

**Government of Odisha**

**Department of Women & Child Development and Mission Shakti**

No. WCD-ICDS -SCHM -0097-2017 13278 /WCD, Date. 03-8-18

From

**D. Prasanth Kumar Reddy, IAS**

Director, ICDS & SW and Ex-officio Joint Secretary.

To

**All Collectors**

**Sub:** Revised guidelines for Hot Cook Meal (HCM) and Take Home Ration (THR) under Supplementary Nutrition Programme (SNP) and Scheme for Adolescent Girls (SAG)

Madam/Sir,

With reference to the subject above and in continuation to this Department letter No. 10855 dtd. 28.06.2018 I am directed to say that basing on the revised cost norms and menu entitlement under SNP & SAG, a detailed revised guidelines for preparation and supply of HCM & THR to the beneficiaries under the aforesaid schemes are enclosed herewith for your information and necessary action.

\* This shall come in to force with immediate effect.

\* The previous guidelines issued earlier in this regard vide this Department letter no. 590 dtd.28.06.2013 is hereby superseded.

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

Yours faithfully,

03-08-18  
Director, ICDS & SW

Memo No 13279

/WCD/Date 03-8-18

Copy with a copy of the guidelines forwarded to the P.S. to Hon'ble Minister, Department of WCD & MS/ P.S. to Pr. Secy. Department of WCD & MS / P.A. to Director ICDS & SW for kind information of Hon'ble Minister, Department of WCD & MS/ Pr. Secy. Department of WCD & MS/ P.A. to Director ICDS & SW.

Memo No 13280

/WCD/Date 03-8-18

Copy with a copy of the guidelines forwarded to all DSWOs/all CDPOs for information and necessary action.

*Borain*  
2/8/18  
Deputy Secy. to Govt.

Memo No 13281

/WCD/Date 03-8-18

Copy forwarded to all Officers/ ICDS (SAG) section for information with a copy of the guidelines for necessary action.

*Borain*  
2/8/18  
Deputy Secy. to Govt.

Memo No 13282

/WCD/Date 03-8-18

Copy with copy of the guidelines forwarded to IT section for information & necessary action. They are requested to web host the revised guidelines in the Department website

*Borain*  
2/8/18  
Deputy Secy. to Govt.



**REVISED GUIDELINES FOR  
IMPLEMENTATION  
OF TAKE HOME RATION  
2018  
(SUPPLEMENTARY NUTRITION PROGRAMME  
OF ICDS  
AND  
SCHEME FOR ADOLESCENT GIRLS)**

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**Department of Women & Child Development and  
Mission Shakti  
Government of Odisha**

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## **1. Introduction:**

Integrated Child Development Services (ICDS) was launched on 2<sup>nd</sup> October 1975 in recognition of the importance of early childhood care which is the foundation of human development. It is designed to respond to meet the holistic needs of a child, development of health & nutrition of children (0-6year) and pregnant women & lactating mothers. Besides it also emphasizes upon the psychological and social development of the children through preschool education.

Six services provided through the network of Anganwadis are:

- Supplementary Nutrition Programme (SNP)
- Non-formal Pre-School Education (PSE)
- Immunisation
- Health check-up
- Referral services
- Nutrition and Health Education (NHED)

Supplementary Nutrition Programme is aimed at improving health and nutritional status of children, pregnant women and lactating mothers. Children in the age group of 6 months to 6 years, pregnant women and lactating mothers are given nutritional support for 300 days a year. Each beneficiary is given nutritious food as part of Morning snacks, Hot Cooked Meals and Take Home Ration under the programme.

### **Components of SNP:**

- Morning Snacks-Children( 3 years to 6 years)
- Hot Cooked Meals- Children( 3 years to 6 years)
- Take Home Ration (THR)- Children(6 months to 3 Years), Pregnant and Nursing Mothers, Severely Underweight Children, Adolescent Girls

In pursuance of the orders of Hon'ble Supreme Court in WPC 196/2001 Government of Odisha has taken in principle decision to decentralize procurement under ICDS and all other feeding programmes of the W&CD-MS Department throughout the state.

