

MDMS GUIDELINES - 2010-2011.
National Programme of Mid Day Meal in Schools in Andhra Pradesh.

PROVISIONS:

- A) **Foodgrains:** As per F.No.1-1/2009-Desk (MDM) GOI - MHRD - Department of School Education & Literacy - New Delhi - Dated:24th November, 2009 the revised food norms is as follows:

Every Child studying in the above stated schools from class I - VIII for 220 working days the Mid Day Meal shall be provided on each school day. The menu is as below. In Grms

S.No	Item	Quantity per day per child		Calories	
		Primary	Upper Primary	Primary	Upper Primary
1	Foodgrains (Rice)	100 grm	150 grm	330	510
2	Pulses	20	30	60	100
3	Vegetables (leafy also)	50	75	25	30
4	Oil & Fat	5	7.5	35	60
5	Salt & condiments	As per need	As per need	-	-
6	O then Item -Eggs/ Fruits	Twice a week	Twice a week	200	200

Per child per day 650 calories energy & 12 grms protein and 900 calories of energy & 20 gms of proteins are providing for Primary & Upper Primary stages respectively

B) **COOKING COST:-**

- The Cooking Cost will be shared between the central and the state on 75:25 basis.
- As per Go.Ms.No.7.SE (Pro-I)Department.20.02.2010 the revised food norms and enhancement of cooking cost to Primary & Upper Primary stage in the state with effect from 01.04.2010 are given below.

S.No	Stage	Central	State	Total
1	Primary	Rs.2.02	Rs.1.67	Rs.3.69
2	Upper Primary	Rs.3.02	Rs.1.15	Rs.4.17
3	H.Schools		Rs. 4.17	Rs 4.17

- The Cooking Cost will be further revised by 7.5% on 1st April of every year.

* This amount can be utilized for purchase of Eggs / Fruits in addition to allotted amount for Eggs / Fruits.

C) **COOK-CUM-HELPERS:-**

As per Lr.F.No.5-1/2010-MDM-2-1 Govt. of India, MHRD, Department of School Education and Literacy, MDM Division Dt:30.04.2010

- A separate provision for payment of Honorarium to Cook-Cum-helpers @ 1000.00 (Rs.750/- Central share and Rs.250/- State share) per month has been made with effect 01.04.2010.
- State Govt. shall also release Rs.250/- per cook cum helper as State share without any delay so that Rs.1000 per month to Cook-Cum-Helpers on consolidation basis.
- State Government shall give priority to weaker sections of the society like women, SC, ST, OBC, and Minority in engaging cook-cum-helpers.
- The cook cum helpers should be engaged on purely temporary basis. GOI and State Government will not bear past services liability in respect of cook-cum- helpers.

- Separate account will be maintained by State Govt. for the Central assistance being released under each component (Primary and Upper Primary), to meet the payment of cook-cum-helpers under the scheme.
- One cook cum helper shall be engaged to a School having up to 25 students. Two Cook-cum-Helpers for schools having 26 to 100 students. And one additional Cook-cum-helpers for every addition of 100 students.
- Engagement of Cook-Cum-helpers shall be considered basing on number of the average children opted Mid Day Meals.

FOODGRAINS MANAGEMENT:

As per No.F-1-15/2009-Desk (MDM) GOI Department of School Education and Literacy MDM Division Dt: 10.02.2010, the Guidelines for Foodgrains & payment are followed.

ALLOCATION OF FOODGRAINS :(Guidelines for Decentralization of payment of Cost of Foodgrains to FCI at District level):-

Foodgrains will be allocated biannually by the Department of School Education & Literacy, MHRD, GOI with the concurrence of Department of Food & Public distribution for Primary & Upper Primary stages.

- The first Six months allocation will be made in the 1st week of February of the previous year on the basis of number of children approved in PAB (Programme Approved Board) of that academic year and second six months will be made in the first week of August after deducting available unspent balances with schools through Food Corporation of India. To ensure timely allocation of Foodgrains by the GOI, the concerned authority will submit Utilization certificate.

