

Training module on Roles and Responsibilities of WUA

**Irrigation and Command Area Development Department
Hyderabad**

Index:

<u>S.No</u>	<u>Details</u>	<u>Page numbers</u>
I.	Module on Module on Roles and Responsibilities of WUA	3
II.	Session wise detailed Plan	5
III.	Session wise notes on Roles and Responsibilities of WUA	14
IV.	Program schedule	36

Module on Roles and Responsibilities of WUA

Topic

- Importance of Water Users Associations in irrigation projects and its roles and responsibilities

Objective

- Integrated water resource management
- Increasing the Participation of WUAs in irrigation management
- Increasing the efficiency in use of water
- Adequate water supply to all the members of WUA
- Reduction in tail end issues
- 100% Water tax collection
- 100% Regular operation and maintenance of the canal system by the WUAs in future with Plough back amount
- Sustainability of WUA

(To make the WUA management committee members to aware about their importance and roles & responsibilities in irrigation projects)

Expected out put

- WUA office establishment
- Record maintenance
- Regular meetings
- Raising of internal resources
- Updating of Water tax demand, collection and balance details
- Ensuring the formation Sub committees
- Social and financial audit regularly

(Effective function of WUA Management Committee)

Content

- Background of the irrigation system and its performance and a paradigm shift in irrigation management
- Objectives and Salient features of APFMIS ACT
- Constitution of WUA and its process
- Farmer associations in irrigation projects at different levels
- Roles and responsibilities of WUA
- Importance of Sub committees and its formation and functions
- O & M works and its administrative and technical sanctions

- Water regulation
- Functions of competent authority
- WUAs and its financial resources
- Water tax tariff
- WUAs share in water tax (Plough back fund allocation)
- Records maintenance

No of sessions

- Eleven

Time required

- Two days

Material required

- Drawing sheets
- Sketch pens
- Cello tape
- Scissors
- Flash cards
- Match box

Participants

- Management Committee Members of WUA

Methodologies Used.

- Ice breaking
- Brainstorming
- Participatory learning discussion
- Games & exercises
- Sub group discussion
- Information sharing
- Lecture
- Case studies

Session wise detailed plan

Session one

Topic

- Present scenario of minor irrigation and need of PIM.

Objective

To make the participants to aware about

- Importance of PIM
- Farmer role in irrigation project

Expected output

- Enhancing the understating level among the participants over participatory irrigation management and WUAs

Content

- Irrigation system and its performance
- Reasons for poor performance
- Importance and need of PIM

Time required

- 30 Minutes

Material required

- Sketch pens
- White board

Methodology

- Brainstorming

Tips for trainer

- Ask the participants to think about the changes are being happened in the irrigation system for the past 15 years and the reasons for it (What happened? why? How it was rectified? When? With what? Go on ask continuously till to get full information for each question
- Note down the information point wise categorically and make them consolidate and add left over. Finally give your conclusions and close the session

Session two

Topic

- Objectives and Salient features of APFMIS ACT 1997.

Objective

- To elucidate the participants about the APFMIS act and legitimacy of WUAs

Expected output

- Sensitizing the participants different components of the APFMIS Act.

Content

- Objectives of APFMIS ACT
- Salient features of APFMIS ACT
- Delineation of WUA
- Constitution of WUA
- Importance of WUA
- Membership of WUAs
- Territorial constituencies in WUA

Time required

- 75 Minutes

Material required

- Sketch pens
- Drawing sheets
- Cello tape
- Scissors

Methodology

- Sub group discussion

Note for the Facilitators

Divide the participants in to sub groups. Make the participants in groups with 6 to 8 members. Ask the groups to work on items given below. Give clear message on what they should discuss with in given time. Before starting group discussion, the facilitator should be ready with the handouts on given topics.

- Functions of WUA
- Importance of sub committees and its types, membership and formation process
- Sub committees and its Functions

While discussion, facilitator should take care that participation of all trainees in the discussion.

- Ask them to do the group wise presentations
- Summarize the session

Session three:

Topic

- Farmer associations in irrigation projects at different levels and its constitution process and functions.

Objectives

- To generate awareness on types of projects as well as Farmer associations at different levels, and its formation process.

Expected out put

- Clarity among the participants over farmers role in different institutions like (WUA & Sub committees, FCS)

Content

- Types projects and its guide lines
- Farmer organizations in irrigation projects at different levels
- Farmer organizations constitution and its membership & functions

Time required

- 30 Minutes

Material required

- Sketch pens
- White board

Methodology

- Interactive session

Note for the Facilitators

Initiate the discussion with the participants about following points

- sources of irrigation
- Traditional water management practices and explain the about the topic by using the slides or charts

Session four

Topic

- Roles and responsibilities of WUA

Objectives

- To make the participants clear about WUA representatives functions.

Expected out put

- Creating Knowledge on, roles to be performed by WUA President and Vice president.

Content

- Functions and duties of WUA
- Functions and duties of President
- Functions and duties of vice president
- Sub committees (4)

Time required

- 45 Minutes

Material required

- Sketch pens
- Drawing sheets
- Cello tape
- Scissors

Methodology

- Collective understanding through reading in group

Note for facilitator

Divide the participants into required groups. Give the participants handouts and ask one of the group members read the matter or if all are literates ask them to read one by one, understand themselves about the matter.

After discussion and understanding with the group. Ask the groups to share matter with other groups.

Facilitator should sum up after cross discussion are over.

Session five

Topic

- Roles and responsibilities of general body and management committee of water user association

Objectives

- To make the participants to clear about the roles of different stake holders

Expected output

- Make the participants to aware about their role in WUA

Content

- Functions of General body
- Functions of Managing committee
- Co-opted members in managing committee
- Rights & Responsibilities of members

Time required

- 45 Minutes

Material required

- Handouts

Methodology

- Lecture

Note for facilitator

The facilitator should explain the general body and management committee's roles specifically

Session six

Topic

- Importance of Sub committees and its formation

Objectives

- To make the participants comprehend on importance of sub committees and its functions

Expected output

- Role clarity of sub committees.

Content

- Sub committees and its types
- Constitution of sub committees
- Membership and members in sub committees
- Records to be maintained by Sub committees

Time required

- 60 Minutes

Methodology

- Story telling and interactive lecture.

Note for facilitator

Facilitator initiate the lecture by using the below story,

Tell the story about a super market/shop which is running into losses. The management evaluated the reasons for losses. It was found that there are many reasons like,

- No division of responsibility among staff members
- No special training on some specialized activities like packing, labeling etc
- Timely completion of works etc

To overcome these problems, the management decided to form 5 groups on different activities like, packing, cleaning, labeling etc. Then the in-charge persons concentrated their activities and achieved good reputation, eventually profits are soared up.

Then, the facilitator should ask question like what are the key factors in attaining good results in the shop.

Then explain about 4 sub committees and its various roles in tank management.

Finally ask questions on sub committees number, constitution, functions etc

Session Seven

Topic

- O & M works and its administrative process

Objectives

- To orient participants about the O&M activities in tank management.

Expected output

- Understand the O & M procedures and process in WUA

Content

- O & M works
- Technical sanctions
- Process of irrigation system maintenance

Time required

- 45 Minutes

Material required

- Sketch pens
- White boards

Methodology

- Lecture

Note for facilitator

Explain the procedures by using charts/slides.

