

# Workstyle Collection (Work Reference Materials for PIM)

May, 2023

Domestic Rice Project, JICA (Output 2)  
Department of National Irrigation  
and Water Use Management, MAF

# Table of Contents

1. Explanatory Notes	1	9. Working Form	9
2. Activity Flow for Output 2	2	1) O&M form 1 (for Gate Keeper	
3. Practical Structure for O&M	3	2) O&M form 2 (for Gate Keeper)	
4. Responsible Sharing for O&M	4	3) O&M form 3 (Rotation Irrigation)	
5. Information Sharing System	5	4) Financial form 1 (for Chief of Canal)	
6. Basic Maintenance Plan	6	5) Financial form 2 (for Treasury)	
7. Annual Work Plan	7	6) Financial form 3 (for Treasury)	
8. Reporting System	8	7) Budget form 1	
		8) Maintenance form 1(General)	
		9) Maintenance form 2(Gate Maintenance)	
		10) Maintenance form 3(Main Canal Cleaning)	
		11) Maintenance form 4(Lateral Canal Cleaning)	
		12) Scheme monitoring sheet	
		(for Municipal Irrigation Officer)	
		13) Water Level Trend (Sample/Excel file)	

## 【References – Attachment-】

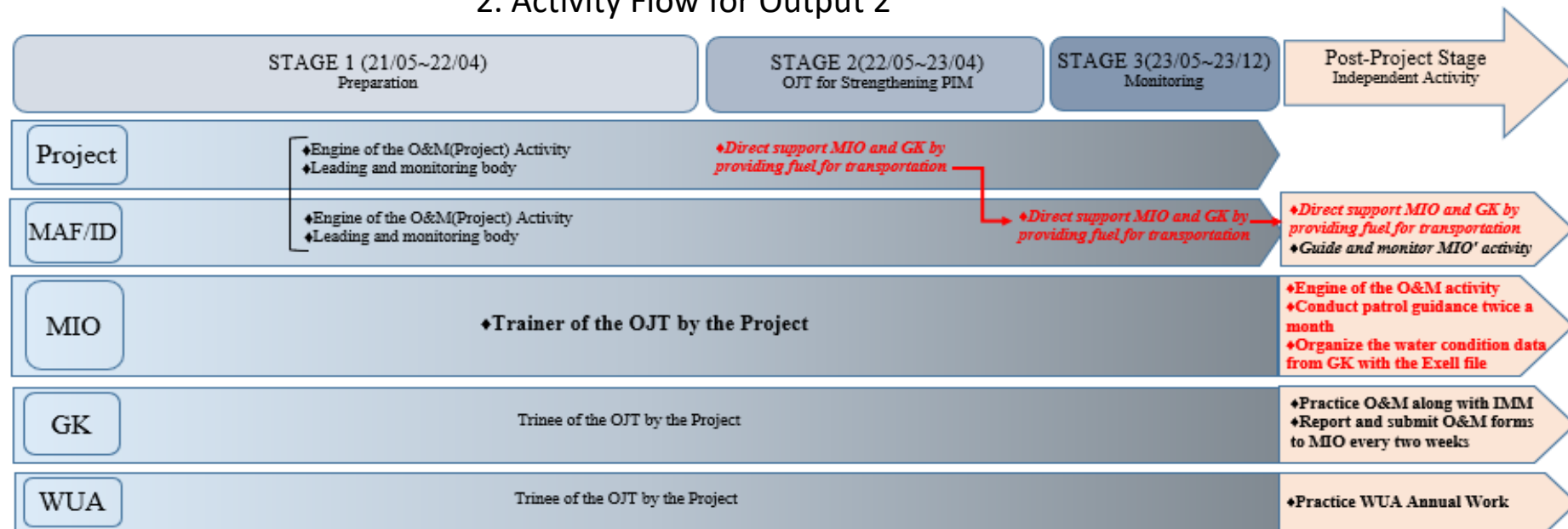
- A. Regulations for WUA
- B. Technical Manuals and Useful Materials List
- C. Water Level Trend (Excel Form)(Digital file only)

