

e-despatch
By Mail

**Government of Odisha
Women and Child Development Department**

No. WCD-ICDS(NTN/SNP)-MISC-0002-2013 590 S/ WCD, Dt: 28/6/13

From

Arti Ahuja, IAS.
Commissioner-cum- Secretary to Government.

To

All Collectors.

Sub : Revised Guidelines for Hot Cooked Meal and Take Home Ration.

Madam/Sir,

With reference to the subject cited above, I am directed to say that consequent upon revision of ration cost under Supplementary Nutrition Programme by Government of India, Government in W&CD Deptt. have been pleased to revise the ration cost and size, transportation cost for lifting/supply of rice and wheat and weekly menu of feeding programme under SNP in the state. The revised Ration Cost for the feeding Programmes is detailed below.

Name of the Scheme	Category of Beneficiaries	Existing Norms Per beneficiary per day (in ₹)	Revised Norms Per beneficiary per day (in ₹)
1	2	3	4
Supplementary Nutrition Programme(SNP)	Children(6-72 months)	4.00	6.00
	Severely Underweight Children(6-72 months)	6.00	9.00
	Pregnant Women and Lactating Mothers	5.00	7.00
	Emergency Feeding Programme(EFP)	Old, Infirm and Indigent persons of 8 KBK districts	5.50

PTO

2. Basing on the revised cost norm under SNP, a detailed revised guidelines for preparation and supply of Hot Cooked Meal and Take Home Ration to the beneficiaries under the above scheme including Emergency Feeding Programme in 8 KBK districts are enclosed herewith for your information and necessary action. **This will come into force with effect from 01.07.2013.**

3. The previous guidelines issued in this regard vide this Deptt. letter No.6195/SWCD, dated 16.03.2011 is hereby superseded.

You are requested to please issue suitable instructions to all ICDS field functionaries of your district to follow the revised guidelines scrupulously and ensure that the same is implemented smoothly.

Yours faithfully,


Commissioner-cum-Secretary to Govt

Memo No. 591 S/WCD., Dt. 28/6/13

Copy along with copy of enclosures forwarded to the P.S to Hon'ble Minister, WCD / P.S to Commissioner-cum- Secretary / P.S. to Director, Social Welfare W&CD Deptt. for kind information of Hon'ble Minister, WCD / Commissioner-cum- Secretary / Director, Social Welfare, W&CD Deptt.


Under Secretary to Govt.

Memo No. 592 S/WCD., Dt. 28/6/13

Copy along with copy of enclosures forwarded to all DSWOs / all CDPOs for information and necessary action.


Under Secretary to Govt.

Memo No. 593 S/WCD., Dt. 28/6/13

Copy forwarded to all Officers of the Department for information.


Under Secretary to Govt.

Memo No. 594 S/WCD., Dt. 28/6/13

Copy along with copy of enclosures forwarded to A.D, (Stat) for information and necessary action.

He is requested to webhost the revised guidelines in the Department Website.


Under Secretary to Govt.

**GUIDELINES FOR THE DECENTRALIZED
IMPLEMENTATION OF MORNING SNACKS,
HOT COOKED MEAL**

**(SUPPLEMENTARY NUTRITION PROGRAMME &
EMERGENCY FEEDING PROGRAMME)**

**Women and Child Development Department
Government of Odisha**

Background

ICDS was launched on 2nd October 1975 and today, ICDS Scheme represents one of the world's largest and most unique programmes for early childhood development. There are six package of services of ICDS namely, Supplementary Nutrition Programme (SNP), Non-formal Pre-school Education, Immunization, Health checkup, Referral Services and Nutrition & Health education.

SNP has two broad components: a Morning Snacks and Hot Cooked Meal are provided to those who can come to the Anganwadi Centers, i.e., Children between 3 to 6 Years. For Children between 6 months to 3 Years, Pregnant and Lactating Mothers and Severely Malnourished Children, Take Home Ration (THR) is provided.

The Emergency Feeding Programme is run in eight KBK districts for old indigent and infirm persons who are given hot cooked meal at the AWC.

In pursuance of the orders of Hon'ble Supreme Court in WPC196/2001 Government of Odisha has taken an in principle decision to decentralize procurement under ICDS and all other feeding programmes of the W&CD Department throughout the state.

These guidelines are for:

- Supplementary Nutrition Programme under ICDS, with two components:
 - Morning Snacks for 3-6 year old children at the AWC.
 - Hot Cooked Meal for 3-6 year old children at the AWC.
- Hot Cooked Meal at the AWC under Emergency Feeding Programme in eight KBK Districts.

Implementation Procedure

These guidelines shall be applicable universally through out the State. While implementing the guidelines following aspects should be taken into consideration.

I. Coverage of children in difficult circumstances

Special measures must be taken to ensure that children of migrants left behind, disabled children, children of wage labourers who go out during the day, children of indigent families, single mothers, orphans and other vulnerable children, who may not have any adult bringing them to the AWC, or giving them THR, are brought into the net of ICDS and given the supplementary nutrition.

II. Rice transport and delivery

- i. A fair, open and transparent tender procedure should be followed in selection of transport agents. Local condition and prevailing prices should be taken into account to arrive at competitive rates.
- ii. Delivery must be done at each AWC point only for a month's requirement. On no account should a transport agent deliver rice for more than a month's requirement to any AWC. In case of deviations, penal clause should be invoked. In case of persistent deviations relating to quantity and / or regularity of supply, stringent action as per law should be taken.
- iii. A route chart should be prepared, so that delivery is made on a fixed date every month to the designated AWC. The transporter should carry a weighing machine and weigh the stock at the delivery point in front of the Jaanch Committee / Mothers committee as the case may be.

III. Storage

- i. Since rice should not be supplied for more than a month's requirement, the average quantity required to be stored for a month should be worked out and storage bins given to each AWC. All storage bins should be super scribed "Government of Odisha supply. Not for Sale" with red paint.
- ii. For dal storage, since it is not meant to be stored for more than one week, the same may be brought locally by AWWs from the flexi fund given to them.
- iii. Measuring equipment should also be ensured at the level of SHG and AWWs so as to ensure greater transparency and amenability to checks.

IV. Expenditure monitoring:

- i. It must be ensured that only e-payments are done into the joint accounts for ICDS. The e-payment should be made on the 7th of each month. The next month bill should adjust for the reimbursement claims based on actual attendance.
- ii. Similarly, by using the computers at the GP level, the expenditure statement from the implementation point [AWC], should be submitted by 3rd of the months to the CDPO , so that the input can be used for payments into the account and will also keep a check on the expenditure.

The utmost transparency, financial discipline and prudence must be maintained in all transactions dealing with government money at all levels.

V. Weighing and growth monitoring of children and counseling of mothers / caregivers by AWWs.

1. Each child in the age group of 0.3 years must be weighed at least once every month and plotted in the WHO New Growth Standards register.
2. If the growth trajectory is in green zone and above, the AWW must appreciate the mother/caregiver and advice her to maintain the feeding and hygienic practices which she has been following.
3. If growth trajectory is below green zone, following must be done:
 - i. AWW must immediately take note of the same and find out reason for the same.
 - ii. In case it is due to faulty/inadequate feeding practices, the mother/caregiver must be counselled on age appropriate feeding in terms of quality, quantity and frequency of feeding.
 - iii. AWW should also tell family about maintaining adequate hygiene and cleanliness of hands, utensils and surrounding environment..
 - iv. One easy intervention to check growth faltering immediately is to add one or two drops of oil or ghee in each meal/Chattua given to the child. This will add to the calorie intake of the child and induce weight gain.
 - v. The mother must be counselled to increase the frequency of feeding and also continue breast feeding the child during & after illness so that the child recovers early and gets back to its normal weight soon.

4. AWWs' and AWHs must also follow good behaviours like hand washing and hygienic practices while cooking and feeding the child/children.

Proper counseling of the mothers/caregivers by AWWs is very important so that they follow appropriate practices to ensure proper health of their children.

These key messages have been developed in Odia which is webhosted in the WCD website. The CDPOs must ensure that this message card is downloaded and shared with all AWWs and also displayed in every AWC for awareness amongst all. The AWWs must be motivated and encouraged to undertake counseling sessions compulsorily, since this still remains one of the weakest link in the service delivery mechanism.

The CDPOs must monitor on a regular basis during their AWC visits to ensure that these are being followed appropriately by all AWWs.

Decentralization basics

Rice & Wheat is presently supplied by GOI through FCI. Collectors engage transport contractors who transport the rice to AWCs. Since rice comes through the FCI, the existing system of delivering rice to the AWCs shall continue.

However, for all other foodstuff like dal, condiments, oil, soya chunks, eggs (proposed in new ration norms) and condiments, procurement is now decentralized to the level of the AWC.

A joint account of the AWW and the Ward Member [Councilor/Corporator in urban areas] concerned should be opened. It is possible that one ward may have 2-3 AWCs under it, in which case the Ward Member/ Councilor/ Corporate will hold separate joint accounts with the concerned AWWs. In case one AWC area covers more than one ward, the AWW will hold the account with the Ward Member/ Councillor/ Corporator with the largest number of households in the AWC area. In case there is no Ward Member/ Councillor/ Corporator in the area, the joint account shall be with the nearest Ward Member/ Councillor/ Corporator.

The aim of the guidelines is to enable smooth implementation and ensure effective delivery of services. Hence District Collectors are empowered to make local level changes wherever needed. These flexibility is given to ensure that feeding programmes are not disrupted.

1. Feeding norms

- 1.1 At present, a weekly menu for Hot Cooked Meal in ICDS and EFP and Morning Snacks for ICDS has been standardized for the entire state keeping constant the prescribed calorie and protein norms, within the per beneficiary ration cost, which may be seen for reference at Annexure I. While three eggs, one each in three prescribed days of a week will be provided in the Hot Cooked Meal for preschool beneficiaries and one egg once a week will be provided for EFP beneficiaries.
- 1.2 The Schedule for Hot Cooked Meal must be adhered to in all the AWCs. However the concerned Jaanch Committee may decide to vary only the Morning Snacks with local fruit/ badam laddoo etc to children.

Table 1 - Weekly Schedule of Morning Snacks and Hot Cooked Meal for Preschool children and Emergency Feeding Programme

	Morning Snack (3 to 6 years Preschool children only)	Hot Cooked Meal (Preschool & beneficiaries)	Hot Cooked Meal (EFP beneficiaries)
Monday	Sprouted Moong	Bhata dalma	Bhata & dalma
Tuesday	Chuda Ladoo	Bhata and Soya badi Curry	Bhata and Soya badi Curry
Wednesday	Chuda Ladoo	Bhata and Egg Curry	Bhata and Egg Curry
Thursday	Sprouted Moong	Bhata & dalma	Bhata & dalma
Friday	Chuda Ladoo	Bhata and Egg Curry	Bhata and Soya badi Curry
Saturday	Chuda Ladoo	Bhata & Egg Curry	Bhata & Dalma
Sunday			Bhata & Dalma

The per beneficiary ration cost per day is as follows:

Item	Per beneficiary per day ration cost
Hot Cooked Meal including Morning Snack, fuel, TC etc. for Preschool. (this is also inclusive of the cost of rice) for 3 – 6 years children.	₹ 6.00
Hot Cooked Meal under EFP	₹ 5.50

- 1.3 This weekly Schedule should be displayed in each AWC prominently either in a flex board or wall painting on the outer wall. The weekly schedule of AWCs is given in table-1 and in the chart, showing the menu and quantity per day. This chart should be replicated on a flex board [about 3 x 4 ft.] made centrally at the district and distributed to all AWCs for display outside the AWC wall.
- 1.4 The daily menu along with the calorie and protein norms for each day is given in **Annexure II**. A diverse menu has been designed to make it more palatable and attractive to the beneficiaries. Each AWC must follow the prescribed menu on each day of the week.
- 1.5 The transport and fuel cost has been standardized. The transport cost will be retained at the district level for delivery of rice to the AWC point. Since other foodstuff will be procured locally, no transport cost is kept for the same.
- 1.6 It must be kept in mind that the primary objective is to ensure that the prescribed Protein and Calorie requirement is given. However, keeping local conditions in mind, no single dal has been prescribed. AWCs may procure the best quality dal, including dals that are grown locally. However, since each dal has a different protein content, the quantity of dal used has to vary proportionately. Thus, Table 2 shows the amount of different dals that are required to be given per child to meet the required Protein content. This should be kept in mind while procuring dal, and while preparing the meals.

