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10 August 2016

The Chief General Manager/OIC
NABARD, Regional Offices
Principal, Training Establishments

Watershed Development Fund Guidelines, 2016

As you are aware, NABARD started implementing participatory watershed development programme under WDF since 1999-2000. Last revision of WDF guidelines was done in 2006. However, over a period of time new instructions and various initiatives like sustainable development interventions, maintenance fund guidelines, climate proofing interventions in watershed projects, WVC Audit, CSR collaboration, etc., have been introduced by us and circulars on the same issued to ROs from time to time. Taking all these into account and keeping in view the changing needs and requirements at the grass root level, comprehensive Watershed Development Guidelines, 2016 have been brought out by HO for the benefit of Regional Offices and various channel partners. The revised guidelines cover the following:

- Watershed Development Fund guidelines, 2016
- Operational Manual for Planning, implementation and Monitoring of watershed projects
- Operational guidelines – Climate proofing of watershed

Further, we would like to inform that all the earlier guidelines issued by HO, will replace new guidelines issued by HO and same will come into effect from 01 August 2016.

(T. S. Rajeev Singh)
Chief General Manager

Encl: as above

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FOREWARD

NABARD has been implementing watershed development projects since inception of Indo German Watershed Development Programme (IGWDP) during 1990s. The participatory watershed development concept and methodology demonstrated successfully under IGWDP was replicated in many states under a separate Watershed Development Fund (WDF) set up in NABARD with a contribution of Rs.100 crore each by GOI and NABARD. Some of the major approaches and methodologies of treating watersheds in the dryland and rainfed areas which resulted in increased ground water recharge, soil protection, enhancement of soil fertility and productivity, improved crop yields, farmers income and livelihood include:

1. Ridge to Valley concept- treating each and every piece of land for soil and water conservation measures through a process of participatory net planning.

2. Community participation through involvement of Village Watershed Committees (VWCs) in planning, implementation, monitoring and supervision of watershed development activities.

3. Capacity building and demonstration of watershed principles and practices through introduction of Capacity Building Phase (CBP) before development of entire area of the identified watershed project.

4. Building ownership among the watershed community through ensuring contribution of 16% unskilled labor cost as ‘shramdan’.

5. Building Maintenance Fund in the watersheds with annual contribution by the land holding families for maintenance of watershed structures created under the projects.

6. Smooth and continuous flow of funds to VWC and Project Facilitating Agencies (PFAs) with advance release of first instalment of grant sufficient to meet the requirement for 6 months and subsequent release after 60% of the utilization of the first instalment.

7. Preparation of Detail Project Report or Feasibility Study Report for entire watershed area after CBP through participatory net planning exercise by VWC, PFAs and land holding families.

8. Verification of net plans by the RO technical staff for suitability of the treatment measures identified and cost estimated for sanction.
9. Timely and regular monitoring of the projects for proper utilization of funds
10. Guiding PFAs and VWCs on book keeping and accounting of funds released by NABARD
11. Capacity building, training and exposure visit of watershed families and PFAs to the completed watershed projects
12. Convergence of govt (central and state) schemes, CSR funds of corporates for efficient use of scarce financial resources available for development of rainfed / dryland areas.
13. Integration of women and livelihood development interventions to promote equity among the watershed families
14. Implementation of Sustainable Development Plan (SDP) measures for sustainable livelihood development through integration of technology transfer, extension, credit intensification, financial inclusion, social security schemes, promotion of VWCs as Farmers Producer Organizations (FPOs) etc.
15. In the context of the reality of Climate change and its adverse impact on the livelihood of farming community, promoting seed banks, fodder banks, grain banks at community level as coping mechanism will go a long way during agrarian distress. The idea of promoting a community based contributory risk fund to climate proofing strategy could be considered.

In order to digitize the efforts made so far by NABARD in successful demonstration of participatory watershed projects and experience gained over a period of implementation, a detailed operational manual on watershed development planning, implementation and monitoring of watershed projects encompassing all the process involved in the implementation of projects has been brought as guidance document for the use of stakeholders.

(T.S. Raji Gani)  
Chief General Manager

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Index

Comprehensive Watershed Development Fund (WDF) Guidelines, 2016 .......................... 7
OPERATIONAL MANUAL FOR PLANNING, IMPLEMENTATION AND MONITORING OF NABARD ASSISTED WATERSHED PROJECTS .............................................................. 18
CHAPTER 1: Watershed Development Concept and Elements ................................. 19
CHAPTER 2: Selection of PFA for implementation of Watershed projects ............. 24
CHAPTER 3: Selection of Watershed Area ................................................................. 26
CHAPTER 4: Preparatory or Pre-CBP (Capacity Building) Phase .......................... 28
CHAPTER 5: Implementation of Watershed Projects .............................................. 30
CHAPTER 6: Village Watershed Committee .............................................................. 51
CHAPTER 7: Maintenance Fund ............................................................................ 54
CHAPTER 8: Sustainable Development Plan (SDP) ................................................ 60
CHAPTER 9: Collaboration of CSR funds from corporate bodies in watershed development .......................................................... 81
CHAPTER 10: Loan to State Govt ......................................................................... 83
CHAPTER 11: Watershed Monitoring Mechanism .................................................... 87
CHAPTER 12: Closure of watershed project .............................................................. 90
CHAPTER 13: Training and Promotional activities ................................................... 93
CHAPTER 14: Project Sanctioning Committee ......................................................... 95
Annexure 1: NGO selection criteria ...................................................................... 96
Annexure 2: PIA Data sheet .................................................................................. 98
Annexure 3: Watershed Data Sheet ....................................................................... 101
Annexure 4: Field Appraisal format ..................................................................... 104
Annexure 5: Offer letter Pre-CBP ........................................................................ 106
Annexure 6: Letter of Agreement of the family ....................................................... 108
Annexure 7: CBP appraisal Report ....................................................................... 109
Annexure 8 Check List ........................................................................................... 111
Annexure 9: CBP Sanction Letter ......................................................................... 112
Annexure 10: CBP Proforma ................................................................................. 116
Annexure 11: FSR Sanction letter Format .............................................................. 126
Annexure 12: Item wise cost for conduct of Feasibility study ............................... 130
Annexure 13: Points to be remembered while furnishing the information in the FIP reporting formats (Proforma 1-14) .......................................................... 131
Annexure 14: DPR Proforma ................................................................................. 133

NABARD started implementing participatory watershed projects under Indo German Watershed Development Programme since 1990s. The approach followed in the programme was “catch the rain where it falls” through participatory approach. Based on the success of the above programme, Watershed Development Fund (WDF) was created with contribution of Rs. 100 crore each by NABARD and GoI. Under WDF programme, “Ridge to valley approach” was adopted with area treatment first and drainage line later. Major objective of the interventions under WDF was to improve soil moisture regime in the catchment area for increased production, productivity, livelihood and poverty alleviation of the watershed community. Some of the aspects like concept of watershed development, importance of watershed development, broad activities covered under watershed development, peoples participation, programme prospective and approach, criteria for selection of watersheds and NGOs, monitoring of projects etc., are covered under the operational manual being separately published by HO.

Though, overall objective of implementation of watershed projects aimed towards increasing agriculture productivity and production, the focus and concentration at present is oriented more towards implementation of soil and water conservation, water resource development, afforestation, dryland horticulture, etc. with less focus given on sustainable development. Further, with the change of climate over a period of time, the farming community is facing uncertainties in rainfall (temporal and spatial distribution) impacting severely, agriculture production and livelihood of farmers. Moreover, with the increased aspiration of rural population, there is need for reorienting watershed development strategies for promotion of sustainable livelihood development, integrating interventions such as technology transfer, extension, financial inclusion, credit intensification, value addition, aggregation of farm produce, skill development, climate proofing, climate change mitigation and adaptation, convergence of state/centrally sponsored schemes, conflux of social infrastructure development (health, education, sanitation, drinking water, etc.) with corporate CSR funds, implementation of social security schemes like PMJJBY, PMJSBY and APY, etc. Keeping this in view, watershed development guidelines 2016 have been brought out.

2. Watershed Cycle

Watershed projects are implemented over a project cycle of 5-7 years. During this period, as mentioned earlier, focus is mainly given on conservation of natural resources. Expectations are that once the conservation measures are carried out, the people use the resources for improving their livelihood status with increased production and productivity. However, under the present approach of implementation of projects, focus is mainly on soil and water conservation with little emphasis on addressing the issue of enhancing production and productivity of crops post the conservation activities. To ensure this, there is a need for identification of watershed cycle and the same is discussed below.
a. **Preparatory stage:** During this stage, once the NGOs submit a proposal for consideration of NABARD, within 1-3 months, the watersheds are identified and delineated on the topo sheet with superimposition of cadastral map by the Project Facilitating Agencies (PFAs) which are generally Non-Government Organization (NGOs)/ Voluntary Agencies. ROs will verify the watershed delineation and ensure that projects are selected as per criteria of selection of watersheds under the guidelines. Once the watershed selected by the PFAs are approved by the ROs, PFAs facilitate watershed community to conduct 4 days qualifying shramadan and submit Capacity Building phase (CBP) project for a mini catchment area of about 50 to 100 ha to the ROs for consideration of sanction.

b. **Capacity Building Phase (CBP)**- The CBP project sanctioned by the ROs, may be implemented over a period of one year. Under this phase, the watershed community and VWC understands the process of identification, planning, implementation and monitoring of the projects. ROs, after 6 months of implementation of CBP may assess the success of implementation of the phase and readiness of the people to take up Full Implementation Phase (FIP). Once the ROs are satisfied after evaluation of the CBP, a green signal is given to the Village Watershed Committee (VWC)/PFAs for undertaking net planning exercise in the remaining part of the watershed and prepare a Feasibility Study Report (FSR) for FIP, so that works in FIP area start coinciding CBP phase. Also PIAs may work out a withdrawal strategy and plan.

c. **Major Work Phase (MWP) or Full Implementation Phase (FIP):** FIP or Major Work Phase (MWP) will be implemented over a maximum period of 3 years. Implementation of this phase is possible for the PFA / NGO only when the entire watershed community is mobilized and organized into various groups like, User Groups (UGs), Farmers Interest Groups (FIGs), Self Help Groups (SHGs), Joint Liability Groups (JLGs), Farmers Clubs (FCs) etc., and responsibilities and roles are assigned to these groups for completion of the identified works within fixed timeline. Such community driven approach circumvent cost and time overrun in project implementation. In the absence of proper community participation in watershed works, PFAs often tend to execute the works engaging labourers from, in and around the watershed villages on contractual basis. Further, while executing the works under this phase, all the works may be carried out by the labour force available in the watershed villages for employment generation in rural areas. However, if, there is a severe shortage of labour and wherever, soil conditions are very hard for the labourers to carry out the works, to avoid time over run and ensure timely completion of the projects, under unavoidable circumstances, the VWC with proper resolution in the grama sabha and prior approval of ROs, may take up such works through use of machinery. The rates prevailing for machinery use in the districts/states may be adopted by the PFAs/VWCs. The cost saved therein could be utilized for augmentation of maintenance fund created in the watershed projects.
d. **Consolidation and Evaluation phase:** The consolidation phase is crucial for ensuring sustainable development in the watershed projects. It will be implemented over a period of 1 year. Sustainable Development Guidelines issued by HO may be integrated with this phase. Under the consolidation phase, following activities may be carried out by the PFAs

   a. Sharpening the leadership skills of the VWCs to enable them graduate to Farmers Producers Organizations (FPOs) for technology transfer, extension, aggregation of farm produce, bulk purchase of agri-inputs, direct marketing, etc.
   
   b. Linking the VWCs / watershed community with technical agencies like, Krishi Vigyan Kendras (KVKs), State Agriculture Universities (SAUs) for transfer of technologies like integrated farming system, improved package of practices, precision farming, Integrated Nutrient Management (INM), Integrated Pest Management (IPM), adoption of water efficient irrigation technologies, like drip and sprinkler irrigation systems, organic farming etc.
   
   c. Issue of soil health cards to each and every farmer for application of soil test based nutrient application to the crops grown by them.
   
   d. Opening of bank account for each and every household first and individuals later.
   
   e. Credit intensification for enhancing capital formation through promotion of Area based Schemes for potential activities in the district.
   
   f. Promotion of SHGs, JLGs, Farmers Clubs and linking them with banks for enhancing institutional credit under agri and allied activities
   
   g. Conduct of training programme for the VWCs and watershed community on financial inclusion, adoption of new technologies, like precision farming, organic farming, dairy farming, crop water budgeting, convergence of state / centrally sponsored programmes, social security schemes, vermicompost production, crop diversification, soil test based nutrient application, roles and responsibilities of FPOs in aggregation and direct marketing of farm produce, etc.

   Further, this stage also cover submission of PCRs by the NGOs, evaluation of the watershed projects, etc.

3. **Unit cost:**

Presently, as per the common guidelines of Integrated Watershed Management Programme (IWMP) of Department of Land Resources (DoLR), Ministry of rural Development, GoI, watershed projects are implemented with unit cost of Rs. 12000/-per ha in plain areas and Rs. 15000/-per ha in difficult areas like J&K, Himachal Pradesh, etc. To have uniformity among all the WDF states, the project will be implemented by the PFAs as per the following cost norms

   a. Project measures – 70% of total project cost
   
   b. Administrative overheads including community organization – 17.50% of the total cost or 20% of the project measures whichever is less.
c. Women development and livelihood for landless families- 7.50% of total project cost  
d. Consolidation and implementation of Sustainable Development plan- 5% of total project cost

4. Implementation of the projects

In order to have uniformity in implementation and execution of the projects, HO has brought out Watershed Development Operational Manual which is enclosed herewith. ROs should follow these guidelines in identification, selection, planning, formulation, sanction, monitoring and evaluation of the projects; implementation of Interim Phase (IP) as part of FIP, procedures / guidelines to be adopted for utilization of provisional budget sanctioned in the FIP projects for landless and women development, SDP trainings, etc.

5. Climate proofing in completed watershed projects:

Watershed projects are being implemented by NABARD as well as GoI under various centrally sponsored schemes and external aided programmes. In many states, the ROs find it difficult to get the NOC from state govt.s, as most of the watersheds mapped in the Watershed Atlas of GoI are covered under one or the other programmes. Basic soil and water conservation issues are already addressed in these projects which are covered under various state/central programmes, including NABARD. Further, to address adverse impact of climate change on agriculture, productivity, and livelihood of the farmers, there is a need for climate proofing in such projects with implementation of following activities:

a. Soil test based nutrient application  
b. Summer ploughing/ Conservation Agriculture  
c. Need based additional soil and water conservation measures, water harvesting structures  
d. Weather Based Advisory Services  
e. Promotion of efficient use of water resources through demonstration and adoption of drip and sprinkler irrigation systems  
f. Crop water budgeting  
g. Demonstration of Poly house cultivation  
h. Demonstration of integrated farming system models covering dairy, horticulture, agro-forestry etc.

Based on the experience of NABARD in implementation of climate proofing pilot projects in Maharashtra, Tamil Nadu and Rajasthan, the unit cost for such development could be about Rs.6000/- per ha, including management cost of the NGO as per existing guidelines. This intervention could be in the states, where watershed project implementation is saturated. DPR guidelines issued
separately for implementation of KfW assisted programme “Restoration of degradation soil in completed WDF projects” may be followed in implementation of these projects.

6. Convergence of CSR funds:

Many corporate bodies have joined NABARD for implementation of watershed projects on co-funding basis. Under the current engagement, costs are shared in the “Business as Usual interventions”. Mere contribution of CSR funds on cost sharing basis in regular watershed activities may not lead to holistic and sustainable development in the projects. There is a need for convergence of CSR funds for sustainable livelihood mediation, like demonstration and dissemination of technologies, viz., precision farming, sprinkler & drip irrigation, poly house / shade net cultivation, integrated farming system, crop water budgeting, water harvesting through construction of additional water harvesting structures / farm ponds, crop diversification, promotion of Farmers Producers Organizations (FPOs), etc., apart from implementation of social infrastructure investment activities like health, education, sanitation, housing, etc. while the cost per ha for normal watershed activities may be restricted to Govt. of India norm of Rs.12000/- per ha in plain areas and Rs.15000/- per ha in difficult areas like J&K, Himachal Pradesh, etc., additional investment required for the above mentioned activities could be covered under CSR funds. Thus, there might be no restriction in terms of unit cost per ha for the additional measures to be undertaken in the watershed areas with CSR funds. Further, in the Detailed Project Report (DPR) prepared for FIP, the watershed plus activities identified and cost estimated therein need to be projectized properly to ensure accountability and transparency in the implementation of projects.

7. Springshed development in North Eastern Region

Watershed development programme under WDF is under implementation in 19 states. But due to peculiar and unique geographical conditions in the region, NE is not covered under WDF. However, to address the changing agro climatic conditions in the region both in terms of increased intensity of rainfall and reduction in the temporal spread resulting in water scarcity during summer/winter seasons, springshed development locally called as Dhara Vikas which is in vogue in NE states like Nagaland including Sikkim, etc., is considered for implementation on pilot basis to demonstrate replicability of such innovative approach of natural resource management in the region. The states where springshed development can be considered for implementation, the activities that can be covered and applicability of unit cost presently being followed for watershed development under WDF have been approved by the Management Committee (MC) and a separate guidelines in this regard being issued will be applicable for implementation of springshed based watershed development programme in North Eastern Region (NER) including Sikkim and other hilly regions of the country having similar agro-climatic conditions.
8. **Hiring of Resource Support Organization/ Agencies/consultants**

Capacity building and training is essential for knowledge enhancement and skill development of the watershed community in planning, implementation, and supervision of projects. In this connection, engagement of Resource Support Organizations (RSO) / Resource Support Agencies (RSA) is a must for designing and conduct of suitable training programmes. ROs may identify competent RSO/RSAs operating in the states and take their support at various stages of implementation of watershed projects. Before availing such services, an agreement may be signed with them identifying clearly their roles, responsibilities for achieving outputs and outcomes of the programmes conducted by them in the project areas. Further, ROs can hire consultants for identification of watersheds, field appraisal of CBP and FIP projects, implementation of Sustainable Development Plan (technology transfer, extension, convergence of govt. schemes, financial inclusion, integration of social security schemes, credit intensification, promotion of FPOs, etc.), facilitating watershed community and PFAs in execution of climate proofing interventions, monitoring of training programmes conducted by RSAs / RSOs/ PFAs, etc. ROs can engage the consultants on short term or working days basis, with clear cut roles, responsibilities, outputs, outcomes and deliverables identified and incorporated in the service agreement. ROs can hire or engage consultants on short term basis by paying honorarium per day approved by HO. However, hiring of consultants may not be necessary for monitoring of watershed projects, if the services of NABCONS are engaged by HO on pan India basis. In respect of IGWDP projects implemented in Gujarat and Rajasthan, present arrangement of hiring consultants through NABCONS will continue till completion of the programme.

9. **Web-based Monitoring of watershed projects:**

NABARD has engaged the services of National Remote Sensing Center (NRSC), Hyderabad for web based monitoring, on pilot basis, in Gujarat, Rajasthan, Telangana and Madhya Pradesh. NRSC has created a separate NABARD-BHUVA\N web page for digitization of watersheds and field boundaries, digitization of watershed data (pre & post development), online tracking of physical and financial progress, impact evaluation through use of satellite images etc. With the increased manpower shortage at the ROs and need for digitization of NABARD’s intervention in NRM sector, the facility and platform created under the pilot project will be used for monitoring and digitization of watershed data in other states and projects.

10. **Bench marking of Monitoring and Evaluation of watershed projects**

Watershed development by its very nature is an integrated development programme with multiplicity of various interrelated sectors. It could be broadly
classified into Natural Resource Management, production systems, livelihood for the asset less, capacity building and training, monitoring, evaluation and documentation. Unless, we setup benchmark standards right from beginning of the project implementation and monitor them regularly, it is difficult to achieve the overall objective of integrated watershed development for sustainable livelihood of the watershed communities. In this connection, minimum benchmark standards identified for implementation, monitoring, and evaluation of the projects are enumerated below for guidance of the ROs.

a. **Soil health**

   i. Number of soil health cards issued
   ii. Soil fertility status before and after implementation of the projects
   iii. Number of farmers adopted soil test based nutrient application

b. **Groundwater resource development**

   i. Depth of water table in the bore wells / open wells before and after implementation of the projects
   ii. Number of water bodies created (check dams, farm ponds etc.)
   iii. Number of structures where water is available in rabi/summer
   iv. Use of these structures for income generating activities, etc.

c. **Agriculture and horticulture**

   i. Fallow and waste land brought under agriculture
   ii. Area brought under horticulture
   iii. Crop yield enhancement of major crops grown before and after the project
   iv. Cropping intensity
   v. Crop diversification
   vi. Increase in area under High Yielding Varieties (HYV)
   vii. Increase in area under micro irrigation
   viii. Number of farmers adopted integrated nutrient and pest management practices

d. **Animal husbandry, dairy and fisheries**

Watershed development impact these sectors as there will be increase in biomass production and number of water bodies in the project area. Impact of these sectors could be assessed through
i. Increase in grassland on common property resources
ii. Increase in area under fodder cultivation
iii. Shift from open grazing to stall feeding
iv. Number of health camps conducted for the cattle
v. Increase in number of high yielding milch animal
vi. Increase in fish productivity and income

**e. Capacity building and training**

i. Number and type of training programmes conducted, (precision farming, organic farming, crop water budgeting, financial inclusion, credit intensification, convergence of state/central sector schemes, integrated farming systems, integrated pest and nutrient management, etc.)

**f. Credit intensification**

i. Extent of credit flow before and after the project implementation
ii. Number of area development schemes launched and activities covered
iii. Number of beneficiaries covered, bank loan extended, and credit linkage to SHGs, JLGs, FPOs, etc.
iv. Extent of NABARD refinance flow, convergence of direct finance products in the projects like UPNRM, PODF, NABFINS, NABKISAN, etc.

**g. Social capital formation**

i. Number of capacity building / skill development programmes conducted
ii. Impact of each programmes in terms of technology transfer, financial inclusion, credit offtake, etc.
iii. Number of Farmers Clubs promoted
iv. Number of SHGs and JLGs promoted
v. No. of FPO promoted
vi. Number of special training / skill development programmes conducted on leadership development, business planning and development, linkage of community based organization with technical institutions, like KVKs, SAUs for technology transfer, etc.

**11. Convergence of State / Centrally sponsored schemes and programmes**

Under watershed development programme, the major aim is to enhance agriculture production, productivity and livelihood for alleviation of poverty in
the dryland / rainfed areas. It is difficult to achieve holistic watershed development in the watershed projects, unless activities and funds of various other schemes and programmes of central and state govts are converged. Vast scope and opportunities are available for such convergence. Some of the ongoing schemes, which can be integrated with the ongoing / completed watershed projects are as follows:

<table>
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<tr>
<th>Sl.No.</th>
<th>Name of the centrally sponsored schemes</th>
<th>Activities for convergence</th>
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<tbody>
<tr>
<td>1</td>
<td>Mahatma Gandhi National Rural Employment Generation Scheme (MNREGS)</td>
<td>Field bunding, water harvesting / farm ponds, plantations, desilting, repair and renovation of existing structures</td>
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<tr>
<td>2</td>
<td>National Rural Livelihood Mission (NRLM)</td>
<td>Creation of institutional platform like SHGs, JLGs, SHG federations for enhancement of sustainable livelihood through effective financial services, skill development, training, capacity building, market linkages, income generation and livelihood activities</td>
</tr>
<tr>
<td>3</td>
<td>Accelerated Irrigation Benefit Programme (AIBP)</td>
<td>Repair, Renovation and Restoration of water bodies. The tanks having culturable command area upto 2000 ha are considered for financial assistance under the scheme</td>
</tr>
<tr>
<td>4</td>
<td>Rashtriya Krishi Vikas Yojana (RKVY)</td>
<td>Opportunities are available for promotion of integrated farming system covering agriculture, horticulture, sericulture, dairy, poultry, fisheries, agro forestry. Such convergence could be in the form of both investment interventions as also capacity building and training initiatives</td>
</tr>
<tr>
<td>5</td>
<td>National Food Security Mission (NFSM)</td>
<td>Under the scheme, production support is available for rice, wheat, pulses, coarse cereals and commercial crops (jute, cotton, sugarcane), pulses. Field demonstrations, use of HYVs, seed distributions, assistance for Farmers Producers Organizations, etc., is also available for convergence in the watershed projects. <strong>Integrated Nutrient Management (INM)</strong> <strong>as part of NFSM</strong> - INM is focused on promoting judicious, balanced and timely soil test based fertilizer application by the farmers, INM covers, application of biofertilizers, Farm Yard Manure (FYM), vermicompost, green manure to maintain soil health and soil productivity. Such services are extended through Krishi Vigyan Kendras (KVKS).</td>
</tr>
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<td>6</td>
<td>National Mission Agriculture Extension &amp; Technology (NMAET)</td>
<td>Under the scheme, Integrated Pest Management (IPM) as an ecofriendly technology is promoted with an aim to keep the</td>
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</table>
| 7 | Mission for Integrated Development of Horticulture (MIDH) | Crops covered under the scheme - fruits, vegetables, root & tuber crops, mushrooms, spices, flowers, aromatic plants, coconut, cashew, cocoa and bamboo. Major interventions for which financial support available under the mission are:
- Production and distribution of planting material
- Rejuvenation of old plantations
- Creation of water resources
- Protected cultivation and precision farming
- Post- harvest management
- Processing and value addition |

| 8 | National Mission on Sustainable Agriculture (NMSA) | It is developed under National Action Plan for Climate Change (NAPCC). Major components include Rainfed Area Development Programme for mitigation of livelihood risk in rainfed areas by integration of farming system approach, soil health management, on farm water management, climate change pilots, etc. Further, under the mission, support is also available for water conservation, efficient delivery and distribution system with drip and sprinkler irrigation system |

| 9 | National Initiatives for Climate Resilient Agriculture (NICRA) | NICRA, which is an ICAR initiative covers cropping systems, water management, weather based agro services, risk management and enhanced extension support to farmers. Village Climate Management Committees are promoted for implementation of climate smart agriculture interventions through KVKs. KVKs could be requested to adapt some of our watershed project villages for the purpose. |

<p>| 10 | National Dairy Plan (NDP) | Under the plan, facilities available for promotion of Dairy Producers Organization / Dairy Farmers Producers Companies could be utilized for organized milk production, processing and marketing. |</p>
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<tr>
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<th>Programme Name</th>
<th>Description</th>
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<tr>
<td>11</td>
<td>Livestock Health and Disease Control Programme (LHDCP)</td>
<td>Under the programme, barefoot vets / para vets are promoted to address the issues of livestock health and disease management. The facility can play an important role in preventive and primary health care of the animals.</td>
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<tr>
<td>12</td>
<td>National Fisheries Development Board (NFDB)</td>
<td>Major activities of the programme are quality fish seed production, supply of fingerlings, capacity building, training of farmers on fish rearing, etc. These interventions could be converged in the existing water bodies like ponds and tanks of the watershed projects.</td>
</tr>
<tr>
<td>13</td>
<td>National Mission for Oilseeds and Oil Palm (NMOOP)</td>
<td>The scheme supports cultivation of tree borne oil seeds like Oil Palm in coastal rainfeds, Karanj and Neem in rainfed areas. Scope available for promotion of such crops in the watershed areas. For oil palm, financial support for distribution of oil palm sprouts, drip irrigation, construction of farm ponds and water harvesting structures as also bore well for Oil Palm cultivators.</td>
</tr>
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<td>14</td>
<td>Green India Mission (GIM)</td>
<td>The mission is focused on enhancing ecosystem services through afforestation on degraded lands. Possibility of massive plantation drives may be considered in the watersheds, especially wastelands. Agro and Farm-forestry linkages may be strengthened with watershed programmes for supply of good quality seedlings from accredited nurseries.</td>
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<tr>
<td>15</td>
<td>Credit linked subsidy schemes like Dairy Entrepreneurship Development Scheme (DEDS), National Livestock Mission (NLM), Commercial Production of Organic Inputs under Organic Farming, financing of solar irrigation pump sets, etc. may be referred in the PLPs by ROs/DDMs and guide the NGOs/VWCs accordingly.</td>
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OPERATIONAL MANUAL FOR PLANNING, IMPLEMENTATION AND MONITORING OF NABARD ASSISTED WATERSHED PROJECTS

NABARD

Farm Sector Development Department, NABARD Head Office, MUMBAI
CHAPTER 1: Watershed Development Concept and Elements

1. What is a watershed?
1.1 A watershed is synonymous to catchment area and it is an independent Hydrological unit. It can be defined as the drainage basin or catchment area of a particular stream or river. Simply stated it refers to the area from where the water to a particular drainage system, like a river or stream, comes from. A watershed may be small, consisting of a few hectares or huge, covering several thousands of hectares.

2. What is watershed development all about?
Watershed development refers to the conservation, regeneration, and the judicious use of human and natural (like land, water, plants, animals) resources within a particular watershed. Watershed development attempts to bring about the best possible balance in the environment between natural resources on one side and man and grazing animals on the other. It requires people’s participation because conservation is possible only through the whole hearted involvement of the entire community.

3. What are the components/sectors of Watershed Development?
Watershed development involves the following components / sectors:
   i) Human Resource Development (community development);
   ii) Soil and land management (conservation and use);
   iii) Water management (conservation and use);
   iv) Afforestation;
   v) Pasture(Fodder) development;
   vi) Agricultural development;
   vii) Livestock management; and
   viii) Rural energy management

The development of all the above sectors is crucially dependent on the development and education of the human population inhabiting that watershed. When the environment gets degraded, the quality of life of the human community within that region also deteriorates. Watershed development thus aims at the rejuvenation of the environment in an integrated and comprehensive manner.
4. **Why Watershed Development?**

The consequences of environmental degradation are all too well known. Activities of man like deforestation, wrong farming techniques, livestock over-grazing and faulty land use lead to the destruction of plant and tree cover exposing the earth to the natural forces like heavy rains, direct sunshine and high velocity winds. These in turn lead to environmental problems such as soil erosion, floods, or water scarcity. Further, agricultural yields are lowered resulting decline in the income levels of the community and eventually leading to migration of labor from rural to urban areas in search of livelihood.

4.2 Watershed development, therefore, involves not only regeneration of the environment, but also the management of needs of the human community in such a way that their demands match the resources viz land, water and vegetation available within that particular watershed. This equilibrium between need and availability of resources will lead to a better and increased resistance to drought and increased agricultural production augmenting food supply, fodder, fuel and, timber. Thus standard of living improves leading to reduction in poverty-induced migration.

5. **Why People’s Involvement?**

5.1 There is a pervading influence of the environment on the human community living within that region, as they depend on it for food, water, etc. When the economic condition of a community deteriorates, it leads to over-exploitation resulting in degradation of natural resources. People, for whom agriculture is a low return and risky activity, expand their cattle herds for financial security. This leads to overgrazing and in turn to soil deterioration and erosion, especially in ecologically sensitive upper reaches of the watershed.

5.2 It is necessary for people to understand the relationship between their poverty and the degraded environment in which they live in. They must also be provided with an equally good, if not better, economic alternative. Only then they will willingly let go their claims on the environment in favour of possible benefits that will accumulate in the long run from environmental regeneration through appropriate management. Environmental regeneration is therefore, possible only when the local community feels the need for it and they are fully in control of all aspects of resource mobilization, management, and conservation.
5.3 Human beings and their activities are the root cause of environmental destruction, and hence restoring of the health of the environment is their responsibility and only they can do it. There can be no sustainable natural resources management unless it involves the participation of all inhabitants of the concerned environment/area in an active manner.

II. PROGRAM PERSPECTIVES AND APPROACH

1. Genesis

1.1 The Union Finance Minister, in his budget speech during 1999-2000 had announced creation of a Watershed Development Fund (WDF) in National Bank for Agriculture and Rural Development (NABARD) with broad objectives of unification of multiplicity of watershed development programmes into a single national initiative through involvement of village level institutions and PFAs.

1.2 In pursuance thereof WDF has been created with a contribution of Rs.100 crore each by MoA, Government of India (GoI) and NABARD.

2. Objectives of WDF

The objective of the Fund is to spread the message of participatory watershed development. The Fund will be utilized to create the necessary framework conditions to replicate and consolidate the isolated successful initiatives under different programmes in the government, semi-government, and NGO sectors. Thereby, all the partners involved viz., watershed community, central and state government departments, banks, agricultural research institutions, NGOs and NABARD can act in concert to make a breakthrough in participatory watershed development. WDF is proposed to be operationalized in close coordination with the Central and State Ministries as a continuum of their efforts but with a distinct identity.

