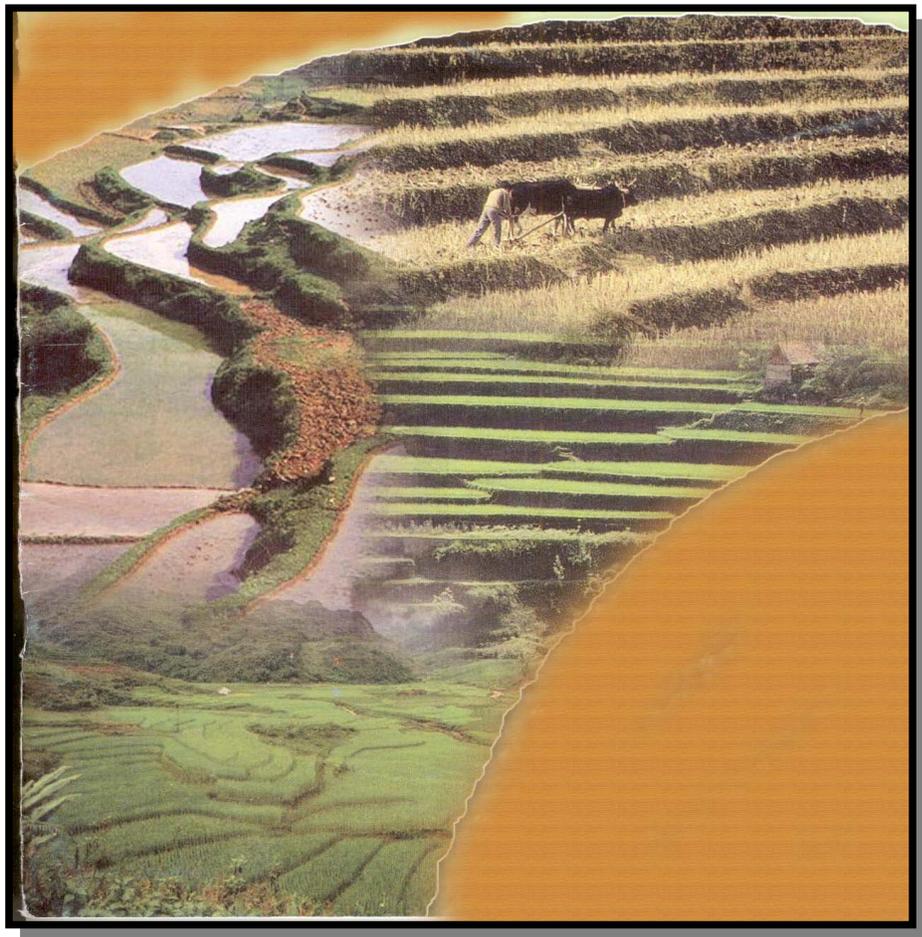


# Guidelines for Watershed Conservation and Development Programme



**COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION AND RURAL TECHNOLOGY**  
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### Introduction

1. Watershed development projects have been taken up under different programmes launched by the Govt. of India. The Drought Prone Areas Programme (DPAP) and the Desert Development Programme (DPP) adopted the watershed approach in 1987. The Integrated Wasteland Development Projects Scheme (IWDP) taken up by the National Wasteland Development Board in 1989 also aimed at developing wastelands on a watershed basis. This programme has been brought under the administrative jurisdiction of the Department of Wastelands Development now redesignated as Department of Land Resources in the Ministry of Rural Development. The fourth major programme based on the watershed concept is the National Watershed Development Programme in Rainfed Areas (NWDPRAs) under the Ministry of Agriculture (MoA).
2. So far, these programmes have laid down their own separate guidelines, norms, funding patterns and technical components based on their respective and specific aims. While the DDP focused on reforestation to arrest the growth of hot and cold deserts, the DPAP concentrated on non-arable lands and drainage lines for *in-situ* soil and moisture conservation, agro-forestry, pasture development, horticulture and alternate land uses. The IWDP, on the other hand, made silvipasture, soil and moisture conservation on wastelands under government or community or private control as their pre-dominant activity. The NWDPRAs combine the features of all these three programmes with the additional dimension of improving arable lands through better crop management technologies.
3. While the focus of these programmes may have differed, the common theme amongst these programmes has been their basic objective of land and water resource management for sustainable production. The Technical Committee constituted by the Ministry of Rural Development under the Chairmanship of Prof. Hanumantha Rao, studied the implementation and impact of the DPAP, DDP and also the IWDP programmes all over the country and recommended that a common set of operational guidelines, objectives, strategies and expenditure norms for watershed development projects should be evolved integrating the features of the three programmes under the Ministry of Rural Development.
4. These Guidelines have been formulated accordingly keeping in view, the following important factors that underlie these three programmes

### The Technical Aspects

5. Scientists have developed appropriate technologies to find solutions to most of the problems relating to watershed treatment. They range from simple checkdams to large percolation / irrigation tanks, from vegetative barriers to contour bunds. However, experience has shown that in a large percentage of cases, the farmers / villagers do not show much enthusiasm for adopting these on account of several factors such as high initial investments, high operational / maintenance costs, or high

technical input requirement. Further, in many cases, while the technology is quite suitable and simple, it is still unacceptable on the ground level, which hinders its adoption. On the other hand, the farmers and the village community have evolved their own technologies based on local knowledge and materials that are cost-effective, simple and easy to operate and maintain. While these may be practical innovations, they may not be the best technological options for the whole of the watershed taken as an integrated system.

6. During the recent past several attempts have been made by INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR) / STATE AGRICULTURAL UNIVERSITIES (SAU) scientists, and many Voluntary Organizations (VOs) working on watershed projects, to investigate the scientific basis of local technical innovations. This has led the scientists to either give validation to the farmers' practices or improve upon their technical content without losing their comparative advantage of cost-effectiveness and simple and easy usefulness. These Guidelines aim at encouraging this trend amongst the Project Implementation Agencies (refer to para no. 23) and the Research Institutions (refer to para) with a view to ensuring upgradation and adoption of low cost local technologies and materials for sustainable watershed development.

## The Human Factor

7. Experience has shown that watershed development projects under different programmes often failed to achieve their desired results on account of faulty programme design, inappropriate management structures and inadequate technical skills of the project staff. Even in cases where progress has been satisfactory, development has not been sustained in terms of operation and maintenance of assets created and common property resources because of inadequate participation by the village communities and user groups (refer to para no. 20). While programme guidelines often did not emphasize the importance of people's participation in development programmes, most successful experiments, largely of VOs and a few from the govt. agencies, indicate that success is achieved through Government's / VO's participation in the people's programmes rather than the other way around.

Experience has also shown that all sections of the local population do not participate actively unless they perceive tangible benefits for themselves. Hence these guidelines stress the importance of the principle of equity by asking the people and the VOs to evolve specific agreements on benefit-sharing.

8. The planning and implementation of watershed development projects involve the project staff of the implementation agency and the people who are directly or indirectly dependent on the natural resources in the watershed areas (**PEOPLE TO THE WATERSHED AREA**). Sufficient care needs to be bestowed on their orientation, skills' upgradation and motivation. The project staff need training in technical content as well as the skill to recognize and improve upon indigenous technical knowledge. They also need to be trained in the tools and techniques of project management, Participatory Rural Appraisal (PRA) methods, community organization and other administrative and accounting procedures.

9. The villagers need training and exposure to modern scientific and technical methods, entrepreneurial skills to identify and exploit opportunities, community organization and team building to work in user groups. These guidelines provide for institutional arrangement and funding for community organization and training components.
10. The present guidelines while outlining the broad contours of various implementation stages of the watershed development projects, provide sufficient operational flexibility to the VOs to enable them to respond to differing situations and aspirations of the watershed communities.

### Programme Guidelines

The word conservation implies protection, rational management and sustainable development and utilization. Henceforth, therefore, only the term conservation will be used for the sake of brevity.

11. Watershed conservation and its ancillary activities (afforestation, soil conservation, pasture development, etc.) have been carried out in all parts of the country over the last four decades and more, involving vast sums of money. It has met with but limited success. This is so because it has not addressed itself to the root cause of the problem which leads to the degradation and it has not adequately involved the people. VO's efforts in this regard cannot have the dimensions of the overall government programme, but it can better involve the people and with the commitment of the latter in the better conservation of the natural resources of the watershed, and provide examples and modes for government and non-governmental agencies.

This programme is conceived to achieve conservation and development of watershed to improve its ecological well-being and thereby enhance its productivity and life supporting systems, for the betterment of the people and their environment.

Watershed conservation programmes will be implemented by CAPART through assistance to VOs. VOs will try and implement watershed conservation over a total area of 1000 to 2500 hectares (ha), in preferably in contiguous watersheds. The village, however, is identified as the basic management unit for watershed conservation and will have priority over other geographical entities in this regard. Watershed treatments will be done with a top to bottom approach. Even if a village consists of multiple watersheds and their area is greater than 2500 hectares, they would all be taken up, so as to ensure full treatment of the village. However, if a micro-watershed extends beyond the boundaries of one village, every attempt will be made to cover the adjacent villages as well so as to cover the entire micro-watershed. The project should have a set of purposes describing resulting benefits for identified groups of beneficiaries in measurable physical terms to be achieved at the end of the project. The project objectives, results and success criteria will be as below.

### Project Objectives

12. The objectives of each watershed conservation project will be:
  - i. To promote sustainable economic development of the community which is directly or indirectly dependent on the watershed through:
    - a. Sustainable utilization of the watershed's natural resources like land, water, grass, forests, etc. that will mitigate the adverse effects of drought and prevent further ecological degradation.
    - b. Employment generation and development of the human and natural resources of the village in order to promote income generation activities.

