

**Guidelines for the Implementation of
Take Home Ration for Supplementary Nutrition
under ICDS**

March 2011

**Women and Child
Department
Government of**



**Development
Orissa**

Background

Take Home Ration [THR] is given to pregnant and lactating women, children from 6 months to 3 years and severely malnourished children as they do not attend the AWC on a daily basis. The GOI has fixed the per beneficiary cost, calorie and protein norm to be maintained across the states.

A per head ration cost @ Rs.5/- for Pregnant and lactating mothers, Rs.4/- for normal children under 3 and Rs.6/- for severe and acutely malnourished children is given to be eaten at home.

Government of Orissa has taken an in-principle decision to give Ready to Eat [RTE] or Chhatua to all eligible beneficiaries as it will ensure that it goes to the intended beneficiary and not entered the family kitty.

The aim of the guidelines is to enable smooth implementation and ensure effective delivery of services. Hence District Collectors are empowered to make local level changes wherever needed. This flexibility is given to ensure that feeding programme are not disrupted in any manner.

1. Implementation procedure

- I. At present, Government of India (GoI) supplies rice at a subsidized rate, hence for the present, rice based Chhatua will be prepared by SHGs. However, GoI is being moved for substituting wheat as it is more nutritive. After lifting order for wheat is made available, the Chhatua or RTE will be wheat based.
- II. Rice meant for THR should be lifted from FCI and supplied to the concerned SHGs. Proper receipts regarding quality and quantity should be taken from the SHGs. Collectors should monitor this closely.
- III. A single recipe for the Chhatua is being given at present to ensure that i) proper nutritional inputs are provided, ii) quality is maintained, and iii) the product can be checked by any monitoring authority either at the preparation, distribution or consumption stage.
- IV. In place of an SHG for THR distribution SHG federation may also be taken. In order to ensure uniformity and quality it is better that a single SHG supplies to the whole block. If that is not feasible, the Collector may assign two or three SHGs to prepare Chhatua. However, division of a block to more than one SHG should be avoided as far as possible.
- V. For selection of the SHG, the grading norms should be followed. Only graded SHGs that have experience in preparation of Chhatua and have the necessary drying, grinding and packaging equipment should be selected as the first preference. Thereafter graded SHGs that have experience in

grinding other condiments like haldi etc and have the equipment, should be selected. Only if none of the above are available, a graded SHG with experience of processing should be selected.

- VI. Collectors should take the help of personnel of Mission Shakti, Tripti, ORMAS, NRLM, OTELP, WORLP etc to identify good SHGs and also to install ready to eat plants, wherever required, for SHGs.

2. Ration entitlement and packaging

2.1 Ration entitlement

THR will be supplied on the 1st and 15th of every month to the beneficiaries as per **Table 1**.

TABLE 1

Type	Calorie	Protein	Cost	Amount to be consumed per day [grams]	Amount in 15 days (color coded packet)
6 months to 3 Years	615	13.34	4	160	2 KG
Pregnant and lactating mother	770	17.79	5	200	2.5 KG
Malnourished children	922	20	6	240	3 KG

THR preparation guideline is attached. Refer **Annexure I**

2.2 Packaging

- I. In order to ensure uniformity and prevent leakage, the SHGs should be directed to ensure uniform packaging for the above mentioned categories as follows:
- II. Color coding will be done for each category, as follows:
 - a. Yellow colour for pregnant and lactating mothers THR packets
 - b. Sky blue colour for 6 months to 3 years children THR packets.
 - c. Red colour for severely malnourished children children THR packets.
- III. Each colour coded packet will contain information as given in **Annexure II**
- IV. The packet can have a color coded paper outside, in case facility is not available with the SHG for printing on the packet.

3. Procurement of foodstuff for THR by the SHG

3.1 The responsibility of the SHG/SHG groups selected for the processing and supply of Chhatua shall be:

- I. To procure all the ingredients required for the Chhatua except rice as per the specification.
- II. The rice shall be supplied to them by the district authority. The SHGs should store rice and other foodstuff in clean and hygienic conditions, in proper airtight containers. On no account should rice and any other foodstuff be kept in open, or for long periods.
- III. SHGs must make sure that only fresh Chhatua is supplied to AWCs. Chhatua more than 10 days old should in no case be supplied to the AWC.
- IV. They should process the Chhatua in the defined manner and ratio as per the norm.
- V. They should deliver the Chhatua at the Anganwadi Centre as per the schedule, packets and volume specified by the district authority.

