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Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
**National Water Mission**  
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CGO Complex, Lodhi road,  
New Delhi 110003,  
Dated: 05/09/2018

Office Memorandum

**Sub: HRD/Training/Capacity Building/Mass Awareness Programme under  
National Water Mission (NWM)- Reg.**

Since its inception, the NWM has been supporting institutions for undertaking HRD//Training/Capacity Building/Mass Awareness Programmes on different aspects of Water resources management under NWM Goal-2. You may be aware that NWM has developed uniform guidelines (2016) for HRD/Training/Capacity Building/Mass Awareness Programmes.

2. In this regard, your institution may submit a proposal for conducting 3-4 trainings for Water User Associations (WUAs) and field officials of water and agricultural sectors during 2018-19 for funding from NWM, M/o WR, RD & GR in accordance with the guidelines. A copy of the guidelines along with the sample proposal is enclosed for facilitating the submission. The same is available on NWM website also.

Encl.: As above.



(Dr. C.V. Dharma Rao)  
Adviser, NWM

To

[As per mailing list]

Ministry of Water Resources, River Development and Ganga Rejuvenation  
National Water Mission (NWM)

**NWM Guidelines for Human Resource Development,  
Training, Capacity Building, Sensitization and  
Mass Awareness Programmes – 2016**

New Delhi  
April, 2016



**NWM Guidelines for Human Resource Development, Training, Capacity  
Building, Sensitization and Mass Awareness Programmes – 2016**

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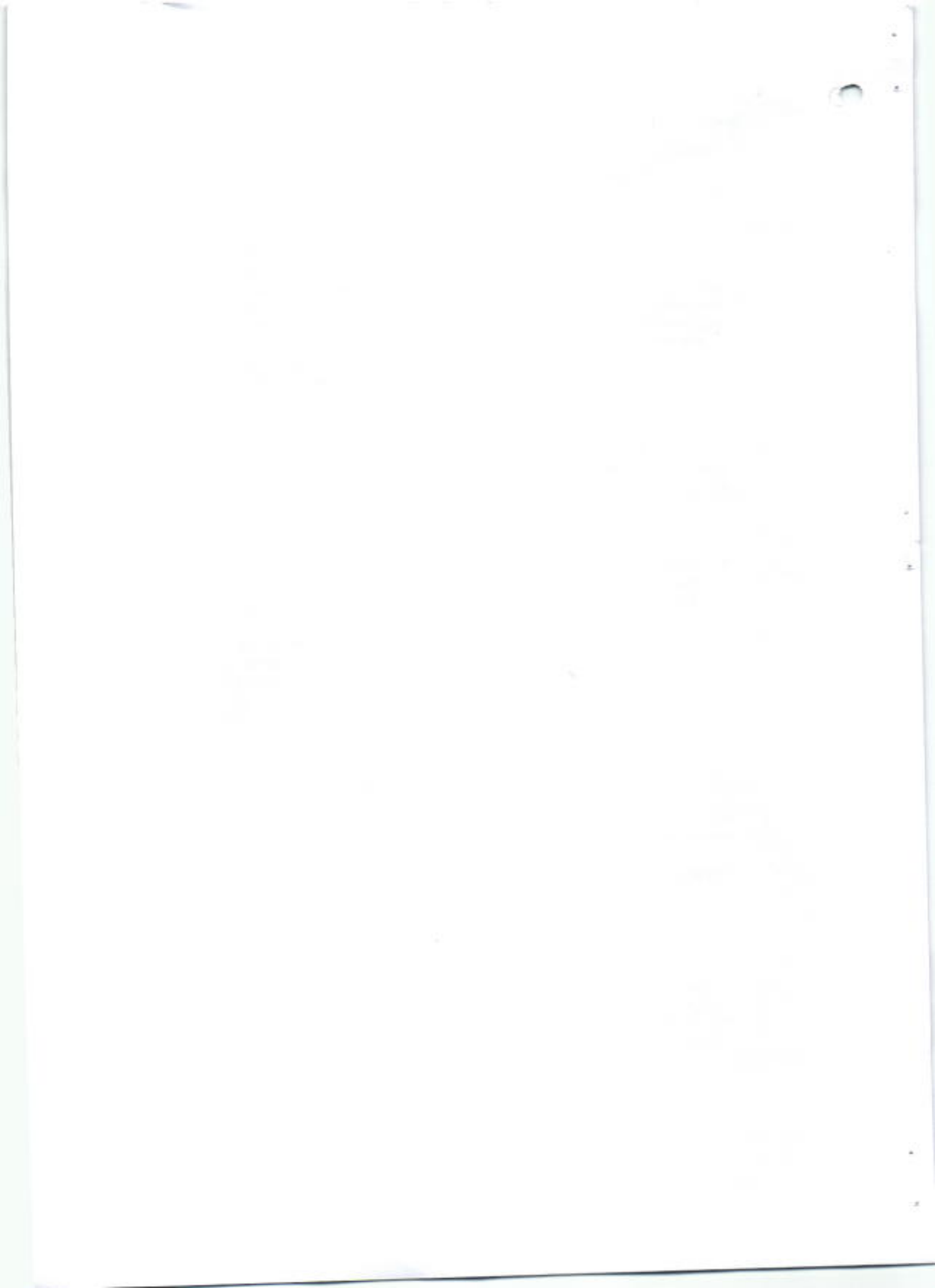
## **NWM Guidelines for Human Resource Development, Training, Capacity Building, Sensitization and Mass Awareness Programmes – 2016**

