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Government of Orissa  
ORISSA WATERSHED DEVELOPMENT MISSION: BHUBANESWAR.

Letter No. WM(CB)-2/2010- 2215 /WM, Dated the 28.9.11

To

The Project Director, DRDA, Cuttack/ Khurdha/ Keonjhar/ Sundergarh/ Boudh/  
Nayagarh/ Gajapati/ Angul/ Balasore/ Dhenkanal/ Ganjam/ Jharsuguda/  
Deogarh/ Sambalpur/ Jajpur/ Sonapur/

Project Director, Watersheds, Bolangir/ Nuapada/ Kalahandi/ Bargarh/ Koraput/  
Rayagada/ Nawarangpur/ Malkangiri/ Mayurbhanj/ Kandhamal.

**Sub: - Implementation of Capacity Building Programme in Watershed Projects.**

Sir/ Madam,

With reference to the above it is to inform you that capacity building programme is an important activity in implementation of watershed programmes under various schemes. Separate budgets have been provided to carry out various kinds of capacity building programmes to the primary and secondary stakeholders. These programmes are to be organized in a planned and systematic way to achieve desired objectives. There has to be a proper mix of class room type training programmes, hands on training programmes, exposure visits etc. with a proper blend of short, medium and long duration programmes. Proper planning is required to carry out these programmes during the whole year. It is, therefore, requested that capacity building calendars are prepared at the PIA and District levels and copies of the same may be submitted to this office for record. The extent of use of CLRCs associated in capacity building programmes during the WORLP in the ongoing capacity building programmes may also be reported to this office for record.

You are also requested to follow the guidelines listed hereunder at the District and also at the PIA level to ensure maximum transparency and proper documentation. These guidelines are required to be circulated widely amongst all the PIAs with an instruction to follow them meticulously without fail.

- No honorarium for watershed related officials i.e. DEO/ WMT/ TE/ PIA/ APD/ PD.
- There should be a separate training register in which the signature or thumb impression with address of participants and resource persons is to be maintained.
- In support of capacity building programme PIA-wise, watershed-wise documentation with photographs (date printed in photographs) along with a brief report on the training is to be maintained.
- The PIA should inform well in advance the date of training to the District. There should be random checks of training by District level officials with signature in the training registers.
- Dates of district level programmes are to be informed well in advance to the Orissa Watershed Development Mission.
- All payments are to be made in account payee cheques/ account payee drafts/ e-transfers and cash payments to be minimized.
- The participants for the training are to be informed well in advance.

Yours faithfully,

  
28.9.11  
Director, Watershed Mission.

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