

URGENT
Out Today

F.No.-J11017/6/2016-MGNREGA-VII
Govt. of India
Ministry of Rural Development
Department of Rural Development

KrishiBhavan, New Delhi
Date: 5th June, 2017

To
The Principal Secretary/ Commissioner cum Secretary/ Commissioners,
(In-charge of MGNREGA)
Government of All States/ UTs

Subject: Feedback/ Comments on the Indicative Framework for maintaining Work File/ Case Records under MGNREGA by 20th June 2017 – Reg.

Madam/ Sir,

I am directed to inform you that the Ministry has prepared an indicative framework for maintaining Work Files/ Case Records under MGNREGA. This has been prepared in the context of the Ministry's letter of even number vide above subject dated 21st December, 2016, wherein a model checklist/ list of contents for the Work Files/ Case Records was shared (Copy enclosed). The copy of the draft indicative framework is attached herewith.

I, therefore, request you to send your valuable feedback/ comments on indicative framework at raghvendra.rp@gov.in/motiram@nic.in, by 20th June 2017. The feedback/ comments will be considered before finalization of the indicative framework.

This issues with the approval of competent authority.

Yours faithfully,



(R.P. Singh)

Director (MGNREGA)
Phone: 011-23384399

Enclosure: As above.

F.No.J-11017/6/2016-MGNREGA-VII
Govt. of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhavan, New Delhi
Dated the 21st December, 2016

To

The Principal Secretary/Commissioner,
(Incharge of MGNREGA),
Government of All States/UTs

Subject : Model checklist/list of contents for work files/case records
under MGNREGA.

Madam/Sir

I invite reference to the Ministry's letter of even number dated 12th May, 2016 on the subject mentioned above wherein a model check list/list of contents for the work files/case records under MGNREGA was enclosed. I hereby attach a copy of the said communication with the enclosure to you.

We had visited State of Karnataka sometime back and were impressed with the way the case records/work files are being maintained for each works being executed by MGNREGA. This has brought in lot of systematic changes in the execution of works.

May I request you to kindly have a look at the model check list maintenance of the Karnataka State and issue appropriate instructions to the district authorities for adoption of this model with whatever customization which suits local conditions?

Yours faithfully,


(Aparajita Sarangi)

Joint Secretary (MGNREGA)

22/12/16

F.No.J-11017/6/2016-MGNREGA-VII
Government of India
Ministry/Deptt. of Rural Development
(MGNREGA Division)

Krishi Bhawan,
New Delhi- 110 001.
May 12, 2016.

The Principal Secretary/Commissioner,
(In charge of MGNREGA),
Government of All states/UTs,

Subject:- Typical Check list/Contents for work files under MGNREGA.

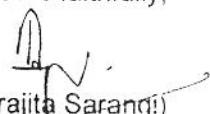
Sir/Madam,

For the purpose of transparency and to ensure that in execution of work all the features and conditions laid down in Mahatma Gandhi NREGA and guidelines issued time to time, have been followed, it is advisable to systematic record keeping in the work file.

2. Work file, is initiated before starting a work. In this work file, to ensure that all the required documents have been placed, if a check list/content is placed on the first page of the work file, it will help the field staff as well as supervisory staff.

3. A typical check list/content covering almost all the features and conditions laid down in Mahatma Gandhi NREGA and presently being followed successfully in Karnataka State, are enclosed herewith. It is requested to please ensure that this check list/contents with local specific changes, if required, are made compulsory for every work file in your State/UT.

Yours faithfully,

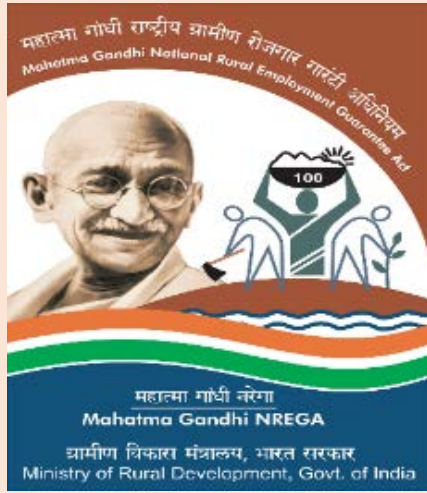

(Aparajita Sarangi)
Joint Secretary (MGNREGA)

Encl: As Above.