## **2. Take Home Ration**

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. Severely Underweight children (3-6 years) are also given THR over and above Hot Cooked Meal. Different category of beneficiaries covered under Take Home Ration (THR) are:

- Children(6 months to 3 Years)
- Pregnant and Nursing Mothers
- Severely Underweight Children
- Adolescent Girls

✓ Ration cost under SNP for different category of beneficiaries has been revised by GoI and has been notified by the Government. Govt notification for Supplementary Nutrition Programme (SNP) and Scheme For Adolescent Girls(SAG) is at **Annexure-I A and I B.**

- ✓ The revised ration cost i.e the per beneficiary cost is as follows:

<b>S.No</b>	<b>Beneficiary Type</b>	<b>Cost per beneficiary</b>
<b>I.</b>	Pregnant and lactating Mothers	Rs. 9.50
<b>II.</b>	Children (7 months – 3 years)	Rs. 8.00
<b>III.</b>	Severe Underweight Children( 6 months to 3 yrs)	Rs. 12.00
<b>IV.</b>	Severe Underweight Children (3-6 Years)	Rs. 4.00*
<b>V.</b>	Adolescent Girls(11 – 14 yrs)	Rs 9.50

**\* This is given in addition to the normal Hot Cooked Meal (Rs.8.00 per child/day) provided at the AWC for children in the age group of 3 to 6 years.**

The guidelines shall be applicable universally throughout the State.

### **Part 'A': Operational Guidelines**

#### **1. Coverage of children in difficult circumstances**

Special measures must be taken to ensure that children (of inmates) of Swadhar homes, migrants left behind, disabled children, children of daily wage labourers who go out to work during the day, children of poor families, single mothers, orphans and other vulnerable children whose parents/guardians are unable to come to the AWC to receive THR, are brought into the net of ICDS and given the supplementary nutrition. The aim is to provide THR to all eligible children in the AWC.

#### **2. Wheat transport and delivery**

- i. A transporter may be engaged by the DSWO for supply of wheat from FCI godown to the AWCs. 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.

### **3. Storage**

- i. 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.

### **4. Expenditure monitoring:**

- i. Only e-payments should be done into the joint accounts for ICDS and SHG(s) account for THR.
- ii. The SHG should submit the Challans with Xerox copy of distribution register to the Child Development Project Officer by 5<sup>th</sup> of every succeeding month for claim.
- iii. The Supervisor shall submit the distribution list along with a copy of the monthly indent of AWCs to the CDPO by 7<sup>th</sup> of every month.
- iv. CDPO shall submit the bills of SHG after proper verification by 15<sup>th</sup> of the month to the DSWO. DSWOs to verify the bills and make e-payment to the SHGs by the 20<sup>th</sup> of the every month.

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

### **5. Weighing and growth monitoring of children and Counselling 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 weight 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:
  - ✓ AWW must immediately take note of the same and find out reason for the same.
  - ✓ 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.

- ✓ AWW should also tell family about maintaining adequate hygiene and cleanliness of hands, utensils and surrounding environment.
  - ✓ 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.
  - ✓ 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 counselling of the mothers/caregivers by AWWs is very important so that they follow appropriate practices to ensure proper health of their children.
  - ✓ The CDPOs must monitor on a regular basis during their AWC visits to ensure that these are being followed appropriately by all AWWs.

**6. 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. Under Take Home ration, Chhatua, Dry Ration for Halwa, Groundnut, Raasi, Jaggery Ladoo or chikki and Besan & Atta / Ragi & Besan ladoo will be given 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 the above mentioned items, eggs will be given to the beneficiaries in the following manner:

<b>Sl. No.</b>	<b>Category of beneficiary</b>	<b>Provision of eggs</b>
1	Normal Children (6 months to 3 years)	Three boiled eggs i.e. one each to be consumed on every Wednesday , Friday and Saturday at the AWC.
2	Severely Malnourished Children	Three boiled eggs i.e. one each to be consumed on every Wednesday , Friday and Saturday at the AWC.

	(6 months to 3 years)	
3	Pregnant Women and Lactating Mothers	Three boiled eggs i.e. one each to be consumed on every Wednesday , Friday and Saturday at the AWC.
4	Adolescent Girls(11-14 yrs)	Four boiled eggs i.e. one each to be consumed on every Tuesday, Wednesday , Friday and Saturday at the AWC.

