

Government of Odisha

Department of Women & Child Development

No. WCD-ICDS-SCHM-0011-2015

13538

/WCD, Dt 03-06-2025

From

**Monisha Banerjee, IAS**

Director, ICDS & SW

To

**All Collectors**

Sub-: Procurement and distribution of uniforms to pre-school children in AWCs through Sishu Poshak Karyakram under Malati Devi Prak Vidyalaya Paridhan Yojana for the FY 2025-26.

Madam /Sir,

With reference to the subject cited above, I am to say that, Rs. 4292.41 lakh has been released to districts out of State support for procurement and distribution of uniforms to pre-school children in AWCs under Malati Devi Prak Vidyalaya Paridhan Yojana for 2025-26 (statement enclosed). Each of the 17.23 lakh pre-school children in the State will be provided 2 sets of pre-school uniforms @ Rs. 100/- per set for Boys and @ Rs. 150 per set for Girls (with Divided Skirts) as per prescribed colour composition (Boys: blue colour pants and pink colour shirt, Girls :blue colour divided skirt and pink colour shirt).

2. It is instructed to proceed with procurement of uniforms for pre-school children in AWCs following the revised guidelines (copy enclosed). During selection, preference will be given to SHGs having bank linkages for stitching of uniforms, **where SHGs without bank linkages for stitching of uniforms are given orders for supply of uniforms, prior approval of Collectors are to be taken.** Where SHGs / MSEs can not stitch and supply uniforms, CDPOs will transfer the fund to the joint account of AWWs and AWWs will procure the uniforms at their level.

3. For procurement and distribution of such uniforms from eligible SHGs / MSEs who stitch school uniforms regularly, following procedure is to be adopted.

3.1 Funds is to be placed to CDPOs by **7th June, 2025** after ascertaining the exact requirement on the basis of the number of children registered in Poshan Tracker.

3.2 Selection of block wise SHGs/ MSEs according to their capacity for

stitching and supply of uniforms should be completed **LATEST by 23rd June, 2025**. If any block does not have SHG who stitch uniforms, then SHGs with stitching facility of nearest block may be selected. If no such SHG with stitching facility is available / beyond capacity of the SHG, CDPOs shall transfer the fund to joint account of AWWs and AWWs will procure the uniforms at their level. This transfer has to be done latest by **25th June, 2025**.

- 3.3 Good quality uniforms @ 2 sets for each child (Boys:blue colour pants and pink colour shirt, Girls :blue colour divided skirt and pink colour shirt) to be stitched and received from SHGs/ MSEs observing all formalities by **08<sup>th</sup> August, 2025**. In no case, uniforms will be received from SHGs after 08<sup>th</sup> August, 2025.
- 3.4 Two sets of uniforms will be distributed at one go on **15th August, 2025** under Sishu Poshak Karyakram. In case of failure to supply within the timeline, concerned DSWO and CDPO shall be personally held responsible and will be subjected to disciplinary action.
- 3.5 Public representatives, PRI members, eminent personalities, members of Mothers / Jaanch committees, parents / grandparents of the children and head master / mistress of schools in the AWC area may be requested to attend the programme. The invitees are to be informed of the schedule of the programme 7 days before its conduct.
- 3.6 The event should be captured in photographs and video by AWWs/ Supervisors. DSWOs to post the same on social media, and send same to the Department indicating particulars of the AWCs for hosting on district website.
- 3.7 District level officers may be assigned to supervise the programme.
- 3.8 Anganwadi Worker shall prepare a proceedings of the programme, with date, containing the names of the pre-school children who have received uniforms also signed by the members of the Mothers Committee / Jaanch Committees. The report should be included in the monthly activity report of the AWC and recorded in the SNP procurement plan register maintained by the AWCs to be presented before the supervising authorities for verification.
- 3.9 DSWOs shall furnish UC and a certificate to the effect that all pre-school children enrolled in POSHAN Tracker have been provided 2 sets of uniforms (Boys :blue colour pants and pink colour shirt, Girls

:blue colour divided skirt and pink colour shirt). UCs should reach the department by **31<sup>st</sup> August 2025**.

3.10 In no case, fund for uniform should be spent beyond 15th August 2025. If anything remains unspent, it shall be refunded to the state. DSWOs have to submit a certificate that all money has been spent by 15th August 2025.

