

Monitoring in ICDS

1. Monitoring defined: Literally monitoring means-the act of observing something (and sometimes keeping a record of it). Work reporting is an essential element of the Management System. In a goal oriented management, comparison must be made between the desired objectives and the actual results of the programme implementation. Basic data necessary for monitoring and evaluation of the programme must be gathered. In order to provide a complete picture of all aspects of the programme, pertinent, accurate and reliable work reports are essential.

For this purpose responsibility centres are identified; the reports and the time periods are indicated; and for comparison purposes, responsibility centre performance standards are set.

Records and registers maintained at each level of responsibility enable ICDS staff at that level to assess their own performance, identify services areas that need improvement and report on their progress.

The periodical reports serve the purpose of generation of vital statistics at the Block, District, State and the National level. They also become a tool for the review of the implementation of the programme and generation of feedback from each level to the level below it.

2. Responsibility Centres in ICDS MIS:

- a. **The Anganwadi:** Anganwadi Centre is the focal point of delivery of services under the ICDS Scheme. Therefore, all the data pertaining to the services and the beneficiaries has to be captured at this level. This data capturing is done by the anganwadi worker through maintenance of several registers which are updated periodically. From these registers the anganwadi worker generates information in the form of reports and transmits them to the next higher level. All other levels consolidate this data and process/analyse it and may add some more data pertaining to each level.

(In the hierarchy of the anganwadi system, the immediate next higher level is that of a supervisor. A supervisor generally supervises, a group of about 20 to 25 anganwadis. The supervisor is responsible to ensure that all the anganwadis under her supervision, record and report the data/information correctly).

- b. **The Project/Block Level:** A Project is under the supervision of a Child Development Project Officer (CDPO)/ ACDPO. Apart from supervising the working of the Anganwadis, the CDPO/ ACDPO has to ensure the provisions of all logistical support for Anganwadis, and coordination with other Departments responsible for providing support services. The CDPO consolidates the reports received from the Anganwadis, adds on some information of the activities/details of the Block and transmits the Block report to the District level. Besides, he/ She is supposed to analyse the

reports of the Anganwadis and provide constructive feedback to the Supervisors and the Anganwadi Workers. The financial data is mainly generated at this level.

- c. **The District Level:** The role of the District level is similar to the role of the CDPO in so far as the managing information is concerned, except for the fact that the District Programme Officer consolidates the information received from the blocks, analyses it and sends a consolidated report to the State Govt. and a feedback to the CDPOs
- d. **The State Level:** The State Project Monitoring Unit has to consolidate and analyses the information received from the Districts, and sends a consolidated report to the Central Project Monitoring Unit (Govt. of India) and a feedback to the Districts.

Note : The CDPO, DPO and State Unit Shall, on analysis of the data received from lower level, provide necessary guidance and take corrective measures, wherever necessary.

- e. **The National Level:** The Central Project Monitoring Unit is the repository of the entire data pertaining to ICDS. It consolidates the data received from the States/UTs, analyses it and sends a feedback to all the States/UTs. The data is also analysed to generate information for decision making and guidance to the States.

3. Records and registers to be maintained at the Anganwadi Centres: As almost the entire data pertaining to ICDS gets generated at the anganwadis, a series of registers have to be maintained at the anganwadi centres. These register have to be updated regularly by the Anganwadi Worker and the Supervisor has to ensure that the data is being properly entered. The following registers have been prescribed the each anganwadi centre.

- i. **Anganwadi Survey Register.**
- ii. **Supplementary Nutrition and Pre-School Education Register.**
- iii. **Immunization Register**
- iv. **Services for Pregnant and Lactating Mothers registers**
- v. **Mortality register**
- vi. **Daily diary.**

4. Periodical reports to be sent by the Anganwadi Worker: The data gathered in the Registers has to be summarized and periodically sent to the CDPO/ ACDPO incharge of the ICDS Project, through the Supervisor. It is the duty of the Supervisor to ensure that all the Registers are maintained properly and accurately. She should help the Anganwadi worker in maintenance of the Records. The information from the Anganwadi has to be sent to the CDPO/ACDPO once a month (Monthly Progress Report). Besides, an Annual Progress Report (APR) also has to be sent by the Anganwadi Worker.

