



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

The BRLPS has agreed to provide support to AWCs in implementing Supplementary Nutrition Program (SNP) of ICDS in selected 44 project blocks of 8 districts. This SNP of ICDS is to be implemented through VOs. In the first phase of the implementation plan, 5 blocks (i.e. Dobhi & Bodhgaya in Gaya, Harnaut in Nalanda, Aluali in Khagaria and Dhamdaha in Purnia district) have been selected and date of initiation of first phase of these 5 pilot blocks is 1st November 2013. Next Phase of SNP implementation would begin from 1st February 2014 in remaining 39 Blocks of 8 districts, namely Gaya (9 old blocks), Nalanda (6 old blocks), Muzaffarpur (7 old blocks), Madhubani (7 old blocks), Purnia (6 old blocks), Khagaria (2 old blocks) Supaul (1 old block) and Madhepura (1 old block).

Following steps are required to be undertaken by DPCU and BPIU teams immediately to roll out the SNP program through VOs:

1. The BPMs will collect the list of existing *AnaganWadiCentres* (AWCs) and each *AnaganWadiCentre* (AWC) will be tagged with the nearest VO.
2. Separate health Sub-Committee consisting of three VO Executive Committee members would be formed at VO level and all the concerned VO OB members, Procurement Sub Committee members, Health Sub-Committee members, President/Secretary of each SHG of the nodal VO and concerned Book keeper will be jointly given one day training on the following issues:
 - a. Supplementary Nutrition Program and category-wise eligible target members.
 - b. Required Books of Records and method to maintain them properly.
 - c. Specified day-wise menu and cost of prescribed food & other items to be procured by VO Procurement Sub Committee.

The above training is to be given by the concerned Manager-SD, Lady Supervisor, AC, CC and M-H&N.

3. All concerned CCs and ACs will ensure that each nodal -SNP VO starts procurement of the food items. This includes rice, pulse, wheat, gram, jaggery, refined edible oil etc. As per direction of Social Welfare Department, GoB, all the concerned VOs of Dobhi and Bodhgaya will make bank draft/pay-in-slip for concerned SFC office to procure/collect the food grain. The food items may be kept in a safe place in particular household, for which stock register for the received items would be maintained by respective household. As per the existing SNP budget provision of ICDS, the concerned VO will give incentive amount of Rs. 200/- per month to the assigned household for stocking the food items safely in her own house and for maintaining stock register.
4. All respective CCs, ACs will ensure that each SNP VO has identified and assigned two members from respective SHGs for each of the different weeks of the month to support the SNP activities

of the respective AWC. These two members will be assigned for one week to support the Sahayika in cooking and distribution of hot cooked meal at centre level. These assigned members will test the quality of food before distributing it to the children. The weekly assigned two members for each AWC will collect the food grain from the VO and remaining food items (like vegetables, fuel, wood, spices, salt etc.) will be directly procured at the village level by the assigned members. The cost of remaining food items will be provided as advance by VO to the assigned members. The Sahayika will cook and distribute hot cooked meal with the help of the assigned SHG members. After making expenditure, concerned SHG members will submit bills and vouchers of the items against advance they had received on weekly basis. All bills and vouchers will be kept at VO level.

Each VO will form three members' VO health Sub- Committee from the EC members and these committee members will be responsible for collection of **Take Home Ration (THR)** from the stock (procured by VO procurement Sub-committee) and distribute among the prepared list of THR beneficiaries of respective one AWC on pre decided dates. During the THR distribution, all Social Audit Committee members of AWC will also participate and minutize the distribution activity. The VO Book keeper will fill up purchase detail format (as attached) which will serve as **voucher** for adjustment of SNP -ICDS advance/expenditure of the AWC. The President of VO, CLF President, Concerned AC/assigned CC and BPM will verify and counter sign on this voucher (*Kraya Panji or purchase detail register*) and send the vouchers at DPCU level for adjustment of the said SNP *liability account*. Till the SNP Fund is received from CDPO, the concerned BPM will be authorised signatory for submitting expenditure vouchers to the concerned CDPO of the block. The BPM will send the copy of the vouchers to DPCU for the purpose of adjustment of the said SNP *liability account*.

