

CAD & WU DEPARTMENT
NOTIFICATION
THE RAJASTHAN FARMERS' PARTICIPATION IN
MANAGEMENT OF IRRIGATION SYSTEMS
RULES, 2002
Jaipur, October 22, 2002.

G.S.R. 80.- In exercise of the powers conferred by section 47 of the Rajasthan Farmers' Participation in Management of Irrigation Systems Act, 2000 (Act No. 21 of 2000), the State Government hereby makes the following rules, namely-

CHAPTER-I

Preliminary

1. Short title and commencement. - (1) These rules may be called the Rajasthan Farmers' Participation in Management of Irrigation System rules, 2002.

(2) They shall come in to force from the date of their publication in the Official Gazette.

2. Definition. - (1) In these rules, unless the context otherwise requires, -

- (a) "*Act*" means Rajasthan Farmers' Participation in Management of Irrigation Systems Act, 2000 (Act No. 21 of 2000);
- (b) "*Commissioner*" means the Commissioner appointed under section 35 of the Act;
- (c) "*Election Officer*" means Officer appointed by project authority for conduct of election of Farmers' Organization;
- (d) "*Electoral Registration Officer*" means Officer appointed as such by the Project Authority for the preparation of voter list of constituency of Water Users' Association;
- (e) "*Form*" means form appended to these rules; and
- (f) "*Irrigation Agency*" means Irrigation Department or Command Area Development Department or Indira Gandhi Canal Department as the case may be.

(2) The words and expressions used but not defined in these rules have the same meaning as are respectively assigned to them in the Act.

CHAPTER-II FORMATION OF TERRITORIAL CONSTITUENCIES

3. Formation of territorial constituencies. - (1) Every water users' area shall be divided by the Project Authority in to such number of territorial constituencies as given below -

Area of Water Users Association	Number of territorial Constituencies
upto 1000 hectares	four
From 1001 to 1500 hectares	six
From 1501 to 2000 hectares	eight
more than 2000 hectares	ten

(2) While dividing a water users area in to territorial constituencies, project authority shall as far as practicable, place area under a direct pipeline or a pipe out let in a territorial constituency.

(3) Each constituency shall be assigned a separate serial number.

(4) Map/sketch of each water users area showing the boundaries of territorial constituencies shall be prepared by the Project Authority. List containing the survey numbers of the land situated in each territorial constituency shall also be prepared by the Project Authority.

(5) Map/Sketch and list prepared under sub rule (4) shall be published by Project Authority by affixing them on the notice board of the office of the Project Authority and notice board of the concerned panchayat, Water User's Association, Distributary Committee for information of water users who are land owners.

(6) Any adult member of water users area may, if he objects to any thing contained in the map/sketch or list published under sub-rule 5, may submit his objection in

writing to the Project Authority within seven days from the date of affixing of such map/sketch and list.

(7) All objection received under sub rule (6), shall be affixed on the notice board of the office of the Project Authority. After time prescribed for receipt of objection is over, the Project Authority, shall consider the objection if any received and shall decide the objections and there after amend if necessary, the map/sketch and list prepared under sub-rule (4) and finally determine the area of each territorial constituency and shall publish the same by affixing final map/sketch and list of survey number included in each constituency on the notice board of office of the Project Authority, Panchayat, Water Users Association and Distributary Committee concerned.

Chapter-III

Voter List

4. Preparation of voter list. - (1) The Tehsildar of the area shall prepare list of Water Users who are land owners and renew it every year during the month of January on the basis of record of land rights and sent it to the Project Authority as well as to the Water Users' Association concerned by 31' of January. On the basis of the list so prepared the Electoral Registration Officer shall prepare or cause to be prepared territorial constituency wise members list consisting of those land holders who have been shown as adults in the list prepared by the Tehsildar of the area.

(2) The list prepared under sub rule (1) shall be displayed on the notice board of the office of the Project Authority concerned Gram panchayat and Water Users' Association along with a notice inviting objections and fixing date and time by which objection shall be entertained.

5. Claims and objection. - (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 or objection personally or by sending it by post to the Electoral Registration office. All objections or claims shall be received within the period prescribed under Sub-rule (2) of rule 4 and no claim or objection received after that time shall be entertained.

(2) Every claim shall be in Form-I and shall be signed by the person desiring his name to be included in the electoral roll.

(3) Every objection to the inclusion of name in the electoral roll shall be in Form-II and preferred by the person whose name is already included in the electoral roll of any territorial constituency of Water Users' Association concerned.

(4) Every objection to a particulars or particular of entry in the electoral roll shall be in Form-III and shall only be preferred by the person to whom such entry relates.

(5) A claim or objection may be accompanied by the 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 left in the office of the Tehsildar concerned.

6. Disposal of claims and objection.-(1) The Electoral Registration Officer before deciding whether or not to allow the claim or objection cause notice to be served -

- (a) In the case of a claim on the claimant;
- (b) In the case of an objector to a particular or particulars in an entry to the objector and on the person to the inclusion of whose name the objection relates;
- (c) In the case of an objection to a particular or particulars in an entry to the objector; and
- (d) In all cases to the concerned Tehsildar who shall file his report within 15 days of the receipt of the notice :

4(ग)

Provided that any claim or objection which is not lodged within period, or in the Form and manner, as prescribed, shall be rejected :

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

Provided further also that a list containing the names and addresses of the persons applying for inclusion of their names shall be exhibited on the notice board of the office of the Electoral Registration Officer, Project Authority, Water Users' Association and Gram Panchayat, for 3 clear days before making an order on the claim.

(2) A notice under sub rule (1) shall be given either personally or by registered post or by affixing it to the persons' residence or last known residence with in the constituency or left in the office of the Tehsildar in case of clause (d) of sub-rule (1).

(3) The Electoral Registration Officer shall hold a summary inquiry into every claim or objection in respect of which notice has been given under sub-rule (1) and shall consider the report of the Tehsildar, 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 Electoral Registration Officer is likely to be of assistance to him, shall be entitled to appear and be heard.

(5) The Electoral Registration 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 an 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 rule. The Electoral Registration Officer shall also correct any clerical or printing errors which he may discover in the roll.

7. 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 Electoral Registration 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 Electoral Registration 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 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 will 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.

8. Final publication of roll. - (1) The Electoral Registration Officer shall thereafter:

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

- (b) publish the roll together with the list of amendments by making a complete copy there of 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 ward or the constituency.

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

10. Revision of rolls. - (1) The roll for every constituency shall be revised either intensively or summarily or partly intensively and partly summarily, as the Project Authority may direct with reference to the qualifying date, i.e. 1st January of the year in which it is so revised.

(2) Where the roll is to be revised intensively, it shall be prepared afresh and rule 4 to 8 shall apply in relation to such revision as they apply in relation to the first preparation of a roll.

(3) When the roll or any part thereof is to be revised summarily, the Electoral Registration 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 any thing contained in sub-rule (1) the Project Authority may at any time for reasons to be recorded, direct a special revisions of the electoral roll for any constituency or constituencies in such manner as it may deem fit:

Provided that the electoral roll as in force at the time of the issue of any such direction, shall, continue to be in force until the completion of the special revisions so directed.

11. Interim alteration. - (1) If the Electoral Registration 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 a electoral roll -

- (a) is erroneous or defective in any particular,
- (b) should be transposed to the electoral roll of an other constituency 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;
- (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, given by the Project Authority in this behalf, amend, transpose or delete the entry :

Provided that before taking any action under this rule on the ground that the person concerned is not entitled to be registered in the electoral roll of that constituency, the Electoral Registration 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 constituency, may apply to Electoral Registration 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 person applying under sub-rule (1) or (2) shall be exhibited on the notice board of the Electoral Registration Officer 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-rule (1) and no direction for the inclusion of a name in the electoral roll shall be given under sub-rule (2) after the issue of the public notice for election under rule 17 and until completion of elections.

(5) The Electoral Registration Officer may cause to be corrected any clerical error in the electoral roll at any time.

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

(7) The application referred to in sub-rule (1) and (2) shall be in Form I or II or III as the case may be.

12. Appeals. - (1) An appeal shall lie to the Project Authority from an order made under rule 6 or 11 by a Electoral Registration Officer within a period of 15 days from the date of order:

Provided that an appeal shall not be lie where a person desiring to appeal has not availed himself of his right to be heard by, or to make representation to, the Electoral Registration 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 from and fee of rupees ten shall be paid in the Form of non-judicial stamps; and
- (c) presented to the Project Authority or sent by registered post so as to reach him within the said period.

(3) The presentation of an appeal under this rule shat not have the effect of staying or postponing any action to be taken by the Electoral Registration Officer under rule 8 or 10:

Provided that order shall not be stayed in case where the subject of appeal is an order made under rule 11.

(4) Decision of the Project Authority shall be final, but in so far as it reverse or modifies the decision of Electoral Registration Officer, it shall take effect only from the date of decision in appeal.

13. 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 Electoral Registration Officer until the completion of the next intensive revision of that roll -

- (i) One complete copy of the electoral roll duly authenticated by the Electoral Registration Officer;
- (ii) All application in regard to the preparation of draft electoral roll;
- (iii) All manuscript copied 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 rule 12; and
- (vii) Applications under rule 11.

