

9.3 Implementation of National Biogas and Manure Management Programme (NBMMP) during 2004-05

GOI Lr.No.5-5/2004-BG dt. 03.12.04

Sub : Implementation of National Biogas and Manure Management Programme (NBMMP) during 2004-05 – Sanction Order

Sir,

I am directed to convey the sanction of the Government of India for implementing Centrally Sponsored Scheme – National Biogas and Manure Management Programme (NBMMP) during 2004-05 in all states and Union Territories. The programme forms part of Point No.19(d) of 20-Point Programme. The details of the programme are as follows:-

1. Objectives:

- (i) To provide fuel for cooking purposes and organic manure to rural households through family type biogas plants;
- (ii) To mitigate drudgery of rural women, reduce pressure on forests and accentuate social benefits;
- (iii) To improve sanitation in villages by linking sanitary toilets with biogas plants.

2. Models and appliances:

- (i) Approved models of biogas plant.

Appropriate model of biogas plant should be selected on the basis of technical requirement such as location, distance between kitchen and cattle shed, availability of dung and water, preference of the beneficiaries etc. Approved models for family size biogas plants are available for 1 to 6 cubic metre and 1 to 10 cubic metre capacities for fixed dome and floating drum type plants respectively. The commonly used capacities of these models are 1-4 cubic metres.

Model	Specification / Ministry's letter No. and date
Fixed dome biogas Plant (i) Deenbandhu model with Brick masonry (ii) Deenbandhu ferrocement model with institute technique (iii) Pre-fabricated RCC fixed dome model	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 letter No.13-10/96-BG dated:10-1-2002
Floating Drum Type (i) KVIC floating metal drum type (ii) KVIC type plant with Ferro Cement digester and Fiber Glass Reinforced Plastic (FRP) Gas holder (iii) Pragati Model	Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. Code of practice IS-12986:1990 of BIS, New Delhi. Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi.
Bag Type Digester Flexi model	Ministry's letter No.7-39/89-BG dated:14-7-95

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(ii) Appliances

ISI marked (BIS code IS – 8749 : 1988) burners having a minimum of 55% thermal efficiency.

Programme for 2004-05:

3.1 Physical target

The programme will be implemented a physical target of 1,00,000 biogas plants. The details of State-wise / Agency-wise targets are given at Annexure –1.

3.2 Release of funds in advance

The central Financial Assistance will be released for various components of the programme to the concerned State Nodal Departments (SNDs) / State Nodal Agencies (SNAs) and other implementing agencies. Central Finance Assistance will be released in two installments on the following pattern:-

- (i) Advance amounting to 50% of the Central financial assistance corresponding to the allocated target, after adjusting the unspent balance, if any, will be made to all States and agencies after issue of the sanction order and on receipt of U.C. for the previous releases.
- (ii) 50% of the CFA will be released as second installment after the receipt of Utilization Certificate of the previous releases and receipt of audited Statement of Account upto 2002-03 and based on the satisfactory progress made during the current year.
- (iii) State Nodal Department / Agencies and NGOs should submit the claim for settlement to the Ministry on prescribed format (Annexure-II & II-A respectively) along with consolidated utilization certificate and audited Statement of Expenditure as soon as after the close of the financial year but not later than 30th September 2005.

4. Pattern of Central Financial Assistance (CFA)

(i) Central subsidy:

The rates of Central subsidy for different categories of beneficiaries / areas for the year 2004-05 is given below:-

Category	Amount of Central Subsidy per plant
North Eastern Region States and Sikkim (except plain areas of Assam)	Rs.11,700/-
Plain areas of Assam Jammu & Kashmir, Himachal Pradesh, Uttaranchal (excluding terai region), Nilgiris of Tamil Nadu; Sadar Kursoong and Kalimpong sub-divisions of the Darjeeling district (WB), Sunderbans, Andaman and Nicobar Islands.	Rs.9,000/- Rs.4,500/- (Restricted to Rs.3,500/- for 1 Cu. M. fixed dome type)
Scheduled Caste, Scheduled Tribe, desert districts, small and marginal farmers, landless labourers; terai region of Uttaranchal, Western Ghats and other notified hilly areas.	Rs.3,500/- (Restricted to Rs.2,800/- for 1 Cu. M. fixed dome type)
All Others	Rs.2,700/- (Restricted to Rs.2,100/- for 1 Cu. M. fixed dome type)

The above rates of subsidy will be applicable w.e.f. 01.04.2004.

ii)	Turn-Key Job Fee	Turn-key job fee at the rate of Rs.800/- per biogas plant shall be payable for plants actually set up on turn-key basis in North Eastern Region States, (excluding plain areas of Assam), Sikkim, Jammu & Kashmir, Himachal Pradesh, Uttaranchal, Hilly districts and Islands. Turn-Key Job Fee at the rate of Rs.700/- per biogas plant is payable in other States and areas for the plants actually set up on turn-key basis. (Please refer to para 5)	
iii)	Additional Central subsidy for cattle dung based biogas plants linked with sanitary toilet in individual households	Additional subsidy for linking cattle dung based biogas plants with sanitary toilet is payable @ Rs.500/- per plant. (Please refer to para 6)	
iv)	Incentive for saving diesel by using biogas in dual fuel engines	Incentive would be given for purchase of a kit to modify diesel engine into dual fuel engine. Financial support would also be given for purchase of plastic or rubber ballons / container for storage and transportation of biogas from the site of the plant to the site of the engine, subject to a maximum of Rs.2,500/- per plant.	
v)	Service Charges/ Staff support	The Service Charges will be paid at the following rate to the State Governments /Implementing agencies, except North-Eastern States, Sikkim & J&K.	
		Target Range (No. of plants)	Amount of Service Charges
		100- 3000	Rs.0.5 lakh + Rs.300/- per plant in excess of 200 plants.
		3001- 7000	Rs.8.90 lakh + Rs.150/- per plant in excess of 3000 plants.
		Above 7001 plant subject	Rs.14.90 lakh + Rs.100/- per in excess of 7000 plants to a maximum of Rs.30.00 lakh.
For the North-Eastern States, J&K and Sikkim, 100% Central grant for sanctioned staff will be available for implementation of NBMMP. (Please refer to para 7)			

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vi)	Training courses	Financial support will be given at the following rates for different types of training courses:-			
		Course	Duration	No. of trainees per course	Central financial assistance per course
		Users	One day	50-60	Rs.1,000/-
		Staff	2-3 days	10-15	Rs.5,000/-
		Refresher/ Construction-cum-Maintenance	16 days	10	Rs.19,000/-
		Turn-Key workers (Please refer para 8)	21 days	10	Rs.38,500/-
vii)	Biogas Development and Training Centres (BDTCs)	Financial support will be provided to Biogas Development a Training Centres (BDTCs) towards staff, TA/DA, consumables a contingency and for conducting different training programmes as allocated targets. (Please refer para 9)			
viii)	Communication and publicity	The financial support will be provided on lump-sum basis is link with the target ranges allocated to States/Agencies as per detail given below:			
		Target range (no. of plants)		Support for communication and publicity	
		Up to 1,000		Rs.1.00 lakh	
		1,001 – 10,000		Rs.2.50 lakh	
		More than 10,000		Rs.5.00 lakhs	
		(Please refer para 10)			
ix)	Support for repair of old non-functional plants:	Financial support limited to 50 per cent of the rate of central subsidy, as applicable for different categories of beneficiaries of the areas, will be provided. (Please refer para 11)			

