GOVERNMENT OF ODISHA

DEPARTMENT OF AGRICULTURE AND FARMERS' EMPOWERMENT

Dr. Saurabh Garg, I.A.S. Principal Secretary to Government

To

Principal Secretary, Dept. of W&CD, Odisha, Bhubaneswar

Principal Secretary, PR& DW Department, Odisha, Bhubaneswar

The Commissioner cum Director, Mission Shakti, Dept. of W& CD, Odisha, Bhubaneswar

The Director, Special Projects, PR& DW Department, Odisha, Bhubaneswar

The Director, Agriculture and Food Production, Odisha, Bhubaneswar

The Director, Horticulture, Odisha, Bhubaneswar

The Director, Soil Conservation and Water shed Development, Odisha, Bhubaneswar

Operational Guidelines for "Every willing farmer can have a farm pond (with a target of five lakh ponds in five years) and supervised by WSHGs."

Madam/Sir,

The Operational Guidelines for "Every willing farmer can have a farm pond (with a target of five lakh ponds in five years) and supervised by WSHGs" as one of the activities covered under the Implementation plan for 5T framework pertaining to the Department of Agriculture and Farmers' Empowerment is enclosed for your kind information and necessary action. This guideline has been prepared in consultation with following officials and considering the MNREGS guidelines and circular issued on this behalf.

- 1. Officers of Directorate, Soil Conservation and Watershed development
- 2. Representatives of PR & DW Department
- 3. Representatives of Mission Shakti
- 4. Officers of Directorate, Agriculture and Food Production
- 5. Officers of Directorate, Horticulture

Encl: As above

Yours faithfully

Principal Secretary to Go

Memo No: 19243

Dated

Copy forwarded to District Collectors -cum -DPC (All)/ PD DRDA (All) for information and necessary action.

Joint Secretary to Government

Memo No:

19244

/A& F.E.

Dated 18/10/2019

Copy forwarded to Chief District Agriculture Officer (All)/ DDH (All) / PDWS (All) /ADSC-Bhadrak/ADSC-Kendrapara/ ADSC-Jagatsinghpur/ ADSC-Puri for information and necessary action

Joint Secretary to Gove

Operational Guidelines for Every willing farmer can have a farm pond (with a target of 5 lakh ponds in next 5 years) and

Supervised by WSHG

Nodal Agency: Directorate of Soil Conservation and Watershed Development

Department of Agriculture and Farmers' Empowerment



1. Introduction:

For effective and time bound implementation of different activities undertaken by department of Agriculture and Farmers Empowerment under 5T framework a task team was constituted on "every willing farmer can have a farm pond (with a target of 5lakh farm ponds in 5 years) and executed by WSHGs" in the state. Simultaneously a number of meetings with different stake holders i,e Department of PR & DW, Mission Shakti, Directorate of Fisheries/Agriculture / Horticulture / Soil Conservation were conducted to formulate the operational guidelines for the purpose.

Odisha is bestowed with an average annual rainfall of 1400 mm. Though, such amount of rainfall is sufficient for cultivation practices during the kharif, its erratic and uneven distribution results in occurrence of drought and flood. Water scarcity during critical stages of crop growth hampers its production, hence it affects farmers' income. To supplement the water shortage during those critical juncture, farm pond scheme is conceptualised, particularly to provide lifesaving irrigation during kharif and popularisation of Integrated farming system. Farm ponds add values to farming activities. Water from ponds can serve irrigation need for high-value crops and vegetables as well as social needs. Ponds offer the opportunity to rear fish and other aquatic organisms thus providing opportunity to Integrated Farming system for diversification of farm enterprises and reduction of risk in Agricultural practices.

As mandated in MGNREGA, drought proofing, flood management measures with livelihood security for the poor through creation of durable assets like farm ponds can improve water security, soil and moisture conservation and higher productivity in rural Odisha.

2. Objective:

- Creating storage facility during rainy season with minimum investment and providing life saving irrigation in the event of erratic rain distribution during kharif.
- Undertaking Integrated Farming System (IFS) for sustainable Agriculture.
- Improvement of Ground water table.
- Additional income generation to farm families and making them self reliant with availability of additional nutrient / protein foods / vegetables.
- > To ensure income generation and employment creation for unskilled labourers as per mandate of MGNREGA.