12/5/16

MAHATHMA GANDHI NREGS WORK FILE: CHECK LIST/ CONTENTS

SL. NO.	PARTICULARS	PAGE NO.
1	Copy of approved Action Plan	
2	Copy of Technical Sanction, with survey sheet (if any), detailed design, drawing and estimate	
3	Form -6 (work Demand Application)	
4	Copy of Administrative Sanction	
5	Copy of Work Order	
6	Form-8, Personal Notice, issued to applicants asking them to report to work	
7	Form-9, Public Notice, issued to applicants asking them to report to work	
8	Blank Muster roll details	
9	Filled Muster details	
10	MB, Xerox Copy (Wage & Material)	
11	Quotation Invitation for material procurement	
12	Quotations details and comparative statement	
13	Copy of Material Supply Order	
14	Materials Vouchers and Bills	
15	Copy of Stock and Issue register	
16	Tax Paid Receipts	
17	3 Stages, Photo Graphs of work	
18	Details of Display Board placed at work site	
19	Copy of Wage & Material Payment FTO	
20	Work Completion Certificate	



**Guidelines For Maintaining
Case/ Work Record Under
MGNREGA
(Indicative Framework)**

**MGNREGA Division
Ministry of Rural Development
Government of India**

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1. INTRODUCTION

Case Record/ Work File is a physical file maintained for each project/ work under MGNREGA. The relevant documents and records are filed into the Case Record/ Work File in a sequential manner. This enables to review, monitor and audit the implementation of the project/ work during implementation stage and also after completion of the project/ work.

Currently, the States are using different methods of preparing and maintaining the Case Record/ Work File for works under MGNREGA. To bring uniformity for maintaining Case Record/ Work File across all the States/ UTs, this indicative framework has been designed, which are to be adopted with customisation, if needed.

2. STANDARD CONTENT OF A CASE RECORD/ WORK FILE

2.1. STANDARD LIST OF DOCUMENTS OF CASE RECORD/ WORK FILE

Sl. No.	List of Documents
1	Checklist of Documents
2	Copy of the Annual Action Plan/ Shelf of Projects
3	Copy of Technical Estimate and Design
4	Technical Sanction
5	Administrative/ Financial Sanction
6	Work Application Form
7	Work Allocation Form
8	Work Order
9	Copy of e-Muster Roll
10	Material Procurement Document and Usage
11	Copy of Measurement Book
12	Copy of Wage List
13	Material Voucher and Bills
14	Copies of Receipts of Royalty Paid
15	Copies of Wage and Material Payment FTOs
16	Work Supervision Report
17	Photographs of the Project/ Work at three stages
18	Work Completion Certificate
20	Copy of Social Audit Report of the work

2.2.COVER PAGE

The Case Record/ Work File is to be bound in a hard paper cover to organise the relevant documents related to the project/ work. The cover of the Case Record/ Work File should be used to keep summary information about the project/ work. A suggestive format for cover page of the Case Record/ Work File is attached as Annexure I.

2.3.CHECKLIST OF DOCUMENTS

The first page in the Case Record/ Work File is the page of contents, which includes the checklist of documents to be kept inside the Case Record/ Work File. All the documents are to be properly sorted with reference to the page number. This will be the reference point for all documents in the Case Record/ Work File. This would also help in adhering to the processes to be followed under MGNREGA for the implementation and documentation of various elements of the work. A suggestive sample checklist is given in Annexure II.

2.4.COPY OF THE ANNUAL ACTION PLAN/ SHELF OF PROJECTS

As per the provisions under MGNREGA, 2005, each GP prepares Annual Action Plan which includes the list of the works to be taken up in a financial year. The Gram Sabha approves the list of works and submits to the Block/ District for approval. The copy of the approved list highlighting the work (for which the Case Record/ Work File is being opened) along with the Gram Sabha resolution copy should be kept in the Case Record/ Work File for reference.

