



**FIDUCIARY MANUAL
ATAL BHUJAL YOJANA (ATAL JAL)**

**PROGRAMME
OF
GOVERNMENT OF INDIA
MINISTRY OF JAL SHAKTI
DEPARTMENT OF WATER RESOURCES,
RIVER DEVELOPMENT AND GANGA
REJUVENATION**

**PROGRAMME IMPLEMENTATION AGENCY
GUJARAT WATER RESOURCES
DEVELOPMENT CORPORATION LTD.
GOVERNMENT OF GUJARAT**

Amended up to 20/09/2023

Abbreviation and Acronyms

AFS	Audited Financial Statement
AWP	Annual Work Plans
AMP	Aquifer Management Plan
BETA	Bank-executed Technical Assistance
C&AG	Comptroller and Auditor General
CAAA	Controller of Aid, Accounts, and Audit
CBO	Community-based Organization
CGWB	Central Ground water board
DDO	Drawing and Disbursing officer
DIP	District Implementation Partner
DLI	Disbursement-linked Indicator
DoWR, RD&GR	Department of Water Resources, River Development and Ganga Rejuvenation
DPMU	District Program Management Unit
DWLR	Digital Water Level Recorder
EAT	Expenditure-Advance-Transfer
ESSA	Environmental and social Systems Assessment
FM	Financial Management
GDP	Gross Domestic Product
GGRC	Gujarat Green Revolution Company
GOI	Government Of India
GP	Gram Panchayat
GO	Government Order
GPC	Gram Panchayat Cluster
GRS	Grievance Redressal Service
GWMR	Groundwater Management and Regulation Scheme
GWRDC	Gujarat Water Resources Development Corporation LTD
IEC	Information, Education, and Communication
IFSA	Integrated fiduciary systems assessment
IMD	India Metrological Department
IT	Information Technology
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act 2005
MIS	Management Information System
MoF	Ministry Of Finance
MoJS	Ministry Of Jal Shakti
NABL	National Accreditation Board for testing and calibration laboratories
NAQUIIM	National Program on Aquifer Mapping and Management
NISC	National Inter Departmental Steering Committee
NPMU	National Program Management Unit
O&M	Operation and Maintenance
PAP	Program Action Plan
PDO	Program Development Objective
PforR	Program For Results
PFMS	Public Financial Management System
PGWM	Participatory Groundwater Management
PIU	Program Implementation Unit
PMKSY	Pradhan Mantri Krishi Sinchayee Yojna
PMU	Program Management Unit
PG	Program Guideline
PRI	Panchayati Raj Institution

SGWRC	State Ground Water Resource Center
SISC	State Inter-departmental steering committee
SPMU	State Program Management unit
SSNNL	Sardar Sarovar Narmada Nigam Ltd
TA	Technical Assistant
TOR	Terms Of Reference
TPGVA	Third Party Government Verification Agency
WMC	Water Management Committee
VWSC	Village water& Sanitation Committee
WSP	Water Security Plan
WUA	Water User association
CNA	Central Nodal Account

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Chapter 1

INTRODUCTION

1. This Fiduciary Manual of State of Gujarat is based on the Government Order of Atal BhujalYojna (Atal Jal) issued by Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti, Government of India vide its order No. T-40012/1/2018-GW Section (Pt.2) dated 09/01/2020 (Annexure-1),the Program Guidelines and National Fiduciary Manual, which shall provide the detailed guidance regarding the state-specific processes, procedures or rules that will be followed by all implementing agencies under Atal Jal in the State of Gujarat.
2. This Manual has been agreed between Gujarat Water Resources Development Corporation (GWRDC), representing the State Program Management Unit (SPMU), Gujarat and National Program Management Unit (NPMU) and the World Bank. No change to the manual shall be made by the State without prior concurrence of NPMU and World Bank. In case of any difference between the National and the State Manual, the National Manual will prevail or as approved by the NPMU in consultation with the Bank.
3. The objective of this manual is to establish an open, transparent and competitive procurement and financial Management system and provide guidance on applicable procedures and processes for Works, Goods and Consultancy services to bring out efficiency, economy and a fair opportunity for all potential project implementation partners—i.e. contractors, Non-Government Organizations (NGOs), consultants, Community Based Organizations (CBOs), etc. under the program. It provides comprehensive guidelines on Procurement and financial Management in consonance with the Gujarat Financial Rules, and PWD Manual to be followed for implementation of AtalJal in Gujarat. The Manual will ensure that the procurement process, documentation, is uniform, systematic and ensure transparency and will help avoid Procurement delays. The quality of procurement will vastly improve and avoid recurrent objections in the audit reports.

Chapter 2

PRINCIPLES FOR FINANCIAL MANAGEMENT AND PROCUREMENT

4. The manual has been prepared in accordance with Gujarat Public Works Manual Volume-1 & Volume-2, Gujarat Financial Powers (Delegation) Rules 1998,[http://financedepartment.gujarat.gov.in/Documents/Rule-Eng 13 2014-2-19 481.pdf](http://financedepartment.gujarat.gov.in/Documents/Rule-Eng_13_2014-2-19_481.pdf)) Delegation of powers to technical officers by Gujarat Water Resources Development Corporation LTD (GWRDC) by Government Order Number 229 Dt-31/03/2021(Annexure-07),Store Purchase Rules, GFR and GRs issued by Government of Gujarat from time to time.
5. All implementing agencies shall follow the procedures contemplated in this manual. The procedures mentioned in this manual are further supplemented by the model bidding documents and formats. In case of any discrepancy between the manual and the Government of Gujarat regulations / circulars issued, the government order / circulars will prevail.

Chapter 3

INSTITUTIONAL ARRANGEMENTS FOR FINANCIAL MANAGEMENT AND PROCUREMENT

6 The Key Stakeholders identified are.

	Key stakeholder	Scope of engagement activities
1	Water Resources Department (WRD)	State Project Coordinator(Atal Jal)
2	Department of Agriculture & Animal Husbandry	Demand Side efficient water Management and incentivization of farmers
3	Energy department e.g., Electricity company	Demand side cost efficiency
4	District Rural Development Agency(DRDA)	Convergence of resource mobilization for water conservation
5	Urban Development department i.e., municipalities and urban development authorities	Convergence of resources/ mobilization in water Management
6	Gujarat water supply and Sewerage board (GWSSB)	Management of sustainable drinking water supply through local ground water resources/ Encouraging reuse of treated urban waste water
7	Gujarat Water Resources Development Corporation (GWRDC)	Project implementing Agency
8	Forest Department	Construction of water conservation structure
9	Gujarat Green Revolution Company(GGRC)	Promotion of Drip and sprinkler irrigation
10	Sardar Sarovar Narmada Nigam Ltd(SSNNL)/Irrigation Projects of WRD	Replacing open Canals with under Ground pipelines
11	Minor irrigation/Panchayat Irrigation department	Construction of water conservation structures
12	Participatory ground water Management committee and front line workers (PGWD)	village skill ground water Management considering the local geo-hydrological characteristic
13	Central Ground Water Board (CGWB)	Geo-hydrological input
14	State Program Management Unit (SPMU)	Monitoring the program at State level (Project Director) and technical support
15	District Project Management Unit (DPMU)	Monitoring the program at District level and technical support

16	The concerned beneficiary Gram Panchayats (GPs)	Assistance for Gram sabha for preparation of Water Security Plan (WSP)
17	Non-Governmental Organizations (NGOs)/Support Organizations(SOs)	Assistance for DPMU- Preparation of WSPs at Block level& get permission from competent level.
18	Village level Water Management Committees (VWMCs) or Water User Associations (WUA)	Manage priority of works related to WSPs

7 Institutional Arrangements

- (i) A State Level Steering Committee -(SISC) has been established vide GR/GO noGWR-2020-411-J-1, Dated17/03/2020 (Annexure-2), for the overall administration, Management and coordination of Atal Jal activities in the State.

In the state, Gujarat Water Resources Development Corporation Ltd (GWRDC), is the implementing agency for Atal Jal in Gujarat, and the Special Secretary is the Project Co-coordinator in accordance with the Memorandum of Agreement (MoA) signed with the DoWR, RD & GR on 07/07/2020 for implementation of Atal Jal in compliance with the Program guidelines in the state of Gujarat.

- (ii) The Government of Gujarat in its GR no. GWR-2020-411-J-1,Dtd 17/03/2020, GR no. GWR-2020-411-J-1 Dtd.31/05/2021(Annexure-2A), GR no. GWR-2020-411-J-1 Dtd.10/06/2021(Annexure-2B) has authorized
- GWRDC as the nodal agency for execution of activities of Atal Jal for and behalf of the State of Gujarat.
 - Special Secretary(WRD)is the Project Co-coordinator.
 - That the State Program Management Unit (SPMU) will be housed in Gujarat Water Resources Development Corporation Ltd.(GWRDC)and will be headed by a Managing Director GWRDC Ltd as the Project Director(SPMU)
 - The composition of specialists and staff of SPMU
 - Establishment of Six District Program Management Units (DPMUs) along with deployment of staff and experts to support implementation as under.

Sr. No.	Name of DPMU	District
1	Executive Engineer Water Resources Investigation Division Bhuj	Kutchh
2	Executive Engineer Panchayat Irrigation Division Banaskantha	Banaskantha
3	Executive Engineer Panchayat Irrigation Division Patan	Patan
4	Executive Engineer Ground Water Management Unit-1 GWRDC Mehsana	Mehsana

5	Executive Engineer Ground Water Management Unit-3 GWRDC Ahmedabad	Gandhinagar & Ahmedabad
6	Executive Engineer Panchayat Irrigation Division Himmatnagar	Sabarkantha

f. Participating Districts, Blocks, Gram Panchayats and villages thereof

- (iii) The composition of State Program Management Unit (SPMU) comprising core staff and hired staff has been approved vide G.O. No.GWR-2020-411-J-1 dated 17/03/2020 and revised vide G.O.no. GWRDC Order No Planning-GWRDC & PIA-ABHY(AJ)dtd-23/06/2021. (Annexure-3)
- (iv) Formation/ composition of District Program Management Units (DPMU) is made vide GoG, NWRWS &K Dept. Resolution No.GWR-2020-411-J-1, Dated 5/8/2021. (Annexure-4).
- (v) District Collector are deployed as a Chairman of District Program Management Units (DPMU) Atal Bhujal Yojana (Atal-Jal) vide GoG, NWRWS &K Dept. Resolution No. GWR-2020-411-J-1, Dated 5/8/2021. (Annexure-5)
- (vi) Nodal Officer of District Program Management Units (DPMU) Atal Bhujal Yojana (Atal-Jal) are deployed vide GoG, NWRWS &K Dept. Resolution No. GWR-2020-411-J-1, Dated 5/8/2021(Annexure-6)
- (vii) Formation/constitution of Village Water & Sanitation Committees (VWSC) is made vide different resolutions of Government of Gujarat.

08 Fiduciary roles and responsibilities

The fiduciary roles and responsibilities for SPMU and DPMUs are detailed in Table 1 & 2 below

(i) **Table :1 – Fiduciary Responsibilities at the State Level by SPMU**

Function	Activity	Time Lines
Procurement	<p>(a) Superintending Engineer Project Implementation Agency (PIA) Atal Bhujal Yojana, Gandhinagar will work as the Procurement Officer Procurement shall be made through committee duly constituted by Government of Gujarat.</p> <p>All the Executing Agencies (line departments/ GP) and DPMU will comply with the procurement framework provided in this fiduciary manual.</p>	<p>(a) already done (b) done every year (c) already done (d) already done (e) done every year (f) Jun 30 every year</p>

	<ul style="list-style-type: none"> (b) Prepare annual plans for procurement at GP, District & state levels (c) Hire experts for SPMU/DPMU - recruit subject experts, consultants, staff, and other procurement staff. (d) Hire District Implementation Partners. (e) Prepare and submit to NPMU for prior approval the Annual Procurement Plan (APP) for activities to be taken up under the program, Update and maintain Procurement Plan of concerned Executing Agencies. (f) Maintain all procurement records for review (g) Feed procurement data into the Program MIS (h) Consolidate annual procurement plans received from districts and include the same in the consolidated AWP prepared for the state and submit to SISC for approval and thereafter to NPMU for concurrence (i) Ensure that auditors' TOR for GPs-, division/district-, and state-level activities include procurement performance review and compliance to the PG and submit the report to NPMU (j) Ensure records of all procurement and contracts, payments, extensions to be kept in an indexed manner for annual procurement review/audit (k) Ensure annual independent procurement review/audits are undertaken—according to the guidance of the DoWR, RD & GR. (l) All procurement more than Rs10.00 lakh for goods and consultancy and Rupees 5.0 lakh for works will be done through e-procurement only using n-procure platform 	<ul style="list-style-type: none"> (g) Continuous (h) Dec 31, every year (i) Continuous (j) Annually (k) Annually (l) Continuous
Financial Management	<ul style="list-style-type: none"> (a) As per revised procedure for flow of funds under Centre Sector under Atal Bhujal Yojana, the State department (PIA)/ State Program Management Unit (SPMU) are to be designated as Central Nodal Agency (CNA) effective from 1st April 2022. In this document, reference to SPMU would be deemed to be reference to CNA. Atal Bhujal Yojana (Code 3282), a Central Sector Scheme marked as CNA on 07.10.2022 in PFMS. (b) Open dedicated bank account in a Public Sector bank/Schedule Commercial Bank as authorized by the Ministry of Finance, Government of India vide its OM no. S-11012/3(1)/Bank/Ref. Case/2010/GBA/1351-1454 dated 21/8/2019 and F.No.1(18)/PFMS/FCD/2021, 	<ul style="list-style-type: none"> (a) already done (b) account open in HDFC Bank Gandhinagar Gujarat (c) already done (d) As per Requirement (e) Dec 15 each Year (f) Nov 30 each year

	<p>Date:9th March 2022. (Annexure-10)</p> <ul style="list-style-type: none"> (c) Designate authorized signatories to operate the bank account (d) Consolidate annual budget requirements (e) Consolidate Program expenditure statements and submit to SISC for approval and further submission to NPMU. (f) Prepare annual budget requirements, reconciliation, and inclusion of same in AWP/State Action Plans and submit it to NPMU for approval and release of funds (g) Make timely payments to GPs/, contractors, and so on (h) Ensure all monthly expenditure, advances, transfers, interests received are entered in the PFMS and supporting documentation is submitted to SPMU (i) Track fund releases to subordinate offices and verify utilization certificates submitted by them (j) Prepare monthly statement of accounts and reconciliation with bank statements (k) Submit consolidated Audited Financial Statements (AFSs) and annual procurement plans received from districts to SISC for approval (l) Allocate Program funds between departments for activities identified in state AWP (m) Allocate and disburse Program funds for districts/GPs for partial funding of activities identified through participatory process and monitor performance/results (n) Oversee timely release of funds to different line departments (o) Follow approved delegation of powers for incurring expenditure (p) Upload monthly statement of accounts and AFS on the website for public viewing (q) Prepare FM report/summary for SISC (r) Submit audit reports to NPMU 	<ul style="list-style-type: none"> (g) Continuous (h) Continuous (i) Continuous (j) Monthly (k) Audit reports for preceding financial year to be submitted within 2nd quarter of each financial year (l) Annually and/or required from time to time (m) As per required from time to time (n) Continuous (o) Continuous (p) Monthly (q) Annually (r) By October each year
Citizen's feedback, Grievance Redressal System	<ul style="list-style-type: none"> (a) Operationalize Citizen's Feedback Systems and guidelines for carrying out social audits (b) Conduct training and capacity building of staff and other implementation partners to facilitate implementation (c) Establish Grievance Redressal System (preferably IT based for ease of operation) 	<ul style="list-style-type: none"> (a) First year (b) Continuous (c) First year (d) Annually (e) Continuous (f) Quarterly (g) Annually

	<ul style="list-style-type: none"> (d) Conduct social audit of activities (e) Redress grievances received within the required time limits (f) Consolidate and analyze grievances received and resolved at district and GP levels to take initiatives to avoid repetition of the same (g) Record citizen's feedback, consolidate, and compile into a report for public dissemination 	
Reporting, documentation	<ul style="list-style-type: none"> (a) Submit consolidated Implementation progress report to SISC and subject to SISC's approval, submit the same to NPMU (b) Submit compliance report to NPMU 	<ul style="list-style-type: none"> (a) Semi annually (b) Annually

Table :2 – Fiduciary Responsibilities at the District Level by DPMU

Functions	Activity	Time Lines
Procurement	<ul style="list-style-type: none"> (a) Ensure all procurement follows the Program fiduciary guidelines prepared for Atal Bhujal Yojana (b) Include annual procurement plans in AWP (c) Feed procurement data into the program MIS (d) Conduct sample procurement audits as per TOR given by NPMU/DOWR, RD & GR (e) Ensure development of gram panchayat level water budgets (f) Ensure timely preparation of water security plans of each GP, based on which procurement planning shall be carried out. (g) Maintain documentation of all procurements by DPMUs and GPs for annual reviews and audits. (h) Ensure procurements made by GPs under the incentive grants follow the State GFRs/ or prevalent procurement rules and regulations applicable for GPs (Mentioned elsewhere) (i) Ensure procurements by GPs does not include items from the negative list given in the Program Guidelines (j) Ensure appropriate records (asset register) are maintained for asset created Ensure receipt of goods and material / execution of works/ services in quality manner as per bid specifications/TOR (k) Ensure adequate staffing and capacity building of the selected staff (l) Maintain records for procurements and ensure proper entry of the stocks/Works/Reports for annual reviews and audits. (m) All procurement as per the SOP of state. (n) Ensure procurement procedures followed are in compliance with State GFRs and those detailed in this manual 	<ul style="list-style-type: none"> (a) Continuous (b) Annually (c) Continuous (d) Continuous (e) Continuous (f) Continuous (g) Continuous (h) Continuous (i) Continuous (j) Continuous (k) Continuous (l) Continuous (m) Continuous (n) Continuous

Financial arrangement	<p>(a) The SAs will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs</p> <p>(b) Consolidate, review district-level WSPs, and accordingly prepare district-level Action Plan & budgets</p> <p>(c) Ensure submission of recommendation, budgets and cost estimates to SPMU for approval, allocation, and disbursement by SPMU</p> <p>(d) Submit monthly expenditure statements with supporting documentation to SPMU.</p> <p>(e) Follow approved delegation of powers for incurring expenditure</p> <p>(f) Ensure timely reconciliation of expenditure with Bank Account at least once in a month.</p> <p>(g) Maintain record and documents to check the expenditure and payment as per availability of budget for particular activity and for auditing</p> <p>(h) Ensure timely preparation and submission of Utilization. Certificates (UCs) and Completion Certificates (CCs)</p>	<p>(a) as required/ applicable</p> <p>(b) Annually</p> <p>(c) Annually</p> <p>(d) Monthly</p> <p>(e) Continuous</p> <p>(f) Continuous</p> <p>(g) Continuous</p> <p>(h) Continuous</p>
Reporting	<p>(a) Prepare implementation progress reports and other such reports, as desired by SPMU.</p> <p>(b) Ensure timely reporting of the execution of supply, contracts and services in their areas along with submission of financial & physical progress.</p> <p>(c) Ensure timely resolving and reporting of the grievances registered online for the Project</p>	<p>(a) Quarterly or as solicited by SPMU</p> <p>(b) Quarterly or as solicited by SPMU</p> <p>(c) Continuous</p>

9 Detailed Procurement Management arrangements for Atal-Jal is detailed in Chapter 9.

- (i) All Executing Agencies (Line Departments and Gram Panchayats), that are awarded incentive component upon achievement of DLIs, shall ensure that standard applicable procedures in accordance with the and its subsequent amendments there of Gujarat Public Works Manual Volume-1&Volume-2, Gujarat Financial Powers (Delegation)
- (ii) Rules1998, (http://financedepartment.gujarat.gov.in/Documents/Rule-Eng_13_2014-2-19_481.pdf) Delegation of powers to technical officers by Gujarat Water Resources Development Corporation LTD (GWRDC) by Government Order Number 229 Dt-31/03/2021,(Annexure-7), Store Purchase Rules, GFR and GRs issued by Government of Gujarat from time to time, shall be complied with for all procurement (if any) and financial transactions including utilization of funds drawn from other ongoing and or new schemes announced by the State of Gujarat and or Government of India.
- (iii) Travelling allowance, Dearness allowance, additional charge allowance, Deputation Allowance etc will be paid as per Government of Gujarat rules.
- (iv) All the powers at Govt, Board and its Committee's levels are delegated to the project Coordinator level. This clause will prevail over any other/contrary provisions in this manual.

10 Fund Flow and Banking

1. The GWRDC, being the SPMU of the Implementing Agencies under Atal Bhujal Yojana are designated as Central Nodal Agency (CNA) under the Central Sector Scheme “Atal Bhujal Yojana (Atal Jal)”. As per revised fund flow guidelines for Central Sector Schemes.

District Program Management Units (DPMUs) & respective State Government Line Departments, below the level of CNA are designated as the Sub-Agency under the Central Sector Scheme “Atal Bhujal Yojana (Atal Jal)”.

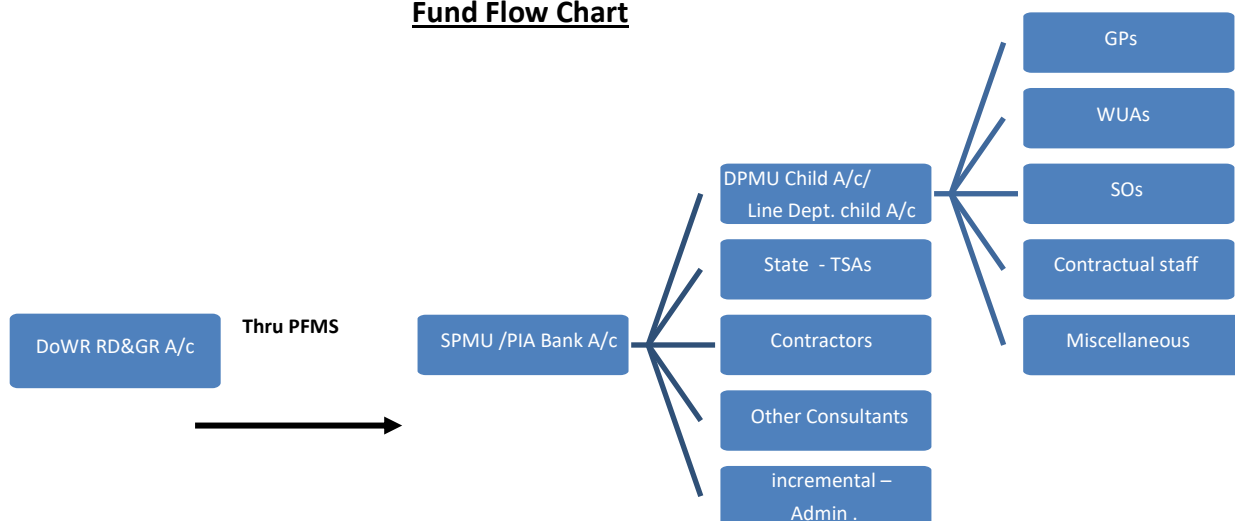
(i) Fund flow:

The SPMU shall submit its request for release of funds to NPMU for disbursement of funds for implementation of Institutional Strengthening & Capacity Building activities detailed in the annual Work Plan (AWP) approved by the competent authority each year. NPMU after review, shall submit it to DoWR, RD&GR with recommendations for release of funds. DoWR, RD&GR will release funds to SPMU in tranches each year into the Scheme specific dedicated bank account.

Funds in respect of the Incentive component would be released annually through direct transfers into the dedicated Scheme bank account and will be replenished in the subsequent years based on the utilization of funds, report on the third party verification agency and performance on achievement of each Disbursement Linked Indicators (DLIs) in the preceding year.

- (ii) Any fund release beyond the 1st year of implementation, will be subjected to submission of annual audit reports of Program expenditure, utilization certificates, approved AWP by SPMU, Atal Bhujal, per established Government of India procedures for central sector schemes.
- (iii) The funds from DoWR will be routed through the Public Financial Management System (PFMS) as is being done in other central sector schemes.
- (iv) DoWR shall release the funds to the CNAs as far as possible in ‘Just-In-Time’ manner keeping the float in CNAs’ account to the minimum possible. Each disbursement /transfer of funds by the DoWR to the SPMUs shall not exceed 25% of the approved AWP for the respective state in each financial year. Additional funds (not more than 25% at a time) will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction. However, there is no limit in the number of fund transfers as the same is subjected to utilization of funds transferred in the preceding disbursements by NPMU to the respective SPMU.

Fund Flow Chart



11 Banking arrangements at the SPMU

- (i) **Bank Account:** SPMU will maintain a dedicated scheme specific Bank A/c, Central Nodal Account No. 50100603157018, HDFC Bank, Gandhinagar, Gujarat having the name and title “SPMU-Atal Jal” for “Atal Bhujal Yojana (Atal-Jal)” Gujarat State. Funds from DoWR, RD&GR to WRD will be affected through PFMS vide FMS Account No-GJGA00002863 using Electronic Clearing Services (ECS) - PFMS to this account. The officers authorized to operate the account are as follows.