3.2 Procurement Plan

Monthly procurement plan shall be prepared by the CDPO for each ICDS project and the same shall be submitted in advance to the SHG/SHG groups selected for the block. This will be based on the indent of AWWs. The format of the same is given in **Annexure III**.

3.3 Pricing

SHGs will be paid according to the number of beneficiaries. SHGs should be paid towards processing and transportation as mentioned below:

Different heads	Paisa Per day per beneficiary
Transportation cost	0.05
Supervision cost	0.10
Processing cost	0.21

3.4 Terms and Methods of Payment

Payment shall be released by the CDPO to the SHG/SHG group only against proof of delivery of the THR at Anganwadi Centre.

4. Financial Guidelines for Decentralized Procurement for THR

1. Chhatua will be supplied by the SHG to the designated AWC according to the requirement along with the challan.

2. The AWW is to maintain a stock and distribution register for Chhatua in the format given in **Annexure V** and submit distribution report to the CDPO on a monthly basis.
3. While receiving the packets of Chhatua from the SHG, the AWW and 2 of the members of Mothers' Committee will verify the numbers/quantity supplied by the SHGs and sign the challan raised by the SHG as an evidence of receipt of goods by the AWW.
4. SHG will submit the challan countersigned by the AWW to the CDPO along with the bill for claiming the payment against the supplied quantity.
5. The supervisor is responsible for verification of the stock and distribution register. She will sign the stock and distribution report made by AWW for submission to CDPO.
6. E-payment will be done by CDPO to the SHG A/C within seven days of submission of receipt challans and bill. Sub-Collector will monitor the payment and ensure the payment within seven days to the SHG.

5. Quality parameters

- i. The Chhatua should be prepared in a hygienic condition, with proper hand washing, neatly cut nails, hair neatly tied, apron etc.
- ii. Prepared Chhatua/RTE should not be lying in open at any time. It should be packed as soon as it is prepared and stored on racks, properly labeled, with date of manufacture.
- iii. It should be ensured that the packaging instructions are strictly followed by each SHG taking up manufacturing of the Chhatua. In order to ensure that loose or packaged Chhatua is not sold in the open market, strict check on the quantity prepared and delivered to AWCs should be ensured at the block level by the Collector.
- iv. The Collectors should designate a squad of 5-6 persons [by name] who will make random checks during preparation of Chhatua and ensure that the proper quantity and quality as specified has been used in the preparation of the Chhatua. The squad members should give their report to the Collector every month who should review this in the monthly monitoring committee meeting. The BDO and CDPO should also make at least 2-3 visits per month at the preparation facility.
- v. THR preparation guidelines are given at **Annexure I** which should be strictly followed by the SHGs and monitored during spot visits by the squads and the BDO, CDPO at the block level.

6. Contract conditions

- I. A contract should be signed between the CDPO and the SHG/SHGs laying down the terms and conditions of preparation and supply. Normally, the contract should be for a period of one year.
- II. Before the end of one year a review of the SHG/SHGs performance should be made by the Collector after which a decision can be taken to either renew or rescind the contract.
- III. In case any SHG is found to have deviated from the guidelines and made Chhatua that has less protein and calorie than prescribed or has sold the Chhatua in the market by misutilizing government money, then strictest possible action should be taken against the SHG. This would entail termination of the contract, stoppage of micro credit support by the department to the SHG. A fine can also be enforced on the SHG. Proper procedure ensuring natural justice should be followed before taking any action.
- IV. A security deposit of 1% of the total value of production per month should be taken from the SHG and kept with the CDPO. This should be seized in case of action as mentioned above is taken against the SHG and returned at the end of the contract with SHG.

