



Government of West Bengal
Directorate of ICDS Scheme
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No. 58(23)/ICDM - Dte

Dated 07/01/2021

To

The District Programme Officer(s),

Darjeeling, Jalpaiguri, Cooch Behar, Malda, Uttar Dinajpur, Dakshin Dinajpur, Alipurduar, Kalimpong, Bankura, Paschim Bardhaman, Purba Bardhaman, Birbhum, Purulia, Murshidabad, Nadia, West Midnapore, Jhargram, East Midnapore, Hooghly, Howrah, North 24 Parganas, South 24 Parganas and Kolkata.

West Bengal

Ref: Letter No.4282/WCD-14023 dated 24/11/2020 of the Joint Secretary, ICDS
Sub: Guideline for Disposal of Damaged Food items lying in Anganwadi Centers

With reference to above, this is to inform you that the damaged stock of food lying at the Anganwadi Centers are to be handed over to the Livestock Development Corporation under Department of ARD and for this, the following procedures are to be adopted:

(a) The damaged food articles, be it dietary items for SNP or 'Poustik Powder' for THR, are to be segregated and kept aside at the AWC for onward transmission.

(b) The segregation and weighment of the damaged items should be done at AWC by the AWW.

(c) The Supervisors must check the quality of segregated food and allow it to be declared as damaged only if that food 'prima facie' appears to be unfit for human consumption as per general prudence and eye-estimation. Rice/ Musur Dal/ RTE/ THR or soya chunks with green fungal layering should not be sent to Project office, as that won't be accepted by the Department of ARD and if sent and would not be accepted, it would have to be carried back by AWW to AWC on their own.

(d) The available gunnysacks at centers should be used for the purpose, with separate packets of each items. Each packet should bear name of item using marker pen or to be written on a paper which should be stuck to gunny bag with the help of tape/glue.

(e) At the AWC level, the Supervisor along with the AWW prepares an account of damaged food as per Annexure I which should be countersigned by the Supervisor. This should be done in Triplicate, one for the AWW, another for the Supervisor and the third copy will be submitted to the Project Office through Carrying Contractor.

(f) The CDPO will provide beforehand the list of affected AWCs from where food is to be lifted to the Carrying contractor. Quantities of food lifted from the affected AWCs by the Project Carrying Contractor should match the quantities mentioned in Annexure I.

(g) While receiving damaged food from the AWCs through Carrying Contractor along with Annexure I, the CDPO will stock the damaged food at a place in his office or nearby suitable one but no separate fund should be demanded for this. The damaged food preferably should not be stored at his own godown.

(h) After accumulating the food, he/she, along with the members of the Block Level Committee, inspects the food to ascertain that the food is actually damaged and unfit for human consumption.

(i) The accumulated food should be checked by random sampling by the Block Level Committee and if any portion of the food is found fit for human consumption, that quantity should be kept aside and be returned back to the AWC from which it was lifted.

(j) As per decision of the Block Level Committee, the CDPO will prepare a compilation of those damaged food and their cost as per Annexure II and Annexure III once damaged items are ascertained by the Block Level Committee. Annexure II is to be kept at the CDPO's office while Annexure III will be sent to the DPO for countersignature of the DPO.

(k) Before lifting the food from the AWCs, the CDPO must check the time-schedule of the lifting of damaged food by the agent of the Livestock Development Corporation so that this damaged food stock will not lie at the office for a considerable time.

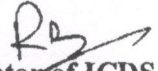
(l) This time schedule will be sent beforehand to the DPO who will communicate the same to every CDPO and the CDPO should accordingly prepare his own time schedule for lifting the damaged item from the AWCs of his Project.

(m) Subsequently, he/she will hand-over the damaged food to the agent deployed by the Livestock Development Corporation under ARD Department with a certificate enclosed herewith as given in Annexure IV.

(n) The amount of damaged food will be deducted from the stock of AWCs after the ARD Department has received the stock from the Project.

(o) The AWWs are to be informed accordingly so that they can deduct the quantity handed over to ARD from the Register No. 2 of their AWCs.

