



एफ 61 (49) ग्रावि/म.न./नि.सा.अ/2014-15 पार्ट-1

जयपुर, दिनांक

11 MAR 2015

जिला कलेक्टर एवं जिला कार्यक्रम समन्वयक,
महात्मा गांधी नरेगा,
समस्त राजस्थान।

विषय:- सामाजिक अंकेक्षण इकाईयों हेतु जिला स्तरीय संसाधन व्यक्तियों की नियुक्ति के क्रम में।

संदर्भ:- भारत सरकार का पत्र क्रमांक M-13015/2/2012-MGNREGA-VII Date 11 June 2014 एवं M-13015/2/2012-MGNREGA-VII Date 11 August 2014

महोदय,

उपरोक्त विषय में लेख है कि महात्मा गांधी रोजगार गारंटी स्कीम 2005 एवं सामाजिक अंकेक्षण स्कीम नियम 2011 के अन्तर्गत सामाजिक अंकेक्षण स्टाफ हेतु विशेष वित्तीय सहायता का प्रावधान भारत सरकार के संदर्भित पत्रों के अन्तर्गत किया गया है। जिसमें स्टाफ का खर्चा भारत सरकार प्रशासनिक खर्चों में से पुनर्भरण करेगी।

जिला स्तर पर जिला संसाधन व्यक्ति (District Resource Person) का चयन किया जाना है भारत सरकार के पत्र दिनांक 11 जून 2014 के अनुसार जिले में वित्तीय वर्ष में प्रत्येक 30 करोड. रुपये के व्यय पर एक जिला स्तरीय संसाधन व्यक्ति का चयन किया जाना है अधिकतम तीन व्यक्तियों का चयन किया जाना है। जिला स्तरीय संसाधन व्यक्तियों के चयन हेतु निम्न प्रक्रिया अपनायी जायेगी :-

1. ग्रामीण विकास विभाग की वेबसाईट पर कम से कम 21 दिवस पूर्व आवेदन हेतु विज्ञप्ति जारी की जावेगी। इसके साथ ही दो राज्य स्तरीय समाचार पत्रों में भी विज्ञप्ति दी जायेगी।
2. जिला स्तरीय संसाधन व्यक्तियों के चयन हेतु प्राप्त आवेदन पत्रों में से भारत सरकार के पत्र दिनांक 11.08.2014 के Annexure II के अनुसार छँटनी कर चयन की कार्यवाही की जानी है एवं उम्मीदवारों की सूची तैयार कर वेबसाईट पर चयन से पूर्व डाली जायेगी।
3. चयन समिति द्वारा ही संसाधन व्यक्तियों का चयन साक्षात्कार के माध्यम से किया जायेगा।
4. चयनित उम्मीदवारों की सूची नरेगा वेबसाईट पर 3 दिवस के अन्दर डाली जायेगी।
5. जिला स्तरीय संसाधन व्यक्तियों का चयन ग्रामीण विकास विभाग भारत सरकार के पत्र दिनांक 11.06.2014 के अनुसार निर्धारित समिति द्वारा किया जायेगा। समिति निम्नानुसार होगी-
 - (a) जिला कार्यक्रम समन्वयक -अध्यक्ष
 - (b) राज्य सरकार का प्रतिनिधि -सदस्य
 - (c) सोसाईटी का प्रतिनिधि -सदस्य(भारत सरकार द्वारा नियुक्त)
6. जिला स्तरीय संसाधन व्यक्तियों के उत्तरदायित्व ग्रामीण विकास मंत्रालय भारत सरकार के पत्र दिनांक 11.08.2014 में दिये गये निर्देशानुसार निर्धारित किये जायेंगे।
7. जिला स्तरीय संसाधन व्यक्तियों का पारिश्रमिक एवं अन्य भत्ते भारत सरकार के पत्र दिनांक 11 जून 2014 के Annexure -I अनुसार देय होंगे।
8. जिला स्तर पर जिला स्तरीय संसाधन व्यक्तियों के चयन हेतु निम्नानुसार समय सीमा अन्तर्गत चयन की कार्यवाही की जावेगी।

