

SOCIAL AUDIT REPORT

Financial Year _____

1st /2nd round of Social Audit _____

(ENGLISH)

MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY

Name of the District _____,

Name of the C&RD Block _____,

Name of the G.S.Circle _____,

Name of the VEC _____.

SOIAL AUDIT REPORT

1	Name of the State	
2	Name of the District	
3	Name of C & RD Block	
4	Name of AEC	
5	Name of the VEC	
6	Date of Social Audit: (DD/MM/YY)	
7	Social Audit Period	
8	Financial year covered under Social Audit	

Name of VEC _____

Name of C&RD Block: _____

VEC Profile										
Sl.No	Category wise Job Card Holders	Total No. of Job Card Application Received	Total No. of Job Card issued	Total No. of Job Card Application Received (previous financial year)	Total No. of Job Card issued (previous financial year)	Total No. of Active Job Card Holders	Total No. of H.Hs completed 100 days	No. of people/ HHs applied for Job Card during the process of Social Audit	Total No. of Population	Total No. of Households (H.Hs)
1.1	ST families									
2.2	SC families									
3.3	BC families									
4.4	Others									
5.5	Total									

COMMITTEES IN THE VEC:-

NAME OF THE COMMITTEES	YES/NO	MEMBERS	DESIGNATION (PRESIDENT/SECRETARY/MEMBER/OTHERS)	REMARKS/OBSERVATIONS
<i>VEC [Village Employment Council] Executive Committee</i>				

<i>PEIC [Programme Executive and Implementation Committee]</i>				
<i>VEC Procurement Committee</i>				

*Vigilance Monitoring
Committee*

*Village Monitoring
Committee*

Document verification at the office of the PO /BDO and at the VEC level:

Sl.No.	Name of the Books of Records	Remarks and Observations
1.1	Labour Budget	
1.2	Annual Action Plan (APP)	
1.3	Shelf of works	
1.4	Administrative Sanction	
1.5	Technical Sanction	
1.6	Work/Technical Estimate	
1.7	Work order	
1.8	Work Commencement Order	
1.9	Muster Rolls (details of nos. wages paid,etc)	
1.10	Wage List	

1.11	Voucher Folders (Bills and Vouchers)	
1.12	Measurement book	
1.13	Register -I(part A , B, C&D). Register for Job Card Application, Job Card Registration, Job Card Issue and House Hold Employment Reports. [printed from the MIS].	
1.14	Register – II Register for:- <input type="checkbox"/> Gram Sabha (Meeting) - Minutes, Resolutions and Prioritized List of Works.	
1.15	Register – III. Register For:- <input type="checkbox"/> Demand For Work <input type="checkbox"/> Allocation of Work <input type="checkbox"/> Payment of Wages Register.	
1.16	Register –IV Register for work [printed from the MIS].	
1.17	Register – V - Fixed Asset Register (A& B). [printed from the MIS].	

1.18	Register – VI- Complaint Register.	
1.19	Register – VII- Material Register. [printed from the MIS].	
1.20	Stock Register	
1.21	Cash Book and Ledger	
1.22	Bank Reconciliation Statement	
1.23	Bank Pass Book	
1.24	VMC Report	
1.25	VEC Audit Report	
1.26	Work completion report /work completion Certificate	
1.27	Others (if any)	

Document Verification from the JCHs/Wage Seekers:-

<i>Sl.No.</i>	<i>Name of the Books of Records/Documents</i>	<i>Remarks and Observations</i>
<i>2.1</i>	<i>Job Card & Job Card Application Receipt</i>	
<i>2.2</i>	<i>Work demand Application Receipt</i>	
<i>2.3</i>	<i>Wage Slip Receipt</i>	
<i>2.4</i>	<i>Bank pass book</i>	
<i>2.5</i>	<i>Complain receipt/ Grievance Receipt</i>	
<i>2.6</i>	<i>Others (if any)</i>	

SCHEME WISE FORMAT

1	TOTAL WORK DETAILS (FINDING ISSUES ON SOCIAL AUDIT)		ASSESING YEAR	PREVIOUS YEARS
1.1	Total Number of Works Passed by VEC			
1.2	Total Number of Works Sanctioned by DPC			
1.3	Total Number of Work Completed			
1.4	Total estimated sanctioned amount of completed work (in lakhs)			
1.5	Total Amount Spend	1.Wage Component		
		2.Material Component		
1.6	Total Amount Balance	1.Wage Component		
		2.Material Component		
1.7	Total financial target achieved / total actual expenditure			
1.8	Total Ongoing Works			

LIST OF INDIVIDUAL BENEFICIARIES

Name of VEC:

Sl. No	Name of Beneficiary	Name of ward/Locality	Gender	Name of the work sanctioned and received	Social Status (SC/ST /MBC/OBC/Others)	Occupation	Economic Status [very poor/poor/medium /rich)
1							
2							
3							
4							
5							
6							
7							
8							

DOOR TO DOOR VISITS/INTERACTION/VERIFICATION

[For HHs (i). not registered in the scheme, & (ii) HHs registered and not working in MGNREGS; HHs available in the MIS format 3 & 4 need not be verify in this form]

Note: Ki DRP kin pynbiang ia ki katkum kum ka jingdon jong ki Longiing ha Shnong (lada dang donkam shuh).

