

WOMEN & CHILD DEVELOPMENT DEPARTMENT

HARYANA

Notification

The 28th December, 2011

No. 350- SW (3) 2011 In compliance of the directions issued by Government of India, Ministry of Women & Child Development contained in letter No.16-8/2010-ME, dated 31-03-2011, the Governor of Haryana is pleased to constitute the Monitoring & Review Committees at different levels to review progress in implementation of the Integrated Child Development Services Scheme in the State:-

1. STATE LEVEL MONITORING & REVIEW COMMITTEE (SLMRC) ON ICDS

IA Composition

i.	Chief Secretary to Govt. Haryana.	Chairperson
ii.	Administrative Secretary, Planning Department	Member
iii.	Administrative Secretary, Finance Department	Member
iv.	Administrative Secretary, Health Department	Member
v.	Administrative Secretary, Rural Development Department	Member
vi.	Administrative Secretary, Development & Panchayats Department	Member
vii.	Administrative Secretary, Public Health Engineering	Member
viii.	Administrative Secretary, School Education Department	Member
ix.	Administrative Secretary, Agriculture Department	Member
x.	Administrative Secretary, Food & Supplies Department	Member
xi.	Administrative Secretary, Women & Child Development Department	Member
xii.	5 Members of Parliament (MP)*	Member
	1. Dr. Ram Prakash	
	2. Shri Deepender Hooda	
	3. Shri Naveen Jindal	
	4. Ms. Shruti Choudhary	
	5. Shri Ashok Tanwar	
xiii.	5 Members of Legislative Assembly (MLAs)*	Member
	1. Smt. Sumita Singh	
	2. Smt. Shakuntla Khatak	
	3. Shri Aftab Ahmed	
	4. Shri Jagbir Singh Malik	
	5. Shri Ram Niwas Ghorela	
xiv.	State Mission Director, National Rural Health Mission	Member
xv.	Regional Director, NIPCCD (from the region)	Member
xvi.	Assistant Tech. Advisor, Food & Nutrition Board, State / Regional Office	Member
xvii.	Principal, Middle level Training Centre (MLTC) Rai (Sonapat)	Member
xviii.	Principal, Anganwadi Worker Training Centre (AWTC)**	Member

Bhiwani, Faridabad, Gurgaon, Hissar, Panchkula, Rohtak,
Rewari, Sirsa and Radour -I & II.

xix. Director, Women & Child Development Department Member Secretary

- * Members of Parliament and MLAs in the State would be Members of the Committee on rotational basis for one year and their selection shall be such as to give representation to as many political parties as possible.
- ** On rotation basis in each year;

NOTE:

- i. Experts / Representatives from the prominent Institution and Development Partners, who are working in the State with ICDS programme, may also be invited as Special Invitees.
- ii. The Committee will meet every six months or earlier as and when required on the notice of the Chairperson. The Chief Secretary will, however chair the meeting once in six months.

IB Roles

The State level Committee will monitor and review the following issues and recommend appropriate actions:

i. Overall progress with regard to:

- a) Universalization of ICDS- status of operationalization of sanctioned projects/AWCs, coverage of all habitations/hamlets in the State and factors coming in their way;
- b) Preparation and implementation of State Annual Programme Implementation Plan (APIP) in ICDS;
- c) Status of nutritional status of children below 6 years- weightment, roll out of WHO growth standards and joint mother and child protection cards; district- wise comparison of proportion of moderate and severely undernourished children; Measures being taken for addressing them and progress thereon on half yearly basis;
- d) Performance of non-formal pre-school education provided at AWCs: Methodology and participation of children in non-formal pre-school education at AWCs; use of locally developed learning and play materials, toy bank and other initiatives;
- e) Identification of low performance districts in ICDS and factors responsible for it.

ii. Convergence with line departments/programmes:

- a. Health / NRHM: Status of full immunization at AWCs, provision of ante-natal and health check -ups, referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; Functioning of VHND, VHSC and promotion of IYCF.

