



Operation & Maintenance Manual for Krishak Vikas Association



**Himachal Pradesh Crop
Diversification Promotion Project
JICA-ODA
2012**

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List of Abbreviations

BPM	:	Block Project Manager
BPMU	:	Block Level Project Management Unit
CCA	:	Cultivable Command Area
DOA	:	Department of Agriculture
DPM	:	District Project Manager
FIS	:	Flow Irrigation Scheme
GoHP	:	Government of Himachal Pradesh
HPCDP	:	Himachal Pradesh Crop Diversification Promotion Project
JICA	:	Japan International Cooperation Agency
KVA	:	Krishak Vikas Association
LIS	:	Lift Irrigation Scheme
MoA	:	Memorandum of Association
MoU	:	Memorandum of Understanding
NGO	:	Non-Government Organization
NOC	:	No Objection Certificate
O & M	:	Operation and Maintenance
PCR	:	Project Completion Report
PMU	:	Project Management Unit
TWIS	:	Tube Well Irrigation Scheme

1.1 Preamble

Formation of Krishak Vikas Associations (KVAs) is an essential activity of Himachal Pradesh Crop Diversification Promotion Project (HPCDP). Under HPCDP, KVAs are being formed with a mandate to have technical, management and business skills required to manage the irrigation facilities developed under this Project.

In accordance with the terms of HPCDP, irrigation systems developed under this Project shall be handed over to the KVAs after final inspection and issuance of completion certificate by the Project Management Unit (PMU).

All the water users within the Cultivable Command Area (CCA) of the different sub-projects of the irrigation systems developed under HPCDP shall be members of the KVAs of their respective locations/villages and the forum of the members shall constitute the General House (i.e. the General Body of the KVA). The General House shall elect from among them, members of the Management Committee for their respective KVAs. The Management Committee shall govern the day to day activities.

The organization set up of the KVA is presented in **Annexure 1.1**.

The KVAs shall be responsible for operation, maintenance and management of the handed over irrigation systems; and for equitable distribution of water among the farmers to facilitate cultivation and promotion of crop diversification. Besides operation and maintenance, the KVAs shall build awareness among farmers regarding agricultural development techniques, including judicious use of irrigation water, and promote crop diversification and high value crops on sustainable basis. Also, the KVAs shall be responsible for water management and resolution of disputes among members in regard to sharing and use of irrigation water and other related matters.

To carry out its responsibilities, the KVAs shall determine the water user tariff to be collected from the members who utilize the facilities. The water user tariff can be based on area under irrigation, volume of irrigation water used, and taking into consideration operation and maintenance cost of the system. In addition, the KVAs shall collect membership fees and contribution towards 'Institutional Development Fund' to enhance and augment their activities.

1.2 Purpose, Contents and Target Users of Water Users' Manual

To facilitate the formation and operation of the KVAs, and to provide guiding reference, this manual describes –

- i) Procedures for registration of KVAs;
- ii) Documents required for registration;
- iii) Regulations/Bye-Laws of the KVAs;
- iv) Guidelines for operation, maintenance and management;
- v) Grievance Redressal System; and
- vi) Post Project Completion Activities

The target users' of this Manual are:

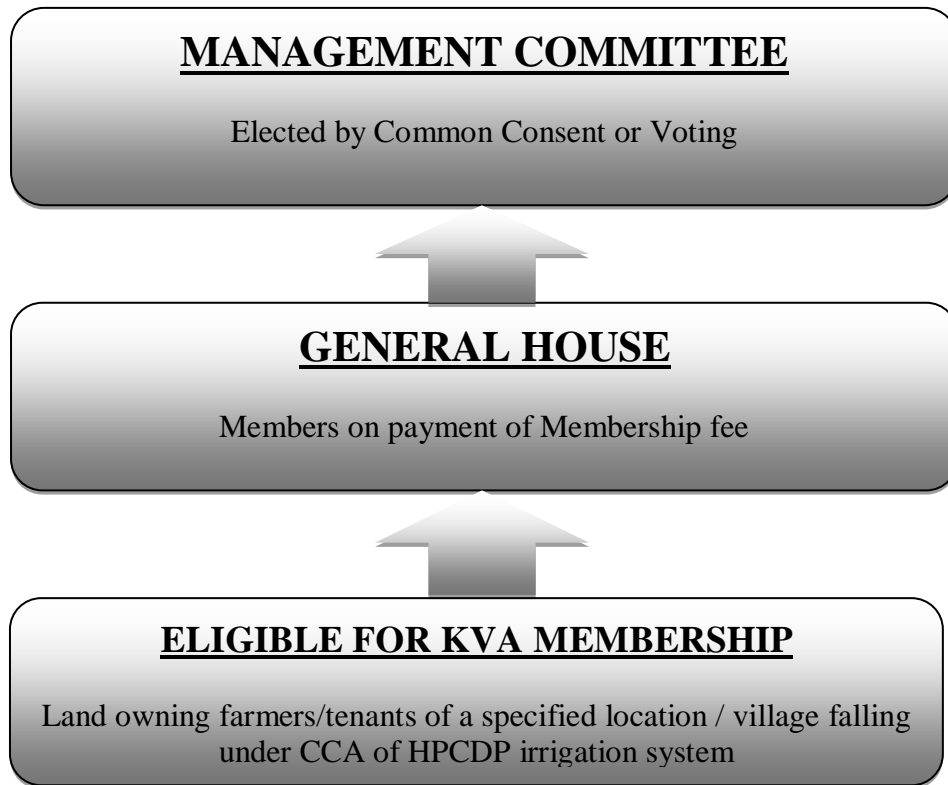
- i) The officers and staff of Block level PMU engaged in mobilizing farmers to form and operate KVAs;
- ii) The PMU staff at district and state level in respect of KVA matters;
- iii) The beneficiary farmers and members of the KVAs, including the members of the Management Committees of the KVAs.

1.3 Power to Amend the Manual

Depending upon the need, exigencies of the situation and such circumstances as would warrant, the provisions of this manual may be amended by the Project Management Unit (PMU) with the approval of the Executive Committee, through alteration, modification, revision, addition or deletion as appropriate.

Note: *The sample forms and specimen copies of various documents provided in this manual are by examples and are as guiding reference for the users of this manual. These forms and documents can be modified as required.*

Annexure 1.1: Organization of KVA
(Refer Para 1.1)



2.1 Preparatory Work by PMU

The Block level PMU (BPMU) shall reach out the concerned farmers to motivate them and get their consent and willingness for the selected irrigation scheme. The Block Project Manager along with the Community Motivator will sensitize the farmers of the proposed irrigation scheme about the following aspects and maintain minutes of discussions of each meeting along with signature of the participants/ attendees of the meetings -

- Details of the irrigation scheme;
- Process of the project completion;
- Potential benefits of the project;
- Crop diversification;
- Formation of the KVA;
- Roles and responsibilities of the KVA;
- Handover of the schemes to KVA after completion;
- Provision for handholding support for training and capacity building, etc. of the KVA and the community by the PMU for two years after hand over to the KVA;
- Operation and Maintenance of irrigation scheme after handing over to the KVA on completion and that the expenses of the operation and maintenance shall be borne by the KVA members.

In case the farmers of the identified village/ location are not willing to bear the cost of operation & maintenance, the project in the identified area shall be not undertaken. Instead, a different area/ location or a substitute project scheme will be considered.

However, as stated above, the discussions of the meetings wherein the farmers express their unwillingness or disagree to bear the operation & maintenance expenses of the irrigation system, the minutes of the proceedings shall be recorded along with signatures of persons who attended such meetings. The minutes of the meetings together with alternative proposal in place of the area/ location originally selected for project works shall be submitted by the Block Project Manager to the State

level PMU through the District Project Manager. After examination of the case, the Project Director of the PMU shall place the matter to the Executive Committee¹ for its consideration, advice and approval.

2.2 Land Donation

Some parcels of land, though on small scale, will be required for some of the sub-projects for irrigation scheme, works. These small parcels of land required under HPCDP are to be given through voluntary donation by individuals falling within the Cultivable Command Area (CCA) of the project area supported by affidavit in favor of the KVA concerned and shall not exceed 10% of the total landholding of the owner.

The BPMU shall take affidavit from individual farmers in the form of No Objection Certificate (NoC) for use of land for the purpose of irrigation scheme like, construction of irrigation infrastructure in the form of distribution tanks, regulation tank, outlets, water hydrant, *kuhl*, rising main, etc. A sample format of NoC is given in **Annexure 2.1**. NoC for use of land for irrigation infrastructure shall be taken only from those whose land may be taken for the irrigation schemes as per the layout of the scheme.

In addition to the affidavit referred hereinabove, the BPMU shall take a Deed of Donation of Land from the individual concerned, and it shall be registered under the Registration Act, 1908² with the sub-registrar within whose sub-district (Tehsil & Sub-Tehsil), the portion of the land is situated. A sample format of a Deed of Donation of Land is given in **Annexure 2.2**. In the event of the land donated is not used for the purposes it is granted by the individual farmer, ownership and possession of the said land shall be reverted to him/her without any encumbrances.

The BPMU shall also take a willingness affidavit collectively from all farmers of the CCA. This willingness affidavit shall be considered for registration of KVA membership (along with membership fees). A sample format of the collective willingness is given in **Annexure 2.3**.

2.3 Tripartite Memorandum of Understanding (MoU)

A tripartite MoU shall be signed among Gram Panchayat, KVA and BPMU before starting the survey investigation for Detailed Project Reports. The MoU shall contain assurance by the Gram Panchayat and KVA for smooth planning and implementation of the irrigation scheme. The BPMU

¹ In accordance with the Rules of Himachal Pradesh Agriculture Development Society, the affairs of the PMU are administered by an Executive Committee under the Governing Council.

² Section 17 (i) of the Registration Act, 1908 states that instruments of gift of immovable property shall be registered.

shall commit for the good quality work under the scheme. A sample format of the MoU is shown in **Annexure 2.4.**

2.4 KVA Registration Process:

The registration process of KVA is described below:

- KVA will be a society registered under Himachal Pradesh Societies Registration Act, 2006.
- The following documents are required for registration of the KVA with the Registrar who is the competent authority under Himachal Pradesh Societies Registration Act, 2006 for the location where the KVA is proposed to be set up (hereinafter referred to as “Registrar”). For example, if a KVA is proposed to be established in Sanour village of Ghumarwin tehsil in Bilaspur district of Himachal Pradesh, the competent authority for registration is the Sub-Divisional Magistrate-cum- Registrar of Societies, Ghumarwin, Bilaspur district.
 - a) Memorandum of Association
 - b) Regulations/Bye-Laws of the KVA
 - c) Copy of the proceedings of the General House meeting(s) consenting to the formation of the KVA, approval of regulations / bye-laws and authorization of member(s) for all registration formalities
 - d) Receipt of registration charges
- KVA will be registered by any five or more persons by subscribing their names to a Memorandum of Association, and filing the same with the Registrar having the authority for the location in which the KVA is being established.
- Along with the Memorandum of Association a copy of the regulations/bye-laws of the KVA, certified to be a correct copy by not less than 2/3 members of the Management Committee, will have to be filed with the Registrar having the authority for the location in which the KVA is being established.
- If the Registrar, having the authority for the location in which the KVA is being established, is satisfied that the KVA has complied with the provisions of Himachal Pradesh Societies Registration Act, 2006 and the rules made thereunder and that its proposed regulations/bye-laws are not contrary to the provisions of the said Act, the KVA will be registered along with its regulations on payment of such fee as may be prescribed by Government of Himachal Pradesh from time to time and the KVA will be issued a Certificate of Registration.

