

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

### **Role of SBBs, Technical Support Groups and Civil Society in the formation of BMCs**

BMC formation can possibly be mediated through civil society organizations or Technical Support Groups (TSGs). Potential areas rich in biodiversity and locations where there is popular interest or support should be identified and BMCs established. The Member-Secretary should get approval from the State Biodiversity Board for forming BMCs. Technical Support Groups can extend all possible help in identification, formation and operationalisation of BMCs.

The State Biodiversity Boards may require a percentage of the funds earmarked for the establishment of each BMC. This may include costs incurred by the SBBs in involving civil society organizations and TSGs in identifying potential areas for BMC formation.

The local body shall make efforts to integrate BMCs to other village level committees related to natural resources management.

### **Office of the BMC**

The BMC will function from the office premises to be provided by the local body.

### ***Modus Operandi* of Expenditure for BMC**

A startup fund, appropriate for its level may be provided for each BMCs and a manner of disbursement would be in the manner prescribe below:

#### **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.

#### **Time period for operationalization**

Once a BMC is formed, its operation should commence immediately and a set of tasks completed in a period of 12 months. Any, unspent part of the startup BMC fund BMC may be utilized at a later date. BMCs may be authorized to retain up to 50% of the sanctioned grant amount and make use of the interest for conducting their activities.

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

Cheques may be signed by the Chairperson and the Secretary of the BMC. The Secretary should be part of the permanent establishment and may either be the Forest Guard / Panchayat Secretary or officer belonging to the District Administration as decided by the State Biodiversity Board. The Secretary of the BMC will maintain the accounts of the BMC. This task would be treated as an Additional Charge for the member of the permanent establishment. An honorarium of Rs.500/= (Rupees five hundred only) would be paid for the services rendered to each BMC. The said honorarium shall be over and above the startup amount earmarked for the BMC and provided by the State Biodiversity Board.

### Technical Support Groups (TSG) for strengthening BMCs

The SBB shall formulate District level technical support groups (TSGs) comprising of officials/ institutions /people of excellence and expertise in the biodiversity issues at local level, which should guide the BMC in its operation.

The People's Biodiversity Registers shall be maintained, **authenticated** and validated by the Biodiversity Management Committees with the assistance/guidance of the Local Technical Support Committee, a copy of which would be made available to the SBB.

The TSGs established at the appropriate level (State/Regional/ District) shall assist BMCs with

No	Item	Village Level BMC (In Rs.)	Block Level BMC (In Rs.)	District level BMC (In Rs.)
1	<b>Startup fund</b>	60,000	80,000	100,000
2	On Opening of Bank Account	10,000	13,328	16,660
3	Purchase of Office Equipment including stationary	15,000	20,000	25,000
4	Conduct of meetings ( 2 meetings in a year)	3,000	4,000	5,000
5	One Training to BMC and Panchayat general BD Profile	7,000	9,328	11,660
6	Formation of BMC	25,000	33,328	41,660

regard to collection fee, benefit sharing and management of heritage sites, sacred groves and water bodies.

### Meetings of BMCs

BMC shall hold a minimum of 4 meetings in a year, and meet once at least in every 3 months.

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 and excluding official members.

### **Methodology of BMC Startup Fund Release**

Each State Biodiversity Board shall arrive at a realistic number of BMCs to be established in the state based on biodiversity rich areas and socially conscious areas. The National Biodiversity Authority (NBA) on its part shall release the amount requested by the State Biodiversity Boards (SBBs). The SBBs are advised to release the amount to each BMC in instalments (2 – 4 instalments) after obtaining either a Statement of Expenditure or an Utilisation Certificate (UC) and taking into consideration ground realities.

### **Monitoring**

The National Biodiversity Authority (NBA) may constitute every two years a Committee of Experts consisting field officers, scientists, academicians, member-secretaries and others to review the workings of BMCs to amend the guidelines from time to time.

<b>No</b>	<b>Item</b>	<b>Village Level BMC</b>	<b>Block Level BMC</b>	<b>District level BMC</b>
<b>1</b>	<b>Sanctioned amount</b>	<b>Rs. 1 lakh</b>	<b>Rs. 2 lakhs</b>	<b>Rs. 3 lakhs</b>
2	One Training to BMC and Panchayat on PBRs	10,000	20,000	30,000
3	Formation of BMC study Group	15,000	30,000	60,000
4	PBR Preparation	35,000	70,000	90,000
5	Validation and Consolidation in collaboration with Technical Support Group (TSG)	20,000	40,000	60,000
6	Public discussion on key feature of PBRs	20,000	40,000	60,000

### **Modus Operandi of Expenditure for People's Biodiversity Register**

Funds earmarked for preparation of People's Biodiversity Registers (PBRs) may be utilized in the following manner:

#### **Custody of PBRs and information therein**

The BMC shall ensure the protection of the knowledge recorded in the People's Biodiversity Register principally in the matters of regulation of access to agencies and individuals outside the village limits. Access to registers need to be recorded in writing and maintained in consultation with SBB/ Technical Support group.

#### **Financial Resources for BMCs**

**BMCs shall generate funds through the following modes:**

- a) Receipts (grants and loans) from NBA, SBB and State Government. In addition, BMCs may access funds from various sources including raising donations, line departments of Government of India and state governments, other Central and State Boards, institutions and corporate bodies.
- b) Receipts from fee, license fee, levies, royalties and other receipts.

For purpose of transparency, monitoring and follow up, each BMC shall maintain bank accounts separately for both categories of receipts.

### **Custody of funds**

The funds of the BMCs will be kept in a bank account. The custody of the funds of the BMC is the responsibility of the person belonging to the permanent establishment like local / district administration 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 for making payments and by and large avoid cash transactions.

