

F.No.11012/3/2017-O/O AD SABLA
Government of India
Ministry of Women & Child Development
SAG Cell

Shastri Bhawan, New Delhi
Dated: 6th February, 2019

To

Principal 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.**

Sir/Madam,

This has the reference of this Ministry's letters No. 11012/3/2017-O/O AD SABLA dated 02.04.2018 and 31.08.2018 forwarding therewith guidelines for implementation of Scheme for Adolescent Girls under Umbrella ICDS.

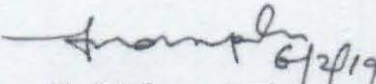
2. In this context, States/UTs are requested to use the Body Mass Index (BMI) cut-offs for Asian population recommended by the World Health Organization (WHO) for health monitoring of beneficiaries of the Scheme for Adolescent Girls. These cut-offs are as under:

Body Mass Index (BMI)	Nutritional Grade
<18.5	Undernourished
18.5 - 22.9	Normal
23.0 - 27.5	Overweight
> 27.5	Obesity

3. Accordingly, the changes have been made in the Register, QPR and Kishori Card. Copies of the formats incorporating the changes are enclosed for information and necessary action by States/UTs. States/UTs are requested to implement the scheme in accordance with the guidelines and ensure timely submission of the Reports to the Ministry.

Encl: as above

Yours sincerely,


(S Mahapatra)
Deputy Secretary

PART C: INDIVIDUAL RECORD OF BENEFICIARY

Section A to D To be filled for all Out of School Adolescent Girls : 11 – 14 yrs (Category wise)

A. Identification Particulars	Sl. No. :	First Name, Middle Name, Last Name																												
Father's Name																Mother's Name														
Aadhaar Number																														
Date of Birth :	d	d	m	m	y	y	Age (in completed years):	Schooling Status: (Tick one)										School Entry / Re – entry date _____												
	School going Class :		Out of school Last studied :		Month of Dropping out of School _____																									

Address :

Section B

B. Guidance / Counselling Sessions (No. of sessions attended)	Quarters				
	→	1 st (Apr. – June)	2 nd (July – Sept.)	3 rd (Oct. – Dec.)	4 th (Jan. - March)
Nutrition & Health Education sessions (minimum 2 in a quarter)					
Mainstreamed to school	Counselling sessions for mainstreaming to school/ skill training (minimum 3 in a quarter)				
	Mainstreamed to School				
Life Skill Education sessions (minimum 2 in a quarter)					

	22												
	23												
	24												
	25												
	26												
	27												
	28												
	29		--										
	30		--										
	31		--		--		--			--		--	
[Total number of days SNP received by AGs]													

IMPORTANT MILESTONES with Dates like joining school, dropping out, passing class, marriage, child birth, onset of puberty, etc.

1. _____
2. _____
3. _____
4. _____

SCHEME FOR ADOLESCENT GIRLS (SAG)**QUARTERLY STATEMENT OF EXPENDITURE**

Name of the State/UT _____

Financial Year _____

Quarter _____

PART A: QUARTERLY SAG BUDGET

	Central Share	State Share
1. Nutrition Component	_____	_____
2. Non Nutrition Component	_____	_____

UTILIZATION CERTIFICATE**FORM GFR 12-C****[(See Rule 239 of GFR, 2017)]****FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS/UT ADMINISTRATIONS)****(Where expenditure incurred by government bodies only)***For Nutrition Component / Non-Nutrition Component (Mark ✓ as applicable)*

1.	Sl. No.	Letter No. and date	Amount	<p>1. Certified that out of Rs. _____ of grants sanctioned during the year _____ in favour of _____ Under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of implementation of Nutrition/Non-Nutrition component of SAG for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide No _____ dated _____) /will be adjusted towards the grants-in-aid payable during the next year _____.</p> <p>2. Total Expenditure during the Quarter- (including State share) is _____.</p>
		Total		

Kind of checks exercised:

1. The main accounts and the other subsidiary accounts and registers.
2. Internal controls for monitoring outcomes and achievements of physical targets against the financial inputs, as per relevant rules and standing instructions.

3. All expenditure incurred is in consonance with guidelines/instructions and cost norms of the Scheme.
4. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms & are not general in nature and no transactions have been entered that are in violation of relevant guidelines/instructions and cost norms.