(2) One complete copy of the roll for each constituency duly authenticated by the Electoral Registration Officer shall also be kept in the office of the Project Authority until the completion of the next intensive revision of that roll.

(3) The papers referred to in sub-rule (1) shall, on expire of the period specified by the Project Authority, be disposed of in such manner as the Project Authority may direct.

(4) Copies of electoral rolls, until disposal under sub-rule (3) shall be made available for sale to public at such price fixed by the Project Authority.

14. Option for territorial Constituency. - In case, a land owner holds land in more than one Territorial

Constituency of a water user area the land owner shall opt for one constituency by giving a declaration in Form-IV to the Electoral Registration Officer. If no such option is exercised by the land owner, the Electoral Registration Officer shall allot his vote according to his best judgment.

CHAPTER-IV

Appointment of Project Authority, Election Officer, Assistant Election Officer and Their duties

15. Control over Election.— (1) Election of members of the Managing Committee and President/Chair person of the Farmers' organizations in the State under the Act for ordinary vacancies and casual vacancies shall be held under general superintendence and control of Commissioner appointed under section 35 of the Act.

(2) Appointment of Project Authorities. — For purpose of this Act following shall be the Project Authorities for -

- | | |
|--|---|
| (i) IGNP Command area | Commissioner, CAD
Bikaner; |
| (ii) Chambal Command area | Commissioner, CAD
Kota; |
| (iii) Mahi Command area | Chief Engineer(irrigation)
Banswara; |
| (iv) For all other major
Irrigation project | Chief Engineer concerned; |
| (v) For all other medium
Irrigation project | Superintending Engineer
concerned; and |
| (vi) For all other minor
Irrigation project &
small tanks. | Executive Engineer
concerned |

16. Appointment of Election Officer, Assistant Election Officer and their duties. - (1) For Every election to fill the seats of Members of Managing Committee and President of Water Users' Association and the Distributary Committee, and for the office of the chairperson and member of the

Managing Committee of the Project Committee, the Project Authority shall appoint by order an Officer as an Election Officer.

(2) The project Election Authority may appoint one or more persons as Assistant Election Officers to assist the Election Officer :

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

(3) 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 function of the Election Officer which relate to the scrutiny of nominations unless the Election Officer is unavoidably prevented from performing the said functions.

(4) 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 conducting election in The manner provided under the Act and the rules or orders made thereunder.

CHAPTER-V

Election of Members of the Managing Committee and President of the Water Users' Association

17. Notice of Election. - (1) The election of the President and Member of Managing Committee of Water Users' Association shall be held on the day fixed by the Project Authority.

(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 concerned Panchyat; or
- (c) by affixing on conspicuous place of Water Users' Area, as may be decided by the Election Officer.

- (3) The notice shall contain information regarding -
- (a) the number of 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 hours between which nomination papers are to be presented, such date being not 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 clause "Public holiday" means any day which is a public holiday for the purposes of section 25 of the Negotiable Instruments Act, 1881 (Central Act XXVI), 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 hour when the nomination papers will be scrutinized;
- (e) the day on which and the hours by which nomination may be withdrawn; and
- (f) the day on which, the place at which and the hours between which the poll shall be taken.

18. Presentation of Nomination Papers. - (1) The nomination of a candidate for the election of member of Managing Committee and for the election of president shall be in Form-V which shall be supplied to a member on payment of Rupee five by the Election Officer.

(2) Every nominated paper shall be signed by the voter whose name is included in the voter list prepared under these rule as proposer. The nomination paper shall contain a declaration signed by the candidate proposed for election to the effect that he is willing to stand for the election.

(3) Every nomination paper accompanied with the security amount as mentioned below and 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-rule (3) of rule 17: —

1. Security amount for election for the office of President/Chairperson Rs. 500/-
2. Security amount for election for the office of member of managing Committee Rs. 200/-

(4) The Election Officer shall enter on the nomination paper its serial number and certify the date and hour at which the nomination paper is received by him and also immediately acknowledge receipt of the nomination paper.

(5) Nomination papers received after the date and hours fixed under sub-rule (3) and rule 17 shall be liable to be rejected.

19. Scrutiny of nomination papers. - (1) The Election Officer shall take up the scrutiny of the nomination papers on the day and time fixed under clause (d) of sub-rule (3) of rule 17. The candidate for election or the proposers may present themselves at time of scrutiny. The Election Officer shall scrutinise the nomination papers and decide all objections which may be made at the time of scrutiny. After a summary enquiry, he can reject any nomination paper for valid reasons:

Provided 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.

(2) The Election Officer shall give all reasonable facilities to the contesting candidates or his proposer to examine all nomination papers.

(3) 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.

(4) The list of valid nomination, shall be published in Form-VI on the notice board of the office of the election Officer on the same day on which the scrutiny is completed.

20. Withdrawal from Candidature. - (1) Any candidate may withdraw his candidature by notice in writing signed by him and delivered at any time after the presentation of his nomination paper but not later than the time fixed for withdrawal under clause (e) of sub-rule (3) of rule 17. A notice of withdrawal of candidature once given shall be final.

(2) No notice of withdrawal shall be entertained after the day and hours fixed for such withdrawal.

(3) The list of contesting candidates in Form-VII shall be published on the notice board of the office of the election Officer.

21. Subsequent Procedure to be observed by Election Officer. - (1) If there is only one candidate, for the election of President of a Water Users' Association or for the election of a member from any constituency for which election is to be held and his nomination has been accepted, the Election Officer shall declare him duly elected. If number of valid nominated candidates is more than one, the Election Officer shall assign a symbol to each candidate out of following: —

- (i) Handpump (ii) Radio/TV (iii) Pumpset (iv) Telephone (v) Electric pole (vi) Sword (vii) Bus (viii) Cycle (ix) Umbrella (x) Spade (xi) Cart (xii) Watch (xiii) Lock.

N.B. - If the number of contesting candidate exceeds 13 the Election Officer may allot any other symbol (other than symbol of any political party).

(2) Immediately after the allotment of symbol to contesting candidate the Election Officer shall prepare a list of contesting candidates for the election of president and

member of managing Committee separately in Form-VIII, 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 place of the area or polling station.

22. Poll. - (1) If the number of candidates for any area of constituency as the case may be for which valid nominations have been received is more than one the Election Officer shall arrange for holding a poll on the date fixed for the purpose.

(2) The Election Officer shall arrange the ballot boxes, ballot papers, copy of the list of voters and such other articles as may be necessary for the conduct of the election. The ballot box shall be so constructed that ballot papers can be introduced therein but cannot be taken out therefrom without the box being unlocked.

(3) A candidate contesting the election may by a letter to the Election Officer appoint an agent to represent him at every booth where polling is held. Such letter shall contain the consent in writing of the agent concerned.

(4) 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.

23. Form of ballot paper. - (1) Every ballot paper shall have counterfoil attached thereto and the said ballot paper and the counterfoil shall be in Form-IX and separate for the election of president and members of managing Committee.

(2) The names of the candidates shall be shown on the ballot papers in the same manner and arranged in the same order in which they appear in the list of contesting candidates prepared under sub-rule(2) rule 21.

(3) The particulars on the ballot paper shall be in Hindi in Devnagri script.

(4) The ballot paper 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 rule 21 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.

24. Procedure for issue of ballot paper to a voter. - (1) For the election of President and Member of Managing Committee separate ballot papers 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 Project Authority may direct and every ballot paper before it is issued, shall be signed on its back by the Election Officer;

(2) 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 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 there in 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 of the counterfoil of that ballot paper;

(3) (a) Before issuing a ballot to a voter, the Election Officer shall cause a mark to be put on the left forefinger of the voter with an indilible 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; Provide 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 an indilible ink;

(b) Any reference in this sub-rule 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, be contoured as reference to the forefinger of the right hand and shall in case the fingers of both the hands are missing, be constructed as reference to such extremity of the left or right arm as he possesses.

(4) 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.

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

25. 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 forth with;

- (a) Proceed to one of the voting compartments;
- (b) there 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;

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- (d) if required, show to the presiding Officer the distinguishing mark on 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 it.

(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-rule (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 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 paper 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.

26. 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 rule 25.

27. Identity of voter. - At any time before a ballot paper is delivered to a voter the Election Officer or Assistant Election Officer may of 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 if identical with the voter to whom such entry relates.

28. Closing of poll. - The Election Officer shall close polling station at the hour fixed in that behalf under rule 17 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.

29. Sealing of ballot boxes. - (1) As soon as practicable after the close 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 becoming full, the first box shall be closed, sealed and secured as provided in sub-rule (1) and (2) before another ballot box is put in to use.

30. Countings of Votes. - (1) 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. Votes polled shall be counted separately for the President and members of management Committee. Each candidate and his authorized agent shall have a right to be present at the time of counting.

(2) (i) A ballot paper shall be rejected : —

- (a) if it bears any mark by which the member who voted can be identified; or
- (b) if it does not bear the distinguishing mark; or
- (c) if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been cast,

(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.

