

Minutes of the 7th Steering Committee Meeting
Social Audit Unit, Government of Jharkhand

The 7th Steering Committee Meeting was held on 28th May, 2019 at FFP building Dhurwa, Ranchi, under the Chairpersonship of the Principal Secretary, Department of Rural Development, Govt of Jharkhand. In this meeting following member and SAU team were present:

1. Mr. Avinash Kumar, Principal Secretary, Department of Rural Development
2. Mr. Paritosh Upadhyay, Special Secretary cum CEO JSLPS
3. Mr. Sidharth Tripathy, Commissioner, MGNGREGA
4. Mr. Faizan Ahmad, D.A.G
5. Mr. Rangnath Tiwary, Under Secretary, Department of Planning cum Finance
6. Mr. James Herenz, Convener, Jharkhand NREGA Watch
7. Mr. Kamlesh Kumar Srivastava, Audit Officer
8. Mr. Gurjeet Singh, State Coordinator, Social Audit Unit

The following participants from the Social Audit Unit participated as invitees

1. Mr. Robert Antony, Social Audit Specialist – Capacity Building
2. Mr. Ujjwal Pahurkar, Social Development Specialist
3. Mr. Shiv Kumar Singh, Social Audit Specialist- MIS
4. Ms. Nabanita Das Mishra, Social Audit Specialist- HR
5. Mr. Jay Kumar Verma, Social Audit Specialist- Process
6. Mr. Sandeep Surin, Programme Executive
7. Mr. Saheb Yadav, Programme Executive
8. Mr. Aftab Alam, Accountant

The State Coordinator, SAU welcomed the participants and shared the following agenda of the meeting with the permission of the Chair

1. Compliance of 6th Steering Committee Meeting
2. Updates on Social Audit Functions/ Programme
3. Approval of SAU Annual Budget and Notification of Social Audit Calendar 2019-20
4. Registration of Social Audit Unit
5. New Office Set-up / Account Operation
6. Approval for State Fund for Social Audit Unit Function
7. Other Scheme Audits
8. Welfare Fund
9. Annual Training Plan
10. Any other issues by permission of the chair

Agenda-1 Compliance on action points from 6th Steering Committee Meeting

S.No	Agenda (6 th Steering Meeting)	Key Decisions on Compliance of 6 th Steering Committee	Response to the Decisions
1	Agenda 1: Key decisions taken on compliance of 5 th Steering Committee Meeting	1.2 (C) MGNREGA Cell has to send a reminder letter to all district regarding maintenance of separate account for recovery amount on penalties:	A reminder letter has been sent to Districts. A letter has also been sent to MoRD for guidance regarding

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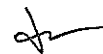
			use of this amount
1.1		1.3 (D) Engaging trained SHG member in social audit process	Total 358 members out of 4223 SHG members trained has been engaged so far. Further, meeting with SHG members are being organized to engage more and more SHG members in other schemes.
1.2		1.4 (E) Related to Payment of social audit under FFC: Decision was taken to send a request letter to Panchayati Raj Department to issue letter to districts	A request letter has been sent to Panchayati Raj Department. out of 1500 panchayats audited under FFC. Funds have been received from 577 out of 1477 audited GPs
1.3		1.6 Empanelment of District Monitors for monitoring social audit	Meeting of the committee members held on 7 th Jan- and based on it the comparative statement is attached for approval. Annexure -1
1.4		5.5 Hiring of Programme Executives	2 Programme Executives has been hired, one from General Category and another from ST category as per reservation roster of the State Govt. of Jharkhand)
1.5		5.8 Payment Schedule framework	The framework is going on under experimental basis but delays are still happening due to lack of staff
1.6		5.10 Related to Recruitment of 50 BRPs	Advertisement has published and total 497 applications were received. Scrutiny for application has done, and written/technical test is proposed on 5 th June, 2019
2	Agenda 2: Updates of Social Audit Units	A reminder letter to MP/MLA/ZilaParishand members for recommendation of panchayat for social audit	The letter was sent in last year. In this FY a notified calendar will be shared with all.
3	Agenda 3: Sharing of Draft By-Laws for SAU registration vis-à-vis decision on inclusion of new member in Governing Body	Sharing of By-Laws to the Steering Committee members for their suggestions	By-Laws have been shared with the Steering Committee Members, suggestions incorporated. Legal opinion has been taken and modified the by-laws as per their suggestions.
4	Agenda 4: Approval for drafting for HR policy, Procurement Policy and Finance Policy vis-à-vis committee for drafting policies	To share it with members of Steering Committee for their comments and suggestions.	HR policy draft proposed to be adapted after Registration of Society. Annexure -2