The Table below shows that if each child has to be given 5.6 grams of protein, then to achieve that, the quantity prescribed for each dal will vary based on the protein content. This is only on those days when dal is used in the recipe. On other days, when egg and soya chunks/badi is used, this is not relevant.

Table 2 Quantity per beneficiary of different Dals keeping Protein requirement constant

Sl. No.	Dal type	Protein	Ration size in gram per child per day in Pre school
1	Red gram dal (Arhar)	5.6	25
2	Bengal Gram (Buta)	5.6	33
3	Bengal Gram (Chana)	5.6	27
4	Black Gram dal (Biri)	5.6	23
5	Green Gram (Gota Moong)	5.6	23
6	Green Gram dal (Moong Dal)	5.6	23
7	Kandula	5.6	28
8	Jhundanga	5.6	22.50

1.7 Quality Parameters

It is also important to ensure that quality of different dals is ensured. Effort should be made to buy the best quality dals at competitive prices, keeping the market price in mind. Instructions on quality checking of dal, rice and eggs are mentioned in the quality guidelines. The concerned Jaanch Committee, Mother's Committee and supervising Officers should also take up random quality check during their visits. It must be ensured that inferior quality dal, rice and eggs is not bought or supplied in the feeding programmes.

- 1.8 Food items like Dal, Soya badi, Oil, iodized salt and other condiments should be stored in air tight containers for better preservation. Oil and Soya chunks should not be procured in loose quantities to avoid adulteration.
- 1.9 Oil should only be purchased in one or two litre pouches or tetra packs of any reputed brand with Agmark or BIS certification. Similarly soya chunks should only be procured in 1 or 2 kg packs of reputed brand with Agmark or BIS certification. Iodized Salt should also be bought in packets of 1 kg with Agmark/ BIS certification.
- 1.10 AWWs/Mini AWWs should use the flexi fund given to them to procure appropriate storage bins wherever required. On no account should any foodstuff be left open. The concerned Jaanch Committee and Supervisory Officers should check this aspect during their visit to AWCs.
- 1.11 Prohibited Dals like Khesari and Kolatha should not be procured at all. Similarly only branded Refined/Mustard Oil of Agmark/BIS standard should be procured. Palmolein Oil, Vanaspati etc. should not be procured.

- 1.12 It should be ensured that no food stuff except rice is stored for too long in the AWC. All food items other than Vegetables and Eggs should be procured weekly. However, vegetables and eggs should be procured on the day of cooking. In case Oil and Soya Chunks are not available in Agmark brand pouches in the village every week, the same may be procured for a fortnight at the most, from the nearest shop.
- 1.13 The detailed process for cooking the daily recipe has been attached. This should be adhered to by the AWW/AWH. This should be explained to all AWWs at the sector meeting.

Annexure III gives the process of cooking for morning snacks and hot cooked meal, separately for each day of the week.

The nutritive value of different foodstuffs is given in **Annexure IV**. This should be referred to when adding other vegetables/foodstuff in the Hot Cooked Meal.

2. Procurement Procedure

2.1 Objective

- a) Procure goods of required quantity and specification at right price to ensure timely availability of food supplies for successful implementation of Morning Snacks and Hot Cooked Meal for preschool children and Emergency Feeding Programme.
- b) Ensure transparency, efficiency and economy in the procurement process through a fair and transparent process.

2.2 Scope and Applicability

Under the decentralized system, all the food items except rice under Hot Cooked Meal under ICDS and Emergency Feeding shall be procured locally by the AWW and Ward Member/Councilor/Corporator. This Guideline shall be applicable for the procurement of all the food items under Supplementary Nutrition Programme (SNP) and Emergency Feeding Programme (EFP). The items included under the respective programme are given in the **Annexure V**.

2.3 Recommended Procedure

- a) Anganwadi Worker and the Ward Member/Councilor/Corporator shall be primarily responsible for the procurement under SNP and EFP. It is not necessary that both the AWW and Ward Member/ Councilor/Corporator must go together to procure. Either one of them can go after the price has been determined by the concerned Jaanch Committee.
- b) Morning Snacks under SNP shall be procured from the SHGs. Selection of the SHG shall be strictly on the basis of their capacity and experience in similar line of activity. In case SHGs in the locality are not willing or capable of providing the required snacks then it can be procured from the nearby SHGs. The price of the Morning Snacks shall be as per the norms.
- c) The concerned Jaanch Committee shall review the procurement and take measures to correct the deviations and irregularities, if any, noticed by them.
- d) In case a local solution cannot be found, the matter should be brought to the notice of Sarpanch/Chairperson/Mayor ,who should take measures to ensure that proper feeding with quality and quantity takes place.

2.4 Procurement Plan

The AWW and Ward Member/Councilor/Corporator shall prepare a Monthly Procurement Plan for SNP and EFP separately, quantifying the requirement of individual items to be procured taking into consideration (a) Number of beneficiaries (b) Ration Size. The Monthly Procurement Plan shall be verified and approved by the concerned Jaanch Committee. to decide on the quantity, type and the place from where food items are to be procured.

The procurement plan format is given in **Annexure-VI**

2.5 Local Procurement

- a) The AWW and Ward Member/Councilor/Corporator will procure the food items from local shops / haats / retailers to minimize transportation cost and time. If any of the items is processed by any local SHGs/Women's Group, then the same shall be preferably procured from them in case the offer price is at par with the open market.
- b) In case any food stuff is cheaper locally then the AWW/Ward member/Councilor/Corporator should not save money. Rather the saving should be used to give additional food stuff such as Saag Bhaja, Tomato Khata, seasonal fruits, Payas etc. to the beneficiaries. On no account should the savings in ration cost be used for any items other than foodstuff for children.
- c) A uniform rate is indicated for transport, condiments and for fuel in the ration cost. This should be adhered to. Transport cost for the transportation of rice from FCI godown to AWC point is fixed at ₹ 75.00 per quintal. Since local procurement is there for all other foodstuff, there is no transport cost for the same.

Cost per child per day basis	Preschool	Emergency Feeding
Condiment and 2gm Iodized salt	0.16	0.20
Fuel	0.30	0.30
Transport Cost for transportation of Rice from FCI Godown to AWC point	0.06	0.19

2.6 Procurement Price

The AWW and Ward Member/Councilor/Corporator shall collect prices of the food items of required specification from the local retailer / haat / shops / SHGs and fix the price on monthly basis. The selection of the same shall be strictly on the basis of best quality for competitive price. The local retailer / haat / shops / SHGs for each month shall be selected in the last week of the previous month. The process of selection and fixation of price of each item by the AWW and Ward Member/Councilor/Corporator shall be duly recorded in the minute book and verified by the Jaanch Committee. In case the items are procured from SHGs the AWW and Ward Member/Councilors/Corporator should negotiate to ensure that it is not more than the market price. The procurement plan format is given at **Annexure VI**.

The resolution in respect of selection of Shop and fixation of price for food items under SNP and EFP by the AWW/Ward member/Corporator is given at **Annexure VII.**

2.7 Terms and Method of Payment

Cash and carry method should be followed uniformly for all purchases. The CDPO will ensure timely payment. She will be personally liable in case there is disruption in feeding due to delayed payment.

Collector should monitor this every month and ensure that feeding programmes are not disrupted due to late payment.

3. Financial Procedure

Anganwadi Worker and Ward Member/Councilor/Corporator will be jointly responsible for the timely procurement of all ingredients for Morning Snacks and Hot Cooked Meal like dal, soya, egg, oil condiments, salts and fuel (rice will be supplied from Food corporation of India).

3.1. Bank Account

- a) A joint savings bank account shall be opened in the nearest bank branch. Anganwadi Worker (AWW) and the Ward Member/Councilor/Corporator will be the joint authorized signatories for operation of the bank account. All receipts shall be deposited in the said account and all expenses on account of procurement are to be met out of the available balance.
- b) In case of exigencies, the concerned Jaanch Committee will authorize the Sarpanch/ Mayor/Chairperson (in place of Ward Member/councilor/corporator) of the area in which the AWC is located to operate the bank account and do the day to day procurement along with the AWW. In case no Ward Member/ Councilor/ Corporator/ Sarpanch is available, the Collector will make alternative arrangements.
- c) AWW and Ward Member/Councilor/Corporator will withdraw money from the account for the purpose of procurement of rations as per requirement and reimburse the amount on a monthly basis by submitting statement of expenses in the prescribed format to the CDPO. Lady supervisors shall be responsible for collecting the statement of expenses from their AWCs and submitting them to the concerned CDPO. Required fund will be automatically transferred to the AWCs/Mini AWCs/SHGs by the CDPO by 7th of each month for the next month. This will be adjusted every month depending on the attendance figures of the previous month and the claim submitted by the AWC
- d) All transfers to the joint A/C will only be made only through E-transfer. Collectors should ensure this. No deviations on this score should be allowed.
- e) Banks should be requested to issue cheque book to the AWW which will be used for the withdrawal of money from the bank by presenting the duly filled in cheque folio to the bank. Both the Anganwadi Worker and Ward Member/Councilor/Corporator need not to go together for withdrawal of money. Either one of them as per convenience can do the same.
- f) The amount available in the bank account on account of credit of interest may be utilized for the purchase of storage container/LPG cylinder and pre-school kits after due approval of the CDPO on recommendation of the Jaanch Committee.
- g) However on no account should any savings be made in the ration cost of

beneficiaries. In case some foodstuffs like dal and vegetables are cheaper during a season, the beneficiaries should be given additional foodstuff like saga bhaja, fruit, tomato khata etc.

- h) In case the AWW post is vacant it should be filled up urgently. However, to ensure that the feeding is not stopped the nearest AWW account shall be used. However the record maintenance for both will be separate. Collector will take final decisions based on the local situation.

3.2. Books of Account

AWW is required to maintain the following books of account on a day to day basis. The Lady Supervisor will guide the AWW in maintaining the books of accounts. The books are subject to verification by Supervisor (LS), CDPO, DSWO, Sub Collector and other officials from time to time.

- a) Cash book – **Annexure VIII**
- All the receipts in the joint bank account shall be entered in the bank column of receipt side of the cash book. Any cash drawn from the bank shall be entered in the bank column of payment side and cash column in receipt side. Cash payment and cheque payment on account of purchases of various items shall be entered in cash column and bank column of payment side respectively. Interest credited by the bank shall be entered in the bank column of the receipt side of the cash book. Total of receipt and payment in each page and closing balance shall be drawn. Each page of the cash book shall be signed by the AWW and Ward Member/Councilor/Corporator for authentication.
- b) Purchase Register - **Annexure IX**
- The register shall contain the details of purchases such as name of rations, quantity, rate, amount and date of purchase. Each page of the purchase register shall be signed by AWW and ward member/Councilor/Corporator for authentication.
- c) Stock and Distribution Register - **Annexure X**
- The register shall contain the quantitative details of stocks of rations opening stock, receipt, consumed and closing stock on a day to day basis. Separate pages shall be opened and maintained for each kind of items. Each page of the stock register shall be signed by AWW and Ward Member/ Councilor/ Corporator for authentication.
- d) Statement of Expenses - **Annexure-XI**
- e) Statement of Bank reconciliation- **Annexure XII**
- The statement will show the reconciliation between the closing balances as shown in the bank column of the cash book with that shown in the bank pass book in the last day of each month. The statement is to be prepared on a quarterly basis.

