

**STATE LEVEL NODAL AGENCY**  
**(Integrated Watershed Management Programme)**  
**Planning Department, Babupara, Imphal**

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**Administrative Guidelines**  
**Imphal, the 25th July, 2011**

**O.M. No.1/7/2010-SLNA:** Implementation of Integrated Watershed Management Programme (IWMP) under SLNA, Manipur is as per the “**Common Guidelines for Watershed Development Projects, 2008**” issued by the Department of Land Resources, Ministry of Rural Development, Government of India, which have been formulated to have a unified perspective by all the Ministries /Departments/Implementing Agencies.

The following administrative guidelines shall be applicable to all watershed development projects under Integrated Watershed Management Programme (IWMP) being implemented by DRDAs/WCDCs in all Districts of Manipur. The guidelines are as under:-

**1. STATE LEVEL NODAL AGENCY (IWMP):**

- The State Level Nodal Agency (SLNA), Manipur is a registered Society constituted for effective implementation of Integrated Watershed Management Programs in accordance to the Common Guidelines for Watershed Development Projects, 2008 issued by Department of Land Resources (DoLR), Ministry of Rural Development, Government of India.
- SLNA shall be the dedicated institution with the primary aim to address all issues related to watershed management and development activities in Manipur.
- For effective streamlining of the program, SLNA has instituted a State Data Cell with Technical Experts in planning, watershed management and GIS applications.

**2. FUNCTIONS OF SLNA:**

- To Prepare State Perspective and Strategic Plan (SPSP) of watershed development for the State on the basis of plans prepared at the Block and District level. The plan shall indicate strategies for implementation, expected outputs and outcomes, and financial outlay. SLNA shall coordinate with the Nodal Ministry at the Central Government for appraisal and clearance.
- To provide technical support to District Watershed Development Units (DWDUs)/ Watershed Cell cum Data Centre (WCDC)/Project Implementing Agencies (PIAs)/Watershed Development Teams (WDTs).
- To ensure regular and quality on-line monitoring of watershed projects in the State in association with Nodal Agency at the Central Level and securing feedback by developing partnership with independent and capable agencies.
- To prepare State Specific Guidelines, Technology Manuals, etc. in coordination with the DoLR.

**3. ROLE OF ZILLA PARISHAD/DISTRICT COUNCIL:**

- The Zilla Parishads and District Councils shall provide effective governance in matters relating to the coordination of various projects under watershed development programs in the district.
- Assist the PIA in community mobilization and awareness generation.
- Review the progress of the PIAs in the implementation of IWMP and streamline issues and options arising out of the implementation of watershed development programs in the district.
- Promote supervision and monitoring support.
- Co-ordinate convergence of relevant programs of Agriculture, Horticulture, Animal husbandry, rural development, etc. with IWMP projects for enhancement of employment opportunities, productivity and livelihood options.

#### **4. INSTITUTIONAL ARRANGEMENT AT DISTRICT LEVEL:**

At district level, the institutional arrangement shall consist of a District Watershed Development Unit (DWDU) /Watershed Cell & Data Centre (WCDC), in the District. Financial assistance for contractual engagement of Technical Expert in the DWDU/WCDC shall be provided as per guidelines of Dept. of Land Resources, Govt. of India.

A Committee shall be constituted for overseeing implementation of IWMP in each district, and also for coordinating the various activities of the District Watershed Development Unit (DWDU) /Watershed Cell cum Data Centre (WCDC). The composition of the Committee shall be as under:

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| • <b>Chairman</b>                             | <b>:Chairman of ADC/Adhyaksha of Zilla Parishad</b> |
| • <b>Vice –Chairman</b>                       | <b>: Deputy Commissioner of the District</b>        |
| • <b>District Horticulture Officer</b>        | <b>: Member</b>                                     |
| • <b>District Agriculture Officer</b>         | <b>: Member</b>                                     |
| • <b>District Fishery Officer</b>             | <b>: Member</b>                                     |
| • <b>District Veterinary &amp; AH Officer</b> | <b>: Member</b>                                     |
| • <b>Divisional Forest Officer (DFO)</b>      | <b>: Member and Project Co-ordinator</b>            |
| • <b>District Planning Officer</b>            | <b>: Member</b>                                     |
| • <b>Executive Director, DRDA</b>             | <b>: Member Secretary</b>                           |

