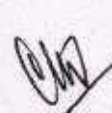


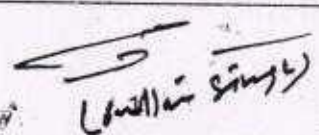
35
360

Society for Social Audit, Accountability and Transparency (SSAAT), Rajasthan

Document No: II RULES AND REGULATIONS


1	Name	Society for Social Audit, Accountability and Transparency (SSAAT)
2	Registered Office	The registered office of the Society shall be at Rajasthan with its Address as :- Society for Social Audit, Accountability and Transparency (SSAAT) III rd Floor, North West Block, Government Secretariat, Jaipur, RAJASTHAN-302005 Telephone No. 0141-2227033
3	Area of Operation	The area of operation of the Society for Social Audit Accountability and Transparency extends to the State of Rajasthan.
4	Nature of Work	The Society for Social Audit Accountability and Transparency will be an independent organization and its work will primarily be in the area of - <ol style="list-style-type: none">Working towards strengthening and deepening the Social Audit processes in Rajasthan.Enabling and supporting the Gram Sabha in conducting Social Audit for programmes benefitting the rural people, where in the rural people with knowledge to their rights and entitlements articulate the issues affecting them with full authenticated information;Working with and strengthening the administrative machinery and ensuring it that continues to be responsive to the Social Audit processes and accountable for its activities.


Member Secretary
SSAAT



Treasurer
SSAAT


Vice-President
SSAAT

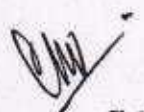
5	Objectives	<p>The objective to the Society for Social Audit, Accountability and Transparency are to work towards strengthening and deepening the Social Audit processes in Rajasthan so that Social Audit become an integral part of the governance process in the state. The Society for Social Audit Accountability and Transparency (SSAAT) shall ensure that the autonomy and purity of the social audit process is maintained by all stake holders.</p> <p>The specific objectives of the society are:</p> <ol style="list-style-type: none">To create an enabling environment for the conduct of impartial and objective Social Audit in Rajasthan;To ensure that the social audit process remains autonomous from mainstream Government administration as well as the implementing agency at all times;To be responsible for Social Audit of Mahatma Gandhi NREGS and other Government programmes and Scheme benefitting the rural people in Rajasthan;To build grassroots capacity (both Civil Society and citizens) to conduct Social Audit for Government programmes;To create a resource base for conducting Social Audit as well as to evolve processes to conduct Social audit for other Government programmes;
6.	Definitions	<p>In these articles, unless the context otherwise requires:</p> <p>(a) "Area of Operation" means The State of Rajasthan.(b) "Governing Body" means the Governing Body of the "Society for Social Audit, Accountability and Transparency"</p>

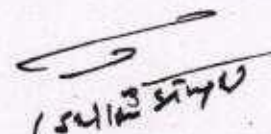

Member Secretary
SSAAT

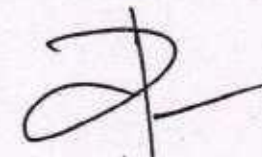

Treasurer
SSAAT


Vice President
SSAAT

		<p>(SSAAT).</p> <p>(c) "Executive Committee" means the Executive Committee of the Society for Social Audits, Accountability and Transparency (SSAAT).</p> <p>(d) "Society" means the Society for Social Audit, Accountability and Transparency (SSAAT).</p> <p>(e) "State Resource Persons" (SRP) means the resource persons engaged by the Society as State Resource Persons;</p> <p>(f) "District Resource Persons" (DRP) means the resource persons engaged by the Society as District Resource Persons;</p> <p>(g) "Village Social Auditors" (VSA) means the youth identified from labourer's families to conduct the social audit;</p> <p>(h) "Resource Persons" mean the persons who will carry out the training and capacity building process for the Social Audit process;</p> <p>(i) "Social Auditors" mean the persons who facilitate the Social Audit, at the habitation level;</p> <p>(j) "State" means the State of Rajasthan;</p> <p>(k) "Financial Year" means the year commencing from 1st of April to the 31st of March of the following year;</p> <p>(l) "Prescribed" means the prescribed guidelines issued by the Executive Committee and approved by the Governing Body from time to time.</p>
7.	Setup and responsibilities of SSAAT	<p>Rajasthan state has to set up a Social-Audit Unit (SSAAT) which shall be independent from the Rural Development & Panchayati Raj Department that is implementing Mahatma Gandhi NREGS and other schemes in rural area of the State. The term</p>


