

GUIDELINES

FOR

NON-SCHEME

NATIONAL MISSION ON HIMALAYAN STUDIES

MARCH 2025
(REVISED)



CS-I (Mountain) Division
Ministry of Environment, Forest and Climate Change
Indira Paryavaran Bhawan, Jorbagh Road
New Delhi – 110003

Contents

National Mission on Himalayan Studies (NMHS)	1
1. Background	1
2. Objectives:	1
3. Coverage and thematic focus :	2
4. Project Governance Structure	2
A. Project Approval Process:.....	3
B. Monitoring Process:	6
C. Fund Flow Mechanism:	6
Annexure-I Re-structured NMHS-Project Management Unit (PMU)	9
Annexure-II NMHS Guidelines for Project Grant Facilities	12
1. Introduction	12
1.1. Broad Thematic Areas (BTAs)	12
1.2. Cross- Cutting Issues	12
2. Categories of Projects	13
2.1. Eligibility Criteria for project proponents	14
2.2. Limitations on Eligibility	14
2.3. Role and responsibility of Stakeholders.....	15
3. Project Implementation	15
3.1. Process flow for approval of projects	15
3.1.1. Call for Proposal.....	15
3.1.2. Submission of Proposal	15
3.1.3. Design and Planning of Proposals	15
3.1.4. Project Approval.....	15
3.1.5. Administration, Oversight and Execution	16
3.1.6. Funding Pattern	16
3.1.7. Monitoring, Learning and Evaluation (MLE)	17
3.1.8. Extension of project duration	17
3.1.9. Reporting.....	17
3.1.10. Closure of the project	17
4. Information Dissemination	18
5. User Charges and Transfer of Assets	18
Annexure-III NMHS Project Screening Checklist	19
Annexure-IV Object Head-wise Admissible Expenditure and Checklist for Bills	21

National Mission on Himalayan Studies (NMHS)

1. Background

The Ministry of Environment, Forest and Climate Change implements the National Mission on Himalayan Studies (NMHS) to support innovative research towards sustenance and enhancement of natural and human capital of Indian Himalayan Region (IHR). The Mission was launched as a Central Sector Grants-in-Aid Scheme of the Government of India during 2015-16 and is being implemented as a Non-Scheme since 2023-24.

The proposal for continuation of NMHS as a Central Sector Sub-Scheme beyond the Financial Year 2021-22 was moved during 2022-23. The Expenditure Finance Committee (EFC) vide their O.M. No. 54(04)/PFC-1/2021 dated 22.12.2022, recommended that the expenditures under the sub-schemes of 'Environment Protection, management and Sustainable Development - an Umbrella Scheme' including NMHS will henceforth be incurred through 'Non-Scheme - Other Administrative Expenses' with effect from ensuing financial year. As recommended by the EFC, the Mission is being implemented with effect from 01.04.2023 as a non-scheme program of this Ministry under the Budget Head 'Establishment Expenditure (3451)'.

2. Objectives:

The broad objectives of the Mission are as below:

- i. To build a body of scientific and traditional knowledge through demand driven action research and technological innovations along with institutional strengthening and capacity building;
- ii. To strengthen technological innovations leading to sustainable management of natural resources of Himalaya for ensuring the ecological, water, livelihood security at the local, regional and national levels;
- iii. To create science-policy-practice connect through a network of policy makers and practitioners (individual and institutions) engaged in working solutions to problems in the thematic areas; and
- iv. To demonstrate workable/implementable/replicable solutions to the problems in the priority thematic areas.

3. Coverage and thematic focus :

NMHS covers all the 11 States and 2 Union Territories of the Indian Himalayan Region (IHR). The Mission covers the following five complementary components viz.,

- i. **Demand-Driven Research¹**: Conduct targeted research that addresses local and regional environmental needs.
- ii. **Technology Upscaling**: Facilitate the adoption of successful NMHS research innovations by communities and institutions.
- iii. **State Collaborations**: Collaborate with IHR states through Nature Learning Centres (NLCs) and State Government Projects (SGPs) to integrate learning and policy efforts.
- iv. **Capacity Building**: Strengthen the expertise and operational effectiveness of the Project Management Unit (PMU) and Data Centre.
- v. **Program Integration**: Align NMHS initiatives with other relevant schemes and programs for coordinated impact.

All the project activities under NMHS are implemented in six Broad Thematic Areas (BTAs) namely, (i) Water Resource Management; (ii) Livelihood Options and Employment Generation; (iii) Biodiversity Conservation and Management; (iv) Skill Development and Capacity Building; (v) Physical Connectivity; and (vi) Handling of Waste, with climate change and gender issues being cross cutting issues.

4. Project Governance Structure

The Project Management Unit (PMU) of NMHS will be housed in the Ministry as well as the Govind Ballabh Pant National Institute of Himalayan Environment (GBPNIHE), Kosi-Katarmal, Almora. The overall in-charge of NMHS in terms of planning, implantation and monitoring, will be Senior Consultant stationed at Delhi. Project staff involved in financial scrutiny of proposals and liaison with IFD for approval of projects will also be stationed in Delhi.

