

File No. DP-13/4/2023-DS-(Statistics Division)
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment
(Statistics Division)

B-2, Ground Floor,
Pt. Deendayal Antyodaya Bhavan
CGO Complex, New Delhi

Dated the 5th October, 2023

NOTICE INVITING TENDER DOCUMENT

The Department of Social Justice and Empowerment (DoSJE) invites online tender (e-Tender) for design and development of Management Information System/ web portal/ dashboard for availability of information for conducting social audits of Schemes under DoSJE and review the action taken on the findings.

2. The details including the scope of work are available in the attached RFP.
3. The Tender Document and Terms of Reference (ToR) with Annexures can be downloaded from the website <https://socialjustice.gov.in/> and <https://gem.gov.in/>
4. Further details, if any, may be obtained by writing to the above-mentioned address or at e-mail: vinesh.pachnanda@nic.in and shukla.archna20@mospi.gov.in or at Telephone No. 011-24369837-40.



(Vinesh Pachnanda)

Deputy Secretary to the Government of India

Email: vinesh.pachnanda@nic.in

Note: Department of Social Justice & Empowerment (DSJE) or any of its designates reserves the right to cancel this request for tender document and/or invite afresh with or without amendments, without liability or any obligation for such request for tender document and without assigning any reason. Information provided at this stage is indicative and DoSJE reserves the right to amend/add further details in the Tender Document.

RFP for Social Audit MIS

1. National Resource Cell for Social Audit:

The National Resource Cell for Social Audit-DoSJE has been established at National Institute of Social Defence, New Delhi to conduct the social audit of schemes under DoSJE. The NRCSA is coordinating with the State Social Audit Units (SAU) to monitor the progress and quality of social audits. The cell is also providing technical support to SAU for capacity building and carrying out the audits as per requirements.

The NRCSA-DoSJE will act as a bridge between the DoSJE and the State SAUs to ensure efficient conduct of social audits.

2. Scheme covered under Social Audit:

The social audit of the following schemes/components will be carried out in this year:

- Villages under Pradhan Mantri Anusuchit Jyati Abhyuday Yojana and Grant in Aid component.
- Construction of hostels for SC students (Babu Jagjivan Ram Chhatrawas) under PMAJAY
- Construction of Hostels for OBC Girls and Boys under YASASVI Scheme
- Residential Schools under SHRESHTA scheme.
- Senior Citizen Homes under AVYAY scheme and
- Integrated Rehabilitation Centre for Addicts under NAPDDR.

3. Objective of Tender/Bid:

Statistics Division on behalf of Department of Social Justice and Empowerment (D/oSJE) invites tender under Two Bid System i.e. Technical Bid and Financial Bid from experienced and reputed Companies/ Firms/Agencies fulfilling conditions as mentioned in this document for design and development of portal and dashboard for Social Audit of Schemes under DoSJE as detailed in this document.

4. Important Dates:

Sr. No.	Activity	Time Line
1	Date for Issue of Tender Notice	05.10.2023 at 1000 hrs
2	Date of Pre-bid Meeting Venue: D/o Social Justice and Empowerment, B-2, Ground floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003	19.10.2023 at 1000 hrs
3	Issue of clarifications/corrigendum by D/oSJE	25.10.2023 at 1700 hrs
4	Online Bid Submission Start date and Time	05.10.2023 at 1000 hrs
5	Online Bid Submission End Date and Time	04.11.2023 at 1700 hrs

6	Date and Time of Opening of Technical Bids	08.11.2023 at 1500 hrs
7	Date and Time of Opening of Financial Bid	Will be intimated on website https://socialjustice.gov.in

5. Scope of Work:

The scope of work covers design, development of web portal by the selected bidder for Social Audits covering various schemes and components on the designated server within the time line specified in the tender document. Initially, the social audit portal is prepared for 6 scheme/components and provision for adding new schemes (5-10) with similar features will be required.

The broad scope of work shall have the following stages:

- i. Develop and deliver the solution as per Social Audit MIS requirement- Annexures of formats are attached.
- ii. Provide support for user acceptance testing
- iii. Implement the solution on the designated central server
- iv. Initial user configuration of the implemented solution
- v. Provide end user training at Head Office.
- vi. Provide system administration training at NISD, New Delhi.
- vii. Provide warranty support for 12 months after Go LIVE
- viii. Integration of exiting portals with the social audit portal.

Hardware/Infrastructure Requirements

The selected bidder shall provide necessary recommendations on the hardware/infrastructure required for ensuring smooth functioning of the system. Based on this recommendation, requisite hardware/infrastructure will be made available by Department of Social Justice & Empowerment.

List of Stakeholders: MoSJE, NISD, Social Audit Units of States, State Department under DoSJE and District offices.

Data with regards to profiling of Social Audit Units, State Departments, and users would be made available to the selected vendor as a separate application is being used for profiling and subsequent validation at SAU level.

Sr. No.	User Type/Login	Functionality	Details
1	Portal Public Home Page		<p>Scheme Wise Details:</p> <ol style="list-style-type: none"> 1. Brief about scheme (objectives, provisions, coverage and budget etc.) 2. Guideline of Schemes 3. Link for relevant notification/orders, DO letters, documents, IEC material etc. 4. Scheme wise pre-information formats for social audit. <p>(Schemes: PMAJAY, YASASVI-Construction of Hostel, NAPDDR-IRCA, AVYAY- Senior Citizen Homes, SHRESHTA)</p>
2	Public Dashboards		<p>Public Dashboard:</p> <ol style="list-style-type: none"> 1. Scheme, District, Block, GP wise list of institutions/villages and its status (As per Master Data) as well as disbursement of fund. 2. Number of Social Audits Planned vs Completed 3. Social Audit Findings (No. of schemes audited, institutions/villages audited, total issues reported, types of issues including financial misappropriation, process violation, grievances with no. issues & amount and status of action) 4. Action Taken Report-(Institution, Date of Social Audit, Category of Issue, Issue Number, Status of action)
3	NRCSA (Admin)	Setup	<ol style="list-style-type: none"> 1. Provision to approve new user, create new login at State & District level, 2. Approve and edit calendar date, name of institutions 3. Provision to add master data 4. Provision to edit findings 5. Dashboard and Analytical Report- Summary of findings and action taken report 6. Provision to upload photos
		User Management	Provision for creation of multiple makers and checkers
		Password Management	Updation/Forget Password

4	Social Audit Units at State Level Login		<p>1. Provision to upload and edit SAU Details and calendar</p> <table border="1" data-bbox="719 412 1385 640"> <thead> <tr> <th rowspan="2">District</th> <th rowspan="2">Block</th> <th rowspan="2">GP</th> <th rowspan="2">Village/ Institute</th> <th colspan="2">Social Audit Date</th> <th rowspan="2">Social Justice Assembly Date</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2. Provision to upload social audit findings (as per social audit formats & paras), review of action taken on each finding and option for revert (Theme wise & Category of issue entry, issue number, social audit para, amount, responsible person and description and uploading of key evidences)</p> <p>3. Approval on action taken report</p> <p>4. Analytical Report-Summary of findings and action taken report</p> <p>5. Provision to upload photos</p>	District	Block	GP	Village/ Institute	Social Audit Date		Social Justice Assembly Date	From	To							
District	Block	GP	Village/ Institute					Social Audit Date			Social Justice Assembly Date								
				From	To														
		Profile Creation	<p>1. Provision to create profile of SAU</p> <ul style="list-style-type: none"> • State • Name of SAU • Name of the office-in charge • Contact details: • Email Id: • Account Details of Office: • Trained Persons ((Name, designation, mobile number, gender, age, date of joining) <p>2. Provision to create multiple makers and checkers at State and District level</p>																
5	State Login/Project Implementing Agency Login		<p>1. Dashboard of social audit paras</p> <p>2. Provision to see scheme wise social audit findings (scheme, district, PIA, category of issues, status of action)</p> <p>3. Upload action taken report on each finding with evidences (finding, amount, responsible person, decision, action taken and provision to upload evidences)</p> <p>4. Review and edit action taken report</p> <p>5. Analytical Report- Summary of findings and action</p>																

			taken report
		Profile Creation	<ol style="list-style-type: none"> Provision of creation of profile <ul style="list-style-type: none"> Name of the agency: Name of the office-in-charge Designation Contact details Official Email Id:
6	General Requirements		<p>Dashboard at all levels should give users a quick snapshot of the most important metrics, trends and use data visualization</p> <p>Data Visualization: Use charts, graphs infographics to illustrate the data and highlight patterns</p> <p>Data Filters: Users should be able to select specific time periods, categories, or other relevant attributes to see how the statistics change based on their selection.</p> <p>Summary Statistics: Include common descriptive statistics such as mean, median, mode standard deviation</p> <p>Data Drill-Drown: Allow users to dive deeper into specific data points or groups to understand the underlying details.</p> <p>Data Export: Provide an option for users to export the descriptive statistics in a downloadable format, such as CSV, Excel or PDF, for further analysis or reporting.</p> <p>Responsive Device: Optimize the web portal for various devices including desktops, tablets, and smartphones, to ensure a seamless user experience across different platforms.</p> <p>Security Audit of the application should be done by</p>

			<p>Computer Emergency Response Team (CERT) in empaneled vendor and to get safe to host certificate would be responsibility of the development agency.</p> <p>Integration with Aadhar Data Vault (If required)</p>
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The above is for providing a broad outline of work to be done and detailed requirements would be chalked out in Software Requirement Specification (SRS) and number of fields to be captured may change.

6. Deliverables

1. Implement fully tested and functional application as per the specifications mentioned in this tender
2. Functional requirement of documents
3. Security Audit Report
4. User Manual
5. Design Documents
6. Deployment Manual
7. Fully functional and latest version of the source code.

7. Timeline

Timeline post acceptance of Letter of Award

Sr. No.	Activities	Timeline	Payment Percentage
1	Requirement analysis and Preparation of SRS and Finalization	1 Week	5 %
2	Deployment of Beta version of Social Audit MIS Portal	6 Week	5%
3	UAT, Security Audit, Go-Live & Hand over the system along with relevant manuals	1 Week	70%
4	End of Warranty Support	1 Year	20%

8. Payment Terms

- Payment would be done on achievement of a milestone as indicated in timeline on submission of bills/invoice.
- TDS shall be deducted on all the payments made to the selected bidder on the rates as specified by Govt. of India

- Payment of taxes and other applicable Government levies will be made according to the rules and regulations as existing on the date of payment.
- All the payments will also be subjects to liquidate damages as define in para-Liquidated damages.

