

## **Minutes of the 1<sup>st</sup> Steering Committee Meeting of Social Audit Unit, JSLPS**

**Date:** 10<sup>th</sup> May

**Venue:** Office of Principal Secretary, RDD, Jharkhand

**Participants:** List of the members present in the meeting is enclosed in annexure 1.

**Background:** Government of Jharkhand decided to set up Social Audit Unit (SAU) within JSLPS exercising the power conferred through Section 4 of Mahatma Gandhi NREGA Audit of the Schemes Rules, 2011 through notification number 10-3002/SA/2015/RDD (N) 794, dated 2 May, 2016. In order to ensure the independence of SAU, a Steering Committee was notified by the Government of Jharkhand who could guide the SAU to meet its objective As per the notification the steering committee comprised of the following members:

1. Principal Secretary, RDD as Chairman of the Steering Committee
2. Principal Accountant General (Audit) or his or her nominee, Member
3. CEO, JSLPS, as the Member Convener of the committee
4. MGNREGA Commissioner, Member
5. Representative of the Secretary, Planning –cum-Finance Department, GoJ as Member
6. 3 representatives from Civil Society nominated by the Principal Secretary RDD as under
  - a. Professor Ramesh Sharan, as Member
  - b. State Convener, Jharkhand NREGA Watch, member
  - c. Shri Gurjeet Singh, Member SEGC Jharkhand and Social Audit Consultant MoRD-NIRD

The first meeting of the steering committee was organized on 10<sup>th</sup> May 2016 on the following agenda:

1. Recruitment process for the State and District level positions in the SAU
2. Approval of the Annual Action Plan of the Social Audit
3. Approval of the Annual Budget for the above action plan
4. Approval of the Proposal to be sent to MoRD and State Government for requesting transfer of fund.
5. On opening independent Bank account of SAU
6. Any other agenda, as may be decided by the steering committee.

CEO, JSLPS welcomed all the participants and shared about the purpose of the meeting. The Chairman, explained the participants about the progress of social audit under MGNREGA in Jharkhand and effort that underwent in Jharkhand for the formation of Social Audit Unit.

### **Agenda wise highlights of the discussion:**

**AGENDA No. 1 (a) : Approval for initiating the recruitment process for the State and District level positions**

- the recruitment for the following post will be done as per the process defined in the MoRD's Master Circular of MGNREGA for the year 2016-17, *Para 2.9.1.7*. As per the notification, positions with SAU have been stated with corresponding HR structure of JSLPS. Accordingly their benefits and salary structure would be governed up to stipulated range approved by Government of Jharkhand

S.No.	Positions Approved	Number of Positions	Equivalent positions in JSLPS (as per HR manual)	Level
1	State Coordinator	1	SPM	L-3
2	Social Audit Specialist (process)	1	PM	L-4
3	Social Audit Specialist (Capacity Building)	1	PM	L-4
4	Social Audit Specialist (MIS)	1	PM	L-4
5	Commuter Operator cum-Clerk	2	Executive assistant cum Computer Operator	L-7
6	Driver	1	Driver	L-8
7	Office Assistant	2	Office Assistant	L-8
8	District Resource Person	24	District Manager (DM)	L-5

- Notified committee (for the selection of final candidates from a potentially shortlisted group) for the position of State Coordinator, Social Audit Specialists and District Resource Persons are:
  - Chief Secretary or her/his nominee
  - Principal Secretary, RDD, GoJ
  - Representative of MoRD, of a rank not less than Director/Deputy Secretary
  - Representative of a CSO having experience of working for the rights and entitlements of rural people (*Nomination of CSO representative in Ombudsman Selection Committee*)
  - CEO, JSLPS
- As per Notification No. 4-1041 (NREGA)/2009/RDD-7993/Ranchi, dated 10 November,2010 of Government of Jharkhand Professor Ramesh Sharan and Smt Mahua Manjhi were the two CSO's representative in the Ombudsman Selection Committee. Presently Smt Mahua Manjhi is President, Women Commission in Government of Jharkhand. Therefore, it was agreed to include Professor Ramesh Sharan as CSO representative in the above Selection Committee.
- For the DRP positions, in addition to the above members in the selection panel, representative from HR Domain of JSLPS will also be there.
- Notification of Vacancy will be published in both Hindi and English in Local and National newspapers and on job web portal including JSLPS/Department's website
- Following Selection Tools will be applied for the SAU FTE Positions
  - Written test (to test relevant knowledge and comprehensive writing ability) .... 60%
  - Group Discussion (to test suitable team behavior) ... 10%
  - Personal Interview (to assess skills and experience matching with requirements) ... 30%
- Merit list of selected candidate along with waitlisted candidate will also be published
- Reservation norms, as applied in JSLPS Recruitment, will also be applied.

