



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref.No.- BRLPS/Proj-SD/1517/19/912

Date- 2 19-06-19

Office Order

Strategy to streamline the process of Social Audit VRP identification, training and VRP payment.

Introduction:

As per MoRD guidelines, Social Audit is an audit conducted jointly by the government and people, esp. by those who are affected/are intended beneficiaries of the schemes being audited. In Bihar, Social Audit Society (SAS) has been established under Dept. of Rural Development, Govt. of Bihar to conduct audit of Govt. schemes with the involvement of community members / Village Resource Persons (VRPs) under the aegis of Community Based Organizations (CBOs) / Civil Society Organizations (CSOs). As per Standard Operating Procedure (SOP) issued by Ministry of Rural Development (MoRD), SRLM has been engaged in identification of a pool of a cadre named as Social Audit VRP. The identification of the cadre would be made from the present members of the Self Help Groups (SHG) under the ambit of CBOs of DAY-NRLM. Identification, training and payment process of Social Audit VRPs and role of JEEViKA staff, CBOs in social audit process has been detailed below.

1. Selection Criteria for identification of Social Audit VRPs (SA-VRPs) :-

- Member should be above 18 years of age, able to read, write and perform basic calculations.
- Preference should be given to members belonging to the poor, landless households, marginalized SHG groups (Disability/SC/ST), active member of SHG for not less than one year.
- Member should have an active job card and should have worked under MGNREGA.
- Member should not currently be an active office-bearer (book-keeper, President, etc.)
- Member must be willing to travel to the nearby GPs/Blocks to conduct Social Audits.
- The member should not be related to PRI representatives or other officials of implementing agencies.

Based on the above criteria and credibility of the particular member, VO/CLF will identify SA-VRP and final list of the identified SA-VRPs for the further screening would be compiled by BPM of the respective block and shared with the District Resource Person (DRP), Social Audit Society. BPMs to ensure proper identification of the SA-VRPs. Thereafter, the participants found eligible and suitable as per the screening process (simple test) would be finally selected for the SA-VRP training. Screening would be conducted in presence of both AC & DRP, and final list would be shared with the DRPs.

The finally selected members post screening at block level would be organized in batches (of minimum 35-40 participants) and provided the requisite four day residential SA-VRP training by the DRP, as per training budget/norms approved by JEEViKA. The selected SA-VRP would be provided training by District Resource Person (DRP, SAS) at the block/district level in accordance with the scheduled Social Audit-VRP training plan (SAS) with the approval of the concerned JEEViKA authority at district/block level. One BPIU staff AC/CC will ensure their presence in entire training session at training venue and feedback would be shared with respective BPM & DRP.

Training venues at block/district level will be identified/finalized by the concerned BPM/DPM in accordance with JEEViKA training guidelines. Manager-Social Development (M-SD) & Training Officer (TO) to monitor the training as per availability of the training venues. TO must ensure the quality parameters of the training. Preference should be given to JEEViKA Training & Learning Centre (TLC) for hosting the training. Common minimum facilities must be ensured for participants which meet the needs of a residential training in terms of quality food, lodging, drinking water, toilet, bathroom, environments and other requisite facilities.

2. SA-VRP Grading and certification:

At the end of the four-day SA-VRP training, all the SA-VRPs will be required to undergo assessment test. Based on the marks obtained, the participants will be awarded three Grades viz. Grade A (80% and above), Grade B (60% and above but less than 80%), Grade C (40% and above but less than 60%).

SA-VRP, who scores grade A and B will be awarded certificates and SA-VRP who obtain grade C or less than 40% will not be awarded Certificates and such SA-VRP will be given ample time to prepare for the re-assessment under the aegis of Social Audit Society (SAS). Reassessment of C-Grade SA-VRPs to be scheduled by a co-ordinated effort of the DRP and BPIU staff (AC/CC) participated in the SA-VRP training within a time frame of 3 months.

The grading sheet and certificate of the trained SA-VRPs will be shared by the DRP with the respective BPM and M-SD for better & informed SA-VRPs overall status at the block and district levels. The VOs & CLFs of respective SA-VRPs should be informed by AC of the block about their final selection, Grading and certification.

3. Calendar for Social Audit/VRP Training:

Social Audit VRP training plan, as and when shared by the SAS, RDD, Bihar would be shared with the respective DPCUs via email by SPMU. Districts need to co-ordinate & ensure the conduct of the training as per the shared plan.

