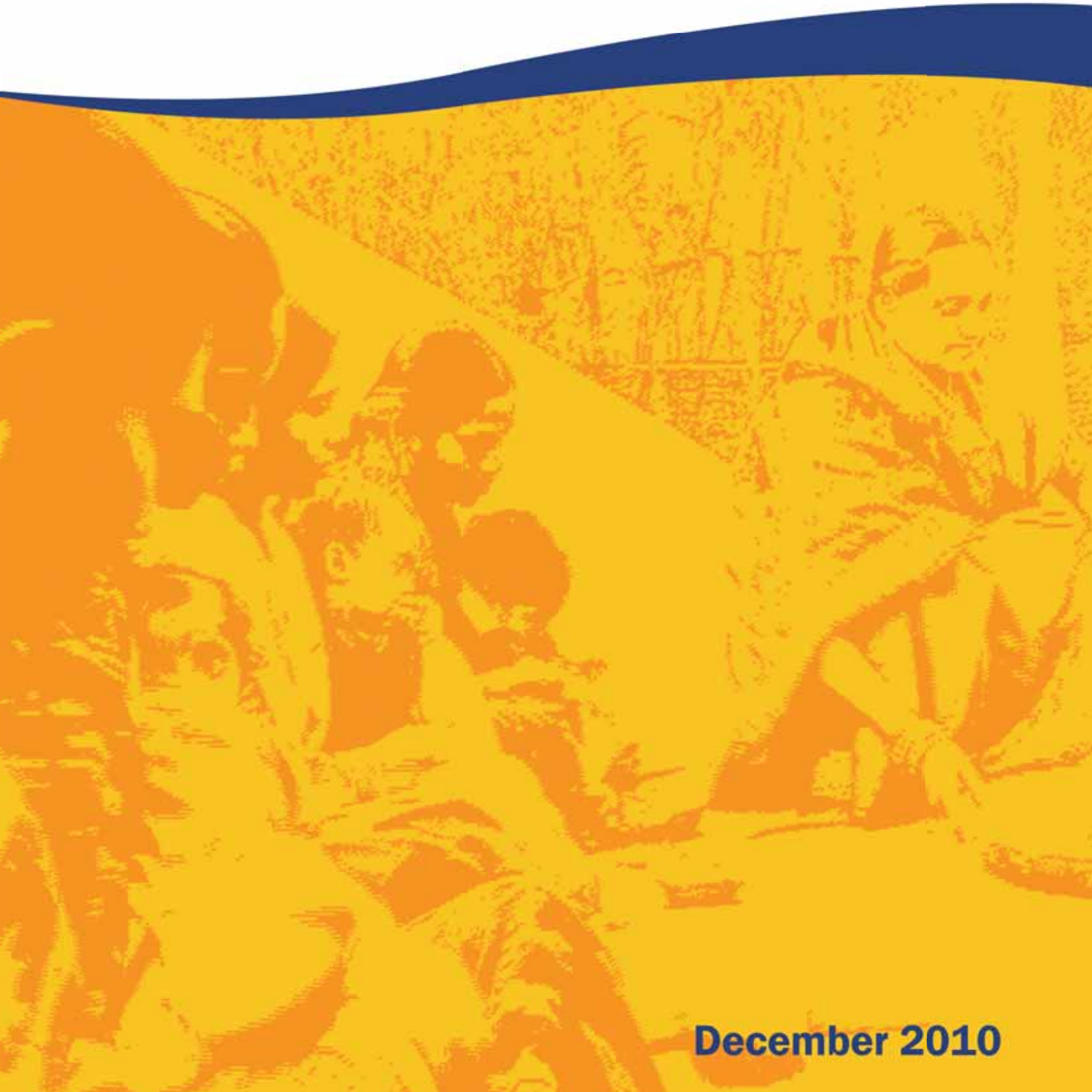




# Standard Guidelines for Implementation of Good Practices for Achieving Nutritional Outcomes



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## About the Standard Guidelines

The main purpose of this booklet is to present a set of standard guidelines for implementation of 'good practices' for achieving nutritional outcomes. There are five good practices which the Integrated Nutrition and Health Project evolved over a period of fourteen years with documented evidence of the links to the reduce child malnutrition. The standard guidelines are products of standardization process, which articulates the feasible process of implementation. Therefore, these are called protocols: the detailed step wise listing of the processes for the implementation of the good practices. These standardized protocols are i) Fixed Nutrition and Health Day, ii) Prioritized Home Contacts, iii) Supportive Supervision, iv) Structured Sector Meetings, and v) Supply Chain Management of Food Commodities. For each good practice, there is a detailed protocol describing the steps, activities, controls, responsibilities, and source of information. The tools and job-aids associated with each protocol are also given.

The Integrated Child Development Services (ICDS) Department who seek to implement the good practices in their own state can use these protocols as ready reckoners. In the states of Andhra Pradesh and Chhattisgarh these protocols were standardized and implemented across 428 ICDS projects across 29 districts. These protocols should be used in conjunction with well designed, structured vertical training followed up by monthly Incremental Learning Support sessions for achieving desired result.

In the two states where these the standardized protocols were implemented, the ICDS Departments were able to address variability and scale up rapidly with quality within a span of two years.



**Standardized Protocol  
for  
Conducting Nutrition and Health Day**

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## Standardized protocol for conducting Nutrition and Health Day

**Purpose** : Providing health care and supplementary nutrition services by both health and ICDS to eligible stakeholders on a fixed day at a fixed site for enhancing coverage.

**Scope** : Covers pregnant women, lactating mothers and children under three years with special focus on marginalized communities, present in the AWC catchment area.

**Responsibility:** AWW, ASHA and Supervisors are responsible for implementing this procedure in their area of work.

**Process** :

Sl. No.	Activity	Controls (Niyantaran)	Responsibility	Reference	Records
1	Issue Directives to CDPO & MO for development of fixed Nutrition & Health Day plan for aligning THR and immunization and health care activities.	Commencement of NHD Operations	PD & DMHO		Directive
2	Receive MPHA(F) Immunization schedule from MO and forward copy of the same to concerned Supervisors for preparation of an NHD Plan as per Directive.	a) Within a week of receipt of Directive. b) as and when any changes with respect to MPHA(F) take place in the immunization schedule.	CDPO		MPHA(F) Immunization Schedule
3	Prepare the NHD Plan jointly with MPHA(F)'s and submits to CDPO for approval.	a) All AWC to be covered. b)NHD Once in a month for each AWC on a fixed day	Supervisors & MPHA(F)'s	Fixed NHD Plan	
4	Circulate copies of approved fixed NHD Plan to PD, DMHO, Supervisors and AWCs.	Within a week of finalization of fixed NHD Plan	CDPO	Fixed NHD plan	
5	AWWs publicly displays the day fixed and services provided on NHD at the AWC, Panchayat building, etc.	Immediately on receipt of information	AWW	-	
6	Undertake a complete tour of the village covering all the households including hamlets, marginalized communities and update survey register and P/L register	Once in a quarter	AWW	Social Map	Survey Register and P/L register
7	Update Pregnant & Lactating Register, immunization Register and Birth register on the basis of the updated Survey Register.	Atleast 3 days prior to fixed NHD	AWW	Pregnant Women / Lactating Mothers Attendance Register, immunization Register	
8	Prepare list of stakeholders for immunization (Due list) on the basis of the updated Immunization Register and the Pregnant & Lactating Register.	All eligible stakeholders to be included; One day before the NHD	AWW	Due list	
9	Prepare a list of stakeholders requiring immediate attention (Attention list) of MPHA(F) on fixed NHD on the basis of Home Contact Planner and any information received from community.	One day before the NHD	AWW	Home contact planner	Due list

Sl. No.	Activity	Controls (Niyantaran)	Responsibility	Reference	Records
10	Make public announcement for NHD in the village if feasible. (dandora/through SHG/wall writing)	Atleast 3 days prior to NHD every month	AWW		
11	AWW Informs all the identified beneficiaries through the Helper with assistance from Grama Sevak, Community Health Volunteer (ASHA) and through a personalized visit to stakeholders on the basis of Due List.	One day prior to NHD	AWW	Due list and attention list	
12	Verify food stocks maintained at AWC for distribution of THR on NHD.	At least 2 month buffer stock. In case of MTF one month stock.	Supervisor and CDPO	Supply chain Management process	Feeding centre reports
13	AWW checks for sufficiency of food supplies for THR on the forthcoming NHD, ensuring uninterrupted spot feeding for 25 days.	All enrolled stakeholders for THR.	AWW	FCR, P/L register, govt order on ration size	Feeding center reports
14	In case of insufficient food stocks verbally report to the Supervisor for organizing food supplies.	Two weeks prior to NHD	AWW	FCR	
15	Discuss with CDPO for ensuring timely food supplies to enable fixed NHD as planned.	One week prior to NHD	Supervisor	FCR	
16	MPHA(F) ascertain requirements of vaccines and health supplies as per Due list prepared based on MPHA(F)s updated Immunization Register, and raises and presents the Requisition to concerned Vaccination Depot.	On the morning of the NHD if vaccines are to carried by self, OR One day prior to NHD in case the vaccinations are to carried by Mobility Supporter.	MPHA(F)s	Due list	Vaccine indent
17	Vaccine incharge follows the quality of vaccine per existing norms. (like expiry date, cold chain) Takes prescribed measures to arrange vaccine carriers and delivers to MPHA(F)s.	Vaccine protocols (like condition of vaccine, expiry date and cold chain) followed at storage point and during transit to NHD site	Vaccine incharge & MPHA(F)	RCH guidelines on cold-chain management and alternate vaccine delivery guidelines of NRHM	-
18	AWW mobilizes support of PRI, WSHG members, Adolescent Girls to assist & facilitate conducting of NHD (specifically for mobilizing all stakeholders as per due list & avoiding Ghost beneficiaries, distribution of THR & maintain discipline).	Atleast five supporting community members assist the conduct of NHD	AWW	Due list	
19	Conduct NHD activities in the following order 1) Checking the attendance (based on Due list) 2) Weighing of children below 3 years 3) ANC 4) Immunization 5) Nutrition & Health Education/ concealing 6) THR distribution	All beneficiaries provided Immunization, ANC and THR as per plan	MPHA(F)/AWW	ANC guidelines, Immunization guidelines (both RCH for standard procedures of conducting ANC and RI) and latest SNP guidelines of ICDS for ration sizes. Due list	Immunization register, THR register, P&L register



