

**GOVERNMENT OF INDIA  
MINISTRY OF NEW AND RENEWABLE ENERGY  
(BIOGAS TECHNOLOGY DEVELOPMENT GROUP)**

**BLOCK NO. 14, CGO COMPLEX,  
LODI ROAD, NEW DELHI-110003**

**Dated: 30<sup>th</sup> May, 2018**

To,

1. Chief Secretaries of All the States/UTs
2. Principal Secretaries/Secretaries of State Rural Development Departments.
3. State Nodal Agencies - States and Union Territories concerned.
4. Khadi and Village Industries Commission, Head Office, Mumbai.
5. All Biogas Development and Training Centres.
6. Indian Renewable Energy Development Agency (IREDA), New Delhi.
7. National Bank for Agriculture and Rural Development (NABARD).
8. Financial Institutions/Head Offices of all Public Sector Banks (PSBs).

**Subject:-Administrative Sanction – cum – Guidelines for implementation of the Central Sector Scheme, New National Biogas and Organic Manure Programme (NNBOMP) during the period 2017-18 to 2019-20, co-terminating with 14<sup>th</sup> Finance Commission Period on 31.03.2020 – reg.**

**Sir / Madam,**

I am directed to convey the sanction of the Government of India, for continuation of the National Biogas and Manure Management Programme (NBMMP) up to 31.03.2018 (2017-18) and for implementation of Central Sector Scheme, the New National Biogas and Organic Manure Programme (NNBOMP) during the two years period from 2018-19 to 2019-20 in all the States and Union Territories of the country. The previous Administrative Approval of the scheme NBMMP would be applicable up to 31.03.2018 (2017-18) **as per the same norms and provisions of the erstwhile NBMMP Scheme approved during 2014-15 and conveyed vide this Ministry's Sanction No. 5-5/2014-BE (NBMMP) dated 30.06.2014.** Accordingly, the physical targets of setting up 65180 biogas plants during the year 2017-18 as communicated by this Ministry vide sanction No. 5-1/2017 –BG (NBMMP) dated 3<sup>rd</sup> July, 2017 for implementation during the year 2017-18 to the designated State Nodal Departments (SNDs) and State Nodal Agencies (SNAs), KVIC and BDTCs will be governed by the Administrative Approval -cum –Guidelines of 30.06.2014 as mentioned above.

The Physical Targets under the New National Biogas and Organic Manure Programme (NNBOMP) after coming into effect of its Guidelines w.e.f. 01.04.2018 would be covered by these Guidelines for the year 2018-19 and 2019-20 until further orders.

The details of the new Administrative Sanction –cum- Guidelines for implementation of the New National Biogas and Organic Manure Programme (NNBOMP) are as follows:-

## **I. OBJECTIVES**

The objectives of the scheme are as follows:

- i. To provide clean cooking fuel for kitchens, lighting and meeting other thermal and small power needs of farmers/dairy farmers /users including individual households and to improve organic manure system based on bio slurry from biogas plants in rural and semi urban areas by setting up of biogas plants.
- ii. To mitigate drudgery of women and time saving for them for other livelihood activities and reduce pressure on forests and accentuate social benefits;
- iii. To improve sanitation in rural and semi-urban areas including linking sanitary toilets with cattle dung biogas plants;
- iv. To provide biogas plant produced slurry (liquid / semi-solid or dried) as an organic enriched bio-manure to help reduce use of chemical fertilizers such as urea, linking biogas slurry with enrichment units such as vermicomposting, Phosphate Rich Organic Manure (PROM) plants and other organic enrichment facilities as a source of value addition to bio gas plant slurry.
- v. To meet 'lifeline energy' needs for cooking as envisaged in "Integrated Energy Policy" of NITI Aayog (erstwhile Planning Commission).
- vi. To help in combating and reduction in causes of climate change by preventing emissions of Green House Gases ( GHGs) such as carbon dioxide and methane into the atmosphere.

## **2. PROGRAMME FOR 13<sup>th</sup> PLAN, a Medium Term Plan of three years 2017-18 to 2019-20.**

### **2.1 Physical targets**

There is ample potential of setting up biogas plants considering the livestock population of 512.06 million which includes about 300 million (299.98 million) total population of bovines (comprising of cattle, buffalo, mithun and yak). The livestock sector contributes about 4% to India's GDP and will continue to increase. The integration of biogas programme is a boon for India with its direct and collateral benefits. The programme will be implemented with a total physical target of at least 2.55 lakh biogas plants equivalent to generation of at about 8.40 lakh Cubic Metre of biogas per day by the end of 2019-20 in the capacity range of 1 M<sup>3</sup> to 25 M<sup>3</sup> per day. Allocation of annual physical targets for installation of biogas plants under the NNBOMP will be kept flexible and shall be fixed in accordance with potential of setting up biogas plants in the States/UTs through the newly designated States Nodal Departments i.e. State Rural Development Departments (SRDDs) as the main Implementing Agencies and other eligible organizations like KVIC and targets to BDTCs for conducting various types of training courses and new pilot demonstration projects. State / UT-wise and agency-wise physical targets allocated for installation of biogas plants for the year 2017-18 are given in **Annexure-I** which were already



fixed and communicated to the States for implementation during 2017-18 . Physical targets for organization of various types of training courses/ programmes by the BDTCs for the year 2017-18 are given at **Annexure-II**.

The Physical Targets allocated to the State Rural Development Departments and KVIC Mumbai under the NNBOMP for the year 2018-19 are given in **Annexure-III A** and targets for organization of various types of training courses/ programmes by the BDTCs for the year 2018-19 are given at **Annexure III B**. The physical targets of current year 2018-19 may be increased or decreased from present one lakh plants to make the programme more effective after mid-year review of the achievement of physical targets.

## 2.2 Rates of Central Financial Assistance (CFA)

Rates of Central Financial Assistance (CFA) for different approved component of New National Biogas and Organic Manure Programme (NNBOMP) are as given below in the **Table-I:-**

**Table-I**

Central Financial Assistance under the New National Biogas and Organic Manure Programme, (NNBOMP) w.e.f. 01.04.2018 for the Medium Term Plan of 14<sup>th</sup> Finance Commission up to March, 2020 for Biogas Plant size from 1 cu.m. to 25 cu.m. per day.

Sl. No.	Particulars of Central Financial Assistance (CFA) and States / UTs, Regions & Categories of beneficiaries	Biogas Plants under NNB OMP (size 1 to 25 cubic metre biogas per day)				
		(In Rupees per plant )				
A.	Central Subsidy Rates Applicable (In Rs. per plant )	1 Cubic Metre	2-6 Cubic Metre	8 - 10 Cubic Metre	15 Cubic Metre	20-25 Cubic Metre
1.	NER States, including Sikkim and including SC and ST Categories of NER.	17000	22,000	24000	25,000	35,000
2.	Special Category States (Jammu & Kashmir, Himachal Pradesh, Uttarakhand, and Andaman & Nicobar Islands) and Scheduled Castes / Scheduled Tribes of all other States.	10,000	13,000	18,000	21,000	28,000
3.	All other States (General Category)	7500	12,000	16,000	20,000	25,000
B	Additional Subsidy for cattle dung based biogas plants if linked with sanitary toilets, only for individual households (Rs. Per Biogas Plant) fixed	1600	1600	1600	Nil	Nil

<p><b>C. Turn-Key Job Fee for construction, supervision, commissioning, and free O&amp;M warranty for five years trouble free operations of plant including quality control at all levels.</b></p>	<p>Rs. 2500/- per biogas plant for fixed dome design construction based plants such as Deenbandhu and floating gasholder KVIC type brick masonry models from 1 to 10 M<sup>3</sup> and Rs. 4500/- per plant for 15 to 25 M<sup>3</sup> plant size. Turn Key Job Fee will also be provided for eligible biogas plants for pre-fabricated plants as per above mentioned models involving part construction work either for digester or dome.</p> <p>Turn Key Job Fee at the flat rate of Rs. 1000/- per plant will be also eligible for biogas plants of size ranging from 1 to 25 M<sup>3</sup> which are completely pre-fabricated / manufactured biogas plants and made up of standard quality material FRP / HDPE / PVC etc. as already approved or as and when approved by MNRE. However, no Turn Key Job Fee will be payable for bag type digesters made of rubberized nylon fabric (flexi model) plants as it does not involve higher construction techniques and any supervision of construction. The manufacturers and developers of such biogas plants for implementation under this scheme will have to provide a free warranty and guarantee of five years for all plants for post installation trouble free operations under the terms and conditions of Turn –Key Job Work Scheme applicable including for all those who are implementing the scheme on bidding basis.</p>
<p><b>D. Administrative Charges – for physical target achievement range of biogas plants</b></p>	<p><b>(Amount in ₹ )</b></p>
<p>1. 100-3,000 nos. of Biogas Plants.</p>	<p><b>1,00,000<sup>^</sup></b></p>
<p>2. 3,001-7,000 nos. of Biogas plants</p>	<p><b>10,50,000<sup>^^</sup></b></p>
<p>3. Above 7,000 nos. of Biogas plants</p>	<p><b>24,50,000<sup>*</sup></b></p>
<p><b>E. Support for Training courses including skill development Programme for Biogas Mitras</b></p>	<p><b>(amount in ₹ )</b></p>
<p>1. Users Course</p>	<p>4,000</p>
<p>2. Staff Course</p>	<p>10,000</p>
<p>3. Construction-cum Maintenance / Refresher</p>	<p>50,000</p>
<p>4. Turn-key Workers &amp; Management Course/Skill Development for TKWs / RETs / SHGs/ Officials of SND and KVIC</p>	<p>75,000</p>



F.	<b>Biogas Development &amp; Training Centres.</b> Financial support for set functions and roles of BDTCs would be provided towards staff, conducting training courses, skill development courses, pilot plant demonstration, TA/DA, consumables and contingencies as per allocated targets.	As per the pattern of CFA and staff strength / positions conveyed vide Ministry's sanction letter No. 19- 3/2011-BE (Pt.) dated 16 <sup>th</sup> November, 2011, dated 2 <sup>nd</sup> March, 2012 and continued vide sanction No 19-4/2017-BG/ R&D/Biogas dated 14 <sup>th</sup> July, 2017. The annual outlay allocated year-wise shall be based on the yearly Plan of work & targets as approved activities by the MNRE.
G.	<b>Support for Communication &amp; Publicity as per the physical achievement range of Biogas Plants (Amount in ₹ )</b>	The financial support would be provided on lump - sum basis which is linked with the physical achievements as per the range/slab of biogas plants achievements. The publicity and information charges would be limited to the actual expenditure claimed and supported by copies of vouchers which would be subject to the maximum limits as given below.
1.	Up to 1,000 plants	₹ 2,00,000/-
2.	1,001- 10,000 plants	₹ 4,00,000/-
3.	More than 10,000 plants	₹ 6,00,000/-
H.	<b>Incentive for saving fossil fuels (diesel, petrol, kerosene, electricity etc.) to farmers by using biogas in 100% Biogas engines.</b>	Incentive is eligible for purchase of 100% biogas engines and transportation of biogas from the site of the biogas plant to the site of biogas engine. The fixed CFA of ₹ 3000/- per 100% Biogas based Generator set / Biogas engine water Pumping System (BPS) for water pumping and meeting other small farm power needs from biogas, subject to a maximum of ₹ 4000/- per plant for plants of 15 to 25 Cubic Metre would be provided. The annual target for this will be approved by the Ministry based on the proposals received from the States and targets allocated by the MNRE.

<b>Additional incentive to PIAs i.e. Rural Development Departments, KVIC etc. for implementation of NBOMP, biogas plants size 1 to 25 M<sup>3</sup> ( under the component 2.2 D above)</b>
^ Extra Rs. 400 per plant in excess of 100 biogas plants installed.
^^ Extra Rs.350 per plant in excess of 3000 biogas plants.
* Extra Rs. 300 per plant in excess of 7,000 biogas plants subject to maximum of Rs. 60.00 lakh (Rupees Sixty Lakhs only).



### 3. RELEASE OF FUNDS UNDER NNBOBP

The Central Financial Assistance (CFA) for eligible and approved components of the NNBOBP Scheme as given in **Table-1 under 2.2 above** will be released to the designated Main Programme Implementing Agencies (MPIAs) i.e. State Rural Development Departments and Khadi & Village Industries Commission (KVIC), Mumbai and also to BDTCs for taking up only pilot Biogas Plant Demonstration Projects as approved specially by the MNRE, as well as to other approved implementing agencies @ Rs.20,000/- per plant for NER States and Rs.12,000/- per plant for all other States, as worked out based on an estimated average unit cost of various sizes biogas plants. The 50% advance release of funds for annual allocated targets would be made to the designated SND, MPIAs i.e. State Rural Development Departments and KVIC, Mumbai and to BDTC etc. The CFA released as advance can be used for meeting expenditure for approved components of the scheme such as payment of subsidy, turn-key job fee, administrative charges, publicity, training, etc. **However, no advance CFA would be released for biogas plants of size bigger than 10 cubic metre. Biogas plants of size 15, 20 and 25 cubic metre will have to be set up on reimbursement basis only.** For biogas plants size 1 cu.m. to 10 cu.m. , the eligible CFA will be released in three installments on the following pattern:-

3.1 First installment of advance funds amounting to 50% of the total estimated CFA as per the rates per biogas plant given above, corresponding to the allocated annual targets and after adjusting the unspent balance of previous years, if any, will be released to all the State Nodal Departments that is State Rural Development Departments and Khadi and Village Industries Commission(KVIC) Mumbai and BDTCs and other approved designated Organizations by the MNRE, after issue of the sanction order for physical targets and upon receipt of the Utilization Certificate (UC) in respect of the previous funds released during the previous year/years.

3.2 The second installment of funds amounting to 50% of the estimated CFA worked out at the rate as given under para 3 above will be released based on the receipt of (a) Utilization Certificate of the previous release(s); (b) receipt of Audited Statement of Accounts along with final claims of before previous year that is previous to previous year and settlement of accounts of that year; and (c) based on the satisfactory physical progress of at least 55 % of the annual targets achieved during the year of programme implementation.

3.3 The balance expenditure, if incurred, over and above the funds released in two installments as mentioned above, the State Nodal Departments i.e. State Rural Development Departments and Khadi and Village Industries Commission (KVIC), BDTCs, and other approved organizations, etc. shall forward their final claims in respect of each year for release of funds if any, as balance project completion liability amount and for settlement of accounts to the Ministry in the prescribed Proforma/ Format as given at Annexure-IV along with consolidated Utilization Certificate in form 12A/12B/12C as applicable as per **GFR 2017**. A.G. Audit Certificate of Expenditure in case of State Nodal Departments and Audited Audit report along with Statement of Expenditure by duly appointed Chartered Accountants Firms in respect of State Nodal Agencies / Corporations/ Societies. The above documents in original for settlement of accounts should be sent to MNRE after the close of the financial year, by <sup>th</sup>**30 September**, of the following year. If the conducting of A.G. Audit for the work done is getting delayed and State Rural Development Departments, KVIC needs balance funds to release eligible subsidy and Turn Key Workers' Fee (TKWF), the implementing agency should submit an Internal Audit Certificate of Expenditure along with the claims in prescribed proforma for provisional settlement and to get fund release from the MNRE. However, the documents for final settlement of accounts in all respect including final Audited Statement of Expenditure (ASoE) for all the fund releases and expenditure incurred and ASoE issued by



A.G. as mentioned above should be submitted within three months of the last release of funds, so that the balance funds if any, can be released and accounts of that particular year are settled finally.

3.4 The CFA / Subsidy claimed and paid will be recovered in full along with penal interest, if any irregularity is brought to the notice of Government of India and including fraudulent claim(s) is detected subsequently at any point of time even after the final settlement of the accounts and the decision of the Secretary, MNRE, Government of India, would be final and binding on the Programme Implementing Agencies (PIAs).

#### **4. IMPLEMENTATION**

41 The New National Biogas and Organic Manure Programme (NNBOMP) will be implemented by the designated State Nodal Departments i.e. the State Rural Development Departments of the States and State Offices of Khadi and Village Industries Commission (KVIC), Mumbai and Biogas Development and Training Centres (BDTC). All the Programme Implementing Agencies (PIAs) that is State Rural Development Departments of the States/UTs within a State/UT **would work in complete coordination and share all the information with each other.** KVIC and State Rural Development Departments may identify its functionaries in the field and take help of Panchayati Raj Institutions / Gram Panchayats, Urban Local Bodies and Block / Taluka Development Officers / District Agriculture Offices, Kissan Vikas Kendras etc. in identification of feasible biogas plant sites and selection of the potential beneficiaries and their applications for biogas plants. SRDDs and KVIC may also involve them in post installation monitoring of the biogas plants.

#### **42 Implementation through PSU Banks / NABARD/ IREDA: -**

Financing Organizations/ Institutions that is Scheduled Banks / PSU Banks through their Regional Rural Development Banks/ Grameen Banks, IREDA, NABARD, and other RBI approved Financial Institutions may also take part in implementation of the Scheme in consultation with SNDs that is the concerned State Rural Development Department and KVIC. Under this method the biogas developers and entrepreneurs as aggregators may prepare their Detailed Project Reports for a cluster of villages and get the project appraisal and approval done from the above mentioned Banks/ financial institutions. The Banks after giving in- principal approval of the projects, may submit the same to MNRE through the concerned State Rural Development Department/KVIC as the case may be for Administrative Sanction of the Ministry(MNRE). The State Rural Development Department( SRDD) / KVIC after issue of the Administrative Sanction order by the MNRE, may award the projects to the Biogas Developers / Entrepreneurs as Biogas Service Providers under the Bank Implementation Model. Upon the project completion / commissioning and 100 % physical verification by third party, the concerned banks would submit the proposal through respective SRDDs/KVIC for seeking CFA. The MNRE on its part, after having received the proposal from the State Rural Development Department/KVIC as the case may be, may conduct the random third party sample inspections for release of the CFA to the Bank Accounts of the Project Developer i.e. Biogas Service Providers as back ended Central Financial Assistance (CFA) on re-imburement basis on receipt of the Bank Mandate and Demand and recommendations of the concerned SRDD / KVIC. This guideline is applicable for all sizes of Biogas Plants covered under the Scheme i.e. from 1 cubic metre to 25 Cubic Metre .

