

**PUNJAB IRRIGATION AND DRAINAGE AUTHORITY**  
**Area Water Board (Conduct of Business) Regulations 2011**

No.MD/PIDA/2011/GT-57/1850. In the exercise of powers vested in it under Section 5(7), 14 and 17 of the Punjab Irrigation and Drainage Authority Act, 1997, and Rule 16 of PIDA (AWB) Rules 2010, the Authority has resolved to make and promulgate the following Regulations:

**1. TITLE, EXTENT AND COMMENCEMENT**

1. These Regulations may be called Area Water Board (Conduct of Business), Regulations 2011.
2. These shall apply to all Area Water Boards, established under section 14 of the Punjab Irrigation and Drainage Authority Act, 1997.
3. They shall come into force at once.

**2. DUTIES, RESPONSIBILITIES AND SUPERVISION ETC.**

Area Water Board shall:

- (1) Faithfully observe and implement the provisions of the Act, Rules and Regulations.
- (2) Perform the functions assigned to it in good faith, and diligently, efficiently and to promote the public interest;
- (3) Conduct its business and carry out its functions under the supervision and guidance of the Punjab Irrigation and Drainage Authority in accordance with the procedure and guidelines as may be prescribed by the Authority and within provisions of PIDA (AWB) Rules, 2010.
- (4) The Chief Executive shall be responsible to provide secretarial services including information, reports, record and documents to Area Water Board for carrying out its functions.
- (5) Submit detailed report about functioning of Area Water Board to Punjab Irrigation and Drainage Authority on quarterly basis.
- (6) Refer the matter to Punjab Irrigation and Drainage Authority where any ambiguity arises in carrying out its functions.

**3. OPERATIONS, IMPLEMENTATION ETC.**

- (1) All meetings of Area Water Board shall be conducted strictly according to the Area Water Board (Conduct of Meetings) Regulations, 2000.
- (2) A decision of the Area Water Board shall not be valid and shall not be acted upon if it is made in violations of these Regulations and instructions / directions issued by Punjab Irrigation & Drainage Authority from time to time.
- (3) The activities and operations of Area Water Board shall be performed through decisions made in the Area Water Board meetings convened under the relevant Regulations.
- (4) The Chief Executive shall be responsible to provide secretarial services including information, reports, record and documents to Area Water Board for carrying out its functions.
- (5) The Chief Executive shall provide technical and administrative support to Area Water Board in carrying out its functions especially on those matters where policies of the Government and procedures in vogue in Irrigation Department, Government of the Punjab and Punjab Irrigation and Drainage Authority are to be dealt with.
- (6) The Chief Executive shall be responsible for implementing the decisions taken by the Area Water Board.
- (7) The Chief Executive shall send the quarterly report of the functioning of Area Water Board to Punjab Irrigation & Drainage Authority with due information to Chairman Area Water Board.
- (8) The Chairman, Area Water Board, on the recommendation of the Area Water Board, may report any matter regarding the conduct and working of the Chief Executive to Punjab Irrigation & Drainage Authority.

#### **4. STANDING COMMITTEES**

The Area Water Board shall constitute the following Standing Committees for discharge of its functions, comprising not more than three members and having at least one Non-Farmer Member in each committee.

- (a) Operations Committee
- (b) Works Committee
- (c) Review Committee
- (d) Any other committee if deemed necessary.

