

F.N. M-11015/02/2017/RE-III
Government of India
Ministry of Rural Development
Department of Rural Development
MGNREGA Division

Krishi Bhawan, New Delhi

Dated 15th September, 2017

To,

The Secretary/Principal Secretary
**Andhra Pradesh, Assam, Bihar, Chhattisgarh,
Jharkhand, Karnataka, Madhya Pradesh,
Odisha, Tamil Nadu, Telangana, and West Bengal**

Sub: Roll out of SHG- VRP Training Programme on Social Audit under MGNREGA

Sir/Madam,

With reference to the subject cited above, Ministry of Rural Development in collaboration with NIRD&PR Hyderabad is going to roll out SHG- VRP Training Programme on Social Audit under MGNREGA. The initiative aims to create a community cadre of Village Resource Persons (VRP) who will be engaged in conducting social audits at the Gram Panchayat level.

2. A consultative workshop was held on 1st and 2nd September 2017 at NIRD & PR Hyderabad involving representatives from states NREGS, Social Audit Units, State Institute Rural Development, State Rural Livelihood Mission of the 11 states to discuss the modalities for the proposed training programme.
3. Accordingly, a detailed Standard Operating Procedure (SOP) has been prepared by the Ministry based on the inputs received from representatives of participating States.
4. Prior to the launching of the SHG-VRP training programme, the SAUs concerned may intimate their detailed timelines for conducting these trainings (containing the dates and venues) to the Ministry and NIRD&PR by 25th September 2017. The names of the trainees would be declared during the *Swacchata Pakhwada* (1st Oct – 15th Oct) in the Gram Sabha meetings.

I request your assistance and cooperation in effective conduct of the training programme in your respective states.

Encls: as above

Yours faithfully

(Aparajita Sarangi)
Joint Secretary – MGNREGA

Copy to:

1. Joint Secretary, NRLM
2. Director General, NIRD&PR, Hyderabad
3. Director, Social Audit Unit
4. Director, SIRD Concerned
5. Director, SRLM

15/9/17

Standard Operating Procedures for SHG-VRP training program

This is in reference to Ministry letter dated 25th August 2017 on creating a community cadre of Village Resource Persons (VRP) from among Women Self Help Groups members. Accordingly a two day workshop was organized at National Institute of Rural Development and Panchayati Raj (NIRD&PR), Hyderabad to develop a detailed roll-out strategy. The workshop was attended by 11 selected states.

Overview:

The Ministry of Rural Development, Govt. of India is planning to initiate a capacity building programs for the members of women Self Help Groups on Social Audit. The objective of this initiative is to create a community cadre of Village Resource Persons to be built from among women SHGs. A letter from Secretary, Ministry of Rural Development dated January 2, 2017 states that, there is a need to involve SHGs in the social audits to make community accountability framework more effective. The curriculum for VRP training has been developed by Ministry of Rural Development in collaboration with Tata Institute of Social Sciences (TISS), Mumbai. The responsibility of organizing the VRP training for SHGs is entrusted to Social Audit Units (SAUs) in collaboration with the State Institutes of Rural Development (SIRDs) of the respective states, with support from SRLMs. The trained community cadre will be engaged as VRPs for social audits.

1. Selection of States:

Criteria for selection of the States are as follows:

- a) Those states where Intensive Block Strategy under National Rural Livelihoods Mission (NRLM) and National Rural Livelihoods Project (NRLP) is being rolled out,
- b) Those states which have a Social Audit Unit established; and
- c) Those states in which the 30-day Certificate Course on Social Accountability and Social Audit have been completed. Accordingly, the 10 states of **Andhra Pradesh, Assam, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Tamil Nadu, Telangana, and West Bengal** have been identified for the roll out of the trainings of women for VRP trainings. Additionally, the state of Bihar is being included due to the presence of SRLM. In Bihar, the VRP training would be taken up once the 30-day training program is completed.

List of state-wise number of GPs and SHGs is at Annexure- I.

