



**A Community Hand Book
under Assam Agricultural
Competitiveness Project
(Fishery Component)**



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1.0 Introduction :

Department of Fisheries, Assam has been implementing the Assam Agricultural Competitiveness Project (AAP) since 2004-05 in 24 plain districts of Assam with the involvement of fish farming communities through group approach namely Common Interest Group(CIG), Community Tank Group (CTG) and Beel Development Committee (BDC) in a participatory way . NGOs are also involved as facilitators for building the capacity of the community groups through training, motivation, etc & with the following responsibilities.

- ⇒ Create awareness, motivate the farming communities for fishery development,
- ⇒ Social screening of the farming community as per the project requirement,
- ⇒ Conduct Farmers' Training on procurement procedure and accounts & record keeping;
- ⇒ Community mobilization.
- ⇒ Group's Social capacity building.
- ⇒ Help the DFDOs in financial monitoring & ensuring timely collection of bills/vouchers from the groups.

2.0 Composition of CIG/CTG&BDC:

CIG consists of 8-20 individuals where as CTG is an informal group of 10-50 individuals. BDC is a group of 20-500 individuals living in the adjacent villages of a beel, coming together for its effective utilization. The numbers of individual of BDC depend upon the size of the beel & number of surrounding village/villagers. Basic objectives of the community members is to take up fishery activities for better livelihood.

3. Management of CIG/CTG/BDC:

- a. In case of CIG/CTG , there will be a Executive Committee (**EC**) of three (3) community members as **President, Secretary** and **Treasurer** to perform, manage all activities.
- b. In case of BDC, there will be a executive committee of five (**5**) members from the BDC consisting of **President, Secretary, Treasurer** and **two additional executive members** to perform, manage all activities.

- c. Fisheries Coordinator of NNGO and Cluster /Beel In-charge will be the permanent members of the EC automatically.
- d. The EC should comprises 33% of women representatives or at least 1 women member .
- e. Members of EC may be elected by the General Body by showing of hands. Term of EC of CIG/CTG/BDC will be for one year.
- f. Membership of EC are to be rotated with at least 2/3 replacement of existing members after completion of one year. In case if there is any mismanagement by the executive committee, the general body will select a new committee before the expiry of the terms of the committee. This process, however, should be minuted properly at the CIG/CTG's Master Register Book.
- g. EC will sit regularly at least once in a month
- h. The Executive Committee will have the right to take appropriate decisions in overall management of the community groups. However, as a special case, EC may call General Body Meeting at any time, if demand comes from general members of the community group, DFDO & his representative and Nodal NGO. In such cases, all the members of the community group should invariably be present in the meeting. DFDO/SDFDO may be invited as special guest/invitee.
- i. EC has the power for termination of memberships due to [a] frequent absentee in the monthly meets, [b] non-payment of the contribution,[c]practicing environmentally hazardous fishery operation or [d]violation of the Fishery Laws,[e] willful withdrawal and death [f]violation of CIG/CTG/BDC's norms/activities.In case of termination of member's of EC , the EC will submit written information to DFDO within 3 days of termination .
- j. EC is also responsible for social disclosure of the CIG/CTG/BDC.
- k. General Body [GB]: A body comprising all members including office bearers and sits regularly on monthly basis or as decided by the Group collectively. However, the minimum number of meetings for the

General Body in a year should not be less than two. Executive Committee will be responsible for calling of GB. Quorum will be made once 80% members are present at the meeting. Secretary and President of the CIG/CTG/BDC will inform the members in written pre in advance indicating date, time, venue and the agenda of the GB meeting .A copy of the invitation letter for the GB meeting may be sent to DFDO/NNGO with a request to attend the same by the DFDO or his representative and NNGO representative. Agenda of the GB meeting should clearly indicate the matter to be discussed in the meeting.

- 1. Key points of discussion viz. allotment of work , purchase etc and decisions taken in the GB meeting should be minuted properly at the CIG/CTG/BDC's Master Register Book. The attendance of the members should also be recorded for evidence. In general, minuting of all the meetings should be done by the EC as regular process.

