

**Z. 11011/17/2009-PPC
Government of India
Ministry of Rural Development
Department of Land Resources**

Block XI, 6th floor, CGO Complex,
Lodhi Road, New Delhi-110 003
Dated: 19th June, 2019

To

The Chairman / Chief Executive Officer,
State Level Nodal Agency (SLNA)
for Watershed Development Component of PMKSY
(erstwhile IWMP) in all the States

Subject: Revised Guidelines for Institutional Support fund at State Level Nodal Agency (SLNA) and Watershed Cell cum Data Centre (WCDC) levels for implementation of Watershed Development Component of Pradhan Mantri Krishi Sinchayee Yojana -regarding

Sir / Madam,

I am directed to inform that the States are now allowed to meet Institutional Support funds at SLNA and WCDC levels **within Administrative Expenses of 10% as per para 17.0 of Operational Guidelines of PMKSY subject to adherence to stipulations of revised Institutional Support Guidelines (copy enclosed)**. These revised Guidelines supersede all the previous / existing guidelines on Institutional Support funds under WDC-PMKSY (erstwhile IWMP). These guidelines are implemented with immediate effect. However, States have been permitted to pay the committed liabilities, if any, in respect of salary of staff / experts worked / working in the SLNA / WCDCs **within 10% administrative expenses. No additional funds be utilized for this purpose.**

2. State should ensure that limits of 10% administrative expense available under para 17.0 of Operational Guidelines of PMKSY **should not be exceeded.**
3. This issues with the approval of Hon'ble Minister for Rural Development. Copy of revised guidelines can also be accessed from Department's website (<https://dolr.gov.in>).

Encl.: As above

Yours faithfully,



(Rajesh Kumar Singh)
Director (WM)
Ph. No.: 011 2436 2569

Copy for information to:

- 1 PPS to Secretary, Department of Land Resources, New Delhi
- 2 PPS to Additional Secretary and Financial Adviser, Ministry of Rural Development, New Delhi
- 3 PS to Joint Secretary (WM), Department of Land Resources, New Delhi
- 4 DS (IFD) / DC (WD), Department of Land Resources, New Delhi
- 5 Senior Technical Director (NIC) for WDC-PMKSY, CGO Complex New Delhi-with a request to make arrangement for uploading of the same in the website of the Department.

Revised Guidelines for Institutional Fund under Watershed Development Component of Pradhan Mantri Krishi Sinchayee Yojana (WDC-PMKSY)

One of the key features of the Common Guidelines, 2008 of Integrated Watershed Management Programme (IWMP) is that there will be dedicated implementing agencies with multi-disciplinary professional teams at the national, State and district levels for managing the watershed programme. Additional financial assistance would be provided for strengthening of institutions at the district, State and national level to ensure professionalism in management of watershed projects.

Funding for the State Level Nodal Agency (SLNA) & State Level Data Cell (SLDC)

The Common Guidelines, 2008 envisage in para 28 that the funding support for the State Level Nodal Agency (SLNA) and the State Level Data Cell (SLDC) will come primarily from the budget of the Department of Land Resources (DoLR), Ministry of Rural Development Government of India. Each SLNA and SLDC will be provided with an initial grant to meet establishment cost as well as recurring grant per annum to meet its annual expenses.

Integrated Watershed Management Programme (IWMP) has been subsumed as the Watershed Development Component of Pradhan Mantri Krishi Sinchayee Yojana (WDC-PMKSY) w.e.f. 01.07.2015 with the revised sharing pattern of 60:40 (Centre : State) except for States in the North-eastern region and hill States of Himachal Pradesh, Jammu & Kashmir and Uttarakhand in which case it is 90:10. Para 17.0 of the revised Operational Guidelines for PMKSY circulated vide letter dated 26.10.2015 provided the following:

Administrative expenses may be met on pro-rata basis from the programme, not exceeding 5 percent, at each level to strengthen coordination, scientific planning and technical support for effective implementation of PMKSY at the field level. In case of ongoing IWMP projects, the administrative cost as admissible under the common guidelines for watershed development projects (para- 67 of common guidelines) i.e. upto 10% of the budget for specific watershed projects may be admissible. Administrative expenditure for functioning of Coordinating agency/ institutions responsible for implementing PMKSY, payments to consultants, outsourcing of specific activities, recurring expenses of various kinds, staff costs etc., are admissible. However, no permanent employment can be created, nor can vehicles be purchased. States may supplement any administrative expenditure in excess of the permissible limit, from their own resources. Govt. of India may retain 1.5% of the PMKSY provision for IEC activities and another 1.5% of the allocations for administrative, monitoring, evaluation and any contingencies that may arise during the implementation of the scheme by each participating departments.

