sar dar sar ove r narmada nigam limi.

(સર દાહર સરોવર નરમદા નિદામ લિમિટેડ)

અવિભાજિત પાણી શ્રમ અને સ્વા长江, સરોવર અને પાણી કાયમલ, જોખમ સ્તર- ૩, હાની (સર દાહર સરોવર)

શના.ન: સાસનિખી/પી.આઈ.એમ. (સેવ) / ૧૪પ (૨૦૧૫) / ૧૦૦ / ૨૦૧૫ તારીખ: ૧૫/૮/૨૦૧૫

સુધારણ

વિજય:- સર દાહર સરોવર યોજના વિષય વિસ્તારમાં Gujarat Water Users’ Participatory Irrigation Management Rules, 2012 ની આમદનિક કરવા ભારત.......

સંહાર:- સાસનિખી/પી.આઈ.એમ. (સેવ) / ૧૪પ (૨૦૧૫) / ૧૧٤/૨૦૧૫ તારીખ: ૧૯/૮/૨૦૧૫

સર દાહર સરોવર યોજનાના વિષય વિસ્તારમાં Gujarat Water Users’ Participatory Irrigation Management Act, 2007 નું નોટિફિકેશન ભારત પાણી પાણા બાનતુ. ૧૮/૮/૨૦૧૨ ના ભારત Gujarat Water Users’ Participatory Irrigation Management Rules, 2012 નું નોટિફિકેશન પ્રશિક્ષણ કરવામાં આવા છે કેટેનું તા. ૧૬/૮/૨૦૧૫ પ્રશિક્ષણ વધુ માટે નોટિફિકેશન ભારત પાણી પાણા બાનતુ. આચ અને સા૦નિખી નિયમોનું પાલન સર દાહર સરોવર યોજના વિષય વિસ્તારમાં સાર્વજનિક સૌથી વધુઅગ્રભાવ માટે પાલ કરવામાં આવે છે.

શાખામાં શ્રીમતી કલોરી દ્વારા નિયમનના પાણા અંગી/શ્રી અંગી/૨/૨૦૦૦/૯/શ્રી તા. ૨૫/૨/૨૦૦૨ રૂપાંતર મંજૂરીની શ્રીમતી દ્વારા કરીને, ફરી પ્રકાર શ્રીમતી દ્વારા છતા પાણીના ભારત પાણા બાનતુ. Gujarat Water Users’ Participatory Irrigation Management Rules, 2012 ના નોટિફિકેશન શ્રીમતી કલોરી દ્વારા હશે અમલ કરવા માટે નિયમનના સર્વાંત્રાંત ની કાડ ઉપર સાર્થી મંજૂરીની મેનેજમન્ટ માટે આવા છે.

આમ કારણ નિયમો અમલ કરવા જાણો કે આ વિષય વિસ્તાર કરે છે.

વિજય:- Gujarat Water Users' Participatory Irrigation Management Rule, 2012 નું તા. ૨૮/૮/૨૦૧૨ ના ભારતીય ગોવર્ડમ્ન્ટ ગેજેટ વોલ. LIII)

શના.ન: સાસનિખી/પી.આઈ.એમ. (સેવ) / ૧૪પ (૨૦૧૫) / ૧૦૦ / ૨૦૧૫ તારીખ: ૧૫/૮/૨૦૧૫

જનરલ મેનેજર (પી.આઈ.એમ.)

સાસનિખી, ગંધીનગર

Page 1 of 2
1. M. A. A. Ahmed (नन्दन साहब) अध्यक्ष, राजस्थान साधन विभाग, संसाधन विभाग, आधीन नगर
2. सुभाष जनरल मंत्रीश्री (र. अने व.) ने अन्तर सविवशेष, संसाधन विभाग, आधीन नगर
3. संवाचल (त. आ. अर्थव्यवस्था / सीविल / नेडियो) ना अंगत महदीमीली, संसाधन विभाग, आधीन नगर
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नक्श साधर द्वारा: जला तथा अमाल व्यवस्था साधु
1. मुख्य ईजनरेशी (वडोदरा अने रुम), वडोदरा / मुख्य ईजनरेशी (अमदावार), आधीन नगर / मुख्य ईजनरेशी (शह. क.) रांचकट / मुख्य ईजनरेशी (महुलाला), महुलाला / मुख्य ईजनरेशी (पाटक), पाटक / मुख्य ईजनरेशी (श. क.), आधीन नगर

अ. आपश्रेष्ठ १—मेहील अंडरिस पर Gujarat Water Users' Participatory Irrigation Management Rule, 2012 ने ता. २८/२०१२ नु आधीन नोटिसेकेन भौजी आधीन नगरांने आवेदन केले.

ब. आपश्रेष्ठ क्षत्रांनी विंडरा एवढोसिरी तसा श्रीलक्ष्मी (साहित्य संपर्क) आधीन नगर वागांनी आवेदन दिले.

स. आपश्रेष्ठ क्षत्रांनी कमांड विस्तारांना आधीन नगरांनी आवेदन दिले.

2. सवी श्रीलक्ष्मी कोलक्टिवरीये (मर्वा/कोटा उडेमपुर / बुधु / वडोदरा / पंवरमाळ / आंडा / भेदा / अमदावार / आधीन नगर / महुलाला / पाटक / भारतांकळा / क्षेत्र / सुरे-टूनगर / वोट्डाक / सोवी / भारतांकळा)

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4. सवी श्रीलक्ष्मी विकास अभिकारीश्रीये (मर्वा/कोटा उडेमपुर / बुधु / वडोदरा / पंवरमाळ / आंडा / भेदा / अमदावार / आधीन नगर / महुलाला / पाटक / भारतांकळा / क्षेत्र / सुरे-टूनगर / वोट्डाक / सोवी / भारतांकळा)

5. सवी श्रीलक्ष्मी रंजनातुराशी (साहित्य संपर्क) (मर्वा/कोटा उडेमपुर / बुधु / वडोदरा / पंवरमाळ / आंडा / भेदा / अमदावार / आधीन नगर / महुलाला / पाटक / भारतांकळा / क्षेत्र / सुरे-टूनगर / वोट्डाक / सोवी / भारतांकळा)

6. संसाधन विभाग ना सवी नोकर अभिकारीश्रीये (साहित्य संपर्क) —/ आपश्रेष्ठ १—मेहील अंडरिस पर Gujarat Water Users' Participatory Irrigation Management Rule, 2012 ने ता. २८/२०१२ नु आधीन नोटिसेकेन भौजी आधीन नगरांने आवेदन केले.

7. सवी जनरल मंत्रीश्री, संसाधन विभाग, आधीन नगर

8. सवी नामयज जनरल मंत्रीश्री, संसाधन विभाग, आधीन नगर

नक्श साधर: सवी ७८ नाम सरकारी लेखिकांच्या संस्थांतून तयार जला तथा अमाल व्यवस्था साधु
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PART IV-B


NARMADA, WATER RESOURCES, WATER SUPPLY AND KALPSAR DEPARTMENT

Notification


No. GS-2012-19-PIM-2008-(2).MICell.—WHEREAS certain draft rules were published as required by sub-section (3) of section 58 of the Gujarat Water User's Participatory Irrigation Management Act, 2007 (Guj.18 of 2007) at pages 188-1 to 188-82 of the Gujarat Government Gazette, Extra Ordinary, Part IV-B, dated the 30th May, 2012, under the Government Notification, Narmada Water Resources, Water Supply and Kalpasar Department No. : GS-2012-12-PIM-2008-MICell, dated the 30th May, 2012, inviting objections or suggestions from all persons likely to be affected thereby, for a period of thirty days from the date of publication of the said notification in the Official Gazette.

AND WHEREAS, no objections or suggestions are received on the said draft rules by the Government.

NOW, THEREFORE, in exercise of the powers conferred by section 58 of the Gujarat Water Users' Participatory Irrigation Management Act, 2007 (Guj. 18 of 2007), the Government of Gujarat hereby makes the following rules, namely :-
CHAPTER I.
PRELIMINARY

1. (1) These Rules may be called the Gujarat Water Users’ Participatory Irrigation Management Rules, 2012.

(2) They shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of these Rules.

2. In these Rules, unless the context otherwise requires,—

(1) “Act” means the Gujarat Water Users’ Participatory Irrigation Management Act, 2007 (Guj. 18 of 2007);

(2) “Annexure” means the Annexures appended to these rules;

(3) “Election Officer” means an officer appointed by the Appropriate Authority for the conduct of election of the Members of Managing Committee of the Water Users’ Association under section 29 of the Act;

(4) “Form” means the forms appended to these rules;

3. (1) For the purposes of these Rules, the Officer not below the rank of Deputy Executive Engineer in-charge of the minor canals of the irrigation project shall adopt the procedure as specified in ENCLOSURE-I and determine the irrigable command area of all outlets of a minor canal and declare the same, by notification in the Official Gazette, as a minor canal service area.

(2) Where the Officer not below the rank of Executive Engineer in-charge of the project as is of the opinion that it is necessary so to do in the interest of efficient and equitable management of irrigation in the service area, he may, subject to such conditions as may be specified in this behalf, by the State Government.

(a) increase the limits of the service area,

(b) decrease the limits of the service area, or

(c) alter the boundaries of the service area.

(3) Notification under section 3, making amalgamation, division or alteration of the boundaries of the Minor Canal Service Area at all levels shall be issued by the Executive Engineer in-charge of Minor Canal of the Project unless, a fifteen days public notice calling objections and suggestions regarding such amalgamation, division or alteration from the concern Water Users’ Association and holders or occupiers of the lands likely to be affected thereby, is displayed on the notice board of the office of the concerned Canal Officer and also at the prominent public places in the area of operation of the concerned Water Users’ Association; and the objections and suggestions so received are duly considered by Executive Engineer.

CHAPTER II.
ESTABLISHMENT OF WATER USERS’ ASSOCIATION

4. In this Chapter, unless the context otherwise requires, a “member” means a member of the Association.

5. (1) For the purpose of registration of Water User’s association for carrying out various activities of participatory irrigation management laid down under these rules, the officer not below the rank of Superintending Engineer shall be the Competent Authority.

(2) There shall be formed by the Officer not below the rank of Superintending Engineer, a Water Users’ Association for each Minor canal service area.

(3) After the declaration of area of operation of the Water Users’ Association at Minor Level under rule 3, the holders and occupiers of the land so declared shall form a Water Users’ Association. As soon as the association is formed, the officer not below the rank of Executive Engineer in charge of the project shall on verification and identification of the membership of the Water Users’ Association call a first General Meeting of all the members Executive Engineer in charge of the project shall on verification and identification of the
membership of the water user's Association call a first General meeting of all the members so identified by giving proper prior publicity by way of displaying the notice of the said meeting at prominent public places in the area of operation of the Water Users' Association.

(4) The notice of the meeting under sub-rule (3) shall be displayed at least seven days prior to the actual date of the meeting.

(5) The meeting of the holders / occupiers of land in the service area as specified in section 5 of the Act, shall be presided over by the officer not below the rank of Deputy Executive Engineer. He shall inform all the members present in the meeting about the registration of the Water Users' Association, election of President and formation of Working Committee consisting of three members, one each from Head, Middle and Tail reaches. The members present in the meeting shall decide the suitable name of Water Users Association and elect President and Working Committee by passing a resolution with majority. Executive Engineer in charge of the project shall send the proposal to concerned Superintending Engineer in charge of the project for registration of Water Users' Association.

(6) The Association for participatory irrigation management, if any, registered prior to the commencement of the Act or registered under any act or by any official of the Government, shall be deemed to be registered under the Act. Executive Engineer in charge of the project shall send the proposal to concerned Superintending Engineer in charge of the project for fresh registration certificate to that effect for such Water Users' Association.

(7) The Superintending Engineer in charge of the project shall enter the said name of the Water Users' Association as mentioned in sub-rule (5) and (6) in the register in Form-II of Annexure-1 to be maintained at the circle office and shall issue the registration certificate to Water Users' Association in Form I of Annexure-1.

(8) The Officer authorized by Executive Engineer in-charge of the project shall display at the prominent places in the Minor Canal service Area of the Water Users' Association, the name of the Association, its registration number, the date of registration and the Minor Canal service Area of the Water Users' Association.

(9) The officer designated in this behalf at the division or sub-division level shall maintain a year-wise permanent register of Water Users' Association in Form-II of Annexure-1.

(10) If, in any area of operation of a Water Users' Association at Minor Level no such Water Users' Association is constituted, the officer not below the rank of Superintending Engineer in-charge of the project shall entrust the functions of such Water Users' Association to any Government agency or Non-Government Organisation or Cooperative society or any other Water Users' Association by order, till such Association is constituted and start functioning. The officer not below the rank of Superintending Engineer in-charge of the project shall entrust such functions for a period not exceeding one year. However, the officer not below the rank of Superintending Engineer may extend the period for one year on reviewing the situation and performance of the agency involved during last one year.

Provided that, before issuing any such order of entrusting such functions the Superintending Engineer shall ascertain the willingness of such agency or Non-Government Organisation or Co-operative Society or, as the case may be, an Association.

(11) As specified in sub-rule (10) above, for the purpose of formation or establishment of Water User's Association and carrying out various activities of participatory irrigation management laid down under these rules, the officer not below the rank of Superintending Engineer may invite and engage the competent and reputed Non-Government Organization (NGO) or a successful Water Users' Association which works actively in different irrigation sectors and is capable of promoting Water Users' Associations and supporting them in participatory irrigation management through motivation. Government shall give financial assistance to them as per the norms laid down from time to time as facilitator or community organizer. After completion of period specified in sub-rule (10) above, if the Water Users' Association desires the services of Non-Government Organization or successful Water Users' Association as facilitator or community organizer may be continued at the cost of Water User's Association.
(12) As specified in sub-rule (10) above, for the purpose of formation or establishment of Water User's association and carrying out various activities of participatory irrigation management laid down under these rules, in case of non-availability facilitator or community organizer as specified in sub-rule (11) above, the officer not below the rank of Superintending Engineer may assign the competent Assistant Engineer or Additional Assistant Engineer who is devotee and capable of promoting Water User's Associations and supporting them in participatory irrigation management through motivation. Government may give incentive to that Assistant Engineer or Additional assistant Engineer for such activity assigned to him as per the norms laid down from time to time for payment to facilitator or community organizer.

(13) With the primary object of formation of the Water Users' Association, the following procedure shall be adopted for the participation of the Water Users' Association at Minor Level in the execution of the work of distribution system:

(a) The command plan of proposed distribution system showing alignment of minors, water course/ sub-minors, field channels, location and level of all structures on the channels, command area boundaries of all channels, village boundaries, natural drains, gaothans, along with prescribed water use entitlement, shall be displayed in the office of the concerned sub divisional canal officer at least for the period of fifteen days for study by the farmers and offering their comments or suggestions.

(b) The sub divisional canal officer shall call the meeting of all probable beneficiaries and explain the proposal to them.

(c) Any suggestions or comments on the proposed distribution system shall be submitted by the probable beneficiaries to the concerned sub divisional canal officer within a period of thirty days.

(d) All the suggestions or comments received shall be discussed in the meeting of farmers called for this purpose and appropriate decisions shall be taken in this meeting and kept on record. In case of disagreement, the decision given by the concerned Executive Engineer, shall be final.

(e) Plans and estimates may be revised, if necessary, based on the decisions taken in the said meeting.

(f) After finalizing the proposal, the Sub Division Canal Officer shall initiate and complete the process of entrusting the works to Water Users' Association.

(g) The execution of the work may start by following the usual procedure adopted in the Department.

(h) The Chairperson of Managing Committee and Chair person of sub-committees of Water Users' Association at Minor Level shall inspect the ongoing works and look after the quality of the works.

(i) The completed system, after testing at Full Supply Level / designed capacity, shall be handed over to the concerned Water Users' Association.

Note :- For the purpose of this rule and so far as the Sardar Sarovar Project is concerned the word "Superintending Engineer" shall mean "Executive Engineer" and the word "Executive Engineer shall mean "Deputy Executive Engineer".

6. (1) The President and the Working Committee, elected in the first meeting of the Water Users' Association shall complete the procedure of registration of Water Users' Association as specified in sub-rule (5) of rule-5 or incorporation of Water Users' Association as specified in sub-rule (6) of Rule-5 and shall enter into an agreement or Memorandum of Understanding prescribed by the Government with the Executive Engineer in charge of the project for entrusting minor canal for participatory irrigation management before or after rehabilitation of minor canal and shall also call the successive meeting of the Association for the election of members of the Managing Committee of Water Users' Association as specified in rule 15 within the period not exceeding ninety days from the date of registration of Water Users' Association.
(2) The President and the members of the Working Committee shall require to contest the election to become the members of the Managing Committee of Water Users' Association.

(3) On the constitution of the Managing Committee and its Chair Person, all the powers and functions vested in the President and the Working Committee under these Rules shall be deemed to be transferred to the constituted Managing Committee and the Chair Person immediately on the day of the result of the election of Chair Person.

CHAPTER III.
PARTICIPATORY IRRIGATION MANAGEMENT AND OTHER FUNCTIONS OF ASSOCIATION.

7. (1) Looking to the applicable water entitlement as approved by the officer not below the rank of the Executive Engineer in-charge of the project, the available storage of irrigation water shall be supplied from time to time as per the consent of the Association.

(2) It shall be the responsibility of the Association of the minor canal to monitor and ensure that every member of the Association receives the quantum of water as per applicable water entitlement.

8. (1) A year-wise permanent register of Agreements between the Association and Executive Engineer shall be maintained in Form-A, in the Division level office by the officer designated in this behalf.

(2) Where an Association express its willingness to participate in irrigation management under section 12 of the Act, it shall be required for the Association to enter into an Agreement with the State Government as specified in Annexure 2.

(3) The form of Agreement to be entered into between the State Government and the Association for executing new works, remodeling and rehabilitation works shall be specified in Annexure 3.


The procedure for accurate flow measurement, its proper record, periodic evaluation of measuring devices and ascertaining the volume of water for a period in which measuring device is out of order shall be as specified in Enclosure-3.

(i) The Water User's Association shall take all possible measures to keep ground water table in its area of operation below three meters from ground level, to avoid the incidents of salinity and water logging. The Water User’s Association shall duly promote the use of ground water to meet these objectives.

(ii) In order to ensure equity of water supply within a project and to protect environment the officer not below the rank of Executive Engineer in-charge of the project shall, whenever and wherever found necessary, impose any of the following restrictions on the use of ground water:-

(a) Horizontal or lateral bores shall not be taken.

(b) The depth of the bore holes or dug wells shall be as specified by the Project Authority.

(c) The Water Users’ Association shall utilize ground water in its area of operation only. However, officer not below the rank of Executive Engineer in-charge of Project may permit the use of ground water beyond the area of operation of Water Users’ Association only for valid purposes.

(d) To carry out normal maintenance and repairs of the entrusted minor canal in accordance with the terms and conditions of the agreement entered into under rule-13.

(e) For the purpose of payment of water rates under clause (f), to determine the water rates or, as the case may the occasional water rates be which
shall not be less than prevailing Government water rates, the occasional water rates payable by the land holders and collect the water rates or, as the case may be, the occasional water charges, so determined from the land holders.

(f) (i) To furnish requisite information in time and in the format specified in Annexure-7 or in the format asked for by the Deputy Executive Engineer in-charge of the project for compilation of Annual Irrigation Status Report.

