

No. 17-1/2016-TR
Government of India
Ministry of Women and Child Development
(ICDS Training Division)

3rd Floor, Jeevan Vihar Building
New Delhi-110001
Dated: 7th February, 2017

To

1. Principal Secretaries/ Secretaries in-charge of ICDS (36 States/UTs)
2. Commissioner/Directors in-charge of ICDS (36 States/UTs)
3. Director, NIPCCD, New Delhi

Subject: Revised guidelines for Anganwadi Training centres under ICDS Training Programme.

Madam/Sir,

The importance of training and continuous capacity building of the ICDS functionaries for improving the quality of service delivery in ICDS has always been recognized as vital for the success of the programme. The aim of training programme in ICDS is to develop the field functionaries into agents of social change. The Government of India (GoI) has laid much emphasis on strengthening the training component of ICDS programme in order to improve the service delivery mechanism and to accelerate better programme outcomes.

2. It is stated that upto 2005 the training programme were funded through World Bank under UDISHA Scheme. After 2005, the programme is being funded by ICDS. The earlier guidelines were framed according to the World Bank procedure. It has been decided to modify the existing training guidelines for training programme under ICDS scheme.

3. Accordingly, the guidelines for Anganwadi Training Centres under ICDS Training Programme have been revised in consultation with Integrated Finance Division of the Ministry. These guidelines are applicable with immediate effect. A copy of the revised guidelines is enclosed herewith for necessary action.

4. It is requested that these guidelines may be followed for deciding the eligibility of training institute human resource for training, infrastructure, course curriculum, financial norms and monitoring. Any other issue not covered in these guidelines may be brought to the notice of this Ministry for issuing further guidelines.

5. Details of NGOs who have been released the 1st instalment during the current year with utilization status may be submitted to this Ministry. It may be noted that release of funds would depend on fulfilment of the conditions incorporated in these guidelines.

Yours faithfully,



(S. R. Meena)

Deputy Secretary to Government of India
Tel: 23388442

Encls: as above

Copy to:

1. PPS to Secretary (WCD)
2. PS to JS (RK)
3. Director (ICDS)
4. US (CD-I/III)/US (CD-II)
5. US(Training)/SO (Training)
6. NIC for uploading the revised guideline on MWCD website (Under ICDS Training Unit)
7. Guard file

Guidelines on Training Centres under Integrated Child Development Services Training Programme of Ministry of Women and Child Development

1. Introduction

Training is the most crucial element in Integrated Child Development Services [ICDS] Scheme. The achievement of programme goals depends upon the effectiveness of frontline workers in improved delivery of packages under ICDS. At the National level, National Institute of Public Cooperation and Child Development [NIPCCD] is an institute for ICDS training programme. It has the overall responsibility of planning, coordination and monitoring of ICDS training programmes, designing curricula, training contents and materials. NIPCCD has also been responsible for developing training curricula for various categories of functionaries ranging from job training courses of longer duration to short term courses, like refresher induction and skill development courses besides conducting regular training of Child Development Programme Officers [CDPOs].

Training courses for Supervisors and Anganwadi Workers [AWWs] are conducted by the Middle Level Training Centres [MLTCs] and Anganwadi Workers Training Centres [AWTCs] respectively on the basis of course curricula and other related components prescribed by the Government of India and NIPCCD from time to time.

2. Eligibility to open/operate MLTCs/AWTCs for training under the ICDS Scheme.

General:

- i. The sole responsibility to identify the institutes for the training courses shall rest with the States/UTs;
- ii. ICDS is a field based scheme and its core functionaries are in the field formations. Primarily, the approach for imparting training to these functionaries should be on-the-field hand holding instead of a class room approach. This would provide them not only field exposure but they will also be able to encounter and solve the day-to-day difficulties besides learning. In this process, the CDPOs and DPOs who have gained considerable experience in the ICDS implementation may be deputed to provide on-the-field training to the Supervisors. The experienced Supervisors who have been working for a long time can be deputed to train the AWWs and AWHs. However, the course curriculum as prepared by NIPCCD would have to be followed.
- iii. Wherever needed, District Programme Officers [DPOs], CDPOs and Supervisors can be provided training by the NIPCCD or State Training Institutes as Master Trainers.
- iv. Providing training to DPOs, CDPOs, Supervisors and AWWs should be through on-line mode. This can be done by NIPCCD, State institutes as well as NGOs/Voluntary Organizations. However, this has to be necessarily outcome based. The training course should be qualifying for the functionaries enrolled.
- v. To the extent the above are not available and subject to the infrastructure, facilities, faculty, etc. available, training to the above functionaries may be provided by other training institutes managed, controlled and run by the State Government/UT Administration or their Autonomous Bodies.



vi. In the event of States/UTs run training institutes not being available or not sufficiently equipped, the States/UTs may provide training through Voluntary Organization/NGOs who run the AWTCs/MLTCs.

