

# Mid-Day Meal (MDM) Scheme

Manual for District- Level Functionaries

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2017

## **PREFACE**

The purpose of this Development Role Manual for Mid-day Meal (MDM) Scheme is to create an enabling mechanism for improved implementation of the Centrally Sponsored Scheme (CSS) at the cutting edge, leading to enhanced outcomes in nature and extent. Accordingly, it would act as a guide for implementation by the District Collector and key District-level functionaries, enable quick learning, implementation modalities, roles and responsibilities of the various functionaries as well as stakeholders.

This Manual is prepared with inputs from a combination of sources, including interaction with the Ministry of Human Resource Development (MoHRD), Government of India (GoI), review of extant scheme guidelines (issued in 2006) and circulars issued from time to time (upto 2017) by MoHRD and discussions with the key personnel involved in implementation of the Scheme.

For greater direction, the guidelines cited must be referred to along with the MoHRD website (<http://mdm.nic.in>) for guidance and clarification on implementation from time to time.

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# Mid-Day Meal (MDM) Scheme

## 1. About the scheme

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The National Programme of Nutritional Support to Primary Education (NP-NSPE) was launched on 15<sup>th</sup> August, 1995 and being continued now as a Centrally Sponsored Scheme (CSS) with the objective of increasing enrolment, attendance and retention of children studying in primary classes (I-V) in Government, Government-aided and Local Body Schools and to provide nutritional support simultaneously. Over the years, the scheme has undergone several changes<sup>1</sup>with regard to coverage, quantity of food grains and financial assistance.

In the year 2008-09, the scheme was extended to upper primary classes. The name of the scheme has been changed to 'National Programme of Mid Day Meal in Schools' and is popularly known as Mid Day Meal Scheme.

## 2. Objectives

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The objectives of the scheme are:

- Improve nutritional status of the children in classes I to VIII of Government, Local Body and Government-Aided Schools, Special Training Centres (STC), Madarasas and Maqtabas supported under Sarva Shiksha Abhiyan (SSA).
- Encouraging poor children belonging to disadvantaged sections to attend school more regularly and help them concentrate on classroom activities.
- Providing nutritional support to children of elementary stage in drought-affected areas during summer vacation.

## 3. Programme intervention and coverage

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To achieve the objectives, the Government has revised the provision of food and protein intake with additional components for students of primary and upper primary school. The quantity of food calories and protein intake are:

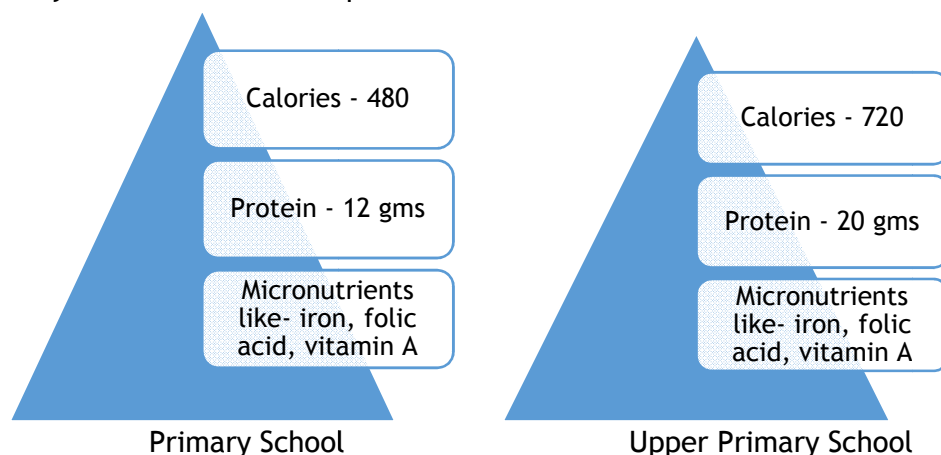


Figure 1 - Quantity of food calories and protein intake

The calories and protein are provided by way of cooking MDM with food grains (rice/wheat), pulses, vegetables, oil & fat and with salt & condiments. The details are:

Item	Primary		Upper Primary	
	Quantity in gms	Energy content (kcal)	Quantity in gms	Energy content (kcal)
Food grain	100	340	150	510
Pulses	20	70	30	88
Vegetables	50	25	75	32
Oils/Fats	05	45	07	90
Salt & Condiments	As per need	-	As per need	0
<b>Total</b>		<b>480</b>		<b>720</b>

#### 4. Components

Ministry of Human Resource Development (MoHRD), GoI provides assistance to State Governments/UTs (Union Territories) for the following components:

##### Recurring

- Cost of food grains for payment to Food Corporation of India (FCI) towards the food grains supplied.
- Cooking cost for meeting the cost of pulses, vegetables, oil & fats, salt & condiments and fuel on sharing basis between the Centre and States as per the approved funding pattern.
- Transportation assistance @ Rs.75/- per quintal for carrying food grains from FCI depots to schools to all States/UTs except North Eastern States and Himalayan States where transportation assistance is provided at Public Distribution System (PDS) rates approved by the respective State Governments.
- Payment of honorarium @ Rs.1,000/- per cook-cum-helpers (CCH) per month for ten months in a year on sharing basis between the Centre and States as per the approved funding pattern.
- Management, Monitoring and Evaluation (MME) charges @ 2% of the recurring Central assistance for cost of food grains, cooking cost, transportation charges and honorarium to CCH.

##### Non-recurring

- Construction of kitchen-cum-stores on plinth area norms as per Schedule of Rates of respective States on sharing basis as per the approved funding pattern.
- Procurement/Replacement of kitchen devices.

## 5. Convergence

The MDM scheme is to be implemented in close convergence with other schemes so that all the scheme requirements are fulfilled in shortest possible time. The different components and Ministries with which the convergence is required are:

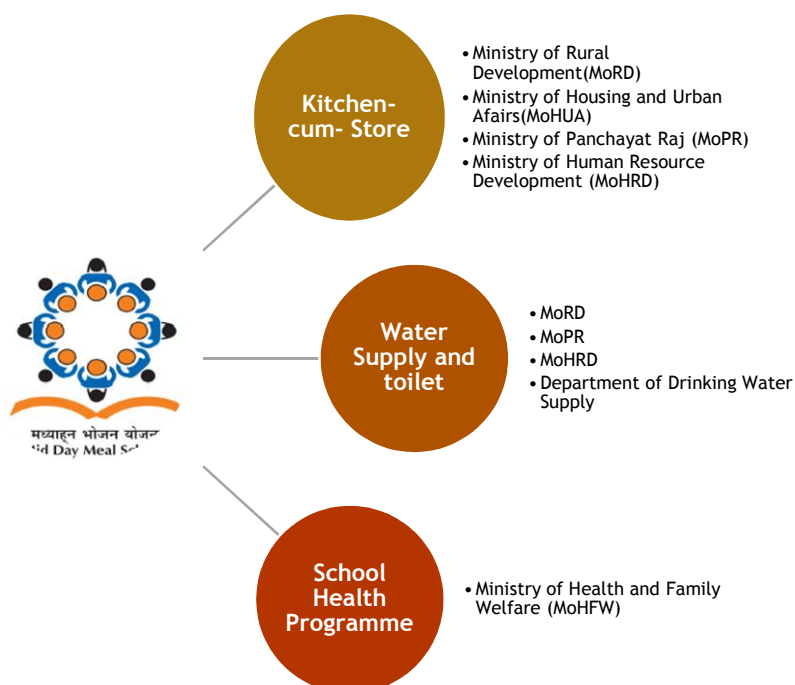


Figure 2 - Convergence with different Ministries under MDM

## 6. Overall Responsibility

It is the responsibility of State Government/UT to provide nutritious, cooked MDM meal to every child. The responsibilities of the State Government/UT include:

- Ensuring adequate budgetary provision and timely release of funds.
- Ensuring logistic and administrative arrangements for regular serving of wholesome and cooked MDM, timely construction of infrastructure and procurement of kitchen devices.
- Formulating State-specific norms for expenditure in consensus with scheme guidelines and formulating safety specifications for construction of kitchen-cum-store.
- Establishing systems for continuous and uninterrupted flow of food grains.
- Formulating guidelines for promoting people participation in the monitoring and supervision of the programme, including voluntary agencies and Civil Society Organisations (CSO).

