Comprehensive Training Guidelines for AWTCs and MLTCs

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नए समाज की ओर
Towards a new dawn

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**Ministry of Women and Child Development
Government of India**

Contents

Abbreviations

AWTC	Anganwadi Worker Training Centre
APIP	Annual Programme Implementation Plan
AWW	Anganwadi Worker
BCC	Behaviour Change Communication
CD	Child Development
CDPO	Child Development Project Officer
CL	Casual Leave
CMU	Central Monitoring Unit
DARPAN	Digital Application Review by Public and Nation
DBT	Direct Benefit Transfer
DPO	District Programme Officer
ECCED	Early Childhood Care and Education/Development
ECS	Electronic Clearing Service
GoI	Government of India
ICDS	Integrated Child Development Services
IEC	Information, Education and Communication
ITR	Income Tax Return
IVRS	Integrated Voice Response System
JTC	Job Training Course
MLTC	Middle Level Training Centre
MWCD	Ministry of Women and Child Development
NGO	Non-Governmental Organization
NIPCCD	National Institute of Public Cooperation and Child Development
NITI Aayog	National Institution for Transforming India
PAN	Permanent Account Number

PL	Paid Leave
PFMS	Public Financial Management System
SBCC	Social Behaviour Change Communication
SIRD	State Institute of Rural Development
SoE	Statement of Expenditure
STRAP	State Training Action Plan
STTF	State Training Task Force
TNA	Training Need Assessment
UC	Utilization Certificate
UTs	Union Territories
VO	Voluntary Organization

1 Introduction

The Ministry of Women and Child Development, Government of India, formulates plans, policies and programmes, enacts/amends legislation, guides and coordinates the efforts of both governmental and non-governmental organizations working in the field of Women and Child Development. Besides, playing its nodal role, the Ministry implements certain innovative programmes for women and children. For the holistic development of the child, the Ministry has been implementing the world's largest and most unique and outreach flagship programme of Integrated Child Development Services (ICDS) (renamed as Anganwadi Services) providing a package of services comprising supplementary nutrition, immunization, health checkup and referral services, and preschool non-formal education. The Integrated Child Development Services, a centrally-sponsored scheme, is implemented by the States/ UTs which was launched on 2 October, 1975 and has now been expanded from 33 projects and 4,891 Anganwadi Centres to 7,075 Projects and 13.55 lakhs Anganwadi centres (as on 31 March 2017). ICDS is designed to promote all-round development of children under six years and improve service delivery at the community level.

1.1   With the vision of transforming ICDS Scheme to ensure holistic – physical, psychosocial, cognitive and emotional – development of young children under six years of age in a nurturing, protective, child-friendly and gender-sensitive family and community, with greater emphasis on children under three years of age, and promotion of optimal early childhood care, development and learning including maternal care and acknowledging several gaps and challenges, MWCD has approved strengthening and restructuring of Integrated Child Development Services (ICDS) Scheme to be implemented in Mission Mode so that it would facilitate its implementation in flexible mode with appropriate institutional mechanisms at Central, State, District and Block levels as well as adequate human and financial resources linked to accountability and outcomes.

1.2   Effective implementation of ICDS programme depends, to a considerable extent, on the proper training of the Anganwadi workers and supervisors who are the para grassroots-level functionaries attached to the beneficiaries of ICDS programme for the delivery of the package of services of ICDS with the ultimate aim of moulding these ICDS functionaries into "agents of social and behavioural change" instead of simply reacting to the situation and to bring about behavioural change in the community. The importance of training and continuous capacity building of the ICDS functionaries in ICDS is well recognized as vital for success of the programme.

1.3   The core subject areas of training of ICDS Functionaries by the Instructors of MLTCs/AWTCs as approved by MWCD are:

i.   **Introduction to ICDS Training:** The trainees share their experiences from various states and best practices that they are adopting to improve the situation of ICDS beneficiaries. During this session, trainees are also made aware about the various schemes of GoI and MWCD.

ii.   **Orientation to ICDS Programme:** Participants are made aware about ICDS services, objectives, coverage of beneficiaries and other ICDS-related schemes.

iii.   **Early Childhood Care and Education:** Trainees are educated about ECCE policy, new ECCE curriculum for planning and organizing activities using thematic approach. They are also made aware about preparation of teaching learning material, use of assessment card and involvement of parents in ECCE.

iv.   **Nutrition and Health:** In this section they are taught the basic nutrition guidelines, SNP guidelines, Nutrition norms, food safety norms and practices, new born care and early assessment of childhood illnesses.

v.   **Communication, Advocacy and Community Participation:** During the sessions of communication trainees are trained to develop effective communication skills, advocacy, planning and organizing advocacy campaigns besides training them to mobilize community to increase community's involvement in delivery of ICDS services.

vi.   **Organization and Management:** Skills are developed to manage the AWCs and setting up of AWCs along with resource management. Trainees are also trained in reporting and managing MIS component of the ministry.

vii.   **Supervised Practice:** The major updation in the syllabus is that the total number of supervised practice has been increased to 5 days instead of 3 days.

2 Strengthening Training and Capacity-Building

2.1   Training is always an active area where there will be interaction, questioning, learning by doing, role-plays, team games and practical activities. It does have lot of impact in equipping the participants with new tools and techniques to become competent to perform a job. Emphasis would be on providing more hands on training to various levels of functionaries.

2.2   The Government of India (GoI) has now laid immense emphasis on strengthening the training component of ICDS programme in order to improve the service delivery mechanism and to accelerate better programme outcomes. Thus, training is the most crucial element in ICDS Scheme. Hence, MWCD has made a comprehensive training strategy focusing towards the holistic development of the project beneficiaries to help in achieving the objectives of the ICDS programme and the desirable outcome.

2.3   Training and capacity-building are crucial for the achievement of programme goals and objectives. Hence, the emphasis on strengthening the training at State levels, strengthening monitoring and accreditation of NIPCCD, MLTCs and AWTCs, revision of course curricula/modules/training and learning materials, upgradation of training facilities, mandatory in-service regular training programmes, training on needs assessment and revision of financial norms have been made by MWCD. One of the major training reforms under the ICDS Mission is strengthening of training institutions like MLTCs and AWTCs followed by monitoring and accreditation of all such training Institutions by MWCD. MWCD has prepared a comprehensive training guidelines with regard to selection of Middle Level Training Centres (MLTCs) and Anganwadi Training Centres (AWTCs) for selection of a suitable training institute, available human resource for training and capacity building, suitable infrastructure for training, norm for upgradation of training centres, the prescribed course curriculum, management of funds availed by training centres as per the approved financial norms of MWCD through DBT of NITI Aayog and monitoring and accreditation of AWTCs/MLTCs for strengthening quality of training.

3 Training Structure and Pattern

3.1 Three-tier Training Structure

Keeping in view of the training pattern, a three- tier training structure is in place for the training of various field functionaries in ICDS which will continue:

i.   Anganwadi Workers Training Centres (AWTCs) for the training of Anganwadi Workers and Helpers (located at the district/block level);

ii.   Middle Level Training Centres (MLTCs) for the training of supervisors and instructors of AWTCs (located mostly at the district level);

iii. National Institute of Public Cooperation and Child Development (NIPCCD) and its four Regional Centres (at Guwahati, Lucknow, Bengaluru and Indore) for training of CDPOs/ ACDPOs and instructors of MLTCs.

3.2 Pattern of Training

The pattern of training under ICDS training is as under:

3.2.1   (i) **Induction training** with a shorter duration of five working days is conducted for supervisors in ICDS programme with a batch size of 25; (ii) **Job Training** on in–service training course for Anganwadi workers, supervisors and CDPOs is organized for a longer duration of 26 working days; (iii) **Refresher Training** is conducted with a shorter duration of five working days with a gap of two years of service; (iv) **Theme-Based Skill Specific Training**, essentially being institutional-based, is conducted to impart key experiences to trainees with proper skill practice to gain competency for enhancing their performances on specific component of ICDS programme followed by the vertical training for the block functionaries at the district level.

4 Setting up of MLTCs and AWTCs by States/UTs

4.1 The sole responsibility to identify the organizations/ institutes for the training courses shall rest with States/ UTs

4.2 The objective of setting up MLTCs is to impart quality training to the ICDS supervisors so as to build their capacity in discharging duties effectively. It is also aimed to build and upgrade the capacity of MLTC staff to provide quality training to Instructors of AWTCs. Most of these MLTCs are run in a public-private-partnership mode (NGOs, trusts and professional / technical institutions like Schools of Social Work and Colleges of Home Science and State Institutes of Rural Development (SIRDs), etc.

4.3 Similarly, the main task of AWTC is to conduct training of AWWs and AWHs through job training courses, refresher courses and orientation courses for helpers (JTC). Each AWTC is expected to complete 10 job courses in a year. Each course is expected to have 35 trainees and each AWTC would normally train 350 AWWs in a year. It may be mentioned here that the number of job/refresher training courses for AWWs to be organized by the AWTC/supervisors during a given year depends upon the recruitment/deputation/ nomination of AWWs by the concerned States/ UTs. Therefore, the number of courses organized by the AWTCs would vary from year to year, from State to State as well as from one AWTC to other AWTC. In this case the State Governments/ UT Administration may depute supervisors for the refresher and other "skill-based" training related to ICDS so that the infrastructure facilities available at the AWTC could be utilized optimally.

4.4 AWTCs and MLTCs are required to operate within a reasonable period of 300 days in one financial year as per the approved norms of MWCD. During this period, AWTCs/MLTCs would give priority to the organization of job training course followed by other additional programmes and activities. This would facilitate clearing the backlog of training of AWWs in the respective States. However, it may be clarified that Sunday should not be counted as working day. The existing duration of total number of working days for Job Training Curses for AWWs, Supervisors and CDPOs will be the same and the duration of Supervised Practice will now be 5 working days. There will be adjustment in the addition of new topics and deletion of old/traditional topics in the existing training curriculum. The new revised training curriculum will be sent to State Governments soon.

4.5 In order to improve the quality of training of ICDS functionaries, AWTC may adopt at least 25 Anganwadi Centres from the nearby ICDS project (or around the training centre) for the skill practice activities of AWWs.

5 Selection Criteria for Commissioning MLTCs/AWTCs

5.1 General

i. The identification of the organizations/ institutions for imparting training to supervisors and AWWs is the sole responsibility of States/ UTs.

ii. Identification/selection of NGO/VO for imparting training to supervisors and AWWs rests with State Government/UTs where there is no training centres run by State Government/ UTs.

5.2 Mandatory for NGOs/ VOs to operate MLTCs/AWTCs

In order to identify/select suitable organization/ institution, MWCD has suggested the State Government to strictly follow the criteria below. The organization:

i)   should be registered under the Societies Registration Act/Indian Trust Act or any other legal Act under State/UTs and be carrying out the tasks/ activities which promote women and child development;

ii) should have a sound financial record without showing any deficit budget for continuous three years and must have filed ITR for the past three years. The organizations will also have to present three years audit report and annual report, and proof of convening the managerial meeting every year.

iii) should have the status of building where the training is conducted as "**free hold**" possession and also free from disputes or litigations. If it is a rental building, the lease will have to be registered and the agreement should be made at least for a **period of 3 years between the State Government and the selected organization**.

5.3 Compliance with NITI Aayog and its Darpan Portal

5.3.1 Organizations/institutions registered as NGOs should have signed up in the NGO-Partnership (NGO-PS) portal of the NITI Aayog with all self-declared details and should have obtained a Unique ID. The Unique ID should be mandatorily quoted by the agencies/NGOs at the time of receiving grants from the State Government. These organizations may also periodically update the details on the NITI Aayog portal which will be monitored by the State Governments.

5.3.2 No financial grants shall be disbursed to the NGOs during the current financial year without obtaining a Unique ID generated from the NGO Darpan Portal, Letter no. M-11/16(1)/2017- VAC dated 1.06.2017), **Annexure VIII.**

5.3.3 All Ministries/ Departments have to process the application of NGOs for release of grants only in 'online' mode and there shall be no manual processing of applications. (Letter no. M-11/16(1)/2017- VAC dated 1.06.2017), **Annexure VIII.**

5.3.4 Offce of Controller General of Account (CGA) shall ensure that the NGOs have Unique IDs from the NGO-Darpan Portal while funds are released through PFMS system. (Letter no. M-11/16(1)/2017-VAC dated 1.06.2017), **Annexure VIII.**

5.3.5 The organizations will also be required to provide the PAN, Aadhar Number, e mail ID and mobile number of each of its offce bearers / Board of Directors /Promoters of the VOs/NGOs (D.O. letter dated 12.06.2017 regarding registration of NGOs under NGO- Darpan Portal), **Annexure VII.**

5.3.6 The payment of benefits under ICDS training will only be provided through Direct Benefit Transfer (DBT) mode made from 1 April 2017 as per guidelines of MWCD. The State Government must adhere to the guidelines issued. (D.O. Letter No17/02/2017-ICDS Trg dated 16.2.2017), **Annexure IX.**

5.4 Direct Benefit Transfer

5.4.1 The primary aim of this Direct Benefit Transfer programme is to bring transparency and terminate pilferage from distribution of funds sponsored by the Government of India. In DBT, benefit or subsidy will be directly transferred to citizens/beneficiaries living below poverty line. The processing of payments in the bank accounts of the beneficiary will be done by using the Aadhar Payment Bridge of NPCI.

5.4.2 Since MWCD is implementing one of its flagship programmes for Women and Child Development, i.e., Integrated Child Development Services, DBT becomes mandatory for organizations for disbursement of funds. One of the core components of ICDS scheme is training its functionaries in smooth delivery of services. MWCD, GoI, is administering various training courses to field functionaries under the Integrated Child Development Services Training Programme. The grants-in-aid provided for ICDS training to States/ UTs is utilized for:

   i.   Payment of salary to staff of AWTCs/ MLTCs;

   ii. Honorarium to guest faculty or resource persons;

   iii. TA/DA to trainees who are enrolled in the AWTCs or MLTCs for the training courses; under the ICDS training programme;

   iv. Boarding and lodging to trainees at AWTCs and MLTCs run by Government organization/VOs that involve recurring expenditures from the Consolidated Fund of India have to use the Aadhar-linked payment mode.

5.4.3 In pursuance of the provisions of Section 7 of the Aadhar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 (18 of 2016), the Central Government had directed that all the payments are to be done using DBT.

5.5 MeitY's Guidelines on Personal Information Dissemination

5.5.1 Ministry of Electronics and Information Technology (MeitY) has prepared general guidelines placed at **Annexure X** for securing personal information and sensitive personal information in compliance to Information Technology Act, 2000 and Aadhar Act, 2016.

5.5.2 Any organization/institute/government body or otherwise using Aadhar information shall have to mandatorily comply with the following:

5.5.3 Technical precautions:

i. Follow the information security guidelines of MeitY and UIDAI as released from time to time.

ii. Informed consent – ensure that the end users are clearly made aware of the usage, the data being collected, and its usage. The user's positive consent should be taken either on paper or electronically.

iii. Ensure that any personal sensitive information, such as Aadhaar number, bank account details, Funds transfer details, gender, religion, caste or health information display is controlled by and only displayed to the data owner or various special roles/ users having the need within the agency/ department. Otherwise, by default, all displays should be masked.

iv. Verify that all data capture point and information dissemination points (website, report, etc.) should comply with IT Act and UIDAI's security requirements.

v. If agency is storing Aadhaar number or sensitive personal information in the database, data must be encrypted and stored. Encryption keys must be protected securely, preferably using Hardware Security Modules (HSMs). If simple spreadsheets are used, it must be password-protected and securely stored.

vi. Identify and prevent any potential data breach or publication of personal data.

vii. Check all IT infrastructure and ensure that no information is displayed and in case it is displayed, it should be removed immediately.

5.6 Once the MLTC/AWTC is commissioned, the MLTC cannot be closed/shifted or have its location changed on its own without prior permission of the Nodal Department of State. In case the State Government decides to close down any MLTC, the MWCD should be informed about the closing-up/changing/ shifting of the MLTC well in advance for approval.

6 Infrastructural Facility of MLTCs/AWTCs

6.1 Physical Infrastructure of MLTCs/AWTCs

Adequate physical infrastructure is one of the most important considerations for providing and sustaining quality raining to ICDS functionaries. The MLTCs should have adequate physical infrastructure to organize training which would include classrooms, demonstration room, hostel, library, computer room, office room, kitchen, dining hall, bathrooms, toilets, etc.

6.2 Classroom

i.   MLTCs/AWTCs should have at least two spacious and well-ventilated classrooms. Each classroom need to accommodate 40–50 trainees. The approximate size of the classrooms should be 450-500 sq ft. with the requisite facilities like white board, display board and LCD projector, etc. The batch size for training in AWTCs is 50, and therefore the size of the classroom should be bigger than that of MLTCs.

ii.   MLTCs/AWTCs should have computers with Internet connection, printer, fax machine and photocopy machine. As far as possible, platform chairs (suitable for taking notes) or low tables with chairs should be placed in the classrooms for use by the trainees.

iii. There should be a demonstration/practical room of approximately the size of 20x20 sq.ft. where trainers can conduct exercises, role plays, demonstrations, mock sessions, etc. and also help the trainees in preparation of training material, teaching aids and communication aids.

iv.   There should be provision of safe drinking water adjacent to the class room. There also should be provision of at least two toilets adjacent to the classrooms so that trainees do not face any problem during ongoing training sessions.

6.3 Hostel Facility

i.   MLTCs/AWTCs should be equipped with hostel facilities for trainees, in view of the fact that all training programmes organized at MLTCs/AWTCs are residential.

ii.   The hostel should have the capacity to accommodate 40–50 persons either in double- bedded or single-bedded rooms or dormitory. Preferably, the hostel should be located within the premises of the MLTC/AWTC. Or else, it should be at a reasonable distance from MLTC/ AWTC which can be easily commuted by trainees.

iii. The hostel should have the following minimum facilities for the AWTCs and MLTCs:

   a.   Atleast 8–10 rooms of 12x12 sq.ft. size (150 sq.ft.) with adequate light, ventilation and arrangement of adequate toilets and bathrooms to accommodate at least 2–3 persons in each room.

b. The double-bedded rooms should reasonably be of 14x14 sq.ft. size (200–250 sq.ft.) to accommodate 3–4 trainees comfortably.

c. The hostel should have at least 5–6 toilets for 40–45 participants and equal number of bathrooms (or more) available for trainees. In case of combined toilet and bathrooms, the number preferably should be atleast 8–10.

d. The kitchen should be reasonably of 12x12 sq.ft. (150sq.ft.) size with facilities available for storing, cooking and safe drinking water.

e. A dining hall preferably of 30x20 sq. ft. size (600 sq.ft.) with facilities like wash basin, safe drinking water, dining tables, chairs, light, fans/air coolers should be available adjacent to the kitchen. There should be alternative arrangements for storage of water for kitchen and dining room.

f. There should be a recreation room with recreational facilities like television (40–52 inch), indoor games like carom boards, chess, Ludo, etc., outdoor game equipments like badminton, etc. supplementary reading material like newspapers, magazines, etc. for the trainees.

g. In view of increasing use of technology in day-to-day functioning of lives, computer with internet facilities having free Wi-Fi should be provided in hostel.

h. All rooms should preferably be well-lit and well-ventilated.

