To
All Collectors

Sub: SOP on Mid-Day Meal Rice procurement from FCI

Madam/Sir,

Please refer to this Department Letter No.211, Dt.20/03/2012, Letter No. 334, Dt. 16/04/2012, Letter No. 1301, Dt. 13/09/2012, Letter No. 1581, Dt. 06/12/2012, Letter No. 1669. Dt. 21/12/2012 & Memo No. 433, Dt. 02/05/2013 wherein some stipulations were given about transparent tender, transportation of MDM rice, payment to FCI etc. But of late AG Audit has detected certain irregularities in the procurement procedure and maintenance of accounts with regard to Mid-Day Meal rice and payment to transport contractor.

Thus, with a view to plugging the loopholes certain standard operating procedures are to be adhered to in procurement of Mid-Day Meal rice.

1. Every year the tender for engagement of Transport Contractor is to be openly floated in the month of December and the contract can be awarded w.e.f. the 1st April of the next financial year for one year. The ceiling is not to be exceeded and if the district procurement committee thinks it wise to renew the contract then the reasons must be recorded and approved by the committee.

2. The district procurement committee for ICDS, PDS etc shall be the procurement committee for Mid-Day Meal.

3. The Agreement with the Transport Contractor shall incorporate strict provisions to deal with pilferage, misappropriation, diversion, quality change, weighment, insurance, security deposit, adulteration, acknowledgement, scrutiny, sample collection, SMS alert, FIR, forfeiture etc. etc. Under no circumstances can the Transport Contractor be allowed to generate liability beyond the security deposit amount.

4. The transport of Mid-Day Meal rice shall be from FCI depot to school points without transit. The Transport contractor shall arrange vehicles and route chart accordingly in accordance with the distribution & diversion order handed over to him.

5. The authorized officer of collector shall authenticate receipt of right quantity and quality of rice (i.e. FAQ rice)

Smt. Usha Padhee, IAS
Commissioner-cum-Secretary to Government
School & Mass Education Department, Odisha

No. 312 /SPMU/Dt. 13/03/15
S&M.E. (MDM) 443/2013

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

"Nutrition for Education"
6. The Transport contractor shall be asked to carry the weighment equipment in the vehicles to every delivery point. The receiving officer is duty bound to verify and satisfy himself / herself the exact quantity and fair and average quality rice before acknowledgement. In case of quality below FAQ & quantity less than what is written in delivery chalan the Receiving Officer has to the right and obligation to refuse and report to the higher authority. Immediately the higher authority can verify and if the allegation is found true action may be initiated against the Transport Contractor as per the mutual terms & conditions enshrined in the agreement.

7. The Receiving Officer shall be asked to write the quantity of Mid-Day Meal rice in number and in words. He has to put the no of bags also in the delivery chalan. He / She shall acknowledge writing the full name, designation & date also. The Transport contractor shall carry the delivery chalan to the schools with three copies and the carbon paper. One copy of delivery chalan shall be retained in the school. One copy shall be retained with the Transport Contractor and one copy shall be handed over to the District Education Officer-cum-District Nodal Officer (MDM) for verification and payment. The District Education Officer-cum-District Nodal Officer (MDM) before making payment shall get the claim of Transport contractor verified through the CRCC and Block Education Officer every time.

8. The sample of the Mid-Day Meal rice received from FCI has to be kept in the DEO office allotment wise and date wise. The verifying officers can collect the samples from schools and tally with the samples kept in DEO office.

9. The Transport contractor shall not be allowed to file his bills of Transportation cost beyond two months of delivery of Mid-Day Meal rice. The District Education Officer-cum-District Nodal Officer (MDM) shall clear the bills within 15 days of receipt after due verification. The verification mechanism must always be in operation without waiting for the claim of Transport Contractor.

10. One SMS alert system of tracking the transport and delivery of Mid-Day Meal rice can be put in place to check the pilferage of Mid-Day Meal. This can be devised at district end.

Yours faithfully,

Memo No. 313

Copy forwarded to all District Education Officers for information & necessary action.