Authorised Signatory.....

Name.....

Designation.....

Date.....

Seal.....

PS: The UC shall disclose the separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

Encls: Details of Physical and Financial Progress as per **Part B and C attached.**

PART B: PHYSICAL

1. Coverage for SAG:

- (i) Number of SAG Districts _____
- (ii) Number of SAG Projects _____
- (iii) Number of Projects implementing SAG _____
- (iv) Number of AWCs _____
- (v) Number of AWCs implementing SAG _____
- (vi) Number of AWCs Reporting _____

2. Number of beneficiaries for Nutrition component

(i) Coverage for Nutrition Component: *(in numbers)*

Category	Take Home Ration	Hot Cooked Meal	Total
11 – 14 years Out of School			

SC			
ST			
OBC			
Minority			
others			
Total			

(ii) Amount spent on Nutrition per beneficiary per day (including State share)

(iii) Average Nutrition days per month

(iv) Nutritional Status*: Number of Girls with Nutritional Grades

Normal (N):

Undernourished (U):

*Formula: BMI (in kg/m²) = (Weight in kg) ÷ (Height in m x Height in m)

BMI < 18.5 : Undernourished

BMI between 18.5 & 22.9 : Normal

3. Number of beneficiaries for Non-Nutrition Component

(i) IFA supplementation

a Average IFA Tablets distributed per AG

b No. of beneficiaries covered

No. of beneficiaries

(ii) Health check-up & Referrals

(iii) Counseling/Guidance on Nutrition & Health Education

(iv) Counseling Guidance on mainstreaming/school education

(v) Number of girls mainstreamed to school system/
skill training

(vi) Counseling/Guidance on Life Skill Education

(vii) Guidance on Accessing public services

4. (i) Kishori Samoohs operational

(ii) Sakhi / Sahelis trained

5. Monitoring and Supervision Committees: (upto current Quarter)

	Committees set up (number)	Average no. of meetings held
(i) State level	_____	_____
(ii) District level	_____	_____
(iii) Project level	_____	_____
(iv) Village level	_____	_____

PART C: FINANCIAL

(₹ In lakhs)

1	Funds released during previous financial year by GoI	_____
2	Expenditure incurred in previous financial year	_____
3	(a) Unutilized balance of previous financial year (1-2) OR (b) Excess expenditure in previous financial year (2-1)	_____

4	Funds released upto previous Quarter in current year	_____
---	--	-------

(₹ in lakhs)

5	Funds released during the current Quarter by GoI (vide Sanction order(s) No. _____ dated _____)	_____
---	--	-------

6	Cumulative release during the year (4 + 5)	_____
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7	Net Central funds available [6 + 3(a)] <u>OR</u> [6 - 3(b)] as the case may be	_____
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8. **Component wise expenditure**

	Quarter (I/II/III/IV)	Cumulative upto I/II/III/IV	Quarter
(i) Nutrition provision (Central share)	_____	_____	
(ii) Non Nutrition (Central Share)	_____	_____	
(iii) Nutrition (State Share)	_____	_____	
(iv) Non Nutrition (State Share)	_____	_____	

Total expenditure Nutrition & Non Nutrition

(central Share (i) to (ii))

Total expenditure Nutrition & Non Nutrition

(State Share (iii) to (iv))

9. Nutrition: Unutilized Funds (Central Share) (7 – 8)

Non-Nutrition: Unutilized Funds (Central Share)(7 – 8)

Reasons _____

OR

10 Nutrition: Excess expenditure (8- 7)

Reasons _____

11. State Share for Nutrition

Quarter (I/II/III/IV)

Cumulative upto Quarter
I/II/III/IV

i Available

ii Utilized

SCHEME FOR ADOLESCENT GIRLS (SAG)**ANNUAL STATEMENT OF EXPENDITURE**

Name of the State/UT _____

Financial Year _____

PART A: ANNUAL SAG BUDGET

	Central Share	State Share
1. Nutrition Component	₹ _____	₹ _____
2. Non Nutrition Component	₹ _____	₹ _____

UTILIZATION CERTIFICATE**FORM GFR 12-C**

[[See Rule 239 of GFR, 2017]]

FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS/UT ADMINISTRATIONS)**(Where expenditure incurred by government bodies only)***For Nutrition Component / Non-Nutrition Component* (Mark \checkmark as applicable)

3.	Sl. No.	Letter No. and date	Amount	3. Certified that out of Rs. _____ of grants sanctioned during the year _____ in favour of _____ Under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of implementation of Nutrition/Non-Nutrition component of SAG for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide No. _____ dated _____) /will be adjusted towards the grants-in-aid payable during the next year _____.
		Total		4. Total Expenditure during the Year (including State share) is _____.

