

IMPARTING KNOWLEDGE THROUGH CLASS ROOM TRAINING

As per the training needs indicated by Rural Development Department, A ToT on Social Audit in MNREGA was organized at Kullu from 25th - 29th March, 2010. The idea of organizing this programme was to create a pool of trainers for undertaking Social Audit in MNREGA which can be used by DRDA and Block in a cascading manner, in future.

The Project Officer, DRDA Kullu was requested to nominate 40-50 officials and non-officials representing all stakeholders who could be potential trainers in future to impart training in a cascading manner. The list of participants who attended TOT on Social Audit in NREGS, in the Zilla Parishad Hall District Kullu, is appended at Annexure 1.

Objectives

The objectives of organizing this ToT, as decided during the Training Needs Assessment, were as under:-

1. To sensitize the participants at the field level on the importance and need for Social Audit in MNREGS.
2. To appraise the participants about the concept of Social Audit, its methodology and procedure.
3. To acquaint the participants with the use of RTI Act, 2005 and its usage in Social Audit.
4. To develop the capacity of participants in understanding in Social Audit in MNREGS.

A. Day-1

Inaugural

The training programme was inaugurated by Sh. R.K. Pruthee, ADM-cum-Additional Programme Coordinator holding the charge of DC, Kullu, he was also accompanied by Dr. Suresh Jaswal, Project Officer, DRDA, Kullu.

At the outset Sh. Rajeev Bansal, Research Officer-cum-Course Director welcomed the Chief Guest and honored him on behalf of SIRD. He also gave a brief structure of the programme and expressed that the training programme has been organized with a view to add on the skills on knowledge of the participants and finally leading to attitudinal change in the implementation of scheme after this Sh. Suresh Jaswal, Project officer, DRDA Kullu thanked the SIRD team for organizing the training in their district.

Sh. R.K. Pruthee, Deputy Commissioner also addressed the participants. In his inaugural address, he gave a special emphasis on the implementation of the scheme and motivated all the participants to actively participate in the ToT. He also said the MNREGA programme is specially meant to provide livelihood security as a right to people from the grass root level.



Course Director thanked the Deputy Commissioner them for inaugurating the programme and expressed that the functionaries will definitely gain from this training programme and result in effective implementation of scheme as expected by Deputy Commissioner.

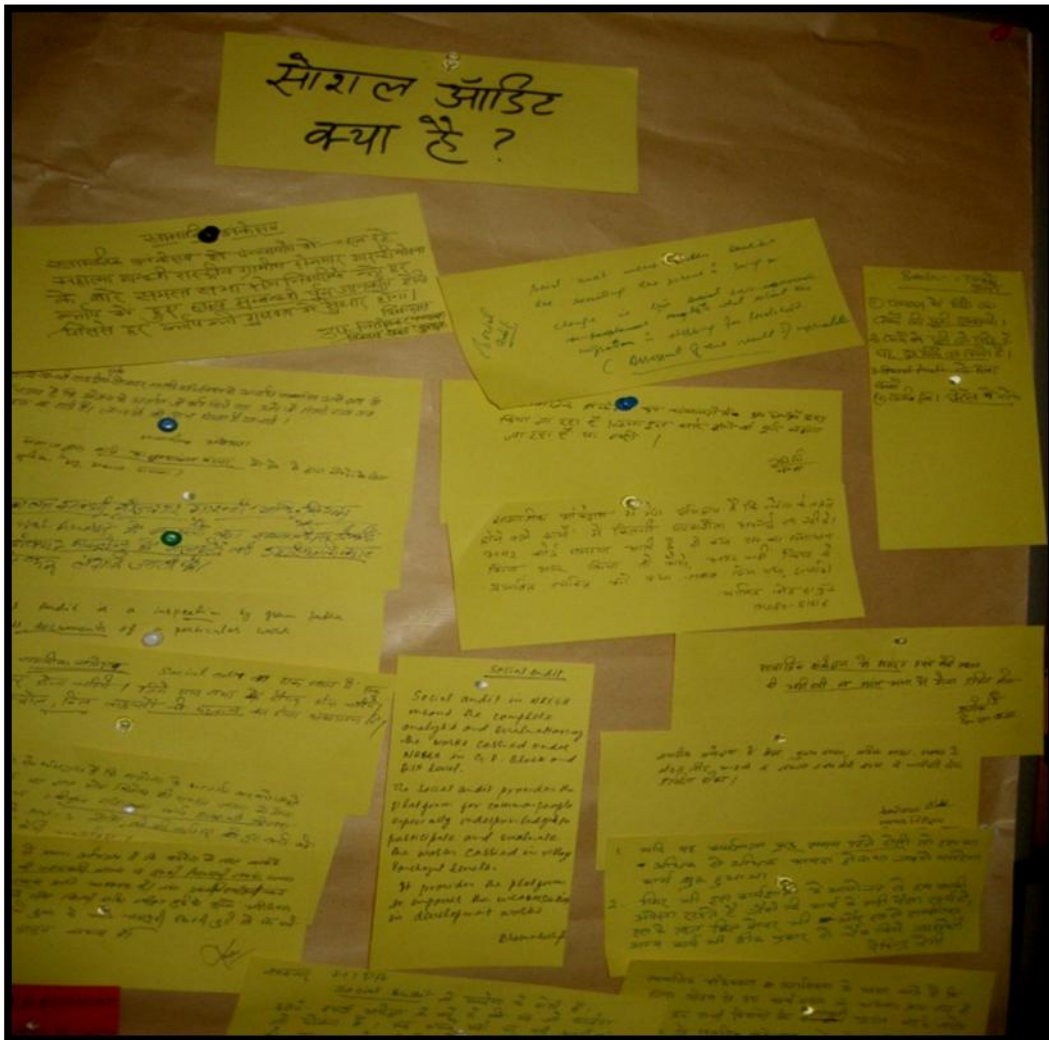
At the outset, the level of understanding and knowledge of participants was adjudged with colored cards wherein they were asked to indicate their understanding of social audit as well as their expectations from the programme. The abridged status of their understanding and expectations is as under:-

