

**GOVERNMENT OF ASSAM
PUBLIC HEALTH ENGINEERING DEPARTMENT
DISPUR, GUWAHATI-6**

NOTIFICATION

No. PHED No. PHED 62/2020/49

Dated Dispur the 18th March 2020

In pursuance of the decision held in the Apex Body Meeting of the State Water & Sanitation Mission held on 29th February 2020 in line with the operational guideline of Jal Jeevan Mission, the Governor of Assam is pleased to notify the District Mission Management Unit which will function under the overall guidance of District Water & Sanitation Mission (DWSM) which will be headed by the Deputy Commissioner of the concerned district.

DISTRICT MISSION MANAGEMENT UNIT (DMMU)

No.	Staff Position	No of Positions	Category Govt (Deputation) or Market/Contract
1	District Mission Director (DMD)	Based on Availability	In the rank of EE
2	District Manager (Technical/ Procurement/ WQMS/Contract Management)	Based on availability	In the rank of AEE
3	Manager (Technical/ Procurement/ WQMS/ Contract Management/IMIS)	Based on Availability	In the rank of AE/JE
4	District Financial Manager	One per Division	Accounts Officer/Deputy Accounts Officer of PHE
5	District Coordinator (Financial Management)	One per Division	Contractual
6	District Coordinator (IMIS)	One per Division	Contractual
7	District Coordinator (IEC and capacity Building)	One per Division	Contractual
8	District Coordinator (HRD)	One per Division	Contractual
9	District Coordinator (ISA Coordination)	One per Division	Contractual
10	District Coordinator (WQMS)	One per Division	Contractual
11	Sr. Technical Officer-1	One per 2 Jr. Technical Officer	Contractual (BE)
12	Jr. Technical Officer -2	One per 2 Gaon Panchayat	Contractual (Diploma)
13	Jal Mitra*	One per 7 GP	Contractual

**Support Staffs as per the requirement of the programme will be taken after taking approval from SWSM.*

DMMU will operate from the Office of the Executive Engineer of the concerned district/division

Roles & Responsibilities of District Mission Management Unit

The function of District Mission Management Unit will be as mandated by the District Water & Sanitation Mission (DWSM). Indicative function of the DMMU are as follows (but not limited to)-

- 1) Ensure preparation of VAP after taking stock of each village for FHTCs; each village for FHTCs;
- 2) Finalize a District Action Plan (DAP) to provide FHTC to every rural household by 2024;
- 3) Provide administrative approval of in-village water supply schemes/ projects at district level as per the powers devolved by SWSM;
- 4) Ensure availability of funds for source sustainability works and grey water management in villages through convergence and projects may be cleared only if these components are part of DPR;
- 5) Identify villages requiring ISA support, engage ISAs from empanelled list and monitor their performance; provide necessary directions given to PHED/ RWS Department for active participation in VAP and initiate techno-economic feasibility, preparation of DPRs in consultation with Gram Panchayat and/ or its sub-committee, i.e. GP/VWSC.;
- 6) Approve the Village Action Plans (VAPs) that would contain the estimate for in-village infrastructure viz. Retrofitting or new scheme and its implementation timeline;

- 7) Finalize unit type designs and approve cost estimates finalized by SWSM or PHED/ RWS Department, ISA, Gram Panchayat and/ or its sub-committee, i.e. GP/VWSC etc.
- 8) Ensure availability of agency from the empanelled list based on the annual projected requirement emerging from VAPs and award work;
- 9) Engage 3rd party agency for inspection of work before payment to the agency;
- 10) Help in formation of sub-committee of Gram Panchayats, i.e. GP/VWSCs etc. And handhold to ensure scheme implementation;
- 11) Coordinate with Gram Panchayat and/ or its subcommittee, i.e. GP/VWSC etc., collate information, prepare District Action Plan (DAP) and submit to SWSM;
- 12) Converge with PMKVK to create a pool of skilled human resource to be engaged by Gram Panchayat and/ or its sub-committee, i.e. GP/VWSC etc. For creating in-village infrastructure under JJM. The payment towards the same maybe met out of support funds;
- 13) Ensure regular updates of JJM physical and financial progress on IMIS and validate the same;
- 14) Monitor and evaluate physical and financial performance;
- 15) Facilitate deployment of NGO/ VO/ CBO partners as Implementation Support Agencies (ISAs);
- 16) Implement IEC/ BCC strategy and ensure effective utilization of the earmarked support fund for the same;
- 17) Identify individuals to be trained as master trainers at State level who will in-turn build capacities of Gram Panchayat and/ or its subcommittee, i.e. GP/VWSC etc.;
- 18) Upload FHTCs on IMIS after receipt of commissioning certificate from Gram Panchayat and/ or its sub-committee, i.e. VWSC, etc.;
- 19) Approve and share reports, success stories, best practices on JJM IMIS and within district;
- 20) Conduct all campaigns with respect to JJM initiated by both Central and State governments;
- 21) Recognize well-performing Gram Panchayat and/ or its sub-committee, i.e. VWSC , etc. and ISAs from time-time;
- 22) Analyze data on health indicators, water-borne diseases, etc. for corrective action;
- 23) Arrange exposure visits for Gram Panchayat and/ or its sub-committee, i.e. VWSC etc. functionaries, wherever required;
- 24) Ensure state-specific slogans are wall painted in prescribed format across villages as part of JJM introductory programme;
- 25) Step-in in times of calamities like drought/ flood
- 26) Grievance redressal;
- 27) Ensuring that all information is placed on IMIS



Addl. Chief Secretary to the Government of Assam
Public Health engineering Department
Dispur, Guwahati-06


Dated, Dispur the 18th March 2020

Memo No. PHED 62/2020/47-A

Copy forwarded for kind information and necessary action

1. The Secretary, Ministry of Jal Shakti, Department of Drinking Water & Sanitation, Govt of India, CGO complex, Lodhi Road, New Delhi-110003
2. The staff officer of the Chief Secretary to the Govt. of Assam, Dispur
3. The P.S. To the Hon'ble Minister, PHE, Assam for kind appraisal of the Honble Minister
4. The Addl. Chief Secretary to the Govt of Assam, PHE Department, Guwahati-6
5. Commissioner & Secretary, Finance Department, Assam, Dispur
6. Commissioner & Secretary, Transformation & Development Department, Assam
7. Commissioner & Secretary, Power Department, Assam
8. Commissioner & Secretary, Water Resource Department, Assam
9. Commissioner & Secretary, Information & Public relation Department, Assam
10. Commissioner & Secretary, Environment & Forest Department, Assam
11. Commissioner & Special Secretary, Public Works Department, Assam
12. Commissioner & Secretary, Health & Family Welfare Department, Assam
13. Commissioner & Secretary, Education (Elementary & Secondary) Department, Assam
14. Commissioner & Secretary, Panchayat & Rural Development Department, Assam
15. Director, State Project Management Unit, Neer Nirmal Pariyojana, Assam

16. The Deputy CommissionerDistrict
17. Mission Director, Jal Jeevan Mission, Assam
18. Mission Director, SBM-G, Assam
19. The Chief Engineer, PHE(Water), Assam, Guwahati-36
20. The Chief Engineer, PHE(Sanitation), Guwahati-36
21. The Addl Chief Engineer(PHE).....Zone
22. The Superintending Engineer (PHE).....Circle
23. SDO(Civil).....Sub Division
24. Chief Executive Officer, Zilla Parishad.....District.
25. The Executive Engineer,.....Division
26. Guard File


Addl. Chief Secretary to the Government of Assam
Public Health engineering Department
Dispur, Guwahati-06