

Gram Panchayat Water Supply and Sanitation Committees

PUNJAB

India

Gram Panchayat Water Supply and Sanitation Committees

Rule

GRAM-PANCHAYAT-WATER-SUPPLY-AND-SANITATION-COMMITTEE of 2006

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Gram Panchayat Water Supply and Sanitation Committees Department of Water Supply and Sanitation (B&R-2 Branch), dated the 2nd August, 2006 No. 7/54/06-6B&RII/4418. - In view of improving the rural water supply and sanitation service delivery and achieving greater participation of Rural habitants the Department of Water Supply and Sanitation has decided to decentralise the responsibility of intra-village water supply and sanitation in partnership with the Gram Panchayats User Groups. The Gram Panchayats (GP) will set up Gram Panchayat Water Supply and Sanitation Committees (GPWSC) as per the provisions of this notification and entrust with the responsibility of planning, implementing, operating and maintaining water supply, sanitation and drainage schemes.

1. Constitution of GPWSC.

- Every Gram Panchayat shall constitute a GPWSC consisting of not more than 4 Panches including the Sarpanch and such other members from amongst the village community selected by the Gram Sabha in accordance with the composition of the GPWSC as defined in Section 2 below. The Gram Panchayat shall pass a resolution recognising the constitution of GPWSC and approve the Bye-laws for the conduct of business of the GPWSC.

2. Composition of GPWSC.

- I. The GPWSC shall consist of a minimum of 11 members and a maximum of 21 members depending upon the population of the village as below :-

Sr. No. Population

Number of members in GPWSC

1	For population up to 1500	11 members
2	For population exceeding 1500 but below 3000	15 members
3	For population exceeding 3000	21 members

II. The members of the GPWSC shall consist of -(a)Sarpanch as ex officio chairman and member of the GPWSC.(b)Three Panches as ex officio members of the GPWSC out of which one shall be a woman, one shall be a Scheduled Caste and one shall be a general member.(c)The remaining members of the GPWSC shall be directly selected by the Gram Sabha subject to the conditions hereunder :(i)One third of the GPWSC members shall be women.(ii)One fifth of the remaining members of GPWSC shall be from Scheduled Caste and Backward Class persons.(iii)One third of the remaining members of GPWSC members shall be from BPL families or land less families.(d)At least one third of the remaining members of GPWSC members shall be literates.(e)The GPWSC members other than the Panches and Sarpanches shall be from amongst all social Section of the village community who have demonstrated committed leadership voluntarism and worked in the past for the overall development of the village and community. This may include youth in the Village, Self Help Group members, retired teachers, ex-servicemen, Anganwadi workers etc.(f)All geographic regions/clusters of the village shall be adequately represented in the GPWSC.(g)The Junior Engineer or any other officer deputed for the purpose from Department of Water Supply and Sanitation shall be Technical Member-cum-Convener of the GPWSC.

3. Office-bearers of GPWSC.

- (i) The Sarpanch shall be the ex officio chairperson of the GPWSC.(ii)The GPWSC members shall select from among its members a treasurer and a secretary.(iii)The Junior Engineer or any other officer deputed for the purpose from Department of Water Supply and Sanitation shall be the Technical Member- cum-Convenor of the GPWSC.

4. Tenure of membership.

- (i) The tenure of all ex officio members i.e. Sarpanch and Panches, in the GPWSC shall be co-terminous with their holding the office of Sarpanch or Panch.(ii)All members selected by Gram Sabha are for tenure of two years and eligible for reselection by Gram Sabha.(iii)In the extraordinary event of the Gram Panchayat being dissolved, the Sarpanch being suspended or removed and the office of the chairperson of the GPWSC falling vacant, an officer appointed as Acting Sarpanch shall perform the functions of chairperson and on the reinstatement of the Sarpanch. Acting Sarpanch will hand over the charge of chairperson to the Sarpanch, and in case of dissolution of Gram Panchayat the person appointed as administrator shall perform the functions of the chairperson. The officer appointed shall hand over the office of chairperson as soon as the Gram Panchayat is reconstituted.