3. Project Details:

3.1 Stake Holders

- Directorate of Soil Conservation & Watershed Development (Nodal Agency)
- Directorate of Horticulture
- Directorate of Agriculture and Food Production.
- Mission Shakti
- Department of Panchayatiraj and Drinking Water

3.2. Target Group:

- The farm families residing in rural areas having land at least the size of farm pond are eligible under the programme.
- Beneficiaries will be selected as per MGNREGS guidelines.
- In case more applications are received than the target, preference will be given to SC, ST, Small and marginal farmers.

3.3. Pattern of assistance:

The programme shall be funded under MGNREGS and the Scheme will be implemented throughout 30 districts of the State.

3.4. Selection Procedure of beneficiary:

During selection of beneficiary, following procedure be followed.

- a. Creating awareness
- b. Inviting applications
- c. Accordance of approval at Palli sabha /Gram Sabha.
- d. Financial sanction by District Programme Coordinator.

a) Creating Awareness:

Awareness building measure will be undertaken to create interest among farmers for excavation of farm pond. It could be through electronic mass media, news paper publications, leaflets, Street plays and public address systems etc. In the grass root level the field level officials like Village Agriculture worker (VAW), Horticulture Extension Worker (HEW), Soil Conservation Extension Worker (SCEW), Woman self-help groups shall mobilise the farmers in their respective locality.

The field level officials like VAW, HEW, SCEW shall participate to create awareness during Gram sabha held on 26th January, 15th August and 2nd October of each year.

b) Inviting application

All willing farmers need to submit their application offline in the prescribed format (Annexure A)

- i. There will be publication of advertisement detailing salient features of the programme for wider reach among the farmers in all parts of the state. Field level officials VAW / HEW / SCEW of the locality shall mobilise the farmers and facilitate the submission of application of willingness for approval in Palli Sabha and Gram sabha. The District wise tentative target mentioned at Annexure -E
- ii. Woman Self Help Group (WSHG) shall also motivate and mobilise the farmers to undertake the farm pond. The WSHGs will be educated about the salient features of the programme.
- During Selection of beneficiary, para no <u>7.4.12.</u> of master circular 2019-20 of MGNREGS should be followed.

c) Accordance of Approval at Gram Sabha

The applications after due scrutinisation will be presented to Palli Sabha and Gram Sabha for according approval. GP wise list of beneficiaries so approved will be compiled block wise by ASCO and the same will be submitted to PDWS cum DDSC / ADSC of the concerned district. The PDWS / ADSC of the concerned district will prepare the action plan for submission to Collector cum DPC for approval.

The process of selection and approval by Gram Sabha should continue for succeeding years. Special Gram Sabha may be convened for approval of the beneficiary as and when required.

d) Technical Sanction / Financial Sanction

- At the Block level, the technical study will be undertaken by the ASCO /ADSC/ AAE / AEE (A) for according Technical Sanction (TS).
- The compiled list of the projects will be submitted by PDWS / ADSC to concerned District Collector –cum- District Programme Coordinator for Financial sanction with a copy to concerned BDO.
- Upon completion of above formalities the beneficiary shall be allowed to take up Farm pond.





4. Working Principle

- The guidelines enacted for MGNREGS along with the instructions issued by Department of Panchayatiraj and Drinking water from time to time should be followed in letter and spirit during execution.
- Out of consolidated target of 5 lakh farm ponds in 5 years, the Directorate wise target for selection of beneficiaries are in the proportion of 50:30:20 among the Directorate of Soil Conservation & WD, Directorate of Agriculture & FP and Directorate of Horticulture respectively.
- The GP wise allocation of targets for selection of beneficiaries by VAW / HEW / SCEW will be decided by the District Committee comprising the following district level officers with respect to the indicative district target exhibited at annexure E.

* P D Watersheds / ADSC

: Convenor

Chief District Agriculture officer

: Chairman

Deputy Director of Horticulture / ADH

Executive Engineer (Agril)

- The field level official like VAW / HEW / SCEW will identify the beneficiary with active help of WSHG, PRI members and facilitate preparation, submission of completed application. The land records and other relevant document as per requirement of MGNREGS should be verified by VAW / HEW / SCEW for the purpose so as to construct farm ponds as per feasibility. The three indicative models and estimates are appended at annexure B,C,D, respectively.
- The feasibility report of the project should be prepared and submitted along with document to the ASCO / ADSC / AAE / AEE (A).
- After the receipt of the application of eligible beneficiary and approval by the Palli Sabha / Gram Sabha / Technical Sanction / Financial sanction, the work order will be issued in favour of the beneficiary by the i.e PDWS / ADSC, being the Programme Officer. All the relevant documents as specified in MGNREGA shall be kept in the case record of the project.
- The work will be executed manually through job card holders (wage seekers)

