

Anandadhara

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)



No. 3203(20)/WBSRLM/Procurement/11pr.-08/2015

Date: 19.07.2016

To,
Addl. District Mission Directors-
All DMMUs

Sub: Cadre Management of Community Auditors and utilization of their services.

Madam/Sir,

Please refer to this office Memo No. 2113/WBSRLM/Proc/11 pr.-08/2015 dated 09.05.2016 regarding cadre management of Community Auditors of your district. I am hopeful that you have completed/ will complete their handholding refresher training to all Community Auditors by the end of this month.

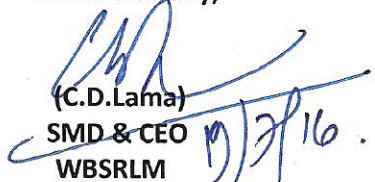
Service of Community Auditors may be used in the following manner through the Mahasangha / Sangha as stated in the above Memo No. of this office:

1. Community Auditors as Resource Person (Book Keeping)- Proper maintenance of the books of accounts of an SHG is a non-negotiable requirement before commencement of audit of the accounts and it is necessary that the SHG members are made aware of the manner in which their books of accounts should be maintained. Willing and competent Community Auditors who have a knack for training may be engaged as Resource Persons (Book Keeping) to impart training to the bookkeeper SHG members after appropriate orientation by the District Nodal Officer (Dy. PD- Accounts). Training of three days' duration may be arranged for Book Keepers of 25 SHGs (initially 2 to 4 year old) with a team consisting of two Community Auditors. During this training programme, Community Auditors will update and prepare the Books of Accounts (including final accounts) ready for audit. Community Auditors may be paid by the respective by DMMU at the same rate of fee fixed for DLTs.
2. Community Auditor as Auditor of SHGs- Community Auditors may be asked to contact willing SHGs to conduct the audit of their accounts at the rate of fee as agreed by both the Community Auditor and SHG. They will prepare audit report in triplicate – first copy for SHG, second copy for the entrusted Mahasangha/ Sangha and third will be retained by her.

Entrusted Mahasangha/Sangha may seek payment of a nominal amount of Rs.5 from the fees paid to the Community Auditor for every year of audit work of an SHG as management cost. e.g. if a community auditor audits five years of accounts of an SHG for which the community audit till receive Rs. 1000, a management cost of Rs.25 is to be collected by the Mahasangha/Sangha.

It is hoped that your district has already identified the SHG institution which will manage the cadre of Community Auditor. Please inform us of the same immediately.

Yours faithfully,


(C.D.Lama)
SMD & CEO
WBSRLM 19/7/16