To

All Collectors.

Sub: Hands on orientation of Cook-cum-Helpers (CCHs) about use of LPG and safety measures.

Madam/Sir,

Kindly refer to this office letter No.1492, dt.22.09.15 and more specifically the flow of activities on LPG connection annexed to that letter. As you know, LPG connection to schools is one of the MDM components to ensure smoke free atmosphere in the school, fuel saving and cost effectiveness in cooking. In this regard I am to inform you that vide this office letter No. already mentioned above, funds for LPG connection have been provided to schools.

But the risk involved on account of LPG misuse/negligence should not be ignored. Some safety measures are to be put in place to avoid any kind of fire mishaps out of LPG misuse/negligence.

Suggested measures are:

a) Proper theoretical and practical orientation of CCHs by the gas agencies.
b) Tips of supervision for the Headmasters and MDM (I/C) teachers.
c) Keeping in place bucket full of sand near the kitchen.
d) Hands on training about the use of fire extinguisher where available.
e) Provision of aprons out of School Improvement Grant as per letter no.745, dt.24.07.13.and wearing cotton saree preferably while cooking MDM.

While imparting the orientation, the section dealing with fire accidents in the Contingency Plan already provided to the schools through the DEOs may be referred to.

Any kind of mishap in MDM has a negative impact. So a little care can avoid a big disaster. It is therefore requested to conduct the orientation of CCH about LPG use and compliance report submitted to the undersigned.

Commissioner-cum-Secretary to Govt.

School & Mass Education Department, Odisha, State Project Management Unit (MDM), SRC Building, 1st Floor, Unit-V, Bhubaneswar-1
Off.: 0674-2393923, 2396903, E-mail : snomdm@nic.in

"Nutrition for Education"
To  
All Collectors,

Sub:- Release of funds for connection of LPG at school level around mining area under Mid-Day Meal for the year 2015-16.

Ref:- This office letter No. 1560, dt. 14.10.2014, No. 615 dt. 05.05.2015 & No.1407 dt. 04.09.2015.

Madam/ Sir,

I am directed to convey the release for an expenditure not exceeding ₹4,91,64,810/- (Rupees four crore, ninety one lakh, sixty four thousand eight hundred ten) only in favour of 30 districts for 7349 schools as per the statement enclosed towards connection of LPG for 2nd Phase at school level for 2015-16.

1. The amount now released out of state budget is to be spent only for the purpose for which it is sanctioned i.e. statutory cost for LPG connection by the concerned Oil Marketing Companies & cost of Commercial Chulla. As decided in the meeting held on 21.03.2015 the approximate cost of LPG connection is Rs. 4,890/- and commercial chulla is Rs. 1,800/-. Accordingly the allotment is released which may be re-transferred to the schools for deposit with the local tagged dealers.

2. The schools to be LPG connected in this phase are to be identified by the District Collector out of the list of schools having roll strength between 120-199 and feasible for LPG connection based on dealership availability.
3. It is again made clear that at the district end four types of school list are supposed to be kept ready.

   a) Schools identified for smokeless chullha to be supplied through OREDA. (Refer to letter No.412, dt. 30.03.2015).

   b) Schools located in and around Mining area of Jajpur, Keonjhar, Sundargarh, Koraput, Rayagada & Dhenkanal districts for which LPG connection & chullha are given out of Odisha Mining Corporation grant. (Refer to letter No. 1237, dt. 29.07.2015).

   c) Schools having more than 200 roll strength having urban base identified by the district for LPG connection. (Refer to letter dt. 11.06.15 & 12.06.15)

   d) Schools where enrolment exists from 120 to 199 identified by the district for LPG connection. (To be made by District Collector).

4. These four lists are exclusive of one another.

5. District administration is the final authority of identification & selection of schools as regards smokeless chullha from OREDA & LPG out of State Budget but not from Odisha Mining Corporation grant since these schools are based around mining areas approved by OMC.

6. The Utilization Certificate for the said released amount is to be submitted by 31st January, 2015 to the undersigned.

7. The detail modalities of expenditure, role and responsibility are at Annexure-'A'.

8. The detail item wise expenditure cost is at Annexure-'B'.

9. The district-wise fund release statement is at Annexure-'C'.

Yours faithfully,

[Signature]
Commissioner-cum-Secretary.
Memo No. 1493 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to all DEOs/BEOs for information & necessary action. The DEOs are requested, the final school list with detailed postal address with name of the nearest dealer is sent to gswaminathan@indianoil.in and dasri@indianoil.in with intimation to this office and to confirm the receipt of funds through e-mail.

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

Memo No. 1494 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to Mr. G. Swaminathan, CAM, IOCL, Odisha State Office, Indian Oil Bhawan, Plot No. A/2, Chandrasekharpur, BBSI for information & necessary action.

