

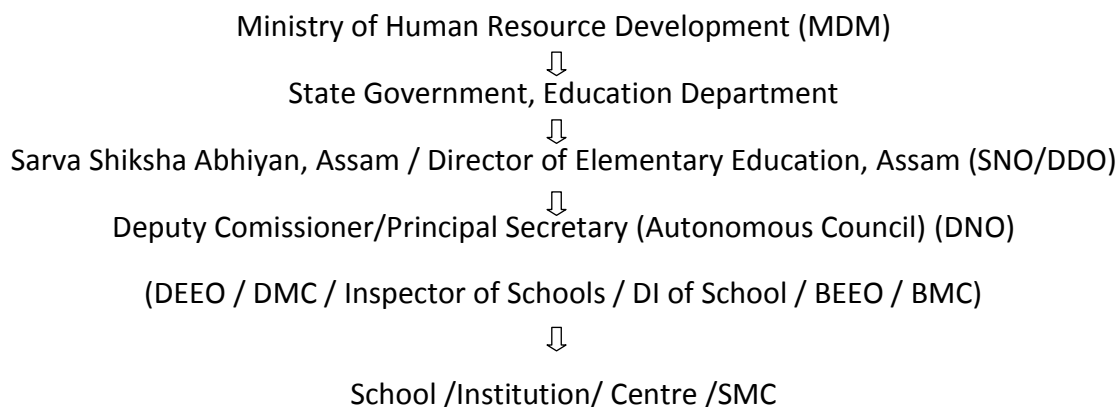


## 1. Introduction:

### 1.1 Brief history:

In Assam, National Programme of Nutritional Support to Primary Education (Known as Mid-Day Meal Scheme) was started w.e.f January, 2005 covering school-going children of Class I to VIII in Government, Provincialised & Government aided LP, UP, Composite High & Higher secondary schools, Special Training Centres (RSTC & NRSTC) as well as Madrassa/Maqtab covered under Sarva Shiksha Abhiyan and schools under National Child Labour Project (NCLP), run by the Labour Department. This programme has not only given an opportunity to the children of different strata to have nutritious food in schools together but also enhanced enrolment, retention as well as academic achievement. During the current year, altogether 45,22,806 nos. of children of the state are being covered through this programme.

### 1.2 Present Management structure:



*NB: Management structure of dedicated MDM Cell may be seen at plan under MME head*

### 1.3 Process of plan Formulation:

The Annual Work Plan and Budget 2014-15 has been formulated on the basis of data / information reflected in the district level plans submitted by each district with due approval of the District Nodal Officer (DNO), MDMS cum Deputy Commissioner/ Principal Secretary and data available in MDM MIS portal. In this connection, an orientation workshop was organized on 10<sup>th</sup> January, 2014 at state office for field level functionaries (DEEO, DMC, DROs & Officers involved in MDM works) to facilitate the process for formulation of AWP & B 2014-15 in the light of direction given by MHRD in this regard. Pursuant to this districts had organized orientation meeting for key officials (including block level officials) involved in the process for development of the plan.

Special attention has been paid to the process of plan formulation toward incorporating all the action taken points regarding commitment given to MHRD for implementation of the scheme under AWP & B, 2013-14, observations and recommendation of 5<sup>th</sup> JRM, issues/suggestions raised by primary stakeholders and community through different meetings as well as feedback received through Toll Free Contact Centre.



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**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.**

The State Government has taken all needful measures to run Mid-Day Meal programme in the state with utmost care and attention. School Management Committees (SMCs) and Mothers Self Help Group are involved at school level for smooth implementation of the programme. District Administration and District Elementary Education Office/SSA along with Gaon Panchayat Samabai Samittee (GPSS) are also playing a vital role for smooth running of the programme. In fact, steps were taken to ensure service of cooked and hot Mid-Day-Meal in school as per approved number of working days.

Minor interruptions were observed in MDM programme in a few schools in the districts of Karbi Anglong, Goalpara, Dima Hasao, Kokrajhar, Chirang due to local disturbances. However, with the exception of these extraneous factors, the scheme has been running smoothly.

**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.**

Altogether, 14380 children of 276 NCLP Schools (55 nos in Kamrup (M), 199 in Nagaon & 22 nos in Lakhimpur district) have been provided with Mid-Day Meal during current year as per upper primary norms.

**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.**

During 2010-11, the Central Govt. had issued new guidelines for making payment of cost of food grains at district level. According to the new system, the district authority of FCI will submit statement of cost of food grains to the DNO, MDM for payment of cost of food grains. The DNOs will submit the requirement of cost of food grains to the State Nodal Officer, MDMS, who will release the amount according to the availability of fund. During the current year, the SNO, MDM has released the cost of food grains up to September, 2013 to DNOs, which is being released to FCI by DNOs concerned.

The Central Government has released the allocation of rice on the basis of average attendance of students in the schools. Accordingly, rice allocation has been made district wise and district-wise break up has been communicated to the DNOs, MDM and FCI authority. In the current year, the Govt. of India has released rice and cost of foodgrains on the basis 4671994 nos of children availing MDM in the state. Rice lifted by School authorities is kept in the store rooms of kitchen-cum-store of respective schools.

District level storage for keeping rice as buffer stock will be beneficial in overcoming problems like shortage of rice and quality maintenance. Besides, transportation cost has been released upto November, 2013 for LP & upto December, 2013 for UP schools under current AWP & B.



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

FCI Authority submits bills against cost of food grains in the office of the Deputy Commissioner and DNO, MDM and in case of Autonomous Council, in the office of the Principal Secretary, Autonomous Council on monthly basis/quarterly basis. As per guidelines DNO, MDM are to make payment to FCI after receiving the bills for the month/quarter concerned. Though the present status with regard to payment of bills is not encouraging in some districts, but steps are taken to ensure payment of bills at the earliest.

Status of pending bill till December, 2013 is shown below:

I. For 2010-11	-	Rs.1.06 crores
II. For 2011-12	-	Rs.0.87 crores
III. For 2012-13	-	Rs.8.96 crores
IV. For 2013-14	-	Rs.28.04 crores

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.

The State Govt. releases the fund to SNO, MDM cum Director of Elementary Education, Assam after receiving the concurrence and ceiling from State Finance Department. The Director of Elementary Education, Assam presents the bill of the sanctioned amount to the Treasury Office. After receiving the fund from Treasury, SNO releases the fund to the DNOs, MDM. The DNOs, MDM release the fund to the School Management Committee (SMC). The process has been found to be time consumes and hence, the State Govt. has now decided to release the fund against cooking cost & honorarium to cook-cum-helpers directly to the SMCs.

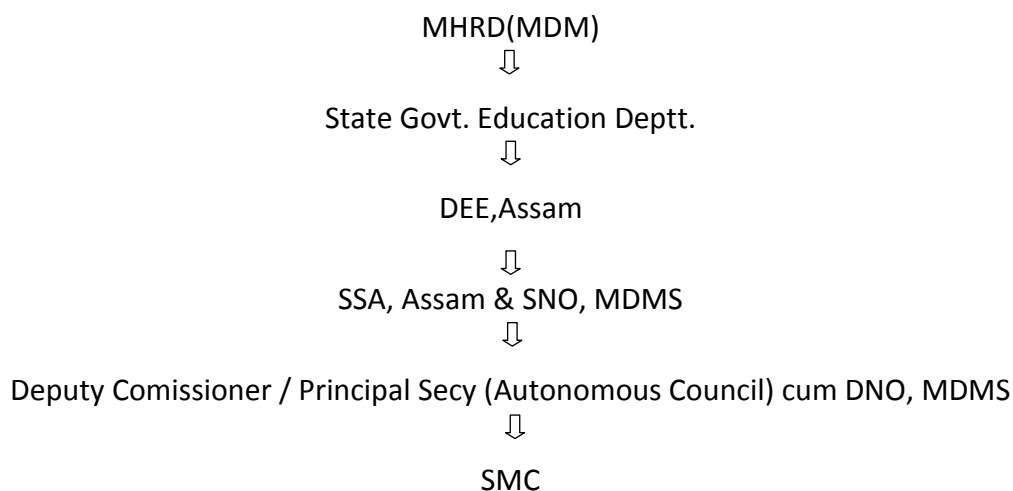
During the current financial year, the Govt. of India has released funds as mentioned below:-

I. 25% Adhoc grant	-	Rs.14148.39 lakh
II. Balance of 1 <sup>st</sup> Instalment	-	Rs.9771.29 lakh
III. 2 <sup>nd</sup> Installment	-	Rs.21474.52 lakh
Total		Rs.45394.20 lakh

Against the central share of Ad-hoc grant, the State Govt. has released mandatory Matching Contribution (State Share) an amount of Rs.1307.00 lakh upto 3<sup>rd</sup> Quarter of 2013-14.



### Present fund flow diagram:



- \* As per recent Govt. notification the cooking cost and Honorarium to cook-cum-helper will be released directly to SMCs.

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

- Table of receiving and release of fund under MDMs during 2013-14

(Rs. in lakh)

Instalment	Date of receive of central share by state	Date of receiving of fund by SNO, MDMS & DEE, Assam	Date of release of fund to the districts by SNO, MDMS
1	2	3	4
Opening balance as on 1/4/2013	1-4-2013	1-4-2013	22-5-2013
Adhoc grant	1-5-2013	22/8/2013	
Balance of 1 <sup>st</sup> instalment	19-7-2013	nil	nil
2 <sup>nd</sup> instalment	12-12-2013	nil	nil

NB : Fund release date has been shown in Table (AT-24)

### 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)

The State Government Finance Department releases the fund to the Education Department. The SNO, MDMS cum DEE, Assam draws the amount for honorarium to cook-cum-helpers and releases the same to the DNOs. The DNOs release the honorarium of cook-cum-helpers to the SMC which then makes the payment to cook-cum-helpers.