- Selection process, as mentioned in the JSLPS HR Policy, will be followed for the selection of the support positions (Computer operator, Driver, and Office Assistant) at state level
- These will be fixed term employee (FTE) positions of JSLPS purely on contractual basis. They will be contracted on the terms and conditions of JSLPS HR Policy.
- Initial contract period for the above positions may be for 3 years to be renewed on the basis of performance.
- Eligibility Criteria for SAU's Full Time Employees (FTEs) will be as follows:

Name of the Positions	Approved Eligibility Criteria
State Coordinator	PG Degree/Diploma in Rural Management, Social Work and similar qualifications; <b>Minimum work Exp. : 10 years</b> in relevant field
Social Audit Specialist (process)	PG Degree/Diploma in Rural Management <b>Minimum work Exp : 7 years</b> in relevant field
Social Audit Specialist (Capacity Building)	PG Degree/Diploma in Rural Management <b>Minimum work Exp : 7 years</b> in relevant field
Social Audit Specialist (MIS)	As Per JSLPS HR Policy for PM (MIS) Position
District Resource Person	Post Graduate or Graduate Degree with Minimum work Experience 4 or 6 years respectively in relevant field
Commuter Operator cum-Clerk	As Per JSLPS HR Policy for similar position
Driver	As Per JSLPS HR Policy for similar position
Office Assistant	As Per JSLPS HR Policy for similar position

- It was agreed to locate the DRPs in the DMMU or Sanjeevni Office of their respective Districts. Wherever, the same is not feasible some other space will be sought.
- It was also agreed to hire data entry operators or such other support personnel if the requirement of such manpower exceeds than that available through the said offices.
- Detail ToRs for all the positions is enclosed in the annexure 2.

#### **AGENDA No. 1 (b) Empanelment of Block Resource Persons (BRPs) and Village Resource Persons (VRPs) with SAU and their engagement for the year 2016-17**

##### **It was agreed that**

- Total 259 BRPs and 2200 VRPs will be empanelled for the year 2016-17. While empanelment of all the BRPs will be done in single phase for the year, empanelment of VRPs will be done in three phases of 732, 784 and 684 respectively as per the number of GPs to be audited.
- SAU may empanel more number of VRPs and BRPs than required, as may be decided by the CEO JSLPS, so that process of Social Audit is not affected even after attrition.
- Empanelment of BRPs will be at the state level while empanelment for VRPs will be done at the district level.
- Empanelment will be done through the process of written test, interview and village immersion being followed by JSLPS in the selection of Community Coordinator position
- Selection Tool that will be adopted for the selection of BRPs
  - Written Test (55%)
  - Village Immersion (45%) : 3-5 days process with structured task to assess their approach and suitability for the job

- Village stay (tagging with poor HH): During their village stay they will be tagged with one or more poor rural household with some assignment. The quality of the assignment and its presentation before the rural mass would also be used for selection
- Selection tool for VRPs will be their Application and Village immersion.
- Preparation of merit list will be done at District level in case of BRPs and VRP
- Pool to be created 1:3 ratio at least (as per availability of candidates)
- Minimum Education Qualification for the selection of BRP should be 10<sup>th</sup> Pass which may further be relaxed for women candidate. For VRPs education qualification will be literate.
- However, these cadres should be properly trained in all the technical and non technical aspects of Social Audits before they are positioned as BRP or VRP. It is important that they must undergo through a real social audit process under the guidance of State Resource Group (SRG) before they are engaged formally.
- The member from woman self help groups who already have displayed their leadership quality as Community Resource Person (CRP) may be given preference as BRP or VRP.
- Other prerequisites as mention in Social Audit Manual-2015 by MoRD for VRPs will also be followed.
- While it is the statutory requirement that VRPs and BRPs cannot do the social audit of the Gram Panchayat to which they belong, it should also be kept in mind that VRPs from the same village/panchayat should not be teamed in one Social Audit Team.
- BRPs should not be a resident of the Block he or she is assigned for.
- Jurisdiction of VRPs will be transferable to any block within their district and jurisdiction of BRP will be transferable to any block of the state as decided by the SAU. While transferring BRPs it may also be ensured that they should not be transferred to same block in which they normally reside.
- **Approved Empanelment Process (Block and Village Resource Persons)**
  - Application Management
    - Notification in Hindi in local newspaper
    - Application in simple format (Hindi)
    - Database creation at district level
  - *Selection Committee For application screening*
    - Under the guidance of SRG and State Nodal Officer – Social Audit, DPM-JSLPS would coordinate with the help of district level managers
  - *Selection Committee For selection*
    - Under the guidance of CEO-JSLPS State Nodal Person, SRG Group Member, HRD unit representative and concerned DPM will lead the process
- Policy for the empanelment and engagement of VRPs, BRPs and State Resource Group as agreed to is given in the annexure 3

