

D.O.No.6-12/2010-RGSEAG

Vivek Joshi
Joint Secretary
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Dated 26.10.2010

Dear.....

This has the reference of this Ministry's letter dated 27.9.2010 conveying the approval of the Government for implementation of "Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG) - SABLA" on a pilot basis initially in 200 districts.

2. SABLA would replace the existing Nutrition Programme for Adolescent Girls (NPAG) and Kishori Shakti Yojana (KSY) in selected 200 districts. In the remaining districts, KSY where operational, would continue as before.

3. A copy of the Scheme along with the list of the districts selected for your State /UT was forwarded vide aforesaid letter to your State/UT. The guidelines for implementation of the Scheme are being finalized and would be sent shortly.

4. The Ministry of Women and Child Development is planning to formally launch the Scheme on 19th November, 2010. Preparatory steps to be taken by the States/UTs for launch of the Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG)- SABLA have already been communicated vide Secretary, Ministry of Women and Child Development D.O. No.6-5/2009-RGSEAG dated 30th November, 2009. State Government/UT Administration would require to start a base line survey for identification of the AGs in the pilot districts to roll out the scheme. The instructions along with the format for conducting the base line survey are enclosed.

5. **The States Govt. /UT Administration is requested to carry out the base line survey in the selected districts expeditiously and complete it by 30.11.2010 and intimate the Ministry about the beneficiaries expected to be covered under SABLA during 2010-11 and 2011-12 in the format of Summary: Part 2. A copy of the same may be sent through email archana.awasthi@nic.in Based on this information, funds would be made available to States/UTs under SABLA for Nutrition component.**

6. You are also requested to intimate to the Ministry, the list of the ICDS projects to be covered under SABLA in the selected districts alongwith the list of remaining projects where KSY would continue as before.

7. An early response will be highly appreciated.

With warm regards,

Yours sincerely,

Sd/-

Vivek Joshi

To

Secretaries dealing with ICDS (all States/UTs)

Copy to: Directors dealing with ICDS (all States/UTs)

Instructions for Base line Survey of Adolescent Girls

1. *What is the purpose of the Survey?*

The Base line Survey of Adolescent Girls is meant to help the State / UT identify and list every Adolescent Girl (AG) in the area of the AWCs where SABLA 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 AGs who live in the area covered by the AWC.
- b. Part 2 is the summary of total AGs 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 AGs living in the area of the AWC. All AGs 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 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 AG.

Details to be entered column wise.

- i. Col. 1: **S.No.** – Serial number of the entry.
- ii. Col 2: **Name of the AGs:** Full name of the AGs should be written (Surname, name) as the person would normally write it in official documents for example Gupta Sunita.
- iii. Col 3: **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.
- iv. Col 4: **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.

- v. Col 5: **SC / ST / Others**: There are many categories of caste, but here, only tick under “ST” or “SC” as the case may be. If the family belongs to neither of these categories, then tick under “Other”. All General categories, OBCs, Minorities etc. will be ticked under ‘Other’.
- vi. Col 6: **Date of Birth**: The date of birth of the adolescent girl is to be recorded (if available) in this Column in dd/mm/yyyy format. For example 26.10.1996.
- vii. Col 7: **Age as on 1.1.2011**: The age of the AGs as on 1st January 2011 should be entered here, in completed years. For instance,

| S. No. | Date of birth | Age as on 1.1.2011 |
|--------|---------------|-----------------------------|
| 1 | 20.05.1998 | 12+ years under 11-14 years |
| 2 | 31.12.1996 | 14+ years under 14-18 years |
| 3 | 02.01.1993 | 17+ years under 14-18 years |

For the girls born between 31st December 1996 till 1st January 2000, the entry will be in 11 – 14 years age group.

For the girls born between 1st January 1993 till 1st January 1997, the entry will be in 14 – 18 years age group.

- viii. Col 8 (a) and 8 (b): **In and out-of-school data**: Based on the age in the column 7, the AGs are categorized into two categories – 11 – 14 year olds in 8(a) and 14 – 18 years old in 8(b). The AWW has to carefully tick about the AG being in-school or out-of-school (OOS) under relevant page. OOS will include AGs who have never gone to school as also the dropout girls.
- ix. Col 9: **Education status**: The column of Education status will reflect the class completed by AGs in both columns in 8 (a) and 8 (b). For example, if a girl is presently studying in class 8, the entry under this column should be **Class 7**. If the AG has never attended school, the entry under this column should be “0”. If the AG has dropped out after class 6, the entry under this column should be **Class 6**.

