JJM Document - 9

Har Ghar Jal
Jal Jeevan Mission

Building Partnership
Changing Lives

Guidelines for Capacity Building by Key Resource Centres

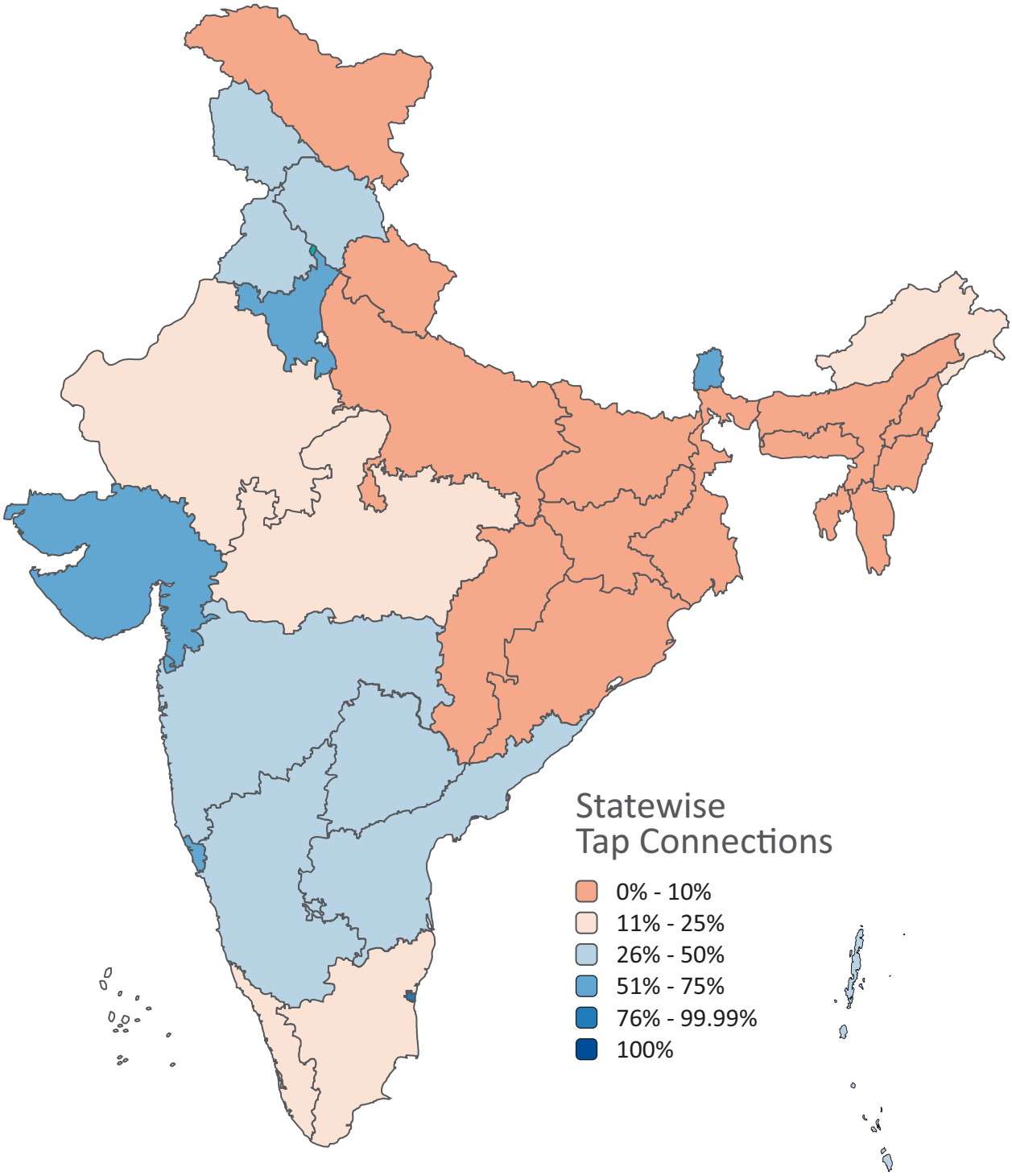
Jal Jeevan Mission
(Har Ghar Jal)

सत्यमेव जयते

Government of India
Ministry of Jal Shakti
Department of Drinking Water and Sanitation
National Jal Jeevan Mission
New Delhi
October, 2020

Jal Jeevan Mission

Status of household tap connections as on 15.8.2019



Source: JJM - IMIS

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National Jal Jeevan Mission
New Delhi
October, 2020

15 August, 2019

"...I declare from the Red Fort today that in the days to come, we will take forward the **Jal Jeevan Mission**. The central and the state governments will jointly work on this Jal Jeevan Mission. We have promised to spend more than **Rs. 3.50 Lakh Crore** on this mission in the coming years..."

(Address to the Nation on 73rd Independence Day,
15th August, 2019 at Red Fort, New Delhi)

"..... The implementation of this Mission is in the hands of community, all members of the village are to come together to implement this Mission...decisions on route of water pipeline, water harvesting, operation and maintenance will be made by people themselves and our sisters have a very important role to play..."

(Extract from Prime Minister's address at
Bundelkhand on 29 Feb, 2020)

Shri Narendra Modi
Prime Minister of India

15 August, 2020 (After one year...)

Brothers and sisters,

Last time, I had announced Jal Jeevan Mission. It is completing one year. I am very proud to tell you that our dream of making available safe drinking water to all the people is getting realized. The solution to several health problems is directly linked to the safe drinking water. It also contributes to the nation's economy. That's why we have started Jal Jeevan Mission.

Today, I am happy to share that every day we are able to provide piped-water connection to over one lakh households. And in the last one year, we have been able to provide tap water to 2 Crore families, especially to the tribals living in the forests and far-flung areas. A huge campaign has been launched. And I am glad that today 'Jal Jeevan Mission' has created an environment of healthy competition in the country. There is a healthy competition among the districts, among the cities and also among the States. Everyone is hoping that the Prime Minister's dream of 'Jal Jeevan Mission' is accomplished at the earliest in their respective areas. The new strength of cooperative and competitive federalism has been associated with 'Jal Jeevan Mission' and we are moving forward with this.

Address on occasion of India's 74th Independence Day of India

Shri Narendra Modi
Prime Minister of India

Har Ghar Jal
Jal Jeevan Mission

आपो हिष्ठा मयोभुवस्ता न ऊर्जे दधातन।
महे रणाय चक्षसे।।1।।
यो वः शिवतमो रसस्तस्य भाजयतेह नः।
उशतीरिव मातरः।।2।।
(ऋग्वेद संहिता–10.9.1–2)

जल आनंद का स्त्रोत है, ऊर्जा का भंडार है।
कल्याणकारी है।।
पवित्र करने वाला है।
और माँ की तरह पोषक तथा जीवनदाता है।।

Water is the source of happiness, energy,
health and piety, and is life giving as mother!