9. Liquidated Damage

For each wee delay due to fault of vendor beyond the schedule for Signoff/Installation of final version/training & Go-Live, liquidated damages equal to 5% of project cost will be levied.

10. Eligibility Criteria / Documents to be Submitted

The Bidder should be CMMI3 or higher and should have executed at least three software development and implementation projects (Maintenance projects would not be eligible) during the last 3 financial years in the Government Sector, Public Sector and or reputed Private Sector Enterprises, each having an order value of over 20 Lakhs. The experience certificate in this regard should be submitted duly certifying the satisfactory completion issued by respective organization.

- An authorization letter from the bidder must be enclosed with the bid certifying that the person who signed the bid is an authorized person to sign on behalf of the bidder.
- Tender fees as prescribed in this document.
- Earnest Money Deposit as defined below in this document.
- The average annual turnover during last 3 financial years should not be less than 25 Lakhs, audited balance sheet for last 3 financial years (i.e. FY 20-21, 21-22, 22-23) should be submitted.

11. Earnest Money Deposit

Subject to compliance of response submission process, the intending bidders should pay along with bids an Earnest Money Deposit of **Rs. 70,000/-**. The EMD shall be paid by Demand Draft drawn from any schedule commercial bank in favour of DDO, Department of Social Justice & Empowerment, Shastri Bhavan, is required to be deposited (in original) address to Deputy Secretary (Statistic), D/o Social Justice & Empowerment, B-2, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi. The EMD will not carry any interest.

The bidders registered with NSIC (MSME), are exempt for payment of EMD, if they produce a valid certificate.

The EMD submitted by the bidder will be forfeited if:

- i. The bidder withdraws or amends its tender or derogates from tender in any respect within the period of validity of its tender. Further, if successful bidder fails to accept the Letter of Award (LOA).
- ii. The bidder withdraws its bid after processing but before acceptance of award of contract issued by Department of Social Justice & Empowerment.
- iii. The bidder violates any of the provision of the terms and conditions of the tender specifications

- iv. Final decision on EMD forfeiture will rest with the Competent Authority of Department of Social Justice & Empowerment.

The EMD will be refunded to:

- v. The successful bidder, after successful completion of the Warranty Period.
- vi. The unsuccessful bidder, only after acceptance of award of contract by the selected bidder or in case of cancellation of Tender.
- vii. The Earnest Money Deposit (EMD) will be refunded without any interest under all conditions.

Offers received without EMD will be summarily rejected

12. Instructions to Bidders

- a. **Application** would be deployed on designated production server decided by Department of Social Justice & Empowerment.

- b. **Submission of Bid**

- I. The bids without the tender fee the documents shall not be considered and summarily rejected (if applicable or proof of exemption from payment of Tender Fee has to be given).
- II. The bid shall consist of an envelope containing a covering letter along with the tender fee-DD, EMD (if applicable)
- III. Separate envelope for Technical and Financial bid. The bid without the tender fee, EMD documents shall not be considered for bidding (if applicable or proof of exemption from payment of Tender Fee, EMD has to be given)
- IV. Technical bid (with supporting documents) & financial bid to be put in separate sealed covers and their evaluation will be done in sequential manner.
- V. All pages of bid documents as downloaded in PDF format should be signed as token of acceptance of all the terms and conditions in the tender document.

- c. **Technical Bid**

- i. The technical specifications are the minimum requirements of D/o SJE (Exhaustive requirements will be firmed up during Software Requirement Specification (SRS) phase).
- ii. However, the bidder is at liberty to indicate higher specifications than the minimum level.
- iii. D/o SJE reserves the right to place order at the higher/lower specifications offered by the bidder.
- iv. Notwithstanding any improvements in the specifications the payment to vendors will be limited to the rates accepted by D/o SJE.
- v. Any other optional services that may be required for the smooth functioning of the system may also be indicated by the bidder.

- d. **Financial Bid**

Financial Offer should be submitted as per relevant Annexures of this documents

- i. The prices quoted in the financial bid should be without any conditions.

- ii. Price quotation accompanied by vague and conditional expression such as "subject to immediate acceptance", "subject to confirmation before sales etc." will be treated as being at variance and shall be liable for rejection.
 - iii. It is the responsibility of the bidder to clearly identify all cost associated with any item or series of items in this bid. The bidder must include and complete all parts of the financial proposal in a clear and accurate manner. Omissions, errors, misrepresentations. Or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal. Cost that are not clearly identified will be borne by the bidder.
 - iv. Where there is a discrepancy between amounts in figures and in words, lower of the two will be taken into consideration.
- e. Only One Submission Permitted per Bidder**
Only one submission of response to bid by each bidder will be permitted. All submission, will become the property of D/o SJE. Recipients shall be deemed to license, grant all rights to D/O SJE to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other recipients who have registered a submission and to disclose and/ or use the contents of the submission as the basis for any resulting process, notwithstanding any copyright that may be subsists in the submission.
- f. Authorized Signatory**
The selected bidder shall indicate the authorized signatories who can coordinate, discuss and correspond with Department of Social Justice & Empowerment, with regards to the obligations under the contract. The selected bidder shall submit at the time of signing the contract, authorizing an official or officials of the bidder or a Power of Attorney copy, to discuss, sign agreements/ contracts with Department of Social Justice & Empowerment. The bidder shall furnish proof of signature identification for above purposes as required by D/o SJE.
- g. Corrupt and Fraudulent Practices**
The Department of Social Justice & Empowerment will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event.
- h. Non-Transferable Bid**
Neither the contract nor any rights granted under the contract may be sold, leased/ sublet, assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease assignment or otherwise transfer shall be void and of no effect without the advance written consent of Department of Social Justice & Empowerment.
- i. Offer Validity Period**
Offer/Quote should remain valid for a period of 90 days from the date of opening of the bid.

j. Completeness of Bid

Failure to furnish all information required in documents or submission of the officer not substantially responsive in every respect to the tender document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the tender document is not given therein, or if particulars asked for the Forms/Performa in the tender are not fully furnished.

- k. Bidder eligible as per qualifying conditions will be short listed based on the information provided by them. The shortlisted agencies will be invited to make a presentation to the evaluation committee. The notice for short listing of agencies for technical presentation will be intimated individually.

13. Disqualification

The Department of Social Justice & Empowerment may at its sole discretion and at any time during the evaluation of the application, disqualify any applicant, if the applicant:

- a. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b. Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- c. Is in litigation with the Government of India;
- d. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- e. Submitted more than one application on its own.

14. Letter of Award

The Department of Social Justice & Empowerment will issue a Letter of Award (LoA) to the successful bidder in duplicate mentioning a brief rates, terms and conditions.

15. Payment Terms

Funds will be released by the ministry in the following installments:

Letter of Award	20% of total cost
On Design and Prototype	20% of total cost
On development of web portal including all modules as per RFP	30% of total cost
Acceptance/completion of task	30% of total cost

16. Indemnity

The selected Agencies will indemnify the Department of Social Justice & Empowerment against all third-party claim of infringement of patent, trademark/copyright or industrial design rights arising from the use of software/hardware/ manpower etc. and related services or any part thereof.

17. Termination

In case of delay is very long in development/ execution of the work by the agency D/o SJE may terminate the LoA and award work to other agency at the risk and cost of original bidder.

18. Arbitration

The Department of Social Justice & Empowerment and selected Bidder will make every effort to resolve dispute amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute will be referred to arbitrator, to be appointed by D/o SJE, New Delhi and the award of the arbitration, as the case may be, will be final and binding on both the parties. Such arbitration will be governed in all respect by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding will be held in New Delhi only, wherein appropriate Appellate Authority shall also be the Hon'ble High Court of Delhi at New Delhi.

19. Applicable Law and Jurisdiction of Court

The contract with the selected bidder shall be governed in accordance with the laws of India and will be subject to the exclusive jurisdiction of court at Delhi (with the exclusion of all other Courts).

20. Submission of BID

- The Tender Document with all the releavant up information and document must be submitted online at GeM portal <https://gem.gov.in/> on or before the last date of submission of the tender document indicated on GeM portal.
- Bidder should be responsible for registering themselves at GeM portal for uploading of their proposal and ensure that the proposals are uploaded in time on GeM portal on or before the date prescribed.
- *No Manual bids will be accepted.*
- **For enquiry kindly contact** Deputy Secretary, Statistic Division, D/o SJE **at** vinesh.pachnanda@nic.in, Telephone No. 011-24369837-40 and shukla.archna20@mospi.gov.in

21. Evaluation of BID

Bid evaluation would be based on **Quality and Cost Based Selection (QCBS)** procedure subject to technical qualification of Bidder. Weightage of technical to financial score would be 60:40

Technical Evaluation:

Bidder must have provide all mandatory documents as specified, in case of deficiency/unresponsiveness evaluation would not be done.

Sr. No.	Description	Supporting Documents	Maximum Marks	Assessment Criteria
1	Agency should have experience in design & development of Government Website & web portal for any Project for Central/State Government/Autonomous Bodies /PSUs. For completed projects.	Work Order Copy, Completion Letter	35	Maximum Marks: 35 2 work orders above 2 Cr = 35 marks 3 work orders from 1.5 Cr to 2 Cr = 30 marks 5 work orders from 1 Cr to 1.5 Cr = 25 marks 10 work orders from 50 lakhs to 1 Cr = 20 marks
2	Certificate required i.e. CMMI Level 5 (Capability Maturity Model Integration) ISO 9001:2015, ISO 2000-1-2018, ISO 27001-2013, ISO 1002-2018	Certificate	15	Maximum Marks: 2.5 marks for each Certificate 10 Security audit certificate- 5 Marks
3	Technical Presentation: Requirement Understanding, Proposed Solution Design, Proposed Technology/Platform Innovative Ideas & Suggestion	Technical Presentation	30	Requirement Understanding- 5 Marks Proposed Solution Design- 10 Marks Proposal Technology/Platform- 5 Marks Innovative Ides & Suggestion- 10 Marks
4	Annual Turnover in Last 3 Financial Years	Audited Financial Statement	20	Maximum Marks Above 5 Cr = 20marks Above 4 Cr = 10marks

				Above 3 Cr= 5 marks
	Total		100	

22. The Department of Social Justice & Empowerment will inform the result of technical evaluation to successful Applicant/Bidders only. No correspondence from other Applicant/Bidders shall be entertained and decision of D/o SJE shall be treated as final as binding in this regard.