31. Result of Election. - On the basis of statement prepared under sub-rule (3) of rule 30 the candidates who have secured the largest number of valid votes shall be declared elected and their names shall be published on the notice of board 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.

32. Custody and destruction of election papers. -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 delivered by the Election Officer to the Project Authority having Jurisdiction for safe custody and preservation for a period of three months from the date of the poll. They shall be destroyed after the said period of three months, if no dispute relating to or in connection with that election is referred to the Project Authority, The seal of the Election Officer shall also, be deposited with the Project Authority.

CHAPTER-VI

Election of Member of the Managing Committee and President of the Distributory Committee

33. Procedure for Election. - (1) The president and member of Managing Committee shall be chosen by the members of general body of Distributory Committee from amongst themselves in a special meeting of general body of Distributory Committee.

(2) The meeting of members of the Distributory Committee shall be held at the date, time and place fixed by the Project Authority and shall be presided over by the Election Officer appointed by the Project Authority.

(3) The Election Officer shall display the Voter list for the purpose of the election and exhibit it on the notice board of the place fixed for election under sub-rule (1) along with the notice for election. The notice shall also be displayed at the office of the Executive Engineer concerned.

(4) The election shall be held by secret ballot and shall conclude on a single day. The programme shall be as follows :

- | | |
|--|--------------------------------|
| (i) Receipt of Nominations | 10.00 AM to
11.00AM |
| (ii) Scrutiny of nomination and publication of final list of Nominations | 11.30 AM to
12.00 noon |
| (iii) Withdrawal of nominations | 12.30 PM to
1.30 PM |
| (iv) Publication of final list of contesting candidates | 2.00PM |
| (v) Elections in the event of contest | 3.00 PM to 5.00
PM |
| (vi) Counting and declaration of results | Immediately
after the poll. |

(5) If the number of contesting candidates for president is more than one poll shall be conducted. If there is only one validly nominated, candidate, the Election Officer shall forthwith declare such candidate as duly elected and intimate the same to the Project Authority.

(6) If the number of contesting candidates for members of managing Committee are more than the members to be elected, poll shall be conducted. If there is the number of validly nominated candidates are equal or less than the number of members to be elected, the Election Officer shall forthwith declare such candidate as duly elected and intimate the same to the Project Authority.

(7) The provisions of rule 15, 16, 18, 19, 20, 21, 24, 25, 26, 27, 28, 29, 30 and 32 shall apply *mutatis mutandis* to the election of President and Member of Managing Committee of Distributary Committee.

(8) In the event of the contest, ballot papers shall be prepared containing names of the contesting candidates for the post of President and Member of the Managing Committee, separately and the election shall be conducted by secret ballot.

(9) At the end of the poll, the Election Officer shall arrange forthwith, the counting of votes polled for the contesting candidates for President and Member of the Managing Committee, separately and declare the candidates as elected, as follows :-

- (i) the candidate who secured highest number of votes polled, for the post of President, as elected to the post of President of that Distributary Committee; and
- (ii) the candidates who secured highest number of votes polled in the descending order as elected to the posts of Members of the Managing Committee to the extent of the numbers of members of the Managing Committee in that Distributary Committee.

(10) In the event of there being an equality of votes between two or more candidates the Election Officer shall draw lots in the presence of the members and the candidates, whose name first drawn shall be placed declared to have been duly elected accordingly.

(11) Immediately after the declaration of the result of the election, the Election Officer shall prepare a record of the proceedings of the meeting and sign it and send it to the Project Authority. He shall also publish on the notice board of the office of the Distributary Committee, result of election stating the names of persons elected as a members of the Managing Committee and President of the Distributary Committee and send a copy of such result to the Project Authority concerned as also be given to the candidate, who is declared elected as member or President of the Distributary Committee.

(12) Notwithstanding anything contained in these rules, the Election Officer may for sufficient reasons to be recorded in writing, may postpone the date of the special meeting convened under this rule and the next meeting shall be held on the day and time fixed by the Project Authority.

CHAPTER VII

Election of Member of the Managing Committee and Chairperson of the Project Committee

34. Procedure for Election. - (1) The Chairperson and Member of Managing Committee shall be chosen by the members of general body of Project Committee from amongst themselves in a special meeting of general body of Project Committee.

(2) The meeting of members of the Project Committee shall be held at the date, time and place fixed by the Project Authority and shall be presided over by the Election Officer appointed by the Project Authority.

(3) The Election Officer shall display the Voter list for the purpose of the election and exhibit it on the notice board of the place fixed for election under sub-rule (1) along with

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the notice for election. The notice shall also be displayed at the office of the Project Authority concerned.

(4) The election shall be held by secret ballot and shall conclude on a single day. The programme shall be as follows :

- | | |
|--|-------------------------------|
| (i) Receipt of Nominations | 10.00 AM to
11.00AM |
| (ii) Scrutiny of nomination and
publication of final list of
Nominations | 11.30 AM to
12.00 noon |
| (iii) Withdrawal of nominations | 12.30 PM to
1.30 PM |
| (iv) Publication of final list of
contesting candidates | 2.00PM |
| (v) Elections in the event of contest | 3.00 PM to 5.00
PM |
| (vi) Counting and declaration of
results | Immediately
after the poll |

(5) If the number of contesting candidates for Chairperson is more than one poll shall be conducted. If there is only one validly nominated candidate, the Election Officer shall forthwith declare such candidate as duly elected and intimate the same to the Project Authority.

(6) If the number of contesting candidates for members of managing Committee are more than eight poll shall be conducted. If the number of validly nominated candidates are eight or less than eight the Election Officer shall forthwith declare such candidate as duly elected and intimate the same to the Project Authority.

(7) In the event of the contest, ballot papers shall be prepared containing names of the contesting candidates for the Chairperson and Members of the Managing Committee, separately and the election shall be conducted by secret ballot.

(8) The provisions of rule 15, 16, 18, 19, 20, 21, 24, 25, 26, 27, 28, 29, 30 and 32 shall apply **mutatis mutandis** to the election of Chairperson and Members of Managing Committee of Project Committee.

(9) At the end of the poll, the Election Officer shall arrange forthwith, the counting of votes polled for the contesting candidates for Chairperson and Member of the Managing Committee, separately; and;

- (i) the candidate who secured highest number of votes polled for the Chairperson shall be declared as elected Chairperson.
- (ii) the first eight candidates who secured highest number of votes polled in the descending order shall be declared as elected Member of the Managing Committee.

(10) In the event of there being an equality of votes between two or more candidates the Election Officer shall draw lots in the presence of the members and the candidates, whose name first drawn shall be placed about other and shall be declared to have been duly elected accordingly.

(11) Immediately after the declaration of the result of the election, the Election Officer shall prepare a record of the proceedings of the meeting and sign it and send it to the Project Authority. He shall also publish on the notice board of the office where election was held. The result of election stating the names of persons elected as a members of the Managing Committee and Chairperson of the Project, Authority Committee and send a copy of such result to the Project Authority concerned as also be given to the candidate, who is declared elected as member or Chairperson of the Project Committee.

(12) Notwithstanding anything contained in these rules, the Election Officer may for sufficient reasons to be recorded in writing, may postpone the date of the special meeting convened under these rule and the next meeting for

the purpose shall be held on the day and time fixed by the Project Authority.

(13) Election of member and Chairperson shall not be held unless there be present at the meeting atleast one half of the number of members of the Project Committee who are eligible to vote at the election. If require number of members are not present, meeting shall be postponed by the Election Officer.

CHAPTER-VIII

Recall and Casual Vacancies

35. Recall. - (1) The competent authority to receive the recall notice in respect of Chairperson/ President or a Member of the Managing Committee of any Farmers' Organization shall be the Project Authority.

(2) The recall notice shall be given in form of an application on the plain paper signed by atleast one third of the total number of Members of the concerned constituencies of the Farmers' Organization.

(3) The Project Authority shall convene a meeting of the members of the general body, as the case may be, of the respective farmers' organization within 7 days after verification of the notice and such meeting is presided over by the Officer Authorized by the Project Authority.

(4) In case more than fifty percent, of the voters present vote in favour of the motion for recall, the motion shall be deemed to have been passed.

(5) The Authorized Officer shall record the proceedings of such meeting and send the same to the Project Authority.

(6) Project Authority on receipt of proceeding of meeting from the Authorized Officer, will pass order for removal of the person against whom motion is carried from the office and will initiate appropriate action for filling of the vacancy so caused.