S.NO.	Key activity	Deadline
1.	Issue advertisements inviting applications for D.R.P.	10 march 2015
2.	Short listing of candidates	30 march 2015
3.	Selection Committee at the District level to be notified	10 march 2015
4.	Conduct of interviews	10 april 2015
5.	Staff recruited in place	25 april 2015

9. नई संविदा सेवाये लेने की कार्यवाही करने से पूर्व इन संविदा सेवाओं की वास्तविक आवश्यकता का आंकलन करने के पश्चात् केवल आवश्यक संविदा सेवाये ही ली जावे।

डी.आर.पी (District Recourse Person) का चयन उसी जिले से एवं सिविल सोसायटी संगठन में से प्राथमिकता के आधार पर होना चाहिए। डीआरपी को कम से कम 3 वर्ष का Grass root Experience Working on right based issues होना चाहिए। डी.आर.पी का चयन कम से कम 1 वर्ष के लिए होगा और Performance Base पर Renew वर्ष 2017 तक किया जा सकेगा। डी.आर.पी का निदेशक सामाजिक अंकेक्षण द्वारा अन्य जिले में स्थानान्तरण भी किया जा सकेगा।

अतः भारत सरकार के पत्र दिनांक 11.6.2014, 11.8.2014, वित्त विभाग के परिपत्र दिनांक 27.06.2014 एवं वित्त विभाग की आईडी क्रमांक 331400722 दिनांक 09.12.2014 (प्रतियाँ संलग्न) के अनुसरण में निर्धारित प्रक्रिया पूर्ण कर संविदा सेवा पर जिला संसाधन व्यक्तियों का चयन कर इस विभाग को अवगत करावें।

संलग्न :- उपरोक्तानुसार

भवदीय

(राजीव सिंह ठाकुर)

शासन सचिव, ग्रामीण विकास विभाग

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु-

1. विशिष्ट सहायक माननीय मंत्री ग्रा.वि एवं पंचायतीराज विभाग।
2. निजी सचिव, प्रमुख शासन सचिव, ग्रावि एवं परावि।
3. निजी सचिव, शासन सचिव ग्रामीण विकास विभाग।
4. निजी सचिव, शासन सचिव पंचायतीराज
5. संयुक्त शासन सचिव, वित्त (व्यय-5) विभाग
6. निदेशक सामाजिक अंकेक्षण
7. परि.निदे. एवं उप सचिव, ईजीएस
8. वित्तीय सलाहकार, ईजीएस
9. अतिरिक्त जिला कार्यक्रम समन्वयक ईजीएस जिला समस्त।
10. रक्षित पत्रावली।

अतिरिक्त आयुक्त (प्रथम), ईजीएस

3112
25/6/2014

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No. M-13015/2/2012-MGNREGA-VII
Government of India
Ministry of Rural Development

Krishi Bhawan, New Delhi
Dated the 11th June, 2014

201 /Secy. R.D.
17.6.14

कार्यालय
प्राप्ति
दिनांक
प्रेषि

To
The Principal Secretary/Secretary,
Department of Rural Development,
(All States/UTs)

420
21/6/14

Sub: Special financial assistance for staffing of Social Audit Units

Mr. E.S.

Sir,
With a view to ensuring proper implementation of the Social Audit as provided in the Mahatma Gandhi National Rural Employment Guarantee Act 2005, Government issued the Audit of Scheme Rules 2011 after due consultation with the Comptroller and Auditor General (C&AG). It is however found that there is poor compliance to the provisions of the Rules and in most States, Social Audits are being conducted in a routine manner, in contravention of the Rules, diluting the effect of this important transparency and accountability initiative.

