

Background

Take Home Ration [THR] is given to pregnant and lactating mothers, children from 6 months to 3 years as they do not attend the AWC on a daily basis. The severely malnourished children of 3-6 years are also given THR over and above Hot Cooked Meal. The GOI has fixed the per beneficiary cost, calorie and protein norm to be maintained across the states.

The per head ration cost of THR is `7/- for Pregnant and lactating mothers, `6/- for normal children under 3 years and `9/- for severely malnourished children.

Government of Odisha has taken an in-principle decision to give Ready to Eat [RTE] i.e. wheat-based Chhatua in the form of THR to all eligible beneficiaries as it will ensure that it goes to the intended beneficiary and not entered the family kitty.

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. Wheat 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 block level SHG / federation engaged for THR preparation only for a month's requirement. On no account should a transport agent deliver wheat for more than a month's requirement to SHG. In case of deviations, penal clause should be invoked. In case of persistent deviations relating to quantity and / or regularity of supply, stringent action as per law should be taken.
- iii. A route chart should be prepared, so that delivery is made on a fixed date every month to the designated SHG(s). The transporter should carry a weighing machine and weigh the stock at the delivery point in front of the members of SHG(s) / Jaanch Committee / Mothers Committee as the case may be.

III. Storage

- i. Since wheat should not be supplied for more than a month's requirement, the average quantity required to be stored for a month should be worked out.
- ii. Measuring equipment should also be ensured at the level of SHG(s) so as to ensure greater transparency and amenability to checks.

IV. Expenditure monitoring:

- i. It must be ensured that only e-payments are done into the joint accounts for ICDS and SHG(s) account for THR. The e-payment should be made on the 7th of each month.
- ii. Similarly, by using the computers at the GP level, the expenditure statement from the implementation point [SHG(s)], should be submitted by 3rd of every month 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.

- I. 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.
- II. If the growth trajectory is in green zone and above, the AWW must appreciate the mother/caregiver and advise her to maintain the feeding and hygienic practices which she has been following.
- III. If growth trajectory is below green zone, following must be done:
 - 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/Chhatua 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.
- IV. 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.

1. Implementation procedure

- I. At present, Government of India (GoI) supplies wheat at a subsidized rate, hence wheat based Chhatua will be prepared by SHG(s).
- II. Wheat meant for THR should be lifted from FCI and supplied to the concerned SHG(s). Proper receipts regarding quality and quantity should be taken from the SHG(s). Collectors to monitor this closely.
- III. A single recipe for Chhatua is being given at present to ensure that i) proper nutritional inputs are provided, ii) quality is maintained, and iii) the product can be checked by any monitoring authority either at the preparation, distribution or consumption stage.
- IV. In addition to Chhatua provided as THR, eggs will be given to the beneficiaries in the following manner:

Sl. No.	Category of beneficiary	Provision of eggs
1	Normal Children (6 months to 3 years)	Two boiled eggs, i.e. one each to be consumed on every Wednesday & Saturday at the AWC.
2	Severely Malnourished Children (6 months to 3 years)	Two boiled eggs, i.e. one each to be consumed on every Wednesday & Saturday at the AWC along with one packet of Rasi laddoo of 100 gms. weight per month.
3	Pregnant Women and Lactating Mothers	Two boiled eggs to be consumed on every week, i.e. one on Wednesday & one on Saturday at the AWC.

- V. Severely Malnourished Children (3-6 years) will be given one packet of Rasi Ladoo of 100 gms weight and one packet of Chhatua (1.7 kg after allowing 15% processing loss) once a month to be consumed at Home in addition to the normal Hot Cooked Meal provided at AWCs.
- VI. In addition to the preparation / supply of Chhatua by the SHG(s), they may also be entrusted with preparation and supply of Rasi Ladoos to the AWCs.
- VII. In order to ensure uniformity and quality it is better that a single SHG supplies to the whole Block/Project. If that is not feasible, the Collector may assign maximum two SHGs to prepare Chhatua in a Block/Project. However, division of a Block/Project among more than one SHG should be avoided as far as practicable.
- VIII. For selection of the SHG(s), the grading norms should be followed. Only graded

SHG(s) that have experience of preparation of Chhatua and have the drying, grinding and packaging equipment should be selected as the first preference. Thereafter graded SHG(s) that have experience in grinding other condiments like haldi etc. and have the equipment should be selected. Only if none of the above is available, a graded SHG with experience of processing should be selected.