1. ANGANWADI SURVEY REGISTER (APPENDIX-1)

1.1 This is the basic document which each Anganwadi has to maintain. It enumerates details of all the households in the area assigned to the Anganwadi. The first job which an Anganwadi Worker has to attend to when an Anganwadi is set up, is to conduct a household survey of the area, obtain the details of each household and enter in this register. This register should be updated every month based on the information gathered by the anganwadi worker. **An intensive revision of this register has to be carried out by conducting a door to door survey once in five years.**

This Register has two parts:

- i. Individual Family Record.
- ii. Monthly Summary.

Individual Family Record:

The individual family record includes data on every family living in the anganwadi area. It should be completed during the baseline survey, **and should be updated as and when any change takes place. This has to be based on the information collected by the anganwadi worker during her home visits or meeting with villagers.** This record has to be maintained accurately as all other records obtain the base information from this register.

A 18 column format as shown in appendix-I is prescribed for the individual family record. The details of each family member have to be filled up and one line in the table has to be used for each member. Thus the number of lines used for a family would be equal to the number of members in the family. After completing the details for each family, two lines may be left blank before entering the details of the next family. The data writing should be organized such that the details of one family should not get spread over two pages. For example if after entering the details of few families, only three lines are available but there are five members in the next family then switch over to the next page.

Col. 1: Serial no. of the family : This is a number, which has to be assigned by the anganwadi worker to each family. For this purpose a family includes all persons eating from the same kitchen. This should be written only for the head of the family. For other members a serial number within the family should be given and written in this column.

Col 2. House number : This is the number given to each house by the local panchayat or the municipal body. The house number given in the voter' list can also be used.

Col.3: Sl. No. in Family : A family may comprise of one or more members. Head of family will be assigned Sl. No. 1 and others 2,3,4, and so on.

Col. 4: Name of the head & other family members : The name of the head of the family member (s) is to be written first, followed by the name(s) of other family member(s).

Col 5: Relationship to head of family: Write how the member of the family is related to the head of the family. Write brother, sister, wife, husband, father, mother etc.

Col 6: Sex: Use M for male and F for female.

Col 7: Category: Write 'SC' for Scheduled Castes, 'ST' for Scheduled Tribes and 'Others' for all other categories.

Col 8: Whether Below Poverty Line (BPL): Write yes or no in this column. This should be mentioned only against the name of the head of the family.

Col 9: Date of birth: Write the day, month and year of birth as per the English Calendar. In case the exact day is not known, enter the month and year. In the case of children over 6 years of age and adults whose month of birth is not known write the year of the birth. For children under 6 years use the local events calendar to determine the nearest date of birth, if the exact date is not known.

Col 10 : Age Group: Please write 'C' if he or she is a child (0-6 years), AG for Adolescent Girls (11-18 years), PW if pregnant women, and LM if lactating mother.

Col 11: Education: For children below six years write "X"; For children going to school, write the class in which studying; for others write the level of qualification or "Literate" or "Illiterate as the case may be".

Col 12: Age of child (in months) : In case of a child (age less than 6 years), the age in months should be mentioned here. This should be as on the date of weighing the child.

Col 13: Weight of Child : The weight of the child as on the date of weighing should be mentioned in Kilograms (KGs).

Col 14: The date of weighing of the child should be mentioned here.

Col 15: Nutritional Grade: At the time of survey the weight of the children should be taken. If the child is not coming to the anganwadi, even then the weight of the child should be taken. Using the table for working out the nutritional grade, if the child falls in Grade III or Grade IV, it should be mentioned in this column. (A table which indicates the cut off weight against age in months for Grade-III and Grade-IV children would be supplied. If the weight of the child is less than that indicated for Grade-III but more than that indicated for Grade IV then the child has to be categorized as Grade III; if the weight is less than the cut-off weight indicated for Grade-IV then the child has to be classified as coming under Grade IV).

Col 16: Whether at risk:

- a. Write 'Yes' for pregnant women who:
- i. Have a pre-pregnancy weight of less than 38 kgs.
 - ii. Weigh 40 kgs or less at the 20th week of the pregnancy.
 - iii. Are in their first pregnancy.
 - iv. Are expecting twins.
 - v. Have had difficult previous pregnancies (e.g. still births, abortions, caesarian, or forcep deliveries)
 - vi. Are over 35 years of age.
 - vii. Are below 18 years of age.
 - viii. Are suffering from TB, anaemia, heart disease or diabetes.
 - ix. Have shown signs of eclampsia, in previous pregnancies. These signs include swelling of feet and legs or high blood pressure
- Otherwise write No in all other cases of pregnant women.

