

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVT. OF NCT OF DELHI  
1-Pt. RAVI SHANKAR SHUKLA LANE; K.G MARG  
NEW DELHI - 110001

File No. 76(decentralization)/DWCD/ICDS/2016-17 31945-94

Dated: 3 JAN 2017

**Subject: Decentralization of Integrated Child Development Service Scheme**

In continuation to office order no. 76(decentralization)/DWCD/ICDS/2016-17/30073-182 dated: 19.12.16 wherein some responsibilities of ICDS were delegated to the District Women and Child Development Officers, the following matters are part and parcel of the delegated responsibilities to smoothen the implementation of the scheme at the field level:

1. **Sanctioning of Casual leaves:** District Officers are hereby authorized to sanction the casual leaves of CDPOs of the ICDS Projects under the jurisdiction of their District. The same may not be sent to Head Quarter.
2. **Sanctioning of Earned Leave:** The files of sanctioning of Earned Leave of CDPOs shall be recommended and routed through concerned District Officers.
3. **Dealing of unfair Practices of AWWs doing verification work of pension cases:** AWWs are time to time entrusted the task of verification of Pension Cases by the Department. Many complaints are being received regarding malpractices of AWWs in the said verification work ranging from misreporting to financial impropriety. To keep a check on such malpractices, the District Officers are hereby empowered to initiate necessary action against the erring workers. Such complaints may be handled by District Officers and depending upon the gravity of the complaint the service of defaulter AWWs may be discontinued. The District Officers have already been delegated the power to discontinue the service of AWW vide the above mentioned order.
4. **SNP Bill files:** Since the District Officers are already inspecting AWCs and Kitchens of the ICDS Projects under their jurisdiction on regular basis, the SNP Bill files will now be routed through concerned District Officers so that claims regarding the quantity and quality of the SNP Supplied in the AWCs are corroborated with the physical verification reports of the District Officer and the District Officers are authorized to accordingly propose penalties for defaulters.

This issues with prior approval of competent authority.

  
Dr. Nisha Agrawal  
Deputy Director (ICDS)

File No. 76(decentralization)/DWCD/ICDS/2016-17 31945-94

Dated:

Copy for information to:

- 1) All District Officers
- 2) All CDPOs
- 3) PA to Director, DWCD.
- 4) PA to Addl. Director (ICDS).
- 5) Assistant Programmer, WCD  
(for uploading on website)

13 Jan 2017



**Dr. Nisha Agrawal**  
**Deputy Director (ICDS)**

No 110

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
1, PT. RAVI SHANKAR SHUKLA LANE, K.G.MARG,**

**NEW DELHI-110001.**

No. F.76(decentralization)/DWCD/ICDS/2016-17/ -30073-18219 DEC 2016

**OFFICE ORDER**

To implement the Integrated Child Development Services (ICDS) Scheme in accordance with the staffing pattern of the Ministry of Women & Child Development, GOI, the competent authority has decided to delegate the following responsibilities to the District Women and Child Development Officers for effective service delivery in ICDS:

**1. Appointment and termination of Anganwadi Workers:**

As the District Officer has already been designated as the chairman of the committee for selection of AWWs as per the guidelines of the Ministry of Women & Child Development issued vide no. 1-14/2006-CD-I dated 28.5.2007 (Annexure I), the District Officers are also hereby authorized with the power to engagement, engagement on continuous basis and withdrawal of services of non performing AWWs posted in various ICDS Project under the jurisdiction of their District. The prescribed rules in this regard are enclosed herewith for reference (Annexure II).

**2. Transfers of Supervisors and ministerial staff:**

The District Officer is hereby delegated the authority of transferring of ICDS functionaries i.e. Supervisors and ministerial staff within their District. In case of inter District transfers of these functionaries, the applications may be forwarded to Head Quarter.

**3. Transfer of Anganwadi Workers (AWWs):**

District Officers are also authorized to transfer AWWs both inter and intra District. Transfer policy of the AWW is enclosed herewith (annexure III). The transfer cases of AWWs should not be referred to Head Quarter in future.

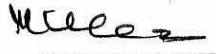
**4. Grievance Redressal:**

District Officers are directed to constitute a grievance redressal committee at the level of District for redressing the day to day grievances and disputes of ICDS functionaries i.e. Supervisors, AWW, AWH at project level. The GOI guidelines in this regard are attached herewith for reference (Annexure IV).

For the assistance and facilitation of the District Officers to handle above said matters, they may depute one official at the level of Supervisor/Statistical Assistant/LDC from any of the ICDS project falling under the jurisdiction of their District under intimation to HQ.