 Member Secretary
 SSAAT


 Treasurer
 SSAAT


 Vice-President
 SSAAT

independent from the Department means the following:

a)The SSAAT must not be a Cell/Directorate/ Unit within the Department of Rural Development and Panchayati Raj of the State.

b)The SSAAT must have a bank account of its own and should receive funds to the tune of 1% of the funds under Mahatma Gandhi NREGS provided by the Central Government to the State or as per the directions of MoRD, from time to time in this respect.

c)The Director of the SSAAT should have full charge as Director, SSAAT and should not be a Government Officer involved in the implementation of Rural Development and Panchayati Raj Department Schemes including Mahatma Gandhi NREGS.

The administrative Department will be Rural Development & Panchayati Raj.

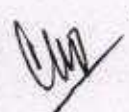
The SSAAT shall have an independent staff structure comprising of :

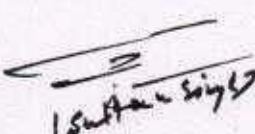
- a) State Resource Persons and thematic experts.
- b) District Resource Persons.
- c) Village Resource Persons.

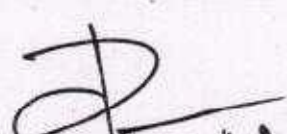
The SSAAT staff to be filled as per the directions of MoRD, GoI from time to time in this respect.

The SSAAT shall be responsible for:


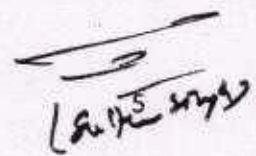
Ensuring that a Social Audit is conducted in every


Member Secretary
SSAAT


Treasurer
SSAAT


Vice President
SSAAT

		<p>Gram Panchayat twice a year.</p> <p>Ensure that Social Audits are conducted as per the Audit of Scheme Rules, 2011.</p> <p>Prepare a calendar at the beginning of the year which shall in advance lay out the sequence in which Social Audit will be conducted across all Gram Panchayats of the State, while ensuring that every Gram Panchayat is audited twice a year.</p> <p>Develop guidelines which shall regulate all activities of recruitment, conduct of Social Audit, capacity building and training, financing that shall be undertaken by the SSAAT.</p> <p>Build partnerships with Civil Society Organizations, academics operational in the State to strengthen social audits.</p> <p>Build mechanisms to review the quality of Social Audit being conducted across the State.</p> <p>Liaise with the C&AG for strengthening the implementation of Social Audit in the State in partnership with the Audit Office.</p> <p>Work with the Ombudsman's of the State.</p> <p>Provide policy advice to the State Government on how to ensure time bound follow up on grievances and imposing effective punitive action.</p>
8.	Functions of the Director of the Society.	<p>The post of Director, SSAAT should be filled up by an officer of Rajasthan Accounts Services Super time Scale/A Social Audit Expert experienced in the conduct of Social Audits and rights based activities for not less than 10 years. The post should be open</p>

 Treasurer Vice President
 SSAAT

for candidates completed a Post Graduate in any field.

However, if serving Government Official is appointed for the position of the SSAAT Director, then he/she should be given a full time deputation for a period of at least 5 year as the Director, SSAAT.

To be answerable to the Governing Body as per the norms of the Social Audit Society.

To manage the day to day functioning of the society.

Ensure that Social Audits undertaken by the SSAAT are in compliance with the Audit of Scheme Rules and in compliance with the calendar of Social Audits prepared by SSAAT.

Design and development of all programmatic guidelines with respect to recruitment, process of Social Audit, governance structure, capacity building and training etc for the smooth operation of the SSAAT.

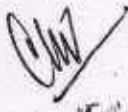
To ensure that all policy level decisions related to the SSAAT are implemented.

