

**Draft Guidelines for Reward mechanism for ICDS functionaries to encourage ICDS functionaries for quality service delivery**

**1. Introduction**

1.1 The Integrated Child Development Services (ICDS) Scheme aims at the holistic development of children (0-6 years) and pregnant & lactating mothers from disadvantaged sections. It provides for integrated services comprising of supplementary nutrition, immunizations, health check-ups, referral services, pre-school non-formal education and nutrition & health education.

1.2 There are 6509 operational ICDS Projects out of 7012 sanctioned projects in the country as on 31.03.2010. Similarly, there are 11,42,029 operational Anganwadi centres (AWCS)/ mini-AWCs out of 13,66,624 AWCs/ mini-AWC as on 31.03.2010.

As on 31.03.2010, services under the scheme are being provided to about 884.35 lakh beneficiaries, comprising of about 727.90 lakh children (6 months - 6 years) and about 156.45 lakh pregnant & lactating mothers through a network of about 11.42 lakh Anganwadi Centres.

1.3 The grassroots-level implementers are Anganwadi Workers (AWWs), who are honorary women workers from the local community. As per schematics norms of the ICDS Scheme, one supervisor is required to supervise about 25 AWCs/ mini-AWCs.

**2. Objective**

To motivate the ICDS functionaries including Anganwadi Workers (AWWs) and Helpers to give recognition to their exemplary voluntary service in child development and related areas.

**3. Scope and Coverage**

The Awards will be provided at two levels, viz. at the State level and at the National level.

**Individual rewards:**

Individual reward will be given at State level and at National level for following levels of ICDS functionaries including DMs/ DCs and institutions/ groups :

- i. CDPOs/ ACDPOs
- ii. Supervisors
- iii. Anganwadi workers including Workers in mini Anganwadi Centres
- iv. Anganwadi Helpers
- v. District Programme Officer (DPO)/ Joint Director/ District Magistrate/ District Collector involved for exceptional services under ICDS Scheme
- vi. Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village Committee involved for exceptional services under ICDS Scheme

**4. Number of rewards at various level(s)**

**State level**

<b>Name of ICDS functionaries</b>	<b>Number of Reward(s)</b>	<b>Amount of Reward(s) *</b>
District Magistrate/ District Collector/ Joint Director/ District Programme Officer (DPO)/ [exceptional services in promoting ICDS Scheme]	One per State	Rs.25,000/-
Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village health and sanitation committee	One reward for every 50 operational ICDS Projects	Rs.7,500/-
Child Development Project Officer (CDPO)/ ACDPO	One reward to CDPO/ ACDPO for every 100 operational ICDS Projects subject to minimum of 1 reward per state/UT	Rs.11,000/-
Supervisors	One reward for every 25 operational ICDS Projects subject to minimum of 1 reward per state/UT	Rs.7,500/-
Anganwadi Workers	One reward to Anganwadi Worker for every 500 operational Anganwadi Centre/ mini-AWCs subject to minimum 1 reward per State/ UT	Rs.5,000/-
Anganwadi Helpers	One reward to Anganwadi Helper for every 500 operational Anganwadi Centre subject to minimum 1 reward to State/ UT.	Rs.2,500/-
* for each functionary/ Group/ Institution		

[**Note:** No awardee would be eligible for reward for the next five years.]

**National level**

At the national Level, each level of ICDS functionary viz. CDPO/ ACDPO, Supervisor, AWW & Helper would be suitably rewarded. In addition, District Magistrate/ District Collector)/ Joint Director/ District Programme Officer (DPO / and Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village health and sanitation Committee for exceptional services in promoting ICDS Scheme would also be suitably rewarded as per the following details :

<b>Name of ICDS functionaries</b>	<b>Number of Reward(s) at National Level</b>	<b>Amount of Reward(s) *</b>
District Magistrate/ District Collector/ Joint Director/ District Programme Officer (DPO) [For exceptional services in promoting ICDS Scheme]	10	Rs.51,000/-
Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village Committee	10	Rs.31,000/-
Child Development Project Officer (CDPO)/ ACDPO	10	Rs.51,000/-
Supervisors	25	Rs.40,000/-
Anganwadi Workers	80	Rs.31,000/-
Anganwadi Helpers	80	Rs.15,000/-
* for each functionary/ Group/ Institution		
<b>[Note: No awardee would be eligible for award for the next five years.]</b>		

