

**A G R E E M E N T**

**between**

***PIDA (Acting Through Chief Executive AWB \_\_\_\_\_ /  
Superintending Engineer \_\_\_\_\_ Canal Circle)***

**And**

***Farmers Organization of \_\_\_\_\_ Distributary.***

No. MD/PIDA/2014/GT-57/1008. The Punjab Irrigation & Drainage Authority, in exercise of the powers vested in it under the Punjab Irrigation & Drainage Authority Act 1997, has approved to implement the following Agreement:

**Whereas**, the PIDA Act and Rules framed under it by the Government of the Punjab envisage the Transfer of Irrigation Management to the representative Farmers Organization;

**Whereas**, the said Rules provide for the incremental transfer of management to the Farmers Organizations under an agreement enabling these Farmers Organizations to become gradually financially self sustainable;

**Whereas**, a Farmers Organization has been formed at \_\_\_\_\_ distributary and its Management Committee has been elected under the Rules;

**Whereas**, the Authority has prepared the Scheme for the Transfer of Management of the said Distributary System to the Farmers Organization.

**Whereas**, the Authority has authorized the Chief Executive of the AWB \_\_\_\_\_ / Superintending Engineer, \_\_\_\_\_ Canal Circle to enter into Agreement with Farmers Organization of \_\_\_\_\_ Canal Circle established under the relevant Rules and Regulations; and

**Whereas**, the Management Committee of the said Farmers Organization and the Authority has decided to enter into an Agreement through Chief Executive of the AWB \_\_\_\_\_ / Superintending Engineer, \_\_\_\_\_ Canal Circle under which the management of the said Distributary System will be gradually transferred to the Farmers Organization through its Management Committee;

**NOW THEREFORE**, in pursuance thereof, the parties agree as under:

1. This Agreement shall be called Transfer of Irrigation Management Agreement, hereinafter referred to as Agreement.
2. This Agreement is made between the Punjab Irrigation and Drainage Authority acting through its authorised Canal Officer \_\_\_\_\_ and the Farmers Organization of \_\_\_\_\_ distributary acting through its Management Committee and shall also be binding on their successors in interest.

3. This Agreement shall be valid for a period of three years commencing from the date notified by the Chief Executive AWB in accordance with FOs Rules / Regulations.
4. From the operative date, the possession of the such components of the Distributary System which is necessary for the performance of the duties assigned to FO, and the right to use other property of PID, except the Head Regulator of the Distributary, as given in the inventory mutually prepared by the parties, shall be given as a trust to the Farmers Organization, acting through its Management Committee.
5. The Farmers Organization shall perform its duties and functions according to the Rules, Regulations, Scheme for Transfer of Irrigation Management to Farmers Organization, this Agreement and instructions given from time to time by the Authority/Area WaterBoard (Explanations of functions of FOs and performance evaluation criteria is at **Annex-I**).
6. Subject to para 5 above the Farmers Organization shall look after, and use this Distributary System and other properties etc. in the same manner as a reasonable prudent person will look after, maintain and use his own property/interest. The assets such as infrastructure of Canal Irrigation System, outlets, records, equipments, Rest Houses and Colonies will remain the property of Government of Punjab and any addition / alteration / letting or misuse will be considered as unlawful action and strict punitive action will be taken against the responsible persons.
7. The Authority and AWB will monitor and evaluate the working of the Farmers Organization on the basis of its performance made under para 5 above. The Farmers Organization shall follow these parameters and submit its performance reports each month and half yearly, at the end of June and December to Chief Executive AWB and General Manager (TM) / General Manager (Operation) PIDA.
8. The Management Committee of the Farmers Organization or members of General Body shall be liable for action under law in case of any fraud, embezzlement, mis-appropriation of funds, involvement in tempering of outlets and mis-use of its authority. Any consequent loss or damage to the interest of the Authority shall be recoverable from the person(s) in the manner as may be determined by the Authority.
9. The Farmers Organization shall be liable for compensation to the Authority for any damage to the assets and interests of the Authority occurring due to wrongful acts, or neglect of the members of the Farmers Organization or the Management Committee or its agents/employees. In addition, the Office Bearers of the Management Committee shall be jointly and severally liable for the said compensation.
10. The Authority may suspend, remove, dissolve and take action under FOs Rules/Regulations against any office bearer of the Management

Committee, Management Committee or member of the General Body of Farmers Organization, as the case may be, if in the opinions of the Authority, the performance is not satisfactory.