5. Powers and Responsibilities of GPWSC.

- (i) The GPWSC shall perform all functions in respect of providing water supply and sanitation facilities and services to the village community.(ii)Undertake such activities like planning,

implementing, supervising, monitoring, operating, maintaining, contracting etc. relating to the creation, acquisition, hiring, rehabilitating, rejuvenating, taking over or otherwise acquiring intra-village infrastructure, utilities, systems and other services for providing water supply and sanitation related service to the village community.(iii)Decide on feasible and cost effective technology choices and schemes for providing water supply and sanitation services in the villages.(iv)To get Administrative Approval of rough cost estimates and Technical approval of detailed scheme reports from DWSS for solving water supply and sanitation problems in the village.(v)Act as a link and liaison between Gram Panchayat, Department of Water Supply and Sanitation, other departments and institutions involved in the water supply and sanitation sector.(vi)Disseminate information, create awareness and educate the village community on all aspects of water supply and sanitation aspects including health and hygiene aspects and water resource management.(vii)Open and operate bank accounts, receipt and expenditure of funds for performance of its roles and responsibilities, maintain up to date and accurate books of accounts and make available records for audit/inspections.(viii)Directly receive fund from Department of Water Supply and Sanitation and spend the same for approved water supply and sanitation schemes in the village.(ix)Enter into Mou or other forms of agreement with District level institutions of Department of Water Supply and Sanitation.(x)Procure works, goods or services for carrying out its role and responsibilities in accordance with the guidelines issued by the Department of Water Supply and Sanitation.(xi)Enter into the contracts with contractors, support organisations or other service providers for executing water supply and sanitation activities in the village.(xii)Mobilise the villagers for community action to solve the water supply and sanitation related problems of the village.(xiii)Mobilise users share of capital cost of setting-up water supply and sanitation facilities among the village community.(xiv)Levy connection fee and cost of providing connection to households in respect of water supply and sanitation schemes.(xv)Fix and collect from users of water supply and sanitation facilities such charges, fees, tariffs or deposits as it may deem fit for fully recovering the operation and maintenance cost of water supply and sanitation infrastructure, facilities and services.(xvi)Collaborate with GPWSCs of other villages by nominating representatives, signing of Mous, sharing of responsibilities, contributing financial resources or otherwise for undertaking water supply and sanitation related services to the village by sharing services from multi-village, inter-village water supply and sanitation infrastructure or facilities.(xvii)The GPWSC shall remain accountable to the Gram Sabha for all its activities.(xviii)The GPWSC shall undertake all its activities using participatory methodologies so as to include all Section of the village community.(xix)The GPWSC shall ensure that there is equity of benefits to every one in the village from its activities.(xx)The activities of the GPWSC shall be done in a transparent manner providing key information to all members in village community.(xxi)In the event of the GPWSC failing to meet and transact business for three consecutive months, not undertaking its roles and responsibilities in an effective manner as prescribed in this notification, mis-utilisation, misappropriation, embezzlement of funds or office bearers acting in manners benefiting themselves or close relatives, the Gram Sabha can request the Department of Water Supply and Sanitation to take over the functions of the GPWSC. In the event of such take over the Department of Water Supply and Sanitation must initiate activities through the Gram Panchayat re-constitute a GPWSC and entrust it back with the taken over responsibilities.(xxii)All moveable and immovable assets shall remain in the name of Gram Panchayat or Department of Water Supply and Sanitation and GPWSC shall have no power to transfer the title of ownership to any other

