

# **Study Materials for Training of WBJSW Service Officers on ICDS**

**WCD and Social Welfare Department  
Government of West Bengal**

**Compiled by:  
State Resource Centre for Women,  
West Bengal**





सत्यमेव जयते

**Dr. SHASHI PANJA**

**Minister-Of-State (Independent Charge)**

Department of Women, Child Development & Social Welfare

Government of West Bengal

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D.O. / Memo No. :192/MOS/WGDSW/15

Date : .....30.04.2015

## FOREWORD



I am pleased to share with you the Study Materials for Training of WBJSW Service officers on ICDS.

This book provides insight into how the training programme for the CDPOs will be instrumental in ensuring the functioning of the ICDS programme,

People lie at the heart of our Department and its work. Therefore it is our mandate to ensure the protection of child rights and empowerment of women & socially excluded classes.

The priority and focus areas of the Department have been **Primary Health Care** through immunization, safe motherhood and maternal child health, control of various common diseases and reduction of malnutrition. One of the most important and effective schemes for this purpose has been the **Integrated Child Development Services (ICDS)**.

The CDPOs have been entrusted with the work to carry the objectives of the nationalized programme of ICDS.

The training for the CDPOs is organized for better functioning of the ICDS projects for early childhood development through Early Childhood Education (ECE) and Supplementary Nutrition Programme (SNP).

The CDPOs are the guiding force for carrying the ICDS projects and ensuring the support all children between 0-6years, adolescent girls and women.

**Basic education and literacy** in the ICDS centres will help to achieve universal access to basic education and reduce illiteracy and SNP will ensure **nutrition and household food security** for severely undernourished children where the calorie requirement is more.

It is our expressed approach to enable and facilitate communities to initiate and participate in their own socio economic development with the help of the CDPOs responsible for the ICDS projects.

We have a lot to be proud of and we will continue to build on this solid foundation to raise and demonstrate achievement every year. We look forward to a new year of fresh accomplishments by the CDPOs for our ICDS programme.

Sincerely

*Shashi Panja*

Dr. Shashi Panja





**Smt Roshni Sen, IAS**

**Secretary**

Child Development and

Women Development and Social Welfare Department

Government of West Bengal

Bikash Bhavan, North Block, 10<sup>th</sup> Floor, Salt Lake City,  
Kolkata – 700 091



## **FOREWORD**

The ICDS Programme has covered many milestones since its inception in 1975. Today, ICDS is globally acknowledged and recognized as one of the world's largest and most unique community based outreach system for Women and Child Development. In the light of experiences gained over the last 39 years, the ICDS Programme is proposed to be further strengthened with new and innovative areas of work. For effective implementation, training of ICDS functionaries plays a pivotal role. Such training should be responsive to changing needs and demands. Hence the focus on on-the -job training.

A Residential Job Training of WBJSW Service Officers has been organized at ATI, Salt Lake City, Kolkata – 106 from 20<sup>th</sup> April to 30<sup>th</sup> April 2015. On this occasion, a Study Material has been compiled by the State Resource Centre for Women consisting of government orders issued on ICDS programme. The circulars have been categorized on recruitment of AWW/Helpers, early childhood care & education, convergence, ICDS mission, Monitoring committees and other miscellaneous orders related to ICDS. I hope this Study Material will be useful in the day to day functioning of CDPOs.

I am hopeful that the Study Material compiled for the West Bengal Junior Social Welfare Service Officers will be useful in their Official Work at present as well as in future.

*Roshni Sen*  
(Smt. Roshni Sen) 16/4/15





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# ***CIRCULARS ON RECRUITMENT OF AWW / HELPERS***

***STUDY MATERIALS FOR TRAINING OF  
WBJSW SERVICE OFFICERS***

***COMPILED BY:  
STATE RESOURCE CENTRE FOR WOMEN  
WEST BENGAL***

***WCD & SOCIAL WELFARE DEPARTMENT  
GOVERNMENT OF WEST BENGAL***

Government of West Bengal  
Child Dev. & Women Dev. & Social Welfare Department  
Bikash Bhavan, Salt Lake City, Kolkata - 700 091.

Nc.7852-SW/5708-SPO

Dated 22.12.2014

From : Shri Avijit Kumar Mitra, WBCS(Exe)  
SPO & EO Deputy Secretary to the Govt. of West Bengal

To: The Director of Social Welfare  
West Bengal  
Juvenile Court Building  
Salt Lake City, Kolkata 700 064.

Sub: Recruitment of AWWs/AWHs under Govt. Quota.

Sir

I am directed to inform you that the department has given approval of the names of eligible home inmates which were made available from the districts for issuing appointment to them for the post of AWW/AWH according to the suitable vacancy.

As per Notification No.7530-SW/12 dated 09.11.2012 with the corrigendum No.7956-SW/12 dated 17.12.2012 if no more eligible and willing beneficiaries from recognized homes in the Kolkata District are available as on 30.06.2014, a certificate on the non-availability of the aforesaid beneficiaries shall be furnished by you being the head of the District Level Monitoring and Review Committee on ICDS as per conditions laid down in the Notification.

It will be highly appreciated if you send this certificate by 26.12.2014 for taking further action at this end.

Yours faithfully,

*Avijit Mitra*  
SPO & EO Deputy Secretary

BY SPEED POST

No. 1-19/2013-CD.I(Pt)

Government of India  
Ministry of Women & Child Development

Shastri Bhavan, New Delhi

Dated 1<sup>st</sup> December, 2014

To

The Secretaries in-charge of ICDS in all the States/UTs.

Subject: Relocation of Anganwadi Centres (AWCs) - regarding.

Sir/Madam,

Kindly recall the discussions held on 5<sup>th</sup> August, 2014 at Vigyan Bhavan, New Delhi during the National Consultation on ICDS held under the chairpersonship of Minister, WCD.

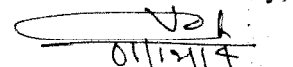
2. While emphasizing that all uncovered areas should be covered under the ICDS Scheme, States/UTs suggested that they be permitted to relocate Anganwadi Centres (AWCs) within the sanctioned strength without any reference to Government of India. Subsequently, a committee comprising representatives of States of Odisha, Uttar Pradesh, Maharashtra and West Bengal was constituted to give their views/ recommendations on this and above issues.

3. The aforesaid Committee recommended that all uncovered areas should be covered under the ICDS Scheme to provide services to children at all work places like brick kiln, construction areas and slums. For this purpose, wherever necessary, AWCs may be relocated by the States/UTs within the existing sanctioned strength without reference to MWCD. The Committee further suggested that while doing so, States should ensure that relocation is done in such a manner that the existing Anganwadi Worker (AWW) is not required to travel more than 5 km in case of urban area, 3 km in rural and 1.5 km in tribal areas.

4. To ensure better delivery of services, the above recommendation of the Committee has been accepted in the Ministry. Accordingly, States/UTs may consider relocating the AWCs within the existing sanctioned strength as per their requirement without reference to MWCD.

5. While relocating AWCs, the aspect of availability of adequate land, building, water facilities, ease of access of pregnant woman and children besides, 'maximum travel distance not being more than 5 km in case of urban area, 3 km in rural and 1.5 km in tribal areas for the AWWs' may be kept in view.

Yours faithfully,

  
(V. C. Choudhary)

Under Secretary to the Government of India



**Government of West Bengal**

Department of Child Dev. & Women Dev. & Social Welfare  
Bikash Bhavan, Salt Lake City, 10<sup>th</sup> Floor,  
Kolkata-700 091.

Circular on Recruitment in ICDS (75 Pages)

No.4113-SW/3S-267/12

Dated 27.11.2014

**MEMORANDUM**

In modification of this Department Memorandum No.2178-SW dated 03.07.2014, the undersigned is directed by order of the Governor to say that the Governor has been pleased to reconstitute the Selection Committee for recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt./Home Quota as under:

- 1) MIC/MOS(IC) of the Child Dev., Women Dev.& SW Deptt., - Chairperson  
Govt. of West Bengal
- 2) The Additional Chief Secretary/Principal Secretary/Secretary - Member  
of the Child Dev. Women Dev.& SW Deptt., Govt. of West Bengal.
- 3) Ms Poushali Dutta - Member
- 4) Smt Bipasha Roy - Member

The Committee will select the candidates observing the guidelines as mentioned in Memo No.7530-SW dated 09.11.2012 and Corrigendum No.7956-SW dated 17.12.2012.

The Committee will start functioning with immediate effect.

State Programme Officer and EO Deputy Secretary will convene the meeting and will do the Secretarial function.

By Order of the Governor  
**A K MITRA**  
SPO & EO Deputy Secretary  
Dated 28.11.2014

No.4113/1(53)-SW

Copy forwarded for information and necessary action to:

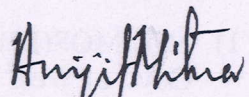
- 1) The Chairman of the District Selection and Monitoring Committee, .....District.....
- 2) The Secretary, CD&WD&SW Department, West Bengal
- 3) Dr Sreeranjana, IAS, Joint Secretary, Ministry of WCD, Govt. of India, Shastri Bhavan, Delhi-1.
- 4) Smt Rupa Dutta, Director, Ministry of WCD, Govt. of India, Shastri Bhavan, Delhi-1.
- 5) The Principal Secretary, Finance Deptt., Govt. of West Bengal
- 6) The Principal Secretary, H&FW Deptt. Swastha Bhavan, Kol-91.
- 7) The Director of Social Welfare, West Bengal
- 8) The Joint Secretary(ICDS), Child Dev.Deptt., Govt. of West Bengal
- 9) The District Magistrate, .....
- 10) The Addl. Director of Social Welfare, West Bengal
- 11) The Addl. District Magistrate, .....
- 12) Smt Ananya Banerjee,
- 13) Smt Ananya Chakraborty, 171/A, Salt Lake City, Kolkata.
- 14) Ms Poushali Dutta, 7C, Bondel Road, Kolkata 700 019
- 15) Dr. Bipasha Roy, BE/235, Sector-I, 1<sup>st</sup> floor, Salt Lake, Kolkata-700 064.
- 16) The PS to HMIC, Forest Department
- 17) The PS to HMIC, Uttar Banga Unnayan Parishad Deptt.
- 18) The PS to HMIC, Mass Education & Library Science Department
- 19) The PS to HMIC, Correctional Home Department
- 20) The PS to HMIC, Statistics & Programme Implementation Department



2  
Circular on Recruitment in ICDS (75 Pages) .

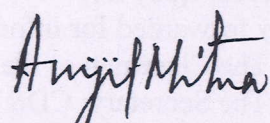
- 21) The PS to HMOS, Fisheries Department
- 22) The PS to HMIC, Law Department
- 23) The PS to HMIC, Self Help Group Department
- 24) The PS to HMIC, Environment & Public Works Department
- 25) The PS to HMIC, Food Processing Department
- 26) The PS to HMIC, Food & Supplies Department
- 27) The PS to HMIC, Commerce & Industries & Information Technology Department
- 28) The PS to HMIC, Agriculture Marketing Department
- 29) The PS to HMIC, Tourism Department
- 30) The PS to HMOS(IC), WD&CD&SW Department
- 31) The District Programme Officer(ICDS) .....  
With a request to circulate the Memorandum to the CDPOs of your District.
- 32) PA to Secretary, CD&WD&SW Department

No.4113/1(53)/1(12)-SW

  
SPO & EO Deputy Secretary  
Dated 28.11.2014

Copy forwarded for kind information and necessary action to:

1. Shri Rabindra Nath Ghosh, MLA, Tufanganj, Coochbehar
2. Shri Khageswar Roy, MLA, Raiganj, Jalpaiguri
3. Dr Rudra Narayan Bhattacharya, MLA, Siliguri, Darjeeling
4. Shri Amal Acharya, MLA, Itahar, Uttar Dinajpur
5. Shri Biplab Maitra, MLA, Honorarium, Dakshin Dinajpur
6. Janab Abu Naser Khan, MLA, Sujaypur, Malda
7. Shri Srikanta Mahato, MLA, Salbano, Paschim Medinipur
8. Shri Akhil Giri, MLA, Ramnagar, Purba Medinipur
9. Shri Nananda Saha, MLA, Nabadwip, Nadia
10. Shri Sil Bhadra Dutta, MLA, Barrackpur, North 24-Pgs.
11. Shri Pulak Roy, MLA, Uluberia, Howrah
12. Shri Swapan Bauri, MLA, Saltora, Bankura

  
SPO & EO Deputy Secretary



Circular on Recruitment in ICDS (75 Pages) *C File - 1518*  
*11/11/2014*

**Government of West Bengal**  
 Department of Child Dev. & Women Dev. & Social Welfare  
 Bikash Bhavan, Salt Lake City, 10<sup>th</sup> Floor,  
 Kolkata-700 091.

No.3487-SW/ 3S-48/14

Dated 15.10.2014 *17/11*

**MEMORANDUM**

The question of bringing amendments in Part-A(20) and Part-B(16) of this Deptt's Memorandum No.288-SW dated 25.01.2006 i.e. regarding the academic qualification and upper age limit of AWWs and AWHs under ICDS Scheme who dies prematurely while considering the Died-in-harness case after issuance of this Department Memorandum No.3104-SW dated 19.09.2013 and Memorandum No.4039-SW dated 20.12.2013 has been under active consideration of this Department. It is expedient to review the prevailing guideline regarding the academic qualification and upper age limit of AWWs and AWHs under Died-in-harness cases.

