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State and District Water and Sanitation Missions – Guidelines for Effective Functioning, 2011

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State and District Water and Sanitation Missions

Guidelines for Effective Functioning

Institutional setup of SWSM

As a step towards achieving coordination and convergence among State Departments dealing with Rural Drinking Water Supply, Rural Sanitation, School Education, Health, Women and Child Development, Water Resources, Agriculture, etc. A State Water and Sanitation Mission (SWSM) should be set up at the State/ UT level. It shall be a registered society under the aegis of the Department/ Board/ Nigam/ Authority/ Agency implementing rural water supply programme in the State. It will be providing the operational flexibility to the States/ UTs, so that the desired thrust is there for an integrated implementation of and institutionalizing community participation under Rural Water Supply Programme and Total Sanitation Campaign (TSC). The SWSM shall be headed by the Chief Secretary/ Additional Chief Secretary/ Development Commissioner with Secretaries in-charge of PHED and other concerned Departments as members. Secretary (PHED) (or the Department concerned with rural water supply) shall be the nodal Secretary responsible for all the SWSM activities and for convening the meetings of the Mission. Experts in the field of Hydrology, IEC, HRD, MIS, Media, NGOs, etc. may be co-opted as members. The recommended structure for implementing rural water and sanitation programmes at the State level is at Annex-I.

The **State Water and Sanitation Mission (SWSM)** would have the following functions:

- i.) Monitoring and evaluation of physical and financial performance and management of the water supply and sanitation projects on a quarterly basis; a suggested agenda for the SWSM meeting is at Annex-II and a monitoring format at Annex-V.
- ii.) Provide policy guidance;
- iii.) Convergence of water supply and sanitation activities including special projects;
- iv.) Coordination with various Departments of the State Government and other partners in relevant activities;
- v.) Integrating communication and capacity development programmes for both water supply and sanitation;
- vi.) Maintaining the accounts for Programme Fund and Support Fund and carrying out the required audits for the accounts.

Composition of SWSM

- | | | |
|------|--|-------------|
| i.) | Chief Secretary / Additional Chief Secretary/ Development Commissioner | Chairperson |
| ii.) | Secretary, Panchayati Raj | Member |

iii.)	Secretary, Rural Development	Member
iv.)	Secretary, Health	Member
v.)	Secretary, Education	Member
vi.)	Secretary, Science & Technology	Member
vii.)	Secretary, Women and Child development	Member
viii.)	Secretary, Power	Member
ix.)	Secretary, Water Resources	Member
x.)	Secretary, Agriculture	Member
xi.)	Secretary, Finance	Member
xii.)	Secretary, Information and Public Relations	Member
xiii.)	Secretary, Urban Development	Member
xiv.)	Secretary, PHED	Convenor

State Level Scheme Sanctioning Committee (SLSSC)

One of the policy issues mentioned in the National Rural Drinking Water Programme guidelines is about delegation of powers for according technical and administrative approvals to the State Government in order to avoid administrative bottlenecks in the execution of the rural water supply schemes and related Support activities viz., CCDU, WQM&S, MIS, R&D, M&E, STA etc.

The delegation of powers is subject to the condition that the State Governments have to ensure that a proper system of monitoring and evaluation is in place. The State Governments should furnish complete and timely information to enable the Government of India to release funds regularly.

In this regard, all States are to constitute a State Level Scheme Sanctioning Committee (SLSSC) with the following members:

i.)	Secretary PHED/ Rural Water Supply Department	Chairperson
ii.)	Engineer-in Chief, PHED/ Rural Water Supply Department	Member Secretary
iii.)	Representative of Department of Drinking Water Supply, Government of India	Member
iv.)	Representative of CGWB, State Representative	Member
v.)	Representative of State and Central Water Commission/ Board	Member
vi.)	Director, RD	Member
vii.)	Director, SSA	Member

viii.)	Director, NRHM	Member
ix.)	Director, ICDS	Member
x.)	Representative of State Technical Agency (STA)	Member
xi.)	Technical Expert from reputed State and/ or National related institutions	Member
xii.)	Chief Engineer, Planning PHED/ Rural Water Supply Department;	Member
xiii.)	Director, Water and Sanitation Support Organization	Member
xiv.)	Any other member nominated by the SWSM keeping coordination issues in view	Member