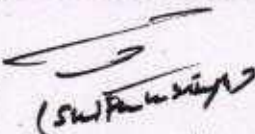
Undertake all activities necessary to fulfil the objectives and vision of the Society.


Recruit staff, award consultancy contacts and incur necessary expenditures to manage the day to day functioning in compliance with SSAAT own norms.

Convene Governing Body and Executive Committee Meetings at stipulated intervals maintain all records, minutes and registers of the functioning of SSAAT.

Anchor all interactions with and communication


Member Secretary
SSAAT


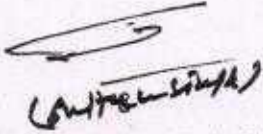


Treasurer
SSAAT


Vice President
SSAAT

15/1/19
Vice President
SEAT

		<p>General body of Society.</p> <p>In case of termination during the contract period, a one month notice shall be given on either party.</p> <p>Functions of the Social Development Specialist -</p> <p>To advice and assist the Director, Social audit cell in the day to day functioning of the cell;</p> <p>To advice the Director on policy direction and design issues in conducting social audit.</p> <p>To liaison with Civil Society Organizations in the state to ensure effective partnerships between the Social Audit cell and Civil Society Organizations</p> <p>To bring in grassroots expertise and experience in the design and development of social audit manuals, rules, guidelines and training modules ;</p> <p>To guide the training process for conduction Social Audits;</p> <p>To develop research and communication agenda for the cell.</p>
12	Functions of the State Resource Persons.	<p>The SRPs will be appointed from Civil Society Organizations in the State. They will have a minimum of three years of grassroots experience working on rights based issues.</p> <p>The SRPs will be appointed for a fixed term of one year. Director is empowered to renew the contract in consultation with Executive Committee.</p> <p>In case of termination during the contract period, a</p>

Member Secretary
SSAAT




Vice President

one month notice shall be given by either party.

Functions of the State Resource Persons;

Advise and assist the Director in day to day functioning of the SSAAT.

Advise the Director on policy direction and design issues in the conduct of Social Audit.

Liaison with CSO's in the State to ensure effective partnerships between SSAAT and CSO's.

Bring in grassroots experience in the design and development of Social Audit manuals, rules, guidelines and training manuals.

Guide and design the training plan for social audit in the State.

Conduct research and data analysis on the findings of Social Audit.

Develop mechanisms of outreach and communication.

To evaluate the Social Audit processes and the resource persons in the State from time to time and give reports to the Director.


To build a strong working relationship of co-operation with credible Civil Society Organization on working in Mahatma Gandhi NREGS and other Rural Development & Panchayati Raj Department Schemes and other programmes in the field so that their support, feedback, and inputs can be obtained on a continuous basis.

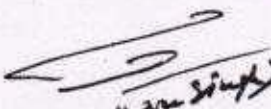
Member Secretary
SSAAT

Treasurer

Vice President

13	Functions of the District Resource Persons	<ul style="list-style-type: none"> i. Participate in drawing up monthly schedule of Social Audit to be held in the District ii. Responsible for identification and training of Village Resource Persons to help carry out Social Audit. iii. Mobilize wage seekers on Mahatma Gandhi NREGS and Social Audit. iv. Provide awareness and information regarding Mahatma Gandhi NREGS to workers and Panchayat officials. v. Responsible for collecting all information from the Block Office and cross checking that the information is complete. Report any delay or shortcoming in provision of records and support of the Administration in conducting Social Audit, immediately to the SSAAT. vi. Ensure wall paintings as mandated in the Operational Guidelines are completed and updated in the GPs within their jurisdiction. vii. Responsible for coordinating the team assigned to him/her and conducts a free and fair Social Audit process of the Village/Block Level. viii. Responsible for ensuring that the Social Audit Report is written and related photo copies of evidence from given records and evidences are collected from the stakeholders by due process during the Social Audit. ix. Responsible for presenting the Social Audit reports in the public hearing without any dilution and state the facts as has been communicated by the stakeholders. x. Responsible for final submission of the Social Audit report as well as decision taken formats to the administration as well as the SSAAT after the
----	--	---