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

Memo No. 1495 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to the P.S. to Commissioner-cum-Secretary to Govt., FS&CW Deptt for kind information of Commissioner-cum-Secretary.

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

Memo No. 1496 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to the A.F.A-cum-Under Secretary, S&ME Deptt. for information & necessary action.

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

Memo No. 1497 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to the Director, Elementary Education for information & necessary action.

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

Memo No. 1498 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to the P.S. to Commissioner-cum-Secretary to Govt., S&ME Deptt. for kind information of Commissioner-cum-Secretary.

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

Memo No. 1499 /SPMU, Dt. 22-09-2015
Copy along with the copies of the enclosures forwarded to the General Manager, SBL, Main Branch, Bhubaneswar for information with a request to release funds amounting to ₹4,91,64,810/- from SB A/c No. 31863719669 (Mid Day Meal) SPMU to District Bank A/c through e-transfer only (copy of the 30 districts Bank A/C Nos. along with the funds to be transferred is enclosed). Since funds are meant for school feeding programme, release may kindly be made within 2 days. Confirmation of e-transfer of the money may please be communicated to this office for record.

State Nodal Officer (MDM) & Ex-Officio Joint Secretary to Govt.
District wise release of funds towards connection of LPG at school level under Mid-Day Meal Programme for 2015-16 [2nd Phase]

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of District</th>
<th>Proposed No. of schools for LPG Connection (schools where enrolment exists from 120 to 199)</th>
<th>Amount Sanctioned @ Rs. 4,890/- per school towards statutory cost for LPG</th>
<th>Amount Sanctioned @ Rs. 1,800/- per school towards commercial chulla</th>
<th>Total amount sanctioned [4+5]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANGUL</td>
<td>258</td>
<td>1261620</td>
<td>464400</td>
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<td>2</td>
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<td>3345000</td>
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<tr>
<td>3</td>
<td>BARGARH</td>
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<td>1442550</td>
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<td>4</td>
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<td>1623480</td>
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<td>5</td>
<td>BOLANGIR</td>
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<td>630000</td>
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<td>6</td>
<td>BOUDH</td>
<td>128</td>
<td>625920</td>
<td>230400</td>
<td>856320</td>
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<td>CUTTACK</td>
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<tr>
<td>8</td>
<td>DEOGARH</td>
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<td>283620</td>
<td>104400</td>
<td>388020</td>
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<td>9</td>
<td>DHENKANAL</td>
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<td>448200</td>
<td>1665810</td>
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<td>10</td>
<td>GAJAPATI</td>
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<tr>
<td>11</td>
<td>GANJAM</td>
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<tr>
<td>12</td>
<td>JAGATISINGHPUR</td>
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<tr>
<td>13</td>
<td>JAJPUR</td>
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<td>540000</td>
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<tr>
<td>14</td>
<td>JHARSUGUDA</td>
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<td>15</td>
<td>KALAHANDI</td>
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<tr>
<td>16</td>
<td>KANDHAMAL</td>
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<td>286200</td>
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<tr>
<td>17</td>
<td>KENDRAPARA</td>
<td>245</td>
<td>1198050</td>
<td>441000</td>
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<tr>
<td>18</td>
<td>KEONJHAR</td>
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<td>KHORDHA</td>
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<td>KORAPUT</td>
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<td>MALKANGIRI</td>
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<td>MAYURBHANJ</td>
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<td>23</td>
<td>NABARANGPUR</td>
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<tr>
<td>24</td>
<td>NAYAGARH</td>
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<td>909540</td>
<td>334800</td>
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<tr>
<td>25</td>
<td>NUAPADA</td>
<td>154</td>
<td>753060</td>
<td>277200</td>
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<tr>
<td>26</td>
<td>PURI</td>
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<td>27</td>
<td>RAYAGADA</td>
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<td>821520</td>
<td>302400</td>
<td>1123920</td>
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<td>28</td>
<td>SAMBALPUR</td>
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<td>841080</td>
<td>309600</td>
<td>1150680</td>
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<tr>
<td>29</td>
<td>SONEPUR</td>
<td>139</td>
<td>679710</td>
<td>250200</td>
<td>929910</td>
</tr>
<tr>
<td>30</td>
<td>SUndergarh</td>
<td>300</td>
<td>1467000</td>
<td>540000</td>
<td>2007000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>7349</strong></td>
<td><strong>35936610</strong></td>
<td><strong>13228200</strong></td>
<td><strong>49164810</strong></td>
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</tbody>
</table>

(Rupees four crore, ninety one lakh, sixty four thousand, eight hundered ten) only
### Expenditure Cost Analysis