Calendar specifying the schedule & dates of Social Audit, Gram Sabha & Public Hearing dates for the planned GPs as & when shared by the SAS, RDD, Bihar, would be shared with the respective DPCUs via email by SPMU. The same calendar mentioning the SA-VRPs requirements panchayat/block/district-wise would be taken as the base for SA-VRP engagement to conduct social audit. Districts need to ensure communication & plan for the same with the mentioned blocks.



AC should share the (i) social audit VRP training plan & (ii) social audit, gram sabha & public hearing, dates and SA-VRP engagement per panchayat with CLFs of the planned GPs. The dates of Public hearing & Gram Sabha will be publicized in different tolas & panchayats via posters, wall paintings etc. Gram sabha & public hearing dates should also be discussed as an agenda point in all CBOs (SHGs/VOs/CLFs) meetings in order to apprise the community about the importance of their participation in such platforms for resolution of related issues.

4. List preparation for engagement to SA-VRPs:

Based on the social audit calendar, and VRP requirements per panchayat/block/district the compiled VRP list preparation and communication about the same would follow the below mentioned process:

- a. Social Audit calendar specifying the number of SA-VRPs to be engaged in the process through the means of letter issued from SAS, RDD & DRDA will be shared with BPIU and DPCUs for SA-VRP engagement.
- b. M-SD should consolidate and share the list of SA-VRPs obtained against the requirements for VRP engagement to the respective DRP and Manager Social Development in case of engagement in other district.

5. **Panchayat Allocation to SA-VRPs:-** Manager-Social Development (M-SD) along with DRP would be jointly responsible for allocation of panchayats to SA-VRPs.

6. Selection of Nodal Staff for Social Audit :-

Area Co-ordinator (AC) / Community Co-ordinators (CCs) has to be nominated by BPM of the block conducting social audit, for establishing communication between SA-VRPs, community members and DRP.

- a. AC / CCs will ensure community and jury participation in public hearing and support to SA-VRP.
- b. Contact details of the selected AC / CCs need to be shared with SPMU, DPCU and nodal DRP respectively.
- c. In case of multiple panchayats in same block, BPM to allocate 3 Panchayats per CC to be looked after as per the Social Audit Plan.

7. Master SA-VRPs (for districts/blocks initiating Social Audit Exercise):-

- a. Master SA-VRPs to be selected should be active female having conducted social audit.
- b. One master SA-VRP to be included in each team of SA-VRPs to conduct Social Audit at panchayat level in **service districts/blocks**¹ initiating social audit exercise.
- c. The list of selected master SA-VRPs to be shared by the M-SD with district at-least a week in advance of social audit schedule, and also ensure their participation from the start date of social audit exercise. M-SD of **parent district**² will ensure payment of advance to SA-VRPs before leaving for social audit from parent district/block.



- d. M-SD of service district need to share the absentee of SA-VRPs within a week from completion of social audit exercise with M-SD of parent district of experienced SA-VRPs in order to process final payment.
- e. One JEEViKA staff from parent districts of master SA-VRPs, needs to accompany SA-VRPs and would be responsible for safe transportation of the SA-VRPs between the districts. The responsible staff would be eligible for entitlements as per BRLPS HR policy.
- f. TA of master SA-VRP will be reimbursed as per Bus/sleeper Class train fare from respective District Head Quarter to the destination. *For lodging/ accommodation a maximum of Rs.600/day at district HQ level can be reimbursed to SA-VRP during the transit, subject to production of actual bills/invoice.* All these expenses will be claimed by SA-VRP and post completion of **drive**³ same will be reimbursed by CLF from social Audit honorarium fund.

8. Movement of Additional SA-VRPs (from other districts in case SA-VRPs in the district are not adequate in number) :-

- a. In case of need of SA-VRPs from other districts, SPMU will communicate and coordinate about the requirement of SA-VRP with the details of district in need of SA-VRPs, number of required SA-VRPs, period of engagement and district providing/sending SA-VRPs.
- b. The list of selected SA-VRPs from **districts providing/sending**⁴ (SA-VRPs) to be shared by respective M-SD with M-SD of **district in need**⁵ (Service district) of SA-VRP. The same list needs to be shared with the DRP of the service district by M-SD. M-SD of district providing/sending additional SA-VRPs requirement to ensure advance to SA-VRPs before leaving from parent district/block.
- c. M-SD of the district in need (service district) of SA-VRP needs to share the absentee of SA-VRPs within one week with M-SD of district providing/sending additional SA-VRPs in order to process payments.
- d. One JEEViKA staff from districts providing/sending SA-VRPs, should accompany SA-VRPs and would be responsible for safe transportation of the SA-VRPs between the districts. The responsible staff would be eligible for entitlements as per BRLPS HR policy.
- e. TA of additional SA-VRPs will be reimbursed as per Bus/sleeper Class train fare from respective District Head Quarter to the destination. *For lodging/ accommodation a maximum of Rs.600/day at district HQ level can be reimbursed to SA-VRP during the transit, subject to production of actual bills/invoice.* All these expenses will be claimed by SA-VRP and post completion of drive same will be reimbursed by CLF from social Audit honorarium fund.