3.3. Procedure for procurement

All the items of rations except rice required for Hot Cooked Meal will be procured according to the procurement guidelines by AWW and Ward Member/Councilor/ Corporator from the local market on payment of cash/cheque. The quality of the goods shall be as per the quality guidelines.

The quantity procured together with the closing stock at any particular point of time shall not be more than one week's requirement. Quantity to be procured and stored shall be arrived at, considering the quantity required per child as per specified norm. While spending public money in the course of purchasing goods the AWW and WM/councilor/corporator shall exercise due care as a person of ordinary prudence does in case of spending his own money.

3.4. Reimbursement of expenditure

- a) Statement of expenses is to be prepared by the AWW for each month and signed by both the AWW and Ward member/Councilor/Corporator and verified by Lady Supervisor. Duly verified statement of expenses is to be submitted to the CDPO for approval.
- b) AWW is also required to keep all vouchers/bills, etc. in support of the purchase of goods in safe custody and produce the same along with the books of accounts before the inspecting officials. **Annexure XIV.**

3.5. Financial procedure for Morning Snacks

Morning snacks will be supplied by the local SHG as per the existing guidelines to the concerned AWC. AWW will maintain the records of supply and distribution in the stock register **Annexure X.** AWW will submit a statement of supply of Morning Snacks verified by Lady Supervisor to the CDPO who will make only direct e-payment to concerned SHGs accounts. The payment must be released on a monthly basis and the CDPO should ensure that there is no delay.

4. Monitoring and Supervision at GP and Village/Ward Level

Since the feeding system has now been decentralized to the village/ward level, responsibility for implementation also devolves on local level functionaries.

4.1. Sarpanch/Chairperson/Mayor

The Sarpanch/ Mayor/ Chairperson will supervise and ensure the implementation of the decentralized SNP, MDM, THR and EFP [in 8 KBK districts] in the GP or urban area respectively. S/He will:

- a) Review the implementation and progress in GP/urban areas meetings every month. The issues relating to feeding in SNP and EFP, MDM and THR should be kept as part of the agenda in the monthly Panchayat meeting.
- b) Take measures to ensure that the programmes run successfully, meeting the quality and quantity norms set for each category of beneficiary.
- c) Make field visits and take remedial measures at local level itself.
- d) Report to the CDPO and BDO only when the issue cannot be dealt at his/her level.
- e) Report by email to the BDO and CDPO every month on the progress of feeding programmes, by utilizing the computer facility at the GP level.
- f) Utilize the existing field level personnel at the GP level/urban areas for monitoring the feeding programmes in AWCs and Schools.

4.2. Ward Member/Councilor/Corporator

The Ward Member/Councilor will be primarily responsible for implementation of the feeding programmes at the AWC, i.e. Hot Cooked Meal, Morning Snack, EFP, and THR. He/ She will hold a joint account with the AWW and will:

- a) Maintain absolute financial integrity in dealing with government money meant for the feeding programmes and ensuring that it is used only for feeding the beneficiaries as per the norms.
- b) Facilitate and help the AWW in proper implementation of the programmes.
- c) Not hold up signing the withdrawal slips/cheques, reimbursement claims etc. without valid reason, causing disruption in the feeding programmes.
- d) Ensure that the entitlements are known to the people in his ward and the entitlement charts are displayed on a prominent wall in the village.
- e) Ensure proper functioning of the concerned Jaanch Committee and the Mothers Committee.
- f) Ensure that proper quality as prescribed is given to all beneficiaries through proper procurement of foodstuff at competitive prices and best quality, within the prescribed ration cost.
- g) Ensure that proper procurement is done, without fudging of records, without overpayment and by buying from SHGs as far as possible.
- h) Remedy any local issues that may be likely to disrupt the feeding programmes.
- i) Ensure that the names of concerned Jaanch Committee members are displayed in each AWC and school along with their photographs and the names and photographs of Mothers Committee are displayed in each AWC. The AWW/School should be asked to make a chart as follows for display in a prominent place.

AWC - Chart for concerned Jaanch Committee and Mothers Committee separately

Name	Address	Photograph

- j) Discuss with visiting officers regarding the implementation of the programmes and suggest remedial measures if any.

4.3. Jaanch Committee

The Jaanch Committee is a new mechanism being set up in each village. In urban areas there shall be a Jaanch Committee for every AWC. The primary responsibility of the Jaanch Committee is to ensure that all feeding programmes maintain prescribed standards of quality and quantity.

- a) Composition:

This will be a committee with the following members:

- A retired Government/ PSU employee
- Presidents/Secretary of 2 best graded SHGs or President and Secretary of one SHG if 2SHGs are not there in the village. In case an SHG is supplying Morning Snacks to the AWC or cooking MDM, it should not be part of this committee
- One person with disability
- Chairperson of Mothers Committee
- President of Village Education Committee

The committee will be headed by the retired Government/PSU employee. If no such person is available, the person with the highest qualification from among the other members will be the President.

b) Selection:

The sector supervisor will convene a village meeting where all GKS members, Parent Teacher Association of the village and other persons from the village will be present and select the members in consultation with all present. Minutes of the selection meeting should be recorded.

It should be made clear during selection that the Jaanch Committee members are not entitled to any honorarium or travel cost to do the work. This is a position of responsibility and prestige and not a money making enterprise. Only those persons who are able and willing to take up this responsibility should be entrusted with the task.

The sector supervisor should get a feedback every month during her field visit from the AWWs regarding the conduct of the Jaanch Committee members. In case any complaints are received regarding any misconduct or asking for money/ favours, a local enquiry should be made and action taken accordingly. The supervisor may also involve the Sarpanch/ Mayor/ Chairperson in case any action is required to change the original composition of the committee.

c) Roster of visits:

- In order to ensure that visits are being made, the President should draw up a roster of visits for each member. However the date of visits should not be mentioned, as the visits should be random.
- The roster should be drawn up in a manner such that the members keep rotating and no single member is given more work than the others, or is allotted one particular school/AWW for more than a month.
- The President should review the visits of the members in a meeting at the end of the month and take remedial action wherever required.
- A format for reporting by the Jaanch Committee members has been given at **Annexure XIII** which may be followed for reviews by the President Jaanch Committee every week and the Sarpanch/Mayor/Chairperson every month.

d) Role:

The Jaanch Committee will:

- Visit each AWC (primary and upper primary school) in the village on a random basis at least once a week and check the quality and quantity of food being served.
- Be present at the time of receipt of THR and its distribution to the beneficiaries.
- Visit at least one household per week to ensure that THR was received and is being consumed as per the required norm.
- Check the quality of **food but by tasting only a very small portion**. The members should not ask for and should under no circumstances be served a full meal during their visit.
- Each AWC (and school) will maintain a register to record the remarks of the

Jaanch committee on the day of their visit. (This should be cross checked by the headmaster and by visiting officials).

- The Jaanch Committee should not indulge so much in fault finding of individual functionaries as in ensuring that feeding programmes are run properly. In case some local issues come to the notice of the Jaanch Committee, they should be resolved by them at that place itself and recorded in the register. In case it cannot be resolved by them, it should be brought to the notice of the President of the Jaanch Committee. As last resort, if the solution cannot be found in the village, it should be immediately reported to the Sarpanch/ Mayor/ Chairperson with a copy to the sector supervisor and CDPO.

4.4. Mothers' committee

The Mothers' Committees already exist in each village. They should be strengthened as per the Revised Mother's Committee guidelines circulated vide letter No.5823/WCD, dt.28.3.2012. In case old members have become ineligible, they should be replaced by new members. They should also be given the guidelines and made aware of their role and responsibilities by the supervisors and CDPO.

Role:

They will be responsible for ensuring quality at the AWC level and will be present when THR is received and distributed. Since they are mothers themselves, it is expected that they will talk to mothers regarding their entitlements and the necessity of taking supplementary nutrition properly.

Their main responsibilities have been laid out in the earlier letter. However, some of these are reiterated below due to decentralization of the feeding programmes.

- a) To send their children above 3 years to the AWC in case they are not coming regularly to the AWC. They should motivate the mothers and fathers by making home visits and making sure that children between 3-6 years come to the AWC.
- b) Assist the AWC in carrying out preschool activities in the AWC. They should also help her in ensuring that the children's nails are cut, hair is combed and hands are washed before eating.
- c) Ensure that the proper quantity of THR is received at the AWC and the same quantity in packets is distributed to the beneficiaries on the 1st and 15th of every month.
- d) Since the Mothers Committee members have their own children, they should make home visits and counsel the mothers to use clean drinking water for preparing chhatua to feed themselves [if they are pregnant or lactating] and children.

5. Monitoring and Supervision at district and sub district level

Effective monitoring is the key to the success of the decentralization effort. Since there are many new elements, supportive supervision will be required in the first fortnight. After the first fortnight/three weeks, the supervision will have to change focus to ensuring that the guidelines are followed in their entirety and different levels of personnel are made accountable. Accordingly, Collectors should:

5.1. Control room

- a) Set up a control room at the district level under the ADM or another officer at the discretion of the Collector, where complaints will be received, tour observations of field officers will be recorded and analyzed and action taken. The control room will also gather information on quality checks done at different levels and put up for appropriate action. Officers moving to the field for checks should report back to the control room with their observations on the same day, which should be duly recorded. Thus the control room will function as the grievance redressal cell as well as monitoring cell. Similar control rooms should also be set up at the subdivision and Block/Project level. They should send their reports via email to the district control room every day. Their functioning should also be reviewed by the officer in charge of the district control room every day.
- b) Records [manual or computerized] should be maintained in the control room on the field visits and complaints received and action taken on them. The Collectors, with the help of the officer in charge of the control room may work out a standard check list for tour reporting.
- c) The officer in charge of the control room will review the information every evening for the first three months and take necessary action to ensure that the feeding programmes run smoothly.
- d) Collectors will, for the first three months, review the functioning of the decentralization every alternate day and quickly remedy any gaps or dislocations. After three months, only if the decentralization is implemented satisfactorily, the review may be made once a week.
- e) A dedicated phone line should be made available for the control room and printed prominently in the entitlement charts for ICDS of each district.

5.2. Squads

- a) At the District, Sub division and Block level, a group of 5-6 officers of different departments should be identified as the monitoring squad. The ICDS personnel should be part of the squads. Especially at the Block level, the supervisors should be part of the squad.
- b) The squads should tour extensively and make random checks of schools and AWCs to ensure that the feeding programmes are running properly.
- c) Their mandate would not just be fault finding, but to remedy the situation locally.
- d) The squads should be sent by the officer in charge of the control room, especially where information on malfunctioning is received and immediate remedial action is required, and should report back to the control room.
- e) The squad members may not always go in a team, but rather should travel individually so that more places can be covered per day.

5.3. Allocation of areas

- a) At the district and sub divisional level, blocks should be allotted to line officers, and they should be given individual responsibility of ensuring that the feeding programmes are running well in the districts. A similar exercise allocating GPs to extension officers should be done at the block level.
- b) The officers should, in the first three months tour their allotted areas extensively and ensure that the decentralization process is running smoothly. They should

also report to the control room on the same day of their visit.

- c) As with the squads, they should make efforts to remedy the situation at the local level instead of simply reporting to the higher level.
- d) The Collector, Sub-collector and BDO/CDPO should review the tours and effectiveness of their tours once a week for the first three months.
- e) The performance of the officers in ensuring proper implementation of the feeding programmes may also be mentioned as a special achievement in their ACRs if so deserving.
- f) Similarly if any of the functionaries including Ward Members, Councilors, Corporators AWWs, SHGs, Supervisors, CDPOs, BDOs are found to be derelict in their duty in ensuring proper implementation of the programme, stringent and swift action should be taken against them as per rules.

6. Training for effective decentralization

For proper implementation of the guideline a series of trainings are required to be imparted to all level of functionaries. The new guidelines may be shared with districts for further training down the line. Training should preferably be carried out on the dates mentioned below. Only in case of local exigency the date can be shifted. However Collectors must ensure that all trainings are over by 30th March positively.