17/6/14

2. In order to rectify this situation and to support the States to conduct the Social Audits as laid down under the Rules, it has been decided to provide technical assistance under a special Project that will be in operation till 2017. Under this, the cost of engaging social audit resource persons at the State and District Levels will be reimbursed to the State/UT as per the details enclosed in the Annexures - I & II subject to the following:

(SA)
8/6/14

- a) The State Social Audit Units are set up in the manner prescribed by the Ministry.
- b) The SA is done in the manner prescribed in the Rules and satisfy the quality criteria such as:
 - Sharing of all the records listed in the Audit of Scheme Rules with the Social Auditors.
 - Drawing of the resource persons at village level from the MGNREGA job card holders and from outside the Gram Panchayat.
 - Checking of all the payments and all work sites.
- iv. Placing the findings of the Social Audit before the Gram Sabha and decisions have been taken thereon.

7/6/14
AAS

c) Satisfactory follow up action has been taken on the observations of SA.

20/6/14
20/6/14

3. The social audit resource persons at the State and district levels shall be drawn from people with experience in conduct of Social Audits and working in social sector. The committees for selecting the resource persons shall be constituted as follows:

- a) State level: Chief Secretary (Chairperson), Principal Secretary of the nodal Department, Representative of the Ministry of Rural Development not below the rank of a Director and a Representative of a Civil Society

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Organization having experience of working for the rights and entitlements of the people appointed by the Central Government.

b) District Level: District Programme Coordinator (Chairperson), Nominee of the State Government, representative of a Civil Society Organization having experience of working for the rights and entitlements of the people appointed by the Central Government.

4. Subject to the above, releases to the States under the project will be made in two instalments in 2014-15:

- a) 50% on constituting the Social Audit Unit in the manner prescribed by the Ministry;
- b) 50% on identifying and placing the District Social Auditors in the manner prescribed by the Ministry.

For subsequent years, the releases to the States will be made in two instalments:

- a) 50% at the beginning of the year, after test checking the quality of Social Audits done in the previous half year; and issue of a Social Audit calendar for the year.
- b) 50% in the second half after test checking the quality of the Social Audits done in the first half year and taking follow up action on the previous social audits.

5. For verifying the quality of the Social Audits, the Centre for Wage Employment and Poverty Alleviation of the National Institute of Rural Development (NIRD) would be strengthened, for which orders will be issued separately. Further, States may note that the other costs of conducting social audit (apart from the cost of resource persons) should be met from within the administrative costs of the scheme.

Yours Faithfully,

(Aparajita Sarangi)

11/6/14

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Department of Rural Development
(MGNREGA Division)

Annexure-I

Cost explanation of proposed Social Audit Scheme					
Major Heads	Detail	Remuneration/ Cost per month	Unit Cost for 12 months (in Rs.)	No. of Unit (States/ Blocks/ GPs)	Total cost in Rs.Cr.
A. State Social Audit Unit (SAU) (for expected 29 States/UTs)					
Director	1	60000	7,20,000	29	2.088
Social Development Specialist	1	40000	4,80,000	29	1.392
Social audit experts	4	20000	9,60,000	29	2.784
Total	6				
Travel allowance	✓ 10% of remuneration				6.264
Office expenses	✓	10000	1,20,000		0.626
Training/orientation	12 days a year	1000	12,000		0.348
Total cost of A			22,92,000		7.279

B. District Social audit resource persons (for expected 400 Dts.)					
District Social Auditors	3	20000	7,20,000	400	28.800
Travel allowance	✓ 3	5000	2,40,000	400	9.600
Training/orientation (days)	12	500	18,000	400	0.720
Total cost of B			9,60,000		39.120