5. Turn-Key Job Fee scheme

The Turn-key job fee scheme is linked with three years' warranty for trouble-free function of biogas plants set up on turn-key basis. It is payable to corporate bodies, registered societies identified by the state Governments, voluntary organizations and approved trained entrepreneurs. This is subject to the condition that the turn-key worker would visit the plants twice in a year atleast during the warranty period. Guidelines and procedure for payment of turn-key job fee for setting up of family type biogas plants were issued to all the States and agencies vide letter No.17-4/82-Bio gas dated 18th December, 1982, relevant extract of which are given at Annexure-III for ready reference TKJF should be paid to the TKJF workers through account payee Demand Draft/Cheque only.

No turn-key job fee is payable for bag type digester made of rubberized nylon fabric ("P model) plants as it does not involve any supervision of construction and manufacturers supposed to provide a guarantee for five years.

6. Additional Central subsidy for cattle dung based biogas plants linked with sanitary toilet in individual households

The additional subsidy can be used only for meeting the extra cost involved in raising the toilet level, if required, and its connection with a biogas plant. However, SND/SNA should ensure that plants are set up only after assuring the requirement and preparedness of the beneficiary to use biogas for the plant attached with the toilet and the biogas plants should be completed in all aspect. The target for the plants are included in the over all targets mentioned at Annexure-I. States and agency concerned with implementation of rural sanitation programme are requested to make effective coordination with the Department / agencies concerned at the State and district level in identification of beneficiaries for linking of biogas plants with sanitary toilets, wherever feasible.

7. Service Charges / Staff support.

The rate of Service Charges is linked with actual achievement. No Service Charges will be given for achievement of less than 100 plants.

In the case of North Eastern Region States, Jammu and Kashmir and Sikkim, the details regarding sanctioned staff and their pay scales are given at Annexure-IV. The advance for the staff support is included in the Central Financial Assistance. The full financial support for sanctioned staff is given to North Eastern Region States with the objective to harness the potential at the shortest time period. In case the achievement is not commensurate with the expenditure incurred on the staff during 2004-05, the Ministry will be compelled to discontinue the provision and adopt the pattern of providing service charges similar to other States.

8. Training Courses.

State and agency-wise allocation of targets for Construction-cum-Maintenance/Refreshed training courses and user's courses are given in Annexure-V. The Fact Sheets for different types of training courses are given in Annexure-V-A to V-D.

9. Biogas Development and Training Centres (BDTCs)

Biogas Development and Training Centres (BDTCs) are providing technical training and publicity support for quality implementation of biogas programme. The allocation of targets for different training programmes for the BDTCs is given in Annexure-V. Details of objectives, staffing pattern, etc. could be referred in letter No.10-1/97-BG dated 2-4-1997 of this Ministry. BDTCs should submit their claims indicating training-wise details viz: venue, periodicity, number of participants, expenditure incurred etc. as also the number of posts sanctioned, names of incumbents, salary etc.,

10. Communication and publicity:

State nodal departments and agencies may prepare standard publicity materials such as leaflets, booklets, posters, etc. for wider dissemination in the State availing the financial assistance as indicated in para 4-(viii). 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 Sewak Kendras: (c) Booklets and Folders on Biogas for biogas users and for distribution during gatherings at exhibitions, 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 Biogas plants for demonstration: (i) Radio jingles/TV spots in local language; (j) complaint cards to biogas owners; (k) evaluation of publicity campaign, etc.

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11. Support for repair of old non-functional plants.

Support is provided for repair and revival of family type biogas plants which are at least five years old and which are in dis-use at present for want of structural repairs, excluding replacement of gas pipelines, gas cock, etc. expenditure on which would be borne by the concerned beneficiary. The State Nodal Departments and programme Implementing Agencies are requested carry out a detailed block/district-wise field assessment on the number of non-functional plants to be repaired and details of repair costs, along with expected contribution from the beneficiaries, support from the State Government and financial support needed from MNES. SNDs/SNAs may undertake repairing on non-functional biogas plants intensively in chronic districts and complete the repair work of the plant, subject to above conditions, utilizing the advance funds released by MNES and submit the claims along with other items for adjustment/ reimbursement.

12. Implementing organizations:

The multi-agency approach will continue to be adopted for the implementation of the National Biogas and Manure Managements Programme (NBMMP). The programme will be implemented by the State Government / Union Territories, Departmental agencies, KVIC (all States/UTs, except Orissa corporate bodies/ societies like NEDCAP, OREDA, WBREDA, State Agro-Industries Corporation and NGOs.

13. Methodology, procedure and guidelines for implementation.

13.1 Preparation of micro plants and sub-allocation of targets to Public and Private Entrepreneurs/ NGOs etc.

The programme will be implemented based on "cluster of village approach" to the extent possible for selection of biogas beneficiaries. The States and agencies should prepare micro plans of following factors and others as applicable for a given area for implementation during 2004-05.

- People's involvement in finding out demands for biogas plants
- Proper identification and selection of cluster of villages based on maximum cattle population and largest number of households having 2 (stall-fed) or more cattle heads.
- Allocation of remunerative targets to NGOs and entrepreneurs matching with availability trained masons with them.
- Allocation of higher targets to districts, which have high rate of functionality of plants and have adequate arrangements for maintenance servicing.
- High targets for areas where response of commercial and co-operative banks for providing loans for biogas plants is favorable.
- Planning no or minimum targets for areas prone to drought/shortage of water/floods and though suffering from high rate of non-functionality or covered with LPG.

State nodal departments and implementing agencies should minimize their role in actual installation of biogas plants and focus only on promotion, awareness raising, quality, control, training, monitoring etc. A major emphasis should be laid on achievement of entire programme through turn-key workers, entrepreneurs and reputed Non-Governmental Organisations.

13.2 Priorities for coverage

A part of the targets set for the State/agency may be implemented in the cluster of villages Integrated Rural Energy Programme (IREP), wherever applicable in consultation with the State department/agency implementing IREP with a view to appropriately utilize the IREP infrastructure available at different levels in the State concerned.

SNDs/SNAs may cover maximum number of beneficiaries under Special Component. Plan and Tribal Sub-Plan and efforts should be made to cover these groups viz. Scheduled Castes and Scheduled Tribes, respectively, up to 25% of the target (i.e. 15% for Scheduled Caste and 10% for Scheduled Tribes).

