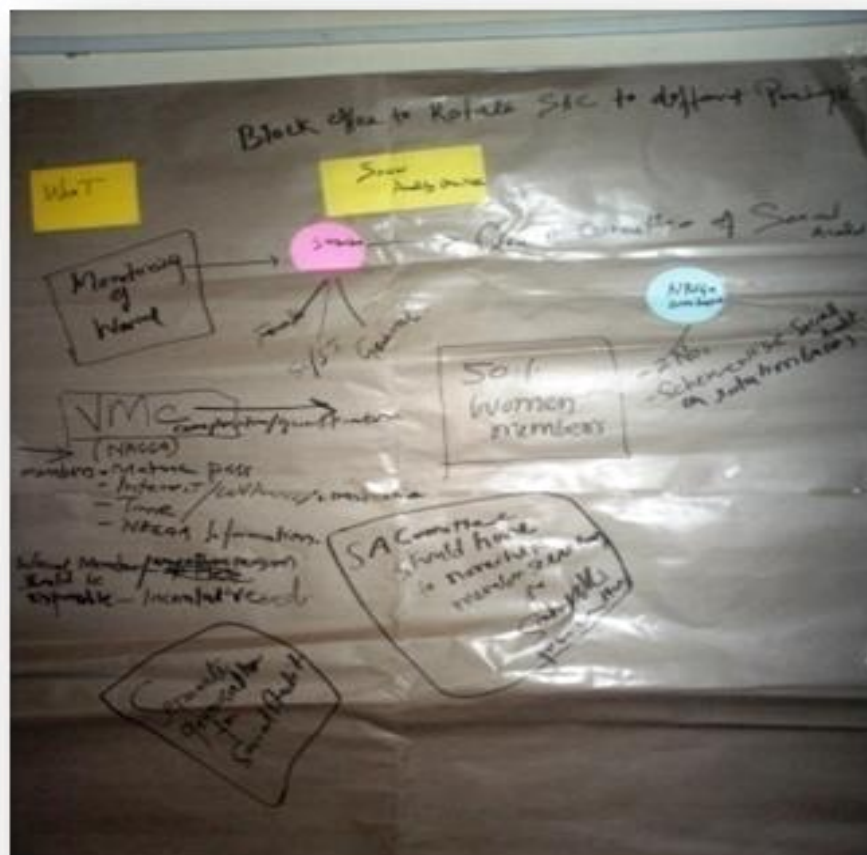


Second Day

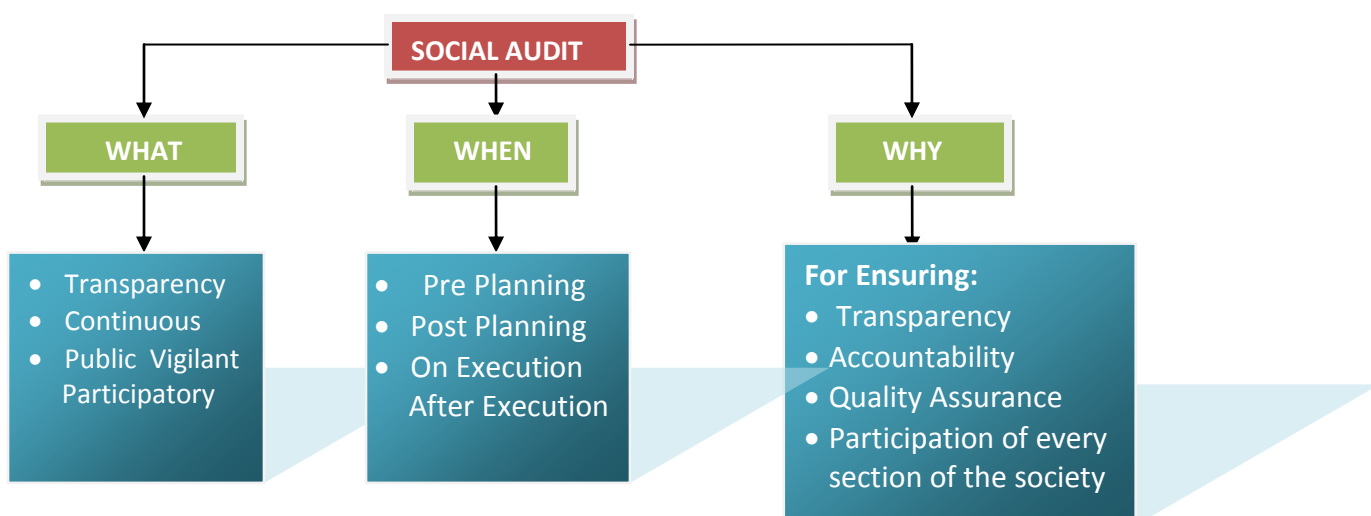
The second day of TOT started with the Morning Prayer (*Humko man ki shakti dena.....*) which set the right tone for the first session.

