

**ANNUAL WORK PLAN AND BUDGET 2014-15 MID DAY MEAL  
PROGRAMME  
UT OF DAMAN & DIU**

**1. Introduction:-**

**1.1 Brief History: -**

The UT Daman & Diu was liberated on 19<sup>th</sup> December 1961 from the erstwhile Portuguese rule and merged into the Indian Union since then. The midday meal scheme was launched on 15<sup>th</sup> August, 1995. All students in class 1 to V in Government and Govt. Aided schools were covered under the scheme. Uncooked food grains were being supplied to the students. Thereafter, in June 2003 cooked meals were served to these students as per the guidelines of the scheme. Subsequently, class VI & VII were also included and since June 2010 class VIII students are also availing the meal under the scheme. The aim and objective of the programme has been to achieve universalization of elementary education by enhancing enrolment, retention and attendance and improving the nutritional status and quality of education.

**1.2 Management structure**

The management structure is as below

- Secretary Education
- CEO/ District Panchayat
- Assisstant Director of Education

- Assistant District Education Inspector
- Supervisor
- Headmasters
- Concerned teachers

### **1.3 Process of Plan formulation: -**

The implementation of the programme is being ensured by the SMC, PTA, MTA association and school management committees headed by the District Education Officer including representatives of Health Department and nutrition experts/dieticians from the premier hospitals. After taking all considerations, details and the guidelines of the scheme, the Assistant Director of Education, District Panchayat, Daman prepares the annual plan with approval of appropriate authority.

## **2. Description and Assessment of the Programme implemented in the current year 2012--13 and proposal for next year(2013-2014) with reference to :**

### **2.1 Regularity and wholesomeness of midday meals served to children: reasons for programme interruptions, if any and planning to minimize them.**

The UT Administration has two Districts. In both the districts mid-day meal have been served regularly to Primary and Upper Primary children as per the Cooking menu decided by the

SMC/PTA/MTA committees. State and District level monitoring committees also visit mid- day meal centers to ensure good quality of food. As an implementing authority, the Chief Executive Officer, Assistant Director of Education and Assistant District Education Inspector also do regular visits of all the MDM centers. However, in the rare cases during the organization of sports at complex and district level and children touring programme, the meals are not served and during terminal examinations in Govt. Aided schools children do not want to avail the meal due to change in timing.

**2.2 Coverage of children NCLP schools as per upper primary norms. NCLP schools are primary schools but eligible for benefit as per upper primary norm.**

No such school children of NCLP reported in this U.T. of Daman & Diu.

**2.3 Food grains management, including adequacy of allocation, timeliness of lifting, transportation and distribution, and suitability of storage at different levels. Challenges faced and plan to overcome them.**

Allocation of food grain stock is adequate and the same is received on time. The food grain lifting from FCI warehouse has been carried out as per requirement. The food grains stock transportation and distribution process to MDM centers at school is done on time. Each school has been storing the food grains in

containers provided by the department after necessary cleanliness. In Daman District there is no warehouse, the food grains are lifted from nearby Valsad FCI. In respect of Diu District food grain is lifted from Rajkot FCI warehouse.

There is no problem of transportation and distribution of food grain stock so far as Daman is concerned. Regarding Diu District food grain is lifted from Rajkot, which is 250 kms away and transported to Diu by road. The transportation is carried out by private transport agency and is monitored by the supervisor (MDM). He lifts the food grain on time and distributes to all MDM centers as per their requirement. All the schools are provided with containers to store the food grains for a month. The utilization of food grain is low because in Govt.Aided schools all the students enrolled do not like to eat the meals served as their economic status has improved and they get better food at their homes. They bring tiffin boxes from home and prefer to eat homemade food. There are about 500 students of migrant workers mostly from the states of Bihar, UP, Madhya Pradesh, Rajasthan, and Jarkhand who do not attend schools as they frequently shift to another place.

The management of food grain is monitored and supervised by committee consisting of

1. The Assistant Director of Education, DP.
2. ADEI & Supervisor (MDM).
3. District Food & Supply Officer.
4. Headmaster of Govt. Primary Schools.
5. Representative of FCI.
6. Representatives of Panchayat.

