

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers' Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers' Welfare**  
**Government of India**

'B' Wing, 2<sup>nd</sup> Floor, Janpath Bhawan,  
Janpath, New Delhi-110001

**PROFORMA FOR FURNISHING PROPOSAL FOR INFRASTRUCTURE FOR DEVELOPMENT OF QUALITY NUCLEUS STOCK/ PEDIGREE QUEEN BEES/ COLONIES OF HONEY BEES (*A. cerana* & *A. mellifera*).**

**A. ORGANISATIONAL DETAILS.**

1. Name and address of the organization:-
2. Status: -
3. Name and address of Principal Officer: (including telephone/ telex, fax, e-mail etc.): -
4. Major objectives of the organization: -

**B. PROJECT DETAILS.**

Project details for seeking assistance be submitted, which inter-alia should include following information: -

- (i). Project title: -
- (ii). Objectives and justifications of the proposal: -
- (iii). Duration: -
- (iv). Name of the Breeder/ Agency/ Organization (including telephone/ telex, fax, e-mail etc.): -
- (v). Existing activities & Achievements made in the field of beekeeping: -
- (vi). Infrastructural facilities available: -
- (vii). Additional facilities required to be created with justification: -
- (viii). Manpower to be associated in the project: -
- (ix). Methodology proposed: -
- (x). Total cost of the project: -
- (xi). Amount proposed for assistance out of total cost: -
- (xii). Details of financial assistance/ Grants in-Aids availed, if any, for Nucleus Stock Breeding:
- (xiii). Plan for future activities (give projections for next three-four years in the following format): -

S.N.	Activities/ Items	Phy. Tgts.*	Year- Wise phasing*				Total Target
			Ist Year	IInd Year	IIIrd Year	IVth Year	
			Phy. Tgts.	Phy. Tgts.	Phy. Tgts.	Phy. Tgts.	
1.							
2.							
3.							
4.							
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- (xiv). Anticipated benefits/ end results expected: -

- (xv). Summary of cost estimates (duly giving year wise phasing for recurring & non recurring expenditure in the following format): -

(Rs. In Lakhs)

S. N	Activities/ Items.	Total Cost.	Amt. Prospd. for Assits.	Year- Wise phasing								Total	
				Ist Year		IInd Year		IIIrd Year		IVth Year		T.C	A.P**
				T.C	A.P	T.C	A.P	T.C	A.P	T.C	A.P		
A	Recurring Expenditure												
1.													
2.													
3.													
-													
-	Sub-Total												
B	Non-Recurring Expenditure												
1.													
2.													
3.													
-													
-	Sub-Total												
	Grand Total (A+B).												

T.C. – Total Cost. A.P – Assistance Proposed\*\*

**Note:** - If required, any other additional information about the project proposal may also be given.

- (xi). Details of 1% processing charges paid / enclosed: - (i) Draft No. \_\_\_\_\_ (ii) Date of Draft \_\_\_\_\_ (iii) Draft Amount \_\_\_\_\_ (iv) Issuing Bank/ Branch \_\_\_\_\_

**It is stated that the above mentioned information/ statements relating to the Institute/ Organization & project are correct, complete and true to the best of our knowledge and belief. In the event of any information/ statements being found to be false or incorrect the Institute/ Organization will be held responsible for the same and the funds received by the Institute/ Organization will be returned with the penalties imposed by the Board (NBB).**

**Signature of Principal Officer/  
Investigator with Seal.  
Date:**

**Signature of Head of the  
Institute/ Organization/ Deptt with Seal.  
Date:**

\* The Institute/ Organization should produce/ develop and supply at least 2000 quality Nucleus Stock/ pedigree queen bees/ colonies during the period of 4 years on nominal cost, as decided by National Bee Board (NBB) in consultation with Institute/ Organization time to time, to the Bee Breeders.

\*\* The assistance of Rs. 30.00 lakhs per project may be made available for the project of development of nucleus stock/ pedigree queen bees/ colonies of selected Bee species (*A. mellifera* and *A. cerana*) during the four years period of project implementation.

**Note:-**

1. For the details of approved rates of assistance under NBHM scheme please visit the website: ([www.nbhm.gov.in/](http://www.nbhm.gov.in/) [www.nbb.gov.in](http://www.nbb.gov.in) )
2. Project proposal in this format along with 1% processing charges of the total cost of the proposal in the form of demand draft in favour of “National Bee Board” payable at New Delhi be submitted to the concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., as may be the case, as per NBHM guidelines. The concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., after examining/ scrutiny and approval of the competent authority may submit proposal(s) to National Bee Board, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India, B-wing, IInd Floor, Janpath Bhawan, New Delhi-110001. The processing charges are non-refundable, if the proposal is considered for funding under NBHM by NBB.
3. Research institutions (ICAR) / SAUs are exempted from paying the processing charges.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**PROFORMA FOR REGISTRATION OF BEE BREEDERS AND SUBMITTING PROPOSAL BY BEE BREEDER (S) FOR OBTAINING ASSISTANCE FOR INFRASTRUCTURE FOR MULTIPLICATION OF NUCLEUS STOCK BY BEE BREEDER(S).**

**A. ORGANISATIONAL DETAILS.**

<p>To be filled up by NBB office</p> <p>Regn. No. NBB/.....</p> <p>Valid upto.....</p>  <p style="text-align: right;">(Executive Director)</p> <p style="text-align: right;">National Bee Board</p>
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<p>Photograph</p> <p>(to be attested be Gazetted officer)</p>
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1. Name and address of the organization, if individual Beekeeper give details of individual: -
2. Status: -
3. Name and address of principal officer: (including telephone/ telex, fax, e-mail etc.): -
4. Major objectives of the organization: -
5. Whether Registered with National Bee Board (NBB), if yes, please give details of Registration No., date of registration, category under which registered, Annual or Life Member, etc.:
6. Project details for seeking assistance be submitted, which inter-alia should include following information: -

**B. PROJECT DETAILS.**

- (i). Project title: -
- (ii). Objectives and justifications of the proposal: -
- (iii). Duration: -
- (iv). Name of the Bee Breeder/ Agency/ Organization (including telephone/ telex, fax, e-mail, etc.): -
- (v). Total Number of Bee-colonies being maintained as on date: -
  - a) Number of Bee-colonies of *A. cerana*:
  - b) Number of Bee-colonies of *A. mellifera*:

- (vi). Existing activities & Achievements made: -
- a). Number of Bee-colonies Multiplied and sold during last three years (*A. cerana*):  
 i) Multiplied ----- ii) sold -----
- b). Number of Bee-colonies Multiplied and sold during last three years (*A. mellifera*):  
 i) Multiplied ----- ii) sold -----
- c). Total honey produced during last three years:
- (vii). Details of financial assistance availed, if any:
- a). From Financial Institutions/ Banks (give details of amounts, banks, years, etc.):
- b). From Government of India/ State Governments/ KVIC/ SKVIBs/ Other Institutions/ Organizations (give details of amounts, Purpose, year(s), etc.):
- (viii). Details of financial assistance/ Grants in-Aids availed, if any, for multiplication of Nucleus Stock as Bee Breeder (give details of grants-in –aids, year of assistance, etc.):
- (ix). Whether migratory beekeeping is done, if yes, give details:
- (x). Infrastructural facilities available: - a) Land: - -----, b) Buildings: ----, c) Vehicles: ---, d). Bee Equipments: ----- , e) Man power: -----, f) Others:-----
- (xi). Additional facilities required to be created with justification: -
- (xii). Manpower to be associated in the project: -
- (xiii). Year wise phasing of Total Cost (TC) & Assistance Proposed (AP) for 4 year: - Details of cost with year wise phasing of Total Cost (TC) & Assistance Proposed (AP) for recurring & non recurring cost be given as per following table:

S.N.	Activities/ Items.	Total Cost.	Amt. Propsd. for Assits.	Year- Wise phasing					
				Ist Year		IInd Year		IIIrd Year	
				T.C	A.P	T.C	A.P	T.C	A.P
A	Recr. Expd.								
1.									
2.									
-									
	Sub-Total								
B	Non- Recr. Recr. Expenditure								
1.									
2.									
-									
	Sub-Total								
	Grand Total								

- (xiv). Total cost of the project proposed: -
- (xv). Amount proposed for assistance out of total cost: -
- (xvi). Methodology proposed:

(xvii). Plan for future activities (give projections for next three-four years in the following format):-  
(Rs. In Lakhs)

S.N.	Activities/ Items.	Phy. Tgts.* for 4 years	Year- Wise phasing. *		
			Ist Year	IInd Year	IIIrd Year
			Phy. Tgts.	Phy. Tgts.	Phy. Tgts.
1.	Production of 8 Frames Honey Bee colonies				
2.	Production of Comb foundation sheet				
3.	Production of beehives, supers, etc.				
4.	Other material if any				

(xviii). Summary of cost estimates (duly giving year wise phasing for recurring & non recurring expenditure in the following format):

S. No.	Year	Recurring Expenses Proposed	Non-Recurring Expenses Proposed	Total Expenses Proposed

(xix). Anticipated benefits/ end results expected: -

(xx) Technical feasibility & Economical viability of the project (Please give detailed write up and details of Income & Expenditure of the project): -

The details of Income & Expenditure of the project on following lines:

(A) Total income from sale of minimum no. of 2000 bee colonies of 8 frame each in bee hives per year:

(B) Total expenditure per annum:

(a) Fixed capital

(i)	Value of Land & building :	
(ii)	Value of existing bee colonies:	
(iii)	Value of vehicles of 2 & four wheelers:	
(iv)	Value of machines & equipments:	
(v)	Other item, if any:	
	<b>Total value of fixed capital</b>	

(b) Interest on fixed capital (@ 10%)

(c) Depreciation on fixed capital (@ 5%)

(d) Working capital/ cost

(i)	Labour/ manpower per year:	
(ii)	Other recurring expenditure per year	
(iii)	Other expenditure, if any:	
	<b>Total expenditure on project (B)</b>	

(C) Net income per annum = A- B  
1<sup>st</sup> year

(xxi). Detail of 1% processing charges paid/ enclosed: - (i) Draft No. \_\_\_\_\_  
(ii) Date of Draft \_\_\_\_\_ (iii) Draft Amount \_\_\_\_\_ (iv) Issuing Bank/  
Branch \_\_\_\_\_

T.C. – Total Cost. AP – Assistance Proposed.

**Note:** - If required any other additional information about the project proposal may also be given.

**It is stated that the above mentioned information/ statements relating to the Institute/ Organization/ Individual Bee Breeder & project are correct, complete and true to the best of our/my knowledge and belief. In the event of any information /statements being found to be false or incorrect the Institute/ Organization will be held responsible for the same and the funds received by the Institute/ Organization/ Individual Bee Breeder will be returned with the penalties imposed by the Board (NBB).**

**Signature of Principal Officer/  
Investigator with Seal.**

**Signature of Head of the  
Institute/ Organization/ Deptt with Seal.**

**Date:**

**Date:**

**\* The Institute/ Organization/ Individual Bee Breeder will be required to multiply and produce a minimum of 2000 bee colonies per annum for a period of three years. If a Breeder is not in a position to meet the above targets, NBB will take appropriate action/ steps to reduce the assistance proportionately or ask for return of the funds/ grants with the penalties imposed by the Board (NBB).**

**Note:** -

1. For the details of approved rates of assistance under NBHM scheme please visit the website: ([www.nbhm.gov.in/](http://www.nbhm.gov.in/) [www.nbb.gov.in](http://www.nbb.gov.in) )

2. Project proposal in this format along with 1% processing charges of the total cost of the proposal in the form of demand draft in favour of “National Bee Board” payable at New Delhi be submitted to the concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., as may be the case, as per NBHM guidelines. The concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., after examining/ scrutiny and approval of the competent authority may submit proposal(s) to National Bee Board, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India, B-wing, IInd Floor, Janpath Bhawan, New Delhi-110001. The processing charges are non-refundable, if the proposal is considered for funding under NBHM by NBB.

3. Research institutions (ICAR) / SAUs are exempted from paying the processing charges.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers' Welfare (DAC&FW)**  
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**Setting up of Integrated Beekeeping Development Centre (IBDC) at District level as a Role Model**

Infrastructural facilities are not available for integrated development of beekeeping in the country, particularly at grass root level. The facilities, including availability of bee hives & other equipments, quality queen bees, bee colonies, honey processing facilities, basic information relating to beekeeping, information on marketing of bees and bee products, etc. are not accessible to the farmers/ beekeepers in the country due to non-availability of infrastructural facilities. Due to non-accessibility of information to the public, the general public is not fully aware about the importance of beekeeping in overall sustainable development of Agriculture/ Horticulture by enhancing productivity of crops, role in environmental sustainability and bio-diversity and its other benefits. Though the National Bee Board, under Mission for Integrated Development of Horticulture (MIDH) has made efforts to create awareness about the role of beekeeping in Agriculture/ Horticulture by organizing various National & State/Regional Seminars and so many other capacity building programmes in various parts of the country. To speedup / gear-up the growth of beekeeping by promoting Scientific Beekeeping, there is need for setting up of Integrated Beekeeping Development Centers (IBDCs) at National /State/ Regional/ District levels. In these centers all the infrastructural facilities and information & demonstration units, etc. may be developed in integrated manner. Infrastructural facilities for collection, handling, storage, marketing and export of honey and other bee products, small honey processing plant, bee equipments manufacturing unit, etc. may also be developed. The State Govts. Agencies/ Organizations in association with State Agricultural Universities and expert member societies/ firms/ companies of NBB, including Cooperative Societies, Federations, Corporate Sector, etc. may develop these centers on PPP mode under overall guidance and supervision of NBB. The setting up of these centers may serve the purpose of overall development/ promotion of Scientific Beekeeping in the Country/ State / Region/ District assigned to the respective center. These facilities may also be directly linked with the beekeepers to extend the benefits of these facilities. Mainly the following units / centers be created/ developed in the IBDCs:

- (i) Nucleus stock development unit/ Queen bee rearing/ multiplication centre.
- (ii) Multiplication of nucleus stock into bee colonies (Bee Breeding Centre).
- (iii) Equipments manufacturing unit/ centre.
- (iv) Training and other capacity building programme centre.

- (v) Awareness, motivation and latest technological advances/ new innovations centre.
- (vi) Information centre for scientific beekeeping.
- (vii) Technology & impact demonstration centre.
- (viii) Center for collection & storage of honey and other bee products & their quality control.
- (ix) Processing and marketing centre.
- (x) Various products development centre, etc.
- (xi) Disease diagnostic lab.
- (xii) Honey & other bee hive products testing laboratory.
- (xiii) Registration & expert advice, guidance, monitoring/ supervision unit, etc.
- (xiv) Bee surveillance/disaster management centre, etc.
- (xv) Developing bee friendly floral/ Bee Garden.
- (xvi) Any other unit/ centre.

2. For setting up of one IBDC at least 20-25 acres of land will be required. Out of this land, about one fourth to one fifth of area may be covered in the form of building & sheds in which all the above mentioned various units /centers may be set up. The remaining area may be used to plant /grow the bee friendly flora/plants /crops. The approximate expenditure on each of the center may vary from **Rs. 5 to 15.00 crores**, depending upto existing infrastructural facilities with the organization/ agency and States to States/ Region to Region, developing for IBDC. The cost includes the cost of building/ shed/ construction, setting up of the above units/centers, staff, etc. (excluding cost of land).

