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GOVERNMENT OF ASSAM
SOCIAL WELFARE DEPARTMENT

ORDERS OF THE GOVERNOR

NOTIFICATION

No. SWD.410/2006/1
Dated 7th August, 2006

To ensure effective functioning of the Anganwadi centres and popular participation in their management, the Governor of Assam is pleased to notify the Constitution of Anganwadi Centre Managing Committee in all the ICDS Projects of the State of Assam as per norms and instructions given hereunder :

A. Composition of the Anganwadi Centre Managing Committee (AWCMC)

1. President
Goan Panchayat member / ward member representing the village / ward, municipality / town committee, corporations, social worker from the village / ward concerned. If the village has more than one G.P. members, one of them selected in the manner prescribed in the notification.

In areas where Gaon Panchayats don't exist or GP elections were not held, one of the residents with interest for social work of the village / habitation selected in the manner prescribed in the Notification provided he/she has completed education upto Class-VII.
2. Member Secretary
The Anganwadi worker of the centre if she is at least HSL pass or else the Supervisor for the Anganwadi centre concerned.
3. Members
 - (i) Ex-officio Members :
 - (a) Gaon Panchayat member / ward member not selected as President.
 - (b) Anganwadi worker, if not selected as the Member Secretary.
 - (c) Goan Burah of the village
 - (d) A.N.M. of the Health Sub-Centre covering the village/ward.
 - (e) Headmaster of the LP, ME or MV School nearest to the centre.
4. Other Members
Eight persons, whose age should not be less than 18 years, from the village / habitation / ward, of which four must be women and at least two must be from SC / ST community, if people of ST/SC community are residents of that village/ Habitation/ Ward.

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B. The term of the Anganwadi Centre Managing Committee will be two (2) years from the date of constitution.

C. Procedure for the selection of President, Member Secretary and Members

1. The Anganwadi worker should convene a meeting of the adult members of the village / habitation / ward within 15 (fifteen) days of receiving the intimation from the competent authority for the constitution of Anganwadi Centre Managing Committee.
2. The meeting so convened must be attended by at least 50 or 10% of the total adult persons of the village / areas concerned, whichever is less, to be able to take up the task of selection of the President, Member Secretary and the Members of the Anganwadi Centre Managing Committee and shall be presided over by any one of the Ex-officio members, as agreed to by the person attending the meeting.
3. Selection should be made, as far as possible, in an unanimous manner. If the selection cannot be done unanimously or by method of raising of hands in support of various candidates, another date should be fixed for the meeting for the selection of the President, Member Secretary and the Members and the meeting should be held in the presence of an observer deputed by the Child Development Project Officer concerned.
4. The resolution adopted in the meeting clearly indicating the names of the persons selected as President, Member Secretary and Members shall be signed by each and every person present in the meeting.
5. The Child Development Project Officer should place all the resolutions before the Block Level Coordination Committee which shall examine and approve the resolution and Child Development Project Officer should, thereafter, notify the constitution of the Anganwadi Centre Managing Committee in the proforma prescribed for this purpose. One copy of the notification shall be given to the Member Secretary of the Anganwadi Centre Managing Committee, one to the Programme Officer, Divisional ICDS Cell and one shall be retained in the Office of the Child Development Project Officer.
6. No person can be member of more than one Anganwadi Centre Managing Committees. This does not apply, however, to the Ex-officio members.
7. None of the ex-officio members can be the President of the Anganwadi Centre Managing Committee.
8. The constitution of the new Anganwadi Centre Managing Committee shall come into effect from the date of the issue of Notification by the Child Development Project Officer.