3. Importance of Participatory Approach

3.1 The Watershed Development Program to be successful must involve the participation of the concerned people and must be related to the environment in which they live, and on which they depend for their needs. This involves the following:
a. It has to be focused on the regeneration and equitable use of the resources in the particular environment on which the village depends for its needs. A watershed provides a naturally occurring hydrological unit and is also the area on which the inhabitants depend for survival. It thus becomes a common issue drawing the people together, giving rise to a common interest, and fostering a common purpose.

b. The people voluntarily must come together and accept full responsibility for regenerating their environment from concept to planning, implementation, supervision, maintenance of project measures and associated practices. This would imply consensus in arriving at a common understanding regarding rules and regulations and the setting up of mechanisms for organization of works, sharing of benefits and resolution of conflicts.

c. To make the project sustainable, it is necessary for all the key actors, like the Watershed Community, NGOs, Banks, Government Institutions, and Technical Service Organizations, to participate actively and in close coordination with each other.

3.2 Participatory watershed development must be implemented on a “large enough scale” at different places to create many success stories, each of which can act as nuclei, becoming a source of inspiration and demonstration for neighboring villages. This would provide a major impetus for the unfolding of a “people’s movement” for regeneration of environment.

4. **Utilization of WDF**

4.1 The Fund will be utilised mainly for the following purposes:

a. Promotional efforts with Communities, NGOs, SHGs, Panchayats, Bankers, and Government Departments on grant basis.

b. Taking up “capacity building” projects, on grant basis, with Communities, NGOs, SHGs, and Panchayat Raj Institutions (PRIs) in different states.

c. Selectively, full scale financing of collaborative watershed projects on a pilot basis, with grant and/or loan finance, with any of the partners mainly for trying out new institutional or other arrangements.
d. Supplementary flexible financing (grant and/or loan) for watershed projects, on selective basis, in government programmes, to fill in the critical gaps perceived in the field but which are not met under the existing budgetary arrangements.

e. Financing implementation of watershed projects through the state governments on loan basis.

f. Supporting (on grant and/or loan basis) promotional activities for micro-credit; promotion of SHGs of women, land-less, members of the SC/ST communities and other weaker sections of the community and other related activities in the watershed development program.

g. The WDF is to be operated flexibly and apart from the activities stated above, other related and essential activities will also be supported (on grant and/or loan basis).

4.2 The Fund has two components viz., loan, and grant. Two-third of the Fund will be for loans to the state governments for watershed development and one-third will be for grant based activities covering promotional efforts, capacity building (implementing micro watershed projects), replication of Indo- German watershed development model (implemented in Maharashtra) in other states etc. In addition, NABARD will actively make efforts to intensify the credit flow in the developed watersheds through its general resources by providing refinance to the banks for all eligible activities, so that the watershed community could take full advantage of soil and water conservation measures undertaken.
CHAPTER 2- Selection of PFA for implementation of Watershed projects

Selection of Project Facilitating Agency (PFA) for implementation of the watershed projects is an important task. The successful execution of project is mostly dependent on the right selection of the PFA. PFA for execution of watershed project would be NGO, Panchayat Raj Institutions, the local Self Help Groups, the State Government Departments or State controlled Corporations. The PFA will facilitate the implementation of the projects by coordinating the activities of stakeholders. Any agency/entity/organization is eligible for implementation of projects provided it fits in the criteria. The following shall be the criteria for selection of PFA:

1. Should be a registered body and shall have minimum three year old existence with sound Audited Balance Sheet.
2. Should have good reputation and financial management capacity- Three years’ Annual reports of the PFA shall be submitted.
3. Good rapport with people and local government agencies.
4. Experience in handling large/medium size NRM and livelihood based projects in the past.
5. Availability of enough technical and managerial capability to handle large size project.
7. Ability to motivate the community for providing ‘Shramdan
8. They have presence in the villages where they propose to work.
9. Active in the proposed area for a significant period before proposing a watershed project for the area.
10. PFAs and watershed communities willing to implement a watershed project, if selected, have to go through a Proofing Stage and meet the qualifying criteria before they undertake a large scale project.
11. Should not have been blacklisted by any other Department of Government of India or State Government or any other authorised agency.
12. PFA should be apolitical, etc.
While selecting agency for implementation, a preference should be given to the agency having local presence and have associated with the people in the area in implementation of developmental projects.

Grant exposure norms and general rating of NGOs as indicated in the RMD circular number 136/RMD-8/2015-16 dated 02 July 2015 and circular No. 93/RMB 07/2015 dated 21 May 2015 respectively may be followed by the ROs while selecting PFAs for implementation of the watershed projects under NABARD anchored watershed projects. Further, ROs may also need to do programme specific rating of the PFAs to understand their capacities and capabilities in implementation of NRM projects like watershed development, etc.

**Formats enclosed**

*Annexure 1: NGO Selection Criteria*
*Annexure 2: PFA datasheet*
CHAPTER 3: Selection of Watershed Area

Selection of watersheds is crucial as it determines extent of degradation that has taken place in a particular geographical locations/area and quantum of investment required to address such issues. Watersheds covering villages with the following physical and socio-economic characteristics are preferred for inclusion in the programme:

A. Physical characteristics
   i. Dry and drought prone villages. In any case, the proportion of irrigated area may not exceed the average for the state or 30% whichever is lower.
   ii. Villages with noticeable soil erosion, land degradation, resource depletion or acute water scarcity problems.
   iii. Villages in the upper part of drainage systems.
   iv. The size of a watershed project (treatable area) should be around 1000 ha. (but not less than 500 ha.). The watershed areas with more than 25% of forest cover may preferably be avoided.
   v. Well defined watersheds with the village boundaries coinciding to the greatest extent possible with the watershed boundary. As far as possible, Watershed encompassing one village is ideal.
   vi. Villages where the general cropping sequence does not include high water demanding and long duration crops like sugarcane, banana etc. and if such crops are grown in small pockets in the watershed, the villagers should agree that the area under such crops will not be extended during implementation or after completion of the watershed development project.

B. Socio-economic characteristics:
   i. Predominantly poor villages.
   ii. High proportion of SC/ST in the total population.
   iii. There should not be much difference in the size of the land holdings.
   iv. Villages with a known history of coming together for common causes.
   v. Villages that have shown concern for resource conservation.
   vi. Villages with alternative sources of employment must not be selected as the past experience indicates that the programme in such areas would not pick up.
   vii. Villages that are willing to commit themselves to the following conditionality’s:
      a. to ban clear felling of trees,
b. to ban free grazing and in treated areas for protecting vegetation,
c. to reduce the livestock population if in excess, and maintain the same at the carrying capacity of the watershed (number which can be supported by the watershed),
d. to ban cultivation of water intensive crops like sugarcane and banana or at least not to increase the area under such crops from the present position,
e. to contribute initially four days of “shramdan” on watershed treatment works by the entire village community and later, once selected for the programme to contribute by way of “shramdan” or otherwise 16% of the unskilled labour costs of the project and also to collect such contribution EQUITABLY (impartially and in a just manner) from the village. The landless and poor single parent households are excluded from such a contribution,
f. promote equity for women and poor through preferential allocation of usufruct rights in common lands.
g. to take all such steps as are necessary for achieving and maintaining a sustainable production system.

C. General Conditions:
   i. Area with single drainage line may be preferred instead of too many small drains in the area. Watershed area encompassing one village may be ideal, however, the final selection will be based on the topography of the area.
   ii. Plain area with no scope for area and drainage line treatments, area with high percentage of irrigated (>30%) and area where high water intensive crops like paddy, sugarcane, etc., may be avoided.

Watershed with **treatable area less than 50% of the total geographical area of watershed may be avoided**

**Formats enclosed**

*Annexure 3 Watershed Data Sheet*
CHAPTER 4- Preparatory or Pre-CBP (Capacity Building) Phase

Before initiating any activity, PFA concerned may submit the No Objection Certificate (NOC) received from State Level Nodal Agency (SLNA), towards allowing implementation of watershed project in the proposed area.

2. Once PFA has been selected, RO along with DDM shall undertake a field appraisal visit to the watershed area and verify the information furnished by the PFA in watershed datasheet by general discussion with the villagers. During verification of the CBP area, visit to the drainage and ridge line shall be made to verify the suitability of area proposed for watershed activities, willingness of villagers to carry out activities, readiness to do Shramdan, etc.

3. Area selected by the PFA shall be verified from the topo sheet.

4. After satisfying with the field topography and its suitability for watershed projects as per the criteria of selection of watersheds, visiting official may submit the appraisal report along with recommendation for consideration/non consideration of the project.

5. CGM/IOC concerned shall approve the PFA and watershed area. The PFA may be advised to go ahead with community mobilization, conduct of 4 days qualifying shramdan and formulation of CBP project. A maximum of Rs.25000/- shall be approved in-principle to PFA for pre-CBP expenses. Pre-CBP expenses incurred shall be towards survey, documentation, photocopies, etc., for preparation of CBP proposal, visits to the watershed by PFA staff and other expenditure related thereto. The amount, however, may be released on reimbursement basis after sanction of CBP phase. While sanctioning CBP proposal, pre-CBP expenses may be included in the total cost of the CBP. The Pre-CBP amount may be reimbursed on actual basis, after verifying the evidence of expenditure produced by the PFA.

6. In case CBP shall not be considered, the pre CBP expenses may be reimbursed to PFA forthwith on actual basis.
7. The activities to be covered during Pre-CBP
   i. The villagers should demonstrate their commitment to take up watershed
development by undertaking 4 days of shramdan. Landless and poor single
parent households could be exempted. Voluntary contribution of bullocks,
tractors along with villagers, can also be valued and treated as shramdan.
Shramdan should be for soil and water conservation activities within the
watershed area.

   ii. The four-day mandatory shramdan should have been based on the activities
related to the watershed development (soil and water conservation measures)
preferably on common land. The activities like renovation of tanks, wells, etc.
may also be considered.

   iii. After 4 days Shramdan, a total of 30 to 40 interested people with equal
representation from all the villages of the watershed may be chosen for the
exposure visit to generate awareness about the watershed activates. Exposure
visit may be conducted by PFA to the nearby developed/completed watershed
projects.

   iv. A meeting to be called for with the villagers to (DDM may be invariably invited
for the meeting) discuss the issues like
      1. Formation of Village Watershed Committee (VWC).
      2. Agreement Letter to be signed by family members
      3. 16% shramdan
      4. Watershed principal

   v. After completion of exposure visit, the PFA and the VWC members should
undertake net planning exercise to decide the treatment works required for
implementation under CBP.

8. The entire process from issue of offer letter to PFA and submission of DPR for CBP
may be completed within a period of two months.

Enclosed Formats

Annexure 4 Model format for Field appraisal
Annexure 5: CBP Offer letter
Annexure 6: Letter of agreement
CHAPTER 5 : Implementation of Watershed Projects

The process of watershed project implementation comprises of 2 phases. The first phase is called the "Capacity Building Phase" (CBP) or “Proofing Stage” and the second phase is called "Full Implementation Phase" (FIP) with interim phase in between the two phases depending on the speed of implementation of CBP and time taken for sanction of FIP. Detail guidelines for implementation of CBP and FIP are as under:

A. Capacity Building Phase (CBP)

On receipt of the CBP proposal from PFAs, the Regional Office may scrutinize the same and carry out field verification, jointly with the Nodal department wherever possible, to ascertain the need and suitability of the proposed treatments. After the field verification, the proposal may be considered for sanction of grant for CBP of the watershed project. The following points may be kept in view while sanctioning CBP project by the ROs.

1. RO must ensure that all the proposed activities to be carried out by PFA and villagers during Pre-CBP may be completed.
2. CBP sanction process may be completed well before the onset of the rainy season, so as to plan and implement the activities as envisaged and also to avoid the labour shortage during peak period.
3. Generally, the treatable area under CBP should be around 100 ha (10% of the total treatable area of watershed). Effort should be made to identify a micro watershed of about 100 ha within total watershed area.

4. Financial Details
   a. Keeping in view the size of the watershed and also the need to provide management cost to the NGO during CBP, the maximum unit cost that can be sanctioned for Capacity Building Phase of a watershed project under WDF shall be Rs.12000/- per ha in plain areas and Rs.15000 per ha in difficult/hilly areas. The maximum sanction of grant for CBP should not exceed Rs.15.00 lakh that CGM RO can sanction. The financial support under CBP includes:
      i. Cost of project measures (area and minor drainage line treatments)
      ii. Management cost (20% of the project Measures)
      iii. Pre-CBP expenses incurred on survey, documentation, photocopies, etc
for preparation of CBP proposal, visits to the watershed by PFA staff and
other expenditure related thereto, up to a maximum of Rs.25,000/- per
project. This amount is to be reimbursed on actual basis, subject to the
above ceiling, only after sanction of the CBP proposal.

iv. Maintenance fund

b. With regard to technical staff, ROs may ensure that at least one engineer (Agri/
Civil), one community organizer and one agriculture specialist per project or
a cluster of 2 projects are appointed by the PFA for implementation of
watershed projects. The technical staff should be residing near the project
location (within 10 to 15 kms).

5. As far as possible, PFA may insist for collection of maintenance fund right from
inception of CBP phase.

6. Mandatory four days shramdan by at least 70% of the eligible families covered in
the total watershed area (entire watershed area, not only CBP area). The eligible
families would comprise all landowning families excluding the single woman
headed families in the watershed.

7. Watershed community accept the social disciplines, viz. ban on free grazing, ban
on clear felling of trees, willingness to contribute voluntary labour at least to the
extent of 16% of unskilled labour cost and willingness to participate in the
implementation of the project.

8. New watersheds are taken up preferably on a cluster basis around ongoing
projects.

9. The suitability of treatments proposed by the watershed community and the PFA
are ascertained through a joint field visit with the officials of nodal department
of the State Government, if any.

10. Costs are estimated as per the latest standard schedule of rates prevailed in the
states for arriving at cost of treatments.

11. Preference is given to low cost treatments involving earthwork, stone work, and
vegetative measures. (As far as possible, construction of check dams,
major drainage structures, or repairs to existing drainage line
structures may not be considered under CBP unless RO considers it
absolutely necessary for the success of the project.)
12. Activities other than soil and water conservation may be avoided, However, if RO finds it extremely important for the watershed project, may include other activities like women development, income generation etc.,

13. In the rainfed area, it is necessary to **encourage tree based farming as it provides drought proofing as compared to crop-based farming**. More effort should be made during CBP to promote more vegetative cover through forest and dry land horticultural species. Where free saplings are available from Forest Department, the watershed community should be encouraged to avail that.

14. Less water consuming Horticultural species may be encouraged wherever water is available for protecting saplings in the initial stages. (*It should be ensured that a single farmer shall not be given more than 30-35 grafts depending on land available, so that large number of farmers will have the experience in growing horticultural species*).

15. While sanctioning CBP, it should be ensured that PFAs have adequate technical expertise with itself or is in a position to draw upon the technical expertise from other sources. RO should convince itself that CBP project would not suffer for lack of technical expertise.

16. PFA may obtain letter of agreement from all the land owning families in the area immediately after sanction of CBP

17. The CBP proposal submitted by the PFAs for sanction by the ROs, should be accompanied with the following documents.
   i. Toposheet with watershed delineated
   ii. Village /cadastral map having details of survey numbers for net planning
   iii. Physical features map of watershed
   iv. Proposed treatment map for the CBP area
   v. Watershed data sheet
   vi. NGO data sheet
   vii. Survey number/plot wise net planning details (indicating treatment details)
   viii. Summary of area treatment
   ix. Design details of the proposed treatments in terms of per unit or per hectare along with cost norms adopted.
   x. CBP Proforma
18. Release of fund
   i. On sanction of a project for CBP, the grant may be released only after ensuring compliance with various requirements including acceptance of terms and conditions of sanction by the PFA and the VWC. Further, the grant for project measures may be released to the bank a/c of VWCs to be operated jointly by the VWC and PFA.
   ii. The release may be made in two instalments. The 1st instalment may be released against the action plan submitted by PFA for 6 months. The 2nd instalment after satisfactory utilisation of 1st instalment.
   iii. The Management cost may be released to bank account of PFA.
   iv. In order to avoid delay in implementation of project, RO may consider release of 1st advance instalment within a month from issue of sanction letter.

19. Duration of CBP
   i. The entire CBP should be completed within a period of one year from date of release of 1st instalment.
   ii. Projects where, CBP is not completed within a period of 18 months from the date of release of 1st instalment, the same may be withdrawn from implementation after ratification in the Project Sanction Committee (PSC) meeting.
   iii. After completion of 60% work of CBP satisfactorily, RO may consider sanction of a grant proposal to PFA for preparation of Feasibility Study Report (FSR) for Full Implementation Phase (FIP). The grant @ Rs.2.00 lakh per watershed of about 1000 ha treatable are may be considered towards conduct of net planning and preparation of Detail Project Report (DPR) i.e., FSR for FIP.

20. Constitution of Village Watershed Committee:
   i. Village Watershed Committee (VWC) may be constituted with a minimum of 9 members depending on number of families and villages covered under the watershed project. Further, such committees should have minimum representation of 30% women and two representatives from landless families for implementation of watershed projects.
   ii. The Village Watershed Committee (VWC) has to be registered in due course, preferably within six months from the sanction of the CBP project. The VWC and the PFA would be jointly responsible for project execution.
21. **Other General Principles which need to be followed while implementing watershed projects, are as under:**

i. While executing soil and water conservation works in the water projects “Ridge to Valley” concept need to be followed, i.e., area treatments first and drainage line later. This would mean that the treatment of the land in hilltops and hill slopes would be completed first and lands at the valley region would be treated at the end.

ii. The treatment must be on area basis, both public and private lands are to be treated.

iii. Major structures like check dams, nala bunds, etc., on private lands should be avoided

22. **Opening of Account:**

i. Immediately after sanction of watershed Project, PFA may open an account of VWC in nearby Bank branch. The account will be jointly operated by two members from VWC and one NGO representatives. The fund earmarked for Project measures shall go into the VWC account.

ii. PFA may also open the maintenance fund account in the nearby bank branch which is exclusively managed by VWC members (Women beneficiaries may also be involved in account operation)

iii. PFA may also open a livelihood funds account which shall be managed by the SHG (One representative from VWC)

23. **Payment to Beneficiaries in Watershed Projects**

i. All the payment in watershed projects are made directly to the beneficiaries bank account opened in the service area bank branches and no payment to be made in cash

ii. Payment shall invariably be made to the beneficiary who has actually done the work in the project.

iii. No child labour shall be employed for any of the watershed works. Payment register at VWC/PFA level, shall invariably indicate the name & age of the beneficiaries, amount paid, actual date of payment, nature of works etc. The receipt of payment shall invariably be signed by the beneficiaries.
24. Maintenance of Records

The VWC and the PFA shall be jointly responsible for maintenance of all records relating to the watershed development project. The records to be maintained shall include among others

i. Daily labour attendance register;
ii. Material consumption register;
iii. Payment register
iv. Measurement Book
v. Stock register
vi. Work completion register;
vii. Cash book for daily cash transactions;
viii. Asset purchase register
ix. Appropriate journals and ledgers with double entry system of accounting;
x. Maps that show the treatments completed survey number-wise and which are updated on a monthly basis;
xi. Appropriate bills and vouchers;
xii. VWC Proceedings Book.
xiii. Register for daily rainfall, recorded within the watershed and survival rates of the saplings planted in the watershed.

Enclosed formats

- Annexure 7 Model CBP appraisal report format
- Annexure 8 Check list for CBP
- Annexure 9 CBP sanction letter format
- Annexure 10 CBP DPR Proforma
**B. Interim Phase (IP)**

In case of CBP projects nearing completion (where more than 60% work done) NABARD may sanction additional programme covering about 100 ha. within an amount of Rs.15.00 lakh to ensure continuity of work during the period of feasibility study. The NGOs / PFAs would be required to submit a proposal which include the net plan for additional area to be taken up along with the cost involved. This additional programme would get adjusted against the programme sanctioned under FIP.

2. The sanction of IP may be considered on case by case basis and only when RO feels there is a need for more awareness in the watershed area and also where peoples involvement are not up to mark. Before considering sanction of IP proposal, RO needs to take HO approval for the same. RO must ensure the following while sanctioning IP

   i. IP is a part of FIP and should be adjusted to FIP programme subsequently.
   ii. Activities like soil and water conservation activities, women development, livelihood generation, awareness creation, training, exposure etc. may be involved in the project while sanctioning IP phase.
   iii. The IP may be completed within a period of one year.
   iv. RO may ensure that the FIP may get sanctioned before completion of IP
   v. CGM of RO can sanction the IP phase after obtaining the HO approval within the overall budget of Rs.15.00 lakh.
   vi. If satisfied with the progress of IP phase, RO may permit PFA to submit the proposal for FIP.
   vii. RO may obtain the DPR for the selected area of IP as per the format suggested for CBP.
   viii. RO must ensure to complete the IP activities in all aspects in one year period. No extension, cost escalation may be granted for implementation of IP phase.
C. Major Work Phase (MWP) or Full Implementation Phase (FIP):

FIP or Major Work Phase (MWP) will be implemented over a maximum period of 3 years. Implementation of this phase is possible for the PFA / NGO only when the entire watershed community is mobilized and organized into various groups like, User Groups (UGs), Farmers Interest Groups (FIGs), Self Help Groups (SHGs), Joint Liability Groups (JLGs), Farmers Clubs (FCs) etc., and responsibilities and roles are assigned to these groups for completion of the identified works within fixed timeline. Such community driven approach circumvent cost and time overrun in project implementation. In the absence of proper community participation in watershed works, PFAs often tend to execute the works engaging labourers from, in and around the watershed villages on contractual basis. Further, while executing the works under this phase, all the works may be carried out by the labour force available in the watershed villages for employment generation in rural areas. However, if there is a severe shortage of labour and wherever, soil conditions are very hard for the labourers to carry out the works, to avoid time overrun and ensure timely completion of the projects, under unavoidable circumstances, the VWC with proper resolution in the grama sabha and prior approval of ROs, may take up such works through use of machinery. The rates prevailing for machinery use in the districts/states may be adopted by the PFAs/VWCs. The cost saved therein could be utilized for augmentation of maintenance fund created in the watershed projects.

Preparation of Feasibility Study Report (FSR) for FIP

RO has to undertake field visit after six month of sanction of CBP phase to ascertain the progress in implementation of the planned activities under CBP as under:

i. CBP is progressing as per the net plan and the progress made so far is satisfactory and the project is fit to move to FIP.

ii. The watershed community is actively participating in the watershed development, there is co-operation between People from various hamlets / villages & between PFA & watershed community.
iii. Watershed Community is adhering to the social disciplines of ban on free grazing, ban on clear tree felling and eschewing growing of water intensive crops.

iv. Village Watershed Committee is meeting regularly and is active in its functioning.

v. PFA who satisfactorily proved their capability to carry out the watershed activities and to mobilise the communities, may be selected to take up Full Implementation Phase.

vi. Once 60% of CBP work is completed, the PFA may be invited for preparation of FSR. The FSR work may be completed within a period of six months so as to initiate the implementation of FIP immediately after completion of CBP project period and hence the work shall not stuck up intermittently.

vii. Grant for preparation of FSR can be sanctioned by CGM, RO as per the details given in Formats subject to a maximum of Rs.2.00 lakhs.

The detailed procedure for conduct of Feasibility Study, period, coverage of the study and the reports, etc., are given as under:

2. Time schedule for submission of FSR

i. **Total Period:** **Not more than Six months** from the date of release of first instalment of grant for FSR preparation

ii. **First draft:** The draft report should be submitted in three months from the date of release of first instalment of grant for ‘FSR’ preparation. Comments by NABARD/Nodal deptt. on the draft FSR based on the field visit for scrutiny of FSR, will be given within two weeks of receipt of draft report.

iii. **Revised draft report** incorporating the observations/ revisions suggested by the Monitoring Team (NABARD and Nodal Dept) should be submitted to NABARD, RO within two weeks after the receipt of comments.

iv. **Submission of Final FSR:** A copy of **Final FSR (Hard & Soft)** should be submitted incorporating all the changes agreed upon during the field visit for finalisation of FSR or as per correspondence made in this regard or based on the observations/suggestions of the Sanctioning Committee.
3. Release of grant for ‘FSR’ Preparation:
80% of the sanctioned amount as first instalment after acceptance of terms and conditions by the PFA/NGO and submission of plan of work for FSR preparation. The 1st instalment may be released within one month from the date of sanction letter. Remaining 20% of the sanctioned amount may be released after receipt of final ‘FSR’.

4. Report Preparation
i. **Project Summary:** (2 to 3 pages)
   In this part, salient features of the project including the problems specific to the watershed area which are to be tackled under the proposed project may be covered. The objectives to be achieved and project measures to be introduced under the project to tackle the identified problems needs to be indicated clearly. Further, physical and financial programme proposed to be taken up, along with phasing, shall be mentioned in brief.

   ii. **The main text:** (10 to 12 pages)
   It is a detailed part of the report and following aspects should be covered:
   - **Introduction:** General information on location, basic infrastructure available etc. Brief report on PFA, its experiences in various fields and projects implemented.
   - **Problem analysis:** Specific to watershed area based on survey/investigations carried out.
   - **Climate and rainfall.**
   - **Soil survey studies.**
   - **Land capability classes and present land use and crop production.**
   - **Ground water studies and water balance** (if done). The details of all existing wells in brief may be given, like no. of perennial wells, no. of defunct wells, area irrigated by wells, etc. About 10% of the wells in the watersheds may be selected to monitor change in ground water table during the project period.
   - **CBP experiences** so far, giving details of initial shramdan, formation of VWC, SHG, treatment measures, and costs along with item wise treatment works sanctioned and actual achievement.
• **Treatment measures proposed** (i.e. for area treatment, drainage line and other).

• **Proposed land use and agricultural production.** (It should contain information on recommended cropping practices for the locality by the Agriculture Department/Agriculture Universities/ICAR Institutes, etc.).

• **Livestock and fodder availability.**

• **Land holding pattern.**

• **Income assessment** (sample basis).

• Women development / promotional activities, scope for non-farm / traditional activities for landless, need for upgradation of skills through training, credit support, etc. may be estimated **only for landless families in the area.** During the demographic survey, the PFA should collect details of non-farm activities currently undertaken by the landless households in the area, availability of credit and other extension support, the potential for other viable activities and the support required therefor. This would assist in proposing plan of activities for women and men SHGs from landless households.

**Note:** Do not repeat the data presented in proformas in the text unless absolutely necessary. The text should be inferential and as brief as possible.

5. **Maps**:
   i. A clear xerox copy of topo sheet map of scale 1:50,000 indicating the watershed and ridge line boundaries. The other maps (in the scale of 1:10,000) indicated below should be presented only at the end of the report or in a separate folder.
   ii. Watershed boundary (ridge line) and village/s boundary using different colours.
   iii. Field boundaries (survey No./ survey no. wise).
   iv. Physical features such as roads, settlements, wells, drainage courses, existing structure such as dams, weirs etc.
   v. Present land use and existing drainage line structures.
   vi. Map showing land capability classes using specific colours and proposed land use with area treatment measures and drainage line treatments.
vii. PFA should also get all the maps digitized, specifically watershed boundary, cadastral and land capability maps so as to upload the same on BHUVAN Portal for public access. FSR grant includes the Charges for digitization. Of watershed.

6. **Sequence of information to be placed for binding of ‘FSR’**

i. Cover page indicating programme name, name of watershed, NGO/ PFA etc.

ii. Same as above as first page in ordinary paper (i.e. inside the cover page).

iii. Contents with page Nos.

iv. List of proformas with page nos.

v. List of abbreviations used.

vi. Watershed location sketch.

vii. **Toposheet** of watershed area indicating watershed boundary (ridge line) and village/s boundary using different colours.

viii. Project summary.

ix. The main text.

x. Proforma

xi. Schedules for different plantations cost (i.e. AF, DH, GT, AH etc.).

xii. Sketch and design details of area treatment measures proposed i.e. contour / farm / field bunding, CCT, gully plugs, stone outlet etc.

xiii. Design details, schedules and cost estimates proposed for various drainage line structures proposed i.e. loose boulder structures, gabian, nalabund, check weir, check dams etc.

xiv. Report of special investigations carried out if any (such as hydrological survey).

xv. Copy of VWC and Gram Sabha resolution.

7. **NORMS TO BE CONSIDERED WHILE PREPARING PROJECT FEASIBILITY REPORT (FSR)**

i. Any land (survey numbers) to be treated under the project with structural measures shall have slope of at least 1% or more.

ii. Villagers shall be willing to participate in the project and provide labour free of charge to the extent of 16% of unskilled labour cost.

iii. Agro-Horticulture (AH) and plantation on bunds of private farms - Only cost of seedling/saplings inclusive of transportation to be given under the programme
and individual farmers to meet the cost of all labour requirement as own contribution.

iv. No funds will be provided for financing buildings, roads and for the purchase of machinery such as bull dozers, tractors, agricultural implements etc.

v. No compensations for land or right-of-way.

vi. **Priority should be given to soil conservation works to “catch the rain where it falls”** (i.e. area treatment measures).

vii. Pure ground water recharge structures (masonry weirs and dams) shall only be considered if run-off reduction and ground water availability subsequent to planned treatment of upper catchment would appear not to be adequate. Hence, there is a need to work out water balance for the watershed taking into account storage of existing structures and planned area treatment measures.

viii. The total cost of drainage line structures shall be worked out within the overall ceiling of 25% of cost of the area treatment measures for each project subject to feasibility, need and suitability of sites. However, RO PSC can change the proportion of drainage line treatments based on the field level situation. Further, cost of each structure may not be substantially more. **Construction of drainage line structures shall be taken up only after treating the area in the upper portion/ catchment of the said structure.**

ix. All types of earth work under the programme has to be done manually. However, under difficult conditions like hard or stony soil, where manual work is difficult, VWC after passing necessary resolution in the Grama Sabha may carry out such works through use of machinery within the approved cost for the structure. Labour contribution/Shramdan in such cases may be adjusted into other activities.

x. Some portion of grant is being considered for special promotional activities for landless households. The NGO / PFA may, therefore, plan for such activities for landless by organising them into SHGs.

xi. In case the proposed treatment measures lead to higher total cost (i.e. total project measures cost + management cost + component for landless + component for maintenance fund) i.e. **more than Rs.12,000/- per hectare**, efforts should be made to reduce the cost through higher contribution from individual farmers for works on **individual/private fields**
8. Important points /steps to be adopted by the ROs in sanction and implementation watershed projects.

i. Selection of watersheds should be based on the extent of degradation in a given area, which is determined by the factors like soil slope, erodibility, soil depth and type of soil. Among all the above factors, slope of the land determines degree of degradation in the watersheds and selection of the same for development under WDF. Higher the slope, higher will be the need for watershed intervention.

ii. Ensure proper delineation of watersheds on the Survey of India topo sheet, based on the contour heights. Identify the watershed boundaries and area (survey numbers) to be treated by superimposing cadastral map on the topo sheet, before formulation of CBP and FIP projects by the PFAs for sanction.

iii. Ensure that net planning is done by the PFAs invariably with the involvement of VWCs and land owning farmers. Treatment measures need to be identified as per the land capability classification (soil type, slope, erodibility and soil depth) in each and every survey numbers/farmers field and only then CBP and FIP projects are prepared and submitted for consideration of sanction by PSC.

iv. Before sanction of CBP and FIP projects, ensure to verify at least 10% of net plans prepared by PFAs/VWCs by physically measuring the works proposed by the PFAs i.e., length of existing bunds and proposed bunds, cross section of existing and proposed bunds, volume of stone work, technical and physical verification of sites selected for Gully Plugs, Loose Boulder Structures, Check dams, stone outlets, etc. and tally the same with the ones proposed by the PFAs in the net planning formats and the DPR. As per our experience, it always varies significantly with what was proposed by the PFAs and what is required in the field. This kind of exercise ensures discipline in planning and implementation of the projects by the PFAs apart from judicious use of scarce financial resources in the project areas. Environment impact assessment may also be carried out while approving the project.

v. To ensure ownership among the farmers, people’s contribution shall be minimum 16% of the unskilled labour cost; the same will be given back to watershed community in the form of supervision cost and maintenance fund at the time of sanction of FIP projects, in equal proportion.
vi. After release of first instalment of grant to the PFAs which is based on the action plan submitted by them for about 6 months, subsequent releases should always be with pre-release monitoring visits conducted by ROs/DDMs. During such visits, verification should be done for the actual works executed by the PFAs/VWCs, by physically measuring at least 10% of the implemented works in the watersheds.

vii. During such visits, the measurement books, payment register, cash book, people’s contribution book, etc., should be invariably checked to ensure that payments are made and received as per the works carried out in the fields.

viii. To ensure social audit in the project, conduct of Grama Sabhas during the monitoring visits and informing the watershed community on the quantum of budget sanctioned for the project by NABARD and amount spent by the VWCs and PFAs as on the date of visit need to be ensured.

ix. Such an approach to project implementation, not only ensures discipline in planning and implementation of the projects but also generates significant impact in terms of ground water recharge, employment generation, increased cropping intensity, enhancing agriculture production, productivity and livelihood to the resource poor farmers in the vulnerable rainfed areas.

x. Further, while sanctioning Full Implementation Phase (FIP) projects to the PFAs, provision for capacity building and training of watershed community is generally made on percentage basis (generally 1-2% but now 5% under Sustainable Development Plan (SDP) guidelines). However, before conduct of any such programmes, PFAs need to identify the training needs in the project areas as per the SDP guidelines issued by HO and submit proposals to ROs for consideration of sanction before conduct of the training programmes. Such proposal should always contain training objective, detailed budget estimate, venue, number of trainees identified, duration of the programmes, faculty, day-to-day schedule, etc. The programmes shall be monitored by the ROs through DDMs/RO officers, on sample basis whenever such programmes are conducted by the NGOs.

xi. ROs should give responsibility to senior officers for comprehensive watershed development in a particular district/area and the officer may also identify new business activities.
xii. All promotional / development and credit programmes should be for the welfare of the farmers and implemented with good governance and in a transparent manner.

xiii. The process of calculation of project cost:

- For FIP ROs may calculate the management cost to the maximum of 20% of the cost of projects measures (including shramdan) for normal area or 17.50% of total project cost whichever is less and maximum of 25% of the cost of projects measures for Hilly and difficult areas (Uttarakhand, Jammu & Kashmir, Himachal Pradesh, all NE States etc.). The details of calculation are given in the Annexure.
- While calculating the management cost, the breakup of the management cost on realistic basis may be insisted upon and the same may be considered subject to maximum of 20% as indicated in point above.
- The supervision cost may be calculated separately @ 8% of the labour cost
- Maintenance fund may be calculated @ 50% of shramdan/community contribution.
- Overall bifurcation of total cost (including shramdan) will be around 70% towards Soil and Water conservation measures, 7.5% towards the Women and landless development and 5% towards implementation of Sustainable Development Plan & 17.5 % towards management cost including community organization and training.
- As regards calculation of per ha cost, ROs may take into account the treatable area only (and not the total geographical area of watershed) for the purpose of calculation

9. Duration of Project

Entire process of implementation of FIP shall be completed in 4 years period from the date of FIP sanction letter (including consolidation). The overall period of a watershed project including CBP/extension, shall not exceed 4-5 years from the date of sanction of pre-CBP.
10. Cost escalation:
   i. Cost escalation may be considered only when there is an increase in the labour payment (as applicable in the area).
   ii. Cost escalation may be considered for the components where labour work is involved. Other activities/components are not eligible for cost escalation.
   iii. Wage rate as prescribed by the concerned States may be followed.
   iv. RO to take revised sanction from the PSC for additional sanction. While approving additional cost due to wage revision, RO may stick to per ha cost norm. Any increase in overall cost of the project due to wage revision beyond unit cost norm (as indicated in the earlier chapters) may have to be borne by the watershed community as additional contribution.
   v. Cost escalation is permitted once during the entire implementation period.
   vi. Cost escalation during the extended project period is not permissible.