2. Training Overview:

- a) The proposed training will be a 4-day residential training program at block/cluster level. Ministry of Rural Development has developed a manual for the training of VRPs in collaboration with Tata Institute of Social Science and NIRD&PR, Hyderabad. The content of the manual has been developed in line with Audit of Scheme rules 2011 and Auditing Standards for Social Audit. The program will help the VRPs to develop their understanding on MGNREGA and skills to conduct Social Audits. The manual is a basic guideline for imparting the training.
- b) The Social Audit Unit of states may provide additional training material keeping in view the specific conditions prevailing in the State, if desire so within the budget. IEC material consisting of Posters may be evolved by SAUs (if necessary in consultation with SIRDs etc). Any other material deemed necessary may be evolved and provided by SAUs concerned.
- c) **Field-work component** may be incorporated into the current curriculum. The participants may be taken to an ongoing social audit in the nearest gram panchayat.

3. Selection of Resource Persons cum Course Coordinators:

The trainings will be conducted in batch size of 40 participants with two Course Coordinators-cum Resource Persons who will facilitate the 4 day curriculum. The Course Coordinators or trainers for the VRP training shall be identified based on the following criteria:

- a) Course Coordinator should preferably be from the pool of resource persons who have successfully completed the 30-day Certificate Course on Social Accountability and Social Audit.
- b) At least 50% of the pool of Course Coordinators (i.e, one trainer per batch) should preferably be women.

The State SAU should maintain a **reserve pool** of such identified resource persons in order to ensure there are two Course Coordinators for every batch.

4. Selection of SHG members for VRP training:

SAU shall take the assistance of the State Rural Livelihood Mission (SRLM) to identify and mobilize 3 women SHG members from every selected Gram Panchayat. Suggestive criteria for selection are given below. The Village Organizations (VO) nomination should ensure:

- a) Preference should be given to members belonging to the poor, landless households.
- b) Preference should be given to members from marginalized SHG groups (Disability/SC/ST).
- c) Member should be an active member of SHG since not less than one year.
- d) Member should have an active job card and should have worked under MGNREGA.

- e) Member should not currently be an active officebearer (book-keeper, President, etc)
- f) Member must be willing to travel to the nearby GPs/Blocks to conduct Social Audits.

The SRLMs will collect the names nominated by the VO women members based on the above criteria. The list of three women thus identified for every panchayat will be read out during the Gram Sabha during the **Swachhata Pakhwada** (October 2 – October 15).

The VRP trainings in all 10 states will be started during this period. It is the responsibility of the SAU to ensure that the trained members are engaged for social audits.

5. Common Minimum Facilities to be ensured at the training venue:

Training venues at block/Cluster level will be identified by the concerned SIRD. SRLM centers may also be considered for hosting the training. Common minimum facilities must be ensured for participants which meet the needs of a residential training in terms of quality food, lodging, drinking water, latrine, bathroom and a creche or child care facilities. Training venues selected must be disability-friendly and accessible for those members who may be from disability SHGs, who have infirmities and with care for the specific requirements of women. The batch size may be of 40 participants per training. Course Coordinators must be present throughout the 4 days along with the trainees.

6. State Coordination Meeting:

SAUs shall organize a state level coordination meeting involving officials from SRLMs, State NREGS Department, SIRDs to finalize a state specific roll out strategy. The selected resource person-cum-Course Coordinator may also be invited to the meeting. The following points shall be discussed in detail during the meeting. The meeting shall preferably be held in 2nd or 3rd week of September.

- Procedures for selection of SHGs
- Preparation of Training Calendar
- Identification of venues for the program
- Deployment of resource person cum Course Coordinators
- Developing state specific monitoring strategy
- Fund management strategy
- Translation of the manual into local language
- Any other matters related to the training program

7. Assessment

- a) After completion of the four-day skill-imparting program, all the participants will be required to undergo assessment test (the assessment test tools will be provided by MoRD/NIRDPR).
- b) Based on the marks obtained the participants will be awarded three Grades viz. Grade A (80% and above), Grade B (60% - up to 80%), Grade C (40% - up to 60%).