### **1. Introduction**

- 1.1. Studies on the impact of climate on water resources indicate that various components of the hydrological cycle would be affected resulting in increased temporal and spatial variations of water availability. Water can be of beneficial use to the mankind only if all stakeholders are fully involved in its development and management. Based on success stories in Maharashtra and Gujarat, it has been established that the participatory approach in water management yielded excellent results. Mass awareness and capacity building of stakeholders are considered very important. The Ministry of Water Resources, River Development and Ganga Rejuvenation (MoWR, RD & GR) had formulated Natural Water Mission (NWM) under the overall programme of National Action Plan for Climate Change (NPACC) with the broad objective of "conservation of water, minimizing wastage and ensuring its more equitable distribution both across and within States through integrated water resources development and management".
- 1.2. The Mission document was approved in April 2011 which identified various strategies under its five Goals as given below:
- Goal-1: Comprehensive water data base in public domain and assessment of the impact of climate change on water resource
  - Goal-2: Promotion of citizen and state actions for water conservation, augmentation and preservation.
  - Goal-3: Focused attention on vulnerable areas including over-exploited areas.
  - Goal-4: Increase in water use efficiency by 20%.
  - Goal-5: Promotion of basin level integrated water resources management.
- 1.3. Strategies under Goal-2, "Promotion of citizen and state actions for water conservation, augmentation and preservation" mainly focusses on Sensitization of elected representatives, Panchayat Raj institutions (PRI), Water Users Associations' (WUA) and primary stake holders in management of water resources with focus on water conservation, augmentation and preservation. The guidelines shall include national/regional conventions, workshops and seminars besides HRD / training / capacity building / sensitization and awareness programmes. In addition to water conservation, augmentation and preservation, these programmes should also cover waste water dimensions, ground water recharge, water use efficiency (WUE), water pollution abatement, rain water harvesting, etc., in water sector (irrigation, domestic water supply and industrial water supply). The various stakeholders involved in the water conservation programme will be officials from Central/State Government officials, research and academic institutions, elected representatives, PRI, NGOs, VOs, WUAs, SHG, farmers, autonomous bodies, municipalities, etc.

### **2. Terms and Conditions**

The main objective of the programmes is to train and create awareness among participants to understand importance of water conservation, augmentation and preservation so that they practice efficient use of water, minimize waste, reduce water pollution in their day-to-day living and spread awareness in the community. Training, in general, would mean continuing professional and/or skill development that does not lead to award of a University degree / diploma. Certificates may be issued for short term training/skill development programmes. The host institution should have infrastructure and expertise of repute that can be shared for purposes of trainings and human resource development.



The Institution will prepare information brochure on the training and human resource development possibilities where there is scope for undertaking such programmes. This will be circulated widely for knowledge of the concerned stakeholders.

For programmes which can be decided in advance, it is desirable that the tentative dates and duration of such training/capacity building/mass awareness programmes is finalised and circular issued well in advance.

The NWM shall be the nodal agency to ensure that the proposal is in conformity with these guidelines. However, functional distribution for execution of the programmes may be done at institution level; depending upon the magnitude of the institute and capacity.

