

# **Standard Procedures for the Implementation of Rural Water Supply Projects**



Extracts from Report of the  
Conference on the Rural Water Supply Programme  
held in Jhapa 21 - 26 September 1980

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## Preface to the Second Edition

A Conference was held in the Panchayat Training Centre, Jhapa from 21-26 September 1980 to establish standard procedures for the implementation of projects within the Community Water Supply and Sanitation Programme of the Local Development Department (now the Ministry of Panchayat and Local Development).

The procedures established at Jhapa are still in the process of being adopted and this document is being issued to support and encourage this process. The original Conference Report was widely distributed and it has become necessary to re-print. In this issue, only the procedures themselves (formerly Annexes A1 to A15) are presented. Annex A16 has been superseded and the reader should refer to "A Policy for Maintenance" - the report of the Conference held in Pokhara 6-11 October 1982.

The procedures given here are exactly the same as the original procedures except for the Sanitation component of the Technician's Job Description (A12 page 3). For Local Development Department (LDD) the reader should read "Ministry of Panchayat and Local Development (MPLD)" and for Panchayat Development Officer (PDO) read "Local Development Officer (LDO)".

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LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME

PROCEDURE FOR REQUESTING A DRINKING WATER PROJECT

(The following procedure should be followed by the Village and District Panchayat before requests are submitted annually to LDD Regional Offices)

1. Village Panchayat (or part of VP) should first recognize their need for a drinking water system.
2. The request must first be approved by the Village Assembly.
3. The request should then be made in writing to the District Panchayat Office.
4. The District Panchayat Office should request the District Technical Office to visit the village and complete an Application Form (see notes 1 and 2)
5. The District Assembly should assess the Application Forms annually, and place them in order of priority according to the Criteria set down by LDD (see note 3)
6. LDM Kathmandu and LDD Regional Offices will meet annually to determine the number of systems that may be built in each Region.
7. LDD Regional Office will inform District Panchayats the number of requests that may be submitted by each District for that year.
8. District Panchayats should then submit to the LDD Regional Office the specified number of requests in order of priority together with a copy of each Application Form.

- Note 1. Extra Application Forms are available from LDD Regional Office on request.
2. District Panchayat Offices should receive copies of the Criteria for Assessing Priority. Extra copies are available from LDD Regional Office.
  3. Requests will be treated in chronological order, so that a request received in a previous year, but which has not yet been constructed, will be assumed to have a higher priority than all requests received later.
  4. District Panchayats may not change the priority list once submitted without prior consultation with the LDD Regional Office.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME

DISTRICT.....  
DATE RECEIVED.....  
REFERENCE NO.....

APPLICATION FORM FOR DRINKING WATER PROJECT

(to be completed in duplicate by District Technical Office and one copy sent to LDD Regional Office)

1. DISTRICT.....PANCHAYAT.....WARD NCS.....  
WARD NAMES.....  
DAYS WALK AND DIRECTION FROM DISTRICT HQ.....DAYS.....DIRECTION

2. NUMBER OF HOUSEHOLDS TO BENEFIT .....  
AVERAGE POPULATION PER HOUSEHOLD X .....  
APPROXIMATE POPULATION TO BENEFIT TOTAL .....

3. LIST MAJOR ETHNIC GROUPS WITH POPULATION AS PERCENTAGE OF TOTAL

1.....% 2.....% 3.....%  
4.....% 5.....% 6.....%

4. <u>PRESENT DRINKING WATER SOURCE(S)</u>	<u>Source 1</u>	<u>Source 2</u>	<u>Source 3</u>
a) Name of source			
b) Type (spring/stream/well)			
c) Approx. walking time one way from source to village centre	.....min.	.....min.	.....min.
d) Quality of water (clear/cloudy)			
e) Area around source(clean/dirty)			
f) Approx. dry season flow/yield (plenty/moderate/scarce/dry)			
5. <u>PROPOSED DRINKING WATER SOURCE(S)</u>			
a) Name of source			
b) Type (spring/stream/well)			
c) Approx. walking time one way from source to village centre			
d) Quality of water (clear/cloudy)			
e) Area around source (clean/dirty)			
f) Approx. dry season flow/yield (plenty/moderate/scarce/dry)			
g) Present use (irrigation/domestic/none)			
h) Possibility of water rights dispute (probable/possible/unlikely)			

6. Why do the people say they want a water system?.....  
 .....
7. Approximate length of pipeline required.....Km.
8. Number of taps requested.....
9. Do the people agree to supply voluntary labour and local materials: Yes/No.
10. How many hours walk to collect Sand.....hrs.;  
 Stone.....hrs.; Wood.....hrs.
11. Name of nearest Roadhead/Airfield.....Number of  
 days walk from roadhead/airfield with load.....days.
12. School Primary: Yes/No. Middle: Yes/No. High: Yes/No.  
 Total number of students.....
13. Health Post in Village: Yes/No.
14. Previous Community Projects:  
 1. Project.....year... Successful? Yes/No/Partially.  
 2. Project.....year... Successful? Yes/No/Partially.
15. Names of Drinking Water Projects under construction or  
 requested within one day's walk?.....
16. Names and designations of local persons involved in request  
 1.....2.....3.....  
 4.....5.....6.....
17. Date of visit to village.....Date form completed.....
18. Name(s) of person completing form.....Title.....

