

पंजी क्रमांक/ File No. NA-13/13/2022-NA

भारत सरकार

Government of India

राष्ट्रीय प्रतिपूरक वनरोपण निधि प्रबंधन एवं योजना प्राधिकरण

National Compensatory Afforestation Fund Management and Planning Authority

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

तीसरी मंजिल, सुप्रीम कोर्ट मेट्रो स्टेशन बिल्डिंग, नई दिल्ली-110001

3rd Floor, Supreme Court Metro Station Building, New Delhi-110001

Email: nationalcampa-moefcc@gov.in

दिनांक \Dated: as per e-signature

OFFICE MEMORANDUM

Sub: Guidelines for proposing projects for financial support from the National Fund (as stipulated in section 5(b)iii of CAF Act, 2016)-reg.

Pursuant to the decision taken in the 30th meeting of the Executive Committee of the National CAMPA held on 7th June, 2024, and in partial modification of this Authority's Office Memorandum (O.M.) No. NA-13/13/2022 dated 2nd July, 2024, the following guidelines are hereby issued. These guidelines lay down the parameters and criteria to be adhered to by the Programme Division and the Implementing Agency/Institution while submitting any scheme/project proposal for financial support from the National Fund [as provided under Section 5(b)(iii) of the CAF Act, 2016], prior to its consideration and approval by the Governing Body of the National Authority [under Section 14(1)(iv) of the CAF Act, 2016].

2. As per the Rule 3 of CAF, Rule 2018, the National Fund shall be managed according to the provisions of the Government Accounting Rules, 1990 and the General Financial Rules, 2017, as applicable from time to time. Accordingly, the O.M. issued by the Department of Expenditure, Ministry of Finance, bearing No. 24(35)PF-II/20212 dated 5th August, 2016 shall be referred to and strictly adhered to while submitting any new scheme/project proposal seeking utilisation of National CAMPA Funds.

3. In view of the above, the following broad parameters and criteria shall be mandatorily followed by all proponents while formulating and submitting a scheme/project proposal for financial support from the National CAMPA Fund:

- a. **Supplementary Nature:** National CAMPA Funds are additional and shall not be considered as substitutes for regular budgetary support.
- b. **Innovative and New Proposals Only:** Proposals should pertain to 'new' or 'pilot' schemes aimed at introducing innovative ideas/technologies to address existing gaps in research or conservation, as per Section 5(b)(iii) of the CAF Act, 2016. They should not be intended to compensate for budgetary shortfalls in ongoing schemes/programmes.
- c. **Justification for Non-Regular Funding:** The Programme Division must clearly justify why the proposed scheme/project cannot be funded through regular budgetary allocations or alternative sources.
- d. **Defined Outputs & Outcomes and Exit Protocol:** Schemes/projects must

have clearly defined objectives, timelines, and measurable & monitorable outputs/outcomes. A closure point, extension strategy, and an exit protocol—ensuring sustainability of gains without further dependence on CAMPA funds—must be detailed.

- e. **Non-duplication and Convergence:** While convergence with other programmes may be encouraged, the proposed scheme must not duplicate activities of existing Central Sponsored Schemes, Central Sector Schemes, or State programmes/schemes. The schemes/projects pertaining to the forest and wildlife areas need to be in consonance with the approved Working Plan/Wildlife Management Plan/Tiger Conservation Plan as the case may be.
 - f. **No Post-Project Liabilities:** Implementing Agencies and Programme Divisions must jointly ensure that there is no legal, establishment, or commercial liability on the National CAMPA Fund during or after scheme/project completion.
 - g. **Appraisal and Approvals:** Proposals must confirm appraisal by the Integrated Finance Division (IFD) of the Ministry and approval of the Competent Authority, as per Department of Expenditure guidelines (O.M. No. 24(35)PF-II/20212 dated 5th August, 2016).
 - h. **Monitoring and Evaluation:** As mandated in section 16 of the CAF Act, 2016 a robust, built-in mechanism for concurrent monitoring and mid-term evaluation must be in place to ensure effective and proper utilisation of funds. The Programme Division/Implementing Agency to submit quarterly progress report in this regard. In cases requiring revalidation of unspent amounts for more than one financial year, the decision—whether on a ‘penal cost’ or ‘no cost’ basis—shall rest with the Governing Body of the National CAMPA.
 - i. **Compliance with Financial Rules:** All provisions of the Government Accounting Rules, 1990 and the General Financial Rules, 2017 must be followed during implementation.
 - j. **MoU Requirement for Autonomous Bodies:** Where the Implementing Agency is an autonomous organisation, post approval by the Governing Body, fund release shall be contingent upon signing of an MoU between the organisation and the National Authority, in accordance with Rule 229(xi) of GFR, 2017.
4. The proforma for submission of proposals, as per the aforementioned guidelines, is annexed herewith as Form-I.
5. Upon approval of the scheme/project by the Governing Body of the National Authority, Checklists A, B, and C, as annexed, must be submitted at respective stages for fund release.
6. This O.M. supersedes the earlier Office Memorandums No. NA-13/13/2022-NA dated 2nd July, 2024, and No. NA-13/2/2025-NA dated 20th March, 2025, issued by this Authority.

