

From

**The Director,
Water and Sanitation Support Organization,
Bay No. 13-18, Sector-4, Panchkula,
Haryana.**

To

All Executive Engineers,
Public Health Engineering Divisions in Haryana.

All IEC & Equity Consultants,
at District level, in Haryana.

Memo No. 2162-2238 -WSSO
Dated Panchkula the, 12/07/2012

**Subject: - Guidelines for carrying out support activities under NRDWP
in Rural Areas.**

It is intimated that IEC& Equity Consultants engaged by WSSO have joined almost all the Districts of Haryana. They have been attached with Public Health Engineering Division declared as nodal division for the District. In order to kick start the support activity one day orientation workshop was held for IEC& Equity Consultants at Chandigarh on 06.07.2012. All the consultants present in the meeting were told about the functioning of the PHED, activities to be carried out by them and also expectations under the NRDWP guidelines. At the end of the workshop, suggestions/ feedback was also sought from the IEC & Equity Consultants.

Subsequently a meeting of Apex Committee of SWSMH under the Chairmanship of Chief Secretary, Haryana was held on 09.07.2012 wherein the support activities were reviewed and directions were given by Chief Secretary for future course of action. In addition the approval to purchase Laptops, Projectors and Digital Cameras was also accorded in the meeting so as to equip the Consultants and to use it for board base the support activities.

Based on the discussion held during the orientation workshop on 06.07.2012, feedback/ suggestions received from the Consultants and also directions given by the Apex Committee in the meeting held on 09.07.2012 the following action plan shall be enforced for smooth carrying out the support activities under NRDWP:-

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1. The daily progress report (DPR) shall be entered on the WSSO website, through the district login. The provision for entering the DPR shall be closed automatically on the 10th day after the last entry made.
2. The monthly progress report of all the activities as per targets given, shall be entered on the website of Ministry of Drinking Water & Sanitation, Government of India (www.ddws.gov.in). The Consultant shall also collect information from all the Executive Engineers, PHED of the district regarding water samples tested in the laboratory. In case the monthly progress report is not uploaded on the GOI website by 30th of the month then, the pay of the Consultants due to be released by 7th of the succeeding month shall not be released.
3. The Consultants shall frame and conduct the activities mentioned in the Annual Action Plan, 2012-13 (targets given during the workshop) in the districts, in consultation with the Executive Engineers, PHED of the district, under their jurisdiction and shall enter the progress of District consolidated from all PHE Divisions in the district and after compiling consolidated progress of activities at Block level (from BRCs).
4. The Consultants shall choose at least 5 villages per district for water conservation award scheme (from the target given to them or as per their discretion) and intimate the same to the Head Quarter. The action plan to achieve the target be submitted by 30.07.2012.
5. The Consultants shall be in touch with Executive Engineers, dealing with the support account for their sitting arrangement who have already been intimated to provide sitting arrangement to the Consultants.

6. The Consultants shall be in touch with the Executive Engineers, dealing with the support account to get facility of computer and internet facility, till they are provided with independent Laptops (as per approved by the Apex Committee, in its meeting held under the chairmanship of the worthy Chief Secretary, Haryana).
7. The Consultants shall work for 6 days a week, but shall be ready to work 24x7, as per requirement. As per the job requirement they are required to visit during water supply hours (early morning or late evening) or in the evening when they can be in touch with the villagers. Any Consultant, who is unwilling to give their services as per above instructions, may leave from his/ her engagement. If, at any stage, the progress of any consultant is found unsatisfactory, the WSSO shall be forced to take action as per the service agreement.
8. No collection of WSSO funds through donations from school, Petrol pumps, gas agencies etc., shall be done, as the funding is done by Govt. of India.
9. The Consultants with prior approval of Director, WSSO can invite their counterparts from other Districts for effective awareness campaign on Water Conservation and Sanitation.
10. The 5 days Residential workshop for training of the consultants will be conducted shortly, once the engagement and appointment process is completed.
11. For field visits, the consultants shall be using Public Transport and no Government vehicle shall be permitted for this purpose.
12. An exposure visit shall be arranged in future, to those villages/ blocks, where the best work has been done by the community, under water & sanitation sector, so that the same can be implemented in other villages/ blocks also. A visit in Gharonda block of District Karnal, will be arranged shortly for this purpose.

13. As per directions given by Apex Committee all the Village Water and Sanitation Committees shall be got constituted within one month but not later than 15th August, 2012.
14. The distribution of Water Testing Kits shall be expedited in consultation with the concerned Executive Engineer.
15. To achieve continuous rapport building at grass root level, the engagement of the consultants is non transferable in any circumstances.

The list of the IEC& Equity Consultants with their mobile No., PHED Nodal Division is enclosed.

The above stated instructions shall be followed meticulously.

DA/ As above.

Sd/-
Director
WSSO, Haryana

Endst. No. 2239-2254 EVEN

Dated: 12/07/2012 EVEN

A copy of the above is forwarded to the following for information and necessary action:-

1. All Superintending Engineers, Public Health Engineering Circles, in Haryana for information and coordination of the various support activities.
2. HRD&IEC Consultant, WSSO, for further monitoring and viewing the progress.
3. M&E Consultant, WSSO, for further monitoring and viewing the progress.

Sd/-
Director
WSSO, Haryana