Above delegation of powers is aimed to instil greater autonomy, meaningful-functioning, efficiency, flexibility, responsibility, decentralization and expeditious disposal of matters. Thus, files relating to aforesaid matters need not be sent to HQ.

These orders shall remain in force till issuance of further orders.



(S.K.Saxena)  
Director-DWCD.

No. F.76(decentralization)/DWCD/ICDS/2016-17/ - 30073-182 Dated: 19 DEC 2016

1. All District Officers, Department of women & Child Development.
2. Deputy Director-ICDS, 1,Pt. Ravi Shankar Shukla Lane, K.G.Marg, New Delhi-110001.
3. All CDPOs with the direction to refer the cases of transfer of AWWs, all matters related to grievances and disputes in Projects to the respective District office. In future such cases should not be forwarded to ICDDS-HQ.
4. P.A. to Secretary-DSW/DWCD, GLNS Complex, Delhi Gate, New Delhi.
5. Guard file.



(S.K.Saxena)  
Director-DWCD.

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
1, CANNING LANE, K.G.MARG,  
NEW DELHI-110001.

No. F.76(6)/DWCD/ICDS/2014-15/Pt. File VI/ 1448-1544

Dated:

OFFICE ORDER

13 APR 2015

In reference to the transfer of Anganwadi Workers from one area to another area the competent authority has laid down the following conditions for applicants to be adhered to by respective ICDS Projects:-

- Transfer of an Anganwadi Worker is not a matter of right.
- Panel Anganwadi Workers are not eligible for the transfer.
- Every Anganwadi Worker will be permitted not more than two transfers in entire tenure.
- The transfers will be subject to availability of vacancies and administrative expediency.
- The transfer applications received from ICDS Projects will be compiled on quarterly basis.
- The processing of applications (i.e. chronological wait listing with respect to date of applications received in the Department) will be on first come first serve basis.

The transfer applications will be submitted by an applicant Anganwadi worker on a prescribed format (copy enclosed) duly forwarded by respective CDPO and countersigned by the CDPO concerned of ICDS Project wherein she has requested/applied for the transfer.

Transfer requests within the project are to be handled by the CDPO on above mentioned criterion. Inter project requests to be submitted to the DD-ICDS who will maintain a chronological register of receipt and process requests on a quarterly basis with approval of Additional Director (ICDS)

*Rakesh Bala*  
(Rakesh Bala)  
DD-ICDS

All CDPOs

Department of women & Child Development,  
Government of NCT of Delhi  
1, Canning Lane, K.G.Marg, New Delhi-110001.

No. F.76(6)/DWCD/ICDS/2014-15/Pt. File VI/ 1448-1544

Dated:

13 APR 2015

Copy for information to:-

1. PA to Director-DWCD, 1, Canning Lane, K.G.Marg, New Delhi-110001.
2. PA to Additional Director-DWCD, 1, Canning Lane, K.G.Marg, New Delhi-110001.
3. Guard file.

*Rakesh Bala*  
(Rakesh Bala)  
DD-ICDS

No. 1-9/2000-CD.I  
 Government of India  
 Ministry of Human Resource Development  
 Department of Women & Child Development

Shastri Bhawan, New Delhi-110 001  
 Dated the 14<sup>th</sup> August, 2000

To

1. Secretaries dealing with ICDS in all the State Govts./UT Admns.  
 2. Directors dealing with ICDS in all the State Govts./UT Admns.

**Subject: Grievance Redressal Machinery for Anganwadi Workers and Anganwadi Helpers under Intergrated Child Development Services (ICDS) Scheme - Setting up of - Reg.**

Madam/Sir,

As you are aware, the centrally sponsored ICDS scheme is being implemented in State/UT's of the Country since 1975. Anganwadi Workers and Helpers are grass-root honorary women functionaries providing vital services to young children and women in Anganwadi Centres under this scheme. Selected from the community, these workers assume a pivotal role due to their close and continuous contact with the people, especially women they works with. As a crucial link between village population and the Government administration, they become a central figure in helping the community identify and meet the needs of their children and women. As a caregiver looking after children at the anganwadi centre, they play a crucial role in promoting child growth and development. They are also an agent of social change, mobilising community support for better care of young children, girls and women. The success of the ICDS Scheme can be well attributed to these over 5 lakh Anganwadi Workers and equal number of Helpers in more than 4,300 operational projects spread throughout the country.

2. The Government has taken many steps in last few years to provide additional benefits to these workers and helpers. Their honorarium has been enhanced, rates of T.A./D.A. during training has been revised and a scheme of awards has been also introduced. These efforts are also being supplemented by most of the State Governments and UT Administration.

