

# MDMS GUIDELINES – 2011-12.



मध्याह्न भोजन योजना  
Mid Day Meal Scheme

## National Programme of Mid Day Meal in Schools in Andhra Pradesh.

### OBJECTIVES:

- Improving the Nutritional status of children.
- Encouraging poor children on classroom activities.
- Providing Nutritional support for children.

### PROVISIONS:

- A) **Foodgrains:** As per *F.No.1-1/2009-Desk (MDM) GOI - MHRD - Department of School Education & Literacy - New Delhi - Dated:24th November, 2009* the revised food norms is as follows:

Every Child studying in the above stated schools from class I - VIII for 220 working days the Mid Day Meal shall be provided on each school day. The menu is as below.

In Grms

S.No	Item	Quantity per day per child		Calories	
		Primary	Upper Primary	Primary	Upper Primary
1	Foodgrains (Rice)	100 grm	150 grm	330	510
2	Pulses	20	30	60	100
3	Vegetables (leafy also)	50	75	25	30
4	Oil & Fat	5	7.5	35	60
5	Salt & condiments	As per need	As per need	-	-
6	Other Item -Eggs/ Fruits	Twice a week	Twice a week	200	200

Per child per day **650** calories energy & 12 grms protein and **900** calories of energy & 20 gms of proteins are providing for Primary & Upper Primary stages respectively.

### 1) COOKING COST:- (I to X Classes)

- As per *Go.Rt.No.420 (Pro-I)Department.17.05.2011* the revised food norms and enhancement of cooking cost to Primary & Upper Primary stage in the state with effect from 01.04.2011 are given below.

Stage	Enhanced Rate by GOI Rs. Per student @
Primary classes (I to V)	<b>3.84</b>
Upper Primary (VI to VII)	<b>4.40</b>
High School (VI to X)	<b>4.40</b>

- The Cooking Cost will be further revised by 7.5% on 1<sup>st</sup> April of every year.

**2) COOK-CUM-HELPERS:-**

**As per Lr.F.No.5-1/2010-MDM-2-1 Govt. of India, MHRD, Department of School Education and Literacy, MDM Division Dt:30.04.2010**

- A separate provision for payment of Honorarium to Cook-Cum-helpers
- @ **1000.00** (Rs.750/- Central share and Rs.250/- State share) per month has been made with effect 01.04.2010.
- State Govt. shall also release Rs.250/- per cook cum helper as State share without any delay so that Rs.1000 per month to Cook-Cum-Helpers on **consolidation basis**.
- The cook cum helpers should be engaged on purely temporary basis. GOI and State Government will not bear past services liability in respect of cook-cum- helpers.
- One cook cum helper shall be engaged to a School having up to 25 students. Two Cook-cum-Helpers for schools having **26 to 100 students**. And one additional Cook-cum-helpers for **every addition of 100 students**.
- Engagement of Cook-Cum-helpers shall be considered basing on number of the average children opted Mid Day Meals.

Day Average Children MDM Opted	No. of CCH needed
0-25	1
26-100	2
101-200	3
201-300	4

**SUPPLY / LIFTING OF GOOD QUALITY OF FOODGRAINS:**

**MANDAL LEVEL:-**

- Mandal Educational officer & Tasildar of that Mandal allocate the food grains to the each school / implementing agencies as per indent.

**SCHOOL LEVEL: -**

- The Headmasters/implementing agencies receive the stocks as per their requirement/allocation.
- Rice supplied to the implementing agencies as and when required on the basis of enrollment should be stored at school level and they are to be taken care of by Head Master and implementing agencies also.
- There is a need to take care for storage place in a school/Kitchen shed where dry & clean surroundings exist (Foodgrains and ingredients to be used for Cooking, food grains, pluses, vegetables, edible oil & condiments).
- Rice bags should not be dumped to the corners / walls to pass freely by rodents.

**STRENGTHENING AND RE -ORGANISATION OF THE MONITORING MACHANISM IN THE VILLAGE , MANDAL & DISTRICT LEVEL AND STATUS OF CONSTITUTION OF SMC'S AT THESE LEVELS FOR MONITORING AND SUPERVISION.**

**MANDAL LEVEL:**

There is Mandal Level implementation Committee headed by Mandal Educational Officer; they meet fortnightly and review the implementation of the Programme in the Mandal. The Mandal Educational Officer is responsible for payment of Conversion charges and honorarium to cook - cum - helpers to implementing agencies.

**SCHOOL LEVEL:**

The Executive Committee of the School level is to supervise implementation of MDM at School level. The Committee ensures that good quality food is provided to all children of the school.

**FOODGRAINS:-**

School wise - Mandal wise aggregated District allocation lifting and utilization of food grains of previous year / current year as per **GOI MDM guidelines-2006** the **record of stock** of rice in the following table.

S. No	Name of the District / Mandal / School	Allocation	Opening Balance	Lifting during the Month & Date	Total	Utilizing during Month	Closing Balance	Remarks
1								

Consumption of Rice for Classes I to V @ 100 grams for classes VI to X @ 150 grams per child is being utilized as per the guidelines given by the DSE, in Memo No. 166/Prog.I/A2/2008 dt 22.08.2008

**FLOW OF FUNDS UNDER MANAGEMENT, MONITORING & EVALUATION (MME):-**

The amount available under MME is allocated as follows.