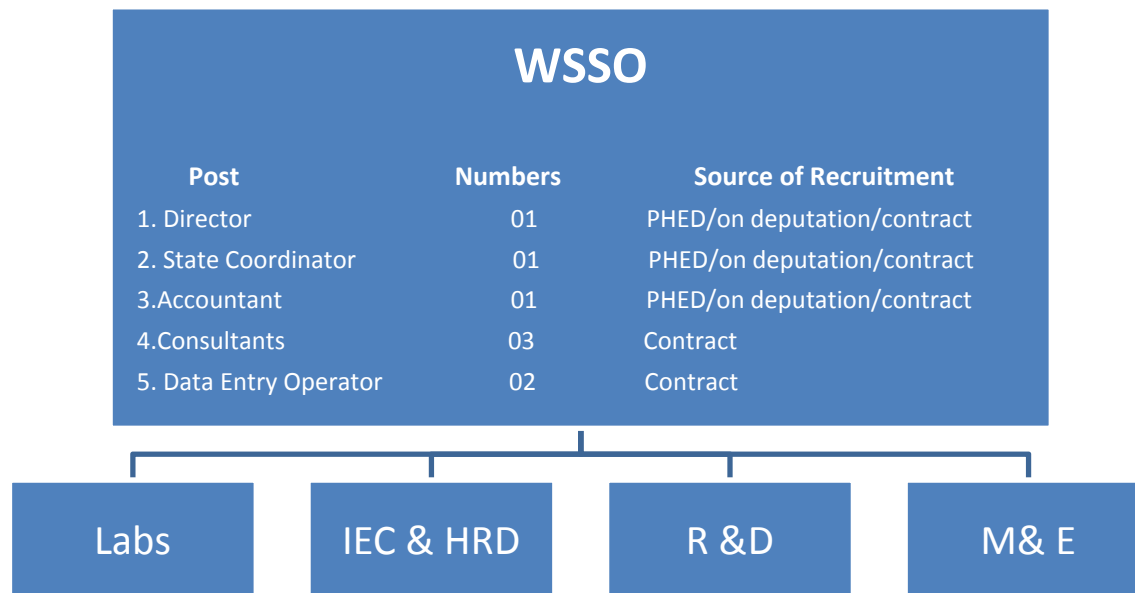
The agenda note for the meeting should be sent to the DDWS 15 days in advance and its representative should invariably be invited to attend the meeting of the State Level Scheme Sanctioning Committee. All the RWS projects and Support activities under all heads to be taken up by the State Government are to be approved by SLSSC. The functions of SLSSC are:

- i.) Before the beginning of every year, the State Government will have to prepare an Annual Action Plan on the habitations to be targeted adhering to the prioritization of habitations to be covered as laid down in the Guidelines, schemes to be taken up and other activities to be taken up in the year.
- ii.) Based on the Annual Action Plan that is finalized after discussions with the DDWS before or in the beginning of the year, the habitations to be targeted and schemes to be taken up for approval of the State level Scheme Sanctioning Committee should be firmed up and marked on the IMIS.
- iii.) Annual Action Plan of all support activities under CCDU, WQM&S &S, MIS, R&D, M&E etc., to be under taken by State Water and Sanitation Support Organization needs to be prepared and got approved in the SLSSC in order to access funds from DDWS.
- iv.) The schemes put up for approval in the committee should be cleared by the Source Finding Committee and technical approval should be given by the competent authority of the State/ UT.
- v.) State Level Scheme Sanctioning Committee should ensure that all the approved projects are entered on the central online MIS for accounting of habitations addressed/ covered during the year.
- vi.) Meetings of the Committee should be held at least twice in a year, wherein apart from sanctioning new schemes, progress, completion and commissioning of the schemes approved earlier by the Committee should be reviewed.
- vii.) The Committee should invariably review the functioning/ performance of existing water supply schemes for availability of potable drinking water in adequate quantity in the rural habitations of the State/ UT. Coverage of schools, anganwadi centres and health institutions with potable and regular water supply should also be reviewed.