### **7. Selection of SHGs for preparation and distribution of THR**

- Take Home ration ( Chhatua, Dry ration for halwa, Badam & Raasi Chikki and Ragi and Besan/Atta and Besan Ladoo) is to be prepared and supplied by Women Self Help groups/ SGH Federations only.
- 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.
- A separate SHG level may be engaged at the GP level for production and supply of Dry ration for Halwa, Badam and Raasi Chikki and Ragi & Besan/ Atta & Besan Ladoo.
- Grading norms should be followed for selection of the SHG(s). Only graded SHG(s) that have experience of preparation of Chhatua and having equipments for roasting, drying, grinding and packaging should be selected as the first preference. Thereafter graded SHG(s) having experience in grinding other condiments like haldi etc. and having the equipment should be selected. Only if none of the above is available, a graded SHG with experience of processing should be selected.
- The manufacturing units of the SHG should be located within the assigned ICDS project area/GP area. The ownership of the machineries should be in the name of the SHGs/SHG Federation. Land, building for the production unit of the SHG should be owned, leased or rented (with proper records) by the SHGs/SHG Federation.
- 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).

## 8. Ration Entitlements and Packaging:

### i. Ration entitlement of THR for different category of beneficiaries:

Distribution of THR is to be done once between 1<sup>st</sup> to 5<sup>th</sup> of every month at AWCs.

Take Home Ration under ICDS								
Sl. No	Type of beneficiary	Type of THR	Entitlement per month	Net quantity of Chhatua per packet after allowing 10% processing loss	Calorie per day (K.cal)	Protein per day (gms)	Ration Cost per day, In Rs	Quantity to be consumed per day per beneficiary
1	<b>Children (6 months to 3 years)</b>	Chhatua	2.45 Kg	2.20 Kg	386	12.8	8	98 gms
		Dry Ration for Suji/Maize/Ragi Kheer	1.5 kg	1.350 Kg	233.85	5.25		60 gms
		Eggs	12(3 boiled eggs per week)	NA	41.52	3.2		3 per week
	<b>Sub Total</b>				<b>661.37</b>	<b>21.25</b>		
2	<b>Pregnant &amp; Lactating Women</b>	Chhatua	4.9 kg	4.410 Kg	772.98	25.72	9.5	196 gms
		Badam, Raasi, Jaggery Chikki or Ladoo (in pcs each pc of 24.4 gms)	25 pcs	NA	128.91	4.69		1 per day

		Eggs	12(3 boiled eggs per week)	NA	41.5	3.2		3 per week
		<b>Additional quantity of Groundnut chikki or laddoo to women who do not eat eggs- 41 pcs per month</b>						
		<b>Sub Total</b>			<b>943.39</b>	<b>33.61</b>		
3	<b>Severely Underw eight Children (6 months to 3 years)</b>	Chhatua	4.9 kg	4.410 Kg	772.98	25.72	12	196 gms
		Besan & Atta/ Ragi & Besan Ladoo in pcs, 1 pc of 19.67 gms	83 pcs	NA	311	4.7		3 pcs
		Eggs	12(3 boiled eggs per week)	NA	41.52	3.2		3 per week
		<b>Additional quantity of Besan &amp; Atta or Ragi &amp; Besan Ladoo shall be provided to children who do not eat eggs - 60 pcs per month</b>						
		<b>Sub Total</b>			<b>1125.5</b>	<b>33.62</b>		
4	<b>Severely Underw eight Children (3 years- 6 years)</b>	Chhatua	1.8 kg	1.620 Kg	283	9.45	12	72 gms
		Besan & Atta/ Ragi Ladoo in pcs, 1 pc of 19.67 gms	42 pcs	NA	157.3	2.4		2 pcs
		HCM		NA	564.83	15.15		
		<b>Sub Total</b>			<b>1005.1</b>	<b>27</b>		
					<b>3</b>			
5	<b>Adolesc ent Girls</b>	Chhatua	4 Kg	3.6 kg	631	21	9.5	160 gms
		Badam_Raa si Chikki , each pc of 24.4 gms)	25 pcs	NA	128.91	4.69		1 pc

	Eggs	16(4 boiled eggs per week)	NA	55.36	4.26	4 eggs per week
<b>Additional quantity of Groundnut chikki or laddoo to adolescent girls who do not eat eggs- 54 pcs per month</b>						
<b>Sub Total</b>				<b>815.27</b>	<b>29.95</b>	