COST OF FOODGRAINS:- *As per Lr.F.No.5-1/2010-MDM-2-1 Govt. of India, MHRD, Department of School Education and Literacy, MDM Division Dt:30.04.2010*

The BPL rate for the Rice supplied by the Food Corporation of India under MDM Scheme is Rs.5650/- per Mt.

TRANSPORTATION COST:- *As per Lr.F.No.5-1/2010-MDM-2-1 Govt. of India, MHRD, Department of School Education and Literacy, MDM Division Dt:30.04.2010*

Grant of Central assistance towards transportation cost is based on flat rate of Rs.750/- per Mt. for A.P., as a whole or actual expenditure which ever is less. The Utilization of this grant should be commensurate with the actual quantity of foodgrains lifted and transported under this programme.

SUPPLY / LIFTING OF GOOD QUALITY OF FOODGRAINS:

- *As per Lr.No.Lr.F-115/2009-Desk (MDM) Govt. of India, Ministry of Human Resource Development, Department of School Education & Literacy - MDM Division dt:10.02.2010. Guidelines for decentralization of payment of cost of Food grains to FCI at District level under Mid Day Meal Scheme are as follows:-*

STATE LEVEL:-

- The responsibility of FCI to ensure continuous availability of adequate Quantity of good quality of Rice FAQ (Fair Average Quality).
- The regional FCI will allow lifting of Food grains as per allocation of the state and lifting schedule by the District administration starting from 1st to 25th of the month based on *para 3.2 of GOI guidelines Dt: 10.02.2010.*

DISTRICT LEVEL:-

As per the Govt. of A.P., Secretary Education (Prog-I) DeptMemo.No.8150/School Education-Prog-1A1/2010 Dt:17.06.2010, the District Educational Officer is nominated as Nodal officer at the District level and he is directed to execute all issues pertaining to lifting, quality of Rice and payment of cost of Food grains under Mid Day Meal Scheme based on para 4.2 of GOI guidelines Dt:10.02.2010.

- The District Manager of APCSC Ltd. Hyderabad lift the raw rice from FCI and distribute to the Schools through Fair Price shops.

MANDAL LEVEL:-

- Mandal Educational officer & Tasildar of that Mandal allocate the foodgrains to the each school / implementing agencies as per indent.

SCHOOL LEVEL: -

- The Headmasters/implementing agencies receive the stocks as per their requirement/allocation.
- Rice supplied to the implementing agencies as and when required on the basis of enrollment should be stored at school level and they are to be taken care of by Head Master and implementing agencies also.
- There is a need to take care for storage place in a school/Kitchen shed where dry & clean surroundings exist (Foodgrains and ingredients to be used for Cooking, food grains, pulses, vegetables, edible oil & condiments).
- Rice bags should not be dumped to the corners / walls to pass freely by rodents.

MONITORING SYSTEM OF FOOD GRAINS:-

- Monthly meeting should be conducted by the District Educational Officers, who is the Nodal Officer with FCI District Manager or his representative and other concerned officers in the last week of the month to resolve all the issues pertaining to the lifting, quality of food grains and payment-and submission of reports to state level - by 7th of the very next month in the prescribed format to submit to Government of India.

STRENGTHENING AND RE -ORGANISATION OF THE MONITORING MACHANISM IN THE VILLAGE , MANDAL & DISTRICT LEVEL AND STATUS OF CONSTITUTION OF SMC'S AT THESE LEVELS FOR MONITORING AND SUPERVISION.

DISTRICT LEVEL:

District Collector is nominated as Nodal Officer for implementation of the Programme, and also the ZP in its General Body and the District Development Review Committee (DDRC) are to review the implementation of the Programme in the District.

MANDAL LEVEL:

There is Mandal Level implementation Committee headed by Mandal Educational Officer; they meet fortnightly and review the implementation of the Programme in the Mandal. The Mandal Educational Officer is responsible for payment of Conversion charges and honorarium to cook - cum - helpers to implementing agencies.