13.3 Coordination Committees at the State and District Levels.

NBMMP envisages multi-agency approach for setting up of biogas plants. Besides, State Government departments/nodal agencies, KVIC and a few NGOs have also been involved in implementation of the programme. With a view to ensure proper monitoring, coordination and review of programme implementation, all States nodal departments and agencies should set up Coordination Committees at State and District levels, if not yet done, represented by concerned government departments/ agencies, KVIC, lead banks, Regional Offices of MNES, representatives of NGOs, etc. It should meet at least on a half yearly basis. Minutes of the State level Coordination Committee should be sent to Regional Offices of MNES under intimation to Headquarter.

Alternatively, the subject may be included for discussion in a suitable forum on a regular basis to serve the purpose mentioned above.

The details of the meetings of the Coordination Committee held during each quarter may be included in the quarterly progress report attaching the list of important decisions.

13.4 Demarcation of area of operation for KVIC ETC.

SND/SNA may demarcate the are of operation for KVIC, BIOTECH etc, based on a mutual consultation in the beginning of the financial year earmarking specific area for implementation for each organization. It would also be necessary that one agency/ organization is allowed to operate in an identified area.

The plants set up by these agencies may also be monitored on a random basis by the SND/SNA concerned.

With a view to avoid duplication in reporting of physical achievement and payment of Central subsidy, it is obligatory on the part of KVIC and NGOs to keep the State nodal departments and agencies posted with the relevant information about the biogas plants set up by them from time to time.

Organisations, such as KVIC, BIOTECH etc. should send lists of beneficiaries to concerned nodal departments / agencies at appropriate level, i.e. to State/District authorities concerned for checking with the lists of nodal departments/agencies and get in cleared within a maximum period of 30 days before disbursing Central subsidy. States nodal departments / agencies are requested to send suitable instructions to District nodal Officers in this regard.

13.5 Review of Biogas Development and Training Centre by SNDs/SNAs

With a view to ensure proper coordination and periodic review of the performance of BDTCs by the State, SNDs/SNAs may set up "BDTC Programme Advisory & Review Committee" under the chairmanship of the Secretary, State nodal department/ chief executive of the State nodal agency. MNES Regional Office, NGOs etc. may be represented on it. The facilities available in the regional IREP Training Centre at Bakoli (Delhi), Chinhath (Lucknow, Uttar Pradesh), Jakkur (Bangalore, Karnataka), Village Amrol (district Anand, Gujarat) and Shillong (Meghalaya) should be utilized for organizing training courses and other related activities, for which their representatives should also be included in the Committee. The committee should meet periodically for formulation of the annual action plans, review of performance, etc.

13.6 Payment of Central subsidy after commissioning of plants

Central subsidy is to be disbursed to the beneficiaries after completion of construction of biogas plants, including pipeline, burner, and commissioning of biogas plants preferably through account payee Demand Draft/ Cheque.

13.7 Placing of advance funds at district levels.

The State Government / Implementing agencies may, if necessary, place funds received if advance from MNES at the disposal of the State/district/block programme executing agencies and concerned banks. However, the Central subsidy should be paid to beneficiaries only after

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commissioning of the plants. Efforts should be made to minimize burden of investment made of interest on the loan amount, availed by the beneficiary.

14. Institutional financing:

- (i) Efforts may be made for getting the block / district-wise targets reflected in the service area plans prepared by different banks. Bank-wise targets may also be worked out in the States/ Districts/Block level meetings for monitoring purposes.
- (ii) Efforts should be made to prepare applications for banks 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 activities can start in full swing before the commencement of the monsoon. Close liaison should be maintained with the banking institutions for timely release of bank loans. State Govts./Agencies may provide bank-wise details of loan applications pending for more than 3 months for taking up the matter with Banking Division Ministry of Finance or RBI.
- (iii) Fixation of unit cost: State Government have Unit Cost Committees at the State Level to examine all issues relating to fixation of unit cost of installation of various models and sizes of biogas plants. This exercise is being done in collaborating with NABARD and financial institutions. Since periodic revisions in unit-cost are necessary for sanctioning realistic loan amounts, State nodal departments and implementing agencies should take initiatives for getting the regular meetings of Unit Cost Committees organized by NABARD. This will avoid problems created by non-availability of adequate bank finance for biogas plants.

15. Safeguards and maintenance of records for audit purposes:

15.1 Safeguard for maintaining quality of plant construction and appliances.

Beneficiaries/field functionaries should be advised to get biogas plants constructed by trained masons only. Building materials like bricks and cement of only specified quality and gate holder as per standard specifications should be used. Due emphasis should be laid on adoption of proper procedure for installation and supervision of plants.

15.2 Database of village-wise beneficiaries

The State Government/ Nodal Agencies are required to maintain detailed particulars of the beneficiaries at the block or District and State headquarters / State Offices of KVIC in the form of permanent registers which should be readily available for inspection of the officers of MNES and also for post audit verification purpose. Each plant may be serially numbered in the register. 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 Central subsidy disbursed with date(s) of disbursement, details of voucher, whether installed on turn-key basis, name & address of the turn-key agency, date of completion, date of commissioning, name & address of the trained masons who constructed the plant, etc.

Efforts may also be made to prepare and maintain computer based data base of village-wise beneficiary list at the district level

15.3 Maintenance of records of completed plants, etc.

Completion certificates in respect of commissioned biogas plants will be signed by either Block Development Officer or equivalent officer of State Nodal Department or Development Officer of the KVIC, State Agro-Industries Corporation, Non-Conventional Energy Development Agencies, etc. and will be maintained for audit purposes. States/Agencies must also keep the details of staff employed for implementing the programme during the year, in support of their service charges claimed. Similarly the details of Turn-key job Fee paid should also be maintained in support of TKJF claimed.

State Governments Nodal Agencies / KVIC should ensure that these records are up dated on regular basis.

15.4 Identification mark on the plants.

Each plant should be serialized with pre-determined code for district/block (alongwith name of SND/SNA/Programme Implementing Agency) and the number embossed/carved out on the plants or the serial number on a metal script/piece is welded on the gas outlet pipe in the dome portion or gas holder depending on the model to avoid duplication of claim.

15.5 Photograph of the beneficiary in subsidy claims.

A photograph of the beneficiary with the completed biogas plant would also be kept along with the subsidy disbursement records.

16. Reporting

16.1 Monthly Progress Reports

A monthly report indicating the number of biogas plants set up during the month should be sent by FAX (011-24362935) e-mail: pdhamija@hub.nic.in OR telegram (RENEWABLE) to this Ministry by the 10th of the following month in the prescribed proforma (Annexure-VI). State nodal departments and implementing agencies may send this report on a fortnightly basis from January to March 2005 especially if the conditions for release of 2nd installment are fulfilled in middle of the month.

16.2 Quarterly progress reports

The quarterly progress report must reach to this Ministry by 15th of the month following each quarter in the prescribed format. (Annexure-VII)

16.3 Material for Annual Report of the Ministry

All State Governments and implementing agencies may send a brief write-up on implementation of the programme by 15th December 2004 for inclusion in the Annual Report of the Ministry for the year 2004-05. The write-up may highlight the implementation strategy, involvement of Panchayats and non-governmental organizations, linkages with other rural development programmes, methodologies adopted for publicity and awareness raising, details of physical verification and highlights of feedback survey, etc. Few photographs of the biogas plants up during the year may also be sent along with the write-up.