- IX. Collectors should take the help of personnel of Mission Shakti, Tripti, ORMAS, NRLM, OTELP, WORLP etc to identify good SHGs and also to install ready to eat plants, wherever required, for SHG(s).

2. Ration entitlement and packaging

2.1 Ration entitlement

THR(Chhatua) will be supplied on the 1st and 15th of every month to the beneficiaries as per Table 1.

Table 1

Type	Eggs / Rasi Ladoo	Entitlement of ingredients per day (gms)	Total quantity of ingredients to be used in preparation of Chhatua (Amount in 15 days (color coded packet)	Net quantity of Chhatua per packet (after allowing 15% processing	Calorie (K.cal)	Protein (gms)	Cost (In `)
6 months to 3 Years	Two boiled eggs per week	160	2 Kg	1.7 Kg	631	21	6
Pregnant Women and lactating mother	Two boiled eggs per week.	200	2.5 Kg	2.125 Kg	781	27	7
Severely Malnourished children (6 months – 3 yrs.)	Two boiled eggs per week and one packet of Rasi Ladoo of 100 gms weight once in a month.	240	3 Kg	2.550 Kg	950.60	31.3	9
Severely Malnourished Children (3-6 years)	One packet of Rasi Ladoo of 100 gms weight once in a month.	80	(2 Kg) Once a month	1.7 Kg	329	10.3	3

N.B:- Calorie and Protein value of THR are calculated taking the Calorie and Protein value of weekly eggs / Rasi Ladoo into consideration.

Guidelines for preparation of THR is attached. Refer **Annexure I**

2.2 Packaging

- I. In order to ensure uniformity and prevent leakage, the SHG(s) should be directed to ensure uniform packaging for the above mentioned categories as follows:
- II. Color coding will be done for each category, as follows:-
 - a. Yellow colour for pregnant and lactating mothers THR packets.
 - b. Sky blue colour for 6 months to 3 years children THR packets.
 - c. Red colour for severely malnourished children THR packets.
- III. Each colour coded packet will contain information as given in **Annexure II**
- IV. The packet can have a color coded paper outside in case facility is not available with the SHG(s) for printing on the packet.
- V. Quantity of ingredients used and net quantity of chhatua / Rasi Ladoo should be clearly mentioned separately over the respective packets.

3. Procurement of foodstuff for THR by the SHG(s)

3.1 The responsibility of the SHG(s) selected for the processing and supply of Chhatua / Ladoo shall be:

- I. To procure all the ingredients required for the Chhatua / Ladoo except wheat as per the specification.
- II. The wheat shall be supplied to them by the district authority. The SHG(s) should store wheat and other foodstuff in clean and hygienic conditions, with proper airtight container. On no account should wheat and any other foodstuff be kept in open for long periods.
- III. SHGs must make sure that only fresh Chhatua is supplied to AWCs. On no account should Chhatua/Ladoo more than 10 days old be supplied to the AWC.
- IV. They should process the Chhatua / Ladoo in the defined manner and ratio as per the norm.
- V. They should deliver the Chhatua/ Ladoo at the Anganwadi Centre as per the schedule, packets and volume specified by the district authority.
- VI. Similarly steps may be ensured for procurement / preparation / packing of Rasi Ladoos.
- VII. Eggs may be procured by the AWW as per the procedure of procurement adopted in Hot Cooked-Meal.

3.2 Procurement Plan

Monthly procurement plan shall be prepared by the CDPO for each ICDS project and same shall be submitted in advance to the SHG(s) selected for the block. This will be based on the indent of AWWs. The format of the same is given in **Annexure III.**

3.3 Pricing

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

Different heads	Amount
Transportation cost of wheat from FCI godown to SHG(s) points.	` 75/- per quintal
Supervision cost	` 0.10 per beneficiary
Processing cost (inclusive of transportation of THR from SHG(s) point to AWC point)	` 0.21 per beneficiary

3.4 Terms and Methods of Payment

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

4. Financial Guidelines for Decentralized Procurement for THR

- i. Chhatua / Ladoo will be supplied by SHG(s) to the designated AWC according to the requirement along with the challan.
- ii. AWW is to maintain stock and distribution register for Chhatua / Ladoo in the format given in **Annexure V** and submit distribution report to the CDPO on a monthly basis.
- iii. While receiving the packets of Chhatua/ Ladoo from the SHG(s), the AWW and 2 of the members of Mothers' Committee will verify the numbers/quantity supplied by the SHG(s) and sign the challan raised by the SHG(s) as an evidence of receipt of the goods by the AWW.
- iv. SHG(s) will submit the challan countersigned by the AWW to the CDPO along with the bill for claiming the payment against the supplied quantity.
- v. Supervisor is responsible for verification of stock and distribution register. She will sign the stock and distribution report made by AWW for submission to CDPO.
- vi. E-payment will be done by CDPO to SHG(s) A/C within seven days of submission of receipt challans and bill. Sub-Collector will monitor the payment and ensure the payment within seven days to the SHG(s).

