

CHAPTER - 2 (MANUAL 1)

2. Particulars of Organization, Functions and Duties.

2.1 Vision/Mandate

Natural resources management, for sustainable livelihood, ecological balance and overall socio-economic development of the user communities.

2.2 Mission/Aims

- Promote sustainable utilization of soil, water, vegetation resources
- Sustainable food support and water needs
- Promote social, economic and ecological development

2.3 Objectives/purpose of the public authority:

- Natural resource management, particularly the soil, water and vegetation.
- Establishing Micro irrigation facilities, harvesting water for multipurpose utilities and protecting catchment area of water resources.
- Enhancing crop production and productivity.
- Development and rejuvenation of water bodies under sub basin approach.
- Ecology development through multi-disciplinary approach.
- Social mobilization and Capacity building of various levels of stakeholders.
- Research and training at the Conservation Training Institute.
- E-Governance for accountability, transparency and dissemination of information.

2.4 Brief history of the public authority and context of this formation:

The department was created from the erstwhile Assam Forest Department during the year 1961. Competing demands in agriculture, industry and domestic sectors have resulted in intensive and un-planned and unsustainable utilization of Soil, Water and Vegetation thereby, causing wide spread eco-system degradation and erosion of eco-services and biodiversity. In this context, the Department has been entrusted with the task of project plan formulation and implementation of schemes and projects not only to conserve soil, water and vegetation but, also to promote environmental awareness so as to ensure sustainable development.

2.5 Functions

- i. To ensure that the service-deliveries promote and meet the afore-cited aim and objectives, a mechanism to take forward the system is required. They are underlined as follows:- Formulation of Land Use Plan and Action Plan on a participatory mode; adoption of appropriate soil and water conservation techniques and measures preferably on a watershed basis, which is increasingly recognised as an ideal approach for Integrated Natural Resource Management Programme:- Implementation of Watershed Programme for development of rainfed/degraded areas. Promotion of rural Livelihood through Watershed Programme.
- ii. Strengthening the information, Education, Communication Systems, Capacity Building & Demonstration. Sharing Knowledge of good practices available.
- iii. Application of Science & Technology and research and development inputs.
- iv. Awareness campaign, mobilization and organization of the community, empowerment, upgradation of traditional knowledge and skills.

- v. Promotion and encouragement of Self Help Institutions and other promoting institutions. Designing mechanism to monitor and evaluate social ecological and economic impacts and results.

2.6 Duties and Functions of Different Level of Offices of the Department

1. Directorate of Soil & Water Conservation, Meghalaya Shillong

- Structuring and providing inputs for consideration in natural resources conservation and management policy framing, direction and administration.
- Providing extension, publicity and public relation support including monitoring and evaluation support to the subordinate offices.
- To allocate duties to all officers and employees within their respective establishment, etc.
- To allocate and ensure smooth flow of funds for different schemes to the respective Divisions.
- The office of the Director is the appellate authority pertaining to the Right to Information.
- Preparation of Draft Annual Plan, Annual Non-Plan Estimates and details of Schemes.
- To ensure timely submission of Progress Report by different Divisions and compilation of the same.

2. Office of the Joint Director; (Research & Training) Conservation Training Institute, Byrnihat

- Designing Training Courses/Programmes, Providing Training Support.
- To coordinate the Project Plan.
- Providing inputs to the Directorate of Soil & Water Conservation of all the Field Trial Programmes conducted at the Conservation Training Institute, Byrnihat.
- Coordinating, providing information and feedback to the Directorate of Soil & Water Conservation, etc.

3. Office of the Joint Director, Tura

- To coordinate Project Plans of all Divisions under Garo Hills.
- Furnishing information and feedback to the Directorate.
- Superintending, monitoring and evaluating projects of the Department under his jurisdiction, etc.

4. Office of the Divisional Soil & Water Conservation Officer, Territorial Divisions.

- Implementation of different Central Schemes and assisted State Plan Schemes.
- Inspection and monitoring of different activities implemented through different schemes.
- Preparation of plan and estimates of the Division.
- To allocate duties to all officers and employees in the Division.
- Supervising the day to day work so as to ensure timely completion of works and submission of reports.

5. Office of the Divisional Soil & Water Conservation Officer, Cash Crop Division

- The main function of the Division is to look after specific developmental works of the Department in the District through cash crops and cash horticultural crops development and improvement.
- Implementation of various cash crops and cash horticultural developmental programmes through Departmental and Subsidy/Grant-in-Aid Schemes.
- Raising of nurseries of various crop species to meet the planting materials requirement of different schemes and for distribution to the farmers.

6. Office of the Divisional Soil & Water Conservation Officer, Soil Survey Division

- The main function of the Division is to carry out soil testing to determine the fertility status of the soil for Departmental plantations such as Rubber, Coffee, Citrus Plantations, etc., and also in the watershed areas implemented by the Department.
- The Division also recommends the balanced use of fertilizers in optimum quantities through the correct method, suitable for specific soil/crop conditions.
- The Division conducts reconnaissance and detailed soil survey of watersheds as when necessary.

