

No.K-11011/1/2009/IWMP(IS)  
Government of India  
Ministry of Rural Development  
Department of Land Resources

(श्री. एम्. जरोड़ा / N. M. ARORA)  
निदेशक / Director  
ग्रामीण विकास मंत्रालय / (Min of Rural Dev.  
भूमि संसाधन विभाग / D/o. Land Resources  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

C.G.O. Complex, 11<sup>th</sup> Block, Lodhi Road  
New Delhi - 110 011.

Dated the 14th September, 2009.

To

The Pay and Accounts Officer,  
Department of Land Resources,  
Ministry of Rural Development,  
CGO Complex, 11<sup>th</sup> Block, Lodhi Road,  
New Delhi -110 003.

**SUBJECT :-** Central Assistance for setting up of State Level Nodal Agency (SLNA) and Watershed Cell cum Data Centre (WCDC) in the DRDA/ZP for implementation of Integrated Watershed Management Programme (IWMP) during 2009-10 in the State of Karnataka -Reg.

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Sir,

I am directed to convey the approval of the President of India to the sanction of Rs. 387.00 Lakh (Rupees Three Crore Eighty Seven Lakh only) i.e. Rs. 107.50 Lakh (Rupees One Crore Seven Lakh Fifty Thousand only) for setting up of State Level Nodal Agency (SLNA) and Rs. 279.50 Lakh (Rupees Two Crore Seventy Nine Lakh Fifty Thousand only) for Watershed Cell cum Data Centre (WCDC) in the DRDA/ZP of 26 Districts for implementation of Integrated Watershed Management Programme (IWMP) during 2009-10 in the State of Karnataka. The details of the break-up of funds for setting up of SLNA and WCDC are given at Annexure-I & Annexure-IV respectively.

2. The expenditure is debitable to Demand No. 81, Department of Land Resources under the Head of Account and other terms & conditions.

- 2501 Special Programmes for Rural Development (Major Head)
- 05-Wasteland Development (Sub-Major Head)
- 05.101-National Wasteland Development Programme
- 08 - Professional Support and other Activities
- 08.01-Professional Support - Institutional Support, TDET, IEC, IT and others
- 08.01.50 - Other Charges Plan (2009-10) - Rs. 387.00 Lakh

Terms and Conditions for utilization of funds released:

- a. The payment sanctioned above is provisional and subject to adjustment in accordance with actual expenditure incurred.
- b. All appointments in the SLNA and WCDC shall be on deputation basis and there will be no liability for permanent employment for the hired personnel.
- c. Purchase of vehicles and construction activities are not permissible under any circumstances from DoLR funds.
- d. The SLNA will select a bank branch, in consultation with State Government, having internet connectivity at the State Headquarter of any Public Sector Bank or Institution based Bank for maintaining the programme account. The SLNA will open an independent savings bank account for receiving the central grant for institutions. Once selected the account shall not be changed to any other branch or bank without concurrence of DoLR.
- e. The State government will communicate to the SLNA and to the Ministry the details of the Bank Branch and the Account Number. The DoLR shall release the funds in programme account. The State Government/ SLNA shall not open separate bank accounts.
- f. A memorandum of understanding will be entered into between the Bank and SLNA and the State Government wherein the parties would agree to abide, by the provisions of the Guidelines. In particular, the Bank will agree to abide by the instructions issued, from time to time, by the DoLR regarding the operation of Accounts.
- g. Money accruing as interest credited in the Programme Account will be credited to the same account. The expenditure out of this interest amount will be guided by the instructions/ guidelines to be issued by the DoLR from time to time. The bank shall intimate to the interest amount credited by it to the Account on quarterly basis.
- h. The State Government shall nominate its senior & responsible officers as Empowered Officers. It shall open only to the Empowered Officers to monitor and operate bank account and transfer the funds to respective DRDAs/ZPs. The bank will not allow the funds to be used by any person other than the authorized signatories and for any purpose other than the authorized payment of works taken up under the IWMP. Nor will it be open to the State Government to invest these funds in any other Bank/ Branch, whether for short or medium term,, including under Fixed Deposits.