(Suveena Thakur)

Assistant Inspector General of Forests

To:

1. ADG (FC) & Mission Director (GIM), ADG(WL), ADG(NTCA).
2. Additional Secretary, IA Division.
3. Member Secretary (CZA), IGF(SU), IGF(Forest Policy), JS(HSMD), IGF(NAEB/GIM), IGF(FPD)/IGF(WL)
4. DIG(RT).

Copy to:

1. The Director General, Indian Council of Forestry Research & Education, Dehradun.
2. The Director General, Forest Survey of India, Dehradun.
3. The Director, Forest Research Institute, Dehradun.
4. The Director, Wildlife Institute of India, Dehradun.
5. The Director, IIFM, Bhopal.
6. The Director, Bombay Natural History Society.
7. The Senior Programme Officer, International Union for Conservation of Nature.
8. The Director, NIC w.r.t. Project PARIVESH and for uploading on website.

Copy for information:

1. The Secretary, MoEF&CC
2. The Director General of Forests and Special Secretary (DGF&SS), MoEF&CC.
3. The Chief Executive Officer, National CAMPA.
4. The Additional Secretary & Financial Advisor, MoEF&CC.
5. The Jt. CEO, National CAMPA.
6. All DIGFs and AIGFs in MoEF&CC.

(Suveena Thakur)

Assistant Inspector General of Forests

Form-I

Proforma for submission of Scheme/Project

Sr. No.	Proforma for submission of Scheme/Project	
A	Background	Details
1	Name of Scheme/Project:	
2	Name of the	

	Implementing Agency:											
3	Details of the Nodal Officer of the Implementing Agency/Institute	a. Name:										
		b. Designation:										
		c. Email ID:										
		d. Mobile no:										
4	Name of the Program Division of the MoEF&CC											
5	Details of the Nodal Officer of the Programme Division, MoEF&CC	a. Name:										
		b. Designation:										
		c. Email ID:										
		d. Mobile no:										
6	Whether the Scheme/Project has State Component (Yes/No)											
7	If answer to above Item No. 6 is 'Yes' then whether State (s) is (are) on board based on any signed agreement. (a copy of the same to be attached)											
B	Objectives of Scheme/Project (Preferably in bullet points and in not less than 250 words)											
C	Project Duration and Year wise activities (additional columns in the table may be added as per the requirement)	<table border="1"> <tr> <td>Year</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Activities</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Year	1	2	3	4	Activities				
Year	1	2	3	4								
Activities												
D	Project Outlay & Evaluation											
8	Year wise estimated expenditure (additional columns in the table may be added as per the requirement)	<table border="1"> <tr> <td>Year</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Estimated Expenditure</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Year	1	2	3	4	Estimated Expenditure				
Year	1	2	3	4								
Estimated Expenditure												
9	Proposed midterm evaluation by Programme Division (additional columns in the table may be added as per the requirement)	<table border="1"> <tr> <td>Midterm Evaluation</td> <td>1</td> <td>2</td> </tr> <tr> <td>Tentative</td> <td></td> <td></td> </tr> </table>	Midterm Evaluation	1	2	Tentative						
Midterm Evaluation	1	2										
Tentative												
10	New or extension/ modification of any											

