No. 748 /SPMU., Date. 05-07-2016
S&ME(MDM)-681/2015

To

All District Education Officers.

Sub:- Revised Job Chart of Data Entry Operators and Programmer-cum-Accountants working under Mid Day Meal Programme of the State.

Madam/ Sir,

With reference to the subject cited above, I am directed to enclose herewith the partial modification of the job chart of Data Entry Operators and Programmer-cum-Accountants working under Mid-Day Meal Programme at various levels for immediate implementation.

This is for your information and necessary action.

Yours faithfully,

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

Memo No. 749 /SPMU., Dt. 05-07-2016
Copy forwarded to all Collectors and District Magistrate for kind information and necessary action.

State Nodal Officer (MDM) &
Ex-Officio Joint Secretary to Govt.
A) BLOCK DATA ENTRY OPERATOR:

1) Annual & Monthly Data Entry in to MIS Portal.
2) Verification of the Data with regard to correct DISE Code of the school, accurate name of village and school, correct enrolment number, number of meals served, number of school working days, Mid-Day Meal in-charge teacher's name and mobile number.
3) In case Data Entry Operator finds discrepancy in the data he/she shall bring to the notice of Block Education Officer for check-up before entry into the MIS Portal.
4) Data Entry Operator should be careful and vigilant about Gram, Kilogram, MTs, Boys, Girls, exact name of the school, Opening Balance, Govt. School or Private School before data entry in to MIS Portal.
5) He/She shall ensure or help the Block Education Officer in submitting the Cook-Cum-Helpers absentee statement in time.
6) The Block Data Entry Operator shall feed the Name of Cook-cum-Helpers Aadhar number, Bank A/c number with IFSC Code, School name as per MIS data, School Headmaster’s name and Mobile number as well as two assistance teacher’s name and mobile number of MDM in-charge of the school and CCH Photos with the 1st Page of Bank Passbook into the newly developed Cook-cum-Helper honorarium Apps.
7) He/She will discharge the duty & job assigned to him/her from time to time by Block Education Officer.

B) DISTRICT HQRS. DATA ENTRY OPERATOR:

1) District Headquarter Data Entry Operator to test check the authenticity of data entered by the Block Data Entry Operator. He/she shall supervise & monitor regular data entry work done in MIS Portal and see that the data in validated and authenticated. False and fake data entry in haphazard way must stop, failing which disciplinary action will be taken. In case of discrepancy he/she shall bring to the notice of District Education Officer.
2) He/She shall contact the Block Data Entry Operator and track the timely data entry at the Block end.
3) He/She shall ensure submission of monthly absentee statement of Cook-cum-Helper.
4) He/She shall do the job of data entry and data collection as and when required by the Programmer-cum-Accountant and District Education Officer.
C) PROGRAMMER-CUM-ACCOUNTANT:

1) He/She will maintain all files, records, etc. relating to Mid-Day Meal.

2) He/She will verify the MDM data and apprise the District Education Officer from time to time.

3) He/She will work out and facilitate immediate lifting of the food grains (rice) timely and release of funds on receipt of allotment from State Project Management Unit (SPMU).

4) He/She will ensure submission of Cook-cum-Helpers absentee statement in time.

5) He/She will ensure updating the data of Cook-cum-Helpers Aadhar number, Bank A/c number with IFSC Code, School name as per MIS data. Cook-cum-Helpers Photos with the 1st Page of Bank Passbook into the newly developed Cook-cum-Helper honorarium Apps.

6) He/She will assist the District Education Officer in holding MDM monthly meeting, District Steering-cum-Monitoring Committee Meeting, Vigilance Committee meeting etc.

7) He/She will ensure submission of UCs in time.

8) He/She will ensure submission of QPR, Compliance to Court Cases, Annual Work Plan & Budget, GRC, SSHL, Press clippings & RTI report and return from time to time.

9) He/She will test check the data entered by Block Data Entry Operators and download the monthly data from MIS and analyze and apprise the District Education Officer about the discrepancy and take corrective measures.

10) He/She will ensure the IFA consumption report in time to SPMU.

11) He/She will do the job as and when required by the District Education Officer.