> The role of supervisor

- In execution of farm pond implemented by the line departments, the Grade-1 Women SHGs will be involved as worksite supervisor.
- In the first phase, execution of farm pond will be taken up in the areas where Grade-1 WSHGs are available for supervisory work and subsequently work in other areas will be taken up following same procedure.
- The supervisors (WSHGs) shall be engaged by the Project Implementing Agency (PIA) i.e. PDWS / ADSC of concerned district in consultation with Mission Shakti.
- In case of Grade-1 WSHGs involved as the worksite supervisor, one semi skilled wage admissible as per notification of the Labour and



ESI department will be paid to the WSHG account for thirty (30) unskilled person days. No supervisory semi-skilled wage will be paid in the name of any individual of the SHGs.

Since a number of WSHGs would be entrusted with the work of the MGNREGA in the field, the block should organise orientation programmes for the selected Grade-1 WSHGs from time to time.

Role of the Women SHGs in implementation of MGNREGS

- Mobilise job card holders and bring them to worksite for execution of the work.
- Supervise the worksites
- Capture daily attendance.
- Give daily mark outs to groups of labourer's along with Departmental officials.
- Facilitate application for job cards and handover to the field staffs.
- Facilitate participatory identification of farm pond along with Departmental officials.
- Ensure that there is no free riding with in his/her group of workers.
- Sign the filled in muster rolls maintained by SCEW / SC Overseer.
- Ensure provision of first aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work at worksite.
- Create awareness about rights and entitlements under the MGNREGA
- WSHG should maintain liaison with field staff / Programme Officer i.e PDWS / ADSC.
- The remuneration to WSHGs towards their worksite supervising charges will be paid @ one semi-skilled wage for engagement of 30 unskilled person days.

> Role of SCEW and SC overseer

The field level official of DSC &WD, i.e. SCEW / SC Overseer shall record the weekly measurement in the Measurement Book.

The work estimate should be prepared as per the site and soil condition in the locality and according of technical sanction be done by competent authority i.e. ASCO / AAE / ADSC.

Geo tagged still photographs of the projects at different stages (Pre-During-Post) of execution must be taken and be a part of the case record.

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5. Timeline of Execution

Activity / Steps	1	201	19-20		2020-21 onwards									
	Oct- 31st	Nov- 30 th	Dec-31	Jan- March 2020	Oct- Nov 2019	Nov- 2019	March-31 st 2020	April onwards						
Selection of site and Beneficiary														
Approval at Gram Sabha														
FS and Approval at DPC														
Execution of Farm pond						18/								

6. Payment Procedure

- The field level official SCEW / SC Overseer shall record the measurement in the Measurement Book.
- The block level officer ASCO / ADSC / AAE will check measure 50% of the work and send the vouchers for process and payment by respective PDWS / ADSC of the district.
- The Fund Transfer Order (FTO) will be made by the PDWS cum DDSC / ADSC (Programme Officer under Directorate of Soil Conservation and Watershed Development)
- Payment to the labour charges should be completed as per prescribed time limit.

7. Monitoring and Supervision

- The block level officer ASCO / ADSC / AAE shall monitor the progress with field visits and submit weekly progress report to the District level Officer.
- The district level officer i.e. PDWS / ADSC will submit the consolidated monthly progress report to the PD, DRDA in the District and the Directorate of Soil Conservation and Watershed Development in the state for further action.
- Monitoring, reporting and supervision shall be done at Directorate level through monitoring module software of MGNREGS
- Pre, during and post geo tagged photographs should be kept and uploaded in the appropriate website / app.
- Review of progress will be made periodically during financial year.

8.Outcome

- To combat adverse impacts of extreme weather events.
- Ground water recharge.
- Employment generation.

9. Models

- Size of the Pond: The pond size should be selected as per the availability of land holdings of the beneficiary as mentioned below.
- Model 1:- 10m x 10m x 3m
- Model 2:- 15m x 15m x 3m
- Model 3:- 20m x 20m x 3m

The size, specification, Soil type as mentioned in the model estimates are indicative only. The estimates should be prepared as per the actual size / site / Soil condition following prevailing Schedule of Rates of Works Department, Government of Odisha and MGNREGS cost norms and duly approved by competent authority.



