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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

34215-219 Dated:
23 OCT 2017

Office Order

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. Tuesday, Thursday & Saturday (2:15 P.M to 4:00 P.M) for the target 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 as per the activity schedule devised by you in respect of your project for 2017-18.

The expenditure on the activities will be incurred out of the allocated budget to the projects for implementing RGSEAG Scheme for C.F. Year 2017-18.

The guidelines for incurring the expenditure are enclosed herewith.

Shuchi
Shuchi Sehgal
Deputy Director (ICDS)

F.76 (350)/RGESAG-SABLA/DWCD/ICDS/2014-15/Pt. File

34215-219 Dated:
23 OCT 2017

Copy to:

1. P.A. to Secretary, DWCD, GNCTD.
2. P.A. to Director, DWCD, GNCTD..
3. AAO & DDO (HQ), DWCD, GNCTD.
4. **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).
5. Astt. Programmer, WCD, GNCTD for uploading the same on website.
6. Guard File.

Shuchi
Shuchi Sehgal
Deputy Director (ICDS)

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**Instructions for Organizing Non - Nutrition Services related Sessions /
Activities under RGSEAG -for 2017-18.**

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- 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. 2017-18. 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 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 :-

- **Health**- Personal Hygiene and Sanitation, Physical Exercise, First Aid, Informing about Common Ailments, Home Remedies, Safe Drinking Water, Diarrhea Management, Weekly IFA Supplementation.

- **Nutrition** - 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,

- **ARSH** - 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 **11 to 14 ages**: topics like growing up, puberty, good health and hygiene habits, etc. Issues to be covered for **14 to 18 ages**: topics like reproductive cycle, safe sex, HIV/AIDS, contraception, menstrual hygiene, marriage and pregnancy at the right age, etc.

- **Life Skills** - Knowing Myself, Gender Sensitivity, Decision Making, Communication, Stress Management, Leadership, Home Management Guidance on Accessing Public Services, Awareness about Legal Rights

- 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.

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

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- 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. **Vocational Training for out of school adolescent girls (16-18 years)**
 - Vocational training is to be organized through registered VTPs (Vocational Training Providers) under MES (Modular employable skills) with DGET (Directorate General Employment & Training), Ministry of Labour & Employment under suitable mode as per the need assessment of the target group.
 - VTPs will provide counseling & vocational guidance, training facilities as per norms, post training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training. The Scheme has a flexible delivery mechanism of trainings (part time, weekends, full time, onsite/ offsite) which will enable AGs to participate in them.
 - An undertaking is to be obtained from the VTPs concerned to the effect that required training will be conducted within the financial year 2015-16.
 - The details of Registered VTP under MES courses, syllabus/training module, list of trainees containing their name, parents /guardians name/age, address, educational status are required to be obtained for vocational training.

13. 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.
14. The RWA Members, MCD Cooperators, MLA of the area concerned may be called at the venue.
15. Detailed report with photographs must be submitted to HQ quarterly as well as annually alongwith feedback of beneficiaries on various session/activities.
16. The expenditure of this training program should be as per norms specified.

Life Skill Education

Details	Amount
Payment to Resource Person	Rs. 500/- per session per R. Person x 15 sessions = Rs 7,500/-
IEC Material	= Rs. 1,640/-
Contingency i.e. Chairs, Stationery, Photographs, Photocopy, Display Material, Sound System, etc.	= Rs. 1,668/-
Refreshment to 1 Resource Person & 2 key persons per session @ Rs. 25/- per head	Rs. 25/- x 3 x 15 sessions = Rs. 1,125/-
TOTAL	= Rs. 11,933/-

(* 70 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 25 sessions = Rs. 12,500/-
Contingency i.e. Chairs, Stationery, Photographs, Photocopy, Display Material, Sound System, etc.	= Rs. 1,488/-
Refreshment to 1 Resource Persons & 2 key persons per session @ Rs. 25/- per head	Rs. 25/- x 3 x 25 sessions = Rs. 1,875/-
TOTAL	= Rs. 15,863/-

(* 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 1 batch = Rs. 4,500/-
Contingency i.e. Chairs, Stationery, Photographs, Photocopy, Display Material, Sound System etc.	= Rs. 840 /-
Refreshment to 3 resource persons & 2 key persons @ Rs. 25/- per head per day	Rs. 25/- x 5 x 3 days x 1 batch = Rs. 375/-
TOTAL	= Rs. 5,715/-

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

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Details		Amount
*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/- x 2 batch = Rs. 10,000/- (Rs. 5,000/- per Kishori Diwas)
TOTAL		= Rs. 10,000/-

(* 1 Kishori Diwas per quarter)

Expenditure on Kishori Diwas, Exposure Visit and Refreshment during Exposure Visit are to be met out of the Misc. Head.

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DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG
NEW DELHI - 110001

F.76 (350)/RGSEAG-SABLA/DWCD/ICDS/2014-15/Pt. File/

31207-214

Dated:

23 OCT 2017

To

All CDPOs/DDO/HOs
ICDS Projects Implementing Sabla
Delhi/ New Delhi.

