Government of Kerala

Administration Manual for Transferred Functions: Anganwadis

(Prepared by KILA under KLGSDP)

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GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP) - Administration Manual for Transferred functions: Anganwadis - Approved - Orders issued.

LOCAL SELF GOVERNMENT **(DA)** DEPARTMENT

G.O.(Rt)No. 1830/2017/LSGD Dated, Thiruvananthapuram, **02.06.2017**

Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.
(3) Letter No. 49/2015/KLGSDP dated 22/05/2017 received from the Project Director, KLGSDP

ORDER

As per Government Order read as 1st and 2nd paper above, a Manual Vetting Committee and a Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After detailed deliberations, the Manual Vetting Committee held on 02.05.17 decided to approve the Administration Manual for Transferred functions: Anganwadis in principle subject to the incorporation of certain comments/suggestions of the Committee. In compliance with the directions of the Manual Vetting Committee the manual has been modified and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Administration Manual for Transferred functions:Anganwadis prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

By Order of the Governor
A.K.MOHANA KUMAR
Joint Secretary to Government

To

The Project Director, KLGSDP.
The Director of Panchayats, Thiruvananthapuram,
The Director, Urban Affairs Department, Thiruvananthapuram.
The Director, KILA, Thrissur.
The Director, Local Fund Audit, Thiruvananthapuram.
The State Performance Audit Officer (SPAO)
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)
The Executive Director, IKM, Thiruvananthapuram,
Office Copy/Stock File

Copy to :-

Private Secretary to M(LSG&WM)
Personal Secretary to Principal Secretary, LSGD.
Personal Secretary to Special Secretary, LSGD.

Forwarded/By order,

Section Officer

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ACRONYMS

AG	-	Adolescent Girls
AGC	-	Adolescent Girls Club
ALMSC	-	Anganwadi Level Monitoring & Supporting Committee
ANM	-	Auxiliary Nurse Midwives
ARSH	-	Adolescent Reproductive and Sexual Health
ASHA	-	Accredited Social Health Activist
AWC	-	Anganwadi Centre
AWH	-	Anganwadi Helper
AWW	-	Anganwadi Worker
BPL	-	Below Poverty Line
BSY	-	Balika Samriddhi Yojana
CHC	-	Community Health Centre
CDPO	-	Child Development Project Officer
C-IMNCI	-	Community Integrated Management of Neonatal and Childhood Illness
ECCE	-	Early Childhood Care and Education
GLPS	-	Government Lower Primary School
HCM	-	Hot Cooked Meal
H&FW	-	Health and Family Welfare
ICDS	-	Integrated Child Development Services Scheme
IMY	-	Indira MahilaYojana
IWEP	-	Integrated Women Empowerment Plan
JPHN	-	Junior Public Health Nurse
KSSM	-	Kerala Social Security Mission
KSY	-	KishoriSakthiYojana
LHI	-	Lady Health Inspector
LHV	-	Lady Health Visitor
LSGI	-	Local Self Government Institutions
MO	-	Medical Officer
MPR	-	Monthly Progress Report
NHE	-	Nutrition and Health Education
NRHM	-	National Rural Health Mission
NSDP	-	National Social development Programme
P&LM	-	Pregnant & Lactating Mother
PHC	-	Primary Health Centre
PSE	-	Pre-School Education
RGSEAG	-	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (SABLA)
RTE	-	Ready to Eat
SUPERVISOR	-	ICDS Supervisor
THRS	-	Take Home Ration Scheme
VHND	-	Village Health and Nutrition Day
VHSC	-	Village Health and Sanitation Committee
WIFS	-	Weekly Iron and Folic Acid Supplementation Programme
WHO	-	World Health Organisation

Chapter

1

Introduction

1.1 Social Welfare and Local Government

The Seventy third amendments to the Constitution of India had made the Local Self Government as the third tier of the Government structure. Based on the constitutional amendment, Kerala had enacted the Kerala Panchayat Raj Act in 1994, which emphasized the importance of grass root level democracy. The Kerala Panchayat Raj Act and the rules made there under empowered the Local Self Government Institutions to take up various responsibilities for which the Government of Kerala had transferred several institutions, functions and schemes under their control to the local self-government institutions. Important one among them was Integrated Child Development Services (ICDS) Schemes. As a centrally sponsored scheme, ICDS was started on the 2nd October, 1975, under the supervision of Ministry of Human Resource Development, Government of India. Later the scheme was transferred to the Ministry of Women and Child Development. The programme was formulated as an important means to implement National Child Policy. Directions and guidelines for the smooth functioning of the Scheme were issued by the Government of India in due course. As implementation of the scheme is done in the grass root level, the same was transferred to the Grama Panchayats by the Government of Kerala, which had further issued several guidelines for the proper functioning of the scheme. As such the duties and responsibilities of the functionaries and implementation of the scheme had changed accordingly.

Integrated Child Development is one of the most important functions of Local Governments. It becomes possible only when steps are taken to ensure that the rights of children are protected and the survival, protection, development and participation of the children are ensured. Local Self Government Institutions should

work for the general development of adolescents along with the development of children.

1.2. Objective and Scope of this Manual

i. The objective of the manual is to let the Grama Panchayat and the officials transferred from the line department clearly understand their respective roles and responsibilities in carrying out the function of running the Anganwadi, which has been transferredto the Grama Panchayat. However, since the functions retained by the State Government are also implemented within the jurisdiction of the Grama Panchayat, it is rational that those will be of interest to the Grama Panchayat. Information on the retained functions will help the Grama Panchayat to align and converge its activities with that of the State Government. Grama Panchayat will also be able to mobilize the people and provide other support in implementation. Keeping that in mind, this manual not only deals with functions transferred to the Grama Panchayats but also mentions the activities retained by the State Government for taking a holistic view of the functioning of the transferred institution.

ii. Exclusion Clause: The Manual is an evolving document and the Director of KILA and Director of Panchayats will accept and incorporate valid suggestion and feedback.

1.3. Functions

Running of Anganwadis is one of the major sectoral functions transferred from the Department of Social Welfare (renamed as Social Justice) to the Grama Panchayat (Schedule III of the Kerala Panchayat Raj Act 1994).

The following activities are to be carried out by the Grama Panchayats through Anganwadis:

i. Anganwadi Supplementary nutrition (To improve the nutritional and health status of children in the age group 6 months to 6 years, adolescent girls, pregnant and lactating mothers.)

ii. Immunization (To immunize children and pregnant mothers against some of the preventable diseases for which vaccine exists.)

iii. To reduce the incidence of mortality, morbidity and malnutrition.

iv. Health check-up including health care of children less than six years of age, antenatal care of pregnant and postnatal care of lactating mothers. Various health services provided for children by Anganwadi and Primary Health Centre (PHC) includes regular health check-ups, growth monitoring, immunization, management of malnutrition, treatment of diarrhea, de-worming and distribution of simple medicine etc.

v. Referral services to access curative health services for the children suffering from various diseases.

vi. Nutrition and Health Education (To enhance the capability of the mother to look after the normal health and nutritional needs of the child through proper nutrition and health education.)

vii. To improve physical and mental capabilities of adolescent children

viii. Non – Formal Pre-school education of children between 3 to 6 years (through Early Childhood Care and Education (ECCE) method)

ix. Spread / Raise awareness against social evils through various programmes.

The above functions or objectives are sought to be achieved through a package of services which primarily comprises of Supplementary nutrition, Immunization, Health checkup and referral services.

The concept of providing a package of services is based primarily on the consideration that the overall impact will be enhanced if different services are coordinated and integrated.

Services	Target Group	Service Provided by
Supplementary Nutrition	Children below 6 years: Pregnant & Lactating mother (P&LM), Adolescent Girls	Anganwadi Worker (AWW) and Anganwadi Helper
Immunization	Children and Pregnant women	AWW/Junior Public Health Nurse (JPHN)/Medical Officer (MO)
Health Check-up	Children, Pregnant & Lactating mother (P&LM)	AWW/JPHN/MO
Referral Services	Children, Pregnant & Lactating mother (P&LM)	AWW/JPHN/MO
Pre-School Education	Children 3-6 years	AWW/AWH
Nutrition and Health Education	Women (15-45 years)	*AWW/JPHN/MO

*AWW assists JPHN in identifying the target group.

1.3.1. Financial Norms

The support for supplementary nutrition from the Government for different categories of beneficiaries are given below

Sl. No.	Category	Rates (per beneficiary per day)
1.	Children (6-72 months)	Rs.6.00
2.	Severely malnourished children (6-72 months)	Rs.9.00
3.	Pregnant women and Lactating mothers	Rs.7.00

1.3.2. Nutritional Norms

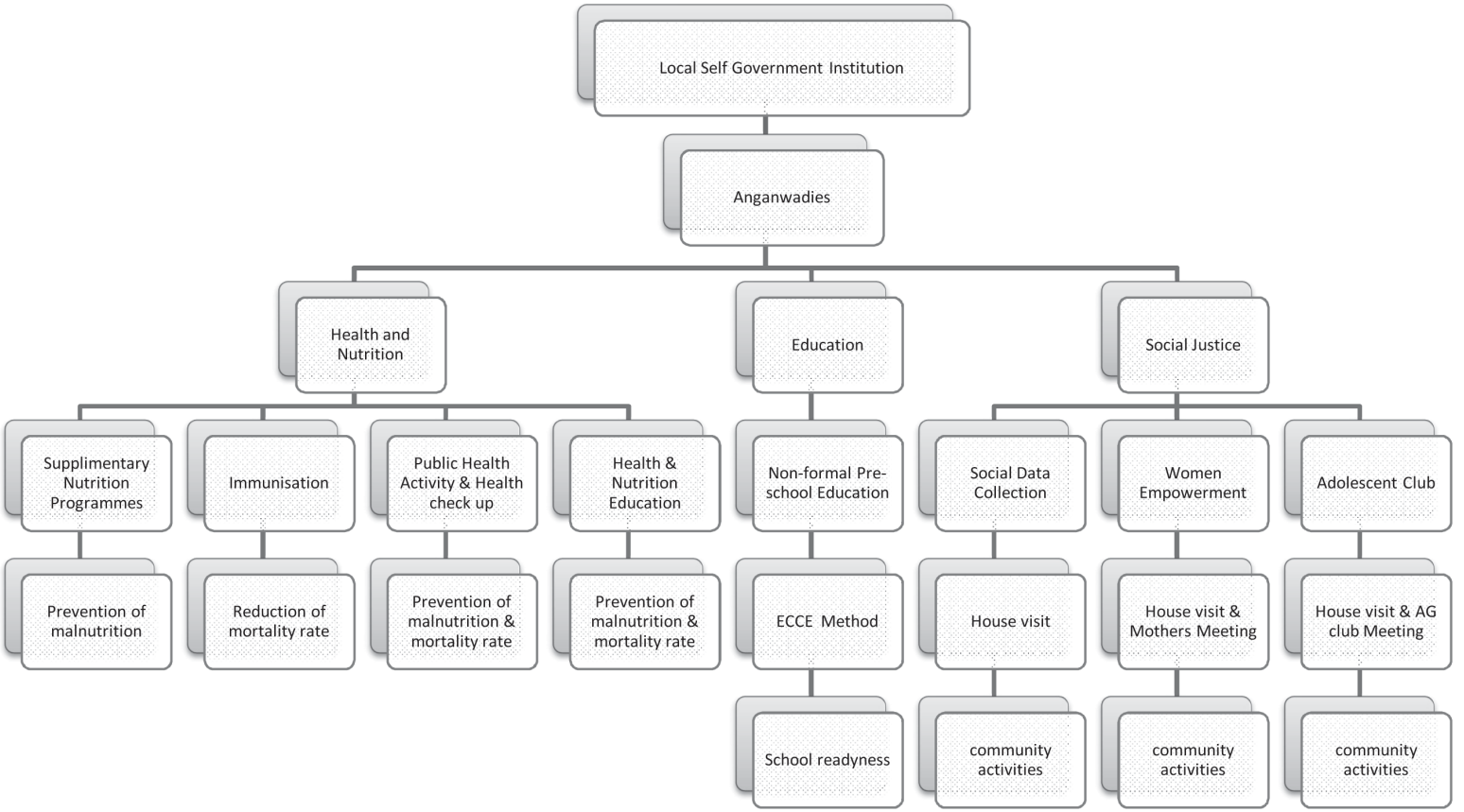
The Government of India, taking into consideration the health standard of children, has revised the national norms also recently as follows:

Sl. No.	Category	Rates (per beneficiary per day)	
		Calories (K Cal)	**Protein (g)**
1.	Children (6-72 months)	500	12-15
2.	Severely malnourished children (6-72 months)	800	20-25
3.	Pregnant women and Lactating mothers	600	18-20

This programme aims to bridge the gap between the requirement and availability of nutrition of people of different age groups who are beneficiaries of the scheme. Most of the beneficiaries are babies aged below three years, children from three to six years, pregnant women, breast feeding mothers and adolescent girl children. The programme aims to ensure holistic, physical, psychological, cognitive and emotional development of children less than 6 years of age. The programme also nurtures protective child-friendly and gender sensitive family and community with greater emphasis on children under 3. Further, it promotes optimum early childhood care, development and learning including maternal care.

Anganwadis are treated as the center of social resources. Almost all welfare programmes of Social Justice Department are implemented through Anganwadis at the grassroots level.

1.3.3. Integrated Child Development Services Scheme (ICDS)



1.4. Grama Panchayats and Anganwadis

i. The functions, institutions and schemes of Government related to the matters included in the 3rd Schedule of the Kerala Panchayat Raj Act, 1994 has been transferred to the Grama Panchayat as per G.O (P) 189/95/LAD dated 18/09/1995. (**Annexure 1**)

ii. Considering the recommendation of the committee on decentralization of powers regarding restructuring of Development Departments in with the functional responsibilities to Local Governments. Government of Kerala vides G.O (P) 188/2000/LSGD dated: 04/07/2000 (**Annexure 2**) had issued orders transferring functionaries to the LSGIs. Accordingly the services of the ICDS Supervisors were placed under Grama Panchayat.

iii. The Government of Kerala vide G.O. (P) 189/2000/LSGD dated: 04/07/2000 (**Annexure 3**) had further issued directions regarding the division of work among unit offices. As per this all functions relating to women and child development has been entrusted to the ICDS Supervisor.

Chapter

2

Services and Responsibilities

2.1. Services Provided by Anganwadis

As per the existing norms it is proposed to provide one Anganwadi for every 800 persons. Mini Anganwadis are also established in the remote areas where the population of Scheduled Tribes, Scheduled Caste, fishermen or other backward class lives in small pockets. It is estimated that every Anganwadi may have below 30 preschool children, equal number of babies aged 0 to 3 years and 10 pregnant women or breast feeding mothers. Anganwadis are centers of child care and pre-school education. The Anganwadis carry out many important activities related to the welfare of children, adolescent girls, women, old aged and differently abled persons. Many developmental schemes for the children, who are undoubtedly in-valuable assets and hold a promise to the future of a nation, are implemented through the Anganwadis. Anganwadis work to ensure proper growth of all children by providing various services to the children of age 0 to six years. Special attention is given to pregnant women, nursing mothers, adolescent girls, differently abled and old aged persons. Many meaningful interventions in this area are done through local planning, through Anganwadis. The Local Self-Government Institutions have to ensure physical, mental, emotional, social and developmental interventions in the areas of children, women, old aged and differently abled persons. The services of Anganwadis (See **Annexure 4**) are:

i. Early Childhood Care Education and Development (ECCED)

   a. Early Childhood Care Education & Development (ECCE)/ Pre-school Non-formal Education

   b. Supplementary Nutrition

ii. Care and Nutrition Counselling

a. Infant and Young Child Feeding (IYCF) Promotion and counselling

b. Maternal Care and Counselling

c. Care Nutrition, Health and Hygiene Education

d. Community based care and Management of underweight children

iii. Health Services

a. Immunization and micronutrient supplementation

b. Health Check Up

c. Referral Services

iv. Community Mobilization, awareness, advocacy and IEC

The core interventions and other details of the above services are given in **Annexure 4**. In addition to the above, the following services should be provided through Anganwadis:

i. Organising the Adolescent Girls Club and counseling its members on adolescent and reproductive health, hygiene and related issues and providing vocational education.

ii. Campaign for Grama Sabha/Ward Sabha

iii. Effective intervention in *Jagratha Samithi*

iv. Interventions for enhancing social security.

2.1.1 Adolescent Girls (11 to 18 years)

The following are the services for adolescent girls:-

i. Health and Nutrition education

ii. WIFS programme [Weekly Iron and Folic Acid Supplementation Programme]

iii. Life skill education

iv. Supplementary nutrition

v. Vocational Training

vi. Awareness programmes

2.1.1.1. SABLA Scheme [Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG)]

The objectives of the scheme are to:

i. enable self-development and empowerment of Adolscent Girls (AGs);

ii. improve their nutrition and health status;

iii. Spread awareness among them about health, hygiene, nutrition, Adolescent Reproductive and Sexual Health (ARSH), and family and child care;

iv. upgrade their home-based skills, life skills and vocational skills;

v. mainstream out-of-school AGs into formal/non formal-education; and

vi. Inform and guide them about existing public services, such as PHC, CHC, Post Office, Bank, Police Station, etc.

There are two major components under this Scheme, Nutrition Component and Non Nutrition Component as follows:

I. Nutrition Component:

Take Home Ration or Hot Cooked Meal (130 gms per day for 25 days a month)

For 11-14 years:

Only for out of school girls

For 14 -18 years:

both out of school and in school girls

a) Non Nutrition Component: 11-16 years (girls)

i. Iron and Folic Acid (IFA) supplementation,

ii. Health check-up and Referral services

iii. Nutrition & Health Education (NHE) Counseling / Guidance on family welfare, ARSH, child care practices

iv. Life Skill Education and accessing public services

b) 16-18 years (girls)

i. Vocational training under National Skill Development Programme

ii. For In school Adolescent Girls: (twice a month – average)

SERVICE	SERVICE PROVIDER
Nutrition Provision Rs.5 per day (600 calories and 18-20 gram of protein	AWW /AWH/Peer Leader
IFA supplementation	JPHN/AWW/Health System
Health check-up and Referral services*.	JPHN/ MO/AWW
Nutrition & Health Education	AWW/JPHN/ASHA/MNGO**
Counseling/Guidance on family welfare, ARSH, child care practices and home management	MNGO/JPHN/NRHM setup/AWW
Life Skill Education and accessing public services (also includes efforts to main stream into formal/non formal education)	MNGO/Education setup/Youth Affairs/ AWW/ICDS Supervisor
Vocational training (for girls aged 16 and above) using existing infrastructure of other Ministries / Departments: NSDP	Through NSDP of Ministry of Labor, ICDS Supervisor/CDPO: to coordinate

* Health services are to be provided by establishing convergence with M/H&FW

**Mother NGOs (MNGO) include resource persons

2.1.2. Kishori Sakthi Yojana - KSY

Kishori Shakti Yojana (KSY) seeks to empower adolescent girls, so as to enable them to take charge of their lives. It is viewed as a holistic initiative for the development of adolescent girls. The programme through its interventions aims at bringing about a difference in the lives of the adolescent girls. It seeks to provide them with an opportunity to realise their full potential.

The broad objectives of the Scheme are to improve the nutritional, health and development status of adolescent girls, promote awareness of health, hygiene, nutrition and family care, vocational training, link them to opportunities for learning life skills, encourage going back to school, help them gain a better understanding of their social environment and take initiative to become productive members of the society.

2.1.3 Old aged

Help the eligible persons to apply for old age Pension, counseling to tide over the loneliness, arrange meetings of such persons and make them participate in various activities including those for maintaining fitness and good health.

2.1.4 Differently Abled Persons

Identify children who are differently abled and arrange for their rehabilitation and special education to the extent possible. Another objective is to help disabled persons to apply for Disability Certificate and thereby receive due benefits including disability pension.

2.2. Responsibilities of Employees

The responsibilities of the ICDS Supervisors and Anganwadi Workers/ Helpers are detailed below.

