

**Government of India**  
**MINISTRY OF JAL SHAKTI**  
Department of Water Resources, River Development and Ganga Rejuvenation  
NATIONAL PROGRAMME MANAGEMENT UNIT (NPMU)  
**ATAL BHUJAL YOJANA (Atal Jal)**  
Website: ataljal.in, Email: atal-jal@gov.in, Phone: 011 – 24320291-96

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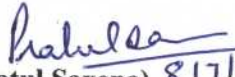
**OFFICE MEMORENDUM**

**W-1 of 2021-2022**

**Sub: Guidelines for Preparation and Consolidation of Water Security Plan**

Preparation of Water Security Plans (WSPs) with community participation is one of the most important activity to be carried out under Atal Bhujal Yojana. For the benefits of the States, Guidelines for Preparation and Consolidation of Water Security Plan version 1.0 with community participation at Gram Panchayat Level were formulated by NPMU, Atal Bhujal Yojana and circulated to the States vide email dated 13.11.2020.

The guidelines have suitably modified in view of the practical problems faced by certain States. The modified Guidelines version 1.1 are enclosed. It is requested that these Guidelines be followed while the WSPs are prepared with community participation.

  
(Pratul Saxena) 8/7/21  
Director, NPMU  
Ph: 011-2432 0293

To,

The Project Director, State Programme Management Unit (SPMU)  
Gujarat/Haryana/Madhya Pradesh/Maharashtra/Karnataka/Rajasthan /Uttar Pradesh

**Government of India**  
**Dept. of Water Resources, River Development and Ganga Rejuvenation**  
**Ministry of Jal Shakti**  
**National Program Management Unit (NPMU)**  
**Atal Bhujal Yojana (Atal Jal)**

**Guidelines for**  
**Preparation and Consolidation of Water Security Plan with community**  
**participation at Gram Panchayat Level**

**Step 1 :**      **Pre - Planning**

- District/Block level meeting of Sarpanches.
- Water Management Committees (WMCs) / WUAs / Similar units (Constitution or strengthening as per the Program Guidelines particularly in respect of women members)
- Orientation on Atal Jal Program.
- Campaigns on benefits of participatory planning
- DIP consultation with constituent villages of GP.
- GP meeting to fix date for the People's Workshop; and to chalk out a day-long program. GP sends Invites to opinion leaders (10/village)
- Identification of Field Level Workers (FLWs)
- Baseline data collection

**Step 2 :**      **Facilitating Community Participation for WSP**

- Social mobilization and stakeholder consultation.
- Participatory Workshops on Water Balance: Presentation; Group work on ways and means to reduce groundwater demand and increase groundwater availability;
- Workshop by DIP and WMC at the village level to explore options of demand and supply management.

**Step 3 :**      **Preparation of Water Security Plan (WSP)**

- Preparation of water Budget and Water Security Plan (WSP).
- Village level meetings to chalk out Demand Decrease Plan (DDP) and Supply Increase Plan (SIP). DIP and WMC facilitates meetings.
- Transect walks of WMC-DIP to sites suggested for SIP along with key stakeholders and technical personnel from DPMU.
- GP level meeting: Discussion and finalization of DDP. Social Feasibility Report on SIP by DIP-WMC. Technical Feasibility Report on SIP by DPMU Technical Team. GP level meeting: Discussion on feasibility reports and finalization of SIP.

**Step 4 : Consolidation and Finalization of Water Security Plan – Consultative Process**

- Compilation of Draft WSP by DIP-WMC. Submission to GP and DPMU. Review of WSP by GP and DPMU. Revision of WSP by DIP-WMC.
- Draft WSP presented in GP and a resolution is passed to approve the WSP and sent to DPMU.
- WSP fully complied, along with acknowledgement and Gram Panchayat Resolution. Sent to DPMU.
- WSP fully completed
- Vetting of WSP by DPMU. Insertion of “Declaration” page. Sharing of approved WSP with GP, SPMU, NPMU and MIS Team
- Ratification by Competent authority

