

Integrated Child  
Development  
Services  
Scheme



**Government of West Bengal**  
**Directorate of ICDS Scheme**  
**Juvenile Court Building, Salt Lake City, Kolkata – 700 064**  
Ph: (033) 2359 3786 / 3787, Fax – (033) 2337 5782, Email Id icdswestbengal@gmail.com

No. 2045 (22) / ICDM - Dte

Dated, 13/12/21

To

**The District Magistrate(s)**

Darjeeling, Kalimpong, Jalpaiguri, Alipurduar, Coochbehar, Uttar Dinajpur, Dakshin Dinajpur, Murshidabad, Malda, Birbhum, Bankura, Purulia, Paschim Medinipur, Purba Medinipur, Jhargram, Purba Bardhaman, Paschim Bardhaman, Howrah, Hooghly, Nadia, North 24 Parganas and South 24 Parganas

&

**The Additional Director of ICDS**

West Bengal

**Sub: Guidelines to DPOs and CDPOs for imparting Training  
on POSHAN Tracker APP to the Anganwadi Workers**

Madam / Sir,

As you are aware that data entry in Poshan tracker is of prime importance for the state and therefore it is expected that AWWs now start using this App to upload data of ICDS without any further delay. Already the process of training 2 master trainers from each district has been completed by the Directorate and it is time for the subsequent trainings to be conducted in each of your district in order to take it down the line to the field functionaries. The two levels for training would be:

- (a) District Level: The CDPOs and the Supervisors will have this training which will be conducted by the DPO and the District Manager, CSC at the District head quarter.
- (b) Project Level: This part will be mandatorily conducted by the CDPO in person along with the Supervisor and the VLE and the training will be imparted to all the AWWs in batches. Each batch will consist of 20 AWWs and the venue should be preferably at the Block / Project Conference Hall having suitable infrastructure and internet connectivity.

The necessary planning for organizing these trainings at District and Project level have already been received from some districts by this Directorate; remaining districts that have not yet submitted are directed to submit it by 14 December, 2021.


Training should be planned in such a way that AWWs of all the Projects including the Projects where additional charge is given to the CDPO are trained in proportion so that no Project is missed out. AWWs of the Project which is in additional charge of any CDPO should have the training with equal importance and handholding like those of the Project where the CDPO is holding the original charge.

Now, it is very important that you should take following steps for successful completion of training with necessary handholding of the AWWs with respect to data entry in POSHAN Tracker App:

- (a) It is recommended that the CDPOs, in the first one or two batches, should select such AWWs who are enthusiastic, well-versed and have their own smart phones for downloading the APP on their mobile phone for this purpose. The rest of the AWWs will be trained subsequently and in later batches, the AWWs who have already got the training can assist and guide other AWWs for better understanding of the App in a peer-group model.
- (b) The AWWs should be asked to bring the following real-time data from the register 3 while they attend the training programme. They should bring detailed data of following categories of beneficiaries and register them in the App simultaneously at the training programme so as to have first-hand experience of data entry:
  - (1) One Pregnant Woman
  - (2) One Lactating Mother
  - (3) One 0 – 6 months Child
  - (4) One 6 months – 3 years child
  - (5) One 3 years – 6 years Child
  - (6) One Adolescent Girl
- (c) Actual beneficiary data entry in POSHAN Tracker App would not be a problem as the time limit for the verification of mobile number of the Beneficiary by OTP have been increased to 7 days. She can exercise the option “Skip for Now” recently introduced in the APP and beneficiary registration can be validated within a week.
- (d) At present, six districts, viz., North 24 Parganas, Howrah, Kolkata, Jhargram, Purba Medinipur and Uttar Dinajpur, are onboard on Poshan Tracker App. The user IDs are being created at this end which will be communicated to the respective DPOs along with the password separately by next 14.12.21. The user ID of the other districts will also be created by this Directorate as and when those districts are incorporated on the Dashboard by the Government of India and will be communicated to those districts along with the passwords separately. The Districts are required to create Project and Sector level users subsequently.
- (e) The MPIN for all the Anganwadi Workers for POSHAN Tracker app is 7451. At present, the AWWs of the aforesaid districts can log in the POSHAN Tracker App through mobile phones with this MPIN while the USER ID will be the mobile no. of the AWW (provided by CDPOs to the Directorate for back end data entry). They should change their MPIN after first log in.
- (f) When AWW is in additional charge, she may give phone no. of AWH or her family member for necessary data entry in POSHAN Tracker App. This addition may be done by the Supervisor from “Add User” option of POSHAN Dashboard if it needed.
- (g) Once training is completed for a batch, necessary registration of beneficiaries of her AWCs should be started immediately. It is expected that most of the AWWs in your district already have Smart Phones and accordingly, targets for beneficiary registration may be fixed.
- (h) From January, 2022, some percentage of data regarding growth monitoring should be captured by the AWWs through their mobile app and it will be available on the POSHAN Dashboard.
- (i) Necessary guideline of Government of India regarding incentives of the AWWs and AWHs regarding this is attached herewith for your perusal.

In case you face any problem please contact Assistant Director, Sri Anupam Dutta  
(8927800060 / 9433269662).

Yours faithfully,

  
**Director of ICDS  
West Bengal**

No. 2045/1(25)/ICDM-DTE  
**Copy forwarded to:**

Date: 13/12/2021

1. The Secretary, Department of WCD & SW, Government of West Bengal
2. The PS to the Hon'ble MIC, Department of WCD & SW, Government of West Bengal  
with the request to bring it to the kind notice of the Hon'ble MIC
- 3.-25. The District Programme Officer(s), Darjeeling, Kalimpong, Jalpaiguri, Alipurduar, Coochbehar, Uttar Dinajpur, Dakshin Dinajpur, Murshidabad, Malda, Birbhum, Bankura, Purulia, Paschim Medinipur, Purba Medinipur, Jhargram, Purba Bardhaman, Paschim Bardhaman, Howrah, Hooghly, Nadia, North 24 Parganas, South 24 Parganas and Kolkata, West Bengal

  
**Director of ICDS  
West Bengal**