

Government of West Bengal
Child Dev. & Women Dev. & Social Welfare Department
Bikash Bhavan, Salt Lake City, Kolkata - 700 091

No.5820(23)-SW/3S-175/11(Pt.II)

Dated the 30th October,2018

From: Joint Secretary to the Govt. of West Bengal

To: 1. The Director of ICDS, W.B.

(2-23). District Magistrate. (Alipurduar, Bankura, Birbhum, Coochbehar, Dakshin Dinajpur, Darjeeling, Hooghly, Howrah, Jalpaiguri, Jhargram, Kalimpong, Malda, Mursidabad, Nadia, Paschim Burdwan, Purba Burdwan, Paschim Medinipur, Purba Medinipur, Purulia, North 24-Parganas, South 24-Parganas, Uttar Dinajpur)

Sub: Protocol for Selection of SHGs/ Clusters/ Federation of SHGs to supply food stuff in ICDS Projects.

Sir/Madam,

You may be aware that as per orders of the Hon'ble Supreme Court "the Contractors shall not be used for supply of nutrition in Anganwadis and preferably ICDS funds shall be spent making use of village communities Self Help Groups and Mahila Mandals for buying grains and preparation of meals". This Department issued the guidelines vide Memo. No.912(19)-SW dated. Dated.26.03.2014 and subsequent Memo. No.4083(20)-SW dated.27.11.2014 for engaging SHGs for the supply of food-grains under ICDS Scheme .

In partial modification of the letter referred to above, and in order to further streamlining the system as well as for making selection process of engaging of SHGs for the supply of food-stuff under umbrella ICDS Scheme more transparent and vigilant, it has since been decided that the following procedures may be adopted by the district authority/ Director of ICDS in case of Kolkata.

- I) The said SHGs shall mandatorily be at least Grade-II/ Clusters(Grade-A)/ Federation of SHGs. They shall have the enrollment with the DRDC/ MIS of NRLM.
- II) The said SHGs (Grade-II/ Clusters (Grade-A)/ Federation of SHGs) shall possess experience of at least 3 years of operational activities since its formation.
- III) The BDO as well as SDO will issue separate certificates with their specific comments after scrutinizing the proposals of SHGs in respect of their infrastructural and financial capabilities.
- IV) The Additional Mission Director & PD DRD Cell of the District shall recommend proposal for engagement of SHGs/ Clusters/ Federation of SHGs to supply food stuff in ICDS Projects.
- V) After recommendation of DRDC the proposal should be forwarded to the DPO(ICDS) for preparation of proposals for engagement of SHGs/ Clusters/ Federation of SHGs to supply food stuff in specified ICDS Project(s) as per new proforma(Joint Inspection Report) issued by this Department.

Contd.....

JOINT INSPECTION REPORT as per revised guidelines contained in G.O. No.5820r23) SW
Dated.30.10.2018

- 1) Name of SHGs/ Clusters/ Federation of SHGs with the names of the SHG members (Joint application with signatures of SHG members to be enclosed).
- 2) Society Registration No. with date of the Federation/ SHG- Grade-II/ Cluster Grade A.
- 3) Enrollment No. with DRDC/ MIS of NRLM.
- 4) Date of formation of Federation/ SHG- Grade-II/ Cluster Grade A(Certificate of Addl. Mission Director, District Anandadhara to be attached).
- 5) Full address of the Federation/ SHG- Grade-II/ Cluster Grade A.
- 6) Status of gradation of SHG/ Cluster (Certificate of Addl. Mission Director to be attached).
- 7) Name and No. of SHGs associated with the federation/ Cluster.
- 8) Other activities ;(Documents to be attached to substantiate).
- 9) Financial capacity of the Federation/ SHG- Grade-II/ Cluster Grade A including Bank balance (Documents to be issued by Bank).
- 10) Period of last audit on the accounts of the Federation/ Cluster/ SHG (Certificate of Auditor of the Audit firm).
- 11) Comment of the Bank regarding providing financial assistance to the Federation/ SHG- Grade-II/ Cluster Grade A (Certificate of Bankers).
- 12) Names of Block and Sub Division who has issued certificates with their specific comments after scrutinizing the proposals of SHGs in respect of their infrastructural and financial capabilities.
- 13) Whether the Federation/ SHG- Grade-II/ Cluster Grade A will agree to the rates of food commodities as may be prescribed and revised on quarterly basis as per recommendation of the SNP Rates Recommending Committee constituted vide this Department Memorandum No.5096-SW dated.09.12.2009.
- 14) Whether the Federation/ SHG- Grade-II/ Cluster Grade A are capable of ensuring uninterrupted supply of rice, musur dal, mustard oil and iodized salt and maintain quality.
- 15) Whether the Federation/ SHG- Grade-II/ Cluster Grade A are agreeable to execute an agreement with the SDO concerned for the supply of aforesaid items.
- 16) Specific views of District Magistrate to engage the Federation/ SHG- Grade-II/ Cluster Grade A for supply of rice, musur dal, mustard oil and iodized Salt, Morning Snacks/ Poustik Powder(RTE)/ Soya Chunks with suggestive names of ICDS Projects with expected date of engagement.