Proforma of application for excavation of farm pond

Passport si	ZE
photo	
prioco	

To

The	HEW / VAW / SCEW	
G.P.	Block	District

SI No	Item	The state of the s						
1	Name of the Applicant							
2	Father /Husbands Name							
3	Category of Beneficiary	SC / ST/GEN /SF/MF/WH/PH /Others						
	Address	Village						
4	Address	G.P						
		Block						
		District						
	Information on land holdings / land records	Khata No						
5	notatings / latia records	Plot No						
		Area						
6	AADHAR number							
7	Mobile number							
	Bank account details	Name in the bank account						
8		Name of bank						
		Branch						
rate of		IFSC code						

I do hereby certify that the above mentioned information are true to best of my knowledge and belief and I am willing to have a farm pond of size...... in my farm field under MGNREGS.

Annexure - B

Model-I

SI.No.	Item	Qty	Unit	Rate(Rs)	Amount (Rs)
1	Earth Work Excavation in Ordinary soil within initial lead and lift as MGNREGA labour rate				
(i)	with initial lead and lift	30.00	cum	107.03	3,210.81
2	Earth Work Excavation in hard soil within initial lead and lift as MGNREGA labour rate				
(i)	with initial lead and lift	90.25	cum	132.86	11,990.81
3	Earth Work Excavation in stoney earth soil within initial lead and one extra lift as MGNREGA labour rate				
(i)	with initial lead and one extra lift	104.50	cum	192.38	20,104.18
4	Ramming and Rolling of earth work with light HRR in embankment in layers not exceeding 0.30m depth	224.90	cum	8.30	1,866.86
5	Fine dressing and turfing with one extra lead to initial lead of 50 m and initial lift	245.12	sq.m	7.31	1,792.58
6	Rough Stone Dry Packing with Hard Granite Stone as Inlet /Outlet	L.S			8,000.00
7	Cost Towards Drinking water Facilities / Crèche / Medicine	LS			3,500.00
8	Supervision charges	7	Semi Skilled Person days	326.30	2,284.10
9	Construction of Sign Board	1	each	LS	2,500.00
			MILE LAND		55,249.34
14.	Total			~	55,200.00



Annexure - C

Model-II

SI. No.	Construction of FARM Item	Qty	Unit	Rate(Rs)	Amount (Rs)
1	Earth Work Excavation in Ordinary soil within initial lead and lift as MGNREGA labour rate				
(i)	with initial lead and lift	67.50	cum	107.03	₹ 7,224.33
2	Earth Work Excavation in hard soil within initial lead and lift as MGNREGA labour rate				
(i)	with initial lead and lift	255.50	cum	132.86	33,946.29
3	Earth Work Excavation in stoney soil within initial lead and one extra lift as MGNREGA labour rate				
(ii)	with initial lead and one extra lift	267.00	cum	192.25	51,331.17
4	Ramming and Rolling of earth work with light HRR in embankment in layers not exceeding 0.30m depth	541.08	cum	8.30	4,491.48
5	Fine dressing and turfing with one extra lead to initial lead of 50 m and initial lift	437.91	sq.m	7.31	3,202.54
6	Rough Stone Dry Packing with Hard Granite Stone as Inlet /Outlet	L.S			12,000.00
7	Cost Towards Drinking water Facilities / Crèche / Medicine	LS			6,000.00
8	Supervision charges	18	Semi Skilled Person days	326.30	5,873.40
9	Construction of Sign Board	1	each	L.S	2,500.00
					126,569.21
-	Total		7		126,600.00





Annexure - D

Model-III

SI.No	Construction of FAR	100000		Rate(Rs	The second residual and the
51.NO	Item	Qty	Unit)	Amount(Rs)
1	Earth Work Excavation in ordinary soil within initial lead and lift as MGNREGA labour rate				
(i)	with initial lead and lift	116.45	cum	107.03	12,463.74
2	Earth Work Excavation in hard soil within initial lead and lift as MGNREGA labour rate				
(i)	with initial lead and lift	381.38	cum	132.86	50,670.45
3	Earth Work Excavation in Stoney earth soil within initial lead and one extra lift as MGNREGA labour rate				1
	with initial lead and one extra lift	290.25	cum	192.25	55,801.02
4	Ramming and Rolling of earth work with light HRR in embankment in layers not exceeding 0.30m depth	754.49	cum	8.30	6,262.99
5	Fine dressing and turfing with one extra lead to initial lead of 50 m and initial lift	575.02	sq.m	7.31	4,205.22
6	Rough Stone Dry Packing with Hard Granite Stone for inlet/outlet	Ls			14,000.00
7	Cost Towards Drinking water Facilities / Crèche / Medicines etc	LS			9,000.00
8	Supervision Charges	23.00	Semi Skilled Person days	326.30	7,504.90
9	Construction of Sign Board	1.00	each	L.S	3,100.00
					163,008.32
	Total		~		163,000.00