individuals or institutions or create any charge on the assets.(xxiii)All technical activities shall be undertaken with the guidance and supervision of the Department of Water Supply and Sanitation and in compliance with the guidelines issued by Department of Water Supply and Sanitation from time to time.(xxiv)The GPWSC shall submit periodic progress reports and such other reports as may be prescribed from time to time by Department of Water Supply and Sanitation.'Annexure-DDepartment of Water Supply and Sanitation(B&R-II Branch)Draft Model Bye-Laws for GPWSC (For Pilot Batch Villages)The _____ Gram Panchayat, in accordance with _____ has resolved towards establishing a Water and Sanitation Committee (GPWSC) for _____ village _____ block _____ district _____ dated _____ has approved this bye-law.The committee is hereby authorized to undertake all RWSS activities in _____ village as per this bye-law.GPWSC members have been chosen from a meeting of the Gram Sabha.GPWSC will operate through the office of the Gram Panchayat located in _____

1. Background.

1.1The Government of Punjab propose to implement a State wide new reform approach in the rural water supply and sanitation sector of the State with the objective to increase the access of rural communities to improve and sustainable water supply and sanitation services.1.2The new reform approach being implemented through the Department of Water Supply and Sanitation is based on the following key principles :
 * Decentralising the responsibility of all intra-village water supply and sanitation services to the Gram Panchayat and an inclusive and representative body of the user community in the village - the GPWSC.
 * Adopting a demand responsive approach.
 * Partial cost sharing of capital investments and full recovery of operation and maintenance expenses by user communities.
 * Focusing on the system and source sustainability.1.3Central to the reform approach is constituting the GPWSC and building its institutional and financial capacity for managing the responsibility of planning, implementing, operating, maintaining and continued management of all intra-village water supply and sanitation facilities and services.Therefore, Gram Panchayat Water and Sanitation Committee is formed.

2. Objectives of GPWSC. - To manage Water Supply and Sanitation activities in the village including planning, constructing, procuring, managing, operating and maintaining all Water Supply and Sanitation facilities and services in the village.

3. Composition of GPWSC. -

3.1The GPWSC will consist of a minimum of 11 members and a maximum of 21 members depending upon the village population.3.2Sarpanch shall be the ex officio chairman and member of the GPWSC.3.3Three Panches as ex officio members of the GPWSC out of which one shall be a woman, one shall be a Schedule Caste and one shall be a general member. The remaining members of the GPWSC shall be directly selected by the Gram Sabha subject to the conditions hereunder :
 * One third of the GPWSC members shall be women.
 * One fifth of the members of GPWSC shall be from Schedule Caste and Backward Class persons.
 * One third of the GPWSC members shall be from BPL

Families or land less families.3.4The GPWSC members other than the Sarpanch and Panches shall be from amongst all social Section of the village community who are known for committed leadership, voluntarism and worked in the past for the overall development of the village and community. This may include youth in the Village Self Help Group Members, retired teachers, ex-servicemen, Anganwadi workers etc.3.5All geographic regions/clusters of the village shall be adequately represented in the GPWSC.3.6From amongst the members will be chosen a Secretary, and a Treasurer.3.7The Junior Engineer or any other officer deputed for the purpose from Department of Water Supply and Sanitation shall be Technical Member-cum-Convener of the committee.

4. Tenure of Membership. -

4.1The nature of all ex officio i.e. Sarpanch and Panches, in the GPWSC shall be co-terminous with their holding the office of Sarpanch or Panch.4.2All members selected by Gram Sabha will have a tenure of three years and will be eligible for reselection by Gram Sabha.4.3In the extra ordinary event of the Gram Panchayat being dissolved, the Sarpanch being suspended or removed and the office of the Chairperson of the GPWSC falling vacant, an officer appointed as Acting Sarpanch shall perform the functions of Chairperson and on the reinstatement of the Sarpanch, Acting Sarpanch will handover the charge of chairperson to the Sarpanch, and in case of dissolution of Gram Panchayat the person appointed as Administrator shall perform the functions of the Chairperson. The officer appointed shall handover the office of Chairperson as soon as the Gram Panchayat is reconstituted.