TO BE COMPLETED BY DISTRICT PANCHAYAT:

Application approved by District Assembly on.....(date) and  
 designated Priority Number.....on priority list for year.....

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 P.D.O.

FOR USE BY LDD REGIONAL OFFICE

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME

CRITERIA FOR ASSESSING PRIORITY FOR DRINKING WATER PROJECT REQUESTS

(Note 1. To be applied by District Panchayat in conjunction with completed Application Forms.

Note 2. Criteria listed in descending order of importance)

See Application  
Form Para No.

Priority shall be given to:

- |   |        |
|---|--------|
| 1. Projects in which the benefitting population lies between 300 and 1500.                | 2      |
| 2. Projects in which the pipeline is less than 10 km.                                     | 7      |
| 3. Communities with the greatest need based on:   |        |
| a) Distance in terms of travel time to present source(s)                                  | 4c     |
| b) Water quality of present source  | 4d, 4e |
| c) Flow/Yield of present source   | 4f     |
| 4. Projects in which there is no likelihood of dispute over water rights                  | 5g, 5h |
| 5. Villages which have received fewer development projects                                | 14     |
| 6. Projects in which sufficient voluntary labour is guaranteed                            | 9      |
| 7. Projects serving schools and health posts  | 12, 13 |
| 8. Projects located near each other (for ease of supervision)                             | 15     |
| 9. Communities with good record of voluntary labour contributions                         | 14     |
| 10. Projects with larger populations, requiring shorter systems                           | 2,7    |
| 11. Communities in which the majority of inhabitants belong to the scheduled castes group | 3      |

Note: LDD reserves the right not to construct a Water Supply System costing more than 5 lakhs rupees.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME

PROCEDURE FOR CONDUCTING VILLAGE PREPARATION AND FEASIBILITY SURVEY

1. The Feasibility Survey Team should consist of:
  - a) EXPERIENCED engineer (or EXPERIENCED overseer)
  - b) Overseer
  - c) Less experienced Overseer for training
  
2. LDD Regional Office should send a letter concerning the survey programme to the CDO and District Panchayat Office asking them to inform the Village Panchayats concerned in advance, if possible.
  
3. The Feasibility Survey Team should meet the District Office and District Panchayat Office to collect background information on each village, completing Part A of the Feasibility Survey Report. They should also collect a letter of introduction to the village from the District Panchayat Office.
  
4. On arrival in the village the Feasibility Survey Team should first meet the Pradhan Panch and local leaders named on Application Form and ask them to call a Public Meeting (see Procedure for Conducting First Public Meeting).
  
5. After the meeting the Feasibility Survey Team should carry out the survey with an informal village survey group.
  
6. After the survey, a final public meeting should be held to discuss the results (see Procedure for Conducting Final Public Meeting).
  
7. The Feasibility Survey Team leave village.

- Note 1. The results of the Feasibility Survey should be recorded on a standardised Feasibility Survey Report Form.
2. The Feasibility Survey Team should stay at least two days in the village, or longer if necessary.

LOCAL DEVELOPMENT DEPARTMENTRURAL WATER SUPPLY PROGRAMMEVILLAGE PREPARATION/FEASIBILITY SURVEY: PROCEDURE FOR CONDUCTING  
FIRST PUBLIC MEETING

1. The Pradhan Panch should introduce the Feasibility Survey Team.
2. The Survey Team should then explain why they have come stressing a) the programme is concerned with drinking water and sanitation and b) that as yet there is no guarantee that the system will be built.
3. The villagers should explain and discuss their water problem.
4. The villagers should suggest solutions.
5. The villagers and the Survey Team should identify and analyse all possible sources and discuss typical problems (water rights, water quality, inadequate flow etc.)
6. The Survey Team should then explain the main components of a piped water system and how the Rural Water Supply programme functions.
7. The villagers, with the assistance of the Survey Team, should then discuss what information they think is necessary for a feasibility survey.
8. The villagers and the Survey Team should then make a plan for conducting the feasibility survey.
9. The villagers should then form an informal survey group.
10. The Survey Team, together with the informal group, should then proceed with the survey.

Note 1. The Feasibility Survey Team should use the most effective mean available to attract as many people as possible to the public meeting.

