To
All District Education Officers

Sub: Job Chart of officers involved in implementation of Mid-Day Meal Programme.

Madam/Sir,

In inviting a reference to the subject cited above; I am to say that Mid-Day Meal is one of the flagship programme of Govt. of India implemented throughout the country. After coming into operation of National Food Security Act-2013 and Odisha State Mid-Day Meal Rules-2016, the food right of every child needs to be protected and guaranteed. In this context, roles and responsibilities of the functionaries' in-charge of Mid-day Meal management have been defined and enclosed for smooth management of the programme.

Yours faithfully,

Encl: As above

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

Memo No. 1628 /SPMU, Dt. 29-12-2016
Copy forwarded to all Collectors for kind information and necessary action.

Memo No. 1629 /SPMU, Dt. 29-12-2016
Copy forwarded to all Block Education Officers for information and necessary action.
OFFICE ORDER


Mid-Day Meal is one of the flagship programmes of Government of India implemented through the State Government and Union Territories. In our state one State Level Project Management Unit was created in School & Mass Education Department to look after implementation of the programme. Although Mid-Day Meal is run on a de-centralized mode through School Management Committee, the supervisory officers from state level to CRCC level have important responsibilities towards effective implementation of the programme. After coming into operation of National Food Security Act- 2013 and Odisha State Mid-Day Meal Rules- 2016, the food right of every child needs to be protected and guaranteed. The functionaries in-charge of Mid-Day Meal management should have well defined roles and responsibilities. Appreciating the above requirement the roles and responsibilities of the following functionaries are defined.

1. **State Nodal Officer**

   > He will head of the State Project Management Unit and work under the direct control and supervision of Commissioner-cum-Secretary, School & Mass Education Department.

   > He will look after the establishment matter of State Project Management Unit.

   > He will look after timely release of funds and food grains under Mid-Day Meal received from Government of India and matching share from State Government.

   > He will look after release of honorarium of Cook-cum-helper on the basis of absentee statement.

   > He will look after the effective working of grievance redressal mechanism set up through toll free no. 18003456722, E-Abhiyog & complaints through correspondence.

   > He will take steps for capacity building of field level functionaries in-charge of Mid-Day-Meal Programme.
He will ensure holding of State Level Steering-cum-Monitoring Committee meeting for decisions by the high level committee on different matters of Mid-Day Meal.

He will conduct random inspection of Mid-Day Meal Programme to ascertain the ground realities of the programme.

He will oversee the preparation of annual budget for submission in the PAB and submit compliance to the different requirements of the Government of India with regard to the Mid-Day Meal programme.

He will discharge any other duty assigned to him by the Commissioner-cum-Secretary from time to time for ensuring quality Mid-Day Meal.

2. **Deputy Director**

He will be second in the hierarchy of State Project Management Unit for management of Mid-Day Meal programme.

He will look after the office management, maintenance, drawl of staff salary.

He will conduct random inspection of Mid-Day Meal Programme in the schools to ascertain the field situation and assist the field functionaries.

He will be in-charge of enlisting, updating and monitoring Court Cases and RTI applications with regard to Mid-Day Meal and dispose thereof.

He will assist the State Nodal Officer in running the State Project Management Unit smoothly and effective monitoring of Mid-Day Meal programme.

3. **Assistant Director, Finance**

He will be the officer in-charge of financial management of State Project Management Unit.

He will assist State Nodal Officer in preparation of Annual budget.

He will be the co-signatory in deposit and drawl of funds.
He will be in-charge of monitoring the expenditure, Public Financial management System (PFMS) & submission of Utilization Certificate in time.

He will look after Audit, Maintenance of cash book, allotment register and transparent financial management of State Project Management Unit.

He will discharge any other duties assigned to him by State Nodal Officer for effective financial management of Mid-Day Meal Programme.

4. **Asst. Director, Education**

- He will be in-charge of coordination between State Project Management Unit, District Project Management Unit & Block Project Management Unit.
- He will be looking after the training program of CRCCs, BRCCs, BEOs, DEOs for nutrition awareness.
- He will be devising mechanism for teachers to distribute work in the school amongst the teachers to save academic hours.
- He will be in-charge of sorting out the dispute between the School Management Committee & Teachers if any, between the SHG & SMC, if any, between the SHG & teachers if any.
- He will be looking after nutrition education through different types of competition, rally, mela etc.
- He will discharge other duties and responsibilities assigned to him by State Nodal Officer in effective implementation of Mid-Day Meal Programme.