#### **5. MONITORING & REVIEWING WORK PLANS OF CANALS**

**(1) Work Plans of Distributaries**

- (a) The Area Water Board shall ensure that Farmers Organizations follow the procedure for execution of works as contained in Farmers Organizations (Financial) Regulations, issued from time to time. The Chief Executive will be technically responsible for ensuring its implementation.
- (b) The work plan for the respective financial year as received from the Farmers' Organizations shall be technically reviewed by the Chief Executive of the Area Water Board. The changes, if necessary, shall be communicated to concerned FO. Where an FO insists on retaining any work in the plan, it shall be put up before the Area Water Board in its Ordinary or Special Meeting by Chief Executive. The Area Water Board, after site inspection by the Works Committee, if necessary, shall take decision on the changes and the Farmers Organizations shall be informed accordingly.
- (c) The Monitoring & Evaluation Cell of Area Water Board shall monitor the repair and maintenance activities of the Farmers Organization on monthly basis and Chief Executive shall take suitable action on reports of Monitoring & Evaluation Cell. The progress on implementation of work plans by Farmers Organization shall be reviewed by the Works Committee on quarterly basis and report shall be placed before the Area Water Board in its ordinary meeting for consideration and decision. Chief Executive shall take necessary steps for implementation of the decisions of Area Water Board.

**(2) Work Plans of Main Canal and Branches**

- (a) The annual work plan of Main Canals and Branch Canals shall be placed, by Chief Executive Area Water Board, before the Area Water Board in its Ordinary or Special Meeting for review and approval. The Area Water Board may get opinion of the Works Committee, and may modify the Work Plans. The approved work plans shall be accordingly sent for implementation by Chief Executive to the concerned Canal Officers.
- (b) The implementation of work plans shall be monitored by Chief Executive on monthly basis.
- (c) The Works Committee shall review the implementation of work plans on quarterly basis and place its report before the Area Water Board in its Ordinary Meeting for its

consideration. Chief Executive shall be responsible for implementation of decisions of the Area Water Board.

**6. RECOMMENDATIONS OF DEVELOPMENT SCHEMES FOR INCLUSION IN ANNUAL DEVELOPMENT PROGRAMME**

**(a) Preparation**

The Chief Executive shall invite proposals of Annual Development Programme of the distributaries, branches and main canal from the respective executing agencies and, after his own technical review, shall place it before the Area Water Board in its Ordinary Meeting and the decision of the Area Water Board shall be conveyed to the Government for inclusion in the Annual Development Programme of the next year. The Chief Executive shall be responsible to prepare schemes in accordance with standards laid down by Irrigation & Power Department and under direction of Punjab Irrigation and Drainage Authority, and follow the calendar of formulating such programme as directed by Planning and Development Department, Government of Punjab, from time to time.

**(b) Review**

Implementation of the Annual Development Programme by the executing agencies shall be reviewed by Chief Executive on monthly basis and by Works Committee on quarterly basis.

The Chief Executive shall submit monthly progress report on implementation of development schemes to Works Committee. The quarterly progress report shall be placed before the Area Water Board in its Ordinary Meeting for consideration. The decision of Area Water Board shall be implemented by the Chief Executive.

**7 PREPARATION OF ROTATIONAL PROGRAMME OF CHANNELS**

The Chief Executive of the Area Water Board shall prepare a draft Rotational Programme of the canals and distributaries in consultation with **concerned Canal Officers** and Farmers Organizations for placing it before the Area Water Board before start of Kharif and Rabi crops seasons. The Rotational Programme shall be discussed in Ordinary or Special Meeting of the Area Water Board and its decision shall be sent to the **concerned Canal Officer** for further necessary action. The approved plan shall be implemented by the concerned Regulation Officer and

Farmers Organization. Any lapse or violation of Rotational Programme or any complaint made thereof by the FO or any individual shall be resolved by Chief Executive. Cases of serious nature or change in Rotational Programme of channels in un-avoidable circumstances shall be brought before the Area Water Board for taking appropriate decision. The decision of the Area Water Board shall be implemented by Chief Executive.

**8. OPERATION OF CHANNELS**

The Chief Executive, through Monitoring & Evaluation Cell and Coordination & Support Cell of the Area Water Board and on basis of monthly progress reports as received from the Farmers Organization shall monitor closely the operation of channels and equitable distribution of water by Farmers Organizations. Cases of lapses shall be brought to the notice of Area Water Board by him in its Ordinary or Special meeting for its consideration. The Area Water Board, after getting views of the Operation Committee on the matter, shall take decision as deemed necessary. The decision of the Area Water Board shall be implemented by the Chief Executive of the Area Water Board.

