



**National Programme  
of  
Mid Day Meal in Schools  
(MDMS)  
Annual Work Plan & Budget  
2014-15**

**Name of the State/UT : Chandigarh (UT)**

# Mid Day Meal Programme Annual Work Plan and Budget 2014-15

## 1. Introduction:

### 1.1 Brief history

The National Programme of Nutritional Support to Primary Education (NP-NSPE) popularly known as Mid Day Meal (MDM) scheme aimed to cover all students in classes (I-VIII) in Govt./ Govt. aided Schools & Madrasas. The MDM scheme began in 1995 with dry meals in the form of fruit bread, baked porridge, raw wheat, rice and sweet/salted Mathis.

In January 2006, the scheme was converted to provide cooked meals on a trial basis. Subsequently this scheme was extended to all Govt./Govt. aided schools and Madrasas.

The objective of the programme is to give a boost to Universalization of Elementary Education (UEE) by increasing enrolment, attendance, retention and simultaneously improving the nutritional status of children in elementary classes.

### 1.2 Management Structure

In UT, Chandigarh Management structure to implement the MDM Scheme at various level is as under:-

#### Management Structure at State Level

**Director Public Instructions(Schools)**

U.T., Chandigarh



**Dy. Director School Education-II**



**Assistant Controller (Finance & Accounts)**



**Section Officer**



**Consultant (MDM)**



**Senior Assistant**

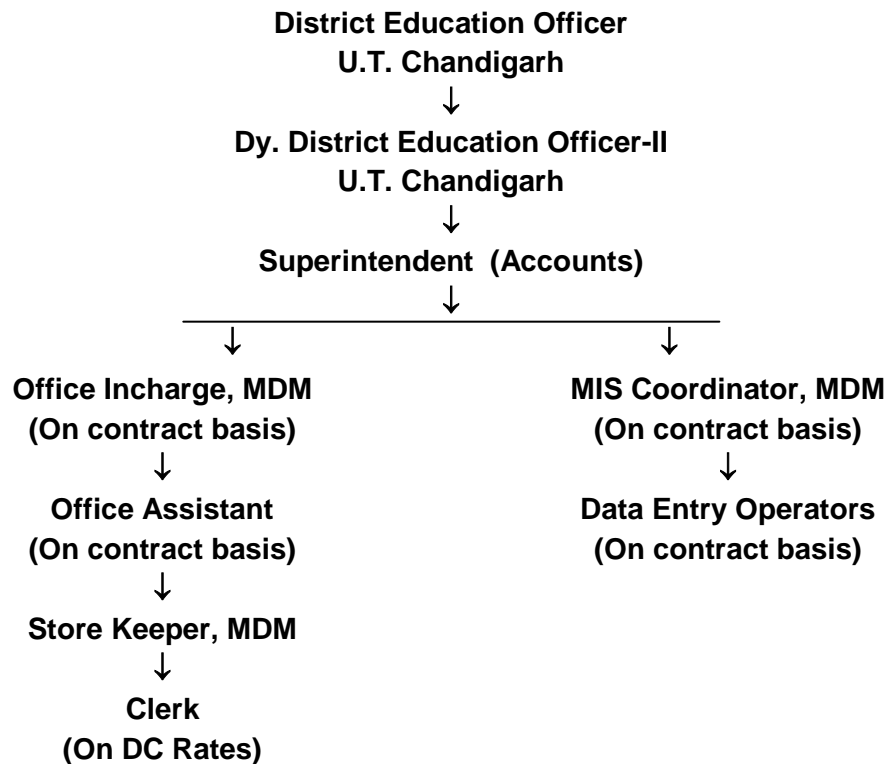


**Data Entry Operator**

Role and responsibilities at each level is as under:-

- A. Director Public Instructions(Schools)
  - i. To oversee the implementation of Mid-Day Meal Scheme in addition to the duties of the post.
- B. Dy. Director School Education-II
  - i. To look after work of MDMS in addition to the duties of the post.
  - ii. Chairperson/member of various committees
- C. Assistant Controller (Finance & Accounts)
  - i. To look after work of Accounts & Finance of the Schemes of MDM (additional duty).
- D. Section Officer
  - i. To assist in maintaining Accounts & Finance to Assistant Controller (F & A). (additional duty)
- E. Consultant (MDM)
  - i. To look after work of MDMS.
- F. Senior Assistant
  - i. To deal with all the matters relating to MDMS (additional duty).
- G. Data Entry Operators
  - i. To feed and maintain data into the MDM portal
  - ii. Any other work assigned by the authorities.

### **Management Structure at District Level**



### **Inspectors and Supervisors (MDM) Posted in centralized kitchens (On contract basis)**

Role and responsibilities at each level is as under:-

A. District Education Officer

- i. To look after work of MDMS in addition to the duties of the post.
- ii. Drawing and Disbursing Officer of MDMS.
- iii. Inspection of MDMS

B. Dy. District Education Officer-II

- i. To look after work of MDMS as Nodal Officer in addition to the duties of the post.
- ii. Inspection of MDMS

C. Superintendent (Accounts)

- i. To look after of all work related to MDMS in addition to duties of the post.

D. Office Incharge, MDM

- i. To look after of all work related to MDMS

E. Office Assistant

- i. To deal with all the matters relating to MDMS

F. Store Keeper, MDM (additional duty)

- i. To procure food-grains(wheat & rice) from the FCI Godown
- ii. To provide food grains to the MDM kitchens, centralized kitchens and schools
- iii. To maintain the stock/ distribution record of food grains
- iv. To ensure safe storage of food-grains.

G. Clerk

- i. To put-up the cases and maintain the record of MDMS

A. MIS Coordinator

- i. To compile & maintain the data of MDMS.

B. Data Entry Operators

- i. To feed and maintain data into the MDM portal
- ii. Any other work assigned by the authorities.