GBPNIHE will provide administrative and technical support for smooth implementation of the NMHS. Project staff directly involved in project scrutiny and monitoring will be housed at the GBPNIHE. The Ministry will appoint one officer of the Institute as a Nodal Officer in Level-13 or above for implementation and monitoring of NMHS. The

¹ *Inclusive of; Biodiversity and conservation needs, Sustainable Resource Management (SRM), Climate Adaptation and Resilience, Indigenous and Local Knowledge integration, Socioeconomic and Policy aspects, Technological and Methodological advancements, & Holistic Data Systems and Knowledge sharing.*

Nodal Officer will be responsible for supervising the day-to-day activities of NMHS-PMU like call for proposals, project scrutiny, physical and financial progress monitoring, obtaining the Utilisation Certificates (UC)/ Expenditure Statements (ES)/ bills/ vouchers from agencies funded under NMHS, etc.

The PMU will have a structure as detailed at **Annexure-I**. The engagement of consultants for PMU shall be done following the guidelines for engagement of consultants issued by Administration Division in the Ministry from time to time. Engagement of research/ project fellows under projects would be based on the guidelines issued by Research in Environment (RE) Division of the Ministry.

A. Project Approval Process:

Projects under NMHS are approved following a structured, two-stage review process:

- i. **Submission and Invitation/ Call for Proposals:** Proposals as per the new guidelines enclosed as **Annexure-II** are invited from reputable institutions, universities, and organizations via official Calls for Proposals on MoEF&CC, GBPNIHE, and NMHS websites, or through dedicated workshops organized by MoEF&CC/ GBPNIHE.
- ii. **Preliminary Screening:** The NMHS-PMU at GBPNIHE conducts an initial review of proposals using a standard checklist. An indicative checklist is given at **Annexure-III**, which may be modified based on requirements.

The Ministry will consult Thematic/ Subject Divisions concerned of the Ministry, preferably before commencing the appraisal process. The Ministry may also consult sectoral experts concerned, if required.

Efforts should be made to club projects to avoid duplication and for better utilisation of resources. Extension of previous research also should be given due importance. Only those projects, which are complete in all respects, will be placed before the Scientific and Technical Advisory Group (STAG) for appraisal.

iii. Two-Tier Appraisal System:

- **Scientific and Technical Advisory Group (STAG):** Chaired by Additional Secretary/Joint Secretary, CS-I (Mountain) Division, STAG conducts technical and financial appraisal of proposals. The composition of STAG would be as follows:

i.	Additional Secretary/ Joint Secretary in-charge of CS-I (Mountain) Division, MoEF&CC	Chairperson
ii.	Representative of Department of Science & Technology (DST)	Member

iii.	Representative of Ministry of Development of North Easter Region	Member
iv.	Chief Secretary or his representative not below the rank of Principal Secretary of 4 State/ UTs from Indian Himalayan Region	Member
v.	Five (05) Subject Experts (Representation from academia)	Member
vi.	Representation from an NGO working in the field	Member
vii.	Nodal Officer, NMHS-PMU, GBPNIHE, Almora	Member
viii.	Director/ Scientist/ Deputy Secretary, CS-I (Mountain) Division, MoEF&CC	Member Secretary

Tenure and Terms of Reference (ToR) of the STAG

The tenure of subject experts of the Steering Committee will be three (03) years. The IHR States/ UTs and NGO for representation in the STAG will also be considered along with the nomination of subject experts. The ToR of the Committee includes:

- a. Appraisal of project proposals, including rationalization of budget and project duration, and recommendation of projects for approval;
 - b. Consideration of the Project Progress Reports/ Final Technical Reports (FTR) for recommending extension of project duration/ closure of projects.
 - c. Provide scientific and technical expert advice to the Steering Committee and Ministry on NMHS projects;
 - d. Advice study teams on assessment frameworks and methodologies for conducting studies;
 - e. Provide scientific and technical guidance for inviting studies as well as for taking up suo-moto studies, if needed.
- **Steering Committee (SC):** Chaired by the Secretary (EF&CC), the Steering Committee reviews STAG's recommendations and makes final decisions on project approvals and budgets. The composition of SC would be as follows:

i.	Secretary (EF&CC)	Chairperson
ii.	Secretary, Department of Science & Technology or representative	Member
iii.	Director General Forest & Special Secretary, MoEF&CC	Member
iv.	Financial Adviser, MoEF&CC	Member
v.	Additional Secretary (in-charge), CS-I (Mountain), MoEF&CC	Member
vi.	Joint Secretary/ Advisor (in-charge),	Member

	CS-I (Mountain), MoEF&CC	
vii.	Director, G.B. Pant National Institute of Himalayan Environment (GBPNIHE), Almora	Member
viii.	Four (04) Subject Experts	Member
ix.	Director/ Scientist/ Deputy Secretary, CS-I(Mountain) Division, MoEF&CC	Member Secretary

Tenure and Terms of Reference (ToR) of the SC

The tenure of subject experts of the Steering Committee will be three (03) years. The ToR of the Committee includes:

- a. Consideration of projects recommended by Scientific and Technical Advisory Group (STAG) for according approval for financial support under NMHS;
- b. Periodically review progress in project implementation, including taking appropriate decisions on the recommendations of the STAG; and
- c. To review and approve the assessment/ findings and outcomes of the NMHS.