- ii. To encourage restoration of ecological balance in the village through:
  - a. Sustained community action for the operation and maintenance of assets created and further development of the potential of the natural resources in the watershed
  - b. Simple, easy and affordable technological solutions and institutional arrangements that make use of, and build upon, local technical knowledge, materials and traditions.
- iii. Special emphasis to improve the economic and social conditions of the resource-poor and the disadvantaged sections of the watershed community such as the asset less and the women through:
  - a. More equitable distribution of the benefits of land, water resources and biomass developed.
  - b. Greater access to income generating opportunities and focus on human resource development.

## End Results

- 13. Each watershed conservation project is expected to achieve the following results by the end of the project period:
  - i. All the works / activities that are planned for the treatment and development of the drainage lines, arable and non-arable lands in the watershed area are completed with the active participation of the user group and villagers in the watershed area.
  - ii. The user groups have begun to operate and maintain the assets created and have made suitable financial arrangements for their further development.
  - iii. The village communities have assumed collective and individual responsibility for the conservation of the watershed and its resources, and their rational, long-term utilization.
  - iv. All the members of the watershed conservation committee, the Watershed Secretary and volunteers (refer to para-31) have been oriented and trained to improve their knowledge and upgrade their technical / management and community organizational skills to a level that is appropriate for the successful discharge of their responsibilities, on the withdrawal of the Watershed Conservation Team (WCT) from the project.
  - v. The village community would have been organized into several, homogeneous self-help groups (refer to para no. 19) for savings and other income-generation activities which would have achieved sufficient commitment from their members and become financially self-sustaining.

## Success Criteria

- 14. Although circumstances may vary greatly from project to project, it is important that a few measureable and quantifiable success criteria with the lowest common denominators are fixed to different categories of works / activities under the projects

to evaluate their success or otherwise in terms of the stated purposes. The success criteria given below are minimal in number and performance standards. The National Standing Committee (refer para no. 27) may supplement these with more success criteria, if found desirable or prescribe higher performance standards as and when found necessary, but such prescriptions will be made before the sanction of each phase. However, care should be taken to ensure that additional success criteria are internally consistent with the purposes and end-results of the project and also do not conflict with the criteria lay down.

15. The success criteria can be put into two categories. The first category is of such criteria as are specific to each watershed conservation project (refer to para no. 25). These are essentially technical parameters to evaluate watershed treatment / conservation activities. The second type is of general character and would be applicable to all the watershed conservation projects. Each watershed conservation and development plan shall fix both types of success criteria, as detailed in the following paragraphs:

### **Specific Technical Criteria**

16.
  - (i) Qualitative aspects of the works executed, e.g. percentage of survival, efficacy and maintenance of assets created like gully plugs, contour bunds, check-dams, etc.
  - (ii) Productive aspects – Production of usufructs like fodder and grass, fuel wood, minor timber and non-timber forest produce.
  - (iii) Other quantifiable benefits – Recharging of wells downstream of the watershed, prevention of soil erosion and increase in soil productivity through increase of biomass and humus in the soil.
  - (iv) Physical and financial targets and milestones throughout the project period.
  - (v) Employment generation, minimum wages and labour material components ratios for the project as a whole, over the entire period.

For quantification of a project's benefits, e.g. decrease in soil erosion, recharging of wells, etc. baseline data will be required.

### **General Criteria**

17. These deal with performance appraisal in terms of percentage of achievements in works programme, community organization and training.

### **For Project Works / Activities**

18.
  - (i) Around 80% of the project area is covered with conservation / development activities; if treatments of forest areas are involved, either the forest department should be pursued to take up the conservation work in their own area or allow the VO to work in their own area or allow the VO to work thereon a plan, approved by the forest department.
  - (ii) Full advantage must be taken of the natural recuperative capacity of the ecosystem, which dramatically recovers if given respite. Thus afforestation

and treatment need not be extended to each part of the watershed, but rather it must be provided protection from adverse impact to enable it to recover.

- (iii) All the project activities / works are implemented through user groups, village community or groups thereof.
- (vi) Around 80% of the number of works are completed within the time and cost estimates.
- (vii) Whatever local technical knowledge for engineering designs or other technical solutions to specific problems have been identified as appropriate for certain works / activity, (they) have been utilization in an appropriate manner and to an optimum level.
- (viii) All the completed works are operated and maintained by the user groups. As for common property resources, they are to be maintained by user groups / panchayats.

### **For Self-Help Groups (SHGs)**

- 19. (i) Separate self-help groups (SHGs) are organized such as for women, scheduled castes / tribes, agricultural labour, shepherds, disabled, etc.
- (ii) These SHGs:
  - a) Meet regularly at least once in a month and take all their decisions by consensus amongst the members
  - b) Transact business with the resources generated from amongst the members
  - c) Have timely recoveries of their outstandings
  - d) Maintain their accounts up-to-date

### **For User Groups (UGs)**

- 20. (i) All the watershed conservation works / activities are carried out through the concerned user groups
- (ii) These UGs:
  - a) Meeting regularly at least once in a month and take all their decisions by consensus amongst the members.
  - b) All member should have given their voluntary donation / contributions for the related project work / activity in terms of cash, kind, labour, as per the norms prescribed by the WCT and agreed upon by the people of the watershed
  - c) Submit their records regularly to the WCT
  - d) Begin to operate and maintain the completed community works, and the common property resources

### **For Training**

- 21. All the multi-disciplinary team members, watershed conservation committee members, watershed secretary and volunteers are given training as per project plan. The SHGs and UGs should also be trained.

## Location of the Projects

22. The watershed projects will be sanctioned by National Standing Committee (NSC) in all districts of the country based on the capacity and willingness of the VOs who have made proposals to it. However, preference will be given to those proposals coming from district / blocks which have been notified under DPAP / DDP by GOI and other degraded areas identified by the NSC. Areas not listed under the DPAP / DDP but facing acute problems of water scarcity and soil erosion will also be considered based on the certification by the concerned District Collector / CEO of the Zilla Panchayat.

## Project Implementation Agency (PIA)

23. The PIA will be the cornerstone around which the entire exercise of watershed conservation will be undertaken. The PIA will necessarily be a VO. The role of the VO will be to motivate the villagers in the watershed to undertake watershed activities and provide shramdan. The VO will also conduct PRA exercises, prepare the development plan for each watershed, undertake community organization and training for the village community, provide technical guidance and supervision of watershed activities, manage project implementation, maintain, inspect and authenticate the project accounts, undertake action research, adapt low-cost environment friendly technologies and validate and build-up indigenous technical knowledge, monitor and review the overall project implementation and set-up institutional arrangements for post-project operation, maintenance and further development of assets created during the period.

## Pre-Action Plan Stage

Prospective VOs, to start with, will be sanctioned small projects of Rs. 8 lakhs, to be completed within one year. The activities would include capacity building, baseline survey, action plan formulation and the execution of a mini NRM/ Drought Proofing project. The initial release would be for Rs. 3 lakhs which may also be termed as the Pre-Action Plan stage I. On completion of activities within Pre-Action Plan Stage, i.e. capacity building, baseline survey and preparation of a small NRM proposal, the SVO would evaluate the work done and recommend whether or not the VO should be released an additional amount of Rs. 5 lakhs. Once the SVO recommends for stage II for Pre-Action Plan, it would be expected that the VO complete the Mini NRM / Drought Proofing project and also prepare the Action plan for the larger watershed project, the mini NRM project being a part of it. Once the Action Plan is prepared and submitted to CAPART it would be appraised at the desk level and if found feasible an evaluation of the same would be undertaken by a team comprising a NSC member, SVO representative and a technical independent monitor. Based on the recommendation in the team's evaluation report it would be further decided whether the project is to be sanctioned to the VO or not.

The following would be required to be submitted by the VO before the sanctioning of the project.

- (a) Consent from the village community in the form of signatures of two-third of all adult members of the proposed watershed area.
- (b) Evidence of previous experience and willingness to participate in watershed conservation and management activities, as expressed in its Executive Committee's resolution.
- (c) Audited statement of the last three financial years.
- (d) The VO should have been registered for at least 3 years and an attested copy of the Registration Certificate should be submitted.
- (e) Minutes of the last AGM with a copy of the Memorandum of Association.
- (f) Statement showing relationship, if any, between the directors of the organization. **The above six criteria will be applicable for both TRACK A and TRACK B organizations. However, TRACK A would be required to submit the following additional information for sanction of stage I.**
- (g) List of WCT members with their bio-data
- (h) In case the VO is less than three years old, bio-data of the people within the organization with a proven track record in watershed conservation, so that the condition of three years can be relaxed.
- (i) A map of the watershed area showing the watershed boundaries.

After the successful completion of the above activities. VOs will be appraised by the evaluation team, for sanction under Action Plan Implementation.

Evidence of completion of the following activities will have to be submitted by the VO for consideration of sanction of funds for Action Plan Implementation.

- (a) Detailed watershed conservation and development plan (refer to para 34)
- (b) Opening of a joint bank account, to which funds for the works component can be transferred. The bank account will be operated jointly by one representative of the PIA, one from the WCT and one representative other than the WC Chairman, chosen by the villagers of the project area. The bank account can also be opened in Regional Rural Banks / Grameen Banks, which are GOI undertakings.
- (c) Adequate training of WCT members, WC members and watershed Secretary
- (d) Capacity building of the community especially SHG and UG
- (e) Entry point activities.