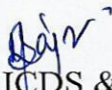
3.11 With in two days of placement of work order to the selected SHGs, CDPOs shall furnish the required information to the Department.

3.12 Under no circumstances, request for extension of time line should be made.

<b>Date</b>	<b>Activity to be completed</b>
07.06.2025	Fund to be placed with CDPOs.
23.06.2025	Last date for Selection of SHGs/ MSEs to be completed
25.06.2025	Funds to be transferred to AWWs where SHGs/ MSEs are not available for stitching
08.08.2025	Last date for Uniforms to be supplied by selected SHGs/ MSEs.
15.08.2025	Distribution of uniforms by dignitaries.
31.08.2025	UCs to reach the department.

It is requested to plan "Sishu Poshak Karykram" by involving all the stakeholders and make the entire exercise a grand success. The above instructions must be scrupulously followed and any deviation by any official/staff shall be viewed seriously.

Yours faithfully,

  
Director, ICDS & Social Welfare

Memo No. 13539 /WCD

Dated. 03-06-2025

Copy forwarded to PS to Commissioner cum Secretary, Department of Mission Shakti, Bhubaneswar for kind information of Commissioner cum Secretary.

*K. Routray*

03/06/25

Joint Secretary to Government

Memo No. 13540 /WCD, Dt. 03-06-2025

Copy forwarded to all DSWOs / all CDPOs for information and necessary action.

*K. Routray*

03/06/25

Joint Secretary to Government



**Guideline for Distribution of Uniforms to Pre-School children  
of Anganwadi Centres (AWCs) under “Malati Devi Prak Vidyalaya  
Paridhan Yojana” from 2025-26**

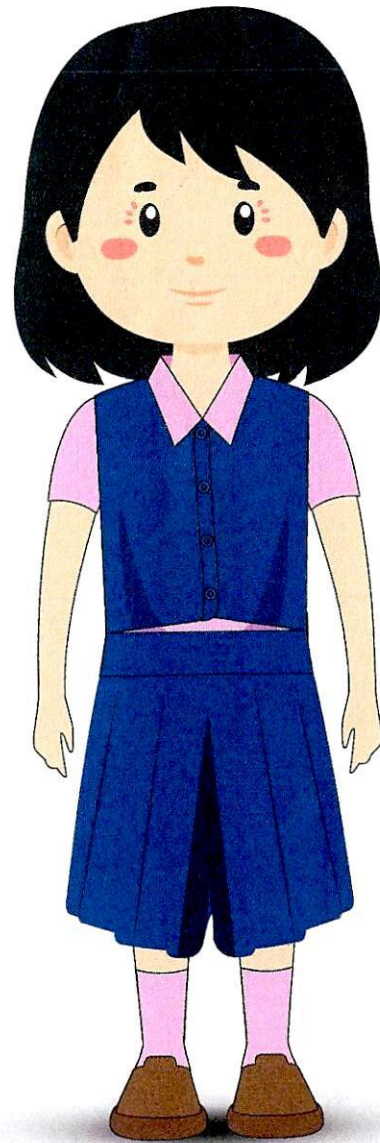
1. Beneficiaries	All pre-school children enrolled in AWCs.
2. Cost (Uniform)	<p>Two pairs of Uniforms (Boys) per pre-school child @ Rs. 100.00 per pair of Uniform and</p> <p>Two pairs of Uniform for Girls (shirt with jacket and divided skirt with elastic on the waist and buttons on the side of the divided skirt) @ Rs. 150/- per pair.</p>
3. Colour	<p>Boys – Pink colour shirt and blue colour pant.</p> <p>Girls – Pink colour shirt with blue jacket stitched in front &amp; blue colour divided skirt. (The prescribed design of the uniform is attached with this guideline )</p>
4. Procurement Modality	<p>Uniforms of good quality cloth are to be procured from eligible SHGs having their own tailoring units of sufficient capacity and experienced in stitching school uniforms regularly. Procurement should be done observing all formalities.</p> <p>Where SHGs having their own tailoring units of sufficient capacity are not available or total requirement is beyond their capacities, uniforms shall be procured from Micro &amp; Small Enterprises (MSE) Manufacturing Units at the project level. Where SHGs/MSE Manufacturing Units cannot stitch uniforms, AWWs will procure the uniforms at their level through local purchase.</p> <p>The detailed guideline for selection of SHGs / Micro &amp; Small Enterprise (MSE) Manufacturing Units for supply of uniforms is enclosed in Annexure A.</p> <p>It is to be ensured that SHGs / Micro &amp; Small Enterprise (MSE) Manufacturing Units having own tailoring units shall be selected for supply of uniforms within their capacity to stitch. Balance quantity of uniform may be procured from other sources.</p> <p>Supervisors and CDPOs shall monitor the quality of uniforms being purchased and supplied to the AWCs.</p>