Water and Sanitation Support Organization (WSSO)

All States will have to set up Water and Sanitation Support Organization (WSSO) under State Water and Sanitation Mission (SWSM) to deal with NRWQM&S (DWT Labs), MIS/ Computerization project, M&E and IEC & HRD (CCDU), R&D, etc. These are activities for which 100% fund are provided (as Support Funds) by Department of Drinking Water Supply, Ministry of Rural Development, Government of India. The personnel can be engaged as per CCDU guidelines and the State Government should clearly define their role and functions. The main functions of WSSO are as follows:

- i.) This organization would only deal with software aspect of RWS sector and may not be involved in implementation of water supply schemes;
- ii.) The organizations main function would be to act as a facilitating agency and would function as a bridge between the PHED/Board and the Community Organizations On a selective basis the WSSO would assist the PRIs and VWSCs to prepare water security plan and plan, implement and maintain RWS projects based on the water security plan; these would be pilot projects intended to develop models for scaling up the activity on district and state-wise basis.
- iii.) Take up HRD and IEC activities through CCDU;
- iv.) Take up evaluation studies, impact assessment studies, R&D activities and share the findings with PHED for corrective action;
- v.) Take up MIS and computerization programmes, GIS mapping and online monitoring systems, including those for water quality monitoring & surveillance.



State Technical Agency (STA)

SWSM in each State in consultation with the Department will identify reputed Technical Institutions, designated as State Technical Agencies (STA) to which technical support to PHED/ Boards can be outsourced. The STA will be used to fill up gaps in the technical needs of the PHED, as and when required, without resorting to creation of posts and recruitment. PHED/ Boards may outsource the designing preparation of rural water supply projects and carrying out state specific R&D activities or any other input required by the Department, such as preparation of village water security plan etc. The broad function of STA is given below:

- i.) To assist the State Department to plan and design scientifically sound and cost effective rural water supply schemes with special emphasis on sustainability of the source and system.
- ii.) To assist the PHED in preparation of action plan for both software activities and hardware activities.
- iii.) To evaluate and scrutinize major/ complex water supply schemes as assigned by the SLSSC/ PHED for consideration under SLSSC.
- iv.) To provide feedback to the SWSM/ SLSSC/ PHED on various aspects of the programme and problems encountered in planning and implementation at the field level for possible changes/solution at the State level.
- v.) To engage technical experts on specific assignments

Institutional Setup of District Water and Sanitation Mission (DWSM)

A District Water and Sanitation Mission (DWSM) shall be constituted at the district level and should function under the supervision, control and guidance of Zilla Panchayat/ Parishad. States which do not have a proper PRI set up in place, as in case of 6th Schedule Areas and desire to supervise the working of the DWSM through alternative mechanism, may put in place a suitable body through which the District Water Security Plan will be prepared and implemented. The entire village water security plans should be consolidated and analyzed at the district level by DWSM. It should prepare a district based water security plan under the guidance of DWSM for implementation. At the district level, convergence of all the other related programmes and funding should be ensured. Some of the major related programmes are, MNREGS, Integrated Watershed Management Programme projects of Dept. of Land Resources, Ministry of Rural Development, Central and State Finance Commission funds, NRHM, various Watershed and Irrigation schemes of the Ministry of Agriculture, various schemes of the Ministry of Water Resources etc. The composition and functions of DWSM should be as follows:

- i.) DWSM shall be headed by Chairman of Zilla Parishad. In Districts where Zilla Parishads have not been constituted and there is no Chairman in place, the Chairman of the District Planning Committee or the District Collector/ Deputy Commissioner, as may be decided by the State Water and Sanitation Mission will be the Chairperson of the DWSM.
- ii.) The members would be – all MPs/ MLAs and MLCs of the District; Chairperson of the Standing Committees of the Zilla Parishad; District Collector/ Deputy Commissioner, District Officers of Education, Health, Panchayati Raj, Social Welfare, ICDS, PHED, Water Resources, Agriculture, Information and Public Relation;
- iii.) NGOs shall be identified by the District Water and Sanitation Mission and co-opted into the Mission as members.