11. The Farmers Organization shall maintain the staff as per agreed staffing plan given in **Annex-II**. The salary, allowances and other reimbursable expenses of the staff, if provided by the PIDA/PID shall be paid in a prescribed manner.
12. The Farmers Organization shall be entitled to demand its share upto the extent provided in the **Annex-III** of the collected water charges. The funds will be provided by Chief Executive AWB/PIDA as per approved work plan/annual budget of FO after deduction of PIDA Share, IRSA share and emergency fund for AWB out of the total collection. However, the sharing of water charges shall be subject to the following conditions:
  - (i). The assessment of Abiana made by the Farmers Organization shall not be less than **Rs.\_\_\_\_\_**. This benchmark assessment has been determined at the time of signing the Agreement and shall be proportionately revised from time to time as per variation in the Abiana rates made by the Authority or any change during the currency of Agreement. The water charges of non-Irrigation uses will be determined as per agreement executed between user and the Farmers Organization after prior approval by the Chief Executive Area Water Board/Superintending Engineer of the Canal Circle.
  - (ii). The Authority may order an inquiry regarding the assessment or collection of the water charges and in case a serious irregularity in the assessment or collection made by Farmers Organization is detected, it may take necessary action against the Farmers Organization and the responsible person(s).
  - (iii). The Farmers Organization shall assess the water charges according to the procedures prescribed by the Authority and under the relevant Rules and Regulations.
  - (iv). In case of any change in the assessment system, corresponding adjustment shall be made in relevant provisions of this Agreement.
  - (v). The amount of water charges collected by the Farmers Organization against the current demand for a particular year shall not be less than the assessed amount. In case the recovery level falls short of 90%, the Authority may take such action under FOs Rules, as it deems fit against the Farmers Organization.
  - (vi). Collection and recovery of the water charges by the Farmers Organization for the current demand shall be done by Farmers Organizations through respective Lumberdars, who

- shall deposit the collected amount in the PIDA's account. The collection charges shall be paid by the Chief Executive as per Rules/Regulations.
- (vii). Farmers Organization shall submit crop wise certified copies of the arrears mentioning the name of each defaulter to Divisional Canal Officer who will certify the dues to be recovered and take action as per prescribed procedure.
  - (viii). In case recovery of the arrears is effected by the PIDA/AWB, then any part of the recovered amount out of the arrears as recovered, may be given to Farmers Organization by the Authority for necessary deferred maintenance of canal as a grant.
  - (ix). The amount comprising the share of Farmers Organization shall be utilized by it according to the schedule of expenditures given in **Annex-IV**.
  - (x). In case PIDA is satisfied that the Farmers Organization has not received sufficient funds to run its affairs, PIDA shall arrange an advance/loan to Farmers Organization till such period when it starts receiving its share from water charges collection subject to its return to PIDA as soon as possible.
13. The Chief Executive of the AWB\_\_\_\_\_ /Superintending Engineer, \_\_\_\_\_Canal Circle shall provide water at the Head Regulator of the Distributary as per authorised discharge and availability of water.

**Provided that**

- (1) The Farmers Organization shall not as of a right be entitled to the quantity of water beyond the authorised share of the Distributary.
  - (2) The Superintending Engineer/Chief Executive of the Area Water Board shall equitably distribute the additional water available in the Canal to the said Distributary in proportion to its share of authorised quantity of water.
  - (3) The Superintending Engineer/Chief Executive of the Area Water Board may proportionately reduce the water allocation of the said Distributary in case of any shortage in the Main Canal /Branch Canal.
14. The Farmers Organization shall equitably distribute the water to the water users as per their share and the availability of water.
15. All disputes relating to this Agreement shall be resolved under this clause without recourse to the Courts. The disputes shall be resolved in accordance with the Rules and Regulations. Any dispute falling beyond the ambit of the Rules and Regulations shall be referred for Arbitration to the Sub-Committee constituted by the Authority for the purpose subject to final approval by the Authority.
16. All communications between the parties shall be addressed to the following representatives:

**PIDA Authority : CHIEF EXECUTIVE AWB\_\_\_\_\_/  
SUPERINTENDING ENGINEER  
\_\_\_\_\_ CANAL CIRCLE**

**FARMERS ORGANIZATION**

Secretary\_\_\_\_\_

Farmers Organization\_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have signed this Agreement at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed **for and on behalf of** the PIDA

