



DIRECTORATE OF HORTICULTURE, DEPARTMENT OF AGRICULTURE, BIHAR



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Ref. No. :

/Hort., Patna, Date :

December, 2025

Subject : Call for Application for Nomination as member of National Makhana Board (NMB) (FPOs)

1) Background

The Government of India has constituted the National Makhana Board (NMB) to improve production, processing, value addition, marketing and export promotion of makhana. As part of the nomination process, Directorate of Horticulture, Department of Agriculture, Bihar has been entrusted with the responsibility to recommend a transparent panel of qualified, filtered and eligible stakeholders to GoI. Final nomination rests with GoI.

Category : Member nominee representing Makhana growers (FPO/FPC/Cooperatives, etc.)

2) Eligibility Criteria

Eligibility requirement	Evidence/verification
Legally registered FPO/FPC/Cooperative under applicable law (Companies Act 2013 / State Cooperative Act etc.).	Self-declaration + documentary proof as listed in Section 4
Minimum 3 years of operations from date of registration.	Self-declaration + documentary proof as listed in Section 4
Minimum 10 makhana producers as members; paid-up capital at least Rs 5 lakh.	Self-declaration + documentary proof as listed in Section 4
Members collectively cover at least 500 hectares dedicated to makhana (self-declaration + verifiable list).	Self-declaration + documentary proof as listed in Section 4
Positive net worth and audited financial statements for last 3 FYs (2022-23, 2023-24, 2024-25).	Self-declaration + documentary proof as listed in Section 4
No willful default/NPAs; not blacklisted; governance in place (BOD, CEO/Manager, records).	Self-declaration + documentary proof as listed in Section 4

3) Preferable

- (i) Average annual turnover of last 3 FYs at least Rs 2 crore from makhana and allied activities.
- (ii) NABARD assessment/performance score or grading (where available).
- (iii) Documented business plan and digital bookkeeping/traceability for procurement and sales.
- (iv) Aggregation/collective marketing, input supply, seed (gurri) multiplication or primary processing services.
- (v) Evidence of member capacity building and inclusive membership (women/SC/ST).

4) Documents Required

- (i) Certificate of Incorporation/Registration, MoA/AoA/Bye-laws and latest list of members.
- (ii) Board resolution nominating one authorised representative (name, designation, contact).
- (iii) Audited Balance Sheet and P&L for last 3 FYs; CA certificate on net worth and turnover.
- (iv) GST registration (if applicable), bank details, and latest return/statement (for verification).
- (v) Business plan (yearly) and proof of makhana area/member landholding summary.
- (vi) Declarations/undertakings (CoI, non-lobbying, authenticity, consent to verification).

LEAKAGE-PROOF / ANTI-BOGUS MEASURES

- (i) Only direct applications (no agent/representative). One applicant = one application for this category.
- (ii) Applications will be cross-verified using official portals/records (land records, MCA, GSTN, DGFT- IEC, FSSAI etc., as applicable).
- (iii) Physical verification/site visit and telephonic reference checks may be conducted without prior notice.
- (iv) Any false/forged document or misrepresentation will lead to rejection and may invite legal action and debarment from future empanelment.
- (v) Applicants must sign Conflict-of-Interest and Non-lobbying declarations; related-party interests must be disclosed.

5) How to Apply

- (i) Submit the filled Annexure-I application form along with self-attested copies of documents (Section 4).
- (ii) Submission mode (choose one and strike off the other): (a) Hard copy at [Address] OR (b) Email to [email] with subject: 'NMB Application - FPOs'.
- (iii) Provide a single PDF file (max 10 MB) for email submissions; name the file as: <Category>_<ApplicantName>_<Mobile>.pdf.
- (iv) For any query, contact: Smt. Ruby Kumari, Deputy Director Horticulture, Mobile: 9031643115

6) Scrutiny & Recommendation Process

- (i) Stage 1: Document completeness and eligibility screening.
- (ii) Stage 2: Desk verification of claims using official databases/records and financial/compliance documents.
- (iii) Stage 3: Field verification/site visit (where applicable) and stakeholder reference checks.
- (iv) Stage 4: Screening Committee scoring and preparation of category-wise panel, panel of 3 names across each stakeholders position will be forwarded to GoI.
- (v) Stage 5: GoI/NMB will select and nominate members as per notified composition; this office has no role in final selection.

7) Important Notes

- (i) Incomplete applications will be rejected without notice.
- (ii) This is not a job or financial grant; it is a call for recommending names for nomination.
- (iii) Submission of application does not confer any right to be nominated.
- (iv) Applicants should be ready to attend meetings in Delhi/Bihar as and when called, as per GoI norms.

ANNEXURE-I: APPLICATION FORM (FPOs)

National Makhana Board (NMB) - Stakeholder Nomination Recommendation Panel

A) Applicant Details

1. Name of applicant / Entity	
2. Category	FPOs
3. Address (with District/State/Pin)	
4. Mobile & Email	
5. Unique IDs (as applicable)	Aadhaar: _____ PAN: _____ GSTIN: _____ IEC: _____ FSSAI: _____
6. Years of relevant makhana experience	
7. Brief profile (max 150 words)	
8. Key contribution to makhana sector (max 5 points)	
9. Any conflict-of-interest to disclose (Yes/No). If Yes, details	
10. Two references (name, organisation, mobile)	

B) Category-specific Information (attach sheets if needed)

Provide the following evidence summary in 5-8 bullet points

- (i) Production/operations scale
- (ii) Market reach
- (iii) Compliance and certifications
- (iv) Linkages with farmers/FPOs
- (v) Capacity-building or sector leadership
- (vi) Any awards/recognition

C) Declarations (Mandatory)

1. I/We declare that the information furnished is true and complete. I/We understand that false information/forged documents will lead to rejection and legal action.
2. I/We consent to verification of records, including field/site verification and reference checks.
3. I/We disclose that I/We have the following related-party interests in the makhana value chain (if any):
_____.
4. I/We undertake not to canvass/lobby for nomination and will maintain the dignity of the process.

Place: _____ Date: _____

Signature (Applicant/Authorised Signatory) with Seal: _____