



DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
5th FLOOR, ISBT KASHMERE GATE
NEW DELHI - 110006

F.No. 76(117)/ICDS/SNP/DWCD/20-21

ORDER

Dated:

11 MAR 2021

Subject:- Submission of SNP files for release of payment.

All DDOs/CDPOs are directed to ensure timely submission of SNP bill files for the month of November'2020 to February'2021 to ICDS HQ with proper checklist bearing page numbers & duly completed in all respect through concerned District Officers (DOs).

All DOs are hereby requested to ensure the compliance of the above and in accordance of previous order dt.23.12.2020 (copy enclosed).

All projects officers have already been informed through Whatsapp Group regarding submitting SNP bill files by 10.03.2021 but till date no file has been received in ICDS HQ.

In view of the above, it is directed to submit SNP bill files in ICDS HQ by 12.03.2021 complete in all respect as per direction issued by DWCD, HQ & SOP.

Any further delay, or wrong data, or discrepancy in r/o beneficiary status, shall be viewed adversely and will make the concerned Officer liable for suitable disciplinary proceedings.

Encl:- Order dt. 23.12.2020, Checklist and Performa.

(Dr. Nisha Agrawal)
DD (ICDS I)

(Devendara)
DD (ICDS II)

Copy to,

1. OSD to Secretary, DWCD.
2. PS to Director, DWCD.
3. DD (ICDS I), ADs (ICDS), DWCD.
4. DD (Poshan), DWCD to direct the Poshan teams to share the beneficiary level details.
5. All District Officers, DWCD to cross check the data and give the recommendation.
6. All CDPOs, DWCD.
7. Guard file.

⑧ I - T. Branch please upload on the site immediately

(Devendara)
DD (ICDS II)

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
5th FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06
No. 76(133)/Misc. Matter/DWCD/ICDS/2019-20/14995-15003 Dated:-

OFFICE ORDER

23 DEC 2020

Subject:- Regarding finalisation of dues for ICDS SNP provided by NPOs/SHGs in the period of May onwards.

All District Officers are directed to have an appraisal of pending dues for supply of SNF by NPOs/SHGs to the projects under their jurisdiction and examine the proposals/claims prepared by CDPOs. DOs shall thereafter submit files with their specific recommendation to the Joint Director ICDS for further action latest by 30.12.2020.


The District Officers must take into account deficiency/any adverse observation reported for the period under consideration by any inspecting team/other reports regarding gaps/shortcomings in respective ICDS projects for the said period. Based on an objective analysis and verification as required, concerned District Officer shall give specific recommendation on the said proposal on related file of the respective project for deductions as merited in the final payment proposed to be released. In every file following information be furnished month-wise with details for respective month as under:-

Month _____ Year 2020

Amount claimed by NPO/SHGs	
Amount as recommended by CDPO	
Net Amount as recommended by District Officer after taking into consideration adverse reports if any NPO wise/SHG wise in the said project	

JD(ICDS) shall have a report compiled regarding status of all projects based on report obtained from Districts. JD (ICDS) shall submit an ATR/status report to the undersigned on 1st December 2020 by 11 am in the format as enclosed.

Encl. A/a


(Dr. Rashmi Singh)
Director, WCD

2. Matter/DWCD/ICDS/2019-20/14995-15003 Dated:-

23 DEC 2020

- DD(ICDS) to ensure compliance of above directions
2. All District Officer, DWCD, GNCTD through JD(ICDS) **(In case any District Officer is on leave, the link officer shall complete this exercise in a time bound manner)**
 3. All CDPOs/DDOs of ICDS projects, DWCD, GNCTD through DD(ICDS)
 4. DD(ICDS), DWCD, GNCTD for necessary action to ensure that any adverse report/observation on file in respect of any project area is shared with the respective District Officer.
 5. OSD to Secretary, DWCD, GNCTD
 6. PS to Director, DWCD, GNCTD
 7. Controller of Accounts, DWCD, GNCTD
 8. DCA, Accounts, DWCD, GNCTD

CHECK LIST REGARDING SNP

Name of Project:-

Period:-

S.NO.	Requisite Documents	Page No.
1	Agreement/Work order copy	
2	Copy of Latest extension order	
3	Bills	
4	Bills Summary	
5	Lab Report	
6	Kitchen Report	
7	Indent	
8	Sample Memo	
9	Certificate/MPR Beneficiaries declaration by CDPO	
10	Observation of inspection report	
11	Project Sheet	
12	Calculation/Formula Sheet	
13	Deduction Sheet/Penalty Sheet	
14	Details of Lab test samples	

Further, the above reports are checked & found correct as per the agreement & department norms.

Signature of CDPO

Sign of DDO

Calculation Sheet as per MPR/RRS

S.No	Period for which items supplied	Total no. of days	Approved quantity as per agreement/order per children/ ladies (in Gms.)	Actual total no. of beneficiaries registered in AWCs	Actual total number of items supplied by concern NPOs	No. of Beneficiary (per day) average	Rate approved by the Competent Authority	Total amount to be payable to concern NPOs (in Rs.)
1	2	3	4	5	6	7	8	9 (8*7*3)
			Children :- 140	Children :-	Children :-	Children :-	Children :-	0
			Ladies :- 170	Ladies :-	Ladies :-	Ladies :-	Ladies :-	0
			Total :-	Total :-	Total :-	Total :-	Total :-	0

Remarks (optional):- Incase of variation in beneficiaries as per MPR/RRS portal & no of beneficiaries as per indent.

Children:-	
Ladies:-	

NAME OF CDPO

SIGNATURE OF CDPO

NAME OF DDO

SIGNATURE OF DDO