**2.4 System for payment of cost of food grains to FCI. Status of pending bills of FCI of the previous year.**

(A) The payment to the FCI is done through Demand Draft within 20 days of lifting of food grains & receiving the bills.

(B) There is no pending bills of the FCI of the previous year.

**2.5 System for release of funds provided under cooking costs (central and state) please indicate the dates when the fund was released to directorate /state authority, district/block/gram panchayat and finally to the cooking agency/school.**

The Ministry of Human Resource Development, Dept. of School Education & Literacy, Mid-day meal Division, New Delhi has released funds with the presidential sanction and authority letter by the concern PAO of MHRD, the UT administration sanctions the grant-in aid to District Panchayat. UT share and centre share for purpose for which it is released.

The fund under cooking cost (Central as well as state) are released on monthly basis. The funds are paid by e-Payment (through RTGS). Treasury U.T. of Daman & Diu to the vendors (grocery & Vegetables and payment to the cooks/helpers).

The vendors submit the bills to the office which is then checked and verified and if found correct, it is sent to the President, District Panchayat for approval and thereafter the cheque is delivered to the vendors through the C.E.O. District Panchayat, Daman.

Further, as per the approved PAB the UT administration releases balance fund allocated on their UT plan

budget. The details receipt of the allocation for the year 2013-2014 are as under:

(Rs. In Lakhs)

<b>Sr. No.</b>	<b>Component</b>	<b>Central</b>	<b>State Authority</b>	<b>Total allocation</b>	<b>Date of receipt</b>
01	Cost of Food Grains, Cooking cost. Honorarium to Cook - cum - Helper, Transportation & MME (Primary & Upper Primary)	40.96 on ad-hoc basic	300.00	235.24	18/04/2013 (Sanction by UT-15 May 2013.)
02	Cost of Food Grains, Cooking cost. Honorarium to Cook - cum - Helper, Transportation & MME (Primary & Upper Primary)	48.64 First Installment	0	29.88	16/7/2013 (Sanction by UT - 6 Sept. 2013).
03	Cost of Food Grains, Cooking cost. Honorarium to Cook - cum - Helper, Transportation & MME (Primary & Upper Primary)	59.73 Second Installment	0	32.62	12/12/2013 (Sanction by UT - File in process).
<b>Total Grant release for MDM scheme.</b>		<b>154.81</b>	<b>300.00</b>	<b>297.74</b>	

## 2.6 Submission of information in Mandatory Table (AT-24).

Table AT-24 is enclosed.

**2.7 System and mode of payment of honorarium to cook-cum-helpers and implementing agencies viz. NGOs/ SHGs/ trust/ centralized kitchens etc.**

- i) The Payment of honorarium to cook-cum-helpers have been made through e-transfer (Through Bank Account).
- ii) No agencies are involved in this process.

**2.8 System for procuring cooking ingredients (pulses, vegetables including leafy ones, salt, condiments, oil and fuel etc.) Commodities which are centrally purchased and supplied to schools or locally purchased at school level.**

The cooking ingredients are procured by calling open short tender notice published through National news paper as well as local news paper for the period of a year and thereafter finalization of suppliers. The cooking ingredients are directly provided by the vendors as per requirement of the mid-day meal Centre at schools as per requirement sent in advance. Vegetables and fruits are supplied on daily basis. Therefore purchase is not made at school level.

The implementation of the programme is being ensured by Department as well as the MTA / PTA and School

Management Committee (SMC) under the supervision of the District Education Officer/ Assistant Director of Education (DP).

## **2.9 System for cooking, serving and supervising mid day meals in the school and measures to prevent any untoward happening.**

308 (193 in Daman and 115 in Diu) Cook cum Helpers are engaged for cooking food as per norms. As the primary and Upper primary are cooking the meals separately. Before distribution of meals to students, the concern Head Master and Teachers check and verify the raw materials, food grains & Vegetables and same is certified that all food items are of good quality. Further, the concerned Head Master and Teachers supervise cleanliness and serving of meals to students. In addition the prepared meals are tested by the concerned teacher / HM to ensure that the food is safe to be consumed by students. Mothers of the students visit the schools and taste the meals and give their comments in a register maintained at school level.