2. If possible, at least one representative from each household should attend.



LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME  
VILLAGE PREPARATION/FEASIBILITY SURVEY: PROCEDURE FOR  
CONDUCTING FINAL PUBLIC MEETING

1. The Survey Team and the informal survey group should briefly report what they did.
2. The Survey Team and the villagers should try to analyse and select the most feasible solution.
3. The maximum number and approximate location of taps and possible location of reservoir tank should be discussed. If water is scarce, the villagers should identify those communities most in need.
4. The Survey Team should explain how the Feasibility Survey Report will be processed by the LDD Regional Office.
5. The Survey Team should mention that, if and when construction starts, there will be a need to form a Water Supply Committee and a communications network to link the committee and the villagers.
6. Question and Answer session.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME  
DETAILED SURVEY PROCEDURE

1. The LDD Regional Office should adjust the priority list according to the Feasibility Survey Reports.
2. The LDD Regional Office should then send a letter concerning the survey programme to the CDO and District Panchayat Office, and asking them to inform the Village Panchayat in advance if possible.
3. The Detailed Survey Team should meet the District Office and District Panchayat Office to collect a letter of introduction to the village.
4. On arrival in the village the Survey Team should first meet the Pradhan Panch and local leaders and ask them to call a Public Meeting (see Procedure for Conducting First Public Meeting).
5. After the meeting the Survey Team should carry out the survey with an informal village survey group.
6. After the survey a final Public Meeting should be held to report back and to discuss any problems/disputes etc. (see Procedure for Conducting Final Public Meeting)
7. After the meeting the Detailed Survey Team leave the village.

LOCAL DEVELOPMENT DEPARTMENTRURAL WATER SUPPLY PROGRAMMEDETAILED SURVEY: PROCEDURE FOR CONDUCTING FIRST PUBLIC MEETING

1. The Pradhan Panch should introduce the Detailed Survey Team.
2. The Survey Team should explain why they have come and what they will do.
3. The Survey Team, together with the villagers, should then review the results of the Feasibility Survey.
4. The Survey Team should conduct a question and answer session on the results of the Feasibility Survey.
5. The Survey Team should then explain tapstand site selection criteria (assuming sites not yet selected) and should ask each sub-community to decide the optimum tapstand location for its users.
6. The Survey Team and the villagers should then make a plan for conducting the Detailed Survey.
7. The villagers should then form an informal survey group to assist with the survey.
8. The Survey Team, together with the informal group, should then proceed with the survey.

DETAILED SURVEY: PROCEDURE FOR CONDUCTING FINAL PUBLIC MEETING

1. The Survey Team and the informal survey group should report what they did.
2. The Survey Team and the villagers should discuss the results of the survey, including tapstand locations.
3. The Survey Team should explain how the Detailed Survey Report will be processed by the LDD Regional Office.
4. The Survey Team should explain the procedure for the beginning of the Construction Phase, emphasising and explaining the need to form a Water Supply Committee, the Village Agreement Form and the need to collect local materials before construction begins. The duties of the Water Supply Committee should be described in brief.
5. The Survey Team and the villagers should discuss the approximate amount of voluntary labour and local materials which the project will require and discuss the villagers ability and willingness to provide this.
6. The Survey Team should discuss with the villagers the best schedule for construction, i.e. When they can begin work, when the most voluntary labour is available etc. The Survey Team should stress that they cannot promise when construction will start.
7. The Survey Team should discuss with the villagers the importance and methods of source protection eg. afforestation, limiting grazing in catchment area, fencing etc.
8. The Survey Team should introduce the concept of sanitation, explaining the relationship between water, sanitation and disease, and explain what steps the villagers can take to improve local sanitary conditions.
9. The meeting should discuss steps to involve the school (if any) in the project.
10. The meeting should discuss the importance and need for maintenance of the water system, and the Survey Team should explain those maintenance activities for which the villagers will be responsible.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME

PROJECT ENGINEER

JOB DESCRIPTION FOR CONSTRUCTION PHASE

The LDD Engineer will be assigned to supervise water supply construction work in three or four districts. The following outline describes the duties and responsibilities of the Engineer during the construction phase of the project:

1. Project Preparation

- 1.1 The engineer shall review and check the design and estimate of each project and review the social aspects of the village.
- 1.2 He shall request the Regional Office to send project funds to the District Panchayat.
- 1.3 He shall check the availability of supplies and continually monitor the stock.

2. Project Assignment

- 2.1 The engineer shall assign project Overseers/ Supervisors and Water Supply Technicians.
- 2.2 He shall brief the project Overseers/Supervisors and Water Supply Technicians on the design, estimate, construction and social aspects of project.
- 2.3 He shall write a letter of introduction to the District Panchayat.

3. Supervision

- 3.1 The engineer shall visit the project site at least once every three months.
- 3.2 He shall always be available to help the Overseer/ Supervisor overcome technical or community problems.

4. Project Monitoring and Progress Reporting

- 4.1 The engineer shall submit a monthly project progress report to the Regional Office.
- 4.2 He shall monitor the District Panchayat's project finances and tool store.
- 4.3 He shall report any mishandling of project funds or materials to the Regional Office.
- 4.4 He shall monitor regularly and report quarterly on the status of the material store.
- 4.5 He shall ensure that all staff are receiving their salaries.