¹ Service districts/blocks: District/ Block of work of SA-VRP.

² Parent District: SA-VRPs district of permanent residence.

³ Drive: The period of conducting social audit in one panchayat

⁴ Districts providing sending: Supporting districts sending additional SA-VRPs to other districts.

⁵ District in Need: District requiring additional support of SA-VRPs from other districts. Can also be designated as service district.

9. Advance and final payment to SA-VRP :-

- a. A nodal CLF needs to be selected in every block for making advance and final payment to SA-VRP. This nodal CLF would be selected on the basis of active office bearer of CLF, updated BoR, and provided maximum trainings and active MBK/CF.
 - i. In case of non-availability of CLF in the block, BPIU will perform the activities of advance & final payment along with other activities delegated to the CLF for social audit.
- b. Upon the compilation of SA-VRP list, BPM needs to ensure payment of advance to SA-VRPs by their respective nodal CLF/BPIUs.
- c. As per the requirement/request of SA-SVRPs an advance of maximum of Rs.2000/- may be provided from nodal CLF, before the commencement of the Social Audit.
- d. Final payment to SA-VRPs would be made upon deduction of the advance made to them from the nodal CLF.
- e. With reference to letter no.378692 dated 11-07-2018, from SAS, RDD, Govt. of Bihar; regarding the honorarium and TA-DA payment to SA-VRPs for the engagement in social audit is as follows:
 - i. Honorarium per day : Rs.275.00/-
 - ii. DA per day : Rs.125.00/-
 - iii. TA per VRP per drive : Rs.500.00/-
- f. Payment details need to be maintained at the Nodal CLF/BPIU level as per the attached "Social Audit VRP Register" and also in cash book.
- g. Nodal CLF will charge Rs.40/day/VRP as institutional fee from honorarium payment of the SA-VRPs. No institutional fee would be charged in blocks without established functional CLFs; institutional fee would be charged upon establishment of functional CLF in such blocks.
- h. SPMU will transfer fund to DPCU and DPCU will transfer fund to Nodal CLF/ BPIU (only in absence of CLF) of Social Audit under Social Audit VRP honorarium head. Similarly CLF / BPIU will make payment to the concerned Social Audit VRP through advice or account payee check and will submit UC to DPCU via BPIU.
- i. The payment to SA-VRP would be made based on the absentee provided by the DRP (SAS) to the JEEViKA (BRLPS).
- j. Master Book Keeper (MBK) of nodal CLF will get incentive of Rs.200/- per drive for making social audit VRP payment, maintaining of social audit BoR in CLF, submitting Utilization certificate, etc.
- k. The entire process of advance, final payment and maintenance of books of record (BoR) has to be monitored by BPIU and DPCU.



10. Jury Members :-

- a. For public hearing scheduled at last day of social audit, two JEEViKA SHG members are to be nominated as jury member from CLF/VO OB members or any other community member having sound knowledge of NREGA, PMAY, schemes being audited and are vocal, can read and write and take objective decisions based on the reports presented before the Jury in gram sabha & public hearing.
- b. Two jury members per panchayat need to be nominated. It needs to be ensured that, the two selected jury members attend the gram sabha and public hearing of social audit in GP.
- c. Based on above criteria, selection has to be ensured by BPM and M-SD jointly for panchayats where social audit is to be conducted.
- d. One week orientation of the nominated SHG women jury members has to be organized at block level for appraising jury members about their roles and responsibility in the social audit gram sabha and public hearing (*training needs to be given based on the MoRD Social Audit Manual/other scheme related guidelines*).
- e. The expenses incurred in the orientation of jury members should to be booked under the head of '**Capacity Building**'; and the allocated budget would be as per the '**non-residential community members training**' for one week at block level.

