

## General Instructions for filling up of Form

### *Grading Procedure*

The responses from Pani Panchayat will be collected by corresponding Competent Authority in the Part- A of the format. In the subsequent step the Competent authority will assess the performance of PPs based on the response given by the PP in the Part –B of the format and as per the instructions given below.

Mode of Grading : Annual (Both the preceding cropping seasons Kharif and Rabi will be assessed)

Date of Receipt of Grading Response:

1. Submission of Self Assessment(Part A) by PP to Competent Authority: 15<sup>th</sup>-30<sup>th</sup> April each year
2. Submission of filled up forms by Competent Authority to concerned Executive Engineers: 1<sup>st</sup> May- 15<sup>th</sup> May each year
3. Submission of filled up and countersigned forms from Executive Engineers to Director, PIM CAD : 15<sup>th</sup> May- 31<sup>st</sup> May each year

Instructions for filling up the PP Grading Formats

### Part-A

*This part of the format is the response of the PPs to be filled up by PPs.*

1. The competent authority of the corresponding PP will assist the President/ Secretary of the Pani Panchayat to provide response as required in the format.
2. Four category simple type information are sought.
  - a. Yes/No type: Put Yes or No as the case may be.
  - b. Frequency or Number Type: Put simple numerical number for taking of of the event occurring as 1, 2, 3.....( For Example; Frequency of subcommittee meeting during Kharif; if two meeting are held put 2 under kharif column)

- c. For EC meetings put date and number of members present
- d. Some information are in amount of rupees (Example Annual Budget; if annual budget is Rs. 60,000/- Put the amount in the respective column)
- e. Some information required to provide area coverage in hectare ( For example if activity 5 (b) crop diversification area planned for non paddy crop 120 ha and corresponding achievement is 104 ha then put 120 under area planned and 104 under area achieved. )
- f. Some information are of showing productivity/yield type put the yield Qtl/ha ( For example in agricultural activity the productivity in Khrif for paddy is 45 quintal from one hectare then write 45 in the column shown Qtl/ha per ha. ).

#### Part-B

*This part of the format is the assessment to be made by the competent authority based on the response of the PPs that has been collected in Part -A.*

1. The competent authority will give marks in the column indicated 'provide marks in box' carefully.
2. The basis of giving mark is given in last column. It is self explanatory.  
(for example if you are giving mark in activity 1 last item i.e E.C meeting having total 12 marks in this item and in the PP response sheet it was indicated out of 12 EC meetings only 4 meeting are held with attendance above 75% in 2 meetings and 50-75% in other two meeting then the mark awarded will be  $(4 \times 0.5 + 2 \times 0.5 + 2 \times 0.25) = 3.5$  out of 12).
3. Please recheck the numbers obtained by PP in each major activity which should not exceed the total marks given for that activity. ( for example the total mark obtained in the operation maintenance activity in Sl.2 should not exceed 12; if it is exceeding then there is some mistake and needs rectification).
4. After providing marks add at the end and provide a grade.
5. Further find out the major activities in which the PP is not doing well and look in to these areas for improvement.

# GRADING OF PANI PANCHAYATS

(For the year.....)

## GENERAL INFORMATION

(To be filled up by the office bearers of Pani Panchayat)

A	NAME OF THE PANI PANCHAYAT	
B	NAME OF THE PROJECT & DIVISION	
C	(I) NAME OF THE TAHASIL & DISTRICT	
	(II) NAME OF THE VILLAGE/VILLAGES	
D	DATE OF ELECTION	
	DATE OF HANDING OVER	
	DATE OF FIRST MEETING	
E	NO. OF CHAK COMMITTEES	
F	NO.OF OUTLETS	
G	NO.OF FARMERS	
H	AREA COVERED BY PANI PANCHAYAT(IN Ha)	
I	NAME OF THE PRESIDENT	
J	NAME OF THE SECRETARY	
K	NAME OF THE TREASURER	

**Part - A**

PAN1 PANCHAYAT SELF ASSESSMENT FORM FOR THE YEAR-  
(To be filled up by Office Bearers of Pani Panchayat)  
**Detail Actions**