- c) Participants who obtain less than 40% will not be awarded Certificates and such participants will be given ample time to prepare for the re-assessment under the aegis of State Social Audit Unit.
- d) If any candidate desires to improve the grading (for instance from Grade C to Grade A), the SAU through their Resource Persons may conduct the exclusive assessment test to upgrade their grade.

8. Monitoring and Uploading of Information of trained batches:

A dedicated provision for uploading of information relating to all aspects of the training will be given by the Ministry. A detailed State level and Block level monitoring strategy should be developed by the state. Training details (start date, end date, venue, location, monitoring visit details) would need to be uploaded. Weekly monitoring reports are to be maintained by the SAU. (Annexure II)

Financial aspects of the training program

9. Grant-flow

- a) NIRDPR is the nodal agency for grant releases. The Centre for Social Audit of NIRDPR is the principal coordinating centre in NIRDPR in this regard.
- b) The State Social Audit Unit is the principal agency at State level to receive the grant.
- c) For receiving the grant from NIRDPR, the pre-requisite condition is to submit the list of training programs (with details on dates, venue, resource persons etc)
- d) The grant disbursement to State Social Audit Units will be facilitated in three installments asunder:
 - i. First installment (50% of grant sanctioned) as advance.
 - ii. Second installment (25% of the grant sanctioned) after spending 60% of the first installment and submission of Utilization Certificate (GFR – 12C) and Statement of Expenditure (SoE) in the prescribed format circulated by NIRDPR.
 - iii. The third and final installment (25% of grant sanctioned) will be released on receipt of UC for total **actual expenditure** incurred along with Statement of Expenditure.

10. Budget

a) Budget for Training Program for SHG Members

The budget norms proposed are as follows:

S.No.	Item Description	Amount
1	Lodging @ Rs 300/- per day per participant for 4 days on dormitory accommodation (300 X 4 X 40)	48,000
2	Food charges @ Rs 150/- per day per participant for 4 days (150X4X40)	24,000

3	Course Material Consisting of Pen, Pad, Cloth Bag, Reading Material @ Rs 200 per participant (200 X 40)	8,000
4	Venue charges @ Rs 2,000/- per day (including audio-visual Equipment, public address system etc.) (2,000 X 4)	4,000
5	Group Photo @ 50/- per participant (50X40)	2,000
6	Resource Person Fee @ Rs 2,000/- per program per one Lead Resource Person for Two Members (2,000 X 2)	4,000
7	Guest Lecture @ Rs 500/- per person for two persons	1,000
8	Travelling Allowance & incidental charges of participants@ Rs 500/- per participant (500X40)	20,000
9	Field Visit to nearest panchayat @ 3,000/-	3,000
10	Monitoring Cost for SAU resource persons @ Rs 1,000 per program	1,000
11	Incidental Expenses(including food charges for accompanying children, photocopying, assessment fee, uploading data and other costs as deemed fit by SAU) @ Rs 5,000/- per program	5,000
	TOTAL	1,20,000

b) Budget for two-day orientation program for SAU Resource Persons to take up the SHG training program

S.No.	Item Description	Amount
1	Lodging @ Rs 1,000/- per day per participant for 2 days On twin sharing basis (1,000 X 2 X 25 rooms) - 50,000/-	50,000
2	Food charges @ Rs 250/- per day per participant for 2 days	25,000
3	Course Material (Consisting of Pen, Pad, Cloth Bag, Reading Material) @ Rs 200 per participant (200 X 50)	10,000
4	Venue charges @ Rs 2,000/- per day (including audio-visual equipment, public address system etc.) (2,000 X 2)	4,000
5	Group Photo @ 50/- per participant (50X50)	2,500
6	Travel Cost of participants @ Rs 500/- per participant (500 X 50)	25,000
7	Incidental Expenses (photocopying and other costs as deemed-fit by SAU) @ Rs 5,000/- per program	5,000
	TOTAL	1,21,500

c) **Coordination Meeting with all Stakeholders (SAU, SRLM,SIRD and State RD Department) – Duration half a day**