**Detailed composition of THR and process for preparation of THR is at Annexure- II & Annexure- III respectively.**

**ii. Frequency of supply of THR:**

Sl. No	Item	Frequency of supply	To be supplied by
<b>1</b>	Chhatua	Monthly (1 <sup>st</sup> to 5 <sup>th</sup> of every month)	SHG at the project level
<b>2</b>	Dry Ration for Halwa	Monthly (1 <sup>st</sup> to 5 <sup>th</sup> of every month)	SHG at the GP level
<b>3</b>	Groundnut, Jaggery chikki/laddoo	Monthly (1 <sup>st</sup> to 5 <sup>th</sup> of every month)	SHG at the GP level
<b>4</b>	Ragi & Besan/Atta & Besan Laddoo	Monthly (1 <sup>st</sup> to 5 <sup>th</sup> of every month)	SHG at the GP level
<b>5</b>	Eggs	Weekly	AWW at the AWC
<b>5.1</b>	Normal Children( 6 months to 3 years), Pregnant Women and Nursing Mothers, Severely Underweight Children( 6 months to 3 years)	Wednesday, Friday, Saturday	Do
<b>5.3</b>	Adolescent girls	Tuesday, Wednesday, Friday & Saturday	Do

**iii. Packaging of THR:**

In order to ensure uniformity and prevent leakage, the SHG(s) should be directed to ensure uniform packaging of THR for the above mentioned categories.

SHG may use transparent polythene or aluminum packets for packaging of THR subject other Govt rules/regulations from time to time. The packet can have a color coded paper outside in case facility is not available with the SHG(s) for printing on the packet. Each colour coded packet will contain a label as given in **Annexure IV.**

Color coding will be done for each category, as follows:-

- a. Yellow colour for pregnant and lactating mothers and adolescent girls.
- b. Sky blue colour for 6 months to 3 years children.
- c. Red colour for severely malnourished children.

Quantity of ingredients used for preparation of THR and net quantity of THR should be clearly mentioned separately over the respective packets.

#### **9. Procurement of ingredients for THR by SHG(s)**

##### **a. 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 / Dry ration for halwa / 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, in proper airtight containers. 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/ Dry ration/ Ladoo is supplied to AWCs. On no account should Chhatua/Dry ration/ Ladoo more than 10 days old be supplied to the AWC.
- iv. They should process THR in the defined manner and ratio as per the norm.
- v. They should deliver THR 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 THR.
- vii. **Eggs may be procured by the AWW as per the procedure of procurement adopted in Hot Cooked-Meal.**

##### **b. Procurement Plan:**

Monthly indent or procurement plan shall be prepared by the CDPO for each ICDS project and same shall be submitted on or before 20<sup>th</sup> of every month to the SHG(s) selected for the block. The indent or procurement plan of the ICDS project shall be based on the indent of AWWs. **The format of the same is given in Annexure V.**

### **c. Pricing**

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

<b>Different heads</b>	<b>Amount</b>
Transportation cost of wheat from FCI godowns to the SHG points.	An amount of Rs 75/- per quintal subject to lowest tender quoted in tender every year.
Supervision cost	` 0.10 per beneficiary
Processing cost (inclusive of transportation of THR from SHG(s) point to AWC point)	` 0.21 per beneficiary

### **10. Terms and Methods of Payment**

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

- i. SHG is required to prepare challans in triplicate with serial number of the THR packets and the date of supply. A copy of the challan is to be given to the AWC at the time of supply of THR. A signed copy is to be retained by the SHG and another copy is to be submitted to the CDPO along with the monthly bill.
- ii. SHG should maintain details of date wise production of the stock of THR for different categories in their stock/manufacturing register. The same should also be maintained in the distribution register at the time of distribution. **Format at Annexure-VI.**
- iii. The SHG should submit the Challans with Xerox copy of distribution register to the Child Development Project Officer by 5th of every succeeding month for claim.

### **11. Quality parameters**

- i. SHG should maintain hygienic standards during mixing of ingredients/storage and packaging of THR. Physical contact with THR should be avoided. SHG members should use clean uniforms, gloves, masks during preparation and packaging of THR.
- 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 THR. In order to ensure that loose or packaged THR 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. 10% of loss is allowed in processing of chhatua/ dry ration. So quantity of ingredients used and net quantity of THR 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 THR and ensure that the proper quantity and quality as specified has been used in the preparation of the same. The squad members should give their report to the Collector every month who should review this in the monthly monitoring committee meeting.
- vi. The Supervisor should mandatorily visit the SHGs at the time of mixing of ingredients for THR every month.
- vii. The CDPO and Supervisor should also make at least 2-3 visits per month to SHG(s) points at the time of preparation of THR.
- viii. THR preparation guidelines given at **Annexure III** 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.