## Selection of Villages

24. Keeping in view the strategy of people's participation for sustainable watershed conservation, the following criteria are laid down for selecting villages:

- (a) Selection shall be made of only those villages from where people's participation is assured through voluntary donations / contributions in terms of labour, raw materials, cash, etc. for the developmental activities as well as for the operation and maintenance of the assets to be crated. Special care will be taken to see that the contributions made are genuine and not arising out of savings from estimated costs. Priority will be given to villages having drinking water problems, food deficiency, and migration. The minimum requirements for such contributions are:

- (i) For investment on community works / development of common property resources such as pasture lands, social forestry, community nurseries, etc. on public or private lands, at least 5% of the cost of investment shall be a contribution from the community. This may come from the village community or users who are likely to deprive benefit from these investments.
  - (ii) For investments on individual works on private property, at least 10% of the work / investment must come from the beneficiary users. However, in the case of scheduled castes and scheduled tribes and persons identified as below the poverty line, the minimum contribution shall be 5%. For land leveling works in individual fields, the beneficiaries must contribute 50% of the cost. The receipt of contributions from community / individuals does not mean that the governmental investment on the works / activities would go down to that extent. CAPART will meet the full cost of the activities on 100% basis, except for land leveling activities on individual fields. The public contributions would be acceptable in the form of free labour or materials. Where such contributions are received, a sum equal to the monetary value of the free labour and materials would be taken from the watershed project account and deposited in a watershed conservation fund (refer to para no. 37), in each village, for further operations and maintenance of the assets created after the project is over. Cash contributions *in lieu* of free labour or materials shall be directly deposited in the WCF. This fund shall be operated by the villagers of the watershed.
- (b) A formal resolution from the villagers of the watershed area to be effect that the village community is willing to operate and maintain the physical assets that will be created as a part of the watershed conservation project.
  - (c) A resolution from the gram panchayat to the effect that the gram panchayat (in the case of common property resources like fisheries tanks, common pasture lands, community forests / wood lots etc.) and the watershed community (in the case of other community assets created under the project) shall be willing to share the benefits from these assets with the weaker sections of society such as scheduled castes, scheduled tribes, women and other persons below the poverty line in an equitable manner.
  - (d) A resolution from the villages of the watershed area that they will not cut trees or permit free grazing in the watershed area. Provision, if needed, be made for providing alternatives for the self imposed 'Charai Bandi', 'Kurhad Bandi', and fodder and fuel from outside can be purchased for the initial period of a year or two. The evaluation team mounted by the NSC at the end of State – I will confirm that at least 50% of free grazing and 100% of tree-felling has been stopped by the watershed community. The NSC may consider minor relaxation depending upon the constraints in specific areas.
  - (e) A plan for grazing and for sharing and utilization of fuelwood, fodder and other usufructs to be adopted.

## Selection of watersheds

25. A watershed is geo-hydrological unit or an area that drains at a common point. In the villages selected for intervention, watersheds totally approximately 1000 to 2500 hectares shall be identified and selected by the VO in consultation with the villagers from the watershed area. The total size of the watershed has been fixed keeping an average norm in view. The calculation of the workload and expenses of a PIA have been worked out keeping this factor in mind. However under special circumstances / exceptional cases an area less than 1000 hectares may be considered. Consideration of such proposals will greatly depend on special justification provided by the VO and the concerned SVO.

The following criteria may be used in the selection of watersheds:

- (a) Ones which have acute shortage of water, especially drinking water.
- (b) Watersheds which have a large population of scheduled caste / scheduled tribes dependent on it.
- (c) Critical watersheds which have undergone heavy soil erosion and have a preponderance of wastelands and highly degraded land.
- (d) Those which have a preponderance of common lands.
- (e) Where actual wages are significantly lower than the minimum wages.
- (f) Those continuous to another watershed which has already been developed / may be selected for conservation.
- (g) Watersheds which had been previously taken up for comprehensive development / treatment works. However, if the specific area of the watershed now identified had not previously benefited from any development works, even though it was a part of a larger watershed taken up under any of the earlier programmes, it may be selected for a project now.
- (h) Five hundred hectares is a general norm and if on actual survey, a watershed is found to have less or more area, it may be taken up for conservation, keeping in view that the total area to be developed by a PIA is 1000 to 2500 ha.
- (i) Where public participation and commitment, individually and collectively, is available to carry out the precepts and objectives of this scheme.

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**Institutional Arrangements**

26. The watershed conservation and development programme has made people's participation through community organization its central theme. Several VOs which have valuable experience in the field of watershed conservation may come forward to work as PIAs. However, some may be new to watershed conservation and, even natural resource development programme. Some of those VOs which have worked in watershed may not have experience or much expertise in community organization. Thus, a good number of VOs will need support in developing their capabilities in several areas – technical, community organization, administrative, financial, etc.

While the training plan by the MoRD for the WCTs will help to a considerable extent, additional support will be required by VOs as they lack adequate access to technical, administrative and other facilities available to the Government PIAs. CAPART with its mandate to promote voluntary efforts in implementation of rural development programmes in the country has a high stake in vindicating the confidence that is reposed by the Ministry in assigning an important role to VOs in its massive watershed conservation programme.

CAPART will take the following specific measures in supporting VOs in successfully implementing their watershed conservation programmes:

- (1) Through pamphlets and audio visual media, explain to the VOs, the essential feature of watershed conservation programme and their role in its successful implementation.
- (2) Financial assistance to competent support voluntary organizations (SVOs) willing to assist VOs to become PIAs through:
  - i. Training: institutional or in the field
  - ii. "Hand-holding" operation in participatory planning
  - iii. Preparing proposals
  - iv. Community organization
  - v. Record keeping and reporting
  - vi. Liaisoning with government agencies
  - vii. Assistance in mobilizing bridge loans through financing institutions to overcome temporary cash flow problems
  - viii. Building capability of the watershed community in managing their own resources
  - ix. Others, according to local situation and ground realities
- (3) To enable SVOs to discharge their responsibilities it was necessary at the initial capacity building stages that the SVOs were sanctioned funds for:
  - i. Staff for support activities – in headquarters and in the field
  - ii. Consultancy fees to individuals or organizations empanelled by SVO for providing technical services to PIAs
  - iii. Equipment and materials for computing, communication and transport purposes
  - iv. Equipment and facilities for research that will provide support to PIAs for their development activities
  - v. Accommodation for adequate office and training purposes if necessary

vi. Overheads

Executive Committee of CAPART took a decision in its 35<sup>th</sup> meeting held on 3.9.2003 that the training and field support rates would be revised on yearly basis keeping in view the escalation in cost. The core support may be dispensed with completely. This approach would automatically make the training and field support performance linked.

## National Standing Committee (NSC)

27. It is the objective of CAPART to take up watershed conservation with the total involvement of the people and would thus be qualitatively different from those undertaken by government departments. It would require a higher degree of commitment and motivation on the part of both the local people as well as the implementing VO. It is therefore, very essential that both the watersheds and the VOs are selected with great care.

To achieve this objective, CAPART has decided to have the National Standing Committee comprising of distinguished persons from various disciplines working on watershed conservation projects.

The task of National Standing Committee is to motivate and facilitate voluntary organizations in the preparation and execution of practical watershed conservation projects through the approval, sanction and review, as well as their mid-term evaluation / post completion impact of the project.

The term of the members of the committee will be for three years, on completion of which they may be considered for reappointment.

## Terms of Reference

- (1) To be responsible for programme development, approve, sanction and review proposals and projects, relating to integrated watershed conservation and management received by CAPART. To identify critical watersheds for intensive conservation efforts.
- (2) To review watershed projects funded by CAPART, by mounting evaluation teams and by visits of committee members as may be decided by the NSC.
- (3) To identify and approve financial support to SVOs for organizing training.
- (4) To review and approve training syllabi and methodologies developed by SVOs if necessary for the purpose.
- (5) To identify and approve financial support to VOs for developing different varieties of culture and language specific promotional methods with street plays, puppets, posters, flip charts, video films, songs, success stories, slide shows, regular or irregular bulletins, other printed material and other such measures as may be necessary.
- (6) To identify outstanding watershed projects supported under this programme carried out by different VOs, document their performance and processes through which it is achieved.

- (7) To institute awards to VOs who have done exemplary work in watershed conservation.
- (8) To approve funding proposals from VOs for extension activities ancillary to watershed conservation programmes.
- (9) To identify surveys and studies relevant to watershed conservation and management, and approve financial support for the same.
- (10) To review the contributions of the voluntary sector in the area of watershed conservation.
- (11) To take appropriate action against the VOs who are found indulging in malpractices.

## **Role of DRDA**

28. The Ministry of Rural Development will be requested to issue instructions to DRDAs / ZPs to make available technical support and data required by VOs financed by CAPART. The Ministry of Rural Development will also advise the DRDA / ZPs to take up other development activities in the post watershed conservation in areas developed by VOs with assistance from CAPART.

CAPART will obtain topographical sheets of the watershed areas and make them available to VOs requiring them, on payment.