5. Roles and Responsibilities of Gram Panchayat Water and Sanitation Committee. -

5.1Planning Phase Responsibilities :(i)Identify all water and sanitation related needs of the village community.(ii)Plan, construct, operate and maintain all water supply and sanitation schemes, facilities and services in the village.(iii)To select feasible and cost-effective technology choices for solving water and sanitation related problems of the village.(iv)To get Administrative approval of rough cost estimates and technical approval of detailed scheme reports from DWSS for solving water supply and sanitation problems in the village.(v)Prepare and implement the operation and maintenance plan for the water supply and sanitation schemes including the tariffs to be collected from users.(vi)Secure the services of DWSS for all engineering related support.(vii)Secure the services of support organisation for obtaining necessary social mobilisation, institutional development and other software support.(viii)Liaise with Gram Panchayat, support organizations and DWSS as true voice of the people.(ix)Mobilize the agreed contribution towards capital cost-sharing of the planned water and sanitation services.(x)Identify capacity building needs for the members of GPWSC to facilitate in implementing the same.(xi)Ensure that the necessary land for the construction of water and sanitation facilities are made available (free of cost).(xii)Ensure equitable designed service levels within the village.(xiii)Identify and implement awareness building and IEC programmes that would empower the community with relevance to water and sanitation, health and hygiene.5.2Implementation (Construction) Phase Responsibilities. -(i)Directly receive funds from DWSS and spend the same for approved water supply and sanitation schemes for the

village.(ii)Invite bids for awarding tenders and contract for works.(iii)Enter into contractors and other technical service providers and to release their payments with the approval from DWSS.(iv)Superwise the water and sanitation works and ensure that the works are implemented as per approved plans.(v)Monitor the quality of materials and works and implement checks and measures for the same.(vi)Ensure that the availability of land is made as agreed during the planning process.(vii)Meet regularly and take stock of the work in progress, community involvement, support required and quality assurance.(viii)Maintain books of accounts and other records relating to implementation and other activities of the GPWSC.(ix)Appraise Gram Panchayat and DWSS periodically the progress of works, any deviations from original plans, any additional requirements, non-performance of the executors and quality issues.(x)Provide information and make available all account books and other records for audit.(xi)Implement environmental mitigation measures agreed to in the approved plans.(xii)Submit monthly progress reports on physical and financial progress on implementation aspects to the DWSS and GP.(xiii)Maintain transparency and cost-effectiveness in all transactions.(xiv)Facilitate and co-operate for inspection of works, quality surveillance, stores, books, records etc. by DWSS or any other agency authorized for such purpose.

5.3 Operation and Maintenance Responsibilities. -(i)Develop a detailed Operation and Maintenance plan including fixing tariffs, roles and responsibilities of DWSS GP and GPWSC in operation and maintenance activities. This may include contracting out the O&M services.(ii)Collect water charges from users and meet the operation and maintenance expenses of water supply and sanitation facilities in the village.(iii)Identify and implement training for members of the community in operation and maintenance of the water supply and sanitation facilities in the village.(iv)Assign specific responsibilities to different members of GPWSC for specific tasks by forming sub-committees such as for distribution network, for collection of water tariff, for maintenance of stand-posts, disinfection, maintenance of drainages, solid waste management, accounts and book-keeping and for liaison with DWSS.(v)Operate and maintain water and sanitation facilities in the village.(vi)Develop checks and measures for defaulters in payment of water tariff.(vii)Implement measures for conservation of water resources, prevention of wastage of water and maintaining environmental sanitation.(viii)Develop regulatory measures for preventing unauthorized connections, water rationing as and when needed.(ix)Attend immediately to leakages and other repairs.(x)Monitor performance of maintenance staff, disinfection process and also control wastage of water and misuse of sanitary facilities.(xi)Promote environmental friendly practices like wormi- compost, rain-water harvesting etc.(xii)Promote different models of operation and maintenance systems for public stand posts and other common facilities provided by the project (e.g. Franchising of maintenance of public stand posts to an unemployed youth, or a single woman or a self help group).(xiii)Liaise with Gram Panchayat and DWSS on the items of maintenance that shall be taken care of by GPWSC, Gram Panchayat and the Department and come to a common agreement.(xiv)Maintain regularly accounts and records of operation and maintenance expenditure.(xv)Prepare the Income and Expenditure statement of Operation and Maintenance to be publicized in the community through hand bills/display in public places to ensure transparency and accountability.