Sl. No.	Activity	Controls (Niyantaran)	Responsibility	Reference	Records
20	If MPHA(F) is unable to conduct ANC check up at the AWC during the NHD, she conducts ANC of identified stakeholders either by undertaking home visits, or organize the same at a community provided place.	Preferably to be done on the day of NHD; all beneficiaries to be covered.	MPHA(F)/ AWW	Due list and attention list	P&L register
21	1) MPHA(F) ticks on the due list and updates immunization card after providing immunization to each stakeholder. 2) MPHA(F) notes down names of each stakeholder whose ANC is completed and fills immunization card. 3) AWW ticks in the attendance register after giving THR to each stakeholder.	1) Immunization cards updated immediately after providing ANC or immunization. 2) THR attendance marked only for stakeholders who attended NHD.	AWW/MPHA(F)	Due list, P&L register	P&L register, immunization register, immunization cards
22	AWW reviews the attendance to identify the stakeholders who have not availed of the service, and instructs the Helper / ASHA to go and remind & mobilize the beneficiaries to attend the NHD.	Inform stakeholders, before the MPHA(F) leaves for the day.	AWW and Helper	Due lists and attention lists	Immunization register, THR register, P&L register
23	MPHA(F)/AWW, Counsel mothers & family members about care during pregnancy, new born care and Infant and Young Child feeding (IYCF) while providing immunization and ANC.	All eligible stakeholders	AWW & MPHA(F)	BCC material Job Aids	
24	Identify absentees & prepare dropout list for next NHD.	Immediately on conclusion of NHD	AWW	Immunization register. Due list	Due list

## Stakeholders information sheet for Nutrition and Health Day (NHD)

### CURRENT MONTH DUE LIST


S.No.	Name of Stakeholder	Category	Due Date	BCG	Polio	DPT	Hepatitis-B	Measles	Vitamin-A	ANC	TT	IFA	PIFA
1													
2													
3													
4													
5													
6													
7													
8													

### DROP OUT LIST DURING EARLIER NHD

S.No.	Name of Stakeholder	Category	Due Date	BCG	Polio	DPT	Hepatitis-B	Measles	Vitamin-A	ANC	TT	IFA	PIFA
1													
2													
3													
4													
5													
6													
7													
8													

### MPHA(F) ATTENTION LIST

S.No.	Name of Stakeholder	Category	Health & nutrition Problems	Details
1				
2				
3				
4				
5				
6				
7				



**Standardized Protocol  
for  
Conducting Home Contacts**

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## Standardized protocol for conducting Home Contacts

**Purpose** : Facilitating behavioral change in the community by addressing barriers, counselling beneficiaries and their families on adoption of good nutrition and health practices during critical periods of life cycle.

**Scope** : Covers pregnant women, lactating mothers and children less than 3 years of age, along with their family members.

**Responsibility:** AWW is responsible for the implementation of this process.

**Process** :

S.No.	Activity	Controls (Niyantaran)	Responsibility	Reference	Records
1	Fill the Home contact planner with stakeholder details using updated survey, pregnant & lactating register and immunization registers.	As and when changes takes place	AWW/ Supervisor	Pregnant & lactating immunization register	Home contact planner
2	Identify the stakeholders at critical periods of life cycle, pregnant women and malnourished children and visit them everyday on priority basis.	As per classification of high risk mothers and mothers at Critical Periods of life cycle and based on Follow up home contacts	AWW/ ASHA worker	High Risk classification table, Critical Periods of life cycle Criteria.	Home contact planner
3	On the basis of prioritized plan, visit the stakeholders during their convenient time when the likelihood of mother- in- law/ mother, husband being available at home.	Minimum 5 visits / day	AWW	-----	
4	Identify, collect and carry the job aids required for delivery of appropriate message to the stakeholders identified for the particular day. If required, use materials available with the stakeholder for demonstration. (for eg: measuring equipment, food items etc.)	BCC material and other appropriate material relevant to the identified stakeholders for home contacts	AWW	-----	
5	While doing home contact, assess mothers behavior, identify deviations & accordingly counsel mother, mother In-laws, husband using BCC materials and record immediately in the home contact planner before the next home contact	Details of Prioritized beneficiaries. Appropriate message as per BCC to all the identified beneficiaries	AWW	BCC material	Home contact planner
6	Identify families who are not following good health and nutritional practices as advised and counsel them appropriately to follow the right practice. Identify these beneficiaries with a mark and undertake a follow up visit as per priority.	House hold resistant to behavior change.	AWW		Home contact planner
7	Identify families who are resistant to behavior change and not following good health and nutritional practices as advised, and joint visit their families either with MPHA (F) and Supervisor or community member (PRI, WSHGs etc). Identify such families on the home contact planner with a mark for ease of identification and discuss on such cases with sector supervisor in the sector meeting.	House hold resistant to behavior change.	AWW		Home contact planner

S.No.	Activity	Controls (Niyantaran)	Responsibility	Reference	Records
8	Identify at risk mothers and severely malnourished children during home contacts and send them for referral services to nearby PHC. Mark the same stakeholder in the home contact planner for ease of identification and to make arrangement for referral.	Details of High Risk mothers and Critical Periods of life cycle	AWW		Home contact planner
9	Update the immunization register on the basis of home contacts. Identify children who have completed 6 months and should know the initiation of their complementary feeding.	All children who have completed 6 months of age.	AWW	BCC material	Immunization register
10	Report information on resistant behaviors observed during Home Contacts and center level observations in every month sector meeting to Supervisor for review and discussion	During Sector Meeting every month	AWW		Home contact planner

**References** : Home contact Planner details of High Risk mothers details of High Risk mothers BCC material and other appropriate job aids.

**Records** : Home contact planner Immunization register Pregnant and Lactating mothers register.

## Anganwadi Worker -Home Visit Planner

Name of AWC \_\_\_\_\_

S. No.	Name	Pregnancy 4-6 months (minimum 2 home contacts)	Pregnancy 7-9 months (minimum 2 home contacts)	Day of Birth (Presence at birth, or home contact at the earliest thereafter)	2-7 days after birth (minimum 2 home contact; many more if baby is weak)	8-30 days after birth (minimum 2 home contact; more if baby was born weak)	1-5 months (after three months 2-3 home contacts)	6-8 months (minimum 1 home contact every month, more if required)	9-18 months (2- 3 home visits or more, to ensure CF and increase quantity of CF, etc)	19 to 24 months (2- 3 home visits or more, to ensure CF and increase quantity of CF, etc)
1	Name:	PM*	PM	EDD	PD**	PD	PM	PM	PM	PM
	Daughter/ Daughter-in-law			DOB						
	HH serial Number:									
2	Name:	PM	PM	EDD	PD	PD	PM	PM	PM	PM
	Daughter/ Daughter-in-law			DOB						
	HH serial Number:									
3	Name:	PM	PM	EDD	PD	PD	PM	PM	PM	PM
	Daughter/ Daughter-in-law			DOB						
	HH serial Number:									

Note: write date and action taken

Expected Date of Delivery=Last Menstrual Period +280 Days

Supervisor remark

AWW signature

\*PM: Planning Month

\*\*PD: Planning Date

## Technical content on mother and child nutrition – Ready Reckoner

<p><b>4-6 month pregnant</b></p> <ul style="list-style-type: none"> <li>• Registration with the AWW and ANM</li> <li>• At least 2 ANC's</li> <li>• Take TT and IFA</li> <li>• Adequate rest and additional meal</li> <li>• Money saving for delivery</li> <li>• Identification of danger signs</li> <li>• Avail THR services given at AWC</li> </ul>	<p><b>7-9 month pregnant</b></p> <ul style="list-style-type: none"> <li>• Regular ANC</li> <li>• Avail THR services given at AWC</li> <li>• Take IFA and TT</li> <li>• Birth Preparedness ( hospital delivery, savings, five cleans, person accompanying, vehicle etc)</li> <li>• Awareness on identification of danger signs</li> <li>• Information about new born care practices</li> </ul>
<p><b>Delivery – 2hrs</b></p> <ul style="list-style-type: none"> <li>• AWW/ANM attend at the time of delivery and ensure all new born care practices, especially should ensure five cleans</li> <li>• Immediate breast feeding (colostrum feeding)</li> <li>• Delay bath at least for 7 days</li> <li>• wrap the child with dry and clean cloth</li> <li>• 'O' polio dose</li> <li>• Build awareness on identification of danger signs in mother and child</li> <li>• Inform about cord care.</li> <li>• Positioning of mother should be appropriate while feeding the child</li> </ul>	<p><b>2-7 days</b></p> <ul style="list-style-type: none"> <li>• Exclusive breastfeeding, no other fluids</li> <li>• Nutritious food/rest/IFA for mother</li> <li>• Wrap the child in clean and dry cloth and maintain warm.</li> <li>• Suggest possible solutions to overcome feeding problems</li> <li>• awareness on identification of danger signs</li> <li>• 'O' Polio/BCG vaccine.</li> <li>• Weighing of the child</li> <li>• Inform about Family planning methods, if required.</li> </ul>
<p><b>8-30 days</b></p> <ul style="list-style-type: none"> <li>• Meet the mother once in a week</li> <li>• Exclusive breast feeding</li> <li>• Nutritious food/rest/IFA for mother</li> <li>• awareness on identification of danger signs</li> <li>• if any danger signs notices, refer them to Hospital before they start traditional methods</li> </ul>	<p><b>1-5 months</b></p> <ul style="list-style-type: none"> <li>• BCG/DPT/Polio</li> <li>• Exclusive breast feeding, other foods may cause infections.</li> <li>• Nutritious food/rest/IFA for mother</li> <li>• Growth monitoring of the child</li> <li>• Inform about Family planning methods</li> </ul>
<p><b>Children 6-8 months</b></p> <ul style="list-style-type: none"> <li>• Start Complementary feeding immediately after 6 months</li> <li>• Feed the child 2/3 times in a day and continue the breast feeding</li> <li>• Start with 200 ml (two katoris) every day.</li> <li>• Follow hygienic practices while feeding.</li> <li>• Watch child Growth status regularly. Give information on infectious diseases</li> <li>• Information about Measles and Vit A doses</li> <li>• Information about Birth spacing</li> <li>• Taking SNP from AWC.</li> </ul>	<p><b>9-18 months</b></p> <ul style="list-style-type: none"> <li>• Measles vaccine and Vit 'A' Drops</li> <li>• Increased quantity of feeds, 3-5 times a day along with breast feeding</li> <li>• 9-18 month child 300 m.l ( 3 katoris); 19-24 months babies 500 m.l ( 5 katoris)</li> <li>• Add oil/ Ghee to all feeds, Follow hygienic practices</li> <li>• Watch whether the child is improving weight month by month</li> <li>• Taking SNP from AWC.</li> <li>• Feeding during and after illness.</li> <li>• Inform about family planning methods</li> </ul>



