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Government of India  
Ministry of Women & Child Development  
(ICDS Training Division)

1<sup>st</sup> Floor, Hotel Janpath  
Janpath, New Delhi 110 001

11 Sept 2009

**Subject: Monitoring of the ICDS Training Programme: Minutes of the first quarterly review meeting during 2009-10 - *Regarding***

A copy of the minutes of the first quarterly meeting to review the implementation of the ICDS Training Programme held on 17 and 18 August 2009 in New Delhi, is enclosed herewith for information and necessary action.



(Dr. Saroj K Adhikari)  
*Asstt. Director*

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To

1. **Director in charge of ICDS Training Programme** (35 States/UTs)
2. **Dr. A.K.Gopal**, *Director*, NIPCCD, New Delhi
3. **Dr. Dinesh Paul**, *Addl. Director (TC)*, NIPCCD, New Delhi
4. **Dr. (Ms) Neelam Bhatia**, *Joint Director (Trng)*, NIPCCD, New Delhi

*Copy for information to:*

1. PPS to Secretary (WCD)
2. PS to JS (SR)
3. PA to Dir (MA)
4. PA to DS (Trng)
5. US (Training)/SO(Trng)/Asstt.(Trng)

## ICDS TRAINING PROGRAMME

### Minutes of the First Quarterly Review Meeting with the States/UTs during 2009-10 to review the implementation of the ICDS Training Programme

Date: 17-18 August 2009; Venue: NIPCCD, New Delhi

The first quarterly meeting during 2009-10 to review the progress in implementation of the ICDS Training programme during 2008-09 was held on 17 and 18 August 2009 under the Chairmanship of Dr. Shreeranjana, *Joint Secretary (CDN)*, Ministry of Women and Child Development (MWCD), Government of India. A total of 30 major States/UTs were invited to the meeting in two batches in a group of 15 States on each day. Director and the Nodal Officer dealing with ICDS training programme from 22 States/UTs, Director and senior officials of the National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi; Director (ICDS), Dy. Secretary (Training) and other officials from the Ministry participated in the meeting. List of participants is annexed (*Annex 1*).

2. Inaugurating the review meeting, Dr. Shreeranjana, *Joint Secretary (CDN)* expressed concern over the delay in release of grants to the States during the current year as well as low utilization of funds by the States/UTs during the previous year. He assured the participants from the States/UTs for early approval of the State Training Action Plans (STRAPs) of 2009-10 based on the revised financial norms and also release of the first installment of grants. Admitting that there have been several implementation gaps in the ICDS training programme, he urged upon the States to take a serious note of this and take all necessary measures to strengthen the programme, which has become more critical in view of the universalization of the ICDS Scheme. The huge manpower that is joining the programme needs to be adequately trained on all the emerging issues in ICDS. Also, building their capacity to bring desired behavioural change in the community through continuous nutrition and health education should be given utmost priority. He emphasized on the timely orientation and refresher training of the Instructors of the Training centres, which has been reported to be quite irregular. States must ensure deputation of Instructors to such trainings and no Training Centre should be allowed to conduct any training course if all Instructors are not trained. He proposed accreditation of the Training Centres (AWTCs and MLTCs) based on some criteria to decide continuance of engagement with them. He expressed the hope that with the revised financial norms and States' active support, STRAPs of 2009-10 will be implemented in full measures and with quality.

3. Dr. A.K.Gopal, *Director*, NIPCCD requested the States to ensure deputation of Instructors of Training Centres for both orientation and refresher as well other skill development training courses that are organized by NIPCCD HQs and its four regional centres as per the annual training calendar (available on [www.nipccd.nic.in](http://www.nipccd.nic.in)). He pointed out that non-reporting of CDPOs/ACDPOs from some of the States to the job and refresher training conducted at NIPCCD has remained a recurrent problem, causing under-utilization of training resources and that the States need to take suitable actions against those who fail to report to the training courses even after they have been nominated by the State Governments.

4. Based on the agenda notes, prepared by compiling and analyzing the quarterly progress reports (QPRs) dated 31 March 2009, performance of the States/UTs in respect of both physical and financial status of various training programmes conducted during 2008-09 was reviewed in details and all other related issues were discussed at length. States that could not achieve at least 75% of the targets kept in STRAPs informed that in respect of job training, the recruitment of ICDS functionaries especially that of Supervisors got delayed due to either court cases or some administrative problems, resulting in less progress in job training. However, it was observed that in respect of refresher training of the in-position functionaries, several states fell short of the targets either due to poor funds flow or lack of adequate training centres. A brief status on the implementation progress as on March 31, 2009 is annexed (Annex 2).