5. Distribution	<p>On 15th August through a distribution mela (Public meeting).</p> <p>People's representatives including Panchayati Raj Institution (PRI) representatives, Mothers' committee members, Jaanch committee, local representatives and leading persons of the community to be invited to the distribution mela.</p> <p>Uniforms may be distributed by the chief guest during the Independence day celebration which would add a ceremonial touch to the event.</p> <p>Anganwadi Workers shall prepare proceedings of the matter which must contain the names of the pre-school children who have received the uniform. The proceedings must be signed by the members of the Mother's Committee and Jaanch Committee. The report should be included in the monthly activity report of the AWC and recorded in the SNP procurement plan register maintained by the AWCs to be presented before the supervising authorities for verification. AWW to take photographs /videos on the day of distribution and share it with the project office and Supervisor for record as well as for giving wide publicity.</p>
6. Expenditure	Funds shall be released to districts from State Budget.
7. Placement of funds	DSWOs will transfer the funds to CDPOs. Where SHGs/ MSE Manufacturing Units who stitch uniforms are not available, CDPOs shall transfer the fund to joint account of AWWs and AWWs will procure the uniforms at their level.
8. Supervision of distribution of Uniform	District / Project level officers shall supervise the distribution of Uniform.
9. Submission of report and returns.	DSWOs shall furnish the UC to W&CD Department. They will also give a certificate to the effect that all enrolled pre-school children have been provided with Uniforms.

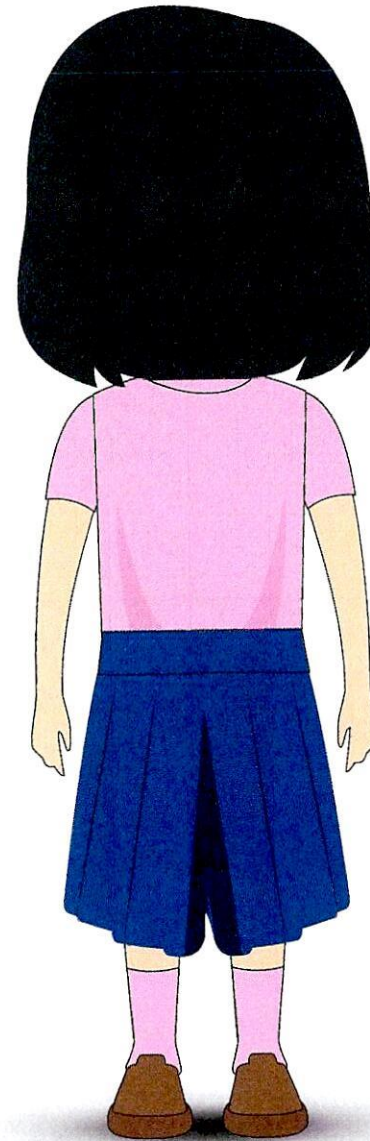
Proposed design is annexed.

## Design of Uniform for Preschool Girls (3 years to 6 years)

1. The jacket is to be stitched on the shirt, only in the front



**FRONT**



**BACK**

2. The back of the shirt should be plain (pink colour)

3. Divided skirt should have elastic on the waist for better fitting and buttons to be used instead of hooks and zips

A small, handwritten blue mark or signature in the bottom left corner of the page.

