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

First Floor, Janpath Hotel
Janpath, New Delhi 110 001

31 August 2012

Shri M. Bhatti

Director (ICDS)

Department of Social Welfare

Govt. of Jammu & Kashmir

Civil Secretariat

JAMMU 180 001

Subject: Revised MIS in ICDS Programme: Design and production of AWC Registers in local language (Hindi) – 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 (*copy attached*) on introduction and roll-out of the revised Management Information System (MIS) in ICDS Programme and to enclose the print-ready soft versions¹ of the formats of revised AWC Registers both in Hindi and English along with related documents as listed in *Annex-1* for your information and necessary actions.

2. As indicated in the **28 March 2012** guidelines, the new formats have been designed and finalized after following a due process of consultations with the States as well as pilot-testing of the same in six States for an extended period during 2010-11. The English formats have been translated in Hindi with detail inputs received from several Hindi-speaking States on use of local words. As confirmed by you over telephone on **22 Aug 2012**, the existing AWC registers are both in Hindi and English. Accordingly, print-ready formats of both Hindi and English versions with the State Govt. logo inserted on the cover pages are enclosed herewith.

3. A set of sample registers in English is also attached with this letter. These are meant to guide the print and production quality; however, the contents of the sample 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 provided in the enclosed CDs (separately for English and Hindi) along with the attached print specifications. It may be noted that in no way these formats should be redesigned or modified.

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.

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 Gol-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. English and Hindi versions of these formats are also attached. 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 Gol, 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:* Both English and Hindi versions of the instructions manual for use by the AWWs and their Supervisors are under finalization and will be issued to you shortly. This manual will also need to be printed in bulk along with the set of AWC Registers and MPRs/ASRs.

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. All necessary steps may be taken to expedite the whole process of printing and distribution of the AWC Registers to the blocks (*not to the AWWs, unless training plan finalized*) in time-bound manner. Parallel actions on training of the State-level Master Trainers (SLMTs) and other functionaries will be taken up in the meanwhile, for which separate communication is being sent (please refer to 28 Aug 2012 guidelines of GoI, attached herewith).

8. 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-1
- 2) Guidelines on Induction Training on Revised MIS (28 Aug 2012)

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

**Secretary, Social Welfare Department, Government of Jammu & Kashmir, Civil Secretariat,
SRINAGAR -190 001**

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
- (ii) Print-outs (in A4 paper) of all 11 Registers/ booklet of calendar-based tools for the AWW in Hindi for reference
- (iii) Data Transfer Sheet (English) for one-time use by each of the AWWs
- (iv) Formats of revised AWC/Block Monthly Progress Reports (MPRs) and Block Annual Status Reports (ASRs) (English & Hindi)
- (v) Technical specifications for printing of all registers and related materials (English)
- (vi) One copy of CD each for English and Hindi versions, containing the following:

CD-1 (Hindi – J & K)

- a) **Folder-1:** "AWC Registers (Hindi-J & K) – Print-ready"
- b) **Folder-2:** "AWC Registers (Hindi – J & K) – For Reference"
- c) **Folder-3:** "AWC Registers (English - National) – For Reference"
- d) **Folder-4:** "Report Formats (Hindi- J & K)" [*Formats of AWC & Block MPRs/ASRs*]
- e) Print Specifications (English)
- f) Copy of 28 March 2012 Guidelines (pdf)

CD-2 (English – J & K)

- a) **Folder-1:** "AWC Registers (English-J & K) – Print-ready"
- b) **Folder-2:** "AWC Registers (English – J & K) – For Reference"
- c) **Folder-3:** "AWC Registers (English - National) – For Reference"
- d) **Folder-4:** "Report Formats (English- J & K)" [*Formats of AWC & Block MPRs/ASRs*]
- e) Print Specifications (English)
- f) Copy of 28 March 2012 Guidelines (pdf)