

Participatory Irrigation Management (PIM) Program

ICEF-WRD-PIM PROJECT,
MADHYA PRADESH
2004

MANUAL FOR THE MANAGEMENT OF CANAL RESTORATION WORKS



Developed by:
MP Water Resource Department and Action for Social Advancement
(ASA)
Bhopal

ASA
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INTRODUCTION

1.0 Irrigation Sector Reform In Madhya Pradesh - A Brief Introduction

The Government of Madhya Pradesh has shown firm commitment to reform the irrigation sector in the State. It has imbibed the spirit of farmers' participation in the management of irrigation projects and introduced Participatory Irrigation Management (PIM) program in all the irrigation schemes of the State. GoMP has introduced a bill in July 1999 and later **legislated as an Act entitled "Madhya Pradesh Sinchai Prabandhan Mein Krishkon Ki Bhagidari Adhiniyam- 1999"**

Over the period, a three tier organizational structure has been introduced, currently 1600 Farmers' Organizations (FOs) are operational in the state. The Management of the canal systems including O & M has been transferred to the elected FOs.

2.0 The Participatory Restoration and Irrigation management- ICEF project for supporting PIM program:

India Canada Environment Facility (ICEF) has sponsored a participatory irrigation management project on six identified sites in the state to demonstrate the process of shift from traditional to pragmatic participatory model. WRD has engaged 4 Non government organizations to support the project implementation and strengthen both WUAs and WRD teams at each site. The 4 year project envisages a qualitative change in project planning, implementation, monitoring and foster the community participation both in terms of cost sharing and responsibility sharing at each stage of project management. The project envisages enhanced capacity of FOs to manage irrigation system post project with ease, efficiency and equity.

2.1 Area, budget and specific problems to be addressed:

The WRD-ICEF-PIM project covers six sites with an ICA of about 48,000 hectare covering 6 schemes namely Samrat Ashok Sagar Project-major project with over 37000 ha ICA, 2 medium projects- Koncha, and Chhapi and 3 minor projects- Satak, Veersagar and Gora Tank, the later two are very old Chandela Tanks. The total budget outlay for the project is Rs 17.66 crores in 4 ½ years The project outlay includes Rs 13.21 Crores for restoration works and Rs 4.45 Crores for capacity building and other costs. 22 WUAs , 2 DCs 2 PC have been formed covering entire project

command area. The project identifies following problems to be addressed during the project period and envisages implementing sustainable solutions:

- Capacity building of the key stakeholders viz command community, FOs at all level, managing committees and WRD personnel directly involved in the process;
- Equitable and reliable distribution water among all water users specially focusing tail enders, deprived and women;
- Restoration of canal system to achieve the created potential on each site;

Currently, little over 32,000-hectare command area has been irrigated against the full irrigation potential of 48000 hectares. There may be several reasons for this gap of 15,640 hectares command area between actual and designed irrigation capacities. One of the major reason for the irrigation gap is that maintenance and rehabilitation works either have not been are either not been carried out or have been very inadequate. Similarly due to lack of awareness of the farmers of irrigation management, the water is not reaching to the tail end farmers and poor water application system causes water logging and salinity in low laying areas.

3.1 The Works Manual:

The Water Resource Department has its own Departmental Works Manual for implementing the construction and physical works through department itself or contractors appointed thereof. The WRD from time to time, issue circulars and GR/GOs to amend and or revise the manual and working norms befitting the eventualities and needs. Since, the FOs will be involved in canal restoration works under ICEF project, the Competent Authorities *i.e.* sub-engineers will understand their changing roles and responsibilities from implementer to facilitator and the FO will acquire new capacities to manage physical works. Draft Works Manual is prepared with an objective to provide model guidelines for smooth implementation of the project by all stakeholders including NGO partners to facilitate the entire process. A model agreement is appended with the works manual, to formalize understanding between the FO and the WRD for award of works.

4.0 Rational for collection of 30% farmers contribution towards restoration works:

Creating or augmenting water resources for use in agriculture has been the prime mover for socio-economic development in the state ever since independence. GoMP has invested crores of rupees in its construction, repair and maintenance for increasing agriculture production. This has led to increased production in some of the areas, however, created regional imbalance and serious dependency on government delivery system. The command community pays a paltry sum as water charges and over exploits the system. The imbalances within command are starker and have many socio-economic ramifications. Over the years, poor maintenance and abuse has led to under utilization even below 20 % of the created potential. On close scrutiny of the facts, it reveals that poor participation of the command community and lack of ownership are the main reasons for this treason. To set right the equation in favor of better capacity utilization and augment the created potential, community participation, in all its dimensions, is highly desirable.



The cost contribution from the farmers is proposed for the following purpose:

- Create strong sense of ownership and accountability towards the operation and maintenance of the system;
- Creating community awareness for quality of services;
- Encourage FOs to reduce their dependency on the government funds.
- Make FO financially self sustainable and encourage cost sharing at greater extent in all future endeavors

4.1 Farmers` contribution:

- The WUA will be responsible for collecting the contribution from its member farmers for rehabilitation of entire canal system including main, branch, distributaries and minor canal system. The farmers' contribution of 30% will be calculated on basis of total cost involved in restoration works and agreed by FO and WRD.
- Farmers will be encouraged to pay their contribution in cash before the start of the work to their respective WUA and on payment, the WUA will issue a cash receipt in form # 11 as prescribed in Act each time the farmer pay their contribution. The WUA in its general body

may decide the collection of farmers' contribution two installments depending upon local situation and urgency of the works.

- The first installment shall be paid before December 2004 and the second one before December 2005
- All the sums so collected by the WUA shall be deposited to the project account in the name of the Executive Engineer.



- The TC members and President of the FOs (WUA, DC and PC) shall be responsible for collecting contribution from the farmers of their working area. The FOs may distribute the roles and responsibilities according to their area of operation. If the WUA is large, the responsibility for collection is divided among several sub-groups.
- The NGOs shall persuade the farmers for paying contribution.
- The WUAs may identify and prioritize the works according to needs to bring the system to minimum functional level. In identifying such priority in the earlier phase of contribution it shall be born in the mind that people can immediate benefit of the works undertaken to earn their credibility, Technically work should start from head to tail reach but in case of urgency and inadequacy of farmers' contribution from certain reaches, the WUA may decide to reorganize the work according to needs and priorities to bring the system to at least minimum functional level.

4.2 Farmers' contribution agreement:

An agreement shall be signed between the water users and WUA. The purpose of this agreement is to develop sense of mutual trust, collective responsibility and transparency among water users and WUA for appropriate use of funds and to create sense of ownership among the farmers (A copy of agreement is attached as annexure)



4.4 Matching contribution by project:

- To execute canal restoration works, the Executive Engineer (EE) shall forward a formal requisition to the Project Manager for releasing project' matching contribution based on technical and administrative approval of the works and commensurate with farmers' contribution collected by respective WUA.
- The Project Manager shall obtain ICEF and GoMP contribution and release the matching fund to the project account of the respective EE in proportion to the funds collected as farmers' contribution.
 - At the division level, the project' matching funds shall be kept in a separate Bank Account in the name of Executive Engineer. The Executive Engineer will provide the funds to respective FO on receipt of bills and voucher signed by office bearers of FO and duly verified by competent officers of WRD.
 - FO will make payments to the contractors on the basis of measurements, and bills signed by competent officers and office bearers of FO.

ROLES AND RESPONSIBILITIES

5.0 Specific roles and responsibilities of WUA, NGO and WRD

All the works of canal restoration are to be carried out by FOs with the support of NGO and WRD. Timely and judicious implementation of mutually agreed and approved works shall be the common objective of all the partners. To achieve this, the partners need to be very clear about their role and responsibilities.

Following is an illustrative, not exhaustive list of roles and responsibilities set for the three key - partners in the process. The list is presented as per the sequence of interventions to be undertaken during various stages of works i.e. planning, execution, supervision and monitoring.