2.2.1. ICDS Supervisor

I. The Integrated Child Development Services Scheme, in the Grama Panchayat level is headed by the ICDS Supervisor under the control of Grama Panchayat. The transfer and posting, service matters, Pay and allowances etc. are controlledby the Social Justice Department, Government of Kerala whereas the funds and control rests with the Grama Panchayat. There will be one or more supervisors in a Grama Panchayat as directed by the Government, taking into consideration of the number of Anganwadis.

II. Duties and responsibilities of Supervisors

   a. Providing directions and supportive assistance to Anganwadi Workers

   b. Periodic visit of Anganwadi Centers including joint visit with the JPHN

   c. Periodic visit of Anganwadi Centers should be at least once in a month for the following purposes

      i. To make arrangements for conducting Survey

ii. To ensure the updating of Survey Registers

iii. To ensure that the family register and beneficiary lists are prepared accurately

iv. To check whether the weighing scales are functional and if possible, take the weight of some children to verify the accuracy of data recorded by the Anganwadi Worker.

v. To help the Anganwadi Worker to ensure the growth monitoring of the children and to check if all the children have been weighed as per protocol and enquire about those children whose weights were not measured regularly.

vi. To help the Anganwadi Worker to conduct health education classes for mothers.

vii. To visit the houses of malnourished children and mothers and ensure the daily house visits of Anganwadi Worker.

viii. To check the Registers and Records of Anganwadi.

ix. To ensure that the entries of Birth, Death and vaccinations are made in the concerned Registers.

x. To submit report to the Grama Panchayat about incidents of malnutrition in different Anganwadis of the Grama Panchayats and to suggest steps for reduction of malnourishment.

xi. To ensure that the entries of stock of food, assets, teaching and learning materials etc. are proper and irregularities if any, should be reported to the Project Officer and Grama Panchayat.

xii. To ensure that the medicines for first aid and primary ailments are adequate, safely stored and entered in the concerned Register. The medicine shall be dispensed only as per the instructions given by the Medical Officer.

xiii. To ensure that the Anganwadi workers maintain good relations with the Women Groups like Kudumbasree

xiv. To ensure that the preschool education conducted in Anganwadis is as per the prescribed time table and themes.

xv. To maintain good relationships with elected representatives, primary school teachers, youth clubs etc.

xvi. To intervene in the personal and official problems of workers and help them to overcome their problems.

xvii. To ensure the safety and security of children in the Anganwadis in the absence of worker/helper or both and protect the children from physical torture and punishments from the staff.

xviii. To ensure the list of children who had not undergone the vaccinationsis forwarded to the Project Officer and other concerned.

xix. To ensure that the Anganwadis are working according to the time table prescribed.

d. Conduct Sector meetings periodically and prepare plan for the ensuing month.

e. Act as the Convener of the Grama Panchayat level ICDS Coordination Committee (See para 3.3.2) and conduct the meeting.

i. Convene the Coordination Committee meeting as and when the Chairperson demands.

ii. Review and report the implementation of ICDS projects, highlighting the incidents and causes of malnutrition and ways to overcome the issues.

iii. Integrate the works of department and local bodies amicably.

f. Formulate plan for the feeding and other allied activities in the Anganwadis as the Convener of the working group and implement the plan projects entrusted by the Grama Panchayats.

g. Participate in the Standing Committee meetings which review the implementation of Plan schemes and participate in Grama Panchayat meetings if directed by the President and also take part in seminars and other meetings arranged by the Grama Panchayat.

h. Participate in the Grama Sabhas.

i. Ensure proper utilisation and accounting of funds allotted by Grama Panchayat/other Local bodies.

j. Keeping registers, records and vouchers updated.

k. Prepare and submit accounts for audit and participate in the Audit process.

l. Ensure timely reply on audit queries and remarks.

m. Timely reporting of child marriage.

n. Formulation of projects

i. The ICDS Supervisor being the Implementing Officer and the Convenor of the Working Group is responsible for the formulation of the projects as per the guidelines issued by Government from times to time.

ii. The ICDS Supervisor shall ensure that there is no feeding interruption due to any delay in plan formulation.

o. Anganwadi Workers Participation in the Grama Sabha

i. Besides this, ensure that the Anganwadi Workers of each ward are participating in the Grama Sabha of the wards concerned and take

part in the discussions concerning their institutions and give necessary suggestions and explanations. The Supervisor shall participate in the Grama Sabha as far as possible. Participation of the Supervisor in the development seminar is compulsory

ii. The Supervisor should submit to the Grama Panchayat, the suggestions regarding maintenance works sufficiently earlier so as to enable the Grama Panchayat to incorporate them in the annual plan. The Supervisor has the responsibility to prepare the projects of the concerned sectors as and when instructed by the Grama Panchayat with the assistance of the Anganwadi Workers. The Supervisor should use the expertise of the working group members to prepare the plans.

p. Implementation of the plan

i. The Supervisor shall function as the implementing officer of the projects of the sectors entrusted to them.

ii. The Supervisor shall follow the procedures as envisaged in the plan guidelines and subsidy norms

q. Giving explanation to the audits

i. The Supervisor as an Implementing Officer has the responsibility to present the files and explanation for audit and inspection.

ii. The supervisor is also responsible to answer the questions and clarify the queries regarding the schemes in the Grama Sabha and social audit.

2.2.2. Anganwadi Worker

An Anganwadi Worker must have the capacity for extension of various schemes and for education, communication and counseling. The responsibilities of a Worker can be broadly divided into five areas:

1. Survey and Planning for the implementation of the Schemes

i. Preparation of map of the Anganwadi area.

ii. Conduct annual survey during the month of March or as directed by the Government from time to time and collect data

iii. Regarding the children below 6 years, pregnant women, lactating mothers, adolescent girls, old aged, and differently abled. Update the survey register timely by purposeful house visits or by individual contact. For this purpose, the Worker shall visit at least five houses every day before or after the working time of Anganwadi.

iv. Enrolling all children of the area to the Anganwadi immediately after birth and maintain liaison with the JPHN.

v. Establish and maintain liaison with the public, particularly women.

vi. Maintain records on information of Birth and Death including neonatal death, infant death, and maternal death.

2. Providing service

   i. Monitor growth of every child enrolled with the Centre by measuring their weight at prescribed intervals (daily/weekly/monthly as per the nutritional status) and prepare growth charts of all children below the age of 5 years and ensure that proper guidance is given to mothers.

   ii. Prepare Community Growth chart of each child and hand over to Supervisor.

   iii. Preparation and supply of supplementary nutrition at 3 p.m. daily for minimum of 25 days in a month only to enrolled and eligible beneficiaries as per the norms (ref. para 1.3.2.2) with special focus on the malnourished children and as demanded by the Grama Panchayat Projects

   iv. Providecounseling to pregnant and lactating mothers. Assist the Health Workers for periodical health check up and immunization.

   v. Identify differently-abled children and early detection of disabilities

   vi. Emergency medical care of the children having communicable diseases or when met with accidents in the Anganwadis shall be provided as early as possible without waiting for the parents.

   vii. Initial treatment for ordinary medical issues, using the medicine kit under the supervision of health workers

   viii. Referral service – After initial treatment, refer the beneficiaries to the Health Centers for better treatment.

   ix. Provide health and nutrition education for adolescent girls and women.

   x. Pre-school education.

   xi. Implementation of other schemes at Anganwadi level.

3. Communication and Education

   i. Communication with families, parents and public for education on child growth, nutrition and hygiene.

   ii. Conduct educational and extension programmes

   iii. Prepare materials for communication and education.

4. Public Relations

   i. To seek participation and cooperation of people.

   ii. Maintain friendly relations with primary school teachers, health workers and women associations.

5. Maintaining Records and Reporting

   i. Registers should be maintained and records updated regularly.

   ii. Prepare and submit monthly progress report to the CDPO and the Grama Panchayat through the Supervisor.

The duties and responsibilities of the Anganwadi Worker also includes

iii. Conducting pre-school education (ECCE) in Anganwadis as per the prescribed time table and themes. (**Annexure 18**).

iv. Taking necessary steps to register the Anganwadi Centres and take license as per Food Safety Standards Act 2006, Rules and Regulations 2011.

v. Take medical fitness certificate as per Food Safety Standards Act 2006, Rules and Regulations 2011.

vi. Obtain fitness certificate of the Anganwadi building from the LSGD Engineer during the month of May every year.

vii. Protect the Anganwadi building and premises from dangerously positioned trees branches and bushes by cutting or pruning

viii. Record bio metric attendance of the children at 9.30 am and 2.30 pm daily if there is such a system.

ix. Provide initial protection.

x. Supply double ration to the severely malnourished children

xi. Store food products and other materials safely and hygienically.

xii. Ensure periodical house visits and give proper directions to the concerned

xiii. Give assistance to Health workers for providing health checkup and immunizations.

xiv. Advise parents of malnourished children for further checkup.

xv. Maintain Registers and Records correctly.

xvi. Celebrate "*Praveshanothsavam*" as per government directions.

xvii. Ensure women participation in Grama Sabhas.

xviii. Keep healthy relationship with representatives of local associations, teachers and elected representatives.

xix. Guide and develop the possibility of using local knowledge for the development of children.

xx. Proper guidance and assistance to the Adolescent Girls Club members.

xxi. Collect and provide data to local bodies and Department as and when required

xxii. Conduct Nutrition and Health Education (NHE) and convene Anganwadi Level Monitoring and Supporting Committee once in a month. (See Para 3.3.4)

xxiii. The Anganwadi Worker shall submit a status report on the functioning

of the Anganwadi before the Anganwadi level Monitoring and Supporting Committee.

xxiv. Participate regularly in the Sector/Project meetings and other meetings in the Anganwadis.

xxv. Ensure safety and complete protection of children, even in the absence of Worker/Helper or both and strictly avoid punishment and physical torture.

xxvi. Assist Field Publicity Department for conducting seminars.

xxvii. Ensure participation of adolescent girls in the functioning of Anganwadis

xxviii. Sensitise public on proper care, protection and growth of children.

xxix. Cooperate with Primary School Teachers for avoiding drop outs in the schools.

xxx. Ensure the students enrollment in Primary Schools after Pre-school education.

xxxi. Participate in Ward level *Jagratha Samithis* when required.

xxxii. Ensure timely remittance of electricity/water charges.

xxxiii. Report Child Marriage events to Superiors and Grama Panchayat.

xxxiv. In addition to above, attend other works and responsibilities that are entrusted by the Grama Panchayat from time to time.

2.2.3. Anganwadi Helper

Duties and Responsibilities of Anganwadi Helper are the following:

i. Take medical fitness certificate as per Food Safety Standards Act 2006, Rules and Regulations 2011.

ii. Maintain personal hygiene and keep the Anganwadi and its premises clean and neat every day.

iii. Ensure the personal hygiene of children and provide training to them for using toilets and keeping it clean. Helper should clean the toilets at least twice a day.

iv. Prepare the food and serve to the children and to maintain hygiene in the entire process.

v. Bring the students to the Anganwadi, if necessary.

vi. Assist the Worker for measuring weight, health checkup, and vaccinations.

vii. Proper management of waste.

viii. Develop and maintain vegetable garden.

ix. Engage in the Pre-school activities of the children in the absence of Anganwadi Worker.

x. Ensure participation of mothers in various meetings.

xi. Clean the utensils and other materials regularly and maintainit properly.

xii. Ensure protection of the children in the Anganwadi.

xiii. Ensure that the students do not come close to the fire, electricity and gas in the kitchen.

xiv. In addition to above, attend other works and responsibilities that are entrusted by the Grama Panchayat from time to time.

Common qualities for Anganwadi Staff:

xv. Love the children and be friendly to them

xvi. Patience in handling the children

xvii. Punctuality in attendance

xviii. Ability to sing and dance and organize games

xix. Cleanliness (Personal and environmental)

xx. Joyfulness

xxi. Ability to collect data and maintain records

xxii. Maintain good relations with parents

2.3. Ethics of the Staff

The Manual enunciates the important responsibilities of the employees and elected functionaries. Still, there are several functional attributes that cannot be fully monitored through official mechanism. At the same time, excellence in public service is required. For this each of them has to discharge their assigned responsibilities by maintaining the highest standard of responsibility, honesty, integrity, transparency and accountability. Since each of them actually serve the local community to which they themselves belong, their selfless service will go a long way in the enhancement of the well-being of the local people, to which the Grama Panchayat is committed. So, maintaining high ethical standards in rendering the best possible service with sincerity and dedication is a necessary condition for effective local governance.

Chapter

3

Structure and Office Administration

3.1. Physical Infrastructure

The Grama Panchayat has the obligation to make available basic facilities in the Anganwadi located within its jurisdiction for functioning efficiently. The assets transferred to the Grama grama Panchayat shall, therefore, be maintained properly.

3.2. The Facilities Required for an Anganwadi

Anganwadi aims at the comprehensive development of children and most of the services provided are related to child development. Anganwadis being the institutions that connect homes to schools, it is essential to create a homely environment in Anganwadis.

3.2.1. Location: Must be a place of easy access for the Beneficiaries

i. The area must be protected by a compound wall with automatic closing gate.

ii. Proximity to the road

iii. The premises and the surrounding must be hygienic.

iv. A small playground may be maintained as far as possible.

3.2.2. Building

i. Building must have at least three rooms, i.e., class room for non-formal education, store room and kitchen, dining room and veranda and ramp with railings for the differently abled.

ii. The building must have sufficient ventilation and natural lighting.

iii. The building must be plastered and painted child friendly to attract children

iv. The building must be leak proofed by strong roofing.

v. The building must have sufficient number of windows and strong lockable doors.

vi. The floor shall be made tough by concreting, leveling, pressing and shall be washable.

vii. The building must have a baby friendly toilets and a general toilet

viii. The building must have electric connection. The electric control system should be installed in a place which is inaccessible to children.

ix. The following instruments must be provided in the main room:

   a. Baby weighing scale

   b. Salter Scale

   c. Platform weighing scale

x. The following materials must be provided in the Anganwadis:

   a. NameBoard containing the details of the Anganwadi

   b. Name Board containing the details of Supervisor (with contact no.), Anganwadi Worker and Helper

   c. Computer with Internet connection, LCD Projector, Television and CCTV surveillance system can also be provided depending on the availability of funds.

   d. Blackboard/Green Board (with stand or fixed on the wall), White Board

   e. Baby Chair and table per child.

   f. One lockable almirah for the worker.

   g. Waste baskets

   h. Children's Board (Lower portion of the classroom wall)

   i. Table (with draw)-1

   j. Chairs-4-5

   k. Almirah (with shelves)-1

   l. File rack-1

   m. First aid box-1

   n. Medicine kit

   o. Board containing the general information about the Centre.

   p. Clock, bell, phone

   q. Notice Board

   r. Fan

xi. Bio-Metric Identification Facility

There shall be a facility for Bio metric identification of children in Anganwadis, depending on the availability of fund

xii. The following utensils also must be supplied to Anganwadi centers:

a. Brooms

b. Mops

c. Toilet brush

d. Buckets for Toilet

e. Buckets for kitchen

f. Mugs

g. Soap

h. Other cleaning materials

i. Cooking Utensils

j. Plates, Spoons and tumblers for serving food

k. Vessels for cooking food

l. Apron

m. Gas Stove/Smokeless Choola

n. Cooking Fuel (LPG)

o. Water purifier

p. Toys

i. Outdoor

- Merry go round
- Seasaw
- Sliding ramp
- Swings
- Garden huts
- Sandpits
- Parallel bars

ii. Indoor

- Building blocks made of Wood
- Tri cycles
- Cars
- Swan
- Mobile toys
- Painting brushes

- Colour chalks, Crayons, Sketch Pens
- Clay
- Scissors
- Drum/Dholak/Anglets/Flutes/Mouth Organ and other musical toys
- Puppets
- Flash Cards and picture charts for story telling
- Card board blocks
- Charts
- Stamp - it
- Dolls
- Cards to teach colours, numbers and letters
- Beads, balls
- Puzzles
- Models
- Materials to make toys for various themes
- Teaching Learning materials
- Equipment for teaching, counting and basic arithmetic's
- Materials to make teaching aids
- Wall shelf for keeping children's belongings
- Sleeping mats or Baby bed (Periodically replaced)
- Floral and vegetable gardens in the compound
- sufficient water (Open well with guard/Water connection/Bore well)

3.2.3. The Kitchen and store

i. Kitchen

The place where the food is prepared is the kitchen. The area for the kitchen and the store shall be proportionate to the students' strength. The doors of the kitchen shall be larger in size than those of the others and shall not open directly to the class room. The storeroom with sufficient food containers for keeping the food materials safe is a part of the kitchen. The construction of the kitchen shall be done so as to let natural light and air to get in. Arrangements shall be made not to let in rain water, excessive sunshine, rats, cats, dogs, birds, creatures andinsects. Entry of strangers to the Kitchen shall be prohibited.

ii. Roof

The roof shall be strong and heat proof to withstand the climatic changes and fire. The construction of the roof with materials that are hazardous and inflammable must be avoided

iii. Floor

The floor shall be made strong by concreting, and leveling and pressing.

iv. Cooking fuel

The gas stove or smokeless choola must be fuel efficient and smoke free and not hazardous.

v. Firewood

The arrangement for keeping the firewood and ash preferably outside the cooking room shall be made. The ash can be used as manure for the kitchen garden, floral garden and the fruit trees in the Anganwadi premises.

vi. Utensils

There shall be sufficient number of utensils of different measurements and maintained clean.

vii. Sanitation

Arrangements for proper drainage system to drain the waste water and filth resulting from the cleaning of the kitchen and utensils. The soakage pit to drain the waste water and garbage pit for composting the bio degradable waste should be built. The non-degradable waste should be segregated and disposed at times.

viii. Electricity

The Anganwadi building should have electric connection with lights and fans in convenient positions.

ix. Furniture

There shall be facilities like racks, Almirahs (lockable) etc. to keep the utensils, and provisions for cooking and serving food in the kitchen.

x. Store Room

The store room with sufficient area shall be built in the kitchen. Safe food containers to keep food materials and groceries to avoid pest infestation shall be provided. The rack (made of wood or metal on the wall using thin slabs) to keep the basins or utensils which are not used daily, should be available in the store room. Measurement devices shall be compulsorily available. The store rooms should have strong and lockable doors to ensure safety of food materials.

xi. Safe drinking water

a. There shall be arrangements to make available safe drinking water; and water for other purposes in all Centers.

b. If the source of water is a well, the same shall have proportionate size and the quality of water should be tested at least once a year.

c. The size of the water tank shall be decided in proportion to the volume of the water usage.

d. It shall be ensured that necessary quantity of water is storedevery day.

e. The well and the tank shall be safe guarded and protected.

f. At least once a year, the cleaning of the top to bottom of the well shall be done compulsorily.

g. The water tank shall be cleaned once a month.