7. Distribution

- I. A per head transport and supervision cost has been provided for the SHG in the per beneficiary ration cost. Thus, the SHGs should be encouraged to utilize the rest amount strictly for the ingredients without cutting any amount from the foodstuff towards the transport cost.
- II. The SHGs should engage their own transport contractors and ensure delivery at each AWC in the block between 28th and 30th of every month, and between 12th and 14th of every month.
- III. A format for receipt and delivery at the AWC is give at **Annexure IV**.
- IV. The AWC should store the THR as per the dunnage instructions given earlier. Collectors should draw up a route chart and ensure that on no account should THR be stored in an AWC for more than three days. During delivery by the SHG/transporters, the Mother's Committee and concerned Committee should remain present.
- V. The presidents of these two committees should sign in the receipt along with the AWW and certify that proper quality and quantity has been received. This receipt should be collected by the supervisor during sector meeting and given to the CDPO. In case any deviation/disruption is found, immediate remedial action should be taken at the sector level itself.
- VI. The Sarpanch/Chairperson/Mayor should also review this in the monthly meetings and ensure that proper THR distribution is taking place. The effort

should be to ensure that there are no disruptions, and adequate nutrition is reaching the intended beneficiaries. In case there is any disruption by the SHG, the Sarpanch/Chairperson/Mayor should contact the SHG and ensure supply. In case it is not possible, this should be brought to the notice of the supervisor/CDPO immediately, who should take necessary action to ensure that there is no disruption in the THR supply.

- VII. Based on the number of beneficiaries of different categories, a monthly indent should be worked out by each AWC. This should be compiled at the supervisor level and given by 28th of every month to the SHG for the coming month's preparation. The receipt should check that there is proper supply in colour coded packets, with the instructions for packaging and that the required number of packets are received.
- VIII. The THR should be distributed at the AWC on the 1st and 15th of every month. The Janch Committee and Mothers Committee members should remain present and ensure that the distribution is made as per the entitlement and to the right beneficiaries. The president of Mothers Committee and Janch Committee will certify to this effect in the register to be maintained for this purpose at the AWC. Visiting officers and others should check at the AWC and make random checks to household to ascertain whether they have received the prescribed quantity and are consuming as per instructions.

8. Payment to the SHG

The SHG will submit the receipt/challan countersigned by the AWW and Mothers Committee presidents to the CDPO along with the bill for claiming the payment against the supplied quantity.

The Supervisor is responsible for verification of stock register and distribution register. She will sign the distribution report made by the AWW for submission to the CDPO.

Payment should be done via e transfer into the SHG account. In order to ensure that there is no disruption in supply owing to late payment by the CDPO, e-payment will be done by the CDPO to the SHG A/C on the 7th of every month. This will be adjusted based on the receipt challans and bill for the next month. Sub-Collector will monitor the payment and ensure regular and timely payment to the SHG.

9. Monitoring and supervision

Monitoring and supervision guidelines given in sections 4, 5, 6 and 7 of the guidelines for hot cooked meal should be followed. In addition, for THR

- I. The Janch Committee and Mothers Committee should also visit at least two households per fortnight to ensure that the Chhatua is being consumed by the intended beneficiaries and that hygiene is being ensured. **Annexure VI**

- II. District/subdivision and block level squads and officers in charge of GPs and Blocks should also find out if THR is being prepared, distributed and consumed properly by visiting the SHG preparation facilities and households of beneficiaries. **Annexure VII.**
- III. In case it is found that the THR has not been prepared as per specification or is contaminated, the whole lot should be seized and rejected. The concerned SHG should be blacklisted, and another SHG should be immediately engaged for the THR preparation so that there is no disruption in the supply.

For training of SHGs, help of MVSN, ORMAS, Tripti and other agencies should be taken. In any case, training on preparation should be given as per the instructions given in the guideline.

10. Mode of Consumption by Beneficiaries

The following instructions should be given to all beneficiaries in writing as well as verbally at the time of distribution.

The THR (Chhatua) should be consumed in the following manner by different kinds of beneficiaries:

1. It should be mixed with clean drinking water/milk and a semi solid paste should be prepared to be easily taken by the child. Adequate care should be taken that the mix is prepared in a separate bowl, and with clean hands, washed before preparation and feeding.
2. The AWWs, Mothers Committees and concerned Janch Committee should periodically visit households and ensure this.
3. Children between 6 months to 3 years - a total of 160 grams per day to be taken minimum 2/3 times in a day.
4. Pregnant and Lactating Mother should consume 200 grams of Chhatua 2-3 times a day.
5. Severely malnourished children should be given 240 grams of Chhatua per day, 3-4 times per day.
6. Active feeding of the mother or the caregiver should be promoted and it should be told to them that the children should be fed the whole amount allocated per day in intervals during the day without fail.

