



सत्यमेव जयते

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Government of India
Ministry of Women and Child Development
(ICDS M & E Unit)

Shastri Bhawan, New Delhi 110 001

28 March 2012

To

**State Secretaries in charge of ICDS Programme (35 States/UTs)
Directors in charge of ICDS Programme (35 States/UTs)**

Subject: Introduction and Roll out of the Revised Management Information System (MIS) in ICDS Programme - Guidelines - Regarding

Dear Sir/Madam,

Please refer to this Ministry's letter of even no. dated 16 November 2010 informing about the revision of the Management Information System (MIS) in ICDS Programme, particularly the registers and reports used at the Anganwadi Centre (AWC) and block levels. These have since been finalized and are now ready for roll-out across the country.

Background and Processes

2. A revision to the existing MIS in ICDS became necessary on account of wide variations that were observed in the actual forms of records used in different States and the considerable real burden of paperwork on the Anganwadi Workers (AWWs) and their Supervisors that required alleviation. Also, there has been an emerging need for greater outcomes focus in ICDS; the need for more relevant and precise summary data for monitoring the programme implementation at the block, district and State levels; the need for the MIS to reflect the current technical understanding of interventions implemented through the programme and the need to prepare for future requirements, including digitization of data.

3. The complexity of the programme interventions in a diverse setting, necessitate a certain minimum record keeping and reporting at the AWC level, and the current effort has been to simplify and streamline these tasks for the AWWs to the extent possible without compromising on the principles of sustaining universal coverage and quality. An important and substantial part of this challenging task has since been completed with the standardization and testing of the base records and reports of the programme through a systematic and consultative process.

4. The new formats of registers and reports were put to field testing from September 2010 onwards, to assess their usability and functionality, in one block each in six states (Uttar Pradesh, Jharkhand, Chhattisgarh, West Bengal, Odisha and Maharashtra). A total of about 1000 AWWs in these blocks have used these registers for an extended period of time in lieu of the old registers. The results of the field testing and key features of the revised MIS were shared with the States and development partners in a National Consultation organized by the Ministry on 16th December 2010 in New Delhi.



Revised Registers and their Key Features

5. Drawing on the experiences from the field test, and using inputs received during the National Consultation Workshop, the registers and formats were further modified and refined. The following registers are now prescribed to be maintained by the AWW, along with the corresponding revised reporting formats i.e., Monthly Progress Reports (MPRs) and Annual Status Reports (new) for AWWs and CDPOs. These registers and records are considered absolute necessary to track progress in core services of the programme. Some of the registers are being introduced for the first time across the country, which have been drawn on the experiences of the State Governments/Development Partners and have proven to be effective in improving programme monitoring.

- Register 1: Family Details
- Register 2: Supplementary Food Stock (new)
- Register 3: Supplementary Food Distribution
- Register 4: Non-formal Pre-School Education
- Register 5: Pregnancy and delivery
- Register 6: Immunization and Village Health and Nutrition Day (new)
- Register 7: Vitamin-A Bi-Annual Rounds (new)
- Register 8: Home Visits Planner (new)
- Register 9: Referrals (new)
- Register 10: Summaries (Monthly and Annual) (new)
- Register 11: Weight Record of Children

Note: The set of above registers will be accompanied by tools designed to simplify routine tasks of the AWW such as booklet on 6 year calendar and age/EDD calculation.

6. The new registers will replace all existing registers used by the AWWs, except those maintained for any State-specific interventions over and above the ICDS core services. **It may be noted that the revised registers in no way should be modified or any new register be introduced by the State without prior approval of the Ministry.** This is considered necessary to minimize the burden of paperwork on the AWWs, and to maintain process integrity in reporting. Once the system has stabilized and its principles imbibed, further local adaptation can be considered with due approval of the Ministry.