## **Watershed Conservation Teams (WCTs)**

29. Each VO shall carry out its duties through a team designated as the Watershed Conservation Team (WCT). Each WCT may have up to four professionals preferably from the disciplines of plant sciences, agronomy, agro-forestry, animal husbandry, civil / agricultural engineering and social sciences on contractual basis with the VOs for the period of the project only. Professionals who have practical field experience in rural areas will be given preference. The definition of technical member is broadened to include engineers from disciplines other than civil engineering and graduates from disciplines related to watershed development provided they have requisite prior knowledge of the subject and experience in the field. It is suggested that wherever possible at least one member of WCT shall be a woman. Wherever adequate professionals are not available to serve on the WCT, the WCT members will have to undergo multi-disciplinary training for a minimum period of six months. Care should be taken to emphasize aspects of community organization in their training. To facilitate such training, the NSC will identify agencies / institutions who can train multi-disciplinary workers in community organizations, develop their infrastructure and improve their capacities in this field. The WCT will designate its leader. It shall work exclusively and full time for the watershed conservation projects in the villages under its project area. The PIA will be at liberty to either earmark its own staff exclusively for this work or recruit fresh candidates including retired personnel or take people on deputation from govt. or other organizations. The establishment charges for WCT shall be provided for subject to the limits prescribed by the PIA and debited to the watershed conservation project. A VO may take up several groups of villages by constituting the required number of WCTs. The WCT shall be located at

the VO/block or local headquarters / any small town whichever is nearest to the cluster of selected villages.

### **The Watershed Committee (WC)**

30. Subject to the overall supervision and control of the watershed community the day-to-day activities of the watershed conservation project shall be carried out by a WC, to be elected by the watershed community. It must be ensured, however, that the WC has adequate representation of women, members from the SC/ST/Shepherd community, etc. The watershed community will elect a Chairperson who will perform such functions as are assigned to him/her by the village community. Needless to stress, the WC will be responsible for coordination and liaisoning with the gram panchayat, the watershed conservation team, the DRDA / ZP and govt. agencies concerned, to ensure smooth implementation of the project.

### **Watershed Secretary and Volunteers**

31. Each watershed conservation project shall have a watershed secretary. S/he will be paid his/her travel, food and opportunity costs while traveling outside the village on watershed work. The PIA is also free to fix rewards for work done by the secretary. S/he should preferably be at least 10<sup>th</sup> standard pass from the same village or at least from some nearby village and s/he should agree to live in the watershed villages during the project period. S/he will work under the direct supervision of the Chairperson of the WC and the WCT and will be responsible for convening meetings of the villagers and for carrying out all their decisions. S/he will maintain all the records and accounts of the WC. S/he will also help the user groups and self-help groups to maintain their accounts. S/he will be assisted in his/her responsibilities by three watershed volunteers from the watershed area / village. One of the volunteers may be a woman, another a SC or ST and the third may be from any community / caste. The establishment costs for the watershed secretary and the watershed volunteers shall be charged to the administrative overheads component of the project and paid through the WCT. Once the project period is over, CAPART's role in supporting the personnel will be finished. The project in question will have to search for alternative sources.

### **Nomenclature in Regional Languages for Village Level Institutions**

32. The WC and their staff may be given their names in Hindi or other regional languages to enable the village communities to identify themselves with these institutions. The PIA may consider using existing nomenclature in other programmes.

### **Project Components**

33. Depending upon the ecosystem and the major problems faced by different districts / blocks, as identified separately by the Govt. of India, each watershed conservation

project shall be eligible for funds as per the funding pattern prescribed for the whole project period, which should not ordinarily exceed four years in the case of areas fully or substantially covered under plantations where the project period may extend upto five years. This amount shall be divided amongst the following project components subject to the percentage ceilings mentioned against each:

1. Watershed treatment / development works / activities	75 %
2. Watershed community organization	5%
3. Training	5%
4. Administrative Overheads	15%
<b>5. TOTAL</b>	<b>100%</b>

Any shortfalls in utilization of earmarked components shall be duly refunded to CAPART.

Funds from other funding agencies / organizations could also be trapped, but at the same time overlapping of funds must be avoided.

## Watershed Treatment / Development Works

34. Watershed Treatment /development plan should be prepared for all the arable and non-arable lands and the drainage lines. All forest lands, government and community lands and private lands can be taken up for development activities. Emphasis should be on low-cost, simple and easy to operate and maintain works and activities. The items, inter alia, that can be taken up are
- (a) Land leveling (50% cost to be borne by individual beneficiaries, subsidy limited to a maximum of Rs. 3000 per ha). While doing land leveling care should be taken to keep aside the top soil before cutting and filling. Once leveling is completed, the top soil kept aside should be spread on the surface.
  - (b) Drainage line treatment with a combination of vegetative measures and engineering structures.
  - (c) Development of small water harvesting structures such as low-cost farm ponds, nala bunds, check dams and percolation tanks
  - (d) Nursery raising for fodder, timber, fuel wood and horticultural species
  - (e) Afforestation including block plantations, shelter belts, sand dune stabilization, etc.
  - (f) Pasture conservation and development either by protection itself or by silvicultural applications, as far as possible by indigenous species of trees, shrubs and grasses
  - (g) Repair, restoration and upgradation of existing common property assets and structures in the watershed to obtain optimum and sustained benefits from previous public investments
  - (h) Crop demonstrations for popularizing new crops / varieties or innovative management practices
  - (i) For preparation of treatment plan, PRA exercises of resource mapping, tree ranking matrix, soil classification, etc. will generate valuable data, which may need to be supplemented by the expert knowledge of professionals. For presentation as a watershed conservation project proposal, the agreed plan may be put on a village cadastral map. This exercise can be used as an

opportunity to familiarize the villagers with simple methods of contour, soil, hydrological surveys along with land suitability class and monitoring for better results.

- (j) Setting up a revolving fund for SHGs, at a rate not exceeding Rs. 5000 per SHG, for undertaking income-generating activities. The PIA may set aside a sum of upto Rs. 50,000/- for this purpose. This seed money must be recovered from the SHG in a maximum of 6 monthly installments. This could be reinvested in the same or other SHGs.
- (k) Once the intensive phase of watershed conservation is over and irrigation resources are created, appropriate and energy-efficient irrigation systems should be installed. This is particularly important, because, in many watersheds, it is the poor and socially weaker sections of the society, who occupy the uplands. The irrigation water, however, has to be used, on a sustainable and equitable basis. Thus, high water consuming or perennial crops like sugarcane, shall not be planted in the beneficiary areas.

The water distribution for irrigation, animal husbandry, domestic and other local uses may be, on actual requirement per family. The norm shall be worked out by the villagers of the watershed in consultation with WCT. The interests and long term requirements of the landless families in this regard must also be taken into account. This water entitlement cannot be sold, exchanged or leased.

CAPART will meet the full cost of such group water-lifting arrangement. This will be over and above the per hectare cost norm prescribed and will be an important part of the post-intensive stage to be called Stage III. An equivalent of 50 percent of the cost of lifting arrangement, will have to be raised by the respective user group, which will be credited to the WCF: (to be used as detailed in para nos. 37)

Each WCT and the WC will have the discretion to choose such works / activities as are in keeping with the requirements of their watershed treatment plan.

## Community Organization

- 35. Activities will include organizing self-help and user groups, conducting Participatory Rural Appraisal (PRA) exercises, awareness camps, exposure visits and programmes on literacy, family welfare, social services, income generating activities, etc. giving small contributions to SHGs or other village institutions like mahila mandals / youth clubs / anganwadis which are considered important for getting people's participation.

The distinguishing features of this programme is its planning, implementation and management through village organizations – User groups, SHGs. To ensure that these organizations are to set up as formalities to fulfill the requirements of the programme, but are genuine peoples organizations, it is essential that community organizing is done in a systematic and participatory manner. This would necessitate a series of open dialogues with people and social groups in the PRA mould, and outside in an informal manner. Emphasis should be on SHGs constitution of entirely women group and during preparation of action plan. Separate PRA exercises should be undertaken with the women groups in the village

## Training

36. This component includes training of watershed users, watershed secretary and volunteers. 5% of the total cost is allocated for training. For the watershed users, training would be given in the technical aspects of *in situ* soil and moisture conservation techniques, operation and maintenance of community / individual civil works, agriculture, horticulture, social forestry, plantation techniques, raising community / individual nurseries, dairying and livestock management, fodder and pasture management, pisciculture and other land uses etc., group activity and conduct of meetings, maintenance of accounts and procedures for execution of civil works. For the paid staff, training would include, in addition to the items mentioned above, record-keeping, conduct of meetings and administrative procedures. NSC will issue the training guidelines to be followed by each project.

There will be a nodal cell at CAPART HQ which will coordinate and monitor the training programme.

## Watershed Conservation Fund

37. One of the mandatory conditions for selection of villages is community / individual contributions, in the form of shramdan, towards different works / activities. As an incentive to people's participation, CAPART shall provide the full cost of investment on all the works / activities in the watershed conservation and development plan, except land leveling (see para 34). Where the villagers / beneficiaries contribution is given as voluntary labour or free material, a sum equal to the monetary value of the free labour and material contribution shall be taken from the project account and deposited in a separate fund known as the watershed conservation fund. Any cash contributions received from the villagers shall be deposited directly in the Fund's account.

It is important that the expected contribution as indicated in paras 24 (a) and (b) is a minimum and therefore could be in reality much higher and genuine. The PIA should work out with the village community and user groups the quantum as well as manner in which the contribution would be made by the beneficiaries for various activities detailed in the watershed plans. In no case, should the difference between the estimated / approved cost and the actual costs be shown as people contribution. Genuine people's contribution helps in creating a situation, where people feel the ownership of the development plan and the assets created and environment where people will start demanding as a matter of right quality in workmanship and services.