5. Project Completion

- 5.1 The engineer shall conduct an inspection tour of all completed systems.
- 5.2 He, in the company of the Overseer/Supervisor, Water Supply Technician and the Water Supply Committee shall inspect the system from top to bottom.
- 5.3 He shall inspect the store and financial records.
- 5.4 He shall ensure that the tools borrowed from the District Panchayat have been returned.
- 5.5 He shall ensure that the Water Supply Committee is functioning properly.
- 5.6 He shall ensure that the Water Supply Committee has established a practical maintenance programme.
- 5.7 He shall ensure that the Village Maintenance Worker has proper tools and materials with which to perform his job.
- 5.8 He shall ensure that the Water Supply Committee members have been trained in water tap repairs and tapstand maintenance.
- 5.9 He shall make a final Project Completion Report.
- 5.10 He shall issue a certificate of completion to the Water Supply Committee.

6. Sanitation

- 6.1 The engineer shall inspect all sanitation projects (latrine construction, etc) which may have been conducted during the water supply construction phase.
- 6.2 He shall make suggestions from improvement and offer ideas for sanitation projects.

LOCAL DEVELOPMENT DEPARTMENTRURAL WATER SUPPLY PROGRAMME

## OVERSEER / SUPERVISOR

JOB DESCRIPTION FOR CONSTRUCTION PHASE

The LDD Overseer/Supervisor will be assigned to supervise water supply construction work on two or three projects located in one district. The following outline describes the duties and responsibilities of the Overseer/Supervisor during the construction phase of the project.

1. Project Assignment

- 1.1 The Overseer/Supervisor shall work under the supervision of one Project Engineer who will assign him supervision tasks in one district.
- 1.2 He shall participate in the project briefing session conducted by the Engineer.
- 1.3 He shall collect all design and estimate files, report and record forms, Village Agreement Forms, a letter of introduction to the District Panchayat and proceed to the District Headquarters.
- 1.4 He shall inspect the material stock at the road-head or air field store on his way to the District Headquarters.

2. Informing the District Panchayat

- 2.1 The Overseer/Supervisor shall meet with the District officials to brief them on the projects.
- 2.2 He shall discuss with the District Panchayat accountant and PDO the procedure for disbursing project funds, accounting procedures and the use of project forms.
- 2.3 He shall assist the District officials in filling out the Village Agreement Forms.
- 2.4 He shall ensure that the project funds and Water Supply Technician salary has arrived at the District Headquarters.
- 2.5 He shall inspect the tool store and the store records and submit a report to the engineer and Regional Office.
- 2.6 He shall request a letter of introduction from the District Panchayat to the Village Panchayat.

3. Informing the Village

- 3.1 The Overseer/Supervisor shall deliver the District Panchayat's letter to the Pradhan Panch and inform him of the village's selection.
- 3.2 He shall request a meeting of the Village Panchayat to be scheduled following the formation of Water Supply Committee.
- 3.3 He shall request the Pradhan Panch to introduce the Water Supply Technician and himself to the ward members in whose ward(s) the system is to be constructed.
- 3.4 He shall inform the ward member(s) of the selection of their village for the water supply project.
- 3.5 He in consultation with the ward member(s) shall divide the benefitting community into sub-communities.
- 3.6 He in consultation with the ward member(s) shall formulate a plan to meet with the residents of each sub-community.

3.7 Meeting with Each Sub-Community

- 3.7.1 The Overseer/Supervisor shall request all adult residents (male and female) to attend a meeting.
- 3.7.2 He shall inform the residents of the selection of their village for a water supply system.
- 3.7.3 He shall discuss with the residents their responsibilities and contribution in constructing the project.
- 3.7.4 He shall encourage the residents to express their feelings about their ability and desire to construct the project.
- 3.7.5 He shall explain the need for an administrative body to organize and supervise the work.
- 3.7.6 He shall explain the duties of the Water Supply Committee.
- 3.7.7 He shall explain the type of person needed as a committee member.
- 3.7.8 He shall conduct a secret ballot election to choose the committee member.



3.8 Meeting with the Water Supply Committee

- 3.8.1 The Overseer/Supervisor shall call a meeting of the committee ~~after~~ the members have been elected.
- 3.8.2 He shall conduct the election of committee officers.
- 3.8.3 He shall explain the duties and responsibilities of the committee and of each member.
- 3.8.4 He shall brief the committee on the design and estimate of the project.
- 3.8.5 He shall request a meeting between the committee and the Village Panchayat.
  - 3.8.5.1 He shall explain the relation between the Village Panchayat and the committee.
  - 3.8.5.2 He shall have the Pradhan Panch and the Water Supply Committee Chairman sign the Village Agreement Form.
  - 3.8.5.3 He shall present a copy of the Water Supply Committee Constitution to the Village Panchayat and the committee.

4. Supervision

- 4.1 The Overseer/Supervisor shall visit the project site every two to three weeks.
- 4.2 He shall meet with the committee each time he visits.
  - 4.2.1 He shall discuss progress, problems encountered and possible solutions.
  - 4.2.2 He shall check all records and certify all vouchers.
- 4.3 He shall inspect all work.
- 4.4 He shall help the Water Supply Technician plan his work and overcome problems.
- 4.5 He shall ensure that the Technician is carrying out his responsibilities in a proper and efficient manner.
- 4.6 He shall evaluate biannually the performance of the Technician.
- 4.7 He shall help solve logistical problems.
- 4.8 He shall act as ~~liaison~~ between the project and the District Panchayat.
- 4.9 He shall ensure that the District Panchayat is making regular financial reports to the Regional Office.
- 4.10 He shall consult the Engineer for any design changes and difficult technical problems.