As regards NGO namely The Akhay Patra Foundation receives the fund from Deputy Commissioner & DNO, MDMS Kamrup (M) & Deputy Commissioner & DNO, MDMS Kamrup and the same is released in two ways to the Akhay Patra Foundation. The Akhay Patra Foundation releases the Honorarium to the cook-cum-helper engaged by them and release the fund to the SMC for making payment for honorarium to the cook-cum-helper engaged by SMC at school level.

Details:

Number of cook-cum-helper approved by PAB	-	115569
Number of cook-cum-helper engaged by SMC	-	115569
Number of engaged by Akshyapatra	-	666

Eligibility norms:

<u>Enrolment</u>	<u>Number of cook-cum-helper entitled</u>
Upto 25	1
Upto 100	2
Upto 200	3
Upto 300	4
Upto 400	5

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 SNO cum DEE, Assam releases the fund for cooking cost to the DNOs and DNOs release the fund to the SMC for purchase of ingredients locally so that season wise available fresh vegetable can be provided with the meals. 593 schools located in and around Guwahati city are provided with MDM through Akshay Patra Foundation (NGO).

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

The School Managing Committee (SMC) engages cook-cum-helpers mainly from members of Mother Group/ local female cook. Further, Mother groups of the school help in serving cooked food to the Children. The State Government has already issued notification for engagement of 10 member SHG (formed with mothers of the children studying) to supervise day to day activities in implementation of Mid-Day Meal scheme in the school and an amount of Rs.10,000/- per annum to each will be paid as a token of appreciation for their works. SMC members provide necessary support to implement the scheme smoothly in schools. Besides, steps like providing fire extinguisher, keeping away any toxic and inflammable materials from the class rooms & kitchen sheds, tasting



of food by teacher before serving it to children, ensuring proper hand washing etc are taken to avoid untoward incident. Strict instructions have been given to the field level officers to take precautionary measures for preventing untoward happening in schools in this regard. It is also ensured that Food Security Officer of centralized kitchen regularly monitor the quality of food.

2.10 Procedure and status of construction of kitchen-cum-store. This section should also include progress of construction of kitchen-cum-stores during this year and target for the next year.

The State Govt. has engaged two construction agencies namely HOUSEFED and Assam State Housing Board for construction of Kitchen cum Stores under MDM programme. Accordingly SNO, MDM has placed work order for construction Kitchen-cum-store one each in 44729 schools. Besides, fund has also been released for construction of Kitchen-cum-store in 8811 schools through SMCs concerned. Construction is under process.

Fund released by Govt. of India for construction of kitchen shed.

✓ Total sanction for construction of Kitchen-cum-Store by Govt. of India	-	56795
✓ Completed by HOUSEFED & ASHB	-	38711
✓ Current year progress	-	8811
✓ Yet to start	-	9273

(Out of 9273 non-started schools, 6019 Nos. of schools were sanctioned during 2008-09 @ Rs. 60,000/- per unit, which were not constructed by the Agencies entrusted for this work (HOUSEFED and ASHB) stating the plea of escalation of price and 3254 No. of schools were sanctioned during 2010-11 @ Rs. 141500/- per unit. Construction of these 3254 kitchen cum stores could not be taken due to low rate against State schedule of rate. It has been planned that fund received against these 9273 Nos of schools will be returned back to the Govt. of India with a request to sanction fund for these schools as per State schedule of rate.

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

The State Govt. have engaged Assam Govt. Marketing Corporation and Assam Small Industries Development Corporation for procurement of kitchen devices for an amount of Rs. 883.20 lakh. 17666 Schools have been provided with kitchen devices in the year 2006-07. Thereafter, Govt. of India has sanctioned an amount of Rs. 663.85 lakh in the year 2007-08 (drawn in 2008-09) to provide kitchen devices 13277 schools and amount of Rs. 1566.20 lakh in the year 2009-10 (drawn in 2010-11) for 3132 schools. However, the amount could not be utilized due to pendency of High Court cases. The kitchen devices sanctioned during 2006-07, 2007-08 and 2008-09 are required to be replaced by new kitchen devices. Accordingly proposal was submitted for sanctioning of fund in order to replace the kitchen devices provided during 2006-07, 2007-08 and 2008-09, but due to delay in utilizing pending disposal of court case, further fund sanction is pending.

*NB: Proposal for current year is given separately hereunder.*



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.

NUEPA organized a three day orientation programme w.e.f. August, 24-26, 2009 on best practices in implementation of Mid Day Meal at NEHU Campus Shillong for the Officials of North Eastern States involved in implementation of Mid Day Meals Scheme in schools.

SSA, Assam as well as DIETs have also conducted training programmes for teachers to orient them on best practices to be adopted in schools for smooth implementation of Mid Day Meals scheme. Moreover, State Govt. has organized from time to time orientation programme for field level functionaries involved in implementation of MDMS. SMC members are given training on their role and responsibilities for proper implementation of MDMS.

MHRD, GOI has also organized a two-day orientation training programme for the Officers of North Eastern States engaged in Mid Day Meals scheme on 15<sup>th</sup> & 16<sup>th</sup> November, 2013 at Kohima, Nagaland to orient on formulation of AWP & B, 2014-15.

Further a National workshop was organized by Central Govt. at Bangalore for preparation of district plan. Besides, day-long training programme was organised for cook-cum-helper by Akshaya Patra Foundation, Bangaluru for 120 cook-cum-helpers. Again, 10 days training programme was organised for 30 cook-cum-helpers by Institute of Hotel Management, Guwahati to train them as Master Trainer.

*NB: Detail plan for training of CCHs is mentioned under MME plan.*

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

There is a strong MIS system in SSA, Assam to look after the effective implementation of Mid-Day Meal and SNO, MDM takes the help of MIS of SSA, Assam for collection of school information. Further the State Govt. has decided to set up an implementation mechanism including MIS system under MDMS from Block to State level. Advertisement in this context has been published and engagement will be done shortly.

Meanwhile, the Central Govt. has introduced MDM MIS system for collection of Data through MIS Portal. Annual as well monthly data entries are being done and data feeding in the portal is completed till December, 2013.



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.

Utmost care is taken by the Department to maintain transparency and openness at all levels with regard to implementation of Mid Day Meals Programme. The DNOs, MDM allocate food grains to the Gaon Panchayat Samabai Committees (GPSS) as per allocation of food grains made by the SNO, MDM. Accordingly, the GPSSs lift food grains from FCI godown and deliver the same to the school through FPS. The others ingredients like pulses, vegetables, oil, condiments, fuel etc are purchased locally by the SMC of concerned schools. Mother Self Help Groups also look after day to day maintenance of the meals.

SMCs are assigned responsibility to engage cook-cum- helpers for cooking of meals. Further, State Government has entrusted the HOUSEFED and Assam State Housing Board for construction of Kitchen cum store and AGMC, ASIDC have been engaged for supply of cooking devices. SMCs of 8811 nos of schools are also entrusted for construction of kitchen-cum-store.

Measures taken to rectify the following shortcomings:

a) Low and uneven utilization of food grains and cooking cost in some district-

Steps are taken to ensure availability of food grains and fund for cooking cost throughout the year through the field functionaries of Education Department. In this regard, instruction has already been issued to the DNOs, MDM and Field level Officers of Education Department. Field functionaries are asked to visit the schools and to take stock at regular interval.

b) Inter-district mismatch in utilization of food grains and cooking cost.

Review meeting is conducted at regular interval with field functionaries to overcome the issues like inter-district mismatch in utilization of food grains and cooking cost, proper utilization of the fund, interruption due to local disturbances etc.

c) Delay in delivering cooking cost at school level

In fact, releasing of cooking cost as per present system is found to be time taking. Therefore, State Govt. has recently decided to release cooking cost directly to the school from State through e-bank transfer.

2.15 Details of Evaluation studies conducted by State/UTs and summary of its findings.

Assam Mahila Samata Society and ACE Institute were engaged to conduct external evaluation on implementation of MDMS in schools of Assam in 9 & 18 districts respectively. Both the organisations have submitted their evaluation report. A summary finding of ACE Institute is given below.

The external evaluation study on MDMS in schools of Assam, conducted in 2009, provides information on overall functioning of the scheme and its impact on increase





of enrolment, attendance and retention of students in the primary and upper primary schools. The ACE Institute conducted the study in 2009 with the coverage of 4601 primary and upper primary schools in the 18 selected districts of Assam.

#### Objectives of the study:

The overall objective of the study is to assess the impact of the MDMS on increase of enrolment, attendance and retention rate of the children- particularly the disadvantaged children in the primary and upper primary schools of Assam. The other objectives are (i) to examine the status and availability of infrastructure of the schools undertaking the Mid-day Meal, (ii) to evaluate overall the functioning of the MDMS in selected schools.

#### Findings of the study

##### Operation and logistic of MDMS:

The study revealed that about 28 % schools served mid-day meals for less than 100 days, 24 % have served for 100- 124 days, 20 % for 125- 149 days, 13 % for 150 - 174 days, about 11 % schools have served MDM for 175-224 days. Only less than 1 % (19 schools) have served mid-day meal for 225- 254 days.

Though clear guidelines were given to the schools to display weekly menu, the study found that only about 24 % schools observed the guidelines.

The investigators of the survey find in about 30 % schools where Dal+vegetable+rice combined meals were prepared and served in 25 % schools prepared khichri. Payas, pulao, biriyani etc. had not been found favourable item in many schools. Moreover, it is to be mentioned that about 34 % schools could not produce their menu on the day of investigators' visit. Variation in menu is comparatively less- it is about 22 % only.

89 % cooks were found to be female. The caste composition of the cooks consists of SC-13%, ST-18%, OBC-27%, Muslim-17%, Tea Tribe-4% and Others -21%. It is observed that the cooks were appointed from the localities of the schools for which the caste of the cooks was mostly the same as that of the local population.

Helpers were mostly females. 58 % female helpers were appointed against only 4 % of male helpers.