5. The following decisions were taken during the meeting:

(i) **Preparation of STRAPs:** Henceforth, the State Training Action Plan (STRAPs) should be prepared well in advance during the months of January-February and submitted to GOI in March, so as to enable the MWCD accord necessary approval and release of grants on time. The STRAP along with the training calendar must be discussed with the concerned Training Centres before its finalization and submission to GoI.

(ii) **Other Training during 2009-10:** States were requested to include proposals on the following subjects as part of the other training programme and submit the same to GoI by **20 Sept 2009** for necessary approval of GoI:

a. **Appreciation Programme on "Leadership course on Nutrition Security and Sustainable Development"** : Director and below officials up to Supervisors who are graduates may undertake this course being conducted by Indira Gandhi National Open University (IGNOU). AWWs who are graduates may also apply for this course. Details of the course may be obtained from IGNOU ([www.ignou.ac.in](http://www.ignou.ac.in)) before formulation of the proposal.

b. **WHO New Growth Standards:** Proposals for training of ICDS field functionaries on the WHO new growth standards may be formulated in consultation with NIPCCD.

(iii) **Issues related to Training Centres:**

a. For identification of new Training Centre, States were requested to consult NIPCCD, before submitting the proposal to GOI. It was decided that, henceforth, decision on closing down of any training centre (AWTC/MLTC) by the States/UTs should be done only in consultation/concurrence with NIPCCD and GOI. If the States/UTs decide to close down any training centre, a prior notice may first be issued in advance to the concerned Training Centre. Final decision on closing down the Training Centre would be taken only after the review by GOI and NIPCCD.

b. In case where the States (e.g. Jharkhand, Orissa, Tripura) are unable to identify new MLTC, even though the same is required for training of Supervisors and Instructors of AWTCs, they may consider up gradation of some of the AWTCs into MLTCs, after necessary assessment of the infrastructure based on the existing criteria and norms.

c. **Up-gradation of Training Centre:** It was decided that up-gradation/replenishment of infrastructure (equipments, furniture, literature etc) at the AWTCs that were operational in the States for more than 5-7 years would be allowed and the Training Centres would be given a non-recurring grant of Rs. 1,25,000/- as per the revised financial norms. Necessary guidelines in this regard would be issued by GOI and States would be required to submit proposals on up-gradation of AWTCs thereafter.

- d. States were requested to ensure that all operational training centres were using the revised syllabi.
- e. NIPCCD was suggested to undertake a quick assessment of 19 AWTCs that were being run by Govt. of Uttar Pradesh to see the efficacy of the training imparted by the ICDS functionaries.
- f. States were requested to explore possibilities of involving the existing faculty and infrastructure of the State Institute of Rural Development (SIRD) and also State Institute of Health & Family Welfare (SIHFW) for imparting training to ICDS functionaries. Also, States where no dedicated State level Training Centre focused on ICDS exits, may consider proposing faculty positions in the existing SIRD or SIHFW under the ICDS training head dedicated to Nutrition and Health Education.

**(iv) Financial Management Issues:**

- a. In view of the inordinate delay in the flow of funds between the Directorate and the Training Centre which affect the quality of training to great extent, it was suggested that States may consider giving at least 50% of the training budget on quarterly basis to the training centres.
  - b. Any liability in respect of non-reimbursement of the expenditure incurred by the Training Centres due to lack of funds should always be reflected in the QPR (Format II);
- (v) **Duration of Training Days:** Majority of the States were of the opinion that the current duration of total training days in a year, i.e., 300 days (for the Training centres being eligible for fixed recurring cost including monthly honoraria, rent, electricity/water, communication cost etc) was practically not feasible to adhere to, in view of the holidays and weekends in between. This has forced the Trainers of the Training Centres to work during holidays without any break. It was suggested that the same may be reduced to 250-275 days. It was agreed that necessary guidelines in this regard would be issued by GOI shortly.
- (vi) **Honorarium to ICDS Functionaries:** It was clarified that the ICDS functionaries (DPOs, CDPOs/ACDPOs and Supervisors) were eligible for receiving the token honorarium as per the revised financial norms whenever they are invited as Resource Person/Guest Speakers to the training of AWHs, AWWs and Supervisors.

