



MGNREGA



IAY-CMRHM



हाम्रो पैसा हाम्रो हिसाब !

SOCIAL AUDIT REPORT

For the Financial Year(s):-

Conducted Year:

STATE: SIKKIM

GRAM PANCHAYAT UNIT:

BLOCK:

DISTRICT:

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PREPARED BY

I	NAME OF DISTRICT RESOURCE INSTITUTION		
II	ADDRESS OF DISTRICT RESOURCE INSTITUTION		
III	CONTACT NO		
IV	E-MAIL ID		
V	SOCIAL AUDIT CONDUCTED FROM:		
VI	NAME OF GRAM PANCHAYAT UNIT (GPU)		
VII	NAME OF GRAM VIKASH KENDRA (GVK)		
VIII	DISTRICT		
IX	NAME OF DISTRICT RESOURCE PERSONS (DRPs)	CONTACT NO	SIGNATURE
1.			
2.			

SOCIAL AUDIT

1	Name of the State	
2	Name of the District	
3	Name of Block	
4	Name of Gram Panchayat	
5	Name of the Village/Ward	
6	Date of Social Audit: (DD/MM/YY)	
7	Financial year covered under Social Audit	

Sl. no	Issues	Number of Cases	Person responsible for default if any.	SOCIAL AUDIT		REMARKS	
				Number and Details of cases resolved	Number and Details of cases pending	Time line for pending cases to be resolved (number of days and Date)[DD/MM/YY] and the nodal officer appointed to resolve the issue	1) If any specific Remark. 2) Penal Action to be taken
1	2	3	4	5	6	7	8
I.	Registration of families						
1.	Denial of registration to eligible applicants						
2.	Registration of bogus families/individuals						
3.	Charging a fee for registration						
II.	Job cards						
1.	Non-issuance of job cards after registration						
2.	Delay in receiving job cards						
3.	Issuance of false job cards						
4.	Charging a fee for job card						
5.	Absence of photos on the job card and charging fee for photograph						

6.	Job card entries not updated and have different details of attendance and payments than the actual.						
7.	Job card is not in custody of workers.						
III	Receipt of work application						
1.	Non-acceptance of work application by the relevant authorities.						
2.	Wrong date or no date recorded on the work application.						
3.	Are workers receiving dated receipts for their application for work?						
IV	Allotment of work						
1.	Are people being given work on time?						
2.	Is the 33 per cent quota for women being satisfied in the allotment of work?						
3.	Are those who are allocated work outside the 5-km. radius being given a transport and living allowance equal to 10 percent of the minimum wage?						
V	Payment of wages and unemployment allowance						

1.	Non-payment of wages.						
2.	Late payment of wages.						
3.	Underpayment of wages.						
4.	Payment of wages to wrong person.						
5.	Payment of wages in the name of non-existent (ghost) workers.						
6.	Payment of wages for non-existent projects.						
7.	Late payment of unemployment allowance						
8.	Non-Payment of unemployment allowance (specify amount).						
9.	Wages slip not given to workers.						
10.	Bank/post office passbook is not in custody of workers.						
11.	Less payment of unemployment allowance (Specify amount).						
VI	Selection of the work and issuance of work order						

1.	Selection of work not based on the works recommended by the Gram Sabha.						
2.	Priority of works not maintained						
3.	Poor selection of a worksite						
4.	Exaggerated or inaccurate technical Estimate						
5.	Inclusion in estimate of unnecessary expenditure						
6.	Excessive rates and material						
7.	Annual Shelf of the works is not prepared in Gram Sabha.						
VII.	Implementation and supervision of work						
1.	Recording of non-existent (ghost) workers.						
2.	Recording of fictitious (ghost) works.						
3.	Work not conforming to work specifications or prescribed standards.						
4.	Supply of less than sanctioned/poor quality materials and tools.						
5.	Was the shelf of projects prepared in the Gram Sabha?						
6.	Was there a citizen information board at the						

	worksite giving details of the sanctioned amount, work dimensions and other requisite details?						
7.	Were the muster rolls available for public scrutiny at all times at the worksite?						
8.	Was a worksite material register maintained, along with verification by at least five workers whenever material came to the site?						
9.	Was a daily individual measurement of work conducted in a transparent manner where piece-rate norms were in force?						
10.	Was the final measurement of the work (for weekly wage payments) done by the Junior Engineer in the presence of a group of workers?						
11.	Did members of the vigilance committee make regular visits to the worksite and monitor the implementation of various aspects of the work?						
12.	Were any complaints made? Were they addressed within seven days by the grievance-redressal authority?						

