

**Formation of Biodiversity Management Committee (BMC) at  
Gram Panchayat/Block/District/M. Corp./Council/NAC\_\_\_\_\_**

To,

Date:\_\_\_\_\_

**The Member Secretary,**  
H.P. State Biodiversity Board,  
Paryavaran Bhawan, Near US Club, Shimla, H.P-171001

**Sub: Constitution of Biodiversity Management committee at Gram  
Panchayat/Block/District/M. Corp./Council/NAC level- reg.**

Sir,

It is resolved to constitute the Biodiversity Management Committee (BMC) by the Local Body under the Sub Section (I) of Section 41 of the Biological Diversity Act-2002 by the Local Pradhan of the village at Gram Panchayat Level. The details of the Seven Members Committee as attached below.

Thanking you.

Yours faithfully,

**Pradhan/Chairperson  
(GP/Block/District/M. Corp/Council/NAC)**

**Formation of Biodiversity Management Committee (BMC) at  
Gram Panchayat/Block/District/M. Corp./Council/NAC\_\_\_\_\_**

Resolution No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Gram Panchayat/Block/District/M. Corp./Council/NAC \_\_\_\_\_

Block \_\_\_\_\_ District \_\_\_\_\_

The meeting was held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM in \_\_\_\_\_ at Gram Panchayat/Block/District/M. Corp./Council/NAC Office, under the Chairperson of **Sh./Smt.** \_\_\_\_\_ the President/Pradhan, and with the consent of all the members \_\_\_\_\_ Biodiversity Management Committee was formed under section 41(1) of **Biological Diversity Act, 2002** and for the period of five years.

**Details of Committee Members**

Sr. No.	Name, Address, Phone	Age	Category	Signature
1			Chairperson	
2			Women Member	
3			Women Member	
4			SC/ST Member	
5			Member	
6			Member	
7			Secretary	

**a) Role and functions of Biodiversity Management Committee (BMC):**

1. Conservation and sustainable utilization of bio-resources within its area of jurisdiction.
2. Stop of illegal access of bio-resources within its area of jurisdiction
3. Furnishing of opinion to National Biodiversity Authority, Chennai and Himachal Pradesh State Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the Biological Diversity Act 2002.
5. Maintain data about local vaidyas and practitioners using biological resources.

6. Maintain register containing information about details of access biological resources and traditional knowledge granted, detail of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge for preparation of People's Biodiversity Register.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and Himachal Pradesh State Biodiversity Board from time to time.
9. Chairperson of the BMC is requested to complete the details of members along with identity proof as per Annexure-I and send it to the **Member Secretary**, Himachal Pradesh State Biodiversity Board, Paryavaran Bhawan, Near US Club, Shimla, H.P-171001. Phone No. 0177-2656559.
10. Local Technical Support Group which would be the non-formal members of the BMC should/can also be formulated as per details given in annexure-II.

**b) Meetings of BMCs:**

- BMC shall hold a minimum of 4 meetings in a year, and meet once at least in every 3 months.
- The meetings shall be chaired by the Chairperson of the BMC, and in his/her absence, by any other member elected by the members present.
- The quorum at every meeting shall be three including the chairperson and excluding official members.

**Signature**  
**Pradhan/Chairperson**  
**(GP/Block/District/M**  
**Council/M. Corpo./NAC)**

**Signature**  
**(Secretary/BDO/DPO/Secretary of ULB)**  
**Gram Panchayat/Block/District/M Council/M. Corpo./NAC**  
**Member of the Permanent Establishment**

## Detail of Biodiversity Management Committees

Category	Name of the Member	Father / Husband Name	Mobile (M), Telephone (T)	Age	Caste	Occupation	Identity Proof* (number)	Signature
Chairperson			(M) (T)					
Women Member			(M) (T)					
Women Member			(M) (T)					
SC/ST Member			(M) (T)					
Member			(M) (T)					
Member			(M) (T)					
Secretary			(M) (T)					

**\*Note:-** Aadhaar Card, Voter ID Card or PAN Card Number, kindly provide the photo copy of the same as Identity Proof

*Signature*  
Pradhan/Chairperson  
(GP/Block/District/M Council/M.  
Corpo./NAC)

*Signature*  
Chairperson Biodiversity Management Committee