## **Guidelines for the Selection and Engagement of SHGs/Micro & Small Enterprise (MSE) Manufacturing Units for Supplying Uniforms to Pre-School Children in Anganwadi Centres (AWCs)**

### **1. Introduction**

Pre-school education is a key component of the services under the Integrated Child Development Services (ICDS) Scheme. It plays a vital role in the universalization and qualitative improvement of primary education by providing children with the necessary preparation for primary school. These guidelines aim to engage Self-Help Groups (SHGs) and Micro & Small Enterprise (MSE) Manufacturing Units in the supply of uniforms to pre-school children in AWCs at the Project Level. *Note: SHGs include Federations of SHGs.*

### **2. Selection and Engagement of SHGs/MSE Manufacturing Units for Supplying Uniforms to Pre-School Children**

#### **A. Selection of SHGs/MSE Manufacturing Units**

SHGs/MSE units selected for the supply of uniforms must have a strong track record in both activity management and financial management. The following criteria must be met for selection:

1. **Experience in Uniform Production:** SHGs/MSE units must have prior experience in stitching uniforms and must possess sufficient tailoring facilities.
2. **Financial Capacity:** SHGs/MSE units should demonstrate the ability to undertake the activity using their own savings or through bank linkages.
3. **Active Bank Account:** SHGs/MSE units must have an active bank account.
4. **Regular Savings and Bookkeeping:** SHGs should have regular monthly savings from their members and maintain systematic bookkeeping, including meeting registers and updated passbooks.
5. **Local Presence:** MSE units must be based in the locality/district and meet all criteria set by the Ministry of Micro, Small & Medium Enterprises (MSME).

#### **B. Process of Selection of SHGs/ MSE Manufacturing Units**

1. **Notification of Expression of Interest (EoI):** An Expression of Interest (EoI) for SHGs/ MSE units with their own tailoring facilities will be publicly notified at the office of the District Social Welfare Officer (DSWO) and at the offices of the concerned Child Development Project Officers (CDPOs). The notification will also be displayed at the relevant AWCs for a minimum of seven days. The block-wise AWC wise uniform requirements should be clearly mentioned in the EoI. The EoI will be shared with the Block Level Federation (BLF) for wider awareness among

SHGs and MSEs. The format for the Expression of Interest is provided in **Annexure I**.

2. **Application Submission:** SHGs/ MSEs must submit their applications in the prescribed format to the concerned CDPOs within the specified timeline, along with proof of their tailoring facilities (geo-tagged photographs with date) and per-day stitching capacity.
3. **Panel Maintenance:** A block-wise panel of eligible SHGs/ MSE Manufacturing Units will be maintained for the uninterrupted supply of uniforms. The per-day stitching capacity of each unit will be assessed by the Block Level Committee, and quantities will be assigned accordingly to the concerned units. Viable and willing units from within the block/ project may be selected.
4. **Selection of SHGs with Tailoring Facilities:** DSWOs must ensure that only SHGs with their own tailoring facilities are selected. An undertaking to this effect must be submitted by the SHG in the format provided by the Department of Women & Child Development (**Annexure V**).

### **C. Project-Level Committee**

A Project Level Committee will evaluate the Expression of Interest submissions and assess the eligibility of SHGs/MSE Manufacturing Units. The committee will consist of the following members:

- Child Development Project Officer (CDPO) - **Chairperson**
- Industrial Promotion Officer (IPO) - **Member**
- Block Mission Shakti Coordinator (BMSC) - **Member**
- Block Project Coordinator (BPC), Mission Shakti - **Member**
- Two BLF representatives - **Members**

The Project Level Committee will:

1. Assess the uniform requirements for children aged 3-6 years in the project area. Data from Poshan Tracker would be used.
2. Scrutinize the proposals from SHGs/ MSEs and conduct field visits to verify the capacity of the units to produce the required uniforms.
3. Ensure that only those SHGs/ MSEs with sufficient tailoring capacity are selected.
4. Select multiple SHGs/ MSEs, if necessary, based on their capacity to meet the required stitching output.

### **D. Supply Order**

Upon selection, the CDPO will issue a supply order to the SHGs/ MSEs based on their stitching capacity, specifying the quantity of uniforms required for boys and girls, categorized by age group, to be delivered to the AWCs. The supply order format is provided in **Annexure II**.

1. **Sample Submission:** SHGs/ MSEs must submit one sample of both the boys' and girls' uniforms to the CDPO within one week of receiving the supply order, ensuring compliance with ICDS norms. These sample uniforms will be counted as part of the final delivery.
2. **Delivery Schedule:** A delivery schedule will be mutually agreed upon with the selected SHGs/ MSEs, ensuring timely delivery of uniforms to all AWCs by 15th August each year.
3. **Delivery Confirmation:** Uniforms must be delivered to the AWCs with proper receipt acknowledgment from the Anganwadi Workers. Non-compliance with the delivery schedule will lead to the cancellation of the supply order.

