

बिहार सरकार
बिहार राज्य जल एवं स्वच्छता मिशन,
लोक स्वास्थ्य अभियंत्रण विभाग, पटना।

पत्रांक: पी0एच0/बि.ज.स्व.मि.-1034/2005- 583

दिनांक: 23.10.2006

प्रेषक: शशि शेखर शर्मा
सचिव
सह-अध्यक्ष, कार्यकारी समिति,
बिहार राज्य जल एवं स्वच्छता मिशन,
बिहार, पटना।

सेवा में,

सभी उप विकास आयुक्त-सह-अध्यक्ष,
जिला जल एवं स्वच्छता समिति।

विषय: इंदिरा आवास योजना के आवास के साथ शौचालय का भी निर्माण कराने के संबंध में।

महोदय,

उपर्युक्त विषय के संबंध में कहना है कि आपके द्वारा इंदिरा आवास योजना के अंतर्गत गरीबी रेखा के नीचे के परिवारों के लिये आवास का निर्माण कराया जाता है। संपूर्ण स्वच्छता अभियान के तहत गरीबी रेखा के नीचे के परिवारों के लिये वैयक्तिक शौचालय के निर्माण का प्रावधान है जिसके लिए उन्हें 1200/- रुपये का अंशदान सरकार की ओर से दिया जाता है।

आपसे अनुरोध है कि इंदिरा आवास योजना के आवास के साथ संपूर्ण स्वच्छता अभियान में प्रावधानिक अंशदान राशि को जोड़ कर शौचालय का भी निर्माण कराया जाय। निर्माण के दौरान यह सुनिश्चित कर लें कि लाभार्थी को शौचालय निर्माण हेतु सरकार द्वारा पूर्व में किसी अंशदान राशि का भुगतान नहीं हुआ हो।

विश्वासभाजन

(शशि शेखर शर्मा)
सचिव

ज्ञापक: पी.एच./बि.ज.स्व.मि.-1034/2005- 583

पटना, दिनांक- 23.10.2006

प्रतिलिपि: आयुक्त एवं सचिव, ग्रामीण विकास विभाग, बिहार, पटना/ सभी जिला पदाधिकारी/ सभी कार्यपालक अभियंता-सह-सदस्य सचिव, जिला जल एवं स्वच्छता समिति को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

(शशि शेखर शर्मा)
सचिव

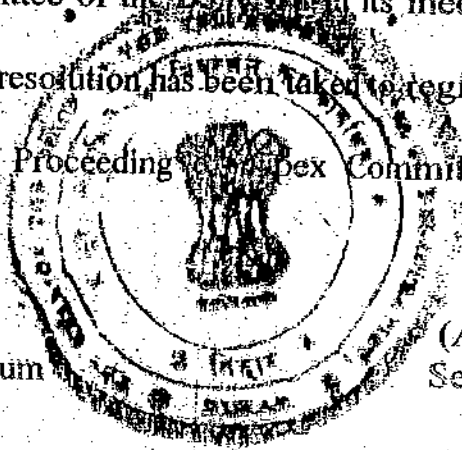
Resolution

As per para 2.2.1a of Restructural Central Sponsored Rural Sanitation Programme guidelines (RCRSP) under Rajiv Gandhi National Drinking Water Mission, GOI, New Delhi; Bihar State Water & Sanitation Mission is to be constituted which will be a registered Society.

For this purpose, approval on constitution of BSWSM and its registration was given by Apex Committee, the governing body in its meeting on 7th Oct. 2004 and by Executive committee of the BSWSM in its meeting on 22nd Sept. 2004.

It is in this connection a resolution has been taken to register BSWSM

Enclosure: Certified copy of Proceeding of Apex Committee and Executive Committee.



Madan Kumar
(Madan Kumar)

Chief Engineer (Urban) cum
Member Secretary,
Executive Committee,
BSWSM

Arun Kumar Singh
(Arun Kumar Singh)
Secretary PHED cum
Member Secretary
BSWSM

13/11/04

THE BIHAR STATE WATER AND SANITATION MISSION

MEMORANDUM OF ASSOCIATION

1. The name of the Society will be "Bihar State Water & Sanitation Mission" (BSWSM) hereinafter referred to as "State Mission".
2. The registered office of the society shall be at Patna.
Address:-Bihar State Water & sanitation Mission, P.H.E.D Building, Vishweshvaraiya Bhawan, Bailey Road, Patna-15.
3. The area of operation of the State Mission shall be whole of Bihar State.
4. Back Ground:- Potable water supply and sanitation are two key inputs of public health, more so for rural households. Though the state of Bihar has made an impressive performance in providing safe drinking water to its rural households, further improvements are required in terms of quantity, quality, equity and sustainability. There is a great need for improved sanitation especially for people living in rural areas. To address these issues in a coherent, concerted and urgent manner, new initiatives have to be taken in a mission mode. Community participation is necessary in all stages starting from planning, execution to operation and maintenance.