6. Rules and Regulations. -

(i)GPWSC members shall be chosen from a meeting of the Gram Sabha.(ii)Both elected (except Chairman which is Sarpanch and Technical Member-cum-Convener which is from DWSS) and selected members for GPWSC shall be chosen in the Gram Sabha meeting.(iii)The GP shall pass a resolution to appoint the GPWSC as a Committee to be in charge of all water and sanitation services (planning, implementing, operation and maintenance, monitoring, quality assurance) in the village, approving the bye-laws and empowering the GPWSC to undertake all roles and responsibilities as specified in the bye-laws.(iv)The GP shall pass a resolution appointing the office- bearers of the GPWSC.(v)The office-bearers will be Chairperson, Secretary, Treasurer and Technical Member-cum-Convenir.(vi)The quorum for the meeting shall be at least 50% of the Committee.

7. Roles and Responsibilities of Office-bearers :

7.1Chairperson. -(i)Chair all the GPWSC meetings.(ii)Lead the GPWSC in taking all decisions regarding water sanitation services to the village.(iii)Liaison between GP and GPWSC and DWSS for smooth functioning of the Committee.(iv)Facilitate fair and just decisions for equitable services within the village.(v)Ensure active participation of women, SC members and BPL facilities.(vi)Will initiate, interact and lead GPWSC while dealing with the DWSS for betterment of the villages as relevant to water supply, sanitation and hygiene promotion issues.(vii)Will be one of the signatories of the bank account opened in the name of GPWSC.(viii)Responsible for mobilizing community contribution towards capital costs and Operation and Maintenance.(ix)Responsible for ensuring the availability of land for water and sanitation services.(x)Responsible in mobilizing household connections.(xi)Responsible in guiding the Committee in Monitoring, quality assurance, ensuring User Satisfaction, Operation and Maintenance and cost sharing by the community.

7.2Secretary. -(i)Assist convener for calling the meetings.(ii)Assist the Convenor for setting the agenda, sending letters, writing of minutes.(iii)Assist the Convenor in maintaining of records and book keeping of all proceedings, and resolutions.(iv)Responsible for correspondence between the Committee and GP, DWSS, Community and others.(v)One of the signatories of the joint bank account opened in the name of GPWSC.(vi)Assist the Chairperson and the Treasurer in their duties.(vii)Will also share responsibility with Chairperson for mobilizing community contribution towards capital costs, Operation and Maintenance.

7.3Treasurer. -(i)Responsible for all financial matters related to GPWSC.(ii)Responsible for maintaining of accounts of expenditure incurred on the implementation of schemes.(iii)Responsible for mobilization and collection of community contribution towards capital costs, operation and maintenance and maintaining proper records and accounts.(iv)Responsible for all receipts and payments.

7.4Technical Member-cum-Convenor. -(i)Informing the community about the water quality of existing sources.(ii)Responsible for all engineering aspects including preparation of line estimates for different technological options along with O&M cost and advising about best cost-effective and technological option.(iii)Setting the agenda, sending letters, writing of minutes for convening meetings with the assistance of Secretary GPWSC.(iv)Maintaining records and book keeping of all GPWSC proceedings, and resolutions.(v)Enabling in monitoring as well as quality control.(vi)Securing necessary approvals from the concerned Engineer of DWSS for the issue of certificate for the release of payments.(vii)Progress reporting to the DWSS.

