

## **REPORT ON IN SITU Water Conservation Workshop: CAIM and WOTR**

### ***Action plan for implementation of in-situ water conservation in convergence with MREGS under CAIM***

In-situ water conservation is an important output envisaged under Sustainable Agriculture Sub Component of the CAIM programme. The six RNGOs (the PIAs) are in the process of preparing DPRs in the identified clusters and expected to be submitted by end of December. It was discussed that January to June is the most appropriate period for implementing Soil and water conservation related activities. Eventually, considering the scope and necessity to initiate field activities related to in-situ water conservation, following action plan was agreed by all the participants. Thus, it was unanimously agreed to start the work of in-situ conservation on 26 Jan 2011.

It was decided that the 6 RNGOs will follow this action plan in identified clusters, while FNGOs may take up these activities voluntarily in one or two villages of their proposed clusters. This action plan will loop in the regular project operations once the project is sanctioned to the RNGOs based on final DPR and hence, this will be an integral part of the main project. It may be noted that the activities and tentative schedule was discussed and finalized among the participants, however, considering the tasks and anticipated time span the action plan mentioned here is revised appropriately in consonance with the agreed time period. The activities in the action plan are briefly described ahead.

<b>S No.</b>	<b>Activity</b>	<b>Schedule</b>	<b>Responsibility</b>
1.	Present status @ cluster wrt MREGS (activities, existing situation)	8 to 10 Nov 2010	DPMT & PIA
2.	Project meeting @ Govt (Dist & block wrt to MREGS) DPMTS, PIA and existing TSP	11 to 15 Nov 2010	DPMT
3.	Field study -1 ( Assessing field situation wrt Labour, Banks, and existing work status)	11 to 20 Nov 2010	PIA & TSP/PS
4.	Type designs of major 5 activities( DPMTs)	Upto 15 Nov 2010	PMU & DPMT Amravati
5.	Gram sabhas (Discussion on proposed design with communities and finalization of area)	15 to 25 Nov 2010	PIA & TSP/PS
6.	Field work (Gap filling of Points 3 and collection of documents@village level)	21 to 25 Nov 2010	PIA, TSP & GP
7.	DPCC meeting (Not required/mandatory if planned)	25 to 30 Nov 2010	DPMT

	already then above work can be discussed(supplementary plan)		
8.	Shramdan (Not mandatory now but envisages to build ownership within community and as beneficiaries contribution during CAIM Programme)	1 to 25 Dec 2010	PIA & GP
9.	Field study -2(Actual mapping of proposed treated area, Net planning, actual plans.)	1 to 20 Dec 2010	PIA & TSP/PS
10.	Submission of individual estimates to BDO	21 to 30 Dec 2010	PIA & TSP/PS
11.	Approval ( Technical & Administrative)	1 to 20 Jan 2011	PIA, TSP & DPMT
12.	Labour demand @ GP	21 to 22 Jan 2011	PIA & GP
13.	Proposal for advance (Strategy level issue)	21 to 25 Jan 2011	GP & TSP/PIA
14.	Implementation on field (After Approval of DPR(end to end) by PMU)	26 Jan 2011 & forth	PIA & TSP/GP
15.	Agreement (GOM(Policy level issue for TSP)-CAIM (PMU)-PIA)	Up to 30 Jan 2011	PMU & PIA

The activities mentioned in the action plan are described in the following paragraphs.

1. Present status: The respective DPMT and PIA (RNGO) will check the shelf of activities and proposed work for current year (2010-11) in the annual working plan for the identified cluster of villages in CAIM programme. List of Technical Service Providers (TSP) appointed by district administration for these villages will also be checked. Works proposed in the working plan and shelf of activities will be assessed for those related to CAIM objectives (in-situ) as listed Programme Implementation manual (PIM). If the proposed works are as per the listed works (list discussed in Group 2) the PIA can continue with those. If the proposed works are of ex-situ type then potential in-situ activities can be discussed and drawn during the project meeting to be conducted as second task. During this period DPMTs and PIAs will study NREGA and MREGS in details and discuss with concerned authorities to be up-breast.
2. Project meeting: A common meeting of Dy Collector (EGS), Dy CEO (VP), Tahsildar(s), BDO(s), TAO(s), PIA(s) and TSP(s) concerned will be conducted by DPMT. The agenda of the project meeting(s) will be:
  - a) Discuss the proposed plan to start in-situ conservation works in the identified cluster of villages from 26 Jan 2011. Following to this Gram Sevaks will be intimated to issue notice of Gram Sabha.

