

From

Only through E-mail

Director,
Water and Sanitation Support Organization,
O/o Public Health Engineering Department,
Bays No. 13-18 Sec. 4, Panchkula, (Haryana).

To

All Nodal Executive Engineers,
Public Health Engineering Division Ambala, No.2 Bhiwani,
Fatehabad, Kurukshetra, No.1 Hisar, No.2 Jhajjar, No.1 Kaithal,
No.1 Narnaul, No.1 Nuh, No. 1 Karnal, Jind, Gurgaon, Panchkula, No. 3
Palwal, No. 2 Rohtak, No. 1 Rewari, No. 1 Panipat, No. 2 Sonipat.
No.1 Sirsa, No.1 Faridabad, No.2 Yamunanagar.

Memo No. 18148-18203 VWSC-4 / WSSO/

Dated: 17/11/2016

Subject:- Training & Capacity Building on Operation & Maintenance (O&M) of water supply schemes of Village Water & Sanitation Committees (VWSCs) in all districts where water supply schemes are handed over to Panchayats.

Please refer to this office earlier memo no. 18103-123, WSSO dated 4.11.2016 for conducting the training programme during Nov., Dec. & Jan., 2016. The schedule of training programme including attendance sheet is attached herewith. The sanction of the Chairman, Executive Committee of SWSMH to incur expenditure on the said training programmes is hereby restricted as under:-

A) Expenditure on Logistics:-

- i) Contingencies @ Rs. 1000/- per training
- ii) Arrangement for sitting, venue, public address system (to be arranged by concerned nodal Executive Engineer of PHED) Rs. 10,000/- per training.
- iii) Food expenses @ Rs.100/- per participant.
- iv) Transportation @ Rs. 1000/- per training.
- v) Fixed conveyance charges payable to participants from Village Water & Sanitation Committee (VWSC) only from village to the venue @ Rs. 50/- per participant. This amount may be paid in cash on the day of training programme itself against proper receipt from the participants of VWSC. Format of Receipt is attached herewith.

B) Expenditure on material:-

- i) Writing Pad @ Rs. 20/- per participant.
- ii) Pen @ Rs. 10/- per participant.


Note:-

1. The participants will include only members / staff from Gram Panchayats / VWSC, Resource Person only.
2. The expenditure shall not exceed than sanctioned rates. The expenditure shall be charged to NRDWP-Support Activity-2016-17 as per actual expenditure but the expenditure should not exceed the sanctioned rates.
3. The payment to the Resource Person arranged from outside department is payable separately as per rates fixed by HIRD, Nilokheri. No remuneration is payable to official / officers of PHED or WSSO.

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4. The maximum participants i.e. 50 to 60 should be involved in the training but the participants should not exceed 60.
5. 10 numbers Gram Panchayats / VWSCs can be involved in one training programme.
6. The training schedule should be strictly followed.

Encl:- As above



Director,
WSSO, Haryana
17/11/16

Endst. No.:- 18169-18203 VWSC -4 /WSSO/

Dated:- 17/11/2016

A copy is forwarded to the following for strictly follow the directions in the field:-

1. The Superintending Engineers, PHE Circles Ambala / Bhiwani / Gurgaon / Hisar / Jhajjar / Jind / Kaithal / Karnal/ Palwal / Rewari / Rohtak / Narnaul / Sonapat / Sirsa
2. All District IEC & Equity Consultants, O/o Public Health Engineering Division Ambala, No.2 Bhiwani, Fatehabad, Kurukshetra, No.1 Hisar, No.2 Jhajjar, No.1 Kaithal, No.1 Narnaul, No.1 Nuh, No. 1 Karnal, Jind, Gurgaon, Panchkula, No. 3 Palwal, No. 2 Rohtak, No. 1 Rewari, No. 1 Panipat, No. 2 Sonipat, No1. Faridabad, No.1 Sirsa, No.2 Yamunanagar.


Director,
WSSO, Haryana.
17/11/16



Water & Sanitation Support Organization
(WSSO), Haryana



Schedule for One day Training Programme for Village Water & Sanitation Committees (VWSCs) to be organized during the month of Nov. Dec. & Jan., 2016

Venue:-

District:-.....

Date:-.....

Timings	Topic	Resource Person / Faculty
10.00 – 10.30	Registration (with playing vocal motivational songs)	WSSO Team
10.30 – 11.00	Inaugural Address (also honour to special person (male/female) as per the availability of the field) (Special Person :- who has contributed his life in social activities / for serving in Army, Navy or Air Force etc. or contributed in Medical / Teaching or any other field)	SE / Nodal Executive Engineer / SDE
11.00 – 11.30	Village Water & Sanitation Committee and functioning of Gram Panchayats	Distt. Consultant / BRC (Explain whole details of functioning of the VWSC as per guidelines)
11.30 – 11.45	Tea Break	
11.45 – 12.00	Motivational Movie on Water	WSSO
12.00 – 12:40	Operation and Maintenance of Water Supply Schemes in Rural Areas	PHE Official i.e. SDE / JE / Pump Operator or through agency working on Pumps / Motors
12.40 – 1:15	Maintain of Accounts and Financial Procedures, Record Keeping in Handed Over Water Supply Schemes i.e. Cash Book, Ledger, Connection Record & Maintenance etc.	SDE / JE
1.15 – 2.45	Lunch Break	
1.45 – 2.30	Importance of Safe Drinking Water and Demonstration of Water Quality Testing with Field Testing Kits for both Chemical & Bacteriological	Chemist, PHE Lab
2.30 – 3.00	Tube Well based Water Supply Schemes for Gram Panchayats including Operation and Maintenance	Distt. Consultant / BRC
3.00 -- 3.15	Tea Break (Motivational Audio Songs)	
3.15 – 4.00	Water Conservation Award Scheme (explain the benefits of the award as well as other benefit of the water conservation)	BRC / Distt. Consultant
4.00 – 4.20	Success Story of Water Conservation in that particular District	Distt. Consultant / BRC
4.20 – 5.00	Rural Water Policy and Water Connection Fee / Online Payment of Water Charges / Toll Free Number	Nodal Executive Engineer / SDE
5.00 – 5.10	Vote of thanks (Also Display Photographs of the participants during the closing session through Projector, if Possible)	Nodal Executive Engineer / Distt. Consultant

Note:- Where the post of Distt. Consultant is vacant, then BRC can deliver the lecture or as per decision taken in the meeting under the Chairmanship of SE / Nodal Executive Engineer.

**Attendance of One Day Training Programme for
Village Water & Sanitation Committees (VWSCs)**

Place:-

District:-

No. of GPs.

Date:-

Sr. No.	Name	Designation	Contact Number	Signature

रसीद

मैं, ने आज दिनांक..... को ग्राम जल एवं स्वच्छता कमेटी (VWSC) का प्रशिक्षण शिविर जो कि जल एवं स्वच्छता सहायक संगठन (WSSO) की तरफ से आयोजित किया गया था मैं मैंने भाग लिया तथा इसके लिये मुझे 50 रुपये (केवल पचास रुपये) किराया भत्ता दिया गया।

(हस्ताक्षर)

नाम.....

पद

ग्राम पंचायत.....

मोबाइल नम्बर.....