3. Hon'ble Prime Minister has also, among others, desired that at least one district in each State should be developed as a role model for beekeeping. Therefore, the proposal of setting up of IBDCs at Distt./ Regional level has great importance and the State Govts. have been, time to time, requested to take action in this regard. The funding of these centres may be explored by the State Govts. under NBHM/ RKVY/ MIDH, etc. schemes of Govt. of India and State Govt. Hence, decision on setting up of IBDC may bring breakthrough in overall sustainable development of robust bee keeping industry in the country.

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‘B’ Wing, 2<sup>nd</sup> Floor, Janpath Bhawan,  
Janpath, New Delhi-110001

**Application for seeking financial assistance by trained & experienced Beekeeper for specialized beekeeping equipment for production of high value products, viz. Royal Jelly, Bee Venom, Comb Honey, Bee Pollen, etc. from National Bee Board (NBB) under National Beekeeping and Honey Mission (NBHM), DAC&FW.**

Photo

- 1) Name of the applicant :
- 2) Father’s/ Husband’s Name :
- 3) Name of the Group/ Society/ FIG/ SHG, if a Group :
- 4) Post held if applied for Group/ SHG/ FIG/ Society:
- 5) Date of Birth :
- 6) Gender : Male/ Female
- 7) Complete Address :
- 8) Contact Nos.& E-mail ID
- 9) Category : General/ SC/ ST/ others
- 10) Educational Qualification
- 11) Details of Bank A/C
  - (i) A/C No :
  - (ii) Bank Name & address :
  - (iii) IFC code :
  - (iv) Bank Pin code :
- 12 ) Whether Member of NBB or registered with NBB
  - (a) if yes, Membership No./ Registration No.:
  - (b) No. of Bee colonies already have of *Apis mellifera/ Apis cerana* :
- 13 ) Whether any assistance has been taken from State Government (Department of Horticulture/ Agriculture/ Forest etc.), Other Agencies/ Organization (KVIC, etc.) for Bee colonies/ beehives/ beekeeping equipments, etc. in past :
  - (a) If yes details thereof: :
- 14) No. of bee colonies in beehives for which applied for :
- 15) Details of beekeeping equipments for which applied for :

- 16) Whether training in beekeeping has been taken from NBB :
- (a) If yes, details thereof (please also attach the copy of training certificate):
- 17) Details of Experience in Beekeeping:
- 18) Whether farmer or land less labourer:
- (a) If, farmer, details of land holdings in acres:
- 19) Details of supplier of the bee colonies, beehives with supers, etc. and beekeeping equipments from whom these are proposed to be purchased;
- 20) NBB Membership No. of proposed supplying Agency of above mentioned material/ goods as at S.No. 19
- 21) Total cost of bee colonies, hives, supers, equipments, etc.;
- 22) Details of 1% processing fee on total cost of the project in case, not paid along with the integrated project submitted by implementing agency:

DD No. & Date:  
 Amount (in Rs.):  
 Bank's Name & Address:

It is certified that the above mentioned information is correct & true in best of my knowledge. In case, at any time, if any information furnished by me, is found incorrect/ wrong my application may be rejected without any reasons.

**Date** :  
**Place** :

**Signature of applicant**  
**(Name of Applicant)**

#### **Certificate of Verification**

- 1) I, .....certify that I know Shri/ Smt..... W/o/ D/o S/o..... R/o.....for last..... (years). He has taken training in beekeeping from M/S ....., a Member Society of NBB.
- 2) It is also certified that the details mentioned above by the applicant are true and Correct. We recommend this application for kind consideration of NBB.

**Date** :  
**Place** :  
**Society**

**Signature of Head of Member**

**With Seal**  
**Name & Address of Member Society**

**Enclosures to be enclosed:** (i) Address proof, (ii) Photo ID, (iii) Copy of training certificate, (iv) Rules & Regulations and Memorandum of Association of Group/ SHG/ FIG, in case of Groups (v) Copy of Bank Passbook (vi) Demand Draft (DD), in case of isolated project, & (vii) Any other certificate/ documents.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers' Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers' Welfare**  
**Government of India**

**Declaration/ Certificate by Individual/ Group (SHGs/ FIGs) who applied for/ purchased specialized beekeeping equipment for production of high value products, viz. Royal Jelly, Bee Venom, Comb Honey, Bee Pollen, etc. under National Bee Board (NBB)'s sponsored scheme under National Beekeeping and Honey Mission (NBHM) of Ministry of Agriculture and Farmers' Welfare, Government of India.**

I, ..... (Name) S/o/ W/o /D/o Shri/ Smt.....R/o.....or  
 I.....S/o/ D/o/ W/o Shri/ Smt.....Secretary/ President/ Chairman of .....  
 (Name of the Group) ..... (complete address), do hereby solemnly  
 declare/ certified as under:

That:

1. I/ all Members of Group have taken Training of Scientific Beekeeping from.....  
 (Name of the Institute/ Organization) for Seven Days Period from.....to.....
2. I /our group have applied for taking assistance for specialized beekeeping equipments, bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes, etc. from National Bee Board (NBB) on subsidy basis;
3. I/ our group have received an amount of Rs. ....on account of purchase of bee venom extractors, royal jelly production kits, propolis strips, comb honey production boxes, etc. & other requisite equipment's Honeybee Colonies of 8 Frames each including healthy Queen, 50/..... Bee hives with Supers, etc. and complete Units/ Sets of Beekeeping Equipments, including four frame S.S. made honey extractor, food grade plastic honey buckets/ containers of 30 kg each, Smoker, Honey Extraction Tray, honey collection Net, etc.;
4. I/ our group have purchased all above mentioned Bee colonies, Beehives and Beekeeping Equipments as per details given in point 3 from M/s..... (Name of Organization/ Institute), a member of NBB, as per my/ our own choice & selection;
5. The cost up and above the subsidy amount of Rs. 50.000/- per complete sets of bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes mentioned has been paid by me/our group from my/ our own sources to the supplier/ M/s..... (Name of Organization/ Institute) of honeybee colonies, beehives and equipments, etc.;
6. I/ our group have already applied for Registration of bee colonies with NBB.
7. I/ our group have not availed any subsidy on account of bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes, etc. from Deptt. of Horticulture/ Deptt of Agriculture of the State Govt. of...../ Other Agency/ Organization under N.H.M./ H.M.N.E.H./ M.I.D.H., NBHM/ extra schemes in past;

8. I am/ we are very much satisfied with the quality of the equipments of bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes, etc. supplied by the organization, M/s. .... (Name of Organization/ Institute);
9. The grant received on account of bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes, etc. and equipments has been utilized for the same purposes;
10. I/ our group will remain involved in beekeeping activities and will not sale / transfer my bee colonies bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes, etc in beehives and equipments so purchased with the financial assistance from NBB. However, I will produce/ increase the production of royal jelly, bee venom, propolis comb honey, etc. and enhance my business/ activities in future;
11. I/our group will abide all rules/ regulations/ guidelines/ instructions of NBB, issued time to time; and
12. If at any stage/ time, NBB finds my/our group's fault/ mistake in adhering the instruction/ guidelines issued by NBB, in that case NBB can take necessary action against me/ our group and I/ our group will be liable to refund the NBB's grant of Rs. 88000/-or Rs..... with interest to NBB. In this case my/ our group's registration with NBB can be cancelled without informing any reason for the same.

Signature of Applicant/ Purchaser

Name and address of Applicant/ Purchaser

Place:

Date:

Witnesses by:

1. Name and address of witness no. 1:

Signature of witness with date

2. Name and address of witness no. 2:

Signature of witness with date

Name and address of supplier/ organization/ institute of bee colonies, beehives etc. & beekeeping equipments.

Signature of suppliers/ Head of the supplier/ organization/ institute

**Note: To be submitted on Rs 100/- Non Judicial stamp paper.**

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers' Welfare (DAC& FW)**  
**Ministry of Agriculture and Farmers' Welfare**  
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 Janpath, New Delhi-110001

**Declaration/ Certificate by the Supplier/ Organization/ Institute which has supplied specialized beekeeping equipment for production of high value products, viz. Royal Jelly, Bee Venom, Comb Honey, Bee Pollen, etc. to the Trained & experienced Beekeepers.**

1. I,.....(Name of official), Proprietor/ Chairman/ President of M/s.....(name and address of supplying organization/ society/ firm/ company) or I,..... (name of individual) S/o/ W/o/ D/o Shri/ Smt.....R/o ..... declare that our firm/ company/ organization/ society is/ I am a Life time Member of National Bee Board (NBB) my organization's/ My membership no. is.....
2. It is certified/ declared that :
  - (i) Complete sets of specialized equipments for production of high value beehives products including bee venom extractors, royal jelly production kits, propolis trips, comb honey production boxes, etc. have been sold/ provided to Shri/ Smt.....S/o/ W/o/ D/o Shri..... R/o..... or to the Group..... (Name & Address of the Group) for which full/ total amount/ cost of Rs.....has been received (copy of bill enclosed);
  - (ii) Bee venom extractors, royal jelly production kits, propolis strips, comb honey production boxes, etc. sold/ provided are of high/ good quality/ of BIS/ ISI/ NBB's standards;
  - (iii) It will be my/ my organization's moral duty/ responsibility to facilitate Shri/ Smt..... S/o/ W/o/ D/o/ Shri/ Smt...../ Group.....(purchaser), to the beekeeper/ beekeepers' group, for betterment and enhancing the business/activity;
  - (iv) Shri/ Smt..... S/o/ W/o/ D/o/ Shri/ Smt ..... R/o .....or the members of the Groups/ SHG/

FIG.....Name address of Group/ FIG/ (SHG) has/ have good experienced in Beekeeping from NBB;

- (v) The inspection/ verification of the equipments bee venom extractors, royal jelly production kits, propolis strips, comb honey production boxes, etc. in Beehives and Beekeeping equipments have been made and all the colonies & equipments were found in same number & good conditions. At the time of inspection equipments were located/ placed at ..... district ..... of ..... (Name of State) with the honey bee colonies in the crops of .....
3. If in any case I/ my organization is found at fault/ guilt, in that case, NBB have the right to take action against me/ my organization and I/ my organization will be liable to refund the whole amount to NBB/ purchaser, as may be the case, and my membership and/ or the membership of my organization may be cancelled by NBB and I/ my organization may be blacklisted, and
4. I am/ my organization is fully bound to adhere all the instructions/ guidelines/ rules & regulations of NBB issued time to time in the matter.

Signature of Supplier /Head of Organization  
with stamp

Name and address of Supplier/Organization

Place:  
Date:

Witnesses by:

1. Name and address of witness no. 1:  
Signature of witness with date
2. Name and address of witness no. 2:  
Signature of witness with date

Signature of the Purchaser/ Secretary/ President of the Group.

Name and address of Purchaser of bee colonies, beehives etc. & beekeeping equipments.

**Note: To be submitted on Rs 100/- Non Judicial stamp paper.**

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC &FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**Appendix-X**

**PROFORMA FOR FURNISHING PROPOSAL FOR NATIONAL/ STATE/ DISTRICT LEVEL SEMINARS CUM AWARENESS PROGRAMMES/ WORKSHOPS/ CONFERENCES ON BEEKEEPING TO THE NATIONAL BEE BOARD (NBB).**

**A. ORGANISATIONAL DETAILS.**

- 1). Name & location of the institute / organization/ Deptt, etc.: -
- 2). Name and Address of Principal Officer (along with Tele no. fax, e-mail, etc.):-
- 3). Existing infrastructural facilities including facilities for boarding and lodging of participants/ farmers available with the institute/ organization/ Deptt, etc.:-
- 4). Existing teaching aids available:-
- 5). Details of Resource personnel:-
- 6). National & state seminars/ workshops/ conferences / awareness programmes conducted on Beekeeping during last three years, if any:-

<b>S.No.</b>	<b>Year</b>	<b>Programme</b>	<b>No. of trainees/ Participants</b>	<b>Period of training /Seminar</b>
1.				
2.				
3.				

- 7). Total number of participants/ beneficiaries during last three years:-

8). Details of Bank A/C

- (i) A/C No :
- (ii) Bank Name & address :
- (iii) IFC code :
- (iv) Bank Pin code :

**B. PROJECT DETAILS.**

- (1). Title of the project proposal/ seminars/ programmes proposed (give introductory information, details of subject/ topics, etc.): -
- (2). Objectives of the seminar/ workshop/ conference:-
- (3). Proposed venue of the seminar: -
- (4). No. of States/organizations & officials to be involved:-
- (5). Total number of participants proposed:-
- (6). Likely beneficiaries/ participants:-
- (7). Eligibility:-
- (8). Duration of each programme(s):-
- (9). Tentative time schedule for the programme(s): -
- (10). Course Outline/ topics to be discussed (give details of theoretical and practical):-
- (11). Expected output/ outcome:-
- (12). Total Cost of one programme if more than one programmes are proposed (Please give individual programme wise details separately):-
- (13). Assistance required per programme, indicate the following item-wise cost with justification:-
  - a) Boarding, b) lodging, c) transport, d) Stationery items, e) literature, f) material, g) Honorarium to Resource persons, h) Cost for field visits, cost for follow-up action after the programme to get implemented the output in the field, etc. i) Miscellaneous/ Contingency expenses, etc.

<b>S. N.</b>	<b>Items/ components</b>	<b>Rate</b>	<b>Total cost (in Rs.)</b>
1.	Lodging (.....)		
2.	Boarding (.....) including breakfast, working teas, lunch & dinner for two days.		
3.	Literature, souvenir, etc. (.....)		
4.	Honorarium to Experts for 10 lectures		
5.	Stationery items (Bag, pen & writing pad, etc.) for ..... participants.		
6.	Hall / conference room including tent, chairs, teaching aid, etc.		
7.	Video recording/ photography, etc.		
8.	Transportation of Beekeepers/ Farmers (to & fro for .....)		

9.	Conveyance/ transport expenses of Experts.		
10.	Miscellaneous expenses (Stage preparation, etc.)		
	<b>Total</b>		

(14). Total cost of all the programmes proposed:-

(15). Strategy for follow-up action after the programme:-

(16). Any other additional information about the project proposal/ seminar/ workshops/ conferences:-

(17). Details of 1% processing charges paid / enclosed:- (i) Draft No. (ii) Date of Draft (iii) Draft Amount (iv) Issuing Bank/ Branch

It is stated that the above mentioned information/ statements relating to the Institute/ Organization/ Department & project are correct, complete and true to the best of our knowledge and belief. In the event of any information /statements being found to be false or incorrect the Institute/ Organization/ Department will be held responsible for the same and the funds received by the Institute/ Organization/ Department will be returned with the penalties imposed by the Board (NBB).

**Signature of Principal Officer/  
Investigator with Seal.**

**Signature of Head of the  
Institute/ Organization/ Deptt with Seal.**

**Date:**

**Date:**

**Note:-**

1. For the details of approved rates of assistance under NBHM scheme please visit the website: ([www.nbhm.gov.in/](http://www.nbhm.gov.in/) [www.nbb.gov.in](http://www.nbb.gov.in) )

2. Project proposal in this format along with 1% processing charges of the total cost of the proposal in the form of demand draft in favour of “National Bee Board” payable at New Delhi be submitted to the concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., as may be the case, as per NBHM guidelines. The concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., after examining/ scrutiny and approval of the competent authority may submit proposal(s) to National Bee Board, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India, B-wing, IInd Floor, Janpath Bhawan, New Delhi-110001. The processing charges are non-refundable, if the proposal is considered for funding under NBHM by NBB.

3. Research institutions (ICAR) / SAUs are exempted from paying the processing charges.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**GUIDELINES TO BE FOLLOWED FOR ORGANIZING THE NATIONAL LEVEL SEMINAR ON BEEKEEPING**

The Organizing Societies/ firms/ companies/ organizations/ agencies are required to follow these guidelines scrupulously.