U.T. Administration is also supervising the serving of meals. The same is being carried out by SMC, District level committee, MTA/ PTA, ADEI, ADE, Supervisor, the Education officer.

## **2.10 Procedure for getting Kitchen shed constructed.**



The Government of India, MHRD, Deptt. of School Education & Literacy MDM Division regarding revision of cost of construction of Kitchen-cum –store under the National Programme of Mid Day Meal is already approved for sharing base contribution of 75.25 (Centre and UT)

Accordingly, Proposal for 6 kitchens cum stores has been approved in 2012-13. Two in Daman district and 4 in Diu district. Funds have been released and work is in progress.

**1. Kitchen - cum – Store :**

No. of Center	Kitchen Constructed		Kitchen Constructed by Convergence	Balance	Proposed 2014-15
	Completed	In progress			
99	26	*6 (2 at Daman & 4 at Diu)	34	33	*4 (2 at Daman & 2 at Diu)

- In progress at Daman: - (1) Jampore Varliwad (2) Devka Taiwad. And at Diu: - (1) GPS No.3 Vanakbara (2) GPS No.4 Vanakbara (3) GPS Patelwadi (4) GPS No.3 Ghoghla.
- Kitchen Proposed at Daman: - (1) GPS Dabhel (2) GPS Zari and at Diu: - (1) GPS Saudiwadi (2) GMS Saudiwadi.
- For 29 centers there are common kitchen for Primary and Upper Primary.

## **2.11 Procedure of procurement of kitchen devices from (i) funds released under the Mid Day meal scheme (ii) other sources.**

Kitchen devices are procured as per the requirement received from various MDM Centre, after observing codal formalities, the supplier directly distributes to the concern school as per their requirement.

Generally the Ministry allot limited amount for procurement of Kitchen device accordingly the supply order is placed.

We propose to provide kitchen devices to 99 Primary Schools and upper primary Rs. 5000/- per school total 4.95 lacs.

## **2.12 Capacity building and training conducted for different categories of persons involved in the Mid Day Meal programme.**

- i) During the current year training programme was conducted from 11<sup>th</sup> Nov to 21<sup>st</sup> Nov 2013 for 30 cooks at govt. Institute of Hotel Management Karad, Silvassa &DNH as master trainers.  
Training of all cooks/ helpers PTA, MTA and SMC and other stakeholders is proposed for the year 2014-15. Tentatively from 1<sup>st</sup> May to 10<sup>th</sup> May 2014.
- ii) Two days training of SMC members was conducted under SSA including MDM Programme on 12<sup>th</sup> August-2013 to 16<sup>th</sup> August-2013. (Cluster wise)

### **2.13 Management Information System at School Village/ Gram Panchayat, block, district and state.**

We propose to introduce SMS based MIS in all the schools.

### **2.14 System to ensure transparency and openness in all aspects of programme implementation, including inter alia food grains management ingredients procurement cooking and serving appointment of cooking staff, construction of kitchen sheds, and procurement of cooking devices.**

All the schools have put detailed informations on notice boards in following manners.

1. Food grains. Vegetable and other ingredients received and utilized are displayed.
2. No. of students having meals.
3. Weekly menu.
4. No. of cooks engaged.
5. The names and phone numbers of suppliers of vegetables and other ingredients.
6. Quantity of food grains, pulses and vegetable and their nutritive value per child per day.

The Notice Board of Education section of District Panchayat displays information regarding appointment of cooking staff. Any SMC member who desires to get information regarding Kitchen shed construction and procurement of devices can get the same from Education section of District Panchayat.

## **2.15 Measures taken to rectify:**

### **a) Inter - district low and uneven utilization of food grains and cooking cost.**

There is no inter district mismatch in utilization of food grains and cooking cost.

### **b) Intra- district mismatch in utilization of food grains and cooking cost**

There is no mismatch in intra-district of utilization of food – grains Intra- district utilizes food –grains according to enrolment and no. of working days etc.

### **c) Delay in delivering cooking cost at school level.**

There is no delay in delivering cooking cost at school level. It is done within the time.

