

General FAQs

1. What do you mean by Central Sector Scheme?

Ans. A Central Sector Scheme (CSS) is a development program funded and implemented by the Central Government. Currently, NMPB is implementing Central Sector Scheme for Conservation, Development and Sustainable Management of Medicinal Plants, initially approved by the cabinet vide no. CCEA/21/2008 Dated 26-06-2008.

2. Which type of Projects can we submit through Central Sector Scheme?

Ans. Various types of Projects can be submitted under this scheme, which includes Ex-Situ, In-Situ Conservation, Joint Forest Management & Resource Augmentation, Research & Development, Capacity Building, Herbal Gardens, Marketing, supply chain and other interventions etc related to the Medicinal Plants Sector, Stakeholders may visit the CSS guideline for core areas under the various component and the guideline is available on the website of NMPB (www.nmpb.nic.in).

3. What is the procedure to get the Grant-in-Aid under "Central Sector Scheme on Conservation, Development and Sustainable Management of Medicinal Plants"?

Ans. There are two stages for the approval of Project proposals namely Project Screening Committee (PSC) & Project Approval Committee (PAC).

4. What is the role of Project Screening Committee (PSC)?

Ans. Project Screening Committee (PSC) is the committee which evaluates the projects technically at the initial stage. The PSC may occur from time to time throughout the year. The Project Proposals reviewed & recommended by the PSC are placed before the Project Approval Committee for final approval.

5. What is the role of Project Approval Committee (PAC)?

Ans. Projects recommended by Project Screening Committee (PSC) are placed before Project Approval Committee for consideration and financial approval for release of grants.

6. To whom we should contact for preparing / applying a proposal?

Ans. Initial information for preparing a proposal can be obtained from State Medicinal Plants Board/ Regional cum facilitation Centre (RCFC), which is available in each State/Region. The detailed address of SMPB/RCFC are available at website of NMPB. (www.nmpb.nic.in/)

7. When can I submit the proposal?

Ans. The proposal can be submitted throughout the year.

8. Where can I get complete information about creating and submitting a project proposal?

Ans. Basic information about preparing and submitting a proposal through the **Central Sector Scheme on Conservation Development and Sustainable Management of Medicinal Plants**, which is available at the website of NMPB.

9. What is the procedure for submission of new project proposal?

Ans. Online Proposal may be submitted through Ayush NGO Portal (<http://ngo.ayush.gov.in/>).

10. How to check the updated status of proposal? (Accepted or rejected etc.)

Ans. Go to Dashboard on Ayush NGO Portal → Submitted Forms/Reports/ Application No and check the status.

11. I am not able to submit my Proposal?

Ans. Make sure all mandatory fields are filled, avoid using special characters that may cause validation errors, check for missing attachments, refresh the page and try again.

12. What are the cost norms of projects submitted under Central Sector Scheme for Conservation Development & Sustainable Management of Medicinal Plants?

Ans. You can visit NMPB website for detailed cost norms component wise (<https://nmpb.nic.in/sites/default/files/COST%20NORMS.pdf>).

13. What should we do if the online portal (Ayush NGO portal) is not working?

Ans. In such a case, you can write your grievance to the Ayush Grid (Email:-ayush-grid@gov.in) with a copy to IT Desk of NMPB. If you still do not get any help from them, you can submit a proposal to the official email ID of NMPB (i.e.ceo-nmpb@nic.in) by attaching a screenshot of non-functioning of the online portal (Technical Issue).

14. What should be the qualification/experience of Project investigator and Co-project investigator and organization?

Ans. The project investigator and Co- project investigator should have experience in medicinal plants and Organization should have expertise and worked in medicinal plants activities and submit requisite information in annual report with photographs.

15. Are the Bio-data of the PI and Co-PI and communication address are mandatory or not?

Ans. Yes, it is mandatory to submit the bio-data of PI and Co-PI as well as complete communication address.

16. "I forgot my password. How can I recover or reset it?"

Ans. You can recover your password through the portal's "Forgot Login Details?" feature.

Steps:

1. Navigate to the [Ayush NGO portal login page]
2. Select the Forgot Login Details?
3. Enter your registered email address.
4. Follow the instructions sent to your email inbox to reset your password.

17. Facing problem in uploading the pdf file. What should I do?

Ans. The problem may be due to size of pdf file. Please ensure that the size of pdf file should be less than 10MB. In case of scanning the large volume of document, please scan at reduced resolution so that the file size remains small.