**Step 5 : Social Impact Assessment**

- Conduct social audit
- Establishing Complaints Redressal System

**Abbreviations used**

SPMU	State Program Management Unit
DPMU	District Program Management Unit
FLW	Field Level Worker
DIP	District Implementation Partner
BCC	Behavior Change Communication
WMC	Water Management Committee
VMC	Village Management Committee
FGD	Focused Group Discussion
PRA	Participatory Rural Appraisal
TSA	Technical Support Agency
IEC	Information Education and Communication
GP	Gram Panchayat
MIS	Management Information System
WSP	Water Security Plan
DDP	Demand Decrease Plan
SIP	Supply Increase Plan
GRM	Grievance Redress Mechanism
EOI	Expression of Interest
GS	Gram Sabha
SHG	Self Help Group

Step wise details of activities, methodology and responsibilities in respect of the steps mentioned above are given in Annexure - I

Steps/Scheme cycle for Preparation and Consolidation of WSP under Atal Bhujal Yojana						
STEP 1 : Pre-Planning						
A.	S.No.	Output	Activities	Methodology	Responsibility	Data source creation
	1	Information Disseminated	IEC Campaign: Information on the project, roles and responsibilities of implementing partners	Use Print and electronic media to provide information	Social Specialist and Communication Specialist, SPMU	Upload photos of the activity on MIS along with date on which the activity taken up.
	2	Awareness Creation Initiated	Sensitization on Hydrological Cycle, aquifers, water as a common indispensable resource, roles of people in groundwater management	IEC material - posters with simplified technical information displayed in public places and consultation with Panchayat leaders.	Interdisciplinary team - Technical team from DPMU with communication and social specialist	Upload photos of the activity (geotagged) on MIS along with date
	3	First outreach program conducted	DIP first contact visits to all constituent villages of GP	Use the IEC material on information on the project and technical messages	Field Level Workers (FLW), DIP, DPMU	Field visit reports, photographs, number of people participated - use mobile and upload report on MIS
	4	First Structured consultation conducted	GP level workshop on WSP: Provide detailed information on WSP - the purpose and what will be achieved.	Use of interactive communication material, and use 3- dimensional models for communication	FLW, DIP, DPMU	Workshop report, list of participants, photographs, upload information on MIS
	5	Information Disseminated on GRM	Display GRM structure at public place and in GP notice board	Posters, pamphlets, paint Toll free number at public place	FLW, DIP, DPMU	Use Mobile APP to take pictures of the displayed information and upload on MIS

<b>STEP 2 : Facilitating Community Participation for WSP</b>						
<b>B.</b>	<b>S.No.</b>	<b>Output</b>	<b>Activities</b>	<b>Methodology</b>	<b>Responsibility</b>	<b>Data source</b>
	6	Enhanced knowledge and skill development of field teams	Orientation of field staff on purpose of data requirement and participatory planning	District level workshop to demonstrate PRA tool and required data fields	SPMU	Upload report of meetings with pictures of participants and list on MIS
	7	Disseminated information on data requirements	Meetings with GP on data that will be required for preparing GP/ village level water budgets	Display list of fields of data to be provided by GP	FLW, DIP, DPMU	Upload report from meetings with pictures of participants and list on MIS
	8	Data collected	Computerise data of the listed indicators <i>Basic data: Location ; Demographic profile and socio-economic data;; Land Use Land Cover; Agriculture; Irrigation</i> <i>Water Availability data: Rainfall and Evapotranspiration; Groundwater Availability; Surface water availability</i> <i>Water Utilization data: Groundwater, Surface water Use/Utilization/Draft; Domestic/Drinking water Irrigation water Industrial water</i>	Use secondary and primary sources, To facilitate data capture dedicated Mobile App prepared under Atal Bhujal Yojana can be used.	FLW, DIP, DPMU	Upload on MIS, ensure Data linkage with Mobile App
		<b>Total Water Balance data:</b> <b>Groundwater Balance and Surface water Balance</b>				