**Signed** for and on behalf of the Farmers Organization

**CHIEF EXECUTIVE AWB\_\_\_\_\_/  
SUPERINTENDING ENGINEER  
\_\_\_\_\_ CANAL CIRCLE**

**Management Committee**

- (1) \_\_\_\_\_  
President,  
(Name) \_\_\_\_\_
- (2) \_\_\_\_\_  
Vice-President  
(Name) \_\_\_\_\_
- (3) \_\_\_\_\_  
Secretary,  
(Name) \_\_\_\_\_
- (4) \_\_\_\_\_  
Treasurer  
(Name) \_\_\_\_\_
- (5) \_\_\_\_\_  
Executive Member  
(Name) \_\_\_\_\_
- (6) \_\_\_\_\_  
Executive Member  
(Name) \_\_\_\_\_
- (7) \_\_\_\_\_  
Executive Member  
(Name) \_\_\_\_\_
- (8) \_\_\_\_\_  
Executive Member  
(Name) \_\_\_\_\_
- (9) \_\_\_\_\_  
Executive Member  
(Name) \_\_\_\_\_

**Witnesses:**

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_

**Dy. General Manager (TM)**

**cc.**

1. P. S. to Chairman PIDA/Minister Irrigation Punjab, Lahore.
2. P.S. to Managing Director PIDA/Secretary Irrigation Lahore.
3. General Manager (TM), PIDA, Lahore.
4. General Manager (Op), PIDA, Lahore
5. General Manger (Finance), PIDA, Lahore.
6. Chief Executives, Area Water Boards,
  - i. LCC (East)
  - ii. LCC (West)
  - iii. LBDC
  - iv. Bahawalnagar
  - v. Derajat
7. Dy. General Manager (SM/Training), PIDA, Lahore.
8. Office file.

**Manager (Reforms)**

**FUNCTIONS AND EXPLANATIONS**

Sr. No.	Functions	Explanations
1	Resolution of disputes under FOs Rules relating to use of canal water including those matters which are covered under Canal and Drainage Act, 1873, as to their mutual rights or liabilities in respect of canal supply use, construction or maintenance of a water course.	<p>1. Firstly, the dispute shall be resolved through mediation within one month by the Khal Panchayat of the area on the application of a farmer or application referred by the FO.</p> <p>2. In case of failure by the KP to mediate dispute, within one month, the KP will refer the case to FO within one week or the application submitted to the FO as per FOs Rules, the FO will resolve the dispute within one month.</p> <p>3. The FO shall proceed with the case in the manner provided in Canal and Drainage Act 1873 (Under Section 68, 68A).</p> <p>4. A person aggrieved by the decision under this rule may appeal to the appellant committee of AWB or Manager (I&amp;C)/DCO if committee does not exist and the decision of the committee or Manager (I&amp;C)/DCO shall be final.</p>
2.	To initiate and forward the cases to the concerned magistrate for prosecution of the offences under section 70 of the Canal and Drainage Act, 1873.	<p>1. The President FO or any member of MC/GB will identify the occurrence of offence and determine the loss occurred to the structure / canal and estimate of the loss(es) will be prepared by Technical Assistant of FO duly vetted by Manager (I&amp;C)/DCO.</p> <p>2. The FO will submit the "istagasa" for the offences committed by the person(s) under section 70 of Canal and Drainage Act 1873 to the concerned Magistrate.</p> <p>3. The witnesses and concerned record will be presented before Magistrate as and when needed.</p> <p>4. FO will follow up the case in court promptly and FO president will nominate person to pursue the case in court.</p>
3.	<p>To assist the Canal Officers in preparation and processing of cases under sections 20, 20-B, 33 and 34 of the Canal and Drainage Act, 1873.</p> <p>To check the incidents of theft of canal supplies / unauthorized irrigation through cuts / tampering of outlets and report the matter to Chief Executive AWB, DCO and the Police for investigation / prosecution under the law</p>	<p>Procedure:</p> <p>1. In case of matters falling under Sec 20, 20-B, after receipt of application from the Divisional Canal Officer (DCO), the FO will enquire and process the case in detail, including the site inspections, consultation with stakeholders and technical considerations, etc, and forward the report to DCO within one month for finalization under canal and drainage Act.</p> <p>2. In case of matters falling under Sec 33 and 34, the FO, will process the cases of unauthorized irrigation on the direction of DCO, duly enquire into and investigate the cases by consulting the effected farmers, inspecting the area/ site and identifying the persons responsible of the violation, etc, and send its recommendations / report to DCO for disposal under canal and Drainage Act within one month</p>