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Rate per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 no. of Cylinder @ Rs.1450/- per cylinder</td>
<td>Rs. 1450/- x 2</td>
<td>Rs. 2900/-</td>
</tr>
<tr>
<td>2 nos. Cylinder Refill Charges @ Rs. 650/- per cylinder</td>
<td>Rs. 650/- x 2</td>
<td>Rs. 1,300/-</td>
</tr>
<tr>
<td>Regulator @ Rs. 150/-</td>
<td>Rs. 150/-</td>
<td>Rs. 150/-</td>
</tr>
<tr>
<td>Hose pipe</td>
<td>Rs. 190/-</td>
<td>Rs. 190/-</td>
</tr>
<tr>
<td>Commercial Chullha@ Rs.1,800/-</td>
<td>Rs. 1,800/-</td>
<td>Rs. 1,800/-</td>
</tr>
<tr>
<td>Installation charge</td>
<td>Rs. 50/-</td>
<td>Rs. 50/-</td>
</tr>
<tr>
<td>DGCC Book</td>
<td>Rs. 50/-</td>
<td>Rs. 50/-</td>
</tr>
<tr>
<td>Inspection charges</td>
<td>Rs. 250/-</td>
<td>Rs. 250/-</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>Rs. 6,690/-</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Flow of Activities on LPG Connection

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Name of the Activity</th>
<th>Designation of the Authority</th>
<th>Timelines</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Selection + finalization of the school</td>
<td>DEO with Collectors approval.</td>
<td>15 days from the date of receipt of list from S&amp;ME Deptt./DEOs</td>
<td>Waiting from Oil Marketing Companies.</td>
</tr>
<tr>
<td>2</td>
<td>Tagging to local dealer</td>
<td>Oil Marketing Companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Submission of KYC filled in application &amp; other documents</td>
<td>Headmaster</td>
<td>After tagging by the LPG Companies</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Purchase of Chullha from OMCs</td>
<td>Concerned OMC &amp; SMC</td>
<td>At the time of installation of LPG</td>
<td>Amount will be variable for different locations</td>
</tr>
<tr>
<td>5</td>
<td>Installation of LPG</td>
<td>Oil Marketing Companies</td>
<td>Immediately after deposit of KYC by the concerned Headmaster</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Training of Cook-cum-Helpers</td>
<td>Oil Marketing Companies / BEOs</td>
<td>The LPG companies to ensure installation supply of LPG chulla, Training etc. through the dealer. The BEO to co-ordinate with the LPG companies through the local dealer for a hands-on training on LPG use, safety, economy etc.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Reporting the progress of LPG connection</td>
<td>Headmaster to DEO through BEO &amp; DEO to SPMU.</td>
<td>Within 15 days from the date of installation concerned H.M to report to the DEO &amp; DEO to SPMU.</td>
<td></td>
</tr>
</tbody>
</table>
To
All Collectors.


Sir,

The Mid-Day Meal is the largest nutrition programme of the country. The objectives of MDM programme would be served, if students receive the quality food in hygienic conditions. Any deviation in this regard will have adverse impact on the health of the children. In Bihar, due to adulteration in MDM food, many precious lives have been lost. Lack of vigilance and monitoring on the part of duty bearers i.e. department officials, teachers, cook-cum-helpers etc. may lead to such unfortunate incidents anywhere. The role of SMC is also very critical to ensure the community monitoring. Though there have been series of instructions issued by government from time to time, it is felt that a detailed quality protocol is necessary for streamlining the MDM. In this background a quality protocol is enclosed to guide you for better vigilance and due diligence. I request you to immediately convene MDM meeting at district level and discuss all the points of protocol for strict compliance. This information is to be circulated at every level and discussed in detail to ensure adherence to the protocol.

Any feedback or suggestions can be communicated to the undersigned or to State Nodal Officer (MDM) (Sri Gangadhar Sahoo, OAS, Telephone No. 0674-2393923 (O) and Mobile No. 9438423585)

Yours faithfully,

Encl: As above

Commissioner-cum-Secretary

"Nutrition for Education"
Memo No. 746 /Dt. 24/07/2012
Copy forwarded to all DEOs / DPCs for information and necessary action.

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

Memo No. 747 /Dt. 24/07/2012
Copy forwarded to all District Nodal Officers (MDM)-cum-BEO (Hqrs.) for information and necessary action.

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

Memo No. 748 /Dt. 24/07/2012
Copy forwarded to all BEOs for information and necessary action.

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

1. Transport of Material:
   a) Rice qualifying Fare Average Quality standards shall be lifted from FCI.
   b) One designated officer by Collector shall assess the quality and quantity and acknowledge the receipt of food grains.
   c) Lifting is to be need based on monthly basis instead of bulk lifting to avoid congestion and damage.
   d) Transport agent to make delivery of rice to the Head master after proper weighment in presence of Headmaster, other teachers or SMC members.
   e) In case of deviation from quality or quantity norm i.e. when the rice is below FAQ standard, discolored, mixed with foreign materials like pebbles and moisture level is more, the headmaster shall refuse to receive the stock under intimation to higher officials including Collector of the District. In case of non-response, they can directly inform the Department on Toll Free No.18003456722.