## 7. Programme Management

### A. Institutional Framework

For implementation of the MDM programme, the following institutional framework has been established:

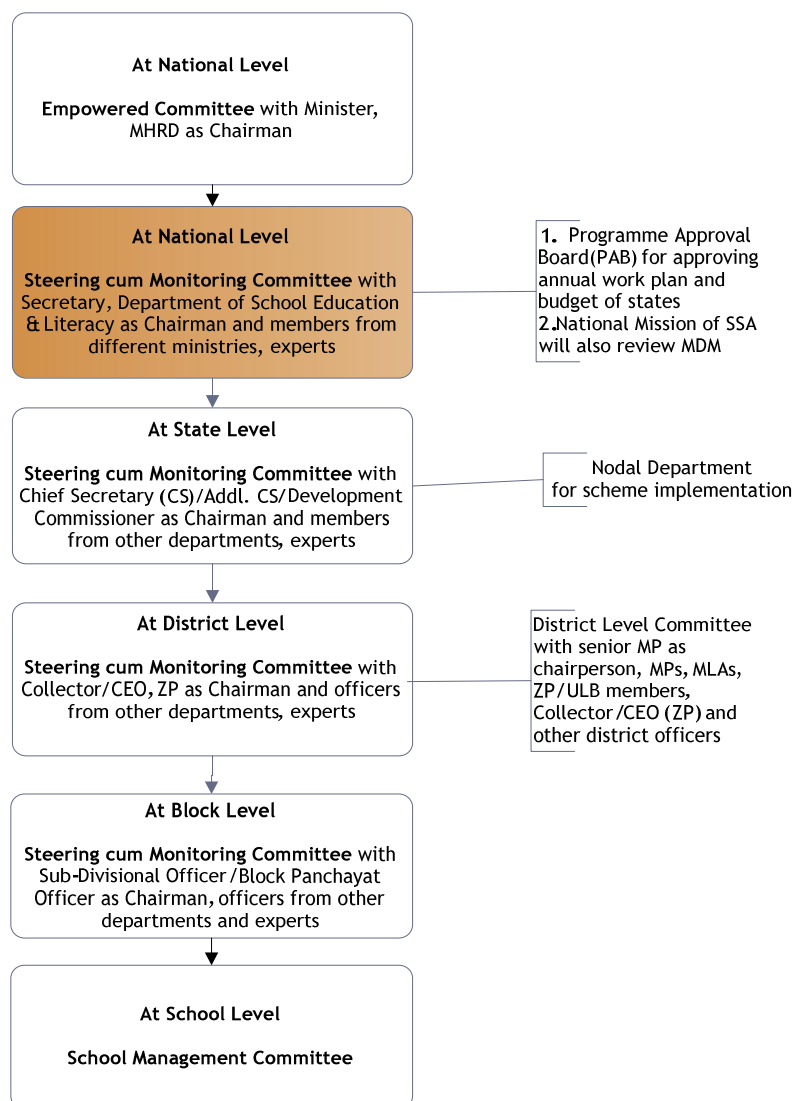


Figure 3 - Administrative Structure (National, State, District, Block and School level)

Details of members of the Steering-cum-monitoring Committee at District, Block and School Level:

i. District Level

Table 1 - Administrative Structure at District Level

A. District Level Committee
<ul style="list-style-type: none"> <li>• Members of Parliament</li> <li>• Members of State Legislature</li> <li>• Members of Zilla Parishad/Members of Urban Local Bodies (as applicable)</li> <li>• District Collector/Chief Executive Officer, Zilla Parishad as Member Secretary</li> <li>• District Education Officers in-charge of MDM, SSA, RMSA</li> <li>• District Officers in-charge of Drinking Water Mission/Total Sanitation Programme/ICDS</li> </ul>

<p>Programme/Panchayat Raj/Labor/Handicapped/Welfare/Social Welfare/Minority Welfare etc.</p> <ul style="list-style-type: none"> <li>• Two Non-Governmental Organizations (NGO) working the area of elementary education to be nominated by District Collector/CEO, Zila Parishad</li> <li>• Senior most Member of Parliament will chair the committee on the day of its meeting</li> </ul>
<p><b>B. Steering-cum-Monitoring Committee</b></p>
<ul style="list-style-type: none"> <li>• Collector/CEO-Zila Panchayat as Chairman</li> <li>• Dist. Level Officer of the Nodal Dept. as Member Secretary</li> <li>• Dist. Education Officer or Dist. Level Officer of nodal department for the programme(where it is a department other than School Education)</li> <li>• Other officers like Civil Surgeon/ Dist. Medical Officer, Dist. Food &amp; Civil Supplies Officer, Dist. Level Officer of FCI, Chief Executive Officer (CEO), Zila Panchayat</li> <li>• One representative of Municipal Body/Dept. of Municipal Administration</li> <li>• One Nutrition Expert</li> <li>• 4 persons (at least 2 shall be women) with significant contribution/ achievements in area of Nutrition/Child Welfare/Community/ Women's Mobilization/School Education/ Child Health</li> <li>• Representatives of 3-5 Districts</li> <li>• At least one representative of teachers</li> </ul>

ii. **Block Level/City Level**

**Table 2 - Administrative Structure at Block Level**

<p><b>Steering-cum-Monitoring Committee</b></p>
<ul style="list-style-type: none"> <li>• Sub-Divisional Officer/ Block Panchayat Officer as Chairman</li> <li>• Block/Sub-Divisional level Officer of the Nodal Department as Member Secretary</li> <li>• Other officers like - Block Education Officer/Block Level Officer of Nodal Department for the Programme(where it is a department other than School Education), Medical Officer incharge of Primary Health Centre (PHC), Block/Sub Divisional Level Officer of Food Department, Block/Sub Divisional Level Officer of FCI, CEO of Block Panchayat</li> <li>• One representative of a Municipal Body</li> <li>• One expert in the area of Nutrition</li> <li>• 4 persons of whom at least 2 shall be women, with significant contribution/achievements in the area of Nutrition/Child Welfare/Community/ Women's Mobilization/ School Education/ Child Health.</li> <li>• Representatives of 3-5 gram Panchayats</li> <li>• One representative of teachers</li> </ul>

iii. **School Level**

**Table 3 - Administrative Structure at School Level**

<p><b>School Management Committee (SMC)<sup>2</sup></b></p>
<ul style="list-style-type: none"> <li>• Parents/guardians of the students</li> <li>• Elected Representatives of the Local Authority</li> <li>• Teachers</li> <li>• Local educationists or students</li> </ul>



## **B. Online Monitoring of the Scheme through Management Information System (MIS) and Automated Monitoring System**

- MDM-MIS (portal) is used for online monitoring of the scheme. The portal captures information on important parameters like category-wise enrolment, teacher (looking after MDM) details, cook-cum-helpers details with social composition, availability of infrastructural facilities such as kitchen-cum-stores & kitchen devices, mode of cooking, drinking water, toilet facilities, etc., on annual basis.
- The portal also captures monthly data, which helps in monitoring the critical components/ indicators of the MDM such as number of meals served, utilisation of food grains & cooking cost, honorarium paid to cook-cum-helpers, school inspection details, etc. The data of above parameters is filled into the printed data entry format(s) by the Head Master/MDM incharge.
- The data entry forms are collected and the data is entered into online portal at District/Block level as per the availability of internet facility.
- As per the data entered by various users in the States/UTs, various reports like Annual Work Plan & Budget, dashboard reports, diversified reports on utilization of food grains and funds, reports on availability of infrastructure facilities in the schools, etc., are generated.
- These reports are accessible to the officers at all levels for better monitoring and implementation of the scheme.