- iv.) The Executive Engineer of PHED/ District Engineer of the ZP shall be the Member Secretary and the Drawing and Disbursing Officer. The Member Secretary shall ensure utilisation of the existing infrastructure with him for administrative support for day today functioning.
- v.) The Mission shall meet atleast quarterly to review the status of and progress in implementation of rural water supply and sanitation programmes. A suggested Agenda for the meeting is at Annex–III and a monitoring format is at Annex–V. In case of MPs/ MLAs/ MLCs of the district who are also Ministers in Central/ State Governments, they may be allowed to depute one representative each on their behalf to the District Water and Sanitation Mission.

The functions of the District Water & Sanitation Mission (DWSM) are as follows:

- i.) formulation, management and monitoring of projects and progress on drinking water security and total sanitation in rural areas;
- ii.) scrutiny and approval of the schemes submitted by the Block Panchayat/ Gram Panchayat and forwarding them to SLSSC where necessary;
- iii.) selection of agencies and/ NGOs and enter into agreements for social mobilisation, capacity development, communication, project management and supervision,
- iv.) sensitising the public representatives, officials and the general public;
- v.) engaging Institutions for imparting training for capacity development of all stakeholders, and undertaking communication campaign;
- vi.) coordination of matters relating to water and sanitation between district representatives of Health, Education, Forests, Agriculture, Rural Development, etc as well as National programmes such as SSA, NRHM, ICDS, etc; and
- vii.) interaction with SWSM, State Government and the Government of India.

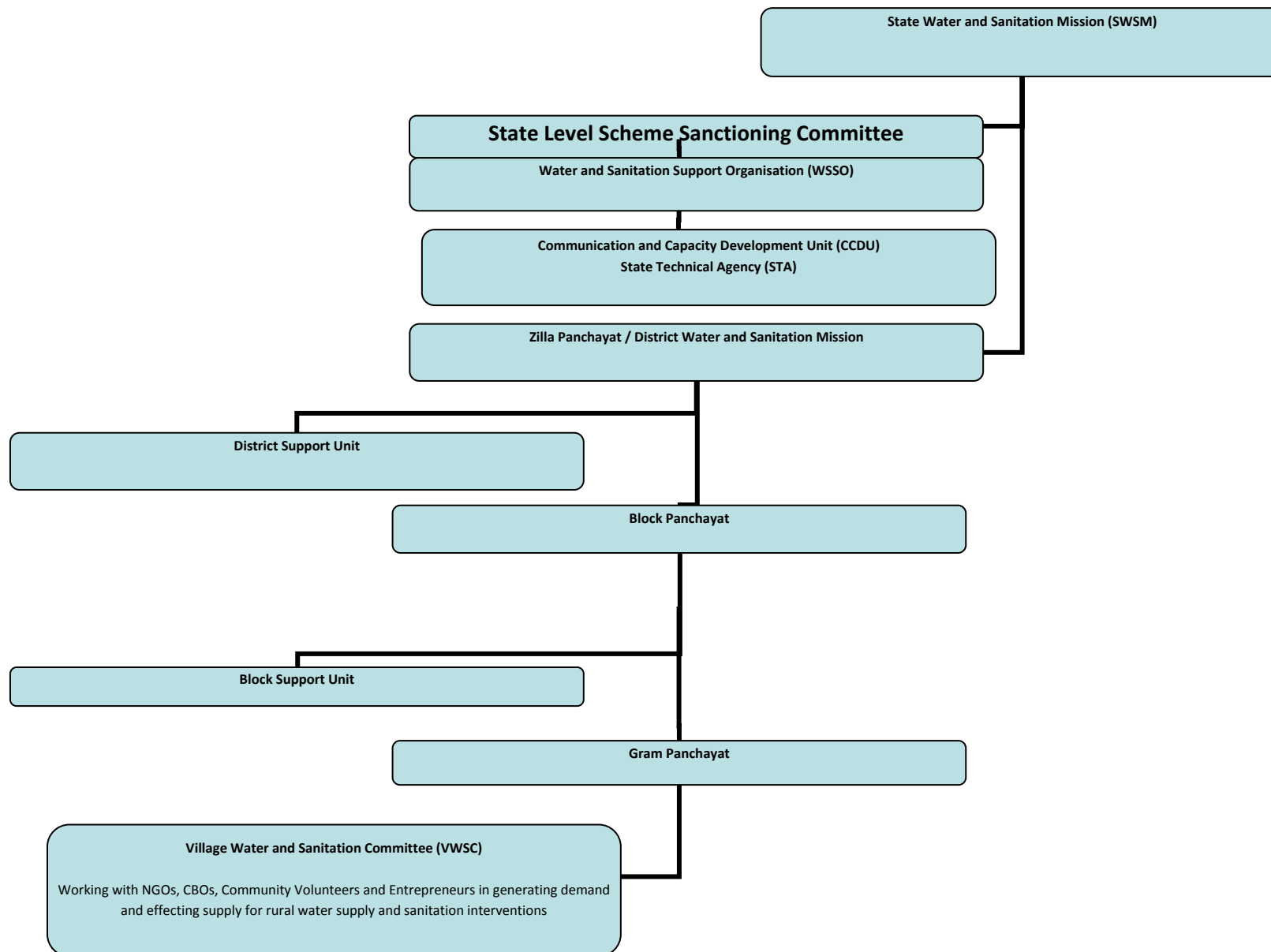
Recommended Staffing in District Water & Sanitation Mission