Sr. No.	Functions	Explanations
		of receipt of direction of DCO.
4.	To receive and distribute the allocated share of the canal supply, under the instructions of AWB/PIDA, equitably within its area and ensure that the tails of the channels receive water supply as per their AFS.	The President of FO and Assistant Manager (Tech.)/SDO will randomly check the supply position of the Distributary and other channels, outlets and tails at least once fortnightly (specifically during Kharif Season) independently or jointly whatever the case may be and submit signed report to Manager (I&C)/ Executive Engineer concerned.
5.	To monitor the gauges and discharges of the channels.	<p>1. The FO through its Operation Committee will daily monitor the head and tail gauges of distributary and also observe the water supply delivered in the channels and submit report to Manager (I&amp;C)/XEN.</p> <p>2. The Assistant Manager (Tech)/ SDO will check the gauge and supply position of channels on fortnightly basis.</p> <p>3. FO will report the shortage of canal supply in channels immediately to the Chief Executive AWB and concerned Canal Officers as well.</p>
6.	To monitor the observation of 'H' (head above crest) of the outlets.	<p>The Technical Assistant will observe the "H" of outlet, at least 30% during the month and entered / update the "H" Register.</p> <p>The FO and Assistant Manager (Tech.)/SDO will randomly check the "H" Register on monthly basis and also check the "H(s)" of the outlets.</p>
7.	To participate in the formulation of the rotational programme of distributries by the Canal Officers.	<p>FO will participate in preparation of rotational plan for the distributaries operation at Division Level with Canal Officer.</p> <p>For the channels of distributary, rotational program for their operation will be prepared by FO. Assistant Manager (Tech.)/SDO will monitor its implementation on monthly basis and will submit report to Manager (I&amp;C)/Executive Engineer.</p>
8.	To prepare and forward the Annual business plan/ Work Plan of the maintenance of the channels for the approval of the FO General Body.	Before getting approval from General Body of FO, the FO will submit the Annual business/Work Plan to Manager (I&C)/(XEN) for review. The Manager (I&C)/XEN will report his observations within ten days, otherwise it will be considered appropriate for approval by General Body of FO. The work plan alongwith observations of Manager (I&C) will be placed before General Body for approval or otherwise.
9.	To identify and prioritize the necessary repair works of the channels and other assets.	The FO within approved work plan will prioritize the works as per funds availability and necessity of work and submit to Manager (I&C)/XEN.
10.	To carry out tendering process of works relating to the maintenance of the channels.	The Works Committee of FO will award all works above Rs.10,000 by competitive bidding as per PIDA (Farmers Organization) Financial Regulations 2014 and amended from time to time. The bidding documents as processed by FO



Sr. No.	Functions	Explanations
		will be submitted to concerned Assistant Manager (Tech.)/SDO who will review the adherence of Rules / Regulations and prescribed procedure adopted by the "FO Works Committee" and will submit his observations within ten days, failing which it will be considered appropriate for further processing by the FO.
11.	To execute the maintenance works on channels.	The Works Committee of FO will supervise the execution of maintenance works on channels. Details given in Scheme for Transfer and FOs (Financial) Regulations.
12.	To adjust the outlets of the Distributary or Minors as per approved design parameters under the supervision of Canal Officers.	Latest Alteration "A" Form of respective outlet sanctioned by the Superintending Engineer will be implemented at site and the copy of "A" Form (duly signed by Technical Assistant and FO President) will be sent back to Assistant Manager (Tech.)/SDO concerned who may randomly verify at site and report to the Manager (I&C)/ Executive Engineer.
13.	To prepare and maintain the accounts for the execution of works and other expenditures.	<p>1. Accounts Assistant / Office Secretary of FO attached from PID will maintain the accounts as per FOs (Financial) Regulations. The concerned Chief Executive AWB will ensure periodic checking of FOs Accounts record through AWB Audit / Account staff.</p> <p>2. A monthly progress report regarding execution of works and accounts of expenditures detail will be submitted by the President of the FO to the respective AWB/ Chief Executive who shall provide frequent supervision and guidance to the FO by the authorised personnel of AWB/ Chief Executive.</p>
14.	To intimate the incidents of breaches on channels to the Canal Officers and close the cuts/breaches immediately.	<p>1. The incident of cuts/ breaches will immediately be intimated to the Chief Executive AWB, Manager (I&amp;C)/Executive Engineer and Assistant Manager (Tech.)/SDO not later than 3 hours of occurrence of such incident.</p> <p>2. The Manager (I&amp;C) shall proceed as per PPRA Rules on the request of works committee or its own, utilizing the local resources without recourse to the bidding process, will close the cuts / breaches on emergency basis, for the amount of expenditure upto Rs 50,000. In case the emergency work costing more than Rs.50,000, the Manager (I&amp;C) on the request of works committee or its own will take steps to close the cut/breach/repairing of outlet simultaneously by following existing Tendering Requirements, the FO Management Committee may allow to continue the closing of cuts/breaches/repairing of outlet process by intimating the Chief Executive Area Water Board.</p>

