a new committee is constituted. The Chairperson of the BMC shall have the tenure of three years as per the extant rules.

Every BMC may have a Secretary who should be from permanent establishment of departments like Panchayati Raj/ Revenue / Forest / Agriculture Department etc.

**1.5 Methodology of BMC Fund Release**

The SBBs shall endeavor to help in the formation of BMCs to cover the maximum geographical area of the State. The SBBs and BMCs may obtain funds from NBA/Government of India/State Government and external funding agencies etc. The SBBs are advised to release the amount to each BMC in 2 – 4 installments after obtaining a Statement of Expenditure and Utilization Certificate (UC) from the BMCs for the previous release. The funds may be utilized as per the details provided in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Item** | **Village Level BMC (In Rs.)** | **Block Level BMC (In Rs.)** | **District level BMC**  **(In Rs.)** |
| 1 | On Opening of Bank Account | 10,000 | 10,000 | 10,000 |
| 2 | Purchase of office equipment including stationary | 15,000 | 20,000 | 20,000 |
| 3 | Conduct of meetings | 10,000 | 15,000 | 20,000 |
| 4 | Training on Biodiversity, PBRs, ABS to members of the BMC, PRI and representatives of Stakeholder Departments. | 15,000 | 25,000 | 35,000 |
| 5 | Strengthening of BMCs | 25,000 | 30,000 | 40,000 |
|  | **Total** | **75,000** | **1,00,000** | **1,25,000** |

**1.6. Constitution of District level BMCs**

As per the BD Act, 2.40 lakhs BMCs at local bodies needs to be constituted throughout the country. However, since only 62,000 BMCs have been constituted so far, there is a need to prioritize and constitute BMCs at 675 Districts in the country. The constitution of District level BMCs would enable and facilitate the BMC constitution at block and village level.

By this action a permanent base would be created to push for village level BMCs and PBRs which will encourage and facilitate owning of biological resources existing in their respective jurisdiction by the people.

**1.7 Roles and Functions of the BMCs**

The BMCs would, in addition to the preparation of the People’s Biodiversity Register (PBR), participate in ensuring:

1. Conservation and sustainable utilization of biological resources
2. Eco-restoration of the local biodiversity
3. Proper feedback to the NBA/SBB in the matter of IPR, Traditional Knowledge and local Biodiversity issues, wherever feasible
4. Management of Biodiversity Heritage sites as under section 37 of the BD Act
5. Levy charges for the collection of biological resources for commercial purpose
6. Conservation of traditional varieties/breeds of economically important plants/animals
7. Biodiversity education and awareness
8. Documentation to develop bio-cultural protocols and procedures
9. Benefit sharing with the benefit claimers
10. Protection of Traditional Knowledge recorded in PBR
11. Recovery and rehabilitation of threatened species declared under section 38 of the BD Act
12. Support to traditional healers - Maintain data about local vaidyas/hakims and traditional healers / practitioners (Annexure 8) using biological resources and extend support.

**1.8 Meetings of BMCs**

The BMC shall conduct its meeting as frequently as possible, but not less than two times a year. The meetings shall be chaired by the Chairperson of the BMC, and in his/her absence, by any other member elected by the members present.

The quorum at every meeting shall be three including the Chairperson. The BMCs may co-opt special invitees from the stakeholders namely agriculturists/horticulturists/non-timber forest product collectors / traders/ community workers / academicians / vaids/ village botanists/ barefoot botanists /fisher folks/ tribal heads etc.

* 1. **Minutes of the BMC Meetings**

BMCs shall in the prescribed format (Annexure 6) draft the minutes of the meeting. The SBB shall provide a format for maintenance of meeting registers and alike; lay down the procedures for updating the registers and record of discussions, resolutions made, audit etc., which would facilitate process of documentation at the BMC level.

**1.10 BMC Action Plan**

BMC shall prepare an Action Plan, drawing information validated in the PBR. The TSG shall guide in the preparation of the action plan. The Action Plan may include in addition to the steps outlined for conservation of the bio-resources, the training needs identified for the personnel of the BMC and the list of potential items for consideration for registration as Geographical Indications (G.I) under Geographical Indications Act, 1999. BMCs may also identify a list of potential varieties of crops for registration under Protection of Plant Varieties and Farmers Rights Act 2001.

To draw a micro level management plan for the sustainable use of local biodiversity including medicinal plants and associated traditional knowledge.

BMC should also draw a plan of action for accessing resources from various sources such as NBA, SBB, grants from various line departments of Government of India and the State Governments, other Central and State Boards, Institutions, etc.

BMCs shall submit Annual Report in the prescribed format (**Annexure 7)**

**1.11 Capacity Building on BD Act and BMCs**

Awareness and capacity building of BMC[[3]](#footnote-3) may include the following:

* + - BD Act, Rules and guidelines
    - Role of BMCs
    - Role of BMC vis-à-vis various associated stakeholders departments
    - Preparation of PBR
    - Administrative procedures of BMC
    - Maintenance of accounts/audit
    - Intellectual Property Issues
    - Access and Benefit Sharing issues
    - Levy of fees
    - Preparation of Action Plan, Project Report, Annual Report
    - Management of Biodiversity Heritage Sites
    - Recognition of traditional knowledge and supporting
    - Propagation and conservation of threatened species
    - Management of Invasive Alien Species, both in land and waterbodies

The SBB may utilize Panchayati Raj and Rural Development training institutes and other training institutes to impart training to BMC members, PRI functionaries and other stakeholders on BD Act, Rules and guidelines in the regular training programmes. The capacity building programmes at various levels would include the elected representatives at State, District and Local levels and priority may be given to biological diversity rich areas.