## 1. Explanatory Notes

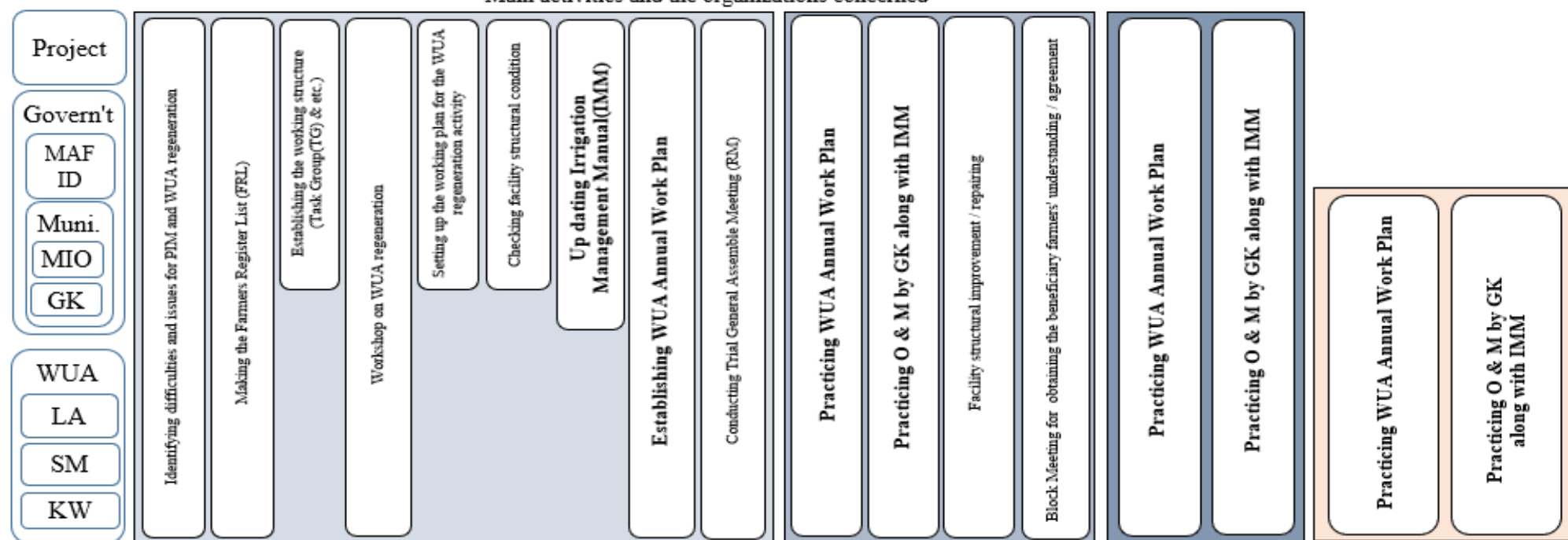
- This “Workstyle Collection” compiled useful forms or documents for practicing “the Participatory Irrigation Management (PIM)” by WUA, Municipal Irrigation Officers and National Directorate of Irrigation and Water Use Management, MAF.
- The purposes of this “Workstyle Collection” shall be to sensitize all stakeholders about those compiled forms or documents and encourage them for proper utilization of those.
- This “Workstyle Collection” shall be maintained and modified or updated based on necessity by National Directorate of Irrigation and Water Use Management as its responsible work through the discussion with all stakeholders.