If there is a shortfall in the delivery by any SHG/MSE Manufacturing Unit, immediate arrangements will be made to procure uniforms from other eligible units on the panel/ other sources.

#### **E. Settlement of Dues**

1. **Payment Process:** Payments to SHGs/MSEs will be made by the CDPOs upon receipt of the claim bills, along with Receipt Certificates from the Anganwadi Workers confirming uniform delivery.
2. **Payment Timeline:** Dues will be settled within 15 days from the receipt of claims, with payments made via electronic transfer to the accounts of SHGs/MSEs. Bills must not remain pending beyond one month.
3. **Receipt and Claim Bill Formats:** The formats for the Receipt Certificate and Model Claim Bill are provided in **Annexures III and IV** respectively.

#### **F. Monitoring**

The ICDS functionaries will monitor the timely and uninterrupted supply of uniforms as per the agreed schedule, ensuring that the objectives of the programme are met effectively.

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#### **Annexures:**

- **Annexure I:** Expression of Interest (EoI) Format
- **Annexure II:** Supply Order Format
- **Annexure III:** Receipt Certificate Format
- **Annexure IV:** Model Claim Bill Format
- **Annexure V :** Undertaking by DSWOs.

Office of the DSWO, \_\_\_\_\_

**Model Format for inviting Expression of Interest for Supplying  
Uniforms to AWCs**

No. \_\_\_\_\_

Date: \_\_\_\_\_

Interested SHGs / MSE Manufacturing Units having the willingness, ability and aptitude to supply uniforms for preschool children to AWCs, are invited to submit their proposal in the mentioned format as below within 10 (Ten) days of this EOI i.e. by \_\_\_\_\_. Such willingness shall be submitted to concerned CDPO.

DSWO

District:

### Format

1. Name of the SHG / MSE Manufacturing Units : \_\_\_\_\_
2. SHG /Address (as applicable):  
Village \_\_\_\_\_ Post Office \_\_\_\_\_  
GP \_\_\_\_\_ Block \_\_\_\_\_,  
District \_\_\_\_\_ PIN \_\_\_\_\_  
ICDS Project \_\_\_\_\_
3. Year of Formation / Establishment : \_\_\_\_\_
4. Present livelihood activities/activities undertaking : \_\_\_\_\_
5. Savings Bank Account Number: \_\_\_\_\_
6. Bank, Branch Name: \_\_\_\_\_
7. IFS Code: \_\_\_\_\_
8. Funds available in the Savings Bank Account: Rs. \_\_\_\_\_
9. Whether following activities are practised (for: SHGs)
  - a. Regular Saving (Yes/No) :
  - b. Meeting Register maintained (Yes/No)
  - c. Cash Book maintained (Yes/No)
  - d. Internal Loan Register maintained (Yes/No)
  - e. No. of sewing machine available with the SHG;
10. **For MSE Units, the following documents are required**
  - a. Udyam Registration No .
  - b. PAN No. :
  - c. GSTIN (if available)
11. Contact No (SHG / MSE): \_\_\_\_\_

Signature of the authorised person of the SHG  
/ MSME Manufacturing Unit

Date:

### Acknowledgement

Received the Expression of Interest from \_\_\_\_\_ SHG /MSE  
Manufacturing Unit , \_\_\_\_\_, on date \_\_\_\_\_ for supplying pre-school  
uniform to AWCs.

Signature of the CDPO/ Authorised Signatory

Date:

Office of the CDPO  
Model Supply Order

No. \_\_\_\_\_

Date: \_\_\_\_\_

Considering the Expression of Interest received from the SHGs / MSE Manufacturing Unit, following SHGs / MSE Manufacturing Unit are placed with order for supply of uniforms as detailed against each @ Rs. 100.00 per pair of Uniform(Boys) and @ Rs. 150.00 per pair of Uniform(Girls) (shirt with jacket and divided skirt with elastic on the waist and buttons on the side of the divided skirt). The uniforms shall be of following colours

Boys – Pink colour shirt and blue colour pant.

Girls – Pink colour shirt with blue jacket stitched in front & blue colour divided skirt. (The prescribed design of the uniform has been provided ).