5. Quality parameters

- i. The Chhatua/Ladoo should be prepared in hygienic conditions, with proper hand washing, neatly cut nails, hair neatly tied, apron etc.
- ii. Prepared Chhatua/Ladoo should not be lying in open at any time. It should be packed as soon as it is prepared and stored on racks, properly labeled, with date of manufacture.
- iii. It should be ensured that the packaging instructions are strictly followed by each SHG(s) taking up manufacturing of the Chhatua/Ladoo. In order to ensure that loose or packaged Chhatua/Ladoo is not sold in the open market, strict check on the quantity prepared and delivered to AWCs should be ensured at the block level by the Collector.

- iv. 15% of loss is allowed in processing of chhatua. So quantity of ingredients used and net quantity of chhatua should be clearly mentioned over the packet.
- v. The Collectors should designate a squad of 5-6 persons [by name] who will make random checks during preparation of Chhatua/Ladoo and ensure that the proper quantity and quality as specified has been used in the preparation of the Chhatua/Ladoo. The squad members should give their report to the Collector every month who should review this in the monthly monitoring committee meeting. The CDPO and Supervisor should also make at least 2-3 visits per month to SHG(s) points at the time of preparation of Chatua/Ladoo.
- vi. THR preparation guidelines are given at Annexure I which should be strictly followed by the SHG(s) and monitored during spot visits by the squads and the CDPO and Supervisor at the block level.

6. Contract conditions

- i. A contract should be signed between the CDPO and the SHG(s) laying down the terms and conditions of preparation and supply. Normally, the contract should be for a period of one year only.
- ii. Before the end of one year a review of the SHG(s) performance should be made by the Collector after which a decision can be taken to either renew or rescind the contract.
- iii. In case any SHG(s) is found to have deviated from the guidelines and made Chhatua/ Ladoo that has less protein and calorie than prescribed or has sold the Chhatua/ Ladoo in the market by misutilizing government money, strictest possible action should be taken against the SHG(s). This would entail termination of the contract, stoppage of micro credit support by the department to the SHG(s). A fine can also be enforced on the SHG(s). Proper procedure ensuring natural justice should be followed before taking any action.
- iv. A security deposit of 1 % of the total value of production per month should be taken from the SHG(s) and kept with the CDPO and returned on termination of the contract. This should, however, be seized in case of action as mentioned above against the SHG(s).

7. Distribution

- i. A per head transport and supervision cost has been provided for the SHG(s) in the per beneficiary ration cost. Thus, the SHG(s) should be encouraged to utilize the rest amount strictly for the ingredients without cutting any amount from the foodstuff towards the transport cost.
- ii. The SHG(s) should engage their own transport contractors and ensure delivery at each AWC in the block between 28th and 30th of every month, and between 12th and 14th of every month.
- iii. A format for receipt and delivery at the AWC is given at **Annexure IV**.
- iv. The AWC should store the THR (Chhatua) as per the dunnage instructions given in the THR protocol. Collectors should draw up a route chart and ensure that on no account should THR be stored in an AWC for more than three days. During delivery by the SHG(s), members of Mothers' Committee and Jaanch Committee of the village should remain present.
- v. The presidents of these two committees should sign in the receipt along with the AWW and certify that proper quality and quantity has been received. This receipt should be collected by the supervisor during sector meeting and given