Sr. No.	Functions	Explanations
15.	To assess and collect the water charges and other irrigation related charges.	<p>1. Collection of water charges will be done by FO and FO will enter into agreement with Lumberdar of the area for collection of water charges as per PIDA Rules / Regulations he will deposit the collected amount into PIDA's Account. The detail procedure pertaining to assessment/ collection and prescribed time frame shall be followed as given in integral part of FO Financial Regulations.</p> <p>2. Collection of arrears will be done as per Canal and Drainage Act 1873 (section 45 to 47) and PIDA Act 1997 (Section 5(5)). FO will submit the list of defaulters to Divisional Canal Officer who will certify the dues to be recovered and take action as per prescribed procedure.</p> <p>3. FO will prepare and distribute the bills for water charges and decide the objections related to the assessment and levy of water charges, etc.</p> <p>4. FO and KPs will pursue the farmers for timely payment of water charges and other related charges.</p>
16.	To appoint and follow staffing plan.	<p>1. FO shall recruit staff through prescribed procedures laid down by the Authority and a Recruitment Committee consisting of Chief Executive, FO President and Executive Engineer concerned/Manager (I&amp;C).</p> <p>2. FO will advertise positions in the local newspaper after approval from the competent Authority.</p> <p>3. In case PID staff attached with the FO, the monthly salary of the staff will be released on the satisfactory performance report furnished by the FO and Assistant Manager (Tech)/SDO.</p> <p>4. FO will supervise the work of staff; including Assistants, Patwaries, Mates, Beldars and Gauge Readers etc.</p>
17.	To exercise powers and to perform such other functions as are necessary and proper for the performance of the above functions including record keeping, accounting & auditing, employment and superintendence over the employees of the FOs and other related affairs of the FOs as per Rules / Regulations.	

## PERFORMANCE EVALUATION OF FO

Name of FO \_\_\_\_\_ IMT Date \_\_\_\_\_ IMT Unit#/Canal

Div/AWB\_\_\_\_/\_\_\_\_/

GCA \_\_\_\_\_ Acres, CCA \_\_\_\_\_ Acres, Perennial/ Non-P: \_\_\_\_\_

Insp. Date \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Sr. No.	Performance Indicators	Marks Obtained
1.	<b>Organizational Development of FOs: (10)</b>	<b>Weighted Marks</b>
	I. Formation and Functioning of Standing Committees as per Regulations	2
	II. Conduct of FO Meetings (MC,GB) as per Regulations.	1
	III. Implementation status of General Body & Management Committee decisions taken.	1
	IV. Clearance of Business Plan by Management Committee and approval by General Body (Time)	1
	V. Monthly progress reporting.	1
	VI. Maintenance of accounts and adherence of all procedures as per Rules / Regulations.	1
	VII. Book keeping of all receipts and expenses.	1
	VIII. Coordination and interaction with farmers, PID, PIDA, AWB and FO General Body members.	1
	IX. Responsiveness to PID / PIDA directions.	1
2.	<b>Maintaining Physical Conditions of Channels (25)</b>	
	I. Survey of condition of channels and works.	1
	II. Approval of prioritized work/draft workplan by Management Committee of FO.	1
	III. Estimation of work and approval by Management of FO.	2
	IV. Initiate the tendering process of maintenance works by works committee and approval of tenders.	1
	V. Signing and issuance of procurement work order and contract documents/ agreements by Treasurer to supplier/contractor.	1
	VI. Execution of maintenance work and inspection of works committee members.	1
	VII. Maintaining measurement book of work done and other record / billing etc.	2
	VIII. Payment to contractors (bill verification, works completion note/certification Bill approval and payment method followed).	2
	IX. The quality and quantity of works executed as per specifications (verification the quantum/quality of works).	10
	X. Monthly progress reporting of execution of works and list of	2