Sl. No.	Level	Mode of training
1	District level	CD display, training on the new revised ration cost and allocation of responsibility for all district level officers, all PRI members at district level , elected representatives
2	Block level	CD display, training on the new revised ration cost and allocation of responsibility for all supervisors, all block level extension officers, all PRI members at block and GP level, GKS members
3	Sector level- covering the GPs under the Sector	CD display, training on the new revised ration cost and allocation of responsibility for all AWWs, Ward Members/Councilor/Corporator, members of Jaanch and Mothers Committees, , office bearers of SHGs
4	Sector Level	Retraining and firming up responsibility of members as above

7. Publication of Entitlements

In order to achieve transparency in the decentralized process it is important to create all round awareness of the entitlements of the beneficiary under the program. Accordingly the following documents are enclosed:

- i. Weekly menu in pictorial form with quantities given. This should be printed in flex and displayed at the outer wall of AWC. This is applicable even if the AWC runs in a private building.
- ii. The daily schedule of the AWC should be printed in the flex board and supplied to all AWCs.
- iii. A separate menu prepared for EFP should be displayed wherever applicable. The entitlement charts are given at annexure.

ANNEXURE

Annexure I**Hot Cooked Meal: Weekly Average Norms of Preschool and EFP**

Day	Preschool Children		Emergency Feeding Program	
	Calorie	Protein	Calorie	Protein
Monday	522.50	17.97	1048.50	24.94
Tuesday	555.60	15.18	1043.50	25.10
Wednesday	577.10	14.83	1074.00	26.15
Thursday	522.50	17.97	1048.50	24.94
Friday	577.10	14.83	1043.50	25.10
Saturday	577.10	14.83	1048.50	24.94
Sunday			1048.50	24.94
TOTAL	3331.90	95.61	7355.00	176.11
Average per day	555.32	15.94	1050.71	25.16

Annexure II**Daily recipes for Morning Snacks and Hot Cooked Meal for Preschool children****[All ration sizes in grams]**

Monday, Thursday : Bhata & Dalma			
Particulars	Preschool Children		
	Ration size in gram	Calorie	Protein
Morning Snacks			
Sprouted gram (Moong and Sugar)	20	70.10	3.60
Hot Cooked Meal			
Rice	80	276.00	5.44
Dal	30	100.50	6.69
Oil	3	27.00	0
Potato and other Vegetables	50	30.50	0.90
Drumstick leaves (Sajana Saga)	20	18.40	1.34
Total		522.50	17.97

Tuesday : Bhata & Soya badi Curry			
Particulars	Preschool		
	Ration size	Calorie	Protein
Morning Snacks			
Chuda Ladoo (Chuda – 30 gm. + Sugar / Jaggery – 10gm)	40	143.80	1.98
Hot Cooked Meal			
Rice	80	276.00	5.44
Soya Chunks	25	70.00	7.00
Oil	3	27.00	0.00
Potato, Vegetables and Onion	50	38.80	0.76
Total		555.60	15.18

Wednesday, Friday & Saturday: Bhata & Egg Curry			
Particulars	Preschool		
	Ration size	Calorie	Protein
Morning Snacks			
Chuda Ladoo (Chuda – 30 gm. + Sugar / Jaggery – 10gm)	40	143.80	1.98
Hot Cooked Meal			
Rice	80	276.00	5.44
Egg	One	86.50	6.65
Oil	3	27.00	0
Potato and Onion	50	43.80	0.76
Total		577.10	14.83

Daily recipes for Hot Cooked Meal for EFP

Monday, Thursday, Saturday & Sunday : Bhata & Dalma for EFP			
Particulars	EFP		
	Ration size	Calorie	Protein
Hot Cooked Meal			
Rice	250	862.50	17.00
Dal	30	101.00	6.69
Oil	5	45.00	0
Potato and Vegetables	50	40.00	1.25
Total		1048.50	24.94

Wednesday : Bhata & Egg Curry for EFP			
Particulars	Emergency Feeding		
	Ration size	Calorie	Protein
Hot Cooked Meal			
Rice	250	862.50	17.00
Egg	one	86.50	6.65
Oil	5	45.00	0
Potato and Vegetables	100	80.00	2.50
Total	375	1074.00	26.15

Tuesday & Friday : Bhata & Soya badi Curry for EFP			
Particulars	EFP		
	Ration size	Calorie	Protein
Hot Cooked Meal			
Rice	250	862.50	17.00
Soya Chunks	20	56.00	5.60
Oil	5	45.00	0
Potato and Vegetables	100	80.00	2.50
Total		1043.50	25.10

Annexure III**Cooking process for Morning Snacks and Hot Cooked Meal****a. Cooking Process for Morning Snacks****Morning Snacks (Preschool)****Sprouted Moong (Monday and Thursday)**

- Take exact amount of moong as per number of child and clean it properly to remove the dirt and dust.
- Wash thoroughly in running water and soak in clean water for 6 to 7 hours.
- Now tie it in a clean cloth and keep it aside for 6 to 7 hours.
- Before serving add powdered sugar and serve.

Chuda Ladoo (Tuesday, Wednesday, Friday & Saturday)

- Clean chuda properly to remove dust/dirt.
- Roast chuda at low flame till it becomes crispy.
- Add sugar / jaggery and mix properly till it mixes with each other.
- Take out from flame.
- Make small ladoo of 25 gms.
- Give 2 ladoo to each child.
- Local cereals like ragi, jowar, maize, Til etc. may be substituted for chuda

b. Cooking Process for hot cooked meal Instructions:

1. Always take the exact amount of food items as mentioned in the recipe per child/beneficiary basis.
2. It is always better to add easily available seasonal fresh vegetables.
3. Green leafy vegetables like Saaga should be added as per local availability (Sajna Saaga, Palak, local saags) to Dalma as it adds micronutrients. Saaga can also be cooked separately as bhaja and given to children as it is rich in iron.
4. Do not peel Potatoes, but clean it thoroughly in water to ensure all dirt is washed off.
5. Any vegetables, especially leafy vegetables should be washed properly before cutting.
6. Always use Iodized salt at the end of cooking as it may destroy iodine.

Hot cooked Meal (Pre School and EFP)**Bhata**

- Clean and wash rice.
- Put adequate clean water to cook so that at last need not to be drained (1 part rice, 2.5 part water).
- Cook it in clean water till it becomes soft and edible.

Dalma	
→	Clean Dal and wash it thoroughly with clean water, soak it for some time (10 minutes).
→	Wash vegetables properly and then cut it in to medium size.
→	Take oil as per the allotted amount and heat it. Add sarson/ phutan, now add vegetables (Seasonal vegetables) and Potatoes and add soaked Dal. Add turmeric.
→	Let it cook till it becomes soft.
→	Add Iodized salt at last.
Soya Badi Curry	
→	Wash and put soya chunks in boiling water for 25 to 30 minutes.
→	Squeeze the chunks properly to remove water.
→	Cut it in to 2-3 pieces.
→	Wash Potatoes properly in clean water and cut it in medium size pieces.
→	Heat oil, put sarso/phutan. Add finely cut onion, garlic and ginger. Add potato, add turmeric and other condiments. Add water and Tomatoes, other seasonal vegetables (pumpkin, carrot, beans, sweet potato etc).
→	Mix cut soya chunks to curry.
→	Mix well. Cook it for 5 to 10 minutes as required.
→	Add Iodized Salt at the end.
Egg Curry	
→	Clean and boil Eggs in clean water.
→	Wash Potatoes and other seasonal vegetables (Pumpkin, Tomato, etc.) properly to remove dirt.
→	Heat Oil, put phutan, add Onion, Garlic, and Ginger and fry lightly. Add vegetables (Potato, Tomato, beans, pumpkin, carrot, bhindi, raw banana etc). Mix it properly.
→	Add water to cook and cook till the vegetables are done and it has curry like consistency.
→	Add Boiled eggs and cook for 2-3 minutes.
→	Add Iodized salt at the last.

Annexure IV**NUTRITIVE VALUE OF SOME COMMON FOODS**

S.N.	FOOD ITEM (100GMS)	PROTEIN (GRAM)	ENERGY (KCAL)	FAT (GRAM)
A	CEREALS			
1	Rice par boiled	7.3	328	1.3
2	Rice flakes (Chuda)	6.6	346	1.2
3	Rice puffed (Mudhi)	7.5	325	0.1
4	Wheat Semolina (Suji)	10.4	348	0.8
5	Ragi (Mandia)	7.3	328	1.3
6	Maize (dry)	11.1	342	3.6
B	Vegetables			
1	Potato (Alu)	1.6	97	0.1
2	Onion (Piaja)	1.2	50	0.1
3	Brinjal (Baigana)	1.4	24	0.3
4	Pumpkin (Kakharu)	1.4	25	0.1
5	Beans	1.7	26	0.1
6	Drumstick (Sajana Chhuin)	2.5	26	0.1
7	Drumstick leaves (Sajana Saag)	6.7	92	1.7
8	Papaya green (Amruta Bhandra)	0.7	27	0.2
9	Tomato (Tomatar)	0.9	20	0.2
10	Cabbage (Patra Cobi)	1.8	27	0.6
11	Bottle Gourd (Lau)	0.2	12	0.1
12	Jack Fruit (Panasa Katha)	2.6	51	0.3
C	Nuts			
1	Coconut (Nadia)	4.5	444	41.6
2	Ground nut (Badam)	25.3	567	40.1
D	Others			
1	Egg (Anda)	13.3	173	13.3
2	Soya chunks (Soya badi)	54.2/55 (Nutrella)	336/385 (N)	0/5 (N)

Annexure V**Food items under SNP & EFP****Morning Snacks and Hot cooked Meal & Emergency Feeding Programme (EFP)**

- Rice (To be supplied through Collectors from FCI godowns)
- Dal
- Soya Chunks
- Oil
- Eggs (thrice in a week for SNP and once for EFP)
- Vegetables
- Iodized Salt
- Other Condiments
- Fuel

Annexure VI**Procurement Plan for the Month of.....**

SLNO.	ITEM	QUANTITY	RATE	VALUE
1				
2				
3				
TOTAL				

Annexure VII**Resolution in respect of selection of Shop and fixation of price for food items under SNP and EFP by the Committee:**

The committee after a price enquiry in the local market for different food items of specified quality decided to purchase food items from the Shop/SHGs at a price as mentioned below for the month of

Sl. No.	Item	Description	Name of the Shop/SHG	Offered Price/Kg	Total Quantity (monthly)
1	Dal				
2	Oil	PET bottle or poly pack (1 ltr / 2ltr) of brand			
3	Soya	1 Kg or 2 kg branded pack			
4					

Whereas all the parties as mentioned above have agreed to supply respective items at the agreed price during the month of It is also agreed that in case they fail to supply the required quantity of food item at the agreed price then they will not be considered in future.

Signature of AWW/Ward Member/Councilor/Corporator

Signature of the suppliers

Signature of Jaanch Committee (two members)

1.

2.