#### **5. ROLE & FUNCTIONS OF DWDU/DRDAs:**

- To sign MoU with SLNA, by the Executive Director, DRDA and the Member Secretary of DWDU/WCDC.
- Opening of two separate Savings Bank Account for Institutional Funds and Project funds which will be jointly maintained by ED,DRDA & Project coordinator IWMP( Divisional Forest Officer).
- Establish and maintain the DWDU/WCDC, and linking information related to progress of the projects to the State and National Level Data Centre.
- To set up Watershed Development Teams (WDT) in each Project. The WDTs shall have a minimum of four members broadly with knowledge and experience in agriculture, soil science, water management, social mobilization and institutional building. At least one of the WDT members should be a woman.
- The expenses towards the salaries of the WDT members shall be charged from the administrative support to the DWDU/PIA.
- Take up Community mobilization for bringing Watershed Communities for active participation in the project implementation process.
- Take up overall responsibility in the preparation of Detailed Project Report (DPR) and Annual action plan and Budget for watershed development projects in the district.
- Providing technical support to WDT in planning and execution of watershed development projects.
- To develop action plans for Capacity Building, with close involvement of resource organizations to execute the capacity building action plans.
- To develop monitoring, evaluation and reporting system of the projects.
- To submit the PPR & DPR to SLNA for approval.
- To maintain timely release of project funds, inspect project accounts of WCs, review the overall project implementation and submit periodical reports.
- To set up institutional arrangements for post-project operation and maintenance and further development of assets created out of the projects.

**6. RESPONSIBILITY OF EXECUTIVE DIRECTOR, DRDA/MEMBER SECRETARY OF DWDU:**

- To be Member Secretary to the DWDU Committee for execution of work under IWMP in the District.
- Critical role in building a team for project implementation and ensure participatory process of project implementation.
- Day to day management of project implementation.
- Maintaining contact with project communities to ensure conformity with project objective and approach.
- Assisting watershed communities in the development of long term perspective of IWMP in the district.
- Monitoring and supervision of project activities undertaken by PIA, WDT & WC.
- Designing institution growth /employment generation of watershed communities, SHGs and creation of watershed fund of user groups/farmer groups.
- Preparing Annual Work Plan/ Annual Action Plan, Budget etc. for approval of DWDU.
- Opening of Saving Bank accounts for securing Institutional funds and Project funds along-with Project Coordinator (IWMP) and transfer the same to PIA/WC accounts as per MoU with SLNA.
- Coordination of DWDU members for approval of District Project Strategic Plans, Detailed Project Reports and Annual Action Plan & Budget, Capacity Building Action Plan etc.

**7. RESPONSIBILITY OF PROJECT COORDINATOR (IWMP)/DIVISIONAL FOREST OFFICER:**

- To act as the Project Co-ordinator at District level and to provide technical inputs on implementation of the watershed management programs.
- To provide technical backstopping and necessary support for overall implementation of the program.
- To facilitate interchange of information between DWDU/WCDC and SLNA, Manipur.
- To ensure project environment, promote general public awareness and cooperation.
- Operate Savings Bank Account jointly with Executive Director of DRDA for securing Institutional funds and Project work funds for the IWMP projects, in an IT enabled Nationalized Bank in the district and transfer the same to PIA/WC accounts as per MoU with SLNA.

**8. FORMATION OF WATERSHED DEVELOPMENT TEAM (WDT):**

- The Watershed Development Team (WDT) is an integral part of the PIA.
- The PIA must put in position a dedicated WDT having at least four members. At least one of the WDT members should be a Woman.
- The WDT will be engaged on contract/deputation/transfer for a term not exceeding the project period.
  - *He / She has to work on full time basis.*
  - *Can hire retired govt. officials with experience in the area.*
  - *Preference shall be given to local people.*
- The WDT members should have a professional degree and experience in Agriculture/Horticulture, Soil & Water management, Social mobilization and Institutional building.
- The WDT should function in close collaboration with the experts at the district and state level.

- The expenses towards the salaries of the WDT members shall be charged from the administrative support to the PIA.