5.1 Sharing role and responsibility by FO:

At planning stage

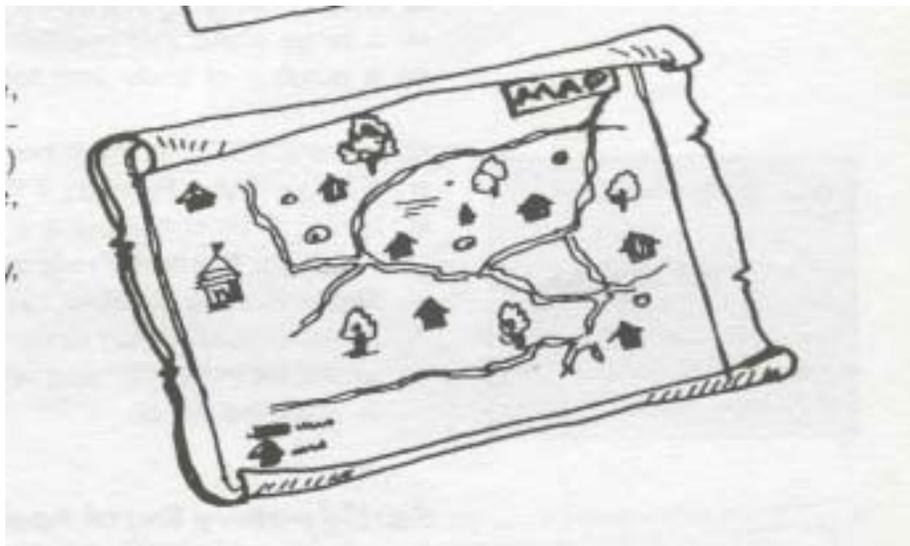
1. Organizing meeting of Managing Committee for understanding ICEF project and its provisions for canal restoration works;
2. Putting request through a formal letter of intent to the concerned canal officer for organizing participatory walk through for assessing canal restoration works.
3. Ensure equal participation from head reach, middle reach and tail reach villages / farmers in the walk through
4. Conduct participatory walk through involving women, farmers of the command area, WRD engineer and NGO representatives.



5. Discuss various problems and probable solutions on the spot;



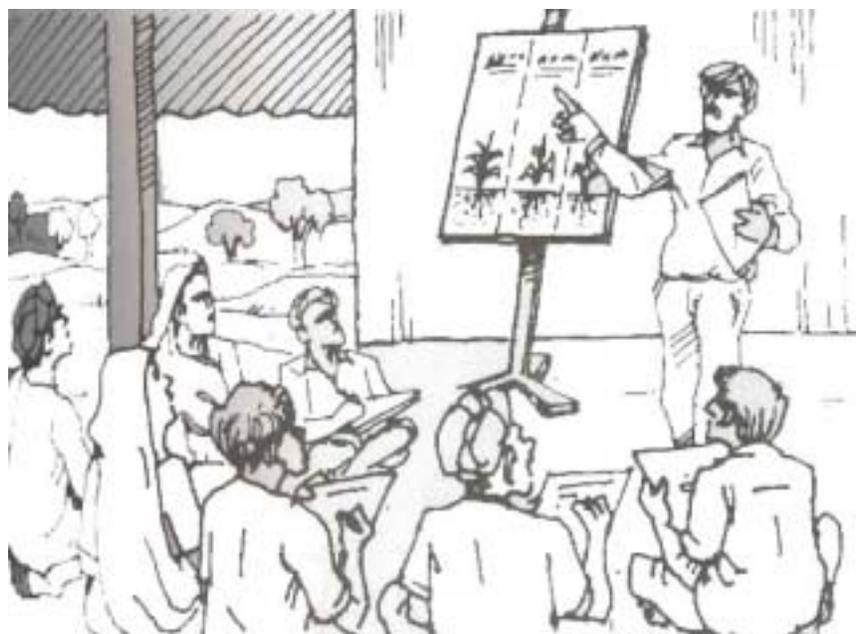
6. Get information from the WRD engineers regarding total cost of rehabilitation in Rs/ Ha of command area;
7. Prioritize repair works considering fund availability and urgency of works for minimum operational level and in accordance to hydraulic structures and their uses.
8. Arrange meetings of managing committee and finalize the priority based restoration plan.



9. Convene general body meeting of WUA for approval of canal restoration plan as proposed by managing committee;



10. Collect farmers' contribution with the help of NGO and WRD;
11. Constitute and authorize Works Sub-Committees for implementation of restoration works; define its functions, roles and responsibility.
12. Organize trainings and workshops for its members and water users in collaboration with NGO partners and WRD;



13. Coordinate with other WUAs falling under same hydraulic area of the canal system.
14. Arrange coordinate exposure visits for its members both within the project area and outside for vision building and cross-learning.



15. Sign agreement with the WRD for taking up restoration works.

At implementation of physical work:

16. Conduct meetings of general body and share the plan and estimates of the proposed canal restoration works to ensure maintaining transparency in process;
17. Award execution of works to appropriate agency following stipulated procedure as agreed upon by the project;
18. Obtained technical; specifications from concern WRD authorities for the approved works;



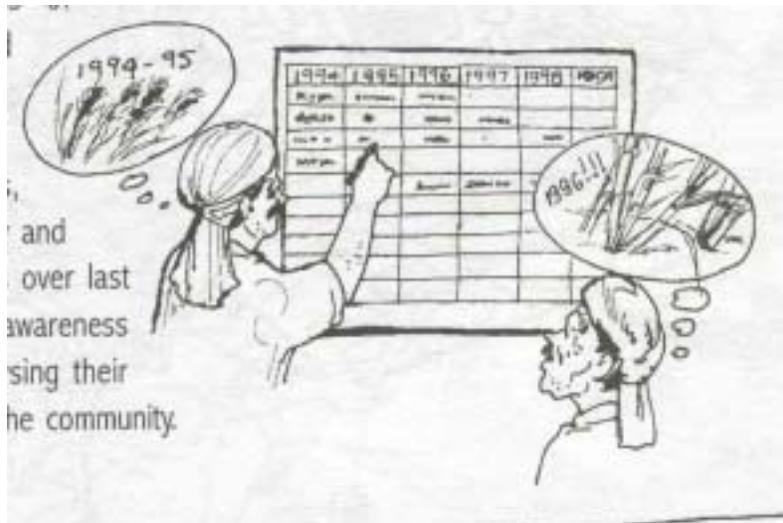
19. Arrange purchases of construction material as per desired quality and standard prescribed by WRD following proper procedure.



20. Coordinate with distributary committee and project committee for planning, implementing and monitoring of restoration works above minor canal system.
21. Supervise ongoing works on daily basis, coordinate measurement of works in consultation with WRD personnel, and keep records of the physical and financial progress at regular interval.



22. Ensure satisfactory completion of works within timeframe;



23. Ensure regular quality checks and put up the report to all concerned for any mid-course correction required if any;



24. Conduct meetings of general body for sharing work progress at implementation and completion stages.



25. Provide Work Completion certificate to the competent authority.
26. Resolve disputes arising between the water users during implementation process; report the matter if any concerning next higher level, FO;
27. Prepare and maintain records and documents in such manner as may be prescribed with authentication and surveillance by the representatives of FOs, WRG and NGOs;



28. Abide to the decisions of the higher-level FO and WRD authorities

5.2 Sharing of role and responsibility by WRD engineers:

WRD-At planning stage

1. Provide information on cost per hectare and contribution to be collected from the farmers, monitor planning and collection of contribution from the farmers;
2. Orient Managing Committee to understand ICEF project, its approach and provisions for canal restoration works, guide the farmers group during participatory walkthrough for assessing canal restoration works.
3. Ensure equal participation from head reach, middle reach and tail reach villages / farmers in the walkthrough,



4. Encourage involvement of women members of WUAs to participate in the PWT, coordinate the process with NGO in this regard;
5. Discuss PWT with the concerned water user group, various problems of water supply, provide various technical options to the farmers
6. Help the managing committee for prioritization of repair works considering fund limits and most urgent works need to be undertaken;
7. Explain farmers the hydraulic particulars of the canal system, type of structures and their characteristics.
8. Prepare priority based complete restoration plan; plan estimate of the proposed works as finalized by managing committee.
9. Facilitate meeting of general body of WUA at the stage of planning, implementing and completion of restoration works.
10. Provide/ arrange technical trainings to the Sub-Committees i.e. Works Committee, finance committee, construction material purchasing committee etc.
11. Monitor functions, roles and responsibilities given to Committee, finance committee and managing committee and provide feedback to the WUA for improvements in the process of implementation;

12. Ensure coordination among the WUAs falling under same hydraulic area of the canal system.
13. Facilitate farmers' exposure visits on technical aspects.
14. Explain office bearers the terms and conditions of the agreement to be signed between WRD and FO awarding restoration works.