**(A) Invitations:-** The following should be invited for the seminar:

- (i) Secretaries of Horti. & Agri., of the State Govt(s).
- (ii) Directors of Horti. & Agri., of the States and State Horticulture Missions (SHMs);
- (iii) Beekeepers/ Farmers/ all concerned stakeholders;
- (iv) All line Deptts./ Agencies like KVIC, State KVIBs, ATMA, Forest Deptt., Tribal Development Deptt., Marketing Federations, Agro-Corporations, State Agri- Universities, ICAR Institutes, Members of MC, NBB, Traders/ Wholesalers, Exporters, APEDA, NHB, SFAC, CBRTI, AICRPs, etc. should be invited. (v) Officials of NBB and DAC& FW, M/o Agri. &FW, Govt. of India, (vi) Invitations to Experts, (vi) Invitations to press-media etc.
- (v) The participation of **about 300 farmers/ beekeepers/ stakeholders** should be ensured for both the days in the seminar. The text of invitation letter may be decided in consultation and approval of NBB. **Participation of Beekeeper/ Farmers/ Officers/ Stake holders etc. from more than 5 States should be ensured in the National Level Seminar.**

**(B) Preparation of schedule of the seminar for two days.**

- (i) Minute to minute programme Schedule - should be prepared in accordance to the need of the State/ Area/ Participants for which the seminar is to be organized. The main issues relating to beekeeping should be fully incorporated in the schedule. The schedule should be finalized in consultation with NBB.

**(C) Literature/ stationery items:-** Following literature / stationery items should be given to the participants.

- (i) Souvenir, (ii) Literature on Beekeeping, (iii) Bags/ Quality plastic folder: The details of seminar should be printed on bags, etc. (iv) Writing pads and pens. Detail of seminar should be printed. (v) Certificate- (a) Certificate of participation and (b) Certificate of Appreciation. (vi) Format for seeking information from participants/ Beekeepers etc. should be designed.

**(D) Infrastructures:-** Proper arrangements should be made for the following:

- (i) Hall Booking/ Tent/ Chairs, (ii) Stalls of bee hive products & beekeeping equipments, etc. (iii) Laptop, Projector (LCD), (iv) Stage setting, name plates, etc. of dignitaries, (v) Lighting lamp, Candles, Batties, Ghee/ Oil, etc., (vi) Banners setting in Back of stage & Front of stage, (vii) Stay, arrangements for farmers/ participants, (viii) Registers for registration of participants of the event, (ix) Registers for payment of T.A. bills of farmers/ Beekeepers, etc., (x) Wrapping of Souvenir in gift paper, (xi) Anchoring/

running of stage (Experienced official should be placed) and (xii) Other arrangements like Loudspeakers, podium, etc.

**(E) Banners:-**

(i) Big-two- three

(ii) Small- two- three mentioning detail of the seminar should be prepared & displayed at proper site. Text may be decided in consultation & approval of NBB.

**(F) Publicity:-**

(i) Press news in advance about publicity of the seminar (two-three days advance from the dates of the Seminar), (ii) Press Conference to be organized. Press-media should be invited for recording/ publishing the details of the programme- A press note should be prepared in advance and it should be got approved from NBB, (iii) Putting of Banners in the way & surrounding of the venue.(iv) Societies/ Departments of Horticulture/ Agriculture/ Forestry, etc., shall be asked to put their stalls and to exhibit the bee hive products and equipments of beekeeping, etc in the seminar.

**(G) Inauguration session:-** Following arrangements should be ensured:

- I. Sitting arrangements at stage by following protocol.
- II. Welcome by local songs.
- III. Release of Souvenir (wrapping in gift paper)/ other literature on beekeeping, etc.
- IV. Presentation of Flowers and Malas/ bouquet/ Memento/ Bee products.

Proper welcome of VIPs from Ministry of Agriculture & Farmers Welfare and Officials from other Ministries/ Deptts.

**(H) Arrangements for stay, food, working teas, etc. of the participants.**

- (i) Breakfast, Lunch, Tea & Dinner for all participants/ officials, etc. for both days.
- (ii) Stay arrangements for all the participants/ farmers/ beekeepers, etc. of the seminar.

**(I) Payment details:-** Following payments on account of participation in the event may be made:

- (i) Payment of T.A to the Farmers/ Beekeepers who are invited & attended the seminar both the days at the rate of Govt. of India norms or actual ordinary class train/ bus fare/ ticket whichever is less (Please refer clause (xiii) of the Sanction and note on T.A. Claim form).
- (ii) The cost of travel for distance / places not connected by Train/ Road may be paid @ Rs.4/- per k.m. This may only be for local journey which may not be more than 25 kms. one way in any case;
- (iii) Payment of honorarium to the Experts/ Scientists @ Rs. 1000/- per lecture. Not more than three Lectures to one Expert,
- (iv) Payment of T.A to the Experts as per provisions made in the programme.

**(J) Pre- starting arrangements.**

(i) Registration of all the Participants/ Beekeepers/ Farmers/ Officials etc. in registers having following formatting:

S.No.	Name & address of the participants	Category: SC/ ST/ Others	Contact Nos. Tel. No. Mob. No.	Whether Beekeepers or other	Signature

- (K) The Platform/ Dais of the Seminar should not be used for making any publicity of the company/ firm/ society involved in organizing the seminar or any other firm/ company/ society/ private organization, etc.
- (L) **Documentation:-** Proper documentation for the entire activities of the seminar should be made viz.;
- (i) Recording of minutes/ proceedings, (ii) photography, (iii) video-graphy, (iv) press release, etc.
- (M) The participation of SC/ ST/ Women beneficiaries/ farmers/ beekeepers may be ensured by following Govt. of India's norms in this regard. As such the organization/ implementing agency shall make effort for participation of SC/ ST/ Women adequately in the Seminars, trainings, etc. organized. A separate list of such participants may be typed and provided.
- (N) **Item-wise details of cost/ funds for conducting two days National level Seminars on Beekeeping.**

The item-wise details of cost/ funds approved for conducting two days National level Seminars on Beekeeping are given as under. These norms should be followed while organizing the seminar:

- (i) Total funds available for National Level Seminar under **National Beekeeping and Honey Mission (NBHM)**/ MIDH/ NHM/ HMNEH Schemes of DAC&FW are Rs. 5.00 lakhs.
- (ii) No. of participants should be 300 per day,
- (iii) Item-wise details:

S. N.	Items/ components	Total cost (in Rs.)
1.	* Lodging	50000
2.	* Boarding including breakfast, working teas, lunch & dinner for two days.	150000
3.	Littérature, souvenir, Certificats, etc. (minimum 400 copies)	70000
4.	Honorarium to Experts for 10-12 lectures	10000
5.	Stationery items (Bag, pen & writing pad, etc.) for all participants.	45000
6.	Hall / conference room including tent, chairs, teaching aid, etc.	30000
7.	Video recording/ photography, etc.	20000
8.	Transportation of Beekeepers/ Farmers (to & fro)	100000
9.	Conveyance/ transport expenses of Experts.	15000
10.	Miscellaneous expenses (Stage preparation, etc.)	10000
	<b>Total</b>	<b>500000</b>

\* Some of the participants from distant districts/ areas may come in one day advance & depart in the morning of 3<sup>rd</sup> day. This may be compensated by the no. of participants from nearby areas.

- (iv) If the number of participants will be less than the requisite number, less funds will be released by making calculation as per the norms, i.e. @ Rs. 830/- day per participant. If there will be more number of participants, no additional funds will be made available.
- (v) There may be 10-15% Inter – component change/ adjustment/ deviation in the above cost norms.

NB:- (i) Schedule and venue may be arranged in consultation with ED, NBB.

- (ii) 400 copies of souvenir containing articles/topics on Scientific Beekeeping, are to be printed in consultation and under overall supervision/guidance of NBB, in each and every seminar. Out of this 80 copies are to be delivered to NBB and to 320 should be used for free distribution to the participants of the seminar.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**GUIDELINES TO BE FOLLOWED FOR ORGANIZING THE STATE LEVEL SEMINAR ON BEEKEEPING**

The Organizing Societies/ firms/ companies/ organizations/ agencies are required to follow these guidelines scrupulously.

**(A) Invitations:-** The following should be invited for the seminar:

- (i) Secretaries of Horti. & Agri., of the State Govt(s).
- (ii) Directors of Horti. & Agri., of the State(s) and State Horticulture Missions (SHMs);
- (iii) Beekeepers/ Farmers/ all concerned stakeholders;
- (vi) All line Deptts./ Agencies like KVIC, State KVIBs, ATMA, Forest Deptt., Tribal Development Deptt., Marketing Federations, Agro-Corporations, State Agricultural Universities, ICAR Institutes, Members of MC, NBB, Traders/ Wholesalers, Exporters, APEDA, NHB, SFAC, CBRTI, AICRPs, etc. should be invited. (v) Officials of NBB and DAC&FW, M/o Agri.&FW, Govt. of India, (vi) Invitations to Experts, (vi) Invitations to press-media, etc.

The participation of about 250 farmers/ beekeepers/ stakeholders should be ensured for both the days in the seminar. The text of invitation letter may be decided in consultation and approval of NBB.

**(B) Preparation of schedule of the seminar for two days.**

- (i) Minute to minute programme Schedule - should be prepared in accordance to the need of the State/ Area/ Participants for which the seminar is to be organized. The main issues relating to beekeeping should be fully incorporated in the schedule. The schedule should be finalized in consultation with NBB.

**(C) Literature/ stationery items:-** Following literature/ stationery items should be given to the participants.

- (i) Souvenir, (ii) Literature on Beekeeping, (iii) Bags/ Quality plastic folder: The details of seminar should be printed on bags, etc. (iv) Writing pads and pens. Detail of seminar should be printed. (v) Certificate- (a) Certificate of participation and (b) Certificate of Appreciation. (vi) Format for seeking information from participants/Beekeepers etc. should be designed.

**(D) Infrastructures:-** Proper arrangements should be made for the following:

- (i) Hall Booking/ Tent/ Chairs, (ii) Stalls of bee hive products & beekeeping equipments, etc. (iii) Laptop, Projector (LCD), (iv) Stage setting, name plates, etc. of dignitaries, (v) Lighting lamp, Candles, Batties, Ghee/ Oil, etc., (vi) Banners setting in Back of stage & Front of stage, (vii) Stay, arrangements for farmers/ participants, (viii) Registers for registration of participants of the event, (ix) Registers for payment of T.A. bills of farmers/ Beekeepers, etc., (x) Wrapping of Souvenir in gift paper, (xi) Anchoring/ running of stage (Experienced official should be placed) and (xii) Other arrangements like Loudspeakers, podium, etc.

**(E) Banners:-**

- (i) Big-two- three
- (ii) Small- two- three mentioning detail of the seminar should be prepared & displayed at proper site. Text may be decided in consultation & approval of NBB.

**(F) Publicity:-**

- (i) Press news in advance about publicity of the seminar (two-three days advance from the dates of the Seminar), (ii) Press Conference to be organized. Press-media should be invited for recording/ publishing the details of the programme- A press note should be prepared in advance and it should be got approved from NBB, (iii) Putting of Banners in the way & surrounding of the venue. (iv) Societies/ Departments of Horticulture/ Agriculture/ Forestry, etc., shall be asked to put their stalls and to exhibit the bee hive products and equipments of beekeeping, etc in the seminar.

**(G) Inauguration session:-** Following arrangements should be ensured:

- (i) Sitting arrangements at stage by following protocol.
- (ii) Welcome by local songs.
- (iii) Release of Souvenir (wrapping in gift paper)/ other literature on beekeeping, etc.
- (iv) Presentation of Flowers and Malas/ bouquet/ Memento/ Bee products.  
Proper welcome of VIPs from Ministry of Agriculture & Farmers Welfare and Officials from other Ministries/ Deptts.

**(H) Arrangements for stay, food, working teas, etc. of the participants.**

- (i) Breakfast, Lunch, Tea & Dinner for all participants/ officials, etc. for both days.
- (ii) Stay arrangements for all the participants/ farmers/ beekeepers, etc. of the seminar.

**(I) Payment details:-** Following payments on account of participation in the event may be made:

- (i) Payment of T.A to the Farmers/ Beekeepers who are invited & attended the seminar both the days at the rate of Govt. of India norms or actual ordinary class train/ bus fair/ ticket whichever is less (Please refer clause (xiii) of the Sanction and note on T.A. Claim form). (ii) The cost of travel for distance / places not connected by Train/ Road may be paid @ Rs.4/- per km. This may only be for local journey which may not be more than 25 kms. one way in any case; (iii) Payment of honorarium to the Experts/ Scientists @ Rs. 500/- per lecture. Not more than three Lectures to one Expert, (iii) Payment of T.A to the Experts as per provisions made in the programme.

**(J) Pre- starting arrangements.**

- (i) Registration of all the Participants/ Beekeepers/ Farmers/ Officials etc. in registers having following formatting:

S.No.	Name & address of the participants	Category: SC/ ST/ Others	Contact Nos. Tel. No. Mob. No.	Whether Beekeepers or other	Signature

- (K) The Platform/ Dais of the Seminar should not be used for making any publicity of the company/ firm/ society involved in organizing the seminar or any other firm/ company/ society/ private organization, etc.

**(L) Documentation:-** Proper documentation for the entire activities of the seminar should be made viz.;

- (i) Recording of minutes/ proceedings, (ii) photography, (iii) video-graphy, (iv) press release, etc.

(M) The participation of SC/ ST/Women beneficiaries/ farmers/ beekeepers may be ensured by following Govt. of India's norms in this regard. As such the organization/ implementing agency shall make effort for participation of SC/ ST/ Women adequately in the Seminars, trainings, etc. organized. A separate list of such participants may be typed and provided.

**(N) Item-wise details of cost/ funds for conducting two days State level Seminars on Beekeeping.**

The item-wise details of cost/ funds approved for conducting two days State level Seminars on Beekeeping are given as under. These norms should be followed while organizing the seminar:

- (iii) Total funds available for State Level Seminar under NBHM/ NHM/ HMNEH Schemes of DAC&FW are Rs. 3.00 lakhs.
- (iv) No. of participants should be 250-300 per day,
- (iii) Item-wise details:

S.N.	Items/ components	Total cost (in Rs.)
1.	* Lodging	40,000.00
2.	* Boarding including breakfast, working teas, lunch & dinner for two days.	75,000.00
3.	Literature, souvenir, etc. (minimum 400 copies)	55,000.00
4.	Honorarium to Experts for 10 lectures	5000.00
5.	Stationery items (Bag, pen & writing pad, etc.) for all participants.	25,000.00
6.	Hall / conference room including tent, chairs, teaching aid, etc.	20,000.00
7.	Video recording / photography, etc.	10,000.00
8.	Transportation of Beekeepers/ Farmers (to & fro)	50,000.00
9.	Conveyance/ transport expenses of Experts.	10,000.00
10.	Miscellaneous expenses (Stage preparation, etc.)	10,000.00
	<b>Total</b>	<b>3,00,000.00</b>

\* Some of the participants from distant districts/ areas may come in one day advance & depart in the morning of 3<sup>rd</sup> day. This may be compensated by the no. of participants from nearby areas.

(iv) If the number of participants will be less than the requisite number, less funds will be released by making calculation as per the norms, i.e. @ Rs. 600/- day per participant. If there will be more number of participants, no additional funds will be made available.

(v) There may be 10-15% Inter- component change/ adjustment/ deviation in the above cost norms.