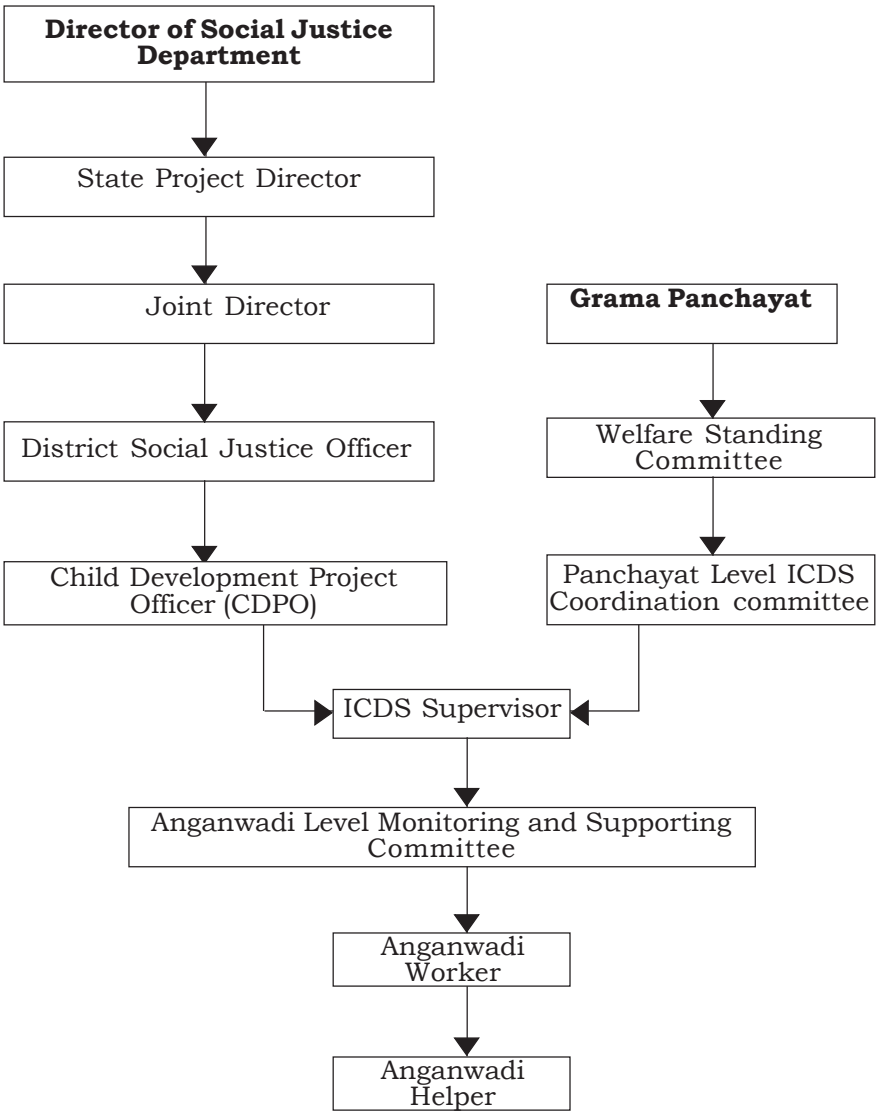
h. Water tap shall be fitted in the kitchen to assure safe drinking water.

3.3. Administrative Structure

3.3.1. Structure

The administration of the AWCs in the Grama Panchayat level is as follows:

Administrative Structure



3.3.2. Welfare Standing Committee

The Welfare Standing committee headed by its Chairman and other members, who are elected representatives of the Grama Panchayat, ensures the implementation of the schemes and proper functioning of Anganwadi and formulates proposals for the future development. This includes the preparation of the maintenance plan of Anganwadis, in consultation with the Supervisor and the Anganwadi Level Monitoring and Supporting Committee and presenters if before the Grama Panchayat.The supervision of all Anganwadi in the Grama Panchayat is the responsibility of the Welfare Standing Committee. The responsibility includes bridging gaps in the infrastructure facilities, modernisation, implementation of nutrition programme, preschool education and monitoring the efficiency and effectiveness of the staff.

3.3.3. Grama Panchayat Level ICDS Coordination Committee

I. Composition:

1. Grama Panchayat President	:	Chairman
2. Secretary, Grama Panchayat	:	Member
3. Medical Officer, PHC	:	Member
4. Head Master(s), GLPS	:	Member
5. One Anganwadi Worker (by rotation)	:	Member
6. Extension Officer (LVEO)	:	Member
7. Agriculture Officer	:	Member
8. Supervisor, ICDS	:	Convener

II. Functions:

i. To monitor and review the implementation of ICDS programme.

ii. To ensure the coordination with other Departments and Local Self Government Institutions.

iii. To identify bottle necks and find out solutions.

iv. To report progress and implementation of various services of ICDS.

v. To conduct the meeting of the Grama Panchayat Level ICDS Committee. It must be called for once in every two months.

3.3.4. Anganwadi Level Monitoring and Supporting Committee

I. Composition:

i. Grama Panchayat Ward member - Chairperson

ii. Representatives of Area Development Society (2 Members on rotation) - Members

iii. ASHA - Member

iv. Community Based Organisation (2) Members

v. Community (Teachers/Retired Gov. Officials/Parents of Children attending AWC) (3) Members

vi. Sakhi under SABLA Programme (if any)- Member

vii. Anganwadi Worker - Convener

II. Functions:

i. The Committee will organise monthly meetings to discuss various issues based on the status report submitted by the Anganwadi Worker and record minutes of the meeting. A copy of the minutes may be sent to the Grama Panchayat and Block level Committee and CDPO through Supervisor.

ii. ICDS Supervisor, ANM/JPHN, LHI may be invited to the meetings.

III. Roles:

The Anganwadi level Committee will review and suggest/take measures for improving delivery of services at the AWC. The Committee is authorised and expected to play the following roles:

i. Check regularity of functioning of AWC;

ii. Ensure coverage of all eligible beneficiaries as against the surveyed population; to check if there is chronic absenteeism of children above 3 years who are already enrolled.

iii. Review status of availability and proper distribution of supplementary food to all beneficiaries for at least 25 days in a month;

iv. Review nutritional status of children 0-6 years, and ensure that the weights of all the children are measured regularly. Availability of WHO Growth Charts and mother and child protection cards will be ensured; and steps taken to improve the nutrition status of malnourished. Availability of adequate food, safe water and sanitation arrangements; shall also be closely monitored.

v. Review functioning of non-formal PSE – activities per day, development/ use of local learning and play materials; organising parents meetings; etc.

vi. Ensure participation of AWWs at Village Health Sanitation Committee (VHSC) meetings;

vii. Ensure participation of at least one of the members of the committee (other than AWW, Asha and JPHN) on the monthly Village Health and Nutrition Day at each AWC and to ensure that it is well-organised and well attended, and that all due services are rendered on that day;

viii. To check whether the weighing scales are functioning properly.

ix. Review facilities available at the AWC in the light of established norms

(Infrastructure including clean water, toilet, play area, medicine kits, cooking utensils, etc.); [The Committee may consider ways of locally strengthening the AWC infrastructure mobilising resources from the community/other schemes]

x. Review receipt and utilisation of consumables such as food supplements and medicines as well as physical stocks. Find reasons for any shortfall from expected norms, or discrepancies in stocks; Document and report such short falls and discrepancies to the Block level Monitoring Committee and CDPO;

xi. Attend to any local disputes related to the AWC or AWW, and resolve such disputes amicably; flag unresolved disputes to the Grama Panchayat or Block level Monitoring Committees;

xii. Interact with the AWW/ICDS Supervisor to understand reasons for any short falls in services provided at the AWC, and find ways to locally strengthen services or correct shortfalls; formally document and report unresolved issues to the Block Level Monitoring Committee with a copy to CDPO, MO /PHC and Grama Panchayat as appropriate and concerned.

xiii. Any other matter as may be relevant for improving service delivery.

NOTE:

a. To ensure any/all of the above, the AWC level Committee Members are expected to: Familiarize themselves with the objectives and sprit of the ICDS programme. Familiarize themselves with the established norms and guidelines for ICDS by obtaining a copy of such guidelines from the Block Level Monitoring Committee; interact with members of the Block level Monitoring Committee, or the Supervisor or CDPO, or with the LHV or MO / PHC to seek any clarifications regarding these norms. Visit the AWC periodically and interact with other members of the community to enquire about the functioning of the AWC,convene monthly meetings to transact its business, preferably soon after the preparation of the AWC MPR, and maintain minutes, recording the attendance of Members, issues reviewed, findings, and action taken. Send a copy of the minutes of the monthly meeting to the Block Level Monitoring Committee.

b. On any issue, while it is always preferable to have negotiated and unanimous decisions, the Members present may take decisions based on guidelines and norms. Unresolved issues may be sent to the higher level of decision makers, for further direction.

The Committee and its Members will conduct their business in a manner that does not disturb the day to day activities of the AWW/AWC.

3.4 Office Administration

The Anganwadi shall function from 9.00 am to 3.30 pm on working days. Its administration should be guided by the rules applicable to the Grama Panchayat and allied institutions as prescribed in the manual of Office Management.

3.4.1. Exhibit Institutional Information (Institution Board);

A wall board detailing the brief and transparent information regarding the office and the institution shall be exhibited in the concerned offices.

i. Name of the Grama Panchayat

ii. Name of the institution

iii. Name of Ward

iv. Ward No:

v. Name of Post office

vi. Pin code

Note: The Name of the institution shall be entered as .....Grama Panchayat Anganwadi.

3.4.1.1. A Board showing the number of beneficiaries category wise shall be exhibited at a conspicuous place.

3.4.2. Public/News Announcements (Notice Board)

Establish Notice boards in each Anganwadi for exhibiting survey reports and advertising time-bound public announcements regarding Anganwadi service. The notice boards shall be installed in such a place which could be seen by the public, service beneficiaries, and stakeholders. The announcement that pasting other advertisements and notices on this board is illegal shall be mentioned in the Board. Tearing off or defacing of the announcements made in the Board is illegal. This shall be mentioned in the Board.

3.4.3. Suggestion/Complaint Box

A box shall be installed for the general public and service-owners for depositing suggestions in writing, recommendations to improve the working, complaints and grievances in a place which could be visible to all. The Chair Person of the Anganwadi Level Monitoring and Supporting Committee shall open the suggestion/complaint box with the key in his/her possession, on the day of the meeting and it shall be included in the agenda. The complaints/suggestions shall also be recorded in the register after sorting them item-wise. Steps shall be taken to implement those suggestions which could be fulfilled at the Anganwadi-level. Those suggestions which require the approval of the Grama Panchayat/department shall be sent for the same. If any grievances or complaints regarding the employees or officials are submitted through the box, the same shall be forwarded to the Grama Panchayat President, with remarks of the Committee, after entering it in the register. In cases where decision is possible at the Anganwadi level, the action taken and its practical status shall be made available to the President together with the grievance/ complaint.

3.4.4. Office Documents

The following documents shall be kept at the office:

i. Institutional-level documents

   a. Attendance Register

   b. Register of mothers meeting

   c. Register of Adolescent Girls meeting

d. Anganwadi Level Monitoring and Supporting Committee Meeting Register

e. Visitors Register

f. Inspection Register

g. Daily Diary

h. Stock Register of Fuel, Vegetable and Grocery

i. Register of Flexi Fund

j. Register of Assets

k. Movement Register

l. Keeping Registers and records up to date

ii. Service - related Documents

1. Registers(See para 4.1.1 to 4.1.11)

2. Reports (See para 4.2)

3. Records of Programmes

4. Collected information (Category/programme wise)

5. Minutes (NHED, AWLMSC, AG Club)

The Anganwadi Worker shall record documents related to each service-duty precisely, and clearly. The Anganwadi Worker shall index them, keep it safely, and make available the records on demand. The task of ensuring the above said activities and marking them after codifying and affixing signature rests with the ICDS supervisor and other higher officials. The collective responsibility for monitoring of the above task, evaluation, corrective steps, and reforms rests with the Anganwadi Worker. The President of the Grama Panchayat and the Chairperson of Welfare Standing Committee havethe power to ensure that such assignments are executed efficiently.

3.4.5. Procedures for Resolutions

The ICDS Supervisor as the ex officio Secretary of the Grama Panchayat, whose services are lent to the Grama Panchayat under Sec 181 of the Act, would be responsible to execute various resolutions of the Grama Panchayat related to social justice. It is the responsibility of the officials to follow the related procedure. In case any lapse or faux pas occurs, which causes loss to the Grama Panchayat, the concerned official will be liable to make good damage.

i. As an Implementing Officer of the Grama Panchayat, ICDS Supervisor shall mark her opinion on anymatter that come for the consideration of the Grama Panchayat on related files and the files shall be sent to the Grama Panchayat for including it in the agenda for meeting.

ii. The Secretary shall include such items in the agenda and submit it before the Grama Panchayat with clear opinions. The opinion of the ICDS Supervisor shall be entered in the Minutes.

iii. ICDS Supervisor may demand the reconsideration of the resolution approved by the Grama Panchayat if she feels that the resolution is either illegal or it breaches legally valid limits of power or there is threat to human life, health or public safety, if the resolution is implemented.

iv. On the occasion of reconsideration, the ICDS Supervisor shall be present in person and explain her opinion.

v. If the Grama Panchayat stick onto the earlier decision, it shall be referred to the government for clarification.

vi. Wait for 15 days for the clarification and the received clarification shall be implemented after intimating the Grama Panchayat. In case the clarification is not received within the stipulated period, treating it as declared clarification, Grama Panchayat decision shall be implemented and the information shall be reported to the Government.

vii. If loss occurs to the Grama Panchayat due to implementation of resolutions without following the above mentioned procedure, the concerned official will be responsible.

3.4.6. Control Over Officers

The Government officers and employees whose services are transferred to the Grama Panchayat shall in addition to their functions, perform other related functions delegated to them by the Grama Panchayat as if they are officers and employees of that Grama Panchayat. They shall be responsible to execute the work including the implementation of any scheme, projects or plans of the government which are not assigned or delegated to the Grama Panchayat.

The full control and supervision of the institutions and employees so transferred to the Grama Panchayat rests with the Grama Panchayats concerned. At the same time the concerned department will also have administration control over the officers.

Whenever any disciplinary proceedings has to be initiated against an officers or an employee who fails to perform his official duty or violates the discipline or refuse to carry out the lawful decisions of the Grama Panchayat or the President of the Grama Panchayat or will fully abstract the implementation there of the Grama Panchayat may take disciplinary proceedings against such officer and may impose on his/her minor penalties observing the provisions contained in the KPR (Control Over Officers) Rule 1997 (**Annexure 5**).

3.4.7. Responsibility for the Loss

The Supervisor/Anganwadi Worker/Helper concerned would be held responsible for the loss sustained to the Grama Panchayat/Government for not having discharged their duty without following the procedures. Its compensation could be realised with interest by revenue recovery or other legal procedures.

If any loss or damage is caused to the Grama Panchayat/Government due to the failure and neglect in taking timely action, and the negligence of the officer concerned is proved by conducting proper enquiry, the loss could be realised with interest by the Grama Panchayat/Government.

Chapter

Reporting Mechanism

4

4.1. Registers

For the smooth running of the Anganwadis, certain details and data are collected periodically. The Data collected should be updated regularly. Also, certain Registers and Records are designed for the Anganwadis for proper functioning of them.The following Registers and Records prescribed by the Ministry of Women and Child Development, Govt. of India are to be maintained.

4.1.1. Family Details Register

The register is meant for writing information about the families in the AWC area. One sheet is meant for one family. Each register has enough sheets for 100 families. The register shall be kept and updated every year. The register will be preserved at least for five years. The Register helps to identify and list all families who live in the AWC area, so that the AWW become aware of all such families. The Register can be used to identify individuals from these families who are receiving services from the AWC. Register will help the AWW and elected representatives and other concerned to identify families and individuals who require special attention. It is useful to assess the population covered by the AWC every year. It can be kept as a record of all births and deaths and can be used as a record of individuals and families migrating into the area or going out. This Register is a ready source of information about families, which the AWW may need from time to time (**Annexure 6**).

4.1.2. Supplementary Food Stock

It can be used as a planner to help the AWW to plan the requirement of food commodity for providing supplementary food, every day, for each meal – breakfast,

hot cooked meal or take home rations. It can be used as a Stock register to keep an account of how much of each commodity is received and usedper day. It can be used to prepare Stock report for each commodity every month(**Annexure 7**).

4.1.3. Supplementary Food Distribution

This register is used to record the distribution of supplementary food as and when the AWW distribute it to women and children; and to calculatethe number of persons of different groups who received supplementary food for the required number of days from the AWC each month. The register has 12 sets of formats, one set for each month. Each register thus lasts for one year. Each set of 8 sections meant for different age groups and types of beneficiaries each month: pregnant women, lactating mothers, girls and boys 6 months to 3 years old, girls and boys 3 years to 6 years old. In the first six sections, the AWW will record food supplements that are given to women and children who are residents of the AWC area. The last two sections (4a and 4b) are meant for recording food distributed to temporary residents. In each section, the AWW can record the amount of hot cooked meals (HCM), Ready-to-eat (RTE) or Take Home Ration (THR) that provides each person every day. The AWW will be able to make column totals on each page. These totals can be used for preparing the MPR (**Annexure 8**).

4.1.4. Pre School Education

This Register must be used to record activities conducted for pre-school education and also to record the general details of children, along with attendance records and to assess the number of activities and the number of children present each day. Each register has a set of 4 sections: Section 1 and 2 are for permanent resident girls and boys of the AWC area, in three sub sections each, for children 3-4, 4-5 and 5-6 years old. Section 3 is for children who are temporary residents. Each of these subsections is meant for recording daily attendance. Each section lasts one reporting month. Section 4 is a record of daily preschool activities, for a period of one reporting month. There are 12 sets of these 4 sections in each register, each lasting one month. Thus, a register will last one year (**Annexure 9**).

4.1.5. Pregnancy and Delivery

Purpose of the register is to record details of services provided to all pregnant women in the AWC area, and their delivery status and to record details of births and newborn babies. There is only one format or section in this register. It is meant to record services provided to each pregnant woman until she delivers. There is no need to change the register every month or every year. One can include as many pregnant women as will fit into the register. How long the register will last depends upon how many women in the area of the AWC become pregnant every year. In most cases, the register will last at least 5 years. All pregnant women, whether they are residents or temporary residents (such as daughters) should be included in the register, but on separate pages. It is best to start recording Resident women on the first page, and Temporary Residents (such as daughters) on the last page (**Annexure 10**).

4.1.6. Immunisation and Village Health and Nutrition Day (VHND)

This register is proposed to record immunization details of children and to record information on the Village Health and Nutrition Days and to know how many children are to be immunized during the month and which vaccines they are to be given. The register has two sections. Section 1 is for immunization records of individual children, Section 2 is for recording activities on the VHND. On each sheet of Section 2, the AWW can record activities of six VHNDs. There are a total of 12 such sheets in the register. At the end of the register is a calendar for six years. There is no need to change the register every month or every year. How long the register will last depends upon the number of children born every year in the area. The register will last at least five years (**Annexure 11**).

4.1.7. Vitamin A Biannual Rounds

Register is used to record biannual Vitamin A doses given to the children. On verification of the register the AWW can know how many children are to be given Vitamin A doses during the month. This register is meant to keep a record of vitamin A doses given to each child every six months, starting with the second dose. There is only one format in the register. How long the register lasts depends upon the number of children born each year in your AWC area. In most cases, the register will last at least 5 years (**Annexure 12**).

4.1.8. Home Visits Planner

Most of the health problems that mothers and children face occur during pregnancy and until the child is about two years old. This is the period when most deaths occur among women and children. This is also the period when most children become malnourished. By paying close attention to the care of mothers and children during this period, we can prevent many of the deaths and a lot of the malnutrition. To do this, the AWW have to meet the families of pregnant women and young children regularly and give them advice about how to take care of mothers and children. The purpose of this register is to help the AWW to choose whom she must meet at home, during what period of pregnancy or childhood, and what to talk to them about. In this way, this register is a planner. Using this planner carefully, the AWW will be able to complete this important work by making just 1 or 2 home visits each day. There are two sections in this register. Section 1 is for the purpose of planning the home visits during pregnancy and up to 24 months after delivery, and for recording the home visits. This register is similar to the pregnancy and immunization registers. Each row in the register is for one pregnant woman and her child. There are six rows in each page. Each page can follow up six pregnant women for about two and a half years, until their children are two years old. Section 2 is for the purpose of recording more details of specific children who are already severely underweight, and follow them up until the child's nutritional status improves. At the end of the register, there is a Checklist of Messages, which can be used to remember what to talk about when they make home visits at different times of pregnancy and to children of different age groups. How long the register lasts depends upon the number of children born each year in the AWC area. In

most cases, the AWW will be able to keep adding new pregnant women and their children for at least five years (**Annexure 13**).

