

**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 Block and Village level is as under:

**1) Block Resource Persons/Gram Panchayat Resource Persons
(BRPs/GPRPs)**

- a) Responsible for overall conduct of Social Audit in the GramPanchayat with VRPs, as per the specified process.
- b) To ensure conducting of Social Audit as per the calendar uploaded on MIS and enter the finding data in the MIS.
- c) Responsible for collecting all the information from the Block office and cross checking that the information is complete.
- d) Must interact with people in small meetings with Beneficiaries, 100% asset verification & asset site verification and verify all records and expenditure incurred by the beneficiary for construction of the assets.
- e) Must hold Focused Group Discussion (FGD) with the villagers, including PRI representatives, SHGs, SC/ST households, disabled households in neutral public places and create awareness on the programme.
- f) Build capacities of Gram Sabha for conducting Social Audit.
- g) The Social Audit team should get a copy of the ATR form the implementing agency as well as report from the resource person who conducted the audit the previous time. During field visits, the Social Audit team should verify whether action as specified in the ATR has indeed been taken, if done, the issue in MIS has to be closed.
- h) Responsible for presenting the Social Audit report in the Gram Sabha and Public Hearing without any dilutions.
- i) Present the social audit report in the public hearing without any dilution
- j) Responsible for ensuring that the Social Audit report is written and related photocopies of evidence from given record and evidence are collected from the stakeholder by due procedure during the Social Audit process.
- k) Responsible for submitting the final Social Audit report as well as decision taken formats to the administration as well as the SAU after the completion of Social Audit Process and Public Hearing.
- l) To ensure the Social Audit record keeping, where conducted Social Audit in the field.
- m) Any other function assigned by Director SAU and District Resource Person from time to time.

2) Village Resource Persons (VRP)

First task of the VRPs is conducting verification of physical records from the actual ground realities with BRPs.

- a) Must interact with people in small meetings with Beneficiaries, 100% asset verification & asset site verification and verify all records and expenditure incurred by the beneficiary for construction of the assets.
- b) Must hold Focused Group Discussion (FGD) with the villagers, including PRI representatives, SHGs, SC/ST households, disabled households in neutral public places and create awareness on the programme.
- c) Verify whether processes of implementation of Schemes that is to be audited, in the GP were as per the provisions of the Act and its guidelines.
- d) Build capacities of Gram Sabha for conducting Social Audit and assist BRPs in the complete process of Social Audit.
- e) Record attendance at the beginning of the Gram Sabha. Make sure there is no proxy attendance being given by any person.
- f) Slogans and songs should be used to ease tension and create an enabling environment or to get people back to the focus.
- g) Develop a seating protocol between the panel and implementing agencies, workers and the social audit team.
- h) Any other function assigned by DRP and Director SAU from time to time.

By Order

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

Endst. No. As above 330 to 333 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.
3. Block Resource Persons, Social Audit Unit, Himachal Pradesh for information and compliance.
4. Village Resource Persons, Social Audit Unit, Himachal Pradesh for information and compliance.

Director,
Social Audit Unit,
Khalini, Shimla-2