17. Monitoring:

17.1 Physical verification and sample village-wise monitoring reports

In order to ensure that incomplete/ un-commissioned plants are not included for monthly reporting and for claiming subsidy, it is mandatory that all the plants set up during each quarter are physically verified and a certificate to that effect recorded by the officers concerned for post-audit purpose.

State Government and agencies were requested to select at least two village each month for determining the status of biogas plants earlier set up in these villages and send reports there to in quarterly progress reports.

ALL SNDs/SNAs, KVIC and NGOs are requested to include information on sample village monitoring report in the Quarterly Progress Report and the action taken on revival of non-functional plant to be sent to MNES (Annexure-VII-SI.No.4).

SND/SNA are requested to make arrangements for inclusion of inspection of family type biogas plants set up in various districts/ blocks in the inspection reports of the District Magistrate/ Sub-Divisional Magistrate/Block Development Officer concerned.

17.2 Field inspections by MNES Regional Offices (ROs) and Biogas Development and Training Centres (BDTCs)

MNES has set up nine Regional Offices at Ahmedabad, Bhopal, Bhubaneswar, Chandigarh, Chennai, Guwahati, Hyderabad, Lucknow and Patna. Each Regional office has been asked to

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conduct inspection of 500 biogas plants in a year in certain Blocks of district selected on a random basis. ROs will give report of status of the programme implemented by respective nodal agencies / NGOs in each of the States covered by them. Similarly, BDTCs will also survey biogas plants in other areas. A target of inspecting 500 biogas plants is fixed for each BDTC. State Governments / Programme Implementing Agencies, KVIC, etc. are requested to extend help and cooperation for carrying out inspections on a regular basis. Inspections should be carried out preferably by a team consisting of three members, one each from BDTC, State Government and KVIC or other implementing agency as the case may be. RO and BDTC, State Government and KVIC or other implementing agency as the case may be. RO and BDTC may select districts in consultation with implementing agency at the commencement of programme.

States and agencies may take immediate remedial action on the inspection reports of the Regional Officers of MNES and confirm the action taken to the Regional Office/ BDTCs concerned under intimation to MNES on a quarterly basis.

17.3 Evaluation study by independent organizations

State Nodal Departments and programme implementing agencies may also involve independent organizations and reputed NGOs in the monitoring and evaluation of the programme. A copy of the report of such evaluation study, if any, conducted may be sent to MNES for information. If needed, such evaluation studies can be supported within the provision of the service charges.

18. Settlement of accounts

SNDs/SNAs/KVIC, etc. may submit Claims (Annexure-II), Utilisation Certificate and audited Statement of Expenditure as early as possible after the close of the financial year, but not later than 30th September 2005.

19. This sanction issues in exercise of the powers conferred on the Department in consultation with the Integrated Finance Division of this Ministry vide their sanction No.IFD/SAN/105/505/2004-05 dated:03.12.2004.

20. Receipt of this letter may please be acknowledged.

ASHOK KUMAR
UNDER SECRETARY
MINISTRY OF NON-CONVENTIONAL ENERGY SOURCES
GOVERNMENT OF INDIA

ANNEXURE - I

National Biogas and Manure Management Programme (NBMMP)

Allocation of annual targets for setting up of family type biogas plants for 2004-2005

S.No.	State/ UT / Agency	Target for 2004-05
1	Andhra Pradesh (NEDCAP)	11500
2	Arunachal Pradesh (APEDA)	200
3	Assam	100
4	Bihar (BREDA)	1000
5	Chattisgarh (CREDA)	1500
6	Goa	90
7	Gujarat (GAIC)	4000
8	Haryana	1000
9	Himachal Pradesh	200
10	Jammu & Kashmir	10
11	Jharkhand (JHREDA)	100
12	Karnataka	11500
13	Kerala	2500
14	Madhya Pradesh MPSAIDC: MPUVN :	6500 500
15	Maharashtra	8000
16	Manipur (MANIREDA)	200
17	Meghalaya (MNREDA)	200
18	Mizoram (including 200 plants for Chakma Autonomous Development Council)	400
19	Nagaland	300
20	Orissa (OREDA)	8000
21	Punjab – PEDA State Govt.	1000 500
22	Rajasthan	100
23	Sikkim (SREDA)	200
24	Tamilnadu	1500
25	Tribura (TREDA)	200
26	Uttar Pradesh	7000
27	Uttaranchal	400
28	West Bengal (WBREDA)	11500
29	BIOTECH, Kerala	750
30	KVIC, Mumbai[(Except Orissa) (including 1500 for NER)]	15000
31	Subhash Memorial Manav Uthan & Seva Sansthan, Ballia	250
31	To be allocated later on	3800
	TOTAL	100000

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ANNEXURE -II

NATIONAL BIOGAS AND MANURE MANAGEMENT PROGRAMME PROFORMA FOR SUBMISSION OF CLAIMS (MNES share only)

1. Name and address of the State Nodal :
Department / Implementing Agency
2. Physical Target :
3. Achievement :
4. Details of subsidy / Addl. subsidy claims. :

		Size of the Plant	No. of Plants actually installed	Rate	Total amount of subsidy distributed Remarks, if any
(a)	N.E. Region states and Sikkim				
(b)	Jammu & Kashimer, Himachal Pradesh and 8 hilly districts of UP (excluding Terai regions of 2 hilly districts), Nilgiris of Tamil Nadu, Sadar Kursoong and Kalimkpong subdivisions of Darjeeling Dist (WB), Sunderbhans A&N Islands				
(c)	Desert Districts.				
	Small & Marginal Farmers				
	Landless Labour				
	Schedule Castes				
	Schedule Tribes				
	Terai regions of 2 hilly Distts. of UP				
	Western Ghatts				
	Other notified hilly areas				
(d)	All others				
(e)	Additional subsidy for sanitary toilet linked plants disbursed.				
(f)	Toilet linked sanitary biogas plants Schools.				

5. Details of claims of Turn Key Job Fee

		No. of Biogas Plants setup on turn key basis	Rate	Amount disbursed
(a)	Hills			
(b)	Plains			

6. Training Courses:

	Category of Training Course	Target	Achievement	Venue	Periodicity (dates from to)	No. of trainees plants constructed during training	Actual Expenditure incurred
(a)	Construction-cum-maintenance training course						
(b)	Turn Key Workers training courses						
(c)	Users Training Courses						
(d)	Staff Training Courses						

7. Details of Service Charges :

(i) Physical achievement (with reference to subsidy claims) _____ (No. of Plants)

(ii) Amount of Claim (As per range contained in the Administrative Approval) : Rs.

8. Details of Publicity :

(i) Physical achievement (with reference to subsidy claims) _____ (No. of Plants)

(ii) Amount of Claim (Give details of expenditure on specific item(s) listed for publicity at Annexure-XII of the Administrative Approval for NBMMP for 1998-99) : Rs.