2.5.COPY OF TECHNICAL ESTIMATE AND DESIGN

For each project/ work, preparation of the technical estimate is mandatory. Based on the Technical Estimate of the Work, Technical and Administrative Sanction will be obtained from the competent authority and each Case Record/ Work File shall include the technical cost estimate of the project/ work. A model technical estimate will include following:

- a. **Cover Page of the estimate:** This will be the abstract of the cost estimate indicating the total estimate, labour estimate, material estimate and expected days for completion of the work.
- b. **Project report:** The project report is a feasibility report of the project/ work. This provides physical, economical, social and environmental feasibility of the work. It includes the process of work implementation and expected benefits to community/ individual beneficiary.
- c. **Detailed estimate:** This will include the detailed description and calculation of the quantity of work in terms of dimension and cost of each item of work based on analysis of rate.
- d. **Analysis of rate:** The Analysis of Rate is calculation of cost of each item of a project/ work, in reference to the prevailing Schedule of Rate of the State. It should also include the amount of royalty to be paid.
- e. **Lead and Lift Statement:** The lead statement reflects the unit cost of each material showing the lead, source of procurement, basic cost, carriage cost and royalty cost. Beyond

an acceptable lead/ lift distance/ height, the lead and lift statement also shows the additional labour required for transporting materials/ earth excavation.

- f. **Material statement:** The material statement includes the quantity and types of materials required for construction of the project/ work based on the approved rate under the SOR.
- g. **Labour abstract:** The labour abstract is the projection of labour requirement for implementation of the project/ work. It provides the number and categories labour required for the project/ work, such as skilled, semi-skilled and unskilled labour. This should be in an optimum combination of all types of labour to avoid over or under employment of the labour.
- h. **Drawings and Design:** Prior to preparation of technical estimate, the design of the project/ work should be done to calculate dimension of each item of work. The dimensions of each item of work are transformed into engineering drawing, which is a graphical language that communicates the ideas and information from the designer to implementer. This will ensure the structural stability of the asset.
- i. **Survey data:** This is the primary and secondary data collected for the preparation of the technical estimate, based on which the design and drawing of the project/ work will be prepared. This should be annexed to the technical estimate to validate the calculations made for the preparation of the technical estimate.

The technical estimate should also include the cost of Citizen Information Board.

2.6. TECHNICAL SANCTION

The Technical Sanction is an appraisal and approval of the estimated cost of the project/ work. This includes estimated cost of both labour and material component of the project/ work. The technical approval is accorded by the Technical Staff such as Junior Engineer, Assistant Engineer, Executive Engineer, Superintendent Engineer, etc. The technical sanction should include the total estimated volume of work, labour and material component in reference to the Schedule of Rate (SoR).

2.7. ADMINISTRATIVE/ FINANCIAL SANCTION

The administrative sanction is the approval of work by the competent authority, adhering to the prevailing financial rule of the State. For administrative sanction following documents are prerequisite and should be kept in the Case Record/ Work File.

- a. Copy of the Resolution of Gram Sabha, where the project has been sanctioned.
- b. Copy of approved shelf of projects by the delegated authority.
- c. Copy of approved technical estimate of the work.

2.8. WORK APPLICATION FORM

In adherence to the provisions under the Act, two application forms are prepared to be used by the MGNREGA wage seekers to apply for employment under MGNREGA. These application form are different for the individual household and group of workers applying together. The application form for individual households is at Annexure III (A) and for group of workers is at Annexure III

(B). The copies of the application form received from the households will be maintained in the Case Record/ Work File.

2.9.ALLOCATION OF WORK

On receipt of application for employment from the MGNREGA workers, the PO will allocate work to these workers within 15 days from the date of receipt of the application. The work allocation notice includes the details of the project such as its location, name of the work, number of days of employment to be provided etc. A sample format for the work allocation letter to the workers is at Annexure IV.

2.10. COPY OF WORK ORDER

After the final approval of the work, the PO issues the Work Order to Gram Rozgar Sevak or Mate, who initiates the implementation of the project/ work. In case of line departments, the work order is issued to the concerned field official responsible for initiation and implementation of the work. The Work Order includes the information on the work such as location of the work, cost estimate, total labour required, expected timeline for completion etc. The sample format of the Work Order is placed at Annexure IV.