36. Casual Vacancies. - A vacancy arising in any of the Farmers' Organization either due to disqualification, death,

resignation, recall, or by any other reason, such vacancy shall be filled for the remaining period in the following manner -

- (i) If a vacancy in the office of the President of the Water Users' Association arises, the Managing Committee of the Distributary Committee in which the Water Users' Association is situated, shall nominate one of the existing Managing Committee Members of the Water Users' Association as President of Water Users' Association. Where the Distributary Committee does not exist the nomination shall be made by the Project Authority.
- (ii) If a vacancy of Member of Managing Committee of Water Users' Association arises, the Managing Committee of the Distributary Committee shall nominate, any one of the Member of Water Users' Association from that particular constituency in which vacancy has arisen, as a Member of the Managing Committee. Where the Distributary Committee does not exist the nomination shall be made by the Project Authority.
- (iii) If a vacancy in the office of a President of a Distributary Committee arises, the Managing Committee of the Project Committee in which the Distributary area is situated, shall nominate, one of the member of the Managing Committee of the Distributary Committee as the President of the Distributary Committee.
- (iv) If a vacancy of the Member of Managing Committee of a Distributary Committee arises the Managing Committee of the Project Committee shall nominate one of the members of general body of the Distributary Committee as a member.
- (v) If a vacancy in the office of the Chairperson, of the Project Committee arises the Government shall nominate one of the members of Managing Committee of the Project Committee as the Chairperson.

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- (vi) If a vacancy of a member of the Managing Committee of a Project Committee arises, the Government shall nominate one of the general body members of the Project Committee as a Member of the managing Committee.

CHAPTER-IX

Changes in the Farmers Organisation

37. Procedure of Changes. - (1) Farmers Organisation may after discussing in the general body meeting resolve to increase or diminish its area keeping in view efficient utilisation or water resource or economic managerial consideration and send a copy of the resolution to the Project Authority for consideration. Project Authority will take final decision after inviting objections from the organisation likely to be effected.

(2) Project Authority under what so ever circumstances, finds that mistake has been committed in issuing any notification or at any time Project Authority considers that it is essential to reconstitute the territorial constituency of a Farmers' Organisation in the interest of the project, he shall after inviting objections from the organisation likely to be affected, may diminish or increase or alter the area of any farmers' organisation and issue a fresh notification in this regard.

CHAPTER-X

General Body and Managing Committee

38. General Body. - The general body of a farmers organisation shall comprise of all members as specified under sub-section (3) of section 4 of the Act, in respect of a Water Users' Association sub-section (3) of section 6 of the Act in respect of a Distributary Committee and sub-section (3) of section 8 in respect of a Project Committee.

39. Meeting of General Body. - (1) The General Body of a farmers organisation shall meet twice in a year, once before the Kharif season and once before the Rabi season. The meetings shall be presided over by the Chairperson/President and in his absence, by one of the Managing Committees' Member chosen for the purpose by the Managing Committees' Members present.

(2) Meeting of General Body shall also be called at any time by the Chairperson/ President on the request of Members of the Organisation through a requisition signed by not less than 1/3rd of the Members with voting rights or when president considers it necessary.

(3) A General Body meeting shall also be held on receipt of a direction to do so from the Commissioner or Project Authority or by the next higher tier of the farmers organisation.

40. Notice of Meeting. - (1) On receipt of a request or direction either under sub-rule (2) or (3) of rule 39 the Managing Committee of the Farmers Organisation shall convene a General Body Meeting Within 20 days by giving 7 days prior notice of the date, time and place of the meeting with agenda of meeting.

(2) Notice for the General Body Meeting shall be sent atleast 7 days in advance of the date of the meeting along with the Agenda. Notice may be sent by hand or post or by publishing it in news paper/beat of drum and or display on the notice board of the Organisation.

41. Quorum for the General Body. - (1) At all the meetings of the General Body, the quorum shall be 1/3rd of the total number of members and all resolutions shall be carried by a majority of the members present and voting.

(2) If there is no quorum for the meeting, the meeting shall be adjourned and be convened again at a date and time not later than two days of the first/original meeting.

(3) For the adjourned General Body Meeting, no quorum is required and resolution would be carried by a majority of the members present and voting; and

(4) At a General Body Meeting the items specified in the agenda alone shall be discussed and no other subjects will be discussed without the permission of the Chairperson/President.

42. Minutes of the Meeting. - Every proceeding of the General Body shall be recorded in the minutes book maintained for the purpose and authenticated by the President or chairperson or the person who has presided over the meeting, as the case may be. A copy of the minutes shall be sent to the authority at the next higher tier of the Farmers' Organisation if exist and to the Project Authority and the Competent Authority.

43. Functions of the General Body of Distributary Committee and Project Committee. - General Body of the Distributary Committee and Project Committee shall perform the following functions: —

- (i) to finalize water demand, regulation and operation plan, and plan for extension improvement, renovation, modernization and annual maintenance in its entitlement area.
- (ii) to act in promoting efficient and economical utilization of water, to optimize agricultural production, to protect the environment, to ensure ecological balance and to develop a sense of ownership feeling by involving the farmers in water budgets operational plan and management/maintenance plan;
- (iii) to carry out the recall proceeding as per section 10 of the Act;
- (iv) to finalize regulation schedule of the water among various Water Users association;
- (v) to resolve disputes between Distributary Committee/water Users association in respective area of operation;
- (vi) to approve budget, accounts and Auditing;
- (vii) to motivate plantation programme and water conservation practices and to promote economy in use of water;

- (viii) to suggest means for sustainability and improvement of the overall system;
- (ix) to approve water allocation and utilization reports and suggest the improvements after analyzing shortcomings;
- (x) to finalize income creation by levying fees for use of canal banks/adjoining land and of service road of Distributary/main canal etc. in respective area of operation;
- (xi) to authorise chairperson to auction grass, tree leaves, fruit produce and dry tree, wood shrubs etc. and to generate other produce income from irrigation and drainage system in respective area of operation;
- (xii) to frame rules of business of the Farmer's Organisation for carrying out all the executive functions as and when required; and
- (xiii) to fix charges and recover for percolation/inundation/irrigation and lift irrigation from drains.

Note 1. - In case of small/minor irrigation works and CLS (Community lift schemes) where generally upper tiers are absent, Water Users' Association is authorised to perform the above (i) to (xiii) functions considering whole system as a unit.

Note 2. Government may prescribe to carry any other business from time to time.

44. Functions of the General Body of the Water Users' Association. - General Body of Water Users' Association shall perform the following functions, namely: —

(i) to approve annual, long-term financial and works plans and prioritize works for maintenance/repairs/upkeep, rehabilitation of the irrigation system and broadly approve methods of

- execution of works and authorize president to start and execute the works with the help of competent authority;
- (ii) to approve annual financial budget and to issue administrative approval to execute the works and review performance of the previous years budget;
 - (iii) to appoint auditors for the annual audit and/or concurrent audit and to fix fees for the same;
 - (iv) to finalize water demand regulation and operational plan;
 - (v) to finalize procedures for collection of water charges and Authorise president to keep helpers to carry out business of Water Users' Association/Distributary/Project Committee.
 - (vi) to finalize the penal charges for pilferage/unauthorized use of water;
 - (vii) to carry out the recall proceedings as per section 10 of the Act;
 - (viii) to create or/setup such fund as may be required for different activities/works;
 - (ix) to levy fees for upkeep of minor or sustainability of the Water Users' Association;
 - (x) to take decisions on raising of resources;
 - (xi) to authorize president to auction grass, tree, leaves, fruit produce and dry tree wood, shrubs etc. & other produce of Irrigation & Drainage system in area of Operation;
 - (xii) to finalize generation of income by levying fees for use of Minor's banks, adjoining lands/service roads etc. & authorise president to recover such charges;

- (xiii) to frame rules of business of the Farmer's Organisation for carrying out all the executive functions as and when required;
- (xiv) to fix procedure and charges for water crops like Singara, Lotus and fish culture etc. and to allot yearly lease rights through competitive auctions, with in the area of operation;
- (xv) to fix charges and recover for percolation/inundation/irrigation and lift irrigation from drains with in the area of operation;
- (xvi) to authorize president to enter into agreement with the Government of Rajasthan/Water provider/Distributary and project Committee for getting water for use of the members;
- (xvii) to authorize president to enter to in an agreement with a financing agency as define under section 2 (h) of the Act, for obtaining loan on the basis of project report, however, any Government land/property infrastructure transferred in custody of Water Association shall not be mortgaged Such loan shall only be taken after the mode of repayment has been approved in general body meeting with two third majority; and
- (xviii) any other functions as specified by the Government from time to time.

45. Managing Committee. - (1) The Managing Committee of a Farmers' Organization shall comprise of the President and the territorial constituency members in respect of a Water Users' Association. The President and Members elected to Managing Committee in respect of a Distributary Committee and the Chairperson and Members elected to Managing Committee in inspect of Project Committee.

(2) The Meeting of the Managing Committee shall be held quarterly at the office of the Farmers' Organization. The meeting may however, be held more frequently if it so requires. Meeting of Managing Committee shall be called by

the Chairperson/President, it may be called on the request of members of Farmers' Organisation through a requisition signed by not less than 1 /3 members of Farmers' Organisation.

(3) Notice for the meeting shall be communicated in person or sent by hand or post and shall be affixed on the notice board of the Farmer's Organisation.

(4) The president or the Chairperson as the case may be shall preside over the meetings of the Managing Committee. In his absence, the Managing Committee may elect a member from amongst themselves to preside over the meeting as Chairperson.