## AWC Monthly Analysis Sheet during Sector meeting

AWC Name:	AWC Code:	Reporting date:
Please answer the following questions:		
<b>Number of pregnant registered during the month</b>		
1. Among them, how many were registered after four completed months?		
<b>Number of pregnant women in last trimester (7-9) months :</b>		
2. Among them, how many pregnant have not taken 100 IFA tablets?		
3. Among them, how many are not prepared for maternal emergencies?		
4. Among them, how many are not prepared for immediate newborn care?		
<b>Number of Live Births happened during this month</b>		
5. Among live births, how many are home deliveries		
6. Among home deliveries, how many you could not visit on day of birth?		
7. Among live births, how many were either premature births (or babies born more than one month early) or weighed less than 2 kg in the first week?		
8. Among live births how many mothers have given prelacteal/ other liquids along with breast milk		
<b>Number of children who have completed 6 months in this month:</b>		
9. Among them, How many children did not receive DPT 3 dose as of now.		
10. Among them, how many have not initiated complementary feeding?		
<b>Number of children currently in the 10th month</b>		
11. Among them, how many are eating less than 3 katoris of rice/khichdi/roti/nutrimix in a day?		
<b>Number of children currently in the 13th month</b>		
12. Among them, how many have not yet received all vaccines?		
13. Among them, how many have not yet received vitamin A first dose?		
14. Among them, how many are eating less than 4 katoris of rice/khichdi/roti /nutria-mix in a day?		
<b>Number of children in 0-3 years of age in this month :</b>		
15. Among them how many are malnourished		
16. Among them, how many did not gain weight during last 2-3 months?		
<b>Number of children in 3-5 years of age in this month:</b>		
17. Among them, how many did not attend PSE activities at the AWC?		
18. Among them, how many did not indicate toilet needs?		
19. Among them, how many did not play with other children?		
<b>As scheduled the Nutrition and health day has been commenced or not?</b>		
20. Did the immunization session take place on the planned day?		Y/N
21. Was THR distributed on the same day?		Y/N
22. Did antenatal check-ups happen on the same day?		Y/N
23. Did CBO/PRI members participate on that day?		Y/N
24. Number of days feeding was provided – THR		
25. Number not enrolled for THR and Spot feeding out of total surveyed		
26. Number of maternal deaths happened during the month :		
27. Number of abortions / stillbirths happened during the month :		
28. Number of neonatal deaths happened during the month (with in 28days)		
29. Number of 1-12 months infant deaths happened during the month		
30. Number of 13-60 months child deaths happened during the month		


"This month" means the month ending by 25th

"Next month" means the month starting from 26th

Date:

Signature of AWW





**Standardized Protocol  
for  
Conducting AWC Visits by  
the Supervisor**

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## Standardized Protocol for conducting AWC visits by the Supervisor

**Purpose** : Strengthening Anganwadi Centres (AWCs) service delivery and need based capacity building for desired changes following supportive supervision mechanism.

**Scope** : All Anganwadi Centres (AWCs) in the jurisdiction of the Supervisor.

**Responsibility:** Supervisor and CDPO ensure implementation of this process.

**Process** :

Sl.No.	Activity	Controls (Niyantaran)	Responsibility	References	Records
1	In view of the ICDS norms for Focussed AWC Visit by Supervisors, CDPO reviews the list of AWCs to be visited by the Supervisor and identifies AWC visits to be undertaken in this month.	a) As and when changes in the number of AWC's takes place b) Number of Supervisors in position	CDPO	ICDS norms for Focussed AWC Visit by Supervisors, List of AWC in a project, List of Supervisors in a project.	CDPO Directive
2	Supervisor obtains an updated list of AWCs along with name of the Villages, hamlets and Thandas from the CDPO .	An approved updated list	CDPO		List of Sector wise AWCs in the project.
3	Follow current Government Instructions and prioritize focussed AWC visits on the basis of their performance as ascertained or reviewed during last sector meeting and any feedback received	Prepared one day prior to the meeting with CDPO.	Supervisor	Government Instructions, AWC ananalysis sheet, MPR, FCR	Advance tour program for the next month
4	Supervisor submits the Advance Tour Programme for approval during the project Meeting with CDPO.	Approval within 3 days of submission	CDPO		Approved Advance Tour Programme
5	Start the AWC visit by observing proper sitting arrangements (sitting in a circle, mat for seating etc.), cleanliness & facilities at the AWC , personal hygiene of children, Helper and AWW. If required advise the AWW as to how to improve the same.	Maintain cleanliness at AWC, proper seating arrangement as per ICDS norms.	Supervisor		Filled in Supervisors' Checklist for AWC visit
6	Observe the preschool activities with respect to use of teaching and audio visual aids, participation of children, indoor /outdoor activites, and if required advise the AWW as to how she can improve her interaction and participation of the children and ensure the same is complied during the visit.	Effective participation by the children	Supervisor	Teaching and visual aids	Filled in Supervisors' Checklist for AWC visit
7	Supervisor counts the number of preschool children present in the AWC during her visit and compares them with the preschool children enrolled to receive this service.	100% attendance of 3 to 6 years old children.	Supervisor	Preschool Attendance register	Filled in Supervisors' Checklist for AWC visit
8	If attendance is less than enrollment , check the previous day attendance. Enquire reasons and advise the AWW	100% attendance of 3 to 6 years old children.	Supervisor	Attendance register	Filled in Supervisors' Checklist for AWC visit
9	If reason for preschool attendance being less is attributed to the child/family situations , Supervisor identifies the households for Home Contact either during this visit or later by the AWW and marks on the Attendance Register.	Broken & irregular attendance	Supervisor		Preschool Attendance register, Supervisors' Checklist for AWC visit

Sl.No.	Activity	Controls (Niyantaran)	Responsibility	References	Records
10	Supervisor checks records for verifying whether all eligible population for SNP, ANC, Preschool etc. , are enrolled and availing the ICDS services (Supplementary food, health and preschool education). And if there are any households who are not availing the services she identifies the same	All eligible population to receive applicable ICDS services	Supervisor	All Records and Registers maintained by AWW	Filled in Supervisors' Checklist for AWC visit
11	Supervisor checks whether NHD is organized on the fixed day. And enquires about the order in which the services were provided on that day	Once / month on a fixed day for the AWC	Supervisor	Feeding Centre Report, Immunization register and THR register	Filled in Supervisors' Checklist for AWC visit
12	Supervisor checks whether Home contacts with children/women have been identified, prioritized, carried out and have been appropriately advised.	Full details of Pregnant women, lactating mothers, children upto 2 year	Supervisor	Home Contact Planner	Filled in Supervisors' Checklist for AWC visit
13	Supervisor conducts physical verification of stocks and assets (food & health supplies, weighing scales, measuring equipment, IFA Growth monitoring records, other material and registers ). Enquire reasons for deviations, if any and record on the Supervisor Checklist.	Stocks & assets to match.	Supervisor	FCR, Asset register (saashwatha viniyoga vasthuvula register), Medicine Kit Register.	Filled in Supervisors' Checklist for AWC visit
14	Supervisor assesses the food stocks and ascertains sufficiency of stocks.If required request CDPO for replenishment.	Apart from present months stocks, one month buffer stock to be available	Supervisor	Feeding center Report, Attendance Register.	Filled in Supervisors' Checklist for AWC visit
15	Check the storage conditions of food and other assets.If required advise AWW for maintaining storage under clean conditions.	Clean and secure storage conditions.	Supervisor		Filled in Supervisors' Checklist for AWC visit
16	Review records and registers, and identify children/women with Irregular attendance to AWC, NHD and resistant to behaviour change, stakeholders in the critical stages of life cycles and conducts home contacts to their households.	Minimum 2 home visits in the AWC cathment area	Supervisor	Attendance Register, Immunization Register, Home Contact planner etc	Filled in Supervisors' Checklist for AWC visit
17	Supervisor witnesses the AWW advising the women/families during home contact, and ascertain her technical knowledge and communication skills. If required she advises the women/families on adoption of good nutrition and health practices. Thereby facilitates the AWW to improve her skills.	Appropriate counselling - right message, right person , complete and appropriate message as per IEC.	Supervisor	Supervisors' Checklist for AWC visit	Filled in Supervisors' Checklist for AWC visit
18	Supervisor undertakes a tour of the village , interacts with few families at random , to ascertain if they are aware of any ICDS target population not availing of the services . And their opinions.	Locations covering Marginalized communities, remote habitations.	Supervisor	Social map	Survey register & 'filled in Supervisors' Checklist for AWC visit

Sl.No.	Activity	Controls (Niyantaran)	Responsibility	References	Records
19	Check for inclusion of this ICDS target population in the survey register. If not included, get the name of the family incorporated in the Survey Register and advise the AWW to visit the family to collect other details for updation of Survey Register.	Left out population	Supervisor	Social map & survey register	Survey register, filled in Supervisors' Checklist for AWC visit
20	If the Supervisor visits on NHD, assess whether the NHD operations are carried out as per NHD Process.If required advise AWW for corrections and improvement	All activities of NHD to be covered as per plan	Supervisor	NHD process	Filled in Supervisors' Checklist for AWC visit
21	Based on the above, provide inputs to the AWW on technical knowledge & communication skills for improvement	Whenever visit is made on NHD day	Supervisor	Supervisors' Checklist for AWC visit	Filled in Supervisors' Checklist for AWC visit
22	Based on the finding during the AWC visit and gaps identified, supervisor discusses the same during the sector meeting to improve the knowledge and skills of the AWWs	Every AWC visit	Supervisor	Supervisors' Checklist for AWC visit	Filled in Supervisors' Checklist for AWC visit
23	Based on the AWC visit findings , Supervisor interacts with the members of the community like PRI, SHGs, CBOs and apprises them about the current status of services and coverage , the benefits of availing the AWC services and advises them on initiating actions to ensure wider participation of population.	Every AWC visit	Supervisor	Supervisors' Checklist for AWC visit	Filled in Supervisors' Checklist for AWC visit
24	Copies of the AWC visit reports of the previous month are submitted to CDPO for review during the project meeting.	All Supervisors of the project	Supervisor		Filled in Supervisors' Checklist for AWC visit

#### References:

ICDS norms for Focussed AWC Visit by Supervisors  
 Government Instructions, AWC analysis sheet  
 MPR  
 Teaching and audio visual aids  
 Preschool Attendance register  
 Feeding Centre Report(FCR)  
 Roster  
 Immunization register  
 Home Contact planner  
 Asset register, Medicine Kit Register.  
 Supervisors Checklist AWC visit  
 Social map  
 Survey register  
 NHD process and technical issues

#### Records:

CDPO directives  
 List of Sectors wise AWCs in the project  
 Approved Advance tour program  
 Supervisors Checklist for AWC visit

## Supervisors' Checklist for AWC visit

Use this tool as a checklist to ensure that you cover all activities during your visit.

