

No. 22/20/2011- PH-3

From

FCOP

12-8-11

The Financial Commissioner & Principle Secretary,
to Govt. Haryana, Public Health Engineering Department,
Chandigarh

Director of Evaluation Cell

Diary No. 1678

18/8/11

All Deputy Commissioners
in Haryana State

Dated Chandigarh the - 10-8-2011

Subject:- Setting up of State Water & Sanitation Mission (SWSM), Water & Sanitation Support Organization (WSSO), District Water & Sanitation Mission (DWSM) and Block Resource Centers under NRDWP and TSC.

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In this connection, it is intimated that Government of India had implemented revised guidelines of the National Rural Drinking Water Programme (NRDWP) w.e.f 01/04/2009. As per revised guidelines issued by Government of India in the Department of Drinking Water Supply, the objective is to provide every rural person with adequate safe water for drinking, cooking and other domestic basic needs on sustainable basis. This basic requirement should meet minimum water quality standards and be ready & conveniently accessible at all times and in all situations.

These guidelines may be downloaded from the Government of India website i.e <http://www.ddws.nic.in/>

The NRDWP guidelines provide for the institutional setup at the State, District and Block levels to provide support services to Water supply and sanitation programmes. Government of India is pressing hard for timely recruitment of suitable staff to the institutional set up at earliest so that its functioning can be started in full swing as per guidelines of NRDWP.

The GOI vide letters dated 24th August, 2010 circulated guidelines regarding institutional arrangements for WSSO, DWSM and Block Resource Centers (Copy attached).

Accordingly, the Haryana State has initiated action for making institutional arrangements at various levels i.e. State, District and Block as well as recruitment staff. As a sequel of the meetings to the subject cited above, the following decisions were taken to streamline the institutional set up required to achieve the mandate laid down by Government of India.

A) Setting up of State Water & Sanitation Mission Haryana(SWSMH) at State level

This Mission is required to be set up as a registered society and shall be headed by the Chief Secretary. As desired by Government of India, there should be only one Mission for Water Supply and Sanitation and as such, the State Water and Sanitation Mission Haryana has been notified and registered as society (copies attached). The Engineer In Chief, PHED would be the Member Secretary. Accordingly, the constitution of SWSMH would be as follows:-

1	Chief Secretary, Haryana	Chairperson
2	FC&PS, PHED	Member
3	FC&PS, Development & Panchayats	Member
4	FC&PS, Planning Department	Member
5	FC&PS, Finance Department	Member
6	FC&PS, Health Department	Member
7	FC&PS, Education Department	Member
8	FC&PS, Women & Child Development	Member
9	FC&PS, Information & Public Relations	Member
10	FC&PS, Irrigation Department	Member
11	FC&PS, Agriculture Department	Member
12	Special Secretary & Director, Development & Panchayats Department	Member
13	Member Secretary, Haryana State Pollution Control Board	Member
14	Regional Director, Central Ground Water Board (Expert)	Member
15	Director, NIC, Haryana Unit (Expert)	Member
16	Engineer-in-Chief, PHED	Member Secretary

The functions of the State Water & Sanitation Mission Haryana would be as follows:-

- Provide policy guidance on water and sanitation ;
- Convergence of water supply & sanitation activities including special projects;
- Coordination with various State Government departments and other partners in relevant activities;
- To approve the State Annual Implementation Plan under TSC before clearance from Government of India.

- Monitoring and evaluation of physical and financial performance and management of the water supply and sanitation projects;
- Integrating communication and capacity development programmes for both water supply and sanitation;
- Maintaining the accounts for Programme Fund and Support Fund and carrying out the required audits for the accounts.

B) Setting up of Water & Sanitation Support Organization (WSSO)

The Water & Sanitation Support Organization has been registered as a society (copy Attached). This has two constituents, namely, the Governing Council and Executive Committee. The Governing Council is headed by the Administrative Secretary, PHED, who is the Chairman. A provision will be made in the Governing Council for having Administrative Secretary, Development and Panchayats Department as Co-Chairman. Further, the contents will be amended and the tasks to be performed in connection with sanitation will be incorporated. As such, the amendments mentioned above, will have to be made.

Further, as per present structure of WSSO, all powers vest with EIC, PHED for execution of various activities after obtaining approval from the Governing Council. However, hitherto, these powers will now vest in the Director, WSSO.

As per revised instructions issued by Government of India(GoI), the structure of WSSO would be as under, where two separate departments deal with rural water supply and sanitation separately :-

For Rural Drinking Water		For Sanitation	
Position	No	Position	No
Director	1	State Coordinator	1
Consultants		Consultants	
HRD and IEC	1	HRD and IEC	1
M&E	1	Sanitation & Hygiene	1
Hydro-geologist	1	-	-
Water QM&S	1	-	-
Accountant	1	Accountant	1
Data Entry Operator	1	Data Entry Operator	1

The Director (WSSO) will primarily look after the issues relating to rural water supply, whereas the State Coordinator will supervise the functions relating to sanitation. However, for all intents and purposes, the Director will be the Administrative Head of the WSSO.