Expectations

- How to implement the Social Audit in practical.
- To know about the transparency accountability & safe guard provisions in the Act.
- To know about the maintenance of records.
- Knowledge on state laws, rules, and policy.
- Solutions to the difficulties being faced in implementation of MNREGA.
- Dissemination of information.
- Role of civil society /organization/ NGOs.
- Experience sharing with best practices/case studies.
- Role and responsibilities of different committees.



Understanding of Social Audit



Issues were shared by the participants

- Information dissemination with the public.
- To know the funds spent on different components, wage, material etc.
- Inspection and verification of muster roll, bill, voucher.
- Evaluation by the community in an easy & simple manner.
- Sharing of all records of the panchayat.
- Inspection of the documents by Gram Sabha.
- Participation of the CBOs & NGOs in Social Audit.
- Transparency in the implementation of the works.
- Capacity building on SA for transparency.
- Proper maintenance of records and ensuring due entitlements to workers.

Knowledge on MNREGS-Quiz

Apart from this, a small quiz on MNREGA was also put in front of them to evaluate their knowledge on MNREGA to further provide them the training prescriptions accordingly. The main questions were focused on:-

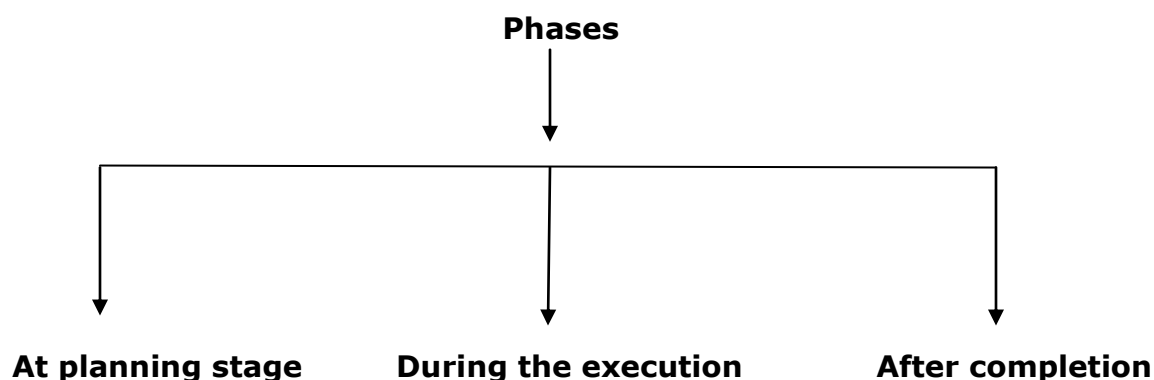
- The eligibility provisions for registration under MNREGS
- Entitlement for getting a job card.
- The time limit for receiving the job card.
- The main implementing agency
- Procedure for preparation of shelf of works.
- Process for demand of work.
- Works permissible to be undertaken.
- Maximum wage rate for unskilled worker in HP
- Material and labour ratio in the works.
- Work site facilities.
- Maximum no. of days for job guarantee to a household.
- Vision behind the scheme.
- Rights and entitlement of workers.
- Obligations and commitment of the implementing agency.