During a normal visit, go through all sections of the tool except questions 2,3,4,5.

During a short visit, go through questions marked with an asterisk (\*).

During NHD, in addition to sections 2, 3, 4 and 5, go through all questions marked with an asterisk (\*).

### 1. General Information\*

Sector:		Supervisor:	
AWC:		AWW:	
Date of visit:		Planned visit / Unplanned visit	
Time arrival at AWC:		Time departure from AWC:	
Is the center open?	Y / N	Is the AWW present?	Y / N
Is today a scheduled NHD?	Y / N	Is the helper present?	Y / N
Is the MPHA (F) present?	Y / N	Is the ASHA available?	Y / N

Use sections 2, 3, 4 and 5 to observe NHD. If today is not an NHD, skip to section 6.

### 2. NHD Organization

Which of the following activities are being conducted?	
THR	Y / N
Spot Feeding	Y / N
Immunization	Y / N
Antenatal check-ups	Y / N
Weighing Children	Y / N
Weighing pregnant women	Y / N
NHED	Y / N
Have the NHD activities been organized to ensure smooth flow of people, minimize confusion and ensure all services are accessible to people who come in?	Y / N
Are the community members present to help the AWW and MPHA (F) in NHD activities?	Y / N

### 3. NHD Attendance

	Expected to attend	Actually attended
Children 6 months to 3 years		
Pregnant mother		
Lactating mother		

### 4. THR Observations

Are the quantities of Ration disbursed correct for all categories of stakeholders?	Y / N
Is the quality of Ration components acceptable?	Y / N



## 5. Vaccine Session Observations

Are the following available with the MPHA(F)?			
TT	Y / N		
BCG	Y / N		
OPV	Y / N		
DPT	Y / N		
Hepatitis B	Y / N		
Measles	Y / N		
Vitamin A	Y / N		
Observe the following in the case of at least two children	Child 1	Child 2	Child 3
Did the child get DPT3 in the thigh?	Y / N / NA	Y / N / NA	Y / N / NA
Did the child who got measles also get vitamin A?	Y / N / NA	Y / N / NA	Y / N / NA
Did the MPHA(F) or anyone else give the following messages to the mother / caretaker of the child?			
Which vaccine was given to the child			
Were they informed of what to do if the child has swelling or fever,	Y / N / NA	Y / N / NA	Y / N / NA
Were they informed of when to return for the next vaccine	Y / N / NA	Y / N / NA	Y / N / NA
Were they informed to bring the immunization card the next time	Y / N / NA	Y / N / NA	Y / N / NA
Was the child's immunization card filled up?	Y / N / NA	Y / N / NA	Y / N / NA
Ask the following questions to mothers / caretakers of at least two children who received vaccines (different from the children observed above):			
Did someone come to call you today?	Y / N / NA	Y / N / NA	Y / N / NA
Can I see your immunization card?	Seen / not	Seen / not	Seen / not
What vaccines did you get?	Knows / does not	Knows / does not	Knows / does not
Were you told when to come for the next vaccine?	Y / N / NA	Y / N / NA	Y / N / NA
What will you do if your child gets fever later tonight?	Knows / does not	Knows / does not	Knows / does not
By what age should your child complete all vaccines?	Knows / does not	Knows / does not	Knows / does not

At the end of the NHD, review all observations made with the AWW and the MPHA (F). Focus particularly on all "N" marks in sections 2, 3, 4 and 5.

After speaking with the AWW and MPHA (F), write down any unresolved problems or points for discussion in the sector meeting in the box below

Please write down the issues to be discussed at the project level ( CDPO, Medical Officer/PHC).

After the NHD has been observed, also go through questions marked with an asterisk (\*) in the remaining sections. On a non-NHD, first spend time with the AWW at the AWC, making observations and asking questions as outlined in the sections. Then, walk through the village, making observations and asking questions outlined in sections.

## 6. Cleanliness and maintenance of AWC

What to be seen	Status	Action taken
Cleanliness of AWC and courtyard		
Arrangement of drinking water		
Cleanliness of cooking utensils		
Cleanliness of children		
Cleanliness of service providers		
Sitting arrangement of children		

## 7. Attendance

Beneficiary category	Total Enrollment (from FCR)	Attendance at the time of visit
Children 3 to 6 years		

Ask the following questions to the AWW:

Who are the children absent today? Which part of the village do they stay in? Why have they not come?\*

Had they come yesterday? How many of them do not come regularly? Why?

Make note of any families to be visited.

## 8. Pre-school education

1	Are the children welcoming visitors?	Y / N
2	Are the children singing songs?	Y / N
3	Is there adequate space for PSE activities?	Y / N
4	(Ask the AWW or observe) Did the AWW conduct all the PSE activities planned for today?	Y / N
5	(Ask the AWW) Is there any child 4 years or older, who still do not:	Y / N
	Come happily to AWC?	Y / N
	Play with other children?	Y / N
	Indicate toilet needs?	Y / N
	Sing simple rhymes?	Y / N
	Tell parents' names?	Y / N
	Enjoy listening to stories?	Y / N
	Identify colors?	Y / N

If there is a child with "Y" for any answer in "5", identify the child, personally observe and speak to the child. If you find there is a problem, note the name of the child for making a home visit.

Name of the Child	Mother name	Identified problem	Action taken

## 9. Supplementary Food

Points to be observed	Comment on status
Stacking and storage	
Quality of food*	
Physical verification as per FCR	
Is the menu being followed*	
Cooking arrangements	
Quantity against attendance	
Arrangement and time of distribution	
THR distribution (THR quantity against attendance)	
Verification of stakeholders	
Availability of stock for next NHD*	

If any of the above observations need follow up in the next sector meeting, make a note in the box at the end of the tool.

## 10. Equipment

Observe each item of equipment using the following:

Equipment	Available?	Is the equipment in working order?	What is wrong? What needs to be done?
Weighing machine (used for children)	Y / N	Y / N	
Weighing machine (used for newborn)	Y / N	Y / N	
Weighing machine (used for pregnant)	Y / N	Y / N	
Growth monitoring register	Y / N	Y / N	
PSE materials (Kit)	Y / N	Y / N	

Equipment	Available?	Is the equipment in working order?	What is wrong? What needs to be done?
Cooking utensils	Y/N	Y/N	
Measuring units for cooking	Y/N	Y/N	
Nutrition and Health IEC materials	Y/N	Y/N	

If any of the actions to be taken need follow up, make notes in the box at the end of the tool.

## 11. Supplies

Ask the AWW about each item. Observe and count, if you feel it is necessary.

	Quantity available within expiry	Remarks
Adult IFA		
Pediatric IFA		
Vitamin A		
ORS		
Albendazole		
Chloroquine		
Paracetamol		
Eye ointment		
Nirodh		
OCP		

## 12. Record maintenance

At each visit, ask to see each register, and the growth charts. Note any missing registers.

Use the "Key points to be observed below" to check the quality of the records in detail. (at least once in three months)

Register	Seen	Key point to be observed
Pregnancy register*	Y/N	Do date columns have dates entered in them? Is the list of pregnant women arranged according to date of registration? When was the last pregnancy registered? Is that reasonable? Are dates of birth being entered? Is there a record of daughters of the village in the register?
Immunization register*	Y/N	Do date columns have dates entered in them? Are children listed according to date of birth? Has the name of the last birth (from the pregnancy register) been entered in this register? Can you see dates of the last NHD in the register? Are the second and later doses of vitamin A being recorded? Is there a record of children of daughters of the village in the register?
Growth charts	Y/N	Are dates of weighing and the weights in grams being entered on the charts (along with plotting)? Is the plotting of recent weights of a sample of 4-5 children accurate? Does the weight of a sample of 2-3 children match their recent weights?
Home visit Planner	* Y/N	Have the currently due home visits been recorded (recent births, pregnant women due to deliver soon, children recently turned six months old, severe malnutrition)? Is relevant detail being recorded (date of visit, problems)?
Survey register	Y/N	When the register was last updated? Has the name of the last birth (from the pregnancy register) been entered in this register? What is the total population of the village? Is the entire population being covered? How do you ensure that the entire village population is covered? Does the AWW have a village map covering all the HHs? If yes, please make random home visits along with AWW to verify. How many SC, ST and other category of population are available for ICDS services?

*If you have examined the registers / records in detail, enter your observations in the box below, and help the AWW correct all her mistakes. Also, make a note in the box at the end of the tool to discuss common mistakes in the sector meeting.*

### 13. Progress of individual mothers and children

*Using the last month's AWC Analysis Sheet of this AWC, which you should have carried with you to the village, review the sheet with the AWW as outlined below. If, for any reason, a filled analysis sheet is not available, use a blank sheet, and get the AWW to fill it up as you converse.*

- For each indicator on the analysis sheet, use names to identify mothers and children counted in the sheet. Identify problems in health, nutrition, or development.
- Ask for any new births since the report was submitted, and whether the AWW visited the baby on the day of birth. Identify problems.
- Ask for any fresh deaths since the report was submitted.
- Ask for details of severely malnourished children. Is there any child who has recently had considerable weight loss, or severe illness?
- Ask for women in late pregnancy with any identified problems. Anyone with severe anemia? Anyone with sudden swelling of hands or face?

Spend at least 20 minutes on this discussion. On the basis of this discussion, select 5 families to visit, particularly in the categories mentioned in Home contact planner. Make sure at least one recent neonate and one child 6-12 months old are selected. Visit as many of these selected families as possible with the AWW. Use the home contact ready reckoner to witness the AWW's interaction with the mother and family. Use the box below to make notes during the home contact.