**9. EQUITABLE DISTRIBUTION OF WATER AND PREVENTING THEFT OF WATER**

The Chief Executive shall closely examine the monthly progress reports of respective FOs and Monitoring & Evaluation Cell in order to identify channels, where equitable distribution of water is not maintained consistently by any FO due to any reason including mal-distribution and rampant incidence of theft of canal water etc. The Operation Committee shall be kept informed by Chief Executive on monthly basis about the state of distribution of water on such channels. The operation committee may also inform Chief Executive of any lapse in this respect who shall take necessary action according to Rules/Regulations. The Operation Committee may like to visit the concerned channels and place report before Ordinary or Special Meeting of Area Water Board for its consideration. The Area Water Board may suggest preventive measures including engaging police force for intensive patrolling on such channels and in case of failure by a FO, may recommend to proceed against the FO as per provision of the Punjab Irrigation and Drainage Authority (Farmers Organizations) Rules **2010** read with the IMT Agreement. The Chief Executive shall carry out the decisions of the Area Water Board accordingly.

## **10. REVIEW AND SUPERVISION OF ASSESSMENT & COLLECTION OF WATER RATES**

### **1) Assessment of normal water rates**

The Chief Executive through the Recovery Cell of the Area Water Board shall closely monitor the monthly progress reports received from Farmers Organizations regarding collection of water charges. It shall be the responsibility of the Chief Executive to ensure that Culturalable Command Area (CCA) under assessment of the distributary is not altered unless allowed by the Government under Rules. The Review Committee shall review the collection made by the Farmers Organizations on quarterly basis and submit its report before Area Water Board in its Ordinary Meeting for its consideration.

### **2) Assessment & Collection of Special Charges.**

The Special Charges should be collected within due date and shall not be allowed to fall in arrears. It is the responsibility of FO to report each case of unauthorized irrigation and theft of water to Police and to levy Special Charges under Canal and Drainage Act, and Area Water Board shall pay full attention to it and, through Recovery Cell and Chief Executive, shall monitor it on monthly basis. The Review Committee shall review the progress on this account on quarterly basis and shall place its report before Area Water Board in Ordinary Meeting for is consideration.

### **3) Assessment of Miscellaneous use of water**

The Chief Executive of the Area Water Board shall, in consultation with concerned Canal Officer, keep a close watch on its collection. In case of failure by any agency, he shall proceed under the provisions of the Agreement. The Chief Executive of Area Water Board shall place a report in the Ordinary Meeting of Area Water Board annually.

### **4) Collection of water charges (Abiana)**

a) The progress of Abiana Collection by the Farmers Organizations shall be reviewed by Chief Executive, through Recovery Cell of Area Water Board on monthly basis. He shall take suitable measures, to improve the Abiana collection as deemed necessary.

- b) The Chief Executive shall ensure that each FO is adhering to the schedule of collection of Abiana and takes action against defaulters as per Regulations and Instructions of Punjab Irrigation and Drainage Authority. He shall also ensure that Tehsildar Recovery follows up and proceeds for the recovery of arrears from the defaulters under the concerned law.
- c) The performance of the Farmers Organization and that of Recovery Cell must be reviewed by Review Committee on bi-monthly basis. It must also be reviewed and discussed in Ordinary Meeting of the Area Water Board on quarterly basis. The Farmers Organizations, having collection of water charges below the minimum level, as per IMT Agreement, be cautioned about the consequential actions under concerned Rules/Regulations and the Agreement.
- d) The Farmers Organizations which repeatedly fail to improve the collection of water charges should be dealt with by the Chief Executive under the provisions of Rules / Regulations and IMT Agreement. The quarterly report on such occasions shall be placed by Chief Executive before Area Water Board in its Ordinary Meeting for its consideration and inform Punjab Irrigation & Drainage Authority accordingly.