- b. Write 'Yes' for a child who
- i. Has a birth weight below 2.5 kgs.
 - ii. Has nutritional grades of III and IV in Col. 11.
 - iii. Has failed to gain weight for three successive months.
 - iv. Is less than one year old and fails to gain any weight in a month.
 - v. Was one of the twins.
 - vi. Is having difficulty with breast feeding.
 - vii. Has whooping cough, measles, TB, or recurring diarrhea.
 - viii. Whose either parent is dead.
 - ix. Has had two or more brothers/sisters who have died.
 - x. Is the fourth or later child.
 - xi. Was born within two years of the birth of a previous brother/sister.
 - xii. Is the only child after a long married life.

Otherwise, write 'No' in all other cases of children.

Col 17: Type of disability: The type of disability in the person, if any should be mentioned here. These could be:

- i. Locomotor.
- ii. Mental handicap.
- iii. Visual impairment.
- iv. Speech and hearing disability.
- v. Bitot spots.

Otherwise write 'No' in all other cases.

Col 18: Vital events: This column has to be filled up whenever a change in family occurs. If a member leaves a family (due to death, marriage, migration etc.) write the date and event. Similarly for a member joining a family (due to marriage, birth etc).

Monthly Summary on each page:

At the end of each page a monthly summary should be given in the format given in Appendix 1.A.

Col 1: Month & Year : Write the month and year in this column.

Col 2: Population : Write the total number of members in all the families on this page.

Col 3 – Col 12: Give the total number of children in different age groups, on this page.

Col 13: Give the total number of adolescent girls here, on this page

Col 14: Give the total number of Pregnant women in this column, on this page.

Col 15: Give the total number of Lactating mothers in this column, on this page.

Col 16 -17 : Give the total no. of other male and female, on this page.

Col 18: Give the total number of 'At risk' mothers in this column, on this page.

Col 19: Give the total number of 'At risk' children (0-6 years) in this column, on this page.

Col 20: Give the total number of children (0-6 years) with disabilities.

Monthly Summary for the entire anganwadi area: The last 60 pages should be earmarked for the monthly summary. The format of these last 60 pages has been prescribed in Appendix 1.B. it is suggested that there are atleast 50 rows on each page so that the monthly summary for the entire register could be accommodated on one page. Each month a page would be filed up. The columns here are same as the columns prescribed in Appendix-I.A. Please ensure that there are enough rows on each page such that the summary of all the pages could get accommodated on one such page. In case this is not possible, then the entries may spill over to the next page. But please begin entries for a new month on a fresh page.

Every month the anganwadi worker would fill up the monthly summary on each page of the 'Individual Family Survey'. The entries from the summary on each page would be transferred to the monthly summary for the entire anganwadi. Thus the summary of each page would get repeated in a line on the 'Entire area summary'. When entries from all the pages have been transferred they would be totaled up so as to give the monthly summary for the entire area.

Thus all the entries in the 'Individual Survey register' should be made with pencil, as these need to be updated quite frequently. Even the monthly summary on each page needs to be entered with pencil. But the monthly summary for the entire area at the end of the register should be written in ink.

Recording of Migrations

It is very common for the pregnant women to go to her parents place at the time of pregnancy and delivery. In such cases as long as the women is within the area of an anganwadi center that anganwadi center should record the details and provide the services e.g. if a pregnant women normally stays at village "X" then anganwadi at "X" should register and provide the services. If during the sixth month of her pregnancy She goes to village "Y" then upon arrival in village "Y" the anganwadi there should make entry in the survey register and provide all services. The beneficiaries should be advised to take the mother and child health card with all the details duly filled-in alongwith her. The anganwadi at the new place should update their register based on the information provided in the mother and child health card. The same principle should be followed for children when they move from one village to another. The same procedure may be followed for the children and women who migrates seasonally.

SUPPLEMENTARY NUTRITION AND PRE-SCHOOL EDUCATION REGISTER (APPENDIX-2)

This Register records the details of supplementary nutrition provided to different beneficiaries each day. This is a 9 column register and the detailed format is given in Appendix-2. The names of all the beneficiaries who receive supplementary nutrition are entered in this register. Each day a record is kept of all the beneficiaries who have received the supplementary nutrition. The register is split into six parts each dealing with Children (6m-36 m), Children (36m -72 m), pregnant women and nursing mothers, adolescent girls and children below 6 months respectively. On the format given all the four parts have been shown on the same page. Actually there should be enough number of rows in each category so that all the names of the beneficiaries could be entered without any difficulty. It is suggested that Children (6m -36 m) could be given a page exclusively; similarly children(36m -72m) should also be earmarked a separate page; the pregnant and the nursing mothers and children below 6 months could be kept on one page split into three parts. Also the names of Grade-III and Grade-IV children should be entered first, within their respective age-groups. And then after leaving a line blank the names of other children should be entered. In this register all entries have to be made with pen. New set of sheets should be written for each month.