Session Eight:

Topic

- Guideline of WUA in related to finance

Objectives

- To make the participants to clear about the guidelines of WUA

Expected out put

- Make them to understand the process which they have to fallow

Content

- Functions of competent authority
- WUAs and its financial resources
- Water tax tariff
- WUAs share in water tax (Plough back fund allocation)

Time required

- 75 Minutes

Material required

- Sketch pens
- White boards

Methodology

- Brainstorming

Tips for trainer

- Ask the participants to think about the water use efficiency systems and what should be done Go on ask continuously till to get full information for each content point.
- Note down the information point wise categorically and make them consolidate and add left over. Finally give your conclusions and close the session

Session Nine

Topic

- Record maintenance

Objectives

- To make the participants to aware about the maintenance of records of WUA

Expected out put

- Make them to fallow proper records maintenance

Content

- Maintenance of Records at WUA level
- Maintenance of Records at Finance sub committee
- Maintenance of Records at Works sub committee
- Maintenance of Records at water management sub committee

Time required

- 60 Minutes

Material required

- Sketch pens
- White boards

Methodology

- Brainstorming

Tips for trainer

- Ask the participants to think about the water use efficiency systems and what should be done Go on ask continuously till to get full information for each content point.
- Note down the information point wise categorically and make them consolidate and add left over. Finally give your conclusions and close the session

Content of “Roles & Responsibilities of WUA and its sub committees” training module

Session one

- **About irrigation status**
- **Reasons**
- **Importance & Need of PIM**

About irrigation in India

India has 4 per cent of world's fresh water resources

India receives second highest amount of annual rainfall in the world

In India

- ❖ Irrigation consumes 84% of available water
- ❖ Irrigation source is livelihood for 70% of people
- ❖ Irrigation potential is 140 M.ha
- ❖ Irrigation potential created 98 M.ha
- ❖ Gap between potential created & utilization is 10 M.ha
- ❖ Water use efficiency (< 35%)

Irrigation projects operate with an overall efficiency of 30 – 50 % implying that only one third to half of water released at head works is beneficially used for crop consumptive use

The reasons for low efficiency may be

- ❖ Deficiency in design and construction of farm irrigation systems
- ❖ Lack of maintenance of canal network
- ❖ Inadequate operational plan
- ❖ Conveyance loss resulting from seepage, evaporation and non-beneficial use of phreatophytes.
- ❖ The losses are also partly the result of poor farm distribution of water due to inadequate land preparation
- ❖ Lack of farmer's know-how in the application of water resulting in water logging and deep percolation
- ❖ Lack of knowledge on soils, plants, water supply, system layout and socio-economic factors

Reasons for low efficiency under Minor irrigation is

- ❖ Siltation
- ❖ Weed infestation
- ❖ Closure of link / feeder channels between chains of tanks
- ❖ Encroachment into tanks and cultivation in tank beds etc
- ❖ Change to energized bore well irrigation, supported by electricity supply and subsidized schemes, contributed to the neglect of tanks and all the functions they served
- ❖ Decrease in inflows to the tank due to
 - Inadequate rainfall
 - Up stream abstractions

- Poor condition of feeder channel
- ❖ Deterioration of physical system
 - Breach in bund
 - Improper condition of surplus system
 - leakages
 - from shutter or masonry structure
 - Decrease in the storage of the tank due to silting, encroachments
- ❖ Poor canal system
 - Improper shape of the main canal
 - and disturbed bed slope
- ❖ Poor water use efficiency due to
 - water intensive crop like paddy
 - Improper distribution and scheduling of water
- ❖ Institutional deficiencies
 - Inadequate management structure and management capacity
 - Inadequate performance of Water Users Association
 - Lack of voice to poor in decision making on tank

Importance & Need of PIM

- ❖ Transparency
- ❖ Efficiency
- ❖ Equity

To address all the above discussed issues

GoAP was planned to promote participatory irrigation management (PIM) and Resulted to introduce

“Andhra Pradesh Farmers Management of Irrigation Systems Act of 1997” (APFMIS act 1997)

Session two

- **Objectives of APFMIS ACT**
- **Salient features of APFMIS ACT**
- **Delineation of WUA**
- **Constitution of WUA**
- **Membership of WUA**
- **Territorial constituencies in WUA**

Objectives

- ❖ Water management
 - To promote equitable distribution of water
 - To promote economy in the use of water
- ❖ Agriculture
 - To optimize agriculture productivity / production
 - To arrive at optimum cropping pattern
 - To encourage / application of modern agriculture technology

- ❖ Finance
 - To ensure collection of dues, mobilization of resources
 - Make prudent investment of resources
- ❖ Environment
 - To work towards sustaining etiological balance
- ❖ Others
 - To make the organization viable, vibrant, functional

Salient features of the APFMIS Act

- ❖ Transfer of management powers from the state Govt to farmer organisations
- ❖ Creation of new autonomous institutions (WUAs) as legal entities
- ❖ Areas defined on a hydraulic basis
- ❖ Equity achieved within the structure of a WUA by introducing the concept of territorial constituencies
- ❖ All land owners and tenants in territorial constituencies become WUA members with voting rights
- ❖ One member-one vote
- ❖ Elections by secret ballot
- ❖ Functional and administrative autonomy
- ❖ Freedom to raise resources
- ❖ Resolution of disputes and compounding of offenses
- ❖ Simplified procedures for taking up works
- ❖ Six-year tenure for Managing Committee members with one-third changing every two years
- ❖ Irrigation Department as competent authority is made fully accountable to the farmer organizations
- ❖ Right to recall elected member after one year
- ❖ Social audit and annual accounts audit

DELINEATION of WUA

- ❖ Hydraulic basis
- ❖ Administratively viable
- ❖ MI sources to have one WUA
- ❖ WUA to have a local distinct name
- ❖ Under minor irrigation entire localised ayacut under MI tank will be treated as command area of WUA

Constitution of WUA

- ❖ Land owners and tenants under the command area are the members/GB of WUA
- ❖ Command area of WUA is subdivided into six parts in order to equitably handle Water management, maintenance and governance
- ❖ These parts will be called as Territorial Constituencies of WUA
- ❖ The elected representatives of these territorial constituencies constitute the Managing Committee of a WUA
- ❖ The managing committee members in turn elect the President and vice president of WUA among from them
- ❖ In case of a minor irrigation tank, the area could be as low as 40 ha to a maximum of 2000 ha.

Membership

- ❖ All water users within a WUA are members
- ❖ Members with voting rights
 - Land owners & tenants
 - Any person in lawful possession & enjoyment
- ❖ Members without voting right
 - Called co-opted members
- ❖ Basically all other persons other than land owners & tenants

Session three

- **Types projects**
- **Formation of farmers associations in irrigation projects**
- **Apex committees and its membership & functions**

Types of projects

- ❖ Based on the area of irrigated ayacut the irrigation systems were divided into three types

They are

- ❖ Minor irrigation system
- ❖ Medium irrigation system
- ❖ Major irrigation system

Minor irrigation projects

- ❖ 100 to 5000 acres capacity of ayacut irrigation systems will be called as minor irrigation projects

They are

- Tanks
- Anicut systems
- LI Schemes

Medium irrigation projects

- ❖ 5000-25000 acres capacity of ayacut irrigation systems will be called as medium irrigation projects.