## **2.16 Details of Evaluation studies conducted and summary of its findings.**

Local Mahila Mandal body is involved in evaluation process to determine standard of meals at school level. Children are happy with the meals served. For external evaluation some nutrition experts are engaged to monitor the efficiency of programme.

### **2.17 Brief write up of best practices followed in the State.**

1. In all the schools where midday meal is served children of all the castes and communities sit together and have meals in a spirit of camaraderie without any feeling of resentment towards one another.
2. All the children wash hands and say prayers before meals. The children sit in rows on the Asan provided by the Education department district Panchayat.
3. The children wash their plates. In some schools community members have donated plates.
4. In all the schools teachers are actively involved in the supervision of meals and a visitors book is maintained and opinions of PTA/MTA and members are recorded regarding mid day meal scheme.
5. The Gram Panchayat have donated refrigerator system to some of the schools in the villages for using to preserve the vegetables etc.

6. It has been decided to provide one boiled egg thrice a week, to the children. The children, who do not want egg, will be given fruit.

**2.18 Instances of unhygienic food served children falling ill, sub-standard supplies, diversion/misuse of resources, social discrimination and safety measures adopted to avoid recurrence of such incidents.**

There are no instances of unhygienic food served neither any instance of children falling ill. The concerned teacher/Headmaster checks the food items supplied. List of brands of the food item is given to them by the Department. They check the brand and the expiry date before accepting the food items. There is no diversion neither misuse of resources reported so far. In this UT there does not exist social discriminations. All the children belonging to different caste and communities sit together in a spirit of camaraderie and have meals.

We have built a Redressal Mechanism System in the Education Section of District Panchayat. The concerned teacher calls the ADEI, the ADE and the Supervisor for any problem regarding implementation of the scheme. In case of any serious problem/Grievance CEO, DP intervenes to sort out the issues.

### **2.19 System of Tasting Food by teachers and testing of food sample by any reputed labs.**

In all the schools a register is maintained wherein the teachers taste the food before it is served to the children and then make a note in the said register everyday.

There is no such lab in the UT. However, we propose to get the food samples tested in a reputed lab in the neighboring state.

### **2.20 Extent of involvement of NGOs and Civic Body Organizations (CBOs) /PRIs in the implementation and monitoring of the Scheme.**

Mahila Mandal is involved in evaluation process to determine the quality of meals served. PRIs are members of SMC, who also taste the food and ensure that quality of food is maintained.

### **2.21 Status of School Health Programme with special focus on provision of micro-nutrients, Vitamin-A, deworming medicine, iron and folic acid, Zinc and recording of height and weight etc.**

The Health Department has conducted health check up in all the schools and examined 10287 students in Daman & 5126

students in Diu. All the children are administered deworming medicines and iron tablets. Height and weight are recorded during the inspection by doctors and also by teachers every quarterly. Teachers are trained by the Health Department to check the vision of the children. Those found with vision deficiencies are taken to the nearest Primary Health Center for further examination and treatment. 50 children in Daman district and 67 children in Diu district have received spectacles from the Primary health Centre. The Dentist inspects all the schools, examines teeth of the students and also demonstrates the proper way of brushing teeth and guides in tooth care.

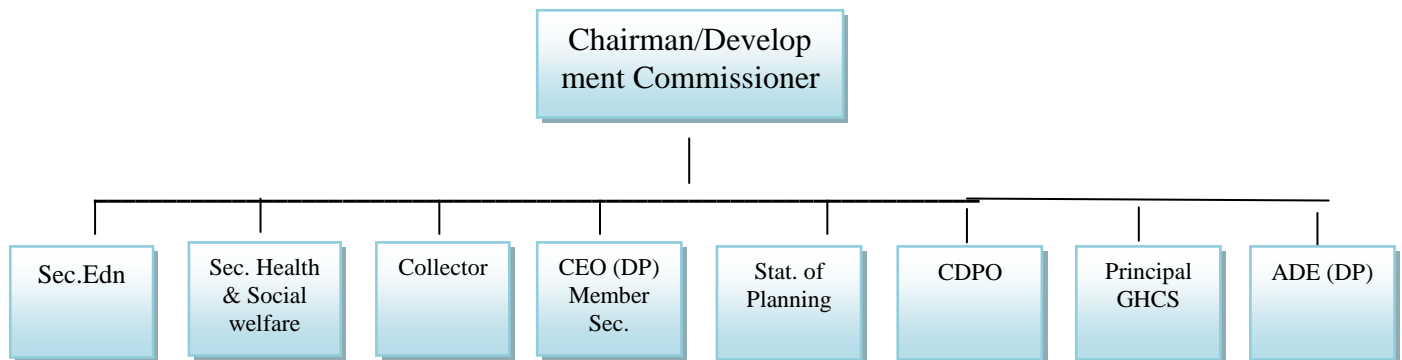
District	Health Check up carried out		Distribution of Iron Folic Acid Tablets	Distribution of De-worming Tablets	Visually Impaired	
	No. of Schools /Centers	No. of Children	No. of Children	No. of Children	No. of Children with reflective error	No. of Children received spectacles
Daman	67	10287	3762	3762	50	50
Diu	32	5126	2434	5126	67	67
Total	99	15413	6196	8888	117	117

