



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: 4<sup>th</sup> January 2013**

**Smt. Meena Kumari**

*Director*

Govt. of Puducherry

Deptt. of Women & Child Development

Chief Secretariat

Puducherry – 605 001

**Subject: Revised MIS in ICDS Programme: – Release of print-ready formats and Instructions for production and printing - *Regarding***

Madam,

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 versions<sup>1</sup> of the formats of revised AWC Registers both in English along with related documents as listed in *Annex* 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 during 2010-11. As confirmed by the State Govt. Officials who participated in the one-day meeting in New Delhi on web-based MIS at NIPCCD in November 2012, on use of English version of the AWC Registers in Puducherry, we are accordingly sending the print-ready formats in English with the UT logo inserted on the cover pages of each of the formats (AWC Registers and Tools).

**3.** A set of printed registers in English is also attached with this letter, as sample. 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 UT-specific print-ready soft versions provided in the enclosed CDs 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 Directorate to oversee the

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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.

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 UT.*  
**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 for use at the AWC and Project levels have been designed based on the revised AWC Registers and keeping in view the basic data needs at various levels of programme implementation. English version of these formats is 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 Govt. of India, 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).

**6. Printing of User's Manual:** English version of the Users' manual for use by the AWWs and their Supervisors is also attached which 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 timeline 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 (*but not to the AWWs, unless training plan finalized*) in a time-bound manner. Parallel actions on training of the State-level Master Trainers (SLMTs) and other functionaries will have to be taken up by the State Govt., for which please refer to the Govt. of India's communication dated 28 Aug 2012 along with detailed guidelines on induction training on Revised MIS (*copy attached*).

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

Yours sincerely,



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Encl:

- 1) As per Annex
- 2) Guidelines for Induction Training on Revised MIS (28 Aug 2012)

*Copy for necessary information:*

**Secretary, Women and Child Development and Welfare Department, Government of Puducherry, Chief Secretariat, Pondicherry – 605 001.**

Annex  
**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) Data Transfer Sheet (English) for one-time use by each of the AWWs – for reference
- (iii) Formats of AWC/Project Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs) (English) - for reference
- (iv) User's Manual (Eng) – For reference
- (v) Technical specifications for printing of all registers and related materials (English)
- (vi) 2 Copies of CD, containing the following:**
  - a) **Folder-1:** "AWC Registers (Eng-Puducherry) – Print-ready"
  - b) **Folder-2:** "AWC Registers (Eng- Puducherry) – For Reference"
  - c) **Folder-3:** "AWC Registers (Eng - National) – For Reference"
  - d) **Folder-4:** "Report Formats (Eng)" [*Both .pdf and word versions*]
  - e) **Folder-5:** "User's Manual (Eng)" (both pdf & word version)
  - f) Print Specifications (English)
  - g) Copy of 28 March 2012 Guidelines (pdf)
  - h) Copy of 28 Aug 2012 Guidelines & Letter (pdf)