Annexure to the Proposal

The bid comprises of following schedule/Annexure

Annexure A	Compliance Sheet-Eligibility Criteria (To be furnished at the beginning of Technical Bid)
Annexure B	Technical Bid- Undertaking
Annexure C	Financial Bid

Annexure A- Compliance Sheet-Eligibility Criteria (To be furnished at the beginning of the Technical Bid)

Sr. No.	Eligibility Criteria	Compliance (Yes / No)	Documents Attached at Page No of Technical Bid
1	Should have executed at least three software development and implementation (Maintenance projects would not be eligible) order during the last 3 financial year in the Government Sector/Public Sector Enterprise/Reputed Private Organisation having an order value of over 20 lakhs. Proof of work order /client certificate to be submitted. Also provide a brief write up about the project along with client reference/ contact details.		
2	Average annual turnover during last 3 financial years should not be less than 25 Lakhs, audited balance sheet for last 3		

	financial years (i.e.FY 20-21, 21-22, 22-23) should be submitted.		
3	An authorization letter from the bidder must be enclosed with the bid certifying that the person who signed the bid is an authorized person to sign on behalf of the bidder.		
4	The agency should not have been blacklisted (Please attach an undertaking signed by the authorized representative of the Agency).		
5	PAN/GST		

Annexure B-Technical Bid

Sr. No.		Compliance (Yes/No)	Remark
1	Fulfillment of functional requirements as specified in this document		
2	Server details for concurrent load of 100 users.		

To ensure smooth and effective enumeration, the following hardware is recommended:

Server	No. of vCPUs	RAM (in GB)	Storage (in GB)	No. of Servers	OS
Application Server					
DB Server					

Annexure C-Financial Bid

Sr. No.	Item Description	Basic Rate (Rs.)	Taxes as applicable in %	Taxes as Amount (Rs.)	Total (Rs.)
1	Delivery of web portal comprising of functionalities as per this document				
2	Migration of existing data/ Using existing enumeration data				
3	Security Audit, GiGW Compliance				
4	License Cost if any (like Software Products, Server OS, Database				

	Server etc.) Insert more rows based on requirement. Mark "NA" if it is not applicable				
	Grand Total (Rs.)				

***Note:**

1. Kindly provide details of human resources with designation wise man days and breakup of cost.
2. In addition to this design, bidder has to quote the scheme wise rate if the new scheme are added in future.

Optional Services

The bidder shall mandatorily indicate the charges for the services listed below. However, the Department of Social Justice & Empowerment reserve the right at its discretion whether to consider the same for price evaluation and bidder selection.

Sr. No.	Item Description	Basic Rate (Rs.)	Taxes as applicable in %	Taxes as Amount (Rs.)	Total (Rs.)
1	AMC charges post initial warranty period (Annual charges)				

Other Annexures:

1. Formats

- a. Scheme wise pre-information formats for social audit as per **ANNEXURE - A**
- b. Social Audit Formats for Verification as per **ANNEXURE - B**

3. Sanction Item of Expenses

Sr. No.	Item of Expenses	Amount as per norms of Scheme (Rs.)	Total Sanctioned (Rs.)
1	Warden-Honorarium /Rent per month		
2	Part Time Teachers-2		
3	Peon cum Sweepers		
4	Office Assistant cum Typist		
5	Part Time Doctor		
6	Cooks-2		
7	Helper to Cook		
8	Watchman/Chowkidar		
9	Rent of Building (Urban Area)		
10	Diet Charges		
11	Medicines		
12	Games and Sports		
13	Excursion		
14	Conveyance & TA for Staff		
15	Water and Electricity Charges		
16	Contingencies		
17	Cooking Charges		
18	Uniform per Student per Annum		
19	Books and Stationery		
20	Installation of CCTV, Website/Portal for live streaming		
	Total		

3. Sanction Item of Expenses

Sr. No.	Item of Expenses	Amount as per norms of Scheme (Rs.)	Total Sanctioned (Rs.)
1	Warden-Honorarium /Rent per month		
2	Part Time Teachers-2		
3	Peon cum Sweepers		
4	Office Assistant cum Typist		
5	Part Time Doctor		
6	Cooks-2		
7	Helper to Cook		
8	Watchman/Chowkidar		
9	Rent of Building (Urban Area)		
10	Diet Charges		
11	Medicines		
12	Games and Sports		
13	Excursion/Field Trip		
14	Conveyance & TA for Staff		
15	Water and Electricity Charges		
16	Contingencies		
17	Cooking Charges		
18	Uniform per Student per Annum		
19	Books and Stationery		
20	Installation of CCTV, Website/Portal for live streaming		
	Total		

3. Sanction Item of Expenses

Sr. No.	Item of Expenses	Amount as per norms of Scheme (Rs.)	Total Sanctioned (Rs.)
	Staff Details		
1	Project Coordinator cum-Vocational Counsellor		
2	Accountant cum Clerk		
3	Cook		
4	Chowkidar		
5	House Keeping Staff		
6	Doctor		
7	Counsellor/Social Worker/Psychologist		
8	Yoga Therapist/Dance Teacher/Music Teacher/Art Teacher		
9	Nurse		
10	Ward Boys		
11	Peer Educator		
	Other		
12	Building Rent		
13	Medicines		
14	Contingencies		
15	In House Kitchen Expenditure		
16	Transport/Fuel and Maintenance of Vehicle		
	Total		

4. Month Wise Total Count of Beneficiaries

Sr. No.	Month	Total Count of Beneficiaries

3. Sanction Item of Expenses

Sr. No.	Item of Expenses	Amount as per norms of Scheme (Rs.)	Total Sanctioned (Rs.)
1	Staff Salary		
2	Rent		
3	Mid-Day Meal		
4	Uniforms		
5	Medicines		
6	Books and Stationery		
7	Excursion		
8	Conveyance		
9	Water & Electricity Charges		
10	Contingencies		
11	Cooking Charges		
12	Games and Sports		
	Total		

3. Sanction Item of Expenses

Sr. No.	Item of Expenses	Amount as per norms of Scheme (Rs.)	Total Sanctioned (Rs.)
	Staff Details		
1	Principal Head Master/ Head Mistress		
2	Warden		
3	Teachers		
4	Peon		
5	Cooks		
6	Helper to Cook		
7	Sweeper		
8	Watchman		
9	Office Assistant cum Typist		
10	Part Time Doctor		
11	Aya		
12	Physical Education Instructor		
13	Music Teacher		
14	Rent of Building		
15	Diet Charges		
16	Uniforms		
17	Books and Stationery		
18	Medicines		
19	Washing Charges		
20	Games and Sports Material		
21	Excursion		
22	Conveyance & TA for Staff		
23	Water & Electricity Charges		
24	Cooking Charges		
25	Contingencies		
	Total		

3. Details of bank accounts in which grant-in-aid released, during last financial years, were deposited:

Grant-in-Aid for Financial Year	Sanction Letter No.	Date	Recurring Amount (Rs.)	Non-recurring amount (Rs.)

4. Sanction Item of Expenses

Sr. No.	Item of Expenses	Amount as per norms of Scheme (Rs.)	Total Sanctioned (Rs.)
	Staff Details		
1	Superintendent		
2	Social Worker/Counsellor		
3	Yoga Therapist		
4	Nurse		
5	Cook		
6	Multi-Tasking Staff		
7	Accountant/Clerk		
8	Doctor		
	Other		
9	Building Rent		
10	Food/Nutrition		
11	Hygiene		
12	Medicines/ Test		
13	Clothing/Oil, Soap etc.		
14	Recreation and Production Related Charges		
15	Water Electricity Charges		
16	Toiletries		
17	Miscellaneous & Unforeseen		
18	CCTV cameras and website developing charges		
	Total		

5. Month Wise Total Count of Beneficiaries

Sr. No.	Month	Total Count of Beneficiaries

Ministry of Social Justice & Empowerment, Government of India

Pradhan Mantri Anusuchit Jaati Abhyuday Yojana

Social Audit Pre-Information (MIS) Format on Village

State:

District:

Block:

Gram panchayat:

Village:

1. Basic Details

Sr. No.	Particulars	Pre-Data
1	Selection Year	
2	SC population of Village	
3	Rank of Village	
4	Amount Released	
5	Amount Release Date	

2. VDP Related

Sr. No.	Particulars	Pre-Data
1	Selection Year	
2	SC population of Village	
3	Rank of Village	
4	Amount Released	
5	Amount Release Date	

3. Work Related

Sr. No.	Particulars	Pre-Data
1	No. of works identified.	
2	No. of works in progress	
3	No. of works completed	
4	Total no. of works identified for gap filling activities:	
5	Total No of works in progress for gap filling activities	
6	Total No of works completed for gap filling activities	