About 82 % cooks received payment regularly against about 15 who received partly. On the other hand only 50 % helpers received payment regularly as well as partly. About 38 % schools have no helpers appointed.

About 85 % schools have utensils for cooking MDM and 47 % schools have storage facility in kitchen sheds. However 14 % used teacher's house, 4 % use fair price shops and 23 % use class rooms as store for keeping food grains.

Most of the schools (94 %) use firewood as fuel for cooking MDM against 5 % schools use LPG and 1 % use kerosene and other fuel.

About 71 % schools are found to have source of drinking water in the premises of the school. About 69 % use hand pump water, 4 % tap water, 9 % ring well water, 3 % pond water. Other schools use other source of water. It is also observed that about 57 % schools have water filter.



With regard to involvement of teachers in cooking process, the study finds that 68 % teachers participated in cooking process of MDM.

Regarding nutritional aspects, hygienic and good practices as well as management of hazard and wastage, the study finds some interesting results. Masur dal (48 %) and mixed dal (43 %) are two types of dal which are used mostly in MDM. About 77 % school use leafy vegetable in the MDM served in the schools. For taking meals, about 79 % schools used stainless steel plates, about 8 % used aluminum plates, about 6 % plastic plates and about 6 % used disposable plates. Besides, 60 % schools use aluminum pots and 37 % schools use iron pots for cooking foods.

About 89 % schools maintained proper hygienic practices to have MDM and out of this in about 8 % schools the cooks and helpers used caps, masks and gloves etc. 82 % schools washed vegetables thoroughly before cooking. Also 86 % schools trained children on hygienic and cleanliness issues.

It is found that about 88 % schools maintained cleanliness in dress, dish, hands and mouth. 86 % schools regularly inspect students' nails cutting, about 49 % schools conduct prayer before taking meal.

The study observed that 50 % schools took precautionary measures against fire, 50 % schools took measures against food poisoning, about 54 % schools took measures against food spoilage and about 56 % schools took measures against food wastage.

**Monitoring and transparency of the Scheme:**

The success of any programme depends on regular and effective monitoring. This study finds that in the year 2008, only 144 schools were monitored by DEEOs, 81 schools by DIs, 337 schools by BEEOs and 545 schools by SIs in all 18 selected districts. It is observed that the norms like nos of days for monitoring of schools etc, as suggested by the Government is not followed at any levels during the year.

Participation of Mother Groups and School Management Committees (SMC) are significant. These two groups participated in 75 % and 87 % respectively.

The study results observed that about 74 % SMC members were present at the meal serving time; about 64 % schools weigh rice in presence of SMC members, about 69 % schools conduct quality checking through Mothers' Groups members. The villagers of the locality of about 68 % schools were aware of purchasing food grains, quality and quantity of the food served.

**Maintenance of accounts & registers:**

With regard to maintenance of accounts and regularity in submission of utilisation certificates, this study finds that about 94 % schools maintained the accounts and registers and about 88 % submitted the utilization certificates regularly.

The schools offering mid-day meals have to send information with regard to lifting of rice and receipt of fund for cooking separately to the District Nodal Officer (DNO) and DEEO. The estimates of the study do not find better correspondence in this regard. Only 58 % schools observed this norm.

About 92 % schools maintained schools inspection registers and 72 % schools recorded the observation of the inspection in proper registers.



### Impact of the MDMS:

The study also investigated to find the impact of the mid-day meal scheme on increase of enrolment, attendance and retention of students at the schools. The results reveal that the respondents of about 68 % schools admitted increase in attendance, of 42 % schools respondents agreed in increase enrolment after introduction of mid-day meal at the schools.

*NB: Detail plan for 3<sup>rd</sup> party evaluation of MDMS is given under MME plan.*

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

The best practices adopted in implementation of MDMS are as follows:

- (1) Cleaning of dish, mouth and hands before eating food and washing hand after taking food.
- (2) Awareness about the hygienic and cleanliness practices.
- (3) Discipline and Eco-friendliness.
- (4) Prayer by students before meal.
- (5) Inspection of finger nail at regular interval.
- (6) Inspection of wastage / spillage / spoilage and taking steps by SMCs.
- (7) Precaution against fire & food poisoning.
- (8) Food & Nutrition teaching.
- (9) Development of Kitchen garden in the schools.

#### 2.17 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 instance/ information for unhygienic food served, children falling ill, sub-standard supplies, diversion/misuse of resource, social discrimination etc are received from field level. However, necessary instruction has been issued to the field level offices for taking safety measures to avoid recurrence of incident.

#### 2.18 System of Tasting of food by teachers and testing of food sample by any reputed labs.

Cooked food is tasted regularly by teachers/SMC members 30 minutes ahead of distribution to the children. It is proposed that, steps will be taken to test the quality of food in labs. Besides teacher's sensitisation programme on MDMS will be taken in convergence with teacher's training programme of SSA, Assam under AWP & B 2014-15.

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

Akshay Patra foundation, a reputed NGO has been taking the responsibility of serving hot cooked Mid Day Meal to 593 LP and UP Schools of Guwahati urban areas with effect from November, 2009.

No. of Schools covered:- 593 of Kamrup(M) & Kamrup district.

No. of Children covered:- 51894



Mechanism:-

The NGO has one central kitchen where meals are prepared. Hot cooked meal is packed school wise in big Tiffin carriers and delivered to concerned schools before 12 Noon by 30 delivery vans.

PRI (one PRI member is a member of SMC of his/her local school) is involved in monitoring of MDMS in schools. SMCs and Mothers Self Help Groups are fully involved in day-to-day maintenance and implementation of the MDMS.

2.20 Status of School Health Programme with special focus on provision of micronutrients, Vitamin-A, de-worming medicine, Iron and Folic acid, Zinc, distribution of spectacles to children with refractive error and recording of height, weight etc.

NRHM, in coordination with Education Department/SSA has been conducting School Health Programme in all schools of the state under Rastriya Bal Swastha Karyakram programme. Iron-folic acids and Vitamin –A are also supplied to schools under WIFS programme. Provision of micronutrients alongwith MDM food is being considered.

2.21 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.

The state Govt. had notified the formation of State, District & Block level Steering cum Monitoring Committee for over all monitoring of the implementation of Mid-day Meal programme. District Level Monitoring Committee headed by senior most MP of the district has been constituted and meeting of the committees is held to review the status of implementation of the programme. All 27 districts have held the meetings. The School Management Committee has already been constituted in schools inducting 75% parents' members of the state. SMC look after day-to-day implementation of the scheme with close co-ordination with teachers and along with Mothers Self Help Group.

Regarding the Development of Management Information System (MIS) with integration of interactive voice response system (IVRS), Deputy Commissioner, Nagaon cum DNO, MDMS has introduced the system in the district w.e.f October, 2013-14.

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

In order to monitor the implementation of Mid-Day Meal Schemes in true spirit, the Govt. of India has introduced MIS web Portal through which, all the required information of the schools will be collected.

School Management Committees (SMCs) are constituted in schools of the state in the light of RTE Act, 2009, which is playing an active role in the proper implementation of MDMS. Members of the SMCs are given training on various pertinent issues including MDMS.



Besides, steps have been taken to constitute dedicated cell of MDMS at State, District and Block levels inducting experienced and qualified staff. In this context, advertisement has already been published and process has been initiated

- 2.23 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.

District level Monitoring Committees meeting is held at district level. All districts have completed one round of meeting during current year. The following issues are mainly raised in the meeting-

- Quality of food and menu
- Construction of cooking shed
- Regular monitoring of schools by grass root level functionaries
- Relieving teacher from day-to-day implementation of MDMS.

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

The Director of Elementary Education, Assam and SNO, MDMs have issued instruction to the district level, Sub-divisional level and Block level officers to inspect at least 25% schools/ centres in every quarter. Most of the district level officers have inspected schools regularly. Target for school inspection has been fixed as below for DEEO, D.I. of schools, BEEO, S.I. of schools.

- DEEO will have to visit 15 schools in a month.
- D.I of schools will have to visit 20 schools in a month.
- BEEO will have to visit 25 schools in a month.
- SI of schools will have to 40 schools in a month.

70% of inspections have been completed. Most of the officers have submitted the finding of the inspection report in the review meeting of the MDMs and officers have been asked to take remedial measures in respect of poor performing schools immediately. Further officers from State Offices have also visited the schools time to time and action has been taken as per observation/report.

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

Last year, the Monitoring Institute submitted reports in respect of their visit to Golaghat, Jorhat & Lakhimpur districts. The faculties of Monitoring Institute have visited 40 schools in each district. Based on the report of Monitoring Institute, the District officials were asked to take remedial measures on the weak areas for proper implementation of the scheme.

This year, no such report from the Monitoring Institute has been received so far.



## 2.26 Details of the Contingency Plan to avoid any untoward incident.

To prevent untoward incidents the Bihar incident, the DNOs, MDMS cum Deputy Commissioners/Principal Secretaries (Autonomous Council) are instructed by the Govt vide letter no. PMA/MDM-Cell/62/2011/36, dtd 25<sup>th</sup> July,2013 to ensure having of a contingency plan at School, Block, Sub-Division and at the District Level to face any sort of incident that may occur in connection with MDM scheme. The contact numbers of important functionaries are to be displayed in school, visible to all to use at urgent/emergency moment.

### Detail contingency plan to avoid any untoward incident.

Taking lesson from the Bihar incident, the DNOs, MDMS cum Deputy Commissioners/Principal Secretaries (Autonomous Council) are instructed by the Govt vide letter No. PMA/MDM-Cell/62/2011/36, dtd 25<sup>th</sup> July,2013 to ensure having of a contingency plan at School, Block, Sub-Division as well as at the District levels to face any sort of untoward incident that may occur in connection with implementation of MDM scheme. The contact numbers of important functionaries are to be displayed in prominent place of the school to use at urgent/emergency incident.