11. Responsibility of District Project Manager :-

- a. Ensure convergence with departments (*District, DPCU, and Social Audit Society - DRP 's*) for Social Audit in respective districts.
- b. Field visit of at-least one (1) panchayat / block conducting social audit during each social audit drive to monitor the activities and participation in Public-hearing and Gram Sabha in at-least one panchayat.
- c. Weekly review (through M-SD, BPM & nodal staff) of the progress under Social Audit at District level for mitigation of obstacles (*if any*) at the earliest.
- d. Escalation/reporting of irregularities observed in the conduct of social audit to SPMU.
- e. Timely fund transfer to CLF for honorarium payment to SA-VRP.

12. Responsibility of Manager Social Development:-

- a. Ensure field visit/follow up of at-least one (1) Panchayat (Social Audit) every day on random basis.
- b. Participate in at-least two (2) public-hearings and Gram Sabha per drive to be conducted in Social Audit Panchayats in their respective districts.
- c. Regular follow-up with BPMs to facilitate social audit process.
- d. Sharing of final list of SA-VRPs to be engaged in the social audit exercise with BPMs and DRP.
- e. With the joint consent of DRP, allocation of Gram Panchayats to SA-VRPs.
- f. Regular interaction with DRP, BPMs (SA-VRPs parent block) in order to ensure advance and final payment of SA-VRPs for the Social Audit activity in a timely manner.

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- g. One week orientation & training of Jury members at block/district level prior to Social Audit gram sabha and public hearing.
- h. Nodal staff (AC/CC) to be nominated for two days non-residential training on social audit. The nodal staff should provide support to M-SD & CBOs in the social audit process.
- i. Along with Training Officer, monitor the SA-VRP training facilitation & ensure quality parameters at the training venue.

13. Responsibility of Block Project Manager :-

- a. Provide support and handholding for arrangement of required lodging & food.
- b. Co-ordinate with JEEViKA DPCU, DRP and block officials to ensure smooth conduct of social audit and gram-sabha & public-hearing scheduled as per the Social Audit calendar.
- c. Ensure proper identification of the SA-VRPs.
- d. Ensure daily visit/follow up to panchayats undergoing social audit and provide a comprehensive report on daily basis to the M-SD, respective authorities involved in social audit (*with the support of two nominated nodal staff for social audit/CBOs*).
- e. Ensure advance to SA-VRP from nodal CLF/BPIU of the block.
- f. Joint signatory along with DRP, on absentee sheet of the SA-VRPs engaged at the panchayat level in their Block.
- g. Ensure maximum participation of JEEViKA SHG women in Public hearing & Gram Sabha scheduled as per the social audit calendar.
- h. Participate in briefing and debriefing session of SA-VRPs pre and post social audit.
- i. Provide hand hold support to CLF for preparing list of SA-VRP, making advance and final payment etc.
- j. Ensure timely submission of UC to DPCU.

14. Responsibility of Area Co-ordinator (AC)

- a. Screening of SA-VRPs with the DRP, and sharing of final list with the DRP.
- b. To share the (i) social audit VRP training plan & (ii) social audit, gram sabha & public hearing, dates and SA-VRP engagement per panchayat with CLFs of the planned GPs.
- c. AC to inform respective VO/CLF about SA-VRPs selection & grading.

15. Responsibility of Community Co-ordinator (CC)

- a. Establishing communication between BPIU, SA-VRPs, community members and DRP.
- b. CCs will ensure community and jury participation in public hearing and support to SA-VRP.




16. Responsibility of CBOs (CLFs/VOs)

- a. Regular interaction with SA-VRP's and members of CBOs (CLF/VO) in order to actively participate in social audit activity and report (to BPIU, district administration) any kind of unfair and malicious activity/incident relating to social audit/SA-VRP.
 - b. Ensure awareness generation and maximum participation of JEEViKA SHG women in Public hearing and Gram Sabha scheduled at the last day of each social audit plan.
 - c. CBOs may request (to Block office/DRP/DRDA office) for the copy of gram sabha report & public hearing report; post 24 hours of completion of social audit gram sabha and public hearing and keep the same with the VO/CLF for future references (*with the support of BPIU/CLF staff and cadre*) as per the MoRD Social Audit Manual.
 - d. Nomination of active, aware, and vocal members of the CBOs to participate as Jury Members.
 - e. Organize briefing and debriefing session of SA-VRPs pre and post social audit.
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Enclosure:-

1. Social Audit VRP Register (At CLF level).
2. Department of Rural Development, Government of Bihar, Letter No 341651 dated 7th December 2017.
3. Department of Rural Development, Government of Bihar, Letter no.378692 dated 11th July 2018.
4. Social Audit VRP Policy of Department of Rural Development, Government of Bihar.