6.4 Library

6.4.1 MLTCs/AWTCs should have a well-equipped library having adequate number of reading and reference material with reference to the concerned subjects like Early Childhood Care and Education, Child Development, Food and Nutrition, Nutrition and Health Education, Adolescent Development, Training Skills, etc., to strengthen the process of training. The MLTC may use the funds available in the recurring head, i.e., newspaper, magazines, reference journals, etc. as per the revised norms (vide circular No.8-1/2006-TR-I dated 7 November, 2013). **Annexure III.**

6.4.2 The MLTCs/AWTCs should have the following basic documents in the library:

a. *ICDS Scheme (MWCD)*

b. *ICDS Mission: The Broad Framework for Implementation*

c. *Training curriculum for ICDS functionaries and trainers (NIPCCD) Compendium of reading materials/ background material for the supervisors/ AWWs*

d. *Compilation of Guidelines and Instructions issued by MWCD, GoI as well as State Governments with reference to ICDS*

e. *Handbook for AWWs (NIPCCD)*

f.   *Guidebook for Supervisors*

g.   *Flipbook on Developmental Milestones of Children (NIPCCD)*

h.   *New WHO Child Growth Charts (boys and girls) (State Government)*

i.   *Mother and Child Protection Card (MCP) and Guidebook (NIPCCD)*

j.   *National Guidelines on Infant Young Child Feeding Practices (MWCD, GoI)*

k.   *Copies of all Registers, and records maintained by AWWs (State Government)*

l.   *List of ICDS projects in the State (State Government)*

m.   *Guidelines on Monitoring and Supervision (October 2010, March 2011, MWCD, GoI)*

n.   *Materials related to convergence issues provided through NRHM/SSA (State Government)*

i.   *Reference materials available on the website at e-document portal of NIPCCD*

j.   *IEC/BCC/SBCC materials (State Government/ development partners)*

k.   *Training Session, IEC/BCC and Training Methods Videos developed by State Government or MWCD or NIPCCD or UNICEF*

6.4.3   MLTCs/AWTCs can procure most of these materials/documents from the State Governments or from NIPCCD on request. The training centre should also collect useful publications/documents related to ICDS training from various government departments like health, education, agriculture, etc. available free of costs at various institutions within the state as well. The MLTCs/AWTCs should prepare and update a list of important books/documents and materials from time to time.

6.4.4   Reading/ reference material are available in the following website: <www.mwcd.nic.in/www. nipccd.nic.in / www.nipccd-elearning.nic.in / www.nipccd- earchive.nic.in>.

6.4.5   MLTCs/AWTCs may also try to acquire basic documents in local language and may also arrange for translation of other documents, into local language for better utilization of training material.

6.4.6   MLTCs/ AWTCs should try to upgrade its infrastructural facilities at least once in 3–5 years, using its own resources, as current provisions are not made for the same under the training norms.

6.4.7   Library of MLTCs/AWTCs should preferably have internet facility to facilitate the trainers and trainees during the training. The trainers can make use of this facility by accessing the MWCD website on daily basis and updating their knowledge. This will also facilitate in gaining access to latest circulars, schemes and notifications of MWCD.

7 Staffing Pattern of MLTCs/AWTCs

7.1   Staffing Pattern

Provisions have been made for appointment of academic (teaching staff) as well as administrative staff (supporting staff) under MLTCs and the AWTCs. The MLTCs/AWTCs should appoint three full-time instructors for teaching. The senior most instructors with minimum of three years' experience in the MLTC/ AWTC may be the principal or chief instructress to coordinate day-to-day functioning of training centre. The administrative staff of the MLTCs/ AWTCs include Assistant Accountant, Peon, *Chowkidar*, Typist, Lady Warden, and a Cook.

7.2   Appointment of Instructors will be made strictly on the basis of the prescribed essential qualifications by MWCD and selection made on the basis of any other professional degrees/ diplomas or qualifications will be rejected. In the appointment of full-time instructors, preference should be given to those having experience of training/teaching, particularly in the training of ICDS functionaries.

7.3   The Selection Committee constituted for the selection of instructors should necessarily include a subject matter specialist and a representative from State Government and NIPCCD (Head Quarters/Regional Centres).

7.4   Essential Qualifications of Instructors of MLTCs/ AWTCs (Teaching Staff)

7.4.1   MWCD has prescribed requisite qualifications given below for three full-time instructors to be appointed in the MLTC/AWTC:

i.   **Instructor in Child Development:** Master's degree in Home Science/ Human Development/Psychology/ Education(ECCD)/Home Science(CD)

ii.   **Instructor in Nutrition:** Master's Degree in Home Science/ Food and Nutrition (in case of non-availability of instructors with this subject specialization MWCD and NIPCCD may be requested for alternative arrangements in advance during screening of applications for a suitable substitute)

iii.   **Instructor in Social Work:** Master's Degree in Extension Education/ Community ResourceManagement/ Social Work/ Sociology/Human Development

7.5   The Full-time Instructors in the MLTCs/AWTCs may be appointed at least for a period of three years initially and preferably for five years. This would substantially ease the load of staff turnover and sustain the motivation of instructors to strengthen the quality of training. The staff of the old AWTCs/ MLTCs will not be affected by the above guidelines. They should be encouraged to obtain requisite qualification preferably with in five years.

7.6 Major Job Responsibilities of the Instructors (Full-time)

One of the key tasks of instructor is planning and organizing the training programmes for the Supervisors and trainers of AWTCs. This includes:

i. Assessing the training requirements of the ICDS functionaries;

ii. Preparing/translating the training and communication materials (English/Hindi/regional language);

iii. Taking sessions in the training programmes carried out at the AWTCs/MLTC;

iv. Preparing checklist and planning observational visits/supervised practice;

v. Planning and organizing monitoring visits to nearby AWTCs and ICDS/AWCs projects;

vi. Planning and coordinating the arrangements made for organizing supervised practice activities in the field in consultation with the State officers; and

vii. Prepare report of the training Programmes conducted at MLTCs/AWTCs.

7.7 Minimum Age Limit and Experience of Instructors

i. All efforts should be made to appoint instructors as per the age criteria followed by the concerned State Government.

ii. Persons over the specified age in the norm of State Government may be appointed, considering the merit of the case and with approval from the concerned State Government.

iii. The age of superannuation for instructors/principals of MLTC/AWTCs would be at the discretion between the parent body and the State Government/UTs concerned.

iv. Decision regarding the utilization of the services of any instructor/principal of MLTC/AWTC in the training activities after their retirement will be made between the parent bodies and concerned State Government.

7.8 Appointment of Part-time Instructors

Provisions have also been made for the appointment of part-time instructors as craft teacher, music teacher and visiting doctor in the Training Centers. In order to ensure quality and continuity in the programme, additional funds have been provided for honorarium of staff which includes provision for guest speakers/visiting faculty.

7.8.1 **Educational Qualifications:** The part-time instructor in art/craft/music may possess a degree/diploma or requisite skills and experience of having worked in schools or art and craft institutes.

7.8.2 **Age and Experience**: Part-time instructor should be at least 25 years of age and have knowledge and minimum work experience of 2–3 years on developing teaching learning material and art/craft activities in a well-recognized public/government nursery schools.

7.8.3 The Principal/Instructors of MLTCs/AWTCs should prepare list of activities to be performed by the part-time instructors. The performance of the visiting faculty/part-time instructors/guest speakers should be reviewed at the end of the programme. Only those who are found useful and effective should be invited for the next course. Their day-wise activities in the training sessions should be shown in the website of training centres.

7.9 Major responsibilities of the Principal/Coordinator of the MLTCs & AWTCs

i. Planning, organizing and monitoring the training programmes at MLTC

ii. Ensuring that the programmes (induction/ job/refresher/orientation training) are organized as per the annual training programme calendar/STRAP and are in accordance with the norms and guidelines prescribed by GoI/State Government

iii. Ensuring appropriate class room and hostel arrangements

iv. Establishing linkage with the State Government, NIPCCD and MWCD

v. Liaison with the State Government for timely deputation of trainees, appointment of instructors, supply of kit material, training equipment, supportive/ back ground material, and the release of funds for training programmes

vi. Inform State Govt. about any problems regarding funds or material for the training centers.

7.10 Administrative/ Supporting Staff

Each MLTC/AWTC is provided with Administrative and Supportive Staff. The Supportive Staff includes one Assistant Accountant, one Typist cum Clerk, one Peon, one Chowkidar, one Lady Warden and one Cook.

7.10.1 **Qualification and Experience:** The qualification of the administrative/ supportive staff or the MLTC is given as follows:

i. The Assistant Accountant should have a Bachelor's degree in commerce;

ii. The Typist cum Clerk should be a graduate with basic knowledge of accountancy and computer application, and having minimum typing speed of 30 wpm;

iii. The Lady Warden should preferably be a woman who should be 12th pass and not less than 35 years of age;

iv. As per the MWCD guidelines (w.e.f.1.4.2009) the part-time posts of Lady Warden and Cook have been made full-time.

7.11 Salary/Honorarium for Instructors and Principals

According to the revised guidelines of MWCD, GoI vide circular No.8-1/2013-TR dated 07 November, 2013 payments of honorarium or other allowances may be made to principal/ coordinators, instructors, part-time instructors and staff, etc.

7.12 Exposure Visit of Instructors of MLTCs and AWTCs

7.12.1 The parent Body in consultation with State/UTs may arrange exposure visit of the principals/instructors of AWTCs and MLTCs in other States in order to enhance their knowledge and managerial skills and training techniques being used in their training centres, etc. The visit will also be organized preferably twice in a year.

7.12.2 Funds may be provided by the State Government out of the "Other Training Programme" head approved by MWCD to the State Government in their APIP or State Government may propose such Visits in their APIP from the next financial year.

8 Financial Provisions for Training Centres

8.1   Role of State

Funds for conducting training courses for supervisors and instructors of AWTCs are released to the State Governments/ UTs by the MWCD, GoI after due approval of the APIP/STRAP and fulfillment of submission of financial reports. The State Government in turn releases the grants to the training centres depending on the training targets and financial norms. The annual budgetary provisions for training programmes to be conducted at MLTC, as approved by Cabinet, Union of India in 2012 in **The Broad Framework for Implementation GoI — Annexure II** and also later issued by MWCD vide circular No. 8-1/2013-TR-dated 7th November, 2013 **— Annexure III.**

8.2   Financial Norms

Financial norms relating to training of various ICDS functionaries and trainers, conducted at AWTCs/MLTCs, were last revised in April 2009 after a gap of 10 years, based on recommendations of a specially constituted Committee. Since 2009, due to escalation of prices, the revised norms have become inadequate. Due to the low financial norms, quality of training is considerably affected and often training centres are not able to retain good trainers, who are mostly postgraduates in nutrition, home sciences or child development. Therefore, these norms have been enhanced under different items of training courses by the Union Cabinet of Government of India given in the as per the detail given in **The Broad Framework for Implementation (Annexure XI of Broad Framework) — Annexure II** later issued by MWCD vide circular No. 8-1/2013-TR- dated 7th November, 2013 **— Annexure III.**

8.3   Release of Funds

i.   Ministry of Women and Child Development will release funds to State Govt but not directly to the Training Centers as per the approved Budget of MWCD on the basis of the Head wise bifurcation made in the Budget and State Govt will release funds to training centres as per the norm.

ii.   The State Government after incurring the expenditure will submits the utilization certificate (UC) to MWCD.

8.4   Submission of Statement of Accounts

The MLTCs/AWTCs should submit the detailed statement of accounts/ expenditure incurred by them for organizing training programmes in the prescribed format of concerned State Governments. SoEs are to be submitted to State Government only. The financial expenditure should also reflect the number of programmes organized,

types of programmes organized and number of trainees attended the programme along with the list of participants. The concerned agency running MLTC/AWTCs has to verify the statement of expenditure from an authorized chartered accountant before submitting the utilization certificate and expenditure statement to State Government. Statement of accounts should be submitted to the State Government after completion of every course (job course as well as refresher course or any other course) at the earliest:

The details to be submitted in SoE are:

8.4.1   Consolidated report on expenditure incurred by the training institution for the training of trainees.

8.4.2   Proforma for the submission of details of honoraria paid to visiting Instructors/ Speakers. This has to be submitted in duplicate. Proforma of SoE is placed at **Annexure XII (C)**.

8.4.2   Utilization certificate along with the above mentioned forms, a proforma for TA of participants is also placed at **Annexure XII (D)**.

8.4.3   In case of default or misuse of funds by any training institute or, in case the training institute cease to exist, the Ministry may consider acquiring assets created from the funds given to the institute. Blacklisting of the Organization/ Institute may also be resorted to in case of reasons cited above. Names of blacklisted Training Institutes shall be reflected in the Portal of the Ministry and NITI Aayog website. The same shall be informed to State Governments and other stakeholders.

8.4.4   A careful examination of the balance sheets of the organizations will be done and any organization which is found to have submitted wrong/forged/copied/falsely generated balance sheet will be blacklisted for any future assistance by the Ministry.

9 Monitoring & Supervision

9.1 Role of MWCD and State Government

9.1.1 In order to review the progress in implementation of the training programmes, it is important that a regular monitoring system is in place. As mentioned earlier, at the Central level, a separate ICDS Training Unit within the Ministry of Women & Child Development, Government of India, headed by Joint Secretary/Director is responsible for overall monitoring, supervision and evaluation of the training programmes. Monitoring and supervision of training programmes at the State level is generally taken up through monthly/quarterly review meetings and field visits.

9.1.2 The MWCD, GOI has issued guidelines for monitoring visiting to AWCs, ICDS projects and AWTCs/MLTCs by both central and State Government officials following a standardized schedule. Also, investigators from the Central Monitoring Unit (CMU) of NIPCCD are required to make visits to collect some basic information in a pre-designed format. MLTCs are required to provide necessary support during these visits.

9.1.3 The details guidelines for monitoring and Supervision visits to ICDS blocks and AWCs by officials of State and Central Government vide letter No. 16-3/2004- ME (Pt) dated 22.10.2010 issued by MWCD are place at **Annexure I.**

9.1.4 State reserves the right to blacklist the organization if its quality of training and implementation of training will be found to be unsatisfactory or improper. The same shall be intimated to MWCD.

9.1.5 Funds released by MWCD shall be utilized only for the purpose of training and its core activities. Any misappropriation of funds by training centres or its parent bodies will lead to the blacklisting of the organisation.

9.2 Role of NIPCCD

9.2.1 NIPCCD as an apex body for the training of ICDS functionaries is entrusted with the responsibilities of planning, coordination and monitoring of ICDS functionaries; revision and standardization of training syllabi; organization of trainer's training and the training of Child Development Project Officers. The training programmes are varied in duration from three days to 26 working days for different project functionaries under ICDS. These training programmes are viz., in-service job, refresher, induction, vertical, skill and e-learning trainings.

9.2.2 While the training of child development programme officers (CDPOs) is the sole responsibility of NIPCCD, the training of supervisors is imparted by Middle Level Training Centre (MLTCs) of ICDS. The training of Anganwadi workers are however imparted by Anganwadi Workers Training Centres (AWTCs).

9.2.3   The guidelines for selection of Middle Level Training Centres (MLTCs) and Anganwadi Training Centres(AWTCs)imparting ICDS training have been revised with regard to: selection of training institute; staffing pattern for training; the infrastructure for training ; the prescribed course curriculum; the financial norms of MWCD; and monitoring the quality of training imparted by AWTCs/MLTCs.

9.2.4   In addition to above, National Institute of Public Cooperation and Child Development(NIPCCD) and its four Regional Centres located at Bengaluru, Guwahati, Indore and Lucknow are assigned the task of regular monitoring and assessing the functioning of MLTCs on the following aspects:

i.   Quality of training in terms of use of training methodologies for taking sessions by the instructors, selection of suitable guest speakers and use of appropriate training / background material in the programme.

ii.   Implementation of training syllabus for the training of supervisors and trainers ofAWTC.

iii. Planning and organization of training programmes by the instructors of MLTCs.

iv.   Preparation of programme schedules by the MLTC for the entire year and distribution of programme schedule to the concerned viz., DPOs/CDPOs, State ICDS Directorate and NIPCCD.

v.   Preparation of kit material for the trainees, i.e. the material given to trainees in the kit; their quality, quantity and relevance as per the budget and the type of courses.

vi.   Classroom arrangements i.e. seating arrangement, adequacy of the area of the classroom, training equipment as per requirement, water, toilets, electricity, etc.

vii. Logistic arrangement - including boarding and lodging facility vis., hostel arrangements — adequacy of rooms, cots, beddings, furniture, electricity, water, dinning space, kitchen/cooking area, recreation facilities etc.

viii. NIPCCD faculty and staff shall also undertake surprise monitoring visits to training centres to evaluate the quality and implementation of training as per the approved syllabus of MWCD.

10 Online Training of Instructors of MLTCs/ AWTCs

10. e-Learning in ICDS Training

i.   As approved by MWCD, training of all ICDS functionaries may also be supplemented by the on-line training portal<www.nipccd- elearning. wcd.nic.in> instructors can register themselves on this portal which is developed and managed by NIPCCD. All the registered users will be screened and if found eligible for the registered course they shall be allowed to pursue the course. After completion of the course they will be entitled for the certificate. The detailed user manual is available on the <www. nipccd-elearning.wcd.nic.in>.

ii.   The e-Learning portal is an interactive, user friendly and a self-study platform, created to provide an opportunity and access to technical concepts and knowledge to communicate and build their capacity with a much wider audience at a faster pace.

iii.   The e-Learning Portal helps the individual acquire a customized package related to key thematic areas of Women and Child Development including Maternal and Child Care through a self-guided process.

iv.   ICDS functionaries or professionals working in the area of health and nutrition, child development, child protection, women issues, paramedics like nurses, dieticians, students of home science colleges, medical professionals, trainers of training institutes or mothers and those who wish to avail themselves with current ideas in maternal and child development and want to keep themselves abreast with the latest and correct knowledge may enroll themselves in the courses.

v.   The portal aims at widespread distribution and in order to cover more beneficiaries via the internet along with standardized curriculum which is free from the delivery of the trainers.

vi.   Along with a mixed learning approach for knowledge dissemination and better retention of concepts, the portal has been created with ease of facilitation for the beneficiaries and learners.

vii.   Currently the JTC course for CDPOs is uploaded on the website to enrich as well as increase the digital literacy amongst the ICDS functionaries especially CDPO who is Project in charge at the block level.

viii.   The portal has been created to offer job training courses, refresher courses, theme- based courses for all the ICDS functionaries like CDPOs, DPOs, instructors of training centres, supervisors and AWWs.

ix. Courses which will be open for general target audience like infant and young child feeding, basic course of nutrition, and course on integrated child development, with an objective to disseminate information at a mass scale is under the pipeline.

x. Contact programmes have been planned in NIPCCD to clear doubts of the trainers and learners once they are successful in completing online course.

xi. All the courses are free of cost.

xii. A user is eligible to register in courses at given point of time after NIPCCD admin clearance online.

xiii. The software of e-learning portal will be customized as per the State Government with State Government Support so that they can upload the website in regional language.

10.2 Eligibility Criteria for Job Training Courses(JTC) for Instructors of MLTCs/AWTCs

Anyone who is an ICDS trainer such as MLTC/ AWTC Instructors and principals are eligible for the course.

10.3 Instructions for all Online Courses

Easy tools embedded in the E-Learning courses help the individuals to learn and move at their own pace and take a formal assessment after each lesson, providing instant results and feedback. In case an individual is not able to score properly in a particular unit they are requested to re-read the chapter and go through the assessment again. On passing this test which, is based on the technical knowledge and application of skills, the individuals can deepen their understanding related to the project.

i. User/ Learner have to first complete the registration process to start any of the live courses.

ii. Registration is mandatory

iii. User/ Learner can opt for only two courses during the registration. The User/ Learner will be able to undergo only the courses he/she opted for.

iv. After completing the in-built registration form User/ Learner will receive an auto generated e-mail from the admin to generate password.

v. After generation of password, User/ Learner can sign-in to the account.

vi. It shall be noted that only after completing all the requisite criteria of the registration process User/ Learner's detail will be process for activation of account by the admin.

vii. The User/ Learner, after meeting with the criteria[1] will get approval from the admin for, account activation to officially start the course. The User/ Learner will now be an active user.[2]

viii. Once account is activated User/ Learner can now sign in and start the course.

ix. The User/ Learner will not be able to access the course content till he/she becomes the active user.

x. Minimum time for completion of each course is different therefore User/ Learner is requested to read the instructions for all the courses carefully.

xi. Users/ Learners of all the courses will have to undergo a mandatory evaluation[3] process.

xii. On successful completion[4] of the course, a digital certificate will be generated.

xiii. NIPCCD will be organizing a contact programme for students who have successfully completed the online course during which learner's certificate will be provided. It shall be noted that contact programme will be course specific and not all courses will have contact programme.