Hence in order to have standardized approach in the implementation of all components of PMKSY, the States are now allowed to utilize Institutional Support funds as a part of Administrative Expenses of 10% as per para 17.0 of Operational Guidelines of PMKSY.

The funding of SLNAs for Institution setup would be in proportion to the area covered by watershed programmes in the respective States and accordingly the States are put in the following three bands:

Band	Coverage of Watershed Programmes
I	Area upto 8 lakh ha.
II	Area from 8 to 10 lakh ha.
III	Area more than 10 lakh ha.

The funding of SLNA and SLDC in the States falling under each Band would be in the following manner:

BAND-I: Institutional Structure for States with coverage of watershed programme upto 8 lakh ha.

Sr. No.	Name of the Post	No. required	Rate of Monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert (Agriculture/ Agricultural Engineering)	1	50,000	6.00
2	Technical Expert on Livelihood (micro-enterprises/ Rural Management)	1	50,000	6.00
3	Administrative Officer	1	40,000	4.80
4	Finance-cum-Accounts Officer	1	35,000	4.20
5	Accounts Assistant	2	25,000	6.00
6	Assistant	2	25,000	6.00
7	GIS Expert	1	40,000	4.80
8	Data Entry Operator	1	15,000	1.80
9	Programmer	1	25,000	3.00
	Total	11		42.60

Recurring grant: Based on the above table the recurring expenditure for an SLNA in Band-I would be as follows:

Sl. No.	Item of Expenditure	Amount per annum (Rs. in lakhs)
I	Salaries	43.00
II	TA	04.00
III	Office Expenses (as per the definition of Finance Department of respective State Government)	08.00
	Total per annum	55.00

Band-II: Institutional Structure for States with coverage of watershed programme from 8 to 10 lakh ha.

Sr. No.	Name of the Post	No. required	Rate of Monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert (Agriculture/ Agricultural Engineering)	1	50,000	6.00
2	Technical Expert on Livelihood (micro-enterprises / Rural Management)	1	50,000	6.00
3	Technical Expert on Capacity Building (Water Management)	1	50,000	6.00
4	Finance Officer	1	40,000	4.80
5	Administrative Officer	1	40,000	4.80
6	Accounts Officer	1	35,000	4.20
7	Accounts Assistant	2	25,000	6.00
8	Assistant	3	25,000	9.00
9	GIS Expert	1	40,000	4.80
10	Data Entry Operator	2	15,000	3.60
11	Programmer	1	25,000	3.00
	Total	15		58.20

Recurring grant: Based on the above table the recurring expenditure for an SLNA in Band-II would be as follows:

Sl. No.	Item of Expenditure	Amount per annum (Rs. in lakhs)
I	Salaries	59.00
II	TA	06.00
III	Office Expenses (as per the definition of Finance Department of respective State Government)	10.00
	Total per annum	75.00

Band-III: Institutional Structure for States with coverage of watershed programme more than 10 lakh ha.

Sr. No.	Name of the Post	No. required	Rate of Monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert (Agriculture/	1	50,000	6.00

	Agricultural Engineering)			
2	Technical Expert on Livelihood (micro-enterprises/ Rural Management)	1	50,000	6.00
3	Technical Expert on Animal Husbandry/ Capacity Building/ Social Mobilization	1	50,000	6.00
4	Technical Expert (IT)	1	50,000	6.00
5	Finance Officer	1	40,000	4.80
6	Administrative Officer	1	40,000	4.80
7	Accounts Officer	1	35,000	4.20
8	Accounts Assistant	2	25,000	6.00
9	Assistant	4	25,000	12.00
10	GIS Expert	1	40,000	4.80
11	Data Entry Operator	3	15,000	5.40
12	Programmer	1	25,000	3.00
	Total	18		69.00