The District Water & Sanitation Mission would need adequate support staff/ Consultants in various fields. The States have the flexibility to frame their own qualifications or to depute suitable officers from the concerned Departments. These personnel are over and above the staffing in the regular PHED in the districts to serve as support staff. Posts may be filled on contract basis from NGOs/ manpower agencies or through deployment of staff from Govt. departments.

Field	Qualifications	Experience	ROLE
IEC and Equity Consultant - 1	Graduate in Mass Communications or related field	2 years with NGO/ Govt. Deptt.	Draw up and help in implementation of IEC Plan
Monitoring, Evaluation cum MIS Consultant - 1	Graduate in Statistics with Computer knowledge		Monitor progress and update IMIS regularly.

HRD Consultant – 1	Graduate in Engineering, Management or in Social Science		Draw up training and capacity building plan and help in its implementation.
Hydro geologist - 1	Graduate in Geology		Guidance in source identification and advise on recharge structures
Sanitation and Hygiene Consultant- 1	Graduate in Science/Social Science	2 years with NGO/ Govt. Dept.	Help to implement TSC activities.

Recommended structure for implementing Rural Drinking Water and Sanitation programmes



Agenda for SWSM meeting – Quarterly

(Please use Monthly Monitoring Report format for review)

- i.) Review of implementation of National Rural Drinking Water programme.
- ii.) Review of aspects of sustainability of drinking water supply schemes.
- iii.) Perusal of proceedings of SLSSC meetings.
- iv.) Review of implementation of Total Sanitation Campaign and NGP.
- v.) Review of sustainability of TSC including usage of constructed toilets.
- vi.) Review of the performance of WSSO.
- vii.) Convergence of activities of various departments at State level.

Items for discussion under Agenda for SWSM Meeting –Quarterly

1. Review of implementation of National Rural Drinking Water programme

i) Progress of NRDWP with regard to preparation of plans based on community centric approaches:-

- Review of Districts that have not prepared District Water Security Plans and sustainability plans.
- No. of Village water security plans to be developed and progress.
- Districts/ subdivisions without Water testing laboratories and actions thereon.
- Have Village Water and Sanitation Committees (VWSCs) been formed in all villages?
- Have Bye Laws been prepared for VWSCs as Standing Committees of Gram Panchayat?

ii) Physical and Financial progress under NRDWP

iii) Review of proceedings of SLSSC meetings.

2. Review of implementation of Total Sanitation Campaign and NGP

- Identify institutions, NGOs and experts to assist in IEC campaigns.
- Progress under TSC: coverage of schools, anganwadis, community toilets, IHHLs.

3. Review of sustainability of TSC including usage of constructed toilets.

- Progress of NGP and sustainability in NGP villages.
- Document best practices in the State undertaken for TSC

4. Review of the performance of Water and Sanitation Support Organization (WSSO)

- o Communication and Capacity Development Unit
 - IEC activities

- Training activities
 - Water Quality Monitoring & Surveillance
 - MIS/ Computerization
 - State Level Technical Agency (STA)
 - Research and Development projects

5. Convergence of activities of various departments at State level

A. Ensuring safe water supply

- Taking up the work of sustainability structures under MNREGS, IWMP.
- Review of maintenance and proper up keep of traditional village ponds.
- Guidance regarding supply of refills for field test kits from untied funds of NRHM/ Support fund of NRDWP.
- Review of steps to involve secondary school students in the use of field test kits for testing village water samples.
- Monitoring of pollution of ground and surface water by fertilizers/pesticides.