Now, in partial modification in Part-A(20) and Part-B(16) of this Deptt's Memorandum No.288-SW dated 25.01.2006 and in compliance with this Deptt's Memorandum No.3104-SW dated 19.09.2013 and Memorandum No.4039-SW dated 20.12.2013 and in order to keep parity with the uniform schematic pattern of ICDS Scheme, the undersigned is directed by Order of the Governor to say that the Governor, after careful consideration of the matter, has been pleased to decide in the public interest that following guidelines will be followed for the appointment to the post of AWWs and AWHs under died in harness cases:

Category	Existing norms	New norms
Anganwadi Worker	<p>In terms of this Deptt. G.O. No.288-SW dated 25.01.2006 (Part-A 20) – if an Anganwadi Worker dies prematurely i.e. before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughters may be considered for being appointed as an Anganwadi Worker provided she possesses the requisite qualification – Madhyamik or equivalent examination passed from a recognized Board will be considered as minimum academic qualification. She should be in the age group of 18-45 years. In case of candidates belonging to SC/ST category the minimum academic qualification will be class-VIII pass.</p> <p>At that time there was no age limit for discontinuation from the honorary works of AWW and AWH.</p>	<p>i) If an Anganwadi Worker dies prematurely, while considering the Died-in-harness case the upper age limit may be extended upto 65 years instead of 60 years.</p> <p>ii) The requisite minimum educational qualification should be Madhyamik or equivalent examination passed from a recognized Board for all categories of candidates including SCs/STs.</p> <p>iii) She should be in the age group of 18-45 years.</p> <p>iv) If married daughter takes up the employment in died-in-harness category her residential address should be within the project to avoid transfer appeals after joining.</p>



Anganwadi Helper	<p>In terms of this Deptt. G.O. No.288-SW dated 25.01.2006(Part-B 16) – if an Anganwadi Helper dies prematurely i.e. before attaining 60 years of age only one daughter or one of the daughters in case there are more than one daughters may be considered for being appointed as an Anganwadi Helper provided she possesses a minimum qualification of class-IV passed. She should be in the age group of 18-45 years.</p> <p>At that time there was no age limit for discontinuation from the honorary works of AWHs.</p>	<p>i) If an Anganwadi Helper dies prematurely, while considering the Died-in-harness case the upper age limit may be extended upto 65 years instead of 60 years.</p> <p>ii) The requisite minimum educational qualification should be Class-VIII passed for all categories of candidates including SCs/STs.</p> <p>iii) She should be in the age group of 18-45 years</p> <p>iv) If married daughter takes up the employment in died-in-harness category her residential address should be within the project to avoid transfer appeals after joining.</p>
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The aforesaid guidelines will come into effect w.e.f. date of issue of this Notification.

If in any ICDS Project an AWW / AWH has died before the date of issue of this Notification such died in harness cases will be guided as per provisions contained in Part-A(20) and Part-B(16) of this Deptt's Memorandum No.288-SW dated 25.01.2006.

By Order of the Governor

*Sd/-*  
Joint Secretary

Dated 15.10.2014

No.3487/I(100)-SW

Copy forwarded for information and necessary action to:

- 01) The Chairman of the District Selection and Monitoring Committee .....District.....
- 02) Dr Shashi Panja, , MOS(IC)Deptt. of CD&WD&SW, Govt. of West Bengal
- 03) The Secretary, CD&WD&SW Deptt., WB.
- 04) Smt Sharda Ali Khan, IAS, Joint Secretary, Ministry of WCD, Govt. of India. Shastri Bhavan, Delhi
- 05) Smt Rupa Dutta, Director to the Govt. of India, Ministry of WCD, Shastri Bhavan, Delhi-I.
- 06) The Principal Secretary, Finance Deptt., Govt. of West Bengal
- 07) The Principal Secretary, Health & Family Welfare Deptt. Swastha Bhavan, Kolkata 700 091.
- 08) The Director of Social Welfare, West Bengal
- 09) The Joint Secretary(ICDS), Child Dev. Department, Govt. of West Bengal
- 10) The District Magistrate, .....
- 11) The Addl. Director of Social Welfare, West Bengal
- 12) The Addl.District Magistrate, .....

With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.



# Government of West Bengal

Department of Child Development & Social Welfare  
Bikash Bhavan, Salt Lake City, 10<sup>th</sup> Floor, Kolkata-700 091.

## ORDER

Dated 29.10.2014

In supersession of all such previous relevant orders issued by this Department including Order No.4535-SW dated 03.11.2009, Order No.4861-SW dated 23.11.2009, Order No.245-SW dated 15.01.2010, Order No.639-SW dated 12.02.2010, Order No.2210-SW dated 21.05.2010, Order No.8249-SW dated 31.08.2010 and in partial modification of this Deptt. Memorandum No.6003 dated 14.09.2012 read with Corrigendum No.7631-SW dated 21.11.2012 No.286-SW dated 18.01.2013 and modification Memorandum No.3001-SW dated 01.09.2014 in the matter of constitution / reconstitution of the Recruitment Committees for NGO-run-ICDS Projects the Governor has now been pleased to reconstitute two Recruitment Committees for each NGO-run-ICDS Projects one for officers and staff of all categories and the other for Anganwadi Workers and the Anganwadi Helpers as under:

A) Recruitment Committee for officers and staff (all NGO-run-ICDS Projects):

- |  |   |                 |
|--|---|-----------------|
| i) Director of Social Welfare, WB/ Addl. Director of Social Welfare  | - | Chairman        |
| ii) One officer not below the rank of Dy. Secretary, WD&CD&SW Deptt. | - | Member          |
| iii) Dy. Director of Social Welfare (nominated by DSW/ADSW)          | - | Member          |
| iv) President/Secretary of the NGO concerned                         |   | Member-Convenor |

B) Recruitment Committee of Anganwadi Workers & the Anganwadi Helpers of all NGO-run-ICDS Projects:

- |                    |   |  |
|--------------------|---|--|
| (i) Chairman       | } | As spelt in Memorandum No.6003-SW dtd.14.09.2012   |
| (ii) Vice-Chairman | } | read with Corrigendum No.7631-SW dated 21.11.2012, No.286-SW dated 18.01.2013 and Modification Memorandum No.3001-SW dated 01.09.2014. |

- |   |   |                 |
|---|---|-----------------|
| (iii) Director of Social Welfare, WB/ Addl. Director of Social Welfare, WB                        | - | Member          |
| (iv) Sub-Divisional Officer (Except Kolkata RLA & Bartala ICDS Projects)                          | - | Member          |
| (v) One officer in the rank of Deputy Director/Asstt Director to be nominated by DSW, WB/ADSW, WB | - | Member          |
| (vi) Hony. General Secretary of the NGO concerned*  |   | Member-Convenor |
| (vii) One representative of the concerned NGO   |   | - Member        |

The Governor has further been pleased to say that the Chairman of the Recruitment Committee (DSW, WB/ADSW, WB) of officers and staff as mentioned in (A) above will set up the question papers and evaluate the Answer Scripts and in respect of recruitment of AWWs/AWHs in NGO-run-ICDS Projects will be guided by G.O. No.2579-SW dated 31.07.2014.

The Governor has also been pleased to direct that the above Recruitment Committees will start functioning forthwith and complete the recruitment process of the officers and staff and the AWWs/AWHs as early as possible.

The Governor has further been pleased to order that the Director of Social Welfare, WB/ Addl. Director of Social Welfare, WB will monitor the programme regularly.

The Recruitment Committees at A and B above after finalizing the panels, submit the same to the DSW, WB who inturn, will submit the panels to the Deptt. of CD&WD&SW for approval.

The Deptt. of CD&WD&SW will after scrutiny of the panels, accord approval and convey the same to the Director of Social Welfare, West Bengal.



# Government of West Bengal

Department of Child Dev. & Women Dev. & Social Welfare

Bikash Bhavan, Circular Road, Kolkata-700 091

Kolkata-700 091

Memo No.3001-SW/3S-225/05

Dated, 1<sup>st</sup> September, 2014

## MEMORANDUM

Sub: - Modification in composition of Selection Committees in respect of part-A of this Deptt. Memorandum No.6003-SW dated 14.09.2012 read with Corrigendum No.7631-SW dated 21.11.2012 and No.286-SW dated 18.01.2013.

In Modification of part-A of this Deptt. Memorandum No.6003-SW dated 14.09.2012 read with Corrigendum No.7631-SW dated 21.11.2012 and No.286-SW dated 18.01.2013 relating to the composition of the Selection Committees in Part-A, providing for mechanism to recruit Anganwadi Workers and Anganwadi Helpers under Govt.-run and NGO-run ICDS Projects, **the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest, to reconstitute District Selection and Monitoring Committee for each District except Kolkata Municipal Corporation Areas for all types of ICDS Projects in the Districts.**

2. In the light of above, the Chairman / Vice-Chairman of each said Committee as stated in Part-A of this Deptt. Memorandum No.6003-SW dated 14.09.2012 read with Corrigendum No.7631-SW dated 21.11.2012 and No.286-SW dated 18.01.2013 are modified hereunder in consonance with the structure of the **District Selection and Monitoring Committee** for selection of the AWWs and AWHs in Govt.-run and NGO-run ICDS Projects.

### Part-A

Name of the District	Chairman	Vice-Chairman
Coochbehar	Shri Binay Burman, MIC, Forest Deptt.	Shri Rudra Narayan Ghosh, MLA,
Jalpaiguri	Shri Binay Burman, MIC, Forest Deptt.	Shri Ananta Deb Adhikari, MLA,
Darjeeling	Shri Goutam Deb, MIC, Uttar Banga Unnayan Deptt.	Shri Rudra Narayan Bhattacharyya, MLA,
Uttar Dinajpur	Janab Abdul Karim Chowdhury, MIC, Mass Education Deptt.	Shri Amal Acharya, MLA,
Dakshin Dinajpur	Shri Sankar Chakraborty, MIC, Jail Deptt.	Shri Biplab Maitra, MLA
Malda	Smt Sabitri Mitra, MIC	Shri Sushil Biswas, MLA
Murshidabad	Shri Ujjal Biswas, MIC, Technical Education Deptt.	Shri Subrata Saha, MIC
Birbhum	Shri Chandranath Sinha, MIC, Fisheries Department.	Manirul Islam, MLA
Burdwan	Shri Swapan Debnath, MOS, MSSE&T Department	Shri Apurba Mukherjee, MLA
Bankura	Shri Shyamapada Mukherjee, MIC, Textiles Department.	Shri Swapan Bauri, MLA,
Purulia	Shri Shantiram Mahato, MIC, Self Help Group & Self Employment	Shri K.P.Singh Deo, MLA, Purulia
Paschim Medinipur	Dr Shashi Panja, MOS(IC), WCD&SW Deptt.	Shri Srikanta Mahato, MLA,
Purba Medinipur	Shri Sudarshan Ghosh Dastidar	Shr Akhil Giri, MLA,
Nadia	Shri Ujjal Biswas, MIC, Tech Education Department.	Shri Nanda Saha, MLA
North 24-Parganas	Shri Jyotipriyo Mallick, MIC, Food & Supplies Department.	Shri Shil Bhadra Dutta, MLA,
South 24-Parganas	Shri Monturam Pakhira, MIC, Sundarban Affairs Department.	Shri Shyamal Mondal, MLA
Howrah	Shri Arup Roy, MIC, Agri-Marketing Department.	Shri Pulak Roy, MLA,
Hooghly	Shri Rachpal Singh, MIC	Shri Tapan Dasgupta, MLA

## Circular on Recruitment in ICDS (75 Pages) .

2

After official publication, this Memorandum will be a part of this Deptt. Memorandum No.6003-SW dated 14.09.2012 read with Corrigendum No.7631-SW dated 21.11.2012 and No.286-SW dated 18.01.2013 as mentioned aforesaid.

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor

Joint Secretary

No.3001/1(82)-SW

Dated 1<sup>st</sup> September, 2014

Copy forwarded for information and necessary action to:

- 01) The Principal Secretary to Hon'ble Chief Minister of West Bengal.
  - 02) The Chairman of the District Selection and Monitoring Committee, Shri/Smt .....Dist.....
  - 03) Dr Sreerajan, IAS, Joint Secretary, Ministry of WCD, Govt. of India. Shastri Bhavan, Delhi-I.
  - 04) Smt Rupa Dutta, Director to the Govt. of India, Ministry of WCD, Shastri Bhavan, Delhi-I.
  - 05) The Principal Secretary, Finance Deptt., Govt. of West Bengal
  - 06) The Principal Secretary, Health & Family Welfare Deptt. Swastha Bhavan, Kolkata 700 091.
  - 07) The Director of Social Welfare, West Bengal
  - 08) The Joint Secretary(ICDS), Child Dev. Department, Govt. of West Bengal
  - 09) The District Magistrate, .....
  - 10) The Addl. Director of Social Welfare, West Bengal
  - 11) The Addl.District Magistrate, .....
- With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.
- 12) The District Programme Officer (ICDS).....
- With a request to circulate the Memorandum to the CDPOs of your District.
- 13) PA to Secretary, CD&WD&SW Department.

  
Joint Secretary

No.3001 /1(82)/1(18)-SW

Dated 1<sup>st</sup> September, 2014

Copy forwarded for kind information and necessary action to:

01. Shri Subrata Saha, MIC, Murshidabad
02. Shri Rudra Narayan Ghosh, MLA, Natabari, Coochbehar
03. Shri Ananta Deb Adhikari, MLA, Jalpaiguri
04. Dr Rudra Narayan Bhattacharya, MLA, Siliguri, Darjeeling
05. Shri Amal Acharya, MLA, Itahar, Uttar Dinajpur
06. Shri Biplab Maitra, MLA, Harirampur, Dakshin Dinajpur
07. Shri Sushil Biswas, MLA, Malda
08. Shri Srikanta Mahato, MLA, Salbani, Paschim Medinipur
09. Shri Akhil Giri, MLA, Ramnagar, Purba Medinipur
10. Shri Nanda Saha, MLA, Nabadwip, Nadia
11. Shri Sil Bhadra Dutta MLA, Barrackpur, North 24-Pgs.
12. Shri Pulak Roy, MLA, Uluberia, Howrah
13. Shri Swapan Bauri, MLA, Saltora, Bankura
14. Manirul Islam, Birbhum
15. Shri Apurba Mukherjee, Burdwan
16. Shri K P Singh Deo, MLA, Purulia
17. Shri Shyamal Mondal, MLA, South 24-Parganas
18. Shri Tapan Dasgupta, MLA, Hooghly

Joint Secretary

Government of West Bengal  
Department of Child Dev. & Women Dev. & Social Welfare  
Bikash Bhavan, Salt Lake City, 10<sup>th</sup> Floor,  
Kolkata-700 091.

No.2579-SW/3S-87/05

Dated 31.07.2014

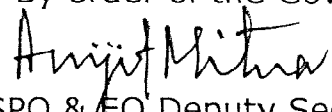
NOTIFICATION

The undersigned is directed by order of the Governor to say that concerned SDOs will be entrusted, henceforth, with the responsibility for preparing question papers and evaluating the answer scripts for the purpose of recruitment of voluntary workers in all NGO-run ICDS Projects in their respective jurisdiction except those in Bartala and Red Light Area ICDS Project.

The Governor is further pleased to direct that in case of Bartala and Red Light Area ICDS Projects run by NGO, the Director of Social Welfare, West Bengal will hold the responsibilities for setting up the question papers as well as evaluating answer scripts for recruitment of the voluntary workers in those particular NGO-run-ICDS Projects.

This order issues in continuation with this Deptt.'s earlier Memo No.6003-SW/3S-225/05 dated 14.09.2012 and in partial modification of this Deptt's earlier G.O.No.6979(5)/3S-34/96 dated 07.11.1997.

