

## SOCIAL AUDIT

1) Name of the State

2) Name of the district

3) Name of Block

4) Name of Gram Panchayat

5) Name of the Village

6) Date of Social Audit: (DD/MM/YY)

**SOCIAL AUDIT**  
**[Instruction Sheet]**

- I. Issues that may be raised in the Social Audit are listed in the column no. "2" with broad categories and sub categories.  
The list is not an exhaustive one and may be increased if required.
- II. In column number "3", number of cases is to be reported.
- III. In column number "4", details of persons responsible for default if any.
- IV. In column number "5", number of cases resolved is to be reported.
- V. In column number "6", number of cases pending is to be reported.
- VI. In column number "7", specify time line for pending cases to be resolved (number of days and Date) [DD/MM/YY] and the nodal officer appointed to resolve the issue.
- VII. In column number "8", specify the penal action to be taken and if any specific remark.
- VIII. In column number "2" Serial number-**X**, specify the detailed proceedings.

Sno	Issues	Number of Cases	Person responsible for default if any.	Social Audit			REMARKS
				Number and Details of cases resolved	Number and Details of cases pending	Time line for pending cases to be resolved (number of days and Date)[DD/MM/YY] and the nodal officer appointed to resolve the issue	
1	2	3	4	5	6	7	8
I.	<b>Registration of families</b>						
a)	Denial of registration to eligible applicants						
b)	Registration of bogus families/individuals						
c)	Charging a fee for registration ( <i>Specify the amount</i> )						
II.	<b>Job cards</b>						
a)	Non-issuance of job cards after registration						
b)	Delay in receiving job cards						

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c)	Issuance of false job cards						
d)	Charging a fee for job card <i>(Specify the amount)</i>						
e)	Absence of photos on the job card and charging fee for photograph <i>(Specify the amount)</i>						
f)	Job card entries not updated and have different details of attendance and payments then the actual.						
III.	<b>Receipt of work application</b>						

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a)	Non-acceptance of work application by the relevant authorities						
b)	Wrong date or no date recorded on the work application						
c)	Are workers receiving dated receipts for their application for work?						
IV.	<b>Allotment of work</b>						
a)	Are people being given work on time?						
b)	Is the 33 per cent quota for women being satisfied in the allotment of work?						

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c)	Are those who are allocated work outside the 5-km. radius being given a transport and living allowance equal to 10 percent of the minimum wage?						
V.	<b>Payment of wages and unemployment allowance</b>						
a)	Non-payment of wages <i>(Specify the amount)</i>						
b)	Late payment of wages <i>(Specify the amount)</i>						

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c)	Underpayment of wages <i>(Specify the amount)</i>						
d)	Payment of wages to the wrong person <i>(Specify the amount)</i>						
e)	Payment of wages in the name of non-existent (ghost) workers <i>(Specify the amount)</i>						
f)	Payment of wages for non-existent projects <i>(Specify the amount)</i>						
g)	Late payment of						

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	unemployment allowance <i>(Specify the amount)</i>						
VI.	<b>Selection of the work and issuance of work order</b>						
a)	Selection of work not based on the works recommended by the Gram Sabha.						
b)	Priority of works not maintained						
c)	Poor selection of a worksite						
d)	Exaggerated or inaccurate						



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	technical Estimate						
e)	Inclusion in estimate of unnecessary expenditure						
f)	Excessive rates and material						
VII.	<b>Implementation and supervision of work</b>						
a)	Recording of nonexistent (ghost) workers						
b)	Recording of fictitious (ghost) works						

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c)	Work not conforming to work specifications or prescribed standards						
d)	Supply of less than sanctioned/poor quality materials and tools						
e)	Was the shelf of projects prepared in the Gram Sabha?						
f)	Was there a citizen information board at the worksite giving details of the sanctioned amount, work dimensions and other requisite details?						
g)	Were the muster rolls						

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	available for public scrutiny at all times at the worksite?						
h)	Was a worksite material register maintained, along with verification by at least five workers whenever material came to the site?						
i)	Was a daily individual measurement of work conducted in a transparent manner where piece-rate norms were in force?						
j)	Was the final measurement of the work (for weekly wage payments) done by the Junior Engineer in the						

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	presence of a group of workers?						
k)	Did members of the vigilance committee make regular visits to the worksite and monitor the implementation of various aspects of the work?						
l)	Were any complaints made? Were they addressed within seven days by the grievance-redressal authority?						
m)	Is the measurement book maintained properly?						
n)	Taking and/or recording of						

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	improper measurements.						
o)	Issuing of false Completion Certificates. Is Completion Certificates issued in time?						
p)	Works not conforming to specifications/standards						
q)	Data recorded in a confusing or incomprehensible manner						
r)	The photographs taken before, during and after the work must be available for public display and						

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	scrutiny during the Social Audit.						
VIII.	<b>Social Audit</b>						
a)	Does the social audit at the Gram Sabha meetings held at least once every six months.						
b)	Is the date, time, agenda, importance and sanctity of the Social audit widely publicized so as to ensure maximum participation.						
c)	Is the <b>timing of the Social audit</b> is convenient for people to attend						
d)	Are all officials responsible for implementation present						

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	to answer queries from members of the Gram Sabha?						
e)	Are the <b>minutes</b> recorded, by a person from outside the Implementing Agencies, and is the minutes register signed by all participants at the beginning and at the conclusion of the meeting (after the minutes have been written).						
f)	Is the <b>'action taken report'</b> relating to the previous Social Audit read out at the beginning?						

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<b>IX.</b>	<b>OTHERS</b>						
a)	<p>Cases of miss utilization of funds (If Any).</p> <ul style="list-style-type: none"> <li>• <i>Number of cases.</i></li> <li>• <i>Specify the amount.</i></li> <li>• <i>Specify the case in detail.</i></li> </ul>						
b)	Recovery of funds if any unjustified amount						



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	charged. <ul style="list-style-type: none"> <li>• <i>Number of cases.</i></li> <li>• <i>Specify the amount.</i></li> <li>• <i>Specify the case in detail.</i></li> </ul>						
<b>X.</b>	<b>Detailed Proceedings</b>						
a)							