Sl. No. Major Activities

**Pani Panchayat's Response**

1	Level of Participation	Total land holders in the PP as per list				
		Total land holders, who are members of PP and deposited participatory fee				
		% of Woman members of total PP Members				
		% of BPL members of total PP Members				
		Total members in the executive committee				
		<b>Formation of Sub-Committees</b>				
		a. Formation of Finance and Resource sub-committee	Yes	No		
		b. Formation of Works sub-committee	Yes	No		
		c. Formation of Water management sub-committee	Yes	No		
		Frequency of Sub-Committee Meetings	During Kharif	During Rabi		
		Finance and Resource sub-committee				
		Works sub-committee				
		Water management sub-committee				
		<b>Frequency of Meetings</b>				
			<b>Date</b>	<b>Number of Members Present</b>		
		General Body Meeting 1 (Before Kharif)				
		General Body Meeting 2 (Before Rabi)				
		E.C. Meeting 1				
		E.C. Meeting 2				
		E.C. Meeting 3				
E.C. Meeting 4						
E.C. Meeting 5						
E.C. Meeting 6						
E.C. Meeting 7						
E.C. Meeting 8						
E.C. Meeting 9						
E.C. Meeting 10						
E.C. Meeting 11						
E.C. Meeting 12						
2	Operations and Maintenance	Identification of Normal O & M works through PWT				
		(a) Before Kharif	Yes	No		
		(b) Before Rabi	Yes	No		
		Preparation of estimates by prioritizing works with the help of competent Authority				
		(a) Before Kharif	Yes	No		
		(b) Before Rabi	Yes	No		
		Execution of works as per the prioritization with - the available Grant-in-Aid	Yes	No		
		Submission of Utilisation certificate	Yes	No		
		3	Financial Management	Total Annual Budget of PP	Rs.	
				Grant In Aid Received	Rs.	
Grant In Aid Utilised	Rs.					
Own Fund Generated During the Year						
Cash	Rs.					
Kind	Rs.					
Labour	Rs.					
Total Own Fund	Rs.					
Annual audit	Yes			No		
Pre Kharif Social Audit	Yes			No		
Pre Rabi Social Audit	Yes	No				
A	Water Management	CAD Work Plan Prepared	Yes	No		
		CAD Work Completed as per plan	Yes	No		

	including CAD work	Preparation of operational Plan with rotational water supply	Planned (Area in Ha)	Achieved (Area in Ha)
		(a) Kharif		
		(b) Rabi		
		Equitable distribution of water	Planned (in Nos.)	Achieved (in Nos)
		(a) Kharif		
		No of Head Reach Portions of Outlets		
		No of middle Reach Portions of Outlets		
		No of tail Reach Portions of Outlets		
		(b) Rabi		
		No of Head Reach Portions of Outlets		
		No of middle Reach Portions of Outlets		
		No of tail Reach Portions of Outlets		
		Dispute / Conflict Resolution	No. of disputes	No. of disputes resolved
5	Agricultural activities	(a) Crop planning (It can be assessed with the coverage of area of the Pani Panchayat).	Area Planned (ha)	Area Achieved under crop (ha)
		(b) Crop Diversification (Cash crop/Low duty crop)	Area Planned (ha)	Area Achieved under crop (ha)
		(c) Increase in productivity can be ascertained through increase in yield of main crop in comparison with the preceding year (on the basis of joint crop cutting report provided by DAO/DDA)	Previous year productivity (Qtl./Ha)	Current Year productivity (Qtl./Ha)
		i) Kharif		
		ii) Rabi		
		Average		
		(d) Agricultural Related Services (Collective Action) :		
		(i) Sale of HYV seeds	Yes	No
		(ii) Sale of Fertiliser / Pesticide	Yes	No
		(iii) Output Marketing	Yes	No
6	Office management	Keeping/maintaining the following records	Yes	No
		i) Opening of Pass Book	Yes	No
		ii) Register of land holders & map	Yes	No
		iii) Minutes Book	Yes	No
		iv) Cash Book	Yes	No
		v) Bill Register	Yes	No
		vi) Receipt Books	Yes	No
		vii) Asset Register	Yes	No
		viii) Register of Demand & Water Rate	Yes	No
		ix) Register of Repair & maintenance of canal	Yes	No
		x) Register of MB	Yes	No
		xi) Register of LB	Yes	No
		xii) Work Order	Yes	No
		xiii) Inventory Register	Yes	No
		xiv) Budget	Yes	No
		xv) Register of Administrative Approval	Yes	No
7	Water rate collection	Collection of water rate against demand for total Pani Panchayat area	Total assessed	Total collected (in Rs.)
			Rs.	