They are

- Reservoirs
- Anicut systems
- LI Schemes

Major irrigation projects

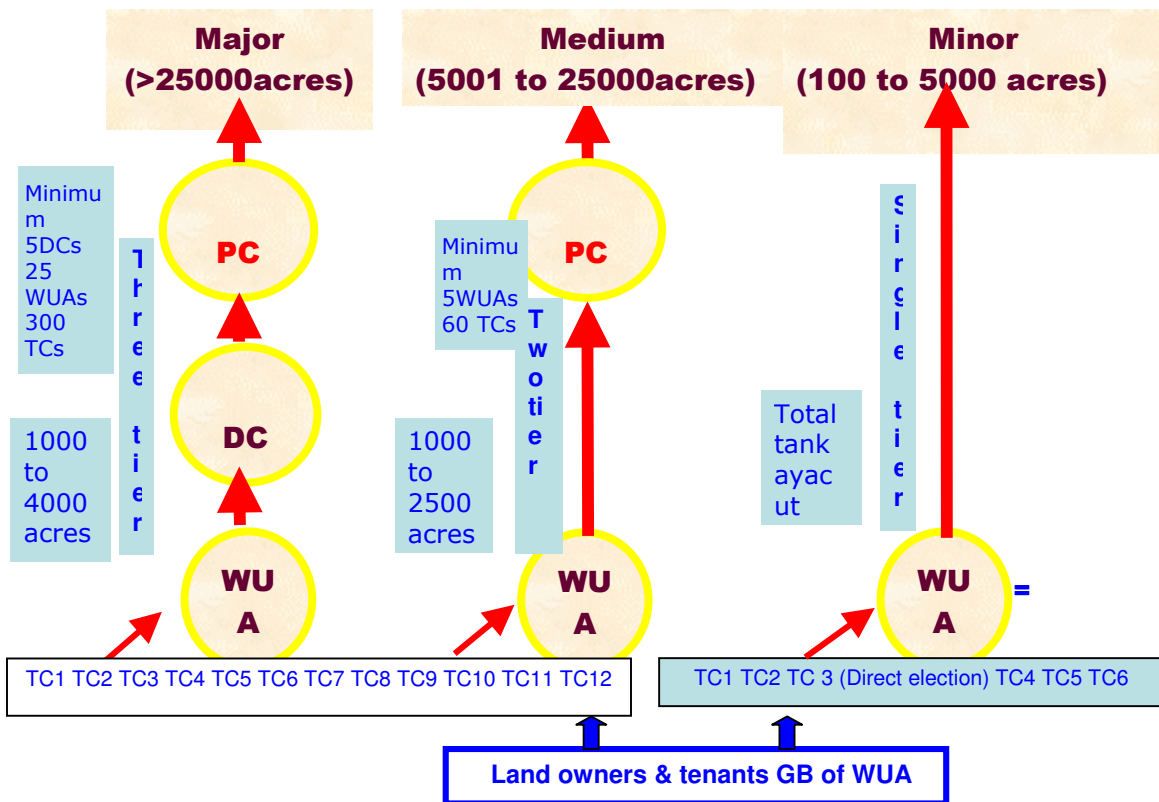
- ❖ More than 25000 acres capacity of ayacut irrigation systems will be called as major irrigation projects

- They are
- Reservoirs
- Anicut systems
- LI Schemes
- Barrages

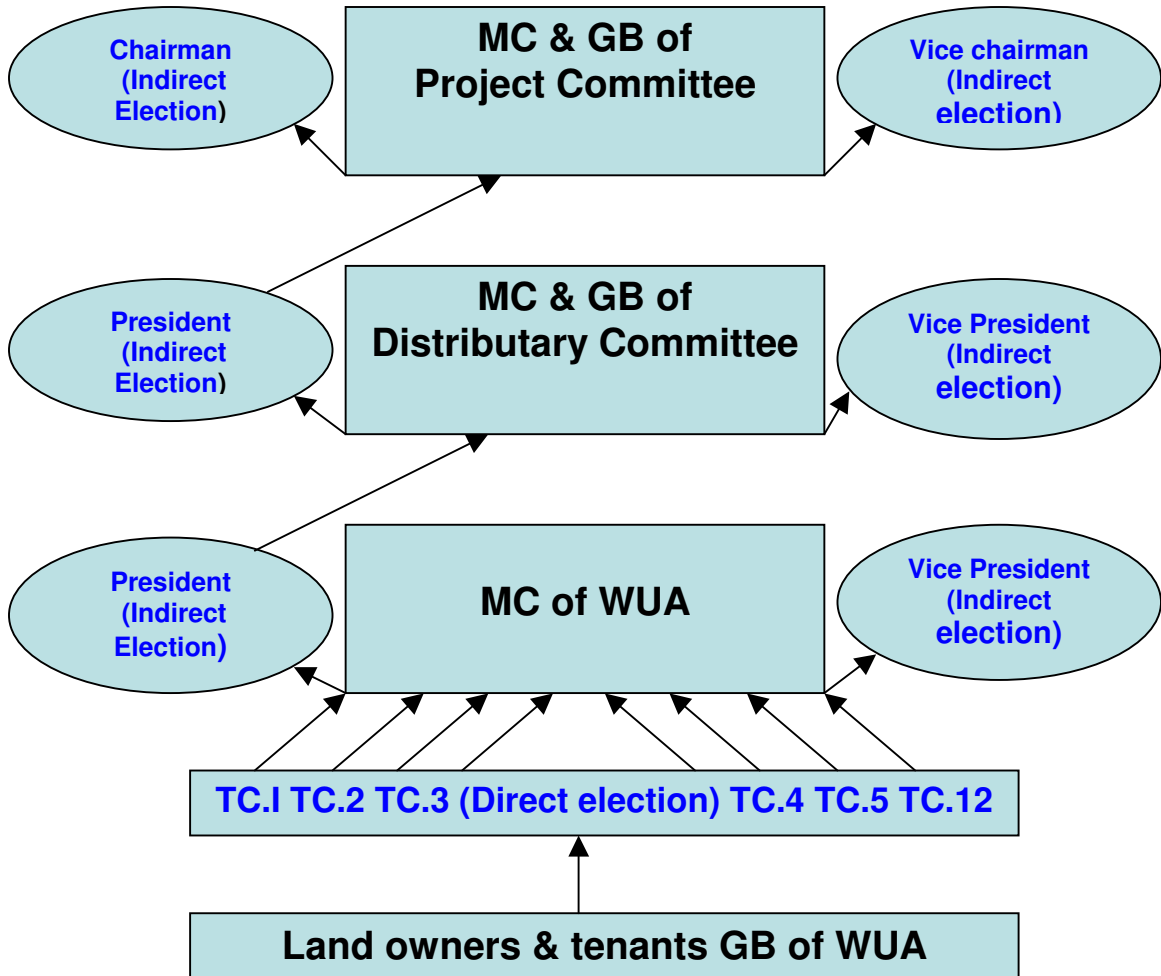
Farmer associations in different types of irrigation Projects