NB:- (i). Schedule and venue may be arranged in consultation with ED, NBB.

(ii). 400 copies of souvenir containing articles/topics on Scientific Beekeeping, are to be printed in consultation and under overall supervision/ guidance of NBB, in each and every seminar. Out of this 80 copies are to be delivered to NBB and to 320 should be used for free distribution to the participants of the seminar.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC & FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**GUIDELINES TO BE FOLLOWED FOR ORGANIZING THE DISTRICT LEVEL SEMINAR ON BEEKEEPING**

The Organizing Societies/ firms/ companies/ organizations/ agencies are required to follow these guidelines scrupulously.

**(A) Invitations:-** The following should be invited for the seminar:

- (i) Directors of Horti. & Agri., of the State(s) and State Horticulture Missions (SHMs);
- (ii) Dy. Directors of Horti/ DHO & Dy. Director Agri./ DAO of the concerned District;
- (iii) Beekeepers/ Farmers/ all concerned stakeholders of the District;
- (vii) All line Deptts./ Agencies like KVIC, State KVIBs, ATMA, Forest Deptt., Tribal Development Deptt., Marketing Federations, Agro- Corporations, State Agri-Universities, ICAR Institutes, Members of MC, NBB, Traders/ Wholesalers, Exporters, APEDA, NHB, SFAC, CBRTI, AICRPs, etc. should be invited. (v) Officials of NBB and DAC&FW, M/o Agri.&FW, Govt. of India, (vi) Invitations to Experts, (vi) Invitations to press-media etc.

The participation of about 250 farmers/ beekeepers/ stakeholders per day should be ensured for both the days in the seminar. The text of invitation letter may be decided in consultation and approval of NBB.

**(B) Preparation of schedule of the seminar for two days.**

- (i) Minute to minute programme Schedule - should be prepared in accordance to the need of the Distt./State/ Area/ Participants for which the seminar is to be organized. The main issues relating to scientific beekeeping should be fully incorporated in the schedule. The schedule should be finalized in consultation with NBB.

**(C) Literature/ stationery items:-** Following literature/ stationery items should be given to the participants.

- (i) Souvenir, (ii) Literature on Beekeeping, (iii) Bags/ Quality plastic folder: The details of seminar should be printed on bags, etc. (iv) Writing pads and pens. Detail of seminar should be printed.
- (v) Certificate- (a) Certificate of participation and (b) Certificate of Appreciation (vi) Format for seeking information from participants/ Beekeepers etc. should be designed.

**(D) Infrastructures:-** Proper arrangements should be made for the following:

- (i) Hall Booking/ Tent/ Chairs, (ii) Stalls of bee hive products & beekeeping equipments, etc.
- (iii) Laptop, Projector (LCD), (iv) Stage setting, name plates, etc. of dignitaries, (v) Lighting lamp, Candles, Batties, Ghee/ Oil, etc., (vi) Banners setting in Back of stage & Front of stage,
- (vii) Stay, arrangements for farmers/ participants, (viii) Registers for registration of participants of the event, (ix) Registers for payment of T.A. bills of farmers/ Beekeepers, etc., (x) Wrapping of Souvenir in gift paper, (xi) Anchoring/ running of stage (Experienced official should be placed) and (xii) Other arrangements like Loudspeakers, podium, etc.

**(E) Banners:-**

- (i) Big-two- three
- (ii) Small- two- three mentioning detail of the seminar should be prepared & displayed at proper site. Text may be decided in consultation & approval of NBB.

**(F) Publicity:-**

(i) Press news in advance about publicity of the seminar (two-three days advance from the date s of the Seminar), (ii) Press Conference to be organized. Press-media should be invited for recording/ publishing the details of the programme- A press note should be prepared in advance and it should be got approved from NBB, (iii) Putting of Banners in the way & surrounding of the venue, (iv) Societies/ Departments of Horticulture/ Agriculture/ Forestry, etc., shall be asked to put their stalls and to exhibit the bee hive products and equipments of beekeeping, etc in the seminar.

**(G) Inauguration session:-** Following arrangements should be ensured:

- (a) Sitting arrangements at stage by following protocol.
- (b) Welcome of VIPs by local songs.
- (c) Release of Souvenir (wrapping in gift paper)/ other literature on beekeeping, etc.
- (d) Presentation of Flowers and Malas/ bouquet/ Momento / Bee products.
- (e) Proper welcome of VIPs from Ministry of Agriculture & Farmers Welfare and Officials from other Ministries/ Deptts.

**(H) Arrangements for stay, food, working teas, etc. of the participants.**

- (i) Breakfast, Lunch, Tea & Dinner for all participants/ officials, etc. for both days.
- (ii) Stay arrangements for all the participants/ farmers/ beekeepers, etc. of the seminar.

**(I) Payment details:-** Following payments on account of participation in the event may be made:

- (i) Payment of T.A to the Farmers/ Beekeepers who are invited & attended the seminar both the days at the rate of Govt. of India norms or actual ordinary class train/ bus fare/ ticket whichever is less (Please refer concerned clause of the Sanction and note on T.A. Claim form).
- (ii) The cost of travel for distance/ places not connected by Train/ Road may be paid @ Rs.4/- per km. This may only be for local journey which may not be more than 25 kms. one way in any case;
- (iii) Payment of honorarium to the Experts/ Scientists @ Rs. 500/- per lecture. Not more than three Lectures to one Expert, (iii) Payment of T.A to the Experts as per provisions made in the programme.

**(J) Pre- starting arrangements.**

- (i) Registration of all the Participants/ Beekeepers/ Farmers/ Officials etc. in registers having following formatting:

S.No.	Name & address of the participants	Category: SC/ ST/ Others	Contact Nos. Tel. No. Mob. No.	Whether Beekeepers or other	Signature

**(K)** The Platform/ Dais of the Seminar should not be used for making any publicity of the company/ firm/ society involved in organizing the seminar or any other firm/ company / society/ private organization, etc.

**(L) Documentation:-** Proper documentation for the entire activities of the seminar should be made viz.; (i) Recording of minutes/ proceedings, (ii) photography, (iii) video-graphy, (iv) press release, etc.

**(M)** The participation of SC/ ST/ Women beneficiaries/ farmers/ beekeepers may be ensured by following Govt. of India's norms in this regard. As such the organization/ implementing

agency shall make effort for participation of SC/ ST/ Women adequately in the Seminars, trainings, etc. organized. A separate list of such participants may be typed and provided.

**(N) Item-wise details of cost / funds for conducting two days District level Seminars on Beekeeping.**

The item-wise details of cost/ funds approved for conducting two days District level Seminars on Beekeeping are given as under. These norms should be followed while organizing the seminar:

- (i) Total funds available for District Level Seminar under **National Beekeeping and Honey Mission (NBHM)** Scheme of DAC&FW are Rs. 2.00 lakhs.
- (ii) No. of participants should be 200-250 per day,
- (iii) Item-wise details:

<b>S. N.</b>	<b>Items/ components</b>	<b>Total cost (in Rs.)</b>
1.	* Lodging	25,000.00
2.	* Boarding including breakfast, working teas, lunch & dinner for two days.	50,000.00
3.	Littérature, souvenir, etc. (minimum 300 copies)	40,000.00
4.	Honorarium to Experts for 10 lectures	5,000.00
5.	Stationery items (Bag, pen & writing pad, etc.) for all participants.	20,000.00
6.	Hall / conference room including tent, chairs, teaching aid, etc.	20,000.00
7.	Video recording / photography, etc.	5,000.00
8.	Transportation of Beekeepers/ Farmers (to & fro)	25,000.00
9.	Conveyance/ transport expenses of Experts.	5,000.00
10.	Miscellaneous expenses (Stage preparation, etc.)	5,000.00
	<b>Total</b>	<b>2,00,000.00</b>

\* Some of the participants from distant areas may come in one day advance & depart in the morning of 3<sup>rd</sup> day. This may be compensated by the no. of participants from nearby areas.

- (i) If the number of participants will be less than the requisite number, less funds will be released by making calculation as per the norms, i.e. @ Rs. 500/- day per participant. If there will be more number of participants, no additional funds will be made available.
- (ii) There may be 10-15% Inter – component change/ adjustment/ deviation in the above cost norms.

NB:- (i). Schedule and venue may be arranged in consultation with ED, NBB.

(ii). 300 copies of souvenir containing articles/ topics on Scientific Beekeeping, are to be printed in consultation and under overall supervision/ guidance of NBB, in each and every seminar. Out of this 50 copies are to be delivered to NBB and to 250 should be used for free distribution to the participants of the seminar.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**PROFORMA FOR FURNISHING PROPOSAL FOR WITHIN THE STATE & OUT OF THE STATE TRAININGS & OUT OF EXPOSURE VISITS ON BEEKEEPING TO THE NATIONAL BEE BOARD (NBB).**

**A. ORGANISATIONAL DETAILS.**

- 1). Name & location of the Institute / organization:-
- 2). Name and Address of Principal Officer (along with tel. No. fax, e-mail, etc.):-
- 3). Existing training facilities including facilities for boarding and lodging of trainees/ farmers available with the institute/University, etc.:-
- 4). Existing teaching aids available:-
- 5). Details of Resource personnels:-
- 6). Training programmes/ exposure visits conducted on Beekeeping during last three years:
- 7). Total number of participants / trainees trained during last three years:-
- 8). Details of Bank A/C
  - i. A/C No :
  - ii. Bank Name & address :
  - iii. IFC code :
  - iv. Bank Pin code :

**B. PROJECT DETAILS.**

- (1). Title of the project/training programmes/ exposure visits proposed (give introductory information, details of subject / topics, etc.):-
- (2). Nature of trainings/ exposure visits (within state/ out of state):-
- (3). Name of state for which trainings/ exposure visits are proposed:-
- (4). Total number of trainings/exposure visits proposed:-
- (5). Likely beneficiaries:-
- (6). Eligibility:-
- (7). Duration of each training(s)/ exposure visit(s):-
- (8). No. of participants per training/ exposure visit:-
- (9). Tentative time schedule for the trainings/ exposure visits:-
- (10). Course Outline (give details of theoretical training and practical training in case of trainings and tentative details of areas of exposure visits):-
- (11). Expected output/ outcome:-
- (12). Total Cost of one training/ exposure visit:-
- (13). Assistance required per training programme/ exposure visit, indicate the following item-wise cost with justification:-

- a).Boarding, b) lodging, c) transport, d) Stationery items, e) literature, f) training material, g) Honorarium to Resource persons, h) Cost for field visits, cost for follow-up action after training to get implemented the training output in the field, i) Miscellaneous/ Contingency expenses, etc.
- (14). Total cost of all the training programmes/ exposure visits proposed:-
- (15). Strategy for follow-up action after training/ exposure visit:-
- (16). Any other additional information about the project proposal:-
- (17). Details of 1% processing charges paid/ enclosed:- (i) Draft No. \_\_\_\_\_ (ii) Date of Draft \_\_\_\_\_ (iii) Draft Amount \_\_\_\_\_ (iv) Issuing Bank/ Branch \_\_\_\_\_

**It is stated that the above mentioned information/statements relating to the Institute/ Organization & project are correct, complete and true to the best of our knowledge and belief. In the event of any information /statements being found to be false or incorrect the Institute/ Organization will be held responsible for the same and the funds received by the Institute/ Organization will be returned with the penalties imposed by the Board (NBB).**

**Signature of Principal Officer/  
Investigator with Seal.  
Date:**

**Signature of Head of the  
Institute/ Organization/ Deptt with Seal.  
Date:**

**Note:-**

1. For the details of approved rates of assistance under NBHM scheme please visit the website: ([www.nbhm.gov.in/](http://www.nbhm.gov.in/) [www.nbb.gov.in](http://www.nbb.gov.in) )
2. Project proposal in this format along with 1% processing charges of the total cost of the proposal in the form of demand draft in favour of “ National Bee Board” payable at New Delhi be submitted to the concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., as may be the case, as per NBHM guidelines. The concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., after examining/ scrutiny and approval of the competent authority may submit proposal(s) to National Bee Board, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India, B-wing, IInd Floor, Janpath Bhawan, New Delhi-110001. The processing charges are non-refundable, if the proposal is considered for funding under NBHM by NBB.
3. Research institutions (ICAR) / SAUs are exempted from paying the processing charges.
4. Please submit separate proposals for trainings and exposure visits.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**GUIDELINES TO BE FOLLOWED FOR ORGANIZING WITHIN THE STATE & OUT OF THE STATE TRAININGS AND OUT OF THE STATE EXPOSURE VISITS ON BEEKEEPING:**

The Organizing societies/ firms/ companies/ organizations/ agencies are required to follow these guidelines scrupulously.

**(A) Selection of beneficiaries / beekeepers / farmers: -**

The selection of the participants of the trainings/ exposure visits shall be done as per the nature and type of the trainings and exposure visits. The participants may be from 4-5 districts of the State for State level and out of State trainings/ exposure visits. The farmers/ beekeepers showing their interests in beekeeping may be considered on priority for their participation. SC/ST & Women should be given 1<sup>st</sup> preference. The participation of minimum 25 farmers/ beekeepers/ stakeholders in a batch should be ensured for full duration i.e. seven days, in the trainings/ exposure visits.

**(B) Invitations: -**

- (i) The officials of the Directorates of Horticulture & Agriculture of the State(s) and State Horticulture Missions (SHMs)/ State / District Horticulture Societies may be involved in the event;
- (ii) NBB and DAC&FW, Ministry of Agriculture & Farmers Welfare, Government of India, Experts from the line Departments/ Agencies like KVIC/ State KVIBs/ ATMA/ Forest Department/ Tribal Development Department/ Marketing Federations/ Agro-Corporations, State Agricultural Universities/ ICAR Institutes, Members of MC, NBB, APEDA, NHB, SFAC, CBRTI, AICRPs, Progressive Beekeepers, etc. should be invited to deliver their lectures.
- (iii) Invitations to press-media etc. to popularize the event.

**(C) Preparation of schedule of the trainings/ exposure visits for seven days: -**

Minute to minute programme Schedule- should be prepared in accordance to the need of the State/ Area/ Participants for which the event is to be organized. The main issues relating to beekeeping should be fully incorporated in the schedule. The schedule should be finalized in consultation with NBB. Copies of the training modules are enclosed. The training should be conducted by making minute to minute training schedule based on the module of training allotted. An advance planning and proper coordination may be made with the organizations/ agencies/ apiaries/ SAUs/ KVIBs, etc., for exposure visits.

**(D) Literature / stationery items:-** Following literature/ stationery items may be given to the participants: (i) Copy of Lectures to be delivered; (ii) Literature on Beekeeping, including Trainees Guide on Scientific Beekeeping prepared by NBB, etc. (iii) Bags/ Quality plastic folder; (iv) Writing pads and pens; Details of Trainings/ Exposure Visits may be printed on bags, plastic folders, writing pads, etc. (v) Certificate of participation in trainings/ exposure

visits after successful participation/ completion of the event; (vi) Format for seeking feedback about the event from participants/ beekeepers etc. may be designed and given; & (vii) Schedule of the programme.

**(E) Infrastructures:-** Proper arrangements should be made for the following:

(i) Training Hall; (ii) Practical trainings/ Apiaries' visits/ exposure to bee hive products & beekeeping equipments, etc. (iii) Laptop, Projector (LCD), (iv) Banners highlighting details of the trainings/ exposure visits, (v) Stay arrangements for farmers/ participants, (vi) Registers for registration of participants of the event, (vii) Registers for payment of T.A. bills of farmers/ beekeepers, etc., (viii) Other arrangements tools and equipments, audio/ visual aids, etc. required for effectiveness of the trainings/ exposure visits.