11	Existing scheme Revised outlay in case of existing scheme/project											
12	In case of modification of an existing scheme/project: The details of expenditure incurred as on date, along with a copy of UC indicating unutilized fund.											
13	Brief note & Justification for seeking financial support from National Fund (The Programme Division must categorically state the reason why regular budgetary support cannot be obtained for this scheme/project)											
14	Implementing Agency (IA) shall adhere to Provision of GFR 2017 and Government Accounting Rules 1990. IA is required to comply with the guidelines letter no. 24(35)PF-II/2012 dated 05 th August, 2016 issued by Department of expenditure											
E	Deliverables											
	Outputs of scheme/project											
	Outcomes of scheme/project											
F	Deliverables of scheme/project (including year wise) (additional columns in the table may be added as per the requirement)	<table border="1"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deliverables</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Year					Deliverables				
Year												
Deliverables												
15	Exit protocol of the scheme/project (In not less than 250 words)											
16	Extension strategy (if any)											

	(In not less than 250 words)	
G	Recommendation of the Program Division	The (Program Division) of the MoEF&CC has prepared the Scheme/Pilot Project of(name of Scheme/Pilot Project) for seeking financial support from the National Fund as per the section 5(b)(iii) of the CAF Act 2016. The (name of Program Division) will function as Program Division for the Scheme/Pilot Project which will be implemented through(name of Implementing Agency) act as Implementing Agency and monitor the physical and financial progress of the Scheme/Pilot Project as required under CAF Act 2016 and CAF Rules 2018 and submit the quarterly progress report and annual progress report to National CAMPA. The Program Division will ensure forwarding of Utilization Certificate as and when required and demand for the funds, duly filled with the relevant checklist.

Signature of Nodal Officer of the Program Division

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Checklist-A

Checklist for release of 1st instalment for the schemes supported through National (CAMPA) Fund to an Institution/ Society through Programme Division of the Ministry

Sr. No.	Item	Information to be furnished by Programme Division	Remarks
1	Name of the Scheme		
2	Name of the Programme Division		
3	Name of the Implementing Institution(s)/ Agency		
4	Approval of Governing Body of National CAMPA- Agenda Item No. and Date of Meeting		
5	Scheme/Project Duration		
6	Approved outlay of the Scheme (Rs. in lakh)		
7	Justification/Recommendation of Programme Division (PD)		
8	Proposal for sanction and release of funds (Rs. in lakh) as the First Installment		
9	Item-wise break-up of the proposed release and the Management Action Plan/Approved Work Programme/Annual Plan of Operation etc. as per table below:		
	The Component wise, Item wise breakup of proposed release in tabular		

form for both Non -recurring and Recurring expenditure.					
S.No.	Component/Item	Number	Unit Rate per Item/ Component	Basis of arrived rates /proposed cost	Total amount
10	Detail of Saving Bank Account for the Scheme/Project				
11	Proposed Monitoring schedule year-wise time table by Programme Division (details to be provided)				

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Checklist-B

Checklist for release of Funds for the schemes supported through National (CAMPA) Fund to an Institution/ Society through Programme Division of the Ministry for Second or Subsequent Instalments

Sr. No.	Item	Information to be furnished by Programme Division		Remarks	
1	Name of the Scheme/Project				
2	Name of the Programme Division				
3	Name of the Implementing Institution(s)/ Agency				
4	Approval of Governing Body of National CAMPA- Agenda Item No. and Date of Meeting				
5	Project duration in years				
6	Approved Outlay of the Scheme/Project (Rs. in lakh) (Any slippage observed with w.r.t. time (yearly and financially) and any deviation observed during the course of scheme).				
7	Amount released (Rs. in lakh) and date of first & subsequent Installment				
8	Item-wise break-up of the proposal for release and the Management Action Plan/Approved Work Programme/Annual Plan of Operation etc. as per table below: (if not provided in the original proposal or there is any deviation)				
The Component wise, Item wise breakup of proposed release in tabular form for both Non -recurring and Recurring expenditure.					
S. No.	Component/Item	Number	Unit Rate per Item/ Component	Basis of arrived rates/proposed	Total amount