WRD-At implementation stage

1. Act as a secretary of WUA for notification / inviting/ issue tenders to the interested certified agencies for awarding large/ special construction works.
2. Prepare comparative statement of tenders for the WUA to select the agency for executing works as per the standard specification and norms of the WRD
3. Assist WUA in processing the entire tendering process of physical works as per the norms and rules prescribed by WRD.
4. Provide layout plan, technical specifications of proposed and mutually agreed/ approved construction works.
5. Supervise ongoing works based on technical specification of WRD.



6. Guide the WUA sub-committee in purchasing good quality construction material as per standards, prescribed by WRD from appropriate vendors at appropriate time and price;
7. Assist WUAs for recording of measurements of works and in the process train WUAs for independent works for future;
8. Assist WUA in preparing bills at appropriate interval and forward the same for payment.
9. Provide guidance and hand holding support to the WUA for satisfactory completion of works in given stipulated time.
10. Coordinate compilation of Work Completion Certificate as and when required and verify the same for acceptance by appropriate agency.

11. Bring to the notice of WRD any tempering or changes made in the system, by any FO in contravention of the hydraulic particulars. He will ensure that action is taken in accordance with the Act.
12. Help in training any member identified by the FO in discharging their duties, guide the FO in maintaining various records and registers

5.3 Sharing role and responsibility by NGO person:

The NGOs will play the role of community mobilization, capacity / institutional building of FOs and will work to facilitate the change in their relationship with WRD, persuade the WRD personnel to understand and assume their changed roles.

1. Facilitate the FO in mobilizing water users community in the command area for collection of contribution;
2. Organize training for the Managing Committee for understanding ICEF project, its approach and provisions for canal restoration works.
3. Mobilize the farmers group during PWT conducted for assessing canal restoration works. Explain the importance of PWT to the farmers in advance. Ensure availability of technical information of the system, and its general understanding to the farmers
4. Encourage farmers to highlight the problems of water distribution during PWT.



5. Ensure participation of farmers from head reach, middle reach and tail reach villages / farmers in the walkthrough.
6. Mobilize WUAs for women's involvement in the PWT; develop common understanding on women's priority in use of canal water.
7. Ensure proper communication and coordination between FO and WRD staff.
8. Facilitate PWT for open and transparent diagnosis of the canal system.
9. Provide input on socio-economic issues of irrigation management and their possible remedies during PWT.
10. Built farmers capacity to draw sketch diagram for restoration plan of canal network.

11. Providing information to the WUA office bearers regarding assessment and allocation of sources for canal rehabilitation works.
12. Help FOs for prioritizing repair works considering availability fund and urgency of works.
13. Facilitate meetings of general body/ managing committee of WUA; help FO in setting up agenda and arrive at appropriate decisions for the effective implementation of work.
14. Monitor functions, roles and responsibilities given to Committee, finance committee and managing committee and feedback to the WUA for further improvements.
15. Ensure coordination among the WUAs falling under same hydraulic area of the canal system.
16. Arrange farmers' exposure visit to other areas.
17. Explain to the office bearers the terms and conditions of the agreement to be signed between WRD and FO awarding restoration works.
18. Ensure transparency in tendering process; assist WUA in day-to-day supervision of construction works.
19. Strengthen feedback mechanism to the WUA and WRD engineer on restoration works.
20. Assist WUA sub-committee in purchasing of quality construction material as per standard prescribed by WRD.
21. Develop skill and capacity of WUA for record keeping, measurement and account keeping
22. Awakening farmers ownership for the canal system

PLANNING OF WORKS

6.0 Participatory assessment of physical works

- All stakeholders should be involved in joint assessment of canal restoration works through PWT;
- The joint group of water users, WUA office bearers, WRD and NGO partners should walk along the canal system to study all the structure of water conveyance system and record its present status, problems and possible solutions.



- The Chairperson/ President along with the Managing Committee members should organize the participatory walkthrough within the area of operation of the FOs. The competent authority should assist the FOs in preparation of detailed list of works to be undertaken. The detailed roles and responsibilities of all the three parties are given in the earlier section.

6.1 Some helpful tips for conducting participatory walk through

- Ensure active participation of the farmers, communicate in advance all farmers through small group meetings, display information at prominent sites in the village, distribute written communiqué, use local channels traditionally used by the community for dissemination of information within community (drum beating etc...)
- **Give sufficient time to PWT exercise; don't try to finish the PWT in great hurry. The PWT can be conducted in stages. If the group is not satisfied with previous walkthrough survey, organize resurvey to finalize the list of works.**
- Conduct PWT effectively by ensuring the size of farmers group (ideally a group of 10-20 farmers suits the purpose), The consultation process should be continued with more number of farmers in pre and post PWT meetings.
- Conduct PWT in clear field conditions, remove dense shrubs and other obstacles for proper diagnosis of the problem;
- Encourage discussion among the farmer for identifying the most appropriate solutions;
- Give attention to assess most common problems of irrigation, discuss individual problems separately and built collective perspective on such issues to resolve them in future;
- Always start and end a walkthrough survey by conducting a meeting of farmers in head/ middle and tail village.
- Respect the farmers' views, listen them carefully let farmers speak freely about their problems and possible solutions.
- Do not attempt topographical or any other typical instrumental survey in the first walkthrough. It would consume valuable time at the cost of useful discussion and farmers viewpoints.
- At the end of PWT, prepare the list of work, structures visited and draw their location on a map, draw a sketch/ line diagram for common understanding. Enlist the name of persons who participated in PWT take their signature.
- Following details to be noted during the walkthrough survey. Encourage farmers to do so;
 - a. Status of minors- silt deposition, growth and establishment of temporary or permanent vegetation their location and extent;
 - b. Type, extent and cause of damages to embankments and their locations;
 - c. Compare the originally designed and existing canal sections at strategic locations along the length of canals.
 - d. Status of masonry / concrete structures of canals and need for reallocation. Status of discharges, reaching different points
 - e. Locating the leakage points;
 - f. Location of damaged structures, extent and details;

- g. Identify areas of water logging, causes extent, area and number of affected water users
- h. Locate unauthorized cuts and openings along the system
- i. Condition of the measuring devices
- j. Damages to the lining, if any

All these details must be supported and adequately explained in sketch/ line diagram

6.2 Restoration works of the canal system

6.2.1 Type and extent of works:

Restoration work like re-sectioning of canal, construction of a new structure or repairing of old structure or reallocation of structure to ensure delivery of water to tail end of the canal system and easy to operate in field conditions should be undertaken. The scope of works is limited to canal system excluding headwork and confined to fixing of outlets of minor and sub-minor, "colaba-pipes" etc. Construction or maintenance of water courses/ field channels etc are outside the scope of the present project.

6.2.2 Study the effects of normal causes for deterioration and damages:

The normal effects of deterioration as confirmed by most of the water users are:

- Reduction in carrying capacity of the system;
- Drop in the head of water flow-resulting in lesser drawls into outlets
- No flow to the tail reaches even in head canals
- Reduction in the command area
- Delaying irrigation-poor crop growth
- Inundation of fields because of impeded drainage. And
- Lower or depressed crop yield due to inadequate irrigation and or lack of drainage.

6.2.3 Restoration works should lead to:

1. Restore the water conveyance capacity of canal system so that water reaches to all the farmers including the tail end farmers in equitable manner. (For example: cleaning of canals, redressing of unlined canals, removal of temporary and permanent construction that illegally put across the water flow by the farmers to draw excess water);
2. More reliable and predictable operation of canal water distribution;
3. Increase the capacity utilization of the system to its optimum operation level;
4. Minimize the cost of operation, water distribution; and
5. Ensure sustainability of the system in the long run

6.3 Assessment of resources and prioritization of works

6.3.1 at project level

Before the WUAs start prioritization of works, the competent authority of WRD (EE, SDO and Sub-Engineer) and NGO of all the 6 sites should assess funds allotted by the ICEF project for canal restoration works and also the per unit estimated cost. This information should reach each and every FO so that they can prioritize and plan the works accordingly.