5. **Senior Clerk**

- He will be the custodian of registers, cashbooks, files, stocks & stores and operation & maintenance thereof.
- He will be the ministerial officer for office management as per Odisha Record Manual and other guidelines issued by Government of Odisha from time to time.
- He will work under State Nodal Officer for smooth running of State Project Management Unit.
6. District Education Officer (DEO)

- DEO shall be the Mid-Day Meal District Nodal Officer, MDM.
- DEO shall visit 05 schools on monthly basis and check the smooth functioning of Mid-Day Meal.
- DEO shall maintain an exclusive Mid-Day Meal Account.
- DEO shall maintain the Mid-Day Meal account, allotment, expenditure, utilization, food grain lifting, distribution, engagement of transport contractor, collection of MIS report etc.
- DEO shall directly release the fund for two months in advance to the account of SMC of the school on e-transfer basis.
- DEO shall directly release food grains for two months in advance to the SMC of the school from FCI point.
- DEO shall ensure implementation of MDM quality protocol and Contingency plan and strive for hundred percentage coverage.
- DEO shall strictly ensure feeding the MIS data into www.trqmdm.nic.in web portal by 15th of every month.

7. Block Education Officer (BEO)

- BEO shall be the Block Nodal Officer, MDM
- BEO shall visit 10 schools on monthly basis and check the MDM quality, health and hygiene, sanitation, coverage of children, drinking water facility etc.
- BEO shall ensure MIS data entry in time.
- In case of disruption and any MDM mishap, the BEO shall immediately visit the school and take remedial measure under intimation to higher quarters.
- BEO shall collect the Monthly Report from all CRCCs and submission of same to the DEO by 10th of every month.

8. Cluster Resource Centre Coordinator (CRCC)

- CRCC shall be the Mid-Day Meal Cluster Nodal Officer.
- As per the office letter no. 1292/ 11.09.2012 CRCC visit 10 schools on monthly basis and check the MDM quality, health and hygiene, sanitation, coverage of children, drinking water facility etc.
➢ CRCC shall collect the monthly progress report (MPR), monthly IFA consumption report, grading system (Monthly Report) in the prescribed format from the school point and submission to the same to concern BEO by 5th of every month.

9. Cook-Cum-Helper

➢ The Cook-Cum-Helper shall receive the ration from the Headmaster / Mid-Day Meal implementing agency, prepare and serve the Mid-Day Meal observing the quality protocol.
➢ To clean, wash and remove impurities if any from the raw material to be cooked and ensure cooking as per menu in hygienic manner.
➢ To serve the meal to the students at the designated hour in hygienic and safe condition.
➢ To clean the kitchen and utensil and store the utensil in a hygienic condition and store in proper custody of the school.
➢ To ensure that the gas stove or cylinder has been properly switch off and the cylinder has been placed in a store taking all precautions to avoid any untoward incidents.
➢ To perform any other Mid-Day Meal related miscellaneous job assigned by the SMC or in charge of the scheme.
➢ To practice the Mid-Day Meal quality protocol with regard to personal health, hygiene, energy saving, safe and healthy cooking and serving.

10. Head Master/ MDM in charge Teacher

➢ Headmaster/ Headmaster I/C or any other assistant teacher shall be the school nodal officer of the Mid-Day Meal.
➢ She/ He shall take SMC and other teachers in to confidence in the overall management of Mid-Day Meal.
➢ She/ He shall submit the Monthly Progress Report (MPR) to the BEO through CRCC.
➢ The Headmaster being the secretary of SMC shall ensure the collection of consumption report from Mid-Day Meal implementing agency and submission of MIS-MPR every month in the prescribed format to the BEO through CRCC and
the data through SMS on daily, weekly & monthly basis with regard to MDM IFA tablet and Cook-cum-Helper.

➤ The Headmaster should ensure food testing by cook-cum-helper, teacher every day and a register in that regard is maintained.

➤ The Headmaster to supervise the service of Mid-Day Meal in a disciplined manner.

➤ The Headmaster to supervise maintenance of quality Mid-Day Meal as per the norm and a healthy and hygiene ambience in the school campus.

➤ The Headmaster shall furnish the daily Mid-Day Meal consumption indent to the Mid-Day Meal implementing agency before 10:30 AM.

11. School Management Committee (SMC)

➤ SMC is given authority to utilize the service of any other suitable agencies or groups for implementation of Mid-Day Meal without insisting on the services of the teachers. The SMC can decide to run or manage MDM cooking itself with the help and cooperation of its own members. It can entrust the responsibility of MDM management to the school Mothers committee, the members of which are the parents of the children studying in the school. The SMC can also entrust the MDM management to the WSHG/ Youth club/ Local NGO/ Gram Panchayat/ Urban Local Body (ULB). But the decision of government is always binding and have overriding effect.

➤ SMC is the engaging and disengaging authority of Cook-cum-Helper.

➤ SMC shall be supervising authority of overall Mid-Day Meal management in the school. It can check quality, quantity, attendance, consumption and ensure health and hygiene aspect under MDM by taking a monthly review meeting.

