

5TH Steering Committee Meeting Minutes

Social Audit Unit, Jharkhand

The 5th Steering Committee Meeting was held on 09th March 2018 at FFP building, Dhruwa, Ranchi. The Principal Secretary, Rural Development, chaired the meeting and following members of the Steering Committee participated in the meeting

1. Mr. Avinash Kumar, Principal Secretary, Rural Development Dept
2. Mr. Patitosh Upadhyay, Special Secretary cum CEO JSLI'S
3. Mr. Siddharth Tripathy, Commissioner MGNREGA
4. Mr. Narottam Moyal D&AG, EG-1
5. Mr. Jagdish Das D&AG, SSZLB
6. Mr. James Hetenj, Convenor MGNREGA Watch
7. Mr. Gurjeet Singh, State Coordinator, Social Audit Unit

The following participants from the Social Audit Unit team were also present:

1. Mr. Jay Kumar Verma, Social Audit Specialist- Process
2. Mr. Robert Antony, Social Audit Specialist- Capacity Building
3. Mr. Shiv Kumar Singh, Social Audit Specialist- MIS
4. Mr. Ujjwal Pahurkar, Consultant (SAU)

The State Coordinator, Social Audit Unit, Jharkhand, welcomed the participants and shared the agenda of the meeting by the permission of the Chair. According to the first agenda of the meeting, compliance of the 4th Steering Committee Meeting was shared with the members of the Steering Committee. The details of compliance shared in the meeting is as follows:

Agenda-1 Compliance of 4th Steering Committee Meeting

Agenda (4 th Steering Meeting)	Decisions in 4 th Steering Committee	Response to the Decisions
1 - Related to compliance of 3rd Steering Committee Meeting	a) Related to filling up the vacant post of two DRPs for SC/ ST category, it was decided that years of experience could be relaxed from 3 to 2 years and all other office vacant positions to be filled through approved recruitment process. b) Related to finalization of selection of CSO/CBO to engage in social audit process which was shared in the 3 rd Steering Committee. In the meeting it was decided that senior DAG be requested to be part of selection committee.	Vacancy has been advertised and applications for DRPs have been received Govt of India disapproved for engaging CBO/CSO with financial assistance from the budget of Social Audit. So engaging them on individual capacity is being planned.

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	<p>c) A decision was taken that a request letter to be sent to Principal Auditor General again to nominate one member to be part of selection committee of CSO/CBOs/Federation and District Social Audit Monitor for engaging them in social audit process .</p> <p>d) For selection of civil society for engaging them in social audit process, it was decided that in the blocks where SHG federation formed under NRLM exist they will be empanelled in the blocks where they are not present, CSOs involved with CFT work would be empanelled and in rest blocks CSOs would be empanelled by selection committee as decided in 3rd steering committee</p> <p>e) For Test audits, it was decided to form two teams led by Senior DRP Jagnarayan with best performing BRPS and VRPs and cover 5% GPs in current FY. The protocol for the same was approved. (Annexure 3, page no 11)</p>	<p>Since budget was not available and approval from MoRD was awaited, the selection of District Social Audit Monitors will be completed in the month of March-April, 2017 after confirmation of date from selection Committee members (CEO JSLPS, Pro. Ramesh Shai an and Senior DAG).</p> <p>Govt. of India (MoRD)disapproved for direct financial engagement Of CSOs from SAU budget</p> <p>Test audit in one panchayat has taken place and formats for the same has been prepared and analyzed, and in rest of panchayats it would be completed along with social audit calendar of FY 2018-2019</p>
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<p>Agenda Related Sharing updates of Social audits</p>	<p>2- to of of</p> <p>a) Related to conduct social audit in more panchayat other than panchayat included in calendar It was decided to send a letter from Minister of Rural Development to all 17 MPs, 81 MLAs and 24 Zila Parishad chairpersons for recommending 5, 2 and 1 panchayats respectively for social audits which are not notified in the calendar, so that the target of 2200 GPs can be covered too and the participation of these dignitaries can be ensured</p>	<p>Letter has been sent to MP, MLA and Zila Parishad for recommendation of panchayats for conducting social audit On this response recommendation from one Zila Parishad Chairperson has been received.</p>
<p>Agenda Related to approval of HR policy</p>	<p>-3 to of HR policy</p> <p>b) Sharing and approval of HR policy</p> <p>Decisions Taken: The HR policy for SAU as Proposed, approved</p> <p>2. It was decided that BRPs and VRPs also needs to be brought under insurance coverage as mentioned in HR policy. Principal Secretary RD suggested to work out the funds needed for payments of premium to insurance company and compare it with the expected fund expenditure, if it is paid as ex - gratia and then a decision can be taken on the option which is economically viable</p>	<p>HR policy adopted and in Practice</p> <p>1% Welfare fund needs to be made operation for ex gratia payment in case of medical needs, accidents and deaths as proposed. A separate bank account need to be opened</p> <p>Rajni Singh, VRP from Kolhan met an accident and was admitted in YMH in critical condition. The medical bills of approx 25000/ can be reimbursed if approved by steering committee.</p>
<p>Agenda Approval for State Level Positions as per MoRD, GOI, guidelines</p>	<p>4- for Level as per MoRD, GOI, guidelines</p> <p>Decisions Taken: The following State level positions has been approved as per MoRD, GOI guidelines. These post need to advertised and recruited as per MORD criteria and procedures along with ToR</p>	<p>Position has been advertised on dated in hindi and English newspapers and also published in website of JSLPS. The total applications related to: - Social Development Specialist</p>