PANCHAYATH LEVEL: The implementation and Supervision of the Mid Day Meal in the

Panchayath is done by the Gram Panchayath for day to day implementation of the Scheme and to ensure effective functioning of the Scheme at School level. The Gram Panchayath is to review the Programme in the village.

SCHOOL LEVEL:

The Executive Committee of the School level is to supervise implementation of MDM at School level. The Committee ensures that good quality food is provided to all children of the school.

MONTHLY REPORT FOR SUPPLY OF FOOD GRAINS AND PAYMENT TO FCI UNDER MDM SCHEME: (as communicated by GOI vide guidelines Dt:10.02.2010.

RESPONSIBILITY FOR COOKING / SUPPLY OF COOKED MID DAY MEAL:- (As per para 3.6 of GOI MDM guidelines - 2006). The Responsibility for cooking & supply of cooked Mid-day-Meal should be assigned to one of the following:-

- a) Self help groups local
- b) NVK and their affiliated Local youth clubs.
- c) A voluntary group (NGO's).
- d) By personnel engaged directly by the VEC/SMDC/PTA Grama Panchayat / Municipality.

The Tahsildar of the Mandal in association with Mandal Educational Officer and Mandal Prajaparishad Development officer identify the Agency in a meeting at school level organized by Panchayat Secretary. RDOs and Joint Collectors monitor the proceedings at divisional and district level respectively.

The provision of centralized Kitchen sheds set up is possible for a group of schools in urban areas. This type of setup shall be done in association of Voluntary Organization which fulfills the following requirements.

- Centralized setup for cooking of Food
- Supply of cooked MDM
- Provision of resources and Transportation.
- Training and capacity building.
- Monitoring and evaluation
- Research and capacity building provision.

If such NGOs forward in the District, prior permission should be sought from the Govt. by sending proposal through District authorities.

IMPORTANT GUIDELINES ON DATA-PREPARATION OF ANNUAL PLAN & BUDGET.

Success of a Programme depends up on effective planning and optimum utilization of resources. Every planning depends up on accurate DATA:

National / State level Annual work Plan & Budget is based on the information at School level and aggregated in Mandal, District and State Level. MDM Scheme envisages bottom up approach. It is necessary that at every level the documentation of DATA is to ensure that they have been prepared / maintained at school level.

- No. of Working days:- Anticipated number of working days for Government, Local Bodies, Government Aided Schools, Education guarantee school, Alternative Innovative Education, Madarasas & Maktab, NCLP centres month wise.

FOODGRAINS:- School wise - Mandal wise aggregated District allocation lifting and utilization of food grains of previous year / current year as per **GOI MDM guidelines-2006** the record of stock of rice in the following table.

S. No	Name of the District / Mandal / School	Allocation	Opening Balance	Lifting during the Month & Date	Utilizing during Month	Closing Balance	Remarks
1							

(Opening Balance & allocation 1st & 2nd Qtr of food grains are enclosed 2010-11)

- **Cooking Cost**: - School wise, Mandal wise / aggregated of District release and Expenditure (utilization) of Central & State assistance towards cooking cost in the month / Quarter.
- **Kitchen-cum-Stores**: - Sanctioned, completed, under programme & not started details Mandal wise District consolidated data.
- **Kitchen Devices**:- School wise, Mandal wise, Gas connection, fire wood.
- **MME**:- Receipts, releases to the schools, expenditure at Schools & District level and balances and submission of Utilization certificate.

MONITORING & EVALUATION:-

Generation of Reports, maintenance of Accounts, preservation of data should be done by computer based MIS, for which provision has already been provided and being provided every month. The Department MIS should ensure:

- Timely and accurate data on school, enrolment. The number of children availed MDM.

- Smooth & timely flow of food grains and Central, State assistance from Districts, to implementing agencies.
- Prompt information in food grains, cooking cost, kitchen - cum - stores, kitchen devices & cook-cum-helpers etc.
- Transparency & wider dissemination of information on implementation of MDM scheme.