#### i. *Contingency Plan for district :*

The important phone numbers of Deputy Commissioner, Additional Deputy Commissioner, District Civil Hospital, Ambulance service, DEEO, DMC are to be reflected on the wall of DEEO/ DMC office and Inspector of Schools office.

#### ii. *Contingency Plan for Block :*

The important phone numbers of Deputy Commissioner, Additional Deputy Commissioner, District Civil Hospital, Ambulance service, DEEO, DMC, BEEO, BMC, Public Health Centre are to be reflected on the wall of BEEO/ BMC office.

#### iii. *Contingency Plan for Schools :*

- The important phone numbers of Deputy Commissioner, Additional Deputy Commissioner, District Civil Hospital, Ambulance service, DEEO, DMC, BEEO, BMC, Public Health Centre, Headmaster of the school, SMC President are to be reflected on the wall of School.
- Schools should keep First-aid-Box with adequate medicines, bandage, detol, cotton etc.

Despite pre-caution, if any untoward incident happens the following steps are to be taken by District authority / school authority.

- ✓ If cooked food is found contaminated that may be buried under ground.
- ✓ Unusable rice may be destroyed in presence district administration.
- ✓ Always used agmarked oil, turmeric etc in cooking food.
- ✓ Cooked food must be tested by the teacher/ SMC member before 30 minutes ahead of distribution among the children.
- ✓ Phone No. of nearest Primary Health Centre, Hospital, DMC, DEEO, BDO, Fire Station, Ambulance Service are to be printed in wall of the veranda.
- ✓ Fast aid training need to be important to the teacher & SMC members.
- ✓ Fire extinguisher shall be installed in the school.

In this regard, advisory from the Govt will be issued to District Administration, district and block officials of Education Department and School authority for strict compliance.



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

A Grievance Redressal cell has been formed vide letter No. EPM/14/2011/5 dtd. 8/4/2011 in the Directorate of Elementary Education, Assam in order to dispose off the complained received in respect of implementation of Mid Day Meal scheme. Altogether 12 complaints have been received by the Directorate. The field level officers have been asked for making enquiry into the complaints. A toll free contact centre is set up at SSA State office, through which 47 complaints /grievances are received so far. Complaints are referred to the concerned district officials to enquire into the matter with competent authority and to take actions deemed appropriate.

2.28 Awareness Generation / Media campaign, if any.

Various steps are taken for awareness generation on MDM in the state. Hoardings on MDMS as IEC were installed in prominent places of district headquarters. Arrangement has also been made for fixing / fitting MDM logo in all schools of the state. MDM Calendars having information with regard to the scheme and role and responsibilities of stakeholders are also provided to schools and offices of Education Department. In SMC training, issues related to MDM are also shared. Detail plan of activities may be seen in the plan under MME head.

2.29 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.

Impact of MDM scheme is found to be wide and varied. The impact of the Scheme has been considerably significant with regard to enrolment and retention of children in school. The food provided in school has given physical and mental strength to the children for study and created a joyful atmosphere in class rooms.

So far as the implementation of MDMS in the state is concerned, the areas of strength and weakness may be mentioned as below.

**Strength:-**

1. Absence of social and caste prejudice
2. Awareness of parents/ guardians.
3. Adequate budget provision.
4. Incorporation of hand wash, bathing, regimes in the cultural mores.

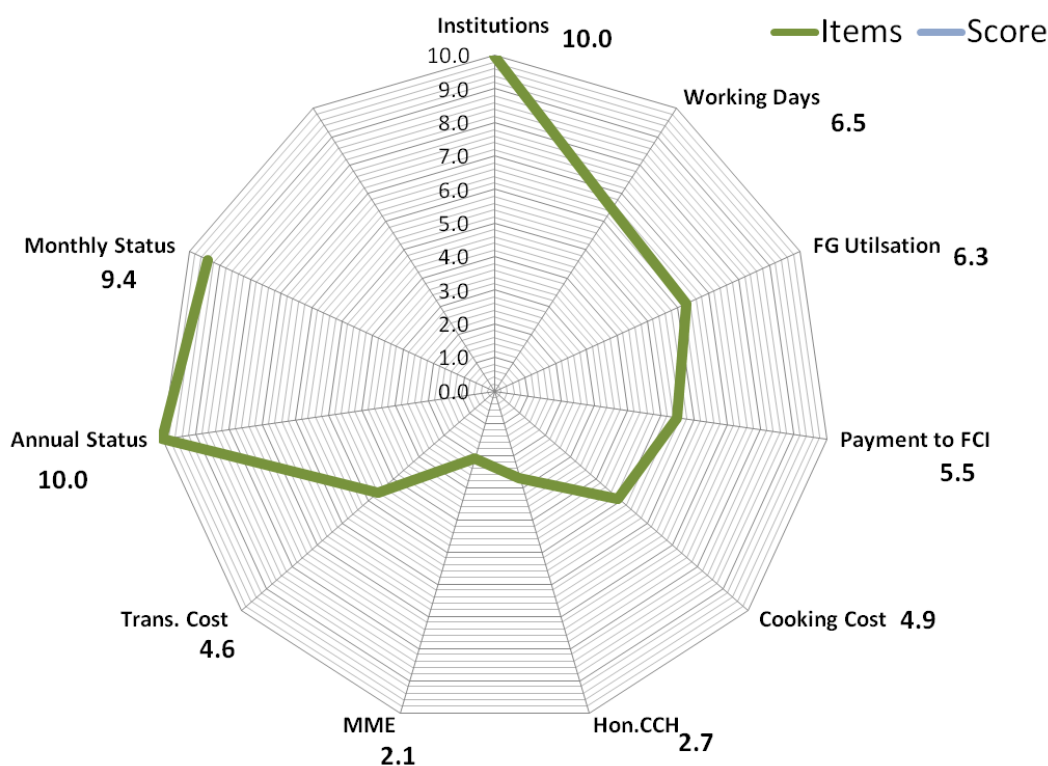
**Weakness:-**

1. Shortage of field staff for monitoring and supervision.
2. Lack of knowledge of Accounts on the part of SMC.
3. Computerization of data to monitors all aspect of MDM scheme.
4. Delays in fund flow.



**Status of achievement till 3<sup>rd</sup> quarter of 2013-14 against major components of MDMs as per 10 point scale :**

<b>Achievement till Q3 under AWP &amp; B,2013-14 against major indicators of MDMS</b>				
Indicators	Approval under AWP & B,2013-14	Coverage / Lifting / Released	% of achievement	Score in 10 point scale
No of Institution	56327	56327	100	10.0
Enrolment	4993876	4522806	91	9.1
No of days	430	279	65	6.5
Foodgrains	114760	72041.354	63	6.3
Cost of foodgrains	6574.3	3612.46	55	5.5
Cooking cost	38058.97	18590.99	49	4.9
Honorarium to CCH	11552.9	3104.59	27	2.7
Transportation cost	1582.49	735.63	46	4.6
MME	951.12	195.71	21	2.1



**Score Card**





## **Strategies to improve performance in respect to under performing districts**

### **1. Under performance district in respect of lifting of foodgrains:**

The following districts have identified as under performing with respect to lifting of foodgrains (below 60%) upto 3<sup>rd</sup> quarter against annual allocation:-

Sl No.	District	Percentage of lifting upto 3 <sup>rd</sup> quarter, 2013-14	
		Lower Primary	Upper Primary
1	Nagaon	27.8 %	29.9 %
2	Tinsukia	38.8 %	31.1 %
3	Dima Hasao	55.4 %	55.2 %
4	Hailakandi	52.0 %	49.4 %
5	Cachar	61.1 %	48.1 %

### **2. Under performing district in respect of number of days served Mid-Day Meal below state average LP :138 UP :148**

Sl No.	District	Number of days served up to 3 <sup>rd</sup> quarter, 2013-14	
		Lower Primary	Upper Primary
1	Nagaon	90	106
2	Tinsukia	115	130
3	Dima Hasao	130	120
4	Cachar	120	140
5	Bongaigaon	120	135

Following steps are proposed to be taken to improve the performance:

- (i) Review meeting will be conducted with the Deputy Commissioner / Principal Secretary at State Level in each quarter to resolve the problems/bottlenecks.
- (ii) Meeting will be conducted in the months of April & October with field officials of concerned districts to discuss issues. Strict direction will be given to improve performance.
- (iii) Inspection from State as well as District levels will be strengthened and stern & exemplary action will be taken against erring functionaries/school authority.

## **Strategies to ensure timely release of fund:**

Smooth implementation of Mid-Day Meal Scheme is fully dependent on timely release of fund to the SMCs. In fact, delay in release of fund at different levels has been observed during the current year, which needs to be addressed.



Following activities are proposed to be carried out in order to ensure timely release of funds:

- Constant effort of follow up from the implementing Department will be made in order to reduce the lag in release of ceiling by Finance Department, Govt. of Assam. If required, meeting with officials concerned will be organised to ensure timely sanction and release of fund by the Finance Department.
- Cooking Cost & Honorarium to Cook-cum-Helper will be released to the SMCs directly through e-transfer w.e.f 1<sup>st</sup> April, 2014. The SMCs will release the same through a/c payee cheque based on their attendance.
- Specific time frames will be given to respective levels viz, State, District & SMCs to release the fund from date of receipt from the implementing Department/ Finance Department.
- For release of fund (Central & State Share) from state exchequer to SNO, monitoring at the highest level, i.e. by Chief Minister, Minister Education, and Chief Secretary / Additional Chief Secretary will be undertaken regularly.

Receipt and release of fund will be reviewed every month and steps will be taken as per need.

### **Convergence activities with line Departments :**

State has already initiated steps to develop Kitchen Garden in schools in co-ordination with Department of Agriculture and Horticulture, Govt of Assam. It is expected that Kitchen Garden would be developed in all schools availing MDM through active involvement of SMCs and Mothers Groups.