**SECTION II - FINANCIAL ASPECTS**

**2.1 Financial Resources for BMCs**

BMCs shall mobilize funds for Local Biodiversity Fund (LBF) through the following modes:

1. Receipts (grants and loans) from NBA, SBB and State Government. In addition, BMCs may access funds from various sources including, line departments of Government of India (like Ministry of Panchayati Raj) and State governments, other Central and State Boards, institutions and corporate bodies
2. Levy charges and other receipts
3. Funds from MP / MLA local area development funds
4. All sums received by the LBF from such other sources as decided upon by the State Government

**2.2 Funding BMCs and maintenance of their accounts**

The State government may make appropriate provision in the budget for funding SBBs and provide financial support through SBBs to the BMCs.

The SBB shall facilitate the BMC to open a Bank Account with an enabling letter that BMC has been constituted in accordance with BD Act, 2002**.**

The SBB shall fund the BMC directly and the concerned district level Nodal officer and the District Administration shall be duly informed. The Utilization Certificate (UC) along with the Statement of Expenditure for the previous release of grants should be submitted to the SBB. The BMC would also submit Utilization Certificate (Annexure – 21) to the appropriate authority from whom they have received the grants, if any.

All the funds of the BMC will be operated jointly by the Chairperson and the Secretary. The Secretary of the BMC will maintain the accounts of the BMC. The accounts procedures are to be followed as are annexed as Annexure – 10 (expenditure register certificate), Annexure-11 (receipt), Annexure – 12 (cheque / draft register), Annexure – 13 (bill register), Annexure – 14 (cash payment certificate), Annexure – 15 (Cheque payment certificate), Annexure-16 (certificate register), Annexure-17 (cash book), Annexure – 18 (bank reconciliation Statement) and Annexure – 19 (Journal Register). The SBB will also draw a check list to ensure that there is proper maintenance and submission of accounts.

The accounts would be audited annually by an Auditor specially appointed for the purpose as per sec. 46 of the BD Act. 2002. The BMC will submit the audited accounts to the local body and the SBB concerned.

The Chairperson, members and the Secretary of the BMC should be trained on the procedure for giving Utilization Certificate (UC) and accounting procedures including preparation of Annual Report (Annexure –7) and utilization of the resources in accordance with the Action Plan drawn up by the BMC, prioritizing the conservation of the local biodiversity.

**2.3 Utilization of funds**

The funds of the BMCs will be kept in a separate bank account under the custody of Secretary of the BMC. The Secretary will take necessary steps for safeguarding all transactions and the money. The custody of the funds of the BMC is the responsibility of the Secretary and will take necessary steps for safeguarding during receipt, deposition and transmission of the money, maintain suitable records for purposes of accounting and auditing.

The BMC shall issue cheques/online transactions for making payments and by and large avoid cash transactions.

BMCs may require the procurement of good, equipments, furniture and other supplies and services like consultancy, upkeep and maintenance, other management services, technical services and expert assistance.

Procurement of goods and services can be made in a most efficient and judicious manner keeping in view the financial proprieties. Standard rules and regulations governing purchases etc., on such activity relevant in the Local bodies may be adhered to.

The Fund shall be utilized as per section 44(2) of the BD Act and as listed under para 1.7 of this guideline.

Any unspent amount of the BMC fund for the financial year may be utilized at a later date, for the same purpose for which it was granted for.

**2.4 *Modus Operandi* of Expenditure for People’s Biodiversity Register**

The PBRs will be prepared as per the revised PBR guidelines as given below in the table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Item** | **Village level BMC & PBR**  **(in Rs.)** | **Block/Taluk level BMC & PBR**  **(in Rs.)** | **District level BMC & PBR**  **(in Rs.)** |
| **1** | Amount apportioned for SBB to meets its expenditure for undertaking various activities during the preparation of PBR | 15,000 | 20,000 | 30,000 |
|  | **PHASE–I** |  |  |  |
| 1 | Awareness/PRA exercise | 5,000 | 10,000 | 15,000 |
| 2 | Skill development/Field visit /Meetings | 10,000 | 10,000 | 20,000 |
| 3 | Collection of primary data | 20,000 | 20,000 | 35,000 |
|  | **PHASE-II** |  |  |  |
| 4 | Processing of data / documentation /drafting | 20,000 | 30,000 | 40,000 |
| 5 | Printing cost of PBR | 10,000 | 20,000 | 30,000 |
| 6 | Remuneration /TA/DA to technical support group/personnel | 25,000 | 25,000 | 40,000 |
| 7 | Miscellaneous charges | 10,000 | 15,000 | 20,000 |
|  | **Total** | **1,15,000** | **1,50,000** | **2,30,000** |

The fund apportioned for documentation of PBR may vary from the amounts mentioned above against each sub head, but cannot exceed the total amount.

PBRs would be prepared as per the revised PBR guidelines 2013 or subject to further revision.

**2.5 Signing of cheques and support for member of the permanent establishment**

Cheques or online transfer of funds may be signed/authorized by the Chairperson and the Secretary of the BMC. The authorized Secretary should be from a permanent establishment like Panchayati Raj/ Revenue / Forest / Agriculture Department etc. The Secretary of the BMC will maintain the accounts of the BMC. This task could be treated as an additional charge for the member of the permanent establishment. Therefore suitable honorarium may be paid for the services rendered to every Secretary, as decided by the SBB in consultation with State Government.