(ii) To furnish the requisite information for the monitoring/evaluating the performance of Water Users' Associations using following parameters:

A. Functional Parameters:
1. Whether there is elected Managing Committee for the Water Users' Association.
2. Whether two General Body meetings have been conducted preferably before the commencement of the irrigation season in any Irrigation year.
3. Whether the management of distribution of water have been done by the Water Users' Association.

B. Financial Parameters:
1. Whether the Water User's Association has opened its account in the Bank as provided in section-23 of the Act.
2. Whether the Water User's Association has maintained its various accounts in Forms-D and E, respectively, and ledgers in Form-F properly.
3. Whether the Water User's Association has started collection of water charges as per the Water Bill specified in Form-G from its members so also issued Receipt therefore in Form-H and promptly remitted it in its Bank account.
4. Whether the Water Users' Association has issued proper Receipts in Form-I, maintained a Cash Book in Form-J and also maintained a Payment Register in respect of the payments made in Form-K and Dead-Stock Register in Form-L.
5. Whether the Water User's Association has started remitting the water charges against the bills received from the Deputy Executive Engineer in-charge of the project.

C. Administrative parameters:
1. Whether the Water User's Association has appointed its Secretary.
2. Whether the record of its members within the area of operation i.e., Registration Book for members in Form-M and a Pass Book in Form-N has been correctly maintained and updated.
3. Whether various books of key records listed below as prescribed by the Department and its undertakings are maintained,
   i. A register of members of the Water Users' Association, containing the names of the members, details of their holding of lands in the area of operation of the Water Users' Association and their water entitlements in the normal year.
   ii. A copy of the Act, and the rules made there under duly modified up-to-date.
   iii. A map of the area of operation of the Water Users' Association along with a map of the structure and canal systems.
   iv. A statement of assets and liabilities.
   v. A register of the proceedings of the General Body meetings.
   vi. A register of the proceedings of the Managing Committee meetings.
   vii. A register of the proceedings of the elections and recall of the members of the Managing Committee.
viii. Books of account showing receipt and payments along with money receipt book, cheque register, voucher files and the like.

ix. Books of account of all purchases and sales of goods by the Water Users' Association.

x. Register of measurement books, level field books, work orders and the like.

xi. Copies of the audit reports and inquiry reports.

xii. Water Accounts.

xiii. A map showing boundaries of the land acquired by the Department for the purpose of construction of water conveyance system (Canal and Structures) and other allied activities.

xiv. Register of wells, tube-wells situated within the area of jurisdiction of Water Users' Association.


xvi. Water charges recovery register.

xvii. Register of work executed by the Water Users' Association.

xviii. Register of area irrigated.


xx. Complaint Register.

(a) to carry out other duties and functions imposed upon the Association by or under this Act and to act according to the terms and conditions of the agreement entered into under Rule 13;

(b) to refrain from doing anything which is contrary to the Act or the rules made there under and the terms and conditions of the agreement entered into under Rule 13.

10. Where the Association makes persistent default in carrying out the directions issued to it under sub-section (2) of section 20 of the Act, the Competent Authority, after ascertaining the procedure laid down in rule 19 is completed by the Executive Engineer in-charge of the project, may, notwithstanding anything contained in the agreement, in consultation with the Government, terminate the agreement or memorandum of understanding or may take steps against such Association, such as stoppage of supply of water for one season.

In addition to above functions, powers and duties, the Competent Authority shall have the following other functions:

(a) to determine and notify by the Executive Engineer in-charge of the project the Applicable Water Entitlement for Water Users' Association by following the guidelines specified in Annexure-6 and Enclosure-4;

(b) based on Applicable Water Entitlement determined by the Executive Engineer in-charge of the project in normal or deficit or surplus year, it shall be the responsibility of the Deputy Executive Engineer in-charge of the project to notify the Applicable Water Entitlement and to ensure the supply of water as per the Applicable Water Entitlement on bulk basis measured volumetrically to the Water Users' Association at agreed intervals every year;

(c) to carry out the procedure by the Deputy Executive Engineer in-charge of the project for recall of a member of a Managing Committee of a Water Users' Association under rule-18;

(d) to enter into an agreement by the Executive Engineer in-charge of the project with the Water Users' Association.
(e) to perform the functions of the Managing Committee by the Deputy Executive Engineer in-charge of the project during pendency of the reconstitution of the Managing Committee under rule 19;

(f) to monitor and ensure whether the Deputy Executive Engineer in-charge of the project is providing assistance and technical guidance to the Water Users' Association;

(g) to resolve dispute or differences arising between the members of the Managing Committee of a Project;

(h) to guide for preparation of water budgeting of the Water Users' Association;

(i) intensive efforts to be made for capacity building of the stake holders viz. beneficiary farmers, members of WUAs and other persons nominated by WUA, staff of WUA, project officers and lower level functionaries(staff) through effective training and field exposure visit for efficient promotion of Participatory Irrigation Management (PIM);

(j) to follow the guidelines issued by the Department to accomplish the objectives of the Water Users' Association, from time to time.

Note:

1. For the purpose of sub section (1) of section 20 of the Act the Competent Authority shall be Assistant Engineer / Additional Assistant Engineer.

2. For the purpose of sub section (2) of section 20 of the Act the Competent Authority shall be Deputy Executive Engineer.

3. For the purpose of sub section (3) of section 20 of the Act the Competent Authority shall be Deputy Executive Engineer.

11. In addition to the functions of Association as prescribed under section 22 of the Act, the Association shall perform the following functions also, namely:

(1) The bill and receipts of water charges for water supplied to the Water Users' Association shall be in the format specified in Forms-B and C, respectively.

(2) If there are any encroachments in the area of operation of Water Users' Association, the concerned Water Users' Association shall require:

(a) to take decision about the encroachment after discussing the matter in the meeting of the Managing Committee;

(b) to make efforts for removal of the encroachment as per the decision of the Managing Committee;

(c) in case of a failure to remove the encroachment, the Managing Committee shall inform the concerned Deputy Executive Engineer in-charge of minor canals in writing about the decision and efforts made by the Committee for removal of encroachment;

(d) to help the concerned Deputy Executive Engineer in carrying out the survey and preparing official report about the encroachment;

(e) assist the concerned Deputy Executive Engineer in removing the encroachment as per the directions issued by the Government from time to time.

(3) The Water Users' Association for giving its water quota, by consent of Majority of members may enter into an annual tri-partite agreement between the Water Users' Association, Executive Engineer in-charge of the project and private bodies or company. All the parties to the agreement may enter into a new agreement at the end of every year with their mutual consent. As far as possible while entering into such agreement, the following factors shall be considered:

(i) consent of majority of the members of the Water Users' Association in the form of a resolution of its General Body shall be necessary for
entering into the tri-partite agreement, and for its renewal or modifications, if any;

(ii) the draft of tri-partite agreement shall be prepared by the Deputy Executive Engineer in-charge of the project and shall be consented to and finalised by all the parties to the tri-partite agreement. The original draft or the modified or renewed draft of the tri-partite agreement shall be prepared by the parties concerned and approved by the Superintending Engineer in charge of the project giving due thought to the Water Users’ Association, water use entitlement, soil-crop-climate in the area of operation of the Water Users’ Association and other relevant socio-economic aspects of irrigated agriculture;

(iii) the Deputy Executive Engineer in-charge of the project shall be responsible to check whether the agreement is as per the provisions of the Act and the rules made there under and also to safeguard and protect the Canal System and Government property;

(iv) the terms and conditions regarding services to be provided by the private body or the company to the Water Users’ Association shall be the sole responsibility of such private body or the company and the Water Users’ Association. The Executive Engineer in-charge of the project and the Department shall not in any way responsible for such services or for any compensation or any such matter related to the tri-partite agreement;

(v) the tri-partite agreement shall be valid only in the area of operation of the Water Users’ Association;

(vi) disputes or conflicts, which may arise in respect of the tri-partite agreement, shall be resolved as per the provisions made in the agreement itself;

(vii) the original copies of tri-partite agreement shall be kept with each of the parties to the Agreement. Copy of such agreement shall be made available to the concerned members of the Water Users Association on written demand and on advance payment of fee as determined by Executive Engineer in-charge of the project from time to time.

CHAPTER IV

FINANCE, ACCOUNTS, AUDIT AND REPORTS OF ASSOCIATION

12. Utilization of Funds :-

(1) All funds received by a Water Users’ Association in accordance with the provisions of the Act and all sums accruing to it under the provisions of any law for the time being in force shall be credited forthwith to the Banks mentioned in section-23 of the Act and the funds shall be utilized to fulfill the objects of the Water Users’ Association.

(2) The estimate of the probable expenditure on various items for the next financial year shall be prepared and got approved in the Annual General Meeting of the Water Users’ Association before the commencement of the financial year.

(3) The expenditure up to rupees five thousand can only be made with the prior written permission of the Chairperson. Any expenditure exceeding rupees five thousand shall be approved in advance in the meeting of the Managing Committee. The procedure of calling quotations or tenders shall be followed for the purchases or execution of works. The procedure shall ensure transparency, competition and workable rates.
(4) The Water Users' Association may allow its Secretary to keep a cash in hand not exceeding rupees two thousand to meet with current expenditure.

(5) The Managing Committee shall ensure that the expenditure on inauguration and other functions, office building and decoration, transport, furniture, meetings, photographs, publication of annual reports and on any such matters shall be minimum, so that the maximum amount can be utilized on actual maintenance, repairs and management.

(6) All payments exceeding rupees one thousand shall always be made by cheque.

(7) The Water Users' Association shall lay down the procedure for collection of water charges as provided in the Act from their members taking into consideration the Government dues for supply of water as well as operating expenses of the Water Users' Association as in relevance to the procedure laid by the Department from time to time.

(8) Water Users' Association shall not create any debts or raise loans which are disproportionate to the assets of the Water Users' Association. Short-term loans, can be taken by the Water Users' Association to meet its objects, with the prior approval of the Managing Committee. Debts or loans shall not be raised by Water Users' Association against the Government assets handed over to the Water Users' Association for use.

13. (1) In every financial year, the Managing Committee of a Water Users' Association shall prepare a draft budget in the format specified in Annexure-8 in respect of next financial year. The budget shall be placed before the meeting of the General Body to be held before the 15th of March every year.

(2) A brief note explaining the following shall be accompanied to the draft budget,—

(a) Remarks from latest Audit Report and its compliance.

(b) Budget proposals and their justifications.

(3) The draft budget with explanatory note as required under sub-rule (2) shall be made available in the office of the Water Users' Association at least one week before the day fixed for General Body meeting.

(4) The draft budget shall be approved by the General Body with necessary changes, if any.

14. (1) The books of accounts and other records as mentioned in rule 9 (ii) (f) (ii) B maintained by the Water Users' Association shall be open for information to all the members of such Association free of cost during working hours on any working day at the office of the Water Users' Association. Such accounts and records shall be open to others under Right to Information Act-2005 (22 of 2005).

Provided that if a copy of any document is required by any member, the same shall be made available by the concerned Water Users' Association on written demand and on payment of a fee as determined by the Managing Committee, from time-to-time.

(2) Financial Audit:

(1) At the end of each financial year, and not later than three months after the commencement of the new financial year, the Water Users' Association shall cause its accounts to be audited in the following manner:—

(i) The Auditor so appointed by the Water Users' Association shall take all steps necessary to scrutinize the accounts of receipts and expenditure, within thirty days of his appointment and furnish the audit report along with the statement of accounts and balance sheet to the Chairperson of the concerned Water Users' Association before the 30th June of every year.
(ii) The Managing Committee of a Water Users' Association shall take note of the Audit Report and prepare audit rectification report, if necessary, which shall be submitted to the Auditors within one month of its receipt.

(iii) The audit report shall be submitted to the General Body in its meeting before the 31st August of every year. The General Body will take note of the audit report.

(iv) The Managing Committee of a Water Users' Association shall furnish the "Action Taken Report" to the General Body.

(v) The financial year of the Water Users' Association shall be from 1st April to 31st March.

(3) The Secretary of the Water Users' Association shall be responsible for maintaining, safe keeping and custody of all the financial documents such as cash book, ledgers, and such other documents and the Chairperson and the Secretary shall authenticate the necessary documents on behalf of the Water Users' Association as and when authorized by the Managing Committee of the said Water Users' Association.

(4) The Audit under section- 26 of the Act shall include in addition to the other matters the examination and verification of the following items, namely:-

(i) Over dues of debts, if any.

(ii) Cash balance and securities and valuation of the assets and liabilities of the Water Users' Association.

(iii) Whether loan and advances and debts made by the Water Users' Association on the basis of security have been properly secured and the terms on which such loans and advances are made or debts are incurred are not prejudicial to the interest of the Water Users' Association and its members.

(iv) Whether the Water Users' Association has properly utilized the financial assistance, if any, granted by the Department or financing institutions, for the purpose for which such assistance was granted.

(v) Whether the Water Users' Association is properly carrying out its objects and obligations towards its members.

(5) The Section Officer in-charge of the project shall, for the purpose of audit, at all times have access to all the books, accounts, documents, papers, securities, cash and other properties belonging to, or in the custody of the concerned Water Users' Association and may summon any person in possession or responsible for the custody of any such books, accounts, and such other documents to produce the same at the headquarters of the Section Officer or Assistant Engineer or Additional Assistant Engineer or Deputy executive Engineer.

(6) The auditor selected by the Superintending Engineer in charge of the project shall, for the purpose of Scrutinizing the audit report made by the Water Users' Association carry out the sample Audit and may summon any person in possession or responsible for the custody of any such books, accounts and such other documents to produce the same at the headquarter of the concerned Deputy Executive Engineer. For this purpose, the Superintending Engineer in charge of the project shall invite application from desirous and competent Chartered Accountants to work as Auditors for Water user Association and prepare of a panel of such duly selected Chartered Accountants.
CHAPTER V.
CONSTITUTION OF MANAGING COMMITTEE

15. (1) As provided in the section 29 of the Act, the members of the Managing Committee shall be elected by the members of the said Water Users' Association:

Provided that, from amongst the elected members there shall be not less than one woman member each from the Head, Middle and Tail reach territorial constituencies of the concerned Water Users' Association:

Provided further that, in the remaining membership, there shall be equal members from each Head, Middle and Tail reach territorial constituencies.

(2) The Election of Members of Managing Committee of Water Users' Association shall be held in accordance with the following rules and in particular in respect of matters such as electoral roll, nomination of candidates, manner of voting, counting of votes, declaration of results of voting, resolution of disputes.

(i) Deputy Executive Engineer in charge of the project shall make arrangements for conduct of elections of the Members of the Managing Committee of the concerned Water Users' Association including for securing the assistance of various Government agencies as and when required. The procedure for conducting the elections is as specified in Enclosure-2.

(ii) For holding elections of the Managing Committee the area of operation of the Water Users' Association shall be subdivided into three exclusive areas, such as, Head Reach Area, Middle Reach Area and Tail Reach Area which constitute individually as the territorial constituencies for the purpose of elections. as approved by Executive Engineer in-charge of the project The members belonging to these three areas shall constitute the Head, Middle and Tail reach territorial constituencies for election purposes.

(iii) The applications for Co-opted members shall be called within a period of seven days from the date of the election of the Chairperson of the Managing Committee of the said Water User's Association. Upon receipt of such applications, the Managing Committee shall convene a meeting within a period of three days from the last date fixed for receipt of the applications. The elected members of the Managing Committee shall nominate not more than four Co-opted members as per the provisions of section- 30 of the Act, from amongst the applicants by majority vote.

(iv) The Co-opted members shall have right to speak or otherwise take part in the proceedings of the meeting of the committee, but shall not be entitled to vote. They shall have no right to contest the election for the post of Chairperson of the Water User's Association, as provided in the section- 31 of the Act.

(v) The Deputy Executive Engineer as a election officer shall call for members of the committee having equal representation from Head, Middle and Tail reach territorial constituencies as stipulated in sub section-3 of section 29 of the Act and rule 6.

(vi) For contesting the election from Head or Middle or Tail territorial reach constituency, the member shall be from the particular reach only. Where a landholder or occupier holds or occupies a land situated in the area of operation of more than one territorial reach constituency of the Water Users' Association, such member shall be eligible to contest the election of the member of committee from only one territorial constituency opted by him in the nomination paper submitted to the Deputy Executive Engineer, in-charge of minor canal as an Election Officer in Form-VI of Annexure-4.

Provided that any member/s of a dissolved Managing Committee shall not be entitled to contest next election of Managing Committee.
(vii) The procedure for the conduct of election of the Managing Committee of the Water Users’ Association shall be as specified in Enclosure-2. While conducting such elections the Deputy Executive Engineer, in-charge of the minor canal shall follow the orders or directions issued by the Department, from time to time, for fair and free elections.

(viii) The expenditure on account of holding the first election to the Managing Committee of the Water Users’ Association shall be borne by the Department. If the election of all the members of the Managing Committee of any Water Users’ Association is unanimous then such amount as an approximate probable expenditure on account of the process of election as determined by the Department from time-to-time, shall be paid to the concerned Water Users’ Association as a grant from the Government. However, the expenditure for holding subsequent elections shall be borne by the concerned Water Users’ Association.

(ix) Where due to exceptional circumstances such as scarcity, drought, flood, fire or any other natural calamity or any election programme of the State Legislature or the Parliament or a local authority coinciding with the election programme of any Water Users’ Association or such other reasons as, in the opinion of the officer not below the rank of Superintending Engineer are exceptional and it is not in the public interest to hold elections to any Water Users’ Association, He may, for reasons to be recorded in writing, by general or special order, postpone the election of any Water Users’ Association, for a period not exceeding six months.

(x) The Officer not below the rank of Executive Engineer may, during the pendency of election and constitution of a Managing Committee appoint an ad-hoc Managing Committee having members not less than three in numbers and the tenure of such ad-hoc Managing Committee in any case shall not exceed one year from the date of appointment of ad-hoc Management Committee. Such committee shall exercise powers and functions vested in, by this rules to the Managing Committee.

16. The procedure for Election of Chairperson of Managing Committee of Water Users’ Association shall be as under:-

(1) The officer not below the rank of Deputy Executive Engineer shall make arrangements for conduct of elections of the Chairperson of the concerned Water Users’ Association at Minor Level including for securing the assistance of various Government agencies as and when required.

(2) On the constitution of the Managing Committee, there shall be called the first meeting thereof for the election of its Chairperson from amongst the members, on such a date within a period of four weeks as may be fixed by the Deputy Executive Engineer in-charge of minor canals from the date on which the Managing Committee is constituted. The Chairperson of the Water Users’ Association shall be elected by the simple majority from amongst the elected members either by show of hands or through secret ballots as decided initially by the Deputy Executive Engineer as a election officer.

(3) The meeting shall be presided over by the Assistant Engineer or Additional Assistant Engineer who shall have such powers and follow such procedure as he deems fit but shall not have the right to vote.

(4) The tenure of the Chairperson shall be for two years from the date of election as Chairperson and the office of Chairperson shall be rotated in the cyclic order as amongst Tail, Middle and Head territorial reaches as far as possible.

17. Vacancy arising for the post of member of Managing Committee on account of death, resignation, recall, disqualification or by any other reason, shall be filled by the Managing Committee by nomination of any of the eligible member of the concerned Water Users’ Association. Such nomination shall be done within a period of forty-five days from the
date of arising of such vacancy. Normally, the nomination shall be done through unanimous resolution passed in the meeting of the Association. If, unanimous decision regarding filling of such vacancy is not reached, the decision shall be taken by the majority of the members present and voting by show of hands or by voice vote or by secret ballot.