Name & Signature of CDPO

Signature of District Magistrate with Seal/
Signature of Director, ICDS in case of Kolkata

Name & Signature of DPO(ICDS)

Anujit Hithu

- VI) The Joint Inspection Report shall be signed by District Magistrate in respect of districts, & by Director of ICDS, W.B in respect of Kolkata district.
- VII) Renewal for engagement of SHGs/ Clusters/ Federation of SHGs to supply food stuff in ICDS Projects, the proposals shall be forwarded to the Department containing satisfactory performance reports of the SHGs/ Clusters/ Federation of SHGs complying all points as mentioned in points (I) to (VI) above with due recommendations of the respective District Magistrate. In case of renewal, the proposals shall be prepared in same Joint Inspection Report format issued by this Department.
- VIII) Department will scrutinize such proposals and will convey its decision to the concerned District Magistrate.
- IX) Engagement of SHGs/ Clusters/ Federation of SHGs may be made by this Department for 6(Six) months or more.

I am directed to say that concerned District Magistrate/ Director of ICDS may get statement of interest from all such SHGs which fulfills eligibility criteria through the DRDC and will furnish list of SHGs in their respective district who may be involved in SNP supplies from now on.

I am also directed to state that henceforth Director of ICDS(for Kolkata)/ District Magistrates will submit proposals to this Department for engagement of such eligible SHGs for the supply of food stuff as per new proforma(enclosed) under signature of only Director of ICDS(for Kolkata)/ District Magistrate in cases of both new engagement and renewal.

Enclosure: 01(one) Sheet

Yours faithfully,
Sd/- A.K. Mitra

Joint Secretary to the Govt. of West Bengal

No.5820(23)/1(23)-SW

Dated. 30.10.2018

Copy forwarded for information & necessary action to:

1. The Additional Mission Director & PD DRD Cell, Bankura, Birbhum, Coochbehar, Dakshin Dinajpur, Darjeeling (including Kalimpong), Hooghly, Howrah, Jalpaiguri (including Alipurduar), Kolkata, Malda, Mursidabad, Nadia, Purba Burdwan (including Paschim Burdwan), Paschim Medinipur(including Jhargram), Purba Medinipur, Purulia, North 24-Parganas, South 24-Parganas, Uttar Dinajpur.
2. P.S. to HMoS(IC) of this Department
3. The District Programme Officer(ICDS), Bankura, Birbhum, Coochbehar, Dakshin Dinajpur, Darjeeling (including Kalimpong), Hooghly, Howrah, Jalpaiguri (including Alipurduar), Kolkata, Malda, Mursidabad, Nadia, Purba Burdwan (including Paschim Burdwan), Paschim Medinipur(including Jhargram), Purba Medinipur, Purulia, North 24-Parganas, South 24-Parganas, Uttar Dinajpur.
4. Sr. PS to the Secretary of this Department.


Joint Secretary to the Govt. of West Bengal

Standard Operating Procedure (SOP) for THR food processing, packaging and distribution

1. Collection/ Procurement of ingredients:

- a. The selected SHGs have to get an order for the quantity of THR to be produced for the particular ICDS project and weekly/monthly requirement of PUSTI packets to be supplied for the intended beneficiaries.
- b. The SHGs may get the subsidised Wheat from the FCI / MR Dealers as ordered by the District Magistrate time to time.
- c. Other ingredients like Ground nuts, Bengal Grams and Sugar will be procured by the SHGs as per market rate.

2. **Cleaning of the grains:** Depending on the outcome of the raw material inspection and the level of contamination that is found, it may be necessary to clean the grain before it is milled. This is necessary for two reasons: to prevent contamination of the finished product and to protect the mill or dehuller from excessive wear or damage by sand or stones. The cleaning method to be used depends to some extent on the contaminants that are present, but it is usually sufficient to sieve the grain to remove dust, sand, insects, small stones, weed seeds, etc. through a fine mesh and retain chaff, leaves and larger stones on a coarse mesh. The weights of contaminants in each batch should be recorded and the results reported back to the supplier.

3. Conditioning or preparing of the grains for milling/grinding:

Conditioning of grain before milling is important to ensure the proper separation of the component parts of the grain. Grain that is too moist should be redried. The grains like wheat, Bengal Gram and Ground nuts to be fried/roasted in hot sand separately in a temperature of 120 degree Celsius. After roasting of the grains, outer skin of ground nuts to be removed carefully.

4. Grinding

The grains like wheat, Bengal gram and ground nuts to be grinded individually in a flour mill. The flour of different grains to be blended with wheat flour in a given proportions. The Sugar powder to be blended with the grains in proportion before storage and packaging.

5. Storage of the blended mixture:

The blended mixture to be stored in a jute/ PVC sacks for proper maintenance of the condition and hygiene of the finished product.

6. Packaging

Finished product/mixture of the grains to be put in a clean and disinfected tray. The mixture need to be measured and filled into the printed with product label in LDPE packets. After filling the mixture into the packets, they should be securely closed/ sealed in such a manner that no leakage to be left which may facilitate contamination, air pass or entry of any pathogens. The sealed packets to be marked with the date of manufacturing, batch no and expected date of expiry.

7. Storage of the finished packages:

The sealed packets to be filled into PVC sack. The sacks should not contain more than 25 packets of finished product. All the PVC sacks to be marked with the batch no and date of manufacturing and expiry.

8. Quality Assurance of the processed product:

The sample to be drawn randomly from the finished products. The randomly drawn packet from each batch no will be sent to the NABL laboratory for product quality testing. Once the favourable analysis report is available from the NABL laboratory, the consignment will get ready for dispatching to the ICDS projects.

9. Distribution:

The SHG manufacturer will transport the food packets of 25 pouches to the respective ICDS projects as per the order placed by the CDPOs. The transporter should maintain all records and reports properly during and after the supply of the materials.