4. Social Audit Committee for Management of CIG/CTG/BDC :

- a. There will be one 3 member 'Social Audit Committee' (SAC) within the CIG/CTG/BDC. The members of the SAC may be elected by the General Body by showing of hands. This process, however, should be minuted properly at the CIG/CTG/BDC's Master Register Book.
- b. The SAC should have one women representative which shall audit all procurement and expenditure by the CIG/CTG/BDCs. The members of the 'Executive Committee', under no circumstances, shall become members of the 'Social Audit Committee'.
- c. The main function of the SAC is to monitor the functioning of Executive Committee and ensure that the principles of economy, efficiency, equal opportunity and transparency are followed by the Executive Committee for procurement of civil works and inputs. One of the important duties of the SAC is to see that the transparency and social disclosure are being made by EC.

5. Duties and responsibilities of the community group/ group members:

- a. Will participate in PRA, awareness and form distribution program under taken jointly by the Department and NNGO to ensure identification and selection of potential beneficiaries.
- b. Will help the department and NGO in all aspect during formation of the community group as per the norms.
- c. Will open a bank account to be operated jointly by the President and Secretary of the community group at any Nationalized/Scheduled Bank.
- d. Will enter into a contract with the DFDO for effective implementation of the program as per the AACP norms and submit its bank accounts number to the DFDO for necessary action.
- e. Will contribute cash / labour / in value of community share as per the project requirement.
- f. Will ensure that all procurement of Goods, Works and Services are made as per the procedure set under AACP as provided by the Department.
- g. Secretary and President of the Community Group will make regular supervision and monitoring of project including procurement aspect and will keep evidence through photographs .
- h. Will abide by the technical suggestion / direction of the supervisory personnel who have gone for field visit program.
- i. Will be responsible for bringing any discrepancy or irregularities to the notice of the representative of the cluster in charge, NNGO.
- j. Will ensure that the work is carried out in accordance with scheme specification and as per Project guidelines.
- k. Will submit the details of utilization certificate against the fund received as per the AACP norms and as directed by the Nodal NGO and Department.

- l. Will ensure that there is no mis-utilisation of the money during Civil Works and inputs procurement.
- m. Pay all duties, taxes and other levies payable against procurement of inputs.

6. Social Disclosures:

Following social disclosure must be done by EC for successful implementation of the scheme :-

DISCLOSURE ON NOTICE BOARD

- Scheme approval:-Approved scheme shall prominently be displayed in the village/ community Office at all time indicating estimate cost of each component of the scheme.
- Procurement disclosure: Rate of inputs(say lime, urea, SSP, Fish seed, Fish feed, etc) procurement fixed, labour rate, cost of cement bag, from where it is procured, etc. should be displayed on the notice board.
- Financial disclosure:- Expenditure incurred during a month along with physical achievement, Fund received, payment made and balances should be prominently displayed at village/ community office at all time and updated regularly every month.
- Production disclosure: Monthly production sampling through netting need to be ascertained by the community in presence of the cluster incharge and NNGO Coordinators to know the growth rate of cultured species, disease, etc.

7. Training for capacity building:

Following training program has been kept for capacity building of the community groups :

Training to CIG/CTGs :

4 days field training in phase manner to be given to the CIG/CTGs at project site by the FEO, NGO & progressive fish farmer/ Matshya Mitra . These are :

- *Training Phase-1* : One-day on-field technical training on pre-stocking management and Accounts & record

keeping, procurement procedure of inputs by the CIG/CTG.

- *Training Phase-2:* One-day on-field technical training on Post stocking management (including input details), periodic monitoring and water quality management.
- *Training Phase-3:* One-day on-field technical training on disease management and prevention, harvesting and marketing.
- *Training Phase-4:* One-day on-field technical training on feed back and evaluation, refreshment training on pond management.

Residential Training :

Residential Training will be given at the Departmental /Government Training centers. Under this, 2 days Residential training is given to (a) Integrated Fish Farming beneficiaries on integrated Pig husbandry (b) Community Tank Group on conservation, resource and social audit, and marketing by the DFDO and NGO and resource person from the line Department.

Training to BDC:

- *One day field training at the beel site to the 10 Nos of BDC members*
- *2 days residential training to selected members of Beel Community on Management and Functioning of BDC and Responsible Beel Fisheries Management*
- *2 days residential training to selected members of Beel Users Community on Community account keeping and management and Profit sharing plan for institutional sustainability.*

8. Community Books of accounts and record keeping :

- a. For effective record keeping, the CIG/CTG/BDC may select one eligible Record Keeper from the concerned community group. However, if all the group members are illiterate to keep proper record then the group may hire such Record Keeper from out side from their own investment.

