

From

Director,
Water and Sanitation Support Organization,
O/o Public Health Engineering Department,
Jhajjar Road, Rohtak.

To

The Executive Engineer –cum- Nodal Officer,
Water & Sanitation Support Organization,
O/o Public Health Engineering Division Ambala Cantt./
No.2, Bhiwani/ No.1, Faridabad/ No.2, Fatehabad/
Gurgaon/ No.1, Hisar/ No.2, Jhajjar/ Jind/
No.1, Kaithal/ No.1, Karnal/ Kurukshetra/ No.1, Panipat/
No.3, Palwal/ Panchkula/ No.1, Rewari/ No.2, Rohtak/
No.2, Sonapat/ No.1, Sirsa/ No.1, Narnaul/ No.1, Nuh/ No.2, Yamunanagar.

Memo No. 6965-85 Meeting / WSSO

Dated: 8/7/14

Subject:

Minutes of the Meeting of Nodal Executive Engineers, District IEC & Equity Consultants and Chemists of PHED held on dated 4th July, 2014 under the Chairmanship of Director, WSSO at Circuit House, Rohtak.

Please find enclosed herewith the minutes of the meeting held on dated 4th July, 2014 for further necessary action at your end.

Encl:- As above.

Endst:- 6986-7028 WSSO/

D.S. Bajaj
Director,
WSSO, Haryana
Dated:- 8/7/14 & 8/7/14

Cc:-

1. Engineer-in-Chief, Public Health Engineering Department, Bays No. 13-18, Sec. 4 Panchkula, Haryana for information.
2. All District IEC & Equity Consultants of all District of Haryana is directed to circulate the above minutes of the meeting to the other Executive Engineers of your concern district.
3. All Chemist of PHED, Haryana.

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Director,
WSSO, Haryana

Minutes of the meeting of Nodal Executive Engineers, District IEC & Equity Consultants and Chemists of PHED held on 4th June, 2014 at Circuit House, Rohtak under the Chairmanship of Director, WSSO, Haryana.

The Director, WSSO, Haryana, welcomed all the participants including newly appointed chemists in Public Health Laboratories and discussed issues and difficulties with each Chemist. Point wise discussions and decision taken on the Agenda is as :-

Support Activity Agenda

Point No 1

The target has been fixed for each district for taking up IEC activities for 2nd quarter i.e. July-Sep 2014, attached at annexure A. All district consultants must ensure to complete the target and monthly entry be made on GOI website as well as WSSO website. The activities shall be conducted in efficient manner with minimum expenditure.

Director, WSSO stressed that WSSO targets have to be achieved to get Govt. of India allocation of funds to Haryana State under NRDWP. Non performance against target fixed may affect grants received from Govt. of India for development works. In case a district fails to achieve targets then responsibility will be fixed for poor progress.

The performance of BRCs and District Consultants will be monitored on daily basis by the Head Quarter. The performance of each district with respect to achievement against the target will be taken in consideration while granting extension in service to District consultants and Block Resource Coordinators. Where ever, it is observed that the performance is not satisfactory the extension of engagement period will not be granted.

Point No 2

It was decided in the meeting that the meeting of District Water and Sanitation Mission (DWSM) shall be held at regular intervals, so that the district Administration can be appraised of targets and achievements of WSSO activities.

Therefore, it is important to identify local issues and compile a meaningful

1 to 5

Agenda for DWSM meeting. The point of WQM&S should also be cover in the DWSM meeting.

The District IEC & Equity Consultants will pursue the holding of DWSM meeting with the consultation of Nodal Executive Engineer at the earliest. All other Executive Engineers working within that district must attend the DWSM meeting. One such meeting shall preferably be conducted within July, 2014. The proceeding / outcome of the meeting should be sent to head quarter WSSO.

The District IEC & Equity Consultants and BRCs must attend DC Camp (night stay) programs. The platform must be utilized by WSSO staff for taking local issues on water conservation, installation of taps, paying of water charges to the Department, rally, poster presentation, group meeting etc. These programmes should also inform to the State HQ of WSSO, so that the presence of State Consultants may be involve for better result.

Point No 3

It was directed that the LOC demand will be sent to the Director, WSSO for NRDWP (Support Activity) and NRDWP (WQM&S) with photocopy of vouchers of every component by 5th of every month. The LOC will be sent to HQ Panchkula within two days depending upon the justification of demand and availability of funds. The expenditure shall be incurred strictly as per provisions approved under Annual Action Plan 2014-2015. If, the LOC demand is not received from any division as directed above, then, LOC will not be issued to the concern division.