- The Certificate of Registration signed by the Registrar, having the authority for the location in which the KVA is being established, will be conclusive evidence that the KVA mentioned therein is duly registered unless it is proved that the registration of the KVA has been cancelled. A sample Certificate of Registration is provided in Annexure 2.5.
- A check list for ensuring compliance with the requirements for registration of the KVA is given in **Annexure 2.6.**

Annexure 2.1: NoC Format for Usage of Land Creating Infrastructure for Irrigation Schemes
(Sample)
(Refer Para 2.2)

On Non-Judicial Stamp Paper

I.....son/ daughter/ wife of Sri.....resident of(Name of Village....., Post Office....., Tehsil..... & District....., State.....), aged years do hereby solemnly affirm and declare on oath as under:

1. That under the HPCDP, the construction of FIS or LIS or TWIS infrastructure i.e. water channel (*Kuhl*), Distribution Tank, Regulation Tank, Outlets, Pipelines, Water Hydrants, etc. is to be carried out in cultivable command area (CCA).
2. That my land bearing Khasra No.....situated at(Village, Post Office, Tehsil & District, State) is a part of CCA of(Name of Irrigation Scheme) under the HPCDP.
3. That under the said project the construction of irrigation infrastructure i.e. water channel (*Kuhl*), Distribution Tank, Regulation Tank, Outlets, Pipelines, Water Hydrants, etc. is to be carried out in cultivable command area (CCA) by the PMU-HPCDP or appointed individual/ agency by the PMU.
4. That I and my successor(s) have no objection over the construction of said structure(s) or part of structure(s) in my land.
5. That I give this affidavit in full sense and without any pressure from anyone and anywhere.

Witnesses

- 1)
- 2)

Signature of Owner with name

Annexure 2.2: Form of Deed of Donation (Sample)

(Refer Para 2.2)

On Stamp Paper

This Deed of Donation is made on _____ day of ____20____ between Sri/Srimati_____ resident of _____ (hereinafter referred to as “the First Party”) and the Governor of (Himachal Pradesh) through Sri/Srimati_____ (designation)_____ (hereinafter referred to as “the Second Party”).

These Present Witness as Follows:

1. That the First Party is landowner with transferable right of _____ acres of land bearing _____ khasra Nos. _____ in _____ village _____ block _____, tehsil _____, district _____.
2. That the First Party has taken part in the consultations/discussions conducted by the Project Management Unit, Himachal Pradesh Crop Diversification Promotion Project (HPCDP) and has understand the benefits of obtaining irrigation system and allied facilities for the village under HPCDP.
3. That the First Party hereby grants to the Second Party, out of its free will, above said land for the construction and development of irrigation facilities under HPCDP in the village _____ under _____ Panchayat for the benefit of the villagers and the public at large.
4. That the First Party would not claim any compensation against the above said grant of land.
5. That the Second Party agrees to accept the above grant of land for the purposes mentioned in Clause 3.
6. That the Second Party shall construct and develop the irrigation facilities under HPCDP and take all possible precautions to avoid damage to land adjacent to the land mentioned in Clause 1.
7. That the First Party also assures the Second Party that the first party will not indulge in any willful act of damaging the irrigation facilities under HPCDP or obstructing the use thereof.
8. That both the Parties hereto agree that the irrigation facilities so constructed/developed under HPCDP shall be public premises.
9. In the event of the land mentioned in Clause 1 is not used for the purposes it is granted by the First Party to the Second Party, ownership and possession of the said land shall be reverted to the First Party by the Second Party without any encumbrances.
10. That the provisions of the DEED OF DONATION will come into force and effect from the date of signing of this deed.

IN WITNESS WHEREOF the Parties hereto have signed this deed on the day and the year first above written.

Signatures of the First Party

Signature for and on behalf of the Second Party

Witnesses:

Witnesses:

1. _____

1. _____

2. _____

2. _____

(Signature, name and address)

(Signature, name and address)

Note: The witnesses will include the Panchayat Head and the BPM concerned. More witnesses can be added – including NGOs, village elders etc.

Annexure 2.3: Collective Affidavit of Willingness for Irrigation Schemes (Sample)

(Refer Para 2.2)

On Non-Judicial Stamp Paper

To Whom it may Concern

We, all Beneficiary Farmers, declare without under any pressure and being fully conscious that we all are connected/related with Water Plan, Village....., Post Office....., Block & District....., Himachal Pradesh, with the help of Project management Unit (PMU) of Himachal Pradesh Crop Diversification Promotion Project (HPCDP) with the assistance of Japan International Cooperation Agency.

1. We will provide full support to complete the project work for Irrigation Water Plan which is directed by PMU of HPCDP with the help of Japan International Cooperation Agency;
2. We will not have any objection and will not provide any obstruction at the site place where construction work, construction of tanks, pump house, sump well, intake, Hodiya, and Langdon of pipelines in farmer lands are to take;
3. We all farmer will provide full support to any Person/Agency/ Krishak Vikas Association (KVA) of PMU of HPCDP for Irrigation Schemes supported by Japan International Cooperation Agency;
4. Any farmer whose land is utilized under the Irrigation Scheme will not claim any compensation;
5. After completion of the Water Plan we, all beneficiary farmers, of, Krishak Vikas Association will provide full support to Management Committee for the maintenance of pump house, sump well, intake, Hodiya, and Langdon of pipelines and distribution of water etc., and also we, all beneficiary farmers, will be responsible to pay electricity bill and other bills etc.
6. Beneficiary farmer who take water from KVA will pay water tariff as per the rate fixed by the KVA.

Sl. No	Name	Father's Name/ Husband's Name	Farmer's Signature
1			
2			

Annexure 2.4: Tripartite MoU (Gram Panchayat, KVA & PMU) (Sample)

(Refer Para 2.3)

On Non-Judicial Stamp Paper

We (Gram Panchayat, KVA & PMU of HPCDP) do hereby solemnly affirm and declare on oath as under:

1. That under the HPCDP the construction of FIS or LIS or TWIS infrastructure i.e. water channel (*Kuhl*), Distribution Tank, Regulation Tank, Outlets, Pipelines, Water Hydrants, etc. is to be carried out in cultivable command area as per the plan layout enclosed.
2. That KVA shall provide all possible help to the PMU for smooth planning and implementation of the irrigation scheme
3. That Gram Panchayat shall provide all possible help to the PMU for smooth planning and implementation of the irrigation scheme.
4. That Gram Panchayat shall provide all possible help to the KVA to resolve issues arise during the implementation of the project and thereafter.
5. That the PMU shall assure for the good quality work under the proposed irrigation scheme.

President KVA (Name
and Sign)

Pradhan Gram Panchayat
(Name and Sign)

Block Project Manager, PMU
(Name and Sign)

Annexure 2.5: Certificate of Registration of Societies (Sample)
(Refer Para 2.4)

Registration No: _____

Certificate of Registration of Societies

H.P Societies Registration Act 2006

(Act No. 25 of 2006)

I hereby certify that _____Krishak Vikas Association, Village: Sanour, Tehsil: Ghumarwin, Post Office: Panoh, District Bilaspur, Himachal Pradesh, has this ____day of _____month, 20____ been registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 (Act No. 25 of 2006).

Given under my hand and seal at Ghumarwin, District Bilaspur, Himachal Pradesh.

Sub-Divisional Magistrate-cum- Registrar of Societies,

Ghumarwin, Bilaspur district

Himachal Pradesh

Registration Fee of Rs. _____

Deposited vide Challan No. _____

Dated _____

**Annexure 2.6: Check List for Compliance with the Requirements for Registration of KVA
(Sample)**

(Refer Para 2.4)

Serial No.	Documents	Remarks
1.	Memorandum of Association	Check the contents and format are in accordance with the requirements as specified in Chapter 3 of this Manual.
2.	Regulations/Bye-Laws of KVA	Check the contents and format are in accordance with the requirements as specified in Chapter 4 of this Manual.
3.	Copy of the Proceedings of Meeting(s) of the General House	A meeting of the members/beneficiaries of the KVA should be held prior to registration of the KVA to – (i) Elect the members of Management Committee, (ii) Adopt the regulations/ bye-laws of the KVA, (iii) Approve the application for registration, and (iv) Authorize member(s) for submission of application for registration of the KVA. Specimen resolution in respect of the proceedings of the meeting is given in Annexure 2.6 A .
4.	Registration Charges Receipt	The registration fee as may be prescribed by Government of Himachal Pradesh from time to time has been paid, and the Challan/Receipt of payment of fees for registration is attached with the application.

Annexure 2.6 A: Meeting of Beneficiaries (Sample)

Meeting of Beneficiaries held under the Chairmanship (to be nominated by the beneficiaries) of Sri/Srimati _____ on _____.

After detail discussions, resolutions on the following agenda were passed in the meeting:

- i) Election of the Management Committee;
- ii) Adoption of Regulations/ Bye-Laws;
- iii) Consent to registration of the KVA from Registrar having the authority for the location in which the KVA is being established; and
- iv) Authorization of any member(s) for registration of KVA from the Registrar having the authority for the location in which the KVA is being established and perform other duties regarding registration.

1. Election of Management Committee

The following office bearers are elected by the General House to constitute the Management Committee³.

Sl. No.	Name	Father's Name	Designation	Occupation	Address
1.			President		
2.			Vice –President		
3.			Secretary		
4.			Treasurer		
5.			Joint Secretary		
6.			Member		
7.			Member		

2. Adoption of Regulations/ Bye Laws

All the members have framed the Regulations/Bye-Laws and accepted for implementation.

Further, it has been decided to sign the Regulations/Bye-Laws by the following office bearers.

1. President 2. Vice- President 3. Secretary 4. Treasurer
5. Joint Secretary 6. Members

³ The process of election is given in Annexure 4.1 of this manual.

3. Consent to Registration of the KVA under Himachal Pradesh Societies Registration Act, 2006

In the General House it is decided to register the KVA under Himachal Pradesh Societies Registration Act, 2006.

4. Authorization of any member(s) for Registration of the KVA

Sri_____, President of the proposed KVA is authorized for registration from the Registrar of Societies who is the competent authority under Himachal Pradesh Societies Registration Act, 2006 for the location where the KVA is proposed to be set up, and complete other formalities regarding registration.

It is certified that above proceedings of the meeting is entered in meeting register of_____.

**Secretary
Krishak Vikas Association**

3.1 Memorandum of Association

The Memorandum of Association governs the relationship between the KVA and the outside agencies, i.e. regulates KVA's external activities. The Memorandum of Association of the KVA shall state –

- i) The name of the KVA;
- ii) The objectives of the KVA;
- iii) The location of the office of the KVA;
- iv) The name, age, addresses and occupation of the members of the Management Committee to whom by the regulations/bye-laws of the KVA the management of its affairs is entrusted.