The resources allotted to the various sites based on the preliminary survey are as follows

S. No.	Name of the project	ICA in Hectares	Funds allocated in Rs	Estimated cost per hectare
1	SAS, Vidisha (ASA)			
1.1	SAS, Vidisha (SRIJAN)			
2	Koncha (BAIF)			
3	Chhapi (BAIF)			
4	STP, Khargone (ASA)			
5	Veersagar Tank (VIKALP)			
6	Gora Tank (VIKALP)			
	Total	47, 855	13.21 Lakh	

6.3.1 At WUA level

Based on the overall availability of funds/ resources available with the project and Farmers Organization, the maintenance activity needs to be planned by Managing Committee of the FO.

6.3.2 List of prioritization:

1. Filling up breaches
2. Removal of vegetation
3. Desilting
4. Resection of banks
5. Repair of structure./ gates
6. Repairs of drops structures
7. Fixation/ repairs of outlets, remodeling of outlets
8. Replacement of sluice gates
9. Re-fixing distribution box/ colaba pipes
10. Siphon/ aqueduct repair
11. Construction of measuring devices at the head of minor canal (for each WUA)

6.3.3 Tips for facilitators to avoid conflicting situation in prioritizing of works:

1. Give priority to address the severe problems first, prioritize the problems which affect larger area or impact larger water user community;
2. Prioritize most economic works based on Cost: Benefit ratio.
3. Give priority to the works that directly related with water distribution

4. If available funds are less than the total requirement, then FO may raise the additional funds from the water users community or from other sources and prepare a plan to execute the works in stages accordingly.

7.0 Technical survey, designing plan and estimation of works

Topographical survey of the canal system:

PWT helps in identification and diagnosis of various problems in the system and extent of repair and maintenance work required to bring the system to its optimum operational level. To assess the changes occurred in the original alignment of the system, and as a result of this, increase or decrease in the conveyance capacity of canal system, the WRD engineer should conduct a topographical survey of the canal system. Topographical survey should include measurement of cross section of the canal system at some interval (ideally 15 meter or 30 meter) along the canal system.

7. Plan/ estimates of proposed works

The competent authority of WRD should prepare plans and estimates following walkthrough process. It should be completed within a month time of the PWT process, based on prevailing norms and schedule of rates of the WRD. The plans and estimates should be finalized, in consultation with the Managing Committee of the respective FO and partner NGO.

8.0 Administrative approval

The Managing Committee of the FO should accord administrative approval of the estimates prepared subject to availability of funds. Each administrative approval should be recorded in the register of administrative approvals in Form-I

9.0 Technical sanctions of the works by competent authority

The estimates, administratively approved by the FO, should be submitted to the concerned Chief Engineer through WRD respective Division/ sub-division office and the Chief Engineer should, after the scrutiny, accord the technical sanction.

10 Fixing phases of works to be take-up

10.1 Project level Phasing of restoration works:

In each of the 6 irrigation schemes of ICEF-WRD-PIM project the canal restoration works will be executed and be completed in all the respect before June 2006. In such case, the three tier FOs, WRD and NGO should jointly decide the annual and quarterly phasing of restoration works. The project level and WUA level phasing of works would be done as follows:

Phasing of works

S. No.	Particular	First year planning	Second year planning	Third year planning	Total planning
1	Name of canal	Main, Distributory	Minor, sub minor		Entire system
2	Completion of works	20 %	60 %	20 %	100%
3	-Length of canal	20 %	60 %	20 %	100%
4	-Area in Ha.	20 %	60%	20 %	100%
5	-Cost in RS	%	60 %	20 %	100%
6	-Reach	As found appropriate, preferable head	As found appropriate, preferable middle & tail		100%

10.2 Selection of reaches to start the works on piloting scale:

To start with the works on a particular project site, the partners (NGO, WRD and the FO) should select some minor/sub-minor in their entire length, or some reaches of main canal/ distributory or some structure on main/ distributory canal/ minor on priority basis. The following may be criteria for deciding top priority of works:

- Works identified by the larger number of farmers with common consensus and mutual agreement;
- Reaches where farmers have better understanding and collected their contribution.
- Likely to yield tangible benefits of irrigation i.e. repairing of head reach and middle reach section will definitely benefit all the farmers including tail enders

11.0 Fixation of agency

In accordance with the spirit of the PIM Act of MP, the authority of fixing agency for carrying out the execution of physical works shall be vested in the FOs. The FO may take up works themselves by direct deploying local farmers / labors on simple works. However, it would be desirable that works costing more than 5 Lakh or works requiring specific technical know-how be awarded to agencies registered with the WRD following appropriate and stipulated procedure to award such works to any outside agency/ies.

11.1 Splitting of works:

The total restoration works may be distributed in smaller group as possible. Such distribution, wherever appropriate, may follow the guidelines given below:

1. No group of work shall cost less than Rs 5 Lakh in all the projects.
2. The earth works of any minor or sub-minor should not be distributed in more than one group
3. It should be preferred that a minor along with its sub-minors, their earthwork and structures both, are grouped in a single group.
4. The works of distributory/ Main canal or their earth work or structures may be grouped for distinct reaches for their length and distinct structures.
5. In case of minor projects where there are only minors and sub minors (and no distributory) s. no. (3) above may be modified to the extent that the entire works of a sub-minor shall not split in more than one group, unless there are structures of substantial magnitude of work requiring separate agency.

11.2 FOs role in awarding special/ large works to the certified agencies:

The FO should be facilitated in the process of awarding works to the certified contractors/ agency. The plans estimates will be shared with the FO at the time of awarding works. The FO should be trained to monitor works at their level like quality checks, general terms of the agreement. If FO want to make any point or observation regarding quality or other aspects of ongoing construction works, they can present their problem to the WRD authority which must promptly attend such point/ observations. NGO should help the FO in monitoring process so that the desired improvement can be met without causing any dispute or hindrance in the progress of works.

EXECUTION, ORGANIZATION and CONTROL OF WORKS

12.0 Execution of works

12.1 General Body meetings for managing canal restoration works

The FO should be conducting at least three meetings of its General Body at the stages of , (1) planning, (2) execution; and (3) completion of canal restoration works in its area of operation.

12.3 Execution of works by FO:

FO may take up any original work within its area of operation subject to the following conditions:

1. Specific approval should be obtained from the authority-vested with such powers to do so.
2. The estimates for the works should be prepared by the WRD and works should be let out to the FO wherever they come forward for execution of such works at the estimated rates and as per the prescribed procedure.
3. The competent authority should record the initial measurements and final measurements for quantifying the works done for making payments by the FO.
4. If the FO agrees to take up any work, an agreement should be furnished between WRD and FO as per PIM Act-1999. (Attached as annexure)
5. Payments should be made to the FO based on works executed by FO on monthly basis or as agreed mutually.

6. Under no circumstances President, TC member or member of the FO or Works Committee may undertake works in their personal capacity;
7. The Managing Committee members and works sub-committee of a WUA should supervise the works on daily basis for its quality and quantity.
8. The list of works to be taken up should be given wide publicity by means of display in the office of the FO and other public places and institutions within the area so that there is a regular monitoring by the farmers themselves, also.
9. The cost of works executed should not exceed the estimated costs;
10. The FO should abide to the agreement and all the entrusted works should be satisfactorily completed within the agreed time period.

Some useful tips for FO to organize construction works:

1. For purchasing of construction material the works committee should survey the local market to ensure the right quality material is available and bought at the reasonable price.
2. Necessary guidelines for quality checks should be developed by WUA for supervision of works.
3. The FO office bearers could save considerable time by awarding labor works to the local parties on contract/ task basis., The time saved from labor management would be useful for quality checks.
4. Prepare a list of vendors and skilled mason available in the local area and engage skilled mason for construction works.

