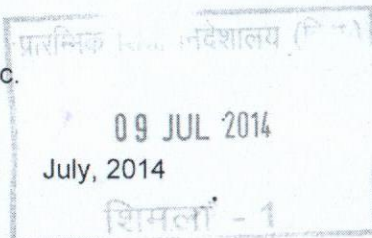


No: EDN-H(EE)(4)4-7/2014-Instructions Misc.
Directorate of Elementary Education, HP



Dated; Shimla-171001

the July, 2014

To

- 1 All the Deputy Directors Elementary Education,
- 2 All the Block Elementary Education Officers
Himachal Pradesh.

Subject :- Instructions regarding Implementation of Mid Day Meal Scheme .

Sir,

The Government of Himachal Pradesh vide its letter No.EDN-C-F-(4) 2/2011 dated 24.6.2014 has conveyed the administrative approval of the Government for revision and enhancement of Cooking cost per child per day for Primary and Upper primary stage under Mid Day Meal scheme by 7.5% in the current financial year 2014-15. The revised norms will be implemented in the state w.e.f.1.7.2014, as per detail given hereunder:

2. Cooking Cost Norms (per child per day):

Primary	Upper primary	Remarks
Rs.3.34	Rs.5.00	These rates will remain effective till 30.6.2014 (i.e from 1.4.2014 to 30.6.2014)
Rs.3.59	Rs.5.38	Revised/ enhanced rates will be effective w.e.f 1.7.2014 to onwards

Note: The above cooking/ conversion cost includes :

- i) a) *Cost of Ingredients : pulses , vegetables , cooking oil , condiments etc. and fuel.*
b) *Local transportation charges for ingredients and fuel. (Except rice)*
- ii) *Transportation charges for rice from fair price shop to respective school premises is being allocated separately to concerned blocks under SOE- 20-OC. BEEOs should release the funds to the concerned schools on the basis of freight rates fixed by the concerned Deputy Commissioner on PDS basis in respect of their block.*
- iii) **Cost of Fuel:** *Cost of fuel is included in the cooking cost. Expenditure on this component may not be incurred from funds provided under MME / other components. The additional expenditure incurred on fuel over and above the subsidized cylinders should be demanded separately.*

3. Food norms: The revised food norms are as under :

SN	Items	Quantity per student per day (quantity in gms)	
		Primary	Upper primary
1	Rice	100	150
2	Pulses	30	40
3	Vegetables (leafy also)*	60	85
4	Potato	15	20
5	Soya chunks /nutri	5	13
6	Salt & ingredients	As per need	As per need

However, the quantity of other ingredients is recommended as per detail given below:

S. No.	Items	Quantity per student per day (quantity in gms)	
		Primary	Upper primary
1	Salt	2.5	4.00
2	Masala	2.00	2.5
3	Oil	5.00	7.5
4	Onion	10	15
5	Sugar	40	60
6	Coconut	2.00	2.00
7	Raisins(Dakh)	2.00	2.00
8	Saunf	2.00	2.00

Menu : Menu should be decided by the SMC of the School keeping in view the liking and tastes of the students.

Purchase of Ingredients: Ingredients used for the preparation of Mid-day-Meals should preferably be purchased from the local farmers which would not only cost less but also add fresh produce to the menu.

The use of double fortified salt should be preferred.

Sweet Rice : Preparation of Sweet Rice is not mandatory. However may be prepared keeping in view the choice of the students.

