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DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
GOVT. OF NCT OF DELHI  
1, Pt. RAVI SHANKAR SHUKLA LANE, KASTURBA GANDHI MARG  
NEW DELHI - 110001

F.No.76 (350)/RGESAG/SABLAs/DWCD/ICDS/2014-15/Pt. File <sup>38</sup> 22422-98 Dated:

Office Order

5 OCT 2016

In continuation to the Department's Office Order No. 76(350)/RGSEAG-SABLA (Circular)/ ICDS/ 2010-11/ Pt. file/ 6281-336 dated 14.09.2011 for organizing non-nutrition activities / services for nearly 2 hours per day for 3 days in a week i.e. Thursday, Tuesday & Saturday (2:15 P.M to 4:00 P.M) for the target SABLA Adolescent Girls, I am directed to convey the approval of the competent authority for incurring expenditure for organizing various activities related to Non - Nutrition component of RGSEAG - SABLA as per the activity schedule devised by you in respect of your project for 2016-17.

The expenditure on the activities will be incurred out of the allocated budget to the projects for implementing SABLA Scheme for C.F. Year 2016-17.

The guidelines for incurring the expenditure are enclosed herewith.

  
Dr. Nisha Agrawal  
Deputy Director (ICDS)

F.76 (350)/RGESAG-SABLA/DWCD/ICDS/2014-15/Pt. File <sup>38</sup> 22422-98 Dated:

5 OCT 2016

Copy to:

1. P.A. to Secretary, DWCD, GNCTD.
2. P.A. to Director, DWCD, GNCTD.
3. P.A. to Additional Director, DWCD, GNCTD.
4. AO & DDO (HQ), DWCD, GNCTD.
5. **ALL CDPOs, ICDS Projects - implementing RGSEAG - 47 ICDS SABLA PROJECTS** (ALIPUR, NARELA, JAHANGIR PURI, SHAHBAD, NANGLOI, HOLAMBIKALA, BHALASWA, BUDHPUR, MANGOL PURI, KANJHAWLA, SULTAN PURI, TIKRI KHURD, MEER VIHAR, ROHINI, BURARI, AMAN VIHAR, BAWANA, SAVDA, ROHINI-II, PREM NAGAR, SHAHBAD DAULATPUR, NILOTHI, PRATAP VIHAR, MANGOLPUR KHURD, EKTA VIHAR, JWALAA PURI, NIHAL VIHAR, SHAHDARA, SRI RAM COLONY, SHIV VIHAR, SONIA VIHAR, WAZIRABAD, SEEMA PURI, NAND NAGRI, KARAWAL NAGAR, ANAND MANSAROVER, SEELAM PUR, KARDAM PURI, SUNDER NAGRI, BABAR PUR, BHAGIRATHI VIHAR, GAUTAM VIHAR, SHAKKAR PUR, KONDLI, GEETA COLONY & TRILOK PURI).
6. Astt. Programmer, WCD, GNCTD.
7. Guard File.

  
Dr. Nisha Agrawal  
Deputy Director (ICDS)

**Instructions for Organizing Non - Nutrition Services related Sessions / Activities under RGSEAG – SABLA for 2016-17.**

1. The services of resource persons from related fields/subjects i.e. Professionals/Experts/ Master Trainers to be taken for conducting various sessions / activities on non-nutrition services at the Anganwadi centers or at any convenient place within the community area as envisaged in the guidelines of the Govt. of India for RGSEAG-SABLA scheme.
2. Identification of resource persons for various sessions (It is a pre requisite which has already been communicated earlier during meetings on the subject).
3. It is to be ensured that activities /sessions are to be organized through resource persons as per the calendar of activities of your project for the F.Y. 2016-17. Any change, if required, may suitably be done and recorded, and endorse a copy of the same to the Head Quarter in advance.
4. Sabla training module of NIPCCD available at the website of the Ministry of WCD, Govt. of India [www.wcdnic.in](http://www.wcdnic.in) is to be referred for various sessions. However, the resource persons may also use other training modules.
5. The topics to be covered under various non nutrition services of the scheme including the Training of Sakhi-Saheli are :-