Notes:

1. 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.
2. 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.
3. The Supervisor would check and authenticate 20% of the entries in the survey registers.
4. The Base line survey would be conducted by the AWW as a onetime activity for details of age, schooling status, and category of AGs. This would be the base for the AG Register, to be updated on a quarterly basis.
5. The Part 2 may be summarized by the AWW. If, she is unable to do it this may be done by Supervisors/others.
6. The cut-off date for validation of data would be 1/11/2010. That is, it should be certified that the data is correct as on 1/11/2010.
7. The date of end of survey should be countersigned by the Supervisor.

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|--|----------------|--|---------------------------------|
| BASELINE SURVEY SHEETS : Part 1 | | | Page No : |
| Name of the AWC | AWC No. | Anganwadi address (Street / Tola / Mohalla/Block) : | Date of start of survey: |
| Name of Block/Project | | Name of Anganwadi Worker/ surveyor : | Date of end of survey: |

| 1 | 2 | | 3 | 4 | 5 | | | 6 | 7 | 8 | | | | 9 |
|--------|------------|------|---|---|----------|----|--------|--|----------------------|---------------------------------------|-----|---|-----|------------------------------------|
| S. No. | Name of AG | | Name of the father/ guardian (First, Middle, Surname) | Name of the mother (First, Middle, Surname) | Category | | | Date of Birth of the AG (if available) dd/mm/yyyy | Age as on 01/01/2011 | 8 (a) Adolescent category 11-14 years | | 8 (b) Adolescent category 14 - 18 years | | Education status (Completed Class) |
| | Surname | Name | | | SC | ST | Others | | | SG | OOS | SG | OOS | |
| | | | | | | | | | | | | | | |
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LEGEND

| | |
|------------|-----------------|
| AG | Adolescent Girl |
| SG | School going |
| OOS | Out of School |

| SUMMARY: Part 2 | | | | | |
|------------------------|----------------------------|------------|----------------------------|------------|----------------------|
| Category | AGs (11 - 14 years) | | AGs (14 - 18 years) | | Total |
| | SG | OOS | SG | OOS | |
| SC | | | | | |
| ST | | | | | |
| Others | | | | | |
| Total | | | | | Grand Total : |

| BASELINE SURVEY SHEETS : Part 1 | | | | | | | | | | | Page No : 2 | | | |
|---------------------------------|---------------|----------------------|---|---|----------|----|--------|--|---------------------------------------|---|-------------|---|-----|------------------------------------|
| Name of the AWC CHILHARI | | AWC No. 19 | Anganwadi address (Street / Tola / Mohalla/Block) : Hanuman Pada, Teli galli | | | | | | Date of start of survey: 7.11.2010 | | | | | |
| Name of Block/Project CHOWKI | | | Name of Anganwadi Worker/ surveyor : Subhadra Barve (AWW) | | | | | | Date of end of survey: 28.11.2010 | | | | | |
| 1 | 2 | | 3 | 4 | 5 | | | 6 | 7 | 8 | | 9 | | |
| S. No. | Name of AG | | Name of the father/ guardian (First, Middle, Surname) | Name of the mother (First, Middle, Surname) | Category | | | Date of Birth of the AG (if available) dd/mm/yyyy | Age as on 01/01/2011 | (8 a) Adolescent category 11-14 years | | (8 b) Adolescent category 14 - 18 years | | Education status (Completed Class) |
| | Surname | Name | | | SC | ST | Others | | | SG | OOS | SG | OOS | |
| 1 | Verma | Manju | Kishore Ram Verma | Meena Kishore Verma | ✓ | | | 14/02/1993 | 12+ | ✓ | | | | 6 |
| 2 | Chandravanshi | Usha | Krishna Gopal Chandravanshi | Saroja Chandravanshi | | ✓ | | 05/11/1994 | 16+ | | | | ✓ | 5 |
| 3 | Dubey | Gita | Shravan Kumar Dubey | Ganga Sharavan Dubey | | | ✓ | 21/10/1999 | 11+ | ✓ | | | | 4 |
| 4 | Sinha | Rachna | Kamal Kumar Sinha | Pratima Kumari Sinha | | | ✓ | 04/03/1993 | 17+ | | | | ✓ | 8 |
| 5 | Sonkar | Keerti | Hari Narayan Sonkar | Mala Hari Sonkar | ✓ | | | 15/08/1996 | 14+ | | | | ✓ | 0 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

LEGEND

| | |
|-----------|-----------------|
| AG | Adolescent Girl |
| SG | School going |

| | |
|------------|---------------|
| OOS | Out of School |
|------------|---------------|

| SUMMARY: Part 2 | | | | | |
|------------------------|----------------------------|------------|----------------------------|------------|------------------------|
| Category | AGs (11 - 14 years) | | AGs (14 - 18 years) | | Total |
| | SG | OOS | SG | OOS | |
| SC | 1 | | | 1 | 2 |
| ST | | | | 1 | 1 |
| Others | 1 | | | 1 | 2 |
| Total | 2 | | | 3 | Grand Total : 5 |