

MINISTRY OF WATER RESOURCES

GUIDELINES TO OPERATIONALISE THE 2nd PHASE OF FARMER'S PARTICIPATORY ACTION RESEARCH PROGRAMME (FPARP)

1. Objective of Farmers Participatory Action Research Programme

The programme involves field demonstration of technologies developed by the institutes which will increase agriculture productivity and profitability or in other words will enhance yield and income per drop of water. The nature and activities will include soil and water management practices, crops and varieties, agronomic cultural practices, macro- and micro nutrient management, use of appropriate implements such as drip, sprinkler, seed drills and other soil and other water conservative implements etc.

2. Award of the programme

The Member Co-ordinator of Project Implementation Team (PIT) will submit the proposals approved by the PIT indicating inter-alia their cost, period of implementation. Subject Matter Division (SMD) will issue administrative order and separate order for release of funds after obtaining the approval of the competent authority.

3. Pattern for release of funds

- Funds will be provided to the implementing agency by sending DD in favour of Account Officer. or similar appropriate authority.
- MoWR will be providing funds as approved by the PIT normally limited to 100 demonstration per institute. In exceptional cases of an innovative technology or on recommendation of PIT, this number may be increased. Expenditure incurred above the approved cost will be borne by the Institutes themselves.
- The cost of each demo will be maximum Rs. 50000/-. 100% of the cost of the proposal will be released at the time of award of the work once the proposal is accepted by PIT. The completion report and utilization certificate of the entire fund released to the institute will be submitted by the institute within three months of the completion of the project and acceptance thereof by PIT.
- Accounts of the grant are open to test check by the Comptroller and Auditor General of India under Government of India decision No. 2 below Rule 149 of G.F.R. 1963.
- The organisation will devise the system of accounting, reporting & auditing of expenditure in respect of this grant.
- A separate account will be maintained by the institute for the funds released by this Ministry under FPARP.
- Unutilised funds will be returned through crossed Demand Draft in favour of PAO, MoWR on completion of the programme or if work is terminated by PIT.

- No expenses will be allowed for purchase of vehicles, computers & office furniture/ modification of office and office equipment etc.
- The expenditure will be allowed to be incurred under the subheads of Salary, Travel expenses (TE), Infrastructure/ Equipment and Demonstration cost as per the MoWR's guidelines for implementation of R&D schemes. Similarly, the expenditure under Contingency and Overhead charges will be allowed to be incurred in accordance with these guidelines. Accordingly, the Institutes will have to submit cost estimate as per enclosed format CE.
- The participating institutions will give an undertaking that there is no duplicate funding.
- In accordance with the provisions of Rule 149(4)(i) of the GFR, NGOs/ Private Institutes will be required to execute a bond with two sureties to the president before releasing of funds.

4. Time frame

The programme shall be completed by 31.3.2012 (in maximum three crop seasons) after the release of the fund. However, the PIT may consider granting of more time, if demonstration of technology so warrant (such as drought, flood as well as seasonality and duration of particular technology. The number of seasons will also depend upon the type of crop and technology used.) or on the request of the institutes giving full justification. The unspent amount on 31.3.12 will be returned by the agency to MoWR. The implementing agency may continue demonstration at its own cost.

5. Termination of Programme

The award of work can be terminated at any stage if PIT is satisfied that the work is not progressing well after reviewing the progress reports or after physical checking by Member(s) of PIT. Based upon the recommendation of PIT, the Institute may have to refund the amount released on termination along with the interest at prevailing rate as fixed by the Ministry.

6. Completion report

The Institutes will have to implement the FPARPs within the stipulated time period or extended period as approved by PIT. The institutes will submit the completion report (in hard & soft copy) to Member Coordinator within 3 months of the completion of identified activities under the programme. In case completion report is not received within the stipulated time frame, the amount funded for the programme along with interest may be recovered from the institute concerned. For uniformity of the report, the completion report should have; i) Executive summary; ii) Introduction; iii) Objective; iv) Location of project area; v) List of farmers and beneficiary villages; vi) Technologies adopted along with brief description.; vii) Impact of technologies (water saving, increase in yield and income) in comparison to conventional methods.; viii) Capacity building (awareness cum training programme and field visits); ix) Conclusions; x) Final Utilization Certificate; xi) List of equipments procured; xii) Completion Certificate duly signed by Head of the Department; xiii) Photographs and; xiv) Annexures etc

7. Utilization certificate

- The demand & expenditure will have to be indicated as per format Expenditure statement enclosed along with utilization certificate (UC).
- The institutes have to furnish a certificate from the Auditors to the effect that the grant-in –aid has been utilized for the purpose for which it was sanctioned.
- The utilization certificate should be duly certified by the Principal/ V.C./ Head/ Director of the institutes / Agricultural Universities and Account Officer/ Registrar.