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Annexure - I

State Social Audit Unit Structure

Name of State	Director of Social Audit Unit	Number of permitted Social Development Specialists	Number of permitted Social Audit Experts
Andhra Pradesh	1	1	4 (for 22 districts)
Assam	1	1	5 (for 27 districts)
Bihar	1	1	7 (for 38 districts)
Chhattisgarh	1	1	5 (for 27 districts)
Gujarat	1	-	5 (for 26 districts)
Haryana	1	-	4 (for 21 districts)
Himachal Pradesh	1	-	2 (for 12 districts)
Jammu and Kashmir	1	-	4 (for 22 districts)
Jharkhand	1	1	5 (for 24 districts)
Karnataka	1	1	6 (for 30 districts)
Kerala	1	1	3 (for 14 districts)
Madhya Pradesh	1	-	10 (for 51 districts)
Maharashtra	1	-	6 (for 33 districts)
Manipur	1	-	2 (for 9 districts)
Meghalaya	1	-	1 (for 7 districts)
Mizoram	1	-	1 (for 8 districts)
Nagaland	1	-	2 (for 11 districts)
Odisha	1	-	6 (for 30 districts)
Punjab	1	-	4 (for 22 districts)
Rajasthan	1 ✓	1 ✓	6 (for 33 districts)
Tamil Nadu	1	-	1 (for 4 districts)
Tripura	1	1	6 (for 31 districts)
Uttar Pradesh	1	-	1 (for 8 districts)
Uttarakhand	1	1	15 (for 75 districts)
West Bengal	1	-	2 (for 13 districts)
Total	26 (26/29)	11 (11/11)	116 (116/116)

District Social Audit Resource Persons

one District Social Audit Resource Person for every Rs 30 Cr. of expenditure in FY:2013-14 in the district

मॉलिय आयुक्त, मनरेगा
सा. स. जयपुर
संख्या 3538
दिनांक 20/8/14
सी. डी. सा. SA

No. M-13015/2/2012-MGNREGA-VII(PE) No. 4930 PS/RD&PR/2014
Government of India
Ministry of Rural Development
(MGNREGA Division)
Date 20 AUG 2014

Krishi Bhavan, New delhi.
Dated: 11th August, 2014.

To

The Principal Secretary,
All States / UTs Administration,
Department of Rural Development,
(Dealing with MGNREGA).

Subject: Norms of recruitment of staff of Independent Social Audit Units - reg.

Sir/Madam,

I am directed to refer to the subject cited above and to state that in continuation of this Ministry's letter of even number dated 11th June, 2014 regarding the financial assistance being provided for staffing of Independent Social Audit Units (SAUs) with the core staff and the conditions for release of funds under the Project. To ensure that recruitments in the SAUs under the Special Projects are completed within the timeframe suggested below, please find below certain norms of recruitment to be followed by the States:

1: Qualification of those to be recruited

To ensure that candidates of suitable aptitude are recruited by the SAUs, the qualification and the responsibilities for each position have been enclosed as Annexure 1. This can be used for identifying suitable resource persons at the State and District level.

2. Suggested process

In order to invite applications for recruiting the SAU Resource persons at the State and District Level:

There may be an advertisement issued for the call for applications which should be hosted on the website of the State RD Department (for at least a period of 21 days prior to selection) and in at least 2 newspapers in circulation in the State - The State Government may follow the norms attached as Annexure 2 for shortlisting candidates who have responded to the call for applications, and place it on the website prior to the selection taking place - The final selection of candidates may be made by the selection committee as detailed in the letter communicated by the MoRD through an interview process that is guided by a performance assessment protocol that ranks performance, experience and qualities of leadership

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- The list of candidates who have finally been selected as per the final interview should be placed on the State NREGA website within 3 days of the interview taking place.

3. Timelines

To ensure the time bound recruitment of key personnel of the SAU at the State and District level under the Special Project, the following timelines need to be adhered to by the States

S. No	Key activity	Deadline
1.	Issue advertisements inviting applications for minimum staff of the SAU at the State and District level as stated in the Special Project	By 10 th August
2.	Shortlisting of candidates	By 30 th August
3.	Selection Committee at the State and District Level to be notified	By 10 th August
4.	Conduct of interviews	By 10 th September
5.	Staff recruited in place	By 25 th September

4. Please note that these are the minimum requirements that are being communicated by the MoRD. States are free to innovate and add any additional requirements as long as the minimum requirements are met. State Governments are requested to keep the MoRD informed of the innovations being put into practice as far as recruitment of social audit resource persons is concerned, so that it can be shared with other States too.