Har Ghar Jal
Jal Jeevan Mission

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Abbreviations

CPHEEO	Central Public Health and Environmental Engineering Organization
CBO	Community based Organization
CSO	Civil Society Organization
CWPP	Community Water Treatment Plant
DDP	Desert Development Program
DDWS	Department of Drinking Water & Sanitation
DMDF	District Mineral Development Fund
DPAP	Drought - Prone Area Program
DPR	Detailed Project Report
DWSM	District Water & Sanitation Mission
ESR	Elevated Storage Reservoir
FHTC	Functional Household Tap Connection
FTK	Field Test Kit
GoI	Government of India
GP	Gram Panchayat
IEC	Information, Education and Communication
ISA	Implementation Support Agency
JJM	Jal Jeevan Mission
LPCD	Litres Per Capita Per Day
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
MPLADS	Member of Parliament Local Area Development Scheme
MLALADS	Member of Legislative Assembly Local Area Development Scheme
MVS	Multi village Scheme
NGO	Non - Governmental Organization
NJJM	National Jal Jeevan Mission
NRDWP	National Rural Drinking Water Programme
O&M	Operation and Maintenance
PFMS	Public Finance Management System
PHED	Public Health Engineering Department
PPP	Public Private Partnership
PRA	Participatory Rural Appraisal
PRI	Panchayati Raj Institution
RWH	Rain Water Harvesting
RWS	Rural Water Supply
SBM (G)	Swachh Bharat Mission (Grameen)
SHG	Self Help Group
SVS	Single Village Scheme
SWSM	State Water & Sanitation Mission
VAP	Village Action Plan
VO	Village Organization
VWSC	Village Water & Sanitation Committee
WASMO	Water & Sanitation Management Organization
WQM&S	Water Quality Monitoring & Surveillance

Chapter-1

Introduction

Har Ghar Jal
Jal Jeevan Mission

1.1 Background

Jal Jeevan Mission (JJM) has been launched by the Hon'ble Prime Minister of India, on 15th August, 2019, from the ramparts of the Red Fort. The mission, under implementation, in partnership with the States, aims to enable every household in villages to have Functional Household Tap Connection (FHTC) in the next 5 years. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity (at least 55 lpcd) of prescribed quality (as per BIS 10500:2012) on regular and long-term basis. To implement the mission, institutional arrangements at various levels have been made and State's PHE/ RWS Departments are to play a critical role. They have to help Gram Panchayat (GP) and/ or its sub-committee to plan, implement, manage, operate and maintain its in-village water supply systems. A sense of ownership has to be instilled in the village community as they are at the centre of this mission. This will require the current programme implementation structure to transform from infrastructure development to 'utility-based' approach, with strategic shift in focus from water supply 'infrastructure creation' to 'service delivery'.

JJM is implemented through institutional mechanism at four levels, viz. National Jal Jeevan Mission (NJJM) at national level; State Water and Sanitation Mission (SWSM) at state level; District Water and Sanitation Mission (DWSM) at district level; and GP/ Sub-committee of GP, i.e. Village Water and Sanitation Committee (VWSC)/ Paani Samiti/ User Group, etc. In consonance with the 73rd Amendment of the Constitution, GP and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc. are to plan, implement, manage, operate and maintain in-village water supply systems. Decentralized, demand-driven, community-managed implementation of the programme will instil 'sense of ownership' among the local community, develop responsible and responsive leadership at grass root level, create an environment of trust and bring in transparency leading to better implementation and long-term sustainability and proper operation and maintenance of water supply systems.

To achieve the vision of JJM, it is required to re-orient both public health engineering and other non-engineering stakeholders. The people managing the water supply services at all levels, i.e. village, GP, district and State, need to be provided with training and leadership programmes so as to enable them to discharge their role in managing the public utilities for assured quality services. The programmes are to be customized to suit different levels covering various technical, managerial and leadership aspects. JJM offers a platform and huge potential to generate the future leadership in water sector through such capacity building/ change management programmes.

1.2 Objectives of Key Resource Centres

The essence of the National Jal Jeevan Mission is "Building Partnerships and Changing Lives". Partnership for knowledge-building have been envisaged with Government/ Non-Government institution including universities/ deemed universities/ administrative/ management/ engineering institutions/ training institutions, etc. of repute that would function as Key Resource Centres (KRCs). These institutions would be engaged for capacity building, reorientation of different stakeholders, dissemination of knowledge and information, development of high-quality print and audio-visual content, documentation of best practices, etc. to transform the eco-system of drinking water supply sector. KRCs are expected to partner with NJJM to usher in the 'change management' in the sector so as to provide and sustain viable and functional water supply systems on a long-term and assured basis.

The key objectives of KRCs are as follows:

I.) rapidly upscale the capacity building processes and methods using full potential of virtual space;

ii.) design, develop and implement capacity building programmes for creating new generations of 'responsible and responsive leadership' in water sector at multiple levels, covering the following groups:

a.) senior policy makers, state and district officials to provide leadership for effectively planning and strategizing for water safety and security and developing systems and processes to achieve the same;

b.) engineers for development of socio-managerial skills and technical knowledge enhancement to manage public utilities;

c.) representatives of local bodies for enhanced understanding of all aspects of water including appreciation of its economic values and centrality in the socio-economic development. Developing leadership for water safety and security, motivate and equip them with required soft skills to manage, operate and maintain water supply system;

d.) Community Based Organizations (CBOs) or Implementation Support Agencies (ISAs) for working to achieve the goal set by JJM including social development using Participatory Rural Appraisal tools for social mapping, water resource mapping, social auditing and similar tools.

iii.) facilitate participants to gain insights, enhance their knowledge, further developing soft-skills, and awareness about new practices;

iv.) stimulate cross learning about latest technologies, innovations and best management practices in the water sector by organizing field exposure visits for key personnel involved in planning and execution;

v.) development of high quality video and audio reading and learning material to not only make text-centric content more readable, digestible, and memorable, but also to craft compelling messages, related to water sector, that speak volumes;

vi.) document case studies, success stories and best practices in the sector for wider dissemination, and;

vii.) promote accelerated implementation 'on scale and with speed' by enabling appreciation of professional requirements as well as sensitization to socio-economic, technological environment.

1.3 Functions of Key Resource Centres

Functions of KRCs are as follows:

I.) The KRCs will design course/ study material (high quality audio, video and printed), develop and deliver end-to-end high-quality capacity building programs, including lectures, discussions, interactive activities/ games/ exercises, and course-work. To rapidly extend reach of capacity building programs and to expand the coverage, the focus will be on the on-line courses or other alternate learning methods. Therefore, the selected KRC should have dedicated (own or hired) infrastructure to take up on-line courses in an efficient manner;

ii.) conduct training and capacity building of national and state stakeholders in view of current needs and challenges under JJM, water quality monitoring and surveillance, water and energy audit, operation and maintenance, use of hydro-geo-morphological maps, automation and source sustainability, use of solar energy, monitoring and evaluation, etc.;

iii.) build capacity of different stakeholders to implement appropriate and cost effective technologies that promote community participation and source sustainability;

iv.) provide knowledge support to the stakeholders on the latest innovations, tools and best practices that promote effective and efficient delivery of services and monitoring;

v.) raise awareness and understanding of the JJM by capacity building of DWSM, GPs/ VWSCs or Paani Samiti members, representatives of PRIs, NGOs, Self Help Groups engaged as ISAs, school functionaries, health workers and other stakeholders;

vi.) consult and design training modules and reference materials based on Training Need Assessments (TNAs) for ensuring effective implementation of the programmes;

vii.) update training content periodically based on feedback obtained from trainees and new developments in the sector;

viii.) organize small and large events like workshops, seminars, symposiums, round table discussions, conferences, meetings, expert talks on issues relating to safe drinking water;

ix.) conduct research and assessments on various issues of drinking water;

x.) organize hackathons, online quizzes, competitions, etc. to provide greater mileage to JJM in achieving its set goals, etc.