3. In view of the key role of the anganwadi workers and helpers it is of utmost importance that their grievances and day to day problems are redressed and solved

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regularly and expeditiously. For this purpose it is suggested that a Grievance Redressal Committee for Anganwadi Workers and Helpers at the district level may be set up by the State Government/UT Administration. The Committee may include representatives of Anganwadi Workers & Helpers also. Such a mechanism will greatly improve the morale and motivation of these workers. This Committee may meet once in a quarter during the year.

4. At the State/UT level too, a similar mechanism may be established to improve and enhance the motivation of these workers.

5. Receipt of the letter may please be acknowledged.



(T.N. DWIVEDI)

Under Secretary to the Govt. of India

Com: grievances redressal

135/6

DEPARTMENT OF SOCIAL WELFARE  
GOVERNMENT OF NCT OF DELHI  
1, CANNING LANE : K.G. MARG,  
NEW DELHI.

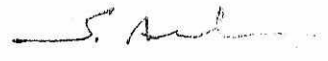
C I R C U L A R

As the department is processing for the recruitment of Anganwadi Workers for 1678 anganwadi Centres, sanctioned by the Government of India and we are in the process of publishing an advertisement in daily newspaper for inviting applications for these posts,

In this regard, on the directions/guidelines of Govt. of India and as decided by the competent authorities of the department, the interview committee for selecting the anganwadi shall consists of :

1. Concerned District Social Welfare Officer
2. BDO/SDM ( as per the availability)
3. CDPO
4. Medical Officer of the Primary Health Centre
5. President of Taluka Panchayat/ Block Advisory Committee (as per the availability)

It is further suggested that Principal of any recognized school in the vicinity may be included as non-official member.

  
(Shamim Akhtar)

DD-ICDS

No. F. 76(358)/2001-02/DOII/DSW/ICDS/Pt. file-II/

3156-67

Dated 22/6/07

Copy to:-

1. All District Social Welfare Officers, \_\_\_\_\_ Deptt. of Social Welfare,
2. PA to Director, Social Welfare, GLNS Complex, Delhi Gate, Delhi
3. PA to Joint Director - Prog. , 1, Canning Lane, K.G. Marg, New Delhi.

  
(Shamim Akhtar)

DD-ICDS

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Shastri  
Date: 20.11.2007

To

Secretaries' In-charge of ICDS in  
all States / UTs.

Subject:- Selection of Anganwadi Workers under the ICDS Scheme-  
Instructions regarding.

Sir / Madam,

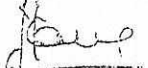
I am directed to invite your attention to this Ministry's letter of even number dated 2<sup>nd</sup> Nov. 2006 on the subject mentioned above. The instructions with regard to selection of Anganwadi workers contained in this letter are reproduced below :-

"The Anganwadi workers should be a lady (18-44 years) from the local village and acceptable in the local community. Special care should be taken in her selection so that the children of Scheduled Caste and other weaker sections of the society are ensured free access to Anganwadi. It is suggested that the AWWs in the selected project areas may be selected by a committee consisting of the District Social Welfare Officer, the BDO, the CDPO, the Medical Officer of the primary health centre, the President of the Taluka Panchayat / Block Advisory Committee, the district representative of the State Social Welfare Advisory Board and any other non-officials which the State Government may consider appropriate."

2. It has come to the notice of this Ministry that some of the States have included the Members of Legislative Assembly as Chairperson / Member of the Committee constituted for Selection of the Anganwadi Workers/Helpers under the Scheme. The matter of involving MLAs in the selection of Anganwadi Workers / Anganwadi Helpers has been under consideration of the Government for sometime and it has been decided that it would not be appropriate to include them in the selection process of Anganwadi Workers, who are honorary and grassroot functionaries under the ICDS scheme.

3. It is requested that States/UTs may kindly confirm compliance of the aforementioned instructions by 16<sup>th</sup> June, 2007. This Ministry may also be apprised of the current composition of Selection Committee constituted for the Selection of Anganwadi Workers/Helpers

Yours faithfully,

  
(Satinder Kaur)

Under Secretary to the Govt. of India.

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**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
1, CANNING LANE : K.G.MARG,  
NEW DELHI.**

The GOI's instructions regarding selection of Anganwadi Workers under the ICDS Scheme issued by the department vide Circular No. F. 76(358)/2001-02/DOII/DSW/ICDS/Pt. file-II/ dated are reiterated for strict compliance by the implementing officers because the Hon'ble High Court of Karnataka has viewed the issue of disregarding the Government's instructions by the Govt. of Karnataka very seriously and has directed the Central Govt. to issue necessary directions for the effective implementation of the instruction by all the State Governments/UTs.

