



# **National Programme of Mid Day Meal in Schools (MDMS)**

**Annual Work Plan & Budget  
2018-19**

Name of the District .....

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# MidDayMeal Programme

## AnnualWorkPlanand Budget2018-19

*(Please donot change serial numbersbelow)*

### 1. Introduction:

- 1.1 Briefhistory
- 1.2 Managementstructure
- 1.3 ProcessofPlan Formulation at District level.

### 2. Descriptionandassessmentoftheprogrammeimplementedinthecurrentyear (2016-17)and proposalfornextyear (2017-18)withreference to:

2.1 Regularityandwholesomenessofmid - daymealserved tochildren; interruptions if any and the reasons therefore, problem areas for regular serving of mealsand action taken toavoid Interruptions in future.

2.2 System for cooking, serving and supervising mid-daymeals in the schools

2.3 Details about weekly Menu.

2.3.1 Weekly Menu – Day wise

2.3.2 Additional Food items provided (fruits/milk/any other items), if any from State/UT resources. Frequency of their serving along with per unit cost per day.

2.3.3 Usage of Double Fortified Salt andFortified Edible Oil; their availability and constraints, if any, for procuring these items.

2.3.4 At what level menu is being decided / fixed,

2.3.5 Provision of localvariation in the menu, Inclusion of locally available ingredients/items in the menu as per the liking/taste of the children

2.3.6 Time of serving meal.

## 2.4 Fund Flow Mechanism - System for release of funds (Central share and State share).

- 2.4.1 Existing mechanism for release of funds up to school/ implementing agency levels.
- 2.4.2 Mode of release of funds at different levels,
- 2.4.3 Dates when the fund were released to District/Block /Gram Panchayat and finally to the Cooking Agency/School.
- 2.4.4 Reasons for delay in release of funds at different levels.
- 2.4.5 In case of delay in release of funds from State/ Districts, how the scheme has been implemented by schools/ implementing agencies.
- 2.4.6 Initiatives taken by the State/District for pre-positioning of funds with the implementing agencies in the beginning of the year.

## 2.5 Foodgrains management,

- 2.5.1 Time lines for lifting of foodgrains from FCI Depot- lifting calendar of foodgrains.
- 2.5.2 System for ensuring lifting of FAQ foodgrains (Joint inspections at the time of lifting etc.).
- 2.5.3 Is there any incident when FAQ food grain was not provided by FCI. If so, the action taken by the State/District to get such food grain replaced with FAQ food grain. How the food grain of FAQ was provided to implementing agencies till replacement of inferior quality of food grain from FCI was arranged.
- 2.5.4 System for transportation and distribution of food grains
- 2.5.5 Whether unspent balance of foodgrains with the schools is adjusted from the allocation of the respective implementing agencies (Schools/SHGs/Centralised Kitchens) Number of implementing agencies receiving foodgrains at doorstep level.
- 2.5.6 Storage facility at different levels in the District/Blocks/Implementing agencies after lifting of food grains from FCI depot.,

2.5.7 Challenges faced and plan to overcome them.

## 2.6 Payment of cost of food grains to FCI.

2.6.1 System for payment of cost of food grains to FCI; whether payments made at district level or State level

2.6.2 Status of pending bills of FCI of the previous year(s) and the reasons for pendency.

2.6.3 Timelines for liquidating the pending bills of previous year(s).

2.6.4 Whether meetings are held regularly in the last week of the month by the District Nodal Officers with FCI as per guidelines dated 10.02.2010 to resolve the issues relating to lifting, quality of food grains and payment of bills.

2.6.5 Whether the District Nodal Officer is submitting the report of such meeting to State Head quarter by 7<sup>th</sup> of next month.

2.6.6 The process of reconciliation of payment with the concerned offices of FCI.

2.6.7 Relevant issues regarding payment to FCI.

2.6.8 Whether there is any delay in payment of cost of food grains to FCI. If so, the steps taken to overcome the delay.

## 2.7 Cook-cum-helpers

2.7.1 Is there any difference in the number of cook-cum-helpers eligible for engagement as per norms and the CCH actually engaged.

2.7.2 System and mode of payment, of honorarium to cook-cum-helpers and implementing agencies viz. NGOs/SHGs/Trust/Centralized kitchen etc.