18. (1) The members of the Water Users’ Association who desire to move a motion of recall against any member of a Managing Committee of the Water Users’ Association shall give notice thereof in Form-XI of Annexure-4, to the officer not below the rank of Deputy Executive Engineer in-charge of the project. The Deputy Executive Engineer in-charge shall follow the procedure as specified in Enclosure-2.

(2) Before removal of the Chair person or any member from Managing Committee of that Water Users’ Association, the following steps shall be taken by the concerned Executive Engineer of the project, after exercising the powers conferred in this rule above to the Executive Engineer in charge of the project.

(i) Issue a show cause notice indicating the lapses or defaults made by the Chair person or any member of the Managing Committee;

(ii) Provide necessary guidance and counseling for improving the performance of that member or Chair person of that Managing Committee in respect of the lapses or defaults notified;

(iii) Monitor the performance of such member or Chair person of that Managing Committee from the collection of opinions of some of the members or Chair Person or Managing Committee of that Water Users’ Association for one month from the date of issue of such show cause notice; and an opportunity of being heard is given to that chair person or that member.

(iv) If no improvement in the performance of such member or Chair person of that Managing Committee to the satisfaction of the Executive Engineer is observed, even after the steps mentioned above are taken, the Executive Engineer shall, in consultation with the Superintending Engineer, as the case may be, remove such member or Chair person of that Managing Committee.

(v) Such member or such Chair person shall have right to appeal within the period of Thirty days from the date of issue of order of removal. The appeal shall be made by him to the concerned Superintending Engineer in charge of the project.

(vi) Immediately after completing the above procedure for removal of such member or Chair person of that Managing Committee or on removal of any member or Chair Person or on resignation of any member or Chair Person, the Executive Engineer in charge of the project shall carry out the procedure for election of members or Chair person of that Managing Committee as prescribed in rule 15 or 17 of these rules.

19. Dissolution of Managing Committee of Water Users’ Association and transitional arrangements:-

Before dissolving the defaulting Managing Committee, the following steps shall be taken by the concerned Executive Engineer of the project, after exercising the powers conferred in rule 18 to the Executive Engineer in charge of the project.

(i) issue a show cause notice indicating the lapses or defaults made by the Water Users’ Association;

(ii) provide necessary guidance and counseling for improving the performance of the defaulter Water Users’ Association in respect of the lapses or defaults notified;

(iii) monitor the performance of the Water Users’ Association for six months from the date of issue of such show cause notice;
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(iv) if no improvement in the performance of the Water Users’ Association to the satisfaction of the Superintending Engineer is observed, even after the steps mentioned above are taken, the Executive Engineer shall, in consultation with the Superintending Engineer, as the case may be, dissolve such defaulting Managing Committee of that Water Users’ Association.

(v) immediately after dissolution of the Managing Committee, the Executive Engineer in charge of the project shall carry out the procedure for reconstitution of the Management Committee as prescribed in rule 15.

(vi) if such reconstituted Managing Committee fails to function, the Executive Engineer in charge of the project shall entrust the functions of the Committee to the Committee of any other Water Users’ Association or non-Government Organisation or Government Agency for the period not exceeding one Irrigation year.

(vii) If such arrangement as specified in sub-rule (vi) above is not made possible, the Superintending Engineer in charge of the project may stop the supply of water in consultation with the Government.

20. (1) The Managing Committee of a Water Users’ Association may constitute Sub-Committees comprising of minimum three members each for carrying out different functions vested in such Water Users’ Association particularly taking into consideration the aspects of agriculture, water management, animal husbandry and dairy development, financial matters, dispute resolution, construction activity etc.

(2) The members of such Sub-Committees shall be nominated by the Managing Committee of a Water Users’ Association either from its Members of the Committee or from amongst the members of Water Users’ Association and if necessary, the professionals from outside.

(3) The Leader of each Sub-Committee shall also be appointed by the Managing Committee from amongst the members of the Sub-Committee.

(4) The role of such Sub-Committee shall be advisory in nature and its advice shall be in the form of the recommendations. The Managing Committee is empowered to take the final decision on the recommendations of such Sub-Committee.

CHAPTER VI.

OFFENCES AND PENALTIES

21. (1) If any person fails to pay the cost of removal or repair as stipulated in section 42 of the Act, the committee may discontinue the supply of water to such person against its offences.

(2) If such person fails to pay the cost of removal for repair within six months, the authorized representative of the Collector shall levy such penalty or interest on it as per the provisions of the Gujarat Land Revenue Code, 1879 and recover from such person as an arrears of land revenue.

CHAPTER VII.

MISCELLANEOUS

22. (1) Any dispute or difference arising between members of the Association shall be presented in written to the Chairperson of the Committee within a period of thirty days from the date it has arisen and the Chairperson may pass such order as he may deem just and proper.

(2) The member of the Water Users’ Association having a dispute or differences related to the water distribution shall submit an application stating therein the particulars of the dispute to the Water Users’ Association concerned in person during the office hours or
forward the same through post to the Managing Committee of the Water Users' Association. The Managing Committee of the Water Users' Association or the Sub-committee of it, shall dispose off the said application within one day from the date of receipt of the same. The decision or recommendation of the sub-committee or the Managing Committee shall be binding to all members of that Water Users' Association.

(3) The member of the Water Users Association having a dispute or differences with the constitution, management, powers or functions of the Water Users' Association shall submit an application within a period of fifteen days from the date of occurrence of such a dispute or differences, stating therein the particulars of the dispute along with a fees of rupees twenty payable to the Water Users' Association concerned in person during the office hours or forward the same through post to the Managing Committee of the Water Users' Association. The Managing Committee of the Water Users' Association shall dispose off the said application within a period of forty-five days from the date of receipt of the same:

Provided that the individual against whom or the Association against which the application has been made shall be given a reasonable opportunity of being heard.

(4) The person who is a member of the Water Users' Association and who has a dispute or differences with the Managing Committee of Water Users' Association who is having a dispute or difference with the other Water Users' Association shall submit an application within a period of fifteen days from the date of occurrence of such a dispute, stating therein the particulars of the dispute, during the office hours or forward the same through post to the Sub-Division level Canal Officer. The applicant shall pay a fees of rupees fifty to the Sub-Divisional level Canal Officer, along with the application. The sub-divisional Canal Officer shall disposed off the application within a period of forty-five days from the date of receipt of the same:

provided that, the Managing Committee of the Water Users' Association against which the application has been made, shall be given a reasonable opportunity of being heard.

(5) Notwithstanding anything contained in sub-rule (2) and (3) of this rule, the Authority to which dispute has been preferred may for sufficient reasons to be recorded in writing condone the delay in filing the application of dispute beyond fifteen days.

23. The procedure for Appeals shall be as under

1. Every order passed by the Managing Committee of the Water Users' Association shall be appealable to the Sub Division level Canal Officer or the Deputy Executive Engineer of the project.

2. Every order passed by the Sub Division level Canal Officer as a appellate authority shall be appealable to the Executive Engineer of the project.

3. Every order passed by the Executive Engineer as a appellate authority shall be appealable to the Superintending Engineer in-charge of the project.

4. All appeals preferred under the Act or under sub-rule (1) of this rule shall be in writing signed by the appellant along with a fee of rupees hundred payable to the Appellant Authority. Such appeal may be delivered at the office of the Appellate Authority by the appellant in person during the office hours or forward the same through post:

Provided that the individual against whom or the Water Users' Association against which an appeal has been lodged shall be given a reasonable opportunity of being heard.

5. All the relevant record in respect of the conflict resolution shall be maintained properly in the office of the concerned Water Users' Association and in the office of the concerned Canal Officer.
24. (1) The Managing Committee of Water Users' Association may nominate a sub-committee for recovery of dues, and may frame and impose its own regulations for recovery of dues for the members of that Water Users' Association.

(2) If the Association or the committee is unable to recover the amount due to it from a member, the committee shall repay dues on behalf of that member and afterwards may recover from that member as above and may take action against that member up to stoppage of supply of water.

(3) The Executive Engineer in charge of the project shall give notice to that member on receipt of application of the Association after following the procedure laid down in sub-rule (1) and (2) within a period of three months.

ENCLOSURE -1
(see rule 3)

Guidelines for Declaration of Minor Canal Service Area:

1. Declaration of Minor Canal Service area: The Deputy Executive Engineer in-charge of the project shall follow the “From whole to part” approach for planning the overall process of declaration of Minor Canal Service Area of Water Users’ Associations (hereinafter referred to as “declaration”) in the project based on the following criteria namely:-

(1) Development of Command Area: Command area notified under section 5 of the Bombay Irrigation Act, 1879 should be considered first for the delineation. Declaration should be completed in the remaining part of the command area as soon as the canal system is notified under section 5 of the Bombay Irrigation Act, 1879. Explanation:- (i) Area under all types of irrigation viz. flow, lift, percolation (including wells), etc. is expected to be notified first under clause 5 of the Bombay Irrigation Act, 1879. If it is found that the area is not so notified the command notification is to be issued immediately.

(ii) Utmost care may be taken before declaration of Minor Canal Service Area for Water Users' Association to denotify, if necessary, following from the command of flow irrigation,-

(a) area encroached upon by approved non-agricultural activities,
(b) lift irrigation (renotify area under lift irrigation separately),
(c) if any others.

(2) Availability of Water: The Executive Engineer in-charge of the project shall take a critical review of availability of water for irrigation (both lift and flow) at project level and workout a prescribed unit of water entitlement for the project as a whole after giving due thought to the basin or sub-basin level macro issues related to allocation of water for irrigation and non-irrigation.

2. Steps for systemic declaration:-

(1) For the purpose of systemic declaration of the areas a latest or updated command map of the concerned project should contain the following details:-

(a) Chainage-wise location of -
(i) all oiltakes,
(ii) all measuring devices,
(iii) all Cross Regulator cum escapes,
(iv) all Types of Weirs,
(v) lifting points of all individual lifts and all lift irrigation schemes (including those on reservoir, river, canal etc.).

(b) Command areas (with survey numbers or gat numbers) of-
(i) all Direct Outlets, Minors, Distributories, Branch Canals, Canals,
(ii) all Types of Weirs,
(iii) all individual lift irrigation and lift irrigation schemes,
(iv) existing Water Users' Associations (both flow and lift).
(c) Administrative boundaries of sections, Sub-Divisions, Divisions etc.
(d) Village, Taluka and District boundaries.
(e) Parts of command areas (both flow & lift) which are-
   (i) fully developed and under regular irrigation,
   (ii) problematic and not under regular irrigation,
   (iii) being developed.

(2) An Updated command map of the project with details as mentioned in para 2(1) shall
be used by the Deputy Executive Engineer in-charge of the project for declaration.
Schematic diagrams may be used as guidelines for declaration. The Deputy Executive
Engineer in-charge of the project shall prepare a plan for declaration. Water Users'
Associations on the said map together as one comprehensive exercise for complete
project based on basic principles given in para 3. Notification of Water Users'
Association as planned may be issued in batches or in a phased manner based on
administrative considering the provisions in section 3 of the Act.

3. Basic principles of declaration.
   1. Minor Canal Service Area of Water Users' Association may be maximum up to 1000
   hectares (in terms of Culturable Command Area), and shall, as far as possible, be a
   contiguous block of land identified on hydraulic basis. In exceptional cases, the minor
   canal service area may be increased after stating the reasons therefore in writing.

   2. Minor Canal Service Area may comprise any of the following :-
      (i) area under one (small) distributary / branch/ main canal level,
      (ii) area under one (large) minor level only,
      (iii) area under more than one (small) neighbouring or adjacent Minors,
      (iv) area under one Minor and neighbouring or adjacent direct outlets,
      (v) area under one Minor and neighbouring or adjacent area under individual lift
         irrigation,
      (vi) area under one (large) Lift Irrigation Scheme,
      (vii) area under more than one (small) neighbouring or adjacent Lift Irrigation Scheme,
      (viii) area under group of neighbouring or adjacent individual lift irrigation,
      (ix) area under one Minor Irrigation Scheme.

   Note : Contiguous block of land means neighbouring or adjacent blocks of land
   separated only by natural drainage and / or some minor topographical feature. Minor
   Canal Service Area of some other Water Users' Associations should not get
   sandwiched in the Minor Canal Service Area of any other Water Users' Associations.

   3 Declaration of Minor Canal Service Area and consequent notification for the Water
   Users' Associations which are already in existence may also be got completed
   immediately under the provision of this Act and the Rules made hereunder.

   4. The procedure of notification regarding declaration of Minor Canal Service Area:
      (1) The Executive Engineer in-charge of the project, appointed and empowered under the
      provisions of the Act shall issue notification in proforma appended as Form-III of
      Annexure-I in the Official Gazette, to declare the command area of the Water Users'
      Associations at Minor Level based on the aforesaid guidelines. Every Water Users'
      Association shall have distinct names.
(2) The Executive Engineer, in-charge of the project, may either *suomoto*, or on an application made to him, for the reasons to be recorded in writing revise or rectify the declaration published by the notification in the *Official Gazette*.

(3) The certified copy of the updated map and the list of the landholders or occupiers of the area of operation of the Water Users' Association showing all the details as specified in *Form-II to Annexure-1*, shall be displayed on the notice board of the offices of the concerned village Panchayat Irrigation Section, Sub-Division and Division within seven days of the publication of the notification of declaration in the *Official Gazette*.

(4) Following details shall be shown on the updated map (preferably to the scale of 1: 2000 to 1: 4000) of taluka minor canal service area.

   (i) Name of the Project, Village, Taluka, District and River Sub-Basin.
   (ii) Reach of parent channel (canal, branch-canal, distributory, minor on which the Water Users' Associations is situated).
   (iii) Location, chainage, number and capacity (i.e. designated discharge in both Liter Per Second and Cusec) of Head Regulator.
   (iv) Alignment of minor with type and location of structures thereon.
   (vi) Boundaries of area of operation of Water Users' Associations specifying bordering features (village boundary, another Water Users' Associations, etc.).
   (vii) Block Numbers or Survey Numbers and their sub-parts with areas in hectares as per the latest officially obtained revenue record.
   (viii) Alignment and name (if any) of all natural streams and existing structures thereon.
   (ix) Alignment of all artificially constructed drains with existing structures thereon.
   (x) Head, middle and tail reaches of the Water Users' Associations command (Full chak to be in one reach only) The Head, Middle and Tail reaches shall be declared using the following criteria:

   (a) The Culturable Command Area of each Head, Middle and Tail reach shall be approximately 1/3rd of the total Culturable Command Area of Water Users' Associations.
   (b) While declaration the constituencies of Head, Middle and Tail reaches, the command of any one outlet must not get divided into two or three constituencies.
   (c) Firstly the Head reach and then the Tail reach constituency shall be identified and the remaining area will automatically get identified as Middle reach which shall be the Middle reach constituency.
   (xii) All dug wells and bore wells used for irrigation and non-irrigation purposes.
   (xii) All water storage structures, such as weirs, bandharas, percolation tanks, nalla bunds, village tanks, underground bandharas, etc.
   (xiii) Intake point, source and area of all existing and / or proposed lift irrigation (excluding area on wells) schemes in the Minor Canal Service Area.
   (xiv) Details of notification such as Part of Gazette, number and date of notification.
   (xv) Name, designation and office of the notifying officer.
   (xvi) Certificate of the notifying officer stating that "This map is as per the requirement of section 3 of the Act, and it is hereby certified that the details shown on this map are as per the available records".
(xvii) Any subsequent alterations in the map under the provisions of this Act with particular reference to section 3 of the Act and or order of the Appellate Officer shall be duly shown with the relevant details associated with such alterations.

(5) Updated list of holders and occupiers of the land: Updated list of holders and / or occupiers of the lands shall be prepared in Form-III of Annexure-1 which shall be based on the written information given by the holders and occupiers of the lands.

(6) The fees for obtaining a copy of the said notification shall be as determined by the Government, from time to time.

(7) After publication of the said notification regarding declaration, the concerned Executive Engineer in-charge of the project shall also notify in the vicinity of the area of operation about the declaration minor canal service area to draw public attention towards the said notification.

ENCLOSURE-2.

Conduct of Elections
(see rules - 15, 16 and 18)

PART - I

Appointment of Competent Authority, Election Officer, Assistant Election Officer and their duties

1. Control over election:-(1) Election of Members of the Managing Committee of the Water Users' Associations under the Act shall be held under the general superintendence and control of the Deputy Executive Engineer in-charge of the project or officers duly appointed by notification in the Official Gazette. For the purposes of the elections under the Act, the said Canal Officers shall be deemed to be an Election Officer.

(2) The Deputy Executive Engineer in-charge of the project shall observe the period specified in Form-I of Annexure-4 while conducting the election.

2. Appointment of Assistant Election Officers and their duties:-(1) The Election Officer may appoint one or more persons as an Assistant Election Officers to assist the Election Officer in the performance of his functions of elections:

Provided that, every such person shall be an officer of the State Government.

(2) Every Assistant Election Officer shall, subject to the control of the Election Officer, be competent to perform all or any of the functions of the Election Officer:

Provided that, no Assistant Election Officer shall perform any of the functions of the Election Officer, which relate to the scrutiny of nomination papers unless the Election Officer is unavoidably prevented from performing the said functions.

(3) It shall be the general duty of the Election Officer at any election to do all such acts and things as may be necessary for effectually conducting the election in the manner provided under these rules or orders made there under.

PART - II

Voter List

3. Preparation of voters list:-(1) The Deputy Executive Engineer in-charge of the project shall prepare territorial reach wise lists for Head, Middle and Tail reaches of the members who are the holders and occupiers of the land and have completed 18 years of age. Such territorial reach-wise lists prepared in Form-II of Annexure-4 shall be referred to as an electoral roll of concerned Water Users' Associations. The Election Officer shall renew the electoral roll ninety days before the commencement of election procedure on the basis of Record of Rights.

(2) The Election Officer shall publish the roll prepared under sub-para (1) by displaying it on the notice board or boards of the concerned office or local offices of the village panchayat and Water Users' Association along with a notice inviting objections within a period of seven days from the date of display of the said notice.
4. **Forms of claims and objections:**—(1) Any person, whose name is not entered in electoral roll or is entered at an incorrect place or in an incorrect manner or with incorrect particulars or any person whose name is entered in the roll and who objects to the inclusion of his own name or the name of any other person in that roll, may prefer a claim in Form-III of Annexure-4 or objection for such inclusion in Form-IV of Annexure-4, or by sending it by post to the Office of the Deputy Executive Engineer in-charge of the project. All objections or claims shall be received within a period of seven days and no claim or objection received after that period shall be entertained.

(2) Every claim for inclusion of name in the roll shall be made in Form-III of Annexure-4 and shall be signed by the person desiring his name to be included in the electoral roll.

(3) Every objection in Form-IV of Annexure-4 to the inclusion of name in the roll shall be preferred by the person whose name is already included in the roll of concerned Water Users' Association.

(4) Every objection in Form-V of Annexure-4 to a particular or particulars of entry in the roll shall be preferred by the person whose name is included in the voter list.

(5) Every such claim or objection, as the case may be, shall be accompanied by the certified documents on which the claimant or objector relies.

(6) No claim or objection shall be entertained unless a copy of such claim or objection has been submitted in the office of the Deputy Executive Engineer in-charge of the project.

(7) Any claim or objection, which is not lodged within a specified period, or in the prescribed form and manner, shall be rejected.