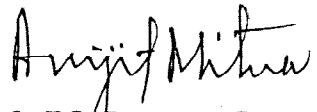
This will take immediate effect.

By order of the Governor,  
  
SPO & EO Deputy Secretary  
(Dated 31.07.2014)

No.2579/1(30)-SW

Copy forwarded for information and necessary action to:

- 1) The Director of Social Welfare, West Bengal
- 2) The District Magistrate .....
- 3) The District Programme Officer(ICDS) .....
- 4) The Sub-Divisional Officer.....
- 5) The PS to HMOS(IC) of this Deptt.
- 6) General Secretaries (NGO-run-ICDS Project) .....

  
SPO & EO Deputy Secretary

**Government of West Bengal**  
**Department of Child Dev. & Women Dev. & Social Welfare**  
**Bikash Bhava, Salt Lake City,**  
**Kolkata-700 091**

No.1010-SW/3S-225/05

Dated : 3rd April, 2014

From: Shri N G Hira, WBCS(Exe)  
Joint Secretary to the Govt. of West Bengal

To: The District Magistrate(All)

Sub: Regarding representative of Sub-Divisional Officers in the ICDS selection Committee.

Sir/Madam,

I am directed to say that in terms of Part-B of this Deptt. Memorandum No.6003-SW dated 14.09.2012, Sub-Divisional Officers have been made one of the Members of the District Selection and Monitoring Committee for selection of AWWs and AWHs under ICDS.

Now, since Sub-Divisional Officers are assigned with the tasks of other quasi-judicial administrative and Law & Order etc., so it has been decided that Sub-Divisional Officers may now be authorized to send their representatives not below the rank of Deputy Magistrate in the meetings of the ICDS Selection Committee.

This order will take immediate effect.

Yours faithfully,

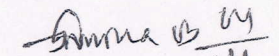


Joint Secretary

no. 1010/1(4)-SW dt. 3/4/2014

Copy forwarded for information and necessary action to:

- 1) The Director of Social Welfare, West Bengal
- 2) The District Programme Officer(ICDS(all)  
He/She is directed to circulate a copy of this order to all the CDPOs of his/her ICDS Projects.
- 3) The PS to HMOS(IC) of this Department
- 4) PS to Secretary, CD& WD&SW Deptt.

  
Joint Secretary 14.



A-560  
22-4-2014  
Circular on Recruitment in ICDS (75 Pages) .  
**Government of West Bengal**  
**Women & Child Development and Social Welfare Department**  
**Bikash Bhawan, North Block, 10<sup>th</sup> Floor, Kolkata-700 091.**

Memo No. 35-OSD-Secy./CD, WD & SW/14

Date: 21.04.2014

From: OSD & EO Secretary,  
Women & Child Development  
& Social Welfare Department

To: The District Magistrate, Howrah.

Sub: Discontinuation/termination of honorary services of AWW & AWH  
on completion of 65 years of age on 31.03.2014.

Sir,

Please refer to the Memo No. 25/ICDS/DPO/HOW dated 08.04.2014 of your office (ICDS Cell) in connection with above.

It is hereby clarified that the said discontinuation/termination of honorary services of AWW and AWH on completion of 65 years of age as on 31.03.2014 was given effect to vide Memorandum No. 361-SW dated 03.02.2014 of this department in accordance with the guidelines of the Government of India in this regard. The said notification does not confer any benefit on the target-group.

You are therefore requested to ensure that the said notification is duly complied with.

Yours faithfully,

*[Signature]*

OSD & EO Secretary

Memo No. 36-OSD-Secy./CD, WD & SW/14

Date: 21.04.2014

Copy forwarded for information and necessary action to

- ✓ 1. Director of Social Welfare
2. Additional District Magistrate, LR, Howrah
3. District Programme Officer, Howrah
4. All DMs except Howrah

*[Signature]*  
21/4/14.  
OSD & EO Secretary

Government of West Bengal.  
Department of Child Dev. & Women Dev. & Social Welfare  
Writers' Buildings, Kolkata-700 001

*Anil Dutta*  
*Pl. keep it in*  
*G. File (9)*  
*Re.*

Memo No.361-SW/3S-255/04(Pt)

Dated, 3<sup>rd</sup> February, 2014**MEMORANDUM**

The question of discontinuation of Anganwadi Workers and Anganwadi Helpers under the ICDS Scheme for old recruits has been under active consideration of this Department for quite some time past. Govt. of India after receiving several representations from different States / UTs for revisiting the maximum age limit of Anganwadi Workers and Anganwadi Helpers has also framed new guidelines under the restructured ICDS Scheme.

In pursuance of Govt. of India's guidelines issued in terms of No.1-1/2007-CD-I (Vol.II) dated 01.03.2013, this Department has issued Memorandum vide No.1104/SW dated 21-3.2013 wherein maximum age limit for discontinuation from the honorary works of Anganwadi Workers and the Anganwadi Helpers under ICDS has been fixed at 65 years for all new recruits w.e.f. date of issue of the said Notification.

Now in compliance of Govt. of India's guidelines issued in terms of No.1-1/2007-CD-I (Vol.II) dated 01.03.2013 and in order to keep parity with the uniform schematic pattern of ICDS Scheme, the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration of the matter, has been pleased to decide in the public interest that the services of all the Anganwadi Workers and the Anganwadi Helpers under Govt.-run and NGO-run ICDS Projects who will reach / have reached the age of 65 years by 31.03.2014 will be terminated from the honorary works w.e.f. 01.04.2014.

The Governor has further been pleased to decide in the public interest that all Anganwadi Workers and the Anganwadi Helpers under Govt.-run and NGO-run ICDS Projects who will attain the age of 65 years after 31<sup>st</sup> March, 2014 and so on will also be discontinued / terminated from their honorary works on the last date of the month in which she will attain the age of 65 years.

All previous memoranda, orders, G.O.s issued in this regard shall stand superseded.

All DPO(ICDS) will take immediate steps in this regard.

By Order of the Governor

*[Signature]*  
Joint Secretary

Dated 3<sup>rd</sup> February, 2014

No.361/I(100)-SW

Copy forwarded for information and necessary action to:

- 1) The Chairman of the District Selection and Monitoring Committee .....District.....
- 2) Dr Shashi Panja, HMOS(IC), Deptt. of CD&WD, Govt. of West Bengal
- 3) Dr Sreeranjana, IAS, Joint Secretary, Ministry of WCD, Govt. of India, Shastri Bhavan, Delhi-I.
- 4) Smt Rupa Dutta, Director to the Govt. of India, Ministry of WCD, Shastri Bhavan, Delhi-I.
- 5) The Principal Secretary, Finance Deptt., Govt. of West Bengal
- 6) The Principal Secretary, Health & Family Welfare Deptt. Swastha Bhavan, Kolkata 700 091.
- 7) The Director of Social Welfare, West Bengal
- 8) The Joint Secretary(ICDS), Child Dev. Department, Govt. of West Bengal

Memo No. - 72-SW

3S-225/05 (Part - I)

Dated, Kolkata, the 4<sup>th</sup> January, 2013

MEMORANDUM

Sub - Modification in Notification No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012, Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 and Memorandum No.7530-SW dated 9<sup>th</sup> November, 2012 relating to academic qualification for recruitment to the post of Anganwadi Workers.

With reference to the Deptt.'s Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012, Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 and Memorandum No.7530-SW dated 9<sup>th</sup> November, 2012 relating to academic qualification for recruitment to the post of Anganwadi Workers providing for mechanism to recruit AWWs through direct recruitment in Govt. run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to frame guidelines for recruitment to the post of Anganwadi Workers as under:

In the light of the above, Paras-A(7) (b) (I, II, & III) of the Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006, No.998-SW dated 07.03.2012, Memorandum No.6003-SW dated 14.09.2012 and Memorandum No.7530-SW dated 9<sup>th</sup> November, 2012 are modified hereunder in consonance with the academic qualification for recruitment to the post of AWWs.

GUIDELINE

As per existing order (No.288-SW/3S-225/05 dated 25<sup>th</sup> January, 2006), the following criteria were followed for direct recruitment of AWWs.

**Qualification in respect of Anganwadi Workers -**  
Age - Women in the age group of 18 - 45 years.

Academic Qualification: Madhyamik / School Final / High Madrasa or Equivalent Examination passed from a recognized Board in case of general candidates.

Class - VIII Passed in case of SC / ST candidates.

I. Candidates will have to give a declaration regarding her maximum academic qualification. Candidates who are graduates will not be eligible for a post of Anganwadi Workers. If a graduate candidate suppressed her academic qualification and if selected to a post of Anganwadi Worker her services will be terminated forthwith without assigning any reason. A women candidate may apply for a post of Anganwadi Worker if the result of the final degree examination has not been published before the date of issuing of the notice inviting applications.

II. The guideline for qualification of Anganwadi workers through direct recruitment will be as per A 7(b) (I, II, & III) of memorandum No.288-SW dated 25.01.2006 is done away with. All graduate higher qualified candidates will be eligible for a post of AWW. There will be no bar on national qualification for a candidate applying for a post of AWW. This will be effective from 1<sup>st</sup> April, 2012.



After official publication, this Memorandum will be a part of this Deptt. Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 Memorandum No.998-SW dated 07.03.2012, Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 and Memorandum No.7530-SW dated 9th November, 2012.

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take effect w.e.f. 01.04.2012.

By Order of the Governor

Joint Secretary to the Govt. of West Bengal

Dated, Kolkata, the 4th January, 2013.

No.72-1(29)-SW

Copy forwarded for information and necessary action to:

1. Dr. Shreeranjana, IAS, Joint Secretary, Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110 001 (011 2338 7683).
2. Smt. Rupa Dutta, Director, WCD, Shastri Bhawan, New Delhi-1.
3. The Principal Secretary, Health & Family Welfare Department, Swastha Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata - 700 091.
4. The Principal Secretary, Finance Deptt., Govt. of West Bengal, Writers' Buildings, Kol-1.
5. The Commissioner of Social Welfare, West Bengal.
6. The Joint Secretary (ICDS), Child Dev. Department.
7. The District Magistrate.
8. The Addl. Director of Social Welfare, West Bengal.
9. The Addl. District Magistrate.
10. With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.
11. The PS to HMIC, Child Development Department.
12. The PS to HMIC, Women Development & Social Welfare Deptt.
13. The PS to HMIC, Forest Department.
14. The PS to HMIC, Uttar Banga Unnayan Parishad Deptt.
15. The PS to HMIC, Mass Education & Library Science Department.
16. The PS to HMIC, Correctional Home Department.
17. The PS to HMIC, Statistics & Programme Implementation Department.
18. The PS to HMOS, Fisheries Department.
19. The PS to HMIC, Law Department.
20. The PS to HMIC, Self Help Group Department.
21. The PS to HMIC, Environment & Public Works Department.
22. The PS to HMIC, Food Processing Department.
23. The PS to HMIC, Food & Supplies Department.
24. The PS to HMIC, Commerce & Industries and Information Technology Department.
25. The PS to HMIC, Agriculture Marketing Department.
26. The PS to HMIC, Tourism Department.
27. The District Programme Officer (ICDS) with a request to circulate the Memorandum to the CDPOs of your District.
28. PA to Secretary, CD&WD&SW Department.
29. The Treasury Officer.
30. The District Social Welfare Officer.

Joint Secretary to the Govt. of West Bengal



**Government of West Bengal**  
**Department of Women & Child Development & Social Welfare**  
**Writers' Buildings, Kolkata-1**

No.1104-SW/3S-255/04 Part

From: State Program Officer & EO Deputy Secretary,  
Govt. of West Bengal

Dated : 21.03.2013

**MEMORANDUM**

The question of Educational Qualification, prescribed Age Limit and Retirement Age of Anganwadi Workers and Anganwadi Helpers under the ICDS scheme has been under active consideration of this Department for quite some time past. Govt. of India after receiving several representations from different States/ UTs for revisiting the educational qualifications and upper(maximum) age limit of Anganwadi Workers and Anganwadi helpers has also framed new guidelines under the restructured ICDS scheme.

In pursuance of Govt. of India's Guidelines issued in terms of No.1-1/2007-CD-1(Vol.II) dated 01.03.2013 and in partial modification of this Deptt. Memorandum No.288-SW dtd 25.01.2006 it has now been decided that the lower age limit for recruitment to the posts of Anganwadi Workers and Anganwadi Helpers will be 18-35 years and maximum age limit for discontinuation from the honorary work of AWWs and AWHs under ICDS will be 65 years for all new recruits w.e.f date of issue of this notification. It is also to be mentioned that the Minimum Educational Qualification for recruitment to the posts of Anganwadi Workers as well as Anganwadi Helpers belonging to candidates of all categories (i.e. General, SC, ST, OBC etc.) will be Class-X Passed (Matriculation) w.e.f. issue of this Notification.

All previous Memoranda, Orders, G.Os issued in this regard shall stand superseded.

For old recruits a policy decision will be communicated soon.

By order of the Governor



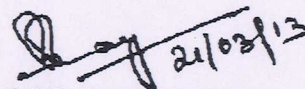
SPO &amp; EO Deputy Secretary

Dated : 21<sup>st</sup> March, 2013

No:1104/1(109)SW

Copy forwarded for information and necessary action to:

1. Sri H.P. Pattanalk Under Secretary to the Govt of India, Ministry of W&CD, Shastri Bhawan, New Delhi-110001
2. Principal Secretary, Finance Department Writers Buildings' Kolkata-1
3. Principal Secretary Health and Family Welfare Department, Salt Lake Kolkata-91
4. Director of Social Welfare, WB
5. District Magistrate, .....
6. Additional DSW, WB
7. SDO .....
8. DPO (ICDS).....He/She is directed to circulate a copy of the Memorandum to all the CDPOs of his/her District.



SPO &amp; EO Deputy Secretary

Dated : 21<sup>st</sup> March, 2013

No:1104/2(23)-SW

Copy forwarded for information and necessary action to:

1. Chairman of the District Selection and Monitoring Committee, .....
2. Dr. Sashi Panja, Parliamentary Secretary
3. PS to MIC, CD Deptt.
4. PS to MIC SW Deptt.
5. PS to MOS, CD Deptt.
6. Senior PA to Secretary CD & WD & SW Deptt.