1. DIVISIONAL ACCOUNTANT, SPMU
2. EXECUTIVE ENGINEER, SPMU

- (ii) This bank account maintained by SPMU shall adhere to the following conditions:

- a) The project account should be savings bank account and the interest accrued shall be reflected in the utilization certificate and monthly Bank reconciliation statements will be submitted for internal and external audit. The interest accrued from the project account will be deposited in BHARATKOSH as given in as given in GFR 2017 Rule no. 230(8) by Government of India. The bank account will be operated by the designated officers with minimum two signatories and or as directed/approved by the state finance department.
- b) All payments to contractors for goods and Services, civil works, consulting and non-consulting services, and remuneration for contractual staff, shall be effected centrally by SPMU upon submission of bills approved by the DPMUs/SPMU and or by the designated authority of the respective approved implementing agency.
- c) SPMU CAN bank account No. 50100603157018, HDFC Bank, Gandhinagar, Gujarat will be mapped in PFMS by NPMU.(As per Annexure-10)

- d) SPMU will effect payments from the aforesaid dedicated Program Bank account to contractors, consultants, individuals etc. through PFMS only.
- e) Cash withdrawals for petty cash expenses and or travel advances or any such small payments is permitted subject to a limit of Rs. 10,000 as approved by the SISC/Department of Finance of Govt. of Gujarat.
- f) There would be only one bank account for the project and shall be the parent account maintained and operated by the SPMU which is CNA No.50100603157018, HDFC Bank, Gandhinagar, Gujarat
- g) SPMU shall submit details of the child bank accounts opened by each DPMU along with officials/persons designated for making entries and approval powers for incorporation in the Public Financial Management System (PFMS), by NPMU
- h) Travel advances or any such small payments will be permitted as per state norms.
- i) Separate bank account (Holding account-non-interest bearing account) shall be opened by the SPMU in the same commercial bank in which the CNA account is held to facilitate tax/statutory deductions.

12 Banking arrangements at DPMUs/Line Department.

- (i) The SPMU will, upon approval of SISC/Department of Finance, authorize each District Project Management Unit (DPMU) to open a dedicated Scheme specific zero-balance bank Account (child account) linked to the Parent account in the branch of HDFC Bank Gandhinagar, (preferably) to facilitate Drawing limit of funds to meet the requirements of DPMU/Line Department.
- (ii) SPMU will issue authorization to the DPMUs/Line Department, and payment instructions to the Bank for drawing down of funds from the Parent account electronically to the Child Bank account for effecting payments at the district level through PFMS. The child accounts will be mapped in PFMS.
- (iii) SPMU/DPMUs/Line Department will issue payment instructions for contractors and or other service providers/cash withdrawals – as the case may be, to its project bank child bank account. Funds will be released by the Bank based on the authorized limits of withdrawals, by drawing the same from the ‘parent’ account through electronic transfers.
- (iv) At any given time, the balance in the child account should be “Zero”.
- (v) A total no of 15 child bank accounts are opened based upon the number of DPMUs in the participating districts and Line Department. Any additional child accounts shall be opened only upon approval of competent authority.
- (vi) Separate bank account (Holding account-non-interest bearing account) shall be opened by the SAs (Sub agencies) in the same commercial bank in which the CNA account is held to facilitate tax/statutory deductions.
- (vii) List of CNA/SAs bank account has been attached. (Annexure-11)

13 Banking arrangements at the Gram Panchayats

- (i) Executing Agencies will receive Drawing Limit in their accounts from SPMUs based on the completion of activities (DLIs) under incentive component assigned to them, and duly verified by the TPGVA.
- (ii) All approved expenditure using Incentive grants will be entered in the PFMS based on the cashbook and other payment related documentation maintained.
- (iii) Wherever GPs are familiar with PFMS operation, their Bank accounts shall be mapped to PFMS by the SPMU and those GPs shall maintain their cashbook in the PFMS.

14 Fund release and authorization of expenditure

- (a) Funds from the DoWR, RD & GR for Institutional Strengthening & Capacity Building will be provided to SPMU in their Program dedicated bank account opened as an advance, following the Expenditure-Advance-Transfer (EAT)/CNA module in the Public Financial Management System (PFMS), to be replenished based upon the utilization of funds for the approved Annual Work Plans (AWPs).
 - j) Funds provided as incentive for achievement of DLIs will be released in a tranche following the aforesaid procedures to the SPMUs through the PFMS.
 - ii) Incentive funds will be disbursed to the SPMUs by DoWR, RD&GR, through PFMS for onward allocation to qualifying agencies and shall be based on the findings and reports of Third Party Government Verification Agency (TPGVA). Upon approval of the report by the NISC, a GO will be issued detailing the incentive award for achievement of each DLI by the participating states.
 - (iii) Upon receipt of incentive grants from DoWR, RD&GR, SPMUs may carryout onward allocation as detailed in the Program Guidelines issued by DoWR, RD & GR, for use of these incentive grants.
 - (iv) The transfers to the Executing Agencies (Line Department/GP) will be made through a GO issued by competent authority in Govt. of Gujarat listing out the name of the Line Department/GPs
 - (v) All funds under the Program will be fully mapped in real-time through the PFMS to ensure just-in-time further releases.
 - (vi) All receipts and withdrawals from the bank accounts and unutilized balances will be available for viewing by the DPMUs, SPMU/PIA and NPMU in the DoWR, RD&GR.
 - (vii) Interest earned from the funds in any of the aforesaid accounts shall be deposited in BHARATKOSH.

Chapter 5

Accounting Framework

- 15** Project Director(SPMU) have the primary responsibility for the financial Management and disbursement in accordance to the policies and procedures currently practiced in the State of Gujarat and as detailed in the GFRs and its amendment thereof. For all financial allocations and expenditure to support the identified and approved activities under the AWP and those listed in the approved Procurement Plan. The policies and procedures as detailed in Program Guidelines for Atal-Jal and the Fiduciary manual of NPMU shall be complied by the SPMU, DPMU, GPs and contractors/individuals and or other such partners engaged in the program. Further -
- (i) The expenditure under the Program would be reported through the Expenditure, Advance and Transfer (EAT)/CNA Module of PFMS. There should not be any overdue audit reports, at the Line Department/GP, beyond the preceding year.
 - (ii) To ensure uniformity of bookkeeping at all levels, the Account Codes developed for the Atal-Jal Program shall be adopted. The Chart of Accounts will be as provided by NPMU in the National Fiduciary Manual (as amended from time to time) and is designed for executing agencies/partners under the Program to capture and record financial details of various transactions to facilitate effective Management of their project components.
 - (iii) Accounts-in- charge at accounting centers shall:
 - a) Exercise adequate control over all the expenditures and assets acquired
 - b) Ensure the protection and proper use of assets
 - c) Ensure the correct recording of financial transactions in the appropriate books and records
 - d) Safeguard assets against wastage, fraud and misappropriation ensuring accuracy and reliability in the records maintained.
 - (v) All accounting for the program will be centralized at the SPMU(Accounts In charge). All payments including withdrawals for petty cash expenses will be drawn from the PFMS and also reconciled with the Bank account on a monthly basis
 - (vi) Accounting for the program will be consolidated at SPMU level and SPMU/DPMUs will be audited by the Program Internal Auditor deputed by the NPMU (details are provided in the National Fiduciary Manual) and external statutory auditor on an annual basis.
 - (vii) The DDOs designated for Atal-Jal will effect payments using PFMS upon receipt of bills approved by the Project Director, SPMU.
 - (viii) All financial transactions/payments to contractors/consultants/ service providers etc. shall be made through PFMS only. Miscellaneous expenses incurred drawing

cash from petty cash withdrawn from the Bank account shall be recorded in the cash book/ledgers maintained by SPMU and DPMUs.

- (ix) Accounts-in-charge in the SPMU shall confirm the budget balance of the concerned Head of Account before effecting any payment from the Program's Bank account
- (x) All payments must be supported by documents such as bills, receipts and cash memos. Vouchers shall be prepared based on the bills, receipts and cash memos.
- (xi) On receipt of the supporting documents for a payment, the Accounts-in-charge shall prepare a Payment Voucher and sign the form; obtain necessary approvals of the competent authority before effecting payments online.
- (xii) When disbursing payments, the Accounts-in-charge shall ensure that the recipient acknowledges receipt of payment against the specific bills either through email or other written communication, which will be kept together with the payment voucher approved by the competent authority as proof of disbursement.
- (xiii) Wherever cash payment is paid to an individual/firm from petty cash maintained by the SPMU, an official stamped receipt shall be obtained and attached with the payment voucher.
- (xiv) The payment to DIPs, consultants and or other such approved agencies for services rendered shall be as per the terms and conditions in the contract entered into with them.
- (xv) Wherever advances are paid, if any, to the agencies mentioned in xi above, the same will be adjusted at close of every financial year and or on a pro-rata basis and be completed before 80% of contract value is paid to the recipient on satisfactory completion/ deliveries of agreed activities.
- (xvi) The assets created and acquired out of scheme funds shall be accounted at cost
- (xvii) All materials purchased for implementation of approved activities under the Program shall be charged to the relevant scheme expenditure at the time of purchase itself.
- (xviii) Stock registers will be maintained to enable VWSCs/WUAs or other such organizations engaged by GPs to keep track of receipts, items issued and value of Stocks procured using incentive grants, maintain cash books and other relevant ledgers for the Program separately for the ease of accounting, auditing, and reporting along with the statements of the dedicated bank account. A cash book will be maintained by DPMUs for recording expenditures permitted under their thresholds.
- (xix) Compile monthly accounts and submit the same through PFMS established for Atal Jal.
- (xx) SPMUs shall consolidate the financial reports of utilization of incentive grants, complied by DPMU for the recipient GPs under their jurisdiction, which will be submitted with the QPRs uploaded in the MIS by SPMU.

- (xxi) All books of accounts maintained for the Program will be audited by the State AG while the accounts maintained by the GPs will be carried out by Local Fund Auditor in the State.
- (xxii) The Utilization certificates for the funds received from DoWR, RD&GR will be submitted online through Program MIS to NPMU and DoWR, RD&GR for consolidation.
- (xxiii) **Books to be maintained at SPMUs:** Cash Book, Contractors ledger, Fixed Asset Register, Tender Register and payment register- vouchers in the PFMS; while Bank statement and Bank Reconciliation Statements – separately in the SPMU. The existing provisions in the PFMS will be used for reconciling Bank statements with that of the expenditure statement in the Project Ledger shall be maintained, wherein all transactions (receipts/ payments) are to be posted as and when incurred. A ledger folio shall be opened according to the Account Codes under each head of account Posting to the Program Ledger shall be made from the voucher, quoting the date, particulars, Voucher number and amount.
- (xxiv) Every month-end, summary ledger sheets shall be balanced to facilitate preparation of financial reports.
- (xxv) Every month-end, a Bank Statement shall be obtained from the bank with respect to the account maintained by the SPMU for the program
- (xxvi) On receipt of the Bank Statement, the balance appearing therein shall be reconciled with that shown in the Bank/Cash Book by preparing the Bank Reconciliation Statement.
- (xxvii) All debits charged by bank for bank charges or commissions and all credits for the interest and other that appear in the monthly bank statement shall be scrutinized carefully before accepting them and before recording those debit/ credits in the Cash Book
- (xxviii) **Books to be maintained at DPMUs:** Cash Book, Contractors ledger, Fixed Asset Register, Tender Register and payment register- vouchers in the PFMS; while Bank statement and. Bank Reconciliation Statements – separately in the DPMU
- (xxix) **Books to be maintained by GPs:**1. Separate Cash book for Atal Jal; 2. Bank Statement; and 3. Expenditure vouchers. Recipient GPs that are familiar on use of PFMS may book their expenditure in the PFMS itself and no separate cash book needs to be maintained

Chapter 6

Financial Reporting

16. Divisional Accountant of SPMU will compile and prepare financial progress reports for the Scheme in the State on a quarterly basis and submit the same as part of the Quarterly Progress Reports (QPRs) to NPMU, for the preceding quarter. These QPRs will be submitted to NPMU within one month of completion of each quarter i.e April 30, July 31st, October 31st, January 31st, each year.
17. Further, SPMU will submit Monthly Expenditure progress to as per requirement
18. Receipt and Payment of Funds - A consolidated monthly receipt and payment of funds shall be prepared by SPMU, on the basis of entries in the PFMS, and monthly consolidated reports drawn from the PFMS.
19. The financial progress reports shall include expenditures incurred and consolidated by SPMU –, Bank reconciliation statements and summary of utilization certificates.
20. SPMU will prepare the Annual Financial Statement (AFS), and submit the same to NPMU as drawn from the PFMS, for its review. This AFS will consist of a Statement of Sources and use of Program Funds and a Statement of Program Expenditure in the AFS format shared by NPMU in the latter's Fiduciary Manual

Chapter 7

Internal Audit

21 The internal Auditor appointed by the NPMU (which may include private audit firm) shall carry out internal audit including procurement review of contracts of SPMU and DPMUs on a half-yearly basis and submit its report to SPMU with a copy to NPMU. SPMU shall ensure that any audit observations cited in the internal audit report is adequately explained and remedial actions if any required is undertaken within 30 days from the receipt of the audit report. The audit reports and the compliance thereon shall be placed before the SISC. Upon completion of the remedial measures, the internal audit report along with action taken report will be submitted to SISC for its review, approval and guidance. The internal audits of SPMU, DPMU and or other partner agencies of this Program shall be guided by the Internal Audit Manual prepared by the office of the Controller General of Accounts (CGA), Government of India.

22 *Internal Controls:*

Internal control framework and the MIS developed for the Program at the state level will follow GFR 2017, the Government Accounting Rules, 1990; and, as detailed in the Budget Manual, and its amendments thereof. Delegation of financial powers at the state level will follow the directions by the State of Gujarat, from time to time.

Chapter 8

External Audit

- 23** AG's office in Gujarat shall conduct audit of the operations of the SPMU, DPMUs, and review the LFAD's audit reports on participating GPs. The Divisional Accountant of SPMU will be responsible for coordinating the audit. The AG shall provide a consolidated certificate of expenditures and an audit opinion by way of a Management letter, in line with the TORs shared by the NPMU. The audit will be conducted in accordance with the terms of reference agreed by the C&AG for externally aided projects. In case external audit is to be conducted by a private audit firm of Chartered Accountants, prior approval of the NPMU/Bank will be obtained on the terms of reference and the audit firm selected.
- 24** The annual audited financial statements will consist of (i) audit opinion, giving an assurance that Program funds have been spent for the purposes intended (ii) annual financial statements (iii) comments on compliance to GFRs/extant procurement rules and regulation for procurements under the Scheme carried out by the SPMU, DPMUs and / or other executing agencies in Gujarat which ensures economy, efficiency and effective utilization of Program funds, and (iv) Management letter highlighting significant issues to be reported to the Management . The audited financial statements will be made public on the website of WRD and Atal Jal.
- 25** The audit will be completed and AFS along with the audit report will be submitted to SISC for its concurrence before formally uploading the same through MIS for submission to DoWR RD &GR, by November 30 each year (or such other time as communicated by NPMU) along with remedial measures taken to address the audit observations, if any, by the AG/external auditors. Any instance of non-compliance and major irregularities in the project implementation shall be immediately reported to the higher authorities for necessary course of action. The annual audited financial statements shall be placed for the SISC for their consideration.

- 26** Procurement is an important administrative and financial function and process that allow a project to obtain optimal value for financial resources expended on goods, works and services. The effective and efficient use of financial resources in a competitive and transparent manner through a sound procurement process contributes to the achievement of the operational and strategic goals of a program
- 27** This section of the Fiduciary Manual deals with procurement issues and provides comprehensive guidelines for procurement to be carried out under the project by implementing agencies of Atal- Jal in Gujarat. The key features in the section include but are not limited to processes and procedures for procurement of Goods, Works and Services (consulting and non-consulting services) with due consideration for value for money (economy, effectiveness and efficiency) and without regard to other non-economic factors, in order to obtain the best value for money spent.
- 28** The process and procedures detailed here are the simplified version of the Gujarat, thereof being followed by the state departments for implementing various central and state schemes. Should there be any gaps or clarifications to any text in part or full in any of the sub sections below, the GFRs and its amendments issued by the Government of Gujarat from time to time be referred to in conjunction with the Program Guidelines for Atal-Jal and the fiduciary guidelines as issued by NPMU.
- 29** The procurement plan shall be prepared prior to taking up the procurement by the implementing agency and duly cleared as per State delegation. It will specify estimated cost and activities (works, goods and services) required to be procured during the year and include the level at which it will be procured. The plan shall be consistent with budgetary allocations, technical and administrative approved estimates, agreed methods for procurement, award of contract and contract completion period and aligned to the annual work plans. It will be updated annually or as needed throughout the duration of the program.
- 30** Procurement officers shall ensure that the following yardsticks are conformed in making public procurement:
- a) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organizations.
 - b) offers should be invited following a fair, transparent and reasonable procedure; (iii) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;

- d) At each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

31 Record keeping

Procurement records include all documents relevant to the pre-tendering, during tendering and after tendering i.e. Contract administration phases. It should be possible to reconstruct the entire procurement and contract administration processes from these records. Every event in the procurement process must be recorded and all records appropriately filed. This is important in order to maintain an audit trail of the requirement from the initial receipt of the procurement requisition to the closing out of the contract. The procuring entity, through his subordinate staff, is responsible for maintaining the procurement and contract records of each requirement. The procuring entity develops the filing system and maintains a complete record on the entire procurement and contract administration processes for each requirement in such a way that it should be available at any time for verification and Audit. The files of the concerned work/contract shall be maintained with the following documents: -

- I. Confirmation of the activity being in the approved Procurement plan
- II. Technical Sanction and Admin Approval
- III. Advertise/ published (as per the process requirement)
- IV. Copies of all Bids/Quotations received
- V. evaluation report of the Bids /Comparative Statement of Quotations
- VI. Minutes of Proceedings /Acceptance of tender
- VII. Letter of Acceptance of tender
- VIII. Copies of Earnest Money and Security Deposit receipts (as applicable)
- IX. Contract Agreement copy
- X. Work Order
- XI. Information on complaints and resolution (if any).
- XII. Any other relevant documents which forms the part of contract

32 E-PROCUREMENT:

The threshold limit for e-procurement is defined in RTTP Rule 5 and may be notified by the State Govt under sub section 2 of section 28 shall be procured through e-procurement presently: -

- (i) For Goods and consultancy procurement, the estimated value shall be Rs. 10 lakh or more.
- (ii) For works, the estimated value shall be Rs. 5 lakh or more.

- 33 Web Portal www.nprocure.com used for e-procurement. The procedure of e-procurement shall be as specified on the State Public Procurement Portal.

E-procurement means purchase of goods through electronic mode of interface with bidders and IT enabled Management of the entire procurement process i.e. notice inviting bids, supply of bid documents, receipt of bids, evaluation of bids, award of contract, and execution of contract through systematic enforcement of its various clauses and tracking of claims, counter-claims and payments. In order to cut down transaction costs and improve efficiency and transparency, the Government of Gujarat made it mandatory for all the Ministries/Departments to conduct all their procurement electronically as per threshold limit decided by FD, GoR. The National Informatics Centre is engaged to provide a secure IT solution addressing concerns like encryption / decryption of bids, digital signatures, secure payment gateways, date/time stamp for activities, access control etc.

- 34 To participate in e-tendering system each bidder will be required to arrange his own secured computer facility having necessary hardware and software including Operating system, Internet connectivity, etc. The detail description of the work, time schedule, conditions and the tender documents for e-tendering shall be made available only on the e-tendering system on e-tendering portal. A unique Tender Number will be generated by e-tendering system that shall be used for publishing the brief tender notice in the newspapers. The officer preparing and authorizing the uploading of the tender documents shall be solely responsible for correctness of the tender documents and the tender notice.
- 35 The tender documents for e-tendering will be sold only online and shall be available for purchase after online release of tender notice and up to the schedule date and time.
- 36 The following is necessary for participating e-tendering: -
- i) **Registration:** -Registration of contractors, Bidders, Labor Cooperative Societies, and Qualified Unemployed Engineers, those who are desirous of participating in tenders will be required to register in e-tendering system on e-tendering portal of the department
 - ii) **E- signature** of all the above participants and the Officers who are authorized for opening e-tendering is necessary
 - iii) **Digital Certificate (Class III)** to contractors and bidders is necessary while participating in e-tendering to establish their identity in online bid submission process. Digital certificate is issued by the Issuing Authority on receipt of required documents and due verification process. It shall be the sole

responsibility of the participating bidder to obtain, protect and maintain validity of the Class III Digital Certificate and the bidder will not be able to participate in the e-tendering process in absence of appropriate class III Digital Certificate.

- 37** To participate in e-tendering system each bidder will be required to arrange his own secured computer facility having necessary hardware and software including Operating system, Internet connectivity, etc.
- 38** The detail description of the work, time schedule, conditions and the tender documents for e-tendering shall be made available only on the e-tendering system on e-tendering portal. A unique Tender Number will be generated by e-tendering system that shall be used for publishing the brief tender notice in the newspapers. The officer preparing and authorizing the uploading of the tender documents shall be solely responsible for correctness of the tender documents and the tender notice.
- 39** The tender documents for e-tendering will be sold only online and shall be available for purchase after online release of tender notice and up to the schedule date and time.

40 Procurement of Goods /Works:

Government e-Marketplace (GEM) for goods & services:

GEM Portal set-up by Ministry of Commerce, the Government of India may be used for Request for Quotations (RFQ)/ competitive bidding/ Reverse Auction (RA) as defined on GEM Portal (GEM.gov.in). The use of GEM is to be done as per Circular issued by the industries and mines department Order Number 102015-691093-CH-Dtd.04/10/2017 (Annex-8) and A GEM Manual is available on the web GEM.gov.in which may be used to proceeding for the purchase through GEM. However, some of the important key points to use the GEM are as under:

- (a) Registration of HoD as a Primary user is mandatory for use of GEM. The primary user will not be purchaser/consignee/paying officer in any case as per GEM policy and T&C.
- (b) Secondary user will be registered through Primary user and their role as purchase officer / Consignee/ paying officer will have to be defined by the primary user from his login id.
- (c) The Purchase officer may be consignee or vice a versa but he cannot be paying officer.
- (d) Paying officer cannot be a consignee or Purchase officer.
- (e) Registration of Secondary user with a role of purchase officer, paying officer and consignee or the subject purchase is mandatory for all the officers proposed to be involved in the subject purchase.
- (f) Administrative and Financial Sanction of the subject Purchase.
- (g) Detailed Technical Specifications of the subject purchase and authorized for minor change in the specification in view of availability of product upon GEM.

- (h) Estimated Required consignee wise Qty. & Delivery Period.
- (i) Bid validity period & Bid Cycle.
- (j) Applicability of Bid and Performance Security and exemptions for the same as per GEM terms and conditions and policies.
- (k) 3rdParty inspection/testing through labs inspecting agencies defined on the GEM portal.
- (l) Requirement of additional quantity. There is a provision for purchase of 25% additional quantity in addition to the original bided quantity against the same Bid/RA.
- (m) Splitting the quantity on L-1 rate. There is provision of splitting the quantity of purchase among the bidders to meet out the emergency and urgent requirement and the ratio of the splitting in terms of percentage is to be defined by the purchaser at the time of generating the bid.
- (n) All the documents are generated through portal which includes, Bid Summary, Price Comparative Chart, e-PBG, Contract, Sanction (purchase order)etc. with unique id/number with barcode. Hence there is no need of placement of orders and execution of contracts etc.
- (o) As the Contracts and Sanctions are automatically generated upon GEM portal as per bid, accordingly there should be no compromising deviation of technical specification for even a single parameter to avoid further complicity.
- (p) There is a provision of extension of validity and also extension of bid cycle.
- (q) On receipt of material it is to be accepted / rejected within the prescribed time and the consignee has to generate Consignee Receipt and Acceptance Certificate (CRAC) online on GEM portal through his login.
- (r) For any type of delay or mis-procurement online reported by the seller or by the buyer an incidence automatically generates upon GEM for corresponding buyer/seller which should be resolved immediately to avoid further disciplinary action by the GEM or categorizing the seller/ buyer under poor performance.
- (s) For any type of confusion Help Centre and toll free numbers are useful to resolve the problems.
- (t) Bid summary, for Purchase through GEM, is also to be uploaded upon SPPP under single source procurement as per FD, GOG direction.
- (u) Works-Water Resources Department (WRD) is responsible for ground water assessment, ground water based source identification, certification, strengthening and sustainability of the source and preparation of plans for source development.

41 Applicable Schedule of Rates

- (a) Schedule of Rates (SOR) of GWRDC/WRD or other GOG Departments currently available shall be used for preparing the estimates for works by each District/GP

or other IA. The SOR shall be updated and issued periodically, so, that the rates shall not be higher than the rates laid down by the State Government for similar items of works or development schemes in the locality. Copies of such schedules shall be supplied to the CAFO and the Panchayat Samiti.

- (b) When there is no rate for a particular item in the SOR but the item is required to be executed, the rate for such item, supported by the analysis, shall be got approved by the competent authority before adopting it for preparation of estimates or extra item of rate list.

42 Preparation of Estimate: -

- (a) The papers to be submitted with the program/project for a work /scheme will consist of report, a specification, a detailed statement of measurements, quantities and rate, with an abstract showing the total estimated cost of each item. These documents together form what is called the "estimate". In the case of project consisting of several components the report may be a single document for all the components and likewise the specification, but details of measurement and abstracts may, conveniently, be prepared for each sub component and accompanied by a general abstract bringing the whole together. Estimate should always be prepared in sufficient detail to ensure that the responsible officer has given proper consideration to the requirement of the work.
- (b) The detailed estimate for the village schemes shall be prepared by the Deputy Engineer of the Sub Division or others such authorized persons in the DPMU. The estimate shall be prepared in the prescribed forms used in State Govt. The cost of the work shall be calculated at the rates given in latest schedule of rates. All identical and incidental expenditure (including execution of work in phased manner) which can be foreseen shall be provided and considered while preparing the estimate.