- b. The CIG/CTG/BDC will take resolution in the first GBM about the records & registers to be maintained by the CIG/CTG/BDC.
- c. The Secretary of the group shall be responsible for book keeping of the CIG/CTG/BDC.
- d. CIG/CTG/BDC will maintain the following books of accounts the format of which will be provided by the DFDO

1. CIG/CTG/BDC's Master Register Book :

This book is divided into sections and will contain all the relevant accounting record & documents required by CIG/CTG/BDC. This Register Book will be kept at the CIG/CTG/BDC's office. The book will have separate sections for:-

- **Columnar Cash/Bank Book :** Where all cash and bank transaction are recorded
- **Monthly contribution of the members :** Where beneficiary contribution by the members is recorded
- **Minutes book :-** Where all decision taken in the executive meeting and all other committee meetings are recorded.
- **Procurement vouchers records :** Where all procurement and other bills are pasted and are duly certified by the Secretary and President of the Community Group. In case some material is purchased it should indicate the page no and sl no of the Stock register where it has been entered .
- **Stock register:-** Where all material purchased are entered .

2. **Scheme wise Inspection Book :** It will contain gist of field visit report of inspecting officers .In case of CIG/CTG it will be for each scheme and in case of BDC there will be one inspection book

9. Opening and operation of Bank Account:

- To be opened in any nationalized/scheduled Bank branch available in the locality
- To be opened with the approval of the GB.
- Secretary & President of CIG/CTG/BDC pre-agreed during GBM and subject to

audit by 'Social Audit Committee' of the CIG/CTG/BDC shall jointly operate the accounts.

- All payments shall be made through 'Crossed A/c payee' cheques /Draft only .Uncrossed cheque shall be made only in case where the labour component is engaged by the CIG/CTG/BDC. Such payments shall be approved in the meetings of GB.
- Withdrawal of cheque via self cheque is not permitted under any circumstances
- Counterfoils of Cheques /Draft issued should bear the payee's name, amount, date of issue, voucher number and initials of the signatories.
- The cheque books shall always be kept under lock & key in the safe custody of the Treasurer.
- Cancelled cheques should be retained with the Cheque books. The corners of the cheque should be torn off as a measure of safeguarding against future misuse. The word VOID should be written over the cancelled cheques.
- All cash collected shall be deposited in the bank accounts within 2 working days

10. Procurement Modality :

The procedure to be followed for procurement at the district level will be as follows:

- Directorate of Fisheries will prepare a bandwidth for the state on all inputs/ commodities to dispense with the collection of quotation system.
- Within the above bandwidth, each district will finalize its rates through a committee / DACC /Deputy Commissioner.
- The rates approved for the district by the above committee would be informed to the CIG/CTG/BDC by DFDOs.
- Based on this, DFDO will prepare details of estimate for recurring expenditure/ culture inputs clearly indicating the farmers share and project share against each scheme.
- CIG/CTG/BDC would be free to procure the inputs as per their choice from the nearest shop as per the approved rate

under direct supervision of CT in-charge and Fishery Coordinator of NNGO.

- Bill and vouchers (both pucca/ kutchra) would be collected from the shop / source against procurement by the community groups.
- Such bill and vouchers (Duplicate copy) should be pasted in the CIG/CTG/BDC master register.
- The cluster in-charge and the Fishery Coordinator of the NNGO will ensure the procurement of inputs and its distribution to the members of the CIG/CTG/BDC, which will be recorded in the stock register maintained by CIG/CTG/BDC and signed by them along with signature of the President & Secretary of the CIG/CTG/BDC . The DFDO will monitor the same.

11. Reporting

- CIG/CTG/BDC's Secretary & President will submit the expenditure utilization certificate IN A PREDEFINED FORMAT along with copy of bills against which payment has been made will be submitted to DFDO before the release of installments and also within 45 days after the release of the final installment. The duplicate vouchers are to be pasted in the master Register of CIG/CTG . Cluster in charge and NNGO will ensure submission of expenditure utilization certificate to DFDOs.

12. Fund flow For CIG/CTG/BDC: DFDO

will release funds to the CIG/CTG in 3 installment based on the miles stone .Details enclosed vide annex 1. DFDO will release funds to the BDC in 2 installment based on the miles stone. Details enclosed vide annex 2.

"Give a man a fish, he will eat only for once, teach him fish culture, he will eat for ever."