For this, focus should be on the following:

- a) Partnership between Government and NGOs.
- b) Technology options.
- c) Inter-sectoral convergence.
- d) Linkage between sanitation and health.
- e) Strategy for demand generation.
- f) Promotion of Production Centres.
- g) Emphasis on inter-personal communication.
- h) Induction of topics on sanitation and water into school curriculum.

5. Aims and Objectives of the Mission:- The Mission shall have the overall goal to improve the quality of life by enhancing access to better water supply and sanitation facilities in the rural areas ensuring sustainability. The Mission will be responsible for the following action points.

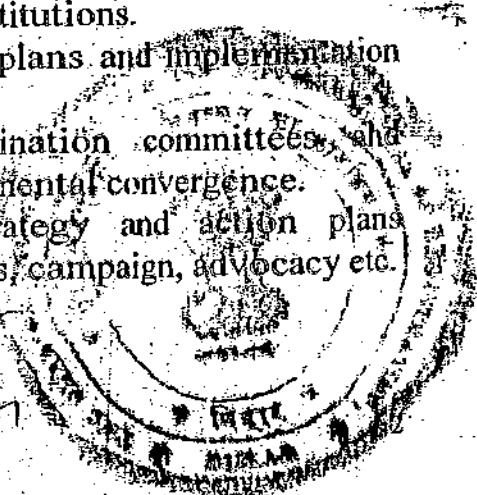
- (i) To promote community ownership of the projects with the responsibility for operation and maintenance in order to ensure sustainability.

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- (ii) Overall policy guidance and coordination of programmes implemented by the District Water and Sanitation Missions/Zila Parishads keeping in view the guidelines of Govt. of India & Govt. of Bihar for water and sanitation programmes in order to make the water supply/Sanitation projects self-sustainable.
 - (iii) To improve access to safe drinking water for all.
 - (iv) To improve access to sanitary facilities like excreta and garbage and bio-medical waste disposal mechanism.
 - (v) To make sanitation an integral part of the people's life.
 - (vi) To promote a change in behavioral pattern and attitude of the people to practise desirable habits of personal hygiene.
 - (vii) To ensure and improve on environmental sanitation and impart education through course curriculum, both formal and non-formal, up to secondary levels.
 - (viii) To reduce environmental pollution of water, air and land pollution caused due to indiscriminate open defecation.
 - (ix) To ensure transfer of all existing and new Rural Piped Water Supply projects to the User's Association.
 - (x) To ensure coordination with different departments, agencies and convergence of different activities related to water supply and sanitation in rural areas.
 - (xi) To take any other activities that are consistent with the aims & objectives of the Mission.

To achieve the above, the major activities of State Mission will be as follows.

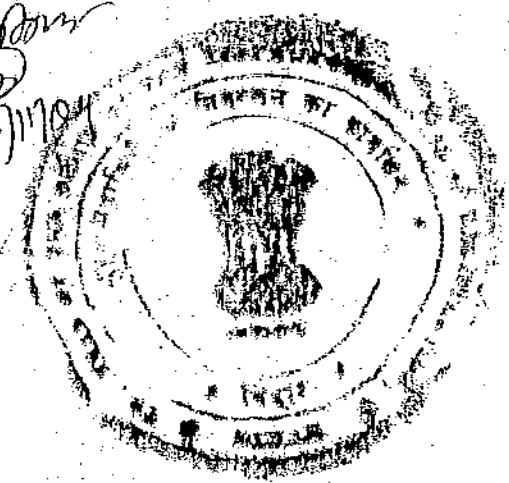
- a) To undertake advocacy campaigns for acceptance of mission goals among all stakeholders.
- b) To identify programmes/ schemes and implementing departments, which are linked to the issues relating to water supply and sanitation.
- c) To conduct base-line surveys and situational surveys from time to time with the help of individual experts/ institutions.
- d) To prepare state and district level action plans and implementation guidelines.
- e) To constitute inter-departmental coordination committees, and organize periodic meetings for inter-departmental convergence.
- f) To formulate IEC/ Communication strategy and action plans pertaining to awareness generation trainings, campaign, advocacy etc.