43 Revised Estimate

When original estimate likely to be exceeded by more than 30 % or when there is change in design or plan is necessary, a revise estimate shall be prepared as soon as necessity arises and before completion of work. The revise estimate shall be supported by a full report of the circumstances which rendered it necessary. The final bill for the work shall not be paid unless and until the revise estimate is sanctioned.

44 Fresh Estimate

- (a) If a work is abandoned after partial execution and is propose to be taken again, a fresh estimate shall be prepared before the work is restarted.
- (b) No material alteration in any sanctioned / standard design shall be made without approval by the competent authority.

45 Methods of procurement, Preparation of Tender documents, (preparation, receipt, opening and acceptance), Tendering/ Bidding Process and Procedure to be followed;

Standard Bidding Documents (to be made available on the project website); Types of contract and formats (to be made available on the project website) as per relevant GOG Department rules and Regulations;

46 Technical Sanction

For every work proposed to be carried out, a detail estimate must be prepared for sanction of the Competent Authority. This sanction is known as “Technical Sanction” to the estimate. Before Technical Sanction is accorded, plans and estimate should be prepared and scrutinized in the technical branch of the Works department.

47 Administrative Approval (PWD Manual)

For every work connected with the requirements of other departments, it shall be necessary to obtain the concurrence of that department before technical sanction is accorded by the Works Department. This formal concurrence is called Administrative Approval of the work and is in the nature of an order to the works department to execute a certain work at a stated cost to meet the administrative needs of the department.

As regards to the procedure for GP, an application for Administrative Approval and procurement of the same shall be submitted to the DPMU for executing the same. The request shall be accompanied with a preliminary report by an approximate estimate and preliminary plans. Information as to the site and other details as may be necessary fully to elucidate the proposals and the reasons, therefore. The approximate estimate and plans shall be obtained from the Works Department of the ZP.

Revised Administrative Approval (PWD Manual)

The above procedure shall also apply for obtaining revised administrative approval in the case of: -

- (a) Modifications of the proposals originally approved, if likely to necessitate eventual submission of a revised estimate
- (b) Deviations from the original proposals, even though the cost of the same may possibly covered by savings on other item, and
- (c) Detailed estimates, which exceeds the administratively approved amount by more than 10% or Rs. 1 Crore, whichever is less.

Delegation of Powers

Delegation of Power to technical officers vide vernacular, GWRDC order no. 229 dated 31/03/2021 will be followed. (Annexure-7)

However, glimpses of delegated power like Administrator approval, Technical Sanction, DTP Approval, Acceptance of Tender, Time limit Extension are reproduced in Tabular form in English for ready reference.

For other types of powers refer above order. (Annexure-7)

Powers Delegated to Technical Officers Vide Gujarat Water Recourses Development Corporation, Order No. 229 of 2021 Dated 31/03/2021 (Annexure-7) & N.W.R.W.S. and K. Dept. Resolution No.972 Dated 23/09/2022 (Annexure-9).

<u>Sr. No</u>	<u>Type of Power</u>	<u>Authority</u>	<u>Powers Allotted</u>
1	Administrative Approval	Govt. of Gujarat	>100 Cr.
		Board of Director	1 Cr. to 100 Cr.
		Managing Director	Upto 1 Cr.
		Superintending Engineer	Upto 20 Lac.
		Executive Engineer / Geohydrologist	Upto 5 Lac.
2	Technical Sanction	Managing Director	Full Powers
		Superintending Engineer	Upto 3 Cr.
		Executive Engineer / Geohydrologist	Upto 50 Lac.
		Deputy Engineer	Upto 6 Lac.
3	Approval of DTP	Managing Director	Full Powers
		Superintending Engineer	Upto 3 Cr.
		Executive Engineer / Geohydrologist	Upto 50 Lac.
		Deputy Engineer	Upto 6 Lac.
4	Acceptance of Tender	Tender & Project Committee	Full Powers
		Managing Director	Upto 2 Cr.
		Superintending Engineer	Upto 1 Cr.
		Executive Engineer / Geohydrologist	Upto 25 Lac.
		Deputy Engineer	Upto 3 Lac.
5	Extension of Time Limit	Tender & Project Committee	Full Powers
		Managing Director	Full Power (In Absence of Price Escalation Clause)

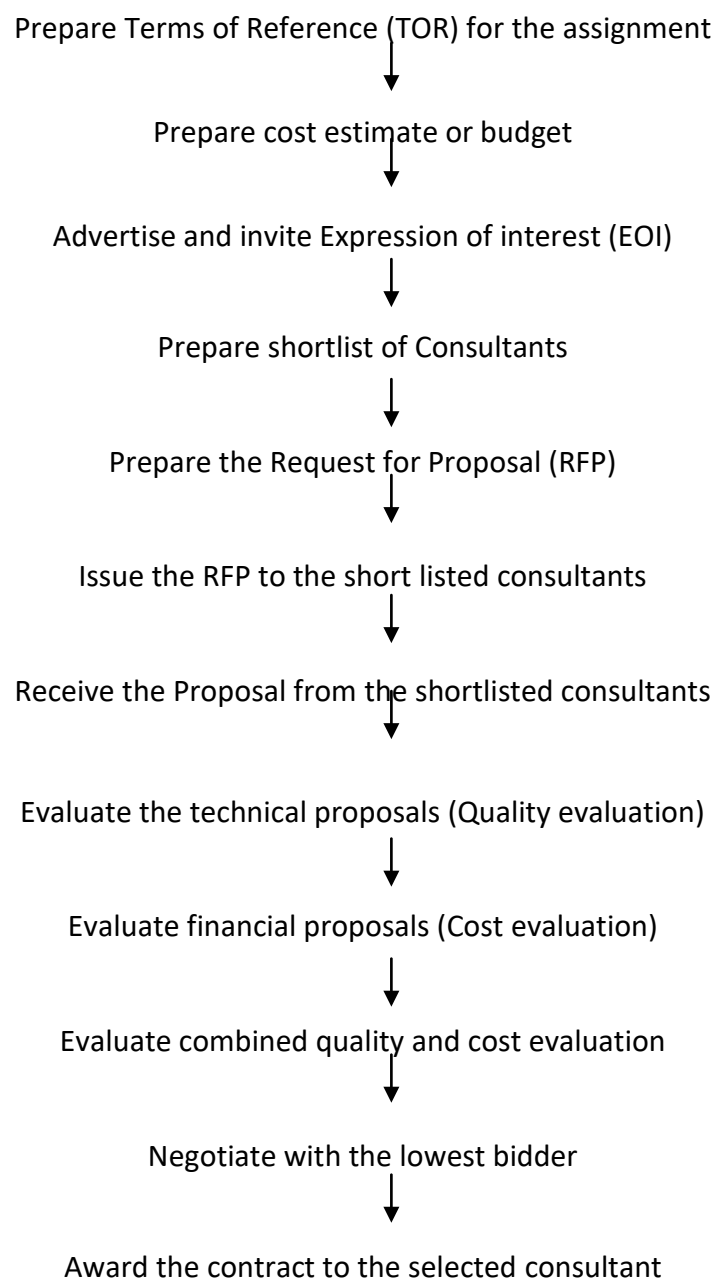
		Superintending Engineer	Upto 50 % of the original time limit for Tenders Approved by SE
		Executive Engineer / Geohydrologist	Upto 50 % of the original time limit for Tenders Approved by EE
6	Extra Item	Managing Director	Full Power (In Absence of Price Escalation Clause)
		Superintending Engineer	Rs.50 thousand each item up to 7.50% of Accepted tender
		Executive Engineer / Geohydrologist	Rs.25 thousand each item up to 5.00% of Accepted tender
7	Excess/Saving	Tender & Project Committee	Upto 2.00 Cr in Accepted Tender
		Managing Director	Upto Rs.2.00 Cr (limit with not across Administrative Approval)
		Superintending Engineer	7.50% up to Accepted tender limit (limit with not across Administrative Approval)
		Executive Engineer / Geohydrologist	5.00% up to Accepted tender limit (limit with not across Administrative Approval)

48 Selection of Consultant:

- I. **Methods for selection of consultants:** For selection of Consultants and or agencies for providing various services, in the absence of GOG Guidelines “Guidance note for selection of Implementing Agencies – 2019” issued by the Government of India Ministry of finance, manual of policies and procedure of employment of consultants dtd.06/08/2020 for detail on the various selection methods, thresholds for each , draft RFP,TOR, evaluation and preparation guidelines, including the type of contracts that may be used for various types of consultancies shall be followed.
- II. Given below is a snapshot of the key processes to be followed by and large for selection of consultants:
 - a) Issue of Expression Interest (EOI) with a brief of the services to be provided to invite firms for short listing.
 - b) Concurrently the following has to be prepared:
 - I. Preparation of Terms of Reference (TOR);
 - II. Preparation of Cost estimate and the budget
 - III. Approval of TOR and Budgets
 - c) Evaluation of EOI and submission of report for approval to the competent authority
 - d) Preparation and issuance of the Request for Proposals (RFP)

- e) Pre-bid meeting; if necessary
- f) Receipt and public opening of technical proposals
- g) Evaluation of technical proposals
- h) Approval of technical proposals and invitation to technically shortlisted firms to attend financial bid opening.
- i) Public opening of financial proposal
- j) Evaluation of financial proposal.
- k) Selection of the winning proposal.
- l) Negotiations with the selected firm, if required
- m) Award of contract to the selected firm

iii) Flow Chart for procurement of Consultant Services



49. DECENTRALIZED ARRANGEMENTS:

Relevant GOG rules will apply.

Procurements by GPs is limited to the grants under the Incentive component of Atal-Jal credited to GPs by the SPMUs towards achievement of DLIs. No funds under the institutional strengthening component will be disbursed to the GPs, and therefore no procurement under Atal-Jal is carried out directly by the participating GPs. The participating GPs will follow all prevalent operational procedures applicable and/or those amended from time to time by the Government of Gujarat for utilization of incentive grants.

However, GPs may converge/utilize funds from other ongoing and or new development schemes announced by the Govt. of Gujarat and or Government of India, from time to time, to achieve the DLIs. In such cases, procurement processes applicable for such schemes will be followed by the GPs.

The GPs receiving incentive Scheme funds will be subject to annual audit following the existing auditing arrangements (local fund audits/AG audits—as applicable) which shall also include procurement reviews for a sample of activities across the spectrum of activities undertaken by the GP under various schemes from which funds have been converged for implementing approved activities under Atal-Jal.

Program Financial Management in Gram Panchayats

- i. **Fund flow and Banking** – Detail eligibility and process of how the fund to be provided to GPs will determined based on their achievement of the DLIs (see Disbursement Guideline in the PG). Detailed process for opening of program Bank accounts, authorized signatories, registration on PFMS and responsibility of period bank reconciliation will be the responsibility of the secretary and accounting staff assigned to each participating GP in Gujarat.
- ii. **Accounting** – Transactions / Payments for activities undertaken using funds under the incentive component will be recorded in a separate Atal Bhujal Yojana cashbook. Supporting documents for expenditure should include detailed contract documents for reference during audits. The cashbook maintained by the gram Panchayats including expenditure filing will be done in EAT/CNA Module of PFMS.
- iii. **Financial Reporting** – Establish the process of reporting Program Expenditure by other implementing agencies and gram Panchayats in case they are not entering the expenditure directly in EAT/CNA of PFMS. Include format of the annual financial statement to be prepared by the GPs.
- iv. **External Audit** – Prevalent local fund audit or privet audit firm, shall carryout audit on compliance of procurement process and procedures on utilization of incentive scheme fund utilized by GPs for various sector related activities. The audit report should also include confirmation of compliance to approved procurement processes, and observations if any.

50. FIDUCIARY INTERNAL CONTROLS

- (i) All procurement Plans and documents related procurement will be entered in the Program MIS
- (ii) Internal controls as detailed in the GFRs that will be applicable to the Program including reconciliation of bank accounts and inter-unit fund transfer, physical verification of assets created under the Program, verification of bills and review of Program Expenditure by the nodal agency.
- (iii) State will identify internally or hire from the market Procurement expert at the SPMU level and assign a procurement point person at the DPMU and below level. The procurement expert at SPMU shall have experience with public procurement under Government projects and shall carry out trainings for SPMU persons.
- (iv) Record keeping of all documents /contracts. Procurement records include all documents relevant to the pre-tendering, during tendering and after tendering i.e. Contract administration phases. It should be possible to reconstruct the entire procurement and contract administration processes from these records. The SPMU, through its subordinate staff and DPMUs, shall maintain the procurement and contract records of each requirement. Although all records are maintained by the SPMU, wherever DPMU have to carry out contract administration a copy of the contract will be shared with them for contract Management. Otherwise all, SPMU shall be responsible for contract administration. Copies of the contract and amendments thereof for each contract, and other related documentation pertaining to each contract will be uploaded in the Project MIS, while forwarding the same to the relevant authorities as detailed in the respective State Govt Rules. All procurement records shall be stored carefully in such a way that it should be available at any time for verification and Audit. The files of the concerned work/contract shall be maintained with the following documents: - Detailed of approved activity
 - a) Procurement plan /Estimate
 - b) Technical Sanction
 - c) Advertise published in Newspaper and copies of all Tenders received
 - d) Comparative Statement of Tenders and Minutes of committees and Proceedings.
 - e) Letter of Acceptance of tender and Copies of Earnest Money and Security Deposit receipts
 - f) Contract Agreement copy /Work Order
 - g) Any other relevant documents which forms the part of contract

51. Complaint Redressal Mechanism

All complaints/grievances and action taken by the SPMU/DPMU/GPs and or other such authorized/ mandated agencies in the state, shall be maintained in a systematic order in the respective offices for audit/inspection. Copies of the documentation will be uploaded in the Program MIS as and when it is made operational. Subsequently, all grievances and redressal measures undertaken shall be entered inter Program MIS, regularly.

52. Oversight and procurement Review to ensure consistency and compliance.

Procurement review refers to review of files and documents relating to the procurement of Goods, works and consultancy services. The procurement of Goods works and Services under the program will be undertaken as per the laid down guidelines for Atal Jal and shall the procedures detailed in the Gujarat GFR and amendments issued thereof. The broad objectives of the review are to evaluate the procurement process towards utilization of public funds, safeguards undertaken, system effectiveness and efficiency, and conformity to rules and regulations. It also helps in determining willful negligence including likely fraud/corruption evidence, if any. The report and observations of procurement review carried out by the internal auditor shall also serve as a guide to undertake timely corrective steps that may need to be initiated for taking remedial measures to streamline and improve the procurement system. The SPMU shall keep records of all documents for annual procurement reviews.

53. Compliance mechanism for ensuring mitigation measures are put in place.

The observations on procurement review by both internal auditors and external auditors shall be rectified and or remedial measures as advised in the review report and or as accorded in the GFR or the prevalent laws governing procurement in the state of Gujarat. On completion of the remedial measures, a report will be submitted to the SISC for its review and approval. Upon receipt of approval of the SISC, a copy of the report will be submitted to NPMU for its information and also uploaded in the MIS.

54. PROCUREMENT REVIEW

SPMU shall manage internal audit. A sample of 15% of the contracts will be reviewed by the internal auditor for all procurement of Goods / works / Services and the Contracts concluded will be obtained / collected online through MIS and Monthly/Quarterly Reports submitted by the SPMUs. The internal audit will be done in accordance with the terms of reference provided in the National Fiduciary Manual.

55. The annual procurement review shall broadly include but is not limited to the following aspects:

- a) Whether the procurement/Annual plan was prepared?
- b) Whether the procurement was made as per the Annual action plan/procurement plan?
- c) Whether the method adopted for procurement was as per the delegation of powers and threshold limits relevant for the State.
- d) Whether the Procurement process was aligned with the norms prevalent in the State?

- e) Whether the necessary approval was taken from appropriate authority wherever required?
- f) Whether the procurement sub-committee is in place and involved in the procurement procedure?
- g) Have the procurement focal point person/s in the GP been identified and trained.
- h) Is the procurement focal point person fully aware of the requirements set out for the program?
- i) Whether the overall procurement was done within a reasonable time? If not, then what is the avoidable delay and how it is proposed to be addressed.
- j) Whether proper and adequate documents relating to procurement were maintained?
- k) Whether the selection was competitive and transparent?
- l) Whether the selection provided equal opportunity to all interested bidders?
- m) Was technical and financial evaluation done properly and in a fair manner?
- n) Was the contract aligned to the Invitation for Quotation (IFQ) in terms of specifications and quantity?
- o) Are all the contracts and related records kept properly?
- p) Is the asset verification register maintained and are the assets verified periodically?
- q) Whether the contracted firm, supplied the goods or executed the work as per the quality, quantity and price agreed upon and contract executed in accordance with the contractual terms.
- r) Was the quality (and quantity) of goods received or the works executed certified by the nominated official/designated authority.
- s) Are there procurement complaints? If yes, then have they been resolved and closed.
- t) Are there any delays in contract completion?
- u) Are there any payments delays?
- v) Are there contract that have gone into arbitration?
- w) Are there any finding related to fraud and corruption as defined in the World Bank anti-corruption guideline?

55 Reporting:

The internal auditors will provide an audit report for the units audited during the quarter containing findings and recommendation to enable SPMU/DPMU to take timely action. The report should be discussed and agreed with the auditee and should be structured in a manner giving the observation, the implication of the observations, the suggested recommendation, and the Management comments/agreed actions. In addition, the internal auditor shall provide an executive summary highlighting the critical issues which require the attention of the Management and the status of action on the previous recommendation. The audit observations should be supported by

instances and quantified, as far as practicable. The audit report shall be submitted to SPMU and to audit within 30 days from the end of audit. The communication shall contain Management letter which will inter-alia include:

- (a) Comments and observations on the financial Management records, systems and controls that were examined during the course of the review.
- (b) Comments and observations of the procurement and contract Management compliance to the applicable processes and procedures for Goods, works and consultancies, availability of records, systems, controls and gaps that were examined during the review.
- (c) Deficiencies and areas of weakness in systems and controls and recommendation for their improvement.
- (d) Compliance with covenants in the financing agreements and comments, if any, on internal and external matters affecting such compliance.
- (e) Matters that have come to attention during the review and might have significant impact on the implementation of the Project.
- (f) Any special review procedures required of a compliances nature (for example, compliances of the procurement procedures, procedure for selection of consultant etc. recommended by the World Bank).
- (g) Any other matters that the auditor considers pertinent.

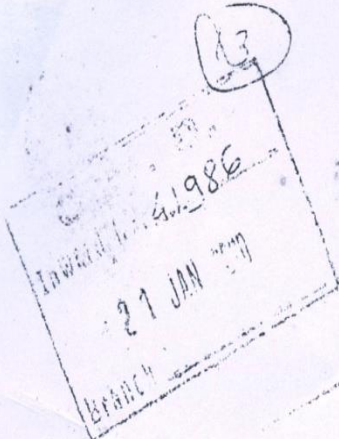
56 The executive summary should normally cover the following items.

- A. Objectives of the audit;
- B. Methodology of the audit;
- C. The status of implementation of the financial Management systems;
- D. The status of compliance of the previous audits reports, including major audit observations pending compliance.
- E. The key areas of weakness that need improvement; classified into following areas.
 - i. Disallowance of expenditure as per bank rules.
 - ii. Process / procedural lapse.
 - iii. Accounting lapse.
 - iv. Accounting books & records not maintained.
 - v. Difference between cash drawn and expenditure reported.
 - vi. Recommendations for improvements.

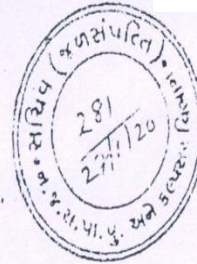
Chapter 10

SOCIAL AUDIT

- 57** The GPs will present the Water Security Plan, Annual Work Plan and Annual Financial Statements before the Gram sabha and disclose these and expenditure details.



F. No. T-40012/1/2018-GW Section (pt. 2)
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR



Shram Shakti Bhawan, Rafi Marg, New Delhi.
Dated: 09 January, 2020

To,

1. The Chief Secretaries of Govt. of
(Gujarat, Haryana, Karnataka, Maharashtra, Madhya Pradesh, Rajasthan & Uttar Pradesh)
2. Principal Secretaries of the implementing agencies of the concerned States

Sub: Approval of the Cabinet for implementation of Atal Bhujal Yojana (ATAL JAL).

I am directed to convey the approval of the Government of India for implementation of Atal Bhujal Yojana (ATAL JAL) under the Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation (DoWR, RD&GR), as a Central Sector Scheme, with an outlay of Rs. 6000.00 crore (Rupees Six thousand crore). Fifty percent of the outlay will be raised as World Bank loan and the remaining fifty percent will be provided as budgetary supports from Government of India. The Scheme will be implemented over a period of five years from 2020-21 to 2024-25 in seven identified States viz. Gujarat, Haryana, Karnataka, Maharashtra, Madhya Pradesh, Rajasthan & Uttar Pradesh.

Budget allocation:

2.1 The Scheme envisages an outlay of Rs. 6000.00 crore for Institutional Strengthening & Capacity Building component and Incentive Component. The component-wise details are given below:

S.No.	Component	Outlay (Rs. in crore)
1.	Institutional Strengthening & Capacity Building	1400.00
2.	Incentive	4600.00

2.2 Detailed component and State-wise financial outlays are given in Annexure I.

2.3 As the Atal Bhujal Yojana (ATAL JAL) is financed under Programme for Results (PforR) instrument of the World Bank, the Allocations under Incentive Component may change based on progress achieved and funds utilized by the participating States during the course of implementation of the Scheme.

3. Implementation Plan:

3.1 All the identified States under the Scheme would be known as the Project Implementing Agencies (PIAs).

3.2 The PIAs will be required to submit their Project Implementation Plan (PIP) for the entire project as per the approved outlay, Annual Work Plans (AWP) & Annual Procurement Plans (APP) for the year 2020-21 latest by 31.03.2020. The AWP and APPs for subsequent years are required to be submitted by 31st December of the preceding year.

3.3 The PIAs may initiate activities related to institutional strengthening and capacity building, preparation of Bid documents, floating of bids for procurement of equipments, construction of piezometers and development of Management Information system etc. at the earliest to ensure that the funds allocated are utilized within the stipulated time frame.

4. Creation of NPMU / SPMUs:

4.1 The National Programme Management Unit (NPMU) will be created in the Ministry of Jal Shakti, DoWR, RD & GR, and would be supported by suitable experts from technical and other relevant fields who will also provide support to all the PIAs for effective implementation of the scheme.

4.2 All the identified participating States would be required to constitute a State Level Inter-Departmental Steering Committee (SLISC) headed by the Chief Secretary to monitor the progress of the Scheme and coordinate implementation activities. This committee shall consist of representatives from the implementation partners such as Departments/Organisations of Finance, Rural Development, Agriculture and Power of the concerned State etc. Further, States would also be required to establish State Programme Management Units (SPMU), District Programme Implementation Units (DPIU) and a dedicated Project Monitoring Unit (PMU) within the PIAs. The constitution of the same along with their contact details may be furnished to NPMU latest by 31.01.2020.

5. MIS/Reporting System:

As the progress of actions to implement the decision of the Cabinet has to be included in Department's Monthly summary, the States are advised to submit their Monthly physical and financial progress reports along with supporting documents through the MIS, being developed for ATAL JAL. Till the time, the MIS is in place such progress reports may be sent to NPMU in the DoWR, RD&GR every month.

6. Fund Flow Mechanism:

The fund flow mechanism for the ATAL JAL will be informed separately. In the meantime, as the grants to the States cannot be transferred to the States' Treasury, the Implementing Agencies are required to open a separate Savings Bank Account in a Public Sector Bank for the ATAL JAL and intimate the same to NPMU, DoWR, RD & GR on the E-mail ID ATAL-JAL@NIC.IN, Tel No. 011-237 16747 at the earliest.

DA

7. Procurement Procedure:

The Scheme is being implemented under the Programme for Result (PforR) instrument of the World Bank. This essentially means that the procedures being followed by the Central Government/State Governments shall be adhered to for all tendering and procurements under the Scheme as per the programme guidelines and no World Bank approvals will be required for the same.

8. The programme guidelines for the implementation of the scheme are being finalized by the DoWR, RD & GR and will be separately intimated.

9. This issues with the concurrence of the Integrated Finance Division, Ministry of Jal Shakti, DoWR, RD & GR conveyed vide Diary No. 735/IFD/2019-20 dated 09.01.2020.


(Ashish Kumar)

Director

Tele No. 011-2371 6747

Copt to:

- 1) Chairman, Central Ground Water Board, NH-IV, Faridabad
- 2) Joint Secretary, Cabinet Secretariat, Rashtrapathi Bhawan, New Delhi w.r.t. No. 40/CM/2019(i) dated 30 Dec 2019.
- 3) Joint Secretary, PMO, South Block, New Delhi
- 4) Joint Secretary (PFII), Department of Expenditure, New Delhi.
- 5) Joint Secretary (Personnel), Department of Expenditure, New Delhi.
- 6) Principal Advisor (WR), NITI Aayog, New Delhi.
- 7) Director (Finance), MoWR, New Delhi.
- 8) Chief Controller of Accounts, MoWR, Shastri Bhawan, New Delhi.
- 9) Pay & Accounts Officer (Sectt.), MoWR, Shastri Bhawan, New Delhi.
- 10) Finance Desk/D&T/GA Section, MoWR/ Guard file.

