

Government of Odisha

Department of Women & Child Development

No .PT3-WCD-ICDS-G-MISC-0009-2020/01/2024 3549 WCD , Dt 20.02.2024

From

Shri Madhusudan Behera, OAS

Joint Secretary to Govt.

To

All DSWOs

Sub: Revised guideline for the activities to be undertaken in AWCs co-located inside the Govt. school premises under SSA

Ref: Letter No. 2931 dated 14.02.2023

Madam/Sir,

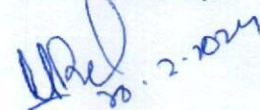
With reference to the subject cited above, I am directed to inform you that a guideline outlining the utilization of Pre-school education funds, received from the Odisha State Education Program Authority (OSEPA) for FY 2022-23, allocated for co-located AWCs, was previously circulated to districts through letter no. 2931 dated 14.02.2023.

In order to enhance clarity regarding the expenditure across various scheme components, the guideline is hereby modified and enclosed as **Annexure-1**. The utilization of the fund will be made as per above modified guideline.

Additionally the Prototype of Trainer Handbook (**Khela Sreni**) is enclosed as **Annexure-2** and Prototype of DG based Workbook (**Karya Pustika – I & II**) is hereby enclosed as **Annexure -3**.

Henceforth, it is imperative that the revised guideline is to be adhered to for all expenditures pertaining to the scheme.

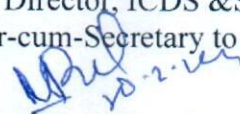
Yours faithfully,



Joint Secretary

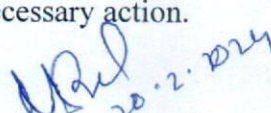
Memo No 3550 /WCD, Dt: 20.02.2024

Copy submitted to P.S to the Commissioner-cum-Secretary/P.A to the Director, ICDS &SW, W & CD Department for favour of kind information of the Commissioner-cum-Secretary to the Government.


Joint Secretary to Govt.

Memo no. 3551 /WCD, Dt: 20.02.2024

Copy forwarded to the Director, TE-SCERT for information and necessary action.


Joint Secretary to Govt.

Revised Guidelines for the Co-located AWCs for FY 2021-22

(Annexure - 1)

1. Overview

1. In Odisha, 21601 numbers of AWCs (as per the approved list of UDISE – 2020-21) are co-located inside the school premises. Hence, the approved activities under pre-primary education are to be followed as shared by the Odisha School Education Programme Authority (OSEPA). DSWOs shall ensure proper implementation of the activities in collaboration with DEOs, BEOs, and CDPOs in the District.
2. The training program for Anganwadi Workers (AWWs) and Designated Teachers (DTs) (To be identified by DEO/OSEPA) shall be conducted by either a Teacher Educator (TE) from the District Institute of Education and Training (DIET) or Cluster Resource Centre Coordinators (CRCCs) of the respective districts for capacity building of AWWs and DTs with respect to Quality School Readiness Interventions.

2. Funds Utilization & Manner of Distribution

1. The prescribed budget is approved for 21601 Co-located AWCs allotted for FY 2021-22. Necessary funds have already been released to the respective districts. The funds will be utilized as per the information provided in Budget Distribution (Table A)
2. Concerned DSWOs under the guidance of the District Collector shall take necessary steps to print the DG-based workbook (Karya Pustika - Part I & II) and Trainer Handbook (Khela Shreni) at the District Level for quality assurance and cost-effectiveness on bulk printing as per specifications of Printing Material (Table B)
3. DSWOs shall ensure timely printing and distribution of TLM materials like DG based workbook (Karya Pustika - Part I & II) to AWW and Trainer Handbook (Khela Shreni) with the assistance of District Education Officers to TEs / CRCCs as per the requirements. The District Education Officer will ensure that TEs / CRCCs shall be imparting the training to AWWs and DTs.
4. Due procedure as per the Finance Department (FD) norms shall be followed for the selection of vendors for the printing of material, and approval of the District Collector to be taken for all procurement.
5. DSWO shall organize 4-day training programs for the AWWs & DTs in collaboration with DEO, BEOs, and CDPOs along with TEs / CRCCs of the respective districts to build the capacity of the AWWs & DTs for Quality School Readiness Interventions implementation at the project level.