- i. The State Government will ensure that the accounts at State Level as well as DRDA/ZP level are audited by a Chartered Accountant selected from a panel approved by the C&AG, within six months of the close of the financial year.
- j. The central funds released for recurring grant for salary is calculated according to the norms laid down in the DoLR. However, within the amount allocated for salaries, the SLNA is free to vary the type and no. of experts & staff. It will be mandatory for the SLNA to have one Finance Officer and one Accounts Assistant who will ensure that the expenditure statement is put up before the CEO, SLNA at the required periodicity, who in turn will be responsible for sending the same to DoLR (Annexure-I).
- k. The institutions will maintain the registers and documents as mentioned in Annexure – II.
- l. The data regarding the institutional funds, its utilization and the details of the personnel appointed shall be updated by the SLNA in the MIS of IWMP regularly.

4. The other Terms and Conditions for utilisation of funds released for State Level Nodal Agency (SLNA) under Integrated Watershed Management Programme (IWMP) are as follows:

- a. **Professional Qualification of the Technical Experts/ Staff in SLNA/ SLDC:** The Technical Expert should be minimum M.Sc. in the fields of Agriculture/ Horticulture/ Hydrological/ Soil Engineering and Animal Husbandry with good academic record. Higher qualification, such as, Ph.D. with good grades and added qualifications will be preferred. The candidate should have at least ten years field/ research experience in a senior position in the fields of Dryland Agriculture/ Horticulture/ Watershed Management or related fields like assessment, management and mitigation of droughts, climatic and other associated risks, crop husbandry, crop specific technologies, horticultural practices, livelihoods, animal husbandry, water management, soil engineering etc. In the case of an outstanding person, conditions regarding qualifications and experience can be relaxed.
- b. The Technical Expert (IT) should be minimum B. Tech. (Computer Science)/ MCA/ M. Tech. (Computer) with 10 years of relevant experience in the programming .NET/ JAVA, Database Management system with specialization in .NET/ JAVA, Windows/Linux, Project Management, implementation and monitoring as well as technical consultancy.

- c. The GIS Expert should be minimum B. Tech. (Computer Science)/M. Sc. (GIS)/MCA/ M. Tech. (Remote Sensing) with 5 years experience in the field of Remote

Sensing and GIS. The candidate should have good technical knowledge in computer programming for writing interfaces with GIS tools – Arc Info/Open GIS tools, digital image analysis and GIS techniques using different software and operating systems.

- d. The Programmer should be minimum M.Sc. (Computer Science/ IT/ GIS)/ B.Tech. (Computer Science / MCA/ M.Tech. (Computer Sc.). with experience in web based applications using .NET/ JAVA on Windows/ Linux platform.

- e. The SLNA will sign an MoU with the DoLR Till the MoU is signed, the SLNA and the other organizations/agencies receiving the funds for establishment of such organizations/agencies shall abide by all conditions specified by the Department of Land Resources from time to time in utilisation of these funds

- f. The funds shall be directly released by DoLR into the account of the SLNA as lump sum central grant. The recurring grant is for salaries of experts and staff, travelling allowances and office expenditure as laid down by DoLR in Annexure-I.

- g. The non-recurring grant is primarily for setting up a GIS lab in the SLDC and scientific equipments. A suggestive list of GIS/ scientific equipments is at Annexure-III. The purchase of GIS/scientific equipments should be done in accordance with Procurement Rules of the State Government and technical expertise should be availed of when making the purchase. Proper arrangements should be made for storing the equipments when not in use. Efforts should be made to utilize the equipments while preparing DPR and planning for the project and thereafter for proper monitoring and evaluation of the project.

