



Pradhan Mantri Poshan Shakti Nirman
(PM POSHAN)

Annual Work Plan & Budget

2022-23

Name of the State/UT

.....



Pradhan Mantri Poshan Shakti Nirman (PM POSHAN)

Annual Work Plan and Budget 2022-23

1. Introduction:
 - 1.1 Brief history
 - 1.2 Management structure
 - 1.3 Process of Plan Formulation at State and District level.

2. Description and assessment of the programme implemented in the current year (2021-22) and proposal for next year (2022-23) with reference to:
 - 2.1 Regularity and wholesomeness of hot cooked meals served to children; interruptions if any and the reasons therefore, problem areas for regular serving of meals and action taken to avoid Interruptions in future.

 - 2.2 System for cooking, serving and supervising hot cooked meals in the schools

 - 2.3 Details about weekly Menu.
 - 2.3.1 Weekly Menu – Day wise
 - 2.3.2 Additional Food items provided (fruits/milk/any other items), if any from State/UT resources. Frequency of their serving along with per unit cost per day.
 - 2.3.3 Usage of Double Fortified Salt and Fortified Edible Oil; their availability and constraints, if any, for procuring these items.
 - 2.3.4 At what level menu is being decided / fixed,
 - 2.3.5 Provision of local variation in the menu, Inclusion of locally available ingredients/items in the menu as per the liking/taste of the children
 - 2.3.6 Time of serving meal.

 - 2.4 Fund Flow Mechanism - System for release of funds (Central share and State share).
 - 2.4.1 Existing mechanism for release of funds up to school/ implementing agency levels.
 - 2.4.2 Mode of release of funds at different levels,
 - 2.4.3 Dates when the fund were released to State Authority/Directorate/District/Block /Gram Panchayat and finally to the Cooking Agency/School.
 - 2.4.4 Reasons for delay in release of funds at different levels.



- 2.4.5 In case of delay in release of funds from State/ Districts, how the scheme has been implemented by schools/ implementing agencies.
- 2.4.6 Initiatives taken by the State for pre-positioning of funds with the implementing agencies in the beginning of the year, like creation of corpus funds, adoption of green channel scheme, advance release of State share etc.
- 2.4.7 Status of implementation of new system of Public Financial Management System (PFMS)

2.5 Foodgrains management

- 2.5.1 Time lines for lifting of foodgrains from FCI Depot- District wise lifting calendar of foodgrains.
- 2.5.2 System for ensuring lifting of FAQ foodgrains including fortified rice (Joint inspections at the time of lifting etc.).
- 2.5.3 Is there any incident when FAQ food grain was not provided by FCI. If so, the action taken by the State/District to get such foodgrain replaced with FAQ food grain. How the food grain of FAQ was provided to implementing agencies till replacement of inferior quality of food grain from FCI was arranged.
- 2.5.4 System for transportation and distribution of food grains
- 2.5.5 Whether unspent balance of foodgrains with the schools is adjusted from the allocation of the respective implementing agencies (Schools/SHGs/Centralised Kitchens). Number of implementing agencies receiving foodgrains at doorstep level.
- 2.5.6 Storage facility at different levels in the State/District/Blocks/Implementing agencies after lifting of food grains from FCI depot.
- 2.5.7 Challenges faced and plan to overcome them.
- 2.5.8 Whether the FCI is supplying fortified rice in all the districts as per requirement or not. If not provide details
- 2.5.9 Whether the State has requested FCI for supply of parboiled fortified rice. If yes, whether the FCI is supplying the same. If not provide details.

2.6 Payment of cost of foodgrains to FCI.

- 2.6.1 System for payment of cost of foodgrains to FCI; whether payments made at district level or State level
- 2.6.2 Status of pending bills of FCI of the previous year(s) and the reasons for pendency.
- 2.6.3 Timelines for liquidating the pending bills of previous year(s).
- 2.6.4 Whether meetings are held regularly in the last week of the month by the District Nodal Officers with FCI as per guidelines dated 10.02.2010 to resolve the issues relating to lifting, quality of food grains and payment of bills.



- 2.6.5 Whether the District Nodal Officers are submitting the report of such meeting to State Head quarter by 7th of next month.
- 2.6.6 The process of reconciliation of payment with the concerned offices of FCI.
- 2.6.7 Relevant issues regarding payment to FCI.
- 2.6.8 Whether there is any delay in payment of cost of food grains to FCI. If so, the steps taken to overcome the delay.