4. Beneficiary Related

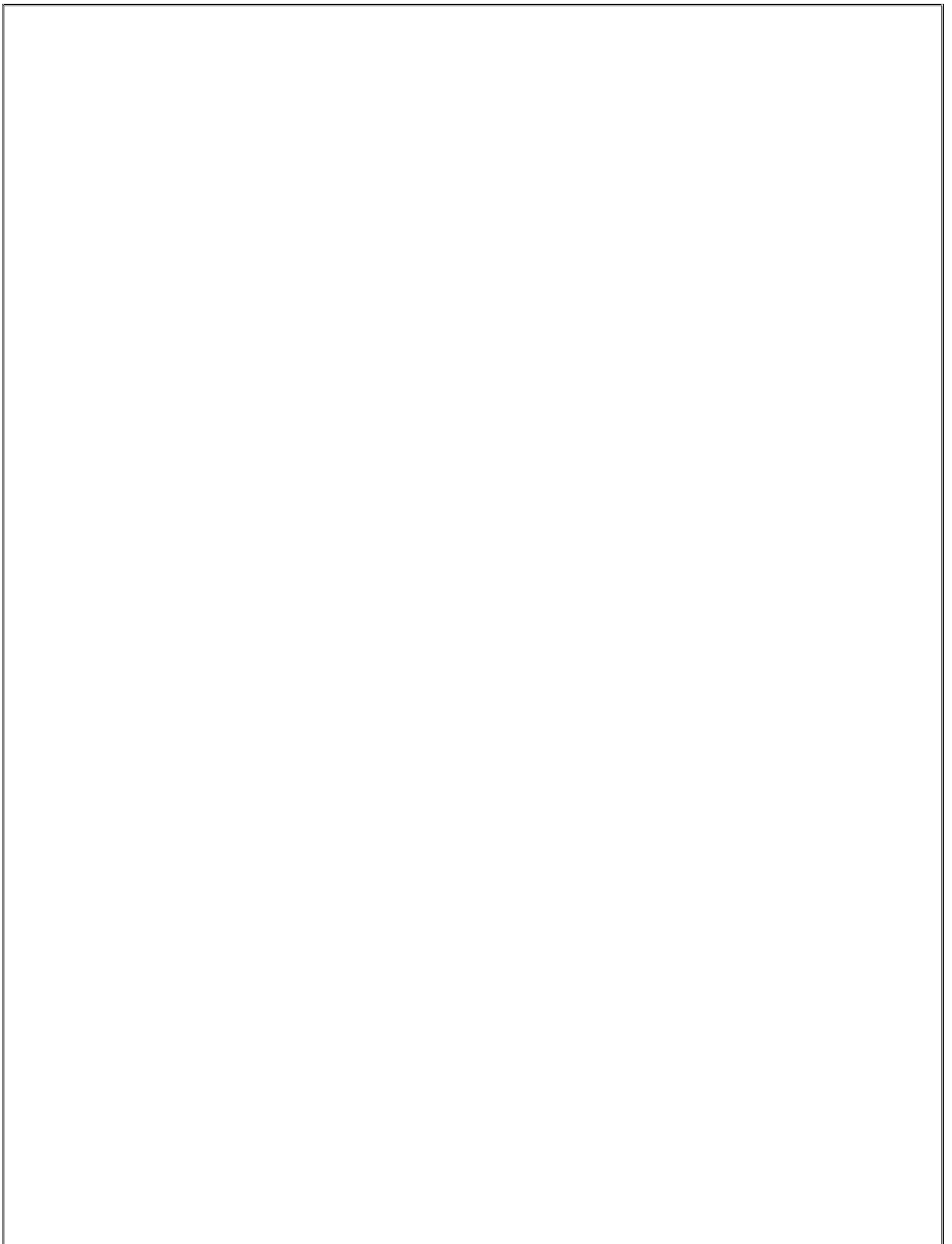
Sr. No.	Particulars	Pre-Data
1	No. of beneficiaries identified during the survey	
2	No. of beneficiaries benefited	

5. Monitorable Indicators

Sr. No.	Indicators	Pre-Data
5.1	Drinking Water and Sanitation	
a	Whether adequate sustainable drinking water sources to cover the villages are available? (yes/no)	
b	No. of household provided with clean drinking water	
c	Have toilets been provided in all schools in the villages? (yes/no)	
d	Have toilets been provided in all Anganwadis in the villages? (yes/no)	
5.2	Rural Roads and Housing	
a	Is the village connected by all weather roads? (yes/no)	
b	No. of roads that are CC/Brick top/Pakka/Tiled?	
5.3	Electricity and clean fuel	
a	Whether the village has been electrified?	
b	No. of internal roads having streetlights	
5.4	Health and Nutrition	
a	Is an emergency ambulance facility available on call?	
b	Total no. of Anganwadis to be constructed?	
c	Total Anganwadis constructed in the village?	
5.5	Digitization	
a	Does the village have access to internet connectivity?	
b	Does the village have a common service centre or cybercafe?	

Questionnaires for Student residing at Hostels (Babu Jagjivan Ram Chhatrawas and Hostel for OBC Students)

Sr. No.	Particular	Information
1	Name of the Student	
2	Father/Mother Name	
3	Address of student	
4	Class	
5	From how many years the student is staying in hostel?	
6	How did you come to know about this hostel facility?	
7	What was the admission process?	
8	How far is the school for you?	
9	How many students are there in one room?	
10	Do you get food as per menu chart?	
11	Is warden available in hostel for 24 X 7?	
12	Is watchman available for 24 X 7?	
13	What kind of other facilities are being provided in the hostel?	
14	Do you face any issues while staying in hostel? If yes, please mention	
15	Do you have to pay any fees in hostel?	
16	What kind of other facilities do you want in hostel?	
17	Do you think this hostel facility has helped you to pursue your education? How?	
18	Your suggestions on improvement of facilities?	
19	Remarks from Social Audit Team	



Ministry of Social Justice & Empowerment, Govt. of India

**Social Audit of Pradhan Mantri Anusuchit Jaati Abhyday
Yojana**

State:
Social Audit:

District:

Block:
Financial Year

GP: Date of

Verification Format for Construction of Hostel (Babu Jagjivan Ram Chhatrawas)

1. Basic Details

Sr. No.	Particulars	Fill after verification	
1	Name of the Hostel		
2	Address of the hostel		
3	Nature of Hostel	Boys/ Girls	
4	Implementing Agency		
5	Institute Name		
6	Is the hostel located in an area having low SC female literacy? (Only in case of girl's hostel)		
7	What is the average distance between the hostel and educational institutes?		
8	Total number of seats sanctioned	As per Records SC Boys: SC Girls:	As per verification SC Boys: Other: SC Girls: Other:
9	Year wise enrollment of students (Last 3 years): 1. Year:	Total number of students enrolled:	
	2. Year	Total number of students enrolled:	
	3. Year	Total number of students enrolled:	

2. Sanction Details

Sr. No.	Particulars	Fill after verification
1	No. of seats proposed in the hostel	
2	Sanction Date	
3	Sanction Amount from Centre	
4	Sanction Amount from State	
5	Construction commencement date	
6	Expenditure till date of social audit	
7	Status of Hostel:	Completed/In Progress/Yet to start the work
8	In case of completed, date of completion of construction	
9	Reasons if there is any delay	

3. Construction Related

Sr. No.	Particulars	Fill after verification
1	Total floors in hostels	
2	Total rooms available in hostels	
3	Is there a special room for the warden?	
4	Is there a special room for the watchmen?	
5	Are the ramps constructed in the building?	
6	Total number of toilets	
7	Total number of bathrooms	
8	Are CCTVs installed in the Hostel?	

4. Other Facilities for Students

Sr. No.	Particulars	Fill after verification
1	Is first aid facility available for students?	

2	How many health camps have been conducted so far?		
3	Does the hostel have computer facilities for students?		
4	Is sport coaching available?		
5	Is there coaching or tuition facilities available for Student in the hostel?		
6	Is there a complaint box available?		
7	Is there a sanitary napkin service available for girls in the hostel?		
Accommodation Related			
8	Number of students staying in one room		
9	Is there any special room allocated to any student?		
10	Facilities availability for students in the room	As per record Cots: Table: Chairs:	As per Verification Cots: Table: Chairs:
11	Is there a warden available in the hostel?		
12	Is the warden available for 24 X 7?		
13	Is there watchman/woman watchman available in the hostel?		
Kitchen Related			
14	Is there a separate kitchen room available?		
15	Is the kitchen in hygienic condition?		
16	Is the food being served on time?		
17	How is the quality of food served in terms of nutritional value?		
18	Is quantity of food served is sufficient for students?		
19	Is clean drinking water facility available in the hostel?		
20	Is the hostel facility benefiting the students for their education?		
21	From how many blocks/ districts are students getting benefited?	Blocks: Districts:	
22	Any Other Issue:		
23	Any support required?		

- **Whether the organization is charging any fee/ contribution from students?**
Yes/ No.
- **If yes,**
 - a. Monthly charges:
 - b. Annual charges:
- Whether the user charges collected are reflected in the account of the organization:
Yes/No
- What is the admission process for hostel:

- Do they have caste certificates of students: Yes :(No. students). No.....
- Do they have income certificates of students: Yes :(No. students). No.....
- Strategies adopted for advertisement of hostel:

5. Document Verification

Documents	Available	Documents	Available
Administrative Sanction		Technical Sanction	
Work Commencement Order		Bills & Vouchers	
Work Completion Certificate		Photos of Works	
Soil Test Report		Layout of Hostel	
Inspection Report		Completion Certificate	

Remarks by Social Audit Team:

Social Audit Team Members:

Sr. No.	Name	Signature	Mobile Number

**Social Audit of Pradhan Mantri Anusuchit Jaati Abhyuday Yojana
Beneficiary Verification Format (Livelihood)**

State:	District:	Block:
GP:	Village:	Date of SA:

Sr. No	Details	Information after Verification
1	Name of Beneficiary:	
2	Name of Father or Husband	
3	Contact Number:	
4	Social Category (SC / ST / OBC / General)	
5	Gender	
6	Age	
7	Component of the PMAJAY Scheme:	
8	What type of financial assistance was provided?	1. Rs.50,000/- 2. 50% Cost of Assets
9	How did the assistance help the beneficiary?	
10	Is there any income generated from the activity? If yes, how much has the beneficiary's income increased compared to earlier?	
11	What is the satisfaction level of beneficiary with the assistance?	Very Good / Good / Average / Poor / Very Poor
12	Status of loan repayment?	
13	Did the beneficiary have to make any payment to receive the benefit? (As bribe / commission)	
14	Any grievances?	
15	Was the above activity mentioned in VDP?	
16	Was the beneficiary eligible for this scheme?	Yes/No
17	Suggestions	

Social Audit Team Members

Name:

Signature:

Contact No:

**Social Audit of Pradhan Mantri Anusuchit Jaati Abhyuday
Yojana**

Beneficiary Verification Format SCSP (Skill Development)

State:	District:	Block:
GP:	Village:	Date of SA:

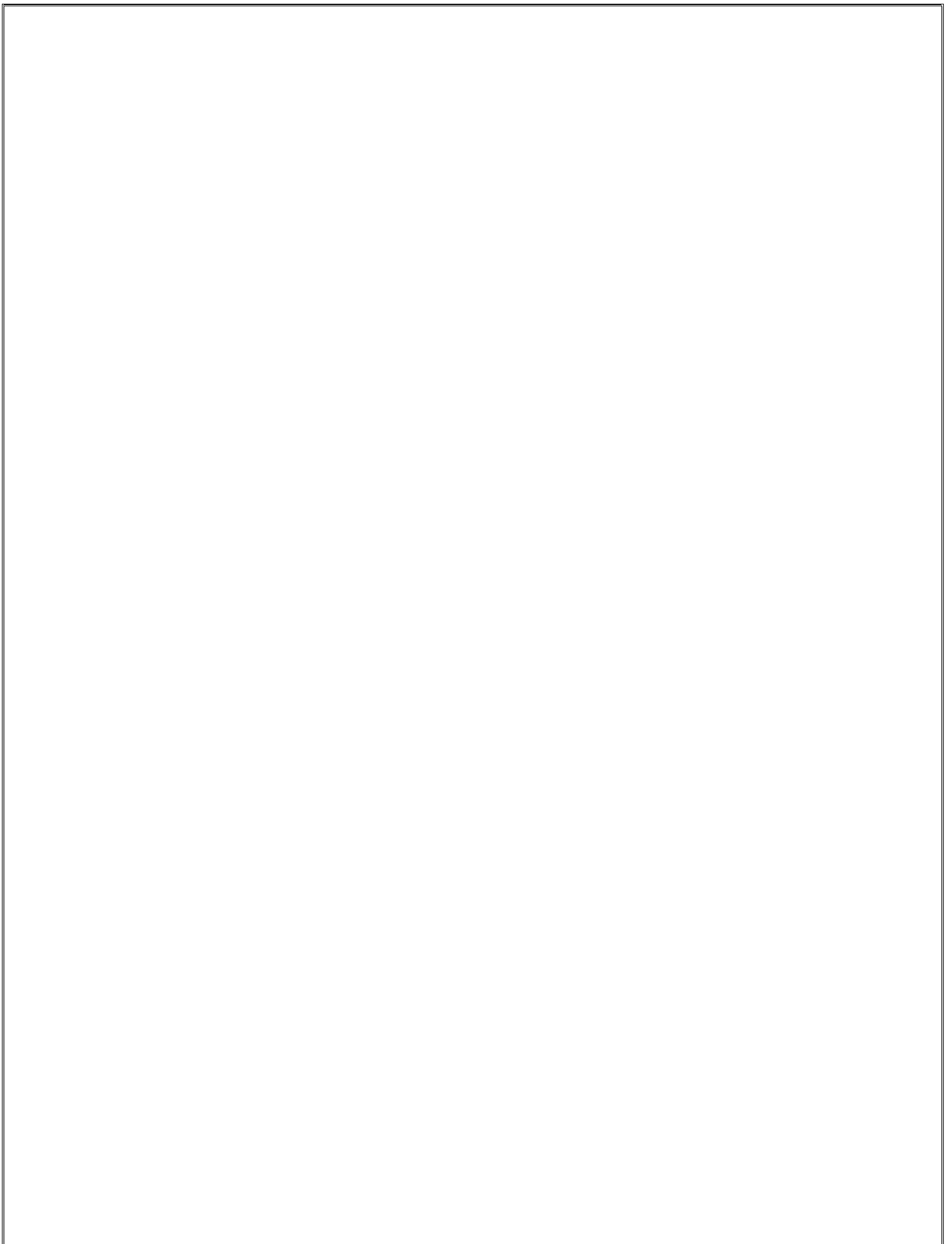
Sr. No.	Details	Information after Verification
1	Name of the beneficiary:	
2	Name of Father/Husband:	
3	Contact Number:	
4	Social Category of Members (SC / ST / OBC / General)	
5	Component of the PMAJAY Scheme:	
6	What type of skill training was provided?	
7	Duration of training	
8	What is the satisfaction level of beneficiary with the training provided?	Very Good / Good / Average / Poor / Very Poor
9	How is the training being helpful to the beneficiary?	
10	Does the beneficiary earn anything after completing the training?	
11	Did the beneficiary have to make any payment to receive the benefit? (As bribe / commission) (As bribe / commission)	
12	Was the beneficiary's name mentioned in the VDP?	
13	Any grievances?	
14	Was the beneficiary eligible for this scheme?	Yes/No
15	Any suggestions	

Social Audit Team Members

Name:

Signature:

Contact No:



Ministry of Social Justice & Empowerment

Social Audit Format for Construction of Hostels for OBC Boys and Girls

1. Basic Details

Sr. No.	Particulars	Fill after verification
1	Name of the Hostel	
2	Address of the hostel	
3	Nature of Hostel	
4	Implementing Agency	
5	Institute Name	
6	Distance from the nearest OBC Hostel?	
7	Seats capacity of hostel	

2. Sanction Details

Sr. No.	Particulars	Fill after verification
1	No. of seats proposed for the hostel	
2	Sanction Date	
3	Sanction amount from Centre	
4	Sanction amount from State	
5	Construction commencement date	
6	Expenditure till date of social audit	
7	Status of Hostel:	Completed/In Progress/Yet to start the work
8	In case of completed, date of completion of construction	
9	Reasons if there is any delay	

3. Students Details

Sr. No.	Particulars	Fill after verification
1	Total number of seats sanctioned	
2	Total number of students present at the time of social audit in hostel	Boys:
3		Girl:
4	Category wise details	OBC: DNT: ST: SC: Others:
5	No. of students with disability	
6	Total number of rooms available in hostel	
7	Is the building space adequate to run the hostel?	Yes/No

- Whether non-requiring amount sanctioned:
- Availability of following for students:

No. of Students	Total Bed	Total Table	Total Chairs	Cupboard

4. Information on Process and Procedure of selection of students during the last 3 FY years:

- Number of students selected during the relevant year; class-wise:

1.FY Year	Class						
	Number of students						
2.FY Year	Class						
	Number of students						
3.FY Year	Class						
	Number of students						

- Average of number of students in last 3 years:
- Whether the caste certificates are obtained: Yes/No, mention the numbers if No.

- Whether students have been interviewed: Yes/No
- Write brief about selection process & procedure of students:

- Details of students enrolled in previous year, out of above: (Mention Year)

Those passed out of the institutions successfully	
Promoted to next grade in the same school	
Pursuing further studies in other schools	
No. of drop outs	

- **Whether the organization is charging any fee/contribution from students?**
Yes/ No.
- **If yes,**
 - Monthly charges
 - Annual charges
- Whether the user charges collected are reflected in the account of the organization:
Yes/No

5. Essential Facilities

Sr. No.	Particulars	Fill after verification
1	Lighting	
2	Fans	
3	No. of toilets	
4	No. of bathrooms	
5	Water facility	
6	Water purifier	
7	Drainage system	
8	Kitchen cum pantry	
9	Dining hall	
10	Common room (Newspaper, TV, Indoor Games)	
11	Computer cum reading room	
12	Medical room	
13	Office room	

14	Storeroom	
15	Chowkidar room	
16	Firefighting arrangement	
17	Ramps facility	
18	Disabled friendly toilets	
19	Warden	
20	Boundary wall	
21	Health checkup facility	

6. Maintenance of Records

Sr. No.	Records	Yes	No	Updated	Not Updated
1	Cash Book				
2	Ledger				
3	Student admission register				
4	Attendance register of students				
5	Attendance register of staff				
6	Stock register				
7	Records of daily consumption of food articles				
8	Salary payment register				
9	Biodata/personal files of staff				
10	Year wise records of minutes of general body meeting				

- **Any suggestions from Staff:**

- **Any suggestions from Students:**

- **Remarks from Social Audit Team:**

Ministry of Social Justice & Empowerment, Government of India
Social Audit Format for Integrated Rehabilitation Centre for Addicts (IRCA)

Centre Name:

State:

District Name:

Social Audit Date:

Social Audit Record Period (FY):

<i>Basic Information Related to Organisation :</i>		
Sr. No.	Particular	Fill after verification
1	Name of the organization	
2	Address of the Head Office	
3	Contact Details:	
4	E-mail address	
5	Year of establishment	
6	Registration No. (attach copy of certificate)	
7	Sources of funding:	
8	Grant received in last 3 financial years from MoSJE:	
9	Name of contact person (Secretary, director etc. with phone number)	
10	Composition of Managing body	
11	The organisation is attached with which State Level Coordinating Agencies:	
12	Details of any other projects being run by the organization:	

	Services Related		
	Whether the food is being served for patients in centre (free of cost)?		
	Does the centre have food menu chart and being followed?		
	Whether the allopathic medicines available in stock as per the requirements of all the patients		
	Any monitoring visit/ inspection done by the SLCA?		
Details of Patients at Centre			
1	Total number of patients admitted in centre in last one financial year:	Total:	
2	Number of in-patients admitted for treatment at centres:	1. Up to 30 days: 2. 31 to 60 days: More than 60 days:	
3	Whether any fee is charged for treatment?		
4	Number of patients waiting for treatment:		
5	No. of person who have relapsed and re-admitted to the same centre:		
Detail of Follow Up Programmes/Activities Taken Up by the Centre:			
	No. of counselling provided to the discharged patients:		
3	Total number of home visits undertaken:	No. of visits undertaken: No. of discharged patients visited:	
4	Rehabilitation programme given /referred by the Centre to discharged patients:	Programmes	Patients
		Out reach programme, camps etc.	
		Self Help Prgoramme	
		Drop in centre	
		Family assistance programme	
		Vocational training services	
		Educational support	
		Work place support	
	Any other services		

Availability of Records/ Documents

Sl No.	Documents and Registers	AvailabilityYes/No	Maintained/Updated
1	Patients Profile		
2	Admission/Discharge Register		
3	Record of clients who relapsed – whether they are re-admitted to the same centre or referred to another facility?		
4	Counselling & Therapy record		
5	Letter of endorsement for free treatment services		
6	Declaration cum indemnity form (for all patients)		
7	Attendance Register (for the staff of Centre)		
8	Honorarium Register		
9	Cashbook		
10	Ledger book		
11	Register of assets (Details of physical assets, date of procurement, replacement etc.)		
12	Medicines Stock Register (Including details of medicine procured, issued, balance etc.)		
13	Bills and Vouchers for all expenditure for audit period:		
14	Register of counselling to patient		
15	Doctor Visit Register		
16	Establishment records of the Staff		

17	Clinical establishment record/ State Mental Health Authority license/Drug license/ other relevant records		
18	Awareness programme register		
19	Assessment forms of the patients		

STAFFING PATTERN

Sr.No.	Position	Name of person	Educational Qualification	Date of Joining the Centre	Whether present/ absent during social audit	Reasons for absence, if any

TRAINING

Sr.No	Name & Designation	Name of training course	Period of training with Dates	Whether training given by SLCA/NCDAP/any other

Beneficiaries

Number and age of patients available at the time of inspection (Indicate reasons if the occupancy is less than 2/3)	
Whether any fee charged for treatment? If so details	
Whether the fee collected from the patients are accounted for in the records of the organization?	