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- g) To prepare HRD and training plans for DWSMs, NGOs, CBOs(Community Based Organisations), GPs, VWSC officials at District, block and GP level students and teachers.
- h) To identify, promote and associate NGOs/ CBOs for facilitating IEC programmes.
- i) To develop appropriate training materials for Government functionaries, NGOs, Panchayat members and others focusing sectoral reforms and community processes.
- j) To develop appropriate training course materials for TOTs for masons/ Self Employed Mechanics (SEMs).
- k) To develop guidelines for Production Centres to act as Information and Extension Centres for health, hygiene, sanitation and safe drinking water.
- l) To monitor and coordinate activities of DWSMs.
- m) To develop guidelines for and conduct statewide awareness generation campaigns and to implement similar activities at district, block, GP and village levels through DWSMs.
- n) To create and maintain low-cost sanitation and drinking water technology database and to arrange for their dissemination among the implementing agencies, NGOs, other partners and motivators.
- o) To mobilize resources from external agencies like DFID, World Bank, RGNDWM, GoI etc. and to sourcing loans from financial institutions, Banks etc. for achieving the goals of the Mission.
- p) To give focus on school sanitation and formulate plans to cover all schools in the state with drinking water and sanitation facilities.

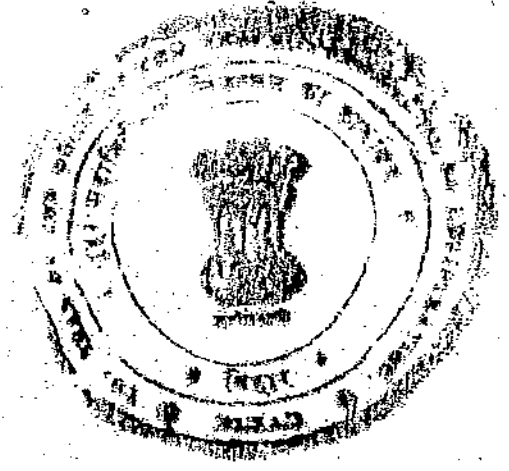
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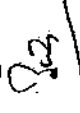

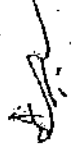

6. Executive Committee
- (i) Commissioner and Secretary/ Secretary, PHED Chairman
 - (i) Engineer in Chief/Chief Engineer, PHED Member Secretary
 - (ii) Joint Secretary, RD Deptt. Member
 - (iii) Director, Panchayati Raj Department Member
 - (iv) Joint Secretary/Deputy Secretary, Health Deptt Member
 - (v) Joint Director, Information & Public Relation Member
 - (vi) Joint Secretary/Deputy Secretary, Planning Deptt Member
 - (vii) Joint Secretary/Deputy Secretary Education Dep Member
 - (viii) Director, Welfare Department Member
 - (ix) Joint Secretary/Deputy Secretary, Finance Deptt Member
 - (x) Executive director, HRD Cell, PHED Member
 - (xi) Deputy Director, IEC Cell, PHED Member
 - (xii) UNICEF/Project Officer Member
(WES)
 - (xiii) Experts, not exceeding three, in the field of drinking water, communication and rural development, community health and hygiene, community mobilization, Media and NGOs may be co-opted as members to be nominated by the Chairman of the Governing Body.
 - (xiv) Any other person to be nominated by the Chairman. Member

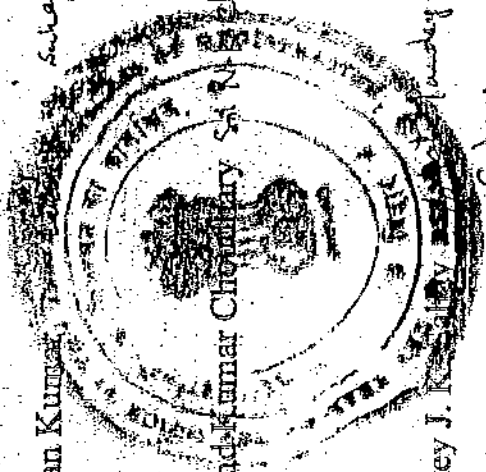
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List of Desirous Persons