## **C. Real Time Monitoring through Automated Monitoring System (AMS)**

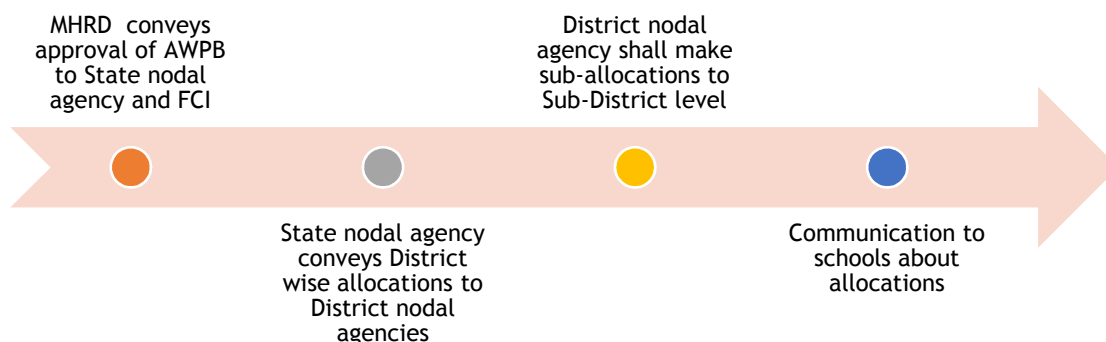
- AMS is used for real time monitoring of MDM Scheme. The data is being captured from schools (regarding number of children availed MDM and reasons if meals not served) with no cost to school Head Master/Teacher.
- Under the AMS, States/UTs have set up a different systems for data collection (like Interactive Voice Response System (IVRS)/SMS/Mobile Application/Web Application) from schools on a daily basis for monitoring and follow up.
- The data aggregated at the State level in a predefined format is uploaded to the Central Server maintained by National Informatics Centre (NIC) on a real time basis.
- Based on the data collected, various reports are made available for real time monitoring of the scheme at National/State/District/Block level.

## **8. Annual Work Plan & Budget (AWPB) approval and onward allocation**

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The process of AWPB approval and onward allocation is as follows:

- a. The AWPB <sup>3</sup>of the State will be approved by MDM-Programme Approval Board (PAB), Gol.
- b. The approved AWPB is conveyed to the State Nodal department and FCI by the MoHRD, Gol.
- c. The State Nodal Department will convey the District wise allocations<sup>4</sup> for the next financial year to all the District Nodal Agencies/District Panchayats<sup>5</sup>.
- d. District Nodal agency shall sub-allocate the monthly allocations to sub-district level which in turn would be sub-allocated to each school.



**Figure 4 - Annual Work Plan & Budget (AWPB) Approval and Onward Allocation**

## 9. Implementation at District Level

### Nodal Responsibility at District and Block Level

- State Government shall take steps to designate<sup>6</sup> one Nodal Officer or agency at District level (District Collector/Chief Executive Officer of District Panchayat) and Block Level (intermediate Panchayat) and they will be responsible for scheme implementation at District/Block level.
- States which have devolved the function of education (primary and upper primary) on Panchayats/Urban Local Bodies (ULB), the CEO of District Panchayat or Executive Officer of Block Panchayat will be the nodal officer for programme implementation.

### Management at local level

States which have devolved the education function (primary and upper primary) to Panchayats/ULBs, the responsibility of day to day supervision of the programme rests with Gram Panchayat/ULB.

### Day to Day Management at School level

The day to day management of MDM in the school may be assigned to Village Education Committee (VEC)/School Management & Development Committee (SMDC)/School Management Committee (SMC)/Parent-Teacher Association (PTA) by Gram Panchayat/ULB.

## 10. Roles of District Level Functionaries

### a. Role of District Level functionaries (District Collector/Chief Executive Officer of Zila Panchayat)

**Table 4 - Roles and responsibilities of District Collector/CEO, Zilla Panchayat**

Role	Responsibilities
PLANNING	<b>Preparation of AWPB</b>
	<ul style="list-style-type: none"> <li>• Ensure information relating to preparation of AWPB is submitted by the nodal department as per the timelines mentioned by State.</li> <li>• Take steps to identify additional quantities of food grains required for providing MDM during summer for students in drought affected areas.</li> </ul>

	<p style="text-align: center;"><b>Food menu</b></p> <ul style="list-style-type: none"> <li>• Provide guidance in preparation of food menu considering the health and nutritional interventions.</li> </ul> <p style="text-align: center;"><b>Identification of agency for cooking/ supply of cooked MDM<sup>7</sup></b></p> <ul style="list-style-type: none"> <li>• Provide administrative support in identification of agency for cooking/supply of MDM.</li> </ul>
<b>IMPLEMENTATION</b>	<p style="text-align: center;"><b>Lifting of food grains</b></p> <ul style="list-style-type: none"> <li>• Forward the schedule for lifting of food grains to FCI/PDS and ensure compliance accordingly.</li> <li>• Ensure food grains should be of good quality and in any case should not be less than Fair Average Quality (FAQ)<sup>8</sup>.</li> <li>• Arrange joint inspection of food grains by a team consisting official of FCI/PDS and the nominee of the Collector and/Chief Executive Officer, District Panchayat and confirm that they are of FAQ .Samples collected should be sealed and attested with signature and preserved.</li> <li>• If any quality issues are reported from Block and Panchayat level officials, the food grains can be returned and replaced with the quality of food grains suggested under MDM.</li> <li>• Report issues in food grains to Nodal Officer of FCI/PDS in the State.</li> <li>• Ensure availability of sufficient food grains stock.</li> <li>• Conduct monthly meeting with FCI/PDS regarding lifting of food grains and payments.</li> <li>• Where possible a separate packing and stamping for food grains served under MDM may be adopted.</li> </ul> <p style="text-align: center;"><b>Transportation of food grains</b></p> <ul style="list-style-type: none"> <li>• Identification of transport agency for transfer of food grains from FCI/PDS godown to school as may be the case.</li> <li>• Entrust the transportation of food grains to District/Taluk Panchayats for different Districts/Taluks or a group of Districts/Taluks together.</li> <li>• Suitable grievance mechanism for resolving weight and quantity related issues.</li> </ul>
	<p style="text-align: center;"><b>Payment for food grains lifted from FCI</b></p> <ul style="list-style-type: none"> <li>• Designate a Nodal Officer to process the bills of FCI/PDS.</li> <li>• Processing of payments of FCI/PDS within 20 days of receipt of bill.</li> <li>• Monthly meeting between FCI District Manager and concerned officials to resolve issues relating to food grains quality and payment.</li> <li>• Submission of monthly report to State Nodal Department/Head Quarter by 7<sup>th</sup>of next month.</li> </ul> <p style="text-align: center;"><b>Quality and safety aspect</b></p> <ul style="list-style-type: none"> <li>• Timely issue of circulars on dos and don'ts like use of vegetables as per the season, reiteration of health and safety measures, etc.</li> <li>• Undertake random inspection of schools on hygiene aspects along with District Level Officers.</li> </ul> <p style="text-align: center;"><b>IEC Campaign</b></p> <ul style="list-style-type: none"> <li>• Awareness programmes about importance of MDM, quantity served, community participation, etc.</li> <li>• IEC campaigns by way of radio jingles, advertisements, Nukkad Natak, Kalajathas, posters, etc.</li> </ul>
<b>IMPLEMENTATION</b>	<p style="text-align: center;"><b>Kitchen-cum-store</b></p> <ul style="list-style-type: none"> <li>• Construction of kitchen-cum-store on priority basis &amp; timely release of funds.</li> <li>• Coordination with concerned agencies/programmes for construction of</li> </ul>