b) In case where shelf of activities for the identified cluster of villages is not available or shelf of activities do not contain the 5 major activities, plan will be finalized to submit proposal for supplementary work plan by 30 Nov 2010 to district administration for necessary action.

c) In cases where TSP is not appointed, appointing competent staff with PIA to prepare individual estimates. *(It may be noted that the PIAs have proposed to have additional clause(s) in the project agreement of CAIM so that a separate agreement for TSP may not be required. Decision regarding this will be taken by PMU and conveyed. If this does not workout, the PIA will have to apply as TSP to district administration. Till such a decision the technical staff at block level will be given the responsibility to prepare individual estimates and later for payment procedures.)*

3. Field study 1: Field study to undertake in-situ conservation will be done in two parts. The PIAs will coordinate with TSPs and or technical officers as the case may be, for all activities. Part one of field study will include;

a) listing of in-situ works and quantum in area and numbers, phasing in two parts- for 2010-11 (till March 2011) and for 2011-12 (till June 2011).

b) labour assessment – how many are enrolled as job card holders, whether all eligible and job-seeker labours are enrolled & if not list left-out labours and ask Gram Sevak to seek their applications.

c) bank account verification of job card holders.

4. Type designs: In the group discussion WOTR proposed that following 5 major activities can be taken up in first phase – farm bunding, graded bunding, farm ponds, Nala Bunding and Stone Bunding type designs and estimate formats will be sought from JD Agri and Deputy commissioner EGS Dy Collector EGS or SAO Amravati (a sanctioned copy for identified 5 major activities) and circulated to all DPMTs. These may also be confirmed with Technical Officer in SAO or JD (Agri) office. Simultaneously, DPMTs and PIAs may also seek type designs in the district.

5. Gram sabha: Gram Sabha will be conducted to motivate villagers for in-situ conservation works, shramdan by all families for any identified work, area identification for activities till March 2011 and till June 2011, consent of land holders in identified area and labours, if required appointing rojgar sevak, etc. In case of available in-situ activities identify area / location. Transparency and participation should be ensured from first step itself.

6. Field work: This includes specific tasks necessary to undertake planning and implementation and are- applications of left-out labours (Form 1), application for bank account opening, village maps, list of land holders (7/12 and 8 A), etc.

7. DPCC meeting: DPCC meeting will be conducted and the action plan discussed in project meeting will be presented and resolved. If required supplementary plan may also be resolved.

8. Shramdan: As decided in the Gram Sabha, people will come together and participate in shramdan. The PIA will make necessary arrangements like marking on site, attendance, measurements, etc. This opportunity may be utilized by conducting an awareness activity like speech, street play, *bharud/ kirtan*, etc.

9. Field study -2: PIA will conduct net planning for identified location in field study part two. In case if some PIA team member is not aware of net planning, the PIA may organize one-day exposure and on site training to the nearest on-going watershed project in Nabard supported Holistic Watershed Development Programme 'NHWDP'. Though net planning is very effective participatory planning tool, estimates of MREGS need to be submitted in the prescribed formats (type designs) with all necessary enclosures, therefore, individual estimates should be prepared and submitted. For ease and convenience, the estimates may be prepared within the sanctioning limit at block level (presently, Rs 3 lakhs is the limit of BDO)
10. Submission of individual estimates: The individual estimates should be submitted through Gram Panchayat or department to the BDO. If necessary, this is then sent to TAO for verification. In case of query the estimate needs to be corrected and re-submitted.
11. Approval: The estimate is given technical sanction by Section Engineer of Panchayat Samiti and administrative sanction by BDO. Based on this administrative sanction work order is released to Gram Panchayat or department. It was shared by WOTR that submission, re-submission, sanctions and work order may take between one week and one month and therefore, estimates should be submitted by last week of Dec 2010 or even before if possible.
12. Labour demand: After receiving the work order the PIA and GP should raise labour demand from job-seeking labours in the prescribed format (Form 4).
13. Proposal for advance: It was discussed that works under MREGS have suffered due to delays in labour payments and advance arrangement was proposed in the group work. This advance can be from MREGS or bridged from CAIM funds and decision regarding bridging CAIM funds will be taken by PMU and communicated(Policy level issue needs through discussions). But it was also shared by WOTR that proper procedure should be resolved for advance settlement. Therefore, it would be decided later. In case a mechanism is finalized, on receiving work order the GP or department may apply for advance.
14. Implementation on field: Implementation will start on 26 Jan 2011. It will be undertaken in two steps;
  - a) Preparatory work- The PIA and TSP/ technical officer in mutual coordination alongwith GP will plan and make necessary field arrangements like site marking, identifying volunteers, labour planning, seeking & approving measurement books, rate list, demonstration of activities, measurement system, etc.
  - b) Actual implementation- During implementation PIA and or TSP / technical officer will allot the work to labours, supervise the work, record attendance and measurements and prepare musters and MBs. Based on the muster and MBs final payment sheets will be prepared. The payment procedure has been separately described.
15. Agreement (GOM-CAIM-PIA): The PIAs will submit the final DPRs to to District Programme Management Team (DPMTs) which will be thoroughly discussed in DPCC and recommended DPRs will come to PMU and an agreement / MoU will be signed