The Apex committee and Executive committee having been agreed for formation and registration of Bihar State Water and Sanitation Mission, we, the following members of executive committee on behalf of Bihar State Water and Sanitation Mission having associated ourselves for the aims and objectives described in this Memorandum of the mission, do hereby subscribe our names as persons willing to form BSWSM and set out several & respective hands hereunto and form ourselves into a Society under the Societies Registration Act 1860. (List of Members and their signature attached with their designation/ Address/ Occupation etc).

| Sl. No. | Name | Father's name | Address | Occupation (Govt. Servant)/ Secretary, PHED | Signature |
|---------|------------------------|-----------------------|--|--|---|
| 1 | Arun Kumar Singh | R. Prachi Anand Singh | A-7/60, AILEY NG PATNA | Secretary, PHED |  |
| 2 | Madan Kumar | Subodh | Chief Exr (Urban), PHED Vishwakhariya Bazaar Bally Road, Patna-15 | Chief Engineer (U), PHED |  |
| 3 | Arvind Kumar Choudhary | Sri N. G. Choudhary | At 410 - Chhotai Pathi Dist - Darbhanga. | Add. Secretary, Finance |  |
| 4 | Pandey J. K. Sahay | Pandey Akhileshwar | Machhali New Jankampur P.S → Jankampur Machhali Gali Patna - 800001 | Under Secretary, Health, Medical Education & Family welfare department |  |



Arvind Kumar Choudhary
Pandey
 13/11/2024
 11.06
 13/11/2024

Sl. No. Name

Father's name

Address

Occupation (Govt. Servant)

Signature

5 R. K. Jha

Late S.D. Jha

25B, North S.K. Puri
Boring road, Patna

Joint Director, Education

6 Uma Daftuar

Dy. Director, Rural Development

6.7 Ajoy Kumar Sinha

Spec Basudeo Sinha

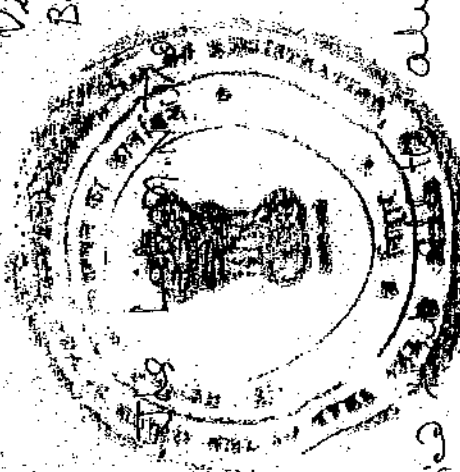
Dy. Director, IEC Cell, PHED

Public Health Engineering Department,
Vishweshwaraia Chauhan Campus,
Baitay Road, Patna-800015

7.8 A. N. Singh

Late N. Singh

X.T.T.I. Road Special Officer
Digrahat, PHED, Patna
Patna-800011. Patna



Copies have

been sent to all concerned
Signatures in my presence

Amunt
9/11/04

Signature of A. N. Singh

RULES OF BIHAR STATE WATER AND SANITATION MISSION

1. Short title and commencement

(a) These Rules be called the Rules of Bihar State Water and Sanitation Mission, hereinafter referred to as 'Mission'.

(b) These rules shall come into force from the date on which the Society, namely Bihar State Water & Sanitation Mission is registered under the Societies Registration Act, 1860.

2. Definition

In these Rules, unless the context requires otherwise

- a) 'Chairman' means the Chairman of the Governing Body (GB) of the Bihar State Water and Sanitation Mission (BSWSM).
- b) Member Secretary means the Member Secretary of the GB of BSWSM.
- c) 'Governing Body' means the Apex Body of the BSWSM.
- d) 'Executive Body' means the Executive Body (EB) of the BSWSM.
- e) 'Government' means, unless otherwise specifically mentioned, the State Government of Bihar.
- f) Bihar General Clauses Act shall apply, *mutatis mutandis*, for definition of terms, not defined herein.

3. The registered office of the society shall be at Patna.
Address:- Bihar State Water & Sanitation Mission, P.H.E.D
Building, Vishweshvaraiya Bhawan, Bailey Road, Patna-15.

