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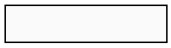

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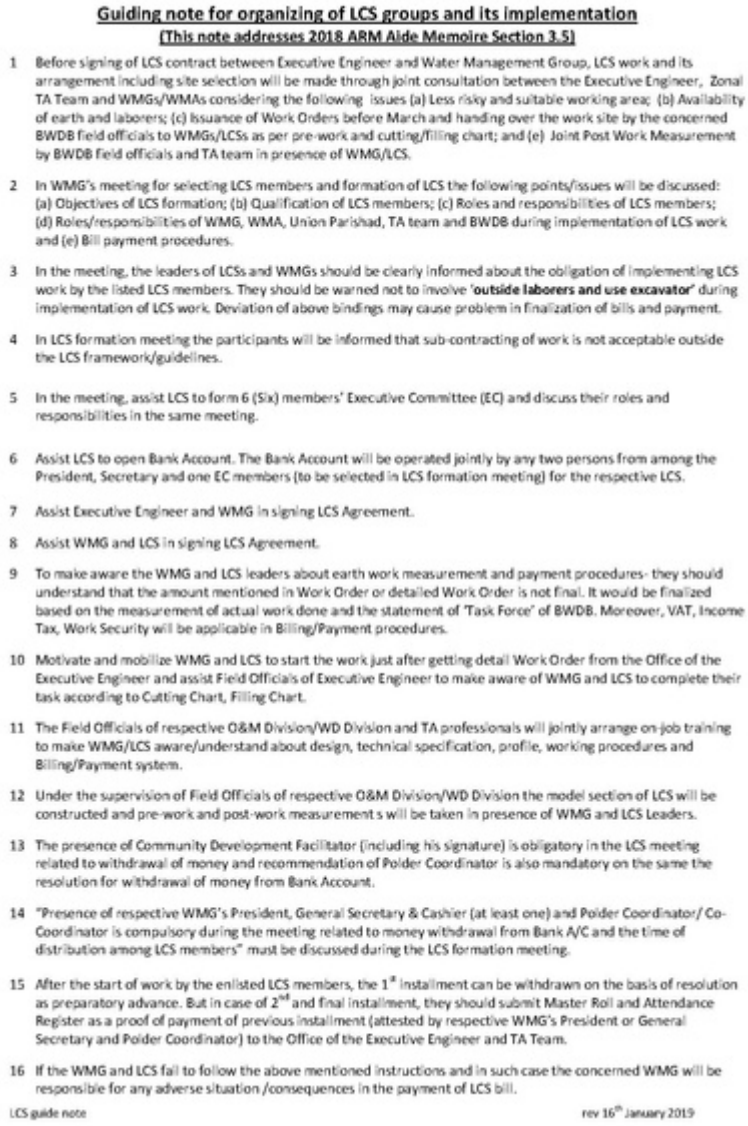

Guiding note for organizing of LCS groups and its implementation

(This note addresses 2018 ARM Aide Memoire Section 3.5)

1. Before signing of LCS contract between Executive Engineer and Water Management Group, LCS work and its arrangement including site selection will be made through joint consultation between the Executive Engineer, Zonal TA Team and WMGs/WMAs considering the following issues (a) Less risky and suitable working area; (b) Availability of earth and laborers; (c) Issuance of Work Orders before March and handing over the work site by the concerned BWDB field officials to WMGs/LCSs as per pre-work and cutting/filling chart; and (e) Joint Post Work Measurement by BWDB field officials and TA team in presence of WMG/LCS.
2. In WMG's meeting for selecting LCS members and formation of LCS the following points/issues will be discussed: (a) Objectives of LCS formation; (b) Qualification of LCS members; (c) Roles and responsibilities of LCS members; (d) Roles/responsibilities of WMG, WMA, Union Parishad, TA team and BWDB during implementation of LCS work and (e) Bill payment procedures.
3. In the meeting, the leaders of LCSs and WMGs should be clearly informed about the obligation of implementing LCS work by the listed LCS members. They should be warned not to involve **'outside laborers and use excavator'** during implementation of LCS work. Deviation of above bindings may cause problem in finalization of bills and payment.
4. In LCS formation meeting the participants will be informed that sub-contracting of work is not acceptable outside the LCS framework/guidelines.
5. In the meeting, assist LCS to form 6 (Six) members' Executive Committee (EC) and discuss their roles and responsibilities in the same meeting.
6. Assist LCS to open Bank Account. The Bank Account will be operated jointly by any two persons from among the President, Secretary and one EC members (to be selected in LCS formation meeting) for the respective LCS.
7. Assist Executive Engineer and WMG in signing LCS Agreement.
8. Assist WMG and LCS in signing LCS Agreement.
9. To make aware the WMG and LCS leaders about earth work measurement and payment procedures- they should understand that the amount mentioned in Work Order or detailed Work Order is not final. It would be finalized based on the measurement of actual work done and the statement of 'Task Force' of BWDB. Moreover, VAT, Income Tax, Work Security will be applicable in Billing/Payment procedures.
10. Motivate and mobilize WMG and LCS to start the work just after getting detail Work Order from the Office of the Executive Engineer and assist Field Officials of Executive Engineer to make aware of WMG and LCS to complete their task according to Cutting Chart, Filling Chart.
11. The Field Officials of respective O&M Division/WD Division and TA professionals will jointly arrange on-job training to make WMG/LCS aware/understand about design, technical specification, profile, working procedures and Billing/Payment system.
12. Under the supervision of Field Officials of respective O&M Division/WD Division the model section of LCS will be constructed and pre-work and post-work measurement s will be taken in presence of WMG and LCS Leaders.
13. The presence of Community Development Facilitator (including his signature) is obligatory in the LCS meeting related to withdrawal of money and recommendation of Polder Coordinator is also mandatory on the same the resolution for withdrawal of money from Bank Account.
14. "Presence of respective WMG's President, General Secretary & Cashier (at least one) and Polder Coordinator/ Co-Coordinator is compulsory during the meeting related to money withdrawal from Bank A/C and the time of distribution among LCS members" must be discussed during the LCS formation meeting.
15. After the start of work by the enlisted LCS members, the 1st installment can be withdrawn on the basis of resolution as preparatory advance. But in case of 2nd and final installment, they should submit Master Roll and Attendance Register as a proof of payment of previous installment (attested by respective WMG's President or General Secretary and Polder Coordinator) to the Office of the Executive Engineer and TA Team.
16. If the WMG and LCS fail to follow the above mentioned instructions and in such case the concerned WMG will be responsible for any adverse situation /consequences in the payment of LCS bill.

LCS guide note — rev 16th January 2019

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LCS Guiding Notes (English)

LCS

Labour Contracting Societies - Groups of usually landless people who are contracted by an agency to carry out a certain type and volume of earthwork within a given time period. For BWDB, the rules for engagement of an LCS are set down in PWMR 2014 Chapter 6

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This page was last edited on 11 May 2021, at 08:36.

Blue Gold Program Wiki

The wiki version of the Lessons Learnt Report of the Blue Gold program, documents the experiences of a technical assistance (TA) team working in a development project implemented by the Bangladesh Water Development Board (BWDB) and the Department of Agricultural Extension (DAE) over an eight+ year period from March 2013 to December 2021. The wiki lessons learnt report (LLR) is intended to complement the BWDB and DAE project completion reports (PCRs), with the aim of recording lessons learnt for use in the design and implementation of future interventions in the coastal zone.

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