2.7 Cook-cum-helpers

- 2.7.1 Whether the State follows the norms prescribed by Ministry of Education for the engagement of cook-cum-helpers or it has its own norms.
- 2.7.2 In case, the State follows different norms, the details of norms followed may be indicated.
- 2.7.3 Is there any difference in the number of cook-cum-helpers eligible for engagement as per norms and the CCH actually engaged.
- 2.7.4 System and mode of payment, of honorarium to cook-cum-helpers and implementing agencies viz. NGOs/SHGs/Trust/Centralized kitchens etc.
- 2.7.5 Whether the CCH were paid on monthly basis.
- 2.7.6 Whether there was any instance regarding irregular payment of honorarium to cook-cum-helpers and reason there of Measures taken to rectify the problem.
- 2.7.7 Rate of honorarium to cook-cum-helpers,
- 2.7.8 Number of cook-cum-helpers having bank accounts,
- 2.7.9 Number of cook-cum-helpers receiving honorarium through their bank accounts,
- 2.7.10 Provisions for health check-ups of Cook-cum-Helpers,
- 2.7.11 Whether cook-cum-helpers are wearing head gears and gloves at the time of cooking of meals.
- 2.7.12 Modalities for apportionment of cook-cum-helpers engaged at school level and working at centralized kitchens, in case of schools being served through centralized kitchens,
- 2.7.13 Mechanisms adopted for the training of cook cum helpers. Total number of trained cook-cum-helpers engaged in preparation of hot cooked meals. Details of the training modules; Number of Master Trainers available in the State; Number of trainings organized by the Master Trainers for training cook-cum-helpers.
- 2.7.14 Whether Institutes of Hotel Management & Food Craft Institutes of Ministry of Tourism, Food Safety and Standards Authority of India, etc. have been involved in training of cook-cum-helpers.
- 2.7.15 Whether any steps have been taken to enroll cook-cum-helpers under any social security schemes i.e Pradhan Mantri Jan Dhan Yojana, Pradhan Mantri Suraksha Bima Yojana, Pradhan Mantri Jeevan Jyoti Bima Yojana etc. and number of cooks benefitted through the same.



2.8 Procurement and storage of cooking ingredients and condiments

- 2.8.1 System for procuring good quality pulses, vegetables including leafy ones, salt, condiments, oil etc. and other commodities.
- 2.8.2 Whether pulses are being procured from central buffer created by Govt of India or otherwise.
- 2.8.3 Whether 'First-in: First-out'(FIFO)method has been adopted for using ingredients such as pulses, oil/fats, condiments, salt etc. or not.
- 2.8.4 Arrangements for safe storage of ingredients and condiments in kitchens.
- 2.8.5 Steps taken to ensure implementation of guidelines dated 13.02.2015 on food safety and hygiene in school level kitchens under the scheme.
- 2.8.6 Information regarding dissemination of the guidelines up-to school level.

2.9 Vocal for Local

- 2.9.1 Whether usage of locally grown food items like millets, vegetables, condiments etc. is being practiced.
- 2.9.2 Status of involvement of Farmers' Producers Organizations, Women's Self-Help Groups etc. in implementation of the Scheme.
- 2.9.3 Whether locally grown food items are procured from Farmers Producers Organizations, Women's Self-Help Groups etc. so as to promote local employment generation and economic development while simultaneously improving the nutrition standards of students.
- 2.9.4 If response to 2.9.3 is no, what is the proposed action plan for the same.

2.10 Type of Fuel used for cooking of Meals –LPG, Smokeless Chulha, Fire wood etc.

- 2.10.1 Number of schools using LPG for cooking meals
- 2.10.2 Steps taken by State to provide LPG as fuel in PM POSHAN in all schools.
- 2.10.3 Expected date by which LPG would be provided in all schools.

2.11 Kitchen-cum-stores.

- 2.11.1 Procedure for construction of kitchen-cum-store,
- 2.11.2 Whether any standardized model of kitchen cum stores is used for construction.
- 2.11.3 Details of the construction agency and role of community in this work.
- 2.11.4 Kitchen cum stores constructed through convergence, if any
- 2.11.5 Progress of construction of kitchen-cum-stores and target for the next year.
- 2.11.6 The reasons for slow pace of construction of kitchen cum stores, if applicable.
- 2.11.7 How much interest has been earned on the unutilized central assistance lying in the bank account of the State/implementing agencies.
- 2.11.8 Details of the kitchen cum stores constructed in convergence. Details of the agency engaged for the construction of these kitchen-cum-stores.



