

PROJECT MONITORING REPORT

Name of CSO: PRASAR District: Barabanki

Visited by: S. Kasim Ali Date of Visit: November 23, 2020

Based on the observations, field visit findings and discussion with staff and GB the following issues have been noticed. An action plan of addressing the issues as agreed with the Project Management is provided below:

Sl.No.	Findings	Action Plan	Time Frame	Person/s Responsible
Governance				
1	Branding and transparency of the project in the slogans written in the project villages were not found as per the norms and standard of ChildFund	The project should follow the instructions as shared during the meeting with staff regarding the branding standard of the project whether it is banner or branding in slogans and IEC materials	With immediate effect	MIS Person/Chief Functionary
2	Practice of cash payment of Rs.2000.00 and above is very high which is against FCRA and policy of ChildFund India. The report of CSOs orientation held on 13 th and 14 th July, 2020 should be referred in this regard	Payment in cash of Rs.2000.00 and above should be stopped immediately	With immediate effect	MIS Person/Chief Functionary
Administrations				
3	A separate attendance register has been maintained properly for the project staff. However: - i. MIS Person has not marked his attendance in the attendance register from July to till date ii. Absent has been marked against compensatory leave however, there is no provision for the same iii. One of the Community Mobilizers Ms. Arti was on leave and leave application is also attached but it is not approved iv. Frequent use of fluid in attendance register	i. MIS Person is also supposed to mark his attendance on regular basis as those of the other community mobilizers if he is not on leave. ii. The compensatory leave can be granted only in case of provision of compensatory leave in HR Policy of the organization. In such cases the staff cannot be marked as "Absent" on that day iii. Any staff is supposed to go on leave only after her/his leave application is approved by the competent authority iv. Use of fluid should be avoided in any case	With immediate effect	MIS Person/Chief Functionary
4	The contract letters of individual Community Mobilizers and MIS Person are properly attached with scoring sheets and JDs in individual personnel files However: -	i. Probationary periods typically range from 3 months to 6 months only so long probation period cannot be encouraged. Therefore, it was suggested to issue the contract letter for the	November 30, 2020	

	<p>i.The contract letters have been issued from date of the joining of July 4,2020 to the probation period for one year i.e.June 30,2021.</p> <p>ii.Payment of consolidated amount of Rs.8000.00 per month to the CMs/MIS Person with the provision of other expenses as per standard norms of the organization</p> <p>iii.Entitlement for one-day leave during probation period i.e. any staff can avail for a leave of one day only from her/his appointment to June 30,2021 in the project as the probation period mentioned above.</p>	<p>period till December 2020 from their date of joining. The performance appraisal should be done before the contract gets expired and accordingly the contract should be renewed for another one year depending upon the continuation of the project and/or organizational funding and/or budgetary scenario.</p> <p>ii.There is provision of consolidated remuneration of Rs.8000.00 per month to the CMs/MIS Person. There is no provision of payment of any other expenses under the project. If CSO is paying the other expenses to the EU Project staff from any other resources, it should be mentioned</p> <p>iii.Contract should be revised as mentioned above with regard to the probation period and staff should entertain in availing the leaves accordingly as per HR policy of the CSO</p> <p>The revised copy of the contract letter should be shared with ChildFund India, Faizabad office</p>		
5	Daily diary has been maintained by the community mobilizers properly however, it requires more information about the daily activities carried out/performed by them	<p>As suggested the staff should write the daily activities performed by them in detail mentioning the place of the activities, its objectives and the theme/topics/messages covered and disseminated by them. It should also reflect their daily hours of the duty as assigned to them by the CSO.Also, the day should be closed with the signature of the concerned staff</p> <p><i>If the staff maintains the daily diary in detail, maintaining the time sheet by project staff at CSO level is not required</i></p>	With immediate effect	MIS Person/Chief Functionary
Finance				
6	<u>Monthly Financial Report</u> i.The monthly financial report	<i>The monthly Financial Report must be checked properly by</i>	November 26,2020	MIS Person/Chief