**Inspectors and Supervisors (MDM)**

- i. To supervise cooking process at cooking centres.
- ii. Checking/tasting of cooked food.
- iii. To check the Hygiene and cleanliness aspects in kitchen and its surrounding area.
- iv. To recheck the food by stirring with Specula(Karchhi) before loading/ handing over the cooked food to teacher Incharge MDM.
- v. To safely transport the meal upto the schools.
- vi. To check the food container of the school before transferring the cooked meal into it.

### 1.3 Process of Plan Formulation

Cooked and whole some meal is served to eligible students. In order to ensure good quality and hygienic food following 3 reputed cooking institutes have been engaged to prepare and provide cooked meals:-

- (i) Dr. Ambedkar Institute of Hotel Management, Sector-42, Chandigarh.
- (ii) Chandigarh Institute of Hotel Management, Sector-42, Chandigarh.
- (iii) Hotel Shivalikview (CITCO), Sector-17, Chandigarh.

Besides above 7 Cluster based kitchens are also being run in Govt. Model Sr. Sec. School, Sector-10, 15, 26, 44, 47 and Govt. Model High School, Sector-38 & 42.

In all 115 institutes (105 Govt. Schools/6 Govt. Aided Schools and 4 Madarssas) have been covered under the Mid Day Meal Scheme. The data of children who opted for MDM for the year 2013-14 is as under:-

Total Enrolment (as on 30.09.2013)				No. of children opted for MDM		
	(Govt. + LB+GA)	Madarssa/ Maktab	Total	(Govt. + LB+GA)	Madarsa/ Maktab	Total
1	2	3	4	5	7	8
PRY.	62729	1221	63950	48363	555	48918
U. PRY.	43508	0	43508	36140	0	36140
<b>Total</b>	<b>106237</b>	<b>1221</b>	<b>107458</b>	<b>84503</b>	<b>555</b>	<b>85058</b>

LB= Local Body schools

GA= Govt. Aided schools

**Note: There is no NCLP school in UT, Chandigarh.**

The details of children approved by PAB for MDMS for the year 2013-14 and coverage of children upto December, 2013 are as under:-

#### Coverage of Children/working days

Institutions	2013-14	
	PAB approval	Availed MDM up to Dec., 2013
Primary	35700	32419
Upper Primary	21000	20615

## Working Days

Institutions	2013-14	
	PAB approval	Actual working days up to Dec., 2013
Primary	230	186
Upper Primary	230	186

The Plan Approval Board, on the basis of average no. of meals served during the period from 1.4.2012 to 31.12.2012, approved 35700 children of primary and 21000 children of upper primary for the year 2013-14 for serving them MDM and accordingly sanctioned Central Assistance under various components. Utilization of food-grains and funds during the period from 1.4.2013 to 31.12.2013 is as under:-

## Food Grains Utilization

During the period 01-04-2013 to 31-12-13

(Qty. in MTs)

	Gross Allocation	Opening Balance	Lifting	Total Available	Utilization	% Utilization
Primary Rice and Wheat	821.148	115.788	338	453.78	399.06	48.59
Upper Pry. Rice and Wheat	725.122	68.002	312	380	343.106	47.31

## Component wise budget utilization

(figures in lacs)

Component	Allocation			Utilization up-to 31.12.2013		% Utilization	
	Centre Share	State Share	State provision	Centre	State	Centre	State Share
Cost of Food-grains	71.71	0	0	25.40	0	35.42	0
Cooking cost	382.46	127.48	488	289.27	355.70	75.63	73.00
Honorarium of CCH	56.25	18.75	152	42.38	105.82	75.34	70.00
Transportation Assistance	10.21	0	0	4.82	0	47.20	0
Monitoring Management, and Evaluation (MME)	30	10	30	16.79	19.88	55.96	66.00

Taking into consideration the per day average number of meals served i.e. 53034 (32419 for Primary Stage children + 20615 for Upper Primary Stage children) during the period from 1.4.2013 to 31.12.2013 and likely increase in the coverage of children under MDMS, Annual Work Plan and Budget 2014-15 is proposed as under:-

## **Proposals for 2014-15**

### **Children proposed (per day) for 2014-15**

Institutes	Children approved by PAB for 2012-13	Children actually covered up-to 31.12.2012	Children approved for 2013-14	Children covered during 2013-14 up-to 31.12.2013	Children proposed for 2014-15
Primary	35700	34209	35700	32419	43700
U. Primary	21000	20353	21000	20615	28000
Total	56700	54563	56700	53034	71700

Note : 71700 Children proposed for 2014-15, as in order to improve the coverage of children MDM menu is being revised to make it children friendly and month wise MDM menu adding seasonal vegetables shall be prepared.

### **Working days proposed for 2014-15**

Institutes	Working days approved by PAB for 2012-13	Working days actually covered for 2012-13	Working days approved for 2013-14	Working days covered during 2013-14 up-to 31.12.2013	Working days proposed for 2014-15
Primary	230	227	230	186	230
U. Primary	230	232	230	186	230

## Food-grains proposed for 2014-15

(Qty. in Mts.)

Institutes	Allocated for 2012-13	Utilized during 2012-13	Allocated for 2013-14	Utilized during 2013-14 up-to 31.12.2013	Proposed for 2014-15 as per GOI norms
<b>Primary</b>					
Rice	492.67	348.01	403.06	290.115	603.06
Wheat	328.45	109.06	302.30	108.595	402.04
<b>U. Primary</b>					
Rice	434.695	278.37	382.70	247.967	579.60
Wheat	289.791	110.24	274.42	95.139	386.40
Total	1545.606	845.68	1362.48	741.816	1971.10

Note : Food grains required for 2014-15 have been calculated for 71700 children (Primary-43700 & Upper Primary-28000).

## Management Monitoring and Evaluation (MME) Plan 2014-15 under MDM, Union Territory of Chandigarh

It is proposed to carry out the following activities under Management Monitoring and Evaluation (MME) Plan 2014-15.