5. Project Monitoring and Progress Reporting

- 5.1 The Overseer/Supervisor shall submit a monthly project progress report to the Engineer and the Regional Office.
- 5.2 He shall regularly inspect the financial and store records in the village and in the District Panchayat.
- 5.3 He shall report any mishandling of funds or material to the Project Engineer.
- 5.4 He shall ensure that there is an uninterrupted flow of material and money to the project.

6. Sanitation

- 6.1 The Overseer/Supervisor shall encourage the villagers in the construction and use of pit latrines.
- 6.2 He shall ensure that the Water Supply Technician properly constructs a pit latrine.
- 6.3 He shall encourage the school teachers to devote some time to sanitation.

LOCAL DEVELOPMENT DEPARTMENTRURAL WATER SUPPLY PROGRAMMEWATER SUPPLY TECHNICIANJOB DESCRIPTION FOR CONSTRUCTION PHASE

The LDD Water Supply Technician will be assigned to supervise the construction work on a water supply project. The following outline describes the duties and responsibilities of the Water Supply Technician during the construction phase of the project.

1. Project Assignment

- 1.1 The Water Supply Technician (WST) shall work under the supervision of one Project Overseer/Supervisor and be assigned to a project by the Engineer.
- 1.2 He shall participate in the project briefing session conducted by the Engineer.
- 1.3 He shall assist the Overseer/Supervisor in gathering together all relevant forms and design and estimate files.
- 1.4 He shall assist the Overseer/Supervisor inspect the store and store records on the way to the District Headquarters.

2. Informing the District Panchayat

The WST shall assist the Overseer/Supervisor in his responsibility to inform the district officials.

3. Informing the Village

The WST shall assist the Overseer/Supervisor in his responsibility to inform the village. The WST may conduct some meetings with the sub-communities if capable.

4. Material Transportation4.1 Local Materials

- 4.1.1 The WST shall meet with the Water Supply Committee and organize a plan for collecting materials.
- 4.1.2 He shall inform the committee of the quantity and quality of materials needed.
- 4.1.3 He shall ensure that the committee has arranged proper storage.

4.2 Imported Materials (Pipe, fittings, cement, tools)

- 4.2.1 The WST shall confirm that the materials are available at the supply head.
- 4.2.2 He shall ensure that the committee has arranged proper storage for the materials and method of issuing.
- 4.2.3 He shall meet with the committee to inform them of their responsibilities and help them organize a transport plan.
- 4.2.4 He shall complete a store request form and hand it over to the committee.
- 4.2.5 He shall hand out all relevant forms needed for the transport and explain their use.
- 4.2.6 He shall ensure that all villagers have been informed of their responsibilities.
- 4.2.7 He shall confirm that all materials arrive at the village store in good condition.

5. Project Construction

5.1 Water Supply Committee Meetings

- 5.1.1 The WST shall meet with the committee every two weeks.
  - 5.1.2 He shall act as technical consultant and generally help plan a two-week work programme.
  - 5.1.3 He shall report progress and any problems encountered and help committees find solutions to problems.
  - 5.1.4 He shall ensure that the minutes of the meeting and work roster are properly prepared.
  - 5.1.5 He shall certify all letter and payment voucher.
- 5.2 He shall organize materials and tools needed for each day's work in consultation with the committee members.
  - 5.3 He shall help the committee member organize and supervise the workers.
  - 5.4 He shall guide and supervise the work of the skilled and semi-skilled labour.
  - 5.5 He shall sign all skilled and semi-skilled work vouchers.
  - 5.6 He shall not permit the villagers to use the system until completely finished.
  - 5.7 He shall generally organize and run the project in an effective and efficient manner.