Yours faith fully,

D.K. Singh
(D.K. Singh)
Director(MGNREGA)

Encl: As above.

(8)

Annexure- I

I. Social Audit Director

Minimum Qualifications:

It is preferable that the post of the Director, SAU should be filled up by a social activist experienced in the conduct of social audits and rights based activities for not less than 10 years. The post should be open for candidates who have completed a Post Graduate in any field.

However, if a serving government official is appointed for the position of the SAU Director, then he/she should be given a full time deputation for a period of atleast 5 years as the Director, SAU

If a retired government official is appointed by the State for the position of the Director, SAU only officials who have not served in any Government position since the past 5 years shall be eligible

The following will be the minimum responsibilities of the Director:

- To be answerable to the Governing board as per the norms of the SA society.
- To manage the day to day functioning of the society
- Ensure that social audits undertaken by the SAU are in compliance with the Audit of the Scheme Rules and in compliance with a calendar of social audits jointly approved by the State RD Department and the SAU
- Design and development of all programmatic guidelines with respect to recruitment, process of social audit, governance structure, capacity building and training, financial rules etc for the operation of the SAU
- To ensure that all policy level decisions related to the Society are implemented
- Undertake all activities necessary to fulfil the objective and vision of the Society
- Recruit staff, award consulting contracts and incur necessary expenditures to manage the day to day affairs in compliance with HR Norms
- Convene Governing Body and Executive Committee meetings at stipulated intervals maintain all records, minutes and registers of functioning of the SAU
- Anchor all interactions with and communication with the Department implementing the MGNREGA
- Ensure transparency in the functioning and expenditure of the SAU
- Ensure that the web site of the SAU is maintained on an online basis.
- Take disciplinary action over staff as per contract rules

II. Social Development Consultant

Minimum qualification:

A Social Development Consultant should be appointed to work in partnership with the Director, SAU. The Social Development Consultant should not be a government official. He/she should be a representative of civil society and should have significant experience in

working on social audits and rights of the poor. The SDC should have a minimum of 5 years of experience in social audits/accountability related issues and should have completed a Post graduate in a social sciences discipline. The SDC should be appointed for a period of one/two years such that the term of the SDC can be renewed by the Director in consultation with the Governing Body

The following will be the minimum responsibilities of the SDC:

- To advise and assist the Director in the day to day functioning of the SAU
- Advise the Director on policy direction and design issues in the conduct of social audits
- to liaison with CSOs in the State to ensure effective partnerships between SAU and CSOs
- to bring in grassroot experience and experience in the design and development of social audit manuals, rules, guidelines and training modules
- guide and design the training process for conducting social audits
- conduct research and data analysis on the findings of social audits
- develop mechanisms of outreach and communication
- To evaluate the social audit process and the Resource Persons in the State from time to time and give reports to the Joint Director / Director
- To build a strong working relationship of co-operation with credible civil society organisations working with the MGNREGA in the field so that their support, feedback, and inputs can be obtained on an ongoing basis

III. District Resource Persons

Minimum Qualification:

The DRP should be appointed from a civil society organization preferably from the district. He/she should have a minimum of 3 years of grass root experience working on rights based issues. The DRPs should be appointed for at least one year and should be renewed based on the performance. The jurisdiction of the DRPs must be transferable to another district by the director

The following will be the responsibilities of the DRP:

- Will participate in drawing up the monthly schedule of social audits to be held in a district.
- Will be responsible for identification and training of Village Social Resource Persons or facilitators to help carry out Social Audits in the respective blocks
- Mobilizing Wage Seekers on MGNREGS Programmes and Social Audit.
- Providing awareness and information regarding MGNREGS to workers and panchayat residents
- She will be responsible for collecting all the information from the Block office, and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately)
- Should ensure that wall paintings as mandated in the Operational Guidelines are complete and updated in the GPs that they operate in
- Will be responsible for co-ordinating the team assigned to him/her and conduct a free and fair social audit process at the village/Block level.
- Will be responsible for ensuring that the Social Audit report is written and related photo copies of evidences from given record and evidences are collected from the stakeholders by due process during the Social Audit process.

