

## Background

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

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

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

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

### These guidelines are for:

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

## Implementation Procedure

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

### I. Coverage of children in difficult circumstances

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

### II. Rice transport and delivery

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

### III. Storage

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

### IV. Expenditure monitoring:

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

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

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

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

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

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

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

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

### **Decentralization basics**

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

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

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

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

### **1. Feeding norms**

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

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

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

**The per beneficiary ration cost per day is as follows:**

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

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

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

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

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

### 1.7 Quality Parameters

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

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

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

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

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

## **2. Procurement Procedure**

### **2.1 Objective**

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

### **2.2 Scope and Applicability**

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

### **2.3 Recommended Procedure**

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

## 2.4 Procurement Plan

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

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

## 2.5 Local Procurement

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

| <b>Cost per child per day basis</b>                                    | <b>Preschool (In ₹)</b> | <b>Emergency Feeding (In ₹)</b> |
|--|-------------------------|---------------------------------|
| Condiment and 2gm Iodized salt   | 0.16                    | 0.20                            |
| Fuel   | 0.30                    | 0.30                            |
| Transport Cost for transportation of Rice from FCI Godown to AWC point | 0.06                    | 0.19                            |

## 2.6 Procurement Price

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

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

## **2.7 Terms and Method of Payment**

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

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

## **3. Financial Procedure**

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

### **3.1. Bank Account**

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

- g) However on no account should any savings be made in the ration cost of beneficiaries. In case some foodstuffs like dal and vegetables are cheaper during a season, the beneficiaries should be given additional foodstuff like saga bhaja, fruit, tomato khata etc.
- h) In case the AWW post is vacant it should be filled up urgently. However, to ensure that the feeding is not stopped the nearest AWW account shall be used. However the record maintenance for both will be separate. Collector will take final decisions based on the local situation.

### 3.2. Books of Account

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

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

### 3.3. Procedure for procurement

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

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

### **3.4. Reimbursement of expenditure**

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

### **3.5. Financial procedure for Morning Snacks**

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

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

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

### **4.1. Sarpanch/Chairperson/Mayor**

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

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

### **4.2. Ward Member/Councilor/Corporator**

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

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

**AWC** - Chart for concerned Jaanch Committee and Mothers Committee separately

| Name | Address | Photograph |
|------|---------|------------|
|      |         |            |

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

#### 4.3. Jaanch Committee

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

- a) Composition:

This will be a committee with the following members:

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

- b) **Selection:**

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

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

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

**c) Roster of visits:**

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

**d) Role:**

The Jaanch Committee will:

- Visit each AWC (primary and upper primary school) in the village on a random basis at least once a week and check the quality and quantity of food being served.
- Be present at the time of receipt of THR and its distribution to the beneficiaries.
- Visit at least one household per week to ensure that THR was received and is being consumed as per the required norm.
- Check the quality of **food but by tasting only a very small portion**. The members should not ask for and should under no circumstances be served a full meal during their visit.
- Each AWC (and school) will maintain a register to record the remarks of the Jaanch committee on the day of their visit. (This should be cross checked by the headmaster and by visiting officials).
- The Jaanch Committee should not indulge so much in fault finding of individual functionaries as in ensuring that feeding programmes are run properly. In case

some local issues come to the notice of the Jaanch Committee, they should be resolved by them at that place itself and recorded in the register. In case it cannot be resolved by them, it should be brought to the notice of the President of the Jaanch Committee. As last resort, if the solution cannot be found in the village, it should be immediately reported to the Sarpanch/ Mayor/ Chairperson with a copy to the sector supervisor and CDPO.

#### **4.4. Mothers' committee**

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

#### **Role:**

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

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

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

### **5. Monitoring and Supervision at district and sub district level**

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

#### **5.1. Control room**

- a) Set up a control room at the district level under the ADM or another officer at the discretion of the Collector, where complaints will be received, tour observations of field officers will be recorded and analyzed and action taken.

The control room will also gather information on quality checks done at different levels and put up for appropriate action. Officers moving to the field for checks should report back to the control room with their observations on the same day, which should be duly recorded. Thus the control room will function as the grievance redressal cell as well as monitoring cell. Similar control rooms should also be set up at the subdivision and Block/Project level. They should send their reports via email to the district control room every day. Their functioning should also be reviewed by the officer in charge of the district control room every day.

- b) Records [manual or computerized] should be maintained in the control room on the field visits and complaints received and action taken on them. The Collectors, with the help of the officer in charge of the control room may work out a standard check list for tour reporting.
- c) The officer in charge of the control room will review the information every evening for the first three months and take necessary action to ensure that the feeding programmes run smoothly.
- d) Collectors will, for the first three months, review the functioning of the decentralization every alternate day and quickly remedy any gaps or dislocations. After three months, only if the decentralization is implemented satisfactorily, the review may be made once a week.
- e) A dedicated phone line should be made available for the control room and printed prominently in the entitlement charts for ICDS of each district.

