To

All District Education Officers,


Madam/Sir,

With reference to the subject cited above, I am directed to say that major issues concerning the Annual Work Plan & Budget exercise for the year 2017-18 for "Mid-Day Meal Scheme" (MDMS). As you are aware, preparation of comprehensive plan is the stepping stone towards achieving the objectives of the programme.

2. Following are the pre-requisite steps for submission of Annual Work Plan & Budget for the year 2017-18:-

i. Plan should be approved by District Steering cum Monitoring Committee (DSMC).

ii. A confirmation should be submitted that
   a) Funds are released through e-transfer from District/ Block to 100% schools.
   b) 100% payment of cost of food grains has been made to FCI up to previous month of PAB meeting.
   c) All the pending bills of FCI for the previous years, if any, have been paid.

iii. Automated Monitoring System should have been operationalised.

iv. Annual and Monthly data entry for the FY 2016-17 should be completed up to the previous month of PAB meeting.

v. Plan should also be submitted through MDM-MIS portal.

vi. Action plan for the testing of food samples, Number of food samples tested by accredited labs and findings.

vii. Plan should be submitted duly signed by the District Education Officer of the District within the scheduled date.

viii. Progress on construction of kitchen-sheds.

ix. Progress on procurement of kitchen Devices.
3. The Appraisal Schedule of the Programme Approval Board - Mid Day Meal (PAB-MDM) is annexed at Annexure-I.

4. The Annual Work Plan & Budget proposals consist of (i) Write-up portion and (ii) Formats in tabular form (Table AT-1 to AT-31).

5. You are requested to advise the concerned officials to go through the formats of the District Plan for preparing a comprehensive Annual Work Plan & Budget proposal for 2017-18. The formats and guidelines for District Plan (Copy enclosed) and the same can also be downloaded from MDM website www.mdmodisha.nic.in.

This may be treated as TOP PRIORITY.

Yours faithfully,

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

Memo No. 35 /SPMU, Dt. 07-01-2017
Copy forwarded to all Collectors for kind information and necessary action.

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

Memo No. 36 /SPMU, Dt. 07-01-2017
Copy forwarded to the P.S to Commissioner-cum-Secretary, S&ME Department for kind information of Commissioner-cum-Secretary.

State Nodal Officer (MDM) & Ex-Officio Joint Secretary to Govt.
### MID DAY MEAL SCHEME
#### AWP&B 2017-18 – Appraisal Schedule

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**Remarks:**
- **BATCH-I**: 24.01.2017
- **BATCH-II**: 25.01.2017
Annexure-III

Guidelines for preparation of AWP&B for the year 2017-18

The guidelines for preparation of comprehensive Annual Work Plan & Budget for the year 2017-18 in the prescribed format are given below:


The AWP&B 2017-18 may be prepared by adopting bottom up approach starting from School to Block/ Mandal /Town, District and State level so that it is based on the information gathered from grass root level. The district plan of all the districts and State/UT plan shall be prepared by involving functionaries/stakeholders working at various levels.

ii) System of procurement and its strengthening

Procurement of quality ingredients for cooking of mid day meal is important for the successful implementation of the scheme. The Guidelines have been reiterated for emphasizing that the States/UTs may ensure that Ag-mark or branded ingredients are supplied to schools/implementing agencies. The State Governments of Maharashtra, Tamil Nadu and Karnataka are procuring and supplying ingredients, through the State PSUs.

iii) Creation of infrastructure

As per Right to Education Act 2009, all Government, Government aided and local body schools must have all weather buildings including kitchen-cum-store. The State Governments/UT Administrations are requested to make concerted efforts to utilize central assistance released for construction of kitchen-cum-stores on unit area norms.

The State Governments are also requested to submit proposals for the construction of kitchen-cum-stores during 2017-18 in the remaining Government, Government-aided and Local Body schools, which do not have this facility. It is emphasized that all the Government aided schools are eligible to get grant for construction of kitchen-cum-store like Government schools. The proposal must state that these schools have adequate space for construction of kitchen-cum-stores and necessary budget provision has been made in the State budget.

It is relevant to mention that there is an inbuilt provision under Sarva Shiksha Abhiyan to construct kitchen-cum-store in the new schools. This may be kept in mind while submitting proposals for construction of kitchen-cum-stores.

a) Progress of construction of Kitchen-cum-stores and target

The Central Government has been providing Central Assistance for construction of kitchen-cum-stores since 2006-07. The norms for cost of kitchen-cum-stores have been revised in year 2009 and cost of kitchen-cum-stores is now decided
on the basis of plinth area norms and State Schedule of Rate. The Central Government has sanctioned almost all the kitchen-cum-store to the States / UTs baring few States / UTs. All the States / UTs are requested to complete the kitchen-cum-stores and submit the status of in-progress kitchen-cum-stores and kitchen-cum-stores for which construction is yet to start. The kitchen-cum-stores should invariably include silos for storage of food grains in safe and moisture free condition. It has also been decided that the kitchen-cum-store is an integral part of the school and may be repaired from maintenance grant to the school given under SSA.