3.2 Conditions for Proposing Name of the KVA

No name shall be proposed in the Memorandum of Association –

- i) As is identified with or too nearly resembles the name by which a KVA in existence has been previously registered in the State, or
- ii) Which has as its component –
 - a) Such words as may suggest or may be calculated to suggest the patronage of the Government of India or the Government of a State, or
 - b) Such words of national, international, or universal importance or such other words as the Government of Himachal Pradesh may, from time to time by notification, specify, or
- iii) Such words as is, in the opinion of the Registrar, having the authority for the location in which the KVA is being established, likely to mislead the public.

3.3 Condition for Becoming Members

The persons subscribing their name to the Memorandum of Association to become member of the KVA have to fulfill the following conditions-

- i) Be resident of the village in which the KVA is being established and whose farms are totally or partially located in the Cultivable Command Area (CCA) under the jurisdiction of the KVA;

- ii) Be owner or is a descendent of an owner of an agricultural land at the village and located in the Cultivable Command Area (CCA) in which the KVA is being established, or tenant farmers, or farmers/ tenants of surrounding village under the CCA;
- iii) Attained the age of eighteen years;
- iv) Has not been convicted by a court of law established under the law of the Government of India or the Government of Himachal Pradesh;
- v) Is not insolvent.

Note: All women (whose husbands/ sons/ fathers are members), shall automatically become joint member but only one vote shall be considered from each household and first voting right shall be given to women in case of dispute. (If any member is elected for management committee, then the voting right of other joint member ceases).

3.4 Responsibility to Furnish Required Information

The persons by whom or on whose behalf the Memorandum of Association is admitted shall furnish such further information in regard to the KVA as the Registrar, having the authority for the location in which the KVA is being established, may require.

3.5 Specimen Copy of MoA

A specimen copy of the Memorandum of Association is set out in **Annexure 3.1**.

Annexure 3.1: Specimen Copy of Memorandum of Association (Sample)

(Refer Para 3.5)

1. Name

The name shall be _____ Krishak Vikas Association.

2. Address

The Head Office of the Krishak Vikas Association shall be situated at the Village_____ Post Office_____Police Station _____Tehsil_____ Block _____ District_____in the State of Himachal Pradesh.

3. Area of Operation

The Krishak Vikas Association shall be having jurisdiction in the entire command of distributary / minor / sub-minor _____ off-taking from _____ of _____ Himachal Pradesh Crop Diversification Promotion Project.

4. Objectives

1. To increase awareness among the farmers regarding agriculture development techniques;
2. To promote crop diversification and high value crops on sustainable basis;
3. To spread awareness among the farmers on vegetable cultivation, water distribution, and its operation and maintenance including soil and water conservation;
4. To enhance and develop the irrigation water supply infrastructure facilities with the help of the appropriate agencies/departments /associations/project authorities;
5. To participate in planning, designing, construction, of new system from the beginning;
6. To develop mechanism for the management of irrigation water and its distribution, operation and maintenance at village level with co-operation of farmer communities, and departments;
7. To promote and secure equitable distribution of water among its users; adequate maintenance of the irrigation system, efficient and economical utilization of water to optimize agricultural production, and to ensure ecological balance by involving the farmers, inculcating a sense of ownership of the irrigation system in accordance with the operation plan;
8. To prepare operation & maintenance plan for supply of water and monitoring of the same;

9. To distribute water as per schedule prepared for different rotation of water supply in an orderly manner to all member farmers, strictly according to entitlement and to enforce discipline in water use among the users;
10. To collect from member farmers water tariff determined and approved by the General House for the use of water as per agreed rate schedule;
11. To resolve dispute in sharing of water by the individual member farmer under the outlets or group of member farmers under the outlets of lateral/minor/distributary;
12. To aid and advice farmers to adopt planned cropping pattern consistent with agreed schedule of water deliveries;
13. To develop/adopt the appropriate methods for conservation of soil and water;
14. To promote the pre and post-harvest techniques and mechanisms including procurement, value addition, processing and marketing;
15. To have an arrangement on crop selection, credit, storage, marketing etc.; and
16. To have a liaison among the agriculture development agencies and other associations for the benefit of the Krishak Vikas Association.

We, the several persons whose names and addresses are described below, are desirous of forming an Association in pursuance of the aforesaid Memorandum of Association and have signed the Memorandum in the presence of the witnesses as shown below:-

Sl. No.	Name	Father's or Husband's Name	Age (Years)	Occupation	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Witness: (1)

(2)

4.1 Regulations/Bye-Laws of KVA

The regulations/bye-laws of the KVA shall provide for –

- i) The conditions of admission of members;
- ii) Constitution of the General House and its powers;
- iii) The composition of the Management Committee, manner of electing its members, and the powers of the Committee;
- iv) The duties, responsibilities and powers of the functionaries of the KVA;
- v) The time and place of Annual General Meeting and other meetings of the KVA;
- vi) The manner in which notice of such meetings will be given;
- vii) The quorum necessary for the transaction of business at meetings of the KVA;
- viii) The manner of keeping of accounts and annual audit of the accounts;
- ix) The condition that the KVA will have neither profit motive nor its profits will be distributed among members;
- x) The manner of making, altering and rescinding regulations; and
- xi) Such other matters as may be considered expedient having regard to the objectives of the KVA

4.2 Specimen Copy of Regulations/Bye-Laws of the KVA

A specimen copy of the Regulations/Bye-Laws of the KVA is given in **Annexure 4.1**.

Annexure 4.1: Specimen Copy of Regulations of KVA (Sample)

(Refer Para 4.2)

Specimen Copy of Regulations of KVA

1. Name

The name of the Krishak Vikas Association is _____.

2. Address

The registered office of the Krishak Vikas Association is _____.

3. Objectives

The main objectives are to:

- i) Increase awareness among the farmer community regarding agriculture development technique,
- ii) Promote crop diversification and high value crops on sustainable basis,
- iii) Enhance irrigation water supply infrastructure facilities with the help of appropriate agencies/ departments/authorities,
- iv) Ensure equitable distribution of water for irrigation purpose, and
- v) Facilitate judicious use of irrigation water.

4. Membership

All persons whose farms are totally or partially located in the command area under the jurisdiction of the Krishak Vikas Association are eligible to become member of the Krishak Vikas Association on condition that they:

- i) Be resident of the village in which the KVA is being established and whose farms are totally or partially located in the Cultivable Command Area (CCA) under the jurisdiction of the KVA;
- ii) Be owner or is a descendent of an owner of an agricultural land at the village and located in the Cultivable Command Area (CCA) in which the KVA is being established or tenant farmers, or farmers/ tenants of surrounding village under the CCA;
- iii) Attained the age of eighteen years;
- iv) Has not been convicted by a court of law established under the law of the Government of India or the Government of Himachal Pradesh;
- v) Is not insolvent.

All women (whose husbands/ sons/ fathers are members), shall automatically become joint member but only one vote shall be considered from each household and first voting right shall be given to women in case of dispute. (If any member is elected for Management Committee, then the voting right of other joint member ceases).

5. Membership Fees

Every member will deposit membership fee of Rs⁴..... at one time with regular contribution of Rs.⁵..... per month for Institutional Development Fund for augmentation and development of the Krishak Vikas Association.

6. Cessation of Membership and Disciplinary Action (s)

- i) The membership of a person will be terminated or annulled for non-payment of fees in the following cases:
 - a. Non-Payment of fees for Institutional Development Fund by a member within 3 months of the due date for payment of fees and a show cause notice shall be given to the defaulting member⁶.
 - b. In case the defaulting member does not reply to the show cause notice issued by the Management Committee for non-payment of contribution, membership shall be cancelled. Membership will be reconsidered if the defaulting member responds to a show cause notice either by depositing the fee or by giving justification for non-payment of fees and acceptable to the Management Committee.
- ii) If a member of the Krishak Vikas Association is found guilty and does not comply with the aims and objectives of the Krishak Vikas Association or does not follow the regulations/ bye-laws of the Krishak Vikas Association, then the membership will be terminated by the Management Committee. The member has the right to appeal against the decision of the Management Committee within 15 days.
- iii) Member who has not deposited the membership fees for the last 3 months will have no right to attend the General House meeting.
- iv) Once the membership is revoked, the member needs to re-apply for the membership by depositing membership fee again and by settling all the pending dues.

⁴ To be determined by the KVA

⁵ To be determined by the KVA

⁶ Specimen of show cause notice is given in Form 4.1

7. General House

- i) All the members of the Krishak Vikas Association, including members of the Management Committee will be the members of the General House.
- ii) Voting Right: Every member has the right of one vote only⁷.
- iii) Quorum for Election of Management Committee Member: 2/3rd of the total members must attend the General House meeting. In case, 2/3rd attendance condition is not fulfilled in the first General House meeting, the nominated president or president will call for another General House meeting within 15 days and attendance of 50% of the total members is essential. In case, 50% attendance condition is not fulfilled in the second General House meeting, the nominated president or president will call for third General House meeting within 15 days and the strength of the members present on that day will be considered for election of Management Committee Members. This process shall be applicable for election of the Management Committee every time. The first meeting of the General House shall be presided by the President as may be nominated by the members present.
- iv) Quorum for Other Meetings: 2/3rd of the total members must attend the General House meeting. In case, 2/3rd attendance condition is not fulfilled in the first General House meeting, the KVA will call for another General House meeting within 15 days and attendance of 50% of the total members along with presence of 3/4th of the members of the Management Committee is essential. In case, 50% attendance condition is not fulfilled in the second General House meeting, the KVA will call for third General House meeting within 15 days and the strength of the members present on that day along with presence of 3/4th of the members of the Management Committee, and the same will be considered for conducting meeting of the General House.
- v) General House shall constitute Social Audit / Accountability Committee for a year.

8. Powers of the General House

- i) The General House will meet once in a year and will have the power to-
 - a) Elect the members of the Management Committee;
 - b) Select the members of the Social Audit / Accountability Committee;

⁷ All women (whose husbands/ sons/ fathers are members), shall automatically become joint member but only one vote shall be considered from each household and first voting right shall be given to women in case of dispute. (If any member is elected for management committee, then the voting right of other joint member ceases).

- c) Accept or Reject the Annual Accounts and Audit Report;
- d) Review, decide and resolve issues relating to functions and operations of the Krishak Vikas Association.

The first meeting of the General House may coincide with other meetings.

- ii) Further, the General House will meet after each crop season to –
 - a) Decide on type of cropping pattern for the ensuing season;
 - b) Assess the water requirements for the ensuing cultivation of crops;
 - c) Determine distribution of water amongst the members;
 - d) Decide on matters regarding expulsion of members of the Krishak Vikas Association; and
 - e) Consider factors those are common for disputes among the members, especially with regard to sharing of water, payment of water tariff and maintenance for resolution.

