

**STANDARD OPERATING PROCEDURE (SOP) FOR IMPLEMENTATION OF
PROJECTS UNDER WDC-PMKSY 2.0.**

Watershed development approach has been accepted as a model for major public investments targeting sustainable production systems for natural resources management and livelihood options. During next five years, Watershed Development Projects will be implemented in accordance with the Guidelines for New Generation Watershed Development Projects (WDC-PMKSY 2.0).

Sl. No.	Item (Relevant Clauses from the Guidelines WDC 2.0)	Particulars
1.	Institution Building (10.1.1, 10.1.2, 10.1.3, 10.1.4& 10.1.5) (12.1, 12.2) (13.2.1, 13.2.2, 13.2.3)	a. Meeting of WCDC with the Chairperson, Co-Chairperson and Other District Heads of Allied Departments. Briefing about the New Guidelines under WDC-PMKSY and about the sanctioned Project in the District. <i>Action: Project Manager</i>
		b. PIA will engage one Officer with requisite qualification & experience in relevant fields from own department in addition to his own duty In both the cases, approval of the Chairman of WCDC as well as of SLNA will be needed. <i>Action: Project Manager</i>
		c. Minimum of four WDT members, at least a woman among them having professional degree and experience in agriculture (includes all related agricultural sciences), forestry, soil health management, water management and community mobilization & institutional building will be recruited from open market. Alternately, Officers with professional degrees in relevant fields from Govt. departments will be engaged. In both the cases, approval of the Chairman will be needed. One WDT Member will be nominated as the Project Leader and will be one of the members of WCs and will be joint signatory to the Watershed Committee (WC) Bank Account. The Project Leader will essentially be the Officer in WDT from PIA's Office.
		d. <i>Action: PIA</i>
		e. Formation of WC for each Micro-Watershed in Gram Sabha in close association with the local PRIs. Mass Awareness regarding the formation of WC through members of local PRIs, Public announcement, etc. Ensuring maximum number of participants in the Gram Sabha. Proper Postering, Banners, Attendance Registers, Photography, Videography, etc. pertaining to Gram Sabha should be maintained. WCs will be registered under Society Registration Act'1896. Either Chairperson or co-Chairperson shall be essentially a woman. The Chairman of the Watershed Committee will be joint signatory along with the Project Leader (WDT Member in WC) for the WC Bank Account. The monthly remuneration of the Secretary of WC is Rs. 4,000.00 <i>Action: PIA</i>
2.	Capacity Building 24	Capacity Building Annual Action Plan should be prepared at all levels every year. Module of Training, Resource Agency, Resource Person, etc. should be finalized in the line of the demand of Program/Guideline. A practical Cost Estimation should be prepared for each level separately. The Capacity Building Annual Action Plan along with Cost Estimation will be approved by the Chairperson, WCDC and sent to SLNA for appraisal. <i>Action: Project Manager & PIA</i>