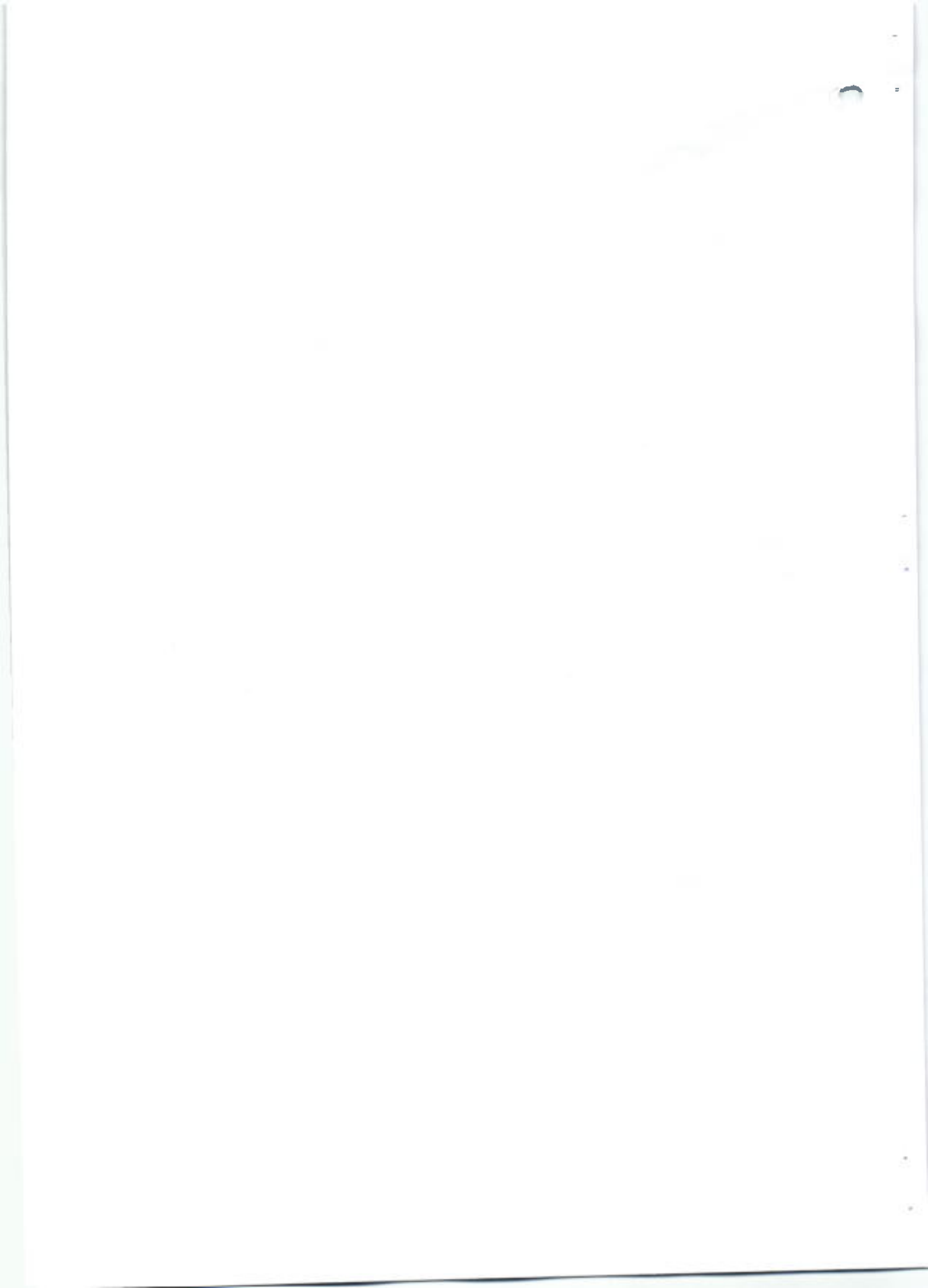
Proposals for training / mass awareness programmes are to be submitted in the proforma provided in Annexure-I to NWM for approval from Competent Authorities in the Ministry of Water Resources, River Development and Ganga Rejuvenation.

Proposals will be processed and decision taken as early as possible preferably within three months after the proposal is submitted to NWM.

#### 2.1. *Organization of Training / Capacity Building / Mass Awareness Programmes*

- a. Once the schedule of the programme has been finalized, the Programme Co-ordinator, i.e., the person to be authorized for execution of such programme, should be identified. If need be, the Programme Co-coordinator(s) could also be additionally identified to facilitate the Programme Co-ordinator in execution of the Training / Capacity Building / Mass Awareness Programmes.
- b. Programmes are to be designed as per the nature of the participants which may comprise senior government officials, elected representatives, other government officials, farmers, extension workers, farmers and other stakeholders.
- c. While participants are nominated / selected for the programme, preference should be given to SC/ST, women candidates and other weaker sections of the society.
- d. Minimum number of participants required for each course/programme to make it economically feasible should be indicated along with a judicious mix from different backgrounds; viz., centre/state govt. officials, research & academic institutions, elected representatives, PRIs, NGOs, VOs, WUAs, SHG, farmers, autonomous bodies, municipalities, etc., to enable better experience sharing and peer learning making the programs effective.
- e. The duration of a Training / Capacity Building / Mass Awareness Programme should be between one day and seven days. If more than two days are required, the programme should include field visits and/or demonstration/field projects.
- f. In all one week programmes, the HRD / training / capacity building / mass awareness programme should contain bench mark studies and research work, carried out in the subject area, besides relevant teaching materials. These should form repositories of knowledge in specific areas of water resources development and/or management and can be used in subsequent programmes.
- g. The schedule of the programme should be given wide publicity. At least two weeks' time should be given to the participants for submitting applications.
- h. The host institution should develop and maintain trained manpower for future reference.
- i. The Programme Co-ordinator shall have the overall responsibility to conduct the programme. The responsibilities shall include:
  - Selecting suitable experts/resource persons drawn either from the host institution or from other established R & D institutions.
  - No expert/resource person should be allocated more than two sessions and the responsibility of each expert/resource person is to develop the specific course content pertaining to their part of the programme be ensured.





