



**Government of West Bengal
Directorate of ICDS Scheme**

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No 945 / ICDM – Dte

Dated, 13th June 2016

From : Sri N. G. Hira, IAS
The Director of ICDS
West Bengal

To : The District Programme Officer (ICDS)
Alipurduar / Bankura / Birbhum / Burdwan / Coochbehar / Dakshin Dinajpur /
Darjeeling / Hooghly / Howrah / Jalpaiguri / Kolkata / Malda / Murshidabad / Nadia
/North 24 Parganas/ Paschim Medinipur / Purba Medinipur / Purulia / South 24
Parganas / Uttar Dinajpur

Sub:- Introduction of Rapid Report System in ICDS – Guideline thereof

Government of India in the Ministry of Women and Child Development has recently brought number changes in the Web based MIS system which has been effective from 1st April 2016. Although basic system of Web based MIS under ICDS has remained same, yet there is some salient changes which need to be clarified to all involved in the preparation of Rapid Reporting System. A few points on RRS are stated below:-

- i) In the web based MIS from April 2016 onward Annual Status Report of AWCs need not to be uploaded and the link of data entry for ASR has been deleted. But considering the nature of data collected from the AWCs, it is suggested that the ASR data may be collected from the AWWs and at the Supervisor level compilation may be kept ready for use of the Project.
- ii) In the RRS the data entry of the new MPR is to be undertaken within 10th of the following month positively. After 10th the provision of data entry will be locked and if for any reason the data entry of any Project has not been done concerned CDPO needs to contact with DIO, NIC of the concerned District through DPO (ICDS) for getting enhanced time for data entry up to 15th of the concerned Month.
- iii) Considering huge task and introduction of the new system throughout the country data entry for March and April is still open for submission. All the CDPOs and Supervisors are instructed to submit MPR for March and April at an early date for Country level compilation of data.
- iv) Existing format of monthly Progress Report for the AWWs have been modified and the revised MPR in Bengali is enclosed for circulation up to AWW level.
- v) In the newly introduced RRS, the existing user Id and password of all level of Officials like Supervisors, CDPOs and DPOs in the website "icds-wcd.nic.in/icds" will remain same.
- vi) In the RRS, submission of MPR by Supervisors will be final and after submission it will be visible to all level up to Ministry of WCD, GOI including the public domain.
- vii) In RRS, in MPR every field will have to be filled up and no field can be left vacant otherwise submission will not be possible.
- viii) For this purpose longitude and latitude of every AWC needs to be provided with and CDPO should arrange collection of Lat & Long of every AWC in collaboration with BDOs or Municipalities; or use of Smart Phone may be undertaken and for this purpose token expenditure may be undertaken at the rate not exceeding Rs. 15/- per AWC out of flexi fund.
- ix) Every Supervisor will be given hand hold training on RRS and it is the responsibility of every CDPO to ensure submission of MPR within 10th of every month through their available


Supervisors. For this purpose every CDPO may procure sufficient Desktop / laptop with internet connection for each Supervisor so that online submission does not get delayed beyond the stipulated period. It should be borne into mind that this online entry of MPR is an Official mandate to be complied with positively within time. For this purpose the CDPOs may also arrange available high speed internet connection for the Supervisors also. For this purpose necessary expenditure may be incurred from the Monitoring & Evaluation fund or Flexi fund or such other fund allotted under Other Charges head.

- x) By submission of cent percent MPR of AWCs online will relieve the CDPOs of submission of Format I & II monthly. In that case only the availability of staff report in Format I is to be submitted monthly. Every CDPO is instructed to submit MPRs of cent percent AWCs from 1st July 2016 positively without fail and necessary arrangement of procurement of Desktop / laptop with internet connection for this purpose may be undertaken beforehand.
- xi) Recently we have received few clarifications from Ministry of WCD on filling up of MPR in RRS. Based on such clarification and Departmental decision the following points are clarified on filling of MPR in RRS:-
 - a) In item no – “1. Type of AWC” we have the following options:-
 - 1) Choose any one from – “Main” or “Mini” – in our state there is no Mini AWC
 - 2) Choose any one from – “Rural” or “Urban” or “Tribal” – same for all AWCs of the Project depending on the type of Project.
 - 3) Choose any one from – “Pucca” or “Kutcha” - “Pucca” for all the AWC building having RCC roof at the top and all others building as “Kutcha”. Although needless to mention in case of AWCs running in Open space should not have any such specification of Kutcha or Pucca, yet in this MPR we have to fill anyone option even for Open Space, so we should mention Kutcha for all Open spaces.
 - 4) Choose any one from – “Own building” or “Rented” or “Community” or “Open space” – for all AWC building where rent is paid choose “Rented”, for the buildings owned by Community and availed free of cost choose “Community” and where AWC is run under the sky choose “open space”.
 - b) In item no – “2. In-position of AWW and Helpers” – in our state as there is no Additional Workers and Link Workers hence please mention only “AWW in position” and “Helper in position”. In case any AWC is managed by any AWW of other AWC in additional charge, please mention the “No” in case of “AWW in position”. In cases “Additional Workers in position” and “Link Workers in position” are to be filled up as only “No”.
 - c) In item no – “3. Total Population as per Anganwadi Survey Register” in case of Children (0-6 months), Children (0-3 years), Children (3-6 years), Pregnant Women and Lactating Mothers While inputting the information on number of children (0-6 months), Children (6 months to 3 years), children (3 year to 6 years) and pregnant women & lactating mothers, please mention the updated figures after taking in to account the number of births and deaths occurred during the month as well as temporary & permanent both;
 - d) In item no – “4. Functioning of AWC & services delivered” please mentioned no of days AWC was opened in “No of days AWC functioned”, similarly mention no of days provided “Morning Snacks” and “Hot cooked meal”. If any mother or Children takes away hot cooked meal instead of spot feeding that should not be treated as “Take Home ration”. Only where take home ration either Ready to eat or dry ration is provided, that is to be taken as “take Home Ration”. Similarly, no of days Pre School Education session was conducted to be mentioned in “Number of days conducted Pre-school Education”.
 - e) In item no – “5. Services” please mention in these columns, temporary and permanent both type of beneficiaries [Children below 6 years and pregnant women & lactating mother] are to be included. As per instruction of the GOI, AWW and AWH are eligible for the SNP at the AWC. But their number are not to be included into the Input No. 5:

Services (SNP). In case of Pre-school education please mention the number children attended AWCs for 16+ days as beneficiaries. Please count the temporary beneficiaries as 'General' as they have no caste segregation in registers. This logic is valid till new mechanism evolved of putting them in Registers in caste wise. If SNP service runs under 21 days and PSE service run on 16 days, beneficiary figure (in Item No -5 of RRS) will be '0'.

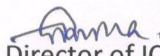
- f) At present there is no mention of OBC in the registers and reports. So please arrange collection of status of OBC in the register by dividing the "Others" column into OBC and General. Please be cautioned as the order of SC, ST, Boys and Girls etc., as in the revised MPR the order is not same as in the existing MPR and registers. Before new survey, at the time of submission of ICDS RRS, OBC column may be filled up by "0" till the figure is available.
- g) In item no – "7. Whether drinking water available" please mention whether drinking water available from source within the AWC premise or nearby. It is not necessary to have water source to be within AWC premise.
- h) In item no – "8. Whether toilet available" please mention "yes" if it is available with the AWC otherwise "No".
- i) In item no – "9. Type of toilet at AWC" please mention "Pit type" when the urinal is connected to any underground hole or pit in the ground or nearby, it may be sanitary toilets also; "Only Urinal" when it is urinal only; "Flush System" when the toilet is fitted with flush of water; please mention "Others" in all other cases. Put 'Others' in case the AWC have no toilet also, as no column should be left blank.
- j) In item no – "10. Whether water facility available in toilet" please mention "yes" if water is available in the toilet through pipeline or by carrying water from outside.
- k) In item no – "14. Village Health Nutrition Day (VHND) Activity Summary" in "a" put Yes only when Village / Urban Health and Nutrition Day is celebrated otherwise put No. If it yes in "a", please answer "b" also. The other items given in this column from c) to i) reply the relevant answer if conducted/ happened during the reporting month. Although the heading is Village Health and Nutrition Day, in case of Urban Areas also if Urban Health and Nutrition days have been observed / celebrated that should also be mentioned in these columns. In column 14 j please mention total PSE children by summing up Boys and Girls mentioned Item 5. Services (PSE). The 'Total' column of 8 & 9 of Item No. 5.
- l) Please adhere to the above mentioned guideline for submission of MPR under RRS strictly while submitting the MPR. Arrange to circulate the guideline to all Supervisors for strict compliance.
- m) As Ministry of WCD has instructed to submit the MPR for March and April early the CDPOs may utilise service of Data Entry operator for online submission of MPR for March and April only at the rate of Rs. 10/- per AWC within 30th June 2016. **After that no such service will be utilised except in case of Projects where number of Supervisors is below 25% of sanctioned number of Supervisors.**

This has concurrence of Secretary, Child Development and Women Development & Social Welfare Department, Government of West Bengal


Director of ICDS,
West Bengal

Copy forwarded for information to:-

1. The Secretary, CD and WD & SW Department, Bikash Bhavan, Salt Lake, Kol – 91
2. The Joint Secretary (ICDS), CD and WD & SW Department, Bikash Bhavan, Salt Lake, Kol – 91
3. The PS to HOMOS (IC), CD and WD & SW Department, Bikash Bhavan, Salt Lake, Kol – 91
4. – 23. The District Magistrates, Alipurduar / Bankura / Birbhum / Burdwan / Coochbehar / Dakshin Dinajpur / Darjeeling / Hooghly / Howrah / Jalpaiguri / Malda / Murshidabad / Nadia / North 24 Parganas / Paschim Medinipur / Purba Medinipur / Purulia / South 24 Parganas / Uttar Dinajpur


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