5. **Disposal of claims and objections:**—(1) The Election Officer shall serve notice,—

(a) to the claimant for his claim;

(b) to the objector for his objections;

(c) to the Section Officer in-charge of the project for submitting his report within a period of seven days from the receipt of the notice regarding the matter under dispute:

Provided that, it shall not be necessary to serve any such notice where the Election Officer on being satisfied as to the validity of the claim or objection, decides to allow it without further inquiry:

Provided further that, a list containing the names and addresses of the persons applying for inclusion or exclusion of their names shall be exhibited on the notice board of the office of the Deputy Executive Engineer, in-charge of the project Water Users' Association and village panchayat.

(2) A notice under sub-para (1) shall be given either personally or by registered post or by affixing it to the person's residence or last known residence within the constituency or left in the office of Deputy Executive Engineer in-charge of the project, if it is not necessary to serve the notice to the claimant.

(3) The Election Officer shall hold a summary inquiry into every claim or objection in respect of which notice has been given under sub-para (1) and shall consider the report of the concerned Section Officer, if any, and record his decision thereon.

(4) At the hearing, the claimant or as the case may be, the objector and the person objected to and any other person who, in the opinion of the Election Officer is likely to be of assistance to him, shall be entitled to appear and be heard.

(5) The Election Officer may in his discretion:-

(a) require any claimant, objector or person objected to, to appear in person before him.
(b) require that the evidence tendered by any person shall be given on oath and administer an oath for the purpose or may require the evidence be tendered by filing affidavit duly attested.

(6) No person shall be represented by any legal practitioner in any proceeding under this para. The Election Officer shall also correct any clerical or printing errors which he may find in the roll.

6. Inclusion of names inadvertently omitted and deletion of names of dead electors and persons who are not entitled to be registered:- If it appears to the Election Officer at any time before the final publication of the roll that owing to inadvertence or error or otherwise the names of any electors have been left out of the roll or the name of dead persons or of persons who are otherwise not entitled to be registered in that roll have been included in the roll and that remedial action should be taken under this rule, the Election Officer shall,

(a) prepare a list of the names and other details of such electors;

(b) exhibit on the notice board of his office and office of the Water Users' Association a copy of the list together with a notice as to the time and place at which the question of deletion or inclusion of these names, as the case may be, from the roll shall be considered, and also publish the list and the notice in such other manner as he may think fit; and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be deleted from the roll or included in the roll, as the case may be.

7. Final publication of roll:- (1) The Election Officer shall,

(a) prepare a list of amendments to carry out his decisions under paras 6 and 7 and to correct any clerical or printing errors or other inaccuracies subsequently found or traced in the roll; and

(b) publish the roll together with the list of amendments, by making a complete copy thereof available for inspection and displaying a notice at his office and may also publish it in the office of the concerned Water Users' Association in the same manner.

(2) On such publication the roll together with the list of amendments shall be the electoral roll of the Water Users’ Associations.

8. Duration of electoral rolls:- Every electoral roll referred in sub-para (2) of para 7 shall continue to be in force until revised in accordance with para 10.

9. Revision of rolls:- (1) The roll for every Water Users’ Associations shall be revised either intensively or summarily or partly intensively and partly summarily, as the Election Officer may direct with reference to the qualifying date, i.e. ninety days before the commencement of election procedure.

(2) Where the roll is to be revised intensively, it shall be prepared afresh and provisions of para 5, 6, 7 and 8 shall apply in relation to such revision as they apply in relation to the preparation of a roll for the first time.

(3) When the roll or any part thereof is to be revised summarily, the Election Officer shall cause to be prepared a list of amendments to the roll on the basis of such information as may be readily available and publish the roll together with the list of amendments in draft.

(4) Notwithstanding anything contained in sub-para (1), the Election Officer may at any time for reasons to be recorded in writing, direct for a special revision of the electoral roll for any Water Users’ Associations in such manner as it may deem fit:

Provided that the electoral roll as in force at the time of the issuance of any such direction, shall continue to be in force until the completion of the special revision so directed.
10. **Interim alteration:**—(1) If the Election Officer on his own motion or on the application made to him is satisfied after such inquiry as he thinks fit, that any entry in an electoral roll, -

(a) is erroneous or defective in any particular; or

(b) should be transposed to the electoral roll of another Water Users’ Associations on the ground that the person concerned has exchanged his land; or

(c) should be deleted on the ground that the person concerned is not entitled to be registered in the roll; or

(d) should be deleted on the ground that the person concerned is dead or is not entitled to be registered in the roll, he shall subject to such general or special directions, if any, in this behalf, amend, transpose or delete the entry provided that before taking any action under this para on the ground that the person concerned is not entitled to be registered in the electoral roll of that constituency, the Election Officer shall give the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him.

(2) Any person whose name is not included in the electoral roll of a Water Users’ Associations, may apply to the Election Officer for inclusion of his name in that roll and the aforesaid officer, if satisfied that the applicant is entitled to be registered in such roll direct his name to be included therein.

(3) A list of persons applying under sub-para (1) or (2) shall be exhibited on the notice board of the Election Officer and office of Water Users' Association for a period of three clear days before making an order.

(4) No amendment, transposition, or deletion of any entry shall be made under sub-para (1) and no direction for the inclusion of a name in the electoral roll shall be given under sub-para (2) after the issue of the public notice for election under para 14 and until completion of elections.

(5) The Election Officer may cause to correct any clerical error in the electoral roll at any time.

(6) The electoral roll altered in accordance with this para shall be deemed to be the roll for the time being in force.

(7) The application referred to in sub-para (1) and (2) shall be in **Forms II, III and IV of Annexure-4**, respectively.

11. **Appeals:**—(1) An appeal shall lie to the Executive Engineer in charge of the project from an order made under para 5 or 10 by an Election Officer within a period of seven days from the date of order:

Provided that an appeal shall not lie where a person desiring to appeal has not availed himself of his right to be heard by, or to make representation to, the Election Officer on the matter, which is the subject of appeal.

(2) Such appeal shall be (a) in the form of memorandum signed by the applicant; (b) accompanied by a copy of the order appealed and fee of rupees hundred shall be paid in the form of non-judicial stamps; and (c) presented to the Executive Engineer in charge of the project or sent by registered post so as to reach him within the said period.

(3) The presentation of an appeal under this para shall not have the effect of staying or postponing any action to be taken by the Election Officer under para 7 or 9:

Provided that, order shall not be stayed in case where the subject of appeal is an order made under para 10.

(4) The Executive Engineer in charge of the project shall take decision within a period of seven days from the date of receipt of the Memorandum regarding appeal in his office.

(5) Decision of the Executive Engineer in charge of the project shall be final, but in so far as it reverses or modifies the decision of the Election Officer, it shall take effect only from the date of decision in appeal.
12. Custody and preservation of rolls:-(1) After the roll for a constituency has been finally published the following papers shall be kept in the office of the Election Officer until the completion of the next intensive revision of that roll: - (i) One complete copy of the electoral roll duly authenticated by the Election Officer; (ii) All applications in regard to the preparation of draft electoral roll; (iii) All manuscript copies prepared by the enumerating agencies and used for compiling the draft electoral roll; (iv) All claims and objections to the draft electoral roll; (v) All decisions passed on the claims and objections; (vi) Papers relating to appeals under para 11; and (vii) Applications under para 10.

(2) One complete copy of the roll for each Water Users' Associations duly authenticated by the Election Officer shall also be kept in the office of the Election Officer until the completion of the next intensive revision of that roll.

(3) The papers referred to in sub-para (1) shall, on the expiry of the period specified by the Election Officer, be disposed of in such manner as the Election Officer may direct.

(4) Copies of electoral rolls, until disposed of under sub-para (3) shall be made available for sale to the public at such price fixed by the Election Officer.

PART- III

Election of Members of the Managing Committee of the Water Users' Association at Minor level

13. Notice and fixation of Election:-

(1) The election of the members of Managing Committee of Water Users' Association shall be held on the day fixed by the Election Officer.

(2) The notice for conduct of election shall be given by the Election Officer to the members by one or more of the following modes:-

   (a) by affixing at the notice board of Water Users' Association; or
   (b) by affixing at the notice board of the concerned village panchayat; or
   (c) by affixing on conspicuous place in the area of operation of Water Users' Associations as may be decided by the Election Officer;

(3) The notice shall contain information regarding,-

   (a) the number of the posts or vacancies for which election is being held;
   (b) constituency from which the members are to be elected;
   (c) the day on which, the place at which and the time during which nomination papers are to be presented. Such date not be less than seven clear days before the date fixed for election; or if that day is a public holiday, the next succeeding day which is not a public holiday.

Explanation:- In this para "Public holiday" means any day, which is a public holiday for the purposes of section 25 of the Negotiable Instruments Act, 1881 (XXVI of 1881), or any day, which has been notified by the Government to be a holiday for the Government Offices in the State;

   (d) the day on which, the place at which, and the time during which the nomination papers will be scrutinized;
   (e) the day on which, and the time during which nomination may be withdrawn; and
   (f) the day on which, the place at which, and the time during which the poll shall be taken.

14. Presentation of Nomination Papers:--

(1) On or before the date appointed under sub-clause (c) of sub-para (3) of para 13, each candidate shall send by registered post with acknowledgement due or deliver in person to the Election Officer a nomination paper in Form-VI of Annexure-4 for the election of member of Managing Committee. A nomination form shall be supplied by the Election Officer to a member on payment of stipulated fees.
(2) Every nomination paper shall be signed by the voter whose name is included in the voters list or roll prepared under these rules as proposer. The nomination paper shall also contain a declaration signed by the candidate proposed for election to the effect that he is willing to contest the election.

(3) Every nomination paper accompanied with the stipulated security amount shall be presented in person to the Election Officer, by the candidate himself or by his proposer, before the date and hour specified for nomination in notice referred to in sub-para (3) of para 13.

(4) On receipt of each nomination paper the Election Officer shall endorse thereon the serial number of the paper, the date and the hour at which the nomination paper is received by him and also immediately acknowledge the receipt of the nomination paper.

(5) A nomination paper which is not received on or before the date and hours appointed by the Election Officer in that behalf, shall be rejected.

(6) If the candidate is a defaulter in respect of the irrigation water charges, in that case the nomination paper submitted by the candidate shall be rejected.

15. Scrutiny of nomination papers:-

(1) On the date and the time appointed by the Election Officer for scrutiny of the nomination papers, the candidates and the proposers shall remain present in the office of the Election Officer.

(2) The Election Officer shall allow all reasonable facilities to all the contesting candidates or their proposers to examine the nomination papers of all the candidates which have been received by him as aforesaid.

(3) The Election Officer shall scrutinize the nomination papers received by him and decide all objections that may arise as to do validity of any nomination and his decision thereon shall be final:

Provided that in case of any objection is raised by the Election Officer or is made by any other person, the candidate concerned may be allowed time to rebut it not later than the next day, and the Election Officer shall record his decision on the very day or on the day the proceeding have been adjourned:

Provided further that the nomination of a candidate shall not be rejected merely on the ground of an incorrect description of his name or of the name of his proposer or of any other particulars relating to the candidate or his proposer as entered in the voter list prepared under these rules, if the identity of the candidate or proposer, as the case may be, is established otherwise beyond reasonable doubt.

(4) The Election Officer shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection.

(5) The list of valid nominations containing the description similar to those contained in the nomination paper, both of the candidate and of the proposer shall be published in Form-VII of Annexure-4 on the notice board of the office of the election officer on the same day on which the scrutiny is completed.

16. Withdrawal from Candidature:-

Any candidate may withdraw his candidature by giving notice in writing signed by him and delivered it to the Election Officer before the date fixed under clause (e) of sub-para (3) of para 13. A notice may be given either by the candidate in person or by the proposer or election agent who has been authorized in this behalf in writing by the candidate:

Provided that no notice of withdrawal shall be entertained after the day and hours fixed for such withdrawal. A notice of withdrawal of candidature once given shall be final.
17. Preparation of the list of contesting candidates:-

(1) Immediately after the expiry of the period within which candidature may be withdrawn under para 16, the Election Officer shall prepare a list of contesting candidates in Form-VIII of Annexure-4 and shall publish it on the notice board of the office of the Election Officer. The list shall be prepared in such language or languages as the Election Officer may direct.

(2) The said list shall contain the names (in alphabetical order) and the addresses of the contesting candidates as given in the nomination papers.

18. Allotment of Symbols by Election Officer:-

If, there is only one candidate, for the election of a Member of the Managing Committee from any constituency for which election is to be held and his nomination has been accepted, the Election Officer shall forthwith declare him to be duly elected. If the number of the valid nominated candidates is more than one, the Election Officer shall specify the symbols that may be chosen by the candidates out of the following list, notified by the Election Officer:

<table>
<thead>
<tr>
<th>i</th>
<th>Hand pump</th>
<th>viii</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii</td>
<td>Radio or TV</td>
<td>ix</td>
<td>Umbrella</td>
</tr>
<tr>
<td>iii</td>
<td>Pump set</td>
<td>x</td>
<td>Spade</td>
</tr>
<tr>
<td>iv</td>
<td>Telephone</td>
<td>xi</td>
<td>Cart</td>
</tr>
<tr>
<td>v</td>
<td>Electric pole</td>
<td>xii</td>
<td>Wrist-Watch</td>
</tr>
<tr>
<td>vi</td>
<td>Sword</td>
<td>xiii</td>
<td>Lock</td>
</tr>
<tr>
<td>vii</td>
<td>Bus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If the number of contesting candidates exceeds thirteen the Election Officer may allot any other symbol (other than symbol of any political party).

19. Publication of list of contesting candidates:-

1. Immediately after the allotment of symbol to the contesting candidates, the Election Officer shall prepare a list of contesting candidates for the election of Member of Managing Committee separately in Form-IX of Annexure-4, giving the names of all contesting candidates and symbols allotted to them and display it on the notice board of his office and also arrange to display at public places of the area or polling station. The Election Officer shall, of such notice immediately after the preparation of the list and a copy of the list to each of the contesting candidates.

2. If more contesting candidates then one have indicated their preference for the same symbol, the Election Officer shall decide by lot to which of such candidates the symbol will be allotted.

3. The Election Officer shall arrange the ballot boxes or Electronic Voting Machines, ballot papers, copy of the list of voters and such other articles as may be necessary for the conduct of the election. The ballot papers can be inserted in the ballot box but cannot be taken out there from without the box being unlocked.

4. Any contesting candidate at an election may, by a letter to the Election Officer, appoint an agent to act as polling agent at each polling station where polling is held. Such letter shall contain the consent in writing of the agent concerned.

5. Immediately before the commencement of the poll, the Election Officer and in his absence, the Assistant Election Officer, shall show the empty ballot box to such persons as may be present at the time and shall then lock it and place his seal up on it in such manner as to prevent its being opened without breaking the seal. The candidate or his agent will be permitted to affix their own seals, if they so desire.
21. Form of ballot paper:-

1. Every ballot paper shall have a counterfoil attached thereto, and the said ballot paper and the counterfoil shall be in Form-X of Annexure-4.

2. The names of the candidates shall be arranged on the ballot papers in the same order in which they appear in the list of contesting candidates prepared under para 17. If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.

3. The particulars on the ballot paper shall be in Gujarati script.

4. The ballot papers shall be serially numbered; the serial numbers being printed or written on the counterfoil and on the front of the ballot paper.

5. The symbol allotted to the candidates under para 18 shall be shown alongside the name of the candidate on the ballot paper.

6. The space allotted to each candidate on the ballot paper shall have the same dimensions.

7. The line of the shaded area separating the space provided for different candidates shall be the same on the ballot paper.

22. Procedure for issue of ballot paper to a voter:-

(1) No ballot paper shall be issued to any voter before the hour fixed for the commencement of the poll.

(2) No ballot paper shall be issued to any voter after the hour fixed for the closing of the poll except to those voters who are present at the Polling station at the time of the closing the poll. Such voters shall be allowed to record their votes if after the poll closes.

(3) For the election of member of Managing Committee separate ballot paper shall be issued to every voter. Every ballot paper before it is issued to a voter and the counterfoil attached thereto shall be stamped on the back with such distinguishing mark as the Election Officer may direct and every ballot paper before it is issued, shall be signed on its backside by the Election Officer.

(4) At the time of issuing a ballot paper to a voter, the Election Officer shall,-

(a) record on its counterfoil the serial number of the voter in the list of the voters as entered in the marked copy of the List of Voters,

(b) obtain the signature or thumb impression of that voter on the said counterfoil; and

(c) mark the name of the voter in the marked copy of the list of voters to indicate that a ballot paper has been issued to him without recording therein the serial number of the ballot paper issued to that voter.

Provided that no ballot paper shall be delivered to a voter unless he has put his signature or thumb impression on the counterfoil of that ballot paper;

(5) (a) Before issuing a ballot paper to a voter, the Election Officer shall cause a mark to be put on the left forefinger of the voter with indelible ink:

Provided that where such a mark already exists on the left forefinger of the voter, it shall be deemed that he had cast his vote already at the election and shall not be given any ballot paper:

Provided further that no ballot paper shall be given to a voter unless he has allowed a mark to be put on his left forefinger with indelible ink.

(b) Any reference in this para to the left forefinger of a voter shall, in the case where the voter has his left forefinger missing, be construed as a reference to any other finger on his left hand and shall, in the case where all the fingers of his left hands are missing, to be construed as a reference to the forefinger or any other
finger of his right hand, and shall, in the case where all his fingers of both the hands are missing, to be construed as reference to such extremity of his left or right arm as he possesses.

(6) It shall not be necessary for any election officer or Assistant Election Officer or any other officer to attest the thumb impression of the voter on the counterfoil.

(7) No person in the polling station shall note down the serial numbers of the ballot papers issued to a particular voter.

23. Voting:-

(1) Save as hereinafter provided, all voters voting at an election shall do so in person at the polling station provided for them and for that purpose observe the voting procedure here-in- after laid down.

(2) The voter on receiving the ballot paper shall forthwith,-

(a) Proceed to one of the voting compartments;

(b) make a mark on the ballot paper with the instrument supplied for the purpose on the symbol or the name of the candidate or in column of the candidate for whom he intends to vote;

(c) fold the ballot paper so as to conceal his vote;

(d) if required, show to the presiding officer the distinguishing mark on the backside of the ballot paper;

(e) insert the folded ballot paper into the ballot box; and

(f) quit the polling station.

(3) Every voter shall vote without undue delay.

(4) No voter shall be allowed to enter a voting compartment when another voter is inside.

(5) If a voter to whom a ballot paper has been issued, refuses after warning given by the Election Officer, to observe the procedure as laid down in sub-para (2) the ballot paper issued to him shall whether he has recorded his vote thereon or not, be taken back from him by the Election Officer or Assistant Election Officer under the direction of the Election Officer.

(6) After the ballot paper has been taken back, the Election Officer shall record on its back, the words "Cancelled- voting procedure violated" and put his signature below these words.

(7) All the ballot papers on which the words "Cancelled- voting procedure violated" are recorded shall be kept in a separate cover which shall bear on its face the words "Ballot papers- voting procedure violated".

(8) Without prejudice to any other penalty to which such voter, may be liable, the vote if any, recorded on such ballot paper shall not be counted.

24. Assistance to voter:-

The Election Officer shall give such assistance as may be required by any voter who is by reason of infirmity or blindness or illiteracy unable to vote in the manner prescribed in para 23.