At the end of the home contact, leave instructions with the AWW about:


- What she can do for families that you are unable to visit.
- What she must do in follow-up for families that you visited.

At the end of the visit to the AWC, review the checklist and provide specific feedback to the AWW:

- Tell the AWW what she is doing well, and appreciate her work.
- Tell the AWW what is not working well, and what she can do to correct this.

Based on this visit, make a list of issues to be discussed at the sector level

(Signature of the supervisor)



**Standardized Protocol  
for  
Conducting Monthly Sector Meeting**

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## Standardized Protocol for conducting monthly Sector Meeting

**Purpose** : Review performance and effectiveness of AWCs relating to nutrition and health and undertake capacity building.

**Scope** : All AWCs in the jurisdiction of the Supervisor.

**Responsibility:** Supervisor

**Process** :

Sl.No.	Activity	Controls (Niyantaran)	Responsibility	References	Records
1	Communicate date and venue of Sector meeting to MO for facilitating participation of health staff .	Atleast one week prior to the sector meeting	CDPO & supervisor	Previous Sector Meeting Minutes.	sector meeting minutes
2	The Agenda for Sector meeting should include the following;				
	a) Follow up actions on the decisions of the previous meeting(s)	As per previous sector meeting minutes	Supervisor	Previous sector meeting minutes & supervisor checklis	Sector meeting minutes, MPR & FCR
	b) collate data from Monthly AWC Analysis sheet for 5 AWC's	3 options : Any 5 AWCs that were been visited by the supervisor or any 5 AWC's not visited by Supervisor during the month or a combination of both visited and not visited.	Supervisor	Monthly AWC Analysis sheet	Monthly Sector Meeting AWC Analysis sheet
	c) Review the performance of 5 AWCs as per the analysis sheet and discusses areas for improvement .	Indicators on the Monthly AWC Analysis sheet	Supervisor	Indicators on the Monthly AWC Analysis sheet	Monthly Sector Meeting AWC Analysis sheet
	d) Sharing of Supervisors AWC Visit observations they made during their visit especially the N&H service Status	All AWCs visits made using Supervisors' checklist	Supervisor	Supervisor checklist	Sector meeting minutes & resolutions
	e) On priority & timely basis the supervisor conduct the session to improve the Health & Nutrition status - on Good Nutrition and Health practices relating to Care during Pregnancy, Safe Delivery, Newborn Care, immunization, ECE, complementary feeding, communication skill and usage BCC Material.	Atleast one topic during each Sector meeting	Supervisor and LHV	IEC/BCC Material	Sector meeting minutes & resolutions
	f) I. review on "Nutrition and Health day" : 1) discuss to strengthen the services during NHD 2)Review over whether sufficient food stocks were available at the AWC for conducting NHD 3). Review over AWW's prioritized home contacts and behavioural change at the community level	Appraise the situation through supervisory check list and using analysis sheet	Supervisor	Supervisor checklist and PHC level meeting details	Sector meeting minutes and resolutions

Sl.No.	Activity	Controls (Niyantaran)	Responsibility	References	Records
	g) Explain the Directives issued by State, Region/District or Project Officers as well as other schemes related issues.	CDPO & Supervisor have received Directives from State/Region/District in the current month	supervisor	Directives from state , region, district and block for any schemes or any instructions.	Sector meeting minutes
3	Conduct the sector meeting as per Agenda points, Instruct AWWs for action plan	All agenda points to be covered in Action Plan	Supervisor	All agenda points	Sector meeting minutes & resolutions
4	Record the Action plans on all agenda points	By the end of the meeting	Supervisor		
5	Communicate date and venue of next Sector meeting	Every sector meeting	Supervisor		
6	Send a copy of the Sector meeting Minutes to CDPO for information and action	Send a copy before last working day of the month	Supervisor		Copy of the Sector Meeting Minutes at Block office/Block meeting minutes
7	Collates the information on the MPR received from AWCs and prepares a Sector Consolidation Report for submission to CDPO .	Same day as the sector meeting	Supervisor	MPR	Sector Consolidation Report /Block meeting minutes
8	Collates the information received from AWC analysis sheets, review and record the same in the 'AWC Analysis' Register.	After completion of the sector meeting	Supervisor	AWC analysis sheet and ICDS program parametres	AWCs analysis register

#### Records & References

1. MPR
2. MPR Consolidation Report
3. Supervisors Checklist
4. Monthly AWC Analysis sheet
5. IEC and BCC Material
6. Monthly Sector Meeting AWC Analysis sheet Register
7. Sector Meeting Minutes
8. FCR
9. ICDS program parametres

## Monthly AWC Analysis Sheet

AWC name:	AWC Code:	Reporting date:
<b>Please answer the following questions:</b>		
<b>Number of pregnancies registered during the month</b>		
1. Among them, how many were registered after four completed months?		
<b>Number of pregnant women in last trimester (7-9) months :</b>		
2. Among them how many of them have not taken 100 IFA tablets?		
3. Among them, how many are not prepared for maternal emergencies?		
4. Among them, how many are not prepared for immediate newborn care?		
<b>Number of Live Births during this month</b>		
5. Among live births, how many are home deliveries		
6. Among home deliveries, how many you could not visit on day of birth?		
7. Among live births, how many were either premature births (or babies born more than one month early) or weighed less than 2 kg in the first week?		
8. Among live birth, how many mothers have given prelacteal/ other liquids along with breast milk		
<b>Number of children who have completed 6 months in this month:</b>		
9. Among them, how many children did not receive DPT 3 dose as of now.		
10. Among them, how many have not initiated complementary feeding?		
<b>Number of children currently in the 10th month</b>		
11. Among them, how many are eating less than 3 katoris of rice/khichdi/ roti/nutrimix in a day?		
<b>Number of children currently in the 13th month</b>		
12. Among them, how many have not yet received all vaccines?		
13. Among them, how many have not yet received vitamin A first dose?		
14. Among them, how many are eating less than 4 katoris of rice/khichdi/roti /nutria-mix in a day?		
<b>Number of children in 0-3 years of age this month :</b>		
15. Among them how many are malnourished?		
16. Among them, how many did not gain weight during last 2-3 months?		
<b>Number of children in 3-5 years of age this month :</b>		
17. Among them, how many did not attend PSE activities at the AWC?		

AWC name:	AWC Code:	Reporting date:				
			18. Among them, how many did not indicate toilet needs?			
			19. Among them, how many did not play with other children?			
			<b>As scheduled the Nutrition and health day has been commenced or not ?</b>			
			20. Did the immunization session this month take place on the planned day?	Y/N	Y/N	Y/N
			21. Was THR distributed on the same day?	Y/N	Y/N	Y/N
			22. Did antenatal check-ups happen on the same day?	Y/N	Y/N	Y/N
			23. Did CBO/PRI members participate on that day?	Y/N	Y/N	Y/N
			24. Number of days feeding was provided – THR			
			25. Number not enrolled for THR and Spot feeding out of total surveyed			
			26. Number of maternal deaths during the month :			
			27. Number of abortions / stillbirths during the month :			
			28. Number of neonatal deaths during the month (with in 28 days)			
			29. Number of 1-12 months infant deaths during the month			
			30. Number of 13-60 months child deaths during the month			

“This month” means the month ending by 25th  
 “Next month” means the month starting from 26th

Signature of CDPO  
 Date:

Signature: of AWW

## Monthly Sector Meeting Minutes

Name of the Sector: .....

Name of the Block: .....

Total number of AWCs in the Sector: .....

Meeting Date: .....

AWC selected during this month sector meeting for Analysis: .....; .....; .....; .....; .....

Sl. No	Areas for Discussion	Issues Discussed	Action taken/ proposed	Pending issues for further discussion

*Signature of CDPO*  
Date:

*Signature: Supervisor*





**Standardized Protocol  
for  
Conducting Supply Chain  
Management of Food Commodities**

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## Standardized Protocol for Supply Chain Management of Food Commodities

**Purpose** : To establish and document a procedure for ensuring availability of all food commodities for supplementary nutrition at AW level for uninterrupted feeding to all enrolled beneficiaries.

**Scope** : Applies to allocation, storage, supply of all food commodities namely rice, daal, oil, condiments and Ready to Eat (RTE) to all AWC's in the Replication Districts of the State of Andhra Pradesh.

**Responsibility:** ICDS PD, CDPO, Supervisor and AWW are responsible for implementing this procedure in their respective areas of work.

**Process** :

Sl.No.	Process	Controls (Niyantaran)	Responsibility	Reference Check
1	Based on the survey register/ and Pregnant/ Lactating register and community information on eligible beneficiaries, update attendance & THR register	As and when any changes take place	AWW	Survey Register, Pregnant & Lactating Register, THR Register, Attendance Register, FCR
2	AWW draws food supplies from stocks of food being maintained at the AWC, using calibrated measuring devices on the basis of the previous days/todays attendance of enrolled beneficiaries, or whichever is greater.	Daily for Spot feeding and on THR days	AWW	Available calibrated measurements, FCR
3	Update Stock registers as and when food is drawn from the stock.	Everytime food is drawn	AWW	FCR/ Food Register/THR Register
4	Undertake distribution of all food commodities in prescribed quantities together as THR to Pregnant women and lactating mothers, children below 3 years and seek acknowledgement of receipt on THR Register.	THR - Twice a month	AWW	Guidelines of ICDS
		Ration size/ beneficiary category	AWW	ICDS Ration size Communication from CDPO, THR register
5	Undertake spot feeding of children in the age group 3 to 6 years attending the preschool activities at the AWC and mark attendance on the Attendance Register. (and also Enroll the PVT School going children in the age group 3 to 6 years, provide SNP for malnourished children compulsory and other children as per their willingness)	All working days including National holidays	AWW	Guidelines of ICDS, Attendance Register
		Ration size/ beneficiary category	AWW	ICDS Ration size Communication from CDPO
6	Review attendance of children and identify the children not attending the AWC and record the same on the Attendance Register. Similarly identify pregnant women and lactating mothers not taking THR on the THR Register. Discuss these with respective beneficiaries during NHD, mothers meeting and home visits. The Stakeholders should be educated on preservation of THR and methods of cooking.	Once in a month, if need second time	AWW	THR Register, Attendance register
7	Prepares Feeding Centre Report and submit it to the Supervisor.	During Sector meeting but before 25th of every month	AWW	FCR
8	Reveiw the FCRs received from every AWW for quantities received, stocks available and consolidates the data in the the AWCR for the current month and submit to the CDPO.	Before 28th of every month	Supervisor	AW Consolidation Report, Need Based Requirement & Allocation Proforma for Food Commodities