**(F) Banners:-**

(i) Big size - two to three; (ii) Small size - two to three mentioning details of the trainings/ exposure visits may be prepared & displayed at proper sites. Text may be decided in consultation & approval of NBB.

**(G) Publicity:-**

(i) Press news in advance about publicity of the event is required. Implementing agencies (Member Societies/ Firms/ Companies/ Organizations of NBB) should, in advance, give an advertisement in local newspapers for inviting the interested farmers/ beekeepers/ rural mass for participating in beekeeping activities.

(ii) Press-media should be invited for recording/ publishing the details of the programme. A press note should be prepared in advance and it should be got approved from NBB, (iii) Putting of Banners in the front of the venue/ vehicles in case of exposure visits.

**(H) Arrangements for stay, food, working teas, etc. of the participants:-** Since the trainings and exposure visits on beekeeping are full time/ day programmes, there should be proper and good arrangements for :-

(i) Breakfast, Lunch, Tea & Dinner for all participants/ officials, etc. for all seven days of the trainings/ exposure visits; (ii) Stay arrangements for all the participants/ farmers/ beekeepers, etc. of the trainings/ exposure visits, and other necessary/ requisite arrangement may be made to make the programme/ event effective and successful.

**(I) Payment details:-** Following payments on account of participation in the event may be made:

(i) Payment of T.A. to the farmers/ beekeepers who are invited & attended the trainings/ exposure visits for all seven days at the rate of **Government of India norms or actual ordinary class** train/ bus fair/ ticket whichever is less (Please refer to concerned clause of the Sanction and note on T.A. Claim form); T.A. will only be paid for coming on first day and going back on last day by completing the training. In case of out of State exposure visits/ out of State trainings, actual cost on total travelling, limited to approved cost in the project, may be incurred/ eligible for payment. (ii) The cost of travel for distance/ places not connected by Train/ Road may be paid @ Rs.4/- per k.m. This may only be for local journey which may not

be more than 25 kms one way in any case; (iii) Payment of honorarium to the Experts/ Scientists @ Rs. 500/- per lecture. Not more than five Lectures to one Expert, (iii) Payment of T.A to the Experts as per provisions made in the programme.

**(J) Pre- starting arrangements.**

(i) Registration of all the participants/ beekeepers/ farmers/ officials etc. in registers, having following formatting: (This should be maintained for all the seven days of the trainings/ exposure visits.):

S.No.	Name & address of the participants	Contact Nos. Tel. No. Mob. No.	Whether Beekeeper or other	Category Gen/ SC/ ST/ Women	Signature

**(K)** The Platform of the trainings/ exposure visits should not be used for making any publicity of the company/ firm/ society involved in organizing these events or any other firm/ company/ society/ private organization, etc.

**(L) Documentation:** - Proper documentation for the entire activities of the trainings/ exposure visits should be made viz.; (i) Recording of proceedings, (ii) photography, (iii) video-graphy, (iv) press coverage/ release, etc.

**(M)** The participation of SC/ ST/ Women beneficiaries/ farmers/ beekeepers may be ensured by following Govt. of India's norms in this regard. As such, the organization/ implementing agency shall make effort for participation of SC/ ST/ Women adequately in the trainings/ exposure visits, etc. organized. A separate list of such participants may be typed and provided.

**(N)** The sponsorship of National Bee board (NBB), Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Government of India shall be highlighted in each and every platform. The activities of NBB should be properly highlighted and mentioned in these events;

**(O)** There should be proper system/ arrangement for post training follow up of the participants to encourage/ help them in adopting scientific beekeeping.

**(P)** A set of complete documents including training kit, literature, tools, bag/ folder, pen writing pad, copy of certificate, etc., should be submitted along with other requisite documents as per the checklist and sanction letter of the trainings/ exposure visits.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC &FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**MODULE OF TRAINING IN BEEKEEPING**

“General Introductory Course”

- 1. Title of the course** : **Basic training on beekeeping.**
- 2. Duration** : 7 days including journey period as per NBHM norms
- 3. To whom** : Farmers, unemployed rural youths / women / small beekeepers having few colonies and adopting stationary beekeeping, Banks’ field staff/ College of Agri. Banking, National Institute of Bank Management, Institutes of co-operative management, Officers of Depts. of Agriculture, Horticulture, Forestry, Irrigation, etc.
- 4. Aspects** :History, Present status and nature of Industry, Bee- products, Economies of beekeeping Industry, Apiculture in Agriculture, Horticulture and Forestry, Socio economic aspects of beekeeping industry as per details given below.
- 5. No. of participants** : 25 (Twenty-five) per batch.
- 6. Mode of Training** : Theory, audio-visual demonstration and field demonstration.
- 7. Language of training** : English/ Hindi/ Regional Languages.
- 8. Training manual/ Notes** : May be provided as per modules / topics.

**Contents of the trainings on beekeeping to be conducted for the farmers/ beekeepers etc. in the field:**

The following are the subjects which should be addressed while imparting the trainings at field level. However, there may be modifications in these subjects as per the situation/ status of beekeeping in the area and knowledge of the batch of beneficiaries to whom training is scheduled to be conducted.

- 1. HISTORY OF BEEKEEPING.**  
Ancient beekeeping, traditional beekeeping, honey hunting, honeybees of India, evolution of beekeeping industry, modern beekeeping.
- 2. PRESENT STATUS OF BEEKEEPING IN:**  
World statistics, Indian statistics, Status in State/ District, European honey bees in India.
- 3. NATURE OF BEEKEEPING INDUSTRY.**  
Relationship between honeybees and flowering plants, effect of climatic conditions, disciplines involved in beekeeping industry, bee-botany, bee-genetics, entomology, bee-pathology, chemistry of bee-products.
- 4. STRUCTURE AND FUNCTIONS OF BODY PARTS OF DIFFERENT CASTES OF HONEYBEES.**
- 5. STUDY OF BEE COLONIES.**  
Different Caste and their role in the colony, various stages of development of different castes in the colony, handling and inspection of bee colonies.

6. **SELECTION OF SITE FOR APIARY ESTABLISHMENT.**  
Distance from roads, availability of flowing water, distance from sewerage/ dirty stagnant water, etc., availability of bee friendly flora, etc.
7. **SELECTION AND REMOVAL OF FRAMES FROM THE COLONIES AND HONEY EXTRACTION.**
8. **BEEKEEPING EQUIPMENTS / TOOLS / APPLIANCES.**  
Bee-hives, honey-extractor, Indian standards, other equipment: Smoker, Veil, knives, etc.
9. **IMPORTANCE AND SCOPE OF BEEKEEPING.**  
Honey and other beehive products, their uses & health value an asset for the nation, income generating activity, maintaining sustainable development of agriculture, bio-diversity and eco-friendly, diversity in flora and fauna leads high potential/ scope for beekeeping and other relevant issues, etc.
10. **APICULTURE (BEEKEEPING) IN AGRICULTURE, HORTICULTURE AND FORESTRY.**  
Pollination, self-pollination, cross pollination, insect pollination, honeybees efficient pollinators, estimates of increased crop yields due to bee pollination, interdependence of honeybees and flowering plants, ecological balance without pollution, etc.
11. **SOCIO ECONOMIC ASPECTS.**  
Decentralized, agro-forest based industry, grown-up children, ladies & old people, tribals landless labourer, marketing & value addition of beehive products, etc.
12. **MANAGEMENT TECHNIQUES FOR BEGINNERS:**  
  
Selection of quality bees, best period for starting of beekeeping, placement of bee colonies in the apiary, examination of the bee colonies, maintenance of apiary records, bee flora and floral calendars, feeding colonies, etc.
13. **ECONOMICS OF BEEKEEPING.**  
Input, output, diversification, pollination service, a unit of colonies, no pressure on agricultural land for raw material, etc.
14. **SWOT ANALYSIS.**  
Strengths, weaknesses, opportunities and threats.
15. **VARIOUS GOVERNMENT ORGANIZATIONS AND THEIR PROGRAMMES / SCHEMES.**  
Deptt. of Agri., Cooperation & Farmers Welfare (DAC&FW), GOI, (NBHM Schemes), National Bee Board, DAC&FW, National Horticulture Board (NHB), DAC&FW, APEDA, M/o Commerce, KVIC & SKVIBs, State Deptts. of Forests, Horticulture, Agriculture, State Agro Corporations, etc., Financial Institutions and their schemes, etc., etc.

Besides, practical training / demonstration of the following may also be incorporated in the schedule of the trainings.

1. Bee hives, their components, dimensions / standards, quality and uses.
2. Other beehive equipments / tools: working principal, standards and uses.
3. Colony examination: Need & concepts, and study of life stages, different castes and food storage pattern in colonies.
4. Visit to honey processing plant in the area and demonstration and acquaintance with honey processing and packaging technologies.
5. Visit to progressive beekeepers' apiaries.
6. Honey extraction from colonies.
7. Inspection of bee colony / frames in an apiary.
8. Identification of queen bees, worker bees and drones, etc.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC& FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**MODULE OF TRAINING IN BEEKEEPING**

**“Trainings on scientific beekeeping”**

- 1. Title of the course** : **Trainings on scientific beekeeping.**
- 2. Duration** : 7 days including journey period / as per NHM / TMNE norms
- 3. To whom** : Existing/ practicing beekeepers, professionals, educated unemployed youths/ women, Officers of Depts. of Agriculture, Horticulture, Forestry, Irrigation, State KVICs, beekeeping and honey Societies, Federations, etc.
- 4. Aspects** : Scientific management of beekeeping industry for its sustainability, as per details given below.
- 5. No. of participants** : 25 (Twenty-five) per batch.
- 6. Mode of Training** : Theory, audio-visual demonstration and field demonstration.
- 7. Language of training** : English/ Hindi/ Regional Languages.
- 8. Training manual/ Notes** : May be provided as per modules/ topics

**Contents of the trainings on beekeeping to be conducted for the farmers/ beekeepers etc in the field:**

The following are the subjects which should be addressed while imparting the trainings at field level. However, there may be modifications in these subjects as per the situation/ status of beekeeping in the area and knowledge of the batch of beneficiaries to whom training is scheduled to be conducted.

**1. PRESENT STATUS OF BEEKEEPING IN:**

World statistics, Indian statistics, Status in State/ District, European honey bees in India, etc.

**2. NATURE OF BEEKEEPING INDUSTRY.**

Relationship between honeybees and flowering plants, Effect of climatic conditions, Disciplines involved in beekeeping industry, Bee-botany, Bee-genetics, Entomology, Bee-pathology, Chemistry of Bee-products.

**3. SELECTION OF SITE FOR APIARY ESTABLISHMENT.**

Distance from roads, Availability of flowing water, Distance from sewerage/ dirty stagnant water, etc., Availability of bee friendly flora, etc.

**4. QUALITY OF BEEHIVE AND OTHER BEEKEEPING EQUIPMENTS / TOOLS / APPLIANCES.**

Quality of Bee-hives, Honey-extractor, Indian Standards, Other equipment: Smoker, Veil, knives, etc.

**5. BEEKEEPING, BIO-DIVERSITY AND SUSTAINABLE DEVELOPMENT.**

An asset for the nation, Beekeeping and sustainable development of agriculture, Role of beekeeping in Bio-diversity, Diversity in flora and fauna leads high potential / scope for beekeeping and other relevant issues.

**6. ROLE OF BEEKEEPING / APICULTURE IN POLLINATION OF VARIOUS CROPS.**

Pollination, Self pollination, Cross pollination, Insect pollination, Honeybees efficient pollinators, Value of bees for crop pollination (gives better quality and quantity of harvest), Estimates of increased crop yields due to bee pollination, Interdependence of honeybees and flowering plants, Ecological balance without pollution, etc.

**7. SCIENTIFIC MANAGEMENT OF BEE COLONIES.**

Quality of comb foundation sheets, Feeding colonies, Pollen supplements, water management, Uniting colonies, Division of colonies, introduction of queen, emergency queen cells, Laying workers, Management of robbing, absconding, swarms and swarming in colonies, Environmental protection of bee colonies and food stores, Preparation and using comb foundation sheets, use of supers, quality of beehive tools, etc.

**8. MANAGEMENT OF HONEYBEE COLONIES DURING DIFFERENT SEASONS.**

Monsoon, Post Monsoon, Winter, Post Winter and Summer.

**9. FLOW MANAGEMENT.**

Uniting of colonies, Use of Super chambers, Ventilation, Time of Honey Extraction, Prevention of robbing, etc.

**10. BEE FLORA AND ITS UTILIZATION BY THE BEES.**

**11. DISEASES, MITES, PESTS AND ENEMIES OF HONEYBEES AND THEIR MANAGEMENT.**

Management of various foul broods (American and European Foul Brood (AFB & EFB), Thai Sac Brood Disease, etc.); Bee mites, their life cycle, nature of damage, symptoms & management, Varroa mite management, Acquaintance with field symptoms of bee mites & their management, Bacterial & viral bee diseases, their symptoms, causes of spread & Management, Wax Moth & ants as bee enemies, their life cycle, nature of damage & management, Predatory wasps & birds, their behavior, nature of damage & management, Identification of different life stages of wax moth, symptoms of their attack & their management, Selection of colonies for resistance against diseases & mites, etc.

**12. PESTICIDES POISONING TO HONEYBEES AND THEIR MANAGEMENT.**

**13. METHODS OF PESTICIDES APPLICATION IN CROPS SAFE TO BEES.**

**14. PREPARATION AND USE OF HONEYBEE COLONIES FOR POLLINATION IN AGRICULTURAL AND HORTICULTURAL CROPS.**

**15. MIGRATORY / COMMERCIAL BEEKEEPING.**

Mode of transportation, Time of transportation, Preparation of bee hives for migration, etc.

**16. PRODUCTIVITY OF BEEKEEPING.**

Better flora, Better breed, Better management, "A" class areas, "B" class areas, "C" class areas.

**17. PRODUCTION AND COLLECTION OF QUALITY BEEHIVE PRODUCTS.**

Honey, Bees wax, Bee collected pollen, Propolis, etc, Use of honey extractors & containers made of food grade plastic / stainless steel, etc.

**18. ECONOMICS OF BEEKEEPING.**

Input, Output, Diversification, Pollination service, A unit of colonies, No pressure on agricultural land for raw material, etc.

**19. SWOT ANALYSIS.**

Strengths, Weaknesses, Opportunities and Threats.

**20. VARIOUS GOVERNMENT ORGANIZATIONS AND THEIR PROGRAMMES / SCHEMES.**

Deptt. of Agri., Cooperation & Farmers Welfare (DAC&FW), GOI, (NBHM, NHM & TMNE Schemes), National Bee Board, DAC&FW, National Horticulture Board (NHB), DAC&FW, APEDA, M/o Commerce, KVIC & SKVIBs, State Deptts. of Forests, Horticulture, Agriculture, State Agro Corporations, etc., Financial Institutions and their schemes, etc., etc.

Besides, practical training/ demonstration of the following may also be incorporated in the schedule of the trainings.