**5. Criteria for selection**

**i) For Anganwadi Workers**

Sl. No.	Criteria	Rating	Source document
1.	No. of days AWC was opened in a year:	10 ( 300 days or more) 7 ( 275-299 days) 5 ( 240-274 days)	SNP Register
2	(a) No. of days morning snack provided to Children (3-6 years) and Pregnant and lactating mothers in a year	5 (300 days or more) 3 (275-299 days) 1 (240-274 days)	SNP register
	(b) No. of days Hot cooked meal is provided to Children (3-6 years) and Pregnant and lactating mothers in a year	5 (300 days or more) 3 (275-299 days) 1 (240-274 days)	SNP register
	(c) No. of days THR provided to Children (6-36 months) and Pregnant and lactating mothers in a year where P&LM do not take morning snacks and hot cooked meal at the AWC.	5 (300 days or more) 3 (275-299 days) 1 (240-274 days)	SNP register
3	Maintenance of records, registers	2	Record & registers
5.	Maintenance of new WHO growth chart register	8	WHO growth chart register
6	Ratio of children in enrolled against no. of children in survey register	5 ( 100% enrollment) 4 ( 80-99% enrollment) 3 ( 60-79% enrollment) 2 ( 50-60% enrollment)	Individual Survey register
7.	Number of Home visits against target	15 ( 5 visits/day) 10 (3-4 visits/day) 5 ( 2 visits/day)	Home visit diary
8	Weighing efficiency ( i.e. number of children weighedX100/total enrolled children	5 ( 100% weighed) 4- (90-99% weighed) 3 ( 80-89% weighed)	AWW MPR
9	%age of normal children against total children	7 ( 80% and above) 5 ( 60-79%) 3 (50-59%)	AWW MPR
10.	Participation of communities in delivery of services under ICDS (SNP, NHED, PSE, Immunization, Health check-up and referral)	6 ( one mark each for each service)	Certificate from CDPO giving details of community participation and how it is beneficial to ICDS
11.	% children enrolled in school w.r.t Children completed age of 5+ /6+	5 ( 100% enrollment) 4- (90-99% enrollment) 3 ( 80-89% enrollment)	AWW Annual report
12.	Complete Immunization of	9 ( 100% children of AWW survey	Immunization register

	Children under age 0-1 in Anganwadi area ( BCG,3 doses of DPT & OPV, measles with Vitamin A)	register) 7 ( 75% - do -) 5 ( 50-75% - do -) 3 (40-50% - do -)	
13.	Observance of VHND	5	Supervisor's report
14.	Use of locally produced materials in promoting PSE	5	Certificate from CDPO giving details of innovation and how it is beneficial to ICDS.

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**Criteria for selection for Anganwadi Helpers**

Sl. No.	Criteria	Rating	Source document
1.	No. of days AWC was opened in a year	15 ( 300 days or more) 10 ( 275-299 days) 7 ( 240-274 days)	SNP Register
2	(a) No. of days morning snack provided to Children (3-6 years)and Pregnant and lactating mothers in a year	5 (300 days or more) 3 (275-299 days) 1 (240-274 days)	SNP register
	(b) No. of days Hot cooked meal is provided to Children (3-6 years) and Pregnant and lactating mothers in a year	5 ( 300 days or more) 3 ( 275-299 days) 1 ( 240-274 days)	SNP register
	(c) No. of days THR provided to Children (6-36 months) and Pregnant and lactating mothers in a year where P&LM do not take morning snacks and hot cooked meal at the AWC.	5 ( 300 days or more) 3 ( 275-299 days) 1 ( 240-274 days)	SNP register
3.	Cleanliness of Children observed	10 ( 300 days or more) 7 ( 275-299 days) 5 ( 240-274 days)	AWW's recommendation
4.	Support provided to AWW in observing VHND	10 (in 12 VHNDs in a year) 7 ( 8-11 VHNDs in a year) 5 ( 5-7 VHNDs in a year)	Supervisor's report
5.	To bring small children collecting from the village to the Anganwadi	10 ( 300 days or more) 7 ( 275-299 days) 5 ( 240-274 days)	Supervisors recommendation on the basis of her visit to the Centre against enrolled children.
6.	Support provided to AWW in preparation of study material for Pre-school education	10 ( 300 days or more) 7 ( 275-299 days) 5 ( 240-274 days)	AWW's recommendation.
7.	Support provided to AWW in weighing the children	10 ( Every month) 7 ( 8-11 months)  5 ( 5-7 months)	AWW's recommendation.