- 5.8 He shall train the Village Maintenance Worker.
  - 5.9 He shall train each committee member in tap repair and tapstand maintenance.
  - 5.10 He shall help the village plan and organize a maintenance programme.
  - 5.11 He shall ensure that the Village Maintenance Worker and each committee member has the appropriate set of tools and spare parts.
6. Sanitation (revised to reflect Job Description established in Pokhara Conference October 1982)
- 6.1 Ensure the Water and Sanitation Construction Committee (WSSCC) assumes responsibility for the implementation of sanitation activities in the village.
  - 6.2 Construct a household latrine made from local materials for personal use within one month of arrival at the project site.
  - 6.3 Encourage all members of the WSSC to build a household latrine for their own personal use.
  - 6.4 Train the Village Maintenance and Sanitation Worker (VMSW) in the construction of household latrines and ensure that VMSW builds one for himself and encourages other villagers to build household latrines.
  - 6.5 Construct a latrine for the teacher and latrines for the pupils at the local school within the project area first obtaining the support of the teachers and school committee.
  - 6.6 Assist the school teachers in explaining the benefits of improved sanitation to the pupils using the Sanitation Education Kit.
  - 6.7 Construct a ferrocement slab latrine at the health post, if any, and one household latrine to act as a demonstration first obtaining the support of the health post worker.
  - 6.8 Encourage the construction of a ferrocement slab latrine at the local Panchayat Building, if any, first obtaining the support of the local officials.
  - 6.9 Promote the construction of household latrines and supply technical advice to anyone who wishes to construct one with the support of VMSW.
  - 6.10 Explain benefits of clean water and sanitation to the villagers with the support of the VMSW and the health post worker.
  - 6.11 Instruct the VMSW, teachers, health post worker, panchayat officials and villagers in the proper use and maintenance of the latrines.
  - 6.12 Inspect regularly the use of the latrines and make records to be submitted to the Regional Directorate.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME  
DISTRICT PANCHAYAT

DUTIES AND RESPONSIBILITIES RELATING TO VILLAGE WATER PROJECTS

The District Panchayat shall have certain duties and responsibilities in the implementation of the Community Water Supply and Sanitation Programme. These duties and responsibilities are as follows:

1. Village Motivation

- 1.1 The District Panchayat shall generally encourage the villagers to work in a cooperative and unified spirit.
- 1.2 It shall resolve all village conflicts which the Village Panchayat cannot resolve.
- 1.3 It shall recognize the legal status of the Water Supply Committee.
- 1.4 It shall send one official to the project site at least once during the construction phase.

2. Village Agreement Form

- 2.1 The District Panchayat shall discuss the project designs and estimates with the Overseer/Supervisor and Water Supply Technician.
- 2.2 It shall complete five copies of the Village Agreement Form.
- 2.3 It shall ensure that the Water Supply Committee and Village Panchayat duly sign and return all copies.
- 2.4 On return of the form the CDO on behalf of HMG and the PDO on behalf of the District Panchayat shall sign all copies.
- 2.5 The District Panchayat shall ensure the successful completion of the project based on this agreement.

3. Project Funds

3.1 General

- 3.1.1 The District Panchayat upon receipt of funds for the projects shall acknowledge receipt to the Regional Office.
- 3.1.2 The District Panchayat accountant shall keep a separate record for each project of all receipts and expenditure.
- 3.1.3 The District Panchayat shall make the account records available for inspection by the project Overseer/Supervisor and Engineer.

- 3.1.4 It shall send a statement of accounts once a month to the Regional Office.

### 3.2 Skilled and Semi-skilled Labour Funds

- 3.2.1 The District Panchayat on receiving the first request for money from the Water Supply Committee shall initially release not more than one-fourth of the total estimated amount.
- 3.2.2 After this initial release the District Panchayat shall release project funds only on receipt of payment vouchers and only to the amount of the vouchers.
- 3.2.3 It shall send one copy of all payment vouchers along with monthly financial statement to the Regional Office.
- 3.2.4 It shall close the account on receipt of the engineer's project completion report.
- 3.2.5 It shall report any balance to the Regional Office.

### 3.3 Material Transportation Funds

- 3.3.1 The District Panchayat shall release the material transportation funds, not to exceed the amount in the estimate, upon receipt of the request from the Water Supply Committee.
- 3.3.2 It shall ensure that the signed payment vouchers are returned and shall send one copy to the Regional Office.
- 3.3.3 It shall close the account on receipt of the Engineer's project completion report.
- 3.3.4 It shall report any balance to the Regional office.

### 3.4 Royalty Fee and Tax Funds

- 3.4.1 The District Panchayat on receipt of the request from the Water Supply Committee shall transfer to the concerned authorities the amount required to purchase a timber-cutting permit.
- 3.4.2 It shall release the permit to the Water Supply Committee.
- 3.4.3 It shall close the account on receipt of the engineer's project completion report.
- 3.4.4 It shall report any balance to the Regional Office.

3.5 Water Supply Technicians Salary and Field Allowance

- 3.5.1 The District Panchayat shall acknowledge the receipt of the Water Supply Technicians salary and field allowance to the Regional Office.
- 3.5.2 It shall keep these funds separate from the project funds.
- 3.5.3 It shall release the salary and field allowance for the previous month any time after the first of the month; the amount shall be based on the time sheet which must be presented.
- 3.5.4 It shall release the salary and field allowance only to the concerned technician.
- 3.5.5 It shall send one copy of the payment voucher and time sheet with the monthly statement of accounts to the Regional Office.
- 3.5.6 It shall close the Water Supply Technician's account at the end of each fiscal year and report any balance to the Regional Office.
- 3.5.7 It shall return to the Regional Office the balance of the account on the transfer of a technician to another district.

3.6 Overseer's, Assistant Storekeeper's and Watchman's Salaries

In remote areas it may be necessary to transfer Overseer's, Assistant Storekeeper's and Watchman's salaries to the District Panchayat for disbursement. In that case a lump sum with instructions on how to disburse it shall be sent quarterly to the District Panchayat from the Regional Office. Receipt shall be acknowledged and payment vouchers shall be sent to the Regional Office.

