

Proforma (A)

Specimen Social Audit Report (Village Schedule)

Padyatra Group No..... Date:

Village: Bhora Rasulpur Panchayat: Bhora Rasulpur Panchayat Samiti Ganaur.

1. Approximate number of people in the meeting : 40

Registration

2. Have people in this village registered under the NREGA. Yes... Y/N

3. How many people have applied but not been registered

4. How many have complained about irregularities in the registration process.....

who are the people (indicate names)

5. What action has been taken on each complaint.....

Job Card

6. Have job cards been issued in the village. Yes..... Y/N

Which month were they issued..... June, July.....

7. How many have registered, but have not received job cards..... Nil....

8. How many have filed complaints regarding job cards..... Nil

.....

9. What action has been taken on these complaints..... Nil

Application for work

10. How many people have applied but not got work yet..... Nil

11. How many have applied for work and got receipts?..... 13.....

12. If people have not given written applications, and not received receipts, what are the reasons

a) Application forms not available

b) Cannot write

c) Panchayat did not accept the application

d) Panchayat did not give a receipt

13. How many people applied for work who

a) Got work in 15 days

b) Got work after 15 days

c) Have not yet got work

14. Has anyone applied for unemployment allowance..... name & details

Payment

15. In how many days was payment made..... 15 days.....

16. How many people got payment after 15 days..... how many people got payment after 30 days.....

17. Was some part of the wages paid as advance No..... Y/N

If yes, at what rate.....

18. Was payment made at a public placeYes..... Y/N

If not, then where was the payment made?.....No.....

19. Was payment made in the dayYes..... Y/N

20. At the time of payment –

a) Was the payment made on the muster roll - yes

b) Was the muster roll read out ?

c) Was the Muster roll displayed at the time of payment - yes

d) Paid without the muster roll - No

21. How far is the work-site from the village.....500 m.....

22. Was the work identified in the Gram Sabhayes..... Y/N

23. Is there a monitoring committee set up for the works at the village level.....Yes.....

24. Do people in the village think that the work is useful ...Yes.....Y/N

25. Is there any complaint in respect of the NREGA -: No

Corruption

Irregularities

other..... Give details

Name of person filling the schedule Signature

Sarpanch

Gram Sachiv

ABPO

BDPO

Proforma (B)

Specimen Social Audit Report (Work-Site)

Padyatra Group No..... Date:.....

Name of work- Digging of Nala Panchayat Bhora Rasulpur

Panchayat Samiti...Ganaur

Agency executing the work NREGA

Sanctioned Amount.....294000/-

Muster roll numbers of the muster rolls at the work-site Yes.

1. No of workers on the work-site...13.....

2. Is there a board displaying the details of the work - Yes

If yes , which of the following is displayed

a) sanctioned amount

b) amount of the work/task assigned to each worker

c) number of workers on the M.R.

d) number of workers present

e) estimated worker days

f) materials needed

g) material received on the day, specify date

h) description of the sanctioned work and specifications

3. Do workers know of the sanctioned amount and the usefulness (?) of the work - Yes

4. Is the muster roll available at the work-site - Yes

5. Has the Monitoring Committee checked the muster roll.. Yes

6. Has the Village Monitoring Committee evaluated the quality and usefulness of the work YesY / N

If yes, describe the details

7. If it is a “pucca” work , is there a Material Register maintained on the work-site..... Yes Y / N

8. Is attendance taken on the muster roll or in a note book/register ? - Yes

9. Is there an anganwadi or creche at the work-site ? - No

10. Is there provision for shade / water / medicines at the work-site - Yes

11. Are Job Cards of workers available at the work-site - Yes

12. Have details of work been entered in the Job Card - Yes

13. Who keeps the Job Cards ? – Member

Questions that should be asked during discussions with workers on the work-site

14. Was the task measured and given before work started ... Yes ... Y / N

15. If there are groups of workers per task, what is the size of the group – 2 persons

16. Is task given on an individual or group basis ?
 17. Is the task measured daily and the worker informed about the quantum of measurement ? - Yes
 18. Does the junior engineer measure the work at the end of each work period (Pakhwada) in front of the workers ? - Yes
 19. Is there a fixed time for workers to be present at the work-site ? - Yes
 20. How many times is the attendance taken in a day ...2 times... when is it taken?
 21. Is the lift and lead taken into consideration at the time of fixing the task ?
- Suggestions of activities for the Padyatra Group at the work-site
22. Check the muster roll, read out muster roll, how many workers are entered on the muster roll . How many workers are present at the work-site ? - 13
 23. Is the muster roll available for checking by all workers at the work-site ?
 24. No.of women / men workers at the work-site
men.....8.....women5.....
 25. Are there any complaints of workers regarding conditions at the work - site ? No
 26. Is the work being done through a Contractor ? -No
 27. Are machine/s being used at the work-site or have they been used ?- No
If yes please describe for what purpose
- Name of person filling the schedule Signature

Sarpanch

Gram Sachiv

ABPO

BDPO

Proforma (C)

Specimen Social Audit Report (Panchayat Office)

Padyatra Group No..... Date:.....

