

Government of Odisha

Department of Women & Child Development

No. WCD-ICDS-G-SCHM-0037-2020 21641 /WCD, Dt 25.08.2025

From

Swayamprava Mohanty, IAS

Additional Secretary to Government

To

All Collectors

Sub-: Procurement and distribution of Sweaters to pre-school children in AWCs under Malati Devi Prak Vidyalaya Paridhan Yojana for 2025-26.

Madam /Sir,

With reference to the subject cited above, I am to say that, each pre-school child(3-6years) enrolled in the Anganwadi Centres in the State will be provided with **1 sweater with hood per child @ maximum Rs.150/- per sweater with hood** as per specifications prescribed in the guidelines (copy of the guideline is enclosed).

2. For distribution of Sweaters, the following procedure to be adopted.

2.1 1 sweater with hood will be distributed to children state wide on **2nd October, 2025**. The no. of children in each AWC would be as recorded in Poshan Tracker as on **July 2025**. In case there is any deviation, the DSWO must satisfy herself and send a revised proposal with justification for increase/ decrease. The funds should be transferred in proportion to the number of children to the accounts of the CDPOs where the MSE manufacturing units having manufacturing capacity are selected otherwise, directly to the account of AWW for procuring from the suitable source ensuring quality and timely delivery where such MSE manufacturing units are not available. Distribution will be done on the fixed day, with prior intimation to the the parents. All planning is to be done accordingly. In case of failure to supply within the timeline, concerned DSWO and CDPO shall be personally responsible.

2.2 Public representatives, PRI members, eminent personalities, members of Mothers / Jaanch committees, parents / grandparents of

the children and Head master / mistress of schools in the AWC area may be requested to attend the programme. The invitees are to be informed of the schedule of the programme 7 days before its conduct.

- 2.3 The event should be captured in photographs and video by AWWs/ Supervisors. DSWOs to post the same on social media, get it hosted in district website and send same to the Department indicating particulars of the AWCs.
- 2.4 District level officers may be assigned to supervise the programme.
- 2.5 Anganwadi Worker shall prepare a proceedings of the programme, with date, containing the names of the pre-school children who have received sweater also signed by the members of the Mothers Committee / Jaanch Committees. The report should be included in the monthly activity report of the AWC and recorded in the SNP procurement plan register maintained by the AWCs to be presented before the supervising authorities for verification.
- 2.6 DSWOs shall furnish UC and a certificate to the effect that all enrolled pre-school children have been provided 1 sweater. UCs should reach the department by 31st Oct, 2025.
- 2.7 In no case, fund for the above should be spent beyond 2nd Oct, 2025. If anything remains unspent shall be refunded to the state and proper action shall be taken against the defaulting officers.
- 2.8 Under no circumstances, request for extension of time line should be made.

It is requested to plan the program by involving all the stakeholders and make the entire exercise a grand success. The above instructions must be scrupulously followed and deviation by any official/staff may be dealt with strongly.

Yours faithfully,

Additional Secretary to Government

Memo No. 21642 / WCD, Dated. 25.08.2025

Copy with copy of the enclosures forwarded to P.S. to Principal Secretary to Govt., Micro, Small & Medium Enterprise Department for kind information of Principal Secretary to Govt., MSME Deptt.

Additional Secretary to Government

Memo No. 21643 /WCD, Dated. 25.08.2025.

Copy with copy of the enclosures forwarded to all DSWOs / all CDPOs for information and necessary action.

AM
25.8.25
Additional Secretary to Government

OFFICE OF THE COLLECTOR & DM, SUBARNAPUR

(Social welfare Section)

Memo. no. 3217 Dt 11.09.2025

copy forwarded to all CDPOs for information and necessary action.

Do
11.09.25
District Social Welfare Officer
Subarnapur

Guideline for procurement & distribution of Sweaters to Pre-School children attending AWCs

Sweater for pre-school children:

Pre-School children attending AWCs are provided uniforms, Shoes and Socks under Malati Devi Prak Vidyalaya Paridhan Yojana. However, during winters, children come to AWCs wearing a different coloured sweater which does not give the children, a smarter look. As the children have already been given a pair of uniforms, shoes & socks, it becomes pertinent to also provide them a sweater which shall be extremely beneficial to these kids during winters. Additionally, this would provide a complete and smarter look to the children during winters.

Beneficiaries: All Pre-School children (3-6 years) enrolled at AWCs as per POSHAN Tracker data as of July 2025.