### Component proposed under MME Plan 2014-15.

- Salary of existing/proposed Manpower
- Transport & Conveyance
- Office Expenditure
- Purchase of required Furniture, Computer Hardware and Accessories.
- Conduct of internal and external evaluation of MDM.
- School Level Expenses



**Financial Target as per AWP&B 2014-15 under MME : Rs. 80.00 Lac (30.00 Lac Central Share and 50.00 Lac State Share).**

- Financial target of Rs. 80.00 Lac is provision under Central as well as State Share of AWP&B 2014-15.

**Actual physical and financial target under MME Plan 2014-15 : Rs. 80.00 Lac**

**Salary of Existing Manpower (Rs. 53.88 Lac)**

Sr. No.	Component	Unit	Finance
			(in Lakhs)
1	Consultant	1	2.40
2	Inspectors MDM	3	3.60
3	Supervisors MDM	20	20.50
4	Office Incharge	1	3.00
5	Office Assistant	1	2.16
6	MIS Coordinator	1	4.20
7	Data Entry Operator	2	3.60
8	Clerk	1	1.80
9	Organizers	7	6.50
10	Helpers Stores/Office	6	6.12
	<b>Total</b>		<b>53.88</b>

**Salary of Proposed Manpower (Rs. 6.00 Lac)**

Sr. No.	Component	Unit	Finance
			(in Lakhs)
1	Consultant IVRS	1	4.00
2	Helpers Stores/Office	2	2.00
	<b>Total</b>		<b>6.00</b>

**Transport and Conveyance (Rs. 2.60 Lac)**

For the smooth functioning of MDMS, there is proposal to hire a non AC Taxi during the year 2014-15 for Inspections of Centralized/School based kitchens and other related requirements of MDMS as is being hired in previous year. For this a provision of Rs. 2.60 Lac is being made in the Budget of 2014-15.

**Office Expenditure (Rs. 0.82 Lac)**

For the smooth functioning of MDM office, a provision of Rs. 82,000/- is being made to purchase the office Stationery & other miscellaneous items.

### **Purchase of required Furniture, Computer Hardware and Accessories (Rs. 10 Lac)**

A provision of Rs. 10 Lac is being made for purchase of Furniture, Computer Hardware & Accessories (like Printer Toner, Ink Refilling, Pen Drive, CDs etc.) during the year 2014-15.

### **Conduct of internal and external evaluation of MDM (Rs. 4.00 Lac)**

A provision of Rs. 4.00 Lac is being made for monitoring & conducting the internal & external evaluation studies of MDM during the year 2014-15.

### **School Level Expenses (Rs. 2.70 Lac)**

A provision of Rs. 2.70 Lac is being made for School Level Expenses during the year 2014-15 as per detail given below :

1	Forms & Stationery	As per requirement	0.50
2	Repair/Maintenance of Cooking Devices, Utensils and Weighing Machines	As per requirement	0.50
3	Purchase of Soaps/Towels for Hand Washing	As per requirement	1.00
4.	Purchase of Hand Gloves & Apperans	As per requirement	0.70
<b>Total</b>			<b>2.70</b>

### **Per Unit Cooking Cost 2014-15**

	2013-14	2014-15 (increase 7.5%)				
	Cooking Cost	Cooking Cost	Centre Share	State Share	Approx Cost	State to Bear
Primary	Rs.3.34	Rs.3.59	Rs.2.69	Rs.0.90	Rs.6.72	Rs.4.03
U. Primary	Rs.5.00	Rs.5.35	Rs.4.03	Rs.1.32	Rs.7.65	Rs.3.62

## Budget proposed for 2014-15

(figures in lacs)

Component	Centre Share			State Share		
	Primary	Upper Primary	Total	Primary	Upper Primary	Total
Cost of Food Grain	27.44	26.37	53.81	-	-	
Cooking Cost	270.37	259.53	529.90	405.05	233.13	638.18
Transportation Assistance	7.54	7.24	14.78	-	-	-
Honorarium to Cook cum Helpers	40.50	27.00	67.50	101.09	67.39	168.48
MME ( Primary + Upper Primary )	30	0	30	50.00		50.00
<b>Total</b>			<b>695.99</b>			<b>856.66</b>

**Total Budget Sanctioned/Utilized for 2012-13** : Centre Share: 501.68/441.93  
State Share : 625.00/625.00

**Total Budget Sanctioned/Utilized for 2013-14** : Centre Share: 550.63/378.66  
(Upto 31.12.2013) State Share : 630.00/481.40

**Total Budget Proposed – Approx ( Rs in Lacs )** : Centre Share: 695.99  
State Share : 856.66

## 2. Description and assessment of the programme implemented in the current year (2013-14) and proposal for next year (2014-15) with reference to:

### 2.1 Regularity and wholesomeness of mid day meals served to children; reasons for programme interruptions, if any and planning to minimise them.

Cooked and whole some meal has been provided in successful and smooth manner as per scheduled programme in all the Govt./Govt. Aided Schools and Madarssas regularly without any interruptions and scheme will continue to be implemented in the same manner during the next year 2014-15 with improvement wherever any deficiency is experienced during the course of implementation.

Weekly menu of MDM to be prepared/provided by the cooking institutes is as under which is approved at the level of the Education Secretary, Chandigarh Administration:

## WEEKLY MENU OF MDM

1. Prantha Based Menu: From Dr. Ambedkar Institute of Hotel Management, Sector-42, Chandigarh.

Day	Menu	Per meal rates
Monday	Prantha + Rajmah	Rs. 8.94 for Primary and Upper Primary Children (Inclusive of VAT)
Tuesday	Prantha + Karhi Pakora	
Wednesday	Prantha + Dal Chana + Vegetable	
Thursday	Prantha + Rajma	
Friday	Prantha + Karhi Pakora	
Saturday	Prantha + Mix Dal	

2. Rice Based Menu : Hotel Shivalik View, (CITCO), Sector-17, Chandigarh.

Day	Menu	Per meal rates
Monday	Rice + Dal Masoor Sabut with Vegetables	Rs. 4.50 + VAT @ 12.5% for Primary and Upper Primary Children
Tuesday	Rice + Karhi with veg. Pakoras	
Wednesday	Rice + Dal Urd Sabut with Vegetables	
Thursday	Rice + Dal Masoor Sabut with Vegetables	
Friday	Rice + Karhi with veg. Pakora	
Saturday	Rice + Dal Urd Sabut with Vegetables	