- Preparing a time schedule of the programme in consultation with fellow experts/trainers.
  - Preparing a tentative budget for the training programme, as in **Annexure-I**.
  - Preparing a brochure of the programme outlining its objectives, salient features, core faculty, time and duration of the programme, medium of instruction, arrangement for boarding and lodging and transport, etc.
  - Submission of a comprehensive proposal to NWM.
  - Submission of a comprehensive report including the analyses of the feedback and action plans to address them in future, and including on finances at the end of the programme.
- j. The number of trainees for Training / Capacity Building / Mass Awareness Programme should be as per capacity of the facilities at the institution.
- k. Each trainee may receive a certificate for successful completion of the Training / Capacity Building / Mass Awareness Programme.

2.2. **Monitoring and Evaluation of Training / Capacity Building / Mass Awareness Programmes**

Monitoring and Evaluation (M & E) is a powerful tool to improve the way the host institutions achieve results. Effectiveness of training and developments is increased significantly wherever systematic monitoring and evaluation of programmes are in place. M & E of programmes shall be carried out by the host institution/NWM.

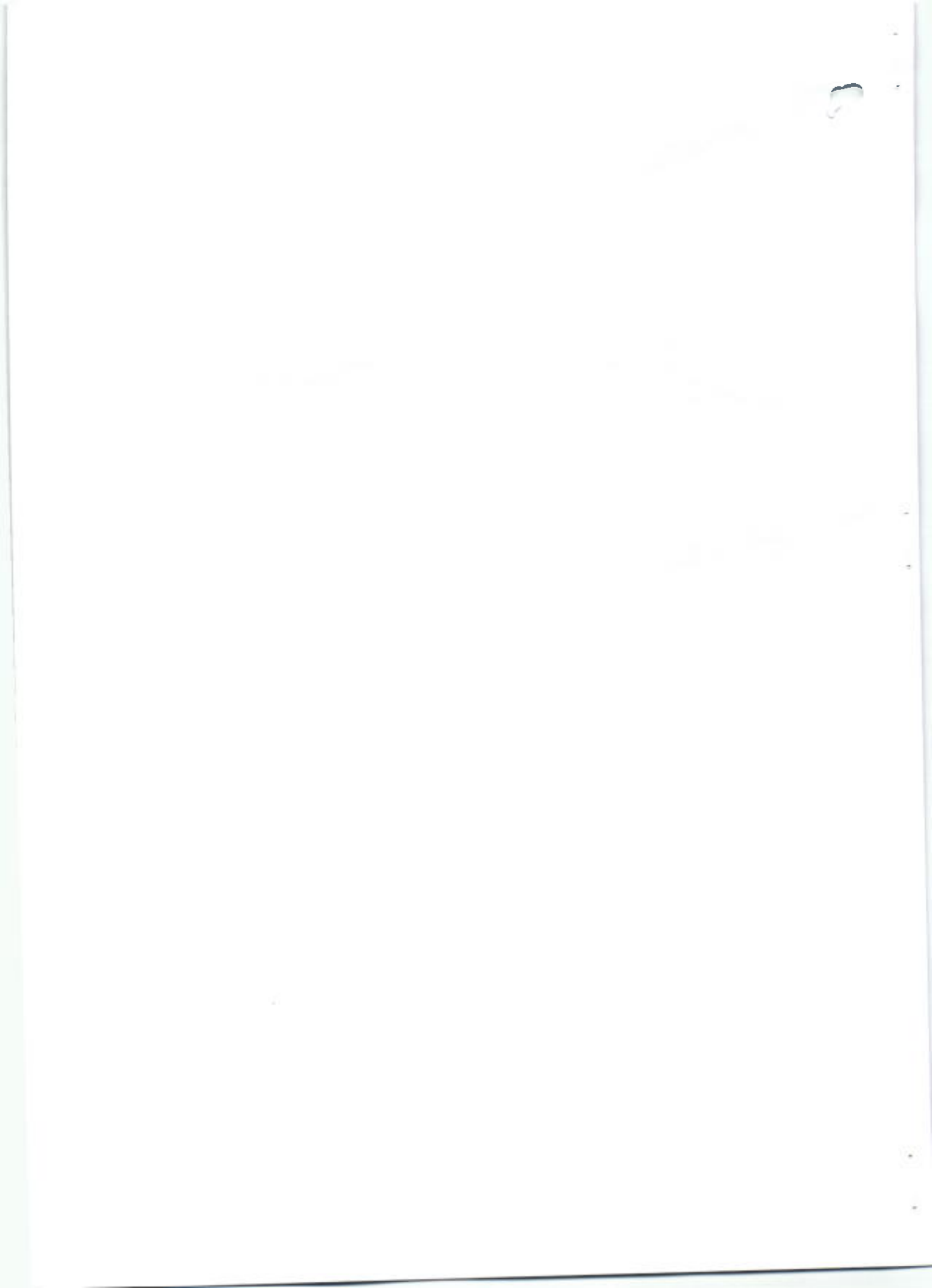
- a. Evaluation of the programme by the trainees in respect of programme contents, and knowledge gained by the participants will be done at the end of the programme. A proforma for this purpose is provided in **Annexure-II**.
- b. The evaluation made by the participants should be analyzed and discussed before distribution of certificates.
- c. Further action to improve the next programme as necessary, should be taken on the basis of evaluation of the programme submitted by the participants.