Regarding Rastriya Bal Swastha Karyakram, Department of Education has closely involved in implementation of the programme. Convergence NRHM has already been initiated, The State Programme Officer (IE) and State Programme Officer (CM) of SSA are the Nodal Officer of RBSK. Nodal Teachers from each school have been trained in WIFS to ensure that all children are benefited from the schemes like RBSK, WIFS, Vitamin-A supply etc.

Convergence meeting will also organised with Social Welfare and Labour Department to ensure coverage of all children especially working child and Children with Special Need.

Regular meeting with PHE Department will also be organised to ensure safe drinking water in all schools.

In this connection, a working group with the functionaries of Health/NRHM, Social Welfare, Labour, Agriculture, Horticulture, Food and Civil Supplies and PHE Departments will be formed to monitor and carry forward convergence activities.



## A. Action taken note on State commitment in PAB-MDM Meeting, 2013-14

Point 1: Delay in the release of funds to schools:

State's commitment	Action Taken/Status
State Govt. is finalizing the modalities for reducing the time lag in releasing funds to schools	<p>The State Govt. has issued notification on guidelines for revamping Mid-Day Meal Scheme</p> <p>(i) The State Cabinet has approved that at the beginning of the Financial Year, the State Finance Department will release advance payment of both Central and State Share to the Education Department to be adjusted upon receipt of fund from Central Govt. and State Govt. against Central Share &amp; State Share respectively. Sanctioning power delegated to the Administrative Department. However, delegation of Financial Power is awaited.</p> <p>(ii) Education Department in turn will release the fund for cost of food grains to concerned Deputy Commissioners &amp; Principal Secretaries of Autonomous Councils.</p> <p>Cooking cost and Honorarium to cook-cum-helper would be released to the SMC directly through SSA, Assam</p>

Point 2: Low coverage of children in Tinsukia, Dima Hasao, Bongaigaon, Nagaon and Goalpara districts:

State's commitment	Action Taken/Status
Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Deptt. assured to look into the downward trend.	All the field level officers of Tinsukia, Dima Hasao, Bongaigaon, Nagaon, Goalpara and Morigaon districts have been called for a review meeting held at Guwahati on 12 <sup>th</sup> July, 2013 wherein issues of low coverage were discussed and resolution was taken to overcome the hurdles.

Point 3: E-payment to cook-cum-helpers:

State's commitment	Action Taken/Status
Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Department assured that e-payment system would be developed and introduced in the timely payment to cook-cum-helper.	Process for e-payment system has been developed and will be introduced w.e.f 1 <sup>st</sup> April, 2014. Fund for honorarium to cook-cum-helper will be transferred directly to SMC account. All cooks-cum-helpers have been asked to open bank account whereby they would be paid through a/c payee cheque as per then attendance.



## B. Action taken note on the observation of 5<sup>th</sup> JRM on MDMS

Sl	Observation of JRM	Action taken/Status
1	A dedicated mid-day meal cell may be set up at State, District and block level with clear roles and responsibilities. The monitoring mechanism at all the levels, especially at the district and below, needs to be strengthened. There is a strong need to create an accountable monitoring mechanism to look into the implementation aspects of the scheme. The chart here below show the districts where the data entry work for the MDMS portal is poor and needs to be stepped up urgently.	The process of setting up dedicated MDM cell at state, district and block level is in progress and it will be functioning from 1 <sup>st</sup> March, 2014. Advertisement has been issued.  Regarding data feeding in MIS portal, 98 % completed against Annual data while 92 % completed against Monthly data till 31 <sup>st</sup> December, 2013. It is expected to complete 100% data entry within 15 <sup>th</sup> of February, 2014.
2	The SMCs should be actively involved in the implementation of MDM. MDM should be made a compulsory agenda and records for the same should be maintained to ensure the smooth running of the scheme.	SMCs are fully involved in implementation of Mid-Day Meal Scheme. Cooking cost, Honorarium to cook-cum-helper are released to the SMC's bank account. SMCs are entrusted with responsibility for day-to-day management of the MDMS at school level. The SMC is involved in deciding weekly menu, engagement of cooks-cum-helpers, and overall supervision of the scheme.
3	The State Govt. should engage adequate number of cook-cum-helpers in the schools as per norms. It is also recommended that separate accounts should be opened for the cook-cum-helpers in nearest bank branch and the honorarium (including State share) should be paid on monthly basis.	Adequate numbers (115639) of cook-cum-helpers are engaged in schools for cooking of Mid-Day Meal as per norms. Opening of separate bank accounts for cook-cum-helper is expected to complete by 15 <sup>th</sup> March, 2014.
4	Proper and hygienic kitchen sheds, pre preparation, cleaning and storage area should be developed on a priority basis, in order to avoid any food borne illness due to contamination from the surroundings. Food hygiene should be maintained by avoiding contaminated food/raw ingredients. All the major ingredients including cooking oil, spices etc. should be Agmark certified.	The field level officers are instructed to ensure proper hygienic environment in preparation, cooking and distribution of Mid-Day Meal among the children. Training to Cook-cum-helpers is given through IHM, Akshay Patra Foundation regarding hygiene, fire safety. Instructions regarding use of packed, Agmark certified products have been widely circulated through newspapers etc. Instruction is given to DNOs (MDMS) and DEEOs, in this regard.  The design of Kitchen shed had been modified as per MHRD advisory to ensure convenient and segregated areas for preparation, storage, cooking, washing, serving, proper lighting and ventilation.



Sl	Observation of JRM	Action taken/Status
5	Food should be cooked in clean utensils with clean water and in a clean environment cooked food should be kept covered and serve to the students in a hygienic condition.	Field level officers have been asked to look after the implementation of cooked Mid-Day Meal & ensure that food is cooked with clean utensils, clean water in a clean environment. SMC is also closely involved in ensuring this.
6	The staff involved in food preparation should maintain good personal hygiene. They should use clean head gear and apron.	The cook-cum-helpers are instructed to maintain good personal hygiene and should use clean head gear and apron. Process initiated to provide apron and hat as per approval of AWP & B, 2013-14.
7	The meals should be made more nutrient dense and nutritionally balanced and include higher amounts of non-tuber vegetables, especially the green leafy ones, to overcome deficiencies.	Field level officers have been issued instruction to ensure maintenance of nutritionally balanced green leafy vegetables in daily food menu. MDM menus have been published through MDM calendar provided to each school. Kitchen gardens also promoted.
8	To improve their nutritional status, the malnourished children should be identified by periodical health checkups, dewormed and be given special care during MDM.	The Mission Director, NRHM, Assam has already been requested to conduct proper health check-ups and distribute Vitamin-A, Iron & Folic Acid & de-worming tablets to all the children reading in elementary schools. NRHM has taken steps in this regard through RBSK.
9	Convergence with MGNREGS for maintenance of school kitchen gardens could be sought for all schools across the state. Kitchen gardens or green squares can be introduced using the waste water from kitchen and hand washing of children.	Steps are taken to promote Kitchen Garden in schools in co-ordination with Agriculture and Horticulture Departments.
10	The State Government may also install/convert chulhas into smokeless chulhas to combat the problem. Alternate method of fuel like solar cooker may be explored. Gas based cooking may also be started in a phased manner.	Gas based cooking has been started in some urban schools where cylinders are easily available. Other feasible alternatives will also be explored by the Department.
11	In the absence of dining hall facilities, wherever classroom/verandas are in use for dining, proper cleanliness needs to be maintained.	Instructions have been given to all DEEOs in this regard and to ensure cleanliness of the verandas.
12	Use of weighing balance and proper weightments and measurements is recommended for weighing raw ingredients so that children receive prescribed amounts of nutrients.	Proposal has been prepared for provisioning of weighing instruments to schools under AWP & B, 2014-15



SI	Observation of JRM	Action taken/Status
13	Better convergence with the School Health program is essential to overcome malnourishment. There is a need for the regular health monitoring. Vitamin A, Iron and Folic Acid supplements and deworming tablets should be provided on a regular basis to the schools. Further, proper instructions regarding their dosage should be given to the teachers. Health cards, with duly filled record of each child need to be maintained and updated regularly in all the schools.	NRHM, Assam is providing Vitamin-A, Iron & Folic Acid & de-worming tablets to all the children reading in elementary schools.  Awareness regarding school health programme, balance diet, hygiene etc is being promoted through IEC activities via radio, television, newspaper etc.
14	Health and Nutrition Education programmes for students, parents and teachers should be arranged on regular basis.	NRHM, Assam is taking necessary action for School Health Programme arranging health check-ups among students, parents and teachers on regular basis.
15	Installation of Mass Handwashing with Soap facility as being demonstrated in 100 schools of Rani and Rampur Blocks of Kamrup (R), be scaled up to all Government schools through MDM and/or SMC funds in a phased manner. This will ensure all children wash their hands with soap before eating mid-day meals.	Proposal is placed separately hereunder.
16	Centralized kitchens must follow the principles of HACCP (Hazard Analysis Critical Control Point) to ensure that compromised quality food products are not prepared and food related hazards do not occur.	Instruction has been issued to Akshaya Patra Foundation to maintain the principle of HACCP (Hazard Analysis Critical Control Point) to ensure that compromised quality food products are not prepared and food related hazards do not occur. Food Safety Officers are regularly monitoring the quality of food product to ensure that safe food is being provided to the children.
17	The primary (bulk) containers should be sterilized before packing food. This would minimize the risk of food infection outbreaks of food borne illness.	Akshaya Patra Foundation has been asked to use sterilized containers for packing food. This would minimize the risk of food infection outbreaks of food borne illness.
18	Empty gunny bags available in the schools as well as NGOs may be sold and used for other expenditure related to MDMS like purchase of eating plates for the children etc.	Instruction has been issued to field level officers for taking necessary action in this regard.
19	It is recommended that the Schools should be notified about the revision of cooking cost i.e. Rs. 3.34 for Primary and Rs. 5.00 for Upper Primary from 1st July, 2013. Further NCLP Schools should be provided cooking cost and food grains as per Upper Primary norms.	All the field level officers and school authorities have been informed about the revision of cooking cost i.e. Rs. 3.34 for Primary and Rs. 5.00 from Upper Primary from 1st July, 2013. Further NCLP Schools is provided cooking cost and food grains as per Upper Primary norms.



