

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

No. WCD-PA-SCHM-0004-2022/ 20383 WCD Date: 06/12/22

From

**N.C. Jyoti Ranjan Nayak, OAS**  
Additional Secretary to Govt.

To

**All Collectors**

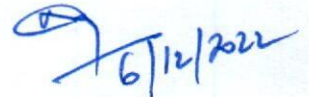
Sub: Roll-out of Pada Pushti Karyakram in Hard to Reach Areas of the State.

Madam/Sir,

In enclosing herewith the guidelines for implementation of Pada Pushti Karyakram, I am directed to say that, earlier DSWOs were requested to submit the list of hard to reach areas in their respective districts on the basis of the followings:

- a. The pada/village that does not have its own AWC and located more than two kilometers from the tagged center and there is geographic barrier for communication.
  - b. Forest villages not having an Anganwadi Center.
  - c. There should be at least 5 or more children between the age group of 3 years to 6 years. In case the number of children comes down below 5, cases of 6 months to 3 years may also be considered for running any programme.
2. Therefore, you are requested to confirm the list of villages/ hard to reach areas by 09.12.2022. However, district-wise list of 2543 numbers of hard to reach areas has been attached for your kind reference.
3. DSWOs may be instructed to initiate the process of finding the Pushti Sakhis, children etc. in Hard to Reach Areas.

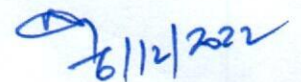
Yours faithfully,



Addl. Secretary to Govt.

Memo No. 20384 WCD Date: 06/12/22

Copy forwarded to the PS to Commissioner-cum-Secretary to Govt. / Steno to Director, ICDS & SW for kind information of the Commissioner-cum-Secretary to Govt. and Director, ICDS & SW respectively.



Addl. Secretary to Govt.

Memo No. 20385 WCD Date: 06/12/22

Copy forwarded to the Additional Secretary (ICDS-N) for information and necessary action.

  
6/12/22  
Addl. Secretary to Govt.

Memo No. 20386 WCD Date: 06/12/22

Copy forwarded to the DSWOs for information and necessary action with a request to expedite the process of early submission of the information and identification of Pushti Sakhis and children in hard to reach areas.

  
6/12/22  
Addl. Secretary to Govt.

Memo No. 20387 WCD Date: 06/12/22

Copy forwarded to Nandita Nayak , SPM / Jyoti Ranjan Rout, Azim Premji Foundation for information and necessary action.

  
6/12/22  
Addl. Secretary to Govt.



# **Guideline for Pada Pushti Karyakram (PPK)**

## **Spot Feeding Intervention for 3–6-year children in Hard-to-Reach Villages**

### **I. About Pada Pushti Karyakram**

To ensure access to supplementary nutrition by all children, residing in hard-to-reach villages where there is no Anganwadi centers, the state government has launched a new programme called "Pada Pushti Karyakram" (PPK). As part of this programme preschool children aged 3-6 years residing in hard-to-reach villages and currently not accessing the spot feeding programme that runs at the Anganwadi center shall be provided with both morning snacks and hot cook meals at their village location. The Pada Pushti Karyakram will function as an extension of respective Anganwadi Centers in the hard-to-reach villages.

### **II. Objectives of Pada Pushti Karyakram**

The primary objective of Pada Pushti Karyakram are as follows

- a. Improve access to entitlement: To ensure that that all preschool children aged 3-6 years in the hard-to-reach villages have access to mandated Supplementary Nutrition entitlements.
- b. Increased uptake and utilization: To improve coverage and utilization of ICDS services among children of nutritionally vulnerable communities.
- c. Community Participation: To enhance awareness among mothers and community members on nutrition services and promote proper maternal and child nutrition practices in hard-to-reach villages.

### **III. Entitlements under Pada Pusti Karyakram**

The menu will be part of regular Supplementary Nutrition Programme (SNP) under ICDS for Anganwadi centers in Odisha and children will be fed as per the government norm prescribed for spot feeding at AWC for all six days in a week and minimum 300 days in a year.

### **IV. Identification of hard-to-reach villages**

*The following criteria shall be followed for identification of villages for hard-to-reach villages for PPK programme*

- a. The pada/village that does not have its own AWC and located more than two kilometers from the tagged center and there is geographic barrier for communication.
- b. Forest villages not having an Anganwadi Center.
- c. There should be at least 5 or more children between the age group of 3 years to 6 years to run Pada Pusti Karyakram. In case the number of children comes down below 5, the program would be discontinued in that village and may be moved to another village.