(5) Proceedings of the Managing Committee's Meeting shall be recorded in the minutes book maintained for the purpose, by the person presiding over the meeting. A copy of the minutes shall be sent to the next higher tier of Water Users' Association where it exists and the Competent Authority.

(6) The quorum for the meeting shall be 1/3rd of the total number of members. All resolutions shall be carried by a majority of the members present and voting: and

(7) If there is no quorum for meeting. The meeting shall be adjourned and be convened again on next day and for adjourned meeting no quorum is required.

46. Duties of the Chairperson/President of a Farmers' Organisation. - The duties of the Chairperson/President of a Farmers' Organisation shall be as follow: -

- (i) to preside over the General Body Meeting and Managing Committee Meeting and Conduct the meetings in a peaceful and democratic manner;
- (ii) to sign and authenticate the minutes of the meeting and other records of the Farmers' Organisation;
- (iii) to exercise casting vote in the event of equality of vote on any matter being decided upon by the General Body or the Managing Committee, as the may be;

- (iv) to act as a custodian of all records, properties of the Farmers' Organization;
- (v) to maintain full and complete accounts of all transactions of the Farmers' Organization;
- (vi) to sign all contracts and documents on behalf of the Farmers' Organization;
- (vii) to operate accounts jointly with another member of the Managing Committee duly authorized for the purpose by the Managing Committee;
- (viii) to represent the case of Farmers' Organization in any dispute before Distributary Committee or Project Committee or Apex Committee or Project Authority or the Government as the case may be;
- (ix) to act as an authorized representative of the Farmers' Organization at all other forums, meetings called by any authority;
- (x) to be accountable for all transactions;
- (xi) to conduct the affairs of the Farmers' Organization in a democratic, free fair and transparent manner;
- (xii) to submit annual reports to the General Body, on the activities of the Farmers' Organization;
- (xiii) to ensure that the available resource with Farmers' Organization are utilise in most efficiency economical manner;
- (xiv) to motivate water conservation techniques and to timely and evenly distribute the available water to members following a well define procedure;
- (xv) to act for generation of the financial resources for the Farmers' Organization for sustainability and progress to achieve the objectives;
- (xvi) to respect the written guidance of project/competent authority with regard to technical and financial matters and to act for implementing them; and

- (xvii) to implement decision taken by general body with the help and guidance of project/competent authority

CHAPTER-XI

Maintenance of Records and Execution of Works and Audit

47. Maintenance of Records. - (1) Farmer's Organisation shall maintain records specifically mentioned in the Act including following; namely: —

- (i) A map showing general arrangement of project;
- (ii) Map showing boundaries and jurisdiction of the organization indicating water conveyance system and drainage system within its boundaries;
- (iii) Minutes Register of meetings. Every proceeding of a general body meeting & managing Committee meeting shall be recorded separately in minutes book;
- (iv) Inventory register containing detail of all Tools & Plants, furnitures, fixtures and other items belonging to Farmers' Organization in Form-X (a) and x (b);
- (v) A register indicating all salient feature of the main and subsidiary system of water delivery with Technical details shall be maintained in Form-XI;
- (vi) Yearly stock/material at site register to be maintained for consumable/ perishable goods, stationery item etc. in Form-XII; and
- (vii) Each Farmers' Organization shall maintain a binded book containing the copies of relevant Act and rules and Administration/Technical circulars/instructions.

(2) In addition to above Water Users' Association shall also maintain following records, namely: —

- (i) Copies of shajra map in two copies on white Lattha cloth of latest revenue shajra map showing Khasra numbers duly marked with alignment of minor (blue thread line) Chak boundaries (green thread lines), Nakka- point, out-let heads (in red), drainage system alignment (yellow thread line) and alignment of each water course (black thread line);
- (ii) Attested copy of latest revenue Khatoni;
- (iii) A register in Form-XIII indicating the names of cultivators with Khasra number and area which are generally irrigated through lift of canal water within the boundaries of the Water Users' Association;
- (iv) Register of wells/tube wells in Form-XIV shall be maintained;
- (v) Gauge Register indicating water flow record in Form-XV shall be maintained to indicate the water levels and quantum of flows with respect to per-fixed time schedule;
- (vi) Culturable Command Area register in Form-XVI indicating chak wise/village wise culturable command area;
- (vii) Village wise and season wise/Crop wise register of area irrigated and demand assessment in Form-XVII;
- (viii) Irrigation dues realization register in Form-XVIII;
- (ix) Yearly summary record of out standing dues in Form-XIX;
- (x) Property Register containing details of the properties, assets and liabilities under custodianship of Water Users' Association e. g. Building, roads, irrigation channels, drainage system, structures gates and tree in Form-XX;

- (xi) Register of work executes in Form-XXI shall be maintained on yearly basis; and
- (xii) Maintenance of accounts record eg. Cash book, receipt book & voucher file cheque register etc. required for proper maintenance of accounts.

48. Operational plan and water budgeting. - (1) Water allotted for irrigation by water distribution and utilization standing Committee shall be further allocated with respect to time and quantity by Farmers' Organization under their jurisdiction observing the principal of equity among the individual beneficiaries with respect to assigned turn (bari). The help of the water management sub-Committee & chak samities etc. shall be taken for efficient delivery.

(2) For the Rabi and Kharif seasons, the Project Committee will determine the area to sown based upon the actual availability of water as decided in water distribution and utilisation Committee at the beginning of Rabi and Kharif seasons. The water so available shall be allocated among the distributaries Committees who in turn will further allocate water to Water Users' Association. Water Users' Association will further distribute water to individual member according to predecided schedule/operation plan, maintaining equity and timeliness by adoption of a proper rotational programme.

(3) Each of Farmers' Organization shall draw up an operational plan/schedule which shall specify the water to be drawn per watering.

(4) The drawal of water shall be monitored each day at specified gauge points as decided by the Farmers' Organization in consultation with Project Authority.

(5) Review of the drawals and distribution shall be done by each Farmers' Organization at the end of each fortnight or watering and implement corrective measures for efficient utilization.

(6) At the end of each season the respective Farmers' Organization shall prepare a report of water received and utilized alongwith the area irrigated quantity of water supplied and area under different crops, and submit it to the Project Authority and also place it in the General Body meeting.

(7) The Farmers' Organization shall analyse the deviations form water budget and suggest for the improvement in consultation with Project Authority.

49. Execution of works. - The Proposals for conducting maintenance/Repair and improvement works on Minor and drainage system shall be finalised after conducting a joint walk through in association with representative of project authority. The prioritization shall be done in consultation with competent authority depending upon the availability of funds and necessity of work for smooth running of the system. Project/Competent Authority shall get the estimate prepared and convey technical sanction for execution of such works where required. The work shall be executed by the Water Users' Association in association with works sub-Committee following the guidelines as given hereinafter.

50. Procedure for execution of works by Water Users' Association. - Water Users' Association may execute, repair and maintenance work out of its own income subjected to following conditions : -

- (i) Kachha works of repair and maintenance involving earthwork, Excavation, repair of cuts, filling of depressions, grass cutting, shrub & weed removal, filling of rain cuts, gullies, rills silt removal and repair of banks and service road etc. not exceeding Rs. 50 per ha. of Culturable Command Area in a year.
- (ii) Pucca work relating to repairs of structures involving plaster/pointing and repair to damaged masonry/concrete etc. not exceeding

- Rs. 20 per ha. of Culturable Command Area in a year.
- (iii) For attending piping, breach amount shall be spent not exceeding Rs. 30 per ha of Culturable Command Area per year and execution of all such work shall require approval of the managing committee;
- (iv) Works exceeding Rs. 50000/- in a year, shall be executed after preparation of proper estimate and issue of technical sanction by the competent authority including deviations up to 20 per cent as under: —
- (a) Junior Engineer more than 50000 and up to Rs. 1.00 lacs per year for M & R works only.
- (b) Assistant Engineer more than Rs. 1.00 lacs to Rs. 5.00 lacs per year for M & R works only.
- (c) Executive Engineer more than Rs. 5.00 lacs to 10.00 lacs per year for M & R including all works for extension, improvement and modernisation etc.
- (d) Superintending Engineer more than 10.00 lacs per year for M & R including all works for extension, improvement and modernisation etc.
- (v) On completion of repair and maintenance and regulation works the report about works executed shall be prepared and all related vouchers shall be put up before the managing Committee for scrutiny and suggestions for future adoption. The final report shall also be put up before the general body.

Note: -

- (a) No work shall be executed which is related to change in scope or utility of the system.
- (b) Any work related to fresh construction, change from original design and improvement shall require approval of Executive Engineer and Superintending Engineer within their respective technical/administrative/ financial limits.
- (c) Competent Authority can stop execution of work by written order, if work is found to be of inferior quality and workmanship with advice to remove/terminate agency/contract with immediate effect.