- b. Water & Sanitation Provision of potable water and sanitation facility at AWCs through convergence with Total Sanitation Campaign and Rajiv Gandhi National Drinking Water Mission or any other schemes of State Govt;
- c. Sarva Siksha Abhiyan (SSA): Co- location of AWCs with primary schools, integration of PSE in AWCs, support from SSA, etc.
- d. PRI's: Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs;
- iii. **Coverage in general and, specifically, of SC/ST/Minority habitations/ beneficiaries against the surveyed population;**
- iv. **Other issues relating to programme implementation and actions there on with respect to:**
 - a. Regularity of functioning of AWCs - overall and specifically, those in SC/ST/ Minority concentrated habitations;
 - b. Manpower vacancies at AWW/ Supervisor / CDPO level and their training status;
 - c. Fund flow and timely payment of honoraria to AWWs/ AWHs;
 - d. Availability of funds for POL, contingency etc at district / block level and flexi-funds at AWC level as per revised norms;
 - e. Disruptions in supply of supplementary nutrition at AWCs as per revised norms and reasons for it, such as method of delivery, engagement of SHGs etc;
 - f. Arrangement for fortification of supplementary food and use iodized salt at AWCs;
 - g. Methodology and participation of children in non-formal pre-school education at AWCs;
 - h. Procurement and supply / availability of essential items to AWCs- medicine and PSE kits, weighing scales, joint MCP card, WHO Growth Charts, etc;
 - i. Monitoring and supervision visits by officials at different levels as per norms;
 - j. Engagement of ICDS functionaries in non-ICDS activities and arrangements to desist them from it;
 - k. Any other matter as may be relevant for improved implementation;
- v. **Improving the AWC Infrastructure : Construction of AWC buildings by leveraging funds from under different schemes/ programmes, such as BRGF, MSDP, MPLADs etc;**
- vi. **Use of IEC in creating awareness about ICDS services / health and nutrition issues and possibility of convergence with IEC activities under other schemes / programmes.**

II. DISTRICT LEVEL MONITORING & REVIEW COMMITTEE (DLMRC) ON ICDS

IIA Composition

- | | | |
|------|--|-------------------|
| i. | District Magistrate / Collector / Dy. Commissioner | Chairperson |
| ii. | Chief Executive Officer (CEO). | Vice- Chairperson |
| iii. | District Development & Panchayat Officer. | Member |

iv.	Chief Medical Officer, Health & Family Welfare	Member
v.	District Planning Officer	Member
vi.	District Social Welfare Officer	Member
vii.	District Agriculture / Horticulture Officers	Members
viii.	District Officer, Rural Development/ MNREGA	Member
ix.	Executive Engineer, PHED	Member
x.	District Education Officer	Member
xi.	Members of Parliament (MP) in the District	Member
xii.	Members of Legislative Assembly (MLAs)	Members
xiii.	Principal, Middle level Training Centre (MLTC)	Member
	Rai (Sonepat)	
xiv.	Principal, AWTCs (any 2)*	Members
xv.	Field Unit of Food & Nutrition Board	Member
xvi.	CDPOs (any 3)*	Members
xvii.	District Programme Officer (ICDS)	Member Secretary
*	On rotation basis in each year	

NOTE:

The Committee will meet at least once in a quarter or as and when required on the notice of the Chairperson and will submit its review report to the Chief Secretary / Secretary (WCD) clearly outlining actions taken at the district level and support required from the State Govt.

II-B Roles

The District level Committee will monitor and review block / project-wise progress of implementation of the Scheme and suggest/ take appropriate corrective actions with regard to following issues:

i. Overall progress in implementation with regard to:

- a. **Status of operationalization** of all sanctioned projects/ AWCs, overage of all habitations/hamlets in the district, especially SC/ST and minority concentrated and remote areas;
- b. **Coverage of beneficiaries:** Block-wise analysis of registered vs. actual beneficiaries for supplementary nutrition and pre-school education at AWCs as against surveyed population.
- c. **Regularity in supply and quality of supplementary nutrition** at AWCs: provision of take home ration, morning snacks and hot cooked meals for stipulated number of days in a month and block- wise comparison of feeding efficiency;
- d. **Nutritional status of children 0-3 years and 3-6 years-** weightment roll out of WHO growth standards and joint mother and child protection cards; block-wise comparison of proportion of moderate and severely undernourished children; Measures being taken for addressing them and progress thereon on half yearly basis;

e. Performance of non-formal pre-school education provided at AWCs;

ii. **Coordination and convergence with line departments/programmes;**

a. **Health/NRHM:** Immunization of children at AWCs, ante-natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; Functioning of VHSC, MAND, promotion of IYCF; joint visits of health and ICDS functionaries to AWCs;

b. **Water & Sanitation :** Provision of potable water and sanitation facility at AWCs;

c. **Sarva Siksha Abhiyan (SSA) :** Co-location of AWCs with primary schools, integration of PSE in AWCs, support from SSA, etc.