DISPLAY OF INFORMATION UNDER RIGHT OF INFORMATION ACT:

School, Mandal & District level information on MDM should be displayed on monthly/quarterly basis as suo - muto information under RTI ACT (display on block board / display board).

- Quantity of food grains received, and date of receipts.
- Quality of food grains utilized.
- Other ingredients purchased & Utilized.
- Number of children provided MDM.
- Daily menu.
- Assistance of central & state received and paid to agencies.
- Other community members assistance / involved in MDM scheme.

FLOW OF FUNDS UNDER MANAGEMENT, MONITORING & EVALUATION (MME):-

As per Lr.No.F1-15/2009-desk (MDM) GOI, MHRD, Department of School Education and Literacy Mid Day Meal division Dt:21.06.2010 revision of guidelines, 1.8% of cost (food grains, transportation cost, honorarium to cook-cum-helpers and cooking) is available for MME under central assistance. The amount available under MME is allocated as follows.

- School level expenses 50% funds earmarked for school level expenses can be spent on forms, stationary, shops, plates, glasses, mats, training of cook cum helper and replacement/repair, maintenance of Cooking devices, utensils, and storage bean etc...
- Remaining 50% funds earmarked for expenditure at other than school level i.e, District and State Head-quarter shall be spent on the following items.

Hearing charges of man power at various levels

- ❖ Transport and contingencies.
- ❖ Office expenses.
- ❖ Furniture, Computer hardware and consumables.
- ❖ Capacity building of officers.
- ❖ External monitoring and evaluation.
- ❖ Preparation of relevant manuals.
- ❖ Publicity - etc.,.

MONITORING MECHANISM:-

The District administration has been provided adequate funds for effective monitoring of the MDM programme in their Districts. Dy. Education officers are to play key role in monitor as they are being provided a vehicle for visiting more number of schools, and review the programme at field level and Assistant Director at District level.

MANDAL LEVEL:-

Mandal Educational Officer is a principle monitoring officers at Mandal level. Every visit to a school must be included the Mid Day Meal aspects as follows:

- Preparation of bills and they should be kept ready by 5th of every month as per provision shown by the District authorities i.e, allocation of Rice, Cooking cost as per MDM opted, honorarium to cook cum helpers as per PAB figures.
- Timely submission of bills at STO (Treasury) and get passed the bills prompt payment of cooking cost, honorarium to cook cum helpers to implementing agencies by way of cheque.
 - Receipt of foodgrains and their storage, maintenance of records.
 - Attendance of children - issue of Rice-No of children opted MDM at the time of serving.

- Cooking at hygienic, atmosphere, clean and kept the surroundings & utensils.
- Serving of vegetables, eggs / fruits twice in a week.
- Whether agencies had been paid as per release by Dist / state.
- Supervision of HMs / Teacher are taking place at the time of children having meal.
- Prompt service of implementation agencies.

SCHOOL LEVEL:-

- Head Master & Teacher of Mid Day Meal opted school is to monitor the Mid Day Meal programme in their school for effective implementation. The following impact parameters to be followed and ensure to achieve the objectives of NP-NSPE.
- Regular and wholesomeness of Mid Day Meal served to children,
- Promoting Social and gender equality.
- Cleanliness in cooking, serving and consumption of Mid Day Meal.
- Storage of rice and ingredients.
- Maintenance of Attendance of children - issue of Rice - No of children opted MDM at the time of serving.
- Cooking at hygienic, atmosphere and keep the surroundings & utensils clean.
- Serving of vegetables, eggs / fruits twice in a week. .. etc.,

METHOD OF CALCULATION :-

The Following calculation table is used at School level, Mandal level and District level.

a) For Calculation of Foodgrains In MTs:-

Primary Stage (I-V Class) *No. of Children x 220 Days X 0.0001 gms rice=	
Upper Primary Stage (VI-VIII) *No. of Children) X 220 Days X 0.00015 gms rice=	
* Actual no. of Children of School / Mandal / District.	