#### **43 Coordination Committees at the State and District Levels**

With a view to ensure proper monitoring, coordination and review of programme implementation, State Rural Development Departments and KVIC or BDTCs etc. should form



their Joint Monitoring and Coordination Committees at District level and include the subject in the Agenda of meetings at District Levels Meeting(DLCs) in every month. Such monthly meetings may be chaired by the District Magistrate & Collector. The major outcomes of the meeting of the District Level Committees (DLCs) held during each month may be included in the **Monthly Progress Report** attaching the list of important decision and progress achieved. The same should be sent to MNRE in the Monthly Progress Report.

#### **44 Demarcation of area of operation for KVIC and other Agencies**

In order to avoid any duplicity or reporting of achievements of physical progress in any fraudulent manner the main designated SNDs i.e. State Rural Development Department of the State may demarcate a District or a Block/Taluka of operation for each Biogas Implementing Agency in the State/UT. This would be done in the beginning of the financial year, earmarking specific area for implementation for each organization including by KVIC. It would also be necessary that one Agency / Organization is allowed to operate in an identified area for a longer period of 4-5 years. The plants set up by these agencies may also be monitored on a random basis by the higher Officials of SND i.e. Rural Development Department and KVIC for cross verification purpose. Also **these cross verification/ inspections by the higher level Officials of the SRDDs and KVIC would form the part of the Completion Certificate.**

With a view to avoid duplication in reporting of physical achievement and payment of Central Financial Assistance (CFA) / Subsidy, it is mandatory on the part of KVIC and the State Rural Development Departments and other programme implementing organizations to keep the States' Rural Development Departments informed in writing both in hard and soft copies with the relevant information about the biogas plants set up by them on Monthly basis. All the implementing agencies of the State should share the lists of the beneficiaries of Biogas Plants with each other before finally making the entries in their respective Master Inventory Registers and sending the final reports of the year to MNRE. These details would be also maintained in soft and hard copies, District-wise and Village-wise as well as Year-wise in a District Biogas Portal of the SNDs, KVIC etc.

State Rural Development Departments & KVIC and BDTCs and others should share the lists of beneficiaries with each other to avoid any duplication before release of subsidy and Turn Key Job Fee. **States Rural Development Departments and KVIC are requested to issue suitable instructions to their District Nodal Officers on the above mentioned issues on yearly basis while assigning the district-wise targets.**

#### **45 Role and Functions of Biogas Development and Training Centres (BDTCs)**

Currently, 8 BDTCs have been approved for continuation and sanctioned for providing technical trainings and information & publicity assistance to the State Rural Development Departments and KVIC or other Implementing Agencies including PSU Banks, NABARD, or Financial Institutions and to ensure proper coordination amongst all Implementing Agencies of the State and provide them all kinds of Technical and Trainings, Skill Development as well as developing publicity materials. The State Rural Development Departments may set up "**BDTC Work Advisory & Review Committee**" under the chairmanship of the concerned Principal Secretary / Secretary of the State Rural Development Department / Commissioner RD to review the work of the State BDTC. The BDTCs may be included in the above committee. The BDTCs Committee should meet in the beginning of the financial year for chalking out the Annual Action Plans and the performance to be reviewed thereafter in every quarter.



#### 46 Priorities of coverage of areas and communities

The designated State Rural Development Department, KVIC and BDTCs will cover maximum number of beneficiaries by applying innovative techniques and special features of the programme as narrated in the next Para 5, so that the beneficiaries under the Scheduled Castes Category, Scheduled Tribes Category, Forest Areas and forest fringe villages and left wing affected areas are covered. They should be benefitted by targeting up to 35% to 40% of the annual physical targets. The SC and ST component targets are to be achieved up to 25% for Scheduled Castes and 15% for Scheduled Tribes.

#### 47 Payment of Subsidy / CFA for Biogas Plants

The Central Financial Assistance (CFA) / subsidy will be disbursed to the beneficiaries of biogas plants by crediting to their Bank Accounts seeded with their Aadhaar Numbers **after completion and commissioning of biogas plants**. Commissioning of Biogas plant includes laying of quality biogas pipeline, water remover, installation of standard biogas stoves/burner, and generation of biogas from the biogas plants for its use by the beneficiary concerned and duly issuing the Completion Certificate (CC) of the Biogas Plant. The applicable CFA amount would be disbursed to the beneficiaries of biogas plants in the following manner-

4.7.1 In case, a biogas plant beneficiary has taken loan for setting up of biogas plant from Scheduled Banks or Cooperative Banks or under the KCC or from NABARD / IREDA, NABARD authorized Financial Institutions for Agriculture, the CFA/subsidy amount would be deposited / transferred directly to his Biogas Loan Account seeded with Aadhaar Numbers of the beneficiaries by following DBT route. This would be done immediately after commissioning and issuing of Biogas plant Completion Certificate (CC) duly signed by the beneficiary & concerned Officials and accepted by the higher level management of the Main Programme Implementing Agencies (PIAs) for the biogas plants so that it would help the beneficiary in resourcing funds and his interest burden could be lessened.

4.7.2 In case the entire expenditure of construction and commissioning of a biogas plant is borne by the beneficiary himself, the payment of eligible Subsidy/CFA amount will be paid directly through Direct Benefit Transfer of Biogas (DBTB) route by crediting to the beneficiary's bank account by following DBT route. This would be done immediately after commissioning of the biogas plant and issuing Completion Certificate duly signed and accepted by the higher level management of the Main Programme Implementing Agencies (MPIAs) so that this would help him in recouping funds spent by him.

4.7.3 In case the Programme Implementing Agencies i.e. SRDDs or KVIC or their registered and recognized /TKW/RET/ BM have financed / borrowed & invested their own money in full for installation and commissioning of the biogas plant for a beneficiary, the eligible subsidy amount at the applicable rate of biogas plant size payable to the actual beneficiary of the plant, may be paid to the concerned SRDDs or KVIC or their registered and recognized /TKW/RET/ BM after first transferring the subsidy amount to the bank account of the beneficiary concerned following DBT route and pay back the same amount to the SRDDs or KVIC or their registered and recognized /TKW/RET/ BM (as the case may be) who had installed the Biogas Plant and Completion Certificate (CC) issued in the manner as mentioned above and given in the standard proforma have been accepted by the MPIA. This would be done after commissioning of the biogas plant and issuing the completion certificate of the biogas plant as prescribed in the format at **Annexure XIV** so that this could enable an efficient delivery and ensure the process of authentic verification. In the process of physical verification of the biogas plants/assets everyone would be responsible including the beneficiary as revealed from the Biogas Plant Completion Certificate **Annexure XIV**. The detailed guidelines and procedure



for payment of Turn Key Job Fee may be seen at **Annexure-V** to these Guidelines, which are indicative in nature and can be made further stringent at the implementation level by the State Rural Development Departments and KVIC Mumbai.

#### **48 Guidelines for Bank loan for Installation of Biogas plants**

All the Public Sector Banks, NABARD / IREDA and Regional Rural Banks of Scheduled Banks would involve themselves in implementation of NNBOMP by financing/lending to (i) Individual beneficiary (ii) A Group of Beneficiaries (iii) Biogas Turn Key Workers/ Biogas Rural Energy Entrepreneurs/ Biogas Developers/ Biogas Mitras by taking into consideration the average unit costs for different models, sizes of Biogas plants and cost applicable to State areas/regions. A few important measures to be taken are given below:

- 4.8.1** Efforts would be made to prepare Bank loan applications in the beginning of the financial year. The banks, in turn, may chalk out a programme for expeditious clearance of the loan applications so that construction/ plant installation activities can start in full swing before the commencement of the monsoon.
- 4.8.2** In case the Banks themselves are involved in implementation of the scheme under this scheme, the provisions Para 4.2 as mentioned above would be applicable. Banks may also further streamline the implementation model at their level based on these guidelines and share the same with the State Rural Development Departments, KVIC and the MNRE before application/implementation.
- 4.8.3** In order to facilitate realistic loan amounts (Bank Loans for Biogas Plants), a Unit Cost Committee at the State Level comprising one member each from SRD Deptt, KVIC, BDTC, Bank (s) and NABARD/ IREDA may be set up. The Unit Cost Committee at the State Level in collaboration with the NABARD and IREDA will examine and fix unit cost of installation of various models and sizes of biogas plants. The unit cost may be fixed yearly as this would avoid problems of non-financing for biogas plants as the committee would also recommend adequate amount for a biogas plants to be financed by the Banks.

#### **5. SPECIAL AND INNOVATIVE FEATURES FOR IMPLEMENTATION OF NNBOMP**

- 5.1** To begin with from the year 2018-19, 25% to 30% of the annual allocated physical targets work may be accomplished through competitive bidding by taking the approved Turn-Key Job Fee as the benchmark cost of completing / commissioning and providing of biogas plant post-commissioning operation and maintenance services for 5 years as per the Terms and Conditions of the Turn-Key Job Work Contract. In order to upscale the programme through competitive bidding, State Nodal Departments i.e. State Rural Development Departments and KVIC may involve the recognized and registered Biogas Turn-Key Workers (BTKW) / Biogas Rural Energy Technicians or Renewable Energy Technicians (RRETs) / Biogas Mitras and other experienced, recognized Organizations having experience and vast knowledge of biogas technology implementation / dissemination including MSMEs. The bidders of the tender would be categorized as class A/ class B contractors for providing composite Biogas Services following the procedure like the CPWD manual of works execution practices. Installation of biogas plants with stress on the entrepreneurship model, and involvement of dedicated Self Help Groups (SHGs) with the concept of microfinance for better inclusive and sustainable growth to be worked out at the level of Programme Implementing Agencies (PIAs),SRDDs and KVIC.



## **5.2 Beneficiary-wise Lists on Websites**

### **5.2.1 Information to be uploaded on websites**

Uploading of beneficiary- wise, Village wise / Block / District-wise, and year-wise complete list of installation of commissioned biogas plants along with the amount of subsidy paid and date of commissioning on DBT mode and Aadhaar card numbers (displaying last 4 digits only) and beneficiary's Bank Account number (last four digit only) seeded with Aadhar number to be given on the web sites of the respective programme implementing Agencies/organizations i.e. on websites of the Rural Development Departments & KVIC and the same would be linked with MNRE biogas data portal (MIS). **This would be mandatory for all the Programme Implementing Agencies i.e.** for Rural Development Departments and KVIC etc. It is therefore, imperative to have complete computerization of the programme implementation system including taking and accepting online applications of the potential beneficiaries of the Biogas Plants.

### **5.2.2 Computerization of the Scheme Implementation**

A suitable and simple application for biogas plants to be developed by the MPIAs which would form the initial base of the computerization. Simultaneously, MNRE may also devise an application for accepting the requests of potential biogas beneficiaries online, that will be subsequently forwarded to the respective SRDD / KVIC State Office for accepting and taking further needful actions at their end. All these actions will help in channelizing the information and data for putting it into the MIS and also for DBT Compliance. All the scheme records would be kept intact in 100% computerized form (soft and digitized form) for further useful purposes.

## **5.3 Incentive for saving of diesel and electricity Bills of Farmers.**

Additional incentive as CFA / subsidy would be given to farmers/ dairy farmers for setting up Biogas plants of bigger size **from 10 M<sup>3</sup> to 25 M<sup>3</sup> size plants for running 100% biogas engines to meet their small farm power needs as per details given in para 2.2 Table -I.** A target of certain numbers of farmers about 5000 farmers in first year (2018-19) to be taken up by the States. The State Nodal Departments i.e. State Rural Development Department and KVIC in consultations with the BDTCs would plan and fix State-wise demand for the year and achieve the physical targets. CFA would be given for the above purpose to purchase 100% biogas engine and rubber/plastic/fabric based biogas containers for transportation of biogas from the site of biogas plant to the site of power point / point of stationary power requirements. A subsidy of Rs 3,000/- per 100% biogas engine generator set (about 50% of the total cost), subject to the maximum of ₹. 4000/- per biogas plant in case of 15 , 20 and 25 Cubic Metre per day size biogas plants would be given to a farmer / beneficiary on actual achievement basis on this account. The reporting about the progress of such plants set up will be given quarterly in the **Annexure-XI** and in claims at **Annexure-IV**.

## **5.4 Implementation by Main Implementing Agencies RDs & KVIC through Public Sector Banks/Scheduled Banks NABARD and IREDA**

The aggregators of biogas plants would prepare commercially viable projects with its all variants on viable and up-scalable basis by taking into account the setting up of Gobar Banks / Cattle Dung Centre (CDC) concept and integrating other



biodegradable organic wastes collection Centres at one place for setting up of biogas plants to produce Bio-Organic Manure and generate Biogas at village level for providing Composite Biogas and Organic Manure Services (CBOMS). The Biogas Plant would serve as a unit of Biogas and Organic Bio-manure production by having slurry value addition and value added products units in the villages. Thus, the biogas plants will become a source of employment generation and livelihood option for both the households/farmers, selling cattle dung to the Biogas Entrepreneurs/ Biogas Mitras / Biogas Developers and Service Providers (BDSPs) and Biogas Entrepreneurs. The Banks would process the proposals of Biogas Aggregators and extend loan at softer terms and condition giving priority as biogas plants are absolute Renewable Energy Systems (RES) which is a priority sector lending area under the RBI Guidelines. Such projects upon their successful commissioning would be provided the eligible subsidy / CFA as back-ended support to lessen the burden of interest on loans. In this model, the scheduled Banks would fix certain minimum targets for their Bank branches which would be called their **Green Loans for Biogas and Organic Manure Service (GLBOMS)** under the NNBOMP. The line of implementation of scheme will be as prescribed under Pars 4.2 above.

### 5.5 Co-implementation of the Scheme-

As the NNBOMP scheme entails numerous benefits for rural and semi-urban areas and particularly for farmers, therefore, NNBOMP may be implemented along with other similar developmental schemes of the other Ministries/Departments to have better realization of the potential of the Scheme. **However, the financial assistance can be availed in other schemes only for those components for which no CFA is provided under this scheme, NNBOMP of MNRE, GOI.** The following schemes are eligible for co-implementation with the NNBOMP:-

- i. MGNREGA- For tying up labour component of the Ministry of Rural Development (MoRD) wherever possible and feasible for only digging of pits for biogas plants for which no CFA is provided under the NNBOMP.
- ii. Organic Farming Mission and Dairy Entrepreneurship Development Scheme (DEDS) of Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture and Farmers' Welfare, Government of India.
- iii. Swachh Bharat Mission of Ministry of Urban Development.
- iv. Drinking Water and Sanitation Scheme of Ministry of Drinking Water and Sanitation for connecting sanitary toilets to Biogas Plants.
- v. Biogas Scheme is a fit and feasible Scheme for ensuring balanced and rapid Socio-economic developments of the backward regions, / areas, communities such as SCs, STs, other Weaker sections, Forest Dwellers , BPLs and would be accorded priority under the CSR responsibilities of the corporate sector under the Ministry of Corporate Affairs. Ministry of Corporate Affairs, GOI, may issue separate instructions in this regard.
- vi. Installation of Biogas Plants in Organic Farming Clusters so as to make the Biogas slurry available for Organic Farming Mission (OFM). Ministry of Agriculture may issue suitable instructions to the Organic Farming Mission and also for enhancing the income of Farmers through installation of Biogas Plants.
- vii. To include Biogas Plant unit as an eligible item for availing credit under the Kissan Credit Card (KCC), MOAFW and NABARD may include the Biogas Plant in the eligible items of KCC Loan facility to all categories of FARMERS.



## **5.6 Implementation of pre-fabricated Biogas Plants – (MNRE Approved model or ISI Marked Plants by BIS)**

The Main Programme Implementing Agencies i.e. State RDDs and KVIC would devise a standard tender document for calling bids and for implementation of the target of current year 2018-19. For quality materials, life endurance and best service delivery, the quality checks for MNRE approved specifications of pre-fabricated biogas plants would be done on random sample selection basis at the source of manufacturing and/or at delivery points by the authorized Officials of SNDs and KVIC and BDTCs, etc. by constitution of committees for the purpose so that standard quality control for delivery of the Biogas Plants could be ensured. These types of biogas plants would also require compliance to the laid down specifications and should be in conformity with the existing ISI standards and new Standards to be set up by BIS in due course of time.