Kind of checks exercised:

1. The main accounts and the other subsidiary accounts and registers.
2. Internal controls for monitoring outcomes and achievements of physical targets against the financial inputs, as per relevant rules and standing instructions.

3. All expenditure incurred is in consonance with guidelines/instructions and cost norms of the Scheme.
4. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms & are not general in nature and no transactions have been entered that are in violation of relevant guidelines/instructions and cost norms.

Authorised Signatory.....

Name.....

Designation.....

Date.....

Seal.....

PS: The UC shall disclose the separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

Encls: Details of Physical and Financial Progress as per **Part B and C attached.**

PART B: PHYSICAL

1. Coverage for SAG:

- (i) Number of SAG Districts _____
- (ii) Number of SAG Projects _____
- (iii) Number of projects implementing SAG _____
- (iv) Number of AWCs _____
- (v) Number of AWCs implementing SAG _____
- (vi) Number of reporting AWCs _____

2. Number of beneficiaries for Nutrition component

(i) Rate per day per beneficiary (including State share) ` _____

(ii) Coverage for Nutrition Component: *(in numbers)*

Category	Take Home Ration	Hot Cooked Meal	Total
11 – 14 years Out of School			

SC			
ST			
OBC			
Minority			
Others			
Total			

- (iii) Average Nutrition days per month _____
- (iv) Average Nutrition days during the year _____
- (v) Nutritional Status*: Number of Girls with Nutritional Grades
- Normal (N) _____
- Undernourished (U) _____

* Formula: BMI (in kg/m²) = (Weight in kg) ÷ (Height in m x Height in m)

- BMI < 18.5 : Undernourished
- BMI between 18.5 & 22.9 : Normal

3. Number of beneficiaries for Non-Nutrition Component

- (i) IFA supplementation
- a Average IFA Tablets distributed per AG _____
- b No. of beneficiaries covered _____
- No. of beneficiaries
- (ii) Health check-up & Referrals _____
- (iii) Counseling/Guidance on Nutrition & Health Education _____
- (iv) Counseling/Guidance on mainstreaming /School Education _____
- (v) Number of girls mainstreamed to school system/
skill training _____
- (vi) Counseling/Guidance on Life Skill Education _____
- (vii) Guidance on Accessing public services _____

Number

4. (i) Kishori Samoohs operational _____

(ii) Sakhi / Sahelis trained _____

4. Monitoring and Supervision Committees:

	Committees set up (number)	Average no. of meetings held
(i) State level	_____	_____
(ii) District level	_____	_____
(iii) Project level	_____	
(vi) Village level	_____	

PART C: FINANCIAL

(₹ In lakhs)

1	Funds released during previous financial year by GoI	_____
2	Expenditure incurred in previous financial year	_____
3	(a) Unutilized balance of previous financial year (1-2)	_____
	OR	
	(b) Excess expenditure in previous financial year (2-1)	_____
4	Funds released upto previous Quarter	_____

Quarter	Sanction order		Amount (₹ In lakhs)	Received by the State on (dd/mm/yy)	Transfer to the district on (dd/mm/yy)
	No.	Date			
I					
II					
III					
IV					
Total funds released					

(₹ in lakhs)

5	Net Central funds available [4 + 3(a)] <u>OR</u> [4 - 3(b)] as the case may be	_____
6	Actual Expenditure during the year	
(i)	Nutrition Component – Central Share	