9. Management Committee

- i) The day to day affairs of the Krishak Vikas Association will be governed by the Management Committee.
- ii) The Management Committee will consist of following members-
 - a) President;
 - b) Vice-President;
 - c) Secretary;
 - d) Joint Secretary
 - e) Treasurer
 - f) Other members
- iii) The number of members of the Management Committee must not be less than 5 and must not exceed 11 members, including President, Secretary, Joint Secretary and Treasurer. Of the total members of the Management Committee, 1/3rd will be women and at least one member shall be from Scheduled Caste/ Other Backward Class.
- iv) The General House shall elect the members of the Management Committee. The members of the Management Committee shall have agricultural land within the area of operation of the Krishak Vikas Association and shall not be bankrupt.
- v) The period of the first Management Committee will be for 2 years and after two years, every year re-election of the Management Committee will be held in the General House meeting either by common consent or through voting. 1/3rd of the members of the Management Committee shall retire by rotation, or if their number is not 3 or multiple of 3, then the number nearest to 1/3 shall retire from office. The members of the

Management Committee to retire by rotation at the end of each year shall be those who have been longest in office since their last appointment, but as between persons who became member on the same day, those who are to retire shall be determined by lot. In case no option is reached, the General House may decide to reelect the earlier members.

- vi) The Management Committee member will not be Government or Semi-Government or a Public Corporation employee.
- vii) Quorum: 2/3rd of the total members must attend the Management Committee meeting.
- viii) If there is any vacancy in the Management Committee due to death, resignation, or expulsion of the member, the Management Committee will have the right to nominate the member(s) and will notify the name of the member(s) to the members of the Krishak Vikas Association through common notice.
- ix) The Secretary of the Krishak Vikas Association will notify the same to Registrar having the authority for the location in which the KVA is being established, and submit a copy of the resolution approving the filling up the vacancy of the member(s) of the Management Committee through re-election.

10. Powers of the Management Committee

The Management Committee will have powers to -

- i) Prepare Annual Budget and get approval from the General House;
- ii) Monitor the work either through members or through any other assigned staff;
- iii) Develop mechanism for water distribution, including equitable and judicious use of water and operation and maintenance with the help of the members concerned;
- iv) Decide upon the water tariff on irrigation levied on the member farmers and will also be responsible for generation of Institutional Development Fund.
- v) Levy charges on members for operation, maintenance and repair of irrigation and drainage system;
- vi) Ensure that cash book is written promptly and is signed by the Treasurer;
- vii) Provide manner in which accounts and audit of the Krishak Vikas Association will be carried out;
- viii) Take the decision to fix the penalty and fine in case of theft, misuse of water and damage to infrastructure built under Himachal Pradesh Crop Diversification Promotion Project;
- ix) Advise and approve from time to time the construction work and water distribution operation for the proper functioning of the Krishak Vikas Association;
- x) Inspect irrigation and drainage system, distribution of water and ensure prevention of wastage, misuse or unauthorized use of water and take any other action to ensure and help fulfill the objectives of the Krishak Vikas Association and for that matter may suspend

- supply of water to the defaulting member and resume it on fulfillment of the terms & conditions;
- xi) Decide on matters, especially bank account opening, expenditure incurred and receiving of donations/grant/funds or any other business for augmentation of the Krishak Vikas Association;
 - xii) Select any agency / contractor / manpower to execute the work assigned by the General House or decided by the Management Committee.

However, the Management Committee shall –

- i) Not outlaw the General House decisions on all those issues which will directly affect / hamper the work / normal functioning of the committee or institutional development work; and
- ii) Take consent through resolution from the General House meeting for the amount above Rs. 50000/- (Rupees Fifty thousand) only to execute any kind of work for development of the Krishak Vikas Association.

11. Functions of President, Vice-President, Secretary & Treasurer

President

- i) The President will chair all the Management Committee meetings, conventions and conferences of the Krishak Vikas Association.
- ii) He will be responsible to execute the institutional work.
- iii) He will exercise verdict vote in case of deadlock in the General House or the Management Committee meetings.
- iv) He will be responsible for the irrigation development and related construction work.
- v) He will be one of the joint signatories to the Bank Account of the Krishak Vikas Association.

Vice President

The Vice-President will exercise functions of the President in his absence.

Secretary

- i) The Secretary will call and conduct the meeting of the Management Committee in consultation with the President.
- ii) He will keep all the official records related to the Management Committee and the Krishak Vikas Association.
- iii) He will record the proceedings and resolutions and submit in the next meeting of the Management Committee for approval.

- iv) He will prepare the agenda of the meeting in consultation with the President and circulate it to the Management Committee members in advance.
- v) He will keep and maintain all correspondence of Krishak Vikas Association.
- vi) He will be one of the joint signatories to the Bank Account of the Krishak Vikas Association in the absence of the President

Joint Secretary

The Joint Secretary will exercise functions of the Secretary in his absence.

Treasurer

- i) The Treasurer will keep the record of receipt and payment of the Krishak Vikas Association.
- ii) He will prepare the Statement of Assets and Liabilities of the Krishak Vikas Association and Receipt and Payment Account and get these approved from the Management Committee.
- iii) He will keep the receipt of income and voucher of expenditure of the approved budget and Management Committee expenses.
- iv) He will deposit the cash in the Bank Account of the Krishak Vikas Association.
- v) He will be one of the joint signatories to the Bank Account of the Krishak Vikas Association.

Social Audit/Accountability Committee

This Committee constituted by the General House shall have a chairperson and a member convener designated by the General House. The Committee shall –

- i) Carry out half-yearly audit of the accounts of the Krishak Vikas Association and report to the Management Committee;
- ii) Interact with the member farmers at regular intervals to understand their difficulties, grievances and issues, if any, and report to the Management Committee;
- iii) Endeavor to amicably resolve the minor differences, if any, among the members;
- iv) Ensure that the members are complying with the operating plans of the Krishak Vikas Association and report to the Management Committee any instance of non-compliance that comes to its notice.

12. Accounts and Audit

Accounts

- i) The Krishak Vikas Association shall maintain the following Registers:-

- a) Cash Book;
 - b) Bill Register;
 - c) Receipt Book;
 - d) Asset Register;
 - e) Register of demand and collection of Water Tariff;
 - f) Register of Landholders.
- ii) Each of the books and registers shall bear the name, address, and seal of the Krishak Vikas Association.
 - iii) The Accounts for maintenance and repair of irrigation and drainage networks will be kept separately for each unit so as to satisfy the members about fair and equal attention paid by the Krishak Vikas Association.
 - iv) The Accounting year will be 1st April to 31st March of the next year. The Krishak Vikas Association will on or before 30th September of each year publish an Audited Financial Statement containing the following:-
 - a) Receipts and Payments of the previous year; and
 - b) A summary of the Property and Assets and Liabilities of the Krishak Vikas Association giving such particulars as well as disclosing the general nature of the Liabilities and Assets and how the value of fixed assets has been arrived at.
 - v) Receipt and Payment Account, and Statement of Assets and Liabilities together with a report will be placed before the General House meeting after the expiration of each financial year.

Fund Management

- i) All capital investment of the Krishak Vikas Association shall be in long term fixed deposits, with instructions to deposit the interest in the savings account;
- ii) The Krishak Vikas Association shall deposit its operative funds in a savings account in the Post Office, or Cooperative Bank or nationalized bank;
- iii) The savings account will be operated jointly by the President, the Secretary (in absence of the President) and the Treasurer.

Audit

- i) Audit of the accounts of the Krishak Vikas Association will be carried out half yearly by Social Audit / Accountability Committee.

- ii) Annual Audit will be carried out by an authorized Chartered Accountant.

13. Income of the Krishak Vikas Association

Income of the Krishak Vikas Association will constitute of –

- i) Membership fee
- ii) Quarterly contribution by members to Institutional Development Fund;
- iii) Grant-in-Aid from the Department of Agriculture, Government of Himachal Pradesh, or any government agencies/associations, etc.;
- iv) Water tariff and fines;
- v) Income from post-harvesting and marketing activities.

14. Institutional Development Fund

- i) The Institutional Development Fund is the fund meant for exclusive use to enhance the Institutional Development activities with precedence of water distribution;
- ii) Separate Bank Account for the Institutional fund shall be opened in the Post Office, or Cooperative Bank or nationalized bank, and the signatory of this account shall be the President, Secretary (in absence of the President) and the Treasurer of the Krishak Vikas Association;
- iii) The Management Committee shall not use this fund till the period of maintenance of the scheme lies with the contractor or other concerned partner as per the agreement with such party;
- iv) This fund shall be used for water management on priority basis.

15. In case of the profit

The profit from any source or activities earned by the Krishak Vikas Association shall not be distributed among the members, and will be utilized for development activities of the Krishak Vikas Association.

16. Meeting of the Management Committee

- i) Meeting of the Management Committee of the Krishak Vikas Association shall be held in the office of the Krishak Vikas Association or at any other suitable place convenient to the members from time to time, but at least once in a month during the irrigation season. The first meeting of the newly constituted Management Committee shall be held within ten days of election of the office bearers;

- ii) The meeting shall be presided over by the President and in his absence by the Vice President of the Management Committee.

17. Annual General Meeting:-

- i) Annual General Meeting of the Krishak Vikas Association shall be held once in a financial year in which the report of management of the Krishak Vikas Association for the previous financial year together with an audited copy of the Statement of Assets and Liabilities, Receipt and Payment account and the auditors' report shall be submitted for approval;
- ii) The Annual General Meeting of the Krishak Vikas Association shall be held for the purpose of –
 - a) Approval of the program of activities of the Krishak Vikas Association prepared by the Management Committee for the ensuing year;
 - b) Election, if any, in the prescribed manner of the members of the Management Committee;
 - c) Consideration of the Audit Report and the Annual Report;
 - d) Appointment of Auditor; and
 - e) Consideration of any other matter which may be brought in accordance with the regulations/bye-laws of the Krishak Vikas Association.
- iii) The elected members of the Management Committee shall be present at such meeting;
- iv) Annual General Meeting shall be held not more than fifteen months after the date of the last preceding meeting;
- v) The first Annual General Meeting shall be held by the Krishak Vikas Association within fifteen months of its registration. The subsequent Annual General Meeting of the Krishak Vikas Association shall be held within twelve months after the first Annual General Meeting; and
- vi) Quorum: At the Annual General Meeting, 1/2 of total strength of the members shall constitute quorum for transaction of every business and all resolutions shall be carried by majority of the members present and voting.

18. General Seasonal Meetings

Subject to provisions of Rule 16 (i) and Rule 17 (i), two General Seasonal Meetings of the Krishak Vikas Association shall be convened one month before every kharif and rabi season for preparing crop plan, water budget, maintenance and repair of minor/distributary, etc.

19. Special General Meetings

- i) Special General Meeting of the Krishak Vikas Association shall be called by the President as may be decided by the Management Committee or upon a petition signed by at least 1/5 of members having voting rights or at the request of the project authorities responsible for supply of water to the Krishak Vikas Association;
- ii) Notice of any Special General Meeting shall specify the time, place and agenda of the meeting; and
- iii) Quorum for Special General Meeting shall be same as provided for quorum for Annual General Meeting.