B. Incidence of Water and Sanitation borne diseases

- Review of health check up of children, with special reference to water borne diseases and those that result from poor sanitation.
- Review of incidence of diarrhoeal diseases and other water and sanitation borne infestations
- Review of disinfection of public water bodies.
- Review of measures for maintenance of common water bodies.

Education Department

- Whether there are standing orders on the mechanism and funding source/s for maintenance of sanitation and toilets in schools; SSHE coverage.

C. Conservation measures

- Activities related with water and sanitation works like, recharge and rain water harvesting structures under MNREGS and IWMP.
- Use of Hydro-geo-morphological (HGM) maps supplied by DDWS and NRSC for locating recharge structures.

Agriculture Department

- Exploring possibilities and initiate studies/ projects for Ecosan toilets and linking toilets, solid and liquid waste conversion to biogas and fertilizer/ manure production
- Measures for more efficient water usage.
- Efforts for selection of proper crop in water stressed areas and reward mechanism for cultivators.

D. IEC for better health to community through WATSAN

Education Department

- Review of activity of Health and hygiene education in schools under IEC activity.

Review of efforts being made to use students as messengers of cleanliness for their households.

Agenda for DWSM – Monthly Meeting

Rural Drinking Water Supply

- i.) Physical and Financial progress of NRDWP and Jalmani programmes
- ii.) Functionality of drinking water supply systems
- iii.) Issues of electricity supply to rural water supply projects
- iv.) Sustainability measures taken up under NRDWP, MNREGS, IWMP etc
- v.) Water Quality Monitoring & Surveillance

Rural Sanitation

- i.) Physical and Financial progress of TSC and NGP programmes
- ii.) Sustainability status of TSC and NGP

Common Activities

- i.) IEC activities
- ii.) Capacity building and training activities
- iii.) Formation of VWSC and their performance
- iv.) Issues of health -incidence of diarrhoea and other water borne diseases
- v.) Issues of education- school sanitation, water supply and hygiene education
- vi.) Issues of women and child development –Anganwadi sanitation, water supply and maintenance of hygiene
- vii.) Convergence with other programmes
- viii.) Data updation

Details of Agenda for DWSM Meeting – Monthly

(Please use Monthly Monitoring Report format for review)

- i.) **Physical and Financial progress of NRDWP and Jalmani programmes**
- ii.) **Functionality of Drinking Water Supply systems**
- iii.) Names of piped water supply schemes, in the district that are non-functional? What efforts are made to make them functional?

- iv.) Issues of electricity supply to Rural Water Supply projects**
- v.) Tackle issues of power supply to piped water supply schemes
- vi.) Sustainability measures taken up under NRDWP, MNREGS, IWMP etc.**
- vii.) Is roof water harvesting taken up in all Government buildings like offices, hospitals, schools, hostels? Are the existing roof water harvesting structures functional?
- viii.) Are feeder channels of village ponds free from encroachment? Are they de-silted and adequately wide? Whether tanks/traditional ponds, rainwater harvesting structures are being maintained properly?
- ix.) Whether MNREGS, IWMP etc. funds are appropriately used for constructing water harvesting structures; deepening/ de-silting of Tanks, construction of dykes and barriers on a watershed basis?
- x.) How many Village Water Security Plans are developed?
- xi.) Water Quality Monitoring & Surveillance**
- xii.) Whether the pollution of ground water by fertilizers/pesticides is being monitored?
- xiii.) Are school laboratories and students involved in water quality monitoring?
- xiv.) Results of water quality monitoring and follow up.
- xv.) Physical and Financial progress of TSC and NGP**
- xvi.) Sustainability status of TSC and NGP**
- xvii.) IEC activities**
- xviii.) Capacity building and training activities**
- xix.) Formation of VWSC and their performance**
- xx.) Have Village Water & Sanitation Committees (VWSC) been formed with 50% women & proportionate representation for SC, ST & Minorities as a standing committee of the Gram Panchayat for all villages in the District
- xxi.) Are the VWSCs functional? A list of measurable indicators to measure VWSC functioning is at Annexure IV.
- xxii.) Issues of health - incidence of diarrhoea and other water borne diseases**
- xxiii.) Whether identification of stagnant water bodies and other unsanitary conditions causing health problems has been done?
- xxiv.) Whether health check up of children is carried out with special reference to water borne disease caused by poor sanitation?
- xxv.) Whether timely review and documentation of incidence of water borne diseases and other sanitation and water borne disease is done? Is there any area where breakouts have been reported? Corrective action taken in such areas?
- xxvi.) Issues of Education - School Sanitation ,Water Supply and hygiene education**
- xxvii.) Whether all the existing government schools as per the latest SSA DISE data are provided with safe water supply?
- xxviii.) Whether arrangements for hand washing are available in all schools?
- xxix.) Are the water storage units in the schools cleaned regularly and inspected?