3. Veg. Pulao Based Menu : Chandigarh Institute of Hotel Management, Sector-42, Chandigarh.

Day	Menu	Per meal rates
Monday	Veg. Pulao + Dal Chana	Primary Rs. 7.20 + VAT @ 12.5%  Upper Primary Rs. 9.17 + VAT @ 12.5 %
Tuesday	Veg. Pulao + Karhi pakora	
Wednesday	Veg. Pulao + Rajma	
Thursday	Veg. Pulao + Kala Chana	
Friday	Veg. Pulao + Karhi pakora	
Saturday	Veg. Pulao + Rajma	

Inspectors MDM have been engaged at the cooking institutes to ensure that the cooked food is prepared by the respective cooking institutes as per the above mentioned weekly menu, besides monitoring the cooking process.

Principals/heads of the schools are deputed daily, in rotation, to supervise the cooking of MDM at the cooking institutes. They check quantity, quality of MDM and cleanliness/hygiene in the cooking area. Besides, they taste of the cooked food before it is supplied for distribution in the schools.

MDM Supervisors check the quantity and quality of MDM and also taste the same before taking delivery of it from the cooking institutes and further deliver the same in the respective schools after getting the quantity, quality and taste of MDM checked by the teacher incharge MDM.

During the next year 2014-15, in order to improve the coverage of children, MDM menu is being revised to make it children friendly and month wise MDM menu, adding seasonal vegetables shall be prepared.

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

There are no NCLP schools in UT, Chandigarh.

## **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.**

The management of food grains is monitored and supervised by the committee consisting of following members in a systematic manner:-

1. The District Education Officer,
2. The Director Health Services
3. District Food & Supply Officer,
4. Principal of Govt. Sr. Sec. Schools.
5. Representative of FCI

### **Timeliness of lifting**

Lifting of Foodgrains (rice and wheat) is done every month as per requirement.

### **Transportation and distribution**

Food-grains are transported by trucks from FCI godowns located at Kurali to departmental store (wheat & rice). Wheat is further supplied from departmental store to the miller for processing/grinding as per requirement of Atta. Atta is lifted from millers for delivery to cooking institutes on weekly basis and rice is lifted from store to cooking institutes on weekly basis and managed smoothly.

Above system is running smoothly and is also likely to continue during the next year 2014-15 as per actual requirement.

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

Payment of FCI bills is released by the District Education Officer, UT, Chandigarh within 20 days from the date of receipt of bills. There is no pending bill of FCI of the previous year.

**2.5 System for release of funds provided under MDM (Central and State). Please indicate the dates when the fund was released to State Authority/ Directorate/District/Block/Gram Panchayat and finally to the Cooking Agency/School.**

**FLOW OF FUNDS**

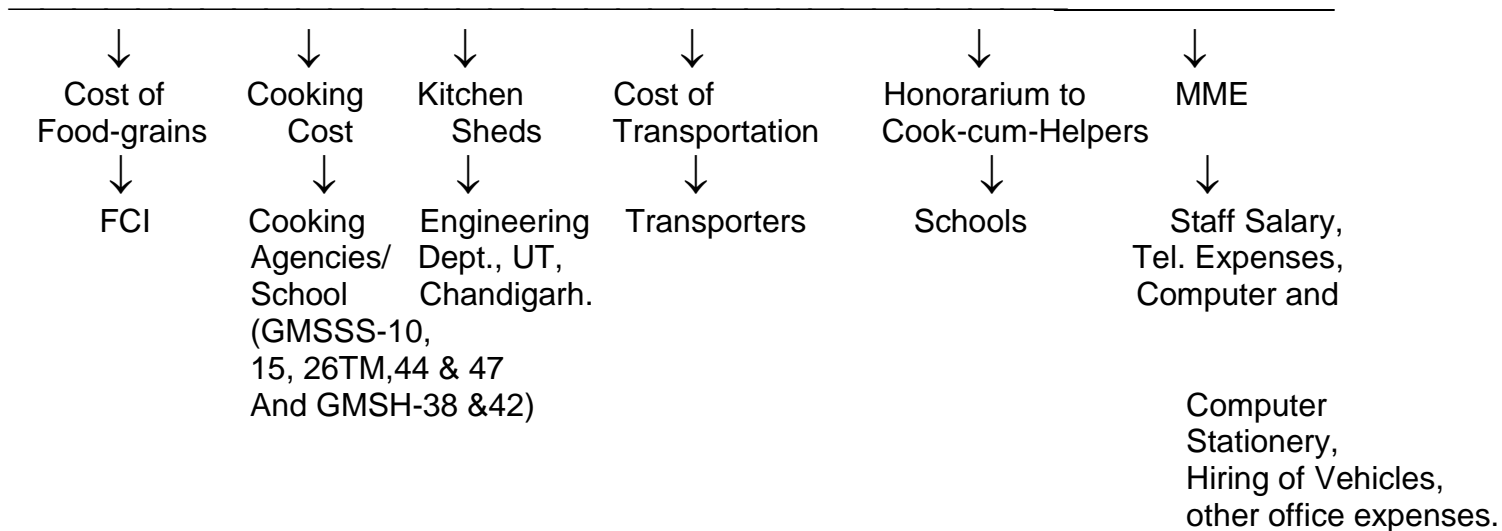
Finance Department, Chandigarh Administration.



Director Public Instructions(Schools),  
U.T., Chandigarh.



District Education Officer, U.T., Chandigarh.