**2.6 Cash Book**

A Cash Book is to be maintained by the BMC. (Annexure 17). All records of cash/ bank transaction are to be recorded in the cash Book. While compiling the cashbook, page numbers of all receipts / cash payment records of certificates and online transactions must be maintained. Cash / online payments must also be recorded in the cash book.

**2.8 Control of Expenditure**

The Chairperson of the BMC is responsible for enforcing financial order and strict economy in every step. The Secretary of the BMC is responsible for maintenance and upkeep of accounts in the prescribed manner.

**2.9 Bank Reconciliation Statement**

Balance in the Bank and in the Cash Book should be reconciled on the last day of every quarter and the Secretary should prepare the reconciliation statement (Annexure 18). In case there is no expenditure, then such statement need not be prepared.

**2.10 Statement of expenditure**

A Statement of Expenditure upon receipt and expenditure of funds is to be submitted to the funding agency and the SBB within the stipulated time.

**2.11 BMCs and Access to Biological Resources, Levy and Benefit Sharing**

The BMC shall also maintain a Register giving information about the details of the access to biological resources and traditional knowledge granted, details of the collection fee imposed and details of the benefits derived and the mode of their sharing; which shall be intermittently examined by the SBB.

The issues related to collection fee, benefit sharing and management of heritage sites, sacred groves, water bodies etc., will be done in consultation with the TSG.   
(Annexure 9)

**SECTION III - TECHNICAL ASPECTS**

**3.1 Areas covered by the Sixth Schedule**

In case of sixth schedule areas, BMCs shall be formed at the levels of local institutions recognized by Autonomous District Councils. The Local Bodies shall ensure that the BMCs are integrated with the existing local institutions by cross membership and regular coordination meetings.

The concerned SBB in the North-Eastern States will provide a suggestive list of members for the constitution of the BMCs duly taking into cognizance the ethnic and cultural diversity.

**3.2 Technical Support Groups (TSG) for strengthening BMCs**

The SBB shall establish TSGs comprising of representative from the departments of Forests, Agriculture, Horticulture, Veterinary and Fisheries, Local Educational and Research Institutions, Autonomous District Councils, Non-Governmental Organisations, Herbal Practitioner, Botanical Survey of India, Zoological Survey of India, etc., based on the local conditions.

The TSGs shall assist the SBBs at the appropriate level (State/Regional/District) shall assist BMCs with regard to collection of charges, benefit sharing and management of heritage sites, sacred groves and water bodies.

The PBRs shall be maintained, authenticated and validated by the BMCs with the assistance/guidance of the TSG, a copy of which would be made available to the SBB.

**3.3 Monitoring**

The NBA and the SBBs may constitute a Committee of Experts consisting of serving/retired field officers, scientists, academicians, member-secretaries and others to review the workings of BMCs and preparation of PBRs.

**3.4 Custody of PBRs and information therein**

The BMC shall ensure the protection of the knowledge recorded in the PBR, principally in the matters of regulation of access to agencies and individuals outside the village / cluster limits.

**3.5 BMCs and Biodiversity Heritage Sites**

BMCs may prepare a management plan for the notified BHS under Section 37 of the BD Act. A copy of the Management Plan may be submitted to SBBs as per BHS guidelines issued by NBA.

**3.7 Aligning work of BMCs with the National Biodiversity Targets and SDGs**

The work of the BMCs need to be aligned to the National Biodiversity Targets, the Aichi Biodiversity Targets and the Sustainable Development Goals (SDGs) (Annexure 22).

**3.8 Some Good Practices of State Biodiversity Boards in relation to BMCs are provided as Annexure – 23.**

**Annexure 1**

**Model BMC Resolution at Gram Panchayat Level**

**FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT GRAM PANCHAYATS**

**Resolution No. \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Name of the  Gram Panchayat:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Taluk :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | District: **\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The Gram Panchayat meeting was held on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ AM/PM in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gram Panchayat office, under the Chairmanship of Sri.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the President, and with the consent of all the members, ----------------- Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule --- of ------------------- Biological Diversity Rules 2005, for the period of three / six years.

**Details of Committee Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Full Name and Address** | **Age** | **Category** | **Signature** |
| 1 |  |  | Chairman |  |
| 2 |  |  | Woman member |  |
| 3 |  |  | Woman member |  |
| 4 |  |  | SC/ST member |  |
| 5 |  |  | Member |  |
| 6 |  |  | Member |  |
| 7 |  |  | Secretary  () |  |

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Prevention ofillegal access of bio resources within its area of jurisdiction.
3. Furnishing opinion with regard to ABS applications referred to and also on various subject matters as and when required to National Biodiversity Authority and State Biodiversity Boards.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidyas/hakims and traditional healers / practitioners (Annexure 8)using biological resources and extend support.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and State Biodiversity Board from time to time.

Signature Gram Panchayat President Signature Gram Panchayat Secretary\*/ Member of the permanent establishment

**Annexure 2**

**Model BMC Resolution at Block Level**

**FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT BLOCK/TALUK/MANDAL PANCHAYATS**

**Resolution No. \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of the Block:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | District: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The Block Panchayat meeting was held on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ AM/PM in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block Panchayat office, under the Chairmanship of Sri.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the President, and with the consent of all the members, -----------------Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule --- of --------------------- Biological Diversity Rules ----------, for the period of three / six years.

