

CIRCULAR

Sub:- National Biogas & Manure Management Programme (NBMMP)
100% CSS - Implementation during 2016-'17 Detailed Working
instructions issued regarding.

Ref: 1) Administrative sanction as per Order No. TP(1)20605/16Dt.
6/6/2016

2)GOI letter no.5-1/2016-BG(NBMMP)dated 17/05/2016

Government of India , as per reference cited above ,has conveyed approval of the competent authority for the allocation of physical target for setting up of family type biogas plants and for conducting training courses under National Biogas Manure Management Programme during 2016-17 with the direction to implement the scheme as per the guidelines /approval issued on 30/06/2014.

Administrative sanction has been received as per reference (1) for the implementation of the National Biogas and Manure Management Programme during 2016 - 2017 with a physical target of 1750 nos. of family type biogas plants , 50 nos. of users courses and 2 no. of construction-cum maintenance course and one Turnkey Workers Course with a financial outlay of Rs. **199.338 lakhs** . The important objectives of the scheme are

- To provide clean bio-gaseous fuel for cooking purpose and organic for other applications to rural households.
- To meet 'lifeline energy needs for cooking as envisaged in Integrated Energy policy"
- To mitigate drudgery of rural women, reduce pressure on forests and accentuate social benefits.
- To improve sanitation in villages by linking sanitary toilet with biogas plants.
- To provide bio-fertilizer / organic manure to reduce use of chemical fertilizers
- To mitigate climate change by preventing black carbon and methane emissions.

The following components will be implemented under the scheme

Sl. No.	Activity	Amount (Rs. In Lakhs)
1	Setting up of Biogas Plants -1750 nos 1700@9000/ and50@11000)	158.50
2	Turn- key job fee(1750@700&6719@200)	25.688
3	Conduct of training courses	
a.	Users Courses (50 nos@3000.)	1.50
b.	Construction cum maintenance course(2 no.@.45)	0.90
4	Turnkey Workers Course(1no @0.75lakhs)	0.75
5	Service charges and staff support	8.00
6	Communication and publicity	4
	Total	199.338

The scheme will be implemented in all the districts for which there is a budget provision of Rs.385 lakhs during the current year under the head of account 2810-00-105-99 plan (100% CSS)

DETAILS OF SCHEME

I. Setting up of family type biogas plants, Users courses, Construction- cum- maintenance course

It is proposed to construct 1750Nos. of family type biogas plants (General -1700 nos & SC/ST -50 nos)), 50 Nos. of users courses and 2 No. of construction-cum- maintenance course and one Turnkey Workers Course during 2016-17. Appropriate model will be selected on the basis of technical requirements such as location ,distance between kitchen and cattle shed, availability of dung and water and preferences of the beneficiaries etc.

The target for the districts is as detailed below.

Sl. No.	District	Biogas Plants physical target			Financial target for plt. subsidy	Users Course		CMC training and	Turnkey Job Fee (lakhs)	Total (lakhs)
		General	SC /S T	Total		No and Amt.@3000	lakhs			
1	TVM	150	6	156	14.16	3	.09	0.45	2.044	16.744
2	KLM	140	5	145	13.15	4	.12	0	2.044	15.314
3	PTA	70	2	72	6.52	3	.09	0	2	8.61
4	ALP	50	2	52	4.72	3	.09	0	1.5	6.31
5	IDK	180	5	185	16.75	4	.12	0.45	2	19.32
6	KTM	165	5	170	15.40	4	.12	0	2	17.52
7	EKM	100	2	102	9.22	4	.12	0	2	11.34
8	TSR	125	2	127	11.47	3	.09	0	1.8	13.36
9	PKD	125	2	127	11.47	3	.09	0	1.8	13.36
10	MLP	125	2	127	11.47	3	.09	0	1.8	13.36
11	KKD	125	2	127	11.47	4	.12	0	1.8	13.39
12	WND	70	5	75	6.85	4	.12	0	1.2	8.17
13	KNR	150	5	155	14.05	4	.12	0	2.1	16.27
14	KSG	125	5	130	11.8	4	.12	0	1.6	13.52
	FIB									4.00
	Turnkey course	1 no								0.75
	TOTAL	1700	50	1750	158.5	50	1.5	0.9	25.688	191.338

The rate of Central subsidy for setting up of family type biogas plants under NBMMP will be as follows.

Capacity of Plants	Rate of subsidy general	Rate of subsidy SC/ST
1m ³	5500/-	7000/-
2-6 m ³	9000/-	11000/-

Subsidy is to be disbursed to the beneficiaries account **through ECS** after completion of construction of biogas plants, including pipeline, burner and commissioning of biogas plants.