### **V. Implementation of Pada Pusti Karyakram**

#### **a. Identification Pusti Sakhi in PPK village**

The Village Level Self Help Group (VLSHG) will identify one of the SHG members to work as Pushti Sakhi, who will run the programme in PPK village. In case there is no VLSHG then the mothers of 3–6-year children may identify one from amongst them as Pushti Sakhi. The Anganwadi worker/ Supervisor will facilitate the meeting of VLSHGs. Support from officials of Mission Shakti Dept. may also be taken.



In addition, following criteria may be applied to identify Pushti Sakhi.

- i. She must be staying in the pada where PPK is to be implemented. If she moves out, then the VLSHG/mothers' group will select another Pushti Sakhi
- ii. She should not be aged more than 45 years and is preferably married in the same village
- iii. She should have some basic knowledge about maintaining and keeping records and should have functional literacy
- iv. She must be able to organize, orient and take leadership in the village level meeting
- v. She should have volunteering spirit and should be a child friendly person
- vi. Priority should be given to ST / SC women while selecting Pushti Sakhi

The VLSHG/ mothers' group shall have the right to disengage the Pushti Sakhi upon noticing irregularity in feeding children or if she fails in discharging her responsibilities. They may select a substitute in conformity to the above conditions and inform the AWW/ Supervisor about the same.

### **C. Incentive for Pushti Sakhi**

The work of Pushti Sakhi is to be entirely voluntary in nature. To manage the programme, bringing dry ration from the AWC, cooking and distribution works, record maintenance and supporting the Anganwadi worker in the PPK village, she will be given a monthly lumpsum incentive of Rs1,000/- (one thousand rupees).

This will be released to her bank account every month after submission of copy of verified monthly feeding register by the mothers group. The Anganwadi worker shall collect copy of feeding register and submit the same to Supervisor. Upon the approval of Supervisor and CDPO the incentive to Pushti Sakhi will be released by 1<sup>st</sup> week of the following month.

There would be no other payment to the Pushti Sakhi. As this is a temporary arrangement for the period when children of the vulnerable age group are in the pada, there would be no future claim of the Pushti Sakhi for any other assignment.

### **D. Training of Functionaries on PPK**

- i. Department will conduct district level training for DSWOs and CDPOs on Pada Pushti Karyakram.
- ii. CDPOs will organize training for all ICDS Supervisors at their respective unit within a week after the state level training
- iii. Concerned ICDS Supervisor will orient and train AWWs at sector level for implementation Pada Pushti Karyakram within seven days of their training
- iv. Anganwadi workers and Supervisors shall orient the Pushti Sakhi about the programme.
- v. HETC would organise smaller trainings on need basis.

### **E. Purchase of utensils**

Anganwadi workers shall be provided with Rs3000/- (rupees three thousand only) for one time purchase of utensils and other basic materials that are required to run the feeding programme in one PPK site. They will handover these items to respective Pushti Sakhi and VLSHG/mothers' group in the PPK village. The CDPO office shall ensure timely purchase and quality of the items. The items to be purchased is mentioned in Annexure I.

### **F. Process of handing over dry ration and storage**

Based on the number of 3–6-year children in the PPK village, the concerned Anganwadi worker shall calculate and handover dry ration, eggs, oil, vegetables etc. to the Pushti Sakhi. Pushti Sakhi shall receive the items on 1<sup>st</sup> of every month (if 1<sup>st</sup> day of the month is Sunday, then on 2<sup>nd</sup> day of the month) from the Anganwadi center and counter sign in the receipt register to be maintained by the



AWW. On receipt of the ration, Pushti Sakhi shall inform about the same to VLSHG/mothers committee and ensure safe storage of the items.

ICDS supervisor shall ensure all the Pushti Sakhi receive correct portion of their entitlement in due time in her operational village. Current provisions approved by government is attached in **Annexure II**.

#### **G. Arrangements to be made at the PPK village for the programme**

Prior to the starting of cooking and spot feeding, it will be the responsibility of Pushti Sakhi, Anganwadi worker and VLSHG/mothers' group that.