- ❖ Three tier farmer association system under Major irrigation
 - Project committee
 - Distributary's committee
 - WUA
- ❖ Two tier farmer association system under Medium irrigation
 - Project committee
 - WUA
- ❖ Single tier farmer association system under Minor irrigation
 - WUA

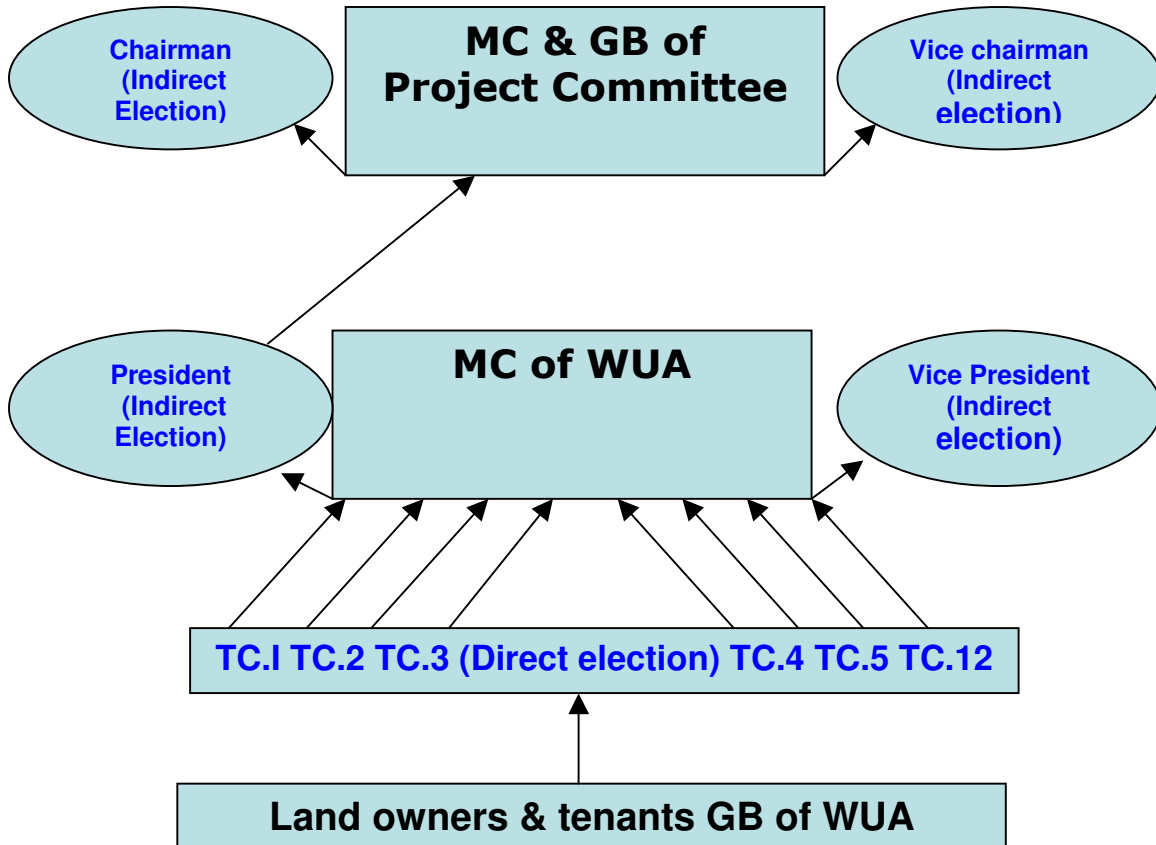
Farmer associations in different Types of irrigation projects and its features



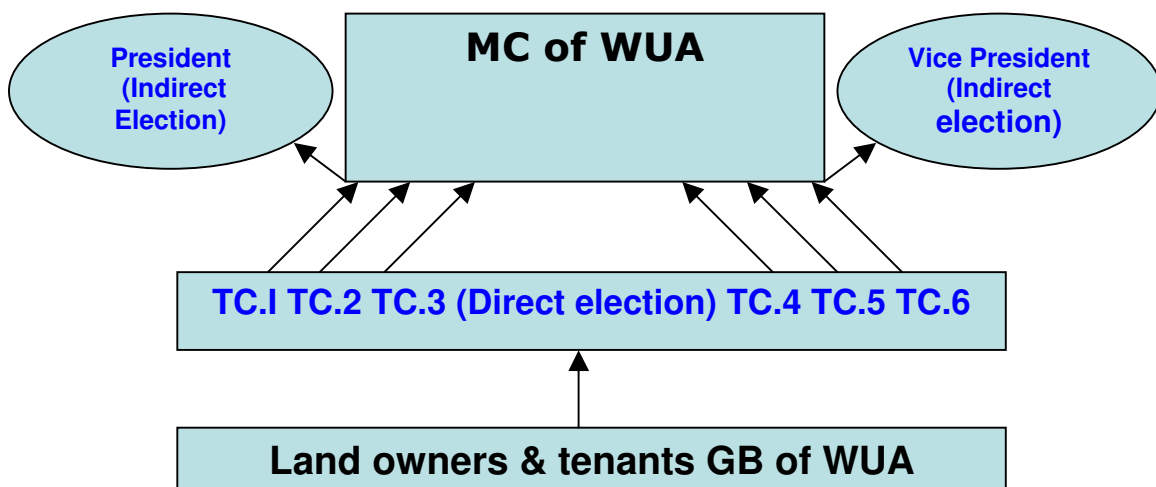
Formation of farmer associations and its process under Major irrigation



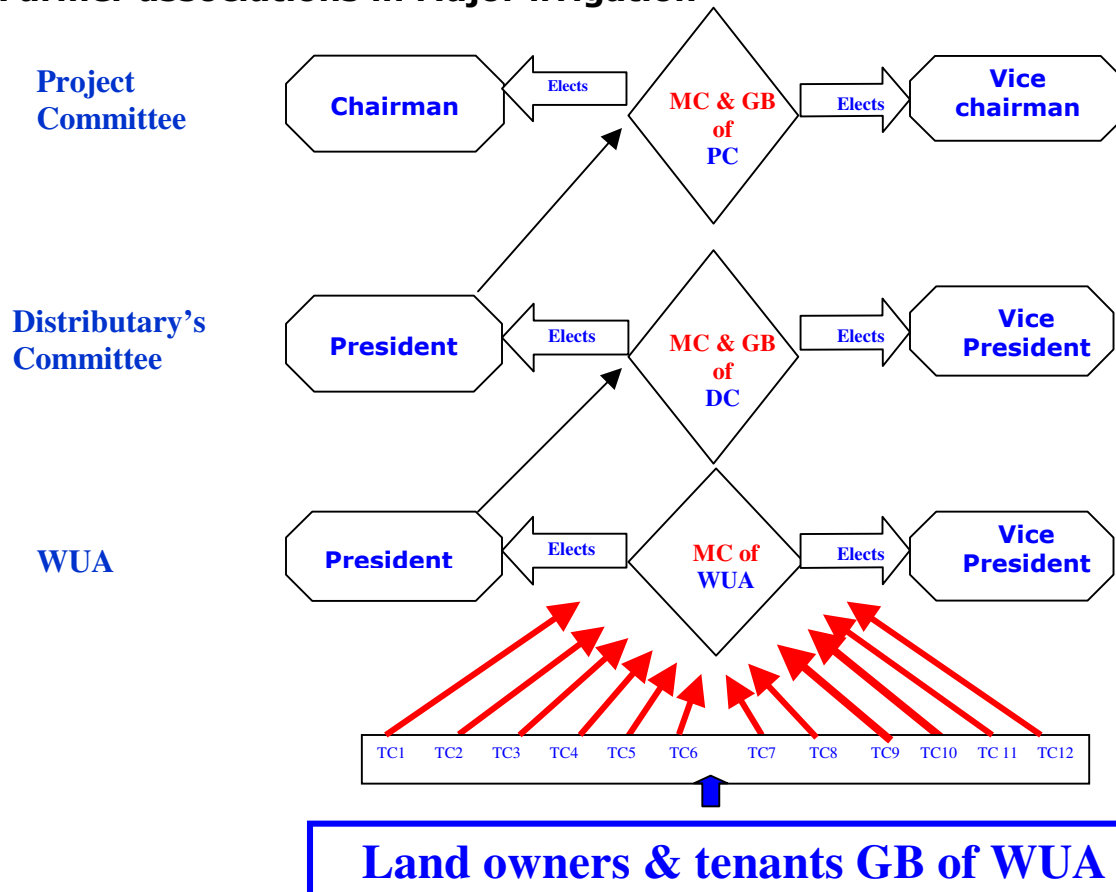
Formation of farmer associations and its process under Medium irrigation