## 2. Activity Flow for Output 2

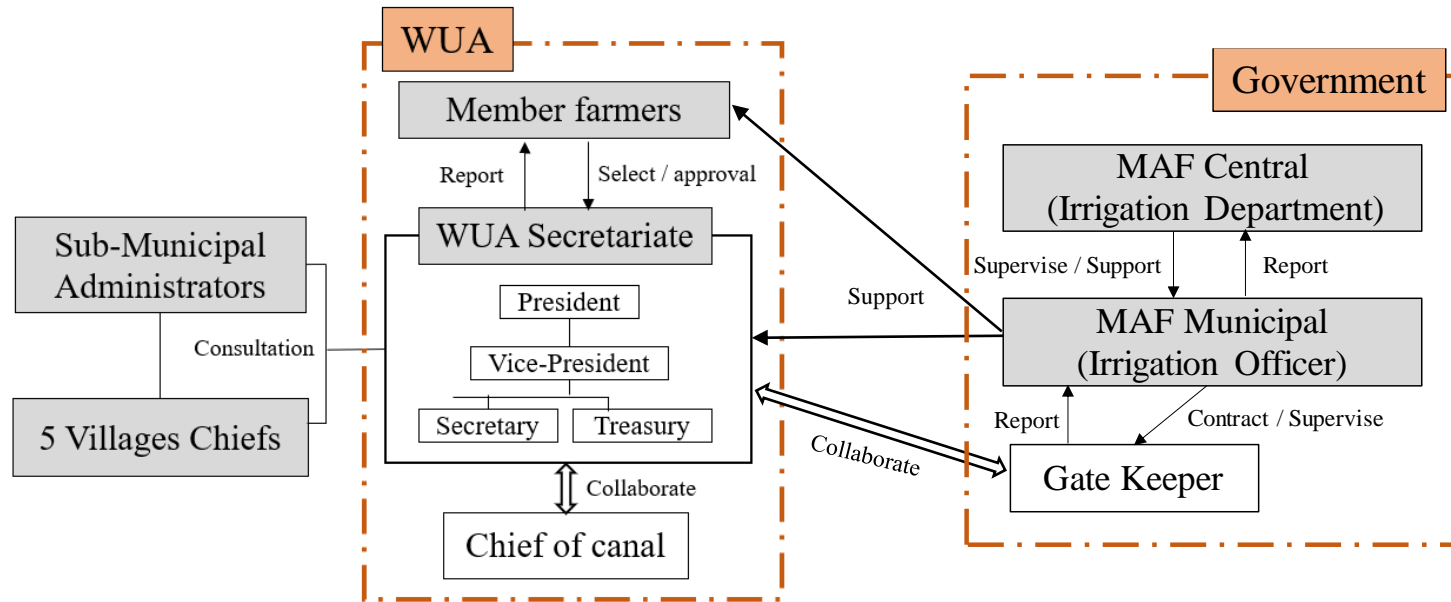
Function and Role



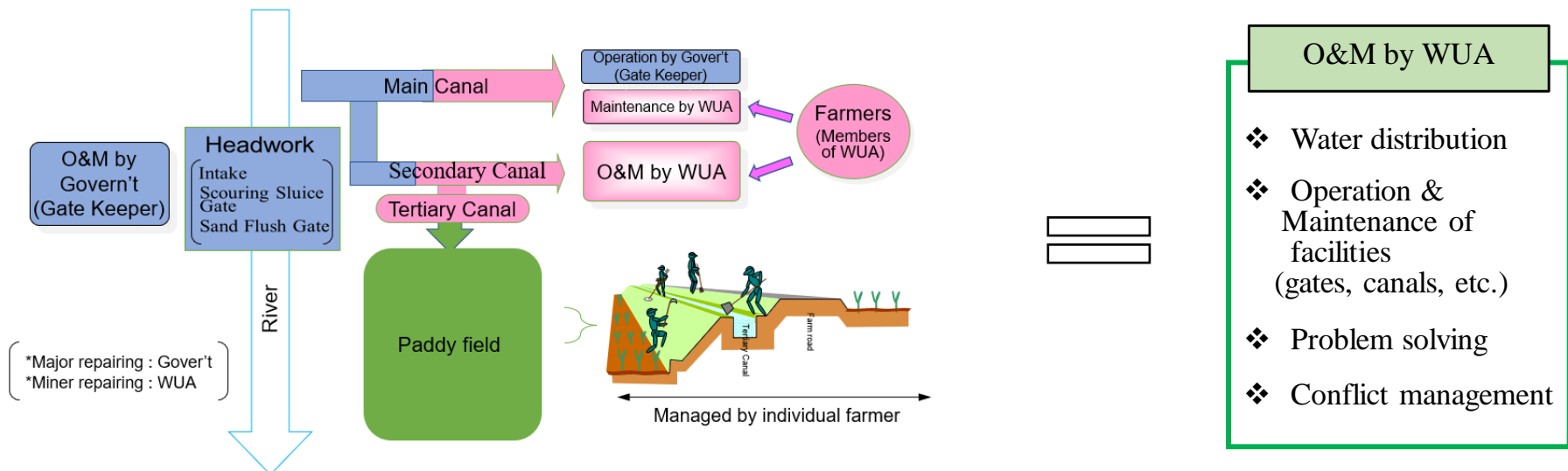
### Main activities and the organizations concerned