**Criteria for selection of Supervisors:**

Sl. No.	Criteria	Rating	Source document
1.	% AWCs opened for 300 days in a year:	10 ( 90-100%) 7 ( 75-89%) 5 ( 60-74 %)	AWW MPR
2	Average number of days supplementary nutrition was provided to Children and Pregnant and lactating mothers in a year	15 (300 days or more) 10 (275-299 days)	AWW MPR
3	% of AWCs maintaining records, registers	2 (90- 100%)	Record & registers
4	Regular reporting (Consolidation of MPRs & Annual report at sector level)	3 (90-100%)	MPRs and annual report
5.	% AWCs maintaining new WHO growth chart register properly	3 (90-100%)	WHO growth chart register
6	% children enrolled against no. of children in survey register	5 ( 100% enrollment) 4 ( 80-99% enrollment) 3 ( 60-79% enrollment) 2 ( 50-60% enrollment)	Supervisor sector level consolidated report
7.	% AWCs visited by Supervisor against target in a year	15 ( 90-100%) 10 (75-89%) 5 (60-75%)	AWW MPR * While calculating rating, information in respect of the only primary AWCs in Supervisor's area should be taken into account
8.	% normal children against total children in Supervisor's area	12 ( 80% and above) 9 ( 60-79%) 6 (50-59%)	AWW MPR
9.	% enrolled Children under PSE against total children in supervisor's area	5 (80-100%)	Survey & enrollment register
10	% children enrolled in school w.r.t Children completed age of 5+ /6+	5 ( 100% enrollment) 4- (90-99% enrollment) 3 ( 80-89% enrollment)	AWW Annual report
11.	Complete Immunization of Children under age 0-1 in Supervisor's area ( BCG,3 doses of DPT & OPV, measles with Vitamin A)	9 ( 100% children of AWW survey registers) 7 ( 75% of Children of AWW survey register) 5 ( 50-75% of children of AWW survey registers) 3 (40-50%) of children of AWW survey register	Immunization register
12.	Innovations in SNP and PSE	10 (5 marks each for SNP and PSE)	Certificate from CDPO giving details of innovation and how it is beneficial to ICDS.
13.	Monthly sector meeting of AWWs conducted regularly	½ marks for each of the meeting held	Sector level consolidation report

**Criteria for selection of CDPOs:**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Rating</b>	<b>Source document</b>
1.	% AWCs opened for 300 days in a year:	10 ( 90-100%) 7 ( 75-89%) 5 ( 60-74 %)	AWW MPR
2	Average number of days supplementary nutrition was provided to Children and Pregnant and lactating mothers in a year	10 (300 days or more) 7 (275-299 days)	AWW MPR
3	% of AWCs maintaining records, registers	2 (90- 100%)	Record & registers
4	Regular reporting (Consolidation of MPRs & Annual report at Project level)	3 (90-100%)	MPRs and annual report
5.	% AWCs where functional weighing scales are available along with WHO growth chart	3 (90-100%)	Register for non food items
6	% AWCs where medicine kits are available	5 ( 100% available) 4 ( 80-99% available) 3 ( 60-79% available) 2 ( 50-60% available)	CDPO office records
7.	% AWCs where Pre-school kits are available	5 ( 100% available) 4 ( 80-99% available) 3 ( 60-79% available) 2 ( 50-60% available)	CDPO office records
8	% AWCs visited by CDPO against target in a year	8 ( 90-100%) 7 (75-89%) 5 (60-75%)	CDPO office records
9	% AWCs jointly visited by CDPO and Medical officer against target in a year	8 ( 90-100%) 7 (75-89%) 5 (60-75%)	CDPO office records
10.	% normal children against total children in project area	5 ( 80% and above) 3( 60-79%) 2 (50-59%)	CDPO office records based on AWW MPR
11	% children enrolled in school w.r.t Children completed age of 5+ /6+	5 ( 100% enrollment) 4- (90-99% enrollment) 3 ( 80-89% enrollment)	AW Workers Annual report
12.	Complete Immunization of Children under age 0-1 in Supervisor's area ( BCG,3 doses of DPT & OPV, measles with Vitamin A)	9 ( 100% children of AWW survey registers) 7 ( 75% - do -) 5 ( 50-75% - do -) 3 (40-50% - do -)	Immunization register
13.	Innovations in SNP and PSE	10 (5 marks each for SNP and PSE)	Certificate from DPO giving details of innovation and how it is beneficial to ICDS.
14.	Monthly project meeting of Supervisors conducted regularly	1 marks for each of the meeting held	Project level consolidation report
15.	% AWCs constructed in a year through community participation with efforts of CDPO	5 ( 5% or more of AWCs) 3 ( 3-5% of AWCs) 2 ( 1-3% of AWCs)	CDPO office records