## **6. MODELS OF BIOGAS PLANTS AND APPLIANCES**

### **6.1 Approved Models of Family Type Biogas Plants/ Small Biogas Plants**

Appropriate size and models of biogas plants would be selected on the basis of preference / choice of the beneficiaries and shall be installed keeping in view the technical requirements such as location, distance between kitchen and cattle-shed, availability of water and main feed-stock cattle dung and other biodegradable organic biomass wastes and sanitary toilets. Approved models for such plants are available from 1 to 25 M<sup>3</sup> capacities for fixed dome design and floating Gas holder KVIC design models of plants. In addition, the Ferrocement and Brick-masonry biogas plants, prefabricated models of Deenbandhu biogas plants made of High Density Polyethelene (HDPE) and KVIC Model and Deenbandhu Model of plants made of Fiber-glass Reinforced Plastic (FRP) and Reinforced Cement Concrete (RCC) material based approved biogas plants would be covered under the scheme. **Only the MNRE approved specifications / ISI marked models of biogas plants as approved by BIS will be eligible for CFA under NNBOMP.**

The MNRE approved models of biogas plants are available for 1 M<sup>3</sup> to 25 M<sup>3</sup> per day capacities for fixed dome design and floating Gasholder KVIC design type biogas plants. The commonly used and approved models of biogas plants are as given under:-

<b>Sl. No.</b>	<b>Biogas Plant Models*</b>	<b>Specifications/ Ministry's letter Nos .and date and date of approval.</b>
1.	<b>Fixed Dome / Gasholder Biogas Plants:</b> (i) Deenbandhu fixed dome model with brick masonry construction. (ii) Deenbandhu ferro-cement model with in-situ technique. (iii) Prefabricated RCC fixed dome model. (iv) Solid-state Deenbandhu Fixed Dome	-Ministry's letter No.13-10/96-BG dated 10-1-2002. -Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. -Ministry's letter No.13-11/99-BG dated 5-3-1999 -Ministry's O.M.No.13-5/2016-BG(NBMMP) , Dated 07.11.2016



2.	<b>Floating Dome Design Biogas Plants:</b> (i) KVIC floating steel metal Gasholder with brick masonry digester. (ii) KVIC floating Gasholder type plant with Ferro- Cement digester. (iii) KVIC design Biogas Plant with Fibre Glass Reinforced Plastic (FRP) and Digester. (iv) Pragati Model Biogas Plants. (v) KVIC design type digester with floating Gasholder, made up of HDPE/PVC/ FRP/RCC etc. material plant	-Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. -Code of practice IS-12986:1990 of BIS, New Delhi. Specifications of FRP Gasholder should be as per IS-12986:1990  -Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. -MNRE O.M.No.18-1/2014-BE(NBMMP) Dated 26.11.2014
3.	<b>Prefabricated model Biogas Plants:</b> (i) Prefabricated Reinforced Cement Concrete (RCC) digester with KVIC floating drum/ gasholder.	-Ministry's O.M.No.18-1/2014 BE (NBMMP), Dated 26.11.2014
4.	<b>Bag Type Biogas Plants (Flexi model)</b>	Ministry's letter No.7-39/89-BG dated 14.7.95

6.2 In addition to above the plants of KVIC design only in the size range of 1 cubic meter to 25 cubic meter implemented in the field on large scale basis earlier would be eligible under the new scheme NNBOMP.

6.3 Innovative, cost effective and high efficiency new designs models of biogas plants will continue to be added following MNRE approval procedure/ policy for approval of new design / material based biogas plants. The approval of such new designs of biogas plants would be based on the design based on specific feedstock(s) and combinations of Organic Wastes/ feed-stocks, the innovations, technology development, their field evaluations and worthiness brought out through laboratory / pilot field trials/ demonstrations & verifications as well as satisfaction and acceptance of the same by the potential beneficiaries of biogas plants in the country.

#### 6.4 Biogas Plant Appliances:-

In order to give safe, efficient and economic utilization of the biogas obtained from the Biogas Plants the specifications given in the **IS - 8749: 2002**, Indian Standard Biogas Stove-Specifications (second revision) shall be followed in manufacturing techniques, for materials, design, maintenance and finish. The thermal efficiency shall not be below 55% for each burner of the Biogas Stove. Only ISI Marked, double burner biogas stoves / chulhas should be provided under the New National Biogas and Organic Manure Programme irrespective of the size of Biogas Plant. Where the biogas stoves are to be purchased by the beneficiaries themselves, they should be advised/ guided by the Implementing Agencies / Biogas Stove manufacturers and kept informed of the benefits of ISI marked Biogas Stoves. The model names / brand of ISI Marked stoves and their Manufacturers, prominent locations of availability, shops/market places of BIS Standard Mark Biogas Stoves their costs and spare parts should be also covered and included in the information and publicity material of biogas plants. The Biogas Turn Key Workers/ RETs/ BMs working for RDDs and KVIC should



ensure availability of spare parts of the biogas stoves/burners and other appliances for providing trouble free and continuous long period operations of biogas plants. All the Programme Implementing State Rural Development Departments and KVIC would ensure that the Standard Biogas Burners/ Stoves are available to all the beneficiaries either in advance or just –in- time of the commissioning of biogas plants so that there is no chance of any mismatch of timing in the first time biogas generation from the biogas plant and its use by the beneficiaries. New and innovative technology development in biogas saving such as high thermal efficiency Biogas Burners, higher efficiency dual biogas stoves burners for Biogas and LPG, good quality biogas pressure busters would be considered for deployment based on merits.

## **7. TURN-KEY JOB FEE (TKJF)**

### **7.1 Turn-Key Job Fee Scheme for Biogas Plants**

The Turn-key Job Fee Contractual Scheme would be implemented in the following manner. The Scheme is linked with five years' free warranty and guarantee for trouble-free functioning of biogas plants set up both on **Turn-Key Work Contract basis and bidding basis**. Under this scheme the approved and applicable rate of Turn-Key Job Fee per biogas plant according to the size(s) of biogas plants as given in **Table-1** under para 2.2 above would be payable to:

- (i) the duly recognized and registered Biogas Turn Key Workers (BTKWs) / Biogas Rural Energy Technicians (BRETs)/ Biogas Mitras /MSMEs as identified by the SNDs, KVIC or BDTCs following the transparent procedure of "Award of Work";
- (ii) Registered Societies, Registered corporate organizations/bodies identified by the State Governments Departments / Agencies; following the transparent procedure of "Award of Work";
- (iii) Approved, recognized and registered trained entrepreneurs BTKW/RETs /SHGs/ Biogas Small & Medium Enterprises (BSMEs); and
- (iv) Recognized categories of A&B class contractors of CPWD in the field of Biogas Plants construction, commission and supervision & maintenance as found to be successful through bidding route for implementation of the scheme and their subsequent recognition and registration under the NNBOMP by the designated State Programme Implementing Agencies (PIAs) of the scheme i.e. State Rural Development Departments and KVIC.

### **7.2 Turn-Key Job Scheme – I**

**Under the Turn-Key Job Scheme-I**, the Biogas plants of approved design, specifications and models including conforming to ISI standards as brought out by BIS would be set up through bidding. Initially the SRDDs, KVIC and BDTC, etc. , as the case may be, would call bids on the standard Tender Document. The tender document for each design and model and size of biogas plant would be devised in such a way that the bidding process and the likely successful bidder should not have any scope for any deviation in the quality installation of biogas plant, appliances, biogas equipment and biogas services to be rendered by him for at least the next five years. The reverse bidding under this Scheme would be done on the MNRE approved and applicable Turn-Key Job Fee as a Benchmark cost as given in Table- 1 under para 2.2 which has been fixed at ₹ 2500/- per biogas plant for plants up to 10 M<sup>3</sup> size and ₹4500/- per biogas plant for plant size above 10 cubic metre and up to 25 M<sup>3</sup> / day and Rs.1000/- for



prefabricated/manufactured biogas plants of size from 1 to 25 cubic metre. This is being fixed considering the highly decentralized and distributed nature of the potential of small Biogas Plants (1 M<sup>3</sup> to 25 M<sup>3</sup>) and aggregators in an entrepreneurial mode to take part in the scheme implementation. For the successful bidder who after signing the Contract Agreement with the respective SRDD/ KVIC and BDTC etc. **all other terms and conditions of the Turn Key Job Scheme would be applicable at least for 5 years.** The same terms and conditions would also apply for those who come for Bank Implementation of the Scheme. The indicative guidelines and procedure for payment of Turn Key Job fee for setting up biogas plants and providing post installation free warranty services for five years is given at **Annexure-V.** In this the Turn Key Job Fee as found out in the bidding process would be proportionately divided for making the payments to the successful bidder during the Five Year Contract Period of the Biogas Services with respect to the Bench Marked Turn Key Job Fee as given below in Para **7.3.1 & 7.3.2. Therefore, the bid out rates of the Turn Key Job Fee should be always lesser than the Benchmarked Turn Key Job Fee as given in these guidelines.**

### 7.3 **Turn Key Job Scheme-2**

This Scheme is applicable to all those Biogas Turn-Key workers / Rural Energy Technicians who may have already been working as registered and recognized Turn-Key Workers of the SNDs, SNAs, KVIC and BDTCs from the previous years and who have been involved and have implemented the earlier National Biogas and Manure Management Programme (NBMMP) in the past without any complaints of any kind and who still want to continue in the scheme implementation by the State Rural Development Departments (SRDDs) & KVIC. Since, this Scheme has thus become a livelihood programme for most of them, therefore, the State Government Departments i.e. Rural Development Departments and KVIC may continue to take their involvement as per the guidelines being communicated through this. The Turn Key Job Fee to such Biogas Turn Key Workers / RETs/ BMs should be paid to the Turn-Key Job Workers/ Rural Energy Technicians / Entrepreneurs etc. **Contract Agreements of 5 years for providing Biogas Services should be entered into with registered and recognized TKW. The indicative guidelines are given at Annexure-V.** The Programme Implementing Agencies (PIAs) i.e. SRDDs and KVIC at their level may further make the **Terms & Conditions of the Contract Agreement more stringent including taking Surety Bond/Bank Guarantee of appropriate amount per biogas plant so that nobody can have any chance of violating the provisions and norms of these guidelines of the NNBOMP.** However, with effect from November, 2018 the selection of Biogas Turn Key Workers/RETs will be through bidding process only as defined in para 7.2 above.

#### 7.3.1 **Payment of Turn Key Job Fee (TKJF)**

On getting the beneficiary's consent in the form of Completion Certificate ( C.C.) the first installment of ₹ 1500/- per plant (for size range 1-10 M<sup>3</sup> per day capacity) out of total eligible amount of Rs.2500/- which is to be released after quality construction, supervision, including use of specified materials of biogas plant in quantity and quality and successful commissioning of the Biogas plants and upon getting beneficiary's signature as a proof of his acceptance of the successful operation of Biogas plant in the Completion Certificate of each and every biogas plant unit in the prescribed proforma as given at **Annexure-XIV.** The Completion Certificate (CC) being issued would be signed by the Beneficiary, Biogas Turn Key Worker, concerned Official of the SRDD/ KVIC or BDTC or Bank Official and two independent witness. The two witnesses could be one of his neighbours and another who may be any Panchayat / Gram Panchayat Ward



Member or Sarpanch. The Completion Certificate should also be countersigned by the concerned higher level Officer of the SRDD /KVIC/PIA/BDTC as the case may be. Thereafter, the balance TKJF of Rs.1000/- may be paid in two installment of Rs.500/- each at the end of third year and fifth year after proper verifications of the services provided by the concerned Turn Key Worker. This is subject to the condition that the Turn- Key Worker would visit their installed plants at least twice in a year during the free warranty period of 5 years.

Guidelines and procedure for engaging and payment of Turn-key Job Fee for setting up biogas plants to be followed by all the States Rural Development Departments and State Nodal Agencies and KVIC & BDTCs and other approved agencies, as given at **Annexure- V**, for ready reference. Turn-Key Job Fee should be paid to the registered and recognized Turn-Key Job Workers / Rural Energy Technicians / Self Help Groups / Entrepreneurs etc. following DBT route only, which should be paid in total three installments as mentioned above. **The written concurrence/consent of respective beneficiaries indicating the satisfactory working of the biogas plant at every stage will form the part of documentation for release of the Turn-Key Worker Charges. The beneficiary's concurrence/consent form may be devised and incorporated in the Beneficiary's Service Card along with User's Complaint Card and its counter foil to be kept in the records of all MPIAs (SRDDS, KVIC etc.).**

The concerned State Rural Development Department (SRDDs) and KVIC, being the Programme Implementing Agencies of the scheme would ensure all the compliances and keep the records of the inspections as well as the visits of Biogas Turn Key Workers, and particularly with regard to the status of working / functioning of the biogas plants constructed under the scheme. The records will have to be kept for post Audit verification purpose also.

7.3.2 The Turn Key Job Fee of ₹ 4,500/- per biogas plant for plants of size bigger than 10 cubic meter and up to 25 cubic meter ( specific size 15, 20 and 25 cubic metre) will be payable in three installments. The first installment of ₹ 3000/- per plant after proper commissioning of the biogas plant as mentioned above and certification of completion and commissioning would be paid following the same procedure as mentioned above under Para 7.3.1. The second installment of ₹ 1000/- would be paid at the end of third year and the third and final installment of Rs.500/- after verification/inspection of Biogas Plant by the Officers of SRDDs/SNDs, KVIC and upon meeting the functional/operational requirements of Biogas Plants in their optimal usage as mentioned above shall be payable after five years and following the checks and documents as mentioned above for smaller plants. All the Programme Implementing Agencies (PIAs), the SRDDs and KVIC etc. would enter into very properly worded Contract Agreements with those Biogas Turn Key Workers/Rural Energy Technicians of Biogas who are found to be successful bidders after following the Direct Implementation Process of Turn Key Work / Bidding Process of Turn Key Work as mentioned above. All the payments under the Turn Key Job Scheme will be made after ensuring and recording details of construction, commissioning and subsequent Inspection data of every biogas plants and based on the functional/working conditions of the Biogas Plants. All the records would be kept in 100% computerized form for the services rendered by the Biogas Turn Key Workers.

#### **7.4 Turn-Key Job Fee (TKJF) for Prefabricated Biogas Plants**

7.4.1 Turn-key job fee of ₹ 2500/- or 4500/- per biogas plant as applicable according to the size of the plants would also be payable for biogas plants which are prefabricated



meaning, pre-fabrication work having either for digester or dome or for both digester and dome making it one composite biogas unit. **Only MNRE approved models of prefabricated biogas plants are eligible for this assistance.**

**7.4.2** Turn Key Job fee at the flat rate of ₹ 1000/- per biogas plants for size 1 M<sup>3</sup> to 25 M<sup>3</sup> will be provided for 100 % completely prefabricated / manufactured biogas plants which are made up of virgin materials involving standard quality HDPE, FRP and RCC materials etc. However, no Turnkey Job Fee will be paid for bag type digester made up of rubberized / nylon fabric based material plants as these units do not require higher techniques of supervision for construction and installation at beneficiaries' homes.

**7.4.3** However, the manufacturers / biogas developers of completely prefabricated (100% biogas plants as a composite unit) will have to provide to beneficiaries a free warranty for five years as part of quality assurance and also provide Turn Key Work Services for five years in the similar manner as a Biogas Turn Key Worker is supposed to provide under the Terms and Conditions of Turn Key Work Scheme as mentioned above under Para 7.3.1 & 7.3.2. **The Turn Key Fee of ₹ 1000/- per plant will be released by the State Rural Development Departments/ KVIC after verifying the satisfactory operations of such biogas plants after two years of the commissioning date i.e. date of commissioning given in the Completion Certificate and verifying the satisfactory functioning of the biogas plants installed through this Manufacturers mode of implementation as explained under para 7.3.1 and 7.3.2 above.** The manufacturers of such biogas plants will have to provide the Certificate of the useful life of the biogas plants not less than 10 years and also declaration in the operation & maintenance and warranty card that the plant has been manufactured using standard virgin materials only and are UV stabilized having no toxicity danger of any kind and tested as per the MNRE approval procedure of biogas plants.

## **8. ADDITIONAL CFA FOR CATTLE DUNG BASED BIOGAS PLANTS LINKED WITH SANITARY TOILETS**

The additional CFA of ₹ 1,600/- per biogas plant for sizes 1M<sup>3</sup> to 10 M<sup>3</sup> only as an additional subsidy can be used only for meeting the extra cost involved in raising the toilet level, and its connection with a biogas plant ensuring the requirement of disposal and storing the slurry effluent in a slurry manure pit of size 2M x 1.5M x 1.5M adjacent to the outlet chamber of the biogas plant and which should be covered properly from the top. However, SRDDs, KVIC and BDTCs etc. should ensure that such plants are set up only after proper persuasion of the beneficiaries and social engineering aspects. The Biogas plant attached with the toilet should be complete in all aspects, including its commissioning for biogas generation and use by the beneficiary. The targets for the sanitary toilet linked biogas plants for the year 2018-19 are included in the overall targets as given at **Annexure- III A**. Rural Development Departments, KVIC, etc. are to make effective coordination with the Departments / Agencies/functionaries concerned with the Swachh Bharat Mission, rural sanitation programme at the State and District level for identification of beneficiaries for linking the biogas plants with sanitary toilets. The village-wise list of selected potential beneficiaries of biogas plants may be provided in advance to the State Departments/ Agencies working for implementation of the rural sanitation programme/Swachh Bharat Mission. For this extra efforts will have to be applied by all the Programme Implementing Agencies of NNBOMP to persuade the potential beneficiaries as part of Swachhta Action Plan so that it would contribute greatly towards the Swachh Bharat Mission.