Sl.No.	Process	Controls (Niyantaran)	Responsibility	Reference Check
9	If any deviations in quantities received and those entered on the FCR are observed, The Supervisor discusses the same with the AWW, asks the AWW to suitably correct the FCR and based on this the Stock Register subsequently at the AWC. In such cases, Supervisor undertakes a physical verification of stocks at the AWC within a month. Errors in reporting receipts on teh NBA are also reported to the CDPO office.	Before 28th of every month	Supervisor	Corrected FCR, communication to CDPO office
10	Based on AW Consolidation Report , review Stock position, identify need ensuring availability of 2 months stocks at each AWC (for local food & for AP foods 1 month stock), and prepare the Need Based Requirement & Allocation Proforma for Food Commodities for each AWC in the Sector and submit to the CDPO.	Before 28th of every month	Supervisor	Need Based Requirement & Allocation Proforma for Food Commodities
11	Assess available stocks at inaccessible AWCs and identify need for additional food commodity (considering seasonality, threats, risks, best before dates for AP Foods) for avoiding interruptions in feeding, and indicate the same on the Need Based Requirement & Allocation Proforma for Food Commodities, and the same is forwarded to the ICDS Office.	Before 28th of every month	Supervisor	Need Based Requirement & Allocation Proforma for Food Commodities
12	Consolidate Sector wise Need Based Requirements for Food Commodities received from all Supervisors, with justification for any additional stocks sought by Supervisors, and submit to CDPO.	30th or last working day of every month	Stock In-charge, CDPO	BLOCK COMMODITY INDENT
13	Review the AWCR, Need Based Requirement & Allocation and based on these prepare a consolidated Project Performance Report for the Block and submits to PD office for discussion during the District meetings.	30th or last working day of every month	CDPO	AWCR and Project Performance Report
14	Review of stocks of food commodities in the Block godown balances vis a vis the Sector wise Need based Requirements , seek clarifications where required, and raise an indent for each food commodity for the entire Block and forward to Project Director	1st working day of every month	CDPO	BLOCK COMMODITY INDENT
15	Compilation of all data Block wise to arrive at District Food Requirement and submit to PD for approval.	2nd of every month	PD office, Senior Assistant	CONSOLIDATED COMMODITY REQUIREMENTS FOR THE DISTRICT
16	Review and approve the quantities of commodities to be supplied to Blocks. Record decision on the Consolidated Commodity Requirementst for the District sheet.	2nd of every month	PD	CONSOLIDATED COMMODITY REQUIREMENTS FOR THE DISTRICT
17	Review Project Performance Report and Block Indent for beneficiary coverage against enrollment, utilization vs availability, feeding days and advises on actions to be initiated by the CDPO either during the District meeting or through a communication to the CDPO.	District Review meeting	PD	Project Performance Report, Block Indent,
18	On the basis of PD's approval, for Rice prepare a district level indent with block details and along with cheque and submit to District Civil supplies office for issue of Release Orders (RO) for rice.	2nd of every month	PD office, Senior Assistant	District indent sheet of Rice

Sl.No.	Process	Controls (Niyantaran)	Responsibility	Reference Check
19	Similarly on the basis of PD's approval prepare Supplier wise block wise commodity Indent Letter for all other commodities except rice, and forward it to the concerned Suppliers approved for supply of dal, oil, condiments and AP foods within a defined time frame, and forward a copy of the same to the concerned CDPOs .	by 5th of the following month	PD office, Senior Assistant	Supplier wise block wise commodity Indent Letter, Stock correspondance file
20	Follow up with District Civil supplies office (DCO) for collection of Rice Release Orders	by 7th of every month	PD office, Senior Assistant	Releasing order file
21	Collect Block wise Release Orders for Rice and forward to Blocks for lifting of rice stocks from Godowns of Civil Supplies.	Within 1 day of receipt of RO but not later than 10th of every month (within 4 days)	PD office, Senior Assistant	Block Release orders for rice.
22	On receipt of the Block Release Order for Rice, Broken wheat, Rawa lift stocks of rice from Civil supplies godown within four days from the receipt of RO and store in project godown.	by 11th of every month (within 4 days)	CDPO Office Jr Assistant	Block Release orders for rice, broken wheat, rawa Stock register
23	Receive Dal, oil, condiments and RTE from Contractor as per commodity Indent Letter issued by PDs office and store in project godown.	by 11th of every month (within 4 days)	CDPO Office Jr Assistant	Block wise commodity Indent Letter sent to supplier
24	If food consignments are not received within time frame/by delivery date mentioned in the commodity Indent Letter sent to supplier, immediately inform PDs office on telephone and follow up with letter.	by 11th of every month (within 4 days)	CDPO Office Jr Assistant	Letter of correspondence
25	On receipt verify stocks for quantity as per Delivery challan and commodity Indent Letter sent to supplier , and check for quality against the samples received from PD office and Best Before printed on AP food bags. In the event of any Shortage/damage being noticed while un-loading, record the same on the Delivery challan. Immediately prepare a Shortage/ Damage Report and forward it to PD office along with copy of the Delivery Challan.	Every consignment	CDPO Office Jr Assistant	Delivery Challan, commodity Indent Letter sent to supplier, letter of correspondence, samples of daal, oil and condiments received from PD office, Shortage/Damage Report
26	Store the food stocks indoors neatly stacked on dunnage to avoid damages to stock. Identify each stack with a Stack Card for easy calculation of stocks.	All food commodities	CDPO Office Jr Assistant	Stack Card
27	Update Stock Registers.	Every receipt and despatch of consignment of food	CDPO Office Jr Assistant	Stock register
28	Review the stocks received, food commodities in the godown and undertake a Need based Allocation for the AWC s in each Sector in the Block on the Need Based Requirement & Allocation Proforma , and forward a copy of the same to all the Supervisors in the Block .	By 12th of Every month (within 4 days)	CDPO	Need Based Requirement & Allocation Proforma for Food Commodities
29	On the basis of allocation of food, despatch all food commodities together to AWCs through approved transporters, along with details of quantity despatched indicated on the Need Based Requirement & Allocation Proforma for Food Commodities sheet. Load Transporter vehicles with food commodities for AWCs as per Route map. Transporter to ensure that weighing balance is carried to enable weighing at the point of unloading at the AWC. (Transport contractor must agreed to carry the weighing balance at the time of transport contract agreement).	Despatches of food to start by 13th of every month ; Food supplies to be delivered to all AWCs within 3 -5 days	CDPO	Need Based Requirement & Allocation Proforma for Food Commodities - Rice , Rawa, daal, Oil & Condiments, Need Based Requirement & Allocation Proforma for Food Commodities - RTE, Route Map

Sl.No.	Process	Controls (Niyantaran)	Responsibility	Reference Check
30	After all despatches for the month have been made , undertake physical verification of existing stocks in the Block Godown, tally with Stock Register and record findings on Stock Register. Shortages/ Damges, if any observed, are recorded on the Shortage/Damage Report and the same is submitted to the PDs office. A copy is retained as records.	Every month	CDPO	Stock Register, Shortage/ Damage Report
31	On receipt verify the quantity (numbers and weight) as per Need Based Requirement & Allocation Proforma for Food Commodities. Shortage/ damage, or expiry of Best Before date for AP food if any noticed, to be mentioned in the Need Based Requirement & Allocation Proforma for Food Commodities, at the time of un-loading.	Every consignment	AWW	Need Based Requirement & Allocation Proforma for Food Commodities
32	Acknowledge receipt of food commodities on the Need Based Requirement & Allocation Proforma for Food Commodities and return to Transporter.	Receipt of every food commodity	AWW	Need Based Requirement & Allocation Proforma for Food Commodities
33	Receive the Need Based Requirement & Allocation Proforma for Food Commodities from the transporter and review if all AWCs have received the requisite quantity and within the prescribed time frame. In case any deviation inform the CDPOs office for appropriate action with the transporter. Forward provide a copy of the Need Based Requirement & Allocation Proforma for Food Commodities to concerned sector Supervisor for her review and use for field visits	By 18th of every month	CDPO Office Jr Assistant	Need Based Requirement & Allocation Proforma for Food Commodities
34	Update Stock registers as and when food is drawn from the block godown	Every consignment despatched	CDPO Office	Stock register
35	Store the food commodities indoors on dunnage under dry, hygenic condition and kept secure.	Dry, hygienic conditions and secure	AWW, CDPO Office	Recommended guidelines
36	Undertake physical verification of stocks at AWC, review FCR, stock status on stock register, and utilization of food commodities on the Attendance Register and THR register. Deviations if any in receiving, storage or utilization to be recorded on the Shortage/Damage Report.	During Supervisors Visit to the AWC	Supervisor	FCR, stock register, Attendance Register,THR register, Shortage/Damage Report
37	Discuss Project performance with Supervisors and all AWWs during the Block Meeting and advise on appropriate actions which are recorded on the Block Meeting Minutes.	second week of every month	CDPO	Project Performance Report, Block Meeting Minutes.
38	FCRs, AWC Consolidation Reports, Need Based Requirement & Allocation Proforma for Food Commodities are retained in the CDPOs office as records for a defined retention time.	As per government guidelines	CDPO	As per government guidelines

THR Register

SNP register

FCR

AW Stock Register

ICDS Ration size Sheet

Letters to Contractors

Purchase Order

Block wise Rice indents orders,

Project wise rice stock requirement report AP-FORM (PNBA-00)