1. Colony examination: Need & concepts, and study of life stages, different castes and food storage pattern in colonies.
2. Visit to Honey processing Plant in the area and demonstration and acquaintance with honey processing and packaging technologies.
3. Visit to progressive beekeepers apiaries.
4. Production and collection of royal jelly, bee pollen, propolis, bee wax, etc.
5. Visit to apiary of Bee Research Station / State Agriculture University Centre etc, and demonstration on the management of predatory wasps of honey bees.
6. Honey extraction from colonies.
7. Management of honey bee mites, etc:
8. Quality honey extractors and containers made of food grade plastic / stainless steel.
9. Inspection of bee colony / frames in an apiary.
10. Inspection of bee colonies with reference to ripening of honey for its harvest, etc.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC & FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**MODULE OF TRAINING IN BEEKEEPING**

**“Specialized Trainings on Beekeeping”**

- 1. Title of the course** : **Specialized Trainings on Beekeeping**
- (i) Trainings on production of high value beehive products other than honey viz., royal jelly, bee-pollen, propolis, bee venom, etc.
- (ii) Training on mass queen bees rearing.
- (iii) Trainings on artificial insemination of queen bees.
- (iv) Trainings on apitherapy.
- 2. Duration** : 7 days including journey period / as per NBHM/ MIDH/ NHM / TMNE norms
- 3. To whom** : Progressive and experienced beekeepers/ highly educated unemployed youths/ officers/ researchers/ agricultural graduates/ post-graduates, etc., Officers of Depts. Agriculture, Horticulture, Forestry, Irrigation, State KVICs, beekeeping and honey Societies, Federations, etc.
- 4. Aspects** : The issues will be covered as per the nature of the trainings, as per details given in the title of the course. The detailed module for these trainings is given below.
- 5. No. of participants** : 25 (Twenty-five) per batch.
- 6. Mode of Training** : Theory, audio-visual demonstration and field demonstration.
- 7. Language of training** : English/ Hindi/Regional Languages.
- 8. Training manual/ Notes** : May be provided as per modules / topics.

**Contents of the trainings on beekeeping to be conducted for the farmers/ beekeepers etc in the field:**

The following are the subjects which should be addressed while imparting the trainings at field level. However, there may be modifications in these subjects as per the situation/ status of beekeeping in the area and knowledge of the batch of beneficiaries to whom training is scheduled to be conducted.

- (i) **Trainings on production of high value beehive products other than honey viz., royal jelly, bee-pollen, propolis, bee venom, bee wax, etc.**

**1. PRESENT SCENARIO OF PRODUCTION OF VARIOUS HIGH VALUE PRODUCTS OF BEEKEEPING IN:**

World, India, Status of European honey bees in India, etc.

**2. IMPORTANCE OF HIGH VALUE BEE HIVE PRODUCTS IN HUMAN LIFE.**

Honey, Bee-pollen, propolis, royal jelly, bee wax, bee venom, bee bread, etc

**3. VARIOUS SPECIALIZED BEEKEEPING EQUIPMENTS/ TOOLS/ APPLIANCES REQUIRED FOR PRODUCTION OF HIGH VALUE PRODUCTS.**

Pollen trap, royal jelly collection cups, special instrument for collection of bee venom, tools for collection of propolis, bee wax, etc.

**4. PRODUCTION TECHNIQUES OF BEE POLLEN AND ITS IMPORTANCE.**

Techniques of collection of bee pollen, management of bee colonies for collection of bee pollen, composition of pollen, pollen and honey bee nutrition, nutritional properties of pollen, bee pollen for health, pollen as food, uses of pollen in cosmetic industry, cleaning and preservation of pollen, etc.

**5. PRODUCTION TECHNIQUES OF PROPOLIS AND ITS MEDICINAL VALUES.**

Sources of propolis, properties of propolis, composition of propolis, techniques of collection of propolis from bee hives, use of propolis for bees, uses of propolis for humans, uses of propolis for pharmaceutical industry, etc.

**6. PRODUCTION TECHNIQUES OF ROYAL JELLY AND ITS IMPORTANCE.**

Production techniques of Royal jelly, composition of royal jelly, uses of royal jelly in human life, management of bee colonies for production of royal jelly, etc.

**7. MANAGEMENT OF HONEY BEE COLONIES FOR PRODUCTION OF HIGH VALUE PRODUCTS.**

Maintenance of climatic conditions suited to bee colonies, maintaining hygienic conditions in the apiary, use of proper and quality beehive tools, management of water, management of feed for the bees, Use of Super chambers, Ventilation, Maintaining the colonies disease-free, etc.

**8. AVAILABILITY OF BEE FLORA ROUND THE YEAR.**

**9. VARIOUS GOVERNMENT ORGANIZATIONS AND THEIR PROGRAMMES / SCHEMES.**

Deptt. of Agri., Cooperation & Farmers Welfare (DAC&FW), GOI, (NBHM, NHM & TMNE Schemes), National Bee Board, DAC&FW, National Horticulture Board (NHB), DAC&FW, APEDA, M/o Commerce, KVIC & SKVIBs, State Deptts. of Forests, Horticulture, Agriculture, State Agro Corporations, etc., Financial Institutions and their schemes, etc., etc.

**(ii) Training on mass queen bees rearing and**

**(iii) Artificial insemination of queen bees;**

**1. NATURE OF BEEKEEPING INDUSTRY.**

Relationship between honeybees and flowering plants, Effect of climatic conditions, Disciplines involved in beekeeping industry, Bee-botany, Bee-genetics, Entomology, Bee-pathology, Chemistry of Bee-products, etc.

**2. STUDY OF BEE COLONIES.**

Different Caste and their Role in the colony, Various stages of development of different castes in the colony, Handling and inspection of bee colonies, etc.

**3. BEEKEEPING EQUIPMENTS / TOOLS / APPLIANCES REQUIRED FOR PRODUCTION OF MASS QUEEN BEES.**

Bee-hives, Queen cup formation tools, Indian Standards, Other equipment: Smoker, Veil, knives, etc.

**4. SCIENTIFIC MANAGEMENT OF BEE COLONIES:**

Quality of comb foundation sheets, Feeding colonies, Pollen supplements, water management, Uniting colonies, Division of colonies, introduction of queen, emergency queen cells, Laying workers, Management of robbing, absconding, swarms and swarming in colonies, Environmental protection of bee colonies and food stores, Preparation and using comb foundation sheets, etc.

**5. MANAGEMENT OF HONEYBEE COLONIES DURING DIFFERENT SEASONS.**

Monsoon, Post Monsoon, Winter, Post Winter and Summer.

**6. MANAGEMENT TECHNIQUES FOR QUEEN BEE REARING.**

Methods of developing queen cells, preparation of queen cell cups; managing colony for grafting, conditioning of colony, grafting procedures, distribution of queen cells, mating behaviour of the queens, managing isolated mating yards, demarcation with colour papers and designs, marking of the queens, selection of colonies as per their qualities (high honey collections, resistance to diseases, etc.) for production of queen bees, etc.

**7. MANAGEMENT OF BEE FLORA FOR QUEEN REARING.**

**8. VARIOUS METHODS OF QUEEN BEE REARING.**

Important issues, Miller techniques of queen bee rearing, Hopkins method of queen bee rearing, Smith method of queen bee rearing, Elly method of queen bee rearing, etc

**9. TECHNIQUES OF ARTIFICIAL INSEMINATION OF QUEEN BEES.**

Maintaining drones for semen collection, maintaining queen bees for artificial insemination, tools and equipments required for artificial insemination, introduction of mated queen in colonies, etc.

**10. VARIOUS GOVERNMENT ORGANIZATIONS AND THEIR PROGRAMMES / SCHEMES.**

Deptt. of Agri., Cooperation & Farmers Welfare (DAC&FW), GOI, (NHM & TMNE Schemes), National Bee Board, DAC&FW, National Horticulture Board (NHB), DAC&FW, APEDA, M/o Commerce, KVIC & SKVIBs, State Deptts. of Forests, Horticulture, Agriculture, State Agro Corporations, etc., Financial Institutions and their schemes, etc., etc.

**(iv) Trainings on Apitherapy;**

Trainings on this issue may be imparted to interest parties / beekeepers abroad/in the countries where beekeeping is fully developed subject to norms/ terms and conditions under NHM and TMNE schemes.

Besides, practical training / demonstration of the following may also be incorporated in the schedule of these trainings.

1. Bee hives, their components, dimensions / standards, quality and uses, etc.
2. Specific beehive equipments / tools, their working principles, standards and uses, etc.
3. Colony examination, Need & concepts, and study of various beehive products in bee colonies and food storage pattern in colonies, etc.
4. Visit to Honey processing Plant in the area and demonstration and acquaintance with honey processing and packaging technologies, etc.
5. Visit to progressive beekeepers apiaries.
6. Production and collection of royal jelly, pollen, propolis, beebread, bee wax, etc.
7. Visit to apiary of Bee Research Station / State Agriculture University Centre etc.
8. Identification and preparation of queen bees' cells, etc.
9. Identification of mated queen bees and drones in the colony.
10. Modal apiary and its importance.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC & FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**MODULE OF TRAINING IN BEEKEEPING**

**“Trainings on Post Harvest Management of Beehive Products”**

- 1. Title of the course** : **Trainings on post-harvest management of beehive products**
- 2. Duration** : 7 days including journey period / as per NBHM/ MIDH/ NHM / TMNE norms
- 3. To whom** : Very progressive and long experienced beekeepers, small traders, packers, educated unemployed youths/ women, professionals, agricultural graduates, etc., Officers of Depts. of Agriculture, Horticulture, Forestry, Irrigate KVICs, beekeeping and honey Societies, Federations, etc.
- 4. Aspects** : The issues relating to collection, storage, primary processing, processing, packaging, trade/ marketing including export, etc. of various bee hive products may be incorporated in the modules/ schedules of these types of trainings as per details given below.
- 5. No. of participants** : 25 (Twenty-five) per batch.
- 6. Mode of Training** : Theory, audio-visual demonstration and field demonstrations.
- 7. Language of training** : English/ Hindi/ Regional Languages.
- 8. Training manual/ Notes** : May be provided as per modules/ topics.

**Contents of the trainings on beekeeping to be conducted for the farmers/ beekeepers etc in the field:**

The following are the subjects which should be addressed while imparting the trainings at field level. However, there may be modifications in these subjects as per the situation/ status of beekeeping in the area and knowledge of the batch of beneficiaries to whom training is scheduled to be conducted.

**1. PRESENT STATUS OF TRADE OF VARIOUS BEEHIVE PRODUCTS IN :**

World, India, Status in State/ District, European honey bees in India, marketing strategy, etc.

**2. NATURE OF BEEKEEPING INDUSTRY.**

Relationship between honeybees and flowering plants, Effect of climatic conditions,

Disciplines involved in beekeeping industry, Bee-botany, Bee-genetics, Entomology, Bee-pathology, Chemistry of Bee-products, etc.

**3. BEEKEEPING EQUIPMENTS / TOOLS / APPLIANCES /SPECIALIZED EQUIPMENTS / REQUIRED FOR PRODUCTION OF HIGH VALUE PRODUCTS.**

Pollen trap, royal jelly collection cups, special instrument for collection of bee venom, tools for collection of propolis, bee wax, etc., Bee-hives, Honey-extractor, honey containers, Indian Standards, Other equipment: Smoker, Veil, knives, etc.

#### **4. IMPORTANCE OF HIGH VALUE BEE HIVE PRODUCTS IN HUMAN LIFE.**

Honey, Bee-pollen, propolis, royal jelly, bee wax, bee venom, bee bread, etc.

#### **5. PRODUCTION TECHNIQUES OF BEE POLLEN AND ITS IMPORTANCE.**

Techniques of collection of bee pollen, management of bee colonies for collection of bee pollen, composition of pollen, pollen and honey bee nutrition, nutritional properties of pollen, bee pollen for health, pollen as food, uses of pollen in cosmetic industry, cleaning and preservation of pollen, etc.

#### **6. PRODUCTION TECHNIQUES OF PROPOLIS AND ITS MEDICINAL VALUES.**

Sources of propolis, properties of propolis, composition of propolis, techniques of collection of propolis from bee hives, use of propolis for bees, uses of propolis for humans, uses of propolis for pharmaceutical industry, etc.

#### **7. PRODUCTION TECHNIQUES OF ROYAL JELLY AND ITS IMPORTANCE.**

Production techniques of Royal jelly, composition of royal jelly, uses of royal jelly in human life, management of bee colonies for production of royal jelly, etc.

#### **8. PRODUCTION TECHNIQUES OF HONEY AND ITS IMPORTANCE.**

Techniques of harvesting of honey, management of bee colonies for quality honey production, composition of honey, nutritional value of honey, honey for health, uses of honey in cosmetic industry, medicinal value of honey, preservation of honey, etc.

#### **9. MANAGEMENT OF HONEY BEE COLONIES FOR PRODUCTION OF HIGH VALUE PRODUCTS**

Maintenance of climatic conditions suited to bee colonies, maintaining hygienic conditions in the apiary, use of proper and quality beehive tools, management of water, management of feed for the bees, Use of Super chambers, Ventilation, Maintaining the colonies disease-free, etc.

#### **10. SOCIO ECONOMIC ASPECTS.**

Decentralized, Agro-forest based industry, Grown-up children, ladies old people, Tribals, Landless labourer, etc.

#### **11. COLLECTION AND STORAGE OF BEEHIVE PRODUCTS.**

Use of containers made of food grade plastic / stainless steel, Use of Honey extractor made of stainless steel, Use of other beehive tools made of quality materials (food grade plastic / stainless steel), Use of Honey extraction net, Health of workers in apiaries, etc.

Maintaining of moisture in bee-products, Maintaining of temperature, granulation of honey, transportation of products, etc.

#### **12. PRIMARY PROCESSING, PACKING, MARKETING, ETC OF BEEHIVE PRODUCTS.**

Maintaining of moisture in bee-products, Maintaining of temperature for de-crystallization of honey, drying of bee pollen, preservation of pollen, cleaning of bee wax, pollen, propolis, etc. quality of packing material, Maintaining of temperature for storing honey, pollen, royal jelly, etc., testing of the quality of beehive products in labs, marketing in national and international markets, etc.

**13. QUALITY MANAGEMENT SYSTEM OF HONEY FOR EXPORT.**

World market of honey, various standards of quality of honey in world market, handling of honey for export: pre- filtration, pre-heating, filtration, processing, reduction of moisture, cooling & settling, laboratory testing as per the requirement of importer, grading and bottling, labeling and marketing, etc.

**14. ECONOMICS OF POST HARVEST MANAGEMENT OF BEEHIVE PRODUCTS.**

Input, quality management, value addition, diversification, cost management, output, etc.

**15. VARIOUS GOVERNMENT ORGANIZATIONS AND THEIR PROGRAMMES / SCHEMES.**

Deptt. of Agri., Cooperation & Farmers Welfare (DAC&FW), GOI, (NBHM/ NHM & TMNE Schemes), National Bee Board, DAC&FW, National Horticulture Board (NHB), DAC&FW, APEDA, M/o Commerce, KVIC & SKVIBs, State Deptts. of Forests, Horticulture, Agriculture, State Agro Corporations, etc., Financial Institutions and their schemes, etc., etc.

Besides, practical training/ demonstration of the following may also be incorporated in the schedule of the trainings.

1. Visit to Honey processing Plant/ export unit of honey in the area and demonstration and acquaintance with honey processing and packaging technologies.
2. Visit to progressive beekeepers apiaries.
3. Visit to Honey testing laboratory and demonstration and acquaintance with honey testing process.
4. Production and collection of various beehive products.
5. Visit to apiary of Bee Research Station/ State Agriculture University Centre etc.
6. Honey extraction from colonies and collection of various other bee hive products, viz.; pollen, wax, propolis, royal jelly, etc.
7. Quality honey extractors and containers made of food grade plastic/ stainless steel.
8. Inspection of bee colony/ frames in an apiary ready for harvesting of beehive products.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**GUIDELINES TO BE FOLLOWED FOR ORGANIZING ONLINE ON BEEKEEPING:**

The Organizing societies/ firms/ companies/ organizations/ agencies, etc. are required to follow these guidelines scrupulously.