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	<ul style="list-style-type: none"> • Social Development Specialist -1 (UR) • Social Audit Specialist. HR and Administration-1 (UR) • Social Audit Specialist-Evaluation and Documentation-1 (UR) <p>Two more positions Office Assistant- 1 (ST) and Office Cum Account Assistant -1 (UR) were advertised</p>	<p>-34</p> <ul style="list-style-type: none"> - Social Audit Specialist HR and Administration 35 - Social Audit Specialist-Evaluation and Documentation 26 <p>Total applications received for Office Assistant- 47 Office cum Account Assistant- 52</p> <p>There are 133 applications where at the top of envelope it is not mentioned applied for which post. Therefore, this figure regarding total application received may increase for different above mentioned positions.</p>
<p>Agenda- 5 Sharing and approval for protocols for Social Audit Monitors and Civil Society Engagement</p>	<ul style="list-style-type: none"> • The protocols for social audit Monitors and Civil Society Organisation engagement was presented and discussed. <p>Decision Taken :</p> <ul style="list-style-type: none"> • Approved as Proposed social audit monitors and for CSOs/CBOs) 	
<p>Agenda-6: Sharing of training strategies for SHG women</p>	<ul style="list-style-type: none"> • The training roll out strategy for training of 5660 SHG member as Community cadres for social audit as mandated by MORD was shared along with training calendar and the minutes of meeting for developing strategies, which was held on 14th September, 2017. <p>Decision Taken :</p> <ul style="list-style-type: none"> • It was decided that detailed 	<p>Altogether 4290 SHG/VRP trained till date, 13 batches remaining. More than 500 already engaged in SBM and MGNREGA audits</p> <p>Training Calendar has been</p>

	<p>strategy along with calendar, list of master trainers, selection criteria of participants and roll out plan will be prepared by SAU and put on file envisaging the future engagement of these community cadres in different processes of Social audit. A launch programme can also be designed for the same.</p>	<p>finalized and shared with NIRD/MoRD</p> <p>Master trainers has been identified among Block Resource Person and trained</p> <p>Coordination with DPM of JSLPS/BDOs/BPMs/Mukhiya has been established and also they participated and facilitated the inaugural session of training programme</p> <p>Grading of trained SHG members has been done and those who got "A" grade, have been engaged in social audit</p>
<p>Agenda-7: Village Monitoring Committee and Mazdoor Manch orientation strategy</p>	<ul style="list-style-type: none"> It was shared that during process of Social audits, Village Monitoring Committee and MGNREGA Majdoor Manch is being constituted. <p>Decision Taken</p> <ul style="list-style-type: none"> Decision to orient the VMCs and MMCs with available budgets allotted in approved Annual budget was taken with the support of empanelled CSO/CBOs and master trainers of SAU. MNREGA commissioner would send the letter for support at the block level regarding logistics. 	<p>One training programme has been organized in SIRD</p>
<p>Agenda- 8: Any other agenda by the permission of the chair</p>	<p><u>Related to Separate bank account for penalties deposited:</u> It was decided that a separate account will be opened at district level as mentioned in Audit of Scheme rules, 2011 and prescribed by MNREGA cell for recovered amount and for depositing the penalty amount a separate account will be opened at District level.</p> <p><u>Related to setting up the office at District Level:</u> State Coordinator informed that all districts had been requested to allot space For keeping office records and</p>	<p>Specific direction needs to be sent to districts</p> <p>It has been made available in</p>