No. of sweater per child: 1 sweater with hood per child per year

Cost of sweater: Maximum Rs.150/- per sweater with hood

Specification:

Boys- Maroon V- neck sweater with hood, full sleeve (as per specific sizes of children)

Girls- Maroon V- neck sweater with hood, full sleeve (as per specific sizes of children)

Procurement Procedure: The sweater shall be procured from Micro & Small Enterprise (MSE) Manufacturing Units within the block, at the project level, having infrastructure and willingness to manufacture and supply the sweaters as per the specifications mentioned. Districts may also decide to procure from a MSE unit located in another block or district, subject to supply as per specifications and within the cost norm. Where Micro & Small Enterprise (MSE) Manufacturing Units are not manufacturing sweaters, AWW of the AWC may procure them from suitable source ensuring quality and timely delivery as per the specifications mentioned.

A standard reporting and monitoring mechanism is to be followed for supply of sweaters to children. It needs to be ensured that the children get sweaters of their size which will fit them comfortably. The detailed guideline for selection of Micro & Small Enterprise (MSE) Manufacturing Units for supply of sweaters is enclosed in Annexure A.

It is to be ensured that Micro & Small Enterprise (MSE) Manufacturing Units having manufacturing capacity shall be selected for supply of Sweater within their capacity to manufacture. Supervisors and CDPOs shall monitor the quality of sweaters being purchased and supplied to the AWCs.

Mode of distribution: The sweater should be distributed to children statewide on 2nd October every year. Distribution shall be done on this fixed day, with prior notice to the parents. All planning is to be done accordingly.

Participation of the Community: PRI members, members of Jaanch Committee, Mothers Committee and other leading persons of the community to be invited to the AWC on the day of distribution of the sweater. Parents/caregivers must be encouraged to send their children in uniform along with sweater.

Budget for sweater: Funds will be released to districts from the State Budget.

Placement of funds: Necessary funds would be transferred to the DSWO Account, who, in turn, would transfer the same to the accounts of the CDPOs concerned after assessing the number of pre-school children enrolled in AWCs of the project if Micro & Small Enterprise (MSE) Manufacturing Units manufacturing the sweater are selected. CDPOs shall release funds to the Micro & Small Enterprise (MSE) Manufacturing Units as per the selection process after completion of distribution process.

However, wherever, AWW are directly procuring from suitable source ensuring quality and timely delivery, DSWO shall directly transfer fund to the account of AWW.

Documentation:

- a. AWWs to maintain a register with names of children to whom sweater has been distributed. The register should be countersigned by the Supervisor and members of the Jaanch Committee and Mothers Committee.
- b. AWW to take good quality photographs on the day of distribution where ALL children are present and share it with the project office and Supervisor. In case some child is not present that day, separate photograph to be taken with the child in the sweater.

Supervision: District/Project level officials and Supervisors to make visit to the AWCs on the day of distribution of sweater. On other visit days, they must verify the status of distribution of sweater and also whether the children are wearing them to school every day during winter.

Submission of reports and returns: DSWOs to submit UC to W&CD Department. They will also give a certificate to the effect that all enrolled pre-school children have been provided with sweater. Both these should be submitted by 31st October 2025.

slw

Guideline for Selection and Engagement of Micro & Small Enterprise (MSE) Manufacturing Units for Supplying Sweaters to Pre-School Children in AWCs

Pre-school education is a crucial component of the package of services envisaged under the ICDS Scheme. It aims at universalization and qualitative improvement of primary education, by providing the child with the necessary preparation for primary school. These guidelines are for involving Micro & Small Enterprise (MSE) Manufacturing Units for supply of sweater in AWCs.

Selection and Engagement of Micro & Small Enterprise (MSE) Manufacturing Units for Supplying of Sweaters to Pre-School children

A. Selection of MSE Manufacturing Units:

- a. MSE Units selected for supplying sweater should be of impeccable past record both in terms of activity and financial management.
- b. MSE Units fulfilling the following parameters may be considered for selection to supply sweater.
 - i. MSE Units preferably should have past experience in manufacturing sweaters and should have the required manufacturing equipment.
 - ii. MSE Units should be willing and able to take up this activity with own savings / bank linkage.
 - iii. MSE Units to have an active bank account.
 - iv. MSE Units should be based in the locality/ district.

B. Process of Selection of MSE Manufacturing Units:

- i. Expression of Interest for MSE Manufacturing Units having manufacturing facility for manufacturing and supplying sweater shall be notified at the Office of the DSWO and at the Offices of the concerned CDPOs and shall be displayed at concerned AWCs for at least for 7 days. Block wise requirement of sweater is also

SSS

to be mentioned in the EoI. The same shall be shared with the Block Level Federation (BLF) for awareness of MSE Manufacturing Units. The sample format for Expression of Interest for MSE Manufacturing Units is enclosed herewith as Annexure I.