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9. Details of repair of old non-functional plants
Category of the beneficiary

No. of plants repaired Rate Expenditure

N.E. Region States and Sikkim
Jammu & Kashimer, Himachal Pradesh
and 8 hilly districts of UP (excluding
Terai regions of 2 hilly districts),
Nilgiris of Tamil Nadu, Sadar Kursoong
and Kalimkpong subdivisions of Darjeeling
Dist (WB), Sunderbhans A&N Islands
Desert Distt./S&MF/LL/Scheduled Castes/
Scheduled Tribes/ Terai regions of 2 hilly Distts.
of UP, Western Ghats and other
notified hilly areas, All Others

TOTAL

Certified that:

1. The plants for which subsidy, service charges, turnkey job fee etc. have been claimed have actually been commissioned during the period from _____ to _____ and requisite completion certificates in respect of these plants are available at the State Headquarters.
2. These plants have been physically verified, sample test checks have been conducted and claims sent herewith relate only to the commissioned plants.
3. Certificate from the competent authority in respect of Schedule Castes/ Scheduled Tribes beneficiaries and small & marginal farmers etc., have been obtained. (Applicable to para 4 above)
4. The subsidy in respect of _____ plants has been disbursed to the beneficiaries concerned according to the rates prescribed 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 subsidy in respect of the remaining _____ 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 funds (Applicable to para 4 above.)
5. A simple photograph of the beneficiary with the completed biogas plant has been kept along with the subsidy disbursement records.
6. Beneficiary-wise details regarding the category of beneficiary, mode, size and location of plant installed (with date of completion, amount of subsidy paid to beneficiary and date of payment) have been maintained and the above mentioned details are in accordance with these details. (Applicable to para 4 above)
7. Out of _____ biogas plants installed during the year _____, _____ Biogas Plants have actually been completed on turn-key basis and turn-key job fee for these plants have not been claimed earlier from the Central or State Govt./KVIC/other agencies (Applicable to para 5 above)
8. The concerned beneficiaries are satisfied with the construction fabrication and functioning of the plants and certificate to this effect have been obtained from them for record.
9. A written undertaking has been given to the beneficiaries concerned for free of cost service, inspection, guidance and the repair defects, if occurred during the period of three years from the date of commissioning of the plants.

9. Bio Gas

10. It is certified that the old non-functional plants for which claims of repair charges have been preferred are functioning properly.
11. It is certified that detailed accounts/ vouchers have been maintained for each training course at an appropriate level for post facto audit purpose (Applicable to Para 6 above)
12. It is certified that action for rectification of the plants found to be non-functional in the inspections carried out by Regional / Officers/ RBDTCs/ independent agencies has been carried out and that such plants have been made functional.
13. It is also certified that all the terms and conditions stipulated in the Administrative Approval of the financial year 2004-05 have been followed.

Place:

Signature.

Date :

Designation

Seal

9. Bio Gas

Annexure II A

NATIONAL BIOGAS & MANURE PROGRAMME

PROFORMA FOR SUBMISSION OF STATEMENT OF EXPENDITURE BY NGO CONCERNED ON EACH OF THE APPROVED ITEMS INCURRED DURING THE YEAR _____

1. Name and address of the NGO
2. Physical Target allocated for the year
3. Achievement made during the year
4. Beneficiaries wise, village wise list of plants reported for each districts should be attached (the proforma for this purpose is attached)
5. Details of subsidy / Addl. subsidy claims

		Size of Plant	No. of Total Plants actually installed	amount of subsidy distributed
(a)	N.E. Region States and Sikkim			
(b)	Jammu & Kashimer, Himachal Pradesh and 8 hilly districts of UP (excluding Terai regions of 2 hilly districts), Nilgiris of Tamil Nadu, Sadar Kurseong and Kalimpong subdivisions of Darjeeling Dist (WB), Sunderbhans A&N Islands			
(c)	Desert Distt./S&MF/LL/ Scheduled Castes/ Scheduled Tribes/ Terai regions of 2 hilly Distts. of UP, Western Ghatts and other notified hilly areas			
(d)	All Others			
(e)	Additional subsidy for sanitary toilet linked plants disbursed			
(f)	Toilet linked sanitary biogas plants Schools			

6. Details of claims of Turn Key Job Fee

		No. of Biogas Plants setup on turn key basis	Amount of claim
(a)	Hills		
(b)	Plains		

7. Training Courses:

	Category of Training Course	Target	No. of Courses actually organized	Expenditure incurred
(a)	Construction-cum-maintenance training course			
(b)	Turn Key Workers training courses			
(c)	Users Training Courses			
(d)	Staff Training Courses			

8. Details of Service Charges :
- (i) Physical achievement (with reference to subsidy claims) _____ (No. of Plants)
- (ii) Amount of Claim (As per range contained in the Administrative Approval) : Rs.

9. Details of Publicity :
- (i) Physical achievement (with reference to subsidy claims) _____ (No. of Plants)
- (ii) Amount of Claim (Give details of expenditure on specific item(s) listed for publicity at Annexure-XII of the Administrative Approval for NPBD for 1998-99) : Rs.

10. Details of repair of old non-functional plants
- | Category of the beneficiary | No. of plants repaired | Expenditure |
|-----------------------------|------------------------|-------------|
|-----------------------------|------------------------|-------------|

N.E. Region States and Sikkim
 Jammu & Kashimer, Himachal Pradesh
 and 8 hilly districts of UP (excluding Terai regions
 of 2 hilly districts), Nilgiris of Tamil Nadu, Sadar
 Kursoong and Kalimkpong subdivisions of Darjeeling
 Dist (WB), Sunderbhans A&N Islands
 Desert Distt./S&MF/LL/Scheduled Castes/
 Scheduled Tribes/ Terai regions of 2 hilly Distts.
 of UP, Western Ghatts and other notified hilly areas

9. Bio Gas

All Others

Certified that:

1. The plants for which subsidy, service charges, turnkey job fee etc. have been claimed have actually been commissioned during the period from _____ to _____ and requisite completion certificates in respect of these plants are available at the State Headquartes.
2. These plants have been physically verified, sample test checks have been conducted and claims sent herewith relate only to the commissioned plants.
3. Certificate from the competent authority in respect of Schedule Castes/ Scheduled Tribes beneficiaries and small & marginal farmers etc., have been obtained. (Applicable to para 4 above)
4. The subsidy in respect of _____ plants has been disbursed to the beneficiaries concerned according to the rates prescribed 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 subsidy in respect of the remaining _____ 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 funds (Applicable to para 4 above.)
5. A simple photograph of the beneficiary with the completed biogas plant has been kept along with the subsidy disbursement records.
6. Beneficiary-wise details regarding the category of beneficiary, mode, size and location of plant installed (with date of completion, amount of subsidy paid to beneficiary and date of payment) have been maintained and the above mentioned details are in accordance with these details. (Applicable to para 4 above)
7. Out of _____ biogas plants installed during the year _____, _____ Biogas Plants have actually been completed on turn-key basis and turn-key job fee for these plants have not been claimed earlier from the Central or State Govt./KVIC/other agencies (Applicable to para 5 above)
8. The concerned beneficiaries are satisfied with the construction fabrication and functioning of the plants and certificate to this effect have been obtained from them for record.
9. A written undertaking has been given to the beneficiaries concerned for free of cost service, inspection, guidance and the repair defects, if occurred during the period of three years from the date of commissioning of the plants.
10. It is certified that the old non-functional plants for which claims of repair charges have been preferred are functioning properly.
11. It is certified that detailed accounts/ vouchers have been maintained for each training course at an appropriate level for post facto audit purpose (Applicable to Para 6 above)
13. It is also certified that all the terms and conditions stipulated in the Administrative Approval of the financial year 2004-05 have been followed.