Copy also to:

- 1) Sr. PPS to Secretary (WR), MoWR.
- 2) PPS to AS (WR), MoWR.
- 3) PPS to JS (Admn), MoWR
- 4) PPS to JS&FA, MoWR

Detailed component and State-wise financial outlays under Atal Bhujal Yojana (Atal Jal)

S. No.	Component		NPMU (DoWR, RD&GR, Ministry of Jal Shakti)	Hary-ann	Guja-rat	Karna-laka	Maha-rashtra	Raja-sthan	Uttar Pradesh	Madhya Pradesh	TOTAL
A	Institutional Strengthening and Capacity Building		159.33	252.67	217.65	194.51	188.26	164.68	119.28	103.62	1400
B	Incentive:	%									
	DLI#1: Public disclosure of ground water data/ information and reports	10	-	45.94	54.01	100.83	73.83	102.94	61.17	21.28	460
	DLI#2: Preparation of Community-led Water Security Plans	15	-	68.92	81.02	151.23	110.74	154.40	91.76	31.93	690
	DLI#3: Public financing of approved Water Security Plans through convergence of ongoing/ new schemes	20	-	91.89	108.03	201.65	147.64	205.88	122.34	42.57	920
	DLI#4: Adoption of practices for efficient water use	40	-	183.77	216.05	403.30	295.30	411.75	244.69	85.14	1840
	DLI#5: Improvement in the rate of decline of ground water levels	15	-	80.00	80.00	150.00	110.00	150.00	90.00	30.00	690
	Component B Total	100	-	470.52	539.11	1007.01	737.51	1024.97	609.96	210.92	4600
	TOTAL		159.33	723.19	756.76	1201.52	925.77	1189.65	729.24	314.54	6000

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Annexure-2

Atal Bhujal Yojana (Atal Jal) State Level
Institutional and Implementation
Arrangement.

Government of Gujarat
Narmada, Water Resources, Water Supply and Kalpasar Department
Sachivalaya, Gandhinagar.
Resolution No: GWR-2020-411-J-1
Date: 17 / 03 / 2020.

Preamble:

Atal Bhujal Yojana (ATAL JAL) scheme aims to expand the ongoing programs of the DoWR, RD&GR, MoJS for sustainable management of groundwater resources and enhance coordination across multiple agencies' initiatives to rationalize groundwater management and invigorate a participatory groundwater management. The aim of ATAL JAL is to support "participating states in applying alternative approaches to groundwater governance through direct engagement with groundwater users and beneficiaries," while strengthening the critical role of the central agencies in, "guiding and providing the solid science required for groundwater management, facilitating training and other capacity building, and providing uniform standards and guidelines for quality assurance and coherence across States."

Implementation of the scheme will help integrate the critical elements required for effectively managing groundwater resources through a strong role at the central level (that is, at technical/advisory level), enhanced participation of state departments/agencies, and invigorated involvement at the local/community level in planning and implementation through a participatory groundwater management approach.

This scheme is designed for sustainable groundwater management by operationalizing the results-oriented approach through incentivizing behavioral change in the planning, design, and implementation of groundwater-related investments and actions. Strengthening of the requisite institutional and information framework will be a key feature in sustainable groundwater management. Having developed a strong evidence base on the extent of the challenges and criticality in addressing them, it is expected that this scheme will pave the way for more reforms in the longer run.

Circular:


Government of Gujarat is pleased to declare Chief Engineer (Panchayat) and Additional Secretary, NWRWS&K Department, Gujarat as a State Nodal Officer and Water Resources Department/ Gujarat Water Resources Development Corporation / Water Resources Department as State Nodal Implementation Agency for Atal Bhujal Yojana (Atal Jal).

After careful consideration the state Government has decided to constitute institutional and implementation arrangements as under.

Sr.No.	Regulatory/Implementation Institution	Terms of Reference
1	State Level Inter Departmental Steering Committee (SLISC)	Annexure - I
2	State Program Management Unit (SPMU)	Annexure - II
3	District Program committee (DPC)	Annexure - III
4	District Program Implementing Unit (DPIU)	Annexure - IV
5	Water User Associations(WUAs)	Annexure - V

This is issued after approval of Government on file of even number GWR-2020-411-J-1
on date: 16 / 03 / 2020.

Encl: Appendix I to V


(D. P. Bafot)
Under Secretary
(Panchayat)

Copy forwarded with complements:

- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of The Principal Secretary, Finance Dept.
- Office of The Principal Secretary, Revenue Dept.
- Office of The Principal Secretary, Rural Development Dept.
- Office of The Principal Secretary, Agriculture Dept.
- Office of The Principal Secretary, Energy Dept.
- Office of The Principal Secretary, Forest Dept.
- Office of The Principal Secretary, Water Supply Dept.
- Office of The Principal Secretary, Science & Technology Dept.
- Office of The Secretary, Water Resources
- Office of The Special Secretary, Water Resources
- All Collectors/D.D.O.

Copy to:

- Managing Director (Gujarat Water Resources Development Corporation)
- Regional Director (Central Ground Water Board)
- Chief Engineer (Panchayat) & Additional Secretary
- Chief Engineer (North Gujarat) & Additional Secretary
- Joint Director (Agriculture)
- Managing Director (Gujarat Green Revolution Company)
- Director (Water and Land Management Institute)
- Regional Director, Central Ground Water Board (C.G.W.B.)

Formation of State Level Inter Departmental Steering Committee (SLISC)

As per the programme of Draft guidelines January 2020 of Ministry of Jal Shakti, The SLISC is to be constituted as follows:

The State Level Inter Departmental Steering committee for ground water management is constituted to provide general oversight of program implementation, including clearing state plans, allocating funds, monitoring progress over time, and will be the coordinating, monitoring, guiding and approval body.

The SLISC will be headed by Chief Secretary of the state and comprised of Principal Secretaries / Secretaries from relevant line department in the state, and other technical specialist and key stakeholders. It will meet on a quarterly basis or as required.

The members of the committee will be as under:

1. Chief Secretary - Chairman
2. Additional Chief Secretary (Finance) - Member
3. Principal Secretary / Secretary of Rural Development Department - Member
4. Additional Chief Secretary (Agriculture) - Member
5. Principal Secretary / Secretary of (Energy and Power Distribution) - Member
6. Additional Chief Secretary (Forest and Environment Department) - Member
7. Secretary of Water Resources Department- Member
8. Secretary of Water Supply Department- Member
9. Special Secretary of Water Resources Department- Member
10. Managing Director Gujarat Green Revolution Company (GGRC) - Member
11. Managing Director Gujarat Water Resource Development Corporation Limited (GWRDC) -Member.
12. Regional Director, Central Ground Water Board (C.G.W.B.) -Member
13. Chief Engineer (Panchayat) & Additional Secretary (NWRWS&K Department) –Member Secretary

The institutional Responsibility of the SLISC will broadly include following, but not limited to the following:

- Monitor the Program
- Review and approve State Action Plans and annual implementation plans (AIPs)
- Inter-department coordination for clearances, approval, allocation and/ or reallocation of funds.
- Ensure convergence of funds from other ongoing central/state sector schemes
- Approve annual budgets, expenditures, and audit reports
- Review Program implementation status and annual progress reports
- Direct and guide Program implementation
- Review and approve human resources requirements for implementation of the program
- Review, approve, and recommend reports on Program implementation status to the NPMU.

Formation of State Program Management Unit (SPMU)

It is also proposed to constitute the State Program Management Unit, to monitor and guide the implementation of the program, comprising of the following official at SPMU.

SPMU shall consist of following staff:

1. Project Director - 1 post (Additional Secretary/Secretary level post)
2. Core Staff - 3 posts
 - (a) Executive Engineer - 1 post
 - (b) Deputy Executive Engineer - 2 posts
3. Expert Staff - 5 posts
 - (a) Expert for Ground Water
 - (b) Expert for Micro Irrigation
 - (c) Expert for Participatory Social Mobilization
 - (d) Expert for Data Management
 - (e) Expert for Planning and Procurement

- The State Nodal Officer shall hold the charge of the Project Director of SPMU.
- The Core staff shall be appointed from the existing staff of the WRD/GWRDC
- The Expert staff shall be appointed by the outsourcing as part of the institutional strengthening and capacity building component of the programme.

Formation of District Program Committee (DPC)

It is proposed to formulate District Program Committee involving officials from District Administration, Rural Development Department, Water Resources Department, Water Supply Department, Energy Department, Agriculture Department etc. to enhance convergence and co-ordination at ground level implementation by DPC.

The members of the committee shall be as under:

1. District Development Officer (Chairman)
2. Executive Engineer of Water Resources Department - Member
3. Executive Engineer of Water Supply Department - Member
4. Area coordinator (GGRC) - Member
5. Unit Leader – WASMO - Member
6. GWSMA-Rural District Level Officer - Member
7. MGNREGA-District Level Officer - Member
8. GEB - District Level Officer - Member
9. District Agriculture Officer - Member
10. District Forest Officer - Member
11. Executive Engineer, Panchayat Irrigation - Member
12. Geo hydrologist GWRDC - Member
13. Representative of Prominent NGOs (To be Nominated by SPMU) - Member
14. Executive Engineer GWRDC, Member Secretary

Formation of District/Divisional Program Implementation Unit (DPIU)

At the district level, DPIU's will be established to facilitate planning, budgeting, implementation and supervision of activities under the scheme.

- 1) Based on the identified blocks, division offices of WRD/GWRDC shall be notified separately as DPIU for particular area under the schemes.
- 2) The identified Divisions would carry out the implementation of the scheme along with their functions.
- 3) The DPIUs shall be provided administrative and technical support by SPMU and also from regional offices of CGWB.

The functions of DPIU shall include but not limited to the following:

- Planning and implementation supervision of the Program
- Facilitate recruitment of agencies which have a presence in the project area to assist DPIUs and GPs in implementation
- Coordinate with block- and GP-level administration to ensure that participatory processes are used for preparation of WSPs
- Consolidate and review district-level WSPs and accordingly prepare district-level Action Plans and submit for approval, to the District Planning Committee (DPC). Thereafter, submit to PIA/SPMU its required budgets and cost estimates for approval, allocation, and disbursement of funds
- Review WSPs and water accounting in a holistic manner
- Facilitate convergence of funds from different sources/schemes for activities to support groundwater improvements as recommended in WSP
- Prepare and consolidate AIPs for the district for approval of PIA/SPMU
- Ensure that annual procurement plans are submitted to SPMU along with AIPs
- Ensure that all procurements follow the state GFR and those detailed in the Fiduciary Manual for the Program
- Facilitate Disbursement of funds to contractors, agencies, GPs, and/or communities (as applicable) for investment in Program activities and/or for activities completed
- Submit monthly expenditure statements with supporting documentation to PIA/PIU
- Ensure adequate accounting for Program transactions and have them audited
- Prepare Program implementation progress reports and other such reports as desired by PIA/PIU
- Guide Program partners and experts/agencies in implementation of WSPs developed
- Ensure compliance with environment and social management guidelines
- Conduct training program for all stakeholders to enhance their engagement in the program activities
- Any other work assigned by PIA/PIU from time to time
- Conduct regular site supervisions and participate in community meetings

Formation of Water User Association (WUAs)

The Water Management Committees (WMCs) in the GPs would ensure formation of WUAs to facilitate participatory groundwater management planning at the GP level, collect and update data on periodic basis, update data in MIS, and so on.

Every GP will create or be part of WUAs or will strengthen the Water Committees that already exist. The Gram Pradhan will either be the head of the WUA or assign an elected representative to be its functional or normal head, as might be appropriate. In making the association to represent the GP, the Gram Pradhan will ensure that if an existing committee/ association/ council is already functioning on some or most of the issues that the association is responsible for, then the existing body will be anointed as WUA. This is to ensure that there is clarity on roles and responsibilities.

The functions of the WUAs will include:

- Mobilizing community on ground water management issues;
- Conducting water budgeting exercises, preferably season wise or at least once a year involving the community;
- Identifying supply-side and demand-side activities to be undertaken for groundwater management;
- Compiling a two-year(or longer, but specifying year wise break-up) implementation plan for the GP;
- Submitting the financial requirements for implementing the plan to the respective line department;
- Executing works, as appropriate;

Atal Bujal Yojana (Atal Jal) State Level
Institutional and Implementation
Arrangement

Government of Gujarat
Narmada Water Resources, Water Supply and Kalpasar Department
Sachivalaya, Gandhinagar
Resolution No: GWR-2020-411-J-1
Date: 31/05/2021

Preamble:


For Implementation of Atal Bujal Yojana (Atal Jal) In Gujarat State, The State Government has constituted State Program Management unit (SPMU) and State Level Inter Departmental Steering Committee (SLISC) under State Level Institutional and Implementation Arrangement with the even Resolution No: GWR-2020-411-J-1, Dated:17/03/2020. It is necessary to do changes in State Program Management unit (SPMU) and State Level Inter Departmental Steering Committee (SLISC) for smooth and timely Implementation of Atal Bhujal Yojana (ATAL JAL) in Gujarat State.

Resolution:

After careful consideration the State Government has made following changes in State Program Management unit (SPMU) and State Level Inter Departmental Steering Committee (SLISC) as under:

Sr. No.	Particulars	Present Status	Status After Changes
1.	Project Director and Nodal officer, State Program Management unit (SPMU)	Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S.and Kalpasar Department	Managing Director, Gujarat Water Resources Development Corporation(G.W.R.D.C)
2.	Member Secretary, State Level Inter Departmental Steering Committee (SLISC)	Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S.and Kalpasar Department	Managing Director, Gujarat Water Resources Development Corporation(G.W.R.D.C)
3.	Member, State Program Management unit (SPMU)	Managing Director, Gujarat Water Resources Development Corporation(G.W.R.D.C)	Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S.and Kalpasar Department

This is issued after careful consideration and approval of Government on file of even number GWR-2020-411-J-1 On dated: 24-05-2021.


(D.P. Barot)

Under Secretary(Panchayat).
Narmada Water Resources, Water Supply and Kalpasar Department
Sachivalaya, Gandhinagar

Copy forwarded with complements:

- Project Director, N.P.M.U. Atal Bhujal Yojana, New Delhi
- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of The Principal Secretary, Finance Department
- Office of The Principal Secretary, Revenue Department
- Office of The Principal Secretary, Rural Development Department
- Office of The Principal Secretary, Agriculture Department
- Office of The Principal Secretary, Energy Department
- Office of The Principal Secretary, Forest Department
- Office of The Secretary, Water Supply Department
- Office of The Secretary, Science & Technology Department
- Office of The Secretary, Water Resources Department
- Office of The Special Secretary, Water Resources Department
- All The Collectors / The District Development officers, Gujarat State

Copy to:

- Managing Director, Gujarat Water Resources Development Corporation
- Regional Director, Central Ground Water Board
- Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S. and Kalpasar Department
- Chief Engineer (North Gujarat) and Additional Secretary, N.W.R.W.S. and Kalpasar Department
- Joint Director (Agriculture)
- Managing Director, Gujarat Green Revolution Company
- Director, Water and Land Management Institute
- Dy.S.O, Select File, 2021
- Branch Select File, 2021

Atal Bujal Yojana (Atal Jal) State Level
Institutional and Implementation
Arrangement

Government of Gujarat
Narmada. Water Resources, Water Supply and Kalpasar Department
Sachivalaya, Gandhinagar
Resolution No: GWR-2020-411-J-1
Date: 10/06/2021

Preamble:

For Implementation of Atal Bujal Yojana (Atal Jal) In Gujarat State, The State Government has constituted State Program Management unit (SPMU) and State Level Inter Departmental Steering Committee (SLISC) under State Level Institutional and Implementation Arrangement with the even Resolution No: GWR-2020-411-J-1, Dated: 17/03/2020. It is necessary to do changes in State Program Management unit (SPMU) and State Level Inter Departmental Steering Committee (SLISC) for smooth and timely Implementation of Atal Bhuja Yojana (ATAL JAL) in Gujarat State.

Resolution:

After careful consideration the State Government has made following changes related to State Nodal Implementation Agency for Atal Bhuja Yojana (Atal Jal) as under:

Sr. No.	Particulars	Present Status	Status After Changes
1.	State Nodal Implementation Agency (Atal Jal)	Water Resources Department/Gujarat Water Resources Development Corporation	Gujarat Water Resources Development Corporation (G.W.R.D.C)

This is issued after careful consideration and approval of Government on file of even number GWR-2020-411-J-1 On dated: 05-06-2021.


(D.P. Barot)

Under Secretary (Panchayat),
Narmada. Water Resources. Water Supply and Kalpasar Department
Sachivalaya Gandhinagar

Copy forwarded with complements:

- ✓ Project Director, N.P.M.U. Atal Bhuja Yojana, New Delhi
- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of The Principal Secretary, Finance Department
- Office of The Principal Secretary, Revenue Department
- Office of The Principal Secretary, Rural Development Department
- Office of The Principal Secretary, Agriculture Department
- Office of The Principal Secretary, Energy Department

- Office of The Principal Secretary, Forest Department
- Office of The Secretary, Water Supply Department
- Office of The Secretary, Science & Technology Department
- Office of The Secretary, Water Resources Department
- Office of The Special Secretary, Water Resources Department
- All The Collectors / The District Development officers, Gujarat State

Copy to:

- Managing Director, Gujarat Water Resources Development Corporation
- Regional Director, Central Ground Water Board
- Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S. and Kalpasar Department
- Chief Engineer (North Gujarat) and Additional Secretary, N.W.R.W.S. and Kalpasar Department
- Joint Director (Agriculture)
- Managing Director, Gujarat Green Revolution Company
- Director, Water and Land Management Institute
- Dy.S.O, Select File, 2021
- Branch Select File, 2021

**Atal Bhujal Yojana (Atal Jal) State
Level Institutional and implementation
Arrangement**

**State Nodal Implementation Agency (Atal Jal)/
Project Implementation Agency (PIA)
ATAL BHUJAL YOJANA (ATAL JAL)**
&
**Gujarat Water Resources Development Corporation Ltd. (GWRDC)
Sector-10/A, Near Survey of India, Gandhinagar, Gujarat
ORDER No.: Planning-GWRDC & PIA-ABHY(AJ)-02 - 03 - 2021
Date: 23-6-2021**

Preamble:

Implementation of Atal Bhujal Yojna (Atal Jal) in Gujarat State, the state Government has constituted State Program Management Unit (SPMU) by the NWRWS & K-Department, GoG Resolution No. GWR-2020 -111-J1, Dated 17/03/2020, it is found necessary to do changes in formation of State Programme Management Unit (SPMU) for smooth and timely implementation of Atal Bhujal Yojana (Atal Jal) in Gujarat State.


ORDER :

After careful consideration the State Nodal Implementation Agency (Atal Jal)/ Project Implementation Agency (PIA)-Atal Bhujal Yojana (Atal Jal) of Gujarat has made the following formation of State Program Management Unit (SPMU) as under:

Sr.No	Officer	Number	Mode of deployment
1.	Project Director (Additional Secretary/ Commissioner / Chief Engineer/ Director Level officer)	1	Deputation/Deployment
Core team (Officer/Staff) :			
2	Superintending Engineer	1	Deputation/ Deployment (from the same Department/ concerned Department (s))
3	Executive Engineer	1	Deputation/Deployment (from the same Department/ concerned Department (s))
4	Deputy Executive Engineer	1	Deputation/Deployment (from the same Department/ concerned Department (s))
5	Accountant	1	Deputation/Deployment

Experts :			
6	Ground Water/Hydrogeology Exepert	1	Conrtactual Hiring/Deputation
7	Procurement Specialist	1	Conrtactual Hiring/Deputation
8	IT/MIS/GIS Expert	1	Conrtactual Hiring/Deputation
9	IEC/Communication Expert	1	Conrtactual Hiring/Deputation
10	Environmental Expert	1	Conrtactual Hiring/Deputation
11	Social Development Experts	1	Conrtactual Hiring/Deputation
12	Agriculture/Micro Irrigation Expert	1	Conrtactual Hiring/Deputation
Other Staff :			
13	Data Entry Operator (As per need)	3	Conrtactual Hiring/Deputation

This order is issued after careful consideration and Approval of Competent Authority in Concerned file on Dated: 22-6-2021


 (Vijay M. Mehta)
 Superintending Engineer
 Project Implementation Agency (PIA)
 Atal Bhujal Yojana (Atal Jal)
 Gujarat Water Resources Development Corporation Ltd.
 Gandhinagar

Copy forwarded with complements:

- Project Director, N.P.M.U., Atal Bhujal Yojana, New Delhi.
- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of the Principal Secretary, Finance Department, Government of Gujarat
- Office of the Principal Secretary, Revenue Department, Government of Gujarat
- Office of the Principal Secretary, Rural Department, Government of Gujarat
- Office of the Principal Secretary, Agriculture Department, Govt. of Gujarat
- Office of the Principal Secretary, Energy Department, Government of Gujarat
- Office of the Principal Secretary, Forest Department, Government of Gujarat
- Office of the Secretary, Water Supply Department, Government of Gujarat
- Office of the Secretary, Science & Technology Department, Govt. of Gujarat
- Office of the Secretary, Water Resource Department, Government of Gujarat

- Office of the Project Coordinator- Atal Bhujal Yojna (Atal Jal) & Special Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Director, S.P.M.U., Atal Bhujal Yojana (Atal Jal) & Managing Director, Gujarat Water Resources Development Corporation Ltd. Gandhinagar-Gujarat
- All the Collectors / The District Development Officers, Gujarat State
- Regional Director, Central Ground Water Board, West Central Region, Ahmedabad
- Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Chief Engineer (North Gujarat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Joint Director (Agriculture), Krishi Bhawan, Gandhinagar
- Managing Director, Gujarat Green revolution Company, Vadodara
- Director, Water and Land Management Institute, Vadod

Copy to:

- Superintending Engineer, Ground Water Investigation Geology Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Vadodara
- Executive Engineer, WRI Division & DPMU Atal Bhujal Yojna (Atal Jal), Bhuj-Kutch (DPMU allocated District-Kutch)
- Executive Engineer, Panchayat Irrigation Division & DPMU Atal Bhujal Yojna (Atal Jal), Palanpur-Banaskantha (DPMU allocated District-Banaskantha)
- Executive Engineer, Panchayat Irrigation Division & DPMU Atal Bhujal Yojna (Atal Jal), Patan (DPMU allocated District-Patan)
- Executive Engineer, Ground water management Unit-1, GWRDC, & DPMU Atal Bhujal Yojna (Atal Jal), Kherva-Mehsana (DPMU allocated District-Mehsana)
- Executive Engineer, Ground water management Unit-3 GWRDC, & DPMU Atal Bhujal Yojna (Atal Jal), Ahmedabad (DPMU allocated District-Gandhinagar)
- Executive Engineer, Ground water management Unit-3 GWRDC, & DPMU Atal Bhujal Yojna (Atal Jal), Ahmedabad (DPMU allocated District- Ahmedabad)
- Executive Engineer, Panchayat Irrigation Division & DPMU Atal Bhujal Yojna (Atal Jal), Himatnagar (DPMU allocated District-Sabarkantha)
- Executive Engineer, Mechanical, Unit-4, GWRDC, Ahmedabad
- Executive Engineer, Sujlam-Suflam unit-2, GWRDC, Gandhinagar
- Geohydrologist, Ground Water Investigation, Unit-1, GWRDC, Ahmedabad
- Geohydrologist, Ground Water Investigation, Unit-2, GWRDC, Kherva
- Geohydrologist, Ground Water Investigation, Unit-3, GWRDC, Rajkot
- Administrative Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- Account Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- SPMU, ABHY (AJ) Technical Branch file -2021
- SPMU, ABHY (AJ) Account Branch file -2021
- Planning, GWRDC & PIA-ABHY(AJ)- Branch, File No.02-2021

Annexure-4

Atal Bhujal Yojana (Atal Jal) State Level Institutional and Implementation Arrangement

**Government of Gujarat
Narmada, Water Resources , Water supply and Kalpasar Department, Sachivalaya,
Gandhinagar.**

Resolution No : GWR-2020-411-J-1

Date : 05/08/2021

PREAMBLE:

Atal Bhujal Yojana (ATAL JAL) scheme aims to expand the ongoing programs of the DoWR, RD&GR, MoJS for sustainable management of groundwater resources and enhance coordination across multiple agencies initiatives to rationalize groundwater management and invigorate a participatory groundwater management. The aim of ATAL JAL is to support “participating states in applying alternative approaches to groundwater governance through direct engagement with groundwater users and beneficiaries,” while strengthening the critical role of the central agencies in, “guiding and providing the solid science required for groundwater management, facilitating training and other capacity building, and providing uniform standards and guidelines for quality assurance and coherence across States.”

Implementation of the scheme will help integrate the critical elements required for effectively managing groundwater resources through a strong role at the central level (that is, at technical/advisory level), enhanced participation of state departments/agencies, and invigorated involvement at the local/community level in planning and implementation through a participatory groundwater management approach.

This scheme is designed for sustainable groundwater management by operationalizing the results- oriented approach through incentivizing behavioral change in the planning, design, and implementation of groundwater-related investments and action. Strengthening of requisite institutional and information framework will be a key feature in sustainable groundwater management. Having developed a strong evidence base on the extent of the challenges and criticality in addressing them, it is expected that this scheme will pave the way for more reforms in the longer run.

