



GOVERNMENT OF KERLA

PALANING AND ECONOMIC AFFAIRS (E) DEPARTMENT

CIRCULAR

No.1363/E1/2003/Plg.

Dated, Thiruvananthapuram, 25-01-2003

Sub:- WGDP-Detailed Operational Guidelines-Clarification-Issued –Reg.

Ref:- (1) GO (MS)No.43/2002/Plg, Dated 05-10-2002

(2) GO (Rt) No.13/2003/Plg, Dated 13-01-2003

The following clarifications on the detailed operational guidelines of western Ghat Development Programme (WGDP) are issued with immediate effect to ensure the operational efficiency of the programme in the field.

- (1) A Monitoring Committee with a maximum of 11 members may be formed from among members of the Watershed Committee as detailed below;
 - (i) All Gramapanchayat Ward Members representing the watershed area as members and the Grama Panchayat Ward Member representing the largest area in the Watershed to be the Chairman/Chairperson.
 - (ii) The Agricultural Officer to be the Convenor.
 - (iii) The Departmental Officer connected with the Work /Activity to be the Technical Member.
 - (iv) Rest of the members to be selected by the Watershed Committee from among its members of whom two should be women, as far as possible by consense. Atleast one Kudumbasree Neighbourhood Group planner to be there.
- (2) All works/activities will be inspected and physically verified by the above Monitoring Committee. The Chairman and the Departmental Officer of the Monitoring Committee will jointly do the certification of work/activity on behalf of the Monitoring Committee and issue certificate for release of payment to the Beneficiary/ Beneficiary Group/Party.
- (3) On receipt of the certificate for release of payment signed jointly by the Chairman & the Departmental Officer of the Monitoring Committee, the Agricultural Officer will sign the cheque and also obtain the signature of the Chairman of the Watershed Committee (The president of Grama Panchayat) and release the payment. All Payments will be issued only through cheques.
- (4) The Agricultural Officer will be the custodian of the Cheque Book & Pass Book of WGDP Project Account. Cheques signed for payment will be entered in a Cheque Issue Register maintained by the Agriculture Officer. The Cheques will be released to the beneficiary/ beneficiary group /party the same day or the next working day of work certification .

- (5) The next meeting of the Watershed Committee will review the progress of the works/activities and approve the payments released by the Agricultural Officer on recommendation of the Monitoring Committee .
- (6) Minutes of all the Watershed Committee meetings will be recorded and maintained by a designated official of the Grama Panchayat sponsoring the project. Copies of minutes will be made available to the Agricultural Officer, the Departmental Officer (Technical Member) and District Planning Officer/Western Ghat Cell.

S.M. VIJAYANAND
Secretary (Planning)

To

All District Collectors & District Planning Officers except Alappuzha
All Grama /Block/District Panchayats
The Accountant General (A&E) Kerala, Thiruvananthapuram (with CL)
The Principal Accountant General (Audit) Kerala, Thiruvananthapuram (with CL)
The Joint Director, Western Ghat Cell, Planning Department
The Director of Panchayats
The Additional Director (Soil Survey) Chalai, Thiruvananthapuram
The Additional Director (Soil Conservation) Chalai, Thiruvananthapuram
The Director, Public Relations
The Director of Agriculture , Thiruvananthapuram
Copy to CA Secretary Planning
Stock File/Office Copy.

Forwarded / by order

Section Officer