11. Norms for Planning of area treatment

<table>
<thead>
<tr>
<th></th>
<th>Area treatment measures cover treatment of</th>
<th>(a) Government forest land, (b) Community / Panchayat land, (c) Revenue lands, (d) Private owned land.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Preparation of net plan</td>
<td>(a) For each survey No. of private land, separate plan has to be prepared in consultation with the concerned farmer and his wife. In respect of panchayat/revenue land and Forest Department for Government forest land, VWC may be consulted. (b) Each survey No. should be traversed for assessment of land capability classification taking into account soil depth, slope and erodability, present land use, proposed treatments and proposed land use. (c) Field sketch (not as per scale) for each SURVEY No. marking the proposed treatment measures should be prepared along with particulars such as length, cross section, name of the farmer etc., For both private and common lands</td>
</tr>
<tr>
<td>3</td>
<td>Technical information to be furnished</td>
<td>(a) The design details such as cross section, top width, bottom width, depth, etc. for each treatment measure proposed i.e. CCT, CST, WAT, contour bund, new farm / field bund, repair of existing farm / field bund, with a sketch, should be presented in a separate sheet in the report. (b) Specifications, along with a sketch, for proposed stone outlets, gully plugs, check dam, etc. should also be presented in a separate sheet in the report.</td>
</tr>
</tbody>
</table>
### Efforts should be made to convince the farmers:

(a) Contour bunding instead of only farm / field bunds.
(b) Repairs of existing field / farm bunds which are across the slope.
(c) All cultivation practices (i.e. tillage, sowing etc.) shall be across the slope.

### 12. Norms for Planning of Drainage line treatment measures

<table>
<thead>
<tr>
<th></th>
<th>Objective of drainage line treatment measures</th>
</tr>
</thead>
</table>
| 1 | (a) To reduce runoff velocity and safe disposal of excess rain water.  
    | (b) Induce percolation through storage structures for recharge of ground water. |

<table>
<thead>
<tr>
<th></th>
<th>Types of drainage line treatment measures</th>
</tr>
</thead>
</table>
| 2 | (a) Velocity reduction / silt detention / safe water disposal structures such as gully plugs, loose boulder structures and gabians.  
    | (b) Storage / ground water recharge structures such as nala bunds, check weir and check dams (not for lifting the water through pumps)  
    | (c) Repair of existing damaged structures Note : Repair works shall be carried out only in respect of  
    | (i) public / community structures constructed before taking up the project under CBP.  
    | (ii) structures where extent of damage could be measured / assessed.  
    | (iii) Structures which are technically defective in construction and incomplete should not be included. |

<table>
<thead>
<tr>
<th></th>
<th>Designing of treatment structures- some points to be considered</th>
</tr>
</thead>
</table>
| 3 | (a) Estimation of runoff based on rainfall intensity and quantity.  
    | (b) Working out water balance for the watershed taking into account runoff reduction due to proposed area treatment measures and storage capacity of existing drainage line structures.  
    | (c) The various drainage line structures could be planned to hold 20% of runoff water as entire water flow in the drainage line should not be stopped.  
    | (d) In areas / sites where ground water recharge does not take place due to hard pan in the sub soil and exposed rocky areas the ground water recharge structures should not be proposed. But, water harvesting structures with lining may be thought of for supplementary irrigation depending on the technical feasibility of such structures in a given location. |

<table>
<thead>
<tr>
<th></th>
<th>Design details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>(a) Design details and drawings should be worked out for each structure proposed except for loose boulder and gabian structures.</td>
</tr>
<tr>
<td>6</td>
<td>Cost estimate</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>(a)</td>
<td>Generally D.S.R. rates are adopted for cost estimate. However, these rates vary from district to district. Based on past experience i.e. rate for excavation, pitching etc. can also be adopted if they are lower than DSR rates.</td>
</tr>
<tr>
<td>(b)</td>
<td>Efforts should be made to use locally available materials to reduce the cost on transportation such as on stones.</td>
</tr>
<tr>
<td>(c)</td>
<td>No cost should be provided for transportation of soil and stones in construction of nala bunds, loose boulder structures and gabian (except provision for collecting stones in the nearby place manually within the watershed area).</td>
</tr>
<tr>
<td>(d)</td>
<td>In the cost estimate for each structure, break-up of unskilled labour cost and material cost including skilled labour cost should be furnished along with total cost.</td>
</tr>
<tr>
<td>(e)</td>
<td>The rate specified by the State for major structure may not be followed. The actual cost based on the design and current labour rate may be worked out.</td>
</tr>
<tr>
<td>(f)</td>
<td>Desiltation of existing structures may be carried out through shramdan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7</th>
<th>Things to be avoided</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Over designing and high density taking into account existing structures.</td>
</tr>
<tr>
<td>(b)</td>
<td>High cost on transportation and excavation.</td>
</tr>
<tr>
<td>(c)</td>
<td>Location of structures should not be influenced by the farmers owning the land by the side or any other consideration.</td>
</tr>
</tbody>
</table>
13. Sample format for calculation of wage rate for earth work

Example:

Per man-day work output and per unit volume rates of earth/stone work assuming wage rate as Rs.100/day.

(The same may be prepared based on the current wage rate in each of States).

<table>
<thead>
<tr>
<th>SL NO.</th>
<th>Work type</th>
<th>Output per day</th>
<th>Rate/unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>C.C.T. and pit digging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Soil</td>
<td>3 cum</td>
<td>33.35 /cum</td>
</tr>
<tr>
<td>2</td>
<td>Murum</td>
<td>2 cum</td>
<td>50.00 /cum</td>
</tr>
<tr>
<td>3</td>
<td>Hard Murum</td>
<td>1.5 cum</td>
<td>66.65 /cum</td>
</tr>
</tbody>
</table>

ABOVE ONE IS A MODEL ONLY. EACH STATE MAY TAKE DSR/SSR RATES (EXCLUDING CONTRACTOR'S MARGIN) OR THE RATES AGREED BY NABARD/DIFFERENT DEPTS OF GOVT

Enclosed Formats

Annexure 11 Model FSR sanction letter
Annexure 12 Cost of conduct of feasibility study
Annexure 13 Points to be remembered while furnishing the information in reporting formats
Annexure 14 FIP-DPR proforma
Annexure 15 FIP cost summary
Annexure 16 FIP sanction letter format
D. Consolidation and Evaluation phase:

The consolidation phase is crucial for ensuring sustainable development in the watershed projects. It will implemented over a period of 1 year. Sustainable Development Guidelines issued by HO may be integrated with this phase. Under the consolidation phase, following activities may be carried out by the PFAs

i. Sharpening the leadership skills of the VWCs to enable them graduate to Farmers Producers Organizations (FPOs) for technology transfer, extension, aggregation of farm produce, bulk purchase of agri-inputs, direct marketing, etc.

ii. Linking the VWCs / watershed community with technical agencies like, Krishi Vigyan Kendras (KVKs), State Agriculture Universities (SAUs) for transfer of technologies like integrated farming system, improved package of practices, precision farming, Integrated Nutrient Management (INM), Integrated Pest Management (IPM), adoption of water efficient irrigation technologies, like drip and sprinkler irrigation systems, organic farming etc.

iii. Issue of soil health cards to each and every farmers’ for application of soil test based nutrient application to the crops grown by them.

iv. Opening of bank account for each and every household first and individuals later.

v. Credit intensification for enhancing capital formation through promotion of Area based Schemes for potential activities in the district.

vi. Promotion of SHGs, JLGs, Farmers Clubs and linking them with banks for enhancing institutional credit under agri and allied activities

vii. Conduct of training programme for the VWCs and watershed community on financial inclusion, adoption of new technologies, like precision farming, organic farming, dairy farming, crop water budgeting, convergence of state / centrally sponsored programmes, social security schemes, vermicompost production, crop diversification, soil test based nutrient application, roles and responsibilities of FPOs in aggregation and direct marketing of farm produce, etc.

Further, this stage also cover submission of PCRs by the NGOs, evaluation of the watershed projects, etc.
CHAPTER 6 : Village Watershed Committee

1. Village Watershed Committee will be a primary project implementing entity in the watershed area. This body actually “owns” the project and is responsible for the planning, implementation, monitoring and maintenance of the project.

2. PFA has to constitute, at the village level, a body called the Village Watershed Committee (VWC) which would have to be registered during the implementation phase (CBP) within 6 months of the commencement of the work, so that it can undertake responsibility for maintenance of all the valuable assets created and developed in the project.

3. The VWC should be appointed based on a consensus in the Gram Sabha meeting. It should consist of representatives of all social groups (minimum 9 member) in the village including representation of women (not less than 30%) and also of the different hamlets of the village.

4. The members of VWC are selected by people of the watershed and it will have representatives from different social and class groups of the village. It should be ensured that there is adequate representation of the different geographical areas within the watershed.

5. The VWC and the PFA shall be jointly responsible for satisfactory work execution.

6. VWC has a following function:
   
i. The VWC shall be fully responsible for planning, implementation, supervision, and monitoring of the Watershed projects.
   
ii. The VWC shall motivate the people of the watershed to contribute voluntarily their labour (shramdan) once a week, undertake ban on free grazing on treated lands and effect a ban on cutting of trees for commercial purposes.
   
iii. The VWC shall get agreement letters signed from each head of household of the village before treatment of his/her land.
   
iv. The VWC shall convene its meeting at least once a month, where it shall review works done, payments made and plan for future works. Problems in project implementation, if any, will also be discussed and solutions found during this meeting. The quorum for all meetings shall be 50% of total members of the VWC (excluding NGO members).
v. The VWC shall take responsibility for the Supervisor(s) and shall guide and supervise him/her.

vi. The VWC shall keep its records up-to-date and open them for inspection by anybody from the village or any authorized external authority.

vii. The VWC shall establish a "Maintenance Fund" Account (A/c) for maintenance of works in the post Programme period and deposit in this A/c all moneys received in lieu of shramdan, fines from cattle encroachments, sale of fishing rights, fodder and all other income. The VWC shall undertake to maintain all structures created on common lands/public properties and remind farmers/landowners to maintain those on their own land so that benefits arising from the project continue in the future.

viii. The VWC shall try to undertake the integrated socio-economic development of the village.

ix. The VWC shall implement the Programme with integrity and take action against any member found guilty of malpractices

x. The VWC shall convene a meeting of the entire village at least once in three months. At this meeting, reports of all works done and future plans shall be presented to the grama sabha for approval.

7. RO may get the agreement letter signed from the VWC members to abide to the above terms, while implementation of watershed projects

8. Regional office can approve an amount of Rs.5000.00 per watershed towards registration of VWCs. The expenditure may be booked under training and promotional budget of WDF allocated to the ROs during the respective year.

9. Audit of VWCs

   i. ROs may put in place system of governance and transparency in handling of funds by the VWCs/PFAs in all watershed projects anchored by NABARD. Further, as VWCs are registered entities, there is a need for annual auditing of financial transactions done at the VWCs level. The systems and procedures followed by NGOs and VWCs in the joint operations, need to be verified by the auditors annually, so that the funds released are properly utilized and judiciously used in a transparent manner. Such practice is expected to help in enforcing project and
financial discipline among VWCs and PFAs. Further, it will also facilitate VWCs to function as vibrant community based organization to graduate themselves as Farmers Producer Organizations, when the project is closed.

ii. The expenditure for Audit could be met with either of the following sources of funds:
   a. Interest earned on the project measure funds lying in the VWC account
   b. If the interest amount in the VWC is not sufficient enough to meet the audit expenses, till completion of the project, the expenditure could be met out of Training & Promotional budget of WDF.

iii. In respect of appointment of auditors, ROs may empanel reputed and credible auditors at the state/district level. As it is not a company audit, ROs can negotiate audit charges with the auditors/CAs and facilitate VWCs and PFAs in timely and regular audit of the project accounts
CHAPTER 7: Maintenance Fund

In order to upkeep the works carried out in watershed project villages, a Maintenance Fund is required to be created, maintained & operated/utilised by Village Watershed Committees. All watershed programmes anchored by NABARD have provision for making contribution towards this Maintenance Fund from out of the project cost. In order to bring uniformity across various States, following operational guidelines have been framed.

2. Separate Account with local Bank Branch
Village Watershed Committee will open a separate Savings Bank account styled ‘(Name of watershed).. Watershed Maintenance Fund’ in a nearby Bank Branch, where VWC account is maintained. The initial amount for account opening could be contributed by VWC members/ Villagers. The account shall be jointly operated by Secretary, President, and a member as authorized by VWC (preference may be given to women members).

3. Contributions from WDF to Maintenance Fund
As per the current practice, WDF will contribute amount equivalent to 50 percent of Shramadan (excluding qualifying Shramdhan) in the entire project works including CBP towards Maintenance Fund.

4. Periodicity of release of Maintenance Fund (MF)
i) After the sanction of FIP and within one month of receipt of CBP completion report together with CBP audit report, applicable Maintenance Fund against the Shramadan during CBP may be released. To facilitate this, necessary provision of Maintenance Fund (@50% of Shramdan during CBP) may be included while sanctioning CBP proposal. No MF would be released during the CBP phase. In case of non-inclusion of MF in CBP sanction, the same may be taken care while sanctioning FIP (@50% of Shramdan during CBP). Individual farmers’ contribution during CBP may not be a pre-requisite for release of Maintenance Fund applicable for CBP works. However, the farmers covered in CBP will contribute along with all other farmers in the watershed villages during FIP as indicated at (ii) below:
ii) The eligible amount towards Maintenance Fund shall be released every year, on satisfactory implementation of first year, second year, third year or fourth year programme, as the case may be, provided that all or at least 75 percent of farmers in the watershed villages excepting women headed families, made their contributions for that year towards Maintenance Fund. Efforts, however, should be made to ensure contribution from all the eligible farmers.

iii) In any case, the amount released out of Project Fund should be in equal proportion to the actual contribution made by watershed farmers on an year to year basis except the first release as explained at (i) above.

iv) In any case the amount disbursed from the projects for maintenance fund should not be more than the amount sanction towards maintenance under the projects.

5. Contribution to Maintenance Fund by village community
The Grama Sabha / VWC shall decide the maximum quantum of contribution by individual beneficiary farmers. However, with a view to guide them the following suggestions are made:

1. All farmers, other than women headed families, beginning from the first year of implementation of FIP shall contribute @Rs.150 per family whose land is up to 1 ha; Rs.250 per family whose land is between 1 to 3 ha and Rs.400 per family for farmers owning land above 3 ha. This is the minimum suggested. The Gram Sabha, VWC / village community, however, is at liberty to fix higher amounts. No contribution by landless is envisaged.

2. In case the farmers find it difficult to make the contributions in lump-sum, the same could be collected through SHGs, JLGs and User Groups in suitable monthly installments. Proper record of the same may be maintained at VWC level. The entire annual contribution shall, however, be collected within the first 10 months of the year.

3. In case of already sanctioned - ongoing projects, where Maintenance Fund has not been released in installments, the applicable Maintenance Fund in FIP could be released as lump sum (in proportion of MF contribution received from farmers) provided VWC has collected annual contributions towards Maintenance Fund
from all or at least 75% of the farmers excluding women headed families as per norms indicated above.

4. A separate record (family wise) may be maintained for MF at VWC level. Visiting official from NABARD must check the register during each visit and give his remark/comments and signature on it.

5. While sanction of FIP, a special training programme to motivate farmers for collection of MF, use of Fund, Activities to be covered under maintenance fund may be incorporated in project

6. Additional contribution / incentives from the projects
The project will make further contribution not exceeding a sum of Rs.2 lakh towards Maintenance Fund as an incentive (The amount may be included in the sanction at the time of sanction of FIP), provided,

1. Project treatment measures are completed within originally sanctioned phasing
2. Entire amount of sanctioned Maintenance Fund is released to the VWC
3. Willingness of VWC to take forward the projects.
4. Receive the contribution from all the farmers regularly.
5. Use of earlier released MF as per the guidelines.
6. Project Completion Report is submitted.
7. No fund under the category will be released prior to satisfactory completion of all the sanctioned activities and scrutiny of PCR by RO/PMUs.

7. Other receipts to Maintenance Fund
Accrued interest (net of bank commission, if any) in the treatment measures account (VWC account) maintained by VWC may be passed on to Maintenance Fund account on 31 March of every year or as and when credited to the VWC account. Any other contributions, fine, and other charges levied may be credited to Maintenance Fund. For example, in case the VWC (in consultation with Gram Sabha / Panchayat) encouraged landless and other poor to take up fodder development in common land, fisheries development in ponds etc., the beneficiaries may a share a portion of the income (say, 10%) with the VWC.
8. How long village community to contribute towards Maintenance Fund

It is desired that the community may contribute to Maintenance Fund at least for a minimum period of 10 years from the year of first contribution so that reasonable corpus can be built for maintaining the structures and other assets created on a sustainable basis. **The thumb rule is that the corpus should be such that from the interest income it should be possible to meet the maintenance and other annual expenses.** Having a reasonable corpus with VWC would also enable them to provide Revolving Fund Assistance (RFA) to watershed villagers for taking up watershed plus activities. Further, the deposit could be placed as guarantee with banks and other financial institutions for leveraging higher amount of loan for the villagers.

9. How to utilize the Maintenance Fund

Maintenance Fund shall be used for maintaining and repairing the structures/assets already created as a part of the project only on public and private land and not for other assets. Priority shall be given to repairs/maintain the structures/assets created in public land. As far as possible, the minor repairs/maintenance works of assets may be done out of additional contribution, sharmandan etc. Entire maintenance / repair cost in respect of major works, shall be met out of the Maintenance Fund in case of works in public land. In case of minor repairs/ maintenance works required to be carried out to the assets in Private lands, the same shall be done by the land owner’s farmers. In case of major repairs/works, 50% contribution or Shramdan is required to be provided by farmers and the remaining 50% shall be used from the maintenance fund with the prior approval of Gram Sabha. MF should not be used for creation of new structures/assets.

Maintenance fund shall be used cautiously where it is not possible to meet the expenditure from other sources. It has, however to be ensured that repairs/maintenance works are carried out timely & do not suffer for want of funds.

All receipts towards Maintenance Fund shall initially be deposited in Savings Bank account. Of this, one-half of Maintenance Fund account balance could be placed with Fixed Deposit in the same bank so as to earn better return. The other half may be used as Revolving Fund to extend credit facility SHGs / JLGs (no revolving assistance may be extended to the individual) at a rate of interest of 10-15% p.a. (VWC may decide the
rate of interest within the range) with a repayment period of 6 months to 3 years. Penal interest on non-repayment of loan may be decided by VWC. The PFA will guide the VWC in this regard. RO while disbursing next instalment may ensure that there is no default in repayment of loan amount.

10. Annual Maintenance Plan
The VWC will draw an annual maintenance plan / budget - Part (a) containing Maintenance Plan, Part (b) Plan for providing Revolving Fund Assistance, Part (c) other expenses like remuneration to Watershed Caretaker / VWC Office Assistant, stationery and Part (d) Contingencies for attending to repair works on account of damages, if any caused by torrential rains / floods etc. The budget so drawn may be placed before the Gram Sabha for its approval. No fund shall be used without Gram Sabha approval.
As far as possible the minor repairs to the structures and the relative activities like desilting, cleaning etc., maybe carried out with Shramdan/voluntary contribution and the MF may be used for major works/repairs.

11. Maintenance of Books of Accounts, Inspection, and Audit of the Books
The account unit of VWC will maintain proper books of accounts, audited every year and placed before Gram Sabha at the end of every year. The Grama Sabha may nominate two independent persons (teachers / college students) from the Village for inspecting and auditing the books at quarterly/half yearly intervals.

12. Display of summary of account at public place / Transparency
In order to ensure transparency, summary particulars of the accounts shall always be displayed at a public place in the village.

13. Training
Necessary training will be imparted by the PFA on maintenance of works, annual action plan / budget preparation, providing Revolving Fund Assistance and Maintenance of Books.
14. Submission of Reports
The VWC will submit Annual Report indicating the activities and fund position together with Audit Report to PFA, with a copy to NABARD Project Management Unit / RO.

15. Some precautions
No amount from the Maintenance Fund corpus shall be used for paying Salary / Honorarium and other purposes. Such expenses (like payment of watershed caretaker / watchman, or Accountant, conveyance and other charges) should be met out of the interest earned on the fund and other income accumulated in the Fund.

16. Dispute
Any dispute regarding utilization of maintenance fund will be settled by VWC in the presence of Gram Sabha. The decision of Gram Sabha shall be final.
CHAPTER 8 : Sustainable Development Plan (SDP)

Generally, in the watershed projects, major focus is given for implementation of soil and water conservation measures throughout watershed cycle of about 4-5 years and little emphasis is laid on increasing production, productivity and livelihood of the watershed community. Keeping in view the livelihood issues faced by the farmers and distress they encounter in the dryland/rain fed areas, there is a need to address production and livelihood issues right from the second year of implementation of the projects. In fact Watershed development should be seen as a means to increase the income of farmers, women and landless in the watershed. Therefore, area treatment and drainage line treatments are means and not the end. So far, our focus has been on completing the treatment. Now, with the gained knowledge and experience, a need is felt to focus on increasing the incomes of farmers and other stakeholders in the watershed. Efforts for this need to start from the initial stage of the project itself.

At present, project funds for physical measures, capacity building, livelihood interventions etc., are released to VWC account which is jointly operated by VWC and PFA representatives. VWCs remain active as long as the above implementation process is on. However, once the above works are completed, there is a tendency of VWCs becoming dormant and funds maintained by VWCs remaining unutilized. Notwithstanding the above, VWCs need to function as vibrant and sustainable field level institutions for natural resources management and improving the livelihoods of watershed community. This calls for dynamic roles for VWCs in the post watershed scenario. Further, institutions like SHG federation, JLG federation, Farmers Club, MACS, FPO, Dairy Cooperatives, and such similar institutions need to be encouraged to come up during the implementation of the project.

Keeping in view the above, a Sustainable Development Plan (SDP) has been worked out defining the roles and responsibilities of the VWCs and their capacity building, extension, technology transfer, financial inclusion needs convergence of institutional credit, etc., during and in the post watershed implementation period and post withdrawal of the PFA from the project area. The SDP needs to be implemented right from initiation of the projects. This is required not only to ensure sustainability of such institutions but also to facilitate judicious and sustainable use of conserved natural
resources by the watershed community for enabling increased farm income and creation of livelihood opportunities in such areas.

The sustainable development plan could be implemented, also, in the completed watershed projects for judicious use of natural resources conserved in the projects for increased production, productivity and livelihood for the watershed community. Need-based soft skills may be further fine-tuned VWCs, Farmers Clubs, SHGs, JLGs etc., formed in the project areas to facilitate technology transfer, financial inclusion, extension, credit linkage, implementation of social security schemes of GOI, preparation of Area Development Schemes, promotion of Farmers Producer Organizations/Farmers Producers Companies, etc. ROs may come up with a separate 1 to 2 years promotional and developmental plan for the same, which can be supported under Training and Promotional budget of WDF. During this extended consolidation phase, efforts should be made by ROs for promotion and integration of business products of NABARD, i.e., refinance and or direct finance through FPOs, PODF, UPNRM, NABFINS, etc.

2. Objectives of the Sustainable Development Plan

- To strengthen VWCs and enable them to continue vibrantly assuming responsibility
- To ensure 100% Financial Inclusion in the area
- To ensure that each of the beneficiaries is part of FC/JLG/SHG/WSHG/FPO
- To ensure that there is a RFI to take care of the credit needs
- To establish link with at least one technical agency to facilitate technology transfer in the completed projects
- To form at least one Producer Company promoted by VWC with other beneficiaries
- To ensure continuance of watershed practices
3. Mechanism for ensuring Sustainable Development Plan in the watershed projects

Sustainability of watershed projects calls for holistic development right from project initiation, which includes capacity building, training and exposure visits for social capital formation; conservation and optimal use of natural resources; development of women and landless, capital formation in agriculture, financial inclusion, etc. While the ROs have to initiate suitable actionable strategy in the ongoing projects, in respect of near completion/completed projects, ROs need to initiate sustainable development plan initiatives at least six months prior to completion/closure of projects. Watershed community should be made aware of the exit of PFAs from the project areas and needs to be well prepared to handle the project on their own. We need to make PIA and VWC members aware of bank’s functioning; and the importance of banks safely getting recovery of credit disbursed, etc. There is a need for preparation of a credit plan for the watershed once the moisture regime in the watershed has improved. Once, farmers have agreed for the treatment in their lands, PFAs need to educate and convince VWCs to expedite completion of treatment works in the watersheds. ROs should ensure completion of treatment works within 3 years, so that, efforts for increasing the incomes in the watershed can be the focused in the next 2 or 3 years.

Towards this end, the sustainable development plan has been worked out, keeping in view the objectives identified for the purpose.

3.1. Capacity building and Training of VWCs

Various capacity building interventions that are required to be conducted for VWCs are planning, monitoring and supervision of watershed projects; utilization of balance project funds available with VWC closure of project accounts, accounting and book keeping, proper and judicious use of maintenance fund created under the project for maintenance of structures, utilization of available women and livelihood development funds, identification of credit needs, etc. While suggestive training modules and contents developed for VWCs/SHGs on the above are indicated in the Appendix-1, the same, in brief, are discussed below.
3.1.1. Accounting and Book keeping

i. PFA should ensure that VWC maintains registers, i.e., accounting register, Work done register, Revolving fund register, Proceeding of VWC meeting register, etc.

ii. Separate accounting books should be maintained by VWC for operation of livelihood development account

iii. Efforts may be made to introduce e-book keeping on the lines of SHGs.

iv. Audit of VWC and PFA account shall be completed before withdrawal of agency. Details like amount received and utilised need to be verified. The Audit shall be conducted through external agency. RO shall ensure that the compliance to the audit observation shall be accomplished suitably.

v. Distribution of capital assets purchased under project – All the capital items purchased under the projects shall be verified by and kept in the possession of VWCs. Members can use the same as and when required by charging a nominal fee for using the same. A register shall be maintained at VWC level for the purpose.

3.1.2. Convergence

i. RO shall ensure the convergence with Corporates, State Govt. depts etc., in the watershed area (ongoing & completed) for integration of social interventions like health, education, sanitation, drinking water, skill development, etc.

ii. State / Centrally sponsored schemes, like equity support available under SFAC scheme of GOI, Prime Minister Krishi Sinchayee Yojana (irrigation for every farmers fields, per drop more crop, micro irrigation and watershed development), organic farming, National Livestock Mission, Agriculture Marketing Infrastructure, MIDH etc., could be integrated with institutional credit with required awareness creation and education of VWCs by the PFA before withdrawal from the project.

iii. In case, VWCs have been upgraded as FPOs under PRODUCE fund, the POPIs and CEO of the FPO need to be educated for convergence of state/central sector schemes as well as institutional credit from banks.
iv. PFA shall establish a link between farmers and the technical agencies operating in the region, to extend the support to the farmers. Necessary support from the technical support agencies like, KVKs, ATMA, District Agriculture/Horticulture/Forest Department may be sought to

- Ensure sustainable agriculture development in the region
- Introduce and Co-ordinate various efforts being made by line departments in the district
- Facilitate market intervention
- Value addition of farm produce
- Help farmers in planning, marketing, technology dissemination. And agro-processing.

Awareness and convergence with social security schemes like Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJBY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Atal Pension Yojana (APY), etc., to address income and security needs of vulnerable and elderly persons may be explored. Using short movies on various schemes of government, for agriculture extension with the help of Digital Green may also be explored. For this purpose one or two mobile projectors be considered. Many movies already produced by different people under Digital Green could possibly be used in many watersheds. Movies can be shown initially on success of various efforts like watershed development, SHGs functioning, FPOs, water budgeting, advantage of growing tree crops including horticulture. In addition, the concept of Master farmers for Credit, technology transfer and marketing may also be introduced. This could be in addition to tying up with KVKs and Agriculture universities.

3.1.3. Operation and proper utilization of Maintenance funds

There is need for proper guidance to VWCs in operation & judicious use of these funds. In this connection, following is suggested:

i. VWC may ensure that the fund in the account gets accumulated over the period either by way of farmers’ contribution on regular basis or interest received from members by extending part of fund as revolving fund assistance.
ii. The MF amounts are released to registered VWC, in their bank account. The detailed information is available with respective ROs. DDMs can be asked to find out the status of these accounts, which will give some idea about the use of MF in completed watershed.

iii. Depending on the availability of funds in the maintenance fund account, 50% of the fund can be used for on-lending to the member on rotation basis and 50% may be kept in the account for maintenance of physical structures.

iv. Maximum revolving fund assistance to a single borrower (SHG/JLG) may be restricted at 20% of the maintenance fund balance.

v. VWC shall decide the period of loan and interest rate on revolving fund assistance. Landless farmers may also be covered for assistance through revolving fund.

vi. VWC will ensure regular repayment from the borrowers. In case of default, suitable action has to be taken and no further loan assistance to be extended to such members.

vii. In case, VWCs have been promoted as FPOs, 50 to 75% of the maintenance funds can also be leveraged for equity contribution in FPOs and rest can be used for maintenance of conservation structures damaged during adverse climatic conditions. Wherever, maintenance fund is leveraged for equity of FPO, very limited funds will be available for on lending to SHGs, etc. Therefore, there is need to ensure linkage of SHGs and JLGs with bank branch. ROs should also make efforts to see that nearby bank branch provides either a kiosk or BC in the watershed area so that people need not have to travel long distance for making bank transactions. Mobile banking in the village should be encouraged by demonstrating how to conduct mobile banking on ordinary mobile. As soon as possible, all payments to individuals or to groups in the watershed should be through account transfer. Cash transactions should be made minimal. This would facilitate financial inclusion and encourage people to become familiar with bank and bank transactions, demystifying banking to the villagers.

viii. In case, existing byelaws of VWCs do not permit for equity contribution of Maintenance funds to FPOs, the same may be amended or contribution in the form of soft loan by VWCs to FPOs may be explored by the ROs.
3.1.4. Maintenance of Structures

i. Structures created in community lands, mainly drainage line treatments, may only be covered under maintenance fund.

ii. The maintenance of structures like farm bund, Staggered Contour Trench etc., using maintenance fund may be avoided.

iii. The available fund shall strictly be used for maintenance of structures created. New structures shall not be supported.

iv. VWCs may ensure the continuance of watershed practices/activities in the watershed area, to maximum profits out of the existing activities. For continuance of watershed practices, farmers should get sustainable higher incomes by using the harvested rain water. Water budgeting should be introduced from the beginning.

v. The practices like ban on free grazing, clear felling of tree, ban of high water consuming crops, etc., needs to be continued. VWCs will have the responsibility of ensuring adherence to the said watershed principle. In addition, ensuring water budgeting in the watershed should become main function of VWC. If, this can be ensured, it is likely that VWC will exist for a long time to come. Before the project closes, it can be ensured that bulk purchase of inputs and pooling of produce for bulk selling take place either through FPO or MACS or registered VWC, etc., the sustainability of watershed structures is likely to be ensured by these institutions.