Rules for operation of the Fund will be prepared by the WCT and WC and ratified by the villagers of the project area. However, the Fund shall be operated by two or three persons, at least one of who should be a woman, elected by the villagers of the project area. At least 50% of the funds will be set aside for the operation and maintenance of community assets created as part of the watershed conservation project such as rainwater harvesting structures, nurseries, community plantations, etc. The remaining funds may be used to advance loans to the villagers of the project area who have contribution to the fund in accordance with the defined procedures.

Maintenance of works on private lands for individual beneficiaries will not be paid for by the Fund.

## Cost Norms

38. Since there are wide variations in the topography, treatment technologies, local materials, wages, etc. in different parts of the country, it is not appropriate to lay down any standard cost norms for watershed treatment / developmental activities. These would have to be worked out by the PIA (WCT) in consultation with the WC and in accordance with the standard schedule of rates of the district, local market rates and minimum wage rates, etc. While expenditure on individual works or activities could vary, it shall be ensured that the overall norms as given in Annexure I for the project are adhered to by the PIA.
39. Similarly, it is not possible to lay down cost norms for community organization and training activities. So, it is left to the PIA to prescribe rates of honorarium to guest faculty, TA/DA to trainees, refreshments, boarding/lodging charges, etc.
40. As far as administrative costs are concerned, the PIAs and WCTs or the WCs shall be entitled to receive funds from CAPART on the basis of actual expenditure incurred by them subject to the ceilings prescribed in the administrative cost. The PIAs and the WCs may decide the emoluments to be paid to the members of WCTs and WS respectively but reimbursement from CAPART shall be limit to the ceilings laid down in administrative overheads (refer para 33). The overall cost norms are as specified in Annexure – I. However, in the event of revision of minimum wages, which necessitates enhancing the overall project outlay, discretion would be with NSC.

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**Operational Guidelines****Transitional Phase**

41. These guidelines will take effect from the date of publication. However, projects under the schemes that have been sanctioned in previous years and are still going on shall continue to be administered in accordance with the relevant guidelines issued previously.

**Publicity**

42. Considering the quantum jump in the overall allocations and outlay for each watershed project, there is a need for widely publicizing these guidelines amongst VOs and prospective members of the watershed community. NSC will identify agencies which can do the following and financially support them.
- a) Document good work already done through video films
  - b) Prepare video film to be used as instruction material by VOs
  - c) Prepare posters, pamphlets, flip charts, booklets, etc.
  - d) Produce street theatre shows, puppet shows, etc. building upon local folk media
  - e) Prepare a standard presentation using video / slides / transparencies, etc. explaining details of this manual
  - f) Organize exhibitions demonstrating relevant technologies and the importance of peoples' participation.
  - g) Organize workshops for media personnel on watershed conservation and development activities.
  - h) Encourage and finance a VO to bring out a watershed bulletin which will help disseminate both good work done as well as new trends that are relevant for the programme

The above initiatives should bear in mind the cultural and language variations across regions and cater to it.

43. The selection criteria for the village and the VOs should be adequately discussed and clarified to every one to avoid unnecessary workload on account of any misunderstandings. Copies of these guidelines should be printed in the local language in adequate numbers and circulated amongst all concerned during these meetings. Expenditure incurred on such publicity will be borne by CAPART.

## Project Commencement Date

44. The date on which the first allocation is received by the PIA will be the date of commencement of the project. This date will be notified by the PIA to CAPART, WCT, WC and WS. The watershed conservation and development plan should clearly specify a calendar of activities. Once this has been accepted by the National Standing Committee, CAPART will adhere to the works / funds phasing proposals. Care should be taken to ensure that the phasing proposals are prepared keeping in mind the employment / agricultural calendar of the project area.

## Training of WCT

45. As soon as practical, after their appointment, all the professional members of the WCT shall be sent for a one-month long training programme, which may be of four modules of one week each. The first module will be on the watershed treatment technologies and alternate land uses with emphasis on low cost structures, vegetative barriers, farmer's innovations and production technologies. The second module will be on participatory rural appraisal methods and community organization techniques, group behaviour and convergence of services. The third module shall be on project management tools and techniques such as work breakdown structures and activity analysis, PERT-CPM, coordination, negotiations and time management, etc. The fourth module will be on administration of various rural development programmes, administrative and accounting procedures, engineering works, measurement and recoding procedures, inspection and audit, computerization and report writing, etc.

Multipurpose workers of WCT who have had no previous experience in watershed conservation will be required to attend a training course for six months. This period will be used by them, to understand not only the theoretical aspects of the programme, but, also have an in-depth practical work experience at successful interventions in this sector across the country.

## Training of Trainers

46. NSC will organize either directly or by supporting a VO every year, an annual convention of trainers engaged in the programme of capacity building of professionals / workers in the watershed conservation sector

## Participatory Rural Appraisal Exercise

47. On return from training, the WCT members will conduct PRA exercises in each of the selected villages. All the members of the team will move as one unit and use different participatory techniques like social mapping, transects, time-line analysis, etc. to gather first hand information about the village community, the watershed, problems and achievements.

48. Gathering information is only one of the objectives of the PRA exercise. The more important objective is to interact with the village community in small groups to understand their perspectives, perceptions and priorities. The PRA exercises should lead to diagnosis of important problems and priorities. This should enable the WCT and the village community to arrive at an action plan.

## Community Organization Programme

49. The PIA will give as a part of the plan at the end of Stage I, the operational details of the constitution and running of appropriate village-level institutions including the establishment of self help groups and user groups necessary for the success of the project. The main components of the operational details will include
- (a) Composition of the groups / institutions
  - (b) Membership qualifications / procedures
  - (c) Functions of the groups / institutions
  - (d) Procedure for providing funds
  - (e) Maintenance of records
  - (f) Reporting mechanisms

After the sanction of stage I funds, the WCT members will initiate a process of community mobilization. This will include organizing awareness programmes to highlight the various aspects of participatory watershed conservation and formation of the necessary village level institutions.

The PIA will submit the operational details as mentioned above at the time of submission of the watershed conservation and development plans prior to the sanction of Stage II.

## Identification of Village Volunteers

50. During the course of the PRA exercises and the community organization programme, the WCT members should identify community leaders, opinion-makers and village youth, who can be involved in organizing locally the self-help groups and the user groups. Youth clubs, mahila mandals, anganwadi members may be involved in community organization. Their members could be groomed to take on the responsibilities of watershed secretary and volunteers. Small adhoc payments can be made to individuals who devote a lot of their time and energy on a sustained basis in the community organization programme. Similarly, small token prizes / mementoes could be given to institutions like youth clubs / mahila mandals, etc. which show keenness and involvement in the programme. The watershed volunteers will be selected by the WCT in consultation with the villagers of the watershed area.

## Identification of Watershed Treatment / Development of Problems / Opportunities

51. Simultaneously with the community organization programme, the WCT members shall begin a systematic exploration of the problems and opportunities of the watershed area through several transects (field inspections) alongwith the farmers / users who are keen in specific problem / activities. Such problems / opportunities, indigenous technical innovations, farmers' / users' concerns and constraints, farmers' / users' suggestions, etc. should be documented.
52. In respect of the prepared plan of action for selecting problems or initiatives, that need to be pursued on a priority basis for early implementation, the three point criteria given below may be followed:
  - (a) There should have been a 'visible initiative' earlier meaning that the group should have done some initial work on its own, no matter how humble, to meet the perceived needs.
  - (b) The initiative identified should be simple and easy enough to be within the group's comprehension and competence.
  - (c) The initiative should be technologically feasible i.e. conforming to the groups' own time-tested innovations or basic engineering or management principles. The initial success in such a venture will give a tremendous boost to the groups' confidence and motivate it to participate more willingly and eagerly.

## Liaison with Research / Technical Institutions

53. Most of the problems identified may have simple, straightforward technical solutions within the competence of the WCT members. However, in a few cases there may be a need to understand, validate or improve the local technical knowledge and innovations through more scientific investigations or the problem may be so complex that the local knowledge of farmers / villagers and the WCT members is not adequate to find suitable technological solutions. In such cases the WCT members should get in touch with the SVOs / concerned technical departments of government / research institutions and liaise with them, to find answers to their problems. Some research institutions and many VOs may also be keen to take up small research / action research projects for scientific purposes. The VOs and WCTs should encourage such collaborations. Incidental charges for scientists / technical visits to the watershed or small experimentation may be charged to the works / activities components. Emphasis should be to supplement by basic engineering and management principles the time-based innovations of the community itself.

## Formation of User Groups

54. For each work / activity, the concerned WCT member will identify a group of people who may be affected most, either beneficially or adversely, e.g. a percolation tank may benefit those farmers whose wells will get groundwater recharge while on the other hand, the farmers whose land gets submerged will be adversely affected. There may

be a third category of the resource poor farmers, whose needs for water could be met by a new well in the area with augmented groundwater or by savings from curbs on overexploitation by resource rich farmers. Similarly, farmers who have previously received the water downstream will now be adversely affected by the construction of the percolation tank. The WCT must recognize that people have different economic and social interests and they need to reconcile these differences, cooperate and work together for the holistic development of the watershed and at the same time ensure that benefits are shared equitably, with a tilt in favour of the poor. There can be no standard packages of compromise formulas or arbitrary decisions by outsiders. Each engineering work or other development activity such as social forestry or dairying requires painstaking negotiations amongst the users to share the immediate, intermediate and long-term benefits and costs. The role of the WCT members, in such a situation, has to be of an honest broker or mediator to reconcile different viewpoints and find equitable solutions. Further, even technical specifications of the designs of engineering works or choice tree-species or fodder crops, etc., need to be jointly made by the user group members. The role of the WCT members is to ensure the technical feasibility and correctness and help them to take decisions that would be technically sound and beneficial.