SPO &amp; EO Deputy Secretary





सत्यमेव जयते

## GOVERNMENT OF WEST BENGAL

Child Development Department and Women &amp; Social Welfare Department

Writers' Buildings, Kolkata-700 001

No: 185(18/18)/CD&amp;WDSW/12

Date: January 10<sup>th</sup> 2013From: Sm. Roshni Sen, IAS  
Secretary to the Govt. of West Bengal

To: District Magistrates

Cooch Behar/ Darjeeling/ Jalpaiguri/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/  
Murshidabad/ Nadia/ Purulia/ Bankura/ Birbhum/ Burdwan/ Paschim  
Midnapore/ Purba Midnapore/ Howrah/ Hooghly/ North 24 Pgs/ South 24 PgsSub: Completion of recruitment process of AWWs / AWHs  
in ICDS Projects by March 2013.

Sir / Madam,

Kindly find enclosed a copy of the Order of this Department bearing no.6003 – SW dated: Kolkata, the 14<sup>th</sup> September 2012 in respect of the modification in the composition of the Selection Committee in all ICDS Projects for recruitment of voluntary workers, i.e., Anganwadi Workers / Anganwadi Helpers against the remaining corresponding vacancies in different ICDS Projects in your district, which is self-explanatory. The Chairman / Vice-Chairman of each Committee and composition as regard other members of the Committees for different areas are stated in the said order.

Since this order has hardly made any headway so far in some districts, I would like to suggest your personal intervention to arrange for a meeting of the Selection Committee of your district, if not already done, at the district headquarter with all members of the Committees for all Projects under the Chairmanship of the Hon'ble MIC, as communicated by the order as mentioned above. The date and time of the meeting of the Committee should be as per convenience of the Chairman of the Committee.

During that meeting, District Programme Officer (ICDS) should brief the Committees regarding the updated status of the recruitment of AWW & AWH for each of the Project of the district and the details of the problems faced by the CDPOs in this regard. On the basis of resolution of said meeting, CDPOs concerned will be able to take further course of action for filling up the vacant posts of the voluntary workers. You are also requested to keep close vigil on the state of affairs so that the vacancies are filled up at the earliest opportunity and definitely within March 2013.

Yours faithfully,

Sd/-

( Roshni Sen )  
SecretaryNo: 185/1(1)/CD&WDSW/12 Date: January 10<sup>th</sup> 2013

Copy forwarded for information to: Director of Social Welfare, Govt. of West Bengal

  
Secretary



1/c

Government of West Bengal  
Department of Child Dev. & Women Dev. & Social Welfare  
Writers' Buildings, Kolkata-700 001

Memo No.4039-SW/3S-225/05

Dated, 20<sup>th</sup> December, 2013

**MEMORANDUM**

Sub: - Modification in Memorandum No.3104-SW dated 19.09.2013 with respect to  
(i) minimum educational qualification for recruitment to the post of AWHs for all categories and (ii) age limit for recruitment to the posts of AWWs and AWHs.

In partial modification of Clause A(a) and Clause C(a) of this Deptt. Memorandum No.3104-SW dated 19.09.2013 i.e. (i) with respect to minimum educational qualification for recruitment to the post of AWHs for all categories (i.e. General, SC, ST, OBC etc.) and (ii) age limit for recruitment to the posts of AWWs and AWHs, the undersigned is directed, by order of the Governor, to say that the Governor after careful consideration has been pleased to frame the following guidelines in the public interest:


- (i) the minimum educational qualification for recruitment to the post of AWHs will be Class-VIII pass.
- (ii) age limit for recruitment to the posts of AWWs and AWHs will be 18-45 years.

All other things as contained in the aforesaid Memorandum shall remain unchanged.

If in any ICDS Project, recruitment process has already started i.e. notice inviting application has already been published before issuance of this order such recruitment process will be guided by the partial modifications of the previous order as mentioned herein above and further applications be invited accordingly.

This order will take immediate effect.

By Order of the Governor

  
Joint Secretary

No.4039/1(100)-SW

Dated 20<sup>th</sup> December 2013

Copy forwarded for information and necessary action to:

- 01) The Chairman of the District Selection and Monitoring Committee .....District.....
  - 02) Dr Sashi Panja, Parliamentary Secretary, Deptt. of CD&WD&SW, Govt. of West Bengal
  - 03) Dr Sreeranjana, IAS, Joint Secretary, Ministry of WCD, Govt. of India, Shastri Bhavan, Delhi-I.
  - 04) Smt Rupa Dutta, Director to the Govt. of India, Ministry of WCD, Shastri Bhavan, Delhi-I.
  - 05) The Principal Secretary, Finance Deptt., Govt. of West Bengal
  - 06) The Principal Secretary, Health & Family Welfare Deptt. Swastha Bhavan, Kolkata 700 091.
  - 07) The Director of Social Welfare, West Bengal
  - 08) The Joint Secretary(ICDS), Child Dev. Department, Govt. of West Bengal
  - 09) The District Magistrate, .....
  - 10) The Addl. Director of Social Welfare, West Bengal
  - 11) The Addl. District Magistrate, .....
- With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.

Government of West Bengal  
Department of Child Dev. & Women Dev. & Social Welfare  
Writers' Buildings, Kolkata-700 001

Memo No.4040-SW/3S-225/05

Dated, 20<sup>th</sup> December, 2013

## MEMORANDUM

Sub: - Modification in part-A(7)(d) of this Memorandum No.288-SW dated 25.01.2006 relating to procedures for giving appointment to AWWs by promotion.

In Modification of part-A(7)(d) of this Deptt. Memorandum No.288-SW dated 25.01.2006 relating to procedures for giving appointment to AWWs by promotion from AWHs under Govt. run and NGO-run ICDS Projects, **the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest, to frame guidelines for recruitment to the post of AWWs by promotion from AWHs under Govt. run and NGO run ICDS Projects as under:-**

In the light of the above, Paras Part-A(7)(d), .(I), (II), (III), (IV), (V), (VI), and (VII) of Notification No.288-SW dated 25.01.2006 are modified hereunder in consonance with the relevant portion of the aforesaid Memorandum .

### GUIDELINE

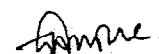
- (I) in the matter of promotion minimum qualification will be Class-X pass for all categories:
- (II) the AWHs may be eligible for promotion to AWWs till the age of her discontinuation / termination from the honorary works i.e. 65 years of age.
- (III) there will be no bar for an AWH in the matter of promotion to the post of AWW if she possesses further academic qualification after joining the post of AWH.
- (IV) there will be a test for giving promotion to the post of AWWs from AWHs in the following manner:
  - (a) total marks - - - 50
  - (b) weightage for seniority for every 3 years - - - 10 marks  
exceeding 5 years - 5 marks. (subject to maximum of 10 marks)
  - (c) written test (multiple type objective questions on Arithmetic - 35 marks  
Class-VIII standard, English language, Nutrition, Public Health, status of Women & General Knowledge) .  
{Arithmetic-10 marks + English - 10 marks + Nutrition, Public Health and status of Women 10 marks + General Knowledge - 05 marks}.
  - (d) Viva voce test - - - 05 marks
- (e) after written Exams as per (C) above, the Selection Committee during interview / viva voce will conduct test for (b) and (d) above.
- (f) **minimum qualifying marks for the aforesaid Exams.**  
there will be no minimum qualifying marks in respect of written test or viva voce test conducted for giving promotion to the post of AWWs from AWHs. For preparation of panel marks obtained in the written test as well as viva voce test will be taken into account for consideration. However, if a candidate does not appear either in the written test or viva voce test, she will be disqualified for selection as an AWW.

g) if no suitable candidates are available out of 75% quota under promotion the remaining vacancies will be filled up by direct recruitment as usual.

h) the procedures for setting up questions papers and examination of answer scripts will be vested with the SDOs in all ICDS Projects except the ICCS projects in Kolkata district. In respect of Kolkata District ICDS Projects it will be vested with the Addl. Director of Social Welfare, West Bengal.

i) This order will take retrospective effect w.e.f. date of issue of memorandum no.3104-SW dated 19.09.2013.

By Order of the Governor

  
Joint Secretary  
Dated 20<sup>th</sup> Dec' 2013

No.4040/1(100)-SW

Copy forwarded for information and necessary action to:

- 1) The Chairman of the District Selection and Monitoring Committee .....District.....
- 2) Dr Sashi Panja, Parliamentary Secretary, Deptt. of CD&WD&SW, Govt. of West Bengal
- 3) Dr Sreeranjana, IAS, Joint Secretary, Ministry of WCD, Govt. of India. Shastri Bhavan, Delhi-I.
- 4) Smt Rupa Dutta, Director to the Govt. of India, Ministry of WCD, Shastri Bhavan, Delhi-I.
- 5) The Principal Secretary, Finance Deptt., Govt. of West Bengal
- 6) The Principal Secretary, Health & Family Welfare Deptt. Swastha Bhavan, Kolkata 700 091.
- 7) The Director of Social Welfare, West Bengal
- 8) The Joint Secretary(ICDS), Child Dev. Department, Govt. of West Bengal
- 9) The District Magistrate, .....
- 10) The Addl. Director of Social Welfare, West Bengal
- 11) The Addl.District Magistrate, .....

With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.

- 12) The PS to HMIC, Child Development Department
- 13) The PS to HMIC, Women Development & Social Welfare Deptt.
- 14) The PS to HMIC, Forest Department
- 15) The PS to HMIC, Uttar Banga Unnayan Parishad Deptt.
- 16) The PS to HMIC, Mass Education & Library Science Department
- 17) The PS to HMIC, Correctional Home Department
- 18) The PS to HMIC, Statistics & Programme Implementation Department
- 19) The PS to HMOS, Fisheries Department
- 20) The PS to HMIC, Law Department
- 21) The PS to HMIC, Self Help Group Department
- 22) The PS to HMIC, Environment & Public Works Department
- 23) The PS to HMIC, Food Processing Department
- 24) The PS to HMIC, Food & Supplies Department
- 25) The PS to HMIC, Commerce & Industries and Information Technology Department
- 26) The PS to HMIC, Agriculture Marketing Department
- 27) The PS to HMIC, Tourism Department
- 28) The PS to HMOS, Child Dev. Deptt.
- 29) The District Programme Officer (ICDS).....  
With a request to circulate the Memorandum to the CDPOs of your District.
- 30) PA to Secretary, CD&WD&SW Department.

  
Joint Secretary

4185  
26/9/13  
Government of West Bengal  
Department of Child Dev. & Women Dev. & Social Welfare  
Writers' Buildings, Kolkata-700 001

ADM (Dev)

ON

Memo No.3104-SW/3S-225/05(Pt.II)

Dated, 19<sup>th</sup> September, 2013

## MEMORANDUM

2776  
01/11/13

DPD/ICDS

OR

Sub: - Modification in Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 read with Memorandum No.6003-SW dated 14.09.2012 read with Memorandum No.7530-SW dated 09.11.2012 and Corrigendum No.7956-SW dated 17.12.2012 in respect of Part-A(II) and Part-A(12) and Part-B(9)(I),(II),(a) to (d) & I & II of Notification No.288-SW dated 25.01.2006 and cancellation of this Deptt. Memorandum No.1104-SW dated 21.03.2013 relating to procedures for selection of AWWs and AWHs.

With reference to the Modification in Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 read with Memorandum No.6003-SW dated 14.09.2012 read with Memorandum No.7530-SW dated 09.11.2012 and Corrigendum No.7956-SW dated 17.12.2012 in respect of Part-A(II) and Part-A(12) and Part-B(9)(I),(II),(a) to (d) & I & II of Notification No.288-SW dated 25.01.2006 and in cancellation of this Deptt. Memorandum No.1104-SW dated 21.03.2013 relating to procedures for selection of AWWs and AWHs providing for modification in mechanism for recruitment of Anganwadi Workers and Anganwadi Helpers under Govt.run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor, to say that the Governor, after careful consideration, has been pleased to decide in the public interest, to frame guidelines for recruitment to the post of AWWs and AWHs under Govt. run and NGO run ICDS Projects as under:-

In the light of the above, Paras - Part-A(II), Part-A(12) and Part-B(9)(I), (II), (a) to (d) and I & II of Notification No.288-SW dated 25.01.2006 read with Memorandum No.998-SW dated 07.03.2012 read with Memorandum No.6003-SW dated 14.09.2012 read with Memorandum No.7530-SW dated 09.11.2012 and Corrigendum No.7956-SW dated 17.12.2012 are modified hereunder in consonance with the relevant portion of the aforesaid Memoranda and also this Deptt. Notification No.1104-SW dated 21.03.2013 shall stand superseded w.e.f. date of issue of this Memorandum.

### GUIDELINE

As per new guidelines the minimum educational qualifications, termination Age, lower age limit and procedure for selection of AWHs and AWWs as contained in Part-A(II) and Part-A(12) and Part-B(9)(I),(II),(a) to (d) & I & II of Notification No.288-SW dated 25.01.2006 will be as under:

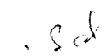
- A) Minimum Educational Qualification for Recruitment to the post of AWWs and AWHs for all categories(i.e. General, ST, SC, OBC etc.)
- The candidates should possess minimum Class-X pass certificate for both AWWs & AWHs.
  - Candidates with higher qualifications may be considered for the posts of the AWWs / AWHs.

- B) **Discontinuation of AWWs and AWHs under ICDS Scheme.**  
a) Age limit for discontinuation / termination from the honorary work of AWWs and AWHs will be 65 years for all new recruits.
- C) **Age Limit for recruitment to the posts of AWWs and AWHs**  
a) Age Limit for recruitment to the posts of AWWs and AWHs will be 18-35 years.
- D) **Procedure for selection of AWWs and AWHs.**  
a)  
• AWWs and AWHs should be selected through a written examination followed by a viva-voce.  
• (I) The total marks for written and viva-voce will be 100 in the ratio of 90 : 10.  
• A candidate must secure minimum 30 marks to qualify for the viva-voce.  
• If A candidate qualified in the written examination does not appear in the viva-voce she will be disqualified for selection as an AWW and AWH as the case may be.  
• There will be no qualifying marks in the viva-voce test.  
• For preparation of the panel, marks obtained in the written examination as well as in the viva-voce test will be considered for preparation of merit list.  
b)  
• In case of vacancies of AWWs and AWHs and also on receipt of sanction of new ICDS Projects and Additional AWCs, CDPOs will immediately convene a meeting of the Selection Committee. After meeting of the selection committee the CDPO will issue notice inviting applications.
- E) **Syllabus for written examination for the post of AWWs and AWHs -**  
a) an essay of 150 words in mother tongue (Class-VIII standard) - 15 Marks  
b) Arithmetic (Class VIII standard) - 20 Marks  
c) Nutrition, Public Health, Status of Women - 15 Marks  
d) English language (candidates understanding of the simple and primary knowledge of English language), simple translation up to the level of Class-VIII / IX etc. should be tested. - 20 Marks  
e) General knowledge - 20 Marks

**Separate question papers should be set up for AWWs and AWHs based on above syllabus.**

After official publication, this Memorandum will be a part of this Department Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 read with Memorandum No.998-SW dated 07.03.2012 read with Memorandum No.6003-SW dated 14.09.2012 read with Memorandum No.7530-SW dated 09.11.2012 and Corrigendum No.7956-SW dated 17.12.2012 in respect of Par-A(11) Part-A(12) and Part-B(9)(I),(II),(a) to (d) & I & II other paras / sub-paras as aforesaid.  
All previous Memoranda, Orders, GOs including Memorandum No.1104-SW dated 21.03.2013 issued in this regard shall stand superseded.  
All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.  
This order will take immediate effect.