10.3 Types of e–learning Courses: Currently Job Training Courses for CDPOs, Supervisors and Anganwadi workers are available online. The new courses will be uploaded soon. All the instructors shall visit the portal <www. nipccd-elearning. wcd.nic.in> to check for any new courses.

10.4 Website Flow in Detail

10.4.1 **Home Page:** When a user, uses the URL<http://nipccd-elearning.wcd.nic.in/> the first screen that pops up is called the Home Page. A Student can access the portal from here. It has got various sections like: About us, e-courses, Registration, Sign in, Media connect, Latest news, etc.

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[1] Criteria: The requisite criteria i.e. the selection of User/ Learner for the courses available online are different. Thus, students are requested to read all the instructions carefully before starting the course.

[2] Active users: Any user who wants to do a particular course on the e – learning portal has to first fill a registration form. After filling that registration form after which a default e- mail is sent to the user for password generation and account creation after following that step, user is considered as registered. A registered user can access the home page of the web portal but not the course content as the users are still blocked and pending for activation. At this point in time role of site admin come in who prepares a list of all the registered users as per the eligibility criteria and send it for approval to the director, NIPCCD. After receiving the approval from the Director, the blocked users are activated by the site admin and are thus called active users.

[3] Evaluation: All online courses have in built evaluation process as per the courses. All User/ Learners have to take evaluation to complete the course.

[4] Successful completion: all the Users/ Learners have to undergo mandatory evaluation and only after clearing the evaluation he / she will get the digital certificate.

10.4.2 **Registration:** Before accessing any course a student has to first Sign up and this process is known as the Registration process. In this a student fills the built-in detailed proforma and then creates a user name and password. After which an e–mail is send to the user with a link for password generation/change of password. This completes the registration process. It is mandatory to insert/upload a passport size photo in the registration form for authentication purposes.

10.4.3 **Sign In:** Once the Registration Process is complete the user has to wait for Admin approval from NIPCCD. Now the user will be termed as "ACTIVE USERS" and will be an active user of the portal. He /she can access the courses they have been enrolled into.

10.4.4 **Landing Page:** After completing the Sign in process the Student user now has access to the first page of the course they have opted for, this page is called the landing page. All the student users are requested to read the instructions given on the Landing Page carefully.

10.4.5 **Start Course:** On the Landing page, at the end of the page there is a Button named Start course. In order to navigate to the course content page, student has to click on that button and they will be navigated to the course content.

10.4.6 **Detailed Sessions[1]/ capsules:** Once the student is navigated to the course content, they have to undertake each and every session. All the sessions are explained in a detailed format, supported by videos, web links and extra reading material.

10.4.7 **Back Button:** All the pages of online courses have a back button which can navigate Users/ Learners to the previous opened page. Along the back button User/ Learner will have an option to navigate the path of the page that he/ she is reading. They can directly click on the path and visit the page of the course.

10.4.8 **Evaluation:** After going through the detailed sessions, every student has to undertake evaluation[2] which are staged after every two sections. One cannot jump the process neither can he/she access the course without completing and passing the evaluation. Minimum Pass percentage for all the courses is 45%.

104.9 **Digital Certificate[3]:** After clearing the evaluation, a student can download a bar coded certificate and he/she now stands eligible for the contact programme.

10.4.10 **Log out**: A user can easily logout from the web application by clicking the sign out button from the main menu.

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[1] Sessions: The process flow for each course would be different and as per the structure of the course.

[2] Evaluation: All online courses have in built evaluation process as per the courses. All User/ Learners have to take evaluation to complete the course. Only then he/ she shall be able to download the digital certificate.

[3] Digital Certificate: Digital certificate of all the courses will be different. No two courses will have same certificate.

10.5 Contact Information

Shri Manoj Kumar Singh, Director (Training)
MWCD
Room No. 307- B, Shastri Bhawan,
New Delhi
mksingh.ofb@nic.in

Shri Manoj Kumar
Under Secretary (Training)
manojkumar1616@nic.in
One may write directly by filling the details in the built form on the website

OR

Write to the given address:
Director
National Institute of Public Cooperation and Child Development (NIPCCD)
5, Siri Institutional Area, Hauz Khas, New Delhi – 110016.
Telephone no: 011-26964373, 26515579
Email us at: elearningnipccd@gmail.com
*One may also contact our helpline number: 1800-111-606 from 9.30 a.m to 5:00 p.m
(Monday to Friday) except on holiday*

Annexures

Annexure I

To
a) State Secretaries in charge of ICDS Scheme (All States/UTs)
b) Directors in charge of ICDS Scheme (All States/UTs)

Subject: **Guidelines for Monitoring and Supervision Visits to ICDS Blocks and AWCs by Officials of State and Central Governments -** *Regarding*

Sir/Madam,

The monitoring and supervision of the ICDS Scheme is recognized as one of the essential requirements for effective working of the Scheme. The Ministry of Women and Child Development has been taking steps to revamp the whole management information system (MIS) under the programme. Along with collection of regular monitoring data through the MIS, regular field visits to the AWCs/ICDS Blocks by programme Officials at different levels are essential to monitor the working of Anganwadi Centres (AWCs). Through intensive monitoring and supervision visits, problems/bottlenecks in the delivery of services at AWCs can be addressed. Along with, the views and perspectives of the community for improvement in day-to-day functioning of AWCs and service delivery can be elicited for taking appropriate corrective actions.

2.   In order to standardize the existing practice of monitoring and supervision visits which are being followed differently by different States/UTs, the Ministry of Women and Child Development has prepared the Guidelines which cover Officials at both State and Central Governments. The Guidelines prescribe the minimum requirements of visits that are to be made at various levels. **A Copy of the Guidelines is attached herewith.**

3.   The States/UTs are requested to adhere to the Guidelines and share the same with the Health Department and District Collectors for implementation. The States/UTs may ensure having a mechanism for reviewing the monitoring and supervision Reports at the appropriate levels for necessary corrective actions.

4.   The State Govts/UT Administration may inform this Ministry about the action taken for implementation of these Guidelines. In case, they already have a system in place that meets the requirement laid down in these Guidelines, they may intimate the details to this Ministry.

Yours sincerely,

(Dr. Shreeranjan)
Joint Secretary
Tel: 2338 7683

Copy:
(i)   Director, NIPCCD
(ii)   Regional Directors of NIPCCD (Guwahati, Indore, Lucknow, Bangalore)
(iii)   Food and Nutrition Board and its all Field Units
(iv)   Directors/Dy. Secretaries in CD Bureau, MWCD Div (RD)
(v)   US (CD-I/III)/US (CD-II)/US (WB)/US (Training)/US (ME)/Sr. Programmer / AD (WB & ME)
(vi)   Plan and Research Unit, MWCD

Guidelines for
Monitoring and Supervision Visits to ICDS Blocks and Anganwadi
Centers (AWCs) by Officials of the State and Central Governments
and Involvement of PRIs in Monitoring of AWC Activities

October 2010

ICDS Monitoring & Evaluation
Unit Ministry of Women and Child Development
Government of India

Guidelines for Monitoring and Supervision Visits to ICDS Blocks and AWCs by Officials of the State & Central Governments andInvolvement of PRIs in Monitoring of AWC Activities

1. The Integrated Child Development Services (ICDS) Scheme has an in-built monitoring system since its inception through which regular reports and returns flow upwards from Anganwadi Center (AWC) to block, district, State and finally in an aggregated form to the Government of India (GoI). In addition to collection of regular monitoring data through the programme management information system (MIS), periodic field visits to ICDS blocks/AWCs by Officials at various levels and review of the programme implementations at different levels are also undertaken as part of the regular monitoring of the programme

2. To provide necessary support to the ICDS field functionaries in improving the quality of service delivery by addressing various problems/bottlenecks and also to elicit views and perspectives form the community for improvement in day - to – day functioning of AWCs and service delivery intensive monitoring and supervision visits by Programme Officials at different levels are essential for taking appropriate corrective actions. In order to standardize the existing practice of monitoring and supervision visits which are being followed differently by different State/UTs, the following Guidelines are prescribed, that provide minimum requirements of monitoring and supervision visits to ICDS Blocks/AWCs by Officials from both State and Central Governments. It also outlines involvement of PRIs in monitoring of AWC activities.

3. Monitoring and Supervision Schedule:The following monitoring and supervision schedule to ensure effectiveness in the delivery of services in ICDS is stipulated and directed for the State and Central Officials:

SL#	Category of official(s)	Schedule/proposed requirement
A.	**At the State level**	
1.	Supervisors (ICDS)	A minimum of 50% of AWCs under the Supervisor's jurisdiction every month
2.	Joint visit by ICDS Supervisors with ANM/LHV	At least 2-3 AWCs every month and the visits given in sl.no.1 can also be under this category.
3.	CDPOs/ACDPOs	At least 250 AWCs per month on a rotational basis and to ensure coverage of 100% AWCs in a year.
4.	Joint visit by CDPOs/ACDPOs with Medical Officer (MO)	At least 5 AWCs per month and these can be as part of the cists mentioned under sl.no.3.

5.	ICDS District Programme Officers (DPOs)/RDDs/Dy. CEOs	All blocks to be covered per quarter. At least 3 AWCs during each blocks= visit To ensure 10% AWC coverage in a year equally spreading them across the year.
6.	Joint visit by DPOs with CMHO	At least 1 Block and 2 AWCs each month
7.	District Magistrates/ Collectors (DMs/DCs/ ADMs Planning Officers/ District Social Welfare Officer	At least 15 AWCs (preferably on Village Health and Nutrition Days) and 25% blocks every 6 month
8.	CEO/Zilla Parishad Officer (whereuer entrusted the responsibilities of ICDS)	At least 15 AWCs (preferably on Village Health and Nutrition Days) and 25% block every 6 month
9.	Nodal Officer (M&E/MIS) from State Directorate (wherever in position)	At least 10 AWCs and 2 Blocks each month.
10.	Other Directorate Officials (Dy. Director/It. Director/ Asstt. Director)	At least 5 AWCs each month and 20% of Blocks every year (to be equally distributed across all districts In the state)
11.	State Director (ICDS)	At least 20 AWCs in each quarter and 10% of blocks every year (to be equally distributed across all districts in the state)
12.	State Secretary (WCD) (including officials form Under Secretary to Special Secretary)	At least 50 AWC and 25 blocks every year (to be equally distributed across all districts in the state)
13.	Official form Field units of Food & Nutrition Board (CFENU)	10 AWCs per month or as prescribed whichever is more. (to be equally distributed across all districts in the state)
14.	Instructors of AWTCs/ MLTCs	5 AWWs/5 Supervisors after 2 months of completion of each of the Job/Refresher trainings of AWWs/ Supervisors as a follow-up of training courses conducted at AWTCs/MLTCs respectively.
15.	Consultants from Home Science Colleges/Medical Institutes, appointed by Central Monitoring Unit (CMU) of NIPCCD	As per the agreement made in the terms of references of CMU.

B.	At the Central level	
16.	Officials from ICDS M&E Unit of MWCD	1 State per month(@1 district per state,2 block per district,4 AWCs per block per unit)
17.	Other Senior Officials of MWCD (Dy. Secretary/ Director/Joint Secretary)	At least one State in a month (@ 2-3 AWCs per state/1 district HQs/1 block office
18.	Faculty of NIPCCD (including all regional centres)	2 States per quarter (@ 2-3 AWCs, 1 AWTC and 1 MLTC per State) OR as per the existing arrangement whichever is more
19.	Officials from Food & Nutrition Board (HQs)	1 State per month (@ 2-3 AWCs per state per visit)

4. **Preparation of Action Plans:** Stareswill prepare district-wise action plans in advance on the monitoringand supervision visits by the Officials at various levels for every six month. For joint visits along with the Health Officials, an advance plan would be prepared in consultation with the Department by aligning with their monitoring visits. State may enhance the scope of joint visits by involving Officials from other line departments as well viz,, Sarva Siksha Abhiyan (SSA), PRI and Rural Development, Drinking Water Supply and Sanitation etc., in order to assess / strengthen effectiveness of convergence of ICDS Scheme with these programmes.

5. **Checklists for making monitoring & supervision visits to ICDS Blocks and AWCs by the State and Central Government Officials**

A. **For officials at the State level**

The following aspects of the ICDS programme implementation are to be monitored/ supervised during the field visits[1]:

i. Availability of infrastructural facility (building, adequate space, toilets, separate closed kitchen and space for women health check-ups); provision for electricity; supply of potable water to AWC, etc.;

ii. Availability of functional weighing scales (baby and adult) and growth charts for all children;

iii. Availability of cooking utensils, water storage container, medicine and PSE kits, all prescribed registers/ reporting formats (MPR) in printed form;

iv. Regularity in working of AWCs and also to see whether AWW is present daily at the centre;

v. Whether snacks and hot cooked supplementary food are provided 25 days a month without disruption to the children 3–6 years and Take Home Rations (THR) to pregnant women, lactating mother, and children 6–36 months;

[1]This check-list is in re-iteration/ addition to the existing checklists that are used by the ICDS

vi. Involvement of Self-Help Groups or any women groups in preparation and distribution of supplementary food/ or any other decentralized arrangements;

vii. Whether the beneficiaries liked the taste and quality of the supplementary food;

viii Whether prescribed calorific norms are being met or not? (to be validated from Food & Nutrition Board/ State and Central Govt.);

ix. Whether regular weighing of the children is done (to check growth charts and verify age and weight of a few sample children and their nutritional status as recorded in the growth charts);

x. Whether immunization and health check-ups are done regularly (to check last 2 months' records);

xi. Observance of village health and nutrition days (VHNDs): The monitors need to look for village-wise micro plan for VHNDs and it should be available with the CDPO at the block and district level;

xii. No. of children present at the AWC on the day of visit and received supplementary food as against total registered; (to compare this figure with the previous one week's average figure);

xiii. No. of children who received pre-school education at the AWC (what activities were undertaken by the AWW?) on the day of visit as against total registered;

xiv. Whether there is any community support to the AWC. If not, why? (to talk with some village committee/PRI members);

xv. Whether AWWs make regular home visits and counsel the mothers and their families during critical contact periods of pregnancy, infancy or during sickness of the children (to validate by visiting a few such households);

xvi. General perception of the community towards functioning of the AWC. Whether there has been any improvement over the last 2-3 years; and

xvii. Suggestions, if any.

B. **For Officials at the Central level:**

Besides the above checklist, Officials from the Central Ministry would take up some of the following issues with the State Government Officials:

i. Status of operationalization of new blocks and AWCs;

ii. Organigational structure of ICDS at the state and district level (Staffing positions, vacancies, timeline and processes for filling-up vacancies, whether separate cadre of ICDS officials; etc);

iii. Promotional avenues for AWWs/ Supervisors/CDPOs;

iv. Mechanism to monitor regular reviews and monitoring visits to AWCs/ blocks;

v. Fund flow from Govt. to Directorate to District/ Blocks/ AWCs – Time taken at each level;

vi. Adherence to the GOI prescribed financial/ feeding norms at all levels for effective programme implementation (e.g. SNP, POL, contingency, MIS, IEC, flexi funds at AWC;

vii. State's plan for strengthening the AWC infrastructure (leveraging resources from other programmes/departments);

viii. Mechanism for effective convergence with health and other line departments; and

ix. Lifiting position of food grains under Wheat Based Nutrition Programme (WBNP) and its end use, etc.

Note:

i. The above points are only indicative. The States/ UTs can add more indicators based on specific needs/problem of the area.

ii. During joint visits with health, issues like regular immunization, drop-outs of immunization, ANM's presence on VNHDs, referral services etc should be taken up.

iii. Some of the visits should be made during the VHNDs.

iv. Officials should devote considerable time to one AWC visit to get a clear and true picture of the programme and its delivery to the intended beneficiaries.

v. Selection of AWCs for inspection should be done in a manner that interior areas are covered and there is no undue emphasis on visiting the road side villages.

vi. Some of the visits to AWCs by the state and national level Officials should be from those that have been recently visited by the CDPOs/DPOs to see whether any action has been taken based on their field reports and also to ensure some quality improvements at the block/AWCs level.

6. Reporting and Feedback: Each Official up to the level of DPO will prepare a brief report (maximum 2 pages) critically analyzing the programme implementation in respect of the aforesaid aspects/issues and ensure necessary feedback is given to AWWs/Supervisors/CDPOs. The Supervisors and CDPOs/ACDPOs will reflect the findings of their field visits in their respective monthly/quarterly progress reports. Findings from the field visits would be discussed at the sector/block/district/state

level review meetings. State Directorate will have the overall responsibility to compile the district-wise key findings of the field visits at the end of every quarter and submit the same to the GoI. Officials from the central level would prepare state specific reports by analyzing key factors and ensure transmission of the feedback to the State Governments through the bureau-head of the MWCD within ten days of their visits.

7. **Involvement of PRIs in monitoring of AWC activities:** The need for involvement of PRIs in monitoring of ICDS activities has been always felt and desired in order to build an accountability mechanism for delivery of services and availability of supplies at AWC level. However, in the absence of clear defined guidelines, involvement of PRIs in supporting the implementation of ICDS has rather been sporadic and limited to selection of AWWs and AWHs, construction of AWC buildings etc. It is proposed that PRIs may be involved in monitoring of the day-to-day functioning of the AWCs, especially with respect to the following:

i. Regularity in functioning of AWCs

ii. Regularity in supplementary food (snacks, hot-cooked meals and THU), its quality and acceptance by the community

iii. Coverage of all households and eligible beneficiaries

iv. Regular weighing of children

v. Regular supply of IFA, vitamin A and de-worming medicines by health

vi. Organization of the monthly joint meetings between health and ICDS (Village Health and Sanitation Committees)

vii. Monthly observance of Village Health and Nutrition Days (VHNDs)

viii. Availability of prescribed records and registers at AWC

ix. Monitoring of regular payment of honoraria to AWW & AWHs

x. Construction of AWCs and its maintenance

xi. Community mobilization by motivating people to participate in ICDS service delivery; and

xii. Involvement in Health, Nutrition and Sanitation Education

State may devise appropriate reporting mechanism in consultation with the State PRI Department to review the feedback received from the PRI members and to take necessary corrective actions.

Note: The above guidelines may be appropriately embedded into the existing monitoring and supervision mechanism in ICDS programme implementation as being followed by the States/UTs.

Annexure II

Outline for Strengthening Training and Capacity-Building at all Levels under the ICDS Mission

Training is the most crucial element in ICDS, since the achievement of programme goals depends upon the effectiveness of frontline workers in improved delivery of packages under ICDS. At the National level, the National Institute of Public Cooperation and Child Development (NIPCCD) is an apex institution for ICDS training programme. It has the overall responsibility of planning, coordination and monitoring of ICDS training programme, designing curricula, training contents and materials. NIPCCD has been responsible for developing training curricula for various categories of functionaries ranging from Job training courses of longer duration to short term courses like refresher courses, induction and skill development courses. The Institute is also the nodal institute for conducting regular training of CDPOs/ACDPOs and regular refresher courses for them from time to time. Prior to 1999, the Middle Level Training Centers (MLTCs) were under the administrative & financial control of NIPCCD and therefore it was also responsible for quality monitoring of training of Supervisors as well. However, with the launch of Project UDISHA during 1998-99, training was decentralized and the MLTCs were brought under the control of respective State Governments.