d. **PRIs:** Involvement of PRIs and community in overseeing and coordinating the delivery of service at AWCs;

iii. **Other issues relating to programme implementation and action there on with respect to :**

a. Regularity of functioning of AWCs – overall and specifically, those in SC/ST/minority concentrated habitations;

b. Manpower vacancies at AWW/Supervisor /CDPO level and training status of functionaries;

c. Payment of honoraria to AWWs/AWHs and travelling allowance to Supervisor;

d. AWC infrastructure : Construction of AWC building through convergence with other schemes / programme;

e. Supply of essential items to AWCs – medicine and PSE kits, weighing scales, joint MCP card, WHO Growth Chart, etc;

f. Availability of funds for POL, contingency etc at district / block level and flexi-fund at AWC level as per the revised norms;

g. Mobility of CDPOs/ Supervisors- availability of vehicles and non requisitioning of programme related vehicles;

h. Monitoring and supervision visits by CDPOs/ Supervisors to AWCs as per norms and submission of reports;

i. Method (s) of delivery of supplementary food at AWCs – engagement of SHGs and use of iodized salt at AWCs and addition of leafy vegetables;

j. Methodology used and participation of children in non-formal pre-school education at AWCs ; use of locally developed learning and play materials, toy bank and other initiatives;

k. Engagement of ICDS functionaries in non-ICDS activities and arrangements to desist them from it;

l. Identification of low performing blocks in ICDS implementation and factors responsible for it;

m. Any other matter as may be relevant for improved implementation.

- iv. **Financial issues:** Funds flow and status of component – wise allocation and expenditures during the reported period and adherence to revised financial norms prescribed by GOI;
- v. **Complaints / grievance redressal mechanism :** Actions on the complaints received from individuals, community, PRIs, etc regarding ICDS services such as regularity in AWC functioning, quality of supplementary nutrition, etc and ICDS functionaries;
- vi. **IEC:** Preparation and undertaking of IEC action plan on issues like location of AWCs, services available under ICDS, entitlement of beneficiaries, grievances redressal mechanism, etc;

NOTE

The following sources of information may be used for the review meeting:

- a. Minutes and reports of the Block Level Monitoring Committees;
- b. Analysis of Block Monthly Progress Reports (MPRs) and Block Annual Status Reports (ASRs);
- c. Reports of field visits by members of the Committee, and other officials in the district and any evaluation /assessment report; and
- d. Reports from the public / media (if any).

III. BLOCK LEVEL MONITORING COMMITTEE (BLMC) ON ICDS

III-A Composition

i.	Sub Divisional Magistrate (SDM)	Chairperson
ii.	Block Development and Panchayat Officer /	Vice- Chairperson
iii.	Block Representative of Health (BMO/MO in charge PHC/CHC)	Member
iv.	Block representatives of Education (Block Education Officer/ in charge of SSA)	Member
v.	Block Extension officers of Agriculture / Horticulture	Member
vi.	Representative of Block/Nagar / Taluka Panchayat	Member
vii.	Principal, Anganwadi Training Centre*	Member
viii.	Representatives, local NGOs (2)	Members
ix.	CDPO	Convener

*if there is any.

Note

- The Committee will meet once in a quarter and will submit its report to the District Committee with a copy to the State Directorate of ICDS.
- Representatives of Animal Husbandry/ Dairy /Fishery etc., may be invited as required.
- 2-3 Supervisors (ICDS) in the block may also be invited to the meeting on rotation basis.

III-B Roles

The Block level Committee will monitor and review the following issues and suggest/take appropriate actions:

i. **Overall progress in implementation with regard to:**

- a. Coverage of all habitations /hamlets in the block, especially in SC/ST and minority concentrated and remote areas;
- b. Coverage of beneficiaries: Sector – wise analysis of registered vs. actual beneficiaries for supplementary nutrition and pre-school education at AWCs as against surveyed population;
- c. Quality of supplementary nutrition;
- d. Nutritional status of children 0-3 years and 3-6 years- weighment , roll out of WHO growth standards and joint mother and child protection cards ; sector –wise comparison of proportion of moderate and severely undernourished children; measures being taken for addressing them and progress there on half yearly basis;
- e. No. of AWCs providing take home ration, morning snacks and hot cooked meals for more than 21 days in the reporting month;
- f. Number of AWCs which organized the monthly Village and Health Nutrition Days (VHNDs) and details of activities undertaken during VHNDs.

ii. **Coordination and convergence with line departments/progress:**

- a. **Health /NRHM:** joint planning and implementation of timely immunization of children at AWCs, ante- natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, de –worming tablet) to AWCs ; Functioning of VHND and VHSC and promotion of IYCF; planned visits of ANM to AWCs;
- b. **Water & Sanitation :** Provision of potable water and sanitation facility at AWCs;
- c. **PRIs:** Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs;

iii. **Other issues relating to programme implementation and actions thereon with respect to:**