- i. A fixed venue for group feeding of eligible children is finalised. Venue should be child friendly, and the community should prepare / handover the same for PPK programme and take the responsibility to repair / maintain the place regularly.
- ii. Pushti Sakhi will ensure food safety and hygiene in all three stages – food stocking, cooking, and feeding.
- iii. Pushti Sakhi may cook the food at her place or in some other place as decided during mothers group meeting
- iv. VLSHGs/Mothers group will be encouraged to bring any kind of vegetables from their own garden on a voluntary basis as a community contribution. This will help in community ownership and participation.
- v. The feeding time at the village can be adjusted/decided by the VLSHG/mother's group as per local context and requirements.
- vi. Drinking water facilities needs to be arranged by Pushti Sakhi at the feeding site
- vii. The AWW will be responsible for Aadhar linking of the beneficiaries of PPK and their entry into Poshan Tracker and other MIS tools in use.

#### **H. Protocols for cooking and child feeding at PPK village**

Cooking and feeding responsibilities lie with Pushti Sakhi. VLSHGs/Mothers Groups shall regularly supervise the feeding programme in their respective villages.

- Pada Pushti shall follow the same weekly menu as prescribed for the Anganwadi center.
- Children shall receive morning snacks and Hot Cooked Meal 6 days in a week.
- Compulsory hand washing is to be ensured before cooking and feeding of children. Compulsory hand washing before meals should be promoted among the children.
- Each child is entitled to receive the nutritious meal, in correct quantities as prescribed under ICDS.
- Pushti Sakhi to ensure hygiene practices while cooking. Ensure that the food is covered properly while cooking and before serving
- In case of any difficulties or health issues of children, Pushti Sakhi must immediately inform the respective Anganwadi worker

#### **VI. Growth monitoring of children of PPK village at AWC:**

Growth Monitoring of all children shall be done at the AWC every month as per the usual practice. The age, weight and height/length will be measured and recorded through Poshan Tracker and in other registers maintained by the Anganwadi worker. The AWW in consultation with ICDS supervisor shall fix a day in a month to visit the respective pada/village with all growth monitoring devises and take the measurements of all children. The data of nutrition status will be uploaded in Poshan tracker and will be monitored in MIS system.



## VII. MIS and reporting system:

- a. The Anganwadi workers shall maintain a register recording the number of children covered under Pada Pushti Karyakram and the ration allocated to the respective PPK village. The format for maintaining this register is attached in Annexure-III
- b. Pushti Sakhi shall maintain a register at PPK village and record the attendance of children both for morning snacks and hot cooked meal. The VLSHG/mother's group shall verify the entries time to time. The format for maintaining this register is attached in Annexure – IV
- c. The records maintained by Pushti Sakhi shall be shared with the Anganwadi worker every month and the project MIS shall be reported from AWC onwards and submitted to DSWO office by all the concerned ICDS projects.
- d. CDPO will discuss and review the progress of PPK in every monthly project review meeting. Implementation of PPK at the village level, issues and challenges, flow of logistics and supplies and grievances must be discussed during this review.
- e. The DSWO office shall submit the monthly report by 1<sup>st</sup> week of every month for the preceding month to the department on following indicators.
  - Number of villages where PPK was run in the month
  - Number of children covered under PPK in the month
  - Date of ration given to PPK village (1<sup>st</sup> of the month, 2<sup>nd</sup> of month, 3<sup>rd</sup> day of month, 4<sup>th</sup> and after)
  - Number of children weighed during the month
  - Nutrition status of children (Orange/Yellow/Green) in the month
  - Any good practices and grievances
- f. The progress of PPK shall be reviewed by the department every month at the state level.