8. Monitoring of the programme

- The institutes will furnish Action Plan (AP) for each crop season on the enclosed proforma on award of work.
- The institutes will furnish the progress (both physical and financial) report in the month following the end of each crop season, on the enclosed proforma for Physical Progress (PP) & Financial Progress (FP).
- Physical monitoring of FPARPs will be done by the regional offices of CWC and CGWB. They will be submitting the monitoring report containing both physical and financial progress in the proforma PP & FP to Member Coordinator of PIT in the month following the end of a crop season. The institutes will extend full cooperation to the monitoring team.
- PIT, if feel necessary, can also make random checking of programme implementation by the Institutes or call meeting(s) of the implementing institute(s).
- Test checks will also be made by the officers/officials of the Ministry of water Resources, if required.

9. Impact Evaluation

- Concurrent evaluation shall be taken up to get the feedback about the programmes.
- Impact assessment will be done through independent evaluators to assess the impact of the programmes.
- The assessment report on FPARP will be put on website of MoWR for wider dissemination

10. Information Dissemination

- The institute will make adequate efforts to disseminate information by arranging visits of the farmers, field visits, etc.
- The institute will publish a brief brochure indicating technology used and its benefits for circulation among the masses. 100 such brochures should be made available to MoWR along with soft copie

Physical Progress of the Farmer's Participatory Action Research Programme (FPARPs) for the Crop Season ending _____

Name of the institute _____

Address _____

Target date of completion _____

(In % of the total quantum of work)

S. No.	Description of Technology	Progress upto crop season ending _____		Progress during crop season ending _____		Cumulative progress upto crop season ending _____		Shortfall/excess	Reasons for shortfall, if any
		Target	Achievement	Target	Achievement	Target	Achievement		

Signature

(Signature of the authorized signatory)

Financial Progress of the Farmer's Participatory Action Research Programme (FPARPs) for the Crop Season ending

Name of the institute _____

Address _____

Cost of the programme _____

Target date of completion _____

(In ,000 Rupees)

S. No.	Description of Technology	Progress upto crop season ending _____		Progress during crop season ending _____		Cumulative progress upto crop season ending _____		Shortfall/ excess	Reasons for shortfall, if any
		Target	Achievement	Target	Achievement	Target	Achievement		

Signature
(Signature of the authorized signatory)

Action Plan of the Farmer's Participatory Action Research Programme (FPARPs)

Name of the institute _____

Address _____

Cost of the programme _____

(In % of the total quantum of work)

S. No.	Description of Technology	Target for the crop season			Remarks
		1st	2nd	3 rd	

Signature
(Signature of the authorized signatory)

EXPENDITURE STATEMENT

Farmer's Participatory Action Research Programme (FPARPs)

Name of the Institution _____

Address _____

(In ,000 Rupees)

S. No.	Sub Head	Approved Amount	Expenditure incurred	Unspent Amount	Remarks
	Salary				
	Travel Expenses (TE)				
	Infrastructure/ Equipment				
	Demonstration cost				
	Sub Total				
	Contingencies (5%)				
	Overhead charges (upto maximum 15%)				
	Grand Total				

Certified that:

1. The information given above is correct.
2. The balance of Rs. _____ remaining unutilized has been refunded to the MoWR vide DD No. _____ dated _____ drawn on (bank) _____.

Signature of Head
of the Institutes with date

**Proforma for submission of Estimate for Farmer Participatory Action Research
Programme (FPARPs)**

Subhead wise Abstract

Subhead	Amount (Rs.)
Salary	
Travel Expenses (TE)	
Infrastructure/ Equipment	
Demonstration cost	
Sub Total	
Contingencies (5%)	
Overhead charges (upto maximum 15%)	
Grand Total	

FORM GFR 19-A

[See Rule 212(1)]

Form of Utilization Certificate

Sl. No	Letter No. and date	Amount
	Total	

Certified that out of Rs. of grants-in-aid sanctioned during the year in favour of Under this Ministry / Department Letter No. given in the margin and Rs..... on account of unspent balance of the previous year, a sum of Rs. has been utilized for the purpose of For which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (*vide* No..... dated) / will be adjusted towards the grants-in-aid payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Registrar/ Accounts Officer
with date

Signature

.....
Designation

.....
Date

.....