For this the WCT should initiate mutual confidence – building activities such as exposure visits to successful enterprises / institutions where the users can see the demonstration of positive impact of collaborative action on issues such as social fencing, equitable water sharing, innovative technologies, sharing usufruct rights on common properties, etc.

This should be followed up by linking the quantum of public funding under the project, to the gradual demonstration of the desire and capability of user group members to accept and implement the conditionality regarding productivity, efficiency of resource use and equitable distribution of benefits.

55. Keeping the above factors in view, the WCT members should be appropriate action to constitute, in consultation with the village community, user groups for each work or activity to be undertaken in the watershed. In the case of forestlands, the user groups should be organized in consultation with the forest department and designated as joint forest management committees. These user groups could also be utilized for the actual execution of construction works or implementation of the development activity. The constitution of most of the user group should be completed within 6-8 months of the beginning of the project.

## **Training of the SHG / UG Members**

56. WCT members will ensure that the majority of the members of SHGs / UGs are given basic training and orientation on the technical and organizational aspects of running such groups. The training will be practical skill upgradation involving specific User Groups / SHGs for their respective activities; most of the training should be organized by the WCT members with the help of local officials of technical departments / institutions, VOs, etc. Guest faculties invited may be paid an honorarium as per the norms to be prescribed by the PIA. The SHG/UG members could also be taken for visits to research stations / successful VOs watershed / KVKs, etc. Use of audio visual

media to increase awareness and motivation among SHG/UG members should be encouraged.

57. During the initial stages, the WCT members shall be competent to take decisions regarding community organizations and training expenditures. Once the WC has been constituted, these matters will be considered and approved by it in consultation with the WCT.

## Constitution of Watershed Committee

58. The villagers of the watershed area shall in their first General Body meeting elect nine representatives from among themselves, giving adequate representations to self help group and user groups as members of the WC. The Gram Panchayat and the WCT will be requested to nominate one number each as their representatives. Members of the WCT shall be present during the meeting of the General Body in which elections to the WC are held. The general body shall also elect a chairperson for the WC at the time of election of WC members. The WC shall perform all the functions that are entrusted to it in the programme guidelines for which it will work out its own procedures in consultation with the WCT.

For the purpose of operating the joint bank account an authorized signatory is to be designated by the general body of the villagers. The general body will nominate any one person other than the Chairperson of the WC.

The term of office of the WC members will be for two years. Procedures for the removal from office of errant WC members will be decided by the WCT in consultation with the villagers of the watershed area.

## Watershed Development Plan

59. The watershed plan will specifically include the following sections:
- (a) Statement of aims
  - (b) Results of resource appraisal exercises to identify needs, availability and gaps.
  - (c) Present land and water use patterns, productivity levels of different types of lands, across seasons and with map displays.
  - (d) Proposed land and water use patterns, estimated yield levels; with appropriate maps.
  - (e) Land treatment works, water harvesting and conservation.
  - (f) Budget, cost benefit assessment.
  - (g) Project management system, including appropriate community organization training programmes.
  - (h) Output utilization strategies – benefits sharing principles and agreements.
  - (i) Work schedules and monitoring processes.
60. (1) The overall responsibility for execution and management of the watershed programme / works will rest with the PIA and the WC elected by the villagers of the watershed. The entire funds for the watershed conservation project will be released by CAPART to the PIA. The latter will open a joint bank account

to which the works component of the funds will be transferred. This account will be operated by two signatories, one from the WCT and the other from the WC.

The WC will report the progress of the works and utilization of funds to the villagers of the watershed every two months

- (2) For the money made available to the PIA and transferred by it to the works component, the maintenance of vouchers and muster-rolls and details of other expenses for audit purposes will be maintained by it. However, it will be the responsibility of the watershed secretary to prepare and obtain these bills and vouchers and make them available to the PIA after entry in the cash book of the WC.

The PIA will be eligible for the release of installments if it submits utilization reports of upto 70% of funds previously released. The scheduling and timing of release will be accordance with the proposals of the PIA, as accepted by the NSC, who will take care to synchronize the requirements with the employment / agricultural calendar of the project area.

The responsibility for proper use and audit of funds made available will be that of the PIA.

## Maintenance of Accounts

61. The WCT and the WC shall ensure that the accounts of their activities and expenditure are maintained in accordance with the formats that may be prescribed by NSC/PIA. Each WCT should maintain proper documentation of the process and activities that are undertaken at the watershed level and at the project level. This will enable outside independent agencies to analyze the problems of attitudes, skills required or behavioral aspects and procedural bottlenecks and suggest necessary improvements. For this also the PIA may work out formats for log books, diaries to be maintained at the watershed / project level. These should be very simple and easy to write and maintain, and should contain minimum required information to avoid unnecessary work. To help the WS, three volunteers from the villagers will be chosen and trained by the WCT.

VOs can follow either government accounting procedures or accounting procedures prescribed by NSC.

## Continuing, Diminishing Presence

62. The watershed project is supposed to be completed over a period of 4 years, after which the PIA would be withdrawing from the project villages. However, the experiences of VOs, which have been implementing schemes of Watershed Conservation, are that after the intensive phase of watershed. Conservation is over, their continuing presence on a diminishing scale is required for the extension phase

during which they would be helping the community organizations and SHGS in linking watershed conservation with downstream activities such as water utilization, biomass processing, marketing of agriculture and other produce, as also in improving the productivity of agriculture and non-arable lands. Thus, after the intensive phase is over, if a PIA wants to continue to provide support during the less-intensive phase, CAPART may provide financial assistance though on a reduced scale. This may be understood as Stage III of the project. The professionals engaged in these activities are employees of village watershed committee and there is no direct commitment of CAPART to maintain theme.

## **Operation and Maintenance of Assets**

63. At the end of the watershed conservation period, the watershed community and the WC will continue to supervise the operation and 'maintenance of the assets' created. The Watershed Conservation Fund (WCF) may be used for this purpose including payments to the Watershed Secretary and the Volunteers. However, it is left to the villagers of the project area to decide the level of payment to the staff after the project period. During the project period the WCT and the WC are expected to work out the procedures for continued accruals to the Watershed Conservation Fund for operation and maintenance as well as further development.

## **Monitoring and Review**

64. The PIA shall be responsible for submitting progress reports on each of the watershed conservation projects once in every six months to NSC and DRDA. Similarly, each Watershed committee shall submit a quarterly report to the villagers of the watershed and the PIA. The format for these reports shall be developed on the basis of the success criteria given in the program guidelines. The format will be developed by the PIA to facilitate computerized reporting.

## **Evaluation and Process Documentation**

65. NSC may appoint independent institutions to carry out current as well as post-facto evaluation of the Watershed Conservation Projects. The success criteria laid down in the program guidelines will be the basis for such evaluation. At the same time, independent consultants maybe asked to undertake action research projects to document the actual processes of project implementation, in a representative sample, to analyze and assess the implementation processes. The results of these evaluation and process documentation will be submitted to NSC with suggestions on policy issues as well as improvement of working procedures.

## **Ceiling**

66. The ceiling for a watershed project is that under normal conditions the area to be undertaken for treatment should be between 1000-2500 hectares. If, under any condition the area exceeds 2500 hectares, the cost for treating the extra area has to be

additional raised from the community or should be the contribution from the VO. The cost per hectare has been fixed at a maximum of Rs. 6,000 and Rs. 7500 for plains and hilly regions respectively. In no case should the cost of a single structure constructed under a watershed project exceed Rs. 5,00,000/- in plains and Rs. 7,00,000/- in hilly areas.

In addition to the above, for mountainous areas, consisting of the Himalayas, Nilgiris and the higher reaches of the Western and Eastern Ghats, upto Rs. 7,500 per hectare could be provided. For these areas, the period for completion may be extended upto six years.

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**Instruction for Filling up Organization Profile**

1. All information should be filled in block / capital letters
2. Please ensure that the following documents are enclosed while submitting the form.
  - a) Annual report, Audited (i) Income / Expenditure Account, (ii) Receipts / Payments Accounts and (iii) Balance sheet for the last 3 years.
  - b) Memorandum and Articles of Association / Byelaws of your organization
  - c) Copy of registration under these acts whichever are to be applicable
    - i. Societies Registration Act, 1980
    - ii. Indian Trusts Act, 1882
    - iii. Charitable and Religious Trusts Act, 1920
    - iv. Foreign Contributions (Regulation) Act, 1976
    - v. Any other Act
  - d) List of moveable and immovable assets
  - e) Copies of exemptions granted by Government local bodies for Sales tax, Income tax, PAN No. etc.
3. Person signing this form should be the one so authorized by the Articles of Association / Byelaws of the VO. Otherwise authorization by resolution of the executive body for the person signing should be enclosed.
4. The form may be used as it is: for additional information please photo copy relevant portion. Alternatively please type out in the same format.

