

क्रमांक/File No. File No. 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 any scheme for the financial support from National Fund (as stipulated in section 5(b)iii of CAF Act, 2016)

Pursuant to the clarifications received from Department of Expenditure, Ministry of Finance vide their O.M F.No. 54(04)/PF-II/2007 (E-30072584) dated 24th December, 2025 and in partial modification of this Authority's Office Memorandum (O.M.) No. NA-13/13/2022 dated 27.06.2025; 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 examination by the National Authority [under Section 14(1)(iv) of the CAF Act, 2016].

2. In view of the above, the following broad parameters and criteria shall be strictly followed by all Proponents while formulating, vetting 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: The proposed 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 National CAMPA funds—must be detailed out in the proposal.



e . Non-duplication and Convergence: While convergence with other programmes may be encouraged, the proposed scheme must not duplicate NA-13/13/2022-NA I/151188/2025 activities of existing Central Sponsored Schemes, Central Sector Schemes, or State programmes/schemes. The scheme/project pertaining to the forest and wildlife areas needs 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 Authority's CAMPA Fund during or after the completion of scheme/project.

g . Preliminary vetting by the Ministry: In all such cases the scheme/projects are initiated by the Program Division, the scheme/project must be submitted to the National Authority after preliminary vetting by the Ministry which includes obtaining the in-principle approval of the Competent Authority.

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 for expenditure, the decision shall rest with the Governing Body of the National Authority.

i. Compliance with Financial Rules: All provisions of the General Financial Rules, 2017 and Government Accounting Rules, 1990 must be followed during the implementation of the scheme.

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.

3. The proforma for submission of proposals, as per the aforementioned guidelines, is annexed herewith as Form-I.

4. 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 of fund release.

5. This O.M. supersedes all earlier Office Memorandums issued by this National Authority.

(Anand Mohan) 29/12/2025
Chief Executive Officer

To:

1. ADG (FC) , ADG(WL)& Mission Director (GIM), 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

S. No.	A. Background											
1.	Name of Scheme/ Project:											
2.	Name of Implementing Agency:											
3.	Details of Nodal Officer of 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 Nodal Officer of 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"><thead><tr><th>Year</th><th>1</th><th>2</th><th>3</th><th>4</th></tr></thead><tbody><tr><td>Activities</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Year	1	2	3	4	Activities				
Year	1	2	3	4								
Activities												
	D. Project Outlay											
8.	Year wise estimated expenditure (additional columns in the table may be added as per the requirement)	<table border="1"><thead><tr><th>Year</th><th>1</th><th>2</th><th>3</th><th>4</th></tr></thead><tbody><tr><td>Estimated Expenditure</td><td></td><td></td><td></td><td></td></tr></tbody></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"><thead><tr><th>Midterm Evaluation Tentative</th><th>1</th><th>2</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Midterm Evaluation Tentative	1	2							
		Midterm Evaluation Tentative	1	2								
10.	New or extension/ modification of existing scheme.											
11.	Revised outlay in case of existing scheme/project											

3/15
29/12/2015

12.	In case of modification of existing scheme: The details of expenditure incurred as on date along with 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 has not been obtain for this scheme/project)							
14.	Preliminary vetting by the Ministry: In such cases where the scheme/projects are initiated by the Programme Division, the scheme/project must be submitted to the National Authority after preliminary vetting by the Ministry which includes obtaining in-principle approval of the Competent Authority.							
	Deliverables:							
	Outputs of scheme/project							
	Outcomes 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>1</td> <td>2</td> </tr> <tr> <td>Deliverables</td> <td></td> <td></td> </tr> </table>	Year	1	2	Deliverables		
Year	1	2						
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 (In such cases where the scheme/projects are initiated by the Program Division)	The (Program Division) of the MoEF&CC/National Authority 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 Scheme/Project which will be implemented through(name of Implementing Agency) act as Implementing Agency' and the Program Division will monitor the physical and						

3/15
29/12/2015

Checklist-A

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

Sl. 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) 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.																														
	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Component/Item</th> <th>Number</th> <th>Unit Rate per Item/ Component</th> <th>Basis of rates cost</th> <th>of arrived /proposed</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> </tbody> </table>	S.No.	Component/Item	Number	Unit Rate per Item/ Component	Basis of rates cost	of arrived /proposed	Total amount																							
S.No.	Component/Item	Number	Unit Rate per Item/ Component	Basis of rates cost	of arrived /proposed	Total amount																									
10	Detail of specific Savings Account for the Scheme/Project																														
11.	Linking of the specific Saving Bank Account with the PFMS																														
12	Proposed Monitoring schedule year-wise time table by Programmed Division (details to be provided)																														

3/12/23
29/12/2023

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 Installment

Sl. 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	Project Duration				
6	Approved outlay of the Scheme (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 in (Rs. in lakh) and date of First 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 cost	Total amount
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			Installments Year Utilisation % age	1 2 3
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			No Cost basis	

*3/12/2017
29/12/2017*

	for revalidation and release of Second or later Installments	Revalidation	
		Penal Cost basis Revalidation	
13	Physical and financial progress report (in consonance with the UC signed by Head of Implementing Agency/Institution and accepted by Programme Division) along with the photographs 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		

23/1/17
29/1/17

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

Sl. 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																														
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.	<p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <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> </tbody> </table> <p>Amount of First Installment to be sanctioned and amount of release proposed (Rs. in lakhs)</p>	S.No.	Name of District/ City	Location	Area	Unit rate	Details of basis of the arrived/ proposed cost	Total amount																						List to be enclosed	MoU required in case of Non-Forest/ Non-Government Lands for transferring the land for the purpose of Nagar Van
S.No.	Name of District/ City	Location	Area	Unit rate	Details of basis of the arrived/ proposed cost	Total amount																									
8.	Justification/ Recommendations of Programme Division for the proposal.																														
9.	Previous financial concurrence/ comments, if any (Details to be mentioned/linked).																														
10.	*Copy of the MoU signed with Autonomous Body as per Rule No 229(xi) of GFR, 2017.																														
11.	Approval of the Competent Authority.																														
12.	<p>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</p>																														
13.	Details and proof of refund of interest accrued till																														

Handwritten signature and date: 29/11/2015

	31st March of the previous financial year or up to submission of this proposal, whichever is later, to CFI.		
14.	Revalidation of funds if required		
15.	Physical and financial progress report (in consonance with the accepted UC) and whether PD is satisfied with the progress?		
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		
19.	Extension Strategy (if any) of the Scheme/Project and a concrete plan to this effect.		

③/12
29/12/2015