Target of Farm Pond

	30	29	28	27	26	25	24	23	22	21	20	19	8	17	16	15	4	13	12	=	10	9	00	7	6	Ch	4	u	2		no	S
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21711	798	360	609	612	846	558	522	459	1482	522	546	915	450	1356	1533	582	384	672	318	231	1332	648	225	747	1158	1038	1020	738	234	816	20	2019-
10856	399	180	305	306	423	279	261	230	741	261	273	458	225	678	767	291	192	336	159	116	666	324	113	374	579	519	510	369	117	408	and WD	DSC
6513	239	108	183	184	254	167	157	138	445	157	164	275	135	407	460	175	115	202	95	69	400	194	68	224	347	311	306	221	70	245	and FP	DA
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51885	3110	855	1425	1395	820	1305	1230	2785	3525	1290	835	2130	1740	3285	3720	1380	945	1620	750	1010	3225	1545	525	1785	1085	2990	2490	565	555	1965	and	DSC
31131	1866	513	855	837	492	783	738	1671	2115	774	501	1278	1044	1971	2232	828	567	972	450	606	1935	927	315	1071	651	1794	1494	339	333	1179	and	DA
20754	1244	342	570	558	328	522	492	1114	1410	516	334	852	696	1314	1488	552	378	648	300	404	1290	618	210	714	434	1196	996	226	222	786	5	DH
103770	6220	1710	2850	2790	1640	2610	2460	5570	7050	2580	1670	4260	3480	6570	7440	2760	1890	3240	1500	2020	6450	3090	1050	3570	2170	5980	4980	1130	1110	3930	22	2021
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20754	1244	342	570	558	328	522	492	1114	1410	516	334	852	696	1314	1488	552	378	648	300	404	1290	618	210	714	434	1196	996	226	222	786	Ę	7
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66197	3633	1092	1825	1794	1381	1671	1572	3084	4501	1637	1197	2729	2031	4182	4734	1763	1200	2064	959	1159	4106	1972	672	2277	1853	3675	3166	1055	709	2504	and	700
39722	2180	655	1095	1076	829	1003	944	1850	2701	982	718	1638	1219	2509	2841	1058	720	1238	575	696	2464	1183	404	1367	1112	2205	1900	633	425	1502	and FP	7
26480	1453	437	730	718	552	668	629	1233	1800	655	479	1092	812	1673	1894	705	480	826	384	464	1642	789	269	911	741	1470	1266	422	284	1002	9	2
138350	7450	2280	3800	3720	3020	3480	3280	6260	9400	3440	2560	5680	4140	8760	9920	3680	2520	4320	2000	2360	8600	4120	1400	4760	4060	7640	6640	2340	1480	5240	2023-	2222
69170	3720	1140	1900	1860	1510	1740	1640	3130	4700	1720	1280	2840	2070	4380	4960	1840	1260	2160	1000	1180	4300	2060	700	2380	2030	3820	3320	1170	740	2620	and WD	1
41508	2238	684	1140	1116	906	1044	984	1878	2820	1032	768	1704	1242	2628	2976	1104	756	1296	600	708	2580	1236	420	1428	1218	2292	1992	702	444	1572	DA and FP	
27672	1492	456	760	744	604	696	656	1252	1880	688	512	1136	828	1752	1984	736	504	864	400	472	1720	824	280	952	812	1528	1328	468	296	1048	모	
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Abbreviations

IFS : Integrated Farming System

SC : Scheduled Caste
ST : Scheduled Tribe

VAW Village Agriculture Worker
HEW : Horticulture Extension Worker

SCEW: Soil Conservation Extension Worker

SCO : Soil Conservation Overseer WSHG : Women Self-Help Group

ASCO : Assistant Soil Conservation Officer

PDWS : Project Director Watersheds

DDSC : Deputy Director of Soil Conservation
ADSC : Assistant Director of Soil Conservation