2.3. **Financial Aspects related to Training/Capacity Building/Mass Awareness Programmes**

- a. A tentative estimate of training costs will be prepared by the Programme Co-ordinator for approval.
- b. Costs may cover programme fee, consumables, printing of manuscripts, TA/DA for experts/resource persons cost of advertisement, stationery, contingency, etc. TA/DA to expert/resource persons (non-official members) admissible as per GOI norms.
- c. For Training and capacity building programmes No charges/registration fee should be charged from participants from Central / State Government Departments. Charges for participants from other categories are given below:

Category	Description	Fee per Participant (in Rs.)
A	Central / State / Local Government Departments including their autonomous bodies	Nil
B	'Non for Profit' Central and State PSUs	
C	Recognized Academic Institutions	
D	Central / State Public Sector Undertakings	
E	Private Companies, individuals	<ul style="list-style-type: none"> <li>• Rs 7500/- (up to two days programme)</li> <li>• Rs 15,000/- (from three days to one week programme)</li> </ul>

- d. Contingencies to the extent of Rs 50,000/- or 5% of the budget, whichever is lower, for organizing HRD / Training / Capacity Building / Mass Awareness Programmes and Service tax @ 14.5% (14 + 0.5, Swachh Bharat Cess) of the total cost, as per Govt. of India norms, are applicable.
- e. No intellectual fee other than the Honorarium mentioned in Annexure-I, No. 11 (5 & 6) is payable to any faculty / resource persons / experts in the HRD / Training / Capacity Building / Mass Awareness Programmes programmes.
- f. Out of the total approved budget, NWM shall arrange for release of budget to the extent of 40% as advance payment to make necessary preparation for organizing the Training / Capacity Building / Mass Awareness Programmes. Balance amount shall be released on submission of statement of expenditure (SOE) duly signed by the course co-ordinator, Head of the institution and finance officer of the organization, training report and feedback from participants. In exceptional cases, release of 100% advance payment can be considered as per Government of India guidelines. The advance payment will be released directly to the host institution by bank transfer. The CTI/Institution would be required to furnish bank guarantee/indemnity bond/any other tangible security acceptable to National Water Mission for the purpose.
- g. Institutions will be required to furnish SOE and Utilization Certificate (UC), as per GFR-19A form, within three months of completion of the programme and the unspent balance out of the budget, if any, is to be refunded immediately to the Ministry through Demand Draft in favour of Drawing and Disbursing Officer, Ministry of Water Resources, River Development and Ganga Rejuvenation payable at New Delhi or direct remittance through bank account of Ministry of Water Resources, River Development and Ganga Rejuvenation. The relevant reporting proforma for the programme is given in **Annexure – III**.
- h. Institutions are advised to submit the SOE and UC duly signed by the concerned officials to NWM as and when sanctioned programmes are completed. Any new proposal of the institution shall be considered by NWM only after the UC, training reports and feedback from participants of programmes held in the previous financial year are received by NWM.
- i. A template for registration of participants in HRD/Training/Capacity Building/Mass Awareness programmes is provided in **Annexure-IV** and may be used suitably by the host institution.
- j. NWM may directly sponsor the identified institution(s) for conducting HRD / Training / Capacity Building / Mass Awareness Programmes on nomination basis.
  - All WALMIs (including NERIWALM, WALAMTARI-Hyderabad, list given in **Annexure-V**)
  - All Research and Development Organizations, training institutes, academic institutions dealing with water resources development and management, under Central / State Governments, including autonomous bodies like CSIR, ICAR, ICMR, IITs, NITs, IISC, etc.
- k. A sample of a training programme for one week having two experts and for 20 or 30 participants is presented in **Annexure-VI**. The same may be seen as an example for working out budget estimate for similar programmes. For training programmes with duration of three days or less, the budget is to be worked out as per terms given in item no 11 of Annexure-I. Applicable service tax as per Govt. of India orders is to be computed separately.



