

Letter No. 2214 / WM (P & A) – 03/2011

Date: 28-9-2011

To

Project Director (Watersheds)  
Bolangir/Nuapada/Kalahandi/Bargarh/Koraput/Malkangiri/  
Rayagada/Nawarangpur/Kandhamal/Mayurbhanj

Project Director, D.R.D.A  
Cuttack/Jajpur/Dhenkanal/Anugul/Sambalpur/Sundergarh/Jharsuguda/Boudh/  
Sonepur/ Khurda/ Nayagarh/ Ganjam/ Gajapati/ Balasore/ Deogarh/ Keojhar

**Sub: Maintaining case record at Watershed Committee level / PIA level**

Sir,

In inviting a reference to the above cited subject, it is to inform you that during field visit to WS area it has been found that case records relating to all types of works (WC level)/ EPA (PIA level) have not been maintained properly. The documents required to maintain a case record for a particular work is given below for your ready reference.

It is therefore requested to take suitable steps to ensure maintenance of case records in WC/PIA level with out fail.

Yours faithfully,

  
28-9-11  
Director, Watershed Mission

**Documents Required for Maintaining a Case Record:**

1. Watershed Committee Resolution
2. Permission from appropriate authority (Revenue / Forest / Panchayat) in case of works in common land
3. Plan and Estimates including design, Analysis of Rates and Material Statement, earth work utilization sheet where ever required( Technical Sanction and Administrative approval from appropriate authority)
4. Site Map with plot No. (For NRM work)
5. Beneficiary list / list of User Group member with name of UG Leader
6. Work order in case of work is done by User Group/SHG
7. Pre, during and post project photographs with detail captions
8. Photo copy of Vouchers/ muster roll relating to the particular work
9. Project completion report

N.B.: Original vouchers/ muster rolls relating to all types of expenditure should be kept serially in separate guard files

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