<p>If the centre has a payment facility, whether the payment ward is clearly marked?</p> <p>The number of beds available on the payment facility and the extra staff, if any, available.</p>	
--	--

SERVICES (DURING THE LAST 6 MONTHS) (QUESTIONS FOR BENEFICIARIES)

1	Whether the quality of individual, group, family counseling sessions provided are satisfactory	
2	Treatment provided by the Medical Doctor and frequency of his visit per week	
3	Whether educative sessions provided (topics to be annexed)	

STAFF - FOCUS GROUP DISCUSSION

What is going well? (Conclusion based on discussion)
What is not going well? (Conclusion on the basis of discussion)
What needs to be done to improve the situation?

Individual questionnaire

Sr.	Questions	Response & Comments
1	Name	
2	Age	
3	Sex	
4	Social Category	
5	Marital Status	
6	Family Background	
	Educational Background	
9	What occupation or job were / are you doing?	
13	What were the circumstances that led you to come here?	<ul style="list-style-type: none"> a) Forced by family b) Arrested by police and sent c) Picked up from the street d) Came on my own e) Referred by Doctor
15	How long have you been in this place? Is this your first stay at this centre?	<ul style="list-style-type: none"> a) Just registered/ less than a week b) two weeks c) More than 2 weeks d) More than a month e) 1 month – 3 months f) More than 3 months
17	What are the services provided in this treatment center?	
18	What were the registration requirements for access to treatments and services in the Center?	
20	Comment on your experience (positive/negative) of staying at the center. (Guiding points for resource person)	<ul style="list-style-type: none"> a) Frequent disagreement with authorities and use of force b) Frequent disagreement and verbal threats c) Frequent disagreement, eventual compliance d) Demands for favors that you don't want to give. e) Demands for money and other services that you don't want to yield.

		f) Infrequent disagreements g) Use of force by fellow residents h) Verbal threats and intimidation by fellow residents i) Infrequent disagreements among fellow residents, sorted by authorities
21	Comment on your interaction with the counselor and your counseling plan	a) No counseling plan/ a week by week plan. b) Regular/ Irregular meeting
22	Comment on family members and their support	a) Family members are not needed/ don't connect with family/no family b) Someone from family helps/supports c) Whole family/friends support and have met the counselors.
23	Have you raised an issue or a complaint in the center? If yes, give details. Did it get resolved?	<input type="radio"/> Yes <input type="radio"/> No

QUALITY OF SERVICES

SN	Question	Response	Remarks
1	Quality of food	<input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Ok <input type="radio"/> Poor <input type="radio"/> Very Poor	Quality of food and test what the beneficiary usually get at his home is categorized as good
2	Quantity of food	<input type="radio"/> Sufficient <input type="radio"/> Not Sufficient	
3	Variety of food	<input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor <input type="radio"/> Very Poor	
4	Cleanliness of the institution	<input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor <input type="radio"/> Very Poor	

5	Cleanliness of Toilets	<input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor <input type="radio"/> Very Poor	
6	About the treatment here, I feel	<input type="radio"/> Unhappy <input type="radio"/> Just okay <input type="radio"/> Satisfied <input type="radio"/> Happy <input type="radio"/> Very happy	
7	I would rate the admission procedure here as	<input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor <input type="radio"/> Very Poor	
8	I would rate the medical care here as	<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Very good	
9	I would rate the overall nursing and therapeutic services here as	<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Very good	
10	I have been seen by a counsellor during my treatment here	<input type="radio"/> More than 3 times <input type="radio"/> 3 times <input type="radio"/> Between 1- 2 times <input type="radio"/> Never	
11	I would rate the management of my withdrawals during treatment as	<input type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Very good	
12	This centre is a drug free place	<input type="radio"/> All the time <input type="radio"/> Most of the time <input type="radio"/> Sometimes <input type="radio"/> Drugs is easily accessible into the centre	

13	The centre staff treat patients well	<input type="radio"/> All the time <input type="radio"/> Most of the time <input type="radio"/> Sometimes <input type="radio"/> Rarely <input type="radio"/> Never	
14	Does the institution value your opinion/ consent?	<input type="radio"/> Yes <input type="radio"/> No	
15	Have you faced any discrimination in the institution?	<input type="radio"/> Yes <input type="radio"/> No	
16	Any specific case of physical / verbal violence encountered by you or someone else?	<input type="radio"/> Yes <input type="radio"/> No	
17	Any specific past incident affecting dignity / respect relating to you /someone else?	<input type="radio"/> Yes <input type="radio"/> No	
18	Any specific problem / issue currently faced by you?	<input type="radio"/> Yes <input type="radio"/> No	
19	Would you recommend this treatment centre to other drug users? Please explain	<input type="radio"/> Yes <input type="radio"/> No	

Suggestions/Recommendations for improvement

Can you list the positive aspects of the De-Addiction centre?

Would you specifically like to highlight any individuals who are doing very good work?

What are the things that Residents can do to improve their quality of life?

What can the management & staff do to improve the quality of life of the patients?

Any other suggestions

INSTITUTION CHECKLISTS

Sr.No	Question / Parameter	Answer	Remark
1	Transparency		
a	Whether there is a public name board indicating the name & type of the institution?	Yes / No	
b	Whether there is any public board indicating that the facility is run with support from MSJE?	Yes / No	
c	Whether the Entitlements of Residents is publicly displayed anywhere in the home?	Yes / No	
2	Accountability		
a	Is there a complaint box in the home?	Yes / No	
b	Is there a complaint register available?	Yes / No	
3	Infrastructure		
a	Built in area of the centre (for 15 bedded the built in area will be 2000 sq ft in terms of metro area and 3000 sq ft in terms of small towns and villages) Built in area of the centre (For 30 bedded the built in area will be 3000 sq ft in terms of metro area and 4000 sq ft in terms of small towns and villages)		
b	No. of beds sanctioned in last financial year:		
c	No. of beds found during social audit:		
d	Does the home have properly ventilated rooms with sufficient space between the beds of the beneficiaries for their easy movement?	Yes / No	
E	Total number of bathrooms and toilets		
F	Are the bathrooms and toilets clean?	Yes/No	

g	Is there a reception, enquiry and registration counter?		
H	Is there a cubical/rooms for consultation for physical examination?		
I	Is there a nursing station with facilities to store drugs, linen and records of patients?		
j	Are there facilities with privacy for providing individual counselling, group therapy, re-educative sessions and family counselling		
k	Are these facilities airy with comfortable sitting with chairs, blackboard, chalks and other materials?		
L	Are recreation facilities available at centre: (i.e. TV, Library, Indoor Games-carrom ,chess and outdoor games etc)		
m	Are the patients provided storage space to store personal belongings?		
n	Is waiting space with sitting arrangements available?		
4	Entitlements of Residents		
a	Are morning tea, breakfast, lunch, evening tea and dinner served to the residents?	Yes / No	
b	Is good quality food provided in sufficient quantity (at least 1700 calories and 50 gms of protein) everyday?	Yes / No	
c	Does the residents have access to books,3-4 Magazines, 2-3 newspapers (in regional/ local language)	Yes / No	
5	Maintenance of Records		
a	Is the cash book maintained well?	Yes / No	
b	Is the ledger maintained well?	Yes / No	
c	Is the 'Register of Assets' maintained well?	Yes / No	
d	Is the 'Register for consumable items'maintained well?	Yes / No	

e	Is the 'Attendance Register' for both staff and residents maintained well?	Yes / No	
f	Is the year-wise record of the 'Governing body Meeting Minutes' available?	Yes / No	
1	Is Assessment by doctor done atleast once in a day?		
2	Does the facility have round-the-clock nursing care?		
3	Is an on-call doctor available for emergency situations?		
4	Does the patient have the right to leave treatment (against medical advice), any time of the day?		
5	Does the facility allow for meeting visitors at specific times?		
6	Do the patients have access to recreation facilities (newspapers, television, indoor games)?		
7	Are patients given discharge counselling and asked to attend day care or follow up?		
8	Is Assessment by doctor done atleast once in a day?		
9	What is the average length of the stay?		
10	Is the center registered with the Government?		
11	Details of staff (HR/Staff Establishment records)		
12	Is the citizen charter publicly displayed in the center?		
13	Are patient's rights displayed in the center?		
14	Is a file with a unique registration number created for each new patient?		
15	Is clinical assessment (history taking & examination) done by a trained and competent doctor?		

16	Did assessment lead to a diagnosis of dependence based on ICD-11 or DSM-5		
17	Is a treatment / intervention plan prepared for each patient and is it on file?		
18	Is the treatment started after receiving the explicit informed consent of the patient?		
20	Do patients receive counselling by trained social worker/counsellor/psychologist?		
21	Are allopathic medicines provided free of cost to the patients?		
22	Are medication dispensation records maintained well?		
23	Are there referral and linkages to other organizations?		
24	Is the Centre being used adequately?		
25	Does the Centre have adequate space or is it over-crowded?		
26	Does the centre have adequate number of staff?		
27	Have the staffs been provided adequate training?		
28	What is missing or needs improvement?		
29	How much the patients have to pay?		
30	Whether there have been any complaints?		
31	Location and accessibility of the Centre		
32	Knowledge of its services in the proximate locality		
33	Allocation of space for the wards (beds) and other services of the Centre/Project		
34	Maintenance of the records relating to services		
35	Maintenance of the records relating to accounts		
36	Cleanliness and hygiene in the Centre/Project (as could be observed		

	through walls, floors, beds, change of linens, bathrooms, toilets, drinking water, food provided, telephone etc.)		
37	Whether Lighting arrangements, fans etc. available and functioning		
38	Whether charter of rights of the clients is displayed at Centre		
39	Whether information pamphlets, handouts, posters, charts etc. are available for public and clients		
40	Level of knowledge, Training and exposure of the staff and their level of commitment and motivation		
41	Whether Counselling services are being provided appropriately and systematically		

Focus Group discussion

SN	Description/Question	Answer	Remarks
1	Are there any specific provisions for women residents and users of services	a) Women have special toilets. Yes/No b) Women have access to sanitary and other hygiene products. Yes/ No c) Women have access to medical service. Yes/ No d) Woman are accommodated safely/separately. Yes/ No	
2	What professional services are available in this center?	a) Doctor on call b) Counselor	
3	Are there any skill building or occupational programs held at the center	a) No occupational therapy/skillbuilding programs b) General programs, not skillbuilding programs. c) Infrequent and non-outcome based occupational therapy or skill building programs d) Certificate/ Diploma based skill building and occupational therapy programs	
4	Availability of medicines	a) Medicines are not available Medicines are delayed b) Medicines are available at a very high cost in private medical shops. c) Medicines are available in black market d) I don't want to adhere to medicines and treatment.	
5	Treatment offered in the center	a) No treatment, just left to be on your own b) Detoxification program c) Detoxification and counseling program d) Detoxification, counseling and group therapy program.	
6	Availability of legal aid or any other emergency services in the center.	a) Not available b) Available once a week/ month c) Available on demand	
7	Atmosphere in the treatment center	Unruly/ disciplined/ harshlydisciplined.	