4. The Governing Body and Executive Body of Bihar Water and Sanitation Mission shall be constituted with members as under:

A. Governing Body (APEX COMMITTEE)

(i) Development Commissioner, Bihar

Chairman

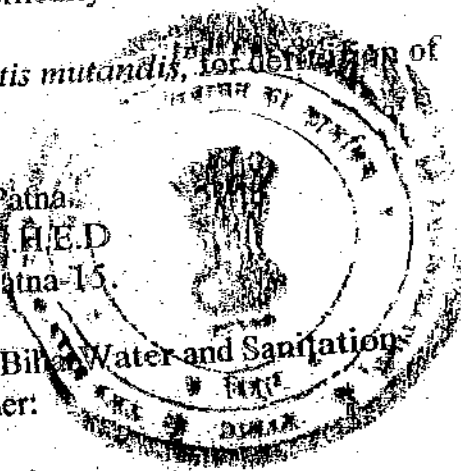
(ii) Commissioner and Secretary/Secretary,
PHED

Member Secretary

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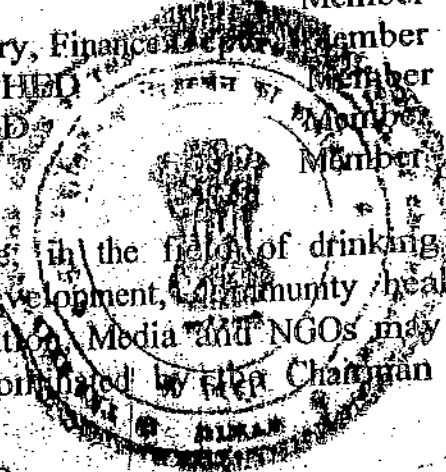
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- (9) 23
- (iii) Commissioner and Secretary /Secretary
Rural Development Dept Member
 - (iv) Secretary, Panchayati Raj Deptt. Member
 - (v) (Commissioner and Secretary/Secretary,
Health & Family Welfare Deptt. Member
 - (vi) Finance Commissioner/Additional
Finance Commissioner. Member
 - (vii) Commissioner and Secretary/ Secretary,
Secondary, Primary and Adult Education Deptt. Member
 - (viii) Commissioner and Secretary/ Secretary,
Welfare Deptt. Member
 - (ix) Commissioner and Secretary/ Secretary,
Public Relation Department Member
 - (xi) Secretary, Planning and Development Deptt. Member
 - (xii) State Representative, UNICEF, Patna or
his representative Member
 - (xiii) Any other person to be nominated by
the Chairman. Member

B. Executive Body

- (i) Commissioner and Secretary/ Secretary,
PHED Chairman
- (i) Engineer in Chief/Chief Engineer, PHED Member Secretary
- (ii) Joint Secretary, RD Deptt. Member
- (iii) Director, Panchayati Raj Department Member
- (iv) Joint Secretary/Deputy Secretary, Health Deptt Member
- (v) Joint Director, Information & Public Relation Member
- (vi) Joint Secretary/Deputy Secretary, Planning Deptt Member
- (vii) Joint Secretary/Deputy Secretary Education Dep Member
- (viii) Director, Welfare Department Member
- (ix) Joint Secretary/Deputy Secretary, Finance Deptt. Member
- (x) Executive director, HRD Cell, PHED Member
- (xi) Deputy Director, IEC Cell, PHED Member
- (xii) UNICEF/Project Officer
(WES) Member
- (xiii) Experts, not exceeding three, in the field of drinking water,
communication and rural development, community health and
hygiene, community mobilization, Media and NGOs may be co-
opted as members to be nominated by the Chairman of the
Governing Body.



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- (57) 2
- (xiv) Any other person to be nominated by the Chairman. Member

5. Membership

- (i) The Official members will hold office as ex-officio members.
- (ii) The non-official members will hold office in the Mission as members for a period of 3 (three) years. They may be re-nominated by the competent authority.
- (iii) The Governing Body may from time to time nominate any official of the Government as member of the Mission.

6. Termination of *ex-officio* Membership

Where a person becomes a Member of the State Mission by virtue of the office or appointment, which he/she holds, his/her Membership of the State Mission shall stand terminated when he/she ceases to hold that office or appointment.

7. Termination of membership of others

Membership of other than ex-officio Members, shall stand terminated on the happening of any of the following events:-

- (i) On the expiry of the period of Membership for which nominated;
- (ii) Death, resignation, insolvency, lunacy or conviction for a criminal offence involving moral turpitude;
- (iii) When a Member does not attend three- consecutive meetings without proper leave of absence.

8. Power/ Functions of the office bearers

A. *Chairman*

- (i) The Chairman will preside over all meetings of Governing Body
- (ii) The Chairman shall have overall powers of supervision, direction and control over all affairs of the Mission and the functioning of the office bearers.
- (iii) The Chairman may invite such persons other than the members of the Governing Body to the meetings of the GB as he thinks proper for specialized inputs and expertise.
- (iv) For Executive Body, the Chairman, EB and in his/ her absence the Member Secretary, EB will preside over the meetings.