## VIII. Programme Supervision:

All the staffs and officials of ICDS shall visit to PPK village for regular monitoring and supervision. The following visits needs to be conducted at every level. Officials visiting PPK shall share their feedback with the concerned AWW, Mothers group and Pusti Sakhi and record the same in AWC visit register.

| Officials  | Supervision visit  |
|------------|--|
| DSWO       | Shall visit at least 1 PPK villages in a month   |
| CDPO       | Shall visit at least 3 PPK villages in a month   |
| Supervisor | Shall visit at least 5 PPK villages in a month coming under her sector   |
| AWW        | Shall visit and provide handholding support to Pushti Sakhi twice in every month including a fixed day visit for growth monitoring |

## IX. Grievance redressal

- a. In case there is any grievances regarding the functioning of PPK, it should be brought in writing to the notice of concern CDPO. The CDPO shall acknowledge the receipt of the grievance and put efforts to redress them within 15 days from the date of receipt. The CDPO shall submit the list of grievances received and addresses to the DSWO every month.
- b. In case of non-redressal of grievances by CDPO, it can be brought to the notice of DSWO. DSWOs shall acknowledge the receipt and redress the grievance within 15 days from the date of receipt.
- c. Grievances can also be brought into the notice of DSWO or District Collector directly. The toll-free number and other mechanisms prescribed under ICDS for grievance submission and redressal shall also be followed for PPK.



## X. Roles and Responsibilities

### a. Role and responsibility of Pusti Sakhi:

1. Receive monthly dry ration from Anganwadi center on 1<sup>st</sup> day of the month.
2. Safe storage and stock maintenance of dry ration.
3. Preparing morning snacks and Hot Cooked Meal for the children as per ICDS menu
4. Ensure compulsory hand washing of all children before feeding.
5. Ensure supervised feeding of children in groups.
6. Ensure feeding of children 6 days in a week: 25 days in a month.
7. Organize regular monthly meetings with mother groups and build awareness in the community on the fixed day of growth monitoring
8. Act as a link worker between Anganwadi worker and mother group.
9. Coordinate with Anganwadi worker for any referral and follow up thereafter

### b. Role and responsibility of Anganwadi worker:

1. Identification of remote villages eligible for Pada Pushti Karyakram. Listing of eligible children from all Pada Pushti villages.
2. Conduct meeting with mother group in pada/ village for selection of Pushti Sakhi following mentioned protocol
3. Facilitate transportation of one-time supply of logistics to Pada Pushti villages
4. Orient Pushti Sakhi and mother groups on food safety, cooking procedure and hygiene practices to be followed in storage, cooking, and feeding of children.
5. Supply of dry ration to the Pushti Sakhi of the PPK village on 1<sup>st</sup> day of the month.
6. Monitoring regularity of Pada Pushti Karyakram
7. Regular co-ordination and hand holding support to Pushti Sakhi and VLSG/mothers' group for smooth functioning of Pada Pushti Karyakram.
8. Maintain database and reporting for all Pada Pushti villages.
9. Conduct monthly meetings with mothers' group along with Pushti Sakhi regarding Pada Pushti Karyakram.
10. Referral of children in case need
11. Anganwadi worker should maintain a special register of dry ration distributed to mother groups of Pada Pushti Karyakram. The Anganwadi worker's data shall be compiled by the concerned ICDS supervisor and submitted to the CDPO office.

### c. Role and responsibilities of ICDS Supervisor:

1. Training of Anganwadi Workers and Pushti Sakhi on PPK
2. Help Anganwadi workers for Identification and mapping of the villages
3. Present in mothers group meeting to finalize Pushti Sakhi in every PPK village
4. Facilitate linkages with PRI and WCD functionaries.
5. Monitoring and supervision of Pada Pushti Karyakram
6. Ensure entry of data in Poshan Tracker for the beneficiaries of the PPK village.

### d. Role and responsibilities of CDPO:

1. Project level review of Pada Pushti Karyakram
2. Field monitoring and quality check
3. Data analysis
4. Reporting to District



## **Annexures**

### **Annexure I: Utensils and other items**

| <b>Break up of one-time cost to H2R villages</b> |  |  |                       |
|--|--|--|-----------------------|
| <b>SI No</b>                                     | <b>Item</b>  | <b>Description</b>                                 | <b>Tentative cost</b> |
| 1  | Dekchi with cover - 2 number                                   | Size to cook rice for 10-15 children               | 800                   |
| 2  | Pressure cooker – 1 number                                     | 1 liter capacity                                   | 400                   |
| 3  | Iron Kadei with cover -1 number                                | size to cook for 15-20 children                    | 300                   |
| 4  | Serving spoon and steel chamach for cooking – 2 numbers        | Large size for cooking - 1 each                    | 90                    |
|  | Small size steel glass – 5 numbers                             | For drinking water                                 | 100                   |
| 5  | Plastic Mattress   | Tarpaulin Sheet 15 feet x 12 feet                  | 300                   |
| 6  | Plastic containers – 4 numbers as mentioned in the description | 2 with 1 KG capacity; 2 with 500gm capacity        | 60                    |
| 7  | Teen box to keep the food items – 1 number                     | 1 to keep all items                                | 700                   |
| 8  | Bucket and Mug – 1 number each                                 | 1 bucket and 1 mug                                 | 150                   |
| 9  | Pada Pusti Register – 2 numbers                                | 2 large sizes, one for AWC and one for Pusti Sakhi | 100                   |
|  | <b>Total</b>   |  | <b>3000</b>           |