**Committee Members details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Full Name and Address** | **Age** | **Category** | **Signature** |
| 1 |  |  | Chairman |  |
| 2 |  |  | Woman member |  |
| 3 |  |  | Woman member |  |
| 4 |  |  | SC/ST member |  |
| 5 |  |  | Member |  |
| 6 |  |  | Member |  |
| 7 |  |  | Secretary  ) |  |

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing opinion with regard to ABS applications referred to and also on various subject matters as and when required to National Biodiversity Authority and State Biodiversity Boards.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidyas / hakims and traditional healers / practitioners (Annexure 8) using biological resources and extend support.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and --------------------- Biodiversity Board from time to time.

|  |  |  |
| --- | --- | --- |
| Signature  Taluk/Block/Mandal Panchayat President |  | Signature  Executive Officer  Taluk/Block/Mandal Panchayat |

**Annexure 3**

**Model Resolution at Zilla Panchayat Level**

**FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT ZILLA(*District)* PANCHAYATS**

**Resolution No. \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Name of the District:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The Zilla Panchayat meeting was held on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ AM/PM in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zilla Panchayat office, under the Chairmanship of Sri.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the President, and with the consent of all the members, -------------------- Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule --- of ------------------------- Biological Diversity Rules ---------, for the period of three / sixyears.

**Committee Members details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Full Name and Address** | **Age** | **Category** | **Signature** |
| 1 |  |  | Chairman |  |
| 2 |  |  | Woman member |  |
| 3 |  |  | Woman member |  |
| 4 |  |  | SC/ST member |  |
| 5 |  |  | Member |  |
| 6 |  |  | Member |  |
| 7 |  |  | Secretary |  |

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing opinion with regard to ABS applications referred to and also on various subject matters as and when required to National Biodiversity Authority and State Biodiversity Boards.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidyas / hakims and traditional healers / practitioners (Annexure 8) using biological resources and extend support.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and --------------------- Biodiversity Board from time to time.

|  |  |  |
| --- | --- | --- |
| Signature  Zilla Panchayat President |  | Signature  Chief Executive Officer,  Zilla Panchayat |

**Annexure 4**

**Model Resolution for Municipal Council**

**FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT MUNICIPAL COUNCIL**

**Resolution No. \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Name of the Municipal Council:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The Municipal Council meeting was held on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ AM/PM in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipal Council office, under the Chairmanship of Sri.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the President, and with the consent of all the members, -------------------- Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule --- of ------------------------- Biological Diversity Rules ---------, for the period of three / six years.

**Committee Members details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Full Name and Address** | **Age** | **Category** | **Signature** |
| 1 |  |  | Chairman |  |
| 2 |  |  | Woman member |  |
| 3 |  |  | Woman member |  |
| 4 |  |  | SC/ST member |  |
| 5 |  |  | Member |  |
| 6 |  |  | Member |  |
| 7 |  |  | Secretary |  |

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing opinion with regard to ABS applications referred to and also on various subject matters as and when required to National Biodiversity Authority and State Biodiversity Boards.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidyas / hakims and traditional healers / practitioners (Annexure 8) using biological resources and extend support .
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and --------------------- Biodiversity Board from time to time.

**Signature President Municipal Council Signature of the Municipal Commissioner**

**Annexure 5**

**Model resolution for Municipal Corporation**

**FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT MUNICIPAL CORPORATION**

**Resolution No. \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Name of the Municipal Corporation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The Municipal Corporation meeting was held on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_ AM/PM in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipal Corporation office, under the Chairmanship of Sri.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the President, and with the consent of all the members, -------------------- Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule --- of ------------------------- Biological Diversity Rules ---------, for the period of three / six years.

**Committee Members details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Full Name and Address** | **Age** | **Category** | **Signature** |
| 1 |  |  | Chairman |  |
| 2 |  |  | Woman member |  |
| 3 |  |  | Woman member |  |
| 4 |  |  | SC/ST member |  |
| 5 |  |  | Member |  |
| 6 |  |  | Member |  |
| 7 |  |  | Secretary |  |

**The Biodiversity Management Committee will be responsible for:**

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing opinion with regard to ABS applications referred to and also on various subject matters as and when required to National Biodiversity Authority and State Biodiversity Boards.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidyas / hakims and traditional healers / practitioners (Annexure 8) using biological resources and extend support.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and --------------------- Biodiversity Board from time to time.

**Signature President Municipal Corporation Signature of the Commissioner**

**Annexure 6**

**Format for recording Minutes of BMC Meetings**

Minutes of the ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Biodiversity Management Committee Meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue of the meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda Items of the meeting

i)

ii)

iii)

iv)

v)

Proceedings including key issues discussed and decisions made:

i)

ii)

iii)

iv)

List of members present and their designation and signature

a)

b)

c)

d)

e)

f)

g)

h)

Signature of the Chairperson of the BMC Signature of the Secretary of the BMC

**Annexure 7**

**Model Annual Report format for Biodiversity Management Committee (BMC)**

1. The name of the committee
2. The period to which the report relates (Financial Year)
3. The incumbency of office for the period (Names of the Chairperson and Secretary)
4. Detailed Statement of programmes of action for the year
5. Detailed report on the activities performed during the year
6. A brief account of financial position of the committee
7. Map of jurisdiction
8. Progress of work in People’s Biodiversity Register (PBR):

Documentation

Updation

Validation in consultation with the SBB and TSG

1. Minutes Book recording resolutions and decisions made by BMC
2. BMC Annual Financial Report with resolutions of the BMC
3. List of Visitors
4. List of persons provided access to biological resources and traditional knowledge by BMC
5. Important communication between BMC-SBB-NBA
6. Photographs, Newsclippings (if any)