2. Local Procurement:
   a) Dal, Soya Chunk, Iodized Salt, Condiments and Cooking Oil shall be purchased locally on a weekly basis in packets and not in loose quantity.
   b) Eggs are to be procured on the day of Consumption or one day before. The quality of eggs is to be checked by dipping in the water. Rotten eggs do not sink. They float in the water but good quality eggs sink and lie flat at the bottom. Rotten eggs are to be discarded.
   c) Vendors name / address / details may be kept on record.

3. Storage Safety:
   a) All storage containers / Bins shall be super scribed MDM.
   b) Dal, bodi, soya chunk, oil shall be stored in air tight container.
   c) Only clean containers should be used for storing MDM materials.
   d) Storage area shall be free from rats, rodents, pests, spider webs, cockroaches etc.
   e) No medicine / chemicals / Fuel wood / disinfectants shall be kept in the store house.

4. Kitchen Safety:
   a) All kitchens shall be cleaned and white washed within 15 days on a campaign mode. Floors, Ceilings and Walls shall be regularly cleaned. For this purpose School Improvement
Grant and Repair/ Maintenance grant under SSA can be utilized.

b) Foodstuffs preparation and service areas should not be near the toilets/ Bathrooms.
c) General villagers, suspicious persons who are not on monitoring duty shall not be allowed inside the kitchen.
d) Cooking utensil shall be washed before cooking and after.
e) Food waste and other waste materials shall be properly disposed off to avoid unhygienic conditions in and around kitchen.
f) Vegetable must be washes properly before cooked.
g) The instruction for safe, ventilated kitchen shed construction sent vide this office letter no508/SPMU, dt. 22/05/2013 shall be adhered to (Copy enclosed).

5. **Personal hygiene:-**
   a) The cook-cum-helper must wash hands properly, frequently and at the appropriate times. As far as practicable hand wash shall be encouraged with soap.
   b) Cook-cum-helper shall keep finger nail regularly trimmed and avoid finger nail polish
   c) Her hair to be combed and properly tied. SMC should provide a Kitchen Apron to cook-cum-helper out of SIG of SSA (Sample Design enclosed).
   d) Cook-cum-helper having contagious / infectious diese / open wounds shall be barred from cooking till she recovers.
   e) Cook-cum-helper shall not chew tobacco, betel, khaini etc during the schooling hours.
   f) Food to be tasted must be taken in spoon not in hands.
   g) Multi tap water source and Multi bottle hand wash liquid (Multi tap and Multi cap hand wash Abhiyan) must be encouraged in all schools.

6. **Consumption Safety:-**
   a) Clean water shall be used for cooking, drinking and washing.
   b) Cook-cum-helper shall be vigilant about the cleanliness and hygiene before cooking, after cooking, during cooking, during serving of the meals and till the utensils are washed and stored again.
   c) Every day the Ration is to be checked by Head Master before it is given to the cook-cum-helper.
   d) Every day the cooked food is to be taste checked by two teachers and cook-cum-helpers before it is served to the children. The test checking teachers and cook-cum-helper
shall sign on the register maintained for the purpose on daily basis.

e) One member from SMC/ Mothers Committee/ Parents to be invited to come to school, however inspect MDM and taste the cooked food. A Roaster has to be prepared in this regard which is mandatory.

It is the Headmaster who will take personal diligence to supervise the quality, quantity, health & hygiene with regard to Mid-Day Meal and be responsible for lapses.

7. Five non-negotiable rules for Mid-Day Meal is to be displayed.

The MDM PANCHANIYAM i.e.

1) Safe, Clean and Hygienic Ambience.
2) Safe, Nutritious and Hygienic cooking and Consumption.
3) Hand wash before and after food.
4) No gender/ social discrimination.
5) Safe drinking water.

8. Any complaint on MDM, report to 18003456722 (Toll Free).

This above message has to be written in odia on the school wall in conspicuous location (At least 5'x 4') and the School Improvement Grant of Sarva Sikshya Abhiyan can be used for this.

9. There are also few schools who have become models in managing MDM Program. Such initiations should be recognized and encouraged. This is communicated in Letter No. 427 Dt.29.04.2013. MDM Puraskar will be considered for excellent management of MDM in the state.

Above protocol is illustrative and not exhaustive. Any innovative steps to enhance the quality of MDM program will be highly appreciated.

Sd/-
Commissioner-cum-Secretary