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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.76 (528)/SAG/DWCD/ICDS/2018-19 623-683

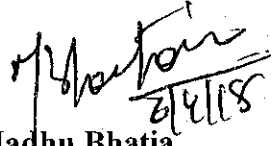
Dated: 06 APR 2018
06/04/2018

OFFICE ORDER

All the CDPOs are hereby conveyed the following approval of the Govt. of India vide letter No. 11012/3/2017/-O/O ADSABLA dated 02.04.2018 (copy enclosed):-

1. The Scheme for Adolescent Girls for out of school adolescent girls in the age group of 11-14 years has been universalized w.e.f. 01.04.2018 and has totally replaced the Kishori Shakti Yojana (KSY) i.e. Scheme for Adolescent Girls (previously name- SABLA) will be implemented in all 95 projects and Scheme for Adolescent Girls will replace the existing KSY in 19 projects.
2. The guidelines for implementation of the Scheme for Adolescent Girls are enclosed. States/UTs are requested to implement the scheme in accordance with the guidelines.
3. CDPOs are hereby directed to start a base line survey for identification of out of school girls of age 11-14 years to roll out the same. The same report should be submitted in the enclosed format by 16.04.2018 in HQ. The instructions along with the format for conducting the base line survey are enclosed.
4. The guidelines are attached on project wise email id of all 95 projects for necessary information.

Enclosed: As Above (pages-7)



Madhu Bhatia
Deputy Director (ICDS)

F.76 (528)/SAG/DWCD/ICDS/2018-19 623-683

Dated: 06/04/2018

Copy to:

1. OSD to Director, DWCD.
2. All the CDPOs of 95 projects
3. All District Officers.
4. AO & DDO (HQ), DWCD, GNCTD
- ✓ 5. Astd. Programmer, WCD, GNCTD.


Madhu Bhatia
Deputy Director (ICDS)

Base Line Survey

Instructions for Base line Survey of Adolescent Girls

1. What is the purpose of the Survey?

The Base line Survey of out of school girls of age 11-14 years is meant to help the State/ UT identify and list every out of school girls of age 11-14 years in the area of the AWCs where SAG is to be implemented.

2. How is the format organized? How is it to be used? Whose names should be entered in this format?

There are two parts of the base line format:

- a. Part 1 is used to record the details of out of school girls of age 11-14 years who live in the area covered by the AWC.
- b. Part 2 is the summary of total out of school girls of age 11-14 years in the area.

Part 1: Details of Adolescent Girls

1. Part 1 of the format is to be used to collect and write down some simple details about the AWC, the families and out of school girls of age 11-14 years living in the area of the AWC. All out of school girls of age 11-14 years are eligible to receive services from the AWC and should be included in the survey. At the top of each page, a few details of the AWC are to be entered.
 - i. **Location:** Here, the brief address of the AWC should be entered. This may include the LGD Code, name of the street or tola or mohalla, as the case may be.
 - ii. **Date of start of survey:** This is the date of the first day of the survey. This is a permanent date, and should not be changed.
 - iii. **Date of end of survey:** This should be written after the survey is completed and should be counter signed by the supervisor after ensuring that all girls are covered.
 - iv. **Name of Surveyor:** The name of the Anganwadi Worker or Surveyor (if other than the Anganwadi Worker) should be mentioned in the name column and signed by her.

2. How is the survey to be conducted?

On receiving instructions, the AWW should go from house to house to meet every family in the area covered by her AWC, and gather information about the details of each out of school girls of age 11-14 years.

Details to be entered column wise.

- i. Col. 1: **S.No.** – Serial number of the entry.
- ii. Col 2: **Name of the out of school girls of age 11-14 years:** Full name of the out of school girls of age 11-14 years should be written (name, Surname) as the person would normally write it in official documents for example Sunita Gupta.
- iii. Col 3: **Aadhaar Number of AG:** The Aadhaar Number of the AG to be recorded in this column.
- iv. Col 4: **Full Name of Father/Guardian of Family:** The full name of Father should be written as he would normally write it in official documents, such as the ration card. This usually includes the first name and surname for example Ram Kumar Gupta. The person/Guardian by whose name the family is known in the village to be given, in case the family is looked after by a person other than father/mother. The Guardian may be a man or a woman.
- v. Col 5: **Full name of Mother:** The full name of Mother should be written as she would normally write it in official documents, such as the ration card. This usually includes the first name and surname for example Sushma Ram Kumar Gupta or Sushma Devi Gupta as may be applicable.
- vi. Col 6-10: **SC / ST / OBC/minority/ Others:** The categories of caste are listed Col 6-10, tick under “ST” or “SC” or ST or Minority as the case may be. If the family belongs to neither of these categories, then tick under “Other”. All General categories, will be ticked under ‘Other’.
- vii. Col 11 : **Date of Birth:** The date of birth of the out of school girls of age 11-14 years is to be recorded (if available) in this Column in dd/mm/yyyy format. For example 26.10.2006.
- viii. Col 12: **Age as on 01.01.2018:** The age of the AGs as on 1st January 2018 should be entered here, in completed years. For instance,

S. No.	Date of birth	Age as on 01.01.2011
1	20.05.2006	11+ years under 11-14 years
2	03.12.2005	12+ years under 11-14 years
3	02.01.2004	13+ years under 11-14 years

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For the girls born between 31st December 2006 till 1st January 2004, the entry will be in 11 – 14 years age group.