Both the Committees may co-opt any additional expert member(s) as per requirement to provide guidance on specific issues with the approval of the Chair. The non-official members shall be entitled for travel and other allowances as applicable as per Government of India rules and shall furnish the declaration of 'Conflict of Interest' for ensuring accountability.

Periodic re-constitution of both STAG and SC will be undertaken by CS-I (Mountain) Division.

The project proponent should invariably present and defend their projects before STAG. Projects recommended by STAG would be placed before the SC along with their Project Screening Checklists, comments Subject Divisions concerned and STAG, status of revision, etc. The checklist would indicate the objectives, deliverables, project partners, duplication (if any) beneficiary groups, involvement of State Government Departments/ Local Bodies, budget on research and action component, exit strategy, etc.

Alignment with NMHS objectives, rational approach, adoption of sound technologies, multi-disciplinary and cross-sectional integration, feasibility and viability, impact, scalability/ replicability, etc. would be ensured while appraising the projects. Irrespective of the guidelines for different categories of projects, the project duration will be as recommended by STAG and approved by SC.

After Steering Committee approval, NMHS-PMU will communicate the approved budget, deliverables, monitoring indicators and other terms and conditions to the projects' Principal Investigators (PIs). On acceptance by the PIs, funds will be released, subject to concurrence by the Integrated Finance Division (IFD) and administrative approval of the competent authority (as per financial delegation of powers) of the Ministry.

B. Monitoring Process:

Monitoring and evaluation of the studies will be carried out annually through Monitoring, Learning and Evaluation (MLE) Panel experts and the outcome will be reported to STAG and Steering Committee. NMHS-PMU will constitute the MLE panel based on the expertise required for the projects due for evaluation. State Governments/ UT Administrations also would be involved in the periodic review of projects. NMHS-PMU will be supported by CS-I (Mountain) Division of the Ministry for necessary approvals, as and when required.

C. Fund Flow Mechanism:

Project funds will be managed complying with the General Financial Rules (GFR) 2017, as amended from time to time, read with Government of India's decisions incorporated there under and any other guidelines issued in this regard.

NMHS-PMU will be responsible for submission of financial proposals as per Object Heads of NMHS along with supporting documents to this Ministry for financial and administrative approvals/ concurrence.

Admissible expenditure and checklist of requisite documents for adjustment bill for the different Object Heads admissible under NMHS are at **Annexure-IV**.

Key conditions for fund release include:

- a) **Dedicated Bank Account and PFMS Compliance:** NMHS-PMU at GBPNIHE and PIs of each project will maintain a separate savings bank account linked to the Public Financial Management System (PFMS) for accurate financial reporting and compliance.
- b) **Fund Disbursement:**
 - o **Initial Release:** For new projects, NMHS-PMU submits head-wise fund requests to the Ministry along with required documentation, including sanction letters and bond copies. The Ministry, subject to financial concurrence and administrative approval, will release funds.

- **Subsequent Instalments:** Upon 75% utilization of previously disbursed amounts, PIs would submit proposal for release of next instalment to NMHS-PMU and these would be forwarded to the Ministry by NMHS-PMU after verification of financial statements, like Utilization Certificates (UC) & Expenditure Statements (ES)/ original bills & vouchers, as the case may be, and along with progress reports, evaluated by MLE/ STAG experts.
 - **Final Payment:** 10% of total project cost will be withheld until the Final Project Report (FTR) is approved. The Ministry will release the funds withheld when the Steering Committee approves the FTR and final consolidated Expenditure Statement (ES) are submitted by the PI through NMHS-PMU, thereby completing the project cycle.
- c) **Funds for PMU Operations:** NMHS-PMU submits advance fund requests for PMU operational costs (e.g., salaries, travel, training, publication expenses). Further disbursements occur upon submission of detailed bills, vouchers, and payroll records. Requests for the release of professional charges, such as PMU staff salaries, are to be submitted semi-annually.
- d) **Process in the Ministry:** All fund release requests will undergo review by the CS-I Division and are subject to Integrated Finance Division (IFD)'s concurrence and administrative approval by the Competent Authority.
- e) **Proposal to Funding Timeline:** The process from call for proposals to approval of project and extension of financial support would follow timelines as below:

Task	Timeline
I. Call for proposals	- Preferably, in the 1st week of April - Last date for proposal submission may be one month from the date of release of the call/ advertisement.
II. Preliminary screening of proposals by PMU	- To be completed in 3 weeks from the last date of proposal submission.
III. Consultation with Ministry for convening the STAG meeting	- PMU will present a consolidated list of proposals received along with the results of their preliminary screening (i.e., proposals for further consideration by STAG and proposals for rejection) and get a date from chairperson, STAG for convening the meeting (preferably, 15 days later).
IV. Consultation with Subject Divisions concerned in Ministry	- CS-I(Mountain) Division would forward the list of screened-in projects along with their Project Screening Checklist to Subject Divisions concerned for their views/ suggestions.