- to the CDPO. In case any deviation/disruption is found, immediate remedial action should be taken at the sector level itself.
- vi. The Sarpanch should also review this in the monthly GP meeting and ensure that proper THR distribution is taking place. The effort should be to ensure that there are no disruptions and adequate nutrition is reaching the intended beneficiaries. In case there is any disruption by the SHG(s), the Sarpanch should contact the SHG(s) and ensure supply. In case it is not possible, this should be brought to the notice of the supervisor/CDPO immediately, who should take necessary action to ensure that there is no disruption in the THR supply.
 - vii. Based on the number of beneficiaries of different categories a monthly indent should be worked out by each AWC. This should be compiled at the supervisor level and given by 28th of every month to the SHG(s) for the coming month preparation. The receipt should check that there is proper supply of colour coded packets, with the instructions for packaging and required number of packets are received.
 - viii. The THR (Chhatua) should be distributed at the AWC on the 1st and 15th of every month. The village Jaanch Committee and Mothers Committee members should remain present and ensure that the distribution is made as per the entitlement and to the right beneficiaries. The president of Mothers' Committee and Jaanch Committee will certify to this effect in the register to be maintained for this purpose at the AWC. Visiting officers and others should check at the AWC and make random visits to household to ascertain whether they have received the prescribed quantity and are consuming as per instructions.
 - ix. It is to be ensured that two boiled eggs, i.e., one each on every Wednesday & Saturday is to be consumed by each beneficiary i.e., both normal children & severely malnourished children from 6 months to 3 years and P&L mothers. Besides, Severely malnourished children from 6 months to 3 years will be provided one packet of Rasi Ladoo of 100gms. weight as THR once in a month.
 - x. One packet of Rasi Ladoo of 100 gms weight is to be given to the Severely Malnourished Children of 3 to 6 years for consumption at their home.

8. Payment to the SHG(s)

The SHG(s) will submit the receipt/challan countersigned by the AWW and President of Jaanch Committees and Mothers' Committee to the CDPO along with the bill for claiming the payment against the supplied quantity.

The Supervisor is responsible for verification of stock register and distribution register. She will sign the distribution report made by AWW for submission to CDPO.

Payment should be done via e-transfer into the SHG(s) account. In order to ensure that there is no disruption in supply owing to late payment by the CDPO; e-payment will be done by CDPO to SHG(s) A/C on the 7th of every month. This will be adjusted basing on the receipt challans and bill for the next month. Sub-Collector will monitor the payment and ensure regular and timely payment to the SHG(s).

9. Monitoring and supervision

Monitoring and supervision guidelines given in sections 4, 5, 6 and 7 of the guidelines for hot cooked meal should be followed. In addition, for THR, the following procedure should be followed:

- i. The Jaanch Committee and Mothers Committee should also visit at least two households per fortnight to ensure that the Chhatua is being consumed by the intended beneficiaries and ensure hygiene. (Refer **Annexure VI**)
- ii. District/subdivision and block level squads and officers in charge of GPs and Blocks should also find out if THR is being prepared, distributed and consumed properly by visiting the THR preparation facilities and households of beneficiaries. (Refer **Annexure VII**).
- iii. In case, it is found that the THR has not been prepared as per specification or is contaminated, the whole lot should be seized and rejected. The concerned SHG should be blacklisted, and another SHG should be immediately engaged for the THR preparation so that there is no disruption in the supply.
- iv. For training of SHG(s), help of MVSN, ORMAS, Tripti and other agencies should be taken. In any case training on preparation should be given as per the instructions given in the guideline.

10. Mode of Consumption by Beneficiaries

The following instructions should be given to all the beneficiaries in writing as well as verbally at the time of distribution.

The THR (Chhatua/Ladoo) should be consumed in the following manner by different categories of beneficiaries:

- i. The Chhatua should be mixed with clean drinking water/milk and a semi solid paste should be prepared to be easily taken by the child. Adequate care should be taken that the mix is prepared in a separate bowl, and with clean hands, washed before preparation and feeding.
- ii. The AWWs, Mothers' Committees and village Jaanch Committee should periodically visit households and ensure this.
- iii. Normal children between 6 months to 3 years: - A total of 160 grams of Chhatua per day is to be taken minimum 2 /3 times in a day. In addition to that two boiled eggs will be consumed at the AWC, i.e. one each on every Wednesday & Saturday.
- iv. Pregnant Women and Lactating Mothers should consume 200 grams of Chhatua 2-3 times a day. In addition to that two boiled eggs are to be given to them in a week one each on every Wednesday and Saturday to be consumed at the AWC.
- v. Severely malnourished children (6 months to 3 years) should be given 240 grams of Chhatua for consumption in 3-4 times per day. In addition to that two boiled eggs are to be given to them in a week, one each on every Wednesday and Saturday to be consumed at the AWC alongwith one packet of Rasi Ladoo of 100gms. weight as THR once in a month
- vi. Severely Malnourished Children in the age of 3 – 6 years should be given one packet of Chhatua along with one packet of Rasi Ladoos(100gms) once in a month as THR over and above the normal hot cooked meal.
- vii. Active feeding by the mother or the care-giver should be promoted and it should be told to them that the children should be fed the whole amount allocated per day in intervals during the day without fail.