7. The key features of the revised MIS are summarized below:
- a) Designed primarily to enable end-users, that is AWW and their Supervisors, execute their tasks efficiently, and record service delivery and outcomes data simply, accurately and transparently; secondarily, for efficiency and precision in reporting a minimum critical amount of information to district and higher levels;
 - b) Simplified records and reporting requirements for the AWWs and CDPOs that should reduce drudgery and free up more time for analysis and use of data;
 - c) More meaningful numbers generated, in terms of more relevant indicators and the capture of true denominators for most reported indicators;
 - d) Population denominators generated only once a year, to be utilized throughout the year;
 - e) Clear processes for the inclusion of non-locals and migrants in programme services;



- f) Clear and explicit linkages between elements reported in the MPR and ASR and specific columns and cells of the base records in registers;
- g) Substantial sections in MPRs to be used locally and shared with ALMSC/VHSNC/PRI Institutions, but not reported upwards;
- h) Elimination of duplications of recording efforts to the extent possible, within the constraints and complexities of the programme;
- i) A clearer focus on critical tasks and programme outcomes, particularly on health and nutrition education and behavior change; a methodical approach of name-based tracking for achieving universal coverage with these interventions;
- j) A modular, user friendly system that is conducive to adapt to future changes in the programme, and conducive to digitization;
- k) Conducive to functional integration with the Health MIS (HMIS) which should encourage close coordination for natural integration at different levels.

8. It is anticipated that the new MIS, once fully operational, will facilitate strengthening programme management and monitoring to a great extent, improve the data quality and its usage, and help in bringing responsive accountability at all levels.

Finalization of design, layout, translations and print-ready soft versions

9. In order to maintain uniformity in the design of the revised registers and records in different languages, the Ministry organized three regional workshops during Sept-Nov 2011 in collaboration with the NIPCCD Regional Centres and one in New Delhi in February 2012 with active participation of the State/District Officials to translate/customize the revised formats into local languages. These translated formats and design have since been validated/proof-read by the same State/District Officials and the State-specific versions have been finalized. Through this process, all efforts have been made to ensure correctness of the language, and fine-tune the individual language versions to account for State-level variations. The registers have been professionally laid out in a uniform format, which was tested for usability. Thus, the final register formats are now available in print-ready soft versions in all major regional languages. *A color coding for cover page of each register has been prescribed with a view to make identification of individual registers convenient and uniform across the country.*

10. The English and Hindi versions of the revised registers are being uploaded on the Ministry's web-site for easy reference¹. The following will shortly be dispatched to the States who have completed translation of the English formats in the local languages:

- a) A sample set of model registers in English (*bound copies*);
- b) Print-ready soft versions of the same registers in the State language (*as applicable*);
- c) Detailed specifications for printing and production of registers.

¹ Note: The website versions are lighter versions, for reference only, and not to be used directly for printing purposes. The print-ready soft versions that will be sent to the States will be of higher resolution, appropriate for printing.



Actions by States - Production of new registers

11. The States are requested to:
 - a) initiate production of all new registers as specified, using the soft versions for printing, as per specifications supplied;
 - b) use the sample set of model registers to make clear the exact production specifications during the processes of tendering and production, as appropriate;
 - c) establish a quality control mechanism that ensures that the final versions produced in each state conform to the specifications;
12. To expedite the process of production, the States are directed to determine the best options for procurement centrally in each State, which should also help optimize quality control as well as economy of scale. States may utilize budgets available under M&E/contingency heads under ICDS General Programme for the production of the new registers. States may separately request the Ministry for any additional funding requirements.
13. It may be appreciated and noted that a lot of effort has gone in designing the new MIS for creating a system that will make paperwork less burdensome, and any compromise with the quality of production of registers could reverse the gains so made. The Ministry will therefore provide necessary oversight to ensure that production quality is maintained.

Use of new registers/report formats - Training of Functionaries

14. The Ministry is finalizing a detailed Manual of Instructions for AWWs to use in operationalizing the revised MIS, as well as a Facilitators' Manual to enable standardized training for AWWs and their Supervisors. These Manuals will need to be translated into the regional languages to be able to use by all. This will be followed by an elaborate roll out of training in the transition from the old to the new registers. Detailed recommendations will be sent describing the process to be followed for training and roll out, informed by the experience from the field testing referred to above. It is strongly advised not to distribute registers without adequate training, as recommended.
15. It is anticipated that the production, training, and roll out of the new MIS will take at least one year starting from April 2012, particularly in the larger States. During this period, the new monthly and annual reporting formats (MPR and ASR for AWC and Block levels) will be phased in. Detailed instructions will be separately provided to the States on how to manage this transition from the old to the new reporting formats.
16. In order to move forward on this important and challenging activity in a timely manner, the States are advised to:
 - a) identify a Nodal Officer at the State level for monitoring and overseeing the roll-out of revised MIS, with intimation to us.
 - b) identify a team of 6-8 Master Trainers for the State, who will be trained by the Central MIS Team (USAID, UNICEF, CARE, and M&E Division of the Ministry) that worked on the MIS revision along with NIPCCD. *Preference may be given to include among Master Trainers, those State Officials who participated in the regional translations workshops and helped in validation of the revised formats in Delhi.*