The qualifications of the Consultants would be as under:-

Name of Consultant	Qualification
HRD & IEC	Post Graduate degree in Social Science/Environmental Science/ Social Work/Extension Services/ Environmental Engineering/ Communications for Development with atleast 3 years experience in conducting trainings/HRD related to Rural & Community Development/ Communication for Rural Water Supply/Sanitation/ Community Health
M&E	A degree in Environmental/ Public Health Engineering or Post Graduate degree in Science/ Statistics/ Social Science with atleast 3 years experience in the field of monitoring of Rural Water Supply/ Rural Development Programmes.
Hydro-geologist	Post Graduate Degree in Hydrogeology with atleast 5 years experience in the field of Hydrogeology and ground water data interpretation or Graduate Degree in Hydrogeology with atleast 10 years experience in the related field.
Water Quality Monitoring and Surveillance	Post Graduate Degree in Science/ Environmental Science/ Environmental Engineering with atleast 5 years experience in water quality monitoring & surveillance.
Sanitation and Hygiene	Post Graduate Degree in Science/ Environmental Science/ Home Science with atleast 5 years experience in the field related to Community Development/ Community Health.

Filling up of posts of WSSO

As per revised instructions issued by Government of India, the selection of WSSO staff will be done by a committee which is being constituted at State level.

Setting up of District Water & Sanitation Mission (DWSM)

The District Water and Sanitation Missions are to be constituted at the district level to oversee the planning, implementation and monitoring of the drinking water supply schemes and sanitation programmes. At the district level, convergence of all other related programmes and funding is to be ensured. As per guidelines of NRDWP, the Chairman of DWSM can either be Chairman, Zila Parishad or the Deputy Commissioner. The approved constitution of DWSM is as under:-

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1	Deputy Commissioner	Chairman
2	Additional Deputy Commissioner-cum-CEO DRDA	Member
3	M.Ps of the District	Member
4	M.L.As of the District	Member
5	Civil Surgeon	Member
6	District Education Officer	Member
7	District Elementary Education Officer	Member
8	District Social Welfare Officer	Member
9	Programme Officer(ICDS)	Member
10	Executive Engineer, Water Services (Irrigation Department)	Member
11	District Officer of Agriculture Department	Member
12	District Development & Panchayats Officer	Member
13	District Public Relations Officer	Member
14	N.G.Os (not exceeding 3 Nos.)	Member
15	Executive Engineer, PHED	Member Secretary

The Mission shall meet at least quarterly. However, the frequency of meetings can be more keeping in view the public interest and development of the District

The functions of the DWSSM shall be as follows:-

- Formulation, management and monitoring of projects and progress on drinking water security and Total Sanitation Campaign in rural areas;
- Scrutiny and approval of the schemes submitted by the Block Panchayat/Gram Panchayat and forwarding them to SLSSC where necessary;
- Selection of agencies and/NGOs and enter into agreements for social mobilization, capacity development, communication, project management and supervision;
- Sensitizing the public representatives, officials and general public;
- Engaging institutions for imparting training for capacity development of all stakeholders, and undertaking communication campaign;
- Coordination of matters relating to water and sanitation between district representatives of Health, Education, Forests, Agriculture, Rural Development etc. as well as National programmes such as SSA, NRHM, ICDS, etc; and

- Interaction with SWSM, State Government and the Government of India.
The structure of DWSMs has already been notified (Copy Attached)

Filling up of posts of Support Staff for DWSM

Further, the DWSM would need adequate support staff/consultants in various fields as detailed below:-

Field	Qualifications	Experience	Role
IEC and Equity Consultant-1	Graduate in Mass Communications or related field	5 years with NGO/ Govt. Deptt.	Draw up and help in implementation of IEC Plan
Monitoring, Evaluation cum MIS Consultant-1	Graduate in Statistics with Computer knowledge	5 years with NGO/ Govt. Deptt.	Monitoring progress and update IMIS regularly
HRD Consultant-1	Graduate in Engineering, Management or in Social Science	5 years with NGO/ Govt. Deptt.	Draw up training and capacity building plan and help in its implementation
Hydrogeologist-1	Graduate in Geology	5 years with NGO/ Govt. Deptt.	Guidance in source identification and advise on recharge structures
Sanitation and Hygiene Consultant-1	Graduate in Science/ Social Science	5 years with NGO/ Govt. Deptt.	Help to implement TSC activities

One Monitoring Evaluation-cum-MIS Consultant & One Hydrogeologist in each district is not required at this juncture and we may recruit only 5 Monitoring Evaluation-cum-MIS Consultants & 5 Hydrogeologists and each of these would cover 5 districts.

The DWSM manpower will be selected by a Committee which is being constituted.

The State can recruit functionaries for WSSO/DWSM through deputation or on contract basis, as per requirement.

Expenditure on the above support staff and activities is to be met from the 5% Support component of NRDWP allocation.