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D. Norms for transacting the business of the Anganwadi Centre Managing Committee

1. The first meeting of the newly Anganwadi Centre Managing Committee must be held within 15 (fifteen) days of the date of the notification of its constitution.
2. The Member Secretary should inform all the members of the date, venue and time of this meeting at least three (3) days in advance with the prior approval of the President.
3. The Anganwadi Worker, if she is not the Member Secretary, should place all the information and records relating to the functioning of the centre, in the meeting and apprise the members of the Govt. instructions and guidelines regarding the activities to be undertaken under the ICDS programme.
4. In case of an Anganwadi Centre Managing Committee constituted after the expiry of its term or on dissolution of the Anganwadi Centre Managing Committee, the Member Secretary must inform the President, Member Secretary and the members of the previous committee too along with the members of the newly constituted committee of the date, time and venue of the first meeting of the newly constituted Anganwadi Centre Managing Committee with the prior approval of the President of the newly constituted committee.
5. All the records and documents, financial and non-financial, shall be handed over to the newly constituted Anganwadi Centre Managing Committee in this meeting and the minutes of this meeting should be signed by the Presidents and the Members of both the outgoing and newly constituted Anganwadi Centre Managing Committee.
6. It shall be mandatory for the President and all the Members (other than the ex-officio members) of the newly constituted Anganwadi Centre Managing Committee to attend this meeting and any member of the newly constituted Anganwadi Centre Managing Committee not attending the meeting shall automatically stand removed from Anganwadi Centre Managing Committee.
7. The Anganwadi Centre Managing Committee should meet at least once every month thereafter and 50% of the total number of members shall form the quorum. Since the Anganwadi Centre Managing Committee has the responsibility of approving the absentee statement of the Anganwadi Worker and Helper of the centre, this meeting must be held before last working day of the month.
8. The Member Secretary shall convene the meeting with the prior approval of the President, but at least three (3) days advance notice must be given to the Members regarding the date, time and venue of the meeting.
9. It is mandatory for both the Anganwadi Worker and the Helper to be present in all the meetings of the Anganwadi Centre Managing Committee and if any of

them cannot attend the meeting for unavoidable reasons, the President or Member Secretary must be informed of the reasons in writing in advance.

10. The meetings shall be presided over by the President and in his absence by any one of the members as agreed to by the members present.
11. The President shall call a special meeting of the Anganwadi Centre Managing Committee if more than 50% of the members of the Committee make requisition for it.
12. The Child Development Project Officer shall have the authority to issue directions for holding the meeting of Anganwadi Centre Managing Committee as and when required.
13. The officials of Social Welfare Department can be present in the meetings of the Anganwadi Centre Managing Committee, but will not have the right to vote.
14. The proceedings of each and every meeting of Anganwadi Centre Managing Committee shall be recorded by the Member Secretary in the Register specially kept for this purpose and should necessarily be signed by all the Members present.

E. Removal of President / Members of Anganwadi Centre Managing Committee and filling up of vacancies :

1. If any vacancy is caused due to resignation, removal or death of the President or a member, the same shall be filled up in accordance with the procedure laid down for the selection of President / Members.
2. A person shall not be qualified to be President or Member of the Anganwadi Centre Managing Committee and can be removed by Anganwadi Centre Managing Committee through a resolution signed by 2/3rd of the Members present in the meeting of the Committee which should not be less than 50% of the total number of the Members of the Committee at that time or by the Child Development Project Officer after satisfying himself / herself of the facts through an inquiry, if -
 - i) He/She is convicted by the Court of Law for offences involving moral turpitude or any crime under Section 302/ 363/ 366/ 376/ 395/ 409, 465/ 468/ 477(A)/ 493/ 494 of the I.P.C.
 - ii) He/She is not/ceases to be a citizen of India.
 - iii) He/She is not/ceases to be the resident of the village/ ward/ area in which the Anganwadi centre falls.
 - iv) He/She is declared insolvent or of unsound mind.
 - v) He/She is found guilty of misconduct or negligence of duty.
 - vi) He/She fails to attend three (3) consecutive meetings of the committee
3. The removal of the President or Members of Anganwadi Centre Managing Committee shall take effect from the date of the adoption of the resolution by

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the committee or order of the Child Development Project Officer in this regard, as the case may be.