- a. Regularity of functioning of AWCs-overall, and specifically, those in SC/ST minority concentrated habitations and submission of MPRs by AWWs;
- b. Manpower vacancies at AWW/Supervisor /CDPO level and their training status;
- c. Payment of honoraria to AWWs/AWHs and travelling allowances to Supervisors;

- d. AWC infrastructure : Construction of AWC building through convergence with other schemes /programmes;
 - e. Status of supply of all essential items to AWCs (Medicine and PSE kits, weighing scales, joint MCP card, WHO Growth Chart, etc.)
 - f. Availability of funds for POL, contingency etc at the block level and flexi fund at AWC level as per revised norms;
 - g. Home visits by AWWs during critical contact period –counseling of pregnant and lactating mothers and families of children under two on key health and nutrition issues;
 - h. Supportive supervision by the Supervisors; organization of sector level review meetings; analysis of MPRs; etc.[To review frequency of supervisory visits and reasons for lower than expected frequency]
 - i. Observance of Village Health & Nutrition Days (VHNDs) –participation of ANM and PRI Members;
 - j. Method (s) of delivery of supplementary nutrition at AWCs –engagement of SHGs and use of iodized salt at AWC;
 - k. Methodology and participation of children in non-formal pre school education at AWCs – use of locally developed learning and play materials, toy bank and other initiatives ;
 - l. Engagement of AWWs and Supervisors in non – ICDS activities and arrangement to desist them from it;
 - m. Identification of low performing AWCs/Sectors in ICDS implementation and factors responsible for it;
 - n. Any other matter as may be relevant for improved implementation.
- iv. **Complaints /grievance redressal mechanism: Action taken on the complaints received from individuals, community, PRIs, etc regarding ICDS services such as regularity in AWC functioning, quality of supplementary nutrition, etc and also on dereliction of duties by Supervisors/AWWs;**

Note

The following sources of information may be used for the review meeting:

- a. Minutes and reports of the AWC Level Monitoring Committees;
- b. Analysis of AWC Monthly Progress Reports (MPRs) /Annual Status Reports (ASRs);
- c. Reports of field visits to AWCs by members of the Committee, and other officials in the block district;
- d. Reports from the public /media (if any).

IV. ANGANWADI LEVEL MONITORING & SUPPORT COMMITTEE (ALMSC) ON ICDS

IVA Composition

i.	Gram Panchayat /ward member (preferably woman member)	Chairperson
ii.	Mahila Mandal (2 Members on rotation)	Members
iii.	ASHA	Member
	<u>Representatives of :</u>	
iv.	Community Based Organization (2)	Members
v.	Community (Teachers /Retired Govt. Officials/ Parents of Children attending AWC)(3)	Members
vi.	Sakhi under SABLA Programme (if any)	Member
vii.	Anganwadi Worker	Convener

Note

- The Committee will organize regular monthly meetings to discuss various issues in the Anganwadi area in the village or ward /slum and record minutes of the meeting. A copy of the minutes may be sent to the Block level Committee and CDPO.
- ICDS Supervisor, ANM, LHV may be invited to the meeting as may be required.

IVB Roles

The Anganwadi level Committee will review and take /suggest actions to improve delivery of services at the AWC. The Committee is authorized and expected to play the following roles:

- i. Check regularity of functioning of AWC;
- ii. Ensure coverage of all eligible beneficiaries as against the surveyed population;
- iii. Review status of supply of supplementary food to all beneficiaries for at least 21 days in a month;
- iv. Review nutrition status of children 0-3 years and 3-6 years, weighment, availability of WHO New Growth Charts and joint mother & child protection card; and number moderate and severely undernourished and steps taken;
- v. Review functioning of non-formal PSE-activities per day, development /use of local learning and play materials; organization of parents meet; etc.
- vi. Ensure participation of AWWs at VHSC meetings;
- vii. Ensure participation of at least one of the Members (other than AWW,ASHA and ANM) on the monthly Village Health and Nutrition Day at each AWC and to ensure that it is well-organized and well-attended, and that all due services are rendered on that day;