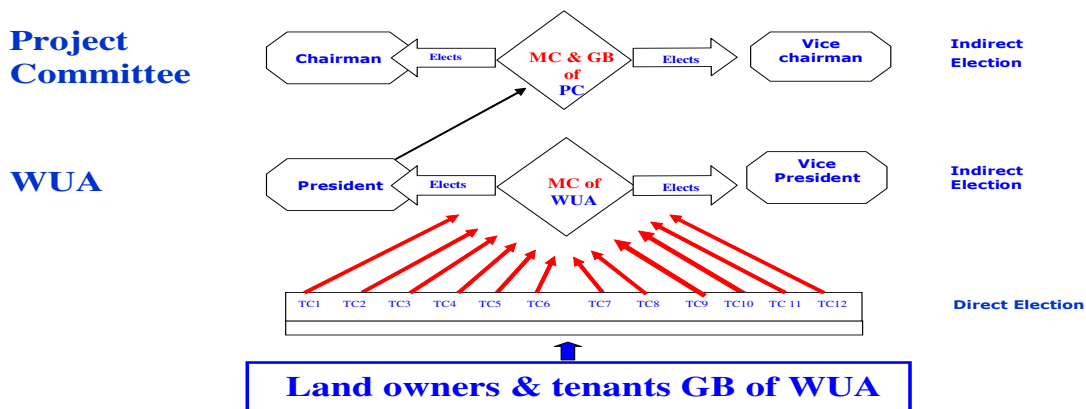
Formation of farmer association under Minor irrigation



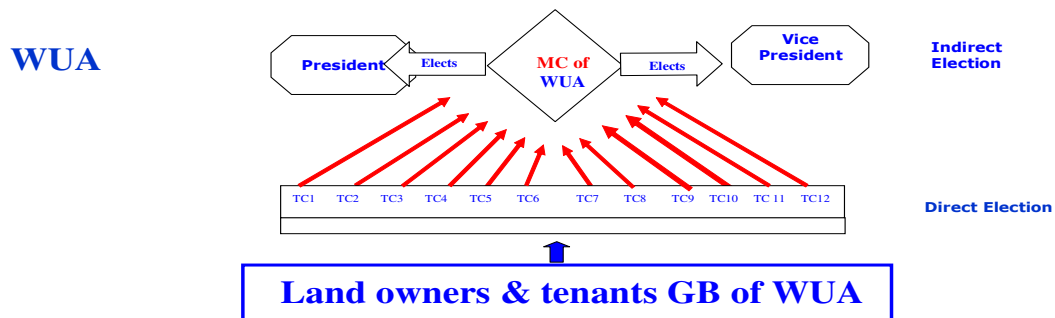
Farmer associations in Major irrigation



Farmer associations in Medium irrigation



Farmer association in Minor irrigation



Present status of WUAs

10769 WUA s were elected under different project

Major	Medium	Minor
2283 WUAs	410 WUAs	8076 WUAs
80772 TC s were elected		

Session four

- Roles and responsibilities of WUA
- Functions of President of WUA
- Functions of vice President of WUA

Rights of farmer organizations

- ❖ Water management
 - To obtain information on water availability and supply of water
 - To receive water in bulk from department for distribution
- ❖ Agriculture
 - To obtain latest information on agricultural aspects
- ❖ Works
 - To participate planning and designing of micro system
- ❖ Finance
 - To levy special fee for maintenance of the system
 - Planting trees on canal bunds for augmenting income of the farmers organisation

Roles and responsibilities of WUA

- ❖ Warabandi schedule has to be prepared and implemented for every irrigation season
- ❖ operational plan has to be prepared based upon the entitlement area, soil and cropping pattern
- ❖ O&M plan has to be prepared for the irrigation system at the end of each crop season and its implementation accepted by the GB of WUA
- ❖ Carry out the maintenance works of feeder channels and field drains with the O&M funds from time to time
- ❖ Water regulation has to be done as per the warabandi schedule
- ❖ To promote economy in the use of water
- ❖ Assist the Revenue Department in raising of demand and collection of water charges
- ❖ Monitoring the flow of water for irrigation
- ❖ Resolving the disputes if any in between the water users in the area of operation
- ❖ Raising the resources
- ❖ Maintaining the records for annual audit and for transparency
- ❖ To encourage avenue plantation on canal bunds and waste lands
- ❖ Water budgeting and Social audit has to be done
- ❖ Organising the general body meetings
- ❖ Financial and social audit to be done to maintain the transparency
- ❖ Operating the drainage
- ❖ Protecting the assets of WUA
- ❖ Avoiding the water wastage
- ❖ Controlling the water losses
- ❖ Implementing the punishments as per the act limits
- ❖ Protecting the irrigation canals and other constructions and repairs

Responsibilities of farmer organisations

- ❖ Water management
 - To prepare the schedules of water deliveries
 - To supply water to all members in the command area
 - To avoid and prevent misuse and wastage of water
 - To use water economically
- ❖ Agriculture
 - Preparation of crop plan
 - To inspect water utilisation
 - To educate farmers on agricultural aspects
- ❖ Works
 - To carryout timely maintenance of the irrigation systems
 - To improve the system for efficient and economical use of available water

Functions of Chairman/President

- ❖ Organising the meetings in a democratic way at appropriate time
- ❖ Taking decisions with the members on the policies of association
- ❖ Working for financial resources development