Session-I

Date	Topic	Resource Person	Method
25.3.2010	Social Audit Concept	Sh.Rajeev Bansal	Participatory discussion

Sh. Rajeev Bansal discussed in detail the concept, meaning and aim of social audit. He said that the basic principle of conducting social audit is complete transparency in the process of administration and decision making. He further shared that the objective of introducing this statutory provision in MNREGS is to find out the gaps at the receiving end, creating awareness among beneficiaries which would clear the path for the effective implementation of the schemes and help people in knowing their rights under MNREGS. In nutshell social audit is described in 3 words for people to know, to discuss and to verify the aspects of MG NREGS implementation.

He also shared that the social audit is different from financial audit and any other kind of audit. It is also important to decide when or in what phases social audit should be done.



Issues/Queries.

- It is difficult to maintain the 60-40% labour and material ratio at the district level.
- Problems are emerging on the technical part.
- People are not coming for the gram sabha meeting.
- This is one of the major reasons-Why the quorum is not complete.

Session-II

Date	Topic	Resource Person	Method
25.3.2010	HP Social Audit Rules & Procedure	Sh.Rajeev Bansal	Participatory Discussion

Sh. Rajeev Bansal stressed on the HP Social Audit Rules, 2009 and clearly explained each rule to the participants. Social Audit in relation to MNREGA was discussed in detail. He emphasized that social audit in MNREGA should be done on the 11 aspects indicated in the operational guidelines. The process to be followed for social auditing should comprise:-

- The Social Audit Committee should be constituted in the first general meeting after every Gram Panchayat election.
- It is the duty of Gram Rozgar Sewak to supply all the relevant documents and details about the works demanded by the Social Audit Committee.
- The Social Audit Committee will verify the information from the record of the panchayat.
- The Social Audit Committee will prepare a report as per the findings of their verification.
- This report along with the ATR on previous Social Audit should be presented in the gram sabha.

Issues/Queries

- Applications for the demand of work are not coming.
- In some cases application are not accepted by the panchayat.
- Dated receipts and unemployment allowance are also not been given to the workers.
- At the panchayat level, the MIS entry does not match with the MNREGA MPR's.

Suggestions given by the participants

- Such kind of trainings should be given at the panchayat level.
- Estimates for the work should be prepared before starting the work as some standard estimates may be prepared for certain permissible common works.
- Social audit should be done on monthly basis in every panchayat.
- The reasons for the low demand of job should be explained.

Session-III

Date	Topic	Resource Person	Method
25.3.2010	Community mobilization Techniques	Sh.Om Prabhaker	Lecture



Sh. Om Prabhaker said that the gram sabha meeting can be successful with mobilized community only on the basis his experience of working in the community; he shared the following community mobilization techniques with the participants.

- Community meetings are generally female dominated, males should also be convinced to take part in these meetings.
- To strengthen the gram sabha, the line departments should also be contacted and involved for attending the meetings.
- The village community is dominated by some impressive personalities, such people should also be involved in mobilization to increase the participation.
- Generally the strength in up-gram sabha is lower as compared to the gram sabha. Some educated people should also be involved in this process who can make people realize the importance of gram sabha.
- Community games, chetna geet are the techniques which make the bond between people and gram panchayat more stronger, those can also be used to motivate people.