#### **11. REVIEW OF EXPENDITURE AGAINST BUDGET ALLOCATION**

FO shall prepare and submit monthly account of all expenditure viz-a-viz budget allocation to Chief Executive AWB. Chief Executive shall ensure that each FO has prepared and approved the annual Business Plan. He shall scrutinize monthly report of the expenses vis-à-vis budget allocations of each Farmers Organization. He shall closely examine whether the spending is according to the schedule of expenditure as mentioned in the IMT Agreement and expenses are being incurred according the Farmer Organization Financial Regulations framed from time to time. The Works Committee shall review the expenses on repair and maintenance of works made by Farmers Organizations on quarterly basis. It may inspect the works executed by Farmers Organization. Cases of serious deviations shall be placed, by Chief Executive or the Works Committee, in the Ordinary or Special Meeting of Area Water Board for its consideration, which may direct the Chief Executive to proceed against concerned person under PIDA FOs (Conduct of Business) Regulations 2011. The Chief Executive shall be responsible for implementation of the decision of Area Water Board and inform Punjab Irrigation and Drainage Authority accordingly.

## **12. PARTICIPATION OF WATER USERS IN IRRIGATION MANAGEMENT**

Area Water Board shall take steps for motivating the farmers to participate in operational matters of the Farmers Organizations especially for equitable distribution of water among all outlets and tails, control over water theft and payment of Abiana to Farmers Organization. The Farmer Members of Area Water Board and Social Mobilization Cell should be actively involved in mobilizing the community. For creating awareness among farming community, seminars and meeting etc. should be arranged by Capacity Building & Training Cell, Area Water Board. The Operation Committee should review the activities of Social Mobilization Cell and Capacity Building and Training Cell on quarterly basis. The Chief Executive shall maintain record of participation efforts made by the Farmers Organization. The incentives as approved by the Punjab Irrigation and Drainage Authority, on the recommendation of the Area Water Board, shall be announced and delivered at a suitable place in the meeting of the Farmers Organizations by the Chairman or Vice Chairman of the Board.

## **13. ASSISTANCE IN PROMOTION AND DEVELOPMENT OF FARMERS ORGANIZATION**

- 1) Based on performance of Farmers Organizations and Socio-cultural scenario of post implementation of Participatory Irrigation Management, the Area Water Board may suggest measures for improvement in the formation, promotion and development of Farmers Organization to Punjab Irrigation and Drainage Authority and Government.
- 2) The Review Committee of Area Water Board may review the process of Capacity Building and Training, and Social Mobilization Cells of the Area Water Board for promotion of skills and development of the Farmers Organization. The capacity building methodology of these cells may be drawn up by the Area Water Board. The Chief Executive shall be responsible to bring to notice of the Authority the suggestions of Area Water Board and implementation of decisions of Area Water Board for enhancing skills and developing capacity of Farmers Organization.



#### **14. MONITORING THE PERFORMANCE OF FARMERS ORGANIZATION**

- 1) The Area Water Board shall monitor and review the performance of Farmers Organization regularly. The Works Committee, Operation Committee and Review Committee shall monitor the performance of the Farmers Organization in respective jurisdictions and place the quarterly reports before the Area Water Board in its Ordinary Meeting for consideration. The Chief Executive shall be responsible to place the monthly progress reports of Farmers Organization to committees of Area Water Board. The performance of Farmers Organization shall be monitored against Performance Parameters indicated in IMT Agreements and Rules/Regulations in following areas:
  - (a) Organizational Development and Conduct of Business by Farmers Organization.
  - (b) Dispute resolution and disposal of revenue and special charges cases.
  - (c) Repair and Maintenance of Channels / Works.
  - (d) Monitoring and Recording of Gauges, Water Delivery of Channels and equitable distribution of water among outlets and control over water thefts.
  - (e) Water Charges Assessment and Collection.
  - (f) Income and Expenditure
  - (g) Adhering to the procedures and Rules/Regulations and record maintenance.
  - (h) Accounts maintenance.
- 2) The Chief Executive shall, on the direction of Area Water Board or on his own motion or an application of aggrieved person, enquire into any complaint regarding functioning of Farmers Organizations or conduct of a member or an Officer Bearer of FO etc. He shall place the enquiry report and action taken before the Area Water Board in its Ordinary Meeting or Special Meeting for consideration. The recommendations of Area Water Board if required shall be intimated to Punjab Irrigation and Drainage Authority and Chief Executive shall direct to take action accordingly.
- 3) The Chief Executive shall place annual performance reports of Farmers Organizations before Area Water Board in its Ordinary Meeting for discussion and to take suitable measures for improvement and sustainability of the Farmers Organization. The decisions of the Area Water Board shall be implemented by Chief Executive and inform Punjab Irrigation & Drainage Authority accordingly.