## **AGENDA No. 2: Approval of Annual Action Plan for the financial year 2016-17**

**It was agreed that**

- Social audit will be done in 547 Gram panchayats as selected randomly using online 'Random Integer Generator', from all the 259 blocks of Jharkhand. No. of GPs in a block was identified as the basis to decide the number of Gram Panchayats to be selected from each block for Social Audit with minimum one not more than 4 GPs to be identified from each Block.
- SA will be done in following three phases
  - 08 Aug-27 Sept. (1<sup>st</sup> Phase) : 8 Districts, 103 Blocks and 183 GPs
  - 17 Nov to 2 January 2017 (2<sup>nd</sup> Phase): 8 Dist., 78 Blocks, 196 GPs
  - 17 Jan to 4 March 2017 (3<sup>rd</sup> Phase): 8 Dist., 78 Blocks, 171 GPs
  - Separate State level public Hearing will be done for each phase.
- Any change in the date of Social Audit calendar due to unavoidable circumstances will be brought to knowledge of Steering Committee, SAU.
- SRPs and DRPs will selected and placed by 15 July.
- BRPs will be empanelled by 05 June.
- BRPs will be trained by 04 July
- VRPs of first phase will be empanelled by 10 July and will be trained by 21 July .
- Panchayat wise detail calendar of the Social Audit is enclosed in the annexure 4
- Social Audit will be done for MGNREGS implementation in the year 2015-16.
- Social Audit of any schemes other than MGNREGS will be subject to proposal from the concerned authority and approval of the Steering Committee.

### AGENDA No. 3: Approval of the Annual Budget for the above action plan

It was agreed that

- Total Budget approved for the year 2016-17 is Rs. 415.30 lakh subject to adherence with the NRLM norms wherever applicable. CEO, JSLPS assured that such norms have been followed.

S.No	Particulars	Amount (Rs. In Lakh)
1	Social Audit, Public Hearing, Monitoring, Support and Documentation	164.77
2.	Capacity Building Cost of District Resource Persons, Block Resource Persons and Village Resource Persons	68.8
3	Total Institutional set up and recurring cost at state and district level	175.718
4.	State level consultation and Sharing Workshop	6
	<b>Total</b>	<b>415.2918</b>

### The detail breakups of the budget are

#### • Cost of Social Audit, Public Hearing and Documentation

S.No.	Particulars	Unit Description	Total Unit	Unit Cost	Amount (INR)	in lakh
1	Resource fee to VRPs @ 4 VRPs for 8 Days in GP	per day per person for	32	450	14400	0.144
2	Resource fee to BRPs @ 1 BRP per GP for 8 Days	per day per person	8	550	4400	0.044

S.No.	Particulars	Unit Description	Total Unit	Unit Cost	Amount (INR)	in lakh
3	Travel for BRPs and VRPs	per person	5	500	2500	0.025
4	<b>Total Cost of social Audit and Follow up for one GP</b>				21300	0.213
<b>A</b>	<b>Total Cost of Social Audit and follow up for 547 GPs</b>				<b>11629800</b>	<b>116.298</b>
	<b>District hearing</b>					
1	Resource fee to VRPs for 2 Days	per day per person	8	450	3600	0.036
2	Resource fee to BRPs for 2 Days	per day per person	2	550	1100	0.011
4	Miscellaneous (Tent, Mike, Food, water, Documents, etc.)	Lump-sum	1	10000	10000	0.1
5	Total Cost of District level Hearing				13900	0.139
<b>B</b>	<b>Total Cost of 24 District level Public hearing</b>				<b>333600</b>	<b>3.336</b>
C	Documentation, Video Graphy and MIS	10% of the total cost			<b>1198260</b>	11.9826
D	State level Public Hearing		3	300000	<b>900000</b>	9
	<b>Total cost for (A+B+C+D)</b>				<b>14080860</b>	<b>140.81</b>
<b>E</b>	<b>Monitoring and Support Cost (20% of SA and Public hearing cost) it includes SA Tool kits for each GP</b>				<b>2396520</b>	<b>23.9652</b>
	<b>TOTAL COST OF Conducting Social Audit, Public Hearings, Documentation and Monitoring</b>				<b>16477380</b>	<b>164.77</b>

• **Capacity Building Cost of District Resource Persons, Block Resource Persons and Village Resource Persons**

S.No.	Capacity Building	Unit Description	Total Unit	Unit Cost	Total Amount	Total Amount (in Lakh)
1	DRPs (@ 3 days residential training at State level	Per day per person	72	2000	144000	1.44
2	BRPs (@ 3 days residential training at District level. Unit cost of residential training at District level also includes Rs. 400 per day honorarium to be paid to BRPs	Per day per person	1295	1400 (Rs. 1000+Rs.400)	1813000	18.13
3	VRPs (@ 3 days residential training at block level. Unit cost of residential training at Block level also includes Rs. 300 per day honorarium to be paid to VRPs	Per day per person	6564	750 (Rs. 450 + Rs. 300)	4923000	49.23