Chapter-2

Eligibility Requirements

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2.1 Mandatory eligibility criteria

The applicant organization must mandatorily fulfil the following eligibility criteria:

i.) should be an organization registered in India;

ii.) should be a 'not for profit' organization or an academic institution of higher learning;

iii.) should be a legal entity, eligible to enter into an agreement/ contract with NJJM, DDWS to undertake work;

iv.) should have core capability and demonstrated evidence in conducting capacity building/ training programmes and other non-training assignments in at least three of the following areas:

- a.) Sustainable Development Goals (SDGs),
- b.) drinking water management,
- c.) water, sanitation and hygiene practices,
- d.) water resource management,
- e.) grey water management,
- f.) rural governance and infrastructure management,
- g.) rural livelihood,
- h.) public administration,
- I.) IEC/communication strategies for positive behaviour change,
- j.) project and finance management in rural infrastructure sector,
- k.) utility management related to service delivery,
- i.) monitoring and evaluation,
- m.) data analytics and artificial intelligence related technology, etc.,
- n.) public health issues,
- o.) education and training;

v.) should have worked with at least one State Government and/ or the Central Government on a water/ sanitation/ hygiene and public health/ rural development/ education and training/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years;

vi.) should have the capacity/ preparedness to undertake end-to-end online capacity building modules starting from preparation of course material (print, audio, video, etc.) lectures, discussions, course-work, assessment and feedback etc.

vii.) should have own or hired training infrastructure (multiple training rooms, training aids, video-conference, in-house accommodation/ hostel facility), software availability and security network to cater to numerous participants connecting from multiple locations. It should use technology to extend reach and offer a blended approach to leadership training, which is personalized and real-time.

viii.) preferably should have own faculty resources or the ability to mobilize them on demand at a short notice;

ix.) should not be political in nature;

x.) should not have been blacklisted by any Central or State Government departments/ agencies, public sector institutions/ agencies, etc.;

xi.) should not have any negative performance report from other Government departments and pending or on-going legal proceedings.

2.2 Thematic areas and additional eligibility criteria

The required areas of expertise of KRCs must include but not limited to the criteria given in the tables in **Annex – I** which outline the three different levels of target group of trainees, indicative list of thematic areas and additional eligibility criteria as per specific target group.

Only those agencies that fulfil all the mandatory eligibility requirements listed in Section 2.1 along with requisite additional eligibility requirements listed in Annexure – I will be considered for evaluation by NJJM, DDWS.

Key Activities

3.1 Training - related activities

i.) Training Need Assessment (TNA): Assignments will be given to empanelled agencies based on the requirements and procedure defined by the NJJM, DDWS. Based on the assignment given, the KRCs are required to identify the training needs before designing the training programme.

ii.) Content development: Based on the TNA, necessary materials, modules, manuals etc. are to be developed by KRCs. The NJJM, DDWS reserves the right for vetting and standardization of training modules developed by KRCs on need basis. Emphasis will be more on online modules/ course and contents.

iii.) Annual Action Plan (AAP): The KRCs will be required to prepare an Annual Action Plan (AAP) with details of all proposed activities which will then be examined and approved by the NJJM, DDWS. The KRCs will also prepare a training calendar of the activities and the same will be uploaded on the website of the Department (https://jalshakti-ddws.gov.in).

iv.) Selection of participant list: The selection of participants will be done by the NJJM, DDWS/ State Governments/ SWSMs / DWSMs as per the specific type of training programme. The KRCs are required to coordinate with the participants and local authorities for all training and logistics.

v.) Training quality assurance: The KRCs are required to obtain formal and structured feedback from the trainees after completion of each training programme. Based on this feedback, the KRCs are required to make necessary changes in the subsequent training design and update the training content periodically.

vi.) Logistics arrangement: The KRCs are required to make all necessary logistics arrangement (network connect, material/ module sharing on digital platforms, etc. for online programmes and travel related to field visits, boarding, lodging, food, etc. for offline programmes) for the participants.

vii.) Reporting: The KRCs are required to provide quarterly progress report by end of every quarter for review to NJJM.

viii.) Review: The KRCs are also required to provide the annual performance report immediately after the end of every financial year, based on which the performance appraisal will be done by NJJM.

3.2 Module development, research and documentation

Other than training and capacity building activities, the KRCs will also be required to take up other activities as part of Human Resources Development and JJM 'Knowledge Network' as per requirement of NJJM, DDWS:

i.) Print, audio and video content development: KRCs are expected to take–up development of print, audio and video content for various capacity building activities even as a stand-alone activity other than as integral part of the training programme on specific need basis.

ii.) Webinars/ workshops/ seminars/ consultations: The KRCs will be required to organize national, regional and state level webinar, workshops, seminars etc., for which support will be provided by the NJJM, DDWS.

iii.) Field exposure visits: KRCs are expected to take up visits to States/ districts, other countries, etc. for cross–learning from best practices. For international exposure visits, KRCs are expected to possess an idea of relevant international experience and institutions, ability to network with them and demonstrate a value addition to the substantial knowledge and experience that already exists in the country.

iv.) Documentation of case studies, best management practices: KRCs will be required to document case studies and best management practices on topics pertaining to drinking water service delivery, monitoring and surveillance, for further dissemination of knowledge.

v.) Research and evaluation: On need basis, KRCs will be required to conduct research and evaluation on various issues pertaining to drinking water.

vi.) Hackathons, online quizzes, competitions: KRCs will be required to organize competitive events such as hackathons, quizzes and other competitions for promotion of JJM goals as per the requirement areas identified by NJJM.

Chapter-4

Selection Process

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4.1 Evaluation mechanism

i.) NJJM, DDWS will constitute an evaluation committee to evaluate the proposals submitted under this call for EoI;

ii.) The committee will evaluate the applications along with all supporting documents/ documentary evidence;

iii.) The decision of the evaluation committee will be final. No correspondence will be entertained outside the process of evaluation by the Committee;

iv.) The Committee may seek clarifications on the applications, through designated email, in case of requirement, and;

v.) The Committee reserves the right to reject any or all applications without assigning any reason(s) thereof, at any point of time.

4.2 Evaluation process

The applicants will be subjected to three stages of evaluation before empanelment *viz.* (i) Preliminary screening; (ii) Technical evaluation; and (iii) Presentation to the committee.

The preliminary screening will include weeding out incomplete and non-compliant application(s). The screened eligible applications will be evaluated by the evaluation committee as per the technical criteria listed in Section 4.2.2.

The technical evaluation, with a total weightage of 80%, comprises of 3 sections – (i.) experience of the organization; (ii.) experience of the resource persons; and (iii.) infrastructure facilities. The applicants scoring at least 50% marks in each section resulting in at least 50% cumulative marks (i.e. minimum of 40 out of a total of 80 marks) will be considered eligible for the next stage of evaluation.

This stage comprises of a presentation with a weightage of 20%. The institutions applying for multiple levels will be evaluated based on only one composite presentation. The applicants scoring at least 50% marks in this stage (i.e. minimum of 10 out of a total of 20 marks) will be considered for shortlisting for empanelment in the respective category/ level.

4.2.1 Stage I – Preliminary screening

Preliminary screening of the applications will be done and incomplete details as given below will be treated

as non-responsive and liable to be rejected. If applications:

i.) not submitted as specified in this document;

ii.) found with suppression of details;

iii.) incomplete information submitted;

iv.) non-compliance of any of the clauses stipulated in the EoI.

4.2.2 Stage II – Technical evaluation

A detailed evaluation of the documents submitted by the applicants will be carried out by the evaluation committee as per technical evaluation criteria provided in **Annex – II**. The applicants may also be required to give such clarifications and additional information as may be required by the committee.