V. Meeting of STAG	- Consideration of projects by STAG would be held in the month of June. - Comments would be subsequently communicated to the project proponents and a maximum of two weeks' time may be given for revisions of proposal as per suggestions from STAG.
VI. Meeting of SC	- Efforts would be made to convene the meeting of SC in the month of July
VII. Release of funds	- The Ministry, subject to financial concurrence and administrative approval, will release funds through PMU, preferably by the end of July.

Depending on the availability of funds, the call for proposals and processes thereafter may be repeated in a year, starting from the month of August.

f) **Timelines for ongoing projects:** Strict timelines would be ensured for implementation of projects. PMU team concerned would regularly monitor the financial progress of projects and follow up with PIs for timely submission of demands for release of instalments. A timeline schedule is provided below for guiding the process of fund release.

- Listing of projects due for next instalment release would be carried out by PMU on a half-yearly basis.
- Consolidated proposals for instalment release would be submitted during April and October.
- CS-I(Mountain) Division would make efforts to release the instalment grants based on the consolidated proposals submitted by PMU during the first and third quarters of the year.
- All releases would be subject to financial concurrence and administrative approval.

.....

Annexure-I

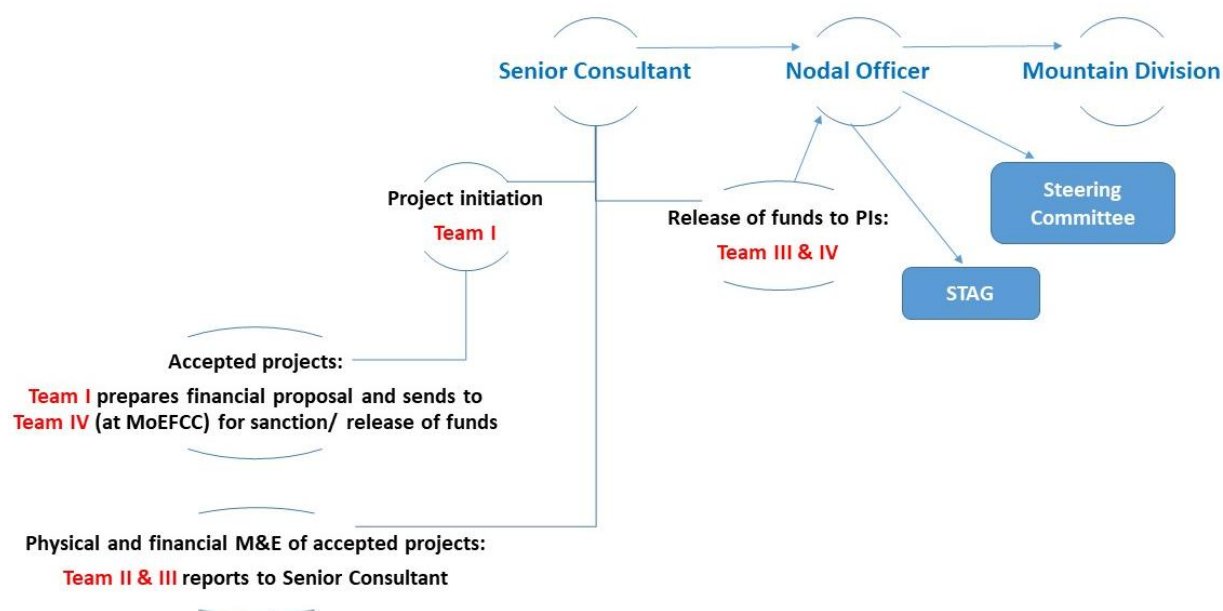
Annexure-I

Re-structured NMHS-Project Management Unit (PMU)

The restructured NMHS-PMU will have a total of 23 contractual manpower as against the 34 contractual manpower envisaged originally. The contractual staff would be assigned roles in 6 teams as below for specific work-component under NMHS.

Position/ Team		Location	Level	Role
Senior Consultant		Delhi	Consultant IV or retired Scientist 'G'/'F'	Overall supervision and steering of NMHS in co-ordination with MoEF&CC
Nodal Officer		Almora	Scientist 'F'/'E' (GBPNIHE)	Supervision and management of day-to-day operations of NMHS
Technical	Team – I (Scientific)	Almora	- Consultant-II (1) - Consultant-I (1) - Young Professional (1)	Scrutiny and plan of action - Call for new proposals - Scrutiny of new proposals - Facilitation for appraisal and approval - Communication of decision to applicants
	Team – II (M&E)	Almora	- Consultant-II (1) - Consultant-I (1) - Young Professional (1)	Project progress monitoring - Monitoring of physical progress - Monitoring and Evaluation (M&E) meetings - Project extension - FTR evaluation - Project completion
Finance	Team III (Finance)	Almora	- Consultant-B (1) - Consultant-A (2)	Financial progress monitoring - Monitoring of financial progress - UC/ ES/ bill collection and scrutiny - Co-ordination with MoEF&CC for release of funds