## **9. TRAINING COURSES**

Annual targets for various approved types of training courses such as Construction-cum-Maintenance , Refresher Training Courses, Users' Courses, Biogas Turn-Key Workers Course, Staff Training Courses and Skill Development Courses have been designed for imparting knowledge and skill development under the scheme . The Fact Sheets for different types of training courses are given in **Annexure- VI to IX B**. **The design of these courses / course curriculums can be further upgraded, during the course of implementation of the scheme depending upon the requirements inputs from the Main Programme Implementing Agencies (MPIAs) and BDTCs and other stakeholders but within the approved financial limits of each approved course as mentioned above. The annual targets for these courses would be allocated on the exact requirements of the States received directly or through their respective BDTCs. BDTCs would also undertake the targets for imparting skill development programme for Biogas Mitras by designing and formulating new skills and incorporating those into the course curriculum for Biogas Skill Development and Technology Dissemination (BDTCs) and also to become mentor for new innovators / entrepreneurs including Small and Medium Enterprises as Startups.**

## **10. ADMINISTRATIVE CHARGES (AC) / FOR SUPPORT TO STATES FOR IMPLEMENTATION OF NNBOMP.**

Administrative Charges will be given directly to the States i.e. to the State Rural Development Departments , Khadi and Village Industries Commission, Biogas Development and Training Centres, etc. including to the Banks under the proposed scheme of the New National Biogas and Organic Manure Programme (NNBOMP). This would be linked with the annual targets and actual achievements of biogas plants of the Main Programme Implementing Agencies i.e. SRDDs and KVIC. Those who would achieve higher targets would get additional benefit of administrative charges. For claiming the Administrative charges, **the minimum number of biogas plants achievements should not be less than 100** Biogas plants. The Administrative charges under the Scheme shall be provided to States as per the rates given under **para 2.2 D of Table-1**, which is subjected to a maximum of ₹.60.00 Lakh (Rupees Sixty Lakhs Only) for one designated NNBOM Programme Implementing Agency (PIA) for achieving actual target allocated for a year.

The manpower engaged by SNDs, SRDDs/ KVIC and BDTCs or Banks for that matter or by any other Programme Implementing Agencies will not be deemed to be employees of Ministry of New and Renewable Energy, Government of India. The Administrative Charges given to SNDs and KVIC and BDTC etc. may be utilized for the purpose of monitoring, strengthening outreach of the Scheme and extension of the Biogas Programme and for related activities of the projects under the Scheme for which no separate Utilization Certificate needs to be submitted.

## **11. BIOGAS DEVELOPMENT AND TRAINING CENTRES (BDTCS)**

There are three main functions of the BDTCs - Biogas Development and Training Centres (BDTCs):

- (i) To help all the States/UTs for providing all kinds of technical assistance and conducting trainings on Biogas approved courses.
- (ii) Monitoring & evaluation of the Implementation of NNBOMP and preparation of technical booklets / guidelines / technical support for quality implementation of biogas programme; and



(iii) Biogas technology development and its dissemination by setting up pilot demonstrations of new design and models of the Biogas Plants and approved by the MNRE. MNRE may, however also assign various other activities to the BDTCs in their Annual Work Plan in the beginning of the year. Each BDTC would engage manpower only against the approved positions in project mode only on contract basis for all the approved posts / positions, instead of appointment on regular basis or deputation basis and the manpower engaged so shall neither be treated as employees of Ministry of New and Renewable Energy, Government of India nor of the BDTCs/Universities/IITs in which these centres are located.

BDTCs should submit their claims indicating training-wise details (viz: venue, periodicity, number of participants, expenditure incurred etc.) as also the number and names of manpower engaged, emoluments etc. The BDTC-wise annual targets of various trainings and activities shall be earmarked yearly by the MNRE. Their performance will be reflected in their Annual Reports. **Eight Biogas Development and Training Centres (BDTCs)** are being proposed to be continued up to the end of the 14<sup>th</sup> Finance Commission Period that is up to 31.03.2020. Their locations and States / UTs for work jurisdiction are given in **Annexure-XIII**. However, MNRE may consider to change their States of working/jurisdiction and also manpower requirements if felt necessary. It is proposed to continue the existing 8 Biogas Development and Training Centers and also proposed to add 4 more such centers making the total 12 in numbers from 2018-19. BDTCs will be also assigned specific Annual Task by the Ministry at the start of the year.

## 12. INFORMATION AND PUBLICITY

12.1 The State Nodal Departments i.e. State Rural Development Departments, KVIC and BDTCs as well as other implementing Agencies if involved at later stage in implementation should prepare standard publicity materials such as Do's and Don'ts, leaflets, booklets, posters, etc. for wider dissemination in the State/UT by availing the financial assistance under NNBOMP. Broad items of publicity campaigns to be taken up by the States are: (a) advertisements in local dailies; (b) preparation and display of posters in Panchayat Offices and schools, Kisan Sewa Kendras; (c) Booklets and Folders on Biogas for biogas users and for distribution during gatherings at exhibitions, Kisan Melas / fairs, etc.; (d) Local folk dances / dramas / songs; (e) exhibitions and demonstrations including exhibits at Regional / District Rural Development Training Institutes; (f) documentary Films / Video Films; (g) Wall paintings / hoardings / wall calendars; (h) participation in exhibition / fair, etc., including setting up of few Biogas plants for demonstration in those remote areas where scheme has not reached so far ; (i) Radio jingles / TV spots in local language; (j) Complaint Cards to Biogas Plant Users; (k) evaluation of publicity campaign, (l) publicity of one prominent Biogas Customers Centre in each Block for dissemination of information / publicity about Biogas Masons/ BTKW/ BRETs , and about their contact numbers, mobile numbers, ISI marked biogas plants, points of availability of Standard ISI Marked biogas stoves and accessories , including unit cost of installations of various sizes of biogas plants and their economics in simple language for beneficiaries of plants should be given in the publicity material.

12.2 Erecting hoardings explaining salient features of biogas plants in the temples/religious places for disseminating information to pilgrims etc. Each beneficiary of a Biogas Plant will be provided a Biogas User's Service-cum-Warranty Card for compliance/adhering and providing Five Year's Free Warranty Services to the beneficiaries of Biogas plants which will also contain 10 complaint cards for the use of beneficiary to be lodged by him in the event of his biogas plant goes non-functional during the warranty period of 5 years. The complaints lodged by the beneficiaries are to be attended within the specified time period of



within a week. The new potential beneficiaries may be also provided above information through SMSs, mobile Apps, social media WhatsApp, etc. Biogas Apps may be developed for catering to the State Specific requirements and integrated with the Farmers App.

12.3 In addition to above, MNRE may also take up the awareness and dissemination programme for publicizing the NNBOMP through Electronic Media, Print Media, Exhibitions, Students visit, outdoor publicity, workshop etc. under the Information & Publicity Awareness (I&PA) Programme of the MNRE for the period 2017-18 to 2019-20 under the continuation of I&PA Programme vide Sanction No. 16/4/2017/I&PA dated 12<sup>th</sup> January, 2018.

### **13 SUPPORT FOR REPAIR OF OLD NON-FUNCTIONAL PLANTS**

Since, no claim of repair was received from the States during the last 5 years under this component therefore, this component of repair of Non-functional Biogas Plants is being discontinued w.e.f. the approval date of this new Scheme (NNBOMP) of biogas i.e. 26.03.2018. However, even if States wants to have repair scheme for non-functional Biogas Plants after getting/rendering 5 years of useful services, they may devise /formulate such scheme and implement at their State cost/ beneficiary's cost. MNRE will not provide any financial assistance for any repair work as such this repair component is withdrawn, but the terms and conditions of 5 years free warranty services to be provided through BTKWs/RETs will remain as such.

### **14 SAFEGUARDS AND MAINTENANCE OF RECORDS FOR AUDIT PURPOSES**

#### **14.1 Database of Village-wise and year-wise Beneficiaries of Biogas Plants**

The State Nodal Departments that is the State Rural Development Departments and KVIC, BDTCs as well as other approved programme implementing Agencies / Organizations under them are required to maintain computerized database in a proper format strictly as prescribed in (Annexure-XII) in hard form/copies and electronic mode and upload the information data on PMIS portal of the all Main Programme Implementing Agencies. The detailed particulars of each and every biogas beneficiary at the Block, District and State Headquarters and Headquarters / State Offices of KVIC, Universities / IITs where BDTCs are situated, should be maintained in the form of a Permanent Master Registers (PMRs) and also in soft/ electronic form which should be readily available for post verifications / inspection of the Officers of MNRE / State Govt. Officials / Independent Evaluators and also for post Audit Verification purposes by the Statutory Auditors and by the Audit from the Offices of the Accountant General of the respective State. Each Biogas plant should be assigned a unique serial number ID along with the year of installation and having serially numbered matching with the Biogas Master Register of the year i.e. Biogas Permanent Master Register (BPMR) along with the year of installation /with date of commissioning. The details should include particulars of the beneficiaries viz., name, father / husband's name, address, category of farmer, number of cattle-heads owned, size and model of the plant, amount of CFA / subsidy disbursed with date(s) of disbursement, details of voucher, whether installed on Turn-Key Basis, name & address of the Turn-Key Job Worker / RET or Agency, along with phone/mobile nos., date of completion, date of commissioning, name & address of the trained biogas masons / Entrepreneur who constructed the biogas plant, etc. **The contact / mobile nos. of both the beneficiary and the concerned TKW / RET or Entrepreneur should be also recorded.** The last four digits of the Beneficiary's Aadhaar Card Number and Bank Account Number which has been seeded with the Aadhaar Card Numbers should be also recorded and maintained for Direct Benefit Transfer of the subsidy



amount. Similarly the records of the Turn Key Job Fee disbursement to be maintained for the Turn Key workers to be made through Direct Benefit Transfer (DBT) Scheme of the Government.

#### **14.2 Beneficiary-wise Lists for uploading on Websites/ Biogas Portals**

**14.2.1** It is mandatory to put village-wise, block-wise, District-wise and year-wise lists of the beneficiaries of biogas plants, prepared in the manner as prescribed above under Para 14.1 and **Annexure XII**, on the websites of the respective Scheme/ Programme Implementing Departments i.e. on the websites of the State Rural Development Departments and KVIC State Offices and KVIC Head Office, Mumbai.

**14.2.2** Release of further funds of second installment to SRDDs & KVIC will be made on fulfillment of this condition and along with the settlement of accounts of previous to previous year under the scheme. This should be done in the prescribed format as given in **Annexure-XII**, after finalizing and firming up of the actual achievements against the allocated targets by certifying of the figures of actual achievements against the allocated targets. The firm figures of physical achievements of a year with complete details of all the biogas plants shall be reported to the Ministry (MNRE) by 30th June of the year following the close of the Financial Year.

#### **14.3 Maintenance of Records of Completed Biogas Plants and Completion Certificates**

Completion Certificates (CCs) in respect of all the commissioned biogas plants and reported as achievements of the year to the MNRE will be signed by the concerned Officials of the State Rural Development Department / Development Officer/Asst. Development Officer of the KVIC, PIs of Biogas Development and Training Centers etc. as authorized to do so by the SRDDs/KVIC etc. The C. C. issued having the signatures/thumb impression of the actual beneficiary of the biogas plant, signatures of the respective Biogas Turn Key Worker/ Biogas RET, concerned Officials of the SRDDs/ KVIC or BDTC or Bank Officers and signatures of two witnesses, one of them may be from his neighbors and another person who may be a Gram Panchayat / Ward Member or Sarpanch. The Completion Certificate (C.C.) would also be counter signed by the higher level Officer concerned of the SRDDs/KVIC/BDTC as applicable. **The completion Certificate (the template of Completion Certificate is given at Annexure-XIV) in original will be maintained and kept safe in the records/plant documentation for Post – Audit verifications and plant inspection purposes.** States Rural Development Departments and KVIC & BDTC must also keep the details of manpower employed for implementing the NNBOM programme during the year, in support of their administrative charges claimed and also for all the Turn Key Workers Charges claimed and to be disbursed as per these Guidelines of the Scheme, NNBOMP.

#### **14.4 Payment of Turn-Key Work Fee (TKWF)**

The details of Turn-key Job Fee (TKJF) payment would be maintained separately both in hard and soft copies for post verification purpose in support of TKJF claimed as well as O&M Services provided by the TKWs/ RETs. The Turn-Key Job Fee would be separately paid by the implementing agencies following the DBT route in the same way as mandated for the Biogas plant subsidy amount transfer to the beneficiary. The dates of visits made by the TKWs/RETs/Biogas Mitras under the warranty agreement of 5 years, applicable after plant commissioning date for providing post installation services will have to be maintained by the Programme Implementing Agencies (PIAs) in hard copies and soft copy / electronic form for post Audit verifications in support of the TKJF claimed and paid under the Scheme.



#### **14.5 Maintenance of up to date Biogas plant operational Status**

All the State Nodal Departments, Rural Development Departments and KVIC, BDTCs etc. implementing the programme would also maintain the records with respect to the status of working biogas plants and also not-working plants, set up by them and should be based on actual inspections / site visits of biogas plants by the Officials of SRDDs, BDTC, KVIC etc. and District Officials and also inspections by the Head Office of the SRDDs/KVIC etc. They would also monitor all the biogas plants of their registered Biogas Turn-Key Workers/ RETs/ Biogas Mitras. The status of working/ non-working biogas plants should be updated quarterly on the Project Monitoring Information System (PMIS) portal of the Implementing Agency. For developing such PMIS portals, State Governments Rural Development Departments, KVIC, BDTCs etc. should ensure that these records are computerized, updated on regular basis and maintained. These Programme Implementing Agencies (PIAs) may utilize the funds being given under the Administrative Charges component of the Scheme.

#### **14.6 Geo-tagging and Identification Mark on the Biogas Plants**

Geo-tagging of the Biogas plant site will be done twice, once the project site is finally approved by the Programme Implementing Agency i.e. State Rural Development Department/KVIC for taking up of the plant construction/ installation work. The second time Geo-tagging would be done when the biogas plant is finally commissioned.

In order to avoid duplication / wrong reporting and false and fake claims, each plant should be serialized by giving unique ID number with pre-determined identification mark and date, month and year of commissioning and code for Village, District and Block / Taluka along with name of Implementing SNDs, KVIC or BDTC and other Programme Implementing Agencies. The Unique Number embossed / carved out on the Digester, Inlet and Outlet tank walls of the Biogas plants as well as the serial number on a metal strip / piece is welded on the gas outlet pipe in the dome portion or gas holder depending on the model. All these details should also match correspondingly with the Office records/documents of biogas plants refer para 14.1, 14.2 and 14.3 above and the plant details also be carved out on the body of digester after doing final layer of plastering. On prefabricated models of biogas plants it is to be mentioned on various components of the plants along with the make, model, production serial number and the year of the manufacturing of the pre-fabricated plant. **The unique identification mark and code of each biogas plant should be recorded in the Permanent Master Registers (PMR) as mentioned under para 14.1 above. The above details should be very clear cut and should be prominently visible to anyone visiting the Biogas plants. No tampering is to be done with these identifications marks and shall be ensured by the all Programme Implementing State Rural Development Departments and KVIC as well.**

#### **14.7 Photograph of the Beneficiary in CFA Claims and Affidavit**

Four photographs of the biogas plant beneficiary in original should be taken at three different stages viz (i) plant site (ii) under construction stage and (iii) at the time of commissioning of the biogas plant (one with the completed biogas plant and another while beneficiary using biogas for cooking in kitchen , for biogas engine etc.). The 4 photographs should be kept in records along with the original application of beneficiary & the CFA disbursement records. **An affidavit should be taken from every new beneficiary declaring that no biogas plant was set up earlier in the name of his / her spouse or any other member of his family (including minor children), by any Biogas agency and nor he / she availed any subsidy / Government financial help in the name of the biogas plant. In the affidavit the beneficiary would also state that he will be operating the biogas plant by**



feeding daily required feed material into the biogas plant to get the full benefit of the biogas plant facility provided by the Government. This would form the part of the documentation.

## **15 SUBMISSION OF PROGRESS REPORTS**

### **15.1 Monthly Progress Reports**

A Monthly Progress Report (MPR) indicating the number of biogas plants commissioned category-wise against the annual targets and size-wise numbers installed during the month should be sent by post to the Ministry or by fax no. 011-24368904 or e-mail: [gl.meena@nic.in](mailto:gl.meena@nic.in), [meen.sr@nic.in](mailto:meen.sr@nic.in) by the **5<sup>th</sup> of the following month** in the prescribed proforma (**Annexure- X**). These MPR data will be also maintained on MIS Portal of the State Rural Development Department and Khadi and Village Industries Commission etc., which shall be posted in the quarterly progress reports.

### **15.2 Quarterly Progress Reports**

The quarterly progress report would be sent to the MNRE by **15<sup>th</sup> of the month**, following the end of each quarter in the prescribed format. (**Annexure-XI**).

### **15.3 Material for Annual Report and Website of the Ministry of New and Renewable Energy**

All State Rural Development Departments and KVIC etc. and other implementing agencies should send a brief write-up on implementation of the programme by the end of the month of December of the programme implementation year for inclusion in the Annual Report of the Ministry. The write-up should highlight the implementation strategies adopted including development of market based business/commercial model in-line with these Guidelines and on working and management of work being done through the registered and recognized BTKWs / RETs / SHGs involvement of panchayats and non-governmental organizations, linkages with other rural development programmes, methodologies adopted for publicity and awareness raising, details of physical verifications of biogas plants, documentations and highlights of feed-back survey, etc. Photographs, video clips of the biogas plants set up/special activities during the year may also be sent along with the write-up.

Success stories on installation of biogas plants in most of the households of a village / area and other innovative features may be sent for hosting on MNRE website. The success stories should be also displayed at the Block Level Offices.