258

documents related to Social audits. At present office space has been provided in 5 districts and the amount of Rs 25,000/ that has been sanctioned in annual budget could be provided for procurement of Office furniture and equipment and contingency money to run the office can be sanctioned

Related of office furniture.

It was decided to arrange for Office furniture as per JSLPS procurement norms and rates within allotted fund of Rs 25,000/ and a monthly contingency of Rs 500 was approved for all districts for Office expenses.

Related to Impact Study of Social Audit: It was mentioned that an impact study is required to analyze the impact of social audits in the state.

Related to Fund availability to SAU: State Coordinator mentioned that SAU has a liability of around one crore to pay to Resource persons at various levels. He informed that since MoRD, Govt of India has now mentioned in Master Circular to send the 0.5% of 6% directly to SAU. State MGNREGA cell is finding it difficult to fund it through their resources as requested by SAU.

Decision taken:

It was decided as suggested by Secretary RD that funds will be made available to SAU immediately as demanded, from revolving funds, which will be reimbursed by SAU, when they receive it from MoRD, Govt. Of India

State Coordinator informed about the ongoing Dialogue with Water

six districts. Furniture and equipment will be provided to these offices.

At the state level procurement has been done through SRC-JSLPS as per norms and rates. Similarly, for district level the same process would be followed

MoRD have not approved budget to conduct impact study

Rs. 1 Cr. made available by JSLPS for the payment and afterwards funds of Rs 4.37 cr (50% of 0.5%) received from MoRD and loan to JSLPS has been returned. Expenditure details has been sent to MoRD for release of rest installment

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269

	and Sanitation mission for social audit of ODF panchayats and completion of 150 Villages social audit of JTDS related Projects.	Social audit of watershed has been conducted in 120 locations Social audit of ODF panchayat will be completed by 31 st March, 2018 in first 50 panchayats Social audit of 150 Panchayat of JTDS has been completed and report has been shared with JTDS
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Agenda 1: Key decisions taken on compliance of 4th Steering Committee Meeting:

A) 1% Welfare fund for as discussed in last steering committee is approved out of total budget of SAU. It was also decided that there is need to take consent of MoRD by writing a letter for this clearly mentioning the rationale and need for it. Separate account for operating this account can be opened

B) State Coordinator informed that Rajni Singh, a VRP from Kolhan had met an accident during social audit and was admitted in YMII in critical condition. The medical bills of approx. 25000/ can be reimbursed .It was decided to take it as special case and reimburse the medical bills.

C) Regarding direction for separate account for depositing amount recovered as penalties imposed by jury members during public hearings under social audit, MGNREGA commissioner stated that there is already a guideline for an account to be opened at the block level and direction will be sent to deposit penalty amount in the same account and then the BDO is supposed to send it through RTGS to state account.

D)Queries related to engaging training SHG women: It was stated that trained SHG members who have got grade "A" has already been involved, and will also will be involved for social audit of new schemes It was decided that those who got grade "B" will be engaged on PDS and SBM as well.

E) State Co-coordinator informed that Gram panchayats are supposed to pay directly to SAU for social audit of FFC funds and this is causing a lot of delay despite several reminders by the department. It was decided to request Panchayat Raj department to issue letter to districts for ensuring depositing of the approved amount before start of social audit of FFC funds in next financial year.