**(A) Selection of beneficiaries / beekeepers / farmers:-**

List of interested farmers/ beekeepers/ others alongwith their addresses, contact nos., etc. be made for selection of participants for the training(s). The participants may be from 4-5 districts/ States. The farmers/ beekeepers showing their interests in beekeeping may be considered on priority for their participation. SC/ST & Women should be given 1<sup>st</sup> preference. Participation of 40-50 farmers/ beekeepers/ stakeholders in a batch be ensured for full duration i.e. three days, in the online training.

**(B) Invitations:-**

- (i) The officials of the Directorates of Horticulture & Agriculture of the State(s) and State Horticulture Missions (SHMs)/ State / District Horticulture Societies may be involved in the event;
- (ii) NBB and DAC&FW, Ministry of Agriculture & Farmers Welfare, Government of India, Experts from the line Departments/ Agencies like KVIC/ State KVIBs/ ATMA/ Forest Department/ Tribal Development Department/ Marketing Federations/ Agro-Corporations, State Agricultural Universities/ ICAR Institutes, Members of MC, NBB, APEDA, NHB, SFAC, CBRTI, AICRPs, Progressive Beekeepers, etc. also be invited to deliver their lectures.
- (iii) Invitations to press-media etc. to popularize the event.

**(C) Preparation of schedule of the online trainings for three days:-**

Minute to minute programme Schedule- be prepared in accordance to the need of the State/ Area/ Participants for which the event is to be organized. The main issues relating to beekeeping should be fully incorporated in the schedule. The schedule should be finalized in consultation with NBB. Copies of the training modules are given with guidelines. The training should be conducted by making minute to minute training schedule based on the module of trainings allotted. An advance planning and proper coordination may be made with the organizations/ agencies/ apiaries/ SAUs/ KVIBs, etc.

**(D) Literature / stationery items:-** Following literature/ stationery items be sent to the participants: (i) Copy of Lectures to be delivered; (ii) Literature on Beekeeping (iii) Certificate of participation in trainings after successful participation/ completion of the event; (iv) Format for seeking feedback about the event from participants/ beekeepers etc. be signed and given; & (v) Schedule of the programme.

**(E) Infrastructures:-** Proper arrangements be made for the following:

- (i) Training Hall; (ii) Practical trainings/ Apiaries' visits/ exposure to bee hive products & beekeeping equipments, etc. (iii) Laptop, Projector (LCD), (iv) Banners highlighting details of the trainings, (v) Registers for maintaining details of participants of the event, (vi) Other arrangements tools and equipments, audio/ visual aids, etc. required for effectiveness of the trainings.

**(F) Banners:-**

- (i) Two to three, mentioning details of the trainings may be prepared & displayed at proper site. Text may be decided in consultation & approval of NBB.

**(G) Publicity:-**

(i) Press-media be invited for recording/ publishing the details of the programme. A press note be prepared in advance and be got approved from NBB.

**(I) Payment details:-** Payment of honorarium to the Experts/ Scientists @ Rs. 500/- per lecture. Not more than five Lectures to one Expert.

**(J) Pre- starting arrangements.**

(i) Registration of all the participants/ beekeepers/ farmers/ officials etc. in registers, having following formatting: (This should be maintained for all the three days of the trainings:

S.N.	Name & address of the participants	Contact Nos. Tel. No. Mob. No.	Whether Beekeeper or other	Category Gen/ SC/ ST/ Women	Remarks

**(K)** The Platform of the trainings should not be used for making any publicity of the organization/ agency/ company/ firm/ society, etc. involved in organizing the event or any other organization/ agency/ firm/ company/ society/ private organization, etc.

**(L) Documentation:-** Proper documentation for the entire activities of the trainings should be made viz.; (i) Recording of proceedings, (ii) photography, (iii) video-graphy, (iv) press coverage/ release, etc.

**(M)** The participation of SC/ ST/ Women beneficiaries/ farmers/ beekeepers be ensured by following Govt. of India's norms in this regard. As such, the organization/ implementing agency shall make effort for participation of SC/ ST/ Women adequately in the trainings, etc. organized. A separate list of such participants may be typed and provided.

**(N)** The sponsorship of National Bee board (NBB), Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Government of India be highlighted in each and every platform. The activities of NBB be properly highlighted and mentioned in the event;

**(O)** There should be proper system/ arrangement for post training follow up of the participants to encourage/ help them in adopting scientific beekeeping.

**(P)** A set of complete documents including, literature, copy of certificate, etc., be submitted along with other requisite documents as per the checklist and sanction letter of the trainings.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers' Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers' Welfare**  
**Government of India**

'B' Wing, 2<sup>nd</sup> Floor, Janpath Bhawan,  
Janpath, New Delhi-110001

**ONLINE TRAINING**

**PROFORMA FOR FURNISHING PROPOSAL FOR ONLINE TRAINING ON BEEKEEPING TO THE NATIONAL BEE BOARD (NBB).**

**A. ORGANISATIONAL DETAILS.**

- 1). Name & location of the Institute / organization: -
- 2). Name and Address of Principal Officer (along with tel. No. fax, e-mail, etc.): -
- 3). Existing training facilities available for online training with the Organization/ Institute/ University, etc.: -
- 4). Existing teaching aids available: -
- 5). Details of Resource personnels: -
- 6). Training programmes conducted on Beekeeping during last three years: -
- 7). Total number of participants / trainees trained during last three years: -
- 8). Details of Bank A/C
  - (i) A/C No :
  - (ii) Bank Name & address :
  - (iii) IFC code :
  - (iv) Bank Pin code :

**B. PROJECT DETAILS.**

- (1). Title of the Project/ Online Training programmes proposed (give introductory information, details of subject / topics, etc.): -
- (2). Name of States for which online trainings are proposed: -
- (3). Total number of online trainings proposed: -
- (4). Likely beneficiaries: -
- (5). Eligibility: -
- (6). Duration of each online training(s): -
- (7). No. of participants per online training: -
- (8). Tentative time schedule for the online trainings: -
- (9). Course Outline (details of theoretical & practicals): -
- (10). Expected output/ outcome: -
- (11). Total Cost of one online training: -
- (12). Assistance required per online training programme, indicate the following item-wise cost with justification: -
  - a) training material, b) Honorarium to Resource Persons, c) Miscellaneous/ Contingency expenses, etc.
- (13). Total cost of all the online training programmes proposed: -
- (14). Strategy for follow-up action after online training: -
- (15). Any other additional information about the project proposal: -
- (16). Details of 1% processing charges paid/ enclosed: - (i) Draft No. \_\_\_\_\_ (ii) Date of Draft \_\_\_\_\_ (iii) Draft Amount \_\_\_\_\_ (iv) Issuing Bank/ Branch \_\_\_\_\_

**It is stated that the above mentioned information/statements relating to the Institute/ Organization & proposal are correct, complete and true to the best of our knowledge and belief. In the event of any information /statements being found to be false or incorrect the Institute/ Organization will be held responsible for the same and the funds received by the Institute/ Organization will be returned with the penalties imposed by the Board (NBB).**

**Signature of Principal Officer/  
Investigator with Seal.  
Seal.**

**Date:**

**Signature of Head of the  
Institute/ Organization/ Deptt with**

**Date:**

**Note:-**

1. For the details of approved rates of assistance under NBHM scheme please visit the website: ([www.nbhm.gov.in/](http://www.nbhm.gov.in/) [www.nbb.gov.in](http://www.nbb.gov.in) )
2. Project proposal in this format along with 1% processing charges of the total cost of the proposal in the form of demand draft in favour of "National Bee Board" payable at New Delhi be submitted to the concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., as may be the case, as per NBHM guidelines. The concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., after examining/ scrutiny and approval of the competent authority may submit proposal(s) to National Bee Board, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India, B-wing, IInd Floor, Janpath Bhawan, New Delhi-110001. The processing charges are non-refundable, if the proposal is considered for funding under NBHM by NBB.
3. Research institutions (ICAR) / SAUs are exempted from paying the processing charges.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers' Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers' Welfare**  
**Government of India**

'B' Wing, 2<sup>nd</sup> Floor, Janpath Bhawan,  
Janpath, New Delhi-110001

**Administrative/ Office Management cost**

Indicative Composition of Technical Support Group under NBHM for NBHM Cell/ PMU:-

**A. National Level:**

S.N.	Items	Total	Honorarium per Month (In Rs.)	Remarks
1.	Chief Consultant	01	1,00000/-	Technical
2.	Consultant (Need Based)	04	70,000/-	-do-
3.	Technical Assistant	02	45,000/-	-do-
4.	Accountant	01	35,000/-	Resource Person
5.	Office Assistant	01	35,000/-	Resource Person
6.	Data Entry Operator	02	25,000/-	Supporting Staff
7.	MTS	01	20,000/-	Supporting Staff

**B. State Level:**

S.N.	Items	Total	Honorarium per Month (In Rs.)	Remarks
1.	Consultant	As per requirement & resource availability	50,000	Technical. May be managed out of out of Management Support
2.	Office Assistant	-do-	25,000/-	Resource Person. May be managed out of out of Management Support.
3.	Data Entry Operator	-do-	15,000/-	Supporting Staff. May be managed out of out of Management Support.

**C. District Level:**

S.N.	Items	Total	Honorarium per Month (In Rs.)	Remarks
1.	Consultant	As per requirement & resource availability	30,000	Technical. May be managed out of out of Management Support
2.	Assistant	-do-	20,000/-	Resource Person. May be managed out of out of Management Support.

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC &FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**FORMAT**

**PROJECT PROPOSAL FOR INTEGRATED DEVELOPMENT OF BEEKEEPING INCLUDING  
DEVELOPMENT/ SETTING UP OF INFRASTRUCTURAL FACILITIES UNDER NBHM IN -----  
-----DISTRICT/AREA-DIVISION OF -----**

**A. Details of the Organization:**

1. Name and location of the Organization
2. Name & address of the Principal Officer (along with telephone No., Fax, e-mail, etc.)
3. Existing infrastructural facilities relating to beekeeping, processing, storage, etc. and awareness. Capacity building programmes/ exposure visits, etc.:-
4. Other related facilities including teaching aid available, etc.:-
5. Staff available including Resource personnel, etc.: –
6. Detail of on –going and completed projects:

The details of on– going and completed projects in the field of overall development of scientific beekeeping taken by the organization during last five years.

Sl. N.	Project Title / Details	Year	Duration	No. of Participations	Project Cost (Rs. In Lakhs)	Sponsoring Organization/ Agency
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**7. Bank details:**

- (i) A/C No :
- (ii) Bank Name & address :
- (iii) IFC code :
- (iv) Bank Pin code :

8. Details about Organization including objectives, experience in implementation of beekeeping activities, etc.:

**B. DETAILS OF THE PROJECT**

1. Project title :
2. Location of the project:
3. Duration of the project (number of months) :
4. Total Cost, including Capital Cost & Recurring Cost, etc. for infrastructural facilities:

5. Amount proposed for assistance under NBHM from NBB :
6. Background of the project :
7. Description of problem:
8. Rationale for taking up the project:
9. Challenges, weaknesses & strengths of the Organisation:
10. Description of Proposal
11. Objectives of the project:
12. Linkage with S&T Insttts./ NGOs/ resource persons/ R&D organization/ Industry/ other organizations working in this area for technical backup:
13. Methodology detailing stepwise activities and sub-activities:
  - I. Selection of project area, etc.:  
Thrust be given in **Sansad Adarsh Villages, Tribal areas, areas affected by elephants** under the project.
  - II. Status of Beekeeping/ Beekeepers in the project area:
  - III. Details of Formation of Farmers/ Beekeepers Interested Groups (FIGs)/ Self Help Groups (SHGs)/ Farmer Producers Companies (FPCs) in beekeeping, etc.:
  - IV. Details of organizing Seminars/ Awareness programmes/ trainings/ Exposure visits, etc. on beekeeping:
  - V. Status of adoption of scientific beekeeping by beekeepers/ farmers in the project area:
  - VI. Existing infrastructural facilities including storage, collection, marketing, etc. centres/ labs, Honey Processing Plant/ Unit, etc. in the area:
14. The component wise physical and financial details along with details of duration of the activity, time schedule/ period of the activity, etc. for all the components/ activities proposed under the project for implementation should be **Annexed**.
15. **Work Plan:**
  - (i) Detailed work plan may be worked out and incorporated in the proposal for each & every activity proposed in proposal.
  - (ii) Item-wise cost with justification for Awareness programmes/ Seminars/ Trainings/ Exposure Visits, etc. (the proposal in prescribed Performa given in the guidelines be enclosed).
16. **Output of the Project:**
17. **Likely Impact:**
18. **Parameters for implementation & monitoring effectiveness of project:**
19. **Measures for Sustainability of the Project(s):**
20. **Any other additional information about the project proposal(s): -**
21. Please enclose Detailed Project Report (DPR) and all supporting documents in case of proposal for Infrastructural facilities. For Capacity Building/ Trainings/ Seminars/ Exposure visits, etc. Please enclosed the proposal in prescribed formats given in guidelines:
22. Details of 1% processing charges paid / enclosed:- (i) Draft No. (ii) Date of Draft (iii) Draft Amount (iv) Issuing Bank/ Branch:-

### **23. Enclosures:**

- (i) DPR for infrastructure related activities with supporting documents.
- (ii) Proposals for Capacity Building/ Trainings/ Seminars/ Exposure visits with supporting documents.
- (iii) Demand Draft for 1% processing fee for Rs. \_\_\_\_\_ dated \_\_\_\_ issued in favour of “National Bee Board”
- (iv) Details about society/ organization/ agency along with details of activities implemented/ conducted, etc.
- (v) Other related details :

It is stated that the above mentioned information/ statements relating to the Institute/ Agency/ Organization/ Department & Project are correct, complete and true to the best of our knowledge and belief. In the event of any information/ statements being found to be false or incorrect the Institute/ Organization/ Agency/ Department will be held responsible for the same and the funds received by the Institute/Organization/ Agency/ Department will be returned with the penalties imposed by the Board (NBB) to NBB.

**Signature of Principal Officer/  
Investigator with Seal.**

**Signature of Head of the  
Institute/Organization/ Deptt with Seal.**

**Date:**

**Date:**

#### **Note:-**

1. For the details of approved rates of assistance under NBHM scheme please visit the website: ([www.nbhm.gov.in/](http://www.nbhm.gov.in/) [www.nbb.gov.in](http://www.nbb.gov.in/) )
2. Project proposal in this format along with 1% processing charges of the total cost of the proposal in the form of demand draft in favour of “National Bee Board” payable at New Delhi be submitted to the concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., as may be the case, as per NBHM guidelines. The concerned nodal implementing agencies/ organizations/ Deptts., of the State Govt./ Ministries/ Departments of Central Govt., etc., after examining/ scrutiny and approval of the competent authority may submit proposal(s) to National Bee Board, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Ministry of Agriculture and Farmers Welfare, Govt. of India, B-wing, IInd Floor, Janpath Bhawan, New Delhi-110001. The processing charges are non-refundable, if the proposal is considered for funding under NBHM by NBB.
3. Research institutions (ICAR) / SAUs are exempted from paying the processing charges.