25. Identity of voter:-

At any time before a ballot paper is delivered to a voter the Election Officer may on his own accord, if he has reason to doubt the identity of the voter or his right to vote at such polling station and shall, if so required by a candidate or polling agent satisfy himself by putting to the voter such questions as he may deem necessary that such person is identical with the voter to whom such entry relates.
26. **Closing of poll:** The Election Officer shall close a polling station at the hour fixed in that behalf under para 13 and shall not thereafter admit any voter into the polling station provided that all voters present at the polling station before it is closed shall be allowed to cast their votes.

27. **Sealing of ballot boxes:**

1. As soon as practicable after the closure of the poll the Election Officer shall close the slit of the ballot box, and where the box does not contain any mechanical device for closing the slit, he shall seal up the slit and also allow any polling agent present to affix his seal.

2. The ballot box shall thereafter be sealed and secured.

3. Where it becomes necessary to use a second ballot box by reason of the first ballot box getting full, the first box shall be closed, sealed and secured as provided in sub-paras (1) and (2) before another ballot box is put in to use.

28. **Counting of votes:**

1. The ballot papers taken out of each ballot box shall be arranged in bundles. The counting of votes shall commence immediately after the polling is completed. Votes shall be counted by or under the supervision of the Election Officer. Each candidate and his authorized agent shall have a right to be present at the time of counting.

2. The Election Officer or Assistant Election Officer shall,-

   (i) reject a ballot paper if:-

      (a) it bears any mark or writing by which the voter member who has voted can be identified; or

      (b) it does not bear the distinguishing mark; or

      (c) the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been given.

   (ii) The authority competent to reject a ballot paper shall be the Election Officer.

3. Soon after the counting of votes is over, the Election Officer shall prepare and certify a statement setting forth

   (a) the total number of ballot papers issued;

   (b) the number of valid votes given to each candidate; and

   (c) the number of ballot papers declared to be invalid or rejected.

29. **Declaration of result:**

On the basis of statement prepared under sub-para (3) of para 28 the candidates who have secured the largest number of valid votes shall be declared elected and their names shall be published on the notice board of polling station under the signatures of the Election Officer, and in case if equality of votes polled in favour of two or more candidates, lots shall be drawn in such manner as the Election Officer may decide to determine the name or names of the successful candidate or candidates. The result of the election declared by the Election Officer shall be supplied to the contesting candidate soon after the declaration of the result.

Custody and destruction of election papers:— Upon completion of the counting and after the result has been declared, the Election Officer shall take custody of the ballot papers. The ballot papers and other records relating to the election shall be secured in a container, which shall be affixed with the seal of the Election Officer and of the candidates who desire to affix their seals. All ballot papers and other election material so sealed and secured in a container shall be kept by the Election Officer in safe custody and retain the same for a period of three months from the date of the poll, and there after be destroyed after the said period of three months, if no dispute relating to or in connection with that election arises.
PART- IV

Rules for Recall of member of Managing Committee

30. Recall:

(1) The notice for recall in respect of a member of the Managing Committee of any Water Users' Association shall be addressed to the concerned Deputy Executive Engineer in-charge of the project.

(2) The notice required to be given in Form-XI of Annexure-4, shall be accompanied with additional copies thereof, and the Deputy Executive Engineer in-charge of the project shall send one copy to the concerned member of Water Users' Association where the members desire to move the motion of recall against more than one Member they shall give separate notice for each member proposed to be recalled.

(3) The Deputy Executive Engineer in-charge of the project who is also the Election Officer for the Water Users' Associations shall, immediately on receipt of a notice under para 1, satisfy himself that the notice has been given by not less than one half of the total number of the members of the concerned Water Users' Association who are entitled to vote at any meeting of the Water Users' Association and then convene a special meeting for the purpose within a period of seven days from the date of receipt of such notice and such meeting shall be presided over by the Election Officer:

Provided that no such motion of recall against any office bearers shall be allowed within a two years from the date of assumption of office by such office bearer provided further that the members who are defaulters in respect of water charges shall not be allowed to sign the recall motion.

(4) If the motion referred of no-confidence is carried with the support of more than two-third of the members present and voting the motion shall be deemed to have been passed.

(5) All Members of the concerned Water Users' Association shall be allowed to vote to recall the members from the reserved category. However, only the members from a particular reach shall be allowed to recall the members from that respective reach only.

(6) The Election Officer shall record the proceedings of such meeting.

(7) The concerned Election Officer on receipt of proceeding of meeting will pass order for removal of the person from the office against whom motion is carried and will initiate appropriate action for filling of the vacancy so caused.

(8) Immediately after removing of the member, the Deputy Executive Engineer can communicate to the Water Users' Associations and the Executive Engineer in charge of the project, the names of all the members of the Water Users' Association who are present at a meeting, the decision taken on motion and the number of votes in favour of, or against, the motion.
ENCLOSURE -3
(See Rule 9)
Flow Measurement and its Record

(A) Flow Measurement and its Record:

(i) Copy of record drawing and discharge table of measuring devices shall officially be given to Water Users' Association and kept with Section Officer, Work Assistant, Karkoon, Chowkidar.

(ii) All the dimensions as well as control levels of measuring device as per design be checked before handing over the same to Water Users' Association. If there are any deviations or errors, the same should be rectified.

(iii) Ensure that the device is hydraulically functioning properly (e.g. formation of hydraulic jump, free flow condition, etc.)

(iv) Ensure that gauge is accurate and readable.

(v) If measuring device consists of some moving components, they shall be maintained periodically (e.g. oiling, greasing, filling of ink, replacement of data sheets or pens, etc.)

(vi) In case of manual discharge measurements, the gauge and discharge measurements shall be taken at least twice in a day (12 hours interval) in the presence of the representatives of the Department and Water Users' Association and signed by the authorized persons of both the agencies in conformity. The measurements may be recorded in the format as given in Statement-I of Annexure-5.

(vii) In case of automatic measuring device, the result sheets shall be signed by the authorized persons of both the agencies. As far as flow meters in pressure pipe lines are concerned, the measurements may be taken once in a day and signed by the authorized persons of both the agencies.

(B) Periodic Evaluation of Measuring Devices:

(1) Evaluation of measuring devices in open channel:

The evaluation of measuring devices in open channel shall be done at least once in a year by the Deputy Executive Engineer in-charge of the project or his nominee. (The specific items to be included in evaluation will depend upon the type of measuring device):

(i) Obtain design drawing and discharge table.

(ii) Before releasing water, take actual dimensions of all components and control levels (e.g. Upstream Canal Bed Level, Downstream Canal Bed Level, hump level/sill level, level of zero of the gauge etc.).

(iii) Note down condition of gauge chamber (e.g. extent of silting, readability and accuracy of gauge plate, functioning of connecting pipes etc.).

(iv) After releasing water observe the hydraulic performance (e.g. formation of hydraulic jump, free flow condition, etc.).

(v) Compare actual dimensions, levels and hydraulic performance with the designed one and if there are any variations or deviation, the same shall be rectified.

(vi) Ensure that discharge table is based on actual dimensions or levels or appropriate discharge coefficients.

(vii) In case of measuring devices provided with automatic recorders, the measurements should be verified with manual measurements (e.g. volume recorded by automatic
recorder in a given period be verified by manual measurements). These automatic devices be calibrated periodically from the authorized agencies.

(viii) After evaluation if any deviations or errors are detected, the reasons for the same should be identified and remedial measures be suggested to bring back the device in proper working condition. This should be brought to the notice of the concerned Water Users' Association.

Thereafter the concerned Water Users' Association shall get the same repaired and set right at its own cost within a period of thirty days.

(2) **Evaluation of Water meters in pressure pipelines:**

The responsibility of providing, installing and calibration of water meters for flow measurement in every water lifting device lies with the Water Users’ Association. The water meters shall have to be as per Bureau of Indian (ISI) standards. The section officer, duly empowered in this behalf, has the powers to inspect and test the water meters. The measurements shall be verified based on discharging capacity of the pump considering suction head, delivery head, head loss in pipe line, horse power of the pump, etc. and running period. This shall be done at least twice in a year. If the meter is found to be defective, the concerned Water Users’ Association shall get the same repaired and set right at its own cost within a period of thirty days.

(C) **Ascertaining Volume of Water during the period of non-functioning of measuring device:**

Following procedure may be followed to ascertain the volume of water during the period of non-functioning of measuring device.

(1) **Open Channels:**

The head regulator through which water supply is regulated in open channel, or falls, pipe crossing, if available at convenient location may be calibrated to estimate the discharge. The arrangements for measuring actual water levels at these structures will have to be provided. The measurements and discharge be recorded as usual i.e. twice in a day and signed by the authorized persons of both the agencies. The period of non-functioning of measuring device shall not be more than thirty days i.e. it shall be repaired and brought into use within thirty days by the concerned Water Users' Association. If the device remains out of order for a period exceeding thirty days, the quantity of water measured using other structures as mentioned earlier shall be increased by twenty five per cent for billing purposes.

(2) **Lift Irrigation Schemes:**

The discharging capacity of the pump considering minimum suction head, actual delivery head, head losses in the pipe line, horse power of the pump shall be computed. The volume of water pumped may be estimated considering this discharging capacity and average running period per day. This volume may be increased by twenty five per cent as a penalty for not keeping the meter in working condition, if the measuring device is not repaired and brought into use within a period of thirty days.
(A) Unit of Water Entitlement at Minor Level for flow irrigation in Kharif season in a normal year: While arriving at preserving Unit for Water use entitlement, the following procedure shall be adopted:

1. Consider the planned or latest approved utilization of water in Kharif season taking into account the water required for irrigation and non-irrigation purposes and losses.

2. Deduct from (1):
   (i) Actual evaporation and other losses like seepage, etc. (If this information is not available for new projects, the losses assumed during project planning may be considered till the actual data is available).
   (ii) Non-irrigation water requirement from reservoir (existing or sanctioned whichever is lower).
   (iii) Non-irrigation water requirement from canal system (existing or sanctioned whichever is lower) considering conveyance efficiencies at all levels of the system as per Table appended to this Annexure.
   (iv) Net river losses, if any, in the case of storage cum pickup weir system (to be estimated based on ten years data).
   (v) Water allocation as sanctioned by the Government, if any, for bulk consumers.

3. Estimate water available for irrigation in Kharif season at canal head, that is, (1) minus (2).

4. Deduct from (3):
   (i) Water Allocation for lift irrigation schemes on reservoir including pressurized irrigation schemes (permissible or sanctioned, whichever is lower).
   (ii) Water Allocation at canal head for lift irrigation schemes on canal system including pressurized irrigation schemes (permissible or sanctioned, whichever is lower) considering the appropriate efficiencies (Refer Table appended to this Annexure for efficiencies).

5. Estimate net water available for flow irrigation at the head of the Water Users' Association, that is (3) minus (4) multiplied by conveyance efficiency from canal head to head of the Water Users' Association (Refer Table appended to this Annexure for efficiencies).

6. Estimate Net Culturable Command Area for flow irrigation deducting the following areas from the total Culturable Command Area of the project:
   (i) Cultural Command Area under lift irrigation schemes on reservoir and canal system including area under pressurized irrigation schemes (permissible or sanctioned whichever is lower), and
   (ii) Cultural Command Area of bulk consumers.

7. Compute unit entitlement per hectares of Net Culturable Command Area by dividing net water available for irrigation on flow by Net Culturable Command Area, that is (5) or (6).

(The total Water Entitlement of the Water Users' Association is the product of unit entitlement per hectares of Net Culturable Command Area as computed in (7) above and Net Culturable Command Area of the concerned association. The Net Culturable Command Area of association is a product of the total Culturable Command Area and ratio of Net Culturable Command Area to the total Culturable Command Area of project as a whole.)
(Illustrative example enclosed as **Statement-I of Annexure-6**).

(B) Unit of Water Entitlement at Minor level for flow irrigation in Rabi and Hot Weather Season in a Normal year: The prescribed unit for water entitlement in a normal year is to be computed as given below.

(1) Consider the planned or latest approved utilization of the project for Rabi and H.W. season.

(2) Deduct from (1):

(i) Reduction in the live storage due to siltation (actual or based on water balance study till actual data is available).

(ii) Approved carryover, if any.

(iii) Net losses from the reservoir i.e. evaporation and seepage duly considering post monsoon flow based on water balance study of last ten years. (If this information is not available for new projects, the assumption made during project planning may be considered till actual data is available).

(iv) Net losses in the river if it is storage-cum-pickup weir system. The same shall be computed considering river gains and losses based on last ten years data.

(v) Non-irrigation water requirement from reservoir (existing or sanctioned, whichever is lower).

(vi) Non-irrigation water requirement from canal system (existing or sanctioned, whichever is lower) duly considering conveyance efficiencies at different levels of system as per Table appended to this Annexure.

(vii) Water allocation as sanctioned by the Government, if any, for bulk consumers.

(3) Estimate water available for irrigation in Rabi and Hot Weather seasons at canal head, that is, (1) minus (2).

(4) Deduct from (3):

(i) Water Allocation for lift and pressurized irrigation schemes on reservoir (permissible or sanctioned, whichever is lower).

(ii) Water Allocation at canal head for lift and pressurized irrigation schemes on canal system (permissible or sanctioned, whichever is lower) considering the appropriate efficiencies as per Table appended to this Annexure.

(iii) Water allocation for lift and pressurized irrigation schemes on river between dam and pickup weir, if any, (permissible or sanctioned whichever is lower).

(5) Estimate net water available for flow irrigation at head of the Water Users’ Association, that is, (3) minus (4) multiplied by conveyance efficiency from canal head to head of the Water Users’ Association (Refer Table appended to this Annexure for efficiencies).

(6) Compute season wise allocation of this water available for flow irrigation at minor head based on planned or revised allocation of water in the project design.

(7) Estimate Net Culturable Command Area for flow irrigation deducting the following areas from the total Culturable Command Area of the project.

(i) Culturable Command Area under lift and pressurised irrigation schemes on reservoir, canal system and river between dam and pick up weir (existing or sanctioned, whichever is lower).

(ii) Culturable Command Area of bulk consumers.
(8) Compute season wise unit entitlement per hectare of Net Culturable Command Area by dividing season wise net water available for irrigation on flow by Net Culturable Command Area, that is (6) or (7).

(The total Water Entitlement of the Water Users' Association is the product of unit entitlement per hectare of Net Culturable Command Area as computed in (8) above, and Net Culturable Command Area of concerned association. The Net Culturable Command Area of association is a product of total Culturable Command Area and ratio of Net Culturable Command Area to the total Culturable Command Area of project as a whole.)

(Illustrative example enclosed as Statement-II of Annexure-6).

(C) Unit of Water Entitlement for Lift Irrigation Water Users' Association on Storage without Canal System including Weirs without Backup Storages in a normal year:

(1) Consider the planned or revised utilization in different seasons.

(2) Deduct from (1):

(i) Net losses from the reservoir considering the evaporation, seepage and post monsoon flow based on water balance study of last ten years. (If this data is not available for new projects, the assumptions made during project planning may be considered).

(ii) Reduction in the storage due to silting (actual or based on water balance study)

(iii) Non-irrigation water requirement from storage, if any.

(3) Estimate net water available for irrigation, which is the prescribed water entitlement for the concerned Lift Irrigation Water Users' Association.

(Illustrative example enclosed as Statement-III of Annexure-6)

(D) Water Entitlement for Lift Irrigation Water Users' Association on Rivers or Streams without any back up storage:

The flow in the rivers or streams without any back up storage is not certain and hence water entitlement for the same shall not be prescribed.
Certificate for Registration of Water Users Association for Participatory Irrigation Management

Regi. No. [Name of Main/Branch Canal/No./Year]

This is to certify that ................................ Water Users' Association of village ....................... Taluka ...................... District ...................... for ........................................ Minor Canal of Canal Network of ...................... Irrigation Project has been registered as per the provisions of the Gujarat Water Users' Participatory Irrigation Management Act, 2007.

Place:
Date:
Signature
Superintending Engineer
Circle
ANNEXURE-1
FORM-II
(See rule 5)

Register of Registration of Water Users’ Association

(Name) Irrigation Division (Place)

(Name) Project (Major/Medium/Minor)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name and Address of WUA.</th>
<th>Registration No. and date.</th>
<th>Category of WUA</th>
<th>Name / Number of Minor</th>
<th>Total Area (CCA) (Ha.)</th>
<th>No. of Beneficiaries</th>
<th>No. and Name of the villages benefited</th>
<th>Remarks</th>
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1. Flow/Lift/Combined
ANNEXURE-1
FORM-III

(See rule 3 and ENCLOSURE-1, (Para 4(3) and (5))
List of landholders and occupiers of

(Name) Water Users Association, (Village)_______

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name</th>
<th>Sex M/F</th>
<th>Date of Birth</th>
<th>Age as on</th>
<th>Category* SC/ST/ General</th>
<th>Village</th>
<th>Survey No.</th>
<th>Territorial Reach H / M</th>
<th>Whether LH or OCC in other WUA? If Yes, specify WUA(s)</th>
<th>Specimen signature or thumb impression of LH or OCC</th>
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ANNEXURE-2
(See rule 5 and 8)
MEMORANDUM OF UNDERSTANDING

THE FORM OF AGREEMENT TO BE ENTERED BETWEEN NARMADA AND WATER RESOURCE DEPARTMENT, GOVERNMENT OF GUJARAT AND WATER USERS' ASSOCIATION (WUA) FOR WATER DISTRIBUTION MANAGEMENT OF GOVERNMENT CANAL

This MOU is entered into on date ________ between the Executive Engineer on behalf of Government of Gujarat on one side and on other the President of the WUA (it will be referred later in the MOU as "WUA") which is registered under Gujarat Water Users' Participatory Irrigation Management Act, 2007.

According to this agreement the command area of ________ irrigation project is handed over for the irrigation management for the specified period mentioned in MOU. (A map is enclosed herewith) but the ownership of canals with all C.D. works executed from government resources and the land acquired for the canal construction and all works executed as the expenditure of government would lie fully with government.

The conditions and understanding mentioned in the MOU are accepted to both the parties and the changes can be made by the consent of both.

1) Get higher agriculture production by increasing productivity in the maximum command area by scientific approach and economical use of irrigation water through WUA in a participatory irrigation management.

2) The WUA organized for taking up the responsibility of irrigation management in the command area of ________ irrigation project, is registered on ________ by registration number. (copy enclosed) Minimum 51% of command area should be covered by the WUA for irrigation and at least 51% of the farmers of command area should be the members of the WUA.

3) After the MOU is entered into and before the responsibility of irrigation water management and distribution is assigned to the WUA up to level of minor canal with C.D. works falling within the command area will be jointly inspected. Necessary special repairs, rehabilitation and canal improvement repairing will be done at Department cost. Thereafter, the WUA will be taken into confidence about the capacity of canal system and supply of water through joint inspection and testing. Both the parties, as mutually agreed upon, will decide the type of works to be taken up, their priority and arrangement for execution and for maintaining the quality of work. The WUA's contribution towards the cost of necessary work of canal rehabilitation and in other related matters government policy and instructions will have to be followed. Thereafter the WUA will take over the responsibility of the irrigation management through executing this MOU. How ever, transfer of canals to the Water Users' Association willing to take over the canals for participatory irrigation management before rehabilitation can be done and for that purpose MOU shall be signed. Before transfer of canals, joint inspection shall be done and based on that physical and financial planning of rehabilitation works shall be decided and works shall have to be completed accordingly as mutually agreed upon. The rehabilitation works, their management, priority and quality control etc. shall be as per the decision of both the parties. The policy of the Government and instructions there on regarding WUAs' contribution and in other relevant matters shall have to be followed.