3.1.5 Utilization of Women and landless component / Livelihood fund

i. The amount of livelihood component under the project may be transferred to a separate account of the VWC.

ii. The support under the account head will be extended to the SHGs, only on rotational basis. Direct finance to individual members may be avoided.

iii. SHGs in consultation with VWC will decide the interest rate and repayment period.

iv. VWC will have to monitor the repayments of SHGs on monthly basis. No loan, under the component shall be extended to VWC members.
v. PFA to ensure that one women from each household should be a part of a group like JLG, SHG/WSHGs. Efforts may be made to assist every group through convergence so as to make them self-sustainable.

vi. DDM may visit the village at regular intervals and check the register and books of account. Any discrepancies may be brought to the notice of VWCs. Proper guidance to VWCs may be provided, as and when required. Skill development and support for marketing from Off Farm Development Department (OFDD) should be extended to watershed areas. Linking these groups with banks should be ensured as early as possible in the project life. Extension of NABFINS activity to watersheds in cluster basis may be explored.

3.1.6. Utilization of project funds and closure of project accounts

i. VWC will have to ensure that the entire fund in the VWC account sanctioned for project measures is utilised and no balance is lying unutilised in the account. Balance, if any, in the VWC account after completion of project shall be refunded to NABARD.

ii. The fund in the account should not be used for activities, not forming part of the sanction.

iii. The account needs to be closed within three months of completion of project activities.

3.2 Financial Literacy and Financial Inclusion

Extension services of financial inclusion in the watershed villages may be given by the NGOs. They should prepare structured plan for arranging workshops in every village where they will invite DDM, LDM and Bankers. This should be a part of FSR and will be monitored by the DDM/RO. Responsibility of opening account lies with the local banker. A report on the conduct of workshops/meetings in the villages can be presented at district and state level forums as initiative taken by NABARD for financial inclusion.
Staff of PIA and VWC members should be given training in financial inclusion. In the absence of exposure in this area, the staff of PIA and VWC members may find it difficult to even approach the bank branches. In this connection, following is suggested:

i. All farmers in the watershed area must have an account in nearest bank branch. A training programme on financial literacy, benefit of Jan-Dhan Yojana, etc., shall be arranged, so as to inculcate the habit of banking operations among the rural community.

ii. PFA, before exit, shall ensure that every household in the watershed area has a bank account. PFA must ensure 100% Financial Inclusion before exiting the watershed.

iii. Awareness about Micro finance, Management of finance, importance of saving, investment, utilisation of loan for various activities, importance of timely repayments, etc., may be created in the community.

iv. The efforts may be made to
   a. Explain the concept of saving, term deposit, KCC, loan product, etc.
   b. Match appropriate product to special groups, like women, farmers
   c. Explain various investment products to farmers, women, etc.
   d. Organise financial literacy campaign/camps

3.3. Meeting credit needs of the watershed community - Preparation of banking plans

i. DDM in consultation with RO/PMU may facilitate preparation of a Banking plan, well before completion of the watershed, considering the potential available for various economic activities in the watershed area requiring financial support.

ii. The Banking plan may be incorporated in the PLP of the block/district concerned.

iii. A separate banking plan for each watershed area or 2-3 adjoining watersheds shall be prepared and a copy of the same may be submitted to HO.

iv. Financial support under NABARD schemes/programme of PODF, UPNRM, OFDD, FSPF, etc., shall also be explored.
v. The banking plans shall be presented and discussed before the BLBC/DCC/SLBC.

vi. The banking plans should focus mainly on risk mitigating interventions, like integrated farming system activities, viz. dairy, poultry, vermicompost production, dryland horticulture, agro forestry, precision farming, organic farming, etc. Two or more of activities may be integrated, while estimating credit plan to individual beneficiaries. This should be our main focus. Combined with rain water harvesting through land and drainage line treatments, diversification of activities should reduce risk to farmers consequently to financing banks. We need to work more on financial inclusion and financing farmers, women and landless in the watershed by banks. In addition ROs also need to encourage NABKISAN/ NABFINS to tap the potential for business as risk has been reduced in the developed watersheds.

vii. Such viable and feasible banking plans could be considered for financing by CBs/RRBs/CCBs or by NABAKISAN/NABARD under PODF. Preference may be given for generation of business to NABARD through refinance or by direct lending by subsidiaries like NABKISAN/NABFINS/ABFL.

viii. PFA may continue providing technical support to VWCs, SHGs, etc. The support in the form of linkage with RFIs, Govt institutions, Market linkage, preparation of project proposal, etc., may be provided to groups. Charges for carrying out the activities may be paid by the group concerned.

3.4. Linking watershed community with the technical agencies

Technology transfer and agriculture extension plays a crucial role in increasing agriculture production, productivity and farm income to the farmers living in the watershed areas. ICAR has established KVKs in each of the districts for the purpose. Apart from this, these institutions are also actively involved in extending farm advisory services to the farmers in supply of quality inputs, pests and disease control, nutrient management, marketing, etc. Further, some of the districts /adjoining districts also have the presence of Agriculture Universities. The VWCs/watershed community needs to be linked with such institutions for integration and transfer of latest technologies developed by such institutions for the benefit of all the watershed families. In addition, services of RML type of organisation should be introduced, so that, farmers can tap
such services on their own. They should also be introduced to Kisan call centre and encouraged to make use of the information provided by call centre. Efforts may be made to link weather advisory services to farmers wherever available in and around the project areas.

### 3.5. Promotion of federation of VWCs / Farmers Producers Organizations

ROs shall explore the possibility of forming the federation of VWCs at apex level. 2-3 good working adjacent VWCs shall be identified to form federation. The membership of federation shall be expanded subsequently. The federation needs to be registered with the concerned authority. Support for VWC federation shall be sought through convergence, CSR etc.

ROs to ensure that at least one producer group may be formed in every watershed village. PFA/NGO may be extended technical and hand-holding support to such organisation. A watershed project may be construed as sustainably completed if these kind of organisations exist and are functioning well at the end of the project period.

### 3.6. Continuance of watershed activities

Sustainable watershed development needs continuation of the activities carried out in such projects. In this connection, roles and responsibilities of stakeholders such as VWCs, PFAs and Regional Offices are very important and they are enumerated below.

#### 3.6.1. VWC

- Maintenance of structures
- Revolving fund assistance
- Control over the maintenance fund and also livelihood fund
- Ensure Opening of account of all the farmers

#### 3.6.2. Regional Office

- Formation of VWC federation
- Convergence in watershed
- Training and capacity building of farmers/VWC
Watershed Development Fund Guidelines 2016

- Preparation of banking plan/Area Development Schemes
- Conduct of Impact Evaluation Study
- Preparation of consolidated report watershed-wise and its submission to HO
- Technology transfer and extension

3.6.3. Project Implementing Agency
- Training support to VWC
- Closure of VWC account and refund the unutilised fund to NABARD
- Convergence in watershed projects
- Handing over the project to VWC
- Formation of Producer groups in the watershed area
- Explore support for Marketing of farm produce
- Formation of SHGs, JLGs & Farmers Clubs etc.

4. Training Budget
While assessing the training needs mentioned above at para 4.1 to 4.5 above and expenditure required in respect of ongoing/near completion projects, ROs may work out the cost details every year and send proposal to HO for consideration/approval under “Training and Promotional Budget”. Such expenditure may be restricted up to 5% of the total project cost. Further, if the NGOs in the completed projects are not available, ROs may engage the services of Resource Support Organizations (RSOs) in implementation of the Sustainable Development Plan.

5. Social audit
Social audit shall be conducted by RO/PMU through verification of display/signboards, wall painting, area map, board indicating activities supported under project, community groups formed, etc. Further, such audit should focus on getting feedback from the farmers on the impact of project interventions to their income and livelihood. It will be better, if social audit is done by a third party. For this purpose, a monitoring/feedback format could be develop by an expert of the ROs. Students of nearby colleges or agriculture colleges can be used to conduct such studies under the guidance of a faculty.
6. Conclusion:
Aim of watershed development should be sustainable increase of incomes of farmers, women and landless in the area. Therefore, area treatment and drainage treatments are means and not ends.

At the end of project period, the income in the watershed should have doubled. This will increase stake of everybody in the sustainability of watershed. In the post watershed project, there should be adaptation of water budgeting, creation of intuitions like SHG federation, VWC, MACS or Dairy cooperative or FPO, training of Master Farmers for credit, technology transfer and marketing, tie up with KVKs/ agri universities for technology transfer, availability of “Reuters Market Light” type of service, Financial inclusion and at least Rupees one crore business (deposit+ credit) for banks and collective bulk purchase of inputs and pooling of output for selling and grading and/or initial processing of output. If this has been achieved, watershed development will definitely be sustainable.

Though what is envisaged looks very ambitious, we should aim high. Even if we are able to achieve 50% of what is aimed we would have done a great job.
Appendix-A

SUGGESTED TRAINING PROGRAM AND ITS CONTENT

AT THE TRAINING CENTRE: (TOPICS 1 TO 10 )

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>TOPIC 1: Introduction of participants</td>
<td></td>
<td>30 minutes</td>
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<tr>
<td>TOPIC 2: Watershed development efforts - Status, reasons for success / failure</td>
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**Objective:** To understand the history and process of watershed implementation, impact created, success / failure, risk reduction for agriculture.

**Contents**

- a) Implementation time line
- b) Parameters of benefits generated, change in water availability, change in cropping pattern, crop productivity, wage employment, living standard, reduction of drudgery for women.
- c) Use of livelihood fund by SHGs/JLGs till date, activities undertaken, success, problems

**Duration:** 60 minutes

**Methods & Media**
Discussion; time line analysis (time taken for different stages/ phases, and utility of these stages/ phases), agriculture production and productivity, charts /table

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<tr>
<th>TOPIC 3: Role of Community Based Organizations in Post Watershed Development</th>
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**Objective:** To understand the role of various Community Based Organizations.

**Contents**

- a) Role of VWC in post watershed scenario – accounts and record keeping, maintenance of structure, use of maintenance and livelihood funds. Possible activities by VWC.
- b) Role of Samyutha Mahila Samithi (SMS) / SHG Federation – management of revolving fund/ livelihood fund.
- c) Possible new organizations like Joint Liability Groups, milk co-operatives, input procurement / processing / marketing societies, MACS – procedure for their formation - legal framework.

**Duration:** 45 minutes for each to above three institution categories (total - 135 mins.)

**Methods & Media:** Discussion; Power Point Presentation.

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<th>TOPIC 4: Maintenance Fund</th>
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**Objective:** To understand mechanism for use of maintenance fund.

**Contents**

- a) Use of Maintenance Fund – maintenance of structure, selection of works, prioritization
- b) Augmentation of fund - yearly contribution, management of fund
- c) Use of Maintenance Fund as Revolving Credit - selection of beneficiaries / activities, bank linkage, repayment and maintenance of records.

**Duration:** 60 minutes (including 15 min discussion)

**Methods & Media:** Discussion; Power Point Presentation
TOPIC 5: Livelihood Fund

Objective: To understand mechanism for use of livelihood fund.

Contents
a) Use of livelihood fund - Revolving credit for SHGs
b) Selection of beneficiaries – prioritization / activities / bank linkage,
c) Repayment - interest rate / and maintenance of records.

Duration: 105 minutes (including 15 min discussion)

Methods & Media: Discussion; Power Point Presentation.

TOPIC 6: Field visit to a developed Watershed (Nearby)

Objectives
To understand the efforts/processes for post watershed development, in a developed watershed through observation and interaction with CBOs.

Contents
a) Project implementation processes and benefit accrued.
b) Understand role of CBOs – VWC, SHGs / SMS, etc., in the post watershed scenario.
c) Understand utilization and augmentation of Maintenance Fund and Livelihood Fund.
d) Exposure to various post watershed activities at group/ individual level - process of implementation, role of CBOs
e) Understand efforts in converging with various Government Programmes, Bank Linkages, NABARD Programmes, future plans.

Duration: 8 Hrs (480 minutes)

Method and Media: Field visit, Groups Discussions / Focused Group Discussions

TOPIC 7: Review of Field-visit

Objectives: To consolidate the learnings from the field visit.

Contents
a) Recapitulate the field visit
b) Similarities between their situation and ours
c) How to use the field visit experience to make our project better

Duration: 120 minutes

Method & Media: Discussions, presentation based on Focused Group Discussions.

TOPIC 8: Role of Banks in Post Watershed Development

Objectives
To understand the importance of credit linkage with banks and processes for achieving the same.

Contents
a) Understanding importance of credit linkage in post watershed scenario.
b) Role of various CBOs in credit linking – VWC, SMS / SHGs, JLGs, MACS
c) Transformation of VWC to Business Correspondent, Business Facilitator

Duration: 105 minutes
Method & Media: Presentation/discussion

TOPIC 9: Convergence with various NABARD Programmes / schemes

Objectives
To understand various NABARD Programmes / Schemes and their possible convergence in watershed areas.

Contents
a) Understanding various schemes of NABARD and its possible convergence in watershed.
b) Credit linkage through UPNRM, ABFL/ ADFT / NABFINS.
c) Role of various CBOs in convergence.

Duration: 90 minutes
Method & Media: Presentation/discussion

TOPIC 10: Convergence with ongoing government schemes

Objective
To understand various ongoing Central/State Government Programmes / Schemes and their possible convergence in watershed areas.

Contents
a) Understanding various schemes of Government and its possible convergence in watershed
b) Maintaining liaison with line Dept of Government
c) Technology transfer through KVKs, Agril. Universities.
d) Role of various CBOs in convergence.

Duration: 90 minutes
Method & Media: Presentation / discussion

ONE DAY PROGRAMME AT THE PROJECT AREA (TOPICS 11 TO 13)

TOPIC 11: Potential for post watershed activities

Objective
To understand the potential for post watershed development in agriculture and non-farm sector.

Contents
a) Mapping of resources, natural, human resources - such as individuals/ small groups; Material/ Knowledge resources such as soil testing, etc,
b) Prioritization and setting up of goals for utilization of these resources for overall livelihood improvement of watershed community.
c) Possible agriculture interventions for productivity enhancement, cropping pattern change.
d) Understanding possibilities of collective seed and other input production / procurement, water management, technology transfer, processing and marketing
e) Understanding the potential for off- farm sector activities in the watershed area
f) Role of various CBOs in harnessing the potential created.
**Duration:** 120 minutes  
**Method & Media**  
Groups on action plan for (i) VWC (ii) SHG/ SMS (iii) JLGs, Cooperatives will be formed. The groups will make presentations, followed by discussion.

**TOPIC 12: Action Plan Preparation and Envisioning**

**Objective:** To prepare implementable action plan for post watershed activities

**Contents**

a) Prioritization of activities – set broad targets to be achieved - envisioning for next 2 years.

b) Preparation of action plan and time line for the same.

c) Role of CBOs in the action plan implementation - VWC, SMS, etc.

**Duration:** 3 hours  
**Method & Media:** Presentations by Groups Formed and Discussions

**TOPIC 13: Record Keeping, Accounting, Transparency**

**Objective:** To understand the aspects related to record keeping, accounting, transparency

**Contents**

a) Basic accounting procedure, book keeping

b) Transparency and social auditing

**Duration:** 90 minutes  
**Method & Media:** Presentation - Discussions
Training Module for VWC/SHGs/Supervisors – Post Watershed Interventions

**Target Group**

1. Member of the Village Watershed Committee (VWC)
2. Forest Protection Committee (FPC)
3. Community Organizer
4. Field Supervisor
5. Self Help Group Members

**Profile of Target Group**

Participants should

a. Have been involved in mobilizing people right from the beginning
b. Fair understanding of watershed implementation, different treatments and their relevance
c. Have a good credit history with financial institutions

**Objectives of training**

a. To provide information on impacts created and reduced risk of agricultural activities in post watershed scenario.
b. Instill confidence and improve skills to meet their responsibilities in the post watershed development such as management of accounts, use of Maintenance and Livelihood Funds, maintenance of structures, conduct of village meetings, etc.
c. Understand possible interventions like seed/input procurement, technology transfer, processing, marketing, etc.
d. To get an idea of the appropriate mechanism for delivering the services at (c) above
e. Understand importance of credit linkage of farmers/villages in the watershed area and information on channels for achieving the same, viz. Business Correspondent, Business Facilitators, Producers Groups/Company, MACS, Societies, etc.
f. Understand various programmes/Schemes of NABARD where convergence is possible eg: Off Farm Sector, Micro-finance, Financial Inclusion, credit linkage through UPNRM, ABFL/ADFT/NABFINS.
g. Understand the relationship between VWC, Govt. and other agencies; also understand various programmes implemented by Central/Sate Government, Agricultural Universities / KVKs, etc. and possibilities of convergence of these Programme/Schemes in the watershed.

**Location and Duration**

Three days programme may be conducted at a Training Centre of RSO/PFA preferably near to watershed areas where post watershed development interventions have already been taken up successfully.

One day programme may be conducted at the Watershed project area, after a gap of 10 days (max). On this day, efforts may be made to involve Branch Manager of local Banks, Secretary of PACS, Govt Department Officials (Agriculture, Animal Husbandry, etc.) apart from PMU in-charge/RO officials so as to elicit commitment on the action plan.

**Support Material**
1. Reading material on different topics, schemes of NABARD, GoI, State Government, etc.
2. Proformae of various registers/ records for account keeping.

**Expected outcome**

After the training, the following outcomes are expected

a. A document outlaying **Plan of Action for next 2 years** for the project villages participating in the training focusing on Maintenance, Agriculture Technology transfer, Livelihoods development, Credit, Institution building and Convergence
b. VWC is fully functional as a decision making and conflict resolution body, which understands its roles and responsibilities in the post watershed scenario
c. VWC is empowered for maintenance of various structures through effective utilization of Maintenance Fund
d. Planning and implementation of livelihood and agronomic interventions by tapping resources meant for the same eg: Livelihood Funds
e. Better awareness of possible activities in post watershed scenario which could be taken up on convergence mode with various on-going programmes/schemes of NABARD, Central/State Government etc.
f. Preparation and implementation of credit plans with the support from banks/NABARD
g. Undertake value added services like seed/input procurement, technology transfer, processing, marketing, etc.

******************************************
## Model Programme Schedule

### Three Days at the Training Centre

**DAY-1**

<table>
<thead>
<tr>
<th>Topic No.</th>
<th>TIME (Hrs)</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09.00 - 09.30</td>
<td>Introduction of participants</td>
</tr>
<tr>
<td>2</td>
<td>09.30 - 10.30</td>
<td>Watershed development efforts - Status, reasons for success / failure, impact created</td>
</tr>
<tr>
<td></td>
<td>10.30 - 10.45</td>
<td>Tea Break</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Role of Community Based Organizations in Post Watershed Development</td>
</tr>
<tr>
<td></td>
<td>10.45-11.30</td>
<td>Role of VWC</td>
</tr>
<tr>
<td></td>
<td>11.30-12.15</td>
<td>Role of SMS/ SHG</td>
</tr>
<tr>
<td></td>
<td>12.15- 13.00</td>
<td>Role of other organizations – Forest Protection Group, JLGs, Co-operatives – Legal frame work for these organisations</td>
</tr>
<tr>
<td></td>
<td>13.00-14.00</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>4</td>
<td>14.00-14.45</td>
<td>Use of Maintenance Fund</td>
</tr>
<tr>
<td></td>
<td>14.45-15.00</td>
<td>Discussion</td>
</tr>
<tr>
<td></td>
<td>15.00 - 15.15</td>
<td>Tea Break</td>
</tr>
<tr>
<td>5</td>
<td>15.15-16.45</td>
<td>Use of Livelihood Funds</td>
</tr>
<tr>
<td></td>
<td>16.45 - 17.00</td>
<td>Discussion</td>
</tr>
<tr>
<td></td>
<td>17.00-17.30</td>
<td>Briefing on field visit – formation of groups for Focused Group Discussion</td>
</tr>
</tbody>
</table>

**DAY- 2: TOPIC 6 : FIELD VISIT TO A DEVELOPED WATERSHED**

<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.00 – 10.00</td>
<td>Interaction with the VWC – its present role</td>
</tr>
<tr>
<td>10.00 – 13.00</td>
<td>Field visit to the watershed area to study the Post Watershed Activities – Maintenance of structure, livelihood activities taken up, Interaction with Beneficiaries at the field.</td>
</tr>
<tr>
<td>13.00 – 14.00</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>14.00- 17.00</td>
<td>Focused Group Discussion with VWC, SHG Federation, Forest Protection Groups, Co-operatives, JLGs, etc. Study of aspects related to record keeping, accounting, liaison with banks, government department, NABARD, etc.</td>
</tr>
</tbody>
</table>

**DAY- 3 (At the Training Centre)**

<table>
<thead>
<tr>
<th>Topic No.</th>
<th>TIME</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>09.00 – 11.00</td>
<td>Review of Field-visit – presentations/ discussion based on focused group discussion</td>
</tr>
<tr>
<td></td>
<td>11.00 - 11.15</td>
<td>Tea Break</td>
</tr>
</tbody>
</table>
### Role of Banks in Post Watershed Development - VWC, SHG, LJG Linkage

#### BC and BF Model of Banks

#### Discussion

#### Lunch Break

#### Convergence with various NABARD Programmes / schemes

#### Credit Linkage with NABARD – UPNRM, ABFL / ADFT/NABFINS

#### Tea Break

#### Convergence with ongoing government schemes

#### Discussion

#### Formation of Groups for Action Plan Preparation

### DAY- 4 (In the Project Area)

<table>
<thead>
<tr>
<th>Topic No.</th>
<th>TIME</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>09.00 – 11.00</td>
<td>Potential for post watershed activities – Presentation by groups</td>
</tr>
<tr>
<td></td>
<td>11.00 - 11.15</td>
<td>Tea Break</td>
</tr>
<tr>
<td>12</td>
<td>11.15-12.30</td>
<td>Envisioning and Prioritization</td>
</tr>
<tr>
<td></td>
<td>12.30-13.00</td>
<td>Lunch Break</td>
</tr>
<tr>
<td></td>
<td>13.00-14.00</td>
<td>Finalization of action plan</td>
</tr>
<tr>
<td>13</td>
<td>15.30-16.15</td>
<td>Discussion on Record Keeping, Accounting, Transparency</td>
</tr>
<tr>
<td></td>
<td>16.15 – 16.30</td>
<td>Tea Break</td>
</tr>
<tr>
<td></td>
<td>16.30 – 17.30</td>
<td>Launching of the Post Watershed Action Plan</td>
</tr>
</tbody>
</table>
CHAPTER 9 : Collaboration of CSR funds from corporate bodies in watershed development

As per the section 135 of the companies Act 2013, the companies having net profit of more than Rs.5 crore or net worth more than Rs.500 crore or turnover of more than Rs.1000 crore should spend (every year) at least 2 % of the average net profit made during the three immediately preceding financial year. The amount shall be spend either company directly or through own NGO or through other NGOs. The preference for implementation of activities should be given to local area / area where company operates.

2. Out of the various thematic area of the CSR, Rural Development is one of the area wherein we can rope in implementation of activities in collaboration with corporate which will ensure the overall development of the community and effective utilisation of the available resources in the area. All NABARD’s intervention provide ready platform for convergence of social sector interventions with strong Social Mobilization and Community Participation.

3. Benefits of Collaboration

- Effectiveness in utilization of resources viz., physical, human and financial resources
- Evolve successful and replicable development models of convergence for showcasing and upscaling- PPP model in development/ NRM sector
- Effective Community Mobilization and participatory approach
- Leverage on the advantages of mutual expertise and professional competence
- Multiplier effect- with limited resources, more areas / people could be covered
- Monitoring and other systems can strengthen project implementation
- Technology and marketing competencies could be harnessed

4. Watershed in collaboration with corporates:

4.1. ROs can invite corporate of the area to execute watershed Development Project in the identified area of the State. The additional support of Corporate can be sought in the form of:
- Implementation of new projects in collaboration as per agreed terms
- Implementation of additional project measures (which is not covered earlier) in the ongoing or completed watershed projects.

4.2. In case of the watershed projects with co-funding arrangement the additional cost of the project over and above the stipulated Rs.12000.00 per ha may be obtained from the corporate. A separate agreement may be signed with the corporate for implementing the projects (Sample copy of agreement enclosed). It is preferable to seek the corporate contribution in FIP phase only, however, in case corporate insist, the contribution may also be taken in CBP itself. CSR contribution should not be for business as usual activities, however, it could be for watershed plus interventions, like crop water budgeting, promotion of integrated farming system, demonstration of drip and sprinkler irrigation systems, promotion of Farmers Producers Organizations, shade net cultivation, etc., apart from social sector activities like, drinking, sanitation, health etc.

4.3. Proportion of NABARD and corporate grant support may be vary from project to project and will depend on the corporate mandate to contribute to the project.

4.4. A separate agreement with the corporate needs to be signed before actual implementation of the projects starts.

4.5. Official from corporate may also be involved for field monitoring visit to projects. The release of fund will be based on the recommendation of the team visited the project.

Annexure 17 Agreement format
CHAPTER 10 : Loan to State Govt

1. NABARD Act - operative section
Section 27 A of NABARD Act, inter-alia stipulates that the "National Bank may make loans and advances to any State Government or a corporation owned or controlled by the State Government or to any other person or class of persons, as may be approved by the Board for making of such loans and advances and subject to such terms and conditions, as may be approved by the Board, for the development of infrastructure facilities for promotion of agriculture and rural development". As per the above provision, the loans are being extended to State Govts from WDF.

2. Eligible Borrowers:
As indicated in para 1 above, WDF consists of grant and loan components. The funds out of grant component are released directly to the implementing agencies (project facilitating agencies) which could be the Panchayat Raj Institutions, the local Self Help Groups, the NGOs or the State Government Departments or State controlled Corporations. However, for implementing the loan component projects in FIP, the State Governments are the borrowers under WDF.

3. Rate of Interest and Period of Loan
The rate of interest on the loans to be availed out of WDF by the State Governments is as decided by NABARD from time to time. The repayment period is nine years including a grace period of three years. The interest is payable during the grace period also.

4. Activities covered
The loan component of the fund will be used mainly for the following purposes:
   i. Financing implementation of the Full Implementation Phase (FIP) of watershed projects by way of loans to the state governments;
   ii. Supporting on loan basis promotional activities for micro-credit, promotion of SHGs of women, the landless, members of the SC/ST communities and the other weaker section of the community and other related activities in the watershed development programme
   iii. Apart from above stated activities, other related and essential activities will also be supported as may be decided by the Board of NABARD/ CSC from time to time.
5. Sanctioning Procedure

i. The watershed projects wherein the Capacity Building Phase is implemented successfully will be assessed by a team comprising NABARD and Nodal Department officials. If found successful the concerned Project Facilitating Agency (PFA) is sanctioned grant for preparation of project feasibility report (FR) which forms the basis for sanction of loan for Full Implementation Phase (FIP) of the watershed project.

ii. Project Feasibility Reports prepared by the PFAs will be appraised in the field by a team comprising NABARD officers and officials from Nodal Department. The Memorandum of Sanction based on the proposals made in the feasibility report will be prepared for sanction of FIP. The power to sanction FIP proposals irrespective of the size of project and amount has been delegated to Project Sanctioning Committee (PSC) at Regional Office level from 29 January 2010 onwards. The PSC at RO level is chaired by CGM of RO and members comprise of representative of Ministry of Agriculture, GoI, Secretary Nodal Department implementing watersheds, State government, representatives of NGO (on rotation basis), representative of FSDD, HO. The PSC at HO will handle the projects in respect of the following categories of States based on the MoS submitted by RO with their recommendation.

- All NE States except Assam
- Smaller states such as Sikkim, Goa and UT of Andaman and Nicobar
- States where only one/no project is under implementation.

iii. The Sanctioning Committee will meet as required based on the FIP proposals received for sanction.

iv. Since the watershed projects are to be implemented over a period of 4 to 5 years, there could be a need for cost escalation in the event of revision of wage rates, etc. The proposals for cost escalation will be considered by the Sanctioning Committee as per need and justification on a project-wise basis.
6. Security / Documentation
The following documents will be required to be submitted by State Governments before availing loans out of WDF:

i. A letter conveying acceptance of terms & conditions of sanction duly signed by the authorized official of the State Government.

ii. Letter of undertaking by the State Government in the prescribed form indicating among other things that the State Government will make necessary budgetary provision for repayment of principal and interest.

iii. Time Promissory Notes (TPN) to be executed by the State Government at the time of each drawl of loans.

iv. The State Governments are also required to furnish a certificate to the effect that the advances drawn are within the limits prescribed by the State Legislative Assembly under Article 293(1) as also certificate indicating consent of the Government of India under Article 293(3) of the Constitution of India.

7. Disbursement of loans
Loans out of WDF will be released with a start-up advance to the sanctioned projects. After the utilisation of sixty percent of previous instalment of advance, next instalment to the State Government would be released after 60% utilisation of the previous instalment.

8. Withdrawal of projects
On account of genuine constraints/difficulties in implementation, requests for withdrawal of projects by State Government will be considered by the Sanctioning Committee. No commitment charges will levied for such withdrawals.

9. Payment of interest
Interest shall be payable by State Govt. on every year. Interest is payable during grace period also. If State Govt. fails to pay the interest on the due date(s), it shall be liable to pay additional interest on the overdue interest amount at the same rate of interest as is applicable to the principal amount.
10. Repayment of loan
Each drawal of funds will be deemed as a separate loan for the purpose of repayment schedule. The installment falling due on any date shall be repaid by State Govt. on the first day of the specified month every year.

11. Monitoring & evaluation
Monitoring of projects will be based on field visits and desk review. Monitoring visits / studies and evaluation studies will be conducted, both in house and through external agencies, as per directions of the CSC based on the WDF guidelines.

12. Other operational matters
Any other matter to be operationalised under WDF will be taken up from time to time as per the guidelines / directions by the Central Steering Committee of WDF.

Annexure 18 Letter of undertaking by the State Government
CHAPTER 11 : Watershed Monitoring Mechanism

1. Monitoring of the projects;

a. At RO level –
   i. ROs have to monitor the projects on regular basis. Every watershed development project need to be monitored by RO/PMU official on half yearly basis. The gap between two visits to a project should not be more than six months in any case.
   ii. The concerned official may submit the monitoring report to Regional office immediately after the visit, in the format prescribed.
   iii. All the aspects of implementation has to be monitored strictly as per sanction terms. Deviation, if any, may be brought to the notice and a suitable justification may be provided for the same.
   iv. The major observations of the visit, wherever necessary, may be forwarded to the implementing agency and seek compliance thereof.
   v. Important developments/innovations introduced in the area may be documented separately and a publication at the end of the year may be brought out.

b. DDM Monitoring –
   i. DDM need to monitor the projects on regular basis apart from the regular visit by RO officials.
   ii. DDM may monitor the projects on quarterly basis, in case number of watershed projects in the district are less than 10 and half yearly basis when the number of watershed projects are more than 10.
   iii. Care should be taken that the visit of DDM and RO official should not coincide. There should be a sufficient gap between the visits of RO official and DDM.

c. HO Monitoring –
   i. With the introduction of web based monitoring of watershed programme, HO will use NABARD-BHUovan web portal for online tracking and monitoring of watershed projects which is likely to cover all the NABARD anchored watershed projects in due course of time.
ii. The projects and programme will be monitored through review meets apart from demand and need based visit to the ROs

2. Pre-release visit –
   i. For every disbursement claim, RO must undertake a field visit within 15 days of receipt of the claim from PIA and submit the report to RO within one week from the date of visit.
   ii. Fund may be released based on the recommendation of the officer who have undertaken the field visit. For major observations, compliance may be sought from the PIA. Disbursement may be effected only after satisfactory compliance by PIA to the observations.
   iii. In case of exigency, DDM may also take up the pre-release field visit to the project site and submit his report.
   iv. The entire process of fund release may be completed at the earliest so that the progress in implementation of project may not hamper for want of funds.
   v. In case of slow moving projects, RO may consider releasing the fund (on the basis of recommendation of visiting team) for three months instead of six months. The review at the end of every month may be taken up till project implementation is regularised.