Signature of the Chairperson of the BMC Signature of the Secretary of the BMC

**Annexure 8**

**Format for Vaids and practitioners making use of biological resources**

**List of *Vaids*, *hakims* and traditional health care (human and livestock) practitioners residing and orusing biological resources occurring within the territorial jurisdiction of the village panchayat**

Name:

Age:

Gender:

Address:

Area of Specialization:

Location from which the person accesses biological material:

Perception of the practitioner on the resource status:

Name:

Age:

Gender:

Address:

Area of Specialization:

Location from which the person accesses biological material:

Perception of the practitioner on the resource status:

Name:

Age:

Gender:

Address:

Area of Specialization:

Location from which the person accesses biological material:

Perception of the practitioner on the resource status:

**Annexure 9**

**Format for recording information related to access of biological resources and traditional knowledge granted**

**Details of access to biological resources and traditional knowledge granted, details of the collection fee imposed and details of the benefits derived and the mode of their sharing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name and address of thePerson /institution/**  **company/ others** | **Local and Scientific Name ofthe biological materialAccessed and quantity** | **Date and resolution of theBMC and endorsement by**  **the panchayat** | **Details ofcollection**  **Feeimposed** | **Anticipated**  **mode of sharing**  **benefits orquantum ofbenefits shared** |
|  |  |  |  |  |  |
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**Annexure 10**

**Expenditure Register Certificate**

**Name of BMC** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bill Serial No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate Serial No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount mentioned in the afore said bill is debited / credited in the following accounts.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Account Name** | **Amount Debited** | **Amount Credited** |
|  |  |  |  |
|  | **Total** |  |  |

Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In Words)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entry of the certificate done in register no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on page no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature officer

Signature officer

**Annexure 11**

**Receipt**

Name of BMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Book No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr./Ms./Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received cash / cheque/ draft of bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Received amount entered under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting head

Received Rupees (in figures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting head.

(In words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt of payment made cheque is issued subject to realization of the cheque.

Signature

Secretary BMC / Drawing Disbursement Officer

**Annexure 12**

**Cheque / Draft Register**

Name of BMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Bank Draft Cheque Payee Name** | **Bank Draft / Cheque No. & Date** | **Name of Bank** | **Category** | **Amount (Rs.)** | **Remark** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |
|  |  |  |  |  |  |  |

**Annexure 13**

**Bill Register**

**Name of BMC** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Bill Number** | **Bill Type** | **Bill Amount** | **Drawing Secretary BMC / Disbursement Officer Signature** | **Payment Mode** | **Cheque Number or Certificate Number** | **Cheque Number or Date** | **Amount (Rs.)** | **Drawing Secretary BMC / Disbursement Officer Signature** | **Remark** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
|  |  |  |  |  |  |  |  |  |  |  |

Note:-

1. Mention Cash or Bank in column no. 6.

2. Bill serial no. should be mentioned on bill also. Bill serial number will be according to financial year’s end digits.

**Annexure 14**

**Cash Payment Certificate**

Name of BMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Serial No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Branch Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bill serial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Be paid in cash. The payment amount should be entered under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting head.

Payment particulars recorded on cash book page number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment of the

concerned done and receipt of the same kept in records.

Signature

Secretary BMC / Drawing Disbursement Officer

**Annexure 15**

**Cheque Payment Certificate**

Name of office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Serial No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Branch Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bill Serial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( In Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Be made paid through following cheque**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name** | **Cheque Number** | **Date** | **Amount** |
| (1)  (2)  (3)  (4)  (5) |  |  |  |  |

The above payment amount should be entered under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting head.

Signature

Secretary BMC / Drawing Disbursement Officer

**Annexure 16**

**Certificate Register**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Bill Serial No. & Date** | **Amount** | **Cash Payment Certificate No.** | **Cheque Payment Certificate No.** | **Signature Secretary BMC / Drawing Disbursement Officer** | **Remark** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |
|  |  |  |  |  |  |  |

**Annexure 17**

**Cash Book**

**Name of BMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Receipt Side** | | | | | | **Payment Side** | | | | | |
| **Receipt Date** | **Receipt No.** | **Particulars (Name of Depositor etc.)** | **Amount** | | **Accounting Date** | **Payment Date** | **Certificate No. & Date** | **Particulars** | **Amount** | | **Accounting Head** |
|  |  |  | **Cash** | **Bank** |  |  |  |  | **Cash** | **Bank** |  |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** | **(11)** | **(12)** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | | **Closing Blance** |  |  |  |
|  |  | **Total** |  |  |  |  | | **Total** |  |  |  |

**Annexure 18**

**Bank Reconciliation Statement**

For the Month of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars** | **Amount** |
| 1.  2.  3.  4.  5. | Add : Issued Cheques but not presented for payment  Add: Issued cheques but handed over to concern  Add : Issued cheques but dishonored  Add: Maturity addable cash credited by bank but not recorded in cash book  Add: Interest paid by bank or payments received directly through bank |  |
| 6.  7.  8. | Deduct: Payment done directly through bank but not recorded in cash book  Deduct: Bank charges, bank service charges levied by bank not recorded in cash book  Deduct: Received unaccounted cheque |  |
| Balance in bank according to pass book | |  |

Signature

Secretary BMC / Drawing Disbursement Officer

**Annexure 19**

**Journal Register**

Name of BMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Register Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Financial Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Serial No.** | **Account Head** | **Account Page Serial** | **Amount Debited** | **Amount Credited** | **Particulars** | **Signature of Authority** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** |
|  |  |  |  |  |  |  |  |

**Annexure – 20**

**Guidelines for Operationalization of Documentation of Biodiversity in People’s Biodiversity Register**

Documentation of PBR prima facie involves financial implication and also undertaking of lot of preparatory works. This is in view of extensive field work, cost of engaging persons, collection of data, imparting of training, drafting and printing costs etc. The PBR should be more of qualitative in nature rather than quantitative. For preparation of PBR, formation of BMC is a pre-requisite.