Note: - Iron Folic Acid Tablets distribution to all Upper Primary students for the month of June-2014.

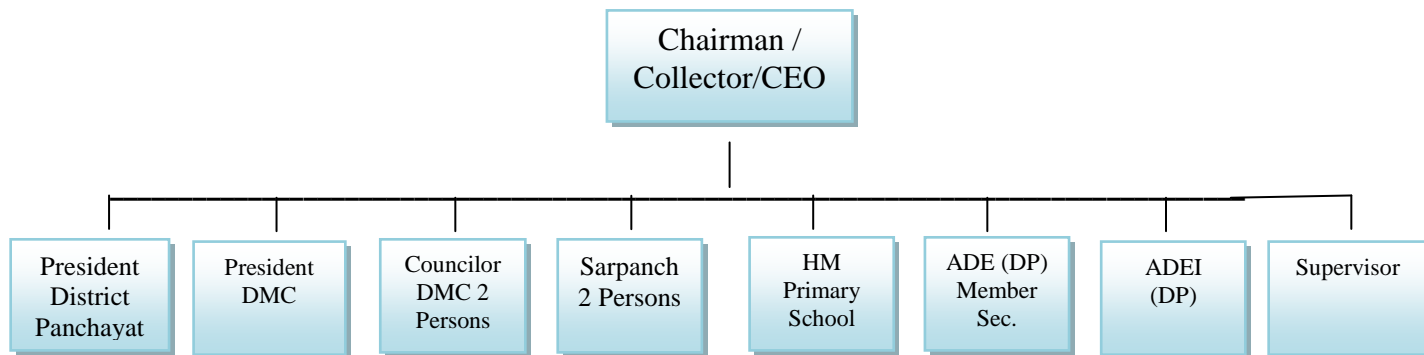


**2.22 Present monitoring structure at various levels. Strategy for establishment of monitoring cell at various levels viz. Block, District and State level for effective monitoring of the scheme.**

**A. State level monitoring committee**



**B. District level monitoring committee**



**2.23 Steps taken to strengthen the monitoring mechanism in the Block, District and State level and status of constitution of SMCs at these levels. Status of formation on standing Committee at village/school/cooking agency level.**

In March, 2009 the State level monitoring cum steering committee and the District level monitoring committee were

constituted. Meetings of these committees have been held and the members have been visiting schools and monitoring the implementation of MDM as per the weekly schedule. The PTA, The MTA and the SMC members visit the schools and monitor the meals prepared. They check the food prepared and record their opinion/suggestions in a register maintained at school level.

#### **2.24 Frequency of meeting of District Vigilance & Monitoring Committee held under the Chairmanship of senior most MP of the District to monitor the scheme. Gist of the issues discussed and action taken thereon.**

In both Daman & Diu District meeting were held. The meeting held under the chairmanship of CEO, District Panchayat, and Diu to monitor the Scheme. The proposal for the year 2014-15 have been discussed in the meetings.

#### **2.25 Arrangement for official inspections to MDM centers and percentage of schools inspected and summary of findings and remedial measures.**

The concerned ADEI inspects all the schools monthly and submits the report. In all the schools MDM is regularly served. The food item supplied is of best quality. The meals are well prepared. Cleanliness and hygiene is maintained in the kitchen. The food grains and other ingredients are stored properly. Vegetables and other ingredients are supplied on time. In Government schools almost all students have MDM but in Aided Schools all students do not like to avail of MDM.