#### **9. ROLES AND RESPONSIBILITIES OF WDT:**

- To assist Gram Sabha/Panchayat/ Village Authority in constitution of the Watershed Committee(WC) and facilitate their functioning
- To organize and nurture Self Help Groups (SHGs), User Groups (UGs) or Farmer Groups (FGs).
- To mobilize women to ensure that the perspective and interests of women are adequately reflected in the watershed action Plan.
- To conduct participatory base-line surveys, training and capacity building.
- To prepare detailed resource development plan including water and soil conservation or reclamation etc. to promote sustainable livelihoods at household level.
- To prepare Detailed Project Report (DPR) for consideration of Gram Panchayat/ Village Authority and submit to PIA.
- To undertake engineering surveys, prepare engineering drawings and cost estimates for any structures to be built.
- To provide technical guidance to the Watershed Committees in the formulation of watershed action plan.
- To assist in Common property resource management and equitable sharing.
- To undertake monitoring, assessing, undertaking physical verification and measurements of the work done.
- To conduct field visit for at least 20 days in a month and to maintain a performance diary thereof.
- To facilitate the development of livelihood opportunities for the landless.
- To maintain project accounts.
- To arrange physical, financial and social audit of the work undertaken.
- To set up suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period.

#### **10. FORMATION OF WATERSHED COMMITTEES (WC):**

- The Gram Sabha/Gram Panchayat/Village authority/VDC will constitute Watershed Committee (WC) with the technical support of the WDT.
- The committee shall have at least 10-members comprising Pradhans/Ward Members/VA/VDC members and a member of the WDT. Half of them shall be representatives of SHGs, User groups/farmers groups and women.
- The Gram Sabha/Panchayat/Village Authority/VDC, as per the case, may elect the Chairman and Secretary of the Watershed Committee.
- The Secretary of the WC will be selected by Gram Sabha on the basis of merit and experience.
- The WC shall have an independent rented office accommodation and the Secretary of the Watershed Committee shall be a paid functionary under administrative support of the PIA.

#### **11. ROLE AND RESPONSIBILITIES OF WC:**

- To open a savings bank account to secure project funds which shall be jointly operated by the Chairman, Secretary and a nominee of WDT.
- To withdraw project fund(s) with the approval of the Project Coordinator/Member Secretary.
- To constitute SHGs, User Groups (UGs)/ Farmer Groups (FGs) with the help of WDT.
- To facilitate resource-use agreements among the User Groups as a pre-condition for an activity.

## **12. RESPONSIBILITIES OF THE SECRETARY, WC:**

- Convening meetings of Gram Sabha/Gram Panchayat, Watershed Committee for facilitating the decision making processes in the context of Watershed Development Project.
- Taking follow up action on all decisions.
- Maintaining all records of project activities and proceedings of the meetings of Gram Panchayat, Watershed Committee and other institutions for watershed Development Project.
- Ensure payments and other financial transactions.
- Signing the cheque jointly with the Chairman and WDT nominee.

## **13. ROLE OF GRAM SABHA/VILLAGE AUTHORITY:**

- Prerequisite for ushering partnership cooperation in the implementation projects in the project villages is based on their:
- Willingness to accept the basic principles of the project and initiative taken to establish Watershed Committee with representation of all sections of the community including women,
- To ensure that priority of the benefits will accrue to the marginalized and resource poor households, ST/SC, widows, asset less, etc.
- Contribute voluntary labor to the implementation of development activities.
- Maintain transparent management and effective accounting procedures open to inspection by the community, WDT, PIA, SLNA and independent evaluators.
- Be responsible for the operation and maintenance of community assets created under the project and protect the project from anti-social elements.

## **USER GROUP/ FARMER GROUPS:**

The Watershed Committee shall be facilitated to constitute Farmer's Groups of persons mostly affected by each work/activity and shall include those having land holdings within the Watershed areas and who are likely to derive direct benefit from a particular watershed work or activity. The groups must be facilitated to execute resource-use agreement on the principle to address equity and sustainability.

## **SELF HELP GROUPS:**

The Watershed Committee shall be facilitated to form SHGs among- Women, Agricultural laborers and Marginal farmers with the help of WDT who are homogenous groups having common identity and dependent on watershed area for their livelihood. Each group shall constitute 10 to 15 members. Capacity building process on Works and Empowerment through Entrepreneurship activities shall be provided to them. Each SHG will be provided with a Revolving fund of an amount to be decided by the Nodal Ministry.

The Group should open Separate Saving Bank Account in the name of the group.

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**Manipur**