after due sanction (including DPR validation, IFAD NOC, and PSC Approval at last).. As proposed by the participants this agreement should serve for all project purposes and should contain necessary clauses. As mentioned earlier, PMU will communicate the decision in this regards. It was also agreed that this task, convergence of MREGS funds, though initiated even before the formal agreement is an integral part of the project and PIAs will undertake this task alongwith the task of finalizing DPRs.

***Workshop on In Situ Water Conservation on Date 28 and 29 Oct 2010: Discussion and suggestions by Groups***

**Group 1: Institution, Capacity Building and transparency**

- A) Public-Private-Civil Society Partnership (PPCP) is essential.
- B) Only one agreement between: CAIM-DC-Existing TSP (if any) and NGO
- C) Working group should be formed for drafting the agreement and designing the roles and responsibility of its stakeholder (CAIM, NGO, DC)
- D) NGO as TSP: CAIM should facilitate NGOs to become TSP at the same time the involvement or discontinuation of existing TSP ( if any) and its implication will be worked out. This will provide approximately 3 % cost of total implementation cost through MREGS. Therefore NGOs can practice Ridge to Valley approach for complete development of villages and being to TSP they will have authority to plan and prepare the estimates as well as supervise the work.
- E) Ridge to Valley approach will not have any significant incremental in administrative cost. Only number of supervisor will have to increase and the same cost can be borne from MREGS therefore CAIM will not have to pay any additional cost with this approach.
- F) According to the PIM, CAIM has to provide 20 % of funds for in-situ soil and water conservation, Group suggested that this fund should be provided initially to the GP and GP will use it as revolving fund for timely payment of labor. The treatments from this fund will be carried out at the end of the area treatment in that village. CAIM will develop a mechanism for this system which will fit into MREGS framework of payment system.
- G) VDC and DPCC should play important role in conflict resolving at various stages.
- H) CAIM should provide various capacity building Programmes: community, CBOs, PRIs, Line Departments, and PIA
- I) Present structure of CAIM (NREGA 75%, CAIM 20% and Beneficiaries 5%) is using Beneficiary contribution/Shramdan as a part of fund for treatment, this 5% fund can also be raised from NREGA, and beneficiaries' contribution can be used as Watershed Development Fund (WDF) for its maintenance.
- J) Net Plan for complete in situ soil and water conservation should be developed in two stages: first stage will capture the feasible works in that season and it should be

prepared and submit along with DPR. DPR will also give the hypothetical details of the complete work backed by secondary data and net plan for the remaining area can be prepared after the DPR approval and will be submitted and get approved by the respective authority before the next season.

- K) Process Documentation: Village and cluster level Process Documentation will be done by NGO and capacity development on process documentation will be done by KME. The same can be disseminated through CAIM blog, website etc.

**Group 2: Technical / Administration Backstopping and coordination**

**A) Activities enlisted under In situ**

Sr.No.	Activities can be done - In situ	Activities allowed in MREGS	Activities proposed for 1 <sup>st</sup> phase
1	Compartment bunding	Yes	Yes
2	Vegetative bunding	Yes	
3	CCT, WAT	Yes	
4	LBS	Yes	
5	Farm Bunding	Yes	Yes
6	Farm ponds	Yes	Yes
7	Wells	Yes	
8	Intercrop	No	
9	Plantation (social forestry, horticulture	Yes	
10	Contur, graded bunding	Yes	
11	Water wells	Yes	
12	Gabion Structures	Yes	
13	Wooden plough	No	
14	Stone bunding	Yes	Yes
15	Bench terracing	Yes	
16	Nalla bunding	Yes	Yes
17	Underground drain line	No	
18	Plantation on bunding	Yes	