Place:

Date :

Signature.

Designation

Seal

**Proforma for Beneficiary Wise list of Biogas plants
National Biogas & Manure Managements Programme**

1. Name & Complete address of the NGO
2. District (separate sheets for each district be made) :

S. No.	Name of beneficiary	Father's/ Husband's name	Block & Village	House No./ Ration Card No.	Year of Installation	Model & Capacity of plant	Status of Plant	Remarks

3. General observations: -

Guidelines and procedure for payment of turn-key job fee for setting up of family type biogas plants under the National Biogas and manure Management Programme (NBMMP)

Extract from letter No.17-4/82-Biogas dated 18th December, 1982 issued to all State Government and implementing agencies etc.

XXX

XXXX

XXX

(A) Eligibility

- (i) Corporate bodies/Registered Societies identified by the State Governments and intimated in advance to Government of India.
- (ii) Approved trained private entrepreneurs registered with the nodal departments of the State Governments /KVIC and other programme implementing agencies.

The private entrepreneurs selected should fulfill inter-alia the following requirements before approval for undertaking turn-key jobs:

- (a) received training in the construction and maintenance of biogas units.
- (b) posses requisite facilities like workshop for fabrication of steel gas holders, storage space for gas holders, cement, bricks, gas appliances, etc.
- (c) possess requisite financial resources and credibility

A list of such duly trained and registered persons should be maintained at the State Headquarters/KVIC headquarters, etc. as well as in the field offices at the district and block levels.

9. Bio Gas

To start with State Governments may consider registration of persons who have already been trained in the construction and maintenance of biogas units in the training programme organized under the National Biogas and Manure Management Programme after proper evaluation of their technical capabilities and resources to undertake turn-key jobs.

(B) Mode of release of funds by G.O.I.

Payment of fee at the rate of Rs. _____ per biogas Unit actually set up on turn-key basis by the Corporate bodies/registered societies/approved trained private entrepreneurs will be made by the Govt. of India after satisfactory completion/commissioning of the plants and on receipt of claims in the proforma at Annexure I/Annexure-II (whichever is applicable). The funds will be released by the Govt. of India on receipt of claims which may be sent in different lots to ensure timely release of funds.

(C) Suggested procedure for payment to approved trained private entrepreneurs.

- a) The State Governments should disburse the payment of fee to approved trained private entrepreneurs at least in two installments – one after satisfactory commissioning of the plant and second after a period of minimum of three years. The quantum of amount to be paid in two instalments should be decided by the State Governments themselves.
- b) It will be the sole responsibility of the State Government to ensure terms and conditions of the scheme.
- c) State Government may also consider for keeping some caution money/surety bond from the private persons.

(D) Guarantee

The agencies/private entrepreneurs involved for undertaking turn-key jobs and receiving turn-key fee shall give a guarantee of the satisfactory working and free of cost serve for inspection and guidance to repair defect, if any occurred during a period of one year from the date of commissioning of the plant. In case of defaulters, the State Government may decide to blacklist the concerned agencies, entrepreneurs and may forfeit the caution money, etc. for setting the plants repaired/re-commissioned.

(E) Area of Operation.

In case of Corporate bodies/registered societies, the area of operation should be clearly demarcated by the State Governments to that there is no duplication in efforts. Similarly, for approved trained entrepreneurs possibility of allotting specific areas may also be considered by the State Governments.

Wide publicity may be given to the new scheme and lists of approved trained entrepreneurs registered by the State Government under the scheme may also be put on the notice boards of field offices at district and block levels for information of beneficiaries.

National Biogas and Manure Management Programme (NBMMP)

Detail of State Government staff as follows: -

1. JAMMU & KASHMIR

a) State Headquarters Unit.

S.No.	Name of the Post	No. of post	Indicating scale of pay (Rs.)
i.	Additional Director	1	3300-5050
	b) Districts level biogas cells (1 No. at Jammu)		
i.	Biogas Engineer	1	1700-2900
ii.	Supervisor	1	1550-2550
iii.	Mason	2	1150-2050
	TOTAL	4	
2.	Mizoram		
	a) State Headquarter		
i.	Joint Director	1	3700-4500
ii.	U.D.C.	1	1400-2600
	TOTAL	2	
	b) District Unit (2 Nos.) at Aizwal & Lungei District.		
i.	Jr. Engineer	2	1640-2900
ii.	Supervisor	2	1400-2600
iii.	Mason	4	975-1540
	TOTAL	8	
3.	Assam		
	a) State Headquarter		
i.	Jr. Director	1	1675-2300
ii.	Supdt. (Accounts)	1	975-1600
iii.	Steno Gr II	1	670-1500
iv.	U.D. Assistant	1	700-1200
	TOTAL	4	
	b) District Unit (4 Nos.) at Haflong. Jorhat. Guwahati & Dhubri)		
i.	Asstt. Project Officer (Biogas)	4	875-1850
ii.	Inspector (Biogas)	4	620-1315
iii.	Field Asstt. (Biogas)	8	470-800
	TOTAL	16	
4	Nagaland		
	a) State Headquarter		
	Asstt. Director	1	2350-4450
	LDC	1	1150-2720
	b) Distt. Units	2	
i.	J.E.	2	1450-2840
ii.	Supervisor	2	1300-2570
iii.	Mason	4	900-1760
	TOTAL	8	
5	Tripura		
	a) State Headquarter		
i.	Addl. Director	1	3600-5800
ii.	Steno 'C'	1	1300-3220
	TOTAL	2	

9. Bio Gas

	b) Distt. Units			
i.	Jr. Engineer	1	2000-4410	
ii.	Supervisor	1	1450-3710	
iii.	Mason	2	970-2400	
	TOTAL	4		
6.	Manipur			
	a) State Headquarter			
i.	S.S.O.	1	2200-4000	
ii.	Asstt. Com. Operator	1	1350-2000	
iii.	LDC	2	950-1500	
	TOTAL	4		
	b) Distt. Unit.			
i.	J.E.	2	1400-2300	
ii.	Supervisor	2	1200-2040	
iii.	Mason	4	750-940	
	TOTAL	8		
7.	Arunachal Pradesh			
	a) State Headquarter			
	Joint / Dy.Dir.	1	3300-4500	
	UDC	1	1200-2040	
	TOTAL	2		
	b) Distt. Unit.			
i.	J.E.	1	1640-2900	
ii.	Supervisor	1	1400-2600	
iii.	Mason	2	750-1200	
	TOTAL	4		
8.	Meghalaya and Sikkim			
8.1.	Allocation of Staff Units			
	Name of State	Unit at Head quarter	No. of Distt. units.	
	Meghalaya	1 Unit (full)	3	
	Sikkim	1 Unit (small)	2	
		2 Unit	5	
8.2	Staffing pattern at Headquarters for Meghalaya			
	Name of Post	No. of Posts	Likely Scale of	
	Pay(Revised)			
	Additional / Joint Director	1	3700-5400	
	Accountant	1	1640-2900	
	Stenographer (Gr.C.)	1	1400-2600	
	U.D.C.	1	1200-2040	
	TOTAL	4		
8.3	Staff Pattern at headquarters for Sikkam			
	Joint Director	1	3300-4500	
	U.D.C.	1	1200-2040	
	TOTAL	2		
8.4	Staffing pattern for each district unit.			
	Junior Engineer	1	1640-2900	
	Supervisor	1	1400-2600	
	Mason	2	750-1200	
	TOTAL	4		

