

Guideline for Selection and Engagement of Women SHGs for Supplying Pre-School Uniforms in AWCs

Pre-school education is a crucial component of the package of services envisaged under the ICDS Scheme. It aims at universalization and qualitative improvement of primary education, by providing the child with the necessary preparation for primary school. These guidelines are for involving SHGs/ Federations for supply of pre-school uniform in AWCs. [SHG to include Federations of SHGs too.]

1. Selection and Engagement of WSHGs for Supplying Pre-School Uniforms

A. Selection of WSHG:

- a) WSHGs nominated for supplying pre-school uniforms should be of impeccable past record both in terms of activity and financial management.
- b) WSHGs fulfilling the following parameters may be considered for selection to supply pre-school uniforms.
 - i. WSHGs members preferably should have past experience in stitching dress materials and should have sewing machine / tailoring equipment.
 - ii. WSHGs should be willing and able to take up this activity with own savings / bank linkage.
 - iii. WSHGs to have an active bank account with regular monthly savings by its members.
 - iv. WSHG to have regular and systematic book keeping relating to Meeting Register and updated Pass Books.

B. Process of Selection of WSHG:

- a. Expression of Interest for WSHGs for supplying pre-school uniforms shall be notified at the Office of the DSWO and at the Offices of the concerned CDPOs and shall be displayed at concerned AWCs for at least for 10 days. The same shall be shared with the Block Level Federation (BLF) for awareness of SHGs & the Federation. The sample format for Expression of Interest for WSHGs / SHG Federations is enclosed herewith as Annexure I.
- I. WSHGs shall apply in the prescribed form, in the office of the concerned CDPOs within the scheduled time.

- ii. However, Block wise panel of eligible WSHGs shall be maintained for uninterrupted supply.
- iii. In case no WSHGs is found eligible in a particular area, viable and willing SHGs from within the block may be tagged.

a) Block Level Committee: Block Level Committee consisting of following officials shall examine the received Expression of Interest of WSHGs. This committee shall be formed for each project at the CDPO level.

- i. Child Development Project Officer (CDPO) - Chairperson
- ii. Block Mission Shakti Coordinator (BMSC) - Member
- iii. Block Project Coordinator (BPC), Mission Shakti - Member
- iv. Two BLF representatives - Member

c) Selection of WSHG by the Committee

- i. The committee shall assess pre-school uniform requirement (Boys & Girls aged 3 years, 4 years, 5 years & 6 years) for the project area.
- ii. The Block Level Committee shall scrutinise the proposals of WSHGs. If required, the committee may conduct field visit to ascertain the eligibility of WSHGs.
- iii. Based on the selection criteria and received proposals from the WSHGs, the committee shall select WSHGs for supply of pre-school uniforms.

C. Supply Order:

- a) On selection of WSHGs, CDPO shall place supply order indicating the name of the WSHGs, boys and girls (age wise) requirement of uniforms to Anganwadi Centre (Sample format enclosed as Annexure II).
- b) WSHGs shall submit one sample uniform (boy and girl) to the CDPO within one week of placement of supply order observing ICDS norms as specified in the supply order. The sample uniform will be accounted for in the supply of the last lot.
- c) In consultation with the WSHGs concerned, a distribution schedule period shall be worked out (AWC wise) from the receipt of supply order so that supply of two sets of uniforms will be on time and distributed by 2nd October 2019.

- d) Uniforms shall be delivered at the Anganawadi Centre with proper receipt of the Anganawadi Worker.
- e) Failure to deliver uniform as per the schedule will lead to cancellation of supply order.
- f) In case there is shortfall of delivery by any WSHG against scheduled programme as per the supply order, immediate arrangements to be made for supply through other WSHGs from the panel.

D. Settlement of Dues:

- a) Payment shall be released by the CDPOs to the SHGs only against the claim bills along with the Receipt Certificates of the Anganawadi Workers as to delivery of pre-school uniform at the AWCs.
- b) The WSHGs shall submit the Receipt Certificate of pre-school uniform to the CDPO (Receipt Certificate and Model Claim bill enclosed as annexure III & IV respectively).
- c) Dues of the WSHGs shall be settled within 15 days on receipt of claims of the WSHGs. Only e-payments to be done into the accounts of WSHGs for supply of pre-school uniform. In no case, bills shall be pending beyond one month.

E. Monitoring:

ICDS and Mission Shakti functionaries shall monitor timely & uninterrupted supply of pre-school uniform as per the schedule.


Commissioner cum Director
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