Panchayat **Bhora Rasulpur** Panchayat **Samiti Ganaur.**

Name of Sarpanch- **Milak raj** Name of Panchayat Secretary- **Rajpal**

1. Does the Panchayat office have a board displaying the details of work under the NREGA ?Yes

If yes, then is the following information entered

a) Name of the work b) Sanctioned amount – labour / materials

c) Expenditure –labour / materials d) State of work – completed / incomplete- Yes

2. Is there a shelf of projects for NREGA works prepared by the Gram Sabha, including a list of works in order of priority, available in the Panchayat office ?

a) Has this list of works been displayed ? - Yes

b) How many of the on-going works sanctioned have been taken from the shelf of projects approved by the Gram Sabha ? No

c) In how many of these works have work orders been issued ? No

d) Has the order of priorities in the shelf of projects been followed in the issuing of work orders ? - Yes

3. How many works have started and how many labour are working on each work-site ?

4. Are copies of muster rolls displayed at the Panchayat Bhavan for public scrutiny ?YesY / N

5. Is there a Complaint Box or register available at the Panchayat Office ?
Yes ...Y / NIf yes, then how many complaints have been received? What action has been taken on them ?

6. Is the list of Job Cards issued available for public scrutiny ?
Y / NYes

7. What is the method for receiving applications from workers ?

8. Is the Panchayat Secretary available at the Panchayat office time at a fixed time every day ?Yes Y / N

9. How many people are employed by the Panchayat office to look after the NREGA ?

10. Is the process of registration and issue of Job Cards open at all time?
..... YesY / N

11. Is the Perspective Plan or the sanctioned list of works approved by the Gram Sabha ,open for public scrutiny at the Gram Panchayat ?

12. What are the suggestions of the Sarpanch, Panchayat Secretary and the Ward Panchs regarding the NREGA ?

Name of person filling the schedule Signature - BDPO

Note : These formats were made for the mass social audit conducted in Dungarpur (Rajasthan) by the Rozgaar Evam Suchana Adhikar Abhiyan from 15 to 26 April 2006. They can be modified and used for a concurrent social audit- i.e. while works are going on. These are not appropriate 'post-facto' social audit formats, i.e. for works that have been completed, or for verification of muster rolls relating to earlier periods.

There are three kinds of proformas- one to be used in the village, one at the work-site, and one at the Gram Panchayat office.

The attempt is primarily to find out which if any of the essential requirements of the NREGA – in particular from the point of view of the worker's, entitlements is not being followed, so that immediate corrective action can take place.

Most of the provisions referred to in the proforma can be found in the NREGA guidelines, or in the Act. The guidelines can be accessed at the MORD website www.nrega.nic.in . Many State Governments have also issued their own guidelines which should be looked at while preparing social audit proformas for use in each state. For instance, some states have much better use of IT provisions than others, but the efficacy of these provisions need to be checked at the field level.

Proforma (A)

Specimen Social Audit Report (Village Schedule)

Padyatra Group No..... Date:

Village: Sheikhpura Panchayat: Sheikhpura Panchayat Samiti Ganaur.

1. Approximate number of people in the meeting : 35

Registration

2. Have people in this village registered under the NREGA. Yes... Y/N

3. How many people have applied but not been registered

4. How many have complained about irregularities in the registration process.....

who are the people (indicate names)

5. What action has been taken on each complaint.....

Job Card

6. Have job cards been issued in the village. Yes..... Y/N

Which month were they issued.....July.....

7. How many have registered, but have not received job cards.....Nil....

8. How many have filed complaints regarding job cards..... Nil

.....

