



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

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

Dated: 15/7/21

ORDER


**Subject:-** Release of Payment to MNPO for supplying SNF.

It has come to notice that the files pertaining to the subject noted above are being forwarded to HQ in a lackadaisical manner. No specific time-frame is being followed by the District Staff. Files are being sent to HQ at the last moment thereby leaving no time for thorough checking of the documents.

Hence forth, all the DDOs/CDPOs are directed to ensure timely submission of bill files completed in all respect to HQ latest by 10<sup>th</sup> of every month positively. Statement/Note is to be submitted as per Performa enclosed herewith at Annexure "A"

Further, files for payment upto June'2021 be sent by 20.07.2021.

**Encl:-** as above

  
(Devendara)  
DD (ICDS-II)

**Copy to,**

1. PS to Director, DWCD.
2. ~~PA~~ Joint Director (ICDS), DWCD.
3. All District Officers, DWCD to cross check the data and give the recommendation.
4. All CDPOs, DWCD.
5. Guard file.

SNP file for the project of ICDS Project Name is submitted for the Supplementary Nutrition bills of NPOs & Self Help Group formed by the MNPO M/s NPO NAME for expenditure sanction of the Competent Authority on account of supply of SNP and Sabla for the month of period in no. of AWCs

As per office order vide F.76(2)/DWCD/ ICDS /2017-18/26751 - 55 dated: 08.10.18. Revised rate are as under:-

Children 6 - 72 months @ Rs. 8/- per beneficiary; P. Ladies / Nursing Mother @ Rs. 9.5/- per beneficiary w.e.f 06.09.2018

The details of bill received by the CDPO/DDO/HO from MNPO/SHG is as under:

**Name of SHG**

S. No.	Bill No. & Date	Period	Type of SNP	Amt Claimed by the SHG	Amount Verified by the CDPO	Penalty if any proposed by the CDPO	10% of the bill amount to be paid to NPO	Net Payable to SHG	Page No.
I	II	III	IV	V	VI	VII	VIII	XI	X
1			Wheat Dalia Plain, Black Chana (raw) Meethi Kheel,Roasted Bengal Gram) SNP						
<b>TOTAL</b>									

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I	II	III	IV	V	VI	VII	VIII	XI	X
1			Wheat Dalia Plain, Black Chana (raw) Meethi Kheel,Roasted Bengal Gram) SNP						
<b>TOTAL</b>									

The details of the 10% Monitoring fees payable to MNPO for monitoring of SHGs running under ICDS Project is as under:

S. No.	Bill No. & Date	Period	Type of SNP	Amt Claimed by the MNPO	Amount Verified by the CDPO	Penalty if any proposed by the CDPO	Net Payable to MNPO	Page No.
I	II	III	IV	V	VI	VII	IX	X
1			Wheat Dalia Plain, Black Chana (raw) Meethi Kheel,Roasted Bengal Gram) SNP					
<b>TOTAL</b>								

**Summary of previous months**

Month & Year	Total No. of Beneficiaries Registered in AWCs	Total No. of Beneficiaries for the Month	No. of Days for which SNP Supplied	Rate	No. of Beneficiaries Per Day (Average) (3/4)	Total Amount Paid / Payable (3x5)
1	2	3	4	5	6	7
	Children				Children	
	P. Ladies				P. Ladies	
	<b>TOTAL</b>					
	Children				Children	
	P. Ladies				P. Ladies	
	<b>TOTAL</b>					

**Present Bills Summary for the month of \_\_\_\_\_**

Month & Year	Total No. of Beneficiaries Registered in AWCs	Total No. of Actual Beneficiaries for the Month	No. of Days for which SNP Supplied	Rate	No. of Beneficiaries Per Day (Average) (3/4)	Total Amount Paid / Payable (3x5)
1	2	3	4	5	6	7
	Children				Children	
	P. Ladies				P. Ladies	
<b>TOTAL</b>						
	Children				Children	
	P. Ladies				P. Ladies	
<b>TOTAL</b>						
<b>Grand Total</b>						

(Per day Beneficiaries Percentage)  
%  
(Per day Beneficiaries Percentage)  
%  
(Per day Beneficiaries Percentage)  
%  
(Per day Beneficiaries Percentage)  
%

**Physical Verification:** It is certified the beneficiaries registered and actual during the month of period at Page No.....

It is certified that the SNP/SABLA claimed for actual beneficiary for the month of period are not as per the beneficiaries reported in RRS/MPR. Certificate is placed opposite at page no.....

ICDS Project	<u>NPO (no. of AWCs)</u>
Month	<u>month name</u> <u>month name</u>
No. of Days	
Total Beneficiaries (Month)	
No. of children per AWC	
No. of women per AWC	
Amount	
Gross Total	

Net amount payable to MNPO & SHGs comes as under:

S. No.	Name of SHG / MNPO	Amount
1	Name of SHG / MNPO	
2	Name of SHG / MNPO	
	<b>TOTAL</b>	

It is certified that the budget is available for incurring the expenditure in SNP & SABLA budget heads.

It is certified that the Kitchen Visit Reports on Kitchen Visit dates & page numbers have been received and found within the norms.

It is certified that the lab reports of the sample picked up on lab reports date & page numbers have been received and found within the norms.

We may request the DWCD being the Competent Authority to accord approval for expenditure sanction of Rs. Amount in numerical & words \_\_\_\_\_ subject to the vetting of the proposal by the Accounts Branch (WCD) & recommendations to release the above mentioned payment for the month of period.