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B. Member Secretary

- (i) All executive and financial power of the mission shall vest on the Member Secretary who shall be responsible for the planning; implementation and monitoring of activities as would be guided and decided by the mission.
- (ii) Will exercise and discharge such other duties as may be delegated to the Secretary by the Mission.
- (iii) Will convene the meetings of the Governing Body and record the minutes of the proceedings.
- (iv) Will remain in overall charge of planning, implementation and monitoring of all activities of the Mission.
- (v) Remain in overall charge of the funds of the Mission and open and operate the Mission's accounts in the Banks.

9. Power and function of the Mission

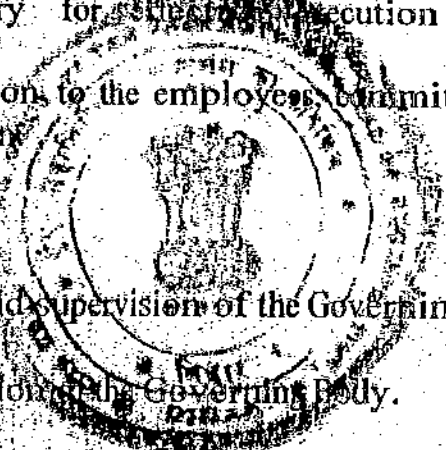
A. Governing Body

- (i) Overall policy guidance & coordination of programmes implemented by the District WATSAN missions/Zila Parishads.
- (ii) To ensure coordination with various departments, agencies and convergence of different activities related to water supply & sanitation in rural areas.
- (iii) To approve and sanction the Annual Plan, Budget and Audited Accounts.
- (iv) Make, alter and amend the objectives, rules and regulations bylaws of the Mission, constitute committees from time to time as and when considered necessary for effective execution of the programmes and schemes.
- (v) Delegate powers and functions to the employees, committees and the consultants of the mission.

B. Executive Body

Subject to the general control and supervision of the Governing Body,

- (i) Implement the policies/decisions of the Governing Body.



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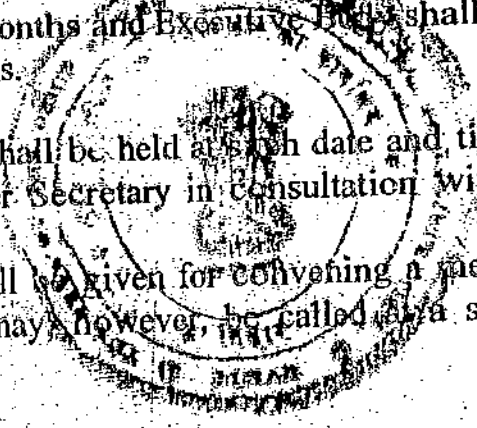
- (ii) Interact with GO/REGNDWM and support the implementation of or directly implement various Rural Water Supply and Sanitation schemes and other related activities as well as programmes funded by external donors like DFID, UNICEF, DANIDA etc.
- (iii) Liaise & Co-ordinate with various line departments, State Govt. & other sector partners and ensuring participation of the SHGs and the communities in different projects.
- (iv) Identify, mobilise NGO's to undertake work as per schemes notified by the Department of Rural Development. This would include providing technical assistance, guidance and training.
- (v) Ensure establishment and constitution of Missions in the District Level and Panchayat Level.
- (vi) Ensure opening of separate Bank account at District Level and Panchayat Level.
- (vii) Organise meeting/workshop/Study tours/Seminars with involvement of all concerned prepare IEC/ Publicity materials for Sanitation and Sector reforms projects and other related activities.
- (viii) To promote adoption of demand driven & participatory approach, service delivery maximizing empowerment of villagers in decision making on the choice of service levels.
- (ix) Monitor and evaluate the implementation of the schemes by the various agencies including NGO's.
- (x) Consider and approve the annual accounts ensuring proper auditing of the expenditure by competent authority.
- (xi) Undertake any other activities that are consistent with the aims & objectives of the Mission.

10. Meeting of the Mission

- (i) The Governing Body/ Executive Body of the Mission shall meet as often as may be considered necessary for the transaction of the business of the mission, provided that the Governing Body shall meet at least once in 6 (six) months and Executive Body shall meet at least once in 3(three) months.
- (ii) The meeting of the Mission shall be held at such date and time as may be fixed by the Member Secretary in consultation with the Chairman.
- (iii) At least one week notice shall be given for convening a meeting. An extra ordinary meeting may, however, be called on a shorter notice.