	Team IV (Finance)	Delhi	• Consultant-B (1) • Consultant-A (1) • Young Professional (1)	Financial releases • Seeking IFD concurrence • Sanction and release of funds from MoEF&CC budget • Settling of bills
General Management & Administration	Team – V (IT)	Almora	• Consultant-II (1) • Consultant-I (1) • Young Professional (1)	Managing NMHS portals • Development and improvement of NMHS portal • Uploading of information on the portal
	Team – VI (Communication)	Delhi	• Consultant-II (1)	Convergence of NMHS projects • Assisting in STAG/SC and other matters • Communications on NMHS projects to various stakeholders • Facilitation of Convergence Plans



scientific consultants would be as specified in these guidelines. Desirable qualification may be specified by the Ministry in view of job requirements.

In addition to the above core manpower, the PMU will also be supported by four Office Assistants (2 each in Almora and Delhi) and two Office Attendants (1 each in Almora and Delhi) to be engaged as per the prevailing terms in the MoEF&CC/ GBPNIHE.

For engagement of Consultants and other support staff, GBPNIHE would constitute a Selection Committee comprising of 3 members:

- Chairperson nominated by Joint Secretary, CS-I(Mountain) Division
- Scientist CS-I(Mountain) Division as Member
- Nodal Officer NMHS-PMU, GBPNIHE as Member Secretary

Call for applications, subsequent procedures for recruitment and release of monthly remuneration will be done by NMHS-PMU at GBPNIHE, Almora.

Annexure-II

Annexure-II
NMHS Guidelines for Project Grant Facilities

1. Introduction

The National Mission on Himalayan (NMHS) was introduced to deliver on –the-ground results for the well-being of the Indian –Himalayan Region (HR) and mountain communities in the region.

Projects that are supported by the NMHS funding are expected to address one or more of the Broad Thematic Areas (BTAs) within the context of the NMHS and its Vision.

1.1. Broad Thematic Areas (BTAs)

The projects under NMHS should address the following Broad Thematic Areas:

- i. Water Resource Management;
- ii. Livelihood Options and Employment Generation;
- iii. Biodiversity Conservation and Management;
- iv. Skill Development and Capacity Building;
- v. Physical Connectivity and
- vi. Handling of waste.

1.2. Cross- Cutting Issues

All projects supported by the NMHS Grants are expected to address the NMHS crosscutting issues namely, climate change and gender equality.

1.2.1. Climate Change

The projects must take into cognizance the likely impacts of climate change and climate variability including climate-related problems already encountered or likely to be encountered at the local level (defined by the project system boundary) and the likely climate-driven impacts on the system. The Projects must include a strategy to identify and address these impacts to ensure that interventions are climate proofed.

1.2.2. Gender Equity

The projects should take into account gender equality aspects. Special attention should be paid to differences between men and women with respect to: access to and use of resources (including but not limited to, generation and use of income); observed practices and patterns of participation in decision-making; social beliefs and perceptions; laws, policies, and institutions that may affect men and women's participation in the project.

2. Categories of Projects

There will be two (2) categories of NMHS Grants – Category I: less than Rs. 5 crore and Category II: Rs. 5 to 15 crore.

The projects are expected to address the problems identified by comprehensive situation analysis and they should be founded on well-constructed monitoring frameworks with clear objectives and outcomes/ impacts to enable potential changes brought about by the projects to be reported on clearly.

Criteria	Category I	Category II
Objective	Pilot projects; Localized interventions; Interventions with limited scope	Projects with large spatial and thematic expanse
Project Size	Total budgetary outlay up to INR 5 crore. However, the STAG may decide to limit the funding depending on the situational context.	Total budgetary outlay between 5 and 15 crore. However, the STAG may decide to fix the funding depending on the situational context.
Project Duration	1 to 3 years	2 to 3 years
Partnership with the local community	Projects would follow a participatory approach and proposal should be developed in partnership with the local community.	Projects would follow a participatory approach and proposal should be developed in partnership with the local community.
Project sustainability	The proposal should clearly specify how the project/ benefits associated with the project will continue after NMHS funding ceases.	The proposal should clearly specify how the project/ benefits associated with the project will continue after NMHS funding ceases.
Eligibility of Organization/ Institution	Open to Ministries, Government Departments, academic and research institutes, national/ local Non-Governmental Organizations (NGO), Community Based Organizations (CBO), small businesses, management boards, enterprises, Trusts etc., Applicants listed above are supposed to partner with Ministries and Government Departments, wherever appropriate.	Open to Ministries, Government Departments, academic institutions and research bodies.