Village Water & Sanitation Committees (VWSC)

In order to further decentralize powers and responsibilities and to give greater focus on water and sanitation issues, a Village Water and Sanitation Committee (VWSC) is to be set up in each Gram Panchayat/Village/Ward for implementation of water supply/ sanitation schemes to ensure the active participation of villagers. This Committee may be merged with the Village Health Committee set up under NRHM, so that water, sanitation and health issues are tackled together at the village/ward level. The composition of VWSC is suggested as under:-

1	Sarpanch	Chairperson
2	All Panches	Members
3	Any other Member as appointed by the DWSM	

S.Cs/S.Ts and poorer sections of the village shall be given due representatives in the VWSC. At least 50% of VWSC members shall be women.

This committee shall function as a Standing Committee on water and sanitation of the Gram Panchayat and shall be an integral part of the village/Panchayat/Block Panchayat for which, if necessary, appropriate amendments in the State Panchayati Raj Act/Rules/Bye-laws may be made.

VWSC will be responsible for :

- Planning, designing and implementing all drinking water and sanitation activities;
- Providing facts and figures to the Gram Panchayat for reviewing water and sanitation issues.
- Providing inputs for the Village Water Security Plan;
- Ensuring community participation and decision making in all phases of scheme activities;
- Organizing community contributions towards capital costs, both in cash and kind (land, labour or materials), if any;
- Opening and managing bank account for depositing community cash contributions, O&M funds and management of project funds;
- Commissioning and takeover of completed water supply and sanitation works through a joint inspection with Line Department Staff;

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- Collection of funds through a tariff charges and deposit system for O&M of water supply and sanitation works for proper managing and financing of O&M of the services on a sustainable basis; and empowering of women for day to day operation and repairs of the scheme;
- For multi village schemes, the Standing Committee of the Block Panchayat could perform a similar role.

The VWSCs shall be set up by the respective DWSCs.

Block Resource Centres (BRCs)

The role of Block Panchayats in rural drinking water and sanitation sector needs to be strengthened to provide guidance, support and monitor water supply and sanitation status in villages. Block Panchayat is the ideal unit for providing support as it is nearer to the Gram Panchayats than the Zila Panchayat. To achieve this objective, Block Resource Centres (BRC) shall be the institutional set up at the block level to provide continuous support in terms of awareness generation, motivation, mobilization, training and handholding to village communities, GPs and VWSCs. The BRC will serve as an extended delivery arm of the District Water & Sanitation Mission in terms of software support and act as a link between it and the GPs/VWSCs/village communities.

The BRC shall be responsible for following functions:-

- Helping the village community in formation of VWSCs in all villages;
- Taking up awareness generation and development communication activities among GP and VWSC members and the village community;
- Conducting training courses at block and village level for members of VWSCs and GPs and other grassroots level workers in the village (ASHA worker, Anganwadi Worker, school teachers, self-help groups, Mahila and Yuvak Mandals etc.) on various aspects of water and sanitation. This can be through classroom training, hands on support in villages and exposure visits;
- Preparing an Annual Activities Calendar mainly focusing on IEC and training activities and will be responsible for its implementation;
- Helping the GPs/VWSCs in baseline surveys, sanitary survey of drinking water sources and systems falling within their jurisdiction;

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- Helping the village community/VWSCs/GPs in preparation of their Village Action Plan and its approval by the Gram Sabha;
- Guiding VWSCs in implementing and monitoring the works relating to water supply schemes and sanitation as envisaged in the Village Action Plan;
- Coordination and follow up with grassroots level workers trained in water quality monitoring and surveillance and ensuring that they take up water quality testing and surveillance activities;
- Interacting regularly with Panchayats, ASHA workers, anganwadi workers, self help groups, Mahila and Yuvak mandals to ensure that issues relating to water supply, quality and sanitation get regular attention;
- Visiting schools to deliver talks to sensitize teachers and students to adopt improved hygiene practices, improved sanitation and safe handling of water to keep it potable;
- Helping in conducting social audits;
- Coordinating with water quality testing laboratories for water quality testing, reporting to villages, cautioning the GPs/VWSCs/PHEDs to take effective steps for maintaining potability and guiding on remedial steps.
- Assisting in gathering information for updating habitation status on the IMIS.

There shall be 2-4 functionaries in the BRC depending on the population of the block as per the following scale. The Gram Panchayats in the Block should be formed into 2, 3 or 4 clusters as the case may be and distributed among the BRC functionaries for handholding.

- Population of block as per 2001 census (70,000 or less) -2 functionaries viz. Block Coordinator and Cluster Coordinator.
- Population of block as per 2001 census (between 70,000 to 1.5 lakh) -3 functionaries viz. Block Coordinator and two Cluster Coordinators.
- Population of block as per 2001 census (more than 1.5 lakh) -4 functionaries viz. Block Coordinator and three Cluster Coordinators.

The structuring of BRCs alongwith staffing would be done by the respective DWSM. Guidelines regarding setting up of BRCs are enclosed herewith.

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In view of the position explained above, it is requested to set up the DWSM in the respective district at the earliest. Further, the first meeting of the DWSM may be convened urgently for taking appropriate steps and addressing the issues highlighted in this letter.

Needless to say, safe drinking water and improved sanitation is required to be provided in the rural areas through well defined security plans and the proposed institutional set up at the district, block and village level will go a long way in achieving the targets.

DA/As above.


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