**Details regarding receipt of central assistance by the department are as under:-**

Installment	Date of receiving of Central Share by State	Date of release of funds to MDM directorate by the State Govt.	Date of release of funds to Districts by MDM directorate	Reasons for delay if any
Adhoc grant 25% Rs. 136.70 Lac	10.5.2013	30.9.2013	30.9.2013	There is procedural delay in receiving the actual payment

Balance of 1 <sup>st</sup> installment Rs. 193.67 Lac	14.8.2013	25.11.2013	25.11.2013	There is procedural delay in receiving the actual payment
2 <sup>nd</sup> instalment Rs. 220.26 Lacs	23.12.2013	29.1.2014	29.1.2014	There is procedural delay in receiving the actual payment

Details regarding release of funds under object Head cooking cost by UT, Chandigarh, are given as under:

1. April, 2013 - Rs. 380.00 Lac

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

Table AT-24 duly filled in attached.

## 2.7 System and mode of payment of honorarium to cook-cum-helpers and implementing agencies viz. NGOs/SHGs/trust/centralized kitchens etc. This section should also include the details of cook-cum-helpers like eligibility as per norms, approval of cook-cum-helpers, engaged and the strategy to fill the gap (if any)

In U.T., Chandigarh Mid Day Meal service has been outsourced to three different agencies. Helpers have been engaged in schools for serving of Mid Day Meal to students and washing of utensils. In 7 cluster based kitchens cook-cum-helpers also cook the food. Payment of honorarium to helpers is made by the respective schools, regularly through Bank Account, out of the funds (Central Assistance and UT Budget) released to them by the District Education Officer by cheque/e-payment.

The payment of bills of cooking agencies is released to them by the District Education Officer in the shape of demand draft/cheque.

For UT, Chandigarh, PAB has approved 750 Cook-cum-Helpers on the basis of Opted children under Mid Day Meal Scheme. Against this 738 Cook-cum-Helpers have been engaged in Govt./Govt. Aided Schools as per requirement. Out of these 713 cook-cum-helpers are female. Efforts have been made by the department to engage these helpers from disadvantage group. At present 332 belongs to SC, 2-ST, 62-OBC & 32-Minority Categories. Further engagement of cook-cum-helpers will be made as and when any requirement is received from Schools. 150 additional cook-cum-helpers would be required due to proposed increase of children to be covered under MDM during the year 2014-15.

**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.**

In U.T., Chandigarh, Education Department has outsourced the cooking of MDM. Three cooking institutes are preparing and providing cooked food under MDM scheme. MDM kitchens are being run in Seven schools i.e. GMSSS-10, 15, 26TM, 44 & 47 and GMHS-38 & 42. Concerned institutes procure cooking ingredients at their own level. All the cooking institutes/kitchens Heads have been directed the quality of pulses edible oils and condiments should be agmark and double fortified salt is used for cooking Mid Day Meal. The cost of the cooked meals being provided by outsource agencies has been so devised that it includes the cost of cooking ingredients labour and other over head charges in the cooking cost.

This system is running smoothly and also likely to continue during the next year 2014-15 and no complaints are likely to be experienced regarding the quality of MDM.

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

The cooking of food is being managed through 3 reputed cooking institutes namely Chandigarh Institute of Hotel Management and Catering Technology, Sector-42, Chandigarh, Dr. Ambedkar Institute of Hotel Management, Catering & Nutrition, Sector-42, Chandigarh & Chandigarh Industrial and Tourism Development Corporation limited (Hotel Shivalikview, Sector-17). Preparation of MDM in these institutes is supervised by the retired personnel engaged as Inspectors/Supervisors to monitor the cooking and distribution of cooked meals. These Supervisors monitor procedures i.e., quality, hygiene and other factors concerning the meals, on daily basis and heads of schools also monitor the same parameters on daily basis. Wherever there is report of excess/shortage/unhygienic conditions, the same is redressed immediately in co-ordination with cooking institutes. Preparation of MDM at the said institutes is also supervised by the Vice Principals/Heads of the schools from 5:00 am to 8:30 am and Principals/Heads from 8:30 am to 10.00 am in rotation. Surprise inspections are also carried out by HCS/PCS officers, besides senior officers of Education Department to monitor the quality and system.

This system is also likely to continue during the next year 2014-15.



**2.10 Procedure and status of construction of Kitchen-cum- Store this Section should also include progress of construction Kitchen-cum-Stores during this year and Target for the next year.**

In U.T., Chandigarh 7 Cluster based school kitchen sheds, out of proposed 10 Cluster based kitchen sheds, have been constructed through the Engineering Department, U.T., Chandigarh. All the 7 kitchens shed have been functioning from GMSSS-10, 15, 26TM, 44 & 47 and GMHS-38 & 42. The department has planned to construct the remaining three kitchens shortly. The matter has already been taken up with the Engineering Department, UT, Chandigarh, for preparing drawings/rough cost estimates of these kitchens.

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

Out of the proposed 10 cluster based kitchens, 1 kitchen was started from GMSSS-10 in the year 2012-13. Six School based kitchens have been started in the year 2013-14. For these Kitchens, devises amounting to Rs. 17.32 Lac have been procured on competitive rates from the state budget after inviting tenders. Funds for procurement of kitchen devices for remaining 3 kitchens are not being demanded during the year 2014-15 as drawing/rough cost estimates have not been received yet from the Engineering Department UT, Chandigarh to construct these kitchens. Funds will be demanded in the Supplementary proposal on receipt of drawings/rough cost estimates.

**2.12 Capacity building and training conducted for different categories of persons involved in the Mid Day Meal Programme. This section should include details of the training programme conducted for cook-cum-helpers, State level officials, SMC members, school teachers and others stakeholders along with target for the next year.**

The staff employed in cooking institutes is having the requisite qualifications and well conversant in the field. Training is given to the persons involved in MDM programme by the cooking institutes. Further, quality and hygiene standard are as per the requirements to be maintained by any accredited food institute. Training to the cook-cum-helpers engaged in the schools for serving of MDM is given by the experts. Training to cook-cum-helpers is also being imparted at Ambedkar Institute of Hotel Management, Sec-42, Chandigarh & Chandigarh Institute of Hotel Management, Sec-42, Chandigarh. During the year 2013-14, 48 (24+24) cook-cum-helpers have been trained by AIHM & CIHM out of 60 which were recommended for training. As regards training to State level officials, SMC members, School teachers etc. is concerned AIHM-42 & CIHM-42 will be requested to impart training to these officials also during the year 2014-15.