8. Financial arrangements. -

(i) Separate Bank Account shall be opened for capital works as well as O&M of assets, in the name of Gram Panchayat Water and Sanitation Committee as resolved in the Gram Sabha. (ii) Gram Sabha shall pass a resolution that all funds related to water and sanitation services coming from DWSS, community, GP shall be placed in this account. (iii) Bank Account shall be operated by Chairperson and Secretary as signatories. (iv) All decisions related to finances shall be taken in a GPWSC with a minimum quorum of 50% of the Committee. (v) A monthly receipt-expenditure note shall be prepared and displayed in the GP office and in other public places to ensure transparency. (vi) Auditing will be done as per agreed stipulations. Department of Water Supply and Sanitation Tripartite Memorandum of Understanding Between Gram Panchayat, Gram Panchayat Water and Sanitation Committee and Department of Water Supply & Sanitation This Memorandum of Understanding (Mou) is entered on _____ day of _____ 2006 between : (i) The _____ Gram Panchayat (hereinafter called the first party). (ii) The _____ Gram Panchayat Water & Sanitation Committee (hereinafter called the second party) and (iii) The Department of Water Supply & Sanitation (DWSS), (hereinafter called the third party).

1. Preamble. - The Department of Water Supply and Sanitation, Government of Punjab is implementing a Medium Term Rural Water Supply and Sanitation Programme (hereinafter called the Programme) with the objective of providing to the rural communities increased access to improved, potable and sustainable drinking water and also to strengthen the decentralization of water supply and sanitation service delivery.

(i) The Department of Water Supply and Sanitation has selected the first party based on an approved selection criteria for participation in the programme. (ii) The first party, in its Gram Sabha meeting has resolved to accept the key programme principles and implement the programme in the village, constituted the second party and entrusted it with the responsibility of implementing the Programme in accordance with the guidelines and rules framed by the Department of Water Supply and Sanitation. (iii) The third party has been established by Department of Water Supply and Sanitation and entrusted with it the responsibility to spearhead the implementation of the programme at the District Level including provision of technical, social, financial, organizational and managerial support to the first two parties in successfully implementing the programme. Now, therefore, this Mou is entered into among the authorized representatives of the three parties.

2. Objective. - This Mou defines the roles and responsibilities of all the three parties to this Mou, so as to enable them to work together as partners.

3. Scope of the Mou. - (i) The three parties undertake to co-ordinate, collaborate, support and manage the planning and implementation of the Programme including operation and maintenance of the assets, existing or newly created, in accordance with this Mou.

(ii)The activities under this Mou shall be carried out in accordance with the Programme Implementation Plan as approved by the Department of Water Supply and Sanitation and also as per the Operational Guidelines developed and communicated to the first and second parties from time to time by the third party.(iii)The activities and the work shall be carried out within the geographic boundaries of - village.

4. Duration of the Mou. - (i) The third party has developed a Scheme Cycle consisting of the various activities, the duration for each activity and inter-relationship of activities and has divided the activities into pre-planning, planning, implementation and Post-implementation Phases (as per appended Scheme Cycle).

(ii)DWSS, GP and GPWSC having completed the Pre-Planning Phase, the agreement is for the period up to the completion of all activities listed in the scheme cycle and shall be completed with a period of 12 months from the date of signing of this Mou.

5. Roles and Responsibilities of the First Party (_____ Gram Panchayat). - The first party agrees to undertake the following roles and responsibilities :-