The uniforms shall be delivered to the concerned Anaganwadi Workers on proper receipt as per the scheduled period. The SHGs / MSE Manufacturing Units shall deliver uniforms as detailed at Column No 16, of the below mentioned table, to AWWs as per the timeline. The progress of supply of uniforms will be verified by the ICDS functionaries. In case the SHGs /MSE Manufacturing Unit are lagging behind the timeline, alternative arrangement will be made.

Sl No	Name of the GP	Name of the Village	Name of Angan wadi Centre	No of Pre-school children											Grand Total	No of uniforms	Name of the SHG / Federation / MSE Manufacturing Unit to supply uniforms	Time line for delivering	Contact no of SHG /Federation / MSE Manufacturing Unit
				No of boys (Age in years)					No of girls (Age in years)										
				3yr	4yr	5yr	6yr	Total	3yr	4yr	5yr	6yr	Total						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 (9+14)	16	17	18	19	

On receipt of order, the SHG /MSE Manufacturing Unit shall deliver one sample uniform meant for boys and girls each within one week to the concerned CDPO on proper receipt.

Signature of the CDPO, \_\_\_\_\_  
Project \_\_\_\_\_  
Date: \_\_\_\_\_

Memo No. \_\_\_\_\_ Date. \_\_\_\_\_  
Copy forwarded to the DSWO, \_\_\_\_\_

**Certificate for Receipt of Uniforms for Pre School Children**

Name of AWC \_\_\_\_\_ Village: \_\_\_\_\_ Name of the AWW: \_\_\_\_\_

Received uniforms from the \_\_\_\_\_ SHG /MSE Manufacturing Unit , \_\_\_\_\_ as detailed below on dated \_\_\_\_\_.

Item	Number of boys					Number of girls					Grand Total
	3yr	4yr	5yr	6yr	Total	3yr	4yr	5yr	6yr	Total	
No of pre-school children											
No of uniforms @ 2 per child received											

Certified that the above uniforms are received in good quality and in good condition.

Signature of the SHG / MSE Manufacturing Unit representative delivering uniforms

Signature of AWW/AWH

Name:

Name:

Date:

- ❖ Note: Receipt shall be prepared in 2 copies, original copy to be given to the representative of the SHG / MSE Manufacturing Unit delivering the uniform and one copy shall be kept in the AWC.

**Bill on Supply of uniforms for Preschool Children**

No. \_\_\_\_\_

Date. \_\_\_\_\_

1. Name of the SHG / MSE Manufacturing Unit:
2. Address along with contact number:
3. Order No:                      Date:  
Order quantity in sets:    (Girls) & (Boys)
4. Statement of supplied quantity

Sl No	Name of the Anganwadi Centre	Quantity of Uniforms supplied (Number of Sets)			Date of supply
		Boys	Girls	Total	
(a)	(b)	(c)	(d)	(e) = (c) + (d)	(f)

(Copy of the delivery receipts are enclosed)

5. Cost of uniform @ Rs. \_\_\_\_\_/- per uniform:
6. SHG / MSE Manufacturing Unit Bank details:
  - i. Saving Bank Account Number:
  - ii. Bank Name:
  - iii. Branch Name:
  - iv. IFS Code:

Signature of SHG /MSE  
Manufacturing Unit representative  
Name:  
Date:

❖ Note: Original copy along with delivery receipts to be submitted at the office of the CDPO on proper receipt and duplicate copy along with delivery receipts to be retained for future reference.

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**Acknowledgement**

Received the Bill bearing no \_\_\_\_\_ dated. \_\_\_\_\_, on supply of uniform for preschool children from \_\_\_\_\_ SHG / MSE Manufacturing Unit on dated \_\_\_\_\_.

Name & Signature of the receiving Officer  
(Office of the CDPO)

**Office of the DSWO, \_\_\_\_\_**

Undertaking by DSWOs

No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I, District Social Welfare Officer (DSWO), of .....district have personally visited the proposed Self-Help Group (SHG)/ MSE units .During my visit, I inspected their stitching facilities and assessed their operational capacity. It was observed that the SHGs/MSEs are equipped with sufficient number of sewing machines and possess the necessary infrastructure and human resources to undertake stitching assignments efficiently.

Based on this assessment, I am satisfied that the SHGs/MSEs are capable of stitching and supplying the required number of uniforms as per the specifications and timelines provided.

Signature:

District Social Welfare Officer

[District Name]