5	Agenda 5: Approval for budget revision and heads as per need and current expenditure status and increase in salary as per fitment, experiences and increase in salary based on DA revision of FTE	There is need to justify and rationalize while rearrangement of budgetary heads and normally the adjustment of 10-20% SAU FTE will be eligible for increase in salary as revision of DA as per decision of EC, JSLPS and FTE be paid as per their fitment based on experience as per JSLPS norms	Working sheet is completed and arrears are added in next year budget Assessment of all FTEs are complete and performance based incentives are being worked out as per JSLPS
6	Other Agenda and Discussion Points Agenda 6:Regarding Separate Independent ATR review Committee	Committee for ATR review: Approval that committee will be state level and State Coordinator to propose names from CSO, Academics, PAG and Media representatives	State Coordinator had proposed the name in file and has been approved
7	Agenda 7: Record Maintenance and Report writing	Capacity building initiatives to be taken with support of C&AG	A synergy workshop organized with C & AG on the same. Workshop report is attached Annexure -3
8	Agenda 8: Tab based initiatives	Flavour of people centric mass based social audit approach should not be compromised Two persons from SAU one state level expert and another field level person to visit Andhra Pradesh to review in context of Jharkhand	Two persons from State Mr. Shiv Kumar Singh (Social Audit Specialist- MIS) and Mr. Sushil Das visited Andhra Pradesh for Exposure visit report attached Annexure -4
9	Agenda 9: Regarding suggestions to Strengthen State level hearing	An email to send to member of the Steering Committee for feedback	An email has sent to all member of the Steering Committee. Suggestions for an annual press conference with PAG suggested after state hearing Fixed timeslot for each district suggested.
10	Suggestions from the Steering Committee	Organize a workshop with member of the Steering Committee to share the current practices and process of social audit at present and seek suggestions	A synergy workshop has organized in the office of C & AG on the same. Minutes of meeting is attached with suggestions



		<p>Need to asses risk factor during social audit process</p>	<p>Risk factors assessed so far: <u>Incorrect /incomplete in formation:</u> Test Audit has been conducted to check <u>Uncertainty in capabability to facilitate social audit:</u> Regular capacity building and assessment of team are being done <u>To identify non-compliance of issues:</u> Review of ATR at district level <u>To put the system in place:</u> Gram Sabha/Public Hearing are being organized and implementing agency has to respond on the systemic issues/gaps emerged and decisions are being taken to address the issues <u>To workout social audit plan:</u> Yearly plan for facilitating social audit has are developed for MGNREGA <u>Threat to Social Audit team:</u> Police are informed to reduce the threat</p>
		<p>There is need a State level Manual and guidelines for facilitating social audit capturing highlights of previous social audit experiences, working note and check list</p>	<p>Development of Manual is under process</p>
		<p>State level hearing should be widely publicized along with press briefing on latter</p>	<p>Process will be followed in next State level hearing</p>
		<p>Quality of social audit process and record maintaining should always focus otherwise unit may face stiff challenges in future</p> <p>State level hearing should be time bound and time slot for each district should be fixed</p>	<p>District Monitor to be empaneled to check the quality of process and report , Fixed BRP will be depute in two panchayat to control the quality along with DRP to monitor the quality control.</p> <p>Next date for State Hearing for two years can be finalized</p>



The following decisions were taken on compliance of 6th Steering Committee Meeting:

- a) Social Audit of FFC will be done in future only when the Payments is received as advance to SAU. A reminder letter for the dues to be sent to PR department.
- b) It was felt that Synergy Meeting with C&AG office is required at least once in a year for greater learning and strengthening of the process
- c) Performance based incentives to all FTEs who have completed One year of term with SAU to be given after assessment as per JSLPS HR norms, The increment in salaries to be given with arrears after recommendation of committee formed by Executive Committee of JSLPS is approved.
- d) Since Social Audit Process itself is a community level process where all reports are mandatorily laid before Gram Sabha and in subsequent hearings ,so holding an annual Press Conference to share the report as done by P&AG is not essential.
- e) Tab based initiative to be initiated with NSAP schemes on experimental basis. MGNREGA Commissioner to provide TABs available with planning cell on request
- f) MNREGA Commissioner, and DAG to sit with SAU to finalize list of District Monitors.