At the State level training centers engaged in the training of Supervisors and Instructors of AWWs and Helpers are called as Middle Level Training Centres (MLTCs) whereas those engaged in the training of AWW and AWH are known as Anganwadi Workers Training Centres (AWTCs). The MLTCs and AWTCs are engaged in different kinds of training on a regular basis such as Induction, Job / orientation and Refresher Training for Supervisors, AWWs and AWHs. Other than this, the MLTCs are also engaged in imparting Orientation Training to In structors of AWTCs. There are altogether 526 Training Centres including 498 AWTCs and 28 MLTCs (as on 31.12.2010) that are functioning all over the country. Most of these Training Centres are run by NGOs, Trusts and professional / technical institutions like Schools of Social Work and Colleges of Home Science. There are also a few States / UTs which are running their own AWTCs and MLTCs for imparting training to AWWs and Supervisors.

Despite the presence of the above training institutions and range of training and capacity building programmes carried out by them, there exists some gaps and lacunae in the existing training systems and structures. These include: (i) ad-hocism in training and capacity building, despite massive expansion of ICDS due to universaliation and third phase of expansion; (ii) absence of management structures for training and capacity building at state levels; (iii) ad-hocism in increasing and decreasing the actual duration of training syllabi and contents without any systematic & scientific evaluation; (iv) weakening of NIPPCD and other training institutions due to downsizing of these institutions due to economic measures; (v) inadequate financial norms; and (vi) inadequate monitoring and evaluations of training and capacity building programmes for understanding its impact as well as to facilitate informed planning and implementation.

In view of bridging the above gaps and strengthening training and capacity building of ICDS personnel at all levels.

The following core actions would be taken under the ICDS Mission:

1. Strengthening Training at State levels: In order to strengthen training and capacity building of ICDS functionaries at State and local levels, the following major steps would be undertaken:

    a) Setting up of Training Cells at State level: In order to facilitate proper planning, implementation, monitoring and evaluation of training and capacity building for the ICDS functionaries and stakeholders at the State level, a Training Cell would be set up under the State ICDS Mission. This Training Cell would be responsible for carrying out all activities for strengthening training and capacity building at the state level including carrying out training needs assessment, coordination between the training institutions, ICDS National / State Missions and the State Government, creation and maintenance of proper database on the status of training of all functionaries, monitoring of state - level training institutions, ensuring timely release of funds to State-based training institutions, among others. Such a Training Cell would function under the overall supervision and control of the State ICDS Mission and would be manned by one State Coordinator (Training), one Programme Associate (Training) and one Data Entry Operator. The State Coordinator (Training) appointed in each State ICDS Mission Directorate would provide support to the State Training Cell in managing all training and capacity building activities in the respective district. Flexibility will be provided to the State 83 ICDS MISSION – THE BROAD FRAMEWORK FOR IMPLEMENTATION Governments for increasing the number of personnel at the State Training Cell based on the need through APIPs approved by EPC. The State Training Cell would be eventually transferred to the State ICDS Mission Resource Centre as and when it is set up by the concerned State Government.

    b) Setting up of State Training Institutes (STIs) for ICDS (in 10 States): Training of the field level ICDS functionaries, viz., AWWs, AWHs and Supervisors, is mostly conducted through NGO -rum AWTCs/MLTCs and continuation of these training centres is made on year-to-year basis. NIPCCD is responsible for training of CDPOs/ACDPOs and also Training of Instructors of MLTCs. However, it is found that the existing infrastructure for training is inadequate to cater the emerging needs of training and capacity building, especially in view of the huge backlogs that are accumulated due to universalization of the ICDS Scheme and also introduction of new schemes like SABLA, IGMSY which are implemented using AWC platform. Except in Tamil Nadu, which has established its own Training Institute at the State level for training of CDPOs/ ACDPOs, and other senior functionaries, out of the funds available under the erstwhile Udisha Project, there is no permanent training infrastructure for ICDS in the States, which has adversely impacted continuous training and capacity building of functionaries. This is in contrast with the Health;

Education or Rural Development programmes which have their own State / District based permanent training institutes (SIHFWs / SIRDs / DIETs etc). Keeping in view of this, State Training Institutes (STIs) for ICDS in 10 major States would be setup in association with SIRDs / SIHFWs etc., during the 12th Plan. It is envisaged that the STIs will cater to the needs of the individual States as well as the neighboring States for the training of district / block ICDS officers and other senior officials of the State ICDS Directorates.

2. Strengthening of NIPCCD: NIPCCD which is the apex training Institution of the MWCD for training of ICDS functionaries needs to be adequately strengthened to enable it to play its role effectively. Currently, this responsibility is being carried out by NIPCCD with the help of four main units created under its Training Wing. These units include: (i) Planning Coordination & Monitoring; (ii) Training Technology; (iii) Training Materials; and (iv) Pre-school Education. Each of these units is headed by a Deputy Director level officer who is assisted by one Assistant Director and one Research Assistant. In order to strengthen the institutional capacity of NIPCCD to improved training and capacity building outcomes, a separate ICDS Training Resource Centre (ICDS– TRC) would be set up within NIPCCD, under the ICDS Mission. The above-mentioned human resource responsible for ICDS training would be subsumed within the ICDS – TRC. Accordingly, the structure of the ICDS – TRC would be as under:
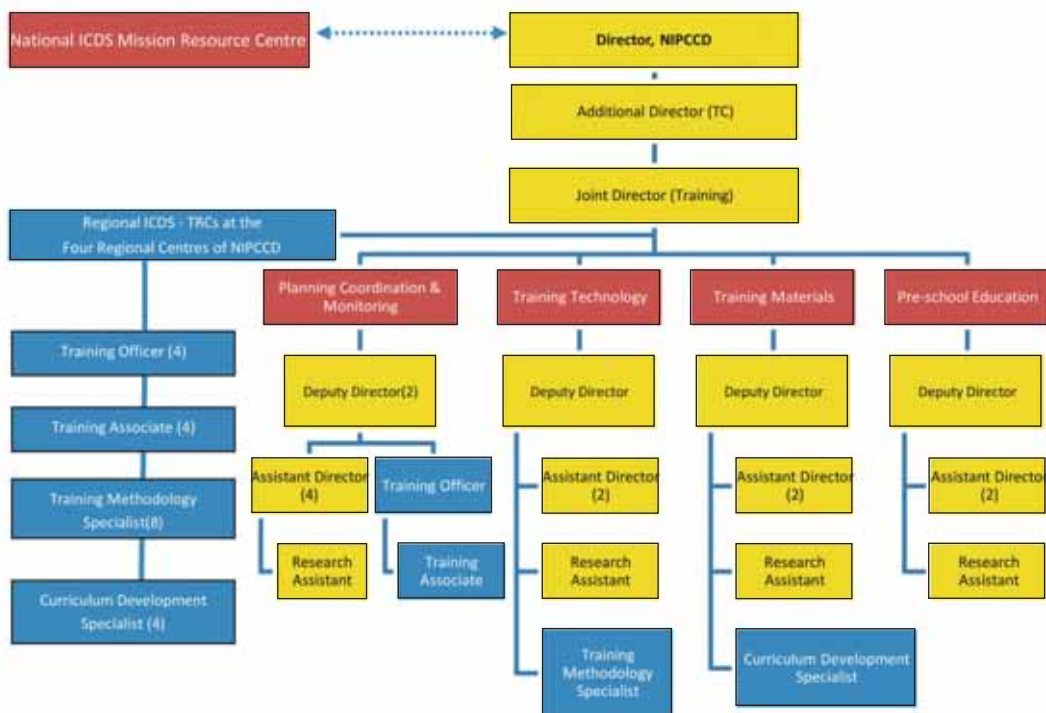
The management and monitoring of MLTCs would be carried out by the Planning, Coordination and Monitoring Unit within the ICDS – TRC based at NIPCCD Headquarters with the active support of its regional centres. For this purpose, a Regional ICDS – TRC would be set up in each of the five regional centres of NIPCCD. These Regional ICDS – TRCs would function under overall supervision and guidance of the concerned Regional Director. A Deputy Director level officer would head this unit in each regional centre who would be assisted by one Assistant Director, one Research Officer and one Assistant cum Data Entry Operator. Similar, ICDS – TRC would be set up in new Regional Centres of NIPCCD to be set up in Bihar and Punjab.

The ICDS – TRC would keep a close liaison with the training cells within the State ICDS Mission to plan, implement and monitor training of CDPOs / ACDPOs, master trainers and other service providers and stakeholders. It would also create and maintain a national and state-specific database of the ICDS functionaries trained to monitor the requirement of skill training, job / refresher training etc. The ICDS – TRC would draw a National and State-specific Annual Action Plan of Training of ICDS functionaries for its headquarters, Regional Centers of NIPCCD and State Training Cells. The TRC would be responsible for carrying out periodic revision/ development of the training modules/contents as well as relevant research and evaluation of training across the country with the support of the respective regional centres, state training cells and other training institutions. It would also provide academic support to the AWTCs/MLTCs and STIs (when established) and would be responsible for the management of all the MLTCs including release of funds, monitoring and training of trainers.

3.   Strengthening of MLTCs and AWTCs - Monitoring and Accreditation: Institutional strengthening of training institutions like MLTCs and AWTCs would be one of the major training reforms under the ICDS Mission. While the existing system of contracting these training centers to NGOs would be continued, a system of long-term partnership would be put in place by contracting NGOs for at least three - five years. Such long-term contracts would be initially awarded to at least 10% of the better performing MLTCs and AWTCs in each State. This would not only provide some kind of permanency to these centers but also motivate the parent NGOs to raise better infrastructure for training. Additional funds for improving the existing infrastructure including Hostel, Furniture, furnishing of classrooms and audio-visual aids etc. would also be provided to these centres.

Monitoring and accreditation of all such training Institutions would be the responsibility of the ICDS – Training Resource Centre based at NIPCCD headquarters. However a committee of experts who have experience of ICDS training would be constituted on the pattern being followed by NCTE, AICTE etc. This committee will make on the spot visits to organizations running these training centres and give its recommendations for accrediting these.

4.   Revision and development of course curricula / modules / training and learning materials: Considering the fact that a number of new interventions are to be introduced under ICDS Mission, which would result into additional responsibilities

of various ICDS functionaries at all levels, revision / modification and development of training curricula / modules / training and learning materials would be given high priority. Careful review and revision of training curricula / contents would be undertaken for making them more focused on core service delivery packages of ICDS Mission including: (i) Early Childhood Care Education and Development (ECCED); (ii) Child Care, Development and Maternal Counselling; (iii) Health and Nutrition Education with special focus on IYCF; and (iv) IEC, Social Mobilization & voluntary action. Strengthening training contents on the roles and responsibilities of functionaries especially in the context of evolving priorities of the programme would also be undertaken. Emphasis would also be given on providing more hands on training to various levels of functionaries. Revision and development of course curricula / modules / training and learning materials would be undertaken in consultations with States, NIPCCD, experts, trainers of MLTCs / AWTCs and some of the selected functionaries.

5. Up-gradation of Training Facilities: Various assessment reports highlighted the need for upgradation of training facilities at the training centres, viz. equipments, furniture etc for better management of training programmes. Currently an amount of Rs. 1.25 lakh as one –time grant has been provisioned for the newly opened AWTCs. No such funds are available for old AWTCs or old/ new MLTCs. A lump-sum amount of Rs. 2.5 lakh would be provided for up-gradation of training facilities to each of the newly opened AWTCs and also to the old AWTCs who are in operation continuously for at least 5 years. Similarly, an amount of Rs. 3 lakh is would be given as one-time grant to all newly opened MLTCs as well as to the old MLTCs that are in operation for at least 5 years.

6. Regular Training Programmes: All ICDS functionaries, viz., AWHs, AWWs, Supervisors, ACDPOs / CDPOs and also Instructors of AWTCs / MLTCs are imparted mandatory regular trainings viz., job /orientation training on their initial appointment. Short duration induction training is also given to AWWs, Supervisors and CDPOs / ACDPOs in order to operationalize the ICDS projects / AWCs, before they are deputed to one- time job training course. During their service, refresher training is given to the ICDS functionaries and Instructors of AWTCs / MLTCs every two years to equip them with knowledge, skills and capabilities to implement the ICDS Scheme. These regular training programmes along with other innovative training, workshops, seminars etc. would continue to be organized with revised financial norms detailed out in section – 9 below until the National and State ICDS Mission Directorates are set up and functional. After which a comprehensive training need assessment would be carried out across the country to ascertain the training requirement of each functionary at all levels, based on which all regular / existing training programmes / plans would be revised and / or strengthened.

7. Training Need Assessment: The National ICDS Mission Directorate with the support from National ICDS Mission Resource Centre, NIPCCD and State Mission Directorates would carry out a comprehensive training need assessment across the country to ascertain the training requirement of each functionary at all levels. The training needs assessment would be outsourced to a third party organization / institution with extensive knowledge and experience of conducting training

needs assessment and / or similar activities. Based on the findings of the training needs assessment, National and State level Training Plans would be drawn up and implemented during the remaining period of the 12th Five Year Plan.

8. Revision of financial Norms: Financial norms relating to training of various ICDS functionaries and trainers, conducted at AWTCs/MLTCs and NIPCCD, were last revised in April 2009 after a gap of 10 years, based on recommendations of a specially constituted Committee. Since 2009, due to escalation of prices, the revised norms have become inadequate. Some studies have highlighted that due to the low financial norms, quality of training is considerably affected and often Training Centres are not able to retain good Trainers, who are mostly post graduates in Nutrition, Home Sciences or Child Development. Therefore these norms would be enhanced by a suitable percentage under different items of training courses as per the detailed given at Table-1 .

Detailed guidelines on strengthening training and capacity building under ICDS Mission would be laid down in the Implementation Guidelines of the ICDS Mission to be prepared by the Ministry of WCD.

Table-1: Comparative Statement on Existing and Revised Norms for some Unit Costs (Where changes suggested) for various ICDS Training Courses

Cost classification	Item Head/ Category of Staff Programme	Existing Norms/ Provision (w.e.f.1.4.2009)	Revised Norms/ Provision
i. Fixed Cost			
IA: Anganwadi Training Centre (AWTC)			
a. Recuring	Rent	Average @ Rs.9000/- pm [i. Metro/ A-1/A Cities: Rs 12, 000/-p.m. ii. B-1/B Cities: Rs 10,000/-p.m. iii. District Level Towns: Rs. 7,00/-p.m. iv. Block level & Other Towns: Rs. 6,000/-p.m.]	Average 13,000/- pm [i. Metro/A-1/A Cities: Rs. 18,000/-p.m. ii. B-1/B Cities: Rs. 15,000/-p.m. iv. District Level. Towns: Rs.10,000/-p.m v. Block Level & Other Towns: Rs. 9,000/-p.m.]
	Electricity & water charges	@ Rs. 2000/-pm for electricity & @ Rs.500/-pm for water	@ Rs.3000/-pm for electricity & @ Rs.750/-pm for water

	Communication (Tele/fax)	Rs 750/-per month	Rs. 1000/-pm
b. Non-recurring			
	Up-gradation of equipments, furniture, training materials etc (for both old and new Training Centres)	Rs1.25 lakh	Rs 2.5 lakh
IB. Middle Level Training Centre (MLTC)			
a. Recurring	Monitoring visits by MLTC faculty to AWTCs and ICDS Projects/ AWCs	Rs. 12,500/- per annum (5 visits per year)	Rs. 18,000/-per annum (10 visits per year)
	Newspaper, Magazine, Fax, Internet etc.	Rs. 750/-per month	Rs. 1500/- pm
	Electricity and Water	Rs. 2000/- for electricity and Rs.500/- for water	Rs. 4000/- for electricity & Rs. 1000/- for water
b. Non-recurring	Up-gradation of equipments, furniture, training materials etc	No provision	Rs. 3.00 lakh (for both old and new MLTCs)
II. Recurring Variable Cost (both for AWTC and MLTC)			
A. Graded Honoraria to AWTC/MLTC Staff	Coordinator of MLTC	Rs. 2000/- (fixed)	Rs. 3000/- (fixed)
	Principal of AWTC/ Instructor of MLTC	i) Initial appointment: Rs. 10000/-	Rs. 12250/-
		ii) On completion of 5 yrs: Rs. 12,500/-	Rs. 15625/-
		iii) On completion of 10 yrs: Rs. 15,000/-	Rs. 18750/-

		iv) On completion of 15 yrs: Rs. 17,000/-	Rs. 21875/-
		v) On completion of 20 yrs: Rs. 20,000/-	Rs. 25000/-
		vi) On completion of 25 yrs: Nil	Rs. 30000/-
	Instructors of AWTC	i) Initial appointment: Rs. 8,000/-	Rs. 10,000/-
		ii) On completion of 5 yrs: Rs. 10,000/-	Rs. 12,250/-
		iii) On completion of 10 yrs: Rs. 12,000/-	Rs. 15,000/-
		iv) On completion of 15 yrs: Rs. 14,000/-	Rs. 17,500/-
		v) On completion of 20 yrs: Rs. 16,000/-	Rs. 20,000/-
		vi) On completion of 25 yrs: Nil	Rs. 25,000/-
	Accounts Clerk at AWTC Typist at AWTC Typist-cum-clerk at MLTC Assistant Accountant at MLTC	i) Initial appointment: Rs. 6000/-	Rs. 7,500/-
		ii) On completion of 5 yrs: Rs. 7500/-	Rs. 9,375/-
		iii) On completion of 10 yrs: Rs. 9,000/-	Rs. 11,250/-
		iv) On completion of 15 yrs: Rs. 10500/-	Rs. 13,125/-
		v) On completion of 20 yrs: Rs. 12,000/-	Rs. 15,000/-
		vi) On completion of 25 yrs: Nil	Rs. 18,000/-
	Lady Warden at AWTC/MLTC	i) Initial appointment: Rs.5000/-	Rs. 6,250/-
		ii) On completion of 5 yrs: Rs. 6000/-	Rs. 7,500/-
	Job training of CDPOs/ACDPOs	Rs. 24,000/- per course	Rs. 30,000/- per course
	Refresher training of CDPOs/ACDPOs	Rs. 3000/- per course	Rs. 4500/- per course

	Induction Training of CDPOs/ACDPOs	Rs. 1000/- per course	Rs. 3000/- per course
	Orientation/Refresher training of MLTC Instructors	Rs. 3000/- per course	Rs. 4500/- per course
F. Incentives	Incentives to Trainee AWWs on completion of job training	Rs. 500/- per trainee	Rs. 1000/- per trainee
G. Contingencies	Job training of AWWs	Rs. 3000/- per course	Rs. 4500/- per course
	Refresher training of AWWs	Rs. 500/- per course	Rs. 2000/- per course
	Induction training of AWWs	Rs. 1500/- per course	Rs. 2000/- per course
	Job training of Supervisors	Rs. 5000/- per course	Rs. 7500/- per course
	Induction/Refresher training of Supervisors and Orientation training of Instructors of AWTCs	Rs. 2000/- per course	Rs. 3000/- per course
	Refresher Training of Instructors of AWTCs	Rs. 1500/- per course	Rs. 2000/- per course
	Job training of CDPOs/ACDPOs	Rs. 10,000/- per course	Rs. 15,000/- per course
	Induction/Refresher training of CDPOs	Rs. 5000/- per course	Rs. 7,500/- per course
	Orientation/ Refresher Training of Instructors of MLTCs	Rs. 3000/- per course	Rs. 4,500/- per course

No. 8-1/2013-TR
Government of India
Ministry of Women and Child Development
(ICDS Training Division)

1st Floor, Hotel Janpath
Janpath, New Delhi – 110001

Dated: 7th November 2013

To

1. Principal Secretaries/Secretaries in-charge of ICDS Programme (35 States/UTs)
2. Commissioner/Directors in-charge of ICDS Programme (35 States/UTs)
3. Director, NIPCC D, New Delhi.