- h. The amount sanctioned under different items of recurring grant should be utilized as sanctioned by DoLR. For any deviation, permission of DoLR will be required.

- i. The SLNAs will furnish a Utilization Certificate and Audited Statement of Accounts for the funds released for institutional funding to DoLR every year by the end of September of the next/ following year.

5. Terms & conditions for utilization of funds for WCDC in the DRDAs/ZPs

- a. The functionaries in each DRDA/ZP Watershed Cell in the Programme Districts shall be as per Annexure-IV. The salary of only one Technician expert shall be funded by the DoLR. However, it will be mandatory for every WCDC to have a Accountant or Accounts Assistant who will be responsible for maintaining the accounts of the DoLR grants and who will ensure that the expenditure statement is put up before the Project Director/

CEO at the required periodicity, who in turn will be responsible for sending the same to SLNA.

- b. Professional Qualification of the Technical Experts/ Staff in the WCDC: The Technical Expert should be minimum of Bachelor Degree in the fields of Agriculture/ Horticulture/ Hydrological/ Soil Engineering and Animal Husbandry with good academic record. Higher qualification, such as, Master Degree in respective fields with good grades and added qualifications will be preferred. The candidate should have at least five years field / research experience in the fields of Soil and Water Conservation/ Forestry/ Dryland Agriculture / Horticulture / Watershed Management or related fields like assessment, management and mitigation of droughts, climatic and other associated risks, crop husbandry, crop specific technologies, horticultural practices, livelihoods, animal husbandry etc.
- c. The DRDAs/ZPs shall maintain a separate savings account for the institutional funding of the Watershed Cell, other than the project fund account.
- d. Each DRDA/ZP shall sign an MoU with the SLNA before transfer of funds from SLNA to DRDA/ZP
- e. The funds for the Watershed Cell cum Data Centres (WCDC) in the DRDAs/ZPs will be released to the SLNAs by DoLR in the form of a lump sum grant which the SLNAs will further release to the DRDAs/ZPs for WCDCs.
- f. Further, whenever a district exceeds 25,000 ha. of coverage under watershed programmes, the SLNA will inform DoLR for additional funding.
- g. The DRDA/ZP will get the account audited by the Chartered Accountant every year. The Audit Statement of Account of SLNA will include the audit of the DRDA/ZP.
- h. Each WCDC would get non-recurring grants primarily for the setting up of the Data Cell. The Data Entry Operator must be given a computer to work on.
- i. The purchase of computers, software and peripherals in the DRDA/ZP Watershed Cell as per the number and specification prescribed by SLNA in consultation with NIC in the State for running the programme are permitted.

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- j. The SLNA may ensure that the amount sanctioned under different items of recurring grant should be utilized by the WCDC as sanctioned by DoLR. For any deviation, permission of DoLR will be required.

6. The Pay and Accounts Officer, Department of Land Resources will be the Drawing & Disbursing Officer for this purpose.

7. This issue under the powers delegated to the Ministry of Rural Development and in consultation with the Integrated Finance Division vide their ID No. 1122/IFD/LR/09 dated 11.09.2009.

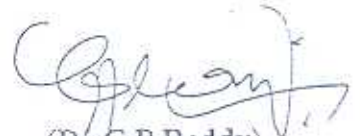
Yours faithfully,



(V.M. Arora)  
Director

Copy to :-

- 1) The Chairman, SLNA, Karnataka, Bangaluru.
- 2) The principal Secretary (Agriculture), Govt. of Karnataka
- 3) The Chief Executive Officer, SLNA, Karnataka, Bangaluru.
- 4) The Secretary, Finance Department, Govt. of Karnataka, Bangaluru.
- 5) The Secretary, Planning Department, Govt. of Karnataka, Bangaluru.
- 6) The Accountant General (A&E), Govt. of Karnataka, Bangaluru.
- 7) US (IFD)/ Sanction Folder.