## **16 MONITORING AND PHYSICAL INSPECTIONS OF PROGRAMME**

### **16.1 Physical Verification and Sample Village-wise Monitoring Report**

In order to ensure that incomplete, un-commissioned, bogus/false reporting of biogas plants are not included for reporting and for claiming CFA, it is **mandatory that all the plants set up during each month/ quarter are physically verified on 100% basis at ground level, and a certificate of completion (CC) to that effect is prepared and signed by the concerned Officials of all the Programme Implementing Agencies (PIAs) as prescribed at Para 14.3 above and kept in the records by the Officers concerned for post-audit purposes.** All the newly completed and commissioned biogas plants would be inspected/verified physically on 100% basis by the Officials concerned of the Main Programme Implementing Agencies (MPIAs) i.e. SRDDs and KVIC. Further, the percentage of



physical verifications at least up to 33% on random basis at Block and District level should be carried out by the higher level Officers/ Officials. Cross checking Percentage would be fixed by the Headquarters of the PIAs. The Headquarter Officers will also fix at least 15 per cent of the new plants being reported for a year to be physically inspected / verified by themselves from the 100% inspected lot as done and reported by the ground level Officials. The sample verification by the Headquarter/Head Office may be fixed at not less than 15% of the new plant commissioned for reporting. **The 15% sample would be selected on random basis.**

Further in order to have regular cross checking, State Nodal Departments / Nodal Agencies and KVIC and BDTCs are requested to select at least two villages each month or bimonthly for determining the operational status of biogas plants earlier set up in these villages and prepare inspection reports for posting in Quarterly Progress Reports.

All SNDs i.e. SRDDs & KVIC and other Implementing Organizations are requested to include information on sample village monitoring report in the **Quarterly Progress Report (Annexure- XI)**.

Heads of the SNDs i.e. SRDDs and Directors of the State Offices of KVIC are to make arrangements for inclusion of inspection of biogas plants set up in various districts / blocks in the inspection reports. The District Collectors / District Magistrates / Sub-Divisional Magistrates / Block Development Officers / Taluka Development Officers concerned may also verify on sample basis the plants and send their reports to the Head of the Main Programme Implementing Agency i.e. Commissioner/Secretary of the RDDs.

## **16.2 Field Inspections by Biogas Development and Training Centres(BDTCs)**

Biogas Development and Training Centres (BDTCs) will also conduct inspections of at least 1000 biogas plants in a year in the Villages of Blocks of districts of the States assigned to BDTCs after selecting the beneficiaries strictly randomly from the lists provided by SRDDs/ KVIC **on random basis in their States of jurisdiction (Annexure-XIII)**. In random sampling of the BDTCs at least 75% of the plants should be from the new biogas plants of recent years/current year. All the Programme Implementing SRDDs and KVIC etc. are to extend full help and co-operation to staff of BDTCs in carrying out the above inspections on a regular basis.

**16.2.1** Physical Inspections should be carried out by a team comprising of three members, one each from BDTC, Rural Development Department of State Government and KVIC or other implementing agency as the case may be so that possibility of any common plant(s)/double reporting if any could be checked out by the team. The Biogas Development and Training Centres (BDTCs) may select districts in consultation with implementing agency at the commencement of programme but the beneficiaries from the lists would be selected on random table method.

**16.2.2** SNDs & KVIC etc. should take immediate remedial action on the findings as brought out in the inspection reports of the Biogas Development and Training Centres (BDTCs) and confirm the action taken to the BDTCs concerned under intimation to MNRE on quarterly basis. All the BDTCs should include few photographs of biogas plants inspected in their inspection reports, which should also be included in the Annual Reports of BDTCs

## **16.3 Evaluation Study by Independent Organizations**

State Rural Development Departments and KVIC at their level should also entrust the



task of regular independent evaluation of the work completed during previous year(s) by assigning the work to reputed and skillful Organizations having vast experience of conducting studies of developmental work particularly biogas technology. Monitoring and evaluation of the programme is a continuous exercise for good delivery. A copy of the report of such monitoring and evaluation studies conducted should also be sent to MNRE. Such evaluation studies can be supported from the provision of the administrative charges.

**16.4** In addition to monitoring by SNDs & KVIC, and other implementing Agencies, Ministry of New and Renewable Energy, NITI Aayog, NSSO, Central Statistics Office, Ministry of Statistics and Programme Implementation, Govt. of India, may also take up direct sample inspections or entrust Independent Evaluation studies of New National Biogas and Organic Manure Programme (NNBOMP) to other consultancy organizations.

**16.5** MNRE may also depute / assign the work of monitoring to an independent third party after receiving the project completion and commissioning report from the Main Programme Implementing Agencies, i.e. State Rural Development Departments, Khadi and Village Industries Commission (KVIC) etc.

## **17 SETTLEMENT OF CLAIMS AND ACCOUNTS**

The flow of funds for the scheme will be through PFMS and EAT Module. Timely utilization of released funds and physical progress in each of the approved components of the scheme is therefore, of paramount importance. Timely year-wise settlement of accounts is a must for smooth flow of further funds under the scheme. The SRDDs & KVIC and other implementing Agencies should submit Claims (in the format given at Annexure-IV), Utilization Certificate (in GFR-12/A/B/C as applicable) and A. G. Audit Certificate of expenditure in case of State Nodal Departments that is State Rural Development Department and KVIC and detailed Audited Statement of Expenditure (ASoE) duly audited by the Chartered Accountants Firms in case of the State Nodal Agencies / Autonomous Bodies, Universities/ IITs and BDTCs or other corporate organizations as early as possible after the close of the financial year, latest by 30th September of the year, following the closer of the implementation year(Financial Year). Before submitting the final claims in the prescribed proforma ANNEXURE-IV, the Utilization Certificate of the amount spent against each sanction should be submitted in the prescribed Form GFR-12/A/B/C as applicable soon after the closure of the financial year. This would help in expediting the process of further funds releases by the MNRE.

## **18. AWARD SCHEME UNDER NNBOMP**

Under the NNBOMP, MNRE would award three Certificates of Merit by appreciating the best i.e. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> to the SRDDs & State Office of KVIC for overall performance and achieving highest annual targets allocated under the Scheme. This is for motivating all the States and KVIC to achieve their physical targets under the New National Biogas and Organic Manure Programme (NNBOMP). Further in order to generate healthy competition and to appreciate the best work of the field functionaries, the State Rural Development Departments and KVIC may institute similar awards at their level for field functionaries of the Biogas Programme on the basis of overall quality, Biogas Services rendered and Functionality of Biogas Plants installed by their registered and recognized BTKWs/BRETs etc. However, MNRE will not provide any financial support for this purpose. The expenditure on such awards should be borne through allocations in the State Plans.



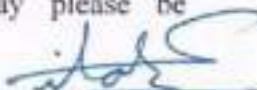
## MID – TERM REVIEW

It is proposed to review the progress under the NNBOMP made by different States/UTs in the month of October, 1997 for making mid-course corrections, if required.

19 This Administrative Sanction-cum-Guidelines for the implementation of the NBMMP up to 31.03.2018 and the New NNBOMP w.e.f. 01.04.2018 entailing an outlay of Rs. 498.70 crore for the three year period of 2017-18 to 2019-20 is issued in exercise of the powers conferred on this Ministry and in consultation with the Integrated Finance Division of this Ministry vide their Dy. No. 80 dated 08.05.2018. **These new guidelines shall be deemed applicable with effective from 01.04.2018 for all purposes. In case of any ambiguity in interpretation of any of the provisions of these Administrative guidelines of the New National Biogas and Organic Manure Programme, the decision of the Secretary MNRE, Government of India, shall be final and binding.**

20. The physical targets for setting up Biogas Plants during the year 2018-19 under these Guidelines are given in Annexure-III-A. It is requested to kindly initiate the actions for planning and execution of the work in accordance with the provisions contained in these Guidelines-cum-Administrative Approval of the NNBOMP.

21. Receipt of this Administrative Sanction-cum-Guidelines for the implementation of the New National Biogas and Organic Manure Programme (NNBOMP) may please be acknowledged.

  
(S. R. Meena)  
Scientist 'C'  
(Biogas)

Dated 30.05.2018

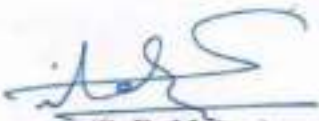
### Copy to:

1. The Pay & Accounts Officer, Ministry of New & Renewable Energy New Delhi – 110003.
2. The Accountant General (Audit) – All States/UTs
3. The Principal Director of Audit (Scientific Deptt.), AGCR Building, IP Estate, New Delhi.
4. The Principal Director (Local Bodies Accounts)/ Director (Local Bodies), Office of the C&AG of India, 9 Deen Dayal Upadhaya Marg, New Delhi
5. Secretary, Ministry of Programme Implementation, Government of India, New Delhi
6. Secretary, Expenditure, Ministry of Finance, GoI North Block, New Delhi
7. Secretary, Finance/ Planning Department (All States/ UTs)
8. Secretary, Ministry of Agriculture and Farmer's Welfare, New Delhi
9. Secretary, Ministry of Drinking Water and Sanitation , CGO complex New Delhi
10. Secretary, Ministry of Rural Development, GoI, Krishi Bhavan, New Delhi
11. Secretary, Ministry of Environment, Forests and Climate Change, New Delhi
12. Secretary, Ministry of Tribal Affairs New Delhi
13. Secretary, Ministry of Corporate Affairs, New Delhi
14. CEO, NITI Aayog, Sansad Marg, New Delhi



**Copy for kind information:**

1. PS to Hon'ble Minister of Power and New and Renewable Energy(IC), New Delhi
2. Cabinet Secretariat, New Delhi
3. All Group Heads, MNRE
4. All Advisers, MNRE
5. PPS to Secretary, MNRE, New Delhi
6. PS to JS & FA, MNRE, New Delhi
7. PS to JS (ANS), MNRE, New Delhi
8. PS to Adviser Biogas MNRE New Delhi
9. Sr. Director Technical, NIC, MNRE - for uploading on MNRE's website
10. US (Fin)/ IFD, MNRE, New Delhi
11. SO Budget Division, MNRE, New Delhi
12. Individual Files of State/ UTs / PIAs for the year 2018-19
13. Sanction File/ Guard file.



(S. R. Meena)  
Scientist 'C'  
(Biogas)

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**ANNEXURE-I****Allocation of Physical Targets, State-wise and Agency-wise for setting up of family size biogas plants under NBMMP during the current year 2017-18**

Sl. No.	Name of the SNAs/SNDs/KVIC/ BDTCs	Target Numbers of biogas plants			Total Nos. of Biogas Plants
		Gen	S.C.	S.T.	
1	Andhra Pradesh (NEDCAP)	2430	1600	2000	6030
2	Arunachal Pradesh (APEDA)	50	-	50 (T-30)	100 (T-30)
3	Assam (FDA)	6200	300	2500	9000
4	Chhatisgarh (CREDA)	950	50	1000	2000 (T-50)
5	Gujarat (GAIC)	700 (T-35)	100 (T-10)	800 (T-80)	1600 (T-200)
6	Himachal Pradesh (Dr. of Agri.)	80 (T-20)	20 (T-5)	-	100 (T-25)
7	Jharkand (JREDA)	250	50	50	350
8	Karnataka (RD&PRD)	7500 (T-1500)	250 (T-150)	250 (T-150)	8000 (T-1800)
9	Kerala (Dir. Of Agri.)	1100	50	-	1150 (T-100)
10	Kerala (ANERT, Thiruvanthapuram)	1100	50	-	1150 (T-100)
11	Madhya Pradesh (MPSAIDC)	5500	1000	2000	8500 (T-4000)
12	Maharashtra (RD&WCD)	8200 (T-5000)	450 (T-315)	550 (T-330)	9200 (T-5645)
13	Meghalaya (MNREDA)	500	-	300	800
14	Mizoram (Dir. Of AH & V)	200	-	100	300
15	Nagaland (Dir. Of NRE)	200	-	200	400
16	Odisha (OREDA)	1600	200	200	2000 (T-400)
17	Punjab (PEDA)	3000	50	-	3050 (T-100)
18	Sikkim (SREDA)	200	-	200	400
19	Telangana (TNREDCL)	1300	700	2100	4100 (T-200)
20	Tripura (TREDA)	120	50	30	200
21	Uttar Pradesh (UPNEDA)	500	200	-	700 (T-100)
22	Uttarakhand (UREDA, Dehradun)	900	100	-	1000
23	KVIC, Mumbai	2000 (NER-300) (T-400)	500 (T-200)	500 (T-200)	3000 (T-800)
24	Rajasthan (BDTC, MPUAT, Udaipur)	500	100	200	800
25	Odisha (BDTC, KIIT, Bhubaneswar)	200	100	100	400
26	Tamil Nadu (BDTC, TNAU, Coimbatore)	200	50	0	250
27	Punjab (BDTC, PAU, Ludhiana)	500	100	0	600 (T-100)
	<b>Total</b>	<b>45980</b>	<b>6070</b>	<b>13130</b>	<b>65180</b>



**Allocation of physical targets for training courses for 2017-18 under National Biogas and Organic Manure Programme (NBOMP) for SNDs/SNAs/KVIC:-**

Sl. No.	State/UT/Agencies	CMC/Refresher Training Courses (10 days)	Users courses (one day)	Turn-Key workers courses (15 days)	Staff courses (4 days)
1.	Andhra Pradesh	6	120	-	-
2.	Arunachal Pradesh	-	5	-	-
3.	Chhatisgarh	7	70	-	-
4.	Gujarat	1	10	-	-
5.	Kerala (Directorate of Ag.)	1	25	-	-
6.	Kerala (ANERT)	2	-	-	-
7.	Madhya Pradesh (MPSAIDC)	23	77	7	-
8.	Maharashtra	7	184	3	4
9.	Odisha (OREDA)	5	50	-	-
10.	Punjab (PEDA)	2	10	-	-
11.	KVIC, Mumbai	10	60	-	-
	<b>Total</b>	<b>64</b>	<b>611</b>	<b>10</b>	<b>4</b>



**ANNEXURE-III (A)**

**State-wise and State Nodal Department-wise including KVIC Physical Targets proposed for setting up of small biogas plants under NNBOMP during the year 2018-19**

Sl. No.	Name of the SRDD/ KVIC	Target Numbers of biogas plants			Total Nos. of Biogas Plants
		General	S.C.	S.T.	
1.	Rural Development Department Govt. of <b>Andhra Pradesh</b>	2500 (T-100)	1500 (T-30)	1000 (T-30)	5000 (T-160)
2.	Rural Development Department Govt. of <b>Arunachal Pradesh</b>	100	-	300 (T-30)	400 (T-30)
3.	Panchayat & Rural Development Department Govt. of <b>Assam</b>	5000 (T-140)	1000(T-30)	1500 (T-30)	7500 (T-200)
4.	Panchayati Raj Department Govt. of <b>Bihar</b>	3000 (T-300)	1500(T-100)	-	4500 (T-400)
5.	Panchayat & Rural Development Department Govt. of <b>Chhattisgarh</b>	2000 (T-300)	1000	1000(T-100)	4000 (T-400)
6.	Panchayati Raj Department, <b>Goa</b>	200	100	-	300
7.	Panchayat, Rural Housing and Rural Development Deptt. Govt. of <b>Gujarat</b>	1000 (T-35)	600 (T-10)	1000 (T-80)	2600 (T-125)
8.	Rural Development Department Govt. of <b>Haryana</b>	1000 (T-100)	700(T-80)	-	1700 (T-180)
9.	Rural Development & Panchayat Raj Department Govt. of <b>Himachal Pradesh</b>	500 (T-20)	200 (T-5)	200	900 (T-25)
10.	Rural Development & Panchayati Raj Govt of <b>Jammu and Kashmir</b>	500	200	200	900
11.	Rural Development Department, Govt. of <b>Jharkhand</b>	1000(T-50)	500(T-50)	1000	2500 (T-100)
12.	Panchayati Raj & Rural Development Deptt. Govt. of <b>Karnataka</b>	7000 (T-1000)	1500 (T-100)	400 (T-100)	8900 (T-1200)
13.	Rural Development Govt. of <b>Kerala</b>	2500 (T-180)	900 (T-100)	-	3400 (T-280)
14.	Panchayat & Rural Development, <b>Madhya Pradesh</b>	4000 (T-1500)	1000 (T-300)	2000 (T-300)	7000 (T-2100)
15.	Rural Development And Panchayati Raj Department, Govt. of <b>Maharashtra</b>	7000 (T-4000)	1500 (T-200)	1000 (T-200)	9500 (T-4400)
16.	Rural Development & Panchayati Raj Govt. of <b>Manipur</b>	100	-	300	400
17.	Community & Rural Development Department Govt. of <b>Meghalaya</b>	100	-	400	500
18.	Rural Development Department Govt. of <b>Mizoram</b>	100	-	400	500



19.	Rural Development Deptt. Govt. of <b>Nagaland</b>	100	-	300	400
20.	Rural Development Deptt. Govt. of <b>Odisha</b>	2000 (T-100)	1500 (T-30)	1000 (T-30)	4500 (T-160)
21.	Deptt. of Rural Development & Panchayat Govt. of <b>Punjab</b>	3000 (T-800)	2000 (T-100)	-	5000 (T-900)
22.	Rural Management & Development Department Govt. of <b>Sikkim</b>	100	-	200	300
23.	Panchayat Raj and Rural Development Govt. of <b>Telangana</b>	1500 (T-200)	500	500	2500 (T-200)
24.	Rural Development Govt. of <b>Tripura</b>	100	200	200	500
25.	Deptt. of Rural Development Govt. of <b>Uttar Pradesh</b>	1500 (T-100)	2000	50	3550 (T-100)
26.	Department of Rural Development Pauri Garhwal Govt. of <b>Uttarakhand</b>	1000 (T-30)	1000 (T-20)	200	2200(T-50)
27.	Rural Development and Panchayat Raj Department, Govt. of <b>Rajasthan</b>	1200 (T-100)	1500 (T-50)	1000 (T-50)	3700 (T-200)
28.	Rural Development and Panchayat Raj Department, Govt. of <b>Tamil Nadu</b>	600 (T-50)	2000 (T-50)	500	3100 (T-100)
29.	Rural Development Department <b>Puducherry</b>	100	0	50	150
30.	Panchayat Raj and Rural Development <b>Lakshadweep</b>	100	-	200	300
31.	Department Of Panchayats & Rural Development Govt of <b>West Bengal</b>	2000 (T-200)	1000 (T-100)	1000 (T-100)	4000 (T-400)
32.	Rural Development, Panchayati Raj & Community Development <b>Daman &amp; Diu</b>	-	100	100	200
33.	Rural Development, Panchayati raj & Community Development <b>Dadar &amp; Nagar Haveli</b>	-	100	200	300
34.	Department of Rural Development & Panchayats, <b>Chandigarh Union Territory</b>	-	<b>200</b>	0	200
35.	Rural Development Deptt; Govt of NCT of <b>Delhi</b>	100	<b>500</b>	-	600
36.	Khadi and Village Industries Commission, (KVIC), <b>Mumbai</b>	4000 (NER- 500) (T-200)	2500 (T-200)	1500 (T-100)	8000 (T-500)
	<b>Total</b>	<b>55000</b>	<b>27300</b>	<b>17700</b>	<b>100000</b>

\*\*T stands for Toilet Linked Biogas Plants from 1 to 10 cubic meter size only.