3. Budget Distribution (Table- A)

Sl. No.	Items	Cost Norms	Point of Execution
1	Materials required to develop TLM/DIY kit (Colour Box, Crayons, Colour papers, Charts, Glue-gun, Cardboard, Foam, Cotton, Scissors, Cutter, Needle, Threads, Cloth, etc.)	Rs. 2000/- per AWC	To be procured & utilized at AWC Level
2	6 sets of DG-based workbooks (Karya Pustika - Part I & II)	Rs. 1560/- for 6 sets of workbooks per AWC (5 sets for 5-6 years children & 1 set for AWW/ Teacher @ Rs. 260/- per set)	To be printed at the district & utilized at AWC Level
3	Minimum 5 Nos. of 'Children-activity books' available in the local market as mentioned - 1) Tracing book 2) Pasting book 3) Colouring book 4) Puzzle book 5) Pictorial Storybook	Rs. 440/- for min 5 Nos. of activity books per AWC	To be purchased and utilized at AWC Level
4	4-days Training of AWWs & DTs in batches comprising of not more than 50 nos. of participants as per the items mentioned in Key Details of Training Program (Table C)	Rs. 4000/- per AWC	To be Conducted at the Project level.
	Total	Rs. 8000/- per AWC	

4. Specification of Printing Material (Table- B)

Sl.No	Components	Unit cost in Rs.	Specifications	Usage	Point of Distribution	Procured / Printed by
1.	DG based workbook (Karya Pustika - Part I & II) – 1 set	Rs. 260 per Set	Size: 1/4 Demy Paper GSM: 250 GSM (Cover); 80 GSM (Inner) Print: Colour	To be used by Children	5 Sets for Children; 1 Set for AWC	District
2.	Trainers Handbook (Khela Shreni)	Rs. 170 (Per Trainer)	Size: 1/4 Demy Paper GSM: 250 GSM (Cover); 80 GSM (Inner) Print: Colour	To be used by Trainers	To be supplied to TE (CRCC) for conduct of training	District

5. Details of Training Program (Table C)

Sl. No.	Items	Description
1	Number of Trainees Per Batch	50 (25 AWW & 25 Teachers from co-located AWCs/ Schools)
2	Total Number of Days (<i>Non-Residential</i>)	4
3	Number of Trainers Per Batch	2
4	Training Level	Project (Non-residential)

6. Training Budget Break-up per Batch at Project Level (Table D)

Sl. No	Item of Expenditure	Unit Cost	Units	Frequency	Total Cost
1	Food (Tea, snacks, and lunch – 50 Participants + 5 others)	220	55	4	48,400
2	Training Kit (Cotton/ Jute Bag, Writing pad, Pen, etc.) to Participants	170	55	1	9,350
3	TA to Trainees (AWW/ Designated teachers)	100	50	4	20,000
4	Resource Person Fees including travel - CRCC from DIET/ DLMTs	1000	2	4	8,000
5	Training logistics (Flipcharts, Colour Papers, Flashcards, Markers, Sketch Pen, Clay, etc.)	2500	1	1	2,500
6	Training Infrastructure (Venue, Projector with screen, Sound systems, etc. for training)	2500	1	4	10,000
7	Contingency that includes Trainer Handbook Khela Shreni @ Rs. 170/-, Documentation such as Photography, Videography, Report preparation, etc.	1750	1	1	1,750
	Total				1,00,000

1. An amount of Rs. 1,00,000/- per batch for training has been sanctioned.
2. The number of batches shall be decided at the District Level in consultation with the officials at the project. Accordingly, funds will be placed with the CDPOs for the conduct of the training.
3. Coordinators from Block Resource Centres (BRC) & Cluster Resource Centres (CRC) shall provide training as per the training module provided by the SCERT.
4. Principal, DIET / CDPOs shall monitor and supervise the training.

7. Procurement and Monitoring

1. The funds have been transferred to the DSWOs. On completion of the training, the DSWOs shall submit physical and financial progress to the Department.
2. The Lady Supervisors and CDPOs of the districts shall verify that all the items mentioned above must be available at the co-located AWCs.
3. The printed materials and other components are to be labeled with the year of printing/procurement.

8. Documentation and reporting: Good quality photographs/video clips are to be sent to the Department and to be kept on record for future reference. Monthly physical and financial progress reports are to be submitted to the W & CD department.

9. Non-negotiable

1. The TLM prepared should be child-friendly, age-specific, and contextually appropriate in all co-located AWCs in the districts.
2. The expenses incurred for printing/procurement should be as per the actual and must not exceed the approved amount mentioned in the guidelines.