4.1.9. Referrals

Referrals Register is used to record the names and details of people with illnesses whom the AWW meets/treats or refers. Register will be helpful to follow up children and mothers to whom the AWW refers to health facilities. There are three sections in the register. Section 1 is for recording details of children who fall sick. Section 2 is for recording the details of Pregnant and Lactating women who have health problems or complications. Section 3 is for recording details of any other persons who fall ill and report to the AWW. The register is expected to last about 5 years. Where C-IMNCI training has been completed, and separate printed registers are available, Section 1 of this register does not need to be used. See Register no.9 as per Ministry of Women & Child Development, Government of India (**Annexure 14**).

4.1.10. Summaries (Monthly and Annual)

The purpose of the register is to help the AWW to make the MPR easily. The summaries register has a copy of all the main numbers of report in the MPR. The AWW can use this for their own reference or during meetings and discussions. This Register helps to maintain lists of disabled children and lists of all deaths occurring in thearea. There are eight sections of the register as follows:

Section 1: Population Totals: Every April, after updating the Family Details Register, the AWW will update the number of persons living in each household. The AWW will write in this section with a pencil and update it every year, so this will last many years.

Section 2: List of disabled children: Every April, the AWW must update this list. Like Section 1, this will also last many years.

Section 3: Annual Population Summary of ICDS Beneficiaries: Every April, after updating Section 1 and 2, make totals of different age groups and categories in this section. This Section will last six years.

Section 4: Monthly summary of events: Every month, the AWW must use a number of registers, including the Pregnancy register, Section 8 of the Summaries register, and the Family Details register to make monthly totals of important events such as births, deaths and migrations. On each sheet, make monthly summaries for one year. This section will last six years.

Section 5: Supplementary Feeding Monthly Summary: Every month, the AWW will use Register 3 to make totals of women and children availing of supplementary feeding at the AWC. On each page, make monthly summaries for three months. This section will last six years.

Section 6: Pre-school Education Monthly Summary: Every month, use Register 4 to make totals of children who availed Preschool Education at the centre, as well as a summary of Pre-school Education Activities

conducted. On each sheet make monthly summaries for six months. This section will last for six years.

Section 7: Monthly full immunization status: Every month, use Register 6 to make totals of children who completed one year during that month and were fully immunized by then. This section will last for six years.

Section 8: Record of Deaths: This section is like a register, where the AWW will record all deaths that occur in the AWC area, separately for residents and temporary residents. How long this section will last depends on the number of deaths occurring in the AWC area each year. In most cases, this sectionwill last for six years (**Annexure 16 & 17**).

4.1.11. Weight Records of Children

This register is meant to be used along with the growth charts that uses for monitoring the growth in weight of children. The purpose is to keep a written record of the age, weight and nutritional status of all children in the AWC area. It is also aimed to identify whether there is change in the weight of each child, and whether this change is as much as expected. Register helps to report nutritional status of different categories of children in the MPR. There is only one format in the register. Each sheet can record the weight of 14 children, for 12 months, from April of one year to March of the next year. Girls and Boys must be recorded on separate sheets. These records are meant for resident children only. For children who are temporary residents, maintain only the growth charts. How long each register lasts depends upon the number of births taking place in the AWC area each year. In most cases, each register will last for at least five years (**Annexure 15**).

i. All Registers must be serially page numbered.

ii. Update entries concerned before Anganwadi closes every day.

iii. Update entries regarding Birth and Death monthly.

iv. Record the correct details in family survey register.

v. Registers must be correct and up dated as the progress report of the Anganwadi is prepared based on them.

vi. Avoid corrections and removal of pages.

vii. Keep Registers covered and clean.

viii. Seek help of the Supervisor for clearing doubts.

4.2. Reports

4.2.1. AWC Monthly Progress Report

This report is to be prepared by the AWW every month. Make this report after having completed all summaries for the month in the Summary Register. (**Annexure 16**).

a. Monthly Progress Report is a vital report for reviewing the works of Anganwadi.

b. Prepare the report monthly and submit to the Supervisor at the time of sector meeting.

c. Report must be prepared based on the Registers and Records kept in Anganwadi.

4.2.2. AWC Annual Status Report

This report has to be generated only once in the year (E.g. 01.04.20...to 31.03.20....) (**Annexure 17**).

4.3. Social Audit

Social Audit shall be conducted in every anganwadi of the Grama Panchayat as per Social Audit Manual approved as per G.O.No.09/2016 dated 05.01.2016 (See **Annexure 19**).

Annexures

Annexure:1
(See Para: 1.2)
G.O. (P) 189/95/LAD dated 18/09/1995

കേരള സർക്കാർ
സംഗ്രഹം

അധികാരവികേന്ദ്രീകരണം- കേരള പഞ്ചായത്ത് രാജ് ആക്ട്, കേരള മുനിസിപ്പാലിറ്റി ആക്ട് എന്നിവയിലെ വ്യവസ്ഥകൾ പ്രകാരം സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശഭരണ (സി) വകുപ്പ്

ജി.ഒ.(പി) നമ്പർ 189/95/ത.ഭ.വ തിരുവനന്തപുരം, 1995 സെപ്തംബർ 18

ഉത്തരവ്

1. 1994 ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ടിലെ 166(6), 167(1), 172(5), 173(5) എന്നീ വകുപ്പുകളിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളതുപ്രകാരം, പ്രസ്തുത ആക്ടിലെ മൂന്നാം പട്ടികയിൽ (അനുബന്ധം-1)) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും, സ്ഥാപനങ്ങളും, പദ്ധതികളും, സംസ്ഥാനത്തെ ഗ്രാമപഞ്ചായത്തുകൾക്കും, നാലാം പട്ടികയിൽ (അനുബന്ധം-2) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ബ്ലോക്കു പഞ്ചായത്തുകൾക്കും അഞ്ചാം പട്ടികയിൽ (അനുബന്ധം-3) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ജില്ലാ പഞ്ചായത്തുകൾക്കും 1995 ഒക്ടോബർ-2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവു പുറപ്പെടുവിക്കുന്നു.

2. അതുപോലെ, 1994 ലെ കേരള മുനിസിപ്പാലിറ്റി ആക്ടിലെ 30(3) വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം, പ്രസ്തുത ആക്ടിലെ ഒന്നാം പട്ടികയിൽ(അനുബന്ധം-4) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും സംസ്ഥാനത്തെ മുനിസിപ്പൽ കൗൺസിലുകൾക്കും മുനിസിപ്പൽ കോർപ്പറേഷനുകൾക്കും 1995 ഒക്ടോബർ 2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

3. മേൽപ്പറഞ്ഞ പ്രകാരം കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുടെ വിവരം അനുബന്ധം-5 ൽ ചേർത്തിട്ടുണ്ട്. സ്ഥാപനങ്ങളോടൊപ്പം അവയുടെ ആസ്തി ബാദ്ധ്യതകളും വസ്തുവകകളും അവയിൽ അനുവദിക്കപ്പെട്ടിട്ടുള്ള ഉദ്യോഗസ്ഥൻമാരുടെ തസ്തികകളും ഉദ്യോഗസ്ഥൻമാരും അതതു തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

4. കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുമായി ബന്ധപ്പെട്ട തസ്തികകൾക്കു പുറമെ അനുബന്ധം-5ൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരമുള്ള മറ്റു ചില തസ്തികകളും തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് 1995 ഒക്ടോബർ 2-ാം തീയതി മുതൽ സർക്കാർ വകുപ്പുകളിൽ നിന്ന് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

5. ഓരോ സ്ഥാപനവും ഏത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റുന്നു എന്ന് വ്യക്തമാക്കികൊണ്ടും കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകൾ ഏത് സർക്കാർ ആഫീസിൽ നിന്ന് കൈമാറുന്നു എന്ന് കാണിച്ചുകൊണ്ടും അതത് വകുപ്പിന്റെ അദ്ധ്യക്ഷൻ 1995 സെപ്തംബർ 30-ാം തീയതിക്കു മുമ്പ് ഉത്തരവു പുറപ്പെടുവിക്കേണ്ടതാണ്. അപ്രകാരം പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകളുടെ പകർപ്പുകൾ സെക്രട്ടേറിയറ്റിലെ ബന്ധപ്പെട്ട ഭരണ നിർവ്വഹണ വകുപ്പിലേക്കും തദ്ദേശവകുപ്പിലേക്കും കൂടി അയയ്ക്കേണ്ടതാണ്.

6. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികളിൽ അതതു സർക്കാർ വകുപ്പുകളിലെ ഉദ്യോഗസ്ഥർ തന്നെ, മറിച്ചൊരുത്തവ് ഉണ്ടാകുന്നതുവരെ തുടരേണ്ടതാണ്.

7. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് ഏൽപിച്ചുകൊടുത്തിട്ടുള്ള സർക്കാരിന്റെ അധികാരങ്ങളും ചുമതലകളും പദ്ധതികളും ഫലപ്രദമായി നിർവ്വഹിക്കുന്നതിന് സർക്കാർ വകുപ്പുകൾ അവയ്ക്ക് ആഫീസ് സൗകര്യം ഉൾപ്പെടെയുള്ള ഭരണപരമായ എല്ല സൗകര്യങ്ങളും സാങ്കേതിക ഉപദേശങ്ങളും നൽകേണ്ടതാണ്.

8. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് സർക്കാർ ഉദ്യോഗസ്ഥൻമാരുടെ സേവനം വിട്ടുകൊടുക്കുന്നതിന്റെ നിബന്ധനകളും വ്യവസ്ഥകളും സംബന്ധിച്ചും പ്രസ്തുത സ്ഥാപനങ്ങൾക്ക് ആവശ്യമായ ധനസഹായം അനുവദിക്കുന്നത് സംബന്ധിച്ചും ഉള്ള ഉത്തരവുകൾ പിന്നാലെ പുറപ്പെടുവിക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

ആർ.രാമചന്ദ്രൻ നായർ

ചീഫ് സെക്രട്ടറി

Annexure: 3

(See Para: 1.2)

G.O (P) 188/2000/LSGD dt: 04/07/2000

GOVERNMENT OF KERALA

Abstract

Local Self Government – Recommendation of the Committee on Decentralisation of powers on Restructuring Development Departments- Orders issued.

LOCAL SELF GOVERNMENT (P) DEPARTMENT

G.O (P) 188/2000/LSGD Dated, Thiruvananthapuram, 4.7.2000

ORDER

1. The Committee on Decentralisation of Powers in vol.III- part A of its final report dealing with strengthening of professional and ministerial support to local governments has given detailed recommendations on restructuring of development department in tune with the functional responsibilities devolved to local governments under the Kerala Panchayat Raj Act ,1994 and the Kerala Municipality Act,1994.

2. The committee has made the following observation regarding restructuring of development departments.

   "4.1.1. with the transfer of powers, functions, staff and resources ,it is seen that in most of the department like Agriculture, Dairy Development, Animal Husbandry, Fisheries, Rural Development, development of Scheduled Castes, Development of Scheduled Tribes, Social Welfare and Health, practically all the field level functions and officials have been transferred to the local governments. In a sence, the district offices are hanging loose at the district level. This anomalous position needs to be rectified. In this context, it is relevant to recapitulate the earlier recommendation of the Committee on Decentralisation of Powers given in its First Report submitted to Government in August 1996. The quote from the report.

   "The dichotomy created between the rural and urban areas within a district by the Seventy third and Seventy fourth Amendments to the Constitution make it difficult to match the new set up with the existing organization of district administration. Hence the most appropriate and optimum compromise has to be struck in allotting officer from the various level of the district setup, among the LSGI. The Committee feels that the best way of rearranging would be as follows:

   The services of the officers of the departments discharging the function transferred to the LSGI must be places at the disposal of LSGI on the seniority principles, with the senior- most officers to a department at a district level allotted to that LSGI having the largest "service area" of that department. Applying this principle, the district level officers along with their supporting staff would be allotted to the District Panchayats. But by virtue of his position

as District officer, the professional role played earlier will continue. His professional experise should be made available to the entire district. For this he has to inspect and review the working of his subordinate officers, with a view to ascertaining their performance vis-à-vis the duties entrusted to them by the LSGI as well as by the state Government, if any. The District Officer will continue to exercise his statutory duties as before. The District Panchayat get a separate officer then must have due regard for the multiple responsibilities of the district officers while assigning tasks to them. This recommendation will apply mustatis mustadis to the officers to be allotted to other LSGIs. If all LSGIs at a particular level such an officer should be placed at the disposal of the next higher tier of LSGIs with clear allocation of work.

4.1.2. There is great urgency in implementing this recommendation. The District Panchayat seems to be quite weak in Kerala compared to it counterparts in the states of Karnataka, Maharashtra, West Bengal etc. which have had a long tradition of strong District Panchayats. Of course, in the peculiar context of Kerala, District Panchayat cannot be given any control over other levels of local government. Conceptually, the Kerala local government system does not envisage a hierarchy but provides for simultaneous existence of different levels of local government with their own functional domains. Yet, the District Panchayat has to play a lead role by motivating the Block Panchayat and Village Panchayat and even the urban local bodies to develop a common vision for the progress of the District. The fact that the President of the District Panchayat has been made the ex-officio has been Chairperson of the District Planning Committee and the fact that in Kerala in all the District Planning Committees the majority of members are from the District Panchayat, suggest that the District Panchayat has responsibility for development leadership. But this leadership role has been severely handicapped for want of senior staff to support it. Therefore in the interest of coherent and integrated district planning, there is need for expert co-ordination at the district level. In the decentralized set up, senior professionals at the district level have an important role to perform, acting as an interface with the Government, representing all the local governments in the district to provide feedback and obtain and pass down technical and policy guidelines. All these can be achieved only if the Districts Panchayats are suitably endowed for which transfer of district level officials is a must. And strengthening the District Panchayats means strengthening the District Planning Committees.

In the light of the above, the Committee on Decentralisation of Powers suggested transfer of district level staff as well as rationalization of departmental structure below the state level, government have examined the recommendations in detail and are pleased to issue the following orders in respect of departments whose functions have been transferred to local governments.

1. Agriculture Department

The principal Agricultural officer of the District is transferred to the District Panchayat with staff. The Deputy Directors and complimentary staff would be put independently in change of urban local government having a population of

50,000 and more. For other urban local governments, junior officers of the rank of Assistant Director or Agricultural officer would be put in charge. The present arrangements at the Block and Village levels will continue.

2. Soil Conservation Department

The entire district set up the soil conservation department is placed under the District Panchayat with the specific condition that their technical expertise should be made available to the Block Panchayats and Village Panchayats and the urban local governments whenever requested.

3. Animal Husbandry Department

The district set up is transferred to the District Panchayats with the District Animal Husbandry Officer and staff. The District Hospitals would transferred to the District Panchayats. At the Village Panchayat level the present setup will continue. In keeping with the amendments to schedule IV of the Kerala Panchayat Raj Act made in 1999.

4. Dairy Development Department

The Deputy Director, Dairy Development is placed under the district Panchayat along with supporting staff. However, registration of co-operative societies will be done according to the direction of the director of dairy development. The dairy extension officers are placed under a single village Panchayat. He should co-ordinate dairy development activities in the Village Panchayats with the animal husbandry staff of the village Panchayat.

5. Fisheries Department

The District level officers are placed under the district Panchayats along with staff.The Matsya Bhavans will be brought under the control of the village Panchayat /Municipality/Corporation as the case may be.

When the department is recognized, the demarcation of area of responsibilities below the district should be made to coincide with the geographical area of one or more local governments at the Block Panchayat or Village Panchayat or urban local government level.

The 66 project officers of Matsyafed would be given charge of municipalities and village Panchayats, which are not being covered by the proposed Matsya Bhavans. They would be bound to give technical advice to the concerned local government.

6. Industries department

The district industries centre is made part of the District Panchayat. Though the administrative control will be with the District Panchayat, the general manager, DIC should be responsible for industrial development activities of corporation areas and of towns having population of more than one lakh. For other urban local governments, managers will be put in charge .The industries extension officer will continue to be with the Block Panchayat. They would be primarily responsible for looking after the Village Panchayats. The

Taluk level set up would be assigned the task of supporting Block Panchayat/ Municipalities for which the director of industries would issue detailed orders indicating who would be assigned which local government.

7. Rural Development Department

The ADC (General) is transferred to the district collector to support him in the co-ordination of local government planning and implementation, besides looking after traditional functions like national savings campaigns. The functional literacy project officers are transferred to the District Panchayats. In the District Panchayats they will help to coordinate training for self-employment.

8. Social Welfare Department

The district social welfare officer is transferred to the District Panchayat with staff. The District programme officer is also transferred to the District Panchayat. The child development project officers (CDPOs) are placed under the Block Panchayat. The ICDS supervisors are placed under the Village Panchayat. At rearrangement should be done to ensure that the corporations get a senior officer to the Social Welfare Department. Similarly, Assistant Child Development Officers are deployed to the urban local governments. These officers transferred from the Social Welfare Department look after the following areas of work:

I. Women and child development including kudumbasree

II. Care of disabled

9. The redeployed posts should normally be located in the office of the local governments. However, where the entire office redeployed, they may continue to function in the existing office. If those officers are housed in rented building, the local governments are free to locate them in their buildings.

By order of the governor

M.Mohankumar

Chief Secretary to Government

Annexure: 3

(See Para: 1.4.iii)

G.O.189/2000/LSGD dt:04/07/2000

LOCAL SELF GOVERNMENTS-RECOMMENDATION OF THE COMMITTEE ON DECENTRALISATION OF POWERS – MEASURES TO TAKE CARE OF ADDITIONAL WORK LOAD IN LOCAL GOVERNMENTS- ORDERS ISSUED.

G.O.(P) No. 189/2000/LSGD LSG (P) Department

Thiruvananthapuram, dated 04/07/2000

ORDER

The Committee on Decentralisation of Powers, in Vol.III-Part A of its Final Report dealing with Strengthening of Professional and Ministerial Support to Local Governments has stated that even after deployment of Staff there would be some additional work in local governments has suggested measures to take care of this additional works.

Governments have examined the suggestions in detail and pre pleased to order as follows.

(1) The departmental units transferred to the local governments would do the processing of various cases and projects related to their area of functioning, maintain accounts, prepare progress reports and do related works.

(2) All files would be processed and kept in the unit, Offices. They would move to the local governments for orders, which are issued as resolutions. The draft minutes and draft resolutions concerning the area of work of each unit office should be as far as possible prepared by the respective unit offices.

(3) As regards public works, all the file would be done at the level of the concemed engineer and records are to be kept in his office. However, such engineers would not be implementing officers. The payment for works would be recommended in the files and sent to the implementing officer who would authorize and make the payments after following the normal procedure in such cases.

(4) Field enquiries for sanction of pensions would be done in the Village Panchayats by the following officials:

i.	Agricultural labour pension	-	Agricultural Demonstrators
ii.	Unemployment allowance	-	Secretary of Village Panchayat
iii.	Widow Pension	-	ICDS Supervisor
iv.	NSAP	-	Village Extension Officer/LVEO
v.	Insurance	-	Village Extension Officer/LVEO
vi.	Handicapped Pension	-	Health Inspector
vii.	Maternity Benefit Scheme	-	Health Inspector

(5) A model division of work among the unit offices for a Village Panchayat is given below

Agricultural Sector Including) Minor Irrigation and Watershed Management)		Agricultural Officer
Animal Husbandry and Dairy	)	Veterinary Doctors
Development – Women and Child Development	)	ICDS Supervisor
Industries- SC/ST Development	)	Village Extension Officer
Anti-Poverty Programmes	)	/ Lady Village Extension Officer
Housing –Sanitation:	)	(Each Panchayat to be divided into two circles)
Health-PHC-	)	Doctors at the Panchayat level
Public Works		
(a) Sectoral:	-	By the Sectoral Officers
(b) General:	-	Secretary of Village Panchayat
Education:	-	Secretary of Village Panchayat
Water Supply:	-	Secretary of Village Panchayat

Similar division of work would be made by th Municipalities and Corporations

(6) The local Self-government Department would issue guidelines to utilize VoluntaryGovernment employees and others by organizing manpower Banks.

(7) Village Panchayats are permitted to hire qualified Manpower. Village Panchayat hire local people on piece rate basis for work related to disbursement of pension, final accounts, preparation of monitoring forms, writing of projects and such related items of work cost not exceeding that of a 100 man days every year. 50% of such part-time work should to women. Each year mandatorily a new set of people has to be utilized.