(Balamurugan D.)
Chief Executive Officer
-Cum-
State Mission Director

Copy to:

- 1) Director, OSD, CFO, AO, FO & PS
- 2) Social Audit Unit (SAU), Dept. of Rural Development for information and needful.
- 3) All PCs, SFMs, AFM, SPMs & PMs
- 4) DPMs, Manager SD/In-Charge & FMs
- 5) All BPMs
- 6) IT Section & concerned file

सदस्य विवरणी								अग्रिम भुगतान			कार्य विवरणी			सामाजिक अंकेक्षण VRP (वास्तविक भुगतान)									
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	
क्रम स.	VRP का नाम	पिता/पति का नाम	प्रखण्ड	पंचायत	SHG का नाम	VO का नाम	CLF का नाम	अग्रिम भुगतान की राशि	अग्रिम भुगतान की तिथि	VRP का हस्ताक्षर	प्रारंभ तिथि	अंत तिथि	कुल कार्य दिवस	प्रतिदिन मानदेय (n * Rs.275)	भोजन व्यवस्था की राशि (n * Rs.125)	यात्रा भत्ता (Rs.500 / डाइव)	अन्य (Rs.)	संस्थागत शुल्क (n * Rs.40 / दिन)	कुल देय भुगतान राशि (o + p + q + r - s)	शेष भुगतान राशि (t - i)	भुगतान की तिथि	VRP का हस्ताक्षर	

ग्रामीण विकास विभाग
सामाजिक अकेक्षण सोसाइटी

पत्रांक 341651
वा 099वि0[SAS]09/2017

पटना, दिनांक 7/12/2017

प्रेषक,

राहुल रंजन महिलावाल
अपर सचिव- सह- निदेशक,
सामाजिक अकेक्षण सोसाइटी,
बिहार, पटना ।

सेवा में,

श्री बाला मुद्गन डी.
मुख्य कार्यपालक पदाधिकारी, जीविका,
बिहार, पटना ।

विषय:- SHG-VRP का चार दिवसीय आवासीय प्रशिक्षण कराने के संबंध में ।

महोदय,

उपरोक्त विषय के सन्दर्भ में अंकित करना है कि जीविका द्वारा SHG-VRP के चयन की प्रक्रिया 33 जिला में चल रहा है । प्रथम चरण में दस CFI जिलों में चार दिवसीय आवासीय प्रशिक्षण प्रस्तावित है (अनुलग्नक-1)। प्रत्येक बैच में 40 महिला वी.आर.पी. प्रतिभागी होंगी। प्रशिक्षण दिनांक 15.12.2017 से प्रस्तावित है ।

अतः अनुरोध है कि उपरोक्त विषय पर SHG-VRP प्रशिक्षण हेतु प्रशिक्षण स्थल की सूची, एवम बैंक details आदि सामाजिक अकेक्षण सोसाइटी, बिहार को प्राप्त कराया जाय ताकि प्रशिक्षण हेतु राशि बैंक में हस्तांतरित की जा सके । प्रशिक्षण के बजट की कॉपी इस पत्र के साथ संलग्न है ।

अनुलग्नक- यथोचित ।

विश्वासभाजन

(राहुल रंजन महिलावाल)

अपर सचिव- सह- निदेशक

दिनांक 07/12/17

जायाक 341651

प्रतिलिपि:- सचिव के प्रधान आप्त सचिव के सूचनार्थ प्रेषित ।

अपर सचिव- सह- निदेशक

दिनांक 07/12/17

जायाक 341651

प्रतिलिपि:- संबंधित जिला के डी.आर.पी. को सूचनार्थ एवं आवश्यक कार्याथ प्रेषित ।

अपर सचिव- सह- निदेशक

Four Days Residential Training of SHG-VRP

S.No	Item Description	Amount (in Rs.)
1	Lodging @Rs 300/- per day per participant for 4 days residential training (300X4X40)	48,000/-
2	Food Charges @Rs. 150/- per day per participant for 4 days (150X4X40)	24,000/-
3	Course material consisting of pen, pad, Cloth bag, reading materials, SHG-VRP training Module and social audit formats (MGNREGA, IAY/PMAY,PDS etc.)	8000/-
4	Venue Charges (audio-visual equipment, Public address system, projector, sound system and Information Flex board etc.)	4000/-
5	Group Photo @50/- per participant	2000/-
6	Guest Lecture for two persons @Rs.500/-	1000/-
7	Travel allowance, incidental charges and Two days field visit in nearest panchayats	23,000/-
	Grand Total	1,10,000

Total Training Budget for SHG-VRP= Rs. 1,10,000/- (**One Lakh ten thousand**)

Note: Master Trainer would be provided by Social Audit Society (SAS).Bihar Therefore, Lodging and boarding for trainer would be arrange at training Venue.