Only those applicants who score a minimum of 50% marks in technical evaluation in each of the three sections as per evaluation criteria provided below would be taken to the next stage of evaluation.

4.2.3 Stage III – Presentation by applicants

The applicants in each level fulfilling all eligibility criteria and securing 50% marks in each of the three sections as described in the section 4.2.2. above, will be invited to make presentation to a committee formed by NJJM, DDWS at a date and time to be notified subsequently. The presentation will be scored out of 20 marks by the committee. A composite total score will be calculated only for those all applicants who secure minimum 10 marks (50%) in the presentation. An institution applying for more than one level, will be required to make only one composite presentation.

4.2.4 Shortlisting of applicants

The applicants will be shortlisted based on the composite total score, which will be calculated by summing up the marks obtained during technical evaluation undertaken as in Section 4.2.2. and the marks obtained after the presentation as in Section 4.2.3. The applicants with a score of 40 marks or above in technical evaluation and 10 marks or above in presentation and a composite total score of 50 marks or more will be considered for shortlisting for empanelment in the respective categories/ levels.

Work will be assigned to the shortlisted applicants as per the need of NJJM, DDWS; experience and expertise of the institution; and other administrative grounds. They would be required to take up activities as per the approved financial norms of NJJM, DDWS.

Upon selection, the KRCs will be empanelled upto FY 2023-24. New KRCs may be selected as and when the need arises.

NJJM, DDWS has the right to terminate the status of an organisation/ agency as KRC by informing to concerned party one month in advance. In such- case, the KRC will be required to settle the accounts/ complete the assigned work and submit the final report to NJJM, DDWS within one month from the date of termination of empanelment including refund of the unutilized fund.

Chapter-5

Roles and Responsibilities

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5.1 Training – related activities

For training activities, the tasks of the KRC can broadly be organized under three categories *viz*. – (i) Pre-training tasks; (ii) Training tasks; and (iii) Post-training tasks.

They are detailed out below:

5.1.1 Pre – training tasks

Annual Action Plan (AAP) and Training Calendar

i.) Each National Key Resource Centre will prepare and submit an Annual Action Plan giving calendar of training activities as per requirement of NJJM, DDWS/ SWSM/ DWSM in furtherance of the objective and functions of KRCs in March of the preceding year, which will be examined and approved by the NJJM, DDWS.

ii.) After the approval of the training calendar by the NJJM, DDWS, the training calendar should also be circulated by KRC to Secretaries, Engineers in Chief/ Chief Engineers of States and Directors of Communication and Capacity Development Units (CCDUs) and the State Institute for Rural Development (SIRDs) for wider circulation.

iii.) KRCs are also required to upload the training calendar on their website and on website of this Department (www.jalshakti-ddws.gov.in) to enable various stakeholders/ officials to plan and apply for their participation/ nomination.

iv.) Annual Action Plan may be submitted as per format attached as **Annex – III**.

Nomination of participants

I.) There is no ceiling on the limit of participants for online programme. Depending on the subject of the online training and the complexity of the content, batch sizes may be finalized so as to ensure appropriate training, learning, assessment and feedback.

ii.) Range (Min. – Max.) for number of participants for Level – 1, Level – 2 and Level – 3 for offline training programme are (20-40), (25-50) and (30-75), respectively. If the number of participants is more than the capacity of one training room, the KRCs may carry out the training in batches as per their convenience.

iii.) Nominations should be sought for twice the number of trainees proposed for any training programme so as to offset drop-outs and to ensure participation of at least the minimum number of trainees. Nominations should be processed through the respective controlling authorities in the case of officials.

Logistics Arrangements

i.) On receipt of list of nominations, KRCs should intimate the participants about the video conferencing platform, login credentials and detailed schedule for attending the training programme. A demo on the usage of the platform should be explicitly shared with the participants at least 2 days before commencing the programme.

ii.) In case of classroom-based training programme, KRCs should intimate the participants about the venue of the courses, how to reach the place (with detailed location map), transport facilities, arrangements for their accommodation and detailed schedule of the programme. The KRC should provide information about the contact person of the KRC for further communication to the participants.

iii.) To ensure the effective outcome of the training, the KRC should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through making presentation and in interactions.

iv.) The KRC will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy to understand and practical reading materials, session layout design, and other related materials.

v.) Text book copying of reading material is discouraged. Pre and post tests may be considered to measure learning. The material thus prepared will be circulated amongst the participants at the beginning of the program.

5.1.2 Training tasks

i.) The modules may be so designed and developed that they are a combination of – classroom

instruction; practice opportunities such as role-playing exercises, focus groups, case studies, or small group assignments; on-the-job skills-based training; delivery of paper-based hand-outs for individual reading and study; the completion of e-learning modules on a computer; among others.

ii.) More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than the conventional lecture methodology.

iii.) Active participation of participants should be ensured by encouraging them to raise their doubts, make observation and comments.

iv.) KRC should plan the field visits which is relevant to the topic of the training.

v.) The training programme content should be updated every year/ six months based on feedback received from the trainees and new development. A periodical evaluation of the training programme, its strengths, and weaknesses should be undertaken by the outside resource agency/ personnel.

vi.) The KRC are required to submit the progress reports on training, capacity building programme, workshops etc. The implementation of the Annual Action Plan of the KRC will be reviewed by NJJM, DDWS.

vii.) KRC must ensure that the training materials prepared are standardized and of high quality. The KRC will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.

viii.) NJJM, DDWS will not provide funds for deploying additional manpower in KRCs. NJJM, DDWS will make payment only to the extent of sanctioned amount as per KRC financial norms for the approved activities.

5.1.3 Post – training tasks

Evaluation, Feedback, Learning Report and Documentation

i.) Expectation analysis of participants and feedback compilation will be the responsibility of the KRC. Expectation analysis will be conducted at the beginning and feedback compilation will be done at the end of the program. The KRC will submit an analytical report at the end of each program along with attendance list. Short fall in attendance, if any, also will be reported. Improvement in the subsequent programs will be ensured based on the feedback analysis.

ii.) At the end of the program, the participants will be required to prepare a learning report and the KRC will be responsible to develop a structured report for this purpose in consultation with the states. The learning report will comprise an action plan on how the leanings would be applied on-the-job and the same will have to be shared with NJJM, DDWS.

iii.) NJJM, DDWS may conduct third – party independent evaluation of the training outcomes, as and when required.

5.2 Module development, research and documentation

i.) Based on the requirements of NJJM, KRCs are expected to conduct a need assessment be it related to module development, evaluation/ assessment, documentation of case studies/ best practices or conducting various competitions/ hackathons, etc.

ii.) KRCs are also expected to develop print, audio and visual content that is engaging, memorable and crafted for compelling strong messages for water sensitivity and other similar topics.

iii.) Organizing national, regional and state level webinar, workshops, seminars etc., will be the responsibility of KRCs, for which support will be provided by the NJJM, DDWS. These events will be as per need of NJJM, DDWS.

iv.) KRCs will be responsible for conducting field exposure visits for providing hands-on experience to participants. It is necessary for KRCs to anchor site visits to a desired change or outcome that is relevant for participants given their starting point and context. For this, identifying the site vis-à-vis relevant participants is of extremely importance.

v.) Field visits pose extensive logistics challenges. These should be carefully considered beforehand and adequate time and resources should be allocated. Optimally, preparation should start six months prior to the visit. A recce visit by the KRC team members is encouraged, which will not only help in streamlining the logistics but also in ground-proofing.

vi.) For each of these activities, a detailed process document along with expected impact/ outcome would be required.