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11. Quorum

The minimum quorum for a meeting will be 5 (five) members provided that at least Chairman and Member Secretary shall be present in the meeting.

12. Emergency Power of the Chairman and Member Secretary

Nothing in these rules and regulations shall prevent the Chairman and Member Secretary from exercising all powers of the Mission in case of emergencies for furtherance of the objectives of the mission and action taken shall be reported to the mission in the next Governing Body.

13. Proceedings of the meeting:

- (i) All business of the mission as far as possible will be recorded as proceeding of the mission.
- (ii) All disputed questions shall be determined by majority votes. Each member shall have one vote and in case of equality of votes the Chairman shall have a second casting vote.
- (iii) The proceedings of the meeting of the mission shall be circulated to all members.

14. Remuneration of Chairman and Members

All official members including the Chairman shall not be entitled to any allowance or other remuneration. The non-official members will be reimbursed the TA and DA cost as may be approved by the mission.

15. Funds of the Mission and Accounts

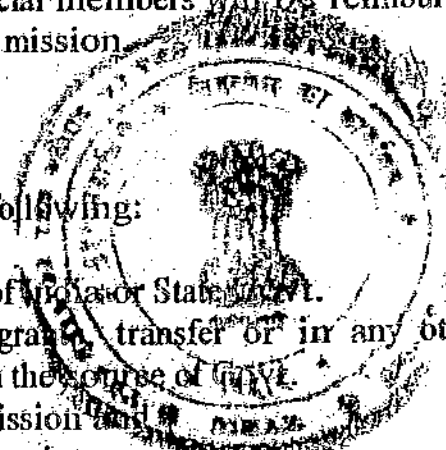
The fund of the mission shall consist of following:

- (i) Grants made by or through Govt. of India or State Govt.
- (ii) All money received by way of grant, transfer or in any other manner from any source other than the source of (i).
- (iii) Loans that may be raised by the Mission.
- (iv) Donations received from donor agencies.

16. Budget

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The Annual Budget will show the estimated receipts and expenditures, which would be approved by the Governing Body of the Mission.

17. Management of Fund.

All money credited to the funds of the Mission shall be deposited in one or more Bank Accounts of nationalised bank at Patna. The accounts would be operated by cheques jointly by the Chairman, EB & Member Secretary, EB.

18. Accounts and Audit

- a) The Accounts of the Mission shall be maintained in double entry book keeping system with the following minimum books of accounts & records.
 - (i) Cash Book
 - (ii) Bank Book
 - (iii) General Ledger
 - (iv) Journal Register
 - (v) Bank Draft/ Cheque receipt register
 - (vi) Cheque issue register
 - (vii) Any other register as would be prescribed by mission
- b) The accounts of the Mission shall be audited annually by a reputed firm of Chartered Accountants appointed by the Member Secretary on behalf of the mission.
- c) Utilisation Certificates (Ucs) shall be furnished against grants from Govt, GoO and donor agencies with audited statements of accounts.

19. Authentication

All orders and decisions of the mission shall be authenticated by the signature of the Member Secretary of the Governing Body and all other papers/ documents shall be authenticated by the signature of the Member Secretary of the Executive Body.

20. Directions of Central / State Government.

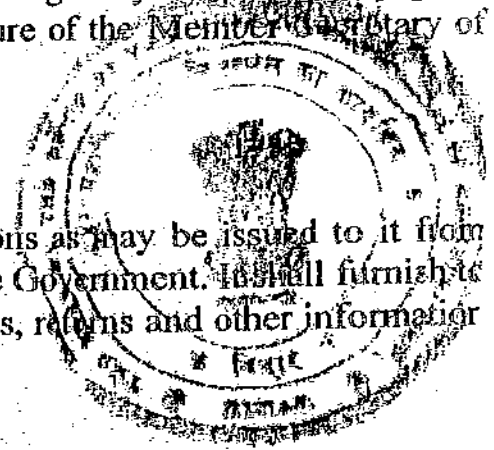
The Mission shall carry out such directions as may be issued to it from time to time by the Government of India or State Government. It shall furnish to the Govt. of India or the State Govt. such reports, returns and other information as may be required by them from time to time.