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC & FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**FORMAT FOR PHYSICAL AND FINANCIAL PROGRESS REPORT**

(Physical in Nos. & Financial Rs. In Lakhs)

S.N	Component	Cost Norms	Pattern of Assistance	Physical		Financial	
				Target	Achievement	Target	Achievement
1							
2							
3							
4							

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC & FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**  
**FORM NO. GFR 12 –A**

{(See Rule 238(1)}

**FORM OF UTILIZATION CERTIFICATE**

**FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

**UTILIZATION CERTIFICATE FOR THE YEAR ..... in respect of recurring/non-recurring**

**GRANTS-IN-AID/ SALARIES/ CREATION OF CAPITAL ASSETS**

1. **Name of the Scheme:** National Beekeeping & Honey Mission (NBHM) for setting up of infrastructural facilities/ implementation of other activities.
2. **Details of Activity/ Activities:**
3. **Whether recurring or non-recurring grants:**
4. **Grants position of the beginning of the Financial Year ..... :**
  - (i) **Cash in Hand/Bank :**
  - (ii) **Unadjusted advances:**
  - (iii) **Total:**
5. **Details of grants received, expenditure incurred and closing balances (Actuals):**

(Amount Rs. in lakhs)

Unspent Balances of Grants received previous years (Figure as at Sl.No. 3(iii))	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year As on date				Total Available funds {(1+2+4 iv) – 3 }	Expenditure incurred	Closing Balances (5-6)
			1	2	3	4			
			Sanction No. (i)	Date (ii)	Amount sanctioned/ Approved (iii)	Amount released (iv)			

**6. Component wise utilization of grants/sanctioned amount:**

Grant-in-aid General (utilized)	Grant-in-aid Salary (utilized)	Grant-in-aid creation of capital assets (utilized)	Total utilized
1	2	3	4 (1+2+3)

**7. Details of grants position of the end of the year (as on date)**

- (i) **Cash in Hand/Bank:**
- (ii) **Unadjusted Advances:**
- (iii) **Total :**

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

continued-2

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/ Rules/ Standing instructions (Societies Act/ Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/ accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rues/Standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under **NBHM** (name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at **Format-I** duly enclosed.
- (viii) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at **Format-II**.
- (ix) Activity/ component-wise physical & financial progress report be submitted in **Format-III**.

Date:

Place:

Signature

Name:

**Chief Finance Officer  
(Head of the Finance)**

Mobile No.

Signature

Name:

**Head of the Organization:**

Mobile No.

Stamp of Organization

Signature

Name:

Details of Chartered Accountant

Stamp of CA Firm

**NATIONAL BEE BOARD**  
**DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE**  
**MINISTRY OF AGRICULTURE & FARMERS WELFARE**

The Scheme and Ministries/ Departments-wise details of component/ activity for which Grant-in-Aid received under various Schemes/projects from various Ministries/ Departments during the year \_\_\_\_\_ are given as under:

**1. Name of Ministry/ Department:**

- A. National Bee Board, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Govt. of India.
- B. **Name of the Schemes :** National Beekeeping & Honey Mission (NBHM) for setting up of infrastructural facilities/ implementation of other activities.

(Amount Rs. in lakhs)

S.N.	Particulars		Sanction No. & date	Amount sanctioned	Amount released	Amount utilized	Balance amount	Remarks/ Name of the State etc.
	Components	Nos.						
1	2	3	4	5	6	7	8	9
1								
2.								
3.								
4.								
5.								
6.								
7.								
...								
	<b>Total</b>							

C. Name of other Departments/ Ministries from which Grant-in-Aid received by the organization:

D. Name of Schemes:

S.N.	Particulars		Sanction No. & date	Amount sanctioned	Amount released	Amount utilized	Balance amount	Remarks/ Name of the State etc.
	Components	Nos.						
1	2	3	4	5	6	7	8	9
1								
2.								
3.								
...								
	<b>Total</b>							

Signature  
Name:  
**Chief Finance Officer**  
**(Head of the Finance)**  
Mobile No.  
Date:

Signature  
Name:  
**Head of the Organization:**  
Mobile No.  
Stamp of Organization  
Date:

Signature  
Name:  
Details of Chartered Accountant  
Stamp of CA Firm



**NATIONAL BEE BOARD  
DEPARTMENT OF AGRICULTURE, COOPERATION & FARMERS WELFARE  
MINISTRY OF AGRICULTURE & FARMERS WELFARE**

**Format-I**

**State wise and Component/activity-wise details of beneficiaries of activities implemented during the year.....by the implementing agencies**

S.N	Components	(Phy. In Nos. & Fin. Rs. in Lakhs)											Remark/ Details of Outcomes	
		Targets			Achievements									Fin.
		Phy. (No. of activity)	Phy. (no. of beneficiaries)	Fin.	Phy. (No. of activity)	Phy. (no. of beneficiaries)								
						Gen.	SC	ST	OBC	Women	Others	Total		
1														
2														
3														
4														
5														
6														
....														
	<b>Total</b>													

**Note: Activity-wise detailed note for main outputs & outcomes from implementation of the activities should also be enclosed alongwith documents.**

**National Bee Board**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

**CHECK LIST FOR CONDUCT OF “NATIONAL/ STATE LEVEL SEMINAR/ WITHIN THE STATE AND OUTSIDE THE STATE TRAININGS/ WITHIN THE STATE AND OUTSIDE THE STATE EXPOSURE VISITS/ OTHER ACTIVITIES OF BEEKEEPING” AND SUBMISSION OF RECORDS, DOCUMENTS, BILLS OF EXPENDITURE, ETC ON COMPLETION OF THE EVENT**

- (1) **Covering Letter** in the Letter head of the Organization, containing the project proposal duly signed filled in the prescribed format should be submitted to NBB along with a bank Demand Draft for prescribed 1% Processing fee on the cost of the proposal, and making a request for allotment of the respective event;
- (2) On **completion of the event**, while submitting the records for claiming full and final payment from NBB, it should contain the following documents:
  - (i) **Covering letter** in the letter head of the Organization containing the number and date of the sanction letter issued by the National Bee Board, a para on successful completion of the event quoting the **period of event, venue, number of participants, information on VIPs/ Experts attended**, and other relevant details such as cost incurred on the event, Cheque No. and date, RTGS, vide which the first installment was received, contributions by the organization, and a request for release of full and final payment, etc.;
  - (ii) An **Annexure** is to be attached with the covering letter which should invariably show a list of all documents/ bills of expenditure/ newspaper cuttings/ photographs/ CD etc in the manner given below from (a) onwards;
    - (a) A copy of the **Detailed project proposal** submitted earlier in the prescribed proforma - as the case may be;
    - (b) A copy of **sanction letter** issued by the National Bee Board;
    - (c) **Schedule of the event and Topic of the Programme**, showing the minute to minute details of activities, lectures, trainings, field visits, talks by Experts, etc. for the entire programme in case of seminars/ trainings/ exposure visits, etc. ;
    - (d) A small note showing the **Criteria for selection of participants** indicating the need of the participants in general, their desire to learn and to take up the beekeeping as work for livelihood, etc. if capacity building programmes/ awareness/ seminars, etc. conducted.
    - (e) A **List of Invitees** to be typed in **A-4 sheet** containing their addresses in full and contact number, if any (in case of trainings/ exposure visits/ seminars, etc.);
    - (f) A **List of Participants**, to be typed in **A-4 sheet, containing complete address, contact nos. etc. along with soft copy** (in case of trainings/ exposure visits/ seminars, etc.);
    - (g) A **List of Participants** for whom **arrangements for stay** were made along with details of number of days of stay to attend the event to be typed in A-4 sheet (in case of trainings/ exposure visits/ seminars, etc.);
    - (h) **Attendance Sheet** indicating the date-wise signature of the presence of participation (in case of trainings/ exposure visits/ seminars, etc.);
    - (i) **Utilization Certificate** in the prescribed form GFR 12-A duly signed by the President or Chairman or Secretary of the Organization (for all activities);
    - (j) **Utilization Certificate** in the prescribed form GFR 12-A on the letter head duly signed by the **Chartered Accountant** (for all activities);
    - (k) **Income and Expenditure Statement** of the event duly certified by the Chartered Accountant on his letter head (for all activities);
    - (l) **Receipt and Payment Statement** of the event duly certified by the Chartered Accountant on his letter head (for all activities);
    - (m) A **Certificate** on the letter head of the Organization duly signed by Chairman or Secretary with regard to **confirmation** that the grant-in-aid received from NBB had been fully utilized and was totally spent for the purpose for which it was sanctioned and no refund is required to be made (for all activities);

- (n) A **Certificate** on the letter head of the Organization duly signed by Chairman or Secretary indicating that the excess expenditure over and above the sanctioned amount in the proposed event was borne by the Organization from its own resources or other resources/sources (for all activities);
- (o) A **certificate** on the letter head of the Organization duly signed by Chairman or Secretary stating that no permanent or semi-permanent Assets had been acquired or created wholly or substantially out of the grant received from the National Bee Board (in case of trainings/ exposure visits/ seminars, etc.);
- (p) A **Certificate**, wherever necessary, on the letter head of the Organization duly signed by Chairman or Secretary mentioning that the permanent or semi-permanent Assets acquired or created wholly or substantially out of the grant received from the National Bee Board **as per terms and conditions in the sanction letter** shall not, without prior permission of the Board, be disposed of. Further, the Assets shall not be encumbered/ or utilized for the purpose other than those for which the grant is sanctioned (for infrastructural facilities);
- (q) A **Statement** neatly typed showing Item-wise and Component-wise details of Expenditure and invariably containing title of the Component, item, Voucher No. and date, Bill No. and Date and Total Amount for verification of all the Bills submitted (for all activities);
- (r) **Bills, in original**, for each and every expenditure, incurred on the event duly certified by the Organizer. In case the Bills are small in size, paste one or two Bills on a single sheet of A-4 size. Each bill should be accompanied by a Voucher of having paid the amount duly signed by the Organizer (for all activities);
- (s) **Statement of Travelling Allowance** in the prescribed format, copy enclosed, along with Ticket/ Receipt/ Bill Nos. duly signed by the participants/ organizer for claiming the actual fare or TA as admissible whichever is less (**in case of trainings/ exposure visits/ seminars, etc.**);
- (t) Arrangements should be made to take one set of **photographs** [at least 1 Roll for trainings / exposure visits], to issue a press release and to bring an Article of the event in the newspapers [at least one news item for trainings / exposure visits] (for all activities).
- (u) A copy of **Video** prepared for the event along with **CD** prepared on the event, The information consisting of schedule and topic of the event, list of Invitees and Participants, detailed Progress Report and Proceedings with recommendations, etc. should also be provided in soft copy in CDs (for all activities).
- (v) **Newspaper clippings** - At least one or two clippings along with Press Release Note should be furnished of having highlighted the event under the auspicious of the National Bee Board (for all activities);
- (w) **Press Release** - Copies of Press Release Notes, wherever such notes on the Seminar, Trainings had been released, should be furnished (for all activities).
- (x) **Report on Proceedings and Recommendations / Suggestions, if any, for improvement** - Report should furnish information on daily events, lectures of the experts, opinion of the trainees, evaluation of the entire event, suggestions, recommendations for improvement (**in case of trainings/ exposure visits/ seminars, etc.**).
- (f) The implementing agencies/ organizations/ agencies/ institutes/ CAUs/ SAUs, etc. (Societies/ Firms/ Companies/ Organizations), before starting the project should give an advertisement in local newspapers for inviting the interested farmers/ beekeepers/ rural mass for participating in beekeeping activities to be undertaken under the project (for all activities);
- (g) Any other details, if any:-

All the documents should be sent in A-4 size sheet. No half-a-page, quarter-page documents should be sent.



National Bee Board (NBB)  
Department of Agriculture, Cooperation and Farmers Welfare (DAC &FW)  
Ministry of Agriculture and Farmers Welfare  
Government of India

**Registration cum feedback form to be filled by the farmers/ bee-keepers/ participants participated in the activities conducted by the Member Societies/ Firms/Companies of NBB under schemes of NBB/NBHM, DAC&FW.**

1. Name and address of the organizer/ member Society/ Firm/ Company of NBB:
2. Name of activity in which participated:
3. Duration and dates of the activity:
4. Venue of the activity:
5. Name of the participant:
6. Address of the participant:
7. Contact No. & E-mail of the participant:
8. Date of Birth and age as on date of participation:
9. Category: Gen/SC/ST/OBC etc:
10. Occupation:

Photo of participant

Date:

Signature of the participant

**Feedback about the programme/ activity:**

1. Level of knowledge given in the activity/ programme:
2. Lodging & Boarding arrangements:
3. Practical knowledge offered:
4. Reimburse of TA:
5. Other remarks about programme/ activity:
6. Overall rating to the programme/activity: Satisfactory/ Good/ Very good/ Excellent.

Date:  
Venue:

Signature of the participant

National Bee Board (NBB)  
Department of Agriculture, Cooperation and Farmers Welfare (DAC &FW)  
Ministry of Agriculture and Farmers Welfare  
Government of India

**Invitation cum information letter for programmes/ activities to be conducted by the Member Societies/ Firms/ Companies of NBB for promotion of Scientific Beekeeping in the Country.**

1. Name and address of the member Society/ Firm/ Company of NBB:
2. Name and contact details of Head coordinator of the Society/ Firm/ Company:
  - i. Mobile No:
  - ii. E-mail:
3. Details of funding agency: National Bee Board/.....
4. Details of the activities/ programmes proposed for implementation:
  - i.Name of the activity :
  - ii.Duration:
  - iii.Venue :
  - iv.No. of participants expected:
  - v.Area/ District/ State for which participants are expected:
  - vi.Dates of start & completion of activity:

Signature of Head/ Coordinator of  
the programme/ Society/ Firm/ Company

Date:  
Place:

**National Bee Board (NBB)**  
**Department of Agriculture, Cooperation and Farmers Welfare (DAC &FW)**  
**Ministry of Agriculture and Farmers Welfare**  
**Government of India**

Submit the proposal in prescribed format ( <b>Appendix-XX</b> ) for the <b>following activities alongwith format (given below) and DPR by incorporating all details for each and every item and following the guidelines/ norms of</b> revised NBHM.
<b>MM-I (Main Infrastructural Facilities covered under NBHM)</b>
Setting up of IBDC, setting up of Quality Nucleus Stock Development Centers, development of bee breeders, setting up of honey & other beehive quality control labs, Mini Labs, setting up of disease diagnostic labs, setting up of Beekeeping Equipment Manufacturing Units, Custom Hiring Centre, Api therapy centre.
<b>MM-II (Infrastructural Facilities covered under NBHM)</b>
I. Honey & other beehive products collection, trading, branding, marketing, etc. centres: II. Packaging, Storages, Cold Storage, etc. for Honey & other beehive products: III. Honey & other beehive products Processing Units/Plants: IV. Renovation/ Extension of Old Honey & Other Beehive Products Processing Units/ Plants: V. Setting up of Honey & other beehive products in house testing labs in Honey Processing Units:
<b>MM-III</b> <b>For All project details should be given as per the format given below while submitting the Project/DPR relating to R&amp;D:</b>

Format to be attached with DPR

S.L.	Component/ Activity	Capacity (MT)/ Area Covered/ Constructed in Sq. mtrs.	Per unit cost/ Rate of construction as per CPWD/ PWD etc.	Phy. (Nos.)	Total Cost	Assistance requested under NBHM (Rs. in lakh)
					Fin. (Rs. in Lakh)	
1	Shed and civil works (infrastructure) etc. area covered/ Constructed and capacity of storage in <b>Sq. mtrs.</b>					
2	Plant equipments, machineries etc. (It should include details of each and every equipment/ Machinery etc.)- Capacity					
3	Manpower/ Management cost					