Stack Card

Need Based Requirement & Allocation Proforma for Food Commodities stock Register

Block/project Commodity Indent

Consolidated Commodity Requirements For The District

District indent sheet of Rice











## Block Commodity Indent for Local Food

Name of the Block: \_\_\_\_\_

No. of AWCs: \_\_\_\_\_

Month: \_\_\_\_\_

Enrolled Stake holders				Per day requirement								Rice (Kgs)						Broken Wheat (Kgs)						Dal (Kgs)						Oil (Kgs)										
6 months - 3 years		3 years to 6 years		Pregnant/lactating mothers (Double Ration)	Total (1+2+3+4+5+6)	0.065	0.015	0.070	0.010		0.010	Rice (Kgs)						Broken Wheat (Kgs)						Dal (Kgs)						Oil (Kgs)										
Single Ration	Double Ration	Single Ration	Double Ration			0.095	0.030	0.100	0.025		0.015	Rice (Kgs)						Broken Wheat (Kgs)						Dal (Kgs)						Oil (Kgs)										
						Rice (1+3*065)+(2+4+5*095)	Dal for Rice (1+3*015)+(2+4+5*030)	Broken Wheat (1+3*070)+(2+4+5*100)	Dal for Broken Wheat (1+3*010)+(2+4+5*025)	Total Dal (8*16+10*9)	Oil (1+3*10)+(2+4+5*015)	AW -Level Closing Balances As On Day ___ Month ___ Year ___	Block godown balances As On Day ___ Month ___ Year ___	Total block level balances As On Day ___ Month ___ Year ___ (13+14=15)	Total Number of days stock available At Block level (15/7=16)	Total number of days stock required (R12-P13=17)	Total quantity required (in kgs) (32 days stock) (17*7=18)	No. of days stock available at block Godown (after allocation) as on DDMMYY (in kgs) (18+15/7=19)	AW -Level Closing Balances As On Day ___ Month ___ Year ___	Block godown balances As On Day ___ Month ___ Year ___	Total block level balances As On Day ___ Month ___ Year ___ (20+21=22)	Total Number of days stock available At Block level (22/9=23)	Total number of days stock required (Y12-W13=24)	Total quantity required (in kgs) (18 days stock (2 months)) (24*9=25)	No. of days stocks available at block Godown (after allocation) as on DDMMYY (in kgs) (25+22/10=26)	AW -Level Closing Balances As On Day ___ Month ___ Year ___	Block godown balances As On Day ___ Month ___ Year ___	Total block level balances As On Day ___ Month ___ Year ___ (27+28=29)	Total Number of days stock available (At Block level) (29/11=30)	Total number of days stock required (AF12-AD13=31)	Total quantity required (in kgs) (50 days stock) (32*11=32)	No. of days stocks available at block Godown (after allocation) as on DDMMYY (in kgs) (32+29/11=33)	AW -Level Closing Balances As On Day ___ Month ___ Year ___	Block godown balances As On Day ___ Month ___ Year ___	Total block level balances As On Day ___ Month ___ Year ___ (34+35=36)	Total Number of days stock available (At Block level) (36/12=37)	Total number of days stock required (AM12-AK13=38)	Total quantity required (in kgs) (50 days stock) (38*12=39)	No. of days stocks available at block Godown (after allocation) as on DDMMYY (in kgs) (39+36/12=40)	Stock required on or before Date ___ Month ___ Year ___
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	
6851	0	3903	0	3300	14054	1012.510	260.310	1082.780	190.040	235.013	157.040	11308.460	1000.000	12308.460	12	20	20091.860	32	1000.000	0.000	1000.000	1	17	18490.040	18	1200.000	0.000	1200.000	5	45	10550.640	50			0.000	0	50	7852.000	50	
					0	0.000	0.000	0.000	0.000	0.000	0.000			0.000	0	20	20091.860	20			0.000	0	17	18490.040	17			0.000	#DIV/0!	45	0.000	#DIV/0!			0.000	0	50	7852.000	50	
					0	0.000	0.000	0.000	0.000	0.000	0.000			0.000	0	20	20091.860	20			0.000	0	17	18490.040	17			0.000	#DIV/0!	45	0.000	#DIV/0!			0.000	0	50	7852.000	50	
					0	0.000	0.000	0.000	0.000	0.000	0.000			0.000	0	20	20091.860	20			0.000	0	17	18490.040	17			0.000	#DIV/0!	45	0.000	#DIV/0!			0.000	0	50	7852.000	50	

Signature of the Stock In Charge: \_\_\_\_\_

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

Signature of the CDPO: \_\_\_\_\_

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

Notes:

Indents are placed based on the sector-wise Need Based Requirement / Allocation reports

This report to be submitted to PD office on or before 1st of following month



## Block Commodity Indent for Ready to Cook Premixes and MTF

Name of the Block: \_\_\_\_\_

No. of AWCs: \_\_\_\_\_

Month: \_\_\_\_\_

Enrolled Stake holders					Per day requirement				Kichidi (Kgs)							Upma (Kgs)						Halwa (Kgs)					MTF (Kgs)												
6 months - 3 years		3 years to 6 years			Pregnant / lactating mothers Double ration	Total (1+2+3+4+5=6)	0.090	0.090	0.090	0.110	AW -Level Closing Balances As On Day Month _____ Year _____	Block godown balances As On Day Month _____ Year _____	Total block level balances As On Day Month _____ Year _____ (11+12=13)	Total Number of days stock available (At Block level) (13/7=14)	Total number of days stock required (08-14=15)	Total quantity required (in kgs) (8 days stock) (15*7=16)	No. of days stock available at block Godown (after allocation) as on DDMMYY (in kgs) (16+13)/7=17	AW -Level Closing Balances As On Day Month _____ Year _____	Block godown balances As On Day Month _____ Year _____	Total block level balances As On Day Month _____ Year _____ (18+19=20)	Total Number of days stock available (At Block level) (20/8=21)	Total number of days stock required (9days-21=22)	Total quantity required (in kgs) (8 days stock) (22*8=23)	No. of days stocks available at block Godown (after allocation) as on DDMMYY (in kgs) (23+20)/8=24	AW -Level Closing Balances As On Day Month _____ Year _____	Block godown balances As On Day Month _____ Year _____	Total block level balances As On Day Month _____ Year _____ (25+26=27)	Total Number of days stock available (At Block level) (27/9=28)	Total number of days stock required (ACB (days)-28=29)	Total quantity required (in kgs) (9 days stock) (29*9=30)	No. of days stocks available at block Godown (after allocation) as on DDMMYY (in kgs) (30+27)/9=31	AW -Level Closing Balances As On Day Month _____ Year _____	Block godown balances As On Day Month _____ Year _____	Total block level balances As On Day Month _____ Year _____ (32+33=34)	Total Number of days stock available (At Block level) (34/10=35)	Total number of days stock required (AIB-35=36)	Total quantity required (in kgs) (25 days stock) (36*10=37)	No. of days stocks available at block Godown (after allocation) as on DDMMYY (in kgs) (37+34)/10=38	Stock required on or before Month _____ Year _____ Date _____
Single Ration	Double Ration	Single Ration	Double Ration	9			11	13	14	8																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	
1169	0	5491	4	1975	8639	741.565	741.565	741.565	128.590			0.000	0	8	5932.520	8			0.000	0	8	5932.520	8			0.000	0	9	6674.085	9			0.000	0	25	3214.750	25		
					0	0.000	0.000	0.000	0.000			0.000	0	0	0	0			0.000	0	0	0	0			0.000	0	0	0	0			0.000	0	0	0	0		
					0	0.000	0.000	0.000	0.000			0.000	0	0	0	0			0.000	0	0	0	0			0.000	0	0	0	0			0.000	0	0	0	0		
					0	0.000	0.000	0.000	0.000			0.000	0	0	0	0			0.000	0	0	0	0			0.000	0	0	0	0			0.000	0	0	0	0		

Signature of the Stock In Charge: \_\_\_\_\_

Signature of the CDPO: \_\_\_\_\_

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

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

Notes:

Indents are placed based on the sector-wise Need Based Requirement/Allocation reports  
This report to be submitted to PD office/Directorate of Women and Child Welfare and MD, AP Foods on or before 1st of following month



# District Commodity Allocation for Ready to Cook Premixes & MFF Blocks

No. of Blocks: \_\_\_\_\_

S.No Name of Block Number of AWCs			Total Number of Enrolled Stakeholders					Per day requirement				Kichidi (Kgs)					Upma (Kgs)					Halwa (Kgs)					MTF (Kgs)											
			6 months to 3 years		3 years to 6 years			Pregnant / lactating mothers	Total stake holders (4+5+6+7+8+9)	0.090	0.090	0.090	0.110	Block+AW Level Closing Balances (in Kgs) (As on Day ___/Month ___/Year ___)	Total Number of days stock available at each block (14/10=15)	8	Total quantity required (in kgs) (8 days stock) (16*10=17)	Total quantity dispatched (in kgs)	No. of days stocks available at block level (after allocation) as on DDMMYY (in kgs) (18+14)/10=19	Block+AW Level Closing Balances (in Kgs) (As on Day ___/Month ___/Year ___)	Total Number of days stock available at each block (20/11=21)	8	Total quantity required (in kgs) (8 days stock) (22*11=23)	Total quantity dispatched (in kgs)	No. of days stocks available at block level (after allocation) as on DDMMYY (in kgs) (24+20)/11=25	Block+AW Level Closing Balances (in Kgs) (As on Day ___/Month ___/Year ___)	Total Number of days stock available at each block (26/12=27)	9	Total quantity required (in kgs) (8 days stock) (28*12=29)	Total quantity dispatched (in kgs)	No. of days stocks that would be available at block level as on DDMMYY (in kgs) (30+26)/12=31	Block+AW Level Closing Balances (in Kgs) (As on Day ___/Month ___/Year ___)	Total Number of days stock available at each block (32/13=33)	25	Total quantity required (in kgs) (25 days stock) (34*13=35)	Total quantity dispatched (in kgs)	No. of days stocks available at block level (after allocation) as on DDMMYY (in kgs) (36+32)/13=37	Stock Requested by Block Date ___/___/___ Month ___/Year ___
Single Ration	Double Ration	Single Ration	Double Ration	0.125	0.125	0.125	0.110			Kichidi (Kgs) ((6)*17)+(7+8)*18=10	Upma (Kgs) ((6)*17)+(7+8)*18=11	Halwa ((6)*17)+(7+8)*18=12	MTF ((4)*17)+((5)*18=13)			8						8						9						25				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000	0.000	0.000	0.000		0	0	0		0		0	0	0		0		0	0	0		0		0	0	0		0		
								0	0.000																													



















**Standardized Protocol  
for  
Internal Audit of Good Practices**

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## Procedure for Internal Audit

### 1. Purpose

To establish and maintain a documented procedure for conducting Internal Audit for verifying implementation and conformance of practices to the ICDS documented good practices and to contribute towards their improvement.

### 2. Scope

This covers the 5 documented good practices namely Nutrition and Health day (NHD), Home Contacts, Supervisors Visits to AWC's, Sector Meetings and Supply Chain management of Food Commodities and applies to all the Districts of the State of AP.

### 3. Responsibility

Regional Deputy Director ensures implementation of the procedure in the region comprising of various Districts under their jurisdiction.