					cost													
9	Justification/recommendations of the Programme Division for the proposal (any deviation observed during the course of scheme).																	
10	*Year-wise fund releases and utilization in a tabular form for the last 2 years [along with accepted UC as per GFR, 2017 (Form 12A or 12C as may be applicable)]. UC should be authenticated by the Programme Division				<table border="1"> <tr> <td>Installments</td><td>1st</td><td>2nd</td><td>3rd</td></tr> <tr> <td>Year</td><td></td><td></td><td></td></tr> <tr> <td>Utilisation %age</td><td></td><td></td><td></td></tr> </table>	Installments	1st	2nd	3rd	Year				Utilisation %age				
Installments	1st	2nd	3rd															
Year																		
Utilisation %age																		
11	The Component wise, Item wise breakup of earlier releases in tabular form for both Non -recurring and Recurring expenditure																	
	S.No.	Component/Item	Number	Unit Rate per Item/ Component	Basis of arrived rates / proposed cost	Total Amount (Rs. in crore)												
12	Recommendation of Programme Division for revalidation and release of Second or later Installments				<table border="1"> <tr> <td>No-Cost basis Revalidation</td><td></td></tr> <tr> <td>Penal Cost basis Revalidation</td><td></td></tr> </table>	No-Cost basis Revalidation		Penal Cost basis Revalidation										
No-Cost basis Revalidation																		
Penal Cost basis Revalidation																		
13	Physical and financial progress report (in consonance with the UC signed by Head of Implementation Agency/Institution and accepted by Programme Division) along with the time stamped photographs of physical achievements and whether PD is satisfied with the progress (Attach relevant documents)																	
14	Recommendation of programme Division for revalidation and release of Second or later Installments																	
15	Details and proof of refund of interest accrued till 31 st March of the previous financial year or up to submission of this proposal, whichever is later, to CFI.																	
16	Monitoring time table by Programme Division (details to be provided)																	
17	Midterm Evaluation Report of scheme (time table)																	
18	Exit Protocol of the Scheme/Project after the end of its lifecycle																	

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Checklist C

Checklist for release of Funds for the schemes supported through National (CAMPA) Fund to the State Government/ UTs (such as Nagar Van, School Nursery & MISHTI) through Programme Division of the Ministry

Sr. No.	Particulars	Information to be furnished by Programme Division	Remarks																																			
1	Name of the Scheme																																					
2	Name of the Programme Division																																					
3	Name of the State/UT																																					
4	Approval of Governing Body of National CAMPA- Agenda Item No. and Date of Meeting																																					
5	Project duration in years																																					
6	Approved outlay (Rs. in lakh) (Any slippage observed with w.r.t. time (yearly and financially) and any deviation observed during the course of scheme).																																					
7	Details of Nagar Van viz. District, City, Municipality, Area, Type of land, Location, GPS coordinates/ Kml file(s), Implementing Agency, Details of Item of works Note: Similar Details for School Nursery or MISHTI	List to be enclosed	MoU required in case of Non-Forest/ Non- Government Lands for transferring the land for the purpose of Nagar Van																																			
8	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of District/ City</th> <th>Location</th> <th>Area</th> <th>Unit rate</th> <th>Details of basis of the arrived/ proposed cost</th> <th>Total amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	S.No.	Name of District/ City	Location	Area	Unit rate	Details of basis of the arrived/ proposed cost	Total amount																														
S.No.	Name of District/ City	Location	Area	Unit rate	Details of basis of the arrived/ proposed cost	Total amount																																
	Amount of First/Subsequent Installment to be sanctioned and amount of release proposed (Rs. in lakhs)																																					
9	Justification/ Recommendations of Programme Division for the proposal.																																					
10	Previous financial concurrence/ comments, if any (Details to be mentioned/linked).																																					
11	*Copy of the MoU signed with Autonomous Body as per Rule No 229(xi) of GFR, 2017.																																					
12	Approval of the Competent Authority.																																					

13	In case of release of second or later Installment for Nagar Van/ School Nursery/ MISHTI *Year-wise fund releases and utilization in a tabular form for the last 2 years [along with accepted UC as per GFR, 2017 (Form 12A or 12C as may be applicable)]. UC should be authenticated by the Programme Division		
14	Details and proof of refund of interest accrued till 31st March of the previous financial year or up to submission of this proposal, whichever is later, to CFI.		
15	Revalidation of funds if required		
16	Physical and financial progress report (in consonance with the accepted UC) and whether PD is satisfied with the progress?		
17	Monitoring time table by Programme Division (details to be provided)		
18	Midterm Evaluation Report of Scheme/Project (time table)		
19	Exit Protocol of the Scheme/Project and a concrete plan to this effect		
20	Extension Strategy (if any) of the Scheme/Project and a concrete plan to this effect		