9	Completed Stakeholder mapping	Prepare a list with names and contact details of stakeholders: GP leaders, Ward members, influencers, committee leaders, religious leaders, youth leaders, women leaders, vulnerable groups. Identification of existing water groups and committees.	Secondary sources and in meetings at GP and village level	FLW, DIP, DPMU	Upload the report on MIS
10	Social Mobilization initiated	Awareness generation campaign: demystifying issues related to groundwater and geo-hydrological characteristics of the region	Group level meetings in villages	FLW, DIP, DPMU	Upload list of participants, pictures and minutes of meetings using mobile app and MIS
		Organise separate meetings with the vulnerable and map their concerns	Campaign plan, repository of dissemination material and reports	FLW, DIP, DPMU	Upload list of participants, pictures and minutes of meetings using mobile app and MIS
11	Citizens engagement platforms created	Behaviour change campaign : Organise village level meetings and Focussed Group Discussions (FGDs) to ensure outreach to women, WSHGs, SHGs, and social groups to view groundwater as a collective and finite common motivating the adoption of sustainable practices for water use -	Use of Behaviour Change Communication (BCC )exercises and IEC material	FLW, DIP, DPMU	Prepare minutes of meetings, pictures, list of participants and key issues raised. Use Mobile app and upload on MIS

12	Local institutions set up/co-opted	<p>Update the citizens on GRM and citizen feedback options</p> <p>Review records of WUAs/ User groups to assess strengths and weaknesses</p> <p>Field level workshops on roles and responsibilities of group members</p> <p>Deliver specific training for office bearers of the committees and sensitization of the project design to all the members to prepare them to develop WSP</p>	<p>Group level meetings, information dissemination at public places</p> <p>Documents and records of existing groups</p> <p>Use active village level groups as resources</p> <p>Formal training</p>	<p>FLW</p> <p>FLW, DIP, DPMU</p> <p>FLW</p> <p>FLW</p>	<p>Record minutes of meetings, pictures, list of participants and key issues raised. Use Mobile app and upload on MIS</p> <p>Upload assessment report on MIS</p> <p>Upload pictures, list of participants and minutes of meetings use mobile app and MIS</p> <p>Upload list of participants, themes of training and list of participants</p>
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STEP 3 : Preparation of Water Security Plans						
C.	S.No.	Output	Activities	Methodology	Responsibility	Data source
13		Water Budget prepared	<p>Transect walks to sites suggested for SIP along with key stakeholders and technical personnel from DPMU</p> <p>Based on the ward and habitation level consultations prepare the aggregated village level water budget for the village</p> <p>Share the draft aggregated water budget with representatives of WUAs, farming community, agricultural labourers, pastoralists/ dairy farmers, landless, women members and other non-agri (industrial/ commercial) users of water for feedback and improvement</p>	<p>Transect walk</p> <p>Compiling Water Demand (projections for Non-domestic, Industrial, Livestock, Agriculture = Total Water Demand) to share through PPT</p>	<p>WMC, DIP</p> <p>FLW, WMC, DIP</p> <p>FLW</p>	<p>Upload findings on MIS</p> <p>Water Budget in MIS</p> <p>Record dates and location where water budget was shared and upload in MIS</p>
14		DDP and SIP prepared	<p>Prepare a Demand Decrease Plan (DDP)</p> <p>Prepare a Supply Increase Plan (SIP)</p> <p>Prepare Feasibility reports on DDP and SIP</p> <p>Display and Dissemination of data projections, agreements and key agreements of draft plans, financial budgetary implications</p> <p>GP level meeting: Discussion on feasibility reports and finalization of DDP &amp; SIP</p>	<p>Draft DDP and SIP prepared and shared in meetings in language and formats that are easy to understand, simple and clear</p>	<p>DIP, DPMU</p> <p>DIP, DPMU</p> <p>Technical Team, DPMU</p> <p>Field Level Workers (FLW)</p> <p>FLW, VMC, DIP</p>	<p>DDP and SIP uploaded in MIS</p> <p>DDP and SIP uploaded in MIS</p> <p>Record dates and location where DDP and SIP were shared and upload in MIS</p>