<ul style="list-style-type: none"> <li>• <b>Health-</b> Personal Hygiene and Sanitation, Physical Exercise, First Aid, Informing about Common Ailments, Home Remedies, Safe Drinking Water, Diarrhea Management, Weekly IFA Supplementation.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Nutrition</b> - Basics of Nutrition, Healthy Cooking and Eating Habits and Locally Available Nutritious Food, Nutrition during Pregnancy and Lactation, Breastfeeding, Complementary Feeding and Child Care Practice,</li> </ul>
<ul style="list-style-type: none"> <li>• <b>ARSH</b> - Reproductive Cycle and Menstrual Hygiene, Sex Education, RTI/STI and HIV/AIDS, Family Planning, Planned Parenthood, etc. During the sessions for ARSH and Family Welfare, AGs will be divided on the basis of their age. Age appropriate knowledge will be imparted to AGs in two groups, aged 11 to 14 years and 14 to 18 years according to the relevance of issue to the age. Issues to be covered for <b>11 to 14 ages</b>: topics like growing up, puberty, good health and hygiene habits, etc. Issues to be covered for <b>14 to 18 ages</b>: topics like reproductive cycle, safe sex, HIV/AIDS, contraception, menstrual hygiene, marriage and pregnancy at the right age, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Life Skills</b> - Knowing Myself, Gender Sensitivity, Decision Making, Communication, Stress Management, Leadership, Home Management Guidance on Accessing Public Services, Awareness about Legal Rights</li> </ul>
<ul style="list-style-type: none"> <li>• Awareness on ICDS Services / Activities, importance of Education for mainstreaming school dropouts, importance of girl child, causes of skewed sex ratio, etc may also be suitably accommodated during various sessions.</li> </ul>

6. **Life Skill Education sessions** would be to train the beneficiaries in the Skills of Confidence Building, Development of Self Awareness & Self Esteem, Decision Making Ability, Development of Critical Thinking, Communication Skill, Awareness of Rights & Entitlements, Coping with Stress.
7. **Nutrition and Health Education (NHE)** Adolescent girls require nutritious food, coupled with correct and relevant information on nutrition and health, as their bodies get



- geared up physically for motherhood. The sessions will be arranged in Promoting healthy cooking, eating habits, balanced diet and locally available nutritious food, Sensitizing about nutrient deficiency disorders, prevention, nutritional requirements during pregnancy and lactation, etc. Promoting use of safe drinking water and sanitation, Educating on personal hygiene, onset of puberty and related changes, Informing about common ailments, home remedies, first aid, personal hygiene, exercise, etc. Educating on avoiding drugs and alcohol abuse, stress management, etc.
8. **Awareness talks and visits** should be arranged in collaboration with Counselors, MLAs members and government offices including the DC office, NGOs, police personnel, bank officials, Postal Department officials, health functionaries, etc. AGs can either be taken for exposure visits to these places, or personnel from these institutions may address AGs at the AWC.
  9. **Guidance on Family Welfare, ARSH, Child Care Practices and Home Management** sessions will be arranged for to promote better healthcare, family welfare and reproductive & sexual health, better childcare practices and improvement of home management skills, family planning, child feeding practices, infant care, learn to manage their own homes, knowledge and skills for effective home management.
  10. **Kishori Diwas**, a special health day to be celebrated once in three months on a fixed day, as decided by the project. The following services to be provided:
    - General health check-up, including recording of height, weight, Body-Mass Index
      - (BMI) for AGs, by the Medical Officer / ANM
    - Referral to specialized healthcare facilities, as required specially for conditions like malnutrition (BMI < 18.5), menstrual problems, frequent headaches, prolonged acne,
      - Worm infestation, etc.
    - Providing nutrition and health education
    - Demonstration of preparing nutritious recipes (FNB may be involved for these)
    - Holding counseling / behavior change communication (BCC) sessions with AGs and their families for promoting good practices
    - Imparting information, education and communication (IEC) to community, parents, siblings etc.
  11. **Training of Sakhi Saheli**- The purpose of **Training of Sakhi Saheli** is the development of leadership abilities, team spirit, understanding democracy at a very fundamental level, and providing information and guidance to peers. The identified girls, *i.e.*, Sakhi and Sahelis, will be imparted three days training at the project level to serve as peer-monitors for Kishori Samooh.
  12. All the management for the training program / sessions will be done by the CDPO concerned with the assistance of Supervisors and AWWs. The guidelines of the Govt. of India are also to be referred.
  13. The RWA Members, MCD Cooperators, MLA of the area concerned may be called at the venue.
  14. Detailed report with photographs must be submitted to HQ quarterly as well as annually alongwith feedback of beneficiaries on various session/activities.
  15. The expenditure of this training program should be as per norms specified.