Under no circumstance should subsidy be paid to the beneficiaries before biogas plants are commissioned.

Special component for Scheduled Caste Category

Priority should be given to scheduled caste households .The Central Financial Assistance (CFA) for Scheduled Caste/ Scheduled Tribe beneficiaries is Rs. 11,000 per plant of 2m³ and above and Rs. 7000 per plant of 1m³. And should maintain separate accounts for Special Component for Scheduled Caste category and sent the claim, Utilization Certificate and audit certificate separately. The monthly / quarterly progress reports should also be sent separately. These instructions should be strictly followed and the target assigned above for this category should be achieved to the maximum extent possible. Achievement in excess of target can be made for this category with prior sanction so as to avoid lapse in state target assigned.

Training Courses

(a) Users Course

The Target for the conduct of one day users' training course during 2016-2017 is 50 Nos (Fifty numbers) and the assistance provided will be Rs. 3000/- per training as detailed below.

Tea/snack	-Rs.700.00/-
POL	-Rs. 700.00/-

Honorarium@Rs.200/-per lecture - Rs.600.00/-
 Contingency (Shamiana, audio-visualaids,
 chairs , banners,misc.) - Rs.1000.00/-

TOTAL

-Rs. 3000.00/-

All aspects of biogas plants including preliminary knowledge in the construction of biogas plants and all aspects of use of biogas plants will be covered in the training programme. Grama Panchayats may be involved in the programme. The number of participants for each training will be limited to 50-60 Nos. The details of users training are given in **Annexure I.**

(b) Construction - cum - Maintenance Course

It is proposed to organize two construction-cum-maintenance course during 2016-17 the assistance provided is Rs. 45,000. The training will be supervised by RBD &TC, Vellayani, Thiruvananthapuram . The details of construction training are shown in **Annexure II.**

(c) Turnkey workers Course

It is proposed to conduct one TurnKey Workers Course of 15 days for 10 trainees .Training will be conducted during 2016-17 with an outlay of Rs.. 0.75 lakhs. The componentwise assistance for the course is as follows;

Sl. No	Item of Expenditure	Estimated cost(Rs)
1	Stipend upto amaximum of Rs. 300/-	45000/-
2	To and fro fare charges /cost upto a maximum of Rs. 700/- per trainee , subject to actual	7000/-
3	Contingency, POL for field visit, honorarium to guest speakers @Rs. 300/-per lecture , project reports, books, stationary, blue prints, technical literature, manuals etc.	23000/-
	TOTAL	75000/-

The duration is for 15 days and the training will be conducted by Deputy Director of Agriculture (Biogas) at RBDTC Vellayani.

2) Turn-key Job Fee

Turn-key Job Fee (TKJF) is linked with 5 years warranty for trouble free functioning of the plant set up on turnkey basis. It is payable to corporate bodies, registered societies identified by the State Department of Agriculture, voluntary organizations and approved trained private entrepreneurs. This is subject to the condition that the turn-key worker would visit the plants twice in a year at least during the warranty period. Guidelines and procedures for payment of Turn-key job fee for setting up of family type Biogas plants under NBMMP are given in **Annexure III**

TKJF should be paid to the turnkey workers in five yearly installments, first installment of Rs.700/- after satisfactory completion of the plant in the first year and second, third, fourth and fifth installments @ Rs.200/- each per year after completing the inspection and providing satisfactory warranty services.

TKJF will be paid as detailed below.

Sl. No.	Year	Rate	No. of plants	Amount
1	I year	700	1750	12.25
2	II year	200	1422	2.844
3	III year	200	1584	3.168
4	IV year	200	1716	3.432
5	V year	200	1997	3.994
	Total			25.688

The application for Turnkey licenses should be submitted before

November 2016. The principal agricultural officers should ensure that the solvency/bank guarantee is valid for the current year at the time of submission of application with a worth of Rs.35,000 per district. Only attested copies of solvency certificate need be sent to this office. The original should be kept with the Principal Agricultural Officers and **certificate to this effect should be furnished in the copy forwarded.**

A **turnkey register** should be maintained by the Principal Agricultural Officers in the format prescribed in **Annexure IV.**

3) Additional CFA for cattle dung based biogas plants linked with sanitary toilets

An additional Central Financial Assistance (CFA) of Rs. 1200 per plant can be paid for cattle dung based biogas plants linked with sanitary toilets for meeting the extra cost involved in raising the toilet level, if required, and its connection with a biogas plant. However it should be ensured that such plants are set up only after assuring the requirement and preparedness of the beneficiary to use biogas from such plants and the plants should be completed in all aspects.