2.12 Kitchen Devices

- 2.12.1 Procedure of procurement of kitchen devices from funds released under the scheme
- 2.12.2 Status of procurement of kitchen devices
- 2.12.3 Procurement of kitchen devices through convergence or community/CSR
- 2.12.4 Availability of eating plates in the schools. Source of procurement of eating plates.

2.13 Measures taken to rectify

- 2.13.1 Inter-district low and uneven utilization of foodgrains and cooking cost
- 2.13.2 Intra-district mismatch in utilization of foodgrains and cooking cost.
- 2.13.3 Mismatch of data reported through various sources (QPR, AWP&B, MIS etc)

2.14 Quality of food

- 2.14.1 System of Tasting of food by teachers/community. Maintenance of tasting register at school level.
- 2.14.2 Maintenance of roster of parents, community for the presence of atleast two parents in the school on each day at the time of serving and tasting of meal.
- 2.14.3 Testing of food sample by any recognized labs for prescribed nutrients and presence of contaminants such as microbe's e-coli. Mechanism to check the temperature of the cooked meals.
- 2.14.4 Engagement of / recognized labs for the testing of Meals.
- 2.14.5 Details of protocol for testing of Meals, frequency of lifting and testing of samples.
- 2.14.6 Details of samples taken for testing and the results thereof.
- 2.14.7 Steps taken to ensure implementation of guidelines issued with regard to quality of food.

2.15 Involvement of NGOs / Trusts etc.

- 2.15.1 Modalities for engagement of NGOs/ Trusts etc. for serving of meals through centralized kitchen.
- 2.15.2 Whether NGOs / Trusts etc. are serving meal in rural areas
- 2.15.3 Maximum distance and time taken for delivery of food from centralized kitchen to schools
- 2.15.4 Measures taken to ensure delivery of hot cooked meals to schools
- 2.15.5 Responsibility of receiving cooked meals at the schools from the centralized kitchen,
- 2.15.6 Whether sealed/insulated containers are used for supply of meals to schools,
- 2.15.7 Tentative time of delivery of meals at schools from centralized kitchen.



- 2.15.8 Availability of weighing machines for weighing the cooked meals at school level prepared at centralized kitchen.
 - 2.15.9 Testing of food samples at centralized kitchens.
 - 2.15.10 Whether NGOs / Trusts etc. is receiving grant from other organizations for the meals. If so, the details thereof.
- 2.16** Systems to ensure transparency and accountability in all aspects of programme implementation,
- 2.16.1 Display of logo, entitlement of children and other information at a prominent visible place in school
 - 2.16.2 Dissemination of information through website
 - 2.16.3 Provisions for community monitoring at school level i.e. Mother Roaster, Inspection register,
 - 2.16.4 Tasting of meals by community members,
 - 2.16.5 Conducting Social Audit
 - 2.16.5.1 Whether Social Audit has been carried out or not
 - 2.16.5.2 If no, in 2.16.5.1, reasons thereof.
 - 2.16.5.3 Details of action taken by the State on the findings of Social Audit.
 - 2.16.5.4 Impact of social audit in the schools
 - 2.16.5.5 Action plan for Social Audit during 2022-23.
- 2.17** Capacity building and training for different stakeholders
- 2.17.1 Details of the training programme conducted for State level officials, SMC members, school teachers and others stakeholders
 - 2.17.2 Details about Modules used for training, Master Trainers, Venues etc.
 - 2.17.3 Targets for the next year.
- 2.18** Management Information System at School, Block, District and State level and its details.
- 2.18.1 Procedure followed for data entry into PM POSHAN-MIS Web portal
 - 2.18.2 Level (State/ District/ Block/ School) at which data entry is made
 - 2.18.3 Availability of manpower for web based MIS
 - 2.18.4 Mechanism for ensuring timely data entry and quality of data
 - 2.18.5 Whether MIS data is being used for monitoring purpose and details thereof.
- 2.19** Automated Monitoring System (AMS) at School, Block, District and State level and its details.
- 2.19.1 Status of implementation of AMS
 - 2.19.2 Mode of collection of data under AMS (SMS/IVRS/Mobile App/Web enabled)



- 2.19.3 Tentative unit cost for collection of data.
- 2.19.4 Mechanism for ensuring timely submission of information by schools
- 2.19.5 Whether the information under AMS is got validated.
- 2.19.6 Whether AMS data is being used for monitoring purpose and details thereof.
- 2.19.7 In case, AMS has not been rolled out, the reasons therefore may be indicated along with the time lines by which it would be rolled out.