12.4 Support of SDO to FO in tender process:

If the FO entrust works to other execution agency, the concerned SDO should support the FO (WUA/DC) for inviting, processing and award of works to the registered contractors. The SDO should submit the comparative statement of the technical and financial bids separately wherein called for or prepare a comparative statement of rates quoted by the agencies and other relevant particulars to the concerned FO without making any recommendation regarding selection of the parties. The FO in its General Body meeting should select the lowest bidder after considering all other relevant aspects of the bid. If any agency other than the lowest bidder is selected, the reasons therefore, should be very clearly explained.

12.5 Top-level committee for tendering:

A top-level committee comprising of following officials should be constituted to monitor the process of tendering and award of works. This committee will be authorized to resolve any dispute arises during tendering process.

1. Project Manager, ICEF- Chairperson
2. Deputy Project Manager- Member
3. Accounts Officer- Member
4. Respective EE of the project- Member Secretary
5. Three representatives of the FOs of the respective project- Members
6. One representative of the NGO of the project -Member.

13.0 Records of measurement

13.1 Work measurement system

1. The Sub-Engineer should record the initial, interim and final levels, and all the measurements in the presence of the other members of the works committee, who may also sign these records. The Sub-engineer should record measurements every month or as and when required and evaluate it for submission to the FO for payment. Each record of measurement and bill should be explained to the satisfaction of all the members of the works committee.
2. In the first few measurements the sub-engineer should take the lead role in measurement to educate the farmers and should transfer gradually this responsibilities to FO. If FO wishes so, as per the provision of the Act the FO may avail the services of other appropriate person
3. For payment purpose, the works should be measured on monthly basis.
4. Use of color map monitoring could be an easy tool for WUAs and its members.

13.2 Records to be maintained by FO related to works

The FO with the help of competent authority should maintain the following records and documents:

1. Map showing the boundaries and jurisdiction of the association, water conveyance system, within the boundaries of the association.
2. Map showing the notified command area with the serial numbers as prescribed in sub-rule (6) of rule 3 of the FO, rules, 1999
3. Inventory register showing the hydraulic particulars of structure,
4. Register of tools and other physical assets owned/ purchased by the FO.
5. Works register and Records
6. Register of Administrative Sanctions in Form-1
7. Register of Technical Clearance (approval) in Form-1
8. Cash Register and records
9. Cash Book in Form-10
10. Receipt Book in Form-11
11. Bill register in Form –12
12. Cheque memo register in Form-13
13. Special fee register in Form 14
14. Register of collection of Farmers Contribution for canal restoration works showing the list of farmers who have paid contribution and that of the defaulters along with the amounts paid/ due.
15. All the fee/ cash contribution by the farmers members should be duly accounted for and the receipt thereof be given to the concerning person. Managing Committee of the FOs should maintain a box file of the counter slip.
16. Copy of Agreement signed between WRD and FO for taking up canal restoration works
17. Copy of Agreement signed between FO and Contractor for awarding of canal restoration works

18. Minutes register and records: Every proceeding of a General Body meeting, a managing committee meeting, a sub-committee (Works Committee) meeting shall be recorded separately in a minutes book.
19. Original / copy of bills and voucher of the construction related materials purchased and utilized in restoration works
20. Measurement Book, of physical works, level field books, work orders etc.
21. Copies of audit reports and enquiry reports.
22. Construction material, stock and utilization register.

14.0 Bills and payments

14.1 Payment system and scheduling of payments

The payments for the works executed should, generally speaking, be made on monthly basis. The Sub-Engineer should record the measurements in the presence of members of the FO/ Works Committee. The measurements should be checked by the SDO and EE as per the prevailing practice of the WRD. The sub Engineer should then prepare the bills and submit to the EE who should release the funds to WUA and the WUA should make payment to the agency executing the works. All such shall be made account payee cheque in favor of the party concerned after due verification and deduction of the taxes levied as per the statutory requirement and provisions of the related Rules and or Act applicable in such cases. The FO shall maintain a record of all payments made in the cashbook date-wise. (Measurement and payment formats are recommended in the PIM Act -1999)

14.2 Deduction of TDS:

The FO should deduct TDS and Workmen's compensation cess and other taxes from the payments to the concern parties, as per the government laws and will pay it to the government in the manner prescribed by the WRD.

15.0 Works Committee

Constitution of FO level Works Committee: Works Committee at FO level should be formed comprising of one member from Managing Committee, 2 farmers from General Body (preferably active members with interest and basic understanding of construction activities), 1 NGO representative and 1 WRD officer (Sub-Engineer). The works committee may assist the Managing Committee in planning, executing and day-to-day monitoring of technical works, coordination and liaison with the WRD and concern agency undertaking works on behalf of WUA/WRD. The NGO should organize need-based training for the members of the works committee and WRD may provide all the support to such trainings.

- The size of Works Committee depends upon size of WUA and its area of operation.
- The NGO should facilitate the process of constituting Works Committee, its capacity building, besides hand holding support initially.

- The Works Committee should be headed by one of the member mutually agreed by all the committee members. The head of the works committee would coordinate all the activities and responsibilities given to works committee.
- The works committee may constitute several small works supervision teams around the villages or works sites or at TC level, headed by the concerned TC members or any members mutually agreed by the village or works committee.
- The committee will do all the tasks assigned by the MC time to time like, supervision of works, verification of bills, purchasing of construction material, measurement, record keeping etc. The NGO member will play an active role in capacity building of the members. The works Committee would distribute its important tasks to its members.

15.1 Powers for approval of additions and or deletions:

Reallocation of approved works and budget items:

While issuing work completion certificate, if the work entrusted is acceptable technically and the FO has given satisfactory reasons for saving or excess in quantity of different items, the WUA may utilize the saving fund in other priority works.

15.2 Quantity and extra items

Payment of extra items

If the market value of any item is more than the schedule of rates or item in estimate while preparing plans and estimates or during construction and FO has incurred the expenses (or need do). After examining the genuineness of each case, the EE in consultation of Project Level Coordination Committee established for restoration works under condition shall be competent to grant the approval. The same standard is applied for the extra items other than those shown in the technical sanction. If there is excess in expenditure against the total approved estimated amount, the revised estimate has to be approved by the same authority that approved the original proposal.

Saving in approved estimated amount:

If there is a saving against the total approved estimated amount, the organization shall have to return such saving to the WRD.

SUPERVISION AND MONITORING

15.3 Supervision and monitoring of works and quality of works



15.3.1 Supervision and Monitoring of works

To ensure timely completion of restoration works, monitoring and evaluation of works should be done at various level of the project. Following are the levels and parameters for monitoring works.

#	Level	What to monitor	Responsible person
1	Territorial Constituency/ village (Daily)	Supervision of works, progress of works, quality and quantity checks, construction and water arrangements, participation of farmers	TC member and Works Committee, village level supervision committee of 2 person to support by works committee
2	FO (Daily and weekly)	Quantity of works, physical progress of works, process and procedures, timely procurement of construction material, record keeping, time keeping, contribution collection funds availability, measurements, bills	Managing Committee, assisted by Works Committee
		Works awards, execution, Quality and quantity of works, WRD rules and regulation, Functions of FO and its sub-committee, timely payments, measurements	Sub- Engineer
		Participation of farmers in decision making and work process, farmers contribution, empowerment of the farmers for works, transparency in works , capacity of farmers to implement works	NGO person
3	Division level	Release of funds, economic and judicious use	EE and Project level

	(Monthly)	of funds, farmers contribution- participation, planning and review progress of works, coordination among the partners, involvement of WRD staff, farmers training, coordination between FOs and contractors	Coordination Committee
4	ICEF Project level (Monthly/ Quarterly)	Release of funds, Hindering issues and their solutions, area specific works, enabling environment, cooperation between partners, coordination meetings at project level	Project Manager and Deputy Manager

15.3.2 The Coordination Committee at Project Level: For better coordination for works among NGO, FO and WRD officers, the project level coordination committees constituted under the PIM Act under the concern EE, should meet monthly to discussing the progress of works.