(Dr. C.P. Reddy)  
AC (DPAP)

Amount being released during 2009-2010 as Central funds : Rs. 387.00 Lakhs only

## SLNA

S. No.	Name of the post	No. required	Monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert (Agriculture/ Agricultural Engineering)	1	50,000	6.00
2	Technical Expert on Livelihood (micro-enterprises/ Rural Management)	1	50,000	6.00
3	Technical Expert on Animal Husbandry/ Capacity Building/ Social Mobilization	1	50,000	6.00
4	Technical Expert (IT)	1	50,000	6.00
5	Finance Officer	1	40,000	4.80
6	Administrative Officer	1	40,000	4.80
7	Accounts Officer	1	35,000	4.20
8	Accounts Assistant	2	25,000	6.00
9	Assistant	4	25,000	12.00
10	GIS Expert	1	40,000	4.80
11	Data Entry Operator	3	15,000	5.40
12	Programmer	1	25,000	3.00
	<b>Total</b>	<b>18</b>		<b>69.00</b>

**Recurring grant:** Based on the above table the recurring grant for the SLNA would be as follows.

Sl. No.	Item of Expenditure	Amount per annum (Rs. in lakhs)	Amount for 9 months (Rs. in lakhs)
i.	Salaries	70.00	52.50
ii.	TA	07.00	5.25
iii.	Office Expenses (as per the definition of Finance Ministry of State Government)	13.00	9.75
	<b>Grand Total per annum</b>	<b>90.00</b>	<b>67.50</b>

**Non-recurring grant:** A non-recurring grant of Rs.40.00 lakhs will also be given.

**Total Amount = Rs.67.50 Lakh + Rs. 40.00 Lakh = Rs.107.50 Lakh**

**Registers and Documents to be maintained:**

**Watershed Committee Level**

- Cash book
- Contingency bill register
- Voucher register
- Bank Pass Book
- Bank reconciliation statement register
- Advances/Adjustment register
- Bank cheque book register
- Asset register
- Income register showing the income coming from watershed assets
- WDF Account Register
- Revolving Fund register
- Register showing physical and financial progress

**PIA Level**

- Register for grants received from states
- UCs register for UCs to be sent to DRDA
- Bank pass book/Cheque register
- Bank reconciliation statement register
- UCs register for UCs received from different watershed committees
- Physical and financial progress report

**DRDA Level**

- Cheque book register
- Grants received from Centre/State
- Grants distribution Register
- UCs register for UCs received from PIA/watershed committees
- Activities wise PHYSICAL AND FINANCIAL PROGRESS details

**SLNA Level**

- Grants received register
- Physical and financial progress register



DIRECTOR



## List of Scientific Equipments

Sl. No.	Particulars
1.	Dual Rain gauges automatic and manual (per model watershed)
2.	Hydrological Gauging station to monitor soil and runoff loss including fencing and solar panel a. Automatic soil loss measuring device b. Digital runoff recorder
3.	GPS units
4.	Groundwater level recorders
5.	Laptops to download data from the Hydrological units and weather stations
6.	Automatic weather station
7.	Digital cameras
8.	Scanner
9.	GIS workstations with Arc Info
10.	Computer and printer for GIS
11.	Computer workstations and printers



DIRECTOR

## Watershed Cell cum Data Centre in the DRDA/ZP

S. No.	Name of the post	No. required	Proposed monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert	1	25,000	3.00
2	Accountant	1	10,000	1.20
3	Data Entry Operator	1	7,500	0.90
	<b>Total</b>	<b>3</b>		<b>5.10</b>

**Recurring grant:** Based on the above table the recurring grant for a Watershed Cell cum Data Cell in DRDA/ZP would be as follows:

Sl. No.	Item of Expenditure	Amount per annum (Rs. in lakhs)	Amount per 9 Months (Rs. in lakhs)
i.	Salaries	5.20	3.90
ii.	TA	1.00	0.75
iii.	Office Expenses (as per the definition of Finance Ministry of State Government)	2.80	2.10
	Grand Total per annum	9.00	6.75

**Non-recurring grant:** A non-recurring grant of Rs.4.00 lakhs will also be given.

Total amount per District = Rs. 6.75 Lakh + Rs. 4.00 Lakh = Rs. 10.75 lakh

For 26 Districts in Karnataka = 26 X 10.75 = Rs.279.50 Lakh.