Recurring grant: Based on the above table the recurring expenditure for an SLNA in Band-III would be as follows:

Sl. No.	Item of Expenditure	Amount per annum (Rs. in lakhs)
I	Salaries	70.00
II	TA	07.00
III	Office Expenses (as per the definition of Finance Department of respective State Government)	13.00
	Total per annum	90.00

Professional Qualification of the Technical Experts/ Staff in SLNA/ SLDC:

The Technical Expert should be minimum M.Sc. in the fields of Agriculture/ Horticulture/ Hydrological/ Soil Engineering and Animal Husbandry or MBA in Rural Management with good academic record. Higher qualification, such as, Ph.D. with good grades and added qualifications will be preferred. The candidate should have at least ten years field/ research experience in a senior position in the fields of Dryland Agriculture/ Horticulture/ Watershed Management / Soil Management / Wasteland Development or related fields like assessment, management and mitigation of droughts, climatic and other associated risks, crop husbandry, crop specific technologies, horticultural practices, livelihoods, animal husbandry, water management, soil engineering etc. In the case of an outstanding person, conditions regarding qualifications and experience can be relaxed.

The Technical Expert (IT) should be minimum B. Tech. (Computer Science)/ MCA/ M. Tech. (Computer) with 10 years of relevant experience in the programming .NET/ JAVA, Database Management system with specialization in .NET/ JAVA, Windows/Linux, Project Management, implementation and monitoring as well as technical consultancy.

The GIS Expert should be minimum B. Tech. (Computer Science)/M. Sc. (GIS)/MCA/M. Tech. (Remote Sensing) with 5 years experience in the field of Remote Sensing and GIS. The candidate should have good technical knowledge in computer programming for writing interfaces with GIS tools- Arc Info/Open GIS tools, digital image analysis and GIS techniques using different software and operating systems.

The Programmer should be minimum M.Sc. (Computer Science/ IT/ GIS)/ B. Tech. (Computer Science / MCA/ M. Tech. (Computer Sc.)). with experience in web based applications using .NET/ JAVA on Windows/ Linux platform.

Funding for the Watershed Cell cum Data Centre (WCDC) in the DRDAs / ZPs

The common Guidelines, 2008 envisaged in para 29 that “in districts, where the area under watershed development projects is about 25000 ha., a separate dedicated unit, called the District Watershed Development Unit (DWDU) will be established at the district level, which will oversee the implementation of watershed programme in each district and will have separate independent account for this purpose.” However, on 26.02.2009, the Cabinet gave approval for setting up a Watershed Cell cum Data Centre in all programme districts. It further directed that DRDA/ZP Cells cum Data Centres in districts implementing a large number of watersheds with more than 25,000 ha., the professional support should be strengthened. The purpose of setting up a separate cell within the DRDA/ZP for overseeing the watershed development projects is to ensure that there is adequate focus on these programmes within a multi-purpose agency.

Institutional Structure at Watershed Cell cum Data Centre in the DRDA/ZP (upto 25,000 ha. area under watershed projects)

Sr. No.	Name of the Post	No. required	Rate of Monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert	1	25,000	3.00
2	Accountant	1	10,000	1.20
3	Data Entry Operator	1	7,500	0.90
	Total	3		5.10

Recurring grant: Based on the above table the recurring expenditure for a Watershed Cell cum Data Cell in DRDA/ZP would be as follows:

Sr. No.	Item of Expenditure	Amount per annum (Rs. In lakhs)
I	Salaries	5.20
II	TA	1.00

III	Office Expenses (as per the definition of Finance Department of respective State Government)	2.80
	Total per annum	9.00

Institutional Structure at Watershed Cell cum Data Centre in the DRDA/ZP (more than 25,000 ha. area under watershed projects)

S. No.	Name of the Post	No. required	Rate of Monthly emoluments per official (in Rs.)	Total emoluments per year (Rs. in lakhs)
1	Technical Expert	2	25,000	6.00
2	Accountant	1	10,000	1.20
3.	Accounts Assistant	1	8,000	0.96
3	Data Entry Operator	2	7,500	1.80
	Total	6		9.96

Recurring expenditure: Based on the above table cum Data Cell in DRDA/ZP covering an area programme would be as follows:

Sl. No.	Item of Expenditure	Amount per annum (Rs. in lakhs)
I	Salaries	10.00
II	TA	1.50
III	Office Expenses (as per the definition of Finance Department of respective State Government)	3.50
	Total per annum	15.00

Professional Qualification of the Technical Experts/ Staff in the WCDC:

The Technical Expert should be minimum of Bachelor Degree in the fields of Agriculture/ Horticulture/ Hydrological / Soil Engineering and Animal Husbandry with good academic record. Higher qualification, such as, Master Degree in respective fields with good grades and added qualifications will be preferred. The candidate should have at least five years field / research experience in the fields of Soil and Water Conservation/ Forestry/ Dryland Agriculture / Horticulture / Watershed Management or related fields like assessment, management and mitigation of drought, climatic and other associated risks, crop husbandry, crop specific technologies, horticultural practices, livelihoods, animal husbandry etc.

General Terms & conditions for release of funds to SLNA and WCDC:

1. All experts and staff should be hired either on deputation or on contract basis and there will be no permanent employment for the hired personnel.

2. Within the amount allocated for salaries, the SLNAs would be free to vary the type, emolument and number of experts and staff. However, it will be mandatory for every SLNA to have a Finance-cum-Accounts officer / Finance Officer and at least one Accounts Assistant. Every WCDC to have an Accountant or Accounts Assistant
3. States have to ensure that minimum wages (as applicable in the respective state) are to be paid to all categories of staff.
4. Administrative Officer / Finance Officer / Finance-cum-Accounts Officer / Accounts Officer / Accounts Assistant / Assistant / Accountant / Data Entry Operator should have minimum three years experience in the relevant field.
5. Overall utilization of the administrative expenses should not exceed the limit of 10% of project fund. However States / SLNAs may supplement any administrative expenditure in excess of the permissible limit from their own resources or receive funding from other resources.
6. Purchase of vehicles and construction activities are not permissible under any circumstance from DoLR funds.
7. The institutions will maintain the registers and documents as mentioned in **Annexure-I**.
8. The data regarding the institutional funds, its utilization and the details of the personnel appointed shall be updated by the SLNA in the MIS of IWMP regularly.
9. A suggestive list of GIS/ scientific equipments is at **Annexure-II**. The purchase of GIS/scientific equipments should be done in accordance with procurement Rules of the State Government and technical expertise should be availed of when making the purchase. Proper arrangements should be made for storing the equipments when not in use. Efforts should be made to utilize the equipments while preparing DPR and planning for the project and thereafter for proper monitoring and evaluation of the project.
10. The purchase of computers, software and peripherals in the DRDA/ZP watershed cell as per the number and specification prescribed by SLNA in consultation with NIC in the State for running the programme are permitted.

Registers and documents to be maintained:

1. Watershed Committee Level

- a) Cash book
- b) Contingency bill register
- c) Voucher register
- d) Bank Pass Book
- e) Bank reconciliation statement register
- f) Advances/Adjustment register
- g) Bank cheque book register
- h) Asset register
- i) Income register showing the income coming from watershed assets
- j) WDF Account Register
- k) Revolving Fund register
- l) Register showing physical and financial progress

2. PIA Level

- a) Register for grants received from states
- b) UCs register for UCs to be sent to DRDA
- c) Bank pass book/Cheque register
- d) Bank reconciliation statement register
- e) UCs register for UCs received from different watershed committees
- f) Physical and financial progress report

3. DRDA Level

- a) Cheque book register
- b) Grants received from Centre/State
- c) Grants distribution Register
- d) UCs register for UCs received from PIA/watershed committees
- e) Activities wise PHYSICAL AND FINANCIAL PROGRESS details

4. SLNA Level

- a) Grants received register
- b) Physical and financial progress register

List of Scientific Equipments

Sl. No.	Particulars
1.	Dual Rain gauges automatic and manual (per model watershed)
2.	Hydrological Gauging station to monitor soil and runoff loss including fencing and solar panel a. Automatic soil loss measuring device b. Digital runoff recorder
3.	GPS units
4.	Groundwater level recorders
5.	Laptops to download data from the Hydrological units and weather stations
6.	Automatic weather station
7.	Digital cameras
8.	Scanner
9.	GIS workstations with Arc Info
10.	Computer and printer for GIS
11.	Computer workstations and printers