GUIDELINES FOR THR (CHHATUA/ RASI LADOO)

Annexure I

THR PREPARATION GUIDILINE THR for 6 months to 3 years

Particulars	Ration size (In Grams)	Calorie	Protein
Wheat	100	346	11.80
Bengal Gram (Whole Roasted)	20	72	3.42
Groundnut	15	85	3.80
Sugar	25	100	0.00
Total		603	19.02
Two boiled eggs, i.e. one each to be consumed on every Wednesday & Saturday	2 eggs	173.00	13.30

N.B Average calorie & protein of 8 eggs in a month per day is 27.64 & 2.12 respectively. The total average calorie is 617 & protein is 20.

THR - Pregnant and lactating Mothers

Particulars	Ration size (In Grams)	Calorie	Protein
Wheat	125	433	14.75
Bengal Gram (Whole Roasted)	30	108	5.13
Groundnut	20	113	5.06
Sugar	25	100	0.00
Total		754	24.94
One boiled egg each to be consumed at AWC on every Wednesday and Saturday.	2 boiled eggs	173	13.30

N.B :- Average calorie & Protein of 8 eggs in a month per day is 27.68 & protein is 2.1 respectively. The total average calorie is 781 & protein is 27.

CHATUA

METHOD OF PREPARATION

1. Take appropriate ingredient (amount per KG basis) as mentioned above.
2. Clean it properly as it may contain non edible ingredients also (e.g. moulds, pebbles etc).
3. Roast Bengal gram at low flame for 8 to 10 minutes.

4. Make powder in a grinder and keep it aside.
5. Roast groundnuts at low flame for 10 minutes till it becomes pink in colour.
6. Make powder in a grinder without removing skins and keep it aside.
7. Now clean wheat properly and roast it at low flame for 5 to 8 minutes.
8. Grind it to powder.
9. Take sugar clean it and make powder.
10. Now mix all these powdered ingredients (wheat, Bengal gram, groundnuts, sugar).
11. Measure it and fill it in clean and dry bags according to the Ration Entitlement Chart for distribution to beneficiaries.
12. Quantity of ingredients used and net quantity of chhatua should be mentioned clearly over the packet.

Preparation of Rasi Ladoo

- **Clean rasi and expose to sunlight**
- **Roast rasi till it gets brown**
- **Heat the pan and put jaggery / sugar till it melts**
- **Put the roasted rasi into it and mix it properly till it gets sticky, cool it down and prepare Ladoos.**

Instructions

- Sieving and cleaning of ingredients is very important to remove non edible part.
- Do not mix all ingredients and roast as roasting time for all ingredients differs from type and quantity of ingredients.
- Make sure that you are not over cooking/under cooking the ingredients. That may spoil taste and product as a whole.
- Roasting of food at low flame is very important as it will not burn the food, high flame may burn the food and taste may change.
- Ensure proper roasting/grinding keeping in mind that child as young 6 months should be able to gulp/digest it easily when mixed it with warm water or milk.

Annexure II**Layout of different Packets****Labels of Yellow/Sky Blue/Red Packet CHHATUA****CHHATUA EXCLUSIVELY.....****THR Not For Sale (PREPARED FOR GOVERNMENT OF ODISHA)****Net Quantity**

INGREDIENTS		Manufacturing date: _____
Wheat: _____ gm		Name of the SHG: _____
Bengal gram: _____ gm		Phone no of SHG: _____
Ground nuts: _____ gm		Village Name: _____
Sugar: _____ gm		Block Name: _____
		District Name: _____
INSTRUCTIONS FOR USERS:		
<ul style="list-style-type: none"> • Add clean drinking water or milk to the dry chhatua before consuming to make a thick/semi solid paste. • No need to add sugar since it is already added. • Do not keep the water mixed chhatua for very long. • Dry chhatua should be used within one month of packaging. • Store it in an airtight container to preserve for one month. • Child should be exclusively breast-fed up to 6 months and then continue breast feeding up to 2 years along with other food 		

Note- Three different packets should have three different colored levels, Quantity and category.