**National Biogas and Manure Management Programme (NBMMP)-
Allocation of physical targets for training courses for 2004-05**

S. No.	State / UT/ Agencies	CMC/Refresher training courses	User courses		
1	Andhra Pradesh	5	300		
2	Arunachala Pradesh	1	20		
3	Assam	1	20		
4	Bihar	1	50		
5	Chhattisgarh	1	50		
6	Gujarat	2	150		
7	Goa	1	10		
8	Haryana	1	20		
9	Himachal Pradesh	1	20		
10	Jammu & Kashmir	1	10		
11	Karnataka	5	200		
12	Kerala	1	50		
13	Madhya Pradesh				
	MPSAIDC	4	150		
	MPUVN	1	50		
14	Maharashtra	5	200		
15	Manipur	1	20		
16	Meghalaya	1	20		
17	Mizoram	1	20		
18	Nagaland	1	20		
19	Orissa	5	200		
20	Punjab State Govt.	1	50		
	PEDA	1	50		
21	Rajasthan	1	10		
22	Sikkim	1	20		
23	Tamilnadu	2	50		
24	Tripura	1	20		
25	Uttar Pradesh	5	200		
26	Uttaranchal	1	50		
27	West Bengal	5	200		
28	KVIC	10	400		
				Turn-key workers course	Staff course
29	Bangalore BDTC	5	100	2	2
30	Coimbatore BDTC	5	100	2	2
31	Indore BDTC	5	100	2	2
32	Kharagpur BDTC	5	100	2	2
33	Lucknow BDTC	5	100	1	2
34	Ludhiana BDTC	5	100	1	2
35	Palampur BDTC	5	50	1	2
36	Udaipur BDTC	5	50	1	2
37	Pantnagar BDTC	5	50	1	2

Model syllabus for User's Training Course on Biogas

1. **Objective** : To raise awareness about the benefits of biogas plants among biogas users specially women beneficiaries, and (ii) operation and maintenance for day-to-day up-keep of biogas plants.

2. **Venue/No. of Participants** : Villages having about 1-5 biogas plants in operation will be selected as venue and 5-0-60 household of the selected village will be contacted and invited for attending users' course. Efforts should also be made for involving in all such courses.

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

4. **Duration of training** : One day

5. **Topics to be covered**:

(a) **Women education programme for awareness raising**

- Benefits of biogas plants
- Operation and maintenance of biogas plants
- Financial and other assistance
- Preparation of loan applications
- Field Visit and practical demonstrations

(b) **Users' course on operation of biogas plants**

- How to collect dung free from sand, gravels, etc.?
- How to prepare dung slurry and how and when the slurry should be put into a biogas plant?
- How to light burner and lamp?
- The method of cooking of chapattis on biogas (direct blowing of chapattis should be demonstrated).
- Type of utensils to be used.
- Methods for increasing gas production during winter months.
- How to store and make best use of digested slurry for manuring of crops?
- How to keep a biogas plant site clean and tidy?
- When a 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 clean/wash burner and lamp periodically?
- Cleaning of gas holder
- Removal of water from the pipeline.
- Checking of gate valve, joints in the pipeline, pressure tube, gas cock, etc.

6. **Financial provisions**:

Estimated cost for each users' course in as under:

9. Bio Gas

Item	Estimated cost
i) Tea/snack	Rs.300/-
ii) POL	Rs.250/-
iii) Honorarium @ Rs.100/- per lecture	Rs.200/-
iv) Contingency (Shamiana, audio and visual aids, chairs, banners, misc. item)	Rs.250/-
Total:	Rs.1000/-

NATIONAL BIOGAS AND MANURE MANAGEMENT PROGRAMME**TRAINING COURSE FOR GOVT. FUNCTIONARIES****1. PURPOSE**

To expose Supervisors/Govt. Functionaries/Bank Staff to various aspects of biogas technology and to familiarizes them with the present status of biogas programme, inter-alia, construction of biogas units.

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 course:-

- i) Block and District level Supervisory Functionaries involved in the promotion and execution of National Biogas and Manure Management Programme. These functionaries include Block Development Officers, Agriculture, Extension Officers, Assistant/ Junior Engineers, Agricultural Inspectors/ Assistant Directors and Development officers of Khadi and Village Industries Commission and Village Industries Board, Field Supervisory, Staff of State Agro Industries Corporation / Dairy Development Corporations, Entrepreneurs of Agro-Services Centres, Field Supervisory Staff of recognized Voluntary Organisations/ Registered Societies. Women-functionaries could also be nominated.
- ii) Instructors/ Teachers from selected training centers/Extension Training Centres/Gram Sevak Training Centre/Gram Sevak Training Centres/ Gram Sevika Training Centre, etc., Such centers would be the venue for the organization of subsequent training courses for local masons in the construction of biogas unit.

3. MEDIUM OF INSTRUCTION : Hindi / English

4. DURATION : 4 days

5. NUMBER OF PARTICIPANTS : 10

6. SYLLABUS/CURRICULUM

Day	Subject Matter
1 ST	Introduction to the biogas technology National Biogas and Manure Management Programme.
2 nd	i) Design of different approved models of biogas plants, capacity determination, selection of building materials and accessories, etc. ii) Motivation/Selection of beneficiaries/model, Socio-Economic aspects. iii) Disbursement of subsidy/utilization of funds, Maintenance of Accounts iv) Institutional support for the programme.
3 rd	i) Constructional methodologies for models popular in the REG ii) Details of Burners/appliances/Diesel engines, etc. iii) Identification of faults and their rectification. iv) Night-soil based biogas plants.

- 4th Field visit to:
- i) Operational plants
 - ii) Plants under construction
 - iii) Non-functional plants.
- 5th
- i) Operation & maintenance of biogas plants
 - ii) Handling and application of biogas plant effluent
 - iii) Valedictory and concluding.