[Handwritten Signature]

बिहार सरकार
ग्रामीण विकास विभाग
सामाजिक अंकेक्षण सोसाईटी

पत्रांक:- 378672

पटना, दिनांक:- 11/07/18

या0वि0/7(सा0आ0)-04/2017

प्रेषक,

कनक बाला,
उप सचिव-सह-सलाहकार,
सामाजिक अंकेक्षण सोसाईटी,
बिहार, पटना ।

सेवा में,

श्री बाला मुख्जन डी.,
मुख्य कार्यपालक पदाधिकारी,
जीविका, बिहार, पटना

विषय : 07 जिलों में प्रशिक्षित SHG-VRP से सामाजिक अंकेक्षण कराने के संबंध में ।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि 10 CFT जिलों में 2337 SHG VRP को प्रशिक्षित किया गया है । उन्हीं 10 जिलों में से 7 जिलों यथा- पूर्णियाँ, मधुबनी, मुजफ्फरपुर, नवादा, गया, बांका एवं खगड़िया के 290 पंचायतों में मनरेगा एवं प्रधानमंत्री आवास योजना (ग्रामीण) का दिनांक- 07.07.2018 से 20.09.2018 तक सामाजिक अंकेक्षण की तिथि निर्धारित किया गया है । पत्र के साथ सामाजिक अंकेक्षण कैलेंडर संलग्न है ।

1. उपरोक्त सातों जिलों में प्रशिक्षित SHG-VRP द्वारा पंचायतों में उपरोक्त दोनों योजनाओं का सामाजिक अंकेक्षण किया जा रहा है । ऐसे SHG VRP को अंकेक्षण आरंभ होने के पूर्व दो दिन प्रधानमंत्री आवास योजना (ग्रामीण) एवं मनरेगा का DRPs द्वारा प्रशिक्षण भी दिया जायेगा । पंचायतों में DRPs के सहयोग से SHG-VRPs द्वारा सामाजिक अंकेक्षण कराया जायेगा । इसके हेतु प्रथम चरण एवं द्वितीय चरण के लिए सातों जिलों में DRPs को प्रतिनियुक्त किया जा चुका है ।
2. सामाजिक अंकेक्षण करने के लिए SHG VRP को प्रतिदिन मानदेय, भोजन की व्यवस्था हेतु राशि नियत यात्रा भत्ता दिया जायेगा, जो इस प्रकार है:-

प्रतिदिन मानदेय	:- 275 ₹0
प्रतिदिन भोजन व्यवस्था	:- 125 ₹0
प्रति VRP नियत यात्रा भत्ता	:- 500 ₹0

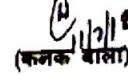
VRP को मानदेय, भोजन व्यवस्था एवं नियत यात्रा भत्ता की राशि अंकेक्षण समाप्त होने के उपरांत संबंधित जिला के DRP द्वारा VRP की उपस्थिति में सत्यापन के उपरांत उपरोक्त राशि का भुगतान जीविका के माध्यम से किया जायेगा ।

3. SHG VRP के आवासन की व्यवस्था पंचायत सरकार भवन, आँगनबाड़ी केन्द्र, सरकारी विद्यालयों में संबंधित प्रखंड के प्रखंड विकास पदाधिकारी एवं कार्यक्रम पदाधिकारी मनरेगा द्वारा किया जायेगा ।
4. सामाजिक अंकेक्षण कर रही SHG-VRP को CRP मोड में भोजन, नाश्ता, चाय इत्यादि के लिए अग्रिम राशि की व्यवस्था संबंधित CLF द्वारा कराया जाय ।
5. VRP के आवासन स्थल पर मेडिकल किट इत्यादि की व्यवस्था DRPs को दिये गये अग्रिम से किया जायेगा ।
6. सामाजिक अंकेक्षण हेतु प्रशिक्षित VRP की सूची संबंधित जिले के जीविका के प्रबंधक (SD) द्वारा उपलब्ध करायी जायेगी । उसी सूची से VRP पंचायतों में सामाजिक अंकेक्षण का कार्य करेंगे ।
7. सामाजिक अंकेक्षण में जाने के पूर्व संबंधित CLF/VO को SHG VRP को अग्रिम राशि देने के लिए भवदीय स्तर से संबंधित जिले के DPM को निदेशित किया जाय ।
8. जिस पंचायत में सामाजिक अंकेक्षण होगा उस पंचायत में CLF/VO की दीदी ज्यूरी सदस्य होंगी।
9. सामाजिक अंकेक्षण के दौरान जीविका के SHG, VO, CLF के सदस्य सामाजिक अंकेक्षण दल के साथ सहयोग कर सकती हैं ।

