

GOVERNMENT OF ASSAM
PUBLIC HEALTH ENGINEERING DEPARTMENT
DISPUR, GUWAHATI - 6.

NOTIFICATION

No. PHED .563/2007/Pt-I/101 **Dtd. Dispur the 12th June,2017**

In partial modification of the earlier Office order No.PHED.563/2007/Pt-I/40 dtd. 20/02/2016 ,the Governor of Assam is pleased to reconstitute (i) **District Water and Sanitation Mission (DWSM) and District Water and Sanitation Committee (DWSC), and (ii) Gram Panchayat Level Water and Sanitation Committee (GPWSC) and constitute (iii) Block Programme Management Unit (BPMU) and (iv) Village Water and Sanitation Committee** for implementation of Swachh Bharat Mission (Gramin)(SBM-G) and **National Rural Drinking Water Programme (NRDWP)** in Assam.

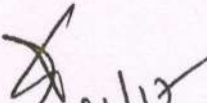
This modification is implied for all districts excluding (i) Districts under BTC area, (ii) Karbi Anglong Autonomous District, (iii) N.C. Hills Autonomous District. Also, the notifications already issued for DWSM and DWSC for (i)Majuli,(ii)Charaideo, (iii) Hojai and (iv) Biswanath (i.e.newly created districts)will remain in force now for both Water and Sanitation Sector.

The compositions are as follows:-

District Water & Sanitation Mission (DWSM) for the Districts of General /PRI Area		
Sl.	Constituents	Composition
1	Chairperson	President, Zilla Parishad, district concerned.
2	Vice Chairperson	Deputy Commissioner of the district concerned.
3	Member secretary	C.E.O. of the Zilla Parishad of the district concerned.
4	Member	All E.E. (PHE) of the Division in the District within concerned jurisdiction of their division.
5	Member	All M.P.s of respective district.
6	Member	All M.L.As of respective district.
7	Member	Addl. Chief Engineer (PHE) of concerned Zone.
8	Member	Superintending Engineer (PHE) of concerned Circle.
9	Member	Chairman, District ITDP Board.
10	Member	District Social Welfare Officer.
11	Member	Inspector of Schools of the respective District.
12	Member	Dist. Elementary Education Officer (DEEO) cum DMC of the district.
13	Member	Joint Director of Health Services of concerned district

14	Member	District Information & Public Relation Officer (DIPRO) of the respective district.
15	Member	Co-opted members-2 Nos. NGO representatives
16	Member	Project Director of D.R.D.A. of the respective district.
17	Member	Chairman, District Scheduled Caste Board.
Roles and responsibilities		
1	The Mission shall meet at least twice yearly	
2	Approve the District Annual Plan(both physical and financial plan)	
3	Advise on appropriate IEC strategies	
4	Ensure convergence with other Departments	
5	Guide the District level implementing committees	

District Water & Sanitation Committee (DWSC)]		
Sl. No.	Constituents	Composition
1	Chairperson	Deputy Commissioner of the district concerned.
2	Member secretary	Executive Engineer(PHE) posted in district H.Q.
3	Associate Member Secretary	All other E.E. (PHE) of the Division in the District within concerned jurisdiction of their Divisions.
4	Treasurer	Accounts Officer of the O/o the concerned EE (PHE) - cum Member Secretary, DWSC.
5	Associate Treasurer	Accounts Officer of the O/o the concerned EE (PHE) - cum Associate Member Secretary, DWSC.
5	Member	C.E.O. of the Zilla Parishad of the district concerned.
6	Member	S.D.O. (Civil) of the concerned Civil Sub-Division.
7	Member	S.E. (PHE) of the concerned Circle.
8	Member	Project Director of D.R.D.A. of the respective district.
9	Member	Co-Opted Members-2 Nos. NGO Representatives.
10	Member	District Social Welfare Officer.