The detailed instructions for filling up the columns of this register are as follows:

Col 1: The Serial number of the family to which the beneficiary belongs should be written here. This should be taken from the Survey Register.

Col 2: The serial number given within the family should be mentioned here.

Col 3: Name: The name of the beneficiary should be written in this column. First the names of Grade –III and Grade-IV children should be written, then after leaving a blank line the names of other children/beneficiaries should be written, in their respective groups.

Col 4: Sex- ‘M’ or ‘F’ should be written, as the case may be.

Col 5: Caste: ‘SC’ or ‘ST’ or ‘Other’ should be mentioned in this column.

Col 6: Date of distribution of supplementary nutrition: This column is subdivided into 31 sub-columns, each column representing a day of the month. In front of each name of Children (36m-72m) ‘S’ is entered if supplementary nutrition is given; ‘P’ is entered if the beneficiary is given only pre-school education; and A is entered if the child is absent. {It is presumed that if a child attends an anganwadi he/she gets pre-school education that day. It is also presumed that if a child (36m-72m) gets supplementary nutrition in the anganwadi he/she gets pre-school education also that day}.

For children (6m-36m) ‘S’ is marked if supplementary nutrition is provided on that day; ‘A’ is marked if supplementary nutrition is not provided. If take home ration or other pre-

prepared food is given then 'S' should be marked for the number of days for which the ration/food has been given. Similarly for adolescent girls, pregnant women and nursing mothers also 'S' or 'A' should be marked.

Col 7: Total number of feeding days: this column gives the total number of days SNP was made available to the beneficiaries. The total number of 'S's, under Col 6, should be counted at the end of the month and entered in this column. At the end of each group the total feeding days for that group are worked out by totaling all the figures in Col 7.

Col 8: Total number of PSE days: This column needs to be filled up only for children (36m-72m): The total number of days the child attends the anganwadi is entered here. The number of 'S's and 'P' s are counted and totaled and the number thus obtained is entered here. The total child-school days are obtained by totaling the entries in the Col 8.

Col 9: in this column write the remarks like Single ration/ Double given to the beneficiaries for no. of days in a month.

Monthly Summary of the Supplementary Nutrition Register: The format of this summary is given in Appendix-2-A.: The total number of beneficiaries in each group namely children (6m-36m), children(36m-72m), Adolescent Girls, Pregnant Women and Lactating Mothers is given in this summary. Also the total number of Beneficiary-feeding days in the month are given. This figures are split caste-wise also.

The detailed instructions for filling up the column are as follows:

Col 2, Col 3 and Col 4: Enter the total number of boys (6m-36m) who have received Supplementary Nutrition in Col 2, the total number of girls(6m-36m) in Col 3 and the total in Col 4. It should be noted that for each column four rows have to be filled up. In the first row the total number of SC beneficiaries has to be mentioned, in the second row the total number of ST beneficiaries has to be mentioned, in the third row the total number of beneficiaries belonging to other categories has to be mentioned and in the fourth row the total number of all the categories has to be mentioned.

Col 5, Col 6 and Col 7: The same procedure that was followed for Col 2, col 3, has to be followed here with the only difference being that here the beneficiaries are children (36-72m).

Col 8: Here the number of adolescent girls who received supplementary nutrition has to be entered. . It should be noted that for each column four rows have to be filled up. In the first row the total number of SC beneficiaries has to be mentioned, in the second row the total number of ST beneficiaries has to be mentioned, in the third row the total number of beneficiaries belonging to other categories has to be mentioned and in the fourth row the total number of all the categories has to be mentioned.

Col 9: Here the number of pregnant women, girls who received supplementary nutrition has to be entered. . It should be noted that for each column four rows have to be filled up.

In the first row the total number of SC beneficiaries has to be mentioned, in the second row the total number of ST beneficiaries has to be mentioned, in the third row the total number of beneficiaries belonging to other categories has to be mentioned and in the fourth row the total number of all the categories has to be mentioned.

Col 10: Here the number of nursing mothers, who received supplementary nutrition has to be entered. . It should be noted that for each column four rows have to be filled up. In the first row the total number of SC beneficiaries has to be mentioned, in the second row the total number of ST beneficiaries has to be mentioned, in the third row the total number of beneficiaries belonging to other categories has to be mentioned and in the fourth row the total number of all the categories has to be mentioned.