51. Financial Audit. - At the end of each financial year, and not later than three months after the commencement of the new financial year the Farmers' Organization shall cause its accounts to be audited in following manner: —

- (i) The managing Committee shall, appoint an Auditor who has adequate experience in normal auditing work or may appoint a Chartered Accountant;
- (ii) The Auditor so appointed shall be a person of repute (Retired Accountant or Auditor) in the area of operation of the Farmers' Organisation who has reasonable knowledge in accounts or any recognised auditor;
- (iii) The Auditor so appointed shall take all steps necessary to scrutinize the accounts of receipts and expenditure, within thirty days of this appointment and furnish the audit report alongwith the statement of accounts and balance sheet to the President of the concerned Farmers' Organisation;

- (iv) The audit report shall be submitted to the general body in its meeting for its approval;
- (v) The Managing Committee of a Farmers' Organisation shall furnish the implementation report to the General Body on all matters as pointed out in the audit report and the Managing Committee shall implement the decisions of the General Body in this regard; and
- (vi) If the turnover of the Farmers' Organisation exceed Rs. 10 lacs per annum, the Farmers' Organisation shall engage the service of a Chartered Accountant.

52. Social audit of Farmers' Organisations. - At the end of each crop season the Farmers' Organisation shall conduct social audit as detailed below :

- (i) Social audit shall be for both water utilization against the water budgeting and expenditure incurred for maintenance and construction, improvement: of the system with reference to the funds available to each of the Farmers' Organisations;
- (ii) The social audit shall cover:
 - (a) Equity in water distribution;
 - (b) Increase in production ;
 - (c) Increase in productivity;
 - (d) Crop diversification;
 - (e) Multiple cropping;
 - (f) Water user efficiency;
 - (g) Utilization of resources for execution of works;
 - (h) Type and nature of works executed for maintenance & repair of the system;

- (i) Methodology/Procedure followed in the execution of works on distribution and drainage system.
 - (j) Improvement in the cultivated areas of the Farmers' Organisation compared to previous seasons; and
 - (k) Quality of work undertaken,
- (iii) The social audit so conducted shall be made known to all the beneficiaries under the Farmers' Organisation by way of displaying a list containing the benefits accrued with reference to funds spent on the notice board of the Farmers' Organisation,
- (iv) Whenever a work is taken up the estimated cost of work, item of work proposed to be executed, details of the executors of the work etc., are to be exhibited on a board at the place of the work; so that every beneficiary under the Farmers' Organisation is aware of the details of the work being executed and expenditures to be incurred.
- (v) The competent authority shall render all assistance in the conduct of the social audit. The revenue and agriculture officials, shall also render the requisite assistance. The social audit so conducted shall be recorded and a copy thereof be sent to the Distributary Committee in case of the Water Users' Association, to the Project Committee in case of the Distributary Committee; and to the Apex Committee and to the Project Authority and to the Government in case of Project Committee; and
- (vi) The auditor shall incorporate the social audit report in his annual audit report together with his specific observations on rectification of defect, if any, noticed in the social audit.

CHAPTER-XII

Sub-Committee

53. Constitution and functions of the sub-Committee. - (1) Farmers' Organisation may constitute the following Sub Committee to carry out specific functions assigned by the President/Chairperson on recommendation of the managing Committee : —

(A) Administration, Finance and Resources sub-Committee. - The Administration, Finance and Resources Sub-Committee shall consist of not more than three members having minimum education qualification of the secondary, nominated by chairperson/president from the members of Farmer's Organisation. This sub Committee shall examine and put his recommendation about any administrative reforms required for better functioning of the Farmer's Organisation and methods for raising of resources to achieve financial soundness of the Farmer's Organisation. The recommendation of the sub-Committee shall be discussed in the General body meeting, and a decision be arrived at by voting in favour by at least two third majority of members present.

(B) Works Sub-Committee (NIRMAN UP SAMITI) for Water Users' Association. - (i) Works sub-Committee shall have eight nominated members, out of which following six members shall be nomination by the managing Committee of Water Users' Association :

(a) Two members representing head reach;

(b) Two members representing middle reach;

(c) Two members representing tail reach;

Out of these six members two must represent scheduled castes and schedule tribes (preferably one from each cast) and one shall preferably be a woman member. The rest two members shall

be nominated by the competent authority on request of the managing Committee out of which one shall be from available technical/supervisory staff of the department and other shall be either a village level agricultural assistant or any other local government employee nominated by District collector on the request of the competent authority.

- (ii) The sub Committee so constituted shall have following functions/responsibilities: —
- (a) The sub Committee shall meet fortnightly, during the work of Maintenance/repair/improvement construction is in progress:
 - (b) It shall decide about work to be taken up on minor. Conduct and assist "*Walk through survey*" and work out strategies to carry out the work in best economical manner adhering to required specifications and time;
 - (c) It shall recommend about employment/removal of labour/supplier/ agency/ contract required for carrying out the works;
 - (d) It shall finalize the quantity-quality and make etc. of all material/ article etc. required to be purchased from market through inviting competitive bids by publication or by Enquiry under local shopping procedures;
 - (e) It shall regularly supervise the work and satisfy about the quality and progress and recommend to stop the construction and use of material on work in case work is not found satisfactory and order to remove/replace inferior quality work and also recommend for removal of agency contractor found to perform work with inferior quality and workmanship;

- (f) It shall suggest for change/modification /alteration/addition or delete and deviate from the items of work originally provided in the estimate. However such changes even if within the total sanctioned cost shall be got approved before execution from concern competent Authority empowered to do so;
 - (g) Samiti shall have powers to access scrutinize and audit all vouchers/ bills etc. related to construction and O & M activities;and
- (iii) Any decision shall require consent of at least five members and in case of a disagreement over any issue, the Committee shall approach to the Chairperson of Water Users' Association, whose decision shall be final.
- (C) Water Management and Agriculture sub-Committee; (SINCHAI UP SAMITI) .** —(i) Water Management and Agriculture sub-Committee shall be constituted by president on the recommendation of managing Committee and consist of six members as under : —
- (a) Two members representing head reach;
 - (b) Two members representing middle reach;
 - (c) Two members representing tail reach;

Concerned departmental employee incharge of the reach or Agriculture Supervisor as nominee of the competent authority for technical guidance out of above six members, two members must represent Schedule cast/ Schedule tribe and one shall preferably be a woman member.

- (ii) The Sinchai Up Samiti shall have following functions and responsibilities and fulfilled under the technical guidance of the Project/ Competent Authority.

- (a) It shall meet frequently during and well before the start of irrigation season and as and when required.
- (b) It shall see that minor and watercourses and drains of each chak are properly cleaned and maintained to carry the required flows. In case they are not clean it may pursue the concerned outlet farmers/chak samiti to get the clearance done and impose a ban on utilisation of water till proper clearance is done. If required may also approach the Nirman Samiti/ Chairperson for carrying out the required maintenance in time;
- (c) It shall in consultation with Project/Competent Authority frame a water distribution schedule, stating date, time and quantum of water for a chak. It shall approach to the Project/Competent Authority in case supplies falls short of the requirement and act accordingly to the instructions to get the supplies restored;
- (d) It shall distribute the available water among the chak and authorise chak samities to draw water on equitable basis adopting certain pre-decided norms of allocating water in turn to individual farmer;
- (e) It may recommend alteration, in size and position of existing outlet and may recommend removal or fixing of new outlet and change of boundaries of the chak keeping in view the best use of water but no change shall be made unless approved by the Project Authority. However total capacity of all outlets shall not exceed the design capacity of respective carrier channel;

- (f) It may recommend to declare an area out of command or inclusion of new area in the command of the minor and may recommend use of water through lift in the nearby area;
- (g) It may recommend to engage educated unemployed youth of village with repute to act as "**water master**" who shall perform the following activities: —
- (i) Maintenance of record of Water Users' Association and SubCommittees and Farmer's Organisation under the guidance of Chairperson;
 - (ii) Supervise day to day irrigation and assist chak samiti/Farmers in getting water on their turn, and to maintain watch and ward and to ensure safety of structures;
 - (iii) Collect Irrigation dues/fees and maintain accounts and records as required and as directed by Chairperson/ President;
 - (iv) Prepare report of wastage of water;
 - (v) Other related works ordered by Chairperson of Water Users' Association; and
 - (vi) Water masters may be reimbursed of his duties on commission basis/ contract basis in kind as a share of crop produce or fee collected through farmers or Water Users' Association shall reimburse out of the own resources as may be decided by the General Body.

- (D) **Monitoring, Evaluation and Training Sub-Committee.** - Monitoring, Evaluation and Training Sub-Committee shall be constituted by Chairperson in consultation with the Competent Authority and shall consist of three members two of which are nominated by chairperson and one by the Competent Authority. The sub-Committee shall look after overall monitoring and evaluation and shall suggest any improvement require in functioning of the Farmers' Organisation. It shall also act for introducing various training programs to members of Farmers' Organisation by approaching the related departments in consultation with the Competent Authority/Project Authority. The training shall constitute a regular feature to improve over all working and efficiency of Farmer's Organisation.
- (E) **Chak Samiti.** - (1) Managing Committee may constitute chak wise Chak Samiti for efficient distribution of water and to implement discussion taken by general body meeting within the chak concern. Chak samiti shall consists of three farmer members of the concern chak nominated by the President/ Chairperson.
- (2) No member shall represent more than one sub-Committee.
- (3) Sub-Committees constituted under this rule shall carry out such other functions as may be specified by Government from time to time.