### **2.13 Management Information System at School, Village/Gram Panchayat, Block, District and State level and its details.**

At the schools, Heads of the schools are ensuring the proper implementation of Mid Day Meal programme. Cooked meal from the cooking institutes is delivered under the supervision of Mid Day Meal Supervisors which is received at the schools by the teacher incharge MDM after checking the quality, quantity and hygiene. In case of any complaint, the matter is immediately taken up by the head of the school with the concerned officers/cooking institutes on telephone and the issue is sorted out immediately.

### **2.14 Systems to ensure transparency, accountability and openness in all aspects of programme implementation, including inter alia, foodgrains management, ingredients procurement, cooking and serving, appointment of cooking staff, construction of kitchen-cum-Store and procurement of cooking devices.**

The cooking institutes have well established system to procure cooking ingredients, devices and appointment of cooking staff. In the schools Cook-cum-Helpers are engaged by the SMCs. Food-grains, after inspection by the committee, is lifted from the FCI godown located at kurali (Punjab) and stored in the Departmental Stores. Store keeper (MDM) maintains the record of the food-grains. He is also responsible for the issue of food-grains (rice and wheat flour) to the cooking institutes. Record of food-grains received and utilized is also maintained at the cooking institutes, which is inspected regularly by the Inspectors, MDM deployed at the cooking institutes.

Cooking of MDM and serving is regularly supervised by the Inspectors and Supervisors MDM.

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

- a) Inter-district low and uneven utilization of food grains and cooking cost.**
- b) Intra-district mismatch in utilization of food grains and cooking cost.**
- c) Delay in delivering cooking cost at school level.**

Point at (a) is not applicable in the case of UT, Chandigarh.

Regarding point at (b) in UT, Chandigarh cooking of food is being managed through 3 reputed cooking institute namely CIHM-42, AIHM-42 & Hotel Shivalikview (CITCO)-17. MDM is supplied from these kitchens to the schools of UT, Chandigarh in rotation basis. Weekly MDM menu & its cost fixed for these kitchens is different from each other. The same was fixed by the Chandigarh Administration from time to time keeping in view of justification and cost of ingredients being used by the concerned institutes and deliberating on the issue in the

meetings chaired by the then Education Secretary. The per meal rate of these agencies include labour and other over head charges.

Regarding point at (c) There was no delay in delivery cooking cost to the MDM cooking institutes and school based kitchens of GMSSS-10, 15, 26TM, 44 & 47 and GMHS-38 & 42.

## **2.16 Details of Evaluation studies conducted by State/UTs and summary of its findings.**

To explore the reasons about the less coverage of children under MDM in UT, Chandigarh and to take necessary corrective action, an order has been placed to Centre for Research in Rural and Industrial Development (CRRID) for conducting of survey and submit report with a period of 6 months vide this office memo. no. DEO-UT-MDM-2013/12824 dated 11.06.2013. The study report has been received from CRRID, findings in brief are enclosed.

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

### **BEST PRACTICES**

All the HCS/PCS Officers working in Chandigarh Administration and Senior Officers of Education Department monitor of MDM activities, at the cooking institutes/school levels.

Feedback from the students is taken on the Performa devised by the department to redress complaints of the students and improve quality of the MDM.

To redress the grievances of the parents a helpline no. 0172-5021697 has been introduced which is also on the website of department and also displayed at the Schools.

Mechanized transportation has been introduced to ensure timely delivery of meals in Schools.

Retired/experienced/matured persons have been engaged to monitor/supervise the quality, quantity and hygiene of cooked meals and delivery of the same in the schools and feedback from the schools and students.

Quality of MDM is also got checked by the Health Department.

## **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.**

No such incident occurred in UT, Chandigarh except the supply of substandard food by one NGO (Jan Chetna Jagriti Avom Shaikshanik Vikas Manch) upon whom penalty as per terms and conditions of contract was imposed.

### **2.19 System of tasting of food by teachers and testing of food samples by any reputed labs.**

- MDM is distributed to the students in the class rooms by the cook-cum helpers engaged for the purpose, in the presence of Teachers. Teachers taste the MDM in the class rooms before its distribution. Principals/Heads of the schools are also taste of the cooked food before it is supplied for distribution in the schools while supervising the cooking of MDM at the cooking institutes in rotation.
- Food testing for quality check is being done by Health Department, Chandigarh Administration through State Food Laboratory, Punjab Sec-11, Chandigarh. To check the food sample on parameters such as micro biological presence or absence of e-coil, chemical parameters such as moisture content, fats, proteins and calorific value of the meal, there is no lab in Chandigarh.

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

In UT, Chandigarh Mid Day Meal supplied to the children through three centralized Govt. undertaking reputed cooking institutes and 7 school base kitchens. No NGO/CBO is involved in the scheme.

### **2.21 Status of School Health Programme with special focus on provision of micro-nutrients, Vitamin-A, de-worming medicine, Iron and Folic acid, Zinc, distributions of spectacles to children with refractive error and recording of height, weight etc.**

Health department of Chandigarh Administration is taking due care in this regard. The details of coverage under the School Health Programme during the period from 1.4.2013 to 31.12.2013 are as under:

<b>Items</b>	<b>Institution</b>	<b>Covered Children</b>
Health Checkup	59	48165
IFA Tablets distributed	112	162376
Vitamin A Tablets distributed	30	93
De-worming Tablets distributed	112	162567
Spectacles distributed	112	1374

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

There is only one District in UT, Chandigarh and the present monitoring structure is as under:-

All the HCS/PCS Officers working in Chandigarh Administration and Senior Officers of Education Department monitor the MDM activities.

Senior Officers monitor the implementation of MDM programme at the Cooking Institutes and Schools. They check the taste, quality, quantity of MDM and hygiene.