Annexure VIII**Format of Cash Book**

RECEIPT				PAYMENT			
Date	Particulars	Cash	Bank	Date	Particulars	Cash	Bank
	Opening Balance B/F	XX.XX	XX.XX				
	Total Receipts	XX.XX	XX.XX		Total Payments	XX.XX	XX.XX
					Closing Balance C/F	XX.XX	XX.XX
	Grand Total	XX.XX	XX.XX		Grand Total	XX.XX	XX.XX

Prepared by

Checked by

Date

Annexure IX**Format of Purchase Register**

Date	Description	Quantity	Rate	Amount	Cash Book page no

Prepared by**Checked by****Designation****Date of checking**

Annexure X**Format of Stock Register**

Date	Opening balance quantity	Receipt / purchase Quantity	Quantity consumed	Closing balance quantity	No s of beneficiaries fed Morning snacks supplied

Prepared by**Checked by****(Note: separate pages for separate foodstuff.)**

Annexure XI**Statement of Expenses (SOE)**

Statement of Expenses for the quarter & 2011						
Sl. No.	Description	Quantity	Rate	Amount	Total Strength	No of beneficiaries fed Morning snacks
1	Dal				6-36 --Months	
2	Egg				3-6years--	
3	Soya					
4	Salt					
5	Vegetables					
6	Condiments					
7	Fuel					
8	Chatua					
9	Morning snacks					
	Total					

Prepared by

Checked by

Approved by

Annexure XII**Statement of bank reconciliation**

Statement of bank reconciliation as on the last date of the month	
Bank balance as per pass book on last day of month	xxx.xx
Add: interest credited by bank but not entered in the cash book	xxx.xx
Less: charges debited by bank not taken in cash book	xxx.xx
Balance in the bank as per cash book on the last day of month	

Annexure XIII**Supervision check list for Jaanch Committee and Mother's Committee**

Name of the Project Visited:

Visit Date:

Visit duration:

Name of the AWC Visited :

AWW's Name:

DESCRIPTION	OBSERVATIONS/STATUS
Number of Beneficiaries enrolled in pre school	
Number of Beneficiaries present in pre school	
Number of Beneficiaries enrolled in EFP	
Number of Beneficiaries present in EFP	
Is the weekly Menu Chart displayed in the AWC/ School?	
Is there any discrepancy in the food prepared from the menu?	
Use of the following things in the cooked food: Yes/no <ul style="list-style-type: none"> • Iodized salt • BIS/AG Mark marked Dal, oil and soya chunks • Fresh vegetables added to food 	
Check the quality of food (to be tasted personally in a small quantity, whether palatable or not)	
Hygiene maintained while cooking, serving and feeding (condition of kitchen, utensils, eating place and availability of safe drinking water)	
Whether stock of oil/ soya chunks/dal available for less than a week	
Safe and hygiene storage (in container, free from insects, worms, rats, rain, moisture)	
Use of appropriate measuring device for cooking and serving	

Hand washing done before and after eating for	
AWW/AWH/beneficiaries	
Children eating in own or supplied plate	
Growth monitoring of children done regularly (Weighing followed by counseling)	
Referral cases and follow-up	
Whether there are any false beneficiaries enrolled	
Observations of home visit 2/3 families visited	
Feedbacks of interaction with 2/3 beneficiaries	

Members Names:

Signatures:

Action taken on observations:

- 1.
- 2.
- 3.

Report submission Date:

Annexure - XIV**Reimbursement claim format for Hot cooked Meal**

Name of the centre:

No of beneficiaries enrolled:

Name of the block:

No of beneficiaries attended:

No of feeding days:

Food Stuff	Total quantity supplied during this month	Total cost of food stuff supplied
Dal (type)		
Soya Chunk		
Egg		
oil		
Condiments		
Fuel & others		
Total Cost		

Signature of Ward member/Councilor/Corporator**Signature of the AWW****Submitted By.....****Name of the AWW:****Date of Submission:****One copy retained by AWW and one copy to CDPO**

Annexure XV**UNIFORM SPECIFICATION FOR GRADE 'A' & COMMON RICE (MARKETING SEASON 2006-2007)**

Rice shall be in sound merchantable condition, sweet, dry, clean wholesome, of good food value, uniform in colour and size of grains and free from moulds, weevils, obnoxious smell, admixture of unwholesome poisonous substances, Argemone mexicana and Lathyrus safivus (Khesari) in any form, or colouring agents and all impurities except to the extent in the schedule below. It shall also conform to PFA Standards:

SCHEDULE OF SPECIFICATION

Sl. No.	Refractions	Maximum Limit (%)	
		Grade A	Common
1.	Brokens*		
	Raw	25.0	25.0
	Parboiled	16.0	16.0
2.	Foreign Matter **		
	Raw / Parboiled	0.5	0.5
3.	Damaged / Slightly Damaged Grains		
	Raw	2.0#	2.0#
	Parboiled	4.0	4.0
4.	Discoloured Grains		
	Raw	3.0	3.0
	Parboiled	5.0	5.0
5.	Chalky Grains		
	Raw	5.0	5.0
6.	Red Grains		
	Raw/Parboiled	3.0	3.0
7.	Admixture of lower class		
	Raw/Parboiled	7.0	-
8.	Dehusked grains		
	Raw/Parboiled	12.0	12.0
9.	Moisture content†***		
	Raw/Parboiled	14.0	14.0

Including 1% small broken.

- ** Not more than 0.25% by weight shall be mineral matter and not more than 0.10% by weight shall be impurities of animal origin.
- # Rice having incidence of pin point damage to the extent of 1% over and above 2% Damaged / Slightly Damaged grains may be accepted without any value cut.
- *** Rice (both raw and Parboiled) can be procured with moisture content upto a maximum limit of 15% with value cut. There will be no value cut up to 14%. Between 14% to 15% moisture, value cut will be applicable at the rate of full value.
- ❖ Yolk Fresh eggs have uniform yellow and dark coloured yolk. The yolk of a very fresh egg will have a round and compact appearance and it will sit positioned quite high up in the middle and centered of the egg.
- ❖ pH In a fresh egg, the albumen is alkaline (pH 8.0) and yolk is acidic (pH 6.0). The pH of fresh total egg is 6.8.
- ❖ Water content The water content is 88% in Albumen and 48% in yolk.

Additional Features of a good Egg

- ❖ In fresh egg, albumen index is 0.1. As the egg ages, the albumen, index becomes lower. Albumen index is calculated by dividing the maximum height of thick albumen and the maximum width of thick albumen.
- ❖ Haugh unit value of 80 and above indicates freshness of egg. As egg quality deteriorates, the Haugh unit value decreases.
- ❖ Haugh unit = $100 \log (H - 7.57 - 1.7 W^{0.37})_2$
Where, H is the height of the thick albumen (in mm), W is egg weight. Haugh unit value of 80 and above indicates freshness of egg.
- ❖ A yellowish or greenish blue to the albumen of a fresh egg indicates the presence of the B vitamin riboflavin.
- ❖ A good egg has a yolk index of 0.4 lesser value indicates deterioration of egg quality. Yolk index is calculated by dividing the maximum height of thick yolk and the maximum width of thick yolk.
- ❖ Occasionally, a blood vessel can break during yolk formation, so that a little bit of blood is wrapped up in the albumen, a bright red spot is an indication of freshness and edible.
- ❖ Meat spots in the albumen portion of the egg may be tan, brown, gray or white. Eggs containing meat spots are perieotly edible.

A NOTE ON EGG QUALITY

The salient characteristics of a good egg:

- ❖ Size - The size of egg should be uniform & medium.
- ❖ Shape - The normal shape of the egg is oval. Sometimes, it may be spherical, elongated, cylindrical, elliptical, conical and biconcave. The length of the egg is slightly more than the width. The egg shape index (width/length X 100) varies from 70-74.
- ❖ Weight - The standard weight of a good egg is 45-59 gm.
- ❖ Colour - The colour of chicken egg is chalky white, brown.
- ❖ Shell The egg shell should be free from cracks, as cracks allow easy entry of microbes and the egg spoils. The outer surface of the eggs must be clean in order to minimize the microbial invasion through shell (external white covering) pores of the egg.
- ❖ Air pocket There is a small air pocket in the large end of the egg. When the egg is fresh, the air pocket is small. It is only about 1/8 of an inch deep and as large around as a dime. The peeling of boiled fresh eggs is difficult due to small size of air pocket.
- ❖ Storing limit Eggs are good to use within 28-35 days after laying.
- ❖ Specific gravity The specific gravity of an egg is 1.09. Specific gravity varies in freshly laid eggs, stored eggs or aged eggs.
- ❖ Thickness The shell thickness of a good egg is 0.35 mm. The numbers of pores are more in thin shelled egg. The chances of contamination are more in thin shelled, weaker shell.
- ❖ Texture The texture of the shell must be sound; free from external abnormalities such as ridges, grooves, calcareous deposits, depression glossy or drill appearance, etc.
- ❖ Constituents A standard chicken egg consists of 11% shell including shell membranes, 30% yolk and 59% albumen.
- ❖ Albumin A cloudy colour of the egg white albumen is a sign of extra freshness. The albumen of a fresh egg contains carbon dioxide, which makes it look thick cloudy or dense. In fresh egg, the white albumen that surrounds the yolk is thick and stays close to the yolk.
- ❖ The second method to test the eggs freshness:
- ❖ By breaking the egg onto a flat plate, not into a bowl, the consistency of the egg as it fell out of the shell. If it ran out more like water than a normal, indicates bad egg.
- ❖ Look at the part of the egg white (albumen) that is immediately surrounding the yolk. This should be thicker and firmer than the other part of the white. One can see a clear and strong difference between the inner and outer parts of the egg white.
- ❖ The size of the air shell is commonly taken as a guide to the age of the egg.
- ❖ Under normal conditions, size, shape & condition of the air shell are useful in assessing the interior quality of the egg.

- ❖ The yolk of a very fresh egg will have a round and compact appearance and it will sit positioned quite high up in the middle of the egg. The white that surrounds it will be thick and stays close to the yolk.
- ❖ A cloudy colouring to the egg white is a sign of extra freshness, as this 'cloudiness' is in fact carbon dioxide, which is present when the egg is laid. Over time, the egg white will become more transparent, as the carbon dioxide dissipates.
- ❖ A less fresh egg will contain a flatter yolk, that may break easily and a thinner white that spreads quite far over the plate.
- ❖ A bad egg will also feel extremely light in weight and give off a pungent smell.

How do you tell when an egg is fresh or if it has gone off without cracking it open to find out?

Steps

Get a fairly deep bowl, fill it with water and carefully lower the egg into the water.

- ❖ A very fresh egg will immediately sink to the bottom and lie flat on its side.
- ❖ Slightly older eggs will stand on their smaller end i.e., the smaller end will lie on the bottom of the bowl, whilst the broader end will point towards the surface or float just off of the bottom. These eggs will still be good enough to consume.
- ❖ The eggs fully floating at the surface in the water and not touching the bottom of the bowl at all, are not fresh and may even be rotten and be discarded.

Tips

- ❖ The reason this happens is that older eggs absorb air through their shell causing the egg to become more buoyant and thus float.
- ❖ With time, bacteria break down the proteins in the whites of the egg (albumen) and create a gas. As the volume of the gas increases, this will also add to the buoyancy. This gas is hydrogen sulphide, better known as "rotten egg gas."






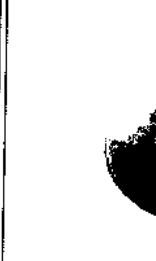
Warnings

- ❖ Do it in the sink; it is easier to clean up an egg in the sink than on the bench or floor.
- ❖ Be careful with the eggs; if you have a rotten egg and you break it, you'll have more than the egg mess to clean up.