Agenda – 2 Updates on Social Audit Functions/ Programme

The State Coordinator, SAU shared the updates of social audit of financial Year 2018-2019. He stated that total 2136 panchayats were notified, out of that 1874 panchayats were covered. The remaining 174 panchayats could not be covered due to Model code of conduct for Lok Sabha elections in 88 Gram Panchayats there was no expenditure in panchayats. He informed that 101 GPs will be covered from 26th May to 3rd June, 2019 and remaining 73 panchayats shall be covered in notification of Social audit calendar for 2019-2020.

Additionally, he shared that for Social calendar year 2017-2018 and 2018-2019 total panchayats uploaded on MIS are 1338 out of 1740 and 687 out of 1874 respectively but MGNREGA functionaries have not begun the uploading of ATRs at Block and District level and it needs to be expedited.

The state hearing was held for the year 2016-2017 and covered 12 districts during the hearing, and the state level hearing of remaining 12 district are pending for the same year. Also State level hearing for 2017-2018 and 2018-2019 are pending.

The Steering Committee decided to conduct state hearing of two financial year of social audit at the same time to clear the backlog.

Agenda -3 Approval of SAU Annual Budget and Notification of Social Audit Calendar 2019-20

a) Approval of Budget:

The State Coordinator shared financial expenditure details of FY 2018-2019. He reported that that total expenditure incurred in last financial year was of Rs. 8, 10,11, 960 out of approved budget of Rs9,76,91,215 Further, he proposed the annual budget of Rs. 9,89,35,938.50. for the FY 2019-2020 **(Annexure -5) The Annual Budget as Proposed was approved by the Steering Committee**

b) Approval of Social Audit Calendar

The strategy for facilitating social audit for FY 2019-20 was shared in the meeting. As per the strategy total 2252 panchayats shall be covered in 6 different phases and each phase will be of 3 rounds (one round of 7 days covering one panchayat) starting on 7th June, 2019





Total 2252 Gram Panchayats were proposed for social audit for the FY 2019-2020. In this year social audit shall be facilitated for all the schemes of FY 2016-2017, 2017-2018 and 2018-2019, if it was not covered in earlier audits. He also stated that this will help to reduce the engagement time of functionaries and also will be financially viable. The number of Resource Persons shall be deployed based on number of schemes and number of laborers to be verified during the social audit process. **(Annexure-6)**

The chairperson pointed out that since this year state election is also going to be held so he suggested not to plan social audit between October and November, 2019. The State Coordinator stated that it has been kept in mind while finalizing the calendar.

The Steering Committee approved proposed strategies for facilitating social audit and calendar for the FY 2019-2020 for notification.

c) Approval of Test Audit Calendar

The Proposal for Test audit of 108 GPs in the FY 2019-20 as per earlier decision in the Steering Committee for quality was approved by the Steering Committee.

Agenda - 4 Registration of Social Audit Unit

The members were informed that By-Laws for the registration of SAU as a separate society has been revised after taking legal suggestion from Department of Law. Further, the State Coordinator stated that three members from CSOs needs to be nominated as members of Governing Board. The State Coordinator proposed that these three representatives needs to be from different stream i) Academic/ Research Institutions ii) CSO representatives working on MGNREGA iii) State Employment Guarantee Council.

The Steering Committee approved the proposal and the Chairperson suggested to propose the name from these streams for approval in file.

Agenda -5 New Office Set-up / Account Operation

It was informed to the members that three rooms have been allotted for SAU IN Nagar Prasashan Bhawan and renovation work by building department is underway.

MNREGA Commissioner appreciated the efforts of SAU in this regard and hoped that all necessary furniture, fixtures and storage facilities will be arranged from different heads for effective functioning of the unit. State Coordinator informed that Proposal for the same has been included in both MoRD For establishing Social audit unit as an independent entity as per Audit of Scheme Rules 2011 with administrative and financial autonomy, The State Coordinator proposed the signatories for fund operation in the bank account M/S JSLPS SOCIAL AUDIT UNIT and also file movement process as per **annexure-7** CEO JSLPS stated that similar process is being followed in different projects of JSLPS.