18. What are the mandatory documents required by NMPB for liquidation of Utilization Certificate (UC)?

Ans. The mandatory documents required by NMPB for liquidation of Utilization Certificate are:

- UC, SoE duly audited by Govt. Auditor / Chartered Accountant,
- Certificate of Non-Receipt of Funds, Detailed Year-wise Activity Report / Progress Report

19. Do reports need to be signed by a specific authority?

Ans. Yes, Progress Report must have proper signatures of PI / Concerned Authority with their name based Stamp.

20. What is the correct format for UC?

Ans. As per GFR 12 A is for Autonomous Bodies and 12 C for State Government.

21. What is the basic requirement of a UC settlement under NMPB scheme?

Ans. Organisations must submit:

- i. Utilisation Certificate in prescribed format.
- ii. Audited Statement of Accounts (SoE/Expenditure Sheet).
- iii. Certified details of physical progress.
- iv. Unspent balance refund, if any.
- v. Statement of interest earned on grant.
- vi. Certificate that expenditure is as per sanctioned items only.
- vii. Certificate for non-receiving of fund.
- viii. NMPB verifies financial + physical progress together before next instalment approval.

22. Can we modify the UC format?

Ans. No, UC must be strictly as per GFR standard format. Modifying format, changing heads or clubbing expenses is not allowed.

23. What are the most common mistakes in UC preparation?

Ans. Frequent errors observed:

- i. Head-wise figures in UC do not match Sanction Order/Approval.
- ii. Mismatch of Sanction order, Date of Sanction amount, Project name & Financial Year.

- iii. Expenses shown in UC but not supported with bills/vouchers.
- iv. Physical progress not matching financial utilisation.
- v. Interest not accounted for.
- vi. Utilisation exceeding the approved.
- vii. Organisation's seal or auditor's signature missing/Name of signing authority is missing.
- viii. Mismatch between Audited Statement and the UC.

24. Can the organisation shift funds from one component to another?

Ans. Not allowed unless have prior written approval. UC must reflect expenditure exactly as per sanctioned break-up.

25. How should unspent balance be handled?

Ans. Unspent balance must be refunded & the details must be shared with NMPB.

26. What supporting documents must accompany the UC?

Ans. Mandatory documents:

- i. UC GFR as per format, signed with signature and name based seal.
- ii. Audited Utilisation Statement/SoE
- iii. Signed Physical Progress Report (PPR)
- iv. Component-wise expenditure details.
- v. Bank statement of project account.
- vi. Interest calculation sheet.
- vii. Refund proof (if unspent amount exists)
- viii. GPS based photographs.

27. What date should be used for the UC period?

Ans. UC period should align with sanction period and date of release.

Example: If grant was released on 15th July, 2024 and project year ends on 31st March, 2025
→ UC must show utilisation only within this date range.

Showing expenditure before release date or after project end date is invalid.

28. Can expenditure exceed the grant?

Ans. No. UC must certify that:

- i. Expenditure does not exceed the grant
- ii. Expenditure does not exceed component-wise ceiling approved by NMPB.
- iii. Any excess expenditure is not reimbursable

29. Who should sign the UC?

Ans. The UC must be signed by

- i. Head of Organisation / Project Investigator
- ii. Chartered Accountant / Auditor (with registration no.)/Finance Officer
- iii. Organisation's seal and project-specific bank details
- iv. Unsigned or CA-seal-missing UCs are rejected.

30. Is it mandatory to open a separate bank account for the project?

Ans. Yes. As per scheme guidelines.

31. What happens if the UC is delayed?

Ans. Consequences:

- i. Next instalment will not be released
- ii. Project may be cancelled
- iii. Organisation may be blacklisted for future grants
- iv. Recovery proceedings for entire amount may be initiated as per existing guidelines/rules.

32. Can organisations include expenses not listed in the Approval?

Ans. No, only approved components/Sanction order are eligible for utilisation.

Section wise FAQs

Herbal Garden

1. What are the core activities supported in Herbal Garden?

Ans. Institutional Herbal Garden, School Herbal Garden, State/National Importance Herbal Garden, Nursery/QPM and Species-Specific Campaign.

2. What are the Eligibility criteria for Herbal Garden projects?

Ans.

a. Government Organizations, Universities, Research Institutes, Government Aided Colleges and Schools.

b. Non-government Organizations (NGOs), Public Sector Undertakings, Federations, Co-operatives

3. Where to submit a proposal for the Shatavari Campaign?

Ans. For Shatavari Campaign, you have to visit Ayush NGO portal and select sub component IEC and Training of Central Sector Scheme.