- ii. MSEs shall apply in the prescribed form, in the office of the concerned CDPOs within the scheduled time along with proof of their manufacturing facility and per day manufacturing capacity.
 - iii. However, Block wise panel of MSE Manufacturing Units shall be maintained for uninterrupted supply. Their per day manufacturing capacity is to be assessed and accordingly, quantity should be assigned to them.
 - iv. In case no MSE Manufacturing Unit is found eligible in a particular area, viable and willing MSE Manufacturing Units from within the block may be tagged.
- C. Block Level Committee:** Block Level Committee consisting of following officials shall examine the received Expression of Interest of MSE Manufacturing Units. This committee shall be formed for each project at the CDPO level.
- i. Child Development Project Officer (CDPO) - Chairperson
 - ii. Industrial Promotion Officer (IPO) – Member
 - iii. Block Mission Shakti Coordinator (BMSC) – Member
 - iv. Block Project Coordinator (BPC), Mission Shakti – Member
 - v. Two BLF representatives - Member
- D. Selection of MSE Manufacturing Units by the Committee**
- i. The committee shall assess requirement of sweaters (Boys & Girls aged 3 years, 4 years, 5 years & 6 years) for the project area.
 - ii. The Block Level Committee shall scrutinize the proposals of MSE Manufacturing Units. The committee shall conduct field visit to ascertain the eligibility of MSE Manufacturing Units and their per day capacity to manufacture sweater.
 - iii. Based on the selection criteria and received proposals from the Micro & Small Enterprise (MSE) Manufacturing Units, the committee shall select MSE Manufacturing Units (more than one, if required,) for supply of sweater depending upon their capacity to knit.
- E. Supply Order:**
- i. On selection of MSE, CDPO shall place supply order to MSE Manufacturing Units depending upon their manufacturing capacity indicating the name of the

20

MSEs, boys and girls (age wise) requirement of sweaters to Anganwadi Centre (Sample format enclosed as Annexure II).

- ii. MSE Manufacturing Units shall submit one sample sweater (boy and girl) to the CDPO within one week of placement of supply order observing ICDS norms as specified in the supply order. The sample sweater will be accounted for in the supply of the last lot.
- iii. In consultation with the selected agency (MSE Manufacturing Units) concerned, a distribution schedule period shall be worked out (AWC wise) from the receipt of supply order so that supply of sweaters will be on time and distributed by 2nd October every year.
- iv. Sweaters shall be delivered at the Anganwadi Centres with proper receipt from the Anganwadi Worker.
- v. Failure to deliver sweaters as per schedule will lead to cancellation of supply order.
- vi. In case there is shortfall of delivery by any MSE Manufacturing Units against scheduled programme as per the supply order, immediate arrangements to be made for supply through other MSE Manufacturing Units from the panel.

F. Settlement of Dues:

- i. Payment shall be released by the CDPOs to the MSE Manufacturing Units only against the claim bills along with the Receipt Certificates of the Anganwadi Workers as to delivery of sweaters at the AWCs.
- ii. The MSE Manufacturing Units shall submit the Receipt Certificate of sweaters to the CDPO (Receipt Certificate and Model Claim bill enclosed as annexure III & IV respectively).
- iii. Dues of the MSE Manufacturing Units shall be settled within 15 days on receipt of claims of the MSE Manufacturing Units. Only e-payments to be done into the accounts of MSE Manufacturing Units for supply of pre-school sweater. In no case, bills shall be pending beyond one month.

G. Monitoring:

ICDS and Mission Shakti functionaries shall monitor timely & uninterrupted supply of sweaters as per the schedule.

Office of the DSWO, _____

Model Format for inviting Expression of Interest for Supplying Sweaters to AWCs

No. _____

Date: _____

Interested MSE Manufacturing Units having the willingness, ability and aptitude to supply sweaters for preschool children to AWCs, are invited to submit their proposal in the mentioned format within 10 (Ten) days of this invitation i.e. by _____. Such willingness shall be submitted to concerned CDPO.

DSWO

District:

Format

1. Name of the MSE Manufacturing Units : _____

2. MSE Address (as applicable):

Village _____ Post Office _____

GP _____ Block _____,

District _____ PIN _____

ICDS Project _____

3. Year of Formation / Establishment : _____

4. Present livelihood activities/activities undertaking : _____

5. Savings Bank Account Number: _____

6. Bank, Branch Name: _____

7. IFS Code: _____

8. Funds available in the Savings Bank Account: Rs. _____

9. **for MSE Units, the following documents are required**

a. Udyam Registration No .

b. PAN No. :

c. GSTIN (if available)

11. Contact No of the MSE: _____

Signature of the authorised person of the
MSE Manufacturing Unit

Date:

Acknowledgement

Received the Expression of Interest from _____ MSE Manufacturing Unit , _____, on date
_____ for supplying pre-school uniform to AWCs.