By Order of the Governor

  
(Rana Ray)  
SPO & EO Deputy Secretary



Government of West Bengal  
Child Development and Women Dev. & Social Welfare Department  
Writers' Buildings, Kolkata - 700 001

1329  
A-6/9/13

Memo. No. : 2639 (19)-SW  
3S-255/04(Pt)

Dated, Kolkata, the 7<sup>th</sup> August, 2013

From : Shri Rana Ray, WBCS (Exe)  
SPO & EO Deputy Secretary to the  
Govt. of West Bengal

To : The District Programme Officer(ICDS)

Kolkata

OSD(ANC)pl  
18

Mayanki pl.

The undersigned is directed to say that in pursuance of GOI's guidelines issued in terms of No.1-1/2007-CD-I(Vol.II) dated 01.03.2013 this Deptt. has issued guidelines in terms of Memorandum No.1104-SW dated 21.03.2013 wherein the maximum age limit for discontinuation from the honorary work of AWWs and AWHs under ICDS has been fixed 65 years for all new recruits.

A policy decision regarding termination / discontinuation from the service of all those AWWs and AWHs who have already crossed the age of 65 years and / or will attain age of 65 years on 31.12.2013 is going to be taken very soon.

He/She is, therefore, directed to furnish the following information within 21.08.2013 positively.

- 1) Total No.of AWWs and AWHs who have already crossed the age of 65 years and / or will attain the age of 65 years on 31.12.2013.
- 2) The vacancy position arising out of such termination of the working AWWs and AWHs who may be terminated on 31.12.2013.

No.2639/1(19)-SW

Copy forwarded for information and necessary action to:

- 1) The Commissioner of Social Welfare, West Bengal
- 2) The District Magistrate (all)

SPO & EO Deputy Secretary  
Dated 07.08.2013

SPO & EO Deputy Secretary

**Government of West Bengal**  
Deptt. of Women & Child Development and Social Welfare  
Writers' Buildings, Kolkata 700 001

No. : 998-SW  
3S-225/05

Dated, Kolkata, the 7th March, 2012

**MEMORANDUM**

**Sub :** Modification in the composition of the Selection Committees in respect of Para-3(a) and Para-3(f) of Memorandum No. 288-SW dated 25.01.2006

This Department's Memorandum No. 288-SW dated 25.01.2006 and Memorandum No. 2043-SW dated 18.07.2006, composition of the Selection Committees in Para-3(a) Urban ICDS Projects in the Municipal Areas, 3(b) Urban ICDS Projects in the Municipal Corporation of Kolkata, 3(c) Urban ICDS Projects in Municipal Corporations other than Kolkata Municipal Corporation, 3(d) ICDS Projects in Rural/Tribal Areas, 3(e) ICDS Projects in the Rural/Tribal Areas with Municipality/Municipalities and 3(f) Selection Committee of NGO run ICDS Projects provided for the mechanism to recruit Anganwadi Workers and Anganwadi Helpers under Govt. run and NGO ICDS Projects.

2. Now, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to modify the composition of the Selection Committees in respect of Para-3(a) and Para-3(f) of Memorandum No. 288-SW dated 25.01.2006 to operationalise all sanctioned ICDS Projects, in the public interest. Accordingly, the Selection Committee of Urban ICDS Projects in the Municipal Areas and Selection Committee of NGO run ICDS Projects will henceforward be comprised of the following Members :

**3.(a) Urban ICDS Projects in the Municipal Areas :**

- |  |   |                     |
|--|---|---------------------|
| 1. Member, Legislative Assembly  | - | Chairperson         |
| 2. Sub-Divisional Officer  | - | Member              |
| 3. Chairman of the Municipality / Notified Area Authority (If there is more than one Municipality all the Chairmen will be members of the Selection Committee) | - | Member/s            |
| 4. Sub-Divisional Health Officer   | - | Member              |
| 5. Chairperson of the West Bengal Social Welfare Board or his authorized Representative  | - | Member              |
| 6. The District Programme Officer (ICDS)   | - | Member              |
| 7. Child Development Project Officer   | - | Member-<br>Convenor |



(I) If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman.

(II) If an MLA of the Committee is a Minister, he will be the Chairman.

(III) If there is more than one Minister, the senior most Minister will be the Chairman.

**3.(f) Selection Committee of NGO run ICDS Projects :**

1. Member, Legislative Assembly - Chairperson
2. Director/Additional Director of Social Welfare, WB - Member
3. One Officer in the rank of Deputy Director/Assistant Director of Social Welfare, WB - Member
4. One Senior Representative of the NGO running the Project - Member
5. General Secretary of the NGO running the ICDS Project - Member-Convenor

(I) If there is more than one MLA from the area of the Project, the MLA who represents the larger part of the Project will be the Chairman.

(II) If an MLA of the Committee is a Minister, he will be the Chairman.

(III) If there is more than one Minister, the senior most Minister will be the Chairman.

**Note : (This Selection Committee of NGO run ICDS Projects will function only for recruitment of Anganwadi Workers and Anganwadi Helpers not for other functionaries).**

4. After official publication, this Memorandum will be a part of this Deptt.'s Memorandum No. 288-SW dated 25.01.2006 in respect of Para-3(a) and Para-3(f) in supersession of earlier provisions.

5. All other matters as contained in the aforesaid 02 (two) Memoranda at Para-1 shall remain unchanged.

By order of the Governor

S. P. Kar  
Joint Secretary  
to the Govt. of West Bengal



Memo No. 6003-SW/3S-225/05

Dated, Kolkata, the 14<sup>th</sup> September, 2012

## MEMORANDUM

Sub: - Modification in composition of Selection Committees in respect of Para-3 (a) to Para-3(f) Except Para-3(b) and partial modification in Para 6 and Sub-Para-I of Para 16 of Notification No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012.

With reference to the Deptt.'s Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 relating to the composition of the Selection Committees in Para-3(a) - Urban ICDS Projects in the Municipal areas, 3(c) - Urban ICDS Project in Municipal Corporation other than Kolkata Municipal Corporation, 3(d) - ICDS Project in Rural / Tribal area 3(e) - ICDS Project in Rural / Tribal areas with Municipality / Municipalities and 3(f) - Selection Committee of NGO-run ICDS Projects, providing for mechanism to recruit AWWs and AWHs under Govt. run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to constitute District Selection and Monitoring Committee for each district except Kolkata Municipal Corporation areas for all the types of ICDS Projects in the districts.

2. In the light of the above, Paras -3(a) to 3(f) except Para-3(b) of the Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and No.998-SW dated 07.03.2012 are modified here under in consonance with the structure of the District Selection and Monitoring Committee for selection of AWWs and AWHs.

3. The Chairman / Vice-Chairman of each said committee are stated in Part-A and composition as regards other members of the committees for different areas are stated in Part-B.

Contd..2



## Circular on Recruitment in ICDS (75 Pages)

Part-A.

Name of the District	Chairman	Vice-Chairman
Coochbehar	MIC, Forest Department	MLA, Tufanganj, Coochbehar
Jalpaiguri	MIC, Uttar Banga Unnayan Parishad Department	MLA, Rajganj, Jalpaiguri
Darjeeling	MIC, Uttar Banga Unnayan Parishad Department	MLA, Siliguri, Darjeeling
Uttar Dinajpur	MIC, Mass Education Extension and Library Science Department	MLA, Itahar, Uttar Dinajpur
Dakshin Dinajpur	MIC, Correctional Home Department.	MLA, Harirampur, Dakshin Dinajpur
Malda	MIC, Women Dev. and Social Welfare Department	MLA, Sujapur, Malda
Murshidabad	MOS, Fisheries Department	
Birbhum	MIC, Statistics & Programme Implementation Deptt.	
Burdwan	MIC, Law Department	
Bankura	MIC, Child Dev. Deptt.	MLA, Saltora, Bankura
Purulia	MIC, Self Help Group Deptt.	
Paschim Medinipur	MIC, Child Dev. Department	MLA, Salbani, Paschim Medinipur
Purba Medinipur	MIC, Environment & Public Works Deptt.	MLA, Ramnagar, Purba Medinipur
Nadia	MIC, Food Processing Deptt.	MLA, Nabadwip, Nadia
North 24-Pgs.	MIC, Food & Supplies Department	MLA, Barrackpur, 24-Parganas(North)
South 24-Pgs.	MIC, Commerce & Industries and Information Technology Department.	
Howrah	MIC, Agriculture Marketing Department	MLA, Uluberia, Howrah
Hooghly	MIC, Tourism Department	

*B. S. Bandyopadhyay*  
 B. S. Bandyopadhyay, WECS. (Exe.)  
 Jt. Secretary to the Govt. of West Bengal  
 Child Development Department,  
 Writers' Buildings, Kolkata - 1

Contd...



3.a) For Urban ICDS Projects of the District Municipal areas -

- Concerned Sub-Divisional Officer •
- District Programme Officer (ICDS)
- Concerned ACMOH
- Concerned Child Dev. Project Officer (Member-Convenor)

c) For Urban ICDS Projects in Municipal Corporation areas other than Kolkata Municipal Corporation areas-

- Concerned Sub-Divisional Officer
- Concerned ACMOH
- District Programme Officer (ICDS)
- Concerned Child Dev. Project Officer (Member-Convenor)

d) For Projects in Rural / Tribal areas -

- Concerned Sub-Divisional Officer
- District Programme Officer (ICDS)
- Concerned Block Development Officer
- Concerned BMOH
- Concerned Child Dev. Project Officer (Member-Convenor)

e) For Rural / Tribal areas with Municipality / Municipalities -

- Concerned Sub-Divisional Officer
- District Programme Officer (ICDS)
- Concerned Block Development Officer
- Concerned BMOH
- Concerned Child Dev. Project Officer (Member-Convenor)

f) For NGO-run ICDS Projects -

- Director / Addl. Director of Social Welfare
- One Officer in the rank of Deputy Director/Assistant Director to be nominated by Director of Social Welfare/Addl. Director of Social Welfare
- Honorary General Secretary of the concerned NGO (Member-Convenor)
- One representative of the concerned NGO.

I. District Selection and Monitoring Committee will take over the selection process from the existing selection committees prospectively. The existing Selection Committees will cease to exist henceforth.

II. Chairman may nominate one person for the Selection and Monitoring Committee in each project who will Chair the said Committee meeting in absence of the Chairman. In case Chairman does not nominate any person for the meeting as aforesaid. Vice-Chairman will Chair such meeting as aforesaid, where there is Vice-Chairman. Where there is no nomination by Chairman for his absence, Vice-Chairman is absent or there is no Vice-Chairman in the said Committee, SDO will Chair the meeting as aforesaid.



III. In the case of NGO-run-ICDS Projects, the nominee of the Chairman for the project concern will Chair the meeting, in absence of the Chairman; If there is no nomination, by the Chairman in absence of the Chairman, Vice-Chairman will Chair the meeting where there is Vice-Chairman in the Committee. If Chairman and Vice-Chairman both are absent in the meeting and there is no nomination from Chairman, or where there is no Vice-Chairman in the Committee and no nominee has been spelt out by Chairman for the project, Director/Additional Director of Social Welfare, West Bengal will Chair such meeting.

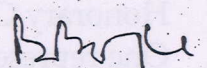
IV. With respect to Para 6 and Para 16(I) of A & Para 12(I) of B of the Notification No.288-SW dated 25.01.2006 the period of intimation of CDPO to the Chairman to convene a meeting of the District Selection and Monitoring Committee and transmission of non-approved panel of selection of ICDS functionaries by the Selection Committee respectively, is modified to 45 days for the aforesaid Para and Sub-Paras.

V. After official publication, this Memorandum will be a part of this Deptt. Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 in respect of Para 3(a) to 3(f) (except Para 3(b) other Para / Sub-Paras as aforesaid.

VI. All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By Order of the Governor

  
Joint Secretary to the Govt. of West Bengal

Dated, Kolkata, the 14<sup>th</sup> September, 2012

No. 6003-1(23)-SW/3S-225/05

Copy forwarded for information and necessary action to:

- 1) The Director of Social Welfare, West Bengal
- 2) The Joint Secretary(ICDS), Child Dev. Department
- 3) The District Magistrate, .....
- ✓ 4) The Addl. Director of Social Welfare, West Bengal
- 5) The Addl. District Magistrate, .....  
With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.



Government of West Bengal  
Department of Women & Child Dev. & Social Welfare  
Writers' Buildings, Kolkata-1.

No. 7456/SW  
3S-132/12

Dated : 6th November, 2012

MEMORANDUM

In partial modification of this Deptt. Memorandum no. 288-SW, Dtd. 25/01/06 the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for recruitment of Anganwadi Helpers under die-in-harness category and

- i) If the daughter of a deceased Anganwadi Workers possesses less qualification then she may be considered for being appointed as an Anganwadi Helper provided there is a vacancy in the post of Anganwadi Helper in that project area and she should be in the age group of 18-45 years and possesses a minimum qualification of Class IV passed.
- ii) In such cases of appointment as Anganwadi Helper under die-in-harness category as aforesaid both married and unmarried daughter should be a resident of the locality.

The candidate will, if selected under die-in-harness category for appointment to the post of Anganwadi Helper, have to submit a declaration before issuance of the appointment letter to the effect that she will reside in the locality. She will also declare that her services will be terminated if she can not fulfill the above condition.

*Handwritten signature*

Joint Secretary

SJ.

No. 7456/1(80)-SW

Dated : 6. 11. 2012

Copy forwarded for information and necessary action to :-

- 1) The Director of Social Welfare, W.B. Juvenile Court Bldgs, Salt Lake, Kolkata - 64.
- 2) The District Magistrate  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
- 3) The S.D.O.  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
- 4) The D.P.O. (ICDS)  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_

*OSD(ANC) P.*  
*807/01*

He/She is requested to inform all the C.D.P.O. in the Dist. for taking necessary action.

- 5) The D.S.W.O.  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
- 6) The P.S. to MIC of this Deptt.

