

Sub-Section 1 (b) (ii) of Section 4 of the Right to Information Act 2005 (Manual 2)

The powers and duties of its officers and employees

I. DWSM: The Deputy Commissioner, Ri-Bhoi District is the Chairman of the DWSM assisted by the Executive Engineer, PHE, Nongpoh Division, Nongpoh as the Member Secretary for implementation of Swajaldhara & TSC programmes in a District. The existing officers and staff of the office of the Deputy Commissioner, Nongpoh and the Executive Engineer, PHE, Nongpoh Division, Nongpoh are assigned to work for the DWSM and there is no new recruitment of officers and staffs for the purpose. The powers and duties assigned to them are as per the functions and duties mentioned in the guidelines on Swajaldhara & TSC programmes, which are listed below:

- ▶ To suggest appropriate procedure to be adopted for effective implementation of the Swajaldhara and T.S.C. programme.
- ▶ To sensitize the objectives, merits and modalities of the Swajaldhara & T.S.C. programme.
- ▶ To consider approval of all schemes under Swajaldhara & T.S.C. programme which has been technically & financially scrutinized by the District Water & Sanitation Committee (DWSC)
- ▶ To decide about the detail Designing, Planning, Estimation of Swajaldhara & T.S.C project proposal.
- ▶ To open and maintain Bank Accounts in the State bank of India or its associate Bank for the funds sent directly by the Government of India / State Government / State Water Supply & Sanitation Mission (SWSM) separately for Swajaldhara and T.S.C programme.
- ▶ To submit the completion report for all the Swajaldhara & T.S.C project received from the DWSC upon their completion, to the Department of Drinking Water Supply , Ministry of Rural Development , Government of India through the SWSM / State Government
- ▶ To release funds to village Water & Sanitation Committee and to ensure proper management of funds
- ▶ To undertake assessment of the programme implementation and to suggest innovative and remedial action, if any.
- ▶ The D.W.S.M. will constitute a core Committee of expert to review the progress made under Swajaldhara & T.S.C. programme.
- ▶ The D.W.S.M shall be as often as possible but not less than four times in a year.

II. DWSC: The Deputy Commissioner, Ri-Bhoi District is the Chairman of the DWSC assisted by the Executive Engineer, PHE, Nongpoh Division, Nongpoh as its Member Secretary for implementation of Swajaldhara & TSC programmes in a District. The existing officers and staff of the office of the concerned Deputy Commissioner, and the Executive Engineer, PHE, Nongpoh Division, Nongpoh are assigned to work for the DWSC and there is no new recruitment of officers and staffs for the purpose. The powers and duties assigned to them are as per the functions

and duties mentioned in the guidelines on Swajaldhara & TSC programmes, which are listed below:

- ▶ Formulation, Management & Monitoring of Swajaldhara & T.S.C. Project.
- ▶ Scrutiny of Project proposal submitted by the Village Water & Sanitation Committee for Swajaldhara I Project and forwards them to the D.W.S.M. for approval.
- ▶ To technically & financially scrutinize Swajaldhara II and T.S.C project proposal and to submit them to the S.W.S.M through the D.W.S.M. for approval and for the disposal to the Government of India.
- ▶ Formation of Village Level Water & Sanitation Committee (VWSC) under the Chairmanship of Village Headman / Durbar Head for respective villages in the District aspiring to implement Swajaldhara & T.S.C. Project.
- ▶ To sensitize the public representative, officials and General Public about the Swajaldhara & T.S.C. principles.
- ▶ To engage institution for imparting training for capacity development of all state holders and undertaking communication campaign .
- ▶ To activate and mobilize parent, teacher association to facilitate School Water Supply & Sanitation.
- ▶ To undertake assessment of the demand and the propose establishment of production centres and Rural Sanitation marks under T.S.C. Project at the District / Block level base on demand of Latrines generated
- ▶ Closely monitor the activities of the production centres and Rural Sanitation Marks and to streamline supply of goods from the centres to villages under T.S.C. Project.
- ▶ To prepare manual consisting of type design and indicative capital, O & M, replacement cost for each of the technology options and to circulate them to the DWSC willing to take up project under Swajaldhara and T.S.C. programme.
- ▶ Disseminate information, education and communication materials and organize Mela, Competition, Slogans, Songs, Drama, Roll Plays, Painting, Elocution, etc., for generating interest in cleanliness, general health awareness and personal hygiene.
- ▶ Undertake Human Resource Development activities under the umbrella of production centres and Rural Sanitation Marks within the T.S.C. Project.
- ▶ Prepared Training modules and communication materials for further distribution.
- ▶ To submit monthly progress report of the implementation status and utilization Certificate for funds received under Swajaldhara & T.S.C. Programme separately to the S.W.S.M and to the Government of India
- ▶ To keep all the records and accounts in respect of receipt and Expenditure.
- ▶ To workout arrangement of Team of Expert for Quarterly Inspection of the works quality and give their report to the DWSM
- ▶ The D.W.S.C may co-opt 3% consisting of experts and reputed N.G.O as Member of the D.W.S.C. with prior approval of the S.W.S.M.
- ▶ To interact with D.W.S.M, SWSM,DWSC, State Government & Government of India
- ▶ The D.W.S.C. shall meet as often as require but not less than four times a year.

- *Sub-Section 1 (b) (iii) of Section 4 of the Right to Information Act 2005 (Manual 8)*

The procedure followed in the decision making process, including channels of supervision and accountability

The procedures followed in decision making including channels of supervision and accountability are as described in the Government of India guidelines on Swajaldhara and TSC and as per succeeding GOI instructions issued from time to time.

- *Sub-Section 1 (b) (iv) of Section 4 of the Right to Information Act 2005 (Manual 14)*

The norms set by it for the discharge of its functions

The norms set are as per the Government of India guidelines on Swajaladhara (June 2003) and Centrally Sponsored Rural Sanitation Programme "Total Sanitation Campaign" (TSC) – January 2004 – The detail guidelines can be seen on the website of the Department of Drinking Water Supply, Ministry of Rural Development, GOI at http://www.ddws.nic.in/guideline_eng.htm