Commissioner-cum-Secretary

13/03/15
To

All Collectors.

Sub: Arrangement of Transport for lifting of rice on Mid-Day-Meal Programme.

Madam/Sir,

I am to say that the State Government has released guidelines during April 2011, regarding de-centralized implementation of the Mid-Day-Meal Programme in Primary & Upper Primary Schools. It is learnt that there is some confusion in some districts regarding finalization of the transportation system to lift food grains from FCI godown. Para 1.15 of the guidelines envisages that the S & T Agent will be selected by the Collector & District Magistrate at District level through an open and transparent tendering procedure within the cost norm. In view of clearly laid down procedure for selecting the S & T Agent at district level, timely decision should be taken at the district level and steps should be taken for uninterrupted lifting of rice from FCI godown to the School point. Under no circumstances, MDM Programme should suffer on account of non availability of rice at the school point.

Yours faithfully,

PRINCIPAL SECRETARY TO GOVT.
To

All Collectors.

Sub:- Regarding Transportation & Storage of Rice under MDM Programme.

Madam/Sir,

In continuation to this office letter No.211 dt.20.03.2012, I am to say that instructions have been issued for selection of the S&T Agent for transportation of rice under MDM Programme. But it has come to the notice of Department, that in some Districts the S&T Agents store rice in their own godowns after lifting from the FCI depots & thereafter transport the same to the school points. In case the aforesaid practise of storage has been continuing in any District, this should be stopped forthwith. The procedure of transportation of rice should be streamlined as follows:

1. The DI Headquarters’ or his representative shall remain present at the time of lifting of rice from FCI Godown.
2. The DI Headquarters’ must ensure delivery of rice by the S&T agent at the Block point.
3. The S&T agent shall obtain the requirement of each school from the Nodal SI of Schools of the Block, distribute rice the Schools and submit a copy of the acknowledgement receipt to the Nodal SI. Under no circumstances the S&T agent shall store rice in his own godown.
4. As per guidelines best average quality of rice should be supplied to the schools under the programme and it should confirm to minimum FAQ standard. The DI Headquarters and FCI should confirm that the rice supplied conforms to the FAQ norms.

The above instructions should be meticulously followed.

Yours faithfully,

PRINCIPAL SECRETARY
From
Smt. Usha Padhee, IAS,
Commissioner-cum-Secretary to Govt.

To
All Collectors.

Sub: Arrangement of Transport for lifting of rice and engagement of the S & T Agent under Mid-Day Meal Programme.

Madam/Sir,

I am to say that guidelines for engagement of the S & T Agent and procedure for transportation and storage of rice on Mid-Day Meal Programme has been communicated to you vide this Department Letter No. 211/SPMU, Dt. 20.03.2012 and 334/SPMU, Dt. 16.04.2012 respectively. It is learnt that in some districts a single S & T Agent has been engaged for transportation of rice from FCI godown to school level, whereas in other districts separate transporting agents have been engaged for District and Block level. However efforts should be made for engagement of one S & T Agent for transportation of rice through an open and transparent tendering procedure within the cost norm. The transporter so engaged shall arrange both big and small vehicle as per requirement for lifting and safe delivery at the school point.

Yours faithfully,

Commissioner-cum-Secretary
From  
Smt. Usha Padhee, IAS,  
Commissioner-cum-Secretary.

To  
All Collectors.

Sub: Payment of food grains to the FCI authorities.

Madam/Sir,

With reference to this Department letter No.1345 /SPMU dt.01.10.2012, I am to say that instructions were issued to ensure payment of outstanding FCI bills on an immediate basis. The mode of payment is clearly indicated vide this Deptt. Office memorandum communicated vide Memo No.24642/SME dt.26.09.2012 which clearly states, “As regards cost of rice lifted from FCI godown, the payment will directly be made by the Nodal DI of Schools to FCI authorities within 3 days on submission of bill to their Bank Account electronically.– (Para (vi) of the memorandum)”.