- School level expenses 50% funds earmarked for school level expenses can be spent on forms, stationary, shops, plates, glasses, mats, training of cook cum helper and replacement/repair, maintenance of Cooking devices, utensils, and storage bean etc...
- Remaining 50% funds earmarked for expenditure at other then school level i.e, District and State Head-quarter shall be spent on the following items.

Hearing charges of man power at various levels

- ❖ Transport and contingencies.
- ❖ Office expenses.
- ❖ Furniture, Computer hardware and consumables.
- ❖ Capacity building of officers.
- ❖ External monitoring and evaluation.
- ❖ Preparation of relevant manuals.
- ❖ Publicity - etc, .

**MONITORING MECHANISM:-**

**MANDAL LEVEL:-**

Mandal Educational Officer is a principle monitoring officers at Mandal level. Every visit to a school must be included the Mid Day Meal aspects as follows:

- Preparation of bills and they should be kept ready by 5<sup>th</sup> of every month as per provision shown by the District authorities i.e, allocation of Rice, Cooking cost as per MDM opted, honorarium to cook cum helpers as per PAB figures.
- Timely submission of bills at STO (Treasury) and get passed the bills prompt payment of cooking cost, honorarium to cook cum helpers to implementing agencies by way of cheque.
  - Receipt of foodgrains and their storage, maintenance of records.
  - Attendance of children - issue of Rice-No of children opted MDM at the time of serving.
  - Cooking at hygienic, atmosphere, clean and kept the surroundings & utensils.
  - Serving of vegetables, eggs / fruits twice in a week.
  - Whether agencies had been paid as per release by Dist / state.
  - Supervision of HMs / Teacher are taking place at the time of children having meal.
  - Prompt service of implementation agencies.

**SCHOOL LEVEL:-**

- Head Master & Teacher of Mid Day Meal opted school is to monitor the Mid Day Meal programme in their school for effective implementation. The following impact parameters to be followed and ensure to achieve the objectives of NP-NSPE.
- Regular and wholesomeness of Mid Day Meal served to children,
- Promoting Social and gender equality.
- Cleanliness in cooking, serving and consumption of Mid Day Meal.
- Storage of rice and ingredients.
- Maintenance of Attendance of children - issue of Rice - No of children opted MDM at the time of serving.
- **Cooking at hygienic, atmosphere and keep the surroundings & utensils clean.**
- **Serving of vegetables, eggs / fruits twice in a week. .. etc.,.**

**For Calculation of Cooking Cost Rs.**

Primary Stage (I-V Class) No. of opted children x No. of working days in month X Rs. 3.84	
Upper Primary Stage (VI-VIII) No. of opted children x No. of working days in month X Rs. 4.40	

**For Calculation of Rice****Mts.**

Primary Stage (I-V Class) No. of opted children x No. of working days in month X 0.0001 gms rice	
Upper Primary Stage (VI-VIII) No. of opted children x No. of working days in month X 0.00015 gms rice	

(Like Mandal &amp; School level calculation is done).

**Procedure for selection of Implementing Agency :****As per G.O .M.S .No.94 dt 25.11.2002**

The MRO( Mandal Revenue Officer ) of the mandal shall issue advance programme for the village level meeting to be conducted for the selection of Implementing Agency. Wide publicity should be given to the schedule.

The Panchayat Secretary shall organize the meeting. The meeting would be attended by the sarpanch, all the ward members , the SEC ( School Education Committee ) parents, all the self help Groups of the village and select the best among them as the I.A.

The Mandal Educational Officer and Mandal Resource person shall attend the meeting . The Headmaster of the school of the village shall also attend the meeting .

The MEO would record the minutes of the meeting and communicate to all the schools , Gram panchayat and the RDO through the MRO.

**Maintenance of the Registers must in every school****Name of the School :****Registrar -1(class / day wise )**

S. No	Date	Roll	Attendance	Opted	Not taken meal	No. of Eggs	Rice Utilized in kg.s	Cooking cost. (Rs.)
1								

**Registrar -2(class / Month wise )**

S. No	Date	Roll	Attendance	Opted	Not taken meal	No. of Eggs	Rice Utilized in kg.s	Cooking cost. (Rs.)
1								

**Registrar -3 (Rice)**

S. No	Month	Opening Balance	Rice Recived as per Releasing Order( in kgs )	Utilized	Balance
1					

**Registrar -4 (CCH)**

S. No	Month	Name of the CCH	Average opted in a month	Sanctioned Amount	Signature of the CCH
1					

Proceedings of the Commissioner and Director of School Education,  
A.P., Hyderabad

Rc.No.391/MDM/2010-1

dated:08-07-2011.

Sub:-SE-MDM-Request for use of double fortified salt in Mid day meal Programme –Reg.

Ref:- D.O. No.5-5/2011-MDM-1-1(EE.5), dt.01-07-2011 of the Joint Secretary , MHRD, New Delhi received through mail.

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While communicating a copy of the reference read above, all the District Educational Officers in the state are requested to see that the double fortified salt should be used for cooking in the MDM Scheme as emphasized by the Govt of India ,so that the children are benefited from consumption of iodine and iron as both are required for proper physical and mental growth. They are also requested to issue instructions to the concerned MEOs to take further action in the matter.

This has the approval of the Commissioner and Director of School Education, A.P., Hyderabad .

**Ch.PULLAIAH**  
**for COMMISSIONER AND DIRECTOR**  
**OF SCHOOL EDUCATION.**

To  
All the District Educational Officer in the State .

FORWARDED :: BY ORDER

**SUPERINTENDENT**