**B) Proposed Operating System under CAIM**

- Advance arrangement to Gram Panchyat.
- Study Group for operational systems and procedures (Dy.Com EGS, JDA, Conservator forest , WOTR, RBI, ADO(1), Dy. Collector EGS(1), Dy. CEO (Panchyat) Z.P. (1), SAO (1), RNGO representative (6)

**C) Fund Flow for MREGS:**

- Advance arrangement (policy decision )
- It could be based on unskilled component and skilled component ratio (60:40)
- GP/ Rojgar sevak should give Prior intimation to bank/post

**D) Convergence between: NREGA + In situ**

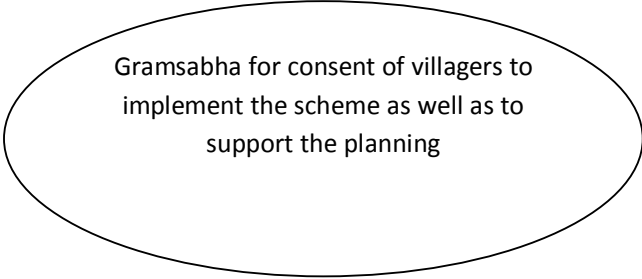
- Activity is mostly common
- DPMTs will make the standard type design available.
- Information about Existing work done and work planned in the season will be taken from the respective authority before planning for first phase . it will also help in getting No Objection Certificate from TAO.
- Recognition to NGO as TSP will help PIA is neither withdrawing authority nor controlling authority bit facilitator

**Other information collected from Panchayat samiti and from discussion with Existing TSP.**

- Grampanchayat can do 100% value of work under MREGS. 50% value of work by the gram panchayat is the minimum requirement.
- According to the government decision on 8<sup>th</sup> June 2010, the technical approval for all the proposal and administrative approval upto 50 lakhs can be done by BDO and Tahsildar at block level. This will solve our problem of making the pieces of DPR.
- The measure reason of delays are


- Misunderstanding/ poor understanding of process at TSP,GP and BDO level.
- No special person appointed for this work at BDO level. Existing Extension officer and JE has been given the responsibility.
- Availability of Gram sewak, JE, EO, BDO and accountant in the office.
- Unavailability of banks/ specific bank branch in each village. Collection of cheque takes long time.
- Some post offices do not accept cheque. They want the gram sewak to withdraw the cash from bank and deposit in the post office at the day of payment.

**Flow Chart - showing Plan approval process under MREGS.**




Gramsabha for consent of villagers to implement the scheme as well as to support the planning






Net Planning with the help of farmers on their field.




Information of Net planning in the gramsabha and approval of the same.



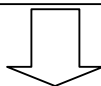
Preparation of estimates/ technical proposal by the TSP and submitted to Gramsewak



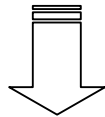
~~The documents will be submitted~~  
Agri Officer/ JE will give technical sanction and submit to BDO for Administrative Approval



The same will be approved by BDO.



Recommended DPRs from DPMTs will come to PMU for sanctioning. And MoU will be executed after validation, Noc from IFAD and Approval in PSC. Issue of work order to the Gram panchayat by BDO .



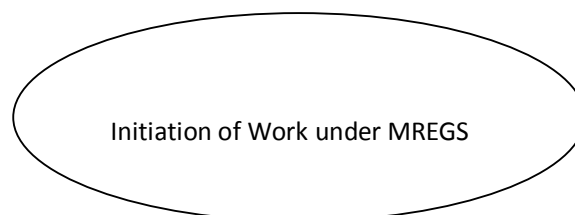
Gram Panchayat will initiate the work

**Other information collected from Panchayat samiti and from discussion with Existing TSP.**

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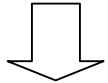
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  - Some post offices do not accept cheque. They want the gram sewak to withdraw the cash from bank and deposit in the post office at the day of payment.

**Flow Chart - showing Payment process under MREGS.**

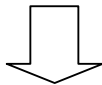




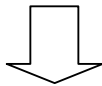
Maintainance of  
Attendance Register by  
Rojgar Sewak  
( Day 1 to Day 6)



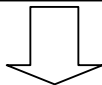
Measurment of work  
done by TSP with the  
Help of Rojagar Sewak



TSP will check errors, do  
the calculation and  
prepare the payment  
sheet.



The documents will be  
submitted to  
Gramsewak.



Gramsewak submit  
the document to

Gramsewak will submit  
the document to  
Panchayat Samiti for  
approval.

