

Standard Operating Procedure for Registration of Agencies and Funds flow for IWMP on PFMS – Version 1.0

1. **Scheme Name:** Integrated Watershed Management Program (IWMP)
2. **PFMS` Scheme Code:**9183
3. **Scheme Components:** Scheme components are customised on PFMS and available for selection in all functionalities/module, be it registration of agencies, project creation, funds flow and expenditure filing.
4. **Scheme hierarchy and Naming Convention:**

Level	Agency Type	Naming convention to be followed for registration
State	State Level Nodal Agency (SLNA)	SLNA-name of state level agency & name of the State
District	Watershed Cell cum Data Centre(WCDC)	WCDC-name of district
Block	Project Implementation Agency(PIA)	PIA-project name with location
Panchayat/ Village	Watershed Committee(WC)	WC-location & name of district

The words ‘SLNA, WCDC, PIA, WC’ should invariably be prefixed to the name of the agency.

5. Agency Registration Format/Process

Following are the main attributes which are required to be filled in/captured while registering an agency on PFMS.

<i>Upper level or parent Agency, which sometime also happens to be the funding agency, will register its down-the-line agencies. No agency other than SLNA should be registered from outside, i.e. from home page without logging in to the system.</i>	
Agency Unique Code	Will be generated by the system at the time of registration. Please keep a record of it.
Institution to be registered	Institution Type (already customised on PFMS, just select the type of institution to be registered)
Agency Name	Naming Convention: <ol style="list-style-type: none"> 1. SLNA- name of state level agency & name of the State 2. WCDC-name of district 3. PIA- project name with location 4. WC-location & name of district

Act Registration (if registered Society)	Applicable in case of SLNA only
Date of Registration	Applicable in case of SLNA only
Registering Authority	Applicable in case of SLNA only
State of Registration	Applicable in case of SLNA only
TIN No	If not available, check the Box ‘ Not Required’
TAN No.	If not available, check the Box ‘ Not Required’
<u>Agency Office Details</u>	
State	Drill down and select the location up to the level where agency exists. E.g. for PIA the location up to Block level will be selected.
District	
Rural / Urban	Rural will be default. Urban radio button will be clicked only for urban locations such as Municipal Wards, etc. particularly when the desired location is not available under Rural
Block / Tehsil	
Panchayat / Taluka	
Village / Ward	
PIN code	mandatory
Address (Complete Address)	As far as possible complete address like premises, road, area, locality & city should be entered as per Indian Postal Standards. In case the address is short or contains only one line, the same can be repeated in other fields of address.
<u>Agency Contact Details</u>	
Contact Person	mandatory
Phone No	Mandatory (if landline number is not available, mobile number can be entered in lieu of it.
Mobile No.	
Email Address	mandatory
Captcha word verification	mandatory
<i>After filling the above information the users is required to click on ‘Save & Continue’ button. The system will generate a Unique Code for the agency and take the user to next stage of ‘Funding Details’.</i>	
<i>Funding level of an agency depends on its implementation level. E.g. implementation level of PIA is Block hence its funding agency levels will be block, district and state in case PIA is being registered from State level. In case, PIA is being registered from district level, its funding levels will be Block and District.</i>	
Important: All agencies, be it WCDC or, PIA or WC, which are receiving funds from SLNA should be registered from the login ID and PW of SLNA. However if a PIA or WC is receiving funds only from WCDC, then the registration of PIA and WC can be done from the login ID of the WCDC.	

It is also clarified that any upper level agency, including SLNA, can transfer funds to any down-the-line agencies in the same scheme hierarchy even if the recipient agency (e.g. PIA or WC) has not added it (upper level agency) as its funding agency.

It is further clarified that one bank account can be registered with one agency only. In other words, two or more agency cannot use the same bank account. However, one agency can have/register multiple bank accounts.

Funding Agency Details	
Funding level	Choose funding level
Funding agency	All agencies registered & approved at that level will appear in the parallel 'drill down list'. Select the required agency from this drill down list.
<i>After selection of funding agency click on 'Add Funding Agency' button. Funding agency gets added.</i>	
<i>System takes you to next stage of 'Agency Bank Details'</i>	
Agency Bank Details	
Name of Bank	mandatory
Branch Address & IFSC Code	Required only in case of non-CBS banks
Account No.	Mandatory(enter digits as per bank rule)
<i>After entering bank details click on 'Add bank Account' button. After this the user needs to create Login ID and Password for the agency being registered.</i>	
Add scheme component	Add the scheme component(s) to the Bank Account
Login ID and Password creation	
User/Login ID	Will be decided by user at the time of registration
Password	Will be decided by user at the time of registration(IDs and PWs will also be sent on to email of the agency creator)
<i>Go through the Terms & Conditions and check the box meant for these and click on 'Submit' button</i>	
<i>Agency details will get saved and a message "Agency details saved successfully and pending for approval. Details will be sent to your email address" will pop-up on top of the registration page.</i>	
Approval of the Agency Registered	Parent agency who has registered this agency needs to approve the agency. PD of the Ministry is the parent agency/funding agency for SLNAs.
<i>Once the agency has been approved the system will send the bank account details to banks` CBS for validation/confirmation and will also send the ID and PW on to the email ID registered with the agency for records of the user.</i>	

6. Funds flow hierarchy

	Agency	Funds flow	Funds flow	Funds flow
1	SLNA			
2	WCDC			



Funds flow from SLNA to WCDCs and from WCDC to PIAs and from PIA to WCs. Funds can also flow directly from SLNA to PIAs and similarly from WCDC to PIAs and WCs. One WC can receive funds from more than two PIAs registered in the same or different Block/Taluka.

7. Important points to be kept in view while registering agencies for IWMP

7.1 After creation of SLNAs and Watershed Cell cum Data Centres (WCDCs) for implementation of IWMP in states, **DRDAs are no more relevant for IWMP in most of the states and therefore the scheme and bank accounts of IWMP registered with DRDAs need to be identified and considered for deletion.** However, bank accounts of those WCDCs which are still part of and operating under DRDA also need to be identified but such bank accounts are not required to be deleted till such time the WCDCs are brought out of the purview of the DRDA and registered separately. In Arunachal Pradesh and Mizoram, WCDCs are still part of DRDAs. DoLR is requested to look into this issue and issue suitable clarifications/instructions in this regard. This is necessary to maintain uniformity across all states.

7.2 Each Project will be considered as one agency for which a PIA will be registered at Block/Taluka level. One Block/Taluka will, therefore, have more than one PIA/Project. Normally each Project will have one bank account, but in case a Project has more than one bank account that additional bank account(s) will be registered under the same PIA.

7.3 Water Committee (WC) will be registered either at Panchayat level or Village level as per the present dispensation which vary from state to state. One WC may receive funds from more than one PIA registered under the same Block/Taluka or in different Block/Taluka. **WCs will, therefore, need to be registered from WCDC level using WCDC's ID and PW so that all PIAs registered under the district become available for selection as funding agency for the WC.**

7.4 One WC may handle more than one work for which separate code is allotted. Even if there is a separate bank account for each of the works, all such bank accounts will be registered under that WC. **In other words, works will not be registered as agencies.**