(i)To adopt a village vision, strategy and action plan for developing the water supply and sanitation sector in the village.(ii)To entrust with the second party the responsibility for implementing the vision, strategy and action plan for solving the issues and problems in the water supply and sanitation sector of the village.(iii)To support and enable the second party by suitably empowering it to perform the roles and responsibilities assigned to it as per this Mou and the guidelines of the Programme.(iv)To authorize the second party to receive funds under the programme for capital works and spend the same in accordance with the provisions of this agreement and as per the guidelines issued by Department of Water Supply and Sanitation.(v)To authorize the second party to open and operate separate Bank Account in the name of second party for transacting the funds for implementing water supply and sanitation schemes taken up under RWSS Programme and also for the operation and maintenance.(vi)To own all movable and immovable assets of the Water Supply and Sanitation infrastructure and to entrust with the second party all the rights of operation, maintenance, management, up keep and safe custody of the assets.(vii)To utilize all the powers conferred on it as per the Punjab Panchayati Raj Act, 1994 and subsequent amendments to ratify all actions of the second party done in accordance with this Mou for the purpose of achieving the objectives of the Programme.(viii)To support the second party in all IEC and capacity building activities in the villages for the purpose of Water Supply Development, Improvement and Sustenance; Promotion of Sanitation, Health and Hygiene.(ix)To provide support to the second party in mobilizing community contribution and recovery of operation and maintenance expenses.(x)To monitor as well as audit all activities undertaken by the second party so as to ensure that all social, technical and financial processes and procedures are in compliance with the guidelines issued by the third party.

6. Roles and Responsibilities of the Second Party (_____ Gram Panchayat Water and Sanitation Committee). - The second party agrees to undertake the following roles and responsibilities :-

(i) To manage Rural Water Supply and Sanitation activities in the village including designing, implementing, undertaking procurement activities, fund management, operating and maintaining all Water Supply and Sanitation facilities and services. (ii) To assist the first party in preparing and implementing the village vision, strategy and action plan for developing the Water Supply and Sanitation sector of the village. (iii) To perform all activities in respect of providing Water Supply and sanitation facilities and services to the village community. (iv) To discuss the Community Action Plan prepared by Community with the third party for obtaining Administrative and Technical approval from DWSS. (v) To act as a link and liaison between Gram Panchayat, Department of Water Supply and Sanitation, other departments and institutions working in the Water Supply and Sanitation sector. (vi) To disseminate information, create awareness and educate the village community on all aspects of Water Supply and Sanitation including health and hygiene aspects and Water resource management. (vii) To carry out all activities under this Mou utilizing participatory methodologies so as to ensure participation of women, youth, scheduled castes and poor in the village community. (viii) To receive funds from the third party and utilise the same as per rules and the guidelines of the programme and in accordance with prudent financial management principles. (ix) To comply with the principles, rules and guideline issued by the third party from time to time. (x) To open and operate bank accounts for transacting all amounts received and expended for implementing the Programme as well as operating and maintaining the schemes. (xi) To maintain up to date and accurate books of accounts and make available records for audit/inspections. (xii) To procure works, goods or services for carrying out various activities under this Mou in accordance with the guidelines issued by the Department of Water Supply and Sanitation. (xiii) To mobilize the villagers for community action to solve the Water Supply and Sanitation related problems of the village. (xiv) To mobilize users' share of capital of setting-up water supply and sanitation facilities from among the village community. (xv) To operate and maintain the facilities created under the Programme and meet full operation and maintenance expenses by collecting user charges. (xvi) To do all the activities under this Mou in a transparent manner providing key information to all members in village community including setting up of display boards. (xvii) To report monthly progress of Programme activities to the first party and to the third party on a regular basis. (xviii) To supervise all works and other activities under this Mou and to ensure conformity with quality and design parameters as per approved plans, estimates and other guidelines. (xix) To co-operate with first and third parties for inspection, verification, audit, evaluation and studies by the first and third parties or agencies authorized by them and implement corrective actions recommended. (xx) To carry out surveillance and monitoring of water quality and environmental sanitation. (xxi) To prepare Implementation Completion Report in respect of all Community Action Plans and submit to the third party.