2.1. Eligibility Criteria for project proponents

Proposals for funding under NMHS will be considered only to those proponents who meet the following criteria:

- Project proponents should have been registered with an appropriate national authority for a minimum of two years.
- They should have demonstrated a proven, or otherwise strong potential capacity to implement participatory and community-based projects in one or more relevant fields including community development, mountain ecosystem rehabilitation and conservation/ sustainable use/ management of natural resources.
- They should have scientific or professional credibility as recognised by the peer review process.
- They should be able to demonstrate capacity and experience in project management and financial administration.
- A proponent who has been a recipient of a previous grant can be awarded another grant only after successful completion of the previous project, evidence by approved final technical and financial reports.
- Proposals from academic and research institutes must demonstrate the applied nature of the research proposed and clearly indicate how the local communities are involved.
- The proponents must successfully complete a due diligence check undertaken by the NMHS.
- As per the directive of the Government of India, an NGO must be registered on the Darpan Portal of NITI Aayog and should submit the Darpan Portal Registration Number alongwith the proposal.

2.2. Limitations on Eligibility

Financial support under NMHS will not be granted to:

- Pure scientific research falling in the mandate of Department of Science & Technology, Ministry of Earth Sciences, Ministry of Agriculture & Cooperation and Department of Biotechnology;
- Travel and subsistence assistance for participation of non-official members in conferences and courses, unless they are organized within the NMHS region and it can be justified as a vital and integral contribution to the activities of the project and/or to prioritized regional knowledge sharing;
- Proponents who have defaulted previously in grant management, or who did not fulfil their contractual obligations, or who had their contracts cancelled.

- In case of individuals, they may route their proposals through/ recognized/ registers organizations.

2.3. Role and responsibility of Stakeholders

The proposal should clearly indicate the involvement, roles, and responsibilities, if any, of the key stakeholders, including the Government where relevant.

3. Project Implementation

Two or more partners are expected to be involved in the implementation of the proposed project, with the lead partner clearly indicated, the existing (or potential) working and communication arrangements between the partners should also be explained clearly.

3.1. Process flow for approval of projects

The process cycle starts with the call for proposal and end with the approval of Final Technical Report and subsequent release of funds withheld as detailed below:

3.1.1. Call for Proposal

Maximum publicity is given to the call for proposals through placing the call for projects on websites of NMHS/GMB Pant/Ministry. It is also proposed to obtain project proposals by organizing regional project evaluation workshops/meetings with the aim of providing equal opportunities for Institutions/individual experts from different parts of the Himalaya.

3.1.2. Submission of Proposal

Proponents should submit a brief of project proposal as a Concept Note in the prescribed format (Annexure 1) along with a full proposal based on a format provided (Annexure 2).

3.1.3. Design and Planning of Proposals

The proposal should be based on a clear problem identification following a comprehensive situation analysis, and should be presented following the prescribed formats. The short-listed proponents may also be asked to undertake training in Project Cycle Management organized by NMHS to ensure that objectives and outcomes of the proposed projects are clearly defined and presented following the HS standards and requirements.

3.1.4. Project Approval

A peer review/ external evaluation of the proposals will be done by thematic experts or thematic Working Group of STAG. The Working Groups may also

co-opt experts as necessary. The recommendations of these appraisals will be used for further improvement of the proposals, as required.

The proposals received for funding through open advertisement may also be sent to the independent experts for evaluation by the Institute. The evaluation report of the experts in respect of project proposals received through open advertisement and report of the expert committee/ thematic working groups for the project proposals evaluated in the project evaluation workshops/meeting shall be placed before the STAG which may invite the project proponents for making presentation of the project before taking any decision.

Recommended proposal, when endorsed by the STAG, will be considered by the Steering Committee for final approval. NMHS-PMU will enter into a contract with the proponent.

3.1.5. Administration, Oversight and Execution

The selected proponents will have to enter into an agreement with the PMU-NMHS. The projects will be managed by the PMU-NMHS for CS-I Division whole implementation will be overseen by the PMU under the guidance of the STAG.

3.1.6. Funding Pattern

The release of the total sanctioned amount for an approved project will be made as per the following plan of release.

Project Duration	Release Amount (as percentage of total project cost)			
	1st instalment	2nd instalment	3rd instalment	Withheld amount (to be released after FTR approval)
1 year	60%	30%		10%
2 year	50%	40%		10%
3 year	30%	30%	30%	10%

Any change in the above plan of release can be considered only on a case-to-case basis with the approval of Chairperson, Steering Committee.

All releases would be made through the PFMS system in accordance with the instructions of Department of Expenditure.

All subsequent instalments shall be released only upon 75% utilization of previously disbursed amounts and on receipt of satisfactory progress and financial reports reports on progress and financial statements/ bills/ vouchers, etc. in original in case of settlement of the advance taken.

Progress report, Utilization Certificates (UCs), and the Expenditure Statement shall be submitted along-with the request for release of the next instalment.

The final instalment will be considered for release only after approval of Final Project Report (FTR) by the Steering Committee.

