

**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 state level is as under:

1) Social Audit Expert (SAE)

- a) Advise and assist the Director in day to day functioning of the SAU and Policy decisions in conduct of Social Audit.
- b) Analyse the Social Audit findings and prepare social audit annual report.
- c) To liaison with CSOs in the State to ensure effective partnerships between SAU and CSOs
- d) To bring in grassroots experience in the design and development of social audit manuals, rules, guidelines and training manuals.
- e) Guide and design the training process for conducting Social Audit.
- f) To evaluate the Social Audit process and the guide the Resource person for effective implementation of Social Audit
- g) Coordination with other Department for training guideline for the Social Audit of their schemes.
- h) Design Social Audit formats for different schemes and training to DRPs, BRPs and VRPs.
- i) Design the training plan for social audit in the state and impart training.
- j) Settlement of queries, related to social audit at the state levels.
- k) Any others function assigned by the Director SAU from time to time.

2) MIS Manager

- a) Uploading of Social Audit Calendar.
- b) Monitor and supervise uploading of Social Audit Reports on MIS.
- c) Liaising with Software Development team at MoRD.
- d) Troubleshoot MIS Issue.
- e) Maintenance of website for Social Audit Unit.
- f) Providing MIS Training.
- g) Designing of MIS formats of Social Audit for various schemes.
- h) Any others function assigned by SAU Director from time to time.

3) **Accountant-cum-Data Entry Operator**

- a) Maintenance of SAU Accounts.
- b) Maintenance of cashbook, ledgers and vouchers, stock registers etc.
- c) Preparation of documents related to utilization certificate.
- d) Establishment matters.
- e) SAU office works.
- f) RTI and Court matter/cases.
- g) Preparation of Salary and Remuneration bills.
- h) Diary and Dispatch
- i) Any others function assigned by SAU Director from time to time.

By Order

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

Endst. No. As above 327 to 329 dated 23rd July, 2020

Copy to: -

1. Social Audit Expert, Social Audit Unit, Khalini, Shimla-02 for information and compliance.
2. MIS Manager, Social Audit Unit, Khalini, Shimla-02 for information and compliance.
3. Accountant-cum-Data Entry Operator, Social Audit Unit, Khalini, Shimla-02 for information and compliance.



Director,

Social Audit Unit,
Khalini, Shimla-2