7. FINANCIAL PROVISIONS

Financial provisions for one course are as under: -

Item	Estimated cost (Rupees)
i) Transportation charges for field visits	1,500/-
ii) Technical books, literature, blue prints, etc.	1,000/-
iii) Tea/lunch @ Rs.30/- per head per day	1,500/-
iv) Contingencies, including honorarium to guest speakers @ Rs.100/- per annum)	1,000/-
Total:	5,000

Annexure – V

NATIONAL BIOGAS AND MANURE MANAGEMENT PROGRAMME FACT SHEET ON CONSTRUCTION-CUM-MAINTENANCE TRAINING COURSE

1. PURPOSE

To create a cadre of masons and technicians skilled in the construction and maintenance of approved models of biogas plants i.e. Deenbandhu fixed dome mode, floating gas holder, KVIC models, digester made of ferro-cement, gas holder model of FRP and Pragati models.

2. SELECTION OF TRAINEES

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

3. NUMBER OF PARTICIPANTS

About ten trainees can be recruited for each course.

4. MEDIUM OF INSTRUCTION

Hindi or Regional language

5. DURATION OF TRAINING

A maximum of 16 days for each course.

6. SYLLABUS

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

6.1. THEORY

- i) Importance & benefits of biogas programme.
- ii) Pre-requisites for a biogas-plant-availability of dung, and water, felt need and end-usages.
- iii) Description of different approved models.
- 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 methodology.
- viii) Plumbing aids and fitting of pipeline, water removal device, gas appliances.
- ix) Testing for gas and water leakages.
- x) Commissioning and operational procedure.

6.2. PRACTICAL

A minimum of two biogas plant need to be constructed and installed during the training course by the trainees. Emphasis should be mainly on proper practical training and not on construction of a large number of biogas plants to achieve targets.

work may be organized as follows:

Approximate number of days	Field work
1	Selection of site- Marking of layout- digging of pit
1	Laying of foundation
4	Digester construction- Construction of out let chamber in Deenbandhu model- Fixation of guide frame in case of floating drum KVIC Pragati model
2	Plastering
5	Curing of civil work- Laying of gas distribution pipeline, fixing accessories, etc.
2	Slurry making filling of digester
1	Testing for gas leakages

7. FINANCIAL PROVISIONS

7.1 Estimated cost per course is as under: a) Stipend up to a maximum of Rs.100/- trainees/day or 10 trainees for a maximum period of 16 days (pro-rata basis) to meet boarding and lodging expenditure	Rs.16,000/-
b) To and fro transport charges to 10 trainees as per actual but not exceeding of Rs.100/- per trainee on pro-rata basis.	Rs.1,000/-
c) Contingency for transportation/ POL, Stationery, books, honorarium to guest speakers, etc.	Rs.2,000/-
Total	Rs.19,000/-

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 not 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 each 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 to be conducted for ensuring the skill trainees. Certificates may be issued to qualified trainees and a notification may be issued containing there in there names & address.

8.6 A user training course may be organised, the day following the closing of course.

National Biogas and Manure Management Programme Fact Sheet on Turn-key Workers Training:

Objective:

To create a cadre of turn-key workers/private 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 Matriculation. The trainee should take in living in his-her village.

No. of Participants : Ten

Medium of Instruction : Hind/English/Regional Language (depending upon the facility available at the centre)

Duration of Training : 21 days

Venue : Regional Biogas Development & Training Centre.

Syllabus:

The programme may 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 achievements and estimated potential.
- iv) Technological advances in biogas technology

B. Management aspects:

- i) Marketing Management: Techniques of motivation, Project formulation, filling up and process applications for arrangements of subsidy.
- ii) Personnel 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 plant construction.
- iii) Material Management : Types of the material required for biogas plant construction testing of equal of material, procurement of the materials.
- iv) Financial Management : Estimation of Unit cost biogas plants arrangement of bank loans and subsidy special motivation, support from social organizations, principal of accounting.
- v) Office Management : Record keeping of individual beneficiaries and other records on financial a 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 plants.

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 :

Visits may be organized to banks, to village having large number of plants and to an agency working on turn-key basis.

Financial Provision:

Estimated cost per course is as under:

	Item	Estimated Cost
1	Stipend @ Rs.100/- per day per trainee for 10 trainees	Rs.21,000/-
2	To & fro fare cost up to a maximum of Rs.250/- per trainee, subject to actuals	Rs.2,500/-
3	Contingencies, P.O.L. for field visit honorarium to guest speakers @ Rs.150/- per lecture, project reports, books, stationery, blue prints, technical literature, manuals, etc.,	Rs.15,000/- Rs.38,500/-

Suggested Planning:

1. The programme high lights should be widely circulated.
2. Nominations may be asked from State nodal departments, Voluntary organizations, in advance.
3. The faculty for training should include technical and managements experts.

9. Bio Gas

Annexure – VI

NATIONAL BIOGAS AND MANURE MANagements PROGRAMME MONTHLY REPORT FOR 2004-2005

The report must reach MNES by 8th of the month following the month under report.

1. Name of State / UT /Agency :
2. Report for the month of : _____

3. Physical progress	Annual Target previous	No of plants completed					No.of plants under construction.
		Up to current s month	During (up to month	Cumulative current month)	SC	ST	
3.1 Family type plants Name of Districts:i)							
3.2 Sanitary toilet linked cattle dung Plants out of 3.1							
Total							

**NATIONAL BIOGAS NAD MANURE MANAGEMENT PROGRAMME
QUARTERLY REPORT FOR 2004-2005**

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

3.	Physical progress	Annual Target		No. of plants completed					No. of plants under construction.
				Up to previous Quarter	During current Quarter	Cumulative (up to current Quarter)	SC	ST	
3.1	Family type plants								
	Name of Districts: i)								
3.2	Sanitary toilet linked cattle dung Plants out of 3.1								
	Total								
3.3	Number of Plants taken up for repair under repair scheme.	No. of plants proposed for repair		Up to previous quarter		During current quarter	Cumulative (up to current quarter)		No. of plants under repair
	Name of Districts: i)								
4	Inspection Report	No. of plants installed up to the date of inspection	No. of plants actually inspected	No. of completed and functional plants	No. of plants completed but non-functional	No. of incomplete plants	No. of dismantled plants	No. of non-traceable plants	Remarks (Action for repair)
4.1	Name of Village/Block/District								
	i)								
	ii)								
5.	Training Courses	Annual target (No. of courses)		Up to previous quarter (No.)		During current quarter (No.)	Cumulative up to current quarter (No)		
5.1	User's Courses								
5.2	Construction-cum-maintenance/ Refresher/ Trainers/ Turn- key workers' training								
6	Publicity	Print media (Brochure/Hand Bills, Calendars Advertisement (sample copies may be attached))			Electronic media (Advertisement on AIR/ Doordarshan) (Pls. Indicate frequency and duration)			Otehrs (Exhibitions/ Melas, etc.)	
7	Action Taken Report								
7.1	ROs/BDTC (Concerned)	Reference Number of ROs/BDTCs Report			Action Taken: (i) _____ (ii) _____				
7.2	Concurrent Monitoring	Reference Number of Monitoring organizations Report			Action Taken: (i) _____ (ii) _____				
8	State/District Level Coordination Committee	No. of Meeting held with date			Important decisions: (i) _____				