S.No.	Item Description	Amount
1	Food charges @ Rs 250/- (Tea, Snacks and Lunch) @ Rs 200/- per participant for 25 participants (200X25)	6,250
2	Venue charges @ Rs 4,000/-	4,000
3	Incidental expenses (Photocopying, stationery etc.)	4,750
	TOTAL	15,000

d) **Procedural aspects for submitting budget claims/settlement**

- i. Prior to the launching the programs, the SAU concerned has to submit in advance the detailed time-lines of action plan of training programs specifically mentioning the dates and venue of training. (Annexure III)
- ii. The SAU may select the venue for training in consultation with partner institutions after assessing/satisfying in terms of appropriate facilities of security, training, logistic support etc. A list of partner institutions for training, in addition to SIRDs, is provided by NIRDPR (Annexure IV). In case the SAU find suitable partner institution, which is not found in the list, then the SAU may seek exclusive approval from Centre for Social Audit of NIRDPR.
- iii. Based on the unit costs arrived at, the overall grant allotment to each SAU will be communicated by the Centre for Social Audit of NIRDPR with details on installment-wise grant releases and the supporting documents.
- iv. The cost towards local travel expenses and incidental charges to be paid to SHG members is restricted to Rs. 500/- (this has been so since the training is imparted within the block itself).
- v. The claims of 2nd and 3rd instalments are subjected to production of Utilization Certificates (in the prescribed format) along with Statement of Expenditure reflecting the heads of expenditure in the prescribed budget.

Annexure- I

S.No	Name of the State	No. of intensive Gram Panchayats			SHG Members/ GP to be trained	Total no. of SHG Members to be trained	Total Batches to be Organised
		NRLM	NRLP	Grand Total			
1	Andhra Pradesh	12,706	-	12,706	3	38,118	953
2	Assam	788	359	1,147	3	3,441	87
3	Chhattisgarh	3,226	1,512	4,738	3	14,214	356
4	Jharkhand	147	1,705	1,852	3	5,556	139
5	Karnataka	2,036	616	2,652	3	7,956	199
6	Madhya Pradesh	7,700	3,544	11,244	3	33,732	844
7	Odisha	2,457	566	3,023	3	9,069	227
8	Tamil Nadu	7,819	458	8,277	3	24,831	621
9	Telangana	1,182	-	1,182	3	3,546	89
10	West Bengal	1,150	311	1,461	3	4,383	110
Grand Total		39,211	9071	48,282		144,846	3625

Information to be uploaded and maintained by SAUs:

Table 1: Conducted Courses Table

VRP Batch Id	State Name	District Name	Block Name	Location Name	Reference to Course Coordinator 1	Reference to Course Coordinator 2	Start Date	End Date	Total Expenses
1					CC2	CC16			

Table 2: Trained SHG Members Table

S No	State Name	District Name	Block Name	Panchayat Name	Hamlet Name	Name of trained person	Spouse/Father Name of trained person	Sex (M/F/Other)	Community (SC/ST/OBC/Other)	Phone Number	Name of SHG	Job Card Number	Educational Qualifications	Grade in the course	Bank Account Number	Bank IFSC Code
													Primary (5th std) / Middle (8th std) / Secondary (10 th std) / Senior Secondary (12 th std) / Graduate / Post-Graduate			

Table 3: Course Coordinator Table

S No	State Name	Designation (SRP / DRP / BRP)	Name of trained person	Spouse/Father Name of trained person	Job Card Number	Sex (M/F/Other)	Community (SC/ST/OBC/Other)	Phone Number	Educational Qualifications	Grade in the course
CC1, CC2, etc								10 digit number		

Annexure III

Below is the format for fund release to be sent to NIRD&PR

S.No.	Details of SHG Members (Batch-wise)	No. of SHG members	Venue	Dates Start date-End date	Names of Resource Persons	Budget required					Remarks
						Unit cost	Total Grant	1 st installment (50%)	2 nd installment (25%)	3 rd installment (25%)	
1	Batch-1										
2.	Batch-2										
3	Batch-3										
3	Batch-4										

(Incorporate actual number of batches)

This is to certify that the venue, board and lodging facilities, quality of resource persons arranged for the programme is satisfactory.