## Organization Profile

(please fill in block / capital letters)

### PART A : ORGANIZATION DETAILS

(Kindly submit Memorandum and Articles of Association / Byelaws)

1. Name of organization : \_\_\_\_\_
- 2.1. Regd. : \_\_\_\_\_
- Address : \_\_\_\_\_
- Block : \_\_\_\_\_
- District : \_\_\_\_\_
- State : \_\_\_\_\_
- Pin Code : \_\_\_\_\_
- 2.2. Details of Branch Office(s) : \_\_\_\_\_
- Address : \_\_\_\_\_
- Block : \_\_\_\_\_
- District : \_\_\_\_\_
- State : \_\_\_\_\_
- Pin Code : \_\_\_\_\_
3. Telecommunications : \_\_\_\_\_
- Phone No. (1) : \_\_\_\_\_
- Phone No. (2) : \_\_\_\_\_
- Telegram : \_\_\_\_\_
- Fax : \_\_\_\_\_
- E-mail : \_\_\_\_\_
4. Name of Contact Person(s) : Last Name Middle Name First Name
- 4.1. Persons : \_\_\_\_\_
- Designation : \_\_\_\_\_
- 4.2. Persons : \_\_\_\_\_
- Designation : \_\_\_\_\_
5. Details of Registration (kindly enclose attested copy of relevant registration certificates)  
(please put tick against applicable act)
- Societies Registration Act, 1860 \_\_\_\_\_ State: \_\_\_\_\_
- Indian Trusts Act, 1882 \_\_\_\_\_ District: \_\_\_\_\_
- Charitable & Religious Trusts Act, 1920 \_\_\_\_\_
- If Registered under any other act, please specify \_\_\_\_\_
- 5.1. Registration No. \_\_\_\_\_ Date of original registration \_\_\_\_\_
- Registration valid upto \_\_\_\_\_
6. Details of Foreign Contributions (Regulation) Act, 1976 (if applicable, kindly enclose a certificate)

Original Registration No. \_\_\_\_\_ Registration Valid upto \_\_\_\_\_  
Date of original registration \_\_\_\_\_

7. Information regarding Members of Executive Body

Sl. No.	Name / Address	Category	Designation	Qualification	State relationship with mother office bearer or with CAPART functionaries, if any **	Money value of all benefits received from VO (in Rs. per annum)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**Note:**

\* Category code: Give SC for scheduled caste, ST for scheduled tribe and OB for other backward classes.

\*\* Give details in format 7-2-4

7.2. Details of functionaries  
(This term form is to be filled for each office bearer. Kindly use photocopies of this page)

7.2.1. Name of Office bearer : \_\_\_\_\_

7.2.2. State whether office held, in other : \_\_\_\_\_  
VO(s) assisted by CAPART

7.2.3. Details of the offices held on other VO(s) assisted by CAPART (in case answer 7.2.2. is Yes)

ACN\* allotted by CAPART, if known : \_\_\_\_\_

Name of the organization : \_\_\_\_\_

Address of the organization : \_\_\_\_\_

ACN\* allotted by CAPART, if known : \_\_\_\_\_

Name of the organization : \_\_\_\_\_

Address of the organization : \_\_\_\_\_

ACN\* allotted by CAPART, if known : \_\_\_\_\_

Name of the organization : \_\_\_\_\_

Address of the organization : \_\_\_\_\_

7.2.4. Details of relationship with CAPART functionaries, if applicable.

Name of CAPART functionary : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Address : \_\_\_\_\_

Name of CAPART functionary : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Address : \_\_\_\_\_

Name of CAPART functionary : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Address : \_\_\_\_\_

\* CAN = Accreditation Number.

## PART B : DETAILS OF ACTIVITIES

8. Activities (please refer to Table – 1 Activity codes and give appropriate codes)

9. Geographical area of operation (please give appropriate code in brackets from list below)

Coastal	(C) _____	Desert	(D) _____
Earthquake prone	(E) _____	Flood prone	(F) _____
Hilly	(H) _____	Tribal	(T) _____
Drought prone	(p) _____	Any other (specify)	(O) _____

9.1. Total number of different districts in which operations have been conducted \_\_\_\_\_

9.2. Districtwise details

State	District	Major activities (codes as per table-1)

10. Main target groups (please give appropriate single character code from list below)

Agricultural labourers	(A) _____	Bonded labour	(B) _____
Children	(C) _____	Landless labour	(L) _____
Small / Marginal farmers	(M) _____	Artisans	(R) _____
Disabled	(P) _____	Tribals	(T) _____
SC	(S) _____	Other VOs	(V) _____
Women	(W) _____	Any other (specify)	(O) _____

11. Professional staff (please give number of personnel against appropriate item)

Doctors	_____	Engineers	_____	Teachers	_____
Homeopaths	_____	Technologists	_____	Trainers	_____
Ayurveds	_____	Geophysicists	_____	Lawyers	_____
Nutritionists	_____	Geologists	_____	Economists	_____
Health staff	_____	Veterinarians	_____	Social workers	_____
Dais	_____	Foresters	_____	Audio-visual experts	_____
Chartered Accountants	_____	Architects	_____	Librarians	_____
Accountants	_____	Drillers	_____	Others (please specify)	_____

11.1. No. of staff working

Full time	_____	Voluntary basis	_____
Part time	_____	Total Number	_____

12. Details of CAPART Assisted projects undertaken by VO (in chronological order by the date of sanction)

Sl. No.	File No.	Title of proposal	Location (give state, district, block, village(s))	Particulars of sanction				Sanctioned No. of units or beneficiaries			Releases made		Date of termination	Remarks completion
				Date	CAPART Assistance	Others	Total	ST/ST	OBC	Others	Date (Rs.)	Amount (Rs.)		
1	2	3	4	5a	5b	5c	5d	6c	6b	6c	7a	7b	8	9

**PART – C: FINANCIAL STATUS OF ORGANIZATION**

(Kindly provide copies of Annual Reports, Audited – (i) Income / Expenditure Account, (ii) Receipts / Payments Account, and (iii) Balance Sheet for last 3 years)

13. Income and Expenditure

Year	Income (Rs. in lakhs)	Expenditure (Rs. in lakhs)

14. Major assets of organization as per last audited balance sheet

	Value (Rs. in lakhs)
Cash Deposit	
Moveable Assets	
Immovable Assets	

(Please attach list of moveable and immovable assets of value over Rs. 2,000)

15. Any exemptions received from government \_\_\_\_\_  
(kindly enclose copy of exemption order)

16. Details of Bank accounts from which CAPART funds have been proposed / to be operated

- 16.1. Name of Bank \_\_\_\_\_
- Full Branch Address \_\_\_\_\_
- Account No. \_\_\_\_\_
- Type of A/c. \_\_\_\_\_
- Branch Code No. \_\_\_\_\_
- Name of the signatory(1) \_\_\_\_\_
- Relationship to Chief Functionary \_\_\_\_\_
- Name of the signatory(2) \_\_\_\_\_
- Relationship to Chief Functionary \_\_\_\_\_

16.2. Analysis of Audited Statement of Accounts for last 3 years (to be completed by the organization)

16.3.1. Break-up of Receipts

	Year		Year		Year	
	Amount (Rs.)	%	Amount (Rs.)	%	Amount (Rs.)	%
Total funds received		100		100		100
From Govt.						
From Foreign Sources						
Own sources						
By community contributions						
By private donations						

16.3.2. What percentage of total expenditure was spent on Administration last year?

Break up of Administration expenditure in percentages

i)	Salary / emoluments / stipends	%
ii)	Facilities for staff	%
iii)	Fuel, oil, lubricants	%
iv)	Travel	%
v)	Telephone	%
vi)	Office expenses	%
v)	Any other	%
	<b>Total</b>	<b>100.00 %</b>

16.3.3. Compensation Structure

- i) Highest cost employee
  - Designation ::
  - Cost per month to VO\* :: Rs.
- ii) Lowest cost employee
  - Designation ::
  - Cost per month to VO\* :: Rs.

\* Cost to VO includes salary and money value of all benefits

17. Facilities / Benefits provided to the staff : \_\_\_\_\_

18. Are Annual Reports and Audited Statements freely available to any member of the public?  
(YES/NO) \_\_\_\_\_

Certified that the information given in this form is correct to the best of our knowledge. It is understood that tendering false information will result in CAPART recalling the assistance and stopping further funding of the VO.

Countersigned by member of Executive Body

Name :

Designation :

Place :

Date :

Signature and Seal of Authorized Signatory

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

(Attach copy of authorization)

---

FOR CAPART USE ONLY

Accreditation Number allotted \_\_\_\_\_

Date \_\_\_\_\_

Signature

Name / Designation / Deptt.

## Watershed Conservation Projects

Formats and Proformas for Preparatory Stage – I Projects  
(to be submitted in two copies)

### II. Socio Economic Profile of the Watershed Village(s)

- |   |                                |
|---|--------------------------------|
| 1. Name of the village : _____                          | Name of the Investigator _____ |
| 2. Name of Hamlets: _____                               | Duration of Survey: _____      |
| 1.2. Panchayat : Group of villages / Individual village | From: _____ To: _____          |
| 1.2.1 If group, Name(s) of other village(s):            |                                |
| 1. _____  | 2. _____                       |
| 3. _____  | 4. _____                       |
| 4. _____  | 6. _____                       |
| 1.3. Name of the Sarpanch: _____                        |                                |
| 1.3.1. Past Tenure (if any): _____                      | From: _____ To: _____          |
| Present Tenure (if any): _____                          | From: _____ To: _____          |
| 2. Location of village : _____                          |                                |
| Block / Mandal: _____                                   | Taluka : _____                 |
| District: _____   | State: _____                   |
| Nearest Bus Stand: _____                                |                                |
| Nearest Airport: _____                                  | Railway Station: _____         |

**3. Details of population (from village records)**

Sl. No.	Name of the community	No. of households	Population
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**4. Details of occupation (from village records) (mention no. of households in this table)**

Sl. No.		Occupation	No. of households
1.	Agriculture		
2.	Animal husbandry		
3.	Business		
4.	Landless labourer		
5.	Service		
6.	Rural artisans		
7.	Others		
8.	Total		