Sub: Rajiv Gandhi Scheme for Empowerment of Adolescent Girls release of Funds for ICDS Projects functioning under Department of Women and Child Development, Govt. of NCT of Delhi during the year 2017-18 and also liabilities of 2 Projects for the financial year 2014-15 and 2016-17 other charges (other than Nutrition).

Madam,

Reference Finance (Budget) Department GNCTD vide Letter No. F.2(4)/2017-18/Fin(B)/1295-1300 dated 20.09.2017 has authorized the Department of Women and Child Development Department to incur the expenditure during the financial year 2017-18 upto the extent of Rs.20.45 lakh (Rupees Twenty Lakh and Forty Five thousand Only) and further, acceptance of bills will be of the same amount under Major Head 2236 02 101 76 00 50 Rajiv Gandhi Scheme for Empowerment of Adolescent Girls other charges (other than Nutrition) (CSS) in Demand No. 8 during the financial year 2017-18. I am directed to convey the approval of the competent authority for allocation of funds amounting to Rs.20.45 lakh (Rupees Twenty Lakh and Forty Five Thousand Only) to ICDS Projects implementing RGSEAG under the above stated Major Head, as per details below :-

Major Head 2236 02 101 76 00 50 Rajiv Gandhi Scheme for Empowerment of Adolescent Girls other charges (other than Nutrition) (CSS -Plan) for the Financial Year 2017-18.

S. No.	Name of the Project	Life Skill Education including IEC (Including the Liabilities)	Training for Sakhi Saheli	NHE component including IEC & Guidance on Accessing Public Service (Including the Liabilities)	Misc. Expenditure (Exp. On Celebrating One Kishori Diwas)	Total Amount (Rs.) (Including the Liabilities)
1	ALIPUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
2	NARELA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
3	JAHANGIR PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
4	SHAHBAD	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
5	NANGLOI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
6	HOLAMBIKALA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
7	BHALASWA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-

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8	BUDHPUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
9	MANGOL PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
10	KANJHAWLA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
11	SULTAN PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
12	TIKRI KHURD	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
13	MEER VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
14	ROHINI I	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
15	BURARI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
16	AMAN VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
17	BAWANA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
18	SAVDA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
19	ROHINI-II	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
20	PREM NAGAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
21	SHAHBAD	11,916/-	5,715/-	15,863/-	10,000/-	43,494/-
22	DAULATPUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
23	NILOTHI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
24	PRATAP VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
25	MANGOLPUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
26	KHURD	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
27	EKTA VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
28	JWALAA PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
29	NIHAL VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
30	SHAHDARA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
31	SRI RAM	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
32	COLONY	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
33	SHIV VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
34	SONIA VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
35	WAZIRABAD	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
36	SEEMA PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
37	NAND NAGRI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
38	KARAWAL	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
39	NAGAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
40	ANAND	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
41	MANSAROVER	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
42	SEELAM PUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
43	KARDAM PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
44	SUNDER NAGRI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
45	BABAR PUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
46	BHAGIRATHI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
47	VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
48	GAUTAM	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
49	VIHAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
50	SHAKKAR PUR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
51	KONDLI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
52	GEETA	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
53	COLONY	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
54	TRILOK PURI	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
55	PATPAR	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
56	GANJ	11,933/-	5,715/-	15,863/-	10,000/-	43,511/-
TOTAL		5,60,834/-	2,68,605/-	7,45,561/-	4,70,000/-	20,45,000/-

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All RGSEAG Scheme implementing CDPOs are advised to incur the expenditure only for the purpose for which the funds are provided as above. Any deviation from this will be viewed seriously and the DDO/HOO will be personally responsible for any lapse in this regard. The DDO/HOO will also ensure that the expenditure is made only as per the rules and procedures issued by the Government of India/GNCT of Delhi time to time and whenever any procurement is done the purchase/procurement application in the State/UT is invariably observed.

The CDPOs/DDO/HOOs will maintain the separate records of expenditure incurred for the implementation of RGSEAG (CSS) and furnish the separate statement of expenditure and utilization certificates in the prescribed format to the ICDS Cell (HQ) after the end of each quarter upto 5th of the following month of next quarter positively for further submission to the GOI and accordingly for the release of remaining funds by the GOI admissible RGSEAG (CSS) in time.

Shuchi
Shuchi Sehgal
Deputy Director (ICDS)

F.76 (350)/RGSEAG-SABLA/DWCD/ICDS/2014-15/Pt. File/

Dated:

34207-214

23 OCT 2017

Copy to: -

1. PA to Secretary, DSW&DWCD, GLNS Complex, Delhi Gate, New Delhi-02.
2. Director, Planning Department, GNCTD, Delhi Sectt., New Delhi.
3. PA to Director, DWCD, GNCTD, K.G. Marg, New Delhi-110001
4. The Controller of Accounts, Principal Accounts Office, Vikas Bhawan, ITO, New Delhi
5. The Joint Secretary, Finance (Budget), Govt. of NCT of Delhi.
6. Pay and Accounts Office concerned through concerned DDOs and CDPOs
7. Accounts Officer, Department of Women and Child Development, KG Marg, New Delhi.
8. Astt. Programmer, WCD, GNCTD for uploading the same on website.
9. Guard File.

Shuchi
Shuchi Sehgal
Deputy Director (ICDS)

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