**Criteria for selection of DM/DC/Dy. Director/DPO:**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Rating</b>	<b>Source document</b>
1	Average number of days supplementary nutrition was provided to Children and Pregnant and lactating mothers in a year	10 (300 days or more) 7 (275-299 days)	AWW MPR
2.	Support provided to ICDS in observing VHND at Anganwadi Centre	10 (in 12 VHNDs in a year) 7 ( 8-11 VHNDs in a year) 5 ( 5-7 VHNDs in a year)	CDPO's report
5.	% AWCs where functional weighing scales are available along with WHO growth chart	3 (91-100%) 2 (71-90%) 1 (50-70%)	Regsiter for non food items
6	% AWCs where medicine kits are available	5 ( 100% available) 4 ( 80-99% available) 3 ( 60-79% available) 2 ( 50-60% available)	CDPO office records
7.	% AWCs where Pre-school kits are available	5 ( 100% available) 4 ( 80-99% available) 3 ( 60-79% available) 2 ( 50-60% available)	CDPO office records
8	% AWCs visited by DPO/DM/DC/Dy. Director/Joint Director against target in a year	8 ( 90-100%) 7 (75-89%) 5 (60-75%)	CDPO office records
10.	% normal children against total children in the district	5 ( 80% and above) 3( 60-79%) 2 (50-59%)	CDPO office records based on AWW MPR
11	% children enrolled in school w.r.t Children completed age of 5+ /6+	5 ( 100% enrollment) 4- (90-99% enrollment) 3 ( 80-89% enrollment)	AW Workers Annual report
12.	Complete Immunization of Children under age 0-1 in Supervisor's area ( BCG,3 doses of DPT & OPV, measles with Vitamin A)	9 ( 100% children of AWW survey registers) 7 ( 75% - do -) 5 ( 50-75% - do -) 3 (40-50% - do -)	Immunization register
13.	District Nutrition Action made and reviewed periodically	10 (12 monthly reviews) 7 (8-11 monthly reviews) 5 (5-7 monthly reviews)	Minutes of the meeting
14.	Innovations made to reduce malnutrition, and Early child hood education	5 marks each for innovations made in each area	Certificate from state directorate giving details of innovation.
14.	Monthly review meeting of CDPO/DPO conducted regularly	1 marks for each of the meeting held	Project level consolidation report
15.	% AWCs constructed in a year through other program funds in the district	5 ( 5% or more of AWCs) 3 ( 3-5% of AWCs) 2 ( 1-3% of AWCs)	CDPO/DPO office records
16.	Mobilization of other resources for the ICDS projects in the district	3 marks	Certificate from state directorate giving details of resources mobilized.

**Criteria for selection of Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village health and sanitation committee**

Sl. No.	Criteria	Rating	Source document
1	Average number of days supplementary nutrition was provided to Children and Pregnant and lactating mothers in a year with assistance of SHGs*	15 (300 days or more) 10 (275-299 days)	
2	Assisting in monitoring the attendance of beneficiaries at AWCs/ mini-AWCs	10 (for regular) 7 (for occasional)	
3	Assisting supervisors in motivating the target groups to enroll at AWC	10 (for motivation & enrollment)	
4	Recommendations of CDPO	10( Outstanding) 7 ( Very good)	
5	Recommendation of DPO	10( Outstanding) 7 ( Very good)	

\* Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village health and sanitation committee

## 6. Finalization of Awardees

### Central Level

- o A Selection Committee presided over by Minister of State (Independent Charge) for Women and Child Development will select the final Awardees at National Level for which State Government/ UT Administration would send a panel of three names for each category of reward to Government of India.
- o Expenditure towards traveling, boarding & lodging of the Awardees for visiting Delhi to receive the National level Awards will be borne by the concerned State Governments out of funds released by the Central Government for the implementation of the ICDS Scheme. Separate accounts will be maintained for the same.

### State Level

- o A selection committee at District level would select the AWWs and Helpers received from CDPOs/ ACDPOs through supervisors and would also select name of Supervisor recommended by CDPO/ ACDPOs.

- o A selection committee at State level would select the names of CDPOs/ ACDPOs recommended through DPOs. In addition, selection committee at State level would select the Self Help Group (SHGs)/ Mother's Group/ Mahila Mandal/ Panchayati Raj Institution (PRI)/ Village Committee involved for exceptional services under ICDS Scheme recommended by DMs/ DCs through DPOs. Selection committee at State level would also select District Programme Officer (DPO)/ Joint Director/ District Magistrate/ District Collector.
- o Expenditure towards traveling, boarding & lodging (if any) of the Awardees will be borne by the concerned State Governments out of funds released by the Central Government for the implementation of the ICDS Scheme. Separate accounts will be maintained for the same.

## 7. **Time Schedule for State level and National Level Awards**

- i) State Government/ UT Administration to finalise the names of rewardees during 1<sup>st</sup> April to 30<sup>th</sup> June.
- ii) State Government/ UT Administration to confer the rewardees during July/ August.
- iii) State Government/ UT Administration to send names of 3 rewardees to Government of India by 31<sup>st</sup> July.
- iv) Government of India to finalise the rewardees out of nominations received from State Government/ UT Administration during August-September.
- v) Government of India would reward at Central Level between 14-19 November.

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