Classification of Agricultural Land based on the land hold as approved by the State Government, for the area

	No. of households	Hectare
Marginal farmer :		
Small farmer :		
Big farmer :		

**5.1. Details of land: (From village records):** (all figures in acres)

Sl. No.	Type of land	Area
1.	Govt. waste land	
2.	Private waste land	
3.	Common grazing land	
4.	Forest land	
5.	Agricultural land	
6.	Others (if any)	
7.	Total	

**5.2. Details of Agricultural Land (season-wise)**

Sl. No.	Year	Irrigated / Unirrigated	Kharif	Rabi	Summer
1.	1994	Irrigated			
		Unirrigated			
2.	1993	Irrigated			
		Unirrigated			
3.	1992	Irrigated			
		Unirrigated			

6. Amenities of the village:

6.1. School: Primary / Secondary / High School

6.1.1. No. of students (current year)

Girls : \_\_\_\_\_

Boys: \_\_\_\_\_

6.2. Nearest medical services:

Doctor/Nurse: \_\_\_\_\_

Place \_\_\_\_\_

Distance from village \_\_\_\_\_

6.3. Nearest Post Office: \_\_\_\_\_ Pin code : \_\_\_\_\_

6.4. Nearest Police Station: \_\_\_\_\_

6.5. Telephone Service : \_\_\_\_\_ STD Code \_\_\_\_\_

6.6. Electrification: \_\_\_\_\_

6.7. Reliability of supply : \_\_\_\_\_ Yes \_\_\_ No \_\_\_\_\_

6.8. Nearest Public distribution system outlet (ration shop) \_\_\_\_\_

6.9. Nearest Bank \_\_\_\_\_

6.10. Nearest Agricultural market yard \_\_\_\_\_

6.11. Transportation facilities for the village \_\_\_\_\_

6.12. Type of approach road (all weather road / katcha road) \_\_\_\_\_

6.12.1. No. of public toilets : \_\_\_\_\_ Their status \_\_\_\_\_

6.12.2. No. of household latrines : \_\_\_\_\_

6.13. Any other facilities (like dharmaashala, etc. ): \_\_\_\_\_

#### 6.14. Drinking water

Sl. No.	Type of source	Not functional	Defunct since when	How long water is available (months)
1.	Hand pump			
2.	Wells			
3.	Ponds			
4.	Stand posts			
5.	Household taps			
6.	Springs			
7.	Others			

##### 6.14.1. Drinking water scarcity details

- a) How many times drinking water scarcity was observed in the village in the last 5 years?
- b) During drinking water scarcity time, what do women do in the village?
  - i. How far do they go for fetching water? \_\_\_\_\_ Km (approximately)
  - ii. How long do they take for this activity? \_\_\_\_\_ Hours / day (approximately)
  - iii. What is quality of water during this period

**7. Direct Irrigation Sources:**

Sl. No.	Type of source	No. / Capacity / Length	Area
1.	Irrigation Canal (government)		
2.	Irrigation Canal (private)		
3.	Tanks (government)		
4.	Tanks (private)		
5.	Tube well (government)		
6.	Tube well (private)		
7.	Stream / Spring		
8.	Wells		
9.	Others		

**8. (a) Details of water harvesting structures:**

Sl. No.	Type of source	Total no. working	Defunct	Since when defunct	Reason
1.	Tanks				
2.	Check dams				
3.	Nalla Plugs				
4.	Weirs				
5.	Farm ponds				
6.	Diversion channels				
7.	Submersible check dams				
8.	Percolation well				
9.	Any others				

8. (b) In view of the existing status of land and water resources what is the scope of watershed treatment:

8. (c) Present condition and kind of degradation of land under proposed watershed

**9. Livestock details of the village:**

Sl.No.	Type	No.
1.	Bullocks	
2.	Cows	
3.	Cow calf (He/she)	
4.	Buffalo	
5.	Buffalo calf (He/she)	
6.	Goat	
7.	Sheep	
8.	Camel	
9.	Others	

**10. History of community action in the village:**

Sl.No.	Type of activity	Year of starting	No. of members	If non functional, why?
1.	Youth club			
2.	Mahila Mandali			
3.	Milk Cooperatives			
4.	Irrigators Coop.			
5.	Credit Society			
6.	Bhajan Mandali			
7.	Any other			

11. Opinion of the investigator on the following issues of the village:
  - 11.1. Leadership in the village:
  - 11.2. Relationship between different communities in the villages:
  - 11.3. Educational and Social status of the villages:
  - 11.4. Any other special feature of the village:
  - 11.5. History of community action with special reference to protection of natural resources
  - 11.6. Map of the watershed villages indicating block and district
  - 11.7. The process of motivating and organizing for starting and managing the activity, the role played by the VO staff and the results obtained.  
This may be done for the most important activity of the organization not for all
  - 11.8. Which staff members, if any, would be joining the WCT or if new staff would be recruited for that purpose?
  - 11.9. Whether any other VO is active in the suggested villages promoting natural resources development
  - 11.10. How the organization is appropriate and capable for entering into watershed scheme which would require handling of large fund

## GLOSSARY OF TERMS USED IN THE GUIDELINES

**ASSETLESS:** Residents of a village who do not have any immovable assets like a house.

**CENTRALLY SPONSORED SCHEMES:** Are those where part of the funding the Plan is borne by the State Government and Government of India.

**CONSERVATION:** Protection, rational management, sustainable development and utilization.

**DRAINAGE LINES:** Would define the flowing of water from ridge to the common point of drainage through the various

**HOMOGENOUS GROUPS:** Are those groups which because of cultural or caste or common interests or common source of earning are willing to work towards a common goal.

**NON-FOREST AREAS:** Areas other than the Notified Forest areas including Reserved, protected, unclassified Forests.

**SELF HELP GROUPS:** Would be homogenous groups having common identity such as agriculture labourers, women, shepherds Scheduled Castes / Tribes etc.

**USUFRUCTS:** The produce that would flow from the development or watershed area and would include water, grasses, twigs, minor timber, fodder, fuels, fibre and other produce like lac, money etc.

**VILLAGE COMMUNITY:** Would include all the residents of a village.

**WATERSHED:** A watershed is a geo-hydrological unit or an area that drains at a common point.

**BIOMASS:** All living matter of any origin produced in per unit area and includes wood, grasses, legumes, herbage, crop residues, animal manure etc.

**COMMON PROPERTY RESOURCES:** This term covers all land which can be accessed by all the residents of the village and would include village commons, Government lands available for grazing etc.

**CROP MANAGEMENT:** Judicious management by way of combination and rotation of crops for optimum productivity.

**ECOLOGICAL DEGRADATION:** Deterioration in environmental conditions including erosion, atmospheric pollution, deforestation, water and noise pollution etc.

**INDIGENOUS TECHNICAL KNOWLEDGE:** Knowledge that is available in the village through the cumulative historical experience of a community individual regarding the management of land and water.

**PARTICIPATORY RURAL APPRAISAL:** Involvement of the rural people in undertaking survey of natural resources and prepare perspective plans based upon the needs of the people.

**USER GROUPS:** For each work activity the WCT would identify a group of people who may be affected most, either beneficially or adversely.

**VEGETATIVE BARRIERS:** Vegetative measures for protection against soil erosion by using spaces like Agave, Vetiver, Grasses, Shrubs, Trees, etc.

**WASTELANDS:** Land which is producing below its full productive capacity and which can be improved through a reasonable investment.

## ABBREVIATIONS USED IN GUIDELINES

CAPART	:	Council for Advancement of People's Action and Rural Technology
CBDS	:	Community Based Conversions of Service Groups
DPAP	:	Drought Prone Areas Programme
DDP	:	Desert Development Programme
DRDA	:	District Rural Development Agency
DWCRA	:	Development of Women & Children in Rural Areas
EAS	:	Employment Assurance Scheme
Ha	:	Hectare
IWDP	:	Integrated Wasteland Development Programme
ICAR	:	Indian Council of Agricultural Research
I-JRY	:	Intensified Jawahar Rozghar Yojna
KVK	:	Krishi Vigyan Kendra
NWDPRA	:	National Watershed Development Programme in Rainfed Areas
NSC	:	National Standing Committee of CAPART on Watershed Development and Management
PRA	:	Participatory Rural Appraisal
PIA	:	Project Implementation Agency
SVO	:	Support Voluntary Organisation
SHG	:	Self-Help Groups
SC	:	Scheduled Caste
ST	:	Scheduled Tribe
SAU	:	State Agriculture University
UG	:	User Group
VO	:	Voluntary Organisation
WCT	:	Watershed Conservation Team
WS	:	Watershed Secretary
WC	:	Watershed Committee
WCF	:	Watershed Conservation Fund
WA	:	Watershed Association
ZP	:	Zilla Parishad

## NATIONAL STANDING COMMITTEE OF CAPART FOR WATERSHED CONSERVATION AND DEVELOPMENT PROGRAMME

1. Dr. B. Mishra :: Chairman
2. D.G. / DDG (CAPART) :: Co-chairman
3. Sh. Anna Hazare :: Member
4. Sh. Anupam Mishra :: Member
5. Sh. Bharat Pathak :: Member
6. Er. Rajendra Mhan Saxena :: Member
7. Sh. Rajendra Singh :: Member
8. Smt. Vasundha Pangare :: Member
9. Sh. A.K. Aggarwal, IAS :: Member
10. Sh. P.S. Rana, IAS :: Member
11. Sh. C.S. Pandey, (Director-WSD) :: Member Secretary