



No. 4-1/2012-ME  
Government of India  
Ministry of Women and Child Development  
(ICDS M & E Unit)

First Floor, Janpath Hotel  
Janpath, New Delhi 110 001

27 July 2012

**Shri R. L. Durah, IAS**

*Director*

Directorate of Social Welfare  
Govt. of Assam  
Pakighat, M.G. Road, Uzanbazar  
Uzanbazar  
**GUWAHATI – 780 001**

**Subject: Revised MIS in ICDS Programme: Design and production of AWC Registers in local language (Assamese) – Release of print-ready formats and Instructions for production and printing - *Regarding***

Sir,

I am directed to refer to this Ministry's **28 March 2012** guidelines on introduction and roll out of the revised Management Information System (MIS) in ICDS Programme and to enclose the State-specific print-ready soft versions<sup>1</sup> of the formats of revised AWC Registers in Assamese language and related documents as listed in *Annex-1* for your information and necessary actions.

**2.** The State-specific formats have been designed and finalized in Assamese language based on the detailed inputs (*on use of local words*) received from the State Govt. Officials who were deputed to regional translation workshop held in at NIPCCD Regional Centre, Guwahati during **17-18 November 2011**. The first draft of the translated formats reviewed by the State Officials *vis-a-vis* the English Formats and corrected were received by this Ministry on 6 June 2012 (*Ref.* your letter no. DSW (ICDS)/G/5/2007/Pt/147 dated 29 May 2012). Final version of the formats was thereafter cross-checked and validated by the State Govt. Officials in Delhi during **19-21 June 2012**.

**3.** During the review meeting of the MIS Nodal Officers in New Delhi held on **28-29 June 2012**, a set of centrally designed and produced sample registers in English was handed over to the State Nodal Officer, Govt. of Assam. Please note that these sample registers are meant to guide the print and production quality and the contents of these registers (in respect of number of copies per format in each register) are not to be copied as such. For the purpose of printing and production, please use the State-specific print-ready soft versions in Assamese language provided in the enclosed CD along with the attached print

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<sup>1</sup> 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.

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 State Directorate to oversee the entire process of production of AWC Registers, from drafting the contract to final quality checks before release of the registers. It is suggested that the said Committee may take the following key actions:

- i. *Estimate the actual requirement of number of registers 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 State.*  
**Note:** Registers 2, 3 & 4 need to be replenished every year 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 vendors have fully understood 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 dummy registers before the bulk production is initiated and ensure that these are correctly formulated before endorsing full-scale production.*
- iv. *Evolve a detailed plan for delivery of the appropriate number of sets of registers and related materials to each block. The plan would necessarily include delivery timelines, and plans for safe storage until the registers are distributed along with training of AWWs, over the next few months. The transport of registers up to the block 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 batch-wise quality checks 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. *Do not permit any modification of the State-specific print-ready formats provided in the enclosed CD, at any stage.*

**5. Production of Booklets of Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs):** The new MPRs and ASRs have been designed based on the revised AWC Registers and keeping in view the basic data needs at various levels of programme implementation. These formats are currently in English; they are required to be translated in Assamese by the State Govt. and may be shared with this Ministry for due verification. It may be noted that no change in these formats is allowed as these are being used by the National Informatics Centre (NIC) of Govt. of India for developing a common web-enabled MIS software for all States/UTs. In case of any additional State specific requirement in the MPRs/ASRs, the same should be first referred to us for vetting and after due concurrence of the GoI, additional pages may be added to the formats to cover the State-specific requirements.

It is suggested that bulk printing of these formats may be taken up along with the production of the new AWC registers based on 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). It should not be left to AWWs to photocopy and use MPR formats, as is the reported practice in many States currently. Also, as will be detailed in the *manual of instructions* that will follow, AWWs need not fill out the MPR in duplicate; thus, budgeting for 12 copies of MPR per AWC per year should suffice.

**6. Printing of User's Manual:** English version of the instructions manual for use by the AWWs and their Supervisors is under finalization and will be issued shortly for translation in local language by the State Govt. This manual will also need to be printed in bulk along with the set of AWC Registers and MPRs/ASRs.

*Note:* Until the MPRs/ASRs and User's Manual are translated and verified by Gol, English versions may be used as dummies for the purpose of tendering with the proviso that soft versions of these formats in **Assamese** will be made available to the printer before start of the actual printing of the registers.

**7.** It is requested that the receipt of this letter and of all documents listed in the Annex may kindly be acknowledged immediately. You are also requested to share a detailed printing and distribution plan with this Ministry at the earliest. As discussed during the 2-day review meeting with the State Nodal Officers on roll-out of revised MIS held on **28-29 June 2012** in New Delhi, the whole process of printing and distribution of the AWC Registers to the blocks (*not to the AWW*) is to be completed by **30 Sept 2012**. Parallel actions on training of State-level Master Trainers and other functionaries will be taken up in the meanwhile, for which separate communication will be sent.

**8.** For any further clarification on any of the above including print specifications, the undersigned may be contacted.

Yours sincerely,



**(Dr. Saroj Kr. Adhikari)**

*Asstt. Director (M & E)*

Tel/Fax: 2336 2376, 2336 8202

Mobile: 0-99684 37584

Email: saroj65@yahoo.com

*Copy for necessary information and actions (copy of CD attached):*

**Commissioner & Secretary, Social Welfare Department, Government of Assam, Secretariat  
Dispur, GUWAHATI – 781 006**

Annex-1  
**List of Documents**

- (i) One set of sample AWC Registers (11 nos.) in English along with a booklet of calendar-based tools for the AWW, for reference ***[Handed over to the State Nodal Officer (Shri S.E. Alam, Programme Officer-I) on 29 June 2012 in New Delhi]***
- (ii) Print-outs (in A4 paper) of all 11 Registers/ booklet of calendar-based tools for the AWW in ***Assamese language*** for reference
- (iii) Data Transfer Sheet (English) for one-time use by each of the AWWs (need to be translated in Assamese before bulk printing)
- (iv) Formats of revised AWC/Block Monthly Progress Reports (MPRs) and Block Annual Status Reports (ASRs) (English)
- (v) Technical specifications for printing of all registers and related materials (English)
- (vi) One copy of CD containing softcopies as detailed below:
  - a) **Folder-1:** "AWC Registers (Assamese) – Print-ready"
  - b) **Folder-2:** "AWC Registers (Assamese) – For Reference"
  - c) **Folder-3:** "AWC Registers (English) – For Reference"
  - d) **Folder-4:** "Report Formats (English)" *[Formats of AWC & Block MPRs/ASRs]*
  - e) Print Specifications (English)
  - f) Copy of 28 March 2012 Guidelines (Pdf)
  - g) Copy of this letter (pdf)