- ix. Col 13 (a) and 13 (b): **out-of-school data**: The AWW has to carefully tick about the AG being out-of-school. OOS will include AGs who have never gone to school as also the dropout girls. For example, if a girl has never attended school, the entry under this column should be “0”. If the AG has dropped out after class 5 or 6 , the entry under this column should be Class 5 or 6 what ever the case may be.
- x. Col 14: **Reason for leaving the school**: The column of Education status will reflect the class completed by AGs in columns in 9 (b). Reason for leaving the school to be entered in col (10).

Notes:

- a. The survey would be carried out by the AWW. In areas where the AWW is not adequately qualified, the State Government may get the survey done by Supervisors/others.
- b. The entry of only those AGs should be made who have stayed in that village for the past 6 months and have intention of staying in the same village.
- c. The Supervisor would check and authenticate 20% of the entries in the survey registers.
- d. The Base line survey would be conducted by the AWW as a onetime activity for details of age, schooling status, reasons for leaving the school. This would be the base for the AG Register, to be updated on a quarterly basis.
- e. The Part 2 may be summarized by the AWW. If, she is unable to do it this may be done by Supervisors/others.
- f. The cut-off date for validation of data would be 31/12/2017. That is, it should be certified that the data is correct as on 31/12/2017.
- g. The date of end of survey should be countersigned by the Supervisor.
- h. The information containing Aadhaar number should be obtained with the consent of the beneficiary and need to be password protected following the SoP issued by this Ministry.

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BASELINE SURVEY SHEETS : Part 1													Page No :	
		AWC No.				Anganwadi address (Street / Tola / Mohalla/Block) :					Date of start of survey:			
				Local Government Directory Code (LGD Code):										
		Name of Anganwadi Worker/ surveyor :					Date of end of survey:							
1		3	4	5	6	7	8	9	10	11	12	13 (a)	13 (b)	14
S. No.	Name of AG	Aadhaar Number of AG	Name of the father/ guardian	Name of the mother	Category					Date of Birth of the AG (if available) dd/mm/yyyy	Age as on 01/01/2018	Never attended school	Education status (Completed Class)	Reason for leaving the school
	Name				SC	ST	OBC	Minority	Others					

LEGEND

AG	Adolescent Girl
OOS	Out of School

SUMMARY : Part 2	
AGs (11 - 14 years) (out of school)	
Category	Number of AGs
SC	
ST	
OBC	
Minority	
Others	
Total	

F. No.11012/3/2017-O/O ADSABLA
Government of India
Ministry of Women & Child Development
AG Cell

Shastri Bhawan, New Delhi
Dated: 02.04.2018

To,
Principle Secretaries/Secretaries/Administrators dealing with ICDS (Women and Child Development Department) (all States/UTs)

Subject: Administrative Guidelines for implementation of Scheme for Adolescent Girls – reg.

Reference: (i) MWCD's letter No. SAG/2/2017 dated 06.10.2017
(ii) MWCD's letter No. SAG/2/2017 dated 25.11.2017

Sir/Madam,

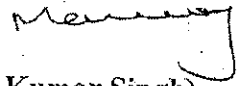
This has the reference of this Ministry's letter number SAG/2/2017 dated 25.11.2017 conveying the approval of the Government for implementation of Scheme for Adolescent Girls (SAG) for out of school girls in the age group of 11-14 years with its phased expansion for a period of one year i.e. upto 30.11.2018. The scheme operational in 205 districts was extended cover additional 303 districts in 2017-18. List of the additional 303 districts was circulated vide MWCD's letter number SAG/2/2017 dated 08.12.2017 with a request to conduct base line survey and intimate the expected number of beneficiaries to the Ministry. The Scheme for Adolescent Girls has been universalized w.e.f. 01.04.2018 and has totally replaced the Kishori Shakti Yojana (KSY).

2. The guidelines for implementation of the Scheme for Adolescent Girls are enclosed. States/UTs are requested to implement the scheme in accordance with the guidelines.
3. The States Govt. /UF Administration is requested to carry out the base line survey in all the districts expeditiously and intimate the Ministry about the beneficiaries expected to be covered under SAG during 2018-19 in the format of Summary: Part 2 by 30.04.2018 positively. The instructions along with the format for conducting the base line survey are enclosed in the guidelines. A copy of the same may be sent through email mksingh.ofb@nic.in and arora.prabha@nic.in.
4. Funds would be made available to States/UTs under SAG for Nutrition component based on this information and issuance of Notification w.r.t revised rates of nutrition for out of school girls of age 11-14 years (reference MWCD's letter number

(2)

SAG/2/2017 dated 06.10.2017) and for Non Nutrition components as per prescribed norms on adjusting the savings under the scheme.

Yours sincerely,



(Manoj Kumar Singh)
Director
Ph: 23386553