Session-IV

Date	Topic	Resource Person	Method
25.3.2010	RTI & Social Audit	Ms.Aasiya Rehman	Lecture/ PPT

Ms. Aasiya Rehman in this session explained the main features of RTI and its use in MNREGA. The objective of this session was to make the participants aware about the use of RTI Act in getting information social audit. RTI & MNREGA in 2005 were launched together with the same objectives. It was also shared that how the information in MNREGA can be obtained through RTI Act. The pictorial views for information exemptions, proactive disclosures and other provisions were shown for the easy understanding. A film on RTI Act was also shown for practical usage.

Issues/Queries

One of the participants raised the question on the proactive disclosures which was also supplemented by the Course Director Sh. Rajeev Bansal.

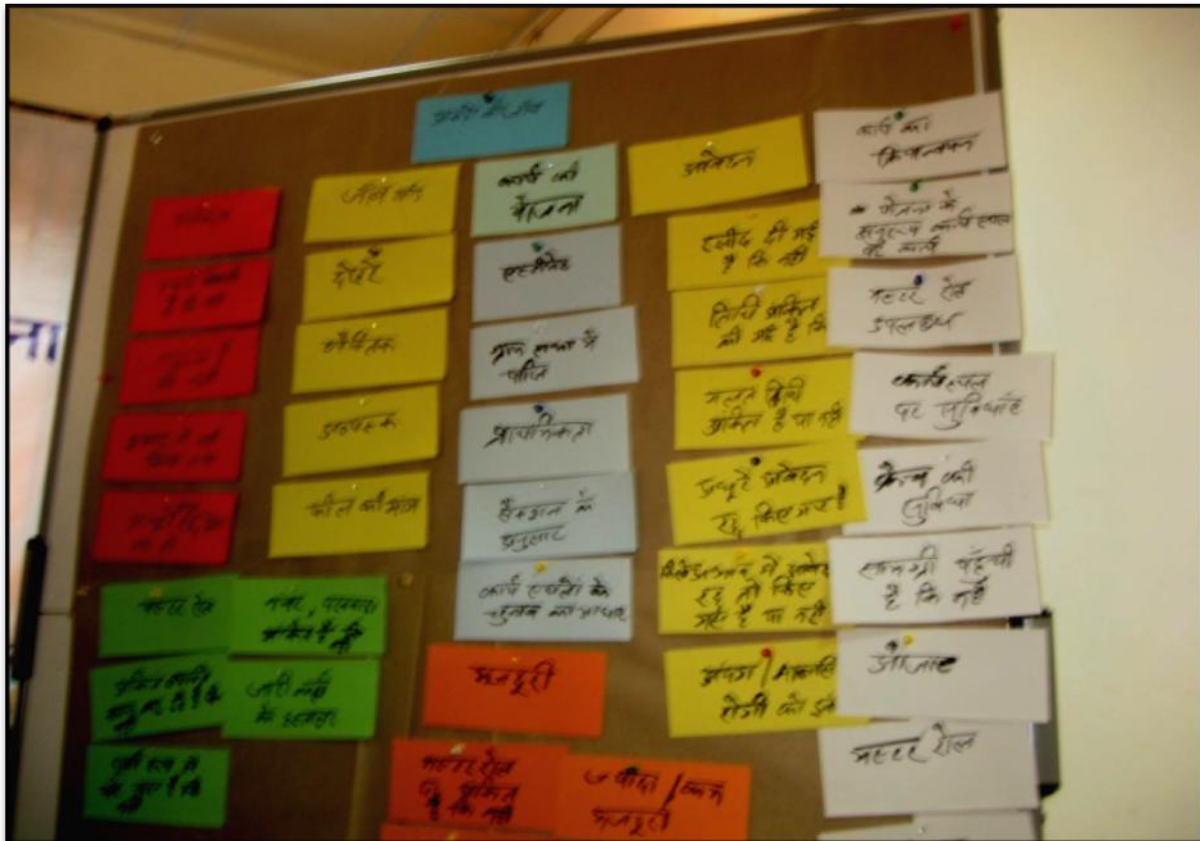
B. DAY-2

The Second day of the ToT started with the opening remarks by Shri Satish Chand Sharma, Deputy Director, SIRD. He explained the importance of social audit in MNREGA. He built upon the significance of the committee system for transparency and accountability, keeping in view the statutory provisions.