	<p>kitchen-cum-store.</p> <p style="text-align: center;"><b>Health and Medical related interventions</b></p> <ul style="list-style-type: none"> <li>• Complement MDM programme with interventions like micronutrient supplementation and de-worming medication.</li> <li>• Convergence with health programmes &amp; linkages with PHC/Community Health Centre (CHC)/District Hospitals to ensure early treatment of children in case of untoward incident.</li> <li>• Ensure vaccination programmes are undertaken as and when scheduled (Ex: measles, rubella, polio).</li> </ul>
<b>MONITORING</b>	<p style="text-align: center;"><b>Management at local level</b></p> <ul style="list-style-type: none"> <li>• Conduct SMC meeting every month to review the Block SMC meeting regarding scheme implementation.</li> <li>• Encourage People participation for conducting Social Audit<sup>9</sup> of MDM Scheme.</li> <li>• Conduct District Level Committee meeting once in a quarter under the Chairmanship of senior most MP of the District and             <ul style="list-style-type: none"> <li>○ Discuss progress of the scheme and target achievement, provide suggestions for MDM improvement in consensus with guidelines and review the convergence with other departments.</li> <li>○ Circulate minutes of the meeting and action taken note to all the members and upload on the State website of MDM.</li> </ul> </li> </ul>
	<p style="text-align: center;"><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Monitoring the programme implementation and impact assessment.</li> <li>• Ensuring that officer of Revenue, Rural Development, Education, WCD, Food, Health, etc., undertake inspection of schools.</li> </ul>
	<p style="text-align: center;"><b>Tasting of food</b></p> <ul style="list-style-type: none"> <li>• Taste food whenever inspection to school is undertaken.</li> <li>• Ensure that school authorities properly maintain the details of tasting in the register.</li> </ul>
	<p style="text-align: center;"><b>Emergency Medical Plan and Preparedness</b></p> <ul style="list-style-type: none"> <li>• Necessary steps to be taken to avoid any untoward incident in Schools.</li> <li>• 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.</li> </ul>
	<p style="text-align: center;"><b>Quality and Safety</b></p> <ul style="list-style-type: none"> <li>• Circulate the Food Safety Guidelines prepared and circulated by MHRD.</li> <li>• Issue instructions to follow First in First Out (FIFO) procedure with regard to food items used for preparation of MDM.</li> </ul>

**b. Role of District Level functionaries (District Nodal Officer)**

**Table 5 - Roles and responsibilities of District Nodal Officer**

Role	Responsibilities
<b>PLANNING</b>	<p style="text-align: center;"><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Strengthen administrative structure to ensure effective implementation of the scheme.</li> <li>• Devise strategy for enhancing the coverage of children in schools.</li> </ul>

Role	Responsibilities
	<b>Preparation of AWPB</b>
	<ul style="list-style-type: none"> <li>• Following a bottom-up approach starting from information maintained at school level and aggregated at Block Level and District Level for onward submission to State nodal agency.</li> <li>• Involvement of all the stakeholders (committees) at different levels.</li> <li>• Ensure inclusion of information relating to anticipated number of working days, average no. of children availed MDM in previous year, lifting and utilization of food grains etc.</li> <li>• Additional quantities required on account of MDM during summer for students in drought affected areas should also be included where required.</li> </ul>
	<b>Allocation of sanctions</b>
	<ul style="list-style-type: none"> <li>• District wise allocations to be re-allocated to sub-districts and ensure onward distribution to schools.</li> </ul>
	<b>Food menu</b>
	<ul style="list-style-type: none"> <li>• Ensure that the menu suggested by the state nodal department is followed or design a food menu with support of experts and circulate the same.</li> <li>• Encourage School Managements to seek local support for drawing out varied but wholesome and Nutritious food menus.</li> </ul>
	<b>Food Grain and other food articles</b>
	<ul style="list-style-type: none"> <li>• Ensure use of double fortified salt, fortified wheat/rice and edible oil.</li> </ul>
	<b>Identification of agency for cooking/ supply of cooked MDM<sup>10</sup></b>
	<ul style="list-style-type: none"> <li>• Work of cooking/supply of cooked midday meal be assigned to voluntary organisations or personnel engaged directly by the VEC/SMDC/SMC/PTA.</li> <li>• Selection of agency and renewal/termination of the contract with agency shall be as per the guidelines issued by the ministry.</li> <li>• Option of centralized kitchen where possible for a cluster of schools may be considered.</li> </ul>
<b>IMPLEMENTATION</b>	<b>Transportation of food grains</b>
	<ul style="list-style-type: none"> <li>• Efforts for resolving the grievances related to weight and quantity.</li> </ul>
	<b>Quality and safety aspect</b>
	<ul style="list-style-type: none"> <li>• Ensure compliance with the guidelines issued by Gol regarding food quality, safety and hygiene.</li> <li>• Training and capacity building of staff on food quality, safety and hygiene by involving resource persons from relevant departments/institutions.</li> </ul>
	<b>IEC Campaign</b>
	<ul style="list-style-type: none"> <li>• Awareness programmes should be conducted about importance of MDM, quantity served, community participation, etc.</li> <li>• Setting up of stalls at important events.</li> <li>• IEC campaigns by way of radio jingles, advertisements, Nukkad Natak, Kalajathas, posters, etc.</li> </ul>
<b>IMPLEMENTATION</b>	<b>Kitchen-cum-store</b>
	<ul style="list-style-type: none"> <li>• Action plan for timely construction of kitchen-cum-store.</li> <li>• Maintenance works of school kitchen should be undertaken through building maintenance fund under SSA.</li> <li>• Replacement of kitchen devices every five years.</li> </ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure cooking through less polluting modes like gas, solar etc.</li> </ul>
	<p style="text-align: center;"><b>Community involvement</b></p> <ul style="list-style-type: none"> <li>• Involve communities for different activities of the scheme for effective implementation.</li> <li>• Ensure maintenance of registers relating to communities involvement and activities undertaken.</li> <li>• Priority to Self Help Groups (SHG) with membership of poor women and whose children are participating in MDM.</li> <li>• Practise of Tithi Bhojan<sup>11</sup> in schools.</li> <li>• Conduct social audit through community involvement as per the guidelines of Gol.</li> </ul>
	<p style="text-align: center;"><b>Proactive disclosure</b></p> <ul style="list-style-type: none"> <li>• Proactive disclosure of information on different aspects of the scheme under Right to Information Act.</li> <li>• Options (toll free phone number/ email) for public grievance redressal should be ensured and widely publicized.</li> </ul>
<b>MONITORING</b>	<p style="text-align: center;"><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Establish MIS cell and report MIS <sup>12</sup>as per the method adopted by the State.</li> <li>• Consolidate information relating to daily attendance register, no. of children availing MDM, stock books of food grain, cooking cost etc., at District level.</li> <li>• Nodal department should submit reports<sup>13</sup> to State nodal department for onward submission to Gol.</li> </ul>
	<p style="text-align: center;"><b>Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Ensuring that the monthly targets fixed as part of inspection of MDM in respect of District, Sub-Divisional, Tehsil/Taluk block are achieved.</li> <li>• Ensure at least 25% of the primary schools and STCs are inspected every quarter and all schools once in a year.</li> <li>• Ensure that observations during field visit are properly recorded in the prescribed format.</li> <li>• Feedback from head master/cooks/ organizers/children/ community leaders /PRI etc. should be taken.</li> <li>• Analysis of field inspection reports.</li> <li>• Findings of the reports should be documented and reported to SMCs at all levels.</li> </ul>
	<p style="text-align: center;"><b>Tasting of food</b></p> <ul style="list-style-type: none"> <li>• Taste food whenever inspection to school is undertaken.</li> <li>• Ensure that school authorities properly maintain the details of tasting in the register.</li> </ul>
	<p style="text-align: center;"><b>Emergency Medical Plan and Preparedness</b></p> <ul style="list-style-type: none"> <li>• Necessary steps to be taken to avoid any untoward incident in Schools</li> <li>• Forward and follow up the instructions issued for linkages with Primary Health Centre/ Community Health Centre / District Hospital to ensure early treatment of the children if any untoward incident occurs.</li> <li>• Timely review of medical plan.</li> </ul>

Role	Responsibilities
	<p style="text-align: center;"><b>Testing of food and water samples</b></p> <ul style="list-style-type: none"> <li>• Ensure that the food samples are collected across the schools in the District.</li> <li>• Initiate appropriate action basing the report of sample testing.</li> </ul>