School Management committees monitor the implementation of MDM programme in the schools.

Four committees consisting of Cluster heads, SMC members and NGOs also monitor the MDM activities at the schools and MDM kitchens.

Department has engaged one Inspector for each kitchen for monitoring the cooking of MDM. 20 Supervisors MDM are engaged who go with the mini trucks to ensure hygienic delivery of cooked meals in the Schools. The MDM is handed over to the Teacher Incharge of MDM in the School who check and taste the quantity and quality.

The MDM is distributed to the students in the class rooms by the cook-cum helpers engaged for the purpose, in the presence of Teachers. Teachers also taste the MDM in the class rooms before its distribution.

State level Steering-cum-monitoring committee, under the Chairmanship of Advisor to the Administrator, UT, Chandigarh with the following Ex-Officio Members/Members/Members Secretary has been constituted to implement the Mid Day Meal Programme as per guidelines, The meetings of State Level Steering-cum-Monitoring Committee shall be convened on quarterly basis. Last meeting was held on 14.02.2012.

- |   |   |                   |
|---|---|-------------------|
| 1. Adviser to the Administrator,<br>U.T., Chandigarh                                      | - | Chairman          |
| 2. Home Secretary<br>Chandigarh Administration.   | - | Ex-Officio Member |
| 3. Secretary Health,<br>Chandigarh Administration.  | - | Ex-Officio Member |
| 4. Finance-cum-Education Secretary,<br>Chandigarh Administration.                         | - | Ex-Officio Member |
| 5. Secretary, Food & Supplies,<br>Chandigarh Administration.                              | - | Ex-Officio Member |
| 6. Secretary, Social Welfare/ Women<br>& Child Development,<br>Chandigarh Administration. | - | Ex-Officio Member |

- |   |   |                   |
|---|---|-------------------|
| 7. Secretary,<br>Rural and Urban Development,<br>Chandigarh Administration.   | - | Ex-Officio Member |
| 8. Special Secretary Finance<br>Chandigarh Administration.  | - | Ex-Officio Member |
| 9. Dr. Ashwani Luthra, IRS (Retd.),<br>Former Chief Commissioner of<br>Income Tax,<br>House No.2044, Sector 15-C,<br>Chandigarh.        | - | Member            |
| 10. Representative of Food Corporation of<br>India  | - | Ex-Officio Member |
| 11. Ms. Sunita Malhotra,<br>Dietician, Department of Dietetics,<br>PGIMER, Chandigarh.  | - | Member            |
| 12. Ms. Nirupma Marwaha,<br>Associate Professor & HOD,<br>Govt. Home Science College,<br>Sector 10, Chandigarh.                         | - | Member            |
| 13. Ms Neena Chopra,<br>Programme Officer.<br>Office of Director Social<br>Welfare, U.T., Chandigarh.                                   | - | Member            |
| 14. Sh. Vishal Kalia,<br>Faculty Member,<br>Ambedkar Institute of Hotel Management,<br>Chandigarh.                                      | - | Member            |
| 15. Dr. Adarsh Kohli,<br>Professor,<br>Department of Psychiatry,<br>PGIMER, Chandigarh.   | - | Member            |
| 16. Dr. B.S. Chavan,<br>Professor and Head,<br>Department of Psychiatry,<br>Govt. Medical College & Hospital,<br>Sector 32, Chandigarh. | - | Member            |
| 17. Ms. Indira Beniwal,<br>Principal,<br>Govt. Model Sr. Secondary School,<br>Sector 10, Chandigarh.                                    | - | Member            |

- |   |   |                  |
|---|---|------------------|
| 18. Dr. Preeti Garg,<br>Lecturer in Sanskrit,<br>Govt. Model Sr. Secondary School,<br>Sector 10, Chandigarh.  | - | Member           |
| 19. Dr. R.K.Gupta, Honorary Director<br>University Institute of Hotel Management & Tourism<br>PU, Chandigarh. | - | Member           |
| 20. Director Public Instruction(S),<br>Chandigarh Administration.   | - | Member Secretary |

District level SMC, under the Chairmanship of Director Public Instructions, U.T., Chandigarh, with the following Ex-Officio Members/Members/Members Secretary has been constituted to implement the Mid Day Meal Programme as per guidelines, meeting of District Level Steering-cum-Monitoring Committee shall be convened on monthly basis, regularly. Last meeting was held on 20.12.2013.

- |  |   |                   |
|--|---|-------------------|
| 1. Director Public Instruction(S)<br>Chandigarh Administration.  | - | Chairman          |
| 2. Director Health Services,<br>Chandigarh Administration.   | - | Ex-Officio Member |
| 3. District Education Officer<br>Chandigarh Administration.  | - | Ex-Officio Member |
| 4. District Food & Supplies Officer,<br>Chandigarh Administration.   | - | Ex-Officio Member |
| 5. Representative of Food Corporation of<br>India, Chandigarh.   | - | Ex-Officio Member |
| 6. Dr. Nirupma Luthra,<br>Associate Professor in Psychology,<br>Post Graduate Govt. College for Girls,<br>Sector 11, Chandigarh. | - | Member            |
| 7. Dr. Bhavneet Bharti,<br>Associate Professor,<br>Department of Paediatrics,<br>PGIMER, Chandigarh.                             | - | Member            |
| 8. Ms. Manisha Dhingra,<br>Sr. Dietician,<br>Govt. Multi Speciality Hospital,<br>Sector 16, Chandigarh.                          | - | Member            |

- |  |   |                  |
|--|---|------------------|
| 9. Ms. Reema Oberoi,<br>Dietician,<br>Govt. Medical College & Hospital,<br>Sector 32, Chandigarh.                | - | Member           |
| 10. Ms. Alka Mehta,<br>Principal,<br>Govt. Model Sr. Secondary School,<br>Sector 26 (Timber Market), Chandigarh. | - | Member           |
| 11. Mr. Bimal,<br>Vocational Lecturer in MLT,<br>Govt. Model Sr. Secondary School,<br>Sector 22, Chandigarh.     | - | Member           |
| 12. Dy. District Education Officer-II<br>O/o District Education Officer,<br>Chandigarh Administration.           | - | Member Secretary |

**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 of School Management Committee at village/school/cooking agency level in the light of Right to Education Act, 2009.**

In UT, Chandigarh School Management Committees have been constituted in all the schools.