Chapter-6

Funding

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NJJM, DDWS will fund the KRCs on a 100% grant basis. The funding will be based on the approved Annual Action Plan (AAP) of KRC. Funding will be provided only to the activities as mentioned in the training calendar and specifically sanctioned by NJJM, DDWS.

Funding will be provided as per the cost norms mentioned in **Annex – IV** for the following purposes:

i.) Training - related activities

- a.) Online training programmes
- b.) Residential programmes (ranging from 2 to 5 days);
- c.) Non-residential (day based) programmes;
- d.) Honorarium to external resource persons/ experts;
- e.) Study tour component, etc.

ii.) Other activities

- a.) Module development
- b.) Field exposure visits (international/ national/ inter-state/ intra-state/ intra-district);
- c.) Webinars, workshops, seminars and conferences;
- d.) Documentation of case studies and best practice (national/ international)
- e.) Research and assessment
- f.) Hackathons/ quizzes/ competitions, etc.

6.1 Release of funds

i.) Every year, funds will be released to KRCs in two instalments of 50% each. First instalment will be released after the approval of AAP. The second instalment of funds will be released based on:

- a.) utilization of 60% of the total available fund with the KRC, viz. opening balance of the previous year, first instalment of fund released, and interest accrued there on, and,
- b.) on receipt of reports, fund utilization certificate and Audited Statement of Account (ASA). Unspent amount along with interest earned, if any, will be adjusted in the next year's first instalment.

ii.) At the end of the engagement period, unspent amount will be refunded to NJJM, DDWS. In case of non-performance by the KRC organization, NJJM, DDWS reserves the right to ask for complete refund of Government funds which will be refunded by the KRC within a fortnight without fail.

iii.) Fund utilization Certificate may be submitted as per Format 12-A and 12-C of General Financial Rules, 2017 (**Annex – V**) and Audited Statement of Account (ASA) may be submitted as per format attached at (**Annex – VI**).

Annexes

Annex - I

Thematic areas and additional eligibility criteria

Level – 1: Senior management level

Target group – Senior Policy Makers, Senior SWSM Officials, Administrators, etc.

Indicative list of thematic areas	Additional eligibility criteria
1.) Planning, Policy and Regulation i.) Effective planning for FHTCs ii.) Policy and Regulatory framework **2.) Utility reforms** i.) Utility reforms for State and GP level entities ii.) Public private partnership models for utilities iii.) Waste water management, grey water management, source sustainability iv.) Functionality and efficiency monitoring v.) Third – party management **3.) Financial management** i.) Financial management and financing models ii.) Water delivery service charges and pricing model iii.) O&M expenditure **4.) Leadership development** i.) Sustainability participatory management for drinking water security ii.) Good governance iii.) Promoting entrepreneurship iv.) Skilling and employment generation	i.) Minimum seven (7) years of experience in imparting training to senior management level participants; ii.) Core in-house specialized faculties; iii.) Collaboration with national and international experts/institutions for visiting faculty/ experts; iv.) Experience of conducting national and international exposure visits related to the thematic areas indicated; v.) Well-furnished in-house classrooms with video conferencing facilities; vi.) Well–furnished in–house accommodation facilities; vii.) Dedicated administrative unit for logistics management of participants; viii.) Capacity to dedicate resources for annual calendar on yearly basis; ix.) Capacity for organizing related theme-based workshops, seminars, webinars, refresher programmes, etc. as per requirements; x.) Stringent quality control measures for module development and training materials; and xi.) MIS, documentation, feedback and assessment facilities; xii.) Capacity to deliver end to end online capacity building modules starting from lectures, discussions, course-work assessment and feedback etc. as per requirement.

Level – 2: Middle management level

Target group – DWSM officials, Superintending Engineers, Executive Engineers, Water Utility Managers and Water Testing laboratory personnel from Public Health and Engineering Departments (PHEDs)/ Rural Water Supply (RWS) departments/ Public Works Departments (PWDs), etc.

Indicative list of thematic areas	Additional eligibility criteria
1.) Planning and eco system building for reforms i.) Participatory planning for drinking water solutions ii.) Building environment for supporting GP level capacity building for utility reforms iii.) Designing for sustainable and affordable water solutions **2.) Project Management and Financial Management** i.) Project management in rural water supply ii.) O&M costing, water supply delivery service charges determination and financial sustainability iii.) Tendering process and litigation iv.) Financial management tools for rural water supply v.) Monitoring of data systems vi.) Third – party management **3.) Water quality** i) Water quality monitoring and participatory surveillance	i.) Minimum three (3) years of work experience in imparting training to middle–level management; ii.) Core in-house specialized faculties; iii.) Collaboration with national institutions for visiting faculty/ experts; iv.) Experience of conducting national exposure visits related to the thematic areas indicated; v.) Well-furnished in-house classroom with video conferencing facilities; vi.) Well–furnished in–house accommodation facilities; vii.) Dedicated administrative unit for logistics management of participants; viii.) Capacity to dedicate resources for annual calendar on yearly basis; ix.) Capacity for organizing related theme-based workshops, seminars, refresher trainings as per requirements; x.) Stringent quality control measures for module development and training materials; xi.) MIS, documentation, feedback and assessment facilities; xii.) Capacity to deliver end to end online capacity building modules starting from lectures, discussions, course–work assessment and feedback etc. as per requirement.

Level – 3: Community level

Target group – Elected Panchayati Raj Institution (PRI) Members, Gram Panchayat (GP) Officials, VWSC Members, Members of Implementation Support Agencies (ISAs), etc.

Indicative list of thematic areas	Additional eligibility criteria
1.) Water Resource Planning and Project Management I.) Planning at village level ii.) Village level and habitation level water resources planning and management iii.) Preparing Village Action Plans iv.) Participatory Rural Appraisal (PRA) tools for integrated water resource mapping, transect walks, water budgeting, etc. **2.) Water Quality and O&M of water supply systems** I.) Water quality testing at village level (use of FTKs) ii.) Implications of poor water quality on human health iii.) O&M of water supply systems and user charges **3.) Micro level leadership, soft skills and learning exchange** I.) GP level leadership development and utility reforms ii.) Community engagement tools and techniques iii.) Exposure visits in villages of other districts/ States vi.) Social Audit	i.) Minimum 3 (three) years of work experience in imparting training to community level participants; ii.) Collaboration for resource persons and logistics; iii.) Experience of conducting local level exposure visits related to the thematic areas indicated; iv.) Capacity for organizing related theme-based workshops, seminars, etc. as per requirements; v.) MIS, documentation, feedback and assessment facilities. vi.) Ability to engage digitally through online/ web–based mode with participants

Technical evaluation criteria

Level – 1: Senior management level

S. No.	Criteria	Max. Marks
Section 1 – Experience of organisation		
1.	Years of experience in imparting training to senior management level participants >=7 years and up to 10 years: 5 marks >10 years: 10 marks	10
2.	Capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs). >=5 projects up to 10 projects: 7 marks >10 projects: 10 marks	10
3.	Experience of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years >=1 project up to 5 projects: 3 marks >5 projects up to 10 projects: 5 marks >10 projects: 10 marks	10
4.	Experience of conducting national and international exposure visits related to the thematic areas indicated >=1 project up to 5 projects: 2 marks >5 projects: 5 marks	5
5.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. >=1 project up to 2 projects: 2 marks >2 projects up to 5 projects: 3 marks >5 projects: 5 marks	5
6.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. (based on number of participants in one batch) >=50 up to 100 participants: 2 marks >100 up to 250 participants: 3 marks >250 participants: 5 marks	5
7.	Audio/ video/ print content development on different training topics whether by the applicant institution or in collaboration with other institution/ agency >=1 project up to 3 projects: 2 marks >3 projects up to 5 projects: 3 marks >5 projects: 5 marks	5
Sub-Total of Section – 1		**50**

