

**Government of West Brngal**  
**Women & Child Development & Social Welfare Department**  
**BikashBhavan, North Block, 10<sup>th</sup> Floor, Salt Lake, Kolkata – 700091.**

No.5651-SW/WCD/14032/1/2022

Dated 18<sup>th</sup> October, 2022.

**NOTIFICATION**

At present, after utilization of rice and musur dal at the Anganwari Centres, the empty bags are neither returned nor sale proceeds, collected from the Anganwadi Centres, are handed over at the Project Level. As a result, several audit queries are being raised due to non availability of proper records on the disposal of these gunny bags. After careful consideration of the said matter, a guideline detailing the protocol for disposal of such empty gunny bags is issued as follows:

1. Empty bags may be defined as the jute or synthetic (propylene) bags used for packaging of rice and musur dal at the AWC level. Polythene carry bags, if used for packaging of small quantity of condiment etc. will not be included in the same.
2. Every AWC is authorized to use such number of empty bags for sitting purpose of children and parents as well as for re-bagging of the food articles to avoid wastage and pilferages, subject to the approval of CDPO through Supervisors. But in no case should the number of such empty bags used for the purpose, exceed 30% of total gunny/synthetic bags issued by the CDPO to the AWC during the calendar year.
3. CDPO is authorized to invite annual auction as per existent orders of the Finance Department for disposal of such empty bags and for this purpose there will be a Block level Auction Committee comprising of : (i) SDO as Chairman (ii) CDPO as Convener (iii) BDO as Member and (iv) Sub-Divisional Agri-Marketing Officer as Member.

As per resolution of such Committee, CDPO concerned will float auction, following all financial formalities and SDO, as Chairman, shall approve the rate being recommended and as unanimously being decided by the Committee.

4. While floating the auction, the CDPO should clearly mention that all the empty bags will be collected from the Project level go downs only and collection of empty bags will be restricted to either quarterly or half yearly periodicity.
5. In the present stock book for food articles, one column mentioning the name "Empty bags generated" shall be added, which will show the empty packaging bags in jute or synthetic type collected as a result of food articles distributed. This figure of empty bags shall be transferred to the separate register for empty bags, which the CDPOs will have to maintain, where the AWC-wise receipt of empty bags of Food grains (separately for Rice and Masur Dal) quarterly or half yearly, shall be recorded. This stock should be registered separately for jute/synthetic bags.
6. Similarly, at the AWC level also the account of empty bags will have to be maintained in the same way as it is done at Project level. In the Stock Book of food articles of AWCs, a separate column for Empty Jute/Synthetic bags generated and disposed as used/returned shall be maintained which shall be certified by the Supervisors during their visit.
7. While inviting tender and entering into contract deed of agreement, which approved Storing and Carrying Agent, a clause is to be added to the tender notice and subsequently in the contract deed of agreement, by which carrying Agents can be bound to periodically lift the empty bags from the AWCs at the time of carrying/delivery of food articles to AWCs. A receipt challan is to be given by Carrying/ Delivery Agent with specific mention of empty bags received from each

Anganwadi Centre; a copy shall be given to each AWW for record keeping and to the Typist cum Storekeeper/store in-charge of the Project for compilation, updating the register at the office and verification of empty gunny bags received back at the Project go downs from the AWCs.

8. Fund accumulated at the Project level is to be refunded to the Government account through TR challan to the Head of Account "0235 (Social Security and Welfare) – 60 (Other Social Security & Welfare Programmes) – 800 (Other Receipts) – 001 (Other Items) – 27 (Other Receipts)" under Demand No.74.
9. Necessary records of sale proceeds are to be maintained in cash book or subsidiary cash book.

By Order of the Governor,

*[Signature]*  
18/10/22

Additional Secretary to the Govt. of W.B.

No.5651/1(5)-SW/WCD/14032/1/2022

Dated 18<sup>th</sup> October, 2022.

Copy forwarded for information and necessary action to :

1. The Principal Accountant General(A & E), W.B., Treasury Buildings, Kolkata-700001.
2. The Principal Accountant General(Audit), West Bengal, Treasury Buildings, Kolkata-700001.
3. Finance(Budget) Department, Nabanna, Howrah-2.
4. Finance Deptt., Internal Audit, Todi Mansion, P-15, India Exchange Place Extension, Kolkata-73.
5. The Director of ICDS, W.B., Shaishali Complex, Salt Lake, Kolkata-700091.  
6-27. The District Magistrate, Bankura, Birbhum, PurbaBardhaman, PaschimBardhaman, Coocobehar, Darjeeling, Kalimpong, Hooghly, Howrah, Jalpaiguri, Malda, PurbaMedinipur, Murshidabad, Nadia, Purulia, North 24 Parganas, Uttar Dinajpur, South 24 Parganas, DakshinDinajpur, PaschimMedinipur, Jhargram, Alipurduar.  
28-50. The DPO(ICDS) Bankura, Birbhum, PurbaBardhaman, PaschimBardhaman, Coocobehar, Darjeeling, Kalimpong, Hooghly, Howrah, Jalpaiguri, Malda, PurbaMedinipur, Murshidabad, Nadia, Purulia, North 24 Parganas, Uttar Dinajpur, South 24 Parganas, DakshinDinajpur, PaschimMedinipur, Jhargram, Alipurduar, Kolkata.

*[Signature]*  
18/10/22

Additional Secretary to the Govt. of W.B.

Memo No. 970/2021/EDS, Date. 19.10.2022  
Forwarded for information and taking n/a to :

1. The EDPO(AH), ----- EDS Project, North 24 Parganas.

*[Signature]*  
District Programme Officer(ICDS)  
North 24 Parganas