4. What type of documents are required to be attached in the project of Shatavari Campaign?

Ans. It is mandatory to attach the last 03 years certified Audit & Annual Report, Darpan Portal UID (in case of non-government organization and signed copy of biodata of PI & CO-PI.

5. Which documents need to be attached for school herbal gardens / Institutional Herbal Garden and State Importance Herbal Garden?

Ans. In this case we require mandatory documents of last three years audit and annual report, undertaking (in school's letter head in case of School Herbal Garden) signed by the principal of each school, UID of Darpan portal (in case of non-government organization) and signed copy of biodata of PI and CO-PI, land document and KML file (in case of Institutional and State Importance Herbal Garden), will have to be attached.

6. Any other documents required?

Ans. List of Medicinal Plants should be as per agro climatic zone.

Research & Development (R & D) section

7. What are the Core activities supported in R & D Section?

Ans. In order to promote R&D activities, National Medicinal Plants Board (NMPB), Ministry of Ayush, under its Central Sector Scheme on 'Conservation, Development and Sustainable Management of Medicinal Plants' provides project based financial support to carry out research activities on various aspects of medicinal plants to government as well as private universities/research institutions/organizations across the country only for:

- Development of agro techniques, standardization of nursery techniques etc.
- Documentation and development of geo tag digital library
- Finding out substitute and authentication of raw drugs
- Genotype Identification, genetic improvement, genome study and germplasm collection & conservation Intercropping and sustainable production technology
- In-vitro propagation studies, micro-propagation chemical & molecular profiling and phyto-chemicals evaluation
- Post-harvest Management, assessment of heavy metals and integrated pest management
- Bioactivity guided fractionation studies etc.
- Identification, characterization and conservation of medicinal plants Varietal development and prospect of marketing

Another important aspect of quality is the true botanical identity of the herb. To ensure proper identity, there is a need to establish multiple Raw Drug Repositories (RDRs) which can supply certified samples of Indian medicinal plants on cost basis, to act as Reference Standards.

For more details, PI may visit the CSS guideline for core areas under the R&D component and the guideline is available on the website of NMPB (www.nmpb.nic.in).

8. What are the Eligibility Criteria for R & D Proposals?

Ans. All well-established Government Non- Government organizations are eligible, their eligibility criteria are as under:

- R&D Institutions under CSIR, ICAR, ICFRE, ICMR, DBT, DST, Councils of Department of Ayush etc. Universities recognized by the UGC.
- Industry both in public as well as private sector with R&D facilities.
- Non-government Organizations/Voluntary Organizations, with demonstrated expertise and infrastructure (Agency must have an experience of at least 3 years and good track record in the related field evidenced by the earlier experience and achievements).

9. What are the criteria for the financial assistance for purchase of equipment/instruments?

Ans. Under non-recurring head, financial assistance could be provided for only selected, essential and specialized items of equipment required for project works, for modification of existing structure so for undertaking petty works.

10. What is Good Agricultural and Collection Practice?

Ans. Good Agricultural and Collection Practices (GACP) are standardized guidelines designed to ensure the quality, safety, and sustainability of medicinal plants and other botanical raw materials. These practices support cultivators, collectors, traders, and the herbal industry in maintaining consistent standards throughout the entire production chain from field cultivation and wild collection to post-harvest handling and processing.

11. How do I identify and authenticate a medicinal plant?

Ans. A medicinal plant can be correctly identified and authenticated by observing its key morphological features-leaves, stem, flowers, fruits, smell, and overall habit and comparing them with pharmacopoeia descriptions. Using certified nurseries for planting material and keeping basic records of the source ensures proper traceability and meets GACP requirements for authentic medicinal plant material.

12. Any other documents required?

Ans. Details of other required documents are as under:

- A Cover/Consent Letter from the Director/Head of the Organization must be submitted.
- The brief summary of the relevant experience and expertise of the Principal Investigator (PI) and Co-Principal Investigators (Co-PIs) in relation to the proposed study, in order to substantiate and justify the candidature of the PI.
- Separate research design along with field layout etc should be submitted.

Conservation

13. What are the Core activities supported under Conservation?

Ans. Under Conservation component, core activities supported are as below:

1. Medicinal Plants Conservation and Development Areas (MPCDA),
2. In-situ resource augmentation
3. Support to JFMCs/Panchayats/Van Panchayats/BMCs/SHGs etc.