S. No.	Criteria	Max. Marks
Section 2 – Experienced of resource persons		
8.	Core in-house specialized faculties: Availability of experts with qualification and experience in similar assignment: >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7experts: 10 marks	10
9.	Collaboration with national and international experts/ institutions for visiting faculty/ experts who will be available for deployment as per requirement >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7 experts: 10 marks	10
Sub-Total of Section – 2		**20**
Section 3 – Infrastructural Facilities		
10.	Well-furnished in-house classroom with video conferencing facilities >=1 classroom up to 5 classrooms: 1 mark >5 classrooms: 3 marks	3
11.	Well-furnished in-house accommodation facilities <=50 people: 1 mark >50 up to 100 people: 2 marks >100 people: 3 marks	3
12.	Dedicated administration unit for logistics management of participants	1
13.	Stringent quality control measures for module development and training materials	1
14.	MIS, documentation, feedback	1
15.	Assessment facilities	1
Sub-Total of Section – 3		**10**
Total marks of Technical Evaluation (Section 1 + Section 2+ Section 3)		**80**

Note: To proceed to the next step of evaluation, the applicant organization has to obtain at least 50% marks in Section – 1, Section – 2 and Section – 3; resulting in at least 50% of total marks of Technical Evaluation i.e. minimum 25 out of 50 in Section – 1, 10 out of 20 in Section – 2 and 5 out of 10 in Section – 3 with minimum total of 40 out of 80 marks.

Level – 2: Middle management level

S. No.	Criteria	Max. Marks
Section 1 – Experience of organization		
1.	Years of experience in imparting training to middle-level management >=5 years and up to 7 years: 5 marks >7 years: 10 marks	10
2.	Capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs). >=5 projects up to 7 projects: 5 marks >7 projects: 10 marks	10
3.	Experience of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years >=1 project up to 4 projects: 5 marks >4 projects : 10 marks	10
4.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. >=1 project up to 2 projects: 3 marks >2 projects: 5 marks	5
5.	Experience of delivering end-to-end online capacity building modules starting from lectures, discussions, course-work, assessment and feedback etc. (based on number of participants in one batch) >=50 up to 100 participants: 2 marks >100 participants: 5 marks	5
6.	Experience of conducting national exposure visits related to the thematic areas indicated >=1 project up to 4 projects: 2 marks >4 projects: 5 marks	5
7.	Audio/ video/ print content development on different training topics whether by the applicant institution or in collaboration with other institution/ agency >=1 project up to 2 projects: 2 marks >2 projects up to 3 projects: 3 marks >3 projects: 5 marks	5
Sub-Total of Section – 1		**50**

S. No.	Criteria	Max. Marks
Section 2 – Experience of resource persons		
8.	Core in-house specialized faculties: Availability of experts with qualification and experience in similar assignment: >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7 experts: 10 marks	10
9.	Collaboration with national experts/ institutions for visiting faculty/ experts: Availability of experts with qualification and experience in similar assignment in one or more of the thematic areas who will be available for deployment as per requirement: >=1 up to 5 experts: 5 marks >5 up to 7 experts: 7 marks >7 experts: 10 marks	10
Sub-Total of Section – 2		**20**
Section 3 – Infrastructural Facilities		
10.	Well-furnished in-house classroom with video conferencing facilities >=1 classroom up to 3 classrooms: 1 mark > =4 classrooms: 3 marks	3
11.	Well-furnished in-house accommodation facilities < = 50 people: 1 mark >50 people: 3 marks	3
12.	Dedicated administration unit for logistics management of participants	1
13.	Stringent quality control measures for module development and training materials	1
14.	MIS, documentation, feedback	1
13.	Assessment facilities	1
Sub-Total of Section – 3		**10**
Total marks of Technical Evaluation (Section 1 + Section 2+ Section 3)		**80**

Note: To proceed to the next step of evaluation, the applicant organization has to obtain at least 50% marks in Section – 1, Section – 2 and Section – 3; resulting in at least 50% of total marks of Technical Evaluation i.e. minimum 25 out of 50 in Section – 1, 10 out of 20 in Section – 2 and 5 out of 10 in Section – 3 with minimum total of 40 out of 80 marks.

Level – 3: Community level

S. No.	Criteria	Max. Marks
Section 1 – Experience of organization		
1.	Years of experience in imparting training to community level participants >=3 years and up to 5 years: 5 marks >5 years: 10 marks	10
2.	Capacity building/ training programme/ projects undertaken or completed over the last 3 (three) years from the due date of EOI showing core capability in capacity building/ training programme assignments in areas related to the Sustainable Development Goals (SDGs). >=5 projects up to 10 projects: 5 marks >10 projects up to 15 projects: 10 marks >15 projects: 15 marks	15
3.	Experience of projects showing ability of working with at least one State Government and/ or the Central Government on a water/ sanitation/ rural development/ rural infrastructure/ related project (in areas of planning/ implementation/ capacity building/ research/ documentation/ evaluation etc.) and successfully completed the same in the last three years >=1 project up to 5 projects: 5 marks >5 projects up to 7 projects: 10 marks >7 projects: 15 marks	15
4.	Experience of conducting local exposure visits related to the thematic areas indicated >=1 project up to 4 projects: 2 marks >4 projects: 5 marks	5
5.	Audio/ video/ print content development on different training topics whether by the applicant institution or in collaboration with other institution/ agency >=1 project up to 2 projects: 2 marks >2 projects: 5 marks	5
Sub-Total (maximum marks in Section – 1)		**50**
Section 2 – Experienced Professionals		
6.	Collaboration with resource persons: Availability of experts with qualification and experience in similar assignments who will be available for deployment as per requirement: >1 up to 5 experts: 5 marks >5 up to 10 experts: 10 marks >10 up to 15 experts: 15 marks >15 experts: 20 marks	20
Sub-Total (maximum marks in Section – 2)		**20**

S. No.	Criteria	Max. Marks
Section 3 – Infrastructural Facilities		
7.	Online connect facilities	2
8.	Module development facilities	2
9.	PRA exercises capabilities	2
10.	Documentation facilities	2
11.	Participant feedback and assessment facilities	2
Sub-Total (maximum marks in Section – 3)		**10**
Total (maximum marks in Technical Evaluation)		**80**

Note: To proceed to the next step of evaluation, the applicant organization has to obtain at least 50% marks in each of Section – 1, Section – 2 and Section – 3; resulting in at least 50% of total marks of Technical Evaluation i.e. minimum 25 out of 50 in Section - 1, 10 out of 20 in Section – 2 and 5 out of 10 in Section – 3 with minimum total of 40 out of 80 marks.