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GUIDELINES FOR THR (CHHATUA)

Annexure I

THR PREPARATION GUIDILINE

THR – 6 month to 3 years

Particulars	Ration size (In Grams)	Calorie	Protein
Rice	100	345	6.80
Bengal Gram (Whole Roasted)	20	72	3.42
Groundnut	15	98	3.12
Sugar	25	100	0.00
Total	160	615	13.34

THR - Pregnant and lactating Mothers

Particulars	Ration size (In Grams)	Calorie	Protein
Rice	125	431	8.50
Bengal Gram (Whole Roasted)	30	108	5.13
Groundnut	20	131	4.16
Sugar	25	100	0.00
Total	200	770	17.79

CHATUA

METHOD OF PREPARATION

1. Take appropriate ingredient (amount per KG basis) as mentioned above.
2. Clean it properly as it may contain non edible ingredients also (e.g. moulds, pebbles etc).
3. Roast Bengal gram at low flame for 8 to 10 minutes.

4. Make powder in a grinder and keep it aside.
5. Roast groundnuts at low flame for 10 minutes till it becomes pink in colour.
6. Make powder in a grinder without removing skins and keep it aside.
7. Now clean rice properly and roast it at low flame for 5 to 8 minutes.
8. Grind it to powder.
9. Take sugar clean it and make powder.
10. Now mix all these powdered ingredients (rice, Bengal gram, groundnuts, sugar).
11. Measure it and fill it in clean and dry bags according to the Ration Entitlement Chart for distribution to beneficiaries.

Instructions

- Sieving and cleaning of ingredients is very important to remove non edible part.
- Do not mix all ingredients and roast as roasting time for all ingredients differs from type and quantity of ingredients.
- Make sure that you are not over cooking/under cooking the ingredients. That may spoil taste and product as a whole.
- Roasting of food at low flame is very important as it will not burn the food, high flame may burn the food and taste may change.
- Ensure proper roasting/grinding keeping in mind that child as young 6 months should be able to gulp/digest it easily when mixed it with warm water or milk.

Annexure II

Layout of different Packets

<u>Labels of Yellow/Sky Blue/Red Packet CHATUA</u> CHATUA EXCLUSIVELY ----- THR – Not For Sale (PREPARED FOR GOVERNMENT OF ORISSA) Net Quantity:	
INGREDIENTS Rice: _____ gm Bengal gram: _____ gm Ground nuts: _____ gm Sugar: _____ gm	Manufacturing date: _____ Name of the SHG: _____ Phone no of SHG: _____ Village Name: _____ Block Name: _____ District Name: _____

INSTRUCTIONS FOR USERS:

- ADD CLEAN DRINKING WATER OR MILK TO THE DRY CHATUA BEFORE CONSUMING TO MAKE A THICK/SEMI SOLID PASTE.
- NO NEED TO ADD SUGAR SINCE IT IS ALREADY ADDED.
- DO NOT KEEP THE WATER MIXED CHATUA FOR VERY LONG.
- DRY CHATUA SHOULD BE USED WITHIN ONE MONTH OF PACKAGING.
- STORE IT IN AN AIR TIGHT CONTAINER TO PRESERVE FOR ONE MONTH.
- CHILD SHOULD BE EXCLUSIVELY BREASTFED UPTO 6 MONTHS AND THEN CONTINUE BREAST FEEDING UP TO 2 YEARS ALONG WITH OTHER FOOD

Note-Three different packets should have three different colored levels, Quantity and category

Annexure III

Procurement Plan for the month of.....forBlock

Sl. No.	Name of the Anganwadi Centre	Quantity of THR (Chatua) Required				Rate per kg	Value
		PM and LM	6 Months to 3 years Children	Severely Malnourished Children	Total quantity		
1							
2							
3							
4							
5							
	Total						

Annexure IV

Format for receipt and delivery at the AWC

AWC Name:

Month:

AWW Name:

SHG Name:

Date of Received	Number of Packets Received during the month			No. of Packets distribution during the month					
	P&L Mothers	Normal Children (6 – 36 Months)	Mainourished Children (6 – 71 Months)	Total	Date of Distribution	P&L Mothers	Normal Children (6– 36 Months)	Mainourished Children (6 – 71 Months)	Total

Signature of president of Janch Committee

Signature of the Mothers Committee

Signature of AWW

Annexure V

Format of Stock Register

Date	Opening balance quantity	Received Quantity	Quantity supplied	Closing balance quantity	Nos of beneficiaries to whom THR supplied

Prepared by: _____ **Checked by:** _____ **Date:** _____

(Note: separate pages for separate kind of Chhatua)

Annexure VI

Supervision by Janch Committee and Mother's Committee Members

Name of the Project Visited: _____ Visit Date: _____ Visit duration: _____

Name of the AWC Visited: _____ AWW's Name: _____

DESCRIPTION	OBSERVATIONS/STATUS
Number of beneficiaries available Vs enrolled (PSE/EFP)	
Number of Beneficiaries present Vs enrolled (PSE/EFP)	
Display of Menu Chart in the AWC and discrepancy in the Menu prepared	
Use of the following things in the cooked food: <ul style="list-style-type: none"> • Iodized salt • BIS/AG Mark marked Dal, oil and soya chunks • Fresh vegetables added to food 	
Check the quality of food (to be tasted personally whether palatable or not)	
Check whether the served menu meets the required calories and protein value	
Hygiene maintained while cooking, serving and feeding (condition of kitchen, utensils, eating place and availability of safe drinking water)	
Storing point and stock available Vs book balance	
Safe and hygiene storage (container, free from insects, worms, rats, rain, moisture)	
Use of appropriate measuring device for cooking and serving	
Hand washing done before and after eating for	
Children eating in own or supplied plate	
Growth monitoring of children done regularly (Weighing followed by counseling)	

Referral cases and follow-up	
Double enrollment/ghost beneficiaries	
Observations of home visit (2/3 families to be visited)	
Feedbacks of interaction with 2/3 beneficiaries	

Visitors Names:

Report submission Date:

Annexure VII

**SUPERVISION BY DISTRICT/SUB-DIVISION/BLOCK LEVEL COMMITTEE
MEMBERS**

Name of the Project Visited:

Visit Date:

Visit duration:

Name of the AWC Visited:

AWW's Name:

DESCRIPTION	OBSERVATIONS/STATUS
THR	
Total number of beneficiaries enrolled as per Survey Register by category: PM – LM – 6 to 35 Months – 36 to 71 Months – PSE – Number of Malnourished Children -	
Total number of beneficiaries covered by category: PM – LM – 6 to 35 Months – 36 to 71 Months – PSE– Number of Malnourished Children -	
THR are prepared by the local SHG. Please give	

details.	
<p>Issue of THR in colour coded packets to the beneficiaries as mentioned below:</p> <ul style="list-style-type: none"> • Pregnant/Nursing Women - 1 green Packet (5 KG) • 6 months to 71 months Children (Normal, Mild and Moderate) – 2 Sky Blue Packet (2 KG per packet x 2 packet = 4 KG) • 6 months to 35 months Children (Severely Malnourished) – 3 Red Packet (2 KG per packet x 3 packet = 6 KG) 	
<p>Availability of the following in the THR packets:</p> <ul style="list-style-type: none"> • Seal (Name of the SHG/manufacturer) • Date of manufacturing and expiry • Details of ingredients 	
<p>Quality of THR distributed (to be tasted personally) Whether palatable or not?</p>	
<p>Check all related vouchers and countersign</p>	
<p>Double enrollment/ghost beneficiaries</p>	
<p>The number of home visits conducted. Please share details –</p>	
<p>Statement of expenses prepared by AWW for each month and countersigned by the Ward Member and verified signature by LS to be verified by CDPO</p>	
<p>Signature by the AWW as an evidence of receipt of the goods on the challan raised by the SHG to be verified by LS.</p>	

Visiting Officer's Name:

Report submission Date:

Visiting Officer' Signature with Seal