Sl. No	Name of the HHs/Job Card Number.	PO/Bank A/C Number	Date of demand for work	Date of allotment of work	Complaints/grievances under MGNREGA	Signature
1						
2						
3						
4						
5						
6						
7						

MEASURES USED FOR WIDELY PUBLICITY FOR MGNREGA SOCIAL AUDIT AT GP LEVEL

Name of VEC:

Sl. No	Means of Publicity	Remarks
1	Radio	
2	Local News paper	
3	Wall writing	
4	Banners/Posters	
5	Announcement [PA System or Manual]	
6	Notice	
7	Others	

SOCIAL AUDIT CHECK LIST AND MANAGEMENT INFORMATION SYSTEM (MIS)

Checklist that should be filled by every social audit team		
Question name	Options	Comments [In numerical and words]
Job Cards		
Are job cards with people?	Yes / Mostly / Some / No	
Are job cards updated?	Yes / Mostly / Some / No	
Have job cards been renewed?	Yes / Mostly / Some / No	
Work & Wages		
Is there a process to register demand and give receipts?	Yes / No	
Are muster rolls maintained in the worksite?	Yes / Mostly / Some / No	
Is compensation paid for delayed payment of wages?	Yes / No / Sometimes / Not applicable	
Is unemployment allowance paid for non-provision of work within 15 days	Yes / No / Sometimes / Not applicable	
Are wage slips given to people?	Yes / No	
Is Rozgar Diwas was held every month?	Yes / No (If yes, give date when it was last held)	
Transparency & Accountability		
Have citizen information boards been erected for community works	Yes / Most works / Some works / No	
Have citizen information boards been erected for individual and household works	Yes / Most works / Some works / No	
Have 'Wall writings' been done in the panchayati	Yes / No	
Is there a grievance redressal process	Yes / No	

Record Maintenance	Yes / No	
Are the seven registers being maintained at the gram panchayat level	Yes / No	
Gram Sabha related		
Date of the last gram sabha	Date	
Number of people who attended the last labour budget gram sabha	Numeric	
Did the gram sabha approve a prioritized list of projects to be taken up under MGNREGS?	Yes / No	
If yes to previous question, were the works taken up as per the priority?	Yes / Mostly / Some / No	
Worksite facilities		
Is drinking water provided at the worksite	Yes / Mostly / Some / No	
Is chaya / shade provided at the worksite	Yes / Mostly / Some / No	
Is first-aid kit available in the worksite	Yes / Mostly / Some / Mo No	
Is a woman worker been appointed in places with more than 5 children?	Yes / Mostly / Some / No / Not applicable	
Personnel and Training		
Have all mates been selected through gram sabha / state norms?	Yes / Mostly / Some / No	
Have mates been trained?	Yes / Mostly / Some / No	
Is there adequate manpower to implement MGNREGA at panchayat level?	Yes / No	
Is there a person in charge of MGNREGS at the panchayat level (not holding additional charge)?	Yes / No	
Are the personnel in charge of MGNREGS at the panchayat level been trained?	Yes / Mostly / Some / No	
Does the gram panchayat have adequate technical support personnel?	Yes / No	

Social Audit Report

Name of VEC: _____

Date of Social Audit : _____

A. Registration of Households, (ii) Renewal of Job Cards , (iii) Issue of Job Cards, (iv) Books of Records – Registers and Documents :-

Sl. No	Issues/Observation	Verification report of social audit team	Decision and Action taken during the Gram Sabha/ VEC social audit meeting	Comments from Panel /Observer /Presiding Officer during the social audit public hearing

Signature of Chairperson of VEC

Signature of Observer

Signature of Presiding Officer

Signature of DSARP,MSSAT

B. (i) Selection of Work , (ii) Selection of location of work,(iii) demand of work, (iv) allotment of work, (v) implementation and execution of work (vi) measurement of work, (vii) quality of work (viii) utility of work.