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Sl. No.	Clause	Particulars
3.	Entry Point Activity (EPA) 19.1.3 (n)	<p>a. Identification of Activities as per the relevant Clauses provided in the Guideline in consultation with the Gram Sabha & PRIs. The proposals under EPA should be placed at WCDC for approval by the Chairperson. Approved Action Plan will be sent to the SLNA for appraisal. Cost Estimation for all activities taken under EPA will be prepared following existing valid SORs and will be technically sanctioned. The Action Plan of EPA will be a part of the DPR.</p> <p>b. Constitution of Procurement Committee by the WCDC for purchasing of all construction materials, planting materials, etc. through tendering and/or quotations under the set Financial Rules/Acts of State Government.</p> <p><i>Action: PIA& WDT</i></p>
4.	DPR Preparation 17, 18, 19, 20.4, 20.5, 20.6	<p>a. Project Manager will organise WCDC meeting to apprise the members about the Programme, make strategy to ensure sharing of knowledge & services from the line departments like Agriculture, Agriculture Engineering, P & RD, Veterinary, Industries; formulate modality on convergence of respective relevant programme, etc.</p> <p><i>Action: Project Manager</i></p> <p>b. PIA will organise meeting for concerned PRIs and Gram Sabha to make all stakeholders aware about the program. PIA will arrange mass publicity, mobilise trained staff and/or village community for Socio-Economic data collection from all villages, arrange for collecting secondary data and GIS based thematic Mapping. Consult WDT in finalizing schedule of village wise PRA exercises and engage WDT in performing PRA Exercise – Social Mapping, Resource Mapping, Wealth Ranking, formation of Users' Groups, formation/selection of SHGs, selection of Individual Beneficiaries, Engineering Survey, Geo-tagging of all proposed interventions. Book keeping, Photography and Videography should extensively be performed.</p> <p><i>Action: PIA& WDT</i></p> <p>c. Performing Net Planning in consultation with project stakeholders, integration of all data, and preparation of Participatory Watershed Development Plans (PWDP). Year-wise break up of activities (Annual Action Plan), <i>both in Physical & Financial</i>, under each components, cost estimation for each activities with the help of allied departments and existing valid SORs, etc.</p> <p><i>Action: PIA& WDT</i></p> <p>d. DPRs are to be scrutinized at SLNA Level and thereafter the DPRs will be placed at WCDC for approval and for incorporation into the District Development Plan.</p> <p><i>Action: PIA</i></p>
		<p>e. Finalization of Abstract of Activities, <i>both in Physical & Financial</i>, already incorporated in the DPR in the line of MIS.</p> <p><i>In order to facilitate reporting against relevant SDG under NITI Ayog, Total Area to be Treated will be segregated against the relevant activities under Work Phase.</i></p> <p><i>Action: PIA& WDT</i></p>

Signature

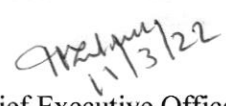
Sl. No.	Clause	Particulars
5.	Work Phase:-	
	NRM Activities & Governance. (17.1.2, 19.2.1, 19.2.2, 19.2.3, 19.2.4, 19.2.5, 19.2.6, 19.2.7, 19.2.8, 19.2.9, 19.2.10, 19.2.11, 19.2.12)	<ul style="list-style-type: none"> a. In conformity with the approved DPR, Annual Action Plan (AAP) will be prepared separately both for NRM Activities and NRM & Governance in the Gram Sabha every year, placed it at WCDC for approval from the Chairperson and apprised to the SLNA thereafter. b. Details of Users' Groups against each activity will be the part of the AAP. c. The reference wells/ bore wells will be Geo-Tagged d. Plan & Estimate for each activities will be prepared by the WDT following valid SORs and will be technically sanctioned by competent authority. e. Assets Register" is to be maintained at the WC level. The assets once completed will be transferred to the Gram Panchayat at the end of every year. f. Constitution of Procurement Committee by the WCDC for purchasing of all construction materials, saplings, etc. through tendering and/or quotations under the set Rules/Acts of State Government. <p><i>Action: PIA& WDT</i></p>
	Production System 19.2.13	<ul style="list-style-type: none"> a. Annual Action Plan (AAP) for Production system will be prepared in Gram Sabha with the help of Agriculture, Agriculture Engineering and Veterinary Department of the District every year. The Production System Activities mentioned in the New Guidelines only should be taken up. The list of eligible beneficiaries will be finalized in the Gram Sabha. The AAP will be placed at WCDC for approval from the Chairperson and apprised to the SLNA thereafter. b. The earlier Operational Operation of Financial aspects c. Plan and Estimate for each approved activities should be prepared by the WDT in consultation with the relevant Department, and obtain Technical Sanctions from competent authority. d. Constitution of Procurement Committee by the WCDC for purchasing of all construction materials, planting materials, etc., <i>wherever needed</i>, through tendering and/or quotations under the set Financial Rules/Acts of State Government. e. The fund should be directly transferred to the Beneficiaries Bank account. <p><i>Action: PIA& WDT</i></p>
	Livelihood Activities for the asset less persons, Micro Enterprises 13.4, 17.1.3,	<ul style="list-style-type: none"> a. Annual Action Plan (AAP) for Livelihood Activities will be prepared at Gram Sabha in consultation with SRLM. b. This AAP will address strengthening of the existing SHGs of the Project area and/or formulating need based/resource based new ones. The list of eligible beneficiaries will be finalized in the Gram Sabha itself. The AAP will be placed it at WCDC for approval from the Chairperson and apprised to the SLNA thereafter. c. The Livelihood Activities mentioned in the New Guidelines only should be taken up. d. The fund should be directly transferred to the Beneficiaries Bank account. <p><i>Action: PIA& WDT</i></p>