The ADE and The CEO of District Panchayat visit the schools frequently to monitor the programme and ensure good quality food. The Food and Nutrition Officer, Silvassa also visited schools to check quality of food served on 3<sup>rd</sup> July, 2013 and has given the report that the meal is hygienic, tasty and as per norms.

#### **2.26 Feedback/comments in respect of report of Monitoring Institutions designated for your State/UT to monitor implementation of MDM and action taken thereon.**

PTA/MTA and SMC members visit MDM centre and after checking the food cooked at the centre express their satisfaction regarding the cooked meals.

Dr. R.C. Patel, Nodal officer from Monitoring Institute along with his team all research Associates had personally visited some schools in Diu District and observed that students are happy with meals served and food is prepared as per guidelines of the scheme. He has submitted a report on this to Ministry of HRD.

#### **2.27 Details of Contingency Plan to avoid any untoward Incident.**

Fire extinguishers are installed in all the schools to prevent fire accidents. Cooks/helpers and teachers are trained to operate the fire extinguishers. Phone numbers of the control room of Fire Department and Police control room, is displayed in all the schools. Phone numbers of the emergency health services is also displayed

in all the schools. Also phone numbers of the flood control room and disaster management cell are circulated to all the schools.

## **2.28 Grievance Redressal Mechanism if any, used by the States/UTs.**

### **Details of complaints received, nature of complaints and the schedule for disposal of complaints.**

The UT has established a 'Grievance Redressal System' at district level in the office of the Assistant Director of Education, District Panchayat Daman & Office of the Education Officer, Diu. Schools are instructed to contact the ADE/EO and ADEI for redressal of grievances. Phone numbers of the Officers are given to the schools. All the Grievances are immediately attended to and issues resolved. Complaints Box is installed in the office of ADEI (DP) for complaints/suggestion etc. Suggestion/Complaint boxes are installed in all schools.

## **2.29 Media campaign, if any.**

CDs of MDM campaign films have been distributed to all Panchyats of Daman District and Upper Primary schools for wide publicity and awareness about the scheme.

## **2.30 Overall assessment of the manner in which implementation of the programme is contributing to the programme objectives and an analysis of strengths and weaknesses of the program implementation.**

There has been increase in enrolment and retention. Nutritional status of the students has improved. There has been increase in height and weight.

Academic performance has improved. Meals have been served regularly without any lapse. Monitoring is being done at all levels. There are no complaints whatsoever.

In Aided schools a good number of students do not like to avail of the meals. There is low utilization of food grains and cooking cost.

In both the districts Daman and Diu there will be common working and nonworking days. Funds released from UT Fund are paid for cooking cost to avoid delay.

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## Proposals for year 2014-15

- **Kitchen Devices for 56 Primary and 43 Upper Primary Schools Rs.5000/- each total Rs. 4.95 lacs.**
- **Cook-cum-Helpers: - Total 4 cook-cum-Helpers in Diu District.**
- **Kitchen Sheds – Total 4 (2 in Daman and 2 in Diu) Rs. 22.46 lacs.**
- **Unit Cost :**

Particular	Proposed 2014-15		
	Central	State	Total
Primary Stage (I to V)	2.69	4.76	7.45
Upper Primary Stage (VI to VIII)	4.03	4.87	8.90

- **No. of working day – 220 days**
- **Target, Enrollment, actual Achievement and Proposed.**

Particular	2013-14			Proposed 2014-15
	Target for PAB	Enrollment	Achievement	
Primary Stage (I to V)	9422	11477	9090	9300
Upper Primary Stage (VI to VIII)	5913	7715	6172	6200
<b>Total</b>	<b>15335</b>	<b>19192</b>	<b>15262</b>	<b>15500</b>

- **Honorarium of Cook-cum-Helper:** Proposed to enhance the honorarium from Rs. 1000/- to Rs. 3,000/- per month. (Centre Share – Rs.750/- and State Share – Rs. 2250/-)