



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

**Shri Gurkirat Kirpal Singh**  
**Director (WCD)**  
**Deptt. Of Social Security & Women & Child Development**  
**Govt. of Punjab**  
**SCO No. 128-129, Sector 34C**  
**Chandigarh – 160 017**

**Subject: Revised MIS in ICDS Programme: Design and production of AWC Registers in local language – Release of print-ready formats in Punjabi language 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 *Annex* for your information and necessary actions.

**2.** As mentioned in the aforesaid guidelines, and as listed in the Annex, *print-ready soft versions<sup>1</sup> of the formats of the AWC Registers in Punjabi* (with State Govt. logo inserted on cover pages) are herewith being dispatched to you, for use in printing at the State level. The draft State-specific formats in Punjabi were designed based on the translation inputs of the English texts by the State Govt. Officials (**Shri Satish Kumar, CDPO, Khanna and Shri Jeevan Kumar, CDPO, Mangat**) deputed for the purpose. These formats have since been cross-checked and corrected a number of times during the last few months with the support of one of the State Officials (**Shri Satish Kumar**) during this process. Final correction and validation have been completed on 14<sup>th</sup> January 2013 with full support received from the same Official deputed by State Govt.

**3.** Two sets of sample printed registers in English (produced by MWCD) have been handed over to aforesaid State Officer on 14<sup>th</sup> January 2013. Kindly note that the sample registers 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 versions in **Punjabi** provided in the enclosed CDs along with the attached print

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<sup>1</sup> 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.

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 of even no. dated 28 Aug 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 the letter) are required to be translated in Punjabi 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. *Printing of User's Manual:*** English version of the User's Manual for use by the AWWs and their Supervisors is also attached which will also need to be printed in bulk after translation (and appropriate formatting) in ***Punjabi*** 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 process of contracting an agency for printing and as well as distribution of the revised MIS formats to the ICDS project blocks (*but not to the AWWs, unless training plan finalized*) in a time-bound manner. Parallel actions on identification and training of the State-level Master Trainers (SLMTs) and other functionaries may also 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.** Its is also requested to nominate a State Nodal Officer for roll-out of the revised MIS in ICDS who would be required to be in touch with the GoI during the whole process. 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:*

**Principal Secretary, Department of Social Security & Women and Child Development,  
Government of Punjab, Mini Secretariat, Sector – 9, Chandigarh – 160 001**

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
  - (ii) Data Transfer Sheet (English) for one-time use by each of the AWWs – for reference
- [Documents at (i) & (ii) have been handed over Shri Satish Kumar, CDPO on 14<sup>th</sup> January 2013 during his visit to MWCD for final validation of the Punjabi formats]*
- (iii) Formats of AWC/Project Monthly Progress Reports (MPRs) and Annual Status Reports (ASRs) (English) - for reference
  - (iv) User's Manual (English) – For reference (to be translated in Punjabi)
  - (v) Technical specifications for printing of all registers and related materials (English)

**Softcopies:**

- (i) **2 Copies of CD attached, containing the following:**
  - a) **Folder-1:** "AWC Registers (Punjabi) – For printing"
  - b) **Folder-2:** "AWC Registers (Punjabi) – For reference"
  - c) **Folder-3:** "AWC Registers (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)