### **Annexure II: Current Provisions of Dry Ration and Morning snacks**

| Food Items | Per child per day in gram | Number of children in Pada village | Total days           | Total quantity |
|------------|---------------------------|------------------------------------|----------------------|----------------|
| Rice       | 80gm                      |                                    | 25                   |                |
| Egg        | 1                         |                                    | 20 (5days in a week) |                |
| Dal        | 30gm                      |                                    | 4(Every Monday)      |                |
| Oil        | 3gm                       |                                    | 25                   |                |
| Potato     | 30gm                      |                                    | 25                   |                |
| Onion      | 10gm                      |                                    | 25                   |                |
| Salt       | 1gm                       |                                    | 25                   |                |
| Saag       | 20gm                      |                                    | Every Monday         |                |
| Vegetables | 20gm                      |                                    | 25                   |                |
| Spices     | -                         |                                    | -                    |                |

(Per child\*Total number of children in PPK village\*Total days = Total Amount)



**Morning snacks: -**

| Food Items      | Per child/per day/gram  | Number of children in Pada village | Total days   | Total quantity |
|-----------------|-------------------------|------------------------------------|--|----------------|
| Ragi/Besan/Atta | 19.67gm (1-piece Ladoo) |                                    | 8day (every Monday & Thursday)                                   |                |
| Chuda           | 25gm                    |                                    | 8 (every Tuesday and Friday)                                     |                |
| Groundnuts      | 2gm                     |                                    | 8 (every Tuesday and Friday)                                     |                |
| Jaggery         | 6.5gm                   |                                    | 16 (every Wednesday and Saturday- 5gm& Tuesday and Friday - 8gm) |                |
| Sprouted Moong  | 15gm                    |                                    | 8 (every Wednesday and Saturday)                                 |                |

(Per child\*Total number of children in PPK village\*Total days = Total Amount)

**Annexure-III: Format to be maintained by the AWW for PPK**

|                                      |      |       |   |                                   |
|--------------------------------------|------|-------|---|-----------------------------------|
| <b>Month:</b>                        |      |       |   |                                   |
| <b>Year:</b>                         |      |       |   |                                   |
| <b>Date of distribution:</b>         |      |       |   |                                   |
| Number of Children between 3-6 years | Boys | Girls | Ration Items and quantity handed over to Pushti Sakhi | Signature of AWW                  |
|                                      |      |       |   | Signature of Pushti Sakhi         |
|                                      |      |       |   | Signature of Mothers group member |



**Annexure – IV: Register to be maintained by Pusti Sakhi**

| Name of the Village:   |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
|--|-------------------|-----|-----|-----|--------------|----|---|----|-----------------|----|-----------------|--|---|
| Name of the Sector:  |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
| Name of the Project:   |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
| Name of AWC:   |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
| Month and Year:  |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
| Basic Detail of PPK beneficiaries  |                   |     |     |     |              |    | Attendance and consumption on each day (put Yes/No) |    |                 |    |                 |  |   |
|  |                   |     |     |     |              |    | 1 <sup>st</sup>                                     |    | 2 <sup>nd</sup> |    | 3 <sup>rd</sup> |  | Continue the date till 30 <sup>th</sup> |
| Sl   | Name of the Child | DoB | Age | Sex | Mothers Name | MS | HCM   | MS | HCM             | MS | HCM             |  |   |
|  |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
|  |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
|  |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
|  |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
| Signature by at least two mother's group members after verification at the end of month: |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |
| Signature by the AWW after verification at the end of month:                             |                   |     |     |     |              |    |   |    |                 |    |                 |  |   |

MS – Morning Snacks; HCM – Hot Cooked Meal

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