7. Project Formulation Cell for Watershed Management

- The main function of this office is to conduct and carry out detailed field surveys and preparation of DPRs pertaining to soil and water conservation works based on a watershed approach. This office had from time to time prepared Detailed Project Reports on various Centrally Sponsored Scheme and State Plan Schemes such as Rural Infrastructure Development Fund (RIDF), River Valley Project & Flood Prone Areas (RVP&FPR), Improved Shifting Cultivation Scheme, Accelerated Irrigation Benefits Programme (AIBP) etc.

8. Office of the Divisional Soil & Water Conservation Officer, Engineering Division

➤ Civil Engineering:

This office is responsible for checking the Plan & Estimates of the different construction works like water harvesting structures, check dams, retention walls, etc., and also of the Residential and Non-Residential buildings submitted by the Drawing and Disbursing Officers of the Department.

➤ Mechanical Engineering

Another function of this office is to look after the maintenance and repair of the vehicles of the Department and to ensure that the vehicles are kept in good running condition. Besides these, the division is also responsible for taking up matters pertaining to the proposals for condemnation of old vehicles with the concerned authority as well as for purchase of new vehicles.

2.7 List of Services being provided by the public authority with a brief write-up on them:

1. Integrated Watershed Management Programme (IWMP)

The Government of India through the National Rainfed Area Authority (NRAA) has evolved the Common Guidelines, 2008 for implementation of the Watershed Development Projects, The major areas in which paradigm shift has been made under the programme are, inter-alia, institutional funding of the State Government through the State Level Nodal Agency (SLNA) at the State Level, constitution of District and Project Level Institutions for implementation of the projects for the Participatory Watershed Projects with financial, social and economic empowerment to the watershed communities in close coordination with the local institutions. Another aspect is the equity and participatory resources management with due regards to the economically weaker section within the village community.

The Central and State share for the IWMP projects is in the ratio of

90:10. The main objectives of this programme are as follows:

- a. To dissipate soil and water erosion and surface run-off
- b. To harvest/ recycle surface runoff and rainwater
- c. To enhance soil moisture regime/ water holding capacity
- d. To promote sub-surface flow, base flow and ground water recharge
- e. To improve soil health and tilth
- f. To improve production and productivity
- g. To promote generation and gainful employment opportunities

2. Accelerated Irrigation Benefits Programme (AIBP)

This is a Central assistance scheme sponsored by the Ministry of Water Resources. It is in the form of central grant (90 % of the project cost) and the balance cost of the project (10%) as the State's share which is to be arranged by the state government from its own resources. The main thrust of the programme is to increase the area under irrigation thereby increasing the productivity of the area and improving the socio-economic condition of the people.

3. NABARD Loan- Soil & Water Conservation Scheme under RIDF

The Department started implementing Scheme under Rural Infrastructure Development Fund (RIDF) - NABARD Loan from the year 2000-2001 onwards. The basic objective of the scheme is to enhance the productivity of agriculture and its allied activities and in small river valleys, thereby improving the socio-economic set up of the people in the rural areas. Besides these, the scheme also envisages to promote sustainable development through conservation and management of soil and water.

4. Springshed:

Given the changing scenario in the environment, the Department is addressing the issue of climate change adaption by implementation of the "Springshed Development Works for Rejuvenation of Springs for Climate resilient Development in water stressed areas of Meghalaya" at a financial outlay of Rs. 22.91544 crore.

Project Objectives:

- Revival of impaired springs through spring-shed development works
- Inventorization of springs in the state
- prioritize critical springs based on their vulnerability to carry out rejuvenation
- develop a climate resilient spring shed development plan for the vulnerable springs
- develop village water security plan in the identified spring-sheds
- initiate climate resilient livelihood interventions
- undertake capacity building interventions
- develop resource material and tools for monitoring of the springs

5. Soil & Water Conservation in General Areas

This scheme covers the general areas outside those not specifically covered by other packages of schemes of the Department. Its main objective is to reduce soil erosion hazards and land degradation and conservation of water, where individuals/groups of farmers are targeted. Activities taken up under this Scheme include terracing and reclamation, erosion control, water conservation and distribution, afforestation, cash/horticulture crops development works water harvesting works, farm ponds, conservation works in urban areas, etc. Services undertaken under this programme include the following:-

- Terracing
- Erosion Control Work
- Water Conservation and distribution
- Afforestation
- Water Harvesting and farm-ponds.
- Cash/Horticulture Development Programme

6. Watershed Development Project in Shifting Cultivation Areas (WDPSCA)

The scheme was implemented from the year 1995-96 onwards. It is a 100% Central assistance through the Ministry of Agriculture & Co-operation, Government of India.