3. Review of projects-
   i. RO may conduct review meeting once in every six months. CGM, RO may chair such meets. Special attention may be provided to slow moving projects. The project wise consolidation report may be submitted to HO
   ii. RO must ensure that no project is closed prematurely. Every effort may be taken up towards successful completion/revival of the project.
   iii. RO must ensure that the project implementation is as per the phasing only and there is no delay in implementation. In case of delay, steps may be taken to expedite the process of implementation.
   iv. Any premature closure may be immediately reported to HO with specific reasons for closure of the project/s and PSC recommendation.
   v. RO may prepare a monitoring calendar at the beginning of the year and ensure that the visits are taken up on regular basis.
vi. Review of the DDMs visits to watershed projects may be taken up during the Bimonthly Structured Meet.

vii. As far as possible experienced or technical official may be deputed for the visit to watershed projects.

viii. If required, RO may also arrange a visit of DDMs/RO officials to good projects in the State or other States (with HO approval) so as to expose DDMs to the new approaches and impart technical proficiency about the programme.

4. Monitoring visit report –

i. During the visit, officer may check the progress as against sanctioned items. Comments on every component of the project need to be specified in the visit report.

ii. Officer may also check the books of accounts, registers, fund transactions, social audit, documentation, etc.

iii. In case of need, the services of experts/scientist from the institution like ICAR, Agriculture Universities (AUs), KVKs etc., may be availed.

iv. RO may arrange the visit of State Govt. officials to the projects site so as to create an awareness about our efforts in implementation of WDF projects.

5. Review of unutilised Balance

i. RO may review the unutilised balances in the VWC account on monthly basis and ensure that the released fund is being utilised as per the action plan.

ii. Any unutilised balance at the end of six months may be called back or a suitable action may be taken for its utilisation immediately. Suitable explanation may be sought from the PIA for non-utilisation of fund as per the plan.

iii. RO may strictly scrutinise the action plan submitted by PIA at the time of release of fund.

iv. NGO wise details of unutilised balances at VWC level may be reported to HO in the ORMS format on quarterly basis.

Annexure 19 Monitoring visit formats
CHAPTER 12: Closure of watershed project

After successful completion, the watershed projects have to be handed over to the Community for taking up of ownership and sustainability of the programme. In case RO is not convinced with the progress in implementation, a decision may be taken to close the projects without completion. However, enough care must be taken to ensure that the project would not get closed in between as the very purpose of the implementation may get defeated.

Pre-Closure of Watershed project -
In case, RO PSC convinced that no viable option is available to take forward the watershed project, PSC may take the decision to close the project. PFAs and VWCs may be heard before taking the decision for closure of project. Option of closing the projects may be exercised as the last resort. However, ROs may ensure that the projects are implemented successfully through,

1. Close monitoring of the project.
2. Replacing the PFA with other PFA in case of indifference at PFA level or poor progress in implementation.
3. Continuous meeting with VWC and awareness creation/capacity building etc., if villagers are not fully convince with the benefits of watershed

Closure decision may be taken before considering the FIP. Closure during FIP may not be a feasible option.

Extension of project period –

1. Extension of time period for implementation of watershed projects may increase the cost of implementation of projects and hence it is not desirable to extend the project period. RO may develop suitable strategy for implementation of the projects and ensure that projects are completed within the given time.
2. Approval of RO PSC for extension of time period is necessary before completion of project period. PSC may consider the extension request of PFAs taking into account the reasons for non-completion of the projects within the sanction project period.
3. In case of extension of the project, no additional grant assistance may be sanctioned for the project. In case of any cost escalation arising within the extended period, PFA/villagers have to bear the additional expenses.

4. Extension of the project period twice and more than one year is not permissible.

**Utilisation of unutilised grant:**

1. ROs to ensure that watershed project is being implemented as per sanction. Any deviation in the approved activities have to be approved by PSC and should be within the overall budget sanctioned for the project.

2. RO may consider to use unutilised amount for different activities, if they satisfied that the projects were implemented without sacrificing the quality standard and the saving is made due to extra efforts of PFAs, like convergence, efficient use of resources etc., and the amount thus saved does not exceed 10% of the total project cost. In case amount saved is more than 10% of the sanctioned cost, PFAs may seek separate sanction from RO PSC for implementing additional activities.

3. Underutilised grant on account of partial or poor implementation of projects/components or non-implementation of certain components, over estimation of cost etc., will not be considered as ‘Optimal use of resources’ and in such cases no additional activities may be considered for sanction and PFAs may be advised to refund the amount to NABARD.

4. The interest credited on unutilised amount during the implementation of project may be transferred to maintenance fund account as and when received in the account.

**Successful completion of project:**

1. RO may initiate the project completion formalities six month prior to completion of the project.

2. RO may obtain the Project Completion Report (PCR) from the PFA in the prescribed formats. The report needs to be scrutinised closely by undertaking field visit to project site. RO must verify the physical & financial progress indicated in the PCR through a field visit to the project site.

3. PFA may be asked to refund the unutilised, balance amount if any lying in the project account of VWC.
4. RO may facilitate closure of the VWC account & formally handover the project to VWC and guide the importance of continuance of project activities for sustainable development during post project period.

5. Before closure of project account, RO may facilitate PFA/VWC to get the Audit of project account by CA.

6. RO may explore possibility of promoting VWC as Farmers Producers Organisation (FPO) as per the Sustainable Development Plan (SDP) and Maintenance Fund (MF) guidelines.

7. RO may also prepare an Area Development Plan/Banking plan (ADP) for the area before completion of project and such plans may be launched, discussed and monitor by the DDMs in the forum like DCC, BLBCs etc.

8. RO may also evaluate the completed projects (cluster of 5-10 watersheds) through third party. A necessary budget for the same may be sought at the beginning of the financial year

**Annexure 20 Project Completion Report (PCR)**
CHAPTER 13: Training and Promotional activities

Apart from the project activities, RO can implement various training and promotional activities in the watershed within the budget approved by HO. The detail of activities to be covered under the head are as under

A. Items of Expenditure which can be booked into "Training & Promotion Budget" without referring to HO

1. Expenditure on conduct of State Steering Committee meeting
2. Expenditure on conduct of Training / Exposure visit programmes to NGOs/VWCs/Villagers/State Govt officials (within the State) and NABARD officers.
3. Expenditure on State level experience sharing/review workshops/PSCs/Seminars
4. Expenditure on Exchange programme (Ex. Visit of VWC/NGO from one district to other district within the State)
5. Expenditure on documentation, publication of leaflets, Newsletters, Posters, promotion materials (print & electronic) in local language etc. for promotion of WDF.
6. Expenditure on any demonstration of "Agricultural Productivity Enhancement" programme in WDF watersheds
7. Expenditure on any training programmes in Income Generating Activities for the beneficiaries of WDF watersheds.
8. Expenditure for engaging RSOs/Consultants for implementing watershed development projects.

B. Items of Expenditure which can be booked into "Training & Promotion Budget" only after specific approval from HO

1. Expenditure on any external delegation / special invitees on a exposure visit to watershed projects
2. Expenditure on Exchange programme (Exg. Visit of VWC/NGO from one state to other state)
3. Expenditure on any special studies in relation to Watershed Development &
Management

4. Reimbursement of traveling expenses and other expenses as specified by HO from time to time for NGOs/VWCs/State Govt. Officials to participate in any training/exposure/consultation meets/ programmes organised /sponsored by HO.

5. Any other expenditure which were not included in the above list for ROs

C. Items of Expenditure which are not eligible

1. Capital expenditure is not allowed under this budget
2. Reimbursement of Traveling expenses of officials from Dept. / Corporations / Autonomous bodies etc. of State Govt. to participate in any programme organized by ROs is not allowed
CHAPTER 14: Project Sanctioning Committee

1. Member of PSC at RO
   i. CGM, RO – Chairman
   ii. DGM of concerned department – Member secretary
   iii. GM/DGM/AGM - Member
   iv. Representative of NGO (Rotation basis - to be rotated every 2 years) – Member.
   v. Secretary Nodal Department implementing Watersheds, State Government - Member
   vi. Representative of MoA, GoI – Special invitee
   vii. Representative of Rural Development Department, State Govt – Special invitee
   viii. CGM, FSDD, HO Mumbai or his representative - Special invitee

2. The invitation for PSC meeting may be sent 15 days prior to the date of meeting. The terms of reference of the PSC, periodicity of meetings, sitting fees etc. would be as under:
   a. Term of the Committee and periodicity of meetings
      The term of the Committee will be for 2 years from the date of constitution. The PSC will ordinarily meet once in a quarter. However, the Committee may meet as frequently as possible to ensure smooth implementation of the programme.

   b. Sitting fees and reimbursement of cost of travel, stay etc.
      TA/DA/ lodging & boarding etc. expenses of official members will be borne by their respective organizations. However, in respect of non-official members, NABARD would reimburse actual travel expenses (by air / rail / road / steamer) by shortest route from their office / residence as communicated to NABARD. In addition, the non-official members will be eligible for sitting fees of Rs. 500/- for each meeting. The boarding and lodging arrangements for the members, if required, will be made by NABARD.
Annexure 1: NGO selection criteria

Watershed Development, NABARD
Regional Office, ---------------

Selection Criteria for NGOs

<table>
<thead>
<tr>
<th>Name of the NGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive's name and Address</td>
</tr>
<tr>
<td>Telephone No.</td>
</tr>
<tr>
<td>Whether NGO is registered and in existence for atleast three years? Yes/No</td>
</tr>
<tr>
<td>Whether the identified NGO is black listed by Central Social Welfare Board</td>
</tr>
<tr>
<td>If Yes, reject the NGO</td>
</tr>
<tr>
<td>If No, give marking as given below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Parameters (with maximum weightage)</th>
<th>Marks awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Audit (10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Audited Statements/ Balance sheet is available for the last three years. (10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Audited Statements/ Balance sheet is available for the last two years. (6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Audited statements/ Balance sheet not available (0)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rapport with Govt. departments (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Already implementing any other Govt. supported programme (5) (i.e. Education, Health, Sanitation etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Not at all involved in any Govt. supported programme (0)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Experience in implementing watershed programmes (15)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Implemented any other watershed development project directly funded by any other agency. (15)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Involved in community organisation in watershed programmes. (10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Not involved in watershed programmes (5)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Manpower availability (15)</td>
<td></td>
</tr>
<tr>
<td>A)</td>
<td>Technical Staff (10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Staff includes civil/ agricultural engineers/ agronomists/ horticulturists etc. (10)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) includes science graduates with training in watershed activities (7)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) includes non-technical and non-science background staff (4)</td>
<td></td>
</tr>
<tr>
<td>B)</td>
<td>Community organiser (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Qualified community organiser with BSW/ MSW qualification (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Trained community organiser with general qualification/ graduate (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Infrastructure facilities (35)</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td><strong>A</strong> Office premises (15)</td>
<td>i) Own Office premises and Training Centre (15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Rented Building and Training Centres (10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Residence cum Office (5)</td>
</tr>
<tr>
<td></td>
<td><strong>B</strong> Mobility (10)</td>
<td>i) Availability of four wheeler owned by organisation for field work like jeep, sumo, etc. (10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Availability of two wheeler owned by organisation (6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) No vehicles (0)</td>
</tr>
<tr>
<td></td>
<td><strong>C</strong> Availability of equipments (10)</td>
<td>i) Computer, Office furniture, Phone, Fan etc. (10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Only essential office furniture, no computer (6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Non availability of essential furniture (0)</td>
</tr>
<tr>
<td>6</td>
<td><strong>Period from which NGO is active in project area/ villages (10)</strong></td>
<td>i) More than two years (10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) One - two years (7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Less than one year (4)</td>
</tr>
<tr>
<td>7</td>
<td><strong>Proximity of controlling office from proposed project area (5)</strong></td>
<td>i) Less than 50 Kms (5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) 50 - 100 kms (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>More than 100 Kms (2)</td>
</tr>
<tr>
<td>8</td>
<td><strong>Participation in NABARD assisted programmes like SHG formation, VVVs, REDPs etc. earlier (5)</strong></td>
<td>i) Participated (5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Not participated (0)</td>
</tr>
</tbody>
</table>

**TOTAL**

NGP with >70 marks will be eligible

**NABARD Officers**

1. Name                      Designation          Signature
2. Name                      Designation          Signature

**WDD Officers**

1. Name                      Designation          Signature
2. Name                      Designation          Signature
Annexure 2: PIA Data sheet

Project Facilitating Agency (PFA) desirous of participating in the Watershed Development Fund Programme are requested to furnish the following information about their organisations:

1. Name of NGO:

2. Legal Status:
   i. Whether Trust or Society:
   ii. Trust Registration Number:
   iii. Society Registration Number:
   iv. Date of Registration of Trust __________, Place

   Note: Please enclose copy of Registration Certificates and copy of Memorandum of Association / Trust Deed and Rules and Regulations.

3. F.C.R.A. Registration Number: ______________
   Note: Please enclose Xerox copy of certificate.

4. i. Registered Address of Head Office:
   Area of Operation:

   ii. Address of Sub-Branches/Centres:
   Area of Operation:

5. Other Details:
   1) Name and designation of the Chief Functionary or contact person:
   2) Address for regular correspondence:
   3) Telephone number (Office and Residence):
   4) Grams:
   5) Fax number:

6. Office bearers of Organization/Trust/Society:
   Please enclose list of office bearers in the following format.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Age</th>
<th>Occupation</th>
<th>Since when associated with Organization</th>
</tr>
</thead>
</table>

7. Organization Structure:
   Please indicate the departments, their responsibilities, and the authority structure/hierarchy (line of command).
8. **Man Power:**
Please enclose information in the following format
(a) Honorary workers

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Age</th>
<th>Occupation</th>
<th>Qualification</th>
<th>Since when associated with Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Educational</td>
<td>Experience (yrs.)</td>
</tr>
</tbody>
</table>

(b) Paid workers

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Age</th>
<th>Occupation</th>
<th>Qualification</th>
<th>Since when associated with Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Educational</td>
<td>Experience (yrs.)</td>
</tr>
</tbody>
</table>

9. **Equipment and infrastructure:**
Please enclose information in the following format
(1) Fixed assets (capital)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Type</th>
<th>Number</th>
<th>When purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Equipment

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of Equipment</th>
<th>When purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **Funding sources:**
Please state names and address of funding agencies.

11. **Projects handled in past/on-going:**
Please enclose information in the following format.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Project</th>
<th>No. of beneficiaries</th>
<th>Amount involved</th>
<th>Year of start of implementation</th>
<th>Year of Completion if applicable</th>
<th>Funding sources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. **Largest project handled:**
Comment briefly on the largest project (financially or man power wise) handled so far, indicating specifically difficulties experienced in the project and any other salient experiences.
13. **Relationship with Government Departments:**
   i. Please indicate if you have implemented any Government programs in the past. If yes, please indicate description of the project and amount involved.
   ii. Please describe what Government programs/schemes are being implemented presently by you. Please state amount (Rs.) involved.

14. **Water and Land Management:**
   Please tick and fill in the relevant information wherever applicable.
   Our NGO has been working in the past in the following fields
   a. Afforestation -
   b. Pasture development -
   c. Horticulture -
   d. (i) Soil conservation
      We have done the following:
      1. Farm bunding -
      2. Contour bunding -
      3. Gully plugging -
      4. Contour trenching -
      5. Terracing -
      6. Any other (indicate name) -
   (ii) Water Conservation
      We have done the following:
      1. Nala bunds Nos. -
      2. Check dams Nos. -
      3. K.T. Weirs Nos. -
      4. Percolation Tank Nos. -
   e. Agriculture Extension/Development
   f. Livelihood, Women development

15. **Developmental Approach**
   1. Which area/disciplines you prefer to work in?
   2. How do you choose a village to work in?
   3. How do you approach the village?
   4. What programs do you introduce initially?

16. **Please enclose copies of the following:**
   1. Audited financial statement for the past 3 years.
   2. Annual reports, if available.
   3. Evaluation reports, if available.
   4. Any other literature, if available.

Place: Signature
Date: 100
Annexure 3: Watershed Data Sheet

1. Location of the proposed project site:
   Name(s) of village(s), Taluka and District

2. Month and year since PFA has been active in the proposed project area.

3. Did the PFA participate in implementing any Government programmes or privately funded schemes in the proposed area?
   If yes, give brief description in the following format -

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name/Type of Scheme</th>
<th>Number of Beneficiaries</th>
<th>Date of Commencement</th>
<th>Date of Completion</th>
<th>Departments Involved</th>
<th>Financial Outlay</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Prevailing wage rate in Rs./day for casual labour in agriculture. Indicate range and season if necessary after mentioning the type of work.

5. a) What alternative employment opportunities, other than agriculture are available in or near the proposed project site?
   
   b) How far are such opportunities from the proposed project area?

   c) If a Watershed Development Project is implemented in your village, how many laborers will be available on a monthly basis between the months of October and June.

6. Have village leaders/active persons visited any completed or ongoing watershed project? If yes, give names of the projects visited, number of persons who visited and brief experience from the visit.

7. Give a brief description of the community organisations existing in the village.

8. Please indicate any community activities completed by the villagers. Mention specific instances of "Shramadaan" (Note: Please treat this question as important).

9. Please indicate instances of previous work on Soil and Water Conservation and Afforestation done by the villagers.

10. Is the village included or proposed to be included in any other Soil and Water Conservation Programme (like 'DPAP, IWMP, or any other such programme)? If yes, what work has been carried out so far under the specific scheme/project?
11. Is there any prevalent pattern of out/in migration from/to the area? Give details. How many people of the village have migrated out of the village in search of work?

12. What is the literacy rate in the village? How many villagers are teachers or have been teachers?

13. What is the Service Area Bank and how far is the nearest bank from the village? (Please give name and address of Bank).

14. Give details of the proposed watershed project to the extent possible:
   a. Normal average annual rainfall (in m.m.)
   b. Height difference between the highest and lowest point in the watershed (in meters)
   c. Area of the watershed (in ha.)
   d. Please provide the following information about the village

   1. Road Side Village (please tick)
   2. Tyre Road (please tick)
   3. Kachha Road Village (please tick)
   4. Bazar Village (please tick)
   5. Command Area Village (please tick)
   6. Distance from nearest Tyre Road _______ in km.
   Note: Please enclose a copy of the topo sheet of the watershed.

   e. Area under irrigation:

1. Perennially irrigated ___________ ha.

<table>
<thead>
<tr>
<th>Type of crops</th>
<th>Area (ha)</th>
<th>Output (/ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Seasonally irrigated _______ ha.

<table>
<thead>
<tr>
<th>Type of crops</th>
<th>Area (ha)</th>
<th>Output (/ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   f. Land use pattern in watershed:

   1  Forest Land (Belonging to Govt.) ha.
   2  Revenue Land ha.
   3  Private Land
      a) Cultivated Land ha.
      b) Uncultivated Land ha.
      Total ha.
      Grand Total (1+2+3+) ha.
Note: This total should tally with 14 (c) above

g. Population details:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Category</th>
<th>Number of Persons</th>
<th>Number of Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Landless laborers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Land owners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) upto 3.5 acres</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) from 3.5 acres to 5 acres</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) more than 5 acres</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SC/ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Those having BPL. Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Those who do not require daily wage employment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

h. Animal Population details:

2. Cows (Crossbred) Nos: ____________
3. Scrub Cattle Nos: ____________
4. Bullocks Nos: ____________
5. Sheep Nos: ____________
6. Goats Nos: ____________
7. Others (name type) Nos: ____________

Place ____________                  Signature

(Name and designation)

Date ____________                  (Name of the organisation)
### Field appraisal report

<table>
<thead>
<tr>
<th>Date of field visit</th>
<th>Visiting team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Watershed</td>
<td>Watershed code</td>
</tr>
<tr>
<td>Block</td>
<td>WS area in ha</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>NGO/PIA</td>
<td></td>
</tr>
</tbody>
</table>

#### Physical features

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of main drain, connecting river, outlet etc.</td>
</tr>
<tr>
<td>2</td>
<td>Whether WS located in upper part of drainage system</td>
</tr>
<tr>
<td>3</td>
<td>Range of slope and average slope, general topography/terrain</td>
</tr>
<tr>
<td>4</td>
<td>Soil texture</td>
</tr>
<tr>
<td>5</td>
<td>Whether ridge/drainage line is prominent</td>
</tr>
<tr>
<td>6</td>
<td>Area and Proportion of forest area</td>
</tr>
<tr>
<td>7</td>
<td>Average annual rainfall (mm)</td>
</tr>
<tr>
<td>8</td>
<td>Whether dry/drought prone area</td>
</tr>
<tr>
<td>9</td>
<td>Percentage of irrigated area</td>
</tr>
<tr>
<td>10</td>
<td>Average depth of water table</td>
</tr>
<tr>
<td>11</td>
<td>Duration of dryness of open wells</td>
</tr>
<tr>
<td>12</td>
<td>Whether problems like soil erosion, land degradation, extent of erosion resource depletion, water scarcity noticed in the area</td>
</tr>
<tr>
<td>13</td>
<td>Whether high water demanding crops like Sugarcane, banana grown in the area</td>
</tr>
<tr>
<td>14</td>
<td>Distance from Dist HQ/ block HQ /nearest Pucca road, approachability</td>
</tr>
</tbody>
</table>

#### Socio-economic

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>No. of villages/tolas covered</td>
</tr>
<tr>
<td>16</td>
<td>No. of families</td>
</tr>
<tr>
<td>17</td>
<td>No. of SC/ST families</td>
</tr>
<tr>
<td>18</td>
<td>No. of BPL families</td>
</tr>
<tr>
<td>19</td>
<td>Major occupation of villagers</td>
</tr>
<tr>
<td>20</td>
<td>No. of landless families</td>
</tr>
<tr>
<td>21</td>
<td>Average land holding (ha)</td>
</tr>
<tr>
<td>22</td>
<td>Major crops grown</td>
</tr>
<tr>
<td>23</td>
<td>Cropping intensity</td>
</tr>
<tr>
<td>24</td>
<td>Cropping pattern</td>
</tr>
<tr>
<td>25</td>
<td>Major source of irrigation</td>
</tr>
<tr>
<td>26</td>
<td>Whether incidence of migration reported</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
</tr>
<tr>
<td>27</td>
<td>Alternate source of non-agricultural employment like collection of Minor forest produce, brick kiln, mining, agri labourer etc.</td>
</tr>
<tr>
<td>28</td>
<td>Literacy level (% age)</td>
</tr>
<tr>
<td>29</td>
<td>Type of livestock reared</td>
</tr>
<tr>
<td>30</td>
<td>Fodder availability, whether free grazing observed</td>
</tr>
<tr>
<td>31</td>
<td>Any community Works undertaken by Villagers like village road, repair works, etc.</td>
</tr>
<tr>
<td>32</td>
<td>Any work done by villagers for resource conservation like afforestation, desilting of nala etc.</td>
</tr>
<tr>
<td>33</td>
<td>Whether villagers showed inclination to follow social discipline like ban on free grazing, tree felling, shramdan</td>
</tr>
<tr>
<td>34</td>
<td>Other facilities like hospitals, schools, bank, post office, community hall etc., available in the area</td>
</tr>
<tr>
<td>35</td>
<td>Whether area is electrified, availability of pucca road etc.</td>
</tr>
<tr>
<td><strong>Others</strong></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Any trace of Soil &amp; water conservation measures undertaken by other agencies including MNREGA</td>
</tr>
<tr>
<td>37</td>
<td>Resolution of gram Sabha about any Soil &amp; water conservation works undertaken during the last 10 years</td>
</tr>
<tr>
<td>38</td>
<td>Whether NOC from SLNA obtained</td>
</tr>
<tr>
<td>39</td>
<td>Whether NGO active in project area, since when</td>
</tr>
<tr>
<td>40</td>
<td>NRM activities undertaken by NGO if any</td>
</tr>
<tr>
<td>41</td>
<td>Whether technical expertise available with NGO</td>
</tr>
<tr>
<td>42</td>
<td>Recommendation of the visiting team regarding selection of watershed</td>
</tr>
<tr>
<td>43</td>
<td>Any other remarks/observation/points for compliance etc</td>
</tr>
</tbody>
</table>

**Signature of visiting officers:**

**Date:**
Annexure 5: Offer letter Pre-CBP

(It is a sample format only, RO may change it wherever required)

Offer letter Pre-CBP

Dear Sir

Watershed Development Fund (WDF)-
Invitation to join the Capacity Building Phase (CBP)

We are pleased to welcome you to the Watershed Development Programme under the Watershed Development Fund ......watershed (Watershed code :..... ) in ........ district. You are now requested to comply with the following Pre-CBP activities to facilitate us to sanction the project for the 1st phase (Capacity Building Phase):

a. Firstly delineate the Watershed area and prepare a watershed map with all the physical features which includes, roads, villages, major water bodies, etc.

b. Organise a meeting in each village of the watershed explaining about the programme to be undertaken and about the benefits that may be accrued in taking up this participatory watershed development programme.

c. After conduct of meetings in each village, organise a combined meeting inviting the people of all the villages of the watershed wherein, DDM from NABARD may be present. During the meeting a date for an exposure visit for the village community to an on-going watershed of WDF located in the nearby district may be decided

2. The social aspects to be followed in the watershed may be explained as indicated below:

a. the watershed community should be willing in principle to participate effectively in the project.

b. the watershed community should agree to contribute a minimum of 16% of unskilled labour costs of the project measures by way of 'shramadan’ or in cash/kind.

c. the entire watershed community shall agree to ban free grazing in treated areas (social fencing) and a ban on clear felling of trees within the watershed area and such other measures as are necessary for maintaining and protecting the treatments undertaken for watershed development.

d. watershed community is willing to reduce the livestock population, in due course of time, to the carrying capacity of the watershed.

3. A total of 30 to 40 interested people with equal representation from all the villages of the watershed may be chosen for the exposure visit. An exposure visit to a watershed will generate awareness about watershed development programmes for the benefit of the village community.

4. The VWC should decide the work to be taken up under 4-days mandatory shramadan. The work chosen for the mandatory shramadan should be related to watershed development.

5. Exposure visit to a nearby WDF watershed is a MUST before starting the watershed development planning activities. A amount can be reimbursed by NABARD after production of original bills/ proof of expenditure by PFA (NGO). The participants of the exposure visit
has to contribute partially for the exposure visit. NABARD will reimburse the expenditure only after receipt of proper CBP proposal.

6. After conduct of the exposure visit, watershed committee in CBP watershed villages may be formed. Subsequently, a central Village Watershed Committee (VWC) may be formed with representatives from each of the village Committee. The NGO and the VWC members should undertake net planning exercise to decide the treatment works required for implementation under CBP.

7. On receipt of the CBP project report, Officers from NABARD may conduct an appraisal visit to the watershed for sanction of the project.

8. It may also be noted that the project report need not be very exhaustive since the CBP projects cover 90-100 ha. The following are the essential features which need to be a part of the CBP Project report.
   i. Topo sheet with watershed delineated with CBP area demarcated.
   ii. Physical features map of watershed - with CBP area demarcated
   iii. Proposed treatment map for the CBP area
   iv. Watershed data sheet
   v. NGO data sheet
   vi. Survey number / plot wise net planning (soil and moisture conservation measures) for the CBP area.
   vii. Summary of proposed activities to be taken up
   viii. Design details of the proposed treatments in terms of per unit or per hectare along with cost norms adopted

9. NABARD will reimburse a maximum amount of Rs.25,000/- for the above preparatory activities which should be included in the CBP plan. The amount will be released while releasing the first instalment of CBP grant.

Yours faithfully

(XYZ)
Annexure 6: Letter of Agreement of the family

Letter of Agreement of the Family

Agreement taken by: Village Watershed Committee
Village _____________________ Taluka ____________________
District ____________________

Agreement given by: Mr. and Mrs. ______________________________
Village _____________________ Taluka ____________________
District ____________________

We the residents of the above mentioned village and we state that there is a need to implement the Watershed Development Programme in our village. To successfully implement the Programme in our village, we agree to observe the rules and conditions as mentioned below:

a. We will willingly participate in all types of meetings held in the village and contribute to the discussions.

b. We will contribute our energies and time to making the watershed development Programme a success.

c. We will contribute at least one day’s labour per week as shramdan (voluntary labour) to the Programme.

d. We will enforce on ourselves the ban on free grazing on treated lands and cutting of any tree.

e. We shall not sink a bore well during or after the implementation of the project for purpose of irrigation.

f. We will keep away from all types of disputes, at personal or community level, based on caste, religion, class, politics or difference of opinion, which may affect the Programme. If any such dispute occurs in the village, we will provide help in settling it at the village level itself through democratic processes.

g. As we understand that water is a social resource, we are agreeable to its equitable distribution on principles decided by VWC/Village Meeting. We will not directly lift water from any storage structure like check dams, percolation tanks constructed during the Programme or earlier.

h. We shall be in agreement with all decisions taken for the successful implementation of the project, taken by the VWC or at the village meeting.

We are in full agreement with the above rules and conditions. We understand that these are binding on us and our family members. If any of these rules are violated by us or our family members, we would be fully responsible and any decision taken on this violation by the VWC or at the village meeting would be acceptable to us.

We are signing this agreement letter, based on full understanding and on our own choice, on (day) __________, date ____________ / __________ / 20__, in the presence of witnesses.

(Signature of wife & husband)                                      (Name of Witnesses)

1. Signature                                             1.

2.                                             2.

108
Annexure 7 : CBP appraisal Report

CBP Appraisal Report (information format)

Brief note on the visit including date and location of the watershed area in the district. Distance from district headquarters etc.

The Watershed

Name of Watershed--
Watershed Code -
Date of Letter of offer - -------
Date of pre-CBP visit ------------
Total Area - ------ ha
CBP area- -------- ha
Name of the Village----------
Village/Villages identified for the CBP-----------------
Average slope in the watershed area (CBP)-------
Major soil type (s) in the watershed area (CBP)-----
Major crops grown in CBP area-
Any urbanization issues that may crop up in future -

The VWC and its Participation in the Project

Whether VWC is formed?
Village watershed community has undergone exposure visit to the completed watershed projects.
Number of people participated in the exposure visit -------------
Awareness level about the watershed management and importance of community participation in the project-
What work was undertaken as mandatory shramadan --------------
    Physical Quantity (units) -------------
    Value of work (in Rs.) ---------------
    Number of families participated in shramadan -------------
Participation of people in community works/gram-sabha -------------
The PFA/NGO
Location of the office: (distance of project office from watershed area in km)-
Location of the main office (place):
Whether implementing any other watersheds (including Govt. Programmes)-
Other activities of NGO -
Association with NABARD in other programmes-
Expertise / technical Staff (with areas of specialization)
Staff appointed for the current project (with qualification)-
Comment on overall capability of the NGO in implementation of watershed, environmental and other natural resources development and management programmes. (Based on similar programmes implemented / being implemented)

Observations during the field visit:

About net plan-
Whether net plan formats signed by the farmers?
Whether farmers are aware of the treatment planned in their field and importance of the treatment.

Major observations on the treatment planned:
Location of the treatment measures as per the technical norms?
Any repetition of the work with govt. Programme particularly with respect to deepening of the percolation pond etc.?
Planning of treatment measure(s) as per soil (type and depth), topography (mainly slope).
Permanent water availability and supplementary irrigation (lifesaving irrigation) availability for DH and AF plantation.
Whether preference is given to low cost structures?
Whether the cost(s) proposed are comparative to the PWD schedule of rates and rate adopted at field level?

Any changes/ modification in treatment measures suggested during desk and field appraisal:

About Proposal:
Whether as per the guidelines and proforma??

Other observations:
**Annexure 8 Check List**

**CHECK LIST**

**Scrutiny of Capacity Building Phase (CBP) Proposal**

Name of Project: ________________________________
Name of PFA: ________________________________
Name of District: ________________________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Compliance</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Brief details of watershed - total watershed and CBP</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brief details of NGO</td>
<td>Yes / No</td>
<td></td>
</tr>
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<td>3</td>
<td>Completion of 4 days qualifying Shramdan details</td>
<td>Yes / No</td>
<td></td>
</tr>
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<td>4</td>
<td>Formation of VWC</td>
<td>Yes / No</td>
<td></td>
</tr>
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<td>5</td>
<td>Details of Pre-CBP Exposure visit</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Proforma - I to X</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Estimates and Sketches</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Maps (1:50000 scale)</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Existing structure such as dams, weirs, etc.</td>
<td>Yes / No</td>
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</tr>
<tr>
<td>b</td>
<td>Land capability classes and Present land use</td>
<td>Yes / No</td>
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</tr>
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<td>9</td>
<td>NGO data sheet</td>
<td>Yes / No</td>
<td></td>
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<td>10</td>
<td>Watershed data sheet</td>
<td>Yes / No</td>
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<table>
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<th>Compliance</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit cost within Rs.12000/ha</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Submission of past 3 years audited statement by NGO</td>
<td>Yes / No</td>
<td></td>
</tr>
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<td>3</td>
<td>Details of savings bank account jointly operated by VWC and NGO</td>
<td>Yes / No</td>
<td></td>
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</table>
Annexure 9 : CBP Sanction Letter

CBP Sanction Letter

(It is a sample format only, RO may change it wherever required)

Dear Sir

Capacity Building Phase (CBP)- Sanction under Watershed Development Fund (WDF)

Name of Watershed :
Taluk/Block :
District :

We welcome you to the Watershed Development Fund. As you are aware, this programme consists of two phases; Capacity Building Phase (CBP) and the Full Implementation Phase (FIP). The CBP project provide a hands on learning and training experience as also a demonstration of likely impact of watershed development. It also gives a clear indication whether the village community can work together as also work with the Project Facilitating Agency (PFA) i.e. NGO to develop the entire watershed. This will enable the village community and the implementing agency to test whether project disciplines like ban on grazing, ban on tree felling and eschewing water intensive crops be enforced. On successful implementation of the CBP project, NABARD would advise the Project Facilitating Agency (PFA) i.e. NGO to prepare a Feasibility Study Report (FSR) for the entire project area for the Full Implementation Phase (FIP).