The File Movement Process and Account Operation Process as Proposed was approved

Agenda - 6 Approvals for State Fund for Social Audit Unit Function

The State Coordinator shared that the State Government has sanctioned Rs. 1 crore for social audit unit as per budget proposal 42 C.3 for Social audit unit administration under head 2505 . The Chairperson suggested that this fund should be utilized for strengthening of social audit unit's functions and shall not be used for facilitating social audit of schemes of other departments. He suggested to equip state and District offices with Fixtures and Appliances for better functioning.

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State Coordinator stated that around 40 lakhs have been proposed to strengthen state and district office, 16 lakhs for social audit team kits and appliances, 15 lakhs for five staff needed for better functioning, 25 lakhs for thematic audit of MGNREGA, and VMC Orientation for concurrent audits and strengthening labor forums and 4 lakhs for documentation has been proposed as **annexture-8** for expenditure from this fund.

It was decided that SAU shall prepare a file for this and send it to Planning authorized Committee for approval of the same

Agenda - 7 Other Schemes Audits

It was shared that Social Audit Unit have facilitated social audit of Mid-Day Meal covering 1251 schools, Samagra Shiksha Abhiyan 1252 schools, PMGY- G(Rural) 39 GPs and PMGY - U(Urban) for 1500 households in the previous financial year.

In the current financial year Social Audit of National Health Mission has started from 25th May, 2019, on the request of Health and Family welfare department in 80 panchayats across 5 districts in the State. In Addition to that, the State Coordinator shared that Social Audit Unit has received request from three Departments, Department of Public Distribution and Consumer Affairs, Department of Women, Child Development & Social Security and Department of Labour, Employment and Training to facilitate social audit of Schemes related to Building and Construction Workers, PDS, ICDS and NSAP

The Chairperson instructed to prepare a note for approval in the cabinet with Key processes, standards and non-negotiable for Social audit clearly mentioned, for authorizing SAU, Jharkhand for Social audit of any scheme. This will be helpful for other departments as well, they will not have to go to cabinet separately for approval

Agenda - 8 Welfare Fund

It was shared in the meeting that in FY 2018-2019, Social Audit Unit, reimbursed amount of Rs. 60,685 to BRPs/VRPs as Medical bills given the current norms of payment of ex-gratia, it was proposed to increase the limit of amount for illness payment to BRPs/VRPs during social audit rounds from Rs 2000. To 5000/, hospitalization cost from 10,000. To 25,000/, Permanent disability and accidental deaths to 5 lakhs and Rs 10 lakhs if an empanelled resource person is murdered during work.

The Proposal was approved by the steering committee with a note of caution by Chairperson that this should not form a basis of discontent in other units, The State coordinator clarified that the process involves life threats to the unit members and this gesture is a source of strength for them to work with full dedication

The State Coordinator also sought approval from the Steering Committee for reimbursement of Medical bills of Ms Babita Sinha, Ex-Social Audit Specialist- Evaluation and Documentation as she was not insured due to communication gaps and had to incur expenditure on treatment of Dengue, for amount of Rs 50,000/. **The amount was approved to be reimbursed and it was decided to have a clear cut policy frame work for all such kind of probable cases .**

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Agenda: 9 Annual Training Plan

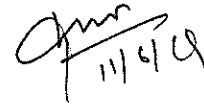
Total 26 training batches training was shared in the meeting in collaboration with IPH Namkum and SIRD on various thematic areas such as health, computer literacy, technical training to social auditors, MIS, PDS, ICDS, pension schemes etc to facilitate social audit of schemes of other departments with only travel expenses to be borne by SAU. **The Steering Committee approved the training plan.**

Agenda: 10 Any other issues by permission of the chair

The Chairperson stated that department are receiving complains basically of three types a) Allegations on particular Functionaries or PRIs b) General complain without specification c) Specific with name of panchayat along with name of schemes. Given the situation, complains where social audit has been facilitated then these complain will be dropped and action taken report shall be attached as the redressal of these complains. In case, where social audit has not been conducted in those areas then such complain will be transferred to Social Audit Unit to facilitate social audit and seek action taken report from concerned officer

The Steering Committee also suggested to Social Audit Unit to keep strict watch on social audit teams for any kind of compromise in discharging their duty while facilitating social audit in panchayats , The State Coordinator mentioned that Grievance Redressal Committee is active and Regular meetings are being held to deal with such complains and strict action have been initiated in 25 cases.

The meeting ended with Vote of Thanks given by the State Coordinator, SAU



(Avinash Kumar)
Principal Secretary
Department of Rural Development
Government of Jharkhand