Example:- A District - MDM opted children

Primary: 172505 x 220 days x 0.0001 gms of Rice= 3795.110 Mts.

Upper Primary: 93649 x 220 days x 0.00015 gms = 3057.417 Mts.

(Like Mandal & School level calculation is done)

b) For Calculation of Cost of Foodgrains:-

Rice= 3795.110 Mts x Rs.5650=00=Rs 21442371 /

C) Calculation of Transportation Charges:-

3795.110 Mts x Rs.750=00=Rs 2846333 /-

d) For Calculation of Cooking Cost In Lakhs

Primary Stage (I-V Class) *No. of Children x 220 Days X Rs.3.55 (Central: Rs.1.88+State:Rs.1.67=Rs.3.55)	
Upper Primary Stage (VI-VIII) (*No. of Children) X 220 Days X Rs.3.96 Central: Rs.2.81+State:Rs.1.15)=Rs.3.96	
* Actual no. of Children of School / Mandal / District.	

Example:- A District - MDM opted children

Primary: 172505 x 220 days x Rs.3.55 = Rs.134726405.00

Upper Primary: 93649 x 220 days x Rs.3.96= Rs. 81587008.00

(Like Mandal & School level calculation is done).

Dr. R. Satyanarayana
Commissioner & Director Of School Education,
A.P. Hyderabad

OCEEDINGS OF DISTRICT EDUCATIONAL OFFICER RANGA REDDY DIST.

Proc.Rc.No.

Dated 17/07/2010.

Sub: MDM Scheme - Guidelines for implementation of National Programme of Mid day Meal in schools - Communicated -Reg.

Ref:- DSE AP Hyd Proc.Rc.No. 156/MDM-3/2010 Dated 13/07/2010

All the Mandal Educational Officers in the dist are here by informed that, The Director of school Education A.P Hyd in the reference cited has communicated the guidelines with instructions to implement the scheme in effective manner.

In view of the above, they are requested to strictly follow the guidelines with out fail any deviation in this matter will be viewed seriously against the concerned responsible person.

Sd/-
District Educational Officer
Ranga Reddy Dist.

To

All the Mandal Educational Officers in the Dist
Copy to all the Mandal Educational Officers in the Dist.

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SUPERINTENDENT

ROCEEDINGS OF DISTRICT EDUCATIONAL OFFICER RANGA REDDY DIST.

Proc.Rc.No.

Dated /08/2010.

Sub: MDM Scheme - Enhancement of Central share of cooking cost to Primary and Upper primary classes and revision of cooking cost for IX & X classes for implementation of Mid day Meal Programme in schools - Order -communicated -Reg.

Ref:- 1. DSE AP Hyd Proc.Rc.No. 11/MDM-2/2010 Dated 18/08/2010

2. G.O.Rt.No. 470, Edn (SE.Prog.I) Dept .dt. 16.08.2010

3. G.O.Rt.No. 474, Edn (SE.Prog.I) Dept .dt. 17.08.2010

All the Mandal Educational Officers in the dist are here by informed that, The Director of school Education A.P Hyd in the reference cited has communicated the instructions for revised cooking cost as indicated below with effect from 01.04.2010 to implement the scheme in effective manner.

Stage	Existing Rate		After enhancement rate by GOI 75% /we,f, 01.04.2010 per child per school day in Rupees (Ps &UPS)		Total(After Revised)
	Central	State	Central	State	
Primary	1.88	1.67	2.02	1.67	3.69
Upper Prmary	2.81	1.15	3.02	1.15	4.17

In view of the above, they are requested to strictly follow the guidelines with out fail any deviation in this matter will be viewed seriously against the concerned responsible person.

District Educational Officer
Ranga Reddy Dist.

To

All the Mandal Educational Officers in the Dist
Copy to all the Mandal Educational Officers in the Dist.