SI	Observation of JRM	Action taken/Status
20	Separate accounts should be opened for MDMS. It is also recommended that the heads under which money has been released should be clearly mentioned so as to avoid confusion at the school level.	Instructions have been issued for opening of separate bank accounts for MDM at SMC level as well as at district level. Process is almost completed.
21	The Grievance Redressal mechanism up to grass root levels may be set up and a toll free number should be displayed at a prominent place in the schools in order to address the genuine complaints of all stakeholders etc., and to make the scheme more responsive to the stakeholders.	Grievance Redressal Cell has been set up at the Directorate of Elementary Education and the toll free number is 1800-345-3525 is operationalised at SSA, Assam. The Toll Free Number has been widely published through newspapers by SSA, Assam. 47 complaints regarding MDM as received have been enquired and redressed.

### **C. Proposal for requirement of fund and foodgrains:**

Foodgrains (Rice) is provided at the rate of 100 grams per child per day in LP and 150 grams per child per day in UP & NCLP schools. 72041.354 MT of foodgrains are lifted to schools till 3<sup>rd</sup> quarter against 116360.100 MT approved by Govt. of India under AWP & B, 2013-14. For the year 2014-15, an amount of Rs. 6359.18 lakh for 112551.827 MT of foodgrains will be required as cost of foodgrains @ Rs. 5640/- MT to provide MDM in schools ( 210 days for LP & 220 days for UP & NCLP).

Stage	Average number of children to be covered	Rice (in MT)	Requirement of fund (in lakh)
Lower Primary	3074194	64558.074	3647.53
Upper Primary & NCLP	1448612	47993.753	2711.65
<b>Total</b>	<b>4522806</b>	<b>112551.827</b>	<b>6359.18</b>

### **D. Proposal for requirement of cooking cost :**

Cooking cost is provided for procurement of pulses, vegetables, oils and fats, salt and condiments and fuel through SMCs. SMCs procure these materials through local shopping. In Assam, mostly fire wood is used as fuel for cooking of the meal. In urban areas, 538 nos of schools are also using LPG to cook the meal.

Cooking cost is presently released through DNOs to SMCs. However, preparations have been made to release Cooking Cost directly to SMCs from SNO through e-transfer with effect from 1<sup>st</sup> April, 2014 to reduce to time at intermediary levels

The members of the State Steering cum Monitoring Committee have suggested that the rate of cooking cost against LP & UP should be same as the cost of fuel, ingredient etc. used for



cooking of Mid-day Meal is almost same for the children of both the levels. Govt. of India may consider to raise the cooking cost of LP level to make it at par with UP level.

Total amount proposed against cooking cost is Rs. 40293.55 Lakh. Details at table below---

Stage	Average number of children to be covered	Rate (Rs.)	Amount (lakh)
Lower Primary	3074194	3.58 per child per day for 210 days	23111.79
Upper Primary & NCLP	1448612	5.37 per child per day for 220 days for UP and 312 days for NCLP	17181.77
<b>Total</b>	<b>4522806</b>		<b>40293.56</b>

#### E. Proposal for requirement of Transportation cost :

Transportation cost is calculated on the basis of PDS rate i.e, Rs. 136/- per quintal for lifting of rice from FCI godown to schools. Requirement for the year 2014-15 is shown in the under mentioned table:

Stage	Rice (in MT)	Requirement of fund (in lakh)
Lower Primary	64558.074	877.99
Upper Primary & NCLP	47993.753	652.71
<b>Total</b>	<b>112551.827</b>	<b>1530.70</b>

However, since the transportation cost and commission for lifting agencies under PDS has been tendered under National Food Security Act, 2013, since MDM also comes under the purview of NFSA to maintain parity, transportation cost proposal may have to be modified. Once tender is finalized and commission proposal may also be submitted.

#### F. Proposal for honorarium to Cook-cum-Helper :

115639 nos of Cook-cum-helper (CCHs) are engaged by School Management Committees under AWP & B,2013-14. These CCHs are provided with an amount of Rs. 1000/- per CCH per month for 10 months as honorarium.

Under AWP & B,2014-15, 122724 nos of CCHs are proposed to be engaged by SMCs as per the norms and total requirement of fund will of Rs. 12272.40 lakh

It is also proposed to conduct training of these CCHs in cascade mode under AWP & B,2014-15 ( Detail plan of activity may be seen under MME component's plan)

Stage	Cook-Cum-Helper	Requirement of fund (in lakh)
Lower Primary	90085	9008.50
Upper Primary & NCLP	32639	3263.90
<b>Total</b>	<b>122724</b>	<b>12272.40</b>



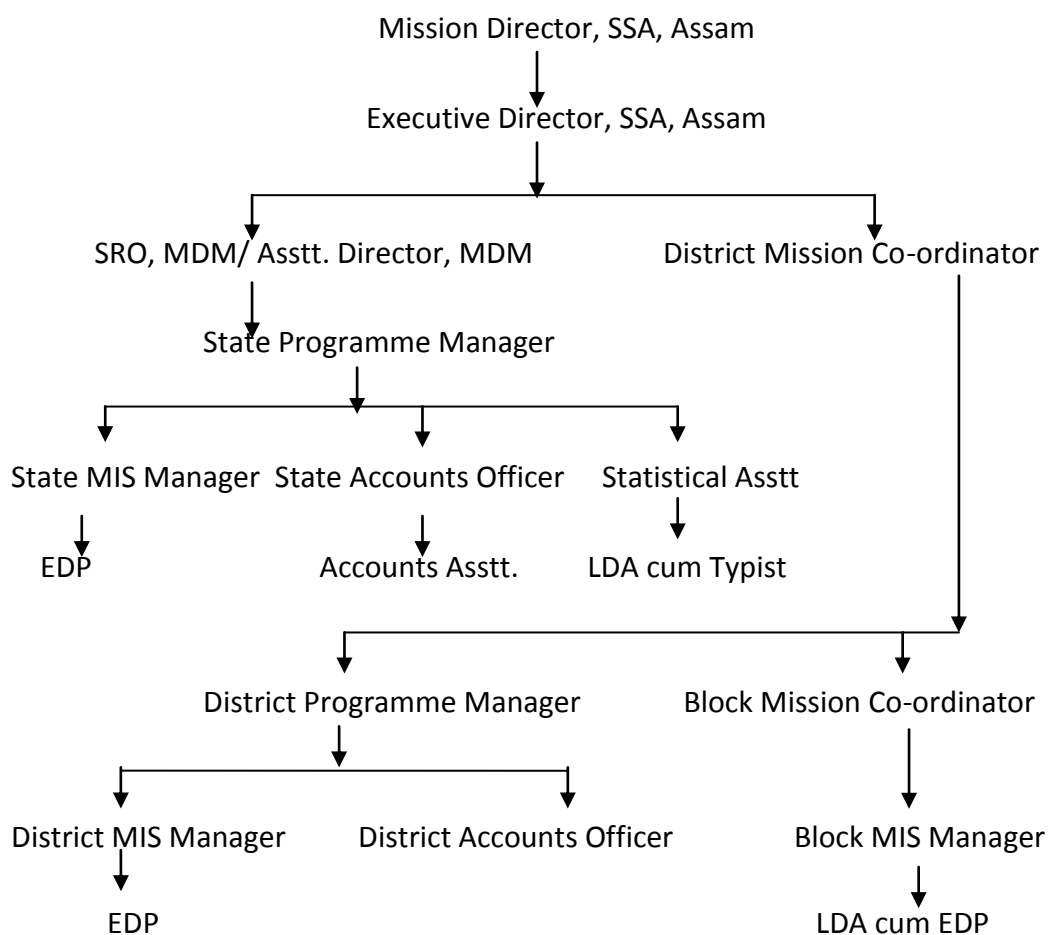
## G. Engagement of Mothers Self Help Group:

As per Govt. notification, the State Govt. has decided to implement Mid-Day Meal Scheme through a 10 members Mother Self Help Group of the School at school level w.e.f 1<sup>st</sup> April,2014. The Govt. has decided to pay Rs.10,000/- per annum as a token of appreciation to the Self Help Group. The total requirement of fund will be of Rs.5801.70 lakh. The amount is required to be reflected in the State Budget of 2014-15 as State scheme.

## H. Plan under Management, Monitoring and Evaluation (MME) for 2014-15

1. **Setting up of Management Structure & Capacity building up of staff.** : The State Government has decided to implement MDMS through Sarva Siksha Abhiyan, Assam with dedicated MDMS cells and experienced as well as qualified staff w.e.f 1<sup>st</sup> January,2014. Accordingly, process has been initiated to engage staff (411) in the MDMS cells viz., State, District and Block levels and the process will be completed very soon. This pool of manpower will mainly be utilized for management, monitoring and maintaining and updating of all records related to MDMS. All staffs/functionaries of the cells will be given training with regard to their roles and responsibilities and will also be provided with furniture and computers/laptop to carry out activities in prompt manner.

### Organogram of dedicated Mid-Day Meal Cell





## Staff pattern :

### State level

Position	Numbers
State Programme Manager	1
State MIS Manager	1
Accounts Officer	1
Accounts Assistant	1
Statistical Assistant	2
LDA cum Typist	2
Electronic Data Processor	5
<b>Total</b>	<b>13</b>

### District level

Position (one each of the districts)	Numbers
District Programme Manager	27
District MIS Manager	27
Accounts Officer	27
Electronic Data Processor	27
<b>Total</b>	<b>108</b>

### Block level

Position (one each of the blocks)	Numbers
Block MIS Manager	145
LDA cum EDP	145
<b>Total</b>	<b>290</b>

## Capacity building activities for newly engaged staffs under MDMS :

**Activity -1 :** 5-day Induction training for 1<sup>st</sup> phase of appointee (State Programme Manager, State Accounts Officer, District Programme Manager, District Accounts Officer, District MIS Co-ordinator, Statistical Assistance, Block MIS Manager)

**Time-line :** 17<sup>th</sup> -21<sup>st</sup> March,2014;

**Total Participants :** 225

**Methodology :** Training will be given through the Resource Persons of relevant fields; 1<sup>st</sup> day training will be for general discussion and review of activities in presence of ADCs/DMCs of all concerned districts. Next 2 days will be utilized for training on functional areas, office procedure etc and training will be given component wise separately. Last 2 days will be utilised to strategize activities district-wise in the light of AWP & B, 2014-15. Module of the training will be developed at State by 15<sup>th</sup> March, 2014.