**12. 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. Draft Contract at **Annexure-VII**.
- 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.

**The following penalties may be imposed in case of violation or lapses observed with the SHGs engaged for production and supply of THR.**

Sl. No	Type of violation/lapses	Suggestive Penalties
1	Gap in infrastructure as specified in the Contract	Show cause notice and Termination of contract
2	Any deviation in agreed place of production or	Show cause notice and Termination of

	storage	contract
3	Variation in Physical Stock and Book of Accounts	Suspension and Termination of contract
4	Gap in maintenance of Book of Accounts	Show cause notice
5	Less quantity of THR in packets	Cost Recovery, Forfeiture of Security Deposit and Termination of contract
6	Substandard quality on Chhatua as per nutritional norms	Show cause notice, Forfeiture of Security Deposit and Termination of contract
7	Samples found adulterated	Termination and Black listing for 5 years along with forfeiture of Security Deposit, Lodging of FIR
8	Samples sold in the market	Show cause notice and Termination of contract, cost recovery
9	Financial irregularity	Show cause notice, Forfeiture of Security Deposit and Termination.

Another WSHG should be immediately engaged for preparation of THR so that there is no disruption in the supply in the AWCs.

### **13. Security Deposit**

- i. The SHG shall, at the time of signing of this contract, provide a Security Deposit in shape of Fixed deposit, in favour of DSWO of the concerned district equivalent to 5 % percentage of the total value of production of Chhatua/THR in a year.
- ii. The Security Deposit shall be forfeited for any loss resulting from the SHGs failure to complete its obligations under this Contract.
- iii. On expiry of the contract period, the security deposit shall be returned to the SHG after liquidation of any claims of the Government outstanding against the SHG.

### **14. 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 1<sup>st</sup> to 5<sup>th</sup> of every month.
- iii. A format for receipt and delivery at the AWC is given at **Annexure VIII**.

- iv. The AWC should store the THR 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 20<sup>th</sup> 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, Dry ration, Groundnut laddoo, Ragi & Besan and Atta & Besan Laddoo) should be distributed at the AWC between 1st and 5th 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(6 months to 3 years), Severely Underweight children(6 months to 3 years), Pregnant women and nursing mothers on every Wednesday, Friday and Saturday. Boiled eggs are to be provided to Adolescent girls (11-14 yrs) on Tuesday, Wednesday, Friday and Saturday. Those children and P&N mothers who cannot come to AWC on the above days due to unforeseen situation, they may be provided raw eggs per week as per their entitlement for consumption at their home.

### **15. Payment to the SHG(s)**

- i. 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.
- ii. 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.
- iii. 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 DSWO to SHG(s) A/C on the 20th of the succeeding 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).

### **16. 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. DSWOs must visit 5-6 SHGs in the district every month. DSWO should visit all the THR producing SHGs(Chhatua) once in three months.
- ii. CDPOs should make at least 3-4 visits per month to the SHG(s) points at the time of preparation of Chhatua /Dry Ration/ Ladoo whereas Supervisors should undertake more visits.
- iii. The Supervisors should mandatorily visit the SHGs at the time of mixing of ingredients every month.
- iv. Members of the Jaanch Committee and Mothers Committee should also visit at least two households per fortnight to ensure that the THR is being consumed by the intended beneficiaries and ensure hygiene. **(Annexure IX)**
- v. 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 **(Annexure X)**.
- vi. 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.
- vii. For training of SHG(s), help of Mission Shakti and other agencies should be taken. In any case training on preparation should be given as per the instructions given in the guideline.
- viii. The members of the district team, DSWOs, CDPOs, Supervisors shall monitor the general upkeep of the THR units. They have to make regular visits to the units to assess the following:
  - a) Infrastructure of the SHG(Facilities for roasting, grinding and packaging of