The concerned SBB will be the nodal agency at State level for supporting the documentation of the PBR by extending financial and technical support. The financial component will flow from NBA to SBB and then to BMC. The technical support group(TSG) may be constituted as per the ground situation in a particular area. For example NGOs, Acedamic institutions/Govt. department like Forests, Agriculture, Animal husbandry, Rural development etc., may be engaged as TSG members. The SBB may allot the funds judiciously to BMCs according to the areas which may be prioritized based on ecological cum economic and other parameters. When PBR preparation is done in a cluster of villages adjacent to each other or in continuum the estimate of PBR at village level may be brought down as per the resolution passed by State Board.

The fund transferred by SBB to BMC should be deposited in the Local Biodiversity Fund Account as per Sec 43 (c) and fund should be operated by the elected Chairman and Secretary (Govt. Official, if appointed). In the absence of Secretary, any one member may be authorized to jointly sign the cheque and account should be maintained by the said member.

At the end of first year a preliminary draft should be submitted to SBB and entire exercise may be completed by end of second year and in exceptional cases it may be extended to third year. On receipt of preliminary draft the SBB may release the money as required to BMC. The SBB has discretionary power to release amounts in two to four installments. For eg;only on receipt of expenditure details of first installment the money in next installment may be released and this may be continued till the money is exhausted for the PBR purpose. The fund apportioned for documentation of PBR as mentioned above is illustrative and not exhaustive and SBB can make changes with due justification. However, extreme deviations may be avoided.

**Time-line for preparation:** Generally, PBR may be prepared in phases stretching from one year to three years. At least one year time period may be availed for documentation of the bio-resources inthe PBR, since some bioresources are seasonal in nature. This will ensure documentation process in an effective manner.

**Protection of PBR:** As PBR comprises of information of confidential nature (eg. traditional knowledge and rare medicinal plants) adequate care to be ensured in protecting the data. At least five copies of PBR may be kept in the safe custody of the BMC and two copies may be made available to the SBB and out of which one should be sent to the NBA. The confidential details should not be made available in the public domain in electronic form /hard copy till it is cleared by an order by NBA/SBB. In case the BMC passes a resolution to retain the confidential information with itself, the same shall be respected.

**Utilization Certificate:** On completion of the PBR, the BMC shall submit the Utilization Certificate duly authenticated by the Chairman & Secretary/member to the concerned SBB. The vouchers/bills of amount spent by the BMC should be kept in record for Audit purpose.

**Monitoring:** The National Biodiversity Authority may constitute special teams if required to conduct ‘performance audit’ of SBBs and BMCs to see the physical progress (PBRs) made *visà-*

*vis* financial expenditure.

NBA may update the guidelines from time to time.

**Annexure - 21**

**UTILISATION CERTIFICATE**

Submitted to National Biodiversity Authority

For the financial year

1. Name of the Department/Organisation/Body etc :
2. Title of the Project/Scheme/Work Statutory Body:

1. Name of the Member Secretary**/**Principal Investigator

of the Organisation :

1. National Biodiversity Authority letter No. :

and date of sanctioning the project

1. Amount brought forward from the previous :

financial year (if any)

1. Amount received from National Biodiversity :

Authority during the financial year (Please give

number and dates of sanctions showing the amount)

1. Bank interest received on the amount(s) :

sanctioned earlier

1. Total amount that was available for expenditure :

during the year (S.No.4+5+6)

9. Actual expenditure (Excluding commitments) :

incurred during the financial year

10. Balance amount available at the end of the :

financial year

1. Amount allowed to be carried forward to the :

next financial year

contd…2/..

:2:

Certified that the expenditure of Rs……………… (Rupees………………………………………………………………………...… only) mentioned against Column-8 and was actually incurred on the project/scheme for the purpose for which it was sanctioned.

Signature of Secretary Signature of BMC Chairman

BMC

**Annexure 22**

**National Biodiversity Target 1**

Composite Indicator: Trends in promoting awareness at local levels

* + Trends in number of Biodiversity Committees constituted / operationalized
  + Trends in number of People’s Biodiversity Registers prepared

**National Biodiversity Target 6**

Composite Indicator – Trends in coverage under Biodiversity Heritage Sites (BHS) under the Biological Diversity Act 2002

* Changes in number / area / percentage of BHS over time

Composite Indicator – Trends in areas of exceptional agricultural biodiversity and their threat status

* Assessing the conservation status of landraces and varieties to highlight the threatened status and therefore promote conservation
* Responsible Agencies: Ministry of Agriculture, SBBs

**National Biodiversity Target 9**

* Composite Indicator – Trends in access to genetic resources and equitable benefit sharing of benefits
* Indicators: Trends in number of proposals for Intellectual Property Rights (IPRs)
* Trends in number of cases seeking third part transfer of accession of biological resources and associated knowledge
* Trends in number of cases for seeking prior approval of NBA for transferring results of research to foreign nations, companies, NRIs and commercial purposes
* Trends in number of cases seeking approval to bio-resources and associated traditional knowledge for commercial utilization

