Reporting and monitoring mechanism

ONE WAY | **PROCESS** | **OTHER WAY**

NGOs — Monthly reporting to UNOs

1. UNOs will verify with the plan submitted earlier by the NGO and will inspect on sample basis.
2. Discuss in the monthly meeting and review and give feedback to NGO.
3. Report to DC if deviation and or irregularity are found.

UNOs hold monthly meetings — UNOs

NGOs — Bi-monthly reporting to DCs

1. DC will give responsibility to sector concerned district officers to coordinate and inspect activities on his/her behalf.
2. Discuss in the bi-monthly meeting, review and give feedback to NGO.
3. Report to NGOAB if deviation and or irregularity are found.

DCs hold bi-monthly meetings — DCs

1. Concerned sector district officers will take concerned page of FD- 6 and bi-monthly reports and will ensure activities are going as planned and if any deviation is found he/she will give suggestive measure and will give feedback to the meeting.

NGOs — Quarterly reporting to NGOAB

1. Review and sample monitor based on quarterly reporting form. Share with DCs if necessary.
2. Review Annual report and Audit report and if accepted release fund otherwise conditional.
3. Conduct inspection if necessary.
4. Review bank statements and tally with release order and if irregularity is found take necessary actions/corrective measures.

Submit Annual report to NGOAB — NGOs

Submit Audit report to NGOAB — CA Firms

Submit Bank statement to NGOAB — B.Bank`

ECONOMIC RELATIONS DIV.

MINISTRIES/ DIVISIONS

NB: Shaded parts represent present monitoring mechanism somehow.