IMMUNISATION REGISTER (APPENDIX-3)

The details of the immunization for children under six years of age are to be entered in this register. The prescribed format for this register is given at Appendix-3. the instructions for filling up this register as follows:

Col. 1, Col 2, Col 3: The details of all the children in the anganwadi area have to be entered in these columns. The name of the child has to be entered in Col 3. In Col 1 the serial no. of the family to which the child belongs has to be entered from the Survey Register. In Col 2 the serial no. within the family as mentioned in the Survey Register has to be entered.

Col 4: The sex 'M' or 'F' has to be entered in this column.

Col 5: The date of birth of the child as per the English Calendar has to be mentioned in this column.

It may be noted that beyond Col 6, each row in front of a child's name is split into two rows. The upper row indicates the Scheduled date of administration of the immunization, and the lower row indicates the actual date of administration of the immunization. Col 6 to Col 19 deal with different immunization measures which are to be taken up as per the National Schedule for Immunisation.

First time when this register is opened, first the Col 1, Col. 2, Col3, Col 4 and Col 5 should be filled up. Then based on the schedule of immunization prescribed the upper row against each name which indicates the scheduled date of immunization should be filled up. In case the details of previous immunization are available then these should also be filled up. Once this is done, thereafter whenever a child receives any immunization the exact date should be mentioned in front of his name under the relevant column. Whenever a child is born, immediately the details of the child should be entered (after entering in the survey register). Care should be taken that the details mentioned in this register exactly match with the Mother and Child Health card. This card is normally kept with the parents, but is updated whenever any immunization is taken up.

Monthly Abstract:

Each month the anganwadi worker should work out the number of children who have received all their immunization doses which were due by that month. At the end of the Immunisation Register a monthly summary format has to be filled up. The format of this summary is given in Appendix 3 A.

Col 1: Mention the month for which the summary is being prepared.

Col 2: Enter the total number of Children in the age group (0-6 yrs)

Col 3: Enter the total number of children those who have received all their immunization dosage due upto the end of the month under report. For this purpose the details of each child have to be studied, it has to be found out as to what all immunization doses become due for that child upto the end of month under report.

Then the information in the row –‘date of actual administration’ has to be studied and if all his/her immunization dosage that had become due had been administered then it should be counted. This exercise has to be repeated for all children, and the total number arrived at.

Col 4: Calculate the percentage of children who are fully immunized. (It may be noted that fully immunized, here does not mean that all the immunization dosage has been given; but it means that all the immunization dosage that had become due has been given.

REGISTER FOR SERVICES FOR PPREGNANT AND LACTATING MOTHERS (APPENDIX-4)

In this register the details of services provided to pregnant and lactating mothers have to be recorded. Under ICDS, the pregnant and lactating mothers are provided services of Supplementary Nutrition, Nutrition and Health Education, Health Check-up, Tetanus Toxide Injection, IFA Tablets etc. Details about supplementary nutrition have to be entered in the Supplementary Nutrition and Pre-School Education register. The other details have to be entered in this register. As soon as the anganwadi worker comes to know about a pregnancy in her area, She should visit that household and update the survey register first. Based on that the name and other details of the pregnant woman should be entered in this register. All subsequents follow-ups and all services provided should be correctly followed and their details should be correctly entered. The detailed instructions for filling-up of this register are as follows :

Col.1: The serial no. of the family to which the woman belongs as per the Survey Register, should be entered here.

Col.2: The Serial No. of the woman within the family as mentioned in the Survey Register should be entered here.

Col.3: The name of the women should be entered here.

Col.4: The date of registration at the anganwadi center in the format DD/MM/YYYY should be mentioned in this column.

Col.5: In this column, total no. of previous pregnancies should be entered.

Col.6: The expected date of delivery of women as indicated in mother and child card may be entered.

Col.7: The weight of woman, in kilograms, at the time of registration at the anganwadi center may be entered here.

Col.8 : In this column, there are two cells against each name. In the upper cell, the schedules date for administration of the 1st dose of TT injection should be mentioned. The lower cell the actual date of the administration of the 1st dose should be entered. The entry in the upper cell helps to take follow up action in order to ensure that TT injection is given on the correct day.