Annual Action Plan for training activities for the year _____

Name of the Institution (KRC): _____

S. No	Name of the Programme	Objective	Scope	Expected Outcome	Mode of the programme (Online/ Offline If online, details of platform If offline, details of venue)	Proposed level of participants (Senior Level/ Middle Level/ Community level)	No. of Programmes	Batch size	Total participants	Duration (in days)	Unit Cost per person per day in Rs. (as per KRC guidelines only)	Total Cost in Rs.
1	2	3	4	5	6	7	8	9	10 =(8*9)	11	12	13=(10*11*12)
I.												
II.												
III.												
										(A) Sub-total		
										(B) GST/ Other Charges		
										(C) Grand Total (A+B)		

Signature and stamp

(Head of the Institution)

Signature and stamp

(Nodal Officer - KRC)

Annual Action Plan for other than training activities for the year _____

Name of the Institution (KRC): _____

S. No	Name of the Programme	Objective	Scope	Expected Outcome	Type of the programme • Content development • Webinar/ Seminar/ Workshop • Research and evaluation • Documentation • Hackathon/ competition, etc	Proposed level of participants (Senior Level/ Middle Level/ Community level)	No. of Programmes	Total participants	Duration (in days)	Unit Cost per person per day in Rs. (as per KRC guidelines only)	Total Cost in Rs.
1	2	3	4	5	6	7	8	9	10	11	12=(9*10*11)
I.											
II.											
III.											
									(A) Sub-total		
									(B) GST/ Other Charges		
									(C) Grand Total (A+B)		

Signature and stamp

(Head of the Institution)

Signature and stamp

(Nodal Officer - KRC)

Details of Cost Norms

1. Training – related activities

A. Online programme

i.) Online training programmes

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Online training including: • course fee, • training module with study materials & exercises, • resource person(s), • collaterals – letters, posters, social media posts, etc., • coordination with resource persons and participants, • video conferencing platform, • post-completion documents, • follow-up with participants for success stories, • responding to queries of alumni, etc.	₹2,500 per participant per day (Max. ₹1,00,000 per day)	₹2,000 per participant per day (Max. ₹75,000 per day)	₹1,500 per participant per day (Max. ₹50,000 per day)

ii.) Honorarium for engagement of External Resource Persons for online training

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Professional fee for external resource person	₹2,500 per session (1 hour)	₹2,000 per session (1 hour)	₹1,500 per session (1 hour)

ii.) Honorarium for engagement of External Resource Persons for online training

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Webinar including: • content development, • resource person(s), • collaterals – letters, posters, social media posts, etc., • coordination with resource persons and participants, • video conferencing platform, • post-completion documents, • follow-up with participants for success stories, • responding to queries of participants.	₹25,000 per session (upto 2 hour)		

B. Offline programme

The course fee prescribed for residential and non-residential programs for different levels is as follows:

i.) Non-residential (day – based) training programmes

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Non-Residential (day – based) trainings per trainee per day including: • course fee, • training module and kit, • food and refreshments, etc.	₹7,500 per participant per day	₹5,500 per participant per day	₹3,500 per participant per day

ii.) Residential training programmes

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Residential Trainings per trainee per day including: • course fee, • training module and kit, • boarding and lodging, etc.	₹10,000 per participant per day	₹8,000 per participant per day	₹6,000 per participant per day

iii.) Exposure visit

Activities	Cost norms
Intra – district	No separate cost. This will be part of the residential training programme only.
intra – state	
Inter – state*	As per the norms stated in the Office Memorandum issued by the Department of Expenditure, Ministry of Finance, Government of India vide File Number – 19030/1/2017-E.IV dated 13th July, 2017.
Inter – national*	As per the norms stated in the Office Memorandum issued by the Department of Personnel and Training, Government of India vide File Number – 12037/14/2010-FTC dated 19th January, 2011.

* Inter-state/ Inter-national exposure visit will be undertaken, as and when requires, with prior approval of NJJM, DDWS.

iv.) Honorarium for engagement of External Resource Persons for classroom-based training

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Professional fee for external resource person	₹2,500 per session (1 hour) + TA	₹2000 per session (1 hour) +TA	₹1,500 per session (1 hour) + TA

KRCs are free to deploy eminent personalities at higher than the prescribed rate, if they desire so, at their own cost. KRCs are expected to take up visits to the States and districts for extending technical guidance for development of training and communication plan for effective implementation of the programme and other tasks related to the Annual Action Plan. For this, the Resource Person(s) will be entitled for above rates as professional fees. TA entitlement of Resource Person(s) will be same as admissible to Non-Officials of committees, boards, meetings as mentioned in D/o Expenditure's OM No. 19047/1/2016-E.IV dated 14.09.2017.

2. Module development, research and documentation

i.) Workshops/ Conferences/ Seminars/ Symposia, etc.

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
National Workshop/ conference for 2 day for 100–150 participants	₹5,00,000 per day or actual, whichever is less		
Regional Workshop/ conference for 2 day for 75–100 participants	₹3,00,000 per day or actual, whichever is less		
State level Workshop/ conference for 2 days for 60–100 participants	₹2,00,000 per day or actual, whichever is less		

ii.) Design and development of training modules

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Onetime fee for development of training module. (When taken up as a stand-alone activity and not as a part of composite training programme)	₹2,00,000 (Max. limit)	₹1,50,000 (Max. limit)	₹1,00,000 (Max. limit)
The amount in each case will be decided on a case to case basis depending on the quantum of work involved, however, maximum limit is fixed as above. There will be only one-time design and development fee. For repeat training programs, the KRC will not be eligible to charge separate development fee.			

iii.) Documentation of case studies, best practices, evaluation studies etc.

Activities	Cost norms		
	Level – 1	Level – 2	Level – 3
Documentation of case studies, best practices, evaluation studies, etc.	₹7,00,000 (Max. limit)		
The amount in each case will be decided on a case to case basis depending on the quantum of work involved, however, maximum limit is fixed as above.			

I.) Audio-visual content development

For making JJM – Har Ghar Jal a people's movement, based on need of NJJM, DDWS, KRCs would be required to prepare audio–video materials for capacity building and content dissemination on their area of expertise, for which rates will be as per prevailing cost norms of Bureau of Outreach and Communication, Ministry of Information and Broadcasting.

Form of Utilisation Certificate

FORM GFR 12A

GENERAL FINANCIAL RULES 2017
Ministry of Finance
Deportment of Expenditure

GFR 12 – A

[(See Rule 238 (1)]

FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR .... in respect of recurring/non-recurring GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Nome of the Scheme .....
2. Whether recurring or non-recurring grants .....
3. Grants position at the beginning of the Financial year
   (i) Cosh in Hand/Bank
   (ii) Unadjusted advances
   (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuels)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Toto l Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position of the end of the year

(i) Cash in Hand/Bank

(ii) Unadjusted Advances

(iii) Total

Annex - V

FORM GFR 12A

GENERAL FINANCIAL RULES 2017
Ministry of Finance
Department of Expenditure

Certified that I hove satisfied myself that the conditions on which grants were sanctioned hove been duly fulfilled/ore being fulfilled and that I hove exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

(i) The main accounts and other subsidiary accounts and registers (including assets registers) ore maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and hove been duly audited by designated auditors. The figures depicted above lolly with the audited figures mentioned in financial statements/accounts.

(ii) There exist internal controls for safeguarding public funds/ assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.

(iii) To the best of our knowledge and belief, no transactions hove been entered that ore in violation of relevant Act/Rules/standing instructions and scheme guidelines.

(iv) The responsibilities among the key functionaries for execution of the scheme hove been assigned in clear terms and ore not general in nature.

(v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.

(vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

(vii) It has been ensured that the physical and financial performance under ..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure - I duly enclosed.

(viii) The utilization of the fund resulted in outcomes given at Annexure- II duly enclosed (to be formulated by the Ministry/Deportment concerned as per their requirements/specifications.)

(ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure-II (to be formulated by the Ministry/Deportment concerned as per their requirements/specifications).