Ministry of Social Justice & Empowerment, Government of India
Social Audit Format for Integrated Programme for Senior Citizen Home

State:

District:

Name of Project:

1. Institution Information		
Sr. No	Particulars	Fill after verification
1	Nature of Program	Sr. CH/ MMU/ RRTC/ PHYSIOTHERY/ CCH
2	Name and complete address of the organization	
3	Date of registration of the organization	
4	Description of the project	
5	Date of commencement of the project:	
6	Year of commencement of grant-in-aid:	
7	Whether the project is recognized by the State Government:	
8	Is the V.O. running any other project If yes, give details along with sources of fund	Yes/No
9	Complete address of location where project is being implemented:	
10	Name and locational address of nearest Government Institution/NGO providing similar facilities in the area	
11	Whether building is Rented or Owned?	Rented / Owned
12	If on rent indicate Name and full particulars of owner and rent paid per month	
13	Is the building space adequate enough to run the project? Indicate the number of rooms, size and usage of each	Yes/No

14	Whether the fixtures/fitments e.g., lights, fans taps are in working condition	
15	Whether facilities for toilet and bathing are adequately provided.	No. of toilets: Male: Female:
16	Comment on the level of hygiene and maintenance of toilets and bathrooms:	
17	What are the principal sources of funds of the organization?	
18	Whether the organization is charging user fee/fees?	Yes / No
19	If organization is charging user fee, indicate the following details: a) the monthly charges b) annual charges	Monthly charges: Annual charges:
20	Whether user charges collected are properly reflected in the NGO accounts?	
21	Whether separate project-wise accounts have been maintained for grants sanctioned?	Yes / No
22	Whether principle of joint operation of banks accounts is being followed? Name of bank account holders with account number	Yes / No
23	Number of beneficiaries as per project sanction:	
24	Number of beneficiaries found present at the time of social audit:	
25	Whether nutritional food is being served to the beneficiaries:	
26	What are the facilities available for medical checkup and treatment of the aged (Prepare the list of illness of persons and treatment provided to them?)	
27	What are the entertainment facilities available at centre for the beneficiaries?	
28	Details of vocational training imparted to the beneficiaries, if any:	

29	Details of any other service rendered at the Centre for the beneficiaries:	
30	Are the residents being provided with 4 pairs of clothing in a year?	Year : No. of residents: Pairs of Clothing provided:
31	<p>Productive Activity</p> <p>a) Whether there are any facilities for productive activity for the beneficiaries?</p> <p>b) If yes, give Details of nature of such activities</p> <p>c) No. of persons involved in such activities</p> <p>d) Income per year from such activities for beneficiaries</p> <p>e) Income per year from such activities for Centre</p>	<p>a) Yes/ No</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>
32	<p>Other activities (other than productive activities)</p> <p>Whether any social service is undertaken by the centre?</p> <p>If yes, indicate numbers involved in:</p> <ul style="list-style-type: none"> • Teaching • Vocational training • Crèche service • Any other community service (please specify) 	
33	<p>Are there any linkages with any other organization/institution for providing the following? (If yes, please specify the name of the organization for each service)</p> <ul style="list-style-type: none"> • Nutrition • Recreation • Health • Vocational Training • Any other sector 	Yes / No
34	<p>a) Whether composition of managing committee is indicated as per prescribed proforma?</p> <p>(b) Date of last election of the managing committee</p>	Yes / No
35	Total number of employees as per sanction:	
36	Total number of employees working as per record:	
37	Number of employees not found present during social audit:	
38	Mention the number of health checkup campus conducted in last one year:	
39	How many residents are receiving old age pension?	

2. Institution Checklist

Sr. No	Question / Parameters	Answer	Comments
1	Transparency		
A	Whether there is a public name board indicating the name & type of the institution?	Yes/No	
B	Whether there is any public board indicating that the facility is run with support from MoSJE?	Yes/No	
C	Whether the list of people who can be admitted is publicly displayed?	Yes/No	
D	Whether the entitlements of residents are publicly displayed anywhere in the home?	Yes/No	
E	Are the CCTV cameras installed and functional at Centre?	Yes/No	
2	Accountability		
A	Is there a complaint box in the home?	Yes/No	
B	Is there a complaint register where complaints are recorded	Yes/No	
3	Infrastructure		
A	Are there separate rooms for men and women?	Yes/No	
B	Is there separate recreation room available?	Yes/No	
C	Is a separate room for kitchen available at centre?		
D	Is there a dining hall available for residents?		
E	Whether the rooms, veranda/ courtyard and kitchen are neat and cleaned?	Yes/No	
F	Whether the bathrooms and toilets are neat and cleaned?	Yes/No	

G	Does the home have properly ventilated rooms with sufficient space between the beds of the beneficiaries for their easy movement?	Yes/No	
H	Are the floors in the home anti-slippery?	Yes/No	
I	Are there separate toilets for males and females?	Yes/No	
J	Does the bathrooms and toilets have anti-slippery tiles and railing for hand support?	Yes/No	
K	Does the home have ramp facilities and railings for easy access?	Yes/No	
4	Health		
A	Is there a separate medical room available at centre?	Yes/No	
B	Is there a first aid kit available in the home?	Yes/No	
C	Is there a glucometer available in the home?	Yes/No	
D	Is there a BP monitoring machine available in the home?	Yes/No	
E	Is there a weighing machine available in the home?	Yes/No	
F	Are medicines, as prescribed by doctor, available for the residents in the home?	Yes/No	
G	Are regular health camps conducted?	Yes/No	
5	Entitlements of Residents		
A	Are morning tea, breakfast, lunch, evening tea and dinner served to the residents?	Yes/No	
B	Is good quality food provided in sufficient quantity?	Yes/No	
C	Do the residents have access to books, Magazines, newspapers in regional/ local languages in home?	Yes/No	
D	Are the residents taken for two outings in a month?	Yes/No	
E	Does the home have a computer with an internet connection?	Yes/No	
F	Does the home have a TV with cable connection?	Yes/No	
G	Is there a separate reading room?	Yes/No	
H	Are the residents being provided with 4 pairs of clothing in a year?	Yes/No	
I	Is there any provision for storage of the belongings of the beneficiaries in the home?	Yes/No	

J	Are funeral expenses up to Rs 10,000 provided by the home?	Yes/No	
K	Are the residents registered under the Ayushman Bharat or other state scheme? (Mention the details)	Yes/No	No. of residents registered: No. of residents not registered:
6	Staff		
A	Does the superintendent reside at the centre?	Yes/No	
B	Is there a doctor (MBBS / BAMS / BHMS) who visits the center at least twice a week?	Yes/No	
C	Does the doctor visit the centre in case of any emergency?	Yes/No	
D	Does the doctor stay close to the centre? Mention the distance in km.	Yes/No	
E	Is there a full-time doctor for continuous care home?	Yes/No	
F	Is there a Yoga therapist who visits at least three times in a week for a minimum one hour per day?	Yes/No	
G	Does a social worker (holding a certificate of relevant training course from National Institute of Social Defense (NISD) / Regional Resource and Training Centre (RRTC)/State Level Coordinating Agency) visit the Centre at least 2 hours every day?	Yes/No	
H	Does a Nurse (qualified as Auxiliary Nurse Midwife (ANM)) visit the centre for a minimum of 2 hours per day for 5 days in a week, for basic medical checkup of the inmates and also to provide nursing/ basic geriatric care?	Yes / No	
I	In the case of continuous care homes, are there two nurses available at centre?	Yes / No	
J	Are there 1 or 2 resident cooks residing in the center? (1 for 25 beneficiaries and 2 for 50 beneficiaries?)	Yes / No	
K	Are there sufficient Multi-tasking staffs (passed 8th Standard) to perform the duties of chowkidar, helper and cleaner residing at the Centre?(3 for 25 beneficiaries, 4 for 50 beneficiaries)	Yes / No	Mention the no. of MTS available at centre:
7	Maintenance of Records		
A	Is the cash book maintained and updated?	Maintained Yes / No	Updated: Yes / No
B	Is the ledger maintained and updated?	Maintained Yes / No	Updated: Yes / No
C	Is the 'Register of Assets' maintained and updated?	Maintained Yes / No	Updated: Yes / No
D	Is the 'Register for consumable items' maintained and updated?	Maintained Yes / No	Updated: Yes / No

E	Is the 'Attendance Register' for staff maintained and updated?	Maintained Yes / No	Updated: Yes / No
F	Is the 'Movement Register' for the residents maintained and updated?		
G	Is the year-wise record of the 'Governing Body Meeting Minutes' available?	Maintained Yes / No	Updated: Yes / No
H	Are the records relating to details of resident's kin, assets, disposal of assets after demise maintained well?	Maintained Yes / No	Updated: Yes / No
I	Is the staff salary registered maintained and updated:	Maintained Yes / No	Updated: Yes / No
J	Is medicine stock register available?	Maintained Yes / No	Updated: Yes / No
K	Is Food/Nutrition Register available?	Maintained Yes / No	Updated: Yes / No
L	Is Admission/Discharge/History register available?	Maintained Yes / No	Updated: Yes / No
M	Is Donation Register available?	Maintained Yes / No	Updated: Yes / No
N	Whether beneficiary case history file is available?	Maintained Yes / No	Updated: Yes / No
O	Is death/drop out register available?	Maintained Yes / No	Updated: Yes / No