7. Roles and Responsibilities of third party (DWSS). - The third party agrees to undertake the following roles and responsibilities :

(i) To arrange for dissemination of Programme information including key principles, approaches and methodologies, components and activities etc. to the village community. (ii) To arrange for implementing social mobilization, IEC and capacity building activities for the benefit of the first and second parties. (iii) To make available the services of the sub-divisional offices including the services of JEs of the Department of Water Supply and Sanitation to spearhead all Programme related activities. (iv) To assist the second party in contracting the services of Support Organizations, Village Support Teams etc. for availing social mobilization, IEC and other capacity building support services. (v) To arrange for providing technical support in collection of field data, helping the village community on deciding affordable and feasible technical options, preparing rough cost estimates, preparation of Detailed Scheme Reports etc. and completing the Community Action Plans. (vi) To build the capacity of the first and second party in technical and engineering aspects including water quality monitoring, operation and maintenance aspects. (vii) To accord/obtain administrative and technical sanction for the Community Action Plans. (viii) To release programme funds to the second party in instalments as per the guidelines of the Programme. (ix) To measure works, check quality of works and materials, internal audit bills and pass bills for payments to the contractors. (x) To carry out evaluation studies, impact assessment surveys etc. and share the key learning with first and second parties. (xi) To commission quality surveillance studies and evaluations and recommend corrective measures wherever needed.

8. Terms and Conditions of Fund release. - The third party will release to the second party the Programme funds in four instalments, once the latter fulfil the conditions for release of each instalment as summarized in Table 1 :

9. Termination of the Mou. - (i) The first party and the second party can terminate the Mou in the events of :

(a) Undue delay in providing technical support, administrative sanctions, technical sanctions etc. by the third party. (b) Delay of more than 60 days, without valid reasons, in releasing Programme funds by the third party in spite of the first and second parties successfully fulfilling all the conditions for releasing the payments. (ii) The third party can terminate the Mou on the occurrence of one or more of the following events after reasonable notice : (a) Mismanagement of Programme funds, material and/or assets by the first and second parties. (b) Failure on the part of the first and second parties to complete the activities in accordance with the agreement Scheme Cycle. (c) Providing incorrect data or information by the first and second parties with mala fide intentions to mislead the third party. (d) Either of the first two parties losing interest in Programme activities and becoming dormant. (e) The first and second parties cannot undertake the Programme activities due to technical, financial, social or other reasons. (f) Failure of the first and second parties to rectify the defects pointed out by the third party within reasonable time. Table-1 - Conditions for Release of Programme Funds

Instalment No.	Amount of Instalment	Condition for Release of Instalment
Instalment-I		*Mobilization of 100% of the community capital contribution

40% of the
approved DSR*

*Signing of MoU

*Signing of the contract with the contractor

Instalment-II	Balance 40% of the approved DSR*	*Submission of utilization certificate utilizing 60% of the first instalment released by DWSS along with community contribution and verified by third party
Instalment-III	Balance 15% of the approved DSR*	*Submission of utilization certificate utilizing 60% of the first and second instalment released by DWSS along with community contribution and verified by third party
Instalment-Final	Balance 5% of the approved DSR*	*Scheme Completion Report (Physical) prepared and accepted

*In case of Multi Village Schemes, 'approved DSR' will be equal to the amount towards Intra-village assets.

10. Disputes. - Any disputes between the parties arising out of this Mou shall be settled, in the first instance, through mutual and amicable consultation. If the dispute is not settled through such consultation, the matter shall be referred for arbitration to the Principal Secretary, Department of Water Supply and Sanitation, Government of Punjab.

11. Appendices. - The following documents given in appendices to this Mou shall be deemed as part of this Mou :-

(i) Gram Panchayat Resolution by the first party dated _____ (ii) Scheme Cycle We the undersigned on behalf of the respective institutions shall maintain the integrity in functions and abide by the contents of this Mou for effective implementation and achievement of the objectives of the Programme.

For first party	For second party	For third party
Sarpanch, Gram Panchayat	Secretary, GPWSC	Executive Engineer (Concerned), DWSS
Witnesses	Witnesses	Witnesses
Name and Address	Name and Address	Name and Address
Signature _____	Signature _____	Signature _____
Name and Address	Name and Address	Name and Address
Signature _____	Signature _____	Signature _____

1. At least one of the witnesses of the first and second parties shall be a woman.