2. We are pleased to inform you that the CBP project submitted by you has our approval and Rs.-------(in words) is sanctioned including Rs. .........../- towards Pre-CBP expenses. The sanction of the project and release of money is dependent upon your organisation accepting the terms and conditions specified in this Letter of Offer.

3. The project will be jointly implemented by your organisation viz. -----(Name of NGO/PFA) and Village Watershed Committee (VWC). It may be ensured that the VWC is constituted within a period of six months from the date of this letter. Once constituted, the continuation of grant support for the project will be conditional upon the VWC accepting in writing the terms and conditions mentioned in this letter. Till such time the formerly constituted VWC accepts terms and conditions, your organization will be responsible and liable for the sanctioned project

4. Your organisation shall ensure that:
a) the watershed community is willing in principle to participate effectively in the project.
b) the watershed community should agree to contribute a minimum of 16% of unskilled labour costs by way of 'shramdan' (free labour) or as contribution either in cash or kind.
c) the entire watershed community shall agree to ban free grazing in treated areas (social fencing) and a ban on felling of trees within the watershed area and such other measures as are necessary for maintaining and protecting the treatments undertaken for watershed development.
d) the watershed community is willing to reduce the livestock population, in due course of time, to the carrying capacity of the watershed.

5. Your organisation may constitute a Village Watershed Committee (VWC), as per the details given under:

a) The Village Watershed Committee (VWC), be a formal registered body representing the entire watershed community. The NGO shall ensure that the VWC is registered within six months of issue of this letter. The VWC and the NGO would be jointly responsible for project execution.
b) The VWC will be nominated by the Gram Sabha or democratically elected and will have at least 9 members which would include a Chairman, a Vice Chairman, a Treasurer, a Secretary as Office bearers and other members. The members shall be nominated from the watershed area.
c) There will be adequate representation of the different geographical areas within the watershed.
d) There will be at least 30 percent members selected from among the women and two members selected from land less persons in the watershed area.
e) A representative of your organisation may also function as the Secretary of the VWC, if necessary, for one or two years initially. However, attempt should be made to train and develop members of the VWC for serving as the Secretary of the Committee.
f) The VWC may co-opt a representative from NABARD as a member and the bye-laws of the VWC shall make adequate provision for the same.

6. 50% of the total grant sanctioned excluding pre-CBP expenses (% of Rs.--------(in words)) will be released for the project on acceptance of the terms and conditions. Of this, a sum of Rs.--------(in words) will be released to the VWC’s bank account towards Project Treatment Measures being % Rs.--------(in words) and Rs.--------(in words) will be released to NGO towards Project Management Cost being % of Rs.--------(in words). Further, a sum of Rs. ........../- (Rupees ..... only) for Pre-CBP expenses will also be released to NGO after your organisation agrees to the terms and conditions mentioned in this Letter of Offer.
7. Project funds will be released directly to the Account of the VWC to be operated jointly with you or directly to the NGO as the case may be. The NGO/VWC should maintain item wise expenditure towards project measures and towards management overheads separately.

8. Once, 60% of the previous released funds for Project measures are exhausted, the VWC and NGO or the NGO itself, as the case may be, may call for replenishment from the NABARD, Regional Office, ....... A Progress Report including the work done, expenditure incurred, shramadan/contribution made, and a declaration concerning points 11 and 12 below should accompany the replenishment letter.

9. The Record Keeping System (Attendance Register, Work Measurement Book, Muster Payments Register, Minutes of Meeting Register, Materials Register, Shramadan / Contribution Register, survey no. wise work planned and done Register) shall be strictly followed.

10. Your organisation should hire one full time official to look after the CBP project. An amount of 20% of project expenses shall be disbursed directly to your organisation for overheads and hiring a full time official. This money must be utilised for salaries and relevant recurring expenditure in relation to capacity building of the watershed community.

11. In order to develop the capabilities of the villagers to 'own' the project gradually, the following records in local language shall be displayed in a public place on a continuous basis.

   A) A village map showing CBP area, treatments done which should be upgraded on a monthly basis.

   B) A statement showing shramdan done or contribution made / by whom and amount.

12. While it is generally understood that projects that successfully complete the CBP are accepted by NABARD for inclusion in the FIP, it does not automatically follow so. NABARD reserves the right to accept or reject requests. The special terms and conditions are given in annexure (RO may add).

13. The CBP area, the completed work and the records maintained by VWC and NGO will be open for inspection/audit by NABARD's representatives/officers.

14. LIABILITY : In the event of any misutilisation of funds or utilisation of funds for the purposes not specified under the Letter of Offer, NABARD shall reserve the right to suspend further disbursements of grants for project implementation, administration and demand refund of amount so misutilised from the NGO and the VWC, jointly and severally.
15. Machinery should not be used in the watershed area for executing the treatment measures.

If you are agreeable to the above:

(a) Please sign and stamp the enclosed copies of the Letter of Offer in duplicate and forward to us. The letter may also be signed by two representatives of Village Community.

(b) Please open an Account in the name of the VWC to be operated jointly with you and send the same to NABARD. Also please send us the name of your Bank A/c to which funds can be disbursed.

(c) Please inform us of the name of the full time official you hired for the CBP project.

(d) Submit the full details of 4 days mandatory shramdan like - no. of eligible families, no. of mandays contributed, description of the work undertaken, Quantity of work undertaken, Monetary value of shramdan contributed, documentary proof (Photos) along with AGM(DD)’s recommendation.

Yours faithfully

General Manager

• NOTE: This letter may be translated in the local language and be read out in the village so that everyone in the village understand the terms and conditions of this letter.

The terms and conditions stated above are accepted.

For the NGO

VWC

Signature (s)

Name of the authorised signatory(ies)

Designation of the authorised Signatory(ies)

For the
Annexure 10 : CBP Proforma

Proforma 1

GENERAL DESCRIPTION OF THE WATERSHED AREA
i Name of the Watershed :
ii Watershed Code :
iii Latitude :
iv Longitude :
v Length :
vi Breadth :
vii Village Covered :
viii Panchayat :
ix Block :
x District :
xi Major Drainage system of which Watershed is a part :
xii Identification Code of the Watershed :
xiii Highest Elevation in the Watershed :
xiv Lowest Elevation in the Watershed :
xv Height difference :
xvi Village Covered under CBP :

Details of the Area of the Watershed :

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description</th>
<th>Total Area (Ha)</th>
<th>CBP Area (Ha)</th>
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<tr>
<td>A</td>
<td>PUBLIC LAND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Government Forest Land</td>
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</tr>
<tr>
<td>2</td>
<td>Revenue Land</td>
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<tr>
<td>3</td>
<td>Panchayat Land</td>
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<tr>
<td>4</td>
<td>Gothan (Land occupied by households)</td>
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<td>5</td>
<td>Submergence area due to tank / pond</td>
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<tr>
<td></td>
<td>Sub – total (A)</td>
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<tr>
<td>B</td>
<td>PRIVATE LAND</td>
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<td>2</td>
<td>Perennially irrigated</td>
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<td>3</td>
<td>Rain fed</td>
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<td>4</td>
<td>Fallow (Culturable waste)</td>
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<td>TOTAL (A + B)</td>
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<td>Treatable Area</td>
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Data source : Reference year :
### Proforma 2

**DEMOGRAPHIC DETAILS OF THE WATERSHED AREA**

**Total Households**

**Total Population**

**ANALYSIS**

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<tr>
<td>Secondary</td>
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<td>Higher Secondary</td>
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<td>Graduate and Above</td>
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</tr>
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<td>%</td>
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<tr>
<td><strong>EMPLOYMENT</strong></td>
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Data source: Reference year:
Proforma 3

Land Holding Pattern

<table>
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<td>% to Total</td>
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A. Existing Holding (Ha.):

<p>| | | | |</p>
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</tr>
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<td>2</td>
<td>&lt; 01</td>
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Data source:  
Reference year:
**Proforma 4**

**CLIMATIC DATA**

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<td>Nearest Meteorological Station or Observation Point from which the data has been obtained:</td>
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<td>2</td>
<td>Distance of Meteorological center from project site:</td>
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<td>3</td>
<td>Average Annual Rainfall of the area:</td>
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<td>Highest Intensity of Rainfall in the last 10 years:</td>
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<td>Highest Rainfall in 24 hours in the last 10 years:</td>
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Data source: ___________________________ Reference year: ___________________________
### Well Inventory

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<td>Bore well</td>
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<td>Shallow Tube well</td>
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Proforma 6

Soil Type and General Topography

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## Proforma 7

Survey number wise net planning (Soil and Moisture conservation measure)

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<th>Survey No</th>
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<th>Erodibility Class</th>
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<th>Existing Treatment</th>
<th>Proposed treatment</th>
<th>Addl. Vol (cum)</th>
<th>Earth work</th>
<th>Plantation</th>
<th>Total Cost (Rs)</th>
<th>Unit Cost (Rs/ha)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>
Proforma 8

Survey number wise details of Treatments

<table>
<thead>
<tr>
<th>Survey No</th>
<th>Area</th>
<th>FB</th>
<th>SCT</th>
<th>WAT</th>
<th>GB</th>
<th>RA</th>
<th>AF</th>
<th>AH</th>
<th>DH</th>
<th>EGP</th>
<th>SGP</th>
<th>LBS</th>
<th>ECD</th>
<th>CCD</th>
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<tr>
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<td></td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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</tr>
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</table>

123
### Proforma 9

#### Summary of Treatments

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Proposed Land use</th>
<th>Proposed Treatments</th>
<th>Land Class</th>
<th>Area (Ha)</th>
<th>Volume of Earth Work</th>
<th>Av. Rate of E/W (Rs./cum.)</th>
<th>No. of Plants</th>
<th>Cost of Planting/Plant Labour</th>
<th>Cost of Planting/Plant Material</th>
<th>Total Cost (Rs)</th>
<th>Labour Cost (Rs)</th>
<th>Material Cost (Rs)</th>
<th>Shramdan 16% of labour cost</th>
<th>G.Amt.excl. 16% of lab.cost</th>
</tr>
</thead>
</table>
Proforma 10

Executive Summary

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Area Treatment Cost (A)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Drainage Line Treatment Cost (B)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Total Cost (C = A+B)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Management Cost (D = 20% of Total Project Measures including Shramdan)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pre-CBP Expenses (E)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total Project Cost (F = C+D+E)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cost of Shramdan (16% of Unskilled labour cost)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Supervision Cost (8% of Unskilled cost)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Grant Amount Net of Shramdan</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Net Grant per Ha.</td>
<td></td>
</tr>
</tbody>
</table>
FSR Sanction letter

(It is a sample format only, RO may change it wherever required)

Dear Sir

Watershed Development Fund Programme in _________
Grant for Preparation of Project Feasibility Report
____________ Watershed in _____________District

National Bank for Agriculture and Rural Development (NABARD) has agreed in principle for development of ______________ watershed project under Watershed Development Fund (WDF) in the State of ______________. On the basis of the progress achieved by you and Village Watershed Committee (VWC) under Capacity Building Phase (CBP) and in response to your letter dated ______________, we are happy to sanction you a grant of Rs. ______________ (Rupees ______________ only) as indicated in the Annexure-, for preparing a watershed project feasibility study report under following terms and conditions.

WATERSHED SELECTION

1. As indicated by you, the project feasibility report shall be prepared for the watershed comprising the village ______________, ______________ District. The project meets following conditions which are required to hold good for the watershed project site:
   - location in the upper part of a natural drainage system comprising a well defined watershed to be treated, (village boundary should to the greater extent possible coincide with the watershed boundary).
   - the population is willing in principle to participate effectively in the project providing also labour free of charge to the extent of labour cost as indicated in para 6 (ii) of this letter.

2. We understand that you have an organizational base in the area and also have good rapport with the watershed community and the local government agencies.

3. Along with project preparation work, you shall initiate efforts with the watershed community so that the community constitutes a formal registered body in the nature of a Village Watershed Committee (VWC) which, along with you, will eventually be responsible for watershed project implementation once the project is sanctioned for full implementation.

INvolvEMENT OF THE WATERSHed COMMUNITY
4. You shall motivate the VWC and that the entire watershed community so that all villagers agree to undertake social fencing like ban on grazing, ban felling of trees, etc., within the watershed area and such other measures as are necessary for maintaining and protecting the treatments undertaken for watershed development.

5. The project feasibility study report and planning for the watershed development will be done with the full involvement and participation of the VWC and the Watershed Community.

**PROJECT PREPARATION AND RELATED FINANCING**

6. The special terms and conditions for release of first installment of grant is given in Annexure- (RO may add). The project studies will be prepared in accordance with the guidelines (Annexure- ) as also in accordance with the general guidelines that may be issued by NABARD from time to time. The project proposal shall contain a schedule of measures in the formats indicated in the (Annexure - ). The cost and grant estimates to be presented in the Feasibility Report should be prepared taking into account the following points:-

(i) Wage rate as per district schedule of rates / as declared by Govt. of

(ii) Farmers’ and community contribution @ 16% of unskilled labour cost

7. NABARD has sanctioned the grant for project preparation to you in the aggregate. NABARD will also pay 80% of the sanctioned amount as an advance **on your acceptance of the terms and conditions of this sanction letter and submission of month wise work plan for FR preparation.** The release of balance 20% will be on the basis of actuals, bearing a reasonable relationship with norms and standards for all costs prevailing in the project area, and not in terms of lumpsum amount sanctioned as per this letter of sanction and after submission of final audited statement accounts along with 3 copies of final project feasibility report incorporating suggestions made by NABARD on the draft project feasibility report.

8. NABARD reserves the right to retain 20% of the sanctioned amount till a satisfactory project feasibility study report is submitted by you. **In the normal course, you will submit at least one draft copy of the project report to NABARD, within three months of the first receipt of the grant.** NABARD shall communicate to you, comments thereon, if any, within one month after receipt of the report. Thereafter, you will submit one copy of the suitably modified final report along with maps within one month - to NABARD, ______________Regional Office, ______________.

9. You shall maintain notes on your experience in preparing the project feasibility report and periodically submit a copy of the same to NABARD.

10. Grant for **Project Feasibility Report** will be sent by way of ______________ to (NGO’s) account. However, a separate account in books of accounts for receiving and utilising the grant for project preparation with adequate documentary evidence by way of bills, receipts, vouchers, etc., will be maintained by you. The expenditure incurred should be maintained as per the sanction heads. NABARD shall have right to inspect the accounts and documents maintained for the purpose and to monitor the progress
in project preparation work by deputing its officers or by calling for the documents in the original or as copies.

**NO OBLIGATION FOR PROJECT FINANCING**

11. The sanctioning of a grant to you for project feasibility study report preparation does not automatically confer on you or the VWC a right for subsequent financing by NABARD for the investments proposed under the project. A decision for financing the investments proposed under the project will be taken on merits of the case. The project feasibility study report submitted by you will be scrutinized and sanctioned by NABARD.

**COLLECTION AND STORAGE OF PRIMARY DATA :**

12. It may be noted that all formats, etc. used for collection of primary data for the watershed project feasibility report should be kept in proper custody and must be made available to NABARD officers or any other person authorised by NABARD whenever demanded.

**LIABILITY**

13. In the event of any misutilization or mismanagement of funds or utilisation of funds for the purposes not specified under any letter of sanction issued by NABARD or any agreements entered into by NABARD with the NGO and the VWC or in case the project was not sanctioned for Full Implementation Phase (FIP) by NABARD for any reason or if NABARD is of the opinion that the NGO is not discharging its duties and responsibilities satisfactorily, and implementation of project work/account keeping is not satisfactory, NABARD reserves the right to suspend further disbursement of grants for project preparation and/or project implementation and/or terminate/withdraw the project and demand refund of the amount so misutilized and unutilised balance from the NGO and the VWC, jointly and severally.

14. You shall not transfer, assign or delegate any of your rights, responsibilities, obligations and benefits as sanctioned to you to any other person/s, or bodies without prior approval of NABARD, and without complying with any terms and conditions that may be imposed by NABARD in its sole discretion.

15. In case of any dispute the courts in Mumbai will have jurisdiction on the case.

If you are agreeable to take up the project preparation work on the terms and conditions mentioned above and you are willing to take up implementation of the project jointly with VWC constituted for the purpose, if and when sanctioned, you may kindly return a copy of this letter indicating your consent by affixing your initials and seal on each page and a full signature and seal on the last page. This letter of sanction will be effective only after your acceptance of the same is received by NABARD.

Yours faithfully,

____________

Enclosures:

1. The terms and conditions stated above are accepted.

For the NGO  
For the VWC

128
Signature (s)

Name of the authorised signatory(ies)

Designation of the authorised Signatory(ies)
**Annexure 12 : Item wise cost for conduct of Feasibility study**  
*(Say 1000 ha covering 300 families)*

<table>
<thead>
<tr>
<th>Sl</th>
<th>Particulars</th>
<th>Proposed cost</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Survey of land &amp; soil incl. marking of ridge/nala &amp; preparation of base map</td>
<td>30000         @ Rs.30/- per ha, Max eligibility Rs.30000/-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Survey of drainage line, site selection, design &amp; estimate of treatments</td>
<td>20,000        @ Rs.20/- per ha, Max eligibility Rs.20000/-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Socio-economic survey (sample basis - 10% of total no. of families with minimum of 25 families)</td>
<td>10,000        Maximum eligible Rs.10000/-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Soil sample analysis</td>
<td>5,000         @ 1 sample per 50 ha &amp; Rs.100/- per sample, max. eligibility Rs.5000/-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Hydrology / well inventory</td>
<td>5,000         Rs.500/-per day, 10 days maximum eligibility Rs.5000/-</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Survey no. wise data collection on present &amp; proposed land use</td>
<td>50000         Rs. 50/- per survey (gat) number, Maximum eligibility Rs.5000/-</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Analysis of data &amp; report preparation</td>
<td>20,000        Rs.20/- per ha, Maximum eligibility Rs.20000/-</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Reprography/ map preparation/ Digitization of watershed</td>
<td>10000         Maximum eligibility Rs.10000/-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special services for planning Livelihood/ Agri Productivity Enhancement Measures</td>
<td>15000         Rs.15/- per ha, Maximum eligibility Rs.15000/-</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Awareness/ exposure visits to other watersheds, training,etc</td>
<td>20,000        Rs.20/- per ha, Maximum eligibility Rs.20000/-</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Transport, lodging charges, etc</td>
<td>10,000        10% of item no 1-9, maximum eligibility Rs.10000/-</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Contingency @ 5%</td>
<td>5,000         10% of item no 1-10, maximum eligibility Rs.5000/-</td>
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</tr>
<tr>
<td>13</td>
<td><strong>TOTAL</strong>                                                                   <strong>200,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Cost per hectare</strong>                                                      <strong>200</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annexure 13: Points to be remembered while furnishing the information in the FIP reporting formats (Proforma 1-14)

<table>
<thead>
<tr>
<th>Proforma No.</th>
<th>Particulars</th>
</tr>
</thead>
</table>
| 1 | (a) Indicate source regarding identification code of watershed if any.  
(b) Under details of watershed area, the information should be furnished village-wise in case watershed area covers more than one village.  
*Indicate source of information as a footnote.* |
| 2 | (a) The information on total no. of households / families should be village wise indicating population in the bracket. This information may come from govt. records / census survey. All used forms for sample socio-economic survey should be preserved properly. Age group wise and SC / ST information shall be for the watershed as a whole (*Indicate the source and the reference year*)  
(b) The *sample survey for assessment of socio economic condition in the proposed watershed areas*, at least 10% of the total number of families or a minimum of 25 families, whichever is more may be covered. |
| 3 | Land holding pattern on existing gross holding should be village wise. |
| 4 | Along with total annual rainfall (mm) for the last 10 years, season-wise information viz. Summer, Monsoon and Winter shall also be furnished. (Data may be collected from nearest weather station). |
| 5 | *Furnish information for Major crops cultivated in the area.*  
(a) In the foot note at the end of each table, *indicate source or basis of data*.  
(b) For total and per capita availability, mention unit in the bracket.  
(c) In the text, the recommended package of practices to be adopted for major crops to achieve projected yield and production should be indicated. |
| 6 | In the foot note, indicate the source or basis of information. In the text, comment on how the planned reduction in livestock is proposed to be managed. |
| 7 | In the text, comment on the income level of each category and if the income derived from non-agriculture employment is substantial, the major activities undertaken should be indicated. Category wise other sources of income should be specified in the text or as a footnote. |
| 8 | The information on borewells if any also should be included. Indicate only the total number of wells. Other details such as water table depth, power source etc. may be indicated for representative samples |
i.e. wells in different parts of the watershed. The sample should cover at least 10% or 5 wells whichever is less in the area.

| 9  | In the text, comment on general fertility status of soils in the watershed area and also furnish information on recommended doses of organic fertilisers and chemical biofertilisers for the major cereals, oilseeds and pulses grown in the watershed area as per State Government Department / University / research institutes. (specify the source). |

| 10 | (a) Information on the existing treatments for which improvement i.e. repairs, etc is proposed under the project, should be furnished in the FSR and it should be indicated in the net plans also.  
(b) Gully plugs, earthen plugs and stone outlets in the individual fields should be included under area treatment.  
(c) In the remarks column, the SURVEY Nos. of area partially treated under CBP should be mentioned indicating the word CBP and also works carried out under CBP shall be indicated in the existing treatment column. |

| 11A | Storage capacity of each structure should be indicated making an additional column indicating the **source of information** in the bracket. |

| 11B | Storage capacity as per estimation should be indicated making an additional column. |

| 12 | (a) Only supervision charges of 8% of **unskilled** labour cost should be included as there is no additional provision for transportation cost of material. Under area treatment measures, the transportation cost of seeds or seedlings is included in per plant cost or seed cost.  
(b) If significant amount of farmer’s own contribution is envisaged in the project (over and above 16%), then at the end add two more columns and indicate farmer’s own contribution in one column, contribution in another column and additional contribution by the farmers separately. |

| 13 | (a) There will not be any additional provision for transportation on material. The only material required to be transported is wire mesh for construction of gabians.  
(b) For each structure, adjacent SURVEY No/s should be indicated by adding a additional column or attaching additional sheet. |

| 14 | (a) Provision for travelling expenses for field staff and/or Operation & Maintenance charges of the vehicle (Jeep/Motor cycle) may be made. |
Annexure 14 : DPR Proforma

Proforma 1-14

Proforma 1

i) Name of the Watershed : 

ii) Names of Villages Covered : Latitude

iii) Taluka and District : Longitude

iv) Major drainage system of which of which watershed is a part

v) Identification code of the Watershed:

vi) Highest elevation in the Watershed (Above MSL)

vii) Lowest elevation in the Watershed (Above MSL):

viii) Height difference (in meters)

ix) Average slope of watershed

DETAILS OF THE AREA OF THE WATERSHED - (As per Govt. Records)

<table>
<thead>
<tr>
<th>Description</th>
<th>Village - Wise Area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Village 1</td>
</tr>
<tr>
<td><strong>PUBLIC LAND</strong></td>
<td></td>
</tr>
<tr>
<td>Government Forest Land</td>
<td></td>
</tr>
<tr>
<td>Revenue Land</td>
<td></td>
</tr>
<tr>
<td>Panchayat Land</td>
<td></td>
</tr>
<tr>
<td>Gaotthan (Land occupied by households)</td>
<td></td>
</tr>
<tr>
<td>Submergence area due to tanks / ponds</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
</tr>
<tr>
<td><strong>LAND PRIVATELY OWNED</strong></td>
<td></td>
</tr>
<tr>
<td>Particulars</td>
<td></td>
</tr>
<tr>
<td>Cropped Area -</td>
<td></td>
</tr>
<tr>
<td>Seasonally Irrigated</td>
<td></td>
</tr>
<tr>
<td>Perennially Irrigated</td>
<td></td>
</tr>
<tr>
<td>Rainfed</td>
<td></td>
</tr>
<tr>
<td>Fallow Area (Culturable waste)</td>
<td></td>
</tr>
<tr>
<td>Unculturable waste area</td>
<td></td>
</tr>
<tr>
<td>Area not available for treatment</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
</tr>
<tr>
<td>Total (ha)</td>
<td></td>
</tr>
</tbody>
</table>

Data source  | Reference year

133
Proforma 2

Demographic Details of the Watershed Area

Households:
- landless:
- landowner:

Population:
- Male
- Female
- Total

Average Family size:
Sample size:

*(For a sample Household Survey - cover 10% of the total households or 25 families, whichever is more. Sample should cover all stratas/sections of the community/ groups)*

<table>
<thead>
<tr>
<th>Particulars</th>
<th>AGE-GROUP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-&lt;5</td>
<td>5-&lt;15</td>
</tr>
<tr>
<td>Population</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and Write only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matriculate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate and Above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Particulars</th>
<th>SC</th>
<th>ST</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Households</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% to total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data source | Reference year

134
## Proforma 3

### Land Holding Pattern

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Land Holding Class</th>
<th>Households numbers</th>
<th>Land held (Ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td><strong>EXISTING GROSS HOLDING (ha.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Landless</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0-&lt;1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1-&lt;2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2-&lt;4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4-&lt;8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>More than 8 ha</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Gross land holding per household =</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th><strong>AFTER CONVERTING IRRIERATED AREA TO EQUIVALENT DRYLAND AREA (ha.) (Please state conversion unit / ratio)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Landless</td>
</tr>
<tr>
<td>2</td>
<td>0-&lt;1</td>
</tr>
<tr>
<td>3</td>
<td>1-&lt;2</td>
</tr>
<tr>
<td>4</td>
<td>2-&lt;4</td>
</tr>
<tr>
<td>5</td>
<td>4-&lt;8</td>
</tr>
<tr>
<td>6</td>
<td>More than 8</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td></td>
<td>Average land holding (dryland- cultivable) per household =</td>
</tr>
</tbody>
</table>

One hectare of irrigated area may be converted into equivalent rainfed area in the proportion of the yield per hectare of the major cereal under irrigated and rainfed conditions.

The text may comment on the land leasing system prevalent in the area and its incidence in the project area.

**Data source**

Reference year
Proforma 4

Climatic Data

1. Nearest Meteorological Station or observation point from which the data has been obtained
2. Distance from project site
3. Normal Rainfall of the area in a year (mm)
4. Highest Intensity/hr of Rainfall in the last 10 years (mm)
5. Highest Rainfall in 24 hours in the last 10 years (mm)
6. Temperature - (degree centigrade) Average

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Summer</th>
<th>Monsoon</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum</td>
<td></td>
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</tr>
</tbody>
</table>

7. Rainfall data

<table>
<thead>
<tr>
<th>Year</th>
<th>(Total Annual Rainfall (mm))</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>9</td>
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</tr>
<tr>
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</tbody>
</table>
### Proforma 5

**Estimate of existing and post development Agriculture Production**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>CROP</th>
<th>AREA (acres)</th>
<th>GRAIN</th>
<th>FODDER</th>
<th>AVERAGE MARKET RATE</th>
<th>ASSESSED VALUE OF PRODUCTION (Rs.)</th>
<th>TOTAL (Rs.)</th>
<th>COST OF PRODUCTION(Rs. PER ACRE)</th>
<th>NET INCOME (Rs./acre)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Av. Yield (q/ac.)</td>
<td>Production (ton)</td>
<td>Av. Yield (q/ac.)</td>
<td>Production (ton)</td>
<td>Main Product</td>
<td>Fodder</td>
<td>Main Product</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**CROPS UNDER EXISTING LAND USE**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>CROP</th>
<th>AREA (ACRE)</th>
<th>GRAIN</th>
<th>FODDER</th>
<th>AVERAGE MARKET RATE</th>
<th>ASSESSED VALUE OF PRODUCTION (Rs.)</th>
<th>TOTAL (Rs.)</th>
<th>COST OF PRODUCTION(Rs. PER ACRE)</th>
<th>NET INCOME (Rs./Acre)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Av. Yield (q/acre)</td>
<td>Production (ton)</td>
<td>Av. Yield (q/acre)</td>
<td>Production (ton)</td>
<td>Main Product</td>
<td>Fodder</td>
<td>Main Product</td>
</tr>
<tr>
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</tbody>
</table>

**TOTAL PRODUCTION**

<table>
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<tr>
<th>Sl No</th>
<th>CROP</th>
<th>AREA (ACRE)</th>
<th>GRAIN</th>
<th>FODDER</th>
<th>AVERAGE MARKET RATE</th>
<th>ASSESSED VALUE OF PRODUCTION (Rs.)</th>
<th>TOTAL (Rs.)</th>
<th>COST OF PRODUCTION(Rs. PER ACRE)</th>
<th>NET INCOME (Rs./Acre)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Av. Yield (q/acre)</td>
<td>Production (ton)</td>
<td>Av. Yield (q/acre)</td>
<td>Production (ton)</td>
<td>Main Product</td>
<td>Fodder</td>
<td>Main Product</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**CROPS UNDER PROPOSED LAND USE**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>CROP</th>
<th>AREA (ACRE)</th>
<th>GRAIN</th>
<th>FODDER</th>
<th>AVERAGE MARKET RATE</th>
<th>ASSESSED VALUE OF PRODUCTION (Rs.)</th>
<th>TOTAL (Rs.)</th>
<th>COST OF PRODUCTION(Rs. PER ACRE)</th>
<th>NET INCOME (Rs./Acre)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Av. Yield (q/acre)</td>
<td>Production (ton)</td>
<td>Av. Yield (q/acre)</td>
<td>Production (ton)</td>
<td>Main Product</td>
<td>Fodder</td>
<td>Main Product</td>
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</table>

**TOTAL PRODUCTION**
Proforma 6

Livestock resources and feed requirement (Present and planned)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category of livestock</th>
<th>Existing No.</th>
<th>Feed requirement per unit /year- dry feed</th>
<th>Total requirement of feed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work animals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Buffaloes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CB cows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Indige. cows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sheep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Goat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Pigs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other (specify)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

Target livestock under proposed land use

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category of livestock</th>
<th>Existing No.</th>
<th>Feed requirement per unit /year- dry feed</th>
<th>Total requirement of feed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work animals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Buffaloes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CB cows</td>
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<tr>
<td>4</td>
<td>Indige. cows</td>
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<td>5</td>
<td>Sheep</td>
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<tr>
<td>6</td>
<td>Goat</td>
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<tr>
<td>7</td>
<td>Pigs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Feed requirement: @ 2.75 kg dry matter per 100 kg body weight per day.
Each Equivalent livestock unit to be considered as 250 kg body weight.
Comment on the livestock density, steps proposed for reducing the livestock, etc. in the text.
Give details of source-wise fodder availability with present land use and proposed land use separately.

Data source | Reference year
---|---
Proforma 7

**Income Assessment by Household categories**

Reference Year:

<table>
<thead>
<tr>
<th>Household category</th>
<th>Number in sample</th>
<th>Average income from different sources (Rs)</th>
<th>Total</th>
<th>Average</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Agri. labour</td>
<td>Non-agri workers</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Landless</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 -1 ha</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 ha</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-4 ha</td>
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</tr>
<tr>
<td>4-10 ha</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>&gt; 10 ha</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other categories</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Representation to all stratas / groups of people in the area may be given in the sample.

**Data source**

**Reference year**
Well Inventory (sample basis - one in each area i.e. upper, middle, lower, valley portion and other significant geological formations - at least 5-10 wells may be covered)

Total wells in the watershed area:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Well No 1</th>
<th>Well No 2</th>
<th>Well No 3</th>
<th>Well No 4</th>
<th>Well No 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Well location (survey no.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Type of use *</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Year of construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Diameter (in Metres)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Depth of well - below ground level n mtrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Depth of water table (in mtrs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Geological formation</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Lifting device, if any</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>HP of pump</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>Hourly discharge cu.m.</td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Operating hours</td>
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<tr>
<td>12</td>
<td>If drained completely - recovery time in hours</td>
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<td>13</td>
<td>Daily draft</td>
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</tr>
<tr>
<td>14</td>
<td>Operating days per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Yearly draft</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16</td>
<td>Average area irrigated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* whether used for perennial irrigation, two/one season irrigation, drinking water purpose, defunct, etc.

**Well Data (Complete watershed - all wells)**
i) Total no. of wells -
of which, a) Dug well -
   b) Bore well-
   c) Shallow tube well -

Indicate total number of wells in each, no.of wells used only for drinking water purpose, those used for irrigation, no. of defunct wells, etc.