*Handwritten signature*

Joint Secretary



A-43

03-01-2013

Government of West Bengal  
Women & Child Development and  
Social Welfare Department  
Writers' Buildings, Kolkata-1.

No. 7967-S/35-200/12.

Kolkata, the 18th December, 2012.

M e m o r a n d u m

Sub : Selection and Monitoring Committee for  
recruitment of AWWs/AHWs for all types  
of ICDS projects under G.T.A.

In pursuance of this Deptt. Notification No. 7283-SW dated 12.10.2012 and with reference to the Deptt.'s Memorandum No. 6003-SW dated 14.09.2012 relating to composition of the Selection and Monitoring Committee for recruitment of AWWs/AHWs for all types of ICDS projects under Cerkha Territorial Administration, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to reconstitute District Selection and Monitoring Committee for recruitment of Anganwadi Workers/Anganwadi Helpers for all types of ICDS projects under G.T.A. as under :

- A. Chairman and Vice Chairman of each Committee
- Chairman : Chief Executive, Cerkha and Territorial Administration.
- Vice Chairman : Executive Member, Department of Women and Child Development, G.T.A.

B. Composition of Members of the Committee for different areas.:

1. For Urban ICDS projects of the G.T.A. Municipal areas:-

Concerned Sub-Divisional Officer.  
District Programme Officer (ICDS).  
Concerned ACMOH.  
Concerned Child Development Project Officer  
(Member-Convener).  
Representative from Social Welfare Advisory Board  
of the concerned area.  
Concerned elected member of the G.T.A. Constituency  
for which recruitment is being done.

Contd. ... 2



2. For Projects in Rural/Tribal areas under G.T.A. :  
 Concerned Sub-Divisional Officer.  
 District Programme Officer (ICDS).  
 Concerned Block Development Officer.  
 Concerned BMOH.  
 Concerned Child Development Project Officer  
 (Member-Convener)  
 Representative from Social Welfare Advisory Board  
 of the concerned area.  
 Concerned elected member of the G.T.A., Constituency  
 for which recruitment is being done.
  3. For Rural/Tribal areas with Municipality/  
 Municipalities under G.T.A. :-  
 Concerned Sub-Divisional Officer.  
 District Programme Officer (ICDS).  
 Concerned Block Development Officer.  
 Concerned BMOH.  
 Concerned Child Development Project Officer  
 (Member-Convener).  
 Representative from Social Welfare Advisory Board  
 of the concerned area.  
 Concerned elected member of the G.T.A.,  
 Constituency for which recruitment is being done.
  4. For N.G.O. run ICDS Projects under G.T.A. :-  
 Director/Additional Director of Social Welfare.  
 District Programme Officer (ICDS).  
 Honorary General Secretary of the concerned N.G.O.  
 (Member-Convener).  
 One representative of the concerned N.G.O.  
 Representative from Social Welfare Advisory Board  
 of the concerned area.  
 Concerned elected member of the G.T.A.,  
 Constituency for which recruitment is being done.
- I - G.T.A. Selection and Monitoring Committee will take over the Selection process from the existing selection committees prospectively. The existing Selection Committee will cease to exist henceforth.
- II - Chairman may nominate one person for the Selection and Monitoring Committee in each project who will Chair the said Committee meeting in absence of the Chairman. In case Chairman does not nominate any person for the meeting as aforesaid, the Vice-Chairman will Chair such meeting as aforesaid, where there is Vice-Chairman. Where there is no nomination by Chairman for his absence Vice-Chairman is absent or there is no Vice-Chairman in the said Committee, the Concerned elected member of the G.T.A. Constituence for which recruitment is being done will Chair the meetings as aforesaid.

Contd. ... 3



.. 3 ..

- III. In the case of N.G.O. run ICDS Projects the nominee of the Chairman for the Project concern will Chair the meeting in absence of the Chairman. If there is no nomination by the Chairman, in absence of the Chairman, Vice-Chairman will Chair the meeting, where there is Vice-Chairman in the Committee. If Chairman and Vice-Chairman both are absent in the meeting and there is no nomination from Chairman or where there is no Vice-Chairman in the Committee and no nominee has been spelt out by Chairman for the project, the Concerned elected member of the G.T.A. Constituency for which recruitment is being done will Chair the meeting as aforesaid.
- IV. The period of intimation of CLPC to the Chairman to convene a meeting of the G.T.A. Selection and Monitoring Committee and transmission of non-approved panel of selection of ICDS functionaries by the Selection Committee respectively will be 21 days.
- V. After official publication, this Memorandum will be a part of this Deptt. Memorandum No.288--SW dated 25.01.06 read with Memorandum No.2043--SW dated 18.07.2006 and Memorandum No.998--SW dated 07.03.2012 and Memo. No.6003--SW dated 14.09.2012.
- VI. All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

By order of the Governor

*[Signature]*

Jt. Secy. to the Govt. of West Bengal.

No.7967/1(74)--SW dated 18.12.2012.

Copy forwarded for information and necessary action to :-

- 1) The Director of Social Welfare, West Bengal.
- 2) The Joint Secretary (ICDS), Child Dev. Department.
- 3) The District Magistrate, .....
- ✓ 4) The Addl. Director of Social Welfare, W.B.
- 5) The Addl. District Magistrate, .....  
with a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.
- 6) The PS to HMIC, Child Development Department.
- 7) The PS to HMIC, Women Development & Social Welfare Deptt.
- 8) The PS to HMIC, Forest Department.
- 9) The PS to HMIC, Uttar Banga Unnayan Parishad Deptt.
- 10) The PS to HMIC, Mass Education & Library Science Department.
- 11) The PS to HMIC, Correctional Home Department.
- 12) The PS to HMIC, Statistics & Programme Implementation Deptt.
- 13) The PS to HMOS, Fisheries Department.
- 14) The PS to HMIC, Law Department.
- 15) The PS to HMIC, Self Help Group Department.
- 16) The PS to HMIC, Environment & Public Works Department.
- 17) The PS to HMIC, Food Processing Department.
- 18) The PS to HMIC, Food & Supplies Department.
- 19) The PS to HMIC, Commerce & Industries and Information Technology Department.
- 20) The PS to HMIC, Agriculture Marketing Department.
- 21) The PS to HMIC, Tourism Department.

Government of West Bengal  
Child & WD&SW Department  
Writers' Buildings, Kolkata-700 001

Memo No. - 9530- SW/12  
3S-267/12

Dated, Kolkata, the 9<sup>th</sup> November, 2012

MEMORANDUM

Sub: - Modification in Notification No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 relating to recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota.

With reference to the Deptt.'s Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006 and Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012 relating to recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota, providing for mechanism to recruit AWWs and AWHs under Govt. quota in Govt. run and NGO-run ICDS Projects, the undersigned is directed, by order of the Governor to say that the Government after careful consideration has decided in the public interest to frame guidelines for recruitment to the post of Anganwadi Workers and Anganwadi Helpers under Govt. Quota as under.

In the light of the above, Paras -A(1) (c) and A(1) (e) and A(2) (b) and A(2) (e) of the Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006, No.998-SW dated 07.03.2012 and Memorandum No.6003-SW dated 24.09.2012 are modified here under in consonance with the structure of the District Selection and Monitoring Committee for selection of AWWs and AWHs.

GUIDELINE

As per existing order (No.288-SW/3S-225/05 dated 25<sup>th</sup> January, 2006), 5% of the total number of sanctioned posts in respect of Govt. run ICDS Projects will be selected by the Government from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. The same will continue.

10% of the total number of sanctioned posts in respect of NGO run ICDS Projects will be selected by the Government from amongst the suitable inmates of Govt. and Govt. aided Welfare Homes or by others. The same will continue.

Qualification in respect of Anganwadi Workers -

Age - Women in the age group of 18 - 45 years.

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*S*  
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*Ad (M)*  
*✓*



## Circular on Recruitment in ICDS

<b>Academic Qualification</b>	Madhyamik / School Final / High Madrasha Or Equivalent Examination passed from a recognized Board in case of general candidates.	Class - VIII Passed in case of SC / ST candidates.
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This will apply in case of both Govt. and NGO-run ICDS Projects.

### Qualification in respect of Anganwadi Helpers -

Age - Women in the age group of 18 - 45 years.

Academic Qualification - Class - IV passed. (For SC / ST candidates also)

This will apply in case of both Govt. and NGO-run ICDS Projects.

Other eligibility criteria of Anganwadi workers as well as Anganwadi Helpers may be included as follows:-

- 1) Suitable inmate of Govt. and Govt. aided Homes.
- 2) Women in distress, once all eligible candidates in (1) is exhausted and certified accordingly by the District Selection and Monitoring Committee.

**Resident** - A candidate should be a resident of the concerned Gram Panchayat/Ward.

**Residential Certificate** - Residential Certificate to be issued either by M.P / M.I.C. / M.O.S / MLA / DM / Collector / Addl. Collector / ADM / SDO / BDO / Chairman of Municipality / Councillor / Pradhan of Gram Panchayat / Sabhadhipati, Panchayat Samiti.  
In case of inmates from Govt. and Govt. aided Homes, residential certificate may be issued by the Superintendent of the Home concerned.

### Procedure of Selection -

Eligible candidates will apply to the -  
MIC of the Department of Child Development.

- A Selection Committee to be constituted as follows:-

- 1) M.I.C. of the Child Development Deptt. - Chairperson.
- 2) Principal Secretary / Secretary of the Child Development Deptt. - Member
- 3) Two members, involved in Social Services, to be nominated by the MIC, Child Development Deptt.

- The Selection Committee will select the candidates observing the guidelines.

## Circular on Recruitment in ICDS (75 Pages)

- After completion of selection procedure, the list of selected Candidates will be sent to the Directorate of Social Welfare for communicating the same to the concerned Child Development Project Officer.
- The Concerned Child Development Project Officer on receipt of the Order from Directorate of Social Welfare will issue appointment letter to the selected candidates after verifying of all the original certificates and testimonials.

After official publication, this Memorandum will be a part of this Deptt. Memorandum No.288-SW dated 25.01.2006 read with Memorandum No.2043-SW dated 18.07.2006, Memorandum No.998-SW dated 07.03.2012 and Memorandum No.6003-SW/3S-225/05 dated 14.09.2012

All other matters as contained in the aforesaid Memoranda except ones that are not in consonance with this Memorandum shall remain unchanged.

This order will take immediate effect.

*Sd/-*

By Order of the Governor

Joint Secretary to the Govt. of West Bengal

No. 9530-/1(29)-SW

Dated, Kolkata, the 9<sup>th</sup> November, 2012

Copy forwarded for information and necessary action to:

1. Dr. Shreeranjana, IAS, Joint Secretary, Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110 001 (011 2338 7683).
2. Smt. Rupa Dutta, Director, Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110 001.
3. The Principal Secretary, Health & Family Welfare Department, Swastha Bhawan, GN 29, Sector-V, Salt Lake City, Kolkata – 700 091.
4. The Principal Secretary, Finance Deptt., Govt. of West Bengal, Writers' Buildings, Kolkata – 700 001.
5. The Commissioner of Social Welfare, West Bengal
6. The Joint Secretary(ICDS), Child Dev. Department
7. The District Magistrate, .....
- ✓ 8. The Addl. Director of Social Welfare, West Bengal
9. The Addl. District Magistrate, .....  
With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.
10. The PS to HMIC, Child Development Department
11. The PS to HMIC, Women Development & Social Welfare Deptt.



Circular on Recruitment in ICDS (75 Pages)

Government of West Bengal  
Child Development Department & WD & SW Department  
Writers' Buildings, Kolkata-700 001

Memo No. - 7956 - SW/12  
3S-267/12

Dated, Kolkata, the 17<sup>th</sup> December, 2012


CORRIGENDUM

The Governor is pleased to make the following amendments in respect of point No.2 of the portion **OTHER ELIGIBILITY CRITERIA OF ANGANWADI WORKERS AS WELL AS ANGANWADI HELPERS** as contained in this Department Memorandum No. 7530-SW dated 09.11.2012.:

2. **OTHER ELIGIBILITY CRITERIA OF ANGANWADI WORKERS AS WELL AS ANGANWADI HELPERS** at part No.2 as contained in this Department Memorandum No. 7530-SW dated 09.11.2012 should be read as:

" Women in distress, once all eligible candidates in (1) is exhausted and certified accordingly by the District Level Monitoring and Review Committee on ICDS headed by the District Magistrate" in place of Women in distress, once all eligible candidates in (1) is exhausted and certified accordingly by the District Selection and Monitoring Committee.

Other things contained in the aforesaid Memorandum will remain unchanged.



Joint Secretary to the Govt. of West Bengal

No. - 7956/1(29)- SW/12

Dated, Kolkata, the 17<sup>th</sup> December, 2012

Copy forwarded for information and necessary action to:

1. Dr. Shreerajan, IAS, Joint Secretary, Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110 001 (011 2338 7683).
  2. Smt. Rupa Dutta, Director, Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110 001.
  3. The Principal Secretary, Health & Family Welfare Department, Swastha Bhawan, GN 29, Sector-V, Salt Lake City, Kolkata - 700 091.
  4. The Principal Secretary, Finance Deptt., Govt. of West Bengal, Writers' Buildings, Kolkata - 700 001.
  5. The Commissioner of Social Welfare, West Bengal
  6. The Joint Secretary (ICDS), Child Dev. Department
  7. The District Magistrate, .....
  8. The Addl. Director of Social Welfare, West Bengal
  9. The Addl. District Magistrate, .....
- With a request to kindly circulate the Memorandum to the Sub-Divisional Officers of your District.

**Government of West Bengal**  
**Department of Women & Child Development and Social Welfare**  
**Writers' Buildings, Kolkata-1**

No. : 411-SW.  
 35-08/10.

A 305  
 22.2.11  
 ADW

Dated, Kolkata, the 3rd February, 2011.

**ORDER**

In supersession of all previous orders in the matter of constitution/Reconstitution of the Recruitment Committees for Egra-II (NGO-run) I.C.D.S. Project, the Governor has been pleased to reconstitute two Recruitment Committees for Egra-II (NGO-run) I.C.D.S. Project - one for the officers and the staff of all categories and the other for Anganwadi Workers and the Anganwadi Helpers as under :

- A) Recruitment Committee of Officers and Staff.
- i) Director/Adml. Director of Social Welfare, W.B. - Chairperson
  - ii) Sub-Divisional Officer, Egra - Member
  - iii) B.D.O., Egra-II - Member
  - iv) Kaji Md. Sherif, Assistant Director of Social Welfare, West Bengal. - Member-Convenor
- B) Recruitment Committee of Anganwadi Workers & the Anganwadi Helpers :
- i) Sub-Divisional Officer, Egra - Chairperson
  - ii) Kaji Md. Sherif, Asstt. Director of Social Welfare, West Bengal. - Member
  - iii) B.D.O., Egra-II - Member
  - iv) B.M.O.H., Egra-II - Member
  - v) D.P.O. (ICDS), Purba Medinipur - Member
  - vi) C.D.P.O., Egra-II - Member-Convenor.

