

By Speed post

STATE MEDICINAL PLANTS BOARD, TAMIL NADU

ANNA HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI-106.

Phone No. 044-26222565; Email.ID. tnsmpb@gmail.com

Thiru.T.Mohanraj, IAS,
Nodal officer / Member Secretary/CEO(i/c)

Ref.No: 018/SMPB/2022.

Date:09.03.2023

To

All the registered stakeholders
(NGO's & Private Institution)

Sub: TNSMPB – Request to submit necessary supporting documents
with school herbal garden project proposals under Central Sector
Scheme – Intimation to Stakeholder's – Reg.

This is to inform that, all the TNSMPB stakeholder to strictly follow and submit the following necessary supporting documents for "the project Establishment of school herbal garden in school premises", as mentioned below,

1. District CEO, approval letter copy
2. School Head Master approval letter copy (only High schools/Hr. Sec. schools) saying that,
- c. This is to certify that, there are **500 sq meter** land in our (name of the school) with water facilities and compound wall in our school. This land for establishment of school herbal garden only, we will not use this land is for any other purpose or destroy/damage for up to 10 years.

So, I permit the (NGO name) to establish school herbal garden in our school premises.

(Signature with date, seal and contact number in separate page)

- d. The NGOs and schools should develop a formal MoU between NGOs and schools and following statements should be there,

Responsibilities of NGOs:

- v. NGOs will be the full responsible for establishment of school herbal garden with 10-15 plants including 5 medicinal tree species.
- vi. NGO's should not disturb the classes for this program and should not collect any amount from the schools/students for setting up the garden.
- vii. NGOs should form an **ILANGI MANDRAM** with 10-15 nos. of High schools/Hr. Sec. School's students with leader as Head Master. These students may be

- involved in the labelling of medicinal plants name and uses, watering. This may enhance the student's knowledge on herbal plants.
- viii. NGOs will be the full responsible for maintaining the herbal garden including weeding, organic fertilizer, fencing and replacement of herbal plants, in case of dry/damage (in any way) herbal plants in the schools herbal gardens up to 5 years until complete project periods.

Responsibilities of School:

- vi. The schools (Head Masters) may coordinate and encourage the establishment of herbal garden within their own school premises. The school land may be in separate plots also being able to utilize for this purpose.
- vii. School (The ILANGI MANDRAM) will be responsible for labelling names and uses of medicinal plants and irrigation.
- viii. School (The ILANGI MANDRAM) should make special arrangements with help of ILANGI MANDRAM students during school vacation period for irrigating the plants.
- ix. The school will be the responsibilities for maintaining the school herbal garden after 5 years.
- x. Project proposal should be with Title, Nature of the Activity / Proposal, Name and Designation of the PI & Co. PI, Competency of PI s., Objectives, Target Group, details of Budget, time line and work plan, Methodology, source of seedlings, Resource Persons, Outcome / Deliverable, Sustainability of the project.
6. Consolidated list of the schools (maximum 50 nos.) in a district with block and taluka wise with signature and seal of the NGOs.
7. Three years of auditing reports and annual reports with the signature and seal seal of the NGOs.
8. All the above said documents should be Bind properly (Spiral Binding) and three hard copies of same should be sent by post as bellow address:

The Member Secretary/CEO,
Tamil Nadu State Medicinal Plants Board,
Anna Hospital Campus,
Arumbakkam, Chennai - 600 106.

In case of missing any necessary supporting document which we said above, it will not consider for scrutinizing the proposals.


Member Secretary/CEO (i/c)

TNSMPB



