

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

Dated: 14th February 2013

Shri H. M. Shangpliang, M.C.S
 Director of Social Welfare
 Directorate of Social Welfare
 Government of Meghalaya
 3rd Floor, Bawri Mansion Dhankheti
 Shillong – 793 001

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

Sir,

I am directed to refer to this Ministry's **28th March 2012** guidelines on 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 version¹ of AWC Registers formats both in **Garo and Khasi languages** (with State Govt. logo inscribed on the cover pages), are herewith being dispatched to you for in printing at the State level.*

2. As part of the process of roll-out of revised MIS, the centrally designed and approved revised AWC Registers in English were translated and later typed in Garo and Khasi languages by the State Govt. Officials during **October 2012** (*Ref. letter No. SW/CW/MISC-42/2012/8679-680 dated **8th November 2012***). However, due to some translation errors and 'font' problem during designing of the formats in Corel Draw software, these formats could not be finalized immediately. On receipt of the final inputs (corrections) and also validation of the Garo and Khasi formats from the Additional Director (SW) respectively on **5th and 8th February 2013** through email, the same have been finalized and print-ready versions have been made. During the entire process, excellent support and cooperation received from the Additional Director (**Smt B. B. Nalle**) and her Team is duly acknowledged.

3. A set of sample printed registers in English, produced by MWCD was earlier shared with the State Officials during their visit to this Office on 1 October 2012. 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*) are not to be copied as such and for the purpose of bulk printing and production at the State level, please

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.

use only the print-ready soft versions in Garo and Khasi provided in the enclosed CDs (2 copies) 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 body consisting of senior government officials may be created at the State Directorate to oversee the entire process, from drafting the contract to final quality checks before release of the registers. It is suggested that the said quality control body 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.

Note: For budgets for printing of the AWC Registers/other reports, kindly refer to the 28 March 2012 Guidelines as well as Gol'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. The English formats (attached with this letter) are required to be translated in Garo and Khasi by the State Govt. 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). In case of any additional State-specific requirement in the MPRs/ASRs, the same may 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 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. **Translation and Printing of User's Manual:** English version of the User's Manual for use by the AWWs/Supervisors is attached which will also need to be printed in bulk after translation (and appropriate formatting) in Garo/Khasi along with the set of AWC Registers and MPRs/ASRs. Due care may be taken while translating the User's Manual by ensuring use of the words/phrases which have already been used in the respective Registers/Formats. Translation of the User's Manual may be undertaken with the help of the ICDS Officials only and to be completed preferably before the Training of Master Trainers (see below).

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

8. **Identification of SLMTs and preparation of training action plan on Revised MIS:** Parallel actions on identification of the State-level Master Trainers (SLMTs) who will be trained by the central team as well as preparation of the State-wide induction training plan on revised MIS for other functionaries, may be taken up, as per the guidelines of Gol dated 28 August 2012 (*copy attached*). Training action plan on revised MIS may be prepared and submitted to Gol at the earliest for approval.

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, Department of Social Welfare, Government of Meghalaya, Additional Building, Room No. 408, Main Secretariat Building, Shillong 783 001

Annex
List of Documents

Hardcopies:

- (i) Two sets of **Sample AWC Registers** (11 nos.) in English along with a booklet of calendar-based tools for the AWW – For reference (already shared on 1 October 2012)
- (ii) **Data Transfer Sheet** (English) for one-time use by each of the AWWs during training – For reference
- (iii) **Technical specifications** for printing of all registers and related materials (English)
- (iv) **Formats of AWC/Project Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs)** (English) - for reference
- (v) **User's Manual** (English) – For reference

Softcopies:

- (i) **2 Copies of CD attached, containing the following:**
 - a) **Folder-1: "AWC Registers (Garo & Khasi) – For printing"**
 - b) **Folder-2: "AWC Registers (Garo & Khasi) – For reference"**
 - c) **Folder-3: "AWC Registers (National-English) – For reference"**
 - d) **Folder-4: "Report Formats (English)" (both pdf & word versions)**
 - e) **Folder-5: "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)**