15.3.3 Monitoring By A Committee: A Technical Work Monitoring Group" comprising of following members may be constituted to monitor the progress of works on regular intervals:

- 3 representatives from FOs of the project
- 2 officers from WRD (one Executive Engineer and one officer from ICEF project head office Bhopal)
- One representative from NGOs

Following are the suggested indicators for monitoring the progress of restoration works:

Indicators for monitoring the restoration works

S. No.	Works Stages	Indicator
1	Planning	
	Assessment of repairing works	Nos. of PWT conducted, Nos of farmers participating in PWTY, WUA covered , length of canal system, extent of problems, type of works taken)
	Administrative and technical approval of proposed works	Nos of technical sanctions given Cost in RS and area in hectares, Nos of MC meeting conducted
	Resource allocation	Farmers Contribution collected (nos of contributing farmers & their %) , release of project matching contributing (amount in RS)
	Capacity building of farmers	Nos of technical trainings conducted, Nos participants, Nos of WUA covered
2	Execution and organization	
		Tenders invited
		Nos of works awarded, classification of parties, cost and Ha.
	Physical progress	Qty of works done-in running meter, cum, Nos. of WUA, area treated in hectares, cost of works etc,

		payments made in RS, Nos. of completion certificate issued
3	Supervision and monitoring	Nos. of Works Committees formed
		Nos of visit of project monitoring committees, participation of farmers, numbers of meeting
		Nos of complains received, dispute raised
		Nos of social audit, general body meeting conducted

16 Completion certificate

Form of Work completion report

This is to certify that _____ place _____ name/ type of work _____ with respect to the place where works has been executed the value of work is RS _____ has been executed satisfactorily as per the technical specification and approved plan of work given in book No _____ (from page _____ to _____ page).

Signature

Name and designation

Sub-Engineer

-----SDO

Counter Signature

Name and designation

Executive-Engineer

Office Seal

Date

Counter Signature

NGO representative

Office Seal

Date

16.1 Social audit

Utility of Social Audit in monitoring of restoration works:

The Act advocates the regular financial and social audit of the WUAs for greater transparency of the operations, infusing spirit of accountability in both the people's representatives and the community. The process of social audit leads to:

- Sharing information and reporting progress to all the WUA members in most transparent manner;
- Inculcate sense accountability among members of FO;
- Improve performance of the FO and its office bearers;

The process of social audit involves the following steps/ activities.

1.0 Forming a committee to conduct the social audit-

Active members of the WUA and water users should conduct the social audit of the restoration works taken up by FOs. While identifying and constituting the social audit sub-committee care should be taken on the following points:

a. Care has to be taken to represent all the sections of the society, viz.,

- Head, middle, and tail enders of the irrigation system
- Women members
- Small, marginal and big farmers; and
- Other water users in the area, if any .

b. It should be ensured that the people so selected :

- Can devote time
- Have awareness about the functioning of the FO
- Have genuine interest in the welfare of the water users; and
- Are persons of and integrity & repute

2. Appraising the members of SAC

The social audit sub-committee is suitably apprised of the activities, purpose and process of the social audit with other details, relevant documents, facts. The competent authority and the partner NGO may provide necessary inputs to this sub-committee and support the process initially.

3. Planning of the social audit:

Social Audit Sub-Committee with the help of WUA President and competent authority may plan following:

- Date, time, venue of the activity.
- Collect all the necessary information, documents, facts and figures before hand
- Plan field visit and conduct discussion sessions;
- Allocate responsibility to each member in the social audit sub-committee;
- Document the process and outcome.

4. Timing of social audit

The Social Audit is done at the completion stage of works, but to monitor ongoing works and to improve its quality, it should be conducted intermittently.

5.0 Conducting social audit- the process

Gathering information, through

- Perusal of records of FO
- Discussion with the MC
- Taking a cross section of the members in the FO

Information to be obtained

- Repairs carried out, budget of physical works, farmers' contribution collected etc, expenses incurred (targets and achievements), quality of works etc.
- Decision making process, follow up meeting convened, proceedings of such meetings etc

6.0 Preparation of audit report

Based on the information gathered in the SA the personal observations and assessment, the SA should prepare a social audit report as per following:

- The activity carried out
- Findings on technical, social and financial matters
- Remarks
- Suggestions

7.0 Submission of report to the General Body

By convene a meeting of GB, the report shall be discussed in public. The MC shall be presented for seeking clarifications on any item discussed. The findings shall be open for discussions and the MC shall draw lessons on its performance.

8.0 Implementation of suggestions

The MC shall take serious note of the suggestions made by SAC and shall take steps accordingly for the improvement.

17.0 Technical and other specifications

Following are the basic principles that deserve attention by the stakeholders while implementing canal restoration works in ICEF project areas.

17.1 Basic Principles to be followed:

17.1.1 Management of canal restoration works through three Tier Farmers Organizations (FOs)

The implementation of participatory restoration works should lead to a situation that the FO can independently operate and regulate canal system economically and efficiently.

17.1.2 Ensure timely, economic and quality physical works

17.1.3 Simplification of procedures for participatory restoration works:

- FOs directly taking up canal restoration works under ICEF project should not have any motive of profits, hence they should not be considered and treated as contractors.
- The competent Authorities should simplify the processes and procedures of technical works like purchasing of construction materials, quality checks of construction works, measurement, verification of works and their payments etc. Flexible and practical approach must be encouraged rather than process and procedures requiring technicalities and formalities.
- The voluntary organizations should be considered and treated as partners of the government and it is equally important that this people oriented approach should be supported by the WRD.

17.2 Procedure of field-tests of construction materials

For examining the quality of the material so purchased by the FO locally, the easy quality check procedures has to be followed by the Works Committee/ Purchasing Committee are given below.

17.2.1 Field test of Cement:

1. It should bear ISI certification and should not be older than six months from the date of its manufacturing.
2. It should be free flowing fine powder and should not crumbled feel on rubbing with fingers
3. It should be free from any hard lumps.
4. It should feel cool not hot when hand is inserted in the bag of cement.
5. A small quantity of plain cement if thrown in a bucket of water, it should sink and not float;
6. It should be stored on raised platforms or wooden planks and should be slightly away from the walls.

17.2.2 Field test of stone

1. It should be durable and hard free from weathering
2. It should not be flunky or elongated
3. It should not be less than 6' size in any dimension and at least 9' size in one dimension.
4. It should not be sticked with soil, rust or other films of foreign material

17.2.3 Field test of coarse aggregates (Gitti)

1. They should be crushed from hard rocks
2. They should be crushed with mechanical crusher (i.e. not hand broken)
3. The maximum size of course aggregates should be substantial percentage of 20 mm ($\frac{3}{4}$ ") and 10 mm ($\frac{1}{2}$ ' particles also)

17.2.2 Bricks:

For ascertaining that the bricks are strong and well built, following local verification shall be sufficient

1. It is made from sticky soil
2. It is as per the standard measurement and uniform in shape.
3. If two bricks are stuck together, it gives a sound like ringing mental.
4. It is not be broken when dropped flat on hard ground from height of about one meter.
5. The brick surface should not be scratched with fingernail.
6. It absorbs not more then 25% water after soaked in water for 24 hours

17.2.3 Sand:

1. It should be clean and granular having no organic or vegetative matter.
2. Clay proposition should not be more than 3-4 percent.
3. It should contain grains of uniformly distributed size, not of single size.

18.0 Account procedures

18.1 Deposit and administration of the funds

- The FO shall keep their funds in a saving account in a Nationalized Bank or a Co-operative Bank namely the District Co-operative Central bank of the Madhya Pradesh State Apex Co-operative bank.
- All the funds shall be allied towards meeting of the expenses incurred by the managing committee of the concerned FO for technical works and for no other purpose.

18.2 Financial Audit Records

Every Farmers Organization shall get its account audited once in a year in the manner prescribed in the PIM Act-1999.

19.0 Agreement

Agreement between WRD and FO/ other agency for award physical works

GOVERNMENT OF MADHYA PRADESH

WATER RESOURCE DEPARTMENT

THE FORM OF AGREEMENT TO BE ENTERED IN TO BETWEEN THE GOVT. AND FARMER'S ORGANISATION FOR EXECUTING / AWARDED NEW WORKS, REMODELLING AND REHABILITATION WORKS BY FARMERS ORGANISATION.