Agenda 2: Updates of Social Audit:

The State Coordinator shared updates of Social Audit till date. He stated that till the end of the month February, 2018, total 1391 panchayats out of 1500 panchayats proposed under FY 2017-2018 have been covered and similar under FFC total 1349 panchayats covered out of 1500 panchayats Remaining panchayats will be covered in the month of March as per calendar. District wise

269

coverage for FY 2016-2017 & 2017-2018 has been shared (Annexure-6) It was also shared that in the FY 2016-2017, where audit of 534 panchayats was conducted total recovery amount recommended is Rs. 69578166, out of which recovery already ensured is Rs. 1413142

Social Audit Unit also received requests from different department and have covered 150 villages audit for Jharkhand Tribal Development Society, 11 Adarsh Gram Yojana and 1000 individual beneficiaries under Annuvini Yojna of Jharkhand State Schedule Case Development Corporation, 120 Projects under Integrated Watershed Management Programme have also been social audited. In addition, 50 ODF panchayats for Swachhh Bharat Mission (Rural) will be covered till by the end of March, 2018.

During the FY 2017 2018, Social Audit Unit has conducted special audit of 277 panchayats under MGNREGA on orders from the Chief Secretary, (all panchayats in Palamu and Garwah), the Commissioner, MGNREGA for 17 panchayats including Kasmar block specially for well in 15 panchayats, from MLA Shri Radha Krishna Kishore for Naudiha bazar, Palamu and request from the Honorable Minister Shri Randhir Singh (5 panchayats in Deoghar) and request from community for specific schemes (25 panchayats).

As decided in 3rd steering Committee meeting to conduct test audit of 5% panchayats of total panchayats social audited in the financial year. It was decided To strengthen the process of test audits based on pilot test audit conducted in one panchayat which was done for testing of tools and protocols. The budget provisions made in the proposed Annual budget for 2018-19 for this was approved.

It was informed that the 1st design of SAU website ,which is being developed, has been hosted with urlwww saujharkhand com(screen shot at annexure-8) It was decided to fix a Suitable date for launching this web, site once completed .

Agenda 3: Approval of annual budget

The annual budget of Rs. 9,76,91,215 was approved (details of budget in annexure-1) to be sent to MoRD for their suggestion and approval. Also the expenditure details for the financial year 2017-2018 have been shared for approval (Annexure -2).

Agenda 4: Sharing and Approval of future strategies and calendar

The detailed strategies for conducting social audit in the financial year 2018-2019 was shared along with date of conducting social audit in 7 phases under MGNREGA. The strategies and calendar was approved. The following are the strategies shared with the members of the Steering Committee: (details related to district wise coverage and dates in 7 phase are in annexure -3).

- Total 2136 panchayats will be covered
- These 2167 panchayats are being undertaken to conduct social audit which are not covered so far either in FY 2016-2017 or 2017-2018 or any special audit
- All the panchayats will be covered in maximum of 7 phases and each phase will be of 3 rounds
- Date of Block and District hearing will be included in the calendar

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265

- Garhwah and Palamu districts are not being covered in FY 2016-2017 because all the panchayats were covered either in previous two FY calendar (2016-2017 and 2017-2018) or under special audit. But social audit of 14th Finance Commission funds in panchayats of Garhwah and Palamu district where only social audits of MGNREGA has been conducted during special audit, will be covered in FY 2018-19.

Agenda 5: Other Issues to discuss

A. IIR Related issues: The following decisions are taken:

Salary Revision/Increment: The performance appraisal of all FTE personnel completing one year will be done as per designed process of SAU, and accordingly salary will be increased for FTE those who have completed one year of service under SAU. As per the decision of JSLPS executive committee for the same.

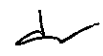
State Coordinator recommended for salary hike for peon from existing Rs.8000/- to Rs.10000 /as this is the rate quoted by the agency, so that this position can be filled immediately, which was approved.

It was also proposed that since scope of work is increasing for SAU, with new schemes coming under the ambit of social audit, the limited support staff has to paid incentives from funds made available by departments other than MGNREGA on administrative cost head to SAU. Principal Secretary RD cum Chairman Steering committee suggested to work out a frame work for the payment of this incentive based on the workload and available funds. CEO JSLPS was delegated to approve this framework.

Administrative Cost provision in other schemes: Under the budgetary provisions to conduct social audit of different departmental schemes, it is decided that provision of administrative cost of 2% - 10% of total budget will be charged from departments other than MGNREGA to provide incentives to the SAU support team on the basis of workload and performance to manage the social audit of schemes of other departments, bear administrative cost and for welfare funds for BRP and VRPs

Hiring Young Professional: State Coordinator raised the concern that there is necessity to hire two young professionals with soft skill to support in other schemes for timely reporting, they will be hired through a process approved by HR JSLPS for the period one year, and their contract can be extended as and when required on the basis of availability of funds from different departments. They will be hired @30,000 per month basis. The members of Steering Committee suggested that budgetary provisions for young professionals to be made while proposing the budget for social audits.