S.No.	Capacity Building	Unit Description	Total Unit	Unit Cost	Total Amount	Total Amount (in Lakh)
	<b>Total Cost of Training</b>				<b>6880000</b>	<b>68.8</b>

- The cost norms of trainings, as approved in NRLM, will be applicable for social audit trainings also for different levels.
- Total Institutional cost to be proposed to MoRD for Special Financial Assistance for setting up of SAU over and above the 0.5% fund earmarked for Social Audit under MGNREGA**

S.No.	particulars	Unit Description	Total Unit	Unit Cost	Total Amount	Total Amount (in Lakh)
A	<b>State level institutional Cost</b>					
A1	<i>Human Resource (honorarium)</i>					
A1.1	State Coordinator	Per Month	1	95000	950000	9.5
A1.2	SA Experts	Per Month	3	65000	1950000	19.5
A1.3	Computer Operator	Per Month	2	25000	500000	5
A1.4	Driver	Per Month	1	12000	120000	1.2
A1.5	Office Assistant	Per Month	2	12000	240000	2.4
					<b>3760000</b>	<b>37.6</b>
A2	<i>State Resource Group consultancy Days (2 Days per Block per year)</i>	Per day of service	518	1000	<b>518000</b>	<b>5.18</b>
A3	<i>Different Allowances and Overheads for SRPs and SRGs</i>	Lump sum (10% of the honorarium)			<b>427800</b>	<b>4.278</b>
	<b>Total (A)</b>				<b>4705800</b>	<b>47.058</b>
B	<b>Recruitment Cost</b>					
B1	Cost of Recruitment (advertisement, application sorting, written test, GD and Personal Interview)	lump sum (10% of annual honorarium)			376000	3.76
B2	Induction cost	per position	33	10000	330000	3.3
	<b>Total (B)</b>				<b>706000</b>	<b>7.06</b>
C	<b>Office Set Up Cost</b>					
C1	Office Rent	Per month	10	50000	500000	5
C2	Computer (desktop unit)	Total Unit	2	50000	100000	1
C3	Laptops	Total Unit	4	70000	280000	2.8
C4	Printer cum Photocopier	Total Unit	1	90000	90000	0.9
C5	Office Refurbishment	lump sum	1	1000000	1000000	10
C6	Broadband Setup	Lump sum	1	100000	100000	1
C7	Miscellaneous overheads	Permonth	10	20000	200000	2

S.No.	particulars	Unit Description	Total Unit	Unit Cost	Total Amount	Total Amount (in Lakh)
	<b>Total ( C )</b>				<b>2270000</b>	<b>22.7</b>
D	<b>District level Institutional Cost</b>					
D1	Honorarium of DRPs	Per Person per Month	24	25000	7200000	72
D2	Different allowances, Overheads and incidentals (20% of the honorarium)				1440000	14.4
D3	Cost of Recruitment (advertisement, application sorting, Village immersion, GD and Personal Interview)	total positions	2500	500	1250000	12.5
	<b>Total (D)</b>					<b>98.9</b>
	<b>Total (A+B+C+D)</b>					<b>175.718</b>

- Part of the total institutional set up cost will be met from the Special Financial assistance fund of MoRD over and total fund earmarked for social audit (0.5% of the annual expenditure of the assessment financial year)

- State level consultation and sharing workshop.**

- Additionally, two state level sharing and consultation workshops are proposed. The cost of workshop is

S.No.	Particulars	Unit Description	Total Unit	Unit Cost	Amount (INR)	in lakh
1	<b>State Level Consultation and Sharing Workshops (@ 1 per six month)</b>		2	300000	600000	6

- Procurement policy of JSLPS will be applicable for the goods and services to be procured.
- It was also agreed that due economy would be exercised in procurements of equipment and manpower as well as conducting the social audit.

#### **AGENDA No. 4: Approval of the Proposal to be send to MoRD and State Government for requesting transfer of fund.**

It was agreed that

- Special Financial assistance fund, as created by MoRD, will be proposed to the MoRD as per the budget approved in the above agenda
- Difference in the total amount and 'Special Financial Assistance' cost shared by MoRD over and above the earmarked fund for Social Audit will be proposed to state government.

#### **AGENDA No. 5: Opening of Independent Bank Account for SAU.**



It was agreed that

- Two separate Bank Accounts will be opened for SAU. One for receiving fund from MoRD and State Government and other for depositing amounts decided to be recovered during Public Hearings of social audit findings.
- CEO, JSLPS is empowered to decide upon the signatories for both the bank accounts.

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*16/5/16*

**Principal Secretary,  
Rural Development Department,  
Govt. of Jharkhand**