The targets allocated as above may be increased or decreased based on the mid-year review of the progress.



Allocation of physical targets for training courses proposed for the year 2018-19 under New National Biogas and Organic Manure Programme (NNBOMP) to Biogas Development and Training Centres (BDTCs).

Sl. No.	Name of BDTC & (States Covered)	Type of Biogas Training Courses				
		CMC/ Refresher Training Courses (10 days)	Users courses (one day)	Turn-Key workers courses (15 days)	Staff courses (4 days)	Biogas Skill Development Course
1	2	3	4	5	6	7
1.	Indian Institute of Technology, Guwahati  (All North-Eastern Region States including Sikkim and West Bengal)	15	100	5	5	3
2.	Biogas Development and Training Center, Department of Agricultural Engineering, University of Agricultural Sciences, GKVK, Bangalore  (Goa and Karnataka)	10	150	6	7	4
3.	Biogas Development and Training Centre, Centre of Energy Studies and Research (CESR), Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore  (Chhattisgarh, Madhya Pradesh and Maharashtra)	10	100	6	10	5
4.	BDTC Dept. of Civil Engg. Punjab Agricultural University, Ludhiana 141004  (Punjab, Himachal Pradesh, Uttarakhand and Jammu & Kashmir)	10	100	6	6	6
5.	Biogas Development and Training Centre, College of Technology & Agricultural Engineering, Maharana	10	100	6	8	6



	Pratap University of Agriculture & Technology, Udaipur-313001 (Rajasthan)  <b>(Gujarat, Rajasthan and Daman &amp; Diu )</b>					
6.	Biogas Development and Training Centre, Agricultural Engineering and Research Institute, Tamilnadu Agricultural University, Coimbatore  <b>(Tamil Nadu, Pondicherry, Kerala, Andaman &amp; Nicobar and Lakshadweep)</b>	10	150	7	7	6
7.	Biogas Development and Training Centre, Center for Rural Development & Technology (CRDT), IIT Hauz Khas, New Delhi-  <b>(Haryana, Uttar Pradesh and NCR Delhi )</b>	10	100	5	10	5
8.	School of Biotechnology Kalinga Institute of Industrial Technology (KIIT), <b>Bhubaneswar</b>  (Andhra Pradesh Telangana, Odisha, Bihar and Jharkhand )	10	150	5	10	6
		<b>85</b>	<b>950</b>	<b>46</b>	<b>63</b>	<b>41</b>



**ANNEXURE-IV**

**PROFORMA FOR SUBMISSION OF CLAIMS WITH RESPECT TO MNRE FUNDS ONLY, FOR SETTLEMENT OF ACCOUNTS UNDER NEW NATIONAL BIGOAS AND ORAGANIC MANURE PROGRAMME (NNBOMP):**

1. Year of the implementation :
2. Name and address of the State Nodal Department / Agency / KVIC/PIA:
3. Annual Physical target (Category -wise) :
4. Final Physical Achievement (Actual category -wise) Nos. of plants commissioned size wise:
5. Details of the Central Finance Assistance (CFA) claims:
6. Category of Biogas Beneficiaries: General / S.C./ S.T.

Sl. No.	Particulars	Size of the Plant (in cub. Metre)	No. of Plants actually installed	Rate of CFA per plant (Rs.)	Total amount of CFA disbursed (Rs.)	Remarks, if any
<b>A.</b>	<b>Central Subsidy</b>					
1.	N.E.R. States, including Sikkim (including SC and ST Categories of NER)					
2.	Special Category States ( Jammu & Kashmir Himachal Pradesh, Uttrakhand & Andaman & Nicobar Islands ) and SCs/ STs Categories of all other states					
3.	All others States (General Category )					
<b>B.</b>	<b>Additional Subsidy for sanitary toilet linked Biogas Plants disbursed (in Rs.)</b>					
	Permissible for Biogas Plants from 1 to 10 cubic meter size only					
	Total Subsidy disbursed (in Rs.)					
	<b>Total Subsidy (A+B)</b>					

**7. Details of claims of Turn-key Job Fee paid to TKWs / RETs/BMs etc.:**

Sl. No.	Particulars of Biogas plant viz, model, type, size(s) and numbers in each size	Size(s) of biogas plants set up actually on Turn-key basis/bidding basis	Size-wise Nos. of Biogas plants commissioned	Applicable rate of TKFee per biogas plant (Rs.)	Amount disbursed (In Rupees)

(a)	Approved models of Deenbandhu Fixed dome / KVIC Floating dome type design Biogas plants involving brick masonry construction work for digester or gas holder or for both ( give the numbers of biogas plants installed size-wise)	a). 1 cu.m. b) 2-6 cu.m. c) 8-10 cu.m. d) 15 cu.m. e) 20-25 cu.m.			
(b)	Approved prefabricated biogas plants involving part brick masonry / RCC construction work either for digester or for dome. Or for both for completely prefabricated / manufactured biogas plants made of PVC / HDPE /FRP material except Bag type flexi plants made with rubberized or PVC fabric material ( indicate the Sizes of biogas plants and nos. installed) under TKJ Work/Bidding process	a). 1 cu.m. b) 2-6 cu.m. c) 8-10 cu.m. d) 15 cu.m. e) 20-25 cu.m.			
<b>Total Turn –Key Job Charges (a)+(b) (Rs.)</b>					

#### 8. Training Courses:-

Sl. No.	Type of Training Course	Target	Achievement	Venue of Training course	Periodicity (Dates from -- to--)	Nos. of Trainees trained	Nos. of plants constructed during training	Actual Expenditure incurred (Rs.)
(a)	Construction-cum-Maintenance / Refresher Course (CMC)							
(b)	Turn –Key Workers Management Training course for TKW / RET / SHG / Biogas Mitra etc.							
(c)	Users Training Course (UTC)							
(d)	Staff Training Course							
(e)	Skill Development Courses of BDTCs or other Biogas centres authorized and approved by MNRE							
<b>TOTAL</b>								

#### 9. Details of Administrative Charges (As per physical target and actual achievements):

- (i) Physical achievements (With reference to CFA claims) : --- Nos. of Biogas Plants
- (ii) Total amount of Claims : Rs. -----  
(As per the range given in the Administrative Sanction-cum-Guidelines).

#### 10. Details of Publicity Expenditure:

- (i) Physical Achievements (With reference to CFA Claims) : ----- Nos. of Biogas Plants
- (ii) Amount of Claims : Rs.-----



(Give details of expenditure on specific items(s) as listed for publicity activities at **Para-12** of this Administrative Sanction-cum-Guidelines and support the claims by enclosing attested photocopies of the vouchers of Biogas Publicity expenditure only.)

**11. Claim for Incentive for saving fossil fuel Diesel to farmers by using biogas in 100% biogas engine/Biogas generator sets for water pumping and for other small Farm Power/electricity needs-**

Sl. No	Category of the beneficiary	Installed Actual Nos. of plants with 100% Biogas Engines/ Biogas Genset	CFA/ Subsidy Rate (Rs.)	Beneficiary's share (in Rs.)	Total eligible CFA Expenditure(in Rs.)
1.	Biogas plant size up to 10 Cu. Met) With biogas engine/ gen set capacity				
2.	Biogas plant size from 15 , 20 and 25 Cu. Met) With biogas engine/ genset capacity				
3.	Expenditure incurred in actual				
	Total eligible claim (in Rs.)				

**12. Further, this is to certify that:**

- (i) The Biogas plants for which CFA / subsidies to beneficiaries including additional subsidy for toilet linked plants and additional incentives to farmers for saving fossil fuels, diesel, kerosene, petrol and electricity and Administrative Charges, Turn – Key Job Fee, Publicity and Communication etc. which have been claimed as above , have actually been commissioned during the year from -----to -----and requisite prescribed Completion Certificate and documentations in respect of all these completed and commissioned biogas plants and machineries including 100% Biogas engine genset plants are available in the Office records of the State Nodal Department/ State Rural Development Department/District Offices/State Office and KVIC's State/Head Offices.
- (ii) -----Nos. of Biogas plants have been physically verified on 100% basis at the ground level and sample test checks have been conducted at Regional as well as Head Office level and claims sent herewith relate only to the commissioned biogas plants as reported for actual physical progress for the Financial Year \_\_\_\_\_, the details of all the commissioned plants in the prescribed proforma have been uploaded on the website of Rural Development Department/KVICs State Offices and KVIC Head Office, Mumbai.
- (iii) The CFA/Subsidy in respect of ----- plants has been disbursed to the beneficiaries concerned according to the prescribed applicable rates for the respective category of beneficiary and size of the plant, after the plant was commissioned and physically verified by an Officer authorized for this purpose. The CFA in respect of the remaining.....Nos. of biogas plants will be disbursed to the beneficiaries concerned according to the rates prescribed for the respective category of beneficiary and size of the plant after receiving the required balance funds amounting to Rs....., This is also to state that no State share has been included in these above mentioned claims.
- (iv) All the Biogas Plant have been assigned an Unique Serial Number for the year which is also the corresponding serial number in the Master Register of Biogas Plants of the same year with its specific code Numbers and photograph of the beneficiary taken at specified



- stages and also with the completed and commissioned biogas plant have been kept along with the CFA disbursement records. The Geo-tagging of every biogas plant site has been done & records kept as per the guidelines of the scheme.
- (v) Beneficiary-wise details regarding the category of beneficiary, model , size and location of plant installed with date of commissioning, amount of CFA paid to beneficiary and dates of payments have been maintained and also hosted on the Website of the State Rural Development Department/ State Nodal Agency and the KVIC and the above mentioned details of the beneficiaries have been shared with the other implementing agencies including KVIC who are working in the State and it has been ensured that no case of any kind of duplicity/re-reporting of the old biogas plants installed during previous years by the MNRE's SNAs/SNDs/KVIC etc. in current year reporting is involved. This is also certified that not a single case of re-reporting of old biogas plants installed during previous years is involved in these claims.
- (vi) Out of----- biogas plants installed during the year-----,....biogas plants **have actually been completed on Turn-Key Job Fee basis and Turn – Key Job Fee for these plants have not been claimed earlier from the Central or State Government/ KVIC/ Other Agencies.**
- (vii) The concerned beneficiaries are satisfied with the construction, fabrication, installation & commissioning and working of the biogas plants and certificate to this effect have been obtained from them for record. The overall functionality status of the Biogas plants as on..... is available with the Rural Development Departments/KVIC State Office / KVIC, Head Office, Mumbai. etc.
- (viii) A written undertaking and warranty cards for 5 years free post commissioning maintenance have been given to the beneficiary concerned for free cost service, inspection, guidance and to repair defects, if occurred during the period of five years from the date of commissioning of the plants. Beneficiary's service card containing complaint cards has been also handed over to him for post installation complaints and services.
- (ix) Certified that out of -----Numbers of Biogas plants commissioned during the year.... - .....Nos. of Biogas plants are of size 1-10M3 and ..... Nos.of Biogas plants are of size 15, 20 and 25M3 have been actually installed for farmers/beneficiaries to save fossil fuel diesel, kerosene, petrol or electricity etc.
- (x) It is certified that detailed documents of accounts/vouchers have been maintained for each of the biogas plants and training course at an appropriate level for post -facto verifications and audit purposes.
- (xi) It is certified that action for rectification of the plants found to be non-functional in the inspections carried out by the BDTCs/Independent Agencies /Third Party has been carried out and that such plants have been made functional.
- (xii) It is also certified that all the terms and conditions stipulated in the Administrative Sanction-cum-Guidelines of the New National Biogas and Organic Manure Programme (NNBOMP) issued vide MNRE sanction No. 253/16/2017-Biogas dated ..... May, 2018 have been followed in all respects.

Signatures with

Name & Designation of the Head of  
the State Rural Development Department/ KVIC  
with Official Seal

Place:  
Date:



**Indicative Guidelines and procedure for payment of Turn-Key Job Fee for setting up of Small Biogas Plants ( 1 to 25 Cu. Metre) under New National Biogas and Organic Manure Programme (NNBOMP).**

**(A) Eligibility**

- (i) Registered Corporate bodies/ Registered Societies registered under the Societies Registration Act and identified by the State Government's Main Programme Implementing SNDs i.e. State Rural Development Departments and KVIC and intimated in advance to MNRE, Government of India.
- (ii) Approved trained private entrepreneurs registered with the State Nodal Department, KVIC and other Programme Implementing Agencies under the National Biogas and Manure Management Programme but subject to their registration afresh by and under the State Rural Development Department and KVIC, with properly entered Agreement with the new Main Programme Implementing Agency (MPIA) of the State.
- (iii) Recognized and registered Biogas Turn Key Workers/Biogas RETs/Biogas Mitras/ Micro, Small and Medium Enterprises/Renewable Energy Service Corporation (RESCO). After having Registration afresh with the State Rural Development Departments and KVIC with properly entered agreement between the Rural Development Department and Biogas Turn Key Workers or between the KVIC and Biogas RETs as the case may be.

The above mentioned categories of entrepreneurs selected should fulfill inter-alia the following requirements before approval for undertaking Turn -key Jobs under the overall control and supervision of the main designated State Programme Implementing Agencies i.e. State Rural Development Departments and KVIC:

- (a) Received training in the construction and maintenance of biogas plants imparted by the Biogas Development and Training Centres (BDTCs) and possesses at least 5 (Five) years experience of plant construction, supervision and commissioning as well as rendering post-installation operation and maintenance services of Biogas Plants with clean track records.
- (b) Possess requisite facilities like workshop for fabrication of steel/FRP gas holders and storage space for prefabricated biogas plants, gas holders, cement, bricks, biogas stoves/burners, appliances & equipment and machinery etc.
- (c) Possess requisite financial resources and credibility and financial appraisal of the project by the Concerned Bank.
- (d) The Biogas Turn Key Workers/Biogas RET etc. should not have had any complaint of any kind in the past and not debarred or blacklisted in the past by the Programme Implementing Agency of the previous scheme National Biogas and Manure Management Programme (NBMMP).
- (e) A list of such trained and registered Biogas Turn Key Workers recognized Biogas Service Providers should be maintained by the Main programme implementing SNDs i.e. State Rural Development Department and KVIC and others involved in the programme, at the Block/Taluka level and State/ Agency Headquarters and KVIC State Office Headquarters as well as in the field Offices at the Districts and Block levels. The list of registered Biogas TKWs would be prepared with full care and there should not be any common Turn Key Worker/ RET registered for the programme implementation by the main implementing SNDs i.e. State Rural Development Departments and KVIC. The MPIAs SND/ SRDDs, KVIC and others involved in the programme will share their lists of Biogas Turn Key Workers with each other in a regular manner. The MPIAs may seek an affidavit also in this regard from the entrepreneurs / RETs / Biogas Mitras etc. that they would follow the guidelines of the NNBOMP and abide by each and every norms of the scheme and agreement entered into and in case of any violation of the guidelines of the scheme/sanction and agreement is noticed by the Main Programme Implementing



Agency/KVIC he would be liable for recovery of the whole amount involved along with penal interest.

To start with, State Governments i.e SRDDs and KVIC being Main Programme Implementing Agencies (MPIAs) may consider recognition and registration of such persons who may have already been trained in the construction and with maintenance of biogas plants in the training programme conducted by BDTCs under erstwhile National Biogas and Manure Management Programme as mentioned under (a) above or to be conducted under the New National Biogas and Organic Manure Programme (NNBOMP) after proper evaluation of their technical capabilities and resources to undertake Turn Key Jobs work service for Biogas plants.

**(B) Mode of release of Funds by MNRE, Govt. of India**

Payment of Turn-Key Job Fee at the rates prescribed in Para 7 of these guidelines for setting up of various sizes and models of quality Biogas plants and rendering quality biogas services on turn-key basis by the corporate bodies/ registered Societies/ approved, trained & registered Private entrepreneurs categories as given under eligibility at 'A' above will be released by the MNRE, Government of India, to the State Rural Development Departments & KVIC, Mumbai after satisfactory completion and commissioning of the biogas plants and on receipt of claims in the proforma at **Annexure-IV**. The funds will be released by the Government of India on receipt of the final claims all duly audited and certified by the Head of the main programme implementing agencies i.e. State Rural Development Department and KVIC Mumbai, / other approved Programme Implementing Agencies of the MNRE.