3.1.7. Monitoring, Learning and Evaluation (MLE)

NMHS-PMU shall arrange MLE sessions at six-monthly intervals. The MLE team will comprise of at least one STAG Member, and one CS-I Division/ PMU representative. Additionally, CS-I Division may co-opt other national or international experts. The Grantee is expected to assist the MLE sessions by providing access to the project sites and other information, as requested.

3.1.8. Extension of project duration

The duration of the project includes the period for the submission of the Final Technical Report (FTR). In the unlikely event of a project being unable to complete within the approved duration, extension of the project upto maximum of 1 more year, with no increase in project cost, may be considered by STAG. The recommendation of STAG would be considered by the Additional Secretary/ Joint Secretary (in-charge) in the Ministry for the extension of project duration. Projects so considered by STAG and approved for extension of duration will be reported to the Steering Committee in its next meeting.

3.1.9. Reporting

The project proponent would make periodic progress and financial reports and Utilization Certificates (UCs) as outlined in the Sanction/ Agreement. These will be used for project monitoring and as a basis for grant disbursement.

3.1.10. Closure of the project

A project would be considered as closed in all respects once the Final Technical Report (FTR) is approved by the Steering Committee.

The FTR, complete in all respects, is to be submitted within the project duration approved. The PIs will submit the FTR to the NMHS-PMU in the prescribed proforma. NMHS-PMU would arrange for review of the FTR by subject experts and place the same in the STAG for recommendation of the acceptance. Steering Committee would consider the recommendation of the STAG on FTR for final closure of the project

The following shall be ensured in the case of FTR submission:

- i. The last instalment of 10% of the total project cost would be released only after the Steering Committee has approved the FTR.
- ii. The PI and the institution which do not submit the FTR even six months after the end of the scheduled time period will not be funded by the Ministry in the future.
- iii. The Head of the Institution (Vice Chancellor/ Registrar/ Director) where the PI is located should be intimated regarding the non-submission of the

FTR and the decision of the Government to suspend future funding to the Institution.

- iv. A list of such PIs and Institutions would be circulated among all Government Agencies that fund research.
- v. NMHS may initiate an internal or external financial audit during or after completion or project implementation.

4. Information Dissemination

Key consideration in all NMHS Projects is that information generated from the projects should be freely available for dissemination. Thus, it is required that the Project Proponent/ Grantees will provide NMHS-PMU unhindered access to all information (written material, sound and video recordings, including films, maps photography, and any other materials in any other medium) generated under the projects. The Final Technical Reports (FTRs) of all NMHS projects, once approved, should be invariably uploaded on the NMHS website. NMHS also encourages the grantees to freely disseminate all processed information amongst the project stakeholders and public.

5. User Charges and Transfer of Assets

“User charges” for equipment purchased under the Scheme shall be levied from all such institutions/ persons using such facility for sustaining the operation and maintenance (O&M) of the equipment during and beyond the project period.

Beyond project period, the equipment shall be transferred to the parent/ host institutions wherein the project was being implemented. Details of these and an Undertaking to this effect are to be furnished by the PI as part of project proposal as per prescribed format. The parent institution can continue to levy user charges for use of the equipment and make available the use of such equipment for all such institutions requiring such facility. The details of charges so collected should be properly recorded and records maintained thereof and the charged amount so collected shall be deposited in the bank account of Institution and used for O&M of the equipment during and beyond project period.

.....

Annexure-III

Annexure-III

NMHS Project Screening Checklist

Project Serial No.:															
Project Type (please put v)				Budget (Cr.)		Receiving Date:		d	d	m	m	y	y	y	y
LG		MG		SG											
Project Title															
Thematic Area:															
Sub-Thematic Area:															
Project location (s)				Villages	Tehsils	Districts	States/UT								
Project Duration:															
PI & Proposing organisations & Classification (please put v)				University	Autonomous	Central Govt.	State Govt.	Non-Govt. Org & Registered on Darpan portal of NITI Aayog							
PI Details :				Designation					Year of Experience						
Co- PI Details				Designation					Year of Experience						

Checklist

Project Background (please put v)	Yes	No	PMU Remarks, if any
Is the project complying with the themes of NMHS			
Is there a similar project undertaken earlier under NMHS			
Is it a duplication of the other funded Projects			
Is the PI/Co-PI already holding a Project under NMHS			
Is similar type of Projects going on in the proposed theme/area			

Project Details (please put v)	Yes	No	PMU Remarks, if any
Is the project followed with the provided templates			
Is the Methodology for the project elaborated			
Is the project approach discussed			
Are the project beneficiaries identified			
Are project monitoring parameters included			
Are details of the evaluation of the project included			
Are the budget details provided			
Are the location Maps Provided			
Is WBS/Pert Chart provided			

Sponsoring and Forwarding of Project (please put v)	Yes	No	PMU Remarks, if any
Are the details of the Sponsoring Organisation provided			
State/UT level partnership involved			
Has the Head of the Organization endorsed the Proposal			
Is the CV of PI included in given template			
Is the CV of Co-PI included in given template			