**(vii) Other Issues:**

- a. **Web space:** It was agreed that a group email id for effective communication between GOI, States, NIPCCD and Training Centres (AWTCs/MLTCs) would be created by ICDS Training Division of MWCD. States were requested to provide email IDs of the Directors, Nodal Officers (Training) and Principals of the existing Training Centres. Training centres must create email account and should be advised to regularly visit websites of GOI ([www.wcd.nic.in](http://www.wcd.nic.in)), NIPCCD ([www.nipccd.nic.in](http://www.nipccd.nic.in)) and State WCD Departments for updates on guidelines and instructions. A dedicated web space should be provided for uploading ICDS training related materials, all communications, guidelines etc in both GOI and State WCD websites.
- b. It was decided that in future review meetings, Regional Directors of NIPCCD Regional Centres would also be invited and the status of training CDPOs/ACDPOs and other skill development courses would be integrated into the agenda of the

quarterly review meetings. NIPCCD was requested to supply requisite information in this regard to the ICDS Training Unit of the Ministry at the end of every quarter.

- c. ***Regional Workshops on Strengthening ICDS Training Programme:*** It was informed that the Ministry of WCD had recently initiated regional consultations jointly with NIPCCD and CARE/USAID to discuss with the stakeholders on how the quality of the ICDS Training programme could be strengthened. So far, two of three planned regional workshops were organized at Regional Centres of NIPCCD at Bangalore (22-23 July) and Lucknow (29-30 July) with participation of the State Governments, AWTCs/MLTCs, selected DPOs/CDPOs/Supervisors, and other stakeholders. The third and last regional workshop has been scheduled on 20-21 Aug 2009 at NIPCCD Regional center Guwahati for the states in the eastern and north-eastern part of the country. States that could not participate in these workshops may send in their suggestions on strengthening the ICDS training programme, to the Director, NIPCCD, New Delhi before 30 Sept 2009.

*The meeting ended with vote of thanks to the Chair.*

MWCD/ICDS Training Unit/11.9.2009

### Annex 1 : LIST OF PARTICIPANTS

SLNo	Name	Designation	State	Tel & Fax/Cell Nos.
<b>State Governments</b>				
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## Annex 2

### Review of State Training Action Plans (STRAPs) during 2008-09

#### A. Physical Status

- *Approval of STRAPs during 2008-09:* Except UTs of Daman & Diu, D & N Haveli, Lakshadweep and Puducherry, STRAPs for 2008-09 were received from 31 States/UTs and the same were approved to 30 States/UTs (except Uttarakhand) for a total amount of Rs. 73.78 crore (Rs. 71.21 crore under the regular training and Rs. 2.57 crore under the 'other training' component)
- *Other Training Component:* A total of 50 training programme were approved to 19 States with a total allocation of Rs. 2.57 crore. It was informed that allocations of several proposals pertaining to 'other training' component submitted by the States/UTs were kept limited to the tentative allocation for the States, keeping in view the total funds available under this component as Rs. 5 crore for all 35 States/UTs during 2008-09.
- Overall physical achievements in ICDS Training programme during 2008-09 as against the targets fixed in STRAPs 2008-09 under various types of training of ICDS functionaries are as follows:

Functionaries	Job Training			Refresher Training		
	Target in STRAP	Trained	% of Target	Target in STRAP	Trained	% of Target
Anganwadi Worker (AWWs)	108,783	82,941	76.2%	180,557	123,435	68.4%
Supervisor	3,211	1,068	33.3%	8,811	6,547	74.3%
Anganwadi Helpers (AWHs)	118,739	59,044	49.7%	134,917	129,653	96.1%

\* Except in Tamil Nadu, trainings for CDPOs/ACDPOs are not included in STRAPs approved by GoI. NIPCCD conducts the training of CDPOs/ACDPOs following their Annual Action Plan.

- *Induction Training of AWWs:* Short duration induction training of AWWs was approved to 11 States in STRAPs for 2008-09. Against a target of 42,569, about 3,300 AWWs (77%) were trained; States of Bihar and Uttarakhand reported progress in induction training though the same was not included in their STRAPs.

#### B. Financial Status

- Against the budgetary allocation of Rs. 100 crore during 2008-09, an amount of Rs. 34.65 crore was released to the States/UTs and the unspent balance of 2007-08 for an amount of Rs. 14.22 crore was revalidated to the States.
- States have reported an expenditure of Rs. 48.38 crore as on 31.3.2009, which is about 99% of the total funds available with the States/UTs during 2008-09 (i.e., Rs. 48.89 crore). However, expenditure reported during 2008-09 is lower than the previous year's expenditure of Rs. 54.96 crore.
- Low utilization of funds vis-à-vis the projected budgetary requirement in STRAPs has been reported in the States of Assam, Bihar, Chhattisgarh, Gujarat, Maharashtra, Punjab, Tamil Nadu, UP, and West Bengal.