The Governor has also been pleased to direct that the above Recruitment Committees will start functioning forthwith and complete the recruitment process of the officers & the staff & the AWWs. and AWHs. as early as possible.

The Governor has also been pleased to order that the Director of Social Welfare, West Bengal/Adml. Director of Social Welfare, West Bengal will monitor the programme regularly.

S/s.

By Order of the Governor  
 P.K.Chanda

No. : 411/1(9)-SW.

OSD. & Ex-Officio-Jt. Secy.

Copy forwarded for information & necessary action to -

- 1) The Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake City, Kolkata-64.
- 2) The Adml. Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake City, Kolkata-64.
- 3) The Dist. Magistrate, Purba Medinipur, P.O. Tamluk, Dist. P. Medinipur.
- 4) The Sub-Div. Officer, Egra, P.O. Egra, Dist. Purba Medinipur.
- 5) Kaji Md. Sherif, Asstt. Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake City, Kolkata-64.
- 6) The B.D.O., Egra-II, P.O. Egra, Dist. Purba Medinipur.
- 7) The Dist. Programme Officer (ICDS), Purba Medinipur, P.O. Tamluk, Dist. Purba Medinipur.
- 8) The B.M.O.H., Egra-II, P.O. Egra-II, Dist. Purba Medinipur.
- 9) The Child Dev. Project Officer, Egra-II I.C.D.S. Project, P.O. Balighai, Dist. Purba Medinipur.
- 10) The P.S. to M-I-C of this Deptt.

Dated, Kolkata,  
 the 3rd February, 2011.

*P.K.Chanda*  
 OSD. & Ex-Officio-Jt. Secy.



**Government of West Bengal**  
**Department of Women & Child Dev. and Social Welfare**  
Writers' Buildings, Kolkata-700 001

No. **463-SW**  
3S-47/08

Dated, Kolkata, the 9<sup>th</sup> February, 2011

**MEMORANDUM**

For sometime past this department has been receiving communications from the DMs/DPOs/CDPOs seeking clarifications in respect of joining of Anganwadi Workers/Anganwadi Helpers to their respective projects after being arrested and subsequently released on bail.

After careful consideration of the matter now the Governor has been pleased to make the following provisions:

"In the event of granting bail by the Hon'ble Courts, Anganwadi Workers/Anganwadi Helpers may be allowed to join provisionally during the period of bail and paid Honorarium and Additional Honorarium with a condition that continuation in service will be dependent on the final order/orders of the Hon'ble Courts i.e, if they are sentenced to imprisonment, their services will be liable to be terminated".

This order will come into effect forthwith.

**P. K. Chanda**

**OSD & EO Joint Secretary**

No. **463/1(42)-SW**

Dated, Kolkata, the 9<sup>th</sup> February, 2011

Copy forwarded for information & necessary action to:

1. The Director of Social Welfare, West Bengal, Juvenile Court Building, Kol-64.
2. The Additional Director of Social Welfare, West Bengal, Juvenile Court Building, Kol-64.
3. The District Magistrate,
4. The DPO(ICDS),  
He/She is directed to circulate a copy of this Memorandum to the CDPOs of his/her district.
5. ICDS Cell of this Department.
6. The PS to MIC of this Department.

  
**OSD & EO Joint Secretary**

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Government of West Bengal  
Department of Women & Child Development & Social Welfare  
Writers' Buildings, Kolkata-1

No.9067-SW/3S-126/07

Dated 02.11.2011

MEMORANDUM

It has since been brought to the notice of the Govt. in the Department of Women & Child Development and Social Welfare that a number of Anganwadi Workers/Anganwadi Helpers contested the last West Bengal Legislative Assembly General Election and some of them have been elected to the West Bengal Legislative Assembly. The Anganwadi Centres remain open for a minimum period of 4 hours a day. Thereafter the Anganwadi Workers have to make home visits and organize mothers' meetings and attend monthly meetings convened by the ANMs.

After careful consideration of the matter of smooth functioning of the Anganwadi Centres, the undersigned is directed by order of the Governor to say that the Governor is pleased to make the following provisions for the elected Members of the Legislative Assemblies who are posted as Anganwadi Workers / Anganwadi Helpers:-

- 1) The Anganwadi Workers/Anganwadi Helpers who have been elected as Members of Legislative Assemblies will submit prayer for leave without honorarium to the respective Child Development Project Officers.
- 2) Such Anganwadi Workers / Anganwadi Helpers will select their respective substitutes, who are eligible for appointment as Anganwadi Workers/Anganwadi Helpers in normal cases to be appointed as Anganwadi Workers / Anganwadi Helpers during the period of their leave.
- 3) Selection of the substitutes will not require the approval of the Selection Committees.



- 4) CDPOs will issue appointment letters to such substitutes with the condition that their appointments will be purely on temporary basis and their appointments will be terminated after five years or till the Anganwadi Workers / Anganwadi Helpers who have been elected as Members of Legislative Assemblies resume their duties before the tenure of five years in case of resignation from the post of MLAs. The substitutes will have no future claim for being absorbed as regular Anganwadi Workers / Anganwadi Helpers.
- 5) During the period of leave of the Anganwadi Workers / Anganwadi Helpers who have been elected as MLAs, honorarium will be drawn and disbursed in favour of the substitutes.

This order will come into effect forthwith.

**S P Kar**  
Joint Secretary  
to the Government of West Bengal

No. 9067/1(45)-SW


Dated 02.11.2011

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Panchayat & Rural Development Department
2. The Director of Social Welfare, West Bengal
3. The District Magistrate, .....
- ✓ 4. The District Programme Officer (ICDS) *South 24 Parganas, P.O. Alipore, Kal - 700027.*

He / she is requested to circulate a copy of this Memorandum to the CDPO of his/her district.

4. The PS to the Minister-in-Charge of this Department.
5. The PA to Secretary of this Department
6. ICDS Cell of this Department

  
Joint Secretary

Memo No. *984(3)* ICDS/DPO/S. 24 PGS  
Date *14.11.11*  
Copy Forwarded for Information and  
taking necessary action, to the CDPO,  
..... / All ICDS  
Project South 24 Parg



**P. K. Chanda,**

Joint Secretary to the Govt. of West Bengal

Circular on Recruitment in ICDS (75 Pages) .

**Govt. of West Bengal**

Women & Child Development and

Social Welfare Deptt.

Writers' Buildings, Kolkata-700 001.

Ph. & Fx.: 2214 -1169

No. 2326-SW/3S-225/05

Dated 28.05.2010

### **MEMORANDUM**

It has been brought to the notice of the Govt. in the Deptt. of Women & Child Development and Social Welfare that a number of Anganwadi Workers/ Anganwadi Helpers contest the Municipal Corporations/Municipal Elections and some of them are elected to the Municipal Corporations/Municipalities. Some of them are also elected as full-time office bearers to the Municipal Corporations/ Municipalities. The Anganwadi Centres remain open for a minimum period of 4 hours a day. Thereafter the Anganwadi Workers have to make home visits and organize mothers' meetings and attend monthly meetings convened by the ANMs.

After careful consideration of the matter of smooth functioning of the Anganwadi Centres the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for the full time office bearers of the Municipal Corporations / Municipalities who are posted as Anganwadi Workers/Anganwadi Helpers :

- 1) The Anganwadi Workers/Anganwadi Helpers who have been elected as full-time office bearers of Municipal Corporations/Municipalities will submit prayer for leave without honorarium to the respective Child Development Project Officers.

45/6/10



- Circular on Recruitment in ICDS (75 Pages)
- 2) Such Anganwadi Workers/Anganwadi Helpers will select their respective substitutes, who are eligible for appointment as Anganwadi Workers/Anganwadi Helpers in normal cases, to be appointed as Anganwadi Workers/Anganwadi Helpers during the period of their leave.
  - 3) Selection of the substitutes will not require the approval of the Selection Committees.
  - 4) CDPOs will issue appointment letters to such substitutes with the condition that their appointments will be purely on temporary basis and their appointments will be terminated after five years or till the Anganwadi Workers/ Anganwadi Helpers who have been elected as full-time office bearers to Municipal Corporations/Municipalities resume their duties before the tenure of five years in case of resignation from the post of full-time office bearers. The substitutes will have no future claim for being absorbed as regular Anganwadi Workers / Anganwadi Helpers.
  - 5) During the period of leave of the Anganwadi Workers/ Anganwadi Helpers who have been elected as full time office bearers, honorarium will be drawn and disbursed in favour of the substitutes.

This order will come into effect forthwith.

P K Chanda  
OSD & Ex-Officio Joint Secretary  
to the Govt. Of West Bengal.

Government of West Bengal  
Deptt. of Women & Child Development and Social Welfare  
Writers' Buildings, Kolkata 700 001.

ADSW.

44/9/16

No. : 2404-SW  
2M-106/09(Pt.II)

Dated : 02.06.2016

**MEMORANDUM**

It has been brought to the notice of the Govt. in the Deptt. of Women & Child Dev. and Social Welfare that a good number of vacancies in the post of Anganwadi workers and the Anganwadi Helpers have not yet been filled up under 3<sup>rd</sup> phase of expansion of ICDS.

Now, after careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Governor has been pleased to issue the following directives to the CDPOs for filling up of the entire vacancies of Anganwadi Workers and the Anganwadi Helpers, except the vacancies under Home Quota and others and by promotion from Anganwadi Helpers, only through advertisements, following the guidelines contained in this Deptt. Memorandum No. 288-SW dated 25.01.2006 :

- i) In the ICDS Projects where advertisements have not yet been issued for recruitment of Anganwadi Workers, all recruitment processes i.e. issuing advertisements, holding written test, scrutiny of the answer scripts, approval of the Selection Committee and issue of appointment letters must be completed within a period of 04 (four) months positively from the date of issue of this order.
- ii) In the ICDS Projects where advertisements have not yet been issued for recruitment of Anganwadi Helpers, all recruitment processes i.e. issuing advertisements, holding viva-voce test, approval of the Selection Committee and issue of appointment letters must be completed within a period of 04 (four) months positively from the date of issue of this order.
- iii) Similarly, in the ICDS Projects where advertisements have already been issued all recruitment processes must be completed within a period of 04 (four) months positively from the date of issue of this order.

CDPOs will submit compliance of the order through the respective District Magistrates.

In respect of 16 NGO run ICDS Projects, Director of Social Welfare, WB will take the similar steps to fill up the entire vacancies, except the vacancies under Home Quota and others, only through advertisements. All recruitment process must be completed within a period of 04 (four) months from the date of issue of this order.

P.K. Chanda  
OSD & EO Joint Secretary



Government of West Bengal  
Department of Women & Child Dev. & Social Welfare  
Writers' Buildings, Kolkata - 1

288-SW  
225/05(PE-V)

Dated : 12th January, 2009

MEMORANDUM

In partial modification of para 7 (1), part B of this Department Memorandum No. 288-SW dated 25.01.2006, the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for recruitment of Anganwadi Helpers belonging to the candidates of Scheduled Tribe category :

If Scheduled tribe (ST) Women candidates are not available in the locality i.e. where the Anganwadi Centre is located ST candidates from the GP/Ward will be eligible for the post of Anganwadi Helpers. Even if ST Candidates are not available in the entire GP/Ward following provisions will be applicable :-

For rural and tribal projects - the residential jurisdiction for the post of Anganwadi Helpers belonging to the ST Women only will be extended to the entire area of the ICDS project.

For Urban ICDS projects - the residential jurisdiction for the post of Anganwadi Helpers belonging to the ST Women only will be extended to the entire area of the ICDS project.

All processes for recruitment of Anganwadi Helpers under ST category beyond the locality will be resorted to only after giving (1) advertisement within one month i.e. for first advertisement ST candidates from the locality where the Anganwadi Centre is located will be eligible. The record advertisement will be given inviting applications from the entire GP/Ward. Thereafter the record advertisement will be given inviting applications from the entire area of the ICDS project (concerned).

The undersigned is further directed by order of the Governor to state that the Governor has been pleased to clarify that the residential jurisdiction for the post of Anganwadi Helpers belonging to Scheduled Caste (SC) Women as mentioned in para 7 (1), Part B of the aforesaid Memorandum will remain included.

All other procedures as contained in the said Memorandum in this respect will remain unchanged.

By order of the Governor

P. K. CHANDA

O.S.D. & E. O. Joint Secretary



No. : 4159-SW  
3S-87/09

Dated : 23.09.2009

### MEMORANDUM

In terms of Para-18 of Part-A and Para-14 of Part-B of this Deptt. Memorandum No. 288-SW dated 25.01.2006 the panels of the Anganwadi Workers and the Anganwadi Helpers respectively remain valid for a period of 02 years. There is also a provision for revalidation of the panels beyond 02 years by the Government on a yearly basis.

25,018 posts of Anganwadi Workers and 25,018 posts of Anganwadi Helpers were created vide this Deptt. G.O. No. 3672(2)-SW dated 07.08.2009 for setting up of 25,018 numbers of Additional Anganwadi Centres. **As per directives of the Hon'ble Supreme Court all the Additional Anganwadi Centres must be made operational by 31.12.2009.** For early operationalisation of the Additional Anganwadi Centres the Governor was pleased to direct that candidates in the existing panels of AWWs and the AWHs, if any, should be appointed immediately.

After issuance of G.O. No. 3672(2)-SW dated 07.08.2009 this Deptt. has been receiving communications from the DPOs/CDPOs seeking clarifications regarding validity of the existing panels as well as revalidation of the panels provisions of which have been laid down in this Deptt. Memorandum No. 288-SW dated 25.01.2006.

Now, after careful consideration of the matter the Governor has been pleased to issue the following clarifications for operationalisation of the Additional Anganwadi Centres within the time frame i.e. 31.12.2009 as per directive of the Hon'ble Supreme Court :

- i) Validity of the existing panel – the provisions at Para-18 of Part-A and Para-14 of Part-B of this Deptt. Memorandum No. 288-SW dated 25.01.2006 and the instructions contained in this Deptt. G.O. No. 3672(2)-SW dated 07.08.2009 are reiterated i.e. candidates if any, in the existing panels validity of which has not expired, must be appointed to the post of AWWs and the AWHs respectively.
- ii) Revalidation of the panel – proposals for revalidation of panels beyond 02 years of the AWWs and the AWHs may be considered for according approval if the same are submitted to this Deptt. being supported with the resolutions taken by the respective Project level Selection Committees to this effect.