Subject: ICDS Training Programme – Budgets for various regular training programmes for the ICDS Functionaries based on the revised financial norms approved under the Strengthened and Restructured ICDS Programme for the 12th Five Year Plan– *Regarding*.

Madam/Sir,

The importance of training and continuous capacity building of the ICDS functionaries for improving the quality of service delivery in ICDS has always been recognized as vital for the success of the programme. The aim of training programme in ICDS is to develop the field functionaries into *agents of social change*. During the current 12th Five Year Plan, the Government of India (GoI) has laid much emphasis on strengthening the training component of ICDS programme in order to improve the service delivery mechanism and to accelerate better programme outcomes.

2. *Vide* letter no.1-8/2012-CD-I dated 22.10.2012, Govt. of India has already approved the strengthened and restructured ICDS Scheme in the 12th Plan with, *inter-alia*, revised norms for the training component. The State Governments/UT Administrations may use the revised financial norms for the ICDS Training programme as contained in the *ICDS Mission–The Broad Framework of Implementation*, circulated *vide* the aforesaid letter dated 22.10.2012 (*Ref. para 5.xi read with Annexure XI, page 85-91*) with effect from 1 September 2013 *or* the date of approval of the State Training Action Plans for 2013-14, whichever is earlier.
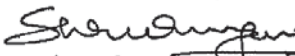
3. Based on the aforesaid revised financial norms, budgets for various types of regular training courses (induction/job/refresher) for the ICDS functionaries as well as for the Instructors of AWTCs/MLTCs which are imparted through NIPCCD, MLTCs and AWTCs, have been worked out and are attached herewith to facilitate preparation of the annual training action plans (STRAPs) by the States/UTs.

4. Salient features of the revised financial norms are as under:

   i. Graded honoraria for the staff of AWTCs and MLTCs would be as per the enclosed Annex-1 and Annex-2, respectively. While enhancing the honoraria of staff of AWTCs/MLTCs, one more grade of honorarium at 25 years of service has been added.

ii. A lump-sum amount of Rs. 2.50 lakh for up-gradation of training facilities to each of the newly opened AWTCs and also to the old AWTCs which are in operation continuously for at least 5 years will be admissible. Similarly, an amount of Rs. 3.00 lakh would be given as one-time grant to all newly opened MLTCs as well as to the old MLTCs that are in continuous operation at least for 5 years. Appropriate MoU for continued usage of such training centres would be entered into by the States/UTs, for this purpose.

5. The other guidelines, which are already in vogue in ICDS Training Programme and are not being specifically altered by any of the provisions of these guidelines, shall continue to be in force.

6. The State Governments/UTs are requested to keep these guidelines in view while formulating their State Training Action Plans (STRAPs). They may also immediately inform all concerned Training Centers (AWTCs/MLTCs) in the States/UTs about the revised financial norms which are expected to have positive impact on the quality of training programmes resulting in better delivery of services in ICDS.

7. This has been vetted by IFD vide their diary no. 1719, dated 24.10.2013.
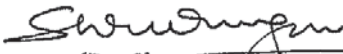
Yours faithfully,

(Dr. Shreeranjan)
Joint Secretary to Govt. of India
Te: 011-2338 7683

Copy to
1. Secretaries dealing with Finance, all 35 States/UTs
2. Addl. Director(TC)/Joint Director(Trng)/Dy. Director(Trng), NIPCCD
3. Regional Directors, NIPCCD (Lucknow, Indore, Bangalore and Guwahati)
4. PPS to Secretary (WCD)/ PS to JS (SAK) /PS to JS (S)
5. PA to Director (RK)/PA to DS (GL)
6. US(CD-I/III)/ US (CD-II)
7. US(WB & Training)/AD(WB)/SO (Training)
8. JTA (FNB)
9. IFD, MWCD
10. Pay & Accounts Office, MWCD
11. Budget Section, MWCD
12. NIC for uploading the norms on MWCD website (under ICDS Training Section)
13. Guard file.

(Dr. Shreeranjan)
Joint Secretary to Govt. of India
Te: 011-2338 7683

Dated: 7th November 2013

Summary of Old and Revised Budgets for various types of Training Courses under the ICDS Training Programme

(Including Fixed Recurring & Non-Recurring Costs for AWTCs/MLTCs)

Table S.no.	Type of Training	Duration/Batch size per course	Total Budget (Rs.) Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)
1.	Fixed Recurring & Non-Recurring Cost for Training Programmes conducted by the Anganwadi Training Centres (AWTCs)	a. Fixed Cost (Recurring/year) b. Fixed Cost (Non-recurring)	12,27,000 1,25,000	16,84,450 2,50,000
2.	Job Training of Anganwadi Workers (AWWs)	32 days 35 persons/course	1,25,500	2,40,250
3.	Refresher Training of AWWs	7 days 40 persons/course	37,500	68,000
4.	Induction Training of AWWs	8 days 20 persons/course	27,000	46,000
5.	Orientation (Job) training of AWHs	8 days 50 persons/course	50,750	90,000
6.	Refresher Training of AWHs	5 days 50 persons/course	39,000	66,500
7.	Fixed Recurring & Non-Recurring Cost for Training Programmes conducted by the Middle Level Training Centres (MLTCs)	c. Fixed Cost (Recurring)/year d. Fixed Cost (Non-recurring)	12,09,500 Nil	16,98,450 3,00,000
8.	Job Training of Supervisors	32 days 25 persons/course	1,40,250	2,67,750
9.	Refresher Training of Supervisors	7 days 25 persons/course	53,750	94,500

10.	Induction Training of Supervisors	7 days 25 persons/course	49,000	88,750
11.	Orientation (Job) Training of Instructors of AWTCs	11 days 20 persons/course	55,900	99,000
12.	Refresher Training of Instructors of AWTCs	7 days 20 persons/course	43,550	74,500
13.	Job Training of CDPOs/ACDPOs	32 days 25 persons/course	3,74,000	6,90,000
14.	Refresher Training of CDPOs/ACDPOs	7 days 25 persons/course	1,81,125	2,99,500
15.	Induction Training of CDPOs/ACDPOs	7 days 25 persons/course	87,250	2,60,500
16.	Orientation (Job) Training of Instructors of MLTCs	11 days 20 persons/course	1,26,500	2,26,000
17.	Refresher Training of Instructors of MLTCs	7 days 20 persons/course	1,05,250	1,80,500

Table 1: Fixed Recurring and Non-Recurring Cost for The Training Programmes Conducted by The Anganwadi Training Centres (AWTCS)

[Job/ Orientation/ Refresher and Induction Training of AWWs/AWHs]

[Budget per Annum; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
A: Fixed Cost (Recurring)				
1.	Honorarium to AWTC Staff	10,50,000	14,71,450	Has been calculated by taking midpoints of six slabs of revised graded honoraria (Refer to Annex-1)

2.	Rent of the building	1,08,000 [Average @ Rs.9000/- pm] [i. Metro/A-1/A Cities:Rs.12, 000/- p.m. ii. B-1/B Cities: Rs.10, 000/- p.m. iii. District Level Towns: Rs. 7,000/- p.m. iv. Block Level & Other Towns: Rs. 6,000/- p.m.]	1,56,000 [Average @ Rs.13000/- pm] [i. Metro/A-1/A Cities: Rs.18, 000/- p.m. ii. B-1/B Cities: Rs.15, 000/- p.m. iii. District Level Towns: Rs. 10,000/- p.m. iv. Block Level & Other Towns: Rs. 9,,000/- p.m.]	
3.	Electricity & Water Charges	30,000 (@ Rs.2000/-pm for electricity & @ Rs.500/- pm for water)	45,000 (@ Rs.3000/-pm for electricity & @ Rs.750/- pm for water)	
4.	Contingencies	30,000 (@Rs.3000/- per batch)	*	Only for conducting of Job training of AWWs
5.	Communication including telephone, fax, internet etc.	9,000 (@ Rs.750/- p.m.)	12,000 (@ Rs.1000/- p.m.)	
Total (Fixed-Recurring)		**12,27,000**	**16,84,450**	
B: Fixed Cost (Non-Recurring) One time grant to newly opened AWTCs and for up gradation of old AWTCs				
Fixed- Non-Recurring		**1,25,000**	**2,50,000**	

*This cost has been included in the budget of Job Training of AWWs (See Table 2)

Table 2: Job Training of Anganwadi Workers

(Duration: 32 days; Working days: 26; Batch size: 35 per course)

[Budget per Annum; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	TA to AWWs	10,500 (@ Rs.300/- per trainee)	15,750 (@ Rs. 450/- per trainee)	Subject to actual.
2.	Boarding & lodging to Trainees	84,000 (@ Rs.75/- per day per trainee)	1,68,000 (@ Rs150/- per day per course/batch)	
3.	Training materials including kit, pen, folder, writing pad, etc	3,500 (@ Rs.100 per trainee)	3,500 (@ Rs.100 per trainee)	
4.	Honorarium to Resource Persons/ Guest Faculty (inclusive of conveyance)	2,500 (@ Rs.250/- for 10 Resource Persons per course)	5,000 (@ Rs.500/- for 10 Resource Persons per course)	Resource Persons should have orientation on ICDS, health and nutrition/IEC/ ECE etc.
5.	Conveyance & Field Trips	7,500	10,000	
6.	Incentive to Trainees	17,500 (@ Rs.500/- per trainee)	35,000 (@ Rs.1000/- per trainee)	
7.	Contingencies	*	3,000	
	Total	1,25,500	2,40,250	

Note : Duration includes one day before and one day after the training programme and is exclusive of holidays falling during the training.

* Was included in the fixed budget for AWTCs

Table 3: Refresher Training of Anganwadi Workers

(Duration 7 days; Working Days: 5; Batch size: 40 per course)

[Budget per Annum; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	TA to Trainees	12,000 (@ Rs.300/- per trainee)	18,000 (@ Rs.450/- per trainee)	Subject to actual.
2.	Boarding & lodging to Trainees	21,000 (@ Rs.75/- per day per trainee)	42,000 (@ Rs.150/- per day per trainee)	
3.	Honorarium/TA to Guest Speakers	1,000 (@ Rs. 250/- per lecture, 4 lectures)	2,000 (@ Rs. 500/- per lecture, 4 lectures)	
4.	Training materials	2,000 (@ Rs. 50 per trainee)	2,000 (@ Rs. 50 per trainee)	
5.	Field visits	1,000	2,000	
6.	Contingencies	500	2,000	
	Total	**37,500**	**68,000**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 4: Induction Training of Anganwadi Workers

(Duration: 8 days; Working Days: 6 Days; Batch size: 20 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	TA to Trainees	6,000 (@ Rs 300/- per trainee)	9,000 (@ Rs 450/- per trainee)	Subject to actual
2.	Boarding & Lodging to Trainees	12,000 (@ Rs.75/- per trainee per day)	24,000 (@ Rs.150/- per trainee per day)	
3.	Honorarium to Trainers/Guest Speakers (including CDPOs/ Supervisors)	2,500 (@ Rs.250/- per session)	5,000 (@ Rs.500/- per session)	Revised amount for honorarium to Trainers/Guest Speakers is inclusive of TA for 10 lectures per course
4.	Training materials (in local languages) including kit, pen, folder, writing pad, etc	2,000 (Rs.100/- per trainee)	2,000 (Rs.100/- per trainee)	
5.	Field visits	1,000	2,000	
6.	Rent for Class Room/Hall	2,000	2,000	
7.	Contingency	1,500	2,000	
	Total	**27,000**	**46,000**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 5: Orientation (Job) Training of Anganwadi Helpers

(Duration 8 days; Working Days: 6; Batch size: 50 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding to Trainees	30,000 (@ Rs.75/- per day per trainee)	60,000 (@ Rs.150/- per day per trainee)	
2.	TA to Trainees	15,000 (@ Rs.300/- per trainee)	22,500 (@ Rs.450/- per trainee)	Subject to actual
3.	Honorarium/TA to Guest Speakers	1,000 (@ Rs.250/- per lecture)	2,000 (@ Rs.500/- per lecture)	
4.	Training materials	2,500 (@ Rs. 50 per trainee)	2,500 (@ Rs. 50 per trainee)	
5.	Field Visits/ Contingencies	2,250	3,000	
	Total	**50,750**	**90,000**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 6: Refresher Training of Anganwadi Helpers

(Duration 5 days; Working Days: 4; Batch size: 50 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding to Trainees	18,750 (@ Rs.75/- per day per trainee)	37,500 (@ Rs.150/- per day per trainee)	
2.	TA to Trainees	15,000 (@ Rs.300/- per trainee)	22,500 (@ Rs.450/- per trainee)	Subject to actual
3.	Honorarium/TA to Guest Speakers	500 (@ Rs.250/- per lecture)	1,000 (@ Rs.500/- per lecture)	
4.	Training materials	2,500 (@ Rs. 50 per trainee)	2,500 (@ Rs. 50 per trainee)	
5.	Field Visits/ Contingencies	2,250	3,000	
	Total	**39,000**	**66,500**	

Note: Duration is inclusive of half day before and half day after the programme.

Table 7: Fixed Recurring and Non-Recurring Cost for The Training Programmes Conducted By The Middle Level Training Centres (MLTCs)

[Job/Orientation/Refresher/Induction Training of Supervisors and Instructors of AWTCs]

[Budget per annum; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
Fixed Cost (Recurring)				
1.	Honoraria to Staff	11,58,000	16,03,050	Has been calculated by taking midpoints of six slabs of revised graded honoraria (Refer to Annex-2)
2.	Monitoring visits to AWTCs and ICDS Projects	12,500 (For 5 visits per year)	18,000 (For 10 visits per year)	
3.	Newspaper, Magazine, Fax, Internet etc.	9,000 (@ Rs.750/- pm)	18,000 (@ Rs.1500/- pm)	
4.	Electricity & Water, etc.	30,000 [@ Rs.2500/- per month - Rs.2000/- for electricity and Rs.500/- for water]	60,000 [@ Rs.5000/- per month - Rs.4000/- for electricity and Rs.1000/- for water]	
	Total	**12,09,500**	**16,98,450**	
Fixed Cost (Non-Recurring) – One time grant to newly opened MLTC and for up gradation of old MLTCs				
Up-gradation of equipments, furniture, training materials etc		Nil	3,00,000	

Table 8: Job Training of Supervisors

(Duration 32 days; Working Days: 26; Batch size: 25 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	96,000 (@ Rs.120 per trainee per day (Rs.90/- for boarding and Rs.30/- for lodging)	2,00,000 (@ Rs.250 per trainee per day)	
2.	TA to Trainees	25,000 (@ Rs 1000/- per trainee)	37,500 (@ Rs 1500/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Guest Speakers	3,000 (@ Rs.250/- per lecture including TA)	9,000 (@ Rs.750/- per lecture including TA)	Revised amount is for honorarium to Guest Speakers including TA for 12 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	3,750 (Rs.150/- per trainee)	3,750 (Rs.150/- per trainee)	
5.	Field visits	7,500	10,000	
6.	Contingency	5,000	7,500	
	Total	**1,40,250**	**2,67,750**	

Note: Duration includes one day before and one day after the training programme and is exclusive of holidays falling during the training.

Table 9: Refresher Training of Supervisors

(Duration 7 days; Working Days-5; Batch size: 25 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	21,000 (@ Rs.120 per trainee per day (Rs.90/- for boarding and Rs.30/- for lodging)	43,750 (@ Rs.250 per trainee per day for boarding and lodging)	
2.	TA to Trainees	25,000 (@ Rs 1000/- per trainee)	37,500 (@ Rs 1500/- per trainee)	As per entitlement or subject to actual
3.	Honorarium to Guest Speakers	1,250 (@ Rs.250/- per lecture including TA)	3,750 (@ Rs.750/- per lecture including TA)	Revised amount is for honorarium to Guest Speakers including TA for 5 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	2,500 (Rs.150/- per trainee)	2,500 (Rs.150/- per trainee)	
5.	Field visits	2,000	4,000	
6.	Contingency	2,000	3,000	
	Total	**53,750**	**94,500**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 10: Induction Training of Supervisors

(Duration: 7 days; Working Days: 5 Days; Batch size: 25 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	21,000 (@ Rs.120 per trainee per day (Rs.90/- for boarding and Rs.30/- for lodging)	43,750 (@ Rs.250 per trainee per day)	
2.	TA to Trainees	20,000 (@ Rs 800/- per trainee)	30,000 (@ Rs 1200/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Trainers/Guest Speakers (including DPOs/CDPOs)	2,500 (@ Rs.250/- per lecture including TA)	7,500 (@ Rs.750/- per lecture including TA)	Revised amount is for honorarium to Guest Speakers including TA for 10 lectures per course.
4.	Training materials (in local languages) including kit, pen, folder, writing pad, etc	2,500 (Rs.100/- per trainee)	2,500 (Rs.100/- per trainee)	
5.	Field visits/ Transportation charges	1,000	2,000	
6.	Contingency	2,000	3,000	
	Total	**49,000**	**88,750**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 11: Orientation (Job) Training of Instructors of AWTCs

(Duration 11 days; Working Days-8; Batch size: 20 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	26,400 (@ Rs.120 per trainee per day (Rs.90/- for boarding and Rs.30/- for lodging)	55,000 (@ Rs.250 per trainee per day	
2.	TA to Trainees	20,000 (@ Rs 1000/- per trainee)	30,000 (@ Rs 1500/- per trainee)	Subject to actual
3.	Honorarium to Guest Speakers	2,500 (@ Rs.250/- per lecture including TA)	5,000 (@ Rs.750/- per lecture including TA)	Revised amount is for honorarium to Guest Speakers including TA for 10 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	3,000 (Rs.150/- per trainee)	3,000 (Rs.150/- per trainee)	
5.	Field visits	2,000	3,000	
6.	Contingency	2,000	3,000	
	Total	**55,900**	**99,000**	

Note:Duration is inclusive of Sunday as Holiday and one day before and one day after the programme

Table 12: Refresher Training of Instructors of AWTCs

(Duration 7 days; Working Days-5; Batch size: 20 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	16,800 (@ Rs.120 per trainee per day (Rs.90/- for boarding and Rs.30/- for lodging)	35,000 (@ Rs.250 per trainee per day	
2.	TA to Trainees	20,000 (@ Rs 1000/- per trainee)	30,000 (@ Rs 1500/- per trainee)	Subject to actual
3.	Honorarium to Guest Speakers	1,250 (@ Rs.250/- per session including TA)	2,500 (@ Rs.500/- per session including TA)	Revised amount is for honorarium to Guest Speakers including TA for 5 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	2,000 (Rs.100/- per trainee)	2,000 (Rs.100/- per trainee)	
5.	Field visits	2,000	3,000	
6.	Contingency	1,500	2,000	
	Total	**43,550**	**74,500**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 13: Job Training of CDPOS/ACDPOS

(Duration 32 days; Working Days 26; Batch size: 25 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	1,80,000 (@ Rs.225 per trainee per day (Rs.125/- for boarding and Rs.100/- for lodging)	4,00,000 (@ Rs.500 per trainee per day)	
2.	TA to Trainees	1,25,000 (@ Rs 5,000/- per trainee)	1,87,500 (@ Rs 7,500/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Guest Speakers	22,500 (@ Rs.750/- per session)	45,000 (@ Rs.750/- per session)	Revised amount of honorarium to Guest Speakers is inclusive of TA for 30 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	12,500 (Rs.500/- per trainee)	12,500 (Rs.500/- per trainee)	
5.	Field visits	24,000	30,000	
6.	Contingency	10,000	15,000	
	Total	**3,74,000**	**6,90,000**	

Note: Duration includes one day before and one day after the training programme and is exclusive of holidays falling during the training.