Information about well in watershed

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Location (survey no.)</th>
<th>Type of use</th>
<th>Diameter (m)</th>
<th>Depth of well bottom below G/L</th>
<th>Profile section in m.</th>
<th>Lifting device if any (specify)</th>
<th>Yearly draft</th>
<th>Depth of water below G.L.</th>
<th>Averag e area irrigate d (acre)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Aug.</td>
<td>Dec.</td>
<td>May</td>
</tr>
</tbody>
</table>

**Data source**

Reference year
Proforma 9

Soil Survey Studies

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Survey no. (where sample is taken)</th>
<th>Soil depth</th>
<th>Soil texture</th>
<th>Soil pH</th>
<th>Organic carbon</th>
<th>Soil type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clay structure</td>
<td>Silt</td>
<td>Sand</td>
<td>Gravel</td>
</tr>
</tbody>
</table>

Soil samples at 1 per 50 ha may be collected depending upon problem / land class.

In the text, comment on the general status of soil fertility and indicate doses of chemical/organic/bio fertilisers recommended by Govt./Universities/Research Institutes, etc.

Data source          Reference year
## Proforma 10

**GAT NO. WISE NET PLANNING (SOIL AND MOISTURE CONSERVATION MEASURES)**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Survey No</th>
<th>Area (ha)</th>
<th>Slope %</th>
<th>Depth of Soil</th>
<th>Erodibility Class</th>
<th>Land Class</th>
<th>Present land use</th>
<th>Proposed land use</th>
<th>Existing Treatment Type</th>
<th>Length/No (cm)</th>
<th>C/S (m)</th>
<th>Vol (cu m)</th>
<th>Proposed treatment Type</th>
<th>Length (m)</th>
<th>C/S (sq. m)</th>
<th>Vol (cu m)</th>
<th>Add L Volume (cu m)</th>
<th>Cost/cu m (Rs)</th>
<th>Amt. (Rs)</th>
<th>No. of plants</th>
<th>Cost/Plants (Rs)</th>
<th>Amt. (Rs)</th>
<th>Total Cost (Rs)</th>
<th>Unit Cost (Rs/ha)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>
## Proforma 11 (A)
**DETAILS OF EXISTING ENGINEERING STRUCTURES**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Structure type</th>
<th>Nearest Location Gat no.</th>
<th>Year of construction</th>
<th>Dimensions</th>
<th>Remarks about its effectiveness/status</th>
<th>Nature of repair with specification #</th>
<th>Total cost of repairs if any **</th>
<th>Skilled labour cost</th>
<th>Unskilled labour cost</th>
<th>Material cost</th>
<th>Total cost</th>
<th>Community contribution</th>
<th>Total grant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

# Please collect the information from the villagers/local office of the Agency which constructed the structure
** Additional information to be provided wherever necessary

## Proforma 11 (B)
**DETAILS OF PROPOSED STRUCTURES**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Structure type</th>
<th>Location to Gat no.</th>
<th>Catchment area in ha</th>
<th>Length of catchment</th>
<th>Elevations Difference</th>
<th>Time of concentration</th>
<th>Rainfall intensity for Tc (mm/hr)</th>
<th>Peak runoff rate (cu.m/sec)</th>
<th>Design dimensions of structure</th>
<th>Storage capacit y</th>
<th>Total cost</th>
<th>Community contribution</th>
<th>Grant</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

144
### Proforma 12

#### SUMMARY OF TREATMENT

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Proposed land use</th>
<th>Land class</th>
<th>Slope Gr.</th>
<th>Area (ha)</th>
<th>Qty of earthwork/stone work/structure etc</th>
<th>Average rate/unit cost</th>
<th>No. of plants</th>
<th>Cost of planting per plant</th>
<th>Total cost (Rs.)</th>
<th>Labour cost (Rs.)</th>
<th>Material cost (Rs.)</th>
<th>Community contribution</th>
<th>Grant amount excl. Community contribution</th>
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<tbody>
<tr>
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<td>Area treatment</td>
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<td>Sub Total</td>
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</tr>
<tr>
<td>1</td>
<td>Drainage line treatment</td>
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<td>Sub Total</td>
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<td>Women &amp; landless development</td>
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<td>Sustainable Development Plan (SDP)</td>
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<td>Total Project measures</td>
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<td>Management cost</td>
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<td>Supervision (8% of labour cost)</td>
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<tr>
<td></td>
<td>Maintenance fund 50% of the Shramdan</td>
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<td>Others if any(pl specify)</td>
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<td>GRAND TOTAL</td>
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</tbody>
</table>

145
### Proforma 13

**Physical and Financial phasing of the Project**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Proposed land use</th>
<th>Unit of Measurement</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>First half</td>
<td>Second half</td>
<td>First half</td>
<td>Second half</td>
<td>First half</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Units</td>
<td>Amount (Rs.)</td>
<td>Units</td>
<td>Amount (Rs.)</td>
<td>Units</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

**AREA TREATMENT**

<table>
<thead>
<tr>
<th>Sub-total</th>
<th>Supervision cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (Area treatment)

**DRAINAGE LINE TREATMENT**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>Supervision cost</th>
<th>Total (Drainage line Treatment)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>Other activities</th>
<th>Sub-total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Mention all area/drainage line treatment measures, overheads, personnel and other costs
### Proforma 14

**Project Management Cost**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Period (in Months)</th>
<th>Rate per month in Rs</th>
<th>Total Cost in Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>NGO/PFA staff &amp;&amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Project Manager/ Community Organiser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Engineer *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Agronomist *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Office clerk/Accountant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub-total (A)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Recurring expenses</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Office expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jeep hiring charges (As and when necessary)</td>
<td>**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Motor cycle expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Sub-total (B)</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Grand total (A+B)</strong></td>
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</tr>
</tbody>
</table>

* In case the PFA is a Government Department, salary of staff will not be covered/provided under project management cost.

** Hiring of Jeep for field visit may be done whenever necessary but Not to exceed twice a month on an average.

**NOTE**: The salary/honorarium of Lady Social Worker to be hired for organising SHGs of women (primarily from landless families) will be met out of a separate component being provided under the project. The NGO/PFA may indicate the amount separately.
## Annexure 15: FIP Cost Summary

### FIP Cost Summary

**Total Area**: 1000 ha  
**Treatable area in FIP**: 800 ha  
**CBP Area**: 100 ha  
**Total treatable area**: 900 ha

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Item</th>
<th>Grant Proposed by NGO</th>
<th>Labour Cost (Rs.)</th>
<th>Material Cost (Rs.)</th>
<th>Total Cost (Rs.)</th>
<th>Community Contribution (16% USLC) (Rs.)</th>
<th>Net Amount of Grant (Rs.)</th>
<th>% Allocation</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a) Area Treatment</td>
<td>4400000</td>
<td>400000</td>
<td>400000</td>
<td>4400000</td>
<td>640000</td>
<td>3760000</td>
<td>41.78</td>
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</tr>
<tr>
<td></td>
<td>b) Drainage Line Treatment</td>
<td>2000000</td>
<td>400000</td>
<td>1600000</td>
<td>2000000</td>
<td>640000</td>
<td>1936000</td>
<td>21.51</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervision Cost (8% of labour cost)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.91</td>
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<tr>
<td></td>
<td>Maintenance Fund (@ 50% of com.contribution)</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Physical Treatment Cost</td>
<td>6400000</td>
<td>4400000</td>
<td>2000000</td>
<td>6400000</td>
<td>704000</td>
<td>6400000</td>
<td>71.11</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Livelihood Support for landless &amp; women/ Women Development</td>
<td>650000</td>
<td></td>
<td></td>
<td>650000</td>
<td></td>
<td></td>
<td>7.22</td>
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<tr>
<td>4</td>
<td>Training &amp; Sustainable Development</td>
<td>450000</td>
<td></td>
<td></td>
<td>450000</td>
<td></td>
<td></td>
<td>5.00</td>
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</tr>
<tr>
<td>5</td>
<td>NGO Management Cost (20% of project measures)</td>
<td></td>
<td></td>
<td>1500000</td>
<td>1500000</td>
<td></td>
<td></td>
<td>16.67</td>
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<tr>
<td></td>
<td>Grand Total</td>
<td>15000000</td>
<td>4400000</td>
<td>2000000</td>
<td>9000000</td>
<td>704000</td>
<td>9000000</td>
<td>100.00</td>
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<tr>
<td>6</td>
<td>Incentives</td>
<td></td>
<td>200000</td>
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<tr>
<td></td>
<td>Total FIP</td>
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<td></td>
<td>9200000</td>
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<td></td>
<td>CBP cost</td>
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<td>800000</td>
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<td></td>
<td>Total project cost (CBP+FIP)</td>
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<td>10000000</td>
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<tr>
<td><strong>Per hectare cost</strong></td>
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<td></td>
<td>9800</td>
<td>Do not consider incentives while calculating per ha cost</td>
</tr>
</tbody>
</table>
Annexure 16 : FIP- Sanction letter

(sample sanction letter format – RO may change it as per their requirement)

Dear Sir

WDF - Sanction of financial assistance by way Grant for the
Implementation Of _____________ Watershed Project, _____________
District, _____________

As part of the watershed development programme under WDF, based on the
experience gained during the implementation of CBP and the project feasibility study
report for the development of _____________ Watershed comprising the villages of
___________ Block in the district of _____________ prepared by you in the said
project area, we are happy to sanction to you a grant of Rs. _____________/- (Rupees _____________ only) as per Annexure- enclosed for implementation of
the said project on the following terms and conditions:

2. The treatments proposed for the watershed area which have been found suitable for
sanction are indicated at Annexure - and in respective Schedules. The details of
project management costs sanctioned for the project are given in Annexure - . The
financial allocation for the project will be governed by the details as indicated at
Annexure - . The additional conditions indicated in Annexure - will form an
integral part of the conditions of sanction.

3. The project will be implemented jointly by you i.e. _____________ and the
___________ Village Watershed Committee (VWC). NABARD understands
that a VWC has been constituted in the project area but is yet to be formally registered.
The NGO will ensure that the VWC is registered within a period of six
months from the date of this letter. The continuation of grant support for the
project will be conditional upon the VWC accepting in writing the terms and
conditions of sanction enunciated in this letter. Till such time, the NGO will be
responsible and liable for the sanctioned project

IN VolvEMENt Of THE WATERSHED COMMUNITY

4. NGO shall ensure that
the watershed community is willing in principle to participate effectively in the project providing labour free of charge at least to the extent of 16% of labour cost.

- the entire watershed community shall agree to undertake social fencing and a ban on felling of trees within the watershed area and such other measures as are necessary for maintaining and protecting the treatments undertaken for watershed development.

- the watershed community is willing to reduce the livestock population, in due course of time, to the carrying capacity of the watershed.

WORK EXECUTION

5. The Village Watershed Committee (VWC) and the Non-Governmental Organisation (NGO) shall pass appropriate resolutions for undertaking watershed project execution, for the opening of necessary accounts with the designated bank, for receiving funds under the programme, for executing the project in cooperation with each other, the concerned departments or agencies of the central and state government and the National Bank for Agriculture and Rural Development (NABARD) and for proper utilisation of the funds. A copy each of the said resolution when passed, will be submitted to NABARD.

6. The work shall be executed in accordance with the sanctioned project document and other conditions stipulated at the time of sanction or from time to time by NABARD. Only those items of work/expenditure listed in the annexure annexed to this letter and subject to the unit cost ceilings listed in the said schedule, are eligible to be financed out of the grant sanctioned. No items of work/expenditure other than those listed in the said schedule will be undertaken out of the grant provided unless specifically authorised by NABARD.

7. The VWC and the NGO shall be jointly responsible for satisfactory work execution.

8. The NGO shall maintain competent technical staff as stipulated in the terms of sanction and the said staff will be resident near the project location (within 10 to 15 kms). Details of staff required for project implementation have been indicated in Annexure - enclosed. The cost of project management has also been worked out as
indicated therein. The NGO should appoint a minimum of **One full time** Civil/Agricultural Engineer, One **full time** agronomist, One lady social worker and should have at least one motor cycle and survey equipment.

9. The VWC will obtain in writing the concurrence and agreement of all parties on whose lands the treatments or any conservation measures are to be undertaken according to the work plan.

10. The VWC shall review the progress of work at least once every month in a formal meeting convened for that purpose. Preferably once every month or at least once every quarter the VWC shall present to the entire Gram Sabha convened for the purpose a report on the progress of work as well as utilisation of funds.

11. The implementation of the project should be with the principle of "From Ridge to Valley" i.e., treatments in the upper reaches should, in general, be undertaken before treatments for lands situated at lower elevations. VWC and the NGO should ensure that there is a strong emphasis on simple low cost and vegetative conservation measures in conjunction with structural measures wherever necessary so that the watershed community can understand and replicate such measures by themselves.

12. No funds shall be provided for the financing of irrigation development, buildings or other physical infrastructure (e.g. roads) and for the purchase of machinery such as bulldozers, tractors, farm machinery, agricultural implements as well as for compensations for land or right of way.

13. While priority shall be given to soil conservation measures, pure ground water recharge structures (e.g. dams and weirs) shall be considered favourably only if run-off reduction and ground water availability subsequent to the planned soil conservation treatments of the upper catchment appear inadequate.

**FINANCING ARRANGEMENTS**

14. NABARD shall release the money for actual project execution directly to VWC. This would include all material and labour cost. Till such a time a VWC is formally constituted and registered a bank account may be opened in the name of the VWC
which will be operated jointly by an authorised signatory of the NGO and a representative of the (informal) VWC. The informal VWC shall authorise the person concerned to operate the account. The said account may be opened in the bank branch in whose Service Area the project area falls. This will facilitate familiarity of the bank staff with the Project and subsequent credit financing in the project area.

15. The amounts sanctioned for services of the NGOs including technical and manpower support shall be released directly to the NGO concerned. Release of funds towards project management will be proportional to the quantum of work done under project measures.

16. The amounts sanctioned for NGO services and project execution will be disbursed in instalments by NABARD to the NGO and the Village Watershed Committee respectively. The instalments shall be determined on the basis of detailed work plan and corresponding financial requirements submitted along with the project document and agreed upon by NABARD. The work plan shall indicate the physical and financial coverage of the programme.

17. The instalment shall normally cover the requirement of funds for a period of six months.

18. Except for the first instalment released, the release of subsequent instalments will be contingent upon satisfactory completion of the work indicated for the half year for which instalment was drawn. In order to maintain continuity of work execution the VWC and the NGO can apply in advance for release of the next instalment after 60% of the financial coverage of the previous half year has been achieved.

19. Application for release of advance instalment (except the first one) shall be accompanied by the following certificates:
(a) A certificate from NGO that engineering works, if any, have been carried out according to the sanctioned work plan as well as according to the technical specifications required for the purpose.
(b) A certificate / resolution each from the VWC and NGO concerned that the work for the preceding half year has been executed to the extent of 60% of the physical and financial programme indicated in the sanctioned project document for which the previous instalment was drawn and the work has been executed according to the technical specification prescribed for each item. Proper records and books of accounts have been maintained for the work that has been executed.

20. NABARD shall have the right to inspect at the site the progress of the work and the release of subsequent instalments will be contingent upon NABARD satisfying itself regarding the progress.

21. The money shall be released by NABARD so as to be credited directly to the respective accounts of the NGO and the VWC, and the VWC and NGO together as joint signatories will be able to draw upon the VWC account for a period of two years. Thereafter if the performance of the VWC is found to be satisfactory and the project sanctioning committee constituted for the programme so recommends, the VWC will operate the account independently. The NGO / PFA can draw upon its account independently in respect of project management expenses.

22. The project shall be implemented and completed normally over a **period of 4 years** from the date of release of 1st instalment.

23. The amount released as advance for programme implementation, if not utilised for the purpose during the period for which it was released, will be repaid to NABARD by the NGO/PFA and the VWC.

**WORK INSPECTION AND CERTIFICATION**

24. Technical supervisors from the NGO or the Resource support organisation (RSO) engaged by the NGO, should certify every month or at the completion of a particular unit of work that the work has been carried out according to the technical norms prescribed in the terms of reference and the project sanctioning documents. If there are any deviations from the norms this should be clearly indicated and reasons cited
therefor. The certificate for land treatments and production system on arable lands shall be given by the Agronomist. The certificate for all construction activities will be given by the Site Engineer. The Agronomist and the Site Engineer will be the technical personnel employed by the NGO for supervising project implementation.

25. The VWC shall maintain on its record a monthly work completion report.

26. The watershed site, the completed work and the records maintained by the VWC and NGO/PFA will be open to inspection and audit by NABARD’s staff or representatives appointed by NABARD for this purpose or by calling for the documents in the original or as copies. The Nodal Department will also have access to the Watershed site and the relevant records. NABARD may also appoint an independent agency to take overall view of the watershed development work including physical as well as socio-economic development, once every year or as frequently as may be considered desirable.

27. Inspection and audit reports by NABARD or its representatives shall be made available to the NGO, VWC, and the Nodal Department within a month of the completion of such inspection/audits.

MAINTENANCE OF RECORDS
28. The VWC and the NGO shall be jointly responsible for maintenance of all records relating to the watershed development project. The records to be maintained shall include among others

(a) Daily muster rolls of labour attendance - Shramdan amount and actual amount paid should be indicated clearly;

(b) Material consumption register;

(c) Work completion register (Survey no.-wise);

(d) Cash book for daily cash transactions;

(e) Appropriate journals and ledgers with double entry system of accounting;

(f) Maps that show the treatments completed survey number-wise and which are updated on a monthly basis;

(g) Appropriate bills and vouchers;

(h) Proceedings of the VWC meetings.
(i) Register for daily rainfall recorded within the watershed and survival rates of the saplings planted in the watershed.

29. NABARD, in consultation with the NGOs and other experts, may prescribe from time to time the format in which the records are to be maintained and the reports to be submitted for monitoring project implementation. The NGO/VWC is also required to collect, maintain and furnish specific information for the purpose of monitoring the impact of various project measures on the cropping pattern, ground water recharge and its use, survival of sapling planted etc. in the watershed.

MAINTENANCE OF WORKS AND WATERSHED TREATMENTS

30. The responsibility for maintaining the treatments and other works taken up under the project shall rest with the Village Watershed Committee - works on private land through the individual land holder and all works of community nature, even if located on individual lands by group action - from the beginning of the project as well as after the completion of the project. The VWC shall constitute a "Maintenance Fund" and arrange for appropriate contributions towards the fund from the Watershed Community for common property management. A separate amount towards Maintenance Fund has also been provided out of project cost as indicated in the annexure. The VWC will have to open a separate bank account for Maintenance Fund to be operated jointly by the VWC and the NGO/PFA (one signatory each).

31. The maintenance fund may be augmented by keeping a portion of funds in fixed deposit with banks and by crediting the community contribution received in excess of 16% from farmers taking up activities like agro horticulture where higher shramdan is desired, etc. NGO/PFA and the VWC, through due discussion with the watershed community, will further augment the maintenance fund with contributions from the community prescribed according to the income of the individual farmers.

Development of Women and Landless

32. A separate amount has been included in the sanction for Women Development Activities. This amount will be termed as “Component for livelihood support system
for Landless” and will be used for organising women from landless households into SHGs, assisting the SHGs for income generating activities, etc.

33. The Lady Social Worker is to be hired for organising the women and other landless people in the watershed area into self help groups. The SHGs would be organised giving due consideration to common occupation, social affinity, compatibility, etc. The focus is to primarily cover landless households only. If the number of landless households is small and the same are fully covered under SHGs, women from other households may be organised into self help groups.

34. Assistance by way of contribution to the Corpus of the SHGs (of landless - both women and men groups separately) will be given out of the project funds to augment their capital base and thereby increase the SHG’s borrowing power. This amount is to be used as revolving fund for supporting women and men groups (from landless households) for setting up of micro enterprises as per a separate plan to be prepared by the NGO/PFA. The amount to be given to each SHG will be indicated separately depending on the number of SHGs of landless.

35. The NGO/PFA may also assess the need for upgradation of skills for which training inputs would be required to be provided to the members of SHGs of landless.

36. The funds will be released in instalments to the separate account and NGO has to maintain details of the same. First instalment will be released as advance and the second instalment will be released on 60% utilisation of first instalment. The NGO/PFA will have to furnish details of utilisation of funds, repayment received from the beneficiaries, interest rate charged and the progress in their activities, etc.

**Linkages with Banks**

37. The sustainability of project benefits, especially in the post watershed period, is dependent on the availability of adequate credit from the banks/financing institutions in the area. It is, therefore, necessary that the banks and co-operative credit societies
in the area are made aware of the project and necessary linkages are established during implementation. One of the major handicaps in smooth flow of bank credit is the incidence of overdues / defaults in repayment of bank loans. The NGO/PFA along with the VWC may, therefore, assist the banks in their efforts to recover the bank dues from defaulting / other borrowers in the watershed project area. This is necessary to ensure that the people in the watershed area are eligible to access credit from banks in the post watershed period.

LIABILITY

38. In the event of any misutilisation of funds or utilisation of funds for the purposes not specified under any letter of sanction issued by NABARD or any agreement entered into by NABARD with the NGO and the VWC, or if NABARD is of the opinion that the NGO is not discharging its duties and responsibilities satisfactorily, NABARD reserves the right to suspend further disbursement of grants for project implementation and demand refund of the amount released from the NGO and the VWC, jointly and severally.

39. You shall not transfer, assign or delegate any of your rights, responsibilities, obligations and benefits as sanctioned to you to any other person/s, or bodies without prior approval of NABARD, and without complying with any terms and conditions that may be imposed by NABARD in its sole discretion.

40. If you are agreeable to take up the project implementation work on the terms and conditions mentioned above, you may kindly return a copy of this letter indicating your consent by affixing your initials and seal on each page and a full signature and seal on the last page. This letter of sanction will be effective only after your acceptance of the same is received by NABARD.

Yours faithfully

__________________________
Enclosures (forming part of the conditions of sanction)

The terms and conditions stated above are accepted.

For The NGO

Signature (s)
Name of the authorised signatory(ies)
Designation of the authorised signatory(ies)

SEAL

Date :
Place :

For The VWC

Signature (s)
Name of the authorised signatory(ies)
Designation of the authorised signatory(ies)

SEAL

Date :
A. CSR Memorandum of Understanding (Bipartite agreement
Where Corporate is implementing agency)

(Agreement dated )

This Memorandum of Understanding (hereinafter referred to as MoU) is made at_______ on this ___ day of_______Two thousand _________.

BETWEEN

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT, a statutory Corporation established under Section 3 of National Bank for Agriculture and Rural Development Act, 1981 and having its Head Office at Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai 400051, and one of its Regional Offices at ___________(address of RO) represented by its Chief General Manager, ___________ hereinafter referred to as 'NABARD' (which expression shall unless repugnant to the contrary include its successors and assigns)

AND

M/s. _____________(Name of Corporate) promoted by ___________is a non-profit company registered under section__________ of companies Act____with registration no._________ dated ___________ at _______________(address). Shri________, duly authorised in this regard (hereinafter referred to as ___________) which expression shall unless repugnant to the contrary include its successors, administrators, assignees and nominees of SECOND PART.

WHEREAS

1. NABARD has constituted a Watershed Development Fund (WDF) to spread and promote participatory watershed development models and to create the necessary framework conditions to replicate and consolidate isolated successful initiatives under different programmes in the Government, semi-Government and the NGO sectors.

2. NABARD has formulated Watershed Development Fund Guidelines ('said guidelines'), which are revised from time to time. A copy of the guidelines dated_______ is annexed herewith as 'Annexure A' and shall be read as part and parcel of this Agreement. Any amendment to the said guidelines, in order to be applicable to the projects to be undertaken under this Agreement shall be required to be signed by both parties.

3. ________________ having extensive experience and expertise in the matter of conceptualisation and implementation of watershed development programmes mentioned above, submitted its application to NABARD (vide its letter No._______ and dated _____ along with enclosures ___________ requesting NABARD to provide grant assistance to it to actively participate and collaborate in the development/implementation of watershed development programme in the State of ____________in accordance with the guidelines or any modifications
therein agreed to in writing between the two parties.

4. NABARD is agreeable to provide grant assistance to Village Watershed Committees (VWC) promoted by the Project Facilitating Agency (PFA), i.e. ___________________ for the aforesaid in the State of ___________ subject to the terms and conditions annexed herewith as 'Annexure B & C' which shall read as part and parcel of this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT:

In consideration of NABARD agreeing to provide grant assistance to VWC promoted by ________________ to enable them to carry out the purpose for which the said grant assistance is provided, the parties agree, record and confirm the terms and conditions hereinafter appearing.

I. ROLE OF NABARD

1. To provide ______ percent of the project cost as grant from WDF within the overall framework mentioned in the said guidelines. The said guidelines shall be observed and followed by both the parties subject to such modifications or amendments as may be made by NABARD in consultation with the Central Steering Committee, an apex level policy making body under WDF, and agreed to in writing by ________________________. Based on detailed project budget to be prepared, the line items to be covered by NABARD and ________________________________ respectively shall be mutually agreed between the parties. The expenditure of each party shall be monitored against these agreed line items.

2. To sanction watershed development projects prepared by ________________ which conform to the norms set by NABARD in the said guidelines and provide grant support to various activities to be undertaken for fully implementing them from WDF.

3. To support the promotional activities for micro-credit dispensation, promotion of Self Help Groups (SHGs) of women, forest dwellers, landless labourers, SC/ST communities and other weaker sections of the society and other related activities in watersheds.

4. To support the flow of credit to the user groups, SHGs and various members of the watershed community by providing the necessary revolving fund/finance to ________________ / banks for lending to such groups/persons for eligible purposes.

II. ROLE OF ___________________ as Project Facilitating Agency

1. To contribute ____________ percent of the grant portion of the project cost. Based on detailed project budget to be prepared, the line items to be covered by NABARD and ________________________________ respectively shall be mutually agreed between the parties. The expenditure of each party shall be monitored against these agreed line items.

2. To carry out each and every condition contained in the application submitted by ________________ for availing the grant assistance.

3. To ensure that the grant assistance made by NABARD shall be utilised for the
purposes and in the manner set forth in its application read with the sanction letter issued by NABARD and for no other purpose.

4. To furnish to NABARD all such information as NABARD may require from time to time and also submit necessary financial data and/or statements as required by NABARD.

5. To allow NABARD to verify its books of accounts, vouchers, papers, documents, etc. and any other financial document(s) pertaining to the project.

6. To be bound by the terms and conditions of the sanction letter issued by NABARD.

7. To execute/cause to execute such documents as required by NABARD to carry out its obligations under this Agreement.

8. To constitute a Village Watershed Committee (VWC), as per the details given under:
   a. The VWC will be nominated by the Gram Sabha or democratically elected and will have at least 9 members which would Chairman/President, Vice Chairman / Vice President, a Treasurer, a Secretary as office bearers and other members. The members shall be nominated from the watershed area.
   b. There will be adequate representation of the different geographical areas within the watershed.
   c. There will be at least 30 percent members selected from among the women and 2 members selected from landless persons in the watershed areas.
   d. A representative of __________________________ may assist the Secretary of the VWC, if necessary.
   e. NABARD and __________________________ shall have the right to depute one representative each, as member of the VWC and the bye laws of the VWC shall adequate provision for the same.
   f. The VWC will be a formal registered body representing the entire watershed community. __________________________ shall ensure that the VWC is registered as a Society under the Societies Registration Act. The VWC and __________________________ would be jointly responsible for project execution.

9. To undertake all necessary or appropriate measures, in conformity with sound technical and financial practices, and to assist the VWC in implementation of the project.

10. To endeavor to ensure that
   a. the watershed community participates effectively in the project,
   b. the watershed community contributes a minimum of 16 percent unskilled labour costs by way of 'shramadan' or as contribution either in cash or kind,
   c. the entire watershed community shall agree to protect the treated areas (social fencing) and refrain from the felling of trees within the watershed area and such other measures as are necessary for maintaining and protecting the treatments undertaken for watershed development,
   d. the watershed community is willing to reduce the livestock population, in due course of time, to the carrying capacity of the watershed.

11. To maintain proper accounts indicating item-wise expenditure towards
Watershed Development Fund Guidelines 2016

project measures and towards management overheads separately.
12. To ensure maintenance of proper record keeping and transparency in the system (Attendance Register, Work Measurement Book, Muster Payments Register, Minutes of Meeting Register, Materials Register, Shramadan / Contribution Register, etc. are the suggested registers).
13. To maintain the required staff including technical and community organisers for implementation of the project and to provide / arrange to provide necessary technical and extension services as required to VWC, user groups, women development, SHGs for undertaking physical treatment of the land and for enhancing natural productivity along with other production measures in the watershed.
14. To ensure establishment of a Maintenance Fund for maintenance of the project measures.

III. ROLE OF NABARD and ______________________

1. To ensure making available uninterrupted supply of funds to the VWC for implementing the watershed development project.
2. NABARD and ______________________ shall release the physical treatment cost in the agreed proportion directly to VWC account on installment basis. The share of NABARD shall be released on receipt of formal request from __________________ on the basis of progress of work and on complying with other requirements.
3. One representative each from VWC and ______________________ shall jointly operate the VWC account.
4. While it is generally understood by both NABARD and ________________ that projects that successfully complete the ________ Phase are accepted by NABARD for graduation to Full Implementation Phase (FIP), it does not automatically follow so. NABARD shall have the final say in the matter.
5. Any part of the project area/the completed work and the records maintained by VWC and ________________ shall be open for inspection/audit by NABARD’s representatives/officers.
6. In the event of any misutilisation of funds or utilisation of funds for the purposes not specified in the sanction letter, NABARD shall reserve the right to suspend disbursements of grants for project implementation and administration and demand refund of amount so misutilised from ________________ and the VWC, jointly and severally.
7. ________________ agrees to provide all assistance and co-operation to monitoring of watershed development projects jointly with NABARD. The monitoring of projects could be every quarter or at intervals as may mutually agreed by NABARD and ________________.
8. ________________ shall furnish to NABARD such information and details of the watershed development projects being implemented by availing grant from WDF and its progress as may be required from NABARD from time to time.
9. Both parties may terminate this Agreement in case both jointly come to the conclusion that the circumstances are such that the project cannot be carried forward and that the project may be treated as closed at that level.
10. In case any one of the parties, leaves the project(s) at any stage before
successful completion of all the components of the project under circumstances other than indicated at 9 above shall be liable to deposit the entire amount committed by it after adjusting the amount already released to the project(s), if any, in the account of VWC.

11. Notwithstanding anything contained in clause III (9), it is expressly agreed by and between the parties hereto that both parties shall have full right to terminate the arrangement forthwith if the other party commits breach of any of the terms and conditions of this Agreement / sanction letter / guidelines.

12. The decision of either party that the other has committed breach of any of the terms and conditions of this Agreement/sanction letter/guidelines shall be conclusive, final and binding on the other party and such other party shall not question the same in any court, tribunal, etc.

13. The VWC account will be audited by an outside Auditor annually and the Audit report will be presented to NABARD within 2 months of the close of books in March.

14. In case of any disagreement or dispute between the parties attempt shall be made to resolve the dispute through consultations between the parties.

15. The rights and interest of _____________________________ hereto shall not be transferred or assigned without the prior consent in writing of NABARD and any transfer or assignment without the consent of NABARD is not binding on it.

Any notice required to be given under this Agreement shall be served on the party at their respective addresses given below by hand delivery or by registered post. Notice by e-mail shall not be accepted as valid service of notice.

NABARD M/s. ____________________.
(ADDRESS) (ADDRESS).

The parties hereto have caused this agreement and a duplicate hereof to be signed on the respective behalf by their duly authorised officials on the date and place first herein above mentioned.

Signed, sealed and delivered by within named NABARD by the hands of its duly authorised representative, _______,
representative,
Chief General Manager, NABARD, Regional Office, Bhopal.

Signed, sealed and delivered by within named ________ by the hands of its duly authorised representative, _______,
Chief General Manager, NABARD, Regional Office, Bhopal.

Shri _____________,___-

In the presence of :

1.

2.

Annexure 'B'
Terms and Conditions for Grant Assistance to
________________________ Ltd. by NABARD

I. The project report submitted by M/s. __________________________ shall be placed before the Project Sanctioning Committee (PSC), the sanctioning authority for sanction of grant assistance to watershed projects. The decision of the PSC on sanction or otherwise of the project is final and binding.

II. The ____ phase of the project(s) will be sanctioned to PFA (M/s. ________________) for implementation through VWC promoted/facilitated by them, on completion of Qualifying Shramadan as per the WDF guidelines. The sanction would contain grant committed by NABARD as also __________ ______________ in the ratio of ______________ respectively.

III. Project-wise sanction will be given in the form of Letter of Offer to PFA (M/s. _______________) by NABARD, which should be duly signed by the PFA and returned to NABARD.