The Government of Gujarat has declared Chief Engineer (Panchayat) And Additional Secretary N.W.R.W.S.& Kalpasar Department- Gandhinagar-Gujarat as a State Nodal Officer & Water Resources Department (WRD)/ Gujarat Water Resources Development Corporation(G.W.R.D.C) as a "State Nodal Implementation Agency (Atal Jal) for Atal Bhujal Yojana (Atal Jal), also constituted institutional and implementation arrangements by the N.W.R.W.S.& Kalpasar Department, Government of Gujarat Resolution no: GWR - 2020-411 –J-1, dated: 17/03/2020 as under:

Sr. No.	Regulatory/Implementation Institution	Terms of Reference
1	State Level Inter Departmental Steering Committee (SLISC)	Annexure-I
2	State Program Management Unit (SPMU)	Annexure-II
3	District Program Committee (DPC)	Annexure-III
4	District Program Implementing Unit(DPIU)	Annexure-IV
5	Water User Associations (WUAs)	Annexure-V

The State GoG nominated, the Managing Director GWRDC as a Project Director & Nodal Officer, State Program Management Unit (SPMU) as well as Member Secretary, State Level Inter Departmental Steering Committee (SLISC) vide Government of Gujarat N.W.R.W.S. & K-Department, Gandhinagar Resolution no: GWR -2020-411 –J-1, dated: 31/05/2021.

After careful consideration the State Government of Gujarat has approved the Gujarat Water Resources Development Corporation Ltd. (GWRDC) as a "State Nodal Implementation Agency (Atal Jal) / Project Implementation Agency (PIA) for Atal Bhujal Yojana (Atal Jal) as per Government Of Gujarat N.W.R.W.S and Kalpasar Department Gandhinagar Resolution NO: GWR-2020-411-J-1, dated 10-06-2021.

The revised formation of SPMU approved by the competent authority & order issued by "State Nodal Implementation Agency (Atal Jal) / Project Implementation Agency (PIA) for ATAL BHUJAL YOJANA (ATAL JAL) & Gujarat Water Resources Development Corporation Ltd. (GWRDC)-Gandhinagar vide order No.: Planning-GWRDC & PIA-ABHY(AJ)-02 -03-2021, Dated: 23-6-2021.

The revision of formation in District Program Committee (DPC) and District Program Implementation Unit (DPIU) under consideration and finalised as under:

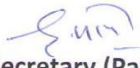
RESOLUTION :

After careful consideration the Government of Gujarat has made the following formation/composition of District Program Management Unit (DPMU) as under for effective Implementation of ATAL BHUJAL YOJANA (ATAL JAL)

Sr.No.	Officer	Number	Mode of deployment
1	Collector as a chairman of DPMU – ABHY (AJ)	1	Deployment
2	Nodal Officer (from GWRDC/WRD)	1	Deputation/Deployment
3	Hydrogeologist/ Water Resources Expert	1	Deputation/Deployment/Hiring on contractual Basis
4	Agriculture Expert	1	Deputation/Deployment/Hiring on contractual Basis
5	Data Entry Operator	3	Contractual Hiring

The formation of District Program Committee (DPC) and District Program Implementation Unit (DPIU) by Government of Gujarat N.W.R.W.S and Kalpasar Department Gandhinagar Resolution NO: GWR-2020-411-J-1, dated 17-03-2020 stands superseded with immediate effect

This order is issued after careful consideration and Approval of Competent Authority


Under Secretary (Panchayat)
Narmada, Water Resources, Water supply and Kalpasar
Department,
Sachivalaya, Gandhinagar.

Copy forwarded with complements:

- Project Director, N.P.M.U., Atal Bhujal Yojana, New Delhi.
- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of the Principal Secretary, Finance Department, Government of Gujarat
- Office of the Principal Secretary, Revenue Department, Government of Gujarat
- Office of the Principal Secretary, Rural Department, Government of Gujarat
- Office of the Principal Secretary, Agriculture Department, Government of Gujarat
- Office of the Principal Secretary, Energy Department, Government of Gujarat
- Office of the Principal Secretary, Forest Department, Government of Gujarat
- Office of the Secretary, Water Supply Department, Government of Gujarat
- Office of the Secretary, Science & Technology Department, Government of Gujarat

- Office of the Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Coordinator- Atal Bhujal Yojna (Atal Jal) & Special Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Director, S.P.M.U., Atal Bhujal Yojana(Atal Jal) & Managing Director, Gujarat Water Resources Development Corporation Ltd. Gandhinagar-Gujarat
- District Collector Kutchh / Banaskantha / Patan / Mehsana / Gandhinagar / Ahmedabad / Sabarkantha, Gujarat
- All the District Collectors, Gujarat State
- All the District Development Officers, Gujarat State
- Regional Director, Central Ground Water Board, West Central Region, Ahmedabad
- Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Chief Engineer (North Gujarat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Joint Director (Agriculture), Krishi Bhawan ,Gandhinagar
- Managing Director, Gujarat Green revolution Company, Vadodara
- Director, Water and Land Management Institute, Vadod

Copy to:

- Superintending Engineer, Ground Water Investigation Geology Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Vadodara
- Executive Engineer, WRI Division Bhuj-Kutch
- Executive Engineer, Panchayat Irrigation Division Palanpur-Banaskantha
- Executive Engineer, Panchayat Irrigation Division Patan
- Executive Engineer, Ground water management Unit-1, GWRDC Kherva-Mehsana
- Executive Engineer, Ground water management Unit-3 GWRDC, Ahmedabad
- Executive Engineer, Panchayat Irrigation Division Himatnagar
- Geohydrologist, Ground Water Investigation, Unit-1, GWRDC, Ahmedabad
- Geohydrologist, Ground Water Investigation, Unit-2, GWRDC, Kherva
- Geohydrologist, Ground Water Investigation, GWRDC, Unit-3, Rajkot
- Executive Engineer, Mechanical, Unit-4, GWRDC, Ahmedabad
- Executive Engineer, Sujlam-Suflam unit-2, GWRDC, Gandhinagar
- Administrative Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- Account Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- SPMU, ABHY (AJ) Technical Branch file -2021
- SPMU, ABHY (AJ) Account Branch file -2021
- Planning, GWRDC & PIA-ABHY(AJ)- Branch, File No.02-2021

**Atal Bhujal Yojana (Atal Jal)
State Level Institutional and
Implementation Arrangement**

**Government of Gujarat
Narmada, Water Resources , Water supply and Kalpasar Department
Sachivalaya, Gandhinagar.**

Resolution No : GWR-2020-411-J-1

Date : 05/08/2021

PREAMBLE:

Atal Bhujal Yojana (ATAL JAL) scheme aims to expand the ongoing programs of the DoWR, RD&GR, MoJS for sustainable management of groundwater resources and enhance coordination across multiple agencies initiatives to rationalize groundwater management and invigorate a participatory groundwater management. The aim of ATAL JAL is to support “participating states in applying alternative approaches to groundwater governance through direct engagement with groundwater users and beneficiaries,” while strengthening the critical role of the central agencies in, “guiding and providing the solid science required for groundwater management, facilitating training and other capacity building, and providing uniform standards and guidelines for quality assurance and coherence across States.”

Implementation of the scheme will help integrate the critical elements required for effectively managing groundwater resources through a strong role at the central level (that is, at technical/advisory level), enhanced participation of state departments/agencies, and invigorated involvement at the local/community level in planning and implementation through a participatory groundwater management approach.

This scheme is designed for sustainable groundwater management by operationalizing the results-oriented approach through incentivizing behavioral change in the planning, design, and implementation of groundwater-related investments and action. Strengthening of requisite institutional and information framework will be a key feature in sustainable groundwater management. Having developed a strong evidence base on the extent of the challenges and criticality in addressing them, it is expected that this scheme will pave the way for more reforms in the longer run.

The Government of Gujarat has declare Chief Engineer (Panchayat) And Additional Secretary N.W.R.W.S.& Kalpasar Department- Gandhinagar-Gujarat as a State Nodal Officer & Water Resources Department (WRD)/ Gujarat Water Resources Development Corporation(G.W.R.D.C) as a "State Nodal Implementation Agency (Atal Jal) for Atal Bhujal Yojana (Atal Jal), also constituted institutional and implementation arrangements by the N.W.R.W.S.& Kalpasar Department, Government of Gujarat Resolution no: GWR -2020-411 –J-1, dated: 17/03/2020 as under:

Sr. No.	Regulatory/Implementation Institution	Terms of Reference
1	State Level Inter Departmental Steering Committee (SLISC)	Annexure-I
2	State Program Management Unit (SPMU)	Annexure-II
3	District Program Committee (DPC)	Annexure-III
4	District Program Implementing Unit(DPIU)	Annexure-IV
5	Water User Associations (WUAs)	Annexure-V

The State GoG nominated, the Managing Director GWRDC as a Project Director & Nodal Officer, State Program Management Unit (SPMU) as well as Member Secretary, State Level Inter Departmental Steering Committee (SLISC) vide Government of Gujarat N.W.R.W.S. & K-Department, Gandhinagar Resolution no: GWR -2020-411 –J-1, dated: 31/05/2021.

After careful consideration the State Government of Gujarat has approved the Gujarat Water Resources Development Corporation Ltd. (GWRDC) as a "State Nodal Implementation Agency (Atal Jal) / Project Implementation Agency (PIA) for Atal Bhujal Yojana (Atal Jal) as per Government Of Gujarat N.W.R.W.S` and Kalpasar Department Gandhinagar Resolution NO: GWR-2020-411-J-1, dated 10-06-2021.

The revised formation of SPMU approved by the competent authority & order issued by "State Nodal Implementation Agency (Atal Jal) / Project Implementation Agency (PIA) for ATAL BHUJAL YOJANA (ATAL JAL) & Gujarat Water Resources Development Corporation Ltd. (GWRDC)- Gandhinagar vide order No.: Planning-GWRDC & PIA-ABHY(AJ)-02 -03-2021, Dated: 23-6-2021.

The formation/composition of District Program Management Unit (DPMU) finalised by Government of Gujarat, N.W.R.W.S. & Kalpasar Department- Gandhinagar, Resolution no: GWR -2020-411 –J-1, dated: 05/08/2021, the "Chairman" of the DPMU finalised as under:

RESOLUTION :

After careful consideration the following District Collectors are deployed as a "Chairman of District Program Management Unit (DPMU)", for the ATAL BHUJAL YOJANA (ATAL JAL)

Sr. No.	DPMU District	Chairman of DPMU	Address	Phone/Mobile No.	Email ID
1	Kutchh	District Collector Kutch	District Collector Near Circuit House, Mandvi Road, Nr. Mota Bandh, Bhuj, Kutchh, Gujarat.	(O) 02832-250650	collector-kut@gujarat.gov.in
2	Banaskantha	District Collector Banaskantha	District Collector Jilla Seva Sadan, Jorawar Palace Compound, Palanpur, Banaskantha, Gujarat.	(O) 02742-257171	collector-ban@gujarat.gov.in
3	Patan	District Collector Patan	District Collector Near North Gujarat University, Patan, Gujarat.	(O) 02766-233301	collector-pat@gujarat.gov.in
4	Mehsana	District Collector Mehsana	District Collector Block No.3, MS Building, Rajmahal road, Mehsana, Gujarat.	(O) 02762-222203	collector-meh@gujarat.gov.in
5	Gandhinagar	District Collector Gandhinagar	District Collector & Jilla Seva Sadan Kacheri, Near Pathika Ashram, GH Road, Sector 11, Gandhinagar, Gujarat.	(O) 079-23259030	collector-gnr@gujarat.gov.in
6	Ahmedabad	District Collector Ahmedabad	District Collector Office of The Collector & District Magistrate Near Subhash Bridge Circle, R.T.O Ashram Rd, Hridaya Kunj, Old Wadaj, Ahmedabad, Gujarat - 380027	(O) 079-27561970	collector-ahd@gujarat.gov.in
7	Sabarkantha	District Collector Sabarkantha	District Collector Alkapuri Pologround, Alkapuri, Himatnagar, Sabarkantha, Gujarat.	(O) 02772-241001	collector-sab@gujarat.gov.in

This order is issued after careful consideration and Approval of Competent Authority



Under Secretary (Panchayat)

**Narmada, Water Resources , Water supply and Kalpasar Department,
Sachivalaya, Gandhinagar.**

Copy forwarded with complements:

- Project Director, N.P.M.U., Atal Bhujal Yojana, New Delhi.
- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of the Principal Secretary, Finance Department, Government of Gujarat
- Office of the Principal Secretary, Revenue Department, Government of Gujarat
- Office of the Principal Secretary, Rural Department, Government of Gujarat
- Office of the Principal Secretary, Agriculture Department, Government of Gujarat
- Office of the Principal Secretary, Energy Department, Government of Gujarat

- Office of the Principal Secretary, Forest Department, Government of Gujarat
- Office of the Secretary, Water Supply Department, Government of Gujarat
- Office of the Secretary, Science & Technology Department, Government of Gujarat
- Office of the Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Coordinator- Atal Bhujal Yojna (Atal Jal) & Special Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Director, S.P.M.U., Atal Bhujal Yojana (Atal Jal) & Managing Director, Gujarat Water Resources Development Corporation Ltd. Gandhinagar-Gujarat
- Chairman, ATAL BHUJAL YOJANA (ATAL JAL) & District Collector Kutchh/Banaskantha / Patan / Mehsana / Gandhinagar /Ahmedabad / Sabarkantha, Gujarat
- All the District Collectors, Gujarat State
- All the District Development Officers, Gujarat State
- Regional Director, Central Ground Water Board, West Central Region, Ahmedabad
- Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Chief Engineer (North Gujarat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Joint Director (Agriculture), Krishi Bhawan ,Gandhinagar
- Managing Director, Gujarat Green revolution Company,Vadodara
- Director, Water and Land Management Institute,Vadod

Copy to:

- Superintending Engineer, Ground Water Investigation Geology Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Vadodara
- Executive Engineer, WRI Division Bhuj-Kutch
- Executive Engineer, Panchayat Irrigation Division Palanpur-Banaskantha
- Executive Engineer, Panchayat Irrigation Division Patan
- Executive Engineer, Ground water management Unit-1, GWRDC Kherva-Mehsana
- Executive Engineer, Ground water management Unit-3 GWRDC, Ahmedabad
- Executive Engineer, Panchayat Irrigation Division Himatnagar
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- Geohydrologist, Ground Water Investigation, Unit-2, GWRDC, Kherva
- Geohydrologist, Ground Water Investigation, GWRDC, Unit-3, Rajkot
- Executive Engineer, Mechanical, Unit-4, GWRDC, Ahmedabad
- Executive Engineer, Sujlam-Suflam unit-2, GWRDC, Gandhinagar
- Administrative Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- Account Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- SPMU, ABHY (AJ) Technical Branch file -2021
- SPMU, ABHY (AJ) Account Branch file -2021
- Planning, GWRDC & PIA-ABHY(AJ)- Branch, File No.02-2021

**Atal Bhujal Yojana (Atal Jal) State Level
Institutional and implementation
Arrangement**

**Government of Gujarat
Narmada, Water Resources , Water supply and Kalpasar Department, Sachivalaya,
Gandhinagar.**

Resolution No : GWR-2020-411-J-1

Date : 05/08/2021

PREAMBLE:

Atal Bhujal Yojana (ATAL JAL) scheme aims to expand the ongoing programs of the DoWR, RD&GR, MoJS for sustainable management of groundwater resources and enhance coordination across multiple agencies initiatives to rationalize groundwater management and invigorate a participatory groundwater management. The aim of ATAL JAL is to support “participating states in applying alternative approaches to groundwater governance through direct engagement with groundwater users and beneficiaries,” while strengthening the critical role of the central agencies in, “guiding and providing the solid science required for groundwater management, facilitating training and other capacity building, and providing uniform standards and guidelines for quality assurance and coherence across States.”

Implementation of the scheme will help integrate the critical elements required for effectively managing groundwater resources through a strong role at the central level (that is, at technical/advisory level), enhanced participation of state departments/agencies, and invigorated involvement at the local/community level in planning and implementation through a participatory groundwater management approach.

This scheme is designed for sustainable groundwater management by operationalizing the results- oriented approach through incentivizing behavioral change in the planning, design, and implementation of groundwater-related investments and action. Strengthening of requisite institutional and information framework will be a key feature in sustainable groundwater management. Having developed a strong evidence base on the extent of the challenges and criticality in addressing them, it is expected that this scheme will pave the way for more reforms in the longer run.

The Government of Gujarat has declare Chief Engineer (Panchayat) And Additional Secretary N.W.R.W.S.& Kalpasar Department- Gandhinagar-Gujarat as a State Nodal Officer & Water Resources Department (WRD)/ Gujarat Water Resources Development Corporation(G.W.R.D.C) as a "State Nodal Implementation Agency (Atal Jal) for Atal Bhujal Yojana (Atal Jal), also constituted institutional and implementation arrangements by the N.W.R.W.S.& Kalpasar Department, Government of Gujarat Resolution no: GWR - 2020-411 –J-1, dated: 17/03/2020 as under:

Sr. No.	Regulatory/Implementation Institution	Terms of Reference
1	State Level Inter Departmental Steering Committee (SLISC)	Annexure-I
2	State Program Management Unit (SPMU)	Annexure-II
3	District Program Committee (DPC)	Annexure-III
4	District Program Implementing Unit(DPIU)	Annexure-IV
5	Water User Associations (WUAs)	Annexure-V

The State GoG nominated, the Managing Director GWRDC as a Project Director & Nodal Officer, State Program Management Unit (SPMU) as well as Member Secretary, State Level Inter Departmental Steering Committee (SLISC) vide Government of Gujarat N.W.R.W.S. & K-Department, Gandhinagar Resolution no: GWR -2020-411 –J-1, dated: 31/05/2021.

After careful consideration the State Government of Gujarat has approved the Gujarat Water Resources Development Corporation Ltd. (GWRDC) as a "State Nodal Implementation Agency (Atal Jal) / Project Implementation Agency (PIA) for Atal Bhujal Yojana (Atal Jal) as per Government Of Gujarat N.W.R.W.S and Kalpasar Department Gandhinagar Resolution NO: GWR-2020-411-J-1, dated 10-06-2021.

The revised formation of SPMU approved by the competent authority & order issued by "State Nodal Implementation Agency (Atal Jal) / Project Implementation Agency (PIA) for ATAL BHUJAL YOJANA (ATAL JAL) & Gujarat Water Resources Development Corporation Ltd. (GWRDC)-Gandhinagar vide order No.: Planning-GWRDC & PIA-ABHY(AJ)-02 -03-2021, Dated: 23-6-2021.

The formation/composition of District Program Management Unit (DPMU) finalised by Government of Gujarat, N.W.R.W.S.& Kalpasar Department- Gandhinagar, Resolution no: GWR -2020-411 –J-1, dated: 05/08/2021 the "Nodal Officer" for the DPMU also finalised and order as under:

RESOLUTION :

After careful consideration the the following officers are deployed in "District Program Management Unit (DPMU)", as a "Nodal Officer" for the ATAL BHUJAL YOJANA (ATAL JAL)

Sr. No.	District	Nodal Officer of the DPMU (Exsting Designation & office Name &Place of office)	Address	Phone/ Mobile No.	Email-ID
1	Kutch	Executive Engineer, Water Resources Investigation Division	Office of the Executive Engineer, WRI Division.312,Bahumali Bhavan, Bhuj-Kutch pin code:370001	L- 02832 223502 M 9824402397	eeuribhuj101@gmail.com
2	Banaskantha	Executive Engineer, Panchayat Irrigation Division, Banaskantha	Office of the Executive Engineer, Jilla Panchayat Palanpur	L- 02742253503 M- 9173340296	irrigationdivi99@gmail.com
3	Patan	Executive Engineer, Panchayat Irrigation Division, Patan	Office of the Executive Engineer, Jilla Panchayat Patan	L-02766-234397 M-9428715290	ex.engr.pid@gmail.com
4	Mehsana	Executive Engineer, Ground Water Management Unit-1 GWRDC, Kherva (Mehsana)	Executive Engineer, Ground Water Management Unit-1, GWRDC Near Ganpat University Kherva, Dist Mehsana	L- 02762286181 M 9427305431	eeunitkherva@gmail.com
5	Gandhinagar	Executive Engineer, Sujalam Suflam, Unit-2, GWRDC, Gandhinagar	Executive Engineer, Sujalam Suflam, Unit-2, GWRDC, State Water Date Centre, Road No.2, Jal Shakti Marg, Sector-8, Gandhinagar, Dist. Gandhinagar	L-079-23236712 M 8141897873	eessunit2@gmail.com
6	Ahmedabad	Executive Engineer, Sujalam Suflam, Unit-2, GWRDC, Gandhinagar	Executive Engineer, Sujalam Suflam, Unit-2, GWRDC, State Water Date Centre, Road No.2, Jal Shakti Marg, Sector-8, Gandhinagar, Dist. Gandhinagar	L-079-23236712 M 8141897873	eessunit2@gmail.com
7	Sabarkantha	Executive Engineer, Panchayat Irrigation Division, Himatnagar	Office of the Executive Engineer, Jilla Panchayat Himatnagar	L 02772-246669	skjp.e3@gmail.com

Earlier, the Government of Gujarat, N.W.R.W.S. & K-Department, Gandhinagar notify the division of WRD/GWRDC as a vide Resolution NO: GWR-2020-411-J-1, dated 16-09-2020 is here by cancelled with immediate effect.

This order is issued after careful consideration and Approval of Competent Authority



**Under Secretary (Panchayat)
Narmada, Water Resources , Water supply and Kalpasar
Department,
Sachivalaya, Gandhinagar.**

Copy forwarded with complements:

- Project Director, N.P.M.U., Atal Bhujal Yojana, New Delhi.
- Office of the Chief Secretary, Government of Gujarat
- Office of the Advisor to Chief Minister, Government of Gujarat
- Office of the Principal Secretary, Finance Department, Government of Gujarat
- Office of the Principal Secretary, Revenue Department, Government of Gujarat
- Office of the Principal Secretary, Rural Department, Government of Gujarat
- Office of the Principal Secretary, Agriculture Department, Government of Gujarat
- Office of the Principal Secretary, Energy Department, Government of Gujarat
- Office of the Principal Secretary, Forest Department, Government of Gujarat
- Office of the Secretary, Water Supply Department, Government of Gujarat
- Office of the Secretary, Science & Technology Department, Government of Gujarat
- Office of the Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Coordinator- Atal Bhujal Yojna (Atal Jal) & Special Secretary, Water Resource Department, Government of Gujarat
- Office of the Project Director, S.P.M.U., Atal Bhujal Yojana(Atal Jal) & Managing Director, Gujarat Water Resources Development Corporation Ltd. Gandhinagar-Gujarat
- Chairman, ATAL BHUJAL YOJANA (ATAL JAL) & District Collector Kutchh/Banaskantha / Patan / Mehsana / Gandhinagar /Ahmedabad / Sabarkantha, Gujarat
- All the District Collectors, Gujarat State
- All the District Development Officers, Gujarat State
- Regional Director, Central Ground Water Board, West Central Region, Ahmedabad
- Chief Engineer (Panchayat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Chief Engineer (North Gujarat) and Additional Secretary, N.W.R.W.S. and Kalpsar Department, Gandhinagar
- Joint Director (Agriculture), Krishi Bhawan ,Gandhinagar
- Managing Director, Gujarat Green revolution Company,Vadodara
- Director, Water and Land Management Institute,Vadod

Copy to:

- Superintending Engineer, Ground Water Investigation Geology Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Gandhinagar
- Superintending Engineer, Ground Water Management Wing, GWRDC, Vadodara
- Nodal Officer, ATAL BHUJAL YOJANA (ATAL JAL) & Executive Engineer, WRI Division Bhuj-Kutch
- Nodal Officer, ATAL BHUJAL YOJANA (ATAL JAL) & Executive Engineer, Panchayat Irrigation Division Palanpur-Banaskantha
- Nodal Officer, ATAL BHUJAL YOJANA (ATAL JAL) & Executive Engineer, Panchayat Irrigation Division Patan
- Nodal Officer, ATAL BHUJAL YOJANA (ATAL JAL) & Executive Engineer, Ground water management Unit-1, GWRDC Kherva-Mehsana
- Nodal Officer, ATAL BHUJAL YOJANA (ATAL JAL) & Executive Engineer, Sujlam-Suflam unit-2, GWRDC, Gandhinagar
- Nodal Officer, ATAL BHUJAL YOJANA (ATAL JAL) & Executive Engineer, Panchayat Irrigation Division Himatnagar-Sabarkantha
- Executive Engineer, Ground water management Unit-3 GWRDC, Ahmedabad
- Executive Engineer, Mechanical, Unit-4, GWRDC, Ahmedabad
- Geohydrologist, Ground Water investigation, Unit-1, GWRDC, Ahmedabad
- Geohydrologist, Ground Water Investigation, Unit-2, GWRDC, Kherva
- Geohydrologist, Ground Water Investigation, GWRDC, Unit-3, Rajkot
- Administrative Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- Account Officer, GWRDC & PIA-ABHY(AJ) Branch File -2021
- SPMU, ABHY (AJ) Technical Branch file -2021
- SPMU, ABHY (AJ) Account Branch file -2021
- Planning, GWRDC & PIA-ABHY(AJ)- Branch, File No.02-2021

ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લી.



બીજ નિગમની બાજુમાં, સેક્ટર-૧૦/એ, ગાંધીનગર

ફોન : 079 - 23252058, 23252061 CIN : U45300GJ1971SGC001892

વેબસાઇટ: www.gwrdc.gujarat.gov.inઇમેલ : md-gwrdc@gujarat.gov.in, pa-gwr-gnr@gujarat.gov.in,sepla-gwr-gnr@gujarat.gov.in, pla-gwr-gnr@gujarat.gov.in

(GWRDC)

કાર્યાલય હુકમ નં: ૨૨૯ સને ૨૦૨૧

વિષય: "ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લિમીટેડ," હેઠળની કામગીરીઓ માટે સત્તા સોંપણી કરવા બાબત.