**c. Role of Block Level functionaries (Sub-Divisional Officer/ Block Panchayat Officer as Chairman of Steering-cum-Monitoring Committee, Nodal Officer from Block Nodal Department)**

**Table 6 - Roles and responsibilities of Block Level Functionaries**

Role	Responsibilities
<b>PLANNING</b>	<p style="text-align: center;"><b>Preparation of AWPB</b></p> <p><b>Block Nodal Officer</b></p> <ul style="list-style-type: none"> <li>• Consolidation of AWPB related data from all the schools for onward submission to District Nodal Officer.</li> <li>• Documentation of the process of plan preparation.</li> </ul>
	<p style="text-align: center;"><b>Allocation of sanctions</b></p> <p><b>Block Nodal Officer</b></p> <ul style="list-style-type: none"> <li>• Allocation and distribution of food grain sanctions to different schools.</li> </ul>
	<p style="text-align: center;"><b>Food menu</b></p> <p><b>Block Level Steering-cum-Monitoring Committee</b></p> <ul style="list-style-type: none"> <li>• Prepare indicative menu considering the food items that are locally available and culturally acceptable by the people or</li> <li>• Ensure that all the schools follow food menu circulated by State Nodal Department/District nodal department.</li> <li>• Ensure use of double fortified salt, fortified wheat/rice and edible oil.</li> </ul>
	<p style="text-align: center;"><b>Identification of agency for cooking/supply of cooked MDM</b></p> <p><b>Block Level Steering-cum-Monitoring Committee</b></p> <ul style="list-style-type: none"> <li>• Ensure selection of agency for cooking/supply of MDM as per the guidelines of Gol and State.</li> <li>• Notice to the agency for termination in case of any issue reported from school or reporting to the District authority for further action.</li> </ul>
<b>IMPLEMENTATION</b>	<p style="text-align: center;"><b>Lifting of food grains</b></p> <p><b>Block Nodal Officer</b></p> <ul style="list-style-type: none"> <li>• School wise food grains allocations need to be prepared. Unutilised food grains with the schools should be accounted for while allocation of food grains.</li> <li>• Coordination with different agencies for lifting of food grains and transportation to the school.</li> <li>• Updation of relevant records to be done.</li> </ul>
	<p style="text-align: center;"><b>Transportation of food grains</b></p> <p><b>Block Nodal Officer</b></p> <ul style="list-style-type: none"> <li>• Ensure transfer of food grains to schools without any quantity and quality issues.</li> </ul>
	<p style="text-align: center;"><b>Management at local level<sup>14</sup></b></p> <p><b>Block Level Steering -cum-Monitoring Committee</b></p> <ul style="list-style-type: none"> <li>• Conduct meeting in first week of every month to review the previous month scheme implementation and ensure proper implementation with regards to food grains and funds.</li> </ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>If MDM could not be provided for any student/students on any school day, the students are entitled for food security allowance<sup>15</sup>. This allowance should be paid as per the notification released by the Ministry 30.09.2015.</li> </ul>
<b>IMPLEMENTATION</b>	<b>Quality and safety aspect</b>
	<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Ensure compliance with the guidelines issued by Gol regarding food quality, safety and hygiene<sup>16</sup>.</li> <li>Regular meeting of stakeholders and reiterating importance of safety and hygiene aspects and ensure onward training of SMC members/CCH.</li> <li>Distribution of relevant documents of dos and don'ts.</li> </ul>
	<b>Testing of food and water samples</b>
	<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Ensure that the food samples are collected across the schools in Block/Taluk.</li> </ul>
	<b>IEC Campaign</b>
	<b>Block Level Steering-cum-Monitoring Committee</b> <ul style="list-style-type: none"> <li>Awareness programmes should be conducted at different levels about importance of MDM, balanced and nutritious meal, safety and hygiene, community participation etc.</li> <li>Take active participation in Grama Sabha meetings, child enrolment camps, etc., and promote MDM.</li> </ul>
	<b>Kitchen-cum-store</b>
<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Follow-up on progress of kitchen-cum-store construction and reporting to District authorities.</li> </ul>	
	<b>Community involvement</b>
	<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Provide support to District authority in community participation.</li> </ul>
	<b>Health and Medical related interventions</b>
	<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Coordination with PHC/CHC for health related programmes.</li> <li>Ensure health check-up of all the children in schools is carried out.</li> <li>Ensure children receive Iron Folic Acid tablets every week.</li> <li>Ensure identification of children with refractive errors and coordinate with concerned officials for distribution of spectacles.</li> </ul> <b>Block Level Steering -cum-Monitoring Committee</b> <ul style="list-style-type: none"> <li>Ensure training of school teacher on basic screening of health condition of child in coordination with medical department.</li> <li>Coordinate with District authorities for distribution of spectacles, medical referrals etc.</li> </ul>
<b>MONITORING</b>	<b>Tasting of food</b>
	<b>Block Nodal Officer and Block Level Steering -cum-Monitoring Committee</b> <ul style="list-style-type: none"> <li>Taste food whenever inspection to school is undertaken.</li> <li>Ensure that school authorities properly maintain the details of tasting in the register.</li> </ul>
	<b>Emergency Medical Plan and Preparedness</b>
	<ul style="list-style-type: none"> <li>Necessary steps to be taken to avoid any untoward incident in schools</li> <li>Ensure that all schools follow instructions issued for linkages with</li> </ul>



Role	Responsibilities
	Primary Health Centre/ Community Health Centre / District Hospital to ensure early treatment of the children if any untoward incident occurs.
	<b>Reporting</b>
	<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Follow the MIS reporting mechanism adopted by the State</li> <li>Coordinate for the information requested by State and District Administration.</li> <li>Identify persons responsible for maintaining the data regularly.</li> <li>Consolidate information relating to daily attendance register, no. of children availing MDM, stock books of food grain, cash book etc., at Block level</li> </ul>
	<b>Monitoring and Evaluation</b>
	<b>Block Level Steering-cum-Monitoring Committee</b> <ul style="list-style-type: none"> <li>Monthly meetings of SMC.</li> </ul>
	<b>Block Nodal Officer</b> <ul style="list-style-type: none"> <li>Regular visits to schools.</li> <li>Facilitate interaction with all the stakeholders during inspection by District level officers.</li> <li>Follow-up and redressal of complaints received.</li> </ul>

d. Role of functionaries at School Level (Sarpanch/Municipal Commissioner, Representatives of Gram Panchayat, Representatives of Gram Sabha, Members of SMC/VEC/SMDC/PTA, School Management (Staff))

Table 7 - Roles and responsibilities of Functionaries at school Level

Role	Responsibilities
	<b>Preparation of AWPB</b>
	<b>Head Master of the School</b> <ul style="list-style-type: none"> <li>Maintenance of all records at the school level (food grains, stock register, quality maintenance register, student enrolment register, visitor record, taste register, cash book, etc.).</li> </ul>
	<b>Allocation of sanctions</b>
	<b>Head Master of the School</b> <ul style="list-style-type: none"> <li>Record the details of allocations received.</li> </ul>
	<b>Food menu</b>
<b>PLANNING</b>	<b>VEC/SMDC/SMC/PTA</b> <ul style="list-style-type: none"> <li>Provide support/guidance in preparation of food menu and cooking as per the indicative menu.</li> <li>Steps for preparing food basing the items available locally and acceptable by the people and liked by children.</li> <li>Ensure the food menu suggested and food quantity prescribed by the department is followed.</li> <li>Ensure green based recipes inclusion in the food menu.</li> </ul>
	<b>Identification of agency for cooking/supply of cooked MDM</b>
	<b>VEC/SMDC/SMC/PTA, Panchayat</b> <ul style="list-style-type: none"> <li>Take active role in selection of agency for cooking.</li> </ul>
<b>IMPLEMENTATION</b>	<b>Lifting of food grains</b>
	<b>Head Master of the school or VEC/SMDC/SMC/PTA</b>