अतः अनुरोध है कि भवदीय स्तर से इस सामाजिक अंकेक्षण के संबंध में संबंधित जिलों के जिला कार्यक्रम प्रबंधक, जीविका को निदेश देने की कृपा की जाय ।

अनु०: यथोक्त ।

विश्वासभाजन,


(कमल बाला)

उप सचिव-सह-सलाहकार
सामाजिक अंकेक्षण सोसाईटी ।

जापांक: 378692

पटना, दिनांक: 11/07/18

प्रतिलिपि:- उप विकास आयुक्त, पूर्णियाँ, मधुबनी, मुजफ्फरपुर, नवादा, गया, बांका एवं खगडिया को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित ।


उप सचिव-सह-सलाहकार

17. Policy for Village Resource person

Village Resource Person (VRP): VRPs are the facilitator identified by the Social Audit Society (SAS), Bihar with the help of SRLM, Bihar, Civil Society Organizations (CSO), Community Based organizations (CBO), Nehru Yuva Kendra, Volunteer organizations, other labour groups under MGNREGA etc. and support the Gram Sabha in conducting social audit.

17.1 Selection Criteria of VRP:

- Village Resource Person (VRP) will be selected as per eligibility mentioned in the Standard Operating Procedure (SOP) issued by MoRD letter no. F.N.M-11015/02/2017/RE-III dated: 15th September, 2017, Government of India. Other eligibility criteria for VRPs are:
- S/he should be above 18 Years of age but not more than 45 years
- S/he should be 8th passed and able to read & write in Hindi
- S/he or their family members should have worked in MGNREGA as skilled or unskilled labours
- Any members who are working in any NGO/CSO/volunteer organization etc. on monthly basis cannot be selected as VRP
- S/he should not be a family member of elected PRI (Panchayat Raj Institutions) members, or other implementing agencies
- SC/ST candidates should be given priority in selection of VRP
- Youth from rural groups like Watershed Management Committee, Volunteer of literacy movement, Village School Management Committee, Bhaari Nirman Volunteer, MGNREGA Nigrani Committee, Aanganwadi Nigrani Committee, Jh:ViKA's Community professionals (CPs), those volunteer who have already done social audit of any government in the past, may be given preference.

17.2 Selection Process and training of VRP:

- District Resource Persons of respective districts will invite written application based on above mentioned criteria and should finalized date wise roster for each block of respective districts.
- 4- Day residential training should be provided to all selected VRP
- After training VRP should be graded as per grading criteria specified by MoRD.
- As per the grade of VRP, priority for conducting social audit of MGNREGA should be given and other schemes
- All trained VRPs should be registered on the portal of NREGA
- List of trained VRPs data should be managed by DRPs and BRPs.
- Every year in month of June & January VRP selection should be initiated at district level to maintain the minimum number of VRP pool as fixed by the state in Annual Action Plan (AAP) (as per the need selection can be done any time in a calendar year)

In first phase to conduct social audit, other state resource person can be selected to train VRPs on conducting social audit of MGNREGA

17.3 Role and Responsibility of VRPs

17.3.1 During Social Audit

- Verify whether MGNREGA wage seekers received all the entitlements that they have been provisioned for.
- Asset verification under MGNREGA
- "Door-To-Door" visit
- Status of asset utilization and complete report about utilization of asset