2.7.3 Whether the CCH were paid on monthly basis.

- 2.7.4 Whether there was any instance regarding irregular payment of honorarium to cook-cum-helpers and reason thereof.Measures taken to rectify the problem.
- 2.7.5 Rate of honorarium to cook-cum-helpers,
- 2.7.6 Number of cook-cum-helpers having bank accounts,
- 2.7.7 Number of cook-cum-helpers receiving honorarium through their bank accounts,
- 2.7.8 Provisions for health check-ups of Cook-cum-Helpers,
- 2.7.9 Whether cook-cum-helpers are wearing head gears and gloves at the time of cooking of meals.
- 2.7.10 Modalities for apportionment of cook-cum-helpers engaged at school level and working at centralized kitchens, in case of schools being served through centralized kitchens,
- 2.7.11 Mechanisms adopted for the training of cook cum helpers. Total number of trained cook cum helpers engaged in the cooking of MDMs. Details of the training modules; Number of Master Trainers available in the District; Number of trainings organized by the Master Trainers for training of cook-cum-helpers..
- 2.7.12 Whether any steps have been taken to enroll cook-cum-helpers under any social security schemes i.ePradhan Mantri Jan DhanYojana,Pradhan Mantri Suraksha BimaYojana, Pradhan Mantri Jeevan JyotiBimaYojana etc. and number of cooks benefitted through the same.

## 2.8 Procurement and storage of cooking ingredients and condiments

- 2.8.1 System for procuring good quality (pulses,vegetables including leafy ones, salt,condiments, oil etc. and other commodities.
- 2.8.2 Whether 'First-in:First-out'(FIFO)method has been adopted for using MDM ingredients such as pulses, oil/fats,Condiments salt etc. or not.
- 2.8.3 Arrangements for safe storage of ingredients and condiments in kitchens.
- 2.8.4 Steps taken to ensure implementation of guidelines dated 13.02.2015 on

food safety and hygiene in school level kitchens under Mid-Day Meal Scheme.

2.8.5 Information regarding dissemination of the guidelines up-to school level.

**2.9** Type of Fuel used for cooking of Mid-Day Meals –LPG, Smokeless Chulha, Fire wood etc.

2.9.1 Number of schools using LPG for cooking MDM

2.9.2 Steps taken by State to provide LPGas fuel in MDM in all schools.

2.9.3 Expected date by which LPG would be provided in all schools.

2.10 Kitchen-cum-stores.

2.10.1 Procedureforconstruction ofkitchen-cum-store,

2.10.2 Whether any standardized model of kitchen cum stores is used for construction.

2.10.3 Details of the construction agency and role of community in this work.

2.10.4 Kitchen cum stores constructed through convergence, if any

2.10.5 Progressofconstruction ofkitchen-cum-storesand targetfor the nextyear.

2.10.6 The reasons for slow pace of construction of kitchen cum stores, if applicable.

2.10.7 How much interest has been earned on the unutilized central assistance lying in the bank account of the State/implementing agencies.

2.10.8 Details of the kitchen cum stores constructed in convergence. Details of the agency engaged for the construction of thesekitchen cum stores.

2.11 KitchenDevices

2.11.1 Procedureofprocurementofkitchendevices from fundsreleasedundertheMid

-DayMeal Programme

2.11.2 Status of procurement of kitchen devices

2.11.3 Procurement of kitchen devices through convergence or community/CSR

2.11.4 Availability of eating plates in the schools. Source of procurement of eating plates.

2.12 Measure taken to rectify

2.12.1 Inter-block low and uneven utilization of food grains and cooking cost

2.12.2 Intra-block mismatch in utilization of food grains and cooking cost.

2.12.3 Mismatch of data reported through various sources (QPR, AWP&B, MIS etc)

2.13 Quality of food

2.13.1 System of Tasting of food by teachers/community. Maintenance of tasting register at school level.

2.13.2 Maintenance of roster of parents, community for the presence of at least two parents in the school on each day at the time of serving and tasting of mid day meal.

2.13.3 Testing of food sample by any recognized lab for prescribed nutrients and presence of contaminants such as microbe'se-coli. Mechanism to check the temperature of the cooked MDM.

2.13.4 Engagement of / recognized labs for the testing of Meals.

2.13.5 Details of protocol for testing of Meals, frequency of lifting and testing of samples.

2.13.6 Details of samples taken for testing and the results thereof.

2.13.7 Steps taken to ensure implementation of guidelines issued with regard to quality of food.

- 2.14 Involvement of NGOs / Trusts.
  - 2.14.1 Modalities for engagement of NGOs/ Trusts for serving of MDM through centralized kitchen.
  - 2.14.2 Whether NGOs/ Trusts are serving meal in rural areas
  - 2.14.3 Maximum distance and time taken for delivery of food from centralized kitchen to schools
  - 2.14.4 Measures taken to ensure delivery of hot cooked meals to schools
  - 2.14.5 Responsibility of receiving cooked meals at the schools from the centralized kitchen,
  - 2.14.6 Whether sealed/insulated containers are used for supply of meals to schools,
  - 2.14.7 Tentative time of delivery of meals at schools from centralized kitchen.
  - 2.14.8 Availability of weighing machines for weighing the cooked MDM at school level prepared at centralized kitchen.
  - 2.14.9 Testing of food samples at centralized kitchens.
  - 2.14.10 Whether NGO is receiving grant from other organizations for the mid day meal. If so, the details thereof.
  