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### Life Skill Education

Details	Amount
Payment to Resource Person	Rs. 500/- per session per R. Person x 66 sessions = Rs 33,000/-
IEC Material	= Rs. 4,585/-
Contingency i.e. Chairs, Stationery, Photographs, Photocopy, Display Material, Sound System, etc.	= Rs. 4,300/-
Refreshment to 1 Resource Person & 2 key persons per session @ Rs. 25/- per head	Rs. 25 x 3 x 66 sessions = Rs. 4,950/-
<b>TOTAL</b>	<b>= Rs. 46,835/-</b>

(\* 66 sessions per project for coverage of target beneficiaries as per the scheme)

### Nutrition & Health Education, Accessing Public Services

Details	Amount
Payment to Resource Person	Rs. 500/ per session per R. Person x 47 sessions = Rs.23,500/-
Contingency i.e. Chairs, Stationery, Photographs, Photocopy, Display Material, Sound System, etc.	= Rs. 2,975/-
Refreshment to 1 Resource Persons & 2 key persons per session @ Rs. 25/- per head	Rs. 25 x 3 x 47 sessions = Rs.3,525/-
<b>TOTAL</b>	<b>= Rs. 30,000/-</b>

(\* 47 sessions per project for coverage of target beneficiaries as per the scheme)

### Training of SAKHI - SAHELI

Details	Amount
Payment to resource person (3 resource person @ Rs. 500/- per head per day)	Rs. 500 x 3 x 3 days x 07 batches = Rs. 31,500/-
Contingency i.e. Chairs, Stationery, Photographs, Photocopy, Display Material, Sound System etc.	= Rs. 5,875 /-
Refreshment to 3 resource persons & 2 key persons @ Rs. 25/- per head per day	Rs. 375/- per batch x 07 batches = Rs. 2,625/-
<b>TOTAL</b>	<b>= Rs. 40,000/-</b>

(\*25 to 40 beneficiaries per batch. Time at least 4 ½ Hours per day)



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**Misc. Expenditure (Expenditure on celebrating Kishori Diwas , Exposure Visit, Refreshment during Exposure Visit , Any Other Misc. Expenditure)**

S.No.	Details		Amount
A.	For Kishori Diwas	Rs. 500/- for Tea + Snacks twice a day @ Rs. 25/- per head for 10 persons (health personnel & other key persons). Rs. 2,500/- for IEC and recipe demonstration.  Rs. 2,000/- for Contingency - Sound System, Chairs, Stationery, Photographs, Photocopy, Display Material, etc.	= Rs. 5,000/- per Kishori Diwas
B.	For Exposure Visit		= Rs. 7,500/-
C.	Refreshment during Exposure Visit		= Rs. 1,500/-
D.	Any Other Misc. Expenditure		= Rs. 1,000/-
	<b>TOTAL</b>		<b>Rs. 15,000/-</b>

(\* 1 Kishori Diwas per quarter)

Dr. Nisha Agrawal  
Deputy Director (ICDS)