Government of West Bengal  
Department of Women & Child Development and  
Social Welfare  
Writers' Buildings, Kolkata-1

Circular on Recruitment in ICDS (75 Pages)

No. : 3660-SW.

3S-225/05 (Pt.V).

Dated, Kolkata, the 7th August, 2009.

MEMORANDUM

In partial modification of paras A-8(IV) and B-7(1) of the Department Memorandum No. 288-SW dated 25.01.2006 and Memorandum No. 145-SW dated 12.01.09 the undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following provisions for recruitment of Anganwadi Workers and the Anganwadi Helpers belonging to the OBC/PH categories :

(A) "For the post of AWW : If OBC/PH women candidates are not available in the project area women of these categories in the adjacent projects are also eligible. In the event of non-availability of Women belonging to these categories in the project area/adjacent project areas women of these categories in the district are eligible for the post of Anganwadi Workers.

All processes for recruitment of Anganwadi Workers beyond the project area will be resorted to only after giving maximum 3 (three) advertisements within 3 (three) months. Thereafter maximum 3 (three) more advertisements within 3 (three) months will be given for adjacent project areas. For the next stage i.e. for the district level jurisdiction maximum 3 (three) more advertisements within 3 (three) months will have to be given."

(B) For the post of AWH : If OBC/PH women candidates are not available in the locality i.e. where the AWC is located candidates from the GP/Ward will be eligible for the post of Anganwadi Helpers. All processes for recruitment of Anganwadi Helpers under these categories beyond the locality will be resorted to only after giving 1 (one) advertisement within a month. Second advertisement will be given inviting applications from the entire GP/Ward. Even if OBC/PH candidates are not available in the entire GP/Ward area such the candidates from the entire project area will be eligible for the post of Anganwadi Helpers. This will be done during the third advertisement which will be followed within one month after completion of the 2nd advertisement procedure.

All other procedures as contained in the said Memorandum in this respect will remain unchanged.

By order of the Governor

P.K.Chanda.

OSD. & Ex-Officio-Jt.Secy.

g/s.

♦.t.o.



**Government of West Bengal**  
Women & Child Dev. & Social Welfare Department  
Writers' Buildings, Kolkata – 700 001

Memo. No. : 4688-SW  
3S-225/05 (Pt-I)

Dated, Kolkata, the 13<sup>th</sup> Nov., 2009

From : Shri P. K. Chanda  
OSD & EO Joint Secretary to the  
Govt. of West Bengal

To : The CDPO, Bhangar-I ICDS Project  
Bhangar-I, Dist. South 24-Parganas

**Sub :** Clarification regarding promotion from Anganwadi Helper to  
Anganwadi Worker.

The undersigned is directed to refer to his Memo. No. 139/ICDS/Bhangar-I dated 02.09.2009 on the above subject and to issue the clarifications as stated hereunder :

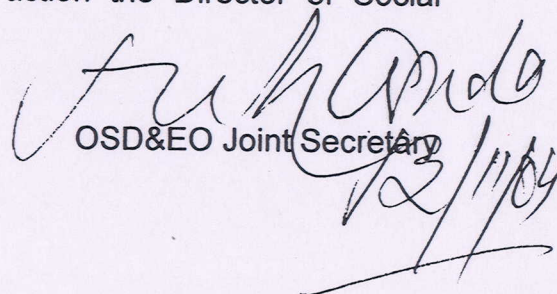
"Anganwadi Helpers who have completed five years continuous service before issuing the notice inviting applications are eligible for promotion to the post of Anganwadi Workers".

OSD&EO Joint Secretary

Memo. No. : 46881(1)-SW

Dated, Kolkata, the 13<sup>th</sup> Nov., 2009

Copy forwarded for information and necessary action the Director of Social Welfare, West Bengal.

  
OSD&EO Joint Secretary  
13/11/09



No. 428-SW.  
3S-225/05(Pt.II).

Dated: 13.12.07.

MEMORANDUM

In continuation of this Deptt. Memorandum No. 288-SW dated 25.01.2006, the undersigned is directed by order of the Governor to say that the Governor has been pleased to issue the following guidelines for recruitment of Anganwadi Helpers:

" At B-7 of this Department Memorandum No. 288-SW dated 25.01.2006 provisions have been made for the candidates belonging to Schedule Caste/Schedule Tribe in respect of Selection of Anganwadi Helpers. The Govt. in this Deptt. has decided that henceforth such provisions will also be applicable to the candidates belonging to O.E.C. Category."

By order of the Governor

P.K. Chanda  
Officer On Special Duty &  
Ex-Officio Joint Secretary.

No. 4228/1(85)-SW.

Dated: 13.12.07.

Copy forwarded for information and necessary action to:-

1. The Pr. Secretary, Health & Family Welfare Deptt., Swastha Bhawan, GN-29, Sector-V, Bidhannagar, Kolkata-700091.
2. The Director of Social Welfare, W.B., Juvenile Court Bldgs., Salt Lake, Kolkata-700064.
3. The Addl. Director of Social Welfare, W.B., Juvenile Court Bldgs., Salt Lake, Kolkata-700064.
4. The District Magistrate, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
5. The Sub-Divisional Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
6. The District Programme Officer, (ICDS) Kolkata office of the DSW, W.B., Juvenile Court Bldgs. Salt Lake City, Kolkata-64.  
He/She is directed to circulate a copy of this Notification to all the C.D.P.O.S. of his/her district.
7. The District Social Welfare Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
8. The P.S. to M.I.C. of this Deptt.
9. The C.D.P.O., Garulia (U) ICDS Project, Maha Rana Pratap Park, Ratneswar Ghat Road, P.O. Garulia, Dist. North 24-Pgs. This has reference to his Memo No. 705/ICD/CRL dated 20.09.07.
10. The I.C.D.S. Cell of this Deptt.

*P.K. Chanda*  
Officer On Special Duty  
& Ex-Officio Jt. Secretary.

No. 11(12)/DIC/KOL

Dated Kolkata, the 10th JANUARY, 2007.

Copy forwarded for information & necessary action to the Child Development Project Officer, I.C.D.S. Project

Beliaghata, Kolkata.



Government of West Bengal  
Department of Women & Child Development and  
Social Welfare  
Writers' Buildings, Kolkata-1

No. : 1053(2)-SW.  
3S-197706.

Dated : 29.03.07.

From : Sri Ashok Kr. Dhar,  
Programme Officer & Ex-Officio-Deputy Secretary to the  
Government of West Bengal.

To : 1) The Pay & Accounts Officer, West Bengal,  
Kolkata Pay & Accounts Office,  
81/2/2, Phears Lane, Kolkata-700 012.  
2) The Accountant General (A. & E.), West Bengal,  
Treasury Buildings, Kolkata-700 001.

S i r,

In cancellation of this Deptt. G.O.No. 15030(2)-SW dated 23.7.1986. I am directed by order of the Governor to state that the Governor has been pleased to sanction the following expenditure in connection with conducting the Written Test for selection for the posts of Anganwadi Worker :-

1. Invigilation charge @ Rs. 50/- (Rupees fifty) only per head per day for the invigilator.
2. Remuneration of Rs. 2/- (Rupees two) only for evaluation of each answer script.

The charge will be debited to the head of "A/cs. 2235-02-102 -Child Welfare-Central Sponsored (New Scheme)-003-Integrated Child Development Services Project/Scheme (SW)" in the current year's State Budget.

3. This order will take effect from 01.04.07.
4. This order is issued with the concurrence of the Finance Department vide their U/O. No. Group 'P'-3280 dated 13.3.2007.

Yours faithfully,

g/s.

No. : 1053(2)/1(175)-SW.

Programme Officer & Ex-Officio  
Deputy Secretary

Copy forwarded for information & necessary action to -

1. The Director of Social Welfare, West Bengal,  
Juvenile Court Building, Salt Lake City, Kolkata-64.
2. The Addl. Director of Social Welfare, West Bengal,  
Juvenile Court Building, Salt Lake City, Kolkata-64.
3. The District Magistrate, .....  
P.O. .... Dist. ....
4. The District Programme Officer, .....  
P.O. .... Dist. ....
5. The Sub-Divisional Officer, .....  
P.O. .... Dist. ....
6. The Treasury Officer, .....Treasury Office,  
P.O. .... Dist. ....
7. The I.C.D.S. Cell/Budget Cell/Estt. Cell/Allotment Cell  
of this Department.

Date : 29.03.07.

Prog. Officer & Ex-O-By. Secretary.



Circular on Recruitment in ICDS (75 Pages)

MINAKSHI MUKHERJEE

Government of West Bengal

Deptt. of Women & Child Development and Social Welfare

Writers' Buildings, Kolkata 700001

No.3863-SW/3S-255/2005(Pt-1)

Dated 20.12.2006

Memorandum

It is stipulated in Para 11 of Part "B" of the guideline issued by this department No. 799 SW dated 25.01.2006 regarding recruitment of AWWs that a candidate must secure minimum 20 marks to qualify for viva-voce. It has been brought to the notice of this Department that in many cases a huge number of candidates have qualified in the written test and if all of them are called for viva-voce it will take a long time to complete the process and in that case it will not be possible for the members of Selection Committees, particularly the elected members, to remain present for a long period to take the test.

Now after careful consideration of the matter, the Department of Women and Child Development and Social Welfare has decided to make the following modifications in the Department Memorandum No.288-SW dated 25.01.2006.

"If a huge number of candidates qualify in the written test for recruitment to the posts of AWW, the Selection Committee may call such candidates for viva-voce in the 1:5 ratio."

P.K.Chanda

OSD & Ex-officio Joint Secretary

No.3863/1(800)-SW/3S-255/2005(Pt-1)

Dated 20.12.2006

Copy forwarded for information & necessary action to :-

1. The Principal Secretary, Health & Family Welfare Deptt, Swastha Bhawan, 222, B. B. Road, Dhulian, Kolkata 700 001.
2. The Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake, Kolkata-700 064.  
The Addl. Director of Social Welfare, West Bengal, Juvenile Court Building, Salt Lake, Kolkata-700 064.
3. The District Magistrate, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
4. The Sub Divisional Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
5. The District Programme Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
6. The District Social Welfare Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
7. The Child Development Project Officer, \_\_\_\_\_  
P.O. \_\_\_\_\_ Dist. \_\_\_\_\_
8. The P.S. to the Minister-in-Charge of this Department.
9. The ICDS Cell of this Department.

JOINT SECRETARY



No. 2544 -SW  
3S-225/05

Dated 14th August, 2006

M E M O R A D U M

In this Deptt. Notification No.288-SW/3S-225/05 dated 25.01.2006 there is a clause of restrictions on the part of the Members of the Selection Committee at Para-4 in Part-A and Para-3 in Part-B. The restrictions of the members are in respect of close relationship with any candidate/candidates appearing in the viva-voce test. Now, clarifications have been sought for by some of the CDPOs whether any member of the Selection Committee who is a candidate for the post of Anganwadi Worker/Anganwadi Helper may continue to act as a Member in the Selection Committee.

Now, the undersigned is directed by order of the Governor to say that the Governor, after careful consideration, of the matter has been pleased to incorporate further Paras-4a) in Part-A and 3a) in Part-B in this Deptt. Notification No. 288-SW/3S-225/05 dated 25.01.2006 with the following provision:

Para 4a) in Part-A - "If a Member of the Selection Committee is herself a candidate for the post of Anganwadi Worker she can not participate in the entire selection process of Anganwadi Workers".

Para 3a) in Part B - "If a Member of the Selection Committee is herself a candidate for the post of Anganwadi Helper she can not participate in the entire selection process of Anganwadi Helpers".

*P. K. Chanda*

Joint Secretary to the Govt. of West Bengal

No. 2544/1(6) -SW

Dated 14th August, 2006

Copy forwarded for information and necessary action to:

1. The Director of Social Welfare, West Bengal,
2. Additional Director of Social Welfare, West Bengal.
3. The District Magistrate.....

4. The District Programme Officer, *Kolkata. S/o. the Director of Social Welfare, Juvenile Court, Kol-64*  
He/she is requested to circulate a copy of this Memorandum to the CDPOs of his/her district.

5. PS to MIC of this Deptt.
6. ICDS Cell of this Deptt.

*[Signature]*  
Joint Secretary to the Govt. of West Bengal

NO. 183(12)-DIC/KOL

Dated. Kolkata, the 31st AUGUST, 2006.

Copy forwarded for information & necessary action to  
the Child Development Project Officer, ICDS Project

*Beliaghata*

*S Das Gupta*  
District Programme Officer  
Kolkata.



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Circular on Recruitment in ICDS (75 Pages)  
Government of West Bengal  
Deptt. of Women & Child Development & Social Welfare  
Writers' Buildings, Kolkata 700 001.

No.3367-SW/3S-225/2005

MEMORANDUM

Dated 07.11.2005  
TG

In this Deptt. Memorandum No.288-SW dated 15.01.2006 the entire responsibility for setting up of question papers and examination of answer-scripts in all the ICDS Projects except the ICDS Projects in Kolkata has been entrusted to the Sub-Divisional Officers.

Now, it is felt that when the number of candidates become huge it will be difficult on the part of the single person i.e. SDO to examine the answer-scripts. Similarly, it will take a considerable period to complete examining the answer-scripts in a time-bound manner.

Now, after careful consideration of the matter the undersigned is directed by order of the Governor to say that the Governor has been pleased to allow the Sub-Divisional Officers to distribute answer-scripts for examination only to the WBCS(Exe) Officers posted in the Sub-Divisional Headquarters/District Headquarters in consultation with the respective District Magistrates. However, the responsibility of preserving the answer-scripts and also the sheets containing marks obtained by the candidates in the written examination will remain entrusted to the Sub-Divisional Officers.

F K Chanda

O.S.D. & Ex-Officio Joint Secretary

No.3365/1(40)-SW

Copy forwarded for information and necessary action to:

Dated 07.11.2006  
TG

- 1) The Director of Social Welfare, West Bengal, Salt Lake City, Kol-64
- 2) The District Magistrate, ..... PO & District .....
- 3) The District Programme Officer (ICDS) .....
- .....
- 4) He/she is requested to circulate the said order to the CDPOs of your District.
- 5) The P.S. to Minister-in-Charge of this Department.  
P.A. to Secretary of this Department

Govt.order

O.S.D. & Ex-Officio Joint Secretary