Day	Session	Subject	Resource Person	Training Method
2 nd	I	Social Audit-Concept	Dr. Anandi Mehra, Senior Technical Consultant, GTZ Shimla	(Audio Visual Presentation and Discussion)

Dr. Anandi Mehra enriched the participants with full of precision on the social audit concept by using her interactive facilitation skill and audio visuals. She showed two visuals and asked the participants to link it with the social audit. Participants actively retorted that first one clipping was based on the transparent system and second one emphasized that ignorance leads to creeping of malpractices in the system. She discussed the different aspects of social audit by involving the participants which can be visualized as under:



Box-II



Discussion with the participants explored some basic issues which were directly indicating the ground realities viz.

Box-III

FINDINGS

- No micro plans at ward level and no up-gram sabha meetings taking place.
- Lack of awareness among community and different stakeholders.
- Malpractices at different levels.
- Reluctance of ward members for organizing up gram sabha meetings
- People are reluctant to have strong faith on ERs.
- Communication gap between functionaries and ERs.

Thereafter, Resource Person moderated the session to find the solutions of above issues. Views shared by the participants follow as under:

Box-IV

- Awareness dissemination for community as well as other stakeholders.
- Planning and Monitoring at Ward level.
- Fair selection of VMCs and their capacity building.
- Strengthening of Up gram sabha and gram sabha.
- Capacity building of Elected Representatives.
- Support from the line departments.

A participant shared that DRDA has also imparted training to them by engaging different agencies like PSI, Dehradun and they have carried out social audit in a different manner. As per the process told by PSI, Dehradun, they had two days exercise covering theoretical and practical orientation for the participants. These district level trainers further oriented the VMCs members, inspected the records and documents of works executed under MNREGA. They have submitted their reports indicating the issues emerged to DRDA for its consideration.

Responding to it, the Course Director requested the participants and Sh. H.S. Rana, Project Officer to share the process being followed by them for undertaking of social audit exercise. Participants informed that they have followed a prescribed format to record the field data. They have interacted with the community, VMC members & ERs. They have faced many problems to complete this exercise as functionaries as well ERs had no positive attitude to share any data.

PO expressed that the district has completed the social audit exercise haphazardly since it was linked with the release of installments under MNREGS.

Day	Session	Subject	Resource Person	Training Method
2	II	Social Audit-Procedure & HP Social Audit Rules	Sh. Rajeev Bansal, Course Director	Presentation and Discussion

The Resource Person emphasized on the clarity of the different provisions under MNREGA and stressed more on the rules for social audit. Participants told that they had no idea of such rules. The rules were presented one by one and asked the participants on the application of these rules. The viewpoints shared by participants are as under:

Box-V

Participants views on Social Audit Rules of Himachal Pradesh

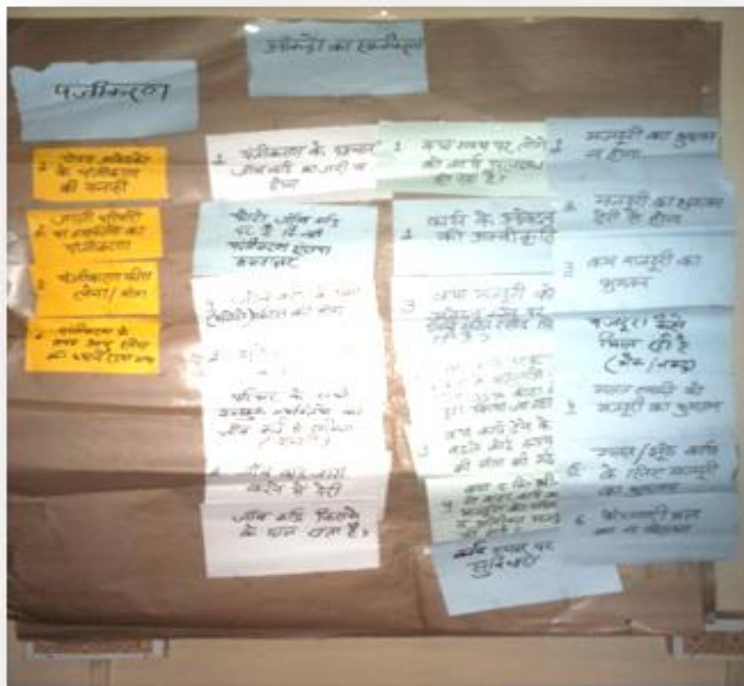
- Social Audit Committee (SAC) must be constituted within one month after general elections
- SAC must have 3 members from each ward giving representation to SC/Gen/Female member. At least, 2 MNREGA workers should be the members of SAC on rotation basis.
- Responsibility of one member should be fixed for their representation in SAC.
- VMC must be assigned an important role in SAC which has been totally ignored in the rules.
- Selection of members must have some norms i.e. Education up to matriculation, availability of time, interest or willingness, Constructive nature, and have information about MNREGS.
- SAC members must be paid a reasonable honorarium.