સંદર્ભ: • ગુજરાત સરકારશ્રી, નર્મદા જળ સંપત્તિ પા.પુ અને ક-વિભાગ, સચિવાલય ગાંધીનગરના ઠરાવ:

- (1) પત્ર ક્રમાંક: પરચ/GWRDC/2119/1460/99/K.3, તા.૨૩/૭/૨૦૧૯
- (2) હુકમ ક્રમાંક: પરચ-૧૦૨૦૧૪-૧-એમ.આઇ.સેલ-ક-૧, તા.૨૯/૧૦/૨૦૧૪
- (3) Resolution No: paracha/1097/1397/(11)/pa.fa./Miscell(k-1) Date: 18-01-2018
- (4) ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ.(ક-૧), તા.૨૪/૧/૨૦૧૮
- (5) ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ.(ક-૧), તા.૨૫/૬/૨૦૧૮
- (6) ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ.(ક-૧), તા.૧૬/૩/૨૦૨૧ ✓

• ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લિમીટેડ, ગાંધીનગરના પત્રો (ઠરાવ/B.O.D-T&F મીનીટ્સ) :

- (7) Minutes of the XXXIXth BOD meeting issued vide letter No.GWRDC/SEC/61(3)/7189, Dtd. 11/08/1980
- (8) પત્ર જા.નં.ગુજસંવિનિ/આએ/એમડી/૬૯૦૬, તા.૨૨/૬/૧૯૯૦
- (9) પત્ર જા.નં.ગુજસંવિનિ/હિ.શાખા-ટેન્કર -પી-૧૦૪-૩૩૧૨, તા.૨૭/૪/૨૦૦૭
- (10) પત્ર જા.નં.ગુજસંવિનિ/હિશા/ટેન્કર/પી-૧૦૪/૬૧૪૮/૨૦૧૧, તા.૧૬/૬/૨૦૧૧
- (11) સં.મં.ની ૨૨૪મી બેઠકની કાર્યવાહી નોંધ જા.નં.ગુજસંવિનિ/એસઇસી/૪૦૩૬/૨૦૧૮, તા.૨૨/૧૦/૨૦૧૮
- (12) ઠરાવ પત્ર જા.નં.ગુજસંવિનિ/આએ/ડીઓપી/૨૬૭૪/૨૦૧૯, તા.૨૮/૮/૨૦૧૯
- (13) સં.મં.ની ૨૩૪મી બેઠક કાર્યવાહી નોંધ જા.નં.ગુજસંવિનિ/એસઇસી/૨૩૪/સ.મં./૯૧૧/૨૦૨૧, તા.૧૮/૩/૨૦૨૧

આમુખ:-

સરકારશ્રીના સંદર્ભ-૧ના તા.૨૩/૭/૨૦૧૯ના પત્રથી "ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લિમીટેડ, ગાંધીનગરના કાર્યક્ષેત્રમાં આવતી યોજનાઓ અને તેની કામગીરી બાબતે સરકારી પરીપત્રોને આધિન નિગમ હસ્તકની કામગીરીઓમાં નિગમની સત્તા મર્યાદામાં આવતી તમામ બાબતે મંજૂરી આપવાની

પ્રક્રિયા નિગમે પોતે કરવાની રહે છે તથા જે બાબતોમાં સરકારશ્રીમાંથી મંજૂરીની જરૂરીયાત હોય તેવા કિસ્સામાં સક્ષમ કક્ષાએથી મંજૂરી મળ્યા અનુસાર ઉપર્યુક્ત તમામ કામગીરી મુખ્ય ઇજનેર(પંચાયત) અને અધિક સચિવશ્રી મારફતે થાય તે જરૂરી હોઇ તેઓશ્રીને રજુ કરી મંજૂરી મેળવી લેવાની કાર્યવાહી હવે પછી કરવાની રહેશે" તેમ જણાવેલ છે.

" નિગમ હસ્તકની જુદા-જુદા પ્રકારની વહીવટી/તાંત્રિક કામગીરી જુદી-જુદી સક્ષમ સત્તા કક્ષાએ સરળતાથી ચાલી રહે તે માટે સત્તા સોંપણીના નિયમો વર્ષ ૧૯૭૭ તેમજ ૧૯૮૦ દરમિયાન બનાવાયેલા છે અને જે હાલ અમલમાં છે. સામાન્ય સંજોગોમાં નિયમોની મૂળભૂત જરૂરીયાતમાં ફેરફાર કરવાનું યોગ્ય ન જણાય તેમ છતાં ભાવ વધારાને કારણે પણ સમયાંતરે સરકારશ્રીમાં પણ જુદી-જુદી બાબતોને લગતા નિયમોની મર્યાદામાં સુધારા-વધારા કરવામાં આવે છે. આ ઉપરાંત અનુભવ આધારિત કિસ્સાઓને કારણે નિયમોનું અસરકારક પાલન થઇ શકે અને તેનું ખોટું અર્થઘટન કરીને તેનો દુરુપયોગ ન થાય તે નિવારવા સારૂ પણ કેટલીક વધારાની શરતો પણ લાગુ કરવામાં આવે છે. આ સંદર્ભમાં નિગમ કક્ષાએ પણ વહીવટી/તાંત્રિક બાબતોના સત્તા સોંપણીના જે નિયમો મંજૂર કર્યા અનુસાર અમલમાં છે તે પૈકી જે બાબતો રાજ્ય સરકારના ધોરણે અને કામકાજના વિષયના પ્રમાણમાં સીધે-સીધી રીતે નિગમને લાગુ પડે છે અને જરૂરી છે તેવી બાબતોમાં વખતો-વખત સરકારશ્રી તરફથી જે સુધારા-વધારા કરવામાં આવે અને નાણાંકીય મર્યાદા પણ મંજૂર કરવામાં આવે તે અનુસારના નિયમો અને સત્તાનું ધોરણ જુદી-જુદી કક્ષાએ અમલી બનાવવા સંચાલક મંડળની તા.૧૨/૬/૧૯૮૦ના રોજ મળેલ ૮૨ મી બેઠકમાં વહીવટી સંચાલકશ્રીને સત્તા આપવા બાબતની દરખાસ્તને સંચાલક મંડળે સર્વ રીતે યોગ્ય ગણતાં દરખાસ્તને સ્વીકૃત્તી આપી હતી".

ગુજરાત સરકારશ્રી નર્મદા જળ સંપત્તિ પાણી પુરવઠા અને કલ્પસર વિભાગ દ્વારા તાંત્રિક અધિકારીઓની સત્તા સોંપણી અંગે ગુજરાત સરકારશ્રી દ્વારા સંદર્ભમાં દર્શાવેલ તા.૨૯/૧૦/૨૦૧૪, તા.૧૮/૧/૨૦૧૮ તા.૨૪/૧/૨૦૧૮ તથા તા.૨૫/૬/૨૦૧૮ ઠરાવનો અમલ "ગુજરાત રાજ્ય જળ સંપત્તિ વિકાસ નિગમ લી." માં કરવા માટે સંચાલક મંડળમાં મુદ્દા નં.૨૨૪/૧૨ થી સર્વાનુમતે મંજૂરી આપવામાં આવેલ, જેની કાર્યવાહી નોંધ જા.નં.ગુ.જ.સં.વિ.નિ./એસઇસી/૪૦૩૬/તારીખ.૨૨/૧૦/૨૦૧૮ થી પ્રસિધ્ધ કરવામાં આવેલ છે.

બોર્ડ ઓફ ડિરેક્ટર્સ ગુ.જ.સં.વિ.નિ.લી.ની તા.૨૪/૦૭/૧૯૮૦ ની ૨૯ મી બેઠકમાં Board, Committee, M.D., SE/Geohydrologist, DEE/Geologist " ને જુદી-જુદી બાબતોની સત્તાઓ આપેલ છે જે બાબત ધ્યાને લઇને "ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લીમીટેડ" હેઠળ કામગીરી માટે સત્તા સોંપણી કરવા બાબતમાં ગુજરાત સરકારશ્રીના સંદર્ભમાં દર્શાવેલ તા.૨૪/૧/૨૦૧૮ તથા તા.૨૫/૬/૨૦૧૮ ઠરાવો મુજબની સત્તાઓ બોર્ડ ઓફ ડિરેક્ટર્સ અને ટેન્ડર અને પ્રોજેક્ટ સમિતિ, ને સત્તાઓ આપીને ઉપર આમુખમાં વિગતે દર્શાવેલ તમામ બાબતો ધ્યાને લઇને સંકલિત/નાણાંકીય સત્તાઓ આપવા બાબતે, " માન.અધ્યક્ષશ્રી અને ખાસ સચિવશ્રી (જળસંપત્તિ),"ની આ સત્તા સોંપણીઓ બાબતને ફાઇલ ઉપર તા.૨૦/૮/૨૦૧૯ ના રોજ મળેલ મંજૂરી અન્વયે સત્તા સોંપણી અંગે "ગુ.જ.સં.વિ.નિ.લી ગાંધીનગર", ના કાર્યાલય આદેશ નં.૨૭૫ સને ૨૦૧૯, પત્ર જા.નં.ગુજસંવિનિલિ/આએ/ડીઓપી/૨૬૭૪/૨૦૧૯

તા.૨૮/૦૮/૨૦૧૯ થી હુકમ કરવામાં આવેલ, જેને સંચાલક મંડળની તા.૩૦/૦૮/૨૦૧૯ ના રોજ મળેલ ૨૨૮ ની બેઠક માં મુદ્દા નં.૨૨૮/૧૩ને સંચાલક મંડળે વંચાણે લઈ આપવામાં આવેલ બહાલીને કાર્યવાહી નોંધ જા.નં.બીઓડી-૨૨૮-મિનિટસ/૨૯૮૬/૨૦૧૯, તા.૨૧/૦૮/૨૦૧૯ થી પ્રસિધ્ધ કરવામાં આવેલ છે,

ગુ.જ.સં.વિ.નિ.લી ગાંધીનગરના કાર્યાલય આદેશ ૨૭૫ સને ૨૦૧૯ પત્ર જા.નં.બીઓડી/૨૨૮-મિનિટસ/૨૬૭૪ તા.૨૮/૦૮/૨૦૧૯ થી નક્કી કરવામાં આવેલ સત્તા સોંપણીમાં જરૂરી સુધારો કરવા સંચાલક મંડળની તા.૧૬/૩/૨૦૨૧ની ૨૩૪/૧૭મી બેઠકમાં સર્વાનુમતે મંજૂરી આપવા આ બાબત રજૂ કરેલ.

ઉપરોક્ત ૨૩૪/૧૭મી બેઠકમાં આ બાબતને ગુજરાત સરકારશ્રીના તા.૨૪/૧/૨૦૧૮ તથા તા.૨૫/૬/૨૦૧૮ તથા તા.૧૬/૩/૨૦૨૧ના ઠરાવો અન્વયે "ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લિમિટેડ," માં તાંત્રિક સત્તા સોંપણી આ સાથે સામેલ પત્રક -૧ મુજબ મંજૂર કરવાનું સર્વાનુમતે ઠરાવ્યું હતું, જેની કાર્યવાહી નોંધ જા.નં.ગુજસંવિનિ/એસઇસી/૨૩૪/સ.મં./૯૧૧/૨૦૨૧, તા.૧૮/૩/૨૦૨૧ થી પ્રસિધ્ધ કરવામાં આવેલ છે,

આ તમામ બાબતો ધ્યાને લઈને સંકલિત/નાણાંકીય સત્તાઓ આપવા બાબતે, ઉપર મુજબની સંચાલક મંડળની મંજૂરી અન્વયે નીચે મુજબ સત્તા સોંપણી અંગે હુકમ કરવામાં આવે છે.

હુકમ :-

" ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લીમિટેડ., " હસ્તક કરવાની કામગીરીઓ માટે આ સાથે બિડેલ પત્રક-૧ મુજબની સત્તા સોંપણી માટે હુકમો કરવામાં આવે છે.

આ હુકમ સંચાલક મંડળની તા.૧૬/૩/૨૦૨૧ની બેઠકમાં મુદ્દા નં.૨૩૪/૧૭ થી થયેલ નિર્ણય અન્વયે તથા તા.૩૧/૩/૨૦૨૧ના રોજ સક્ષમ કક્ષાએથી મંજૂરી મળ્યા મુજબ કરવામાં આવે છે.

બિડાણ: સત્તા સોંપણી અંગેનું પત્રક-૧

AAE(P) Karp
31.3.2021
DEE(P) 31/3/2021
EE(P)

(વિજય એમ.મહેતા)

અધિક્ષક ઇજનેર

આદેશ અને ગુણવત્તા નિયમન એકમ
ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લિ.,
ગાંધીનગર.

જા.નં.ગુજસંવિનિ/આએ/(જા.નં.૪૯૮૦)/ઠરાવ (BOD ૨૩૪/૧૭ સંદર્ભે)/ ૧૦૮૦ /૨૦૨૧,
તા. ૩૧ / ૦૩ /૨૦૨૧

પ્રતિ,

- 1) અધિક્ષક ઇજનેરશ્રી, ભુગર્ભ જળ વ્યવસ્થાપન વીંગ, ગાંધીનગર
- 2) અધિક્ષક ઇજનેરશ્રી, ભુગર્ભ જળ વ્યવસ્થાપન વીંગ, વડોદરા
- 3) અધિક્ષક ઇજનેરશ્રી, ભુગર્ભ જળ સંશોધન ભૂસ્તરીય વીંગ, ગાંધીનગર
- 4) કાર્યપાલક ઇજનેરશ્રી, યુનિટ-૧(ભુગર્ભ જળ વ્યવસ્થાપન), ખેરવા
- 5) કાર્યપાલક ઇજનેરશ્રી, યુનિટ-૧(ભુગર્ભ જળ વ્યવસ્થાપન), વડોદરા
- 6) કાર્યપાલક ઇજનેરશ્રી, યુનિટ-૨ (સુજલામ સુફલામ), ગાંધીનગર
- 7) કાર્યપાલક ઇજનેરશ્રી, યુનિટ-૨(ભુગર્ભ જળ વ્યવસ્થાપન), ઉકાઇ
- 8) કાર્યપાલક ઇજનેરશ્રી, યુનિટ-૩(ભુગર્ભ જળ વ્યવસ્થાપન), અમદાવાદ
- 9) કાર્યપાલક ઇજનેરશ્રી, યુનિટ-૪ (યાંત્રિક), અમદાવાદ
- 10) ભુસ્તરજળશાસ્ત્રીશ્રી, યુનિટ-૧(ભુગર્ભ જળ સંશોધન), અમદાવાદ
- 11) ભુસ્તરજળશાસ્ત્રીશ્રી, યુનિટ-૨(ભુગર્ભ જળ સંશોધન), ખેરવા
- 12) ભુસ્તરજળશાસ્ત્રીશ્રી, યુનિટ-૩(ભુગર્ભ જળ સંશોધન), રાજકોટ
- 13) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૧/૧(ભુગર્ભ જળ વ્યવસ્થાપન), ડીસા
- 14) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૧(ભુગર્ભ જળ વ્યવસ્થાપન), પાટણ
- 15) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૩/૧(ભુગર્ભ જળ વ્યવસ્થાપન), ખેરવા
- 16) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૧/૨(સુજલામ સુફલામ), ગાંધીનગર
- 17) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૨(સુજલામ સુફલામ), ખેરવા
- 18) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૩/૨(સુજલામ સુફલામ), પાટણ
- 19) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૧/૩(ભુગર્ભ જળ વ્યવસ્થાપન), અમદાવાદ
- 20) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૩(ભુગર્ભ જળ વ્યવસ્થાપન), હિંમતનગર
- 21) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૩/૩(ભુગર્ભ જળ વ્યવસ્થાપન), ભુણાવાડા
- 22) નાયબ કાર્યપાલક ઇજનેરશ્રી(યાં), સબ યુનિટ-૧/૪, પાટણ
- 23) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૪, ખેરવા
- 24) નાયબ કાર્યપાલક ઇજનેરશ્રી(યાં), સબ યુનિટ-૩/૪, અમદાવાદ
- 25) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૩, વડોદરા
- 26) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૧/૧(ભુગર્ભ જળ વ્યવસ્થાપન), આણંદ
- 27) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૧(ભુગર્ભ જળ વ્યવસ્થાપન), ગોધરા
- 28) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૩/૧(ભુગર્ભ જળ વ્યવસ્થાપન), દાહોદ
- 29) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૪/૧(ભુગર્ભ જળ વ્યવસ્થાપન), વડોદરા
- 30) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૧/૨(ભુગર્ભ જળ વ્યવસ્થાપન), ઉકાઇ
- 31) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૨/૨(ભુગર્ભ જળ વ્યવસ્થાપન), ઉકાઇ
- 32) નાયબ કાર્યપાલક ઇજનેરશ્રી, સબ યુનિટ-૩/૨(ભુગર્ભ જળ વ્યવસ્થાપન), રાજપીપળા
- 33) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૧/૧(ભુગર્ભ જળ સંશોધન), અમદાવાદ
- 34) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૨/૧(ભુગર્ભ જળ સંશોધન), વડોદરા
- 35) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૩/૧(ભુગર્ભ જળ સંશોધન), સુરત
- 36) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૪/૧(ભુગર્ભ જળ સંશોધન), ગોધરા
- 37) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૧/૨(ભુગર્ભ જળ સંશોધન), ખેરવા
- 38) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૨/૨(ભુગર્ભ જળ સંશોધન), ડીસા
- 39) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૩/૨(ભુગર્ભ જળ સંશોધન), હિંમતનગર
- 40) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૧/૩(ભુગર્ભ જળ સંશોધન), રાજકોટ
- 41) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૨/૩(ભુગર્ભ જળ સંશોધન), ભાવનગર
- 42) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૩/૩(ભુગર્ભ જળ સંશોધન), ભુજ
- 43) ભુસ્તરશાસ્ત્રીશ્રી, સબ યુનિટ-૪/૩(ભુગર્ભ જળ સંશોધન), મુન્શાબાદ

ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લી., માં તાંત્રિક અધિકારીઓની સત્તા સોંપણી અંગેના કરાવઃ જા.નં.ગુજસંવિનિ/આએ/શ.નં.૪૬૮૦/કરાવ/૨૩૪/૧૭ સંદર્ભે/૧૦૮૦/૨૦૨૧,
તા. ૩૧/૦૩/૨૦૨૧ નું બિડાણ/પત્રક

પત્રક-૧

અ.નં.	સત્તાનો પ્રકાર	સત્તાધિકારીશ્રી	સત્તા સોંપણી
૧	૨	૩	૪
૧	વહીવટી મંજૂરી	ગુજરાત સરકારશ્રી	૧૦૦ કરોડ થી ઉપર
		બોર્ડ ઓફ ડાયરેક્ટર	૧ કરોડથી ઉપર અને ૧૦૦ કરોડ સુધી
		વહીવટી સંચાલકશ્રી	૧ કરોડ સુધી
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech./Elect./Geo.)	૨૦ લાખ સુધી
		કાર્યપાલક ઇજનેરશ્રી/જીઓહાઇડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	## ૫ લાખ સુધી
૨	તાંત્રિક મંજૂરી	વહીવટી સંચાલકશ્રી	સંપૂર્ણ સત્તા
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech./Elect./Geo.)	૩ કરોડ સુધી
		કાર્યપાલક ઇજનેરશ્રી/જીઓહાઇડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	૫૦ લાખ સુધી
		નાયબ કાર્યપાલક ઇજનેરશ્રી/ બુસ્ટરશાસીશ્રી (Civil/Mech./Elect./Geo.)	૬ લાખ સુધી
૩	ડી.ટી.પી. મંજૂરી	વહીવટી સંચાલકશ્રી	સંપૂર્ણ સત્તા
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech./Elect./Geo.)	૩ કરોડ સુધી
		કાર્યપાલક ઇજનેરશ્રી/જીઓહાઇડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	૫૦ લાખ સુધી
		નાયબ કાર્યપાલક ઇજનેરશ્રી/ બુસ્ટરશાસીશ્રી (Civil/Mech./Elect./Geo.)	૬ લાખ સુધી
૪	ટેન્ડર સ્વીકારવાની સત્તા	ટેન્ડર અને પ્રોજેક્ટ સમિતિ	સંપૂર્ણ સત્તા
		વહીવટી સંચાલકશ્રી	૨ કરોડ સુધી
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech./Elect./Geo.)	૧ કરોડ સુધી
		કાર્યપાલક ઇજનેરશ્રી/જીઓહાઇડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	૨૫ લાખ સુધી
		નાયબ કાર્યપાલક ઇજનેરશ્રી/ બુસ્ટરશાસીશ્રી (Civil/Mech./Elect./Geo.)	૩ લાખ સુધી
૫	સમય મર્યાદા વધારવા માટે ની સત્તા	ટેન્ડર અને પ્રોજેક્ટ સમિતિ	સંપૂર્ણ સત્તા
		વહીવટી સંચાલકશ્રી	સંપૂર્ણ સત્તા (ભાવ વધારાનો કલોઝ ન હોય તો)
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech./Elect./Geo.)	કરાવનામા મંજૂર કરવાની સત્તા મર્યાદામાં કરાવનામા અંગે મૂળ સમય મર્યાદાના ૫૦ % સુધી સમય મર્યાદા વધારવાની સત્તા
		કાર્યપાલક ઇજનેરશ્રી/જીઓહાઇડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	કરાવનામા મંજૂર કરવાની સત્તા મર્યાદામાં કરાવનામા અંગે મૂળ સમય મર્યાદાના ૫૦ % સુધી સમય મર્યાદા વધારવાની સત્તા

ગુજરાત જળ સંપત્તિ વિકાસ નિગમ લી., માં તાંત્રિક અધિકારીઓની સત્તા સોંપણી અંગેના ઠરાવ: જા.નં.ગૃજસંવિનિ/આઓ/ફા.નં.૪૯૦/ઠરાવ(BOD ૨૩૪/૧૭ સંદર્ભે)/૧૦૦૦/૨૦૨૧, તા. ૩૧/૦૩/૨૦૨૧ તથા અ.નં. (૭) ટેન્ડરની આઈટમના જથ્થામાં વધારો/ઘટાડો સંદર્ભના મુધારા સહી			
પત્રક-૨			
અ.નં	સત્તાનો પ્રકાર	સત્તાધિકારીશ્રી	સત્તા સોંપણી
૬	ટેન્ડરમાં ન હોય તેવી વધારાની આઈટમ:		મા અને મ. વિભાગના ઠરાવ ક્રમાંક: પીડબલ્યુડી / ૧૦૨૦૦૭ / ૧ (સાગ-૧) સ. તા. ૧૨/૦૭/૨૦૧૧ (વહીવટી મંજૂરી સિવાય અન્ય) મુજબ
	6.1 ટેન્ડરમાં ન હોય તેવી વધારાની આઈટમ જેમાં પ્રતિ આઈટમમાં તે જ કામની બીજી આઈટમની બચત અથવા તો કામના અંદાજમાં અણધાર્યાં ખર્ચ માટે જે જોગવાઈ કરવામાં આવેલ તેમાંથી જે મેળવી શકાય તેમ હોય તો,	વહીવટી સંચાલકશ્રી અધિક્ષક ઇજનેરશ્રી (Civil/Mech/Elect./Geo.) કાર્યપાલક ઇજનેરશ્રી/જીયો હાઈડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	સુધારેલી વહીવટી મંજૂરી મેળવવી ન પડે ત્યાં સુધીની સંપૂર્ણ સત્તા રૂ.૫૦,૦૦૦ સુધી દરેક આઈટમ દીઠ એ શરતે સ્વીકારાયેલ ટેન્ડરના ૭.૫૦% ની મર્યાદા સુધીની સત્તા રૂ.૨૫,૦૦૦ સુધી દરેક આઈટમ દીઠ એ શરતે સ્વીકારાયેલ ટેન્ડરના ૫.૦૦% ની મર્યાદા સુધીની સત્તા
૬	6.2 ટેન્ડરમાં ન હોય તેવી વધારાની આઈટમ જેમાં પ્રતિ આઈટમમાં તે જ કામની બીજી આઈટમની બચત અથવા તો કામના અંદાજમાં અણધાર્યાં ખર્ચ માટે જે જોગવાઈ કરવામાં આવેલ તેમાંથી બચત દ્વારા ન મળી શકે ત્યારે,	વહીવટી સંચાલકશ્રી અધિક્ષક ઇજનેરશ્રી (Civil/Mech/Elect./Geo.) કાર્યપાલક ઇજનેરશ્રી/જીયો હાઈડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	સુધારેલી વહીવટી મંજૂરી મેળવવી ન પડે ત્યાં સુધીની સંપૂર્ણ સત્તા રૂ.૫૦,૦૦૦ સુધી દરેક આઈટમ દીઠ એ શરતે સ્વીકારાયેલ ટેન્ડરના ૭.૫૦% ની મર્યાદા સુધીની સત્તા રૂ.૨૫,૦૦૦ સુધી દરેક આઈટમ દીઠ એ શરતે સ્વીકારાયેલ ટેન્ડરના ૫.૦૦% ની મર્યાદા સુધીની સત્તા
		ટેન્ડર અને પ્રોજેક્ટ સમિતિ	સ્વીકારાયેલ ટેન્ડરમાં રૂ. ૨.૦૦ કરોડ સુધીની મર્યાદામાં સંપૂર્ણ સત્તા
		વહીવટી સંચાલકશ્રી	સ્વીકારાયેલ ટેન્ડરમાં સુધારેલ વહીવટી મંજૂરી મેળવવી ન પડે ત્યાં રૂ. ૨.૦૦ કરોડની મર્યાદા સુધીની સત્તા
૭	ટેન્ડરની આઈટમમાં જથ્થામાં વધારો/ઘટાડો		ન.જ.સં.પા.પુ. અને ક વિભાગ., ગાંધીનગરનો તા.૨૩/૦૬/૨૦૨૨ નો સુધારેલ ઠરાવ મુજબની જોગવાઈ
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech/Elect./Geo.)	સ્વીકારાયેલ ટેન્ડર રકમના * ૭.૫૦% સુધી (સુધારેલ વહીવટી મંજૂરી ન મેળવવવી પડે ત્યાં સુધી)
		કાર્યપાલક ઇજનેરશ્રી/જીયો હાઈડ્રોલોજીસ્ટ (Civil/Mech./Elect./Geo.)	કાર્યપાલક ઇજનેરશ્રીની ટેન્ડર સ્વીકારવાની સત્તામર્યાદામાં સ્વીકારેલ ટેન્ડર રકમના * ૭.૫૦% સુધી (સુધારેલી વહીવટી મંજૂરી ન મેળવવી પડે ત્યાં સુધી)
	## ક્રમાંક (૧) હેઠળ કાર્યપાલક ઇજનેરશ્રીની વહીવટી મંજૂરી માટેની સત્તા અન્વયે સામાન્ય પરીસ્થિતિમાં કાર્યપાલક ઇજનેરશ્રી, સંબંધિત અધિક્ષક ઇજનેરશ્રીની સૌધાત્મિક મંજૂરી મેળવ્યા બાદ, રૂ. ૫.૦૦ લાખ સુધીની વહીવટી મંજૂરી આપી શકશે. અધિક્ષક ઇજનેરશ્રી એ આવી મંજૂરીઓ વર્તુળના જે તે વર્ષમાં ફાળવાયેલ બજેટ (સદરમુજબ) ની મર્યાદામાં આપવાની રહેશે. તાકીદની પરીસ્થિતિમાં કાર્યપાલક ઇજનેરશ્રી રૂ. ૫.૦૦ લાખ સુધીની વહીવટી મંજૂરી સંબંધિત અધિક્ષક ઇજનેરશ્રીની જાણ હેઠળ આપી શકશે.		કાર્યપાલક ઇજનેરશ્રીની ટેન્ડર સ્વીકારવાની સત્તામર્યાદામાં સ્વીકારેલ ટેન્ડર રકમના ૫.૦૦% સુધી (સુધારેલી વહીવટી મંજૂરી ન મેળવવી પડે ત્યાં સુધી)
	* અધિક્ષક ઇજનેરશ્રી: જે બધી આઈટમોનો કુલ વધારો/ ઘટાડો રૂ. ૫૦,૦૦૦/- ની મર્યાદામાં હોય તો આઈટમના જથ્થાની ટકાવારીમાં કોઈ પણ જાતના નિયંત્રણ વગર.		
	# કાર્યપાલક ઇજનેરશ્રી: જે બધી આઈટમોનો કુલ વધારો/ ઘટાડો રૂ. ૨૫,૦૦૦/- ની મર્યાદામાં હોય તો આઈટમના જથ્થાની ટકાવારીમાં કોઈ પણ જાતના નિયંત્રણ વગર.		

