

By mail

**No. HPSAU-H (A)(4)-02/2017-
H.P. Social Audit Unit,
Khalini, Shimla (HP)-171002**

Office Order

Consequent upon the decision on point No. 9 of proceeding of the meeting held on 04.11.2019, under the Chairmanship of worthy Secretary (RD), the Job chart of SAU staff at district level is as under:

1. District Resource Persons (DRPs)

- a) Coordinate all activities related to Social Audit at the District Level
- b) Participate in drawing up the schedule of social audits.
- c) Co-ordinate with the Block Resource Persons(BRPs) to ensure Conducting of Social Audit as per the calendar uploaded on MIS and specified processes and enters the data in the MIS.
- d) Ensure that important Social Audit findings are communicated to senior implementation officials and elected representatives in the districts.
- e) Monitor the action taken reports at the districts level
- f) Responsible for identification of Village Resource Persons (VRPs).
- g) Capacity Building of the BRPs and VRPs.
- h) Ensure to submit their monthly action plan and reports to the Director, SAU.
- i) Prepare the consolidated report of findings of Social Audit (Block wise) and submit to the Head Office.
- j) Ensure to all the non-negotiable in the Social Audit process are followed.
- k) To evaluate the Social Audit process and liaise with SAE from time to time.
- l) Will be responsible for coordinating the team assigned to them and conduct of free and fair Social Audit process at the Gram Panchayat levels.
- m) Verify Remuneration claims of BRPs/GPRPs and VRPs of concerned Districts and sent consolidated claims to HPSAU.
- n) Any others function assigned by Director SAU and Social Audit Expert from time to time.

By Order

Secretary (RD&PR) to the,
Govt. of Himachal Pradesh.

Endst. No. As above 325 to 326 dated 23rd July, 2020

Copy to: -

1. Social Audit Expert, Social Audit Unit, Khalini, Shimla-02 for information.
2. All District Resource Persons, Social Audit Unit, Himachal Pradesh for information and compliance.


Director,
Social Audit Unit,
Khalini, Shimla-2