Participants views on Social Audit Rules of Himachal Pradesh (Contd.)

- Ward member or one person from the ward can act as a mate on the basis of regular wages as fixed under MNREGS
- Women participation in SAC must be 50%
- Panchayat secretary/ Rojgar Sahayak can be member secretary of SAC
- SAC to conduct Social Audit of different panchayats on rotation basis in spite of undertaking it for native Panchayat, BDO office may allot different GPs on rotation basis
- There must be provision of separate gram sabha meeting for social audit under MNREGA

Day	Session	Subject	Resource Person	Training Method
2 nd	III	Data Verification	Ms. Pooja Sharma Consultant on Panchayati Raj)	Participatory Discussion

Post lunch session started with a Chetna Geet (Main tumko vishvas dun.....) sung by Ms. Pooja Sharma. Thereafter, she invited the participants to explore the major issues pertaining to different items under Social Audit. She emphasized that these issues would help the participants in collection and verification of data. She involved the participants in exploring the major vulnerabilities for data collection & verification by pasting the cards on the board. Participants get engrossed in the whole session.



Day	Session	Subject	Resource Person	Training Method
2 nd	IV	Muster Roll Watch & Physical Verification	Sh. Gulshan Rai (Retd.) SDO(IPH)	Lecture

Sh. Gulshan Rai discussed about the technical terms and measurement tools used in preparing estimates and to check the physical feasibility of a scheme. He also built understanding of the participants on the muster roll verification. He shared the standard format of a muster roll and described all the entries to be filled in with the details of material procured as well as the recording of progress of the work.

Day	Session	Subject	Resource Person	Training Method
2 nd	V	Group Works	Sh. Rajeev Bansal, Course Director	Presentation

At the end of the day, Sh. Rajeev Bansal informed that all the participants will be divided into four groups for the next two days. Each group was assigned some tasks and resource persons to facilitate them. He shared the group tasks with the participants as indicated in the boxes VI, VII, VIII and IX respectively.

Group Tasks

Box-VI

Community Mobilization Group

This group had to undertake the following exercise in Gram Panchayat:-

1. Banners and Slogan raising
2. Fixing advocacy posters in all the wards
3. Making people aware about the different provisions and entitlements under MNREGS
4. Inviting them for Gram Sabha in Panchaya Ghar
5. Fixing of Gram Sabha notice in all the wards
6. Interviews with families and recording their statements in the schedule given to them appended at Annexure-I.
7. Information Collection on social audit undertaken earlier.
8. Gram Sabha/Ward Sabha information on social audit undertaken earlier.
9. All relevant records -muster roll, bills, vouchers, Measurement Books, Sanction orders etc. information collection on social audit undertaken earlier
10. Photos – before, during and after Accounts.

Box-VII

Muster Roll Watch Group

This group had to verify the following information from the Muster rolls in the GP as well as by visiting the On going work sites :-

1. Job Card with Registration No.
2. Cost of photographs borne by workers or Panchayat.
3. Photos of all the adult members of household.
4. Signatures of applicant on the job card.
5. Signature & stamp of Gram Panchayat Pradhan on Job Card.
6. Any one with duplicate card in case of lost or damaged (who borne the cost.....?)
7. Updated entries on Job Cards for attendance and payments.
8. Receipts of work applications as per Format prescribed in HP MNREG Scheme.
9. Information of work allotment to job seeker prescribed in HP MNREG Scheme.
10. Disbursement of wages in cash/bank/post office
11. Time duration of wages disbursement
 - Weekly
 - Fortnightly
 - Three week
 - One Month
12. Above one month/
13. Date of Work demanded
14. Date of work allotted.
15. Unemployment allowance
 - Eligible
 - Ineligible
 - Paid
 - Not paid
16. If paid, whether at due rates (First 30 days @ $\frac{1}{4}$ of entitled rate, $\frac{1}{2}$ for 70 days – subject to maximum for hundred days)