**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 issue discussed and action taken thereon.**

No such meeting of District Vigilance & Monitoring Committee under the chairmanship of MP of the District is held during the period from 1.4.2013 to 31.12.2013.

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

All the heads of schools continuously supervise and monitor the MDM activities at the schools as well as at the cooking institutes. Moreover, surprise inspections are made by Senior officers of the Education Department. Besides this, all the HCS/PCS officers working in Chandigarh Administration and senior officers of the Education Department carry out surprise inspections to check MDM activities at the schools as well as at the cooking institutes. Further,



inspectors/supervisors have also been assigned the duty of supervising the cooking of MDM and its distribution to the schools.

During the period from 1.4.2013 to 31.12.2013 almost all the institutes have been inspected and overall performance of the institutes has been found good.

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

No report of Monitoring Institute i.e. Punjab University, Chandigarh has received during the period from 1.4.2013 to 31.12.2013.

**2.27 Details of the Contingency Plan to avoid any untoward incident.**

- All the School Heads have been directed to display the Addresses & Contact Nos. of the following at the prominent place in their respective schools : -
  - ✓ District Magistrate
  - ✓ Hospital/Dispensary
  - ✓ Police Station
  - ✓ Fire Service Station
  - ✓ Ambulance
- Director Health & Family Welfare, Director Principal, Medical College & Hospital Sec-32 and Commissioner Municipal Corporation have been requested to direct the Medical officers of Hospital and civil dispensaries to immediately provide medical assistance/treatment in case of emergent call made by any school incharge.

**2.28 Grievance Redressal Mechanism if any, used by the State/UTs. Details of complaints received, nature of complaints and time schedule for disposal of complaints.**

Steering-cum-Monitoring Committee at District Level is already constituted. Grievances/complaints relating to MDM received on telephone helpline no. 5021697 and by dak in the office are immediately redressed by the officers looking after the MDM Scheme/processed for consideration in the District Level Steering-cum-Monitoring Committee meeting as the case may be. Complaint boxes are also installed in all the schools.

**2.29 Awareness Generation/ Media campaign, if any.**

No campaign has been done.

**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 programme implementation.**

The programme is of immense help in roping in, away from school children and in increasing enrolment. Maintaining such a mammoth project, where meals are provided to a vast variety of students i.e., students with a back ground of slums, villages and city is a Herculean task. Further, maintaining quality, hygiene is again a Herculean task, since catering to the taste buds of every child is not easy and overall hygiene though is not compromised yet sometimes there are reports of slackness in hygiene. Whenever such reports appear, thorough inquiries are conducted and appropriate corrective measures are taken. But, it is not easy to conclude that where hygiene has been compromised. However, the whole programme is in progress with utmost vigil and systematic manner as print media is covering all events whenever any development is noticed.

**Nodal Officer, MDM  
UT, Chandigarh.**

**District Education Officer  
UT, Chandigarh**

**Director Public Instruction (S)  
Chandigarh Administration**

1. Cooking cost fixed by the GOI i.e. Rs. 3.34 per meal for primary stage children and Rs. 5.00 for upper primary stage children for the year 2013-14 comprises the cost of following components:-

Cost of pulses, Vegetables, Oils and Fats, Salt and Condiments and Fuel and does not include the cost of food-grains, labour and administrative charges.

2. Average per meal cost worked out as Rs. 6.72 for primary stage children and Rs. 7.65 for upper primary stage children comprise the cost of following components:-

- i) Cost of cooked food being paid to the centralized kitchens i.e. AIHM, CIHM and CITCO @ Rs. 8.94 per meal, Rs. 8.10 per meal for primary and Rs. 10.32 per meal for upper primary, Rs. 5.06 per meal including VAT respectively, which includes cost of food items (except cost of food-grains), labour, over head and other contingency charges ranging between 15 to 20% and grinding charges of wheat.
- ii) Per meal expenditure incurred by the school based kitchens i.e. GMSSS-10, 15, 26TM, 44, 47 and GMHS-38D and 42, comprising the cost of pulses, Vegetables, Oils and Fats, Salt and Condiments and fuel and grinding charges of wheat.

Period 1.10.2013 to 31.12.2013

Total meals prepared and served:	3357323 (Primary 2115114+ 1242209	U. primary
Total payment made to cooking :	Rs.22336894	
Institutes		
Expenditure incurred :	Rs. 1321218	
by the schools		
Processing/grinding charges of wheat:	Rs. 65418	
Total Expenditure :	Rs. 23723530 (Estimated primary Rs.14213566 & U. primary Rs. 9509964)	
Average per meal cost :	Rs. 6.72 (Primary)	
	Rs. 7.65 (U. Primary)	

3. During the year 2013-14 (1.4.2013-31.12.2013), 9864324 meals were served to the school children of primary and upper primary classes from the centralized kitchens and school based kitchens. Total expenditure incurred by the department during the above period works out to Rs. 860.06 lacs. The component wise detail of expenditure is as under:-

i) Cost of food-grains	Rs. 25.40 lacs
ii) Cooking cost including Cost of pulses, oil and fat, Salt and condiments, Fuel, grinding charges of wheat	Rs. 617.67 lacs
iii) Transportation Charges of cooked food	Rs. 27.30 lacs
iv) Transportation charges of food-grains	Rs. 4.82 lacs
v) Honorarium to cook-cum-Helpers	Rs.148.20 lacs
vi) Monitoring, Management and Evaluation (MME) expenditure includes salary of MDM staff, office contingent charges, furniture etc.	Rs. 36.67 lacs
Total	Rs. 860.06 lacs

Per child expenditure=Rs.8.72(Total expenditure/meals=Rs.86006000/ 9864324)