Col.9: In this column, there are two cells against each name. In the upper cell, the schedules date for administration of the 2nd dose of TT injection should be mentioned. The lower cell the actual date of the administration of the 2nd dose should be entered. The entry in the upper cell helps to take follow up action in order to ensure that TT injection is given on the correct day.

Col.10, 11 & 12 : Each of these Column has two cells for information on distribution of IFA tablets. In the upper cell the date of distribution and in the lower cel the number of tablets distributed should be mentioned. This information if not available at the anganwadi should be obtained from the ANM.

Col. 13,14,15,16 & 17 : These columns indicate the details of the pre-natal check-ups. Each one of these column have two cells against the name of each beneficiary. In the upper cell, the date of pre-natal check-up should be entered and in the lower cell the weight of women should be mentioned. Provision has been made in the register for upto 5 such pre-natal check-ups.

Col. 18: This column indicates whether the delivery was at the Institution or by a trained Dai or by an Un-trained Dai. Please enter “I” for the Institutional delivery, “T” for delivery by Trained Dai and “U” for delivery by Un-trained Dai.

Col.19: Please enter the date of delivery in the format DD/MM/YYYY.

Col.20: In this column the outcome of the delivery has to be mentioned. Please enter “LB for live Birth and “SB” for Still Birth.

Col.21: The birth weight, in kilograms, of the new born child should be entered. The birth weight should be at least upto the 1st decimal place.

Col.22: **In this column the place from where the woman has arrived has to be entered.** It is very common for the pregnant women to go to her parents place at the time of pregnancy and delivery. In such cases as long as the women is within the area of an anganwadi center that anganwadi center should record the details and provide the services e.g. if a pregnant women normally stays at village “X” then anganwadi at “X” should register and provide the services. If during the sixth month of her pregnancy She goes to village “Y” then upon arrival in village “Y” the anganwadi there should make entry in the survey register and provide all services. The beneficiaries should be advised to take the mother and child health card with all the details duly filled-in alongwith her. The anganwadi at the new place should update their register based on the information provided in the mother and child health card. The same principle should be followed for children when they move from one village to another. The same procedure may be followed for the children and women who migrates seasonally. It may be noted that this column is relevant only if the delivery is happening at a place other than the place of normal residence. In case the delivery takes place in a PHC or any other institution which is outside the area of the anganwadi where she is registered, even then the anganwadi at which the women is registered has to enter the details in the Register. In all such cases the test is “ Whichever anganwadi provides the services has to maintain the records.

MORTALITY REGISTER (APPENDIX-5)

This register records the incidence of deaths among children and mothers. This register has two parts, the first part being for the pregnant and lactating mother and second part being for the children (0-5 years) (Appendix-5).

Pregnant and Lactating Mothers

All cases of deaths during pregnancy, during delivery and within two months of delivery for all women in the age group 15-44 (eligible couples as defined by Ministry of Health and family Welfare) should be recorded in this register. The instructions for filling-up of this register are as follows :

Col.1: After ascertaining the name of the deceased person, the serial no. of the family to which the person belongs as per the Survey Register, should be entered here.

Col.2: The Serial No. of the deceased person within the family as mentioned in the Survey Register should be entered here.

Col.3: The name of the deceased person should be entered here.

Col.4: The date of death should be mentioned in this column.

Col.5: Alphabet 'P' should be entered in case of death during pregnancy, alphabet 'A' should be entered for death during delivery and alphabet 'D' should be entered for death after delivery.

Col.6: The age of the deceased person at the time of death should be entered here in the format DD/MM/YYYY.

Col.7: The causes of deaths have to be mentioned in this column. The anganwadi worker should ascertain the cause of death from the ANM or the sub-centre and whatever cause of death has been mentioned by the health authorities should be mentioned here.

Children (0-5 years)

All cases of deaths of children (0-5 years) should be recorded in this register. The instructions for filling-up of this register are as follows :

Col.1: After ascertaining the name of the deceased child, the serial no. of the family to which the child belongs as per the Survey Register, should be entered here.

Col.2: The Serial No. of the deceased child within the family as mentioned in the Survey Register should be entered here.

Col.3: The name of the deceased child should be entered here.

Col.4: Alphabet 'M' for Boy or 'F' for Girl Child may be entered here.

Col.5: The date of birth of the deceased child should be mentioned in this column.

Col.6: The date of death of the deceased child should be mentioned in this column.

Col.7: The causes of deaths have to be mentioned in this column. The anganwadi worker should ascertain the cause of death from the ANM or the sub-centre and whatever cause of death has been mentioned by the health authorities should be mentioned here.