Session-I

Date	Topic	Resource Person	Method
26.3.2010	Data Verification	Ms. Pooja Sharma	Participatory/Discussion /Chart/Card

With the start of session, Ms. Pooja Sharma asked all the participants about the aspects on which the data available in the panchayat can be verified. As per the discussion with the participants, they added that the data can be verified/checked on the following grounds:-



- Registration
- Job Card
- Work Planning
- Application
- Work Execution
- Wages

Issues/queries

It was observed that receipts of the work demand applications are not being given to workers.

Session-II

Date	Topic	Resource Person	Method
26.3.2010	Muster-Roll Verification	Er. J.R. Bhardwaj	Lecture

The session of muster roll verification was taken by Er. J.R. Bhardwaj, He informed participants about the technical terms used in easy and understandable

manner. A Muster roll form was also shown to the participants for a better understanding. He explained that how the muster roll should be filled up, what are the commitments of different implementing agencies towards muster roll, it should be having unique no with State Code, District Code, Development Block Code, Gram Panchayat Code, issue date, receipt date, how different columns to be filled up, which issues are to be taken care of while filling up the muster-roll? He further clarified that separate muster rolls to be used filled up for skilled/ semi skilled and unskilled workers. The detail of the material used and the progress is to be recorded on the back side of the muster roll. On the basis of the progress recorded, the wages of the workers are calculated. He also discussed the format designed to consolidate the muster rolls for the field exercise.

Issues/queries

- Muster-roll should have 15 columns since it is issued for 15 days only.
- Cells should be wider to fill the attendance.
- Problem occurs when the muster-roll is issued in the second fortnight of the month.
- On the assessment part, more women are demanding job but their progress is low.
- In some cases receipt for work demand is not given.
- Schedule rates need to be revised since it is difficult to engage a mason @ Rs. 140/- per day.

26.3.2010	Physical Verification	Er. J.R. Bhardwaj	Lecture
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Er. J.R. Bhardwaj, also discussed Physical Verification topic. He explained that only permissible works can be undertaken under MG NREGS. The issues of calculation of area, deriving the quantities, reading the measurement books, schedule of rates, quantity and quality of works were also discussed at length. He further explained about the area calculation and reading of the measurement book.

Issues/queries

- How the selection of the work should be done for the local community?
- The 60-40% material and labour ratio is not appropriate for each work.
- Works are not verified from the qualitative aspects.
- How micro irrigation scheme on the basis of 60-40% ratio can be approved.

Session-IV

Date	Topic	Resource Person	Method
26.3.2010	Effective Communication	Ms. Pooja Sharma	Role Play/Charts/ Lecture

Effective communication plays a very important role in mobilising people. The purpose of this session was to make the participants realize about the importance of communication while working in the panchayat and inviting people about the gram sabha. With the start of the session, Ms. Pooja Sharma also had simulation exercise on communication. She further shared the medium and constraints in communication.

Session-V

Date	Topic	Resource Person	Method
26.3.2010	Group Tasks	Sh. Rajeev Bansal	PPT & Discussion

The second day of the ToT was ended with a presentation on the formation of groups and assigning tasks to them for the next day by the Course Director. The following groups were formed.

- Community Mobilization
- Data Verification
- Physical Verification
- Muster-roll Watch

I. Community Mobilisation Group

The tasks to be performed by this group were as under:-

- Making people aware about the MNREGS, HP.
- Pamphlets distribution, fixing advocacy posters in all the wards.
- Banners and Slogan rising.
- Inviting them for Gram Sabha in GP Ghar.
- Fixing of Gram Sabha notice in all the wards.
- Interviews with families and recording their statements.



पारदर्शी एवं जवाबदेह प्रशासन सोशल ऑडिट लाए सुशासन

ग्राम पंचायत क्षेत्र में हो रहे विकास कार्यों का हिसाब माँगने का हक ग्राम सभा के सभी सदस्यों को है। सोशल ऑडिट कर अपने इस अधिकार का प्रयोग करें।

सोशल ऑडिट कैसे करें ?