ସେବାରାଜ୍ୟରେ ଅଙ୍ଗନୱାଡ଼ି କେନ୍ଦ୍ରରେ ଗୋଟିଏ ପ୍ରକାର ଗରମ ରନ୍ଧା ଖାଦ୍ୟ

ଅଙ୍ଗନୱାଡ଼ି କେନ୍ଦ୍ରରେ ଗରମ ରନ୍ଧା ଖାଦ୍ୟ

୩ ବର୍ଷରୁ ୬ ବର୍ଷ ସାଧାରଣ ପିଲାଙ୍କ ପାଇଁ ଦୈନିକ ଟ.୬.୦୦

<p>ସୋମ ବାର ଓ ଗୁରୁବାର</p>	<p>୮୦ ଗ୍ରାମ ଚାଉଳରେ ପ୍ରସ୍ତୁତଭାତ</p> 	<p>୨୫ ଗ୍ରାମ ଚାଳି, ୩ ଗ୍ରାମ ଚୋଳ ଓ ୫୦ ଗ୍ରାମ ପରିପରିବାରେ ପ୍ରସ୍ତୁତ ଚାଳମା</p>	
<p>ମଙ୍ଗଳ ବାର</p>	<p>୮୦ ଗ୍ରାମ ଚାଉଳରେ ପ୍ରସ୍ତୁତଭାତ</p> 	<p>୨୫ ଗ୍ରାମ ସୋୟା ବଡ଼ି, ୩ ଗ୍ରାମ ଚୋଳ ଓ ୫୦ ଗ୍ରାମ ଆଳୁରେ ପ୍ରସ୍ତୁତ ଆଳୁ ସୋୟା ବଡ଼ି ଚରକାତା</p>	
<p>ଶୁକ୍ରବାର, ଶୁକ୍ରବାର ଓ ଶନିବାର</p>	<p>୮୦ ଗ୍ରାମ ଚାଉଳରେ ପ୍ରସ୍ତୁତଭାତ</p> 	<p>୧ଟି ଅଣ୍ଡା, ୩ ଗ୍ରାମ ଚୋଳ ଓ ୫୦ ଗ୍ରାମ ଆଳୁ ଓ ପିଆଜରେ ପ୍ରସ୍ତୁତ ଅଣ୍ଡା ଚରକାତା</p>	







ଆତ୍ମା ରାଜ୍ୟରେ ପ୍ରତି ଅଙ୍ଗନୱାଡ଼ି କେନ୍ଦ୍ରରେ ଗରମ ରନ୍ଧା ଖାଦ୍ୟ ଭାବରେ ଉପରେକ୍ତ ଖାଦ୍ୟ ପ୍ରସ୍ତୁତ ହୋଇ ୩ ରୁ ୬ ବର୍ଷ ବୟସର ପିଲାମାନଙ୍କୁ ବିଆସାଉଛି ।

ଜିଲ୍ଲା କର୍ତ୍ତୃକ ରୂମ୍ ନଂ :

ଏବେ ରାଜ୍ୟର ୮ଟି କେ.ବି.କେ ଜିଲ୍ଲାରେ ଅଙ୍ଗନୱାଡ଼ି କେନ୍ଦ୍ରରେ ବୋଟିଏ ପ୍ରକାର ଜରୁରୀକାଳୀନ ଭୋଜନ କାର୍ଯ୍ୟକ୍ରମ

ଜରୁରୀକାଳୀନ ଭୋଜନ କାର୍ଯ୍ୟକ୍ରମ

ଦୈନିକ ଟ.୫.୫୦ ପ.ରେ ପ୍ରସ୍ତୁତ ଜରୁରୀକାଳୀନ ଭୋଜନ କାର୍ଯ୍ୟକ୍ରମ

<p>ସୋମବାର, ଗୁରୁବାର, ଶନିବାର ଓ ରବିବାର</p>	<p>୨୫୦ ଗ୍ରାମ ବାଉଳରେ ପ୍ରସ୍ତୁତଭାତ</p> 	<p>୩୦ ଗ୍ରାମ ଡାଲି, ୫ ଗ୍ରାମ ତେଲ ଓ ୫୦ ଗ୍ରାମ ପନିପରିବାରେ ପ୍ରସ୍ତୁତ ଚାଲମା।</p> 
<p>ମଙ୍ଗଳ ବାର ଓ ଶୁକ୍ରବାର</p>	<p>୨୫୦ ଗ୍ରାମ ବାଉଳରେ ପ୍ରସ୍ତୁତଭାତ</p> 	<p>୨୦ ଗ୍ରାମ ସୋୟା ବଡ଼ି, ୫ ଗ୍ରାମ ତେଲ ଓ ୧୦୦ ଗ୍ରାମ ପନିପରିବାରେ ପ୍ରସ୍ତୁତ ସେୟା ବଡ଼ି ଚରକାବା</p> 
<p>ରୂଧ ବାର</p>	<p>୨୫୦ ଗ୍ରାମ ବାଉଳରେ ପ୍ରସ୍ତୁତଭାତ</p> 	<p>୧ଟି ଅଣ୍ଡା, ୫ ଗ୍ରାମ ତେଲ ଓ ୧୦୦ ଗ୍ରାମ ପନିପରିବାରେ ପ୍ରସ୍ତୁତ ଅଣ୍ଡା ଚରକାବା</p> 

ଏବେ ରାଜ୍ୟର ୮ଟି କେ.ବି.କେ ଜିଲ୍ଲାରେ ଅଙ୍ଗନୱାଡ଼ି କେନ୍ଦ୍ରରେ ଜରୁରୀକାଳୀନ ଭୋଜନ କାର୍ଯ୍ୟକ୍ରମ
ଆବେଶ ଉପରୋକ୍ତ ଖାଦ୍ୟ ପ୍ରସ୍ତୁତ ହୋଇ ଚାଲି ଓ ଅନ୍ୟାନ୍ୟ କୋଳାହାରକୁ ବିଧାୟକଗଣ !

ଜିଲ୍ଲା କର୍ତ୍ତାଙ୍କୁ ଶୁଭ୍ କ୍ଷମା :

**GUIDELINES FOR THE DECENTRALIZED
IMPLEMENTATION OF TAKE HOME RATION
(SUPPLEMENTARY NUTRITION PROGRAMME OF ICDS)**

**Women and Child Development Department
Government of Odisha**

Background

Take Home Ration [THR] is given to pregnant and lactating mothers, children from 6 months to 3 years as they do not attend the AWC on a daily basis. The severely malnourished children of 3-6 years are also given THR over and above Hot Cooked Meal. The GOI has fixed the per beneficiary cost, calorie and protein norm to be maintained across the states.

The per head ration cost of THR is ₹7/- for Pregnant and lactating mothers, ₹6/- for normal children under 3 years and ₹9/- for severely malnourished children.

Government of Odisha has taken an in-principle decision to give Ready to Eat [RTE] i.e. wheat-based Chhatua in the form of THR to all eligible beneficiaries as it will ensure that it goes to the intended beneficiary and not entered the family kitty.

These guidelines shall be applicable universally through out the State. While implementing the guidelines following aspects should be taken into consideration.

I. Coverage of children in difficult circumstances

Special measures must be taken to ensure that children of migrants left behind, disabled children, children of wage labourers who go out during the day, children of indigent families, single mothers, orphans and other vulnerable children, who may not have any adult bringing them to the AWC, or giving them THR, are brought into the net of ICDS and given the supplementary nutrition.

II. Wheat transport and delivery

- i. A fair, open and transparent tender procedure should be followed in selection of transport agents. Local condition and prevailing prices should be taken into account to arrive at competitive rates.
- ii. Delivery must be done at each block level SHG / federation engaged for THR preparation only for a month's requirement. On no account should a transport agent deliver wheat for more than a month's requirement to SHG. In case of deviations, penal clause should be invoked. In case of persistent deviations relating to quantity and / or regularity of supply, stringent action as per law should be taken.
- iii. A route chart should be prepared, so that delivery is made on a fixed date every month to the designated SHG(s). The transporter should carry a weighing machine and weigh the stock at the delivery point in front of the members of SHG(s) / Jaanch Committee / Mothers Committee as the case may be.

III. Storage

- i. Since wheat should not be supplied for more than a month's requirement, the average quantity required to be stored for a month should be worked out.
- ii. Measuring equipment should also be ensured at the level of SHG(s) so as to ensure greater transparency and amenability to checks.

IV. Expenditure monitoring:

- i. It must be ensured that only e-payments are done into the joint accounts for ICDS and SHG(s) account for THR. The e-payment should be made on the 7th of each month.
- ii. Similarly, by using the computers at the GP level, the expenditure statement from the implementation point [SHG(s)], should be submitted by 3rd of every month to the CDPO, so that the input can be used for payments into the account and will also keep a check on the expenditure.

The utmost transparency, financial discipline and prudence must be maintained in all transactions dealing with government money at all levels.

V. Weighing and growth monitoring of children and counseling of mothers / caregivers by AWWs.

- I. Each child in the age group of 0-3 years must be weighed at least once every month and plotted in the WHO New Growth Standards register.
- II. If the growth trajectory is in green zone and above, the AWW must appreciate the mother/caregiver and advise her to maintain the feeding and hygienic practices which she has been following.
- III. If growth trajectory is below green zone, following must be done:
 - i. AWW must immediately take note of the same and find out reason for the same.
 - ii. In case it is due to faulty/inadequate feeding practices, the mother/caregiver must be counselled on age appropriate feeding in terms of quality, quantity and frequency of feeding.
 - iii. AWW should also tell family about maintaining adequate hygiene and cleanliness of hands, utensils and surrounding environment.
 - iv. One easy intervention to check growth faltering immediately is to add one or two drops of oil or ghee in each meal/Chhatua given to the child. This will add to the calorie intake of the child and induce weight gain.
 - v. The mother must be counselled to increase the frequency of feeding and also continue breast feeding the child during & after illness so that the child recovers early and gets back to its normal weight soon.
- IV. AWWs' and AWHs must also follow good behaviours like hand washing and hygienic practices while cooking and feeding the child/children.

Proper counseling of the mothers/caregivers by AWWs is very important so that they follow appropriate practices to ensure proper health of their children.

These key messages have been developed in Odia which is webhosted in the WCD website. The CDPOs must ensure that this message card is downloaded and shared with all AWWs and also displayed in every AWC for awareness amongst all. The AWWs must be motivated and encouraged to undertake counseling sessions compulsorily, since this still remains one of the weakest link in the service delivery mechanism.

The CDPOs must monitor on a regular basis during their AWC visits to ensure that these are being followed appropriately by all AWWs.

1. Implementation procedure

- I. At present, Government of India (GoI) supplies wheat at a subsidized rate, hence wheat based Chhatua will be prepared by SHG(s).
- II. Wheat meant for THR should be lifted from FCI and supplied to the concerned SHG(s). Proper receipts regarding quality and quantity should be taken from the SHG(s). Collectors to monitor this closely.
- III. A single recipe for Chhatua is being given at present to ensure that i) proper nutritional inputs are provided, ii) quality is maintained, and iii) the product can be checked by any monitoring authority either at the preparation, distribution or consumption stage.
- IV. In addition to Chhatua provided as THR, eggs will be given to the beneficiaries in the following manner:

Sl. No.	Category of beneficiary	Provision of eggs
1	Normal Children (6 months to 3 years)	one boiled egg to be consumed on every Wednesday at the AWC. Those who can not come to AWC on the above day due to unforeseen situation, they may be provided one raw egg per week as THR for consumption at their home.
2	Severely Malnourished Children (6 months to 3 years)	Two boiled eggs, i.e. one each to be consumed on every Wednesday & Saturday at the AWC. Those who can not come to AWC on the above days due to unforeseen situation, they may be provided two raw eggs per week as THR for consumption at their home.
3	Pregnant Women and Lactating Mothers	Two boiled eggs to be consumed on every week, i.e. one on Wednesday & one on Saturday at the AWC. Those who can not come to AWC on the above days due to unforeseen situation, they may be provided two raw eggs per week as THR for consumption at their home.

- V. Severely Malnourished Children (3-6 years) will be given one packet of Rasi Ladoo of 100 gms weight and one packet of Chhatua (1.7 kg after allowing 15% processing loss) once a month to be consumed at Home in addition to the normal Hot Cooked Meal provided at AWCs.
- VI. In addition to the preparation / supply of Chhatua by the SHG(s), they may also

be entrusted with preparation and supply of Rasi Ladoos to the AWCs.

- VII. In order to ensure uniformity and quality it is better that a single SHG supplies to the whole Block/Project. If that is not feasible, the Collector may assign maximum two SHGs to prepare Chhatua in a Block/Project. However, division of a Block/Project among more than one SHG should be avoided as far as practicable.
- VIII. For selection of the SHG(s), the grading norms should be followed. Only graded SHG(s) that have experience of preparation of Chhatua and have the drying, grinding and packaging equipment should be selected as the first preference. Thereafter graded SHG(s) that have experience in grinding other condiments like haldi etc. and have the equipment should be selected. Only if none of the above is available, a graded SHG with experience of processing should be selected.
- IX. Collectors should take the help of personnel of Mission Shakti, Tripti, ORMAS, NRLM, OTELP, WORLP etc to identify good SHGs and also to install ready to eat plants, wherever required, for SHG(s).

