



सत्यमेव जयते

Rules & Responsibilities
of AWW & AWH

Mission Saksham Anganwadi and Poshan 2.0 Scheme Guidelines



Towards a new dawn

Ministry of Women and Child Development

Government of India

have to be mandatorily certified nutrition experts. The Child Development Project Officer (CDPO) who is responsible for administration and implementation of nutrition and ICDS projects, shall carry out major responsibilities as follows under the supervision of the DM/Collector:

- coordinate and evaluate deliveries in the district as a Key Performance Indicator of the DM/Collector for nutritional improvement of beneficiaries, especially SAM/MAM children;
- undertake overall administration and coordination of the nutrition project and ensure smooth and effective delivery of all intended services in the project jurisdiction;
- conduct periodic monitoring, including surprise spot-checks, collection of samples for quality testing of supplementary nutrition (THR and HCM) provided, ensuring adequate measures for food safety and hygiene are followed throughout the supply chain, assessing the quality of pre-school delivery etc., to ensure quality and undertake necessary course correction;
- monitor distribution of necessary stocks for delivery of key services;
- participate in the VHSND meetings, community-based events, *Jan Andolan* activities etc. to motivate beneficiaries and field functionaries;
- facilitate preparation of Block Convergence Action Plan and its implementation;
- conduct Joint Field Visits with Medical Officer (MO) and Joint Review Meetings on monthly basis, especially with regards to SAM children;
- ensure collation of monthly progress reports for the District and share with the State;
- While visiting AWCs, CDPO must conduct home-visits for pregnant women, new-born and infants crossing 6-months and undertake age-appropriate nutrition counselling to train and demonstrate the importance of home-visits and counsel AWWs and motivate them to undertake regular home visits as part of their activity calendar.

2.4 Roles and Responsibilities of Anganwadi Workers

- a. To elicit community support and participation in running the Poshan 2.0 programme.
- b. To learn to use and become proficient in the operations of the smartphone provided to the AWC where she undertakes the voluntary work.
- c. To feed relevant beneficiary data in Poshan Tracker app on regular basis as instructed from time to time and generate/submit reports/ returns as specified.
- d. To weigh each child every month, record the weight graphically on the growth card, use referral card for referring cases of mothers/children to the sub-

- centres/PHC etc., and maintain child cards for children below 6 years and produce these cards before visiting medical and para-medical personnel.
- e. To carry out a quick survey of all the families, especially mothers and children in those families at least once in a year.
 - f. To organize non-formal pre-school activities in the Anganwadi for children in the age group 3-6 years and to help in designing and making of toys and play equipment of indigenous origin for use in the Anganwadi Centre.
 - g. To organize supplementary nutrition feeding for children (0-6 years) and expectant and nursing mothers by planning the menu based on locally available ingredients and recipes.
 - h. To provide health and nutrition education and counselling on breastfeeding and infant & young child feeding practices to mothers. Anganwadi workers being close to the local community shall motivate married women to adopt family planning/birth control measures.
 - i. To help pregnant and lactating mothers visiting the Anganwadi centre to get the birth of their child registered and share the information with the village level functionary who notifies the Registrar of Births.
 - j. To undertake home visits for educating parents and to enable mothers to plan effectively for the child's growth and development with special emphasis on the new born child.
 - k. To maintain files and records as prescribed.
 - l. To assist the PHC staff in the implementation of the health component of the programme, viz. immunization and health check-up, ante-natal and post-natal check etc.
 - m. To assist ANM in the administration of IFA and Vitamin A by keeping stock of the two medicines in the Centre without maintaining stock register as it would add to her administrative work and affect her main functions under the Scheme.
 - n. To share information collected under ICDS Scheme with the ANM. However, ANM will not solely rely upon the information obtained from the records of AWW.
 - o. To bring to the notice of the Supervisors/CDPO any development in the village which requires their attention and intervention particularly with regard to the work of the coordinating arrangements with different departments.
 - p. To coordinate with other local institutions and involve lady school teachers and girls of the primary/middle schools in the village which have relevance to her functions.
 - q. To guide Accredited Social Health Activist (ASHA) engaged under National Health Mission in the delivery of health care services and maintenance of records under Poshan 2.0 (Anganwadi) Scheme.
 - r. To assist in implementation of SAG and motivate and educate the adolescent girls and their parents and community in general by organizing social awareness programmes/campaigns etc.

- s. AWW shall assist in implementation of Nutrition Programme for Adolescent Girls as per the guidelines of the Scheme and maintain such records as prescribed.
- t. Anganwadi Worker shall function as depot holder for RCH Kit/contraceptives and disposable delivery kits. However, actual distribution of delivery kits or administration of drugs, other than OTC (Over the Counter) drugs shall be carried out by the ANM or ASHA as decided by the Ministry of Health & Family Welfare.
- u. AWW shall help to identify the children with special needs during her home visits and refer the case immediately to the nearest PHC or District Disability Rehabilitation Centre.
- v. AWW shall support in organizing Pulse Polio Immunization (PPI) drives and in identifying cases of juvenile diabetes.
- w. Maintain Covid-19 protocols.
- x. Inform the ANM in case of emergency cases like diarrhoea, cholera etc.
- y. To perform any bona fide task related to Saksham Anganwadi & Poshan 2.0 as directed by Govt. of India depending on the circumstances.

2.5 Roles and Responsibilities of Anganwadi Helpers

- a. Cook and serve food to beneficiaries.
- b. Clean the Anganwadi premises daily and fetch water.
- c. Ensure cleanliness in young children.
- d. Bring children from the village community to the Anganwadi centre.
- e. Help AWW in smooth discharge of her duties.
- f. In absence of AWW, the Anganwadi Helper shall carry out her functions and discharge her responsibilities.