- viii. Review facilities available at the AWC in the light of established norms (Infrastructure including clean water, functioning toilet, play area, PSE/ medicine kits, cooking utensils, etc);
[The Committee may consider ways of locally strengthening the AWC infrastructure mobilizing resources from the community /other schemes]
- ix. Review receipt and utilization of consumables such as food supplements and medicine as well as physical stocks;
 - Find reasons for any shortfalls from expected norms, or discrepancies in stocks;
 - Document and report such shortfalls and discrepancies to the Block Level Monitoring Committee and CDPO;
- x. Attend to any local disputes related to the AWC or AWW, and resolve such disputes amicably; flag unresolved disputes to Gram Panchayat or Block level Monitoring Committees;
- xi. Interact with the AWW/ICDS Supervisor to understand reasons for any short falls in services provided at the AWC, and find ways to locally strengthen services or correct shortfalls; formally document and report unresolved issues to the Block Level Monitoring Committee, with a copy to CDPO,MO/PHC and Gram Panchayat as appropriate & concerned.
- xii. Any other matter as may be relevant for improving service delivery.

NOTE:

- i. To ensure any/all of the above, the AWC level Committee Members are expected to:
 - Familiarize themselves with the objectives and spirit of the ICDS programme.
 - Familiarize themselves with the established norms and guidelines for ICDS by obtaining a copy of such guidelines from the Block Level Monitoring Committee; interact with Members of the Block Level Monitoring Committee, or the Supervisor or CDPO, or with the LHV or MO/PHC to seek any clarifications regarding these norms.
 - Visit the AWC periodically and interact with other members of the community to enquire about the functioning of the AWC.
 - Convene a monthly meeting to transact its business, preferably soon after the preparation of the AWC MPR, and maintain minutes recording the attendance of Members, issues reviewed, findings, and action taken.
 - Send a copy of the minutes of the monthly meeting to the Block Level Monitoring Committee.
- ii. On any issue, while it is always preferable to have negotiated and unanimous decisions, the Members present may take decision based on guidelines and norms. Unresolved issues may be sent to higher level for direction.

The Committee and its Members will conduct their business in a manner that does not disturb the day-to-day activities of the AWW/AWC.

The expenditure involved shall be debitabe under the major head "2235-Social Security & Welfare-02-Social Welfare-(Women & Child Development Directorate)-02-Child Welfare-Part-(ii) Central Sponsored Scheme (i) Integrated Child Development Services Scheme (Plan)".

Dated Chandigarh
the: 21st December, 2011

DHEERA KHANDELWAL,
Financial Commissioner & Principal Secretary to Govt.
Haryana, Women & Child Development Department,

Endst.No.350 /SW(3)/2011,

dated the :28.12.2011

A copy of above is forwarded to the Controller Printing & Stationery Department Haryana, Chandigarh with the request that Notification may be printed in the Haryana Govt. Extra Ordinary Gazette and 5000 copies of the same may be supplied to the undersigned immediately.


Deputy Secretary

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Women & Child Development Department,

Endst.No.350 /SW(3)/2011,

dated the :28.12.2011

A copy of above is forwarded to Chief Secretary to Govt. Haryana for information and necessary action


Deputy Secretary

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Women & Child Development Department,

Endst.No.350 /SW(3)/2011,

dated the :28.12.2011

A copy of above is forwarded to the following for information and necessary action:-

1. Accountant General (A&E)/Audit, Haryana, Chandigarh.
2. Concerned Members of Parliament and Members of Legislative Assembly.
3. All Concerned Administrative Secretaries/ Directors / Members of the State Level Monitoring & Review Committee.
4. All Divisional Commissioners in Haryana State.
5. All Deputy Commissioners/ Concerned Members of the Distt. Level Monitoring & Review Committee on ICDS.
6. All Sub Divisional Magistrates in Haryana State/ Concerned Members of the Block Level Monitoring Committee on ICDS.
7. All Gram Panchayat/ Women Ward Members/ Chairpersons/ concerned Members of Anganwadi Level Monitoring & Support Committee.
8. All Officers at headquarter.
9. All Programme Officers in the State with the directions that copies of the notification may be made available to all concerned Chairpersons/ Members of the District/ Block/ Anganwadi Level Monitoring Committees.
10. PS/CM, PS/WCDM, PS/CS, PS/FCWCD, PA/DWCD.



Deputy Secretary

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Women & Child Development Department,

Endst.No.350 /SW(3)/WCD/2011

dated the 28.12.2011

A copy of above is forwarded to the Joint Secretary, Govt. of India, Ministry of Women Child Development, (ICDS M&E Unit), Shastri Bhawan, New Delhi w.r.t. their letter No.16-8/2010/ME, dated 31-03-2011 for information.


Deputy Secretary

for Financial Commissioner & Principal Secretary to Govt. Haryana,
Women & Child Development Department,