2.20 Details of Third party Evaluation studies

- 2.20.1 Whether third party independent monitoring through Food & Nutrition Departments of Central Universities, Agriculture Universities and eminent institutes like National Institute of Nutrition etc. has been carried out.
- 2.20.2 Main findings and gist of such reports
- 2.20.3 Proposals for conducting third party evaluation during 2022-23
 - 2.20.3.1 Name of the evaluation agency
 - 2.20.3.2 Time frame for completion of study
 - 2.20.3.3 Whether appropriate financial provisions are made under MME. provide details

2.21 Case Studies / Write up on best/ innovative practices followed in the State along with some high resolution photographs of these best / innovative practices.

2.22 Untoward incidents

- 2.22.1 Instances of unhygienic food served, children falling ill
- 2.22.2 Sub-standard supplies,
- 2.22.3 Diversion/ misuse of resources,
- 2.22.4 Social discrimination
- 2.22.5 Action taken and safety measures adopted to avoid recurrence of such incidents. Whether Emergency Plan exists to tackle any untoward incident.
- 2.22.6 Whether the sanitization unit/bottle of sanitizers have been set up/placed for hand sanitization by children and Cook cum helpers?

2.23 Status of Rastriya Bal Swasthya Karyakram.

- 2.23.1 Provision of micro- nutrients, de-worming medicine, Iron and Folic acid (WIFS).
- 2.23.2 Distribution of spectacles to children with refractive error,
- 2.23.3 Recording of height, weight etc.
- 2.23.4 Number of visits made by the RBSK team for the health check- up of the children (Please ensure to upload at least two photographs of the visit of the medical team in each school on PM POSHAN-MIS portal).
- 2.23.5 Whether detailed month wise calendar for health checkups and distribution of IFA tablets, de-worming tablets etc. has been prepared in consultation with health department.



2.24 Present monitoring structure at various levels.

2.24.1 Strategy for establishment of monitoring cells at various levels viz. Block, District and State level for effective monitoring of the scheme.

2.24.2 Whether an institutionalized mechanism for systematic monitoring and implementation of Scheme including dietary intake, nutrition status, health parameters and Body Mass Index of children has been developed.

2.24.3 Whether institutions with domain expertise in nutrition like Food & Nutrition Departments of Central/ State Universities, National Institute of Nutrition etc. have been involved in this process. Provide details.

2.24.4 Whether Multi Level Monitoring Teams drawing personnel from State to Block level have been constituted for regular monitoring including visits to districts for cross pollination of best practices. Please provide the following details for 2022-23.

2.24.4.1 Proposed composition and Terms of Reference of team

2.24.4.2 Proposed districts to be visited

2.24.4.3 Frequency of submission of reports to Director

2.25 Inspections of schools

2.25.1 System for official inspections to PM POSHAN centers/schools and percentage of schools inspected and summary of findings and remedial measures taken.

2.25.2 What are the measures taken / proposed to be taken for conduct of field inspections by students of eminent Universities / Institutions and also trainee teachers of District Institute of Education Training (DIET) and Regional Institutes of Education (RIE), for enhanced monitoring of implementation of scheme at field level.

2.26 Meetings of Steering cum Monitoring Committees at the Block, District and State level

2.26.1 Number of meetings held at various levels and gist of the issues discussed in the meeting,

2.26.2 Action taken on the decisions taken during these meetings.

2.27 Frequency of meeting of District Level Committee held under the chairpersonship of senior most MP of the District to monitor the scheme. Gist of the issues discussed and action taken thereon.

2.28 Disaster management plan

2.28.1 Whether every school has a disaster management plan and the same is functional.

2.28.2 Details of the disaster management plan to avoid any untoward incident.

2.28.3 Whether important phone numbers (eg. Primary health center, Hospital, Fire brigade etc) are displayed on the walls of school building.



2.29 Grievance Redressal Mechanism

- 2.29.1 Details regarding Grievance Redressal at all levels,
- 2.29.2 Details of complaints received i.e. Nature of complaints etc.
- 2.29.3 Time schedule for disposal of complaints,
- 2.29.4 Details of action taken on the complaints.