## Proforma for Submission of Proposal

1. Title of the training programme : \_\_\_\_\_
2. Institute where the training programme will be conducted: \_\_\_\_\_
3. Objectives (*attach a separate sheet if required*): \_\_\_\_\_
4. Time Schedule (*attach a copy of programme schedule*): Dates From \_\_\_\_ to \_\_\_\_.

If more than one programme is to be held, please use the following table

SNo	Type of Programme and Venue	Title	No. of participants	Duration	Stakeholder(s)	Total Budget (Rs.in lakhs)

5. Genesis of the proposal :
6. Details of past collaborations, if any :
7. Information on Co-ordinator for the programme
  - a. Name & Designation
  - b. Address for correspondence:
  - c. Telephone / email
8. Information on Co-Cordinator for the programme
  - d. Name & Designation
  - e. Address for correspondence:
  - f. Telephone / email
9. Experts / Resource persons for the programme with justifications (attach list)
10. Other requirements, if any :

11. Proposed budget for the programme giving break up for different operational heads as given below:

SNo	Operational Head	Expenditure (in Rs.)	Remarks
1	<b>Travel Costs</b>		
	a. Travel for trainees and Experts / resource persons	1. Actuals or limited to as admissible to officers drawing grade pay of Rs.5400/-, whichever is lower. 2. In exceptional cases, airfare and boarding & lodging as admissible to officers drawing grade pay of Rs.6600/- can be considered with the approval of Competent Authority (ie., Secretary, WR, RD & GR)	Limited to entitlement as per Govt. of India rules.
	b. DA for trainees and resource persons	As per entitlement	
	c. Travel costs for field visits	As per actuals	
2	<b>Boarding and Lodging</b>		
	a. For Trainees	Actuals, subject to a minimum of Rs 500/day/ participant	
	b. For outstation experts / resource persons	Actuals	Limited to entitlement as per Govt. of India rules
3	<b>Programme materials (including resource material, stationery, etc.) to be provided to participants</b>	a. For 5-6 days (one week) programme maximum of Rs.750/- per participant b. For 1-2 days programme, maximum of Rs.400/- per participant c. For Mass Awareness programme, maximum of Rs.100/- per participant	
4	<b>Consumables / raw materials / components related to field demonstration / project</b>	Actual costs	
5	<b>Honorarium / Fee to Experts / Resource Persons</b>	<ul style="list-style-type: none"> <li>• Non-Serving Officers Rs.1000/- per session</li> <li>• Experts/Eminent Resource Persons Rs.4000/- per session (with reasons justifying such payment, duly recorded by the Head of CTI)</li> </ul>	

6	Honorarium / Fee to faculty or resource person from host Institution	Nil	
7	External payments envisaged (cost of outsourcing for transport and other services)	Actuals	
8	Contingencies	Maximum of Rs 50,000/- or Upto 5% of the sum of SNo.1 to 7 whichever is less	
9	Institutional Charges (cost of physical inputs/services/utilities by the institution)	Up to 15% of the total cost (sum of 7 & 8)	
10	Service tax	Payable as applicable	As per Govt. of India norms from time to time

**Note:**

1. Training through in-house faculty is preferred than inviting outside faculty. However, in deserving cases, based on merit, such cost for resource persons/experts would be funded as per details above.
2. Details/CV of such outside faculty may be provided with proposed by CTI/Institution.