<b>Role</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>Coordinate with Block level officials for timely lifting of food grains and ensure sufficient quantity of food grains availability.</li> <li>Storage of food grains in storage bin.</li> </ul>
	<b>Transportation of food grains</b>
	<b>Head Master of School</b> <ul style="list-style-type: none"> <li>Record the details of quantity of food grains received and date of receipt against the allocations.</li> <li>Ensure that food grains delivered confirm with allocations actually made (by weighing of food grains). Timely reporting of issues if any.</li> <li>Acknowledge the relevant documents after the delivery of food grains.</li> </ul>
	<b>Management at local level</b>
	<b>Head Master of the School</b> <ul style="list-style-type: none"> <li>The head master of the school shall utilise any fund available in school for the purpose of continuation of MDM in case of temporary unavailability of food grains, cooking cost etc. This amount will be reimbursed to the school account after receipt of MDM funds.</li> <li>Maintain information relating to daily attendance register, no. of children availing MDM, stock books of food grain, cash book, etc.</li> <li>Ensure suitable alternatives are in place for serving the MDM for children if the cook is absent.</li> </ul>
	<b>Quality and safety aspect</b>
	<b>SMC/SMDC/PTA, Panchayat</b> <ul style="list-style-type: none"> <li>The MDM should contain adequate nutrients and should be, palatable, hygienic and operationally feasible.</li> <li>Purchase of branded products and that are of AGMARK quality, use of double fortified salt, use of products before the expiry date etc., should be followed.</li> <li>Inspection of raw material used for cooking before the starting of cooking and ensure that they are replaced if any defect is found.</li> <li>Closely monitor the cooking.</li> <li>Ensure students wash hands before and after eating food.</li> <li>Ensure that eating of MDM is completed within the time.</li> <li>After the MDM, the premises where food is served and cooked should be cleaned properly.</li> <li>All the guidelines issued by the Ministry with regards to quality and safety aspect<sup>17</sup> under MDM should be complied with.</li> <li>Ensure cleanliness and hygiene in the toilets of school premise.</li> <li>Ensure proper fire fighting systems are in place and schools are well equipped with functional fire extinguishers.</li> </ul>
<b>IMPLEMENTATION</b>	<b>Testing of food and water samples</b>
	<b>Head Master of School</b> <ul style="list-style-type: none"> <li>Provide food samples as required by the testing labs and authorities and as per the standards indicated.</li> <li>Ensure availability of potable water in the school.</li> <li>Testing of food samples in case of any untoward incident/health issues in coordination with District authorities.</li> </ul>
	<b>IEC Campaign</b>
	<b>VEC/SMDC/SMC/PTA, Panchayat, Head Master of School</b>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Awareness programmes should be conducted at different levels about importance of MDM, balanced and nutritious meal, safety and hygiene measures being taken, community participation etc.</li> <li>• Door to door visit at Panchayat level may be undertaken where possible.</li> <li>• Dissemination of information in Grama Sabha about MDM programme in the school, no. of students, their health standards, achievements, quality etc.</li> <li>• Role play by children with MDM as core theme.</li> <li>• Rights and entitlements of children, food menu, MDM logo, stock of ingredients should be prominently displayed on the walls outside the school.</li> </ul>
	<p style="text-align: center;"><b>Kitchen-cum-store</b></p> <p><b>Head Master of School, VEC/SMDC/SMC/PTA</b></p> <ul style="list-style-type: none"> <li>• Ensure that kitchen-cum-store is away from class rooms but at a safe and accessible distance and should not be having thatched roof or inflammables.</li> <li>• The kitchen-cum-store prototype design given by the Ministry should be followed.</li> <li>• Training on safe handling of kitchen-cum-store should be given.</li> <li>• Identification of kitchen devices that needs replacement once in 5 years</li> <li>• Washing and cooking of MDM should be far from each other.</li> <li>• Storage of food grains, fuel etc., as indicated by the guidelines of the Ministry.</li> </ul>
	<p style="text-align: center;"><b>Community involvement</b></p> <p><b>VEC/SMDC/SMC/PTA, Panchayat</b></p> <ul style="list-style-type: none"> <li>• Involvement of community members by support of gram Panchayats/SMC on a rotation basis for different activities of the schemes.</li> <li>• Dissemination of information about meeting of community members through distribution of pamphlets/notification etc.</li> <li>• A roster for community members who provide support should be maintained.</li> <li>• Involvement of mothers to supervise preparation of meals and feeding of children.</li> <li>• The observations made by the community members should be encouraged and a register should be maintained for recording their observations.</li> </ul>
	<p style="text-align: center;"><b>Health and Medical related interventions</b></p> <p><b>VEC/SMDC/SMC/PTA, Head Master of School</b></p> <ul style="list-style-type: none"> <li>• Ensure use of double fortified salt, fortified wheat/rice and edible oil.</li> <li>• Convergence with school health programmes.</li> <li>• Medical observations made during the check-up are duly communicated to the parents and ensure proper care is taken.</li> <li>• Ensure distribution of de-worming tablets to children as per the schedule of Government and as per the safety instructions of medical department.</li> <li>• Ensure availability and distribution of iron and folic acid tablets.</li> <li>• Checking expiry date of medicines before usage.</li> <li>• Ensure basic medical kit availability in the school all the time.</li> <li>• Ensure linkages with PHC/CHC/District Hospitals/Fire Services/Police to ensure early treatment of children in case of untoward incident and for other related interventions</li> </ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>Maintain original/copy of health record of student at school.</li> </ul>
<b>IMPLEMENTATION</b>	<b>Proactive disclosure</b>
	<p><b>Head Master of School</b> Proactive disclosure of following information at a place visible to every one:</p> <ul style="list-style-type: none"> <li>Entitlement of children (food norms)</li> <li>Quantity of food grains received and date of receipt</li> <li>Quantity of food grains utilized</li> <li>Other ingredients purchased</li> <li>Number of children taken MDM</li> <li>Daily food menu</li> <li>Roster of community members for supervision and monitoring</li> </ul>
<b>MONITORING</b>	<b>Tasting of food</b>
	<p><b>VEC/SMDC/SMC/PTA, Any teacher nominated by Head Master</b></p> <ul style="list-style-type: none"> <li>The food cooked as part of MDM should be tasted by a teacher before serving and a register with details of tasting should be maintained.</li> <li>A member of SMC/parent of the school student should                             <ul style="list-style-type: none"> <li>taste the food on a rotation basis along with the teachers</li> <li>be present when serving MDM.</li> <li>verify the number of children who availed MDM</li> </ul> </li> <li>A roster of parents for tasting the food should be maintained.</li> </ul>
	<b>Reporting</b>
	<p><b>Head Master of School</b></p> <ul style="list-style-type: none"> <li>Ensure timely reporting of progress against the different components of the scheme.</li> <li>Monthly reports like opening balance of food grains, food grains lifted, total quantity of rice, monthly bills (honorarium to CCH, cooking cost).</li> <li>Reporting of MIS as advised by the State/District Administration.</li> </ul>
	<b>Monitoring and Evaluation</b>
	<p><b>VEC/SMDC/SMC/PTA, Panchayat</b></p> <ul style="list-style-type: none"> <li>Check regularity and wholesomeness of the MDM served.</li> <li>Cleanliness in cooking and serving of MDM.</li> <li>Timeliness in procurement of good quality ingredients, fuel etc.</li> <li>Implementation of varied menu.</li> </ul> <p><b>Head Master of School</b></p> <ul style="list-style-type: none"> <li>Providing relevant reports and information.</li> <li>Ensure follow up action based on the findings of inspection report.</li> <li>In case the MDM is being arranged through a centralized agency, undertake regular review and monitoring of their Kitchens and processes involved.</li> </ul>

## 11. MDM -Activity Mapping at District Level

Following table illustrates the list of activities to be performed at different levels in the district:

Table 8 - Activity Mapping

Specific Activity	Local Self Government				SMC/ VEC	SHG, NGO, Nehru Yuva Kendra (NYK) youth Group, PTA/MTA
	Panchayat Raj			Urban Local Bodies		
	District level	Block Level	Village level			
<b>Policies/Norms/Standards</b>						
Eligibility of Voluntary agencies	✓			✓		
Indicative menus		✓		✓		
<b>Planning and Operations</b>						
Design of kitchen cum store		✓		✓		
Food-grain: Lifting	✓			✓		
Food-grain: Transportation	✓			✓		
Other Consumables: Procurement, Transportation			✓	✓		
Fund Release			✓			
Menu Planning			✓	✓	✓	✓
Cooking, serving and ancillary activities			✓	✓	✓	✓
Information, Education and Communication activities	✓	✓	✓	✓		
<b>Asset Creation</b>						
Construction of Kitchen cum store			✓	✓		
Procurement of kitchen devices			✓	✓		
<b>Monitoring and Evaluation</b>						
Reporting	✓	✓	✓	✓		
Quality of MDM served/ Social Audit at local level.			✓	✓	✓	
Programme and Impact Parameters <sup>18</sup>	✓	✓	✓	✓	✓	
Studies	✓					
Community Participation	✓	✓	✓	✓	✓	✓
Best Practices	✓	✓	✓	✓	✓	

## 12. Suggested Quarterly Progress Report Formats

As part of the scheme implementation, quarterly progress reports have to be submitted by State to MHRD. The information from Districts is aggregated at State level and submitted to MHRD. The formats advised by the MHRD<sup>19</sup>/(any form prescribed by States) may be followed by the Districts. Suggested formats that can be used at district level<sup>20</sup>are mentioned below:

### a. MDM coverage in Primary Schools

Sl. No.	Types of Schools/ Centres	TARGET as per PAB-MDM approval			Total No. of existing schools as on date	Enrolment	Number of Children opted for MDM	Achievement					
		No. of Schools / Centres	No. of Children	No. of working days as per PAB Approval for FY				No. of Schools/Centres actually served	No. of meals served	No. of working days	Average No. of children (=10/11)	% coverage against PAB approval (=12/4)	% coverage against enrolment (=12/7*100)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Total												

### e. MDM coverage in Upper Primary Schools

Target as per MDM-PAB approval				Total No. of existing schools as on date	Enrolment	Number of Children opted for MDM	Achievement						
No. of Schools /Centres		No. of Children	No. of working days as per PAB Approval for FY				No. of Schools/Centres actually served		No. of meals served	No. of working days	Average number of children (=12/13)	% coverage against PAB approval (=14/5)	% coverage against enrolment (=14/8*100)
Upper Primary	Upper Primary with Primary classes			Upper Primary	Upper Primary with Primary classes	10	11	12					
3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Total												

**c. Utilisation of foodgrains under MDM**

Sl. No.	Food grains	Primary						Upper Primary					
		Annual Allocation	Allocation for the current Qtr.	Opening Balance at the Starting of the Qtr.	Lifted from FCI during the Qtr	Aggregate quantity Consumed at School level	Balance* Stock at the end of the Qtr (col.5+6-7)	Annual Allocation	Allocation for the current Quarter	Opening Balance at the Starting of the Qtr.	Lifted from FCI during the Qtr	Aggregate quantity Consumed at School level	Balance* Stock at the end of Qtr (col.11+12-13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	<b>Total</b>												

**d. Status of payment of cost of food grains to FCI**

Stage	Food grain allocated for the quarter (in MTs)	Opening balance Funds at the beginning of the Quarter (Rs in Lakhs)	Funds Released by GOI (Rs. in lakh)	Total Funds available	Food grain lifted during the quarter	Bill raised by FCI		Payment to FCI		Balance Payment to FCI	
						Qty (in MT)	Amount (Rs in Lakhs)	Qty (in MT)	Amount (Rs in Lakhs)	Qty (in MT)	Amount (Rs in Lakhs)
1	2	3	4	5	6	7	8	9	10	11	12
	<b>Total</b>										

e. School Health Programme (Primary & Upper Primary)

Coverage under School Health Programme												
Stage	Health Check up carried out		Distribution of Iron Folic Acid Tablets		Distribution of De-worming Tablets		Visually Impaired		Weight Measurement		Measurement of Height	
	No. of Schools/Centres	No. of Children	No. of Schools /Centres	No. of Children	No. of Schools /Centres	No. of Children	No. of Children with refractive error	No. of Children received spectacles	No. of Schools	No. of Children	No. of Schools	No. of Children
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Total</b>												



## Abbreviations

AGMARK	Agriculture Mark	MP	Member of Parliament
AIE	Alternative and Innovative Education	MT	Metric Tonnes
AWPB	Annual Work Plan & Budget	NABL	National Accreditation Board for Testing and Calibration Laboratories
CCH	Cook cum Helper	NCERT	National Council Of Educational Research And Training
CEO	Chief Executive Officer	NER	North Eastern Region
CHC	Community Health Centre	NGO	Non-Governmental Organisation
CS	Chief Secretary	NIC	National Informatics Centre
CSIR	Council of Scientific & Industrial Research	NIEPA	National Institute of Educational Planning and Administration
CSO	Civil Society Organization	NP-NPSE	National Programme of Support to Primary Education
DSEL	Department of School Education and Literacy	NYK	Nehru Yuva Kendra
EBB	Educationally Backward Blocks	PAB	Program Approval Board
EGS	Education Guarantee Scheme	PHC	Primary Health Centre
FAQ	Fair Average Quality	PPP	Public-Private Partnership
FCI	Food Corporation of India	PTA	Parents Teachers Association
FSSAI	Food Safety and Standards Authority of India	PTA	Parent Teacher Association
FY	Financial Year	RMSA	Rashtriya Madhyamik Shiksha Abhiyan
Gol	Government of India	SCMC	Steering-cum-Monitoring Committee
HoD	Head of Department	SGRY	Swarnajayanti Gram SwarozgarYojana
HP	Himachal Pradesh	SHG	Self Help Group
ICDS	Integrated Child Development Services	SHP	School Health Programme
IEC	Information Education Communication	SMC	School Management Committee
J&K	Jammu &Kashmir	SMDC	School Management & Development Committee
MCAFPD	Ministry of Consumer Affairs, Food and Public Distribution	SMDC	School Management & Development Committee
MDM	Mid-Day Meal	SSA	Sarva Shiksha Abhiyan
MLA	Member of Legislative Assembly	STC	Special Training Centres
MME	Management, Monitoring and Evaluation	SWP&B	Annual Work Plan and Budget
MoHFW	Ministry of Health and Family Welfare	UK	Uttarakhand
MoHRD	Ministry of Human Resource Development	UT	Union Territory
MoHUA	Ministry of Housing and Urban Affairs	VEC	Village Education Committee
MoPR	Ministry of Panchayat Raj	ZP	Zila Parishad
MoRD	Ministry of Rural Development		

## Endnotes and References

<sup>1</sup> The MDM scheme has undergone many changes over the years of implementation. The MoHRD has published guidelines and circulars from time to time and they are:

- a. MDM guidelines 2006 and regular advisories issued by MHRD, GoI are available at <http://mdm.nic.in/>
- b. Guidelines for engagement of CSO/NGO in MDM cooking, 2017 are available at [http://mdm.nic.in/Files/Guidelines/2017/Revised\\_Guidelines\\_Centerize%20Kitchens\\_2017.pdf](http://mdm.nic.in/Files/Guidelines/2017/Revised_Guidelines_Centerize%20Kitchens_2017.pdf)
- c. Model Memorandum of Understanding (MoU) for engagement of Civil Society Organization/Non Govt. Organisations (CSO/NGO) in MDM Scheme dated 26-04-2017 is available at [http://mdm.nic.in/Files/Guidelines/2017/Model\\_MOU\\_for\\_CSO\\_NGO-2017.pdf](http://mdm.nic.in/Files/Guidelines/2017/Model_MOU_for_CSO_NGO-2017.pdf)
- d. Detailed guidelines for preparation of AWPB (2017-18) is available at: [http://mdm.nic.in/Files/PAB/PAB-2017-18/AWPB\\_2017-18\\_Formats/2\\_Guidelines%20for%20preparation%20of%20plan.pdf](http://mdm.nic.in/Files/PAB/PAB-2017-18/AWPB_2017-18_Formats/2_Guidelines%20for%20preparation%20of%20plan.pdf)
- e. Other circulars:
  - MDM Rules - 2015 with JS DO Letter dt. 08-10-2015
  - Guidelines on food Safety and Hygiene for school level kitchens under Mid-Day Meal (MDM) Scheme
  - Revised guidelines for restructuring of the composition of Joint Review Mission (JRM) (Dt.02-02-2015)
  - Revised nomenclature of EGS, AIE centres, NCLP schools to Special Training Centres (STCs) under Mid Day Meal Scheme - reg.(5-8-2014)
  - Guidelines to ensure, safety and hygiene under the MDM Scheme (dt.22nd July, 2013)
  - Use of double fortified salt for MDMS (vide D.O. No.5-5/2011-MDM-1-1 dt.01-07-2012)
  - Guidelines for providing MDM to children of National Child Labour Project (NCLP) (27th October, 2011)
  - Guidelines for engagement of Voluntary / NGOs 2010 (dt. 8th September, 2010)
  - State Level Steering cum Monitoring Committee (SSMC) (dt.30th August, 2010)
  - Letter dated 29th July, 2010 regarding Engagement of Cooks-cum-Helpers under Mid Day Meal Scheme (apportionment)
  - Revised Guidelines for Management, Monitoring and Evaluation (MME) Component (dt.21st June, 2010)
  - Guidelines for decentralised payment of cost of Food grain to FCI (dt.10th February, 2010)
  - Revised norms for Cost of Construction of Kitchen-cum-Store (dt.31st December, 2009)
  - Revision of norms of food grains, cooking cost, honorarium to cook-cum-helpers (dt. 24th November, 2009)
  - Revision of TA to 11 special category States (dt.24th November, 2009)
  - Extension of MDM Programme to eligible Madarasas/Maktabs (dt. 21st April, 2008)
  - Extension of MDM Programme to Upper Primary in EBBs (dt.27th September, 2007)
  - Students of EGS covered under MDM Programme (dt.16th October, 2002)
  - Guidelines for conducting of Social Audit under MDMS dated 3<sup>rd</sup> July 2014 available on [http://www.mdm.nic.in/Files/Social\\_Audit/Social\\_Audit\\_Guidelines/Social\\_Audit\\_Guidelines\\_dt\\_3-7-2014.pdf](http://www.mdm.nic.in/Files/Social_Audit/Social_Audit_Guidelines/Social_Audit_Guidelines_dt_3-7-2014.pdf)

<sup>2</sup> School Management Committee: As per Right to Education Act of 2009, a SMC has to be constituted. 75% of the members will be from amongst the parents or guardians of children and remaining are elected members from local authority, teachers, local educationists or school children. ([http://mhrd.gov.in/sites/upload\\_files/mhrd/files/upload\\_document/RTI1.pdf](http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/RTI1.pdf))

<sup>3</sup> AWPB: THE AWPB contains details of allocations to the state with regard to

- District wise allocation of quantity of food grains
- District wise allocation of cooking assistance
- Transport subsidy (based on quantity of food grains allotted to State/UT Administration as a whole)
- Funds for Management, Monitoring and Evaluation. (1.8% of item [i] to [iii] above for State/UT Administration as a whole)
- District wise allocation for Construction of Kitchen-cum-stores
- District wise allocation for provision of kitchen devices.

<sup>4</sup> Considering the assistance provided by MoHRD under MDM, the States/UTs will prescribe and notify its own norms of expenditure under MDM, based on which funds will be allocated for implementation of the programme. The norms, thus notified, will be referred to as “State norms”. (Section 3.3 , page no 13 of MDM Guidelines of 2006.

[http://mdm.nic.in/Files/Guidelines/10.FINAL\\_Guidelines\\_MDM\\_19\\_sept.pdf](http://mdm.nic.in/Files/Guidelines/10.FINAL_Guidelines_MDM_19_sept.pdf))

<sup>5</sup> In States where the function of education has been developed to Panchayat Raj Institutions, the State Nodal department will convey the District wise allocation to District Panchayats

<sup>6</sup> The states where the function of education has been devolved to Panchayats, the Chief Executive Officer of District Panchayat or Executive Officer of Block Panchayat will be the nodal officer for the implementation of programme. In such cases, the programme implementation within their jurisdiction is assigned to Panchayat/Urban Local Bodies concerned (as per MDM guidelines 2006, section 3.5, 3.6).

<sup>7</sup> Selection of an agency for cooking MDM is to be undertaken as per the directions of the State.

<sup>8</sup> Fair Average Quality: as per the guidelines of MDM 2006, FCI will issue food grains of best available quality, which will in any case be at least of Fair Average Quality (FAQ).

<sup>9</sup> **Social audit** is the process by which people collectively monitor and evaluate the planning and implementation of a programme or scheme.

<sup>10</sup> Selection of an agency for cooking MDM is to be undertaken as per the directions of the State.

<sup>11</sup> Tithi Bhojan: MoHRD has started an initiative called Tithi Bhojan under MDM to attract community participation and channelize it for enrichment of MDM Scheme.

<sup>12</sup> Automated Monitoring System: Under this system, States/UTs have set up a system for data collection through Interactive Voice Response System (IVRS)/SMS/Mobile Application/Web Application from schools on a daily basis and are using it for the purpose of monitoring and timely follow up action.

<sup>13</sup> The following reports need to be submitted to State for onward submission to GoI

- Monthly/quarterly report on off-take of food grains
- Monthly progress report of payments to FCI
- Quarterly progress report- - child coverage, utilisation of funds for cooking cost, transport assistance, honorarium to CCH, MME etc.
- Number of meetings of DLC held under chairmanship of MP
- Information on untoward incident if any
- Details of complaints received regarding quantity/quality of MDM
- Interruptions in regular serving of MDM and reasons thereof
- Payment of food security allowance for non-serving of MDM
- No of MDM food samples found below the prescribed norms after testing and the action taken

<sup>14</sup>Food security Allowance: MHRD, Gol in its gazette notification dated 30.09.2015 has published rules relating to (A) payment of Food Security Allowance if MDM is not provided in any school and (B) power to head master to spend any fund available in school for the purpose of continuation of MDM in case of temporary unavailability food grains, cooking cost etc. in the school. ([http://mdm.nic.in/Files/OrderCirculars/2015/JS\\_DO\\_Letters\\_MDM\\_Rules.pdf](http://mdm.nic.in/Files/OrderCirculars/2015/JS_DO_Letters_MDM_Rules.pdf))

<sup>15</sup>Reference 12

<sup>16</sup> Guidelines on food Safety and Hygiene for school level kitchens under MDM are available at <http://mdm.nic.in/Files/Guidelines/2015/Guidelines%20Food%20Safety%20and%20Hygiene.pdf>  
<http://mdm.nic.in/Files/OrderCirculars/MDM%20Guidelines%20implementation%20.pdf>  
[http://mdm.nic.in/Files/OrderCirculars/DFS\\_MDM.pdf](http://mdm.nic.in/Files/OrderCirculars/DFS_MDM.pdf)

<sup>17</sup>Reference 15

<sup>18</sup> Programme and Impact Parameters: MDM served in the schools has to be monitored regularly. Different parameters to be monitored and the authority to monitor have been prescribed by Gol. This format is available at annexure 12, page number 80 at [http://mdm.nic.in/Files/Guidelines/10.FINAL\\_Guidelines\\_MDM\\_19\\_sept.pdf](http://mdm.nic.in/Files/Guidelines/10.FINAL_Guidelines_MDM_19_sept.pdf)

<sup>19</sup>Formats of Quarterly progress reports submission to Gol available at <https://groups.google.com/forum/#!topic/mhrd-mdm/VakytOuvup8>

<sup>20</sup>The information from all schools is collected and aggregated at Block level and at District level.