4. Project Tools

- 4.1 The District Panchayat shall provide one small storeroom to keep project tools and one person to receive and issue the tools.
- 4.2 It shall keep a record of all tools received and issued.
- 4.3 It shall make a quarterly stock report of the status of the tools in stock and submit to the Regional Office.
- 4.4 It shall issue tools according to requests from the Water Supply Committee.



- 4.5 It shall ensure that all tools are returned to the store on completion of the project.
- 4.6 It may issue extra tools to other projects, however, water supply projects must receive first priority.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME  
VILLAGE PANCHAYAT  
WATER SUPPLY COMMITTEE  
  
PART I  
  
MEMBERSHIP AND STATUS

Part I describes the membership and status of the Water Supply Committee.

1. Time of Formation

The Water Supply Committee should be formed immediately before construction begins.

2. Membership

2.1 The committee shall consist of an odd number of members not exceeding thirteen.

2.2 The committee shall include one representative from each sub-community.

2.3 The Village Panchayat ward member(s) whose wards benefit from the project shall become ex-officio members.

2.4 The Village Panchayat Pradhan Panch or Upa Pradhan Panch, if residing in the area benefitting, shall become ex-officio members.

2.5 The Village Panchayat Secretary, or his appointee, shall be made the Secretary of the committee.

3. Officers

3.1 Chairman

3.1.1 The Committee shall elect from among the ex-officio members one Chairman.

3.1.2 The Chairman shall call the meetings, plan the agenda, and guide the discussions.

3.1.3 He shall sign on behalf of the Committee all correspondence and payment vouchers.

3.1.4 He shall be responsible for ensuring that all project funds are used in a proper manner.

3.1.5 He shall generally be responsible for the steady and efficient implementation of the project.

3.1.6 He shall represent the Committee at all meetings of the Village Panchayat and act as a liaison between the Village Panchayat and the Committee.

3.1.7 He may request and should receive any reasonable help from the Village Panchayat.

### 3.2 Vice-Chairman

3.2.1 The committee shall elect from among the ex-officio members one Vice-Chairman.

3.2.2 The Vice-Chairman shall act on behalf of the Chairman in his absence.

### 3.3 Secretary-Treasurer

3.3.1 The Secretary-Treasurer shall be the Village Panchayat Secretary or his appointee from among the members of the committee.

3.3.2 The Secretary-Treasurer shall keep the minutes of the meeting, maintain a file of all project documents and records and help the Chairman prepare the agenda.

3.3.3 The Secretary-Treasurer, along with the Chairman, shall represent the committee at all Village Panchayat meetings.

## 4. Village Maintenance Worker

4.1 The Village Maintenance Worker shall be selected from among the villagers by mutual agreement between the Water Supply Committee and the project technical staff.

4.2 The Village Maintenance Worker shall be a non-voting member of the committee.

4.3 He shall work closely with the Water Supply Technician to learn the skills needed for operation and maintenance work.

4.4 The Committee and the Village Maintenance Worker shall agree on a reasonable rate of payment and a contract shall be signed before construction is completed. Funds for payment must be raised by the Committee, either from the Village Panchayat or collected from the benefitting community.

## 5. Status of the Committee

5.1 The Water Supply Committee must be a legal and recognized committee of the Village Panchayat.

5.2 The Committee must have the authority of the Village Panchayat to engage in financial transactions.

5.3 The Committee shall be represented in the Village Panchayat by its ex-officio members.

5.4 The Committee shall submit regular progress and financial reports to the Village Panchayat.

- 5.5 The Committee shall abide by the policies and decisions of the Village Panchayat.
- 5.6 The Committee may ask and should receive reasonable aid from the Village Panchayat.
- 5.7 In exceptional circumstances the Committee may request the authority of the District Panchayat to deal directly with the District Panchayat.

6. Village Agreement Form

- 6.1 The Water Supply Committee shall review and discuss this form with the Overseer/Supervisor and Water Supply Technician.
- 6.2 Each member of the Water Supply Committee shall discuss the implications with his constituents.
- 6.3 The Committee if all members agree shall accept the terms of the agreement.
- 6.4 The Committee shall, after full discussion, sign the forms and send them to the Village Panchayat for signature by the Pradhan Panch.
- 6.5 The Committee shall ensure that the forms are returned to the District Panchayat.

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RURAL WATER SUPPLY PROGRAMME  
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WATER SUPPLY COMMITTEE

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PART II

WATER SUPPLY CONSTRUCTION FUND

Part II describes the duties and responsibilities of the the Water Supply Committee in the administration of project funds.

1. Skilled and Semi-skilled Labour Funds

- 1.1 The Water Supply Committee shall initially request from the District Panchayat an advance, if needed, of up to one quarter of the total estimated amount.
- 1.2 The Committee shall request from the District Panchayat, a second release of funds when needed, the amount not to exceed the total expenditure to that date, for which evidence must be provided in the form of Payment Vouchers.
- 1.3 The Committee shall pay all skilled and semi-skilled labourers according to work vouchers tendered at the bimonthly meetings.
- 1.4 The Committee shall keep a clear and well-organized account of all payments.