Table 14: Refresher Training of CDPOS/ACDPOS

(Duration 7 days; Working Days 5; Batch size: 25 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	39,375 (@ Rs.225 per trainee per day (Rs.125/- for boarding and Rs.100/- for lodging)	87,500 (@ Rs.500 per trainee per day)	
2.	TA to Trainees	1,25,000 (@ Rs 5,000/- per trainee)	1,87,500 (@ Rs 7,500/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Guest Speakers	3,750 (@ Rs.750/- per session)	7,500 (@ Rs.750/- per session)	Revised amount of honorarium to Guest Speakers is inclusive of TA for 5 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	5,000 (Rs.200/- per trainee)	5,000 (Rs.200/- per trainee)	
5.	Field visits	3,000	4,500	
6.	Contingency	5,000	7,500	
	Total	**1,81,125**	**2,99,500**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 15: Induction Training of CDPOs/ACDPOs

(Duration: 7 days; Working Days: 5 Days; Batch size: 25 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	26,250 (@ Rs.150 per trainee per day; Rs.110/- for boarding and Rs.40/- for lodging)	52,500 (@ Rs.300 per trainee per day)	
2.	TA to Trainees	50,000 (@ Rs 2,000/- per trainee)	1,87,500 (@ Rs 7,500/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Trainers/Guest Speakers *(including Dy. Directors/Regional Directors/DPOs)*	22,500 (@ Rs.250/- per session)	7,500 (@ Rs.250/- per session)	Revised amount of honorarium to Guest Speakers is inclusive of TA for 10 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	2,500 (Rs.100/- per trainee)	2,500 (Rs.100/- per trainee)	
5.	Field visits	1,000	3,000	
6.	Contingency	5,000	7,500	
	Total	**87,250**	**2,60,500**	

Note: Duration is inclusive of one day before and one day after the programme.

Table 16: Orientation (Job) Training of Instructors of MLTCs

(Duration 11 days; Working Days-8; Batch size: 20 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	49,500 (@ Rs.225 per trainee per day (Rs.125/- for boarding and Rs.100/- for lodging)	1,10,000 (@ Rs.500 per trainee per day)	
2.	TA to Trainees (including conveyance charges to local participants)	1,25,000 (@ Rs 5,000/- per trainee)	1,87,500 (@ Rs 7,500/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Guest Speakers	60,000 (@ Rs.3,000/- per trainee)	90,000 (@ Rs.4,500/- per trainee)	Revised amount of honorarium to Guest Speakers is inclusive of TA for 8 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	5,000 (Rs.250/- per trainee)	5,000 (Rs.250/- per trainee)	
5.	Field visits	3,000	4,500	
6.	Contingency	3,000	4,500	
	Total	**1,26,500**	**2,26,000**	

Note: Duration is inclusive of Sunday as Holiday and one day before and one day after the programme.

Table 17: Refresher Training of Instructors of MLTCs

(Duration 7 days; Working Days-5; Batch size: 20 per course)

[Budget per course; In Rs.]

S. No.	Item	Old (w.e.f. 1.4.2009)	Revised (w.e.f. 1.9.2013)	Remarks
1.	Boarding & Lodging to Trainees	31,500 (@ Rs.225 per trainee per day (Rs.125/- for boarding and Rs.100/- for lodging)	70,000 (@ Rs.500 per trainee per day)	
2.	TA to Trainees (including conveyance charges to local participants)	60,000 (@ Rs 3,000/- per trainee)	90,000 (@ Rs 4,500/- per trainee)	As per entitlement or subject to actual whichever is less
3.	Honorarium to Guest Speakers	3,750 (@ Rs.7,50/- per trainee)	7,500 (@ Rs.1,500/- per trainee)	Revised amount of honorarium to Guest Speakers is inclusive of TA for 5 lectures per course.
4.	Training materials including kit, pen, folder, writing pad, etc	4,000 (Rs.200/- per trainee)	4,000 (Rs.200/- per trainee)	
5.	Field visits	3,000	4,500	
6.	Contingency	3,000	4,500	
	Total	**1,05,250**	**1,80,500**	

Note: Duration is inclusive of one day before and one day after the programme.

Annex 1: Graded Honoraria for Faculty and Support Staff of Anganwadi Training Centres (AWTCS)

S. No.	Name of the positions	No. of positions	Graded Honoraria (Consolidated amount in Rs. per month)										On completion of 10 years of service
			On initial appointment		On completion of 5 years of service		On completion of 10 years of service		On completion of 15 years of service		On completion of 20 years of service		New norm
			Old	Revised	Old	Revised	Old	Revised	Old	Revised	Old	Revised	
1.	Principal	1	10,000	12,250	12,500	15,625	15,000	18,750	17,500	21,875	20,000	25,000	30,000
2.	Instructors	2	8,000	10,000	10,000	12,250	12,000	15,000	14,000	17,500	16,000	20,000	25,000
3.	Accounts Clerk	1	6,000	7,500	7,500	9,375	9,000	11,250	10,500	13,125	12,000	15,000	18,000
4.	Typist	1	6,000	7,500	7,500	9,375	9,000	11,250	10,500	13,125	12,000	15,000	18,000
5.	Lady Warden	1	5,000	6,250	6,000	7,500	7,000	8,750	8,000	10,000	9,000	11,250	14,000
6.	Cook	1	4,500	5,625	5,500	5,875	6,500	8,125	7,500	9,375	8,500	10,625	13,200
7.	Peon	1	4,500	5,625	5,500	5,875	6,500	8,125	7,500	9,375	8,500	10,625	13,200
8.	Chowkidar	1	4,500	5,625	5,500	5,875	6,500	8,125	7,500	9,375	8,500	10,625	13,200

Note:

a) Increase in honoraria on completion of 5/10/15/20/25 years period will be on the basis of performance.

b) Honoraria for engagement of Craft Teacher, Music Teacher and Visiting Doctor has been increased from the existing amount of Rs.1000/-p.m. to Rs.2000/-p.m. per person w.e.f. 1.9.2013.

c) Honorarium for engagement of Sweeper has been increased from the existing amount of Rs.1000/-p.m. to Rs.2000/-p.m. w.e.f. 1.9.2013.

Annex 2: Graded Honoraria for Faculty and Support Staff of Middle Level Training Centres (MLTCs)

S. No.	Name of the positions	No. of positions	Graded Honoraria (Consolidated amount in Rs. per month)											
			On initial appointment		On completion of 5 years of service		On completion of 10 years of service		On completion of 15 years of service		On completion of 20 years of service		On completion of 10 years of service
			Old	Revised	Old	Revised	Old	Revised	Old	Revised	Old	Revised	New norm
1.	Programme Coordinator	1	2,000	Revised: 3,000 (fixed)									
2.	Instructors	3	10,000	12,250	12,500	15,625	15,000	18,750	17,500	21,875	20,000	25,000	30,000
3.	Assistant Accountant	1	6,000	7,500	7,500	9,375	9,000	11,250	10,500	13,125	12,000	15,000	18,000
4.	Typist-cum-Clerk	1	6,000	7,500	7,500	9,375	9,000	11,250	10,500	13,125	12,000	15,000	18,000
5.	Lady Warden	1	5,000	6,250	6,000	7,500	7,000	8,750	8,000	10,000	9,000	11,250	14,000
6.	Cook	1	4,500	5,625	5,500	5,875	6,500	8,125	7,500	9,375	8,500	10,625	13,200
7.	Peon	1	4,500	5,625	5,500	5,875	6,500	8,125	7,500	9,375	8,500	10,625	13,200
8.	Chowkidar	1	4,500	5,625	5,500	5,875	6,500	8,125	7,500	9,375	8,500	10,625	13,200

Note:

a) Increase in honoraria on completion of 5/10/15/20/25 years period will be on the basis of performance.

b) Special Pay to one of the Instructors to act as Principal of the MLTC is Rs.1000/- p.m. w.e.f.1.4.2009 (no change).

c) Honoraria for engagement of Craft Teacher, Music Teacher and Visiting Doctor has been increased from the existing amount of Rs.1000/- p.m. to Rs.2000/-p.m. w.e.f. 1.9.2013

d) Honoraria for engagement of Sweeper has been increased from the existing amount of Rs.1000/-p.m. to Rs.2000/-p.m. w.e.f. 1.9.2013.

Annexure IV

To
1. **Principal Secretaries/ Secretaries in-charge of ICDS (36 States/UTs)**
2. **Commissioners/Directors in-charge of ICDS (36 States/UTs)**

Subject: ICDS Training Programme - Accreditation of AWTCs/MLTCs - *Regarding*

Sir/Madam,

The Government of India has approved the Strengthening and Restructuring of the Integrated Child Development Services (ICDS) Scheme in a Mission Mode during October 2012. Under the Restructured ICDS Programme, importance of training and capacity building of the ICDS functionaries has been re-emphasized for improving delivery of services as well as accelerating the programme outcomes. There have been concerns expressed by several States about the prevailing conditions of the training centres as well as skills of the Instructors of AWTCs, which has been adversely affecting the training of functionaries. Similar concerns were again visible during the National Consultation on Nutrition held in New Delhi on 22-23 September, 2014. In this regard, the MWCD has already taken initiatives by way of upwardly revisions of the financial norms under the training component as well as for the up-gradation of infrastructural facilities at AWTCs/MLTCs so as to keep in tune with the changing times and techniques.

2.   The Restructured ICDS Framework document (dated 22nd October 2012) also provides for a mechanism to strengthen the training institutions under ICDS by way of their proper monitoring and accreditation. It has been envisaged to adopt the system of long term partnerships with such institutions for at least 3-5 years with a view to motivate the partner NGOs to raise better infrastructure – both in respect of physical as well as qualified faculty, at the training centres. However, to begin with, the training centres (AWTCs/MLTCs) need to be encouraged for their accreditation based on certain minimal standards and benchmarks. *Details of such standards and benchmarks are being prepared in consultation with NIPCCD and will be shared with the States very shortly.*

3.   Needless to emphasize that the achievement of the objectives of training of ICDS functionaries at the AWTC/MLTC cannot be measured just in numbers but should actually be reflected properly and positively in improved delivery of services under ICDS. In view of this, the accreditation system is proposed as above.

4.   It is requested that organizations that are running the AWTCs/MLTCs may be advised to get in touch with the Regional Office/NIPCCD Hqs. for initial guidance on accreditation of their institutions against the stipulated standards and benchmarks as and when the same are shared with them. Institutions, once accredited, may be given long-term contracts for continued engagement with ICDS training programme so as to make optimal utilization of their training infrastructure and skills in an assured environment. This arrangement will help in maintaining the optimum facilities at the training centre as also in maintaining the quality of the training being imparted by instructors of AWTCs/MLTCs.

5.   Pending issue of standards and benchmarks for accreditation by MWCD, the States may also take appropriate initiative to improve the quality of training at these AWTCs/MLTCs by addressing their State-specific issues like training of Instructors of these centres and timely transmission of funds to the training centres etc.

Yours faithfully,

(Shipra Roy)
Deputy Secretary to the Govt. of India
Tel: 011- 2338 5614

Copy: The Director, NIPCCD, New Delhi – *with the request to provide inputs on the framing of standards and benchmarks for accreditation of the AWTCs and MLTCs at the earliest.*

Annexure V

F.No.ICDS-24/39/2015-ICDS TRAINING
Government of India
Ministry of Women & Child Development
ICDS Training Division
*****

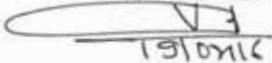Hotel Janpath, New Delhi-110001
Dated: 19th February, 2016

To

As per the list attached.

Sub: **Minutes of the meeting of the Committee for Planning and Implementation of Joint Training Programme for the frontline workers of National Health Mission and the ICDS held on 16.02.2016 in Shastri Bhavan, New Delhi – reg.**

The undersigned is directed to forward herewith a copy of the minutes of the meeting of the Committee for Planning and Implementation of Joint Training Programme for the frontine workers of National health Mission and the ICDS held on 16.02.2016 at 2.00 P.M under the Chairpersonship of Additional Secretary, Ministry of Women and Child Development in Shastri Bhavan, New Delhi.

Encl: As above

Yours faithfully,

(V.C.Choudhary)
Under Secretary (ICDS Training)
Tel: 011-23368202

Copy to:

i)   PS to Additional Secretary (NGB), MWCD
ii)   PS to JS(RK), MWCD
iii) Deputy Secretary (SR), MWCD

List of all members of the Committee

1. Dr. Ajay Khera, Dy.Commissioner (Child Health), Ministry of H &FW, Nirman Bhawan, New Delhi
2. Dr. Dinesh Paul, Director, National Institute of Public Cooperation and Child Development (NIPCCD) 5, Hauz Khas Institutional Area, New Delhi – 110016.
3. The Principal Secretary, Department of Women & Child Development, Govt. of Maharashtra, New Administrative Building Mantralaya Mumbai-400032
4. The Principal Secretary, Child Development & Nutrition, Govt. of Uttar Pradesh,R.No.10 1st Floor UP Civil Secretariat Lucknow-226001

5 The Principal Secretary, Department of Women and Child Development, Govt. of Telangana, Hyderabad-560022

6. The Commissioner-sum-Secretary, Department of Women and Child Development, Govt. of Orissa Secretariat,Bhubaneshwar-751001
7. The Commissioner & Secretary, Social Welfare Department, Govt. of Assam, Assam Secretariat Civil, Dispur Guwahati-781006

Minutes of the Meeting of the Committee for Planning and Implementation of Joint Training Programme for the Front line Workers of National Health Mission and the ICDS held on 16.02.2016

1. A meeting of the committee for Planning and Implementation of Joint Training Programme for the front line functionaries working under National Health Mission and the ICDS was held under the Chairpersonship of Smt. Nutan Guha Biswas, Additional Secretary, MWCD on 16.02.2016 at Shastri Bhawan. The list of the participants is Annexed.

2. At the outset, AS (NGB) welcomed the participants. After the introduction of the participants, AS (NGB) described the functioning of ICDS and requirement of Joint Training Programme for the front line workers of NHM and ICDS. Thereafter, a presentation was made by Dr. Dinesh Paul, Director, NIPCCD on the draft module of the proposed training programme. It was mentioned that similar training programmes for NHM and ICDS functionaries were organized in 1993 and it was indicated that the joint training programme is need of the day in view of the convergence of the activities under two flagship programmes, i.e., NHM & ICDS and recent NNM being undertaken at Anganwadi Centres by Ministries of Women & Child Development and Health & Family Welfare.

3. Dr. Ajay Khera, Deputy Commissioner (Health) sought some clarification on the proposed training programme. On the basis of that, it was explained by Director (NIPCCD) that the proposed training programme is not skill development training but a kind of sensitization programme for the functionaries of both the Ministries on each other's flagship programmes. During the meeting it was emphasized to incorporate more clarification on the following issues:

    i. Objective of the training programme should be clear.

    ii. Need of synergy.

    iii. Differentiation between the need of services between newly born and under two year children.

    iv. ICDS supervisor to supervise the joint functioning of ANMs, Anganwadi Workers and ASHA workers.

    v. Mapping of available manpower and infrastructure.

    vi. To involve ASHA coordinators /Mobilisers in supportive supervision

4. Dr. Rajesh Kumar requested Director (NIPCCD) to prepare a brief presentation proposed on Joint training for the meeting of State Secretaries to be held on 22.02.2016. The participants were also requested to send their inputs/feedback on proposed draft training programme presented and circulated during the meeting.

5. The meeting ended with vote of thanks to the chair.

List of participants on Joint Training Programmes for the frontline workers of National Health Mission and the ICDS on 16.02.2016

S.No.	Name	Designation	Name of Department
1.	Ms.Nutan Guha Biswas	Addi.Secretary	Ministry of WCD
2.	Dr. Rajesh Kumar	Joint Secretary	Ministry of WCD
3.	Smt. M. Barua	Secretary, Social welfare Govt. of Assam	Social welfare Department
4.	Sh. S.E.Alam	Programme Officer State ICDS, Assam	Social welfare Department
5.	Smt. Y. Sailaja	Deputy Director Hyderabad, Telangana	WD&CW Department
6.	Sh. Santosh Kumar	Dy.Director, ICDS,UP	Directorate of ICDS
7.	Dr. Dinesh Paul	Director, NIPCCD	Women and Child Development
8.	Dr. Ajay Khera	Deputy Commissioner & In charge child welfare	Ministry of Health & Family Welfare
9.	Shri V.C. Choudhary	Under Secretary	Ministry of WCD

Annexure VI

M-11/16(2)/2015-VAC   May 03, 2016

Dear Shri Somasundaram

As you are aware the Central Government and the State Governments allocate a substantial amount of financial grants to Voluntary Organisations (VOs) and Non-Government Organisations (NGOs) every year for various welfare schemes administered by the concerned line Departments/ Ministries. There is, therefore, a need to have a credible database of the NGOs/ VOs, which avail such grants from the government sources.

2. NITI Aayog has developed the NGO Partnership System (NGO PS) Portal with the help of National Informatics Centre (NIC), to facilitate the sign-up of VOs and NGOs. The portal generates a unique ID for the VOs/ NGOs on successful sign-up. This Unique ID is being used as a mandatory requirement when the VOs/NGOs approach the Central and State governments for Grants

3. It has now been decided to to make the PAN of VOs/NGOs as mandatory information for registration with the portal. Besides, it has also been decided to capture the PAN and Aadhaar of the Office-bearers/ Board of Directors/ Promoters of the VO/NGOs before these organisations become eligible to apply for Grant(s). The information so captured about these organisations and their functionaries, would be stored in the NGO PS database.

4. Accordingly, I would request you to ensure that, while applying for any grants, the NGOs/VOs:

(i) Quote the Unique Id generated from the NGO-PS portal

(ii) furnish the details regarding Unique ID, PAN Aadhar numbers, Email ID and Mobile No. of each its Office bearers/ Board of Directors/ Members.

I would further request you to implement a comprehensive "NGO Proposal Management System" which mandatorily captures the Uniqu ID generated from the NGO-PS portal when these organisations submit proposals for grants every time and make
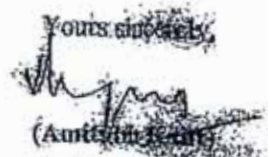
provision for updating NGO-PS portal at the time of disbursement of funds. Your NGO proposal management system should have, as a minimum, provisions for:

(i) Submission of application for Grant-in-aid in on-line mode with the concerned line Department/ Ministry;

(ii) Scrutiny of applications (on line or off-line) and decision making

(iii) Issue of Sanction/ Approval Order online

(iv) Release of each installment of Grant in Aid online

(v) Furnishing of Utilisation Certificates (UCs) by the grant-receiving NGO/VO online

Yours sincerely,

(Amit ....)

Shri V. Somasundaran
Secretary
Ministry of Women and Child Development
Room No. 611, Shastri Bhawan, A Wing
Dr. Rajendra Prasad Road
New Delhi – 110001

अमिताभ कात
Amitabh Kant
मुख्य कार्यकारी अधिकारी
Chief Executive Officer

D.O. No. M-11/16(1)/2017-VAC

भारत सरकार No................
नीति आयोग संख्ब,.ग्राम,..........
नई दिल्ली-110001

Government of India
NATIONAL INSTITUTION FOR TRANSFORMING INDIA
NITI Aayog, Parliament Street,
New Delhi-110001

Tel. : 23096576, 23096574 Fax : 23096575
E-mail : ceo-niti@gov.in, amitabh.kant@nic.in

12ᵗʰ June, 2017

Dear Shri Srivastava ,

You would recall that the following two decisions were taken regarding the NGO-Darpan Portal of NITI Aayog in the meeting Chaired by the Hon'ble Prime Minister on 09.05.2016:

(i) A system should be developed to give unique entity number to all entities including charitable trusts and societies. Pan cards and Aadhaar numbers of all trustees, office-bearers of entities should be collected while issuing unique identifiers.