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11	Member	Inspector of Schools of the respective district.
12	Member	Dist. Elementary Education Officer (DEEO) - cum DMC, SSA.
13	Member	Dist. Programme Manager, NRHM
14	Member	All AEEs (PHE) of each Sub-division in the concern district.
Roles and responsibilities		
1		Meet preferably once in a month to review the implementation of the activities and suggest course correction. Also the Committee will monitor and evaluate the implementation of the activities.
2		At least one third of the total member will have to be present for quorum of the committee meetings
3		The committee will examine the Annual Plan prepared by the Member Secretary, DWSC and finalize the plan
4		The committee will obtain the approval of the annual plan from DWSM subsequently submit the annual plan to SWSM
5		All payment/transaction of fund from DWSC shall be with the prior approval of the committee. In case of exigencies, approval of Chairman, DWSC will be obtained, which shall be subsequently ratified by the Committee.
6		The committee will maintain two Savings Bank account separately for Water and Sanitation to receive fund from the SWSM. All transactions shall be made through NEFT/RTGS.
7		The Associate Member Secretary may also maintain two Savings Bank account for Water and Sanitation with the approval of DWSC to receive fund from the DWSC for activities as per approved plan under his jurisdiction. However, responsibility of fund will remain with the Member Secretary of DWSC.
8		The DWSC may release proportionate fund or as per instruction of SWSM to the account of Associate Member Secretary for implementation of activities as per approved plan and allocation of SWSM.
9		The Associate Member Secretary, DWSC will be responsible for implementation of activities within his jurisdiction. He will submit both Physical and Financial progress reports to the SWSM and DWSC regularly. He will be responsible to Member Secretary, DWSC. No subsequent fund will be released to him unless accounts are submitted against previous release(s).
10		The committee will ensure timely audit of accounts and submit the Audited Statement of Accounts(ASAs) and Utilization Certificates(UCs) duly signed by the Member Secretary and Chairman.
11		The committee will place the ASAs before the DWSM and obtain the approval.
N.B		Rules and responsibilities are subject to change as per the Direction of Govt. from time to time.

Block Programme Management Unit (BPMU)	
Sl. No.	Composition
1	Block Sanitation Officer[AEE(PHE) of concerned Sub-Division]
2	All ZP members within the Block
3	Block Development Officer
4	Block Elementary Education Officer
5	Block Medical & Health Officer
6	Associate Block Sanitation Officer[Technical Officer of GWSCs/VCDCs/MACs]
7	Block Resource Center Co-coordinators(BRCC)
8	Cluster Resource Center Co-coordinators(CRCC)
9	Members of the Block Resource Group(BRG)
10	2(two) NGO representative(s)

Roles and responsibilities

1	Work as bridge between the DWSC and GWSC/VCDC/MAC
2	Provide support for Block/GP/VCDC/MAC level IEC (Awareness camps, Focus group discussions, Rally, Home visit etc) & HRD activities(Mason training, ASHA/AWW training, Swachhata Doot training etc)
3	Handholding of GP/VCDC/MAC level committees in implementation of project activities (Preparation of GP plan, Finalization of beneficiary lists, SLWM activities, Site selection for CSCs etc)
4	Scrutinize the reports of Swachhata Doot and BRGs for release of incentives to Swachhata Doot and BRG members
5	Supervise the construction activities (IHHL, CSC) and SLWM activities
6	Monitor the physical and Financial progress as per fortnightly/monthly plan
7	Maintain registers of monthly GP/VCDC/MAC level activities.

Gram Panchayat Water and Sanitation Committee (GPWSC) for the Districts under General Area

Sl. No.	Constituents	Composition
1	Chairperson	President of respective GP.
2	Vice Chairperson	Vice President of respective GP.

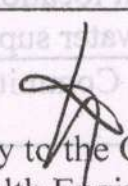
3	Member Secretary	Sectional Officer (Assistant Engineer/ Junior Engineer of PHE) in-charge of the jurisdiction.
4	Member	President of Village level Health & Sanitation committee of NRHM.
5	Member	Anchalik Panchayat Member of the GP
6	Member	All Ward Member of the GP.
7	Member	President(s) of VWSC under the GPWSC
8	Member	Secretary(s) of the VWSC under the GPWSC
9	Member	Secretary of respective GP
10	Member	ASHA/Anganwadi Workers within the GP
11	Member	Swachhata Doot of the GP
Roles and responsibilities		
1	The committee will sit monthly during project implementation or as and when necessary and maintain a register of minutes of meeting	
2	In absence of Chairperson, the Vice Chairperson and Member Secretary may conduct the meeting(s)	
3	At least one third of the total member will have to be present for quorum of the committee meetings	
4	Finalize the beneficiary list for construction of IHHL vetted by Gram Sabha and entered in IMIS of Ministry of Drinking Water and Sanitation.	
5	Finalize the plan for construction of community sanitary complex and Solid & Liquid Waste Management	
6	Supervise the construction of IHHL , CSC and SLWM activities	
7	Certify completion of activities as per approved plan and specification	
8	Organize IEC and HRD activities as per approved plan for the GP	
9	Maintain Savings Bank Account by Chairman and Member Secretary to receive fund from Member DWSC/Associate DWSC	
10	Make all payment through NEFT/RTGS	
11	Submit Progress reports and Monthly accounts to the DWSC/Associate Member Secretary DWSC within 5th day of succeeding month for online entry of physical and Financial Progress.	
12	Finalize the pin point location for water supply unit, water quality testing and geo tagging of water supply assets including IMIS uploading.	
13	Formation of User's Committees and handing over of Piped Water Supply schemes for O&M.	
14	Real time Monitoring	