**15. MATTERS ASSIGNED BY THE PUNJAB IRRIGATION AND DRAINAGE AUTHORITY**

Other matters assigned to the AWB by the Punjab Irrigation and Drainage Authority, shall be carried out by Area Water Board as per directions and instructions of the assigning Authority.

**16. UTILIZATION OF FUNDS**

- 1) Any fund, grant, donation or other money as received by Area Water Board from the Government or Punjab Irrigation and Drainage Authority shall be utilized to the extent and in the manner, as may be determined by the Punjab Irrigation and Drainage Authority.
- 2) The Annual Budget proposals for recurring expenses of Area Water Board shall be prepared by Chief Executive and placed before the Area Water Board in its Ordinary Meeting during April of each calendar year for its concurrence which shall be sent to Punjab Irrigation and Drainage Authority upto mid of May for approval and allocation of funds.

**17. REMOVAL OF DIFFICULTIES**

- (1) If any question arises which relates to the interpretation and applications of these Regulations, it shall be decided by the Managing Director PIDA.
- (2) For the purpose of removal of difficulties or to give desired effect to the provisions of these Regulations or to streamline and expedite the functioning of the Area Water Board, Managing Director of the PIDA may at any time issue necessary directions.

**Secretary PIDA**

**Even No. & Date**

A copy is forwarded to;

1. Chairman PIDA/ Minister for Irrigation & Power, Government of the Punjab, Lahore.
2. Chairman, Planning and Development Board, Punjab Lahore.
3. Secretary to Government of the Punjab, Finance Department, Lahore.
4. Secretary to Government of the Punjab Agriculture Department, Lahore.
5. Managing Director PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.
6. All Farmer Members PIDA.
7. General Manager (Transition Management) PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.
8. General Manager (Operation) PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.

9. General Manager (Finance) PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.
10. Chief Engineers, Irrigation:-
  - (i) Lahore
  - (ii) Faisalabad
  - (iii) Sargodha
  - (iv) Multan
  - (v) Bahawalpur
  - (vi) D.G.Khan
  - (vii) Drainage and Flood
  - (viii) Development
  - (ix) Research
  - (x) Planning & Review
11. Chief Executive Area Water Board/ Superintending Engineer, Irrigation LCC (East) Circle, Faisalabad.
12. Chief Executive Area Water Board/ Superintending Engineer, Irrigation LCC (West) Circle, Faisalabad.
13. Chief Executive Area Water Board/ Superintending Engineer, Irrigation LBDC Circle, Sahiwal.
14. Chief Executive Area Water Board/ Superintending Engineer, Irrigation Bahawalnagar Canal Circle, Bahawalnagar.
15. Chief Executive Area Water Board/ Superintending Engineer, Irrigation Derajat Canal Circle, D.G.Khan.
16. Head, Project Management Office (PMO), PISIP, Irrigation Deptt. Lahore.
17. Project Director, Project Management Unit (PMU), LBDCIP, Irrigation Deptt. Canal Bank, Mustafabad, Lahore.
18. Superintending Engineer, Drainage Circle, Faisalabad.
19. Chairman Area Water Board, LCC (West) Circle, Faisalabad.

**Secretary PIDA**

CC:

1. Secretary to Chief Minister, Punjab, Lahore.
2. Additional Secretary/Staff Officer to Chief Secretary, Govt. of the Punjab, Lahore
3. P.S to Senior Minister / Minister for Irrigation & Power, Punjab Lahore.
4. PS to Secretary Irrigation & Power Deptt. Lahore.