Chapter-XII

Levy and Collection of Fees and Budget

54. Levy and Collection of Fees. — (1) A Farmer's Organisation may for achieving its objects and performing its functions, levy such fee as may be specified by the Government from time to time.

(2) All fee collected shall be duly accounted for through proper receipts.

(3) Where a member has defaulted in payment of fee, the Managing Committee shall prepare a list of such defaulters along with amount due.

(4) The President/Chairperson of Farmer's Organisation shall make an application under Rajasthan Land Revenue Act, 1956 for recovery of amount due.

(5) The Government may prescribe the rates of fees from time to time for any of the purposes.

55. Preparation of Budget. - Farmer's Organisation shall prepare its budget based on its resources as prescribed in section 24 of the Act before every Kharif season for the next financial year and place it before the General Body for its approval. The procedure of budget preparation and expenditure shall be as notified by the Government from time to time

CHAPTER-XIV

Miscellaneous

56. Appointment of Competent Authority. - For the purpose of the Act following shall be the competent authority :

—

For IGNP Command Area	Concerned Superintending Engineer in whose area a farmer's organization exists,
For Chambal Command Area	Superintending Engineer CAD, Kota
For Mahi & Bisalpur & other Major Irrigation Projects	Concerned Superintending Engineer in whose area a farmer's organisation exists.
For all medium irrigation projects & CLI'S (Community Lift Scheme with CCA more than 500 ha.	Concerned Executive Engineer in whose area a farmer's organisation exists.

For all minor/small irrigation works & CLI's more than 50 ha. CCA and up to 500 ha. CCA

Concerned Assistant Engineer in whose area a farmer's organisation exists.

For small Tanks, Anicut, Johar, Khadin, Talab with Panchayats and CLI's up to 50 ha. CCA under their control

Concerned Vikas Adhikari of the Panchayat Samiti.

57. Function of Competent Authority. - In the functioning of the Managing Committee of the Farmer's Organisation, the Competent Authority shall have following functions: -

- (i) to attend the meetings in person or authorise a nominee to be present on this behalf to attend the meetings convened by the Chairperson/President of the Managing Committee, and participate in the discussions and advice over issue but shall not have any voting right;
- (ii) to help in the preparation of maintenance plan;
- (iii) to get estimates prepared for the works identified for execution as per the norms of the Irrigation Department;
- (iv) to accord technical clearance to the maintenance works, as per the powers delegated. The technical clearance shall be limited to the administrative sanctions for the work;
- (v) to check that no alteration or change is made by the Farmer's Organisation in the irrigation system, with reference to the approved hydraulic particulars;
- (vi) to bring to the notice of Irrigation Department or Command area Development Department as the case may be about any Tampering- or changes made in the system, by the Farmer's Organisation

- in contravention of the approved hydraulic particulars and ensure that timely action is taken to set-right such changes;
- (vii) to provide technical details of the system to the Chairperson/President of the Farmer's Organisation.
 - (viii) to help the Managing Committee in the preparation and approval of the operational plan for efficient water distribution;
 - (ix) to advice for water regulation, based on the water requirement and supplies available with suggestion of improvements for seasonal variations;
 - (x) to guide for preparation of water budgeting for the Farmer's Organisation;
 - (xi) to help in assessment of areas irrigated and recovery of charges;
 - (xii) to help in training to members and other persons nominated by the Farmer's Organisation for efficient discharge of their duties;
 - (xiii) to guide the Farmer's Organisation in maintaining various register; and
 - (xiv) to help in record of measurements for the work done and to guide to pass the bills for payment by Farmer's Organisation.

58. Removal of Encroachments. - Farmer's Organisation shall exercise its power to remove encroachment on irrigation works in their respective jurisdictions through Managing Committee in the same manner as is exercised by the Tehsildar under the provisions of the Rajasthan Land Revenue Act, 1956 and rules made thereunder.

Form-I
[See rule 5(2)]

CLAIM APPLICATION FOR INCLUSION OF NAME IN THE ELECTORAL ROLL

To,
The Electoral Registration Officer,
Water Users' Association.....
Sir,

I request that my name be included in the electoral roll of territorial constituency No.....of (Name of Water Users' Association)

1. Name (in full)
2. Father's/Mother's/Husband's Name
3. particulars of my place of residence are:
- (a) House No.
- (b) Street/Mohalla
- (c) Town/Village
- (d) Post office
- (e) Police Station Sub
4. Particulars of land holding:
- (a) Name of the Irrigation system
- (b) Name of the village
- (c) Survey No.
- (d) area

I hereby declare that to the best of my knowledge and belief.....

(i) that i am a citizen of India:

(ii) That my age on the first day of January..... is..... years..... and..... months.

(iii) That I am water User of this Water Users Association at the particulars given above.

Place:

Date:

Signature or Thumb Impression of Claimant

Copy submitted to Tehsildar for information & necessary action please. [Ref. Rule 5(6)]

Signature or Thumb

Impression of Claimant

FORM-II**[See rule 5(2)]****Objection against Inclusion Of name**

To The Electoral Registration Officer,
Water Users' Association

Sir,

I object against inclusion of the name of Shri
.....at Serial
No of territorial constituency No
Water Users Association of electoral roll 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 of territorial constituency No

Signature / Thumb
Impression of objector
(Full postal address)

Date

Copy submitted to Tehsildarfor information and
necessary action please. [Ref. Rule 5(6)]

Date:

Signature of the elector
Name (in full).....

FORM-III
[See rule 5(4)]

Application for objection to entries in the electoral roll

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

IS/o.....a
voter of theWater
Users Association do object to the following entries in the
electoral roll.

S.No.	Present entry which entry has been objected	Corrected entry to be inserted.
1.		
2.		
3.		

Place : (Signature or Thumb
Date: Impression of the
Objector)

Copy submitted to Tehsildar.....FOR information and necessary
action [Please see Rule 5(6)]

FORM-IV

[See rule 14]

Option for Territorial Constituency

IS/o ShriResident
at.....House No. of
.....villageaged aboutyears
hold lands as follows:

S .No.	Khasra No.	Area	Minor system	Territorial Constituency	Remark
1	2	3	4	5	6

I declare that I intend to vote in Territorial Constituency No
.....of Water Users
Association.....

Place:
Date:

FORM-V**[See rule 18(1)]****Name of Farmer's Organisation****NOMINATION PAPER**

1. Name of Office Member, Managing Committee/President/Chairperson of

.....

2. Name or number of the territorial constituency
3. Full name of the candidate
4. Father's or husband's name
5. Serial Number of the candidate in the Electoral roll
6. Age of Candidate
7. Sex of candidate
8. Occupation and Address of candidate
9. Full name of the proposer
10. Serial number of the proposer

Signature of the proposer**CANDIDATE'S DECLARATION**

I declare that I am eligible and willing to stand for election and my age as shown above is correct.

Signature of candidate

The above declaration is solemnly affirmed before me..... (name of the Officer in block letter) bywho is personally known to me who has been identified to my satisfaction by..... of.....

*Signature of the election Officer**or other authorised person*

Nomination form should be presented in person.....
This nomination paper was presented to me at(hrs.)
on..... (date) by shri/smt
candidate or proposer.

Decision of election Officer accepting or rejecting the
nomination paper.

Signature of the election Officer

or other authorised person

FORM-VI

[See rule 19(4)]

List of Validly Nominated Candidates

Name of Farmers Organisation.....
Name of territorial constituency.....
Election to Member, Managing Committee/President/Chairperson of Water
Users' Association/Distributing Committee/Project
Committee.....

S.No. Alloted	Name of the Candidate	S No. of voter list
1	2	3
1.		
2.		
3.		
4.		
etc.		

Place:

Election Officer

Date:

FORM-VII
[See rule 20(3)]
List of contesting Candidates

Name of Farmers Organisation.....
 Full particulars of vacancy for which election is to be held
 Election to the Member, Managing Committee/
 President/Chairperson of Water Users' Association/
 Distributing Committee/Project Committee.....

S.No. Alloted	Name of the Candidate	S No. of voter list
---------------	-----------------------	---------------------

1	2	3
---	---	---

1.

2.

3.

4.

5.

etc.

Place :

Election Officer

Date:

FORM-VIII
[See rule 21(2)]

Final List of contesting Candidates

Name of Farmers Organisation.....
 Full particulars of vacancy for which election is to be held.....
 Election to the Officer of Member, Managing
 Committee/President/Chairperson of Water Users' Association/Distributing
 Committee/Project Committee.....

S.No. Alloted	Name of the Candidate	S No. of voter list	Symbol allotted/assigned
---------------	-----------------------	---------------------	--------------------------

1	2	3	4
---	---	---	---

1.

2.

3.

4.

5.

etc.

Place :

Election Officer

Date:

Form-IX**(See rule 23)****BALLOT PAPER****COUNTER FOIL****BALLOT PAPER FOR PRESIDENT/MEMBER OF MANAGING
COMMITTEE/CHAIRPERSON OF.....**

S.No. of the voter

Signature

Thumb impression

No.....

