



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 November 2012

To
Shri Sunil P. Masurkar
Director (ICDS)
Directorate of Women & Child Development
Government of Goa
Shanta Building, 1st Floor
St. Inez, Panaji – 402 001

Subject: Revised MIS in ICDS Programme: Design and production of AWC Registers in local language – Release of print-ready formats (in English) and Instructions for 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 documents as listed in the *Annex*, for your information and necessary actions.

2. As mentioned in the aforesaid guidelines, print-ready soft versions¹ of the formats of the AWC Registers in English, are herewith being dispatched to you, for the purpose of bulk printing at the State level as per the requirement. All the existing formats being used at the AWC level are to be replaced with the revised formats, which have been designed and standardized across the States based on a series of consultations with various State Governments and other stakeholders. State-specific formats have been designed centrally in local languages with translation and other inputs from the respective State Governments. During the ICDS APIP meeting with Govt. of Goa held on **2 November 2012** in New Delhi, it was confirmed that the English formats would be used (as in the present) by the State Government. Accordingly, customized English formats with the logo of the State Govt. inscribed on the cover pages of the AWC Registers have been prepared, softcopies of which are enclosed herewith.

3. It may kindly be noted that the set of sample registers in English attached with this letter, 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 print-ready soft

¹ *The print-ready formats contained in the attached CD are organized in sub-folders; each sub-folder contains all formats required for a single 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.*

versions in 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 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 to the projects/AWCs. It is suggested that the said quality control body may take the following key actions:

- i. *To 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, to 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. *To insist on preparation of dummy registers before the bulk production is initiated and to ensure that these are correctly formulated before endorsing full-scale production.*
- iv. *To evolve a detailed plan for delivery of the appropriate number of sets of registers and related materials to each project/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 project/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. *To ensure batch-wise quality checks by drawing some samples of finished products at the point of production, as well as from products delivered to projects/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. *Not to 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) for use by the AWWs and CDPOs: 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. It may be noted that no change in these formats is allowed as these are being used for developing common web-enabled MIS software for all States/UTs, through 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 formats may also 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 instructions manual for use by the AWWs and their Supervisors are under finalization and will be issued shortly.

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 us at the earliest. All necessary steps may be taken to expedite the process of printing and distribution of the AWC Registers to the projects, (but not to the AWWs, unless training plan is 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 in the meanwhile, for which separate communication has been sent (Please refer to 28 Aug 2012 guidelines of GoI, attached herewith).

8. For any clarification on 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: As per Annex

Copy for necessary information to (CD attached):

Secretary, Department of Women & Child Development, Government of Goa, Secretariat Complex, Porvorim – 403 521

Annex
List of Documents

- (i) Hard copies of a sample set of 11 AWC Registers in English (*color-coded*), and a booklet of calendar-based tools for use by AWWs
- (ii) Formats of AWC and Project Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs) (English)
- (iii) Data Transfer Sheet (English)
- (iv) Technical specifications for printing of all registers and related materials (English)
- (v) 2 copies of CD containing softcopies as detailed below:
 - a) **Folder-1:** "AWC Registers (Goa) – For printing"
 - b) **Folder-2:** "AWC Registers (Goa) – For Reference"
 - c) **Folder-3:** "AWC Registers (National) – For Reference"
 - d) **Folder-4:** "Report Formats (English)"
 - e) Print Specifications (English)
 - f) Copy of 28th March 2012 Guidelines on Introduction and Roll-out of Revised MIS in ICDS
 - g) Copy of 28th Aug 2012 Guidelines for Induction training on Revised MIS
 - h) Copy of the letter dated 28th August 2012 regarding induction training
 - i) Copy of this letter dated 14th November 2012