



BY REGISTERED PARCEL
URGENT

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

21 May 2012

Ms G. Satyavati Devi
Director (ICDS)
Women & Child Development Division
Deptt. of Social Welfare
Govt. of Manipur
Directorate complex, A.T. Line
Imphal – 795 001

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*

Madam,

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 *Annex-1* for your information and necessary actions.

2. As mentioned in the aforesaid guidelines, and as listed in the Annex, *print-ready soft versions¹ of the formats of the AWC Registers in English* (with State Govt. logo inserted on cover pages) are herewith being dispatched to you, for use in printing the same at the State level. These formats have been designed and finalized based on the inputs received from the State Govt. Officials during the translation workshop held at NIPCCD Regional Centre, Guwahati during **17-18 November 2011**. It was confirmed by the State Programme Officer during the said workshop that English formats would be used in the State and therefore, no translation of English formats in local language was required for Manipur. It is requested that as suggested in the aforesaid guidelines, a Nodal Officer in the State Directorate may be appointed immediately for the roll-out of revised MIS in the State; the Nodal Officer may study the contents of the attached parcel and CD in detail and become familiar with them, so as to facilitate further communication and actions.

3. 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 State-specific print-ready soft versions in English

¹ The print-ready formats contained in the attached CD 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.

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, in addition to a Nodal Officer, 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 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): 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 by the NIC for developing common web-enabled MIS software for all States/UTs. In case of any additional State-specific requirement in the MPRs/ASRs, the same may be first referred to this Ministry at the earliest for vetting and after due concurrence of the GoI, additional pages may be added to the formats to cover the State-specific requirements. 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 may be produced (*as both-sides printed center-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 out 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. Manual of Instructions: This is being finalized and will be issued shortly. We will remain in touch with you about the printing and use of the manual of instructions by the AWWs and their Supervisors.

7. It is requested that the receipt of this letter and of all documents listed in the Annex may kindly be acknowledged and name of the Nodal Officer with contact details may be intimated to us 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 Secretaries held on **19-20 April 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 **31 July 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)

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

Commissioner & Secretary, Department of Social Welfare and WCD, Government of Manipur, Old Secretariat, IMPHAL – 795 001

Annex-1
List of Documents

- (i) Hard copies of a sample set of 11 AWC Registers in English (color-coded), along with a booklet of calendar-based tools for the AWW, and a Data Transfer Sheet, for reference during production;
- (ii) Print-outs (in A4 paper) of all 11 Registers/ booklet of calendar-based tools for the AWW/Data Transfer Sheet in English (*with State Govt. logo on cover pages*) for reference;
- (iii) Hard copies of formats of AWC and Block Monthly Progress Reports (MPRs) and AWC and Block Annual Status Reports (ASRs) in English (*with State Govt. logo on cover pages*);
- (iv) Hard copies of technical specifications for printing of all registers and related materials (in English);
- (v) 2 copies of CD containing softcopies as detailed below:
 - a) **Folder-1:** "AWC Registers (Manipur) – Print-ready"
 - b) **Folder-2:** "AWC Registers (Manipur) – 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)