4) Every year, at the end of the rainy season, say in September, after calculating the water collected in the reservoir, the canal officers would allot estimated volume of water for the year i.e. from October to June of next year in consultation with the representatives of the WUA regarding available quantity of water. The decision of concerned Executive Engineer
would be treated as final and will be binding to WUA. In consultation with WUA, the Executive Engineer will decide before a month from each season as mentioned below, the actual quantity of water to be released in each season i.e. Kharif, Rabi and Summer looking to the available quantity of water for that period of irrigation.

Period of season for irrigation and the dates of allotment of quantity of water will be observed as under.

<table>
<thead>
<tr>
<th>Season</th>
<th>Date of allotment of quantity of water</th>
<th>Time of season of irrigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kharif</td>
<td>15th August</td>
<td>16th June to 15th Nov.</td>
</tr>
<tr>
<td>Rabi</td>
<td>30th September</td>
<td>15th October to 15th March (Next Year)</td>
</tr>
<tr>
<td>Summer</td>
<td>16th January</td>
<td>16th February to 15th June</td>
</tr>
</tbody>
</table>

The timing of release of water can be changed with mutual understanding with the WUA.

5) Initially water rate for the water supplied to the WUA will be charged on crop area basis. The government may decide norms/standard for water rates on volumetric basis in future when it is found feasible and proper. The WUA will be responsible to decide the norms/standards and methods for distribution of water supplied to it by the Department, for its equitable distribution to its members. Volumetric method of assessment, when introduced, will be introduced step wise. The WUA would get acquainted with the arrangements of measurement of quantity/volume before introduction of supply of water on volumetric basis.

6) The WUA would take over the responsibility of ordinary repairs of irrigation facilities up to minor canal level as mentioned below and will be responsible to make payment to the Government of water rates collected from its members after deducting the rebate of 30% of the total amount of water rates collected.

1) Maintenance and de-silting of distributaries and minors.

2) Keeping the service roads and inspection paths in good condition.

3) Removal of weeds, shrubs and trees from the canal site.

4) Keeping the structures in good condition.

5) Keeping outlets, gate seals etc. in good condition.

6) Maintenance of water course and troughs.

Apart from the ordinary repairs mentioned above, the works of special repairs required due to the reasons beyond the control of the WUA and due to natural calamities by the Government would be carried out in consultation with the WUA.

7) The office bearers and members of the WUA will have to take necessary training of irrigation management which shall be imparted by the department at its cost.

8) For every season, the WUA will furnish consolidated demand of required water and area to be irrigated for its members to the canal officer. Keeping in view the possible area that may be irrigated, as determined by the Department the WUA will be responsible to get its approval from the Department and to operate the outlets according to the arrangement of rotation for the farmers taking water from an outlet.

9) The water will be supplied to the WUA only for irrigation purposes and it can not be used for other purposes. But if the need of an additional water arises for saving agricultural crop, a separate demand for additional water allotment would have to be put forward for approval from the Department. Department may consider such demands of WUA according to the availability of water, if any.
10) The WUA may supply water to the non-members too subject to the prior necessary approval to that effect from the Department. For that purpose, the WUA can decide special water charges which should not be more than 30% over and above the water rates normally charged from its members.

11) The WUA may also supply water to the area declared as non-irrigable within the command area of the project subject to the prior necessary approval to that effect from the Department. The WUA will have to pay special rates, as may be decided by the Government considering the case merit.

12) When the water rates is decided on volumetric basis with the consent of the WUA, it will maintain the records in the prescribed register in which the authorized committee members of the WUA will counter sign for its authenticity.

13) If water is flowing in the ravine due to leakage of water or rise in ground water level, farmers can not lift such water without permission of the WUA. The WUA can give the permission after taking government approval. For which, the WUA can recover water charges as decided and approved by the Government.

14) The WUA will be responsible for distribution of water and recovery of water rates/charges. The WUA is eligible to get rebate at the rate of 20% of the total water rates collected if the WUA collects hundred percent recovery of water charges and makes the payment of remaining amount of total water charges collected to the Government before the stipulated date of payment.

15) The Department, at the end of the rainy season, i.e. at the end of September each year, will estimate availability of irrigation water and area can be irrigated from it, as accurate as possible in consultation with the WUA. Accordingly the WUA shall frame and place before the canal officer the required demand proposal for approval. During the successful irrigation years, if due to reasons beyond the control of the Government, farmers do not get the normal yields of the crops as a result of failure of the Department to supply mutually agreed quantum of water as per the agreed schedule, the Department as a part to its agreed responsibility, will be responsible to compensate the farmers. For that purpose the following matters will be binding.

(a) The reasons for not supplying the agreed upon water supply for irrigation to the farmers of the WUA as per fixed schedule should be for reasons beyond the control of government.

(b) The farmers can claim compensation for their loss in yield only if the loss is more than twenty five percent as compared to the standards yields for different crops as decided by the government’s agriculture Department in the district.

(c) In the cases where the deficit in yield is within twenty five percent of the standards of yield decided by the agriculture Department for different crops for that district, farmers will not be entitled to get compensation. Only in the cases where the deficit is more than twenty five percent, the compensation can be claimed for the damage in production in excess of twenty five percent.

(d) In case of any serious dispute, it can be resolved by arbitrator appointed with the consent of both parties.

16) When the decision is taken to decide and collect water charges on volumetric basis, the water rates should not be higher than the water rates of government in-force at that time, based on crop area basis.

17) The bill of water used will be recovered from the WUA by the Department as per the following schedule.
<table>
<thead>
<tr>
<th>SR NO.</th>
<th>DESCRIPTION</th>
<th>KHARIF</th>
<th>RABI</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>1</td>
<td>Date of giving bill to WUA from Department</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; November</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; July</td>
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<td>2</td>
<td>Date of making payment to Department from WUA</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; February</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; May</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; September</td>
</tr>
<tr>
<td>3</td>
<td>Last date of payment of bill</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; July</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; November</td>
</tr>
</tbody>
</table>

If the bill to be paid by the WUA is paid after the time limit mentioned in second row of the table, ten percent surcharge will be recovered as penalty. If the payment is made before stipulated dates, WUA is eligible to get rebate at the rate of twenty percent of the water rates collected and shall have to make the payment of remaining amount of total water charges collected to the Government. If the payment of the bill is not made till the dates mentioned in row no. 3 of the above mentioned table, Department will stop the supply of water. The WUA would be fully responsible for the consequences.

18) When the water rates are to be paid to the Government on crop area basis, the WUA would have to give the information to the Department about the actual area irrigated by each of its members. If, on verification it is found that any of its members have utilized water to irrigate the area more than area agreed upon both the parties, the provision of penalty at prevailing rates will be applicable.

19) If the allotted water quantity is more than required for the area likely to be covered under irrigation, the WUA will have to inform the Department in writing in the beginning of the season. Otherwise the WUA will have to pay for the allotted quantity of water.

If the WUA envisage more irrigated area and would need more quantity of water than allotted, the WUA will have to inform the Department and put its demand in writing in the beginning of the season. The Government may accept the demand as per availability in the reservoir.

20) For utilizing canal water in irrigation through drip and sprinkler system the canal officer of the Department and the WUA involved in PIM implementation may have to implement through people’s participation the following provisions in their jurisdiction.

(i) For drip and sprinkler irrigation, storage of water is necessary. For this purpose, the WUA with the permission of Department can be allowed to feed canal water in the tanks, farm ponds, check dams, small new tanks, sumps or such other developed sites near the canals from where drip and sprinkler irrigation can be done. The WUA shall pay contribution in the capital cost as laid down in these RULES.

(ii) Five years master plan to develop Drip & Sprinkler Irrigation System for all irrigation water resources such canals, tanks, tube wells, check dams, wells, rivers and rivulets shall be prepared and implemented. The WUA practicing flow irrigation shall have to switch over to Drip and Sprinkler Irrigation in a phased manner during period of five years, closing the present practice of flow irrigation.

(iii) One of the Governments intension/emphasis is to recharge ground water storage and to increase ground water storages by filling tanks from canals, rivers and dams. The filled water shall be utilized in recharge as well as evaporation. To charge fees on water utilized in evaporation and recharge does not seem advisable and lawful. The WUA shall be charged fees on water actually lifted by the farmers from the sources to use in drip and sprinkler irrigation. The WUA shall pay water fees based on volumetric basis, measured through meters, hectare basis or as per watering basis as per the Irrigation Act.
21) The concerned canal officer will have the right to ensure implementation of the provisions and conditions of this MOU and to inspect the water distribution system/management in the command area. The canal officer can scrutinize from time to time the records of the WUA related to the water distribution. The WUA shall comply with the observations.

22) The period of this MOU will be five years from the date of agreement and it can be extended with the consent of both the parties.

23) To develop participatory irrigation management through the Water Users’ Association the provisions made under the Act and the Rules will be applicable and binding to both the parties.

24) During the period of MOU, the changes in the provisions can be made with consent of both the parties.

25) In case of any disputes regarding the interpretation of conditions and contents of this MOU, the decision of the Government will be binding to the WUA.

26) The signatories on behalf of the WUA who have signed this agreement have given assurance that they are competent to sign this agreement, with this understanding both parties have read, understood and agreed and accepted this agreement, and signed this agreement in the presence of following witnesses.

For Government ___________________________ For WUA ___________________________

Witnesses
1) Name : ____________________________
Address : ____________________________ Signature: ________________

2) Name : ____________________________
Address : ____________________________ Signature: ________________
ANNEXURE-3

(See rule 8)

THE FORM OF AGREEMENT TO BE ENTERED INTO BETWEEN THE GOVERNMENT AND WUA FOR EXECUTING NEW WORKS, REMODELLING AND REHABILITATION WORKS BY WUA

This agreement is entered into on (date) Month 200 between the Narmada, Water Resources Water Supply & Kalpasar Department / Panchayat / Corporation / Govt. Department / Govt. Organisation / Govt. agency (which is herein after referred to as “Establishment” and in the expression their successors officers of their office are included) on one side and on the other irrigation co-operative WUA which is registered WUA / organisation under the Gujarat Water Users’ Participatory Irrigation Management Act, 2007 in the office of vide registration no. situated at village of Taluka in District which shall hereafter referred to as ‘WUA’ in this agreement. In the expression lawfully appointed president/chairperson and his successors of the WUA with the terms and conditions as below:-

Application to form WUA has been forwarded on date __________ In the meantime, Superintending Engineer has given recognition by his order dated __________ (The copy of the registration should be attached, if the WUA is registered)

The work to be done has been included in the purpose of the WUA. The undersigned president/representative/administrator in this agreement are lawfully appointed president/chairperson/representative/administrator of this WUA and their names are registered in the said office.

The plans estimates are prepared by

as per the schedule of rates (S.O.R.) for the year 200 __________. The market rate analysis is prepared for the items of which prevailing market rates are higher than the approved schedule of rates and for the items which are not included in schedule of rates. The administrative and technical sanction of the approved work has been obtained. The details of which are as below:

1) Name of work
2) Details of sanctioning authority
3) The details of administrative sanction
   a) Estimated amount
   b) Date and No. of order
4) Details of technical sanction
   a) Estimated amount
   b) Date and No. of the order

For the work to be executed under this agreement and as per the above details, the consent of the WUA and it’s resolution dated __________, in this regard, is received by the ‘establishment’. Therefore, the works shall be carried out as per following conditions, schedule-B and technical specification. It shall remain binding to both the parties.

As mentioned above, this agreement is executed to carry out the following works by WUA.

1. Name of work and it’s nature/ type
The terms & conditions of the Agreement :-

1. As the WUA itself is contributing in the cost of the work and participating and working without any aim of profit, the work entrusted to the WUA shall be treated equivalent to the work carried out departmentally as per the policy of the Government. Earnest money or security deposit shall not be asked from the WUA. Since the WUA is working on the principles of no-profit, as per the provision made in the resolution no. 197/13/93/TTA/T dated 28-1-93 of Ministry of Finance, Govt. of India, deduction of income-tax shall not be made at the time of payment for the work done, provided it is not being contrary to the provision of law for the same.

2. (A) Implementation of the approved work shall be done efficiently and economical by the WUA. The WUA shall bear its own administrative cost. 2% of the estimated cost of work can be added as contingency.

(B) Inclusion of labors welfare up to 2% and outside consultancy cost up to 10% shall be acceptable provided these expenses do not exceed the approved estimated cost.

3. As per the provision of Gujarat Water Users' Participatory Irrigation Management Act, 2007 and the rules made under the ACT the WUA shall have to share ten percent of estimated amount as contribution to implement the works of repairs & rehabilitation. In case of new works, WUA shall have to share as contribution five percent of the estimated amount. While releasing funds to the WUA by the Government, respective amount either of 10% or 5% of estimated amount shall be deducted. If WUA wants, it can give more contribution.

4. At the time of entrusting the sanctioned work to the WUA, 1/3 rd of sanctioned amount shall have to be given to the WUA without any mortgage. When the WUA furnishes account of use of seventy five percent of the first advance, the concerned Executive Engineer of the Division, who gives financial assistance, shall give certificate after necessary verification of work and expenditure details, on which 1/3 rd amount of estimated cost will be paid to the WUA as a second installment of an advance. On the same basis of seventy five percent utilization of the paid advance, the concerned Executive Engineer may release third and final installment of an advance retaining ten percent of the estimated cost from the total amount of third and final installment. The amount of second & third installment shall have to be made available to the WUA within a month after WUA furnishes the relevant details of expenditure.

5. The plans and estimates, Schedule B and technical specifications of work to be carried out under this agreement, are acceptable by both the parties.

6. The progress of the work entrusted to the WUA shall be maintained satisfactorily as per technical planning, design, specification and the quality etc. which has been fixed after discussing with the WUA about the nature of work, circumstance and it's time-limit. For that, it shall be the responsibility of the WUA to arrange all type of necessary materials, labour, required equipments etc. according to provisions made in the agreement.

7. As regard to the work entrusted to the WUA, if it is possible for the Establishment to provide materials and equipments, it can be provided on demand from the WUA. The material and equipments thus provided by the Establishment will have to be preserved and maintained and used only for the purpose under the guidance of the Establishment by the WUA. As per the terms and conditions of agreement, the prevailing norms of the Establishment shall remain acceptable for the recovery of charges. The local carting/transport...
expenses, godown /storage charges etc. shall be done as per the prevailing norms of the
Establishment.

8. For the works entrusted to the WUA, the officers/employer of the divisions under the
control of the Establishment shall perform responsibilities of its administrative and technical
supervision, accounting control and quality control and the responsibility of testing, after
completion of work and/or during the progress, shall be performed by the Establishment in
consultation with the WUA.

9. To maintain arrangements, quality control, specifications and technical standards of
the work entrusted to the WUA and for proper execution of canals or construction according
to its design, a co-ordination committee for the purpose shall be formed. The concerned
Executive Engineer will be the chairperson of the committee. It shall consist of three
representatives from the members of the WUA and one representative from the voluntary
organization. If WUA is not associated with any voluntary organization, any reputed person
acceptable to the Establishment will be a member. The meeting of co-ordination committee
will be held at every month. Its main functions will be the planning of the work entrusted to
the WUA, monitoring of progress, and to solve the problem, if any.

10. If the market rate of any item is higher than the approved rate of sanctioned estimate
and WUA has actually incurred such expenditure, on examining such consequences excess
expenditure shall be acceptable after obtaining approval of the committee constituted by the
below mentioned members. After timely discussion such committee shall have to take
decision in the interest of work looking to the technical standards, requirement, circumstances and the situation.

1) Concerned Superintending Engineer.  
   Chairperson
2) Concerned Executive Engineer  
   Secretary
3) Representative of the concerned voluntary
   organization and if the voluntary organization
   is not working in the respective area, then one
   reputed person of the area acceptable to
   both parties.  
   Member
4) The president/chair person of WUA.  
   Member

11. The canal officer shall prepare the details of work entrusted to the WUA as per the
format and as per measurement book prescribed by the Government. During this activity, the
president & representatives of the WUA will remain present and countersign for it's
authenticity at the fixed space provided for it. Thereafter the concerned Executive Engineer
shall make the payment of balance amount of the estimated cost to the WUA. At the time of
issuing certificate for advance payment or when work is completed, if the work entrusted and
executed is found acceptable in view of quality and technical requirements and the WUA has
given satisfactory reasons for variation in quantity/quality of different items and same is
found to be acceptable, then the concerned Executive Engineer can make the payment of
payable amount within the limit of total estimated amount. After the completion of work, as
above and the WUA submits detail regarding it, the concerned Executive Engineer shall issue
completion certificate within one month thereon.

12. The works of extra items, which is necessary but not included in the technical
sanction, can be executed with the approval of committee as mentioned in Para No.10 above.
Payment purposes for such works which is based on the details of the measurement of actual
work done and the rate eligible for the such items as per schedule of rate or based on the
eligible amount from the proper rate analysis at prevailing market rates.

13. If the land to be acquired as per the requirement of the nature of work, it's alignment
and area of work for the work under the agreement, the Establishment shall solemnly be
responsible for the same. In connection of this, co-ordination at local level shall be required to be maintained to get farmers' co-operation and to see that as far as possible, the work may not with held due to land acquisition. Required land shall be obtained from the concerned farmer by executing sale deed in accordance with the prescribed rate and standards of the Establishment. The authority shall make payment of amount as per sale deed to the relevant farmer.

14. The WUA shall have to maintain accounts of sanctioned work separately and it shall be submitted before the payment of final bill duly certified by the auditor of the WUA. The information asked by the Accountant General & the concerned Executive Engineer shall be furnished. The canal officer shall have right to monitor the sanctioned work and to examine the work on site and records.

15. The ownership of the irrigation assets created by implementation of the scheme is and shall remain with the Establishment. The operation and maintenance of these properties shall be done by the WUA.

16. The WUA undertakes to use the fund allotted for the sanctioned work of the scheme solemnly for that work and not for any other purposes.

17. The objective of entrusting work to the WUA under this agreement is to complete the good quality work in accordance with necessary administrative and technical standards in shortest possible time for the benefit of the beneficiaries. Therefore, in spite of provision made in above Para-9, if any dispute is arisen, same shall have to be solved at the committee level. (It is expected). However, if dispute can not be solved, the committee at the Superintending Engineer level, mentioned in above Para-10, shall solve the same. If the committee fails to tackle the issue the matter can be represented to Chief Engineer at Government level. The decision given by him, after considering representations from both the parties, shall be final and binding to both the concerned parties.

18. If the concerned Executive Engineer finds that the WUA is not implementing as per the agreement of sanctioned work or the fund allotted to the WUA is not utilised properly as per the financial agreement, he can cancel the sanctions so given, if found necessary, after giving necessary opportunity for written explanation to the WUA. In that case, the WUA shall refund the amount paid so far along with bank charges and it's interest, to the concerned division. And the recovery of such amount shall be recoverable under Gujarat Public Money (Recovery of Dues) Act 1979 or under the Bombay Land Revenue code as dues of land revenue. There shall be a right of appeal to the competent level against the decisions and orders of the concerned Executive Engineer within thirty days from the date of such order.