- xxx.) Whether health and hygiene education, including hand washing before and after meals and defecation is propagated in schools?
- xxxi.) Whether efforts are made for using students, Eco Clubs, Science Clubs, Environment Clubs, Health Committees as messengers of toilet construction and use, hygienic habits in their households.
- xxxii.) Issues of Women and Child development – Anganwadi Sanitation , Water Supply and maintenance of hygiene**
- xxxiii.) Whether Anganwadis have safe water supply and baby friendly toilets?
- xxxiv.) Convergence with other programmes**
- xxxv.) Whether community/individual composting pits and soak pits, stabilization ponds are taken up under MNREGS, other programmes.
- xxxvi.) Whether arrangements for toilets are made available near MNREGS work sites?
- xxxvii.) Data updation**
- xxxviii.) Review of data uploading on IMIS**
- xxxix.) Entry of MPR for coverage of targeted habitations, toilets.

Details of Agenda for DWSM Meeting for discussion on annual basis

A. NRDWP

1. District/ Village Water Security

- i.) Priority and selection of works for Annual Action Plan to cover
 - o 0% and < 50% population covered habitations and
 - o quality affected habitations
 - o SC, ST and minority dominated habitations
 - o Sustainability measures
- ii.) Convergence with Annual Plans of other ongoing related programmes like MNREGS, Integrated Watershed Management Programme of Department of Land Resources, Finance Commission funds, NRHM, various Watershed and Irrigation schemes of the Ministry of Agriculture, various schemes of the Ministry of Water Resources, State Plan schemes etc.
- iii.) Coverage of all Government Schools, Anganwadis and Health Institutions with water supply and toilets.
- iv.) Review of provision of O&M funds to Gram Panchayats, collection of water tariff
- v.) Review of Pre and Post monsoon water availability and planning for contingent measures if any.

2. Review of physical and financial progress

Physical achievements in the year and utilization of funds

3. Proposal for inclusion in Agenda for SLSSC- Agenda for approval of schemes to be referred for approval of SLSSC to be finalized

B: Total Sanitation Campaign

- i.) Plans for covering
 - a) IHHLs – APL - BPL
 - b) School toilets and Urinals
 - c) Anganwadis – Toilets and Urinals
 - d) Community Sanitary complex
- ii.) Are adequate numbers of masons trained in construction activity related to sanitation?
- iii.) Availability of sanitary materials for toilets
- iv.) Requirement of rural sanitary marts or production centers
- v.) Whether villages have been identified for taking up solid and liquid waste management?
- vi.) What is the mechanism for maintenance of community latrines constructed? Is it adequate?
- vii.) Usage of Panchayat, SSA and other funds for O&M of toilets
- viii.) Documentation of best practices in the district

C: Jalmani

- Identification of schools for coverage that have quality related issues such as iron, turbidity and bacteriological problems for coverage
- Physical and financial progress under Jalmani

D. Common issues - NRDWP & TSC

1. Review of Data Uploading on IMIS

- i.) Annual: Project shelf, Target habitations, toilets, School target, and Annual action plan.
- ii.) Master entry of habitations.

2. Bank Account

- i.) Opening of separate bank account in a nationalized Bank to receive programme funds.