MHRD, GoI has recently intimated that a sum of Rs.1168.64 lakhs is the outstanding dues for making payment to the FCI authorities towards the cost of food grains (rice). Unless payment is made on a priority basis, interest is to be paid to the FCI on the outstanding dues.

In view of the above, it is reiterated that outstanding dues, if any of FCI towards cost of food grains may be paid from available funds forthwith in case adequate funds under the said component is not available. It is seen from the expenditure statement (as on 31.08.2012) of some districts that excess funds in some components are available than what is required. Hence, internal adjustments of funds may be made to meet the cost of food grains to make payment to the FCI authorities only with the approval of the Collectors. Wherever adequate funds after internal adjustment / reconciliation of funds position with the DSWOs is not available to make payment to the FCI, cost of food grains may be paid from available MDM funds forthwith and submit proposal for replenishment. In no case, claim bills of FCI will remain unpaid.
Government of Odisha
School & Mass Education Department.
No. S&ME (MDM)-232/2012

From
Shri Sukadev Das, OAS-(SAG)
Director, Elementary Education
State Nodal Officer, (MDM)

To
All Collectors.

Sub: Payment of cost of food grains to the FCI authorities.

Ref: This office letter No.1345/SPMU, dt.01.10.12 & No.1581/SPMU dt.06.12.12.

Madam/Sir,

With reference to the subject cited above, I am to say that instructions were issued to ensure payment of outstanding FCI bills on an immediate basis. FCI has recently intimated that a sum of Rs.6.60 Crores (as on 31st October, 2012) is the outstanding dues for making payment towards cost of food grains (rice). Unless payment is made on a priority basis, interest is to be paid to the FCI on the outstanding dues.

In no case, claim bills of FCI will remain unpaid. Nodal DI of Schools shall be squarely responsible for non-payment of outstanding dues to the FCI.

Yours faithfully,

Director, Elementary Education
State Nodal Officer, (MDM)

Memo No. 1670 / SPMU, Dt. 21/12/12

Copy forwarded to all DPCs / DI of Schools for information and necessary action.

Director, Elementary Education
State Nodal Officer, (MDM)
Shri Gangadhar Sahoo, OAS
State Nodal Officer (MDM),
State Project Management Unit (MDM) &
Ex-Officio Joint Secretary to Govt.
School & Mass Education Department, Odisha

No. 432 / SPMU, Date: 02/05/2013

S&ME (MDM) - 378 /2013

To
The Collector,
Nabarangapur

Sub: Transportation of MDM foodgrains (rice) – fresh tender.

Ref: Your office letter No.1047 dt.08.04.2013

Sir,

With reference to your above letter, I am directed to inform you that vide this office letters No.211 Dt.20.03.12 & No.334 dt.16.04.12 instructions were issued with regard to selection of the S&T Agent. The transportation of food grains (rice) is always from FCI depot to school point without transit.

The selection of S&T Agent should have been over before beginning of each Financial year through an open tender. However, Government have been pleased to allow to complete selection of S&T Agent immediately and not beyond 30.06.2013 and till that date as an interim arrangement the existing transporter may be allowed with the existing transportation cost to avoid disruption of MDM.

The steps taken in this regard may be apprised to the Govt.

This is for your information & necessary action.

Yours faithfully,

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

Memo No. 433 / SPMU, Dt. 02/05/2013

Copy forwarded to all Collectors for information and appropriate similar action.

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

All Collectors.

Sub: Selection of S&T Agent through open tender under MDM for the year 2013-14.

Madam/Sir,

Please refer to this office Memo No.433/SPMU dt.02.05.2013 wherein you were requested to complete selection of S&T Agent of MDM through open tender for the year 2013-14.

I am to request you further that the copy of the final proceedings be sent to the undersigned for comparison, calculation and record purpose.

Yours faithfully,

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

Memo No. 603 / SPMU, Dt. 21/06/2013
Copy forwarded to all Nodal Dls/ DPCs for information and appropriate similar action.

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

Memo No. 604 / SPMU, Dt. 21/06/2013
Copy forwarded to PS to the 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.