- विकास कार्यों से संबंधित सूचनाएँ एकत्र करें
- विकास कार्यों की उपयोगिता एवं गुणवत्ता को जाँचें-परखें
- खर्च का हिसाब ले एवं जाँच परख करें
- सोशल ऑडिट हेतु ग्राम सभा की बैठक में भाग लें
- ग्राम सभा में अपने प्रश्नों, आपत्तियों एवं सुझावों को रखें

उपयोगिता, गुणवत्ता एवं खर्चा ग्राम सभा में हो खुल कर तर्का



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II. Data Verification Group

This group had to examine the following records in the office of Gram Panchayat, Bajaura:-

1. G P Register for Job Registration as per Format-2 of MG NREGS, HP 2006.
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 NREGS.
7. Information of work allotment to job seekers.
8. Percentage of women workers-33 % quota to women is being followed.
9. Disbursement of wages.
In cash/bank/post office.
10. Time duration for job allocation.

- Week
 - Fortnight
 - Three week
 - 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).
15. Unemployment allowance .
- Eligible
 - Ineligible
16. Unemployment Allowance.
- Paid
17. If paid, whether at the due rate.
- 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 approved by Gram/Ward Sabha.

III. Muster Roll Watch Group

This group had to collect the information of the muster rolls from the GP Office and to verify it by interviewing the workers and visiting the sites of the ongoing works:-

- Muster Roll _ format -6 of MG NREGS, HP 2006.
 - Stitched.
 - Numbered.
 - Date of issue & Date of work.
 - Unique No. & Signature of Pradhan/BDO.
- Muster Roll issued by BDO to GP.
- Available to public for open inspection.
- Progress of work and detail of material used.

- Inspection register at all sites.
- Instructions as per demand for work register followed or not.
- Muster roll - unique identity number.
 - Name of work.
 - Available at work site.
 - Katcha/pucca.
 - Attendance authenticated by inspection officer.
 - Payment of wages authenticated by the competent authority.
 - Whether Beneficiary committee has verified it.
 - Whether VMC has carried out any inspection.
- Copy of sanction order/work order at worksite for inspection.
- Measurement of work in MB and available for public inspection.
- Certified by BDO.
- Summary at the closing part.
- Signed and numbered.
- If not – unauthorized.
- Opening and closing date.
- Workers to Countersign.
 - Their attendance.
 - Amount of wages earned.
 - Minimum 5 workers on weekly rotation basis to verify and certify bills and vouchers of their work site at least once a week.
- Job Card No. mentioned in the muster roll.
- Photos of all the adult members of household on the job cards.
- Signatures of applicant.
- Signature & stamp of Gram Panchayat Pradhan.

- Anyone with duplicate card in case of lost or damaged (who borne the cost..... ?)
- Receipts of Work applications given or not.
- Information of work allotment to job seeker.
- Disbursement of wages.
 - In cash/bank/post office.
- Time duration.
 - Week
 - Fortnight
 - Three week
 - One Month
 - Above one month
- Time difference – job Card.
- Muster roll – GP record.
- Date of Work demanded.
- Date of work allotted.
- Medical facilities for injuries on work.
 - Expenses on treatment, medicines with 50% wage rate.
 - Death or permanent disability (Rs. 25,000/- to legal heirs).
 - Injury to accompanying child free of cost medical treatment or gratuity in case of death.
- Work site facilities.
 - Safe drinking water.
 - Place for rest.
 - First aid box with medicines.
 - Creche in case of 5 or more children below 6 years.
 - Attendant women in crèche.

- Normal wages to attendant women.
- Signboards at all work sites with all details.
- Provision of implements by GP or?

IV. Physical Verification Group

This group had to make comparative analysis of the quality and quantity of the material used on the basis of the data collected from the GP Office and analyzing the situation in GP.

- List of works
 - Sanctioned started, cost etc.
 - 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.
- Measurement of work in MB and available for public inspection.
- Labour material ratio – 60:40
- Inspection/supervision.
 - 10% GP by district level officers.
 - 2% GP by state level officers.
 - BDC/ZP may also inspect works.
 - VMC at district & State level also to inspect works.
 - One vigilance committee at village level for each work with beneficiaries.
- Monitoring and Evaluation of all works by Gram Sabha.
- Signboards at all work sites with all details.
- Inspection register at all sites.

- Use of machines.
- Works executed by contractors.
- Administrative approval and technical sanctions.
- Technical approval of competent authority.
- Quantum of work required to accomplish each day to avail minimum wages.
- Assessment works taken on basis.
 - daily
 - weekly
 - fortnightly

After this, all the group members sat together and planned their strategies for the next day.