PD for taking corrective actions, organizing logistics;

Audit team for conduct and reporting of audit.

### 4. Terms And Definitions

- a) Audit - systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled
- b) audit criteria - set of policies, procedures or requirements
- c) audit evidence - records, statements of fact or other information, which are relevant to the audit criteria and verifiable
- d) auditor - person with the competence to conduct an audit
- e) audit team - one or more auditors conducting an audit
- f) audit plan - description of the activities and arrangements for an audit
- g) audit scope - extent and boundaries of an audit

### 5. Process Description

- 5.1 ICDS carries out an internal audit of the five documented ICDS good practices in

all District ensuring that all Blocks within the District get audited atleast once in a year.

- 5.2 Since auditing is based on the sample, the audit of Sector and AWCs within the Block is carried out on a sampling basis. Atleast one Sector in the Block and two AWCs in that Sector, are selected on a random basis, and this constitutes the audit sample for every audit undertaken.
- 5.3 The internal audits are conducted at a frequency of at least once every quarter of the year.
- 5.4 A four day Internal Audit Training module has been developed. All personnel who have received the four day training of internal auditors conducted by Care have been qualified as Master Trainers and auditors and they are qualified to conduct training on internal quality audits. A list of Master Trainers and auditors is available with the RDD.
- 5.5 CDPOs and Supervisors from District Resource Group and the Instructors of AW Training Centres under the jurisdiction of the RDD, and NRHM District Project Officers have been identified and trained to perform Internal Audits. All personnel who have during the last three years received the four day training of internal auditors conducted by Master Trainers are qualified to undertake internal quality audits. This list of auditors is available with the RDD. Professional / qualified outside auditors can also be hired for the audit, if required.
- 5.6 RDD appoints a competent audit team for each of the audits carried out in their jurisdiction. During the last week of the previous quarter the RDD identifies auditors and nominates audit teams for undertaking audits during the quarter. Audit teams are decided based on the availability of the auditors during the Quarter.
- 5.7 While selecting auditors, it is ensured that they do not have any direct responsibility in the activity/process to be audited. The auditors will not audit their own Blocks and Sectors as relevant. CDPOs and Supervisors from District Resource Group would be part of audit teams auditing within their own district.

- 5.8 Every audit is undertaken by an Audit team consisting of at least 2 members one of whom will be designated as a Team Leader by the RDD.
- 5.9 The duration of each audit has been identified as 4 days, during which all the standardized protocols / 5 good practices of ICDS are audited. The entire audit is conducted continuously for 4 days with the one day being earmarked for audit of each of the 4 good practices namely NHD, Home Contacts, Supervisory Field Visits and Sector meeting. The components of Supply Chain Management of Food Commodities shall be audited on each of the 4 days while auditing the AWC, Sector, Block and the District.
- 5.10 During the month of April every year, every RDD prepares an annual Audit Plan for the District for each of the Districts under their jurisdiction, identifying the Block and the month of the year when scheduled for auditing, ensuring that all the Blocks within each District are covered in the audit plan. The Sectors and the two AWCs to be audited within each of the Blocks are also identified in the Audit Plan for the District. RDD gives due consideration to the performance of the Sectors and AWCs and incidents if any reported while selecting the Sectors and the AWCs to be audited. If deemed necessary the RDD revises the Annual Audit Plan for the year. The selection and identification of Sectors and AWCs is done by the RDD. All Blocks identified for auditing during the quarter are audited in the same month.
- 5.11 RDD informs the PD about the Blocks and the Sectors and AWCs identified for auditing in the quarter during the last week of the previous quarter. PD informs the concerned CDPO's about the upcoming audit during the quarter.
- 5.12 Actual date and time of audit are decided between the audit team and the CDPO of the Block and Supervisor of the Sector where the audit is to be conducted, and the PD is informed of the same. However, broader guidelines regarding month of audit as given in audit plan is adhered to. Based on this the audit team requests CDPO for arrangements for stay and travel to enable the planned audit. PD decides upon the Audit Debriefing date and time and informs the audit team , CDPOs and Supervisors and Stock Incharge of ICDS Projects.
- 5.13 Auditors are required to prepare themselves for conduct of audit by going through relevant protocols, ICDS guidelines, Directives received from the Govt., and Audit Checklist formats.
- 5.14 The auditors conduct the audit using the Audit Checklist prescribed for each of the 5 good practices and record the objective evidence and their observations on the same Audit checklist. An acknowledgement from the auditee is obtained on the relevant Audit Checklist.
- 5.15 Deviation or omission , if any, from documented system are mentioned on the Audit checklist and the auditee is informed of the same. The auditee indicates reasons for deviations against each deviation and the auditor records the same on the Audit Checklist itself. The auditee confirms these through a signature at the end of the Audit Checklist
- 5.16 The Audit Team holds an Audit Debriefing meeting with the PD and all CDPOs, atleast one Supervisor from each Block and Stock Incharges of ICDS Projects and informs the audit findings comprising of both compliance and non compliance.
- 5.17 The Audit Team Leader forwards the duly filled Audit Checklists to the RDD within seven days of completion of the audit.
- 5.18 RDD Office reviews the Audit Checklists received for each of the Blocks audited during the identified month of the Quarter, and prepares a District Consolidated Audit Report addressing all aspects of the processes of the 5 good practices and reporting them as Compliance or Non Compliance. . The objective evidence for all aspects reported as Non Compliance is reported in the District Consolidated Audit Report .The District Consolidated Audit Report is prepared within a week of receipt of the audit reports from the audit teams and submitted to the RDD for review. RDD review and record their decisions and recommendations on the District Consolidated Audit Report. While reviewing



the District Consolidated Audit Report the RDD also reviews the District Consolidated Audit Report for the previous quarters to assess whether repetition of deviations / omissions in implementation of processes is taking place.

non conformity, and take action to eliminate the cause of non conformity and subsequently a review of the effectiveness of the corrective actions taken.

- 5.19 A copy of the decision and recommendations is forwarded to the PD for compliance and necessary actions for improvements. Necessary actions by PD would involve undertaking root cause analysis for identification of cause of

## 6. Reference Documents

- Annual Audit Plan
- Audit Team Notification
- Audit Checklist
- District Consolidated Audit Report

## Annual Audit Plan for District

Name of District: \_\_\_\_\_ Audit Plan For The Period ----- To -----

Names of Blocks	Auditee Details	Month of Audit											
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	Sector												
	AWC #1												
	AWV#2												
	Sector												
	AWC #1												
	AWV#2												
	Sector												
	AWC #1												
	AWV#2												
	Sector												
	AWC #1												
	AWV#2												

Note: Please indicate the names of Sectors and AWC against the specific month for which audit is being planned.

## Audit Team Notification

Name of District: \_\_\_\_\_ Audit during ----- To -----

Names of Blocks	Month Of Audit			Auditee details			
	Month	Month 2	Month 3	Audit locations	Name of CDPO	Name of Supervisor	Name of AWW
	Names of Auditors						
				Sector			
				AWC #1			
				AWV#2			
				Sector			
				AWC #1			
				AWV#2			
				Sector			
				AWC #1			
				AWV#2			
				Sector			
				AWC #1			
				AWV#2			

Note: Please indicate name of Sector, AWC # 1 and AWC # 2 under column for Audit Locations.

## District Consolidated Audit Report

Name of District:

Audit Conducted during Month ----- (indicate MMYYY)

Protocol: NHD

Names of Blocks	Auditee Details	Month of Audit											
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	Sector												
	AWC #1												
	AWV#2												
	Sector												
	AWC #1												
	AWV#2												
	Sector												
	AWC #1												
	AWV#2												
	Sector												
	AWC #1												
	AWV#2												

Note : Please indicate the names of Sectors and AWC against the specific month for which audit is being planned.

S. No. (1)	Audit Checklist (2)	(indicate Name of Block)		(indicate Name of Block)		(indicate Name of Block)	
		Status of Compliance (Compliance /Non Compliance) (3)	Evidence of Non Conformity (4)	Status of Compliance (Compliance /Non Compliance) (5)	Evidence of Non Conformity (6)	Status of Compliance (Compliance /Non Compliance) (7)	Evidence of Non Conformity (8)
		C					
		NC					

Note:

1. Please indicate status on implementation of process under Columns (3) , (5) and (7) for each of the Blocks as either "Compliance " or "Non Compliance". All Non compliances to be written in Red Font / highlighted in red colour,
2. All Non compliances to be supported with details of objective evidence in the adjoining columns for a given Block.





## About CARE

CARE aims for lasting transformation in the lives of women, girls, and the most marginalised by fostering inclusion and collective action, enhancing community resilience and breaking systemic barriers.

For 60 years, we have provided improved access to health, education and sustainable livelihoods. We are a part of a global network which ensures dignity for all.

CARE has made a deliberate choice to work in those areas where there is widespread poverty and the socio economic indicators are below the national average. These areas are concentrated in the states of Bihar, Jharkhand, Uttar Pradesh, Orissa, Chhattisgarh and Madhya Pradesh. We also work in the poorest districts of Andhra Pradesh, Gujarat, Tamil Nadu and West Bengal to develop 'Learning Labs' for innovative models which can be scaled up for greater impact.

We believe that engaging deeply with our constituencies over the long-term is crucial to fighting poverty in India. The roadmap for this engagement is a robust programme strategy from a 'short-term project' based approach towards a deeper engagement with the communities through to long-term programmes.

CARE prioritises four sectors: health and nutrition, education, livelihoods and emergency response. Specifically:

- ♦ Quality education - both formal education and functional literacy
- ♦ Healthcare and nutrition - reproductive and child health, HIV/AIDS and TB
- ♦ Economic opportunity – linking community collectives to banks and credit systems, business loans and micro insurance
- ♦ Critical support during disasters and damage mitigation

The Integrated Nutrition and Health Project II (INHP II) is a United States Agency for International Development (USAID) supported project of CARE-India that attempted to address mortality and malnutrition in children in a population of over 250 million across 96 districts in 8 states in India, between 1996 and 2010 – one of the largest NGO-run health and nutrition projects, globally. The project committed to help reduce the prevalence of malnutrition in children at scale by supporting direct interventions which had a plausible influence on nutritional status. It chose to address child feeding practices and the prevention of infections through simple interventions. The project supported the Ministry of Women and Child Development and Ministry of Health and Family Welfare at national and state levels to strengthen the government service delivery systems for newborn, infants, children as well as their mothers to sustainably improve the nutrition and health status among them.



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