	completed works to Chief Executive, AWB.		
	XI. Protection of channel works from trespassing, encroachments and other offences etc, submission of case to Sub-divisional canal officer (SDCO)/ Assistant Manager Technical as ex-officio) and pursuance.	1	
	XII. Execution of works on self-help basis (desilting and repair) to keep the prism intact as per design.	1	
<b>3.</b>	<b>Irrigation Services Delivery (25)</b>		
	I. Participation with Canal Officer in preparation of rotational program of the distributary.	1	
	II. Observation of head/tail gauges of channels and reporting on daily to Managers (I&C) and Operation, AWB.	3	
	III. To keep the outlets and other hydraulic structure intact as per design.	1	
	IV. Night watching of distributary and channels.	1	
	V. Control over water theft.	1	
	VI. Reporting of tempering of outlets and water theft as per procedure/ Regulations, promptly to police and getting copy of FIR.	1	
	VII. Preparation and reporting cases of special charges (Tawan cases) timely.	1	
	VIII. Measuring discharges at head of distributary and minor, and preparation / updating of discharge table.	1	
	IX. Checking of outlets, observation of H and maintain H Register and outlets performance.	2	
	X. Prompt action on repairing of tempered outlets.	10	
	XI. Certifying adjustment of outlets and reporting to canal officer.	1	
	XII. Preparation of rotational program of channels / minors of distributary and its implementation.	1	
	XIII. Responsiveness to PID / PIDA and AWB directions regarding operation of channels.	1	

<b>4.</b>	<b>Dispute Resolution and Action on Revenue Cases (10)</b>	
	I. Monitoring the actions on the application of farmer to resolve a dispute by the KP (Time frame).	2
	II. The decision taken through mediation on disputes on the application of farmer (within one month).	2
	III. Decision of disputes on the receipt of application (time frame).	2
	IV. Disposal of Revenue cases under section 33, 34, 20 and 20B of Canal and Drainage Act 1873. a) Preparation and enquiry of cases under section 20, 20B. (Marks = 2) b) Preparation and enquiry of cases under section 33, 34. (Marks = 2)	4
<b>5.</b>	<b>Assessment/ Collection of Water Charges (30)</b>	
	I. Updating and maintaining assessment registers of farmers.	1
	II. Preparation of bills.	1
	III. Signing agreement with Lumberdar for collection of water charges.	1
	IV. Distribution of bills to Farmer.	1
	V. Addressing complaints regarding assessment and collection.	1
	VI. Collection of water charges: 100% Collection (Marks = 15) 90% and above collection (Marks = 10) Less than 90% collection (Marks =0 Zero).	15
	VII. Preparation and submission of Arrears/ Defaulters list.	10
<b>Total (100 Marks)</b>		

### FOs Performance Ranking Criteria

<b>I</b>	<b>Poor</b>	<b>Less than 60%</b>
<b>II</b>	<b>Average</b>	<b>60-70%</b>
<b>III</b>	<b>Satisfactory</b>	<b>70-80%</b>
<b>IV</b>	<b>Good</b>	<b>80-90%</b>
<b>V</b>	<b>Very Good</b>	<b>more than 90%</b>