	Quarter I	_____
	Quarter II	_____
	Quarter III	_____
	Quarter IV	_____
	Total (a)	_____
(ii)	Non-Nutrition Component – Central Share	
	Quarter I	_____
	Quarter II	_____
	Quarter III	_____
	Quarter IV	_____
	Total (b)	_____
	Grand Total (a + b)	_____
7	Component wise expenditure during the year	<i>(₹ in lakhs)</i>
(v)	Nutrition provision (Central share)	_____
(vi)	Non Nutrition (Central Share)	_____
(vii)	Nutrition provision (State share)	_____
(viii)	Non Nutrition (State Share)	_____
(i)	State Share Available during	<i>(₹ in lakhs)</i>
	Quarter I	_____
	Quarter II	_____
	Quarter III	_____
	Quarter IV	_____
	Total	_____
(ii)	State Share Utilised during	<i>(₹ in lakhs)</i>
	Quarter I	_____
	Quarter II	_____
	Quarter III	_____
	Quarter IV	_____
	Total	_____

States / UTs may translate the reporting and monitoring forms in regional language if required. However, reports to the Government of India may be sent in Hindi or English only.

These Guidelines for the implementation of the Scheme would be supplemented by the Government of India from time to time by issuing further Guidelines on various aspects of the Scheme if required.

SCHEME FOR ADOLESCENT GIRLS (SAG)

KISHORI CARD

(For Out of School girls in 11-14 years age group)

Section A – Personal details and Identification

Section B - Guidance/ Counseling Sessions

Section C - Health Services

Section D – Mainstreaming to School System / Skill Training

Section E – Nutrition Details

This card is to be filled by the Kishori with help of Sakhi / Saheli.

Section C to be filled by the Health worker.

Particulars of the Anganwadi Centre			
ID No. of AWC		Village	
Name of AWC		District	

Section A – Personal details and Identification of Adolescent Girl (AG)			
Sl. No. <input style="width: 100%;" type="text"/>	Aadhaar No.		
First Name, Middle Name, Last Name			
Date of Birth	d d m m y y	Age(Completed years)_____	
Father's Name			
Mother's Name			
Schooling Status	Class last attended _____ Year of dropping from school_____		
Address			

B. Guidance/ Counseling Sessions (No. of Session attended)				
	Year 1			
Quarters	1st (Apr- Jun)	2nd (Jul- Sep)	3rd (Oct- Dec)	4th (Jan- Mar)
Topics	Write Date			
Nutrition & Health Education session				
Counseling Session for Sending OOS Girls to Join School				
Life Skill Education Sessions (minimum 2 in a quarter)				
Exposure visit (attach details)- post offices, banks, police station, etc. (minimum 2 to each of them in one year)				
	Year 2			
Quarters	1st (Apr- Jun)	2nd (Jul- Sep)	3rd (Oct- Dec)	4th (Jan- Mar)
Topics	Write Date			
Nutrition & Health Education session				
Counseling Session for Sending OOS Girls to Join School				
Life Skill Education Sessions (minimum 2 in a quarter)				
Exposure visit (attach details)- post offices, banks, police station, etc. (minimum 2 to each of them in one year)				

C. Health Services				
Quartes	Year 1			
	1st (Apr- Jun)	2nd (Jul- Sep)	3rd (Oct- Dec)	4th (Jan- Mar)
Date of Health Check-up				

Height (in cms.)					
Weight (in kgs.)					
BMI**					
Status: N-Normal U-Undernourished					
No. of IFA Tablets	Provided				
	Consumed				
Quartes		Year 2			
		1st (Apr- Jun)	2nd (Jul- Sep)	3rd (Oct- Dec)	4th (Jan-Mar)
Date of Health Check-up					
Height (in cms.)					
Weight (in kgs.)					
BMI**					
Status: N-Normal U-Undernourished					
No. of IFA Tablets	Provided				
	Consumed				
Section D – Mainstreaming to School System / Skill Training					
Year 1					
OOS Girls mainstreamed to school/skill training					
Formal school					
Non format school					
Skill Training					
Referral Services received	(Write whichever is correct) Yes/No				
Year 2					
OOS Girls mainstreamed to school/skill training					
Formal school					
Non formal school					
Skill Training					
Referral Services received	(Write whichever is correct) Yes/No				

The BMI cut-offs for Asian population recommended by WHO should be used, so as to enable timely corrective measures. These cut-offs are as under:

BMI	Nutritional Grade
<18.5	Undernourished
18.5 - 22.9	Normal
23.0 - 27.5	Overweight
> 27.5	Obesity

BMI Chart depicting BMI ranges recommended by WHO and Asian criteria values