20. Notice of Meetings

- i) The Secretary of the Krishak Vikas Association shall send notice of Annual and each General/Seasonal/Special meetings stating the agenda thereof as well as the time and place of the meeting to each member at least seven days prior to such meeting;
- ii) If the meetings of the members could not be held for want of quorum, the members who are present may adjourn the meeting to a time not less than 48 hours from the time of the original meeting, and no fresh notice shall be required for adjourned meeting. For the adjourned meeting, no quorum is required and resolution shall be carried by a majority of the members present and voting.

21. Minutes of the Meetings

- i) Every proceeding of the Annual General/Seasonal/Special meetings shall be recorded in the minutes book maintained for the purpose and shall be signed by the President or the person who has presided over the meeting, as the case may be; and
- ii) The Secretary of the Krishak Vikas Association shall keep and get the minutes signed from the President or the person who has presided over the meeting.

22. Miscellaneous

1. Amendment of Memorandum or Regulations/Bye-Laws of Krishak Vikas Association

- i) No amendment of the Memorandum of Association or regulations of the Krishak Vikas Association will be valid until the amendment has been registered under Himachal Pradesh Societies Registration Act, 2006

- ii) Every proposal for such amendment⁸ will be forwarded to the Registrar having the authority for the location in which the Krishak Vikas Association is established together with such fee as may be prescribed by the State Government and if the Registrar, having the authority for the location in which the Krishak Vikas Association is established, is satisfied that the amendment is not contrary to the Himachal Pradesh Societies Registration Act, 2006 or the rules made thereunder, he may, if thinks fit, register the amendment;
- iii) Proposal for amendment in the Memorandum of Association or regulations/bye-laws of the Krishak Vikas Association will have to be approved by a majority of 3/5 members present in the General House meeting called for such purpose.

2. Change of Name of Krishak Vikas Association

The Krishak Vikas Association may, with the consent of not less than 2/3rd of the total number of its members, by a resolution at a General House meeting convened for the purpose, change its name.

3. Notice of Change of Name

- i) A copy of the resolution passed for change of name of the Krishak Vikas Association will be sent to the Registrar having the authority for the location in which the Krishak Vikas Association is established.
- ii) If the Registrar, having the authority for the location in which the Krishak Vikas Association is established, is satisfied that the provisions of Himachal Pradesh Society Registration Act, 2006 in respect of change of name have been complied with and that the proposed name is in conformity with the provisions of law, the Registrar will enter the new name in the register in place of the former one and issue a Certificate of Registration with necessary alterations embodied therein, and the change of name will be complete and effective only on issue of such a certificate.
- iii) The Registrar, having the authority for the location in which the Krishak Vikas Association is established, will also make necessary alteration in the Memorandum of Association of the Krishak Vikas Association.

⁸ Form 4.2: Proforma for Application for Amendment to Memorandum of Association and / or Regulations of the KVA is given in Form 4.2.

- iv) The Registrar, having the authority for the location in which the Krishak Vikas Association is established, will charge fee, as may be prescribed by the State Government, for any copy of Certificate issued and all fees so paid will be deposited into Government Treasury.

4. Effect of Change of Name

The change in the name of the Krishak Vikas Association will not affect any rights or obligations of either the members who were admitted prior to the change of the name of the Krishak Vikas Association or render defective any legal proceeding by or against the Krishak Vikas Association.

5. Krishak Vikas Association enabled to Alter, Extend or Abridge the Purposes

- i) Whenever it will appear to the Management Committee of the Krishak Vikas Association established for any particular purpose or purposes that it is advisable to alter, extend or abridge such purpose to or for other purposes within the meaning of Himachal Pradesh Societies Registration Act, 2006, the Management Committee may submit the proposition to the members of the Krishak Vikas Association in a written or printed report and may convene a Special General Meeting for consideration thereof according to these Regulations/Bye-Laws of the Krishak Vikas Association.
- ii) No such proposition will be carried into effect unless such report has been delivered or sent by post to every member of the Krishak Vikas Association, 10 days prior to the Special General Meeting convened by the Management Committee for consideration thereof, and unless such proposition has been agreed to by the votes of 3/5 of the members, delivered in person or by proxy, and confirmed by the votes of 3/5 of the members present at a second special general meeting convened by the Management Committee at an interval of one month after the former meeting.

6. Suit by and against Krishak Vikas Association

Krishak Vikas Association may sue or be sued in the name of the President or the Secretary or the Management Committee, as the case may be, in the name of such person as may be appointed by the Management Committee for the occasion provided that it will be competent for any person having a claim or demand against the Krishak Vikas Association to sue the President or the Secretary or the Management Committee, if on application to the Management Committee some other officers or person be not nominated to be the defendant.

7. Suit not to abate

No suit or proceeding in any civil court will abate or discontinue by reason of the person by or against whom such suit or proceedings have been brought or continued, die or cease to fill the character in the name whereof he have sued or been sued, but the same suit or proceeding will be continued in the name of or against the successor of such person.

8. Annual list of Management Committee to be filed

Once in every year, on or before the fourteenth day succeeding the day on which according to the Regulations/ Bye-Laws of the Krishak Vikas Association the Annual General meeting of the Society is held, a list containing the full names, permanent addresses, occupation and other information, with signatures of the Management Committee, will be filed with the Registrar, having the authority for the location in which the Krishak Vikas Association is established, by the President or Secretary, with such documents together with such fee as may be prescribed by the State Government⁹.

23. Dissolution of Society and Adjustment of its Affairs

- i) The Krishak Vikas Association may by special resolution determine that it will be dissolved and for that purpose 3/5 of the members of the General House shall confirm in writing. Upon such dissolution, the property of the Krishak Vikas Association will be handed over to the Department of Agriculture, Government of Himachal Pradesh, or to such body/organization as the State Government will direct, or to the project authorities concerned.
- ii) The Krishak Vikas Association shall not be dissolved without the consent of the Department of Agriculture, Government of Himachal Pradesh.

⁹ Form 4.3: Proforma for submitting Information of Management Committee list to the Registrar of Societies is given in Form 4.3.

Names and other particulars of Management Committee members and office bearers to whom under Rules & Regulations the Management of its affairs is entrusted:

Sl. No.	Name	Father's Name	Designation	Occupation	Address
1.			President		
2.			Vice- President		
3.			Secretary		
4.			Joint Secretary		
5.			Treasurer		
6.			Member		
7.			Member		

.....

Signature of President

or

Signature of Secretary

Form 4.1: Proforma for Show Cause Notice for Membership Cancellation (Sample)

(Refer Rule 6 (i) of Annexure 4.1)

(Name of KVA and Address)

Date:

To: _____ (name of defaulter member)

Address: _____

Re: Show Cause Notice for Non-Payment of Water Tariff/Membership Contribution

Please take notice that you are justly indebted to pay water tariff to _____ (name of the KVA) from _____(month) 20____to _____(month) 20____ at the rate of _____ per month, which you are required to pay on or before _____(month) 20____, that being expiration of 7 days from the date of service of this notice upon you, or surrender your membership, in default of which the _____(name of the KVA) reserves the right to commence proceedings as permitted by law to recover the default amount.

(Secretary)

Form 4.2: Proforma for Application for Amendment to Memorandum of Association and / or Regulations of KVA (Sample)

(Refer Rule 22(1) (ii) of Annexure 4.1)

1	Full Name and Address of KVA	_____
2	Registration No. and date	_____
3	Total Number of members present	_____
4	Under which regulation of the KVA amendment is proposed	_____
5	On which date the Management Committee passed the amendment proposal and to how many members the notice of meeting was served and how many members constituted the quorum.	_____
6	What is the date of General House meeting and under which rule the meeting is summoned. How many days earlier the previous notice was served. How many members remained present and how many members constituted the quorum of the meeting.	_____
7	Amendment proposed and three copies of the amendment proposed in the rules and regulations duly signed by three members of the Management Committee on each page with full details be submitted. Also, comparative chart of the existing and proposed amendment with reasons thereof to be submitted	_____
8	The prescribed fee for proposed amendment in the memorandum and rules and regulations has been deposited. Rs. ----- vide Challan No. ----- dated----- original copy of the challan to be enclosed.	_____
9	I-----S/o----- age----- (Resident) ----- Designation----- hereby declare that above information is true according to my knowledge and belief, and I know giving any false information shall be punishable under Section 49 of Himachal Pradesh Societies Registration Act, 2006.	

(Signature of President)

Form 4.3: Proforma for submitting Information of Management Committee list to the Registrar of Societies (Sample)

(Refer Rule 22 (8) of Annexure 4.1)

1	Full name and Address of the KVA	_____
2	Registration Number and Date	_____
3	Number of Present total members(enclose their names and addresses)	_____
4	Term of the Management Committee according to the Regulations of the KVA	_____
5	Date of the present election and number of members present and how many members constituted the quorum.	_____
6	On what date the present office bearers took charge from the past office bearers, enclose the list with their names, addresses and occupation with their signatures	_____
7	Date of the last election	_____
8	Month and date of the Annual General Meeting held according to rules and regulations of the KVA	_____
9	When the last annual list was submitted. If not submitted give reasons thereof	_____
10	Enclose minutes of current Annual General Meeting with date	_____
11	The Annual fee of Rs-- for the list under Section 34 of the Himachal Pradesh Societies Registration Act, 2006 has been deposited Rs.....vide Receipt/Challan No..... dated.....and original copy of the Challan is enclosed.	_____

Declaration of President

I.....S/o..... age.....years as authorized office-bearer hereby declare that the above information is true to the best of my knowledge and belief and I know that giving any false information, shall be punishable under Section 49 of Himachal Pradesh Societies Registration Act, 2006.

.....
Signature of President

or

Signature of Secretary

5.1 Operating Functions of KVA

The operating functions of the KVA are broadly as follows:

- i) Water Distribution – distribution and determination of water tariff and collection thereof;
- ii) Maintenance of Accounts as per the requirements of the Regulations/Bye-Laws of the KVA;
- iii) Awareness Building among farmers in regard to agriculture development techniques, crop diversification and cultivation of high yield crops, as well as, judicious use of water with reference to type of crop cultivated;
- iv) Maintenance of Irrigation System; and
- v) Grievance Redressal of farmer members especially, on sharing and use of water.

Each of these functions is described in the following paragraphs.

5.2 Water Distribution

Crop Diversification: The Management Committee of the KVA with the help of BPMU (DoA official after the completion of project) shall prepare a crop plan for the ensuing season and before every crop season the KVA will call a meeting of its member farmers and they will jointly discuss and decide upon the type of crop which they will sow on their field in the coming season.

Water Requirement: Once the nature of crop is agreed upon, the Management Committee shall decide upon the quantity of water required for irrigation of the crop in consultation with the BPMU (DoA official after the completion of project) and will ensure equitable distribution of water as per availability of water.

Water Distribution System: After the estimate for water consumption is prepared, then a consensus is to be reached between the member farmers on distribution of water and the KVA shall at the beginning of every irrigation season and, especially, before each kharif and rabi season convene a meeting of the General House to discuss, deliberate and decide on the quantum of water available and the method of its distribution among the members and will fulfill the requirement as per availability of water. Priority shall be given to the farmers who opt for diversification to cash crops.