The main thrust of the project is as follows:

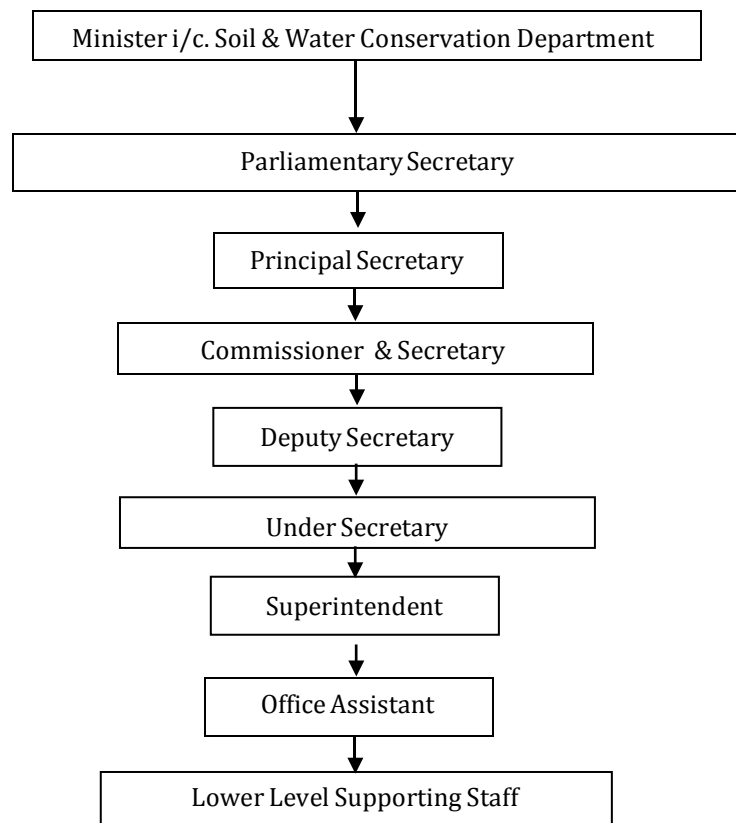
- i. Protect hill slopes of jhum areas through soil and water conservation measures on a watershed basis.
- ii. Encourage and assist jhumia families to develop jhum land for productive uses with improved cultivation and suitable package of practices leading to settled cultivation.

7. Watershed Management Programme

The programme aims for treating the micro watersheds on an integrated approach. The activities include treatment of arable land, non-arable land and drainage lines. Due to fund constraint, the activities have been confined mainly to afforestation, cash/ horticultural crop developmental works. The services offered in this programme are :-

- Terracing
- Land Reclamation
- Follow-up programme
- Water harvesting
- Irrigation
- Drinking Water Facility
- Construction of link-roads to work areas
- Afforestation
- Cash/Horticultural Crops Plantation
- Erosion Control Works
- Fodder and Pasture Development

2.8 ORGANIZATIONAL SET-UP OF THE SOIL & WATER CONSERVATION DEPARTMENT



2.9 Expectation of the Public authority from the public for enhancing its effectiveness and efficiency.

- To actively and voluntarily participate and contribute in the process of project plan formulation, implementation and post implementation management and aftercare, to satisfy their needs and aspirations.
- Their Willingness to make productive use, maintain and manage the resource-assets created for them.

2.10 Arrangements and methods made for seeking public participation/contribution.

- Motivation and awareness campaign
- Extension and training support for development of skill, attitude.
- Participatory Rural Appraisal.
- Field demonstration.
- Capacity building for organizational and participatory skill to enable the community/individuals to take proper project plan formulation, implementation, management and participatory monitoring and evaluation of developmental programmes.
- Facilitate implementation of the programmes by the people by providing technical and financial support and incentives.
- Through empowerment of the community.
- By constituting small and homogeneous groups namely, Self Help Group, Users Group, etc.

2.11 Mechanism available for monitoring the service delivery and public grievance resolution

The Department has well-defined monitoring and evaluation mechanism/system. Apart from the monitoring and evaluation units that are in place in the Department, the senior grade officers of the directorate including the Executive Divisions do make frequent inspection and monitoring on the service delivery status (nature, extent and quality) extended by the department through various programmes and projects. In the Participatory Projects, the people also have a very significant role to monitor the service delivery through the Participatory Monitoring and Evaluation System. It may be cited here that, periodically monitoring are also being made by the officials of the public authority that sponsors the project/programme. Also, that external evaluation mechanism for the projects, which are externally-aided are in place.

2.12 Addresses of the main office.

Superintendent, Soil & Water Conservation Department.
Room No.-306
Additional Secretariat Building
Meghalaya, Shillong

2.13 Working hours of the Office :

10:00 A.M to 5 P.M (Summer)
&
10:00 A.M to 4:30 P.M (Winter)