(8) A manual of office Procedure for local governments would be prepared as appropriate to kind of work being done in local governments and in keeping with the requirements at each level

Annexure: 4

(See Para: 2.1)

Services Provided by the Anganwadis

Sl. No	Components	Services	Core Interventions	Target Group	Service Provider
1	Early Childhood care Education & Development (ECCED)	Early Childhood care Education & Development (ECCE)/ Pre-school Non-formal Education	• Home based guidelines for parents • Early stimulation • Early screening and referral • Optimal IYCF Practices • Monthly Monitoring & Promotion of Child Growth & Developmental Milestones • Fixed Monthly Village ECCE Days	0-3 years Parents/ Caregivers	AWW/Second AWW cum Child care & Nutrition Counselor
			• Non formal preschool education: a) activity based b) semi-structured play and learning method • Quarterly Monitoring & Promotion of Child Growth & Developmental Milestones. • Fixed Monthly Village ECCE Days	3-6 years Parents/ caregivers	AWW
		Supplementary Nutrition	• Monitoring snack, Hot Cooked Meal and THR as per norms	6m – 3 Yrs 3 – 6 Years P& L Mothers	AWW/Second AWW/AWH/ SHGs/others
2	Care & Nutrition Counselling	Infant & Young Child Feeding (IYCF) Promotion & counselling	• One to one counselling for optimal breastfeeding practices linked to growth monitoring. • One to one counseling on Complementary feeding • Counseling for complementary feeding • Counseling to ensure food intake • Home visit and follow up	P& L mothers. Mothers of children under 3yrs	AWW/Second AWW cum nutrition counselor/supervisors ASHA/ANM

		Maternal Care and Councelling	• Early registration of pregnancy, 3 or more ANC, institutional delivery and PNC • Councelling on diet, rest and IFA compliance during home visit • Monitoring weight and gain • Examination for pallor and oedema and any danger signs • Home-based counseling for essential newborn care. • councelling and lactational support • Counselling on spacing	P&L women	ASHA/ANM/ MO/ Second AWW cum nutrition counsellor
		Care Nutrition, Health & Hygiene Education	• Monthly health and nutrition education sessions • Education on Improved caring practices –feeding, health and hygiene and psychosocial • Knowledge sharing for care during pregnancy, lactation and adolescence • Promotion of local foods and family feeding. • Appropriate food demonstration • Celebration of nutrition week, breastfeeding week, ICDS day etc.	P&L Mother and other caregivers, community and families	AWW/ Second AWW cum nutrition counsellors/ supervisors
		Community based care and Management of underweight children	• 100 % weighing of all eligible children and identification underweight children • Referral to NRCs/MTCs for children requiring medical attention. • 12 day Nutritional councelling and care sessions for moderately and severally underweight children (SNEHA SHIVIRs) • 18 day home care and follow up during home visit • Monitoring of weight gain after 12 days and 18 days	Moderately and Severely under-weight children & their mothers/ caregiver	AWWs/ AWH/ Supervisors/ Mothers' Group/ PRIs/ SHGs/ MO ASHA and ANM as facilitator

3	Health Services	Immunization and micronutrient supplementation	• Regular Fixed Monthly VHNDs • Primary immunization • Boosters • TT for Pregnant women • Vitamin A supplementation (9 months -5 years) • IFA supplementation(infants after 6 months age) • Deworming as per guide lines • Councelling	0-3 years 3-6 Years P&PL Mothers	ANM/MO/ ASHA AWWs as facilitator
		Health Check Up	• ANC/PNC/JSY • Support for IMNCI/JSSK • Identification of severely underweight children requiring medical attention • Support to Community based care of underweight children	0-3 years 3-6 years P&L Mothers	ANM/ MO/ AWWs as facilitator
		Referral Services	• Referral of severely underweight to health facility/NRCs • Referral for complications during pregnancy • Referral of sick newborns • Referral of sick children	0-3 years 3-6 years P&L Mothers	ANM/ MO/ ASHA/ AWWs
4	Community Mobilization, awareness, advocacy & IEC	IEC, Campaigns and Drives etc.	• Information dissemination & awareness, generation on entitlements, programmesbehaviours and practices. • Sharing of nutritional status of children at gram sabha meetings. • Linkage with VHSNC • Voluntary Action Groups • Village contact drivers	Families & Community	AWW/ Second AWW/Supervisors / FNB/ Dist. & Block Resource Centers/ ICDS Management

Annexure: 5

(See Para: 3.4.6)

Control Over Officers Rule, 1997

THE KERALA PANCHAYAT RAJ (CONTROL OVER OFFICERS) RULES,1997

S.R.O.No.534/97.—In exercise of the powers conferred by sub-section (5) of Section 179 sub-sections (8) and (9) of Section 180 and sub-sections (1) and (3) of Section 181 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with sub-section (1) of Section 254 there of, the Government of Kerala hereby make the following rules, namely:-

RULES

1. Short title and commencement. —(1) These rules may be called the Kerala Panchayat Raj (Control over Officers) Rules,1997.

(2) They shall come into force at once.

(2) Definitions.— (1) In these rules unless the context otherwise requires,-

(a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);

(b) 'Appointing authority' means an Officer or authority authorised by the Government to appoint an employee to the Government Service or Panchayat Service.

(c) 'Municipality' means a Municipality constituted under Section 4 of the Kerala Municipality Act, 1994 (20 of 1994);

(d) 'Officer' includes the Secretary appointed under Sub-Section (1) of section 179, officers and employees appointed to Panchayat Service as per rules made under sub-section (4) of section 180 or rules made under the Kerala Panchayat Raj Act, 1960 (32 of 1960), and any Government officer or employee whose service has been lent to the Panchayat under sub-section (2) of Section176 or sub-section (1) of Section 181;

(e) 'Section' means a section of the Act;

(2) The words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.

(3) Lending of service of Government Officers and employees to the Panchayat.—

(1) The Government may, by a special or general order, lend the service of any Government officer or employee including temporary, full time, part time or contingent officer or employee to the Panchayat under sub-section (2) of Section 176 or sub-section(1) of Section 181.

(2) The Government officers and employees lent to Panchayat under sub-rule (1) shall be considered as employees of Government for all matters regarding service and their service and wages conditions shall be continued as if they were continued in the Government service and their salary, allowances and other financial benefits shall be given from the Panchayat fund or contribu-

tion for the same shall be given to the Government by the Panchayat:

Provided that the Government may continue to give such salary, allowances and other financial benefits to them from the consolidated fund of the Government till the period as the Government may deem fit.

(3) The Government officers and employees whose service has been lent to Panchayat shall be under the full control and supervision of the Panchayat and they shall exercise those powers and perform duties as may be determined by the Panchayat for matters coming within the jurisdiction of the Panchayat subject to the general restrictions as may be fixed by the Government.

(4) Every Government officer or employee whose service has been lent to Panchayat while serving for the Panchayat shall also have the authority to exercise the powers entrusted by the Government and shall be liable to perform the duties.

(5) The Government officers and employees whose service has been lent to Panchayat shall not be entitled to get deputation allowance.

(6) The Panchayat shall have authority to appoint by transfer any Government officer and employee whose service has been lent to Panchayat from any office or institution of the Panchayat to office of the Panchayat or to any other office or institution under that Panchayat:

Provided that a Government officer or employee shall not be appointed by transfer from a department to another department:

Provided further that Panchayat shall be liable to comply with the general guidelines regarding the transfer of Government officers issued by the Government from time to time.

(7) Government may for sufficient reasons take back any Government officer or employee whose service has been lent to a Panchayat for the service of Government or may be appointed by transfer from that Panchayat to another Panchayat or to a Municipality.

(8) lf a vacancy arises due to transfer, leave or any other reason in the post of Government Officer or employee whose service was lent to Panchayat and in the circumstances where the service of another Government Officer or employee is not immediately lent to fill such vacancy, subject to such general guidelines issued by the Government, the Panchayat may appoint another person temporarily in that vacancy, by informing the appointing authority in advance, for a period not exceeding six months or till a Government officer or employee is appointed to such vacancy whichever is earlier,—

(a) through employment exchange; or

(b) if candidate is not available through employment exchange on contract basis as per the conditions specially provided by the Government:

Provided that in the case of such temporary appointment as school teachers, if necessary, the period of six months may be reckoned, as till the end of respective academic year.

4. Imposing of minor penalties on officers.—(1) Where an officer fails to perform his official duty or violates the discipline or refuses to carry out the lawful decision of the Panchayat or will fully obstructs the implementation there of or fails to obey the lawful orders of the President, or for the mis behavior or misconduct of an officer, the Panchayat may take disciplinary proceedings against such officer and may impose on him any one of the following minor penalties, namely:—

(1) censure,

(2) fine,

(3) temporary withholding of increment,

(4) withholding of promotion,

(5) recovery of amount from salary.

Notes: —(i) No fine shall be levied on an officer except in the post of last grade, part-time or full-time contingent. Huge amount shall not be levied as fine and trifle fine shall not be levied frequently;

(ii) the period of with holding of increment shall not be less than three months and not more than three years. There will not be any cumulative effect on with holding of increment and shall not have the effect of postponing future increments;

(iii) with holding of promotion shall be temporarily for a specific period and this period shall not be less than six months and not more than three years;

(iv) if the period is not specified in the order of with holding of increment or promotion it will be deemed to be three months and six months respectively;

(v) in the case where the order of with holding of increment cannot be given effect to the monetary value equivalent to the amount of increments ordered to be with held will be recovered from the salary of the concerned officer;

(vi) recovery of amount from salary as a penalty shall be made only when pecuniary loss is caused to the Panchayat by the Act of the officer;

(vii) with holding of promotion of the officer concerned shall not entail loss of seniority in the grade for the time being he is working;

(viii) an officer whose promotion is with held, shall if and when promoted to a higher grade or to higher time-scale subsequently, on promotion take his place at the bottom of the higher grade or higher time-scale.

(2) In true case where Panchayat initiates disciplinary action against an officer of the Panchayat referred to in Section180 for an offence, the Secretary shall not, and in case where the Secretary initiates disciplinary action under clause (ix) of Section 182, the Panchayat shall not imitate disciplinary action against such person for the same offence.

(3) Not withstanding anything contained in sub-rule (1) the concerned appointing authority and disciplinary authority shall have the power to initiate disciplin-

ary action against the Secretary or Government officer or employee whose service has been lent to Panchayat under sub-section of Section176 or under sub-section(1)of Section 181.

(4) In the case where Panchayat initiates disciplinary action for an offence, against Secretary or Government officer or employee whose service has been lent to Panchayat, the concerned appointing authority or disciplinary authority and in the case where the appointing authority or disciplinary authority initiates disciplinary action under sub-rule(3) the Panchayat, shall not initiate disciplinary action, against such person for the same offence.

(5) In the case where the Secretary under clause (xi) of Section 182 or by the appointing authority or disciplinary authority, as the case may be, under sub-rule(3), initiates disciplinary action against an employee whose service has been lent to Panchayat, it shall be in accordance with the Kerala Civil Service (Classification, Control and Appeal) Rules,1960.

(6) If the Panchayat so decides, the Panchayats may require the Secretary to initiate disciplinary action for any offence against an employee of the Panchayat and the concerned disciplinary authority to intimate disciplinary action against a Government officer or employee whose service has been lent to Panchayat.

5. Procedure to issue memo of charges.(1) Where on the basis of available information, the President or the Grama Panchayat *prima facie* is satisfied that an officer has committed an offence referred to in sub-rule (1) of Rule 4 and disciplinary action has to be initiated against him, the Panchayat has to decide, whether disciplinary action has to be initiated against that person and if the Panchayat so decides a notice requiring to show-cause for not initiating such disciplinary action shall be issued to the concerned officer. In the case of Secretary, the notice shall be issued by the President and in the case of an officer other than the Secretary, by the Secretary, as per the orders of the President:

Provided that on urgent occasions, notice may be issued subject to ratification of the Panchayat.

(2) The grounds proposed for initiating disciplinary action against the concerned officer shall be clearly shown in the notice issued under sub-rule (1) and after the receipt of notice not less than seven days' time shall be allowed to furnish reply.

Note:—vague statements shall be avoided in the notice, for example, a general statement in the nature of “not complied with the direction of President or Panchayat "shall not be a ground intended to initiate disciplinary action, instead of it shall be specifically stated that what direction in which circumstances has not been complied with.

(3) The President shall submit, the explanation, if any, received from the officer, with in the specified time to the notice under sub-rule (1) and if no explanation is received, his report regarding the same for the consideration of the Panchayat. In case of an officer other than Secretary, along with the explana-

tion the opinion of the Secretary or head of office, there of, shall also be submitted by the President for the consideration of the Panchayat.

(4) After considering the explanation or the report mentioned under sub-rule (3) the Panchayat may decide whether the disciplinary action against the concerned officer is to be dropped or

(5) In case whether the Panchayat decides to initiate disciplinary action against an officer under sub-rule (4) a memo of specific charges along with a statement of allegations based on charge or charges shall be issued to him and he shall be required there in to furnish written statement with in fifteen days. The memo of charges shall be issued by the President in the case of Secretary and by the Secretary in the case of an officer other than the Secretary/Under the orders of the President.

(6) Memo of charges shall be in the model form appended to these rules and shall be signed by the President or the Secretary, as the case may be.

(7) Memo of charges shall be precise and in clear language and the date and time of occurrence of the incident wherever applicable shall be included therein.

(8) While issuing of orders regarding disciplinary action, in the statement of allegations on which each charge is based, shall also refer to any other circumstance which is proposed to be considered.

(9) A list of documents relied upon in framing the charges shall be listed out at the end of the statement of allegations.

(10) Two copies of the memo of charges and statement of allegation shall be issued to the concerned officer and one copy shall be got back with his dated signature and kept in the file.

(11) If no written statement is received with in the period specified in the memo of charges, no reminder shall be issued to the concerned officer, and shall continue with further proceedings on the presumption that there is no written statement to be filed. Provided that in the case of application received for, extension of period, if the President is satisfied that reasons stated in the application are acceptable; such period may be extended to a period not exceeding fifteen days.

(12) If at any stage of the further proceeding the Officer applies for the perusal and obtaining the copy of any document referred to in the list appended to the statement of allegations he may be Allowed to perusal and obtain, copy of the documents if the President considers that such permission is not against public interest in due supervision.

6. Examination of written statement.— (1) The President shall submit the written statement if any, received with in the stipulated time from the officer to the memo of charges issued to him under sub-rule (5) of Rule 5 and if no written statement is received, his report regarding the same for the consideration of the Panchayat. In the case of an officer other than Secretary, the President shall also submit written statement, the opinion of the Secretary or head of office there in for the consideration of the Panchayat.

(2) If, in the written statement received from an officer, it is requested to hear him in person, President shall hear him in person on behalf of the Panchayat and shall submit the matters informed by him along with written statement for the consideration of the Panchayat.

7. Imposition of minor penalty.—(1) Where the Panchayat after considering the written statement furnished by the concerned officer to the memo of charges issued under sub-rule (5) of Rule 5, or if no written statement is received, the report of the President in that regard, is satisfied that the concerned officer has committed the offence alleged against him and after considering the nature and gravity of the offence committed, may impose on him any one of the penalties mentioned in sub-rule (1) of Rule 4 and orders with signature shall be issued accordingly on behalf of the Panchayat by the President, in the case of Secretary and by the Secretary in the case of an officer not being the Secretary.

(2) An order issued order sub-rule(1)-

(a) In the case of the Secretary, the President shall forward a copy with covering letter to the concerned appointing authority for implementation and for recording the details of penalty in his service register, to Government and if necessary to the Accountant General;

(b) in the case of a Government employee of the State service, the Secretary shall forward a copy with covering letter to the concerned head of department for implementation and for recording the details of penalty in his service register, to the Government and to the Accountant General;

(c) in the case of a Government officer of subordinate service the Secretary shall forward a copy with covering letter to the concerned head of office for implementation and for recording the details of penalty in his service register and if necessary to the concerned head of department;

(d) in the case of Panchayat employee referred to in Section 180, if awarded a penalty except withholding of promotion, the Secretary shall execute by entering the details in his service register and in the case of with holding of promotion a copy of that order shall be sent to the appointing authority.

8. Suspension.— (1) If the President is prima facie satisfied that an employee of the Panchayat referred to in Section 180, a Government Officer or employee of subordinate service whose service has been lent to the Panchayat has committed an offence of serious nature, includes misconduct or deserves major penalty, and allowing him to continue in service is against public interest and will obstruct the enquiry being conducted or intending to conduct against him, he may suspend such employee from service subject to detailed enquiry and disciplinary proceeding.

(2) The concerned employee shall be entitled to subsistence allowance under Rule 55, Part I of the Kerala Service Rules, 1959, during the period of suspension.

(3) The President shall report the order of suspension and matters leading there

to in the next meeting of the Panchayat and shall seek the approval of the Panchayat for the order. If the Panchayat does not approve the suspension, the order of suspension stands cancelled suo moto and the employee suspended shall immediately be reinstated in the employment and period of suspension shall be treated as duty.

(4) The President shall immediately forward the copy of suspension order and the decision of the Panchayat there on to the appointing authority.

5) In the manner without being an obstruction to disciplinary action against the suspended employee, the Panchayat may at any time reconsider his suspension and he may be reinstated to the employment.

(6) The President shall complete the enquiry against the concerned employee within three months of issue of suspension order and shall submit the enquiry report for the consideration of the Panchayat.

(7) The Panchayat may decide after considering the enquiry report to drop the disciplinary action in the name of the employee or as the case may be, to initiate disciplinary action under Rule 4 or to forward the enquiry report under Rule10 to appointing authority or Government, as the case may be.

(8) In the case where the Panchayat is imposing a minor penalty or dropping disciplinary action in the name of an employee and if the suspension of employee has not been withdrawn till then, together with imposing of minor penalty or dropping the disciplinary action, the suspension shall be withdrawn and how the period of suspension has to be treated shall be determined according to Rule 56 Part I of the Kerala Service Rules, 1959.

(9) In the case where the enquiry report under Rule10 is sent to appointing authority or Government, as the case may be and if the suspension has not been withdrawn till then the suspension shall be continued or withdrawn as per the direction of the appointing authority or Government

NOTES

Panchayat Raj (Control Over Officers) Rules, 1997-R.8(6)-The statutory rule is to complete the proceedings at the earliest as evident from sub-rule 6 of Rule 8 which provides the time limit of three months. Therefore the delay is not justified. Since consequence is not provided for not completing enquiry within the time limit, it can be assumed that the said provision is only directory. In other words, the violation of sub-rule 6 may not result in nullification of the entire proceedings as the said rule is only directory. — Pushpavally v. Seethathodu Grama Panchayat - 2002 (2) KLT SN111.

9. Appeal and re-examination.—(1) The officer concerned may file an appeal in the form annexed as Appendix 2 to these rules against the order issued by the President or Secretary as the case may be, on behalf of the Panchayat imposing minor penalty on an officer under sub-rule (1) of Rule 7, before an officer authorised by the Government for this purpose within thirty days on receipt of such order:

Provided that if the authority is satisfied that there is sufficient reason for not filing the appeal within the specified time, the appeal received after the time may be considered.

(2) On receipt of the appeal under sub-rule (1), the authority authorised shall call for and examine the connected records and shall after hearing in person the officer who preferred the appeal and the President on behalf of the Panchayat or any other person authorised by the Panchayat who imposed the penalty which being the ground for appeal, confirm, modify or cancel the order imposing such penalty or issue such orders as may deem fit.

(3) The Government may require the records relating to every order issued under sub rule(2) either suo-moto or on application and may reconsider such order and pass appropriate order regarding it as they may deemit:

Provided that no application for reconsideration of an order shall be considered if it is received by the Government after thirty days from the date of receipt of such order by the applicant:

Provided further that, an order adversely affecting an officer shall not be passed by the Government without giving an opportunity of being heard:

Provided also that the Government shall not suo-moto reconsider an order after One year from the date of the order.