19. The WUA shall use the quality material, machinery and equipments required for construction of the scheme. If the concerned Executive Engineer opined that the materials, labour works and other works are of inferior quality, then after giving opportunity to the WUA to explain in written, the WUA shall have to replace such materials without any charge for it. Further, the WUA shall have to remove the works of sub standard and of inferior quality, done so far, without any charge including material, labour and other expenditure and shall have to reconstruct the same. For this purpose, the WUA shall form “Construction Committee” from representatives of beneficiary farmers. The members of this “Construction Committee” shall take necessary training with help of the Establishment and voluntary organisation.

20. As per the provision of Gujarat Water Users' Participatory Irrigation Management Act, 2007 and the rules made under the Act, this agreement shall be executed on the stamp paper of required amount as per the provision made in the Bombay Stamp Act 1958. The cost of which shall be borne by the WUA.

21. The canal officer and the representatives of the WUA shall work together with cooperation and coordination for speedy and satisfactory execution of the sanctioned work which is intended to raise the livelihood of the people in rural areas under participatory irrigation management.
22. Concerned canal officers shall supervise execution of the works. The WUA undertakes to follow the instructions given by such canal officers during the construction of works.

23. If the responsibility or any damage is arisen due to action or inaction of the WUA or its representative during the course of construction of work of the scheme, the damage or responsibility/liability for it shall be borne completely by the WUA. In such circumstances, if it is found necessary, concerned Executive Engineer is hereby authorized to take necessary actions at the risk and cost of such WUA.

24. The provisions made in the agreement can be revised only with the consent of both the parties during stipulated time-limit.

25. The president/chair person who signed below this agreement has been empowered for the same under the constitution of the WUA and they shall be competent to sign in this agreement for which assurance is given by them. Having so understood, both the parties have signed this agreement with due understanding and same is acceptable and binding to them in presence of witnesses who have signed below which is acceptable and agreeable to both the parties.

In witness of the above agreement the concerned Executive Engineer _______

Scheme under ________________ Department of the Establishment under his
seal and Signature and the president of the __________________________ WUA Shri
Designation ________________ has signed in presence of
the witnesses which is agreeable and binding to both the parties.

Signature of witnesses:
Name: __________________________ Shri
Address: __________________________

Name: __________________________ Shri
Address: __________________________

Signature of witness:
Name: __________________________ Shri
Address: __________________________

Name: __________________________ Designation:
Address: __________________________

Name: ‘President of WUA’
Name of the WUA:
Address: __________________________
For the president /
Chair person:
### ANNEXURE-4
### FORM-I
### Elections Programme of Members of Managing Committee of Water Users' Associations
(See Enclosure-2, Para 1(2))

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activity</th>
<th>Day*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part-A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Preparation of Voter list (VL)</td>
<td>1 - 10</td>
</tr>
<tr>
<td>2</td>
<td>Displaying VL with notice inviting objections</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>Receiving objections</td>
<td>12 - 14</td>
</tr>
<tr>
<td>4</td>
<td>Disposal of claims</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Issuing notices [ Rule 5 (1) ]</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>• Displaying lists as under Rules 5 and 6</td>
<td>21 - 23</td>
</tr>
<tr>
<td></td>
<td>• Holding summary enquiry</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>Publishing draft electoral roll</td>
<td>37</td>
</tr>
<tr>
<td>6</td>
<td>Period of Appeal on draft roll</td>
<td>44</td>
</tr>
<tr>
<td>7</td>
<td>Decision of Appellate Officer</td>
<td>45 - 47</td>
</tr>
<tr>
<td>8</td>
<td>Final publication of Roll</td>
<td>50</td>
</tr>
<tr>
<td><strong>Part-B</strong></td>
<td></td>
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<tr>
<td>9</td>
<td>Notice of Election</td>
<td>1</td>
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<tr>
<td>10</td>
<td>Receipt of nomination up to</td>
<td>8</td>
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<tr>
<td>11</td>
<td>Scrutiny of nominations and Publication of valid nominations</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>Withdrawal of nominations</td>
<td>13</td>
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<tr>
<td>13</td>
<td>Publication of list of contesting candidates with symbols</td>
<td>14</td>
</tr>
<tr>
<td>14</td>
<td>Period for –</td>
<td>15-23</td>
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<tr>
<td></td>
<td>• Preparation of Election by Election Officer (Printing ballot papers, etc.)</td>
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<tr>
<td></td>
<td>• Canvassing</td>
<td></td>
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<tr>
<td>15</td>
<td>Elections (Polls) and even counting and results, if possible</td>
<td>24</td>
</tr>
<tr>
<td>16</td>
<td>If counting is not possible on same day then it may be done on next day</td>
<td>24/25</td>
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</tbody>
</table>

* Day(s) from the commencement of procedure.
ANNEXURE-4
FORM-II
Performa for Voter List/roll
(See Enclosure-2, Para 3(1) and 10(7))

Name of Water Users’ Association:
Registration No of WUA:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Full Name</th>
<th>Sex M/F</th>
<th>Date of Birth</th>
<th>Age as on Village</th>
<th>Survey No</th>
<th>Category</th>
<th>Territorial Reach Head/ Middle / Tail.</th>
<th>Remarks</th>
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</table>
CLAIM APPLICATION FOR INCLUSION OF NAME IN THE ELECTORAL ROLL
(See Enclosure-2, Para 4 (1), 4(2) and 10(7))

To,
The Election Officer, ........................................ Water Users' Association.

Registration No of WUA: ........................................

Sir,

I request that my name is to be included in the electoral roll of ........................................
( Name of Water User Association).

1. Name (in full): ........................................

2. Father's / mother's / husband's name: ........................................

3. Particulars of my place of residence are: ........................................
   (a) Street: ........................................
   (b) Town/Village: ........................................
   (c) Post Office: ........................................
   (d) Taluka: ........................................

4. Particulars of land holding: ........................................
   (a) Name of the Irrigation Scheme: ........................................
      Canal ______, Distributory ______, Minor ______, Outlet ______
   (b) Name of the Village: ........................................
   (c) Survey No: ........................................
   (d) Gat No: ........................................
   (e) Area (in hectares): ........................................

I hereby declare that to the best of my knowledge and belief
(i) I am a citizen of India:
(ii) My age on the first day of January, ...(year)....is.........years and.......months.
(iii) I am landholder / occupier of this Water Users Association at the particulars given
     as above.

Place: ........................................  Signature or Thumb Impression of Claimant.
Date: ........................................
To
The Election Officer,
..................Water Users' Association.

Registration No of WUA:

Sir,

I object against the inclusion of the name of Shri / Smt. ........................................ in the electoral roll at serial No. ....................... of .................................. Water User Association for the following reason(s).

........................................................................................................................

........................................................................................................................

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief.

My name has been included in the electoral roll for this Water Users' Association as follows:

Name (in Full) ........................................................
Father's/mother's/husband's name ........................................................
Serial No. ........................................................

Signature/Thumb Impression of Objector
(Full Postal Address)

Date:
APPLICATION FOR OBJECTION TO ENTRIES IN THE ELECTORAL ROLL

To,
The Election Officer,
................................. Water Users’ Association.

Registration No of WUA:
I, ............................... Son / Daughter / Wife of ................................. a
voter of the ................................. Water Users’ Association do object to the following entries
in the electoral roll.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Present entry which has been objected.</th>
<th>Corrected entry to be inserted.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Place:
Date:   (Signature or Thumb impression of the Objector)
ANNEXURE-4
FORM-VI
NOMINATION PAPER
(See rule 15 and Enclosure-2 (Para 14 (1))

<table>
<thead>
<tr>
<th>SC</th>
<th>ST</th>
<th>GENERAL</th>
</tr>
</thead>
</table>

Sr. No.  ---------------------

To,
The Election Officer,  (pre-printed)

(Name of the Water Users' Association)  Serial number of
as received during election nomination form.

Registration No of WUA:
I wish to contest the election for the following post and furnish my personal details hereunder.

Name of the post contesting: Member / Chairperson [Please put tick (✓) mark]

Irrigation System: ------------------------------------------ (Name of Irrigation system)
Water Users' Association: ---------------------------------- (Name of the WUA)
Territorial Reach of Water Users' Association: (Head / Middle / Tail)
Category: SC ST GENERAL
Town / Village ---------------- Taluka ---------------- District ----------------

1. Personal particulars:
   (a) Full Name: Shri/Smt/Kum ------------------------------------------
   (b) Father/Husband Name: Shri ----------------------------------------
   (c) Serial No. in the voters list (contesting candidate)
   (d) Whether belongs to Category (please put tick ✓ mark)

<table>
<thead>
<tr>
<th>SC</th>
<th>ST</th>
<th>GENERAL</th>
</tr>
</thead>
</table>

(e) Age: ______ years
(f) Gender (please put tick ✓ mark):

[ ] Male  [ ] Female

(g) Total extent of land: (i) Owned __________ hectares.  
                           (ii) Leased __________ hectares.
(h) Occupation: ____________________________________________
(i) Educational qualification: _________________________________
(j) Address of contesting candidate:
   House No. ------------ Street No. ------------------
   Town/village ---------------- Taluka ---------------- District ----------------
2. Details of Proposer:

(a) Full name: Shri/Smt/Kum  
(b) Father/Husband Name: Shri  
(c) Serial No. in the Voters list (Proposer)  

I hereby propose Shri/Smt/Kum  as a candidate for the office of the Member / Chairperson of Managing Committee of Water Users’ Association.

Signature or Thumb Impression (proposer)

3. Declaration as to choice of symbol:

I do hereby declare that the symbols which I have chosen for my election are shown below in the order of my preference.

(1)  
(2)  
(3)  

Signature or Thumb Impression (contesting candidate)

4. Declaration (by the contesting candidate):

I solemnly affirm and state as follows:

1. I am a registered voter in the current voters list at serial number  and that my proposer is also a registered voter in the current voters list at serial number  
2. I am  years (in words ) old as on the date of this nomination  
3. I am not a village servant or an officer or a servant of the Government of India or any State Government or a local authority or an employee of any institution receiving aid from the funds of the Government.  
4. I was not convicted by a criminal Court for any offence involving moral turpitude committed under any law for the time being in force.  
5. I am with a sound mind and I am not an applicant to be adjudicated as an insolvent or an undercharged insolvent.  
6. I am not a defaulter of land revenue or water tax or charges payable either to the Government or to the Water Users’ Association.  
7. I am not interested in a subsisting contract made with, or any work being done for, a Municipal Council or Corporation or the Panchayat Samiti or a Gram Panchayat/ Taluka Panchayat/ Zilla Panchayat or any State or Central Government or the Water Users’ Association.  
8. I was not removed from any post of office bearer in the Water Users’ Association previously by the Appropriate Authority.  
9. I am eligible for contesting election and I am not disqualified under any of the provisions of Section 34 of the Gujarat Water Users participatory Irrigation Management Act 2007 (Act No. 18 of 2007)
10. I hereby opt to contest the elections of Water Users' Association and reach mentioned and declare that I shall not contest elections of similar type of Water Users' Association elsewhere.

The above particulars furnished by me are true to the best of my knowledge and if they are found to be incorrect at any time during my tenure, I am liable for removal from the post or posts I hold in the Water Users' Association and I shall be debarred from contesting for any post in Water Users' Association for six years from the date of the order.

Station:
Date: Signature or Thumb Impression ..........................

(contesting candidate)

Witnesses:
Signature ........................................ Signature ........................................
Full name ........................................ Full name ........................................
Address ........................................ Address ........................................

5. Receipt for Nomination Paper and Notice of Scrutiny:
(To be handed over to the person presenting the Nomination paper)
Serial Number of Nomination Paper ............................ The Nomination Paper of Shri / Smt. ................................................ a candidate for the election from the .................................. constituency of .................................. Water Users' Association was delivered to me at my office at .................................. (hours) on .................................. (date) by ................................................ candidate / proposer of candidate.

All nomination papers will be taken up for scrutiny at .......... (hour) on .................................. (date) at ..................................

Place:
Date: Signature of Election Officer.
ANNEXURE-4
FORM-VII
LIST OF VALID NOMINATIONS
(See Enclosure-2, Para 15 (5))

Name of Water Users' Association: ..........................................................
Registration No of WUA: .................................................................
Name of the Territorial Reach (Head / Middle / Tail) ..................................
Election to Member/ Chairperson of Managing Committee / Water Users' Association

<table>
<thead>
<tr>
<th>Sr. No. Allotted</th>
<th>Name of the Candidate</th>
<th>Category</th>
<th>Territorial Reach Head/ Middle/ Tail</th>
<th>Sr. No. in Voter list</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Place:
Date: Election Officer.

FORM-VIII
LIST OF CONTESTING CANDIDATES
(See Enclosure-2, Para 17 (1))

Name of Water Users' Association:
Registration No of WUA:
Election to Member / Chair Person of Managing Committee of Water Users' Association

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Candidate</th>
<th>Category</th>
<th>Territorial Reach Head/ Middle/ Tail</th>
<th>Sr. No. of Voter list</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Place:
Date: Election Officer.
ANNEXURE-4
FORM-IX
FINAL LIST OF CONTESTING CANDIDATES
(See Enclosure-2, Para 19(1))

Name of Water Users' Association: ..................
Registration No of WUA: ..................
Election to Member or Chair Person of Managing Committee of Water Users Association

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Candidate</th>
<th>Category</th>
<th>Territorial Reach head / Middle / Tail</th>
<th>Sr. No. of Voter list</th>
<th>Symbol allotted/ Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Place: 
Date: 

Election Officer.

FORM-X
BALLOT PAPER
(See Enclosure-2, Para 21 (1))

COUNTER FOIL
BALLOT PAPER FOR ELECTION TO MEMBER OF MANAGING COMMITTEE /
CHAIRPERSON OF ...........................................
(Name of Water Users Association)

Sr. No. of the Voter: ........

Signature or Thumb Impression of Voter ........

BALLOT PAPER FOR ELECTION TO CHAIRPERSON / DIRECTOR
(Name of Water Users' Association)

<table>
<thead>
<tr>
<th>Name of the Candidate (in Gujarati and in Alphabetical order in the box space)</th>
<th>Symbol allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE-4

FORM-XI

Letter accompanying Motion for Recall
(See rule 18 and Enclosure-2, Para 30(2))

Place: ____________________
Date: ____________________

To,
Deputy Executive Engineer / Executive Engineer / Election Officer

____________________ Water Users’ Association ____________________

(Name) (Place)

Registration No of WUA: ____________________

Subject: Motion for Recall of Director of Managing Committee of Water Users’ Association.

Sir,

Whereas Shri / Smt. ____________________ Member of Managing Committee elected from ____________________ (Name) Constituency of ____________________ (Place) Water Users’ Association ____________________ has completed two years from the date of assumption of Office of the Member of Managing Committee of the said Water Users’ Association. Whereas, we the undersigned members of the ____________________ (Name) Water Users’ Association ____________________ (Place) have paid the irrigation water charges and are not defaulters in any manner in respect of irrigation water charges; And Whereas, we the undersigned members of said Water Users’ Association have lost the faith in Shri / Smt. ____________________ Member of Managing Committee of the said Water Users’ Association;

We the undersigned members of ____________________ (name) the Water Users’ Association ____________________ (Place) herewith submit the motion for recall of Shri / Smt. ____________________ Member of the Managing Committee of the said Water User’s Association on __________ at ______ hours for further immediate lawful action. We the undersigned members of ____________________ (name) Water Users’ Association ____________________ (Place) also hereby authorize Shri / Smt. ____________________ to propose the said motion and Shri / Smt. ____________________ to second the said motion in the General Body Meeting specially convened for the purpose.

Encl: Said Motion.

Signatures:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Sr. No. in the territorial reach wise voter list of Water Users’ Association</th>
<th>Signatures or thumb impressions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Accompaniment of Water Users' Association letter No........dated the ............. Motion for Recall of Member of Managing Committee of Water Users' Association.

We the undersigned members of the _______________(name) Water Users' Association ____________ (Place) __________ have lost the faith in Shri/Smt. _______ Member of the Managing Committee elected from _______ (Name) __________ Constituency of _______ (Place) ___________ Water User’s Association ___________, for following specific reasons related to the functioning of the said Water Users’ Association.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Shri/Smt. _______ Member of Managing Committee of__________(name) Water Users’ Association __________ (Place) may be recalled.

Encl: Said Motion.

Name and Signature of thumb Impressions of:

Proposer:

Seconder:

Place:

Date:
ANNEXURE-5
Statement-1
Discharge Measurement
(See Enclosure-3)

<table>
<thead>
<tr>
<th>Project</th>
<th>Canal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off take No.</td>
<td>Chainage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Gauge</th>
<th>Discharge (lit/sec)</th>
<th>Volume (m³)</th>
<th>Total units of water user (1000 cubic meter)</th>
<th>Remarks</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>am</td>
<td>pm</td>
<td>am</td>
<td>pm</td>
<td>average</td>
<td>Daily</td>
<td>Cumulative</td>
</tr>
</tbody>
</table>

<p>| | | | | | | | | |</p>
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</tr>
</tbody>
</table>
Prescribed Unit of Water Use Entitlement at Minor level for Flow Irrigation in

*Kharif* Season in a Normal year

*(Illustrative Example)*

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Planned utilization for Kharif season as per project report including water required for irrigation, Non-irrigation purposes and losses.</td>
<td>461 Mm³</td>
</tr>
<tr>
<td>2)</td>
<td>Deduct:-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Evaporation and other losses like seepage, etc.</td>
<td>215 Mm³</td>
</tr>
<tr>
<td></td>
<td>ii) Non-irrigation water requirement from reservoir</td>
<td>14 Mm³</td>
</tr>
<tr>
<td></td>
<td>iii) Non-irrigation requirement from canal system (4 Mm³/0.95x0.9)</td>
<td>4.7 Mm³</td>
</tr>
<tr>
<td></td>
<td>iv) Net river losses in case of storage cum pick weir scheme.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>v) Water allocation for bulk consumers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total deductions</td>
<td>236.7 Mm³</td>
</tr>
<tr>
<td>3)</td>
<td>Water available for irrigation in Kharif season at canal head i.e. (1-2)</td>
<td>224 Mm³</td>
</tr>
<tr>
<td>4)</td>
<td>Deduct from (3):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Water Allocation for lift irrigation including pressurized irrigation schemes on reservoir</td>
<td>20 Mm³</td>
</tr>
<tr>
<td></td>
<td>ii) Water Allocation at canal head for lift and pressurized irrigation schemes on canal system (5 x 0.95 )</td>
<td>5.25 Mm³</td>
</tr>
<tr>
<td></td>
<td>Net water available for flow irrigation at the head of WUA (3 - 4) x efficiency from canal head to minor head (224.3- 25.25) x (0.95 x0.9) (Refer Table-1) = 170.19</td>
<td>170.19 Mm³</td>
</tr>
<tr>
<td>6)</td>
<td>Net CCA for flow irrigation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total CCA 2,37,550 ha</td>
<td></td>
</tr>
</tbody>
</table>
### i) CCA on lifts: Reservoir – 21438 ha
- Canal – 10000 ha

| 31438 ha |

### i) CCA of bulk Consumers
- 100 ha

| Total : 31538 ha | Net CCA = 237550 – 31538 = 206012 ha. |

### 6) Unit entitlement per ha of Net CCA (i.e. 5/6) i.e. 170.19/206012 = 0.0008 Mm³ / ha of Net CCA

| CCA |

| i.e. 800 m³/ha of Net |

**NOTE:** This is only an illustrative example. The concern Project Officer shall work out water entitlement considering the efficiencies and other parameters for their projects.
Statement-II

Unit of Water Entitlement at Minor level for Flow Irrigation in Rabi and Hot Weather Season in a Normal year
(ILLUSTRATIVE EXAMPLE)