	<p>shared with ChildFund India for the month October,2020 was not correct. The budgets of the individual activities were not properly reflected in the monthly report. The figures given in the budget line is also not correct</p> <p>ii.<i>Training of WFGs on "Women's Socio-economic rights, participation & managerial skills" has yet not been conducted and also not booked in the account books but Rs.13834.00 as an expense in the head of account of this activity is reflected in the monthly report of October,2020</i></p> <p>iii.The last date to share the MFR by the CSO with ChildFund India Faizabad is fixed on or before 3rd of each of the consequent month, but it is generally sent very late</p>	<p><i>Chief Functionary of the CSO before sharing it with ChildFund India.</i></p> <p>The Monthly Financial Report to be corrected and shared with ChildFund India Faizabad office accordingly</p> <p>The MFR is supposed to be shared by CSO to ChildFund India is on or before 3rd of each of the subsequent month</p>		Functionary
7	<p><u>High Rate of Cash Payments of Rs.2000.00 and above to the vendors</u></p> <p>i.M/s Shubham Kiran Store dated 24.10.2020 and 27.10.2020 a total of Rs.4000.00(Rs.2000.00 each) for Family Consultation</p> <p>ii.M/s Food Corner, Masauli for a kutchra bill of Rs.2144.00 dated 31.10.2020 under "Mass Awareness Campaign"</p> <p>iii.M/s. Jai Ma Jalpan Grih dated 31.10.2020, Rs.3196.00 for "Participatory Training on WFGs and PRI members"</p> <p>iv.M/s.Sonu Art Painter Rs.21240.00 for 12 undated bills each of Rs.1440.00+1xRs.1440.00+1xRs. 360.00+1xRs.2160.00(By Raj Shri Painter, Jahangirabad) for slogan writings under "Mass Awareness Campaign". Also, no completion report of the activity was available</p> <p><i>Cash payments of Rs.2000.00 and above is against the new FCRA rule particularly for EU</i></p>	<p><i>The malpractice of cash payments of Rs.2000.00 and above should be stopped immediately.</i></p> <p>The payment even less than Rs.2000.00 should be encouraged by cheque wherever it is possible.</p>	With immediate effect	MIS Person/Chief Functionary

	<i>project and norms of ChildFund India also.</i>			
8	<u>Kutcha bills</u> Kutcha bill of M/s.Raja Ram Chaurasia hotel for food of Rs.1600.00 dated 28.10.2020 under EDP Training and the payment made in cash	Kutcha bills for more than Rs.500.00 is not acceptable. For less than Rs.500.00, it should be properly signed by at least three persons-CMs, Account/MIS Person and Chief Functionary. Further, in case of unavoidable circumstances, payment should be made by check only Vendors who can provide the pucca bills and accept the cheque payments should be identified.	With immediate effect	MIS Person/Chief Functionary
9	Cost of printing banner for a particular activity booked in the head of other activity	The cost of the banner should be booked under the head of concerned activity only	With immediate effect	MIS Person/Chief Functionary
10	Unsigned bill of M/s.Om Sai Ram for tent dated 28.10.2020 under EDP training	Only properly signed bills by the vendors are accepted. It should be taken care of before making payments to any of the vendors	With immediate effect	MIS Person/Chief Functionary
Program				
11	Two trainings of WFGs on "Entrepreneurship Development" have been conducted with the participants of 33 and 29 respectively. However, out of these participants in two trainings only 19 leaders of WFGs (8 in first training and 11 in second training) have participated and rest of the 43 participants are the members of the WFGs	<i>This is a very specific training meant for WFG leaders only selecting two from each WFG.</i> In two trainings at least 60 leaders only covering 30 WFGs were supposed to participate. Including the general participants in such trainings, the purpose of the training is diluted. This should be strictly taken care of in future	With immediate effect	Community Mobilizers/ Chief Functionary
12	Out of total budget of Rs.98985.00 for "Mass awareness campaigns with PRIs & other local groups" for the quarter July-September, 2020, the CSO has made a total expense of Rs.59659.00 till the month October, 2020	The rest of the amount of the budget of this activity should be utilized in designing and developing the IEC materials in order to enhance the visibility of the project. The copy of designed IECs should be shared with ChildFund India Faizabad office. Once the IEC designed is approved, the amount balance in this head of account should be used in designing and printing the same.	November 30, 2020	CSO Management staff
13	<u>Field Visit</u> Participated in the meeting with	Suggested the concerned Community Mobilizer and MIS	November 30, 2020	MIS/Management staff

	<p>the Ujala WFG, Anshika WFG and JyotiWFG in village Ankha, block Masauli. Explained about the project, its objectives and key stakeholders with the members of WFG.</p> <p>During the meeting, it was observed that the WFG members are not much vocal towards the project</p>	<p>Person to get a flex developed having detail information of the project in local language for each of the project operational villages. These flex should be used during each of the meetings/trainings at village level with the banner. This will help in enhancing the visibility of and knowledge about the project</p>		
<p><u>Overall Comments:</u></p> <p>The CSO has maintained the activity reports/documents and following the training protocols for satisfactory level but accounting systems and transparency need to be improved in accordance with ChildFund India's norms and procedures</p>				

If differences of opinion exist, the Chief Functionary of the CSO may record below:

Steps contemplated to resolve the differences:

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Chief Functionary of the CSO

Mr. Amiya Kumar DashS. Kasim Ali

Project Manager

MIS/Accountant



Project Coordinator