2.11. COPY OF E-MUSTER ROLL

The e-MR with proper serial number are to be maintained on the worksite for recording of attendance of the workers. No kachha MR (a document which is not authorized or issued by the PO) can be used at the worksite for recording attendance. The copies of the filled in e-Muster Rolls for each muster period of the work, duly verified and certified by the competent authority should be placed within the Case Record/ Work File. In case of any State maintaining paper Muster Roll, the copies of these Muster Rolls should be kept within the Case Record/ Work File.

The recording of attendance of the semi-skilled and skilled workers are done in a paper muster roll. The payment to the semi-skilled and skilled workers are to be made based on the measurement of the outturn of work, as per SoR and to be billed separately for payment under material component.

2.12. MATERIAL PROCUREMENT DOCUMENTS AND USAGE

The quantity of materials required for a particular project/ work should be part of the technical estimate of the work. The procurement of materials are to be made by authorised person, adhering to the prevailing procurement/ financial guideline of the State. The procurement processes at each stage of procurement should be documented and kept in the Case Record/ Work File. These documents are quotation call notice, copy of quotation received, comparative statement, approval of rate, purchase order etc. The payment to the contractors/ suppliers of the material should be made against a valid tax bill and quantity of work calculated in Measurement Book.

2.13. COPY OF MEASUREMENT BOOK

Each work is measured by an authorized technical person to calculate the volume of work done. Based on the volume of work done, the expenditure towards labour and material are calculated. The measurement should be done for each muster period within a project/ work. All measurement of work done should be recorded in measurement book (MB) by the technical person, duly authorised and issued by competent authority. The measurement should be taken within 3 days from the closure of the MR. Appropriate check measurement norms should be adopted by States to ensure that the output and quality of works are done as per the technical and financial estimate.

In case of execution of works by the line departments, the official from the line department who has accorded technical sanction should conduct check measurement after the work is completed.

The photocopies of the filled in pages of the Measurement Book/ print copy of the e-MB (from MIS) pertaining to a particular muster period should be kept inside the Case Record/ Work File.

2.14. WAGE LIST

The Wage List is generated after the measurement of work for a particular muster period for payment of wages. The copy of the wage list should be kept in the Case Record/ Work File.

2.15. MATERIAL VOUCHER AND BILLS

For payment to the suppliers/ contractors, who have supplied required materials for the work, bills has to be prepared, indicating the quantity of materials used, per unit price and total amount payable. For the preparation of the bill, material supply vouchers are to be submitted by the suppliers/ contractors. The copies of these vouchers and bills should be kept within the Case Record/ Work File.

2.16. COPIES OF RECEIPTS OF ROYALTY PAID

Copies of receipts of the royalties paid to Government (for example tax paid to the local revenue authority for collection of sand, stone etc.) should be kept inside the Case Record/ Work File. These costs are to be included in the technical estimate of the project/ work.

2.17. COPIES OF WAGE AND MATERIAL PAYMENT FTOS

The copies of FTOs generated for wage and material payment for each muster period of the work needs to be kept in the Case Record/ Work File. This would enable the implementing officials to know the issues pertaining to the wage and material payments made under the work.

2.18. WORK SUPERVISION REPORT

During the implementation of work under MGNREGA, supervision of the work should be done by the officials of Block, District, State or from the Ministry. The date of such supervision visits along-with the status of the progress of work done should be recorded in the Case Record/ Work File. The sample format of the work supervision report is placed at Annexure VII. This would enable the implementation agencies to track how the work implemented are monitored in regular intervals and what are the key implementation issues identified and corrective measures taken thereof.

2.19. PHOTOGRAPHS OF PROJECT/ WORK

For proper verification and validation of the project/ work implemented, photograph of the project/ work should be taken in three stages. First photograph should be taken before initiation of work, second should be taken during the implementation and the final photograph should be taken after the completion of the work. Each photograph should be taken with the date printed over it. While taking the photograph it should be ensured that the citizen information board for the project/ work is also included in the photograph.