  
DIRECTOR

## COST, ALLOCATION AND FINANCE

### RELEASE OF FUNDS FOR PROJECTS TO STATE LEVEL NODAL AGENCY

#### Introduction

Under the Common Guidelines for Watershed Development Projects, 2008, it is stated under para 66 that the Departmental Nodal Agency at the central level will allocate specific amounts for individual States from whom proposals have been received and the States will be free to sanction their projects within the State allocation. On receipt of the Sanction Orders for the new projects from SLNA, the Nodal Ministry would release funds directly to the district level agency.

In the above arrangement, the power to sanction the projects has been delegated to the States whereas, the power to release funds to the Districts has been retained in the Ministry. In the meetings of the Steering Committee most States expressed that release of funds from the DRDA to the PIA is often delayed and slows down the progress of the project as the programme is not being implemented by the DRDAs. In addition, such an arrangement also creates difficulties in monitoring the progress of the projects by the SLNA. The States, therefore, requested that the funds may be released directly to the SLNA instead of the DRDAs. The issue was taken up with NRAA for necessary amendments in the Guidelines. The NRAA has now made the following provision in the Guidelines regarding Integrated Watershed Management Programme (IWMP).

"As far as IWMP is concerned the central share of funds shall be released to the State Level Nodal Agencies (SLNAs), who may release funds to the respective Project Implementing Agencies as the case may be. Where SLNAs have not become constituted the Nodal Ministry may appropriately decide the manner of release of funds."

In order to release the project funds directly to the SLNAs, the following mechanism has been decided.

## COST, ALLOCATION AND FINANCE

### RELEASE OF FUNDS FOR PROJECTS TO STATE LEVEL NODAL AGENCY

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In order to release the project funds directly to the SLNAs, the following mechanism has been decided.

**Monitoring mechanism:**

- 12. The data regarding the project fund and its utilization and the details of the items of expenditure shall be updated by the SLNA in the MIS of IWMP regularly.
- 13. The institutions at various levels i.e., SLNA/ District level/ PTA/ WC will maintain the registers and documents as mentioned in Annexure-1.
- 14. It will be mandatory for the SLNA to have in place financial & accounting staff as already indicated in correspondence no. K-11012/1/2009/ IWMP (IS) dated 14.09.09.
- 15. Upon receipt of acceptance and certification of these conditions by CEO, fund release to SLNAs will commence from DoLR.

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## Registers and documents to be maintained:

### 1. Watershed Committee Level

- a) Cash book
- b) Contingency bill register
- c) Voucher register
- d) Bank Pass Book
- e) Bank reconciliation statement register
- f) Advances/Adjustment register
- g) Bank cheque book register
- h) Asset register
- i) Income register showing the income coming from watershed assets
- j) WDF Account Register
- k) Revolving Fund register
- l) Register showing physical and financial progress

### 2. PIA Level

- a) Register for grants received from states
- b) UCs register for UCs to be sent to DRDA
- c) Bank pass book/Cheque register
- d) Bank reconciliation statement register
- e) UCs register for UCs received from different watershed committees
- f) Physical and financial progress report

### 3. DRDA Level

- a) Cheque book register
- b) Grants received from Centre/State
- c) Grants distribution Register
- d) UCs register for UCs received from PIA/watershed committees
- e) Activities wise PHYSICAL AND FINANCIAL PROGRESS details

### 4. SLNA Level

- a) Grants received register
  - b) Physical and financial progress register
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