Box-VIII

Data Verification Group

This group had to verify the following data from the records in Gram Panchayat :-

1. G P Register for Job Registration as per Format-2 in HP MNREGS
2. Unique Job Card registration No.
3. No. of applications rejected for registration – reasons thereof whether conveyed in writing.
4. Job Card with Registration No.
5. Work demand register
6. Receipts of Work applications in Form 4 as prescribed in HP MNREGS
7. Information of work allotment to job seekers
8. Percentage of women workers-33 % quota to women is being followed or not
9. Disbursement of wages-
In cash/bank/post office
10. Time duration
 - Weekly
 - Fortnightly
 - Three weeks
 - One Month
 - Above one month
11. Time difference – job Card-Muster roll – GP record.
12. Date of Work demanded
13. Date of work allotted.
14. Unemployment register form 14 as prescribed in HP NREGS
15. Unemployment allowance
 - Eligible
 - Ineligible
16. Unemployment Allowance
 - Paid
 - Not paid

17. If paid, whether due

- First 30 days @ $\frac{1}{4}$ of due rate,
- $\frac{1}{2}$ for 70 days – subject to maximum for hundred days

18. If, Annual Plan and Perspective Plan of GP Plan at GP by Gram/Ward Sabha

- BDO-Scrutiny and technical feasibility
 - BDO
 - ZP
 - DPC
 - Labour demand in Gram Sabha

19. Priority of the works being executed/to be undertaken

- Water conservation and water harvesting
- Drought proofing (Afforestation and tree plantation)
- Irrigation, canals – micro and minor irrigation works
- Provision of irrigation facilities to land of SC&ST or beneficiaries of land reforms or IAY beneficiaries.
- Renovation of traditional water bodies/desilting of tanks
- Land Development Works
- Flood Control and protection
- Rural Connectivity for all weather access/small foot bridges.
- Any other work notified by Government of India.

20. Demand for work in GP record (Form 7)

- Instructions as per demand for work register followed or not.
- No row to be left blank
- No. of days of employment provided will be sum totaled at the end of each month
- Separate entries to be made in case of each family
- On the completion of 100 days employment to one household entry will be made with red ink

- Next month entry will be started from the next row indicating the carry forward no. of days from the previous month.
- Every page should have 20 rows available for making entries. There should be 5 pages with 20 rows in each should be available for 5 years

21. Social audit

- Gram Sabha/Ward Sabha.
- All relevant records-muster roll, bills, vouchers. Measurement Book. Sanction orders. Photos – before, during and after – accounts.
- List of persons provided works to be displayed on Gram Panchayat notice board.
- Muster roll available for inspection, copy as per RTI Rules.
- Report of the VMC whether recorded in the works register and presented in the gram sabha for the social audit.

22. Grievances Redressal

- Disputes/complaints referred to BDO
- Time taken to dispose off them

23. Local beneficiaries committee constituted and its working.

24. Complaint register in Gram Panchayat office (form 10)

25. Provision of implements by workers or by Panchayats....?

26. Others:

- Assets Register available in GP – form 8
- Whether worked beyond 5 km from GP
- Whether paid 10% access wages
- Date of applying for job card
- Date of receipt of job card
- Proactive Disclosure at Gram Panchayat
- Summary of the Registration of Application
- Summary of job card register.
- Abstract of muster rolls due for payment
- Unemployment allowance lists
- List of assets
- List of VMC members.
- M.B. summaries.
- Demand for work record.
- List of people demanded work and no of days employment provided.
- Eligible persons who could not be provided employment.

Box-IX

Physical Verification Group

This group had to undertake the following exercise in Gram Panchayat

1. Inspection/supervision
 - 10% GP by district level officers.
 - 2% GP by state level officers.
 - BDC/ZP may also inspect works
2. VMC at district & State level also to inspect works
3. One vigilance committee at village level for each work with beneficiaries.
4. Monitoring and Evaluation of all works by Gram Sabha
5. Signboards at all work sites with all details
6. Inspection register at all sites.
7. Physical Verification
8. Use of machines
9. Works executed by contractors.
10. Administrative approval and technical
12. Quantum of work required to accomplish each day to avail minimum wages.
13. Assessment works taken on bases-
 - daily
 - weekly
 - fortnightly
14. List of works sanctioned, started cost etc.
15. Detail of material purchased for execution of works
 - Material consumed along with bills/vouchers
 - Unique number to each work
 - Copy of sanction order/work order at worksite for inspection.
 - Daily Measurement of work in MB at worksite and available for public inspection.
 - Labor material ratio – 60:40