The DPOs should monitor the entire process and shall send the report in Annexure III to this office.

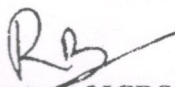

Director of ICDS
West Bengal

No. 58(26)/1(25)/ICDM - Dte

Dated 07/01/2021

Copy forwarded to:

1. The Addl. Chief Secretary, Department of Animal Resource Development, Government of West Bengal, LB-2, Sector-III, Salt Lake, Kolkata-700098
2. The Additional Director of ICDS, Government of West Bengal
3. The MD, West Bengal Livestock Development Corporation, LB-2, Sector-III, Salt Lake, Kolkata-700098
- 4-25. The District Magistrate, Darjeeling, Jalpaiguri, Cooch Behar, Malda, Uttar Dinajpur, Dakshin Dinajpur, Alipurduar, Kalimpong, Bankura, Paschim Bardhaman, Purba Bardhaman, Birbhum, Purulia, Murshidabad, Nadia, Paschim Medinipur, Jhargram, Purba Medinipur, Hooghly, Howrah, North 24 Parganas and South 24 Parganas, West Bengal
26. The PA to the Secretary, Department of WCD & SW, Government of West Bengal


Director of ICDS
West Bengal

Annexure I

(Certificate to be furnished by the Supervisor at the AWC level)

Sl. No	Name of the damaged Dietary Item	Total Damaged Quantity (In Kg.)	Date of Receipt from the Project HQ	Remarks Tick the Right One
1	Rice			Damage caused by (a) Amphan (b) Prolonged Storage (c) Others (Specify the reason)
2	Musur Dal			
3	Iodised Salt			
4	Soybeans			
5	THR			
TOTAL				

Signature of the AWW

"Certified that the loss or damage does not disclose a defect of system or serious negligence on the part of any officers"

Signature of the Supervisor

Annexure II

(Certificate to be furnished by the Block Level Committee)

Sl. No	Name of the damaged Dietary Item	Total Damaged Quantity Received from AWC	Total Damaged Quantity Returned to AWC	Actual Damaged Quantity (In Qtls.)	Cost of Damaged Quantity (Rs. In Lakh)
(a)	(b)	(c)	(d)	(e)	(f)
1	Rice				
2	Musur Dal				
3	Iodised Salt				
4	Soybeans				
5	THR				
TOTAL					

Certified that the quantity mentioned in Column e is not fit for human consumption and quantity mentioned in Column d can be used for Human Consumption

- 1.
- 2.
- 3.
- 4.

(Signature of the Members of the Block Level Committee)

Signature of the DPO

Annexure III

(Accounts of Damaged food to be kept at CDPO's Office)

Accounts of Damaged food to be kept at CDPO Office					
Sl. No	No. and Name of the AWC from where the damaged food received	Name of the damaged Dietary Item	Unit Cost (Based on the Order of the Dept. issued from time to time	Total quantity of damaged food (in MT)	Cost of Damaged Quantity of food (Rs. In Lakh)
1.		Rice			
		Musur Dal			
		Iodised Salt			
		Soybeans			
		THR			
2.		Rice			
		Musur Dal			
		Iodised Salt			
		Soybeans			
		THR			
3.		Rice			
		Musur Dal			
		Iodised Salt			
		Soybeans			
		THR			
TOTAL			////////		

"Certified that the loss or damage does not disclose a defect of system or serious negligence on the part of any officials"

Signature of CDPO

Annexure IV

(Certificate to be handed over to the Agent of the Livestock Development Corporation)

Sl. No	Name of the damaged Dietary Item	Total Damaged Quantity delivered to the Agent
(a)	(b)	(c)
1	Rice	
2	Musur Dal	
3	Iodised Salt	
4	Soybeans	
5	THR	
TOTAL		

"ICDS food, which is handed over to the West Bengal Live Stock Development Corporation Limited is not fit for human consumption".

Signature of the CDPO

Memo no 21(45)/OPD/ICDS

dt 11/1/2021

Copy forwarded to the CDPO (all) ICDS Project North 24 Parganas for information and taking necessary action

District Programme Officer (ICDS)
North 24 Parganas,