4. **Standard operating procedure for the Flow of Food Grains:**

- The demand of rice should be projected (refer this office letter No. EDN-H(EF)(4)4 31/2004 -Vol-II-QPR dated 3rd January 2009 -Format 2) in such a way that the schools do not get excess foodgrains over and above the food actually required as per their entitlements but **also keeping in view the buffer stock of foodgrains for one month in advance and the storage capacity of the school.** The funds for proper storage of Rice and other ingredients have been and are being provided in phased manner to the schools. Requirement may be sent to this office through DDEE.
- Since the GOI allocates the rice to the State on the basis of average enrollment, number of school days and unutilized rice lying with the concerned institution / block / HPSCSC, hence the actual demand of rice may be obtained from the concerned school / Block.
- **The copy of allocation should invariably be sent to the concerned block. The block will send the copy of allocation to the concerned Central Head Teacher, who will ensure that every institution / school should lift the allocated quantity of foodgrains.** The concerned CHT will also ensure the reconciliation of Rice with the allocation made by the Deputy Director and rice lifted to the schools under his jurisdiction on monthly basis.
It is therefore, advised that appropriate record should be maintained and proper receipt should be obtained from the FPS/ PDS holder, indicating the quantity of foodgrains received in respect of their schools and make entries in the MDM registers accordingly. Demand of rice can also be ascertained under the column position of foodgrains as depicted in the MDM register.
- The Deputy Director will reconcile the quantity of food grains (Rice) released by the FCI and quantity lifted by the concerned school on monthly basis.
- Before making allocation further to the Blocks / schools the following points may be kept into consideration:

- 1 **Enrollment of Block / Institution.**
- 2 **No. of school days.**
- 3 **Approved food norms 100 gms and 150 gms for Primary & Upper Primary respectively**
- 4 **Unutilized rice lying with the school/ block.**
- 5 **Approved enhanced cooking cost (w.e.f 1.7.2014)**
 Primary = Rs. 3.59 per child per day
 Upper Primary = Rs. 5.38 per child per day

5. **Procedure for release of funds**

- Funds should be released to the schools regularly on monthly basis as the sufficient budget has been allocated to the blocks.
- The Blocks should release the funds in advance to the schools through e-transfer on monthly basis keeping in view the enrolment and demand from the school.
- If there is requirement of additional funds, the demand should be forwarded with full justification.
- Minimum of one-month's requirement of funds be made available in each school as an advance.

6. **Procurement of LPG connections:**

LPG based cooking should be preferred in preparation of Mid Day Meal in the School. Ministry of Petroleum & Natural Gas, GOI New Delhi had conveyed the instructions to Public Sector Oil marketing companies to provide LPG connections / cylinder at domestic rates on priority basis. **The additional expenditure incurred on fuel over and above the subsidized cylinders should be demanded separately.**

7. **HONORARIUM NORMS:**

A separate provision for payment of honorarium to cook cum helper @ Rs. 1000 /- per month for 10 academic months has been made. The cook cum helper may be engaged on the basis of enrollment in the school. The norms for engaging cook-cum-helper as per enrollment is as under:

S. No.	Enrolment Slabs	No. of Cook-cum-Helpers allowed
1	0-25	1
2	26-100	2
3	101-200	3
4	201-300	4
5	301-400	5
6	401-500	6

- The appointment of cook cum helper shall be made by the School Managing Committee (SMC) at the school level as per the Guidelines for the appointment of Cook-cum-Helpers circulated vide this office letter No. EDN-H(EE) (4)4-10/2011-80 CPC Court cases dated 21.12.2011.
- In case, where cook cum helpers are becoming surplus due to new enrolment slab then the person appointed on later date may be relived off his duties on the principle of "**LAST COME FIRST GO**" and in case of the joining on the same day, elder cook-cum-helper will be retained as per the judgment of the Hon'ble High Court of Himachal Pradesh in CWP No. 1659 of 2011 dated 24-05-2011.

- Honorarium should be paid regularly to Cook-cum-helpers on monthly basis.
- It should be ensured that Bank account of all the Cook-cum-helpers be opened and honorarium be paid to them through e-transfer in their account as per instructions circulated vide this office letter No. EDN-H(E)(4)4-7/2013-14-MDM Instructions dated 9-4-2013 so as to avoid any delay in payment.

8. Monitoring of the Scheme

- The meetings of the Block level Steering cum Monitoring Committee for Mid Day Meal Scheme should be conducted monthly to monitor the scheme and orientate the SMC members regarding the norms of the scheme especially food and cooking cost norms and maintenance of record.
- The schools be inspected regularly for the effective implementation of the scheme.
- Instructions received from the Govt. of India have been circulated vide this office letter No. EDN-H(E)(4) 4-21/2012 dated 1.8.2013 and 4.1.2014 to get constituted the District level Monitoring Committees (DLMC) to review the progress under SSA, MDM, RMSA and flagship programmes. The proceedings of the meetings held and action taken report should be supplied to this office regularly.