21. General/ Legal Action.

- (i) The mission may sue or may be sued in the name of the Member Secretary.

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[Signature]
6/1/11



- (ii) The income & property of the mission derived, shall be applied towards the promotion of the objectives there-of, subject nevertheless to financial discipline in respects of the expenditure of grants imposed by the Central Government from time to time.
- (iii) In the event of winding up or dissolution of the mission and after satisfactory setting of its liabilities, all remaining assets shall not be paid to or distributed among with the Members or any of them but shall be disposed in such manner as the State Govt. may determine.

22. Staffing Pattern.

The Governing body of the Mission shall have full powers to engage permanent or temporary employees by direct recruitment, on deputation from govt and specialized agencies by contract for a specific period. It can also engage consultants for specific assignments.

23. External Evaluation

The GoI/ State Govt. may conduct external evaluation of the Mission performance as and when felt necessary through such agencies as deemed appropriate.

24. Dissolution of the Mission

- (i) The Mission may be dissolved by a resolution of not less than three-fifths of the members of the society after obtaining the concurrence of the Govt.
- (ii) Upon dissolution the assets, funds of the Mission shall be transferred to the State Govt.

25. Amendment in Rules & Regulations of the Mission:- The executive Body will have all the Powers to amend the Rules & Regulations of the Bihar State Water & sanitation Mission, with the approval of Apex Committee.

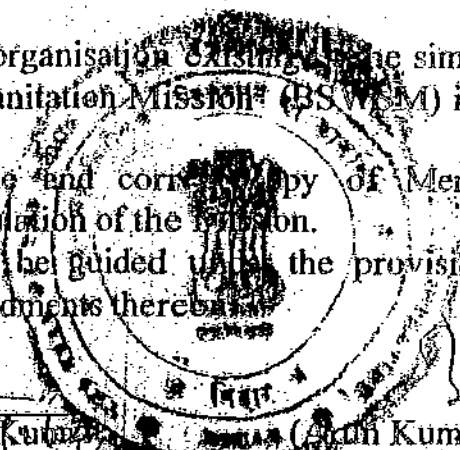
26. Certificate

- (1) Certified that there is no other organisation existing in the similar name and style "Bihar State Water and Sanitation Mission" (BSWSM) in the State of Bihar.
- (2) Certified that this is the true and correct copy of Memorandum of Association and Rules and Regulation of the Mission.
- (3) Certified that all matters shall be guided under the provision of society registration act, 1860 with amendments thereon.

(Signature)
 (ATOY KUMAR SINHA)
 Dy. Director (IEC cell)
 PHED Patna

(Signature)
 (Madan Kumar Singh)
 Chief Engineer, P.H.E.D and
 Member Secretary, EB

(Signature)
 (Ajoy Kumar Singh)
 Secretary P.H.E.D and
 Member Secretary, GB



TSC-SWSM-Registration

- 7 -

(Signature)
 16.11.04
 बिहार राज्य पब्लिक हेल्थ सेवा आयोग, निहाय



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संख्या 12/14

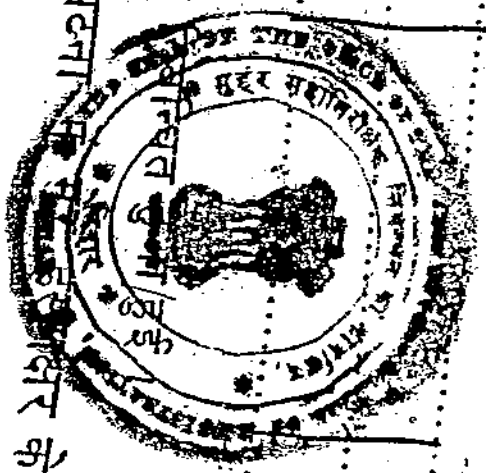
(ऐक्ट 21, 1860)

संस्थाओं के निबन्धन का प्रमाण-पत्र

मैं इसके द्वारा प्रमाणित करता हूँ कि

शिमला डिशन मिशन

बर्ष 2004-2005



सोसाइटीज रजिस्ट्रेशन ऐक्ट 21, 1860 के अधीन आज यथावत्
आज तारीख 21/04/2005 मास जनवरी वर्ष 2005 ईस्वी को पटना
साथ दिया गया ।

प्र. सं. सं. (निबन्धन) 1 - II - 10,000 - 23-9-2014 - पी. एन. सिंह

भास्ते, महासचिव, निबन्धन, बिहार, पटना

16.11.05