**(C) Suggested Procedure for payment to approved and registered Private Biogas Entrepreneurs**

- (a) The State Governments Rural Development Departments and KVIC /BDTCs etc. as the case may be should disburse the payment of the Turn-Key Job Fee to their approved trained and registered Biogas Turn-Key Workers / Rural Energy Technicians / Self Help Groups / Entrepreneurs etc. in three installments for biogas plants **up to 10 Cubic meter capacity as per the procedure mentioned under para 7.3.1. The total Turn –key Job fee of Rs. 2500/- per plant is to be paid in three installments.**
- (b) **First installment of Rs. 1500/-** is to be released after proper construction, completion and successful commissioning date and after issue of Completion Certificate of the biogas plant by the concerned authorities and on getting beneficiary's consent and signatures on the completion certificate.
- (c) After signing the completion certificate, the TKW/RET should enter into an another agreement with the RDDs and KVIC involving concerned beneficiary that He/She (TKW/RET) would be responsible for providing satisfactory warranty services through which he/she ensures trouble-free working of biogas plants up to the end of 5<sup>th</sup> year from the date of commissioning of the Biogas Plant.
- (d) **The second installment of Rs. 500/-** is to be paid to the respective TKW/RET at the end of third year from the date of commissioning of the biogas plant on satisfactory compliance to the free service warranty based on the physical inspection of the biogas plant at the end of 3<sup>rd</sup> year by the concerned Programme Implementing Agency, RDD and KVIC/BDTC etc. and upon beneficiary's consent in writing. The responsibility of the TKW/RET to ensure trouble free operation of the plant will remain till the end of 5<sup>th</sup> year. The beneficiary, by then, is expected to get well acquainted with the functioning, servicing and operation maintenance of the plant.
- (e) **The third installment of balance Rupees 500/-** is to be paid to the TKW/RET at the end of fifth year from the date of commissioning of the biogas plant on satisfactory



compliance to the service warranty based on the physical inspection of the biogas plant.

- (f) For biogas plants of size more than 10 Cubic meter and up to 25 Cubic meter ( Specific size 15, 20 and 25 cubic metre); the First installment of Rs. 3000/- per plant is to be released after proper construction, completion and successful commissioning of the biogas plant and on getting beneficiary's consent and issue of completion certificate as per the procedure laid down under Para 7.3.2 and the second installment of ₹ 1000/- would be paid at the end of third year and the third and final installment of Rs.500/- after verification/inspection of Biogas Plant by the Officers of SRDDs/SNDs, KVIC and upon meeting the functional/operational requirements of Biogas Plants in their optimal usage as mentioned above and in Para 7.3.2 shall be payable after five years and following the checks and documents as mentioned above for smaller plants. .
- (g) On signing the completion certificate, the TKW/RET enters into an agreement with the beneficiary that the TKW/RET is responsible for providing satisfactory warranty services which ensures trouble-free functioning of biogas plants up to the end of 5<sup>th</sup> year.
- (h) The Turn Key Job Fee for the prefabricated biogas plants would be paid as per the guidelines given under para 7.2 of these guidelines.
- (i) In case the RET/TKW defaults on the warranty before 5 years, the State Governments/ implementing Agencies SRDDs and KVIC, BDTC etc. may decide to blacklist the concerned agencies, entrepreneurs/ Turn Key Worker /RET and may forfeit the caution money/ en-cash the Bank Guaranty / Surety Bond etc. for setting the biogas plants repaired/ re-commissioned.
- (j) **This provision of complaint card to report against any defaulter of the 5-year-warranty may be devised and incorporated in the Beneficiary's Service Card/ User's Complaint Card, so that the beneficiaries could lodge the complaint with the MPIAs in the event of such cases. MPIAs would also have random sampling checking of the Beneficiaries Biogas Service Cards/User Cards.**
- (k) It will be the sole responsibility of the State Government, Rural Development Departments and KVIC as the Main Programme Implementing Agency(MPIA) to ensure all the Terms and Conditions of the Turn-key Job Fee contract provisions and maintain all the record of the payment and services provided for with dates.
- (l) State Governments / Programme Implementing Agencies should also keep caution money/ surety bond/ Bank Guaranty of sufficient amounts with them as a surety for the services from their registered Turn Key Job Workers / RETs / SHGs/ Biogas Mitras to cover the five years warranty period of their providing post installation operation and maintenance services for the biogas plant installed by each of the Turn Key Worker/ RET. **In order to have better checks and balances for this scheme, they will also enter into an Contract Agreement with each of the Turn Key Job Worker / Rural Energy Technician / Self Help Group / Entrepreneur etc. engaged by them for setting up of biogas plants and which should be unambiguous to avoid unnecessary litigations subsequently.**

#### (D) Guarantee

The agencies/ private entrepreneurs selected and involved for undertaking Turn-key Job Scheme and receiving Turn -key Job Fee shall give a Guarantee of the satisfactory working and also giving free of cost services for inspection and guidance to repair the defects, if any, occurred during the period of five years free warranty from the date of commissioning of the biogas plant **in case of all sizes biogas plants.** In case of defaulters , the State Governments/ Programme Implementing Agencies, SRDDs and KVIC may decide to blacklist the concerned agencies, entrepreneurs/ Turn Key Worker /RET and forfeit the caution money/ encash the Bank Guaranty / Surety Bond etc. obtained while entering into the Contract Agreement for setting the biogas plants. The

recovered amount through this process is to be utilized for repair/ re-commissioning if plants become dysfunctional.

**(E) Area of Operation**

In case of registered Corporate Bodies / Registered Societies / Self Help Groups / Rural Energy Entrepreneurs, the area of operation should be clearly demarcated by the State Government Rural Development Departments & KVIC as the main Programme Implementing Agencies so that there is no chance of duplication/false reporting of installations of biogas plants. Similarly, for approved trained entrepreneurs allotment of specific areas should be considered by the main PIAs. Wide publicity may be given for these provisions and list of approved and Registered Trained Turn Key Workers / Rural Energy Technician / Entrepreneurs / SHGs registered by the State Governments RDDs and KVIC Mumbai, under the Turn Key Job Provisions of the NNBOMP Scheme, **should also be put on their respective websites and Notice Boards of field Offices at Districts and Block levels and Gram Panchayat Offices for wider information of the biogas beneficiaries.**

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**MODEL SYLLABUS FOR USERS' ONE DAY TRAINING COURSES ON BIOGAS**

**1. Objective:**

- (i) To raise awareness and publicity about the benefits of biogas plants amongst the current and prospective potential users specially women and farmers/Dairy farmers, Self Help Groups members etc.
- (ii) To impart awareness on operation and maintenance and day to day upkeep of biogas plants.

**2. Venue/ Nos. of Participants:**

Villages having biogas plants in operation condition or newly commissioned biogas plants will be selected as venue and 50-60 households of the selected village(s) will be contacted and invited for participating in the User's Course. Efforts should be made for involving all potential and exiting beneficiaries to take part in such courses.

**3. Medium of Instruction: Local Language**

**4. Duration of Users' Training: One Day**

**5. Topics to be covered:**

**a) Education Programme for awareness raising amongst women, famers/farmers produce organizations**

- Why Biogas plants should be given preference over all other cooking fuels
- How to feed and operate a biogas plant
- How to use biogas as cooking fuel and excess available biogas for other applications
- Benefits of Biogas Plants.
- Operation and Maintenance of Biogas Plants.
- Financial and Other Assistance and cost-economics of Biogas Plants of various sizes and Models.
- Preparation of application for Biogas Plants and loan applications.
- Field visits and practical demonstrations on how to connect biogas pipe line to biogas burner/Biogas engines for operating Biogas Water Pump Sets/ Biogas Electricity Generators.
- Training on how to save other cooking fuels including LPG, diesel and electricity by using Biogas for respective end use applications.

**b) Users' Course on Operation of biogas plants**

- How to collect cattle dung free from sand, stone, gravel etc.?
- How to prepare dung slurry and how and when the slurry should be fed into a biogas plant?
- How to light burner and biogas lamp?
- The method of cooking of chapattis on biogas (direct blowing of chapattis should be demonstrated).
- Type and size of utensils to be used.
- Method for increasing gas production during the winter months.
- How to make best use of biogas plant digested slurry as organic manure and How to make it more in quantity and value added as an Organic Manure for increasing crop yield and maintain soil health.
- How to store the biogas plant digested slurry if wet slurry is being not used directly for manuring of crops?

- How to keep a biogas plant and plant site neat and clean?
- How to use a biogas plant if it is connected with sanitary toilet also?
- When a biogas burner has been left open and the gas has leaked out in the kitchen, what precautions should be taken?

**c) Maintenance of Biogas Plants**

- How to use the Beneficiaries Biogas Service Card/Biogas Complaint Card when the plant is not giving satisfactory biogas generation.
- From where to get spare parts of biogas plant for post commissioning needs
- How to clean/ wash burner and lamp periodically?
- How to clean biogas holder?
- How to remove water condensation from the Gas Pipe Line?
- Checking of gate valve, Joints in pipeline, pressure tube, gas cook, etc.
- How to lay and maintain the sagging of gas pipeline from the Biogas Plant to Biogas end use point

**6. Financial Provisions for Users's Training Course**

**Estimated Cost for Users' Training Course**

Sl. No.	Item of expenditure	Estimated Proposed Cost (in Rs.)
1.	Tea/ snack	900
2.	POL	800
3.	Honorarium @Rs. 300 per Lecture to expert faculty	800
4.	Contingency (Shamiana, Audio and Visual Aids, chairs, banners, Miscellaneous items etc.	1500
5.	<b>Total (Rs.)</b>	<b>4,000</b>

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**NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME (NNBOMP)**

**Staff Training Course (for State Government RDDs, KVIC / Bank Officers / Field Officers / Field Functionaries etc.)**

**1. Purpose**

To give exposure to Officials of Rural Development Departments and KVIC and other stakeholders such as Supervisors / Functionaries of Panchayati Raj Institutions / Bank Officials & Staff to various aspects of biogas technology and to familiarize them with the importance of Biogas Technology and biogas as a fuel for many applications and present status of biogas programme, inter-alia details about how Biogas Plants are constructed and operated.

**2. Participants**

**The course is intended for field supervisory functionaries involved in the implementation of biogas extension programme. Persons of following categories may be selected / nominated for such training courses-**

- (i) Block and District level Supervisory Functionaries involved in the promotion and execution of New National Biogas and Organic Manure Programme (NNBOMP). These functionaries include Block Development Officers, Agriculture Development Officers, Agriculture Extension Officers, Assistant Engineers, Junior Engineers, Assistant Agricultural Engineers, Agricultural Inspectors / Assistant Directors and Development Officers of Khadi and Village Industries Commission and Khadi and Village Industries Board, Field Supervisors and Staff of Agro Industries Corporation Ltd., Dairy Development Board / Corporations, Entrepreneurs of Agro-services Centres, Field Supervisory Staff of recognized Voluntary Organizations / Self Help Groups / Registered Societies. Women-functionaries of all above mentioned organizations should be also nominated.
- (ii) Instructors / Teachers from ITIs, selected Farmers Training Centres / Extension Centres / Gram Sevaks Training Centres etc. Such Training Centres should be selected as the venue for organization of subsequent Training Courses for local masons in the construction of biogas plants.

<b>3. Medium of Instruction</b>	Hindi/ English / Regional Language
<b>4. Duration</b>	Four Days
<b>5. Numbers of Participants</b>	10
<b>6. Syllabus / Curriculum</b>	
<b>Day SUBJECT</b>	
1 <sup>st</sup>	Introduction to the Biogas Technology & Introduction to National Biogas and Organic Manure Programme (NBOMP)
2 <sup>nd</sup>	(i) Design of different approved models of biogas plants, capacity determination, selection of building materials and accessories. Type of different approved models of Biogas plants based on material and accessories, appliances etc. (ii) Motivation / selection of biogas models and selection of biogas potential beneficiaries, Socio-Economic Aspects, Environmental Aspects of having biogas plants installed in houses (iii) Rates of Financial Assistance / disbursement of subsidy /utilization of funds,

	<p>maintenance of Accounts</p> <p>(iv) Institutional support for implementation of the NNBOMP Programme</p>
3rd	<p>(i) Construction methodologies for biogas models popular in the region.</p> <p>(ii) Details of biogas stoves / burners / appliances and spares for O &amp;M of biogas plant</p> <p>(iii) Identification of faults and their rectifications.</p> <p>(iv) Connecting a cattle dung based biogas plant with sanitary toilet and its operation</p> <p>Installation and Commissioning of prefabricated approved Biogas Plants</p>
4th	<p><b>Field / Site Visit to:</b></p> <p>(i) Operational Biogas Plants,</p> <p>(ii) Biogas plants under construction,</p> <p>(iii) Biogas plants under commissioning for biogas generation,</p> <p>(iv) Connection of biogas plant to biogas burner for use of Gas by the new user,</p> <p>(v) Handling and application of biogas plant effluent</p> <p>(vi) Operation and Maintenance of biogas plant</p> <p>(vii) Valedictory and concluding</p>

**7. Financial Provisions for Training Course for Government Functionaries / Field Officers**

8.

S N	Item of Expenditure	Estimated Cost (in Rs.)
1.	Transportation Charges	3,000
2.	Technical books, literature, blue prints etc.	2,000
3.	Tea/lunch @Rs.80/- per head per day	3,000
4.	Contingency and honorarium to guest speakers @ Rs. 300/-	2,000
<b>TOTAL</b>		<b>10,000</b>

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**NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME**

**Fact Sheet on**

**10 DAYS CONSTRUCTION-CUM-MAINTENANCE COURSE (CMC) / REFRESHER COURSE**

**1. Purpose**

To create a cadre of biogas masons and technicians skilled in the construction, installation commissioning and maintenance of approved models of biogas plants i.e. Deenbandhu fixed dome model, KVIC floating metal Gas holder with brick masonry digester models, digester made of ferro-cement, gas holder model of FRP and Pragati models as approved models by MNRE. Also imparting training for new and innovative models of plants as and when approved by MNRE for inclusion in the NNBOMP.

**2. Selection of Trainees**

Construction-cum-maintenance training course are intended for professional masons having experience of working independently on civil construction works and fabricators/technicians having the facilities of workshop, welding lit, etc. The trainees should have knowledge to understand construction and fabrication, methodology of approved design and specifications of Biogas Plants.

**3. Number of Participants :At least ten trainees can be recruited for each course**

**4. Medium of Instruction : Hindi or Regional Language**

**5. Duration of Training : 10 Days**

**6. Syllabus**

The training is of practical in nature. However, a few classroom lectures should be arranged completely tied up with the construction of approved Biogas plants in the field. The suggested curriculum and schedule is given below:-

**6.1 Theory**

- i. Importance & benefits of biogas programme.
- ii. Appropriate site selection for installation of BGP and Pre-requisite for setting up of a biogas plant such as availability of cattle dung and verify for water need and end usage of biogas.
- iii. Description of different approved models of biogas plants.
- iv. Selection of beneficiaries and selection of site.
- v. Material requirements for biogas plants of different capacities/models.
- vi. Quality of construction materials.
- vii. Construction methodologies for various approved models and designs of plants.
- viii. Plumbing aids and fitting of pipeline, water removal device, gas appliances.
- ix. Installation of system for testing for gas and water leakages.
- x. Commissioning and operational procedure
- xi. The importance of required quantity and quality of materials for construction, commissioning of Biogas Plants.

**6.2 Practical**

A minimum of two biogas plant needs to be constructed and installed during the training course by the trainees under the full supervision and guidance of experts from the BDTCs. Emphasis should be mainly on proper practical training and not on construction of a large number of biogas plants to achieve targets. The practical training may be also arranged

wherever possible for standard MNRE approved prefabricated design biogas plants.

**Work may be organized as follows:**

Approximate value of days	Field work
1	<ul style="list-style-type: none"> <li>• selection of site</li> <li>• marking of layout</li> </ul>
1	<ul style="list-style-type: none"> <li>• Digging of pit</li> <li>• Laying of foundation</li> </ul>
4	<ul style="list-style-type: none"> <li>• Digester construction</li> <li>• Construction of outlet chamber in Deenbandhu Model</li> <li>• Fixation of guide frame in case of floating drum KVIC or Pragati model</li> </ul>
2	<ul style="list-style-type: none"> <li>• Plastering</li> </ul>
5	<ul style="list-style-type: none"> <li>• Curing of civil work</li> <li>• Laying of gas distribution pipeline, fixing accessories etc.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Slurry making filling of digester</li> </ul>
1	<ul style="list-style-type: none"> <li>• Testing for gas leakages</li> </ul>

## 7. Financial Provisions

Estimated cost per course is as under:-

Sl. No.	Item of Expenditure	Estimated cost
1.	Stipend up to a maximum of Rs. 450/- trainees/day or 10 trainees for a maximum period of 10 days (pro-rata basis) to meet boarding and lodging expenditure	45,000
2.	To and fro transport charges to 10 trainees as per actual but no exceeding of Rs. 300/- per trainee on pro-rata basis.	3000
3.	Contingency for transportation/POL, Stationery, books, honorarium to guest speakers etc.	2000
	Total	50,000/-

## 8. PLANNING

- 8.1 The State/Agency should fix location, tentative date for organizing course in the beginning of the year as per the target allocated to them.
- 8.2 The faculty for training should include a master mason trained in one of the Regional Biogas Development & Training Centre and who have constructed plants no less than ten.
- 8.3 The Nodal Officer at Block level should ensure the quality of training for the purpose of monitoring the district nodal officer should ensure participation in the course. The State level officials should also visit at least 10% of the course organized.
- 8.4 Preference should be given for organizing course in such areas where less number of persons have been trained so far and also construction of biogas plants has yet to pick up.
- 8.5 At the closing of the course a test has to be conducted for ensuring the skill of trainees. Certificates may be issued to qualified trainees and a notification should be issued containing there in their names & address.
- 8.6 **A user training course should be also organized, the day following the closing of course**

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**NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME Fact  
Sheet on  
Turn-key Workers Training (TKWT)**

**Objective:**

To create a cadre of Biogas Turn-Key Workers / Biogas entrepreneurs in rural areas for setting up of biogas plants on Turn-Key basis and providing post-installation servicing of plants as a self-employed vocations.