3. Selection of Support Agencies

- i.) Selection of agencies and/NGOs for training, IEC and community mobilization

4. Formulation of Annual IEC plans of DWSM and other departments in water and sanitation sector

- i.) Is behavioural change communication being done effectively using methods like Community led Total Sanitation etc.? Is it effective in creating demand for toilets and increasing usage?
- ii.) Whether linkages of safe water and sanitation with overall health of community are appropriately addressed in the IEC of the Departments incharge of water supply, sanitation and health?

5. Formulation of Annual Training Calendar by DWSM and other related Departments for (i) PRI representatives, (ii) grass root level workers like pump mechanics & masons and (iii) engineers/ technical staff.

- i.) Have training modules and communication materials been prepared for further distribution.

6. Issues relating to Health

- i.) Whether disinfection of public water bodies has been carried out, pre and post monsoon?
- ii.) Are the refills of Field Test Kits made available from untied funds of NRHM or Support funds of NRDWP?
- iii.) Matters brought up by CMO/District Health Officer

7. Issues relating to Education

- i.) Whether SSA funds are appropriately utilized for construction of sanitation blocks and their maintenance in schools, if TSC funds are not available?
- ii.) What is the mechanism for maintenance of school toilets and urinals?
- iii.) Are school cabinets/ PTAs involved for operation, maintenance and usage of school toilets?
- iv.) Whether inspection of toilet facilities in schools and community is a part of inspection by Education and Health Officers?
- v.) Whether students of high schools are involved in the use of field test kits for testing water samples?
- vi.) Matters brought up by District Education Officer.

8. Issues relating to Women and Child Development

- i.) Matters brought up by District WCD Officer

9. Issues relating to Agriculture

- i.) Whether efforts are made to convince cultivators for selection of appropriate crops in water scarce areas?
- ii.) Progress on usage of water consumption and low water use such as sprinklers and drip irrigation systems.
- iii.) Matters brought up by District Agricultural Officer

Measurable indicators for effective functioning of VWSC

- i.) Formed as per byelaw and there is representation from all sections, including group connection holders.
- ii.) Meetings are taking place at least once in a month.
- iii.) Participation of members is 90-100%.
- iv.) All members have good understanding of byelaw and role clarity.
- v.) Hundred percent user charges collected.
- vi.) User charges are paid as per the actual budget.
- vii.) Water point drainage is maintained well.
- viii.) Books of accounts are maintained up to date and accurately.
- ix.) Good relationship between VWSC, GP and village community.
- x.) 100% community contribution.
- xi.) VWSC account opened in the nearest bank.
- xii.) All illegal connections and pit taps closed.
- xiii.) Annual OPERATION AND MAINTENANCE budget prepared, revised and understood by all the households of the village.
- xiv.) Water person appointed, his /her activities monitored and salary paid regularly.
- xv.) Regular payment of electricity bill.

VWSC Agenda

- i.) Confirming at least 80% attendance in last three meetings and attendance of women
- ii.) Perusal of records
 - Register of Minutes.
 - Tariff details.
 - Pump log book.
 - O&M ledger.
 - Stock register and inventory of spare parts and tool kit
 - Receipt book.
- iii.) Discuss the performance regarding
 - Pump operator and other workers and review payment to their wages
 - Equitable distribution of water.

- Cleaning of water tank
 - Attending water leakages
 - Minor and major repairs
- iv.) Rapport with villagers/ Gram Sabha.
- v.) Tariff collection
- Ensure all VWSC and GP members paying Tax
 - Households paying tax and check if being deposited in the bank in time
 - Households not paying tax-initiate action
- vi.) Status and steps to ensure involvement of other departments and convergence with other development work
- vii.) Maintaining transparency in information regarding expenditure, revenue and receipt of funds from various budget heads with community
- viii.) No. of households having Latrines and its usage
- ix.) Issues of village Sanitation i.e. no garbage points ,no water stagnation around water points and ensuring that platforms are not misused for washing and bathing
- x.) Status of school sanitation units and community sanitary complexes
- xi.) Steps towards NGP
- xii.) Cases of water borne diseases –if any
- xiii.) Identification of general problems
- xiv.) Support required from various levels
- xv.) Suggestions for improvements

Formats for DWSM Reporting

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