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Sl. No.	Clause	Particulars
6.	Consolidation (19.3.1, 19.3.2, 19.3.3, 19.3.4 & 19.3.5)	<p>a. Preparation of Consolidation Action Plan for Consolidation Activities in Gram Sabha. PRIs will be consulted in finalizing the Plan.</p> <p>b. The Consolidation Action Plan will be placed it at WDC for approval from the Chairperson and apprised to the SLNA thereafter.</p> <p>c. Cost Estimation of each activities under this Action Plan will be prepared by the WDT, will be technically approved by the competent authorities.</p> <p><i>Action: PIA & WDT</i></p>
7.	Management Cost under Administrative Head 20.5	<p>Project Manager will Prepare a realistic Annual Budget for Management Cost under the Project at WDC, PIA & WC Level at the starting of the year during Project period.</p> <p>Separate budget may be prepared for the Salaries of Contractual Staff recruited under PIA & for the Secretaries of WCs and other Non-Salary Components for the Project. The budget should be apprised to the SLNA every year at the beginning of the year.</p> <p><i>Action: Project Manager & PIA</i></p>

8. Others	
Registration	Agencies viz. SLNA & WC will be registered under Society Registration Act' 1896.
MoU	Necessary MoU will be made between SLNA and Project Manager & PIA at the beginning of the program.
AAPs	Annual Action Plan (AAP) under all Components should be prepared in conformity with the Detail Project Report (DPR) which will be dully approved by the Chairman WDC.
Technical Sanctions	<p>For all range of Amounts within the permissible limits, Technical Sanctions to the Plan & Estimates under different components will be obtained from –</p> <ol style="list-style-type: none"> 1. Superintending Engineers; Irrigation/PWD/Water Resources for the Activities of Civil Works under NRM & EPA for General Area. 2. In case of Plantation Activities – as decided by the Chairperson of WDC for General Area. 3. For Sixth Scheduled Area, respective Additional Directors of Soil Conservation will accord Technical Sanctions under NRM & EPA. 4. In case of Components of Production System & Livelihood, approved Departmental Estimates will be obtained from the relevant Departments at District Level with approval of SLNA.
Joint Signatories for Bank Accounts	In case of WDC & PIA, both the Joint Signatories for Bank Accounts under the WDC-PMKSY should essentially be from the Department only. No contractual staff is allowed to perform as the Joint Signatory to these Bank Accounts.
Financial Aspects under Livelihood & Production System	<p>Operation of Financial Aspects under the components of Livelihood for Assetless Poor and Production system will be done following the earlier “Operational Guidelines for ‘Livelihood for landless/ assetless’ and ‘Production system & Microenterprises’ components of IWMP” issued by Government of India Ministry of Rural Development Department of Land Resources vide letter No. Z-11011/21/2010-PPC.</p> <p>[NB: Cost of farming system activity under Production System to be met from Project fund (@Rs 22,000.00/ha and @Rs 28,000.00/ha project unit cost)]</p>

Here, an attempt has been made to generate Broad Guidelines for implementation of the New-Generation Watershed Projects at grass-root levels i.e., **District & Project**. The SLNA may issue detailed modalities as per the requirements of the State or may make amendment on it whenever required.



 Chief Executive Officer
 SLNA, WDC-PMKSY, Assam. &
 Addl. Sectary, to the Govt. of Assam.

Memo No. SLNA-02/2022/17

Dated Guwahati the 11th March'2022

Copy to:

1. The Principal Secretary, BTC, KAAC & DHAC and Deputy Commissioner & Chairman, Watershed Cell cum Data Center (All). Watershed Development Component- Pradhan Mantri Krishi Sinchayee Yojana for kind information.
2. The Divisional Officer, Soil Conservation Division cum Project Manager, WDC, WDC-PMKSY, Assam (All) for kind information and necessary action.


 Chief Executive Officer
 SLNA, WDC-PMKSY, Assam. &
 Addl. Sectary, to the Govt. of Assam.