Commissioner-cum-Secretary
GOVERNMENT OF ODISHA
SCHOOL AND MASS EDUCATION DEPARTMENT

No. 25684 /S&M.E Dt. 27-12-16
II-SME(MDM)07/2016

OFFICE ORDER

The National Food Security Act-2013 and Odisha MDM Rules-2016 have come into operation guaranteeing food rights of every child studying in class-I to VIII and attending the schools. In view of the above Act & Rules, the roles and responsibility of field level functionaries have increased. After careful consideration it has been decided to add the following responsibilities on DEO, BEO, Head Masters & SMCs which are over and above the assignments envisaged in Office Order No. 1292/SPMU, Dt. 24/10/2016.

1. District Education Officer (DEO)
   ➢ DEO shall ensure discussion of the provisions of National Food Security Act-2013 and Odisha MDM Rules-2016 in the District Level Steering & Monitoring Meeting and District Level Vigilance Meeting and any other District Level Review Meeting attended by BEOs, ABEOs, CRCCs, Headmasters and SMCs.
   ➢ DEO as the District Nodal Officer-cum-Coordinating Officer for MDM will assist and coordinate with District Grievance Redressal Officer for expeditious disposal of grievance under MDM.
   ➢ DEO shall inform the higher quarters about any intervention required to ensure quality food under MDM uninterruptedly.
   ➢ DEO shall keep record of any MDM untoward incidents, make immediate enquiry, take corrective steps and send the Action Taken Report to the higher quarters.
   ➢ DEO shall ensure payment of food security allowance to the children within the time frame specified in the Odisha MDM Rules-2016.
DIO shall ensure printing or DTPing of the Odisha MDM Rules-2016 in odia available in the website (http://www.mdmodisha.nic.in) to be supplied to all the BEOs, ABEOs, CRCCs and schools.

DIO shall meet the cost of the same out of the interest money at his end following the financial guidelines.

2. Block Education Officer (BEO)

- BEO shall ensure discussion of the provisions of National Food Security Act - 2013 and Odisha MDM Rules-2016 in the Block Level Steering & Monitoring Meeting and any other Block Level Review Meeting attended by CRCCs, HMs and SMCs.
- BEO shall inform the higher quarters about any intervention required to ensure quality food under MDM uninterruptedly in his Block jurisdiction.
- BEO shall keep record of any MDM untoward incidents, make immediate enquiry, take corrective steps and send the Action Taken Report to the higher quarters.
- BEO shall ensure payment of food security allowance to the children through the SMC & Headmaster within the time frame specified in the Odisha MDM Rules-2016.
- BEO shall ensure distribution of the Odisha MDM Rules-2016 odia to the CRCC and headmasters after receiving from DEOs.

3. Headmaster

- The Headmaster being the implementer at the grass root shall take timely steps for receipt of cooking cost and food grains to run MDM uninterruptedly.
- He shall inform any dislocation, disturbance or deficit to the higher quarters in time for corrective action.
- He shall seek the support of community participation like SMC, Mothers Committee or PTA for greater transparency in the MDM system.
- He shall discuss the appropriate provisions of National Food Security Act - 2013 and Odisha MDM Rules-2016 in the SMC meeting for better understanding of the committee.
He shall ensure payment of food security allowance timely as envisaged in Odisha MDM Rules – 2016 and maintain a register to that effect.

4. School Management Committee (SMC)
   - The SMC shall discuss the provision of National Food Security Act - 2013 and Odisha MDM Rules- 2016 in the meeting of SMC and take appropriate decision and action for supply of MDM uninterruptedly.
   - SMC shall ensure compliance of Odisha MDM Rules – 2016 and payment of food security allowance through the Headmaster to the children within the time frame.

By the order of Commissioner-cum-Secretary to Govt.

Addl. Secretary to Govt.

Memo No. 5685/SME Dtd. 27-12-16
Copy forwarded to Member Secretary, Odisha State Food Commission, A-1 Block (9th Floor), Toshali Bhawan, Stayanagar, Bhubaneswar for information and necessary action w.r.t. the D.O. letter No-1308 Dtd.15.12.2016 of Chairperson, OSFC.

Addl. Secretary to Govt.

Memo No. 5686/SME Dtd. 27-12-16
Copy forwarded to All Directors under S&ME Deptt./ State Nodal Officer, MDM/ ST&SC Development Deptt./ Food Supplies & Consumer Welfare Deptt./ All Project Director, DRDA for information and necessary action.

Addl. Secretary to Govt.

Memo No. 5687/SME Dtd. 27/12/16
Copy forwarded to All DEOs/ All BEOs/ All Sections of S&ME Deptt. for information and necessary action.

Addl. Secretary to Govt.