(ii) All NGOs must be registered at NITI Aayog portal and should obtain unique identifiers before submitting their applications for grants from any Ministry. While giving unique identifiers to NGOs. PAN and Aadhaar numbers of all trustees and office bearers should be taken. The Ministries should process the proposal for grants and releases to the NGOs only through this portal.

2.	Accordingly Unique ID from the NGO-DARPAN Portal is now mandatory for an NGO/VO before applying for grant from any Ministry/Department. PAN of the organization and PAN and Aadhar number of office bearers have also been made mandatory for NGOs/VOs at the time of signing up on the portal. It was also decided in a meeting chaired by me on 27.09.2016 that all Ministries/Departments have to develop IT application/portals for processing of proposals for sanction/release of grants to NGOs. Application from NGOs/VOs for grants shall not be processed in manual mode w.e.f. 1ˢᵗ April, 2017.

3.	However, in a review meeting taken by me on 30.05.2017 in NITI Aayog, it was observed that, till date, except very few, most of the Ministries/Departments implementing schemes through NOGs/VOs are still not ready with their portals.

4.	You would appreciate that there has been undue delay in implementation of the decision taken at the highest level. You are therefore requested to kindly ensure that development of the web portal by your Ministry/Department is completed by 30ᵗʰ June, 2017. Application for grants to NGOs should not be processed in the manual mode thereafter.
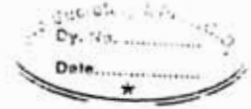
With regards,

JS (IT)
&
4\7

Yours sincerely,

(Amitabh Kant)

Shri Rakesh Srivastava
Secretary
Ministry of Women and Child Development
Shastri Bhawan, A - Wing,
Dr.Rajendra Prasad Road, New Delhi, 110001

F. No. M-11/16(1)/2017-VAC
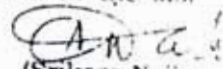**NITI Aayog**
(Voluntary Action Cell)
***

Parliament Street, New Delhi
Date: 01.06.2017

Subject: Record of Discussion (RoD) of the meeting on issues relating to NGO-Darpan Portal held under the Chairmanship of CEO, NITI Aayog on 30th May, 2017.

The Record of Discussion of the meeting as above is forwarded herewith for kind information and necessary action.

2.   It is also for kind information that as decided in the meeting the status of the follow up action taken by all concerned Ministries/Departments regarding Development of their portals/back-end facilities will be reviewed in the last week of June, 2017.

(Srikara Naik)
Adviser (VAC)
Tele no. 23096597

Secretaries
All concerned Ministries/Departments
(As per list enclosed)

Copy to:

Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi

Copy also for necessary action to:
  i.   Director General, NIC, CGO complex, New Delhi.

  ii. Shri Nagesh Shastri, DDG, NIC CGO Complex, Lodi Road, New Delhi

  iii. Shri Rajesh Gera, DDG, NIC, CGO Complex, Lodi Road, New Delhi

  iv   Shri Subhdh Mathur, Joint Controller General of Accounts, Ministry of Finance, Department of Expenditure, Mahalekha Niyantarak Bhavan, E Block, GPO Complex, INA, New Delhi

JS(KMC)

2/6/17

NITI Aayog

(Voluntary Action Call)

Subject: Record of Discussion (RoD) of the meeting on Issues relating to NGO-Darpan Portal held under the chairmanship of CEO, NITI Aayog on 30th May, 2017.

List of participants is in the annexure.

2. The meeting was held with reference to the recommendation made by the Group of Officers (GoO) in the meeting on 26.04.2017chaired by Secretary (Coordination), Cabinet Secretariat. As per the decision taken in the meeting NITI Aayog and Meity have to develop NGO-Darpan portal into an integrated portal capable of maintaining data base as well as receiving and processing the application of NGOs and release of grants by various Ministries. The basic purpose of the meeting was, therefore, to review the preparedness of the Ministries with their backend facilities, to solicit the views of Ministries regarding feasibility of submission of applications by NGOs, processing of the proposals and release of grand to the NGOs through the common NGOs DARPAN portal.

3. Shri Yaduvendra Mathur, Additional Secretary, NITI Aayog at the outset welcomed the participants and invited Shri Nagesh Shastri, DDG, NITC, to make the presentation regarding the status of the NGO-DARPAN Portal vis-a-vis the decisions taken in the cabinet Secretariat.

4. DDG, NIT in his presentation highlight the following aspects:

   i. Decisions taken in the meeting held at the level of Hon'ble PM on 9th May 2016.

   ii. Recommendations of Group of Officers in the meeting taken by the Secretary (Coordination), Cabinet Secretary on 26th April, 2017

   iii. The present status of the NGO-Darapan Portal It was explained that the new portal has the facilities of registration of NGOs, member profile Aadhaar & PAN verification etc.

   iv. Procedure for allocation of Unique I.D. to the NGOs through the portal.

   v. The detail of the Web-Services available to the different Ministries Department through the portal.

   vi. The present status of the development of the back-end applications by the different Ministries /Departments.

   vii. The present system of processing of proposals for release of grand to the NGOS.

5. CEO, NITI Aayog reminded the participants regarding decisions taken in the meeting held earlier in NITI Aayog that all Ministries/Department have to consider proposals from NGOs for grand only after they sing up and obtain Unique ID from the

NGOs-Darpan Portal. except Ministry of skill Development and Entrepreneurship and Department of School Education and Literacy, in which case confirmation is still awaited.

6. Ms. G. Latha Krishana Rao, Secretary. Department of Social Justice and Empowerment mentioned that Ministry of Social Justice and Empowerment has its own portal since 2014. NGOs submit their application online to the Ministry. The portal is integrated with NGO-Darpan portal to capture the unique ID of the NGOs. All proposals are processed online and additional documents or reports if any from the State are received online Finally grants are also released to NGOs online though PFMS system.

7. Secretary, D/o SJE emphasized that there should not be a single umform format for submission of application as the formats confirming to scheme to scheme depending on the requirements of each scheme. The NGO-Darpan Portal shall not be loaded with large number of formats confirming to requirements of different scheme of different Ministries. Earlier an attempt was made to operate though a single format in the National Scholarship Portal for transfer of funds to student under various scholarship scheme which did not work- the same experience need not be repeated for scheme implemented through NGOs by different Ministries. Secretary, M/o SJE also suggested that NITI Aayog NGO-Darpan Portal should not get into the sanction process with PFMS.The NGO-Darpan portal should only facilitate the NGOs to register for fund flow and other related information.

8. Shri Sanjiv Mittal, joint Secretary, Ministry Electronic and information Technology (Meity) informed that Meity and NIC are always ready to help and support different Ministries/Departments in the development of their software All Ministries / Departments shall have to complete the task in a definite time¬line.

9. CEO, NITI Aayog, then reviewed the status of development of the portal by all concern Ministries/Departments. The status that emerged is as given in the table below:

M/o Social Justice and Empowerment	(ngograntsje. Gov.in) integrated with NGO Darpan
M/o Textiles (Handicrafts)	(handicrafts.nic.in) Integrated with NGO Darpan
D/o Biotechnology	Application developed (dbtepromis.nic.in) Integration with NGO -Darpan under testing
M/o WCD	Application developed, Integration with NGO Darpan tested.
M/o Youth Affairs & Sport	Under development. Integration with Darpan tested.
M/o Culture	Existing application (csms.nic.in) proposed to be Integrated with NGO Darpan though web Services

M/o Env, Forest & CC	Developed and under testing
M/o Panchayati raj	Under development. Likely to be completed by **June 2017**
M/o Earth Science	Under development. Likely to be completed by **July 2017**
M/o Pharmaceuticals	Under development, Approval for outsourced Manpower awaited.
M/o water Resources, RD & GR	Proposal submitted by NIC. Approval for outsourced
M/o Tribal Affairs	Scheme guidelines under finalisation by the Ministry.

10. CEO expressed concern that many Ministries / Departments are still not ready with their own portals/ back- end facilities All concerned Ministries, Department were earlier advised to complete development of respective back-end IT based application system at the earliest .All were advised that application for grants should not be processed in the manual mode w.e.f. April, 2017. All Ministries/ Department have to process the applications only through online and there should be no manual processing of applications CEO desired that the task of development of own portals by the Ministries/ Developments has to be completed by all by June 30- 2017- the integration with NITI Aayog's NGO-Darpan portal will be made available in the NITI Aayog's NGO-Darpan portal, to track the fund flow to NGOs and generate other required MIS reports.

11. CEO reminded participant that all Ministries/ Department have to follow the model of M/o Social Justice and Empowerment. The status in this regard will be reviewed in the last week of June 2017.

12. Shri B.N. Tiwari, Deputy Director, department of Higher Education informed that their Ministry have different formats for the different schemes being implemented by them.

13. Shri M.P. Johnson, Statistical Adviser, Ministry of Environment and Forest informed that even different formats are use in the Ministry for different scheme for submission of proposals by the NGOs.

14. After detailed discussions, the following decisions were take :

   i. No financial grants shell be disbursed to the NGOs during the current financial year without obtaining a unique I.D. generated from the NGO-darpan Portal.

ii.   All Ministries/ Department have to process the application of NGOs for release of grants only in 'online' mode and there shell be no manual processing of applications.

iii. All Ministries/ Departments who are not ready with their portal/back end facilities should ensure that it is ready by 30th June 2017 positively. The NIC teams attached with the Ministries/ departments shall facilitate the process and shall do the necessary handholding if the Ministries/ department so desire they can also outsource the work.

iv.   The integration of portals of the Ministries/ departments with NGO- Darpan portal shell be taken up soon after Ministries/Department are ready with their own portal as integration can take place only if all Ministries are also online.

v.   Office of Controller General of account (CGA) shall ensure that the NGOs have Unique ID from the NGO-Darpan portal while funds are released through PFMS System.

Annexure IX

D.O.No.17/02/2017-ICDS Trg.   16th February, 2017

Dear

As you are aware, Government of India has adopted Direct Benefit Transfer (DBT) as a platform for reforming Government delivery system by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, de-duplication and reduction of fraud. Use of Aadhaar as identity document for delivery of services or benefits or subsidies simplifies the Government delivery process, brings in transparency and efficiency and enables the beneficiaries to get their entitlements directly to them in a convenient and seamless manner. To enable use of Aadhaar as the identifier of beneficiaries, Government has promulgated the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 which come into force w.e.f. 12th September, 2016.

2.   Further, pursuant to Section-7 of Aadhaar Act, the Ministry has published notification In respect of ICDS Training Programme under ICDS Scheme in the Gazette of India on 14th February, 2017 (copy enclosed) enabling use of Aadhaar of the beneficiaries of the Scheme for delivery of service.

3.   The time line for 100% completion of DBT on boarding for payment of benefits under ICDS Training programme is 31.03.2017. Therefore, I would request you to take following actions in a time bound manner for DBT on-boarding of the schemes/components at Para-2 above:

    i. Digitization of beneficiary data;
    ii. Aadhaar seeding of digitized beneficiary database;
    iii. Aadhaar seeding of bank accounts;
    iv. Automation of processes and creation of real time MIS; and
    v. Fund transfer through PFMS platform.

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(0243/2017/O/O AS(NGB)

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4. Since payment of benefits under ICDS Training programme will only be through DBT Mode from 01.04.2017, States/UTs must ensure that the requisite exercises are completed well before this time, including DBT on-boarding to facilitate release of funds to States/UTs for payment of benefits to beneficiaries towards programme to these workers.

With regards

Yours sincerely,

Encl: As Above

(Nutan Guha Biswas)

To

All Secretaries/Principals Secretaries of States/UTs of WCD Departments

Annexure X

सचिव
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
भारत सरकार
Secretary
Ministry of Electronics &
Information Technology (MeitY)
Government of India

अरुणा सुंदरराजन, आई.ए.एस.
Aruna Sundararajan, I.A.S.

D.O. No. 10(13)/2017 EG-II
Dated: 4th May, 2017

Sub.: General Guidelines for securing Identity information and Sensitive personal data or information in compliance to Aadhaar Act. 2016 and Information Technology Act, 2000.

Dear Secretary

This has reference to the OM no. 10(36)/2015-EG-II (Vol-V) dated 25.03.2017 on Data Sharing – Compliance of IT Act, 2000 and Aadhaar Act, 2016.

2. MeitY has prepared general guidelines for securing personal information and Sensitive personal information in compliance to Information Technology Act, 2000 and Aadhaar Act, 2016.

3. The aforesaid guidelines are enclosed for ensuring necessary compliance.

With regards

Yours sincerely

(Aruna Sundararajan)

To

Secretaries of all the Ministries/Departments, Government of India

Ministry of Electronics and Information Technology
Government of India

General Guidelines for securing Identity information and Sensitive personal data or information in compliance to Aadhaar Act, 2016 and Information Technology Act, 2000
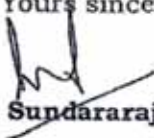
1. Objective

The objective of this document is to assist the various government departments that collect, receive, possess, store, deal or handle (jointly referred to as "handle" or "handled" or "handling" in this document) personal information including sensitive personal information or identity information to implement the reasonable security practices and procedures and other security and privacy obligations under the IT Act 2000, section 43A (Information Technology rules, 2011 – Reasonable Security practices and procedures and sensitive personal data or information) and Aadhaar Act 2016.

2. Definitions

For the purpose of this document, the definitions as given in the IT Act 2000 and Aadhaar Act 2016 have been used. These are provided here for sake of clarity

i.   Personal information means any information that relates to a natural person, which either directly or indirectly in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

ii. Sensitive personal data or information means such personal information which consists of information relating to:

 • Password;

 • Financial information such as Bank account or credit card or debit card or other payment instrument details;

 • Physical, physiological and mental health condition;

 • Sexual orientation; Ministry of Electronics and Information Technology Government of India

 • medical records and history;

 • biometric information

iii. Identity information in respect of an individual, includes his Aadhaar number, his biometric information and his demographic information; wherein biometric information means photograph, finger print Iris scan, or such other biological attributes of an individual; and demographic information includes information relating to the name, date of birth, address and other relevant information of an individual.

3. Document structure

This document is structured to provide general guidelines to various Government departments that are handling Personal data or information as per the IT Act 2000, section 43 A andAadhaar Act 2016.

4. Intended audience

The intended audience for this document from the various government departments that are handling personal information or sensitive personal data or information or identity information as defined above are provided as follows:

i. Information Technology department or division or function

ii. Technology department or division or function

iii. Legal department or division or function

iv. Information security department or division function

v. Chief Information Security Officer

vi. Chief Technology officer

vii. Chief Information Technology officer Ministry of Electronics and Information Technology Government of India

5.0 Basic Actions Departments should undertake should include:

5.1 Organisation Structure, Awareness and Training

i. Identify and deploy an officer responsible for security in your organization/ department

ii. An individual in the organization must be made responsible for protecting Aadhaar linked personal data. That person should be in charge of the security of system, access control, audit, etc.

iii. Ensure all officials involved in any IT related projects read Aadhaar Act, 2016 and IT Act 2000 along with its Regulations carefully and ensure compliance of all the provisions of the said Acts.

iv. Ensure that everyone including third parties involved in Digital initiatives is well conversant with provisions of IT Act 2000 and Aadhaar Act, 2016 along with its Regulations as well as processes, policies specifications, guidelines, circular etc issued by the authorities from time to time.

v. Create internal awareness about consequences of breaches of data as per IT Act 2000 and Aadhaar Act, 2016.

vi. Ensure that employees and officials understand the implications of the confidentiality and data privacy breach.

5.2   Technical and Process Controls

i.   Follow the information security guidelines of MeitY andUIDAI as released from time to time.

ii.   Informed consent – Ensure that the end users should clearly be made aware of the usage, the data being collected, and its usage. The user's positive consent should be taken either on paper or electronically.

iii.   Ensure that any personal sensitive information such as Aadhaar Number, Bank Account details, Fund transfer details, Gender, Religion, Caste or health information display is controlled and only displayed to the data owner or various special roles/ users having the need within the agency/ department. Otherwise, by default, all displays should be masked.

iv.   Verify that all data capture point and information dissemination points (website, report etc) should comply with IT Act and UIDAI's security requirements.

v.   If agency is storing Aadhaar number or Sensitive personal information in database, data must be encrypted and stored. Encryption keys must be protected securely, preferably using Hardware Security Modules (HSMs). If simple spreadsheets are used, it must be password protected and securely stored.

vi.   Access controls to data must be in place to make sure sensitive personal information including Aadhaar number and demographic data is protected.

vii.   For Aadhaar number look up in database, either encrypt the input and then look up the record or use hashing to create Aadhaar number based index.

viii.   Regular audit must be conducted to ensure the effectiveness of data protection in place.

ix.   Identify and prevent any potential data breach or publication of personal data.

x.   Ensure swift action on any breach of personal data.

xi.   Ensure that the system generates adequate audit logs to detect any breaches

xii.   Ensure no sensitive personal data is displayed or disclosed to external agencies or unauthorized persons.

xiii.   Authentication choice – When doing authentication, agency should provided multiple ways to authenticate (fingerprint, iris, OTP) to ensure that all Aadhaar holders are able to use it effectively.

xiv.   Multi-factor for high security – When doing high value transactions, multi-factor authentication must be considered.

xv. In case department is using Aadhaar Authentication, it should follow exception handling mechanism on following lines-

    a. It is expected that a small percentage of Aadhaar holders will not be able to do biometric authentication. It is necessary that a well-defined exception handling mechanism be put in place to ensure inclusion.

    b. If fingerprint is not working at all even after using multi-finger authentication, then alternate such as Iris or OTP must be provided.

    c. If the schemes is family based (like PDS system), anyone in the family must be able to authenticate to avail the bendfit. This ensures that even if one person is unable to do any fingerprint authentication, someone else in the family is able to authenticate. This reduces the error rate significantly.

    d. If none of the above is working (multi-finger, Iris, anyone in family, etc.), then agency must allow alternate exception handling schemes using card or PIN or other means.

xvi. All access to information, or authentication usage must follow with notifications/receipts of transactions.

xvii. All agencies implementing Aadhaar authentication must provide effective grievances handling mechanism via multiple channels (website, call-center, mobile app, SMS, physical-center, etc.).

xviii. Get all the applications that collect personal sensitive information, audited for application controls and compliance to the said Acts & certified for its data security by appropriate authority such as CERT-IN empanelled auditors.

xix. Use only STQC/UIDAI certified biometric devices for Aadhaar authentication.

xx. Check all IT infrastructure and ensure that no information is displayed and in case it is displayed, please remove them immediately.

xxi. Ensure that adequate contractual protection is in place in case third parties are involved in managing application/ data centres.

5.3 Data Retention and Removal

i. Ensure that the department has developed a data retention policy

ii. Ensure that you do not store personal sensitive information for a period more than what is required

iii. Delete/remove/purge the data after a specified period

5.4 Aadhar-specific Precautions

i. Do not publish any personal identifiable data including Aadhaar in public domain/websites, etc.

ii.   Do not store biometric information of Aadhaar holders collected for authentication.

iii.   Do not store any Aadhaar based data in any unprotected endpoint devices, such as PDs, laptops or smart phones or tablets or any other devices.

iv.   Do not print/display out personally identifiable Aadhaar data mapped with any other departmental data such as on ration card/ birth certificate/caste certificate/any other certificate/document. Aadhaar number if required to be printed, should be truncated or masked. Only last four digits of Aadhaar can be displayed/printed

v.   Do not capture/store/use Aadhaar data without consent of the resident as per Aadhaar Act. The purpose of use of Aadhaar information needs to be disclosed to the resident

vi.   Do not disclose any Aadhaar related information to any external/ unauthorized agency or individual or entity.

vii.   Do not locate servers or other IT storage system/ devices having Aadhaar data outside of a locked, fully secured and access-controlled room

viii.   Do not permit any unauthorized people to access stored Aadhaar data

ix.   Do not share Authentication license key with any other entity.