To develop the water distribution plan, the KVA may consider the guidelines stated hereinafter.

- i) Based on availability of water, cropping pattern in the command area and the estimated water demand, the General House shall finalize the plan, which shall be followed by all the KVA members.

ii) The quantity of water that each cultivator shall get is proportional to his/her land holding irrespective of the crop grown.

iii) However, while preparing the water distribution plan, it must be ensured that the tail end farmers first get the share of water. The length of the water course to be maintained by the farmers is proportional to their holdings. Also, the fill time and travel time shall be taken into consideration while calculating the water share timing. Each farmer shall get water as per predefined schedule.

To ensure effective implementation of water distribution, the KVA may follow the following guidelines:

- i) The main channel points shall operate at supply levels that would allow distributary channels to operate at not less than 75 percent of full supply level;
- ii) Only “authorized” outlets shall draw their allotted share of water from the distributary at the same time; and
- iii) Outlets when ungated shall deliver a flow of water proportional to the command area.

There may be instances where the water allotted to a particular farmer under the water distribution plan is not availed of by the particular farmer. To avoid the loss of water unused, the KVA may introduce a system of registration of demand for additional water by any member who is desirous of utilizing water that remains unused. This register of demand may be maintained with the pump operator or at the KVA office, and in the event of allotted water not used by any specific farmer; it can be re-allotted to those farmers who have registered their demand for additional water on first come first serve basis.

Allocation of Water: Allocation of water to the farmers may be done on the basis of the priority and the actual requirement of water for crops. The farmers will regulate the use of water among the various outlets under its area of operation to promote economy in use of water allocated and monitor flow of water for irrigation.

Water Tariff: In the same meeting of the General House where water distribution system is decided, the members shall decide the rate of water tariff, which could be based on the size of the land irrigated or on the quantum and duration of water used. In determining the water tariff, the cost of operation & maintenance in terms of electricity charges, repair and maintenance and honorarium of pump operator/ *kohli* shall be considered. The rate of water tariff so decided shall be levied on the farmer members using the water and collected by the pump operator/ *kohli* or any person authorized by KVA on usage/ monthly basis.

In absence of metering system, consumption of water may be estimated on the basis of land area and duration of water supply, assuming the rate of flow of water is uniform throughout.

5.3 Maintenance of Accounts

In accordance with the provisions of the Regulations/ Bye-Laws of the KVA, following Accounts Registers shall be maintained -

- i) Cash Book; (Form 5.1)
- ii) Bill Register; (Form 5.2)
- iii) Receipt Book; (Form 5.3)
- iv) Asset Register; (Form 5.4)
- v) Register of Demand and Collection of Water Tariff; (Form 5.5)
- vi) Register of Landholders; (Form 5.6).

All operating funds of the KVA shall be deposited in a savings account in the post office or cooperative bank or nationalized bank. For the purpose of Institutional Development Fund, separate bank account shall be opened in the post office or cooperative bank or nationalized bank. All The bank account shall be operated through joint signatories of the President, Secretary (in absence of the President) and the Treasurer of the KVA.

At the end of each financial year, the Management Committee shall submit to the General House an audited Financial Statement in accordance with the provisions of the Regulations/Bye-Laws of the KVA for its approval.

5.4 Awareness Building

In pursuance to the objectives of the KVA and as enshrined in the goal of HPCDP, the KVA shall build awareness among the farmer members in respect of –

- i) Agriculture development techniques
- ii) Crop diversification and cultivation of high yield crops
- iii) Judicious use of irrigation water

Awareness building activities shall be taken up by the KVA through;

- i) Facilitating in the organization of training camps with technical assistance from the Department of Agriculture, GoHP, and/or project authorities concerned;
- ii) Facilitating in the arrangement of exposure visits of a team of members to other well-performing KVAs (success stories) in or outside the State;
- iii) Facilitating in group interaction with agriculture university and relevant technical institutes in the State;
- iv) Distribution of sample brochures and setting up of instructive hoardings on crop cultivation and irrigation water management, etc.

5.5 Maintenance of Irrigation System

5.5.1 Type of Maintenance:

Maintenance is a combination of all technical and administrative actions, including supervision actions, intended to retain an item in, or restore it to, a state in which it can perform the required function.

The Maintenance of an irrigation schemes can be categorized into three types as listed below:

- Routine Maintenance
- Periodic Maintenance and
- Emergency Maintenance.

The abovementioned three types of maintenance are explained here for different types of irrigation schemes viz. Flow Irrigation Scheme, Lift Irrigation Scheme and Tube Well Irrigation Scheme.

5.5.2 Flow Irrigation Scheme (FIS):

FIS is an irrigation scheme in which water is used with the help of gravity. The procedures for routine, periodic and emergency maintenance of FIS are outlined below:

A. Routine Maintenance: Routine maintenance is the kind of maintenance that has to be repeated throughout the lifetime of an irrigation scheme to keep it functioning. In FIS where water is used with the help of gravity, the following activities are daily routines and do not require special skills:

- **Strengthening the Upper Headweir or Intake Structure:-** The headweir which is a kind of check dam is made of concrete upto a certain level of water. But upper structure of the headweir is made of mud, thatch and other soft materials. This upper headweir needs routine maintenance. When water is not needed for irrigation, at that time there is no need of upper headweir but during irrigation time the *kohli*/ farmers will be responsible for strengthening the upper headweir during the use of irrigation water.
- **Removing Vegetation and Other Materials:** All members of the KVA will be responsible for removing the vegetation and other materials from embankments, water channels (*kuhals*) and drains before each crop season. Although this activity is needed on routine monthly basis throughout the year and except two seasons, it shall be done by the *kohli*. One week (first, second, third or fourth) of every month will be fixed for the assigned task and the KVA will decide the day within that month to do the task. After completing the task one member of the Management Committee shall inspect the irrigation schemes and record the task completed in a Record Register.

- **Removing Silt from Water Reservoir:** Since all irrigation schemes are proposed on natural streams, therefore, the silt is likely to be deposited in the upstream of the headweir. This silt will be removed on quarterly basis. The same kind of mechanism, as mentioned above, will be developed for removing the silt.

The record for routine maintenance works for FIS may be maintained in the form set out in **Annexure 5.1**.

B. Periodic Maintenance: Periodic maintenance is important activity to ensure proper operations of an irrigation scheme. Some tasks do not need to be performed during daily or weekly maintenance work, but are important to ensure overall strength of structure created for irrigation schemes. During the off-season farmers and operators (if employed) are not busy with irrigation and can therefore more easily be engaged in maintenance work. However, for very large or difficult jobs, it may be necessary to hire a contractor. The following types of activities fall under periodic maintenance:

- **Repairs of Headweir:** The headweir or check dam structure may need repair after some time. This task can be done during off season or when there is no water in the stream or less water. The Management Committee shall be responsible to do this task with the help of other members or through a contractor, depending on the nature and complexity of the work.
- **Repairs of Gates:** The gates of water channel, which shall be used for diverting water for use by different farmers in different direction, will also need repair after some time. This task will be performed by the Management Committee with the help of other farmers or through a contractor, depending on the nature and complexity of the work.
- **Maintenance of Farm Access Roads:** The maintenance of farm access roads will also be carried out periodically during the off season. This task will be carried out by the Management Committee with the help of farmers or by hiring a local contractor.

A periodic maintenance log will be maintained to document dates that maintenance work was conducted, by whom, and any maintenance related comments about the task conducted. This record shall be checked and signed by the President of the KVA.

The record for periodic maintenance works for FIS may be maintained in the form set out in **Annexure 5.2**

C. Emergency Maintenance: Emergency works require immediate and joint action by relevant departments of the State Government and farmers, to prevent or reduce the effects of unexpected events. These works may include:

- **Repair of Headweir:** Due to high flow of water or other reason if the headweir is damaged completely, then considering the timing of cropping season the headweir will have to be repaired.
- **Opening of Sluice Gate in Case of Water Overflow:** If due to heavy rain, water is overflowing the farms even when it is not needed and destroying the crops, then on emergency basis sluice gate of the headweir will have to be opened so that overflowing of water can be stopped.
- **Damage Due to Natural Disasters (floods, earthquakes or storm):** If the irrigation scheme is damaged unexpectedly during any natural disaster, then all damages will have to be repaired on emergency basis. The Management Committee shall evaluate the whole damage and prepare a preliminary report and explain to all members of the KVA. After that, estimate of expenditure and other resources required to repair the damage shall be prepared. Emergency work expenses will be collected from each member of the KVA, as required, after considering subventions, if any, received from the State Government.

The record for emergency maintenance works for FIS may be maintained in the form set out in **Annexure 5.3.**

5.5.3 Lift Irrigation Scheme (LIS):

LIS is an irrigation scheme in which water is lifted with the help of electric pump up to a certain height and then water is used with the gravity. The procedures for routine, periodic and emergency maintenance of LIS are explained below:

- A. Routine Maintenance:** Routine maintenance is the kind of maintenance that has to be repeated throughout the lifetime of an irrigation scheme to keep it functioning. The following activities are daily routines and do not require special skills:
- **Removing Vegetation and Other Materials:** All members of the KVA will be responsible for removing the vegetation and other materials from embankments, channels and drains. This activity is needed on routine monthly basis throughout the year. All members will be divided into groups and the Management Committee of the KVA shall assign this task to all groups turn by turn for the whole year. First group of farmers will do the task during first month and then second group in the second month and so on. One week (first, second, third or fourth) of every month will be fixed for the assigned task and concerned group will decide the day within that month to do the task and inform the KVA. After completing the task one member of the Management Committee shall inspect the irrigation schemes and record the task completed in Record Register.

- **Removing Silt:** Since all irrigation schemes are proposed on natural streams, therefore, the silt is likely to be deposited in the upstream of headweir. This silt will be removed on quarterly basis. As mentioned above, the same kind of mechanism will be developed for removing the silt.
- **Lubrication Oil or Greasing the Electric Pump:** The Electric pump is needed to be lubricated or greased regularly. As per the maintenance book of electric pump, the KVA will make arrangement for this task. The activity will be accomplished and inspected as per schedule. It is to be performed on quarterly basis. It will be recorded as well.
- **Pump Station Inspection and Pump Test:** Evaluation includes a visual inspection of the Starter Panel, Electric Motor, Pump, and related pump system components. Running tests include Amp/Voltage readings and system pressure checks. This basic inspection can be utilized as the first line of defense in preventing major problems before they occur. This can be used to determine the overall performance of the pump. This task will be performed on monthly basis (even during the off-season) by the pump operator and inspected by one member of the Management Committee and recorded. Pump Test includes the Pump Station Inspection and measurement of the flow and/or pressure at different rates. This can be used to determine the overall performance of the pump. This task will be performed on monthly basis (even during the off-season) by the pump operator and inspected by one member of the Management Committee and recorded.
- **Checking of Electric Wiring:** The pump operator will check all the electricity wiring system. The record of this task will be prepared on quarterly basis by the operator. The task will be monitored, inspected, recorded by one member of the Management Committee.
- **Repairing of Water Hydrants:** The hydrants are used for diverting water for use by different farmers in different direction, will also need repair after some time. On an average there could be around 40 hydrants in an irrigation scheme. Small repair shall be done under routine maintenance. This task will be performed by the operator with help of other farmers and/or contractor. Generally this task will be carried out by hiring a local mason or local contractor. The task will be performed as per requirement.