2. Ration entitlement and packaging

2.1 Ration entitlement

THR(Chhatua) will be supplied on the 1st and 15th of every month to the beneficiaries as per Table 1.

Table 1

Type	Eggs / Rasi Ladoo	Entitlement of ingredients per day (gms)	Total quantity of ingredients to be used in preparation of Chhatua (Amount in 15 days (color coded packet)	Net quantity of Chhatua per packet (after allowing 15% processing loss)	Calorie (K.cal)	Protein (gms)	Cost (Rs.)
6 months to 3 Years	One boiled egg per week	160	2 Kg	1.7 Kg	617	20	6
Pregnant Women and lactating mother	Two boiled eggs per week.	200	2.5 Kg	2.125 Kg	781	27	7
Severely Malnourished children (6 months – 3 yrs.)	Two boiled eggs per week.	240	3 Kg	2.550 Kg	931.68	30.9	9
Severely Malnourished Children (3-6 years)	One packet of Rasi Ladoo of 100 gms weight once in a month.	80	(2 Kg) Once a month	1.7 Kg	329	10.3	3

N.B:- Calorie and Protein value of THR are calculated taking the Calorie and Protein value of weekly eggs / Rasi Ladoo into consideration.

Guidelines for preparation of THR is attached. Refer **Annexure I**

2.2 Packaging

- I. In order to ensure uniformity and prevent leakage, the SHG(s) should be directed to ensure uniform packaging for the above mentioned categories as follows:
- II. Color coding will be done for each category, as follows:-
 - a. Yellow colour for pregnant and lactating mothers THR packets.
 - b. Sky blue colour for 6 months to 3 years children THR packets.
 - c. Red colour for severely malnourished children THR packets.
- III. Each colour coded packet will contain information as given in **Annexure II**
- IV. The packet can have a color coded paper outside in case facility is not available with the SHG(s) for printing on the packet.
- V. Quantity of ingredients used and net quantity of chhatua / Rasi Ladoo should be clearly mentioned separately over the respective packets.

3. Procurement of foodstuff for THR by the SHG(s)

3.1 The responsibility of the SHG(s) selected for the processing and supply of Chhatua / Ladoo shall be:

- I. To procure all the ingredients required for the Chhatua / Ladoo except wheat as per the specification.
- II. The wheat shall be supplied to them by the district authority. The SHG(s) should store wheat and other foodstuff in clean and hygienic conditions, with proper airtight container. On no account should wheat and any other foodstuff be kept in open for long periods.
- III. SHGs must make sure that only fresh Chhatua is supplied to AWCs. On no account should Chhatua/Ladoo more than 10 days old be supplied to the AWC.
- IV. They should process the Chhatua / Ladoo in the defined manner and ratio as per the norm.
- V. They should deliver the Chhatua/ Ladoo at the Anganwadi Centre as per the schedule, packets and volume specified by the district authority.
- VI. Similarly steps may be ensured for procurement / preparation / packing of Rasi Ladoos.
- VII. Eggs may be procured by the AWW as per the procedure of procurement adopted in Hot Cooked-Meal.

3.2 Procurement Plan

Monthly procurement plan shall be prepared by the CDPO for each ICDS project and same shall be submitted in advance to the SHG(s) selected for the block. This will be based on the indent of AWWs. The format of the same is given in **Annexure III.**

3.3 Pricing

SHG(s) will be paid according to the number of beneficiaries. SHG(s) should be paid towards processing and transportation as mentioned below:

Different heads	Amount
Transportation cost of wheat from FCI godown to SHG(s) points.	₹ 75/- per quintal
Supervision cost	₹ 0.10 per beneficiary
Processing cost (inclusive of transportation of THR from SHG(s) point to AWC point)	₹ 0.21 per beneficiary

3.4 Terms and Methods of Payment

Payment shall be released by the CDPO to the SHG(s) only against proof of delivery of the THR at Anganwadi Centres.

4. Financial Guidelines for Decentralized Procurement for THR

- i. Chhatua / Ladoo will be supplied by SHG(s) to the designated AWC according to the requirement along with the challan.
- ii. AWW is to maintain stock and distribution register for Chhatua / Ladoo in the format given in **Annexure V** and submit distribution report to the CDPO on a monthly basis.
- iii. While receiving the packets of Chhatua/ Ladoo from the SHG(s), the AWW and 2 of the members of Mothers' Committee will verify the numbers/quantity supplied by the SHG(s) and sign the challan raised by the SHG(s) as an evidence of receipt of the goods by the AWW.
- iv. SHG(s) will submit the challan countersigned by the AWW to the CDPO along with the bill for claiming the payment against the supplied quantity.
- v. Supervisor is responsible for verification of stock and distribution register. She will sign the stock and distribution report made by AWW for submission to CDPO.
- vi. E-payment will be done by CDPO to SHG(s) A/C within seven days of submission of receipt challans and bill. Sub-Collector will monitor the payment and ensure the payment within seven days to the SHG(s).

5. Quality parameters

- i. The Chhatua/Ladoo should be prepared in hygienic conditions, with proper hand washing, neatly cut nails, hair neatly tied, apron etc.
- ii. Prepared Chhatua/Ladoo should not be lying in open at any time. It should be packed as soon as it is prepared and stored on racks, properly labeled, with date of manufacture.
- iii. It should be ensured that the packaging instructions are strictly followed by each SHG(s) taking up manufacturing of the Chhatua/Ladoo. In order to ensure that loose or packaged Chhatua/Ladoo is not sold in the open market, strict check on the quantity prepared and delivered to AWCs should be ensured at the block level by the Collector.

- iv. 15% of loss is allowed in processing of chhatua. So quantity of ingredients used and net quantity of chhatua should be clearly mentioned over the packet.
- v. The Collectors should designate a squad of 5-6 persons [by name] who will make random checks during preparation of Chhatua/Ladoo and ensure that the proper quantity and quality as specified has been used in the preparation of the Chhatua/Ladoo. The squad members should give their report to the Collector every month who should review this in the monthly monitoring committee meeting. The CDPO and Supervisor should also make at least 2-3 visits per month to SHG(s) points at the time of preparation of Chatua/Ladoo.
- vi. THR preparation guidelines are given at Annexure I which should be strictly followed by the SHG(s) and monitored during spot visits by the squads and the CDPO and Supervisor at the block level.

6. Contract conditions

- i. A contract should be signed between the CDPO and the SHG(s) laying down the terms and conditions of preparation and supply. Normally, the contract should be for a period of one year only.
- ii. Before the end of one year a review of the SHG(s) performance should be made by the Collector after which a decision can be taken to either renew or rescind the contract.
- iii. In case any SHG(s) is found to have deviated from the guidelines and made Chhatua/ Ladoo that has less protein and calorie than prescribed or has sold the Chhatua/ Ladoo in the market by misutilizing government money, strictest possible action should be taken against the SHG(s). This would entail termination of the contract, stoppage of micro credit support by the department to the SHG(s). A fine can also be enforced on the SHG(s). Proper procedure ensuring natural justice should be followed before taking any action.
- iv. A security deposit of 1 % of the total value of production per month should be taken from the SHG(s) and kept with the CDPO and returned on termination of the contract. This should, however, be seized in case of action as mentioned above against the SHG(s).

7. Distribution

- i. A per head transport and supervision cost has been provided for the SHG(s) in the per beneficiary ration cost. Thus, the SHG(s) should be encouraged to utilize the rest amount strictly for the ingredients without cutting any amount from the foodstuff towards the transport cost.
- ii. The SHG(s) should engage their own transport contractors and ensure delivery at each AWC in the block between 28th and 30th of every month, and between 12th and 14th of every month.
- iii. A format for receipt and delivery at the AWC is given at **Annexure IV**.
- iv. The AWC should store the THR (Chhatua) as per the dunnage instructions given in the THR protocol. Collectors should draw up a route chart and ensure that on no account should THR be stored in an AWC for more than three days. During delivery by the SHG(s), members of Mothers' Committee and Jaanch Committee of the village should remain present.
- v. The presidents of these two committees should sign in the receipt along with the AWW and certify that proper quality and quantity has been received. This receipt should be collected by the supervisor during sector meeting and given

to the CDPO. In case any deviation/disruption is found, immediate remedial action should be taken at the sector level itself.

- vi. The Sarpanch should also review this in the monthly GP meeting and ensure that proper THR distribution is taking place. The effort should be to ensure that there are no disruptions and adequate nutrition is reaching the intended beneficiaries. In case there is any disruption by the SHG(s), the Sarpanch should contact the SHG(s) and ensure supply. In case it is not possible, this should be brought to the notice of the supervisor/CDPO immediately, who should take necessary action to ensure that there is no disruption in the THR supply.
- vii. Based on the number of beneficiaries of different categories a monthly indent should be worked out by each AWC. This should be compiled at the supervisor level and given by 28th of every month to the SHG(s) for the coming month preparation. The receipt should check that there is proper supply of colour coded packets, with the instructions for packaging and required number of packets are received.
- viii. The THR (Chhatua) should be distributed at the AWC on the 1st and 15th of every month. The village Jaanch Committee and Mothers Committee members should remain present and ensure that the distribution is made as per the entitlement and to the right beneficiaries. The president of Mothers' Committee and Jaanch Committee will certify to this effect in the register to be maintained for this purpose at the AWC. Visiting officers and others should check at the AWC and make random visits to household to ascertain whether they have received the prescribed quantity and are consuming as per instructions.
- ix. It is to be ensured that one boiled egg is to be consumed by each beneficiary i.e., normal children from 6 months to 3 years on every Wednesday and two boiled eggs to be consumed by both severely malnourished children and P&L mothers one each on every Wednesday & Saturday at the AWC. Those children and P&L mothers who can not come to AWC on the above days due to unforeseen situation, they may be provided two raw eggs per week as THR for consumption at their home.
- x. One packet of Rasi Ladoo of 100 gms weight is to be given to the Severely Malnourished Children of 3 to 6 years for consumption at their home.

8. Payment to the SHG(s)

The SHG(s) will submit the receipt/challan countersigned by the AWW and President of Jaanch Committees and Mothers' Committee to the CDPO along with the bill for claiming the payment against the supplied quantity.

The Supervisor is responsible for verification of stock register and distribution register. She will sign the distribution report made by AWW for submission to CDPO.

Payment should be done via e-transfer into the SHG(s) account. In order to ensure that there is no disruption in supply owing to late payment by the CDPO; e-payment will be done by CDPO to SHG(s) A/C on the 7th of every month. This will be adjusted basing on the receipt challans and bill for the next month. Sub-Collector will monitor the payment and ensure regular and timely payment to the SHG(s).

9. Monitoring and supervision

Monitoring and supervision guidelines given in sections 4, 5, 6 and 7 of the guidelines for hot cooked meal should be followed. In addition, for THR, the

following procedure should be followed:

- i. The Jaanch Committee and Mothers Committee should also visit at least two households per fortnight to ensure that the Chhatua is being consumed by the intended beneficiaries and ensure hygiene. (Refer **Annexure VI**)
- ii. District/subdivision and block level squads and officers in charge of GPs and Blocks should also find out if THR is being prepared, distributed and consumed properly by visiting the THR preparation facilities and households of beneficiaries. (Refer **Annexure VII**).
- iii. In case, it is found that the THR has not been prepared as per specification or is contaminated, the whole lot should be seized and rejected. The concerned SHG should be blacklisted, and another SHG should be immediately engaged for the THR preparation so that there is no disruption in the supply.
- iv. For training of SHG(s), help of MVSNS, ORMAS, Tripti and other agencies should be taken. In any case training on preparation should be given as per the instructions given in the guideline.

10. Mode of Consumption by Beneficiaries

The following instructions should be given to all the beneficiaries in writing as well as verbally at the time of distribution.