9. What action has been taken on these complaints..... Nil

Application for work

10. How many people have applied but not got work yet..... Nil

11. How many have applied for work and got receipts?.....32.....

12. If people have not given written applications, and not received receipts, what are the reasons

a) Application forms not available

b) Cannot write

c) Panchayat did not accept the application

d) Panchayat did not give a receipt

13. How many people applied for work who

a) Got work in 15 days

b) Got work after 15 days

c) Have not yet got work

14. Has anyone applied for unemployment allowance.....name & details

Payment

15. In how many days was payment made.....15dyas.....

16. How many people got payment after 15 days..... how many people got payment after 30 days.....

17. Was some part of the wages paid as advanceNo..... Y/N

If yes, at what rate.....

18. Was payment made at a public placeYes..... Y/N

If not, then where was the payment made?.....No.....

19. Was payment made in the dayYes..... Y/N

20. At the time of payment –

a) Was the payment made on the muster roll - yes

b) Was the muster roll read out ?

c) Was the Muster roll displayed at the time of payment - yes

d) Paid without the muster roll - No

21. How far is the work-site from the village.....500 m.....

22. Was the work identified in the Gram Sabhayes..... Y/N

23. Is there a monitoring committee set up for the works at the village level.....Yes.....

24. Do people in the village think that the work is useful ...Yes.....Y/N

25. Is there any complaint in respect of the NREGA -: No

Corruption

Irregularities

other..... Give details

Name of person filling the schedule Signature

Sarpanch

Gram Sachiv

ABPO

BDPO

Proforma (B)

Specimen Social Audit Report (Work-Site)

Padyatra Group No..... Date:.....

Name of work- Const. of Nala Panchayat Sheikhpura

Panchayat Samiti...Ganaur

Agency executing the work NREGA

Sanctioned Amount.....477000/-

Muster roll numbers of the muster rolls at the work-site Yes.

1. No of workers on the work-site...32.....

2. Is there a board displaying the details of the work - Yes

If yes , which of the following is displayed

a) sanctioned amount

b) amount of the work/task assigned to each worker

c) number of workers on the M.R.

d) number of workers present

e) estimated worker days

f) materials needed

g) material received on the day, specify date

h) description of the sanctioned work and specifications

3. Do workers know of the sanctioned amount and the usefulness (?) of the work - Yes

4. Is the muster roll available at the work-site - Yes

5. Has the Monitoring Committee checked the muster roll.. Yes

6. Has the Village Monitoring Committee evaluated the quality and usefulness of the work YesY / N

If yes, describe the details

7. If it is a “pucca” work , is there a Material Register maintained on the work-site..... Yes Y / N

8. Is attendance taken on the muster roll or in a note book/register ? - Yes

9. Is there an anganwadi or creche at the work-site ? - No

10. Is there provision for shade / water / medicines at the work-site - Yes

11. Are Job Cards of workers available at the work-site - Yes

12. Have details of work been entered in the Job Card - Yes

13. Who keeps the Job Cards ? – Member

Questions that should be asked during discussions with workers on the work-site

14. Was the task measured and given before work started ... Yes ... Y / N

15. If there are groups of workers per task, what is the size of the group – 2 persons

16. Is task given on an individual or group basis ?
 17. Is the task measured daily and the worker informed about the quantum of measurement ? - Yes
 18. Does the junior engineer measure the work at the end of each work period (Pakhwada) in front of the workers ? - Yes
 19. Is there a fixed time for workers to be present at the work-site ? - Yes
 20. How many times is the attendance taken in a day ...2 times... when is it taken?
 21. Is the lift and lead taken into consideration at the time of fixing the task ?
- Suggestions of activities for the Padyatra Group at the work-site
22. Check the muster roll, read out muster roll, how many workers are entered on the muster roll . How many workers are present at the work-site ? - 32
 23. Is the muster roll available for checking by all workers at the work-site ?
 24. No.of women / men workers at the work-site
men.....13.....women19.....
 25. Are there any complaints of workers regarding conditions at the work - site ? No
 26. Is the work being done through a Contractor ? -No
 27. Are machine/s being used at the work-site or have they been used ?- No
If yes please describe for what purpose
- Name of person filling the schedule Signature

Sarpanch

Gram Sachiv

ABPO

BDPO

Proforma (C)

Specimen Social Audit Report (Panchayat Office)

Padyatra Group No..... Date:.....

Panchayat Sheikhpura Panchayat Samiti Ganaur.