Member Secretary
SSAAT


(Sukhdev Singh)
Treasurer
SSAAT


Vice President
SSAAT


		<p>completion of the social audit.</p> <p>xi. Participate in and facilitate follow up appraisal meetings every fortnight on a regular basis along with the Village Resource Persons and mobilize workers to attend the review meetings held by Programme Officer.</p> <p>The actual conduct of Social Audit in the Gram Panchayat, as detailed in the subsequent chapters, will be undertaken by Village Resource Persons.</p>
14	Composition of the Governing Body	<p>The society will be governed by a governing body as per the norms laid down by Ministry of Rural Development letter No. K-11033/50/2010-MGNREGS pt-2 Dated 11 March, 2015.</p> <p>(i) The Governing Body must not exceed 13 members and the vacancies in the membership or addition of new members shall be made by the Governing Body as laid down in these rules/byelaws.</p> <p>(ii) Membership of an ex-officio member of the Executive Committee and/or the Governing Body shall terminate when she/he ceases to hold that office. The vacancy shall be filled by the successor to that office.</p> <p>(iii) Non-Official members shall be nominated by the ex-officio members for a period of 5 years. Criteria for nomination include at least 10 years of experience in Social Audit and rights based issues.</p> <p>(iv) The membership in the Governing Body and/or the Executive Council of any member may be revoked through a resolution in the Governing Body on grounds of consistent absence from meetings. If a member is absent for more than three consecutive meetings, health and</p>


Member Secretary
SSAAT

11
(Swati Singh)
Treasurer
SSAAT

Vice President
SSAAT

		<p>unsoundness of mind or actions that compromise the autonomy and purity of the Social Audit process.</p> <p>(v) Former Directors of the Society for Social Audit, Accountability and Transparency (SSAAT) can also be appointed as members to provide an advisory role to the Society upon approval by 2/3 members of the Governing Body.</p>
15	Functions of the Governing Body	<p>(i) The core functions of the Governing Body shall be:</p> <ol style="list-style-type: none"> Providing of overall policy guidance to the Society; Guidance in shaping and articulating the vision of the Society; Ensuring that the autonomy and purity of the social audit process and the Society is maintained at all times; To review annual plans, budgets, audited accounts and annual reports; Undertake all activities necessary for the fulfillment of the vision and objectives of the society; Take corrective action if the autonomy and purity of the social audit process is being compromised; Modify or amend the Memorandum of Association and these byelaws provided that all such additions and modification are passed by a 2/3 majority vote. To oversee the appointment of the Director and Social Development Specialist; To delegates to the executive council any of the above power; Commissioning independent studies to review the Social Audit processes in Rajasthan.


 Member SSAAT


 Treasurer
 SSAAT


 Vice President
 SSAAT


		<p>(ii) The Governing Body shall meet once in 6 months. A quorum of the Governing Body shall be no less than 2/3 of the total strength of the Governing Body for the proceedings of the meetings to be valid.</p> <p>(iii) Each member shall have one vote and in the event of equality of votes on any question, it shall be decided by an additional Vote cast by the chairperson.</p> <p>(iv) Management structure of the Governing Body:</p> <p>a) The Governing Body shall appoint an Executive Chairperson and Vice Chairperson by majority vote;</p> <p>b) The Chairperson will call for the meeting of the Governing Body, accept resignations of members;</p> <p>c) The Vice Chairperson shall fulfill the Chairperson's role in the absence of the Chairperson.</p>
16	Composition of the Executive Committee	<p>(i) The Executive Committee shall consist of a minimum of 9 members which will include the Director of the Society, 1 Deputy Director, 1 Social Development Specialist, 6 State Resource Persons by virtue of their posts.</p> <p>(ii) Members of the Governing Body can also be appointed as members of the Executive Committee.</p> <p>(iii) The Additional Chief Secretary of the Rural Development & Panchayati Raj Department shall be the Executive Chairperson of the Committee.</p> <p>(iv) Vacancies in the membership or addition of new members shall be by the Governing Body as laid down in these rules/byelaws.</p> <p>(v) The membership in the Executive Committee of</p>