4) Physical verification

In order to ensure that incomplete/ non-commissioned plants are not included for monthly reporting and for claiming subsidy, it is mandatory that all the plants set up during each quarter are physically verified and the certificate to that effect accorded by the Officers concerned. All superior Officers should verify the biogas plant construction at random before forwarding final claims. The Agricultural Officers of the Krishibhavan should inspect each and every biogas plant at least twice, i.e. before and after the construction of biogas plants. The Asst. Director of Agriculture at block level should inspect 50 % of the completed plants while the district level Officer should verify 30% of the commissioned plants.

5) Identification mark on the plants

Each plant should be serially numbered with pre-determined code for District/ Block (along with name of implementing Agency) and the number embossed/carved/inscribed out on the plants or the serial number on a metal strip/piece should be welded on the gas outlet pipe in the dome portion or gas holder depending on the model to avoid duplication of claim. It is to be ensured that the inscription is visible to the inspecting officers, years after its completion. Building materials like brick and cement of only specified quality and gasholder as per standard specifications (ISI) should be used. The Agricultural Officer should enter the code No. of the beneficiary in the subsidy disbursement records of the Krishi Bhavan. At the time of submission of claim to the Assistant Director of Agriculture, the Agricultural Officer should give a certificate that the ----- beneficiary of -----code No./Sl.No. has actually installed the plant. Adoption of a proper procedure for installation and supervision as well as achievement of the programme through turn-key workers and reputed non-government organizations should be given due emphasis.

6) Communication and Publicity

The Farm Information Bureau will prepare standard publicity materials such as Do's and Don'ts leaflets, booklets, posters, etc. for wider dissemination of the scheme. Broad items of publicity campaigns to be taken up are

- a) Advertisement in local dailies
- b) Preparation and display of posters in local bodies and schools
- c) Booklets and folders on biogas for biogas users and distribution during gatherings, exhibitions, fairs, etc.
- d) Local folk dances/dramas/songs
- e) Exhibitions and demonstrations including exhibits at RBD & TCS
- f) Documentary films/video films
- g) Wall paintings/wall calendars
- h) Participation in exhibitions/fairs including setting up of biogas plants for demonstration

- i) Radio jingles/TV spots in Malayalam
- j) Complaint cards to biogas owners
- k) Evaluation of publicity campaign, etc.

An amount of Rs.4.0 lakhs will be provided to the FIB for the purpose.

7) Create involvement of Panchayaths and display list of beneficiaries in Panchayath Offices.

There should be greater involvement of Panchayath/Local Self Government institution in the implementation of the NBMMP and proper identification of beneficiaries and maintenance of transparency in regard to the scheme. Accordingly, all Principal Agricultural Officers are directed to ensure involvement of the LSGD/Grama Panchayats in the selection of beneficiaries for setting up of family type biogas plants of Deenabandhu model.

With a view to maintain transparency and avoiding chances of duplication in reporting and payment of subsidy, all the implementing officers may display list of biogas plant owners in Panchayat / Krishi Bhavan offices and update them on a quarterly basis. A copy of sanction memo of each beneficiary may be sent to the Panchayat Samithy as a precaution to avoid duplicate reporting and subsidy claim for plants.

8) Record Maintenance

All Principal Agricultural Officers and implementing Officers are requested to maintain detailed particulars of the beneficiaries prescribed in **Annexure V** at the Krishi Bhavan level/ block level/ District level in the registers meant for NBMMP scheme. It should be made available for inspection of Officers of MNRE, Accountant General and Government of Kerala. Soft copies (CD) of this list should be readily available at Krishi Bhavan, office of the Assistant Director of Agriculture and Principal Agricultural Office at the time of inspection of officers of Department/ Government of India / Accountant General.

9) Computer based data base

The Government of India have directed to host the list of beneficiaries in our website to avoid duplication. All the Principal

Agricultural Officers should prepare and maintain computer based database of village wise beneficiaries list in English in the prescribed proforma in **Annexure V**. The beneficiary list should be submitted to the Director of Agriculture as CD by the first week of May 2017. However hardcopies should also be kept ready and sent to the Director of Agriculture by tapal. A register in this regard should be maintained as given in **Annexure V**, will be signed by the concerned officers and will be maintained for audit purposes. The Principal Agricultural Officers must also keep the details of staff employed for implementing the programme during the year in support of their service charges claimed. A **30 KB size photograph of the beneficiary should also be kept along with the subsidy disbursement records** as given in **Annexure V**.