## **5.2. Squads**

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

## **5.3. Allocation of areas**

- a) At the district and sub divisional level, blocks should be allotted to line officers, and they should be given individual responsibility of ensuring that the feeding programmes are running well in the districts. A similar exercise allocating GPs to extension officers should be done at the block level.
- b) The officers should, in the first three months tour their allotted areas extensively and ensure that the decentralization process is running smoothly. They should also report to the control room on the same day of their visit.
- c) As with the squads, they should make efforts to remedy the situation at the local level instead of simply reporting to the higher level.

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

## 6. Training for effective decentralization

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

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

## 7. Publication of Entitlements

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

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

# **ANNEXURE**

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

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

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

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

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

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

**Daily recipes for Hot Cooked Meal for EFP**

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

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

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

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

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

**Chuda Ladoo (Tuesday, Wednesday, Friday & Saturday)**

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

**b. Cooking Process for hot cooked meal Instructions:**

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

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

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

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

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

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

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

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

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

| <b>SLNO.</b> | <b>ITEM</b> | <b>QUANTITY</b> | <b>RATE</b> | <b>VALUE</b> |
|--------------|-------------|-----------------|-------------|--------------|
| <b>1</b>     |             |                 |             |              |
| <b>2</b>     |             |                 |             |              |
| <b>3</b>     |             |                 |             |              |
| <b>TOTAL</b> |             |                 |             |              |

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

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

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

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

**Signature of AWW/Ward Member/Councilor/Corporator**

**Signature of the suppliers**

**Signature of Jaanch Committee (two members)**

1.

2.

**Annexure VIII****Format of Cash Book**

| RECEIPT |                     |              |              | PAYMENT |                     |              |              |
|---------|---------------------|--------------|--------------|---------|---------------------|--------------|--------------|
| Date    | Particulars         | Cash         | Bank         | Date    | Particulars         | Cash         | Bank         |
|         | Opening Balance B/F | XX.XX        | XX.XX        |         |                     |              |              |
|         |                     |              |              |         |                     |              |              |
|         |                     |              |              |         |                     |              |              |
|         | Total Receipts      | XX.XX        | XX.XX        |         | Total Payments      | XX.XX        | XX.XX        |
|         |                     |              |              |         | Closing Balance C/F | XX.XX        | XX.XX        |
|         | <b>Grand Total</b>  | <b>XX.XX</b> | <b>XX.XX</b> |         | <b>Grand Total</b>  | <b>XX.XX</b> | <b>XX.XX</b> |

Prepared by

Checked by

Date

**Annexure IX****Format of Purchase Register**

| <b>Date</b> | <b>Description</b> | <b>Quantity</b> | <b>Rate</b> | <b>Amount</b> | <b>Cash Book page no</b> |
|-------------|--------------------|-----------------|-------------|---------------|--------------------------|
|             |                    |                 |             |               |                          |
|             |                    |                 |             |               |                          |
|             |                    |                 |             |               |                          |
|             |                    |                 |             |               |                          |
|             |                    |                 |             |               |                          |

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

**Annexure X****Format of Stock Register**

| <b>Date</b> | <b>Opening<br/>balance<br/>quantity</b> | <b>Receipt /<br/>purchase<br/>Quantity</b> | <b>Quantity<br/>consumed</b> | <b>Closing<br/>balance<br/>quantity</b> | <b>No s of beneficiaries fed<br/>Morning snacks supplied</b> |
|-------------|---|--|------------------------------|---|--|
|             |   |  |                              |   |  |
|             |   |  |                              |   |  |
|             |   |  |                              |   |  |

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

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

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

Prepared by

Checked by

Approved by

**Annexure XII****Statement of bank reconciliation**

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

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

Name of the Project Visited:

Visit Date:

Visit duration:

Name of the AWC Visited :

AWW's Name:

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

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

**Members Names:**

**Signatures:**

**Action taken on observations:**

- 1.
- 2.
- 3.

**Report submission Date:**

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

Name of the centre:

No of beneficiaries enrolled:

Name of the block:

No of beneficiaries attended:

No of feeding days:

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

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

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

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

**SCHEDULE OF SPECIFICATION**

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

Including 1% small brokens.

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

#### **Additional Features of a good Egg**

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

## A NOTE ON EGG QUALITY

### The salient characteristics of a good egg:

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

- ❖ A cloudy colouring to the egg white is a sign of extra freshness, as this 'cloudiness' is in fact carbon dioxide, which is present when the egg is laid. Over time, the egg white will become more transparent, as the carbon dioxide dissipates.
- ❖ A less fresh egg will contain a flatter yolk, that may break easily and a thinner white that spreads quite far over the plate.
- ❖ A bad egg will also feel extremely light in weight and give off a pungent smell.

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

**Steps**

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

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

**Tips**

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

**Warnings**

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