Name of Sarpanch Naresh Kumar Name of Panchayat Secretary Randhir Singh

1. Does the Panchayat office have a board displaying the details of work under the NREGA ?Yes

If yes, then is the following information entered

a) Name of the work b) Sanctioned amount – labour / materials

c) Expenditure –labour / materials d) State of work – completed / incomplete- Yes

2. Is there a shelf of projects for NREGA works prepared by the Gram Sabha, including a list of works in order of priority, available in the Panchayat office ?

a) Has this list of works been displayed ? - Yes

b) How many of the on-going works sanctioned have been taken from the shelf of projects approved by the Gram Sabha ? No

c) In how many of these works have work orders been issued ? No

d) Has the order of priorities in the shelf of projects been followed in the issuing of work orders ? - Yes

3. How many works have started and how many labour are working on each work-site ? 1 to 32

4. Are copies of muster rolls displayed at the Panchayat Bhavan for public scrutiny ?YesY / N

5. Is there a Complaint Box or register available at the Panchayat Office ?
Yes ...Y / NIf yes, then how many complaints have been received? What action has been taken on them ?

6. Is the list of Job Cards issued available for public scrutiny ?
Y / NYes

7. What is the method for receiving applications from workers ?

8. Is the Panchayat Secretary available at the Panchayat office time at a fixed time every day ?Yes Y / N

9. How many people are employed by the Panchayat office to look after the NREGA ?

10. Is the process of registration and issue of Job Cards open at all time?
..... YesY / N

11. Is the Perspective Plan or the sanctioned list of works approved by the Gram Sabha ,open for public scrutiny at the Gram Panchayat ?

12. What are the suggestions of the Sarpanch, Panchayat Secretary and the Ward Panchs regarding the NREGA ?

Name of person filling the schedule Signature - BDPO

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There are three kinds of proformas- one to be used in the village, one at the work-site, and one at the Gram Panchayat office.

The attempt is primarily to find out which if any of the essential requirements of the NREGA – in particular from the point of view of the worker's, entitlements is not being followed, so that immediate corrective action can take place.

Most of the provisions referred to in the proforma can be found in the NREGA guidelines, or in the Act. The guidelines can be accessed at the MORD website www.nrega.nic.in . Many State Governments have also issued their own guidelines which should be looked at while preparing social audit proformas for use in each state. For instance, some states have much better use of IT provisions than others, but the efficacy of these provisions need to be checked at the field level.

Proforma (A)

Specimen Social Audit Report (Village Schedule)

Padyatra Group No..... Date:

Village: Udeshipur Panchayat: Udeshipur Panchayat Samiti Ganaur.

1. Approximate number of people in the meeting : 90

Registration

2. Have people in this village registered under the NREGA. Yes... Y/N

3. How many people have applied but not been registered

4. How many have complained about irregularities in the registration process.....

who are the people (indicate names)

5. What action has been taken on each complaint.....

Job Card

6. Have job cards been issued in the village. Yes..... Y/N

Which month were they issued.....June.....

7. How many have registered, but have not received job cards.....Nil....

8. How many have filed complaints regarding job cards..... Nil

9. What action has been taken on these complaints..... Nil

Application for work

10. How many people have applied but not got work yet..... Nil

11. How many have applied for work and got receipts?.....62.....

12. If people have not given written applications, and not received receipts, what are the reasons

a) Application forms not available

b) Cannot write

c) Panchayat did not accept the application

d) Panchayat did not give a receipt

13. How many people applied for work who

a) Got work in 15 days

b) Got work after 15 days

c) Have not yet got work

14. Has anyone applied for unemployment allowance.....name & details

Payment

15. In how many days was payment made.....15dyas.....

16. How many people got payment after 15 days..... how many people got payment after 30 days.....

17. Was some part of the wages paid as advanceNo..... Y/N

If yes, at what rate.....

18. Was payment made at a public placeYes..... Y/N

If not, then where was the payment made?.....No.....

19. Was payment made in the dayYes..... Y/N

20. At the time of payment –

a) Was the payment made on the muster roll - yes

b) Was the muster roll read out ?

c) Was the Muster roll displayed at the time of payment - yes

d) Paid without the muster roll - No

21. How far is the work-site from the village.....50 m.....

22. Was the work identified in the Gram Sabhayes..... Y/N

23. Is there a monitoring committee set up for the works at the village level.....Yes.....

24. Do people in the village think that the work is useful ...Yes.....Y/N

25. Is there any complaint in respect of the NREGA -: No

Corruption

Irregularities

other..... Give details

Name of person filling the schedule Signature

Sarpanch

Gram Sachiv

ABPO

BDPO

Proforma (B)

Specimen Social Audit Report (Work-Site)

Padyatra Group No..... Date:.....