Brief of the Project :							
Objectives				Deliverables-Measureable/Quantifiable			
Proposed Budget Layout (in Cr):							
Professional Services	Training Expenses	Domestic travel	Office Expenses	Printing & Publication	Digital Equipment	Materials & Supplies	Total Budget (Cr)

Rationale of Project:	
Significance to NMHS (New, Innovative & Value-added):	•
Beneficiary Groups/Stakeholders:	•
Model/Technology/technique (Replicable/ Upscalable):	•
Supplementing Other Priorities/Commitments:	•
Self-Sustainable Exit Strategy:	•
Remarks from NMHS-PMU	
•	

Annexure-IV

Annexure-IV

Object Head-wise Admissible Expenditure and Checklist for Bills

Sl. No.	Object Head	Description/ Definitions ⁱ	Checklist of requisite documents for settlement ⁱⁱ
1.	09-Training Expenses	It will include expenditure on cost of training such as fees paid, contingencies, materials, etc., for participating in the training, workshops but exclude expenditure on domestic or foreign travel expenses.	• Order of training with details of each participant • Attendance sheet of training
2.	11-Domestic Travel Expenses	It will include travel expenses on official tours and transfers of the Government employees within India. This will also include expenditure on TA/ DA to non-official members on account of travel in India. It will also include transfer TA payable to pensioners at the time of retirement. It will not include official tour abroad.	• Duly filled GAR-14A bill • Vouchers/ bill of tickets • Order of tour/ training
3.	13-Office Expenses	It will include all recurring and non-recurring contingent expenses incurred for the maintenance of office establishment such as, stationery, postage charges, courier charges, telephone charges, internet charges, cable connection charges, electricity charges, water charges, service agreements, security, expenditure relating to hiring of retired Government servants on short term contract basis, outsourced office attendants, office assistants/ Data Entry Operators(DEO), house-keeping, liveries/uniforms, hot and cold weather charges, pest control, refreshment, books and periodicals, hospitality expenses including entertainment of foreign delegates, gifts and souvenirs and conferences/ seminars/ workshops/ meetings convened by office including all related expenses on study material/ kits, refreshments, study tours, etc.	• Vouchers/ bill • Copy of contract (in case of salary of contractual staff)

Sl. No.	Object Head	Description/ Definitions ⁱ	Checklist of requisite documents for settlement ⁱⁱ
		It will also include purchase of office equipment, furniture and fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by the Government from time to time. The office equipment and furniture and fixtures exceeding the threshold limit as decided by the Government from time to time should be classified as 'capital' expenditure under the relevant Object Head 'Machinery and Equipment' and 'Furniture and Fixtures'. Purchase of vehicles, however, irrespective of its usage (office or otherwise) should be classified as 'capital' expenditure under the relevant capital Object Head 'Motor Vehicles'.	
4.	16-Printing and Publication	It will include expenses on printing of valuables, printing of audit and accounts reports, forms, stationery, office codes, manuals and other documents, newspaper and magazines including e-books, e-magazines, digital printing, pen drive, CD, etc., but exclude expenses on printing of publicity material which shall be classified under Advertising and Publicity.	• Vouchers/ bill • Copy of award of contract
5.	19-Digital Equipment	It will include expenses to be classified as revenue expenditure on procurement or development of hardware and software where the cost of individual item does not exceed the threshold limit of one lakh rupees or three years of useful life, either of the two as decided by the Government from time to time. The threshold limit will, however, not apply to the consumables like toner and cartridge for printer shall be classified under revenue expenditure.	• Vouchers/ bill • Award of contract

Sl. No.	Object Head	Description/ Definitions ⁱ	Checklist of requisite documents for settlement ⁱⁱ
6.	21-Material and Supplies	It will include expenses on various kinds of supplies, materials and stores etc., such as. medical supplies, educational supplies, agricultural supplies, livestock supplies, cleaning materials, hospital drugs and medicines, veterinary drugs, chemicals and fertilizers, lab supplies, spare parts, clothing and tentage.	• Vouchers/ bill • Award of contract
7.	28- Professional Services	It will include expenses on engagement of professionals, consultants, artists, banks, etc., for providing services to the Government which include legal services, consultancy fees, audit fees, teaching and training fees, payments to artists, remunerations to question setters or invigilators or guest speakers, payments to other departments for services rendered, payment or expenses to agencies for conducting departmental examination.	• Contract agreement of service
8.	Grant-in-aid - General	It will include Grants-in-aid released for payments other than salaries and creation of capital assets. It will also include expenditure on welfare activities.	• Audited Utilization Certificate (UC) as per format GFR 12 – A and Expenditure Statement (ES)

ⁱ Government of India, Ministry of Finance, Department of Expenditure: *Delegation of Financial Powers Rules, 2024*.

ⁱⁱ Government of India, Ministry of Environment, Forest and Climate Change, Pay & Accounts Office : *OM No. PAO/MoEF&CC/PC/Bill/2023-24/1586-90 dated 27.06.2023* regarding 'Check list for bills under Non-schemes'.