4. If the Member Secretary of Anganwadi Centre Managing Committee is found to be negligent in the performance of his/her duties, particularly with regard to calling of the meeting of the committee, keeping records of the proceedings of the committee, communicating the decisions of the committee and its resolutions to the competent authorities, submitting the record of financial transactions etc. the Anganwadi Centre Managing Committee may by a resolution signed by not less than 50% of its members can recommend disciplinary action against the Member Secretary concerned and the Child Development Project Officer shall be duty bound to conduct an inquiry and submit report to the Block Level Coordination Committee.
5. Director, Social Welfare or the District Elementary Education Officer, as the case may be, will take necessary action against the person concerned on receiving the recommendation of the Block Level Coordination Committee on the enquiry report of the Child Development Project Officer.

F. Dissolution of Anganwadi Centre Managing Committee

1. The Anganwadi Centre Managing Committee may be dissolved if found guilty of negligence of its duties and responsibilities, non-compliance with the Government Orders and Instructions or/and non co-operative attitude towards the implementation of the Govt. schemes for the improvement of the condition of women and children by an order of the Child Development Project Officer on the basis of -
 - i) A resolution adopted in the meeting of the adult members of the village, attended by at least hundred (100) or 10% of the total number of adult members of the village, whichever is less, to the effect that the Anganwadi Centre Managing Committee has failed to discharge its duties and responsibilities effectively or has been inactive or indifferent in the matter of implementation of schemes for the improvement of the condition of women and children.
 - ii) An inquiry into the complaints of negligence of duties and responsibilities, non-compliance with Govt. Orders and Instructions or/and non co-operative attitude towards the implementation of the schemes for the improvement of the condition of women and children.
2. The Child Development Project Officer on receiving a resolution recommending the dissolution of the Anganwadi Centre Managing Committee shall verify the facts that the meeting was actually held and signatures on the resolution are of genuine persons. Once the resolution is found to have been passed in a genuine manner, no further inquiry into the grounds shown for recommendation of the dissolution will be required and the order for dissolution of the Anganwadi Centre Managing Committee shall be passed.
3. The Child Development Project Officer on receiving complaints against an Anganwadi Centre Managing Committee either from public or Government

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officials shall conduct a detailed enquiry and on being satisfied as to the authenticity of the complaint of negligence of duties and responsibilities, non-compliance with Govt. Orders and Instructions and non co-operative attitude towards non implementation of developmental schemes, shall pass a resolution order regarding the dissolution of the Anganwadi Centre Managing Committee concerned after obtaining the approval of the Block Level Coordination Committee.

4. The Anganwadi Centre Managing Committee concerned shall stand dissolved with effect from the day of the order of the dissolution.
5. One copy of this order shall be sent to the Member Secretary of the Anganwadi Centre Managing Committee concerned, one copy to the Programme Officer Divisional ICDS Cell and one shall be retained in the Office of the Child Development Project Officer.
6. The Child Development Project Officer shall take steps for constitution of the new Anganwadi Centre Managing Committee within a month of the dissolution of the Anganwadi Centre Managing Committee concerned.

G. Accounts and Audit :

1. The Anganwadi Centre Managing Committee shall have a Bank Account to be operated jointly by the President and Member Secretary for all the funds received from State Govt.
2. The Member Secretary shall be responsible for the maintenance of the fund receipt register, stock book, payment register and all other records of the financial transactions required to be maintained as per State Govt. directions and for the safe custody of these records.
3. If the Anganwadi Centre Managing Committee receives any grant for civil work it will have to utilise the same maintain the records as per the directives and guidelines issued by the State Govt.
4. Full details of the financial transactions during the month shall have to be presented in the monthly meetings of the Anganwadi Centre Managing Committee.