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- To find out whether wage transferred into account of the labour and s/he benefited from the scheme
- VRP should look for different types of evidence from different sources.
- Records provided by GIP/PDS dealer/PRI can be corroborated using beneficiary survey/interview/focus group discussion or result of physical verification
- Formation of Village Monitoring committee (VMC) during social audit.
- Reliability of information generated by those which are audited (Agency-Gram Panchayat) will be a function of its internal control systems. For this purpose previous report may be used.
- To get original documents. These are more reliable and Taking affidavit from beneficiaries
- VRP should obtain sufficient and appropriate audit evidences to be able to draw reasonable conclusion. Appropriate documents can justify the obligation against stakeholders of MGNREGA/IA Y/PMAY/PDS
- VRP can collect evidences as to its types; Physical (paper document), Oral (through focused group discussion), documentary(Video, photo etc.) and Analytical (measuring the work)
- Ensure proactive disclosure of information pertaining to MGNREGA/IA Y/PMAY/PDS to the residents of the GP in such a manner as to easily understandable for them.
- "Wall Painting" related to schemes, every VRP must practice wall painting, one of the important feature of social audit
- Meeting with SHG/VO/CLF leaders and their orientation about social audit, to ensure that women know their rights regarding MGNREGA
- Identification of local members (one should be women member) who must be beneficiary of respective scheme as "Jury Member" during Jan-Sunwai (Literate person may be prefer)
- Formation of "Vigilance Committee" and Labour Group

17.3.2 During Jan-Sunwai

- VRPs should inform all stakeholders/PRI members/JEE; ViKA SHGs and all CSO working in respective panchayats/block about Jan-Sunwai
- Proper announcement about the place of social audit and time should be made through mass communication medium
- VRPs Should identified such a place where "Jan-Sunwai" can be organized, neither on any PRI member's personal land nor at a place where labourers cannot reach (road connectivity or any other internal issues of village) , such place should not be selected.
- Government building such as School, Panchayat Bhawan, Kishan Bhawan or open government land could be suitable for "Jan-Sunwai"
- Agenda during "Jan-Sunwai" should be written properly and presented before "Jury Members"
- VRPs should present correct information during "Jan-Sunwai", personal comments on any stakeholder(PRI/Staff/beneficiaries) of would be treated as "Intolerable" activity of a VRP

17.3.3 Other than Social Audit

- S/he will provide training to rural labour/ rural youth in their respective panchayats, about "Rights of Labour Under MGNREGA"
- Social Audit Society will pay Rs. 200/ per training, for MGNREGA/PDS/IA Y/PMAY/LSBA if participants are more than 50 (fifty).
- S/he will submit the training reports along with attendance of participants to BRP/DRP to claim the training resource fee.
- BRP/DRP will update the training status of particular panchayats in MIS or google doc
- This awareness and training programme will disseminate proper information regarding MGNREGA/PDS/IA Y/PMAY etc.

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17.4 Payment to the VRPs:

Payment of VRP would be made from state level for the period of their engagement by the Society; money will directly be transferred to their individual bank accounts.

Grade	Honorarium per /day (in Rupees)	Lodging & Food(in Rs.)	Total (In Rs)	Number of Social audit Completed
Basic	275	125	400	Up to 15 social audit cycle
Silver	325	175	500	Up to 35 Social Audit cycle
Gold	400	200	600	Up to 60 Social Audit cycle
Platinum	500	200	700	More than 60 Social Audit cycle

Note: One Social Audit Cycle is equal to 28 days

- The VRPs will be paid fixed travel cost of Rs. 500/- to meet their travel expenses for the entire social audit exercise of each concerned GP which will include their movement for block and district level public hearing. If any VRP does not complete the social audit process or leave during the social audit or removed from this exercise in the midst, the field travel cost as well as honorarium would be paid on pro-rata basis of his/ her total days of engagement.

17.5 Travel expenditure reimbursement:

- Tour expenditures made by the selected VRPs for travelling outside their allocated districts will be reimbursed on the following basis: provide the term is authorized by the SAS
- TA-reimbursement of Bus/Sleeper Class Train fare from respective District Head Quarter to the destination
- Reimbursement of hotel accommodation: Maximum up to Rs. 1000/- per day for capital and Rs. 800/- per day for other districts subject to production of actual bills/invoice.

17.6 Report and Documentation:

- VRPs should submit the social audit document to respected BRPs and DRP
- VRPs should submit the social audit report in print as well as in soft-copy within a week of completion of social audit. BRPs/DRPs will be responsible for getting timely reports from the VRP in prescribed format with summary report.
- All video/photo/ or other documents would be submitted by the VRPs to BRPs/DRPs.

17.7 Disciplinary action against VRP

- If any VRP is found to be indisciplined during social audit or found taking bribe or taking money from beneficiaries or any stakeholders(PRI/PDS dealer/ Staff) immediate action must be taken against her/him
- District/block can take lawful decision against the VRP for his/her mis-conduct during social audit