9. Health check up of cook-cum-helpers:

As you are aware that the **half yearly** health check up of cook-cum-helper has been made mandatory. It should therefore be ensured that at the time of appointment and during the session it is being done accordingly to maintain the quality & hygiene in the preparation of meal, being provided to the students. Since the preparation of meals is a sensitive and continuous process, so it is necessary that the cook-cum-helper engaged under this scheme for this purpose should be physically fit.

10. Duties & responsibilities of cook cum helper (Role of Cook cum Helper) ;

- ✦ He will obtain the strength of students present on the day for whom the meal is to be cooked and served on the day and obtain the required quantity of rice and other ingredients as per prescribed norms
- ✦ Thereafter, they will remove pebbles and other foreign articles from the rice and pulses, wash them properly and cook the meals as per the menu and start serving the meals as soon as the recess/lunch break starts in the school.
- ✦ They had to ensure that this entire process is over within the lunch break, so that the teaching hours / work of the school may not suffer.
- ✦ Thereafter utensils be cleaned/ washed properly and be placed them in the store for use on the next day and also to maintain cleanliness of kitchen.
- ✦ The cook has also to ensure that the gas stove/cylinder has been properly switched off and the cylinder has been placed in the store taking all precautions to avoid any untoward incidents.
- ✦ Cook-cum-helper himself should be neat and clean and free from any disease.
- ✦ Cook-cum-helper should cover his head with some cloth .

11. Role of Mothers :

The mothers can play an important role for effective implementation, proper monitoring and supervision of the Scheme. The physical presence of at least one mother could ensure good quality meal being served every day. The supervision of mothers will also lessen the dependence on the role of external supervisor. ***The monthly roster for mothers be maintained in each school to ensure that they come to school turn by turn every day to supervise the Mid Day Meal Scheme. Concerned CHT will facilitate the SMCs / Schools in preparation of mother's roster in his jurisdiction and will ensure that monthly register is being maintained in every school.*** The mother will record her statement in respect of the quality of food in the concerned column of MDM register.

The mothers may be encouraged to see that:

- Ingredients used for cooking i.e. pulses, rice, spices etc. are of good quality and as per food norms & properly cleaned before cooking.
- The utensils used for cooking are being cleaned properly before and after use.
- The food is being tasted by the teacher and mother before serving to the students.
- The Cook-cum-helper is free from any disease.
- The clean and adequate drinking water is available.
- The toilets are neat and clean.
- The students may not waste the meals and water.
- Clean water is being used for preparation of meal.
- They can also give suggestions for effective implementation of the scheme.

12. Role of SMC

The SMC will be responsible to perform the following functions:-

1. To make arrangements for engaging Cook-cum- Helpers as per guidelines.
2. To make arrangements for proper/safe storage of all the articles purchased.
3. The Committee will also see that the quantity of commodities purchased, are exactly as per norms given in the guidelines in view of the enrolment of the school.
4. To check the quantity and quality of the food grains (rice) and other ingredients before preparing the meals.
5. To ensure maximum effort to maintain cleanliness at the time of cooking / preparation of the meal, avoid wastage and maintain quality.
6. To decide the weekly MENU and ensure that the decided menu is also adhered to and implemented in letter & spirit as per the standard measure under food norms as provided at para no. 3.
7. It will also ensure that the weekly menu, food norms and cooking cost norms are displayed in the school notice board at a clearly visible place.
8. To test and taste the meals before serving to the children.
9. The children should wash their hands before or after taking meals.
10. There should not be any discrimination on the basis of caste/ creed and religion while serving the food to the students.
11. To ensure that local products donated by the public are of good quality and should be used for the desired purpose.
12. To ensure that Cook-cum-helper is free from any disease and they are neat and clean, his/ her hair are properly covered with some cloth during preparation of Mid Day Meals.