RASI LADOO EXCLUSIVELY.....	
THR Not For Sale (PREPARED FOR GOVERNMENT OF ODISHA)	
Net Quantity	
Manufacturing date: _____	
Name of the SHG: _____	
Phone no of SHG: _____	
Village Name: _____	
Block Name: _____	
District Name: _____	

Annexure III

Procurement Plan for the month of for.....Block

Sl. No.	Name of the Anganwadi Centre	Quantity of THR (Chhatua/ Ladoo) Required				Rate per kg	Value	No. of Ladoo packet
		PM and LM	6 Months to 3 years Children	Severely Malnourished Children	Total quantity			
1								
2								
3								
4								
5								
	Total							

Annexure IV**Format for receipt and delivery at the AWC**

AWC Name :

Month :

AWW Name :

SHG Name :

Date of Received	No. of Chhatua Packets Received during the month				No. of Ladoo packets received	No. of Chhatua Packets distribution during the month					No. of Ladoo packet distributed
	P&L Mothers	Normal Children (6-36 Months)	Malnourished Children (6-71 Months)	Total		Date of Distribution	P&L Mothers	Normal Children (6-36 Months)	Malnourished Children (6 - 71 Months)	Total	

Signature of president of Jaanch Committee

Signature of the Mothers Committee

Signature of AWW

Annexure V**Format of Stock Register**

Date	Opening balance quantity	Received Quantity	Quantity supplied	Closing balance quantity	Nos. of beneficiaries to whom THR supplied

Prepared by : _____ **Checked by :** _____ **Date :** _____

(Note : separate pages for separate kind of Chhatua)

Annexure VI**Supervision by Jaanch Committee and Mother's Committee Members**

Name of the Project Visited:

Visit Date:

Visit duration:

Name of the AWC Visited

AWW's Name :

DESCRIPTION	OBSERVATIONS/STATUS
Number of beneficiaries available Vs enrolled (PSE/EFP/THR)	
Number of Beneficiaries present Vs enrolled (PSE/EFP/THR)	
Display of Menu Chart in the AWC and discrepancy in the Menu prepared	
Use of the following things in the cooked food: • Iodized salt • BIS/AG Mark marked Dal, oil and soya chunks • Fresh vegetables added to food	
Check the quality of food (to be tasted personally whether palatable or not)	
Check whether the served menu meets the required calories and protein value	
Hygiene maintained while cooking, serving and feeding (condition of kitchen, utensils, eating place and availability of safe drinking water)	
Storing point and stock available Vs book balance	
Safe and hygiene storage (container, free from insects, worms, rats, rain, moisture)	
Use of appropriate measuring device for cooking and serving	
Hand washing done before and after eating for Children eating in own or supplied plate	
Growth monitoring of children done regularly (Weighing followed by counseling)	
Referral cases and follow-up	
Double enrollment/ beneficiaries	
Observations of home visit (2/3 families to be visited)	
Feedbacks of interaction with 2/3 beneficiaries	
Nos. of eggs consumed by the beneficiaries.	

Visitors Name :

Reported submission Date:

Annexure VII**SUPERVISION BY DISTRICT/SUB-DIVISION/BLOCK LEVEL COMMITTEE MEMBERS****Name of the Project Visited****Visited Date:****Visit duration:****Name of the AWC Visited:****AWW's Name**

DESCRIPTION	OBSERVATIONS / STATUS
THR Total number of beneficiaries enrolled as per Survey Register by category: PM LM 6 to 35 Months 36 to 71 Months PSE Number of Malnourished Children -	
Total number of beneficiaries covered by category: PM LM 6 to 35 Months 36 to 71 Months PSE Number of Malnourished Children -	
THR are prepared by the local SHG. Please give details.	
Issue of THR in colour coded packets to the beneficiaries as mentioned below: Pregnant/Nursing Women - 1 yellow packet (5 Kg) 6 months to 71 months Children (Normal, Mild and Moderate) 2 Sky Blue Packet (2 Kg per packet x 2 packet = 4 Kg) 6 months to 35 months Children (Severely Malnourished) 3 Red Packet (2 KG per packet x 3 packet = 6 Kg)	
No. of eggs consumed at AWC No. of raw eggs supplied as THR	
Availability of the following in the THR packets: Seal (Name of the SHG/manufacturer) Date of manufacturing and expiry Details of ingredients	
Quality of THR distributed (to be tasted personally) Whether palatable or not?	
Check all related vouchers and countersign	

Double enrollment/ beneficiaries	
The number of home visits conducted. Please share details	
Statement of expenses prepared by AWW for each month and countersigned by the Ward Member and verified signature by LS to be verified by CDPO	
Signature by the AWW as an evidence of receipt of the goods on the challan raised by the SHG(s) to be verified by LS.	

Visiting Officer's Name:

Report submission Date:

Visiting Officer' Signature with Seal