



DIRECTORATE OF HORTICULTURE, DEPARTMENT OF AGRICULTURE, BIHAR



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Ref. No. :

/Hort., Patna, Date :

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

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 transparently panel of qualified, filtered and eligible stakeholders to Govt. Final nomination rests with Govt.

Category : Member nominee representing Makhana growers (individual farmer)

2) Eligibility Criteria

Eligibility requirement	Evidence/verification
Indian citizen; resident of a makhana-growing district and primarily engaged in makhana cultivation.	Self-declaration + documentary proof as listed in Section 4
Minimum 3 years continuous makhana cultivation track record.	Self-declaration + documentary proof as listed in Section 4
Minimum area under makhana cultivation: 5 hectares (own/lease documented).	Self-declaration + documentary proof as listed in Section 4
No conviction in any criminal case; not declared insolvent; not debarred/blacklisted by any Govt. agency.	Self-declaration + documentary proof as listed in Section 4
Willingness to disclose interests and sign Conflict-of-Interest (CoI) and Non-lobbying declaration.	Self-declaration + documentary proof as listed in Section 4
Consent for physical verification of fields, records and telephonic reference checks.	Self-declaration + documentary proof as listed in Section 4

3) Preferable

- (i) Participation in at least 5 capacity-building programmes (training/exposure/workshop) related to makhana.
- (ii) Demonstrated use of best agricultural practices (quality seed, GAP, safe inputs, water management).
- (iii) Seed (gurri) production/ supply contribution and/or community extension as master trainer/resource person.
- (iv) Awards/recognition in agriculture/makhana; demonstration plots; adoption of mechanisation/innovations.
- (v) Representation preference for women farmers and SC/ST/other vulnerable groups with strong track record.

4) Documents Required

- (i) Duly filled application form + recent photograph + self-attested ID (Aadhaar) and PAN.
- (ii) Land records/lease deed for makhana plots + latest Jamabandi/Khatiyan/Record of Rights.

- (iii) Proof of makhana cultivation for last 3 years: crop records, sale receipts, FPO procurement slips, or mandi slips.
- (iv) Geotagged photographs of field/ponds and storage; location pin/coordinates (mobile screenshot).
- (v) Training certificates/participation proof (if claimed) and award certificates (if any).
- (vi) Bank account details (cancelled cheque) for verification; declaration formats (Annexures).

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 - Farmers'.
- (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 (Transparent)

- (i) Stage 1: Document completeness and eligibility screening (non-negotiable criteria).
- (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 (FARMERS)

National Makhana Board (NMB) - Stakeholder Nomination Recommendation Panel

A) Applicant Details

1. Name of applicant / Entity	
2. Category	Farmers
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 (attach 1 additional page, maximum, if required):

- (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: _____