Annexure-8

રાજ્યના વહીવટી વિભાગો, ખાતાના
વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ,
જિલ્લા પંચાયત, તાલુકા પંચાયત તેમજ
સ્થાનિક સ્વરાજ્યની સંસ્થાઓ વિગેરે દ્વારા
થતી ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ
(જી.ઇ.એમ.) પોર્ટલ મારફત કરવા અંગે.

ગુજરાત સરકાર

ઉદ્યોગ અને ખાણ વિભાગ

ઠરાવ ક્રમાંક: એસપીઓ-૧૦૨૦૧૫-૬૯૧૦૯૩-ચ

સચિવાલય, ગાંધીનગર.

તા.૦૪/૧૦/૨૦૧૭.

વંચાણે લીધા:-

- (૧) ડાયરેક્ટર જનરલ, ડી.જી.એસ.એન્ડ.ડી., મીનીસ્ટ્રી ઓફ કોમર્સનો તા.૭/૧૦/૨૦૧૬નો ડી.ઓ.
પત્ર ક્રમાંક:૩૫૮૪/જીઇએમ/ડી.જી.એસ.એન્ડ.ડી./૨૦૧૬.
- (૨) સચિવશ્રી, મીનીસ્ટ્રી ઓફ કોમર્સ એન્ડ ઇન્ડસ્ટ્રી, ભારત સરકારનો તા.૭/૬/૨૦૧૭ નો ડી.ઓ.
પત્ર ક્રમાંક: પ્રોક.રીફોર્મર્સ-૧૭-એમ.ઓ.યુ.-૨૦૧૭-આરએનએલ.
- (૩) ઉદ્યોગ અને ખાણ વિભાગનો તા.૧૪/૮/૨૦૧૭નો ઠરાવ ક્રમાંક: એસપીઓ-૧૦૨૦૧૫-૬૯૧૦૯૩-
(બો/કોર્પો.)-ચ.
- (૪) નાણા વિભાગનો તા.૧૨/૮/૨૦૧૭નો ઠરાવ ક્રમાંક:જીએફઆર-૧૦૨૦૧૭-૮૦૫-૪૧૮૦૪૪-ઝ.

આમુખ:-

ભારત સરકારના નિર્દેશ અનુસાર ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલની
ડી.જી.એસ.એન્ડ.ડી. દ્વારા નેશનલ ઇ-ગવર્નન્સ ડીવીઝનની સહાયથી રચના કરવામાં આવેલ છે.
ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ એ સરકારી ખરીદીઓ માટેનું સંપૂર્ણપણે ઓનલાઇન સેવા
પૂરી પાડતું પોર્ટલ છે. પ્રસ્તુત પોર્ટલ શ્રેષ્ઠ કાર્યક્ષમતા તેમજ પારદર્શીતા પૂરી પાડે છે.

પ્રસ્તુત બાબતે ભારત સરકારના ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલના ઉપયોગ માટે
રાજ્ય સરકાર વતી ઉદ્યોગ અને ખાણ વિભાગ દ્વારા ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.), ભારત
સરકાર સાથે તા.૧૧/૭/૨૦૧૭ના રોજ એમ.ઓ.યુ. કરવામાં આવેલ છે.

ચીજવસ્તુઓ તેમજ સેવાઓ પૂરી પાડતા રાજ્યના સ્થાનિક ઉત્પાદક તેમજ વિકેતાઓના હિતમાં તેમજ આવા સ્થાનિક ઉત્પાદક તેમજ વિકેતાઓ પાસેથી જ વધુમાં વધુ સરકારી ખરીદી થઇ શકે તે હેતુને ધ્યાને લઇ રાજ્ય સરકારના તમામ વિભાગો, ખાતાના વડાની કચેરીઓ, ક્ષેત્રીય કચેરીઓ તેમજ રાજ્યના વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ વિગેરે દ્વારા થતી ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ મારફત રાજ્યના આવા વધુમાં વધુ સ્થાનિક વિકેતાઓ ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ ઉપર રજીસ્ટ્રેશન કરાવે તે માટે તેમને પ્રોત્સાહિત કરવા તેમજ તેમના રજીસ્ટ્રેશનની કાર્યવાહી માટે જરૂરી તમામ પ્રયત્નો/સહાયતા કરવા જરૂરી સૂચનાઓ બહાર પાડવામાં આવેલ છે.

રાજ્ય સરકારના તમામ રાજ્યના બોર્ડ/કોર્પોરેશન/સોસાયટીઓ/કંપનીઓ/સંસ્થાઓ વિગેરે દ્વારા થતી ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ મારફત તેમની જરૂરીયાત અનુસાર વિવિધ ખરીદીઓ કરવામાં આવે છે. જે અંગે ઉપરોક્ત વંચાણે લીધેલ ક્રમાંક(૩) થી જરૂરી સૂચનાઓ બહાર પાડવામાં આવેલ છે.

રાજ્ય સરકારના વહીવટી વિભાગો તેમજ ખાતાના વડાની કચેરીઓ અને જીલ્લા તાલુકા કક્ષાની કચેરીઓ જિલ્લા પંચાયત, તાલુકા પંચાયત તેમજ સ્થાનિક સ્વરાજ્યની સંસ્થાઓ પણ તેમના દ્વારા કરાતી ખરીદીઓ ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ મારફત કરે તે બાબત સરકારશ્રીની વિચારણા હેઠળ હતી.

ઠરાવ:-

આથી પુખ્ત વિચારણાના અંતે રાજ્ય સરકારના તમામ વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ જિલ્લા પંચાયત, તાલુકા પંચાયત તેમજ સ્થાનિક સ્વરાજ્યની સંસ્થાઓ વિગેરે દ્વારા થતી ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ મારફત તેમની જરૂરીયાત અનુસાર કરવામાં આવતી તમામ ખરીદીઓ ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ મારફત જ નીચેની પ્રક્રિયા અનુસરીને કરવાનું આથી ઠરાવવામાં આવે છે.

➤ રજીસ્ટ્રેશન

Government e-Marketplace (GeM) ઉપર રજીસ્ટ્રેશન કરાવવા અંગે પૂર્વ જરૂરીયાત તરીકે રજીસ્ટ્રેશન કરાવનાર સંબંધિત તમામ અધિકારીશ્રી/કર્મચારીશ્રી દ્વારા અગાઉથી નેશનલ ઇન્ફોર્મેટીક સેન્ટર (NIC) પાસેથી પોતાના હોદ્દાને અનુરૂપ સરકારી ઇમેઇલ એડ્રેસ મેળવી લેવાનું રહેશે.

Government e-Marketplace (GeM) ઉપર સક્ષમ સત્તા ધરાવતા અધિકારીશ્રી સંબંધિત વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ વિગેરે દ્વારા રજીસ્ટ્રેશન કરાવવાનું રહેશે.

અથવા તેઓ આ માટે અન્ય સક્ષમ અધિકારીશ્રીની નિમણુક કરી શકશે. આ પ્રકારના રજીસ્ટ્રેશન ત્રણ તબક્કાના અધિકારી/કર્મચારીશ્રી દ્વારા કરવાના થશે. જેમાં,

- (૧) વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓના વડા અથવા તેમના દ્વારા અધિકૃત મુખ્ય વહીવટી અધિકારી.
- (૨) મુખ્ય ખરીદકર્તા અધિકારીશ્રી
- (૩) હિસાબી અધિકારીશ્રી
- (૪) ખરીદકર્તા અધિકારીશ્રી(કન્સાઇની)નો સમાવેશ કરવાનો રહેશે.

➤ ખરીદવાની ચીજવસ્તુની પસંદગી

Government e-Marketplace (GeM) દ્વારા ખરીદવાની થતી ચીજવસ્તુની પસંદગી માટે તેના સ્પેશીફિકેશન નક્કી કરવા માટે જે-તે ખરીદકર્તા રાજ્યના વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ વિગેરે દ્વારા થતી ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ મારફત પોતાની આંતરીક કમિટી બનાવવાની રહેશે અને તેની નકલ તેઓના સંબંધિત વિભાગને, ઉદ્યોગ અને ખાણ વિભાગને તથા સી.એસ.પી.ઓ. કચેરીને આપવાની રહેશે. આવી કમિટી દ્વારા સ્પેશીફિકેશન તથા અન્ય તમામ બાબતો/ શરતો નક્કી કરવાની રહેશે.

➤ ખરીદ સમિતિઓ અને તેમની નાણાકીય સત્તા:-

➤ (અ) GeM ના અમલીકરણ માટે નીચે મુજબની ખરીદી સમિતિઓ રહેશે.

જિલ્લા કક્ષાની સત્તાધિકાર ખરીદ સમિતી (DLPC)

૧	સંબંધિત ખરીદકર્તા જિલ્લા કચેરીના વડા શ્રી	અધ્યક્ષ
૨	જિલ્લા તિજોરી અધિકારીશ્રી	સભ્ય
૩	જિલ્લા ઉદ્યોગ કેન્દ્રના જનરલ મેનેજરશ્રી	સભ્ય
૪	સંબંધિત ખરીદકર્તા જિલ્લા કચેરીના હિસાબી અધિકારીશ્રી	સભ્ય સચિવ
૫	જરૂર હોય તો તકનિકી નિષ્ણાત	આમંત્રિત

ખાતાના વડા કક્ષાની ખરીદ સમિતિ (DPC):-

૧	ખાતાના વડા	અધ્યક્ષ
૨	નાયબ સચિવશ્રી ઉત્તરતી કક્ષાના ન હોય તેવા, વહીવટી વિભાગના પ્રતિનિધિ	સભ્ય
૩	સિનિયર હિસાબી અધિકારી	સભ્ય
૪	વર્ગ-૧ થી ઉત્તરતી કક્ષાના ન હોય તેવા, મધ્યસ્થ સરંજામ ખરીદતંત્રના અધિકારી	સભ્ય
૫	વર્ગ-૧ ઉત્તરતી કક્ષાના ન હોય તેવા સિનિયર અધિકારી	સભ્ય સચિવ
૬	જરૂર હોય તો તકનિકી નિષ્ણાત	આમંત્રિત

વહીવટી વિભાગ માટેની સેક્ટરીએટ ડીપાર્ટમેન્ટલ પરચેઝ કમિટી (SDPC)

૧	સંબંધિત વિભાગના સચિવશ્રી/અગ્ર સચિવશ્રી/અધિક મુખ્ય સચિવશ્રી	અધ્યક્ષ
૨	સંબંધિત વિભાગના નાણાકિય સલાહકાર	સભ્ય
૩	નાયબ ઉદ્યોગ કમિશ્નર અથવા વર્ગ-૧ થી ઉત્તરતી કક્ષાના ન હોય તેવા, મધ્યસ્થ સરંજામ ખરીદતંત્રના પ્રતિનિધી	સભ્ય
૪	ખરીદકર્તા વિભાગના સંયુક્ત સચિવશ્રી/નાયબ સચિવશ્રી અથવા ખરીદકર્તા ખાતાના વડા	સભ્ય સચિવ

સેક્ટરીએટ પરચેઝ કમિટી (SPC)

૧	માંગ યાદી રજૂ કરનાર કચેરીના વહીવટી વિભાગના સચિવશ્રી/ અગ્ર સચિવશ્રી/અધિક મુખ્ય સચિવશ્રી	અધ્યક્ષ
૨	ઉદ્યોગ અને ખાણ વિભાગના સચિવશ્રી/ અગ્ર સચિવશ્રી/ અધિક મુખ્ય સચિવ	સભ્ય
૩	સરકારના નાણા વિભાગના સચિવશ્રી/અગ્ર સચિવશ્રી/ અધિક મુખ્ય સચિવશ્રી	સભ્ય
૪	સંબંધિત વિભાગની વિભાગીય ખરીદ સમિતિના વડા	સભ્ય
૫	અધિક ઉદ્યોગ કમિશ્નર(સ.ખ.), ઉદ્યોગ કમિશ્નરશ્રીની કચેરી	સભ્ય સચિવ
૬	જરૂર હોય તો તકનિકી નિષ્ણાત	આમંત્રિત

➤ નાણાકિય સત્તા મર્યાદા

રાજ્ય સરકારની ખરીદીમાં Government e-Marketplace (GeM) મારફતે થતી ખરીદીમાં

૧. તમામ સરકારી કચેરીઓ/વિભાગ રૂ. ૫૦,૦૦૦/- સુધીની ખરીદી Government e-Marketplace (GeM) ઉપર ઉપલબ્ધ ચીજવસ્તુઓમાંથી ખરીદી કરી શકાશે.
૨. તમામ સરકારી કચેરીઓ/વિભાગ, જિલ્લા/તાલુકા કક્ષાની કચેરીઓ/સ્થાનિક સ્વરાજ્યની સંસ્થા/જિલ્લા/તાલુકા પંચાયત રૂ. ૫૦,૦૦૦/- થી રૂ. ૩૦,૦૦,૦૦૦/- સુધીની જિલ્લા કક્ષાની ખરીદી Government e-Marketplace (GeM) ઉપર મળેલ સૌથી ઓછા ભાવ ધરાવતાં બીડર (એલ-૧) પાસેથી જ DLPC (District Level Purchase Committee) ની મંજૂરીથી કરી શકાશે.
૩. રાજ્ય કક્ષાની ખાતાકીય કચેરીઓ રૂ. ૫૦,૦૦૦/- થી રૂ. ૩૦,૦૦,૦૦૦/- સુધીની ખરીદી Government e-Marketplace (GeM) ઉપર મળેલ સૌથી ઓછા ભાવ ધરાવતાં બીડર (એલ-૧) પાસેથી જ DPC (Departmental Purchase Committee) ની મંજૂરીથી કરી શકાશે.
૪. રાજ્ય સરકારના વહીવટી વિભાગો રૂ. ૩૦,૦૦,૦૦૦/- થી રૂ. ૩૫,૦૦,૦૦,૦૦૦/- સુધીની ખરીદી GeM Portal પર ઓછામાં ઓછા ૭ દિવસની બીડ (ટેન્ડર) કર્યા બાદ SLPC

(Secretariat Departmental Purchase Committee) ખરીદ સમિતીની મંજૂરીથી ખરીદી કરી શકાશે.

૫. રૂ.૫,૦૦,૦૦,૦૦૦/- ઉપરની તમામ ખરીદી GeM Portal પર ઓછામાં ઓછા ૭ દિવસની બીડ (ટેન્ડર) કર્યા બાદ SPC (Secretaries Purchase Committee) ખરીદ સમિતીની મંજૂરીથી ખરીદી કરી શકાશે.
૬. આઇ.ટી. અંગેની ખરીદી માટે સંબંધિત ખરીદકર્તા કચેરીએ વિજ્ઞાન અને પ્રોદ્યોગિકી વિભાગની જે તે સૂચનાઓનો અમલ કરવાનો રહેશે.

ઉપરોક્ત સમિતિઓની મંજૂરી ખરીદકર્તા કચેરીએ જો સંબંધિત સમિતિની બેઠક કરવી અશક્ય જણાય તો તેવા સંજોગોમાં ઓનલાઇન GSWAN મારફત મેળવવાની રહેશે.

➤ પેમેન્ટ

Government e-Marketplace (GeM) હેઠળ થનાર ખરીદી માટે હાલમાં રાજ્ય સરકારના Escrow Account મારફત પેમેન્ટ થઈ શકશે. પ્રસ્તુત Escrow Account અધિક ઉદ્યોગ કમિશ્નરશ્રી, સરકારી ખરીદી (સ.ખ.-CSPO)ના નિયંત્રણમાં રહેશે. ભવિષ્યમાં ઓનલાઇન પેમેન્ટ માટે સરકારશ્રીના IFMS તથા નાણાકીય નિયમોમાં નાણાં વિભાગ દ્વારા જરૂરી સવલતો-સત્તા સોંપણી અંગેના નિયમો બનાવવામાં આવશે. જે અમલી થયેથી ઓનલાઇન પેમેન્ટ થઈ શકશે. આ અંગેના વિગતવાર હુકમો નાણાં વિભાગ દ્વારા પ્રસિધ્ધ કરવામાં આવશે.

GeM ની ગાઇડલાઇન અનુસાર ખરીદીની વસ્તુની પસંદગી સાથે જ ખરીદી માટેના નાણાં ખરીદકર્તા કચેરીએ બજેટમાંથી Escrow એકાઉન્ટમાં ટ્રાન્સફર કરવાના રહેશે. ખરીદીની ચીજવસ્તુઓની ડીલીવરી બાદ જો ખરીદીની ચીજવસ્તુની ગુણવત્તા સ્પેસિફિકેશન મુજબની ન જણાય તો ખરીદકર્તા કચેરીએ તે ચીજવસ્તુઓ Reject કરી શકશે અને રીજેક્શન અંગેના કારણો GeM Portal પર મૂકવાના રહેશે. આવા કિસ્સામાં Escrow એકાઉન્ટમાં ટ્રાન્સફર થયેલ રકમ પુનઃ ખરીદકર્તા કચેરીના લગત બજેટ હેડમાં પરત કરવામાં આવશે.

Escrow Account તેમજ તેની કાર્યરીતિ અને ચૂકવણા સંબંધિત અન્ય જરૂરી સૂચનાઓ અલગથી પ્રસિધ્ધ કરવામાં આવી રહેલ છે.

➤ ન્યાયક્ષેત્ર

Government e-Marketplace (GeM) મારફતે થતી ખરીદી બાબતે ઉપસ્થિત થનાર કાયદાકીય બાબતોનું ન્યાયક્ષેત્ર ખરીદકર્તા કચેરી જે સ્થળે હશે તે સ્થળ રહેશે. આ બાબતનો ઉલ્લેખ ખરીદીના વર્કઓર્ડમાં થાય તેની તકેદારી ખરીદકર્તા કચેરીએ રાખવાની રહેશે.

➤ અમલીકરણ

- (અ) રાજ્ય સરકારના વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ, જિલ્લા પંચાયત, તાલુકા પંચાયત તેમજ અન્ય સ્થાનિક સ્વરાજ્યની સંસ્થાઓ વિગેરે દ્વારા થતી ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (જી.ઇ.એમ.) પોર્ટલ વિગેરેએ કરવાનો રહેશે.
- (બ) Government e-Marketplace (GeM) મારફતે થતી ખરીદીમાં ઉપચિત થતા પ્રશ્નો/રજુઆતો બાબત ઉદ્યોગ કમિશ્નરશ્રી કચેરી દ્વારા અભિપ્રાય સહ ઉદ્યોગ અને ખાણ વિભાગને અહેવાલ કરવામાં આવશે જે અંતિમ અને બંધનકર્તા રહેશે.

આ હુકમો વિભાગની સરખા ક્રમાંકની ફાઇલ ઉપર નાણા વિભાગ તેમજ સરકારશ્રીની મળેલ મંજૂરીના અનુસંધાને બહાર પાડવામાં આવે છે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,



(આનંદ બ્રિહોલા)

નાયબ સચિવ

ઉદ્યોગ અને ખાણ વિભાગ

પ્રતિ,

- (૧) માન.રાજ્યપાલશ્રીના સચિવશ્રી, રાજભવન, ગાંધીનગર (પત્રથી)
- (૨) માન.મુખ્યમંત્રીશ્રીના અગ્ર સચિવશ્રી, માન.મુખ્યમંત્રીશ્રીનું કાર્યાલય.
- (૩) માન.નાયબ મુખ્યમંત્રીશ્રીના અંગત સચિવશ્રી.
- (૪) માન.કેબીનેટ મંત્રીશ્રીઓ (તમામ) ના અંગત સચિવશ્રીઓ.
- (૫) માન.રા.ક.મંત્રીશ્રીઓ (તમામ) ના અંગત સચિવશ્રીઓ.
- (૬) મુખ્ય સચિવશ્રીના અંગત સચિવશ્રી.
- (૭) સચિવાલયના સર્વે વિભાગો (સંબંધિત વિભાગ હેઠળના વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓને જાણ કરવાની વિનંતી સહ.)
- (૮) અધિક ઉદ્યોગ કમિશ્નરશ્રી, સરકારી ખરીદી (સી.એસ.પી.ઓ.), ઉદ્યોગ ભવન, ગાંધીનગર.
- (૯) તમામ કલેક્ટરશ્રીઓ
- (૧૦) તમામ જીલ્લા વિકાસ અધિકારીશ્રીઓ.
- (૧૧) પસંદગી ફાઇલ.

જળસંપત્તિ વિભાગના તાંત્રિક
અધિકારીશ્રીઓને સત્તા સોંપણી બાબત

૮/૧૪

૧૩૪

ગુજરાત સરકાર
નર્મદા જળસંપત્તિ, પાણી પુરવઠા અને કલ્પસર વિભાગ
સચિવાલય, ગાંધીનગર
ઠરાવ ક્રમાંક :- પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ (ક-૧)
તા. ૨૩/૦૯/૨૦૨૨

વંચાણે લીધા:

- ૧) મા. અને મ. વિભાગના ઠરાવ ક્રમાંક: પીડીબલ્યુ/૧૦૨૦૦૭/૧ (ભાગ-૧) સ. તા.૧૨/૦૭/૨૦૧૧ (વહીવટી મંજૂરી)
- ૨) મા. અને મ. વિભાગના ઠરાવ ક્રમાંક: પીડીબલ્યુ/૧૦૨૦૦૭/૧ (ભાગ-૧) સ. તા.૧૨/૦૭/૨૦૧૧ (વહીવટી મંજૂરી સિવાય અન્ય)
- ૩) ન.જ.સં.પા.પુ અને ક. વિભાગના ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૫/૨૬૨/એમ.આઇ.સેલ.(ક-૧) તા.૧૯/૧૧/૨૦૧૫
- ૪) ન.જ.સં.પા.પુ અને ક. વિભાગના ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ.(ક-૧) તા.૨૪/૦૧/૨૦૧૮
- ૫) ન.જ.સં.પા.પુ અને ક. વિભાગના ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ.(ક-૧) તા.૨૫/૦૯/૨૦૧૯
- ૬) માન.રા.ક.મંત્રીશ્રી (જ.સં.) (સ્વ.હ.)ના હુકમ ક્રમાંક: આરઓબી/૧૦૨૦૧૮/૧/૬ તા.૧૩/૭/૨૦૧૮
- ૭) ન.જ.સં.પા.પુ અને ક. વિભાગના ઠરાવ ક્રમાંક: પરચ/૧૦૨૦૧૭/૯૭૨/એમ.આઇ.સેલ.(ક-૧) તા.૧૬/૦૩/૨૦૨૧

સુધારા ઠરાવ :-

જળસંપત્તિ વિભાગના તાંત્રિક અધિકારીશ્રીઓને સોંપવામાં આવેલ સત્તાઓ સંદર્ભ-(૭) માં દર્શાવેલ તા. ૧૬/૦૩/૨૦૨૧ ના સરખા ક્રમાંકના ઠરાવથી નક્કી કરવામાં આવેલ છે. આ ઠરાવના એનેક્સર-૧ ના અ.નં. (૭) પરની ટેન્ડર આઇટમના જથ્થામાં વધારો/ ઘટાડો અંગેની જોગવાઈના અર્થઘટનમાં વિસંગતતાઓ ઉદ્ભવતી હોવાની રજુઆતો ક્ષેત્રિય કચેરીઓ દ્વારા થયેલ છે. જેને ધ્યાને લઈને આ ઠરાવના એનેક્સર-૧ ના અ.નં. (૭) પરની ટેન્ડર આઇટમના જથ્થામાં વધારો/ ઘટાડો અંગેની જોગવાઈમાં નીચે મુજબનો સુધારો કરવામાં આવે છે.