IV. On receipt of a copy of Letter of Offer duly signed by PFA (M/s. -____________ ______) and request for release of funds, the funds for ____ phase will be released in 2 installments to VWC. The first installment to be released on receipt of a copy of Offer Letter duly signed by PFA and a request letter for release of funds and the second installment on utilisation of 60% of the first installment.

V. ______________ would add its portion, which comes to balance portion of the sanction and commitment and release to VWC and PIA separately as per the release chart within 10 days of receipt of funds from NABARD.

VI. Once 60 percent of released funds are exhausted, the VWC and ______________ may call for replenishment from NABARD and ________.

VII. NABARD will release subsequent installments to the VWC on receipt of request along with utilisation certificate.

VIII. The VWC/M/s.________________ should maintain item-wise expenditure towards project measures and towards management overheads, respectively as per the Records Keeping System (Attendance Register, Work Measurement Book, Muster Payments Register, Minutes of Meeting Register, Materials Register, Shramadan / Contribution Register) prescribed by NABARD.

IX. The procedure indicated in WDF guidelines (Annexure 'A') will be followed in so far the project graduating to Full Implementation Phase is concerned. The fund flow would be as detailed in the earlier paragraphs.

Annexure 'C'
**Project Budget - Line Items to be covered by NABARD and ______**

<table>
<thead>
<tr>
<th>Treatments costs</th>
<th>Area Treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinaage Treatments</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Supervision cost</td>
<td></td>
</tr>
<tr>
<td>Management cost</td>
<td></td>
</tr>
<tr>
<td>Shramadan</td>
<td></td>
</tr>
<tr>
<td>Grant portion</td>
<td></td>
</tr>
</tbody>
</table>

_Treatments to be covered by ______ NABARD_

* * * * *
B. CSR Memorandum of Understanding (Tripartite agreement
Where NGO is implementing agency)

Agreement under CSR

THIS AGREEMENT (Agreement) made at ______ on this ______ day of
______ between
National Bank for Agriculture and Rural Development, a statutory corporation
established under Section 3 of National Bank for Agriculture and Rural Development
Act, 1981 and having its Head Office at Plot No C-24, G-Block, Bandra-Kurla Complex,
Bandra (East), Mumbai - 400 051, and one of its Regional Offices at -
________________________________________________________(Address of RO), represented by its
Chief General Manager (hereinafter referred to as “NABARD” which expression shall, unless repugnant to the context or meaning thereof, includes its successors and assigns)
AND
_________ (Name of Company) Company Limited, a company incorporated under the
Companies Act, 1956 having its registered office at ________________________
_________________________________________________________(address) and Corporate Office at______________________________
_________________________________________________________(address) represented by its
______________________________ (Name & designation),
(hereinafter referred to as “______” (name of Company) which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns)
AND
_________________________ a private company registered under section 25/8 of the
Companies Act, 1956/2013 with its Corporate Identity Number
______________________________ and having its registered office at
______________________________ represented by Shri
____________________________ (hereinafter referred to as the “Project Facilitating
Agency” which expression shall, unless repugnant to the context or meaning thereof, means and include its successors and assigns)

OR

.......................................................................................... a Co-operative Society registered
under the ______ Co-operative Societies Act, ______ and having its registered
office at ................................................................. represented by Shri
________________________(hereinafter referred to as the “Project Facilitating
Agency” which expression shall, unless repugnant to the context or meaning thereof, means and include its successors and assigns)

OR

.................................................................................................. a Society registered under the
Societies Registration Act, 1860 and having its Registered office at
................................. represented by Shri __________________ (hereinafter referred to as the “Project Facilitating Agency” which expression shall, unless repugnant to the context or meaning thereof, means and include its successors and assigns)

OR
WHEREAS

1. NABARD has constituted a Watershed Development Fund ("WDF") to spread and promote participatory Watershed Development Programme and to create necessary framework condition to replicate and consolidate isolated successful initiatives under different programmes in the Government, semi Government and NGO Sectors.

2. NABARD has formulated Comprehensive Watershed Development Fund Guidelines ("Guidelines") which are revised from time to time. A copy of the Guidelines (revised as on October 31, 2016) is annexed herewith as ‘Annexure A’ and shall be read as part and parcel of this Agreement. Any amendment to the said Guidelines will be applicable to the Project to be undertaken under this Agreement.

3. ________(Name of Company) has submitted its application to NABARD (vide its letter dated ________) to actively participate and collaborate in the development / implementation of the Project in ____________ district, in the State of _________ ("Project") in accordance with the Guidelines.

4. The Project Facilitating Agency has been appointed by NABARD, in consultation with _________________(Name of Company), to implement the Project along with Village Watershed Committees ("VWC"). The Project Facilitating Agency has extensive experience and expertise in the matter of conceptualisation and implementation of the Project mentioned above.
4. NABARD has agreed to provide grant assistance to the Project Facilitating Agency and VWC for the aforesaid purpose subject to the terms and conditions of this Agreement, the Guidelines / letter of offer / sanction letters as and when it is issued. ______________(Name of Company), on its part, has agreed to provide financial assistance for implementing social development projects connected with the Project.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT:

In consideration of NABARD and ______________(Name of Company) agreeing to provide financial assistance to the Project Facilitating Agency and VWC for the purpose for which the said financial assistance is provided, the Parties agree, record and confirm the terms and conditions hereinafter appearing.

I. OBLIGATIONS OF NABARD:

a) To provide entire grant assistance from WDF for the purposes of business as usual activities concerning the Project, within the overall framework mentioned in the Guidelines. The decision to extend grant to the Project Facilitating Agency, will be solely at the discretion of NABARD.

b) To undertake due diligence process and project appraisal as per NABARD’s existing policies.

c) To sanction the Project, which conform to the norms set by NABARD in the said Guidelines and provides grant support to various activities to be undertaken for fully implementing the Project.

d) To provide to ______________(Name of Company) copy of the sanction letter issued to Project Facilitating Agency by NABARD. The sanction letter is annexed herewith as ‘Annexure B’.

e) To execute / cause to execute such documents as may be agreed between the Parties for carrying out the obligations under this Agreement.

f) To undertake all necessary and appropriate measures, in conformity with sound technical and financial practices and to guide / support the Project Facilitating Agency in implementation of the Project.

g) To support the promotional activities for micro dispensation, promotion of Self Help Groups of women, forest dwellers, landless labourers, SC/ST communities and other weaker sections of the society and other related and relevant activities in watershed.

h) To support the flow of credit to the user groups, SHGs and various members of the watershed community by providing necessary revolving fund / finance to the Project Facilitating Agency and VWC/ banks for lending to such groups / persons for eligible purposes.

II. OBLIGATIONS OF ______________(Name of Company)

a) To provide funding support, quantum of which shall be agreed between the Parties, for implementation of Watershed Plus activities as described in the
Guidelines, such as health, education, sanitation and other mutually agreed activities, relevant in the local context.

b) To be bound by the terms and conditions of this Agreement, Guidelines and the sanction letters issued by NABARD during various phases of implementation of the Project.

c) To execute / cause to execute such documents as required by NABARD to carry out its obligations under this Agreement.

d) To undertake all necessary and appropriate measures, in conformity with sound technical and financial practices and to guide / support the VWC and the Project Facilitating Agency in implementation of the Project.

e) To ensure making available uninterrupted supply of funds to the VWC and Project Facilitating Agency for implementing the mutually agreed social development activities under the Project.

III. FINANCING ARRANGEMENTS

a) The release of grant assistance by NABARD shall be governed by the terms contained in the sanction letter issued by NABARD to Project Facilitating Agency.

b) The financial assistance by _________________ (Name of Company) for undertaking Watershed Plus activities shall be provided concurrently with NABARD, from the beginning of the Project. The quantum of financial assistance by _________________ (Name of Company) and mode of disbursal of the same shall be decided mutually between the Parties.

c) In the event where, Project Facilitating Agency utilizes the grant released by NABARD OR _________________ (Name of Company) for the purposes not specified in the sanction letter, NABARD and _________________ (Name of Company) reserves the right to suspend further disbursement of grant for the Project and shall demand refund of such amount of the grant misutilised by Project Facilitating Agency and VWC, jointly and severally.

IV. JOINT OBLIGATIONS OF NABARD AND _________________(Name of Company)

a) To provide all assistance and cooperation to take up the monitoring of the implementation of the Project. Project specific monitoring parameters and indicators will be identified and defined by NABARD.

b) To share the costs of different components of the Project on mutually acceptable terms.

c) To observe and follow the Guidelines subject to such modifications or amendments as may be made by NABARD in consultation with the Central Steering Committee, an apex level policy making body under WDF.

V. OBLIGATIONS OF THE PROJECT FACILITATING AGENCY AND VWC

a) The obligations of the Project Facilitating Agency vis-à-vis NABARD are contained in the sanction letter provided herewith and should be read as part and parcel to this Agreement.
b) The Project Facilitating Agency and VWC shall implement the Project in accordance with the Guidelines/ sanction letter, and furnish to NABARD and __________(Name of Company) such information and details of the Project and its progress as may be required from NABARD and/or __________(Name of Company) from time to time.

c) Any part of the Project area / the completed work and the records maintained by the VWC and Project Facilitating Agency shall be open for inspection / audit by NABARD representatives or __________(Name of Company) representatives or any other officers designated by either of them.

d) The accounts relating to the Project will be audited by an auditor annually and the Audit Report will be presented to NABARD and __________(Name of Company) within six months after close of books of accounts in March every year during the entire implementation period of the Project.

VI. TERMINATION

a) This Agreement may be terminated in case NABARD and __________(Name of Company) jointly come to the conclusion that the circumstances are such that the Project cannot be carried forward and that Project may be treated as closed at that level.

b) In case __________ (Name of Company) leaves the projects at any stage before the successful completion of the projects undertaken by it, __________ (Name of Company) shall be liable to deposit the entire amount committed by it after adjusting the amount already released, if any in the account of the VWC and Project Facilitating Agency.

c) It is expressly agreed hereto that NABARD and __________(Name of Company) shall have full right to terminate this Agreement forthwith if the VWC or Project Facilitating Agency commits breach of any of the terms and conditions of this Agreement / sanction letter / Guidelines.

d) The decision that the Project Facilitating Agency or VWC has committed breach of any of the terms and conditions of this Agreement / sanction letters / Guidelines shall be taken by NABARD and the same shall be conclusive, final and binding on __________(Name of Company).

VII. GOVERNING LAW AND DISPUTE RESOLUTION

a) This Agreement shall be construed, interpreted and enforced in accordance with the laws of India.

b) In case of any dispute arises under this Agreement, the same shall be resolved by consultation. If the dispute has not resolved through consultations within fifteen days (15 days) after one Party has served written notice on the other Parties requesting the commencement of such discussions, either party may in writing demand that the dispute be finally settled by the arbitration in accordance with Arbitration and Conciliation Act, 1996. The place of arbitration shall be at Mumbai.

VIII. ASSIGNMENT

The rights and interests of __________(Name of Company) and Project Facilitating Agency hereto shall not be transferred or assigned without the prior
consent of NABARD in writing and any transfer or assignment without the consent of NABARD shall not be binding.

**IX. AMENDMENTS**

No amendment, supplement, modification or clarification to this Agreement shall be valid or binding unless set forth in writing and duly executed by NABARD and __________(Name of Company).

**X. NOTICES**

Any notice required to be given under this Agreement shall be served on the Party at their following respective addresses given below by hand delivery, email or by registered post:

**To NABARD**

(Address of RO)

**Kind Attention: Chief General Manager**

To __________(Name of Company)

Address of corporate

**Kind Attention:**

**To Project Facilitating Agency**

[Insert Address]

**Kind Attention:**  [Insert name]

**IN WITNESS WHEREOF** the Parties hereto have caused this agreement and a duplicate hereof to be signed on their respective behalf by their duly authorised officials on the date and place first hereinafore mentioned.

For NABARD  For__________ COMPANY LIMITED

[______________]  [______________]

Name:  Name:
Designation:  Designation:
For Project Facilitating Agency

[______________]
Name:
Designation:

In the presence of
Witness:

1. Name: 2. Name:

ANNEXURE A

ANNEXURE B
Annexure 18 : Letter of Undertaking by State Govt

Form of letter of undertaking by the State Government

The CGM/ GM/ OIC
National Bank for Agriculture and Rural Development
Regional Office

Dear Sir

Undertaking by State of ______________________

NABARD has agreed to provide loans and advances to State of ____________ from Watershed Development Fund (WDF) for implementing Watershed Development projects in the State.

2. In consideration thereof, the Governor of State of ______________________ (hereinafter referred to as “the State Government”) undertakes, agrees and assures that :-

   I. The State Government shall ensure and arrange for regular and prompt repayment of principal and payment of interest on due dates as per respective sanction letters in respect of borrowings from WDF;

   II. With a view to ensuring the compliance of the aforesaid obligation, the State Government shall make adequate and specific provision in its budget annually towards repayment of principal and payment of interest in respect of the aforesaid borrowings;

   III. The State Government shall not revoke or withdraw or otherwise make this undertaking ineffective as long as the dues under the aforesaid borrowings are not fully repaid.

Yours faithfully

For and on behalf of Governor
of State of ______________________
( Authorised Official )
Name :
Designation :
Date :
Place :
Annexure 19: Monitoring Format for RO/DDM/Consultant

Visit by RO Official

Watershed Development Fund

Period of Visit -
1. Name of the NGO/PFA: ____________________________
2. Name of the Watershed/Village/Dist.: ____________________________
3. Area of watershed: ____________________________
4. No of household: ____________________________
5. Date of Visit: ____________________________
   Date of last visit: ____________________________

6. NGO persons present during the visit.
   a) Name of the Project Manager: Mr/Ms ____________________________
   b) Name of the Technical Person: Mr/Ms ____________________________
   c) Name of the Community Organiser: Mr/Ms ____________________________
   d) Name of the Lady Social Worker: Mr/Ms ____________________________

7. Whether VWC members were present during the visit (Yes / No)
   If “Yes”, how many ____________

8. Record Keeping: (Yes / No)
   Details of record maintained by VWC

9. Gat/Survey number-wise Implementation (Yes / No)
   a) Whether the work is according to participatory net planning (Yes / No)
      If “No”, reasons for deviation:

10. Checking of measurements in the field
    (at the time of monitoring - Few selected activities at random)

    | S No. | Activity | Survey No. | L x B x H (M^3) | Name of farm owner | Remarks |
    |-------|----------|------------|-----------------|-------------------|---------|
    | 1     |          |            |                 |                   |         |
    | 2     |          |            |                 |                   |         |
    | 3     |          |            |                 |                   |         |

11. Maintenance Fund:
    a) Whether MF account opened: _______________(Yes/No)
       If Yes, Ac No & Name of Bank branch: ____________________________
    b) Amount collected during the quarter (lakh) Rs ________________
       Cumulative collection (lakh): ____________________________
    c) Utilization of maintenance fund and activities carried out during the quarter,
       | S No. | Activity | Amount (Rs) |
       |-------|----------|-------------|
       | 1     |          |             |
       | 2     |          |             |
       | 3     |          |             |
    d) Cumulative MF amount used Rs (Lakh) ________________

12. Community contribution (Shramdan) information:
    (Other than qualifying or mandatory 4 days)
    a) Shramdan Method ________________ (Cash and Kind / Others - (please specify)
    b) How regular is Shramdan done (daily / Weekly / Others): ________________
c) Amount of Shramdan done (till the date of visit or reporting period): Rs.___________

13. VWC Details:
   a) Total No. of members in the VWC: ________ of which Male: _____ Female: _______
   b) Last meeting held on: ____________, of which -------------------------------------------
   c) Frequency & Duration of VWC Meeting: ______________
      Weekly / Fortnightly / Monthly / Others)
   d) No. of members who attended the meeting: ______________
   e) No. of women members present: ______________
   f) Attendance of NGO staff: (Yes / No) ______________
   g) Issues discussed during the last meeting in short: ______________________
   h) Follow up action taken on earlier decision: ______________

14. Payment system / Workdays generated etc. :
   a) Payment Schedule (Weekly / Fortnightly / Monthly): ______________
   b) Total workdays / man days generated during the period: ______________
   c) Whether machinery used: (Yes / No)
      if yes, Total hours: ______________
      Rates paid per hour: ______________
      Total payment: Rs. ______________
      Shramdan Amount: Rs. ______________
      Shramdan %: ______________
   d) Wage Rate / Earth Work Rate / Stone Work Rate / Others
      (Please specify the rates actually paid: - As per payment sheet / Muster)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Particulars</th>
<th>Rate sanctioned</th>
<th>Rate Paid</th>
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</thead>
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<td>Men</td>
<td>Rs. _______ /Day</td>
<td>Rs. _______ /Day</td>
</tr>
<tr>
<td></td>
<td>Women</td>
<td>Rs. _______ /Day</td>
<td>Rs. _______ /Day</td>
</tr>
<tr>
<td>2</td>
<td>Earth Work Rate</td>
<td>Rs. _______ /Cum</td>
<td>Rs. _______ /Cum</td>
</tr>
<tr>
<td>3</td>
<td>Stone Work Rate</td>
<td>Rs. _______ /Cum</td>
<td>Rs. _______ /Cum</td>
</tr>
<tr>
<td>4</td>
<td>Plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. _______</td>
<td>Rs. _______ / Plant</td>
<td>Rs. _______ / Plant</td>
</tr>
<tr>
<td></td>
<td>• _______</td>
<td>Rs. _______ / Plant</td>
<td>Rs. _______ / Plant</td>
</tr>
<tr>
<td></td>
<td>• _______</td>
<td>Rs. _______ / Plant</td>
<td>Rs. _______ / Plant</td>
</tr>
<tr>
<td>5</td>
<td>Others (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   e) Payment made during the quarter Rs. _______ (Lakh)
   f) Cumulative payment made Rs. _______ (Lakh)

15. Social fencing:
   - Ban on free grazing / tree felling observed: (Yes / No)
   - If “No”, what action the VWC has taken? ____________________________
   - Amount of fine, if collected
      i) during the quarter: Rs. _______/-
      ii) cumulative Rs. _______/-

16. Community participation:
   a. Is the farmer consulted while planning treatments in his field / net planning? (Yes / No)
   b. What is the level of awareness regarding the Program among villagers?
      (Very good / Good / Satisfactory / Poor)

17. SHGs
   • No. of SHGs in the village: ______________
   • Percentage of SHG members to total female population: ______________
   • No. of SHGs of landless women / families: ______________
• Income Generating Activities / Development Activities taken up by the groups, if any (give details in brief).
  
  •                                                                                          
  •                                                                                          
  • Whether women’s groups / women are involved in decision making process in implementing watershed project. (Yes / No)
  • SHGs formed during the quarter __________
  • Cumulative no of SHGs __________
  • Programme conducted during the quarter __________

1. Name of watershed -
2. Name of NGO -
3. Name of District -
4. Area of watershed -
5. No of Household covered –

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Original sanction</th>
<th>Revised sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical</td>
<td>Financial</td>
</tr>
<tr>
<td>CBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of ongoing Phase

<table>
<thead>
<tr>
<th>Activity</th>
<th>Physical sanction</th>
<th>Financial sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sanction</td>
<td>Work done since last visit</td>
</tr>
<tr>
<td>(activities to be indicated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance fund released</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shramdan received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance fund collected from farmers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHGs formed, No of training programme conducted, other activities if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details under Point no 18 may be submitted in excel sheet

19. Overall Observations and Corrective action based on monitoring study
Annexure 20: Project Completion Report Format

**Project Completion Report**

1. Name of Project: __________________
2. Name of NGO: __________________
3. Date of Sanction of Project: ________________
4. Date of Completion of project: ________________
5. Financial Details: (NABARD)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Project Measures</th>
<th>Project Management</th>
<th>Total Grant Support</th>
<th>Farmers Contribution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grant sanctioned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grant released</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Grant utilised</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Grant balance (2-3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 a. Financial details (Corporate)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Project Measures</th>
<th>Project Management</th>
<th>Total Grant Support</th>
<th>Farmers Contribution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grant sanctioned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grant released</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Grant utilised</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Grant balance (2-3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **Project Implementation**: (NABARD)

<table>
<thead>
<tr>
<th>Treatment</th>
<th>Sanctioned</th>
<th>Achievement</th>
<th>Percent completion of units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical units (ha./nos.)</td>
<td>Grant</td>
<td>Completed physical units (ha/nos.)</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

(Indicate all the sanction activities)
6 a Project Implementation: (Corporate)

<table>
<thead>
<tr>
<th>Treatment</th>
<th>Sanctioned</th>
<th>Achievement</th>
<th>Percent completion of units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical units (ha./nos.)</td>
<td>Grant</td>
<td>Completed physical units (ha/nos.)</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

(Indicate all the sanction activities)

Project Management

Grand Total

7. VDC Status:

   (i) Total No. of members
   (ii) No. of women members
   (iii) Registration no. and date (If registered)

8. Forest Protection Committee (FPC):

   If formed whether Registered/not registered
   (If registered, please furnish us a copy of the registration certificate)

9. Community Contribution:

   (i) Total labour payment
   (ii) Total estimated value of Shramadan

   Shramadan as % of total labour cost = \( \frac{(ii)}{(i + ii)} \times 100 = \) __%  

10. Women Development Activities:

    b) No of SHGs formed
    c) No of SHGs already existed
    d) No of SHGs credit linked
    e) Total saving generated
    f) Total credit extended
    g) No of federation forms
    h) Activities covered under credit support

10 a. Farmers club

    a) No of FCs forms
    b) No of FCs already existed
    c) No of FCs credit linked
    d) Total saving generated
    e) Total credit extended
    f) No of federation forms
    g) Activities covered under credit support
h) No converted into Producers group

11. **List of capital items purchased out of WDF grant**: (Amount in Rs.)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Year of purchase</th>
<th>Grant used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. **Impact**: A report on Impact of watershed development work may kindly be submitted as per the enclosed guidelines attached.

13. **Registered maintained**

14. The following boards have been fixed in the watershed area at prominent locations
Guidelines for Assessment of Impact of Watershed Development:

Impact assessment by VWC and NGO of _________________ watershed project after ______ years of project implementation.

The list given below is indicative - The NGO and VWC are free to indicate any point which they feel important so far their watershed is concerned.

1. **Changes in Agriculture** :

   *(Note: Changes in terms of additional area brought under cultivation, improvement of existing crop land, increase in cropping intensity, introduction of better technology, change to tree based cropping may be indicated).*

**Aggregate Production Assessment**:-

<table>
<thead>
<tr>
<th>Category</th>
<th>Pre Development*</th>
<th>Post Development (estimated)*</th>
<th>Post Development (Actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total (q)</td>
<td>Per capita Availability</td>
<td>Total (q)</td>
</tr>
<tr>
<td>Cereals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil seeds (Edible)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Changes in Agri-allied activities**:

   *(Note: Changes in animal population, milk and other animal products, introduction of new activities like fishery, stafed goat rearing etc. may be reported).*

(i) **Livestock - Present and Planned**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Livestock</th>
<th>Pre Development*</th>
<th>Post Development (estimated)*</th>
<th>Post Development (Actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work Animals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Buffaloes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cross bred cows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Indigenous cows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sheep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Goat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Pigs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*As mentioned in Feasibility Report

(ii) **Fodder Availability - Existing and proposed**
### Impact of the WDF: Key indicators

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Pre watershed</th>
<th>Post watershed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Irrigated area (ha)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a  Perrenial</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b  Seasonal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Electric motor (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil engine (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Livestock (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i  Bullock</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii Cow (Scrub)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii Cow (Cross bred)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv Sheep and Goats</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>v  Buffalo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dairy Milk (lit/day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Agricultural employment (months/year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Land value (Rs. / acre)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a  Crop land</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b  Waste land (Rainfed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Bio gas (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Cylinder gas (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Smokeless chulhas (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Kitchen Garden (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Individual latrines (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Soak pits (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Number of wells</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Television (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Cycle (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Motorcycle (nos.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Tractors (nos.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Socio-economic changes:
(i) Functioning of VWC, SMS, SHG to be indicated giving the frequency of meetings and important decisions and activities taken up by these institutions/groups.

(ii) Kindly indicate credit availability in the post-watershed development situation.

(iii) The status of Charai-Bandi and Kurad-Bandi may be indicated.

(iv) Kindly indicate changes in terms of new assets acquired, increase in attendance of students in schools (data as per annexure-III may kindly be submitted).
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters</th>
<th>Type of Primary Data Analysis required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Project Indicators</td>
<td>✓ Recharge of well (Water table data in the wells in all slopes recorded in the summer by the villagers)</td>
</tr>
</tbody>
</table>
|       |                                  | ✓ Change in Net sown area  
|       |                                  | ✓ Wasteland brought into cultivation  
|       |                                  | ✓ Cropping intensity data                                                                                                                                                                                                               |
|       |                                  | ✓ Estimate in crop yield (pre and post watershed data and also year wise data analysis within the watershed project period and beyond)                                                                                                 |
|       |                                  | ✓ Agronomic interventions  
|       |                                  | ✓ Introduction of high value crops  
|       |                                  | ✓ Market intervention  
|       |                                  | ✓ Increase in income profile                                                                                                                                                                                                            |
| 1     | Ground water recharge            | ✓ Crown / canopy coverage  
|       |                                  | ✓ Grass yield  
|       |                                  | ✓ Fuel, Fodder and other non timber products  
|       |                                  | ✓ Status of its availability yo the community                                                                                                                                                                                          |
| 2     | Area under crop                  | ✓ Change in livestock profile  
|       |                                  | ✓ Milk, Meat, Egg yield  
|       |                                  | ✓ Increase in awareness among community  
|       |                                  | ✓ Availability of fodder in the area  
|       |                                  | ✓ Intervention taken up for increase the fodder  
|       |                                  | ✓ Fodder storage facility provided  
|       |                                  | ✓ Impact of health camp                                                                                                                                                                                                                 |
| 3     | Crop Production                  | ✓ Linked to stall fed practices  
|       |                                  | ✓ Round the year cropping  
|       |                                  | ✓ Plantation survival                                                                                                                                                                                                                  |
| 4     | Change in cropping pattern       | ✓ Extent of community involvement / Status of community ownership / Quality of work exclusively undertaken through shramdan                                                                                                                                              |
| 5     | Vegetative coverage in watershed | ✓ Durability  
|       |                                  | ✓ Sustainability                                                                                                                                                                                                                       |
| 6     | Livestock status                 | ✓ Pre & Post  
|       |                                  | ✓ Procurement of Digital photographs for pre and post treatment periods having same date of pass  
|       |                                  | ✓ Detection of Change in Land Use/ Land Cover condition  
|       |                                  | ✓ Estimation of change in land use/land cover condition during pre and post treatment period  
|       |                                  | ✓ Estimation of overall change in biomass                                                                                                                                                                                             |
| 7     | Erosion Status                   | ✓ Increase in vegetation in the area  
|       |                                  | ✓ Increase in water table due to the structures created  
|       |                                  | ✓ Impact of bench terracing  
|       |                                  | ✓ Lift irrigation structures installed and area irrigated due to the intervention.                                                                                                                                                     |
| 8     | Effects of social fencing        | ✓ Increase in area under plantation  
|       | (Ban on Free grazing and tree cutting) | ✓ Horticulture tree planted  
|       |                                  | ✓ Area under Agro-forestry, agro-horticulture  
|       |                                  | ✓ Additional income generated out of agriculture, horticulture, forestry  
|       |                                  | ✓ Type of horti/forestry plants planted  
|       |                                  | ✓ Farmers club formed  
|       |                                  | ✓ Change in cropping pattern/cropping intensity  
|       |                                  | ✓ Change in rain-fed/irrigated area  
|       |                                  | ✓ Availability of seed and storage facility                                                                                                                                                                                             |
### Watershed Development Fund Guidelines 2016

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters</th>
<th>Type of Primary Data Analysis required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>✓ Weather station installed and its impact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Awareness level about the AWS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Dissemination of agro-advisory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ How agro-advisory change the lives of farmers</td>
</tr>
<tr>
<td></td>
<td>Agro-Meteorology</td>
<td>✓ Awareness among community</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Impact on ground water table</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Crop covered under the exercise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Assessment of water requirement of crop</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ No of micro irrigation unit installed</td>
</tr>
<tr>
<td></td>
<td>Water budgeting</td>
<td>✓ Activities undertaken</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Impact on community</td>
</tr>
<tr>
<td></td>
<td>Bio-Diversity</td>
<td>✓ Pre &amp; post scenario</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Inclination of community towards renewable energy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Reduction on dependency on electricity due to renewable energy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Different activities undertaken and its impact</td>
</tr>
<tr>
<td></td>
<td>Renewable energy</td>
<td>✓ No. of man days generated at the village level within the project framework and outside the project framework</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Creation of employment in various sectors (Farm, Non-farm and services)</td>
</tr>
<tr>
<td>12</td>
<td>Changes in employment profile</td>
<td>✓ Type of assets created in the village</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Flow of private installment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Institutional Credit flow</td>
</tr>
<tr>
<td>13</td>
<td>Capital formation in the village</td>
<td>✓ Change in migration profile (Full family migration / Male member migration / seasonal migration analysis. )</td>
</tr>
<tr>
<td>14</td>
<td>Poverty induced migration</td>
<td>✓ Impact on school attendance (as a result of change in migration profile)</td>
</tr>
<tr>
<td>15</td>
<td>Literacy level</td>
<td>✓ Health (Drinking water, epidemic episodes, nutrition index, infant mortality, preventive and curative efforts both at individual and community level) Sanitation (Garbage disposal, toilets and bathroom, clean village campaign, animal habitation)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Non-biodegradable waste collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Effort for clean drinking water and awareness level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Roof top water harvesting structures created and impact</td>
</tr>
<tr>
<td></td>
<td>Quality of life</td>
<td>✓ Housing (Change in housing profile, private investment in housing)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Other common infrastructure (Road, electricity, milk route, schools, wells, tube wells, hospitals, health care facilities for human / animals)</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>✓ Women at leadership</td>
</tr>
<tr>
<td></td>
<td>Gender aspects</td>
<td>✓ Formation and linkage of group with banks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Change in the standard of living of families due to credit support.</td>
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<tr>
<td></td>
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<td>✓ Due role played by women in development activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Equal opportunity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ New knowledge and skill acquired by women</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Reduction in drudgery due to water scarcity / stress situation/woes of women due to water shortage is no more</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Change in management capacity of women</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Active involvement of women in livelihood and economic activities and economic asset management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Training to the groups</td>
</tr>
</tbody>
</table>

184
### Watershed Development Fund Guidelines 2016

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters</th>
<th>Type of Primary Data Analysis required</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>IRR / FRR</td>
<td>✓ Investment and Return Analysis (including and excluding family labour)</td>
</tr>
</tbody>
</table>

#### C Institutional Indicators

| 19     | Institutions involved | ✓ Watershed Development Committee (WDC)  
|        |                       | ✓ Self Help Groups (SHGs)                  
|        |                       | ✓ Milk cooperatives                           
|        |                       | ✓ Marketing societies                           
|        |                       | ✓ Youth Clubs                                
|        |                       | ✓ Farmers Clubs                             
|        |                       | ✓ Any Other Institution                       |

| 20     | Linkage with Gov’t Depts. / Govt. / Quasi Govt. Depts. | ✓ Demonstration                            
|        |                                                       | ✓ Extension                               
|        |                                                       | ✓ Input Supply                            
|        |                                                       | ✓ New schemes                             
|        |                                                       | ✓ Response of the agencies (pre and post watershed situation) |
|        |                                                       | ✓ Media coverage                          
|        |                                                       | ✓ Research efforts                         
|        |                                                       | ✓ convergence                             |

| 21     | Linkage with banks | ✓ Change in Bank deposit profile (Demand / Time deposits) |
|        |                      | ✓ Flow of Bank loan (Individual, WDC, SHGs, individual enterprise - Disbursements and outstanding) |
|        |                      | ✓ Recovery, New Schemes                        |
|        |                      | ✓ Financial inclusion                          |
|        |                      | ✓ No of accounts open and credit linked        |
|        |                      | ✓ No of SHG credit linked and change in living |

| 22     | Overall Development | ✓ Potential emerged in the village with particular reference to (i) Institutional back up and (ii) individual entrepreneurship. |

| 23     | Replicability       | ✓ Compare with National Programme input and output |

| 24     | Monitoring          | ✓ Governance practices in development / process |
|        |                      | ✓ Systems and Status of Accounts, Records and MIS and Transparency and accountability in the entire development cycle |
|        |                      | ✓ Linkages, collaboration & networks in knowledge building/sharing, product marketing, etc |
|        |                      | ✓ Monitoring systems                          |
|        |                      | ✓ Changes in knowledge and skill level brought among the WDT/PFA and VWC |
|        |                      | ✓ Management of the micro enterprises, Agri. Service centres, etc of the watershed committee |
|        |                      | ✓ Monitoring by NABARD                         |

### Result framework analysis

<table>
<thead>
<tr>
<th>Outcome/Output</th>
<th>Indicator</th>
<th>Baseline</th>
<th>achievement</th>
<th>Source of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include all the sanction activities</td>
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</table>