13.	Is the measurement book maintained properly?						
14.	Taking and/or recording of improper measurements.						
15.	Issuing of false Completion Certificates. Is Completion Certificates issued in time?						
16.	Works not conforming to specifications/standards						
17.	Data recorded in a confusing or incomprehensible manner						
18.	The photographs taken before, during and after the work must be available for public display and scrutiny during the Social Audit.						
19.	Use of contractor in execution of works.						
20.	Use of labour displacing machines in execution of works.						
21.	No/Inadequate facilities (drinking water, shade, first aid, crèche etc.) at work site.						
22.	No action/Grievance Redressal within 7 days on complaints/grievance, if any.						

VIII.	Social Audit						
1.	Does the Social Audit at the Gram Sabha meetings held at least once every six months.						
2.	Is the date, time, agenda, importance and sanctity of the Social Audit widely publicized so as to ensure maximum participation?						
3.	Is the timing of the Social Audit is convenient for people to attend?						
4.	Are all officials responsible for implementation present to answer queries from members of the Gram Sabha?						
5.	Are the minutes recorded, by a person from outside the Implementing Agencies, and is the minutes register signed by all participants at the beginning and at the conclusion of the meeting (after the minutes have been written).						
6.	Is the 'action taken report' relating to the previous Social Audit read out at the beginning?						
7.	Copy of records/information not provided to Social Audit Team 15 days before the						

	Social Audit Gram Sabha.						
8.	Supervisor/observer nominated by District Programme Coordinator is not presented in the Social Audit Gram Sabha.						
9.	No proactive disclosure of information /wall writings on wall of GP.						
IX.	OTHERS						
1.	Cases of miss utilization of funds (If Any). • <i>Number of cases.</i> • <i>Specify the amount.</i>						
2.	Recovery of funds if any unjustified amount Charged. • <i>Number of cases.</i> • <i>Specify the amount.</i>						
X.	Detailed Proceedings	<ul style="list-style-type: none"> ➤ 1st& 2nd day:-Document verification ➤ 3rd day& 4th day:- Door to Door Interaction/Field Visit ➤ 5th day:- Compilation of Data for Jan Sunwai ➤ 6th day:- Jan Sunwai/Gram Sabha 					

GRAM PANCHAYAT PROFILE

Sl.No	Details	Finding	Remarks
1.	Total No. of Household		
2.	Total No. of population		
3.	Total No. of application received for Job card registration		
4.	Total No. of Household registered under MGNREGA		
5.	Total No of Job card issued		
6.	Total No. of Schedule Cast household		
7.	Total No. of Job card issued to SC household		
8.	Total No of Schedule Tribe household		
9.	Total No of job card issued to ST household		
10.	Total No. of OBC/others household		
11.	Total No of job card issued to OBC/others household		
10.	Total no. of active Job card holder		
12.	Total No. of Job card issued during particular financial year.		
13.	Total No. of application received for employment/work		
14.	Total No. of household completed 100 days in a particular year		
15.	Total No. of household exceeding 100 days in a year		
16.	Proactive disclosure of information by Gram Panchayat		

DOCUMENTATION AT GRAM PANCHAYAT

Sl.No.	Details	Finding	Remarks
1.	Application received and issued register for Job card		
2.	Job card registration Register		
3.	Indent Civil Works(Register)		
4.	Indent for horticulture works (Register)		
5.	Work site goods received register		
6.	Goods issue register for community civil works		
7.	Goods issue register for individual civil works		
8.	Horticulture Inputs Received Register		
9.	Beneficiary inputs issue Register		
10.	Beneficiary plants issue register		
11.	Work demand and employment register		
12.	Gram Sabah resolution		
13.	Shelf of the project		
14.	Photograph taken before, during & after the work		
15.	Asset register		
16.	Muster Roll received and Movement register		
17.	Cash Book maintained by Gram Panchayat		
18.	Grievance Redressal Register		
19.	MB issue register		