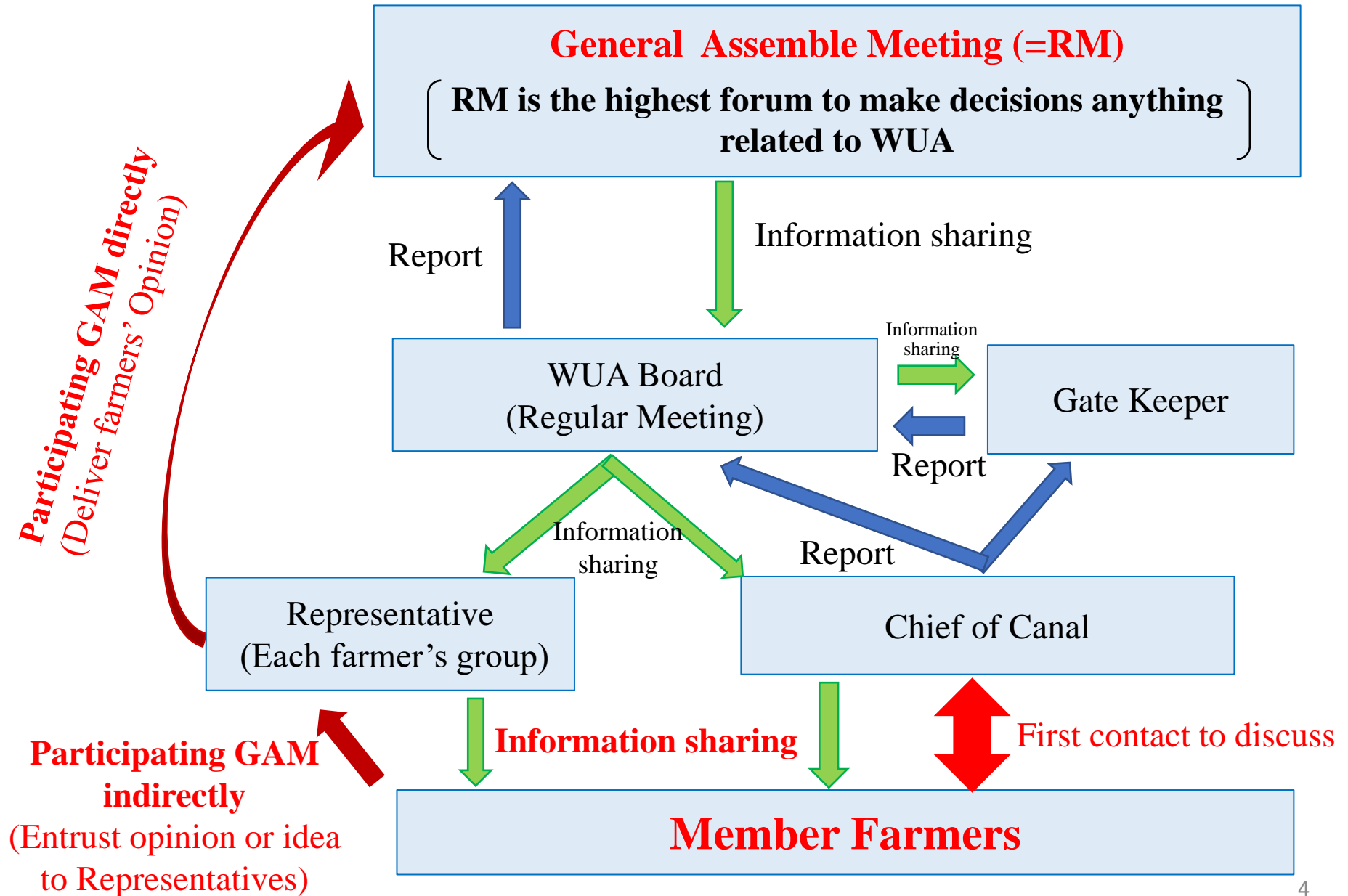
### 3. Practical structure for O&M in MIS



### 4. Responsible Sharing for O&M : Govern't and WUA



## 5. Information sharing system】



## 6. Basic Maintenance Plan (1)

Irrigation Facilities	Activities	Implementation Timing	Responsible person
Intake gate	(Occasionally)		Gate Keeper
	① Removing floating wood, debris or stones	① After flood or anytime based on necessity	
	(Periodically)		
	② Greasing for gate actuator	② Every six months	
	③ Change lubricant of gate actuator	③ Every three years	
Scouring sluice gate	(Occasionally)		Gate Keeper
	① Removing floating wood, debris or stones	① After flood or anytime based on necessity	
	② Open the gates to flush	② After flood or anytime based on necessity	
	(Periodically)		
	③ Greasing for gate actuator	② Every six months	
	④ Change lubricant of gate actuator	③ Every three years	
Canal Intake Gate	(Occasionally)		Gate Keeper
	① Removing floating wood, debris or stones	① After flood or anytime based on necessity	
	(Periodically)		
	② Greasing for gate actuator	② Every six months	
	③ Change lubricant of gate actuator	③ Every three years	