**National Biodiversity Target 11**

Composite Indicator – Trends in documentation / data abstraction and management- Number of folk uses of medicinal plants documented from PBRs prepared by BMCs

Composite Indicator: Trends in access agreements related to traditional knowledge (TK)

* + Number of patents and ABS based on TK derived from folk knowledge

Composite Indicator – Trends in grassroots innovations and traditional practices

* + Number of innovations and traditional practices documented

Composite Indicator: Trends in capacity building related to traditional knowledge (TK) and PBRs

* + Training and capacity building at local and community levels
  + Number of BMCs and PRI institutions trained

Composite Indicator – Trends in documentation and awareness on conservation traditions in TK -Trends in numbers of PBRs prepared

**Sustainable Development Goals (SDGs):**

Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, halt and reverse land degradation and halt biodiversity loss.

**Annexure 23**

**Some Good Practices of State Biodiversity Boards in relation to BMCs**

**Definition:** Good practice is a processes or methodologies that have been acknowledged to provide benefits. However, consensus on what are good practices are constantly evolving, since many of these practices are context specific and varying between situations. It is learning by doing and doing our best to identify good practices. Good practices may be administrative, financial, operational or technical.

**Distribution of Standard Formats to BMCs**

The Punjab Biodiversity Board (PBB) has Standard Formats like letter heads, bill books, minutes book printed in sizeable quantities. Any BMC can use these blank formats by filling the name of the BMC. This is a practice that saves time and efforts on the part of the BMC members, while standardizing the information provided by various BMCs  to the SBB.

**Expression of Interest (EoI) for being Technical Support Group (TSG)**

The Goa Biodiversity Board has adopted a procedure for formation and operationalization of Technical Support Group (TSG). Qualified and Lead Non-Governmental Organizations (NGOs) are invited to place an Expression of Interest (EoI) for acting as TSGs. After a detailed screening procedure, some of them are chosen as TSG.

**Biodiversity Research Grant (BRG)**

The Meghalaya Biodiversity Board (MBB) has established a Biodiversity Research Grant Programme for undertaking research studies in biodiversity.

**Documentation of Tradable Bio-resources**

The Sikkim Biodiversity Board and the West Bengal Biodiversity Boards have prepared tradable bio-resources of the State, which is likely to be used as leads for conservation, sustainable use and equitable sharing of benefits.

**Jeevan Safar Programme**

The West Bengal Biodiversity Board has a programme called Jeevan Safar that involves school and college students making field visits to biodiversity rich areas. BMC members are very active during such visits sharing their knowledge and expertise.

**Digital Database of PBRs**

The Assam State Biodiversity Board (ASBB) is in the process of developing a “Digital Database of People’s Biodiversity Registers” in the State with floral and faunal biodiversity inventory and display capacity for generation of need base reports from this database.

**Committee for Screening Applications for Access, IPRs and Benefit Sharing**

State Biodiversity Boards of the States of Tamil Nadu, Karnataka, Telengana and Maharasthra convenes an expert committee for screening applications for access to biological resources and or associated traditional knowledge, IPRs and commercial applications. Meetings are convened based on requirements and expert members examine the applications, seek clarifications, recommend or reject applications based on their expertise and associated knowledge networks of professional colleagues. The decisions of the expert committee are later ratified by the State Biodiversity Board during their next meeting.  This practice has helped the TNBB to provide inputs to the National Biodiversity Authority (NBA) within the stipulated time period.

**Use of trained Village Botanists in PBR preparation**

The Manipur Biodiversity Board has involved trained Village Botanists in the preparation of People’s Biodiversity Registers (PBRs). The quality of PBRs prepared with the assistance of such members is of better quality.

**Biodiversity Research Associate Programme (BRAP)**

The Assam State Biodiversity Board provides fellowships under the Biodiversity Research Associate Programme to Graduates, Post-graduates and early career professionals to assist the Board in fulfilling its mandates.

The objective of the programme is to inculcate scientific temper amongst young talent in the State of Assam and promote them to work for conservation of biodiversity. This program would enhance the understanding of the Associate about the present day challenges in promoting conservation and sustainable use of biodiversity and provide them opportunity to contribute in meeting those challenges.

The program is for short durations, maximum up to 6 months. This is with a view to allow the interested persons an opportunity to utilize their free time, for example, summer vacations / winter vacations / time between two semesters / time while preparing for competitive exams etc. and work productively in the field of biodiversity.

The Associate is permitted to work in any part of Assam but will have to work in close association of the Board and this may require visits to the Board Office or interaction with Board Member or Expert at Guwahati or any other designated place as per the requirement of the work. Some of the **themes include: i) A**wareness generation among local people, ii) Capacity building of the Biodiversity Management Committees (BMC), iii) Assisting BMCs in preparation of their People’s Biodiversity Registers(PBR), iv) Species based studies/documentation of biodiversity, v) Identifying biodiversity concerns and prescribing management methods

**Promotion of seed banks and conservation of traditional varieties**

The AP Biodiversity Board has promoted seed banks for the conservation of traditional varieties of rice and has also made an attempt to register some the varieties under the Protection of Plant Varieties and Farmers’ Rights Act (PPVFRA).

**Radio Programmes**

Odisha and Gujarat Biodiversity Boards have conducted a series of Radio Programmes to reach out to people and the effort has led to increase in the number of BMCs in the State.