1.0 This agreement is entered into on (Date)-----Month-----Year) between the Water Resource Department of Madhya Pradesh (herein after referred as "establishment" and in the expression their successors officers of their office are included) on one side and on the other -----Farmers Organization (herein after called as FO, the expression includes all levels of FOs constituted under the act) which is duly constituted by the Collector through electoral process under the PIM Act of MP, 1999 and in a corporate body.-----in this office of-----vide -----collector's order-----situated at village-----of-----Tehsil-----in district. In the expression lawfully appointed president and his successors of the FO with the terms and conditions as below:

2.0 The notification to constitute the FO has been forwarded on date-----in the meantime, the collector has constituted the FO by his order dated----- (The copy of order is attached)

The terms and condition of the Agreement:

3.0 The work to be done has been included in the purpose of the FO. The undersigned president/ representatives in this agreement are lawfully appointed president/ representative of the FO/ organization and their names are registered in the said office.

4.0 All the works shall be executed as per the provisions of MP irrigation **Specifications Current Unified**" and as per the plan estimates prepared by the competent authority according to "Current Schedule of Rates" (CSR) of the year (_2003_). The market rate analysis is prepared for the items of which prevailing market rates are higher than the approved schedule of rates and for the items, which are not included in the schedule of rates. The administrative and technical sanction of the approved work has been obtained. The details of which are as below:

Name of work_____

Details of sanctioning authority_____

The details of administrative sanction_____

a) Estimated amount_____

b) Date and No of order_____

Details of technical sanction_____

a) Estimated amount_____

b) Date and No_____

5.0 For the work to be executed under this agreement and as per the above details, the establishment receives the consent of the-----FO and its resolution dated-----, in this regard. Therefore, the works shall be carried out as per following conditions, schedule-B and technical specification. It shall remain binding to both the parties

As mentioned above, the FO executes this agreement to carry out the following works.

Name of work and its nature/ type_____

Estimated amount_____

Time limit for completion of works_____

For controlling officer of the Establishment_____

Office particulars_____

Sub-Division_____

Division_____

Farmers' contribution:

6.0 As per the provision of the ICEF project of section_____, the FO shall have to share 30% of estimated amount as contribution to implement the works of repairs and rehabilitation of canal network including sub-minor, minor, Distributary and main canal. In case of new works also, FO shall have to share as contribution 30% of the estimated amount. If FO wants, it can give more contribution.

Supervision charges:

7.0 The FO shall do the implementation of the approved work efficiently and economically. The FO shall bear its own administration cost. **2% of the estimated cost of the work can be added as supervision charges for FO.**

Distribution of Fund:

8.0 The second party on / by his name shall open its account in the branch of national/ Recognized/ district cooperative Bank/ Central Bank. The account should be opened and operated in accordance with the provisions of the PIM Act 1999.

Procedure for measurement and payment of executed works, work completion certificate:

10.0 Being a nominated member or Secretary of the WUA, the concerned Sub-Engineer (employee) of the Government shall prepare the details of work entrusted to the FO as per the format and as per the Measurement Book (MB) and LF Book (LFB) prescribed by the Government during time when work in progress. During this activity, the president and representatives of the FO will remain present and may countersign for its authenticity at the fixed space provided for it. Thereafter the concerned SDO & EE shall verify the works and make the payment of the works executed during the period as per amount of the estimated cost to the FO. At the time of issuing certificate for payment or when work is completed, if the work entrusted and executed is found acceptable in view of quality and technical requirements and the FO has given satisfactory reason for variation in quantity of different items than the concerned EE can make the payment of payable

amount within the limit of total estimated amount. After the completion of work and the FO submit detail regarding it, the concerned EE shall issue completion certificate within one month thereon.

No advance payment for execution of works:

11.0 At the time of entrusting the sanctioned works to the FO, no advance payment shall be paid to the FO; they have to arrange their own resources for this purpose.

Payment of executed works, system of release of payments:

12.0 When the FO renders account of use of money during a month, the concerned EE of the division, who gives financial assistance, shall give the certificate after necessary verification of work and expenditure details, on basis of which the spent amount that has been claimed will be paid to the FO. The concerned EE will release the consecutive payments following the same process.

Separate account keeping of sanctioned works:

13.0 The FO shall be maintaining accounts of sanctioned works and the funds provided by the first party time to time for executing works separately and it shall be submitted before the payment of final bill duly certified by the auditor of the FO. The information asked by the concerned EE shall be furnished. The competent authority shall have right to monitor the sanctioned work and to examine the work on site and records.

14.0 If there is reasonable evidence of misuse of funds, then first party will have a right to abandon/ defer the work and to take appropriate action against the second party.

Time limit

15.0 The entrusted works shall be accomplished within -----(Month/ Week/ Days) before the date-----of expiry of this agreement. Under unavoidable conditions, both the party through mutually agreement would be extending time limit within the given period earlier in this section.

Duties and responsibilities of the first party:

16.0 The first party shall be providing to the second party line diagram, directives and guidance for executing the proposed works.

Role and responsibilities of competent authority of WRD:

17.0 For the works entrusted to the FO, the officers/ employee of the division under the control of the establishment shall perform responsibilities of its administrative and technical supervision, accounting control and quality control and the responsibility of testing, after completion of work/ or during the progress, shall be performed by the establishment in consultation with the FO.

Coordination committee at the project level and its functions:

18.0 To maintain arrangements, quality control, specifications and technical standards of the work entrusted to the FO and for proper execution of canals or construction according to its design, a coordination committee at the project level shall be formed and should meet monthly to discussing the progress of works.

The meeting of the coordination committee will be held at every month. Its main function will be the planning of the work entrusted to the society, monitoring of its progress and to solve the local problems locally. Every month, the concerned Sub- Engineer as a coordinating officer, shall submit to the coordination committee authentic progress report on the works in progress. The Coordination Committee may visit any time to any site for inspection/ supervision of the works in execution.

18.1 Monitoring By Apex Monitoring Committee: A Technical Work Monitoring Group" comprising of following members may be constituted to monitor the progress of works on regular intervals:

- 3 representatives from FOs of the project
- 2 officers from WRD (one Executive Engineer and one officer from ICEF project head office Bhopal)
- One representative from NGOs

Conditions for cancellation of sanctioned works and competent authority:

19.0 In case of violation of prevailing Acts, Rules, Regulations and government orders and violation of any term- condition of this agreement, if the concerned EE finds that the FO is not implementing the works as per the agreement of sanctioned works or the fund allocated to the FO is not utilized properly as per the financial agreement, he can cancel the sanctions so given at any stage of the construction works. If found necessary, after giving necessary opportunity for written explanation to the FO. In that case the FO shall refund the amount paid so far along with bank charges and its interest, to the concerned division. And the recovery of such amount shall be a right of appeal to the competent level against the decisions and orders of the concerned EE within thirty days from the date of such order.

System of approval of excess expenditures, its Committee:

20.0 If the market rate of any item is higher than the approved rate of sanctioned estimates, and if the FO has in fact incurred such expenditure according to it, only after examining fact of each such case, excess expenditure shall be acceptable after obtaining approval of above mentioned Apex Committee. For the works in progress, the Apex committee shall have to take decision in the interest of work, after timely decision, as per the situation and circumstances and requirements as per the technical standards.

Approval of extra items and its payment:

21.0 The works of extra items, which is necessary but not included in the technical sanction, can be executed with the approval of committee as mentioned in role of coordination committee. Para - --- With regards to payment of such works, that can be made based on the details of measurement of actual work done and the rate eligible for the such items as per the current schedule of rate based on the eligible amount from the proper rate analysis at prevailing market rates.

Land acquisition for execution of works and its procedure:

22.0 If the land to be acquired as per the requirement of the nature of work, its alignment and area of work for the work under agreement, the establishment shall not solely be responsible for the same. In connection of this, co-ordination at local level shall require to be maintained to get farmers cooperation and to see that the work may not with hold due to land acquisition. Required land shall be obtained from the concerned farmer by executing sale and deed in accordance with the prescribed rate and standards of the establishment. The authority shall make payment of amount as per sale deed to the farmer keeping FO with them. This process shall be a part of this agreement.

Ownership of irrigation system remain with WRD:

23.0 The ownership of the irrigation assets created by implementation of the scheme shall be remaining with the Establishment. The FO shall do the operation and maintenance of those properties.