The THR (Chhatua/Ladoo) should be consumed in the following manner by different categories of beneficiaries:

- i. The Chhatua should be mixed with clean drinking water/milk and a semi solid paste should be prepared to be easily taken by the child. Adequate care should be taken that the mix is prepared in a separate bowl, and with clean hands, washed before preparation and feeding.
- ii. The AWWs, Mothers' Committees and village Jaanch Committee should periodically visit households and ensure this.
- iii. Normal children between 6 months to 3 years - a total of 160 grams of Chhatua per day to be taken minimum 2 /3 times in a day. In addition to that one boiled egg will be consumed at the AWC on every Wednesday.
- iv. Pregnant Women and Lactating Mothers should consume 200 grams of Chhatua 2-3 times a day. In addition to that two boiled eggs are to be given to them in a week one each on every Wednesday and Saturday to be consumed at the AWC.
- v. Severely malnourished children (6 months to 3 years) should be given 240 grams of Chhatua for consumption in 3-4 times per day. In addition to that two boiled eggs are to be given to them in a week one each on every Wednesday and Saturday to be consumed at the AWC.
- vi. Severely Malnourished Children in the age of 3 – 6 years should be given one packet of Chhatua along with one packet of Rasi Ladoos(100gms) once in a month as THR over and above the normal hot cooked meal.
- vii. Active feeding by the mother or the care-giver should be promoted and it should be told to them that the children should be fed the whole amount allocated per day in intervals during the day without fail.

GUIDELINES FOR THR (CHHATUA/ RASI LADOO)

Annexure I

THR PREPARATION GUIDILINE THR 6 month to 3 years

Particulars	Ration size (In Grams)	Calorie	Protein
Wheat	100	346	11.80
Bengal Gram (Whole Roasted)	20	72	3.42
Groundnut	15	85	3.80
Sugar	25	100	0.00
Total		603	19.02
One boiled egg to be consumed at AWC on every Wednesday	1 egg	86.5	6.65

N.B Average calorie & protein of 4 eggs in a month per day is 13.84 & 1.06 respectively. The total average calorie is 617 & protein is 20.

THR - Pregnant and lactating Mothers

Particulars	Ration size (In Grams)	Calorie	Protein
Wheat	125	433	14.75
Bengal Gram (Whole Roasted)	30	108	5.13
Groundnut	20	113	5.06
Sugar	25	100	0.00
Total		754	24.94
One boiled egg each to be consumed at AWC on every Wednesday and Saturday.	2 boiled eggs	173	13.30

N.B :- Average calorie & Protein of 8 eggs in a month per day is 27.68 & protein is 2.1 respectively. The total average calorie is 781 & protein is 27.

CHATUA

METHOD OF PREPARATION

1. Take appropriate ingredient (amount per KG basis) as mentioned above.
2. Clean it properly as it may contain non edible ingredients also (e.g. moulds, pebbles etc).
3. Roast Bengal gram at low flame for 8 to 10 minutes.

4. Make powder in a grinder and keep it aside.
5. Roast groundnuts at low flame for 10 minutes till it becomes pink in colour.
6. Make powder in a grinder without removing skins and keep it aside.
7. Now clean wheat properly and roast it at low flame for 5 to 8 minutes.
8. Grind it to powder.
9. Take sugar clean it and make powder.
10. Now mix all these powdered ingredients (wheat, Bengal gram, groundnuts, sugar).
11. Measure it and fill it in clean and dry bags according to the Ration Entitlement Chart for distribution to beneficiaries.
12. Quantity of ingredients used and net quantity of chhatua should be mentioned clearly over the packet.

Preparation of Rasi Ladoo

- **Clean rasi and expose to sunlight**
- **Roast rasi till it gets brown**
- **Heat the pan and put jaggery / sugar till it melts**
- **Put the roasted rasi into it and mix it properly till it gets sticky, cool it down and prepare Ladoos.**

Instructions

- Sieving and cleaning of ingredients is very important to remove non edible part.
- Do not mix all ingredients and roast as roasting time for all ingredients differs from type and quantity of ingredients.
- Make sure that you are not over cooking/under cooking the ingredients. That may spoil taste and product as a whole.
- Roasting of food at low flame is very important as it will not burn the food, high flame may burn the food and taste may change.
- Ensure proper roasting/grinding keeping in mind that child as young 6 months should be able to gulp/digest it easily when mixed it with warm water or milk.

Annexure II**Layout of different Packets****Labels of Yellow/Sky Blue/Red Packet CHHATUA****CHHATUA EXCLUSIVELY.....****THR Not For Sale (PREPARED FOR GOVERNMENT OF ODISHA)****Net Quantity**

INGREDIENTS	Manufacturing date: _____
Wheat: _____ gm	Name of the SHG: _____
Bengal gram: _____ gm	Phone no of SHG: _____
Ground nuts: _____ gm	Village Name: _____
Sugar: _____ gm	Block Name: _____
	District Name: _____

INSTRUCTIONS FOR USERS:

- Add clean drinking water or milk to the dry chhatua before consuming to make a thick/semi solid paste.
- No need to add sugar since it is already added.
- Do not keep the water mixed chhatua for very long.
- Dry chhatua should be used within one month of packaging.
- Store it in an airtight container to preserve for one month.
- Child should be exclusively breast-fed up to 6 months and then continue breast feeding up to 2 years along with other food

Note- Three different packets should have three different colored levels, Quantity and category.

RASI LADOO EXCLUSIVELY.....
THR Not For Sale (PREPARED FOR GOVERNMENT OF ODISHA)
Net Quantity
Manufacturing date: _____
Name of the SHG: _____
Phone no of SHG: _____
Village Name: _____
Block Name: _____
District Name: _____

Annexure III

Procurement Plan for the month of for.....Block

Sl. No.	Name of the Anganwadi Centre	Quantity of THR (Chhatua/ Ladoo) Required				Rate per kg	Value	No. of Ladoo packet
		PM and LM	6 Months to 3 years Children	Severely Malnourished Children	Total quantity			
1								
2								
3								
4								
5								
	Total							

Annexure IV**Format for receipt and delivery at the AWC**

AWC Name :

Month :

AWW Name :

SHG Name :

Date of Received	No. of Chhatua Packets Received during the month				No. of Ladoo packets received	No. of Chhatua Packets distribution during the month					No. of Ladoo packet distributed
	P&L Mothers	Normal Children (6-36 Months)	Malnourished Children (6-71 Months)	Total		Date of Distribution	P&L Mothers	Normal Children (6-36 Months)	Malnourished Children (6 - 71 Months)	Total	

Signature of president of Jaanch Committee

Signature of the Mothers Committee

Signature of AWW

Annexure V**Format of Stock Register**

Date	Opening balance quantity	Received Quantity	Quantity supplied	Closing balance quantity	Nos. of beneficiaries to whom THR supplied

Prepared by : _____ **Checked by :** _____ **Date :** _____

(Note : separate pages for separate kind of Chhatua)

Annexure VI**Supervision by Jaanch Committee and Mother's Committee Members**

Name of the Project Visited:

Visit Date:

Visit duration:

Name of the AWC Visited

AWW's Name :

DESCRIPTION	OBSERVATIONS/STATUS
Number of beneficiaries available Vs enrolled (PSE/EFP/THR)	
Number of Beneficiaries present Vs enrolled (PSE/EFP/THR)	
Display of Menu Chart in the AWC and discrepancy in the Menu prepared	
Use of the following things in the cooked food: • Iodized salt • BIS/AG Mark marked Dal, oil and soya chunks • Fresh vegetables added to food	
Check the quality of food (to be tasted personally whether palatable or not)	
Check whether the served menu meets the required calories and protein value	
Hygiene maintained while cooking, serving and feeding (condition of kitchen, utensils, eating place and availability of safe drinking water)	
Storing point and stock available Vs book balance	
Safe and hygiene storage (container, free from insects, worms, rats, rain, moisture)	
Use of appropriate measuring device for cooking and serving	
Hand washing done before and after eating for Children eating in own or supplied plate	
Growth monitoring of children done regularly (Weighing followed by counseling)	
Referral cases and follow-up	
Double enrollment/ beneficiaries	
Observations of home visit (2/3 families to be visited)	
Feedbacks of interaction with 2/3 beneficiaries	
Nos. of eggs consumed by the beneficiaries.	

Visitors Name :

Reported submission Date:

Annexure VII**SUPERVISION BY DISTRICT/SUB-DIVISION/BLOCK LEVEL COMMITTEE MEMBERS****Name of the Project Visited****Visited Date:****Visit duration:****Name of the AWC Visited:****AWW's Name**

DESCRIPTION	OBSERVATIONS / STATUS
<p>THR</p> <p>Total number of beneficiaries enrolled as per Survey Register by category:</p> <p>PM</p> <p>LM</p> <p>6 to 35 Months</p> <p>36 to 71 Months</p> <p>PSE</p> <p>Number of Malnourished Children -</p>	
<p>Total number of beneficiaries covered by category:</p> <p>PM</p> <p>LM</p> <p>6 to 35 Months</p> <p>36 to 71 Months</p> <p>PSE</p> <p>Number of Malnourished Children -</p>	
<p>THR are prepared by the local SHG. Please give details.</p>	
<p>Issue of THR in colour coded packets to the beneficiaries as mentioned below:</p> <p>Pregnant/Nursing Women - 1 yellow packet (5 Kg) 6 months to 71 months Children (Normal, Mild and Moderate) 2 Sky Blue Packet (2 Kg per packet x 2 packet = 4 Kg)</p> <p>6 months to 35 months Children (Severely Malnourished) 3 Red Packet (2 KG per packet x 3 packet = 6 Kg)</p>	
<p>No. of eggs consumed at AWC</p> <p>No. of raw eggs supplied as THR</p>	
<p>Availability of the following in the THR packets:</p> <p>Seal (Name of the SHG/manufacturer)</p> <p>Date of manufacturing and expiry</p> <p>Details of ingredients</p>	
<p>Quality of THR distributed (to be tasted personally)</p> <p>Whether palatable or not?</p>	
<p>Check all related vouchers and countersign</p>	

Double enrollment/ beneficiaries	
The number of home visits conducted. Please share details	
Statement of expenses prepared by AWW for each month and countersigned by the Ward M ember and verified signature by LS to be verified by CDPO	
Signature by the AWW as an evidence of receipt of the goods on the challan raised by the SHG(s) to be verified by LS.	

Visiting Officer's Name:

Report submission Date:

Visiting Officer' Signature with Seal

Ms. Arti Ahuja, I.A.S.

Commissioner-cum-Secretary

Women & Child Development Deptt.

Government of Orissa

Bhubaneswar-751001



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E-DESPATCH

No. 19542 /SWCD

WCD-NTN-Misc.(SNP) 47/2012

Date 14 November, 2012

To

All Collectors.

Sub: Analysis/Quality checking of SNP samples under ICDS Scheme.

Ref: This Deptt. letter No.354/SWCD dt.06.08.2012.

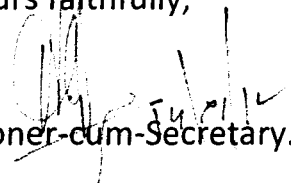
No.17096/WCD dt.31.10.2012

Madam/Sir,

The Food and Nutrition Board, Ministry of W & C.D. GoI has suggested to conduct the analysis of the supplementary nutrition samples by any food testing agencies in the concerned states. In view of the above, the Deputy Director-cum-Public Analyst, State Public Health Laboratory, Odisha, Satyanagar, Bhubaneswar has been requested to conduct the sample testing of SNP in respect of our state (copy enclosed).

It is therefore requested to send the SNP samples directly in the address of Deputy Director-cum-Public Analyst, State Public Health Laboratory, Satyanagar, BBSR for testing following the instructions/guidelines issued vide this Deptt. letter No.354/SWCD dt.6.8.2012 and No.17096/WCD dt.1.10.12.

Yours faithfully,


Commissioner-cum-Secretary.