10) Selection of Models

Biogas models should be selected on the basis of preference of the beneficiaries and considering technical requirement such as location, distance between kitchen and cattle shed, availability of dung and water, etc.

Beneficiaries/field functionaries should be advised to get biogas plants constructed by trained and licenced turnkey agents/masons so as to avoid construction defects and for trouble free functioning.

11) Appliances

ISI marked (BIS code IS-8749: 1988) burners having a minimum of 55% thermal efficiency only should be advocated as biogas burners. In case of any doubt about efficiency of the burner and lamps supplied, sample may be sent to RBD and TC, Coimbatore for testing.

12) Scheme implementation and monitoring

The scheme will be implemented by the Agricultural Officers of the respective Krishi Bhavans. **Every Agricultural assistant working in the field level has to canvass atleast one beneficiary and this has to be ensured by the Agricultural officer**. At the block level, the Assistant Directors of Agriculture will supervise the scheme. The Principal Agricultural Officers will monitor the scheme at the district level with the Deputy

Directors of Agriculture (Credit) as the nodal officers.

13) Submission of progress report

Principal Agricultural Officers are directed to forward progress reports as detailed below in the stipulated time schedule for onward reporting to Government of India. This should be submitted in the name-cover of Additional Director of Agriculture (B&F). The report should also be submitted by E-mail to the Nodal Officer in the Email address of the Director of Agriculture.

i) Monthly progress report

Monthly progress report should be submitted in **Annexure VI** on 28th of each month by E-Mail followed by Tapal.

ii) Monthly Inspection report

Monthly inspection report should be submitted in **Annexure VII** on 28th of each month by E-Mail followed by Tapal. The consolidated inspection report for 2016-17 should be submitted as CD to the Director of Agriculture by the 1st week of May 2017.

iii) Quarterly progress report

Quarterly progress report should be submitted in **Annexure VIII**, first quarterly report on 20.07.2016 2nd on 20.10.2016, 3rd on 10.01.2017 and 4th (final) on 10.04.2017 by E-Mail followed by Tapal.

Photographs, success stories, Innovative features should be sent for hosting on the web site of the Government of India.

Beneficiary list is the most important document that should be readily available for field verification by higher officials of the Department of Agriculture, Government of India and Accountant General. The format for beneficiary list has been prescribed vide Annexure V. The monthly

beneficiary list should be submitted to the Director of Agriculture on 28th of each month by E-mail followed by Tapal. The consolidated beneficiary list including the photograph of the beneficiaries (30 KB size) for 2016- 2017 should be submitted as CD to the Director of Agriculture by the 1st week of May 2016

Achievement and Expenditure will be as follows

First quarter- (June30)	- 250 nos	- 10%
Second quarter (Sept. 30)	-250 nos	- 20%
Third Quarter(Dec.31)	-500 nos	- 30%
Fourth quarter(Mar.31)	-250nos	- 40%

14) Claims & Utilization Certificate

The Final Claim/Statement of Expenditure along with the Utilization Certificate in the prescribed format (**Annexure IX & X**) with the supporting details must be forwarded to this office by second week of May 2017. The final claim and Utilization Certificate for Special Component for Schedule Caste category should be sent separately.

15) Selection of villages and sample village-wise monitoring reports

The Principal Agricultural Officers are requested to select at least two villages each month for determining the status of Biogas plants set up earlier in these villages and send reports on quarterly basis in the proforma enclosed (**Annexure XI**) by E-mail followed by Tapal.

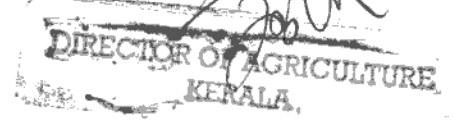
The physical and financial target for 2016-17 should be sent in **Annexure XII**. The expenditure including pending claims ,if any, will be met from funds available under the Head of Account **2810-00-105-99-Plan**(100% CSS). All transactions under the scheme should be effected through electronic transfer only.

All Principal Agricultural Officers are requested to take urgent action to achieve the allotted target in full during the current year itself. **Copy of the circular should be communicated to all implementing Officers up to**

Krishi Bhavan level.

The receipt of this circular should be acknowledged.

Director of Agriculture



To

All Principal Agricultural Officers
The Principal Information Officer, FIB
The Project Associate, RBD & TC, Vellayani.

Copy to: - CA to Director of Agriculture
CA to all Additional Directors of Agriculture
Planning Section for allotment of funds as detailed in
Annexure XII
DDA,IT Cell for publishing in website
Stock File/Spare

9/6/16
ADA