13. To ensure the regular water supply for preparing meals, drinking and toilet purposes also in collaboration with IPH Department. The water tanks should be cleaned regularly.
14. As you are aware that the Mid -Day -Meal guidelines stipulate that the community members and teachers should ensure that children eat together mid day meal in a orderly manner in a spirit of camaraderie. The safety of the students is paramount in all activities viz:-
 - Mid day meal should be served in schools in an orderly manner. While serving mid day meals, keep the serving utensils at a height
 - Ensure that the children stand in queue while receiving mid day meal.
 - Ensure that green leafy vegetables are included in the Mid Day Meal of the children.
 - Ensure variety in menu keeping in view the palatability, tastes and liking of the children within prescribed norms decided by the GOI.
15. **Logo of Mid Day Meal Scheme and toll free number 1800 180 8007 should be painted/ displayed at some conspicuous place in the school premises, strictly as per the specification, parameters and colour pattern provided by the Govt. of India.** Specimen of the Logo can be downloaded for the website <http://mdm.nic.in/Files/Guidelines>. Complaints / suggestions could be registered on the toll free no. between 10:30 am to 3:30 pm.

Note :- The Committee will approve the expenditure incurred under this scheme in its meetings .

13. School Health Programme :

The guidelines of Mid Day Meal scheme provide that the scheme be implemented in convergence with the School Health Programme. The guidelines also provide that MID DAY MEAL SCHEME should be complemented with appropriate intervention relating to micronutrient supplementation and de-worming, through administration of :

- ✓ Dose for de-worming and Vitamin-A supplementation.
 - ✓ Iron and Folic-Acid supplement, and
 - ✓ Other appropriate supplementation depending on common deficiencies found in the local area.
- The programme may be worked out in co-ordination with the health authorities.*
- ✓ Special focus / attention be given on dental care, eye disease and de-worming. The vision of students may also be checked at school level. The chart to conduct vision test can be procured and displayed at the school. Necessary training be imparted to one teacher (preferably science teacher) for preliminary checking of vision. All the referral cases be followed up.
 - ✓ Health Cards be maintained in the school.
 - ✓ Some children are under weight and under nourished, anemic such children should be given special attention during the visit of Health checkup of students by the health Departments.

14. **Social Audit:**

Social Audit is democratic process that ensures public accountability of agencies through a systemic demand of information by the community in response to the works/ programmes that have already been implemented by the government agencies or other for the particular area/ community. Social audit is not only an audit of expenses or decisions but also covers the issues of equity and quality in the programme

implementation. It is an empowering process for the people to be informed regarding the plan, to participate in the process of plan implementation and make the implementing agency accountable for the work. Thus it helps to maintain transparency ensures participation and culminates in accountability. In social audit, the people and the Government jointly monitor the project. It brings on board the perceptions and knowledge of the people, involves people in the task of verification and also brings about much greater acceptability of the Government.

15. Suggestion Box

Suggestion Box should also be kept in the school in some conspicuous place to ensure the public participation for the betterment of the scheme.

16.

Emergency provisions during any untoward incident :-

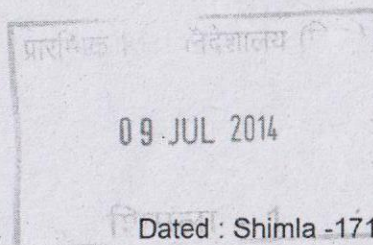
- **State Govt. is providing Free Ambulance services and anyone can avail this facility free of cost by simply dialing a Toll Free NO. 108;** irrespective of time, day and place.
- To tackle the law and order situation any one can dial **Toll Free No. 100.**
- And similarly one can access to Fire Department on **Toll Free No, 101.**
- **These numbers should be Painted/ displayed on the wall in the premises of the school for awareness.**
- Ensure the installation of Fire extinguishers in the school for the safety of the students. The school building should be kept away from inflammable material.

You are therefore, requested to circulate these instructions to all the concerned for compliance in letter and spirit.

These instructions are also available on the website of the Department (<http://himachal.nic.in/eleedu/mdm>).

This is God's own work, which we all are privileged to carry out!

A little effort on your part will ensure that no child goes hungry without Mid Day Meals.



[Signature]
Nodal officer (MDM)- cum-
Assistant Controller (F&A)

Endst. No. As Above.

Dated : Shimla -171001

July 2014

Copy forwarded to :-

1. The Pr. Secretary (Education) to the Govt. of H.P. w.r.t. their above mentioned letter.
2. All the Block Elementary Education Officer, Himachal Pradesh for information and further necessary compliance.

[Signature]
Nodal officer (MDM)- cum-
Assistant Controller (F&A)