- 2.15 Systems to ensure transparency and accountability in all aspects of programme implementation,
  - 2.15.1 Display of logo, entitlement of children and other information at a prominent visible place in school
  - 2.15.2 Dissemination of information through MDM website
  - 2.15.3 Provisions for community monitoring at school level i.e. Mother Roaster, Inspection register,
  - 2.15.4 Tasting of meals by community members,
  - 2.15.5 Conducting Social Audit



## 2.16 Capacity building and training for different stakeholders

- 2.16.1 Details of the training programme conducted for State level officials, SMC members, school teachers and others stakeholders
- 2.16.2 Details about Modules used for training, Master Trainers, Venues etc.
- 2.16.3 Targets for the next year.

## 2.17 Management Information System at School, Block, District and State level and its details.

- 2.17.1 Procedure followed for data entry into MDM-MIS Web portal
- 2.17.2 Level (State/ District/ Block/ School) at which data entry is made
- 2.17.3 Availability of manpower for web based MIS
- 2.17.4 Mechanism for ensuring timely data entry and quality of data
- 2.17.5 Whether MIS data is being used for monitoring purpose and details thereof.

## 2.18 Automated Monitoring System (AMS) at School, Block and District level and its details.

- 2.18.1 Status of implementation of AMS
- 2.18.2 Mode of collection of data under AMS (SMS/IVRS/Mobile App/Web enabled)
- 2.18.3 Tentative unit cost for collection of data.
- 2.18.4 Mechanism for ensuring timely submission of information by schools
- 2.18.5 Whether the information under AMS is got validated.
- 2.18.6 Whether AMS data is being used for monitoring purpose and details thereof.
- 2.18.7 In case, AMS has not been rolled out, the reasons therefor may be indicated along with the time lines by which it would be rolled out.

2.19 Write up on best/ innovative practices followed in the District along with some high resolution photographs of these best / innovative practices.

2.20 Untoward incidents

2.20.1 Instances of unhygienic food served, children falling ill

2.20.2 Sub-standard supplies,

2.20.3 Diversion/ misuse of resources,

2.20.4 Social discrimination

2.20.5 Action taken and safety measures adopted to avoid recurrence of such incidents. Whether Emergency Plan exists to tackle any untoward incident.

2.21 Status of Rastriya Bal Swasthya Karyakram.

2.21.1 Provision of micro- nutrients, de-worming medicine, Iron and Folic acid (WIFS).

2.21.2 Distribution of spectacles to children with refractive error,

2.21.3 Recording of height, weight etc.

2.21.4 Number of visits made by the RBSK team for the health check- up of the children.

2.22 Present monitoring structure at various levels. Strategy for establishment of monitoring cell at various levels viz. Block and District level for effective monitoring of the scheme.

2.23 Meetings of Steering cum Monitoring Committees at the Block and District level

2.23.1 Number of meetings held at various level and gist of the issues discussed in the meeting,

2.23.2 Action taken on the decisions taken during these meetings.

- 2.24 Frequency of meeting of District Level Committee held under the chairmanship of senior most MP of the District to monitor the scheme. Gist of the issues discussed and action taken thereon.
- 2.25 Arrangement for official inspections to MDM centers/schools and percentage of schools inspected and summary of findings and remedial measures taken.
- 2.26 Details of the Contingency Plan to avoid any untoward incident. Printing of important phone numbers (eg. Primary health center, Hospital, Fire brigade etc) on the walls of school building.
- 2.27 Grievance Redressal Mechanism
- 2.27.1 Details regarding Grievance Redressal at all levels,
  - 2.27.2 Details of complaints received i.e. Nature of complaints etc.
  - 2.27.3 Time schedule for disposal of complaints,
  - 2.27.4 Details of action taken on the complaints.
- 2.28 Details regarding Awareness Generation & Information, Education and Communication (IEC) activities and Media campaign, carried out at District/block/school level.
- 2.29 Overall assessment of the manner in which implementation of the programme is contributing to the programme objectives and an analysis of strengths and weaknesses of the programme implementation.
- 2.30 Action Plan for ensuring enrolment of all school children under Adhaar before the stipulated date.
- 2.31 Contribution by community in the form of TithiBhojan or any other similar practices in the district.

2.32 Availability of kitchen gardens in the schools. Details of the mechanisms adopted for the setting up and Maintenance of kitchen gardens.

2.33 Details of action taken to operationalize the MDM Rules, 2015.

2.34 Details of payment of Food Security Allowances and its mechanism.

2.35 Any other issues and Suggestions.

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