

F. No. A.11019/ 07/2011 - NMPB  
National Medicinal Plants Board  
(Department of AYUSH)  
Ministry of Health & Family Welfare  
Government of India

Room No.309, 3<sup>rd</sup> Floor  
B-Block, AYUSH Bhawan  
GPO Complex, INA  
New Delhi – 110 023.  
Telephone No. 2465 1823  
Date: 22<sup>nd</sup> May 2013

OFFICE MEMORANDUM

**Subject: Revised / amended Citizens' / Clients' Charter (CCC) w.r.t. NMPB – reg.**

In continuation to this office O. M. of even number dated 03<sup>rd</sup> May 2013, the undersigned is directed to **enclose** herewith the **revised / amended** Citizens' / Clients' Charter (CCC) w.r.t. National Medicinal Plants Board (NMPB) for the year 2013-14.

**(Arup Kumar Bhattacharjee)**  
Finance and Administrative Officer

Encl: as above

To:

Sh. Chandra Shekhar  
Under Secretary to the Govt, of India  
Department of AYUSH

Copy to: P & C Section, Department of AYUSH

Department of AYUSH  
National Medicinal Plants Board (NMPB)

## Main Services / Transaction

S. No.	Services / Transaction	Weight %	Responsible person (Designation)	E-mail	Phone No.	Process	Documents Required	Fees		
								Category	Mode	Amount
1.	Timely approval of the proposals received for Grant-in-aid under the <b>Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants.</b>		Dr. Padma Kumar, Research Officer (Botany)	<a href="mailto:Info-nmpb@nic.in">Info-nmpb@nic.in</a>	011 - 24651824	i) Consideration of the projects in the PSC. ii) Consideration of the projects in SFC.	Complete application as per the scheme to be submitted in form given in the website: <a href="http://www.nmpb.nic.in">www.nmpb.nic.in</a>	Nil	Nil	Nil

Department of AYUSH  
National Medicinal Plants Board (NMPB)

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S. No.	Services / Transaction	Weight %	Responsible person (Designation)	E-mail	Phone No.	Process	Documents Required	Fees		
								Category	Mode	Amount
2.	Timely approval of the proposals received for Grant-in-aid under the <b>Centrally Sponsored Scheme of National Mission on Medicinal Plants</b>		Sh.T.U.Haqqi, Assistant Adviser (Botany)	<a href="mailto:info-nmpb@nic.in">info-nmpb@nic.in</a>	011 – 2465 1821	i) Receipt of Action Plan as per Guidelines from the State implementing agency of the Scheme of National Mission on Medicinal Plants. ii) Scrutiny of Action Plan (whether complete in all respects). iii) Obtaining additional information / clarifications. iv) Consideration of the Action Plan in SFC. v) Issue of sanction. Release of fund after concurrence of IFD.	Action Plan as per the scheme given in the website: <a href="http://www.nmpb.nic.in">www.nmpb.nic.in</a> to be submitted by State Mission Directors.	Nil	Nil	Nil

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Main Services / Transaction

S. No.	Services / Transaction	Weight %	Responsible person (Designation)	E-mail	Phone No.	Process	Documents Required	Fees		
								Category	Mode	Amount
3.	Issue of Utilization Certificates under <b>Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants and Centrally Sponsored Scheme of National Mission on Medicinal Plants.</b>		(i) By different Programme Officers.  (ii) Nodal Officer is Sh.Arup Kumar Bhattacharjee, Finance and Administrative Officer, NMPB	<a href="mailto:Info-nmpb@nic.in">Info-nmpb@nic.in</a>	011 – 24651823	i) Detail Scrutiny and checking of UC submitted by the grantee in all respects before issuing of UC from NMPB.	i) Utilization Certificate (U.C.) of 1st installment from the grantee as per GFR 19A - * and all other documents like ii) Recommendation from SMPB for all the projects other than Research & Development, Forest Department and IEC projects. iii) Statement of Expenditure - * iv) Progress Report - * v) Monitoring Report vi) Certificate showing that the grantee has not received any grant from any other source for this purpose (* - duly signed by Chartered Accountant / Finance Officer)	Nil	Nil	Nil

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Main Services / Transaction

S. No.	Services / Transaction	Weight %	Responsible person (Designation)	E-mail	Phone No.	Process	Documents Required	Fees		
								Category	Mode	Amount
4.	Release of 2 <sup>nd</sup> installment under <b>Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants.</b>		(i) By different Programme Officers.  (ii) Nodal Officer is Deputy Chief Executive Officer (Dy. CEO), NMPB.	<a href="mailto:info-nmpb@nic.in">Info-nmpb@nic.in</a>		i) Receipt of proposal for release of 2 <sup>nd</sup> installment. ii) Scrutiny of proposal including UC of 1 <sup>st</sup> installment with all necessary documents. iii) Progress Report iv) Monitoring Report from SMPB / or from Monitoring agency engaged by NMPB. v) Obtaining concurrence of IFD. vi) Release of next installment.	Utilization Certificate (U.C.) of 1st installment and all other documents like i) Recommendation from SMPB for all the projects other than Research & Development projects. ii) Statement of Expenditure - * iii) U.C. as per GFR 19A - * iv) Progress Report - * v) Monitoring Report vi) Certificate showing that the grantee has not received any other grant for this purpose  (* - duly signed by Chartered Accountant / Finance Officer)	Nil	Nil	Nil

Department of AYUSH  
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Requirements of Service Standards:

<b>S. No.</b>	<b>Services / Transaction</b>	<b>Service Weight</b>	<b>Success Indicators</b>	<b>Service Standards</b>	<b>Unit</b>	<b>Weight</b>	<b>Data Source</b>
1	Timely approval of the proposals received for Grant-in-aid under the Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants.		Average time taken from the date of receipt of the fully completed proposals in all respects.	90	Days		Ministry records
2	Timely approval of the proposals received for Grant-in-aid under the Centrally Sponsored Scheme of National Mission on Medicinal Plants		Average time taken from the date of receipt of the fully completed proposals in all respects.	90	Days		Ministry records
3	Release of 2 <sup>nd</sup> installment under Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants		Average time taken from the date of receipt of the fully completed proposals in all respects.	60	Days		Ministry records

VII. LIST OF RESPONSIBILITY CENTRES AND SUBORDINATE ORGANIZATIONS

S. No.	Responsibility Centres and Subordinate Organizations details	Address	Contact No.	Email-ID	Website (URL)
E.	<u>NMPB</u>				
	National Medicinal Plants Board (NMPB)	Room No.309, 3 <sup>rd</sup> Floor, B-Block, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110 023.	24651829	<a href="mailto:ceo-nmpb@nic.in">ceo-nmpb@nic.in</a>	<a href="http://www.nmpb.nic.in">www.nmpb.nic.in</a>