Date:

Place:

Signature

Name .....
Chief Finance Officer
(Head of the Finance)

Signature

Name .....
Head of the Organisation

(Strike out inapplicable terms)

FORM GFR 12C

GENERAL FINANCIAL RULES 2017
Ministry of Finance
Deportment of Expenditure

सत्यमेव जयते

GFR 12 – C

[(See Rule 239)]

FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)
(Where expenditure incurred by Govt. bodies only)

Sl. No.	Letter No. and date	Amount	Certified that out of Rs ..... of grants sanctioned during the year ..... in favour of ..... under the Ministry/Deportment Letter No. given in the margin and Rs ..... on account of unspent balance of the previous year, o sum of Rs ..... has been utilized for the propose of ..... for which it was sanctioned and that the balance of Rs ..... remaining unutilized at the end of the year has been surrendered to Government (vide No. ..... dated .....)/will be adjusted towards the grants payable during the next year .....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned hove beenduly fulfilled/ ore being fulfilled and that I hove exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

1.
2.
3.
4.
5.

Signature .....

Designation .....

Date .....

PS: The UC shall disclose separately the actual expenditure incurred and loons and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

(To be given in the Letter Head of Chartered Accountant)

Form of Audited Statement of Account

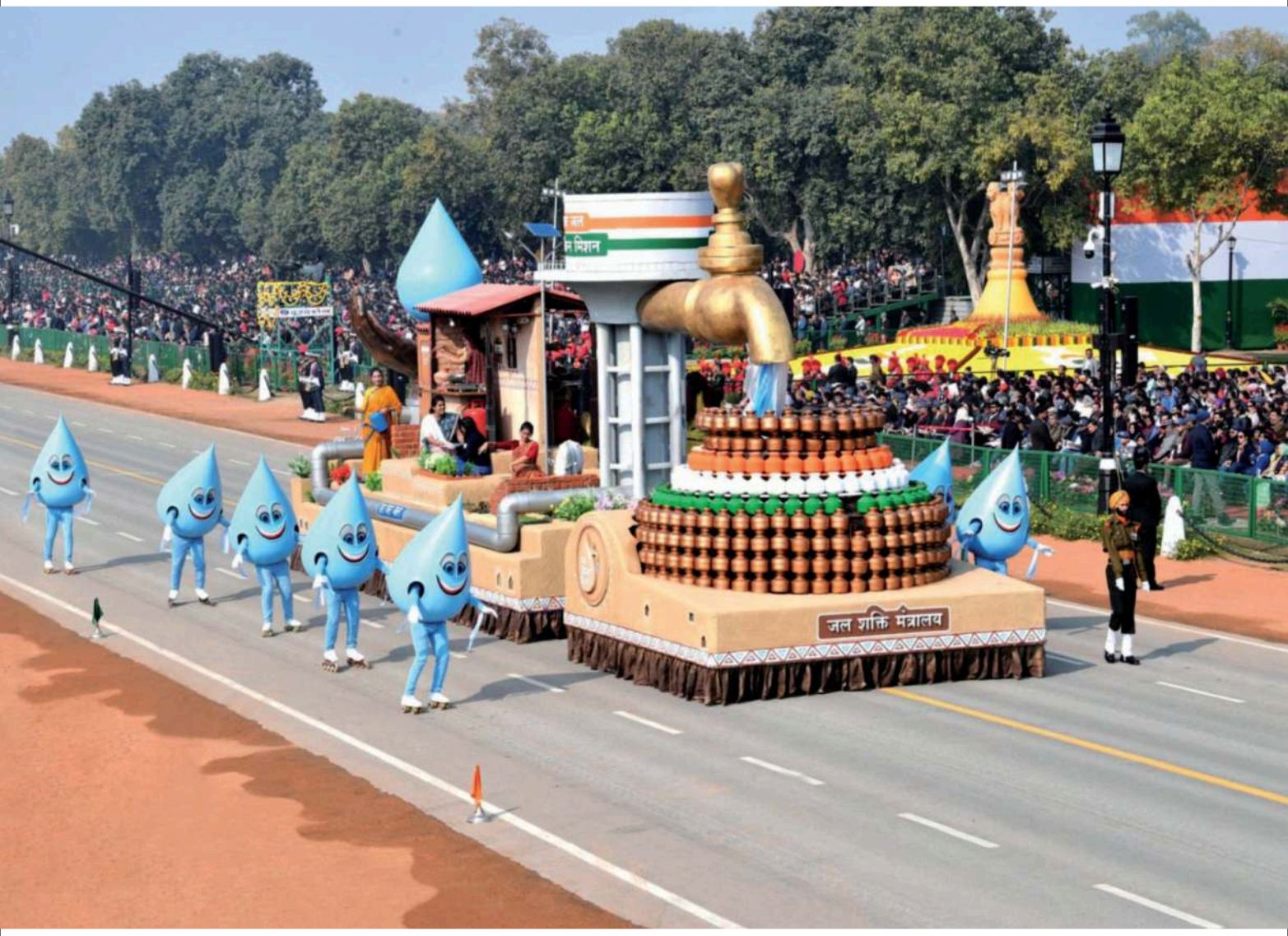
Statement of Accounts for the Financial year _____ Annual Action Plan for the FY _____

Fund Received as Instalment/ interest (Number and date of Sanction Orders)	**Total fund received**	**Name of the Activities and date**	**Expenditure Break-up**							**Total Amount**
			Participants	**Resource Person(s)**	**Webinar(s)/ workshop(s)/ seminar(s)/ conference(s)**	**Creative content**	**Field Visit(s)**	**Others**	**Institutional Charge**	
								Interest		
								Taxes (If any)		
								Bank Charge (if any)		
								Balance		
								Grand Total		

(Signature of registered CA) **Name:** **Date:** Official Seal	(Signature of Nodal Officer) **Name:** **Date:** Official Seal	(Signature of Director/ Head of the Institute) **Name:** **Date:** Official Seal

पानी रे पानी तेरा रंग कैसा... हमारे गांवों की सूरत बदलता जल
जीवन मिशन, देश में रोज लग रहे एक लाख नल कनेक्शन
आपके क्षेत्र से हर
2024 तक शुद्ध पेयजल पहुंचाने का लक्ष्य
अनलॉक-1 के बाद से ग्रामीण परिवारों को 45 लाख कनेक्शन
Centre's push to UP plan for tap water to every ho
TIMES NEWS NETWORK
21 लाख नल कनेक्शन देने का लक्ष्य
जल जीवन मिशन के अंतर्गत राजस्थान को इस वर्ष 2,522 करोड़ रुपए आवंटित
Modara — the 'boon' of flowing tap water in ho
SUCCESS RATE TILL DATE
Cabinet approves Rs 13,669-crore plan to provide piped water to all hou
EXPRESS NEWS SERVICE
labourers may be deployed for Jal Jeevan Mission
प्रदेश में सभी ग्रामीण परिवारों को 2023 तक मिलेगा पानी
अरुणाचल: दो हजार फीट की ऊंचाई पर बसे गांव में पहुंची खुशी की धारा
असम के ग्रामीण परिवारों को
नल का कनेक्शन
'जीवन' की बूंदें और उम्मीदों का मिशन
EAST
n to give piped water to 2cr hon
State aims water supply to
L households this fiscal

Jal Jeevan Mission



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Har Ghar Jal

Har Ghar Jal
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Building Partnership

Changing Lives

National Jal Jeevan Mission
Department of Drinking Water & Sanitation
Ministry of Jal Shakti
Government of India
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