BALLOT PAPER FOR PRESIDENT/Chairperson/MEMBER.....

.....

BALLOT- PAPER

S1.No.....

Name of the Candidate
in Hindi Alphabetical
order in the box space

Symbol allotted

Put(EI) mark against
one name only in the
box space provided l

1. Name

2. Name

3. Name

4. Name

5. Name

6. Name

Form No. X(a)
[See Rule (47)(iv)]

Inventory Register (For Account of

Name of Farmers'
Organisation

Articles Furniture, Fixers & T&P etc.)

Name of Project

Organisation

Quantity

S.No.	Name of Particular of item	Make & Specification	Nos	Weight	Length
1	2	3	4	5	6
7	8	9	10	11	

Volume etc.	Purchase value	Purchase details Bill etc.	Signature	Remarks
7	8	9	10	11

Form No. X (b)

Name of Project.....

Name of W.U.A.

Yearly Abstract of Inventory (Physical Verification)

S.No.	Item Name	As per previous Balance Qty.	Added during the year Qty.	Deposited Off during the year Qty. Ref. of Sanction no.	Net balance at Present Qty.	Remarks with verifying signature.
1	2	3	4	5	6	7

FORM-XI**Salient Features****[See rule 47(v)]**

Water Distribution system (Canal works)

1. Name of canal
2. Name of minor
3. Discharge at Head..
4. Total territorial constituency
5. Total No. Chaks:

1. Outlet size CCA	Nos.	Type	Khasras Nos.	Total
	Location			
6. (a) GCA (b)CCA (c) ICA (d) No. of beneficial
Gen. Obc. SC. ST.
Total
7. Detail of structure of Minor

S.No.	Type	Particular	Location	Details	Remarks
-------	------	------------	----------	---------	---------
8. Details of head regulator

Type

Size of Gate

No. of Gate

Full supply level

Full supply discharge
9. Particular Parent channel Minor
 1. Discharge
 2. Bed width
 3. Side slope
 4. Full supply depth
 5. Free board

10. BAR-CHART Flow Diagram

11. Drainage Channel

- (a) Name of Discharge channel
- (b) Side of minor (Left/Right)
- (c) Total Length
- (d) Approximate section
- (e) Discharge
- (f) Out fall into.....

12. Land Property DETAILS including borrow area/ drainage channel & Minor with in canal boundaries

S.No.	Reach/Side	Total width of strip from centre of Minor	Part of Khasra No.	Area	Remarks
1	2	3	4	5	6

STATUS OF WORKS

(A) In case of small/minor/medium Tanks (Head works)

1. Name of Tank

.....Tehsil.....Distt.....

2. Name of

WUA.....

3. CAPACITIES

Gross

Dead

Live.

(Mm³)

4. Reservoir Elevation (metre/fee)

Sill level	Full tank level	Maximum water level	Top bundh level
1	2	3	4

1.

2.

3.

5. Details of sluices

S.No.	Particular	Location	Sill Level	No., of gates	size of gates	Discharge	CCA
1	2	3	4	5	6	7	8
6.	Length of Bundh (m)/ch.					(a) Length of Earthen bundh (b) Length of surplusing Arrangement (i) Wier/spillwaytype (ii) Bye-wash (iii) Gated structure No. of gates size of gates (iv) Other (Khasra no.)	
7.	Max Height of bundh					(i) Earthen (ii) Masonary (iii) Spillway	
8.	Surplus Discharge Capacity					1. Design..... 2. Ma observed..... year..... 3. Flood lift (m).....	
9.	Irrigation Potential (ha)					1. G.C.A No. of village benefited..... 2.C.C.A..... 3.ICA..... 4. Max. Irrigation Recordedyear..... 5. Nos of Families benefited General OBC. SC.ST. Total 6. No. of wells/lift Donries.....	
10.	Other Relevent data.					(a) In submergence (b) In command	

FORM - XII

[See rule 47 (i) (vi)]

Name of Project.....
Organisation

Name of Farmers'

Yearly Stock/Material at Site register

(For consumable/perishable goods, stationery, item etc.)

S.No.	Particular of item	Specification	Previous balance
1	2	3	4
Purchase durintg, quarter Ref. of M.B. Qty	Consumed quarter Ref. of Consumption M.B. etc. Qty.	Balance available	Remarks with verification
5	6	7	8

FORM - XIII

[See rule 47 (2) (III)]

Name of project.....

Name of W.U.A.....

Register of Area under lift command

S.No.	Khasra Nos.	Total Area	Name of holder
Area under lift	Location	Pump D-Diesal E- Electric O-other means	Remarks

FORM - XIV**[See rule 47 (2) (iv)]****Register of Wells & Tubewells**

Name of project..... Name of W.U.A.....

S.No.	Name of Village	Well No.	Tube well No.	Khasra No.	Location	
					Outside command	with in command
1	2	3	4	5	6	7

Name of the owner	Area usually irrigation		Water level elevation (Depth of water from top)			Remarks
	Khasra No.	Area	Year	May	Sept.	
8	9	10	11	12	13	14

FORM no. XV
[See rule 47 (2) (v)]

Name of Project.....
WUA

Name of

Discharge-Gauge Register

Gauge Report.....

Date.....hr.....

Date.....hr.....

(A) For Tanks

(i) Full tank elev.....

(ii) Gross capacity at

(iii) present day elevation head.....

(iv) Corresponding capacity

Discharge.....

(v) Dead storage.....

1. Name of canal

2. Reach (Location).....

3. Design FSD at.....

4. Design

5. Present Measured

Name of Canal

FSD

6.

1. Reach (Location)

Corresponding discharge (from
table).....

2. Design FSD at head

3. Design Discharge.....

4. Present measured FSD.....

5. Corresponding Discharge.....

(from table)

(B) For canal.

Parent channel details

1 Name of minor...

Name

2. Type of channel

(a) Design date.....

3. Bed width

(i) Bed width.....

4. FSD (Design

(ii) Discharge

5. Design discharge at FSD

(iii) FSD

6. Present FSD

(b) Present operation

7. Corresponding discharge

(i) Present dauge

(from table curve.....)

(ii) Corresponding flow

(c) Details of head,regulator

(i) No. of gauge opened

(ii) Size of opening

(iii) Discharge

(d) Details of D/s cross regulator

(i) No. of gates opened

(ii) Discharge passing

downstream

Sign. of WUA Representative

Sign. of Department Representative

FORM-XVI

[See rule 47 (2) (vi)]

Name of project.....

Name of W.U.A.....

Register of Culturable command

S. No.	Name of land holder/ father name with village	No. of Territorial constituency	Chak No.	Revenue Khasra Survey No.	Type of land (Rev. classification)
1	2	3	4	5	6

Area details			
In command			Out side command
Under flow irrigation	Under lift irrigation	Total CCA	
7	8	9	10

Total area (ha)	Remark
11	12

FORM-XVII

[See rule 47 (2) (VII)]

Register of Area Irrigated and Demand Assessment

(IDA Register)

Name of project..... Name of village... Name of WUA

Name of District/minor.... year..... Crop season.....Chak No.

S. No.	Name of land holder	Survey No.	Total area (ha)	Name of Crop
1	2	3	4	5

Actual area by flow	Irrigated(ha) from canal			Number of Irrigation	Water rates per hactare
	By lift	Seja/Peta	Total		
6	7	8	9	10	11

Water charges assessed Rs.	Other charges panelties Rs. Amount	Total dues Rs.	Remark with signature
12	13	14	15

FORM-XVIII**[See rule 47 (2) (VIII)]**

Name of project...

Name of WUA

Name of village.....

**Register of Irrigation Dues Realisation
(IDR-Register) for the year.**

S.No.	Name of land holder	Reference no. of IDA register	year of dues with crop season	Total amount due
1	2	3	4	5

Amount received	Reference no. of receipt book	Balance due	Remarks with signature
6	7	8	9

FORM-XIX**[See rule 47 (2) (ix)]**

Name of project.....

Name of WUA

Name of village.....

**Yearly summary of Dues outstanding
Register ending year.....**

S.No.	Name of land holder	Reference no. of IDA/IDR register	year	Crop season
1	2	3	4	5

outstanding			Remarks with signature
Irrigation dues in Rs.	Interest panel charges	Total dues in Rs'	
6	7	8	9

Form-XX

[See rule 47 (2) (x)]

Property Register

S. No.	Type and name of structure	Particulars	Location	Description	Remarks
1	2	3	4	5	6

Form-XXI

[See rule 47 (2) (xi)]

Work register for year.....

Name of Project

Name of WUA

S. No.	Name work with location	Technical Sanction amount & reference of sanction	Ref. of Gen. body approval	M.B. ref.
1	2	3	4	5

Amount bill	Paid vide cheque and amount	other detail chargeable head etc.	Remarks
6	7	8	9

[संख्या प. 5(44)सीएडी / 2000]

गोविन्द शर्मा,

Dy. Secretary to the Government

Government Central Press, Jaipur