2.30 Information, Education and Communication (IEC) activities

- 2.30.1 Whether entitlements of children and other important details like menu etc have been displayed at a prominent place, where it is easily visible to common people, in all schools.
- 2.30.2 Details regarding Awareness Generation and Information, Education and Communication (IEC) activities and Media campaign, carried out at State/district/block/school level.

2.31 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.

2.32 Action Plan for ensuring enrolment of all school children under Aadhaar before the stipulated date.

2.33 Tithi Bhojan or similar community participation practices

- 2.33.1 Whether the State has adopted the concept of Tithi Bhojan or any similar practice. Name and nature of the same.
- 2.33.2 Whether School Management Committees are encouraged to discuss Tithi Bhojan or similar practice during their meetings
- 2.33.3 Any special efforts made in the State towards promoting this community participation initiative.
- 2.33.4 Contribution by community in the form of Tithi Bhojan or any other similar practices in the State/ UT.

2.34 Details of action taken to operationalize the MDM Rules, 2015.

2.35 Details of payment of Food Security Allowances and its mechanism.

2.36 Cooking Competition

- 2.36.1 Whether cooking competitions have been organized at different levels in 2021-22,
- 2.36.2 if yes in 2.36.1,
 - 2.36.2.1 the number of participants in these competitions
 - 2.36.2.2 Details of judges
 - 2.36.2.3 How many participants were awarded



2.36.2.4 Was the awarded participants given any cash prizes

2.36.2.5 Whether the awarded recipes have been shared with schools

2.36.3 Details of action plan for year 2022-23

2.37 Details of provision for supplementary nutrition in aspirational districts / tribal districts / districts with identified high cases of malnutrition etc. using Flexi Component in the below template:

2.37.1 Background Note

2.37.2 Objectives

2.37.3 Rationale for the intervention

2.37.4 Time lines

2.37.5 Coverage

2.37.5.1 Number of Districts

2.37.5.2 Number of schools

2.37.5.3 Number of children

2.37.5.4 Number of working days

2.37.6 Requirement of Funds

2.37.7 Monitoring

2.37.8 Outcome measurement

2.37.9 Impact assessment

2.38 School Nutrition Gardens

2.38.1 Status of availability of kitchen gardens in the schools. (Please furnish school wise details for all districts in the table given at **Annexure – W 1.**)

2.38.2 Mapping of schools with the corresponding Krishi Vigyan Kendras (KVK)

2.38.3 Details of the mechanisms adopted for the setting up and Maintenance of kitchen gardens.

2.38.4 Whether the produce of these kitchen gardens is used in preparation of meals.

2.38.5 Action plan for setting up of kitchen gardens in all schools through convergence.

2.39 Details about provision of Food Security Allowance during closure of schools on account of COVID Pandemic

2.39.1 Methodology adopted for distribution of Food Security Allowance

2.39.2 Mechanism followed for management and monitoring

2.39.3 Items and their quantities provided as Food Security Allowance

2.40 Detailed MME plan alongwith Annual plan of activities to be undertaken thereunder.

2.41 Annual calendar of activities as per the attached format.

2.42 Any other issues and Suggestions.





School wise information on kitchen gardens

S. No.	Name of District	Name of Block	Name of school	Type of kitchen field (open field, terrace, containers)	Size of kitchen garden (approx. sq mt)	Main produce	Quantity of produce (in Kg)	Participating agencies (KVK, Horticulture Dept., Community, School's own initiative)

Note : At least three photographs to be uploaded on PM POSHAN-MIS portal



Format for Annual Calendar of activities

S. No.	Suggested activity*	Target for the year 2022-23	Time frame for implementation												Remarks	
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
1	Social Audit															
2	Training of CCH															
3	Cooking Competitions															
4	3 rd party monitoring															
5	Evaluation															
6	Visits by DIET, RIE, University students for monitoring															
7	Inspections by officials															
8	Health check up of students															
9	Health check up of CCH															
10	Testing of meal through labs															
11	Tithi Bhojan															
12	IEC activities															
13	Distribution of supplementary nutrition items															
14	State Steering cum Monitoring Committee meeting															
15	District Steering cum Monitoring Committee meetings															
16	Development of School Nutrition Gardens															
17	Training of officials for usage of new PFMS															
....	Any other activities as the State deemed fit															
....															
...															
...	..															

**This is not exhaustive list, and States and UTs may add or delete activities as per their requirements and proposals.*