**Digital Database of BMCs**

The Himachal Pradesh Biodiversity Board has a digital database of BMCs in the State containing details about the President, Members with their photos and phone numbers.

**UNDP Indian Biodiversity Award 2016**

Two BMCs - Dudhai BMC in Uttrakhand and Nitii Hong BMC in lower Subansiri of Arunachal Pradesh have received the Indian Biodiversity Award 2016 constituted by the UNDP or their contribution to biodiversity.

**Promoting fair returns to medicinal plant collectors**

Kerala Biodiversity Board has facilitated establishment of a framework through BMC to promote fair returns for the medicinal plants collected by tribals. This is being done at a pilot scale by providing local infrastructure for primary processing, storage and developing marketing linkages while ensuring sustainability of the resource base.

**Biodiversity conservation programmes of BMC**

Kerala Biodiversity Board (KSBB) supports selected BMC annually by establishing Local Biodiversity Funds for implementing conservation projects at local level. The major projects supported included :

* Increasing fish stocks of native fishes in rivers through Monsoon Floodplain Fishery in Mannar, Pandanad, Koipram, Kanakkari, Valakom, Ramamangalam and Annamanada BMCs.
* Conservation of indigenous tuber crops in Edavaka BMC, Wayanad and BMCs of Kuttanad region such as Mavelikkara Municipal BMC, Chettikulangara, Chennithala – Thripperunthura, Mannar, Mavelikkara- Thekkekkara and ThazhakkaraGrama Panchayat BMCs.
* Green Belt of Vellayani Lake by 2 BMCs – Kalliyoor and Venganoor.
* Greening of Palakkad Gap by Pattancherry, Peruvembu, Pudusseri and KozhinjamparaGrama Panchayat BMCs.
* Mankara BMC –Afforestation programme in Revenue land by including as LSG’s plan project As part of conservation of Bharathapuzha River, bamboos were planted along the river bank. Also these bamboo forests help to control the bank erosion and provide habitat for various types of birds. The BMC has produced a documentary film namely ‘Gramajeevan’ based on their local biodiversity.
* **Shanthisthal/ Gramavanam** project in Grama Panchayats like Eraviperoor, Kanjikuzhy, Porkkulam, Mankara, Mavoor, Thavinhal, Muzhakkunnu, Chapparapadavu and Padiyur BMCs.

**Joint Biodiversity Management Committee**

Biodiversity Conservation of Sasthamcotta Lake by the Sasthamcotta Joint BMC of consisting of West Kallada, Sasthamcotta and Mynagappally BMCs in Kerala. As part of their action plan, they have prepared the biodiversity register of the Lake. Conservation of Pampa River by the Joint BMC of 26 BMCs coming under the catchment area of the river. 22 Grama Panchayat BMCs from Pathanamthitta and 4 Grama Panchayat BMC and 1 Municipal BMC from Alappuzha district, concerned Block Panchayats and Pathanamthitta District Panchayat are involved in this joint venture. They have formulated an action Plan for Pampa conservation.

**Biodiversity Art Gallery and Museum**

Chapparapadavu BMC in Kerala –The only BMC in Kerala having a Biodiversity Art Gallery and Museum of their own.

**Best BMC Award**

The Kerala State Biodiversity Board has introduced a Best BMC award annually and the award carries a cash prize of Rs 1 lakh and memento. The BMC are evaluated by a committee based on the programmes for Biodiversity conservation taken up during the year.

**Biodiversity Management Committee Meet**

KSBB conducts BMC meet annually with participation of BMC members representing various Panchayats, Corporations and Municipalities. The meet provides a platform for sharing experiences, issues faced, implementation of the Biological Diversity Act and rules etc.

**Environmental watch groups**

The BMC of Kerala has been designated as Environmental watch groups by a government order whereby at the grass root level community primary environmental protection will be the responsibility of the BMC of respective panchayat. The respective BMC will be responsible to inform the concerned authorities for taking immediate action against all activities violating environmental rules, acts, notifications, as also environmental depletion.

**Biodiversity club**

Establishment of Biodiversity Clubs (BDCs) in all schools and colleges in the jurisdiction of BMC under the leadership of Kerala Biodiversity Board KSBB. A total of 1161 BDCs were established so far in the State. Incorporation of students and teachers in local biodiversity conservation activities along with the BMCs is the ultimate aim of establishment of BDCs.

**Environmental gramasabhas**

As an Environmental Watch group, EraviperoorGrama Panchayat BMC has convened Environment GramaSabhas in all the wards of the Panchayat.

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1. *MoPR vide letter dated 16th July 2014 had written to all the Principal Secretaries of Panchayat Raj dept. (States/UTs) for the constitution of BMCs, in coordination with SBBs and declaring them as standing committees of the panchayat raj institution by amending the PR Acts/Rules, and providing technical assistance in preparation of PBRs.*  [↑](#footnote-ref-1)
2. *MoPR vide letter dated 30th July 2014 had written to MoEFCC informing that MoPR provides financial support for capacity building and training to members of BMCs, if the States include such component in their annual action plans.*  [↑](#footnote-ref-2)
3. *National Biodiversity Targets envisaged training/capacity building at local and community levels (BMCs / PRIs) under Target – 11 which says by 2020, national initiatives using communities' traditional knowledge relating to biodiversity are strengthened, with the view to protecting this knowledge in accordance with national legislations and international obligations.* [↑](#footnote-ref-3)