10. Procedure on commission of offences which may result in imposing major penalties.—(1) If the President or the Panchayat believes that an officer has committed an offence which deserves any major penalty, the President, after conducting the enquiry against such officer or employee shall send the enquiry report together with the opinion of the Panchayat there on to the appointing authority in the case of an employee of Panchayat referred to in Section 180 and shall send to the Government in the case of an officer or employee whose service has been lent to the Panchayat under sub-rule(1)of Rule 3.

(2) The appointing authority or the Government shall examine in detail the report of the President and opinion of the Panchayat, as the case may be, and if necessary after hearing the President or the officer alleged in person shall take suitable decision regarding initiation of disciplinary action and that decision shall be intimated to the President.

(3) In the case where the appointing authority or the Government decides to initiate disciplinary action against the officer the procedure contained in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 shall be observed.

(4) In the case where the alleged officer has been suspended from service under Rule 8, matters as to whether suspension is to be continued or how the period of suspension is to be reckoned shall be examined by the appointing authority or Government, as the case may be, and shall issue suitable order.

11. Observation of provisions of other rules.—In the case of suspension, imposition of minor penalty and appeal, the procedure laid down in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 and the Manual of Disciplinary Proceedings of Government of Kerala shall be applicable to matters not mentioned in Rules 4 to 1 0 and if there is any doubt of dispute arise regarding any of these, the decision of the Government shall be final.

12. Confidential report. —(1) The President shall prepare the confidential report of the Secretary from time to time and send to the appointing authority.

(2) The Secretary shall, prepare from time to time the confidential report of the employees of the Panchayat for whom it is directed as keep confidential reports and submit to the President for review and shall send to the appointing authority together with review report of the President.

(3) The President may send report regarding the service of the Government officers or employees whose service has been lent to the Panchayat from time to time to the concerned appointing authority and the said report shall also be taken in to account, while considering such officer or employee for promotion.

13. Granting of leave. —(1) The Secretary may grant leave including casual leave to the employees of Panchayat referred to in Section 80 subject to eligibility and the provisions of the Kerala Service Rules.

(2) The President may grant casual leave to the Secretary and to the head of office and institutions which have been lent by the Government subject to eligibility.

(3) The granting of leave except casual leave to officers referred to in sub-rule (2) subject to eligibility and the provisions of the Kerala Service Rules shall be by the Government officer authorised for this purpose.

(4) Granting of leave including casual leave subject to eligibility and the provisions of Kerala Service Rules to Government officer or employee not referred under sub-rule (2) whose service has been lent to Panchayat shall be by an officer authorised by the Government for this purpose.

(5) In the case where granting of leave except casual leave to any officer under sub-rules (3) and (4) is by a Government officer whose service has not been lent to Panchayat the leave application shall be sent to the said officer together with the recommendation of the President.

APPENDIX I

MODEL OF MEMO OF CHARGE

[See sub-rule (6) of Rule 5]

MEMO OF CHARGE

Charge against Sri/Smt..... (name) working in the post of.....in the..... (place of work, officer, institution etc.) under.....Panchayat.

1. It is seen that you, Sri/Smt..... have committed the offence of.....(here enter the alleged offence or the substance of the offences, relevant date or dates and place).

2. You are required to show cause, if any, in writing within fifteen days, from the date of receipt of this notice, as to why disciplinary action should not be taken against you under Rule 4 of the Kerala Panchayat Raj(Control over Officers) Rules, 1997, and if no such statement is received from you within the said period the matter will be proceeded with the presumption that you have nothing to offer in this matter.

   A statement of allegations on which the above charge or charges is/are based is attached here with.

Place..... President/Secretary.

Date..... For.....Panchayat.

APPENDIX II

[See sub-rule(1) of Rule 9]

Appeal against disciplinary actions of.....Panchayat.

1. Name and official address of the appellant :
2. Number and date of the order :

   Appealed against (copy shall be enclosed) :
3. Offence alleged for imposing penalty :
4. Details of penalty awarded :

Reasons based for appeal

(Enter the reasons in detail)

Place: Signature of the appellant

Date:

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.) As per sub-section (5) of Section 179, sub-section (9) of Section 180 and sub-section (3) of Section 181 of the Kerala Panchayat Raj Act,1994(13 of 1994), the Panchayat is competent to impose minor penalties on Secretary, any officer or employee of the Panchayat and Government Officers or employees whose service has been lent to the Panchayat, respectively. The government intends to make rules, presenting the procedure in the matter and specifying the controlling power of the Panchayat over the officers and in the matter of granting of leave. This Notification is intended to achieve the above object.

Place..... President/Secretary.

Date..... For.....Panchayat

Annexure: 6

(See Para: 4.1.1)

Family Details Register

Family Details

Sl.No. of Family : Category : SC/ST/Other: Date of first listing : F1

Location (street/tola/mohalla/ward) : Religion : Minority in the State? Y ☐ N ☐

Date last updated:			
1	4	7	10
2	5	8	11
3	6	9	12

1	2	3	4	5	6	7			8		9	10	11	12	13	14	15	16		17
Sl.No. within family	UID/ Aadhar No.	Names of family members (*Start with Name of the Head of Family)*	Relation ship with Head of Family	Sex (M/F)	Current Marital Status: 1. Married 2. Others	Date of Birth			Age in April (completed years and months)		Mother's name (for children 0-6 years)	Target code P-Pregnant L-Lactating C-Child A-Adolescent girl	Type of disability, if any 1. Movement 2. Mental 3. Seeing 4. Hearing 5. Speaking	Resident of this AWS area? (Y/N)	Date of In migra tion	Date of out migra tion	Date of death	Whether willing to avail following ICDS services Y/N)		
						Day	Mon	Year	Yrs	Mons								Supple-mentary Food	Pre-School Educat ion	

Annexure: 7

(See Para:4.1.2)

Supplementary Food Daily Planner

Section 1: Supplementary Food Daily Planner

Reporting month/year ..... 20.....

1	2	3	4	5a	5b	6a	6b	7a	7b	8a	8b	9	10	11
Date	Days/ Festival	Number of anticipated recipients of supplementary food										No. of rations planned		
		Pregnant & Lactating Women	Adolescent Girls (If any)	6 months – 3 years children				3 years – 6 years children				Breakfast	Hot-cooked meal/Ready to eat	Take Home Ration (THR)
				Normal quantity		Large quantity		Normal quantity		Large quantity				
				Spot Feeding	THR	Spot Feeding	THR	Spot Feeding	THR	Spot Feeding	THR			
1.														
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28.														
29.														
30.														
31.														
Total														

Section 2: Supplementary Food Utilization and Stock Record

Reporting month/year ..... 20.....

Date	No. of Rations Planned			Commodity - 1			Commodity - 2			Commodity - 3			Commodity - 4			Commodity - 5			Date
	BF	HCM /RTE	THR	Rec eipt	Utiliz ation	Bala nce	Rec eipt	Utiliz ation	Bala nce	Rec eipt	Utiliz ation	Bala nce	Rec eipt	Utiliz ation	Bala nce	Rec eipt	Utiliz ation	Bala nce	
1																			1
2																			2
3																			3
4																			4
5																			5
6																			6
7																			7
8																			8
9																			9
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25																			25
26																			26
27																			27
28																			28
29																			29
30																			30
31																			31
Total feeding days	**Total**	**Total**	**Total**	**Total**	**Total**		**Total**	**Total**		**Total**	**Total**		**Total**	**Total**		**Total**	**Total**		
Opening Balance																			
Total Loan Taken/taken back																			
Total Loss/Damage																			
Total loan given/given back																			
TOTAL																			
Closing Balance																			
				Date/ AWC	Qty		Date/ AWC	Qty		Date/ AWC	Qty		Date/ AWC	Qty		Date/ AWC	Qty		
Loan given/ given back																			
Loan given/ given back																			
Loan given/ given back																			
				Qty	Date/AWC		Qty	Date/AWC		Qty	Date/AWC		Qty	Date/AWC		Qty	Date/AWC		
Loan given/ given back																			
Loan given/ given back																			
Loan given/ given back																			

Annexure: 8

(See Para: 4.1.3)

Supplementary Food Distribution

Section 1a: Supplementary Feeding Record for Pregnant Women

1	2	3	4	5			6	7	8
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Category			Whether minority in the state (Y/N)	Disabled (Y/S)	Total no. of days suppl. Food received in the month
				ST	SC	Other			
Total no. of pregnant women absent throughout the month:			Sum of pregnant women given supplementary food daily						Total ➡
			Sum of rations given daily						Total ➡
			Number of pregnant women given supplementary food for 21 + days (count):	ST	SC	Other	Minority	Disabled	

Reporting Month/Year: ……20……..

9																														
Dates Record the number of rations given for each day (fill 0 if not given)																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Section 1b: Supplementary Feeding Record for Lactating Women

1	2	3	4	5			6	7	8
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Category			Whether minority in the state (Y/N)	Disabled (Y/S)	Total no. of days suppl. Food received in the month
				ST	SC	Other			
Total no. of Lactating women absent throughout the month:			Sum of Lactating women given supplementary food daily						Total ➡
			Sum of rations given daily						Total ➡
			Number of Lactating women given supplementary food for 21 + days (count):	ST	SC	Other	Minority	Disabled	

Reporting Month/Year: ……20……..

9																														
Dates Record the number of rations given for each day (fill 0 if not given)																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Section 2a: Supplementary Feeding Record for Girls – 6 months to 3 year old

(Include here all girls of ages 6 months to 2 year and 11 months; move girls who have completed 3 years to section 3a)

1	2	3	4	5		6	7			8	9	10
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age		Nutritional Grade in previous month	Category			Whether minority in the state (Y/N)	Disabled (Y/S)	Total no. of days suppl. Food received in the month
				Yrs	Mons		ST	SC	Other			
Total no. of Girls absent throughout the month:			Sum of Girls given supplementary food daily									Total ➡
			a. Number of girls marked "N" daily									Total ➡
			b. Number of girls marked "L" daily									Total ➡
			Number of Girls given supplementary food for 21 + days (count):				ST	SC	Other	Minority	Disabled	

Reporting Month/Year: ……20……..

11																													
Dates Record the amount of rations given for each day (mark "N" for normal quantity, mark "L" for larger quantity, such as for severely underweight children, mark "0" if not given, mark number of days for which given, along with "N" or "L" for instance, "L/14" if larger quantity given for 14 days. Then, tick – mark the cells for the period for which it was given)																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
➡																														
➡																														
➡																														

Section 2b: Supplementary Feeding Record for Boys – 6 months to 3 year old

(Include here all boys of ages 6 months to 2 year and 11 months; move boys who have completed 3 years to section 3b)

1	2	3	4	5		6	7			8	9	10
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age		Nutritional Grade in previous month	Category			Whether minority in the state (Y/N)	Disabled (Y/S)	Total no. of days suppl. Food received in the month
				Yrs	Mons		ST	SC	Other			
Total no. of boys absent throughout the month:			Sum of Boys given supplementary food daily									Total ➡
			a. Number of boys marked "N" daily									Total ➡
			b. Number of boys marked "L" daily									Total ➡
			Number of boys given supplementary food for 21 + days (count):				ST	SC	Other	Minority	Disabled	

Reporting Month/Year: ……20……..

11																													
Dates **Record the amount of rations given for each day (mark "N" for normal quantity, mark "L" for larger quantity, such as for severely underweight children, mark "0" if not given, mark number of days for which given, along with "N" or "L" for instance, "L/14" if larger quantity given for 14 days. Then, tick – mark the cells for the period for which it was given)**																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
➡																														
➡																														
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Section 3a: Supplementary Feeding Record for Girls – 3 years to 6 years old

(Include here all girls of ages 3 years to 5 years and 11 months; excluding girls who have completed 6 years)

1	2	3	4	5		6	7			8	9	10
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age		Nutritional Grade in previous month	Category			Whether minority in the state (Y/N)	Disabled (Y/S)	Total no. of days suppl. Food received in the month
				Yrs	Mons		ST	SC	Other			
Total no. of Girls absent throughout the month:			Sum of Girls given supplementary food daily									Total ➡
			a. Number of girls marked "N" daily									Total ➡
			b. Number of girls marked "L" daily									Total ➡
			Number of Girls given supplementary food for 21 + days (count):				ST	SC	Other	Minority	Disabled	

Reporting Month/Year: ……20……..

11																													
Dates Record the amount of rations given for each day (mark "N" for normal quantity, mark "L" for larger quantity, such as for severely underweight children, mark "0" if not given, mark number of days for which given, along with "N" or "L" for instance, "L/14" if larger quantity given for 14 days. Then, tick – mark the cells for the period for which it was given)																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
➡																														
➡																														
➡																														

Section 3b: Supplementary Feeding Record for Boys – 3 years to 6 years old

(Include here all boys of ages 3 years to 5 years and 11 months; exclude boys who have completed 6 years)

1	2	3	4	5		6	7			8	9	10
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age		Nutritional Grade in previous month	Category			Whether minority in the state (Y/N)	Disabled (Y/S)	Total no. of days suppl. Food received in the month
				Yrs	Mons		ST	SC	Other			
Total no. of boys absent throughout the month:			Sum of Boys given supplementary food daily									Total ➡
			a. Number of boys marked "N" daily									Total ➡
			b. Number of boys marked "L" daily									Total ➡
			Number of boys given supplementary food for 21 + days (count):				ST	SC	Other	Minority	Disabled	

Reporting Month/Year: ……20……..

11																													
Dates **Record the amount of rations given for each day (mark "N" for normal quantity, mark "L" for larger quantity, such as for severely underweight children, mark "0" if not given, mark number of days for which given, along with "N" or "L" for instance, "L/14" if larger quantity given for 14 days. Then, tick – mark the cells for the period for which it was given)**																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Section 4a: Supplementary Feeding Record for Temporary Residents

(Pregnant Women, Lactating Women, Boys and Girls 6 months to 3 years old)

1	2	3	4	5		6	7			8	9
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age (For children only)		Nutritional Grade in previous month	Category			Disabled (Y/S)	Total no. of days suppl. Food received in the month
				Yrs	Mons		ST	SC	Other		
Pregnant Women											
1.											
2.											
3.											
4.											
5.											
Total number of Pregnant women absent throughout the month			Sum of pregnant women given supplementary food daily								Total
			Sum of rations given daily								Total
Lactating Women											
1.											
2.											
3.											
4.											
5.											
Total number of Lactating Women absent throughout the month			Sum of Lactating Women given supplementary food daily								Total
			Sum of rations given daily								Total
Girls – 6 Months to 2 years 11 months											
1.											
2.											
3.											
4.											
5.											
Total number of girls absent throughout the month			Sum of Girls given supplementary food daily								Total
			Sum of rations given daily								Total
Boys – 6 Months to 2 years 11 months											
1.											
2.											
3.											
4.											
5.											
Total number of boyss absent throughout the month			Sum of Boys given supplementary food daily								Total
			Sum of rations given daily								Total

Reporting Month/Year: ……20……..

10																													
Dates																													
Record the number of rations given for each day (fill "0" if not given)																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Section 4b: Supplementary Feeding Record for Temporary Residents

(Boys and Girls 3 years to 6 years old)

1	2	3	4	5		6	7			8	9
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age (For children only)		Nutritional Grade in previous month	Category			Disabled (Y/S)	Total no. of days suppl. Food received in the month
				Yrs	Mons		ST	SC	Other		
Girls – 3 years to 5 years and 11 months											
1.											
2.											
3.											
4.											
5.											
Total number of Girls absent throughout the month			Sum of Girls given supplementary food daily								Total ➡
			Sum of rations given daily								Total ➡
Boys – 3 years to 5 years and 11 months											
1.											
2.											
3.											
4.											
5.											
Total number of Boys absent throughout the month			Sum of Boys given supplementary food daily								Total ➡
			Sum of rations given daily								Total ➡

Reporting Month/Year: …….20…….

10																														
Dates **Record the number of rations given for each day (fill "0" if not given)**																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
➡																														
➡																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
➡																														
➡																														

Annexure: 9

(See Para: 4.1.4)

Pre School Education

Section 1a : Pre-School Education Record for all Girls – 3 years to 4 years old

Reporting month/year ..... 20.....

1	2	3	4	5		6			7	8	9
Sl. No.	Sl.No. of family	Sl.No. within family	Name	Age		Category			Whether minority in the State (Y/N)	Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Oth			
Total no. of girls absent through the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Oth	Monthly	Disabled	Total Daily Attendance:

F41a

10																															11
Dates Record Present or Absent during PSE for each day																															Date of Admission to Primary School (1st standard)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																															Total Admn:

Section 1b : Pre-School Education Record for all Girls – 4 years to 5 years old

Reporting month/year .... 20...........

1	2	3	4	5		6			7	8	9
Sl. No.	Sl.No. of family	Sl.No. within family	Name	Age		Category			Whether minority in the State (Y/N)	Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Oth			
Total no. of girls absent through the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Oth	Monthly	Disabled	Total Daily Attendance:

F41b

10																															11
Dates Record Present or Absent during PSE for each day																															Date of Admission to Primary School (1st standard)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																															Total Admn:

Section 1c : Pre-School Education Record for all Girls – 5 years to 6 years old F41c

Reporting month/year ..... 20.....

1	2	3	4	5		6			7	8	9
Sl. No.	Sl.No. of family	Sl.No. within family	Name	Age		Category			Whether minority in the State (Y/N)	Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Oth			
Total no. of girls absent through the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Oth	Monthly	Disabled	Total Daily Attendance:

F41c

10																															11
Dates Record Present or Absent during PSE for each day																															Date of Admission to Primary School (1st standard)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																															Total Admn:

Section 2a : Pre-School Education Record for all Boys – 3 years to 4 years old

Reporting month/year ..... 20.....

1	2	3	4	5		6			7	8	9
Sl. No.	Sl.No. of family	Sl.No. within family	Name	Age		Category			Whether minority in the State (Y/N)	Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Oth			
Total no. of girls absent through the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Oth	Monthly	Disabled	Total Daily Attendance:

F42a

10																															11
Dates Record Present or Absent during PSE for each day																															Date of Admission to Primary School (1st standard)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																															Total Admn:

Section 2b : Pre-School Education Record for all Boys – 4 years to 5 years old

Reporting month/year ..... 20.....

1	2	3	4	5		6			7	8	9
Sl. No.	Sl.No. of family	Sl.No. within family	Name	Age		Category			Whether minority in the State (Y/N)	Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Oth			
Total no. of girls absent through the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Oth	Monthly	Disabled	Total Daily Attendance:

F42b

10																															11
Dates Record Present or Absent during PSE for each day																															Date of Admission to Primary School (1st standard)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																															Total Admn:

Section 2c : Pre-School Education Record for all Boys – 5 years to 6 years old F42c

Reporting month/year ..... 20.....

1	2	3	4	5		6			7	8	9
Sl. No.	Sl.No. of family	Sl.No. within family	Name	Age		Category			Whether minority in the State (Y/N)	Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Oth			
Total no. of girls absent through the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Oth	Monthly	Disabled	Total Daily Attendance:

F42c

10																															11
Dates Record Present or Absent during PSE for each day																															Date of Admission to Primary School (1st standard)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
																															Total Admn:

Section 3: Pre-School Education Record for all Temporary Resident Girls and Boys – 3 years to 6 years old

1	2	3	4	5		6			7	8
Sl. No.	Sl. No. of family	Sl. No. within family	Name	Age		Category			Disabled (Y/N)	Total No. of days of PSE attended in the month
				Yrs	Mons	ST	SC	Others		
Girls – 3 years to 5 years 11 months										
Total no. of girls absent throughout the month:			Number of girls attended PSE for 16+ days (count):			ST	SC	Others	Disabled	Total Daily Attendance: ⇨
Boys – 3 years to 5 years 11 months										
Total no. of boys absent throughout the month:			Number of boys attended PSE for 16+ days (count):			ST	SC	Others	Disabled	Total Daily Attendance: ⇨

9																														
Dates **Record Present or Absent during PSE for each day**																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
⇨																														
⇨																														

Section 4: PSE Activity Record

F44

Reporting month/year ..... 20.....

	Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
A	**List of activities conducted for PSE**																																
	Activity 1																																
	Activity 2																																
	Activity 3																																
	Activity 4																																
	Activity 5																																
	Activity 6																																
	Activity 7																																
	Activity 8																																
	Activity 9																																
	Activity 10																																
	Total number of activities conducted each day																																

B	Number of days on which any PSE activity was conducted:		

C	Number of days on which four or more different PSE activities were conducted:		

D. Total daily attendance -

	Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Girls	*3-4 yrs*																																
	4-5 yrs																																
	5-6 yrs																																
Boys	*3-4 yrs*																																
	4-5 yrs																																
	5-6 yrs																																
All Children	*3-4 yrs*																																
	4-5 yrs																																
	5-6 yrs																																

Annexure: 10

(See Para: 4.1.5)

Pregnancy and Delivery

Record details for residents and temporary residents on separate pages

1	2	3	4	5	6	7	8	9		10
Sl. No.	Sl.No. of family	Sl.No. within family	Name of the Pregnant Woman and Phone No.	Date of registration at AWC	Pregnancy order	Date of Last menstrual period (LMP)	Expected date of delivery (EDD)	TT (Date given)		Number of IFA tablets given (add number each time given)
								1st dose	2nd dose/ Booster	

Residents/Temporary Residents

11				12	13	14	15	16	17	18
Antenatal check-up **Dates of check-up (Upper row)** **Weight of Women (Lower row)** ***(Record complications in Home Visits Planner)***				**Date of delivery** (Upper row) **Reported month** (Lower row)	**Place of delivery**		**Details of New born baby**			
1st	***2nd***	***3rd***	***4th***		**Home/ Institution**	**Name of the village or town**	**Born Live or Dead? (L/D)**	**Sex (M/F)**	**Date of first weighing** (Upper row) **First weight** (Lower row)	**Sl. no. of child in Family Details Register**

Annexure: 11

(See Para: 4.1.6)

Immunization and VHND

Section 1 : Immunization Record

Rcord details for residents and temporary residents on separate pages *Residents/Temporary Residents*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Sl. No	Sl. No. of family	Sl.No. within family	Name of the child & Name/Phone no. of parents	Sex (M/F)	Date of Birth	Date of Inclusion in this register	Upper row : Scheduled date : Lower row : Actual date of admission																1 year birthdate (Upper row) Full immunization (Y/N) (Low row)
							OPV at birth (OPVO)	Hep BO	BCG	DPT I	Hep B1	OPV1	DPT 2	Hep B2	OPV2	DPT 3	HepB3	OPV3	Measles1	Vit A 1st dose	Measles 2	Measless2	

Section 2: Village Health and Nutrition Day (VHND) Record

Sl. No.	Month & Year					
1	VHND Planned on (Date)					
2	VHND Conducted on (Date)					
3	AWW present during VHND?	Y/N	Y/N	Y/N	Y/N	Y/N
4	ICDS Supervisor present during VHND?	Y/N	Y/N	Y/N	Y/N	Y/N
5	ASHA present during VHND?	Y/N	Y/N	Y/N	Y/N	Y/N
6	ANM/MPW present during VHND?	Y/N	Y/N	Y/N	Y/N	Y/N
6a	Name of ANM/MPW who were present:					
7	Group health & nutrition education conducted?	Y/N	Y/N	Y/N	Y/N	Y/N
	How many of the following were present					
7a	Pregnant Woman					
7b	Lactating Woman					
7c	Mothers of children 6-12 months old					
7d	Mothers of children more than 1 year old					
7e	Fathers					
7f	Grandmothers					
	Please mention topics discussed:					
7g						
7h						
7i						
8	Demonstration conducted?	Y/N	Y/N	Y/N	Y/N	Y/N
	Please mention topics covered:					
8a						
8b						
8c						
9	Take home rations distributed?	Y/N	Y/N	Y/N	Y/N	Y/N
10	Any children immunized?	Y/N	Y/N	Y/N	Y/N	Y/N
11	Vitamin A dose administrated?	Y/N	Y/N	Y/N	Y/N	Y/N
12	Any antenatal checkups conducted?	Y/N	Y/N	Y/N	Y/N	Y/N
13	Children weighted?	Y/N	Y/N	Y/N	Y/N	Y/N
	Was a due list prepared before the VHND for:					

14a	Immunization	Y/N		Y/N		Y/N		Y/N		Y/N	
14b	Vitamin A	Y/N		Y/N		Y/N		Y/N		Y/N	
14c	Antenatal Checkups	Y/N		Y/N		Y/N		Y/N		Y/N	
	Children due for immunization Vs children immunized:	Number due today	Number immunized today	Number due today	Number immunized today	Number due today	Number immunized today	Number due today	Number immunized today	Number due today	Number immunized today
15a	BCG										
15b	DPT1										
15c	HepB1										
15d	OPV1										
15e	DPT2										
15f	HepB2										
15g	OPV2										
15h	DPT3										
15i	HepB3										
15j	OPV3										
15k	Measles 1										
15l	Booster										
15m	Measles 2										
16a 16b 16c 16d 16e	Names of village leaders/Panchayat members/village health, sanitation & nutrition committee (VHSNC) members present during VHND	1		1		1		1		1	
		2		2		2		2		2	
		3		3		3		3		3	
		4		4		4		4		4	
		5		5		5		5		5	
17	Scheduled date of next VHND:										
	Has a due list been prepared for the next VHND for:										
18a	Immunization	Y/N		Y/N		Y/N		Y/N		Y/N	
18b	Vit A	Y/N		Y/N		Y/N		Y/N		Y/N	
18c	Antenatal Checkups	Y/N		Y/N		Y/N		Y/N		Y/N	

Annexure: 12

(See Para: 4.1.7)

Vitamin A Biannual Rounds

Vitamin A Doses Record (Second Dose Onwards)

Record details for residents and temporary residents on separate pages *Residents/Temporary Residents*

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Sl. No.	Sl. No. of family	Sl.No. within family	Name of the child & Name/Phone no. of parents	Sex (M/F)	Date of Birth	Upper row : Scheduled month Lower row : Actual date of administration If deworming is also to be recorded, and is administered along with Vit A. use a (√) in lower row to denote deworming done							
						Second Dose	Third Dose	Fourth Dose	Fifth Dose	Sixth Dose	Seventh Dose	Eighth Dose	Ninth Dose

Annexure: 13

(See Para: 4.1.8)

Home Visits Planner

Section: 1 Home Visit Planner – Pregnancy to 24 months

1	2	3	4	5	6	7	8	9	10	11	12
Sl.No. of Family & Individual	Name of Mothers and Children	Pregnancy 4-6 months (Any contact sufficient preferably 2 times)	Pregnancy 7-9 months (At least 2 Home visit)	Day of Birth (Presence at birth, or home visit at the earliest thereafter)	First week 1-7 days (2 home visits; many more if baby was borne weak)	First month 8-30 days (3 home visits; more if baby was borne weak)	Infant 1-5 months (Any contact sufficient – preferably 2-3 times)	Infant 6-8 months (1 home visit every month or more if required)	Infant 9-11months (1-2home visit)	Child 12–17months (1 -2 home visit)	Child 18-24 months (Any contract sufficient – 2-3 times)
Family No.	Calendar Month										
Ind. No.	Mother:										
	EDD:										
	Date of Delivery:										
Ind. No.	Child:										
Family No.	Calendar Month										
Ind. No.	Mother:										
	EDD:										
	Date of Delivery:										
Ind. No.	Child:										
Family No.	Calendar Month										
Ind. No.	Mother:										
	EDD:										
	Date of Delivery:										
Ind. No.	Child:										

Section: 2 Home Visit Planner for Severely underweight Children

1	2	3	4	5	6	7	8
Sl. No. of Family & Individual	Name of Children	Visit 1	Visit 2	Visit 3	Visit 4	Visit 5	Visit 6
	Weight/Nutritional status						
Family No. Ind. No.	Name: Date of First Detection: Age:						
	Weight/Nutritional status						
Family No. Ind. No.	Name: Date of First Detection: Age:						
	Weight/Nutritional status						
Family No. Ind. No.	Name: Date of First Detection: Age:						
	Weight/Nutritional status						
Family No. Ind. No.	Name: Date of First Detection: Age:						
	Weight/Nutritional status						
Family No. Ind. No.	Name: Date of First Detection: Age:						

Checklist of Messages for Age – appropriate Home Visits

Sl. No.	Contact Period	Messages / Points for discussion with mother and family
A	4th – 6th Month of Pregnancy: (these can be contacts at AWC or elsewhere)	1. Counseling for IFA – dosage depending on the anemia status (100 or 200 tables total) 2. Ensuring TT – two doses 3. Taking care of the immunization card and MCP card 4. Eating more – Increasing quantity and frequency of meals; use iodized salt 5. Taking more rest – 8 hours at night; 2 hours during the day 6. Saving for delivery 7. Avail Supplementary food from AWC 8. Antenatal checkup regularly (During VHND)
B	7-9 month of pregnancy (will require at least 2 home visit to meet family)	1. Completing IFA,TT if not yet completed 2. Taking care of the immunization card and MCP card 3. Eating more-increasing quantity and frequency of meals; 4. Taking more rest – 8 hours at night; 2 hours during the day 5. Saving for delivery 6. Having at least pre antenatal checkups (during NHD, including Blood Pressure) 7. Ensuring that family has a clear plan for institutional delivery (Identify institution, save money, arrange for transportation, identify person to accompany) 8. Preparing for eventuality of home delivery (Identify SBA, Keep Ready DDK/Blade and thread, clean cloth) 9. Completion of preparation for possible emergency (Identify appropriate institution, blood donor, phone numbers) 10. Readiness for immediate new born care (Early and exclusive breast feeding, immediate skin – to – skin care, delayed bathing, not applying anything to cord) 11. Readiness for family planning: Spacing (IUD) or limiting (TL) after delivery, or by husband (NSV) If a daughter –in-law is going to her mother's place to deliver (usually by 7th to 9th month), ensure that she gets all necessary services and counseling, as well as updated immunization cards before leaving the village. This should include preparation for institutional delivery, clean home delivery, and post natal care (including neo natal care) and possible emergencies.
C	Day od Delivery: (Ensure that this visit happens. If possible, presence from the time labor pains begin will help ensure birth according to plan – including cleans warmth and breast feeding. If not able to be present at the time of birth, try and	1. Immediate and exclusive breastfeeding (avoid pre-lacteal feeds) 2. Personal hygiene/cleanliness to prevent infection (minimal handling, hand washing, continuing cord care) 3. BCG and OPV –O 4. Counseling for recognition of maternal complications-bleeding and fever 5. Checking whether the baby is a weak newborn: a. Birth more than 1 month before and expected date, or b. Birth weight less than 2kg, or c. Weak feeding right from the time of birth

	visit at the earliest possible after birth. In case of institutional birth, visit the home at earliest possible after the mother and baby return home from the hospital)	6. If baby is weak, counseling for special efforts at cleanliness, warmth and breastfeeding, including skin – to – skin care 7. Counseling for early detection of sickness in newborn (deterioration af vigor of feeding and activity) and immediate referral to hospital
D	First Week after birth: (at least two or more visits after the day of birth, many more if is a weak newborn)	1. Counseling for continued feeding, warmth, cleanliness 2. Counseling for early detection of sick newborn (deterioration of vigor of feeding anactivity) and immediate referral to hospital. 3. Counseling for recognition and referral for maternal complications – fever, foul discharge, fresh bleeding 4. Help manage weak babies: a. Frequent visits-twice a day until feeding is well established b. More efforts at cleanliness, feeding, warmth, including skin-to-skin care c. Expressed breast milk as needed
E	8-30days after birth: (Several visits necessary if the baby is a weak newborn; else, three visits may suffice)	1. Counseling for continued feeding, warmth, cleanliness 2. Counseling for early detection of sick newborn (as before) 3. Identifying and managing breast feeding problems 4. Immunization 5. Help manage weak babies (as before) 6. Counseling for birth spacing (provide the list of choices and refer to the ANM)
F	Between age 1-5 months: (may not need long home visits, except in cases where the family resists EBF or immunization)	1. Counseling and support for exclusive breastfeeding until 6 months 2. Immunization 3. Monthly weighing at AWC 4. Counseling for birth spacing (provide the list of choices and refer to the ANM) 5. If a woman is using a spacing method, provide supplies. 6. Complementary feeding on completion of 6 months.
G	Between age 6-8 months: (home visits – at least once a month – necessary to ensure hands-on demonstration of feeding practices, and problem solving with the family)	1. Apopropriate complementary feeding: a. gradual initiation b. feeding semi solids like rice, khichadi or roti c. feeding from a separate katori d. at least 2-3 feeds per day, a total of atleast 2 small katoris(200 grams) of semisolids per day e. add ghee or oil f. continue breastfeeding, particularly at night g. responsive feeding: understand signals, sit with child to feed h. increased feeding after illness 2. measles vaccine, Vitamin A at 9 months 3. monthly weighing and supplementary food from AWC

		4. Identify families needing special support (food insufficiency, gender discrimination, poor caring skills of caretakers) 5. Counseling for birth spacing (provide the list of choices and refer to the ANM)
H	Between 9-24 months: (2-3 home visits or more, to ensure increasing quantity of complementary feeding, completion of immunization, emphasis on family planning)	1. Counsel for pediatric IFA after 12 months 2. Continued attention to: a. Appropriate complementary feeding (As before, but increase to 3-4 times a day, to give a total of at least 3 small katoris or 300 grams per day, increasing to about 500 grams per day by 18 months) b. Increased feeding after illness c. Timely completion of immunization, Vitamin A 3. Monthly weighing 4. Identify families needing special support (food insufficiency, gender discrimination, poor caring skills of caretakers)

Annexure: 14

(See Para: 4.1.9)

Referral Services

Section 1: Case Management and Referrals – Children

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Sl No	Sl. No of family	Sl. No. within family	Name of child and Name/ Phone no. of parents	Age	Sex M/F	Date first seen for current illness	Health Problem							Treatment Details	Referred to: 1.SHC 2.PHC 3.CHC 4.Pvt.Hosp	Referred on (Date)	Whether reached a facility (Y/N)	Status on next reporting date			
							Premature	Sepsis	Diarrhea	Pneumonia	Fever	Severely Underweight	Other					Fully cured	Partly recovered	No change	dead

Section 2: Case Management and Referrals – Pregnant and Lactating Women

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Sl No	Sl. No of family	Sl. No. within family	Name of pregnant/ Lactating woman and Phone no.	Health Problem						Treatment Details	Referred to: 1.SHC 2.PHC 3.CHC 4.Pvt. Hospital	Referred on (Date)	Whether reached a facility (Y/N)	Status on next reporting date			
				Bleeding	Convulsions	Prolonged labour	Abortion complications	Fever/ offensive discharge after delivery	Other					Fully cured	Partly recovered	No change	dead

Section 3: Case Management and Referrals – Pregnant and Lactating Women

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sl No	Sl. No of family	Sl. No. within family	Name of the person and Phone no.	Age	Sex M/F	Health Problem	Treatment Details	Referred to: 1.SHC 2.PHC 3.CHC 4.Pvt. Hospital	Referred on (Date)	Whether reached a facility (Y/N)	Status on next reporting date			
											Fully cured	Partly recovered	No change	dead

Section 4:

Types of health problems	AWCs		Cases			
	No. of AWCs reporting any case	% of reporting AWCs	Total cases reported	Total cases referred	Total cases reached facility	% referred cases reached facility
I. Children						
a. Premature						
b. Sepsis						
c. Diarhea						
d. Pneumonia						
e. Fever						
f. Severely underweight						
II. Pregnant women and lactating mothers						
a. Bleeding						
b. Convulsion						
c. Prolonged Labour						
d. Abortion complications						
e. Fever/offensive discharge after delivery						
f. Other						

Monitoring and Supervision during the month

(i) Visits to AWCs

Visited By	No. of AWCs visited in the month	% of reporting AWCs visited
(from AWW MPR)		
a. ICDS Supervisor		
b. ANM		
c. Health Supervisor		
d. CDPO/ACDPO		
e. Medical Officer		
f. District Programme Officer		
g. Officials from State Government		
h. Officials from Cetnral Government		
(from CDPO's own records)		
a. CDPO/ACDPO		
b. Joint visit by CDPO/ACDPO with MO or any other Health Department Official		
c. DPO/Regional Deputy Director		

Annexure: 15

(See Para: 4.1.11)

Weight records of children

Weight Record of Children – 0 to 5 years (60 months)

(Based on WHO New Growth Chart)

Girls ☐ **Boys** ☐

1	2	3	4	5			6		7	
Sl. No. of child	**Sl.no. of family**	**Sl.no. within the family**	**Name of the child**	**Date of birth**			**Reporting months**			
							March		**April**	
					age	weight				
					change	status				
					age	weight				
					change	status				
					age	weight				
					change	status				
					age	weight				
					change	status				
					age	weight				
					change	status				
					age	weight				
					change	status				
					age	weight				
					change	status				

	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr
Number weighed						
Normal(Green)						
Moderately underweight(yellow)						
Severely underweight(orange)						

		8			9			10			11			12			13			14			15			16			17			18		
		Record age and weight in the first row, change and nutritional status in the second row																																
		May			**June**			**July**			**August**			**September**			**October**			**November**			**December**			**January**			**February**			**March**		
age	weight																																	
change	status																																	
age	weight																																	
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	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr	0-1 yr	1-3-yr	3-5 yr
Number weighed																																	
Normal(Green)																																	
Moderately underweight(yellow)																																	
Severely underweight(orange)																																	

Annexure: 16

(See Para: 4.1.10, 4.2.1)

AWC Monthly Progress Report

Reformatted & Revised
31 December 2012

Integrated Child Development Services (ICDS)

< Space for State Govt log>

AWC Monthly Progress Report (AMPR) – 13

Reporting month : 1.4.20... year : 31.3.20...