**Activity-2 :** 2-day district level Orientation training of District & Block levels staff (other than those received induction training) on MDMS as well as their roles and responsibilities will be organized by April,2013.

**Activity-3:** Refresher training for selected functionaries will be organized in the month of October, 2014 as per need. Training will be done at State level. Selected staff will also be given inter-intra state exposure visit to have first hand experiences.



2. **Mid-day-Meal Calendar in schools** : Calendar having menu chart, roles and responsibilities of teachers, SMCs, MGs, photographs of various success stories, best practices, ingredients to use with MDM, information related to fund and food grains against children etc is provided to schools as IEC. Calendar is proposed to provide each schools/centre availing MDMS in the state. Calendar for the financial year 2014-15 (April,2014-March,2015) will be given from the fund provisioned under AWP & B,2013-14. Hence, fund to be provisioned under AWP & B, 2014-15 will be utilized to provide calendar for the financial year 2015-16.

**Time line of the activities :**

- Designing the calendar : By July,2014
  - Tendering Process : By September,2014
  - Work order and Completion of the work : October-November,2014
  - Receiving Calendar from the agencies : By November,2015.
  - Distribution to School levels : By 31<sup>st</sup> December, 2014.
3. **Training and materials support to Cook cum Helpers (CCH)** : Cook-cum-helpers engaged by SMCs under MDMS will be given training on best practices, hygiene aspects, nutrition value, quality control, menu chart etc this year in with the help of reputed NGOs/Institution like Indian Institute of Hotel Management, Indian Institute of Management. Training will be given phase-manner within the year. Besides, cook-cum-helper will also be provided with apron and hat to maintain hygiene while cooking and serving meals.

**Training Schedule :**

- **Total Participants** : 122724
- **Methodology, Time line and Training Module:**
  - (a) Training will be done in Cascade mode. A group of 500 Master trainers amongst the CCHs of all districts will be developed by giving training through reputed Institution/Organization at State level. Master trainers will be brought from the district proportionately as per the strength of CCHs of the concerned district. Training of the Master Trainers will be completed by June,2014.
  - (b) Training of CCHs will be organized at respective education block. It will be a 2-day non-residential training, to be given by the Master Trainers. The 1<sup>st</sup> phase of the training will be completed by October,2014 (target : 70000) and the nest phase will be completed by February,2015 (Target : 52224).
  - (c) Training module will be developed in consultation with the organization to be involved in the Master Trainers training programme and RPs.



Sl.No	Name of District	Total number of Cook-cum-Helper (LP+UP) proposed	Master Trainers
1	2	3	4
1	Barpeta	6593	20
2	Baska	5286	18
3	Bongaigaon	2975	17
4	Cachar	5859	20
5	Chirang	2600	16
6	Darrang	3006	17
7	Dhemaji	3895	18
8	Dhubri	7542	20
9	Dibrugarh	4319	18
10	Goalpara	5291	20
11	Golaghat	3810	18
12	Hailakandi	4302	18
13	Jorhat	4278	20
14	Kamrup ( M)	1521	14
15	Kamrup (R)	5614	20
16	Karimganj	4671	20
17	Kokrajhar	4876	20
18	Lakhimpur	5485	20
19	Morigaon	4023	18
20	Nagaon	9456	20
21	Nalbari	3134	17
22	Sivasagar	4799	20
23	Sonitpur	5873	20
24	Tinsukia	3859	18
25	Udalguri	3353	18
26	Karbi Anglong	4560	20
27	Dima Hasao	1744	15
Total		122724	500

**(d) Social Audit in schools :** Social Audit has already been initiated in the state covering more than 14000 elementary schools mainly focusing on various school development activities as per RTE Act,2009. Social Audit process has planned to conduct in 10,000 schools/centre during the year mainly focusing on implementation of MDMS.

**Objectives of the activity :**

- To uphold transparency, accountability and participation of community in implementation of MDMS.
- Providing an opportunity to the community to scrutinize the programme.
- To ensure that works are as per done as per norms and errors are rectified, if any during implementation of the activity.
- To maintain a cordial relation between community and school.



#### How Social Audit will be conducted:

- A social Audit team will be constituted at respective school.  
**Composition of the team :**  
**Chairman :** Retired personnel preferably teacher/ Senior Citizen  
**Members :**
  - ❖ Representative from local Voluntary organisation (Youth Club/ Mahila Samitee/SHG)
  - ❖ Representative from parents of students of the school, preferably women
  - ❖ Local educated youth having expertise in accounts
  - ❖ Representative from SMC
- One of the members of the team will be designated as Co-ordinator. The Co-ordinator of the Social Audit team will be given training at district level.
- District SSA officials will also given orientation at state level.
- Guideline and Tool of the Social Audit process will be developed in a workshop to be held at SMO.

#### **Time line :**

<b>Activity</b>	<b>Time frame</b>
Workshop for development of Tools	May,2014
Orientation of District officials (one per district)	June,2014
Training of Co-ordinators of Social Audit Team	June-July,2014
Social Audit in Schools	August-October,2014
Analysis of finding and reporting	By December,2014

(e) **Exposure visit and award to best performing school wrt MDMS** : Inter-district/ inter-state exposure visit will be arranged for selected members of SMCs/MGs to have first hand experiences of best practices in and outside the state. Besides, best performing schools will be identified and will be given award to recognize their honest effort. Activity will be done in the month of January-February,2015.

(f) **Providing Storage Bins to selected schools** : Storage Bins is proposed to provide 20000 schools having high enrolment as a 1<sup>st</sup> phase to store rice, dal etc safely and hygienically.

#### Time line of the activities :

- Tendering Process : By June,2014
- Work order and Completion of the work : July-Sept,2014
- Distribution to School levels : By November,2014.



(g) **Awareness and publicity campaign** : Awareness and publicity campaign will be conducted through different media like radio, television and mobile theatre. A documentary on best practices will be developed to use as resource materials in various meeting/campaign.

**Activity schedule** :

<b>Activity</b>	<b>Time line</b>	<b>Methodology</b>
Radio and TV jingles on various information on MDMS, roles of SMCs, SHGs, all stakeholders	July-December,2014	Expert agency will be engaged to produce the jingles; will be telecasted/broadcasted through AIR, DDK, Private TV Channels
Publicity campaign through mobile theatre group	August,2014-February,2015	Video quickie/ dance drama will be shown through popular mobile theatre group.
Campaign through Directorate of Field Publicity (DFP)	August,2014-March,2015	In collaboration with DFP, MDM campaign will be done in pocket areas
Publicity campaign through IEC	June,2014-January,2015	IEC in the form of leaflet, pamphlet, poster will be developed and distributed to public in public gathering, meeting etc
Street play on MDMS through reputed NGOs/organization	October,2014 and January,2015	Reputed organization will be engaged to conduct street play and public mobilization meeting in pocket areas.

(h) **Third Party Evaluation** : Third party evaluation of MDMS in Assam will be carried out to strengthen service delivery as well as to re-visit guideline/policies with regard to implementation of the scheme. All the study will be completed by December, 2014.

Areas of study :

- Impact of MDMS in elementary education with a special reference to the schools of Minority, Tea Garden, ST & SC dominated areas.
- Support of MDMS for growth and development of children at elementary stage-an impact study.
- A study on policy and practices of MDMS and suggestive measures to improve overall performance of the scheme.



## Financial break-up of MME plan activities

Sl.	Activity	Estimated cost
A	<b>School level Expenditure :</b>	
	1. Providing 3 Registers per schools for keeping records @ Rs. 60/- per Reg. to balance 56327 Schools. i. One for keeping record of foodgrains ii. One for keeping attendance of student. iii. One for keeping record of cooking cost	Rs.104.43 lakh
	2. Mid-Day Meal Calendar – 116034 copies with delivery at block offices @ Rs.100 per calendar	Rs.60.00 lakh
	3. Campaign through audio–visual: Documentary film on implementation of MDM for 15 minutes. Campaign through radio, television and theatre. Campaign through posters.	Rs.80.00 lakh
	4. Training of Cook-cum-helper : Organizing 1 day training programme for cook-cum-helper engaged under MDM Scheme.	Rs.202.48 lakh
	5. Sets of Apron & hat for cook-cum-helper engaged in Mid-Day Meal Scheme	Rs.184.00 lakh
	6. Administrative cost for purchase of Hand washing soap @ Rs.150 for 56327 schools	Rs.87.02 lakh
	7. Exposure Visit	Rs.20.00 lakh
	8. Social Audit	Rs.100.00 lakh
	9. Best performing schools in MDMS	Rs.2.70 lakh
	10. Providing Storage Bins to 20000 schools (1 <sup>st</sup> phase)	Rs.200.00 lakh
	<b>Sub Total of School level expenditure (A)</b>	<b>Rs.990.63 lakh</b>
B.	<b>Management, Supervision/ Training /External / Internal Monitoring Evaluation</b>	
	1. Remuneration of MDM staff & Resource Person	Rs. 800.00 lakh
	2. Purchase of furniture for newly appointed staff 411	Rs.77.10 lakh
	3. Purchase of Computer/ Laptop for State office, District offices and block offices.	Rs.164.00 lakh
	4. TA, office contingency & meeting	Rs.100.00 lakh
	5. Third party evaluation	Rs.30.00 lakh
	<b>Sub Total of Management, Supervision/ Training /External / Internal Monitoring Evaluation (B)</b>	<b>Rs. 1221.10 lakh</b>
	<b>Grand Total (A+B)</b>	<b>Rs. 2211.73 lakh</b>

## I. Hand Wash facilities in schools and promoting good habits among children



Hand washing before and after MDM is a prerequisite to maintenance of child health. Meals taken by children with dirty hand undermines the efficacy of the MDM programme. There is consistent evidence that handwashing with soap at critical times – including before eating or preparing food and after using the toilet -- can reduce diarrheal risk by about 45 per cent (*Source: Global Hand Washing Fact sheet, UNICEF,2013*). Diseases such as diarrhea, intestinal worms and respiratory infections lead to school absenteeism, increased drop-out rates and impact on children’s physical and cognitive development as well as education attainment.