Insurance BRPs and VRPs: The decision was taken that BRPs and VRPs will not be covered under insurance from SAU. They will be covered under welfare fund under SAU for different types of causalities/health issues as defined under HR policy of SAU. It was also decided to get approval from cabinet for declaring BRPs and VRPs as govt staff during rounds to get suitable compensation and other benefits.



Performance Appraisal and Re-Empanelment of Block Resource Persons (BRPs) and Village Resource Persons (VRPs). State Coordinator shared that BRPs and VRPs have been empanelled for one year/ 2016-2017. There are many BRPs who have been empanelled have not been part of social audit still, because either they have join somewhere or not join to work as BRPs/VRPs. Therefore, given the situation and realizing it essential to appraise their work and performance, it was proposed to conduct their performance appraisal on knowledge, skill and attitude, who have completed one year to further continue conducting social audit. The parameter would be developed and those who do not score well 50% would be re trained and will be assigned the task as per their caliber. Steering Committee approved the process of performance appraisal and re-empanelment.

Travel claim rules by DRPs/BRPs/VRPs: In the line of approved interim HR policy travel claim rules for DRPs/BRPs/VRPs was shared with the Steering Committee members and it has been approved. (Annexure 7)

Payment Schedule framework: State Coordinator, SAU, shared payment framework of honorarium/vendor/TA/DA etc. with timeline with defined role of SAU personnel for timely payment. The Steering Committee suggested that first of all this need to be tried for one month to check its feasibility before final approval. (Annexure- 9)

Regulation of 50 BRPs as fixed term employee: State Coordinator, SAU, proposed to regularize 50 BRPs as fixed term employee as team leaders to undertake tasks of data uploading, follow up of ATR, training of Village Monitoring Committee and Mazdoor Manch, follow up and reminder to block officials for handing over copy of schemes of file. He pointed out that it will not have any extra financial load and would also ensure that SAU will be able to retain the core team who have experience and ability. It was decided to look into the provisions made by other states in this record and the guidelines from MoRD and then move it in file for approval with rationale.

Grievance Redressal and disciplinary Action Procedure: The protocol for grievance redressal and disciplinary action has been shared and approved. (Annexure-5)

Also it was suggested by the Steering Committee that Social Audit Unit should not work in a rigid bureaucratic set up for nature of work it is engaged with for smoothing functioning of Social Audit Unit, Jharkhand

B. Registration for independent social audit unit

State Coordinator informed that the approval of setting up of SAU within JSLPS was provided for two years and also shared that since the cabinet has also decided to set up a social audit Directorate which shall be responsible for social audit of all schemes, therefore, process for independent Social Audit Unit, can be initiated and further lead to State Social Audit legislature. Which is also in line with recommendations of C&AG task force notified as audit standards by MoRD GOI.

The proposal was approved by the Steering Committee.

C. Protocol for special audit and special and state level hearing;

It was shared in the meeting that there are various request from different sections of the committee/elected representatives regarding special social audit, therefore, it is necessary to maintain its sanctity and seriousness of the

E. National Workshop

A national workshop was proposed in the meeting for cross learning, sharing of experiences and motivating SAU Jharkhand team by inviting participants from other state's Social Audit Unit along with involvement of MoRD and NIRD in FY-2018-2019 (in the month of September-October, 2018). The proposal was approved.

F. Office Space for staff and storage

It was stated that SAU requires office space for storage of documents and for sitting of staff for smooth functioning of Social Audit Unit. The Principal Secretary cum Chairperson of the Steering Committee promised to look into this matter personally

G. Hiring of agency for 14th Finance Commission (FFC) social audit for data entry

Since there is no MIS available for entry of social audit findings for FFC social audits, therefore, data screen for online entry can be developed and for this IT company with experience can be hired for entry of social audit findings. This proposal was approved.

The Steering Committee also took decision that all the amendments in protocol that will be done to improve the quality of social audits from time-to-time will be acceptable.

The meeting ended with the vote of thanks by the State Coordinator.

Avinash Kumar



(Principal Secretary)
Rural Development Department