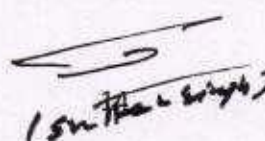
[Signature]
Member Secretary
SSAAT

[Signature]
12/11/2013
Treasurer
SSAAT

[Signature]
Vice President
SSAAT


		any member may be revoked through a resolution in the Governing Body on grounds of consistent absence from meetings-if a member is absent for more than three consecutive meetings, health, unsoundness of mind or actions that compromise the autonomy and purity of the Social Audit process.
17	Functions of the Executive Committee	<ul style="list-style-type: none"> (i) To provide overall policy support and guidance to the Society. (ii) To ensure that the autonomy and purity of the social audit process is maintained at all times. (iii) To review the yearly budget, action plan and audited accounts. (iv) To monitor follow up and action taken based on Social Audit findings on critical issues. (v) To perform any functions as delegated by the Governing Body. (vi) Undertake all activities necessary for the fulfillment of the vision and objectives of the society. (vii) To monitor the functioning of the society to ensure that the autonomy of the society is not compromised. (viii) Take corrective action if the autonomy and purity of the Social Audit process is being compromised. (ix) Modify or amend the byelaws as per approval by the Governing body provided that all such additions and modifications are passed by a 2/3rd majority vote of the governing body and 2/3rd of the executive committee. (x) To oversee the management of the society including appointments for managerial, technical, financial and administrative staff. All

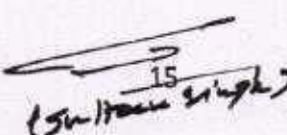

 Member Secretary
 SSAAT



 Treasurer
 SSAAT


 President
 SSAAT

		<p>persons appointed (Official and non official) shall be appointed on a contractual basis of one year.</p> <p>(xi) Authorize acquisitions by gift, purchase, lease or otherwise, any property, movable or immovable, and to construct, look after and maintain any building or building for purpose of the society as deemed appropriate by the executive committee.</p> <p>(xii) The Executive Committee shall meet once every month. A quorum of the executive committee shall be no less than 2/3 of the total strength of the council for the proceeding of the meetings to be valid. The Director, Society shall preside over all executive committee meetings.</p> <p>(xiii) Each member shall have one vote and in the event of equality of votes on any questions, it shall be decided by an additional vote cast by the executive chairperson.</p>
18	Functions of the office bearers	<p>1. Executive chairperson: Will preside over all the meetings of both the governing body and executive committee, and can cast his/her vote in case of tie. Can supervise all the branches of the society.</p> <p>2. Vice Chairperson: Will assist the executive chairperson in discharging the duties and the absence of the chairperson shall perform the duty of the executive chairperson as entrusted.</p> <p>3. Secretary: Will be the executive officer of the society and custodian to all records relating to the society and correspondent on behalf of the society. Will take on to record the minutes of the society to convey it to both the bodies of the society with the permission of the executive chairperson. Will guide the treasure in preparing</p>


 Member Secretary
 SAAT


 Vice President
 SAAT


 President
 SAAT

		<p>the budget and expenditure statement of the society.</p> <p>4. Treasurers: Will be responsible for all financial transactions and funds of the society. Will maintain accounts properly along with vouchers and will prepare the accounts of the society jointly with the secretary and executive chairperson.</p> <p>5. Office Bearers: Will be responsible to attend to such activities of the Rajasthan SSAAT which the executive committee entrusts to them.</p> <p>6. Quorum: Half of the total members for Governing body meeting and 1/4 for the executive body meeting.</p>
19	Accountability Provisions	<p>(i) The Director and necessary support staff of the society, all other staff will be non-government persons preferably form Civil Society Organizations.</p> <p>(ii) All staff members of the Society shall report to the Director, Society for Social Audit, Accountability and Transparence (SSAAT). The Director reserves the right to terminate or extends the Contract of the Staff.</p> <p>(iii) Director will constitute an internal panel which will be involved in recruitment of staff. In the case of dispute, the Director's decision will be final. Recruitment to be done as per guideline sent by MoRD.</p> <p>(iv) All staff will be hired as consultants. The Social Development Specialist and State Resource Persons will be hired on a one year contract. Payments will be made on a monthly basis.</p> <p>(v) Tasks to the staff will be assigned at the discretion of the Director of the Society.</p>