### Evaluation of Programme by the Participants

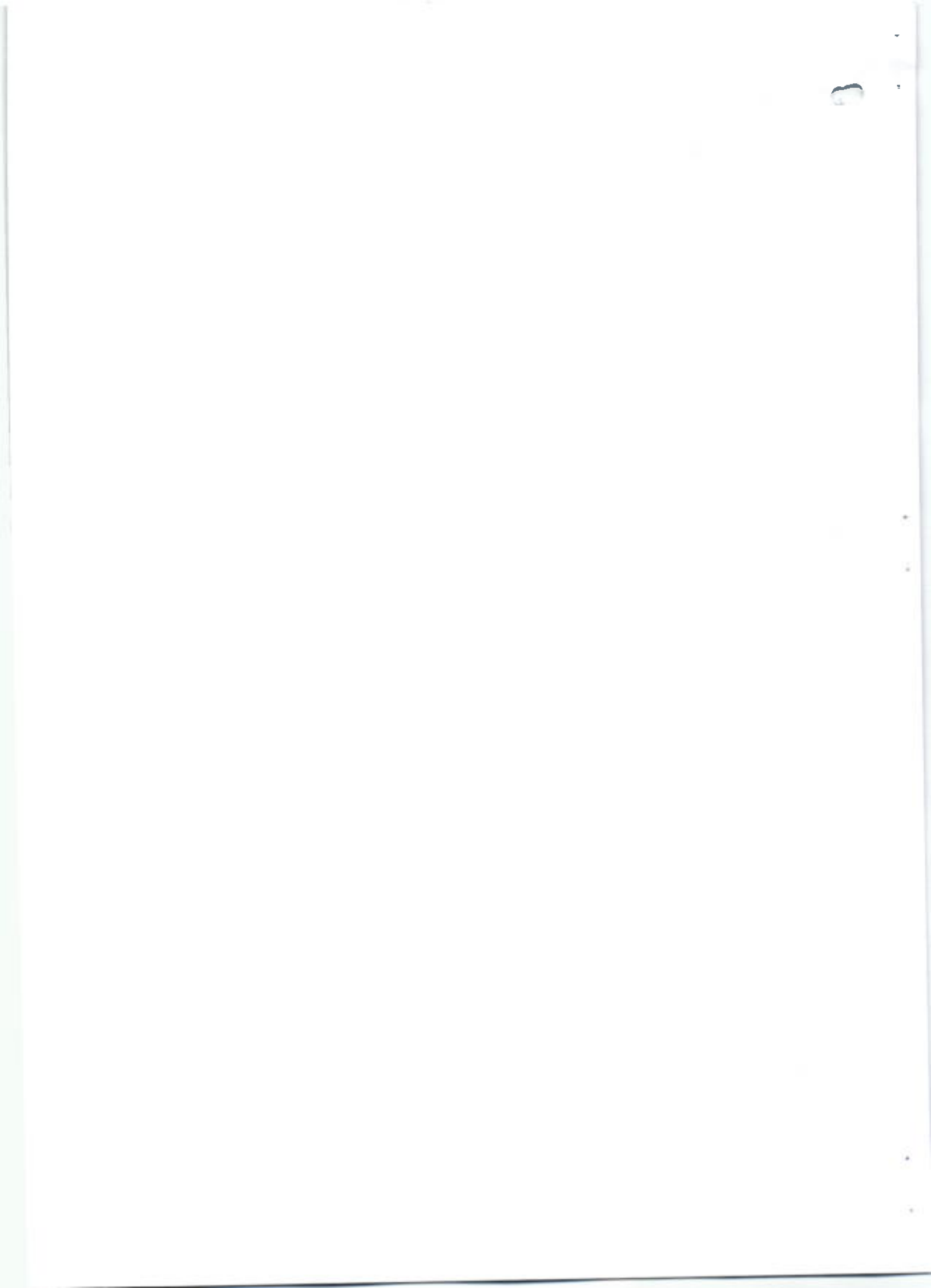
1. Title of the Training Programme :
2. Duration :
3. Please tick (✓) in appropriate column in the following

	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1. Programme content					
2. Major infrastructure					
3. Programme in general					
Participants' opinion (encircle the appropriate code) Coding: AS: (Agree Strongly); A: (Agree); D: (Disagree); DS: (Disagree Strongly)					
i. It was very good educational experience		AS	A	D	DS
ii. I would like to take another programme presented this way		AS	A	D	DS
iii. The material covered was worthwhile		AS	A	D	DS
iv. The faculty explained concepts very clearly		AS	A	D	DS
v. Training material supplied was quite interesting and useful		AS	A	D	DS
vi. The interactive sessions were organized very well		AS	A	D	DS
vii. Not much gained by participation in this programme		AS	A	D	DS

4. Have your expectations of the programme been met? What have you achieved significantly during the programme? How would you rate the overall learning experience of the programme?
5. Any suggestions on the programme content? Name the topics, if any, that you would like to be included
6. Opinions about boarding and lodging facilities.
7. Any other additional comments you would like to make.

Signature \_\_\_\_\_  
Name \_\_\_\_\_





**Reporting Proforma for Training / Capacity Building / Mass Awareness Programmes**

1. Title of Training Programme :
2. Name of the Institution and venue :
3. Duration :
4. Number of Trainees :
5. Whether certificates have been provided to the participants : Yes / No
6. Whether feedback has been taken from the candidates and plan to make use of it for improving the training programmes in future (*enclose a brief note on the suggestions for improvement*):
7. Expenditure:

<b>Operational Head</b>	<b>Expenditure (in Rs.)</b>	
	<b>Provision</b>	<b>Actual</b>
<b>Travel Costs</b>		
a. Travel for trainees and experts / resource persons		
b. DA for trainees and expert / resource persons		
c. Travel costs for field visits		
<b>Boarding and Lodging</b>		
a. For Trainees		
b. For outstation experts / resource persons		
<b>Training materials (including resource material, stationery, etc.) provided to participants</b>		
<b>Consumables / raw materials / components (related to field demonstration / project)</b>		
<b>Honorarium / Fee to</b>		
a. Experts / Resource Persons		
b. Faculty from Central or State Government / Institution		
<b>External payments made (cost of outsourcing for transport and other services)</b>		
<b>Contingencies</b>		
<b>Institutional charges (cost of physical inputs/ services/utilities provided by the institution)</b>		
<b>Service tax / any other tax ( if applicable)</b>		

(Signature)  
Programme Co-ordinator

Countersigned  
Head of the Institution with Seal

**Human Resource Development, Training, Capacity Building, Sensitization and  
Mass Awareness Programme on**

" (title of the programme)

Duration:

**Registration Form**

1. Name (in capitals) :
2. Designation :
3. Organization :
4. Responsibilities (if applicable) :
  
5. Full Postal Address :
6. Tel. No. (with STD code) :
7. Fax No. : Mobile :
8. Email :
9. Whether require accommodation : Yes / No

Date: (Signature of applicant)

**Sponsoring Authority**

Full postal Address:

- Tel Nos. (with STD code)
- Fax No. Mobile :
- Email :

Date: Signature with seal

Completed registration form may be sent by Fax No.



**List of WALMIs / Irrigation Research Institutes in India**

1. Water and Land Management Institute, Aurangabad
2. Water and Land Management Institute, Bhopal
3. Water and Land Management Training and Research Institute (WALAMTARI), Hyderabad
4. Indian Institute of Water Management, Bhubaneswar
5. Water and Land Management Institute, Patna
6. Water and Land Management Institute, Anand
7. Water and Land Management Institute, Cuttack
8. Water and Land Management Institute, Kota
9. Water and Land Management Institute, NOIDA
10. Irrigation Management and Training Institute, Tiruchirapalli
11. Water and Land Management Institute, Lucknow
12. Water and Land Management Institute, Dharwad
13. Haryana Irrigation Research and Management Institute, Kurkshetra
14. North Eastern Institute for Water and Land Management, Tezpur
15. Centre for Water Resources Development and Management, Kozikode
16. Irrigation and Power Research Institute, Amritsar

## Annexure – VI

## Sample of a Training Programme for a week (5 days) having 2 experts and for 20 &amp; 30 participants

SNo	Operational Head	Particulars	Estimated Cost (Rs.) for	
			20 participants	30 participants
1	<b>Travel Costs</b>			
	a Travel for trainees and Experts / resource persons	1. Actuals or limited to as admissible to officers drawing grade pay of Rs 5400/-, whichever is lower.  2. In exceptional cases, airfare and boarding & lodging as admissible to officers drawing grade pay of Rs 6600/- can be considered with the approval of Competent Authority (ie, Secretary, WR, RD & GR)	20,000	20,000
	b DA for trainees and resource persons	As per entitlement		
	c Travel costs for field visits	As per actuals	10,000	10,000
2	<b>Boarding and Lodging</b>			
	a For Trainees	Actuals, subject to a minimum of Rs 500/day/ participant	50,000	75,000
	b For outstation experts / resource persons	Actuals	10,000	10,000
3	<b>Programme materials (including resource material, stationery, etc.) to be provided to participants</b>	a For 5-6 days (one week) programme maximum of Rs 750/- per participant	15,000	22,500
4	<b>Consumables / raw materials/ components related to field demonstration / project</b>	Actual costs	5,000	8,000
5	<b>Honorarium / Fee to Experts / Resource Persons</b>	<input type="checkbox"/> Non-Serving Officers Rs 1000/- per session <input type="checkbox"/> Experts/Eminent Resource Persons Rs 4000/- per session (with reasons justifying such payment, duly recorded by the Head of CTI)	9,000	9,000
7	<b>External payments envisaged (cost of outsourcing for transport and other services)</b>	Actuals	10,000	10,000
8	<b>Contingencies</b>	Maximum of Rs 50,000/- or Upto 5% of the sum of SNo 1 to 7 whichever is less	6,450	8,225
		<b>Sub Total</b>	<b>1,35,450</b>	<b>1,72,725</b>
9	<b>Institutional Charges (cost of physical inputs/services/utilities by the institution)</b>	Maximum Up to 15% of the total cost (sum of 7 & 8)  For 12% Institutional Charge	16,254	20,727
		<b>Total</b>	<b>1,51,704</b>	<b>1,93,452</b>
		<b>COST PER TRAINEE</b>	<b>7,585</b>	<b>6,448</b>
10	<b>Service tax</b>	Applicable as per Government Rules amended from time to time	Extra	Extra