- finished products)
- b) Proper storage of raw materials and finished products
- c) Cleanliness of the unit & surroundings (the unit should be free from rodents, pests, insects, ants etc).
- d) Quality of ingredients used for preparation of Chhattua, Dry ration, laddoo
- e) Hygiene practices adopted by the members i.e use of gloves, apron, mask by the members
- f) Supply schedule of THR
- g) Energy consumption of the unit to verify running
- h) Updated records, registers and books of accounts

### **17. 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.

#### **Instructions for consumption of Chhatua**

- i. Chhatua should be consumed within a month of manufacture by different categories of beneficiaries and should be stored in air tight containers to avoid moisture and any other contamination.
- ii. Chhatua should be mixed with clean drinking water /milk and a semisolid 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, with clean hands, washed before preparation and feeding.
- iii. Mothers may be counselled to prepare halwa or pitha or pancakes out of chhatua provided.
- iv. AWWs, Mothers' Committees and village Jaanch Committee should periodically visit households and ensure this.

#### **Instruction for consumption of Suji, Maize/Ragi halwa**

- i. Dry Ration for halwa should be consumed within a month of manufacture and should be stored in air tight containers.
- ii. Halwa should be prepared by heating a small amount of oil in a pan, slightly frying the halwa premix and cooking it with hot water or milk.
- iii. AWWs, Mothers' Committees and village Jaanch Committee members should periodically visit households and ensure this.
- iv. AWW/Supervisors should provide the instruction/ guideline to the mothers and members of Jaanch committee.

#### **Instruction for consumption of Besan & Atta / Ragi & Besan Ladoo**

- i. Severely Underweight Children ( 6 months to 6 years) shall be given Ragi and Besan/Atta and Besan laddoo.

- ii. For children who are not able to consume laddoo, the same may be dissolved in little amount of warm water and should be served in semi solid form. This will provide extra energy to the child.

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.

**18. Registration of SHGs under FSSAI Act**

SHGs/SHG Federation engaged in production of THR come under the preview of the FSSAI Act. It is mandatory to ensure that the SHGs/SHG Federation are registered or licensed, as applicable, under the FSSAI Act or applicable Rules/Regulations. The SHGs engaged are to display the certificate in the premises of the THR unit.

**19. Installation of CCTV Camera**

- i. SHG engaged for production of THR shall install CCTV at all strategic locations within the THR Plant (place of storage of raw materials, frying and grinding unit, packaging unit).
- ii. CDPO shall check the CCTV footage every week positively and as and when monitoring visits are made to the SHGs.
- iii. DSWOs are required to check the CCTV footage of all SHGs on a fortnightly basis.
- iv. The THR unit is required to save the CCTV footage of the last six months which may be referred to as and when required.

**Part 'B': Financial Guidelines**

**1. Expenditure monitoring at Project & District level:**

- a. 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.
- b. SHGs are to submit bills to the CDPO by the 5<sup>th</sup> of the succeeding month.
- c. CDPO shall prepare SOE after due verification of the challans received from the SHGs and submit bills to district office by 15<sup>th</sup> of the month for payment alongwith a certificate that good quality and proper quantity of THR has been distributed..
- d. DSWO's office shall make e- payment to the SHG by 20<sup>th</sup> of the month after verifying the SOE/ Bills given by the CPDO. Bills should be cleared on a monthly basis and should not be delayed for long periods.
- e. Collector shall monitor the payment and ensure regular and timely payment to the SHG(s).
- f. All payment should be done via e-transfer to the account of the SHG.

## **2. Expenditure monitoring at SHG level:**

- a. SHG engaged for THR production shall open a separate bank account for the THR unit.
- b. All payments made by the SHG should be through e-transfer or cheque.
- c. Payments shall be made through Account payee cheques or bank transfers except for petty cash expenses below Rs.10,000/-.Cash handling should be minimized to the extent possible.
- d. All SHG members should have bank accounts and payments should be made directly into their accounts
- e. All SHG members should have Aadhar numbers linked to Bank.
- f. SHG shall get the Books of Accounts audited annually by a Chartered Accountant

## **3. Maintenance of records and accounting procedure by SHGs**

General principles to be followed by the SHGs for recording and reporting financial transactions are as under:

- ✓ Cash basis of accounting shall be followed for recording of financial transactions using the double entry system.
- ✓ The Financial Year shall be from 1st April to 31<sup>st</sup> March
- ✓ Cash Book shall be page marked and certified by President of the SHG.
- ✓ Cash Book shall be updated and authenticated by the President & Secretary of the SHG on monthly basis
- ✓ The ledgers shall be balanced on monthly basis.
- ✓ The payment voucher will be filled in with all required information and the supporting bills and documents shall be attached in **ORIGINAL**.
- ✓ The vouchers shall be serially numbered against respective entries in Cash book.
- ✓ The bills & vouchers shall be verified & approved by President & Secretary of SHG.
- ✓ A cheque issue register wherein entries shall be made on daily basis in respect of the cheques issued and authenticated by the President & Secretary of the SHG.
- ✓ The bank passbook shall be updated on monthly basis.
- ✓ Receipts and Payments Account should be updated regularly.

The **Books of Accounts** to be maintained are as under:

- ✓ **Cash Book** – All the cash transactions relating to receipts and payments shall be recorded in the Cash book daily. The Cash Book shall be maintained as per the format annexed in **Annexure-XI**.
- ✓ **General Ledger** - It is the principal or primary books of accounts. All the financial transactions are classified into appropriate heads of accounts and recorded. The journals entries are posted into the respective ledger accounts and account balances are extracted at any given date. The ledger shall be maintained as per the format annexed in **Annexure-XII**.

- ✓ **Purchase Register** – The purchases of goods and services (cash and credit purchases) are to be recorded in the Purchase register. The Purchase register shall be maintained as per the format annexed in **Annexure-XIII**.
- ✓ **Stock Register for Raw materials and Finished products** – The receipts and issues of raw materials, finished goods are recorded in the Stock registers. Separate registers shall be maintained for Raw materials and Finished goods. The stock register shall be maintained as per the format annexed in **Annexure-XIV & XV**.
- ✓ **Voucher Guard file** – The vouchers along with the supporting bills and documents are to be kept in chronological order in the guard file. **Annexure- XVI**.
- ✓ **Cheque Issue Register** –The cheque issue register wherein entries shall be maintained made on daily basis in respect of the cheques issued and authenticated by the President & Secretary of the SHG. The Cheque issue register shall be maintained as per the format annexed in **Annexure-XVII**.
- ✓ **Minutes Book** – The Minutes of the meeting shall be recorded in the Minutes book. The Minutes book shall be maintained as per the format annexed in **Annexure-XVIII**.
- ✓ **Cost Sheet (THR processing)** – The costs incurred for the processing of TR shall be calculated as per the format annexed at **Annexure-XIX**.

Other documents to be maintained at the SHG are as under:

- 1) Rent Agreement, Lease Document
- 2) Asset register
- 3) Receivable/Payable register( for items brought on credit)
- 4) Acquittance registers for payment to SHG members.
- 5) Electricity bill.
- 6) Updated Bank Passbook.
- 7) Bank reconciliation should be done on monthly basis.

**Government of Odisha**  
**Department of Women & Child Development and Mission Shakti**  
 No. WCD-ICDS-SCHM-0141-2017 *21280* /WCD, Dt: *7/12/17*  
NOTIFICATION

Sub: Revision of cost norms for Supplementary Nutrition Programme (SNP) under ICDS Scheme

Consequent upon revision of cost norms for Supplementary Nutrition Programme (SNP) under ICDS Scheme by GoI vide their letter No. CD-I-11/2/2016-CD.I dated 06.10.2017, Govt. in W&CD and MS Department have been pleased to revise the ration cost under SNP as detailed below.

Category of beneficiaries	Existing cost norms (Rs/day/beneficiary)	Revised cost norms (Rs/day/beneficiary)
Children (6 – 72 months)	6.00	8.00
Pregnant women & lactating mothers	7.00	9.50
Severely malnourished children (6-72 months)	9.00	12.00

2. This shall come into force from the date of issue of this Notification.

By order of Governor

*Chitly*  
 Commissioner-cum-Secretary  
 WCD & MS Deptt.

Memo No. *21281* /WCD, Dt. *7/12/17*

Copy forwarded to the P.S. to Hon'ble Minister, W&CD and MS Department /PS to Commissioner-cum-Secretary, W&CD and MS Department / P.A. to Director, ICDS & Social Welfare, W&CD and MS Department for kind information of Hon'ble Minister/ Commissioner-cum-Secretary and Director, ICDS & Social Welfare respectively.

*Debye*  
 Deputy Secretary to Government  
*07/12/2017*