भारत का राजपत्र
The Gazette of India

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महिला और बाल विकास मंत्रालय

अधिसूचना

नई दिल्ली, 14 फरवरी, 2017

का.आ. 415(अ).—सेवाओं या फायदों या सहायिकियों के परिदान के लिए एक पहचान दस्तावेज के रूप में आधार का उपयोग सरकारी परिदान प्रक्रियाओं का सरलीकरण करता है, पारदर्शिता और दक्षता लाता है और फायदाग्राहियों को सुविधाजनक और निर्बाध रीति में उनकी हकदारियों को सीधे प्राप्त करने में समर्थ बनाता है और आधार किसी व्यक्ति की पहचान को साबित करने के लिए बहुल दस्तावेज प्रस्तुत करने की आवश्यकता का निवारण करता है ;

और, भारत सरकार का महिला और बाल विकास मंत्रालय, एकीकृत बाल विकास सेवा प्रशिक्षण कार्यक्रम (जिसे इसमें इसके पश्चात् आईसीडीएस प्रशिक्षण कार्यक्रम कहा गया है) के अधीन क्षेत्रीय कृत्यकारियों के लिए विभिन्न प्रशिक्षण पाठ्यक्रम का प्रशासन कर रहा है और फायदाग्राहियों में आंगनवाड़ी प्रशिक्षण केन्द्र कर्मचारिवृंद (एडब्ल्यू टीसी) या माध्यमिक स्तरीय प्रशिक्षण केन्द्र (एमएलटीसी) अतिथि संकाय या रिसोर्स व्यक्ति और प्रशिक्षणार्थी जिन्हें प्रशिक्षण पाठ्यक्रमों के लिए आंगनवाड़ी प्रशिक्षण केन्द्र कर्मचारिवृंद (एडब्ल्यू टीसी) या माध्यमिक स्तरीय प्रशिक्षण केन्द्र (एमएलटीसी) में नामांकित किया गया है, सम्मिलित है;

एकीकृत बाल विकास सेवा प्रशिक्षण कार्यक्रम के अधीन राज्य सरकारों और संघ राज्यक्षेत्र प्रशासनों को सहायता अनुदान जारी किया जाता है और सरकारी संगठनों या स्वैच्छिक संगठनों के माध्यम से राज्य सरकारों और संघ राज्य क्षेत्र प्रशासनों द्वारा चलाए गए आंगनवाड़ी प्रशिक्षण केन्द्रों (एडब्ल्यूटीएस) और माध्यमिक स्तरीय प्रशिक्षण केन्द्रों (एमएलटीएस) में रिसोर्स व्यक्तियों या अतिथि संकाय को प्रशिक्षणार्थियों को प्रशिक्षण देने के लिए मानदेय, परिवहन भत्ता और प्रोत्साहन, बोर्डिंग और वासा प्रदान किया जाता जिसमें भारत की संचित निधि से आवर्ती व्यय अंतर्वलित है ।

अतः अब, केंद्रीय सरकार आधार (वित्तीय और अन्य सहायिकियों, प्रसुविधाओं और सेवाओं का लक्ष्यित परिदान) अधिनियम, 2016 (2016 का 18) (जिसे इसमें इसके पश्चात् उक्त अधिनियम कहा गया है) की धारा 7 के उपबंधों के अनुसरण में निम्नलिखित अधिसूचित करती है, अर्थात् :--

1. (1) आईसीडीएस प्रशिक्षण कार्यक्रम के अधीन फायदों का लाभ लेने के इच्छुक व्यक्तियों से यह अपेक्षित है कि वे आधार संख्यांक के कब्जे में होने का सबूत प्रस्तुत करें या आधार अधिप्रमाणन प्रक्रिया पूरी करें ।

(2) आईसीडीएस प्रशिक्षण कार्यक्रम के अधीन फायदों का लाभ लेने के इच्छुक व्यक्ति को, जिसके पास आधार संख्यांक नहीं है या

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जिसने अभी तक आधार के लिए नामांकन नहीं कराया है, 31 मार्च, 2017 तक आधार नामांकन हेतु आवेदन करना होगा, परंतु वह उक्त अधिनियम की धारा 3 के उपबंधों के अनुसार आधार प्राप्त करने के लिए हकदार है और ऐसा व्यक्ति आधार नामांकन के लिए किसी आधार नामांकन केंद्र (केंद्रों की सूची यूआईडीएआई की वेबसाइट www.uidai.gov.in पर उपलब्ध है) का दौरा कर सकेगा ।

(3) आधार (नामांकन और अद्यतन) विनियम, 2016 के विनियम, 12 के अनुसार आईसीडीएस प्रशिक्षण कार्यक्रम के कार्यान्वयन करने के भारसाधक राज्य सरकारों या संघ राज्यक्षेत्र प्रशासनों में महिला और बाल विकास विभाग, जो किसी फायदाग्राही से यह अपेक्षा करता है कि वह आधार प्रस्तुत करे, से ऐसे फायदाग्राहियों के लिए नामांकन सुविधाएं प्रदान करने की अपेक्षा की जाती है जिनका आधार के लिए अभी तक नामांकन नहीं किया गया है और यदि संबंधित ब्लाक या तालुक या तहसील में आधार नामांकन केन्द्र अवस्थित नहीं है तो वहां आईसीडीएस प्रशिक्षण कार्यक्रम के कार्यान्वयन करने के भारसाधक राज्य सरकारों या संघ राज्य क्षेत्र प्रशासनों में महिला और बाल विकास विभाग के स्थानीय प्राधिकारी यूआईडीएआई के विद्यमान रजिस्ट्रारों के साथ समन्वय करके सुविधाजनक अवस्थानों पर नामांकन सुविधाएं प्रदान कर सकेंगे या रजिस्ट्रार, यूआईडीएआई बनकर आधार नामांकन सुविधाएं प्रदान कर सकेंगे:

परंतु फायदाग्राहियों को आधार समनुदेशित किए जाने के समय तक, आईसीडीएस प्रशिक्षण कार्यक्रम के अधीन ऐसे व्यक्ति को निम्नलिखित पहचान दस्तावेजों के प्रस्तुत किए जाने के अधीन रहते हुए फायदे प्रदान किए जाएंगे, अर्थात्:-

(क) (i) यदि उसने नामांकन करा लिया है तो उसकी आधार नामांकन पहचान स्लिप ; या

(ii) पैरा 2 के उपपैरा (2) में यथाविनिर्दिष्ट अनुसार, आधार नामांकन के लिए उसके द्वारा किए गए अनुरोध की प्रति; और

(ख) (i) बैंक या डाकघर फोटो पासबुक; या (ii) मतदाता पहचान पत्र; या (iii) राशन कार्ड; या (iv) किसान फोटो पासबुक; या (v) पासपोर्ट; (vi) या चालक अनुज्ञप्ति; या (vii) पेन कार्ड; या (viii) सरकार या किसी पब्लिक सेक्टर उपक्रम द्वारा जारी कर्मचारी फोटो पहचान पत्र (ix) किसी राज्य सरकार या संघ राज्य क्षेत्र प्रशासन द्वारा जारी कोई अन्य फोटो पहचान पत्र; या (x) किसी राजपत्रित अधिकारी द्वारा उसके शासकीय पत्र पर जारी कोई पहचान प्रमाणपत्र, जिस पर फोटो लगी हो; या (xi) प्राथमिक स्वास्थ्य केन्द्र (पीएचसी) या सरकारी अस्पताल द्वारा जारी स्वास्थ्य कार्ड; या (xii) राज्य सरकार या संघ राज्य क्षेत्र प्रशासन द्वारा विनिर्दिष्ट कोई अन्य दस्तावेज:

परंतु यह और कि उपरोक्त दस्तावेज इस प्रयोजन के लिए राज्य सरकार या संघ राज्य क्षेत्र प्रशासन द्वारा पदाभिहित किसी अधिकारी द्वारा जांच की जाएगी ।

2. फायदाग्राहियों को सुविधाजनक और निर्बाध मानदेय प्रदान करने के लिए, आईसीडीएस प्रशिक्षण कार्यक्रम को कार्यान्वित करने के लिए भारसाधक राज्य सरकारों या संघ राज्य क्षेत्र प्रशासनों में महिला और बाल विकास विभाग अपेक्षित सभी व्यवस्थाएं करेगा जिनमें निम्नलिखित सम्मिलित हैं, अर्थात्:-

(1) स्थानीय मीडिया के माध्यम से व्यापक प्रचार, आईसीडीएस प्रशिक्षण कार्यक्रम को कार्यान्वित करने के भारसाधक राज्य सरकारों या संघ राज्य क्षेत्र प्रशासनों में बाल विकास परियोजना अधिकारी कार्यालय/आंगनवाड़ी केन्द्र/ महिला और बाल विकास विभाग के माध्यम से आवश्यक अनुदेश और व्यष्टिक सूचनाएं आईसीडीएस प्रशिक्षण कार्यक्रम के भावी फायदाग्राहियों को दी जाएंगी जिससे कि उनको स्कीम के अधीन आधार की अपेक्षा के बारे में जागरूक बनाया जा सके और उन्हें अपने क्षेत्रों में उपलब्ध निकटतम आधार नामांकन केन्द्रों पर आधार के लिए स्वयं को नामांकित करवाने के लिए सलाह दी जा सके, यदि उनका पहले से नामांकन नहीं किया गया है । स्थानीय रूप से उपलब्ध नामांकन केन्द्रों की सूची उनको उपलब्ध करा दी जाएगी ।

(2) यदि फायदाग्राही, ब्लाक या तहसील या तालुक में आधार नामांकन केंद्रों की अनुपलभ्यता के कारण आधार के लिए नामांकन कराने में असमर्थ हैं तो आईसीडीएस प्रशिक्षण कार्यक्रम के भारसाधक राज्य सरकारों या संघ राज्य क्षेत्र प्रशासनों में महिला और बाल विकास विभाग से अपेक्षा की जाती है कि वह सुविधाजनक अवस्थानों पर आधार के लिए नामांकन सुविधाएं सृजित करें और फायदाग्राही से अनुरोध किया जाए कि वे बाल विकास परियोजना अधिकारी, आदि के पास पैरा 1 के उप-पैरा (3) के परंतुक में यथा-विनिर्दिष्ट अपना नाम, पता, मोबाइल नंबर और अन्य ब्यौरे देकर आधार के लिए नामांकन हेतु अपने अनुरोध को रजिस्टर करें

3. यह अधिसूचना, असम, मेघालय और जम्मू-कश्मीर के सिवाय सभी राज्यों और संघ राज्य क्षेत्रों में इसके प्रकाशन की तारीख से प्रभावी होगी ।

[फा. सं. 17/02/2016-आई सी डी एस प्रशिक्षण]

डा. राजेश कुमार, संयुक्त सचिव

MINISTRY OF WOMEN AND CHILD DEVELOPMENT

NOTIFICATION

New Delhi, the 14th February, 2017

S.O. 415(E).—Whereas, the use of Aadhaar as identity document for delivery of services or benefits or subsidies simplifies the Government delivery processes, brings in transparency and efficiency, and enables beneficiaries to get their entitlements directly to them in a convenient and seamless manner and Aadhaar obviates the need for producing multiple documents to prove one's identity;

And, whereas, the Ministry of Women and Child Development in the Government of India is administering various training courses to field functionaries under the Integrated Child Development Services Training Programme (hereinafter referred to as ICDS Training Programme) and the beneficiaries include staff of the Anganwadi Training Centers (AWTCs) or Middle level Training Centers (MLTCs), guest faculty or resource persons and trainees who are enrolled in the AWTCs or MLTCs for the training courses;

And whereas, under the ICDS training programme, the grant-in-aid is released to the State Governments and Union Territory Administrations. The Honorarium to resource persons or guest faculty for providing training, transport allowance and incentive, boarding and lodging to trainees at AWTCs and MLTCs run by the State Governments and Union Territory Administrations through Non-Governmental Organizations or Voluntary Organizations that involve recurring expenditures from the Consolidated Fund of India;

Now, therefore, in pursuance of the provisions of Section 7 of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) (herein after referred to the said Act), the Central Government hereby notifies the following, namely:–

1.   (1) The desirous beneficiaries of ICDS training programme are hereby required to furnish proof of possession of Aadhaar number or undergo Aadhaar authentication.

(2) Any desirous beneficiary of ICDS training programme, who does not possess the Aadhaar number or has not yet enrolled for Aadhaar shall have to make application for Aadhaar enrolment by 31st March, 2017 provided he or she is entitled to obtain Aadhaar as per the provisions of section 3 of the said Act and such individuals may visit any Aadhaar Enrolment Centre (list available at Unique Identification Authority of India (UIDAI) website www.uidai.gov.in) to get enrolled for Aadhaar.

(3)   As per regulation 12 of the Aadhaar (Enrolment and Update) Regulations, 2016, the Women and Child Development Department in the State Governments or Union Territory Administrations in-charge of implementing the ICDS training programme which requires an individual to furnish Aadhaar, is required to offer enrolment facilities for the beneficiaries who are not yet enrolled for Aadhaar and in case there is no Aadhaar enrolment centre located in the respective Block or Taluka or Tehsil, the Women and Child Development Department in the State Governments or Union Territory Administrations in charge of implementing the ICDS training programme may provide enrolment facilities at convenient locations in coordination with the existing Registrars of UIDAI or by becoming UIDAI Registrar:

Provided that till the time Aadhaar is assigned to the beneficiaries of ICDS training programme, benefits under the said training programme shall be given to such individual subject to the production of the following identification documents, namely:—

(a)   (i)   if she or he has enrolled, his Aadhaar enrolment ID slip; or

(ii)   a copy of her or his request made for Aadhaar enrolment, as specified in sub-paragraph (2) of paragraph 2; and

b.   i) Bank or Post Office photo passbook; or (ii) Voter ID Card; or (iii) Ration Card; or (iv) Kisan Photo Passbook; or (v) Passport; or (vi) Driving License; or (vii) PAN Card; or (viii) MGNREGS job Card; or (ix) Employee Photo Identity Card issued by the Government or any Public Sector Undertaking ; or (x) Any other Photo identity Card issued by State Government or Union Territory Administration; or (xi) Certificate of identity with photograph issued by a Gazetted Officer on official letterhead; or (xii) any other document specified by the State Government or Union Territory Administration:

Provided further that the above documents shall be checked by an officer designated by State Government or Union Territory Administration for that purpose.

2.   In order to provide convenient and hassle free benefits to the beneficiaries, the Women and Child Development Department in the State Governments or Union Territory Administrations in-charge of implementing ICDS training programme, shall make all the required arrangements including the following, namely:–

(1) Wide publicity through media and individual notices through the Women and Child Development Department in the State Governments or Union Territory Administrations in-charge of implementing ICDS training programme shall be given to the prospective beneficiaries of ICDS training programme to make them aware of the requirement of Aadhaar under the scheme and they may be advised to get themselves enrolled for Aadhaar at the nearest enrolment centers available in their areas, in case they are not already enrolled. The list of locally available enrolment centres shall be made available to them.

(2) In case the beneficiaries of ICDS training programme are not able to enroll for Aadhaar due to non-availability of Aadhaar enrolment Centers in the Blocks or Tehsils or Talukas, the Women and Child Development Department in the State Governments or Union Territory Administrations in-charge of implementing the ICDS Training programme is required to create enrolment facilities for Aadhaar at convenient locations and the beneficiaries of ICDS training programme may register their request for enrolment by giving their name, address, mobile number and other details as specified in the proviso to sub-paragraph (3) of paragraph 1, with the local authorities in-charge of implementation of the ICDS training programme.

3.   This notification shall come into effect from the date of its publication in all States and Union Territories except the State of Assam, Meghalaya and Jammu and Kashmir.

[F. No. 17/02/2016-ICDS TR]

Dr. RAJESH KUMAR, Jt. Secy.

RAKESH SUKUL Digitally signed by RAKESH SUKUL
Date: 2017.02.15 15:54:05 +05'30'

Annexure XII (A)

An illustration about different types of training conducted at various levels is given below in Table 1.

Table 1: Training Pattern of ICDS Functionaries

S.No.	Types of functionaries Duration	Training Institute Size	Total	W.Days	Batch
A.	**ICDS Functionaries**				
1.	Induction training of CDPOs/ACDPOs	State Govt.	7**	5	25
2.	Job training course for CDPOs/ACDPOs	NIPCCD Hqrs. RC; STI (Tamil Nadu)	30*	26*	25
3.	Refresher course for CDPOs/ACDPOs	NIPCCD Hqrs.& RCs	7**	5	25
4.	Induction training of Supervisors	MLTCs	7**	5	25
5.	Job training of Supervisors	MLTCs	30*	26	25
6.	Refresher course for supervisors	MLTCs	7**	5	25
7.	Induction training for AWWs	AWTCs & Project level Supervisors	7@	6	20
8.	Job training course for AWWs	AWTCs	30*	26	35
9.	Refresher course of AWWs	AWTCs	7**	5	40
10.	Orientation training for Helpers	AWTCs	8**	6	50
11.	Refresher training of Helpers	AWTCs	5@	4	50
B. Training trainers of AWTCs/MLTCs					
12.	Orientation training of Instructors of MLTCs	NIPPCD Hqrs & RCs	11**	8	20

13.	Refresher course for instructors of MLTCs	NIPPCD Hqrs. & RCs	7**	5	20
14.	Orientation training of instructors of AWTCs	MLTCs	11**	8	20
15.	Refresher course for instructors of AWTCs	MLTCs	7**	5	20

Exclusive of one day before & after the course & Holiday falling during the course except Sunday.

*** Inclusive of One day before and after the course.*

Annexure XII (B)

Proforma for the Submission of TA paid to Supervisors

S.No	Name of Supervisors	ICDS Projects from where deputed	Distance	Mode of travel	Amount of TA (Rs.)
1	2	3	4	5	6
i.					
ii.					
iii.					
iv.					
v.					
vi.					

Signature

Principal/Incharge

Annexure XII (C)

Consolidated Report on Expenditure Incurred by the Training Institution for the Training of Supervisors

1.   Name of the Training Institution

2.   No. of the training courses organized for Supervisors

3.   Date of the commencement of the course

4.   Date of completion of the course

5.   Grantinaid received

6.   Total expenditure

7.   Balance, if any

8.   Name (s) of Central ICDS Project (s from where Supervisors were deputed for training

S.No	Items	Amount Spent (Rs.)
1.	Honoraria to visiting instructors/guest speakers	
2.	Equipment (with details of equipment purchased)	
3.	Books and periodicals for Library	
4.	Conveyance charges for supervised practice	
5.	Other items(Specify)	
	Total	

Proforma for the Submission of details of Honoraria paid to Visiting Instructors/Speakers (To be submitted in duplicate)

S.No	Name of the Guest Lecturer & Designation	Rate per course	Amount paid (Rs.)	Signature
1	2	3	4	5
i.				
ii.				
iii.				

Signature

Principal/Incharge

Annexure XII (D)

FORMS
GFR 12 C
[See Rule 239]

FORM UTILIZATION CERTIFICATE
(For State Government)
(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No. and date	Amount	
			Certified that out of ` ……………………………… of grants sanctioned during the year …........ in favour of ……………… under the Ministry / Department Letter No. given in the margin and ` …………… on account of unspent balance of the previous year, a sum of ` …………….. has been utilized for the purpose of …………….. for which it was sanctioned and that the balance of ` …………… remaining unutilized at the end of the year has been surrendered to Government (vide No………….. dated………….) / will be adjusted towards the grants payable during the next year……………………………

2.   Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

1.

2.

3.

4.

5.

Signature of Govt.   **Signature**……………………………...……

Auditor/Charted Accountant   **Designation**…………………………………

Stamp: **Date**……………………………………......

Date: 97

National Institute of Public Cooperation
and Child Development

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Towards a new dawn

**Ministry of Women and Child Development
Government of India**