b) Progress of procurement of kitchen devices and target

The Central Government has started providing Central assistance for procurement of kitchen devices since 2006-07. The Central Government is also providing Central Assistance for replacement of kitchen devices which were sanctioned 5 years ago. Thus the kitchen devices sanctioned during year 2006-07 to 2011-12 are eligible for replacement in year 2017-18. Progress on procurement of kitchen devices may be submitted in the relevant table of the Annual Work Plan & Budget.

iv) Making Budget Provision in the State Budget for flow of Central Assistance

The central assistance for various components of the Scheme is to be routed through the State Budget. Therefore, adequate budget provision should be made in the State Budget for receiving the central assistance as well as State Government's contribution in the scheme.

v) Testing of food samples by accredited lab

Statutory Mid Day Meal Rules 2015 (Section 8) mandates testing of Meals by accredited Laboratories –

(1) Hot cooked meal provided to children shall be evaluated and certified by the Government Food Research Laboratory or any laboratory accredited or recognized by law, so as to ensure that the meal meets with the nutritional standards and quality specified in Schedule II to the Act. The Food and Drugs Administration Department of the State may collect samples to ensure the nutritive value and quality of the meals.

(2) The Department referred to in point (1) above shall collect the samples at least once in a month from randomly selected schools or centralized kitchens and send such samples for examination to the accredited laboratories.
The States / UTs have been requested separately by this Department for engaging accredited laboratories for testing of the meals. Few States have started testing of the meals by accredited labs. The States / UTs who have not started yet, are requested to engage laboratories and ensure that the testing is carried out regularly as prescribed in the Rules.

vi) Management and Monitoring

a) Strengthening of Monitoring and Management Structure:

A well-established monitoring mechanism is essential for the effective implementation of the Scheme. Requirement of management structure at State, District, Block and school level would be helpful in monitoring of the scheme. Although 1.8% of the admissible recurring Central Assistance of i) cost of food grains, ii) cooking cost, iii) transport assistance and iv) honorarium to cook-cum-helpers is allocated for Management, Monitoring and Evaluation (MME). But most of the States / UTs are not utilizing these funds for engaging professionals/staff on contractual basis or contract basis for monitoring the scheme at school, block, district or State level. Therefore, all States/UTs must submit an exhaustive MME plan under AWP&B 2017-18 by indicating the initiatives proposed to be taken for utilization of these funds.

b) Automated Monitoring System (AMS):

The Department of School Education & Literacy had launched web portal and web based Management Information System (MIS) in June, 2012. The MDM-MIS has scope to integrate with AMS for monitoring the scheme on near real time basis through community participation. Considering the fact that implementation of Mid Day Meal Scheme is primarily with the State Governments, which are the primary users of data collected for monitoring of the scheme. It has been decided to implement the proposed monitoring project through the State/UT Governments. The States / UTs are setting up a suitable system of data collection from schools on a daily basis and use it for purposes of monitoring and timely follow up action. The work plan must indicate the information on MIS being used / developed by the States/UTs and action plan for operationalization of AMS.

c) Social Audit

"Social audit" is the process by which people collectively monitor and evaluate the planning and implementation of a programme or scheme. The social audit was conducted by Society for Social Audit Accountability and Transparency (SSAAT) in two districts viz. Khammam and Chittoor of Andhra Pradesh during 2012-13. Encouraged by the outcome of the Social Audit in Andhra Pradesh, the Department had issued detailed guidelines vide letter dated 3rd July, 2014 for conducting of social audit under Mid Day Meal Scheme. The States / UTs were advised to select the eminent institute available in their respective States and sign the MOU to carry out the social audit of the Mid Day Meal Scheme initially in two districts. So far 10 States viz. Bihar, Maharashtra, Odisha, Karnataka, Punjab, Uttar Pradesh,
Telangana, Nagaland, Andhra Pradesh and Tamil Nadu have completed the social audit and the work of social audit is in progress in Madhya Pradesh, West Bengal and Rajasthan.

d) Convening the meeting of District Level Committee
The Ministry has constituted a District Level Committee under the Chairmanship of senior most MP of the Lok Sabha in the District to monitor the schemes of education sectors including Mid Day Meal Scheme on quarterly basis. The District Magistrate as Member Secretary of the Committee is personally responsible for convening the meeting of the District Level Committee on quarterly basis under the Chairmanship of the senior most Member of Parliament of the district for review of Mid Day Meal Scheme. The meeting of the Committee should be convened at least once in each quarter and minutes must be circulated along with Action Taken Note to all the members as well as uploaded on the website. The number of meetings convened during 2015-16 must be indicated in the plan.