WORK WISE DETAILS OF DOCUMENTS AT GRAM PANCHAYAT

Sl.No	Details	Finding	Remarks
1.	Work wise Administrative Sanction letter		
2.	Work wise Technical Sanction		
3.	Work wise Social Estimate		
4.	Consolidated Muster Roll		
5.	Work wise Muster Roll		
6.	Work wise Bills & Voucher		
7.	Work wise Measurement Book		
8.	Resolution of Worksite Material Monitoring Committee		
9.	Work site Visited by Vigilance committee & Panchayat (Register)		
10.	Work wise Completion report (Form B)		
11.	Form "A" (Register)		
12.	Form "B" (Register)		
13.	Form "C" (Register)		

WORKSITE DETAILS

Sl.No	Details	Finding	Remarks
1.	Wage rate per day		
2.	Muster Roll available at work site		
3.	Muster roll reading out at worksite at least twice in a week		
4.	Payment made on 15 days		
5.	Medical Kit at work site		
6.	Safe Drinking water at work site		
7.	Shade at work site		
8.	Crèche at work site		
9.	Citizen information Board at work site		
10.	Work initiation meeting resolution		
11.	Work done through Contractor		
12.	Any record found in a confusing/inappropriate manner		

Section-A (MG-NREGA)

Figure: 1.1 to 1.8 for the total work details of completed works.

Total work details (Finding issues on Social Audit)				
1.1	Total number of works passed by Gram Sabha			
1.2	Total number of works completed	Financial Year: 2013-14	Financial Year:2014-15	Total Amount
1.3	Total audited works			
1.4	Total Sanctioned amount of completed works (in lakhs)			
1.5	Total wage payment			
1.6	Total material payment			
1.7	Total expenditure			
1.8	Balance			

Figure: 2.1 to 2.7 for total work details of ongoing works.

Total work details (Finding issues on Social Audit)				
2.1	Total number of works passed by Gram Sabha			
2.2	Total number of works completed	Financial Year: 2013-14	Financial Year:2014-15	Total Amount
2.3	Total audited works			
2.4	Total Sanctioned amount of Ongoing works (in lakhs)			
2.5	Total wage payment			
2.6	Total material payment			
2.7	Total expenditure			
2.8	Balance			

WORKSITE VISIT/MEASUREMENT

Work ID	Physical work record as per the technical sanction	Physical work record as per the measurement book of technical person	Verification report of Social Audit Team	Output of works	Remarks

Name of Gram Vikash Kendra:

Name of Gram Panchayat:

Date of Social Audit Jan Sunwai:

ISSUES RAISED IN JAN SUNWAI

Sl.No	Issues	Corrective measure to be taken	Time line (DD/MM/YY)	Issued raised by Name, signature, job card number & mobile number	Responsible officer for action to be taken
1.	FINANCIAL ISSUES				
A	Conditional Recovery				
A.1					
A.2					
B	Direct Recovery				
B.1					
B.2					
2.	ADMINISTRATIVE ISSUES				
2.1					
2.2					

Summary of issues:

Sl.No	Issues	Amount	Number of issues
1.	Conditional Recovery		
2.	Direct Recovery		
3.	Administrative issues		
Total			

Name & Signature of DRPs:

1.

2.

Seal and Signature of DRI:

MEASURES USED FOR WIDELY PUBLICITY OF MG-NREGA SOCIAL AUDIT AT GP LEVEL

Name of GVK:

Name of GPU:

Sl.No	Means of publicity	Remarks
1.	Radio	
2.	Local Newspaper	
3.	Wall writing	
4.	Bannering	
5.	Micking	
6.	Notice	
7.	Others	

ANNEXURES

Minute of Social Audit Jan Sunwai

Name of GVK:.....

Date:.....

Name of GPU:.....

Venue:.....

Minute & attendance sheet of Kick-off meeting

Minute & attendance sheet of Exit conference

PHOTOS OF MG-NREGA SOCIAL AUDIT OF.....GPU

1. Kick-off Meeting at District



2. Document verification at GPK



3. Door to Door Interaction with Job card holder



PROCESS OF CONDUCTING SOCIAL AUDIT

4. Field visit and measurement



7. Exit Conference at District



6. Jan Sunwai



5. Report compilation & preparation for Jan Sunwai



