To All District Education Officers.

Sub: Monitoring of Mid-Day Meal and MDM-MIS Data feeding.

Madam/Sir,

I. I am to inform you that monitoring of Mid-Day Meal is one of the keys to the successful implementation of this programme. You were instructed vide this office Memo No.1713/Dt.04.11.2015 for conduct of Mid-Day Meal onsite inspection of 5 schools by District Education Officer, 10 Schools by Block Education Officer and 10 Schools by CRCCs every month. But the inspection reports and the action taken reports thereon individually or in a consolidated manner are not coming to the Mid-Day Meal cell for which the status of monitoring of Mid-Day Meal by the field functionaries could not be assessed.

You are, therefore, requested to send the monitoring information every month highlighting problems if any, innovative practices, good stories and the action taken report to the Mid-Day Meal cell in the attached format.

II. Another tool of monitoring is the MDM-MIS system developed by Govt. of India in to which you are supposed to feed the MIS data every month. There are two formats, one is ANNUAL which is a onetime feeding and the second one is MONTHLY MIS format which is to be fed every month. As per the system, the MIS Data format is to be filled up by the Headmaster or Mid-Day Meal In-Charge teacher, collected by CRCC after due verification, submitted to the Block Education Officer for data feeding by Data Entry Operator of the BEO office. The monthly MIS Data format has some points which are already fed in the annual data format. So it should not be repeated every month. These are as follows:
The rest of the points are to be filled up and fed into the MIS portal by 5th of the every month for data analysis and online monitoring.

III. This is to further emphasize that unless and until the monthly MIS data entry is fed in to the MIS portal, the Cook-cum-Helper honorarium in respect of your district will not be released and for disruption or discontinuance in Mid-Day Meal you will be held squarely responsible.

I would, therefore, request you to be extra vigilant to the issues of physical monitoring and MIS data feeding in time to ensure uninterrupted Mid-Day Meal to the school children.

Yours faithfully,

Commissioner-cum-Secretary

Memo No. 1400 /Dt. 16-11-2016
Copy forwarded to All Collectors for kind information and necessary action.

State Nodal Officer (MDM) & Ex-Officio Joint Secretary to Govt.

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## Mid-Day Meal Monitoring format

<table>
<thead>
<tr>
<th>Name of the District</th>
<th>Name of the Month</th>
<th>Name of School in which MDM inspected by District Education Officer</th>
<th>Name of School in which MDM inspected by Block Education Officer</th>
<th>Name of School in which MDM inspected by CRCC</th>
<th>Any short comings noticed in MDM management.</th>
<th>Steps taken to overcome the short coming or solve the problems.</th>
<th>Any good practice are successful story to share.</th>
</tr>
</thead>
</table>

Signature by District Education Officer