(Authorised Signature)

Annexure IV

Below is the suggested list of partner institutions by NIRD&PR, which may be contacted if required for the SHG-VRP trainings and venues:

Name and Address of the Participant	Phone / Mobile No.	E-Mail ID
MADHYA PRADESH		
Shri Yogesh Rathore Consultant SHODH – Society for Development of Humanity 29, Eden Garden, ChunaBatti Road Bhopal (MP)	0755 – 2495892 (O) 09425150660	Shodh mp@yahoo.com
Dr. Mehul Chauhan Director GramodyogSansthan Manadehi, Maharajpur Mandla Madhya Pradesh	09977064882 (M)	mehsbpods@gmail.com
Dr. Mehul Chauhan Director GramodyogSansthan Manadehi, Maharajpur Mandla Madhya Pradesh	09977064882 (M)	mehsbpods@gmail.com
Prof. Yatindra Singh Sisodia Director Madhya Pradesh Insitute of Social Science Research (MPISSR) Ujjain, Madhya Pradesh	9425380127	
WEST BENGAL		
Dr. Ujjaini Halim Coordinator Institution for Monitoring Self Employment (IMSE) 195, Jodhpur Park Kolkata – 700 068	033 - 24836491 (O) 033 – 0475571 (Fax) 09831124736 (M)	ujjainihalim@gmail.co bipimse@col.vsnl.net.i

West Bengal	09830299326 (M)	
Shri Ranjan Kanti Panda Deputy Director Child in Need Institute (CINI) Vill: Daulatpur, Pilan South 24 Paraganas Kolkata – 700 104 West Bengal	033 – 24978192 24978206 (O) 033 – 24978241 (F) 09431707728 (M)	ranjan@xcinindia.org
JHARKHAND		
Dr. M.H. Ansaari Prof. & Head XISS Purulia Road Ranchi – 834 001 (Jharkhand)	0651 – 2200873 (O) 09431103362 (M)	Mhansari.xiss@gmail.c
Dr. Seema Nath Executive Director Shramjiviunnavan AT&PO: Gobarghusi, Via Patamda Dist. East Singhbhum – 832105 Jharkhand	08986770542 (M)	info@shramjiviunnaya rg su.jharkhand@gmail.c seema.nath.sinp@gm com
TELANGANA		
Dr. P.S. Janaki Krishna Associate Professor Institute of Public Enterprises Osmania University Campus Hyderabad – 500 007 Telangana	040 – 27097445 (O) 09989297305 (M)	janaki@ipeindia.org
Shri R. Srinivasa Rao Programme Officer PRIA Regional Office 2-1-340, University Road Near Govt. Fever Hospital Nallakunta Hyderabad – 500 044 Telangana	040 – 66668060 (O) 09393386293 (M)	Srinivasa.rao@pria.org
Dr. E. Venkatesu	040 – 23133230	Evs103@gmail.com

Faculty Department of Political Science University of Hyderabad Gachibowli Hyderabad – Telangana	(O) 09441482535 (M)	
Dr. Channaveer, R.M. Head Department of Social Work Central University of Karnataka Kadagemchi Kalaaburagi – 585 367 Karnakata	09481865044 (M)	drchannaveer@yahoo.com
Shri Dinesh Singh Programme Manager SAMARTHAN (Centre for Development Support) H.No.1, Behind Bank of Barodra KPS Dunda Road, Devpuri Raipur Chhattisgarh	0771 – 4057826 (O) 0771 – 2468663 (F) 09826253240 (M)	Dineshsingh2006@rediffmail.com
TAMIL NADU		
Shri Nandakumar, S. Research Associate Trust for Village Self Governance 397/1, Padur Road, Kuthambakkam (South) Dist. Thiruvallur Tamil Nadu	09710230036 (M)	Nanda.mse@gmail.com