Member Secretary
SSAAT


Treasurer
SSAAT


Vice President
SSAAT

BT

376

20.	Audits and Accounts	<p>(i) The society shall keep proper books of accounts at its registered office.</p> <p>(ii) The accounts of the society shall be audited by a Chartered Accountant to be appointed by Executive Committee. These accounts may be subject to a second audit by the Comptroller and Auditors General of India depending on the source of funding. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts.</p> <p>(iii) The society will have an independent bank account.</p> <p>(iv) The Audit shall be prescribed by the Executive committee and approved by the Government of Rajasthan.</p> <p>(v) Every member of the Executive Committee and Governing Body shall have the right of inspection of accounts and registers maintained by the society and proceedings of the meetings of the society at any time during office hours.</p>
21.	Annual Reports	<p>(i) An Annual Report of the proceedings of the society and of activities undertaken during the year shall be prepared by the Director, Society for Social Audit, Accountability and Transparency (SSAAT) for the Information of the State Government of Rajasthan, Government of India, Civil Society Organizations, Principal AG and C&AG and the Members of the Society.</p> <p>(ii) This report and the audited accounts of the society shall be placed before the Society at the Annual Governing Body Meeting.</p>



Member Secretary
SSAAT


(Signature of Treasurer)
Treasurer
SSAAT


Vice President
SSAAT

348


22.	Report to the Registrar of Societies	<p>(i) Within 30 days after the holding of Annual Governing Body meeting the Chairperson shall file the following documents with the Registrar of Societies-</p> <p>(a) A list of the names, address and occupations of the members of the Executive Committee, the Chairman, Secretary and other office bearers of the society;</p> <p>(b) An annual report of the previous year</p> <p>(ii) A copy of the balance sheet and of the auditor's report certified by the Chartered Accountant.</p>
23.	Suits and Proceedings By and Against the Society:	<p>(i) The society may sue or may be sued in the name of the chairperson or any office bearer authorized by the Executive Committee on its behalf.</p> <p>(ii) No suit or proceedings shall abate by reason of any vacancy or change the holder of the office of the secretary or any office bearer authorized this behalf.</p> <p>(iii) Every decree of order against the society in any suit or proceedings shall be executable against the property of the society and not against the person or the property of any office bearer. Nothing in this sub-section shall exempt the other office bearer of the society from any criminal liability under this Act or entitle him to claim any contribution from the property of the society in respect of any fund paid by him or conviction by a criminal court.</p> <p>(iv) Every member of the society may be sued or prosecuted for any loss or damage caused to the society or its property or for any action detrimental to the interests of the society.</p>
24.	Jurisdiction	The Jurisdiction for settlement of disputes shall be the State of Rajasthan



 Member Secretary
 (Signature)
 Treasurer
 Vice-President
 SSAAT


25.	Amendment to the Memorandum and Rules	Amendment shall be made in the Memorandum and Rule of the Society in the manner provided by Societies Registration Act, 1958.
26.	Property of Dissolved Society	<p>If, on the winding up or dissolution of the Society, there shall remain, after satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid or disbursed among the members of the Society or to any of them, but shall be delivered to some other Society with a similar objective in the manner prescribed by the Rajasthan Societies Registration Act, 1958 subject to the approval by the Government of Rajasthan.</p> <p>A copy of the Byelaws/ Rules of the Society along with the copy of Memorandum and articles of Association certified to be correct by seven members of the Governing Body is filed with the Registrar of Societies, Rajasthan.</p>

ESSENTIAL CERTIFICATES:

- We, the following members of the Governing Body, certify that
- The Society is formed with a no-profit motive;
- The office bearers are not paid from the funds of the Society;
- The Office bearer's signatures are genuine;
- This is the authorized copy of the Memorandum and Articles of Association and Byelaws;


 Member Secretary
 SSAAT


 Treasurer
 SSAAT


 Vice-President
 SSAAT