અ.નં.	સત્તાનો પ્રકાર	સત્તાધિકારીશ્રી	સત્તા સોંપણી
સત્તા સોંપણીના તા. ૧૬-૦૩-૨૦૨૧ ના ઠરાવની જોગવાઈ			
૭	ટેન્ડરની આઇટમમાં જથ્થામાં વધારો/ ઘટાડો	અધિક્ષક ઇજનેરશ્રી (Civil/Mech/Ele.)	સ્વીકારેલ ટેન્ડર રકમના *૭.૫૦% સુધી (સુધારેલી વહીવટી મંજૂરી ન મેળવવી પડે ત્યા સુધી)
		કાર્યપાલક ઇજનેરશ્રી (Civil/Mech/Ele.)	સ્વીકારેલ ટેન્ડર રકમના #૫.૦૦% સુધી (સુધારેલી વહીવટી મંજૂરી ન મેળવવી પડે ત્યા સુધી)


ઉપરોક્ત જોગવાઈના બદલે નીચે મુજબનો સુધારો વંચાણે લેવો.

અ.નં.	સત્તાનો પ્રકાર	સત્તાધિકારીશ્રી	સત્તા સોંપણી
		અધિક્ષક ઇજનેરશ્રી (Civil/Mech/Ele.)	અધિક્ષક ઇજનેરશ્રીની ટેન્ડર સ્વીકારવાની સત્તામર્યાદામાં સ્વીકારેલ ટેન્ડર રકમના *૭.૫૦% સુધી (સુધારેલી વહીવટી મંજૂરી ન મેળવવી પડે ત્યા સુધી)
		કાર્યપાલક ઇજનેરશ્રી (Civil/Mech/Ele.)	કાર્યપાલક ઇજનેરશ્રીની ટેન્ડર સ્વીકારવાની સત્તામર્યાદામાં સ્વીકારેલ ટેન્ડર રકમના #૫.૦૦% સુધી (સુધારેલી વહીવટી મંજૂરી ન મેળવવી પડે ત્યા સુધી)

આ સુધારા/ફેરફાર સિવાય સંદર્ભ-(૭) વાળા જળસંપત્તિ વિભાગના તા.૧૬/૦૩/૨૦૨૧ ના ઠરાવની અન્ય જોગવાઈઓ યથાવત રહેશે.

આ ઠરાવ સરકારશ્રી કક્ષાએથી તા.૦૨/૦૮/૨૦૨૨ ની સરખા ક્રમાંકની ફાઇલ પર મંજૂરી અન્વયે બહાર પાડવામાં આવે છે.

ગુજરાતનાં રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે.


(અ.સ. જ.પડયા)

ખાસ ફરજ પરના અધિકારી (સિ.યો.)

નર્મદા, જળસંપત્તિ, પાણી પુરવઠા અને કલ્પસર વિભાગ

નકલ સાદર રવાના પ્રતિ,

- ૧) માનનીય મંત્રીશ્રી (જળસંપત્તિ)ના અંગત સચિવશ્રી, સચિવાલય, ગાંધીનગર
- ૨) માનનીય રા.ક. મંત્રીશ્રી (જળસંપત્તિ)ના અંગત સચિવશ્રી, સચિવાલય, ગાંધીનગર
- ૩) સચિવશ્રી (જ.સં) ના અંગત મદદનીશશ્રી, ન.જ.સં.પા.પુ અને ક. વિભાગ, સચિવાલય,
- ૪) ખાસ સચિવશ્રી (જ.સં) ના અંગત મદદનીશશ્રી, ન.જ.સં.પા.પુ અને કલ્પસર વિભાગ, સચિવાલય,
- ૫) મેનેજીંગ ડીરેક્ટરશ્રી, સરદાર સરોવર નર્મદા નિગમ લી., સચિવાલય,
- ૬) સર્વે મુ.ઇ.અને અ.સ.શ્રીના અંગત મદદનીશશ્રી, ન.જ.સં.પા.પુ અને ક. વિભાગ, સચિવાલય,
- ૭) તકેદારી આયુક્તશ્રી, ગુજરાત તકેદારી આયોગ, સેક્ટર-૧૦/બી, ગાંધીનગર
- ૮) મેનેજીંગ ડીરેક્ટરશ્રી, ગુજરાત જળસંપત્તિ વિકાસ નિગમ લી., સેક્ટર-૧૦, ગાંધીનગર
- ૯) મુખ્ય ઇજનેર અને નિયામકશ્રી, વાલ્મી, આણંદ
- ૧૦) નાણાકીય સલાહકાર (જ.સં), સચિવાલય, ગાંધીનગર
- ૧૧) સર્વે ઉપ સચિવશ્રીઓ (તાંત્રિક), સચિવાલય, ગાંધીનગર
- ૧૨) સર્વે અધીક્ષક ઇજનેરશ્રીઓ, ન.જ.સં.પા.પુ અને ક. વિભાગ, સચિવાલય
- ૧૩) સર્વે પ્રોજેક્ટ શાખા (ક-૧, ક-૨, ક-૩, જ, એમઆઇસેલ, ક-૭), સચિવાલય, ગાંધીનગર
- ૧૪) સીસ્ટમ મેનેજરશ્રી (આઇ.ટી. શાખા), ન.જ.સં.પા.પુ અને કલ્પસર વિભાગ, સચિવાલય તરફ વિભાગની વેબસાઇટ પર અપલોડ કરવા સારું.
- ૧૫) સીલેક્ટ ફાઇલ

**F. No. 1(18)/PFMS/FCD/2021
Government of India
Ministry of Finance
Department of Expenditure**

**North Block, New Delhi
Dated : 9th March, 2022**

OFFICE MEMORANDUM

Subject: Revised procedure for flow of funds under Central Sector Schemes

In supersession of all previous orders issued by the Department of Expenditure, Ministry of Finance regarding release of funds under the Central Sector Schemes, the following procedure shall be followed w.e.f 1st April, 2022 by the Ministries/ Departments of Government of India for flow of funds under the Central Sector Schemes and monitoring utilization of funds released.

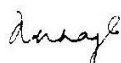
Model – 1 : Implementation through Treasury Single Account (TSA)

2. In case of Central Sector Schemes having annual outlay of more than Rs 500 crores and implemented without involvement of State agencies, it shall be mandatory to implement such schemes through the Treasury Single Account (TSA) model. This will ensure that the funds of these schemes are released “Just-In-Time” from the Consolidated Fund of India (CFI) to the beneficiaries/vendors. The Ministries/Departments may opt for Model-1 for other Central Sector Schemes too in consultation with RBI. For the schemes implemented through this model, the following procedure shall be followed by the Ministries/Departments:

- i. For each Central Sector Scheme, the concerned Ministry/Department will designate an Autonomous Body as the Central Nodal Agency (CNA) to implement the scheme.



- ii. If there are other agencies involved in implementation of the scheme down the ladder, which get funds from the CNA, these Implementing Agencies (IAs) will be notified as Sub-Agencies (SAs) of the CNA.
- iii. Each CNA will open an account with the Reserve Bank of India (RBI) in e-Kuber. Even in cases where CNA is already registered in the TSA module and has a bank account in e-Kuber for some other grant, it will open separate account in e-Kuber for funds to be provided under each Central Sector Scheme.
- iv. The SAs of every CNA will also open scheme-wise bank accounts with RBI in e-Kuber in line with the requirements of para (iii) above.
- v. The relevant details of all the accounts of the CNA and SAs opened with RBI shall be mapped in the TSA module of PFMS as per the extant guidelines on TSA.
- vi. In respect of funds of Central Sector Schemes, the CNA and SAs shall not open/operate/ park funds in any other bank account except under the provisions made in these guidelines.
- vii. RBI will function as the primary banker to the Ministries/ Departments in this regard without involvement of an agency bank.
- viii. All these accounts in RBI will be "Assignment Accounts". A limit up to which expenditure can be incurred by the CNA/ sub-agencies shall be assigned to these accounts from time to time by the Pay and Accounts Office (PAO) concerned through PFMS.
- ix. Assignment will be based on an expenditure sanction issued by the Programme Division (PD) and the bill preferred by the Drawing and Disbursing Officer (DDO). The e-format of the assignments and Sub-assignments shall have requisite details required for accounting and reconciliation of transactions. The e-Kuber bank account details of the CNA/SAs shall be incorporated in the sanction order.
- x. Consequent upon receipt of the sanction order for release of funds to the CNA alongwith bills from the Drawing and Disbursing Officer (DDO), the concerned

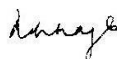


- Pay and Accounts Officers (PAOs) shall, through assignments, advise RBI, after exercising all necessary checks, to honour the payment instructions issued by the concerned CNA/SA up to the, "assigned limit" in the advice.
- xi. The PAO shall debit the concerned Head of Account for appropriation but not transfer the cash directly to the CNA. It shall be retained in an interim account in respect of the CNA listed under the parent Ministry/ Department in the public account.
 - xii. The assignments shall be uploaded on the TSA module and received electronically by the CNAs as per the existing protocols of TSA module. The CNA may issue e-Sub-assignments in PFMS against this assignment setting limits of expenditure for the SAs.
 - xiii. CNAs & SAs shall adhere to all due process while incurring expenditure from the assignment limit sanctioned through PFMS. CNAs shall also ensure that sufficient limit is available in the relevant account before issue of assignment to SAs.
 - xiv. The system will be digital and fully online on PFMS with no physical flow of assignments to RBI or expenditure by CNAs/SAs on assignment basis. The electronic file containing a unique sanction ID and necessary details of the sanction order will travel directly from PAO to RBI and concerned CNAs. RBI will maintain individual ledgers in respect of the accounts of the CNAs for watching the availability of assignment.
 - xv. PFMS Division in CGA will design requisite reports to enable all Program Division (PDs), Pay & Accounts Officers (PAOs), and other stakeholders to view details of sanction orders, summary and budget balance of assignments/sub-assignments, and expenditure details.
 - xvi. Ministries/ Departments administering the schemes concerned should strive to make realistic estimation of Budget under the Central Sector schemes and issue sanction orders according to actual requirements. The savings in the assignments should be anticipated well in advance particularly in the third quarter of

- Financial Year and Ministries/Departments shall ensure suitable savings/surrenders are informed to Budget Division during the pre-budget meetings.
- xvii. Control of limits shall be at the Standard Object Head level.
- xviii. Unutilized assignments will lapse to the Government at the close of the Financial Year as per the extant norms of Budget execution and will not be available to the CNAs /SAs for expenditure in the next financial year. In PFMS too, all e-assignments/e-sub assignments shall cease to exist after the close of financial years and shall be flushed out from the system as per the current practice in TSA module.
- xix. In respect of some transactions like payment of TDS, Income Tax and GST, Opening of Letter of Credit in favour of foreign suppliers, scholarships to foreign students not having account in India, and payment of salaries of the month of March to be paid in 1st week of April, CNAs/SAs may utilize the services of their existing account at commercial banks. They may transfer funds “just in time” to the extent required for meeting such transactions. However, in no case the money transferred under this provision will be parked in a Commercial Bank beyond a period of two weeks.
- xx. Unutilized amount of past releases under the scheme available in the bank account of CNA & SAs shall be deposited in the Consolidated Fund of India.

Model – 2: Implementation through scheduled commercial banks

3. In case of Central Sector Schemes having (a) annual outlay of less than Rs 500 crores or (b) the schemes are being implemented by agencies of the State Governments exclusively or in addition to the central agencies or (c) other schemes not covered in Model-1, the following procedure will be followed by the Ministries/ Departments :



- (i) Every Ministry/ Department will designate a Central Nodal Agency (CNA) for implementing each Central Sector Scheme. The CNA will open a Central Nodal Account for each Central Sector Scheme in a scheduled commercial bank authorized to conduct Government business by the Ministry/ Department concerned.
- (ii) Implementing Agencies (IAs) down the ladder will be designated as Sub-Agencies (SAs). The SAs will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs.
- (iii) All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.
- (iv) For seamless management of funds, the main account and all zero balance subsidiary accounts should be maintained with the same bank. However, Ministry/ Department may choose different banks for opening Central Nodal Accounts of different Central Sector Schemes.
- (v) Only banks having a robust IT system and adequate branch network should be chosen for opening Central Nodal Account and the zero balance accounts of SAs of each Central Sector Scheme. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide necessary reports and a user-friendly dashboard to officers at various levels to monitor utilization of funds by SAs.
- (vi) The bank's software system should be able to monitor the drawing limits of the SAs who should be able to draw funds on real time basis from the CNA's account as and when payments are to be made. The selected bank should ensure

proper training and capacity building of branch managers and other staff for smooth operation of these accounts.

- (vii) Ministries/ Departments will release the scheme funds for each Central Sector Scheme to the account of CNA concerned strictly on the basis of requirement, keeping in view the balance funds of the scheme available with the CNA as per PFMS or scheme-specific portals fully integrated with PFMS in consonance with Rule 232(v) and 230(vii) of the General Financial Rules, 2017.
- (viii) The Ministries/ Departments and the CNAs shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks.
- (ix) The Ministries/ Departments shall release the funds as far as possible in 'Just-In-Time' manner keeping the float in CNAs account to the minimum possible and shall in no case release more than 25% of the amount earmarked for the scheme in a financial year at a time. Additional funds (not more than 25% at a time) will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.
- (x) For administrative convenience and efficiency the Program Division may obtain approval of the competent authority and concurrence of the Financial Advisor for more than 25% at a time. But release of funds shall not exceed 25% in one instalment.
- (xi) After opening of Central Nodal Account of the scheme and before opening zero balance subsidiary account of SAs or assigning them drawing rights from CNA's account, the SAs at all levels shall return all unspent amounts of the scheme lying in their accounts to the Central Nodal Account of the CNA.
- (xii) It will be the responsibility of the Ministry/ Department concerned to ensure that the entire unspent amount of the scheme is returned by all the SAs to the Central Nodal Account of the CNA concerned before releasing funds to CNAs.

- (xiii) Ministries/ Departments will ensure that releases under all Central Sector Schemes are made strictly as per the actual requirement on the ground, without resulting in any material float with the implementing agencies at any level.
- (xiv) Ministry/ Department will register the CNAs and all SAs on PFMS and use the unique PFMS ID assigned to the CNA and SAs for making all payments to them. Bank accounts of the CNAs, SAs, vendors and other organisations receiving funds will also be mapped in PFMS.
- (xv) Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each Subsidiary Account will be settled with the Central Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.
- (xvi) CNAs and SAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each SA at least once every day.
- (xvii) CNAs will keep all the funds received in the Central Nodal Account only and shall not transfer the funds to any other account or not divert the same to Fixed Deposits/ Flexi-Account/ Multi-Option Deposit Account/ Corporate Liquid Term Deposit (CLTD) account etc. The funds released to CNA shall not be parked in bank account of any other agency.
- (xviii) Release of funds by the Ministries/ Departments towards the end of the financial year should be avoided to prevent accumulation of unspent balances with CNAs.

4. UTs without legislature work directly in PFMS and should be given Letter of Authorization (LoA). There is no need for them to open a Central Nodal Account. They will ensure that the funds are released on the basis of LoA to the vendors/ beneficiaries 'Just-In-Time'.

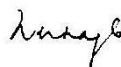
5. Secretaries are requested to, and Financial Advisors of Ministries/ Departments shall, undertake monthly review of strict implementation of these guidelines, opening of

accounts in RBI, issue of authorization or release of funds to the CNA, utilization of funds by CNAs and IAs and outputs/ outcomes vis-a-vis the targets of each Central Sector Scheme.

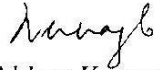
6. Gradually, schemes in Model-2 are expected to move to Model-1 depending on readiness of RBI and Ministries for which necessary orders will be issued separately by the Department of Expenditure.

7. The following categories of Central Sector Schemes will be exempted from following these guidelines and may continue in existing mode:

- (i) Central Sector Schemes being implemented by Ministries/ Departments in Direct Benefit Transfer (DBT) mode or reimbursement mode.
- (ii) Central Sector Schemes involving payment of equity share or extension of loan by the Government to a company.
- (iii) Central Sector Schemes where 100% payments are made by the Ministry/Department directly to the vendors/beneficiaries against the bills/claims raised by the vendors/beneficiaries.
- (iv) Central Sector Schemes where funds are transferred by the Ministry/Department directly to multiple Implementing Agencies (IAs) and amount transferred to any agency does not exceed Rs. 10 lakhs per annum.
- (v) Central Sector Schemes in which funds are transferred to the Indian Missions abroad for implementation of the scheme.
- (vi) Central Sector Schemes being implemented exclusively from a corpus/revolving fund approved by the Cabinet.
- (vii) Central Sector Schemes where expenditure is based on authorization and is incurred on real time basis with no float. However, in such cases Ministry/Department shall avoid the mode of transfer of funds through Civil Deposit and the option of Letter of Authorization should be adopted.



8. In cases where there is no Central Autonomous Body in a Ministry/Department or where the Ministry/Department wishes to implement the scheme directly through State Government agencies, such State Government agency will be designated as CNA. However, there shall not be more than one CNA per State. The funds in such cases will be released by the Ministry/Department to the CNA directly and not through state treasury
9. An illustrative list of roles and responsibilities of CNAs is given in Annexure-I.
10. This issues with the approval of Finance Secretary & Secretary (Expenditure).


(Abhay Kumar)
Director
Tel. No. 24360647

To

1. Secretaries of all Ministries/Departments of Government of India
2. Chief General Manager, Reserve Bank of India, Department of Government and Bank Accounts
3. Controller General of Accounts, Department of Expenditure, INA, New Delhi
4. Financial Advisers of all Ministries/Departments of Government of India
5. Additional CGA (PFMS), O/o CGA with the request to take immediate steps for carrying out necessary change in PFMS and designing requisite reports.
6. Additional CGA (GBA), O/o CGA with the request to take necessary steps to implement model 1 of the Guidelines.
7. All Principal CCAs/CCAs of Ministries/Departments

Copy to:

1. Chief Secretaries of all States/Union Territories
2. Principal Secretary Finance of all States/Union Territories

Copy for information:

1. PSO to Secretary (Expenditure)
2. PSO to Special Secretary (Pers.)
3. Sr. PPS to AS (PFC-II)
4. Sr. PPS to AS (PF-S)



Role and Responsibilities of CNA
Modified Fund Flow Guidelines for Central Sector Schemes

1. Model 1 – Treasury Single Account (TSA) Model

- a. Open Account with RBI in e-Kuber for each scheme under which it receives grant
- b. Mandatorily use TSA Module of PFMS
- c. Map the RBI Account details in TSA Module of PFMS
- d. Receive (electronically in TSA Module) the assignment done by the PAO
- e. Approve the account and scheme mapping of sub-Agencies at Level 1
- f. Issue e-Sub-assignments against the assignment setting limits of expenditure for the sub-Agencies
- g. Ensure funds are not transferred/parked in any other account except as per the guidelines
- h. Process payments by adhering to due process
- i. If existing accounts with commercial banks is to be used for specified purposes in the guidelines (such as payment of TDS, IT and GST, opening of LoC for foreign suppliers etc.), funds shall be transferred just-in-time and, in no case, parked beyond two weeks.
- j. All such unutilized funds (as above) shall be deposited back to the Consolidated Fund of India.

2. Model 2 – through Scheduled Commercial Banks (SCBs)

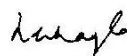
- a. Open Account with a SCB authorized to do Government business, for each scheme under which it receives grant
- b. Mandatorily use REAT Module of PFMS or integrate own IT system with PFMS for exchange of information (contact PFMS Rollout for details)
- c. Approve the account and scheme mapping of sub-Agencies at Level 1
- d. Approve the scheme mapping of all sub-Agencies using the CNA's Account

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- e. Allocate limits for Level 1 sub-Agencies and all other sub-Agencies using the Central Nodal Account
- f. Ensure funds are not transferred/parked in any other account of any Agency
- g. Submit UCs after utilization of the funds that were transferred in the Central Nodal Account
- h. Ensure that interest earned from the funds released is remitted to the Consolidated Fund of India

3. One time activity –

- a. Ensure refund of unspent balance of lower level Agencies to the Central Nodal Account. This is needed after opening of the Central Nodal Account and other Zero Balance Subsidiary Accounts, and prior to assigning the drawing rights to sub-Agencies.



Annexure-11

SPMU AND OTHER SUB AGENCIES BANK DETAILS UNDER ATAL BHUJAL YOJNA				
SPMU				
Agency	Bank Account Number			
	Agency Name In Bank	CNA Account Number	Agency Name In Bank	Holding Account
SPMU ATAL JAL	SPMU ATAL JAL	50100603157018	SPMU-ATAL JAL HOLDING AC	50200078024611
DPMU				
Agency	Bank Account Name & Number			
	Agency Name In Bank	Zero Balance Account Number	Agency Name In Bank	Holding Account
DPMU GANDHINAGAR	EE DPMU 2 S.S GANDHINAGAR	50100604650296	EE DPMU 2 S S GANDHINAGAR HOLDING AC	50200078084100
DPMU MEHSANA	EE DPMU ATAL BHUJAL YOJANA MEHSANA	50100604552072	EE DPMU ATAL NHUJAL YOJNA HOLDING ACC MEH	50200078294387
DPMU KUTCH	EE ATAL BHUJAL YOJANA DPMU KUTCH	50100605362860	EE ATAL BHUJAL YOJANA DPMU KUTCH HOLDING	50200078358740
DPMU SABARKANTHA	EE DPMU ATAL BHUJAL YOJANA SABARKANTHA	50100602677901	EE DPMU ATAL BHUJAL YOJANA HOLDING ACC SK	50200077963690
DPMU BANASKANTHA	DY EE DPMU BK ATAL BHUJAL YOJNA	50100603143668	DY EE DPMU BK ATAL BHUJAL YOJNA HOL AC	50200078013362
DPMU PATAN	EE DPMU ATAL BHUJAL YOJANA PATAN	50100603144109	EE DPMU ATAL BHUJAL YOJANA HOLDING AC PATAN	50200078018291
LINE DEPARTMENT				
Agency	Bank Account Name & Number			
	Agency Name In Bank	Zero Balance Account Number	Agency Name In Bank	Holding Account
GWRDC	MD GWRDC ABHY	50100603155012	MD GWRDC ABHY HOLDING AC	50200078025752
GGRC VADODARA	GGRC ATAL BHUJAL YOJANA	50100616465291	-	-
Director of Agriculture	Director of Agriculture Atal Bhujal	50100665621771	-	-
HIMMATNAGAR IRRIGATION DIVISION	EXE ENG LINE DEPT ABHY HIMATNAGAR	50100643330152	EXEENG LINEDEPT ABHY HOLDING HIMATNAGAR	50200083521991
DHAROI CANAL DIVISION 3, VISNANAGR	EXECUTIVE ENG LINE DEPT ABHY VISNAGAR 3	50100643195503	EXECUTIVE ENG LINE DEPT ABHY HOLDING VIS 3	50200083110909
SUJALAM SUFLAM DIVISION 2, VISNAGAR	EXECUTIVE ENG LINE DEPT ABHY VISNAGAR 2	50100643199860	EXECUTIVE ENG LINE DEPT ABHY HOLDING VIS 2	50200083096864
DHAROI MAIN DAM DIVISION 1	EXECUTIVE ENG LINE DEPT ABHY DHAROI	50100643407401	EXECUTIVE ENG LINE DEPT ABHY HOLDING DHAROI	50200083036342
DEESA IRRIGATION DIVISION	EE LINE DEPARTMENT ABHY DEESA	50100643413430	EE LINE DEPARTMENT ABHY DEESA HOLDING	50200083218923
SIPU YOJANA DIVISION, PALANPUR	EE LINE DEPARTMENT ABHY PLN	50100645924859	EE LINE DEPARTMENT ABHY PLN HOLDING	50200083389064
DPMU KUTCH	EE LINE DEPARTMENT ABHY KUCHCHH	50100643049337	EE LINE DEPARTMENT ABHY KUCHCHH HOLDING	50200082958621