Sl. No	Issues/Observation	Verification report of social audit team	Decision and Action taken during the Gram Sabha/ VEC social audit meeting	Comments from Panel /Observer /Presiding Officer during the social audit public hearing

Signature of Chairperson of VEC

Signature of Observer

Signature of Presiding Officer

Signature of DSARP,MSSAT

C. Wage Payment

Sl. No	Issues/Observation	Verification report of social audit team	Decision and Action taken during the Gram Sabha/ VEC social audit meeting	Comments from Panel /Observer /Presiding Officer during the social audit public hearing

Signature of Chairperson of VEC

Signature of Observer

Signature of Presiding Officer

Signature of DSARP, MSSAT

D.Worksite Facilities – Provision of First Aid Box/Creche/Shade/Drinking Water

Sl. No	Issues/Observation	Verification report of social audit team	Decision and Action taken during the Gram Sabha/ VEC social audit meeting	Comments from Panel /Observer /Presiding Officer during the social audit public hearing

Signature of Chairperson of VEC

Signature of Observer

Signature of Presiding Officer

Signature of DSARP,MSSAT

E.Grievance, Accident Compensation, Transparency & Accountability.

Sl. No	Issues/Observation	Verification report of social audit team	Decision and Action taken during the Gram Sabha/ VEC social audit meeting	Comments from Panel /Observer /Presiding Officer during the social audit public hearing

Signature of Chairperson of VEC

Signature of Observer

Signature of Presiding Officer

Signature of DSARP,MSSAT

NAME OF THE DISTRICT:

NAME OF THE C&RD BLOCK:

NAME OF THE VEC:

NAME OF THE CHAIRPERSON:

PROCEEDING OF THE SOCIAL AUDIT MEETING HELD ON THE _____

Name and Signature of the Chairman/President of the VEC:

Name and Signature of the Secretary of the VEC:

Name, Designation and Signature of the Observer:

Name and Signatures of the Social Audit Team (SRP/DRP/BRP/VRP):

ATTENDANCE SHEET

Name of the VEC:-

Period of Social Audit:

Date of Social Audit Meeting:-

Sl.No	Name of Job Card Holder	Job Card No.	Signature

Sl.No	Name of Job Card Holder	Job Card No.	Signature

Name and Signature of the Chairman/President of the VEC:

Name and Signature of the Secretary of the VEC:

Name, Designation and Signature of the Observer:

Name and Signatures of the Social Audit Team (SRP/DRP/BRP/VRP):

NAME OF THE DISTRICT:

NAME OF THE C&RD BLOCK:

NAME OF THE VEC:

NAME OF THE CHAIRPERSON:

PROCEEDING OF THE SOCIAL AUDIT SOCIAL AUDIT PUBLIC HEARING HELD ON THE

Name and Signature of the Chairman/President of the VEC:

Name and Signature of the Secretary of the VEC:

Name, Designation and Signature of the Observer:

Name and Signatures of the Social Audit Team (SRP/DRP/BRP/VRP):

ATTENDANCE SHEET

Name of the VEC:-

Period of Social Audit:

Date of Social Audit Public Hearing Meeting:-

Sl.No	Name of Job Card Holder	Job Card No.	Signature

Social Audit Basic Information Entry

Name of the State: _____

Name of District	Name of Block	Name of Gram Panchayat
<input type="text"/>	<input type="text"/>	<input type="text"/>
SA Process Start Date	SA Process End Date	SA Gram Sabha Date
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
SA Period From Date	SA Period To Date	SA Public Hearing Date
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Wage Expenditure (Unskilled + Skilled) (A)	Material Expenditure (B)	Total Expenditure (C = A+B)
Rs. <input type="text"/>	Rs. <input type="text"/>	Rs. <input type="text"/>
Wage Records Given by Implementing Agency	Material Records Given by Implementing Agency	Total Records Given by Implementing Agency
Rs. <input type="text"/>	Rs. <input type="text"/>	Rs. <input type="text"/>
Total Number of Works	Number of Works Verified	People participated in Gram Sabha
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Households Worked	Total Households Verified	Independent Observer Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Independent Observer	Independent Observer Name	
Yes / No <input type="text"/>	<input type="text"/>	

Details of social audit team participated in the Social Audit

S.No	Name	Mobile	Email Address	Designation
1				
2				
3				
4				
5				

S.No	Name	Mobile	Email Address	Designation
6				
7				
8				
9				
10				

Social Audit Expenses incurred by Implementing Agency

Yes / No

Printing Expense

Rs.

VRP Honorarium

Rs.

VRP Travel Expense

Rs.

Videography Expense

Rs.

Stationary Expense

Rs.

Photocopying Expense

Rs.

Expenses for snack/tea during gram sabha

Rs.

Publicity Expense

Rs.

Photography Expense

Rs.

VRP Training Expense

Rs.

MIC System Expense

Rs.

Expense for Shamiana /Floor mat

Rs.

Other Expense

Rs.

Total Expense

Rs.

Qualitative Report