- c) develop a State-wide plan for training (including identification of suitable trainers), and supply of the registers/reporting formats. All training cost on revised MIS may be booked under the ICDS Training Programme and this may be included as part of other training component in the State Training Action Plans (STRAPs) for 2012-13.
- d) develop a detailed logistics plan linking the production of the new registers in large numbers to their storage at district/block levels until the sets are distributed to individual AWWs along with training.

17. It may be noted that training of State level Master Trainers (first level training) will only be conducted as and when the States inform us on the possible dates of completion of printing of the registers and their distribution at least up to the Block level, and the development and approval of a detailed training plan for the State. It is important to ensure that once Master Trainers are trained, the training of the field functionaries and the actual use of the new MIS should follow without any time lapse.

18. The States are directed to note that, with a view to make monthly reporting simpler for the AWWs and uniform across the country, the reporting period will henceforth be one calendar month, starting on the first and ending on the last day of each calendar month. This replaces the current practice being followed of reporting for periods such as 26th/16th of one month to the 25th/15th of the subsequent month, which was in vogue to make it convenient for district and higher levels of administration to receive data by a certain date. States are requested to make corresponding adjustments and pass instructions to this effect at the earliest, so that from June 2012 onwards, reports are compiled by AWWs for the whole calendar months. Correspondingly, the monthly deadline for States to send MPRs to the Ministry may be extended by a corresponding period of 5-7 days. This change can thus come in effect even before the new MIS formats are put in practice.

Linkage with National Web-Enabled System

19. The Ministry is working closely with National Informatics Centre (NIC) towards creating a web-enabled data entry system for use across all States/UTs. In the meanwhile, States wishing to incorporate the new data structure in their existing electronic databases may do so, with the proviso that this will eventually need to be linked up to the national web-enabled system that is under development. Besides, there is a decision to undertake mobile based real-time monitoring of key indicators from AWC level, for which separate communication would follow.

States' Stewardship in effective and timely roll-out of revised MIS

20. Strengthening MIS is one of the key steps that the Ministry has undertaken for the overall strengthening and restructuring of the ICDS programme. Roll-out of the revised MIS is also one of the key indicators in the Results Framework Document (RFD) of the Ministry during 2012-13. As the revised MIS rolls out at scale, further inputs will be provided to the States to strengthen the analysis and utilization of the data generated through revised MIS and other sources of data by Supervisors, CDPOs/DPOs and the State Directorates. The goal of making ICDS programme management and monitoring professional and effective cannot be accomplished without active participation, direction and dedication of programme leadership, which is actively solicited from the States/UTs. Concomitant transmission of such commitment up to the grassroots level is highly



required in a programme like ICDS where community and family (particularly women and children) are our key stakeholders.

21. In the process of revising the MIS, support received from the State Governments and ICDS Field Functionaries, and technical assistance received from the Development Partners viz., USAID, UNICEF and CARE India are highly appreciated. The continuous support and cooperation of all States/UTs and other stakeholders including Development Partners is solicited in our collective endeavor to improve the ICDS programme performance.

Yours sincerely,



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Copy:

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- (ii) Regional Directors, NIPCCD (Guwahati, Lucknow, Bengaluru, Indore)
- (iii) Director (CD-II)/DS (CD-I/III)/DS (ME/Training)
- (iv) Food & Nutrition Board, MWCD
- (v) PS to MOS (I/C), MWCD
- (vi) PPS to Secretary, MWCD
- (vii) US(CD-I)/US(CD-II/ Sr. Programmer (M &E)/US (Training)/AD(WB/ME)
- (viii) Sr. Technical Director, NIC, MWCD
- (ix) Guard File/Sanction Folder

