



Union Territory of Jammu and Kashmir
Social Welfare Department
Civil Secretariat, J&K

Subject: Human Resource Policy for Anganwari workers (AWWs) and Anganwadi Helpers (A WHs).

Reference: Administrative Council Decision No.144/13/2022 Dated: 23.11.2022

Government Order No: 222 - JK(SWD) of 2022

Dated: 30 -11-2022

In supersession of all the earlier orders pertaining to the 'Norms of Identification of Anganwadi Centres and Selection of Anganwadi Workers and Anganwadi Helpers', a comprehensive 'Human Resource Policy' pertaining to Anganwadi Workers and Anganwadi Helpers working under Mission Poshan, J&K is hereby attached as Annexure 'A' to this Order. Besides, in order to accord more dignity and to provide sense of identity, it is further ordered that the Anganwadi Workers and Anganwadi Helpers shall henceforth, be re-designated as **Sanginis** (AWWs) and **Sahayikas** (A WHs) respectively.

By order of the Government of Jammu & Kashmir.

Sd/-

Sheetal Nanda, IAS

Commissioner/Secretary to the Government
Social Welfare Department

Dated: 30.11.2022

No: SWD/20/2021

Copy to:

1. Principal Secretary to the Govt. Industries & Commerce Department.
2. Principal Secretary to the Government, School Education Department.
3. Joint Secretary (J&K) Ministry of Home Affairs, Government of India.
4. Commissioner / Secretary to Government, Labour & Employment Department
5. Divisional Commissioner, Kashmir/Jammu.
6. Secretary to the Government, Health and Medical Education Department.
7. Secretary to the Government, General Administration Department.
8. Director General, Women and Child Development Department for information.
9. All Deputy Commissioners
10. Director General, Social Welfare Department, Jammu for information.
11. Mission Director, Mission Poshan, J&K for information.
12. Director, Social Welfare Department, Kashmir for information.
13. Private Secretary to the Chief Secretary for the kind information to Worthy Chief Secretary, J&K.
14. Pvt. Secretary to Commissioner/Secretary to the Government, Social Welfare Department.
15. Office records/ Incharge Website Social Welfare Department.

Manoj Kumar, JKAS,

Under Secretary to the Government,
Social Welfare Department

Comprehensive Human Resource policy for Anganwadi Workers and Anganwadi Helpers.

i. Change of nomenclature/ re-designation of AWW and AWH:-

In order to accord more dignity and to provide a sense of identity to AWWs and AWHs, they shall be re-designated as **Sanginis** (AWWs) and **Sahayikas** (AWHs).

ii. Unit for Selection of Aanganwadi Workers/helpers and identification of location of Aanganwadi Centres.

- a. The Electoral Ward in which the Aanganwadi is located shall be adopted as a unit for selection of Aanganwadi Worker/helper.
- b. The Ward conforming to the laid down criterion of population/child population, distance from other Aanganwadi centres etc. as may be prescribed from time to time by Government of India shall be the guiding principle in the expansion programme of Aanganwadi Centers.
- c. There should be a minimum space of 400-600 sq.feet with adequate infrastructure, and facilities for a child friendly AWC including safe drinking water, separate toilet, electricity, heating/cooling arrangement and space for Poshan Vatika (subject to change as per GoI guidelines).

iii. Criteria for Selection of Aanganwadi Worker:

- a. Women candidates in the age group of 18-37 years shall be considered for the post.
- b. The candidate should be a domicile of the UT of J&K.
- c. The candidate should be a resident of the Electoral Ward where AWC is situated. Name in the voter list for the ward shall be considered as the proof of residence of the candidate. In case the name of the candidate appears in Voter list along with her parents, then she must provide certificate of being unmarried issued by the concerned Tehsildar.

Wherever, there is any dispute as to residence for any reason, then a residence proof certifying the ward of residence from the concerned SDM/ACR shall be considered.

- d. Minimum qualification for Aanganwadi Worker shall be 10+2 and maximum graduation. In case no 10+2 candidate is available in the Ward, 10+2 pass candidate from the adjoining ward shall be considered which would require prior approval of Mission Director, Poshan Abhiyan.

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- e. In case suitable candidate is not available from adjoining Ward, candidate from the nearest Ward within the Panchayat can be considered subject to the approval of the MD, Poshan Abhiyan.
- f. Weightage shall be given on the basis of marks obtained in 10+2 and selection shall be done purely on merit basis and no other criteria to be considered.
- g. In case eligible candidate is available within the family of retiring AWW/AWH, the said candidate shall qualify for additional two percent points.
- h. In case of tie in merit of the eligible candidate, candidate with higher age will be preferred.
- i. Candidates with qualification higher than graduation shall not be considered.

(iv) Criteria for selection of Aanganwadi Helper:

- a. The selection of Helper shall be restricted to the electoral ward where Aanganwadi Centre is located.
- b. Women candidates in the age group of 18-37 years shall be considered for the post.
- c. The candidate should be a domicile of the UT of J&K.
- d. Minimum qualification for Aanganwadi Helper shall be Matriculation.
- e. In case no matriculate candidate is available in the Ward, candidates with qualification not less than VIII standard shall be considered.
- f. A Selection Committee comprising of Child Development Project Officer (CDPO), Block Development Officer (BDO) and Zonal Education Officer (ZEO) concerned in each Project/ Block shall have the mandate to make selections of the eligible candidates for the position of AWH.
- g. The Committee shall select the most destitute/needy married woman of the ward as helper from amongst those who fulfill the qualification criteria. In case no married candidate is available, unmarried candidate may be considered.