The record for routine maintenance works may be maintained in the form set out in **Annexure**

5.4.

- B. Periodic Maintenance:** Periodic maintenance is important activity to ensure proper operations of an irrigation scheme. Some tasks do not need to be performed during daily or weekly maintenance work, but are important to ensure overall strength of structure created for irrigation schemes. During the off-season, farmers and operators (if employed) are not busy with irrigation and can therefore be engaged in maintenance work. However, for very large or

difficult jobs, it may be necessary to hire a contractor. The following types of activities fall under periodic maintenance:

- **Repairs of Headweir:** The headweir or check dam structure may need repair after some time. This task can be taken up during off season or when there is no water in the stream or less water. The Management Committee shall be solely responsible to do this task with the help of other members or through a contractor. The task will be performed as and when required.
- **Repairs of Gates:** The gates of water channel, which are used for diverting water for use of water by different farmers in different direction, will also need repair after some time. This task will be performed by the Management Committee with the help of other farmers or by hiring a local mason or local contractor. The task will be performed on quarterly basis or as and when required.
- **Maintenance of Farm Access Roads:** The maintenance of farm access roads will also be undertaken periodically during the off season. This task will be carried out by Management Committee with the help of farmers or by hiring a local contractor. The task will be performed on quarterly basis or as and when required.
- **Service of Electric Pump:** The service of electric pump shall be carried out as per the instructions given by the pump manufacturer (number of months or number of hours). For the time being, it is assumed that the service will be undertaken on annual basis or after every 1000 hours. The actual timings of service will be modified after purchasing a pump. The service will be performed by the authorized technician of the manufacturer as part of annual maintenance contract. The service will include checking and repairing of leakage, mechanical seal, bearing operating temperature, vibration level, alignment of the motor pump, integrity of motor winding insulation, motor windings, etc. The service shall be monitored, inspected and recorded by the Management Committee.
- **Repair of Water Hydrants:** The hydrants are used for diverting water for use of water by different farmers in different direction, will also need repair after some time. On an average there could be around 40 hydrants in an irrigation scheme. This task will also be performed by the Management Committee with the help of other farmers and/or contractor. The task will be performed on quarterly basis.

A periodic maintenance log may be maintained in the form set out in **Annexure 5.5** to document dates that maintenance was conducted, by whom, and any maintenance related comments about the task conducted. This record shall be checked and signed by the President of KVA.

C. **Emergency Maintenance:** Emergency works require immediate and joint action by relevant departments of the State Government and farmers, to prevent or reduce the effects of unexpected events. These works may include:

- **Repair of Headweir:** Due to high flow of water or other reason if the headweir is damaged completely, then considering the timing of cropping season the headweir will have to be repaired.
- **Opening of Sluice Gate in Case of Water Overflow:** If due to heavy rain, water is overflowing the farms even when it is not needed and destroying the crops, then on emergency basis sluice gate of the headweir will have to be opened so that overflowing of water can be stopped.
- **Damage due to Natural Disasters (flood, earthquake or storm):** If the irrigation scheme is damage unexpectedly during any natural disaster, then all damage will have to be repaired on emergency basis. The Management Committee shall evaluate the whole damage and prepare a preliminary report and explain to all members of KVA. After that, estimate of expenditure and other resources required to repair the damage shall be prepared. Emergency work expenses will be collected from each member of the KVA, as required, after considering subventions, if any, received from the State Government.
- **Damage due to Electricity Short Circuit:** If the electricity wiring and transformer is damaged due to short circuit, then the Management Committee shall inform the State Electricity Board Officials. The task will be performed by the technicians of the State Electricity Board. The task will be performed on the basis of occurrence and/ or as and when required.

The record for emergency maintenance works for LIS may be maintained in the form set out in **Annexure 5.6.**

5.5.4 Tube Well Irrigation Scheme (TWIS):

TWIS is an irrigation scheme in which water is extracted from underground through tube well. The Tube wells are of two types (1) Shallow Tube well and (2) Deep Tube well. The operation and maintenance of both types of tube wells is almost similar; and, hence, explained below collectively.

A. **Routine Maintenance:** Routine maintenance is the kind of maintenance that has to be repeated throughout the lifetime of an irrigation scheme to keep it functioning. The following activities are routine activities of TWIS schemes:

- **Removing Vegetation and Silt:** All the members of the KVA will be responsible for removing the vegetation and other materials from open channels/drains (*kuhal*). This activity is needed on routine monthly basis throughout the year. All members will be

divided into groups and the Management Committee of the KVA shall assign this task to all groups turn by turn for the whole year. First group of farmers will do the task during first month and then second group in the second month and so on. One week (first, second, third or fourth) of every month will be fixed for the assigned task and concerned group will decide the day within that month to do the task and inform the KVA. After completion of the task, one member of the Management Committee shall inspect the irrigation schemes and record the task completed in a Record Register.

- **Inspection of Submersible Electric Pump:** This includes pump inspection and measurement of the flow and/or pressure at different rates. This can be used to determine the overall performance of the pump. This task will be performed on monthly basis (even during the off-season) by the pump operator and inspected by one member of the Management Committee and recorded.
- **Electric Wiring Repairing:** The pump operator will check the electricity wiring system. The record of this task will be prepared on quarterly basis by the operator. The task will be monitored, inspected and recorded by the Management Committee.
- **Inspection of Water Hydrants:** The hydrants are used for diverting water for use of water by different farmers in different direction, will be inspected by the operator on monthly basis. On an average there could be around 40 hydrants in an irrigation scheme. The inspection will be duly recorded as per standard procedure.

The record for routine maintenance works for TWIS may be maintained in the form set out in **Annexure 5.7.**

B. Periodic Maintenance: Periodic maintenance is an important activity to ensure proper operations of an irrigation scheme. Some tasks do not need to be performed during daily or weekly maintenance works, but are important to ensure overall strength of structure created for irrigation schemes. During the off-season farmers and operators are not busy with irrigation and can therefore be engaged in maintenance work. However, for very large or difficult jobs, it may be necessary to hire a contractor. The following types of activities fall under periodic maintenance:

- **Repairs of Water Hydrants:** The hydrants are used for diverting water for use of water by different farmers in different direction, will also need repair after some time. On an average there could be around 40 hydrants in an irrigation scheme. This task will be performed by the Management Committee with the help of other farmers and/or contractor, depending on the nature and complexity of the work. Generally this task will be undertaken by hiring a local mason or local contractor. The task will be performed on quarterly basis.

- **Maintenance of Farm Access Roads:** The maintenance of farm access roads will also be carried out periodically during the off season. This task will be undertaken by the Management Committee by hiring a local contractor. The Management Committee may take help from farmers for work like filling of patch with soil, etc. The task will be performed on bi-annual basis or as and when required.
- **Service of Electric Pump:** The service of electric submersible pump shall be undertaken as per the instructions given by the pump manufacturer (number of months or number of hours). For the time being it is assumed that the service will be carried out on annual basis or after every 1000 hours. The actual timings of service will be modified after purchasing a pump. The service will be done by the authorized technician of the manufacturer as part of annual maintenance contract. The service will include checking and repairing of leakage, mechanical seal, bearing operating temperature, vibration level, alignment of the motor pump, integrity of motor winding insulation, motor windings, etc. The service will be monitored, inspected, recorded by the Management Committee.

A periodic maintenance log may be maintained in the form set out in **Annexure 5.8** to document dates that maintenance was conducted, by whom, and any maintenance related comments about the task conducted. This record shall be checked and signed by the President of KVA.

C. Emergency Maintenance: The emergency works require immediate and joint action by relevant departments of the State Government and farmers, to prevent or reduce the effects of unexpected events. The following types of activities fall under emergency maintenance.

- **Damage due to Natural Disasters (flood, earthquake or storm):** If the irrigation scheme is damaged unexpectedly during any natural disaster, then all damage will be repaired on emergency basis. The Management Committee shall evaluate the whole damage and prepare a preliminary report and explain to all members of the KVA. After that, estimate of expenditure and other resources required to repair the damage will be prepared. Emergency work expenses will be collected from each member of the KVA as required, after considering subvention, if any, received from the State Government. The task will be performed on the basis of occurrence and/ or as and when required.
- **Damage due to Electricity Short Circuit:** If the electricity wiring and transformer is damaged due to short circuit, then the Management Committee shall inform the State Electricity Board officials. The task will be performed by the technicians of the State Electricity Board as and when required. The task will be performed on the basis of occurrence and/ or as and when required.

An emergency maintenance log may be maintained in the form set out in **Annexure 5.9** to document dates that maintenance was conducted, by whom, and any maintenance related comments about the task conducted. This record shall be checked and signed by the President of the KVA.

5.6 Procedure for Walk through Inspection

In addition to the maintenance activities described in the foregoing paragraphs, the Management Committee shall assign two of its members to carry out walk through inspection of the irrigation system at regular periodic interval and report instances for repair and maintenance.

Based on this report and nature of maintenance required, the Management Committee shall take steps for proper upkeep of the irrigation system.

5.7 Coordination Mechanism for Environmental and Social Issues

Usually, the difference or the dispute among the members of the KVA mainly pertain to sharing and use of water and, in the process, lead to protest against payment of water tariff. The procedures that the KVA shall follow to resolve the differences are stated below:

- i) Any member who has a complaint against another member will notify the President;
- ii) The President shall, soon after receiving the complaint, call the disputing parties, consider their submissions, and endeavor to settle the matter amicably.
- iii) If amicable settlement cannot be reached, the President shall within 3 days of receipt of the complaint call a meeting of the Management Committee to resolve the conflict after hearing the disputing members. The decision shall be taken by a simple majority of votes; and
- iv) In case any of the disputing parties are not satisfied with the decision of the Management Committee and notifies the same to the President, a meeting of the General House shall be convened to discuss and resolve the matter. The decision in the General House shall also be taken by a simple majority of votes.
- v) In case any of the disputing parties is not satisfied with the decision of the General House, then aggrieved parties may approach the Block Level Coordination Committee and a meeting will be held at BPMU in the presence of the Management Committee. The Committee shall consist of the following members:
 - Block Project Manager: Chairman
 - Block Development Committee Member (s) of respective sub-project (s)
 - Naib-Tehsildar
 - Chairman KVA (s) of respective sub-project
 - Forest Range Officer
 - Junior Engineer, IPH of respective section

- Junior Engineer, Electricity of respective section
 - Agriculture Development Officer (Block)
 - Agriculture Development Officer (HPCDP): Member Secretary
- vi) In case any of the disputing parties is not satisfied with the decision of the Block Level Coordination Committee, then the concerned parties may approach the District Level Coordination Committee under the chairmanship of District Collector or his/her nominated representative. The Committee shall consist of the following members:
- District Collector or his/her nominated representative: Chairman
 - Superintending Engineer, Irrigation & Public Health Department
 - Superintending Engineer, Electricity
 - Conservator Forest Department
 - Deputy Director, Agriculture Department
 - District Revenue Officer
 - Project Officer, District Rural Development Agency
 - Scientist In-charge, Krishak Vighyan Kendra
 - Deputy Project Director, Soil and Water Conservation, HPCDP
 - Non-official member (with experience and exposure in agriculture sector): to be nominated by Chairman
 - DPM of respective district: Member Secretary

Further, to minimize the likelihood of disputes, Management Committee meeting will be held at least once in a month during the irrigation season to examine and resolve any contentious issue that may come to its knowledge, and two General Seasonal Meetings of the KVA shall be convened one month before every kharif and rabi season for preparing crop plan, and agreed water distribution schedule, with the objective to attain general consensus among members.