14. What are the Eligibility Criteria for Conservation Project Proposals?

Ans. The proposals are considered from the State Forest/Wild Life Department /Forest Development Corporation for submission project proposal under Medicinal Plants Conservation and Development Areas (MPCDAs) and Support to JFMCs/Panchayats/Van Panchayats/BMCs/SHGs etc. For In-situ / Ex-situ Resource Augmentation proposals are considered from State Forest/Wild Life Departments/Forest Development Corporation/ Public Sector Corporations/Federations/ Voluntary agencies/Non-Government Organizations.

15. Is permission of State Government required for implementation of the project?

Ans. Yes, permission of State Government is mandatory for implementation of the project for Conservation/Resource Augmentation and Support to JFMCs/BMCs.

16. Any other documents required?

Ans. Site-wise details with Geo co-ordinates / KML files of proposed area required for proposals consideration under Conservation/Resource Augmentation and Support to JFMCs/BMCs.

IEC

17. What are the Core IEC activities supported under the scheme guidelines?

Ans.

- Publicity through regular participation in Exhibitions/Fairs
- Aushadi Vanaspati Mitra Program (AVM)
- Organizing Workshops/Seminars/Conferences/Arogya Fair etc.
- Setting up of Facilitation Centres
- Medicinal Plant Species specific/ Campaigns
- Systematic use of Multimedia and other appropriate communication tools.
- Publication of Periodicals/Magazines and Newsletters
- Training and Capacity Building initiatives.

18. What are the Eligibility criteria for IEC Activities?

Ans. Participation in Fairs, exhibition /publicity material/Arogya Fair

NMPB, SMPB, Industry, R&D Institutions / Universities, Government Organizations including Govt. aided Institutions, Non-government Organizations / Voluntary organizations etc.

Organization for Workshops / Seminars / Conferences.

Central and State Government organizations.

- Recognized academic / Research / Educational institutions including Government Aided Colleges.
- Registered professional and other philanthropic organizations working on non-profit basis.
- Registered Non-Government Organizations (NGO) / Voluntary Organizations / Trusts with infrastructure and experience in the field of medicinal plants.

19. Any other documents required?

Ans. Prerequisites for organizing Workshops / Seminars / Conferences by Non-Government Organizations (NGO) / Voluntary Organizations / Trusts with infrastructure and experience in the field of medicinal plants.

- Registration of NGO in DARPAN ID
- 3 years Audit report
- Certificate of Incorporation/Registration/MoU as applicable

20. Is NGO Darpan ID mandatory for NGOs/VOs/Trusts?

Ans. Yes

21. Is PAN number mandatory for applying for grant?

Ans. Yes

Institutional Strengthening

22. Where can we find the official contact details of SMPBs and RCFCs?

Ans. The detailed contact address, phone number and email etc. available in the website of National Medicinal Plants Board (NMPB), Ministry of Ayush in NMPB outreach Tab.

23. What is role of SMPBs and RCFCs?

Ans. SMPBs (State Medicinal Plants Boards) is coordinating as well as implementing agency for various activities supported under NMPB at State Level and RCFCs (Regional Cum Facilitation Centres) is coordinating as well as implementing agency for various activities supported under NMPB at Regional Level.

24. Is NMPB providing any Training to the farmers for growing medicinal plants?

Ans. Yes, the NMPB through its Regional Cum Facilitation Centres (RCFCs) organize Training / workshop on Good Agricultural Practices (GAPs) / Good Field Collection Practices (GFPCs) of medicinal plants to grow medicinal plants.

25. Is NMPB encourage farmers to promote cultivation of medicinal plants?

Ans. Yes, NMPB through its Regional Cum Facilitation Centre established in the different regions of the country is providing Quality Planting Material (QPM) to the farmers / growers of medicinal plants to encourage them to take up cultivation of medicinal plants in the concerned state.

26. What information the PI must include in activity report?

Ans. The PI must include the following information in activity report:

- GPS location, Colour Photographs of activity carried
- Name and details of place/event
- Date
- Authorized signature with name based stamp

27. Are Implementing Agency required to acknowledge NMPB in all publications?

Ans. Yes, all Printed / Digital IEC Material, Publication, books etc. must acknowledge “National Medicinal Plants Board (NMPB), Ministry of Ayush” where grant is released.

MPBC

28. What is MPBC Guideline?

Ans. MPBC Guidelines are the official operational framework issued by the National Medicinal Plants Board (NMPB), Ministry of Ayush for establishing Medicinal Plants Business Centres (Central and Peripheral). They define the objectives, eligibility criteria, financial assistance, project components, implementation schedule, documentation, release of grants, monitoring, and compliance requirements for creating post-harvest, processing, storage, and marketing infrastructure for medicinal plants.

