First Floor, Janpath Hotel
Janpath, New Delhi 110 001

Dated: **14th February 2013**

Shri Suresh Chand Meena
Director (ICDS)
Department of Social Welfare
Andaman & Nicobar Administration
PORT BLAIR – 744 001

Subject: Revised Management Information System (MIS) in ICDS Scheme – Release of Print-Ready Formats of AWC Registers/Reports and Instructions for Printing - *Regarding*

Sir,

I am directed to refer to this Ministry's **28th March 2012** guidelines regarding introduction and roll-out of the Revised Management Information System (MIS) in ICDS Programme (*copy attached*) and to enclose the documents as listed in *Annex-1* for your information and necessary actions. As mentioned in the aforesaid guidelines, and as listed in the Annex, *print-ready soft version[1] of revised AWC Registers formats* both in **Hindi and English languages** (with UT Admn. logo inscribed on the cover pages) are herewith being dispatched to for use in printing at the State level.

2. The print-ready formats are being released after getting confirmation of use of AWC Registers in the aforesaid languages in the UT of A & N Islands from your Official in the State ICDS cell (**Mr. P. C. James, Programme Officer**) over telephone on 4th February 2013. These formats will replace the existing AWC Registers and MPRs for AWWs/CDPOs.

3. A set of **sample printed registers in English**, **produced by MWCD** is also enclosed with this letter. Kindly note these sample registers are meant for guiding the print and production quality; contents of the sample registers (*in respect of number of copies per format in each register*) should not to be copied as such. For bulk printing and production at the State level, please use only the print-ready soft versions in Hindi/English provided in the enclosed CD along with the attached **print specifications.** It may be noted that in no way these formats should be redesigned or modified.

4. ***Production of AWC Registers:*** It is proposed that a quality control committee consisting of senior government officials may be created at the ICDS Directorate to oversee the entire process, from drafting the contract to final quality checks before release of the

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[1] The *print-ready formats* contained in the attached CDs are organized in sub-folders; each sub-folder containing all formats required for one register. In each sub-folder, the print-ready formats are supplied as separate files for each page, to make it convenient for the printer to use.

registers to AWCs. It is suggested that the said Committee may take the following key actions:

i. *Estimate the <u>actual requirement of number of registers</u> to be printed keeping in view the GoI-sanctioned and operational AWCs/projects as on date, adding a small contingency as appropriate for replacement and reference purposes at various levels in the UT.*

   Note: <u>Registers 2, 3 & 4 need to be replenished every year</u> since they are designed to last one year. All other registers are designed to last at least 5 years. This is detailed in the supplied printing instructions.

ii. *Before finalizing the contract, ensure that the <u>vendors have fully understood</u> the expected quality and quantity of production, and have examined the sample set of registers before bidding on the tender.*

iii. *Insist on preparation of <u>dummy registers</u> before the bulk production is initiated and ensure that these are correctly formulated before endorsing full-scale production.*

iv. *Evolve a <u>detailed plan for delivery</u> of the appropriate number of sets of registers and related materials to each ICDS project. The plan should necessarily include delivery timelines, and <u>plans for safe storage until the registers are distributed along with training of the AWWs</u>, over the next few months. The transport of registers up to the project level may be integrated in the contract/s for printing and production; else, an alternative mechanism will need to be set up. The execution of these plans will require close communication and coordination with district and block level Officials.*

v. *Ensure <u>batch-wise quality checks</u> by drawing some samples of finished products at the point of production, as well as from products delivered to blocks. This is important to ensure that products received by the AWWs are of the same quality as those approved at the State level.*

vi. *<u>Do not permit any modification</u> of the State-specific print-ready formats provided in the enclosed CD, at any stage.*

Note: For budgets for printing of the AWC Registers/other reports, kindly refer to the **28 March 2012** Guidelines as well as GoI's letter dated **28 August 2012** (*copies attached*).

5.   *Production of Booklets of Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs):* These reporting formats have been designed based on the revised AWC Registers and keeping in view the basic data needs at various levels of programme implementation. English and Hindi version of these formats are enclosed with this letter. <u>It may be noted that no change in these formats is allowed as these are being used for developing a common web-enabled MIS software for all States/UTs, through the National Informatics Centre (NIC)</u>. It is suggested that bulk printing of these report formats may also be taken up along with the production of the new AWC registers based on the estimated requirements. It is recommended that at present, sufficient numbers be produced (*as both-sides printed centre-stapled booklets*) to last one year (for instance, AWC MPR @ 12 copies per AWC).

6.   *User's Manual:* Both English and Hindi version of User's Manual for use by the AWWs/Supervisors are attached with this letter, which will also need to be printed in appropriate numbers along with the set of AWC Registers and MPRs/ASRs.

7. It is requested that all necessary steps may be taken to expedite the process of printing in a time-bound manner. <u>A detail printing and distribution plan with timeline may be shared with this Ministry at the earliest.</u>

8. *Identification of SLMTs and preparation of training action plan on Revised MIS:* Parallel actions on identification of the State-level Master Trainers (SLMTs) (maximum 3) who will be trained by the Central Team along with preparation of an induction training plan on revised MIS for Supervisors and AWWs may be taken up, as per the guidelines of GoI dated **28 August 2012** (*copy attached*). <u>Training action plan on revised MIS may be submitted to GoI at the earliest for approval.</u>

9. Its is also requested to nominate a **State Nodal Officer** for roll-out of revised MIS with an intimation to us, who would be required to coordinate the entire process till its completion. For clarification on any of the above, including print specifications, the undersigned may be contacted.

Yours sincerely,

(Dr. Saroj Kr. Adhikari)
Asstt. Director (M & E)
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Encl:
1) As per Annex
2) Guidelines for Induction Training on Revised MIS (28 Aug 2012)

Copy for necessary information and action to:

Secretary, Social Welfare Department, Andaman & Nicobar Administration, Secretariat, Port Blair – 744 001.

Annex-1
List of Documents

Hardcopies:

(i) One set of **Sample AWC Registers** (11 nos.) in English along with a booklet of calendar-based tools for the AWWs – <u>For reference</u>

(ii) **Data Transfer Sheet** (English & Hindi) for one-time use by each of the AWWs during the induction training on revised MIS – <u>For reference</u>

(iii) **Technical specifications** for printing of the AWC registers and other materials (English)

(iv) **Formats of AWC/Project** Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs) (English & Hindi) - <u>for reference</u>

(v) **User's Manual** (English) – <u>For reference</u>

Softcopies (CD):

FOLDER - English

a) "AWC Registers (English- A & N) – For printing"
b) "AWC Registers (English - A & N) – For reference"
c) "AWC Registers (English - National) – For reference"
d) **"**Report Formats (English)" *(both pdf & word versions)*
e) **"**User's Manual (English)" *(both pdf & word versions)*
f) Print Specifications (English)
g) Copy of 28 March 2012 Guidelines on Introduction of Revised MIS in ICDS (pdf)
h) Copy of 28 Aug 2012 Guidelines & letter on Induction Training on Revised MIS (pdf)

FOLDER - HINDI

a) "AWC Registers (Hindi- A & N) – For printing"
b) "AWC Registers (Hindi - A & N) – For reference"
c) "AWC Registers (Hindi - National) – For reference"
d) **"**Report Formats (Hindi)" *(both pdf & word versions)*
e) **"**User's Manual (Hindi)" *(both pdf & word versions)*