- ❖ Financial and social auditing
- ❖ Maintaining the transparency
- ❖ Ensuring the formation of sub committees
- ❖ Conflict resolution at association level
- ❖ Operating the bank transactions along with the Vice president
- ❖ Taking appropriate decisions based on the situation in managing committee and in general body meetings
- ❖ Distributing the water as per plan
- ❖ Maintaining the equality in water distribution
- ❖ Assisting in water tax collection
- ❖ Operating the concerned records
- ❖ Maintaining the good relationship with the government departments
- ❖ Working together with the other associations
- ❖ Feeling responsible person for all the activities
- ❖ For easy operation supervising directly along with the members
- ❖ Prioritising and administrative sanction of works with the acceptance of the managing committee
- ❖ Implementing the O&M works by the association
- ❖ Maintaining the quality on O&M works

Punitive Action against WUA Presidents

- ❖ For not conducting Financial Audit
- ❖ For not conducting required No. of G.B. Meetings
- ❖ For not forming Sub-Committees

Duties of Chairman/President

- ❖ Finance
 - To render full and complete accounts
 - To operate the bank account jointly with the Vice president
 - To be accountable for all transactions of FO
- ❖ Meetings
 - To preside over the General Body meetings
 - To conduct General Body meetings and MC meetings as prescribed
 - Authorised representative of FO at all other forums
- ❖ General
 - Custodian of all records, properties of FO
 - To conduct the affairs of FO in democratic manner

Functions of Vice president

- ❖ Operating the joint account along with the president/ Chairman
- ❖ Acting as a president during the absence of President / Chairman
- ❖ Acting as a convener for water management sub committee

Session five

- **Functions of General body**
- **Functions of Managing committee**
- **Co-opted members in managing committee**

• Rights & Responsibilities of members

General Body Meetings

- ❖ GB shall meet at least twice in a year
 - Once before Kharif
 - Once before Rabi
- ❖ GB meeting may be called at any time
 - By President
 - By the Managing Committee through majority resolution.
 - Signed by not less than 1/3 of the voters
 - direction from Govt. Commissioner, President of higher tier
- ❖ Quorum
 - 1/3rd quorum
 - For adjourned meeting no quorum.

Powers of General Body

- ❖ Finance
 - To approve financial budget on review of the previous year budget
 - To levy special fees
 - To take decision on raising of resources
 - To decide on permissible administrative expenses within the ceilings prescribed by Government
- ❖ Works
 - To prepare annual and long term financial and works plans
 - To create a separate fund for different activities
- ❖ Water Management
 - To approve the operational plan for each season
- ❖ Others
 - To set up sub committees
 - To carryout the recall proceedings

Management Committee Meeting

- ❖ MC shall meet at least once in a month
- ❖ Quorum for the meeting
 - 1/3rd of the total members.
 - For adjourned meeting no quorum is required

Powers and functions of Managing Committee

- ❖ Financial
 - To prepare budget and allocate resources for various activities
 - To raise resources
 - To prepare annual accounts
- ❖ Works
 - To prepare and implement annual and long term plan

- To organise execution of works
- To prioritize works
- ❖ Water Management
 - To prepare and implement operational plan
 - To ensure equitable distribution of water
- ❖ Agriculture
 - To prepare and implement crop plans for Kharif & Rabi
- ❖ **Others**
 - To assist the Revenue, Irrigation and Agriculture departments in raising the demand, collection and balance, preparation and maintenance of basic records
 - To carryout and implement all decisions of General Body

Co-opted members in managing committees

As water being common need it is decided to co-opt the members of PR institutions and Public Representatives into the MC of FO

- ❖ Minor irrigation
 - One male and one female member will be nominated by the Grama panchayat
- ❖ Distributary committee
 - Mandal Praja Parishat President will be nominated by the collector
- ❖ Project committee (Medium)
 - MLAs, MPs and MPPPs will be nominated by the collector
- ❖ Project committee (Major)
 - MLAs, MPs and ZP chair persons will be nominated by the Government
- ❖ Co-opted members will not have the right to vote

Rights of individual water users

- ❖ Water management
 - To get information relating to water availabilities and water delivery
 - To receive water as per specified quota
 - To avoid and prevent misuse and wastage of water
 - To use water economically
- ❖ Agriculture
 - To have freedom of growing any crop, adjusting the area within the water allocated
- ❖ Others
 - To sell or transfer the water share to any other water user within the operational area of water
 - To participate in General Body meetings and receive annual reports
 - To receive equitable benefits

Responsibilities of water users

- ❖ Water management
 - To be aware of rules of operation of water supply
 - To adhere to the water delivery schedules
 - Not to tamper with the irrigation systems
 - To conserve water
- ❖ Agriculture
 - To follow proper irrigation methods
- ❖ Works
 - To maintain the micro level system
- ❖ Financial
 - To pay the water tax and special fee regularly
- ❖ General
 - To permit inspection of irrigated area
 - Crop cutting experiments
 - To respect easement any rights and other customer rights
 - Protecting the canals/minors and field channels/sub minors exists in the fields
 - Stick-on to the water releasing schedules prepared by them
 - Should not involve in the illegal operation
 - Avoiding wastage of water
 - Efficiency use in water and land
 - Giving cooperation for system audit and innovative things and for conflict resolution

Session six

- **Need of sub committees and its types**
- **constitution of sub committees**
- **Membership and members in sub committees**
- **Sub-Committees composition at different levels and its functions**

Sub committees under farmer associations

- ❖ To operate certain duties the following committees must be formed with in the association
 - Works sub committee
 - Water management sub committee
 - Financial resource sub committee
 - Supervision, monitoring and trainings sub committee
- ❖ Sub committee meetings
 - Sub committee shall meet as frequently and necessary.
 - The Convener shall preside over the meeting

Constitution of sub committees under WUAs

- ❖ Convener must be the managing committee member of WUA for all the sub committees
- ❖ Water management sub committee convener must be the vice president of WUA
- ❖ Four members must be in each sub committee
- ❖ All the four members can be selected from the water users
- ❖ These sub committees work under managing committee supervision
- ❖ All the sub committees must be formed by the general body meeting
- ❖ If the sub committees were not formed action can be taken on president as per act

Constitution of sub committees under DCs

- ❖ Convener must be the managing committee member (DC) for all the sub committees
- ❖ Water management sub committee convener must be the vice president of DC
- ❖ Four members must be in each sub committee
- ❖ All the four members can be selected from the TC members
- ❖ These sub committees work under managing committee supervision
- ❖ All the sub committees must be formed by the general body meeting
- ❖ If the sub committees were not formed action can be taken on president as per act

Constitution of sub committees under PC-Major

- ❖ Convener must be the managing committee member (PC) for all the sub committees
- ❖ Water management sub committee convener must be the vice president of PC
- ❖ Four members must be in each sub committee
- ❖ All the four members can be selected from the WUA presidents
- ❖ These sub committees work under managing committee supervision
- ❖ All the sub committees must be formed by the general body meeting
- ❖ If the sub committees were not formed action can be taken on president as per act

Constitution of sub committees under PC-Medium

- ❖ Convener must be the managing committee member (PC) for all the sub committees
- ❖ Water management sub committee convener must be the vice president of PC
- ❖ Four members must be in each sub committee
- ❖ All the four members can be selected from the TC members
- ❖ These sub committees work under managing committee supervision
- ❖ All the sub committees must be formed by the general body meeting
- ❖ If the sub committees were not formed action can be taken on president as per act

Sub-Committees composition at different levels

- ❖ **WUA Level**
MC member of WUA is convener (T.C. member)
4 farmer's members

- ❖ **D.C. Level**
MC member of D.C. is convener (WUA president) 4 T.C. members
- ❖ **P.C. Level (Medium)**
MC member of P.C. is convener (WUA President) 4 T.C. members
- ❖ **P.C. Level (Major)**
MC member of P.C. is convener (D.C. President) and 4 WUA Presidents.