## 6. Basic Maintenance Plan (2)

Irrigation Facilities	Activities	Implementation Timing	Responsible person
Sand flush gate 1	(Occasionally)		Gate Keeper
	① Removing floating wood, debris or stones	① After flood or anytime based on necessity	
	(Periodically)		
	② Greasing for gate actuator	② Every six months	
	③ Change lubricant of gate actuator	③ Every three years	
Sand flush gate 2	(Occasionally)		Gate Keeper
	① Removing floating wood, debris or stones	① After flood or anytime based on necessity	
	(Periodically)		
	② Greasing for gate actuator	② Every six months	
	③ Change lubricant of gate actuator	③ Every three years	
Main canal Secondary canal	(Periodically)		WUA (Board)
	① Cleaning	① Every year (before rainy season cultivation)	CC
	② Inspection	② Every year (before rainy season cultivation)	
Lateral canal	① Cleaning	① Every year (before rainy season cultivation)	CC
	② Inspection	② Every year (while cleaning)	
Water volume Check (Canal condition check)	Selected points on the Manual	Based on the Manual	Gate Keeper
Water fee collection	Collecting water fee	Based on the Annual Work Plan	WUA(Board) CC

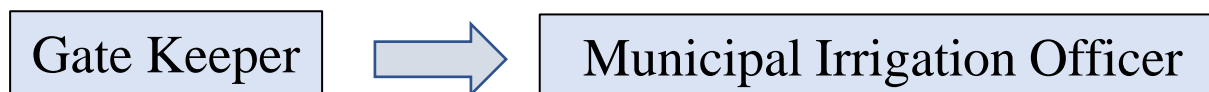


## 7. Annual Work Plan

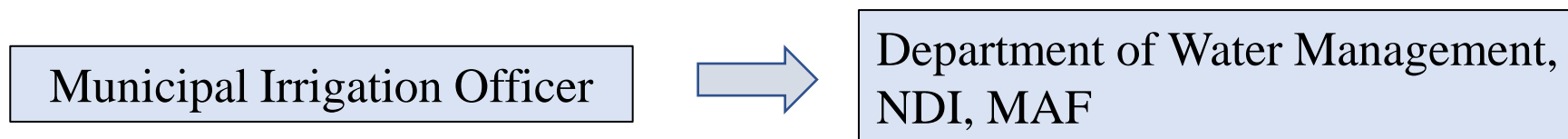
Month	Main Activity		
	WUA	Chief of Canal (CC)	Gate Keeper (GK)
Jan.	<b>RBM</b>		
Feb.			
Mar.	<i>Water Fee Collection</i> <b>RBM</b>	<b>Water Fee Collection</b>	
Aprl	<i>Water Fee Collection</i>	<b>Water Fee Collection</b>	<b>Grease Application (New gates)</b>
May	<i>Water Fee Collection</i> <b>RBM</b>	<b>Water Fee Collection</b>	
Jun	<i>Water Fee Collection</i>	<b>Water Fee Collection</b>	
July			
Aug.	<b>General Assemble (Representatives )Meeting</b>		
Sept.	<b>WUA Regular Board Meeting(RBM)</b>		
Oct.			<b>Grease Application (New gates)</b>
Nov.	<b>Canal Cleaning / Canal inspection</b> <b>RBM</b>	<b>Canal Cleaning / Canal inspection</b>	<i>Canal Cleaning / Canal inspection</i>
Dec.			

\*The lubricant for the Gearbox should be changed every 3 years and added for the reduced lubricant every year

## 8. Reporting System



No.	Reporting Item	Document to report	The submission frequency
1	Operating situation of Headworks	Form1	Every two(2) weeks
2	Water volume and facility condition	Form2	



No.	Reporting Item	Document to report	The submission frequency
1	Irrigation scheme monitoring result	Scheme Monitoring sheet	Every six(6) Months
2	Water volume tendency	Water Level Trend (Excell File)	

## **9. Working Form**