**Participants:**

The programme is meant for unemployed rural youths having inclination to take up biogas as a self-vocation. He/She may be functionary in voluntary organization. A minimum educational qualification may be kept as **12<sup>th</sup> Standard pass or 10<sup>th</sup> pass with ITI certificate**. If they have already some relevant experience certificate in biogas work, they should also be given chance.

Numbers of participants	10 (Ten)
Medium of instruction	Hindi/ English/ Regional language [depending upon the facility available at the Biogas Development and Training Centre (BDTC)]
Duration of training	15 Days
Venue	Biogas Development & Training Centre

**Syllabus:**

The programme should cover the following:-

**A. Technical Aspects:**

- i. Importance and benefits of biogas programme
- ii. Economic viability of biogas plants
- iii. An over-view of Indian Biogas Programme, present level of achievement and estimated potential for future exploitation.
- iv. Technological advances in biogas technology and barriers removal.

**B. Management aspects:**

- i. **Marketing Management:** Technique of motivation, project formulation, filling up and process of applications for arrangements of subsidy.
- ii. **Personal Management:** Training of masons, placement of masons in different village to be covered, identification of plumber and his training liaison with beneficiary, masons and plumbers, supervision of the persons engaged in plants construction
- iii. **Material Management:** Types of the material required for biogas plant construction, testing of quality of material, procurement of the materials.

### Annexure-IX A (continued)

- iv. **Financial Management:** Estimation of Unit cost of biogas plants arrangement of bank loans and subsidy special motivation support from social organizations, principle of accounting.
- v. **Office Management:** Record keeping of individual beneficiaries and other records on financial and physical programmes, methods of maintaining the accounts, payment made to the beneficiary and masons etc.
- vi. **Break-down Management:** Feed-back, monitoring and evaluation of plants repair and maintenance of sick plant.

#### **C. Project Reports:**

A project for turn-key operation for their respective areas may be prepared by the trainees during the duration of the training.

#### **D. Field Visit:**

Field visits should be organized to banks, to villages having large number of Biogas plants and interactions with the Biogas plant beneficiaries.

#### **E. Financial Provision Turn-key Workers Training Course**

Estimated cost per course is as under:-

Sl. No.	Item of Expenditure	Estimated cost (in Rs.)
1.	Stipend up to a maximum of Rs.300/- trainees/day or 10 trainees	45,000/-
2.	To and fro fare charges/ cost up to a maximum of Rs.700/- per trainee, subject to actual.	7,000/-
3.	Contingency, POL for field visit, honorarium to guest speakers @ Rs.300/- per lecture, project reports, books, stationery, blue prints, technical literature, manuals, etc.	23,000/-
<b>Total</b>		<b>75,000/-</b>

#### **F. Suggested Planning:**

- a. The programme high lights should be widely circulated.
- b. Nomination may be asked from State Nodal Departments/Agencies, Voluntary Organizations in advance.
- c. The faculty for training should include technical and management experts.



**NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME**

**Biogas Skill Development Training Programme(BSDTP)**

**Objective:** The core objective of the **Biogas Skill Development Training Programme** Training is to empower the individuals, by enabling them to realize their full potential through a process of Skill Development and Entrepreneurship for the purpose of developing competencies/skills in the domain of Biogas Technology sector of Renewable Energy.

1. Make quality vocational training for Biogas sector aspiration for productivity linked to skilled workforce to supplement Skill India Mission. Focus on an outcome-based approach towards quality skilling that on one hand it results in increased biogas production and development and dissemination of Biogas as Renewable Energy source for individuals/societies/communities and on the other increase the capacity and quality of biogas based training infrastructures and trainers to ensure easy access to the potential targeted potential beneficiaries and stakeholders.
2. Promote national standards in the biogas skilling space through active involvement of the Biogas Development and Training Centres/ Institutions and industry in setting occupational standards, helping develop curriculum, providing apprenticeship opportunities, participating in assessments, and create opportunities for gainful employment/ Self Employment to skilled workforce.

**Biogas Skill and entrepreneurship development course will cover:**

- a) Educate and equip potential and skilful entrepreneurs for BIOGAS across India. The existing 8 Biogas Development and Training Centres would get their affiliations and empanelment as Skill development Centres for Biogas with the Skill Council for Green Jobs under the Ministry of Skill Development & Entrepreneurs , GoI, for the development of standards qualification pack for Biogas Plants and Biogas Plant produced slurry for Level 4/5. This curriculum will be delivered at no cost or as per the guidelines of SCGI.
- b) **Promoting Biogas Entrepreneurship amongst Women and Farmers Producers Group:** Focus will also be placed on encouraging women entrepreneurs and Farmers Groups through appropriate incentives for women owned **Biogas** businesses. Priority will be given for mentorship, support system for women entrepreneurs and farmers/farmers recognized groups in existing **Biogas** Development and Training Centres. This would held in developing Entrepreneurship specially supporting Biogas Sector.

c)

Numbers of participants	Twenty five per course
Medium of instruction	Hindi/ English/ Regional language
Duration of training	10 Days
Venue	Biogas Development & Training Centre of MNRE as empanelled for by SCGJ

**Annexure-IX B (continued)**

**Financial Provision for Biogas Skill Development Training Programme**

Estimated cost per course is as under:-

Sl. No.	Item of Expenditure	Estimated cost (in Rs.)
1.	Stipend up to a maximum of Rs.250/- Per trainee/day for 25 trainees	62,500/-
3.	Contingency, POL for field visit, honorarium to guest speakers @ Rs.300/- per lecture, project reports, books, stationery, blue prints, technical literature, manuals, etc.	12,500/-
<b>Total</b>		<b>75,000/-</b>

The course curriculum and inter-component expenditure may be adjusted finally in line with the Surya Mitra Scheme of MNRE including total numbers of training hours to 200 hours and limiting the expenditure per course to a maximum of Rs.75,000/- per course.



New National Biogas and Organic Manure Programme (NNBOMP)  
 Monthly Progress Report of setting up Biogas Plants for the year 2018-19

- a) Name of State/UT Programme Implementing Department/Agency :  
 b) Progress Report for the Month of----- 2018 :  
 c) Model, Size and type of Biogas plants installed/set up :  
 d) Whether District Level Coordination Committee Meeting held :  
 e) Meeting of BDTC Programme Advisory Review Committee held :  
 : Yes/No.  
 : Yes/No.

Items of Physical Progress	Total Annual Targets		Nos. of Biogas plants commissioned up to the current month of report.				Cumulative total up to the current month of report	Nos. of plants under Construction Stage			Total nos. of plants under construction during the month of report	Unit size of the plants as per approved cap. (Size in Rs.)	Total nos. of training targets allocated including those of BDTCs	Achievement of training courses out of the total Annual targets including those of BDTC
	General, SC and ST	Category separately	Up to previous month	General	SC	ST		General category	SC category	ST category				
	2	3	4	5	6	7	8	9	10	11	12	13	14	
<b>1</b>						<b>(3+4+5+6)</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>(8+9+10)</b>	<b>12</b>	<b>13</b>	<b>14</b>	
(A) Family type plants	(X):					(X):								
	(Y):					(Y):								
	(Z):					(Z):								
(i) <b>Total nos. of plant &amp; total size (Cubic Metre.)</b>	Nos.:					Nos.:								
(B) Nos. of cattle dung based plants connected with sanitary toilets, out of the total of (A) above														
(C) Cumulative total Nos. of villages covered under the Scheme so far														
<b>Total (A+B)</b>														

X - General Category annual target, Y - SC Category annual target, Z - ST Category annual target

**NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME (NNBOMP)**  
 Quarterly Progress Report for the \_\_\_\_\_ Quarter of the year \_\_\_\_\_

1. Name of State/UT/Agency : \_\_\_\_\_  
 2. Report for the quarter ending : \_\_\_\_\_

3	Physical Progress	Annual Target	No. of plants completed					No. of Biogas plants	
			Up to previous quarter	During current quarter	Cumulative (up to current quarter)	SC	ST	Commissioned for Gas Generation	Plants to be commissioned
3.1	Family type/Small plants								
	Name of District: i)								
3.2	Sanitary toilet linked cattle dung plants out of 3.1 above								
	<b>Total</b>								
3.3	Number of plants set up for saving of fossil fuel					During previous quarter	Cumulative (up to current quarter)		Total plants to be set up
	Name of districts								
4	Inspection reports of plants as reported & completed upto this quarterly progress report	No. of total biogas plants installed up to the end of the quarter *date of inspection	No. of plants actually inspected	No. of completed & functional plant	No. of plants not found in working /functional condition	No. of dismantled plants	No. of non-traceable plants		Remarks (action taken for repair) making plant functional
4.1	Name of village/ block/ district								
i)									
5	Training course	Annual target (no. of courses)	No. of trainees trained (up to previous quarter)		Nos. of trainees trained in this quarter		Cumulative numbers trained		



5.1	Users training course								
5.2	Staff course								
5.3	Construction-cum-Maintenance/ Refresher/ Trainers/								
5.4	Turnkey Workers & Mgt course for TKWs/RE Ts/SHGs/								
5.4.1	Biogas Skill Dev. Course by BDTCs								
6	State/ District Level Co-ordination Committee	No. of meetings held with date				Important decisions: i. ii.			

## New National Biogas and Organic Manure Programme (NNBOMP)

Village, District and Year-wise and beneficiary-wise detail of beneficiaries of the family type/ Small biogas plants to be displayed on the websites of the respective SND, SRDDs and KVIC and other concerned organizations and for putting on Notice Boards of concerned Village Panchayat/Gram Panchayat.

1. Name of State/UT \_\_\_\_\_
2. Name of the SND/ KVIC of the State \_\_\_\_\_
3. Block/Taluka \_\_\_\_\_
4. District \_\_\_\_\_
5. **Report on website for the year** \_\_\_\_\_
6. **Total nos. Biogas Plants reported as complete in all respect** \_\_\_\_\_
7. **Date of putting the list on web-site** \_\_\_\_\_
8. Particulars of the beneficiaries viz: \_\_\_\_\_

Sl. No.	Name / Father's name / Husband's name of beneficiary	Full address (village, block, district and state and contact number of beneficiary)	Category of the beneficiary, Gender, SC/S, T/ Other	Nos. of family members	Nos. of cattle owned	Size and Model of biogas plant and unique identification mark/code number of the biogas plant	Date of commissioning of biogas plant	Amount of subsidy paid (in Rs.)		Date and amount of subsidy disbursed through DBT and Aadhar number and bank account number last 4 digit	Whether plants installed on Turn Key basis, if yes, name and address of registered Turn Key Agency/ Worker/ RET & mobile number	Name of the work supervising Officials of the SND/ SNA/ KVIC who also verified the completion of biogas plant for signing the Completion Certificate	Whether ISI marked biogas stove provided. Yes/No	Photograph of the real beneficiary with the commissioned biogas plant (three photos of three different stages of construction & commissioning to be kept in the record along with Geo-tagging of Biogas Plant
								MN RE subsidy	State Subsidy (if any)					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.



**ANNEXURE - XIII****BIOGAS DEVELOPEMNT & TRAINING CENTER (BDTCs)**

S.No	Locations	Name of Institution	States Covered
1.	Guwahati	Programme Coordinator & Head, Department of Mechanical Engineering, Indian Institute of Technology, Guwahati, North Guwahati, Guwahati- 781039 Ph: 0361-258-2651/2662 (O), Fax: 0361- 2690762 Mob:- 09435734561 E-mail: <a href="mailto:pinak@iitg.ernet.in">pinak@iitg.ernet.in</a>	All North-Eastern Region States including Sikkim and West Bengal
2.	Bangalore	Programme Coordinator, Biogas Development and Training Center, Department of Agricultural Engineering, University of Agricultural Sciences, GKVK, Bangalore- 560065 Ph: 080- 23330153/335, 080- 23640206 @ M-9901069131 E-mail: <a href="mailto:ykgouda@rediffmail.com">ykgouda@rediffmail.com</a> 2.Mr. B.K.Anand Rao HOD.	Goa and Karnataka
3.	Indore	Director, Biogas Development and Training Centre, Centre of Energy Studies and Research (CESR), Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore- 452017. Ph: 0731- 2460309, Fax: 0731- 2467378/2462366 @ 0731- 2446803 Mob: 09424009418 Email: <a href="mailto:spsanjali@yahoo.co.in">spsanjali@yahoo.co.in</a>	Chhattisgarh, Madhya Pradesh and Maharashtra
4.	Ludhiana	Programme Coordinator Research Engg & Incharge BDTC Dept. of Civil Engg. Punjab Agricultural University, Ludhiana141004, Punjab Ph: 9872084513 (M), 09501034513 (M), 0161- 2401655(F) <a href="mailto:sssooch@rediffmail.com">sssooch@rediffmail.com</a>	Punjab, Himachal Pradesh, Uttrakhand and Jammu & Kashmir

5.	<b>Udaipur</b>	<p>Head, Deptt. of Renewable Energy Engineering Coordinator,          Biogas Development and Training Centre,          College of Technology &amp; Agricultural Engineering, Maharana Pratap University of Agriculture &amp; Technology,          Udaipur-313001 (Rajasthan)          Ph: 0294-2471068 (O), 0294-2414021(R)</p> <p>Email: <a href="mailto:sudhirjain@rediffmail.com">sudhirjain@rediffmail.com</a>          Web.: <a href="http://www.ctae.ac.in">www.ctae.ac.in</a></p>	Gujarat, Rajasthan and Daman & Diu
6.	<b>Coimbatore, Tamil Nadu</b>	<p>Coordinator,          Biogas Development and Training Centre,          Agricultural Engineering and Research Institute,          Tamilnadu Agricultural University, Coimbatore-641003.          Ph: 0422- 6611526, 527, 545 Fax: 0422- 6611454          Email., <a href="mailto:bioenergy@tnau.ac.in">bioenergy@tnau.ac.in</a>,  <a href="mailto:kamarajs@hotmail.com">kamarajs@hotmail.com</a>          Mob.: 9442961793</p>	Tamil Nadu, Pondicherry, Kerala, Andaman & Nicobar and Lakshadweep
7.	<b>Delhi</b>	<p>Programme Coordinator,          Biogas Development and Training Centre,          Center for Rural Development &amp; Technology (CRDT), IIT Hauz Khas, New Delhi-110016          M- 9871366611          Ph: 011- 26596351, 26596311, Fax: 011-26591121, 26596351          Email: <a href="mailto:ykvijay@rdat.iitd.ernet.in">ykvijay@rdat.iitd.ernet.in</a>  <a href="mailto:bdteitd@gmail.com">bdteitd@gmail.com</a></p>	Haryana, Uttar Pradesh and NCR Delhi
8.	<b>Odisha</b>	<p>Programme Coordinator          Associate Professor (PI-BDTC), School of Biotechnology,          Kalinga Institute of Industrial Technology (KIIT),  <b>Bhubaneswar 751024, Odisha,</b>          Email: <a href="mailto:smishra@kiitbiotech.ac.in">smishra@kiitbiotech.ac.in</a>,  <a href="mailto:snehasish.mishra@gmail.com">snehasish.mishra@gmail.com</a>          Mob.: 9437110305, 9438669414          Fax No. 0674-2725732</p>	Andhra Pradesh, Odisha, Bihar and Jharkhand



COMPLETION CERTIFICATE OF BIOGAS PLANT UNDER THE NNBOMP

(Fill in Block Letters)

This is to certify that the NNBOMP Implementing State Nodal Department i.e. State Rural Development Department/ KVIC/ BDTC (as applicable) has set up a Biogas Plant of ..... cubic metre capacity (Cu. M. /day) bearing the Unique Code No.....and entered in the Master Register at Entry Serial No.....of the FY..... with sanitary toilet attached/not attached .....and.....manure.....pits.... has been commissioned in all respect at & for the Biogas Beneficiary Name Shri/Smt..... Panchayat.....Ward No..... House No.....Village..... Post.....Block.....Taluk.....District..... State..... which has been constructed under the supervision of (Name of the Officer..... and designation of the Officer.....) and the plant has been commissioned to the full satisfaction of the above mentioned beneficiary.

We all undersigned certify that the biogas plant is working satisfactorily from the date..... and the CFA/Grant/loan for this plant was received in the year 20..... through .....(full name and address of the RD Deptt/KVIC/ Bank/Agency). The Biogas Plants constructed is of Fixed Dome/Floating Gas holder/Bag Type Flexi Model of the approved models of MNRE named as ..... Model. The subsidy amount claimed for the biogas plant is Rs..... being paid to the actual beneficiary upon acceptance of this C.C. by the Higher Authorities of the Main Programme Implementing Deptt./KVIC or BDTC following the DBT route

Date of Commissioning of Biogas Plant:

Date of issuing completion certificate of Plant:

Signature/TT of the  
Actual biogas Plant Owner

Signature of the  
PIA/TKW/RET/ BM

Signature of the concerned  
Officer of the SND/KVIC/PIA/  
BDTC etc authorized to sign  
the C.C. With official seal

Signature of Two witnesses  
1) (Neighbor of the beneficiary)

Counter Signature with Official seal of the  
Higher Level Officer of the Rural Development  
Deptt./KVIC/BDTC etc as applicable

2) (Gram Panchayat member/Sarpanch)

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