5. The VO Book keeper will be responsible for book keeping of respective AWCs of the VO. The Book keeper will be given Rs. 200/- per month per AWCs. This includes the local TA to attend the CLF meetings. In the last week of each month, the book keeper will present AWC-wise completed books of records at CLF meeting through the concerned VO.
6. Each CLF will constitute two members' team which will be responsible for SNP implementation and overall functioning and monitoring of AWC assigned to the VO. These members will function as "*Poshan Mitra*" for the respective VOs. Each *Poshan Mitra* will be paid a sum of **Rs.100/-** per day as honorarium and local travel as per on actual basis. Each day "*Poshan Mitra*" will cover minimum 8 AWCs. In this way, the *Poshan Mitra* along with Lady Supervisor will visit respective AWCs of the VO twice in a month. They will ensure that Book keeping has been properly done before submitting the same to CLF and concerned offices.
7. The Sevika and Sahayika will participate in respective VO meetings on monthly basis and review the progress of SNP activities. The CLF will also conduct review meeting of Sevika, *Sahayika*, members of Health Sub- Committee of the concerned VO in the presence of Lady Supervisor-ICDS, Concerned Area Coordinator and *Poshan Mitra*.
8. The CLF will pay Rs. 1000/- per month per Anganwadi Centre to the concerned VO to meet operational cost of the SNP related activities of the AWC. This expenditure includes the stocking, bookkeeping and travel cost of VO sub committees and other incidental cost to be incurred for SNP activities. The operational cost will be booked under VO administrative /other expenses of the VO head.



9. In future, the ICDS-SNP fund is to be given to BRLPS SPMU by a society formed under ICDS directorate. Meanwhile, till the formation of such society, the CDPO of respective operational blocks will provide advance amount for the SNP on monthly/quarterly basis to DPCU. The DPCU will open separate account for the ICDS-SNP purpose. Till the opening of new account, the fund would be transferred to CID account of DPCU. The cheque issuance/disbursement maximum limit will be up to Rs. 20.lakh per transaction per CLF.
10. Initially, M-H&N will be placed at block level to provide handholding support to the CCs, ACs, VOs, respective VO level committees, support functionaries, BPIU staff for providing quality support in implementation of ICDS-SNP. He will provide training to the concerned VOs and also ensure proper maintenance of all required Books of records by the concerned book keepers. S/He would be duly supported by M-SD in accomplishing these tasks.
11. The VO will be given an amount of Rs. 5,000/- from the project through concerned CLF as one time establishment cost for concerned AWC under VO establishment head- CID, which includes the procurement of swing, play items, teaching & learning material, required utensils and other required necessary items for the centre.
12. The fund received from ICDS will be booked as **liability** in the respective book of records and after expenditure, it would be adjusted against the following expenditure heads:

Sl. No.	Expenditure Head
1.	ICDS- Supplementary Nutrition Program (SNP) Fund (CDPO)
2.	ICDS - SNP Fund

13. A. The fund transfer from **BRLP** for the ICDS -Supplementary Nutrition Program will be booked under following heads:

Sl. No.	Expenditure Heads	Budget line
1.	VO Establishment Cost- One time Establishment cost to AWCs.	CID- 1.1.3.4. BRLP
2.	VO Administrative cost/Other expenses	CID- 1.1.3.4. BRLP

- B. The fund transferred from **NRLP** for the ICDS -Supplementary Nutrition Program will be booked under following heads:

Sl. No.	Expenditure Heads	Budget line
1.	VO Establishment Cost- One time Establishment cost to AWCs.	ICB Component - 2.1.3.1.
2.	VO Administrative cost/Other expenses	ICB Component - 2.1.3.1.

For any clarification, SPM (H&N)/ SPM (SD) may be contacted.


(Arvind Kumar Chaudhary)
 Chief Executive Officer
 - Cum -
 State Mission Director

For Distribution

1. Addl. CEO/OSD/CFO/AO/FO/PS.
2. All SPMs & PMs.
3. All DPMs/In Charge, All Thematic Managers, All BPMs/In Charge & All YPs.
4. Concerned File.
5. IT Section.

जीविका
खाद्यान्न कय पंजी

आंगनवाडी का नाम—.....		ग्रखंड का नाम—.....			जिला का नाम—.....		
खाद्यान्न कय की तिथि	कय की गयी सामग्री का नाम	कय की गयी सामग्री की दर(रु० प्रति किग्रा०)	कय की गयी सामग्री की मात्रा	कय की गयी सामग्री की कीमत	विक्रेता का नाम/हस्ताक्षर	राशि भुगतान करनेवाले का हस्ताक्षर	अभियुक्ति
	चावल						
	गेंहू						
	दाल						
	चना दाल						
	चना						
	मौसमी सब्जी						
	गुड़						
	मूंगफली						
	नमक						
	तेल						
	मशाला						
	जलावन (500 रु० से ज्यादा नहीं)						
	परिवहन (100 रु० से ज्यादा नहीं)						
	पीसाई						
	क) योग						
	ख) टेक होम राशन						
	चावल						
	चना दाल						
	ख) योग						
	ग) प्रातःकालीन नास्ता						
	कुल योग (क ख ग)						

दिनांक	पुर्व माह की उपलब्ध शेष राशि	वर्तमान माह में उपलब्ध करायी गयी राशि	कुल उपलब्ध राशि	माह में कुल खर्च	माह के अंत में शेष राशि	अभियुक्ति
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Book keeper	VO President	Lady Supervisor (Till the FUND is received from CDPO)		CLF President	AC/Authorised CC	BPM	
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