### **Procurement of Stores and Services**

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 properties of the funds. The BMCs will adopt three types of procedure for procurements:

- **Single tender Procedure:** This procedure will be adopted for procurement upto Rs.1000/- for each single case. For this procedure procurement may be made through any reputed supplier / vendor / agency available in the local market.
- **Limited Tender Procedure:** This procedure will be adopted for procurement upto Rupees 5000/- for each single case. For this procedure at least three tenders are necessary to be obtained by putting an enquiry letter to eligible dealers / persons / institutions.
- **Open Tender Procedure:** This procedure will be adopted in procurements above Rs.5000/- for each single case.

For procurement of stores and services procurement committee shall be constituted by the Chairman. This committee may include any external members as technical or financial expert. This committee will scrutinize the tenders received and recommend the most suitable bidder.

### **Cash Book**

A Cash Book is to be maintained by the BMC. All records of cash/ bank transaction are to be recorded in the cash Book. While compiling the cashbook, page numbers of all receipts / cash payments record of certificates must be maintained. Cash payments must also be recorded in the cash book

### **Bank Reconciliation Statement**

Balance in Bank and in the cash book should be reconciled in the last day of every month and the cashier should prepare the reconciliation statement. In case there is no expenditure, then such statement need not be prepared.

### **BMCs and Biodiversity Heritage Sites**

To incentivize BMCs to protect more areas of biodiversity importance, a sum of Rs.50,000/= (Rupees fifty thousand only) would be deposited in a nationalized bank in the name of BMCs declaring Biodiversity Heritage Sites (BHS). The interest of the said amount can be use by the BMC to pursue activities that aid in strengthening the efforts.

### **Model formats for operationalization of BMCs**

Model formats for BMC Resolution at Gram Panchayat Level, Taluk and District Levels (Annexures 1, 2 and 3), for recording minutes of BMC Meetings (Annexure 4) and Annual Report Formats (Annexure 5) are enclosed along with this note.

## 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 / five years.

## Details of Committee Members

Slink.	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 (Gram Panchayat Secretary)	

## The Biodiversity Management Committee will be responsible for:

1. Management and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal and irregular harvesting of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and -----Biodiversity Board on various subjects as and when required.
4. Levy charges as advised by National Biodiversity Authority/----- Biodiversity Board by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction.
5. Maintain data about local vaidyas and practitioners using biological resources.
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 Gram Pachayat President

Signature Gram Pachayat Secretary

Counter Signature  
NGO

## Model BMC Resolution at Block Level

## FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT BLOCK 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 / five 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 (Executive Officer-Taluk Panchayat)	

## The Biodiversity Management Committee will be responsible for:

1. Management and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop of illegal and irregular harvesting of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and -----Biodiversity Board, on various subjects as and when required.
4. Levy charges as advised by National Biodiversity Authority/----- Biodiversity Board by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction.
5. Maintain data about local vaidyas and practitioners using biological resources.
6. Maintain register providing information about the 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 Panchayat President

Signature  
Executive Officer  
Taluk Panchayat

Counter Signature NGO

## Model Resolution at Zilla Panchayat Level

## FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT ZILLA 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 / five 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 (Chief Executive Officer, Zilla Panchayat)	

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

1. Management and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal and irregular harvesting of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and -----Biodiversity Board on various subjects as and when required.
4. Levy charges as advised by National Biodiversity Authority/----- Biodiversity Board by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction.
5. Maintain data about local vaidyas and practitioners using biological resources.
6. Maintain register providing 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

Counter Signature, NGO

**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)

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

- a. The name of the committee
- b. The period to which the report relates
- c. The incumbency of office for the period
- d. Detailed statement of programmes of action for the year
- e. Detailed report on the activities performed during the year
- f. A brief account of financial position of the committee
- g. Map of jurisdiction
- h. Progress of work in People's Biodiversity Register (PBR):
  - Documentation
  - Updation
  - Validation in consultation with the SBB and TSG
- i. Minutes Book recording resolutions and decisions made by BMC
- j. BMC Annual Financial Report with resolutions of the BMC
- k. List of Visitors
- l. List of persons provided access to biological resources and traditional knowledge by BMC
- m. Important communication between BMC-SBB-NBA
- n. Photographs, Newsclippings (if any)

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

**List of *Vaid*, *hakim* and traditional health care (human and livestock) practitioners residing and or using biological resources occurring within the jurisdiction of the village**

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:





**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

Drawing Disbursement Officer

**Cheque / Draft Register**

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

<b>S.No.</b>	<b>Bank Draft Cheque Payee Name</b>	<b>Bank Draft / Cheque No. &amp; Date</b>	<b>Name of Bank</b>	<b>Category</b>	<b>Amount (Rs.)</b>	<b>Remark</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

**Bill Register**

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

Date	Bill Number	Bill Type	Bill Amount	Drawing Disbursement Officer Signature	Payment Mode	Cheque Number or Certificate Number	Cheque Number or Date	Amount (Rs.)	Drawing 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.

**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

Drawing Disbursement Officer

**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

Drawing Disbursement Officer

**Certificate Register**

<b>S.No.</b>	<b>Bill Serial No. &amp; Date</b>	<b>Amount</b>	<b>Cash Payment Certificate No.</b>	<b>Cheque Payment Certificate No.</b>	<b>Signature Drawing Disbursement Officer</b>	<b>Remark</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>



### Bank Reconciliation Statement

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

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

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

Signature

Drawing Disbursement Officer

**Journal Register**

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

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

<b>Date</b>	<b>Serial No.</b>	<b>Account Head</b>	<b>Account Page Serial</b>	<b>Amount Debited</b>	<b>Amount Credited</b>	<b>Particulars</b>	<b>Signature of Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>