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Signature of President of  
Pani Panchayat.

.....  
Signature of Secretary of Pani Panchayat

**Part-B**

**COMPETENT AUTHORITY ASSESSMENT FORM FOR GRADING OF PANI PANCHAYAT**

(To be filled up by the Competent Authority)

Sl. No.	Major Activities	Detail Actions (Indicators)	Competent Authority's Assessment			
			Full Marks	Provide Marks In Box	Basis of Marking	
1	Level of Participation (Weightage: 25%)	(i) Total percentage of land holders in PP who have deposited Participatory	3		Above 75% - 3, 50-75% - 2, Below 50% - 1	
		(ii) Formation of sub-committees				
		a. Formation of Finance and Resource sub-committee	1		Yes - 1, No - 0	
		b. Formation of Works sub-committee	1		Yes - 1, No - 0	
		c. Formation of Water management sub-committee	1		Yes - 1, No - 0	
		(iii) Frequency of Sub-Committee Meetings				
		a. Finance and Resource sub-committee	1		Minimum one meeting during Kharif - 1, Minimum one meeting during Rabi - 1. No meetings - 0	
		b. Works sub-committee	1		Minimum one meeting during Kharif - 1, Minimum one meeting during Rabi - 1. No meetings - 0	
		c. Water management sub-committee	1		Minimum one meeting during Kharif - 1, Minimum one meeting during Rabi - 1. No meetings - 0	
		(iv) Frequency of Meetings	Date	Number of Member Present		
		General Body Meeting 1			2	Each G.B. - 1; Attendance above 75% - 1, 50-75% - 0.5
		General Body Meeting 2			2	Each G.B. - 1; Attendance above 75% - 1, 50-75% - 0.5
		EC Meeting (12 nos x leach)			12	Each E.C. Meeting - 0.5, Attendance above 75% - 0.5, No EC Meeting - 0, Attendance 50-75% - 0.25
		2	Operation & Maintenance (Weightage: 12%)	(i) Identification of Normal O & M works by PWT		
(a) Before Kharif	Yes			No	2	Yes-2, No-0
(b) Before Rabi	Yes			No	2	Yes-2, No-0
(ii) Preparation of estimates by prioritizing works with the help of Competent Authority						
(a) Before Kharif	Yes			No	2	Yes-2, No-0
(b) Before Rabi	Yes			No	2	Yes-2, No-0
(iii) Execution of works as per the prioritization with the available Grant-in-Aid	Yes			No	2	Yes - 2, No-0
(iv) Submission of Utilisation certificate	Yes			No	2	Yes - 2, No-0
3	Financial management (Weightage 12%)	Total Annual Budget of PP	Rs.			