2. Material Transportation Funds

- 2.1 The Water Supply Committee shall request the District Panchayat to release the total amount needed to pay porters after the portering has been completed. If necessary, the Committee may request some of the funds in advance.
- 2.2 The Committee shall pay all porters according to transportation record forms at the bimonthly meeting.
- 2.3 The Committee shall keep a clear and well-organized account of all payments.

3. Royalty Fees and Tax Fund

- 3.1 The Water Supply Committee shall request the District Panchayat to transfer funds from the project account to the concerned authorities for the purchase of a timber cutting permit.
- 3.2 The Committee shall record the amount in the project account.

4. Water Supply Technician's Salary

- 4.1 The Water Supply Committee shall keep a record of the attendance of the Water Supply Technician and submit it once a month to the District Panchayat.
- 4.2 The Water Supply Committee shall not disburse the Water Supply Technician's salary.

LOCAL DEVELOPMENT DEPARTMENT  
RURAL WATER SUPPLY PROGRAMME  
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WATER SUPPLY COMMITTEE

PART III

MATERIAL TRANSPORTATION AND CONSTRUCTION

Part III describes the duties and responsibilities of the Water Supply Committee in organizing the transportation of materials to the site and the voluntary labour for the construction work.

1. Tool Transport

- 1.1 The Water Supply Committee shall request from the District Panchayat the tools needed for collecting local construction material.
- 1.2 The Committee shall keep these tools in the village storeroom and issue them as requested by the Water Supply Technicians.
- 1.3 The Committee shall return all tools to the District Panchayat on completion of the project.

2. Material Transport

2.1 Local Materials

- 2.1.1 The Water Supply Committee shall be responsible for the collection of all local materials, stone, sand, gravel, bamboo, etc.
- 2.1.2 The Committee shall plan and organize the collection of material, ensuring equal participation by all villagers.
- 2.1.3 The Committee members shall accompany their group to ensure that the correct quality material is collected.
- 2.1.4 The Committee must provide proper storage facilities for the material collected.

2.2 Transportation of Imported Materials (Pipes, Fittings, tools, cement, etc.)

- 2.2.1 The Water Supply Committee shall organize the villagers to carry these materials from the nearest roadhead or airfield store.
- 2.2.2 The Committee shall provide an adequate store-room and appoint a store-in-charge.

- 2.2.3 The Committee shall define a procedure for receiving and issuing materials.
- 2.2.4 The Committee members shall inform the porters of their responsibilities.
- 2.2.5 Each member shall accompany his group of villagers and take responsibility for the materials transported.
- 2.2.6 One member shall take the Material Request Form from the Water Supply Technician and present it to the storekeeper at the roadhead or airfield.
- 2.2.7 Each member shall record the name of each porter, the item carried and weight.
- 2.2.8 Each member shall ensure that all material arrives at the village store, is properly stored and registered.

### 3. Construction

#### 3.1 Work Plan

- 3.1.1 The Water Supply Committee shall meet every two weeks to discuss and plan a work programme.
- 3.1.2 The Committee shall make up a work roster which shall be made known to all villagers.
- 3.1.3 Each member shall be responsible for supplying the labour from his sub-community on the appointed day.
- 3.1.4 The Committee member whose day it is to work shall meet in the morning with the Water Supply Technician to decide what tools and materials will be needed for that day.

#### 3.2 Organizing Labour

- 3.2.1 Each member shall accompany his group to the work site.
- 3.2.2 The member shall assign each villager a particular job, give appropriate instructions and supervise the work.
- 3.2.3 The member shall keep a record of the number of days each villager works.
- 3.2.4 When appropriate, the member shall certify the skilled and semi-skilled work record at the work site.

CONSTRUCTION PHASEFORMS

The paper on the Construction Phase suggested that the following forms are necessary for efficient implementation of the project. The conference did not have time to discuss these in detail and the following list is referred to the Special Technical Group set up to review all forms as described in para. 3.2 of this report:

1. SKILLED AND SEMI-SKILLED LABOUR PAYMENT FORM
2. SKILLED AND SEMI-SKILLED LABOUR DAILY WORK VOUCHER
3. MATERIAL TRANSPORTATION PAYMENT RECORD FORM
4. WATER SUPPLY TECHNICIAN'S WORK RECORD FORM
5. MATERIAL REQUEST FORM
6. MATERIAL TRANSPORTATION RECORD FORM
7. MONTHLY FINANCIAL STATEMENT FORM (DISTRICT PANCHAYAT TO LDD)
8. QUARTERLY STOCK REPORT FORM
9. MONTHLY CONSTRUCTION PROGRESS REPORT FORM
10. MONTHLY CONSTRUCTION PROGRESS SUMMARY REPORT FORM.
11. ENGINEERS PROJECT COMPLETION REPORT.