All Nodal Executive Engineers are advised to maintain the record accordingly under NRDWP (Support Activity) & NRDWP (WQM&S) and will also be submitted the monthly Utilization Certificate to the HQ of above both component by 5th of every month.

Point No 4

It was decided that the target of NRDWP (Support Activity) and NRDWP (WQM&S) should be conveyed to all Executive Engineers in the district by the District IEC & Equity Consultants after segregation of the target in consultation with the Nodal Executive Engineer.

2 to 5

It was also decided that all Executive Engineers of the district will participate actively in conduct of various activities of WSSO in future. The grant of the programme fund may not be released from the Govt. of India if the target of NRDWP (Support Activity) and NRDWP (WQM&S) will not be achieved by the State in the proceeding of 18.3.2014 of the AAP-2014-15 by the Govt. of India.

Point No 5

The separate meeting was conducted for Kaithal Pilot project and the minutes of meeting regarding Kaithal Pilot Project will be issued separately.

Point No 6

One village per Block will be selected for Water Conservation Award for 15th August, 2014 and name of such village along with population, source of Drinking Water and award money including other criteria should be intimated to the Head Quarter latest by 10th July, 2014.

Water Quality Monitoring & Surveillance (WQM&S)

Point No 7

In addition to the samples submitted by field staff the samples would also be submitted by BRC's to the Laboratories. It was decided to collect 70 no's of water samples per month instead of 50 nos. samples by each BRCs of various villages from Public Health water supply sources and will get it tested from PHED Labs and also maintain the proper record. The information will be submitted to the District Head Quarter and same will also be intimated to the Dir. WSSO by concerned District IEC & Equity Consultant in every month. The information of the Water Samples will be given on the Proforma as under :-

Sr. No	Name of Village	Name of Source	Date of taking the water sources	Name of person whom water sampled handed over for testing	Test Result Pass / Fail	Signature of BRC

3 to 5

It was directed to collect the pre monsoon samples immediately within a week so that the pre-monsoon test can be conducted in the Labs. Sample should be collected from all the sources by each BRCs Pre -monsoon and Post-monsoon.

Chemist in charge of District lab would also be in-charge of Sub-Divisional labs existing in District. Executive Engineers were advised to provide all the Instruments required in the lab to make it functional and direct their field staff to submit water samples regularly to lab to achieve the target of 3000 samples (Rural) fixed for each lab by GOI. Executive Engineers were advised to provide sitting arrangements, Computer, Printer and internet connections in each lab so that Data entry at IMIS and PHED website may be done by Chemists regularly. If these facilities are not available at present some shared computer may be provided to them for time being only. If there is a problem regarding arrangement of computer then matter may be reported to HQ. It was also made clear that where the insufficient BRCs in the Block / District the JE of PHED will collect the water samples as mentioned above and will submit the samples in the Labs and also maintain the record, the District IEC & Equity Consultant will further compile the whole report of water sample got tested in the labs and same will be intimated to the Dir. WSSO in every month.

All Chemists were advised to fix the Division/Sub Division wise targets of water samples to be submitted to Lab in consultation with their controlling EE's and monthly Progress Report of Labs may be sent to Director WSSO, H.O. (EE co ordination), concerned SE and EE without fail. The information shall be supplied via email and all chemist must create email IDs and should inform the same to head quarter.

All Chemists were advised to check the accuracy of the water sample data entered on GOI /PHED website from Distt and Sub Division lab. Any error due to wrong data entry will be viewed seriously. The chemist shall also ensure periodic checking of data entry for sub division labs so that inaccuracies on account of wrong data entry can be avoided.

Amit Kr. Singh, Chemist, Karnal, who is the Senior Most Officer in the Cadre will act as Coordinator for all other laboratories regarding Water Quality Monitoring. All labs will be visited by DWSSO and Chemist Karnal from first week of

4/25

August to observe the progress done in this regard. An estimate will be submitted for setting up Advance PH testing lab at Karnal by SE Public Health Circle Karnal.

The GPS instrument will be arranged by the Nodal Executive Engineers and all entry of GPS coordinates of Water Sources should be made on the GOI Web Site within a month i.e. on or before of 7th August, 2014.

The meeting was end with the vote of thanks.

5/8/5