AAE : Assistant Agricultural Engineer

AEE(A) : Assistant Executive Engineer(Agriculture)

ADH : Assistant Director of Horticulture

PRI : Panchayatiraj Institutions

GP : Gram Panchayat

DSC &WD: Directorate of Soil Conservation and Watershed

Development

DRDA : District Rural Development Agency

PO : Programme Officer
FTO : Fund Transfer Order

DA &FE : Department of Agriculture and Farmers

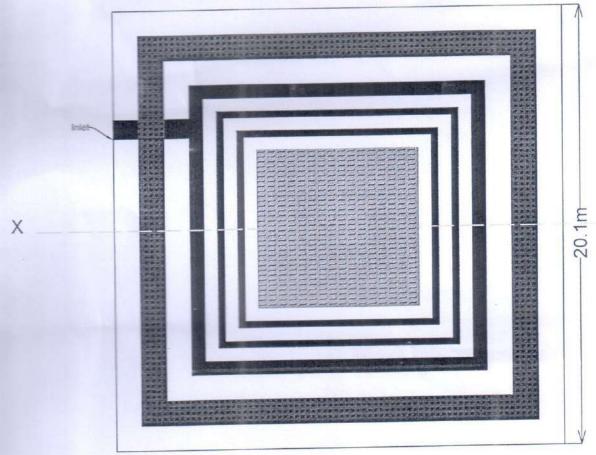
Empowerment

PIA : Project Implementing Agency(as defined in

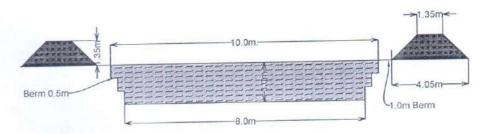
MGNREGS)

NB:-PO/PIA is Project Director, Watersheds/ADSC

Farm Pond (10X10m)



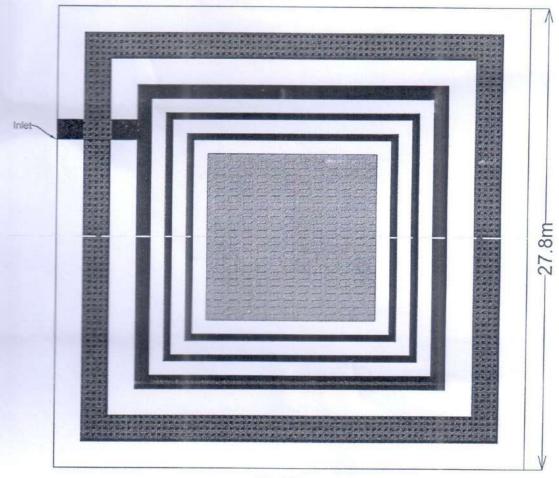
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Sectional View

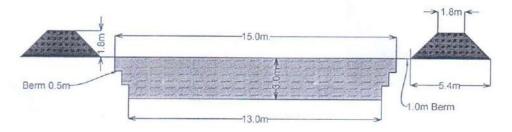


Farm Pond (15X15m)



X

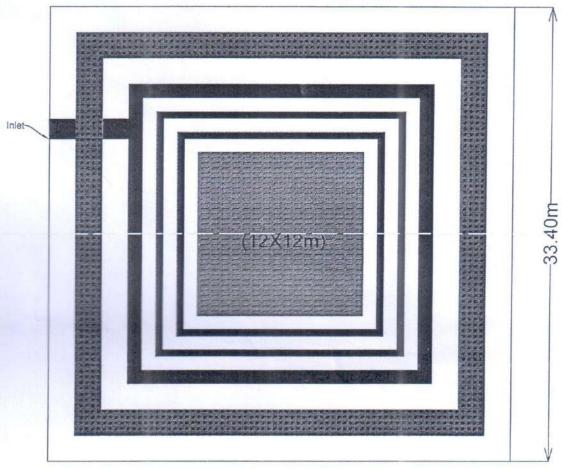
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Sectional View

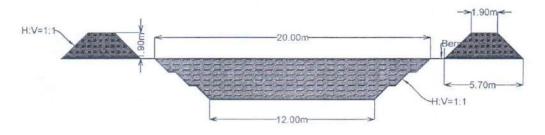


Farm Pond (20X20m)



X

PLAN



Sectional View