Duties and responsibilities of the second party

24.10 Shall be responsible for executing the proposed works within the time limit given in section 5 of this agreement. And will make all the arrangements so that the works are accomplished within the given time.

24.20 Shall appoint/ involve appropriate skilled persons for executing the entrusted works

24.30 Shall pay the labor charges of different work items as per directives of the Government Labor Laws.

Commitment by FO for satisfactory work: as per prescribed specification, procurement of construction material and equipment at site

25.0 The progress of the work entrusted to the FO shall be maintained satisfactorily as per technical planning, design, specification and the quality etc. Which has been fixed after discussing with the FO about the nature of work, circumstances and its time limit. For that, it shall be the responsibility of the FO to ensure that the construction materials being used are of fresh and good quality (marked with ISI standard). The FO will be responsible for arranging all type of necessary labor, required equipments etc. according to provisions made in the agreement.

Checking of inferior quality works:

26.0 The FO shall use the quality material, machinery and equipments required for construction of the scheme. If the concerned EE opined that the materials, labor works and other works are of inferior quality, than after giving opportunity to the FO to explain in written, the FO shall have to remove the works of sub standards and of inferior quality done so far, without any charge including labor and other expenditure and shall have to reconstruct the same. For this purpose, the society shall form Construction of Works Committee shall take necessary training with help of establishment and voluntary organization. The FO will supervise and monitor day-to-day progress of construction works.

Acceptance of estimates, schedule B and technical specification

27.0 The plans and estimates, Schedule B and technical specification of work to be carried out under this agreement are acceptable by the FO. The FO will follow the technical guidance/ instructions given by the field supervisor appointed by the first party. If there is any variation/ deviation appears during implementation from the proposed works, the FO shall immediately report to the first party.

Funds only be utilized for sanctioned works:

28.10 The FO undertakes to use the fund allocated for the sanctioned work shall be used only for that work and not for any other purpose.

28.20 Shall ensure that the works are executed as per the special orders, plans and estimates sanctioned by the competent authority and are executed within the approved budget.

28.30 The FO shall provide information to the general body regarding works progress report

28.40 Shall ensure there is no wastage of funds availed to FO for execution of works.

Deduction of income tax from the payments to FO:

29.10 As the FO itself contributing in the cost of the work and participating and working without any aim of profit, the work entrusted to the FO shall be treated equivalent to the work carried out departmentally as per the policy of the central government. Earnest money or security deposit shall not be asked from the FO. Since the FO is working on the principal of no-profit, as per the provision made in the resolution no. 197/13/93/TTA/T dated 28-1-93 of the Ministry of Finance, Govt. of India, deduction of income tax shall not be made at the time of payment for the work done, provided it is not being contrary to the provision of law for the same. Otherwise, income tax will be deducted in the name of sources of the first party as per the directives of Law.

29.20 If FO award to the third party any part of the works on sub contract, government taxes will be deducted from the payments of the party as per government rules and regulations. The FO shall deduct the taxes.

Sub-contract to third party:

30.0 FO will execute the sanctioned works it cannot award the any part of the works on sub contract to the third party. However, in special conditions, the second party with due permission of first party would award some works to the reputed NGO or certified agencies on task basis or on other basis. The third party will be responsible for and will bear any damage or financial loss occurs in execution of works and the first party will not be responsible for the same.

Resolution of disputes and competent authority:

31.0The objective of entrusting work to the FO under this agreement is to complete the good quality work in accordance with necessary administrative and technical standards in shortest possible time for the benefit of the beneficiaries. Therefore in spite of the provision made in the MP-PIM Act, 1997, if any disputes arise, it shall to be solved at the committee level. (It is expected). However, if dispute cannot be solved, the committee at the SE level mentioned in the earlier para-, shall solve the same. If the committee fails to tackle the issue the matter can be presented to the concerned CE at Government level. The decision given by him, after considering representation from both the parties, shall be final and binding to both the concerned parties.

Equipment/ machinery allotment by WRD for FO:

32.0 As regard to the work entrusted to the FO, if it is possible for the Establishment to provided materials and equipments, it can be provided on demand from the FO. The material and equipment thus provided by the Establishment will have to be preserved and maintained and used by the FO only for the purpose under the guidance of the Establishment by the FO. As per the terms and condition of the agreement, the prevailing norms of the establishment shall remain acceptable for the recovery of the charges. The local carting/ transport expenses, godown/ storage charges etc. shall be done as per the prevailing norms of the establishment.

Agreement on stamp paper, duty:

33.0 This agreement shall be executed on the stamp paper of required amount as per the provision made in the Bombay Stamp Act 1958. The cost of which shall be born by the FO.

Coordination for speedy work:

34.0 The competent and authorized officers and the representative of the FO shall work together with cooperation and coordination for speedy and satisfactory execution of sanctioned works which is intended to raise the livelihood of the people in rural areas under PIM.

WRD officer for supervision of works, FO is abide by WRD orders:

35.0 The concerned EE and SDO shall supervise execution of works. The FO undertakes the to follow, as possible, the instruction given by the department during the execution of the works.

Responsibility of FO for any damage occurs during execution of works:

36.0 If the responsibility or any damage arises due to action or inaction of the FO or its representative during the course of construction of work of the scheme, the damage or responsibility for it shall be born completely by the FO. If found necessary, in such circumstances, necessary actions can be taken by the concerned EE at the risk and cost of the FO.

Revision of terms and condition of agreement:

37.0 The provision made in the agreement can be revised only with the consent of the both the parties during stipulated time limit.

Power of signatory person

38.0 The president/ administrator who signed below this agreement has been empowered for the same the constitution of the FO and they shall be competent to sign in this agreement for which they give assurance. Having so understood, both the parties have signed this agreement with due understanding and same is acceptable and binding to them in presence of witness who have signed below which is acceptable and agreeable to both the parties.

Witness of the agreement:

39.0 In witness of the above agreement the concerned EE-----of-----Division of-----Scheme under-----Department of the Establishment under his seal and Signature and the president of the ------ FO Shri----- Designation-----has signed in presence of the witness which is agreeable and binding to both the parties.

Signature of witness:

Name	Shri
Address	The executive engineer, -----Division

Signature of witness:

Name	Shri
Address	Designation\President of FO

Name	Name of the FO
Address	For the president/ administrator

Schedule Form-A

Estimated quantity and schedule of rate

Item No.	Estimated Qty. (in Figures)	Detail of works	CSR item No.	Work Unit	Amount in RS	Unit Amount in Words	Amount	

Signature of Executive Engineer

Signature of Chairman- WUA

Trainings

40.0 Training to FO: Before starting of works the NGO should in association of WRD engineers provide organizational and technical training to the FO and its appointed/-hired personnel. The NGO shall provide training cum field exposure to the Managing Committee and Works Committee before starting of works. The training shall be focused on working knowledge of construction works and their nature, roles and responsibilities of the members, understanding of agreement of construction works, useful tips for supervision of planning, organizing and supervision of works, measurements and payment system, records keeping etc.

Topic for technical training would be:

1. Understanding of agreement signed between FO and WRD for taking up works
2. Understanding Cost estimates of proposed works
3. Management of construction works, roles and responsibilities of farmers in it.
4. Type of records and their maintenance
5. Labor and mason management
6. Measurements of physical works
7. Field test of construction materials
8. Procurement and stock of construction material
9. Supervision of construction works
10. Dos and don'ts of construction works
11. Simple process and procedures for taking up works
12. Type of construction works and standard technical specifications.

MISCELLANEOUS

Settlement of disputes

- The managing committee of the FO shall determine any dispute or difference touching the constitution, management, powers or function of a FO arising between members. The higher-level FO as per the Act/ Law shall determine if any dispute arises between the two FOs.
- The Apex committee at state level shall be the last authority to peruse and settle the dispute and its decision will be final and abided to all.

Hoarding/ publicity of the project through various mediums:

Sufficient information about the project shall be reached to the local community via various mediums. Like, distribution of printed material to the farmers, display general information of the project on the village notice boards etc. Some Project Sign Boards/ hoardings shall also be installed at common public place or village entry point. That will help in creating public awareness about the project.