Individual Questionnaires

Sr. No.	Question	Response
1	Name	
2	Age	
3	Sex	
4	Social Category	
5	Marital Status	
6	Family Background	
7	Where did you lived before coming here?	
8	What occupation or job you did before coming here?	
9	Are you getting any financial support from anyone – individual,family member, pension etc.?	
10	Are you getting old age assistance from central / state government? If no, have you applied for it in the past?	
11	What were the circumstances that led you to come here?	
12	Are you paying anything for your stay here?	
13	How long have you been in this place?	
14	Do you plan to go back to your family or continue here?	
Quality of Services		
15	Quality of food	Very Good/Good /Average/Poor/VeryPoor
16	Quantity of food	Sufficient/Not Sufficient
17	Variety of food	Very Good/Good /Average/Poor/VeryPoor
18	Cleanliness of the institution	Very Good/Good/Average/Poor/Very Poor
19	Cleanliness of Toilets	Very Good/Good/Average/Poor/Very Poor
20	Is there adequate space for storing your personal belongings?	Yes/No

22	Access to Medical Care	Available/Not available
23	Do you get to go out / taken somewhere periodically?	Yes/No
24	Are you suffering from any health related issue? If yes, mention details	
25	Whether appropriate treatment has been provided at the centre?	
26	Do you need any assisted living devices? Mention details	Yes/No
27	Are you aware of your entitlements that you should receive while you are here?	Yes/No
28	Does the centre staff treat you well	All the time /Most of the time/Sometimes /Rarely /Never
29	Does the institution value your opinion /consent?	Yes/No
30	Have you faced any discrimination in the institution?	Yes/No
31	Any specific case of physical / verbal violence encountered by you or someone else?	Yes/No
32	Any specific past incident affecting dignity/ respect relating to you / someone else?	Yes/No
33	Any specific problem / issue currently faced by you?	Yes/No
Suggestions for improvement		
<ul style="list-style-type: none"> • Can you list the positive aspects of the old age home? Would you specifically like to highlight any particular individuals who are doing very good work? 		
<ul style="list-style-type: none"> • What are the things that residents can do to improve the quality of life here? 		
<ul style="list-style-type: none"> • What can the management / staff do to improve the quality of life? 		
<ul style="list-style-type: none"> • Any other suggestions 		

Summary sheet of results of last academic year

Class	Total Students appeared for exam				Total Students who got 75 %				Total Students who got 60-75%				Total Students who got 40-59%				Total Students who got 40 %					
	SC		Other		SC		Other		SC		Other		SC		Other		SC		Other			
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls		
10 th Class																						
12 th Class																						

Teacher profile

Sr. No.	Name of the teacher/yoga teacher	Qualification	Assigned class	Working since	Salary shown in records	Actual salary being paid	Payment mode

Non-teaching staff Profile



Ministry of Social Justice and Empowerment, Government of India

Social Audit Format for PMAJAY- Adarsh Gram

Village Summary Format

State:

District:

Block:

Gram Panchayat:

Village:

Date of Social Audit:

Basic Details of Village

Sr. No.	Particulars	Fill after verification
1	Selection Year	
2	SC Population of Village	
3	Rank of Village	
4	Amount Received (PMAJAY-Central Schemes)	
5	Amount Spent (PMAJAY-Central Schemes)	

Need Assessment & Village Development Plan

Sr. No.	Particular	Fill after verification
1	Who carried out the survey for need assessment? (Attach the list, if required)	
2	Was any training given to the members who were involved in carrying out the "Need Assessment"?	
3	Whether VDP is prepared based on Need Assessment?	
4	Whether Family/Individual needs are captured in VDP?	
5	Whether infrastructure needs are captured in the VDP?	
6	Is village level convergence committee (VLCC) formed as per the rules?	
7	Whether VDP is approved by the Gram Sabha?	
8	Whether VDP is part of Gram Panchayat Development Plan?	

9	Date of approval of VDP by District Level Committee	
10	Is village Level VLCC aware of their roles and responsibilities?	
11	Whether Format-V is updated on monthly basis?	

Works Related

Sr. No.	Particular	Fill after verification
1	Total number of works identified in the VDP	
2	Total number of works identified for gap filing activities under the scheme	
3	Attach the list of gap filling activities	-
4	Number of works in progress (From Gap Filling Activities)	
5	Number of works completed (From Gap Filling Activities)	
6	Type of works undertaken? (From Gap Filling Activities)	
7	Does the works undertaken are benefiting to the development of SCcommunity? (Write number of works which are useful for the community)	

Details on 50 Socio-Economic Developmental Monitorable Indicators

Sr. No.	Particulars	Fill after verification
1	Drinking Water and Sanitation	
1.1	Whether adequate sustainable drinking water sources to cover the village are available? (Yes/No)	
1.2	No. of household provided with clean drinking water	
1.3	No. of households not provided with clean drinking water. (As per verification during social audit)	
1.4	No. of households having individual household latrines	
1.5	No. of households not having individual household latrines. (Out of total verified in SA)	

1.6	Have toilets been provided in all schools in the village? (Yes / No)	Total Schools in Village:	No. of schools having toilets:
1.7	Have toilets been provided in all Anganwadis in the village? (Yes/No)	Total Anganwadis in Village:	No. of Anganwadis having toilets:
1.8	Whether people are still defecating in the open in the village? (Yes/No)		
1.9	Are Drains available in all internal roads?	No. of Roads: Availability of Drains:	
1.10	No. of drain functioning and not functioning?	Functioning: Not functioning:	
1.11	Is there solid waste management system in village?		
2	Education		
2.1	No. of children (6-10 years) attending primary school	Total Children: Attending: Drop Out: Not attending:	
2.2	No. of children (11-13 years) attending middle school	Total Children: Attending: Drop Out: Not attending:	
2.3	No. of children (14-15 years) attending secondary school	Total Children: Attending: Drop Out: Not attending:	
2.4	No. of children (16-17 years) attending higher secondary school	Total Children: Attending: Drop Out: Not attending:	
2.5	No. of children (18-23 years) attending higher secondary education?	Total Children: Attending: Drop Out: Not attending:	
2.6	No. of SC Children receiving pre-matric scholarship	Total Eligible Children:	

		Total receiving: Not Receiving:
2.7	No. of SC children receiving post-matric scholarship	Total Eligible Children: Total receiving: Not Receiving:
3	Health and Nutrition	
3.1	No. of households covered under any health protection scheme (out of total verified in Social Audit)	Total verified in SA: Covered: Not Covered:
3.2	Is an emergency Ambulance facility available on call?	
3.3	No. of women who are severely anemic	
3.4	No. of institutional deliveries in the village during last one year	
3.5	No. of low-birth weight children born during the last one year	
3.6	No. of full immunization of children	
3.7	No. of children not immunized	
3.8	Total number of underweight children (0-5 years) in the village	
3.9	How many pregnant women died during the last one year?	
3.10	How many children dies during the last one year?	
3.11	No. of persons with communicable diseases getting treatment as per protocols	
3.12	No. of persons with communicable diseases not getting treatment as per protocols	
3.13	Total number of Anganwadis to be constructed?	
3.14	Total Anganwadis constructed in the village?	
4	Social Security	
4.1	No. of eligible women getting widow pension	

4.2	No. of eligible women not getting widow pension found during social audit: (Attach the list)	
4.3	No. of eligible persons getting old age pensions	
4.4	No. of eligible persons not getting old age pensions found during social audit (Attach the list)	
4.5	No. of eligible person getting disability pension	
4.6	No. of eligible person not getting disability pension found during social audit (Attach the list)	
5	Rural Roads and Housing	
5.1	Is the village connected by all-weather roads? (Yes/No)	
5.2	No. of roads that are CC/Brick top/Pakka/Tiled?	Total Roads: CC/Brick top/Pakka/Tiled Roads:
5.3	No. of households living in Kacha/unsafe houses	
6	Electricity and clean fuel	
6.1	Whether the village has been electrified?	
6.2	No. of households not having electricity connection (As per no. of HH verified during Social Audit)	
6.3	No. of households not having gas connection (As per verified HH in Social Audit)	
6.6	No. of internal roads having street lights:	
7	Agriculture Practices etc.	
7.1	No. of eligible farmers provided with Soil Health Card	
7.2	No. of eligible farmers not provided with Soil Health Card (As per verification during social audit)	
7.3	No. of farmers adopted organic farming practices (As per verification during social audit focus group discussion)	Total Farmers: Adopted:

7.4	No. of households adopted watershed management practices (As per verification during social audit focus group discussion)	Total HH: Adopted:
8	Financial Inclusion	
8.1	No. of persons not having Aadhaar Card as verified during social audit	
8.2	No. of household members (above 18 years) not having accounts in the Bank/post office	
8.3	No. of eligible person covered under Pradhan Mantri Suraksha Bima Yojana	
8.4	No. of eligible person not covered under Pradhan Mantri Suraksha Bima Yojana (Out of total verified during social audit)	
8.5	Eligible person covered under Pradhan Mantri Jeevan Bima Yojana	
8.6	Eligible person not covered under Pradhan Mantri Jeevan Bima Yojana (Out of total verified during social audit)	
9	Digitization	
9.1	Does the village have access to Internet connectivity?	
9.2	Does the village have a Common Service Centre or Cybercafé?	
10	Livelihood and Skill Development	
10.1	No. of eligible youth who are eligible to get skills development training.	
10.2	No. of eligible youth to whom skills development training is already given.	
10.3	No. of eligible youth to whom skills development training to be given	
10.4	No. of eligible youth have been able to avail bank linked loan	
10.5	No. of eligible youth who have not been able to avail bank linked loan however wish to avail now.	
10.6	No. of households which have at least one member as a member of any SHGs.	

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- Distance of Primary Health Centre from Village:-----
- What are the other activities that need to be covered under gap filling activities:
(Attached the list)

- Whether Rs. 20 lakhs are sufficient for Gap Filling Activities?

- Remarks of Social Audit Team:

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
Social Audit of Pradhan Mantri Anusuchit Jaati Abhyuday
Yojana

Work Verification Format for Adharsh Gram component of
PMAJAY

State:	District:	Block:
GP:	Village:	Date of Social Audit:
Component of PM AJAY		
Name of the Work		
Purpose of Work		
Code of the Work		
Location of the Work		
Sanction Amount		
Expenditure Amount		
Is the work approved in Gram Sabha?		
Is the work mentioned in GPDP/VDP?		
Measurement of Work:		
Were people from SC community involved in selection of the work?		
Work Start Date & End Date:		
Quality of work:		
Is it benefiting the community? How?		

Is there any issue with work / infrastructure?	
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Documents Verified:

Documents	Available	Documents	Available
Administration Sanction		Technical Sanction	
Work Commencement Order		Bills & Vouchers	
Work Completion Certificate		Photos of Works	

Social Audit Team Members

Name

Signature

Contact No