All the District Officers are therefore, requested to compose the selection Committee for selecting the AWWs/AWHs according to the instructions issued by the GOI letter no. 1-14/2006-CD-I dated 7.8.2008 (copy enclosed) and MLA should not be involved in the Selection Process of Anganwadi Workers and Helpers.

No. F. 76(358)/2001-02/DOII/DSW/ICDS/Pt. file-II/

(S.A. 178)  
DD-300  
Dated

25/04-115

01 OCT 2008

Copy to:-

1. All District Social Welfare Officers, \_\_\_\_\_
  2. PA to Director, Women & Child Development, 1, Canning Lane, K.G.Marg, New Delhi.
  3. PA to Joint Director - ICDS, 1- Canning Lane, K.G. Marg, New Delhi.
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Supervisor

WORKERS AND HELPERS

- 4.20 APPOINTMENT

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- The anganwadi worker shall be appointed/selected on the regular basis through a Central Advisory Board consisting of the following members :
  - i) Deputy Secretary, Social Welfare (J.D.S.W.-ICDS)
  - ii) Programme Officer (ICDS)
  - iii) CDPO concerned
- The anganwadi helper shall be appointed through CDPO concerned.
- A Panel consisting maximum of 50 additional anganwadi workers will be in existence for two years only.

- The services of an anganwadi worker appointed through Panel on leave vacancy shall be regularised only if she has rendered six months continuous service against a vacant post and there is a clear vacancy in the project.
- Newly appointed anganwadi workers should be given orientation course for a week's time by the CDPO and Supervisor concerned.
- The personal files of all anganwadi workers should be maintained containing the copies of the appointment orders and other related documents.

#### 4.21 LEAVE

- ✓ All the anganwadi workers and helpers will be entitled to avail 20 days C.L. in a year and 90 days maternity/abortion/mis-carriage leave once in entire service period, with full honorarium payable to them on the day of proceeding on leave.
- ✓ All anganwadi workers and helpers can also be allowed 90 days maximum and minimum 15 days leave without honorarium either at one time or in broken periods on domestic and medical grounds. This facility shall be provided only once in a year.
- ✓ CDPO concerned shall be the competent authority to grant the leave as mentioned in above paras.
- ✓ If any anganwadi worker is found absent without any intimation, permission or application for a week at a time, the CDPO shall serve a ten day's notice to the defaulter anganwadi worker and if she fails to report for duty within the stipulated period, then her case shall be referred to headquarters for necessary action.
- ✓ During the absence of anganwadi worker/helper on account of leave or any other reason, the nearest anganwadi worker shall be directed to look after the work of said centre if the leave applied is for a minimum period of ten days or maximum of 30 days.

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- An additional honorarium at the rate of Rs.50/- per month shall be paid to the anganwadi worker, who is looking after the other anganwadi in addition to her own duties.
- ✓ Anganwadi worker and helper shall not be treated without honorarium until 20 days C.L. are availed of.
- ✓ All the anganwadi workers and helpers shall apply for long leave 15 days in advance.

#### 4.22 TERMINATION

- ✓ Under no circumstances, a anganwadi who had remained absent for more than three months at a time shall be taken back on service. However, after termination she can be considered as a fresh candidate for selection as a anganwadi worker and her previous experience shall be given due weightage.
- Any anganwadi worker, who has been caught red-handed by staff or public, taking away the store articles including dietary or property from her anganwadi centre shall be liable for punishment and her case shall immediately be referred by CDPO to headquarters for necessary action. Complaint shall also be lodged in the local Police Station.
- Any anganwadi worker who has been found indulging in objectionable behaviour i.e. using insulting and abusive language to her seniors amounting to insubordination and disobedience, her case shall immediately be referred by CDPO to headquarters for necessary action.
- Any anganwadi worker deputed for training, if refuses to undertake the same, shall be liable for disciplinary action by headquarters unless there are genuine grounds such as pregnancy, illness etc. thus making her unable to attend the training course.
- Any anganwadi worker who is suspected of suffering from any infectious and contagious disease like T.B. and leprosy etc. can be referred for medical check up by the CDPO to the authorized Medical Officer and in

case the disease is medically detected, her services are liable to be terminated by the headquarters.

The Supervisors and CDPOs shall be responsible for taking necessary action and reporting cases covered under above norms. If during inspection, it is noticed that the concerned Supervisor/CDPO has failed to take necessary action, he/she shall be answerable to the headquarters for this lapse.

~~CONFIDENTIAL~~

of information, the CDPO will prepare a