Functions of Sub committees

Works sub committee

- ❖ For system operation and for direct supervision of works sub committee will be formed by the members
- ❖ Recommend estimates of works for administrative approval
- ❖ Works quality supervision
- ❖ Check measurement and recording for works done
- ❖ Recommending for bill payment of works done
- ❖ Prioritisation of works

Finance sub committee

- ❖ Mobilisation of financial resources
- ❖ Preparation of financial budget and acceptance in general body meeting
- ❖ Assisting in water tax collection
- ❖ Recommending to managing committee on finance investment
- ❖ To maintain records relating to financial matters
- ❖ To prepare annual accounts

Water management sub committee

- ❖ Implementing the general body meeting decisions on water distribution
- ❖ Patrolling the irrigation system and water regulation arrangements
- ❖ Regular monitoring on irrigation and drainage systems
- ❖ Working on proper water usage
- ❖ Recording the water release quantity
- ❖ Informing to management committee about violation of water usage rules
- ❖ Assisting in water release schedule preparation
- ❖ Maintain the records of water users

Monitoring & trainings sub committee

- ❖ Identifying the training needs of water users and organising the trainings
- ❖ Educating the saving in water usage
- ❖ Monitoring the following issues
 - Irrigated area
 - Produce
 - Conflict resolution
 - Resource development

Session seven

- **O & M works**
- **Technical sanctions**
- **Process of irrigation system maintenance**

O&M of tank system

The tank system requires O&M on a regular basis comprising a set of activities carried out with local resources at WUA level. These activities are:

- ❖ Repairs of canal banks, Breaches, Stone revetment, aprons and lining works
- ❖ Make the sluices to work
- ❖ Oiling and greasing for gates and screws
- ❖ Clearing the canals, bushes and weed
- ❖ Maintaining the canal system and other works
- ❖ Reconstruction / repairs to drops and regulators
- ❖ Repairs to waste weir and surplus system
- ❖ Up to five lakh worth of works can be taken up by the WUAs
- ❖ The WUA shall take over the O&M activities and bring in regularity, with collective action at village level. The WUAs have to develop a corpus fund for regular O&M through collection of water charges, fisheries auction money, contributions etc and take over the entire responsibility of O&M.

Works and Maintenance

- ❖ Farmers Organisations can take up
 - O&M Works
 - Differed Maintenance works
 - Original Works
- ❖ Works are identified by
 - Walk through survey
 - Administrative approval by M.C.
 - Technical sanction by Engineering official
 - President or T.C. member shall not execute the work in his individual capacity
 - Work execution at estimated rates

Technical sanction powers (after administrative sanctions)

- ❖ Up to Rs.50000/- AE/AEE
- ❖ Up to Rs.10000/-DEE
- ❖ Up to Rs.500000/-EE
- ❖ More than Rs.500000/-SE

Note:-Technical sanctions should not cross more than administrative sanctions

Process of system operation

- ❖ Direct supervision by walk through survey
- ❖ Identifying the necessary works
- ❖ Approving the funds allocation for prioritised works by the managing committee

- ❖ Administrative sanctions for estimated works by MC
- ❖ Technical sanctions by the engineering official
- ❖ Entering into the records
- ❖ Entering into the MOU
- ❖ Implementing the works by the WUA
- ❖ President or T.C. member shall not execute the work in his individual capacity
- ❖ Work execution at estimated rates
- ❖ Check measurements
- ❖ Bill payment (More than Rs.1000/-through check only)

Operational plan and water budgeting

MC and CA (Engg) prepare water budget

- ❖ Major
 - PC allocates water to DC
 - DC to Water Users Associations
- ❖ Medium
 - PC allocates water to WUAs
- ❖ Minor
 - WUA to decide

The draws of water shall be monitored at the end of season for review of

- Water use efficiency
- Extent of crops

Proper planning and water allocation

- ❖ Based on the availability of the water with the assistance of concerned officer and based on the Government instructions water should be allocated to the DCs of the project
- ❖ DCs can be released the water to its WUAs as per the requirement and as per the availability of water
- ❖ In case of medium irrigation project PC can be released the water to its WUAs
- ❖ IN case of minor irrigation project WUA will be announced the water release schedule
- ❖ Each WUA level water requirement plan and water release schedule to be prepared
- ❖ Water gauge should be measured and recorded at WUA level
- ❖ At the end of the season irrigated area and water supplied and water utilised report to be prepared by the WUA and to be analyzed the faults and mistakes.

Water regulation

- ❖ Plan of water regulation
 - Details of release and closure
 - Equitable distribution of water
 - Warabandi schedule
- ❖ Installation of devices for monitoring flow by FO
 - Joint azmoish by FO with the assistance of Government departments

Session eight

- **Functions of competent authority**
- **WUAs and its financial resources**
- **Water tax tariff**
- **WUAs share in water tax (Plough back fund allocation)**

Function of competent authority

- ❖ Assisting in preparation of O&M plan
- ❖ Assisting in preparation of water regulation and action plan preparation
- ❖ Assisting in records maintenance
- ❖ Providing technical information as per the need
- ❖ Giving suggestions in water regulation
- ❖ Assisting in trainings
- ❖ Preparation of estimates for prioritised works
- ❖ Giving the technical sanctions
- ❖ Assisting in check measurements and bill payment
- ❖ Watching the irrigation system not to disturb the main structures by the WUAs
- ❖ Raising the Demand
- ❖ Implementing the Recall process

Financial resources

- ❖ O&M funds (Plough back funds)
- ❖ Income from association assets
- ❖ Special fees collected by the farmer association
- ❖ 10% incentive if the WUA collects 90% water charges from the current demand (Major and Medium only)
- ❖ Other resources mobilisation
- ❖ Grants sanctioned by the State and Central government

Water tax tariff

- ❖ **Category-1 (Major and Medium)**
 - Wet crop Kharif -Rs.200/-per acre
 - Wet crop Rabi -Rs.150/-per acre
 - ID crop-I -Rs.100/-per acre
 - ID crop-II -Rs.100/-per acre
 - Two wet crops -Rs.350/-per acre
- ❖ **Category-2 (Minor)**
 - Wet crop Kharif -Rs.100/-per acre
 - Wet crop Rabi -Rs.100/-per acre
 - ID crop-I -Rs.060/-per acre
 - ID crop-II -Rs.060/-per acre
 - Two wet crops -Rs.350/-per acre

Farmer associations share in Water tax (Ratio of Plough back amount)

❖ Under major irrigation

-WUA	45%
-DC	15%
-PC	15%
-GP	5%
-ID	20%

If the WUA collects water charges more than 90% of the current demand they will be given 10% incentive from the Govt share.