<table>
<thead>
<tr>
<th></th>
<th>Planned utilization for Rabi and Hot Weather season</th>
<th>2791 Mm³</th>
<th>461 Mm³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Total utilization (planned)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Deduct planned utilization in Kharif</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Net for Rabi and Hot Weather</td>
<td>2330</td>
<td>2330 Mm³</td>
</tr>
</tbody>
</table>

2 Deduct: from (1)

|   | i) Reduction in the live storage due to siltation (assumed) | 30 Mm³ |
|   | ii) Carry over                                              | 732 Mm³ |
|   | iii) Net losses from reservoir considering post monsoon flow (based on water balance study) | 451 Mm³ |
|   | iv) Net river losses in case of storage cum pick-up weir scheme (Not applicable in this case) | - |
|   | v) Non irrigation requirement from reservoir              | 33 Mm³ |
|   | vi) Non-irrigation requirement from canal system (9/(0.95x0.9) (Refer Table-1) =10.5 |
|   | vii) Water allocation for bulk consumers                 | 10.5 Mm³ |
|   | viii) Water allocation on river between dam and pick up weir | 5 Mm³ |

Total deductions: 1261.5 Mm³ 1261.5 Mm³

3 Water available for irrigation at canal head in Rabi & Hot Weather seasons i.e. (1-2) 1068.5 Mm³

4 Deduct from (3):

|   | i) Water Allocation for lift and pressurized irrigation schemes on reservoir | 80 Mm³ |
|   | ii) Water Allocation at canal head for lift and pressurized irrigation schemes on canal (25 + 0.95). (Refer Table-1) | 26.32 Mm³ |
|   | iii) Water Allocation for lift and pressurized irrigation schemes on river between dam and pick up weir | Not Applicable |

5 Net water available for flow irrigation at the head of WUA (3-4) x efficiency from canal head to 822.67 Mm³
NOTE:- This is only an illustrative example. The concern Project Officer shall work out water entitlement considering the efficiencies and other parameters for their projects.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>minor head (1068.5–106.32) x (0.9 x0.95) (Refer Table-1) = 822.67 Mm³</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Season wise allocation of net water available for flow irrigation Rabi (78%) = 641.70 Mm³ H.W. (22%) = 180.97 Mm³</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Net CCA for flow irrigation</td>
</tr>
<tr>
<td></td>
<td>Total CCA 2,37,550 ha</td>
</tr>
<tr>
<td></td>
<td>Deduct:</td>
</tr>
<tr>
<td></td>
<td>CCA on lifts: Reservoir &amp; Canal – 31438 ha</td>
</tr>
<tr>
<td></td>
<td>Deduct CCA of bulk Consumers – 700 ha</td>
</tr>
<tr>
<td></td>
<td>Net CCA 205412 ha</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Unit entitlement per ha of Net CCA (i.e. 6 /7)</td>
</tr>
<tr>
<td></td>
<td>Rabi ...... 3100 m³/ha of Net CCA</td>
</tr>
<tr>
<td></td>
<td>H.W. ...... 900 m³/ha of Net CCA</td>
</tr>
</tbody>
</table>
Statement-III

Water Entitlement for Lift Irrigation on Storage with out canal system
with out backup storage in a Normal year

(Illustrative Example)

<table>
<thead>
<tr>
<th></th>
<th>Planned utilization in different seasons (Being K.T. Weir, Utilization is planned for Rabi season only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rabi Utilization</td>
</tr>
<tr>
<td>2</td>
<td>Deduct: from (1)</td>
</tr>
<tr>
<td></td>
<td>i) Net losses from reservoir considering evaporation, seepage, post monsoon flow</td>
</tr>
<tr>
<td></td>
<td>ii) Reduction in storage due to silting.</td>
</tr>
<tr>
<td></td>
<td>iii) Non-irrigation requirement, if any.</td>
</tr>
<tr>
<td></td>
<td>Total deductions:</td>
</tr>
<tr>
<td>3</td>
<td>Net Water available for use (1 - 2)</td>
</tr>
<tr>
<td>4</td>
<td>Net CCA for lift irrigation:</td>
</tr>
<tr>
<td>5</td>
<td>Unit entitlement per ha</td>
</tr>
<tr>
<td></td>
<td>- Rabi ...... 4200 m³/ha of Net CCA</td>
</tr>
</tbody>
</table>

**NOTE:** This is only an illustrative example. The concern Project Officer shall work out water entitlement considering the efficiencies and other parameters for their projects.
ANNEXURE-7
(See rule 9)

Name of Water Users’ Association:
Registration No of WUA:

<table>
<thead>
<tr>
<th>Yearly Information Statement (Year--------)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* General information regarding Water Users’ Association.</td>
</tr>
</tbody>
</table>

1) Name of Water Users’ Association:
2) Date of Registration:
3) Registration No.:
4) Area of work (Area under Water Users’ Association):
5) On date ---------Number of members: Men--------Women---------Total ---------
6) Rate of Dividend Declared:
   (On date: 31/03 /---------)
* Audit of Accounts
7) Audit of accounts for the year --------- is done: Yes / No
8) If yes, Name of Auditor:
9) Date of General Body meeting for the year:
10) Tenure of managing committee.
11) (a) Date of Election conducted:
    (b) If election is not conducted then whether administrator has been appointed:
        Yes / No
    (c) First date of meeting of all elected management committee members after elections
12) Objectives achieved or not
13) Economic condition:
    a) Share Capital
    b) Credits
    c) Loan
14) Reserve fund:
15) Fix:
16) other payments:
17) Working Capital:
18) Permanent / Substantive income:
19) Dues:
20) Investment:
21) All other Income:
22) Profit /Loss:
23) Present working condition:
24) Water Users’ Association runs well / not working:
25) If not working since --------- years ---------months
26) Reasons for closed down of Water Users’ Association:
27) WUA is dissolved: Yes/No
28) If dissolved Date of dissolution:
29) Present status:

Secretary /Chairman
ANNEXURE-8
(See rule 9 and 13)
PART-I
Annual Financial Budget of Water Users' Association

Name of Water Users' Association:
Registration No of WUA:

<table>
<thead>
<tr>
<th>Details of Receipts</th>
<th>Estimate for current years</th>
<th>Actual</th>
<th>Excess / surplus.</th>
<th>Less Receipts / Deficit</th>
<th>Estimate for next year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water charges collected (Water Users' Association)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Interest i.e. Interest on deposits.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits from members.</td>
<td></td>
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<tr>
<td>Borrowings</td>
<td></td>
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<tr>
<td>Donations</td>
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<td>Grants</td>
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<td>Contributions</td>
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<td>Penalties</td>
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<tr>
<td>Reserve Fund</td>
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<tr>
<td>Fees for services rendered.</td>
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</tr>
<tr>
<td>Other Receipts</td>
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<tr>
<td><strong>Total Income</strong></td>
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</tr>
</tbody>
</table>
### Profit - Loss Account of the year

Name of Water Users' Association: 
Registration No of WUA: 

<table>
<thead>
<tr>
<th>Details of Receipts</th>
<th>Estimates for current years</th>
<th>Actual</th>
<th>Excess / surplus</th>
<th>Less Receipts / Deficit</th>
<th>Estimates for next year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Account</td>
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</tr>
<tr>
<td>Officer Rent</td>
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<tr>
<td>Printing and Stationery</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
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<tr>
<td>Maintenance of Canal (Minor)</td>
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<tr>
<td>Water Charges (To Water Resources Department / Govt.)</td>
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<tr>
<td>Kharif Rotation Allowance</td>
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<td>Rabi Rotation Allowance</td>
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<td>Hot Weather Rotation Allowance</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Recurring expenditure</td>
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<tr>
<td>Maintenance of vehicle</td>
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<tr>
<td>Traveling</td>
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<tr>
<td>Audit Fee</td>
<td></td>
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<td>Commission</td>
<td></td>
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</tr>
<tr>
<td>Depreciation of Dead Stock Allowances</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Education Fund</td>
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<td>Functions</td>
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<td>Telephone bill</td>
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<tr>
<td>Removal of Silt</td>
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</tr>
<tr>
<td>Water conservation fee</td>
<td></td>
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</tr>
<tr>
<td>Expected / estimated expenditure</td>
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<tr>
<td>Expected / estimated Benefit</td>
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<tr>
<td>Total</td>
<td></td>
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</tr>
</tbody>
</table>
**FORM - A**  
(See Rule 8(1))

Register of Agreements between Water Users' Association and Canal Officer

**Name of Scheme:** ___________________________  **Type of Scheme:** ___________________________

<table>
<thead>
<tr>
<th>Irrigation Section, Irrigation Sub Division</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name and Address of Water Users' Association</th>
<th>Registration Details</th>
<th>Date of Constitution of Water Users' Association</th>
<th>Canal Officers' Designation and Address</th>
<th>Date of Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>No. 2 3 4 5 6 7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORM - B  
(See Rule 11) 

Irrigation Division 

Area Base / Volumetric Supply to Water Users' Association 

Bill of Water Charges 

Irrigation Section, Irrigation Sub Division 

<table>
<thead>
<tr>
<th>Water Users' Association</th>
<th>Season</th>
<th>Year</th>
<th>Irrigated Area (Hectare/Entitlement (Tm3))</th>
<th>Water Rate (Rs/Tm3)</th>
<th>Basic Water Charges in Rs.</th>
<th>Local Fund in Rs.</th>
<th>Penalty * in Rs.</th>
<th>Current Assessment in Rs.</th>
<th>Previous dues in Rs.</th>
<th>Total Bill in Rs. (11+12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Name</td>
<td>Planned/ Applicable</td>
<td>Actual/ Used</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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</tbody>
</table>

Note:  
(1) Season-wise last dates for payment of Bill: Kharif 30 Apr, Rabi 31 July, Hot Weather 30 Nov. 
(2) Thirty percent Concession [Thirty percent of Col. 8] shall be given for ordinary repair of irrigation facilities up to minor canal level. 
(3) Twenty per cent Concession [Twenty percent of Col. 8] shall be given if payment of bill is made on or before last date. 
(4) Ten percent Surcharge / year shall be levied for late payment [Ten percent of Col. 11] i.e. paid after the date: For Kharif 30 Apr, Rabi 31 July, Hot Weather 30 Nov. 

* Penalty is imposed on Water Users' Association for violation of the Act and rules thereof as per details specified below: 

* Penalty is imposed on Water Users' Association for violation of the Act and rules thereof as per details specified below is to be included in the above Bill of Water Charges 

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Offence/ Irregularity</th>
<th>Section of the Act</th>
<th>Rule No.</th>
<th>Penalty Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total

Section Officer  
Irrigation Secti
**FORM - C**  
(See Rule 11)

**Irrigation Division**

**Receipt of Water Charges**

**Irrigation Section, Irrigation Sub Division**

<table>
<thead>
<tr>
<th>Bill No.</th>
<th>Payment Date: (in time / late)</th>
<th>Receipt Date:</th>
<th>Receipt No.</th>
</tr>
</thead>
</table>

**Water Users' Association**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Basic Water Charges in Rs.</th>
<th>Local Fund Rs.</th>
<th>Penalty Rs.</th>
<th>Current Assessment in Rs. (3+4+5)</th>
<th>Previous dues Rs.</th>
<th>Bill Amount Rs.</th>
<th>Concession in Rs.</th>
<th>Surcharge in Rs.</th>
<th>Revised Bill Amt. in Rs.</th>
<th>Amount Paid Rs.</th>
<th>Amount Due Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9A</td>
<td>9B</td>
<td>9C</td>
<td>10</td>
<td>11</td>
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</tbody>
</table>

**Note:-**  
2. Thirty percent Concession [Thirty percent of Col. 3] shall be given for ordinary repair of irrigation facilities up to minor canal level.
3. Twenty per cent Concession [Twenty percent of Col. 3] shall be given if payment of bill is made on or before last date.
4. Ten percent Surcharge / year shall be levied for late payment [Ten percent of col. 6] i.e. paid after the date: For Kharif 30 Apr, Rabi 31 July, Hot Weather 30 Nov.
5. If amount paid is less than Revised Bill Amount, mention / highlight one of the remarks given below:
   a. Water Users' Association agrees to pay the complete bill in principle but paid in part because of certain difficulties mentioned in its application.
   b. Water Users' Association does not agree to pay Rs. _______________ towards _______________ for reason mentioned in its application.

(Note: If remark- b is applicable, fill in the details in the remarks.)
**FORM- D**

*(See rule 9)*

**Savings Account**

<table>
<thead>
<tr>
<th>Chalan No. :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Book:</td>
<td></td>
</tr>
<tr>
<td>Account page:</td>
<td></td>
</tr>
<tr>
<td>Name of Book:</td>
<td></td>
</tr>
<tr>
<td>Branch:</td>
<td></td>
</tr>
</tbody>
</table>

**Rs.**

Name Shri __________________________________________

Amount Rs. (in words) __________________________________

Be credited in Saving Account No. (of Water Users' Association) ________ ____________

Details of amount given on backside.

Accountants Signature. ___________________ Signature of person crediting amount. ___________________
FORM-E
(See rule 9)

Name of Water Users' Association: ________________________________
Registration No of WUA: ________________________________________

Register to keep Account of Water Users' Association

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Particulars</th>
<th>Credit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Bank (saving Account)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Opening Account</td>
<td></td>
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<td></td>
<td></td>
<td>Recurring Account</td>
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<td></td>
<td></td>
<td>Interest account</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Hot Weather water charges</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Rabi water charge</td>
<td></td>
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<td></td>
<td></td>
<td>Dues of water charges</td>
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<td></td>
<td>Delayed recovery</td>
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<td>Phone Bill</td>
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<td>Printing</td>
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<td></td>
<td>Stationery</td>
<td></td>
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<td></td>
<td>Maintenance of main canal</td>
<td></td>
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<td></td>
<td>Canal maintenance account</td>
<td></td>
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<td></td>
<td>Commission</td>
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<td></td>
<td></td>
<td>Water charge</td>
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<td></td>
<td>Advance</td>
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<td></td>
<td>Others</td>
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<td></td>
<td>Postage</td>
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<td></td>
<td>Travelling charges</td>
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<td></td>
<td>Meeting</td>
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<td></td>
<td></td>
<td>Office Expenses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Recurring allowance</td>
<td></td>
<td></td>
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<td>Govt. office expenses</td>
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<td>Audit fee</td>
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<td></td>
<td>Fixed deposit</td>
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<td></td>
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<td>Others</td>
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</table>

Signature of Chairman.
No. ------------

Name of Account holder

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Page No. of Cash book</th>
<th>Credit</th>
<th>Debit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs.</td>
<td>Paise</td>
<td>Rs.</td>
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<td></td>
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<td>Paise</td>
<td></td>
<td>Paise</td>
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<td></td>
<td></td>
<td>Rs.</td>
<td>Paise</td>
<td>Rs. Paise</td>
</tr>
</tbody>
</table>

(See Rule 9)
Name of Water Users Association:
Registration No of WUA:

Bill No. Date:
Shri: Member

Please remit the water bill as mentioned below.

<table>
<thead>
<tr>
<th>Details</th>
<th>Amount</th>
<th>Rotations</th>
<th>Hours/Area</th>
<th>Rate/Crop</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kharif 1</td>
<td></td>
<td></td>
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<tr>
<td>Kharif 2</td>
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<tr>
<td>Kharif 3</td>
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<td>Rabi 1</td>
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<td>Rabi 2</td>
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<tr>
<td>Rabi 3</td>
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<td>Hot Weather 1</td>
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<td>Hot Weather 2</td>
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<td>Hot Weather 3</td>
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<tr>
<td>Management expenditure</td>
<td></td>
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</tr>
<tr>
<td>Charges (without demand)</td>
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<tr>
<td>Previous dues</td>
<td></td>
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<tr>
<td>Others, if any. (mention details)</td>
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<tr>
<td>Total</td>
<td></td>
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</tr>
</tbody>
</table>

Chairman
Secretary
Signature of one who collects money
(Name)
Name of Water Users Association:
Registration No of WUA:

Name of Water Users Association:

Date:
Receipt of Water Charges:
Reg. No. / / 
---/ Year
Shri
Member of Water Users' Association
Received amount Rs. (in words)

As mentioned in details below

<table>
<thead>
<tr>
<th>Details</th>
<th>Rate / Crop-amount (Rs/Ha.)</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rs. Ps.</td>
</tr>
<tr>
<td><strong>Kharif</strong></td>
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</tr>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
<td><strong>Rabi</strong></td>
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<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td><strong>Hot Weather</strong></td>
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<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Management expenditure.</strong> Charges (without demand).** Previous dues**</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Others if any (mention details)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Others, if any. (mention details)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chairman

Secretary
Signature of one who collects money
(Name)

Received
FORM-I  
(See rule 9)

RECEIPT (General)

Name of Water Users Association:
Registration No of WUA:
Receipt No. :

Date:

To,

Name of Member: 

A/c No. :

The undersigned (Name) 

Gives receipt that the amount mentioned below is received from you.

<table>
<thead>
<tr>
<th>Details</th>
<th>Rs.</th>
<th>Paise</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Rs. In words) 

Received in cash. 

Signature of the one who receives money.
FORM- J
(See rule 9)

Name of Water Users Association:
Registration No of WUA:

Cash– Book - II

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>DEBIT</th>
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<tbody>
<tr>
<td>Date</td>
<td>General ledger page No.</td>
</tr>
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<td></td>
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</tbody>
</table>
FORM-K
(See rule 9)

PAYMENT REGISTER

Name of Water Users Association:
Registration No of WUA:

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars</th>
<th>Ledger Folio</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

FORM-L
(See rule 9)
Dead-stock Register

Name of Water Users Association:
Registration No of WUA:
Year _________ to ___________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>No. of units</th>
<th>Details of purchase</th>
<th>Cost</th>
<th>Depreciation</th>
<th>Depreciated amount.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lock/key</td>
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<td></td>
</tr>
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<td>2</td>
<td>Table</td>
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</tr>
<tr>
<td>3</td>
<td>Chair</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Stool</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Phone</td>
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</tr>
<tr>
<td>6</td>
<td>Glass</td>
<td></td>
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<td>7</td>
<td>Measuring Tape</td>
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<tr>
<td>8</td>
<td>Battery</td>
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<tr>
<td>9</td>
<td>Cycle</td>
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<tr>
<td>10</td>
<td>Fan</td>
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Signature of Chairman/ President
FORM - M

(See rule 9)

REGISTRATION BOOK FOR MEMBERS

Name of Water Users Association:
Registration No of WUA:

<table>
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<tr>
<th>SR. NO.</th>
<th>MEMBERSHIP FORM</th>
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<tr>
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<td>NAME</td>
</tr>
<tr>
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<td>ADDRESS</td>
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<tr>
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<td>OCCUPATION</td>
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<td>AGE</td>
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<td>ENTRANCE FEE RS.</td>
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(Rs. in words ......................................................)

Signature of Secretary
PASS BOOK OF MEMBERS

Name of Water Users Association:
Registration No of WUA:
Name of member
Address
-----Occupation

Account No. of member and page number

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<th>Opening Balance</th>
<th>Details</th>
<th>Credits</th>
<th>Details</th>
<th>Balance</th>
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<td>Debits</td>
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</tbody>
</table>

By order and in the name of the Governor of Gujarat,

M. D. PATEL,
Officer on Special Duty (WR) to Government.

Government Central Press, Gandhinagar.