Name of work- Digging of pond Panchayat Udeshipur

Panchayat Samiti...Ganaur

Agency executing the work NREGA

Sanctioned Amount.....263000/-

Muster roll numbers of the muster rolls at the work-site Yes.

1. No of workers on the work-site...62.....

2. Is there a board displaying the details of the work - Yes

If yes , which of the following is displayed

a) sanctioned amount

b) amount of the work/task assigned to each worker

c) number of workers on the M.R.

d) number of workers present

e) estimated worker days

f) materials needed

g) material received on the day, specify date

h) description of the sanctioned work and specifications

3. Do workers know of the sanctioned amount and the usefulness (?) of the work - Yes

4. Is the muster roll available at the work-site - Yes

5. Has the Monitoring Committee checked the muster roll.. Yes

6. Has the Village Monitoring Committee evaluated the quality and usefulness of the work YesY / N

If yes, describe the details

7. If it is a “pucca” work , is there a Material Register maintained on the work-site..... Yes Y / N

8. Is attendance taken on the muster roll or in a note book/register ? - Yes

9. Is there an anganwadi or creche at the work-site ? - No

10. Is there provision for shade / water / medicines at the work-site - Yes

11. Are Job Cards of workers available at the work-site - Yes

12. Have details of work been entered in the Job Card - Yes

13. Who keeps the Job Cards ? – Member

Questions that should be asked during discussions with workers on the work-site

14. Was the task measured and given before work started ... Yes ... Y / N

15. If there are groups of workers per task, what is the size of the group – 2 persons

16. Is task given on an individual or group basis ?
 17. Is the task measured daily and the worker informed about the quantum of measurement ? - Yes
 18. Does the junior engineer measure the work at the end of each work period (Pakhwada) in front of the workers ? - Yes
 19. Is there a fixed time for workers to be present at the work-site ? - Yes
 20. How many times is the attendance taken in a day ...2 times... when is it taken?
 21. Is the lift and lead taken into consideration at the time of fixing the task ?
- Suggestions of activities for the Padyatra Group at the work-site
22. Check the muster roll, read out muster roll, how many workers are entered on the muster roll . How many workers are present at the work-site ? - 62
 23. Is the muster roll available for checking by all workers at the work-site ?
 24. No.of women / men workers at the work-site
men.....36.....women26.....
 25. Are there any complaints of workers regarding conditions at the work - site ? No
 26. Is the work being done through a Contractor ? -No
 27. Are machine/s being used at the work-site or have they been used ?- No
If yes please describe for what purpose
- Name of person filling the schedule Signature

Sarpanch

Gram Sachiv

ABPO

BDPO

Proforma (C)

Specimen Social Audit Report (Panchayat Office)

Padyatra Group No..... Date:.....

Panchayat **Udeshipur** Panchayat **Samiti Ganaur**.

Name of Sarpanch- **Bharpai** Name of Panchayat Secretary- **Rajender**

1. Does the Panchayat office have a board displaying the details of work under the NREGA ?Yes

If yes, then is the following information entered

a) Name of the work b) Sanctioned amount – labour / materials

c) Expenditure –labour / materials d) State of work – completed / incomplete- Yes

2. Is there a shelf of projects for NREGA works prepared by the Gram Sabha, including a list of works in order of priority, available in the Panchayat office ?

a) Has this list of works been displayed ? - Yes

b) How many of the on-going works sanctioned have been taken from the shelf of projects approved by the Gram Sabha ? No

c) In how many of these works have work orders been issued ? No

d) Has the order of priorities in the shelf of projects been followed in the issuing of work orders ? - Yes

3. How many works have started and how many labour are working on each work-site ?

4. Are copies of muster rolls displayed at the Panchayat Bhavan for public scrutiny ?YesY / N

5. Is there a Complaint Box or register available at the Panchayat Office ?
Yes ...Y / NIf yes, then how many complaints have been received? What action has been taken on them ?

6. Is the list of Job Cards issued available for public scrutiny ?
Y / NYes

7. What is the method for receiving applications from workers ?

8. Is the Panchayat Secretary available at the Panchayat office time at a fixed time every day ?Yes Y / N

9. How many people are employed by the Panchayat office to look after the NREGA ?

10. Is the process of registration and issue of Job Cards open at all time?
..... YesY / N

11. Is the Perspective Plan or the sanctioned list of works approved by the Gram Sabha ,open for public scrutiny at the Gram Panchayat ?

12. What are the suggestions of the Sarpanch, Panchayat Secretary and the Ward Panchs regarding the NREGA ?

Name of person filling the schedule Signature - BDPO

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