**Village Water and Sanitation Committee
(as a subcommittee of GP WSC)**

Sl. No.	Constituents	Composition
1	Chairperson	Elected Ward Member of the Village
2	Secretary	To be elected by the villagers
3	Member	ASHA
4	Member	AWW/ANM
5	Member	Swachhata Doot of the village if any
6	Member	To be elected by the villagers
7	Member	To be elected by the villagers
8	Member	To be elected by the villagers
9	Member	To be elected by the villagers.
10	Member	To be elected by the villagers
11	Member	To be elected by the villagers

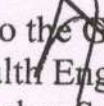
Roles and responsibilities

1	At least 50% of the members will be women
2	The committee will sit at least once in a week
3	The committee will act as a standing committee of the GP/MAC/VCDC level WSC
4	Supervise the construction of IHHL , CSC and SLWM activities under Sanitation Sector and supervise the construction of work of water supply projects under Water sector.
5	Certify completion of activities as per approved plan and specification.
6	Facilitate in Organizing IEC and HRD activities as per approved plan for the GP.
7	Finalize the pin point location for water supply unit, water quality testing and geo tagging of water supply assets including IMIS uploading.
8	Formation of User's Committees and handing over of Piped water supply schemes for O&M.
9	Real time monitoring.


 Secretary to the Govt. of Assam.
 Public Health Engineering Department
 -Cum- Member Secretary, Apex Body,
 State Water and Sanitation Mission.

Copy forwarded for kind information and necessary action:

1. The Secretary to the Govt. of India, Ministry of Drinking Water and Sanitation, 4th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003.
2. The Staff Officer to the Chief Secretary, Assam, Dispur.
3. The Commissioner & Secretary, Finance Deptt. Assam, Dispur.
4. The Commissioner & Secretary, Transformation & Development Deptt. Assam, Dispur.
5. The Commissioner & Secretary, Health & F.W. Deptt. Assam, Dispur.
6. The Commissioner & Secretary, Education (Elementary & Secondary) Deptt. Assam, Dispur.
7. The Commissioner & Secretary, Panchayat & R.D. Deptt. Assam, Dispur.
8. The Commissioner & Secretary, Information & Public Relation Deptt. Assam, Dispur.
9. The Commissioner & Secretary, WPT & BC, Deptt., Assam, Dispur.
10. The Commissioner & Secretary, Hills Area Development Deptt., Assam, Dispur.
11. The Deputy Commissioner District
12. The Chief Engineer (PHE), Water, Assam, Guwahati – 36.
13. The Chief Engineer (PHE), Sanitation, Assam, Guwahati – 36.
14. The Addl. Chief Engineer (PHE), Zone,
15. The Superintending Engineer (PHE), Circle,
16. The Director, WSSO, PHED, Betkuchi, Guwahati-35
17. The S.D.O. Civil..... Sub- Division.
18. The Chief Executive Officer, Zilla Parishad District
19. The P.S. to the Hon'ble Minister PHE, Assam, for kind appraisal of the Hon'ble Minister.
20. The P.S. to the Hon'ble President, Zilla Parishad District for kind appraisal of the Hon'ble President, Zilla Parishad.
21. The Member Secretary, DWSC, District, cum EE (PHE) Division He is requested to circulate the above to all concern at Block and GP/MAC/VCDC level.
22. The Associate Member Secretary, DWSC, District, cum EE(PHE) Division He is requested to circulate the above to all concern at Block and GP/MAC/VCDC level.
23. The B.D.O. Block
24. The A.E.E. (PHE)..... Sub-Division


Secretary to the Govt. of Assam.
Public Health Engineering Department
-Cum- Member Secretary, Apex Body,
State Water and Sanitation Mission.