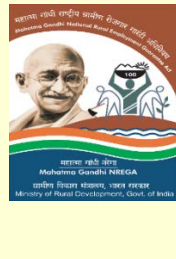
2.20. WORK COMPLETION CERTIFICATE

After the completion of the project/ work the GRS/ Mate/ any other official should submit a work completion certificate to the Programme Officer duly certified by the Technical Personnel. The sample format of the work completion certificate is at Annexure VI. The work completion certificate includes the basic information about the work, its code, actual work start and end date, actual expenditure on wage and material components, date of social audit when the asset was audited

2.21. COPY OF SOCIAL AUDIT REPORT

Social Audit of works undertaken under MGNREGA are mandatory. Currently Social Audits are conducted at the Gram Panchayat for all the works implemented under MGNREGA for a particular period. The Social Audit Report needs to be placed in the Case Record/ Work File pertaining to the work for which the Case Record/ Work File is prepared.

ANNEXURE I: COVER PAGE FORMAT OF CASE RECORD/ WORK FILE

	<p>Mahatma Gandhi National Employment Guarantee Scheme</p> <p>State: _____</p>	<p>State Govt. Logo</p>
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1. Name of the Work:
2. Year of Sanction:
3. Sl. No. of the work in approved Shelf of Work:
4. Location of the work:
 - a. Village:
 - b. Gram Panchayat:
 - c. Block:
 - d. District:
 - e. State
5. Project Implementing Agency:
6. Work Category:
7. Work Start Date:
8. Work End Date:
9. Estimated Cost (in Rs.):
 - a. From MGNREGA Funds:
 - b. From Convergence (Specify Scheme Name):
10. Expenditure (in Rs.):
 - a. From MGNREGA Funds:
 - b. From Convergence, if any (Specify Scheme Name):
11. Geotagging of Assets:
 - a. Asset Id:
 - b. GPS Location:
12. Name of the GRS:
13. Name of the TA/ JE/ BFT:
14. Social Audit Conducted: YES/ NO

ANNEXURE – II: CHECKLIST OF CASE RECORD/ WORK FILE DOCUMENTS

Sl. No.	Check List	Maintained (Yes/ No)	If Yes, Page No. in the Case Record/ Work File
1	Copy of Approved Action Plan/ Shelf of Work (Mentioning Sl. No. of the project)		
2	Copy of Technical Sanction including the technical estimate and design		
3	Copy of Administrative/ Financial Sanction		
4	Work Demand Application by workers		
5	Copy of Work Order		
6	Copy of Work Allocation Notice		
7	Copy of filled in Muster Roll		
8	Copy of Measurement Book (copy of e-MB if maintained by the State)		
9	Copy of quotations invited for procurement of materials, comparative statement and material supply order.		
10	Wage List		
11	Material Voucher and Bills		
12	Copy of first page of bank pass book of vender/ semi-skilled/ skilled workers		
13	Copies of the receipts of royalty paid		
14	Photograph of work at three stages (Pre, during and post)		
15	Copy of wage and material payment FTO		
16	Copy of Completion Certificate		
17	Copy of Social Audit Report		

ANNEXURE III (A): APPLICATION FORM FOR WORK (INDIVIDUAL HOUSEHOLDS)

APPLICATION FORM FOR WORK

(As per Section 3(1) and Paragraph 9 of Schedule II of MGNREG Act, 2006)

To
Sarpanch
Gram Panchayat: _____
Block: _____
District: _____
Date: _____

To
The Programme Officer
Block: _____
District: _____
Application Code: _____
(To be filled by Office)

Subject: Application for Work

Sir/ Madam,

I hereby submit my application for work under Section 3(1) and Paragraph 9 of Schedule II of Mahatma Gandhi National Employment Guarantee Act. The details of my request and the period for which work is required are:

Sl. No.	Name of the Applicant with Father's or Husband's Name	Address	Job Card Number	Period(s) from which employment is needed		Requirement of Crèche (Yes/ No)
				From	To	

I am willing to work for at least _____ continuous days in the work allotted to me.

Signature/ LTI of the Applicant

Note:

1. Application for work to be submitted to Gram Panchayat/ Programme Officer.
2. A worker having Job Card may apply for work on work-site.