❖ Under Medium irrigation

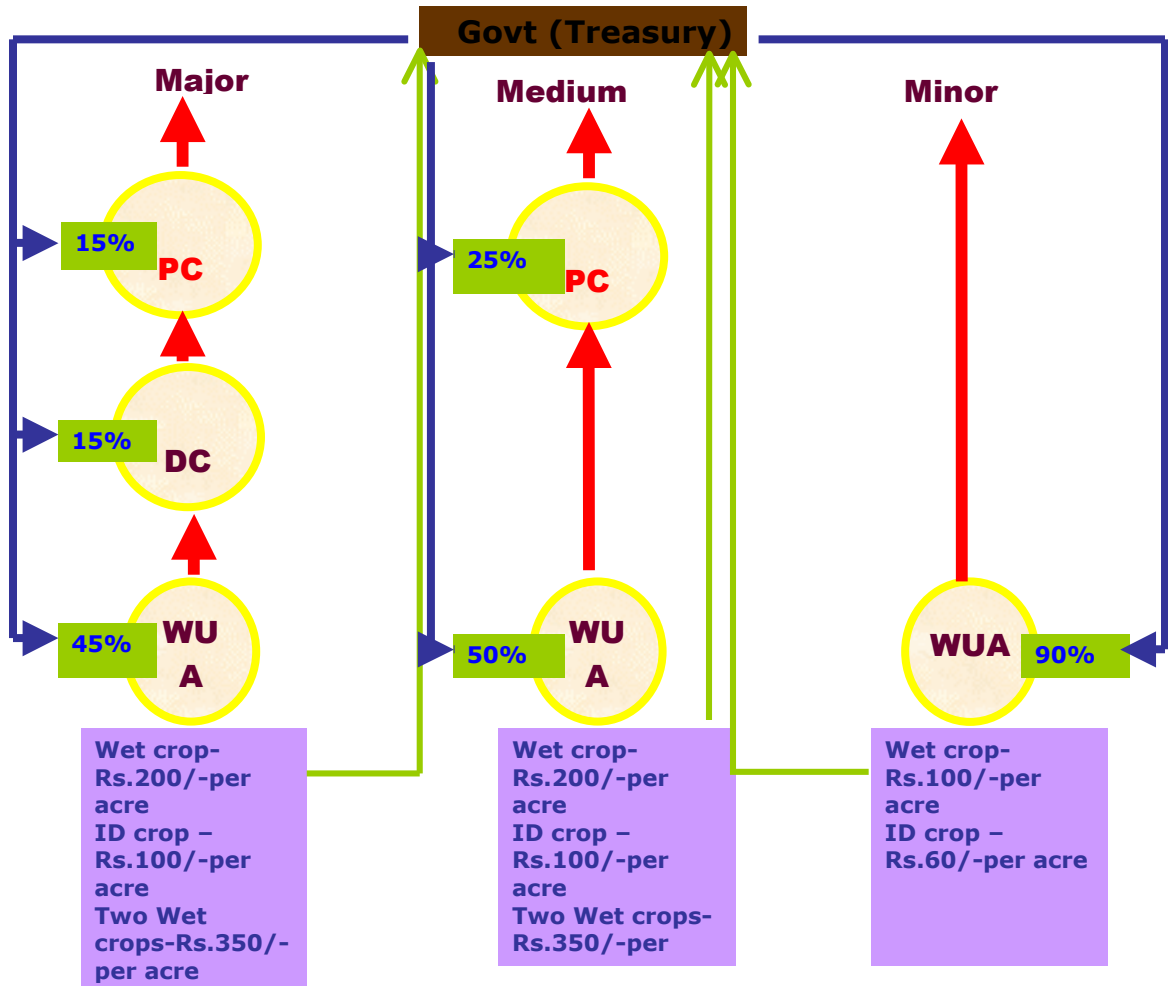
-WUA	50%
-PC	25%
-GP	5%
-ID	20%

Up to a maximum of 10% of the plough back amount received/Entitled can be utilized towards administrative charges by the WUA. (as per GO No.96)

❖ Under Minor irrigation

-WUA	90%
-GP	10%

Water tax tariff and plough back ratio of FOs



Session nine

- **Maintenance of Records at WUA level (management committee)**
- **Maintenance of Records at Finance sub committee**
- **Maintenance of Records at Works sub committee**
- **Maintenance of Records at water management sub committee**

Accounts / Finance

- ❖ **Joint Account**
 - Nationalized or Cooperative Bank
 - President and Vice President
- ❖ **Registers**
 - Receipt book
 - Cash Book
 - Cheque register

- Bill register
- Contingent register
- Anamath register

Books to be maintained by the WUA

- ❖ Minutes Book (GB,MC and SCs)
- ❖ Assets Inventory Register
 - Constructions related to system
 - Lands and Building
 - Income from different assets
 - Machineries
- ❖ Special Fees and other receipts Register
- ❖ Administrative and Technical Sanctions and payment register
- ❖ Members Register
 - with voting right
 - with out voting rights
 - other members details
- ❖ Maps (Ayacut with S.nos, Canals)
- ❖ Water flow and canal gauge register
- ❖ Crop Extent and Water tax Register

Social audit

- ❖ Transparent
 - For openness
- ❖ To make the WUA to work properly
 - To avoid corruption
 - To maintain impartial
- ❖ To develop the confidence among the WUA members
 - Water utilisation
 - Expenditure incurred for maintenance of the system
 - Display list of benefits accorded with reference to funds spent
 - Details of work to be exhibited at work place

The auditor shall incorporate social audit report in his annual audit report

WUA Roles & Responsibilities and its sub committees training module Program schedule

Day-I

10.30am to 10.45am	-Registration and introduction
10.45am to 11.00am	-Back ground of this training program
11.00am to 11.30am	-Session one About irrigation status and its Reasons and Importance & Need of PIM
11.30am to 11.45am	-Tea break
11.45am to 13.00pm	-Session two Objectives of APFMIS ACT and its salient features, Delineation of WUA, Constitution of WUA, Membership in WUAs Territorial constituencies in WUA
13.00pm to 13.30pm	-Session three Types projects, WUAs in irrigation project, Apex committees and its membership & functions
13.30pm to 14.15pm	-Lunch break
14.15pm to 15.00pm	-Session four Functions of WUA, President and vice president
15.00pm to 15.45pm	-Session five Functions of General body and Managing committee, Co-opted members in managing committee, Rights & Responsibilities of members
15.45pm to 16.00pm	-Tea break
16.00pm to 17.00	-Session six Need of sub committees and its types, constitution of sub committees, Membership and members in sub committees and its functions

Day-II

- 10.30am to 10.45pm -Recapitalization
- 10.45am to 12.00pm **Session seven**
O & M works, Technical sanctions, Process of irrigation system maintenance
- 12.00pm to 12.15pm -Tea break
- 12.15pm to 13.00pm **-Session eight**
Functions of competent authority, WUAs and its financial resources, Water tax tariff, WUAs share in water tax
- 13.00pm to 13.45pm -Lunch break
- 13.45pm to 15.45pm **Session nine**
Maintenance of Records at WUA level, Maintenance of Records at Finance sub committee, Maintenance of Records at Works sub committee, Maintenance of Records at water management sub committee
- 15.45pm to 16.00pm -Tea break
- 16.00pm to 16.30pm - Issues discussions and session close