29. Who is eligible to apply?

Ans. Eligible organizations include:

- Central/State Government bodies, SMPBs, PSUs, R&D institutes
- Cooperatives, FPOs, FPCs, NGOs
- Proprietorship firms, Partnerships, Companies
- Traders, Enterprises, and Clusters engaged in the medicinal plants sector

30. How many MPBC may be created under One Proposal?

Ans. Each approved project must include:

1 Central MPBC, and 4 Peripheral MPBCs

Thus, a total of 5 MPBC units may be created under one proposal, aligning with the maximum grant (₹5.0 Crore).

31. Is there any minimum turnover requirement prescribed for applicant organization?

Ans. The guidelines do not prescribe any minimum turnover requirement for applicants. Eligibility is based on organizational type, land availability, equity infusion, and bank appraisal.

32. Whether Agricultural land is acceptable, or only non Agri land is preferred?

Ans. Agricultural land is acceptable, provided that the applicant obtains Change of Land Use (CLU) permission from the competent authority. The guidelines require:

- Ownership/30-year lease,
- Proper CLU (wherever applicable). Non-agricultural land is not mandatory

33. Are proprietorship firms registered under MSME/UDYAM also eligible, or is the scheme only applicable to partnership firms and private limited companies?

Ans. Yes, proprietorship firms registered under MSME/UDYAM are eligible. The guidelines explicitly include:

- Proprietorship firms,
- Cooperatives,
- Companies,
- FPOs/FPCs,
- NGOs, Traders, Enterprises, etc.
- Thus, the scheme is **not restricted** to partnerships or private limited companies.

34. What documents are required?

Ans. Key documents include:

- DPR (as per Appendix-II)
- Land ownership/30-year lease deed
- CLU permission
- Bank appraisal report and term loan sanction
- Financial statements, PAN, registrations
- CA certificates, CE certificates, undertakings
- Pollution control clearances
- Mandate form and bank account details
- KML Files

Marketing & IT

35. What are the Core activities supported in Marketing & IT?

Ans.

- Promotion and information dissemination through IT dedicated mechanisms for procurement of MAPs.
- Networked Agri Mandis for MAPs
- Database of Cultivators
- Contract Extractions (PHM)
- Speciality Warehousing & Supply Chain development
- Integration of AI Portals with techno commercial information
- Creating an on line MAPs Trade Exchange
- Integration with Krishak Call Centers, KVKs etc.

36. What are the Eligibility criteria for Marketing and IT Projects?

Ans. Government and Non-Government organizations, SHG, Private Organizations

37. Which type of Project can be submitted through Marketing and IT?

Ans.

- Documenting trade practices.
- Generating information on wholesale prices, arrivals and trends in different markets to benefit both growers and buyers.
- Establishing communication network for speedy collection and dissemination of market data for its efficient and timely utilization.
- Preparing farmer's advisories and issuing the same for the Benefit of farmers towards optimizing returns.
- Developing Databases of Cultivators and Cultivars.
- Integrating and mainstreaming of Medicinal Plants through call centres including Kisan call centres initiatives of Ministry of Agriculture & Farmer's Welfare.
- Putting in place an appropriate pricing regime in respect of produce sourced from wild v/s cultivation in favour of cultivated material so as to encourage cultivation and reduce pressure on the natural resources.
- Streamlining of HS Codes.

38. How can I know the current market price of Medicinal Plants?

Ans. To provide a platform for trade of Medicinal Plants & to provide easy market access National Medicinal Plants Board (NMPB), Ministry of Ayush has launched “e-CHARAK” mobile application as well as web portal for the promotion and marketing of medicinal plants/herbs. “e-CHARAK” is a platform to enable information exchange between various stakeholders mainly farmers involved in the medicinal plants sector across the country. The “e-CHARAK” application is available in different local languages. Fortnightly market price of 100 MPs from 25 herbal markets across India is updated regularly on e-Charak platform.

Integrated Component

39. What is an Integrated Component?

Ans. Integrated Component is end to end approach in supply chain of management of medicinal having infrastructure for Quality Plant Materials, post-harvest management, processing, and value addition and marketing along with support for Information Education Communication (IEC) activities and Quality Testing & Certification.

40. Which documents are required for the Integrated for the project?

Ans. KML file for infrastructure, Architectural layout, Google map location (GPS), undertaking for non- diversion of land regarding the infrastructure activities, list of beneficiaries, list of equipment's.

41. Who can apply under the integrated component?

Ans. The Government organizations will be eligible for 100% Grant in aid and Private organizations (having minimum of 5 years' experience working in Medicinal plants sector) will be eligible for 50% Grant-in aid.