H. Powers and functions of the Anganwadi Centre Managing Committee

1. To take all the necessary steps for the smooth and effective functioning of the Anganwadi centre
2. To take effective steps to ensure error-free survey and identification of the women, adolescent girls and children of the appropriate categories and maintenance of records of the surveys in prescribed format and in the manner prescribed from time to time.

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3. To undertake regular and close monitoring of the functioning of the centres to ensure that activities and services related to health, nutrition, pre-school education, immunization are carried out in the desired manner.
4. To ensure the distribution of the items meant for the supplementary nutrition of the women, adolescent girls and children locally, as per the directions and guidelines issued by the Deptt., and the maintenance of the authentic and error-free record of the food items received and distributed.
5. To mobilise locally available additional resources to meet the nutritional needs of the women and children.
6. To help the ICDS functionaries and those of other Deptts. to create and enhance awareness about the rights and needs of the women and children.
7. To undertake construction of the Anganwadi centres as and when fund is made available for this purpose strictly in accordance with the instructions and guidelines issued by the Social Welfare Department.
8. To monitor the attendance of the Anganwadi worker and helper and approve their monthly absentee statement. Since honorarium of these functionaries shall be disbursed on the strength of the absentee statement approved by the Anganwadi Centre Managing Committee, the Anganwadi Centre Managing Committee must meet one day before the last working day of the month to consider and approve the absentee statement of the Anganwadi worker and helper. A resolution to this effect shall be adopted indicating the dates on which they were absent, came late or left early.
9. The committee shall also consider the monthly progress report of the Anganwadi worker in this meeting and record its observations in the resolution. If satisfied with the correctness of the information given in the report, President should countersign it.

The Child Development Project Officer will keep record of the monthly progress to enquire into the functioning of the Anganwadi centre concerned.

10. To attend the orientation and training programmes organised for the Anganwadi Centre Managing Committee.
11. To abide by the instructions of the State Govt. regarding maintenance of records and accounts, inspection and audit of accounts and submission of reports and utilisation certificate.

I. Duties and responsibilities of the Supervisors and Child Development Project Officers with regard to the functioning of Anganwadi Centre Managing Committee

1. The Supervisor shall visit every Anganwadi centre within its jurisdiction at least once every month and must see whether meetings of the committee are held

regularly or not, whether records are being maintained properly or not and if the committee is discharging its responsibilities effectively or not

2. The Child Development Project Officer shall also look into the various aspects relating to the functioning of Anganwadi Centre Managing Committee and must visit at least fifteen (15) nos. of Anganwadi centres every month.
3. Both the Child Development Project Officer and Supervisor shall maintain an Anganwadi centre Profile Register to record their observations on the functioning of the centre and Anganwadi Centre Managing Committee. At least 15-20 pages should be allotted to each centre in this Register. At the end of every year grading of the Anganwadi centres and Anganwadi Centre Managing Committees will be done on the basis of these Anganwadi centre Profile Registers.
4. The Programme Officer, Divisional ICDS Cell, will ensure that Anganwadi centre Profile Registers are maintained by the Supervisors and Child Development Project Officers and this will be an important item of inspection during his visit to the ICDS Projects.
5. Child Development Project Officers will act promptly on the recommendations and complaints of the Anganwadi Centre Managing Committees and keep a separate record of the complaints received

(P.K. Tiwari)
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Secretary to the Govt. of Assam
Social Welfare Deptt., Dispur

Memo No SWD/410/2006/1-A

Dated Dispur, the 7th August, 2006

Copy to :

1. The Chief Secretary, Assam, Dispur, Guwahati-6.
2. All the Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries.
3. The Director, Social Welfare, Assam, Uzanbazar, Guwahati-1.
4. All the Deputy Commissioners.
5. All the S.D.O (Civil).
6. All the Programme Officers, Divisional ICDS Cells.
7. The P.S. to the Minister, Social Welfare, Assam, Dispur, Guwahati-6.
8. All the District Social Welfare Officers / Child Development Project Officers.

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Secretary to the Govt. of Assam
Social Welfare Deptt., Dispur