

**H.P. Social Audit Unit, 1st Floor,
Barowalias House, Khalini, Shimla (HP) 171002**

No. HPSAU-(H) (B) (15)-02/2026 — //00 Dated

4th February, 2026

Office Order

In order to ensure smooth functioning of the office work, the work distribution pertaining to various matters shall henceforth be done as under:-

Sr.No.	Name of Officials	Work Assigned	File to be routed through	Remarks
1.	Om Prakash Sharma State Resource Person	1. Finalization of Training calendar-Annual Action plan.		
		2. Annual Social Audit Report.		
		3. Various correspondences with MoRD/State RD Departments.		
		4. Social Audit of other schemes of various Departments.		
		5. CAG Audit matters.		
		6. Vidhan Sabha matters/Parliamentary matters.		
		7. Implementation of Social Audit Findings.		
		8. Governing Body and General Body meetings.		
2.	Shiwani Shongi Accountant-cum-DEO	1. Maintenance of accounts for all kind of receipts and payment under various heads of accounts.		
		2. Preparation of Salary/T.A. of office staff/DRPs and Remuneration/T.A. bills of BRPs/VRPs and maintenance of Cash books.		
		3. C.A. Audit.		
		4. Submission of UC/CC to MoRD.	Through SRP.	
		5. Preparation of bills under Social Audit of other schemes of various departments.		
		6. Purchase of various office items/equipments and maintenance of stock register.		
3.	Prabodh Sharma MIS Manager	1. Social Audit Calendar of MGNREGA and other schemes- Uploading/correction/addition/deletion/entries in MIS. Monitoring of MIS data and to put up matters to Director for issuing directions to field staff to take corrective steps.		
		2. Departmental website.		
		3. All Establishment Matters. (except attendance register/leave account which will be maintained by Accountant-cum-DEO)	Through SRP	

		4. Training related matters.	Through SRP	
		5. Various meetings	Through SRP	
		6. To assist SRP in CAG matters/Governing Body and General Body matters.		
		7. To assist Accountant-cum-DEO in preparation of bills under social audit of other scheme.		
4.	Kapil Chauhan District Resource Person Shimla	1. Grievance Redressal	Through SRP	
		2. Miscellaneous matters.		
		3. Scheme Audit-Social Justice (DoSJE).		
		4. IEC activities.	Through SRP	
		5. Diary/Despatch		
		6. RTI matters.		

All the aforesaid officials will assist each other in supplying the requisite data/information for speedy completion thereof and disposal of matters.


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