<b>STEP 4 : Consolidation and Finalization of Water Security Plan and Finalization</b>					
<b>S.No.</b>	<b>Output</b>	<b>Activities</b>	<b>Methodology</b>	<b>Responsibility</b>	<b>Data source</b>
15	WSP prepared	Preparation of Draft GP Water Security Plan	Participatory exercises with key stakeholders (detailing the principles for allocating water for agricultural and non-agricultural purpose, between large and small holders, shifts in cropping pattern and acreage reduction required for conserving water)	GP with the support of WMC/VWSC assisted by the DIP	Record dates, location and photographs of meetings held and upload in MIS
		Consultations with members of socially marginalized communities, smallholders, women's groups, landless and agricultural labourers to seek their feedback and suggestions on the plan	List out activities, like drainage-line treatment and other watershed development activities .	FLW, VMC, DIP	Record dates, location and photographs of meetings held and upload in App, MIS
		Modify the Water Security Plan based on inputs received	Compilation of Draft WSP and Submission to GP and DPMU.	DIP	WSP uploaded in MIS
		Review of WSP by GP and DPMU	Desk review and revision of WSP	DPMU	
		WSP approved by Gram Panchayat	Present the detailed Plan to the Gram Panchayat listing out a) specific benefits to be provided to smallholders b) benefits for the landless c) shifts in cropping pattern expected from large landholders	FLW, VMC, DIP	GP resolution uploaded in App and MIS

		<p>WSP fully complied, along with acknowledgement and Gram Sabha (GS) Resolution. Sent to DPMU.</p> <p>Insertion of "Declaration" page. Sharing of approved WSP with GP, SPMU, NPMU and MIS Team</p> <p>Submission of the GP approved Water Security Plan to the district</p>	<p>Participate in GP meeting</p> <p>Compile documentation</p> <p>Compile final WSP</p>	<p>DIP</p> <p>DPMU</p> <p>DPMU</p>	<p>Final WSP uploaded in MIS with (GP resolution, Declaration and approval from all levels)</p>
<p>16</p>	<p>Citizen feedback and complaint redressal functional</p>	<p>GRM systems regularly advertised</p> <p>Complaints responded, addressed and assessed</p> <p>Bottlenecks and Gaps identified for course correction</p>	<p>Display and other campaigns to disseminate the available system</p> <p>Discuss the complaints and responses (lags) in monthly meetings</p> <p>Prepare analytical reports on types of complaints, locations, profile of complainants, response and redressal rate etc.</p>	<p>DPMU</p> <p>DPMU, SPMU</p> <p>SPMU</p>	<p>List of GRM systems</p> <p>Monthly updates</p> <p>Live data to be available on the MIS and quarterly reports to be available</p>

<b>STEP 5 : Social Impact Assessment</b>						
D.	S.No.	Output	Activities	Methodology	Responsibility	Data source
	17	Social Audit conducted	Initiate bi-annual social audit or other community monitoring mechanism to assess if participation is inclusive and impacts are equitably spread	Prepare Toolkit, pilot and roll out. Train program functionaries and SO staff on social audit /community monitoring to ensure equitable impact of implementing GP level Water Security Plans	DPMU and SPMU	Social Audit findings and report in MIS
	18	Complaints addressed	GRM systems regularly advertised	Display and other campaigns to disseminate the available system	DPMU	List of GRM systems
			Complaints responded, addressed and assessed	Discuss the complaints and responses (lags) in monthly meetings	DPMU, SPMU	Monthly updates
			Bottlenecks and Gaps identified for course correction	Prepare analytical reports on types of complaints, locations, profile of complainants, response and redressal rate etc.	SPMU	MIS should have facility to generate monthly/ quarterly reports