ANNEXURE III (B): APPLICATION FORM FOR WORK (GROUP OF HOUSEHOLDS APPLYING TOGETHER)

APPLICATION FORM FOR WORK

(As per Section 3(1) and Paragraph 9 of Schedule II of MGNREG Act, 2006)

To
The Sarpanch
Gram Panchayat: _____
Block: _____
District: _____
Date: _____

To
The Programme Officer
Block: _____
District: _____

Application Code: _____
(To be filled by Office)

Subject: Joint Application for Work

Sir/ Madam,

We the following applicants submit our joint application for work under Section 3(1) and Paragraph 9 of Schedule II of Mahatma Gandhi National Employment Guarantee Act. The details of our request and the period for which work is required are:

Sl. No.	Name of the Applicant with Father's or Husband's Name	Address	Job Card Number	Period(s) from which employment is needed		Requirement of Crèche (Yes/ No)	Signature/ LTI of Applicant
				From	To		

We are willing to work for at least _____ continuous days in the work allotted to us.

Note:

1. Application for work to be submitted to Gram Panchayat/ Programme Officer.
2. A worker having Job Card may apply for work on work-site.

ANNEXURE IV: WORK ALLOCATION FORM

WORK ALLOTMENT FORM

(As per Paragraph 11 of Schedule II of MGNREG Act, 2006)

Letter No: _____ Date: _____

To

Sri/ Smt: _____ Gram Panchayat: _____ Job Card
No. _____ Block: _____

Village: _____ District: _____

Subject: Information regarding the allotment of work

Sir/ Madam,

With reference to your work application of _____ (dd/mm/yyyy) bearing application code no _____ you are hereby notified under Paragraph 11 of Schedule II of Mahatma Gandhi NREG Act, 2005 to report for work _____ (project/ work name).

- a. On _____ (date of seeking work, in case of advance application), or
- b. Within 15 days of the date of application

(Strike out a or b whichever is not applicable)

_____ (location name) at _____ Village, _____ Gram Panchayat, _____ Block, _____ District.

The Implementing Agency of the project/ work is _____.

1. You are also informed that in case you fail to report to work within 15 days of the receipt of this letter, you shall not be eligible to claim the unemployment allowance for a period of three months as per Section 0 of the Mahatma Gandhi NREG Act. However, you shall be eligible to seek employment at any time.
2. You are also informed that you shall be paid wages every week, or in any case not later than a fortnight after the date on which is work is done as per Section 3(3) of MGNREG Act.

Signature of the Authorised Person*

Name: _____

Designation: _____

Number: _____

Date: _____

Copy to Authorised Person at the Gram Panchayat/ Programme Officer, _____ Block, for information and necessary action.

Signature of the Authorised Person*

* Authorised person may be either the Sarpanch or Programme Officer or any other person duly authorized on their behalf.

ANNEXURE V: FORMAT FOR ISSUE OF WORK ORDER

_____ **Gram Panchayat/ Block Office**

Work Order under MGNREGS

Year of Grant:

No.:

Date:

To,

Sri/ Smt _____

S/o/ W/o: _____

Village: _____

Post Office: _____

District: _____

Subject: Execution of _____ work.

Sir/ Madam,

After consideration of your application/ Village Counsel Resolution/ Recommendation, you are hereby entrusted with the above project/ work at an estimated cost of Rs. _____ (Rupees _____).

The project/ work should be completed by _____ (dd/mm/yyyy) as per the estimate with the technical advice of the TA/ JE/ AE/ BFT and as per the terms and conditions of the agreement executed by you.

The work should be completed in all respect and payment is to be made after measurement and check measurement of work. If any deviation on your part is noticed the work order will be cancelled.

Sarpanch/ BDO

_____ GP/ Block

ANNEXURE VI: FORMAT OF WORK COMPLETION CERTIFICATE

WORK COMPLETION CERTIFICATE

To

The Sarpanch/ BDO

Block/ GP: _____

District: _____

Sub: Work Completion Certificate of _____ work under the financial year _____.

Sir/ Madam,

I hereby submit the work completion certificate of the work cited above with the following details.

Work ID:

Name of the Work:

Village: _____ Gram Panchayat:

Location of Work (Plot No. etc.):

Implementing Agency:

Work Order No. and Date:

Work Start Date:

Work Completion Date:

IDs of MRs used:

Expenditure:

Wages:

Material:

Total:

Date of Social Audit:

Signature of the Authorised Person

(Signature)

Certified by: _____