Functional WASH (Water and Sanitation Hygiene in schools) infrastructure enables children to internalize related behaviours and influence their families and communities to adopt hygiene practices. In Assam, installation of Mass Hand Washing facilities with soap was piloted in 100 schools of Rani & Rampur Block with the support from UNICEF under Daily Handwashing for an Ailment-free Life (DHaAL) project w.e.f July,2013. In the year 2012, all schools were asked to utilize some amount from SSA, school grant to purchase soap. Preliminary observation of the efforts have shown considerable improvement in attendances, reducing diarrhea related diseases and promoting good hygiene habits among children. This effort was highly appreciated by the members of 5<sup>th</sup> JRM and JRM had suggested to upscale the programme to all other Govt/Provincialised schools of the State.

It is, therefore, planned to upscale the initiative to all elementary schools of the state in phased manner and this year, 10,000 schools preferably in Char, Tea Garden , ST & SC dominated areas is proposed to cover under AWP & B,2013-14 MDMS.

The activity will be carried out through the Civil and WASH wings of SSA, Assam. Design and estimate of the structure is given below. An amount of Rs. 1000.00 lakh ( @ Rs. 10,000/- per school) will be required to cover 10,000 schools.





### Estimate for Mass Hand Washing Facility (Unit Cost)

Sl.No	Description of item	Unit	Quantity	Rate (Rs.)	Amount(Rs.)
1	Supplying, fitting, fixing and testing of 0.5 HP water pump of approved make (including electrification)	Job.	1	5200.00	5200.00
2	Supplying fitting and fixing of PVC/CPVC pipe of 25 mm dia approved make prince/Supreme/Nezone (depending on availability) including all the accessories (tank nipple/nipple/bend/socket/Tee/gasket/adhesive)	RM	9	215.00	1935.00
3	Supplying of approved make-				
	a. CPVC ball valve	No.	1	300.00	300.00
	b. Bib cock	No.	3	240.00	720.00
4	For installation, testing of the water pump and other plumbing works for mass hand washing facility considering a lump sum labour cost	LS	1	1200.00	1200.00
5	Construction of a ordinary soak pit using brick bet, sand including digging a pit up to a depth of 1.2 m etc. for disposal of waste water with community contribution	LS	1	345.00	345.00
6	For writing a users manual/message of the mass hand washing facility	LS	1		300.00
				Total	10000.00
				Grand total	<b>10000.00</b>

(Rupees ten thousand only)

Total requirement Rs.10,00,00,000/- (Rupees ten crore)

#### J. Proposal for Kitchen Devices :

Kitchen devices viz, Aluminum Soucepan (Big Size), Aluminum Bucket, Iron Kerahi, Sterilized Steel Mug, Iron Khanti were provided to 17666 Govt/Provincialised elementary schools in the year 2006-07. As per norms of Govt of India, these devices have to be replaced since it has crossed 5 years duration from the year distribution.

Fund released by Govt of India of Rs. Rs.663.85 lakh in the year 2008-09 and of Rs. 1566.20 lakh in the year 2001-11 for Kitchen Devices could not be procured due to pending High Court Cases. Now, process has been initiated to provide Kitchen devices to 44601 nos of schools @ Rs. 5000/- per school to cover 5917 nos of schools where the Kitchen Devices require to be provided.

It is, therefore, proposed to provide Kitchen Devices to 11749 nos of Schools under AWP & B,2014-15 for replacement of the items provided during 2006-07. An amount of Rs. 587.45 lakh will be required to provide the items @ Rs. 5000/- per school.

Nos of proposed schools	Rate per School	Total Fund required (lakh)	Items	Time line
11749	5000	587.45	1. Aluminum Souspen (Big Size), 2. Aluminum Bucket 3. Iron Kerahi, 4. Sterilized Steel Mug	Process of procurement will be done through NIT and will be provided by August,2014



### K. Proposal for weighing balance for proper weighing of raw ingredients :

In view of providing accurate amount of raw ingredient to the children, weighing balance is proposed to provide to schools under AWP & B, 2014-15. In first phase, 15000 schools will be covered in the state. An amount of Rs. 300.00 lakh will be required to provide the machine @ Rs. 2000/- per machine.

### L. Proposal for re-imburement of fund for procurement of un-subsidized LPGs

538 nos of schools of the state mainly in urban areas have taken LPG connection for cooking of Mid-Day-Meal. These schools are availing of fund against unsubsidized LPG Cylinder of 20 per school per year.

This year, in addition to 538 schools, 2498 nos of Govt/ Provincialised schools (5% of total Govt/ Provincialised) is proposed to cover under this activity. Total Rs. 816.684 lakh amount will be required to implement the activity. Detail is given below:

Sl	Districts	No. of Institutions with Gas based cooking (existing )	No. of institutions proposed to be covered with LPG connections from 2014-15	Requirement of funds for use of LPG cylinders (existing) <i>in lakh</i>	Requirement of funds for use of LPG cylinders against newly proposed schools <i>in lakh</i>	Total fund required against existing and newly proposed schools <i>in lakh</i>
1	Barpeta	2	123	0.538	33.087	33.625
2	Baska	0	96	0	25.824	25.824
3	Bongaigaon	27	52	7.263	13.988	21.251
4	Cachar	55	121	14.795	32.549	47.344
5	Chirang	11	48	2.959	12.912	15.871
6	Darrang	3	65	0.807	17.485	18.292
7	Dhemaji	0	79	0	21.251	21.251
8	Dhubri	20	132	5.38	35.508	40.888
9	Dibrugarh	29	96	7.801	25.824	33.625
10	Goalpara	21	90	5.649	24.21	29.859
11	Golaghat	1	84	0.269	22.596	22.865
12	Hailakandi	4	79	1.076	21.251	22.327
13	Jorhat	45	110	12.105	29.59	41.695
14	Kamrup ( M)	122	35	32.818	9.415	42.233
15	Kamrup (R)	3	121	0.807	32.549	33.356
16	Karimganj	31	97	8.339	26.093	34.432
17	Kokrajhar	13	105	3.497	28.245	31.742
18	Lakhimpur	0	122	0	32.818	32.818
19	Morigaon	19	76	5.111	20.444	25.555
20	Nagaon	17	167	4.573	44.923	49.496
21	Nalbari	0	65	0	17.485	17.485
22	Sivasagar	9	120	2.421	32.28	34.701
23	Sonitpur	5	117	1.345	31.473	32.818
24	Tinsukia	91	73	24.479	19.637	44.116
25	Udalguri	0	71	0	19.099	19.099
26	Karbi Anglong	0	107	0	28.783	28.783
27	Dima Hasao	10	48	2.69	12.912	15.602
	<b>Total</b>	<b>538</b>	<b>2498</b>	<b>144.722</b>	<b>671.962</b>	<b>816.684</b>



## Fact sheet regarding requirement of fund & foodgrains under AWP & B 2014-15 MDMS

The requirement of funds & foodgrains as proposed in AWP&B, 2014-15, is shown below:-  
Recurring Assistance:

### Lower Primary Stage

i. Requirement of foodgrains	: 64558.074 MT
ii. Requirement of cost of foodgrains:	: Rs. 3647.53 lakh
iii. Requirement of Cooking cost (Central Share)	: Rs.20852.26 lakh
(State Share)	: Rs. 2259.53lakh
iv. Transportation cost	: Rs. 877.99lakh
v. Honorarium to cook-cum-helper (Central Share)	: Rs. 8107.65 lakh
(State Share)	: Rs. 900.85 lakh
vi. MME	: Rs. 1339.40 lakh
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Total(Central Share)	: Rs.34824.47 lakh
(State Share)	: Rs. 3160.38 lakh
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Grand Total (Central & State Share)	: Rs.37984.85 lakh

### Upper Primary Stage

i. Requirement of foodgrains	: 47993.753 MT
ii. Requirement of cost of foodgrains	: Rs. 2711.65 lakh
iii. Requirement of Cooking cost (Central Share)	: Rs.15453.99 lakh
(State Share)	: Rs. 1727.77 lakh
iv. Transportation cost	: Rs. 652.71 lakh
v. Honorarium to cook-cum-helper (Central Share)	: Rs. 2937.51 lakh
(State Share)	: Rs. 326.39 lakh
vi. MME	: Rs. 870.23 lakh
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Total (Central Share)	: Rs.22626.09 lakh
(State Share)	: Rs. 2054.16 lakh
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Grand Total	: Rs.24680.25 lakh

Total requirement for LP and UP (Central Share)	: Rs.57450.56 lakh
(State Share)	: Rs. 5214.54 lakh
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<b>Grand Total (Central &amp; State share)</b>	<b>: Rs.62665.11 lakh</b>

**Non Recurring Assistance** (including proposal against new initiative):

i. Kitchen Devices	: Rs. 587.45 lakh
ii. Hand washing	: Rs.1000.00 lakh
iii. LPG	: Rs. 816.68 lakh
iv. Weighing balance	: Rs. 300.00 lakh
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<b>Total (Central Share)</b>	<b>: Rs.2704.13 lakh</b>