Form 5.1: Cash Book (Sample)

(Refer Para 5.3)

Receipt				Payments			
Date	Receipt No.	Particulars	Amount (Rs.)	Date	Voucher No.	Particulars	Amount (Rs.)

Form 5.2: Bill Register (Sample)

(Refer Para 5.3)

Month of _____

Sl. No.	Bill		Name and Address of Vendor/Supplier	Description of Supplies/ Works	Amount (Rs.)
	No.	Date			

Form 5.3: Receipt Book (Sample)
(Refer Para 5.3)

Receipt No. _____

Date: _____

Received from _____ of _____

_____ (address) a sum of Rs. _____

(Rupees _____) only

towards _____.

(Signature of Treasurer)

Form 5.4: Asset Register (Sample)
(Refer Para 5.3)

Sl.No.	Description of Asset	Unit	Location	Amount (Rs.)

Form 5.5: Register of Demand and Collection of Water Tariff (Sample)
(Refer Para 5.3)

Sl. No.	Member		Tariff Charged		Tariff Collected		Amount Uncollected (Rs.)	Remarks
	Name	Address	Notice No.	Amount (Rs.)	Receipt no.	Amount (Rs.)		

Form 5.6: Register of Landholders (Sample)

(Refer Para 5.3)

Sl. No.	Name & address of Landholder	Land Identification Details	Area	Location	Remarks

Annexure 5.1: Routine Maintenance of FIS: Tasks/ Activities (Sample)

(Refer Para 5.5.2)

Sl. No.	Strengthening the Upper Headweir or Intake Structure(Performed by <i>Kohli/ Farmers</i>)		Removing Vegetation and Other Materials from Distributing Water Channels (Performed by <i>Kohli/Farmer Group</i>)		Removing Silt from Water Reservoir (Performed by <i>Contractor/ Farmer Group</i>)	
	Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:
1						
2						
3						
4						
5						
6						
7						
8						
9						
Item Inspected by						
Record Prepared By						
Record Signed By						

Annexure 5.2: Periodic Maintenance of FIS: Tasks/ Activities (Sample)

(Refer Para 5.5.2)

Sl. No.	Repairs of Headweir (Performed by Management Committee and Farmers/ Contractor)		Repairs of Gates(Performed by Management/ Committee/ Farmers/Contractor)		Maintenance of Farm Roads (Performed by Management/ Committee/ Farmers/Contractor)	
	Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:
1						
2						
3						
4						
5						
6						
7						
8						
Item Inspected by						
Record Prepared By						
Record Signed By						

Annexure 5.3: Emergency Maintenance of FIS: Tasks/ Activities (Sample)

(Refer Para 5.5.2)

Sl. No.	Repair of Headwear (Performed by Management Committee/ Farmers/ Contractor/ <i>Kohli</i>)		Opening of Sluice gate in case of Water overflow (Performed by Management Committee/ Farmers/ Contractor/ <i>Kohli</i>)		Damage Due to Natural Disaster (flood, earthquake or storm) (Performed by Management Committee/ Farmers/ Contractor/ <i>Kohli</i>)	
	Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:
1						
2						
3						
4						
5						
6						
7						
8						
Item Inspected by						
Record Prepared By						
Record Signed By						

Annexure 5.4: Routine Maintenance of LIS: Tasks/ Activities (Sample)

(Refer Para 5.5.3)

Sl. No.	Removing Vegetation and Other Materials from Distributing Water Channels (Performed by Farmers)		Removing Silt from Water Reservoir (Performed by Farmers/ Contractor)		Lubrication Oil or Greasing the Electric Pump (Performed By Operator)		Pump Station Inspection and Pump Test (Performed by Operator)		Electric Wiring Repairing (Performed by Operator)		Repairing of Water Hydrants (Operator/ Farmers/ Contractor)	
	Date:		Date:		Date:		Date:		Date:		Date:	
	Name	Sign	Name	Sign:	Name	Sign:	Name	Sign:	Name	Sign:	Name	Sign:
1												
2												
3												
4												
5												
6												
7												
Item Inspected by												
Record Prepared By												
Record Signed By												

Annexure 5.5: Periodic Maintenance of LIS: Tasks/ Activities (Sample)

(Refer Para 5.5.3)

Sl. No.	Repairs of Headweir (Performed by Contractor/ Members)		Repairs of Gates (Performed by Farmers/ Meson/Contractor)		Maintenance of Farm Roads (Performed by Farmer/ Contractor/)		Service of Electric Pump (Performed by Authorized Dealer)		Repair of Water Hydrants (Performed by Farmers/ Contractor/)	
	Date:		Date:		Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:	Name	Sign:	Name	Sign:
1										
2										
3										
4										
5										
6										
7										
8										
9										
Item Inspected by										
Record Prepared By										
Record Signed By										

Annexure 5.6: Emergency Maintenance of LIS: Tasks/ Activities (Sample)
(Refer Para 5.5.3)

Sl. No.	Repairs of Headwear (Performed by Contractor/ Members)		Opening of Sluice gate in case of Water Overflow (Performed by Farmers/ Operator)		Damage due to Natural Disasters (floods, earthquakes or storm) Performed by Farmer/ Contractor		Damage due to Electricity Short Circuit (Performed by Authorized Dealer/ Electricity Board Technician)	
	Date:		Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:	Name	Sign:
1								
2								
3								
4								
5								
6								
7								
8								
9								
Item Inspected by								
Record Prepared By								
Record Signed By								

Annexure 5.7: Routine Maintenance of TWIS: Tasks/ Activities (Sample)

(Refer Para 5.5.4)

Sl. No.	Removing Vegetation and Silt (Performed by Farmers)		Inspection of Submersible Electric Pump (Performed by Operator)		Electric Wiring Repairing (Performed by Operator)		Inspection of Water Hydrants (Performed by Operator)	
	Date:		Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:	Name	Sign:
1								
2								
3								
4								
5								
6								
7								
8								
9								
Item Inspected by								
Record Prepared By								
Record Signed By								

Annexure 5.8: Periodic Maintenance of TWIS: Tasks/ Activities (Sample)

(Refer Para 5.5.4)

Sl. No.	Repairs of Water Hydrants (Performed by Contractor/ Farmers)		Maintenance of Farm Roads (Performed By Contractor/ Farmers)		Service of Electric Pump (Performed by authorized technician)	
	Date:		Date:		Date:	
	Name	Sign:	Name	Sign:	Name	Sign:
1						
2						
3						
4						
5						
6						
7						
8						
9						
Item Inspected by						
Record Prepared by						
Record Signed by						

Annexure 5.9: Emergency Maintenance of TWIS: Tasks/ Activities (Sample)

(Refer Para 5.5.4)

Sl. No.	Damage due to Natural Disasters (floods, earthquakes or storm); Performed by Contractor/ Members		Damage due to Electricity Short Circuit (Performed by Authorized Dealer/ Electricity Board Technician)	
	Date:		Date:	
	Name	Sign	Name	Sign:
1				
2				
3				
4				
5				
6				
7				
8				
Item Inspected by				
Record Prepared by				
Record Signed by				

6.1 Project Hand-Over

On completion of the sub-projects under HPCDP within the jurisdiction area of the KVA, the BPMU shall issue a Project Completion Report (PCR) in the form set out in **Annexure 6.1** and hand-over the facilities created to the KVA concerned in accordance with the objective and guidelines of HPCDP and an undertaking shall be taken from the KVA. The sample format of the undertaking from the KVA is given in **Annexure 6.2**. The PMU shall also explore the possibility to provide training, capacity building support, etc. to the KVAs and the community through handholding in the initial period of two years after handing over the scheme.

Annexure 6.1: Proforma for Project Completion Report (Sample)

(Refer Para 6.1)

Project Completion Report (PCR)

1. State:
2. Name and type of Project:
3. Name of sub project:
4. Location of sub project:
5. Implementing Agency:
6. Details of Administrative Approval:
 - i) Date of A /A
 - ii) Amount of A /A
 - iii) Year of start of the project:
7. Project details:

Sl. No.	Item of Development	Physical Quantity	Financial Details		Remarks
			Estimated Cost	Actual Expenditure	
1					
2					
3					
4					

8. Fund released:
 - JICA Contribution (Eligible Portion):
 - Government Contribution (Non-Eligible Portion):Total:
9. Date of Completion of Project Works:
10. Direct benefits / Expected benefits:
 - a) Stored Water potential created (cum)
 - b) Potential Utilized (ha)
11. Maintenance:
 - a) Amount required for annual maintenance of structure:
 - b) Source of funds:
 - c) Agency to handle maintenance:
12. Status of formation of KVA:

13. Whether sub projects visited after completion and by whom:

14. Certificate:

All items as envisaged in the sanction in respect of _____ sub-project under HPCDP have been completed by contractor in all respects and there is no balance physical work remaining. The work has been carried out as per specifications laid down in the sanction and as per sound engineering practices. The project will be able to realize the objectives as laid down during the time of sanction.

Signature of President of KVA

Signature of Secretary of KVA

Signature of Block Project Manager

Countersigned by District Project Manager

Annexure 6.2: Terms and Condition for undertaking be given at the Time of Takeover of the Completed Irrigation Scheme (Sample)

(Refer Para 6.1)

1. That I _____ S/o Sri _____ working as _____ of KVA _____ have been authorized by the KVA in the meeting held on _____ vide resolution No. _____ to give this undertaking for and on behalf of the KVA.
2. That we shall take over the scheme in all respect after it is completed and shall take responsibility of its operation and maintenance.
3. That we shall take responsibility of equal distribution of water amongst the members by way of making a chart of schedule of irrigation.
4. That we shall be responsible to recover the water charges as levied by the KVA and put in the Irrigation Development Fund.
5. That Irrigation Development Fund shall be properly maintained/ operated
6. That we shall take responsibility for full utilization of irrigation water and shall be deriving maximum benefit from the scheme
7. That in case the KVA becomes defunct due to one or the other reason, we would have no objection if the scheme is taken over by the Gram Panchayat concerned. However operation of Irrigation Development Fund account shall automatically be transferred to the Department of Agriculture¹⁰, and it will be authorized to recover such dues from the members of scheme, hence we have no objection to that extent.

Name and Signature
of BPMU

Name and Signature of
President KVA

¹⁰ Or, to such authorities as the Department of Agriculture may direct.



Prepared by :

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