Sl. No.	Major Activities	Detail Actions (Indicators)			Competent Authority's Assessment		
					Full Marks	Provide Marks in Box	Basis of Marking
		Grant In Aid Received	Rs				
		(ii) Percentage of Grant-in-aid utilised	Rs		3		> 75% - 3, 50-75% - 2, <50% - 1, Nil - 0
		(i0) Own Fund Generated During the Year			3		Above 20% of the total budget- 3, 10-20% - 2, Less than 10% - 1, No fund generated - 0
		Cash	Rs				
		Kind	Rs				
		Labour	Rs				
		Total Own Fund	Rs				
		(iii) Annual audit	Yes	No	2		Yes - 2, No-0
		(v) Pre Kharif Social Audit	Yes	No	2		Yes - 2, No-0
		(v) Pre Rabi Social Audit	Yes	No	2		Yes - 2, No-0
4	Water Management including CAD work (Weightage : 25%)	(i) Preparation of operational Plan with rotational water supply					
		(a) Kharif	Yes	No	1		Yes - 1, No-0
		(b) Rabi	Yes	No	1		Yes - 1, No-0
		(ii) Equitable distribution of water	Planned No	Achieved No			
		(a) Kharif			7		
		No of Head Reach Portions of Outlets					100% - 1, 75% to 100% - 0.5, <75%-0
		No of middle Reach Portions of Outlets					100% - 2, 75% to 100% - 1.5, 50% to 75% - 1
		No of tail Reach Portions of Outlets					100% - 4, 75% to 100% - 3, 50% to 75% - 2
		(b) Rabi			9		
		No of Head Reach Portions of Outlets					100% - 1, 75% to 100% - 0.5, <75%-0
		No of middle Reach Portions of Outlets					100% - 2, 75% to 100% - 1, 50% to 75% - 0.5, <50% - 0
		No of tail Reach Portions of Outlets					100% - 6, 75% to 100% - 4, 50% to 75% - 3
		(iii) Reduction on wastage of water in head reach (It can be measured with the discharge drawn on the reach as per the design/ size of the outlet/No. of outlet).	No of over size outlets in comparison to design Size	No of Extra outlets in comparison to design number	3		As per design - 3, 10% excess - 2, 15% excess - 1
		iv) Water Related Disputes/Conflict Resolution	No. of dispute arose	No of dispute resolved	4		No. of disputes-4, >75% disputes resolved-3, 50 to 75% disputes resolved-2, <50% disputes resolved-1
5	Agricultural activities (Weightage:13%)	(i) Crop planning (It can be assessed with the coverage of area of the Pani Panchayat)	Area Planned, ha	Area Achied under crop, ha	3		i) 100% coverage of planned area under crop - 3, >80% - 2, <80% - 1, Nil - 0
		(ii) Crop Diversification (Cash crop/Low duty crop)	Area Planned, ha	Area Under Diversified crop	5		Up to 60% of cropped area under diversified cash crop/ low duty crop - 5, 40-60%-4, 20-40% - 2, < 20% - 1 Nil - 0
		(iii) Increase in productivity can be ascertained through increase in yield of any crop in comparison with the preceding year (on the basis of joint crop cutting report provided by DAO/DDA)	Previous year productivity (Qtl./Ha)	Current Year productivity (Qtl./Ha)	5		>10% increase - 5, 5-10% increase - 4, < up to 5% increase - 2, Nil - 0
		i) Kharif					
		ii) Rabi					
		Average					

Sl. No.	Major Activities	Detail Actions (Indicators)		Competent Authority's Assessment			
				Full Marks	Provide Marks In Box	Basis of Marking	
6	Office management (Weightage:08%)	Keeping/maintaining the following records	Yes	No	8		Updated Cash book -1 & each other register- 0.5 Marks
		(i) Opening of Pass Book	Yes	No			
		(ii) Register of land holders & map	Yes	No			
		(iii) Minutes Book	Yes	No			
		(iv) Cash Book	Yes	No			
		(v) Bill Register	Yes	No			
		(vi) Receipt Books	Yes	No			
		(vii) Asset Register	Yes	No			
		(viii) Register of Demand & Water Rate	Yes	No			
		(ix) Register of Repair & maintenance of canal	Yes	No			
		(x) Register of MB	Yes	No			
		(xi) Register of LB	Yes	No			
		(xii) Work Order	Yes	No			
		(xiii) Inventory Register	Yes	No			
		(xiv) Budget	Yes	No			
(xv) Register of Administrative Approval	Yes	No					
7	Water rate collection (Weightage:05%)	Collection of water rate / tax against demand for total Pani Panchayat area	Total assessed	Total achieved	5		90-100% = 5, 80-90%=4, 60-00% = 3, <60% a 1
			Rs.				
					Total Marks	100	

Signature & Seal of Competent Authority (A.E)

Date

Place

Signature of Countersigning Authority (E.E)

Date

Place

Sl. No.	Scoring of Pani Panchayat In %	Grade
1	> 80	A
2	60 to 79	B
3	50 to 59	C

### Abstract

Sl. No.	Item	Weightage
1	Level of Participation	25%
2	Operation & Maintenance	12%
3	Financial Management	12%
4	Water Management including CAD Work	25%
5	Agricultural activities	13%
6	Office management	8%
7	Water rate collection	5%