## STAFFING PLAN

## FARMERS

ORGANIZATION\_\_\_\_\_

AWB/ CANAL CIRCLE \_\_\_\_\_ CANAL  
DIVISION\_\_\_\_\_

S.No.	Description	<u>Qualifications</u>	No. of Posts	Remarks
1	<b>Technical Assistant</b>	Diploma in Civil Technology having relevant experience	1	The word "Manager (Technical)" wherever exists in this agreement and regulations will be replaced with "Technical Assistant"
2	FO Account Assistant / Office Secretary.	Accounts clerk	1	Attached from Irrigation Deptt.
3	Revenue Assistant	Vernacular Clerks, SDRs or retired Patwaries having relevant experience	1	Attached from PID or Hired
4	Patwaries	Matric/Patwar Course Pass 5 years experience	3	Each for 15000-20000 CCA
5	Office Clerk-cum-Typist/Computer Operator	FA, Computer proficiency 3 years experience	1	Attached from PID or hired
6	Baildars	Literate	7	Attached from PID or hired (i) One Baildar for 6 miles of canal length (ii) For NP Canals, only for Kharif operation.
7	Gauge Readers	Matric	3	Attached from PID or hired (i) One Gauge Reader for each Head Regulator. (ii) For NP Canals only for Kharif operation.
8	Chowkidar/Security Guard	Retired Police or Military person	1	Attached from PID or hired
9	Naib Qasid/Dak Runner	Under Matric	1	Attached from PID or hired

## **RECRUITMENT COMMITTEE**

The FO shall recruit the staff through prescribed procedures laid down by the Authority and a Recruitment Committee consisting of following shall be formed to recruit the FOs staff.

- i). Chief Executive AWB
- ii). FO President.
- iii). Executive Engineer Concerned.

All the positions will be advertised in the local Newspapers clearly mentioning the eligibility criteria, qualification and requisite remuneration for each position as fixed by the FO after approval from the competent Authority.

### **I&P Deptt. Staff Attached with FOs**

In case PID staff attached with the FOs, the monthly salary of the staff will be released on the satisfactory performance report furnished by the FO and Assistant Manager (Tech)/SDO.

If the performance of PID staff has not been observed satisfactory, it would be mandatory for the Chief Executive AWB to hold an enquiry on the complaint of the FO and initiate departmental proceeding against such official.

### **Relationship of PID Staff (Executive Engineers, SDOs and Sub-Engineers) with FOs**

For technical assistance and support/ coordination among AWB and FOs, it is necessary that PID staff should provide technical support to the FOs in performing their functions under Irrigation Management Transfer Mode. The I&P Deptt. staff will mainly perform the following functions;

- To support and facilitate in the management of the office affairs of the FOs.
- To ensure maximum available supply as per approved rotational plan or its A.F.S at head of disty.
- To support and facilitate in identifying the necessary repairing work on Channels and supervise the quality/ quantity of work.
- To support and facilitate the FOs in execution of works as per standard specification and payment made through observance of Financial Rules / Regulations of PIDA.
- To dispose off the cases promptly, forwarded by the FOs under different sections of the Canal & Drainage Act-1873.
- To support and facilitate the FOs for, maintenance of outlets, channels and other infrastructure as per their design parameters.
- To support and facilitate the FOs in order to have control over the theft of canal supply and mishaps (cut/breach) on channels.
- To support and facilitate the FOs in making equitable distribution of Canal Supplies and Feeding tail of channel as per its AFS.
- To support and facilitate the FOs for the preparation of estimates, notices for inviting tenders and incurring expenditures etc under the prescribed financial Rules/Regulations of PIDA.

## SCHEDULE OF SHARING OF WATER CHARGES

### FARMERS

ORGANIZATION \_\_\_\_\_

AWB/ CANAL CIRCLE \_\_\_\_\_ CANAL

DIVISION \_\_\_\_\_

TOTAL AMOUNT OF WATER CHARGES AS ASSESSED \_\_\_\_\_

FINANCIAL YEAR: \_\_\_\_\_

Channels	FO Share	<u>PIDA Share</u>
Perennial Channel	50%	50%
Non-Perennial Channel	60%	40%



## SCHEDULE OF EXPENDITURES

FARMERS

ORGANIZATION\_\_\_\_\_

AWB/ CANAL CIRCLE \_\_\_\_\_CANAL

DIVISION\_\_\_\_\_

### Limits of Expenditures

1. Administrative and operating expenses = 60%
2. Repair and Maintenance of Channels and Structures = 40%

FO will not procure vehicles, tractors/ trolleys etc from their allocated share without prior approval of the Managing Director and all the expenditures will be incurred under the Financial Rules/Regulations of the PIDA.

### Bank Account Signatory Mechanism

The Account of the FO shall be operated jointly by FO President, Treasurer and Assistant Manager (Tech) / SDO and all the transactions from banks shall be made only if cheques are signed by them. The monthly account of FOs shall be liable for the submission to the Chief Executive, AWB.