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- Will be responsible for presenting the social audit reports in the public hearing without any dilution and state the facts as has been communicated by the stake holders.
- Will be responsible for submitting the final social audit reports as well as decision taken formats to the administration as well as the SAU after the completion of the S.A process and the public hearing.
- Will participate and facilitate the follow-up appraisal meetings every fortnight on a regular basis along with the Village Social Auditors and mobilise workers to attend the review meetings held by the PO
- Will submit the appraisal reports to the Social Audit Follow-up Cell at the District level and the SAU at the State level.
- Will participate in trainings imparted to them as part of their overall development and growth as DRPs
- will be responsible for maintaining accounts of all expenditure of the social audit resource team and presenting this information at the social audit public hearing on charts as per pre determined formats, and through a brief oral presentation at the public hearing.
- will ensure that an opportunity is provided for comments about the social audit facilitators which will be placed on record and sent to the State SAU.

(11)

Annexure-II

The following are the criteria used for shortlisting candidates, and the weights attached to each:

Criteria	Weightage (%)
Educational qualification	10
Experience of conducting social audit which shall include: - Details of social audit the candidate conducted - Evaluation of social audit reports submitted by the candidate with respect to complying with provisions of the Audit of Scheme Rules 2011 - Familiarity with local context	50
Personal Interview	20
Written evaluation	20

कार्यालय टिप्पणी

महानरेगा योजनांतर्गत प्रस्तावित संविदा सेवायें लिये जाने की सहमति निम्नांकित शर्तों के अधधीन प्रदान की जाती है :-

1. विभाग द्वारा संविदा सेवायें लिए जाने के लिए भारत सरकार के दिशा-निर्देशों की पूर्ण पालना सुनिश्चित की जायेगी।
2. विभाग प्रस्तावित नवीन संविदा सेवायें लेने की कार्यवाही करने से पूर्व इन संविदा सेवाओं की वास्तविक आवश्यकता का आंकलन करेगा एवं इसके उपरान्त केवल वास्तव में आवश्यक संविदा सेवायें ही ली जायेगी।
3. राज्य सरकार द्वारा वर्णित संविदा सेवाओं के लिए कोई राशि उपलब्ध नहीं करायी जायेगी तथा भारत सरकार से संविदा सेवाओं की 100 प्रतिशत राशि प्राप्त किया जाना सुनिश्चित किया जावेगा।
4. उक्त योजना वर्ष 2017 तक के लिए ही है। अतः योजना अवधि अथवा भारत सरकार द्वारा संविदा सेवाओं हेतु 100 प्रतिशत राशि उपलब्ध कराने की योजना की समाप्ति, जो भी पहले हो, पर विभाग द्वारा उक्त संविदा सेवायें समाप्त किया जाना सुनिश्चित किया जायेगा।
5. विभाग द्वारा संविदा सेवाओं के संबंध में राज्य सरकार द्वारा जारी दिशा-निर्देश एवं तत्संबंधी नियमों की पालना सुनिश्चित की जावेगी। (वित्त विभाग के परिपत्र दिनांक 27.06.2014)
6. संविदा सेवाओं का Job description / Qualification & Procedure भारत सरकार के दिशा-निर्देशों के अनुसार ही निर्धारित किया जायेगा।

यह वित्त विभाग में सक्षम स्तर से अनुमोदित है।

(Handwritten signature)

(संदीप धीर)
संयुक्त शासन सचिव,
वित्त (व्यय-5) विभाग

शासन सचिव,
ग्रामीण विकास विभाग

11. issue order accordingly
(Handwritten signature)
9/12/14

PA EKS

Director's Office

12-12-14

AA(N) 12/12/14

संख्या

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9-12-2014

24/12/14
11/12/2014