(v) Selection Committee for Aanganwadi Worker:-

The CDPO concerned shall with the prior approval of MD, Poshan Abhiyan invite applications from the eligible candidates through advertisement in all prominent newspapers, uploading on District and Department Website, notification in all government offices and panchayat ghars. A Selection Committee comprising of following officers in each

district shall have the mandate to make selections of the eligible candidates for the post of AWW:

- i. District Program Officer, ICDS concerned ----- Chairperson.
- ii. District Social Welfare officer concerned ---- Member.
- iii. CDPO concerned ----- Member Secretary.
- iv. Assistant Director Employment concerned ----- Member.
- v. General Manager, DIC concerned ----- Member.

The above said Selection Committee shall prepare the final merit list along with select list which shall be publicly displayed in local newspapers, at the offices of all the committee members, panchayat ghars, website of the Department and a copy of the final merit list and select list shall also be provided to sarpanch and panch concerned under receipt on the same day of issuance for a period of 10 days for appeal if any. Thereafter, the Committee shall submit the recommendations to ADDC concerned for approval and CDPO concerned shall issue the engagement orders of AWW accordingly after the approval. Any orders issued without proper advertisement, scrutiny and selection strictly on the basis of merit by the committee and approval of the ADDC shall be void ab-initio and shall entail serious action against the defaulting officer(s).

(vi) Leave Rules for Aanganwadi Worker/ Aanganwadi Helper:

AWW/AWH, who has put in at least one year of service shall be allowed "paid absence on maternity/abortion/miscarriage" as under:

a. Paid absence on maternity:-

- (i) Paid absence on maternity would be provided for a period of 180 days and may cover any period beginning from the 8th month of pregnancy.
- (ii) Paid absence on maternity would be admissible for a maximum of 2 occasions during the entire period of engagement.
- (iii) Paid absence on maternity will be admissible only to Aanganwadi Workers and Helpers with less than two surviving children.

b. Paid absence on abortion/miscarriage:-

- (i) This will be for a maximum duration of 45 days from the date of occurrence of abortion/miscarriage.
- (ii) Paid absence on abortion/miscarriage would be admissible only on one occasion during the entire period of engagement in addition to paid absence on maternity as mentioned in (a) above.
- (iii) Paid absence on abortion/ miscarriage will be given to Aanganwadi Workers and Helpers irrespective of the number of children.

c. During the absence of an Aanganwadi Worker and Helper due to paid absence on maternity/abortion/miscarriage, alternative arrangements may



be made by MD, Poshan Abhiyan so that the activities of Aanganwadi Centres are not affected.

(vii) Un-paid absence:-

A. Permission to appear in examination: -

a. Prior approval of Administrative Department shall be mandatory for acquiring higher qualification by AWW/ AWH. The candidate must apply well in time to the MD, Poshan Abhiyan through CDPO concerned, who shall after examination recommend the case to Administrative Department on merits. The cases of higher studies shall be considered only for distance mode education.

b. In cases with prior approval, the AWWs/AWHs may be granted permission/leave by the DPO concerned for appearing in examination on the recommendation of CDPO concerned.

B. Medical emergency:- Unpaid absence of 60 days maximum during the entire period of engagement would be admissible for medical emergency (other than maternity/ abortion/ miscarriage) which could be availed in maximum three breaks but not more than once in a year.

(viii) Trainings:

If any AWW/AWH is deputed for any training/capacity building by the Department, the said Worker/Helper shall be considered on duty and shall be entitled to get honorarium for the training/ capacity building period.

(ix) Termination of services:-

- a. The services of AWW/AWH can be terminated with one month prior notice from either side.
- b. If any AWW/AWH intends to resign, then she has to serve prior one month notice to the CDPO concerned and till completion of notice period of the one month, the likely vacancy shall not be filled.
- c. Similarly, CDPO concerned may after prior approval of MD, Poshan Abhiyan issue one month notice for termination of AWW/AWH on the grounds of unsatisfactory performance/prolonged absence/mal practices etc.

(x) Relieving age for AWW/ AWH:


AWW/AWH on attaining the age of 60 years shall be deemed to have been relieved of their services and vacancy so arisen shall be filled as per procedure herein prescribed.

(xi) Appeal:

Where a candidate feels aggrieved with the selection of AWW/AWH, an appeal in this regard shall lie before Deputy Commissioner of the respective District, within 10 days of the issuance of selection list. The Deputy Commissioner shall decide the appeal within a period of 30 days and the decision of the Appellate Authority shall be final and binding on all parties. No objection/ appeal/ grievance etc shall be entertained after the expiry of period of 10 days of public display of select list.

(xii) Miscellaneous:

If the AWW/ AWH, after engagement, permanently shifts / changes her place of residence outside the Ward on the basis of residence of which, she was selected, then she shall be deemed to have been disengaged from the post of AWW /AWH and the vacancy so accrued shall be filled as per the stated procedure. The CDPO concerned shall in all such cases serve 15 day's notice to the AWW/AWH under proper receipt or by pasting outside her residence and after considering her reply, issue the dis-engagement order or otherwise within a period of 05 days after the notice period. Incase no reply to the notice is received within the notice period, it shall be assumed she has nothing to say in the matter and the disengagement orders shall be issued immediately thereafter. The marriage of an AWW/Helper outside the Panchayat concerned shall be inferred as permanent change of residence. Temporary shifting of residence by AWW/AWH outside the Panchayat for more than 03 months continuously, despite attending duties at the AWC, shall also be treated as permanent change of residence.


Manoj Kumar, JKAS,
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