Provided the selection and operation of the training programmes by the above NGOs, etc. would be further subject to the following:

a. They run Institute/Institutions set up as Autonomous organization under a specific statute as a Society registered under the Societies Registration Act, 1860 or India Trusts Act, 1882 [not for profit] or other statutes;

b. The Institutions are registered under the Societies Registration Act, Indian Trust Act carrying out the tasks/activities which promote the objectives of the training programme with adequate financial and other resources, credibility and experience of running training institutions especially in the social sector;

c. The Memorandum of Association of the Trust Deed should clearly describe the vision, mission and objectives of the intuitions

d. NITI Aayog vide their letter No. M-11/16(2)/2015-VAC dated 03.05.2016 have developed the NGO Partnership system (NGO-PS) Portal with the help of National Informatics Centre (NIC) to facilitate the sign-up of Voluntary Organizations (VOs) and NGOs. The portal generates a unique ID for the VOs/NGOs on successful sign-up. This Unique ID is to be used as a mandatory requirement when the VOs/NGOs approach the Central and State Government for Grants. It has been decided to make the PAN of VOs/NGOs as mandatory information for registration with the Portal. Besides, it has also been decided to capture the PAN and Aadhaar of the Office-bearers/Board of Directors/Promoters of the VOs/NGOs before these organizations become eligible to apply for Grant. The information so captured about these organizations and their functionaries would be stored in the NGO-PS data base.

Any VO/NGO applying for selection under the training programme of ICDS would have to fulfil the above condition.

vii. NIPCCD will develop e-learning programme for all type of training courses.

viii. The State Governments will translate the training material prepared by the NIPCCD in their vernacular language for their functionaries enrolled for training.

3. Human Resource

i. The institutions should have adequate number of faculty members in the field of child development, nutrition and social work for the running various batches of training courses for field functionaries of ICDS Scheme. The ratio of faculty members with reference to the trainees should be as prescribed by NIPCCD and as per the details given in this Ministry's letter No. 8- 1/2013-TR dated 07.11.2013 and instructions issued by Government of India from time to time.

ii. The institutions will have to ensure that the permissible positions of faculty members are filled and in case of any vacancy, stand-by arrangements are made;

iii. The qualification and experience of faculty members to be deployed in MLTCs and AWTCs are as prescribed by NIPCCD;

iv. The commitment of Government of India will be restricted to the financial norms approved under the scheme or as per actual, whichever is less. The Government of India will have no liability on the staff engaged by the training centres. The Government of India will

also have no liability in respect of service matters of such staff. This should be clarified to the staff while making their appointment.

4. Infrastructure

- i. The institutions should have sufficient space in the class room to accommodate the trainees, enough space for movement of the faculty members and the trainees.
- ii. Since most of the training courses conducted by the MLTCS and AWTCs are in-house programmes, there should be adequate boarding and lodging arrangement with proper cooking and serving facilities at the training centre itself.
- iii. There should be sufficient provision for clean and safe drinking water, hygiene and cleanliness and separate toilets for female trainees.
- iv. There should be adequate provision of training aids, books, literature and stationery as per the proscribed norms.
- v. Since the trainees at these centres are female members who are required to stay at the training centres, there should be sufficient arrangement for their 24-hour security.

5. Course curriculum

The institutes conducting training courses for ICDS functionaries shall follow course-specific curriculum prescribed by NIPCCD for various courses.

6. Financial norms

- i. The release of funds for conducting various training courses shall be as per the norms issued by the Government of India from time to time.
- ii. Financial and other norms and conditions stipulated hereinafter for VOs/NGOs, to the extent applicable, would *mutatis-mutandis* apply to institutes run by States/UTs and their Autonomous Bodies.

For applying for any grants, the NGOs/VOs should every time quote the Unique ID generated from the NGO-PS Portal and furnish the details regarding Unique ID, PAN, Aadhaar numbers, Email ID and Mobile No. of each of its Office bearers/Board of Directors/Members.

7. Monitoring and Supervision

The State Government/UT will be fully responsible for monitoring the training centres and for sending progress reports as stipulated from time to time. They will develop a system for regularly monitoring/inspecting the training centres and will designate a Nodal Officer for this purpose. The Nodal Officer will also be responsible for ensuring the deputation/reporting of trainees at the training centres so that the training facilities are fully utilized. The name, phone number, Email address of the Nodal Officer should be provided to this Ministry in the STRAP proposal. The States/UTs may continue AWTCs and MLTCs after assessing their training requirements. For opening/closing of any training centre, approval of Government of India would be required. These guidelines are applicable with immediate effect.