e) Quality of Food grains:
Some of the State Governments have complained about the sub-standard quality or less quantity of food grains supplied by FCI. As per MDM guidelines, FCI is to provide duly weighed quantity food grains of FAQ for Mid Day Meal Scheme. The work plan must indicate the arrangement made for ensuring lifting of FAQ food grains from FCI godown and delivering it without pilferage/damage to the schools. It is noteworthy to mention that M/o Consumer Affairs, Food & Public Distribution has agreed to supply food grain on post payment basis at NFSA rate but payment shall be made to FCI on regular basis as per time schedule under MDM guidelines.

f) Payment to FCI
The Ministry of HRD is procuring food grains from FCI on post payment basis since inception of the Scheme. The payment of cost of food grains has been decentralized to districts of the States / UTs w.e.f. 1.4.2010 with the motive to reduce the time lag in making payment to FCI. But there is a considerable delay in making payment to FCI. It is relevant to mention that FCI raises loan from the Financial Institutes for undertaking its commercial operations for the procurement and supply of food grains under Mid Day Meal Scheme on post payment basis. But there is inordinate delay by the States/UTs in making timely payment to FCI. The States/UTs should clear all the pending bills of FCI and devise a mechanism whereby future bills from FCI would be paid within 20 days as per MDM guidelines. The initiative taken by the State/UTs may be indicated in the write up.

vii) Awareness and Community Participation:
Community plays an important role for improving the effectiveness of the scheme. The community awareness programme through various media etc. may be taken by the State Government to involve the community under the scheme. The entitlements
of the children should be propagated for the knowledge of the parents, community members and other stake holders of the scheme.

viii) **Engagement of Cook-cum- Helpers:**

Mid Day Meal provides employment opportunities to socially and economically weaker persons from the disadvantaged segments of the society by engaging them as cook-cum-helpers. This initiative also breaks down social barriers and promotes equity and harmony because the food prepared by these cooks-cum-helpers is taken together by all children irrespective of their caste, religion etc. The State Government must mention in their AWP&B about the efforts made by the State Governments for engaging cook-cum-helper from disadvantaged group viz. SC, ST, OBC, women, minority etc. The State/ UT Government should pay their honorarium through e-transfer.

ix) **Capacity Building/Training**

Preparing Mid Day Meal with prescribed nutrition and calories is very important. A major effort has been initiated for capacity building of cook-cum-helpers as master trainers. The Ministry of Tourism is imparting ten days full time training through its Institutes of Hotel Management (IHM) and the Food Craft Institutes (FCIs). The State Governments/UTs may indicate in the AWP&B 2016-17 about the training programmes proposed to be organized for cook-cum-helpers.

Training is an integral component for successful implementation of the scheme and States/UTs are requested to conduct training programme for stakeholders particularly cooks and State level functionaries of the Mid Day Meal Scheme.

x) **Emergency Medical Plan**

The MDM Guidelines envisage that all necessary steps should be taken to avoid any untoward incident in the school. All the States/UTs have been requested to issue necessary instructions for linkages with Primary Health Centre / Community Health Centre / District Hospital to ensure early treatment of the children if any untoward incident occurs.

xi) **Convergence with Schemes of other Ministries/Departments**

Mid Day Meal Scheme requires strong convergence with Schemes of other Ministries/Departments such as School Health Programme under National Rural Health Mission of the Ministry of Health & Family Welfare; Department of Drinking Water & Sanitation for supply of safe drinking water; MNREGA under Ministry of Rural Development for construction of kitchen-cum-stores etc. The AWP&B may indicate the measures taken by it for tapping the resources of the above schemes for providing health care facilities and safe drinking water to the children and construction of capital assets. The MPLAD Scheme includes construction of dining hall in schools and Hon’ble MPs may be approached in this regard.
xii) Research Studies
The Ministry of HRD is planning to carry out baseline study on impact of MDMS with the help of NUEPA, New Delhi. The States/UTs are requested to carry out research studies in their States to know the hurdles in implementation of the scheme and take corrective measures for improvement of the scheme.

xiii) Strategy for enhancing the coverage of children
The coverage of the children against enrolment is decreasing during the last few years. The reasons for this decrease may be examined and suitable strategies may be chalked for enhancing the coverage of children in schools. The district plan of the poor performing districts should include strategies for strengthening the management structure to ensure effective implementation of the scheme.

xiv) Score cards for State and District based on performance
MHRD has been preparing score cards for the State Governments on the basis of the performance of the key indicators of the MDMS. All States/UTs are requested to prepare score cards on same indicators for the State as a whole and for district also to assess the inter-se performance of the districts and include these score cards in the plan.

xv) Write-up on Innovative method / best practices adopted
The States/UTs are requested to adopt innovative methods and disseminate these best practices. It is informed that the Ministry has prepared a compendium on the Best Practices under MDMS, which shall be circulated shortly to all States/UTs for their benefit. All the Best Practices being followed in the States must be included in the Annual Work Plan & Budget 2017-18.

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