Identification and Background Information

	Name	**Code**
State		
District		
CD Block		
ICDS Project		
Sector		
Village ……/Town ……. /Ward ……		
AWC ……../Mini-AWC …….		
Health Sub-Centre (SC)linkedto this AWC		
Auxiliary Nurse & Midwife (ANM)		
Anganwadi Worker (AWW)		
Anganwadi Helper (AWH)		
Total Population of AWC (as of last April)		

PART – A

1a. Details of births, deaths, and new registrations during the month

Sl. No.	Categories	Among residents of AWC area		Among temporary residents of AWC area	
		Girls/Women	Boys	Girls/Women	Boys
1.	No. of pregnancies registered				
2.	No. of live births				
3.	No. of babies born dead				
4.	No. of babies weighed within 3 days of birth				
5.	Out of the above, no. of low birth weight babies (<2500 gm)				
6.	No. of neonatal deaths (within 28 days of birth)				
7.	No. of post neonatal deaths (between 29 days and 12 months of birth)				
8.	**Total infant deaths (6+7)**				
9.	Total child deaths (1-5 years)				
	No. of deaths of women				
10.	During pregnancy				
11.	During delivery				
12.	Within 42 days of delivery				

1b. Deaths of women and children during the reporting month (List all deaths counted in section 1a)

i. Deaths of women during pregnancy or up to 42 days after delivery:

Sl. No. of family	Sl. No. of woman	Name of the woman	Age	When death occurred			Resident?	Date of death
				During Pregnancy	During delivery	Within 42 days after delivery		

ii. Deaths of children under five years old

Sl. No. of family	Sl. No. of child	Name of the child	Age	Sex	Nutritional Status	Resident?	Date of death

1c. Details of previously unreported births and deaths of women and children

I. Unreported Births (Births during previous reporting months that were not reported earlier for any reason)

Sl. No. of family	Sl. No. of child	Name of the child	Sex	Date of Birth	Live born / born dead?	Resident?	Date of death

II. Unreported deaths of women and children

(Deaths that happened during previous reporting months but were not reported earlier for any reason)

(a) Deaths of women during pregnancy or up to 42 days after delivery

Sl. No. of family	Sl. No. of woman	Name of the woman	Age	When death occurred			Resident?	Date of death
				During Pregnancy	During delivery	Within 42 days after delivery		

(b) Deaths of children under five years old

Sl. No. of family	Sl. No. of child	Name of the child	Age	Sex	Nutritional Status	Resident?	Date of death

2a. Delivery of supplementary Nutrition and Pre-School Education (PSE)

No. of days AWC was open during the month: ☐ ☐

	Morning Snacks/breakfast	Hot cooked meals/ Ready to eat	Take Home Ration	PSE
Number of days provided at the AWC				

2b. Was iodized salt used at the AWC this month? Yes ☐ No ☐

3. Supplementary Nutrition Coverage

a. Beneficiaries (Residents)

(Number of residents of AWC area who were given supplementary food for 21 or more days during the reporting month)

Category	6-35 months		36-71 months		All children (6-71 months)		Pregnant women	Lactating mothers
	Girls	Boys	Girls	Boys	Girls	Boys		
ST								
SC								
Others								
All categories (Total)								
Minority								
Disabled								
Total person – feeding days (TPFD)								

b. Usual Absentees (Residents)

Category	6-35 months		36-71 months		All children (6-71 months)		Pregnant women	Lactating mothers
	Girls	Boys	Girls	Boys	Girls	Boys		
Number absent throughout the month								
Number present on at least one day of the month								

c. Temporary residents who received supplementary food during the month

Category	6-35 months		36-71 months		All children (6-71 months)		Pregnant women	Lactating mothers
	Girls	Boys	Girls	Boys	Girls	Boys		
Number of temporary residents who received supplementary food								

4. Pre-school Education coverage (Residents)

a. Attendance of children for 16 or more days in the reporting month

Category	Girls	Boys	Total
ST			
SC			
Others			
All categories (Total)			
Minority			
Disabled			

b. Total daily attendance during the month

Age Category	Girls	Boys	Total
3-4 Years			
4-5 Years			
5-6 Years			
All Children			

c. Usual Absentees

	Girls	Boys	Total
Number of children absent throughout the month			
Number of children present for at least one day in the month			

d. Number of days on which *any* PSE activity was conducted: [ ][ ]

e. Number of days on which *at least four* PSE activities were conducted: [ ][ ]

5. Nutritional Status of Children (Residents)
(As per new WHO growth chart)

	0 m to 1 yr		1 to 3 yrs		3 to 5 yrs		Total	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
I. Total number of Children weighed								
II. Out of the above, no. of children found:								
a. Normal (Green)								
b. Moderately underweight (Yellow)								
c. Severely underweight (Orange)								

6. Immunization coverage

a. Number of children completing 12 months during the month: ☐☐

b. Of this, number of children who have received all vaccinations: ☐☐

(BCG, DPT3, OPV3, Measles 1)

7. Village Health and Nutrition Day (VHND) activities summary

Activities	Yes/No
a) Was VHND conducted on planned date?	
b) AWW present during VHND?	
c) ICDS Supervisor present during VHND?	
d) ASHA present during VHND?	
e) ANM/MPW present during VHND?	
f) Group health and nutrition education conducted?	
g) Demonstration Conducted?	
h) Take Home Rations distributed?	
i) Any children immunized?	

j) Vitamin A supplements administered?	
k) Any antenatal check-ups conducted?	
l) Did village leaders/VHSNC members participate?	
m) Was a due list prepared before the VHND for:	
Immunization	
Vitamin A	
Antenatal check-ups	

8. Referral Services

Types of health problems	Number of cases recorded	Number referred to health facility	Number reached health facility
I. Children			
a. Premature			
b. Sepsis			
c. Diarrhea			
d. Pneumonia			
e. Fever			
f. Severely underweight			
g. Other (specify)……			
h. Other (specify)……			
II. Pregnant women and lactating mothers			
a. Bleeding			
b. Convulsion			
c. Prolonged Labour			
d. Abortion complications			
e. Fever /offensive discharge after delivery			
f. Others (specify)…….			

9. Monitoring and Supervision during the month

Sl. No.	Visit (s) made to AWC by the following:	Yes/No
a.	ICDS Supervisor	
b.	ANM	
c.	Health Inspector	
d.	CDPO/ACDPO	
e.	Medical Officer	
f.	ICDS Dist. Programme Officer (DPO)	
g.	State level officials	
h.	Officials from Central Government	
i.	Any other (Specify……..)	

10. Details of engagement in non-ICDS work during the reporting month (if any)

(Please list activities that you have been engaged beyond your normal ICDS work and provide approximate usage of time for each. Any work done for your department, for other government departments and for non-governmental organizations).

Sl. No.	Activities	Time used	
		No. of days	Hours per day

11. Analysis of important behaviors and services

Please answer the following questions:

Note: This analysis is meant to be used during discussions between the Supervisor and the AWW.

I. Number of pregnancies registered during the month	
1. Among them, how many were registered after four completed months?	
II. Number of Pregnant women due to deliver next month	
1. Among them, how many are not prepared for maternal emergencies?	
2. Among them, how many are not prepared for immediate newborn care?	
III. Number of Live Births during this month	
1. Among live births, how many are home deliveries?	
2. Among home deliverables, how many could you not visit on the day of birth?	
3. Among institutional deliverables, how many could you not visit within a day of returning home?	
4. Among live births, how many were not breastfed immediately after birth?	
5. Among live births, how many were premature births (or babies born more than one month early)?	
6. Among live births, how many weighed less than 2 kg in the first week?	
IV. Number of children completing 6 months next month (currently sixth month)	
1. Among them, how many are being given anything other than breast milk?	
2. Among them, how many have not yet received DPT3?	
V. Number of children who completed 9 months this month (currently tenth month)	
1. Among them, how many are eating less than 2 Katoris of rice/khichdi/roti a day?	
VI. Number of children who completed 12 months this month (Currently thirteenth month)	
1. Among them, how many have not yet received all vaccines?	
2. Among them, how many have not yet received vitamin A first dose?	
3. Among them, how many are eating less than 3 katoris of rice/khichadi/roti a day?	
VII. Number of children 0-3 years old who are severely malnourished	
1. Among them, how many did not gain adequate weight during the month?	
VIII. Number of Children who completed 4 years this month	
1. Among them, how many do not attend PSE activities at the AWC?	
2. Among them, how many do not indicate toilet needs?	
3. Among them, how many do not play with other children?	

PART B

1. My Space

(This space is for the AWW* to give her comments, suggestions, concerns etc. for programme improvement)

……
……
……
……

*AWW may also seek suggestions/comments from AWH

……
(Signature of AWW)

2. Comments of Supervisor and follow-up actions (if any)

……
……
……
……

……
(Signature of Supervisor)

Name:
Date:

3. Seen by CDPO

……
(Signature of CDPO)

Name:

Date:

Stamp of CDPO office

i. AWW will submit this report to the CDPO through Supervisor by the scheduled date of reporting
ii. After being seen by CDPO, and after collation of data, the original AWC MPR will be retained by the supervisor

Annexure

Supplementary Food Stock details of the reporting month

Name of Commodity	Opening Balance	Total receipts	Total loan taken/taken back	Total availability	Total Utilization	Total loss/damage	Total loan given/given back	Closing balance

Name of AWW: **Signature:** **Date:**

Name of Village: Code: Name of Sector: Code:

Reporting month:……/year……

Annexure: 17

(See Para:4.1.10, 4.2.2)

AWC Annual Status Report

INTEGRATED CHILD DEVELOPMENT SERVICES (ICDS)

<Space for State Govt. Log>

AWC Annual Status Report

Reporting Year: 01/04/2….. to 31/03/2…..

IDENTIFICATION AND BACKGROUND INFORMATION

	Name		Code
State			
District			
CD Block			
ICDS Project			
Sector			
Village ……../Town ……. /Ward ……			
AWC ……../Mini-AWC …….			
Is there a Health Sub-Centre located in this village?	Yes	No	
Health Sub-Centre linked to this AWC			
Auxiliary Nurse & Midwife (ANM)			
Anganwadi Worker (AWW) Mini-AWW			
Anganwadi Helper (AWH)			

INTEGRATED CHILD DEVELOPMENT SERVICES (ICDS)

PART A

1. **Location of AWC:**
   a. Centre of the village; b. Peiphery of the village; c. Distant tola/hamlet
2. **AWC run by:** a. State Govt; b. Panchayat; c. NGO
3. **Whether AWW resides in the same village/town:** YES/NO
4. **Distance between AWW's home and the AWC** (in km):
5. **How many AWC's are there in this village excluding this one**:
   (Write "0" if no other AWC in this village)
6. **Details of Annual Family Survey**
   a. Total population covered by this AWC;……..b. total number of families…….

Category	Pregnant Women	Lactating Mothers	Children												Adolescent Girls
			0-5 months		6-11 months		1 y to 2 y 11m		3 y to 4 y 11 m		5 y to 5 y 11 m		All children 0-71 months		
			Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl	Boy	
ST															
SC															
Other															
Total															
Minority															
Disabled															

7. Identification of the Disabled children

(Out of the surveyed children)

	Type of disability				
	Movement	Mental	Seeing	Hearing	Speaking
No. of children 0-3 years					
No. of children 3-6 years					
Total					

8. AWC infrastructure Status

		Code
A	**Where is the AWC housed?** (Own Building-1; Rented – 2; Neither own nor rented – 3)	
B	**If housed in own building, who has provided the same?** (Panchayat-1; Community-2; Urban Municipality/Corporation-3; Rural Development/DRDA-4; ICDS-5; Any other – 6; specify…….)	
C	Whether AWC is housed in: (AWW's house-1; AWH's house-2; In Panchayat building – 3; In primary school-4; Any religious place-5; Any other community building-6; Open space-7)	
D	**Status of the AWC structure?** (Picca-1; Semi pucca-2; Kutcha-3)	
E	**Whether the AWC has barrier free access for the physicallychallenged children** (Yes-1; No-2)	
F	**Whether the AWC has any toilet facility for the children?** (Yes-1; No-2)	

	if YES, type of the toilet pit type(Latrine)-1; Only urinal-2; Flush system-3; others-4	
G	**Source of safe drinking water at the AWC?** (No provision -0; Hand pump/Tube well-1; Tap water-2; Well-3; others-5 (specify……)	
H	**Whether the AWC has a kitchen/separate covered space for cooking supplementary food?** (Yes-1; No-0)	
I	**Whether the AWC has space for storing food commodities, health supplies and equipment?** (Yes-1; No-0)	
J	**Whether the AWC has adequate space for PSE activities?** (Yes -1; No-0) If YES, Adequate indoor space-1; Adequate outdoor-2; Adequate indoor and outdoor space-3	

9. Staff Profile

Profile Characteristics	**AWW**	**AWH**
A. Age (in completed years as on 31st March of the reporting year)		
B. Educational Qualifications (Illiterate-1; Below V standard-2; Upto VIII-3; Matriculation/X-4; Higher Secondary/Intermediate-5; Graduate & above-6)		
C. Training Status		
1. Whether received Job Training of the department (Yes-1; No-0) (If yes, please indicate year in which training was received)	Code: Yr:	Code: Yr:
2. Whether received Refresher Training of the department during the last 2 years (Yes-1; No-0) (If yes, please indicate year the last refresher training	Code: Yr:	Code: Yr:
3. If refresher training has been received by AWW during the hear, please mention any three topics discussed during the training: i. ii. iii.		
4. Whether participated in any joint training with heath staff (Yes-1; No-0) (If Yes, please indicate the date of last joint training	Code: Yr:	Code: Yr:

10. Supply Position (Please put √ in boxes as applicable

A	Items awc	Available		Usable	
		Yes	No	Yes	No
1	Medicine Kit				
2	Pre-School Kit				
3	Baby weighing scale				

4	Flat weighing scale				
5	Adult weighing scale				
6	Cooking utensils				
7	IEC/BCC Materials				
8	NHED Kit				
9	Referral Slip				
10	Plates				
11	Tumblers				
12	Measuring cups				
13	Food storage bins				
14	Water storage container				
15	Chair				
16	Table				
17	Dari/Mats				
18	Other (specify)……				

B.	Records and Registers	Yes	No
Registers prescribed by GOI (March 2012			
1	Family Details		
2	Supplementary Food Stock		
3	Supplementary Food Distribution		
4	Pre-School Education		
5	Pregnancy & Delivery		
6	Immunization & VHND		
7	Vitamin A Bi-Annual rounds		
8	Home Visits Planner		
9	Referrals		
10	Summary (Monthly & Annual)		
11	Weight Records of Children		
	Other Records		
12	WHO New Growth Charts		
13	New Joint Mother & Child Protection (MCP) Cards		
14	Stock register for items other than food commodities		
15	Visitors' Logbook/Diary		
16	Do you keep any other records/registers? If Yes, please list them: i. ii. iii.		

PART B

1. **My Space**
   (this space is for the AWW and AWH to write their comments, suggestions, concerns etc)

(i)	**Constraints** (for example, issues with food commodities supply and quality, fuel wood, payment of bills, convergence with health, community mobilization, records maintenance, growth promotion, organizing VHNDs, etc) …… …….. ……
(ii)	**Achievements during the year** …… …….. ……
(iii)	**Learnings during the year** …… …….. ……
Name of AWW	**(Signature of AWW)**

2. **Supervisor's Comments**

……

(Signature of Supervisor)
Name:
Date:

3. **Seen by CDPO**

…….....……

(Signature of Supervisor)
Name:
Date:
Stamp of CDPO Office

1. AWW will submit this report to Child Development Project Officer (CDPO) through Supervisor in April of every year
2. After seen by CDPO, and collation of data, the original AWC ASR will be retained by Supervisor

Annexure: 18

(See Para: 2.2.2)

Anganwadi Theme Calender

Calendar No. 1

Sl.No.	Name of the Theme	Month
1.	Children and Family	June
2.	House and Premises	June
3.	I and My Body	July
4.	Rain and Climate	July
5.	Fruits	August
6.	Vegetables	August
7.	Independence Day/Republic Day	August
8.	Plants and Trees	September
9.	Flowers and Garden	September
10.	Onam Festival	September

Calendar No. 2

Sl.No.	Name of the Theme	Month
1.	Ramzan	September
2.	Domestic Animals	October
3.	Forest and Wild Animals	October
4.	Gandhi Jayandhi	October
5.	Birds	November
6.	Insects	November
7.	Children's Day	November
8.	Vehicles	December
9.	My Village	December
10.	Christmas	December

Calendar No. 3

Sl.No.	Name of the Theme	Month
1.	Food	January
2.	Disease and Hospital	January
3.	Job	February
4.	Agriculture	February
5.	Protection of Nature	March
6.	News Media	March
7.	Religion Institutions	April
8.	Festivals	April
9.	Arts	May
10.	Games and Toys	May

Note : The detailed syllabus of these calendar available with ICDS shall be displayed and adhered to.

Annexure: 19

(See Para:4.3)

G.O.No. 09/2016 dated:05.01.2016 - Social Audit Manual

കേരള സർക്കാർ

സംഗ്രഹം

സാമൂഹ്യ നീതി വകുപ്പ് - പദ്ധതി സേവന വികസന ശിശു സംയോജിത - അംഗീകരി മാന്വൽ ഓഡിറ്റ് സോഷ്യൽ - ഓഡിറ്റ് സോഷ്യൽ അങ്കണവാടികളുടെച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

----------സാമൂഹ്യനീതി വകുപ്പ് (ബി)

സസാനീവ/2016/09 .നം(സാധാ) ഉ. തീയ്യതി , 05.01.2016 തിരുവനന്തപുരം

പരാമർശം ഗവേണിംഗ് മിഷൻ എസ്.ഡി.സി.ഐ രണ്ടാമത് ലെ 30.09.2015 (1 യോഗം ബോഡി

-1ബി .എസ്.ഡി.സി.ഐ ഡയറക്ടറുടെ സാമൂഹ്യനീതി ലെ 17.11.2015 (2 ന 15/6698ബർ കത്ത്

ഉത്തരവ്

അങ്കണവാടി ഗുണഭോക്താക്കൾക്ക് അർഹമായ സേവനങ്ങള് എത്തിക്കുന്നതിന് അങ്കണവാടികളെ പര്യാപ്തമാക്കുന്നതിനായി പരീക്ഷണാടിസ്ഥാനത്തിൽ വയനാട് ജില്ലയിലെ തിരുനെല്ലി പഞ്ചായത്തില് UNICEF ന്റെ സാങ്കേതിക സഹായത്തോടെ TISS സോഷ്യല് ഓഡിറ്റ് നടത്തുകയുണ്ടായി പ്രസ്തുത . സോഷ്യൽ ഓഡിറ്റിന്റെ അടിസ്ഥാനത്തിൽ തയ്യാറാക്കിയ ഒരു മാർഗ്ഗരേഖയാണ് സോഷ്യല് ഓഡിറ്റ് മാന്വല് പ്രാദേശികമായ പഞ്ചായത്തിലെയും ഓരോ . സോഷ്യ അടിസ്ഥാനപ്പെടുത്തിയാണ് പ്രത്യേകതകൾൽ ഓഡിറ്റ് ചെയ്യുന്നത് . ഓഡിറ്റി സോഷ്യൽ ന്റെ ഫലമായി സുതാര്യതയും ഉത്തരവാദിത്വ നിർണ്ണയവും കൂടുതൽ മികച്ച സേവനവും ലഭ്യമാകുന്ന അങ്കണവാടികള് ഉണ്ടാക്കുക എന്നതാണ് ലക്ഷ്യം.ഐ .,സിസംവിധാനത്തി എസ്.ഡി.ന്റെ ശാക്തീകരണത്തിന് ഓഡിറ്റ് പ്രവർത്തനങ്ങളിലൂടെ ലക്ഷ്യമിടുന്നത്.സോഷ്യൽ ഓഡിറ്റിന്റെ രണ്ടാംഘട്ടമെന്ന നിലയിൽ2015-16 സാമ്പത്തിക വർഷം വയനാട് ജില്ലയിലെ എടവക, തവിഞ്ഞാൽ ഗ്രാമപഞ്ചായത്തിലും തിരുവനന്തപുരം ജില്ലയിലെ ബാലരാമപുരം ഗ്രാമപഞ്ചായത്തിലും സോഷ്യൽ ഓഡിറ്റ് നടക്കുന്നു . സോഷ്യ അങ്കണവാടികളിൽൽ ഓഡിറ്റ് ചെയ്യുന്നതിനായി തയ്യാറാക്കിയ സോഷ്യൽ ഓഡിറ്റ് മാന്വൽ പരാമർശം)2) പ്രകാരം സാമൂഹ്യനീതി ഡയറക്ടർ അംഗീകാരത്തിനായി സമർപ്പിച്ചിട്ടുണ്ട്.

(2) സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു . അങ്കണവാടികളിൽസോഷ്യൽ ഓഡിറ്റ് ചെയ്യുന്നതിനുള്ള മാർഗ്ഗരേഖയായ സോഷ്യൽ ഓഡിറ്റ് മാനുവൽ അംഗീകരിച്ച് (രിക്കുന്നുചേർത്തി അനുബന്ധമായി) ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
എഷാജഹാൻ.
സെക്രട്ടറി

സാമൂഹ്യനീതി ഡയറക്ടർ, തിരുവനന്തപുരം
പ്രിൻസിപ്പല് അക്കൗണ്ടന്റ് ജനറൽ കേരള (ആഡിറ്റ്), തിരുവനന്തപുരം
അക്കൗണ്ടന്റ് ജനറൽ (ഇ ആന്റ് എ), കേരള, തിരുവനന്തപുരം
അക്കൗണ്ടന്റ് ജനറൽ (സെൽ .ബി.ഡി), കേരള, തിരുവനന്തപുരം
വെബ്ബ് &ന്യൂ മീഡിയ (പ്രസിദ്ധീകരിക്കുന്നതിനായി സൈറ്റിൽ വെബ്)
കരുതൽ ഫയൽകോപ്പി ഓഫീസ്/

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