Signature of the CDPO/ Authorised Signatory

Date:

Office of the CDPO

Model Supply Order

No. _____

Date: _____

Considering the Expression of Interest received from the MSE Manufacturing Unit, following MSE Manufacturing Unit are placed with order for supply of sweater as detailed against each @ Rs. 150 per Sweater. The sweater shall be of maroon colour, V neck with full sleeve. The sweaters shall be delivered to the concerned Anganwadi Workers on proper receipt as per the scheduled period. The MSE Manufacturing Unit shall deliver sweaters as detailed at Column No 16, of the below mentioned table, to AWWs as per the timeline. The progress of supply of sweaters will be verified by the ICDS functionaries. In case the MSE Manufacturing Unit is lagging behind the timeline, alternative arrangement will be made.

Sl No	Name of the GP	Name of the Village	Name of Anganwadi Centre	No of Pre-school children										No of sweaters	Name of the MSE Manufacturing Unit to supply sweaters	Time line for delivering	Contact no of / MSE Manufacturing Unit	
				No of boys (Age in years)					No of girls (Age in years)									Grand Total
				3yr	4 yr	5yr	6yr	Total	3yr	4yr	5yr	6yr	Total					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 (9+14)	16	17	18	19

On receipt of order, the MSE Manufacturing Unit shall deliver one sample sweater meant for boys and girls each within one week to the concerned CDPO on proper receipt.

Signature of the CDPO,
Project _____
Date: _____

Memo No. _____ Date. _____

Copy forwarded to the DSWO, _____

CDPO

Annexure-III

Certificate for Receipt of Sweaters for Pre School Children

Name of AWC _____ Village: _____ Name of the AWW:

Received sweaters from the _____ MSE Manufacturing Unit , _____ as detailed below on dated _____.

Item	Number of boys					Number of girls					Grand Total
	3yr	4yr	5yr	6yr	Total	3yr	4yr	5yr	6yr	Total	
No of pre-school children											
No of sweaters @ 1 per child received											

Certified that the above sweaters are received in good quality and in good condition.

Signature of the MSE Manufacturing Unit representative

delivering Sweaters

Name:

Signature of AWW/AWH

Name:

Date:

- ❖ Note: Receipt shall be prepared in 2 copies, original copy to be given to the representative of the MSE Manufacturing Unit delivering the sweater and one copy shall be kept in the AWC.

Annexure-IV

Bill on Supply of Sweaters for Preschool Children

No. _____

Date. _____

1. MSE Manufacturing Unit:
2. Address along with contact number:
3. Order No: _____ Date: _____
Order quantity in sets: _____ (Girls) & _____ (Boys)
4. Statement of supplied quantity

Sl No	Name of the Anganwadi Centre	Quantity of Sweaters supplied (Number of Sets)			Date of supply
		Boys	Girls	Total	
(a)	(b)	(c)	(d)	(e) = (c) + (d)	(f)

(Copy of the delivery receipts are enclosed)

5. Cost of Sweater @ Rs. _____/- per sweater:
6. MSE Manufacturing Unit Bank details:
 - i. Saving Bank Account Number:
 - ii. Bank Name:
 - iii. Branch Name:
 - iv. IFS Code:

Signature of MSE Manufacturing Unit representative

Name:
Date:

- ❖ Note: Original copy along with delivery receipts to be submitted at the office of the CDPO on proper receipt and duplicate copy along with delivery receipts to be retained for future reference.

Acknowledgement

Received the Bill bearing no _____ dated. _____, on supply of sweater for preschool children from _____ MSE Manufacturing Unit on dated _____.

Name & Signature of the receiving Officer
(Office of the CDPO)

Annexure-V

Office of the DSWO, _____

Undertaking by DSWOs

No. _____

Date: _____

This is to certify that I, _____, District Social Welfare Officer (DSWO), ofdistrict have personally visited the proposed MSE units .During my visit, I inspected their stitching facilities and assessed their operational capacity. It was observed that the MSEs are equipped with sufficient number of sewing machines and possess the necessary infrastructure and human resources to undertake stitching assignments efficiently.

Based on this assessment, I am satisfied that the MSEs are capable of stitching and supplying the required number of uniforms as per the specifications and timelines provided.

Signature:

District Social Welfare Officer

[District Name]